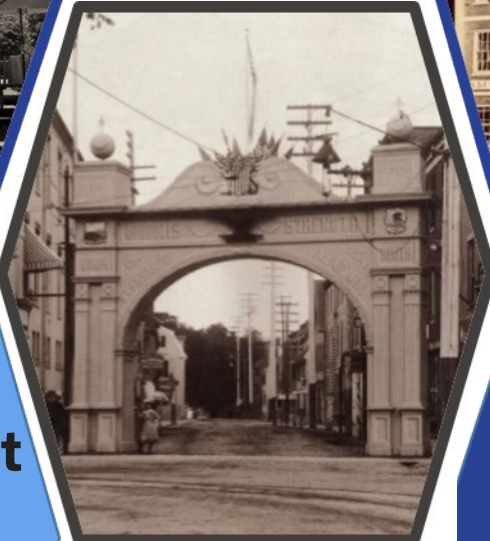




PORTSMOUTH NH
P400
 HISTORY LIGHTS OUR WAY
 1623 - 2023



FY 2023



Fiscal Year 2023
 (July 1, 2022 - June 30, 2023)
Proposed Annual Budget
 City of Portsmouth, New Hampshire



This logo was designed by Darci Creative of Portsmouth.

(About the Logo)

- The logo incorporates the dates 1623-2023 and the words “Portsmouth NH” to differentiate the city from many other “Portsmouths” in the US and England;
- The contemporary typeface is presented in strong shades of blue, reflecting the ocean;
- The silhouette of a lighthouse represents Portsmouth Harbor Lighthouse, specifically
 - as Portsmouth is surrounded by three lighthouses that welcome residents returning home, and visitors from around the globe.
- Lighthouses invite, protect, and enlighten – a symbol of openness and inclusivity;
- The lighthouse is also a beacon, a symbol of welcome and safe harbor; lastly
- Portsmouth Lighthouses are a symbol of our maritime history and working port, one of the oldest ports in the country. Like the lighthouse, we hope the Portsmouth NH 400th will stand for future generations. As the slogan says, “History lights our way.”

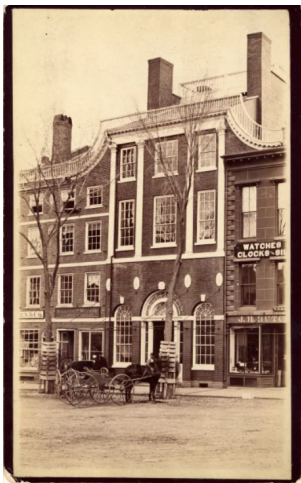


Photo Credits for the FY23 Proposed Budget Document Cover

Courtesy of the Portsmouth Athenaeum: Portsmouth Athenaeum c. 1885; The Treaty of Portsmouth Stagecoach, 1905; The Market Square Arch, 1900; and the Portsmouth Waterfront, 1924.

Courtesy of the North Church Photograph Collection, Portsmouth Athenaeum: The Old North Church, 1854.

City of Portsmouth, New Hampshire Proposed Annual Budget 2022-2023

Directory of Officials

City Council

Deaglan McEachern, Mayor
JoAnna Kelley, Assistant Mayor

John Tabor
Josh Denton
Beth Moreau

Andrew Bagley
Vincent Lombardi
Rich Blalock
Kate Cook

Board of Education

Stephen Zdravec, Superintendent
Nancy Novelline Clayburgh, Chair
Margaux Peabody, Vice Chair

Traci Hope Van Epps
Ann M. Walker
Christiana "Pip" Clews

Elizabeth Barrett
Lisa Rapaport
Brian French
Kerry Nolte

Police Commission

Mark Newport, Police Chief
Stefany Shaheen, Chair
Buzz Scherr
Kate Coyle

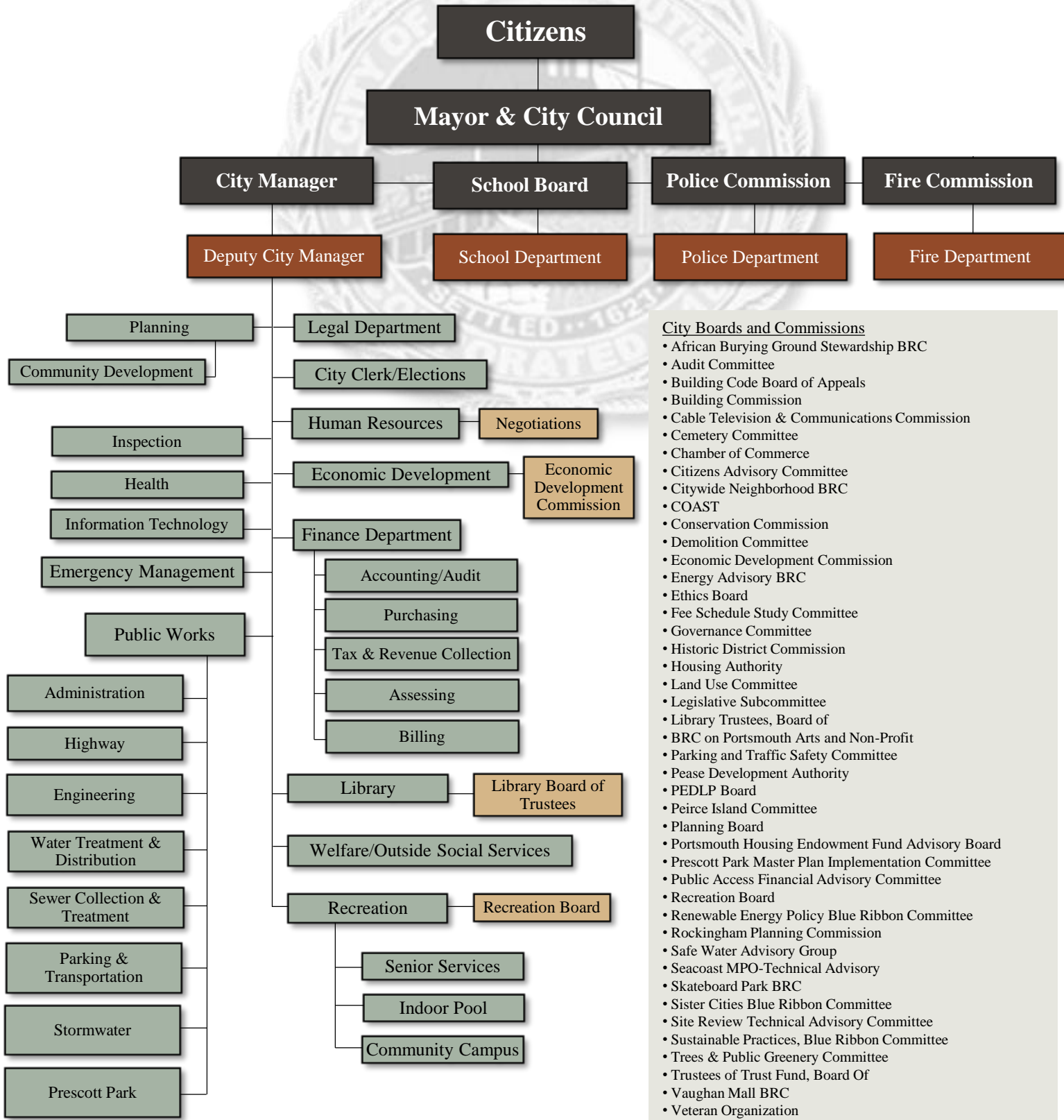
Fire Commission

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

Principal Executive Officers

Karen Conard, City Manager
Suzanne Woodland, Deputy City Manager
Sean Clancy, Assistant City Manager for Economic Development
Robert Sullivan, City Attorney
Judith Belanger, Director of Finance and Administration
Andrew Purgiel, Deputy Finance Director
Peter Rice, Director of Public Works and Facilities
Brian Goetz, Deputy Public Works Director
Kelli Barnaby, City Clerk
Kelly Harper, Human Resources Director
Nancy Bates, Revenue Administrator
Rosann Maurice-Lentz, City Assessor
Todd Henley, Recreation Director
Christine Friese, Library Director
Shanti Wolph, Chief Building Inspector
Kimberly McNamara, Public Health Director
Beverly M. Zendt, Planning Director
Ellen Tully, Welfare Administrator

City of Portsmouth, New Hampshire Citywide Organizational Chart



- City Boards and Commissions**
- African Burying Ground Stewardship BRC
 - Audit Committee
 - Building Code Board of Appeals
 - Building Commission
 - Cable Television & Communications Commission
 - Cemetery Committee
 - Chamber of Commerce
 - Citizens Advisory Committee
 - Citywide Neighborhood BRC
 - COAST
 - Conservation Commission
 - Demolition Committee
 - Economic Development Commission
 - Energy Advisory BRC
 - Ethics Board
 - Fee Schedule Study Committee
 - Governance Committee
 - Historic District Commission
 - Housing Authority
 - Land Use Committee
 - Legislative Subcommittee
 - Library Trustees, Board of
 - BRC on Portsmouth Arts and Non-Profit
 - Parking and Traffic Safety Committee
 - Pease Development Authority
 - PEDLP Board
 - Peirce Island Committee
 - Planning Board
 - Portsmouth Housing Endowment Fund Advisory Board
 - Prescott Park Master Plan Implementation Committee
 - Public Access Financial Advisory Committee
 - Recreation Board
 - Renewable Energy Policy Blue Ribbon Committee
 - Rockingham Planning Commission
 - Safe Water Advisory Group
 - Seacoast MPO-Technical Advisory
 - Skateboard Park BRC
 - Sister Cities Blue Ribbon Committee
 - Site Review Technical Advisory Committee
 - Sustainable Practices, Blue Ribbon Committee
 - Trees & Public Greenery Committee
 - Trustees of Trust Fund, Board Of
 - Vaughan Mall BRC
 - Veteran Organization
 - Zoning Board of Adjustment

BRC= Mayor's Blue Ribbon Committee



GOVERNMENT FINANCE OFFICERS ASSOCIATION

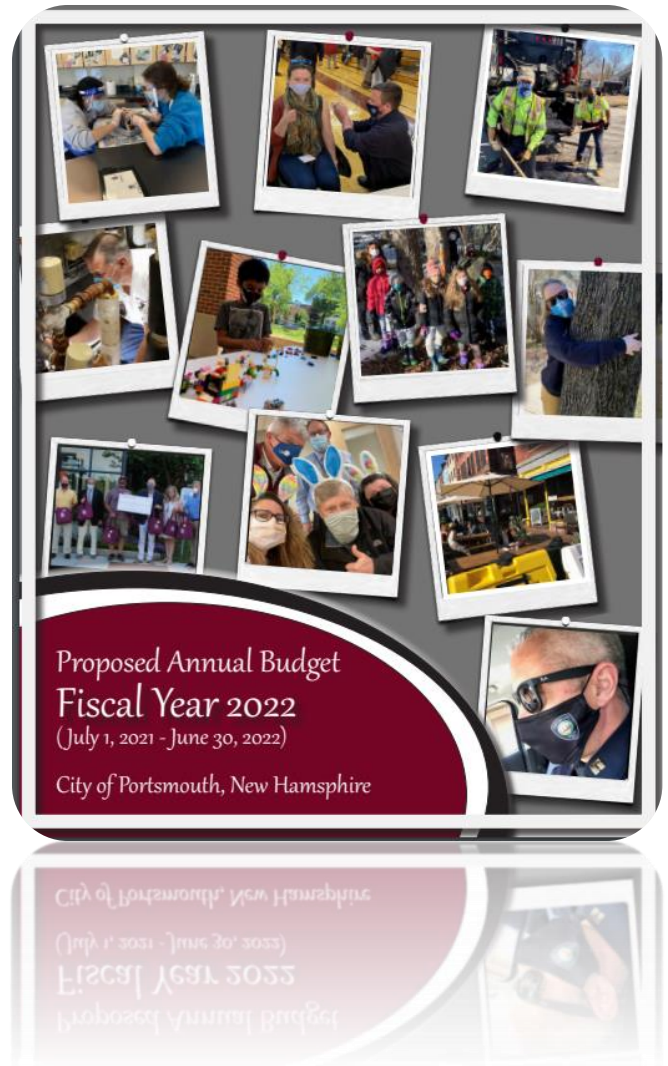
*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Portsmouth
New Hampshire**

For the Fiscal Year Beginning
July 01, 2021

Christopher P. Morill
Executive Director



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to The City of Portsmouth, New Hampshire for its annual budget for the fiscal year beginning July 1, 2021. 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)

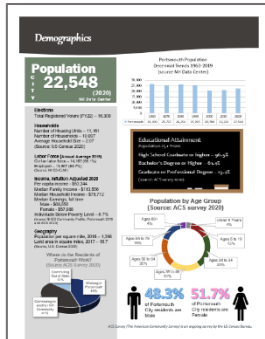
- **Budget Message & Budget Highlights** – The first significant section of the proposed Budget document is the City Manager’s Budget Message followed by the Budget Highlights Section. This is an important introduction of understanding the budget challenges, operational changes, and the City’s financial 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 Plan adopted by the City Council.
- **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 FY21 Budget, FY22 Budget and the Proposed FY23 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 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 FY23 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.

City Manager's Fiscal Year Proposed Budget Highlights

GENERAL FUND

The following table provides a summary of the proposed budget for the General Fund. The table is organized by Department and includes columns for the current fiscal year, the proposed fiscal year, and the percentage change.

Department	FY21 Actual	FY22 Proposed	% Change
Administration	1,200,000	1,250,000	4.2%
Public Works	2,500,000	2,600,000	4.0%
Police	3,000,000	3,100,000	3.3%
Fire	1,500,000	1,550,000	3.3%
Public Health	800,000	850,000	6.3%
Community Development	1,000,000	1,050,000	5.0%
Arts & Cultural Affairs	500,000	550,000	10.0%
Library	300,000	320,000	6.7%
Information Technology	200,000	210,000	5.0%
Capital Projects	1,000,000	1,000,000	0.0%
Reserve Funds	500,000	500,000	0.0%
Total General Fund	12,000,000	12,500,000	4.2%



Fund Summaries

The City Council, Board of Parks and Recreation, and the Combined Statement of Operations Department of Capital Construction.

CALCULATION OF PROPERTY TAX RATE

The State of Oregon does not assess a Sales or Income Tax. The only Property Tax is the Oregon Property Tax. The Oregon Property Tax is the only source of revenue for the State of Oregon.

The following table provides the property tax rate, the amount of the property tax, and the amount of the property tax for the proposed fiscal year.

- The City Manager's Proposed FY23 Budget
- Proposed FY23 Budget
- Proposed FY23 Budget
- Proposed FY23 Budget

COMBINED STATEMENT OF REVENUES AND EXPENDITURES AND CHANGES IN ENHANCED FUND BALANCE AND EMERGENCY NET POSITION

Personnel Summary

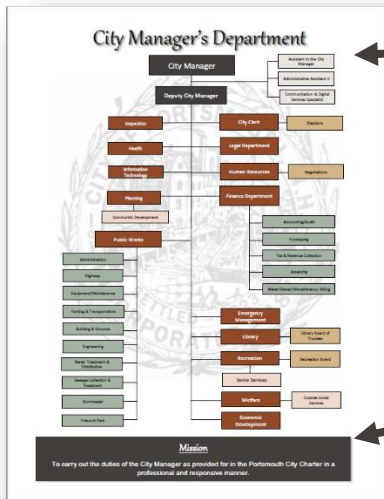
EMPLOYEE PAY PLAN

Category	FY21 Actual	FY22 Proposed	% Change
Base Salary	1,200,000	1,250,000	4.2%
Health Insurance	100,000	105,000	5.0%
Pension	800,000	850,000	6.3%
Other Benefits	500,000	550,000	10.0%
Total	2,500,000	2,600,000	4.0%

PERSONNEL SUMMARY

Category	FY21 Actual	FY22 Proposed	% Change
Full-time Equivalent (FTE)	1,200	1,250	4.2%
Part-time	500	550	10.0%
Seasonal	100	100	0.0%
Temporary	200	200	0.0%
Total	2,000	2,100	5.0%

(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 (FY21);
- Current fiscal year (FY22); and
- Next (proposed) fiscal year (FY23).

Overview of the Department's budget

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

City Manager Department

Services Overview

- ✓ Serve as the Chief Executive and Administrator
- ✓ Offer for the City of Portsmouth
- ✓ Manage City-owned real estate
- ✓ Provide support to City Council
- ✓ Coordinate public communication in City operations
- ✓ Respond to City Council directives and requests
- ✓ Maintain and improve the City's economic development
- ✓ Support recreational initiatives

Personnel Summary - School Aids

	FY21	FY22	FY23	FY24
City Manager	1	1	1	1
Deputy City Manager	0	0	0	0
Assistant to the City Manager	1	1	1	1
Administrative Assistant	0	1	1	1
Administrative Assistant II	1	0	0	0
Communications Support Services (Contract)	0	0	0	0
Total Personnel	3	3	3	3

Departmental Budget Comments

The City Manager's proposed budget for FY23 is \$508,243. This represents an increase of \$5,072 or 1.01% from the FY22 budget. The net change in the City Manager's budget is due to the addition of the Communications and Digital Services Specialist position, which will increase and expand the City's public communication efforts through a broad variety of communication channels.

Budget Summary of Expenditures

	FY21	FY22	FY23	FY24
CITY MANAGER	210,532	206,332	424,963	476,163
Salaries	900	900	1,000	1,000
Retirement	48,000	32,000	41,000	41,000
Travel	21,128	18,121	0	0
Contractual	139,404	154,311	382,963	434,163
TRANSPORTATION/CONFERENCES	4,000	1,100	4,000	4,000
PROFESSIONAL/OPERATION COSTS	1,000	2,000	3,000	3,000
OTHER OPERATING	1,000	4,000	6,000	6,000
TOTAL	285,060	287,763	480,963	534,163

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 enforcing 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

Citywide Goal(s) Addressed by this Department Goal

Citywide Goal Addressed:

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

Performance Measure: Percent of City Council Requests/Inquiries Completed Within 24-48 Hours

	FY20	FY21	FY22	FY23
Target	95%	95%	95%	95%

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

Department goals & objectives for FY23

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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Click on any page number
throughout the book to
return to the table of
contents!

City of Portsmouth, New Hampshire

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



City of Portsmouth (Citywide)

- Municipal Meetings Calendar
<https://www.cityofportsmouth.com/city-municipal-meetings-calendar>
- Municipal Government Video Channel
<https://www.youtube.com/user/CityofPortsmouth>

Finance Department

- Current and Past Budget Documents
<https://www.cityofportsmouth.com/finance/proposedadopt-ed-budgets-and-financial-reports>
- FY21 Annual Comprehensive Financial Report
<https://files.cityofportsmouth.com/finance/fy21/ACFR21.pdf>
- FY21 Popular Annual Financial Report (PAFR)
<https://files.cityofportsmouth.com/finance/fy21/PAFR21.pdf>
- Online Bill Payments
<https://www.cityofportsmouth.com/city/pay-my-bill>

Public Works Department

- Citywide Projects Page
<https://www.cityofportsmouth.com/publicworks/projects>
- Portsmouth Click N'Fix (Request DPW Maintenance Service)
<https://www.cityofportsmouth.com/publicworks/portsmouth-click-n-fix>

Department of Public Works - Parking Division

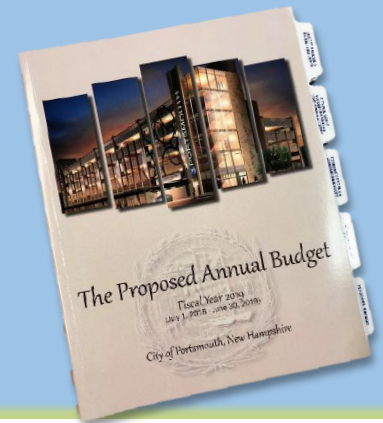
- Park Portsmouth
<https://www.cityofportsmouth.com/publicworks/parkportsmouth>
- Snowstorm Parking
<https://www.cityofportsmouth.com/publicworks/parkportsmouth/snowrelatedimpacts>

Planning Department

- Capital Improvement Plan 2023-2028
https://files.cityofportsmouth.com/files/planning/planportsmouth/cip/Capital_Improvements_Plan_FY2023_FY2028.pdf

Visit [CityofPortsmouth.com](https://www.cityofportsmouth.com) to:

- ✓ Pay your [Parking Ticket](#), [Water/Sewer Bill](#), [Property Tax Bill](#) and more;
- ✓ Renew your [Motor Vehicle Registration](#);
- ✓ Register or Renew your [Dog License](#);
- ✓ Report an issue to the Public Works Department through [Click N' Fix](#);
- ✓ Get a Permit online with [ViewPoint Cloud Permits](#);
- ✓ Research property values through the [Vision Software system](#);
- ✓ View 3D maps of the City through [MapGeo](#);
- ✓ Sign up for the [City's e-Newsletter](#);
- ✓ And much more!



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 at the Public Library (Reference Section) for Public Review.



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

To: Honorable Mayor Deaglan McEachern and City Council Members
From: Karen S. Conard, City Manager
Date: April 29, 2022
Re: Fiscal Year 2023 Budget Message

Pursuant to Article VII of the City Charter, I am pleased to present to you the Fiscal Year 2023 Proposed Budget for all appropriated City funds: General, Water, Sewer, Parking and Transportation, Community Development, Indoor Pool, Community Campus, Stormwater and Prescott Park. This budget document also includes the City's FY23 Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY23 Fee Schedule, Citywide goals and accomplishments and an outline of priorities for the coming year.

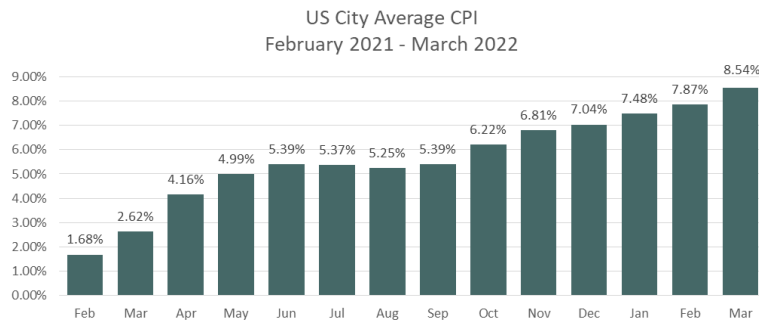
The COVID-19 global pandemic presented numerous economic and operational challenges over the last two fiscal years. Working closely with Department Heads and the City Council, the City responded to these challenges, and in FY21 and FY22, developed and implemented a fiscally responsible budget plan which included the delay of necessary capital project bond issues, a number of capital outlay projects, vehicle and equipment purchases and information technology equipment identified in the Capital Improvement Plan (CIP). Although the pandemic continued to force temporary constraints on certain services and programs, the City continued to provide top level services to our citizenry: public safety, emergency assistance, education, solid waste and recycling pickup, road maintenance and other essential day-to-day operations. This speaks very highly of the dedication, drive, and professionalism of the City's workforce who are always focused on responsive service delivery.

The implementation of a number of long-term financial policies and planning that were put into place decades ago also played an integral part in our ability to persevere. The City continues to maintain a very strong financial position, demonstrated by our fiscal stability and maintenance of our "AAA" bond rating by Standards & Poor's rating agency. In their summary last October, when awarding the City's 10th consecutive "AAA" rating, S&P noted,

"The 'AAA' rating on the city's General Obligation (GO) bonds is underpinned by the City's strong management team that uses long-term financial planning to mitigate risks from one-time economic shocks such as those that occurred at the onset of the pandemic."

Fortunately, the City enjoyed the benefit of a more equitable disbursement of Rooms & Meals Tax allocation from the State along with CARES Act Federal funding which aided Portsmouth with COVID relief efforts.

As we prepare for Fiscal Year 2023, we are faced with inflationary pressures resulting from pandemic-driven supply chain disruptions and utility increases. Inflation has significantly increased from 1.68% in February 2021 to over 8.5% recorded in March of 2022 for the US City Average CPI.



Bureau of Labor Statistics, Consumer Price Index for U.S. city average, all urban consumers, not seasonally adjusted from February 2021 to March 2022)

While we may not know at this writing precisely what the Fiscal Year 2023 economic environment will bring, particularly whether inflation will continue to rise, we do know the economic impact of COVID-19 (as well as its human toll) remains. The pragmatic philosophy and careful budgeting strategies the City has followed for years continue to “flatten the curve” to avoid budgetary spikes. Despite inflation and COVID-19 challenges, we continue to move forward and have experienced a high demand for building permits as a result of the robust construction of new development and renovation projects, and the significant increase in average home sales due to the attraction of the desire to stay, work and play in Portsmouth.

Strategic Planning

The approach to the FY23 Proposed Budget process began with the recognition that the existing Citywide goals were dated and in need of updating. With the new leadership of the City Council, a new and comprehensive long-term Strategic Plan was needed to focus on what is most important to our citizens. The City Council and senior staff worked collaboratively together, sharing ideas, requests and comments from the public to establish seven new goals which will serve to guide the immediate and longer-term vision for the City. A public hearing and adoption of these goals was held February 22, 2022. These new goals include:

1. *Invite and Honor Input from the Community, and Encourage Increased Participation and Engagement of Youth.*
2. *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces.*
3. *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community.*
4. *Proactively Pursue the Integration of Sustainability, Resilience and Climate Change Mitigation Actions Throughout City Government and Community.*
5. *Diversify and Enhance the Supply of Housing Choices.*
6. *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process.*
7. *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed.*

The FY23 Proposed Budget as presented sees a return to sustaining municipal services and working to restore important planned investments in our infrastructure, rolling stock, information technology upgrades and replacements, new initiatives and programs, and honoring legal and contractual commitments. We will take advantage of a one-time allocation of an Adequate Education Grant along with an infusion of American Rescue Plan Act (ARPA) funds, which I will address later in this message, to leverage the current and future tax burden.

Impacts to the FY23 Proposed Budget include:

- **Community Campus: \$360,788** - On March 14, 2022, the City of Portsmouth purchased for \$10 Million the 72,000 square foot building and surrounding 34 acres of land known as Community Campus from the Foundation for Seacoast Health. The purchase gives the City the ability to expand the educational, recreational and community support assets that are in ever-growing demand. For FY23, the operations of the building will be recorded in a Special Revenue Fund where revenues generated from the rent paid by non-profit tenants and a transfer from the General Fund will fund these efforts.
- **Economic Development: \$185,145** - From FY2004 through FY2022, the City's Economic Development initiative was funded through monies previously repaid from a Federal Urban Development Action Grant (UDAG). These funds have been exhausted, and yet the continuation of economic development work remains vital to the City. The General Fund will now support these essential efforts.
- **PortsmouthNH 400: \$200,000** - As highlighted in the cover of this budget document, the City will be celebrating its 400th anniversary, for which planning is well under way. As the City Council and Staff goals and objectives suggest, Portsmouth is a very different place than it was in 1623, having progressed along a very discernible arc towards becoming a better community, more reflective of the philosophy of the 'Open Door' and determined to keep it open for all. For FY23, there is a proposed appropriation from the General Fund for a financial contribution to the commemoration.
- **McIntyre Settlement: Increase of \$500,000** – In FY22, the City appropriated \$500,000 from Fund Balance for the first of three payments to SOBOW Square LLC as a result of a settlement agreement. The second payment of \$1 million is appropriated in FY23, representing an increase of \$500,000 from the prior year.
- **Information Technology: Increase of \$458,116** – The re-organization from an outsourced managed services provider to a more robust in-house department is necessary to provide greater security and enhanced technology to the City's IT network infrastructure. This shift, coupled with rising costs of licensing and cellular services along with new metropolitan area network needs, significantly increased the financial needs to the General Fund.
- **Personnel Staffing** – The increased demand of public safety, education, and services over facilities and infrastructure has required additional personnel. The FY23 Proposed Budget citywide includes 27.01 additional FTE's:
 - General Fund 22.41 FTE's: School Department (10.41); Police Department (3); and General Government (9)

- Special Revenue Funds: 1.6 FTE's
- Enterprise Funds: 3 FTE's

General Fund FY23 Proposed Budget

The FY23 Budget seeks to sustain our vital municipal services and recommends the new initiatives mentioned previously, while being mindful of our responsibility to minimize the tax burden. As a result, the overall FY23 Proposed Budget is \$133,208,876, a net increase of \$6,783,843 or 5.37%, which is notably *below the rate of inflation*.

REQUESTED BUDGET	FY22 BUDGET	FY23 BUDGET REQUEST	\$ CHANGE FROM FY22	% CHANGE
<i>Operating</i>	\$98,352,553	\$106,976,463	\$8,623,910	8.77%
<i>Non-Operating</i>	\$28,072,480	\$26,232,413	(\$1,840,067)	-6.55%
Total Proposed Budget	\$126,425,033	\$133,208,876	\$6,783,843	5.37%

The Operating Budget

The total Proposed Operating Budget, which represents 80% of the *total* budget, is \$106,976,463 which represents an increase of \$8,623,910 or 8.77% over FY22. 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, McIntyre Building maintenance, and the newly acquired Community Campus. In addition, funding has been set aside for ten (10) of the sixteen collective bargaining agreements that have not yet been settled for FY23.

FY23 PROPOSED OPERATING BUDGET	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED BUDGET	\$ CHANGE FROM FY22	% CHANGE FROM FY22
General Government	\$21,483,756	\$23,036,820	\$1,553,064	7.23%
Police Department	12,553,495	13,156,399	602,904	4.80%
Fire Department	9,816,421	10,149,433	333,012	3.39%
School Department	53,551,766	56,202,146	2,650,380	4.95%
Collective Bargaining Contingency	23,629	3,137,450	3,113,821	
Uniform Police Salary Adjustment	-	287,278	287,278	
Uniform Fire Salary Adjustment	-	223,894	223,894	
Total Department	\$97,429,067	\$106,193,420	\$8,764,353	9.00%
Transfer to Indoor Pool	150,000	150,000	-	0.0%
Transfer to Prescott Park	177,486	272,255	94,769	53.4%
Transfer to McIntyre Building Maintenance	480,000	-	(480,000)	-100.0%
Transfer to Community Campus	116,000	360,788	244,788	211.0%
Total Other	\$923,486	\$783,043	(140,443.00)	-15.2%
TOTAL OPERATING	\$98,352,553	\$106,976,463	\$8,623,910	8.77%

Salaries and Benefits – The proposed Salaries and Benefits portion of the budget for General Government, Police, Fire, and School Department is \$85,918,609 which represents an increase of \$3,768,789 or 4.59% over FY22.

	FY22 Budget	FY23 Budget	\$ Change from FY22	% Change from FY22
Salaries and Benefits	\$82,149,820	\$85,918,609	\$3,768,789	4.59%

The proposed increase of 4.59% over FY22 for Salaries and Benefits include:

- ✓ Increased costs associated with Health, Dental, Life & Disability premiums, as well as Federal and Retirement obligations;
- ✓ Additional Personnel of 22.41;
- ✓ Step increase for all personnel not yet on top step; and
- ✓ 2.05% COLA for the six (6) unions that have a previously settled contract for FY23.

Salary Adjustment for Police and Fire Personnel - It is the primary duty of the City to deliver to citizens a safe, welcoming, responsive, transparent, trusted and well-managed community. To achieve that mission, the City must recruit and retain the best qualified and motivated personnel, which requires that the City pay fair and reasonable salaries based on economic conditions and the labor market. On the Seacoast, the tight labor market, substantial cost-of-living increases and the constricting realities of finding affordable and reasonably convenient housing makes City staffing a real and present challenge.

In addressing what is currently a competitive disadvantage, the Police and Fire Commission each discussed separately a 5% salary adjustment for their uniformed personnel. I recommend, and have proposed in this budget, a 4% salary adjustment (monies for which are set aside in a separate contingency line item). If adopted as recommended, these funds would be reallocated appropriately to the Police and Fire Department resulting in a Final FY23 Budget as follows:

PROPOSED BUDGET WITH SALARY ADJUSTMENT REQUEST							
	FY23 Proposed Budget	\$ Change From FY22	% Change From FY22	4% Salary Adjustment with Benefits	Total Proposed Budget with Adjustment	\$ Change From FY22	% Change From FY22
Police Department	13,156,399	602,904	4.80%	287,278	13,443,677	890,182	7.09%
Fire Department	10,149,433	333,012	3.39%	223,894	10,373,327	556,906	5.67%

The Non-Operating Budget

For FY23, approximately 87% of the Non-Operating Budget includes expenditures associated with Debt Service, Overlay, Rockingham County Tax, Property & Liability, Landfill Closure Monitoring Fees and other Legal Obligations. The remaining 13% funds the continued investment in the City’s programs and infrastructure needs, as identified in the CIP. The proposed Non-Operating Budget is \$26,232,413. This represents a decrease of \$1,840,067, down 6.55% from FY22.

Capital Investments - ARPA Funds - As mentioned earlier in my message, we took steps over the previous two fiscal years to delay a number of capital outlay projects, vehicle and equipment purchases and information technology equipment identified in the Capital Improvement Plan (CIP). It is time to resume the necessary infrastructure needs and replacement of our aging vehicles and equipment. 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.

In this Budget, I recommend utilizing \$1,037,600 from ARPA funds for the following eligible capital items, which will allow the City to acquire the necessary vehicles and equipment without negatively impacting our taxpayers.

Capital Outlay projects identified in the CIP- Eligible for ARPA funding		FY 23 Budget
1)	Durable Medical Equipment	85,000
2)	Personal Protective Clothing Replacement (Fire)	70,000
3)	Climate Action Plan	100,000
4)	Citywide Storm Drainage Improvements	150,000
Total		405,000
Rolling Stock items Requested- Eligible for ARPA funding		FY 23 Budget
1)	Police-Explorers (4)	187,600
2)	Fire-SUV	55,000
3)	Fire-Ambulance (Year 3 of 3 funding)	140,000
Total		382,600
IT Upgrades/Replacements identified in the CIP- Eligible for ARPA funding		FY 23 Budget
1)	Police-Public Safety Records Management/Computer Aided Dispatch System	250,000
Total		250,000
Total for Non-Operating		\$1,037,600

Estimated Revenues

Overall, revenues are estimated to increase by just under \$1.3 million or 4.2% from FY22. Major estimated changes in revenue include:

- Local Sources: Estimated increase of \$310,654 primarily from:
 - \$50,000 - Vehicle registrations
 - \$70,000 – Pease Development Authority Airport District
 - \$186,054 -Water/Sewer overhead
- School Revenues: Estimated increase of \$222,098 primarily from School Tuition;
- Use of Fund Balance: (\$2,896,000) reduction from prior year use of Fund Balance;
- State Revenues: \$3,550,000 Estimated increase from Rooms and Meals Tax and the Adequate Education Grant.

The City will receive \$3,121,000 in a one-time state Adequate Education Grant. The NH State Budget includes a one-year, \$100 million reduction in the Statewide Education Property Tax (SWEPT). In addition, the State Budget appropriated \$15.3 million to hold harmless those communities (including Portsmouth) that have traditionally incurred excess SWEPT.

Tax Rate

Recognizing the City’s current financial situation, and with the full expectation that we continue to advance cautiously when it comes to evaluating expenditures, the Proposed Budget as presented will result in an estimated tax rate of \$15.71, an increase of 68¢ or 4.51% over FY22. The estimated tax rate would result in an annual increase of \$324, or \$27 per month, for the median single family residential home valued at \$478,050.

Keep in mind 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 City has secured financing advantages and won highly-competitive grants to fund numerous capital projects, and will continue to pursue those opportunities. The ribbon-cutting for the City's Peirce Island Wastewater Treatment Plant helped celebrate the fact that the \$92 million project marked an investment milestone in the City's history. With \$81.9 million in state funding, it was the largest in the history of the NH State Revolving Fund loan programs that support drinking water safety, water quality, and public health through low-cost financial assistance. In April 2022, President Biden traveled to Portsmouth to showcase Federal investments in our port, waterways and Shipyard projects that employ 6,000 Seacoast civilian residents. Additional grant monies awarded to the City include:

- \$600,000 in Federal Infrastructure Bill funding (Rep. Chris Pappas) for construction of a new 24-inch, high density polyethylene pipe (HDPE) potable water main under Little Bay;
- \$223,000 from the New Hampshire Drinking Water and Groundwater Trust Fund Advisory Commission to cover design costs for a Portsmouth-Dover emergency public water system interconnection; and
- \$487,000 from the New Hampshire Groundwater and Drinking Water Trust Fund and approximately \$14,500 from the Great Bay Resource Protection Partnership to protect lands surrounding the Bellamy Reservoir.

The City continues to utilize a rate stabilization model, first implemented in Fiscal Year 2014, for addressing long-term financial planning and major capital needs. The FY23 Budget seeks a 3% increase in Water and a 6% increase in Sewer user rates to continue to manage the funds with the intent of rate stabilization.

[For the more detail on the rate study and description of services budgeted, see the Water and Sewer Enterprise Fund sections of this document.]

Conclusion

The FY23 Budget combines years of intentional, long-term financial planning with our carefully considered responses to opportunities (such as the acquisition of the Community Campus) and challenges (such as the pandemic and its inflationary consequences). It is my privilege to lead a City that has achieved stellar ratings in the financial realm and the enduring support of our residents and businesses as we strive to achieve and implement creative efficient solutions that keep us all moving forward.

We have much to be proud of in the City of Portsmouth. We have received many accolades and achieved many accomplishments over the past year and years, and I would encourage you to visit the Citywide Recognitions & Accomplishments section of this Budget document.

I would like to thank the Finance team and all of the Department Heads who worked tirelessly in preparing this budget, setting new goals and metrics while continuing to serve the community in a professional and respectful manner. We look forward with working with the City Council and the public throughout the Fiscal Year 2023 Budget process.

City Manager's Fiscal Year 2023 Proposed Budget Highlights

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

GENERAL FUND

The following is a summary of major expenditures categories for the FY21 budget and actual, FY22 budget, and FY23 City Manager's recommended budget, as well as the dollar and percentage change over FY22.

TOTAL GENERAL FUND	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY22	CM % CHANGE FROM FY22
SALARIES	45,678,195	44,507,492	46,848,947	49,191,796	2,342,849	5.00%
PART TIME SALARIES	2,075,088	1,679,143	1,977,022	1,969,411	(7,611)	-0.38%
CITY COUNCIL/COMMISSIONS	41,850	40,800	41,850	41,850	0	0.00%
OVERTIME	1,702,957	1,995,881	1,746,324	1,922,513	176,189	10.09%
HOLIDAY	358,639	348,707	359,904	373,119	13,215	3.67%
LONGEVITY (EXCLUDING SCHOOL)	138,137	128,816	140,018	131,274	(8,744)	-6.24%
CERTIFICATION STIPENDS	311,387	295,395	348,704	369,033	20,329	5.83%
SPECIAL DETAIL/EDUCATION STIPEND	151,793	141,528	161,210	165,727	4,517	2.80%
RETIREMENT	8,905,410	8,618,632	10,738,474	11,229,266	490,792	4.57%
HEALTH INSURANCE	13,377,308	13,377,308	13,010,845	13,563,468	552,623	4.25%
DENTAL INSURANCE	905,805	874,254	907,188	920,010	12,822	1.41%
INSURANCE REIMBURSEMENT	120,996	134,320	137,924	138,174	250	0.18%
LEAVE AT TERMINATION	750,287	750,287	1,000,287	1,000,287	0	0.00%
LIFE AND DISABILITY	291,250	253,819	287,608	298,882	11,274	3.92%
WORKERS' COMPENSATION	799,411	797,251	825,669	822,801	(2,868)	-0.35%
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	258,534	116,707	258,534	258,534	0	0.00%
OTHER BENEFITS	3,381,634	3,163,634	3,444,312	3,607,464	163,152	4.74%
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)	0	0.00%
COLLECTIVE BARGAINING CONTINGENCY	4,991	-	23,629	3,137,450	3,113,821	-
UNIFORM POLICE SALARY ADJUSTMENTS	-	-	-	287,278	287,278	-
UNIFORM FIRE SALARY ADJUSTMENTS	-	-	-	223,894	223,894	-
TOTAL SALARIES AND BENEFITS	79,168,672	77,163,973	82,173,449	89,567,231	7,393,782	9.00%
TRAINING/EDUCATION/CONFERENCES	211,873	174,657	209,333	243,338	34,005	16.24%
ELECTRICITY	1,372,936	1,325,760	1,330,328	1,392,501	62,173	4.67%
NATURAL GAS	520,925	453,299	460,226	461,797	1,571	0.34%
GASOLINE	300,700	204,043	289,200	372,810	83,610	28.91%
DIRECT ASSISTANCE	354,600	157,475	352,600	255,350	(97,250)	-27.58%
OUTSIDE SOCIAL SERVICES	199,033	199,033	199,033	213,950	14,917	7.49%
CONTRACTED SERVICES	1,605,607	1,682,417	1,666,089	1,659,961	(6,128)	-0.37%
ROAD MAINTENANCE & STRIPING PROGRAM	266,000	262,305	266,000	216,000	(50,000)	-18.80%
RECYCLING	314,000	204,107	310,000	250,000	(60,000)	-19.35%
SOLID & YARD WASTE	410,000	515,060	418,000	525,000	107,000	25.60%
PUPIL TRANSPORTATION	1,497,419	1,521,867	1,309,698	1,456,948	147,250	11.24%
TRANSFER FROM PARKING & TRANS (SCHOOL)	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
SPECIAL ED TUITION & SERVICES	2,425,597	2,585,941	2,660,602	2,908,602	248,000	9.32%
PROFESSIONAL ORGANIZATION DUES	148,730	136,804	149,786	156,229	6,443	4.30%
STUDENT BOOKS/PERIODICALS	195,476	181,581	175,226	187,116	11,890	6.79%
PROPERTY & LIABILITY (SCHOOL ONLY)	113,493	111,493	119,068	135,771	16,703	14.03%
TRANSFER TO STORMWATER	277,707	277,707	311,993	321,788	9,795	3.14%
OTHER OPERATING	5,447,801	6,166,656	5,078,436	5,919,028	840,592	16.55%
TOTAL OTHER OPERATING	15,611,897	16,110,207	15,255,618	16,626,189	1,370,571	8.98%
TOTAL DEPARTMENT BUDGET	94,780,569	93,274,180	97,429,067	106,193,420	8,764,353	9.00%
TRANSFER TO INDOOR POOL	75,000	75,000	150,000	150,000	0	0.00%
TRANSFER TO PRESCOTT PARK	99,344	99,344	177,486	272,255	94,769	53.40%
MCINTYRE BUILDING MAINTENANCE	-	-	480,000	-	(480,000)	-100.00%
TRANSFER TO COMMUNITY CAMPUS	-	-	116,000	360,788	244,788	211.02%
TOTAL OPERATING BUDGET	94,954,913	93,448,524	98,352,553	106,976,463	8,623,910	8.77%
DEBT RELATED EXPENSES	120,000	81,300	128,000	120,000	(8,000)	-6.25%
DEBT SERVICE	13,150,440	13,150,440	13,669,890	13,629,821	(40,069)	-0.29%
CONTINGENCY	300,000	300,000	300,000	300,000	0	0.00%
OVERLAY	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%
ROCKINGHAM COUNTY TAX	5,699,880	5,667,030	5,813,878	5,930,000	116,122	2.00%
PROPERTY & LIABILITY (EXCLUDING SCHOOL)	397,514	395,814	417,090	437,645	20,555	4.93%
ROLLING STOCK	427,500	427,500	584,500	601,000	16,500	2.82%
IT EQUIPMENT REPLACEMENT	774,608	774,608	1,194,208	1,141,658	(52,550)	-4.40%
LANDFILL CLOSURE- COAKLEY/JONES	385,000	385,000	348,000	115,000	(233,000)	-66.95%
PORTSMOUTH NH 400TH CELEBRATION	-	-	-	200,000	200,000	-
OTHER NON-OPERATING	629,483	610,445	436,914	447,289	10,375	2.37%
FUND BALANCE: SKATEBOARD PARK	-	-	2,200,000	-	(2,200,000)	-100.00%
FUND BALANCE : MCINTYRE ENG/DESIGN	-	-	400,000	-	(400,000)	-100.00%
FUND BALANCE : MCINTYRE SETTLEMENT	-	-	500,000	1,000,000	500,000	100.00%
CAPITAL OUTLAY	1,276,000	1,276,000	1,080,000	1,310,000	230,000	21.30%
TOTAL NON-OPERATING	24,160,425	24,068,137	28,072,480	26,232,413	(1,840,067)	-6.55%
TOTAL GENERAL FUND BUDGET	119,115,338	117,516,661	126,425,033	133,208,876	6,783,843	5.37%

Components of the General Fund

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

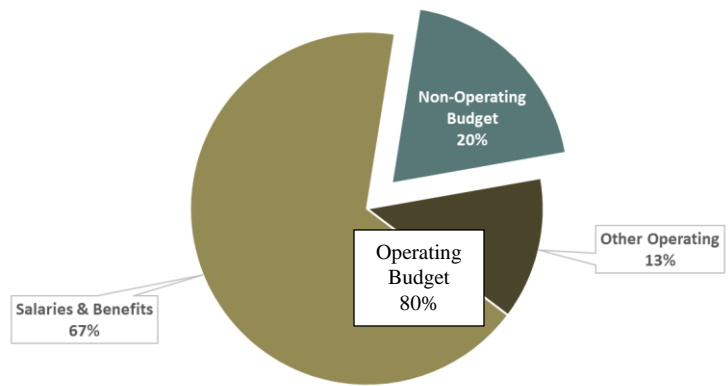
- Operating Budget**
Expenditures Associated with:
- General Government Departments
 - Police Department
 - Fire Department
 - School Department
 - Transfers to Other Funds
 - Collective Bargaining Contingency

- Non-Operating Budget**
Expenditures Associated with:
- Debt Service
 - Capital Outlay
 - Rockingham County Tax
 - Rolling Stock – Vehicles & Equipment
 - Overlay
 - Contingency
 - Other General Non-Operating

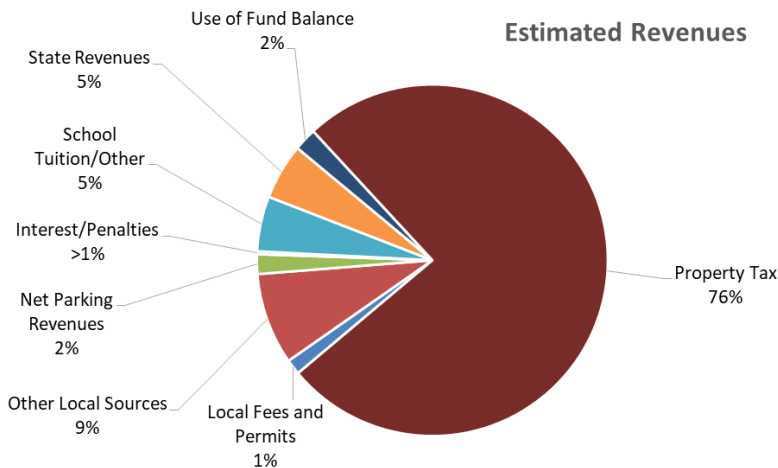
Balanced Budget

The FY23 annual budget of \$133,208,876 is a balanced budget in which total anticipated revenues equal budgeted appropriations.

Expenditures: The total proposed budget is comprised of the Operating Budget of \$106,976,463 and the Non-Operating portion of \$26,232,413; 80% and 20% of total budget respectively. **Salaries and Benefits (including collective bargaining contingency) represents 67% 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	106,976,463
NON-OPERATING	26,232,413
PROPOSED BUDGET	\$133,208,876
REVENUES:	
1) LOCAL FEES AND PERMITS	1,888,300
2) OTHER LOCAL SOURCES	11,237,714
3) NET PARKING REVENUES	2,412,305
4) INTEREST / PENALTIES	351,491
5) SCHOOL TUITION / OTHER	6,745,978
6) STATE REVENUES	6,848,195
7) USE OF FUND BALANCE	2,800,000
REVENUES	\$32,283,983
PROPERTY TAX LEVY	\$100,924,893
TOTAL REVENUES	\$133,208,876

Proposed Operating Budget

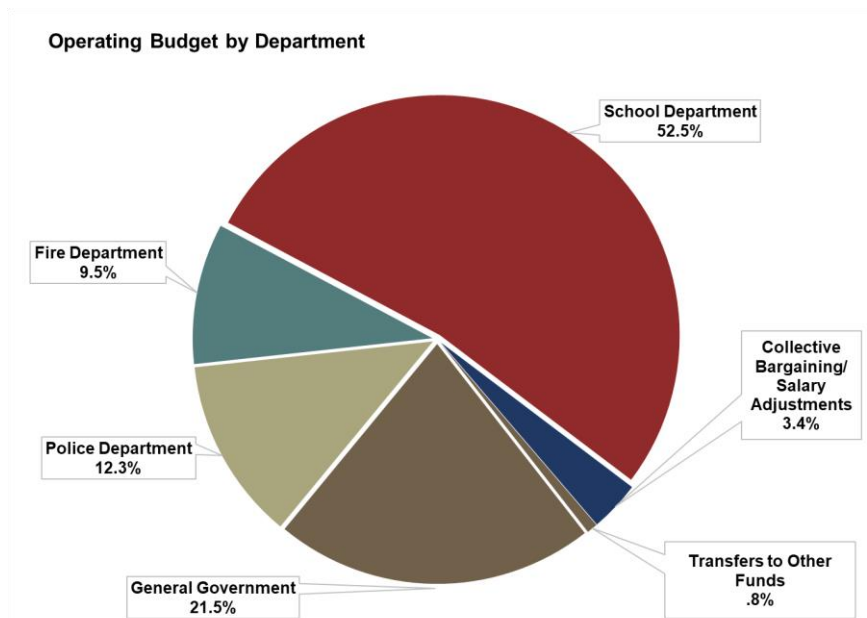
The Police, Fire, and School Departments each submitted their proposed FY23 budget as approved by their respective elected governing bodies.

The Operating Budget for the departments of General Government, Police, Fire, and School of \$106,193,420 (*excluding transfers*) represents an increase of \$8,764,353 or 9% over FY22.

FY23 PROPOSED OPERATING BUDGET	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED BUDGET	\$ CHANGE FROM FY22	% CHANGE FROM FY22
General Government	\$21,483,756	\$23,036,820	\$1,553,064	7.23%
Police Department	12,553,495	13,156,399	602,904	4.80%
Fire Department	9,816,421	10,149,433	333,012	3.39%
School Department	53,551,766	56,202,146	2,650,380	4.95%
Collective Bargaining Contingency	23,629	3,137,450	3,113,821	
Uniform Police Salary Adjustment	-	287,278	287,278	
Uniform Fire Salary Adjustment	-	223,894	223,894	
Total Department	\$97,429,067	\$106,193,420	\$8,764,353	9.00%
Transfer to Indoor Pool	150,000	150,000	-	0.0%
Transfer to Prescott Park	177,486	272,255	94,769	53.4%
Transfer to McIntyre Building Maintenance	480,000	-	(480,000)	-100.0%
Transfer to Community Campus	116,000	360,788	244,788	211.0%
Total Other	\$923,486	\$783,043	(140,443.00)	-15.2%
TOTAL OPERATING	\$98,352,553	\$106,976,463	\$8,623,910	8.77%

The Total Operating Budget of \$106,976,463 represents an increase of \$8,623,910 or 8.77% over FY22 and includes:

- ✓ Funding of \$150,000 for the operations related to the Indoor Pool,
- ✓ Funding of \$272,255 for the operations of Prescott Park,
- ✓ Funding of \$360,788 for the operations of Community Campus,
- ✓ Funding for salary adjustments of \$511,172 for Uniform Police and Fire Personnel, and
- ✓ Collective Bargaining Contingency of \$3,137,450 for unsettled contracts.



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 FY21 Budget and Actual, FY22 Budget, and the FY23 City Manager’s Recommended Budget as well as the dollar and percent change over FY22. [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 & Long-Term Disability

Other Operating:

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

General Government

The General Government includes services provided by the following departments:

City Council	Legal	Inspections	Public Welfare
City Manager	Information Technology	Health	Social Services
Human Resources	Economic Development	Public Works	Other Gen Admin
City Clerk/Elections	Finance	Public Library	Senior Services
Emergency Management	Planning	Recreation	

The total proposed City Manager recommended FY23 budget for the General Government is \$23,036,820. This is an increase of \$1,553,064 or 7.23% from FY22.

GENERAL GOVERNMENT	FY21	FY21	FY22	FY23	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY22	CHANGE FROM FY22
SALARIES	8,494,909	8,248,908	8,968,601	9,950,939	982,338	10.95%
PART-TIME SALARIES	1,072,619	754,327	978,675	989,172	10,497	1.07%
CITY COUNCIL/TRUSTEES	20,650	18,850	20,650	20,650	0	0.00%
OVERTIME	359,500	433,219	352,800	390,800	38,000	10.77%
LONGEVITY	62,132	60,298	64,982	60,734	(4,248)	-6.54%
RETIREMENT	1,026,504	1,005,050	1,321,440	1,439,652	118,212	8.95%
HEALTH INSURANCE	2,190,243	2,190,243	2,096,570	2,144,791	48,221	2.30%
DENTAL INSURANCE	147,159	137,384	141,393	141,393	0	0.00%
INSURANCE REIMBURSEMENT	25,000	28,431	25,000	25,000	0	0.00%
LEAVE AT TERMINATION	250,000	250,000	350,000	350,000	0	0.00%
LIFE AND DISABILITY	51,747	40,035	44,000	48,737	4,737	10.77%
WORKERS' COMPENSATION	193,073	193,239	204,510	172,755	(31,755)	-15.53%
OTHER BENEFITS	777,253	693,885	801,935	873,199	71,264	8.89%
TOTAL CONTRACTUAL OBLIGATIONS	14,670,789	14,053,869	15,370,556	16,607,822	1,237,266	8.05%
TRAINING/EDUCATION/CONFERENCES	80,160	39,689	69,415	90,930	21,515	30.99%
ELECTRICITY	616,900	561,813	628,900	648,375	19,475	3.10%
NATURAL GAS	150,500	99,884	132,500	127,925	(4,575)	-3.45%
GASOLINE	160,000	112,491	150,000	195,000	45,000	30.00%
WELFARE DIRECT ASSISTANCE	354,600	157,475	352,600	255,350	(97,250)	-27.58%
OUTSIDE SOCIAL SERVICES	199,033	199,033	199,033	213,950	14,917	7.49%
CONTRACTED SERVICES	956,391	1,034,526	1,012,561	984,699	(27,862)	-2.75%
ROAD MAINTENANCE	266,000	262,305	266,000	216,000	(50,000)	-18.80%
RECYCLING	314,000	204,107	310,000	250,000	(60,000)	-19.35%
SOLID & YARD WASTE	410,000	515,060	418,000	525,000	107,000	25.60%
PROFESSIONAL ORGANIZATION DUES	70,555	66,122	71,140	74,143	3,003	4.22%
STORMWATER	277,707	277,707	311,993	321,788	9,795	3.14%
OTHER OPERATING	2,369,814	2,443,190	2,191,058	2,525,838	334,780	15.28%
TOTAL OTHER OPERATING	6,225,660	5,973,401	6,113,200	6,428,998	315,798	5.17%
TOTAL GENERAL GOVERNMENT	20,896,449	20,027,271	21,483,756	23,036,820	1,553,064	7.23%

Police Department

The City Manager's recommended FY23 budget for the Police Department is \$13,156,399. This is an increase of \$602,904 or 4.8% from FY22.

POLICE DEPARTMENT	FY21	FY21	FY22	FY23	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY22	CHANGE FROM FY22
SALARIES - UNIFORM	4,618,824	4,433,931	4,658,340	4,874,378	216,038	4.64%
SALARIES - CIVILIAN	1,387,884	1,109,501	1,393,857	1,414,682	20,825	1.49%
SHIFT DIFFERENTIAL	39,391	30,004	40,926	41,206	280	0.68%
PART-TIME SALARIES	150,667	88,365	147,136	148,772	1,636	1.11%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	584,976	737,490	614,543	656,252	41,709	6.79%
HOLIDAY	199,486	195,470	201,334	210,844	9,510	4.72%
LONGEVITY	45,140	39,077	42,459	39,248	(3,211)	-7.56%
SPECIAL DETAIL / EDUCATION STIPEND	151,793	141,528	161,210	165,727	4,517	2.80%
RETIREMENT	1,752,056	1,687,865	2,126,317	2,227,905	101,588	4.78%
HEALTH INSURANCE	1,805,664	1,805,664	1,654,004	1,692,046	38,042	2.30%
DENTAL INSURANCE	127,686	114,570	129,566	133,571	4,005	3.09%
INSURANCE REIMBURSEMENT	14,000	12,320	12,000	12,250	250	2.08%
LEAVE AT TERMINATION	130,203	130,203	180,203	180,203	0	0.00%
LIFE AND DISABILITY	14,030	10,744	14,271	15,072	801	5.61%
WORKERS' COMPENSATION	132,600	131,508	126,138	133,655	7,517	5.96%
OTHER BENEFITS	281,914	245,909	279,242	291,193	11,951	4.28%
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES-SCHOOL DEPT	-	-	-	-	-	-
Contractual Obligations	11,379,914	10,857,749	11,725,146	12,180,604	455,458	3.88%
TRAINING/EDUCATION/CONFERENCES	100,713	54,124	108,918	115,008	6,090	5.59%
GASOLINE	70,200	55,281	70,700	91,910	21,210	30.00%
CONTRACTED SERVICES	43,640	69,694	44,077	56,516	12,439	28.22%
PROFESSIONAL ORGANIZATION DUES	17,006	13,540	17,177	17,346	169	0.98%
OTHER OPERATING	540,890	686,668	587,477	695,015	107,538	18.31%
Other Operating	772,449	879,307	828,349	975,795	147,446	17.80%
TOTAL POLICE DEPARTMENT	12,152,363	11,737,056	12,553,495	13,156,399	602,904	4.80%

Fire Department

The City Manager's recommended FY23 budget for the Fire Department is \$10,149,433. This is an increase of \$333,012 or 3.39% from FY22.

FIRE DEPARTMENT	FY21	FY21	FY22	FY23	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY22	CHANGE FROM FY22
SALARIES	4,032,282	3,873,199	4,201,630	4,300,511	98,881	2.35%
PART-TIME SALARIES	48,873	42,342	49,419	20,000	(29,419)	-59.53%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	689,500	722,268	709,500	805,980	96,480	13.60%
HOLIDAY	159,153	153,237	158,570	162,275	3,705	2.34%
LONGEVITY	30,865	29,441	32,577	31,292	(1,285)	-3.94%
CERTIFICATION STIPENDS	311,387	295,395	348,704	369,033	20,329	5.83%
RETIREMENT	1,578,681	1,519,598	1,792,086	1,861,863	69,777	3.89%
HEALTH INSURANCE	1,465,134	1,465,134	1,086,917	1,111,916	24,999	2.30%
DENTAL INSURANCE	72,718	68,175	72,939	73,169	230	0.32%
INSURANCE REIMBURSEMENT	81,996	93,569	100,924	100,924	0	0.00%
LEAVE AT TERMINATION	70,084	70,084	170,084	170,084	0	0.00%
WORKERS' COMPENSATION	358,871	357,637	361,577	383,534	21,957	6.07%
LIFE AND DISABILITY	19,414	18,012	20,226	22,622	2,396	11.85%
TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	128,442	116,506	132,433	133,259	826	0.62%
Contractual Obligations	9,026,000	8,828,195	9,216,186	9,525,062	308,876	3.35%
TRAINING/EDUCATION/CONFERENCES	31,000	79,093	31,000	34,400	3,400	10.97%
ELECTRICITY	48,000	49,402	48,000	48,000	0	0.00%
NATURAL GAS	38,267	25,395	38,267	39,415	1,148	3.00%
GASOLINE	58,000	28,943	58,000	75,400	17,400	30.00%
CONTRACTED SERVICES	53,000	95,077	54,767	55,555	788	1.44%
PROFESSIONAL ORGANIZATION DUES	13,901	12,686	13,901	13,901	0	0.00%
OTHER OPERATING	356,300	382,250	356,300	357,700	1,400	0.39%
Other Operating	598,468	672,846	600,235	624,371	24,136	4.02%
TOTAL FIRE DEPARTMENT	9,624,468	9,501,041	9,816,421	10,149,433	333,012	3.39%

School Department

The City Manager's recommended FY23 budget for the School Department is \$56,202,146. This is an increase of \$2,650,380 or 4.95% from FY22.

SCHOOL DEPARTMENT	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY22	% CHANGE FROM FY22
TEACHERS/ADMINISTRATORS	22,347,675	22,220,913	22,927,357	23,783,080	855,723	3.73%
SALARIES	4,757,230	4,591,037	4,658,236	4,827,000	168,764	3.62%
PART-TIME SALARIES	802,929	794,109	801,792	811,467	9,675	1.21%
SCHOOL BOARD STIPEND	14,000	14,750	14,000	14,000	0	0.00%
OVERTIME	68,981	102,905	69,481	69,481	0	0.00%
RETIREMENT	4,548,169	4,406,119	5,498,631	5,699,846	201,215	3.66%
HEALTH INSURANCE	7,916,267	7,916,267	8,173,354	8,614,715	441,361	5.40%
DENTAL INSURANCE	558,242	554,125	563,290	571,877	8,587	1.52%
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	114,867	114,867	133,444	132,857	(587)	-0.44%
LIFE AND DISABILITY	206,059	185,028	209,111	212,451	3,340	1.60%
PROFESSIONAL DEVELOPMENT	258,534	116,707	258,534	258,534	0	0.00%
OTHER BENEFITS	2,194,025	2,107,334	2,230,702	2,309,813	79,111	3.55%
Contractual Obligations	44,086,978	43,424,160	45,837,932	47,605,121	1,767,189	3.86%
SPECIAL ED TUITION & SERVICES	2,425,597	2,585,941	2,660,602	2,908,602	248,000	9.32%
TRANSPORTATION	1,497,419	1,521,867	1,309,698	1,456,948	147,250	11.24%
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
CONTRACTED SERVICES	552,376	483,119	554,484	562,991	8,507	1.53%
ELECTRICITY	708,036	714,546	653,428	696,126	42,698	6.53%
NATURAL GAS	332,158	328,019	289,459	294,457	4,998	1.73%
GASOLINE	12,500	7,327	10,500	10,500	0	0.00%
STUDENT BOOKS / PERIODICALS	195,476	181,581	175,226	187,116	11,890	6.79%
PROFESSIONAL ORGANIZATION DUES	47,268	44,456	47,568	50,839	3,271	6.88%
PROPERTY & LIABILITY	113,493	111,493	119,068	135,771	16,703	14.03%
OTHER OPERATING	2,180,997	2,656,301	1,943,801	2,343,675	399,874	20.57%
Other Operating	8,015,320	8,584,652	7,713,834	8,597,025	883,191	11.45%
TOTAL	52,102,298	52,008,812	53,551,766	56,202,146	2,650,380	4.95%

Operating Budget

Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which six (6) contracts have been ratified for FY23. The remaining ten (10) will expire at the end of the current Fiscal Year (custodial as of 2021) and will be entering negotiations. (See table below).

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2022	Ranking Officers Association	6/30/2023	Fire Officers Association	6/30/2023	Principals/Directors	6/30/2022
Supervisory Management Alliance (SMA)	6/30/2022	Portsmouth Patrolman Association	6/30/2023	FireFighter Association	6/30/2023	Association of Portsmouth's Teachers	6/30/2022
AFSCME Local 1386B Library & Clericals	6/30/2022	Civilians	6/30/2023			Clerical Employees	6/30/2022
AFSCME Local 1386 Public Works	6/30/2022					Custodial	6/30/2021
						Cafeteria	6/30/2022
						Paraeducators	6/30/2023
						Custodial Supervisors	6/30/2022

For the ten (10) expired contracts, an appropriation for Collective Bargaining Contingency is included in the FY23 Proposed Budget to reserve funds until such time as these contracts are ratified.

Salaries

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

This year the CPI was reported at **5.31%**, making the 10-year rolling average 2.05%.

Per the contract provision, salaries for settled contracts only will increase by a **2.05%** COLA and are reflected in the proposed department budgets.

CONSUMER PRICE INDEX	
CPI-U (NOV. TO NOV. BOSTON-CAMBRIDGE-NEWTON, MA-NH)	
FY 14	2.00%
FY 15	0.92%
FY 16	1.60%
FY 17	0.84%
FY 18	1.26%
FY 19	2.86%
FY 20	3.15%
FY 21	2.12%
FY 22	0.40%
FY 23	5.31%
10 Year Average	2.05%

Retirement

Funding for the New Hampshire Retirement System (NHRS) comes from investment earnings, employee contributions, and employer contributions. The employee contribution rates are set by statute and NHRS sets the employer contribution rate every two years based upon an actuarial valuation to ensure adequate funding for future pension liabilities. FY23 marks the second of the two-year certification period. Therefore, the rates did not change from prior year.

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

RETIREMENT-EMPLOYER		EMPLOYEE CONTRIBUTION RATES	
FY22 & FY23		Rates	
Rates		Rates	
GROUP I		GROUP I	
Employees	14.06%	Employees	7.00%
Teachers	21.02%	Teachers	7.00%
GROUP II		GROUP II	
Police	33.88%	Police	11.55%
Fire	32.99%	Fire	11.80%

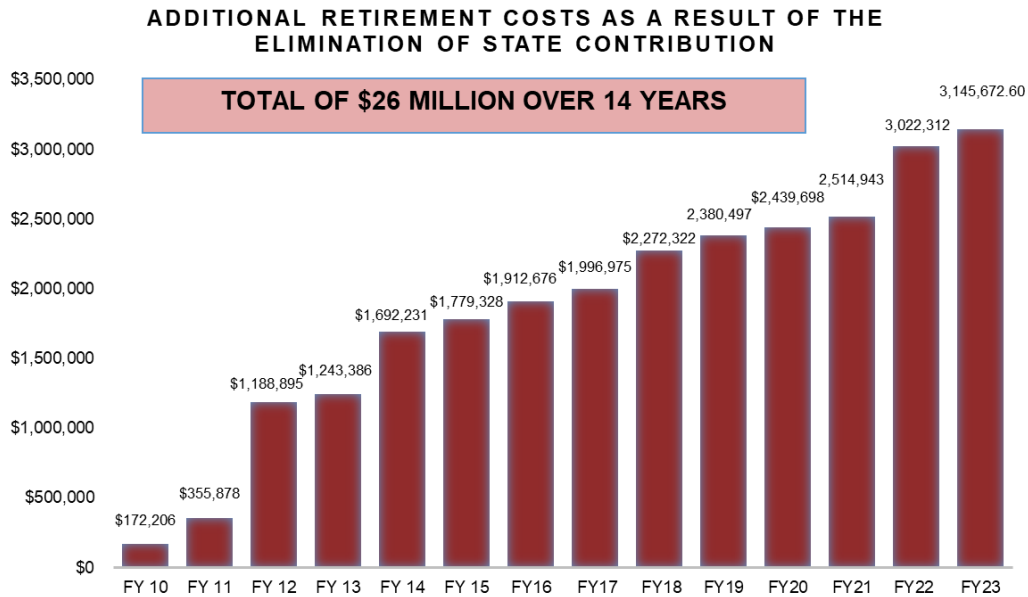
The following table displays the FY23 retirement increase of \$490,792 or 4.57% over FY22. The net change is due to COLA adjustments including step increases however, it does not include retirement associated with uniform Police & Fire Salary Adjustments or Collective Bargaining Contingency.

RETIREMENT APPROPRIATION				
	FY22	FY23	\$	%
	Budget	Proposed	Change	Change
		Budget	From FY22	From FY22
General Government	\$1,321,440	\$1,439,652	\$118,212	8.95%
Police Department	2,126,317	2,227,905	101,588	4.78%
Fire Department	1,792,086	1,861,863	69,777	3.89%
School Department	5,498,631	5,699,846	201,215	3.66%
	\$10,738,474	\$11,229,266	\$490,792	4.57%

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 tax payers an estimate of \$3.1 Million for FY23 alone and a total of \$26 Million over 14 years as depicted in the chart below.



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.

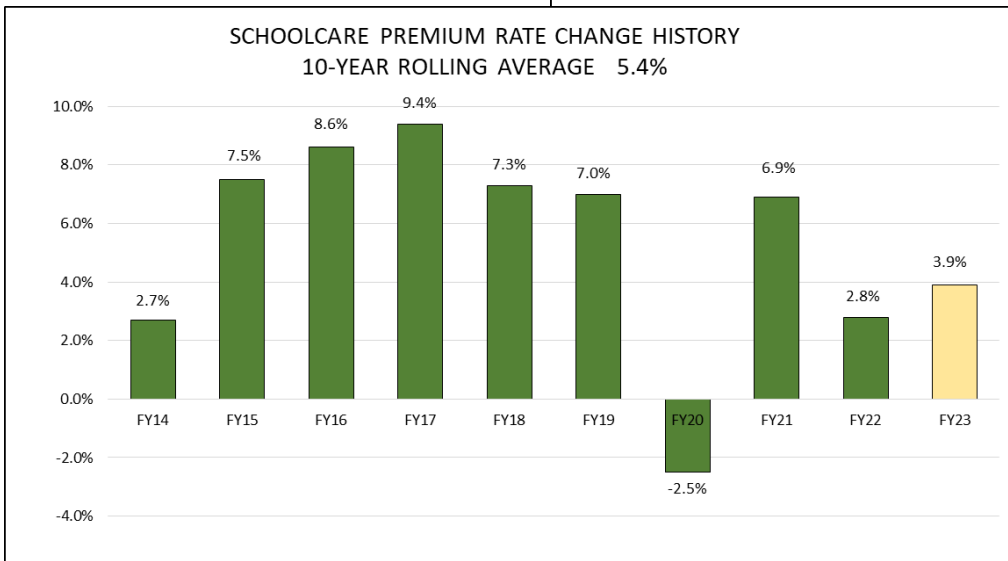
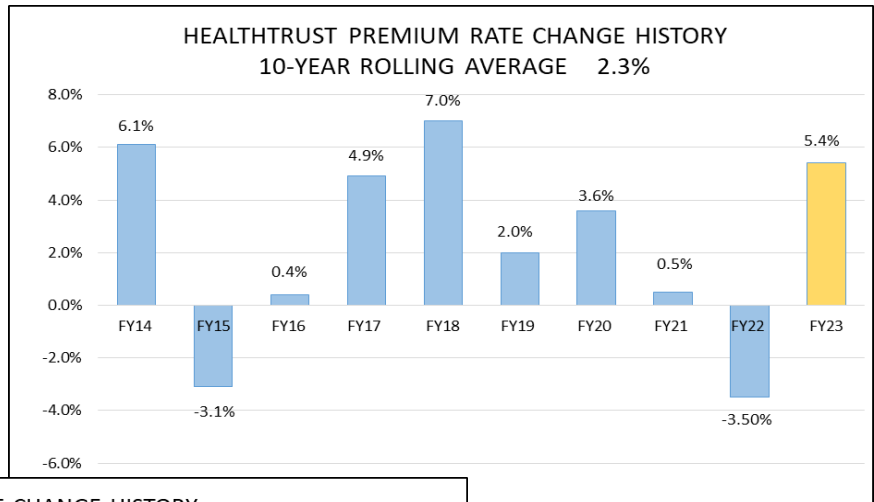
- ✓ For FY23, the estimated total health insurance premium for General Government, Police, Fire and School Department is projected at just over \$16.1 million.
- ✓ The City employees’ share represents approximately \$1.66 million or 10% of the total cost. Per each employee’s collective bargaining union contracts, employee contributions range from 6%-15%.
- ✓ The City’s contribution represents approximately \$14.4 million or 90% of the total cost.

FY23 Rates	Employee Contribution	City Contribution
Projected Premium		
\$16,119,136	\$1,664,252	\$14,454,884
% of Total Premium	10%	90%

The Health Insurance Stabilization Fund Policy was created in 2002 in order to avoid large spikes within each department’s annual budget. [\[Detailed information on the Health Insurance](#)

[Stabilization Fund Policy can be found in the Financial Policies and Guidelines section of the budget document.](#)

HealthTrust announced its premiums for FY23 with an *increase* of 5.4% over FY22 making the 10-year rolling average 2.3%.



SchoolCare announced its premiums for FY23 with an *increase* of 3.9% over FY22 making the 10-year rolling average increase 5.4%.

Per the Health Stabilization Policy, the annual appropriation amount for each department is determined by the average increase of health insurance rates over ten (10) years with the intent of periodic re-adjustments considered.

The proposed health insurance appropriations for FY23 from the Operating Budget is \$13,563,468 or an overall increase of \$552,623 or 4.24% over FY22. With this appropriation, it is anticipated that the City would utilize approximately \$932,514 from the Health Stabilization Reserve as depicted in the following table.

HEALTH INSURANCE			FY23 Change	FY23 Proposed Budget	FY23 Estimated City Cost	Health Ins Stabilization Reserve
	% Change	FY22 Budget				
General Government	2.30%	2,096,570	48,221	2,144,791	2,275,731	(130,940)
Police Department	2.30%	1,654,004	38,042	1,692,046	1,747,248	(55,202)
Fire Department	2.30%	1,086,917	24,999	1,111,916	1,183,318	(71,402)
School	5.40%	8,173,354	441,361	8,614,715	9,289,685	(674,970)
Total General Fund		\$13,010,845	\$552,623	\$13,563,468	\$14,495,982	(\$932,514)

Leave at Termination

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

The Leave at Termination Stabilization Fund Policy was created in 1999 in order to avoid large spikes within each department’s annual budget. [Detailed information on the Leave at Termination Stabilization Fund Policy can be found in the [Financial Polices and Guidelines](#) section of the budget document.]

General Government, Police, Fire and School Departments annually budget a fixed amount for each fiscal year determined by an actuarial study and periodic review, which is transferred into the fund where this liability is paid. The last adjustment to Leave at Termination was performed in FY22. It is proposed to appropriate the same amount as FY22 with no increase in FY23.

The appropriation by department is shown in the table below, with no change from FY22.

Approximately 8.5% of General Fund employees remain eligible for the sick leave payout upon termination.

<i>Leave At Termination</i>	FY23 BUDGET
GENERAL GOVERNMENT	350,000
POLICE	180,203
FIRE	170,084
SCHOOL	300,000
TOTAL GENERAL FUND	\$1,000,287

Workers’ Compensation

The total Workers’ Compensation premiums for all funds increased by 6% as shown in the following table.

<i>CITY-WIDE WORKERS COMPENSATION PREMIUM</i>	FY22 BUDGET	FY23 PROPOSED BUDGET	\$ CHANGE	% CHANGE
TOTAL	\$923,666	\$979,086	\$55,420	6%

Overall, for the General Fund only, Workers’ Compensation premiums for FY23 decreased by (\$2,868) or (.03%) and allocated as follows:

	FY22 BUDGET	FY23 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	204,510	172,755	(31,755)	-15.5%
POLICE	126,138	133,655	7,517	6.0%
FIRE	361,577	383,534	21,957	6.1%
SCHOOL	133,444	132,857	(587)	-0.4%
TOTAL	\$825,669	\$822,801	(\$2,868)	-0.3%

The Fire Department pays the highest share (at 47%) of the premium as a result of the following legislation.

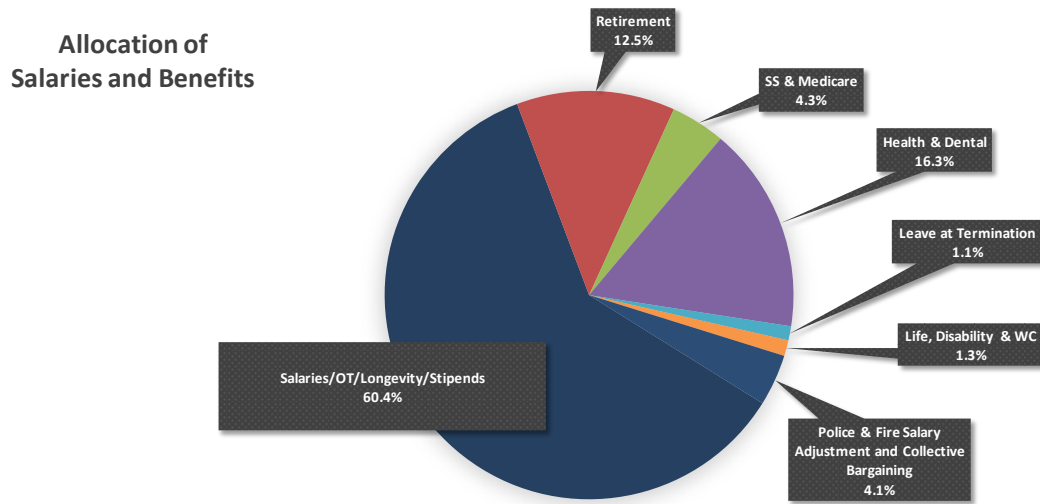
- 1) HB 407 requires workers' compensation to cover all medical expenses related to preventive medical treatment started after an identified critical exposure or unprotected exposure in order to prevent infection and the development of disease.
- 2) SB 541 requires workers' compensation to cover costs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

Total Salaries and Benefits

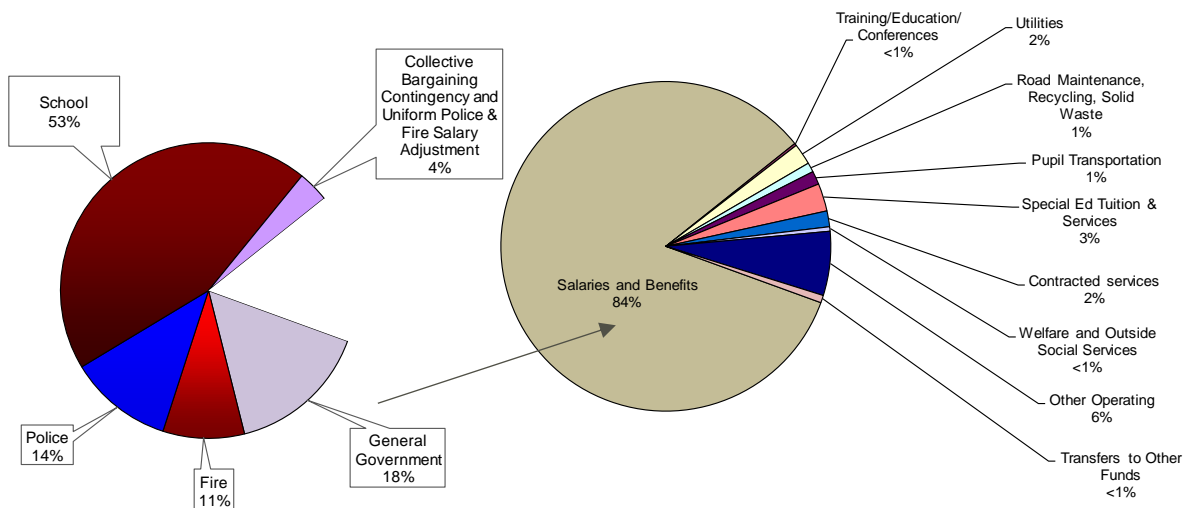
The total proposed FY23 budget for salaries and benefits is \$89,567,231. This represents an increase of \$7,393,782 or 9% over FY22, which include increases in cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with collective bargaining agreements. Total Salaries and Benefits include Collective Bargaining Contingency for the ten (10) unsettled agreements and Uniform Police and Fire personnel salary adjustment requests as depicted in the following table.

<i>FY 23 PROPOSED SALARIES & BENEFITS General Government, Police, Fire and School Dept.</i>	FY22 BUDGET	FY23 BUDGET	\$ Difference from FY22	% Difference from FY22
Salaries/Stipends/Holiday/OT	\$ 51,623,979	\$ 54,164,723	\$ 2,540,744	4.92%
Health & Dental Insurance	14,055,957	14,621,652	565,695	4.02%
Leave at Termination	1,000,287	1,000,287	0	0.00%
Retirement	10,738,474	11,229,266	490,792	4.57%
Workers Compensation	825,669	822,801	(2,868)	-0.35%
Collective Bargaining Contingency	23,629	3,137,450	3,113,821	
Uniform Police Salary Adjustment	-	287,278	287,278	
Uniform Fire Salary Adjustment	-	223,894	223,894	
Other Benefits	3,905,454	4,079,880	174,426	4.47%
<i>Total Salaries and Benefits</i>	\$82,173,449	\$89,567,231	\$7,393,782	9.00%

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



While Salaries and Benefits of \$89,567,231 represents 84% of the total *Operating Budget* of \$106,976,463, the remaining \$17,409,232 or 16% 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.



Salaries and benefits make up 68% of the **total** proposed budget of \$133,208,876.

Non-Operating Budget

The Non-Operating Budget of \$26,232,413 represents a net decrease of (\$1,840,067) or -6.55% from FY22 primarily due to:

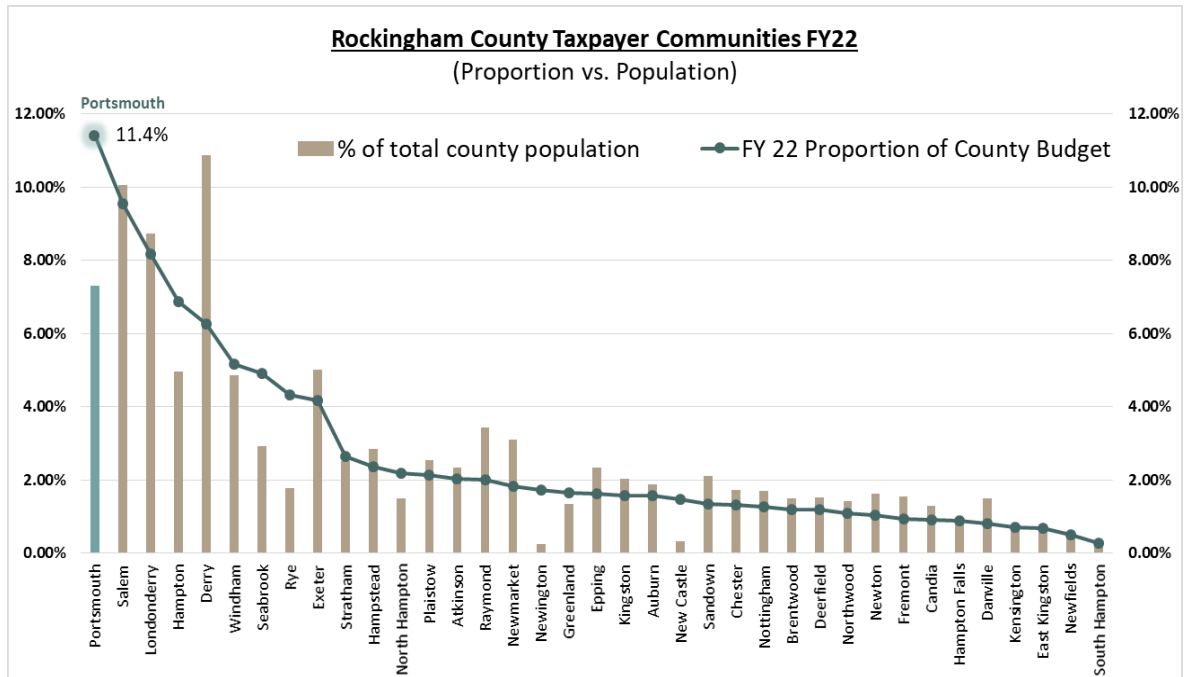
- Decrease in the Coakley Landfill monitoring costs, and
- Elimination of the use of Fund Balance that was appropriated in FY22.

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

<i>NON-OPERATING BUDGET</i>	FY22	FY23	\$ CHANGE FROMFY22	% CHANGE FROMFY22
	BUDGET	PROPOSED BUDGET		
Debt Service and Related Exp	13,797,890	13,749,821	(48,069)	-0.35%
Overlay	1,000,000	1,000,000	-	0.00%
Property & Liability (excluding School)	417,090	437,645	20,555	4.93%
Rockingham County Tax	5,813,878	5,930,000	116,122	2.00%
Contingency	300,000	300,000	-	0.00%
Rolling Stock	584,500	601,000	16,500	2.82%
IT Equipment Replacement	1,194,208	1,141,658	(52,550)	-4.40%
Capital Outlay	1,080,000	1,310,000	230,000	21.30%
Landfill Closure-Coakley/Jones	348,000	115,000	(233,000)	-66.95%
Portsmouth 400th Celebration	-	200,000	200,000	
Other Non-Operating	436,914	447,289	10,375	2.37%
McIntyre Eng/Design	400,000	-	(400,000)	-100.00%
McIntyre Settlement	500,000	1,000,000	500,000	100.00%
Skateboard Park	2,200,000	-	(2,200,000)	-100.00%
TOTAL NON-OPERATING	\$28,072,480	\$26,232,413	(\$1,840,067)	-6.55%

County Tax

The City of Portsmouth is annually assessed its portion of the Rockingham County budget based on the City’s share of the equalization of property values for the entire county. While the City of Portsmouth has the 4th largest population (7.2% of county population) of the 37 communities in Rockingham County, it contributes the largest amount of County Tax (FY22 11.4%) as depicted in the following graph.

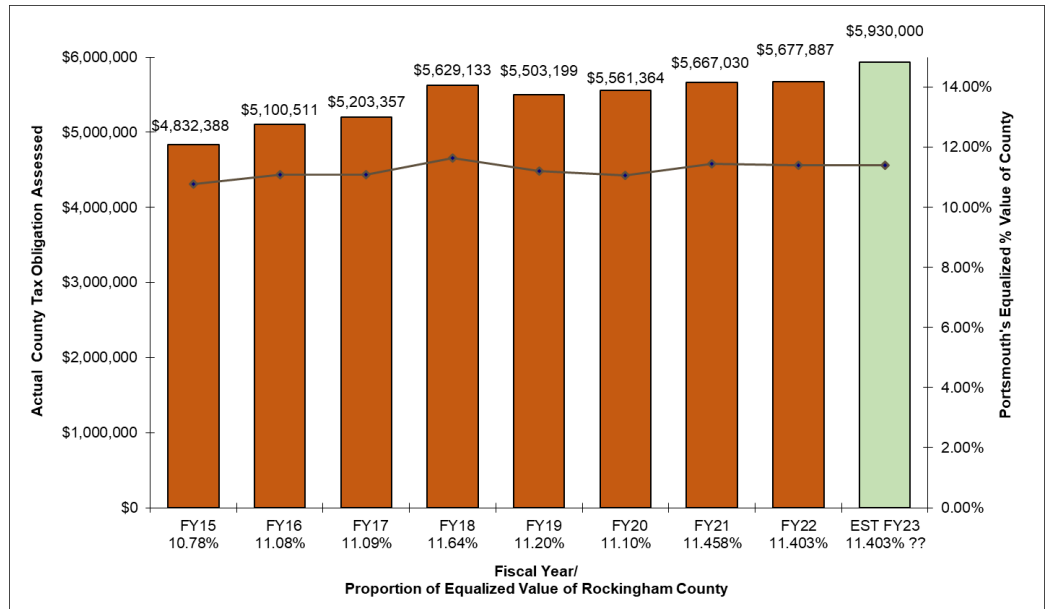


It is estimated that Portsmouth will pay approximately \$5.9 million to Rockingham County in FY23. However, the proportion of the City’s share, which determines the actual amount due to the County, is established by the Department of Revenue just prior to setting the tax rate in the Fall.

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 FY23.

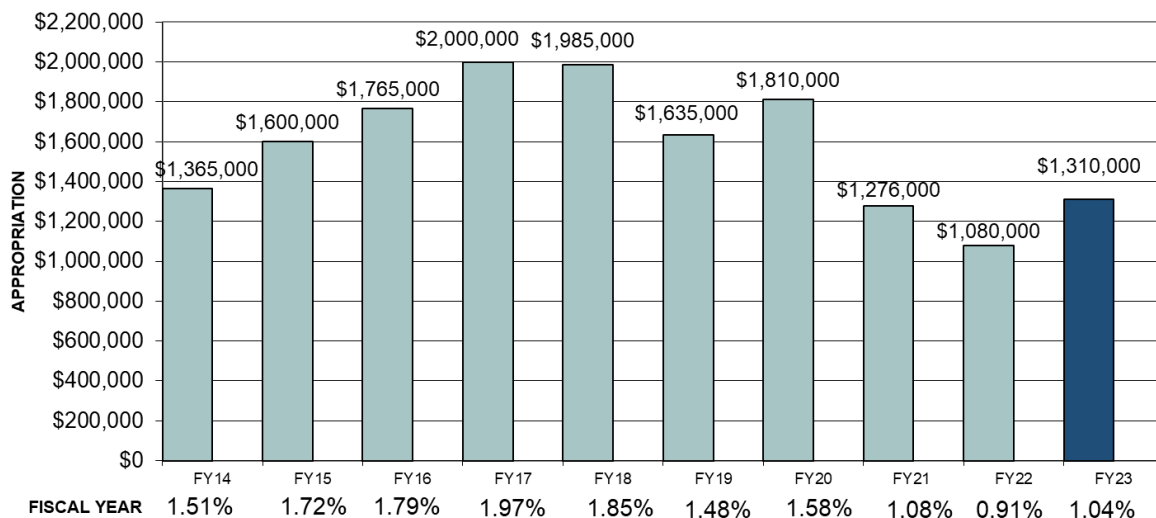
Tax Obligation is calculated by:

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



Capital Outlay

The City Council adopted the six-year Capital Improvement Plan (CIP) which includes Capital Outlay appropriations of \$1,310,000. This is 1.04% of the current fiscal year appropriation, which is below the policy goal of *annually budgeting no more than 2% of the current year’s appropriation for Capital Outlay.*



The average expenditure for Capital Outlay over a 10-year period including the proposed FY23 budget is \$1,582,600 per year.

The following lists the recommended projects identified in the CIP to be funded with Capital Outlay appropriations and ARPA Grant funds as recommended by the City Manager. Detail on each of these projects can be found in [Appendix II](#) of this document.

Budget Page		City Council Adopted 03-07-22	City Manager Adjusted	Note	Use of ARPA Funds	City Manager Recommended	
II	29	Durable Medical Equipment	\$135,000	(\$50,000)	(1)	(\$85,000)	\$0
II	30	Personal Protective Clothing Replacement (Fire)	\$70,000			(\$70,000)	\$0
II	39	Permanent/Historic Document Restoration, Preservation and Scanning	\$100,000				\$100,000
II	40	Trail Development Projects	\$25,000				\$25,000
II	41	McIntyre Federal Office Building Redevelopment	\$25,000				\$25,000
II	42	Climate Action Plan	\$100,000			(\$100,000)	\$0
II	43	Greenland Road Recreation Facility	\$200,000	(\$200,000)	(2)		\$0
II	44	Citywide Playground Improvements	\$50,000				\$50,000
II	46	Community Campus	\$100,000				\$100,000
II	48	Citywide Park & Monument Improvements	\$200,000				\$200,000
II	53	Bow Street Overlook	\$50,000				\$50,000
II	55	Historic Cemetery Improvements	\$40,000				\$40,000
II	56	Sound Barriers in Residential Area Along I-95	\$100,000	(\$100,000)	(3)		\$0
II	77	Elwyn Park Traffic Calming and Pedestrian Improvements	\$160,000				\$160,000
II	79	Citywide Traffic Signal Upgrade Program	\$100,000				\$100,000
II	80	Traffic Calming (formerly) South St. at Middle Rd. Pedestrian Accommodations & Traffic Calming	\$300,000				\$300,000
II	106	Edmond Avenue	\$60,000				\$60,000
II	108	Citywide Storm Drainage Improvements	\$150,000			(\$150,000)	\$0
II	22	Capital Contingency	\$100,000				\$100,000
Total Capital Outlay FY23		\$2,065,000	(\$350,000)			(\$405,000)	\$1,310,000

Notes:

- (1) The Fire Department will be receiving a Governor's Office for Emergency Relief & Recovery-Loyalty Equipment Purchase Program Grant.
- (2) On December 20, 2021 the City Council adopted a supplemental appropriation of \$2,200,000 funded by Unassigned Fund Balance for the proposed skateboard park at the Greenland Road Recreation Facility. The City will use \$200,000 from the supplemental appropriation for design work of the skateboard park, and as the CIP 23-28 adopted 03-07-22 displays, Bond \$1,805,000 and anticipate \$195,000 in donations to complete the project. This action will result in the \$200,000 listed as FY23 Capital Outlay no longer necessary.
- (3) The City has been notified that the State will be installing sound barriers along the Pannaway side of I-95 and no local match will be needed.

The total Capital Improvement Plan FY 2023-2028 for all Citywide projects can be viewed and downloaded at the following link:
<https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>

Rolling Stock

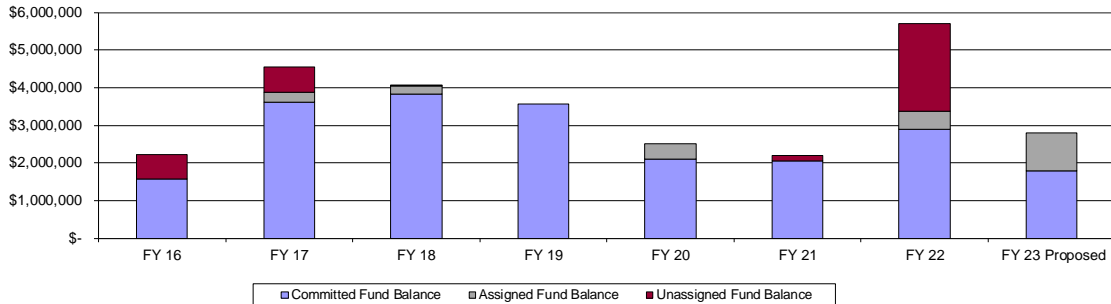
The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in [Appendix I](#) of this budget document.

The following table lists the vehicles and equipment identified for FY23 per the Rolling Stock Program for the General Fund. This table identifies vehicles that will be funded with both the General Fund appropriation and ARPA funds as recommended by the City Manager.

	FY 22 Budgeted	FY 23 Department Request	\$ Change from FY22	% Change from FY22	Use of ARPA Grant FY23
<u>Public Works</u>					
4 x 4 Utility body		70,000			
F550 4x4 1Ton Dump (yellow) w/plow		85,000			
7400 Packer (Year 1 of 3)		95,000			
7400 Packer (Year 2 of 3)		95,000			
F550 4x4 1Ton Dump (yellow) w/plow		30,000			
Total Public Works	350,000	375,000	25,000	7%	0
<u>Police</u>					
Explorer					46,900
Explorer					46,900
Explorer					46,900
Explorer					46,900
Total Police	89,500	0	(89,500)	-100%	187,600
<u>Fire</u>					
SUV					55,000
Ambulance (Year 3 of 3 funding)					140,000
Total Fire	85,000	0	(85,000)	-100%	195,000
<u>School</u>					
F350 1 ton 4x4 w/ plow		48,000			
F350 1 ton 4x4 w/ plow		48,000			
Total School	60,000	96,000	36,000	60%	0
General Fund 50% of Stormwater	0	130,000	130,000		0
TOTAL GENERAL FUND	584,500	601,000	16,500	3%	382,600
<u>Stormwater</u>					
6 Wheel Dump w/plow&spreader (Year 1 of 3)		80,000			
Vector (year 1 of 3)		150,000			
Street Sweeper		30,000			
Total Stormwater	0	260,000			0
To Be Funded by General Fund (50%)	0	130,000			0
To Be Funded by Sewer Fund (50%)	0	130,000			0

Use of Fund Balance

While property taxes remain the City of Portsmouth's major source of funding for the services provided by the General Government, Police, Fire and School Departments, the City has diligently utilized other sources of revenue to keep the tax rate stable and predictable. One source is the use of Fund Balance. Each year, it is utilized to help mitigate the effects of property taxes through either the budget process or with supplemental appropriations. In FY23, the use of \$2,800,000 is scheduled to be utilized from Committed Fund Balance to help offset the use of property taxes. The annual use of Fund Balance is depicted in the table below:



Use of:	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23 Proposed	Total FY16-FY23
Committed Fund Balance	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	21,425,263
Assigned Fund Balance	-	250,000	231,000	-	400,000	-	480,000	1,000,000	2,361,000
Unassigned Fund Balance	650,000	665,800	27,167	-	-	150,000	2,316,000	-	3,808,967
Total Use of Fund Balance	2,223,500	4,539,300	4,077,316	3,559,114	2,500,000	2,200,000	5,696,000	2,800,000	27,595,230
Average Use Per Year									3,449,404

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 8 years is \$3,449,404 per year.

Budgeted use of Fund balance and Supplemental Appropriations

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23 Proposed	Total use of Fund Balance FY 16-FY23
Committed									
Reserve Tax Appraisal - Budgeted	73,500	73,500	150,000	150,000	150,000	150,000	100,000	100,000	947,000
Reserve-Bond Premium - Supplemental	-	1,850,000	1,269,149	1,286,114	-	-	-	-	4,405,263
Reserve for future Debt Service - Budgeted	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	15,173,000
Supplemental-McIntyre Settlement Design/Engineering-McIntyre	-	-	-	-	-	-	500,000	-	500,000
	-	-	-	-	-	-	400,000	-	400,000
Use of Committed Fund Balance	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	21,425,263
Assigned									
McIntyre Operations - Budgeted	-	-	-	-	-	-	480,000	-	480,000
McIntyre Settlement	-	-	-	-	-	-	-	1,000,000	1,000,000
Capital Outlay - Budgeted	-	250,000	231,000	-	400,000	-	-	-	881,000
Use of Assigned Fund Balance	-	250,000	231,000	-	400,000	-	480,000	1,000,000	2,361,000
Unassigned									
Community Campus Operation-Supplemental	-	-	-	-	-	-	116,000	-	116,000
Skateboard Park-Supplemental	-	-	-	-	-	-	2,200,000	-	2,200,000
McIntyre Design	-	-	-	-	-	150,000	-	-	150,000
Collective Bargaining - Supplemental	-	265,800	27,167	-	-	-	-	-	292,967
Middle School Upgrades - Supplemental	650,000	-	-	-	-	-	-	-	650,000
Purchase Land-850 Banfield Road - Supplemental	-	400,000	-	-	-	-	-	-	400,000
Use of Unassigned Fund Balance	650,000	665,800	27,167	-	-	150,000	2,316,000	-	3,808,967
Total Use of Fund Balance	2,223,500	4,539,300	4,077,316	3,559,114	2,500,000	2,200,000	5,696,000	2,800,000	27,595,230

Average Use FY16-FY23 (8 Years)

3,449,404

ENTERPRISE FUNDS

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

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

WATER ENTERPRISE FUND

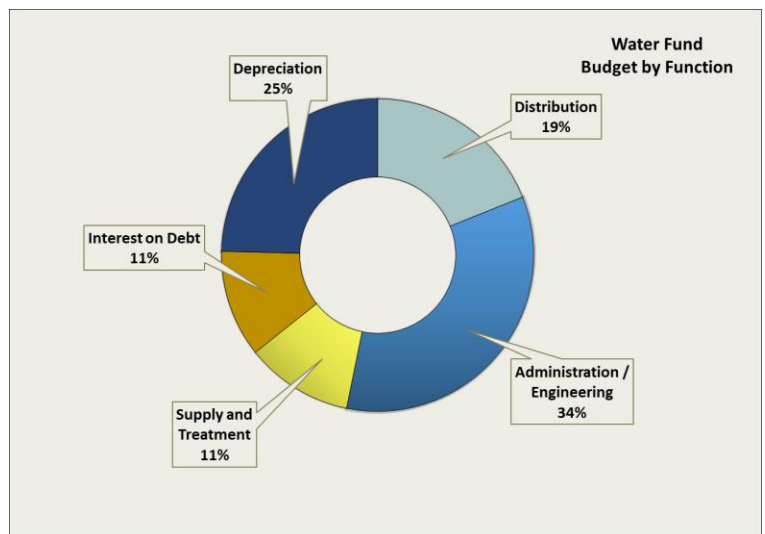
Total Appropriation

Appropriations on a Full Accrual basis of accounting for the Water Enterprise Fund total \$11,422,585. This is an increase of \$1,480,632 or 14.89% from the FY22 budget. The following table is a summary of major expense categories for the FY21 budget and actual, FY22 budget and the proposed FY23 budget primarily due to personnel costs, professional services and depreciation.

Water Fund	FY21 Budget	FY21 Actual	FY22 Budget	FY23 City Manager Recommended	% Change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	2,931,209	3,580,507	3,152,846	3,536,080	12.16%	383,234
Chemicals	350,000	258,473	334,000	504,000	50.90%	170,000
Electricity	373,200	351,493	399,600	387,000	-3.15%	(12,600)
Natural Gas	5,160	3,520	5,000	6,000	20.00%	1,000
Propane & Fuel Oil	36,000	37,140	32,000	42,000	31.25%	10,000
Gasoline & Diesel	42,500	29,523	34,200	50,550	47.81%	16,350
Repairs & Maintenance	199,650	197,872	215,400	185,700	-13.79%	(29,700)
Prof Services: Contract, Lab Testing	197,580	129,596	277,580	728,080	162.30%	450,500
Stock Materials	305,000	339,309	315,000	340,000	7.94%	25,000
Assistance Program	7,500	1,363	7,500	7,500	0.00%	0
Other Operating	1,092,400	1,085,370	1,219,715	1,357,638	11.31%	137,923
<i>Operations and Maintenance Subtotal</i>	<i>5,540,199</i>	<i>6,014,165</i>	<i>5,992,841</i>	<i>7,144,548</i>	<i>19.22%</i>	<i>1,151,707</i>
<u>Non-Operating Expenses</u>						
Interest on Debt	1,055,217	1,069,840	1,145,612	1,270,537	10.90%	124,925
Property Taxes	135,000	91,028	138,500	138,500	0.00%	0
Depreciation	2,200,000	2,110,415	2,610,000	2,810,000	7.66%	200,000
Equipment	72,000	82,344	55,000	59,000	7.27%	4,000
<i>Non-Operating Expenses Subtotal</i>	<i>3,462,217</i>	<i>3,353,627</i>	<i>3,949,112</i>	<i>4,278,037</i>	<i>8.33%</i>	<i>328,925</i>
TOTAL	9,002,416	9,367,793	9,941,953	11,422,585	14.89%	1,480,632

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

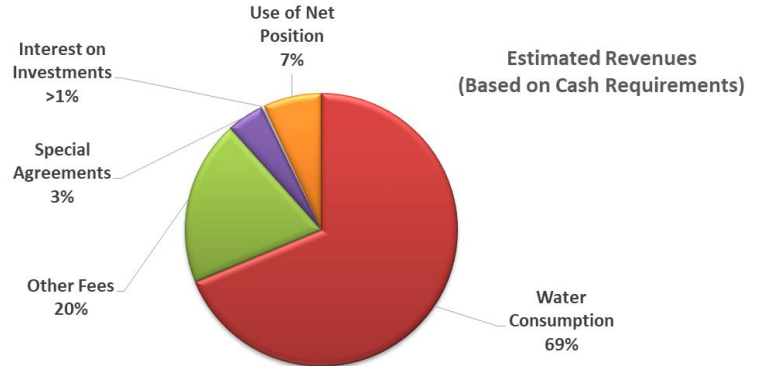
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, GIS services, and engineering
2. Depreciation
3. Interest on Debt
4. Distribution: Services, hydrants, mains, meters, meter reading and cross connections
5. Supply and Treatment: Madbury Treatment Facility, Pease Water Treatment Facility, laboratory, a booster station, 10 wells, and 5 storage tanks



Revenues

Adjustments from the Full Accrual to Cash Requirements is itemized on the rate model calculation sheet in the Water Division section of this document. Cash requirements of \$12,241,173 would be funded from the following sources to meet these cash requirements:

➤ \$8,417,078	Water Consumption
➤ 2,405,250	Other Fees
➤ 822,729	Special Agreements
➤ 33,000	Interest on Investments
➤ <u>563,116</u>	Use of Net Position
\$12,241,173	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 regards 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 that were approved during the FY23 CIP process for a total of \$160,000. [Detail on each of these projects can be found in [Appendix II](#) of this document.]

Appendix II		Water Fund Capital Outlay Projects Fiscal Year 2023		Water Revenues
Page:	CIP #			
II-89	EF-22-WD-82	Water Storage Tanks Improvements		100,000
II-106	COM-23-PW-95	Edmond Avenue		60,000
Total Water Fund Capital Outlay				\$160,000

Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in [Appendix I](#) of this budget document. The following table lists the vehicles and equipment identified for FY23 per the Rolling Stock Program for the Water Fund.

FY23 WATER DIVISION REQUEST

4x4 Utility Pick Up w/Plow (Year 1 of 2)	45,000
Dump Truck w/plow	90,000
1/2 Ton Pick Up	45,000
Staff vehicle (new to inventory)	35,000
Misc Equipment	<u>100,000</u>
TOTAL	\$315,000

SEWER ENTERPRISE FUND

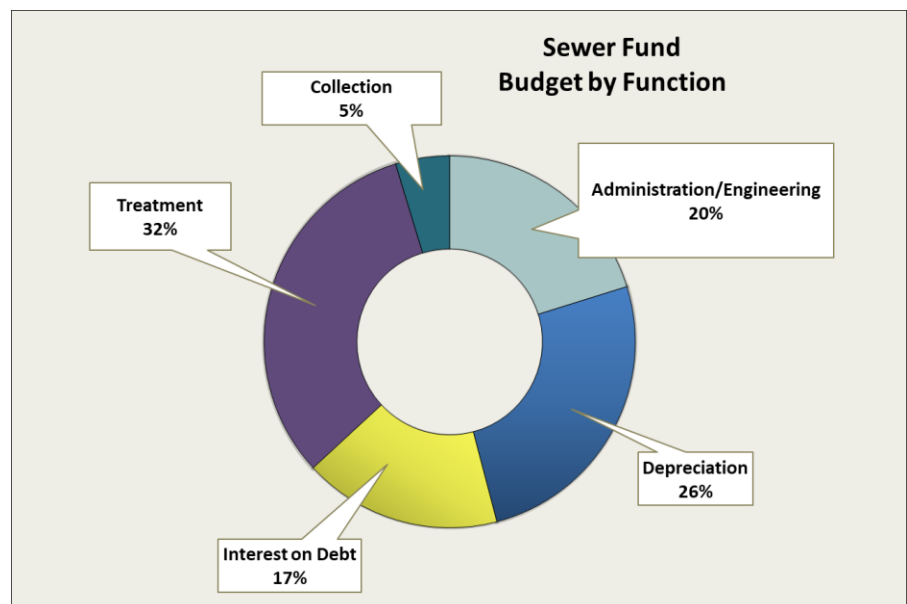
Total Appropriation

Appropriations on a Full Accrual basis of accounting for the Sewer Enterprise Fund total \$20,620,867. This is an increase of \$1,351,367 or 7.01% from FY22. The following table is a summary of major expense categories for the FY21 budget and actual, FY22 budget and the proposed FY23 budget.

Sewer Fund	FY21	FY21	FY22	FY23	% change	\$ Change
	Budget	Actual	Budget	City Manager Recommended		
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,749,615	3,828,706	3,855,737	4,413,553	14.5%	557,816
Chemicals	1,205,000	1,002,548	1,215,000	1,625,000	33.7%	410,000
Electricity	796,500	687,878	890,500	873,500	-1.9%	(17,000)
Natural Gas	12,000	8,667	10,500	10,500	0.0%	0
Propane & Fuel Oil	97,500	106,136	97,500	128,750	32.1%	31,250
Gasoline & Diesel	31,350	26,262	31,350	46,850	49.4%	15,500
Repairs & Maintenance	694,750	710,636	698,000	676,585	-3.1%	(21,415)
Prof Services: Contract, Lab Testing	312,250	395,462	422,250	557,200	32.0%	134,950
Stock Materials	137,500	99,882	132,000	132,000	0.0%	0
Other Operating	2,100,811	1,766,973	2,059,786	2,190,317	6.3%	130,531
GOFERR Reimbursement	0	(549)	0	0		0
-General Operations	9,137,276	8,632,601	9,412,623	10,654,255	13.2%	1,241,632
Permit Expenses/Legal Fees	425,000	324,977	375,000	375,000	0.0%	0
Transfer to Stomwater	277,707	277,707	311,993	451,789	44.8%	139,796
<i>Total Operations and Maintenance Subtotal</i>	9,839,983	9,235,285	10,099,616	11,481,044	13.7%	1,381,428
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	4,100,031	2,915,197	3,387,634	3,557,073	5.0%	169,439
Depreciation	5,150,000	4,433,514	5,550,000	5,300,000	-4.5%	(250,000)
Equipment	211,750	389,309	232,250	282,750	21.7%	50,500
<i>Non-Operating Expenses Subtotal</i>	9,461,781	7,738,020	9,169,884	9,139,823	-0.3%	(30,061)
TOTAL	19,301,764	16,973,305	19,269,500	20,620,867	7.01%	1,351,367

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

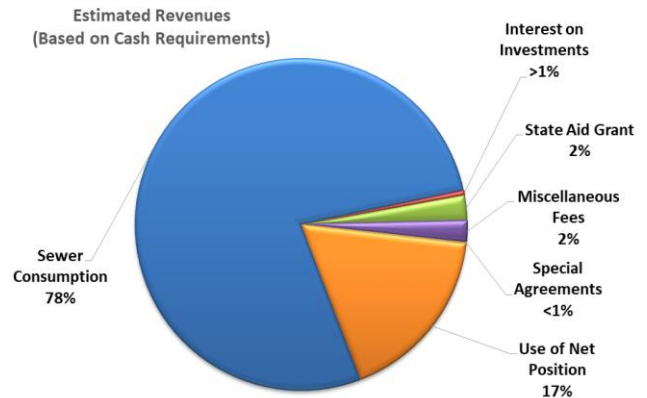
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, engineering and GIS services
2. Depreciation
3. Interest on Debt
4. Collection: Force mains, laterals and meter reading
5. Treatment: Peirce Island Treatment Facility, Pease Treatment Facility, 2 laboratories,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



Revenues

Adjustments from the Full Accrual to Cash Requirements is itemized on the rate model calculation sheet in the Sewer Division section of this document. Cash requirements of \$23,461,898 would be funded from the following sources to meet these cash requirements:

➤	\$18,197,169	Sewer Consumption
➤	115,000	Interest on Investments
➤	570,780	State Aid Grant
➤	481,500	Miscellaneous Fees
➤	24,237	Special Agreements
➤	<u>4,073,212</u>	Use of Net Position
	\$23,461,898	Total



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. The following is a list of projects that were approved during the FY23 CIP process for a total of \$330,000. [Detail on each of these projects can be found in [Appendix II](#) of this document.]

Appendix II		Sewer Fund Capital Outlay Projects Fiscal Year 2023		Sewer Revenues
Page:	CIP #			
II-94	EF-23-SD-86	Wastewater Reuse at Pease WWTF		100,000
II-97	EF-20-SD-89	Woodbury Avenue Sewer Separation		60,000
II-106	COM-23-PW-95	Edmond Avenue		20,000
II-108	COM-15-PW-96	Citywide Stormdrain Improvements		150,000
Total Sewer Fund Capital Outlay				\$330,000

Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in [Appendix I](#) of this budget document. The following table lists the vehicles and equipment identified for FY23 per the Rolling Stock Program for the Sewer Fund.

FY23 SEWER DIVISION REQUEST

Vactor (Year 1 of 6)	95,000
3/4 Ton Pick Up w/plow	50,000
3/4 Ton Pick Up w flatbed	60,000
Misc Equipment	<u>200,000</u>
TOTAL	\$405,000

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 is \$7,861,723. This is an increase of \$1,404,335 or 21.75% from the FY22 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 FY21 budget and actual, FY22 budget and the proposed FY23 budget.

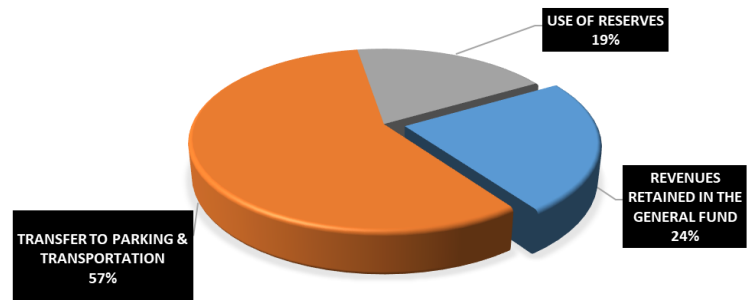
	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
OPERATING						
PERSONNEL COSTS	2,757,208	2,278,206	2,779,068	3,299,239	18.72%	520,171
UTILITIES	101,500	97,661	84,001	108,876	29.61%	24,875
METER COLLECTION (Police)	60,000	60,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	130,500	71,199	152,900	228,915	49.72%	76,015
OTHER OPERATING	696,316	595,369	655,262	916,533	39.87%	261,271
TOTAL OPERATING	3,745,524	3,102,434	3,731,231	4,613,563	23.65%	882,332
NON OPERATING						
DEBT SERVICE	1,781,313	1,781,313	1,823,813	1,861,063	2.04%	37,250
CAPITAL PROJECTS	-	20,000	65,000	250,000		185,000
ROLLING STOCK	-	-	130,000	387,000		257,000
TRANSPORTATION	362,000	362,000	510,344	553,097	8.38%	42,753
CONTINGENCY	75,000	50,000	197,000	197,000	0.00%	-
TOTAL NON-OPERATING	2,218,313	2,213,313	2,726,157	3,248,160	19.15%	522,003
TOTAL PARKING/TRANSP	5,963,837	5,315,747	6,457,388	7,861,723	21.75%	1,404,335

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 FY23 Revenues

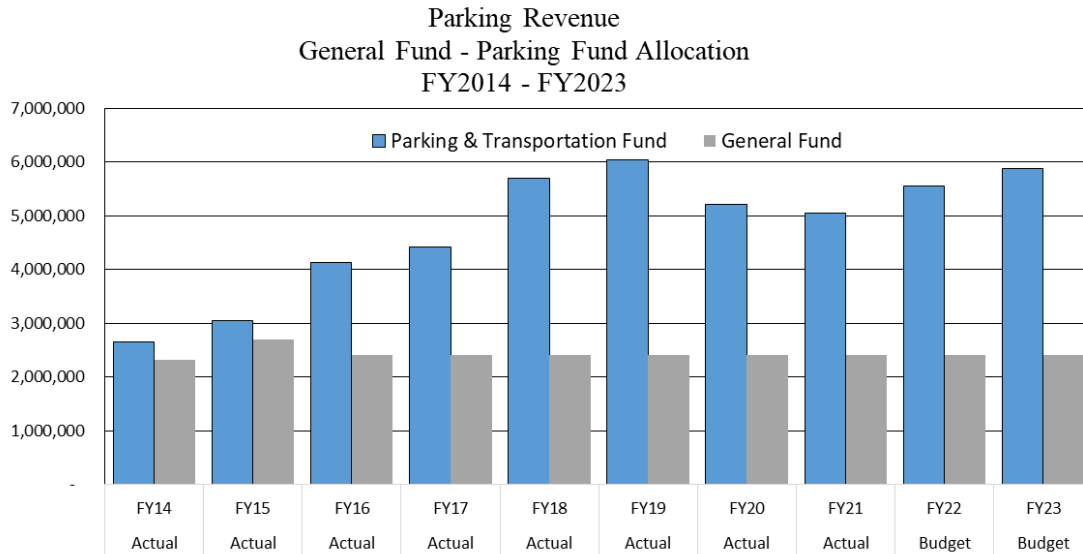
- \$3,400,000 Parking Meter Fees
- 2,411,000 Parking Facilities-Transient
- 1,716,600 Parking Facilities-Passes
- 700,000 Parking Violations
- 66,500 Other Revenues
- 1,979,928 Use of Parking Fund Reserves
- \$10,274,028 Total Estimated Revenues
- (\$2,412,305) Retained in the General Fund
- \$7,861,723 Total Parking & Transportation



Revenue Distribution:

Retained in the General Fund	\$2,412,305	24%
Parking & Transportation	\$5,881,795	57%
Use of Parking Fund Reserves	\$1,979,928	19%

Ten Year History of Parking Revenue Distribution



Parking Revenue	FY 14	FY 15	FY 16	FY 17	FY 18		
	Actual	Actual	Actual	Actual	Actual		
Total Parking Revenue	4,987,095	5,740,301	6,546,572	6,833,791	8,115,741		
Total for Parking & Transportation Fund	2,659,858	3,044,195	4,134,267	4,421,486	5,703,436		
Total for General Fund	2,327,237	2,693,106	2,412,305	2,412,305	2,412,305		
	FY 19	FY 20	FY 21	FY 22	FY 23	10 Year Total	%
	Actual	Actual	Actual	Budgeted	Estimated		
Total Parking Revenue	8,444,481	7,622,242	7,465,181	7,970,900	8,294,100	72,020,404	100%
Total for Parking & Transportation Fund	6,032,176	5,209,937	5,052,876	5,558,595	5,881,795	47,698,621	66%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	24,318,783	34%

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

The FY23 Budget reflects a continued distribution of \$2,412,305 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table lists these services, including the revenue retained in the General Fund.

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

	FY21	FY22	FY23
Revenues Retained in the General Fund	2,412,305	2,412,305	2,412,305
* Transportation Programs	590,000	510,344	553,097
Salaries & Benefits	534,134	637,013	631,424
Paving Parking Lots	150,000	-	150,000
Snow Removal	300,000	300,000	300,000
** Transportation Services	-	100,000	100,000
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
Bike/Ped Plan Implementation	50,000	-	50,000
Total	\$4,171,439	\$4,094,662	\$4,331,826
Tax Rate Offset	66¢	64¢	67¢

For FY23, services provided by parking revenues will offset Property Taxes by 67¢.

For the median single family home valued at \$478,050, this equates to a tax offset of \$318.

- * COAST Dues, Senior Transportation, Trolley Match, Shuttle Services, and Downtown Loop
- ** Funding for innovative transportation programs

Capital Outlay

The Parking & Transportation Fund, through the Capital Improvement Plan (CIP), requests funds from parking revenues to support the pay-as-you-go policy of the City in regards 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 FY23 for a total of \$250,000. [Detail on each of these projects can be found in [Appendix II](#) of this document.]

Parking & Transportation Capital Outlay Projects Fiscal Year 2023			
Appendix II			Parking Revenues
Page:	CIP #		
II-72	TSM-12-PW-49	Parking Lot Paving	150,000
II-73	TSM-08-PW-50	Parking Meters	50,000
II-75	TSM-15-PL-52	Bicycle/Pedestrian Plan Implementation	50,000
Total Parking & Transportation Fund Capital Outlay			\$250,000

Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in [Appendix I](#) of this budget document. The following table lists the vehicles and equipment identified for FY23 per the Rolling Stock Program for the Parking & Transportation Fund.

FY23 PARKING & TRANSPORTATION REQUEST

4x4 Flatbed w/plow	85,000
Packer (Year 1 of 2)	80,000
Skid Steer Loader	100,000
Snowloader	82,000
Message Board (2)	<u>40,000</u>
TOTAL	\$387,000



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Strategic Planning, Citywide Goals & Initiatives

The Strategic Planning Process

This section is intended to provide the public with a clear understanding of the Citywide Goals and how they are both developed and connected to Departmental services and budgets.

In January 2022, the City Council and City Manager launched a process to define and formalize a citywide Strategic Plan.

After surveying the City Council and Senior Staff, the City Leadership Team conducted a series of retreats designed to analyze the results and develop a collaborative view of City strengths, resources, challenges and barriers to success in order to best articulate a set of Citywide Goals.

This strategic planning process resulted in seven (7) new City Council Goals and amended the seven (7) Staff Organizational Goals to provide the framework for the FY23 budget and the City's current and future priorities. The City Council voted on February 22, 2022 to accept and adopt these Goals which are described in greater detail in the subsequent pages of this section and symbolized throughout the document by individual icons.

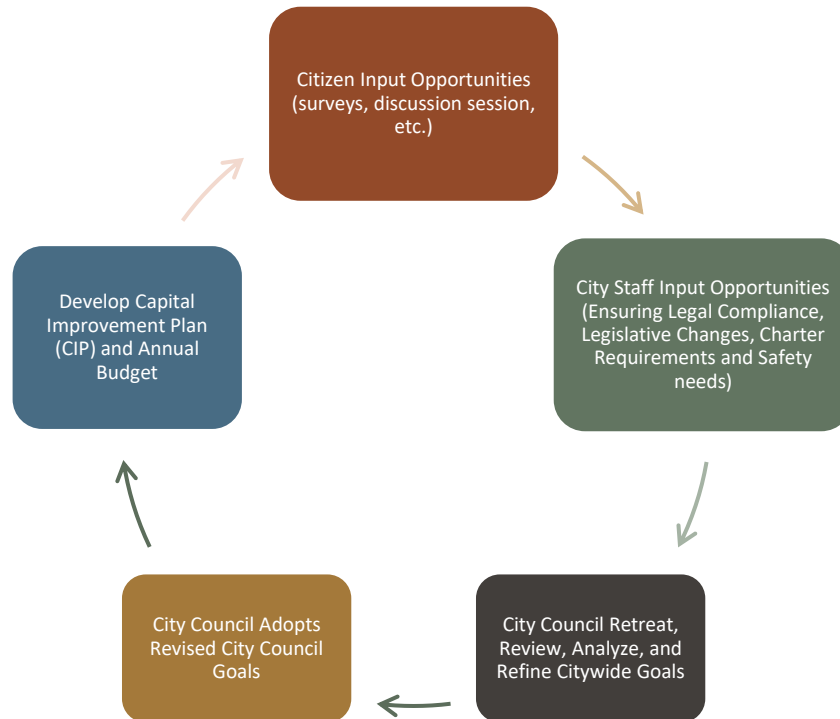


For this Strategic Planning Process, the City utilizes existing communication channels (including Listening Sessions, Public Hearings, Project Public Input Sessions and Surveys) with residents and taxpayers to aid in developing strategies and objectives to meet the new Goals. Throughout the annual Capital Improvement Plan (CIP) and Budget Development processes, the City strives to solicit and incorporate input from its citizens for identifying municipal projects and initiatives.



The Strategic Plan, which focuses on citizen engagement, collaboration, affordability, communication, delivery of services, good governance and sustainability is integrated throughout the FY23 Budget Document and is illustrated in each Department's goals and objectives, and informs how new budgetary requests have been prioritized.

he future Strategic Planning Process will expand its efforts to provide information to and receive from the many stakeholders of Portsmouth by way of surveys and additional interactive public input sessions via the City’s robust hybrid meeting capabilities (in-person and Zoom) which give the ability to include a wider audience in the public outreach process.



The City’s Strategic Plan must be foundational yet flexible enough to be responsive to evolving needs and circumstances expressed by the community, staff and City government. As the City’s Strategic Planning Process continues to evolve, the City is committed to incorporating consistent citizen-informed guidance for its major planning and financial documents including:

Planning Documents

- ***Capital Improvement Plan (CIP)***, a six-year Capital Planning Tool organized by project type that provides project descriptions, justifications, anticipated timelines, associated studies and planning documents, and funding source details. The CIP process uses Strategic Planning goals to help prioritize projects.
- ***Citywide Master Plan***, a planning document designed 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 be working to put the next Master Plan in place for 2025. <https://view.publitas.com/city-of-portsmouth/portsmouth-master-plan-adopted-2-16-2017/page/1>

- ***Bike/Pedestrian Plan***, adopted in 2014, which analyzes needs and deficiencies, provides guidelines and standards for bicycle and pedestrian facilities, and identifies and prioritizes infrastructure improvements. The City worked with Toole Design Group, a nationally recognized consulting firm specializing in bicycle and pedestrian transportation, to assist in preparing the Plan.
https://files.cityofportsmouth.com/files/planning/bikepedplan/PortsmouthPlan_WEB.pdf
- ***Open Space Plan***, finalized in February 2020, supports the Master Plan goal of managing existing and acquiring additional open spaces for passive recreation and environmental preservation. The Plan builds on the comprehensive Public Undeveloped Lands Assessment (PULA), identifies and prioritizes additional undeveloped land for protection, provides land stewardship guidance for existing open space lands, and works to identify opportunities to expand connectivity between open space assets, neighborhoods and trails. The Plan also considers integration of climate resiliency objectives as they relate to open space.
https://files.cityofportsmouth.com/files/planning/Open_Space_Plan_022120_FINAL.pdf
- ***Complete Streets Policy*** (adopted in October 2013), is the City 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 (as identified in the CIP), and gateway corridor improvement projects.
- ***Recreational Needs Study***: Launched in December 2021 to update the Study last revised in 2016, this Study will create a recreational facilities plan for the city by evaluating existing facilities and soliciting public input on the scope of programs and facilities residents would like to see developed or enhanced in the City.

Budget/Financial Documents

- ***City’s Annual Budget Document*** serves as a statement of values, a communication 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 Planning Goals which are identified in each Department’s Budget section. These department-specific goals and objectives are measured by performance metrics to illustrate progress towards these department goals.

The Goals will be reviewed and evaluated every year by the City Council and Senior Staff to ensure they remain relevant to the City and adhere to City priorities. A Strategic Plan is only valuable as a living document that reflects targeted goals and the ongoing adjustments needed to accomplish them.

Citywide Goals & Initiatives

Mission Statement

The City of Portsmouth strives to provide highest-quality services to its taxpayers/stakeholders. The City is committed to establishing and maintaining a diverse, fiscally-sound municipality and a safe and welcoming environment, offering a full range of housing, business, cultural and recreational opportunities for its residents, businesses and visitors, while preserving its ecological and historical treasures.

Vision Statement

City leadership will work with staff, City Government and the community to ensure that City services meet the needs of our citizens by achieving specific performance measures which track our progress as we seek to sustain our reputation as a fiscally strong, safe and healthy community in which to stay, work and play.



City Council Goals



Invite and Honor Input from the Community, and Encourage Increased Participation/Engagement of Youth

Several of the City Council goals encourage pro-active efforts to gain input from the community to make the process from input to budget to action clearer, to reinforce transparency and to disseminate information widely and accessibly – to reach community members “where they are” and in the manner/through the channels they prefer. These efforts include deliberate endeavors to reach a more diverse cross-section of the community, with special emphasis on achieving better race, gender and age equity.



Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces

The City of Portsmouth strives to create and support a vibrant, sustainable economy that encourages innovation, community connections, business diversity and a range of employment opportunities. Portsmouth has many unique commercial assets including New Hampshire's only deep-water port with several foreign trade zones, world-class cultural and culinary amenities, the Pease International Tradeport and Airport, and first-rate educational institutions. The City's Economic Development Commission (EDC) - comprised of local

business leaders, two City Councilors, the City Manager and the Assistant City Manager for Economic Development -- develops policies, goals and objectives in an advisory capacity to the City Council.

The Economic Development Department works to leverage available resources and assistance on behalf of the City's businesses and industries in conjunction with the Chamber Collaborative of Greater Portsmouth, Rockingham Planning Commission, Regional Economic Development Corporation, NH Small Business Development Center (SBDC), NH Business and Industry Alliance and the State's Congressional Delegation.

Created in June 2020, the Citizen Response Task Force and successor Blue Ribbon Committees on Reopening Portsmouth, Health, and Arts and Nonprofits designed and implemented creative solutions for addressing the impacts of the pandemic, improving on best practices as new business models emerged.

The City's Economic Development staff collaborated with the Chamber and the NH Small Business Development Center (SBDC) to conduct bi-annual surveys of small businesses to identify specific needs and help shape SBDC programs, BIA assistance and Congressional response.

Since the start of the pandemic, City leaders have taken the opportunity of newly opened channels to the Governor's Office and the NH Legislature to advance municipal relief and realignment such as increased funding of the Rooms & Meals Tax allocation to cities and towns.



Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community

Launched in 2020 to address the myriad challenges of the pandemic, the Citizen Response Task Force and successor Blue Ribbon Committees on Reopening Portsmouth and Health along with the Arts and Nonprofits Advisory Committee provide platforms for resident and business participation and feedback to City leadership, working to implement flexible, real-time, creative solutions for addressing the impacts of the pandemic.

- ❖ **The COVID-19 Recovery Task Force (CRTF)**, the successor to the Citizen Response Task Force, will include business leaders, residents and key stakeholders (i.e. Board members of impacted entities), with the City Manager serving as an ex officio member and bringing in appropriate staff resources as deemed appropriate. With direct input from the leadership of Cross Roads House, Families First, Chase Home, Seacoast Mental Health Center, Our Place, Safe Harbor Recovery Center, Chamber Collaborative of Greater Portsmouth, Portsmouth Music and Arts Center as well as other organizations, residents, businesses, organizations and City staff, the goal of the new CRTF is to identify and gauge concerns and learn about opportunities that may exist and deficits that may need to be addressed. The CRTF is also designed to tie

together the numerous independent conversations regarding identified needs as a result of COVID-19.

- ❖ **The Portsmouth Arts & Nonprofits Committee** continues to work with the City to foster an environment that supports and nurtures local arts, cultural, and historic preservation organizations and, where possible, identify resources that could aid in their success in 2021 and beyond. The Committee has worked with leadership from Portsmouth-based arts, cultural, historic preservation organizations, including the performing arts, arts education, museums, cultural centers, and historic preservation entities, looked to other communities for models of success that could be leveraged in Portsmouth and conducted formal surveys of the arts community to identify overarching issues and recommend the following actions the City can take to support the arts and culture scene in the coming years:
 - o American for the Arts Economic Impact Study (last conducted in 2015), which is part of a national study, allows Portsmouth to quantify the local impact of direct and indirect consumer spending on arts and culture in Portsmouth. Audience intercept surveys are being completed throughout the calendar year 2022, and results will be released in June 2023.
 - o The GoOut Portsmouth arts and culture marketing pilot program launched with remaining ArtSpeak funding in Spring 2022, was developed in partnership with the Chamber Collaborative of Greater Portsmouth and Darci Creative to jump-start recovery efforts with a marketing push to bring audiences back to Portsmouth’s arts and cultural venues.
 - o Cultural Plan: The City Council approved funding to review, update and/or replace the 2002 Cultural Plan for the City as a community process in which all of the community plays a role in the result.
 - o ARPA Funds: The Committee also advocates for the use of ARPA funds, as appropriate for an artists grant program and artist housing, as supported by the Economic Development Commission.



Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout City Government and the Community

Since declaring itself an Eco-Municipality in 2007, the Portsmouth community has expressed a strong desire to become more sustainable and ecologically friendly in order to safeguard its future. It is a priority of the City to identify new opportunities to become a more sustainable community. The City has taken the following steps toward that goal:

- ❖ In June 2017, a unanimous vote by the City Council to authorize the Mayor to sign a letter promoting the Paris Climate Agreement’s goals calling for increasing efforts to cut greenhouse gas emissions, create a clean energy economy, and stand for environmental justice;
- ❖ In July 2017, a Mayor’s Blue Ribbon Renewable Energy Committee charged to report back to the City Council with a phased renewable energy policy;
- ❖ Council Policy 2018-01, “Renewable Energy Policy”, adopted March 5, 2018, created to move Portsmouth towards becoming a “Net Zero Energy” Community;
- ❖ In FY19, the adoption by City Council of Wind-Power Energy Systems Exemption in addition to the Solar Energy Systems Exemption, already in place;
- ❖ In 2019, a City Council resolution urging the United States Congress to enact the Energy Innovation and Carbon Dividend Act of 2019;
- ❖ Becoming a member of ICLEI (International Council of Local Environmental Initiatives), an association of “cities and counties committed to climate action, clean energy and sustainability;”
- ❖ In January 2021, the adoption of two Eco-Municipal ordinances by the City Council, effective September 2021:
 - A ban on the distribution of single-use plastic and Styrofoam disposables on City properties, including at City-sponsored events, City facilities, City-managed concessions and City-permitted events; and
 - A ban on single-use Styrofoam disposables throughout Portsmouth, including at all restaurants and retail businesses.



Diversify and Enhance the Supply of Housing Choices

In January 2022, the City Council created a Land Use Committee to review all current zoning and policies surrounding housing and development to encourage sustainable, diverse, and affordable development including expanded multi model transportation. With a report back to the City Council on recommended alterations to zoning and existing policies along with any new zoning or policies to be considered important to furthering the City’s Goals.

Building on partnerships such as the Portsmouth Housing Authority and groundwork completed by a variety of Seacoast, county and state public, private and non-profit initiatives, the Land Use Committee set the following specific goals and objectives that are now being incorporated into the work of the City’s Planning Department and land use boards:

- ❖ Increase diversity of housing types and price points.

- ❖ Remove regulatory barriers for housing diversification in neighborhoods (e.g. Accessory Dwelling Units), while considering context-sensitive design and impacts to traffic, on-street parking and other infrastructure impacts.
- ❖ Restructure incentives to deliver greater public benefit in workforce housing construction.
- ❖ Identify other regulatory updates whereby the right density can be conditioned with performance standards.
- ❖ Identify and maximize partnerships, coalitions, and funding opportunities to deliver affordable housing.
- ❖ Establish two Working Groups within the Committee: Supported Market and Regulatory.



Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process

The City Council Governance Committee was created in January 2022 for the purpose of reviewing the City Charter, Council Ordinances, Council Rules, and Council Policies. The Committee is required to report back to the City Council on committee progress and any recommended alterations to those documents. The Governance Committee consists of three members of the City Council, appointed by the Mayor with approval of the City Council.

The Governance Committee has prioritized the review of the Ethics Ordinance, Land Use Board Appointment Process, and City Committee Structure, and is also designed to address any other urgent governance matters that come to the attention of the Committee or are referred by the City Council to the Committee.



Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed

The City's public outreach objective is to keep residents informed about City initiatives, projects and public meetings while providing the opportunity for residents to participate in their government by providing input and feedback on important City projects and activities. The Public Information Officer works with City Departments and City Government to provide current, accurate information to citizens and the media. Communications avenues include:

- ❖ The City's website www.cityofportsmouth.com – including a Calendar, News items, banners, a notification capability and FAQs.

- ❖ Interactions with many of the City’s services, such as paying bills, obtaining absentee ballots, scheduling inspections, vital records requests and payment portal transactions can be accomplished online.
 - [Click N’ Fix mobile application](#) allows residents to communicate and report infrastructure concerns to the [City’s Public Works Department](#) in a reliable and convenient manner.
 - Portsmouth’s [Planning](#), [Inspection](#), [Health](#) and [Public Works Departments](#) use [ViewPoint Cloud Software](#), an online permitting center that allows customers to submit project applications, monitor the status of their applications online, and receive notifications when the applications are reviewed and processed.
 - The City maintains an [Interactive Project Map](#) on the City website that provides updates and detailed information regarding infrastructure projects occurring throughout the City.
- ❖ The City Newsletter is published on Mondays and Wednesdays (sign up on the City’s website at <https://www.cityofportsmouth.com/city/welcome-portsmouths-community-newsletter>.) The newsletter is shared via social media, by email to regional media and the Citywide Neighborhood Committees, and archived on the City website.
- ❖ The City of Portsmouth public access channel (Channel 22) provides live streaming of key municipal meetings which are then archived on the City [YouTube Channel](#) and posted on the appropriate Department and Committee pages. The City has also sustained the option of hybrid meetings that the public can attend in-person or via Zoom. Zoom recordings are also archived on the City website.
- ❖ Public Information Sessions on specific Department of Public Works (DPW) projects, initiatives such as the Prescott Park Master Plan Implementation and McIntyre Project, offer detailed briefings and formal feedback opportunities for public input.
- ❖ [DPW Stormwater Division](#) outreach initiatives, the [Safe Water Advisory Group](#), a [UNH Capstone project](#) and a collaboration with Strawberry Banke Museum on the issue of sea level rise all increase community awareness on these issues and provide mechanisms for participation and feedback.
- ❖ The [Citywide Neighborhood Committee](#) (CNC) provides another avenue for residents to discuss their interests and concerns with the City. The CNC hosts quarterly ward-specific public meetings as well as monthly general interest meetings.
- ❖ Residents are invited to participate in visioning sessions and dialogues whenever the City undertakes such major projects as the McIntyre Building. The City’s collaboration with Portsmouth Listens facilitates those dialogues.
- ❖ Residents subscribe to the Code RED Community Alert System [<https://www.cityofportsmouth.com/police/community-alert-system>] messaging capability that provides telephone, email and text alerts about snow parking bans and similar urgent advisories.

- ❖ Numerous City departments and divisions maintain social media accounts to post timely messages and information:
 - Department of Public Works ([@PortsmouthDPW](#))
 - Fire Department ([@portsmouthnhfd](#))
 - Police Department ([@portsmouthnhpd](#))
 - School Department ([@Porsschools](#))
 - Parking Division ([@ParkPortsmouth](#))
 - Portsmouth Public Library ([@portsmouthlibnh](#))
 - Portsmouth Planning Department ([@PlanPortsmouth](#))
 - Recreation Department ([@PortsmouthRec](#))
 - Senior Services ([@SeniorActivity](#)),
 - DPW-Wastewater Division ([@Portswastewater](#))
 - Combined Sewer Overflow Group ([@PortsmouthCSOs](#))

Organizational Goals



Welcome and Support Diversity in the Workplace and Community

As stated in our Mission and Vision Statements, we strive to create a welcoming, safe and diverse community for residents, businesses and visitors. To achieve this goal, the City has implemented several plans, policies and initiatives, including the following:

- ❖ In April 2017, the Portsmouth City Council passed Resolution #9-2017, “Resolution Affirming Portsmouth as a Welcoming Community” that promoted policies and programs to foster inclusion for all.
- ❖ 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 the City has begun to implement, including:
 - Employing and regularly reviewing best practices to support racial justice;
 - Providing regular racial bias training – starting with Diversity, Equity and Inclusion training for all staff and Board/Commission members;
 - Highlighting the City's Black History to achieve civic awareness and educational goals in our schools;
 - Engaging in dialogues with stakeholders for racial justice; and
 - Supporting other efforts to improve equity and inclusion, and welcome diversity throughout our community.
- ❖ In October 2020, the City officially opened the new [Senior Activity Center](#), located at the former Paul A. Doble Army Center. During the COVID-19 pandemic, the Center was restricted to remote programming and vaccination assistance. In March 2022, the Center resumed in-person programming, social clubs and services (Meals On Wheels

hot lunches, AARP tax assistance, etc.), field trips, health and wellbeing classes along with several holiday festivities.

- ❖ The [Portsmouth Public Library](#) acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all who want to read, learn or connect with the community. Enhanced by navigating in-person restrictions during the pandemic the Library's online and in-person services, programming and a wide range of digital resources continue to maintain a safe environment for residents and staff. Similarly, the Library is dedicated to effecting safety in the realm of diversity, equity and inclusion. Leadership in this area includes an internal DEI Working Group consisting of a working staff group, the Taskforce for Inclusion, Diversity and Equity (TIDE) which meets weekly to uncover and combat racism in the building, collections and profession.



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
- ❖ Bond Rating
- ❖ Leave at Termination
- ❖ Health Insurance Stabilization Reserve
- ❖ Investment Policy
- ❖ Property Valuation
- ❖ Performance Measures
- ❖ Rolling Stock Programs
- ❖ Capital Improvement Plan
- ❖ Capital Outlay Policy
- ❖ Debt Service Planning
- ❖ Municipal Fee Review Process
- ❖ Enterprise Fund User Rate Policy
- ❖ 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 residents. The government of the City of Portsmouth is governed by Federal laws such as the Clean Water Act, but also by State regulations and statutes relative to taxation, building codes and public health. The City plays an active role working with our federal and state legislative delegations on matters that impact residents. The Legislative Subcommittee participates in regular

meetings with state legislators to provide information and engage in discussions regarding current and proposed legislation on issues of interest to the City. The City Council has adopted the policy whereby the City provides written testimony on behalf of the entire Council, adding impact to the goal of improving the lives of City residents and taxpayers. Within that framework, City government is bound by the Portsmouth City Charter and City Ordinances adopted by the City Council.



Deliver Services and Programs with Courtesy, Professionalism and Efficiency

During the worst of the pandemic, everyone in City government sought ways to mitigate the impacts. Every City department, worked along with Portsmouth’s businesses, residents and service organizations to find a way to “Yes.”

Because Portsmouth has implemented a number of long-term financial policies that have resulted in a strong fund balance and AAA bond rating, it was possible to defend against the unknown financial impacts of COVID-19 by postponing borrowing and holding the line on taxes and water/sewer rates for the short term. In terms of maintaining the quality of life Portsmouth residents expect, City Department Heads and their staff worked hard to deliver services diligently and faithfully throughout what was a difficult and protracted period of disruption. The City of Portsmouth was able to withstand the effects of a global pandemic and as the gold standard envy of other municipalities in the state due in large part to the City’s long-standing, stable and predictable financial status and also due to the professional, loyal, hard-working and dedicated City staff. Those in essential service roles rose to the occasion and continue to deliver the high-quality level of service that residents and businesses have come to expect and enjoy.



Maintain and Improve Infrastructure to Meet Needs of the Community

Municipalities depend on their infrastructures the 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, a 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) will reveal just how complex an organism our infrastructure has become. By following the CIP process, that identifies and advances projects residents demand, maintenance schedules allow and resources support, the City of Portsmouth achieves consistently high marks for its quality of life. The infrastructure keeps the City’s heart beating.

As in all municipalities, the City invests in maintaining and improving specific sets of infrastructure: water, stormwater and sewer systems, City buildings, streets, sidewalks and parking facilities.



School Board and Charter Commissions Goals

The Portsmouth School Department 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. The School Board has adopted strategic goals as well, many of which are also aligned with citywide goals and initiatives, and is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any “opportunity gaps” between student populations, particularly when it comes to socioeconomic status. The following goals are the primary focus for the 2021-2022 school year:

- ❖ Goal #1 – Equity
 - For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2022-2023 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023 (Portsmouth 400).
 - ❖ Goal #2 – Opportunity
 - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2022-2023 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.
 - ❖ Goal #3 – Community
 - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2022-2023 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.
 - ❖ Goal #4 – Student Wellness
 - Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, schoolwide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.
-



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

[Police](#) and [Fire](#) personnel serve and protect our community through 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.

- ❖ During the pandemic, Police and Fire leadership worked with the City Health Department and other essential staff to provide services and guidance on COVID-19 protocols.
 - ❖ [Portsmouth Police Department \(PPD\)](#) utilizes full-time as well as Auxiliary (part-time) Police Officers as well as non-sworn civilians including dispatchers and administration staff to maintain safety and security in the city through uniformed officers, police K-9, motorcycle patrol, animal control, members of the Seacoast Emergency Response Team (SERT), and Police Explorer Post. The Police Department also features an Investigative Division responsible for major crime investigations, juvenile investigations, Crime Stoppers, crime analysis and undercover narcotics unit.
 - ❖ The [PPD](#) follows the model of community policing to bring the community together for proactive problem-solving in a proactive rather than reactive manner. 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](#) provides a full time, all-hazards fire protection, hazardous materials response, fire prevention, special rescue and advanced life support services organization through three fire stations staffed 24 hours per day.
 - ❖ The [Fire](#) Department also provides residential and commercial safety inspections, fire extinguisher and safety classes as well as fire station tours in an effort to keep the City safe and better educate the public on potential fire and safety hazards. The Portsmouth Fire Department also acted as vaccinators for the City of Portsmouth through the COVID-19 Pandemic.
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Portsmouth FY23 Citywide Initiatives

<p><i>Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth</i></p>		<ul style="list-style-type: none"> • Resident Engagement • Citywide Neighborhood Committee Dialogue Opportunities • Public Information Outreach Improvement • Youth Group Engagement
<p><i>Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces</i></p>		<ul style="list-style-type: none"> • Economic Development Collaboration • COVID-19 Recovery Task Force • Boards, Commissions and Committees • Land Use Committee Recommendation Implementation • Expanded Economic Revitalization Zone
<p><i>Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community</i></p>		<ul style="list-style-type: none"> • Arts & Nonprofits Committee Initiatives • Portsmouth 400th
<p><i>Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community</i></p>		<ul style="list-style-type: none"> • Climate Action Plan • Tree City USA • Portsmouth Public Library Sustainability Practices • School Department Sustainability Efforts • Conservation Land Acquisition Street Gateway Improvement Project • Open Space Plan • Single-Use Plastics Ordinances • Portsmouth Energy Advisory Committee Recommendations
<p><i>Diversify and Enhance the Supply of Housing Choices</i></p>		<ul style="list-style-type: none"> • Housing Supply Diversification and Enhancement
<p><i>Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process</i></p>		<ul style="list-style-type: none"> • Enhance, Trust, Transparency and Responsiveness within City Government
<p><i>Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed</i></p>		<ul style="list-style-type: none"> • Stormwater Division Outreach “Think Blue” • Financial Reports – Public Outreach and Education • Portsmouth Public Library Public programming & Outreach
<p><i>Welcome and Support Diversity in the Workplace and Community</i></p>		<ul style="list-style-type: none"> • Diversity, Equity & Inclusion Efforts
<p><i>Maintain Financial Stability</i></p>		<ul style="list-style-type: none"> • See – “Financial Policies and Guidelines” section of this document.

<p><i>Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment</i></p>		<ul style="list-style-type: none"> • Legislative Subcommittee • Special Collections and Historic Preservation at PPL • Historic Municipal Document Restoration, Preservation and Scanning Initiative • McIntyre Building
<p><i>Delivery Services and Programs with Courtesy, Professionalism and Efficiency</i></p>		<ul style="list-style-type: none"> • Staff Retreat Goals
<p><i>Maintain and Improve Infrastructure to Meet Needs of the Community</i></p>		<ul style="list-style-type: none"> • Wastewater Treatment Facility • Islington Street Corridor Storm Drainage Improvement • Fleet Street • Union Street & Willard Ave • Sagamore Avenue Sewer Extension Project • Ocean/Lafayette Road Neighborhood Flow Assessment • Great Bay Total Nitrogen Permit Intermunicipal Agreement • Bellamy Reservoir Water Protection • Dover-Portsmouth Water System Interconnection Reservoir • Water Mains Across Little Bay • Collins Wellfield • Madbury Well Improvements • Hanover Garage Renovation • Street and Sidewalk Improvements • City Facilities and IT Infrastructure
<p><i>Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth</i></p>		<ul style="list-style-type: none"> • School Department Education Initiatives • Portsmouth Public Library Youth Learning Initiatives
<p><i>Protect the Community Through Fire Protection and Crime Prevention for its Residents and Businesses</i></p>		<ul style="list-style-type: none"> • Portsmouth Emergency Management Team • Implement of the Fire Department Strategic Plan • Portsmouth Police Department Site and Building Evaluation

Citywide Initiatives



❖ **Resident Engagement**

Facilitate more engagement with residents in the neighborhoods by enhancing the technology to bring City Council and other public meetings to schools and other facilities outside City Hall.

Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community; and Encourage Increased Participation/Engagement of Youth*

Major City Departments Involved:

- *All Citywide Departments*



❖ **Citywide Neighborhood Committee Dialogue Opportunities**

Leverage the Citywide Neighborhood Committee (CNC) as a two-way dialogue between residents, City Council and City staff and boost CNC events such as the Night Out and Holiday Lights Contest, especially during the 400th anniversary.

Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community; and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed*

Major City Departments Involved:

- *All Citywide Departments*



❖ **Public Information Outreach Improvement**

Enhance Public Information channels and outreach by identifying and adopting best practices from the Library, Recreation Department and successful outreach campaigns such as Think Blue videos, website videos for each Department, social media and citywide surveys and listening session opportunities. Ensure public outreach channels, frequency, messaging from the Public Information Office are meeting residents' needs and expectations.

Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community; and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed*

Major City Departments Involved:

- *City Manager's Department*
- *Public Library*
- *Recreation Department*



❖ **Youth Group Engagement**

Continue to engage with Portsmouth High School and other youth groups such as the Eco-Club, Public Library Youth Services and the student participants on the Board and Pillar Teams of the Portsmouth NH 400th.



Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community; and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed*

Major City Departments Involved:

- *City Manager's Department*
- *Public Library*



❖ **Economic Development Collaboration**

Leverage the Economic Development office to collect and share survey data, initiatives from NH Small Business Development Center, the Rockingham County Commission, Chamber Collaborative, Business & Industry Association and other NGOs and public-private partnerships to collaborate on solutions to issues such as workforce hiring and retention, affordable housing and “Live, Work Play” NH.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- *City Manager's Department*
- *Economic Development Department*



❖ **COVID-19 Recovery Task Force**

Work to create actionable outcomes from the COVID-19 Recovery Task Force including focus on businesses and non-profits needs and recovery progress and a review of public health guidance and actions.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- *City Manager's Department*
- *Economic Development Department*
- *Health Department*



❖ **Boards, Commissions and Committees**

Engage the Community Advisory Committee and other Boards, Commissions and Committees to work together on priority issues.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- *All City Departments*



❖ **Land Use Committee Recommendation Implementation**

Implement recommendations, as authorized, from the City Council Land Use Committee, Planning Department and other land use boards.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- *All City Departments*



❖ **Expanded Economic Revitalization Zones**

The City of Portsmouth added a fifth Economic Revitalization Zone (ERZ) – the West End -- to its offerings in 2022. The ERZ designation is an economic development tool allowed by state statute that creates tax incentives for companies to expand or relocate to an eligible area. Projects in an approved zone must create new full- time jobs and expand the economic base and can range from the creation of new facilities to the rehabilitation of existing structures.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- *Economic Development Department*



❖ **Arts & Nonprofits Committee Initiatives**

Support and encourage the Portsmouth Arts & Nonprofits Committee initiatives including:

- Americans for the Arts - Arts and Economic Prosperity6 (AEP6) study;
- Revising the 2002 Cultural Plan; and
- Evaluating potential ARPA funding for the proposed grants to individual artists impacted by the pandemic and for advancing the concept of work/life space for artists.

Citywide Goal(s) Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, and the Arts & Culture Community*
- *Maintain Financial Stability*

Major City Departments Involved:

- *Economic Development Department*





❖ **PortsmouthNH 400th**

Support and advocate for PortsmouthNH 400 initiatives:

- Facilitate the realization of PNH400 Pillar team events and programs;
- Help realize PNH400 Signature events such as the June parade, August community dinner and September air show; and Legacy projects, as appropriate;
- Encourage Staff support (e.g. School, Library, Rec Department) for PNH400 initiatives; and
- Implement processes to realize City PNH400 projects such as tree-planting and the gateway sculpture park.



Citywide Goal(s) Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, and the Arts & Culture Community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *All City Departments*



❖ **Climate Action Plan**

In FY23 the City aims to launch an initiative to create and adopt a Climate Action Plan. At the September 23, 2021 Sustainable Practices Blue Ribbon Committee meeting, the committee voted to request the development of a Climate Action Plan. Given the urgency for action to respond to the impacts of a changing climate the approach proposed is to develop a plan that will identify impacts and strategies and actions consistent with the vision, themes, and goals identified in the City's Master Plan and the City's Renewable Energy Policy. A climate action plan is a strategic framework for measuring, planning, and reducing greenhouse gas emissions and related climatic impacts. The City will develop an action based plan that will provide a roadmap for informed decision making on where and how to achieve the largest and most cost effective emissions reductions that are in alignment with other municipal goals. This plan will address climate impacts community wide with direction and involvement to include both municipal staff and officials as well as community members.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Planning Department*
- *Public Works Department*



Tree City USA

Every year the DPW Parks & Greenery Division, with the Trees & Greenery Committee, sustains the Arbor Day Foundation goals. Portsmouth has achieved Tree City USA recognition for over twenty years by meeting the program’s four 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.



Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department*



Portsmouth Public Library Sustainability Practices

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

- The library maintains its own gardens which were first started in 2009 growing vegetables, flowers and grains in six raised beds. The library staff demonstrate and educate on small-scale gardening techniques that can be adopted by many Portsmouth residents. The library also offers youth programming to encourage new generations to be the stewards of gardens and the environment.
- In FY19, a pollinator garden was planted, not only helping the gardens at the library, but also demonstrating to residents that sustainable and organic gardening practices can be both beautiful and functional.
- The library planted a native wildflower garden to replace a fallen tree.
- The library uses 100% recycled paper in all staff printers and photocopiers.
- A staff composting program has doubled in capacity since FY18.
- The library began to use compostable cups during FY20 for library programming.



Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- *Portsmouth Public Library*



❖ **School Department Sustainability Efforts**

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

- All schools in the district compost and recycle in their cafeterias and have water stations sized for filling reusable bottles.
- Robert J. Lister Academy has a kitchen, school garden, aquaponics set up, community pollinator walks, and maple sugar shack, all of which are frequently used as educational settings.
- Portsmouth High School is rated energy smart by the EPA. The high school boasts a pollinator garden and vegetable gardens that provide students the opportunity through classes and after-school gatherings to grow harvests for cafeteria meals and the CTE culinary program. The Eco-Club is an active and effective partner with the city and others encouraging single-use plastics and Styrofoam reduction in our schools and community.
- The high school's athletic complex continues to manage and maintain its athletic fields and grounds by using an organic fertilizer program since 2008.
- Portsmouth High School, Dondero Elementary School, and New Franklin Elementary School each have a KWH array solar system and Portsmouth Middle School has a reheat domestic hot water solar array system. It is estimated to generate about 12% of the district's energy used each year.
- At our middle school and elementary schools, outdoor education opportunities create a hands-on learning environment where curriculum is brought to life and curiosity is fostered through time in the natural world.



Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- *Portsmouth School Department*



❖ **Conservation Land Acquisition Street Gateway Improvement Project**

The City Water Division Bellamy Reservoir Source Protection Plan has identified 15 key parcels in the Bellamy watershed for protection. Each was ranked by the City on the basis of parcel size, percent wetlands, development potential, slope, length of shoreline, proximity to water supply intake and aesthetics. After acquiring the Duffy property, ranked as the second most-valuable parcel, in FY21, the Water Division continues to collaborate with the town of Madbury, the Seacoast Land Trust and private property owners to protect land surrounding the reservoir, Portsmouth’s supply of fresh water.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Planning Department*



❖ **Open Space Plan**

With the FY20 release of the Open Space Plan, designed to provide a blueprint to improve open space land for public access, use and stewardship, and to improve connectivity between open space assets city-wide. The City continues to implement best practices wherever practicable. The Open Space Plan complements the green street initiatives and sustainable site development initiatives incorporated in the City.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Planning Department*



❖ **Single-Use Plastics Ordinances**

Two new ordinances went into effect on January 1, 2021 – The first ordinance bans the distribution of single-use plastic and Styrofoam disposables on City properties, including at City-sponsored events, City facilities, City-managed concessions or City-permitted events. The second ordinance bans single-use Styrofoam disposables throughout Portsmouth, including at all restaurants and retail businesses, with enforcement to commence in October 2021, with the City working on ways to educate business owners. A public information campaign to inform residents about the ordinances is underway.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *City Manager's Department*



❖ **Portsmouth Energy Advisory Committee Recommendations**

The Council voted, at their August 23, 2021 meeting, to approve the creation of the Portsmouth Energy Advisory Committee (PEAC) in the form of a Mayor's Blue Ribbon Committee (BRC) with appointments by September 20th. The PEAC mission will be to research the risks and opportunities of a Community Power program for Portsmouth under RSA 53-E, which allows towns and cities to aggregate their customer demand and purchase electricity in bulk for savings and a more rapid shift to renewables. The City also strives to advance staff and Council collaboration with the Portsmouth Renewable

Energy Committee to implement ordinances and recommendations including Electric Vehicle (EV) charging stations.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *All City Departments*



❖ **Drawdown Portsmouth Initiative**

In 2007, the City Council voted unanimously to declare Portsmouth an eco-municipality and signed a resolution which fully acknowledges Portsmouth's commitment and desire to become a more sustainable municipality by reducing dependence on fossil fuels and activities that harm life-sustaining eco-systems. A second public Zoom discussion in October 2020, led by the Portsmouth Sustainability Committee, offered residents a workshop on “Drawdown Portsmouth: Climate Solutions 101,” and incorporating them into the city’s Eco-Municipality planning.



Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Planning Department*



❖ **Housing Supply Diversification and Enhancement**

The City Council strives to support the diversification and enhancement of housing choices available to the current and future city residents by:

- Support ongoing collaboration and ‘best practices’ advancement in partnership with the Portsmouth Housing Authority;
- Advance goals and objectives set by the City Council Land Use Committee/Supported Market Work Group;
- Identify and implement actionable recommendations from the Joint Land Use Study; and
- Advise and implement actions recommended by the COVID-19 Recovery Task Force and its partners.

Citywide Goal(s) Addressed:

- *Diversify and Enhance the Supply of Housing Choices*

Major City Departments Involved:

- *All City Departments*



❖ **Enhance Trust, Transparency and Responsiveness within City Government**

The City Council strives to engage with stakeholders in the City Government in order to augment trust, transparency and responsiveness within the City of Portsmouth through various means including:

- Staff supporting and implementing, as appropriate, the recommendation of the City Council Governance Committee;
- Staff (Planning, Inspections, Economic Development, etc.) supporting and implementing, as appropriate and in conjunction with land use Boards the recommendations of the City Council Land Use Committee;
- Assist Citywide Neighborhood Committee, Council and other Boards, Commissions and Committees in engaging dialogues with the neighborhoods;
- Streamline public information, messaging and content in formats residents prefer and to ensure information reaches as many residents as possible in accessible formats;
- Identify and engage more channels for two-way dialogues to ensure residents feel heard in informing Council policy and Staff implementation.

Citywide Goal(s) Addressed:

- *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process*

Major City Departments Involved:

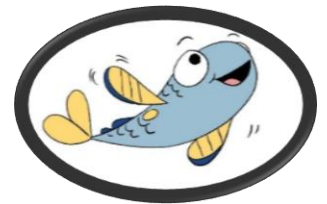
- *All City Departments*



❖ **Stormwater Division Outreach: “Think Blue”**

Continue to create and implement informative and engaging public information campaigns such as:

- Postcard focusing on: lawn care, yard waste and pet waste, with consistent “Think Blue” branding and web page links for more information;
- Monthly Safe Water Advisory Group (City Council Advisory Committee) meeting in collaboration with the Water/Stormwater Division to raise public awareness of the Great Bay Watershed and residents’ impact; and
- Hosting 2023 Keeping History Above Water Conference, in partnership with Strawberry Banke Museum, UNH and other stakeholders as part of Portsmouth NH400.



Citywide Goal(s) Addressed:

- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*

Major City Departments Involved:

- *Public Works Department – Stormwater Division*
- *Public Works Department – Sewer Division*



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

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.

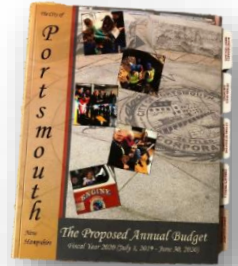


Citywide Goal(s) Addressed:

- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Maintain Financial Stability*

Major City Departments Involved:

- *Finance Department*



❖ **Portsmouth Public Library Public Programming & Outreach**

Portsmouth Public Library staff have worked this year to offer a robust, diverse set of programs and services to meet the variety of needs in our community during a continued pandemic. These include:

- Offering free events outdoors, online, in the library, and in hybrid formats, including Story Times, Concerts, Discussion Groups, Book Clubs, Panel Discussions, Lectures, and Workshops, with over 10,000 attendees each year.
- Launching a Little Free Libraries program in partnership with local scout Loreley Godfrey, with structures installed in November 2021. These Little Free Libraries are maintained and stocked by library staff on a monthly basis, and locations include Osprey Landing, Wamesit Place, The Pines / Arbor View Apartments, the Senior Activity Center, Gosling Meadows, PMAC, Community Campus. We also steward book collections at Gather and Cross Roads House as part of this program.
- Maintaining a vibrant, consistent and responsive social media presence, widely regarded as a model among New England libraries.
- Working with city departments and local organizations on other outreach projects, including the Senior Center, Portsmouth Housing Authority, Recreation, and Schools.

Citywide Goal(s) Addressed:

- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*

Major City Departments Involved:

- *Portsmouth Public Library*



❖ **Diversity, Equity and Inclusion Citywide**

The City endeavors to implement and encourage efforts throughout the City that aid in the following:

- Identify and promote examples of Portsmouth as a Racial Justice Municipality;
- Assist the School Board and Charter Commission in efforts to realize their goals for “closing opportunity gaps”;
- Ensure diversity, equity and inclusion in the Portsmouth NH 400 programs and events;
- Model diversity hiring, retention and advancement principles at all levels; and
- Continue to promote staff Diversity, Equity and Inclusion (DEI) training.

Citywide Goal(s) Addressed:

- *Welcome and Support Diversity in the Workplace and Community*

Major City Departments Involved:

- *All City Departments*



❖ **Legislative Subcommittee**

The City adheres to local, state and federal laws and regulations while also identifying opportunities to help shape the laws that impact Portsmouth residents. The government of the City of Portsmouth is governed by Federal law such as the Clean Water Act, but also by State regulations and statutes relative to taxation, building codes and public health. The City plays an active role working with our Congressional delegation and Senators on federal legislation that impact our residents. Our Legislative Subcommittee actively engages in regular meetings with our local Representatives in the New Hampshire House and Senate to provide information and engage in discussions regarding current and proposed legislation on issues of interest to the City in order to improve the lives of City residents and taxpayers. Within that framework, City government is bound by the Portsmouth City Charter and City Ordinances adopted by the City Council.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *All City Departments*



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

The Portsmouth Public Library continues to support the collection, preservation and accessibility of Portsmouth’s history. To meet this goal, Special Collection staff maintain local history vertical files, family history records, and physical and digital collections while also assisting patrons with genealogy research, both in-person and remotely, and history research, providing access to library and city records. Staff create educational public exhibits containing artifacts and



information from the collection, provide local history and genealogy programming, and digitize local collections to provide broader access to historically important collections.

The library's digital exhibits website portsmouthexhibits.org is used to share unique collection items including digital versions of artifacts, photographs, manuscripts, video and audio recordings, books, and more. This database will eventually become part of the NH repository of the Digital Public Library of America (DPLA). Much work has been done to bring existing metadata up to DPLA standards, as well as to create metadata for collections added to the site.

During this past year, Special Collections staff have been looking ahead to the city's Quadricentennial by planning exhibits and programs, social media campaigns, and participating in citywide projects – all in an effort to make Portsmouth's history more accessible. Staff have continued to process collections to make them available as research into the city's history ramps up to the historic 400th. Collections such as the Portsmouth, NH and Strawberry Banke Slide Collection and the Haven School PTA Collection have been digitized and made available online. Staff are also working on scanning and processing WWII era scrapbooks compiled by library staff from 1918-1949. These books provide a unique snapshot of Portsmouth's people and places during the war. For this project, the library borrowed a high quality book scanner from the NH State Library which was purchased with funding from the Institute of Museum and Library Sciences.

The Library continues to receive donations and deposits. Staff are working to process these materials by creating finding aids, inventories, digital images and records, as well as safe archival housing. New collections include an original set of scripts from the 1938 WHEB radio show *Eastbound Limited* (gift), oral histories from the Seacoast LGBT History Project (deposit), Rotary Club holiday ornaments (gift), and a large collection of clay pipes found by a local diver (gift). Existing items in the collection such as the Portsmouth Housing Authority Vaughan Street Project collection, the Higgins family photographs (digital), and the cemetery records collection, among others, have received renewed collection care and long-needed attention.

Local history programming has continued to be a focal point of the Special Collections department. These monthly educational programs see expert speakers presenting on local topics. Recent talks include the history of the Green Book on the Seacoast, sea level rise at Strawberry Banke Museum, and a talk on the Portsmouth Naval Prison. These events continue to be well attended. The need to offer these events online has been a boon and has created the opportunity for connection between long-time residents who share amazing life stories, newcomers who are eager to connect with the local history, and visitors from afar who long to visit or return to Portsmouth. In addition, the popular Genealogy Workshop series has held steady. Virtual programs have allowed staff to find experts in the field from further afar, as far as the UK, in fact! Our local genealogists have greatly benefitted from new topics and perspectives.

Citywide Goal(s) 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*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- *Portsmouth Public Library*



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

The Finance Department continually oversees the City’s archival space for permanent records that are not held in the City Clerk’s Vault. These records cover many departments, including Finance, and range in age from 20 to 200+ years old. By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). The preservation of these documents is not only required by the laws of the state of New Hampshire, but are vital to the preservation of Portsmouth’s history. The preservation of these documents also calls for the renovation of additional space within City Hall for the proper storage of permanent records in a secure facility that is climate controlled as well as protected with a waterproof fire protection system. This initiative both protects and preserves documents that were deteriorating and makes many of them available to the public in digital format. NH State Library “Moose Plate” grants have helped accelerate the timetable for this project.



Citywide Goal(s) 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*

Major City Departments Involved:

- *Finance and City Clerk Departments*



❖ **McIntyre Building Project**

In January 2022 the City Council voted to continue negotiations to acquire the McIntyre “monument” from the Federal GSA at no cost, and to gain National Park Service approval for a community-inspired design incorporating office, residential and open space. The City assumed responsibility for maintaining the building in November 2021 and opened 86 parking spaces on the site to the public in December.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



❖ **Staff Retreat Goals**

Prioritize and address action items from Leadership Staff Retreat, including:

- o Measures to attract and retain staff;
- o Balancing initiatives with reasonable allocation of resources – budget and staff;
- o Foster a collaborative culture of respect, finding ways to showcase and integrate the knowledge and experience of municipal staff, Board/Commission/Committee members and the public; and
- o Enhance understanding of Departmental roles and responsibilities through outreach initiatives, accessible media and community events.

Citywide Goal(s) Addressed:

- *Delivery Services and Programs with Courtesy, Professionalism and Efficiency*

Major City Departments Involved:

- *All City Departments*



❖ **Wastewater Treatment**

The City of Portsmouth (City) owns and operates the Peirce Island Wastewater Treatment Facility (WWTF) and the Pease WWTF, both of which completed significant upgrades in FY22. Each WWTF is permitted by the Environmental Protection Agency (EPA) and the New Hampshire Department of Environmental Services (NHDES) to discharge treated water to the Piscataqua River through a program titled the National Pollutant Discharge Elimination System (NPDES).



Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department - Sewer Division*



❖ **Islington Street Corridor Storm Drainage Improvement**

The Islington Street Corridor Project work includes replacement of underground utilities (water sewer drain), roadway reconstruction, curbing and sidewalk installations, and landscaping improvements (ornamental lighting, street trees, benches, etc.). The City of Portsmouth Department of Public Works substantially completed Phase 1B in November. Seasonal construction on the Islington Street Corridor Project, Phase 2 will commence in FY23.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Fleet Street**

Portsmouth DPW conducted an online survey to collect feedback from residents and business/property owners as to what they would like to see in the sidewalk and roadway reconstruction plan for the Fleet Street Area Reconstruction Project. The survey received nearly 500 responses, which are informing decisions about the reconstruction streetscape design.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Union Street & Willard Avenue**



Sewer separation work in the Union Street and Willard Avenue commences in spring 2022. The Union Street project is part of the City's Wastewater Master Plan and Long-Term Control Plan, separating wastewater from stormwater is an ongoing responsibility under the Consent Decree agreement between the City of Portsmouth and the Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services (NHDES). As the Willard Avenue area is impacted, it is included in the project to replace water mains and services; sewer mains and services; and stormwater drainage and reconstruction of the streets and sidewalks. The project is designed to help reduce combined sewer overflows (CSOs) when the single pipe is flooded with stormwater in heavy rain events.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Sagamore Avenue Sewer Extension Project**



The City received an extension to December 2022 of the Consent Decree modification to complete the extension of public sewer services to the southern portions of Sagamore Avenue and the surrounding area. The New Hampshire Department of Environmental Services (NHDES) completed a Total Maximum Daily Load (TMDL) study for bacteria of Little Harbor and identified Sagamore Creek (adjacent to the project area) as a potential contributor to impaired water quality in Little Harbor. To meet the requirements of the Consent Decree, the City has taken borings at private property locations within the project limits to begin construction in 2022 to install the low-pressure sewer system (LPSS) that is recommended due to the shallow ledge located during field inspections.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Ocean/Lafayette Road Neighborhood Flow Assessment**

The City continues the work of lifting manhole covers to measure the flow in the pipe between two manholes, and will progress through the neighborhoods, one street at a time.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Great Bay Total Nitrogen Permit Intermunicipal**

The City is an active participant in the Intermunicipal Agreement, a membership group comprised of other towns who have opted-in to the Environmental Protection Agency's Great Bay Total Nitrogen General Permit (GBTN Permit). The Agreement allows the members to share the responsibility for many of the Adaptive Management Framework requirements each permittee is obligated to perform, including:

- Estuary monitoring and evaluation;
- Pollution tracking using the Pollutant Tracking & Accounting Project (PTAP) app required by the EPA;
- Nitrogen reduction planning and implementation; and
- Review of nitrogen endpoint and total maximum daily load (TMDL) targets.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Bellamy Reservoir Water Protection**

Taking another significant step in its effort to protect the City of Portsmouth's surface water supply, the City's Department of Public Works is conducting discussions with land owners to conserve additional lands surrounding the Bellamy Reservoir, that are identified as top priorities. The protection of the Bellamy Reservoir is a high priority for the City of Portsmouth because the Reservoir is the primary supply of the fresh water treated at the City's Madbury Water Treatment Facility and delivered to regional communities around the seacoast. Conserving land that surrounds or includes wetlands, rivers, streams and larger bodies of water (like the Reservoir) protects water resources from the pressures of development and helps the municipal water system provide quality drinking water.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department*



❖ **Dover-Portsmouth Water System Interconnection Reservoir**



The Cities of Dover and Portsmouth have been working together to establish an emergency public water system interconnection utilizing the General Sullivan pedestrian bridge now under design. The two cities jointly and successfully applied to the New Hampshire Drinking Water and Groundwater Trust Fund Advisory Commission to cover design costs up to \$223,000. The New Hampshire Department of Environmental Services (NHDES) and its Drinking Water and Groundwater Trust Fund Administrator voiced support for the project noting that the emergency interconnection would provide an additional critical link for emergency water supply to the Seacoast region benefiting numerous communities, including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. NHDES agreed with Portsmouth and Dover that it is critical for the interconnection to be incorporated into the overall bridge design before it is finalized and the project is ready for bidding.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department – Water Division*



❖ **Water Mains Across Little Bay**



The City is working with the Town of Durham to secure easements to allow the design and construction of a 24-inch water transmission main beneath Little Bay to replace existing mains. Investigations have identified degraded conditions of the existing water mains and valves. On completion, anticipated in FY23, this project will ensure water is continuously supplied from Madbury to Portsmouth and service is not disrupted.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department – Water Division*



❖ **Community Development Initiatives**

- **Skatepark** – The City Council approved funding for the design of a skatepark on the site of the Route 33 “stump dump.”
- **Recreational Needs Study** – The newly-formed project team met in December 2021 to evaluate existing facilities and to solicit public input on the scope of programs and facilities residents would like to see developed in the City. The project team surveyed facilities users and other residents to understand their utilization of the City’s recreational facilities and programs, assess whether existing recreational facilities and programs are meeting the current needs of the community and project trends in recreational amenities, in order to define a plan for the future of recreation in Portsmouth.

- **Prescott Park Master Plan Implementation** – The City moved forward on Phase 1 of the Master Plan, dug test pits in December 2021 to analyze the subsurface conditions and gained approval from the Historic District Commission in February to proceed with plans to complete utility infrastructure work on Water Street, and phase in the seawall upgrade and moving Shaw Warehouse back from the waterfront in compliance with resiliency planning.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Department of Public Works – Highway and Prescott Park Divisions*
- *Recreation Department*



❖ **North Mill Pond Waterfront Project**

The Planning Department is working with the NH Coastal Program, Great Bay Stewards and the University of New Hampshire with funds provided by NOAA's Office for Coastal Management to pilot two projects including fringe salt marsh restoration at North Mill Pond and a rip rap replacement with fringe marsh creation at Cutts Cove.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Planning Department*



❖ **Collins Wellfield Improvement**

Because the capacity of the existing Collins Well has declined and historical data indicates greater yield potential from this aquifer, the City has drilled Collins Well #2 and is completing well pump testing, and permitting of this additional source as part of the Collins Wellfield. By August 2022 Collins Well #2 will be fully connected to the water distribution system.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Water Division*



❖ **Madbury Well Improvements**

The project, anticipated to be completed in August 2022, consists of the construction of a well control building to connect replacement Well #4 and recently installed Well #5 to the distribution system. This construction includes pipes, meters, valves and chemical feed equipment. This project also upgraded Wells #2 and #3 in the Madbury wellfield.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Water Division*



❖ **Hanover Garage Renovation**

In spring 2022, the City's began a significant upgrade to the Hanover Parking Garage to address aged sections of the garage to extend its useful life and provide parking for the foreseeable future. The City Council approved funding in the Fiscal Year 2022 Capital Improvement Plan and authorized bonding on August 2, 2021 for \$6.3 million for upgrades to the Hanover Parking Garage. The project includes structural maintenance and upgrades to steel structural beams and columns as well as precast floor slabs. Due to construction impacts, sections of the garage will require phased closures (up to 300 parking spaces at a time), over the anticipated three years of construction. In anticipation of this project, staff reduced the number of monthly pass holders at the Hanover Garage.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Parking Division*



❖ **Street and Sidewalk Improvements**

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

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Highway Division*



❖ **City Facilities & IT Infrastructure**



The Department of Public Works also continued upgrades to the City's municipal buildings, including upgrades to the electrical service, HVAC and emergency backup for servers at City Hall. Thanks to the emergency backup, the IT Department was able to restore the City's IT services following a technical failure in January 2022. Plans for further upgrades have been accelerated.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- *Delivery Services and Programs with Courtesy, Professionalism and Efficiency*

Major City Departments Involved:

- *Public Works Department*
- *IT Department*



❖ **School Department Education Initiatives**

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

- **Goal #1 – Equity** - For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.), the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2021-2022 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023.
- **Goal #2 – Opportunity** - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2021-2022 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.
- **Goal #3 – Community** - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2021-2022 goal is to get feedback from a majority of households and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.
- **Goal #4 – Student Wellness** - Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, school-wide systems of support to improve the mental health, substance prevention, and overall well-being of all Portsmouth students.



Citywide Goal(s) Addressed:

- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- *Portsmouth School Department*



❖ **Portsmouth Public Library Youth Learning Initiatives**

The Youth Services department at the Portsmouth Public Library supports youth learning, growth, and development through programming and access to resources.

Youth and Teen Programming - The Portsmouth Public Library offers a variety of programming for youth and teens. Multiple story times are available weekly to build early literacy skills for children under the age of five. Emerging readers have the opportunity to practice reading in a safe and supportive environment by reading to one of our licensed reading dogs. The Library currently has five book clubs for youth and teens. These book clubs allow a space for students to read and discuss diverse literature. The Teen Advisory Board is an opportunity for teens to take on a leadership role at the library through event planning and volunteering.

Outreach - In the past year, youth services librarians have partnered with various community organizations, and will continue to do so moving forward. Librarians present weekly story times for the preschool at Gosling Meadows and welcome in school and community groups of students to the library each week. These outreach opportunities allow the Library to better connect with community members.

Collection and Other Resources - The Library provides youth and teens resources to succeed in school and life. Since March 2020, youth services librarians have curated more than 500 book bundles for youth and teens. These bundles contain books for recreational reading as well as academic research projects. The library offers a variety of databases to assist students with research, and the youth services staff are available to point patrons to quality resources. The library recognizes the importance of a diverse collection. In 2021 youth services librarians conducted an in-depth diversity audit of the teen fiction collection. This data is now utilized in collection development.

Citywide Goal(s) Addressed:

- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- *Portsmouth Public Library*



❖ **Portsmouth Emergency Management Team**

The Fire, Police, Health Departments and City Manager work together to keep the community protected and informed with coordinated plans, drills and regular communication. During the pandemic that team work includes:

- Weekly Emergency Operations Center (EOC) calls



- Coordination of vaccination response for the Seacoast Regional Public Health Network
- Weekly calls with NH DHHS and subgroups including Schools Briefings to the City Council and liaison with the Blue Ribbon Committee on Health



Citywide Goal(s) 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*

Major City Departments Involved:

- *Emergency Management Department*



❖ **Implementation of the Fire Department Strategic Plan**

In April 2015, the Fire Department completed a self-assessment study which evaluated and recommended opportunities to guide and inform budget decisions, operations, and strategic planning. The Fire Chief has since introduced a five-year staffing initiative that will maintain and strengthen the reliable delivery of essential emergency and non-emergency services in light of the increase demand for services, the concurrent request for services, and the expansive growth and development in the city. The goal by FY25 is to have a minimum of 15 firefighters and officers on duty at all times (currently there is a minimum of 13 firefighters and officers on duty at all times). This will ensure there is an appropriately staffed fire engine and ambulance at all three of the City's fire stations.



Citywide Goal(s) Addressed:

- *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*

Major City Departments Involved:

- *Portsmouth Fire Department*



❖ **Police Department Site and Building Evaluation**

In FY23, the City of Portsmouth will move forward the following initiatives:

- Complete the space needs evaluation for the new Police Station.
- Work with the community, City Council, and Police Commission to confirm site selection.
- Begin design process for the new or renovated Police Facility.

Citywide Goal(s) Addressed:

- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses*

Major City Departments Involved:

- *Portsmouth Police Department*



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Citywide Recognitions and Accomplishments

The following items are recognitions, awards and various grants received in FY22 by the City of Portsmouth.



Recognitions

❖ Department of Public Works – Wastewater Division

Peirce Island Wastewater Treatment Facility (WWTF) received the following recognitions:

- Massachusetts (MA) Companies Project Excellence Silver Award from the 2022 American Council of Engineering Companies (ACEC): This award was presented to the City and to AECOM, the engineering firm for the WWTF based in Chelmsford, Massachusetts. ACEC is a national organization that represents over 600,000 engineers, architects, land surveyors and other specialists. This award was provided through the MA state member organization of ACEC. ACEC recognizes projects that achieve the highest level of engineering excellence and complexity.
- National Engineering Excellence Award from the American Council of Engineering Companies (ACEC) 2022: Qualifying projects from the member state organizations of ACEC can apply for the national level engineering excellence awards. AECOM and the City were awarded a National Recognition Award honoring the nation's top engineering achievements.
- Water Environment Federation (WEF) National Project Excellence Award: WEF is a national organization of over 30,000 individual members and 75 affiliated Member Associations that represent water quality professionals. The project excellence awards pay tribute to projects that had significant complexity, add future value, are innovative, incorporate sustainable considerations and meet the community's needs.
- Associated Builders and Contractors of New Hampshire and Vermont (ABC NH/VT) Excellence in Construction (EIC) Award 2021: ABC is a national construction industry trade association. Each year the local chapters recognize the most outstanding construction projects in their region. The City and its General Contractor, Methuen Construction, were awarded an Excellence in Construction Award.
- Associated Builders and Contractors VT/NH Chairman's Award: Each year the member association selects the top Excellence in Construction Award for the Chairman's Award. Methuen Construction and the City were awarded the Chairman's Award for 2021.
- Associated Builders and Contractors 2022 National Excellence in Construction Pyramid Award: This award was provided to Methuen Construction, and is the

national level Excellence in Construction award recognizing outstanding construction projects across the nation.

- EPA George F. Ames Performance and Innovation in the SRF Creating Environmental Success (PISCES) Award Honorable Mention 2022: The Peirce Island WWTF was funded in part through the NH State Revolving Loan Fund. This award recognizes the exceptional projects funded through Clean Water State Revolving Loans and honors them nationally.

❖ **Department of Public Works - Water Division**

The Water Division received the following recognitions:

- New England Water Works Association (NEWWA) Distinguished Public Involvement Award. Recognized nationally for their expertise in protecting municipal drinking water supplies and systems, the City of Portsmouth Department of Public Works Water Division received the Distinguished Public Involvement Award from the New England Water Works Association (NEWWA) “for outstanding achievements, leadership, commitment and support of professional, proactive public relations efforts.” The award was presented during the NEWWA annual meeting held September 7-10, 2021.
- New Hampshire Water Works Association Meritorious Achievement Award: Deputy Public Works Director Brian Goetz was honored for his dedicated and outstanding service to New Hampshire’s drinking water community. The award was presented to Brian at the Association’s January 20, 2022 meeting.
- NH Drinking Water and Groundwater Trust Fund Advisory Commission grant, in the amount of \$223,000, for the design of a Portsmouth-Dover emergency public water system interconnection.

❖ **Tree City USA FY22 Award & Tree City USA Growth Awards**



TREE CITY USA®

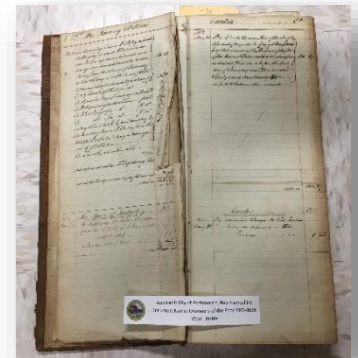
The Arbor Day Foundation awarded the City of Portsmouth’s Department of Public Works with its 22nd Tree City USA designation as well as its 3rd Tree Growth Award.

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

In addition to being named a Tree City USA, the City’s Department of Public Works’ Parks and Greenery Division was awarded a third consecutive Tree Growth Award, due to its high-achieving levels of education, partnerships, planning and management, as well as tree planting and maintenance. This year, the DPW Parks & Greenery Division planted over 100 trees throughout the city, launching the effort on Arbor Day, in celebration of Portsmouth’s Tree City USA recognition for over twenty years. Both awards are announced in April of each year for the prior year.

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

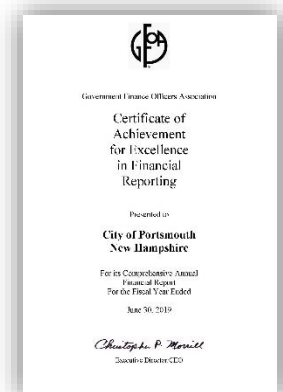
For the fifth year in a row, the City of Portsmouth's Finance Department received a New Hampshire State Library Conservation License Plate Grant Award ("Moose Plate Grant"). The City of Portsmouth has accepted a \$9,150 grant from the New Hampshire State Library for the preservation and digitization of nine volumes of documents, dated 1853 to 1885. In a long-term effort to preserve many of the City's historical documents, in FY18 the City completed construction of a new archives for the storage of the City's permanent records. These efforts are part of a 20-year, \$3 million Capital Improvement Plan project to preserve more than 500 documents of historical and legal significance. Grant funds allow the City to shorten the timeframe of this project so that some of the more damaged books, some of the City's oldest treasures, are preserved. The City has received three additional Moose Plate Grants to preserve and digitize the City's archival records. The New Hampshire State Library's Conservation License Plate Grant Program is a state funded program made possible by the New Hampshire Moose License Plates. Grants are available to municipalities and other public institutions that keep safe publicly owned documents that are deemed significant to New Hampshire's state history.



❖ **GFOA Awards**

Triple Crown Medallion- In August 2021, the City of Portsmouth received the Government Finance Officers Association (GFOA) Triple Crown Medallion for winning all three awards possible for exceptional financial reporting, covering the City's FY21 Budget Document, the FY20 Comprehensive Annual Financial Report (ACRF) and the Popular Annual Financial Report (PAFR).

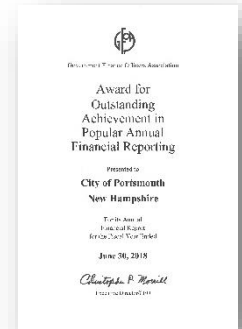
Comprehensive Annual Financial Report Award - The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth its 28th Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report. The Certificate of Achievement recognizes the publication of "a readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards." Such reports must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements.





Budget Presentation Award - The City received the GFOA’s Distinguished Budget Presentation Award for the 16th consecutive year for the Budget Document for Fiscal Year 21. The City has received awards for its budget document for the fiscal years beginning July 1, 2006. The award recognizes the City’s budget documents as “proficient as a policy document, a financial plan, an operations guide and a communication device.”

PAFR Award - For the fourth consecutive year, the City of Portsmouth received the GFOA’s Popular Annual Financial Report Award (PAFR). This award recognizes the publication of “a document that extracts information from their Comprehensive Annual 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.”



❖ **Bond Ratings**



❖ Standard & Poor’s (S&P), the national rating agency, completed another municipal bond credit rating review in October 2021 and subsequently issued the tenth consecutive affirmation of the City’s AAA rating. In their summary, S&P noted, “The 'AAA' rating on the city's General Obligation (GO) bonds is underpinned by the city's strong management team that uses long-term financial planning to mitigate risks from one-time economic shocks such as those that occurred at the onset of the pandemic. We rate the city higher than the nation because we believe Portsmouth can maintain better credit characteristics than the nation in a stress scenario based on its predominantly locally derived revenue base,” they continued. “We consider Portsmouth's economy very strong.”

❖ **Legislative Subcommittee – Rooms & Meals Tax Apportionment**

The Portsmouth City Council’s Legislative Subcommittee reviews and tracks draft legislation and makes recommendations to the City Council to either support or oppose legislation. Among the bills Portsmouth supported was one restoring the full allocation of the Rooms & Meals Tax apportionment to local municipalities. The partial restoration of these revenues to the City helped reduce the tax rate set in November 2021. In January 2022, the new City Council adopted Principles for Legislative Positions for City testimony before the General Court and approved procedures for the submission of written testimony on behalf of the City.

❖ **School Department**

Congratulations to Portsmouth’s students:

- Portsmouth High School Girls Alpine Ski Team 2022 NHIAA Division State Champions.
- Portsmouth High School 2022 NHPBS Granite State Challenge champions.
- Portsmouth High School 2021 Girls Field Hockey State Champions.

- Portsmouth High School Model UN students qualified to compete in four national competitions: Academic World Quest in Washington, DC; National Public Forum tournament in Louisville KY; National Calvin Coolidge Cup in Vermont; and the 2022 High School National Championship in Atlanta GA.
- Portsmouth High School, April 2021, Musical Theatre Competitions of America (MTCA). Portsmouth drama students were recognized across 10 categories, and PHS won the MTCA Producer's Award for Creative Excellence and third in the Advanced High School Ensemble category.

❖ **Notable Media Accolades**

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

- HGTV, Most Charming Towns: Portsmouth, February 24, 2022
https://www.hgtv.com/lifestyle/travel/charming-small-town-downtowns-pictures?fbclid=IwAR2-GmTyKuvOYMX2qMo7ounKEmfwIjQYmMD-o8dy9yshs9sy_rOSGpznza8
- Portsmouth, New Hampshire Is One Of America's Most Walkable Towns, And There Are Delights Around Every Corner, February 3, 2022
<https://www.onlyinyourstate.com/new-hampshire/most-walkable-towns-nh/>
- NHPR 10 Things to Do in Portsmouth, December 23, 2021
<https://www.nhpr.org/nh-news/2021-12-23/10-things-to-do-in-n-h-this-weekend-winchester-wonderland-christmas-movies-ice-skating-at-strawbery-banke>
- Union Leader, Ice Dance International glides into Strawberry Banke and around the world, December 23, 2021
https://www.unionleader.com/nh/arts_and_ent/ice-dance-international-glides-into-strawbery-banke-and-across-the-world/article_b4a9f2e9-3ba4-516d-94b8-811633a2f702.html
- Toronto Star, Experience a Hallmark-worthy holiday in the Christmas Capital of North America, December 17, 2021
<https://www.thestar.com/life/travel/2021/12/17/experience-a-hallmark-worthy-holiday-in-this-historic-city-the-christmas-capital-of-north-america.html>
- The Travel, Best Living History Museum in NH, December 5, 2021
<https://www.thetravel.com/best-living-history-museum-in-new-hampshire-new-england/>
- The Travel, Portsmouth NH: Why you need a week to see this beautiful city, December 1, 2021
<https://www.thetravel.com/one-week-in-portsmouth-what-to-do-see/>
- World Atlas, 10 most scenic East Coast cities, November 16, 2021
<https://www.worldatlas.com/cities/the-10-most-scenic-east-coast-cities.html>



- CNN.com, Best weekend getaways, November 2, 2021
<https://www.cnn.com/2021/11/02/cnn-underscored/best-weekend-getaways-november/index.html?iid=CNNUnderscoredHPcontainer>
- KTEM, Famous historic homes in every state, October 19, 2021
<https://ktemnews.com/texas-house-planning-to-use-federal-covid-relief-funds-for-stimulus-checks-for-homeowners/>
- NHPR, Portsmouth weigh historic preservation and sea level rise, September 4, 2021
<https://www.nhpr.org/nh-news/2021-09-03/strawberry-banke-museum-climate-change>
- InDepthNH.org, Water Has a Memory, August 30, 2021
<http://indepthnh.org/2021/08/30/water-has-a-memory-strawbery-banke-documents-sea-level-rise/>
- ReachingHigher.com, Concrete makeovers: Portsmouth CTE Students Design planters to beautify outdoor dining, August 25, 2021
<https://reachinghighernh.org/2021/08/25/concrete-makeovers-portsmouth-cte-students-design-planters-to-beautify-outdoor-dining/>
- Associated Press, Portsmouth exhibit highlights impact of rising sea levels, August 21, 2021
<https://apnews.com/article/lifestyle-travel-environment-and-nature-climate-change-rising-sea-levels-afc319a90dfdc8e72374e30f1f736a4e>
- SeacoastOnline, Portsmouth and Strawberry Banke create Water Has a Memory exhibit, August 17, 2021
<https://www.seacoastonline.com/story/news/2021/08/17/strawberry-banke-museum-portsmouth-create-water-has-memory-exhibit/8156448002/>

Accomplishments

The following is a list of Citywide Accomplishments that are in response to the Citywide Goals.



City of Portsmouth Acquires Community Campus Property

In September 2021, the Foundation for Seacoast Health announced their intent to sell the Community Campus building and surrounding 34 acres to the City of Portsmouth. The sale was concluded in March 2022. The Foundation’s Board of Trustees determined that a sale to the City of Portsmouth would ensure that their legacy to support area non-profits, and the services they provide, remain accessible to Seacoast area residents. The City Council, in unanimous support, viewed it as ‘an opportunity of a lifetime’ to better serve all members of our community.

The Community Campus provides a tremendous opportunity to reinforce the City’s Recreation and School Department programs and facilities. The opportunity for the City to acquire such a significant property with a physical connection to the new athletic field and determine the future use of that site could not be more ideal. Securing this location is a legacy decision that means the City can control its destiny with a positive impact for generations to come.

Citywide Goal(s) Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*

- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *All Departments*



❖ **Living with the Pandemic**

As the COVID-19 pandemic continued to affect City residents and businesses, staff provided resources aligned with guidance from the Centers for Disease Control and NH Department of Health and Human Services to keep the public informed and armed with mitigation strategies. Outdoor dining accommodations continued into November 2021 and resumed in April 2022, with restaurants participating in the use of public realm and on-street areas protected by concrete barriers beautified by paint and planters built by the Portsmouth High School Career Technical Education students. The City implemented mask mandates as necessary to confront the Delta and Omicron variant surges. Portsmouth Public Schools resumed in-person learning in September, observing Federal and State mask and prevention guidelines. Most importantly, the Health and Fire Departments implemented strategies for administering vaccines and boosters, as different age groups became eligible, protecting the most vulnerable, first.



- **Reopen Portsmouth Blue Ribbon Committee** took up the mantle of the Citizen Response Task Force that helped sustain the businesses hardest hit by the pandemic, by addressing the most vulnerable members of the community and the social services agencies and nonprofits whose mission is to match resources with those in need.
- **Blue Ribbon Committees on Health and Arts & Nonprofits**
 - The Health Blue Ribbon Committee aided the City’s Health Department in providing a weekly Regional COVID-19 dashboard (shared among 23 local towns) and answers to Frequently Asked Questions on COVID-19, Testing, Masking, Vaccination and other areas.
 - The Arts & Nonprofits Blue Ribbon Committee provided a means for the leaders of Portsmouth’s arts and nonprofit organizations to collaborate, share best practices and support efforts to ensure that the creative economy that is a foundation for the Seacoast economy survives the pandemic.
- **Economic Development Partnership**
The Economic Development Department again partnered with the Chamber Collaborative of Greater Portsmouth and the NH Small Business Development Center to conduct business resilience surveys to determine and address the needs of small businesses in Portsmouth. The City also acted with the Economic Development Commission to identify services and resources to assist City businesses throughout the pandemic.

- **Community Assistance** -- The Senior Activity Center provided transportation to those who needed help in accessing vaccination sites and became both a local and regional vaccination site itself.
- **Portsmouth Emergency Management Team**
The Fire, Police and Health Departments worked together with the City Manager to keep the community protected and informed with initiatives including:
 - Weekly calls with NH DHHS and other relevant organizations; and
 - Regular briefings at City Council Meetings.
- **Portsmouth Public Library** continued to make its resources accessible online and in-person, after reopening. The Library offered:
 - Free online events, with over 10,000 attendees;
 - Original programming broadcast on PPMtv;
 - Little Free Libraries program expanded to underserved neighborhoods as an Eagle Scout project, with all sites maintained and stocked by library staff;
 - Digital youth programming direct to elementary schools; and
 - A robust social media presence, regarded as a model among New England libraries.
- **American Rescue Plan Act (ARPA) Funds**
Just prior to the start FY22, the City council voted to authorize the City Manager to apply for and accept the Coronavirus State and Local Fiscal Recovery funds through the American Rescue Plan Act of 2021. The City will receive a total of \$12,882,280.

Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*
- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of communication They Prefer and Keeping Them Informed*
- *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*

Major City Departments Involved:

- *All Departments*



❖ **Community Gardens**

The City reached agreement to provide space and the watering infrastructure for a nonprofit Portsmouth Community Garden adjacent to Route 33. Coinciding with Earth Day 2022, the garden welcomed volunteers from Lonza and the Portsmouth Rotary Club board to build garden beds, fill them with soil and prepare the paths in preparation for Opening Day on May 21, 2022.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department*
-



Peirce Island Wastewater Treatment Facility Upgrade



The new Peirce Island Wastewater Treatment Facility (WWTF) hosted a ribbon-cutting in July 2021 with EPA and other State and local officials and project contractors participating. As intended, this project significantly increased the level of wastewater treatment provided at the facility, resulting in improved effluent discharged to the Piscataqua River. The upgrade included the installation of new headworks, rotary screw presses for solids dewatering and an advanced secondary biological treatment process

which removes organics and nitrogen. The \$93 million project, of which \$81.9 million is funded by a state revolving loan, marks a milestone for both the City and the NH State Revolving Fund as the largest such loan in history to support drinking water safety, water quality, and public health through low-cost financial assistance. As detailed in the Awards section, the upgrade project has received several awards for its completion under year-round weather conditions and without interruption to the continued operation of the existing treatment facility.

WWTF tour video: <https://www.youtube.com/watch?v=YkYD9YpbXrI&t=4s>

Wastewater Department video:

<https://www.youtube.com/watch?v=GgtKBYKvuBg&list=PLNWsoVwtYMQtsBk-KVHtflQJ-3ATW2VrM&index=19>

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate change Mitigation Actions Throughout the Government and Community*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Sewer Division*
-



Parks and Fields

- **Athletic Field** – Following its official opening in June 2021, the new 360-foot x 225-foot multi-purpose, synthetic turf playing field has enjoyed constant use for resident recreation, including a Family Harvest Day sponsored by the Recreation Department in October, and for team play by multiple sports and leagues.

- **Paul McEachern Park** – This City park located on the edge of the North Mill Pond was named in honor of former State Representative, City Councilor and Attorney Paul McEachern. Working in collaboration with the Advocates of the North Mill Pond, the City installed a fish sculpture “Tommy the Cod” by Thomas Berger of Green Art designed to be an interactive feature of the park’s play space.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *Public Works Department*
- *Recreation Department*



❖ **Portsmouth Preserves and Restores Historic Assets**

- **Purple Heart Community**

In December 2021, the Mayor proclaimed Portsmouth a Purple Heart Community, part of a national network of communities to recognize their citizens who have earned the Purple Heart. Signage funded by the Portsmouth VFW Post 168 and the Portsmouth Elks Club is installed in high visibility, gateway locations.

- **Lafayette Trail Marker**

In October 2021, Julien Icher, French citizen and founder of the Lafayette Trail project, helped the City dedicate the new Lafayette Trail historical marker in Vaughan Mall. The new marker is located along the path of Lafayette’s September 1, 1824 visit to Portsmouth and is adjacent to the Franklin Block on Congress Street where Lafayette attended a ball in his honor.

- **McIntyre Building Project**

In January 2022, the City Council voted to continue negotiations to acquire the 2.1-acre McIntyre property in the heart of downtown from the General Services Administration at no cost, and to gain National Park Service approval through their Monument Program for a community-inspired design incorporating office, residential and open space. The City assumed responsibility for maintaining the building in November 2021, which provided 86 parking spaces on the site to the public.

Citywide Goal(s) 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*

Major City Departments Involved:

- *Office of the City Manager*



❖ **Sea Level Rise Exhibit Partnership with Strawberry Banke Museum**

The City Planning Department and DPW Water Division worked with Strawberry Banke Museum to complete the “Water Has a Memory” exhibit designed to provide the public with information about efforts to measure, analyze and adapt to the impacts of climate change and sea level rise on the community. This exhibit also invites visitors to “Think Blue” and consider what they can do to become part of the solution. The partners have also begun

planning a 2023 “Keeping History Above Water” national symposium as part of the City’s 400th anniversary celebration.

Citywide Goal(s) Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department – Water Division*



❖ **Pedestrian Crossing Sidewalks and Street Reconfigurations**

City staff and the City Council conducted site walks in several neighborhoods in FY22 to evaluate traffic calming and “safe routes to schools” initiatives. The City also held public information meetings, joined Citywide Neighborhood Committee Forums and conducted neighborhood surveys to help guide several upcoming projects, including:

- Pannaway Manor and Maple Haven Sidewalks;
- Elwyn Road Sidepath;
- Bartlett Street;
- Peverly Hill Road; and
- Middle Street.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Highway Department*



❖ **PlanPortsmouth – Master Plan**

In FY22 the Planning 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. As part of that work, the Planning Department continues to follow the North End Vision Plan (2015) and the West End Vision Plan (2015). Major projects included:

- Banfield Woods;
- 105 Bartlett Street;
- Brick Market – Pleasant & Daniel Streets;
- 200 Chase Drive;
- 70 & 80 Corporate Drive (Lonza);
- 160 Court St (Portsmouth Housing Authority);
- 30 and 50 Cate Street;
- Foundry Place Community Space (Lot 2);
- 165 Deer Street (Lot 3);
- 163 Deer Street (Lot 4);
- 157-161 Deer Street (Lot 5);
- 89 & 99 Foundry Place (Lot 6);
- 53 Green Street;
- 1400 Lafayette Road;
- 46-64 Maplewood Avenue;
- 145 Maplewood Avenue;
- McIntyre Federal Building, Daniel Street;
- 83 Peverly Hill Road;
- 1 & 31 Raynes Avenue and 203 Maplewood Avenue;
- 428 Route 1 Bypass (West End Yards);
- 266-278 State Street; and
- Russell Street Development.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Highway Department*
 - *Planning Department*
-



❖ **Street and Sidewalk Improvements**

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

In FY22, the Department of Public Works completed work on:

- Islington Street Phases 1A and 1B;
- Lang-Longmeadow Road connector;
- Maplewood Avenue;
- McDonough Street Phase 4;
- Pleasant Street Area reconstruction;
- Banfield Road;
- Little Harbor Road;
- Dennett Street;
- International Drive;
- Wild Rose Lane water line replacement; and
- Bridge Street Parking Lot reconstruction.



Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Major City Departments Involved:

- *Public Works Department – Highway Department*
-



❖ **Portsmouth Addresses Transportation and Parking Needs**

• **“Stay & Pay”/ParkMobile**

In FY22, the Department of Public Works’ Parking Division enhanced the “Pay by Plate” technology in the on-street parking kiosks and shifted consumers to the “ParkMobile” program. ParkPortsmouth also continues to implement policy recommendations from the Parking & Traffic Safety Committee that are then approved by the City Council, such as better monetization of loading zones after hours to create additional parking spaces which serve to maximize parking revenues.

• **Islington Creek Neighborhood Parking Program**

The Islington Creek Neighborhood Parking Program (NPP) pilot launched on August 4, 2021 and was extended beyond its original end date of February 4, 2022 in order to

collect and report feedback on the program, including the results of a survey of NPP pilot participants.

- **Downtown Workforce Parking Program**

Qualified employees of downtown Portsmouth businesses can park in the Foundry Place Garage for \$3 per 10-hour parking session, rather than the per-hour parking rate. Under this program, each employee is eligible to buy up to 20 parking stickers per month.

- **Hanover Garage Renovation**

In Spring 2022, the City began a significant upgrade to the Hanover Parking Garage to address aged sections of the garage, extend its useful life and provide parking for the foreseeable future. The City Council approved funding in the Fiscal Year 2022 Capital Improvement Plan and authorized bonding on August 2, 2021 for \$6.3 million in upgrades. The project includes structural maintenance and upgrades to steel structural beams and columns as well as precast floor slabs. To manage the impact of construction, sections of the garage will be closed in phases (up to 300 parking spaces at a time) over the anticipated three years of construction. In anticipation of this project, staff reduced the number of monthly pass holders at the Hanover Garage.

- **Implementing Parking & Traffic Safety Policies to Balance Parking Needs and Revenues**

The Parking Division implements initiatives, as directed by the Parking & Traffic Safety Committee (PTSC), that are designed 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 inform PTSC decisions and recommend adjustments to benefit both users and revenues from City parking resources.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*
- *Maintain Financial Stability*

Major City Departments Involved:

- *Public Works Department – Highway Department*



❖ **Peirce Island Wastewater Treatment Facility Upgrade**



Having met the December 2019 milestone to achieve substantial completion of the Biological Aerated Filter (BAF), the central component of the new Peirce Island wastewater treatment process upgrade, in FY 20 the City completed construction of the BAF treatment system for secondary level treatment requirements and nitrogen removal. Additional treatment processes added included raw wastewater screening, aerated grit removal, Chemically Enhanced Primary Treatment for wet weather events, BAF influent pumping,

BAF Stage 1 (carbon removal and nitrification), BAF Stage 2 (denitrification), disinfection with liquid chlorine and de-chlorination. The \$93 million project was finished Spring 2021.

Citywide Goal(s) Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- *Public Works Department – Sewer Division*
-

Portsmouth at a glance. . .



Photo by Getty Images

City Government

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

Location

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

Land

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

Transportation & Road Access

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

Driving Distance to Selected Cities

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

City Infrastructure

Emergency Services

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

City School System

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

Culture and Recreation

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

Eco Municipality Assets

- Recycling Centers: 1
- LED Streetlights: 1,600
- Electric Charging Stations: 5/7 plugs
- Solar Panel Arrays: 2
- City Biodiesel Vehicles: 82
- City Open Space: 94 undeveloped parcels (914 acres)

Public Works Department

- Miles of Streets: 105 miles/136 miles maintained
- Miles of Sidewalk: 74
- Number of Bridges: 15
- Number of Municipal Buildings: 11 (approximately 362,145 square feet)
- Playgrounds / parks/ ballfields: 26
- Historic Cemeteries/Burial Grounds: 7
- Adopt a Spot Gardens: 25
- Greenspace Maintained: 114+acres

Parking and Transportation

- Parking Garages: 2 (1,503 spaces)
 - Foundry Place: 600
 - Hanover: 903
- Metered Street Parking Spots: 695
- City Owned Parking Lots: 12
- City Owned Free Lots: 7 lots/639 spaces
- Private Parking Lots with City Agreements: 2 lots/81 spaces
- Bike Racks: 39
- Public Transit Options: 5

Water Infrastructure

- Miles of water mains: 190
- Number of water treatment plants: 1
- Number of service connections: 8,541
- 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: 6,717
- Number of wastewater treatment plants: 2
- Maximum daily capacity of treatment (millions of gallons) : 25.3

Demographics

Population
22,548

C
I
T
Y

(2020)

NH Data Center

Elections

Total Registered Voters (FY22) – 16,300

Households

Number of Housing Units – 11,161
Number of Households – 10,097
Average Household Size – 2.07
(Source: US Census 2020)

Labor Force (Annual Average 2019)

Civilian labor force – 14,163 (66.1%)
Employed – 13,867 (64.7%)
(Source: NHES-ELMI)

Income, Inflation Adjusted 2020

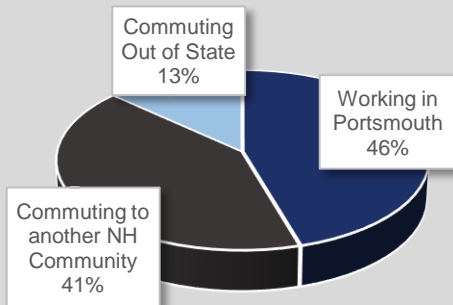
Per capita income - \$53,344
Median Family Income - \$113,556
Median Household Income - \$78,712
Median Earnings, full time
Male - \$68,856
Female - \$57,988

Individuals Below Poverty Level – 6.7%
(source NHES Community Profile, Portsmouth 2019 and ACS 2020)

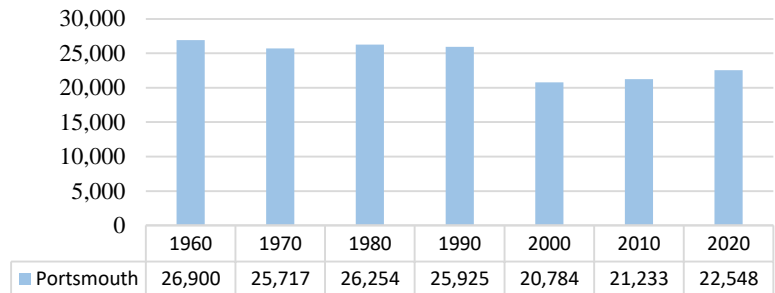
Geography

Population per square mile, 2018 – 1,398
Land area in square miles, 2017 – 15.7
(Source, U.S. Census 2020)

Where do the Residents of Portsmouth Work?
(Source ACS Survey 2020)



Portsmouth Population
Decennial Trends 1960-2019
(source NH Data Center)

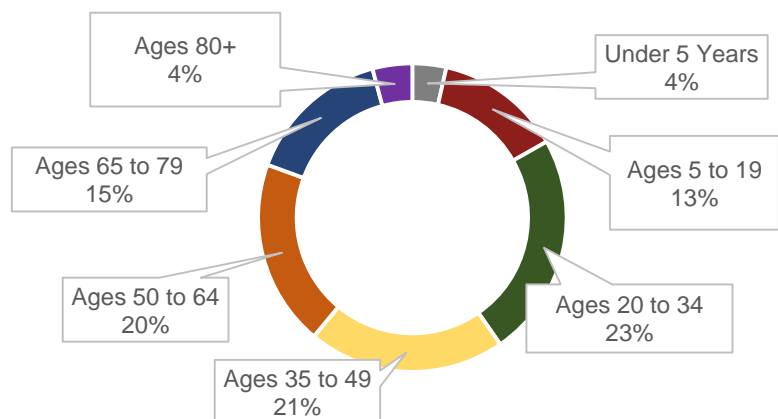


Educational Attainment

Population 25+ Years

High School Graduate or higher – 96.5%
Bachelor's Degree or Higher – 61.4%
Graduate or Professional Degree – 23.4%
(source: ACS survey 2020)

Population by Age Group (Source: ACS survey 2020)



48.3%
of Portsmouth
City residents are
Male

51.7%
of Portsmouth
City residents are
Female

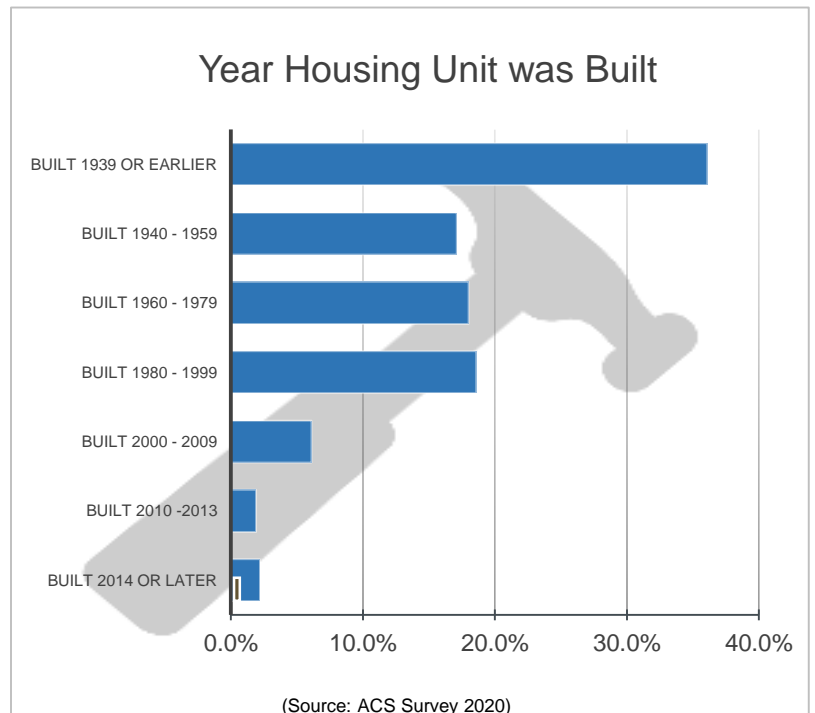
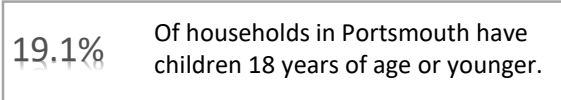
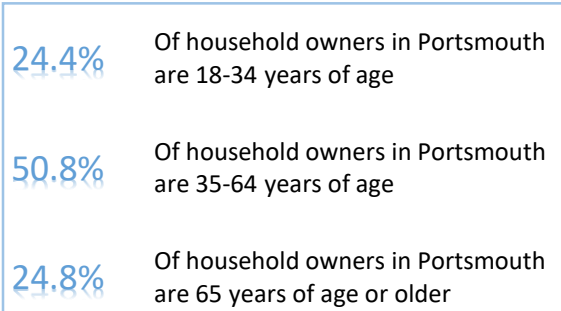
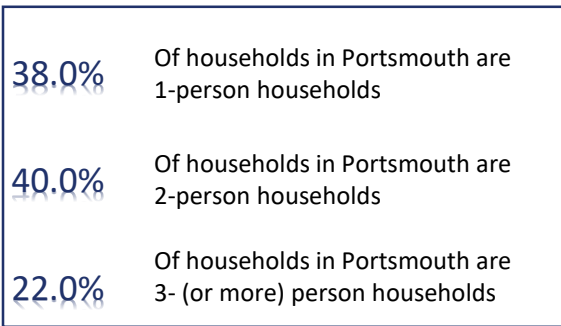


Housing Demographics



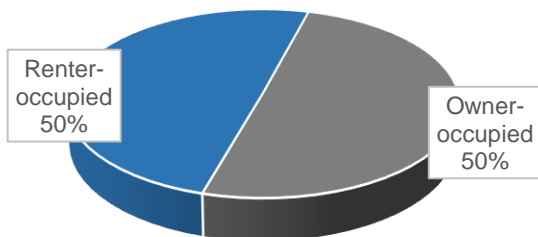
(Source: American Community Survey Data 2020)

- Number of Housing Units – 10,615
- Number of Occupied Housing Units – 10,063
- Number of Households – 10,097
- Average Household Size – 2.07 persons
- Number of Families – 4,993
- Average Family Size - 2.80 persons
- Median Gross Rent - \$1,353
(Source: ACS Survey 2020)



Portsmouth Housing Unit by Occupancy

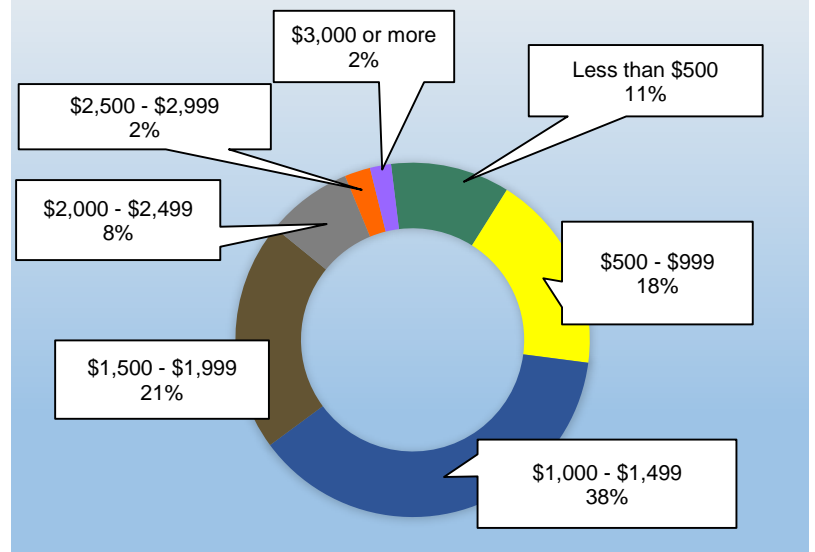
(Source: American Community Survey Data 2020)



Total Units Occupied: 10,063

Portsmouth Rent Prices

(Source ACS Survey 2019)



Economic Indicators

Portsmouth Median Property Values

Median Single Residential Home Property Value: \$478,050

Type

- Commercial * - \$649,300
- Residential ** - \$430,500

Residential Stratified

- Single Family - \$478,050
- Mobile Homes - \$78,400
- Condos - \$351,400
- Multi-Family (<8) - \$629,100

As of April 1, 2021

* Does not include Pease Airport

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

Mean (Average) Property Values

(Values are Prior to the FY22 Revaluation)

Type

- Commercial * - \$1,807,133
- Residential ** - \$498,295

Residential Stratified

- Single Family - \$556,195
- Mobile Homes - \$111,792
- Condos - \$434,835
- Multi-Family (<8) - \$657,502

As of April 1, 2021

* Does not include Pease Airport

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

Portsmouth Parcel Count

(% of Total Taxable Parcel Count)

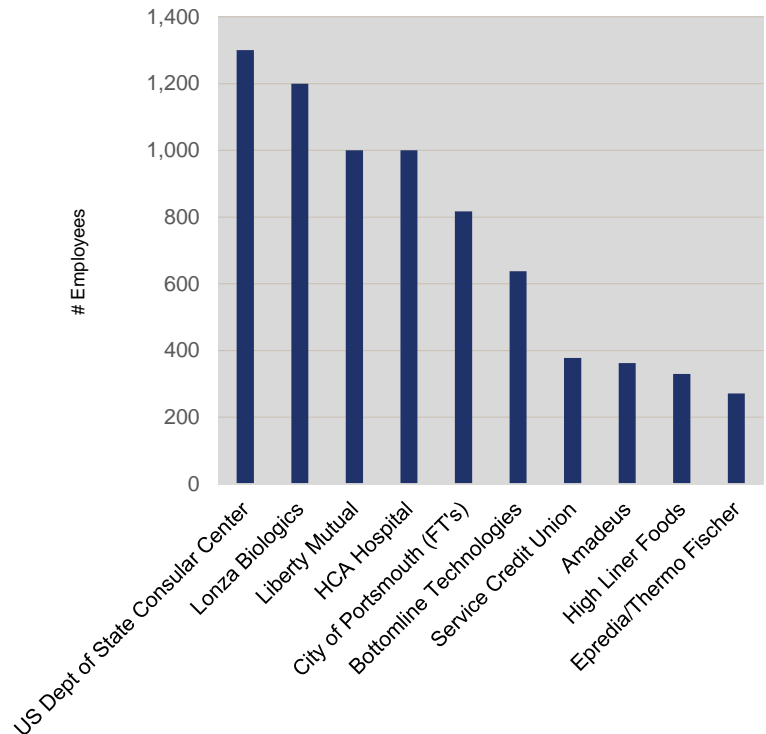
- **Residential – 84.0% ****
 - Single Family – 56.0%
 - Mobile Homes – 3.6%
 - Condos – 32.4%
 - Multi-Family (< 8) – 6.5%
- **Commercial – 16.0% ***
 - Utilities – 0.3%

* Does not include Pease Airport

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

(source: Portsmouth Assessors Office, TY2021 (FY2022).

10 Largest Employers in Portsmouth 2021



Top 10 Taxpayers TY2021 (FY 2022)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.98%
HCA Health Services	Medical Building	1.36%
Arbor View & The Pines LLC	Apartment Complex	0.85%
Northern Utilities Inc.	Utility	0.73%
Hanover Apartments LLC	Apartment Complex	0.67%
Vaughan Street Hotel LLC	Hotel	0.54%
Liberty Mutual Insurance	Apartment Complex	0.52%
Port Owner Harbor LLC (formerly Harborside Association)	Hotel	0.52%
Kanerd Development LLC	Office Building	0.51%
Inishmaan Assoc Ltd Ptnshp	Apartment complex	0.50%

Property Tax

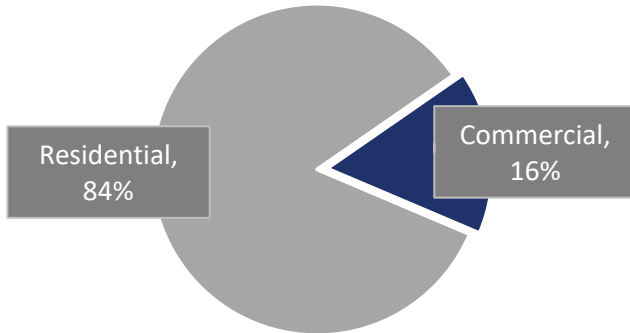
Tax Rate 2021 Tax Year (FY2022)
\$15.03 (per \$1,000)
Municipal - \$7.02
County - \$0.89
Local Education - \$5.18
State Education \$1.94

The total taxable parcel count for Tax Year 2021 (Fiscal Year 2022) is 8,863. Commercial properties make up 16.1% of the total City parcel count while comprising 42.2% of the total assessed value of the City. Respectively the Residential properties make up 83.9% of the total parcel count while comprising 57.7% of the total assessed value for Portsmouth.

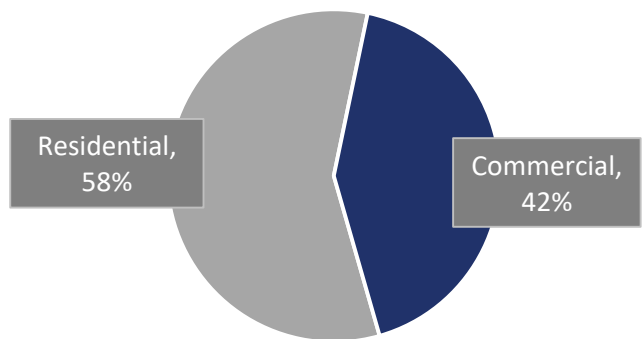
Total Valuation Before Exemptions TY2021 (FY22)		
	Total	Count
Commercial *	\$ 2,716,831,616	1,420
Residential **	\$ 3,709,003,301	7,443
Totals	\$6,425,834,917	8,863

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

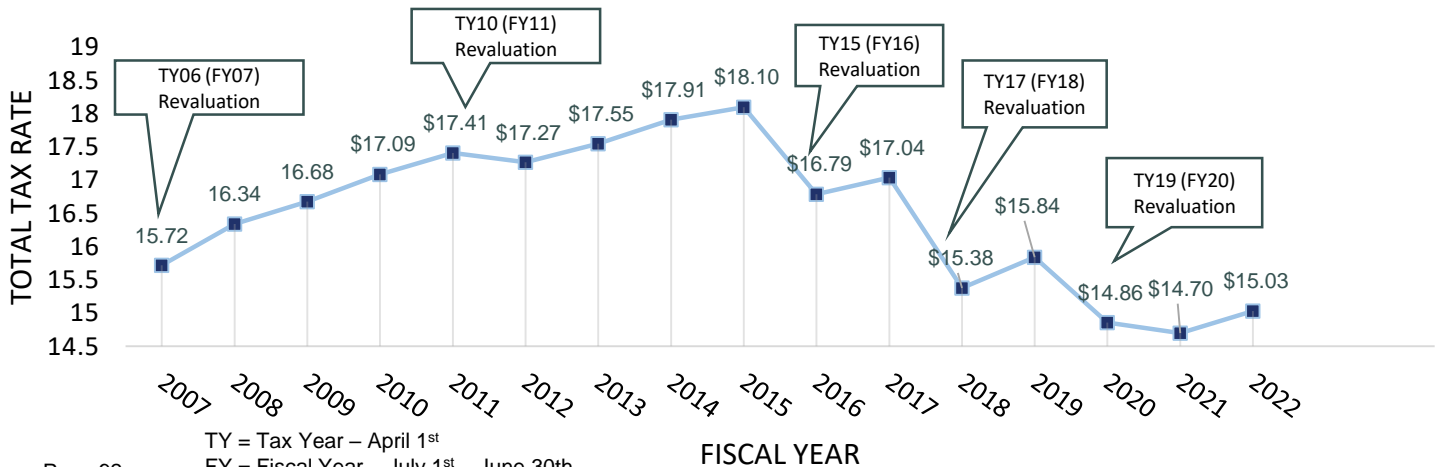
Residential vs. Commercial Properties by Percent of Taxable Parcel Count (including Utilities)



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



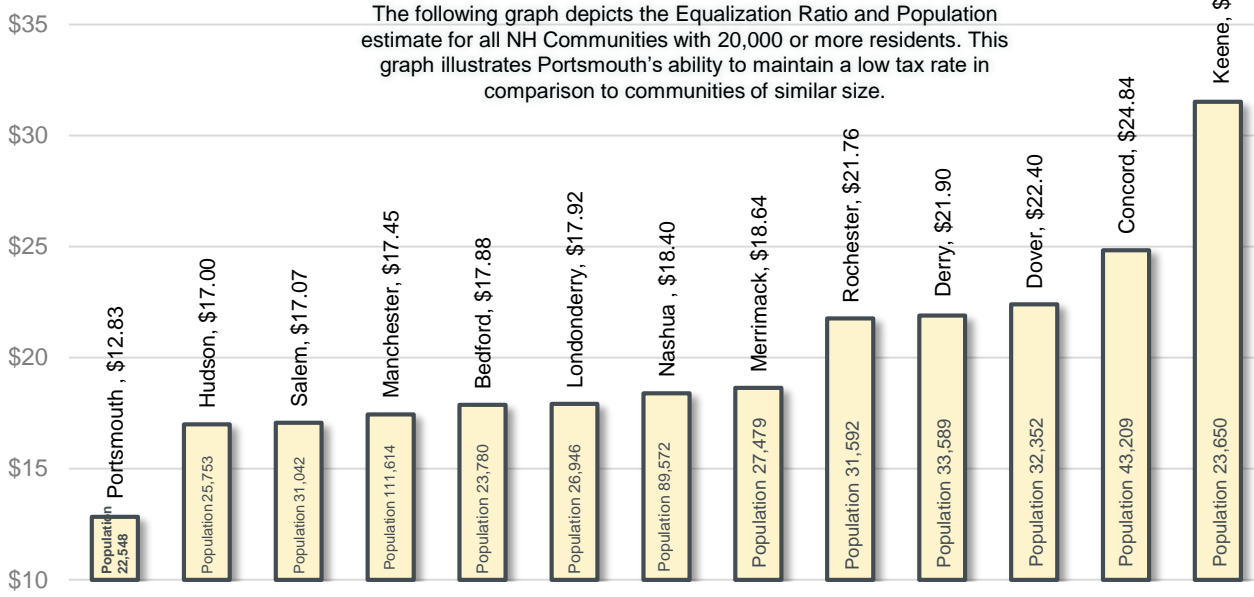
Portsmouth, NH Total Tax Rate Tax Years 2006-2021 (Fiscal Years 2007-2022)



Equalized Tax Rate Information

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

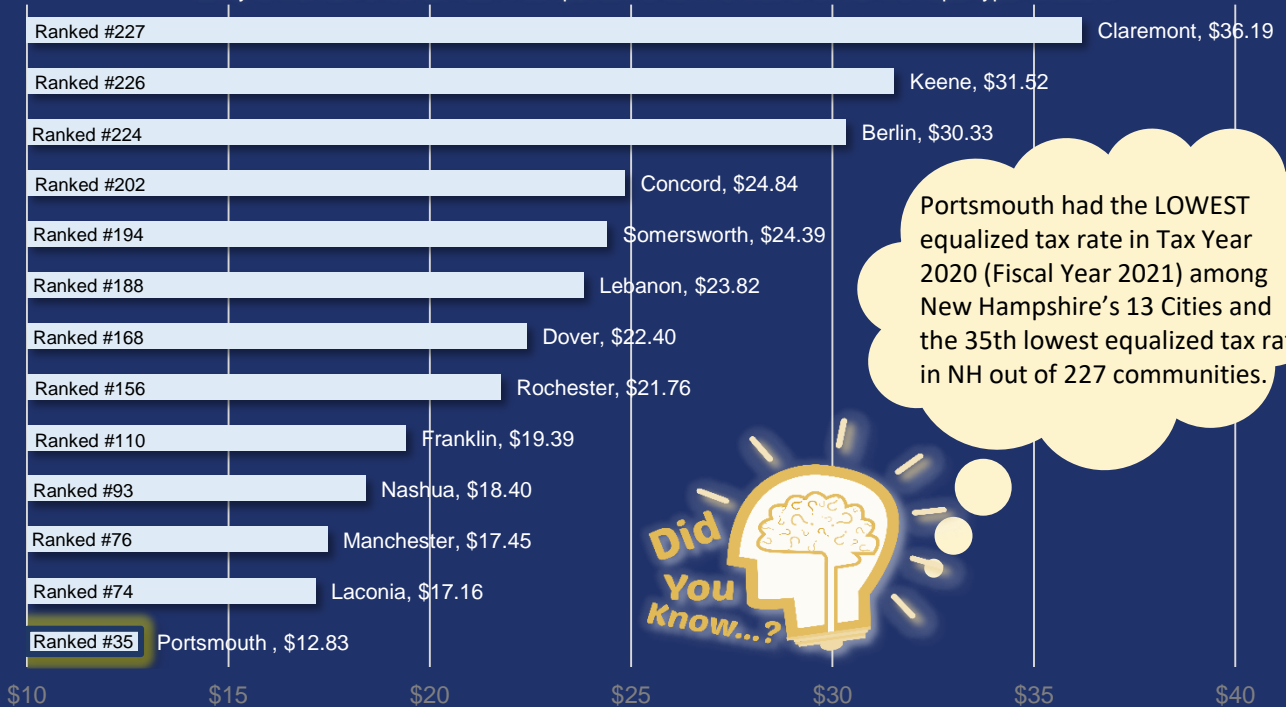
Total Equalized Tax Rate TY2020 (FY2021) For NH Communities with 20,000+ Residents



Population information used in the above graph was gathered from the NH U.S. Census ACS Surveys (2020).

Total Equalized Tax Rate 2020 (FY 2021) for NH's 13 Cities

The following graph depicts the Equalization Ratio and Equalization Rankings (out of 227 total taxable communities) for New Hampshire's Thirteen Cities. This graph illustrates Portsmouth's ability to maintain a low tax rate in comparison to communities of similar municipal type/ structure.



Portsmouth had the LOWEST equalized tax rate in Tax Year 2020 (Fiscal Year 2021) among New Hampshire's 13 Cities and the 35th lowest equalized tax rate in NH out of 227 communities.



Tax Relief Programs

Filing Deadline for all Exemptions and Credits is April 15th

Veterans' Tax Credits

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

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

All Veterans RSA 72:28b - \$500

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

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

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

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

Veteran killed or died while on active duty.

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

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

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

Elderly Exemption Amount off Assessed Valuation

City Council may vote to adjust this number after the City's Revaluation for TY2022

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

Elderly Income Limit

- Single - \$46,124
- Married - \$63,108

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 1st. 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 - \$46,124
- Married - \$63,108

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?

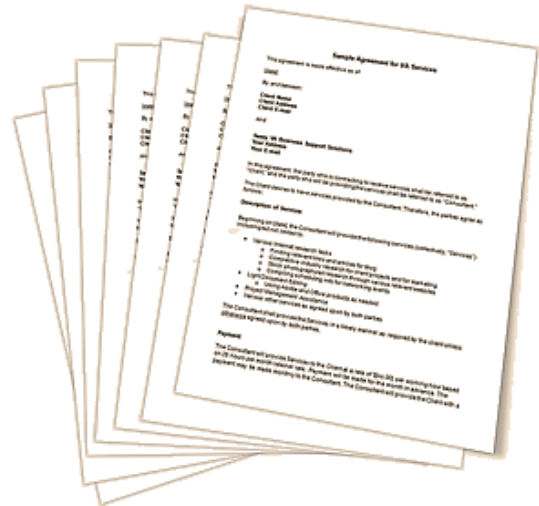
An official reduction or elimination of one's assessed valuation after completion of the original assessed value.

Appeal 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 wish to apply for an abatement from Municipal Property Taxes must file an abatement application with the municipality by March 1st 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 and 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 1st following the notice of tax.

Abatement applications can be found on the City's website at <http://www.cityofportsmouth.com/assessors/abatements-state-lowmoderate-income-program>

or in the Assessor's Office within City Hall.

- **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 (population: 22,548) 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, lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine.

Quality of Life and Economic Assets

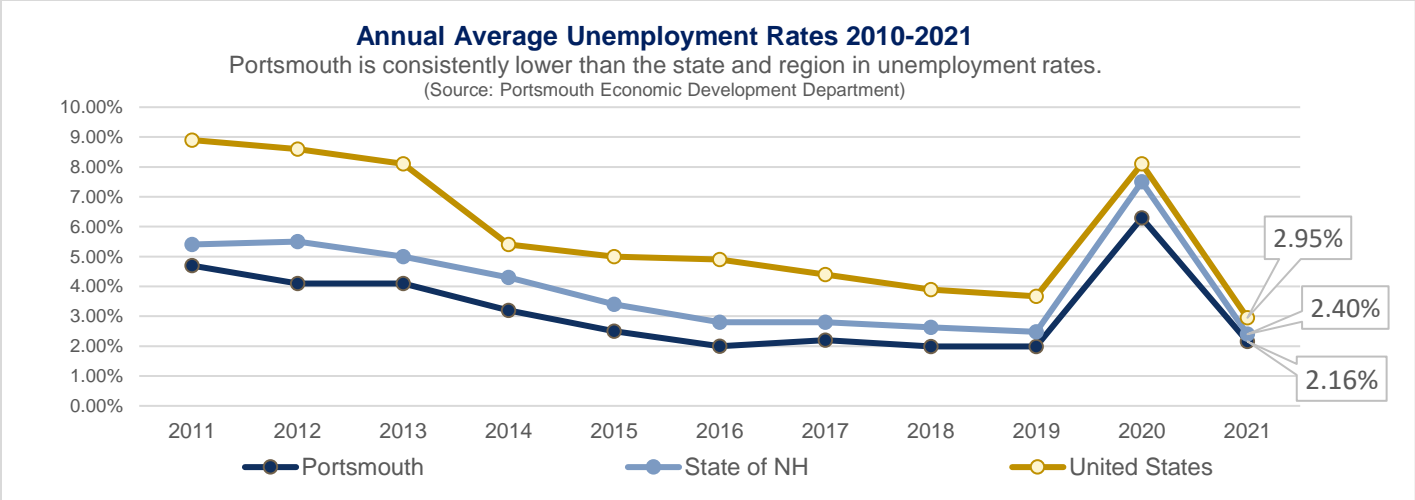
Settled in 1623, Portsmouth is the nation's 3rd-oldest city with a rich heritage as a working seaport and the home of the State's only deep-water port. Portsmouth has an authentic New England appeal that is unique. Contributing to that allure are the following attributes:

- Vibrant, walkable downtown
- Historic architecture
- Independent retail offerings and strong culinary destinations
- Low crime rate
- Excellent K-12 school system
- Strong creative arts and cultural economy
- Easy access to the interstate highway to the Boston, MA and Portland, ME metro areas
- Home to Pease International Tradeport and Airport
- High resident educational-attainment 61.4% of Portsmouth residents over the age of 25 have a college bachelor's degree or higher (Source: US Census)



Workforce

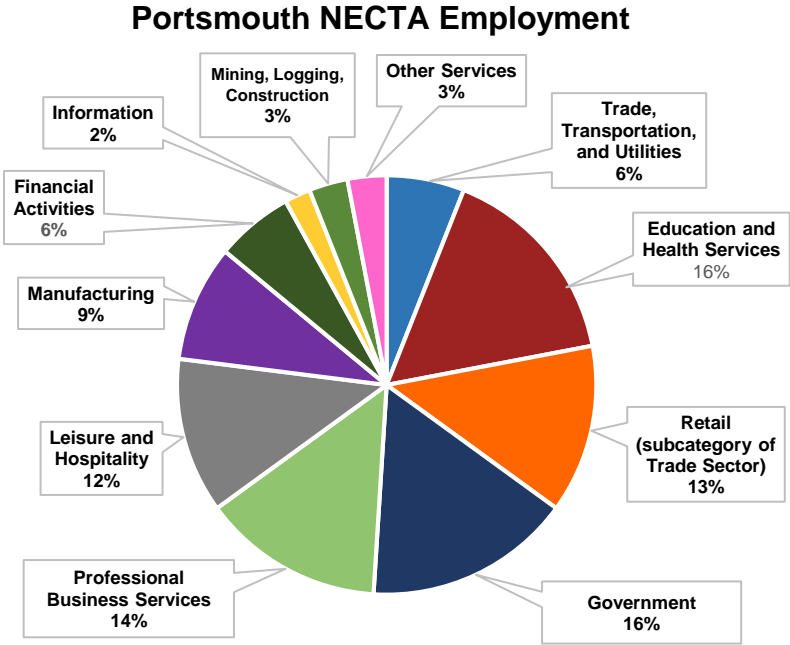
According to the NH Employment Security Office, Portsmouth's total public and private average quarterly employment at the end of the 2020 fourth quarter was 32,254 (compared to 33,795 at the end of the 2019 indicating a decrease of 1550 jobs). The average weekly wage for those periods were \$1,609 and \$1,338 respectively. In December 2020, Portsmouth had a resident workforce of 13,660 some of which work locally and some who commute out of the city. Portsmouth companies employ over double the number of resident workers.



The City of Portsmouth continues to lead the region in low unemployment rates (2.16% vs. 2.40% (NH)). The graph above compares the annual average unemployment rates of Portsmouth to the State and Nation from 2011 - 2021 even during the COVID 19 pandemic.

Portsmouth Business Sectors by Employment

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



Arts and Culture

Portsmouth also serves as the cultural and culinary destination for the region. This has resulted in a significant creative economy of for-profit and non-profit businesses ranging from theatres and museums to galleries and design/architectural firms. The most recent Economic Impact study of this sector in 2016 by Americans for the Arts (AFTA) indicated that the city’s non-profit cultural institutions and organizations alone contribute over \$58 million to the local economy up from \$41 million in 2011.



This figure is significantly higher than the arts and cultural contribution of similarly sized cities. These organizations, along with many year-round cultural offerings, make Portsmouth a preferred tourist destination. A new AFTA survey is scheduled for 2022/2023.

School Enrollments

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



Education and Child Care				
(source: NHES Community Profile, Portsmouth 2017 and ACS Survey 2012-2016)				
	Elementary	Middle/ Junior High	High School	Private/ Parochial
# of Schools	3	1	1	1
Grade Levels	P, K-5	6-8	9-12	P, K, 1-8
Total Enrollment	952	491	1,049	169
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2015 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 20 Total Capacity – 1,291			

**Enrollment numbers as of 10/1/2021*

Post-Secondary

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

Utilities

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

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

Transportation Services

Overnight truck delivery is available from Portsmouth throughout the northeast market serving 36% of the nation's population plus eastern Canada. Portsmouth is served by twenty-one (21) regular route carriers and UPS. The Boston & Maine Railroad provides daily freight service. Greyhound and Trailways bus services also provide daily interstate service. By vehicle, it is an hour commute south to Logan International Airport, as well as the financial and medical centers of Boston. 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 within 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 now available between Portland, ME and Boston, MA with stops in Dover, Exeter and Durham, NH. Regional bus service is provided by COAST (Cooperative Alliance for Seacoast Transportation).

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

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



Unique Economic Drivers

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

Pease International Tradeport



Pease International Tradeport is a former Air Force Base that was redeveloped as an international business park within the City of Portsmouth in the late 1990's. It is conveniently located off Interstate 95, just 50 miles from the major cities of Boston, Portland and Manchester. In FY 2021, \$7 million dollars was paid to the City in exchange for municipal services provided to the Tradeport as per the Municipal Services Agreement. Along with being 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.

In a 2021 report to the City's Economic Development Commission, Paul Brean, the Pease Development Authority Executive Director reported the following activity at the Tradeport:

- 4.9 million square feet of commercial/industrial space has been developed at Pease 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 \$700 million.
- Meals and rooms taxes are estimated at \$16 million.
- Municipal services fees paid to the City are \$7 million annually.
- Inventory of developable land is shrinking with 3 parcels under option totaling 19.5 acres and 2 un-optioned totally 5.6 acres currently available.

Mr. Brean reported that the impact of COVID 19 on Tradeport businesses has been both positive and negative. 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 around aerospace industry. Private airlines are seeing an increase in demand as passengers seek alternatives to commercial passenger carriers.

The success of Lonza in the biopharmaceutical sector and its work with Moderna on a COVID 19 vaccine have generated interest in the Tradeport from other bio/pharma companies. In addition to this work, Lonza continues work on expansion cell therapy and mono 1 products with a phased \$200M capital improvement investment including > 1M square feet in office

manufacturing/ warehousing plus two (4) story parking facilities. Initially 150 new skilled jobs will be created with the potential for another 250 future hires.

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

The airport completed a \$19 million terminal expansion project (2020) that will add capacity for 12,000 additional passengers and will include an additional gate and jet bridge, two lane security checkpoint and better baggage screening. The \$24 million runway reconstruction project will have a 20 year lifespan and be cost shared with the Airforce, FAA and NHDOT. Parking revenues at the terminal is a new revenue source and will add an important funding source for terminal maintenance and upgrades. Fuel flowage revenues will also add to this fund.

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

The Port of New Hampshire

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



Foreign Trade Zone (FTZ)

New Hampshire has one Foreign Trade Zone (FTZ) consisting of five (5) distinct sites, three (3) of which are located in Portsmouth: 1,095 acres at the Tradeport, 10 acres at the Port, and 50 acres at the Portsmouth Industrial Park. A Foreign Trade Zone (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 located 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 calendar year 2020 shows an economic impact of \$947,860,799, down from 2019. The Shipyard employs a total of 7,639

employees with a payroll of \$671 million up from 7,310 employees with a payroll of \$595 million in calendar year 2019. The shipyard purchased \$123 million of goods and services in 2020; no increases from calendar year 2019. Total contracted facility services purchased was \$106 million in 2020 down from \$395 million in 2019.



Budget Document

A GUIDE TO THE BUDGET DOCUMENT

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

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

This budget serves six vital functions:

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

BUDGET DOCUMENT CONTENTS

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

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

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

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

process: Parking and Transportation, Community Development Block Grant (CDBG), Community Campus, Indoor Pool, Stormwater, and Prescott Park.

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

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

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

ROLLING STOCK PROGRAM- The Rolling Stock Program is intended to provide an overall schedule for the expenditure of City funds on replacement of vehicles and equipment necessary to carry out daily City activities. City departments with rolling stock requirements that participate in the program include the Public Works, Police, Fire, School, Parking/Transportation, Water, Sewer Departments, 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 detail is located in [Appendix I](#) of this document.

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

BUDGETARY FUND STRUCTURE

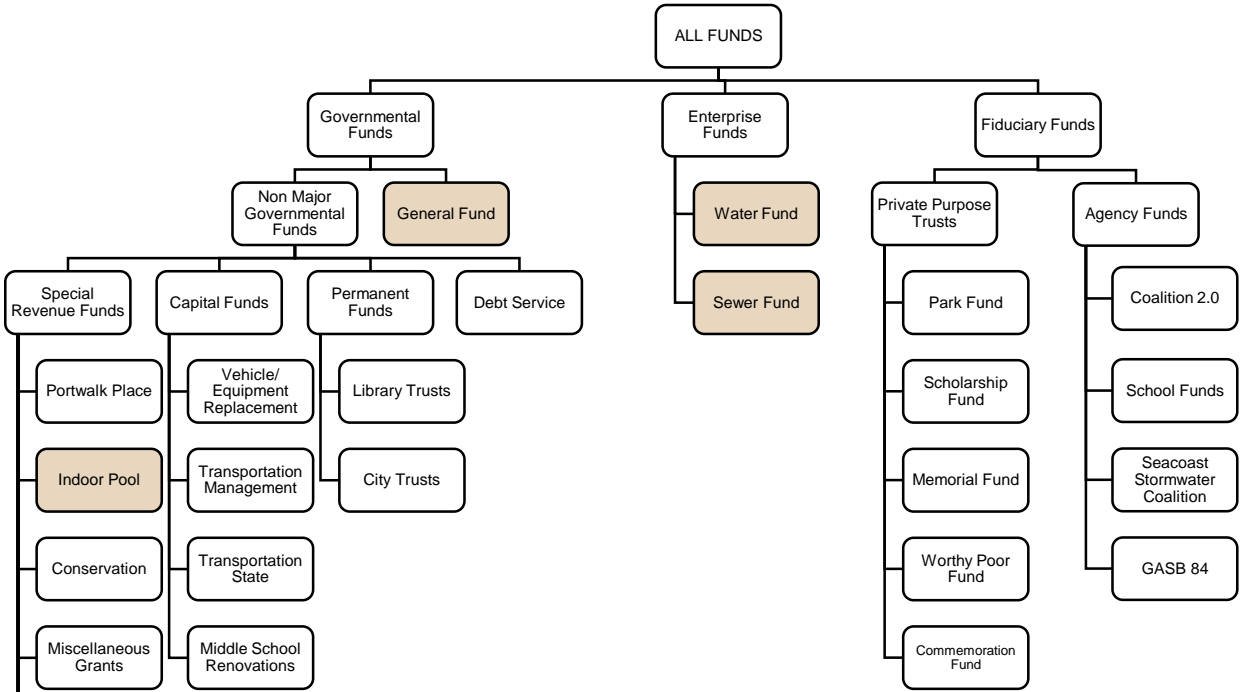
The City's budgetary fund structure (appropriated funds) which are included in this document are: the General Fund; the Community Development, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, and Prescott Park (Special Revenue Funds); and the Water and Sewer Funds (Enterprise Funds).

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

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

Flow of Audited Funds

(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	✓	✓				
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		✓				

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.

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.

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.

STORMWATER

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

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. Future plans call for transferring some School Department functions and Recreation 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 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 of \$150,000 to a Special Revenue Fund as well as user fees and donations. Portsmouth never relinquished ownership of the pool. Beginning in FY23, the city will re-establish the operations of the pool with operating revenues and expenditures recorded in a Special Revenue Fund. The transfer of \$150,000 from the General Fund to the Indoor Pool Fund will continue.

COMMUNITY DEVELOPMENT

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

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 generally account only for current expendable available resources, so only those transactions classified as “current” (that is, affecting the current flow of revenues and expenditures) are recorded.

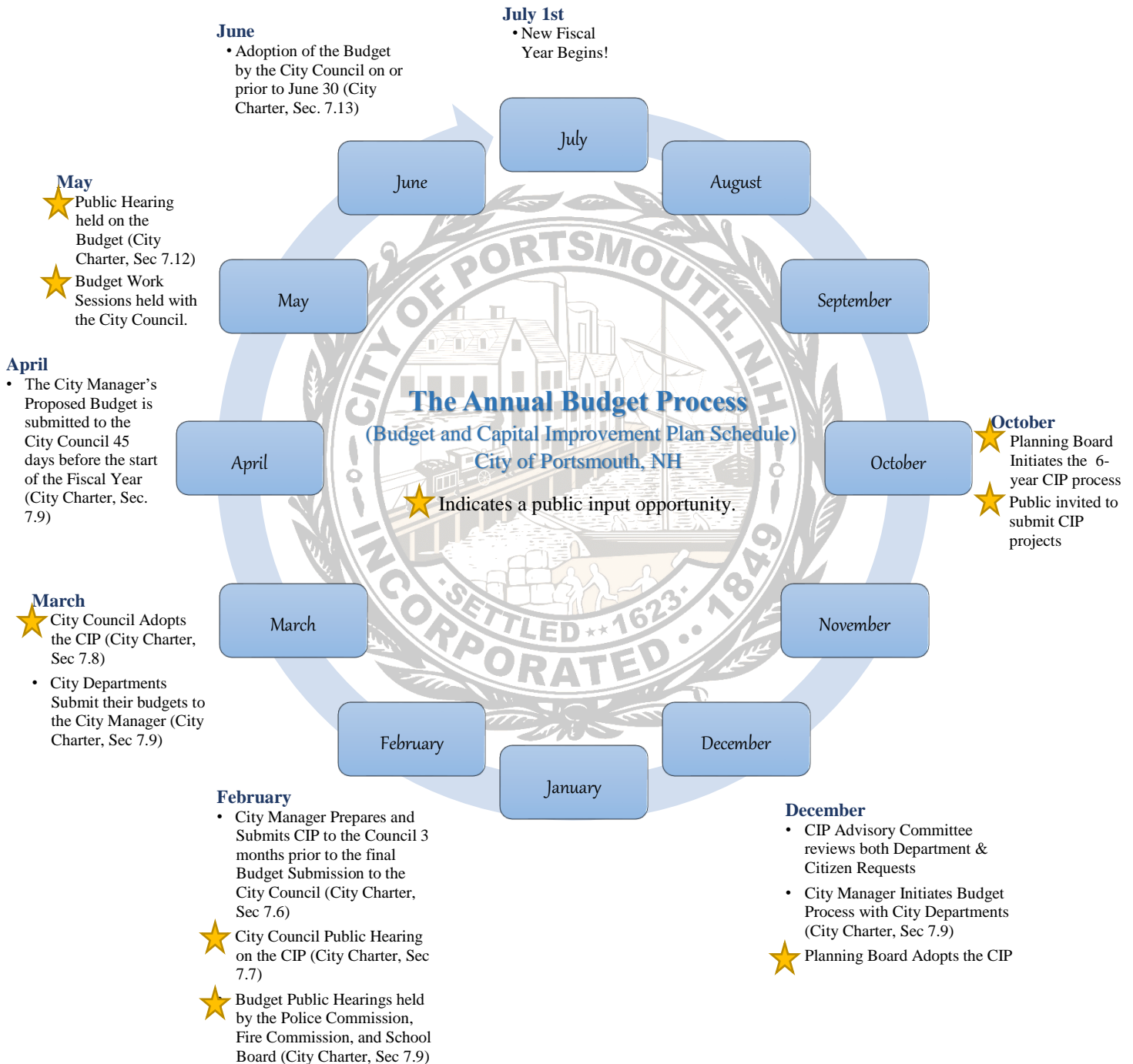
For Enterprise Funds, the City of Portsmouth prepares its budgets using the accrual basis, which results in an accounting measure that records the substances of transactions or events, not merely cash inflows or outflows. It recognizes non-cash transactions at the time they occur, taking into account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

The Comprehensive Annual Financial Report displays the status of the City's finances on the basis of "Generally Accepted Accounting Principles" (GAAP). The City in most cases, conforms to GAAP in references to the fund based financial statements, when preparing its budget. Exceptions are as 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. Compensated absences are accrued as earned by employees using GAAP and recorded as expenditures as used in the budget.
3. Use of unassigned fund balance, committed fund balance and unrestricted net position are recorded as revenue in the budget with the exception of the Combined Statement of Revenues and Expenditures and Changes in Unassigned Fund Balance and Unrestricted Net Position.
4. Transfers in and out are recorded as revenue and expenditures in the budget.

THE BUDGET PROCESS

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



CAPITAL IMPROVEMENT PROGRAM PROCESS

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

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 30th. If the City Council takes no action on or prior to June 30th, 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 2023 BUDGET SCHEDULE

September 2021

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

October 2021

15 Friday 1:00 PM Citizen Submission Deadline for CIP Projects
30 Friday Departments Submission Deadline for CIP Projects

November 2021

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

December 2021

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

January 2022

18 Tuesday 7:00 PM School Board Public Hearing #1 on the proposed budget
19 Wednesday 6:30 PM **City Council Work Session on CIP - CIP Presentation**
25 Tuesday 6:30 PM **City Council Budget Work Session**

February 2022

7 Monday 7:00 PM **City Council Meeting- Public Hearing on the CIP - No presentation**
- See presentation recorded from the January 19th City Council Work Session
8 Tuesday 6:00 PM * Fire Commission Public Hearing on the proposed budget
8 Tuesday 7:00 PM School Board Public Hearing #2 on the proposed budget
16 Wednesday 5:30 PM ** Police Commission Public Hearing on the proposed budget

March 2022

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

May 2022

2 Monday **Proposed Budget document submitted to the City Council**
9 Monday 6:30 PM **City Council Meeting - Public Hearing on Budget**
10 Tuesday 6:30 PM **City Council Work Session - Public Safety (Police and Fire) Budget Review/Listening Session**
11 Wednesday 6:30 PM **City Council Work Session - School Department Budget Review/Listening Session**
12 Thursday 6:30 PM **City Council Work Session - General Government & Parking Departments/Listening Session**
18 Wednesday 6:30 PM **City Council Work Session - Water, Sewer, and Stormwater Departments/Listening Session**
19 Thursday TBD **City Council Public Dialogue - FY23 Budget**
23 Monday 6:30 PM **City Council Work Session - Budget Review**
31 Tuesday 6:30 PM **City Council Work Session - Budget Review Follow Up (if necessary)**

June 2022

6 Monday 7:00 PM **City Council Meeting - Continuation of Public Hearing on Budget & Adoption of the Budget**

All Meetings, Work Sessions, and Public Hearings will be held via zoom with the exception of the following:

- * Fire Station 2 (3010 Lafayette Road)
- ** Conference Room A, City Hall
- *** Meetings are to be held over Zoom Platform

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



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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

CALCULATION OF PROPERTY TAX RATE

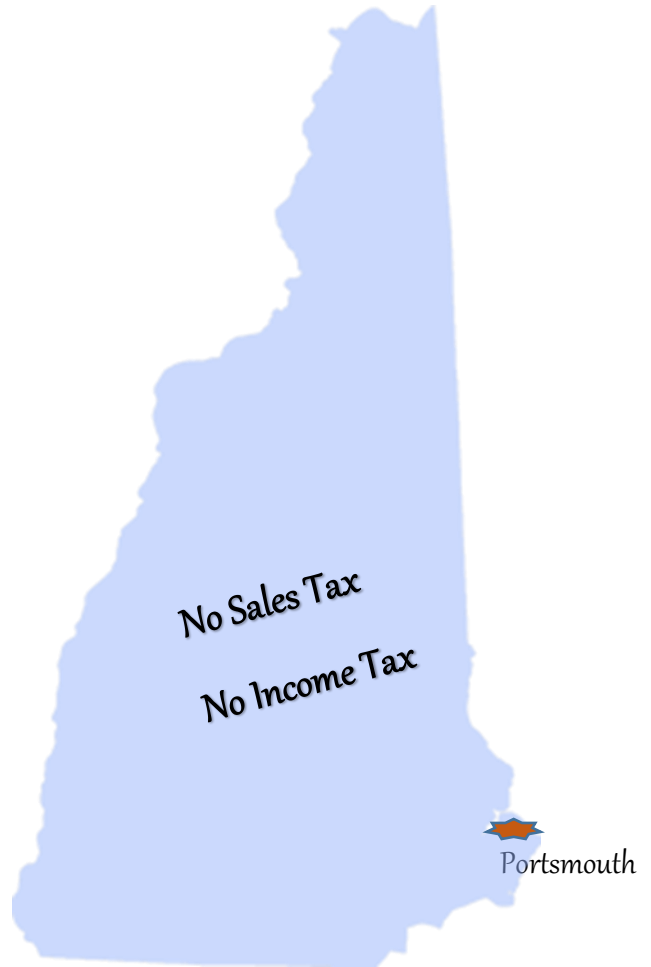
The State of New Hampshire does not assess a Sales or Income Tax. As a result, Property Tax is the Primary method of financing local government.

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 FY23 Budget,
- Estimated County Tax Obligation,
- Estimated Local and State Revenues, and
- Estimated taxable Property Valuation

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



EXPENDITURES BY FUNDS AND DEPARTMENTS

List of expenditures by Funds and Departments for the FY21 budget and actual, FY22 budget, and the FY23 City Manger’s recommended budget, as well as the dollar and percent change over FY22.

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

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

GENERAL FUND BUDGET SUMMARY - FY 2023

TAX CALCULATION

	FY21	FY22	FY23	\$\$	%
	BUDGET	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY22	CHANGE FROM FY22
OPERATING BUDGET					
General Government	20,896,449	21,483,756	23,036,820	1,553,064	7.23%
Police	12,152,363	12,553,495	13,156,399	602,904	4.80%
Fire	9,624,468	9,816,421	10,149,433	333,012	3.39%
School	52,102,298	53,551,766	56,202,146	2,650,380	4.95%
Collective Bargaining	4,991	23,629	3,137,450	3,113,821	13177.96%
Uniform Police Salary Adjustment	0	0	287,278	287,278	
Uniform Fire Salary Adjustment	0	0	223,894	223,894	
<i>Department Operating Budget</i>	94,780,569	97,429,067	106,193,420	8,764,353	9.00%
Transfer to Indoor Pool	75,000	150,000	150,000	0	0.00%
Transfer to Prescott Park	99,344	177,486	272,255	94,769	53.40%
Transfer to McIntyre Building	0	480,000	0	(480,000)	-100.00%
Transfer to Community Campus	0	116,000	360,788	244,788	211.02%
Total Transfers/Other	174,344	923,486	783,043	(140,443)	-15.21%
Total Operating Budget	94,954,913	98,352,553	106,976,463	8,623,910	8.77%
NON-OPERATING EXPENSE					
Debt Related Costs/TANS	120,000	128,000	120,000	(8,000)	-6.25%
Debt Service Payments	13,150,440	13,669,890	13,629,821	(40,069)	-0.29%
Overlay	1,000,000	1,000,000	1,000,000	0	0.00%
Property & Liability Ins	397,514	417,090	437,645	20,555	4.93%
Rockingham County Tax	5,699,880	5,813,878	5,930,000	116,122	2.00%
Contingency	300,000	300,000	300,000	0	0.00%
Rolling Stock	427,500	584,500	601,000	16,500	2.82%
IT Equipment Replacement	774,608	1,194,208	1,141,658	(52,550)	-4.40%
Capital Outlay	1,276,000	1,080,000	1,310,000	230,000	21.30%
Skateboard Park	0	2,200,000	0	(2,200,000)	-100.00%
McIntyre Eng/Design	0	400,000	0	(400,000)	-100.00%
McIntyre Settlement	0	500,000	1,000,000	500,000	100.00%
Other General Non-Operating	1,014,483	784,914	762,289	(22,625)	-2.88%
Total Non-Operating Budget	24,160,425	28,072,480	26,232,413	(1,840,067)	-6.55%
Total Gross Budget	119,115,338	126,425,033	133,208,876	6,783,843	5.37%
REVENUES					
Municipal	15,495,226	15,467,514	15,889,810	422,296	2.73%
School	6,717,200	6,523,880	6,745,978	222,098	3.40%
State Revenues	1,732,234	1,541,000	5,091,000	3,550,000	230.37%
State Revenues-School Building Aid	1,757,195	1,757,195	1,757,195	0	0.00%
<i>Use of Fund Balance</i>					
Budget Process	0	480,000	1,000,000	520,000	108.33%
Property Appraisal	150,000	100,000	100,000	0	0.00%
Debt Service Reserve	1,900,000	1,900,000	1,700,000	(200,000)	-10.53%
Supplemental Appropriation	150,000	3,216,000	0	(3,216,000)	-100.00%
Total	27,901,855	30,985,589	32,283,983	1,298,394	4.19%
BUDGETED PROPERTY TAX LEVY	91,213,483	95,439,444	100,924,893	5,485,449	5.75%
War Service Credits	546,825	521,416	521,416	0	0.00%
Adequate Education Formula	(11,597,138)	(12,043,851)	(8,597,476)	3,446,375	-28.62%
State Education Tax	11,597,138	12,043,851	8,597,476	(3,446,375)	-28.62%
Total Property Taxes Assessed	91,760,308	95,960,860	101,446,309	5,485,449	5.72%
ASSESSED VALUATION WITH UTILITIES	6,301,589,965	6,398,641,017	6,478,641,017	80,000,000	1.25%
ASSESSED VALUATION NO UTILITIES	6,119,299,314	6,206,197,538	6,286,197,538	80,000,000	1.29%
MUNICIPAL & SCHOOL TAX RATE	11.90	12.20	13.42	1.22	9.97%
COUNTY TAX RATE	0.90	0.89	0.92	0.03	2.84%
STATE EDUCATION TAX RATE	1.90	1.94	1.37	(0.57)	-29.50%
COMBINED TAX RATE	14.70	15.03	15.71	0.68	4.51%

EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
GENERAL FUND						
GENERAL FUND OPERATING BUDGET						
GENERAL GOVERNMENT						
GENERAL ADMINISTRATION						
City Council	28,755	22,944	28,755	28,755	0	0.00%
City Manager	425,701	357,269	530,271	586,243	55,972	10.56%
General Government Benefits	2,614,134	2,595,930	2,518,385	2,539,588	21,203	0.84%
Human Resources	492,189	463,968	509,479	501,596	(7,883)	-1.55%
City Clerk	279,940	271,870	296,048	304,625	8,577	2.90%
Elections	121,564	70,216	115,554	98,950	(16,604)	-14.37%
Legal	831,964	821,943	881,392	934,705	53,313	6.05%
Information Technology	698,879	673,069	733,535	1,191,651	458,116	62.45%
Economic Development	0	0	0	185,146	185,146	
FINANCE						
Accounting, Assessing, Tax Collection	2,114,926	2,092,553	2,347,777	2,333,577	(14,200)	-0.60%
OTHER GENERAL GOVERNMENT						
General Administration	833,657	795,050	905,917	1,033,220	127,303	14.05%
REGULATORY SERVICES						
Planning	822,371	730,648	742,002	729,568	(12,434)	-1.68%
Inspections	566,495	489,673	645,319	762,281	116,962	18.12%
Health	267,089	230,014	349,590	453,053	103,463	29.60%
PUBLIC WORKS	6,996,155	6,959,705	6,996,470	7,361,086	364,616	5.21%
COMMUNITY SERVICES						
Public Library	1,987,855	1,933,899	2,013,602	2,106,068	92,466	4.59%
Recreation	892,167	857,986	936,204	1,005,348	69,144	7.39%
Senior Services	226,963	168,946	232,358	242,653	10,295	4.43%
Public Welfare	484,597	286,099	489,985	395,177	(94,808)	-19.35%
Outside Social Services	199,033	199,033	199,033	213,950	14,917	7.49%
EMERGENCY MANAGEMENT	12,014	6,456	12,080	29,580	17,500	144.87%
TOTAL GENERAL GOVERNMENT	20,896,449	20,027,271	21,483,756	23,036,820	1,553,064	7.23%
Police Department	12,152,363	11,737,056	12,553,495	13,156,399	602,904	4.80%
Fire Department	9,624,468	9,501,041	9,816,421	10,149,433	333,012	3.39%
School Department	52,102,298	52,008,812	53,551,766	56,202,146	2,650,380	4.95%
TOTAL POLICE, FIRE, SCHOOL	73,879,129	73,246,909	75,921,682	79,507,978	3,586,296	4.72%
COLLECTIVE BARGAINING CONTINGENCY	4,991	0	23,629	3,137,450	3,113,821	
UNIFORM POLICE SALARY ADJUSTMENT	0	0	0	287,278	287,278	
UNIFORM FIRE SALARY ADJUSTMENT	0	0	0	223,894	223,894	
TOTAL COLLECTIVE BARGAINING CONTINGENCY	4,991	0	23,629	3,648,622	3,624,993	
TOTAL OPERATING DEPARTMENTS	94,780,569	93,274,180	97,429,067	106,193,420	8,764,353	9.00%
TRANSFER TO INDOOR POOL	75,000	75,000	150,000	150,000	0	0.00%
TRANSFER TO PRESCOTT PARK	99,344	99,344	177,486	272,255	94,769	53.40%
TRANSFER TO MCINTYRE	0	0	480,000	0	(480,000)	-100.00%
TRANSFER TO COMMUNITY CAMPUS	0	0	116,000	360,788	244,788	211.02%
TOTAL TRANSFERS	174,344	174,344	923,486	783,043	(140,443)	-15.21%
TOTAL OPERATING	94,954,913	93,448,524	98,352,553	106,976,463	8,623,910	8.77%
GENERAL FUND NON-OPERATING BUDGET						
Debt Related Expenses	120,000	81,300	128,000	120,000	(8,000)	-6.25%
Debt Service	13,150,440	13,150,440	13,669,890	13,629,821	(40,069)	-0.29%
Overlay	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%
Property & Liability	397,514	395,814	417,090	437,645	20,555	4.93%
County Tax	5,699,880	5,667,030	5,813,878	5,930,000	116,122	2.00%
Contingency	300,000	300,000	300,000	300,000	0	0.00%
Rolling Stock	427,500	427,500	584,500	601,000	16,500	2.82%
IT Equipment Replacement	774,608	774,608	1,194,208	1,141,658	(52,550)	-4.40%
Capital Outlay	1,276,000	1,276,000	1,080,000	1,310,000	230,000	21.30%
Skateboard Park	0	0	2,200,000	0	(2,200,000)	-100.00%
McIntyre Eng/Design	0	0	400,000	0	(400,000)	-100.00%
McIntyre Settlement	0	0	500,000	1,000,000	500,000	100.00%
Other General Non-Operating	1,014,483	995,445	784,914	762,289	(22,625)	-2.88%
TOTAL NON-OPERATING	24,160,425	24,068,137	28,072,480	26,232,413	(1,840,067)	-6.55%
TOTAL GENERAL FUND	119,115,338	117,516,661	126,425,033	133,208,876	6,783,843	5.37%

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
ENTERPRISE FUNDS- FULL ACCRUAL						
WATER DIVISION						
Administration						
Administration	2,176,290	2,625,237	2,252,305	2,469,655	217,350	9.65%
Engineering	426,189	390,095	459,499	510,841	51,342	11.17%
Collective Bargaining Contingency	(8)	0	41	150,000	149,959	
Depreciation	2,200,000	2,110,415	2,610,000	2,810,000	200,000	7.66%
Interest on Debt	1,026,717	1,038,240	1,115,612	1,265,537	149,925	13.44%
Air Force Reimbursement	0	167,699	281,827	780,729	498,902	177.02%
sub-total	5,829,188	6,331,685	6,719,284	7,986,762	1,267,478	18.86%
Water Supply and Treatment						
Treatment Plant	1,707,950	1,472,389	1,666,442	1,912,335	245,893	14.76%
Laboratory	58,500	61,970	66,000	60,000	(6,000)	-9.09%
Wells	127,700	124,375	135,200	81,200	(54,000)	-39.94%
Storage Tanks	17,600	8,423	15,600	12,000	(3,600)	-23.08%
Booster Stations	85,100	109,127	112,500	99,300	(13,200)	-11.73%
sub-total	1,996,850	1,776,283	1,995,742	2,164,835	169,093	8.47%
Water Distribution						
Administration	677,490	741,573	715,947	733,318	17,371	2.43%
Mains	220,000	283,365	229,000	251,500	22,500	9.83%
Services	0	0	0	0	0	
Hydrants	0	0	0	0	0	
Meters	278,888	234,886	281,980	286,170	4,190	1.49%
sub-total	1,176,378	1,259,824	1,226,927	1,270,988	44,061	3.59%
Total Water Division	9,002,416	9,367,793	9,941,953	11,422,585	1,480,632	14.89%
SEWER DIVISION						
Administration						
Administration	2,704,300	3,166,873	2,904,990	3,175,661	270,671	9.32%
Engineering	754,447	558,500	741,909	797,185	55,276	7.45%
Collective Bargaining Contingency	(8)	0	57	193,000	192,943	
Depreciation	5,150,000	4,433,514	5,550,000	5,300,000	(250,000)	-4.50%
Interest on Debt	4,100,031	2,915,197	3,387,634	3,557,073	169,439	5.00%
sub-total	12,708,770	11,074,084	12,584,590	13,022,919	438,329	3.48%
Wastewater Treatment						
Treatment Plant	4,717,447	4,281,187	4,741,079	5,553,394	812,315	17.13%
Laboratory	143,325	151,407	143,325	150,825	7,500	5.23%
Lift Stations	806,486	737,413	844,277	923,147	78,870	9.34%
sub-total	5,667,258	5,170,008	5,728,681	6,627,366	898,685	15.69%
Wastewater Collection						
Administration	844,021	616,426	869,979	884,332	14,353	1.65%
Mains	82,000	112,788	86,250	86,250	0	0.00%
sub-total	926,021	729,214	956,229	970,582	14,353	1.50%
Total Sewer Division	19,302,049	16,973,305	19,269,500	20,620,867	1,351,367	7.01%
TOTAL ENTERPRISE FUNDS	28,304,465	26,341,098	29,211,453	32,043,452	2,831,999	9.69%

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
SPECIAL REVENUE FUNDS						
PARKING AND TRANSPORTATION						
Parking Administration	1,279,434	1,124,170	1,252,581	1,704,280	451,699	36.06%
Foundry Place Parking Facility	407,346	347,020	424,797	465,171	40,374	9.50%
Hanover Street Parking Facility	600,249	463,804	619,411	647,559	28,148	4.54%
Parking Enforcement	419,484	239,413	428,618	519,083	90,465	21.11%
Parking Meter Operations	320,906	239,867	321,333	480,532	159,199	49.54%
Parking Collection	258,382	249,372	215,078	168,215	(46,863)	-21.79%
Engineering	159,723	138,788	169,413	328,723	159,310	94.04%
Public Transportation	362,000	362,000	510,344	553,097	42,753	8.38%
Snow Removal & Contingency	300,000	300,000	300,000	300,000	0	0.00%
Debt Service	1,781,313	1,781,313	1,823,813	1,861,063	37,250	2.04%
Contingency	75,000	50,000	197,000	197,000	0	0.00%
Capital Outlay	0	20,000	195,000	637,000	442,000	226.67%
Total Parking & Transportation	5,963,837	5,315,747	6,457,388	7,861,723	1,404,335	21.75%
STORMWATER	555,415	555,382	623,986	643,577	19,591	3.14%
COMMUNITY DEVELOPMENT BLOCK GRANT	116,767	115,774	121,246	136,433	15,187	12.53%
COMMUNITY CAMPUS	0	0	0	804,217	804,217	
INDOOR POOL	0	71,114	0	596,251	596,251	
PRESCOTT PARK	341,044	330,137	407,713	526,310	118,597	29.09%
TOTAL SPECIAL REVENUE FUNDS	6,977,063	6,388,154	7,610,333	9,972,260	2,361,927	31.04%
TOTAL APPROPRIATED FUNDS	154,396,866	150,245,912	163,246,819	175,224,588	11,977,769	7.34%

GENERAL FUND REVENUE & EXPENDITURE FORECAST

	FY22 Amended Budget	FY2023 Proposed Budget	% Change FY22-FY23	FY24 Forecast	FY24 % Change Forecast	FY25 Forecast	FY25 % Change Forecast	Assumptions
Revenues								
Property Taxes	95,439,444	100,924,893	5.7%	109,475,986	8.5%	114,525,053	4.6%	
Licenses and permits	1,807,600	1,888,300	4.5%	1,963,832	4.0%	2,042,385	4.0%	Trend of 4% each year
Other Local Sources	10,927,060	11,237,714	2.8%	11,489,604	2.2%	11,748,133	2.3%	Prior trending and Council policy
Parking Revenues	2,412,305	2,412,305	0.0%	2,412,305	0.0%	2,412,305	0.0%	Level Funding for General Fund
Interest & Penalties	320,549	351,491	9.7%	358,711	2.1%	366,219	2.1%	Historic trending and market rates
School Revenues	6,523,880	6,745,978	3.4%	6,926,278	2.7%	7,133,676	3.0%	Avg increase of 3%
State Revenues	3,298,195	6,848,195	107.6%	2,788,473	-59.3%	2,869,848	2.9%	Based on Legislation
Use of Fund Balance:								
To reduce taxes	5,696,000	2,800,000	-50.8%	2,100,000	-25.0%	1,500,000	-28.6%	supplementals and Budget process
Total Revenues and Other Sources	\$126,425,033	\$133,208,876	5.4%	\$137,515,189	3.2%	\$142,597,619	3.7%	
Expenditures								
<i>Operating Budget</i>								
General Government	21,483,756	23,036,820	7.2%	23,983,633	4.1%	24,969,361	4.1%	Average increase from FY 19-23
Police Department	12,553,495	13,156,399	4.8%	13,655,027	3.8%	14,172,552	3.8%	Average increase from FY 19-23
Fire Department	9,816,421	10,149,433	3.4%	10,471,170	3.2%	10,803,106	3.2%	Average increase from FY 19-23
School Department	53,551,766	56,202,146	4.9%	58,354,688	3.8%	60,589,673	3.8%	Average increase from FY 19-23
Salary Adj/Collective Bargaining	23,629	3,648,622	15341.3%	3,223,730	-11.6%	3,312,382	2.7%	CPI Average from FY19-23
Transfer to other funds	923,486	783,043	-15.2%	809,061	3.3%	836,148	3.3%	
Total Operating	98,352,553	106,976,463	8.8%	110,497,309	3.3%	114,683,222	3.8%	
<i>Non-Operating Budget</i>								
Debt Service and Related Costs	13,797,890	13,749,821	-0.3%	13,934,791	1.3%	14,955,811	7.3%	Debt Service Schedule
Overlay	1,000,000	1,000,000	0.0%	1,000,000	0.0%	1,000,000	0.0%	Level Funded
Rockingham County Tax	5,813,878	5,930,000	2.0%	6,027,252	1.6%	6,126,099	1.6%	Trend Analysis
Contingency, Rolling Stock & IT equipment Replacement	2,078,708	2,042,658	-1.7%	2,879,998	41.0%	2,976,628	3.4%	Trend Analysis
Capital Outlay	1,080,000	1,310,000	21.3%	1,441,000	10.0%	1,585,100	10.0%	Policy
Use of Fund Balance Non-Operating	3,100,000	1,000,000	-67.7%	500,000	-50.0%	-	-100.0%	supplementals and Budget process
Other General Non-Operating	1,202,004	1,199,934	-0.2%	1,234,838	2.9%	1,270,758	2.9%	Average increase from FY 19-23
	28,072,480	26,232,413	-6.6%	27,017,879	3.0%	27,914,396	3.3%	
Total Operating and Non-Operating	\$126,425,033	\$133,208,876	5.4%	\$137,515,188	3.2%	\$142,597,618	3.7%	

**ENTERPRISE FUNDS REVENUES & EXPENDITURE FORECAST
CASH REQUIREMENTS**

WATER FUND

	FY22 Amended Budget	FY2023 Proposed Budget	% Change FY22-FY23	FY24 Forecast	FY24 % Change Forecast	FY25 Forecast	FY25 % Change Forecast	
Estimated Revenues								
Consumption	8,332,074	8,417,078	1.0%	8,669,589	3.0%	8,929,677	3.0%	Consumption trend
Other Fees	2,166,253	2,405,250	11.0%	2,441,348	1.5%	2,478,244	1.5%	Estimate of Assessed Fees
Special Agreements	326,217	822,729	152.2%	542,000	-34.1%	542,000	0.0%	Current Agreements
Interest on Investments	33,000	33,000	0.0%	33,000	0.0%	33,000	0.0%	Market Trends
Total Revenues and Other Sources	\$10,857,544	\$11,678,057	7.6%	\$11,685,937	0.1%	\$11,982,921	2.5%	
Expenses								
Personnel Costs	3,083,346	3,466,580	12.4%	3,703,049	6.8%	3,823,056	3.2%	Contractual Agreements
Other Operating	3,033,495	3,805,968	25.5%	3,788,170	-0.5%	3,815,217	0.7%	Trend Analysis
Debt Service	3,965,923	4,493,625	13.3%	4,953,467	10.2%	5,210,495	5.2%	Debt Service Schedule
Capital Outlay/Rolling Stock	295,000	475,000	61.0%	324,450	-31.7%	334,184	3.0%	Trend Analysis
Total Water Expenses	\$10,377,764	\$12,241,173	18.0%	\$12,769,136	4.3%	\$13,182,952	3.2%	
Change in Net Position	\$479,780	(\$563,116)		(\$1,083,199)		(\$1,200,031)		

SEWER FUND

	FY22 Amended Budget	FY2023 Proposed Budget	% Change FY22-FY23	FY24 Forecast	FY24 % Change Forecast	FY25 Forecast	FY25 % Change Forecast	
Estimated Revenues								
Consumption	17,114,440	18,197,169	6.3%	19,107,027	5.0%	20,062,379	5.0%	Consumption Trends
Other Fees	363,000	481,500	32.6%	495,945	3.0%	510,823	3.0%	Estimate of Assessed Fees
State Aid Grants	615,161	570,780	-7.2%	515,483	-9.7%	504,048	-2.2%	Actual Amortization
Special Agreements	24,658	24,237	-1.7%	2,175	-91.0%	2,175	0.0%	Current Agreements
Interest on Investments	115,000	115,000	0.0%	115,000	0.0%	115,000	0.0%	Market Trends
Total Revenues and Other Sources	\$18,232,259	\$19,388,686	6.3%	\$20,235,630	4.4%	\$21,194,425	4.7%	
Expenses								
Personnel Costs	3,763,237	4,321,053	14.8%	4,390,174	1.6%	4,722,312	7.6%	Contractual Agreements
Other Operating	6,476,129	7,350,241	13.5%	7,613,414	3.6%	7,526,001	-1.1%	Trend Analysis
Debt Service	10,779,677	11,055,604	2.6%	11,769,118	6.5%	13,307,087	13.1%	Debt Service Schedule
Capital Outlay/Rolling Stock	900,000	735,000	-18.3%	617,150	-16.0%	679,665	10.1%	Trend Analysis
Total Water Expenses	\$21,919,043	\$23,461,898	7.0%	\$24,389,856	4.0%	\$26,235,065	7.6%	
Change in Net Position	(\$3,686,784)	(\$4,073,212)		(\$4,154,226)		(\$5,040,640)		

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 2023 (Note: Beginning Unassigned Fund Balances/Net Position are estimated)
 (For Budgetary Purposes Only)

	Governmental Funds		Enterprise Funds		Total	% of Appropriated Funds
	General Fund	Special Revenue Funds*	Water Fund**	Sewer Fund**		
Revenues						
Local Fees, Licenses, Permits	1,888,300	882,835	-	-	2,771,135	1.54%
Other Local Sources	11,237,714	-	-	-	11,237,714	6.26%
Parking Revenues	2,412,305	5,881,795	-	-	8,294,100	4.62%
Interest & Penalties	351,491	-	-	-	351,491	0.20%
School Revenues	6,745,978	-	-	-	6,745,978	3.76%
State/Federal Revenues	6,848,195	136,433	-	-	6,984,628	3.89%
Fund Transfers	-	1,687,521	-	-	1,687,521	0.94%
Use of Reserves	2,800,000	1,979,928	845,543	4,073,212	9,698,683	5.40%
Property Tax	100,924,893	-	-	-	100,924,893	56.23%
Enterprise Fund Revenues	-	-	11,395,630	19,388,686	30,784,316	17.15%
Total Revenues	133,208,876	10,568,512	12,241,173	23,461,898	179,480,459	
Expenditures						
City Council	28,755	-	-	-	28,755	0.02%
City Manager	586,243	-	-	-	586,243	0.33%
Human Resources	3,041,184	-	-	-	3,041,184	1.69%
City Clerk	304,625	-	-	-	304,625	0.17%
Elections	98,950	-	-	-	98,950	0.06%
Legal	934,705	-	-	-	934,705	0.52%
Information Technology	1,191,651	-	-	-	1,191,651	0.66%
Economic Development	185,146	-	-	-	185,146	0.10%
Finance	2,333,577	-	-	-	2,333,577	1.30%
General Administrative	1,033,220	-	-	-	1,033,220	0.58%
Planning	729,568	-	-	-	729,568	0.41%
Inspection	762,281	-	-	-	762,281	0.42%
Public Health	453,053	-	-	-	453,053	0.25%
Public Works	7,361,086	9,190,710	12,241,173	23,461,898	52,254,867	29.11%
Public Library	2,106,068	-	-	-	2,106,068	1.17%
Recreation	1,005,348	715,059	-	-	1,720,407	0.96%
Senior Services	242,653	-	-	-	242,653	0.14%
Community Development	-	136,433	-	-	136,433	0.08%
Public Welfare	395,177	-	-	-	395,177	0.22%
Outside Social Services	213,950	-	-	-	213,950	0.12%
Emergency Management	29,580	-	-	-	29,580	0.02%
Police Department	13,443,677	-	-	-	13,443,677	7.49%
Fire Department	10,373,327	-	-	-	10,373,327	5.78%
School Department	56,202,146	-	-	-	56,202,146	31.31%
Indoor Pool	150,000	-	-	-	150,000	0.08%
Prescott Park	272,255	526,310	-	-	798,565	0.44%
Collective Bargaining	3,137,450	-	-	-	3,137,450	1.75%
Community Campus	360,788	-	-	-	360,788	0.20%
Non-Operating	26,232,413	-	-	-	26,232,413	14.62%
Total Expenditures	133,208,876	10,568,512	12,241,173	23,461,898	179,480,459	
FY 23 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	-	-	-	-	
Estimated:						
Unassigned/Unrestricted Net Position						
Fund Balance - Beginning FY 23	16,363,998	5,144,033	6,380,729	28,397,594	61,430,387	
Estimated Use of Fund Balance	-	1,979,928	845,543	4,073,212	-	
Fund Balance - Ending FY 23	16,363,998	3,164,105	5,535,186	24,324,382	52,551,776	

*Note: Special Revenue Fund Balances are Restricted not Unassigned

Special Revenue Funds include: CDBG, 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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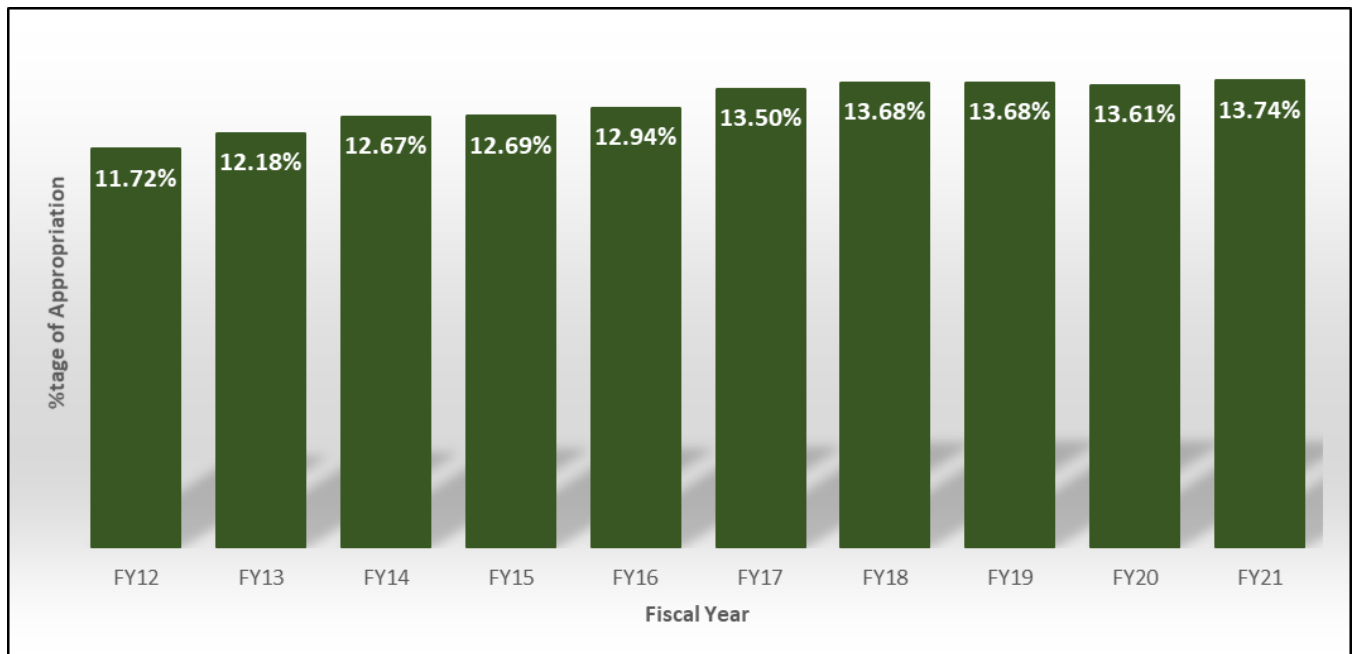
Financial Policies and Long-Term Financial Guidelines

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



UNASSIGNED FUND BALANCE ORDINANCE

City Council adopted in Fiscal Year 1998 a Fund Balance Ordinance which was amended in 2012 to comply with the fund balance model established by Governmental Accounting Standards Board (GASB) Statement No. 54. The operational objective of the Ordinance was further amended in 2013 to recognize that the financial management goal of the City of Portsmouth is to annually maintain an Unassigned Fund Balance of between 10% and 17% of total general fund appropriations. As of June 30, 2021, the Unassigned Fund Balance of \$16,363,998 is 13.74% of appropriations. The chart below shows the history of unassigned fund balance for the last 10 years.



BOND RATING

The City's current bond rating is AAA by Standard and Poor's Rating Group which was affirmed for the December 2021 bond issue. Rating agencies weigh a host of financial, economic, debt and managerial information and assign a rating to the issue. Higher bond ratings indicate lower perceived risk of default. The City has taken many steps and will continue to seek improvements to maintain fiscal stability. Table 1 highlights where the City's rating is today with respect to the model and Table 2 provides the history of the City's rating.

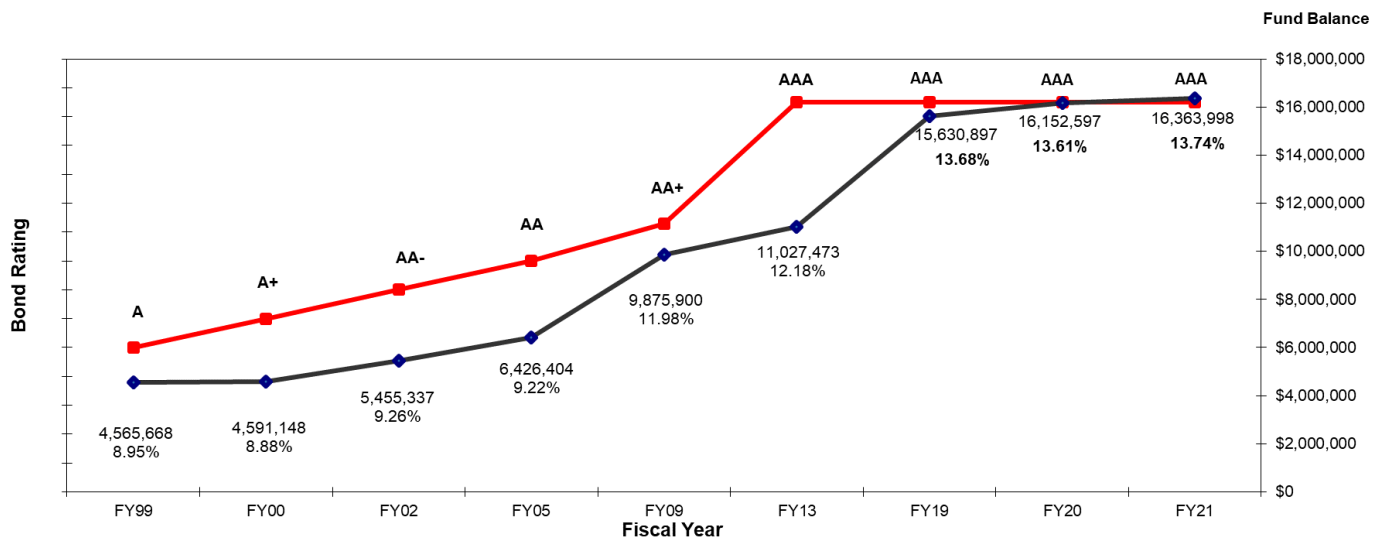
Table 1

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

Table 2

Standard & Poor's		
Number of Years		
Year	at Rating	City of Portsmouth
2013-2021	9	AAA
2009-2012	4	AA+
2005-2008	4	AA
2002-2004	3	AA-
2000-2001	2	A+
1994-1999	6	A

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



LEAVE AT TERMINATION

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

1. The City eliminated future growth in this liability by negotiating in all labor agreements that new employees can no longer accumulate unlimited sick leave. Thus, the liability can be capped and it is now possible to estimate reductions of this liability through attrition.
2. The Leave at Termination 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.

This stabilization fund has substantially reduced the future liability of the City. As of June 30, 2021, the General Fund liability for sick payout for eligible employees and annual leave for all employees is \$5 Million. Approximately 8.5% of all employees remain eligible for sick leave payout upon termination.

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

HEALTH INSURANCE STABILIZATION RESERVE

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

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

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 in excess of 25% of its balance.

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

INVESTMENT POLICY

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

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

PROPERTY VALUATION

New Hampshire State Statute RSA 75:8-a states “the assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year beginning with the first year the Commissioner of the Department of Revenue Administration reviews the municipalities assessments pursuant to RSA 21-J:3 XXVI, the assessors and or selectman shall value all real estate within the municipality so that the assessments are valued in accordance with RSA 75:1” which states “ shall appraise all taxable property at its market value”. The last revaluation/update for the City of Portsmouth was April 1, 2019. The City is currently in the process of a revaluation for Tax Year 2022.

PERFORMANCE MEASURES

The FY23 Budget document includes a performance measures section in each departmental narrative. The departments use their performance measures to better communicate departmental progress and/or efficiencies achieved within the department.

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

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

ROLLING STOCK PROGRAM

The City has established a long-term rolling stock program to avoid large expenditures in any one year and to forecast certain expenditures for replacing and upgrading existing equipment in the years ahead. The Rolling Stock Program has enabled all City departments to replace vehicles and equipment on the basis of life cycle costing, which has reduced costs in the area of repairs and maintenance. The purchase of vehicles and equipment is funded through the non-operating budget. This program provides departments with vehicles and equipment that are more efficient. Detailed information on the rolling stock program can found in Appendix I of this document. For FY23, the City Manager is proposing funding Public Safety vehicles with ARPA Funds.

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP), prepared by the Planning Board, and adopted by the City Council, identifies equipment, vehicles, building, information systems, transportation and Enterprise Fund infrastructure needs over a six-year period. The City Council reviews these projects and annually appropriates from Governmental and Enterprise Funds, capital outlay to be combined with grants, matching funds and other programs. All projects funded by long-term debt need separate authorization from City Council. The following is a funding summary for the FY23 Capital Improvement Plan. Detailed information for each project can found in Appendix II of this document.

Capital Improvement Plan FY 2023-2028 (FY 2023 Funding)

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY23 Total
GOVERNMENTAL FUNDS	\$1,310,000	\$0	\$13,600,000	\$2,030,000	\$1,391,658	\$0	\$18,331,658
WATER FUND	\$0	\$160,000	\$2,150,000	\$0	\$0	\$0	\$2,310,000
SEWER FUND	\$0	\$330,000	\$7,500,000	\$0	\$0	\$3,000,000	\$10,830,000
TOTAL	\$1,310,000	\$490,000	\$23,250,000	\$2,030,000	\$1,391,658	\$3,000,000	\$31,471,658

GENERAL FUND ANNUAL CAPITAL OUTLAY

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

DEBT SERVICE PLANNING

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

1) Pay-As-You-Go Financing

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

2) Net Debt Service as Percent of General Fund Appropriations

One measurement to ensure debt costs are manageable is identifying a maximum net debt service as a percentage of total General Fund appropriation. The City policy is to use no more than 10% of annual appropriations toward net debt service payments. The FY23 proposed budget includes a projected net debt 7.64% 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, 2021, the last completed independent audit, was 1.6%.

MUNICIPAL FEE REVIEW PROCESS

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

ENTERPRISE FUND POLICIES FOR RATE SETTING

The City implemented in FY14 a new rate model to review annually the water and sewer rates for current as well as future years. The rate model serves as a tool to allow for long-term planning. Prudent financial planning will result in predictable and stable rate increases which will generate revenues adequate to cover operating expenses, meet the legal requirements of bond covenants and State Revolving Fund (SRF) loans, and allow adequate capital replacement as well as reserve funding of future capital needs and Federal mandates. This policy would increase or utilize net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

ANNUAL COMPREHENSIVE FINANCIAL REPORT CERTIFICATE OF ACHIEVEMENT (ACFR)

The City will seek annual renewal of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the

highest form of recognition in governmental accounting and financial reporting. The City has received 26 awards for the fiscal years ended June 30, 1988, 1989, and 1995-2020.

DISTINGUISHED BUDGET PRESENTATION AWARD

The City will seek annual renewal of the Government Finance Officers Association’s Distinguished Budget Presentation Award. The City of Portsmouth received the GFOA’s Distinguished Budget Presentation Award for 16 consecutive years; beginning July 1, 2006-2021. The Distinguished Budget Presentation Award is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision makers and citizens. The City of Portsmouth was the first and is one of only two communities in New Hampshire to receive the award.

AWARD FOR OUTSTANDING ACHIEVEMENT IN THE POPULAR ANNUAL FINANCIAL REPORTING (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 June 30, 2020 PAFR marks the fourth year the City has received this prestigious award. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of the state and local government popular reports.

COMPLIANCE TO POLICY AND GUIDELINES

Policy/Guideline	Budget Complies to Policy/Guideline	Policy/Guideline	Budget Complies to Policy/Guideline
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	✓		



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Revenues

General Fund, Enterprise Funds (Water & Sewer), and Special Revenue Funds

**CITY OF PORTSMOUTH
GENERAL FUND
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2021-2023**

	BUDGETED REVENUES FY21	ACTUAL REVENUES FY21	BUDGETED REVENUES FY22	BUDGETED REVENUES FY 23	% CHANGE	\$ CHANGE
Local Fees, Licenses, Permits						
Other Fees	12,000	15,968	12,000	12,000	0.0%	-
Other Licenses	26,000	5,305	12,000	12,000	0.0%	-
Planning Department	160,000	196,851	160,000	170,000	6.3%	10,000
Inspection Department	895,000	1,773,397	1,195,000	1,195,000	0.0%	-
Police Alarms	30,000	33,555	30,000	30,000	0.0%	-
Fire Inspections	95,000	126,316	105,000	105,000	0.0%	-
Fire-Misc	1,500	600	1,500	1,500	0.0%	-
Excavation Permit	50,000	57,200	50,000	70,000	40.0%	20,000
Flagging Permit	9,000	11,800	9,000	9,200	2.2%	200
Solid Waste	50,000	85,162	55,000	75,000	36.4%	20,000
Blasting Permits	100	400	100	100	0.0%	-
New Driveway Permit	3,000	800	3,000	1,500	-50.0%	(1,500)
Outdoor Pool	-	1,276	10,000	15,000	0.0%	5,000
Recreation Department	120,000	2,868	90,000	100,000	11.1%	10,000
Boat Ramp Fees	10,000	17,338	10,000	12,000	20.0%	2,000
Food Permits	75,000	58,030	65,000	80,000	23.1%	15,000
Total Local Fees, Licenses and Permits	1,536,600	2,386,865	1,807,600	1,888,300	4.5%	80,700
Other Local Sources						
Timber Tax	500	68	500	100	-80.0%	(400)
Payments in Lieu of Taxes	175,600	206,438	190,000	190,000	0.0%	-
Municipal Agent Fees	72,000	78,489	72,000	73,000	1.4%	1,000
Motor Vehicle Permits	4,850,000	5,226,849	4,900,000	4,950,000	1.0%	50,000
Title Applications	9,000	10,908	9,000	9,000	0.0%	-
Boat Registrations	10,000	15,440	10,000	11,000	10.0%	1,000
PDA Airport District	2,680,000	2,726,229	2,680,000	2,750,000	2.6%	70,000
Water/Sewer Overhead	1,384,172	1,384,172	1,418,368	1,604,422	13.1%	186,054
Sale of Municipal Property	5,000	31,350	5,000	5,000	0.0%	-
Misc Revenue	67,000	427,947	70,000	70,000	0.0%	-
Transfers from Other Funds	-	10,087	-	-	0.0%	-
Dog Licenses	17,000	17,753	17,000	17,000	0.0%	-
Marriage Licenses	2,200	2,002	2,200	2,200	0.0%	-
Certificates-Birth and Death-Marriage	27,000	30,602	27,000	30,000	11.1%	3,000
Rental of City Property	70,000	154,797	70,000	50,000	-28.6%	(20,000)
Rental City Hall Complex	21,000	20,926	20,692	20,692	0.0%	-
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	300	480	300	300	0.0%	-
Police Outside Detail	160,000	197,714	160,000	170,000	6.3%	10,000
Ambulance Fees-Portsmouth	900,000	935,293	900,000	910,000	1.1%	10,000
Welfare Dept Reimbursements	15,000	3,241	15,000	15,000	0.0%	-
Total Other Local Sources	10,825,772	11,840,782	10,927,060	11,237,714	2.8%	310,654
Interest & Penalties						
Interest on Taxes	170,549	191,444	170,549	171,000	0.3%	451
Interest on Investments	550,000	526,494	150,000	180,491	20.3%	30,491
Total Interest & Penalties	720,549	717,938	320,549	351,491	9.7%	30,942
School Revenues						
Tuition	6,704,200	6,613,787	6,510,880	6,711,920	3.1%	201,040
Other Sources	13,000	41,380	13,000	34,058	162.0%	21,058
Total School Revenues	6,717,200	6,655,167	6,523,880	6,745,978	3.4%	222,098

Parking Revenues

Parking Meter Fees	2,029,175	2,824,415	2,783,750	3,250,000	16.7%	466,250
Parking Metered Space Rental	46,591	371,002	150,000	150,000	0.0%	-
Parking Meter-In Dash	46,072	54,108	50,000	-	-100.0%	(50,000)
Parking-Area Service Agreements	-	-	-	50,000		
EV Charging Stations	4,000	5,784	5,500	10,000		
High Hanover Parking Facility Revenue	1,458,701	1,805,836	2,456,500	1,909,000	-22.3%	(547,500)
High Hanover Parking Facility Passes	1,337,700	1,308,849	1,377,900	1,265,100	-8.2%	(112,800)
Foundry Place Parking Facility Revenue	114,640	170,210	207,650	502,000	141.8%	294,350
Foundry Place Parking Facility Passes	301,780	305,634	333,600	451,500	35.3%	117,900
Parking Sign Permits	-	150	-	-		
High Hanover Pass Reinstatement	900	990	500	750	50.0%	250
Foundry Place Pass Reinstatement	700	1,395	500	750	50.0%	250
Parking Violations	405,350	611,556	600,000	700,000	16.7%	100,000
Immobilization Administration Fee	6,144	5,250	5,000	5,000	0.0%	-
Summons Admin Fee	250	-	-	-	0.0%	-
Total Parking Revenues	5,752,003	7,465,181	7,970,900	8,294,100	4.1%	323,200
Transfer to Parking and Transportation	(3,339,698)	(5,052,876)	(5,558,595)	(5,881,795)	5.8%	(323,200)
General Fund Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	0.00%	-

State Revenues

Rooms and Meals Tax	1,125,000	1,123,684	1,125,000	1,550,000	37.8%	425,000
Highway Block Grant	402,000	429,034	416,000	420,000	1.0%	4,000
State-Municipal Aid	205,234	194,479	-	-		-
Kindergarten Aid	-	-	-	-	0.0%	-
Adequate Education Grant	-	-	-	3,121,000	0.0%	3,121,000
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	1,016,222	0.0%	-
Bonded Debt-Middle School	740,973	740,974	740,973	740,973	0.0%	-
Total State Revenues	3,489,429	3,504,393	3,298,195	6,848,195	107.6%	3,550,000

Budgetary Use of Fund Balance	-	-	480,000	1,000,000		520,000
Supplemental Use of Fund Balance	150,000	150,000	3,216,000	-		(3,216,000)
Use of Reserve for Property Appraisal	150,000	150,000	100,000	100,000	0.0%	-
Use of Reserve for Debt	1,900,000	1,900,000	1,900,000	1,700,000	-10.5%	(200,000)
Budgeted Property Tax Levy	91,213,483	91,963,715	95,439,444	100,924,893	5.7%	5,485,449
Total General Fund Revenues	119,115,338	121,681,166	126,425,033	133,208,876	5.4%	6,783,843

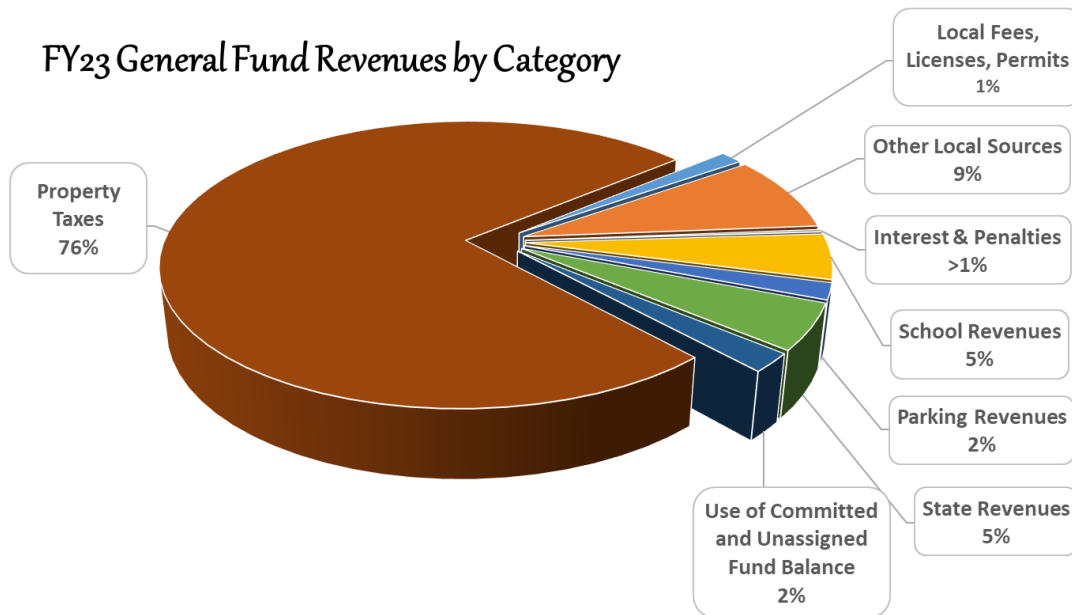
GENERAL FUND REVENUE SUMMARY

Municipal	15,495,226	17,357,891	15,467,514	15,889,810	2.7%	422,296
School Revenues	6,717,200	6,655,167	6,523,880	6,745,978	3.4%	222,098
State Revenues	3,489,429	3,504,393	3,298,195	6,848,195	107.6%	3,550,000
Budgetary Use of Fund Balance	-	-	480,000	1,000,000	0.0%	520,000
Supplemental Use of Fund Balance	150,000	150,000	3,216,000	-	-	(3,216,000)
Use of Reserve for Property Appraisal	150,000	150,000	100,000	100,000	0.0%	-
Use of Reserve for Debt	1,900,000	1,900,000	1,900,000	1,700,000	-10.5%	(200,000)
Budgeted Property Tax Levy	91,213,483	91,963,715	95,439,444	100,924,893	5.7%	5,485,449
Total General Fund Revenues	119,115,338	121,681,166	126,425,033	133,208,876	5.4%	6,783,843

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 FY19 – FY23.

	Budget FY 19	Budget FY 20	Budget FY 21	Budget FY 22	Budget FY 23	FY 23 % of Total
Local Fees, Licenses, Permits	1,267,000	1,539,700	1,536,600	1,807,600	1,888,300	1%
Other Local Sources	10,050,803	10,594,352	10,825,772	10,927,060	11,237,714	8%
Interest & Penalties	900,000	1,270,549	720,549	320,549	351,491	0%
School Revenues	6,516,250	6,569,500	6,717,200	6,523,880	6,745,978	5%
Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	2%
State Revenues	3,572,372	3,607,246	3,489,429	3,298,195	6,848,195	5%
Use of Committed and Unassigned Fund Balance	3,559,114	2,500,000	2,200,000	5,696,000	2,800,000	2%
Property Taxes	86,017,363	90,144,978	91,213,483	95,439,444	100,924,893	76%
Total Revenue	114,295,207	118,638,630	119,115,338	126,425,033	133,208,876	



Major Revenue Sources for the City are property taxes, school tuition, parking related revenues, Pease Development Authority airport district, 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:

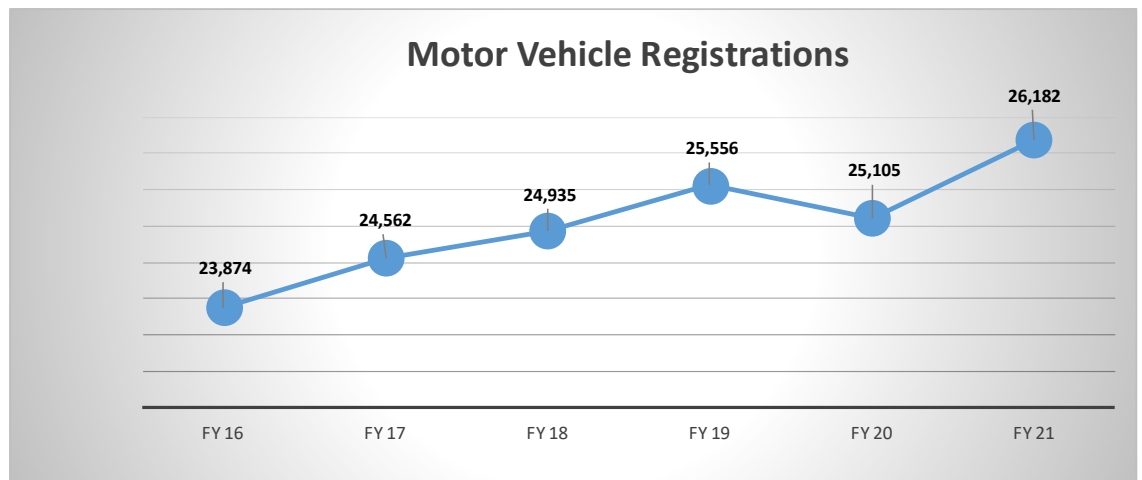
Revenue raised from locally administered fees, licenses and permits are collected by a variety of departments. Fees charged as well as statistics for each fee are listed in Appendix III of this

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 financial impact created by the entity.
- **Motor Vehicle Permit Preparation Fees** – RSA 261:152 \$2.00 fee charged for each motor vehicle registration. RSA 261:74-d \$3.00 fee charged for each motor vehicle registration where the state portion is completed.
- **Motor Vehicle Permits** – RSA 261:153 Registration permits for motor vehicles are based on the year and list price of the vehicle. Following are registered vehicle numbers for previous fiscal years:

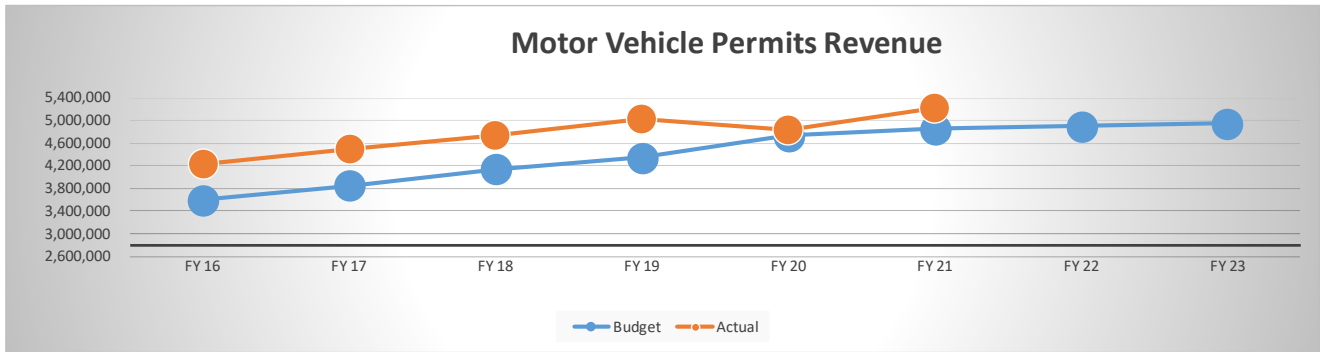
	Number of Registrations
FY 2021	26,182
FY 2020	25,105
FY 2019	25,556
FY 2018	24,935
FY 2017	24,562
FY 2016	23,874



The state statute sets the Motor Vehicle fee as follows:

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

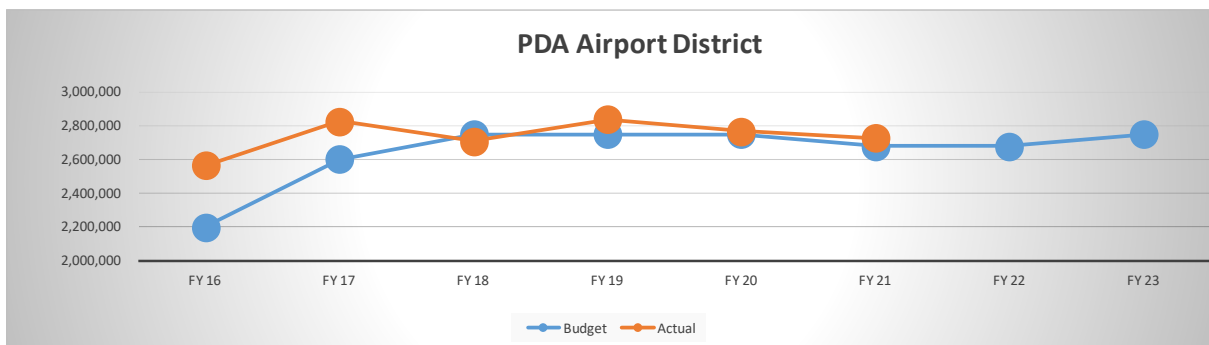
Revenue produced is a direct product of how many vehicles are registered, the vehicles value and age. Revenue is determined using quantitative forecasting trend analysis.



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	3,600,000	3,850,000	4,140,000	4,350,000	4,730,000	4,850,000	4,900,000	4,950,000
Actual	4,228,012	4,502,812	4,733,632	5,018,306	4,835,658	5,226,849		

- **Title Applications** – RSA 261:4 For preparation, examination, record keeping and filing of application for certificate of title the city collects \$2 for each application
- **Boat Agent and Collection Fees** – RSA 270-E \$5.00 fee charged for each boat registration processed. RSA 72-A:4 \$1.00 fee charged for the collection of each boat fee as set forth by RSA 72-A:3.
-
- **PDA Airport District** - RSA 12-G - A Municipal Service Agreement (MSA) effective July 1, 1998 allows for a service cost to be collected by the City on property within the Airport District of the Pease Development Authority (PDA). The Service Cost is an amount equal to the amount that would have been paid annually as Property Tax but excluding any school tax component in respect to such property. The City Council voted November 16, 2015 to accept a partial waiver of the Municipal Service Fee on the property occupied by the General Services Administration (GSA). The GSA will pay \$0.75 per square foot versus payment based on value.

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



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	2,200,000	2,600,000	2,750,000	2,750,000	2,750,000	2,680,000	2,680,000	2,750,000
Actual	2,562,731	2,825,472	2,707,602	2,836,535	2,765,894	2,726,229		

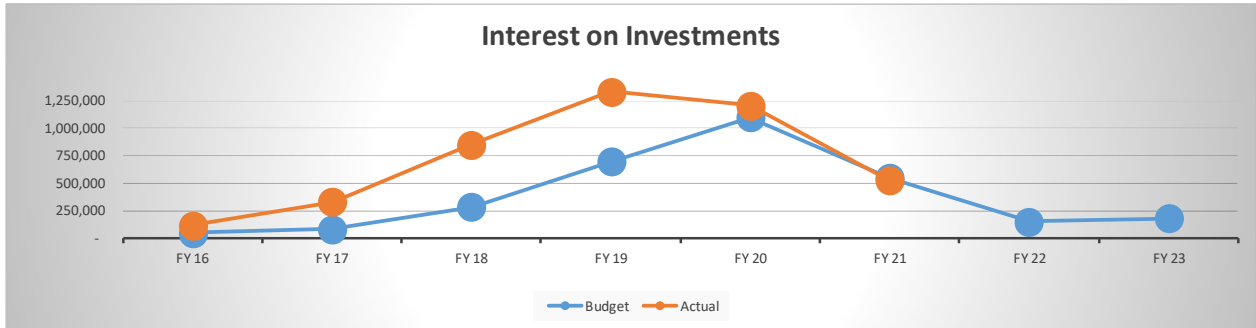
- **Water/Sewer Overhead** – A calculation of Water/Sewer Departments usage of General Government employees and office space to which is reimbursed to the General Fund from the Enterprise Funds. The 13% increase in FY23 is due mainly to the increase in both the City Manager and Information Technology Department budgets caused from restructuring of those departments.
- **Dog Licenses** – RSA 466 – An annual License Fee. Portions of the amount collected go to the State.
- **Marriage Licenses** – RSA 457:29 - \$50 is collected for issuing a Marriage License with \$43 going to the State and \$7 remaining with the City.
- **Certificates-Birth, Death and Marriage** – RSA 5-C:10 – The City collects a fee in advance from individuals requesting any copy or verification of vital records.
- **Rental of City Hall Complex** – Rent received from nonprofit organizations who lease office space in the Seybolt portion of City Hall. Rent is based on square footage used and actual cost to maintain the Seybolt portion of City Hall.
- **Cable Franchise Fee** – A Portsmouth Cable Franchise Agreement between the City and local cable television provider stipulates that a 5% franchise fee will be charged to local cable television subscribers. The City Council voted August 3, 2009 to allow any franchise fee collected over \$360,000 to be directed to the Cable Television Public Access Charitable Trust. The amount directed to the trust in FY21 was \$127,468. The FY22 amount will be directed to the trust in May of 2022.
- **Hand Gun Permits** – RSA 159:6 Revenues received when the Chief of Police issues a Hand Gun Permit, if the applicant is a suitable person to be licensed.
- **Police Outside Detail** – The overhead portion received from the rate charged to vendors when a police detail is used.
- **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.

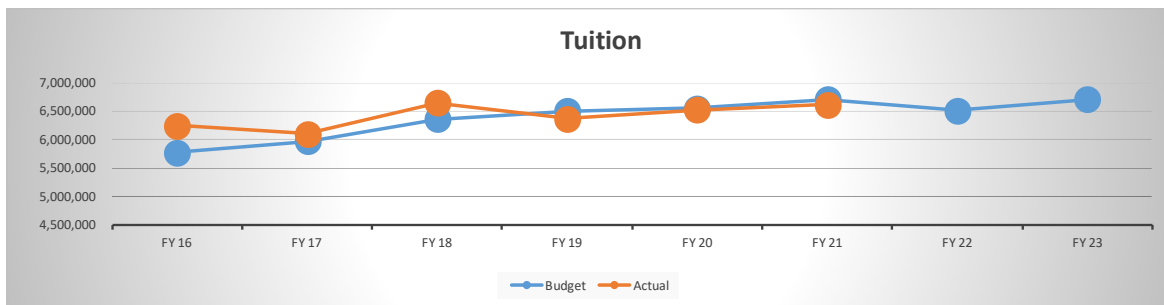


	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	50,000	85,000	285,000	700,000	1,100,000	550,000	150,000	180,491
Actual	120,314	331,973	852,726	1,336,087	1,205,712	526,494		

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 how many students will actually be sent to the Portsmouth schools are estimated for budgetary purposes.

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



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	5,779,500	5,975,000	6,356,282	6,503,250	6,556,500	6,704,200	6,510,880	6,711,920
Actual	6,244,949	6,098,763	6,649,622	6,370,822	6,525,420	6,613,787		

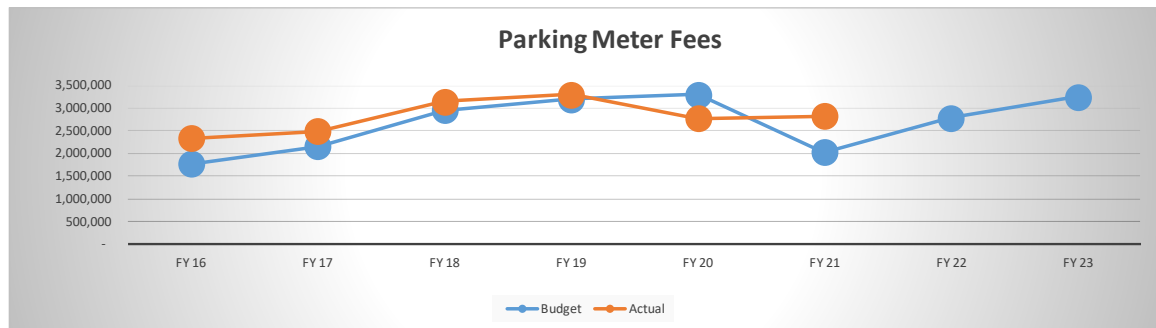
- **Other Sources** – Majority of revenue produced in Other Sources is received from rent charged to organizations for utilizing school buildings for special functions. The increase in FY23 of 162% is due to the expected Dental Premium Holiday announced by the insurance

carrier. A premium holiday is a refund from a previous fiscal year premium payments due to cost avoidance.

Parking Revenue:

- **Parking Metered Space Rental** - City Ordinance Chapter 7. The Department of Public Works may issue to a contractor or person actively engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work (\$50 per day for High Occupancy space and \$35 per day for all others).
- **Parking Meter-In Dash** - City Ordinance Chapter 7. No longer used.
- **Parking Meter Fees** – City Ordinance Chapter 7 – There are 866 metered parking spaces throughout the City. Under the Stay and Pay pricing ordinance (effective August 17, 2020), for High-Occupancy zoned spaces, the City charges \$2.00 per hour for each of the first three hours, and \$5.00 per hour thereafter. For non-High Occupancy zones, the City charges \$1.50 per hour for each of the first three hours, and \$3.00 per hour thereafter. Payment for resident and visitor use of 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 at your app store, 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 through the use of the ParkMobile app.

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

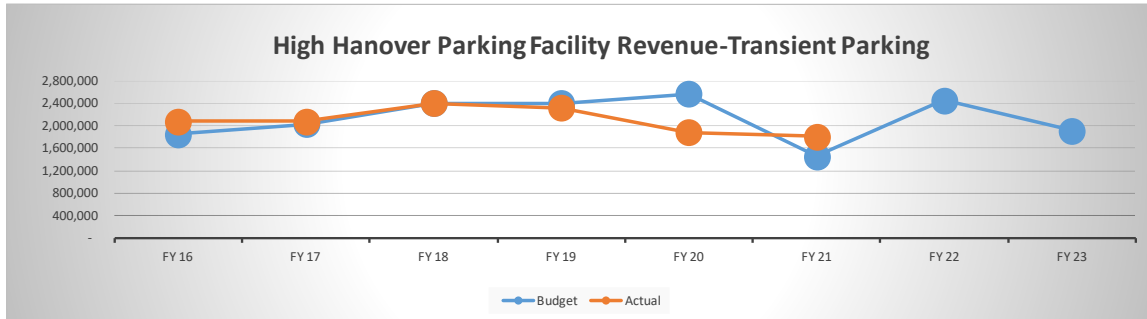


	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	1,765,500	2,155,000	2,955,000	3,200,000	3,306,000	2,029,175	2,783,750	3,250,000
Actual	2,332,846	2,489,012	3,143,365	3,300,786	2,774,217	2,824,415		

- **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 FY 23-24-25 will close 33% of spaces each year.

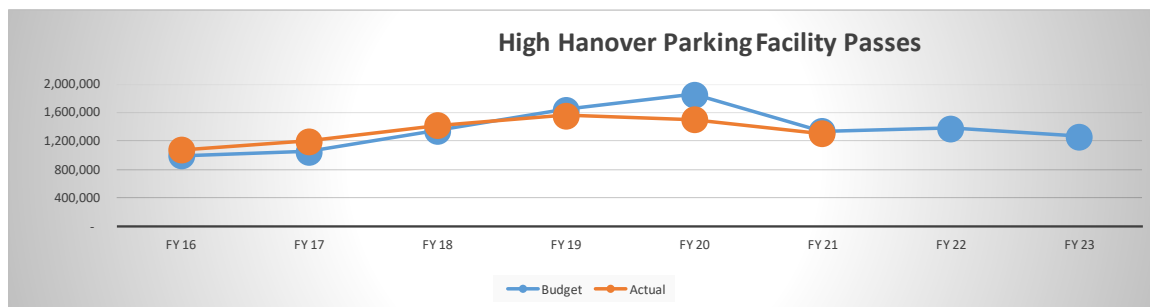
As with Parking Meters, Parking Garage revenue is determined using quantitative forecasting trend analysis.



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	1,850,000	2,025,000	2,400,000	2,400,000	2,561,875	1,458,701	2,456,500	1,909,000
Actual	2,084,032	2,074,328	2,398,497	2,321,821	1,885,976	1,805,836		

- **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. FY 23 rates are set at \$1.00 per hour, which saw no change from FY22 (see Appendix III). Qualified residents are able to park for free on Sundays.
- **High Hanover Parking Facility Revenue – Monthly Passes** – City Ordinance Chapter 7 - City Ordinance Chapter 7 - The FY23 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 January 2022 there were 444 monthly pass holders, 287 non-residents and 157 residents. A rehabilitation project during FY 23-24-25 will close 33% of spaces each year.

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



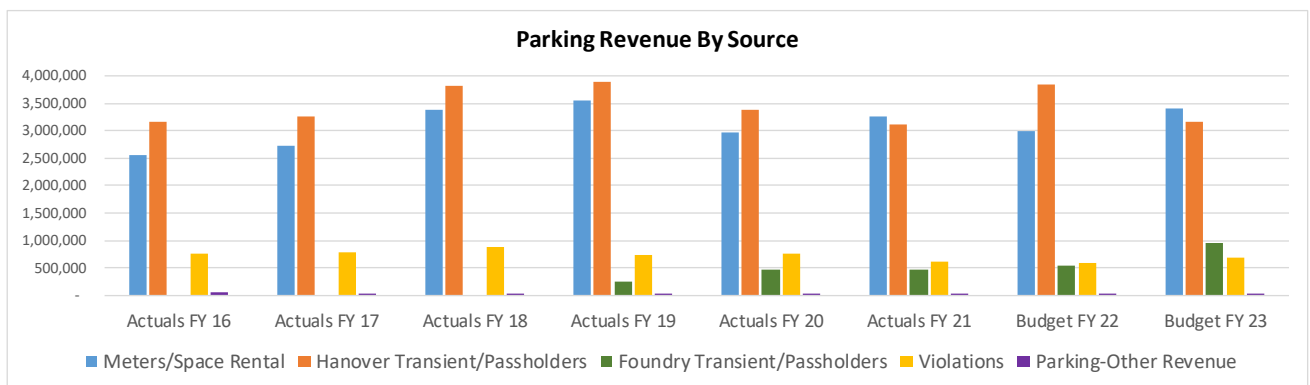
	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	1,000,000	1,050,000	1,350,000	1,645,500	1,852,500	1,337,700	1,377,900	1,265,100
Actual	1,080,605	1,196,823	1,422,440	1,564,885	1,506,888	1,308,849		

- **Foundry Place Parking Facility Revenue-Monthly Passes** – City Ordinance Chapter 7 - The FY23 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 January 2022 there were 307 monthly pass holders, 193 non-residents and 114 residents.

- **Late 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.
- **Summons Administration Fee** - City Ordinance Chapter 7 – Any person or entity for which the City serves a summons for any traffic or parking offense is also liable to the City for a summons administration fee.
- **Transfer to Parking and Transportation Fund** – Annually, any revenue in excess of \$2,412,305 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 FY 16	Actuals FY 17	Actuals FY 18	Actuals FY 19	Actuals FY 20	Actuals FY 21	Budget FY 22	Budget FY 23
Meters/Space Rental	2,560,668	2,727,659	3,389,217	3,552,522	2,978,042	3,249,526	2,983,750	3,405,000
Hanover Transient/Passholders	3,164,637	3,271,151	3,820,937	3,886,706	3,392,864	3,114,686	3,834,400	3,174,100
Foundry Transient/Passholders				256,930	472,718	475,844	541,250	953,500
Violations	766,577	796,841	875,592	734,233	768,952	611,556	600,000	700,000
Parking-Other Revenue	54,690	38,140	29,995	14,090	9,666	13,569	11,500	16,500
Total Parking Revenue	6,546,572	6,833,791	8,115,741	8,444,481	7,622,242	7,465,181	7,970,900	8,249,100

State Revenues:

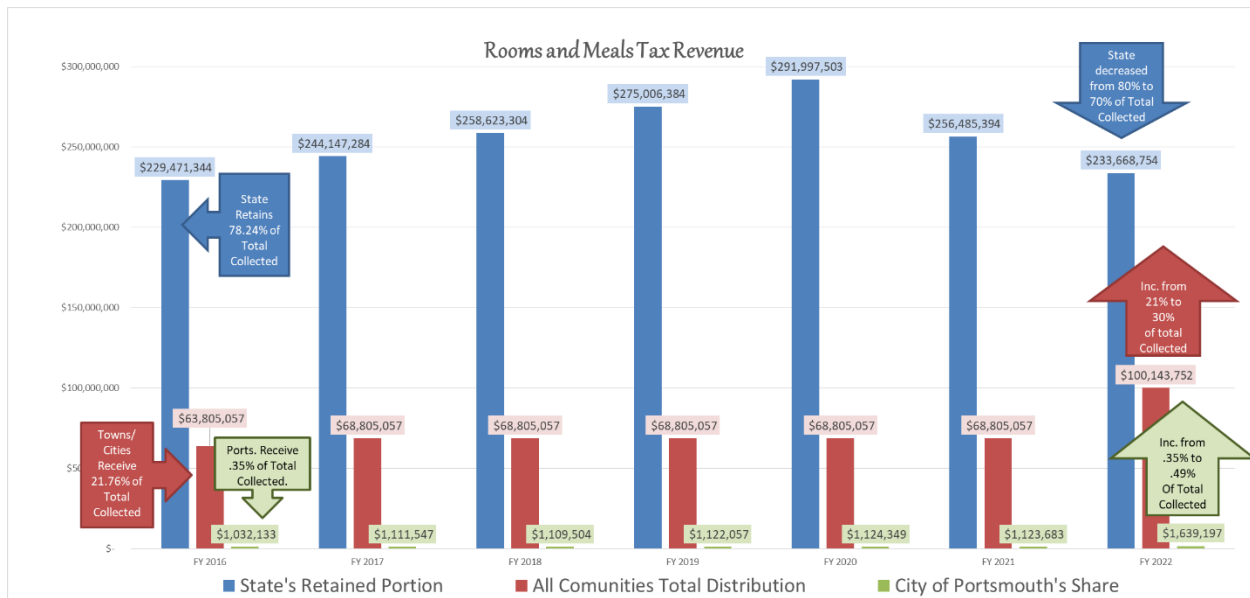
- **Highway Block Grant** – RSA 235:23 – Each fiscal year, the State Department of Transportation Commissioner allocates an amount not less than 12% of the total toll revenue and motor vehicle fees collected in the preceding fiscal year to a local highway aid fund. The fund is distributed to each community where ½ of the amount is based on the proportion which the mileage of regularly maintained class IV and V highways in each municipality bears to the total of such mileage in the state, and ½ of the amount is based on local community's population as a percentage of the state's population.
- **School Building Aid** – RSA 198-15 – The City receives aid in the amount of 55% on High School, 40% on Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **Municipal Aid** – Fiscal Year 2020-2021 biennial state budget, unrestricted aid to cities and town. There will be no Municipal Aid to be distributed to municipalities in biennial 2022-2023.
- **Adequate Education Grant** – The State Budget includes 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 includes a provision that provides an estimated \$15.3 million to communities that have traditionally had excess SWEPT, which includes Portsmouth, for FY23 only. These communities that 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, as long as 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 will be 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 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Rooms & Meals Tax Revenue	\$293,276,401	\$312,952,341	\$327,428,361	\$343,811,441	\$360,802,560	\$325,290,451	\$333,812,506
(Increase from previous FY)	6.80%	6.71%	4.63%	5.00%	4.94%	-9.84%	2.62%
Previous FY Rooms & Meals Tax Revenue	\$274,600,560	\$293,276,401	\$312,952,341	\$327,428,361	\$343,811,441	\$360,802,560	\$325,290,451

75 % of Increase In Revenues							
Lesser of above or \$5,000,000		5,000,000					

Previous Year Distribution	63,805,057	63,805,057	68,805,057	68,805,057	68,805,057	68,805,057	68,805,057
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	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Total Amount to be Distributed	63,805,057	68,805,057	68,805,057	68,805,057	68,805,057	68,805,057	100,143,752
(Increase from previous FY)	0.00%	7.84%	0.00%	0.00%	0.00%	0.00%	45.55%

Distributed by Population

Total Population	1,326,813	1,330,608	1,334,591	1,342,612	1,356,265	1,359,518	1,377,529
Portsmouth	21,463	21,496	21,524	21,898	22,166	22,206	22,548
Portsmouth %	1.62%	1.62%	1.61%	1.63%	1.63%	1.63%	1.64%
Portsmouth \$ Share	1,032,133	1,111,547	1,109,504	1,122,057	1,124,349	1,123,683	1,639,197

Distribution % (Goal 60% State 40% Local)

(Per RSA 78-A:26)							
State of NH	78.24%	78.01%	78.99%	79.99%	80.93%	78.85%	70.00%

NH Communities	21.76%	21.99%	21.01%	20.01%	19.07%	21.15%	30.00%
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Portsmouth Share of Total Meals and Rooms collected	0.35%	0.36%	0.34%	0.33%	0.31%	0.35%	0.49%
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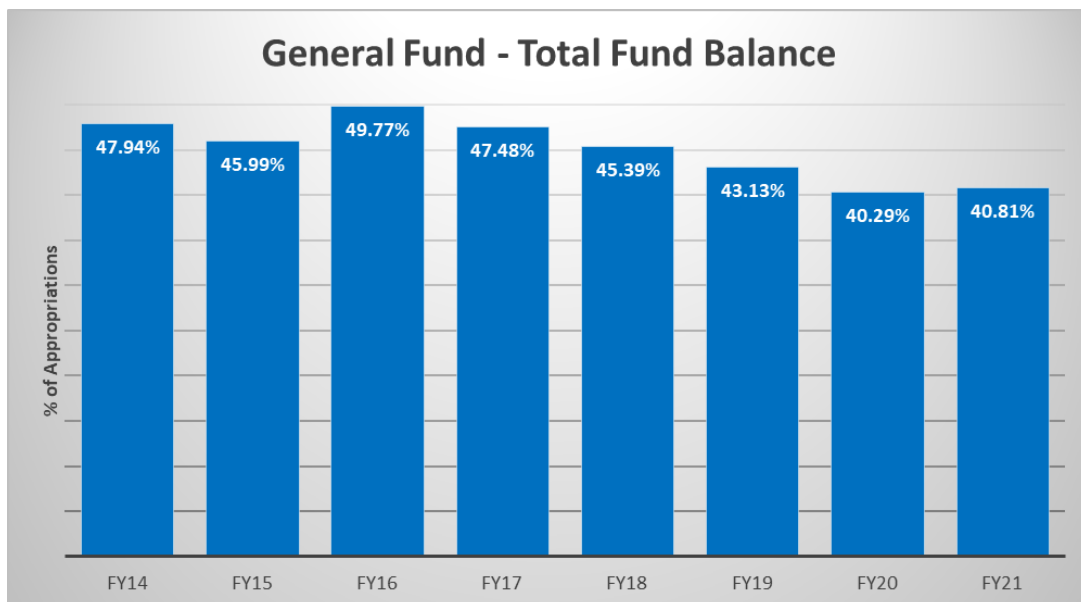
- (1) Per the New Hampshire Operating Budget adopted for FY 2010 and 2011(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2009 levels. 2012 was not to be more than 2011
- (2) FY 2015 return to distribution method of FY 2009
- (3) Per the New Hampshire Operating Budget adopted for FY 2016(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2015 levels.
- (4) Distribution held at no more than FY 2017 per HB517
- (4) Distribution held at no more than FY 2019 per HB4
- (5) Distribution changed to 30% per FY 22-23 HB2 with a tax rate of 9% in FY 22 and 8.5% in FY 23

Budgetary and Supplemental Use of Committed, Assigned and Unassigned 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 vote by the City Council. This supplemental appropriation amends the adopted budget.

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	Total use of Fund Balance FY 16-FY23
Committed									
Reserve Tax Appraisal - Budgeted	73,500	73,500	150,000	150,000	150,000	150,000	100,000	100,000	947,000
Reserve-Bond Premium - Supplemental		1,850,000	1,269,149	1,286,114					4,405,263
Reserve for future Debt Service - Budgeted	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	15,173,000
Settlement-McIntyre							500,000		500,000
Design/Engineering-McIntyre							400,000		400,000
Use of Committed Fund Balance	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	21,425,263
Assigned									
McIntyre Operations - Budgeted							480,000		480,000
Settlement-McIntyre								1,000,000	1,000,000
Capital Outlay - Budgeted		250,000	231,000		400,000				881,000
Use of Assigned Fund Balance	-	250,000	231,000	-	400,000	-	480,000	1,000,000	2,361,000
Unassigned									
Community Campus Operation-Supplemental							116,000		116,000
Skateboard Park-Supplemental							2,200,000		2,200,000
McIntyre Design						150,000			150,000
Collective Bargaining - Supplemental		265,800	27,167						292,967
Middle School Upgrades - Supplemental	650,000								650,000
Purchase Land-850 Banfield Road - Supplemental		400,000							400,000
Use of Unassigned Fund Balance	650,000	665,800	27,167	-	-	150,000	2,316,000	-	3,808,967
Total Use of Fund Balance	2,223,500	4,539,300	4,077,316	3,559,114	2,500,000	2,200,000	5,696,000	2,800,000	27,595,230
								Average Use FY16-FY23 (8 Years)	3,449,404

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



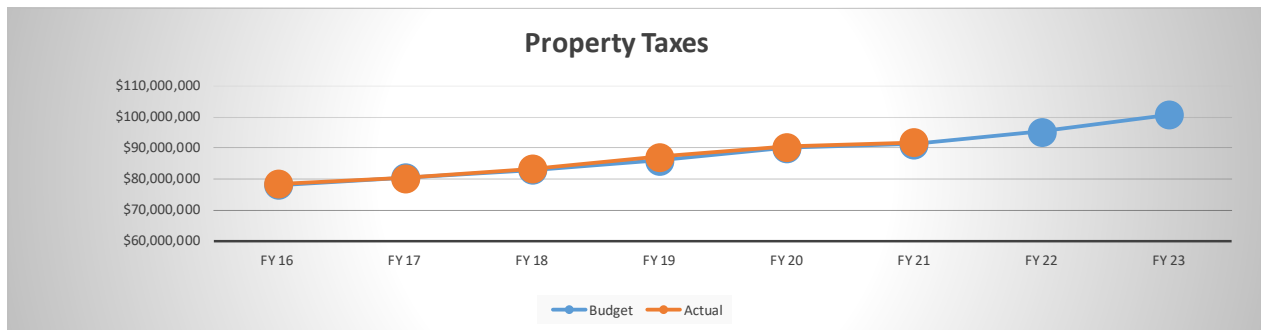
Property Taxes:

- **Property Taxes** – Property Taxes are Portsmouth’s largest revenue source. The City levies and collects taxes according to state law. Property Taxes are an ad valorem tax (Latin for according to value). There are approximately 8,900 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 \$100,924,893 in the FY23 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 1st and June 1st.



Assessed Value	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
With Utilities	4,771,704,551	5,468,344,022	5,567,674,277	6,151,840,476	6,301,589,965	6,398,641,017
% change from previous FY	0.9%	14.6%	1.8%	10.5%	2.4%	1.5%
Without Utilities	4,586,279,780	5,245,306,209	5,379,653,767	5,981,852,063	6,119,299,314	6,206,197,538
% change from previous FY	1.1%	14.4%	2.6%	11.2%	2.3%	1.4%
State Equalized for Debt Limits	5,651,979,770	5,731,071,264	6,073,124,791	6,714,405,427	7,119,904,456	
% change from previous FY	10.4%	1.4%	6.0%	10.6%	6.0%	
% of County Value	11.09%	11.64%	11.20%	11.06%	11.46%	11.40%
Tax rate						
Town Rate	8.13	7.27	7.68	7.22	6.83	7.02
Local School	5.41	4.95	4.96	4.83	5.07	5.18
State School	2.41	2.13	2.21	1.91	1.90	1.94
County	1.09	1.03	0.99	0.90	0.90	0.89
Total Rate	17.04	15.38	15.84	14.86	14.70	15.03
% change from previous FY	1.5%	-9.7%	3.0%	-6.2%	-1.1%	2.2%

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



PROPERTY TAXES

	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	78,131,980	80,485,995	83,005,909	86,017,363	90,144,978	91,213,483	95,439,444	100,924,893
Actual	78,494,012	80,353,795	83,314,595	87,267,079	90,409,634	91,963,715		

CITY OF PORTSMOUTH
WATER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2021-2023

	BUDGETED REVENUES FY 21	ACTUAL REVENUES FY 21	BUDGETED REVENUES FY 22	BUDGETED REVENUES FY 23	% CHANGE	\$\$ CHANGE
WATER CONSUMPTION						
MUNICIPAL	214,837	127,723	221,099	225,521	2.0%	4,422
COMMERCIAL TYPE 1	3,347,468	3,012,558	3,396,593	3,464,525	2.0%	67,932
INDUSTRIAL TYPE 1	1,522,835	1,345,591	1,390,161	1,417,964	2.0%	27,803
RESIDENTIAL TYPE 1	2,553,288	3,083,288	3,324,221	3,309,068	-0.5%	(15,153)
TOTAL WATER CONSUMPTION	7,638,428	7,569,161	8,332,074	8,417,078	1.0%	85,004
OTHER FEES						
HYDRANT RENTAL INCOME	312,000	312,000	338,000	364,000	7.7%	26,000
METER FEES	718,784	713,866	717,184	727,942	1.5%	10,757
UTILITY REVENUE	194,059	193,402	250,098	255,100	2.0%	5,002
FIRE SERVICES	406,101	419,308	411,471	528,449	28.4%	116,978
JOB WORKED SERVICES	175,000	208,106	195,000	195,000	0.0%	-
BACKFLOW TESTING	88,500	102,850	88,500	128,760	45.5%	40,260
SERVICE CHARGES-SPECIAL	30,000	25,080	30,000	30,000	0.0%	-
CAPACITY USE SURCHARGE	100,000	65,950	100,000	121,000	21.0%	21,000
MISCELLANEOUS BILLING	31,000	58,467	36,000	55,000	52.8%	19,000
TOTAL OTHER FEES	2,055,443	2,099,028	2,166,253	2,405,250	11.0%	238,997
SPECIAL AGREEMENTS						
STRAWBERRY BANKE AGMT INTEREST	93	93	47	-	-100.0%	(47)
ISLINGTON ST CONNECTIONS	1,393	-	-	-	0.0%	-
DRINKING/GROUNDWATER TR	-	283,600	-	-	0.0%	-
PEASE WELL CONSTRUCTION	-	4,509,394	-	-	0.0%	-
AF - OPERATIONS	-	167,699	281,827	780,729	0.0%	498,902
TOTAL SPECIAL AGREEMENTS	1,486	4,960,786	281,874	780,729	177.0%	(47)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	145,000	90,623	33,000	33,000	0.0%	-
BOND PREMIUM AMORTIZATION	190,000	190,003	218,174	218,174	0.0%	-
GREAT BAY RESOURCE PROT	-	8,004	-	-	0.0%	-
LGC PREMIUM HOLIDAY	-	9,756	-	-	0.0%	-
USE OF UNRESTRICTED NET POSITION	-	-	-	563,116	0.0%	563,116
TOTAL OTHER FINANCING SOURCES	335,000	298,387	251,174	814,290	224.2%	-
TOTAL: FULL ACCRUAL REVENUES	10,030,358	14,927,362	11,031,375	12,417,347	12.6%	323,954
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(190,000)	(190,003)	(218,174)	(218,174)	0.0%	-
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,297	2,122	2,343	0	-100.0%	(2,343)
TOTAL CASH REQUIREMENT ADJUSTMENTS	(145,703)	(145,881)	(173,831)	(176,174)	1.3%	(2,343)
TOTAL WATER FUND	9,884,655	14,781,481	10,857,544	12,241,173	12.7%	321,611

Water Fund Revenue Descriptions and Trends

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

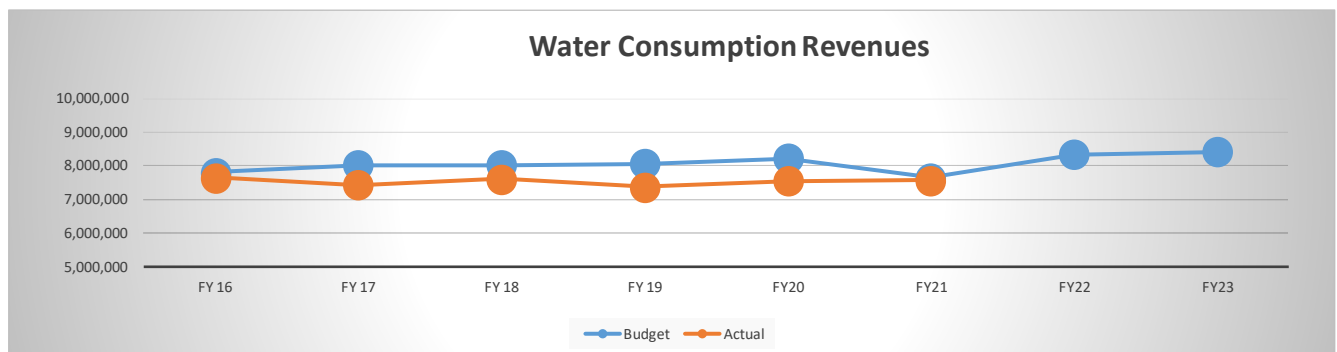
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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

Water Consumption Revenues:

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

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



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	7,805,987	8,021,380	8,022,640	8,069,988	8,222,671	7,638,428	8,332,074	8,417,078
Actual	7,642,110	7,422,989	7,606,458	7,373,695	7,542,824	7,569,161		

Other Fees:

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$325 per public hydrant is collected from the following towns: Greenland, Newington, Madbury, New Castle, Rye and the City of Portsmouth General Fund. There is a recommended increase in fee for FY23 to \$350.

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

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

Monthly Meter Charge Fee

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

- **Utility Revenue** – Revenue generated through wholesale utility agreements with the Rye and New Castle Water Districts.
- **Private Fire Service** – City Ordinance Chapter 16 - Many commercial and residential properties have a water service connection for their fire sprinkler system. The fee is based on the size of the fire service pipe entering the property. The Water Fund has increased the anticipated revenue generated from this source based on a reassessment by the Water Rate Study which recommended that the fees for the larger services be incrementally increased over multiple years.
- **Job Worked Services** – City Ordinance Chapter 16- Services rendered by the Water division maintenance department for the repair or construction of services in which an identified customer will be responsible for the costs. Services billed to individual customers include: repair of vehicular damage to City property, repair of water service on private property, upgrade to existing service at property. Services are rendered on demand, thus making the revenue unpredictable from year to year. The fund has had revenues of \$60,000-\$180,000 over the past five years.
- **Backflow Testing Fees** – City Ordinance Chapter 16- It shall be the duty of the customer-user at any premise where backflow prevention devices are installed to have certified inspections and operational tests made at least twice per year. The Water Division will assess a fee for the inspection and testing of these devices.

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

State Revenues:

- **State Grant Program** – RSA 486-A:3. Revenue received from the State of New Hampshire for funding water works projects to meet the surface water treatment rules of the EPA. The Water Fund continues to monitor opportunities to apply for grants as they become available. The City expects no revenue in FY23 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 FY23 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 \$845,543 of unrestricted net position in FY23.

CITY OF PORTSMOUTH
SEWER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2021-2023

	BUDGETED REVENUES FY 21	ACTUAL REVENUES FY 21	BUDGETED REVENUES FY 22	BUDGETED REVENUES FY 23	% CHANGE	\$\$ CHANGE
SEWER CONSUMPTION						
MUNICIPAL	185,647	131,880	199,649	207,635	4.0%	7,986
OTHER UTILITIES WATER	457,243	443,891	472,549	491,451	4.0%	18,902
COMMERCIAL TYPE 1	6,844,893	6,418,321	7,169,460	7,456,238	4.0%	286,778
INDUSTRIAL TYPE 1	2,905,543	2,863,188	2,623,070	3,126,144	19.2%	503,074
RESIDENTIAL TYPE 1	5,942,183	6,575,080	6,649,712	6,915,701	4.0%	265,988
TOTAL SEWER CONSUMPTION	16,335,509	16,432,360	17,114,440	18,197,169	6.3%	1,082,729
MISCELLANEOUS FEES						
JOB WORKED SERVICES	8,000	450	8,000	8,000	0.0%	-
SEPTAGE	210,000	80,634	175,000	150,000	-14.3%	(25,000)
PERMITS	20,000	41,502	20,000	20,000	0.0%	-
CAPACITY USE SURCHARGE	110,000	136,080	110,000	243,500	121.4%	133,500
MISCELLANEOUS	50,000	70,712	50,000	60,000	20.0%	10,000
TOTAL MISCELLANEOUS FEES	398,000	329,378	363,000	481,500	32.6%	118,500
STATE REVENUES						
STATE AID GRANT PROGRAM	628,252	720,118	615,161	570,780	-7.2%	(44,381)
TOTAL STATE REVENUES	628,252	720,118	615,161	570,780	-7.2%	(44,381)
SPECIAL AGREEMENTS						
REV FROM SPECIAL AGREEMENTS	5,365	5,306	3,194	2,175	-31.9%	(1,019)
PEASE REIMBURSE SEWER LOAN	-	-	-	-	0.0%	-
TOTAL SPECIAL AGREEMENTS	5,365	5,306	3,194	2,175	-31.9%	(1,019)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	325,000	331,286	115,000	115,000	0.0%	-
LONZA - CAPITAL CONTRIBUTION	-	(7)	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	264,553	264,553	297,171	297,171	0.0%	-
LGC PREMIUM HOLIDAY	-	13,806	-	-	0.0%	-
USE OF UNRESTRICTED NET POSITION	-	-	3,686,776	4,073,212	0.0%	386,436
TOTAL OTHER FINANCING SOURCES	589,553	609,637	4,098,947	4,485,383	9.4%	386,436
TOTAL: FULL ACCRUAL REVENUES	17,956,679	18,096,799	22,194,742	23,737,007	6.9%	1,542,265
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(264,553)	(264,553)	(297,171)	(297,171)	0.0%	-
PEASE AID GRANT, PEASE PRINCIPAL	0	0	0	-	0.0%	-
PEASE PAYBACK TOWARDS DEBT	0	0	0	-	0.0%	-
SPECIAL AGREEMENT- LT ACCTS REC	120,999	120,999	21,464	22,062	2.8%	598
TOTAL CASH REQUIREMENT ADJUSTMENTS	(143,554)	(143,554)	(275,707)	(275,109)	-0.2%	598
TOTAL SEWER FUND	17,813,125	17,953,245	21,919,035	23,461,898	7.0%	1,542,863

Sewer Fund Revenue Descriptions and Trends

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

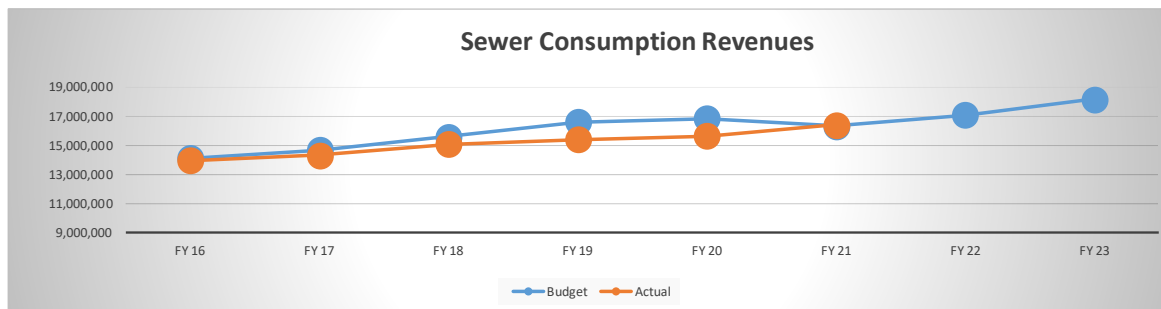
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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

Sewer Consumption Revenues:

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

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



	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23
Budget	14,126,590	14,710,029	15,630,407	16,633,110	16,880,687	16,335,509	17,114,440	18,197,169
Actual	13,979,561	14,358,111	15,112,173	15,439,020	15,669,870	16,432,360		

Miscellaneous Fees:

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

State Revenues:

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

Special Agreements:

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

Other Financing Sources:

- **Interest on Investments** – The amount of interest earned from deposits.
- **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 \$4,073,212 of unrestricted net position in FY23.

**CITY OF PORTSMOUTH
SPECIAL REVENUE FUNDS
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2021-2023**

	BUDGETED REVENUES FY 21	ACTUAL REVENUES FY 21	BUDGETED REVENUES FY 22	BUDGETED REVENUES FY 23	% CHANGE	\$\$ CHANGE
Stormwater						
Transfer from General Fund	277,707	277,707	311,993	321,789	3.1%	9,796
Transfer from Sewer Fund	277,707	277,707	311,993	321,789	3.1%	9,796
Total Stormwater	555,414	555,414	623,986	643,578	3.1%	19,592
Parking and Transportation						
Portion of Total Parking Revenue	3,339,698	5,052,876	5,558,595	5,881,795	5.8%	323,200
Misc Revenue	-	18,849	-	-	-	-
Transfer From Fund 13	240,000	240,000	-	-	-	-
Use of Reserve	2,384,139	-	898,793	1,979,928	120.3%	1,081,135
Total Parking and Transportation	5,963,837	5,311,725	6,457,388	7,861,723	21.7%	1,404,335
Prescott Park						
Donations	906	200	1,500	4,000	166.7%	2,500
Weddings	6,000	3,225	6,000	4,000	-33.3%	(2,000)
License Agreements	28,594	18,319	9,527	20,155	111.6%	10,628
Prescott Trust	185,200	185,200	192,200	203,900	6.1%	11,700
Marine Maintenance Trust	21,000	21,000	21,000	22,000	4.8%	1,000
Transfer from General Fund	99,344	99,344	177,486	272,255	53.4%	94,769
Total Prescott Park	341,044	327,288	407,713	526,310	29.1%	118,597
Community Development						
CDBG Entitlement	116,767	116,767	121,246	136,433	12.5%	15,187
Total Community Development	116,767	116,767	121,246	136,433	12.5%	15,187
Indoor Pool						
Indoor Pool Memberships				291,992		291,992
Swim Lessons				71,085		71,085
Pool Rentals				71,230		71,230
Daily Pass				10,400		10,400
Merchandise				1,544		1,544
Health/Dental Insurance Premium Holiday						-
Transfer from General Fund				150,000		150,000
Total Indoor Pool	-	-	-	596,251		596,251
Community Campus						
Rental Income				408,429		408,429
Transfer - School Department Utilities				35,000		35,000
Transfer from General Fund				360,788		360,788
Total Community Campus	-	-	-	804,217		804,217
Total Special Revenue Funds	6,977,062	6,311,194	7,610,333	10,568,512	38.9%	2,958,179

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 FY 2019 the creation of a Special Revenue Fund for Stormwater related expenditures was created. Funding for the expenditures will be divided evenly by transfers from both the General Fund and Sewer Fund.

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 Reserves** – The Hanover Parking Facility will be under a rehabilitation project from FY 23 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 largest contributor to the Park’s maintenance is the Josie F. Prescott Trust. The trust document states that the trust shall be used for the maintenance of the property.
- **Marine Maintenance Trust** – The trust document states expenditures may be made from the Trust corpus and income as may be required to maintain the City’s piers, docks and floats in a safe condition and in proper repair.
- **City of Portsmouth General Fund Transfer** – Historically, income from the Josie F. Prescott Trust has been insufficient to meet all funding requirements for the Park on an annual basis. As a result, some costs associated with the Park operations have been funded through the City’s General Fund. With the creation of the Special Revenue Fund for FY 2018, these historic contributions to the General Fund will take the form of a “General Fund” transfer.

Community Development:

- **CDBG Entitlement** - The City's Community Development Department administers the Community Development Block Grant (CDBG) program. These funds are provided to the City annually by the U.S. Department of Housing and Urban Development (HUD) to fund projects benefiting individuals and families who earn low or moderate incomes. The amount of federal funding is determined by a national formula based on income, age of housing and population trends. The Community Development Department's General Administration line item covers the administrative costs associated with CDBG-funded programs and projects; this includes salaries and benefits for some of the City's Community Development Department staff, as well as other operational costs such as legal notices, office supplies, postage and staff training. HUD does not allow general administration costs to exceed 20% of the City's annual CDBG grant.

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 8 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 transferring its Lister Academy operations to the Community Campus for the second half of the FY 23 school year. This transfer will cover utilities for this transition period.
- **Transfer from the General Fund** – Annual contribution for the operations of the Community Campus.



Debt Service

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

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

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

LONG-TERM DEBT SERVICE FORECAST MODEL

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

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

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

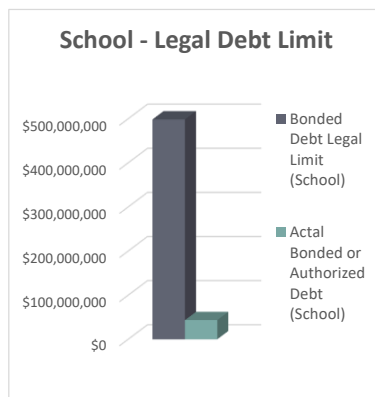
LONG TERM DEBT OUTSTANDING BALANCES

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

CITY OF PORTSMOUTH, NEW HAMPSHIRE
Computation of Legal Debt Margin
As of June 30, 2021

Modified local assessed valuation	\$	6,329,596,965
Department of Revenue Administration inventory adjustment	\$	790,307,491
<hr/>		
Equalized assessed valuation	\$	7,119,904,456
Adjustment: RSA 31-A	\$	-
<hr/>		
Base valuation for debt limit (1)	\$	7,119,904,456

	<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>
Bonded debt limit -	\$213,597,134	\$498,393,312	\$711,990,446
<hr/>			
Gross bonded debt June 30	\$58,619,200	\$43,311,300	\$31,716,156
Less:			
Landfill (5)			
<hr/>			
Sub-total	\$58,619,200	\$43,311,300	\$31,716,156
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Authorized but unissued			
2018 Streets & Sidewalks	\$950,000		
2019 Streets & Sidewalks	\$5,525,000		
2019 Multi Purpose fields	\$560,000		
2020 Fire Apparatus	\$1,400,000		
2020 Streets & Sidewalks	\$3,950,000		
2021 Outdoor Pool/Islington St	\$3,640,000		
2021 School Facilities		\$500,000	
Reservoir Management			\$600,000
Water Storage Tanks Painting			\$850,000
<hr/>			
Total Authorized unissued	\$16,025,000	\$500,000	\$1,450,000
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Total debt applicable to limitation	\$74,644,200	\$43,811,300	\$33,166,156
<hr/>			
% Debt used of limitation	35%	9%	5%
<hr/>			
Legal Debt Margin	\$138,952,934	\$454,582,012	\$678,824,290
<hr/>			
Legal Debt Margin %	65%	91%	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			FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
ISSUED DEBT									
GENERAL FUND-Issued Debt									
General Government									
AA+	12/14/11	11 Improvements	6,400,000						
		Principal-Last Pmt FY 22	10 YR	640,000					
		Interest		16,000					
AAA	06/23/17	FY 17 Fire Apparatus	400,000						
		Principal-Last Pmt FY 22	5 YR	80,000					
		Interest		3,200					
AAA	06/27/13	13 Improvements	2,267,000						
		Principal-Last Pmt FY 23	10 YR	225,000	225,000				
		Interest		13,500	6,750				
AAA	06/25/14	14 Improvements	5,750,000						
		Principal-Last Pmt FY 24	10 YR	575,000	575,000	575,000			
		Interest		86,250	57,500	28,750			
AAA	06/20/19	18 Fire Boat	\$180,000(\$164,000)						
		Principal-Last Pmt FY 24	5 YR	35,000	30,000	25,000			
		Interest		4,500	2,750	1,250			
AAA	06/20/19	19 Fire Apparatus	\$600,000(\$544,000)						
		Principal-Last Pmt FY 24	5 YR	110,000	105,000	105,000			
		Interest		16,000	10,500	5,250			
AAA	06/23/15	15 Improvements	3,475,000						
		Principal-Last Pmt FY 25	10 YR	345,000	345,000	345,000	345,000		
		Interest		55,200	41,400	27,600	13,800		
AAA	06/23/15	Library-Refunded	3,685,000						
		Principal-Last Pmt FY 26	10 YR	330,000	325,000	320,000	320,000	315,000	
		Interest		49,700	39,875	30,200	19,000	6,300	
AAA	06/15/16	16 Improvements	6,100,000						
		Principal-Last Pmt FY 26	10 YR	610,000	610,000	610,000	610,000	610,000	
		Interest		122,000	97,600	73,200	48,800	24,400	
AAA	06/23/17	17 Fire Station 3 Improvements	610,000						
		Principal-Last Pmt FY 27	10 YR	60,000	60,000	60,000	60,000	60,000	60,000
		Interest		14,400	12,000	9,600	7,200	4,800	2,400
AAA	06/23/17	17 Improvements	6,850,000						
		Principal-Last Pmt FY 27	10 YR	685,000	685,000	685,000	685,000	685,000	685,000
		Interest		164,400	137,000	109,600	82,200	54,800	27,400
AAA	06/20/18	18 Improvements (Part I)	6,200,000						
		Principal-Last Pmt FY 28	10 YR	620,000	620,000	620,000	620,000	620,000	620,000
		Interest		217,000	186,000	155,000	124,000	93,000	62,000
		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 FY 28	10 YR	171,500	170,000	170,000	170,000	170,000	165,000
		Interest		40,660	33,800	27,000	20,200	13,400	6,600
AAA	06/15/16	Fire Station 2 Land-Refunded	619,000						
		Principal-Last Pmt FY 28	10 YR	63,500	60,000	60,000	60,000	60,000	60,000
		Interest		14,440	11,900	9,500	7,100	4,700	2,300
AAA	06/15/16	Fire Station 2 Replacement-Refunded	708,500						
		Principal-Last Pmt FY 29	10 YR	70,000	70,000	70,000	70,000	70,000	70,000
		Interest		22,340	19,540	16,740	13,940	11,140	8,340
AAA	06/20/19	FY 18 Improvements (Part II)	\$3,300,000(\$2,802,000)						
		Principal-Last Pmt FY 29	10 YR	285,000	285,000	285,000	280,000	275,000	275,000
		Interest		111,500	97,250	83,000	68,750	54,750	41,000
		McDonough Street	800,000						
		Islington Street	2,500,000						

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

Bond Rating			FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
AAA	06/20/19 FY 19 Improvements (Part I)	\$2,375,000(\$2,018,000)							
	Principal-Last Pmt FY 29	10 YR	205,000	205,000	205,000	205,000	200,000	200,000	195,000
	Interest		80,000	69,750	59,500	49,250	39,000	29,000	19,000
	Fire Station One Renovation	325,000							
	Citywide Bridge Upgrades	350,000							
	Market St Gateway	1,700,000							
AAA	04/06/21 FY 18 Improvements (Part III)	\$500,000(\$425,600)							
	Principal-Last Pmt FY 31	10 YR	45,600	45,000	45,000	45,000	45,000	40,000	40,000
	Interest		17,180	16,000	14,200	12,400	10,600	8,800	7,000
	North Mill Pond Mutli Use Path	500,000							
AAA	04/06/21 FY 19 Improvements (Part II)	\$5,900,814(\$5,406,700)							
	Principal-Last Pmt FY 41	20 YR	276,700	275,000	275,000	275,000	275,000	275,000	275,000
	Interest		158,613	153,488	142,488	131,487	120,488	109,488	97,113
	Multi-Purpose Fields	2,840,000							
	City Hall Electrical Upgrades	600,000							
	Longmeadow Road Extension	400,000							
	Senior Center	2,060,815							
AAA	04/06/21 FY 20 Improvements (Part I)	\$6,600,000(\$6,044,400)							
	Principal-Last Pmt FY 41	20 YR	304,400	315,000	315,000	315,000	310,000	310,000	310,000
	Interest		177,802	172,288	159,688	147,088	134,488	122,088	108,138
	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 St Connector	1,500,000							
	Bi-Annual Citywide Street Paving	2,000,000							
AAA	04/06/21 FY 21 Improvements (Part I)	\$400,000(\$364,000)							
	Principal-Last Pmt FY 41	20 YR	19,000	20,000	20,000	20,000	20,000	20,000	20,000
	Interest		10,986	10,638	9,838	9,038	8,238	7,438	6,538
	Police Station Upgrades	400,000							
	Total General Fund-Gen Gov Issued Debt Principal Due		5,755,700	5,025,000	4,790,000	4,080,000	3,715,000	2,780,000	2,025,000
	Total General Fund-Gen Gov Issued Debt Interest Due		1,395,672	1,176,028	962,403	754,252	580,103	426,853	305,978
	Total General Fund-Gen Gov Issued Debt		7,151,372	6,201,028	5,752,403	4,834,252	4,295,103	3,206,853	2,330,978
	Schools								
AA+	12/14/11 11 Middle School Renovation	22,500,000							
	Principal-Last Pmt FY 32	20 YR	1,125,000						
	Interest		28,125						
AAA	06/27/13 13 School Building Improvements	500,000							
	Principal-Last Pmt FY 23	10 Yr	50,000	50,000					
	Interest		3,000	1,500					
AA+	05/17/12 High School Renovations-Refunding	17,325,000							
	Principal-Last Pmt FY 23	10 YR	1,665,000	1,650,000					
	Interest		99,300	33,000					
AAA	06/23/15 15 School Field Lighting	750,000							
	Principal-Last Pmt FY 25	10 Yr	75,000	75,000	75,000	75,000			
	Interest		12,000	9,000	6,000	3,000			
AAA	06/15/16 16 School Building Improvements	500,000							
	Principal-Last Pmt FY 26	10 Yr	50,000	50,000	50,000	50,000	50,000		
	Interest		10,000	8,000	6,000	4,000	2,000		
AAA	06/20/18 18 Athletic Field Lighting	550,000							
	Principal-Last Pmt FY 28	10 Yr	55,000	55,000	55,000	55,000	55,000	55,000	55,000
	Interest		19,250	16,500	13,750	11,000	8,250	5,500	2,750
AAA	06/20/19 19 School Building Improvements	\$500,000(\$426,000)							
	Principal-Last Pmt FY 29	10 Yr	45,000	45,000	45,000	45,000	40,000	40,000	40,000
	Interest		16,750	14,500	12,250	10,000	7,750	5,750	3,750
AAA	04/06/21 10 Middle School Renovation-Refunding	5,773,500							
	Principal-Last Pmt FY 30	10 YR	648,500	640,000	645,000	640,000	640,000	640,000	640,000
	Interest		234,938	217,800	192,200	166,400	140,800	115,200	86,400
AAA	12/14/21 11 Middle School Renovation-Refunding	9,430,000							
	Principal-Last Pmt FY 32	10 YR		900,000	915,000	925,000	935,000	940,000	950,000
	Interest		278,971	449,000	403,625	357,625	311,125	264,250	217,000
AAA	06/25/14 14 Middle School Renovation	3,300,000							
	Principal-Last Pmt FY 34	20 YR	165,000	165,000	165,000	165,000	165,000	165,000	165,000
	Interest		92,400	84,150	75,900	67,650	59,400	51,150	46,200

GENERAL FUND

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

Bond Rating			FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
AAA	06/15/16	16 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 36	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		115,000	105,000	95,000	85,000	75,000	65,000
AAA	06/23/17	17 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 37	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		130,313	120,313	110,313	100,313	90,313	80,313
AAA	06/20/18	18 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 38	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		167,188	154,688	142,188	129,688	117,188	104,688
AAA	06/20/19	19 Elementary Schools Renovations	5,000,000(\$4,508,500)						
		Principal-Last Pmt FY 39	20 YR	225,000	225,000	225,000	225,000	225,000	225,000
		Interest		161,844	150,594	139,344	128,094	116,844	105,594
AAA	04/06/21	20 Elementary Schools Renovations	2,000,000(\$1,833,000)						
		Principal-Last Pmt FY 41	20 YR	93,000	95,000	95,000	95,000	95,000	95,000
		Interest		53,804	52,100	48,300	44,500	40,700	36,900
AAA	04/06/21	21 School Facilities Improvements	500,000(\$454,800)						
		Principal-Last Pmt FY 41	20 YR	24,800	25,000	25,000	25,000	25,000	25,000
		Interest		13,776	13,300	12,300	11,300	10,300	9,300
Total General Fund-School Issued Debt Principal Due			4,971,300	4,725,000	3,045,000	3,050,000	2,980,000	2,935,000	2,945,000
Total General Fund-School Issued Debt Interest Due			1,436,658	1,429,444	1,257,169	1,118,569	979,669	843,644	713,744
Total General Fund-School Issued Debt			6,407,958	6,154,444	4,302,169	4,168,569	3,959,669	3,778,644	3,658,744
Total General Fund- Issued Debt Principal Due			10,727,000	9,750,000	7,835,000	7,130,000	6,695,000	5,715,000	4,970,000
Total General Fund-Issued Debt Interest Due			2,832,330	2,605,471	2,219,571	1,872,821	1,559,771	1,270,496	1,019,721
Total General Fund-Issued Debt			13,559,330	12,355,471	10,054,571	9,002,821	8,254,771	6,985,496	5,989,721
Issued Debt Related Revenues									
GF	Use of Unused Bond Proceeds								
GF	Use of Debt Reserve		(1,900,000)	(1,700,000)	(1,500,000)	(1,400,000)	(1,400,000)	(1,400,000)	(1,232,387)
GF	School Building Aid (High School 55%)		(1,016,222)	(1,016,222)					
GF	School Building Aid on \$40.8m (Middle School 40%)		(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
Total Issued Debt Related Revenues-General Fund			(3,657,196)	(3,457,196)	(2,240,974)	(2,140,974)	(2,140,974)	(2,140,974)	(1,973,361)
Total Net Issued Debt-General Fund			9,902,134	8,898,275	7,813,597	6,861,847	6,113,797	4,844,522	4,016,360
GENERAL FUND-Projected Future Debt									
Issued Difference Budgeted vs actual			110,560						
20 yr 4.0%	FY 18-MAPLEWOOD AVE COMPLETE STREET	450,000							40,500
20 yr 4.0%	FY 18-NEW FRANKLIN/WOODBURY CORRIDOR II	500,000							45,000
FY 18	Authorized 07/10/17								
		950,000							
20 yr 4.0%	FY 19-Outdoor Pool	1,000,000			90,000	88,000	86,000	84,000	82,000
20 yr 4.0%	FY 19-Prescott Park Master Plan Improvements	2,325,000		209,250	204,600	199,950	195,300	190,650	186,000
20 yr 4.0%	FY 19-Peverly Hill Road Improvements	2,200,000			198,000	193,600	189,200	184,800	180,400
FY 19	Authorized 08/06/18								
		5,525,000							

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

Bond Rating			<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
20 yr 4.0%	FY 20-Citywide Bridge Improvements	800,000			72,000	70,400	68,800	67,200	65,600
	issue \$1,200,000 FY 21, \$800,000 FY 22								
20 yr 4.0%	FY 20-Pease Tradeport Street Rehabilitation	750,000		67,500	66,000	64,500	63,000	61,500	60,000
	FY 20 Authorized 07/15/19								
		1,550,000							
10 yr 2.5%	FY 21-Ladder #2	1,400,000		175,000	171,500	168,000	164,500	161,000	157,500
	Authorized 04/06/2020								
20 yr 4.0%	FY 21-School Facilities Capital Improvements	500,000		45,000	44,000	43,000	42,000	41,000	40,000
	issue \$500,000 FY 21, \$500,000 FY 22								
20 yr 4.0%	FY 21-Outdoor Pool Upgrades	2,000,000			180,000	176,000	172,000	168,000	164,000
20 yr 4.0%	FY 21-Islington Street Improvements Phase 1B & 2	1,640,000		147,600	144,320	141,040	137,760	134,480	131,200
	Authorized 12/07/20								
	Total FY 21 New Bonding	5,540,000							
20 yr 4.0%	FY 22-Police Station Upgrades	400,000		36,000	35,200	34,400	33,600	32,800	32,000
20 yr 4.0%	FY 22-Elementary Schools Upgrade	1,100,000		99,000	96,800	94,600	92,400	90,200	88,000
20 yr 4.0%	FY 22-Prescott Park Master Plan Improvements	1,750,000			157,500	154,000	150,500	147,000	143,500
20 yr 4.0%	FY 22-Banfield Rd Pedestrian Accommodations	500,000		45,000	44,000	43,000	42,000	41,000	40,000
20 yr 4.0%	FY 22-Citywide Sidewalk Reconstruction Program	800,000			72,000	70,400	68,800	67,200	65,600
20 yr 4.0%	FY 22-Street Paving, Management and Rehabilitator	4,000,000			360,000	352,000	344,000	336,000	328,000
20 yr 4.0%	FY 22-Pease Tradeport Street Rehabilitation	750,000			67,500	66,000	64,500	63,000	61,500
20 yr 4.0%	FY 22-Maplewood Avenue Bridge Replacement	1,000,000			90,000	88,000	86,000	84,000	82,000
20 yr 4.0%	FY 22 Willard Avenue	1,200,000		108,000	105,600	103,200	100,800	98,400	96,000
20 yr 4.0%	FY 22 Union St Reconstruction	1,000,000		90,000	88,000	86,000	84,000	82,000	80,000
	Authorized 08/02/21								
	Total FY 22 New Bonding	12,500,000							
	FY22 Community Campus								
	BAN Interest			BAN Interest	BAN Interest				
	Bond	8,425,000		126,000	126,000	758,250	741,400	724,550	707,700
	Authorized 12/20/21								
20 yr 4.0%	FY 22-New Police Station	1,400,000		126,000	123,200	120,400	117,600	114,800	112,000
	Authorized 04/04/22								
	Total FY 22 New Bonding	1,400,000							
20 yr 4.0%	FY 23-New Police Station	2,800,000			252,000	246,400	240,800	235,200	229,600
20 yr 4.0%	FY 23-Police Station Upgrades	400,000			36,000	35,200	34,400	33,600	32,800
20 yr 4.0%	FY 23-School Facilities Capital Improvements	1,600,000			144,000	140,800	137,600	134,400	131,200
20 yr 4.0%	FY 23-Elementary Schools Upgrade	1,500,000			135,000	132,000	129,000	126,000	123,000
20 yr 4.0%	FY 23-Outdoor Pool	2,000,000			180,000	176,000	172,000	168,000	164,000
20 yr 4.0%	FY 23-City Fuel Station Upgrades	1,000,000			90,000	88,000	86,000	84,000	82,000
20 yr 4.0%	FY 23-Citywide Facilities Capital Improvements	1,000,000			90,000	88,000	86,000	84,000	82,000
20 yr 4.0%	FY 23-Downtown Aerial Utilities Undergrounding	2,500,000			225,000	220,000	215,000	210,000	205,000
20 yr 4.0%	FY23-Bartlett Street Utilities Upgrades and Streetscap	800,000			72,000	70,400	68,800	67,200	65,600
	Total FY 23 New Bonding	13,600,000							

GENERAL FUND

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

Bond Rating			<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
20 yr 4.0%	FY 24-Police Station Upgrades	400,000			36,000	35,200	34,400	33,600	
20 yr 4.0%	FY 24-School Facilities Capital Improvements	1,000,000			90,000	88,000	86,000	84,000	
20 yr 4.0%	FY 24-Land Acquisition	500,000			45,000	44,000	43,000	42,000	
20 yr 4.0%	FY 24-Greenland Road Recreation Facility	1,805,000			162,450	158,840	155,230	151,620	
20 yr 4.0%	FY 24-Prescott Park Master Plan Improvements	1,750,000			157,500	154,000	150,500	147,000	
20 yr 4.0%	FY 24-Citywide Facilities Capital Improvements	500,000			45,000	44,000	43,000	42,000	
20 yr 4.0%	FY 24-Elwyn Park Sidewalks Traffic Calming	1,500,000			135,000	132,000	129,000	126,000	
20 yr 4.0%	FY 24-Borthwick Avenue Bike Path	400,000			36,000	35,200	34,400	33,600	
20 yr 4.0%	FY 24-Market Square Upgrade	1,000,000			90,000	88,000	86,000	84,000	
20 yr 4.0%	FY 24-Citywide Sidewalk Reconstruction Program	800,000			72,000	70,400	68,800	67,200	
20 yr 4.0%	FY 24-Street Paving, Management and Rehabilitator	4,000,000			360,000	352,000	344,000	336,000	
20 yr 4.0%	FY 24-Pease Tradeport Street Rehabilitation	750,000			67,500	66,000	64,500	63,000	
20 yr 4.0%	FY 24-Fleet Street Utilities Upgrades/Stretscape	2,000,000			180,000	176,000	172,000	168,000	
20 yr 4.0%	FY24 Edmond Ave	500,000			45,000	44,000	43,000	42,000	
Total FY 24 New Bonding		16,905,000							
10 yr 4.0%	FY 25-Fire Engine #4	765,000					107,100	104,040	100,980
							Ban Interest	Ban Interest	
25 yr 4.0%	FY 25-New Police Facility	38,000,000					300,000	600,000	3,040,000
20 yr 4.0%	FY 25-Police Station Upgrades	400,000					36,000	35,200	34,400
20 yr 4.0%	FY 25-Sherburne School Upgrades	3,000,000					270,000	264,000	258,000
20 yr 4.0%	FY 25-Land Acquisition	500,000					45,000	44,000	43,000
20 yr 4.0%	FY25-Leary Field-Bleachers/Grandstand	1,000,000					90,000	88,000	86,000
20 yr 4.0%	FY 25-Citywide Facilities Capital Improvements	500,000					45,000	44,000	43,000
20 yr 4.0%	FY 25-US Route 1 New Side Path Construction	1,000,000					90,000	88,000	86,000
20 yr 4.0%	FY 25-Cate St Bridge Replacement	1,500,000					135,000	132,000	129,000
20 yr 4.0%	FY 25-Junkins Avenue	1,100,000					99,000	96,800	94,600
20 yr 4.0%	FY 25-Pinehurst Road Improvements	300,000					27,000	26,400	25,800
20 yr 4.0%	FY 25-Madison St Roadway Improvements	350,000					31,500	30,800	30,100
20 yr 4.0%	FY 25-The Creek Neighborhood Reconstruction	500,000					45,000	44,000	43,000
Total FY 25 New Bonding		48,915,000							
20 yr 4.0%	FY 26-Police Station Upgrades	400,000						36,000	35,200
20 yr 4.0%	FY 26-Elementary Schools Upgrade	5,000,000						450,000	440,000
20 yr 4.0%	FY 26-Land Acquisition	500,000						45,000	44,000
20 yr 4.0%	FY 26-Prescott Park Master Plan Improvements	1,750,000						157,500	154,000
20 yr 4.0%	FY 26-City Hall HVAC Improvements	1,500,000						135,000	132,000
20 yr 4.0%	FY 26-Recycling & Solid Waste Transfer Station	5,730,000						515,700	504,240
20 yr 4.0%	FY 26-Citywide Facilities Capital Improvements	1,000,000						90,000	88,000
20 yr 4.0%	FY 26-Downtown Aerial Utilities Undergrounding	2,500,000						225,000	220,000
20 yr 4.0%	FY 26-Greenland Rd/Middle Rd Bike Ped Improve	585,000						52,650	51,480
20 yr 4.0%	FY 26-Market St Side Path	1,853,000						166,770	163,064
20 yr 4.0%	FY 26-Maplewood Ave Downtown Complete Street	2,370,000						213,300	208,560
20 yr 4.0%	FY 26-Citywide Sidewalk Reconstruction Program	800,000						72,000	70,400
20 yr 4.0%	FY 26-Coakley-Borthwick Connector Roadway	1,000,000						90,000	88,000
20 yr 4.0%	FY 26-Street Paving, Management and Rehabilitator	4,000,000						360,000	352,000
20 yr 4.0%	FY 26-Pease Tradeport Street Rehabilitation	1,000,000						90,000	88,000
20 yr 4.0%	FY26-Chapel Street	280,000						25,200	24,640
Total FY 26 New Bonding		30,268,000							
20 yr 4.0%	FY 27-School Facilities Capital Improvements	1,000,000							90,000
20 yr 4.0%	FY 27-Land Acquisition	500,000							45,000
20 yr 4.0%	FY 27-Citywide Facilities Capital Improvements	500,000							45,000
20 yr 4.0%	FY 27-Hampton Branch Rail Trail (NH Seacoast gree	880,000							79,200
20 yr 4.0%	FY 27-The Creek Neighborhood Reconstruction	800,000							72,000
Total FY 27 New Bonding		3,680,000							

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

Bond Rating		<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
20 yr 4.0%	FY 28-Land Acquisition							
20 yr 4.0%	FY 28-New Outdoor Fields							
20 yr 4.0%	FY 28-Outdoor Pool House							
20 yr 4.0%	FY 28-Greenland Road Recreation Facility							
20 yr 4.0%	FY 28-Citywide Facilities Capital Improvements							
20 yr 4.0%	FY28-Citywide Sidewalk Reconstruction Program							
20 yr 4.0%	FY 28-Street Paving, Management and Rehabilitator							
20 yr 4.0%	FY28-Pease Tradeport Street Rehabilitation							
	Total FY 28 New Bonding							
	Total Projected CIP FY 23-28							
	Total Projected not Authorized FY 22							
	Total Authorized Unissued FY 18-22							
	Total General Fund-Projected Future Debt	110,560	1,274,350	3,760,220	5,832,990	7,022,000	9,891,170	12,532,384
	Future Debt Related Revenues							
	Total Future Debt Related Revenues-General Fund	-	-	-	-	-	-	-
	Total Net Projected Future Debt-General Fund	110,560	1,274,350	3,760,220	5,832,990	7,022,000	9,891,170	12,532,384
	Total Gross Issued and Projected Debt-General Fund	13,669,890	13,629,821	13,814,791	14,835,811	15,276,771	16,876,666	18,522,105
	Total Debt Related Revenues Actual and Projected	(3,657,196)	(3,457,196)	(2,240,974)	(2,140,974)	(2,140,974)	(2,140,974)	(1,973,361)
	Total Net Issued and Projected Debt-General Fund	10,012,694	10,172,625	11,573,817	12,694,837	13,135,797	14,735,692	16,548,744

GENERAL FUND

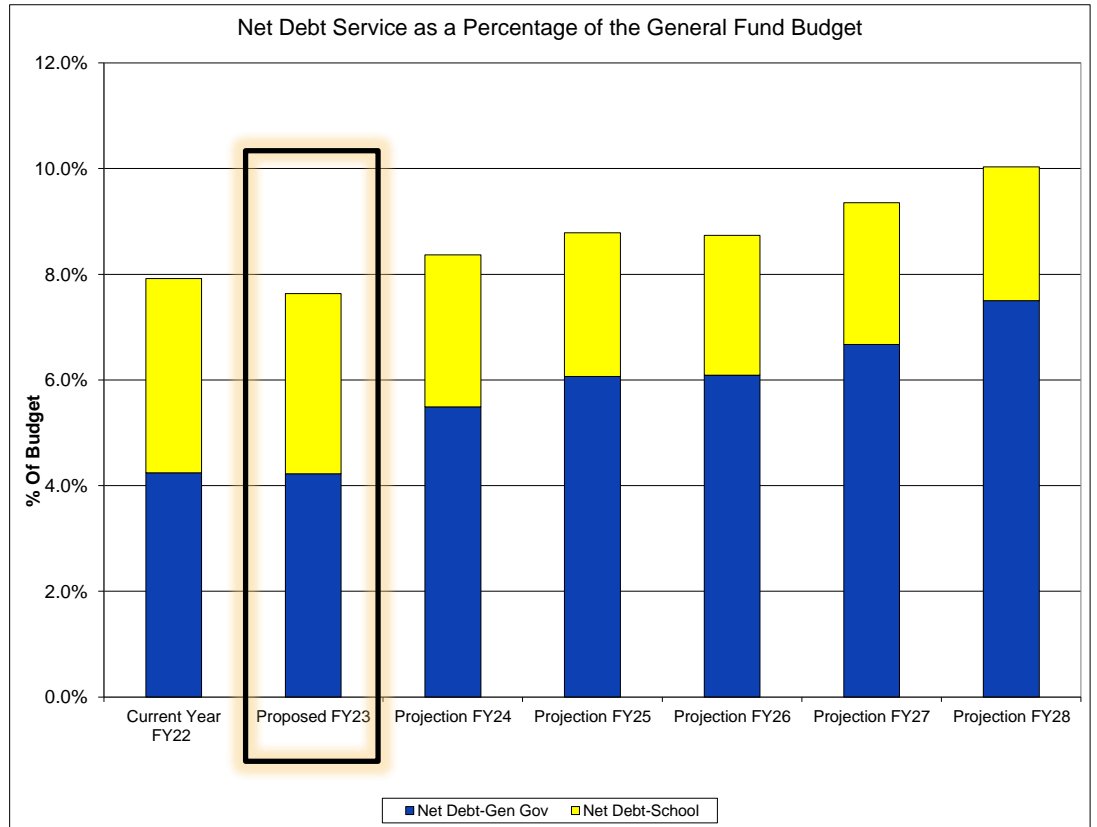
GENERAL FUND

**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>Current Year FY22</u>	<u>Proposed FY23</u>	<u>Projection FY24</u>	<u>Projection FY25</u>	<u>Projection FY26</u>	<u>Projection FY27</u>	<u>Projection FY28</u>
Total Gen Fund Without Debt Service	112,755,143	119,579,055	124,517,670	129,660,249	135,015,218	140,591,346	146,397,769
Increase FY 23 and beyond:							
4.13%							
Existing Debt Service-School	6,407,958	6,154,444	4,302,169	4,168,569	3,959,669	3,778,644	3,658,744
Existing Debt Service-Gen Gov	7,151,372	6,201,028	5,752,403	4,834,252	4,295,103	3,206,853	2,330,978
Projected Debt Service-School	-	144,000	419,800	500,400	759,000	1,191,600	1,254,200
Projected Debt Service-Gen Gov	110,560	1,130,350	3,340,420	5,332,590	6,263,000	8,699,570	11,278,184
Total Gross Debt Service	13,669,890	13,629,821	13,814,791	14,835,811	15,276,771	16,876,666	18,522,105
Debt Service Related Revenues-Schools	(1,757,196)	(1,757,196)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
Debt Service Related Revenues-Gen Gov	(1,900,000)	(1,700,000)	(1,500,000)	(1,400,000)	(1,400,000)	(1,400,000)	(1,232,387)
Net Debt-School	4,650,762	4,541,248	3,980,995	3,927,995	3,977,695	4,229,270	4,171,970
Net Debt-Gen Gov	5,361,932	5,631,378	7,592,823	8,766,842	9,158,103	10,506,423	12,376,775
Total Net Debt	10,012,694	10,172,625	11,573,817	12,694,837	13,135,797	14,735,692	16,548,744
Total Projected General Fund Budget	126,425,033	133,208,876	138,332,461	144,496,060	150,291,989	157,468,013	164,919,874
Percentage Net Debt-School of Budget	3.68%	3.41%	2.88%	2.72%	2.65%	2.69%	2.53%
Percentage Net Debt-Gen Gov of Budget	4.24%	4.23%	5.49%	6.07%	6.09%	6.67%	7.50%
	Current Year FY22	Proposed FY23	Projection FY24	Projection FY25	Projection FY26	Projection FY27	Projection FY28
Total Percentage Net Debt Service of Budget:	7.92%	7.64%	8.37%	8.79%	8.74%	9.36%	10.03%



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

Bond		FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Rating								
ISSUED DEBT								
PARKING & TRANSPORTATION FUND-Issued Debt		FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
AAA	06/20/19 19 Foundry Parking Garage	\$26,200,000(\$23,149,000)						
	Principal-Last Pmt FY 39	20 Yr	935,000	980,000	1,025,000	1,080,000	1,130,000	1,195,000
	Interest		846,813	800,063	751,063	699,813	645,813	589,313
Total Parking/Trans Fund Issued Debt Principal Due			935,000	980,000	1,025,000	1,080,000	1,130,000	1,195,000
Total Parking/Trans Fund Issued Debt Interest Due			846,813	800,063	751,063	699,813	645,813	589,313
Total Parking/TransFund-Issued Debt			1,781,813	1,780,063	1,776,063	1,779,813	1,775,813	1,779,563
PROJECTED FUTURE DEBT:								
Actual to Budgeted adjustment								
PARKING/TRANSPORTATION FUND- Projected Future Debt		FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
			BAN Interest	BAN Interest				
20 yr 4.0%	FY 22 High Hanover Facility-Capital Improvements	6,300,000	25,000	69,000	567,000	554,400	541,800	529,200
Authorized 08/02/21								
Total Parking/Transportation Fund-Projected Future Debt		25,000	69,000	567,000	554,400	541,800	529,200	516,600
Future Debt Related Revenues		FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Total Future Debt Related Revenues-Parking/Transportation Fund		-	-	-	-	-	-	-
Total Net Projected Future Debt-Parking/Transportation Fund		25,000	69,000	567,000	554,400	541,800	529,200	516,600
Total Net Issued and Projected Debt-Parking/Transportation Fund		1,806,813	1,849,063	2,343,063	2,334,213	2,317,613	2,313,513	2,296,163

PARKING and TRANSPORTATION FUND

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

Bond		<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
Rating								
ISSUED DEBT								
	<u>DEBT SERVICE FUND-Issued Debt</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
AAA	<u>06/15/16 Commerce Way-Betterment</u> <u>1.39%</u> <u>1,524,710</u>							
	Principal-Last Pmt FY 26	155,000	160,000	165,000	170,000	180,000		
	Interest	33,200	27,000	20,600	14,000	7,200		
	Total Debt Service Fund Issued Debt Principal Due	155,000	160,000	165,000	170,000	180,000	-	-
	Total Debt Service Fund Issued Debt Interest Due	33,200	27,000	20,600	14,000	7,200	-	-
	Total Debt Service Fund-Issued Debt	188,200	187,000	185,600	184,000	187,200	-	-
	<u>Issued Debt Related Revenues</u>							
	Properties Subject to Commerce Way Betterment Assessment	(188,200)	(187,000)	(185,600)	(184,000)	(187,200)		
	Total Net Issued Debt Service Fund	-	-	-	-	-	-	-

WATER FUND

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

Bond CASH BASIS

Rating			<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
ISSUED DEBT									
WATER FUND-Issued Debt									
SRF	<u>05/15/02 02 SRF-Upgrade Motor Control Center</u>	<u>300,000</u>							
	Principal-Last Pmt FY 22	20 Year	15,000						
	Interest		597						
SRF	<u>05/15/02 02 SRF-Corrosion Control Program</u>	<u>288,000</u>							
	Principal-Last Pmt FY 22	20 Year	14,400						
	Interest		548						
SRF	<u>11/01/02 03 SRF-Constitution Avenue</u>	<u>4,800,000</u>							
	Principal-Last Pmt FY 23	20 Year	240,000	240,000					
	Interest		17,780	8,890					
SRF	<u>12/01/02 03 SRF-Spinney Tank</u>	<u>1,162,560</u>							
	Principal-Last Pmt FY 23	20 Year	58,128	58,128					
	Interest		4,335	2,168					
SRF	<u>06/01/08 08 SRF-Madbury Treatment Plant-Design</u>	<u>2,000,000</u>							
	Principal-Last Pmt FY 28	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Interest		24,416	20,928	17,440	13,952	10,464	6,976	3,488
AAA	<u>06/20/18 18 Pleasant St Water Line</u>	<u>600,000</u>							
	Principal-Last Pmt FY 28	10 Year	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	Interest		21,000	18,000	15,000	12,000	9,000	6,000	3,000
AA+	<u>01/15/09 09 Madbury Treatment Plant-Refunded</u>	<u>7,921,500</u>							
	Principal-Last Pmt FY 29	20 Year	795,000	795,000	795,000	790,000	790,000	790,000	790,000
	Interest		253,260	221,460	189,660	157,860	126,260	94,660	63,060
AAA	<u>06/20/19 19 Annual Waterline Replacement</u>	<u>\$500,000(\$426,000)</u>							
	Principal-Last Pmt FY 29	10 Year	45,000	45,000	45,000	45,000	40,000	40,000	40,000
	Interest		16,750	14,500	12,250	10,000	7,750	5,750	3,750
SRF	<u>02/01/12 12 SRF-Madbury Treatment Plant</u>	<u>5,000,000</u>							
	Principal-Last Pmt FY 32	20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		74,800	68,000	61,200	54,400	47,600	40,800	34,000
AAA	<u>06/25/14 14 Hobbs Hill Water Tank</u>	<u>3,500,000</u>							
	Principal-Last Pmt FY 34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		98,000	89,250	80,500	71,750	63,000	54,250	49,000
AAA	<u>06/23/15 15 Water Improvements</u>	<u>4,800,000</u>							
	Principal-Last Pmt FY 35	20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000
	Interest		115,200	105,600	96,000	86,400	76,800	69,600	62,400
AAA	<u>06/15/16 16 Water Improvements</u>	<u>4,100,000</u>							
	Principal-Last Pmt FY 36	20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000
	Interest		94,300	86,100	77,900	69,700	61,500	53,300	49,200
AAA	<u>06/23/17 17 Water Improvements</u>	<u>2,250,000</u>							
	Principal-Last Pmt FY 37	20 Year	115,000	115,000	115,000	115,000	115,000	115,000	110,000
	Interest		58,538	53,938	49,338	44,738	40,138	35,538	30,938
AAA	<u>06/20/18 18 Water Improvements</u>	<u>2,500,000</u>							
	Principal-Last Pmt FY 38	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		83,594	77,344	71,094	64,844	58,594	52,344	46,094
AAA	<u>06/20/19 19 Annual Waterline Replacement</u>	<u>\$2,200,000(\$1,981,400)</u>							
	Principal-Last Pmt FY 39	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Interest		71,394	66,394	61,394	56,394	51,394	46,394	41,394
AAA	<u>04/06/21 20 Water System Upgrades</u>	<u>\$4,023,000(\$3,633,000)</u>							
	Principal-Last Pmt FY 41	20 Year	188,000	190,000	190,000	190,000	185,000	185,000	180,000
	Interest		106,553	103,025	95,425	87,825	80,225	72,825	64,500
	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							
AAA	<u>04/06/21 21 Water System Upgrades</u>	<u>\$2,750,000(\$2,516,000)</u>							
	Principal-Last Pmt FY 41	20 Year	136,000	135,000	135,000	130,000	130,000	130,000	130,000
	Interest		74,547	71,900	66,500	61,100	55,900	50,700	44,850
	New Groundwater Source	500,000							
	Water Transmission Main Replacement	600,000							
	Islington St Phase 1B	1,650,000							

WATER FUND

WATER FUND

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

Bond **CASH BASIS**

Rating		<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
	Total Water Fund Issued Debt Principal Due	2,861,528	2,833,128	2,535,000	2,525,000	2,515,000	2,515,000	2,505,000
	Total Water Fund Issued Debt Interest Due	1,115,611	1,007,496	893,700	790,962	688,624	589,136	495,673
	Total Water Fund-Issued Debt	3,977,139	3,840,624	3,428,700	3,315,962	3,203,624	3,104,136	3,000,673
PROJECTED FUTURE DEBT:								
WATER FUND-Projected Future Debt								
Issued/Refunded Difference Budgeted vs actual								
20 yr 4.0%	FY20-Reservoir Management	600,000	54,000	52,800	51,600	50,400	49,200	48,000
FY 20	Authorized 07/15/19							
		600,000						
20 yr 4.0%	FY21-Water Storage Tanks Painting	850,000		76,500	74,800	73,100	71,400	69,700
FY 21	Authorized 12/07/20							
	Total FY 21 New Bonding	850,000						
20 yr 4.0%	FY22-Annual Waterline Replacement	1,000,000	90,000	88,000	86,000	84,000	82,000	80,000
20 yr 4.0%	FY22-Water Transmission Main Replacement	7,300,000		657,000	642,400	627,800	613,200	598,600
20 yr 4.0%	FY22-Islington Street Phase 2	2,300,000	207,000	202,400	197,800	193,200	188,600	184,000
20 yr 4.0%	FY22-Willard Avenue Water Mains	1,800,000	162,000	158,400	154,800	151,200	147,600	144,000
20 yr 4.0%	FY 22 Union St Reconstruction	1,500,000	135,000	132,000	129,000	126,000	123,000	120,000
FY 22	Authorized 08/23/21							
	Total FY 22 New Bonding	13,900,000						
30 yr 4.0%	FY23-Well Station Improvements	1,000,000		73,333	72,000	70,667	69,333	68,000
30 yr 4.0%	FY23-Water Storage Tanks Painting	350,000		25,667	25,200	24,733	24,267	23,800
30 yr 4.0%	FY23-Bartlett Street Utilities Upgrades and Streets	800,000		58,667	57,600	56,533	55,467	54,400
	Total FY 23 New Bonding	2,150,000						
30 yr 4.0%	FY24-Annual Waterline Replacement	1,000,000			73,333	72,000	70,667	69,333
30 yr 4.0%	FY24-New Groundwater Source	2,000,000			146,667	144,000	141,333	138,667
30 yr 4.0%	FY24-Fleet Street Utilities Upgrades/Stretscape	2,000,000			146,667	144,000	141,333	138,667
30 yr 4.0%	FY24 Edmond Ave	500,000			36,667	36,000	35,333	34,667
	Total FY 24 New Bonding	5,500,000						
30 yr 4.0%	FY25-Water Storage Tanks Improvements	400,000				29,333	28,800	28,267
30 yr 4.0%	FY25-Madbury Water Treatment Plant Facility Imp	650,000				47,667	46,800	45,933
30 yr 4.0%	FY 25-The Creek Neighborhood Reconstruction	500,000				36,667	36,000	35,333
	Total FY 25 New Bonding	1,550,000						
30 yr 4.0%	FY26-Annual Waterline Replacement	1,000,000					73,333	72,000
30 yr 4.0%	FY26-Well Station Improvements	700,000					51,333	50,400
30 yr 4.0%	FY26-Reservoir Management	1,000,000					73,333	72,000
30 yr 4.0%	FY26-Chapel Street	280,000					20,533	20,160
30 yr 4.0%	FY 26-DPW Complex Improvements	1,000,000					73,333	72,000
	Total FY 26 New Bonding	3,980,000						
30 yr 4.0%	FY27-Water Storage Tanks Improvements	4,000,000						293,333
30 yr 4.0%	FY 27-The Creek Neighborhood Reconstruction	800,000						58,667
	Total FY 27 New Bonding	4,800,000						
30 yr 4.0%	FY28-Annual Waterline Replacement	1,000,000						
	Total FY 28 New Bonding	1,000,000						
	Total Projected FY 23-28	18,980,000						
	Total Authorized Unissued	15,350,000						
	Total Water Fund-Projected Future Debt	-	648,000	1,524,767	1,894,533	1,967,300	2,216,200	2,519,927
	Total Issued and Projected Debt Water Fund	3,977,139	4,488,624	4,953,467	5,210,495	5,170,924	5,320,336	5,520,600

WATER FUND

SEWER FUND

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

Bond CASH BASIS

Rating			FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
ISSUED DEBT									
SEWER FUND-Issued Debt									
AA+	12/14/11	12 P.I.W.W.T.P. Prel. Eng and LTCP Imp	3,000,000						
		Principal-Last Pmt FY 32	20 Year	150,000					
		Interest		3,750					
SRF	06/11/02	02 SRF-Sewer Projects Phase 1	4,931,361						
		Principal-Last Pmt FY 22	20 Year	246,568					
		Interest-State recalculated interest starting in FY 15 total saving \$197,808		3,353					
SRF	09/12/02	03 SRF-SSES - State Street	1,500,433						
		Principal-Last Pmt FY 23	20 Year	150,043					
		Interest-State recalculated interest starting in FY 15 total saving \$27,268		2,041					
SRF	05/04/05	05 SRF-Sewer Projects Phase 2	8,898,110						
		Principal-Last Pmt FY 25	20 Year	444,905	444,905	444,905	444,905		
		Interest-State recalculated interest starting in FY 15 total saving \$504,176		33,279	24,959	16,639	8,320		
AAA	06/15/16	16 Sewer System Improvements	1,000,000						
		Principal-Last Pmt FY 26	10 Year	100,000	100,000	100,000	100,000	100,000	
		Interest		20,000	16,000	12,000	8,000	4,000	
AAA	06/15/17	17 Goose Bay and Pumping Stations	900,000						
		Principal-Last Pmt FY 27	10 Year	90,000	90,000	90,000	90,000	90,000	90,000
		Interest		21,600	18,000	14,400	10,800	7,200	3,600
SRF	12/01/08	09 SRF-Sewer Projects Phase 3	5,508,137						
		Principal-Last Pmt FY 28	20 Year	275,407	275,407	275,407	275,407	275,407	275,407
		Interest-State recalculated interest starting in FY 15 total saving \$306,168		45,883	39,328	32,773	26,219	19,664	13,109
SRF	12/01/08	09 SRF-Lower Court Street Loan	688,562						
		Principal-Last Pmt FY 28	20 Year	34,428	34,428	34,428	34,428	34,428	34,428
		Interest-State recalculated interest starting in FY 15 total saving \$36,048		5,736	4,916	4,097	3,278	2,458	1,639
AAA	06/20/18	18 Sewer Line and Pump Station Improvements	1,800,000						
		Principal-Last Pmt FY 28	10 Year	180,000	180,000	180,000	180,000	180,000	180,000
		Interest		63,000	54,000	45,000	36,000	27,000	18,000
AAA	06/20/19	19 Consent Decree-Union St-Annual Sewerline	\$1,361,100(\$1,600,000)						
		Principal-Last Pmt FY 29	10 Year	140,000	140,000	140,000	140,000	135,000	135,000
		Interest		53,750	46,750	39,750	32,750	25,750	19,000
SRF	01/01/11	11 SRF-Rye Line Pump Station Upgrades	1,069,714						
		Principal-Last Pmt FY 30	20 Year	53,486	53,486	53,486	53,486	53,486	53,486
		Interest-State recalculated interest starting in FY 15 total saving \$25,456		12,439	11,057	9,674	8,292	6,910	5,528
SRF	01/01/11	11 SRF-201 Facilities Plan Updates	1,000,000						
		Principal-Last Pmt FY 30	20 Year	50,000	50,000	50,000	50,000	50,000	50,000
		Interest-State recalculated interest starting in FY 15 total saving \$24,288		11,628	10,336	9,044	7,752	6,460	5,168
SRF	12/16/11	12 SRF-LTCP Bartlett St. Area Sewer Ext	5,290,233						
		Principal-Last Pmt FY 31	20 Year	264,512	264,512	264,512	264,512	264,512	264,512
		Interest-State recalculated interest starting in FY 15 total saving \$191,222		69,249	62,324	55,399	48,474	41,549	34,625
AAA	12/14/21	12 P.I.W.W.T.P. Prel. Eng and LTCP Imp-Refunding	1,260,000						
		Principal-Last Pmt FY 32	10 YR	120,000	120,000	120,000	125,000	125,000	125,000
		Interest		37,275	60,000	54,000	47,875	41,625	35,375
AA+	03/19/12	12 LTCP Contract #3B and Cass St Area	8,000,000						
		Principal-Last Pmt FY 32	20 Year	400,000	400,000	400,000	400,000	400,000	400,000
		Interest		122,500	106,500	94,500	86,000	76,750	66,000
AAA	06/27/13	13 LTCP Contract #3C Lincoln Area	3,929,000						
		Principal-Last Pmt FY 33	20 Year	195,000	195,000	195,000	195,000	195,000	195,000
		Interest		71,760	65,910	60,060	54,210	48,360	42,510
SRF	06/01/14	14 SRF-LTCP Contract #3C	5,595,874						
		Principal-Last Pmt FY 33	20 Year	279,794	279,794	279,794	279,794	279,794	279,794
		Interest		112,544	103,166	93,787	84,408	75,029	65,651
AAA	06/25/14	14 Peirce Island WWTP	10,000,000						
		Principal-Last Pmt FY 34	20 Year	500,000	500,000	500,000	500,000	500,000	500,000
		Interest		280,000	255,000	230,000	205,000	180,000	155,000
AAA	06/25/14	14 Pease WWTP	3,500,000						
		Principal-Last Pmt FY 34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000
		Interest		98,000	89,250	80,500	71,750	63,000	54,250
AAA	06/23/15	15 Pease WWTP	1,000,000						
		Principal-Last Pmt FY 35	20 Year	50,000	50,000	50,000	50,000	50,000	50,000
		Interest		24,000	22,000	20,000	18,000	16,000	14,500
AAA	06/15/16	16 Lafayette Rd Pumping Station	3,000,000						
		Principal-Last Pmt FY 36	20 Year	150,000	150,000	150,000	150,000	150,000	150,000
		Interest		69,000	63,000	57,000	51,000	45,000	39,000
AAA	06/15/17	17 Annual Sewerline	2,500,000						
		Principal-Last Pmt FY 37	20 Year	125,000	125,000	125,000	125,000	125,000	125,000
		Interest		65,156	60,156	55,156	50,156	45,156	40,156
AAA	06/15/18	18 Annual Sewerline and Pumping Stations	3,000,000						
		Principal-Last Pmt FY 38	20 Year	150,000	150,000	150,000	150,000	150,000	150,000
		Interest		100,313	92,813	85,313	77,813	70,313	62,813
AAA	06/20/19	19 Pease Wastewater Treatment Plant	\$6,490,000(\$7,200,000)						
		Principal-Last Pmt FY 39	20 Year	325,000	325,000	325,000	325,000	325,000	325,000
		Interest		233,694	217,444	201,194	184,944	168,694	152,444
AAA	04/06/21	20 Sewer System Upgrades	\$2,745,000(\$2,432,300)						
		Principal-Last Pmt FY 41	20 Year	127,300	130,000	130,000	130,000	120,000	120,000
		Interest		71,320	68,900	63,700	58,500	53,300	48,500

SEWER FUND

SEWER FUND

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

Bond **CASH BASIS**

Rating			<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
	Annual Sewerline Replacement	1,000,000							
	Pleasant St Sewerline	770,000							
	Maplewood Ave Sewerline	975,000							
AAA	04/06/21 21 Sewer System Upgrades	\$5,250,000(\$4,816,700)							
	Principal-Last Pmt FY 41	20 Year	246,700	245,000	245,000	240,000	240,000	240,000	240,000
	Interest		140,601	136,000	126,200	116,400	106,800	97,200	86,400
	Mechanic St Pump Station Force Main	3,600,000							
	Islington St Phase 1B	1,650,000							
	Total Interest savings from State recalculation FY 15 - FY 31 \$1,539,384								
	Total Sewer Fund Issued Debt Principal Due		4,903,142	4,477,531	4,477,531	4,477,531	4,017,626	3,917,626	3,817,626
	Total Sewer Fund Issued Debt Interest Due		1,771,869	1,627,808	1,460,187	1,295,941	1,131,019	974,067	834,566
	Total Sewer Fund-Issued Debt		6,675,012	6,105,340	5,937,718	5,773,472	5,148,645	4,891,693	4,652,192
	Issued Debt Related Revenues		<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
	Pease Development Authority								
	Pease WWTP-State Aid C-595								
	Phase I-State Aid		(74,977)						
	Phase 2-State Aid C-706		(143,455)	(140,959)	(138,463)	(135,967)			
	Rye Line Pump Station C-876		(23,073)	(22,264)	(21,851)	(21,436)	(21,021)	(20,607)	(20,192)
	Lincoln Area Contract 3B C-877		(83,921)	(81,692)	(79,463)	(77,235)	(75,006)	(72,777)	(70,549)
	Lincoln Area Contract 3C C-878		(82,466)	(79,394)	(77,760)	(76,126)	(74,492)	(72,860)	(71,226)
	Cass St Area C-879		(52,758)	(51,357)	(49,956)	(48,555)	(47,154)	(45,753)	(44,352)
	Bartlett Area C-860		(72,292)	(70,907)	(69,522)	(68,137)	(66,752)	(65,367)	(63,982)
	Lincoln Area 3A C-861		(82,219)	(85,034)	(78,468)	(76,592)	(74,716)	(72,841)	(70,965)
	Total Issued Debt Related Revenues-Sewer Fund		(615,161)	(531,607)	(515,483)	(504,048)	(359,141)	(350,205)	(341,266)
	Total Net Issued Debt-Sewer Fund		6,059,851	5,573,733	5,422,235	5,269,424	4,789,504	4,541,488	4,310,926

SEWER FUND-Projected Future Debt			<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
	Issued Difference Budgeted vs actual		14,662						
30 yr 2%	FY17-P.I.W.W.T.P. Upgrades	75,000,000							
	Authorized 03/14/16								
30 yr 2%	FY18-Peirce Island Wastewater treatment Plant	6,900,000							
	Authorized 07/10/17								
	less Principal Forgiveness (5%)	(4,095,000)							
	Total SRF	77,805,000	4,149,600	4,097,730	4,045,860	3,993,990	3,942,120	3,890,250	3,838,380
30 yr 2%	FY20-Consent Mitigation (SRF)	4,400,000	45,000	45,000	199,467	196,973	194,480	191,987	189,493
	Authorized 07/15/19								
	less Principal Forgiveness (15%)	(660,000)							
FY 20	Total SRF	3,740,000							
30 yr 2%	FY22-Pease Wastewater Treatment Facility-possible SRF	1,500,000		6,565	68,373	67,519	66,664	65,809	64,955
	Authorized 08/02/21								
	First \$75,000 Forgiveness	(75,000)							
	Sub Total	1,425,000							
	10% Forgiveness thereafter	(142,500)							
	Total SRF	1,282,500							
20 yr 4.0%	FY22-Annual Sewer Line Replacement	500,000		45,000	44,000	43,000	42,000	41,000	40,000
20 yr 4.0%	FY22-Pumping Station Upgrades	750,000			67,500	66,000	64,500	63,000	61,500
20 yr 4.0%	FY22-Mechanic St Pumping Station	2,000,000		180,000	176,000	172,000	168,000	164,000	160,000
20 yr 4.0%	FY22-Marjorie St Pumping Station	1,000,000			90,000	88,000	86,000	84,000	82,000
20 yr 4.0%	FY22-Sewer Service for Sagamore Ave Sewer Extension	300,000			27,000	26,400	25,800	25,200	24,600
20 yr 4.0%	FY22-Islington Street Phase 2	2,300,000		207,000	202,400	197,800	193,200	188,600	184,000
20 yr 4.0%	FY22-Willard Avenue Sewer Separation	3,000,000		270,000	264,000	258,000	252,000	246,000	240,000
20 yr 4.0%	FY 22 Union St Reconstruction	1,100,000		99,000	96,800	94,600	92,400	90,200	88,000
	Total FY 22 New Bonding	10,950,000							
	Authorized 08/02/21								
30 yr 4.0%	FY23-Annual Sewer Line Replacement	500,000			36,667	36,000	35,333	34,667	34,000
30 yr 4.0%	FY23-Pease Wastewater Treatment Facility	550,000			40,333	39,600	38,867	38,133	37,400
30 yr 4.0%	FY23-Pumping Station Upgrades	800,000			58,667	57,600	56,533	55,467	54,400
30 yr 4.0%	FY23-Sewer Main for Sagamore Avenue Area Sewer Extension	2,200,000			161,333	158,400	155,467	152,533	149,600
30 yr 4.0%	FY23-Sewer Service for Sagamore Ave Sewer Extension	450,000			33,000	32,400	31,800	31,200	30,600
30 yr 4.0%	FY23-Bartlett Street Utilities Upgrades and Streetscape	800,000			58,667	57,600	56,533	55,467	54,400
30 yr 4.0%	FY23-Fleet Street Utilities Upgrades/Streetscape	2,200,000			161,333	158,400	155,467	152,533	149,600
	Total FY 23 New Bonding	7,500,000							

SEWER FUND

SEWER FUND

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

Bond **CASH BASIS**

Rating		<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	<u>FY 28</u>
30 yr 4.0%	FY24-Annual Sewer Line Replacement	1,000,000			73,333	72,000	70,667	69,333
30 yr 4.0%	FY24-Pease Wastewater Treatment Facility	19,800,000			1,452,000	1,425,600	1,399,200	1,372,800
30 yr 4.0%	FY24-Long Term Control Related Projects	300,000			22,000	21,600	21,200	20,800
30 yr 4.0%	FY24-Woodbury Avenue Sewer Separation	250,000			18,333	18,000	17,667	17,333
30 yr 4.0%	FY24-Sewer Service for Sagamore Ave Sewer Extension	450,000			33,000	32,400	31,800	31,200
30 yr 4.0%	FY24-Fleet Street Utilities Upgrades/Stretscape	2,400,000			176,000	172,800	169,600	166,400
30 yr 4.0%	FY24 Edmond Ave	200,000			14,667	14,400	14,133	13,867
	Total FY 24 New Bonding	24,400,000						
30 yr 4.0%	FY25-Wastewater Reuse at Pease WWTF	2,000,000				146,667	144,000	141,333
30 yr 4.0%	FY25-Pumping Station Upgrades	500,000				36,667	36,000	35,333
30 yr 4.0%	FY25-Sewer Service for Sagamore Ave Sewer Extension	450,000				33,000	32,400	31,800
30 yr 4.0%	FY 25-The Creek Neighborhood Reconstruction	500,000				36,667	36,000	35,333
	Total FY 25 New Bonding	950,000						
30 yr 4.0%	FY26-Annual Sewer Line Replacement	1,000,000					73,333	72,000
30 yr 4.0%	FY26-Long Term Control Related Projects	1,000,000					73,333	72,000
30 yr 4.0%	FY26-Sewer Service for Sagamore Ave Sewer Extension	450,000					33,000	32,400
30 yr 4.0%	FY26-Chapel Street	280,000					20,533	20,160
30 yr 4.0%	FY26-DPW Complex Improvements	1,000,000					73,333	72,000
	Total FY 26 New Bonding	3,730,000						
30 yr 4.0%	FY27-Wastewater Reuse at Pease WWTF	6,300,000						462,000
30 yr 4.0%	FY27-Long Term Control Related Projects	1,000,000						73,333
30 yr 4.0%	FY27-Pumping Station Upgrades	500,000						36,667
30 yr 4.0%	FY27-Sewer Service for Sagamore Ave Sewer Extension	450,000						33,000
30 yr 4.0%	FY 27-The Creek Neighborhood Reconstruction	800,000						58,667
	Total FY 27 New Bonding	800,000						
30 yr 4.0%	FY28-Annual Sewer Line Replacement	1,000,000						
30 yr 4.0%	FY28-Long Term Control Related Projects	1,000,000						
30 yr 4.0%	FY28-Sewer Service for Sagamore Ave Sewer Extension	350,000						
	Total FY 28 New Bonding	2,000,000						
	Total Projected FY 23-28	39,380,000						
	Total Authorized Unissued (includes SRF)	93,777,500						
	Total Sewer Fund-Projected Future Debt	4,209,262	4,950,295	5,831,400	7,533,615	7,666,964	7,816,246	8,350,688
	Total Net Projected Future Debt-Sewer Fund	4,209,262	4,950,295	5,831,400	7,533,615	7,666,964	7,816,246	8,350,688
	Total Gross Issued and Projected Debt-Sewer	10,884,274	11,055,635	11,769,118	13,307,087	12,815,609	12,707,939	13,002,880
	Total Net Issued and Projected Debt-Sewer Fund	10,269,113	10,524,028	11,253,635	12,803,039	12,456,468	12,357,734	12,661,614

SEWER FUND

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

City of Portsmouth

Outstanding Debt Service by Fiscal Year

Fiscal Year	General Fund-Gen Gov				General Fund-School				Total General Fund				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 23</u>	1	5,025,000	1,176,028	16%	16%	4,725,000	1,429,444	13%	13%	9,750,000	2,605,471	15%	15%
<u>FY 24</u>	2	4,790,000	962,403	16%	32%	3,045,000	1,257,169	8%	21%	7,835,000	2,219,571	12%	26%
<u>FY 25</u>	3	4,080,000	754,252	13%	45%	3,050,000	1,118,569	8%	30%	7,130,000	1,872,821	11%	37%
<u>FY 26</u>	4	3,715,000	580,103	12%	57%	2,980,000	979,669	8%	38%	6,695,000	1,559,771	10%	47%
<u>FY 27</u>	5	2,780,000	426,853	9%	67%	2,935,000	843,644	8%	46%	5,715,000	1,270,496	9%	55%
<u>FY 28</u>	6	2,025,000	305,978	7%	73%	2,945,000	713,744	8%	54%	4,970,000	1,019,721	7%	63%
<u>FY 29</u>	7	1,163,500	215,253	4%	77%	2,885,000	586,819	8%	62%	4,048,500	802,071	6%	69%
<u>FY 30</u>	8	640,000	160,963	2%	79%	2,860,000	467,431	8%	70%	3,500,000	628,394	5%	74%
<u>FY 31</u>	9	635,000	132,163	2%	81%	2,225,000	350,731	6%	76%	2,860,000	482,894	4%	78%
<u>FY 32</u>	10	595,000	106,763	2%	83%	2,230,000	259,406	6%	82%	2,825,000	366,169	4%	82%
<u>FY 33</u>	11	590,000	94,863	2%	85%	1,250,000	198,256	3%	85%	1,840,000	293,119	3%	85%
<u>FY 34</u>	12	590,000	85,275	2%	87%	1,250,000	158,056	3%	89%	1,840,000	243,331	3%	88%
<u>FY 35</u>	13	575,000	75,688	2%	89%	1,085,000	120,356	3%	92%	1,660,000	196,044	2%	90%
<u>FY 36</u>	14	575,000	65,625	2%	91%	1,085,000	88,525	3%	95%	1,660,000	154,150	2%	93%
<u>FY 37</u>	15	575,000	55,563	2%	93%	835,000	56,100	2%	97%	1,410,000	111,663	2%	95%
<u>FY 38</u>	16	570,000	45,500	2%	94%	585,000	30,863	2%	98%	1,155,000	76,363	2%	97%
<u>FY 39</u>	17	570,000	34,100	2%	96%	330,000	13,475	1%	99%	900,000	47,575	1%	98%
<u>FY 40</u>	18	570,000	22,700	2%	98%	110,000	4,400	0%	100%	680,000	27,100	1%	99%
<u>FY 41</u>	19	565,000	11,300	2%	100%	110,000	2,200	0%	100%	675,000	13,500	1%	100%
<u>FY 42</u>	20			0%	100%			0%	100%	-	-	0%	100%
Totals		30,628,500	5,311,367			36,520,000	8,678,856			67,148,500	13,990,224		
Revenue		(8,632,387)				(7,984,932)				(16,617,319)			
Net Debt		21,996,113				28,535,068				50,531,181			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 23</u>	1	980,000	800,063	5%	5%	160,000	27,000	24%	24%	10,890,000	3,432,534	12%	12%
<u>FY 24</u>	2	1,025,000	751,063	5%	10%	165,000	20,600	24%	48%	9,025,000	2,991,234	10%	23%
<u>FY 25</u>	3	1,080,000	699,813	5%	15%	170,000	14,000	25%	73%	8,380,000	2,586,633	9%	32%
<u>FY 26</u>	4	1,130,000	645,813	6%	21%	180,000	7,200	27%	100%	8,005,000	2,212,784	9%	41%
<u>FY 27</u>	5	1,195,000	589,313	6%	26%			0%	100%	6,910,000	1,859,809	8%	49%
<u>FY 28</u>	6	1,250,000	529,563	6%	33%					6,220,000	1,549,284	7%	56%
<u>FY 29</u>	7	1,315,000	467,063	6%	39%					5,363,500	1,269,134	6%	62%
<u>FY 30</u>	8	1,375,000	401,313	7%	46%					4,875,000	1,029,706	6%	68%
<u>FY 31</u>	9	1,435,000	346,313	7%	53%					4,295,000	829,206	5%	72%
<u>FY 32</u>	10	1,495,000	288,913	7%	60%					4,320,000	655,081	5%	77%
<u>FY 33</u>	11	1,525,000	255,275	7%	67%					3,365,000	548,394	4%	81%
<u>FY 34</u>	12	1,590,000	194,275	8%	75%					3,430,000	437,606	4%	85%
<u>FY 35</u>	13	1,625,000	150,550	8%	83%					3,285,000	346,594	4%	89%
<u>FY 36</u>	14	1,675,000	103,831	8%	91%					3,335,000	257,981	4%	93%
<u>FY 37</u>	15	1,250,000	53,581	6%	97%					2,660,000	165,244	3%	96%
<u>FY 38</u>	16	260,000	16,081	1%	99%					1,415,000	92,444	2%	97%
<u>FY 39</u>	17	265,000	8,281	1%	100%					1,165,000	55,856	1%	98%
<u>FY 40</u>	18			0%	100%					680,000	27,100	1%	99%
<u>FY 41</u>	19									675,000	13,500	1%	100%
<u>FY 42</u>	20									-	-	0%	100%
Totals		20,470,000	6,301,100			675,000	68,800			88,293,500	20,360,124		
Revenue						(675,000)	(68,800)			(17,292,319)			
Net Debt		20,470,000				0	0			71,001,181			

Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 23</u>	1	2,833,128	1,007,496	10%	10%	4,477,531	1,627,808	9%	9%	18,200,659	6,067,838	11%	11%
<u>FY 24</u>	2	2,535,000	893,700	9%	19%	4,477,531	1,460,187	9%	19%	16,037,531	5,345,121	10%	21%
<u>FY 25</u>	3	2,525,000	790,962	9%	27%	4,477,531	1,295,941	9%	28%	15,382,531	4,673,536	9%	30%
<u>FY 26</u>	4	2,515,000	688,624	9%	36%	4,017,626	1,131,019	9%	37%	14,537,626	4,032,427	9%	39%
<u>FY 27</u>	5	2,515,000	589,136	9%	45%	3,917,626	974,067	8%	45%	13,342,626	3,423,012	8%	47%
<u>FY 28</u>	6	2,505,000	495,673	9%	53%	3,817,626	834,566	8%	53%	12,542,626	2,879,522	8%	55%
<u>FY 29</u>	7	2,336,500	403,085	8%	62%	3,327,791	694,789	7%	60%	11,027,791	2,367,008	7%	61%
<u>FY 30</u>	8	1,515,000	319,738	5%	67%	3,207,791	574,355	7%	67%	9,597,791	1,923,799	6%	67%
<u>FY 31</u>	9	1,510,000	269,888	5%	72%	3,104,305	462,250	7%	74%	8,909,305	1,561,344	5%	73%
<u>FY 32</u>	10	1,510,000	218,888	5%	77%	2,839,794	352,431	6%	80%	8,669,794	1,226,400	5%	78%
<u>FY 33</u>	11	1,255,000	175,581	4%	82%	2,309,794	271,487	5%	85%	6,929,794	995,462	4%	82%
<u>FY 34</u>	12	1,255,000	138,250	4%	86%	1,835,000	195,393	4%	88%	6,520,000	771,250	4%	86%
<u>FY 35</u>	13	1,080,000	101,713	4%	90%	1,160,000	138,731	2%	91%	5,525,000	587,038	3%	90%
<u>FY 36</u>	14	835,000	71,538	3%	93%	1,110,000	108,056	2%	93%	5,280,000	437,575	3%	93%
<u>FY 37</u>	15	630,000	49,631	2%	95%	960,000	78,538	2%	95%	4,250,000	293,413	3%	95%
<u>FY 38</u>	16	520,000	33,738	2%	97%	830,000	53,363	2%	97%	2,765,000	179,544	2%	97%
<u>FY 39</u>	17	390,000	20,669	1%	98%	680,000	31,500	1%	98%	2,235,000	108,025	1%	98%
<u>FY 40</u>	18	295,000	11,800	1%	99%	360,000	14,300	1%	99%	1,335,000	53,200	1%	99%
<u>FY 41</u>	19	295,000	5,900	1%	100%	355,000	7,100	1%	100%	1,325,000	26,500	1%	100%
<u>FY 42</u>	20			0%	100%			0%	100%	-	-	0%	100%
Totals		28,854,628	6,286,008			47,264,947	10,305,881			164,413,075	36,952,012		
Revenue						(4,387,402)				(21,679,721)	(68,800)		
Net Debt		28,854,628				42,877,545				142,733,354	36,883,212		



Personnel Summary

EMPLOYEE PAY PLAN

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

COLLECTIVE BARGAINING UNITS

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2022, ten (10) bargaining unit contracts will be expired (shaded) by June 30, 2022.

PERSONNEL SUMMARY

The Fiscal Year 2023 proposed budget for all funds incorporates a net increase of 27.01 full-time positions.

	Full Time Equivalent
General Fund	22.41
Special Revenue Funds	1.6
Enterprise Funds	3
Total	27.01

General Government	Expires
Professional Management Association (PMA)	6/30/2022
Supervisory Management Alliance (SMA)	6/30/2022
AFSCME Local 1386B Library & Clericals	6/30/2022
AFSCME Local 1386 Public Works	6/30/2022

Police	Expires
Ranking Officers Association	6/30/2023
Portsmouth Patrolman Association	6/30/2023
Civilians	6/30/2023

Fire	Expires
Fire Officers Association	6/30/2023
FireFighter Association	6/30/2023

School	Expires
Principals/Directors Association of Portsmouth's Teachers	6/30/2022
Clerical Employees	6/30/2022
Custodial	6/30/2021
Cafeteria	6/30/2022
Paraeducators	6/30/2023
Custodial Supervisors	6/30/2022

(tan shaded boxes illustrate unions with unsettled union contracts as of the publishing date of this document).

Following tables represent:

1. Position Change by Department and Fund for FY23.
2. Summary of Personnel Counts by Department and Funds: FY21 Actual; FY22 Actual; FY23 City Manager's Proposed Budget.

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

Department/Position	Governmental Funds						Enterprise Funds		Total
	General Fund	Econ Dev	Stormwater	Parking & Trans	Prescott Park	Grants/ Other	Water	Sewer	
City Manager's Department									
Communication & Digital Services Specialist	1.00								1.00
Total City Manager	1.00	-	-	-	-	-	-	-	1.00
City Clerk									
Administrative Assistant I	1.00								1.00
Administrative Clerk	(1.00)								(1.00)
Total City Clerk	-	-	-	-	-	-	-	-	-
Legal									
Deputy City Attorney	(1.00)								(1.00)
Assistant City Attorney	1.00								1.00
Staff Attorney	(1.00)								(1.00)
Prosecutor	1.00								1.00
Total Legal	-	-	-	-	-	-	-	-	-
Information Technology									
Chief Information Officer	1.00								1.00
Software Solutions Director	1.00								1.00
Support Technician	2.00								2.00
Producer	1.00								1.00
Total Information Technology	5.00	-	-	-	-	-	-	-	5.00
Economic Development									
Assistant City Manager for Economic Development	1.00	(1.00)							-
Total Economic Development	1.00	(1.00)	-	-	-	-	-	-	-
Finance									
Application Specialist	(1.00)								(1.00)
Administrative Manager/Budget Coordinator	1.00								1.00
Business Administrator	(1.00)								(1.00)
Revenue Coordinator	1.00								1.00
Office Manager II	1.00								1.00
Office Manager	(1.00)								(1.00)
Administrative Clerk	(1.00)								(1.00)
Total Finance	(1.00)	-	-	-	-	-	-	-	(1.00)
Planning									
Land Use Compliance Agent/Asst Planner	(1.00)								(1.00)
Development Compliance Planner	1.00								1.00
Total Planning	-	-	-	-	-	-	-	-	-
Inspection									
Assistant Building Inspector	1.00								1.00
Total Inspection	1.00	-	-	-	-	-	-	-	1.00
Public Works-All Divisions									
Laborer	(1.00)								(1.00)
Sanitation Laborer	1.00								1.00
Utility Mechanic				1.00			0.50	0.50	2.00
Assistant Foreman-Parks & Greenery	1.00								1.00
SCADA Tech							0.50	0.50	1.00
Water Quality Specialist II							1.00		1.00
Water Quality Specialist							(1.00)		(1.00)
Treatment Operations Foreman							1.00	1.00	2.00
Plant Operator I							(1.00)		(1.00)
Pretreatment Coordinator								1.00	1.00
Sewer Foreman								(1.00)	(1.00)
Horticulturalist									1.00
Administrative Clerk				1.00					1.00
Facilities Project Manager				1.00					1.00
Parking Garage Foreman				1.00					1.00
Parking Foreman I				(1.00)					(1.00)
Violations Clerk - Collections				(1.00)					(1.00)
Parking Enforcement Supervisor				(1.00)					(1.00)
Total Public Works	1.00	-	-	1.00	1.00	-	1.00	2.00	6.00
Health									
Health Inspector	1.00								1.00
Total Health	1.00	-	-	-	-	-	-	-	1.00
Recreation									
Administrative Clerk	(1.00)								(1.00)
Office Manager	1.00								1.00
Total Recreation	-	-	-	-	-	-	-	-	-
Police									
Deputy Chief	1.00								1.00
Captain	(1.00)								(1.00)
Officers	2.00								2.00
Crime Analyst/Patrol Support	1.00								1.00
P&T Operations Adm	1.00								1.00
Sr. Secretary	(1.00)								(1.00)
Total Police	3.00	-	-	-	-	-	-	-	3.00
Fire									
Firefighter/Advanced EMT	2.00								2.00
Firefighter/EMT	(2.00)								(2.00)
Total Fire	-	-	-	-	-	-	-	-	-
School Department									
Administrators	1.00								1.00
Teachers:									
Classroom & Regular Program Instructor	1.00					0.60			1.60
Special Programs	1.00								1.00
Pupil Support Programs	3.94								3.94
Other School Staff:									-
Paraprofessional	2.47								2.47
Tutors	1.00								1.00
Total School Department	10.41	-	-	-	-	0.60	-	-	11.01
Total All Funds	22.41	(1.00)	-	1.00	1.00	0.60	1.00	2.00	27.01

FULL-TIME PERSONNEL

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS					
DEPARTMENT	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	CITY MANAGER FY23 PROPOSED BUDGET	Change From FY22

GENERAL FUND

FULL-TIME PERSONNEL					
CITY MANAGER	3.00	3.00	3.80	4.80	1.00
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	6.64	6.64	0.00
INFORMATION TECHNOLOGY	1.00	1.00	1.00	6.00	5.00
ECONOMIC DEVELOPMENT*	N/A	N/A	N/A	1.00	1.00
FINANCE DEPARTMENT	24.33	22.33	23.33	22.33	(1.00)
PLANNING DEPARTMENT	8.45	7.45	6.80	6.80	0.00
INSPECTION DEPARTMENT	5.05	5.05	7.00	8.00	1.00
HEALTH DEPARTMENT	2.50	2.50	3.00	4.00	1.00
PUBLIC WORKS	52.85	53.60	53.85	54.85	1.00
LIBRARY	16.00	16.00	17.00	17.00	0.00
RECREATION DEPARTMENT	4.00	4.00	5.00	5.00	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	93.00	92.00	91.00	94.00	3.00
FIRE DEPARTMENT	66.00	66.00	66.00	66.00	0.00
SCHOOL DEPARTMENT	380.34	379.90	374.10	384.51	10.41
GENERAL FUND - TOTAL FULL-TIME	672.16	668.47	667.52	689.93	22.41
% Change					3.36%

* Economic Development moved from a Special Revenue Fund to a General Fund Department in FY23

SPECIAL REVENUE FUNDS

FULL-TIME PERSONNEL					
SCHOOL DEPARTMENT	85.92	85.92	85.85	86.45	0.60
STORMWATER	5.00	5.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	25.31	23.06	26.31	27.31	1.00
PRESCOTT PARK	2.15	2.15	2.15	3.15	1.00
COMMUNITY CAMPUS **	N/A	N/A	1.00	1.00	0.00
INDOOR POOL ***	N/A	N/A	1.00	1.00	0.00
COMMUNITY DEVELOPMENT (CDBG)	1.00	1.00	1.00	1.00	0.00
ECONOMIC DEVELOPMENT (UDAG) *	1.00	1.00	1.00	0.00	(1.00)
SPECIAL FUNDS - TOTAL FULL-TIME	120.38	118.13	123.31	124.91	1.60
% Change					1.30%

* 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

FULL-TIME PERSONNEL					
WATER FUND	28.95	29.20	29.45	30.45	1.00
SEWER FUND	34.55	34.80	35.45	37.45	2.00
ENTERPRISE FUNDS - TOTAL FULL-TIME	63.50	64.00	64.90	67.90	3.00
% Change					4.62%

TOTAL FULL-TIME-CITY OF PORTSMOUTH

*TOTAL FULL-TIME PERSONNEL	856.04	850.60	855.73	882.74	27.01
TOTAL FULL-TIME PERSONNEL % Change					3.16%

*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

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS					
DEPARTMENT	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	CITY MANAGER FY23 PROPOSED BUDGET	Change From FY22

GENERAL FUND

<i>PART-TIME PERSONNEL*</i>					
HUMAN RESOURCES	2.00	2.00	2.00	0.00	(2.00)
LEGAL DEPARTMENT	3.00	3.00	3.00	4.00	1.00
FINANCE DEPARTMENT	0.00	0.00	1.00	1.00	0.00
PLANNING DEPARTMENT	0.00	0.00	1.00	1.00	0.00
INSPECTION DEPARTMENT	1.00	2.00	0.00	0.00	0.00
PUBLIC WORKS	0.25	0.25	0.25	0.25	0.00
LIBRARY	14.00	14.00	13.00	13.00	0.00
RECREATION (number of positions vary seasonally)	1.00	1.00	0.00	0.00	0.00
SENIOR SERVICES	2.00	2.00	4.00	4.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	30.00	30.00	30.00	30.00	0.00
FIRE DEPARTMENT	2.00	2.00	2.00	1.00	(1.00)
SCHOOL DEPARTMENT	6.00	6.00	6.00	6.00	0.00
GENERAL FUND TOTAL - TOTAL PART-TIME	62.25	63.25	63.25	61.25	(2.00)
% Change					-3.2%

SPECIAL REVENUE FUNDS

<i>PART-TIME PERSONNEL*</i>					
PARKING & TRANSPORTATION	49.25	48.25	48.25	48.25	0.00
COMMUNITY DEVELOPMENT	1.00	1.00	1.00	1.00	0.00
SPECIAL FUNDS - TOTAL PART-TIME	50.25	49.25	49.25	49.25	0.00
% Change					0.0%

ENTERPRISE FUNDS

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

TOTAL PART-TIME-CITY OF PORTSMOUTH

TOTAL PART-TIME PERSONNEL	113.0	113.0	113.0	111.0	-2.00
TOTAL PART-TIME PERSONNEL % Change					-1.8%

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.

Fiscal Year 2023 Personnel with Apportioned Salaries

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

- Deputy City Manager - \$148,800**
① 80% City Manager's Department, 10% Water Division, 10% Sewer Division
- Deputy Public Works Director - \$129,126**
⑨ 50% Water Division, 50% Sewer Division
- Engineer Supervisor (City Engineer) - \$122,790**
⑨ 50% Water Division, 50% Sewer Division
- Facilities Manager - \$105,128**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Controller/Enterprise Accountant - \$93,978**
③ 85% Finance Department, 15% Prescott Park Division
- GIS Manager - \$93,432**
⑨ 50% Water Division, 50% Sewer Division
- Assistant City Attorney - \$93,366**
② 64% Legal Department, 36% Parking Division
- Operations Manager - \$91,828**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- SCADA Manager - \$91,826**
⑨ 50% Water Division, 50% Sewer Division
- Assistant Engiener/Planner - \$91,826**
⑨ 50% Water Division, 50% Sewer Division
- Environmental Planner/ Sustainability Coordinator - \$86,513**
⑥ 30% Planning Department, 25% Water Division, 25% Sewer Division, 20% Coakley Landfill Trust
- General Foreman - \$82,864**
⑨ 50% Water Division, 50% Sewer Division
- Principal Planner \$82,82,532**
⑤ 50% Planning Department, 50% Parking Division
- General Foreman - \$78,948**
⑨ 50% Water Division, 50% Sewer Division
- Assistant City Engineer - \$82,206**
⑨ 50% Water Division, 50% Sewer Division
- General Foreman - Fleet - \$81,120**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Asset Management Coordinator - \$78,576**
⑨ 50% Water Division, 50% Sewer Division
- Utility Inspection and Maintenance Foreman - \$73,233**
⑫ 50% Sewer Division, 50% Stormwater Division
- Business Administrator - \$71,392**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Technician - Equipment Mechanic - \$68,930**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Finance Assistant - \$67,948**
④ 48% Finance Department, 2% School Department, 25% Water Division, 25% Sewer Division
- Process Instrumentation Tech - \$65,336**
⑨ 50% Water Division, 50% Sewer Division
- Technician - Equipment Mechanic - \$65,290**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Technician - Equipment Mechanic - \$61,193**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- GIS Specialist II - \$60,584**
⑨ 50% Water Division, 50% Sewer Division
- Business Administrator (Regulatory Compliance) - \$60,202**
⑨ 50% Water Division, 50% Sewer Division
- SCADA Tech - \$57,610**
⑨ 50% Water Division, 50% Sewer Division
- Stormwater Camera Operator - \$57,054**
⑫ 50% Sewer Division, 50% Stormwater Division
- Technician - Equipment Mechanic - \$55,935**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Technician - Equipment Mechanic - \$55,459**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Dispatcher II (Public Works) - \$55,244**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Administrative Assitant I - \$54,660**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Special Project Coordinator - \$54,180**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Utility Mechanic - \$53,385**
⑨ 50% Water Division, 50% Sewer Division
- Utility Mechanic - \$53,385**
⑩ 75% Water, 25% Sewer
- Utility Mechanic - \$53,385**
⑩ 75% Water, 25% Sewer
- Admin Clerk - \$51,140**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division
- Stormwater Utility Mechanic - \$52,012**
⑫ 50% Sewer Division, 50% Stormwater Division
- GIS Stormwater Tech - \$50,842**
⑪ 50% Water Division, 50% Stormwater Division
- Utility Mechanic - \$49,132**
⑨ 50% Water Division, 50% Sewer Division
- Water/Sewer Billing - \$47,028**
⑨ 50% Water Division, 50% Sewer Division
- Utility Mechanic - Inventory Technician - \$45,217**
⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division
- Part-Time Secretary (25 Hours/Week) - \$32,824**
⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division



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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
- Josh Denton
- Beth Moreau
- Andrew Bagley
- Vincent Lombardi
- Rich Blalock
- Kate Cook

Department Budget Comments

The proposed City Council budget for FY23 is \$28,755. This represents no change from the FY22 budget.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY COUNCIL				
CITY COUNCIL STIPEND	17,050	15,250	17,050	17,050
OTHER BENEFITS	1,305	1,167	1,305	1,305
<i>Contractual Obligations</i>	18,355	16,417	18,355	18,355
OTHER OPERATING	10,400	6,527	10,400	10,400
<i>Other Operating</i>	10,400	6,527	10,400	10,400
TOTAL	28,755	22,944	28,755	28,755

Board/Committee Appointments of the Council

<i>Mayor Deaglan McEachern</i>	*The Mayor appoints the City Councilors as members to the Committees listed below.
<i>Assistant Mayor JoAnna Kelley</i>	<ul style="list-style-type: none"> • African Burying Ground Stewardship Blue Ribbon Committee • Economic Development Commission • Land Use Committee • Legislative Subcommittee • Prescott Park Master Plan Implementation Committee • Sister City Blue Ribbon Committee
<i>Councilor John Tabor</i>	<ul style="list-style-type: none"> • Audit Committee • Fee Committee • Governance Committee • Legislative Subcommittee • Neighborhood Steering Committee • Mayor's Blue Ribbon Energy Advisory Committee
<i>Councilor Josh Denton</i>	<ul style="list-style-type: none"> • Fee Schedule Study Committee • Sustainable Practices Blue Ribbon Committee • Veterans Organization
<i>Councilor Beth Moreau</i>	<ul style="list-style-type: none"> • Land Use Committee • Planning Board • Rockingham Planning Commission
<i>Councilor Andrew Bagley</i>	<ul style="list-style-type: none"> • Chamber of Commerce • Parking and Traffic Safety Committee • Vaughan Mall Blue Ribbon Committee
<i>Councilor Vincent Lombardi</i>	<ul style="list-style-type: none"> • Economic Development Commission • Governance Committee • Pease Development Authority • Peirce Island Committee • Safe Water Advisory Group Committee • Public Access Financial Advisory Committee
<i>Councilor Rich Blalock</i>	<ul style="list-style-type: none"> • Historic District Commission • Land Use Committee • Recreation Board • Safe Water Advisory Group Committee • Skateboard Park Blue Ribbon Committee
<i>Councilor Kate Cook</i>	<ul style="list-style-type: none"> • Audit Committee • Governance Committee • Legislative Subcommittee • Sustainable Practices Blue Ribbon Committee • Mayor's Blue Ribbon Energy Advisory Committee • Portsmouth Arts & Non-Profit Committee

Goals and Objectives

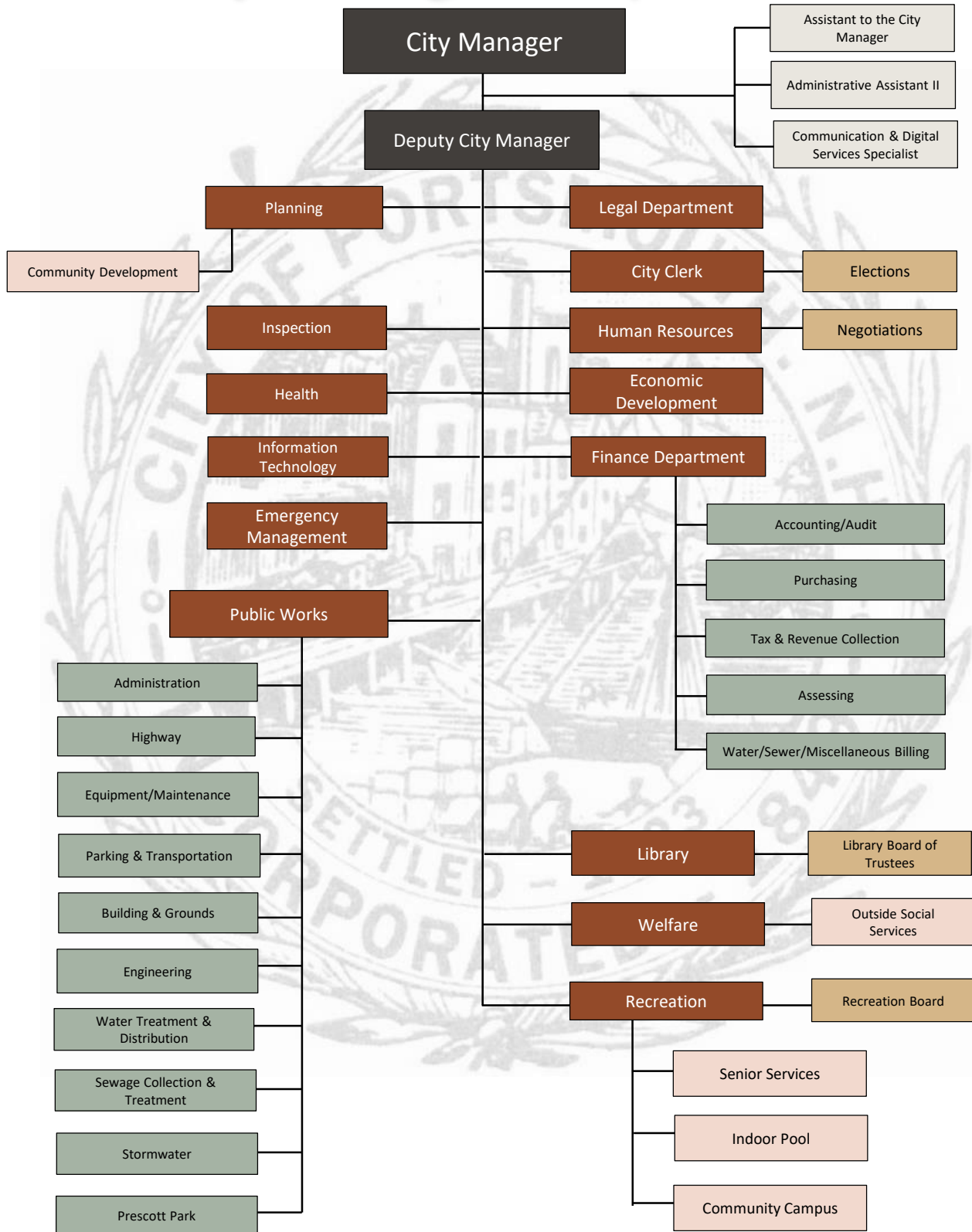
City Council Goals and Objectives are highlighted as part of the Citywide Goals – Illustrated within the “Strategic Planning/ Goals & Initiatives Section”

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY COUNCIL					
01-710-101-51-110-400					
011001	REGULAR SALARIES	17,050	15,250	17,050	17,050
022001	SOCIAL SECURITY	1,057	946	1,057	1,057
022501	MEDICARE	248	221	248	248
055050	PRINTING	250	-	250	-
061002	MISCELLANEOUS SUPPLIES	1,000	342	1,000	1,000
062001	OFFICE SUPPLIES	1,150	136	1,150	1,150
069002	MAYOR'S EXPENSE	5,000	4,609	5,000	6,000
069005	VISITING DIGNITARIES	2,000	1,000	2,000	1,250
069009	SISTER CITIES	1,000	440	1,000	1,000
CC	Total	28,755	22,944	28,755	28,755



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City Manager's Department



Mission

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



City Manager Department



Services Overview

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

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
City Manager	1	1	1
Deputy City Manager	0	0.8	0.8
Assistant to the City Manager	1	1	1
Administrative Assistant II	0	1	1
Administrative Assistant I	1	0	0
Communication & Digital Services Specialist	0	0	1
Totals Full Time	3	3.8	4.8

Note: 80% of the Deputy City Manager position is allocated from the City Manager's Budget, 10% from Water, 10% from Sewer.

Department Budget Comments

The City Manager's proposed budget for FY23 is \$586,243. This represents an increase of \$55,972 or 10.56% from the FY22 budget. The net change in the City Manager's budget is due to the creation of the Communications and Digital Services Specialist position, which will improve and expand the City's public communication efforts through a broad variety of communication channels.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY MANAGER				
SALARIES	313,632	296,212	424,961	475,195
LONGEVITY	980	980	1,000	1,800
RETIREMENT	65,904	32,896	61,976	61,647
OTHER BENEFITS	31,135	18,821	28,484	33,751
<i>Contractual Obligations</i>	<i>411,651</i>	<i>348,909</i>	<i>516,421</i>	<i>572,393</i>
TRAINING/EDUCATION/CONFERENCES	4,000	1,318	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	3,000	2,816	3,000	3,000
OTHER OPERATING	7,050	4,226	6,850	6,850
<i>Other Operating</i>	<i>14,050</i>	<i>8,360</i>	<i>13,850</i>	<i>13,850</i>
TOTAL	425,701	357,269	530,271	586,243

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.

Performance Measure: Percent of City Council Requests/ Inquiries Completed Within 24-48 Hours

FY20	FY21	FY22 (Est)	FY23 (Forecast)
90%	95%	95%	95%

Citywide Goal Addressed:

- *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process*



Goal #2: Maintain effective responsiveness to community members and stakeholders

Objectives:

- ✓ Ensure timely responses to all resident questions and calls for service.
- ✓ 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 Residents' Concerns Completed Within 24-48 Hours

FY20	FY21	FY22	FY23
90%	95%	95%	95%

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*



Goal #3: Work with City staff to ensure high quality presentations, memoranda, press releases and other information to keep City Council members and the public informed

Objectives:

- Successfully convey City information via various methods to the City Council and public

Performance Measure: Number of Press Releases Prepared for the Public

FY20	FY21	FY22 (Est)	FY23 (Est)
100	132	150	200

Citywide Goals Addressed:

- *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*



Goal #4: Improve and expand opportunities for increasing public communication through the addition of the Communication and Digital Services Specialist position.

Objectives:

- ✓ Continue the publication of the twice-weekly City Newsletter as well as annual reports including the Popular Annual Financial Report (PAFR).
- ✓ 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.

Performance Measures:

	FY20	FY21	FY22 (Est)	FY23 (Est)
Overall views on YouTube	39,066	50,148	60,000	70,000
Visits to City website	2,222,510	3,625,640	3,000,000	4,100,000

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

Goal #5: Participate in and Staff the City's Various Boards, Committees and Commissions

Objectives:

- ✓ Work with the City Council, Legislative Subcommittee, Economic Development Committee, Land Use Boards, Parking and Traffic Safety Committee, and various other Committees to monitor developments of key initiatives and make recommendations to ensure successful City operations.
- ✓ Work with regional, state, and federal partners such as the Municipal Alliance for Adaptive Management to remain in regulatory compliance and improve coordination.

Performance Measure: Number of Boards and Committees staffed by City Management

FY20	FY21	FY22 (Est)	FY23 (Est)
11	11	16	16

Citywide Goals Addressed:

- *Identify and Promote Strategies for Local Businesses Retention and Preservation of Affordable Commercial Space*
- *Proactively Pursue the Integration of 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*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

Goal #6: Support the efforts of Portsmouth 400th Inc., the 501 (c)(3) organization dedicated to the celebration of the City's 400th Anniversary in 2023.

Objectives:

- ✓ Highlight the City in 2023 by giving the community an inclusive opportunity to tell the stories that are important to them, through programs, events, exhibits and legacy projects.
- ✓ Engage those who represent commerce and trade, neighborhoods, military, education and the arts and cultural community in planning efforts for the Portsmouth 400th Anniversary through coordination and funding.

Performance Measure: Number of 400th Committee Meetings Attended Regularly by City Management:

FY20	FY21	FY22 (Est)	FY23 (Est)
0	10	40	75

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, and the Arts and Culture Community*
- *Welcome and Support Diversity in the Workplace and the Community*



Goal #7: Continue to support open space, sustainability and climate change mitigation initiatives.

Objectives:

- ✓ Work with local officials, residents, businesses, and City staff to further incorporate sustainable practices in governmental policies and operations.
- ✓ Continue to work with the Conservation Commission, the Planning Board, the City Council, local and regional land trusts and residents to implement environmental protection and open space initiatives.
- ✓ Work with Department Heads to identify specific climate change mitigation opportunities.
- ✓ Fund and Implement a Climate Action Plan

Performance Measure: Number of Energy Advisory Committee Meetings Attended:

FY20	FY21	FY22 (Est)	FY23 (Est)
0	0	10	12

Performance Measure: Community Spaces Constructed in the City of Portsmouth:

FY20	FY21	FY22 (Est)	FY23 (Est)
6	6	4	8

Performance Measure: Newly Created Parks and Greenways in the City of Portsmouth:

FY20	FY21	FY22 (Est)	FY23 (Est)
3	3	4	5

Performance Measure: Newly Created Conservation Easements/Protections in the City of Portsmouth:

FY20	FY21	FY22 (Est)	FY23 (Est)
1	1	2	2

Citywide Goals Addressed:

- *Proactively Pursue the Integration of 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 Needs of the Community*



Goal #8: 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

FY20	FY21	FY22 (Est)	FY23 (Est)
AAA	AAA	AAA	AAA

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*



Goal #9: Support Diversity in the Workplace

Objectives

- ✓ Work with the Human Resources Department to provide leadership in hiring, promotion and succession planning across all departments.
- ✓ Expand and enhance the work of Diversity, Equity and Inclusion Working Group to advance a Diversity Plan using funds appropriated through the Budget (CIP) process.
- ✓ Maintain authenticity and respect in discourse with the community through City involvement in and promotion of community efforts.

Citywide Goals Addressed:

- *Welcome and Support Diversity in the Workplace and Community*
- *Provide an Educational Environmental that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community (to Every Youth)*

Additional Performance Measures

Maintain ICMA Participation

FY20	FY21	FY22 (Est)	FY23 (Est)
CM is ICMA Member	Status maintained	Status maintained	Status maintained

FY23 BUDGETED POSITION AND SALARY DETAIL

CITY MANAGER		<u>POSITION</u>	<u>SALARY</u>
		CITY MANAGER	171,666
		STIPEND	5,400
NON GRADE 28	1E/11F	① DEPUTY CITY MANAGER	119,040
NON GRADE 13	6.5C/5.5D	ASSISTANT TO THE CITY MANAGER	66,238
NON GRADE 11	G	ADMINISTRATIVE ASSISTANT II	67,615
NON GRADE 7	6A/6B	COMMUNICATION & DIGITAL SERVICES SPECIALIST	45,236
<hr/>			
TOTAL DEPARTMENT			475,195
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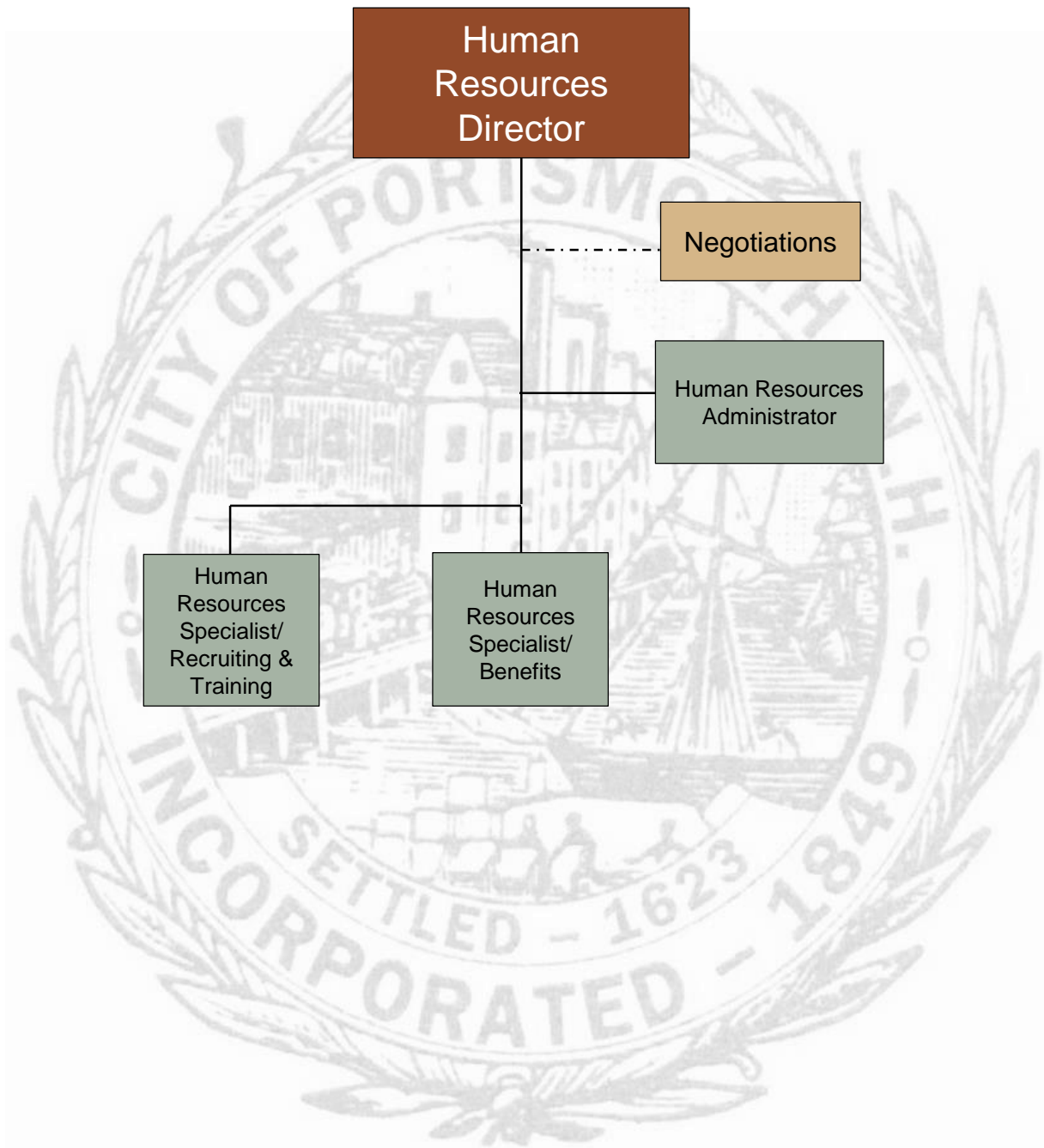
FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

① 80% CITY MANAGER, 10% WATER, 10% SEWER

*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION.

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY MANAGER					
01-711-102-51-110-400					
011001	REGULAR SALARIES	313,632	296,212	424,961	475,195
015001	LONGEVITY	980	980	1,000	1,800
022001	SOCIAL SECURITY	24,754	14,962	22,590	26,835
022501	MEDICARE	6,381	3,860	5,894	6,916
023001	RETIREMENT	65,904	32,896	61,976	61,647
044006	PRINTING LEASE/MAINT	1,000	583	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	3,000	2,816	3,000	3,000
057101	TRAVEL AND CONFERENCE	4,000	1,318	4,000	4,000
061003	MEETING SUPPLIES	350	244	350	350
062001	OFFICE SUPPLIES	1,500	1,560	1,500	1,500
067001	BOOKS & PERIODICALS	700	622	500	500
069003	EXECUTIVE EXPENSE	3,500	1,217	3,500	3,500
CM	Total	425,701	357,269	530,271	586,243

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

Positions Full Time	FY21	FY22	FY23
Human Resources Director	1	1	1
Human Resources Specialist / Benefit Administrator	1	1	1
Human Resources Specialist / Recruiting & Training	1	1	1
Human Resources Administrator	1	1	1
Totals Full Time	4.00	4.00	4.00
Positions Part-Time	FY21	FY22	FY23
Switchboard Operator	2	2	0
Totals Part Time	2.00	2.00	0.00



Department Budget Comments

The FY23 proposed budget for the Human Resources Department Administration is \$501,596, a decrease of \$7,883 or 1.55% from FY22. The FY23 budget decrease is associated with the position elimination of the Switchboard Operators.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
HUMAN RESOURCES				
SALARIES	284,296	262,860	288,000	309,293
PART-TIME SALARIES	35,067	39,345	39,757	-
LONGEVITY	327	327	333	333
RETIREMENT	31,792	29,598	40,540	43,533
OTHER BENEFITS	24,457	22,092	25,099	23,687
<i>Contractual Obligations</i>	<i>375,939</i>	<i>354,222</i>	<i>393,729</i>	<i>376,846</i>
TRAINING/EDUCATION/CONFERENCES	17,500	16,735	17,500	21,500
CONTRACTED SERVICES	76,000	73,250	76,000	78,000
PROFESSIONAL ORGANIZATION DUES	500	519	500	500
OTHER OPERATING	22,250	19,241	21,750	24,750
<i>Other Operating</i>	<i>116,250</i>	<i>109,745</i>	<i>115,750</i>	<i>124,750</i>
TOTAL	492,189	463,968	509,479	501,596

The FY23 proposed budget for General Government Benefits is \$2,539,588, an increase of \$21,203 or 0.84% over FY22. The increase in the budget is primarily the result of the health insurance rate increases.

<i>Budget Summary of Expenditures</i>				
	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
GENERAL GOVERNMENT BENEFITS				
HEALTH INSURANCE	2,190,243	2,190,243	2,096,570	2,144,791
DENTAL INSURANCE	147,159	137,384	141,393	141,393
INSURANCE REIMBURSEMENT	25,000	28,431	25,000	25,000
LIFE AND DISABILITY	51,747	40,035	44,000	48,737
WORKERS' COMPENSATION	193,073	193,239	204,510	172,755
OTHER BENEFITS	6,912	6,597	6,912	6,912
TOTAL	2,614,134	2,595,930	2,518,385	2,539,588

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 – Administration of workers compensation and unemployment claims for the City, including the School Department.

- 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
- Handle all Property & Liability claims

Training and Development – Determine training needs within the organization; designs, conducts, coordinates and implements training and education programs for employee development. All new hires must complete the following trainings within ninety (90) days from hire date.

- Preventing Workplace Harassment for Employees
- Handling Conflict – Employee Guide
- Ethics & Code of Conduct
- Slip, Trip, and Fall Prevention
- Back Injury Prevention

Managers or Supervisors are required to complete a more robust mandatory training within ninety (90) days from hire date.

- 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 all applicable state and federal laws; prepares policies and procedures and/or updates to reflect any changes in the law, as needed.

- Serves as the ADA Compliance Officer
- Serves as the Sexual Harassment Officer

Communication – Keep employees informed by communicating regularly to all 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 all important information through the HR Webpage
- Coordinate new hire, 25-year anniversary, and retirement receptions

Recruitment and Selection – Responsible for the pre-employment or promotional activities that lead to filling all classified positions (excluding Police).

- Advertise positions
- Conduct interviews
- Conduct background checks
- Conduct reference checks
- Attend job fairs, promoting the City
- Partner with organizations to advertise positions and increase inclusivity



Classification and Compensation – Responsible for developing, and monitoring salary administration in an effort to maintain an equitable and competitive pay system. Recommends changes in classification and/or pay and departmental reorganization through job studies, and analysis of job content questionnaires, comparative wage and salary surveys.

- Administer step system
- Develop and update salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions
- Establish classifications for new positions
- Salary and Position Budget Coordination across departments

Benefits Administration – Responsible for the administration, development, implementation, enrollment, and communication of all benefits offered through the City of Portsmouth.

- Administer insurance programs including: health, dental, life, long-term disability insurance programs
- Leave tracking and reporting
- Administer flexible spending accounts
- Administer wellness programs
- 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



Goals and Objectives

Goal #1: Complete Negotiations for ten (10) 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.*
- ✓ *Update to reflect inclusive language.*
- ✓ *Ensure the Harrassment and Discrimination policy is included in all.*

Performance Measurement:

- ✓ *Due to COVID-19 many contract negotiations were extended. This new goal will be measured starting again at the end of Fiscal Year 23 – the goal for this FY will be 100% completion.*

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

	FY20	FY21	FY22 (Est)
# of Job Descriptions	53	68	88

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:

- ✓ Continue to promote training and mandate certain trainings once a quarter.
- ✓ Increase succession planning
- ✓ Implement an annual review process

Performance Measurement:

	FY20	FY21	FY22 (Est)
# of Employees trained	132	174	185

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 Policies.

Objectives:

- ✓ Review all city policies to ensure compliance with existing and changing laws. Update the policies as required and develop new policies if necessary.
- ✓ Policy automation to ensure compliance with all of our employees.

Performance Measurement

Policies Reviewed and Updated

	FY20	FY21	FY22 (Est)
# of Policies Reviewed and Updated	4	5	5

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

	FY20	FY21	FY22 (Est)
# of Applications Reviewed/ Processed	2,274	892	1,200
# of Employees Hired Full and Part-Time, includes School	88	174	185
# of Substitute Applications Processed	30	33	55
# of Criminal Backgrounds Conducted, includes School	185	110	171
# of FT New Hire Orientations Conducted, includes School	122	61	95
Turnover Rate City*	17%	14%	13%
Turnover Rate School	10%	11%	7%

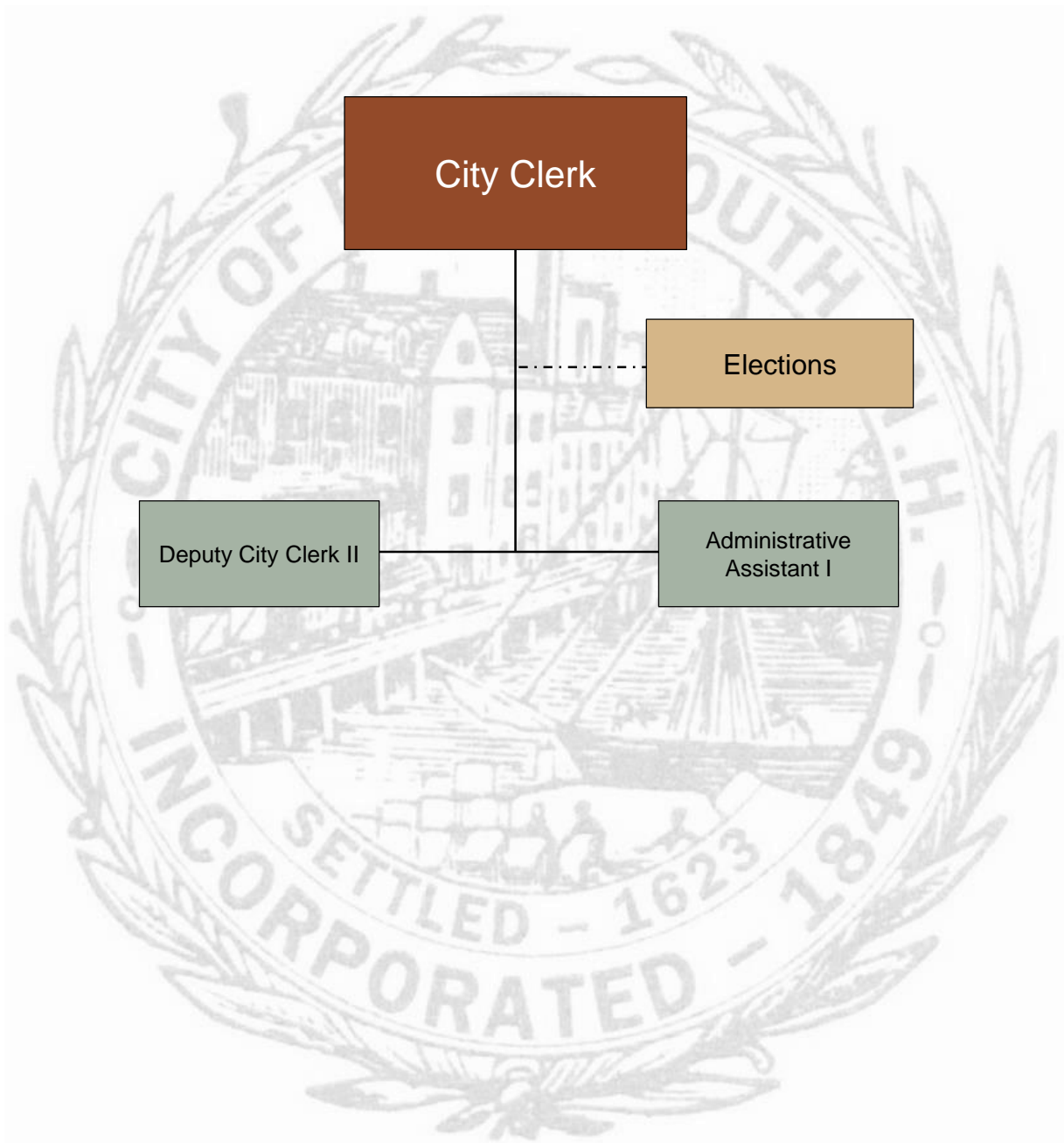
* FY20 Turnover Rate includes furloughed positions due to COVID-19 related city facility closures.

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
HUMAN RESOURCES			
NON GRADE 23	4C/8D	HUMAN RESOURCES DIRECTOR	108,633
NON GRADE 15	B	HUMAN RESOURCES SPECIALIST / BENEFITS	67,928
NON GRADE 15	6A/6B	HUMAN RESOURCES SPECIALIST / RECRUITING AND TRAINING	66,311
NON GRADE 13	C	HUMAN RESOURCES ADMINISTRATOR	64,754
		EDUCATION STIPEND	1,667
<u>TOTAL DEPARTMENT</u>			<u>309,293</u>

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
BENEFIT ADMINISTRATION					
01-707-104-51-110-405					
011061	INSURANCE REIMBURSEMENT	25,000	28,431	25,000	25,000
021001	INSURANCE-HEALTH	2,190,243	2,190,243	2,096,570	2,144,791
021101	INSURANCE-DENTAL	147,159	137,384	141,393	141,393
021501	INSURANCE-LIFE	23,747	13,943	16,000	17,224
021601	INSURANCE-DISABILITY	28,000	26,092	28,000	31,513
022001	SOCIAL SECURITY	1,550	1,762	1,550	1,550
022501	MEDICARE	362	412	362	362
026002	INSURANCE-WORKERS COMP	193,073	193,239	204,510	172,755
039007	PROFESSION SERVICES-FSA	5,000	4,423	5,000	5,000
HRBENEFITS	Total	2,614,134	2,595,930	2,518,385	2,539,588
HR Admin					
01-709-610-51-110-405					
011001	REGULAR SALARIES	284,296	262,860	288,000	309,293
012001	PART TIME SALARIES	35,067	39,345	39,757	-
015001	LONGEVITY	327	327	333	333
022001	SOCIAL SECURITY	19,821	17,905	20,342	19,197
022501	MEDICARE	4,636	4,187	4,757	4,490
023001	RETIREMENT	31,792	29,598	40,540	43,533
035002	PROF SERV- SUBSTANCE TEST	2,000	1,118	2,000	3,000
039001	PROFESSIONAL SERVICES	76,000	73,250	76,000	78,000
039004	PROF/SERV-TEST NEW HIRES	6,500	8,312	6,500	7,500
044006	PRINTING LEASE/MAINT	1,500	1,500	1,500	1,500
053001	ADVERTISING	-	200	-	1,000
054050	TRAINING	-	1,750	-	3,000
054051	EDUCATION	17,000	14,985	17,000	18,000
055050	PRINTING	750	282	500	500
056001	DUES PROFESSIONAL ORGANIZ	500	519	500	500
057101	TRAVEL AND CONFERENCE	500	-	500	500
061002	MISCELLANEOUS SUPPLIES	2,000	1,734	2,000	2,000
061003	MEETING SUPPLIES	500	156	500	500
062001	OFFICE SUPPLIES	2,000	1,114	1,750	1,750
062012	RETIREMENT GIFTS	2,000	1,807	2,000	2,000
075001	FURNITURE AND FIXTURES	5,000	3,017	5,000	5,000
HR	Total	492,189	463,968	509,479	501,596

City Clerk's Office



Mission

To support the City's legislative bodies by recording and maintaining the official records and legislative history of the City; to consistently and efficiently serve our customers by recording and preserving the Vital Records of this community for the historical continuity that may be passed on for the future; to provide the highest quality service and responsiveness to the public, the City Council and City staff; and to ethically and impartially preserve and maintain the legislative record, provide public information, and administer and preserve the integrity of municipal, state and national elections.



City Clerk/ Elections

Services Overview

- ✓ Oversight and creation of vital records
- ✓ Issue wide variety of permits and licenses
- ✓ Provide support services to the City Council
- ✓ Update the local Boards and Commissions list
- ✓ File and preserve all City Documents
- ✓ Administer and conduct elections



Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Assistant I	0	0	1
Administrative Clerk	1	1	0
Totals Full Time	3	3	3

Department Budget Comments

The proposed City Clerk FY23 Budget is \$304,625, a net increase of \$8,577 or 2.90% over FY22 due primarily to contractual obligations.

The proposed Election budget for FY23 is \$98,950 a net decrease of \$16,604 or 14.37% from FY22. In FY23, there will be two elections, the State Primary Election and State General election. The primary change in this budget is due to a part-time salaries adjustment. Additional staffing will continue to be used at the elections for enhanced efficiencies at the polls and the handling of increased voter participation, processing of absentee ballots and reporting forms for the State. Additional funding for training sessions.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY CLERK				
SALARIES	215,767	207,654	220,805	226,005
OVERTIME	3,500	1,943	3,500	3,500
LONGEVITY	2,615	2,614	2,667	2,667
RETIREMENT	24,784	23,877	31,912	32,643
OTHER BENEFITS	16,974	15,640	17,364	17,760
<i>Contractual Obligations</i>	<i>263,640</i>	<i>251,727</i>	<i>276,248</i>	<i>282,575</i>
TRAINING/EDUCATION/CONFERENCES	1,950	1,155	1,950	1,950
PROFESSIONAL ORGANIZATION DUES	400	305	400	400
OTHER OPERATING	13,950	18,683	17,450	19,700
<i>Other Operating</i>	<i>16,300</i>	<i>20,143</i>	<i>19,800</i>	<i>22,050</i>
TOTAL	279,940	271,870	296,048	304,625

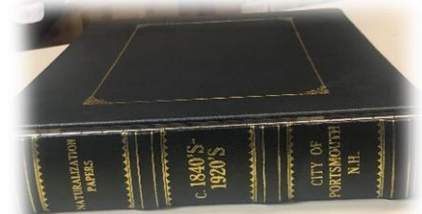
Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
ELECTION				
PART-TIME SALARIES	57,000	33,998	57,000	25,000
OVERTIME	4,000	15,795	4,000	8,000
RETIREMENT	447	1,672	562	1,125
OTHER BENEFITS	4,667	3,781	4,667	2,525
<i>Contractual Obligations</i>	<i>66,114</i>	<i>55,246</i>	<i>66,229</i>	<i>36,650</i>
TRAINING - ELECTIONS	3,750	4,575	2,575	6,000
CONTRACTED SERVICES	-	6,802	-	-
ADVERTISING	-	-	-	-
OTHER OPERATING	51,700	3,593	46,750	56,300
<i>Other Operating</i>	<i>55,450</i>	<i>14,971</i>	<i>49,325</i>	<i>62,300</i>
TOTAL	121,564	70,216	115,554	98,950

Programs and Services

Office of the City Clerk –

- Ensure the accurate and efficient production, issuance, certification, preservation and retention of vital records and various documents.
- Issue a wide variety of permits and licenses as required by state and local regulations.
- Provide support services for the City Council, publish and post all legal notices, prepare agendas, attend and record all actions and minutes taken by the City Council.
- Update the local Boards and Commissions list on a continuing basis and administer the “Oath of Office” for appointees.
- File and preserve as required all contracts, bonds, agreements, resolutions, ordinance book and other City documents.
- Administer and conduct elections in accordance with state, federal and local laws.





Goals, Objectives, and Performance Measurements

Department Goal #1: Develop and implement informational voter campaign

Objectives:

- ✓ *Enhance voter awareness and engagement*
- ✓ *Maintaining and expanding our comprehensive training program for election officials*
- ✓ *Evaluate essential and unique staffing demands for each distinctive election*

Performance Measurement:

- ✓ *Continued participation in Secretary of State election courses*
- ✓ *Conduct additional training sessions for election officials*
- ✓ *Enhancement of gathering election statistical data*

Citywide Goal Addressed:

- *Continuously Enhance Best Practices to Deliver a Trusted, Transparent and Responsive Process*



Goal #2: Serving on the Vital Records Improvement Fund Advisory Committee

Objectives:

- ✓ *Work with officials to incorporate and implement findings of the Committee*
- ✓ *Communicate initiatives and carry out intentions of the Committee*
- ✓ *Enhance reporting of objectives to the Town & City Clerk's Association*

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 the Legislative Process of the City Council

Objectives:

- ✓ *Development of public submittal process for agenda items*
- ✓ *Promotional Guide on City Council Roles and Legislative Process*

Performance Measurement:

Website Traffic

	FY18	FY19	FY20	FY21	FY22 (Est)
City Clerk Homepage Unique Page Views	9,118	9,908	12,463	26,959	18,319
Voting Information Unique Page Views	6,378	11,485	15,936	30,943	18,335
Total Page Views	59,053	53,055	64,251	121,336	92,089

Citywide Goal Addressed:

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



Goal #4: Maintain a high level of customer and professional service

Objectives:

- Utilization of available technologies to meet a wide variety of customer requests
- Communicate effectively and professionally to all customers
- Provide comprehensive and accurate information to meet customer's needs

Performance Measurement:

Number of Requests Filled

	FY20	FY21	FY22 (Est)
Vital Records	4,747	5,292	5,300
Marriage Licenses	248	286	315
Permits & Licenses	2,514	2,801	2,820

Citywide Goal Addressed:

- Deliver Services and Programs with Courtesy, Professionalism and Efficiency



Goal #5: Utilize technology for effective, efficient, and transparent practices

Objectives:

- Restructure webpage to include directory of highly requested documents
- Gauging the effectiveness of our on-line content
- Provide comprehensive resourceful methods for researching documents

Performance Measurement: Future Measurements include:

- Creation of a customer satisfaction brief survey

Citywide Goal Addressed:

- Consistently communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed

Additional/Operational Performance Measures

Voter Statistics

FY20	FY21	FY22 (Est)
<u>November 5, 2019</u> Municipal Election Total Registered Voters – 18,895 Percentage Voted – 30.8%	<u>September 8, 2020</u> State Primary Election Total Registered Voters – 19,685 Percentage Voted – 32%	<u>November 2, 2021</u> Municipal Election Total Registered Voters – 16,300 Percentage Voted – 37.4%
<u>February 11, 2020</u> Presidential Primary Election Total Registered Voters – 19,950 Percentage Voted – 60%	<u>November 3, 2020</u> Presidential/State General Election Total Registered Voters – 21,563 Percentage Voted – 69%	

Absentee Ballots Processed

FY20	FY21	FY22 (Est)
1,359	9,896	406

FY23 BUDGETED POSITION AND SALARY DETAIL

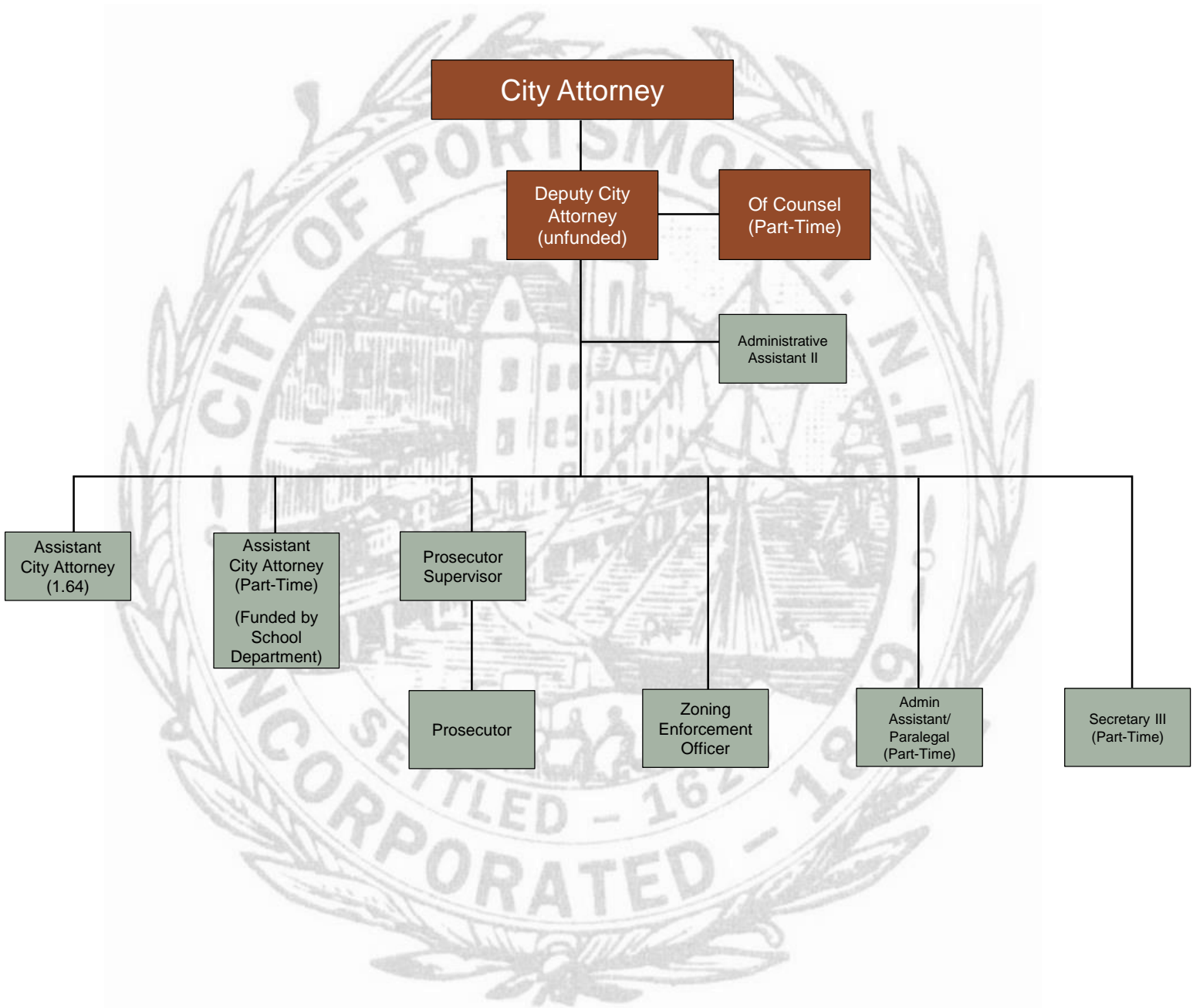
		<u>POSITION</u>	<u>SALARY</u>
CITY CLERK			
NON GRADE 20	H	CITY CLERK	104,983
NON GRADE 13	E	DEPUTY CITY CLERK II	71,391
NON GRADE 9	6A/6B	ADMIN ASSISTANT I	49,631
		<u>TOTAL DEPARTMENT</u>	<u>226,005</u>

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CITY CLERK					
01-712-105-51-110-401					
011001	REGULAR SALARIES	215,767	207,654	220,805	226,005
014041	OVERTIME	3,500	1,943	3,500	3,500
015001	LONGEVITY	2,615	2,614	2,667	2,667
022001	SOCIAL SECURITY	13,757	12,675	14,072	14,394
022501	MEDICARE	3,218	2,964	3,292	3,366
023001	RETIREMENT	24,784	23,877	31,912	32,643
043027	REPAIRS-OFFICE EQUIPMENT	-	71	500	500
044006	PRINTING LEASE/MAINT	1,000	2,156	3,500	3,500
053001	ADVERTISING	7,500	11,917	8,000	10,000
054050	TRAINING	450	-	450	450
055002	BOOKBINDING	1,500	1,500	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	305	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,155	1,500	1,500
057102	TRAVEL REIMBURSEMENT	600	-	600	600
062001	OFFICE SUPPLIES	2,000	1,698	2,000	2,000
067001	BOOKS & PERIODICALS	350	321	350	400
068007	MATERIALS-LICENSES	1,000	1,021	1,000	1,200
Clerk	Total	279,940	271,870	296,048	304,625

ELECTIONS					
01-713-106-51-110-401					
012001	PART TIME SALARIES	57,000	33,998	57,000	25,000
014041	OVERTIME	4,000	15,795	4,000	8,000
022001	SOCIAL SECURITY	3,782	3,064	3,782	2,046
022501	MEDICARE	885	717	885	479
023001	RETIREMENT	447	1,672	562	1,125
033001	PROF SERVICES-TEMP	-	6,802	-	-
039002	PROF/SERVICES- WARD	32,250	41,613	17,750	35,500
043013	REPAIRS-VOTING	10,000	21,205	10,000	10,000
053001	ADVERTISING	500	683	500	500
054050	TRAINING	3,750	4,575	2,575	6,000
055050	PRINTING	450	-	10,000	500
061003	MEETING SUPPLIES	5,500	8,881	5,500	6,800
062001	OFFICE SUPPLIES	3,000	2,847	3,000	3,000
081170	CARES ACT-ELECTIONS	-	(71,636)	-	-
Election	Total	121,564	70,216	115,554	98,950

NOTE: THERE WILL BE TWO ELECTIONS IN FY23, STATE PRIMARY ELECTION ON SEPTEMBER 13, 2022 AND STATE GENERAL ELECTION ON NOVEMBER 8, 2022

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
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct Circuit Court prosecutions
- ✓ Prepare deeds and easements
- ✓ Prepare agreements and contracts
- ✓ Provide zoning enforcement services

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
City Attorney	1	1	1
Deputy City Attorney	1	1	0
Assistant City Attorney	0.64	0.64	1.64
Prosecutor Supervisor	1	1	1
Staff Attorney	1	1	0
Prosecutor	0	0	1
Zoning Enforcement Officer	1	1	1
Administrative Assistant II	1	1	1
Totals Full Time	6.64	6.64	6.64
Positions Part-Time	FY20	FY21	FY22
Of Counsel	0	0	1
Assistant Prosecutor	1	1	0
Secretary	1	0	0
Admin Assistant/Paralegal	0	0	1
Secretary III	0	1	1
Assistant City Attorney (Position is funded by the School Department)	1	1	1
Totals Part Time	3.00	3.00	4.00

Department Budget Comments

The Legal Department's FY23 proposed budget is \$934,705, an increase of \$53,313 or 6.05%. The proposed budget consists of increases due to salary and benefit obligations including step changes. Increases in contractual obligations resulted from additional positions and promotions. Position changes include the Staff Attorney position having been changed to Assistant City Attorney and the part-time Prosecutor position which was changed to full time. New part-time positions include the additions of the Of-Counsel and the Administrative Assistant/Paralegal. Savings were realized by the Deputy City Attorney position being unfunded and a reduction in Longevity of \$2,802.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
LEGAL				
SALARIES	578,861	579,582	604,242	579,597
PART-TIME SALARIES	77,646	78,410	79,739	157,403
LONGEVITY	5,437	5,438	5,754	2,635
RETIREMENT	65,266	65,884	85,736	81,833
OTHER BENEFITS	50,639	45,221	52,765	56,582
<i>Contractual Obligations</i>	<i>777,849</i>	<i>774,535</i>	<i>828,236</i>	<i>878,050</i>
TRAINING/EDUCATION/CONFERENCES	5,500	3,646	5,500	6,500
CONTRACTED SERVICES	31,000	30,048	31,000	32,000
PROFESSIONAL ORGANIZATION DUES	5,495	4,505	5,130	5,055
OTHER OPERATING	12,120	9,209	11,526	13,100
<i>Other Operating</i>	<i>54,115</i>	<i>47,408</i>	<i>53,156</i>	<i>56,655</i>
TOTAL	831,964	821,943	881,392	934,705

Programs and Services

Legal Advice and Representation - Gives legal advice and representation to City Council, the City Manager, City departments (including Charter departments), officers, employees, boards and commissions concerning issues related to their official powers and duties.

- Represent the City in litigation as necessary
- Interpret laws, statutes, regulations and ordinances
- Prepare, review, and approve contracts, agreements, bid documents, leases, bonds and other legal documents to which the City is a party
- Prepare or assist with the preparation of ordinances
- Collect or assist in the collection of debts due to the City
- Conduct or oversee Circuit Court prosecutions
- Provide zoning enforcement services
- Coordinate and respond to public record requests
- Support all City departments as requested or required in implementation of their obligations
- Implement an open door policy with respect to City Officials and citizens alike
- Prosecute cases arising from arrests.
- Attend meetings of elected and appointed public bodies which include, but are not limited to:
 - City Council meetings / special meetings / work sessions
 - Land Use Boards, as needed
 - Legislative Subcommittee meetings
 - African Burying Ground Stewardship Committee
 - Cable Television and Communications Committee
 - Parking Traffic & Safety Committee meetings, as needed
 - Audit Committee
 - School Department IEP and 504 Plan meetings
 - School Policy Committee





Goals and Objectives

Goal #1: To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).

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, FMLA, Special Education, etc.
- ✓ Reduce number of pending cases in litigation and avoid the filing of new items of litigation against the City by providing competent legal advice before issues become lawsuits.
- ✓ 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)

	FY20	FY21	FY22	FY23
Knowledge of Legal Staff	4.9	5.0	5.0	5.0
Availability of Legal Staff	4.7	4.8	4.7	4.7
Response time commensurate with priority of issue	*	4.9	4.5	4.7
Adherence to ethical standards	*	5.0	5.0	5.0
Overall Satisfaction	4.7	5.0	4.8	4.8

*Not measured prior to FY21

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 lines of communication to the public

Performance Measures: The Legal Department provides an initial response within five days for 100% of Right-To-Know requests and seeks to follow-up within 30-90 days, depending on the nature of the request.

	FY20	FY21	FY22*	FY23**
RTK Requests responded to	65/100%	48/100%	53/100%	100%

*Partial year

**Estimated

Citywide Goal Addressed:

- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*



Goal #3: To provide the best service at the highest quality to Council, boards, staff and the public at the most cost effective manner possible.



Objectives:

- ✓ *Implement the open door policy to enhance collaboration, consistency, effective communication, responsiveness and trust*
- ✓ *Strict adherence to ethical standards*
- ✓ *Efficiently utilize legal expertise to provide high quality work and legal advice*
- ✓ *Assert a balance between the transparency of City operations and the confidentiality of attorney client privilege*

Performance Measures: The Legal Department seeks to attend 100% of Council meetings; return 100% of phone calls and communications and support 100% of Board meetings invited to.

Citywide Goal Addressed:

- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process*



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.*

Performance Measures:

	FY20	FY21	FY22**	FY23
Preparation of written testimony for bills	*	*	11	14
Attendance at Legislative Committee meetings, Legislative hearings, and other related public meetings and presentations	*	*	33	35

**Not measured prior to FY22*

***Estimated as of end of March 2022*

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: To provide the highest level of student wellness, safety and equity.

Objectives:

- ✓ Represent the Portsmouth School Department in special education matters.
- ✓ Provide support for IEP and 504 teams
- ✓ Mediation to keep the School District and parents out of litigation
- ✓ Represent the School District in abuse and neglect cases in Family Court, advocate the educational needs and track the progress of these students
- ✓ Draft all policies for the Policy Committee to review in preparation for consideration by the full School Board.

Performance Measures:

	FY20	FY21**	FY22**	FY23**
Number of IEP Teams (on-call to support)	*	*	350/100%	100%
Number of 504 plans (available for consult)	*	*	300/100%	100%
Family Court caseload handled in-house	*	26/100%	33/100%	100%

*not measured

**Percentage reflects work handled by in-house Legal staff.

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: To serve, represent and protect the City of Portsmouth as it continues to maintain a high quality of services for its residents and visitors.

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:

	FY20	FY21**	FY22***	FY23**
Contracts reviewed or drafted	*	62/100%	39/100%	100%
Bids/RFPs/RFQs reviewed or drafted	*	40/100%	28/100%	100%
Boxes of closed files processed	*	*	175	

*Not measured

**Percentage reflects work handled by in-house Legal staff.

***Partial year

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

FY23 BUDGETED POSITION AND SALARY DETAIL

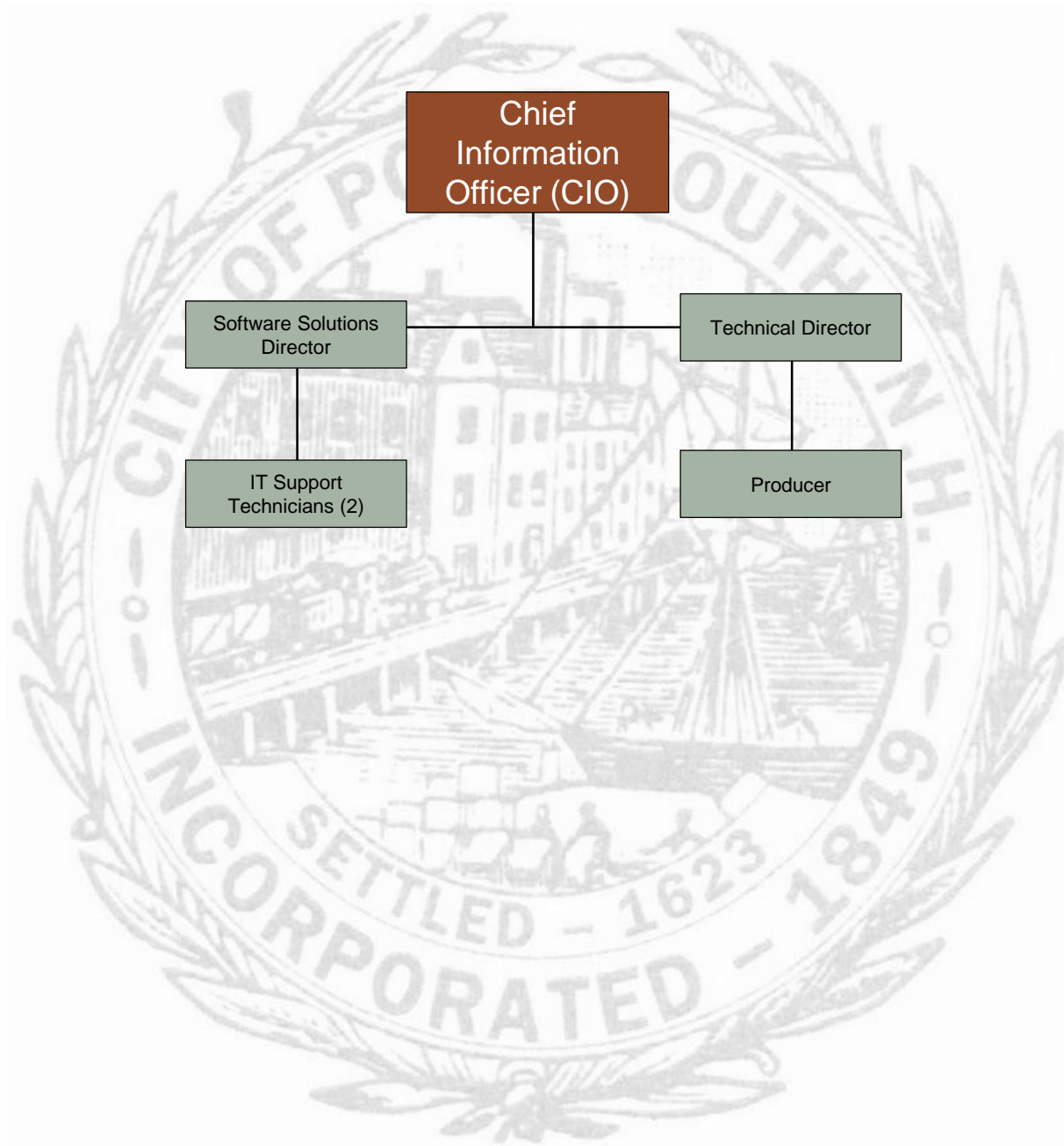
		<u>POSITION</u>	<u>SALARY</u>
LEGAL DEPARTMENT			
NON GRADE 25	E	CITY ATTORNEY	127,662
NON GRADE 21	H	DEPUTY CITY ATTORNEY	NOT FUNDED
NON GRADE 19	E	PROSECUTOR SUPERVISOR	95,425
NON GRADE 18	.5F/11.5G	② ASSISTANT CITY ATTORNEY	59,754
NON GRADE 18	B	ASSISTANT CITY ATTORNEY	78,537
NON GRADE 17	C	PROSECUTOR	78,564
PMA GRADE 13	H	ZONING ENFORCEMENT OFFICER	74,834
NON GRADE 11	E	ADMINISTRATIVE ASSISTANT II	64,821
TOTAL FULL TIME			579,597
<hr/>			
NON GRADE 25	H	OF COUNSEL (25HRS/WK)	89,219
NON GRADE 11	A	ADMINISTRATIVE ASSISTANT II / PARALEGAL (25HRS/WK)	35,555
NON GRADE 8	.5B/11.5C	SECRETARY III (25HRS/WK)	32,629
TOTAL PART TIME			157,403
<hr/>			
TOTAL DEPARTMENT			737,000
<hr/>			
ADDITIONAL PERSONNEL			
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY	53,337
			SCHOOL FUNDED POSITION
TOTAL ADDITIONAL PERSONNEL			53,337

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

② 64% LEGAL, 36% PARKING

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
LEGAL DEPARTMENT					
01-715-107-51-110-404					
011001	REGULAR SALARIES	578,861	579,582	604,242	579,597
012001	PART TIME SALARIES	77,646	78,410	79,739	157,403
015001	LONGEVITY	5,437	5,438	5,754	2,635
022001	SOCIAL SECURITY	41,041	35,845	42,764	45,857
022501	MEDICARE	9,598	9,376	10,001	10,725
023001	RETIREMENT	65,266	65,884	85,736	81,833
032001	PROF SERVICES-O/S COUNSEL	30,000	30,000	30,000	30,000
032004	PROF SERVICES-COURT FEES	1,000	48	1,000	2,000
034103	TELEPHONE	1,000	860	1,000	1,000
044006	PRINTING LEASE/MAINT	1,920	1,245	1,500	2,000
054050	TRAINING	4,000	3,629	4,000	5,000
055050	PRINTING	200	42	400	400
056001	DUES PROFESSIONAL ORGANIZ	5,495	4,505	5,130	5,055
057101	TRAVEL AND CONFERENCE	1,500	17	1,500	1,500
062001	OFFICE SUPPLIES	3,500	2,162	3,000	3,500
067001	BOOKS & PERIODICALS	5,000	4,699	5,126	5,200
075001	FURNITURE AND FIXTURES	500	200	500	1,000
Legal	Total	831,964	821,943	881,392	934,705

Information Technology Department



Mission

The Information Technology Department supports and empowers City operations by providing access to a reliable, safe and secure network/communications environment and assisting end users in the daily use of information technology. IT plans for, evaluates, develops, implements, and maintains the infrastructure required to support City services.



Information Technology

Services Overview

- ✓ Information Technology
- ✓ Government Access Television Channel

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Chief Information Officer	0	0	1
Technical Director	1	1	1
Software Solutions Director	0	0	1
Support Technician	0	0	2
Producer	0	0	1
Totals Full Time	1.00	1.00	6.00

Department Budget Comments

The Information Technology Department's FY23 proposed budget is \$1,191,651. This represents an increase of \$458,116.00 or 62.45% over FY22.

The primary increase to the IT budget is related to restructuring the oversight, management and technical support functions of the City's IT system from an outsourced, managed services provider model to a more robust in-house department. This will include adding a Chief Information Officer, two support technicians, and a producer. A current employee in the Finance Department managing finance related software will be moved to the IT Department and take on additional responsibilities. The current IT Manager will serve as the Technical Director with a focus on the City's website, online permitting systems, vendor management and purchases, telephone communications and the production of Channel 22 and the You Tube Channel among other responsibilities. This budget includes bringing in-house a full-time production employee to produce the many municipal meetings that are held. The rising costs of licensing and cellular services along with new metropolitan area network drops, also drove costs higher.



As the IT Department is staffed-up over time, the City will be able to reduce its reliance on an out-sourced, managed services provider and provide for more strategic network planning. With an in-house staff, improved coordination and training in the use of new and existing software across departments and platforms will be able to occur. This change is also expect to improve security.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
INFORMATION TECHNOLOGY				
SALARIES	85,768	86,159	89,014	500,826
LONGEVITY	980	980	1,000	1,333
RETIREMENT	9,690	9,813	12,656	70,604
OTHER BENEFITS	6,636	6,312	6,886	38,415
<i>Contractual Obligations</i>	<i>103,074</i>	<i>103,265</i>	<i>109,556</i>	<i>611,178</i>
TRAINING/EDUCATION/CONFERENCES	-	61	200	6,500
CONTRACTED SERVICES	343,779	342,319	373,425	210,979
OTHER OPERATING	252,026	227,425	250,354	362,994
<i>Other Operating</i>	<i>595,805</i>	<i>569,805</i>	<i>623,979</i>	<i>580,473</i>
TOTAL	698,879	673,069	733,535	1,191,651

Over the long-term, moving to an in-house model will allow the City to evolve its IT infrastructure to a model that can better accommodate the changing needs and increased demands of City departments, increase resilience and regulatory compliance in a complex and threatening environment as well as improve the everyday experience of residents who interface with municipal services across a variety of platforms.

Programs and Services

Information Technology – The IT Department serves all City departments offering consulting, technical support, maintenance services, programming and application training. These functions include, but are not limited to the following:

- Maintaining and improving the network infrastructure from servers to desktops
- Securing the City’s network infrastructure from attack
- Administering and supporting the City’s telephone system
- Providing and supporting mobile and cellular devices – phones and tablets
- Supporting all software applications
- Improving communication across all platforms
- Providing one-on-one, classroom and seminar-style application training
- Ensuring on-site, on-line, remote and telephone support for all City entities

Public Communication and on-line services- The IT Department facilitates and administers e-government transactions and services to the residents as well as information services via local cable broadcasts. These include:

- Development and maintenance of the City's website, social media accounts and web services
- On-line payment of property tax bills, utility bills, parking violations, dog licenses and motor vehicle registration renewals, and miscellaneous payments
- Support, maintenance and publication of webcasts of City meetings and functions
- Support, maintenance and publication of Channel 22 Local Government Access Television Channel
- Support and maintenance of the City’s mailing lists to the public.

Goals and Objectives



Goal #1: Update existing network controllers, switches and cabling

Objectives:

- ✓ *Improve the network monitoring of each location*
- ✓ *Provide easy access to reporting on network stability*
- ✓ *Reconfigure and add switches to improve operations resiliency*
- ✓ *Improve security*

Citywide Goal Addressed:

- *Maintain and Improve Infrastructure to Meet Needs of the Community*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements*



Goal #2: Increase use of technology by City Council, boards, commissions and committees

Objectives:

- ✓ Improve efficiencies in distribution of meeting material
- ✓ Advance sustainable practices
- ✓ Increase transparency and public participation through technology

Performance Measures

IPads distributed to City Council, Boards and Committees

Prior Years	FY20	FY21	FY22	FY 23
City Council 9 IPads	+19	+8	+16	TBD

FY 20 Planning Board and Technical Advisory Committee; FY 21 Historic District Commission; FY22 Conservation Commission and Board of Adjustment

TBD – Replacements as needed

Citywide Goal Addressed:

- Proactively Pursue the Integration of Sustainability, Resilience and Climate Change
- Continuously Enhance City council Best Practices to Deliver a Trust, Transparent and Responsive Process



Goal #3: Increase training opportunities for key permitting web applications

Objectives:

- ✓ Improve and increase use of online permitting portal
- ✓ Improve resident and user experiences
- ✓ Better utilize data analytics in the programs

Performance Measures:

Website Trainings

Prior Years	FY20	FY21	FY22	FY 23
Staff Trainings	Not measured	0	4	6

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to meet needs of the Community
- Meet or Exceed State and Federal Legal/Regulatory Requirements



Goal #4: Reengineer the current MAN (Metropolitan Area Network) to create fail over and redundancy resilience across the network

Objectives:

- ✓ Enhance the availability of access for remote locations
- ✓ Decrease downtime in case of an disaster
- ✓ Continue data flow and improve stability in case of a disaster
- ✓ Create a robust system with 24/7 uptime

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to meet needs of the Community
- Meet or Exceed State and Federal Legal/Regulatory Requirements



Goal #5: Upgrade computer systems

Objectives:

- ✓ *Upgrade workstations:*
 - *City Hall 50 systems*
 - *Improve performance to optimize user productivity*
 - *Ensure ability to run current applications*
 - *Maintain reliability of systems*

Citywide Goal Addressed:

- *Maintain and Improve Infrastructure to meet needs of the Community*

FY23 BUDGETED POSITION AND SALARY DETAIL

INFORMATION TECHNOLOGY

NON GRADE 27	E	CHIEF INFORMATION OFFICER	133,741
PMA GRADE 17	H	TECHNICAL DIRECTOR	90,795
PMA GRADE 16	E	SOFTWARE SOLUTIONS DIRECTOR	82,532
PMA GRADE 15	D	SUPPORT TECHNICIAN	74,890
PMA GRADE 15	A	SUPPORT TECHNICIAN	64,693
PMA GRADE 9	B	PRODUCER	50,841
		EDUCATION STIPEND	3,334
		TOTAL DEPARTMENT	500,826

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
INFORMATION TECHNOLOGY					
01-717-204-51-110-411					
011001	REGULAR SALARIES	85,768	86,159	89,014	500,826
015001	LONGEVITY	980	980	1,000	1,333
022001	SOCIAL SECURITY	5,378	5,116	5,581	31,134
022501	MEDICARE	1,258	1,196	1,305	7,281
023001	RETIREMENT	9,690	9,813	12,656	70,604
034104	CELLULAR PHONES	24,000	18,371	18,600	19,600
034204	OUTSIDE IT SUPPORT	343,779	342,319	373,425	210,979
034206	SOFTWARE-ANNUAL MAINT	227,526	208,749	231,504	339,894
057101	TRAVEL AND CONFERENCE	-	61	200	6,500
062001	OFFICE SUPPLIES	500	305	200	1,000
067001	BOOKS & PERIODICALS	-	-	50	500
075001	FURNITURE AND FIXTURES	-	-	-	2,000
Info Technology	Total	698,879	673,069	733,535	1,191,651

Economic Development



Assistant City
Manager for
Economic
Development

Mission

The City of Portsmouth's economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The City's Economic Development Commission (EDC) undertakes and makes recommendations to the City Council on a wide variety of issues including business development, public-private partnerships, workforce development, the enhancement and development of the commercial, industrial and central business districts, and business retention/attraction.



Economic Development

Services Overview

- ✓ Support to Economic Development Commission
- ✓ Business Assistance and Referral
- ✓ Public/ Private Partnerships for Economic Development
- ✓ Community Outreach, Liaison and Promotion
- ✓ Business and Economic Development Information
- ✓ Creative and Cultural Economy
- ✓ Business Attraction/Retention
- ✓ Special Projects

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Assistant City Manager for Economic Development	0	0	1
Totals Full Time	0	0	1

* In FY23 this department was moved from a Special Revenue Fund to the General Fund



Department Budget Comments

Prior to FY 23, the City's Economic Development efforts were funded through monies previously repaid to the City from a federal Urban Development Action Grant (UDAG) Special Revenue Fund. Starting in FY23, the City's Economic Development program will be funded through the City's General Fund for the first time. The proposed FY23 Economic Development budget is \$185,146.

NOTE on COVID -19 Pandemic Impacts: Many Portsmouth businesses and the associated workforce have been significantly impacted by the COVID 19 pandemic; particularly the restaurant, retail, lodging arts/cultural and transportation sectors. This has resulted in a shift of economic development activities to respond to business needs and is reflected in the typical performance activity noted in this budget summary. <https://files.cityofportsmouth.com/finance/fy22/FY22ProposedBudget.pdf#page=453>

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
ECONOMIC DEVELOPMENT				
SALARIES	-	-	-	92,584
RETIREMENT	-	-	-	13,017
OTHER BENEFITS	-	-	-	7,082
<i>Contractual Obligations</i>	-	-	-	112,683
TRAINING/EDUCATION/CONFERENCES	-	-	-	2,800
PROFESSIONAL ORGANIZATION DUES	-	-	-	800
OTHER OPERATING	-	-	-	68,863
<i>Other Operating</i>	-	-	-	72,463
TOTAL	-	-	-	185,146

Program Funding Description

Prior to FY 23, the City's economic development efforts were funded through monies previously repaid to the City from a federal Urban Development Action Grant (UDAG). This grant program was an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s for urban infill projects. In accordance with HUD rules, the City lent the grant to the developer of the Sheraton Harborside Hotel and Conference Center development. Following completion in 2003, the City received a \$3.5 million lump sum grant repayment to be used for future economic development activities. Starting in 2004, the grant repayment funds and accrued interest were placed in a special revenue fund and used for economic development program activities and administration. As of June 30, 2022 all remaining repayment funds will be expended. Starting in FY23, the City's Economic Development program will be funded through the City's General Fund.

Economic development program objectives are:

1. To stimulate diverse economic development through business attraction and retention and public/private partnerships.
2. To facilitate workforce training and the creation of high quality jobs.
3. To maintain a vibrant, equitable community with a superior quality of life.
4. To be a cultural hub for the creative economy.
5. To increase 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 *Destination Portsmouth* Committee, Regional Economic Development Center, the 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 liaisons to the NH Council on the Arts, the City's Arts and Non-Profits Committee, cultural organizations and to local creative economy businesses. Services also include interfacing with local cultural institutions, such as museums, theatres, historic homes, marketing professionals and filmmakers and participation in the Americans for the Arts Economic Prosperity Study.

Special Projects- Project management of special development projects and activities such as the Blue Ribbon Committee on Sister City and Citizen Diplomacy, Phase II of the UNH Business Retention and Expansion Program, and the Career Pathways effort.

Goals and Objectives

Goal #1: To 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:

- Completed NH Small Business Development Centers (SBDC) Resiliency Academy course.
- Expanded the West End Economic Revitalization Zone to include West End Yards.
- Attended 28 weekly Seacoast Economic Development Stakeholders meetings on topics related to economy 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 2 Workforce House Coalition and 1 NH Housing Finance Authority seminars.
- Coordinated the 2021 Resiliency Survey and Report of Portsmouth's businesses in collaboration with SBDC and UNH Survey Center.
- Coordinated 3 meetings the Economic Development Commission's Smart City Subcommittee.

Citywide Goals Addressed:

- Diversify and Enhance the Supply of Housing Choices
- Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community



Goal #2:

To provide assistance services related to business expansion, retention and relocation.

Objectives:

- ✓ Assist businesses through referrals to business assistance organizations such the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Center for Women's Enterprise NH.
- ✓ Create programming in response to the UNH Business Retention and Expansion Program input and continue EDC business visitations/off-site meetings for outreach, appreciation, and knowledge of local business and workforce needs.
- ✓ Maintain partnership with UNH Small Business Development Center to continue presence in City Hall for assistance to the City's microenterprise and start-ups.
- ✓ Collaborate with NH Office of Business and Economic Affairs on outreach and business attraction and retention.

Performance Measurements:

- Extended the city partnership with NH Small Business Development Center for location of a business advising office in City Hall.
- Responded to 20 business relocation/ start-up/ retention and data inquiries.
- Attended 4 quarterly meetings for preparation of the Rockingham Comprehensive Economic Development Strategy
- Launched the 2023 Phase 2 of the Economic Development Commission's Business Retention and Expansion Survey with EDC subcommittee in collaboration with UNH Survey Center.



- *Attended 3 webinars and 4 events on creative measures to increase workforce housing.*

Citywide Goals Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*
- *Diversify and Enhance the Supply of Housing Choices*



Goal #3: To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth's quality of life and revitalizes existing business areas.



Objectives:

- ✓ Continue to financially support the partnership between the City and the Greater Portsmouth Chamber Collaborative of Greater Portsmouth for tourism and business development.
- ✓ Maintain liaisons with the Pease Development Authority and Tenants Association, West End Business Association, the University of New Hampshire, Great Bay Community College, SBDC, NH Tech Alliance, Regional Economic Development Center, and local, county and state business and real estate organizations.
- ✓ Collaboration 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 Measurements:

- *Renewed annual partnership between the City and the Chamber Collaborative of Greater Portsmouth (CCGP) for support and promotion of the city's tourism sector.*
- *Continued participation in the Seacoast Manufacturing Roundtable Steering Committee with the Chamber Collaborative of Greater Portsmouth (CCGP), Great Bay Community College and Bangor Savings Bank and coordinated 2 manufacturers roundtables.*
- *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:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*



Goal #4: To support the local creative economy and cultural community including those related to cultural tourism.

Objectives:

- ✓ Promote and sustain the contribution the arts and culture sector makes to the local economy. Incorporate this into city marketing efforts.
- ✓ Support and assist in the Americans for the Arts Economic Prosperity Study
- ✓ Support and promote planning for the Portsmouth 400th anniversary effort.
- ✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.



Performance Measures:

- *Coordinated a marketing campaign to promote Portsmouth’s arts and culture venues and opportunities in response to losses incurred during pandemic.*
- *Contracted with Americans for the Arts to undertake the 2022/23 Arts and Economic Prosperity 6® Survey and with consultant to administer survey process.*
- *Allocated partial funding for City’s 400th Anniversary Project Manager.*
- *Attended 12 Blue Ribbon Committee on Arts and Non-Profits meetings as City Manager’s Committee liaison.*
- *Managed 25 requests for performances and filming in the public realm.*
- *Managed 2 public art acquisition projects.*

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*



Goal #5: To collect, develop, maintain and disseminate information on the local economy.

Objectives:

- ✓ *Participate in the update of the regional Comprehensive Economic Strategy (CEDS) update by 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, CFR document, municipal bond rating meetings and the NH Demographic Profile*
- *Surveyed City’s top 10 employers.*
- *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:

- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*



Goal #6: To 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.*
- ✓ *Work with the Pease Development Authority, the Chamber Collaborative of Greater Portsmouth, the Discover Portsmouth Center, the NH Division of Business and Economic Affairs, media representatives and site selection professionals to promote Portsmouth as the optimum business location site.*
- ✓ *Continue regional economic development alliances to promote seacoast NH for advanced manufacturing and knowledge-based industries.*



City Promotional Performance Measures:

- *Added COVID resources to City Website content*
- *Purchased 4 cooperative ads in Business NH Magazine with seacoast cities*
- *Purchased advertisement in national business relocation publication*
- *Made 3 presentations to local business groups*

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*

Other Economic Development Activity

	<i>FY 22 (Est.)</i>
<i>Response to business relocation/ start-up/ retention and data inquiries.</i>	<i>20</i>
<i>Number of City Council referrals to EDC</i>	<i>1</i>
<i>Administration and Coordination of EDC Monthly Meetings</i>	<i>13</i>
<i>Coordinate EDC Business Site Visits</i>	<i>2</i>
<i>Public/Private Partnerships Projects coordinated</i>	<i>5</i>
<i>Special Activities/Projects/Contracts</i>	<i>8</i>
<i>LCHIP Projects Managed</i>	<i>2</i>
<i>COVID -19 Business Response Activity</i> <ul style="list-style-type: none"> • <i>City Staff Emergency Mgt. Team</i> • <i>Clipper Strong Fund/Buy Local Media Campaign</i> • <i>Chamber Chat Live Participation</i> • <i>CARES Act Resource/Webinars/Business Visits</i> • <i>Mayors Business Reopening Committee</i> • <i>Mayors Blue Ribbon Committee on the Arts/Nonprofits</i> 	<i>-</i>

FY23 BUDGETED POSITION AND SALARY DETAIL

ECONOMIC DEVELOPMENT		<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 18	E	ASSISTANT CITY MANAGER FOR ECONOMIC DEVELOPMENT	90,917
		EDUCATION STIPEND	1,667
		<u>TOTAL DEPARTMENT</u>	<u>92,584</u>

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
ECONOMIC DEVELOPMENT					
01-718-413-51-100-446					
011001	REGULAR SALARIES	-	-	-	92,584
022001	SOCIAL SECURITY	-	-	-	5,740
022501	MEDICARE	-	-	-	1,342
023001	RETIREMENT	-	-	-	13,017
053001	ADVERTISING	-	-	-	5,000
055050	PRINTING	-	-	-	75
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	800
057101	TRAVEL AND CONFERENCE	-	-	-	2,800
061003	MEETING SUPPLIES	-	-	-	500
062001	OFFICE SUPPLIES	-	-	-	500
081028	TOURISM/HI TECH PARTNERSH	-	-	-	40,000
081069	BR&E PROJECT	-	-	-	5,000
081171	MEDICAL DEVICE CLSTR DEV	-	-	-	12,000
081180	AMERICA FOR THE ARTS	-	-	-	5,788
ECON DEV	Total	-	-	-	185,146



General Administration

General Administration incorporates operating expenditures that are not directly attributed to the operation of any one department. The General Administration section is divided into 7 areas:

City Hall

These expenditures are incurred by departments that are located in City Hall: City Manager, City Council, Legal, Planning, Inspection, Health, Community Development, Economic Development, Finance, Welfare, and City Clerk.

The line items associated with City Hall are:

- Telephone
- Printing
- Copying Supplies (paper)
- Postage

Citywide

These expenditures are incurred by the City but are not attributed to a particular department. The line items associated with Citywide are:

- Commissioner Stipend-Trustees of Trust Funds
- Part-time Minute Takers
- Police Overtime for July 4th 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 are:

- Leave at Termination
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- 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. As of April 2022, ten (10) bargaining unit contracts will expire on June 30, 2022 or before. This section for contingency for the contracts in negotiations salary adjustment requests. [*See Highlight Section of this document for information.*]

TRANSFERS TO OTHER FUNDS

Indoor Pool

Beginning July 1, 2022, the maintenance and operations of the City's Indoor Pool will return to the City after a long time agreement with Save the Indoor Portsmouth Pool (SIPP). The General Fund will continue to transfer \$150,000 to the special revenue fund for operations of the Pool.

Prescott Park

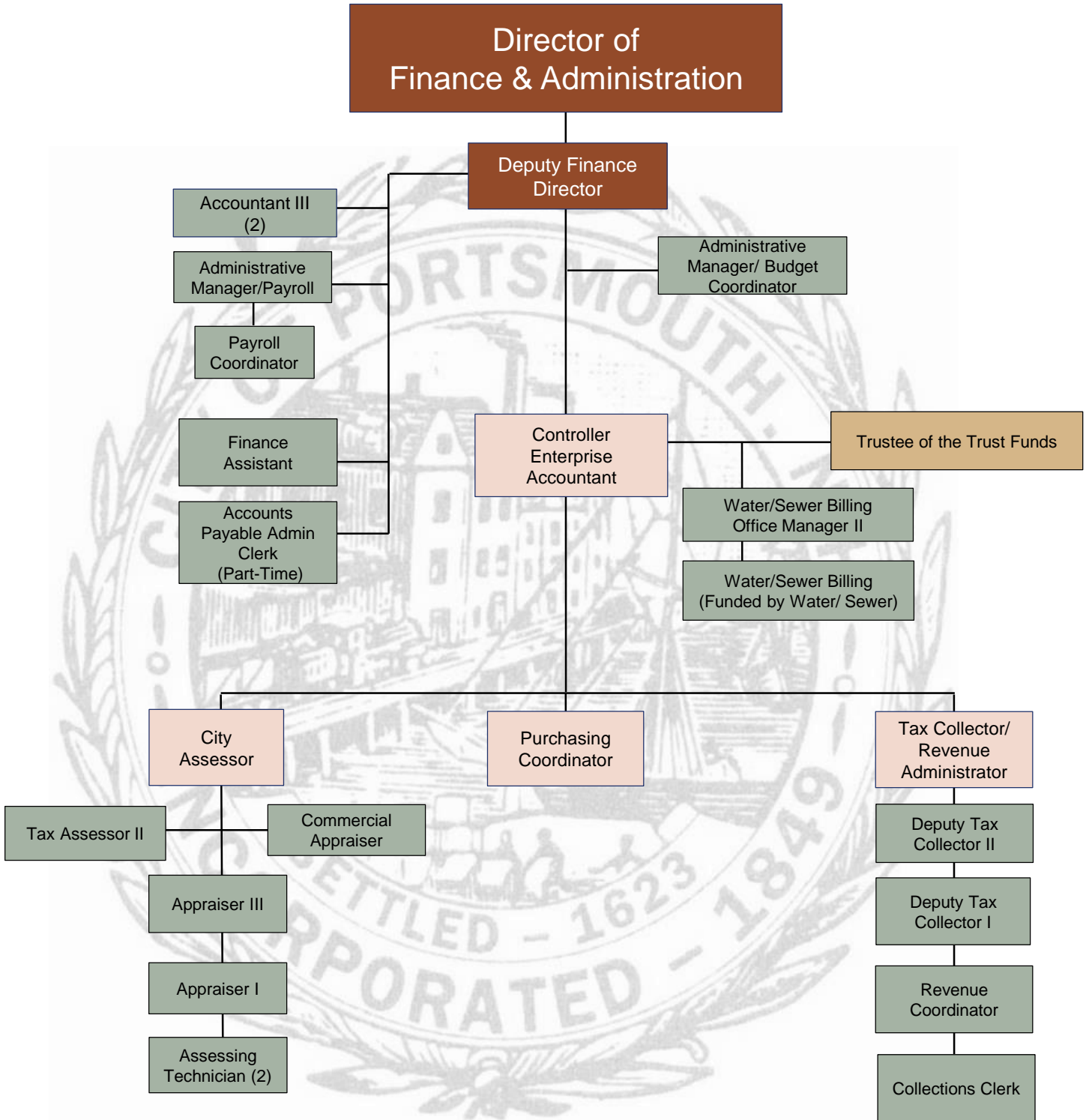
On February 6, 2017 the City Council adopted the Prescott Park Master Plan recommended by the Blue Ribbon Committee on Prescott Park. As a result, the creation of a special revenue fund was established in FY18 to account for all the revenues and expenses for the operations of the park. This line item 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 will transfer funds to Special Revenue Fund for the operations of the facility. [*See Community Campus Special Revenue Fund in this budget document for more detail.*]

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
GENERAL ADMINISTRATION					
034103	TELEPHONE	66,000	64,601	66,000	75,000
055050	PRINTING	10,000	9,907	12,000	12,000
062010	COPYING SUPPLIES	7,000	5,390	7,000	8,425
062501	POSTAGE	70,000	69,931	60,000	71,000
012001	PART TIME SALARIES	45,000	49,200	-	-
012003	MINUTE TAKER	-	-	3,000	3,000
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	-	-	7,500	7,500
016001	LEAVE AT TERMINATION	250,000	250,000	350,000	350,000
019002	UNANTICIPATED EXPENSES	26,557	-	-	125,000
022001	SOCIAL SECURITY	3,026	3,815	4,092	4,092
022501	MEDICARE	706	1,046	957	957
023001	RETIREMENT	-	87	-	-
034301	GOVERNMENT ACCESS CHANNEL	50,000	47,727	50,000	30,000
039001	PROFESSIONAL SERVICES	-	-	20,000	20,000
041001	ELECTRICITY-STREET LIGHTS	195,000	188,444	210,000	210,000
056002	DUES MUNICIPAL ASSOC	29,268	28,416	29,268	30,146
062018	ST LIGHT SUPPLIES	18,000	1,000	18,000	18,000
081011	PARADES	10,000	211	10,000	10,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
062001	OFFICE SUPPLIES	2,000	832	2,000	2,000
074001	EQUIPMENT	-	7,430	-	-
041002	ELECTRICITY	45,000	60,914	50,000	50,000
GEN ADMIN	Total	833,657	795,050	905,917	1,033,220
011064	COLL BARG CONTINGENCY	4,991	-	23,629	3,137,450
011065	POLICE SALARY ADJUSTMENT	-	-	-	287,278
011066	FIRE SALARY ADJUSTMENT	-	-	-	223,894
COLL BARG	Total	4,991	-	23,629	3,648,622
091004	TRANSFER-INDOOR POOL	75,000	75,000	150,000	150,000
INDOOR POOL	Total	75,000	75,000	150,000	150,000
091007	TRANSFER-PRESCOTT PARK	99,344	99,344	177,486	272,255
PRESCOTT	Total	99,344	99,344	177,486	272,255
072101	MCINTYRE BUILDING	-	-	480,000	-
MCINTYRE BUILDING	Total	-	-	480,000	-
091012	TRANSFER-COMMUNITY CAMPUS	-	-	116,000	360,788
COMMUNITY CAMPUS	Total	-	-	116,000	360,788

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
 - Purchasing
 - Water/Sewer billing
- ✓ Assessing
- ✓ Tax & Revenue Collection



The Finance Department is comprised of three major divisions: Finance / Treasury / Accounting, Assessing, and Tax & Revenue Collection.

The Proposed budget for FY23 is \$2,333,577. This represents an overall net decrease of \$14,200 or (0.60%) from FY22.

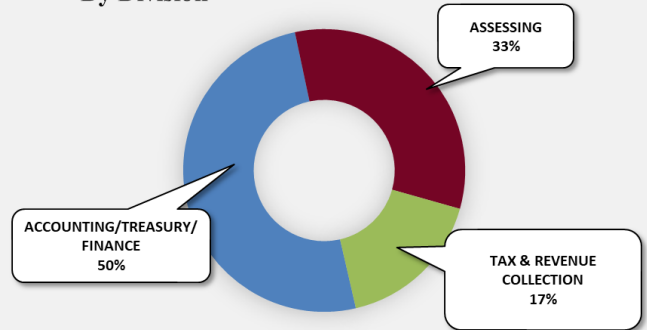
The net decrease of \$14,200 is primarily due to:

- (\$34,406) reduction for Salaries & Benefits due to a Reclassification of the Application Specialist to the Information Technology Department, various position reclassifications within the Finance Department and other contractual obligations resulting in a reduction of one (1) FTE,
- \$15,200 increase in Contractual Services for Auditing and OPEB actuary analysis required by law, and
- \$5,000 increase in Training & Education, and other operating expenditures.

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Accounting			
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	1
Controller/ Enterprise Accountant	0.85	0.85	0.85
Accountant III	0	2	2
Application Specialist	1	1	0
Accountant II	1	0	0
Administrative Manager/Payroll	0	1	1
Payroll Coordinator	2	1	1
Purchasing Coordinator	1	1	1
Finance Assistant	0.48	0.48	0.48
Administrative Manager/Budget Coordinator	0	0	1
Business Administrator	1	1	0
Office Manager II	0	0	1
Office Manager	1	1	0
Assessing			
Certified City Assessor	1	1	1
Tax Assessor II	0	1	1
Commercial Appraiser	1	1	1
Deputy Assessor I	1	0	0
Appraiser II	1	1	1
Appraiser I	1	1	1
Assessing Technician	2	2	2
Tax Collection			
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	1
Revenue Coordinator	0	0	1
Administrative Clerk	1	1	0
Collections Clerk	1	1	1
Totals Full Time	22.33	23.33	22.33
Positions Part-Time			
Account Clerk/ Accounts Payable	0	1	1
Totals Part Time	0.00	1.00	1.00

Finance Department By Division



Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FINANCE DEPARTMENT				
SALARIES	1,591,438	1,576,230	1,733,896	1,704,794
PART-TIME SALARIES	28,087	27,894	33,248	33,248
OVERTIME	500	622	500	500
LONGEVITY	11,431	11,760	13,613	14,276
RETIREMENT	180,187	178,747	245,565	241,772
OTHER BENEFITS	119,078	115,574	136,265	134,091
<i>Contractual Obligations</i>	<i>1,930,721</i>	<i>1,910,827</i>	<i>2,163,087</i>	<i>2,128,681</i>
TRAINING/EDUCATION/CONFERENCES	12,640	5,804	14,940	17,300
CONTRACTED SERVICES	118,100	117,589	118,300	133,500
PROFESSIONAL ORGANIZATION DUES	4,850	3,777	5,550	6,060
OTHER OPERATING	48,615	54,557	45,900	48,036
<i>Other Operating</i>	<i>184,205</i>	<i>181,727</i>	<i>184,690</i>	<i>204,896</i>
TOTAL	2,114,926	2,092,553	2,347,777	2,333,577

Programs and Services

Finance / Treasury / Accounting - Provides services to all City departments as well as ensures financial accountability and compliance with state and federal law, Generally Accepted Accounting Principles (GAAP), and Governmental accounting standards Board (GASB).

- Fiduciary responsibility for maintaining the City's financial resources including collecting, monitoring, and investing revenues for all funds.
- Budget function provides financial planning and administration of the annual budget, the Capital Improvement Plan, 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 the City's Planning 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 the City's purchasing procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment
- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, and other miscellaneous bills



- Prepares bi-weekly payroll for General Government, Police, Fire and School departments internally and ensures compliance with state and federal tax laws
- Perform accounting functions for the Trustee of the Trust Funds
- Supports 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 as well as oversee the City's Historic Document Permanent Record Facility

Assessing- Ensure the valuation of residential and commercial property in the City of Portsmouth is in accordance with City policies and State law. Office duties and procedures include the following:

- Oversee citywide revaluation efforts
- Inspect properties to update real estate records based on improvement as noted in building permits
- Prepare and certify city valuation to set the annual tax rate
- Revise property values as appropriate
- Prepare and certify the tax roll
- Respond to inquiries from the public
- Perform sales verifications
- Research deed transfers
- Process abatement requests
- Defend property values before the NH Superior Court and the Board of Tax and Land Appeals
- Complete equalization survey for the State of New Hampshire Department of Revenue Administration
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for Geographic Information System (GIS) mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



Tax Collection- Tax Collection office serves residents, nonresidents and all City departments, and ensures accurate collection and timely deposits of City and State monies in a professional and courteous manner. Services include, but are not limited to the following:

- Collect, post and deposit property tax, water and sewer, accounts receivable, motor vehicle, boat and ATV/snowmobile payments
- Collect, post and deposit revenues from all City departments
- Administer implementation of Payment Center (central collections software) to City Departments
- Research unidentified payments
- Administer City's electronic payment program for water/sewer, property tax, motor vehicle, and other City billing, as required
- Process and post daily electronic transactions for water/sewer, property tax, and motor vehicle
- Provide assistance to the public with use of City's online and IVR payment process
- Perform monthly financial reconciliations of property tax, abatements, motor vehicle, and electronic payments received by City Departments
- Provide property tax information to residents, realtors, title companies, law firms, and banks



- Execute, record, release and research property tax liens
- Execute tax deed process
- Apply and/or refund property tax abatements with computed interest, where applicable
- Research and refund property tax overpayments
- Receive, record and reconcile property tax prepayments made up to 2 years in advance of billing
- Act as Municipal Agent and Boat Agent for the State of NH Department of Safety, Division of Motor Vehicles
- Act as OHRV and Snowmobile Agent for State of NH Fish and Game Department
- Electronically transfer the State portion of motor vehicle transactions to the State
- 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
- Understand and adhere to City policies and applicable State laws
- Prepare month- and year-end property tax and motor vehicle reports
- Respond to in-person, phone and email inquiries

Goals and Objectives

Accounting 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 FY 2023 City of Portsmouth Budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award
- ✓ Prepare annually the Annual Comprehensive Financial Report (ACFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY21 ACFR was submitted]
- ✓ Prepared the City's Popular Annual Financial Report (PAFR) and submit it to GFOA for consideration of the award for Popular Annual financial Reporting. [FY21 PAFR was submitted]

Performance Measurements:

- Number of GFOA Budget Presentation Awards

FY18	FY19	FY20	FY21	FY22 (Est)
12	13	14	15	16

- Number of GFOA Annual Comprehensive Financial Report Awards

FY18	FY19	FY20	FY21	FY22 (Est)
26	27	28	29	30

- Number of GFOA Popular Annual Financial Reports (PAFR) Awards

FY18	FY19	FY20	FY21	FY22 (Est)
1	2	3	4	5

Citywide Goal Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- 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)

FY18	FY19	FY20	FY21	FY22 (Est)	FY23 (Est)
8	33	30	0	16	16

**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

FY18	FY19	FY20	FY21	FY22 (Est)	FY23 (Est)
7	5	2	9	2	7

Citywide Goal Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- 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:

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

Assessing Division

Goal #4: The Assessor's office will begin the process of annual updates.

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 upcoming update.
- ✓ Begin commercial income and expense verification for update.

Performance Measurement #1- Number of Sales

TY= Tax Year

<i>TY18</i>	<i>TY19</i>	<i>TY20</i>	<i>TY21</i>	<i>TY22 (Est)</i>
508	476	542	597	550

Performance Measurement #2- Number of Deeds Recorded

TY= Tax Year

<i>TY18</i>	<i>TY19</i>	<i>TY20</i>	<i>TY21</i>	<i>TY22 (Est)</i>
878	891	980	832	800

Performance Measurement #3- Number of Parcels Inspected

TY= Tax Year

<i>TY18</i>	<i>TY19</i>	<i>TY20</i>	<i>TY21</i>	<i>TY22(Est)</i>
1,928	2,422	2,712	2,529	2,500

Citywide Goal Addressed:

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





Goal #5: Integrate all assessment information into the CAMA system.



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 upcoming update.
- ✓ Begin commercial income and expense verification for update.



Performance Measurement #1- Number of Sales

TY= Tax Year

TY18	TY19	TY20	TY21	TY22 (Est)
508	476	542	597	550

Performance Measurement #2- Number of Deeds Recorded

TY= Tax Year

TY18	TY19	TY20	TY21	TY22 (Est)
878	891	980	832	800

Performance Measurement #3- Number of Parcels Inspected

TY= Tax Year

TY18	TY19	TY20	TY21	TY22(Est)
1,928	2,422	2,712	2,529	2,500

Citywide Goal Addressed:

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

Tax Division



Goal #6: Consolidate all City-wide revenue streams into the central collection process.



Objectives

- ✓ Complete the implementation of our new MTS Cash Receipting system.
- ✓ Develop and implement electronic data bridges and imports to pull revenue from specialized software into the central collection software.
- ✓ Update and consolidate software systems and manual Excel spreadsheets in order to realize more efficient and accurate cash receipting

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)

FY20	FY21	FY22 Est
98.4%	97.8%	98%

Performance Measurement #2 – Property Tax Accounts Billed (operational measure)

FY20	FY21	FY22 Est
8,588	8,859	8,878

Performance Measurement #3 – Property Tax accounts Liened (operational measure)

FY20	FY21	FY22 Est
125	127	92

Performance Measurement #4 – Number of properties deeded (operational measure)

FY20	FY21	FY22 Est
0	0	0

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed.
- 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

- ✓ Install a counter area that can accommodate wheelchairs and customers requiring seating (goal not met in FY2022).
- ✓ Continue to improve website verbiage and written resources for the Tax Office (ongoing).
- ✓ Offer educational opportunities for taxpayers and residents such as a brief video on understanding your tax bill and a brief video on the tax collection process (goal not met in FY2022).

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed.
- 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		
<u>Bond Rating</u> <u>Standard & Poor's</u> FY19 – AAA FY20 – AAA FY21 – AAA		
Assessing – Measured by Tax Year (TY) April 1 st of Each Year		
<u>Number of Taxable Properties</u> <u>(Includes Airport District)</u> TY18 – 8,713 TY19 – 8,815 TY20 – 8,935 TY21 – 8,953 TY22 (Est) – 9,000	<u>Equalization Ratio (**)</u> TY17 – 97.0% TY18 – 91.3% TY19 – 93.07% TY20 – 91.8% TY21 – 92.0% TY22 (Est) – 85%	<u>Coefficient of Dispersion,</u> <u>Guidelines by the State of NH (***)</u> TY18 – 6.3 TY19 – 5.06 TY20 – 6.27 TY21 – 6.3 TY22 (Est) – 6.3
Tax Collection		
<u>Motor Vehicle Registrations</u> FY20 – 25,105 FY21 – 26,182 FY22 (Est) – 26,000	<u>Boat Registrations</u> FY20– 404 FY21 – 545 FY22 (Est) - 500	<u>ATV/ Snowmobile Registrations</u> FY20 – 21 FY21 – 51 FY22 (Est) - 50
<p><i>** 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.</i></p> <p><i>*** 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.</i></p> <p><i>**** Includes field inspections for Tax Year 2020 by Assessing Staff.</i></p>		



FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
FINANCE			
ACCOUNTING			
NON GRADE 26	H	DIRECTOR OF FINANCE AND ADMINISTRATION	140,191
PMA GRADE 24	C	DEPUTY FINANCE DIRECTOR	110,279
PMA GRADE 19	F	③ CONTROLLER/ENTERPRISE ACCOUNTANT	81,923
PMA GRADE 15	C	ACCOUNTANT III	71,325
PMA GRADE 15	8E/4F	ACCOUNTANT III	78,897
NON GRADE 15	8D/4E	ADMINISTRATIVE MANAGER/PAYROLL	76,139
NON GRADE 15	B	ADMINISTRATIVE MANAGER/BUDGET COORDINATOR	67,928
NON GRADE 13	5C/7D	PAYROLL COORDINATOR	66,103
PMA GRADE 11	H	④ FINANCE ASSISTANT	32,615
PMA GRADE 11	D	OFFICE MANAGER II	61,734
PMA GRADE 11	9A/3B	PURCHASING COORDINATOR	53,995
		EDUCATION STIPEND	8,085
		TOTAL FULL TIME ACCOUNTING	849,214
NON GRADE 7	A	ACCOUNT CLERK/ACCOUNTS PAYABLE (28.25HRS/WK)	33,248
		TOTAL PART TIME ACCOUNTING	33,248
ASSESSING			
PMA GRADE 24	H	CERTIFIED ASSESSOR	127,447
PMA GRADE 19	11B/1C	TAX ASSESSOR II	82,775
PMA GRADE 19	E	COMMERCIAL APPRAISER	95,425
PMA GRADE 15	D	APPRAISER III	74,891
PMA GRADE 11	11B/1C	APPRAISER I	56,228
PMA GRADE 7	8.5D/3.5E	ASSESSING TECHNICIAN	51,835
PMA GRADE 7	1.5C/10.5D	ASSESSING TECHNICIAN	50,786
		EDUCATION STIPEND	1,667
		TOTAL FULL TIME ASSESSING	541,054
TAX COLLECTION			
PMA GRADE 19	E	REVENUE ADMINISTRATOR	95,425
PMA GRADE 11	H	DEPUTY TAX COLLECTOR II	67,947
PMA GRADE 11	3A/9B	REVENUE COORDINATOR	55,328
1386B GRADE 9	G	DEPUTY TAX COLLECTOR I	55,873
1386B GRADE 5	4.5B/7.5C	COLLECTIONS CLERK	39,953
		TOTAL FULL TIME TAX COLLECTION	314,526
		TOTAL DEPARTMENT	1,738,042

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

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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ACCOUNTING
01-700-201-51-110-402

011001	REGULAR SALARIES	799,086	798,239	906,786	849,214
012001	PART TIME SALARIES	28,087	27,894	33,248	33,248
014041	OVERTIME	500	622	500	500
015001	LONGEVITY	7,755	7,794	8,909	8,736
022001	SOCIAL SECURITY	46,000	45,982	58,865	55,285
022501	MEDICARE	12,180	11,703	13,767	12,930
023001	RETIREMENT	90,021	90,875	128,817	120,698
030101	PROF SERVICES-AUDIT	50,000	50,543	50,000	60,000
039001	PROFESSIONAL SERVICES	5,000	4,500	5,000	10,200
044006	PRINTING LEASE/MAINT	1,000	1,000	1,000	1,000
053001	ADVERTISING	-	403	-	-
054050	TRAINING	200	280	200	750
056001	DUES PROFESSIONAL ORGANIZ	2,000	1,540	2,000	2,425
057101	TRAVEL AND CONFERENCE	2,000	835	2,000	2,000
062001	OFFICE SUPPLIES	17,525	16,053	15,000	15,000
067001	BOOKS & PERIODICALS	555	559	555	620
075001	FURNITURE AND FIXTURES	-	3,000	-	600
Accounting	Total	1,061,909	1,061,823	1,226,647	1,173,206

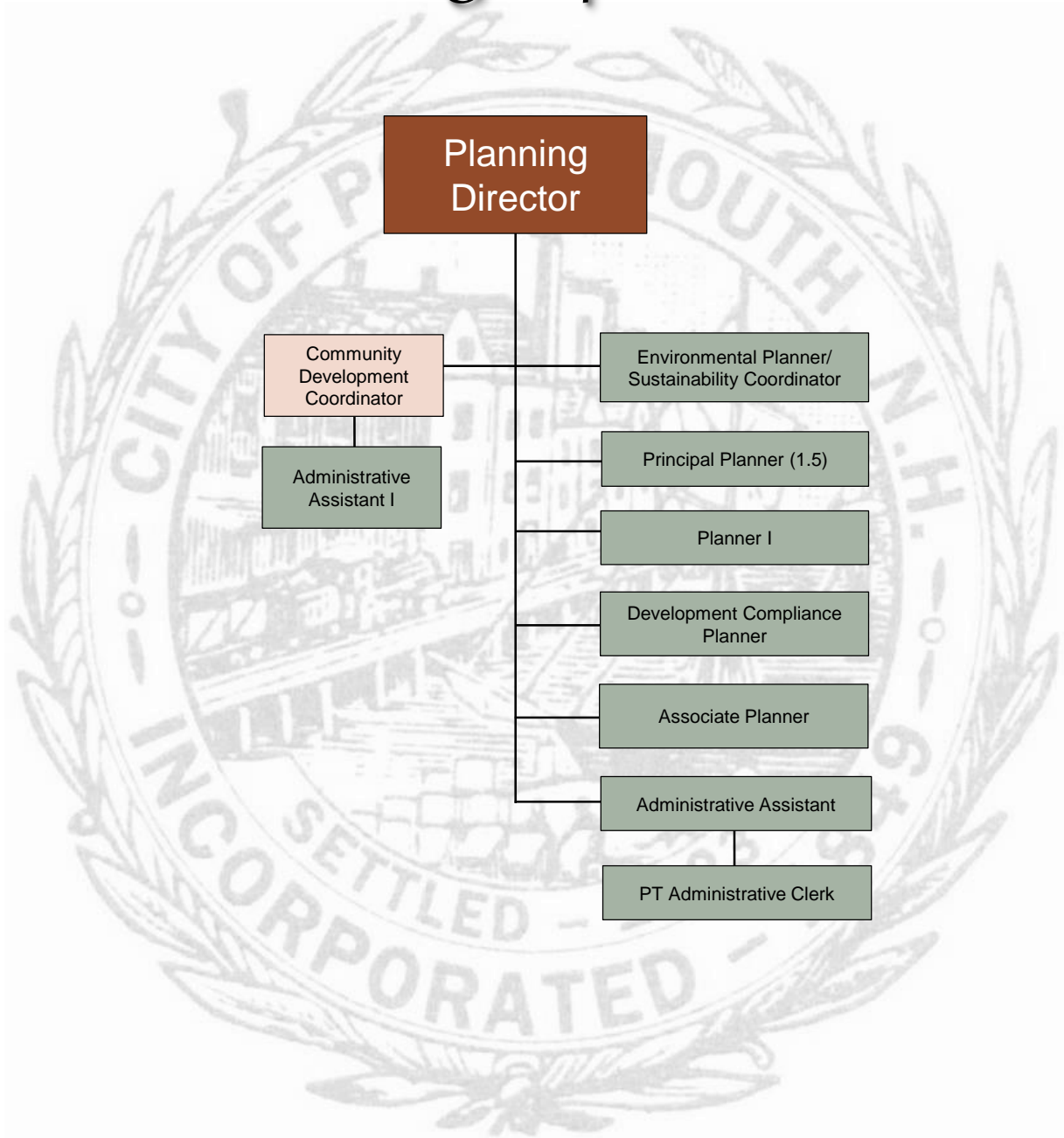
Note: Total cost for Professional Services-Audit is shared with other funds.

ASSESSING DEPARTMENT
01-700-202-51-110-402

011001	REGULAR SALARIES	504,269	497,255	525,902	541,054
015001	LONGEVITY	1,998	2,288	3,000	3,333
022001	SOCIAL SECURITY	31,389	29,976	32,792	33,752
022501	MEDICARE	7,341	7,010	7,669	7,894
023001	RETIREMENT	57,386	56,269	74,364	76,541
039001	PROFESSIONAL SERVICES	60,000	60,000	60,000	60,000
044006	PRINTING LEASE/MAINT	2,292	2,695	2,580	3,222
054050	TRAINING	5,400	4,689	6,950	8,750
055050	PRINTING	-	135	-	-
056001	DUES PROFESSIONAL ORGANIZ	2,580	2,052	3,280	3,510
057101	TRAVEL AND CONFERENCE	2,950	-	3,700	3,700
057102	TRAVEL REIMBURSEMENT	1,500	418	1,500	1,500
062001	OFFICE SUPPLIES	3,500	2,364	3,500	3,500
067001	BOOKS & PERIODICALS	16,488	12,362	15,010	16,469
Assessing	Total	697,093	677,513	740,247	763,225

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
TAX COLLECTION					
01-700-203-51-110-402					
011001	REGULAR SALARIES	288,083	280,736	301,208	314,526
015001	LONGEVITY	1,678	1,679	1,704	2,207
022001	SOCIAL SECURITY	17,967	16,941	18,780	19,637
022501	MEDICARE	4,202	3,962	4,392	4,593
023001	RETIREMENT	32,780	31,602	42,384	44,533
039001	PROFESSIONAL SERVICES	3,100	2,545	3,300	3,300
054050	TRAINING	2,090	-	2,090	2,100
055050	PRINTING	700	216	700	150
056001	DUES PROFESSIONAL ORGANIZ	270	185	270	125
062001	OFFICE SUPPLIES	4,500	5,780	5,500	5,500
067001	BOOKS & PERIODICALS	555	432	555	475
075001	FURNITURE AND FIXTURES	-	9,140	-	-
Tax	Total	355,924	353,217	380,883	397,146
TOTAL FINANCE DEPARTMENT		2,114,926	2,092,553	2,347,777	2,333,577

Planning Department



Planning Dept Mission

The mission of the Planning Department is to manage the City's development, protect its environment and preserve and enhance the quality of life of its residents through effective planning, land use regulation and land use management. In carrying out this mission the Department prepares studies and plans; reviews applications for permits; and provides professional assistance to the City Council, Planning Board, other City boards and departments, land use applicants and members of the public.



Planning Department

Services Overview

- ✓ Community Planning
- ✓ Land Use Management/Development Review
- ✓ Transportation Planning and Coordination
- ✓ Environmental Planning and Sustainability
- ✓ Communication and Public Information



Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Deputy City Manager	0.65	0.00	0.00
Planning Director	1	1	1
Principal Planner	1.5	1.5	1.5
Environmental Planner/ Sustainability Coordinator	0.30	0.30	0.30
Planner I	1	1	1
Development Compliance Planner	1	1	1
Administrative Assistant II	1	1	1
Associate Planner	1	1	1
Totals Full Time	7.45	6.80	6.80
Positions Part-Time	FY20	FY21	FY22
Administrative Clerk	0	1	1
Totals Part Time	0.00	1.00	1.00

Department Budget Comments

The Planning Department's proposed budget for FY23 is \$729,568, representing a net decrease of \$12,434 or 1.6% from the FY22 budget. The net budget decrease is due to changes in staffing and related contractual obligations.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
PLANNING				
SALARIES	606,127	553,823	527,375	513,042
PART-TIME SALARIES	34,520	11,540	35,308	35,309
OVERTIME	1,500	939	1,500	1,500
LONGEVITY	1,373	1,634	1,399	1,900
RETIREMENT	68,026	62,608	74,557	72,612
OTHER BENEFITS	49,229	41,336	43,267	42,209
<i>Contractual Obligations</i>	<i>760,775</i>	<i>671,881</i>	<i>683,406</i>	<i>666,572</i>
TRAINING/EDUCATION/CONFERENCES	4,500	1,615	4,500	7,000
CONTRACTED SERVICES	10,200	6,797	5,200	6,200
PROFESSIONAL ORGANIZATION DUES	18,642	18,421	18,642	19,142
OTHER OPERATING	28,254	31,935	30,254	30,654
<i>Other Operating</i>	<i>61,596</i>	<i>58,767</i>	<i>58,596</i>	<i>62,996</i>
TOTAL	822,371	730,648	742,002	729,568

The only line item increase outside of salaries and benefits is advertising, which covers the legal notices and abutter letters that are required for all applications to land use boards and commissions. Although this is a cost associated with the Planning Department, most of the costs incurred are billed to the applicants and reimbursed to the City. All other non-salaried line items were either reduced or maintained at FY22 levels.

Programs and Services

Community Planning –

Planning Department staff carry out a wide range of comprehensive and strategic planning functions:

- Coordinate and implement comprehensive community planning efforts to be responsive to community needs and values, and the community vision articulated in the City of Portsmouth Master Plan.
- Prepare, coordinate and assist in assessments and studies relating to land use, urban design, housing, economic development, natural resource protection, open space and recreation, historic preservation, and municipal facilities and services.
- Prepare, coordinate and assist in special studies, such as for street corridors and facility improvements.
- Participate in regional planning entities including the Rockingham Planning Commission.
- Assist the Finance Department and Planning Board in preparing the annual Capital Improvement Plan (CIP).



Land Use Management/ Development Review–

The Planning Department is the primary City agency charged with administering 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 –

The Department coordinates planning for all transportation modes:

- Prepare and implement policies and plans relating to transportation, street design, wayfinding, transit and parking.
- Plan and implement bicycle and pedestrian projects and programs, including the Bicycle and Pedestrian Plan and the Safe Routes to School program.
- Assist municipal committees charged with transportation and parking responsibilities.
- 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 CommuteSMARTseacoast (a Transportation Management Agency).



Environmental Planning and Sustainability –

The Department is responsible for plans and projects relating to natural resource protection, open space planning and natural hazard mitigation:

- Prepare studies and plans relating to natural resources and environmental quality.
- Maintain current environmental inventories and open space information.
- Track and report on sustainability efforts undertaken by City departments.
- Provide training in sustainability for City staff and assist with community sustainability outreach.
- 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 USEPA's New England Municipal Sustainability Network (NEMSN) and the Coastal Adaptation Workgroup (CAW).
- Provide staff support to the Blue Ribbon Committee on Sustainable Practices and Renewable Energy Committee.
- Provide staff coordinator role for Coakley Superfund Remediation effort on behalf of the Coakley Land Group.



Communication and Public Information –

The Department provides information services to the public, members of various boards, City departments, State and Federal agencies, and non-profits:

- Assist City land use agencies to improve community service by preparing guidelines and manuals.
- Maintain and expand educational opportunities for citizen board members and staff through regional and State forums.
- Involve a diversity of stakeholders, hard to reach populations, and those most affected by city decisions in the decision making process.
- 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 update the 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.
- ✓ Participate in regional land use, housing, transportation and environmental planning programs and initiatives.
- ✓ Identify and implement strategies that increase the supply and diversity of affordable housing.
- ✓ Use a diversity of tools to involve the community in the development of comprehensive planning documents particularly hard to reach populations and those most impacted by the policies, programs, and initiatives.



Performance Measurements:

Housing Supply and Diversity

	FY20	FY21	FY22 (Est)
Single Family	4,160	4,178	4,170
Mobile Homes	258	260	265
Condos	2,279	2,388	2,490
Multi Family <8 Units	446	489	484
Accessory Dwelling Units	7	11	6
Work Force Housing Approved		117 total (all years)	

Applications Processed by the Planning Department (and percent change from previous year)

	FY20	FY21	FY22 (Est)
Building Permit Applications	632 (-48.3%)	1,014 (+60%)	803 (-20.1%)
Land Use Permit Applications	176 (-62.6%)	210 (+16.2)	112 (-46.7%)
Sign Permit Applications	69 (-50.7%)	108 (+56.5%)	70 (-35.2%)

Planning Board			
Site Plan Review	21 (+23.5%)	21 (0%)	13 (-38.1%)
Design Review	4 (+300%)	1 (-75%)	5 (+400%)
Preliminary Conceptual Consultation	9 (+28.6%)	10 (+11.1%)	9 (-10%)
Subdivision / Lot Line Change	16 (+14.3%)	13 (-18.8%)	7 (-46.2%)
Conditional Use Permits – Wetlands	19 (-36.7%)	28 (+47.4%)	20 (-28%)
Conditional Use Permits – Other	13 (-31.6%)	11 (-18.2%)	11 (0%)

Historic District Commission			
Certificates of Approval (Public Hearings)	53 (+20.4%)	52 (-1.9%)	48 (-7.7%)
Certificates of Approval (Administrative Approvals)	100 (+13.8%)	149 (+49.0%)	74 (-50.33%)

Board of Adjustment			
Applications/ Petitions	80 (-15.8%)	127 (+58.8%)	74 (-41.7%)

Conservation Commission			
Conditional Use Permits – Wetlands	19 (-36.7%)	28 (+47.4%)	20 (-28%)
State Wetland Permits	9 (-18.2%)	26 (+188%)	12 (-53.8%)
Total	1,220 (-45%)	1,798 (+47.4%)	1,278 (-28.9%)

Citywide Goal Addressed:

- *Welcome and support diversity in the workplace and community.*
- *Diversify and Enhance the Supply of Housing Choices*
- *Proactively pursue the integration of sustainability, resilience, and climate change mitigation actions throughout the government and community.*
- *Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment.*
- *Consistently communicate with community members and stakeholders respecting channels of communication they prefer and keeping them informed.*



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- seek input from stakeholders and other community members impacted by regulatory change.
- ✓ 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.
- ✓ Land Use 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.
- ✓ Zoning Amendment Work Plan
 - In consultation with the Land Use Committee and City Council, develop annual work plan of zoning amendments;
 - Works with Planning Board, stakeholders and the community to recommend amendments for adoption.

Performance Measurements : In FY23 performance measurements for these new goals will include:

- ✓ Percent of implementation (Master Plan Strategies)
- ✓ Percent of Professional Services leveraged with Grant Funding

Citywide Goal Addressed:

- Diversify and Enhance the Supply of Housing Choices
- Proactively pursue the integration of sustainability, resilience, and climate change mitigation actions throughout the government and community.
- Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment.
- Invite and honor input from the community and encourage increased participation/engagement of youth.
- Consistently communicate with community members and stakeholders respecting channels of communication they prefer and keeping them informed.



Goal #3: Provide professional service to the public, other departments, and governmental agencies.

Objectives:

- ✓ Maintain a professional, responsive and service-oriented staff to meet customer (applicants, community members, and other external and internal customer) needs in a complex regulatory environment.
- ✓ Provide educational and training opportunities for staff, land use boards and commissions.
- ✓ Participate in the development of information systems, including mapping systems and data management.
- ✓ Ensure public access to relevant planning documents, data and information.
- ✓ Actively involve the community in the decision making process especially those most impacted by city decision making.

Performance Measurements;

Public Involvement

	FY20	FY21	FY22 (Est)
Stakeholders/Focus Group Interviewed	N/A	N/A	10 (100 participants)
Survey Respondents	N/A	N/A	200

- *Reports to City Council summarizing public input/involvement related to:*
 - *Proposed regulatory amendments;*
 - *Outdoor dining FY22-23 season*

- *Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment.*
- *Invite and honor input from the community and encourage increased participation/engagement of youth.*
- *Consistently communicate with community members and stakeholders respecting channels of communication they prefer and keeping them informed.*

Additional Performance Measures

Major Planning Department Projects

	FY20	FY21	FY22 (Est)
Middle Street / Lafayette Road Bicycle Route Phase 2	Active	Active	Active
NH Seacoast Greenway (Hampton Branch) Rail Trail	Active	Active	Active
Market Square Upgrade		Start	Active
Historic Properties Climate Change Vulnerability		Active	Active
Open Space and Recreation Plan	Plan Completed	Implementation Active	Implementation Active
Bicycle and Pedestrian Plan Update		Implementation Active	Implementation Active
Climate Action Plan			Active
North Mills Pond Park Living Shoreline		Start 2022	Active 2023
Bicycle Friendly Community Application Renewal		Start	Active
North Mill Pond Multi-Use Path and Greenway	Active	Active	Active
Elwyn Road Sidepath Design	Active	Active	Active
US Route 1 Sidepath Design	Start	Active	Active
Trail Development		Active	Active

Major Planning Department Projects

	FY19	FY20	FY21 (Est)	FY22 (Est)
Middle Street / Lafayette Road Bicycle Route Phase 2	Completed	Active	Active	Active
NH Seacoast Greenway (Hampton Branch) Rail Trail	Active	Active	Active	Active
Market Square Upgrade			Start	Active
Historic Properties Climate Change Vulnerability Study Implementation	Completed		Active	Active
Open Space and Recreation Plan Implementation	Start	Plan Completed	Implementation Active	Implementation Active
Bicycle and Pedestrian Plan Implementation	Plan Completed		Implementation Active	Implementation Active
Climate Action Plan				Start
North Mill Pond Park Living Shoreline			Start 2022	Active 2023
Bicycle Friendly Community Application Renewal	Started / Completed		Start	Active
3-D Modeling Expansion Update				
North Mill Pond Multi-Use Path and Greenway	Start	Active	Active	Active
Elwyn Road Sidepath Design	Start	Active	Active	Active
US Route 1 Sidepath Design		Start	Active	Active
Trail Development			Active	Active
Land Use Committee Support				Start
Infill Design Guidelines for Historic District				
Zoning Amendment Work Program				Start

FY23 BUDGETED POSITION AND SALARY DETAIL

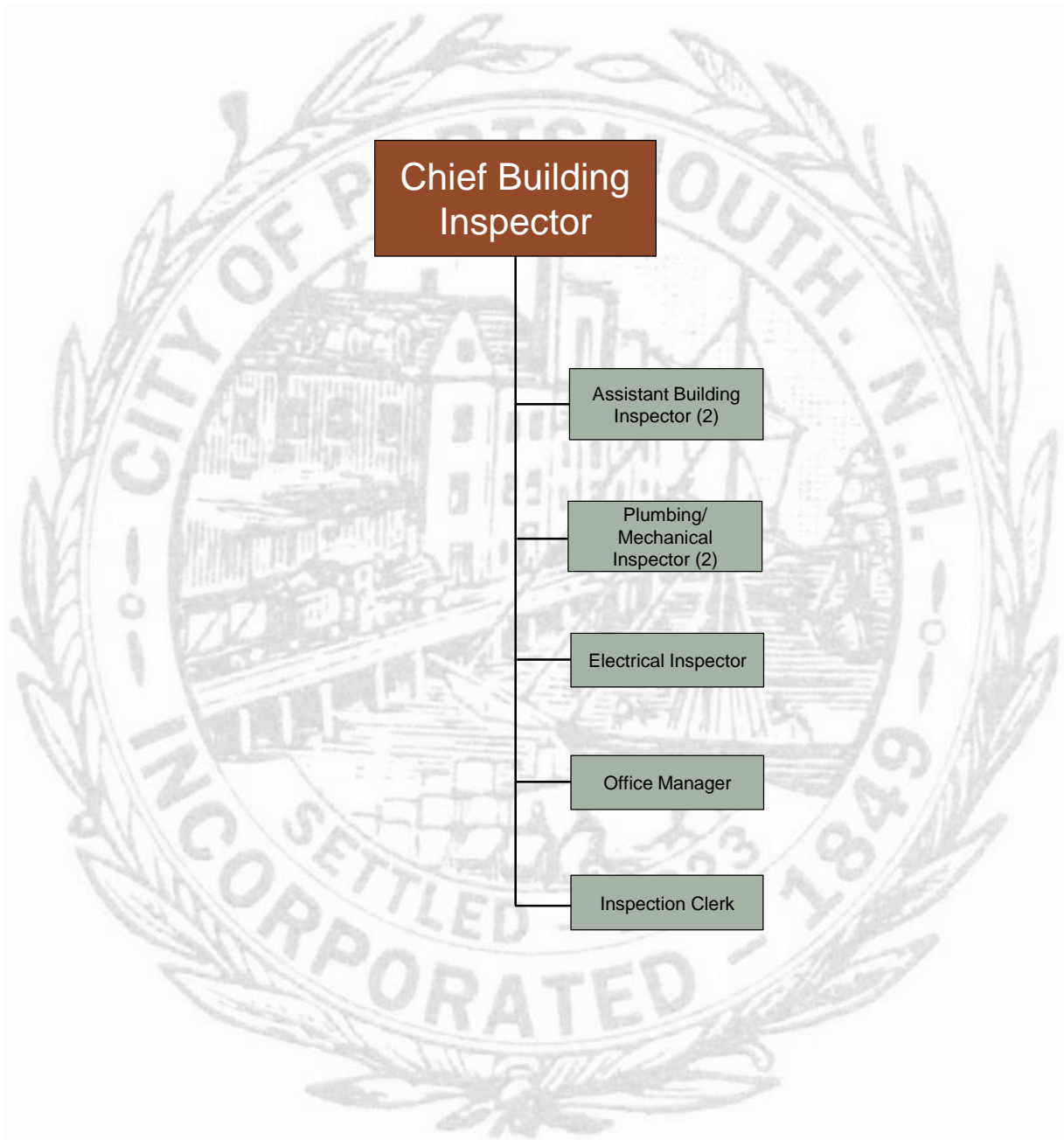
		<u>POSITION</u>	<u>SALARY</u>
PLANNING			
PMA GRADE 23	6C/6D	PLANNING DIRECTOR	107,757
PMA GRADE 16	G	PRINCIPAL PLANNER	84,816
PMA GRADE 16	H	⑥ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	25,954
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	41,266
PMA GRADE 14	5B/7C	PLANNER I	66,643
PMA GRADE 13	1E/11F	DEVELOPMENT COMPLIANCE PLANNER	72,046
PMA GRADE 11	3.5B/8.5C	ADMINISTRATIVE ASSISTANT II	57,978
PMA GRADE 9	3B/9C	ASSOCIATE PLANNER	52,748
		EDUCATION STIPENDS	3,834
		TOTAL FULL TIME	513,042
1386B GRADE 7	A	PT ADMINISTRATIVE CLERK (18.75HRS/WK)	20,309
		MINUTE TAKERS	15,000
		TOTAL PART TIME	35,309
		TOTAL DEPARTMENT	548,351

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑥ 30% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER, 20% THE COAKLEY LANDFILL TRUST

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
PLANNING DEPARTMENT					
01-714-410-51-110-406					
011001	REGULAR SALARIES	606,127	553,823	527,375	513,042
012001	PART TIME SALARIES	34,520	11,540	35,308	35,309
014041	OVERTIME	1,500	939	1,500	1,500
015001	LONGEVITY	1,373	1,634	1,399	1,900
022001	SOCIAL SECURITY	39,898	33,429	35,066	34,209
022501	MEDICARE	9,331	7,907	8,201	8,000
023001	RETIREMENT	68,026	62,608	74,557	72,612
032004	PROF SERVICES-COURT FEES	200	2	200	200
033001	PROF SERVICES-TEMP	-	6,420	-	-
039001	PROFESSIONAL SERVICES	10,000	375	5,000	6,000
044006	PRINTING LEASE/MAINT	3,204	2,673	3,204	3,204
053001	ADVERTISING	16,000	21,790	18,000	18,000
054050	TRAINING	1,000	224	1,000	1,000
055050	PRINTING	1,800	1,730	1,800	2,200
056001	DUES PROFESSIONAL ORGANIZ	2,500	2,279	2,500	3,000
056004	DUES ROCKINGHAM PLAN COMM	15,542	15,542	15,542	15,542
056008	ICLEI DUES	600	600	600	600
057101	TRAVEL AND CONFERENCE	3,500	1,391	3,500	6,000
057102	TRAVEL REIMBURSEMENT	350	89	350	350
062001	OFFICE SUPPLIES	3,800	2,246	3,800	3,800
067001	BOOKS & PERIODICALS	1,000	869	1,000	1,000
075001	FURNITURE AND FIXTURES	500	938	500	500
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	822,371	730,648	742,002	729,568

Inspection Department



Inspection Dept. Mission

The Inspection Department seeks to ensure the integrity of the City's existing and future built environment through the implementation and enforcement of the City's construction codes relating to structural integrity, safe wiring, sound plumbing, safe mechanical systems and properly installed fire protection systems.



Inspection Department

Services Overview

- ✓ Plan Review and Code Consulting
- ✓ Permit Issuance
- ✓ Construction Inspections
- ✓ Construction Completion
- ✓ Code Enforcement



Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Deputy City Manager	0.05	0.00	0.00
Chief Building Inspector	1	1	1
Assistant Building Inspector	1	1	2
Plumbing/Mechanical Inspector	1	2	2
Electrical Inspector	1	1	1
Office Manager	1	1	1
Inspection Clerk	0	1	1
Totals Full Time	5.05	7.00	8.00
Positions Part-Time	FY21	FY22	FY22
PT Plumbing Inspector	1	0	0
PT Inspection Clerk	1	0	0
Totals Part Time	2.00	0.00	0.00

Department Budget Comments

The Inspection Department is proposing a budget of \$762,281 for FY23. This represents a net increase of \$116,962 or 18.12% from the FY22 budget. The increase in the inspection budget is primarily due to the requested addition of a full time building

inspector as well as transitioning an Inspection Clerk from part time to full time.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
INSPECTION				
SALARIES	387,707	386,973	509,697	610,577
PART-TIME SALARIES	89,174	22,352	12,239	-
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	1,744	1,307	999	999
RETIREMENT	43,621	43,725	72,015	86,198
OTHER BENEFITS	36,729	30,494	40,119	46,901
<i>Contractual Obligations</i>	<i>560,475</i>	<i>484,851</i>	<i>636,569</i>	<i>746,175</i>
TRAINING/EDUCATION/CONFERENCES	870	420	1,000	2,880
CONTRACTED SERVICES	2,000	2,359	2,000	-
PROFESSIONAL ORGANIZATION DUES	500	547	500	590
OTHER OPERATING	2,650	1,495	5,250	12,636
<i>Other Operating</i>	<i>6,020</i>	<i>4,821</i>	<i>8,750</i>	<i>16,106</i>
TOTAL	566,495	489,673	645,319	762,281

Other budget drivers are training, periodicals, and code updates due to the anticipated statewide adoption of the 2018 Building Codes. Historically the budget request/justification has been presented comparing statistics and trends from previous years while also considering future projections. While permit revenue year after year has surpassed the proposed budget, the department has been exceptionally understaffed resulting in a deficit with respect to reviewing and issuing permits, performing inspections, public outreach, response times, and overall obligations that the Department has to the citizens. The City has grown to a level that requires/demands additional staff, training, and supplies as necessary. The goal is not to simply to bring this department back where it was four or five years ago but elevate it to a level that it's never been before with regards to professionalism, responsiveness, approachability, and efficacy. The budget is justified from a stance of what is required to satisfy the demands of the City growth, and to provide a service that the citizens deserve and expect.

Programs and Services

Plan Review and Code Consulting - Review all documentation associated with each construction project. Discuss technical aspects of projects with clients and inform them of code design deficiencies.

Permit Issuance - Coordinate and process final documentation for building permit issuance. Issue permits to electricians, plumbers, mechanical and fire protection system installers. Review applications and issue sign permits.

Construction Inspections - Implement the series of construction inspections in all disciplines to insure code conformance of the various constructed elements. Record inspection findings and notify responsible parties of results.

Construction Completion - Perform final building and safety system inspections for all disciplines (building, electrical, plumbing, mechanical, and fire). Issue Certificates of Occupancy and Certificate of Completion upon successful final inspections.

Code Enforcement - Investigate claims of code violations including building, electrical, plumbing, mechanical and zoning matters.



Goals and Objectives



Goal #1: Prepare for the State's prospective adoption of the 2018 edition of the Building and Fire Codes.

Objectives:

- ✓ Attend code amendment trainings
- ✓ City sponsored trainings available to 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 2018 code 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:

- ✓ Implement mandatory training for staff covering communication strategies and community relations
- ✓ Improve on messaging and community outreach through our website and newsletter.
- ✓ Continue to hold weekly cross departmental informational meetings
- ✓ Make trainings available to the public as well as contractors and developers

Performance Measures:

Number of trainings and cross departmental meetings:

FY20	FY21	FY22 (Estimated)	FY23 (Forecast)
N/A	N/A	24	56

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:

- ✓ Review and approve new and backlogged permit applications. Perform inspections in a timely and efficient manner
- ✓ Enhanced interdepartmental collaboration 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: FY20 – 2,779, FY21 – 4,228, FY22 (estimated) – 4,119, FY23 Forecast – 5,000

FY20	FY21	FY22 (Estimated)	FY23 (Forecast)
2,779	4,228	4,119	5,000

Citywide Goal Addressed:

- Maintain Financial Stability

Additional Operational Performance Measures

Total Inspections Completed

FY19 – 6,672

FY20 – 6,292

FY21 – 6,719

*FY22 (est.) – 6,308

Total Building Permit Applications Processed

(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)

FY19 – 2,873

FY20 – 2,779

FY21 – 4,228

*FY22 (est.) – 4,038

Total Construction Value Declared

(Building Permits)

FY19 - \$157,936,790

FY20 - \$151,047,073

FY21 - \$212,826,565

*FY22 (est.) - \$116,490,236

Total Construction Permit Fees Collected

(All Permits)

FY19 – \$1,607,252

FY20 – \$1,114,996

FY21 - \$1,773,397

*FY22 (est.) - \$1,215,000

ISO Code Effectiveness Grading Classification

(Based on a 10 Point Scale with "1" Being the Highest)

FY19 – 4

FY20 – 4

FY21 – 4

*FY22 numbers based on actual Q1 and Q2 FY 22 data. Due to the large number of backlogged permit applications these figures are unreliable, the actual numbers would be considerably higher.

FY23 BUDGETED POSITION AND SALARY DETAIL

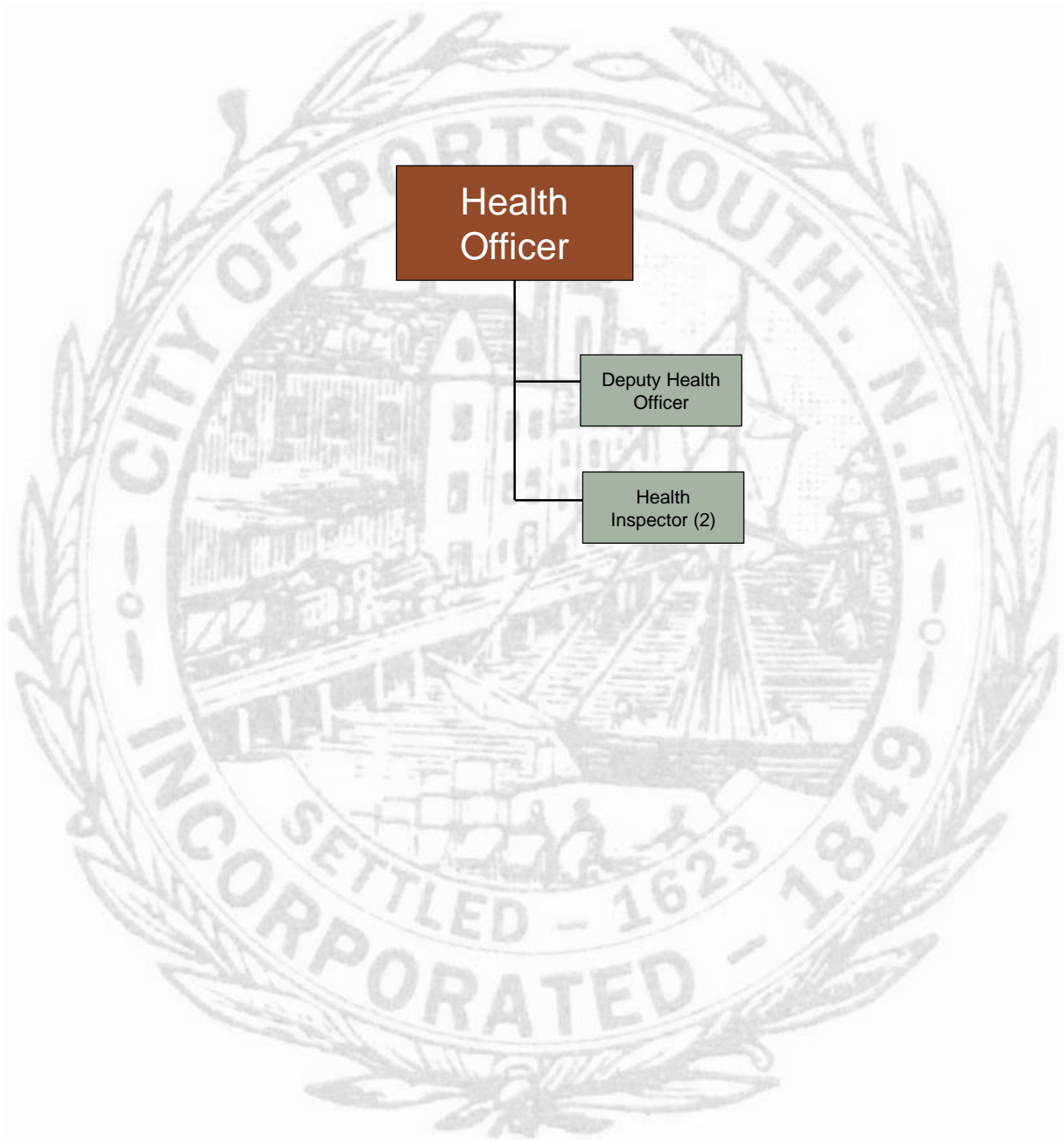
SALARY

INSPECTION DEPARTMENT

PMA GRADE 22	E	CHIEF BUILDING INSPECTOR	110,387
PMA GRADE 16	F	ASSISTANT BUILDING INSPECTOR	83,358
PMA GRADE 15	E	ASSISTANT BUILDING INSPECTOR	82,532
PMA GRADE 15	3D/9E	PLUMBING/MECHANICAL INSPECTOR	77,699
PMA GRADE 15	E	PLUMBING/MECHANICAL INSPECTOR	78,635
PMA GRADE 15	F	ELECTRICAL INSPECTOR	79,421
PMA GRADE 9	7.5D/4.5E	OFFICE MANAGER	57,103
1386B GRADE 7	7.5C/4.5D	INSPECTION CLERK	41,442
TOTAL FULL TIME			610,577
TOTAL DEPARTMENT			610,577

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
INSPECTION DEPARTMENT					
01-716-420-51-110-415					
011001	REGULAR SALARIES	387,707	386,973	509,697	610,577
012001	PART TIME SALARIES	89,174	22,352	12,239	-
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	1,744	1,307	999	999
022001	SOCIAL SECURITY	29,767	24,708	32,515	38,011
022501	MEDICARE	6,962	5,785	7,604	8,890
023001	RETIREMENT	43,621	43,725	72,015	86,198
033001	PROF SERVICES-TEMP	-	2,359	-	-
039001	PROFESSIONAL SERVICES	2,000	-	2,000	-
039003	PROF/SERVICES-LICENSING	750	-	750	750
044006	PRINTING LEASE/MAINT	400	273	400	504
053001	ADVERTISING	500	-	1,000	500
054050	TRAINING	370	-	500	2,880
055050	PRINTING	-	591	-	-
056001	DUES PROFESSIONAL ORGANIZ	500	547	500	590
057101	TRAVEL AND CONFERENCE	500	420	500	-
057102	TRAVEL REIMBURSEMENT	-	-	500	-
061002	MISCELLANEOUS SUPPLIES	-	69	200	200
062001	OFFICE SUPPLIES	1,000	562	1,000	1,000
067001	BOOKS & PERIODICALS	-	-	1,000	7,882
074001	EQUIPMENT	-	-	400	1,400
075001	FURNITURE AND FIXTURES	-	-	-	400
Inspection	Total	566,495	489,673	645,319	762,281

Health Department



Health Dept Mission

To protect, promote, and enhance the health and well-being of Portsmouth residents, visitors and environment by providing public and environmental health planning and services, including emergency response planning.



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	FY21	FY22	FY23
Deputy City Manager	0.1	0	0
Health Officer	1	1	1
Deputy Health Officer	0.4	1	1
Health Inspector	1	1	2
Totals Full Time	2.50	3.00	4.00



Department Budget Comments

The Health Department's proposed budget for FY23 is \$453,053 representing an increase of \$103,464 or 29.6% from FY22. The net increase is due to costs associated with contractual obligations and the addition of a Health Inspector position. The Health Department budget funds a Health Officer, who serves as Department Head, a Deputy Health Officer, the current Health Inspector position and the addition of a second Health Inspector.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT				
SALARIES	219,345	215,835	281,119	366,127
PART-TIME SALARIES	-	-	-	-
LONGEVITY	1,568	1,569	2,333	2,333
RETIREMENT	24,676	24,483	39,853	51,805
OTHER BENEFITS	16,900	16,394	21,685	28,188
<i>Contractual Obligations</i>	<i>262,489</i>	<i>258,281</i>	<i>344,990</i>	<i>448,453</i>
TRAINING/EDUCATION/CONFERENCES	3,000	-	3,000	3,000
PROFESSIONAL ORGANIZATION DUES	100	340	100	300
OTHER OPERATING	1,500	(28,607)	1,500	1,300
<i>Other Operating</i>	<i>4,600</i>	<i>(28,267)</i>	<i>4,600</i>	<i>4,600</i>
TOTAL	267,089	230,014	349,590	453,053



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 is also a member of the Commission on the Seacoast Cancer Cluster Investigation which is charged with ensuring local coordination to address emerging health and environmental concerns in the Seacoast. She also serves on the Safe Water Advisory Group (SWAG) and the Community Care Team (CCT).

In FY22, the Department held a sustained front-line role in the public health response to Covid-19, particularly given limited staffing. That role will continue through FY23 and beyond with pandemic recovery, community health and needs gap assessments, and future public health planning.

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 the disabled, children, seniors and adults. There has been a marked rise in insanitary living conditions of these populations as pandemic seclusion, lack of housekeeping and personal care services have left some residents in unhealthy conditions for an extended period of time. 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 34,052 food service seats under Department license. This does not include temporary events. This includes 26,120 seats under liquor license, and 11,537 outdoor seats. 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 our regulatory programs have a significant effect on our local public health and economy. The Health Department also licenses and inspects approximately 30 Farmers' Market vendors and numerous year-round festivals and events that draw thousands of visitors. Furthermore, the explosion of applied sustainability principles and locally produced foods has created a rapidly growing and complex novel foods industry that requires the application of numerous federal and state regulations, and food safety practices and processes far beyond the traditional role of food-service inspections. The pandemic required this Department to switch to public health emergency response. The closure of restaurants and the redesign of operations, and high Covid-19 infection rates in the community greatly curtailed routine food service inspection duties. With the infection rates coming under control, our food service inspection program is returning to normal, however these changes in practices and longer intervals between inspections translate to a significant and more time-consuming backlog of inspections. The FDA National Retail Foods Regulatory Standard 8 calculates that for our food service workload alone, Portsmouth should have three (3) FTE Food Inspectors. We currently have one (1) Food Inspector and are requesting one more in this year's Budget.



The Health Department is also involved in a significant amount of Viewpoint implementation and customization, and staff training, benefitting multiple departments.

Education and training in multiple scientific disciplines are vital for department staff to meet the growing complexity and demands of food protection, public health, environmental health and emergency response planning on a local level, particularly with diminishing state and federal resources. Department staff must remain competent and prepared to respond to increasingly sophisticated routine duties as well as City and regional outbreaks, exposures and disasters. Environmental challenges such as climate change, emerging pathogens and emerging contaminants, as well as changing demographics play an ever increasing role in our understanding of public health and population protection. The education and training of department staff, and relationships built with other emergency response and human service agencies have proven invaluable.

Programs and Services

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 our underserved and vulnerable populations and participate in long term planning.
- Investigate food borne illness complaints, including providing food samples to the state public health laboratory for analysis.
- Collect food samples from various food services on a scheduled basis as required by the state laboratory.
- Investigate complaints regarding water, soil and air quality, lead paint, asbestos and other environmental hazards and contaminants.
- Monitor vector borne diseases and respond if appropriate.
- 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)

FY20	FY21	FY22 (to date)
294*	282*	291*

*Lower food permit inspection numbers are due to the COVID-19 pandemic

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 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:

- ✓ This will be a new performance measurement in FY23 – we will be reviewing percent of complaints related to public potential health hazards that were responded to within 1 Business Day (exceptions apply in extenuating circumstances). The goal for FY23 is 100%.



Citywide Goals Addressed:

- Invite and Honor Input from the community and Encourage Increased Participation/Engagement of Youth
- 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
- Diversify and Enhance the Supply of Housing Choices



- ✓ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- ✓ *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*

Miscellaneous Emergency Public Health Activities

Due to the Covid-19 pandemic activities and for the protection of Portsmouth, which also requires protection of the Greater Portsmouth region, the Health Department performed several miscellaneous emergency public health activities for which it has trained and prepared for since 2006. Among these activities, the Health Department held several clinics in FY22. Since July of 2021, the Health Department has overseen an additional 13 clinics, vaccinating and providing boosters to 1,422 area residents. In addition, the Health Department supported several Fire Department clinics through outreach to groups disproportionately affected by Covid-19, scheduling and check-in for hundreds more.

Given the importance of masks of various filtration as Covid-19 mutations lead to ever more contagious variants, the Health Department provided masks to City employees, City Departments, Groups serving vulnerable populations including senior citizens and the general public, particularly in the surge of the Omicron variant when masks were not yet available through the federal distribution networks. In FY22, as of March 3, 2022 the Department distributed 20,881 masks. This is in addition to the 8,996 distributed prior to July 1, for a total of 29,877 masks distributed. This figure does not include disinfectant, gloves, hand sanitizer, eye goggles, tyvek suits, thermometers, face shields, isolation gowns or booties. Including these articles of PPE from the beginning of distribution to current (March 3, 2022) the number of PPE items distributed totals over 33,000. Finding scarce PPE supplies, ordering, transporting, inventory and distribution for the entire City has taken a significant amount of Department time.

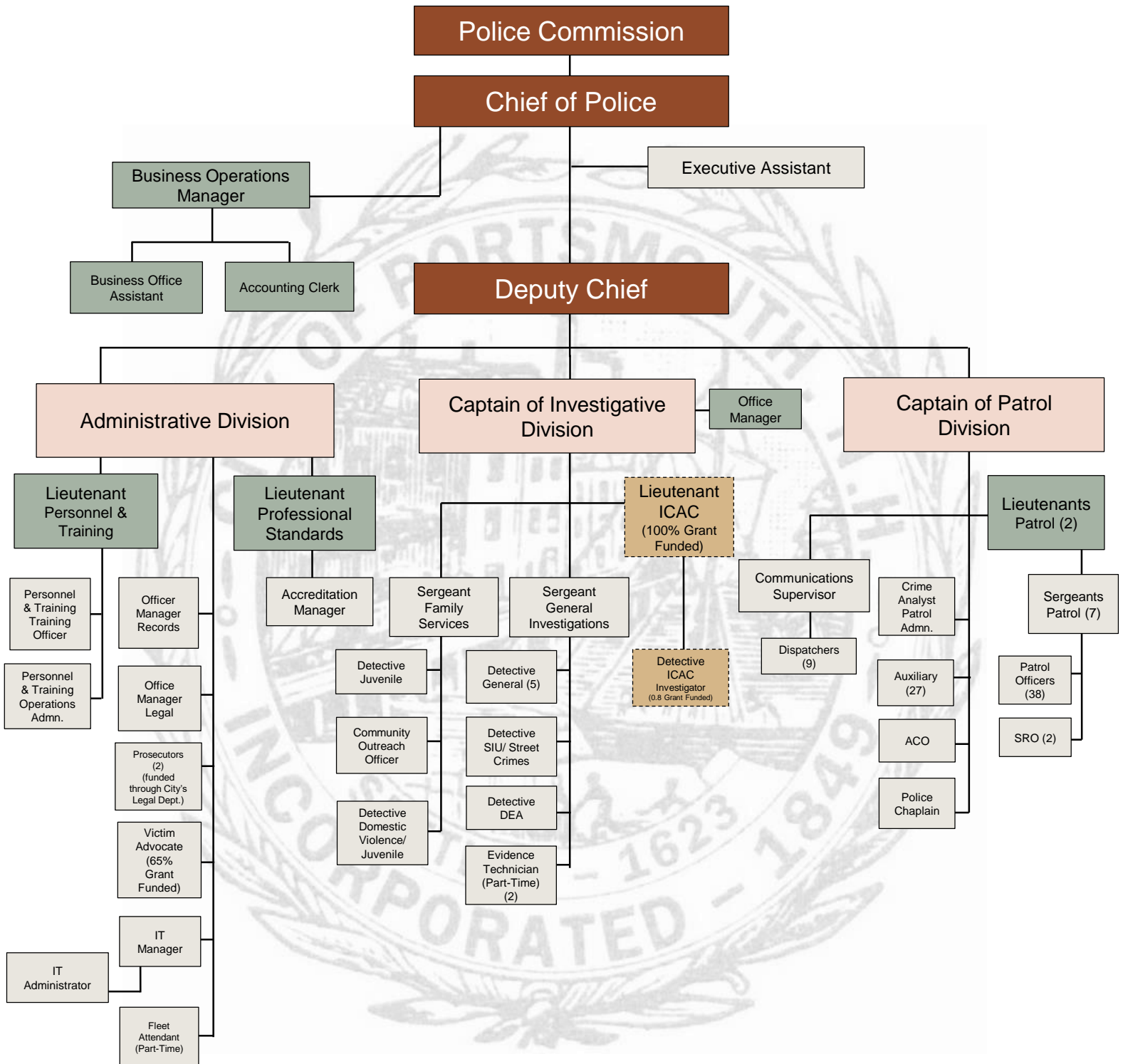
Also in FY22, with the required physical distancing and move to outdoor dining, the Department conducted 153 plan reviews and approvals, including 59 Sidewalk Café permit applications, 5 Outdoor COVID permits, 62 Indoor COVID permits, 2 Dome COVID permits and 25 private property outdoor tent floor plans.

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
HEALTH DEPARTMENT			
PMA GRADE 22	2E/10F	HEALTH OFFICER	111,307
PMA GRADE 20	2C/10D	DEPUTY HEALTH OFFICER	94,626
PMA GRADE 15	E	HEALTH INSPECTOR	78,635
PMA GRADE 15	D	HEALTH INSPECTOR	74,891
		EDUCATION STIPENDS	6,668
		<u>TOTAL DEPARTMENT</u>	<u>366,127</u>

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT					
01-790-430-51-110-435					
011001	REGULAR SALARIES	219,345	215,835	281,119	366,127
015001	LONGEVITY	1,568	1,569	2,333	2,333
022001	SOCIAL SECURITY	13,697	13,276	17,574	22,845
022501	MEDICARE	3,203	3,119	4,111	5,343
023001	RETIREMENT	24,676	24,483	39,853	51,805
043018	REPAIRS-EQUIPMENT	150	-	150	100
055050	PRINTING	100	-	100	-
056001	DUES PROFESSIONAL ORGANIZ	100	340	100	300
057101	TRAVEL AND CONFERENCE	3,000	-	3,000	3,000
057102	TRAVEL REIMBURSEMENT	800	-	800	750
062001	OFFICE SUPPLIES	150	461	150	150
074001	EQUIPMENT	300	17,944	300	300
081166	GOFERR REIMBURSEMENT	-	(47,012)	-	-
HEALTH	TOTAL	267,089	230,014	349,590	453,053

Police Department



Mission

The Portsmouth Police Department actively works in partnership with the community to protect, prevent crime and respectfully, justly and compassionately help all people.

Community – Commitment - Compassion



Police Department

Services Overview

- ✓ Crime Prevention
- ✓ Community Safety
- ✓ Emergency Communications Center
- ✓ Records



Department Budget Comments

The Police Department's FY23 proposed budget is \$13,156,399. This represents an increase of \$602,904 or 4.80% over FY22. The increases include:

- **Salaries-** \$149,390 or 1.9% for increases associated with contractual salary and benefit obligations: 2.05% COLA and step increases.
- **FTE Increase-** \$221,342 or 1.76% for the addition of two (2) Patrol Officers at \$162,684 (\$81,342 each) and one (1) Crime Analyst/Patrol Administrative Support employee for \$58,658.
- **Training-** \$40,345 or .32% for new training requirements provided in the Governor's Executive Order - Commission on Law Enforcement Accountability Community and Transparency, sworn training hours will increase each year between FY22 and FY24 to meet the state's new mandatory "base training" hour requirements of 24 hours per officer by 1/1/2024. In FY22, six (6) hours of training OT per officer was budgeted. In FY23, \$40,345 is budgeted for an additional nine (9) hours of training OT. In FY24, the final phase, the remaining nine (9) hours will be budgeted. Please note: although several sworn officers will accomplish the training on-duty, 48 patrol officers and 27 Auxiliary officers accomplish the training on overtime (straight time for auxiliary).

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Chief	1	1	1
Deputy Chief	0	0	1
Captain	3	3	2
Leutenants	5	5	5
Sergeants *	9	9	9
Officers **	50	50	52
Communications Supervisor	1	1	1
IT Manager	0	1	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Business Operations Manager	0	1	1
Administrative Manager	1	0	0
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Dispatchers	10	9	9
Office Manager - Records/Legal/Investigative	1	3	3
Crime Analyst/ Patrol Support	0	0	1
P&T Operations Admn	0	0	1
Sr. Secretary	1	1	0
Legal Secretary/ Paralegal	2	0	0
Information System Support Assist.	1	0	0
Witness Advocate***	1	1	1
Accounting Clerk	1	1	1
Animal Control Officer	1	1	1
Totals Full Time	92.00	91.00	94.00
Positions Part-Time	FY21	FY22	FY23
Witness Advocate ***	0	0	0
Animal Control Officer	0	0	0
Auto Maintenance	1	1	1
Evidence Technician	2	2	2
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On Call	On Call	On Call
Totals Part Time	30.00	30.00	30.00
* 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 – 65% Grant Funded			

- **Insurance Premiums-**\$44,389 or .35% for insurance premium increases related to medical, dental, life, disability, and Worker's Compensation. The primary impact is attributable to the \$38,042 increase for medical insurance.
- **Gasoline-** \$21,210 or .17% due to inflation.
- **Other Operating-** \$126,228 or 1.01%
 - \$33,000 for cloud-based email. This amount, in addition to the funds allocated last fiscal year, will cover the annual operating costs of moving to a new CJIS approved Microsoft email system,
 - \$18,500 for a software specific to technology investigations. Note: the department had received grant funds to cover the first year license of this software,
 - \$11,851 for fleet repairs. The hourly service rate had not increased since 2012 for repairs to the police fleet.
 - \$62,877 for other operating such as Taser replacements, battery back-ups, on-call cleaning of biological waste from cruisers/holding cells, tuition costs, additions to the software maintenance lines, as well as small increases in the other areas such as, supplies, and hiring.

This budget presented is net of Federal and State Grants. In addition, 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.

<u>Budget Summary of Expenditures</u>				
	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
POLICE DEPARTMENT				
SALARIES - UNIFORM	4,618,824	4,433,931	4,658,340	4,874,378
SALARIES - CIVILIAN	1,387,884	1,109,501	1,393,857	1,414,682
SHIFT DIFFERENTIAL	39,391	30,004	40,926	41,206
PART-TIME SALARIES	150,667	88,365	147,136	148,772
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	584,976	737,490	614,543	656,252
HOLIDAY	199,486	195,470	201,334	210,844
LONGEVITY	45,140	39,077	42,459	39,248
SPECIAL DETAIL / EDUCATION STIPEND	151,793	141,528	161,210	165,727
RETIREMENT	1,752,056	1,687,865	2,126,317	2,227,905
HEALTH INSURANCE	1,805,664	1,805,664	1,654,004	1,692,046
DENTAL INSURANCE	127,686	114,570	129,566	133,571
INSURANCE REIMBURSEMENT	14,000	12,320	12,000	12,250
LEAVE AT TERMINATION	130,203	130,203	180,203	180,203
LIFE AND DISABILITY	14,030	10,744	14,271	15,072
WORKERS' COMPENSATION	132,600	131,508	126,138	133,655
OTHER BENEFITS	281,914	245,909	279,242	291,193
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)
<i>Contractual Obligations</i>	<i>11,379,914</i>	<i>10,857,749</i>	<i>11,725,146</i>	<i>12,180,604</i>
TRAINING/EDUCATION/CONFERENCES	100,713	54,124	108,918	115,008
GASOLINE	70,200	55,281	70,700	91,910
CONTRACTED SERVICES	43,640	69,694	44,077	56,516
PROFESSIONAL ORGANIZATION DUES	17,006	13,540	17,177	17,346
OTHER OPERATING	540,890	686,668	587,477	695,015
<i>Other Operating</i>	<i>772,449</i>	<i>879,307</i>	<i>828,349</i>	<i>975,795</i>
TOTAL	12,152,363	11,737,056	12,553,495	13,156,399

Salary Adjustment Request

In addition to the proposed budget as submitted, the Police Commission recommended a 5% salary adjustment on July 1, 2022 to all Police Officers and Police Patrol personnel in order to recruit and retain qualified personnel.

The FY23 Proposed Budget includes a 4% salary adjustment on July 1, 2022 for a total of \$287,278 with the associated benefits as recommended by the City Manager. The funding is in the Collective Bargaining Contingency. Once this action is approved, this amount would be reallocated to the Fire Department from Collective Bargaining Contingency increasing the total Police Department Budget to a 7.1% increase over FY22 as shown in the table below.

POLICE DEPARTMENT PROPOSED BUDGET WITH SALARY ADJUSTMENT REQUEST			
	FY23 PROPOSED BUDGET	\$ CHANGE FROM FY22	% CHANGE FROM FY22
Submitted Proposed Budget as Presented	13,156,399	602,904	4.80%
Police Officers and Patrol Personnel 4% Salary Adjustment with Benefits	287,278	287,278	
Total Request	\$13,443,677	\$890,182	7.1%

Programs and Services

Crime Prevention

- Maintain active visible patrol by uniformed officers
- Enforce state laws and city ordinances
- Educate the public in ways to improve and enhance the security of their lives and property.
- Aggressively investigate all crime both reported and discovered.
- Conduct narcotic investigations to include undercover operations, work with informants, debrief individuals arrested by uniformed officers, coordinate activities with the NH Attorney General's Drug Task Force and the Drug Enforcement Agency.



Community Safety

- Crime Stoppers Tip Line – Anonymous telephone line that encourages the reporting of crime/ criminal activity
- Internet Crimes Against Children (ICAC) Task Force – Investigations focus on offenders who utilize online communication systems such as real time chat, chat rooms, and e-mail as a medium to solicit children for in-person meetings and subsequent sexual activity.
- National Night Out – Designed to heighten crime and drug prevention awareness.



- Explorers Program – This award winning program has been in place for many years and gives the youth of our community a chance to look at the career of policing first hand.

Emergency Communications Center

- Handles approximately 73,000 phone calls and between 45,000 and 55,000 computer-aided dispatch calls annually.
- Dispatches police, fire and EMS and the Department of the Public Works for the City.

Records

- Maintains the storage and retrieval of confidential case information
- Prepares the release of information to the media and the public.



<u>Goals and Objectives</u>			
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	T	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 FY23
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 throughout the city to mitigate them	AET	T Ongoing
Goal #5: Expanded staff abilities, knowledge and professional career growth	Objective: Connect with individual employees to identify and cultivate personal goals through applicable training, community & department related activities, and work product to provide a path for career potential within the department mission.	A	T Ongoing Maintenance Addition of Exec. Order training starting FY22
	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 Implement Drone Program (grant)	Objective: Establish standard operating procedures	E	T Ongoing
	Objective: Schedule Training and Implement for established members of the team and new members	E	T Ongoing
INVESTIGATIVE			
Goal #1: Expanded collaborations to combat crime	Objective: Pursue grant opportunities to help fund new enforcement initiatives	A	T Ongoing
	Objective: Schedule active shooter response between the police department, school staff, and regional response annually.	A	Completed a large scale school training FY20. Ongoing
Goal #2: Combat drug influx/drug overdoses	Objective: Expand SIU (Special Investigative Unit) drug enforcement capabilities with the State and Federal agencies	A	T FY23
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	Completed FY20 Ongoing Re-evaluation Annually
Goal #4: Resolve unsolved homicides	Objective: Engage other agencies, experts, and temporary staff to resolve the investigations of seven homicide victims	A	T Ongoing
Goal #5: Advanced evidence storage and property processing	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	E	T FY23
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.	A	T Ongoing to include more than one detective
ADMINISTRATION			
Professional Standards			
Goal #1: Attain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete self-assessment	E	T Jan 2023
	Note: Achieved CALEA Accreditation at the end of FY19		
	FY20 started the next 4-yr re-accreditation cycle		
	Objective: Complete on-site assessment	E	T Feb 2023
	Objective: Attain positive commission review & certification decision	E	T March 2023 to achieve official Re-Accreditation Award
	Objective: Maintain compliance and re-accreditation	A	T Next 4-yr accreditation cycle will begin Feb 2023

Personnel & Training			
Goal #1: To have no vacant positions	Objective: Backfill current vacancies from resignations, retirements, promotions (Dispatchers, Officers, Aux Officers)	A	T Ongoing
Goal #2 Recruitment of Quality Candidates	Objective: Prepare strategy to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally.	A	Protocol completed FY20 - 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 for "free seats" for staff while complying with CJIS mandates. COVID impacted this objective	A	A-Post COVID, the department is working to attract training. T-Ongoing
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A/E	T Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A	T Ongoing
Information Technology & Communications			
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth Implementation to take 18-24 months after award of RFP	A	T FY23 On target to pick a system by mid 2022 and negotiate a contract
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 FY23
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T FY23
Goal #3: Improve dispatch operations	Objective: Increase training opportunities for staff to include CRASE training, APCO classes, and attainment of certifications	A	Completed 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
Prosecution			
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 un 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

Records			
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 with new CAD/RMS System
	Objective: Create electronic fillable forms for website	A	T FY23
BUSINESS/FACILITIES			
Goal #1: Make a strategic plan to meet the needs of the community and the department	Objective: Define detailed scope / direction and establish measures for a 5-year plan	A	Completed and now updated annually
	Objective: Implement strategic plan (5yr-2023-27)	A	T FYFY23
Goal #2: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY23 with CIP Plan
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY23
	Objective: Prepare a presentation for council/public	A	T FY23
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	T FY23 Requesting restoration of this position
Goal #4: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY23
Goal #5: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into FinancePlus	P	T FY23
Police Department Goals Address Citywide Goal			
<ul style="list-style-type: none"> Protect the Community Through Fire and Crime Cessation and prevention for its Residents and Businesses 			

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)	FY21 Budget	FY22 Budget	FY23 Budget
Internet Crimes Against Children ^^	213,896	232,309	239,010
Victim Witness Advocate^	50,334	52,468	49,784
School Resource Officer*	49,225	49,225	49,225
Patrol Officer**	60,000	60,000	60,000
Police Prosecutor	0	0	0
TOTAL	373,455	394,002	398,019

Staffing	FY21 Budget	FY22 Budget	FY23 Budget
Administration			
Victim Witness Advocate [^]	1.0	.70	.65
Bureau of Investigative Services			
Sergeant-ICAC ^{^^}	1.0	1.0	1.0
Detective-ICAC ^{^^}	.80	.80	.80
Detective-SRO* (approx. FTE)	.50	.50	.50
Patrol Division			
Officer** (approx. FTE)	.75	.75	.75
Prosecutor	0	0	0
TOTAL	4.05	3.75	3.70

[^] VAWA and VOCA -Grant Funds (requires a match)

^{^^} ICAC-Grant Funds

* Budgeted partially in Police & School

** Budgeted in Parking & Transportation

Performance Measures

Arrests – Group A			Arrests – Group B		
	2020 *	2021 *		2020 *	2021 *
Homicide, Non-Negligent Manslaughter, Negligent Manslaughter	0	2	Bad Checks	5	6
Kidnapping	3	3	Curfew/ Loitering/ Vagrancy	1	4
Forcible/ Non-Forcible Sex Offenses	27	39	Disorderly Conduct	31	59
Robbery	1	1	Driving Under the Influence	60	85
Aggravated Assaults	16	27	Drunkenness	71	106
Simple Assaults/ Intimidation	210	279	Family Offenses, Nonviolent	10	5
Arson	1	2	Liquor Law Violations	24	37
Extortion / Blackmail	5	3	Runaway	8	7
Burglary	18	11	Trespass of Real Property	48	62
Larceny	222	303	All Other Offenses (Except Traffic)	246	321
MV Theft	19	17			
Counterfeiting/ Forgery	8	6	Totals	504*	692*
Fraud	136	122			
Embezzlement	5	1	Total Arrests Made in Both Groups A & B		
Stolen Property	16	8	Calendar 2020*	1419*	Calendar 2021*
Damage/ Vandalism	153	157			
Drug/ Narcotics	61	69			
Pornography	7	8			
Gambling	0	0			
Prostitution	1	0			
Bribery	0	0			
Weapons Violations	6	4			
Totals	915	1062			

Calls for Service

Calendar 2020*	Calendar 2021*
32,781*	35,589*

Total Motor Vehicle Stops

Calendar 2020*	Calendar 2020*
5,842*	6,414*

* Statistics reflect COVID-19 measures and are not indicative of normal police activity.

FY2023 BUDGETED POSITION AND SALARY DETAIL

POLICE DEPARTMENT	POSITION	SALARY	
		Department Request FY23	
1	28G	CHIEF	154,635
2	26E	DEPUTY CHIEF	136,482
3	2	CAPTAIN	103,157
4	2 TO 3	CAPTAIN - DETECTIVE	103,589
5	7	LIEUTENANT	99,334
6	4 TO 5	LIEUTENANT - DETECTIVE- ICAC*	97,336
7	2	LIEUTENANT	94,513
8	3 to 4	LIEUTENANT	96,277
9	2 to 3	LIEUTENANT	94,851
10	7	SERGEANT	91,011
11	7	SERGEANT	91,011
12	7	SERGEANT - DETECTIVE	91,011
13	4 to 5	SERGEANT	89,099
14	3 to 4	SERGEANT	88,176
15	3 TO 4	SERGEANT-DETECTIVE	88,179
16	2 to 3	SERGEANT	87,123
17	2 to 3	SERGEANT	86,870
18	2 to 3	SERGEANT	86,800
19	UNFUNDED	CAPTAIN	0
20	UNFUNDED	SERGEANT	0
TOTAL RANKING			1,779,455

* Lt. for ICAC 100% ICAC grant funded

1	MASTER IV	DETECTIVE	73,525
2	MASTER IV	DETECTIVE*	73,525
3	MASTER IV	PATROL	73,525
4	MASTER IV	PATROL	73,525
5	MASTER IV	DETECTIVE	73,525
6	MASTER IV	DETECTIVE	73,525
7	MASTER IV	DETECTIVE	73,525
8	MASTER IV	PATROL	73,525
9	MASTER IV	DETECTIVE-ICAC**	73,525
10	MASTER IV	DETECTIVE	73,525
11	MASTER IV	DETECTIVE	73,525
12	MASTER III to MASTER IV	DETECTIVE	72,394
13	MASTER II	PATROL	69,023
14	MASTER II	DETECTIVE	69,023
15	MASTER I to MASTER II	DETECTIVE	69,023
16	MAX II to MASTER	DETECTIVE	66,941
17	MAX II to MASTER	PATROL	66,707
18	MAX II to MASTER	PATROL	66,707
19	MAX I to MAX II	PATROL	63,751
20	MAX I to MAX II	PATROL	62,931
21	MAX I to MAX II	PATROL	62,940
22	MAX I	PATROL	62,489
23	MAX I	PATROL	62,489
24	MAX I	PATROL	62,489
25	5 to MAX I	PATROL	62,126
26	5 to MAX I	PATROL	61,774
27	5 to MAX I	PATROL	61,774
28	5 to MAX I	PATROL	61,393
29	5	PATROL	60,965
30	5	PATROL	60,965
31	5	PATROL	60,965

FY2023 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT			Department Request FY23
32	5	PATROL	60,965
33	4 to 5	PATROL	58,703
34	4 to 5	PATROL	58,703
35	3 to 4	PATROL	57,970
36	3 to 4	PATROL	57,970
37	3 to 4	PATROL	57,492
38	5	PATROL	60,965
39	5	PATROL	60,965
40	5	PATROL	60,965
41	4 to 5	PATROL	58,881
42	3 to 4	PATROL	56,376
43	4 to 5	PATROL	60,410
44	2 to 3	PATROL	55,308
45	2 to 3	PATROL	54,747
46	2 to 3	PATROL	54,560
47	2 to 3	PATROL	54,560
48	3 to 4	PATROL	56,807
49	2 to 3	PATROL	54,579
50	2 TO 3	PATROL	54,579
51	2 to 3	PATROL #69 Requested	54,579
52	2 TO 3	PATROL #70 Requested	54,579
		TOTAL NON-RANKING PERSONNEL	3,300,305
		FY23 PROJECTED GRANT/EXTERNAL FUNDING	(205,381)
		TOTAL SWORN PERSONNEL	4,874,379

* Detective split between Police and School Department

** Detective 80% ICAC grant funded

1	17D	IT MANAGER	82,493
2	LEAD	DISPATCHER	67,877
3	8	OFFICE MANAGER - DETECTIVES	64,535
4	18E	OPERATIONS MANAGER	90,917
5	7	DISPATCHER	60,201
6	13E	EXECUTIVE ASSISTANT	71,391
7	6	ADMINISTRATIVE CLERK	48,433
8	5	DISPATCHER	56,474
9	7E	VICTIME WITNESS ADVOCATE	53,644
10	6	ANIMAL CONTROL OFFICER	49,202
11	3	OFFICE MANAGER - LEGAL	53,625
12	13C TO 13D	ACCREDITATION MANAGER	65,451
13	15B TO 15C	COMMUNICATION SUPERVISOR	70,175
14	5	IT ADMINISTRATOR	71,962
15	11A	OPERATIONS ADMINISTRATOR	53,328
16	11D to 11E	BUSINESS OFFICE ASSISTANT	64,132
17	2 to 3	DISPATCHER	51,113
18	3 to 4	DISPATCHER	53,509
19	2 to 3	OFFICE MANAGER-RECORDS	52,673
20	2 to 3	DISPATCHER	50,503
21	2 to 3	DISPATCHER	50,503
22	LEAD	DISPATCHER	67,877
23	LEAD	DISPATCHER	67,877
24	2	CRIME ANALYST	46,570

FY2023 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT			Department Request FY23
25	UNFUNDED	DISPATCHER #10	0
26	UNFUNDED	ACCOUNTING CLERK	0
27	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
FY23 PROJECTED GRANTS/EXTERNAL FUNDING			(49,784)
TOTAL FULL-TIME CIVILIANS			1,414,681
<i>* Victim Advocate ~75% grant funded</i>			
	n/a	PT AUTO MAINTENANCE	26,939
	7A	EVIDENCE TECH 2	29,419
	7A	EVIDENCE TECH 1	37,656
	n/a	AUXILIARY POLICE	39,925
	n/a	PT DISPATCHER - On call	14,833
	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
FY23 PT PROJECTED GRANT/EXTERNAL FUNDING			0
TOTAL PART-TIME CIVILIAN			148,772
TOTAL CIVILIAN PERSONNEL			1,563,453
TOTAL ALL PERSONNEL			6,437,832

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
POLICE DEPARTMENT					
BENEFITS					
01-740-104-00-110-412					
011061	INSURANCE REIMBURSEMENT	14,000	12,320	12,000	12,250
016001	LEAVE AT TERMINATION	130,203	130,203	180,203	180,203
021001	INSURANCE-HEALTH	1,805,664	1,805,664	1,654,004	1,692,046
021101	INSURANCE-DENTAL	127,686	114,570	129,566	133,571
021501	INSURANCE-LIFE	12,082	9,238	11,972	12,528
021601	INSURANCE-DISABILITY	1,804	1,364	2,155	2,381
021602	INSURANCE-AD&D	144	143	144	163
022001	SOCIAL SECURITY	-	175	-	-
022501	MEDICARE	-	178	-	-
026002	INSURANCE-WORKERS COMP	132,600	131,508	126,138	133,655
Police Department Benefits		2,224,183	2,205,362	2,116,182	2,166,797
DETECTIVE DIVISION					
01-740-510-13-110-412					
011001	REGULAR SALARIES	56,438	59,238	61,696	64,535
011041	SALARIES UNIFORM PERSONNE	1,001,059	1,000,860	941,504	1,040,316
012001	PART TIME SALARIES	72,379	47,509	67,087	67,075
014041	OVERTIME	103,503	48,667	105,573	107,737
015001	LONGEVITY	14,281	12,073	13,375	14,366
017001	HOLIDAY PREMIUM PAY	46,444	44,545	43,782	48,181
018034	EDUCATION STIPEND	16,446	17,345	16,412	17,628
018042	SPECIAL DETAIL	34,875	33,557	37,845	35,263
022001	SOCIAL SECURITY	8,304	6,419	8,187	8,351
022501	MEDICARE	20,284	17,811	19,412	21,001
023001	RETIREMENT	6,420	6,759	14,341	14,714
023002	RET-POLICE OFFICER	359,630	326,811	408,831	445,059
034203	COMPUTER/SOFTWARE MAINT	-	4,739	-	-
039001	PROFESSIONAL SERVICES	1,447	2,590	1,461	1,476
043018	REPAIRS-EQUIPMENT	-	2,041	-	-
054050	TRAINING	6,004	5,110	6,064	6,125
055050	PRINTING	150	6,241	152	153
056001	DUES PROFESSIONAL ORGANIZ	612	591	618	624
057101	TRAVEL AND CONFERENCE	5,000	1,799	5,050	5,100
061002	MISCELLANEOUS SUPPLIES	4,260	5,261	4,303	4,346
062001	OFFICE SUPPLIES	2,114	2,374	2,135	2,156
062007	COMPUTER/PRINTER SUPPLIES	3,118	5,106	3,149	3,181
067001	BOOKS & PERIODICALS	670	636	677	684
068001	CLOTHING ALLOWANCE	12,326	12,326	11,709	12,830
068002	CLOTHING	334	673	337	341
074001	EQUIPMENT	4,823	11,019	4,871	9,920
074003	SOFTWARE	-	6,376	-	-
075001	FURNITURE AND FIXTURES	1,167	2,746	1,178	1,190
091006	TRANSFER FR SCHOOL	-	(49,225)	-	-
BIS		1,782,088	1,641,995	1,779,749	1,932,352

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
GENERAL PATROL					
01-740-520-15-110-412					
011041	SALARIES UNIFORM PERSONNE	3,122,775	2,970,877	3,199,266	3,289,666
011063	SHIFT DIFFERENTIAL	11,513	12,486	13,048	13,315
014041	OVERTIME	181,139	259,815	184,762	188,549
015001	LONGEVITY	16,798	14,528	14,891	13,929
017001	HOLIDAY PREMIUM PAY	138,081	134,510	141,414	145,338
018034	EDUCATION STIPEND	56,612	51,773	56,774	58,440
018042	SPECIAL DETAIL	-	2,594	2,272	2,492
022001	SOCIAL SECURITY	-	25	-	-
022501	MEDICARE	51,198	48,137	52,496	53,907
023002	RET-POLICE OFFICER	1,003,840	982,197	1,226,601	1,259,567
039001	PROFESSIONAL SERVICES	1,000	17	1,010	3,020
054050	TRAINING	12,000	10,743	12,120	17,242
055050	PRINTING	3,042	2,572	3,072	3,103
056001	DUES PROFESSIONAL ORGANIZ	1,000	415	1,010	1,020
057101	TRAVEL AND CONFERENCE	10,000	1,588	10,100	10,201
061002	MISCELLANEOUS SUPPLIES	8,000	4,670	8,080	8,161
062001	OFFICE SUPPLIES	1,142	1,132	1,153	1,167
062007	COMPUTER/PRINTER SUPPLIES	3,500	3,405	3,535	3,570
067001	BOOKS & PERIODICALS	500	1,067	505	510
068001	CLOTHING ALLOWANCE	41,650	38,687	42,483	44,251
068002	CLOTHING	7,349	19,434	7,423	7,497
074001	EQUIPMENT	16,953	56,981	17,123	27,294
075001	FURNITURE AND FIXTURES	2,550	1,128	2,575	2,601
091005	TRANSFER FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)
Patrol		4,630,642	4,558,781	4,941,713	5,094,840
ANIMAL CONTROL					
01-740-520-16-110-412					
011001	REGULAR SALARIES	45,224	45,625	46,359	49,202
014041	OVERTIME	347	-	354	361
015001	LONGEVITY	314	315	375	438
022001	SOCIAL SECURITY	2,903	2,729	2,979	3,145
022501	MEDICARE	669	638	686	725
023001	RETIREMENT	5,114	5,137	6,606	6,979
039001	PROFESSIONAL SERVICES	1,000	60	1,010	1,020
054050	TRAINING	1,013	380	1,023	1,033
056001	DUES PROFESSIONAL ORGANIZ	-	40	-	-
057101	TRAVEL AND CONFERENCE	-	32	-	-
061002	MISCELLANEOUS SUPPLIES	121	502	123	123
068001	CLOTHING ALLOWANCE	750	699	743	743
068002	CLOTHING	111	-	112	114
074001	EQUIPMENT	2,565	410	2,591	2,617
Animal Control		60,131	56,567	62,961	66,500
AUXILIARY					
01-740-520-17-110-412					
012001	PART TIME SALARIES	38,356	16,765	39,123	39,925
014041	OVERTIME	-	1,094	1,000	1,021
018042	SPECIAL DETAIL	3,750	878	3,750	3,750
022001	SOCIAL SECURITY	2,611	973	2,720	2,770
022501	MEDICARE	611	271	636	648
023001	RETIREMENT	-	4	-	-
023002	RET-POLICE OFFICER	-	153	-	-
054050	TRAINING	1,671	-	1,688	1,704
057101	TRAVEL AND CONFERENCE	100	-	101	102
068001	CLOTHING ALLOWANCE	-	172	-	-
068002	CLOTHING	3,339	6,068	3,373	3,406
074001	EQUIPMENT	1,241	-	1,253	1,266
Auxiliary		51,679	26,377	53,644	54,592

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
PATROL CANINE					
01-740-520-18-110-412					
014041	OVERTIME	3,958	7,919	4,037	4,120
018042	SPECIAL DETAIL	20,276	19,608	26,639	25,562
022501	MEDICARE	351	376	445	430
023002	RET-POLICE OFFICER	6,890	7,923	10,393	10,056
039001	PROFESSIONAL SERVICES	4,379	4,172	4,423	4,467
054050	TRAINING	1,700	3,200	1,717	1,734
056001	DUES PROFESSIONAL ORGANIZ	370	100	374	377
061002	MISCELLANEOUS SUPPLIES	2,795	5,182	2,823	2,852
068002	CLOTHING	253	-	255	258
074001	EQUIPMENT	500	9,138	6,205	6,267
Canine		41,472	57,617	57,311	56,123
EMERGENCY RESPONSE TEAM					
01-740-520-19-110-412					
014041	OVERTIME	26,753	18,716	27,833	28,403
022001	SOCIAL SECURITY	-	27	-	-
022501	MEDICARE	388	260	404	412
023001	RETIREMENT	-	53	-	-
023002	RET-POLICE OFFICER	7,606	5,119	9,430	9,623
056001	DUES PROFESSIONAL ORGANIZ	6,000	5,000	6,060	6,120
057101	TRAVEL AND CONFERENCE	100	-	101	102
061002	MISCELLANEOUS SUPPLIES	100	-	101	103
068002	CLOTHING	-	3,178	-	-
074001	EQUIPMENT	10,760	6,680	10,868	10,976
ERT		51,707	39,033	54,797	55,739
FIELD TRAINING OFFICER					
01-740-520-26-110-412					
014041	OVERTIME	10,000	14,481	10,404	10,617
022501	MEDICARE	145	202	151	154
023002	RET-POLICE OFFICER	2,843	4,117	3,525	3,597
057101	TRAVEL AND CONFERENCE	1,051	-	1,061	1,072
061002	MISCELLANEOUS SUPPLIES	196	-	198	200
067001	BOOKS & PERIODICALS	390	-	393	397
FTO		14,625	18,800	15,732	16,037
EXPLORERS					
01-740-520-27-110-412					
014041	OVERTIME	2,020	-	2,101	2,144
022501	MEDICARE	29	-	30	31
023002	RET-POLICE OFFICER	574	-	712	726
068002	CLOTHING	1,500	-	1,515	1,531
EXP		4,123	-	4,358	4,432

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
DISPATCH					
01-740-530-00-110-412					
011001	REGULAR SALARIES	643,193	434,324	624,791	596,110
011063	SHIFT DIFFERENTIAL	27,878	17,518	27,878	27,891
012001	PART TIME SALARIES	14,178	4,104	14,535	14,833
014041	OVERTIME	84,401	247,895	86,088	87,853
014042	O/T-EDUCATION	-	129	-	-
015001	LONGEVITY	3,281	1,314	1,608	1,750
018032	TRAINING STIPEND	2,611	2,080	2,611	2,612
018034	EDUCATION STIPEND	-	235	-	1,667
022001	SOCIAL SECURITY	48,822	37,942	47,590	45,759
022501	MEDICARE	11,311	9,839	11,020	10,624
023001	RETIREMENT	85,547	71,516	104,814	100,934
023002	RET-POLICE OFFICER	-	19,679	-	-
034101	PAGERS	553	-	559	564
034103	TELEPHONE	30,166	38,607	30,468	30,773
034104	CELLULAR PHONES	25,876	29,653	26,135	30,396
034203	COMPUTER/SOFTWARE MAINT	71,000	71,980	73,710	74,447
039001	PROFESSIONAL SERVICES	2,600	-	2,626	2,652
043012	REPAIRS-COMMUNICATION	1,956	6,437	1,975	1,995
043018	REPAIRS-EQUIPMENT	3,065	43,647	3,096	3,127
054050	TRAINING	4,937	668	4,986	5,036
056001	DUES PROFESSIONAL ORGANIZ	1,216	192	1,228	1,240
057101	TRAVEL AND CONFERENCE	4,901	-	4,950	5,000
061002	MISCELLANEOUS SUPPLIES	800	114	808	819
061003	MEETING SUPPLIES	200	-	202	204
062001	OFFICE SUPPLIES	545	104	551	556
062006	MOTOROLA POTABLE BATTERIE	8,859	-	8,948	9,037
062007	COMPUTER/PRINTER SUPPLIES	1,543	1,363	1,558	1,574
067001	BOOKS & PERIODICALS	100	30	101	102
068001	CLOTHING ALLOWANCE	7,403	5,590	7,577	6,996
068002	CLOTHING	1,200	1,451	1,212	1,224
074001	EQUIPMENT	3,864	2,042	3,903	6,442
075001	FURNITURE AND FIXTURES	2,362	6,189	2,386	2,409
TOTAL		1,094,368	1,054,641	1,097,914	1,074,626

ADMINISTRATION
01-740-610-00-110-412

011001	REGULAR SALARIES	394,181	361,610	396,369	444,380
011041	SALARIES UNIFORM PERSONNE	348,423	295,738	348,183	387,394
012001	PART TIME SALARIES	25,754	19,987	26,391	26,939
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	59,388	55,372	60,576	61,818
015001	LONGEVITY	6,290	5,929	6,730	6,374
017001	HOLIDAY PREMIUM PAY	8,476	9,074	8,646	10,297
018030	STIPEND	4,750	2,750	4,500	5,000
018034	EDUCATION STIPEND	6,885	5,582	4,884	7,486
022001	SOCIAL SECURITY	30,452	27,388	26,802	33,714
022501	MEDICARE	13,117	11,612	12,241	14,577
023001	RETIREMENT	50,025	48,732	56,439	72,065
023002	RET-POLICE OFFICER	117,544	110,645	139,561	156,372
034203	COMPUTER/SOFTWARE MAINT	11,320	18,633	12,533	12,659
039001	PROFESSIONAL SERVICES	14,800	44,157	14,948	15,097
043018	REPAIRS-EQUIPMENT	676	228	682	689
044002	RENTAL OTHER EQUIPMENT	1,836	600	1,854	1,873
044006	PRINTING LEASE/MAINT	9,556	6,942	9,652	9,748
053001	ADVERTISING	1,000	172	1,010	1,020
054050	TRAINING	13,554	1,394	20,889	21,098
055050	PRINTING	2,415	2,331	2,440	2,464
056001	DUES PROFESSIONAL ORGANIZ	6,980	6,658	7,050	7,120
057101	TRAVEL AND CONFERENCE	11,854	1,990	11,972	12,092
061002	MISCELLANEOUS SUPPLIES	5,300	17,169	5,353	5,407

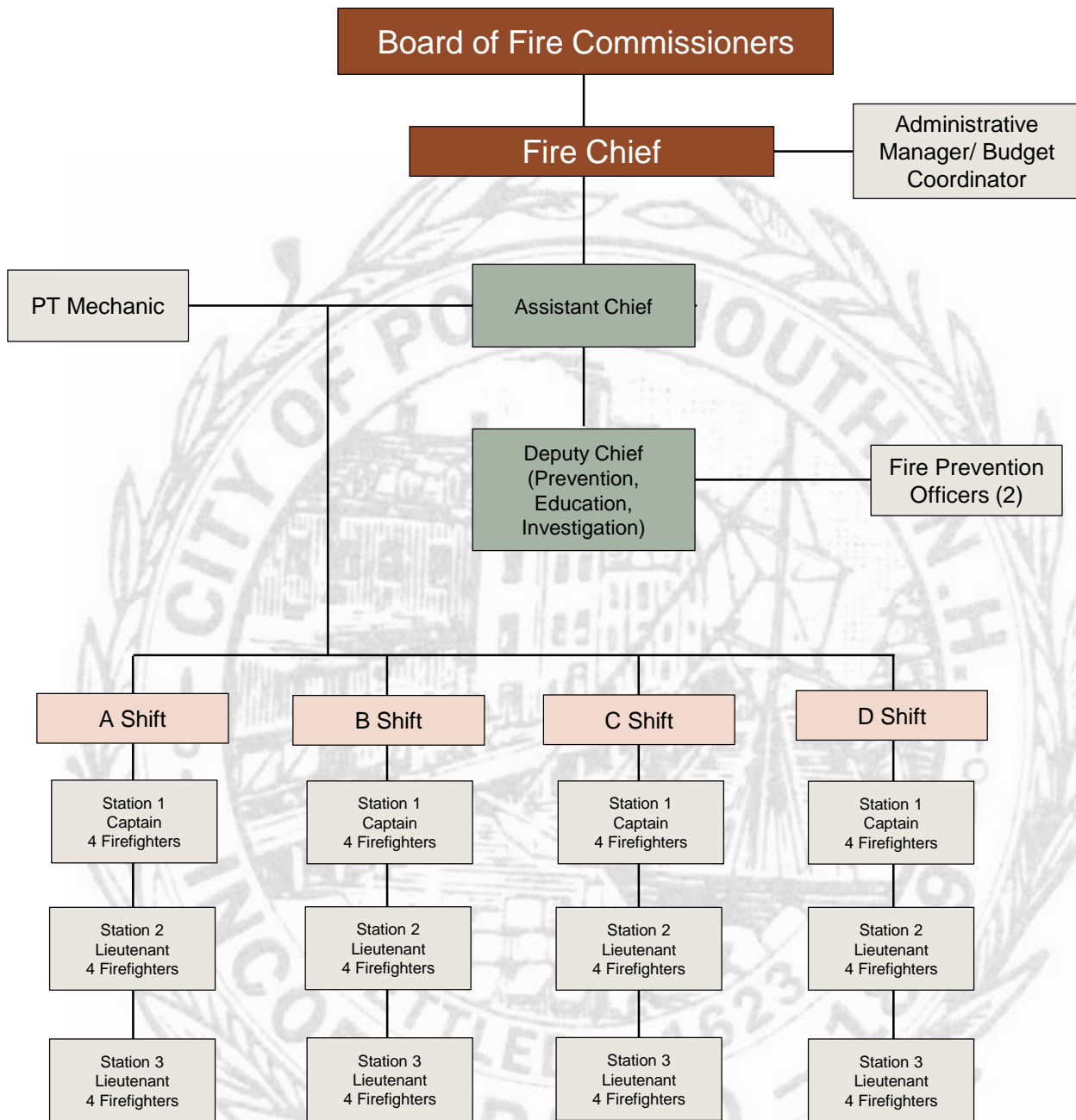
		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
061003	MEETING SUPPLIES	800	832	808	816
062001	OFFICE SUPPLIES	4,657	3,534	4,704	4,751
062007	COMPUTER/PRINTER SUPPLIES	3,651	6,736	3,687	3,724
062010	COPYING SUPPLIES	2,532	1,529	2,558	2,583
062501	POSTAGE	6,000	4,214	6,060	6,121
063501	GASOLINE	200	202	-	-
067001	BOOKS & PERIODICALS	5,000	3,489	5,050	5,101
068001	CLOTHING ALLOWANCE	2,346	2,346	2,901	2,960
068002	CLOTHING	-	745	-	-
069004	CHIEF'S EXPENSE	2,000	1,254	2,020	2,040
072006	CONSTRUCTION	-	31,940	-	-
074001	EQUIPMENT	3,303	2,261	3,336	3,370
074003	SOFTWARE	-	702	-	-
075001	FURNITURE AND FIXTURES	2,858	57,741	2,887	2,916
081031	FEMA REIMBURSEMENT	-	(63,290)	-	-
Administration		1,181,523	1,112,528	1,217,316	1,353,665
FLEET MAINTENANCE					
01-740-610-06-110-412					
043010	REPAIRS-VEHICLE BY OUTSID	38,725	30,047	39,113	51,355
063001	TIRES AND BATTERIES	9,733	4,803	9,830	9,928
063501	GASOLINE	70,000	55,080	70,700	91,910
066001	VEHICLE REPAIRS	4,000	2,310	4,040	4,080
066002	VEHICLE OUTFIT	15,011	80,795	15,161	15,313
Fleet Maintenance		137,469	173,034	138,844	172,586
PERSONNEL AND TRAINING					
01-740-610-08-110-412					
011001	REGULAR SALARIES	51,043	51,496	52,324	53,328
011041	SALARIES UNIFORM PERSONNE	146,567	166,455	169,387	157,002
014041	OVERTIME	11,541	7,327	11,772	12,013
014042	O/T-EDUCATION	76,505	60,923	95,960	127,040
014067	O/T BACKGROUND INVESTIGAT	10,932	9,422	11,151	11,379
015001	LONGEVITY	1,980	2,712	2,914	1,058
017001	HOLIDAY PREMIUM PAY	6,485	7,342	7,492	7,028
018034	EDUCATION STIPEND	3,859	3,375	3,420	3,335
018042	SPECIAL DETAIL	1,729	1,751	2,103	2,492
022001	SOCIAL SECURITY	3,954	3,102	4,053	3,566
022501	MEDICARE	4,508	4,333	5,173	5,433
023001	RETIREMENT	5,835	5,943	7,535	7,498
023002	RET-POLICE OFFICER	73,536	73,778	102,717	107,445
034203	COMPUTER/SOFTWARE MAINT	3,000	2,945	3,030	3,060
039001	PROFESSIONAL SERVICES	1,000	149	1,010	11,020
039009	PROF/SERV-HIRING	14,000	11,768	14,140	14,281
053001	ADVERTISING	1,000	5,523	1,010	1,020
054050	TRAINING	14,958	25,238	15,108	15,259
056001	DUES PROFESSIONAL ORGANIZ	628	544	635	641
057101	TRAVEL AND CONFERENCE	2,000	1,416	2,020	2,040
061002	MISCELLANEOUS SUPPLIES	5,000	361	5,050	5,104
061003	MEETING SUPPLIES	263	46	265	268
062001	OFFICE SUPPLIES	500	564	505	510
062007	COMPUTER/PRINTER SUPPLIES	800	56	808	816
067001	BOOKS & PERIODICALS	200	242	202	204
068001	CLOTHING ALLOWANCE	1,795	1,795	1,830	1,868
068002	CLOTHING	2,051	11,518	2,072	2,093
074001	EQUIPMENT	47,115	30,117	47,586	48,062
074003	SOFTWARE	500	-	505	510
075001	FURNITURE AND FIXTURES	1,600	-	1,616	1,632
Personnel and Training		494,884	490,240	573,393	607,005

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
AUTOMATED INFORMATION SYSTEMS					
01-740-610-10-110-412					
011001	REGULAR SALARIES	136,115	94,971	149,080	154,454
014041	OVERTIME	3,627	1,152	1,853	1,891
015001	LONGEVITY	1,046	1,051	1,333	1,333
022001	SOCIAL SECURITY	8,760	5,744	9,456	9,776
022501	MEDICARE	2,049	1,343	2,211	2,286
023001	RETIREMENT	16,408	10,923	21,811	22,170
034203	COMPUTER/SOFTWARE MAINT	98,000	66,264	131,356	200,969
039001	PROFESSIONAL SERVICES	250	1,315	253	255
043018	REPAIRS-EQUIPMENT	800	4,737	808	816
054050	TRAINING	7,365	425	7,438	7,513
056001	DUES PROFESSIONAL ORGANIZ	200	-	202	204
057101	TRAVEL AND CONFERENCE	2,000	61	2,020	2,040
061002	MISCELLANEOUS SUPPLIES	127	10,343	128	130
062007	COMPUTER/PRINTER SUPPLIES	5,000	4,911	5,050	5,101
067001	BOOKS & PERIODICALS	100	15	101	102
074001	EQUIPMENT	2,000	3,300	2,020	2,040
074003	SOFTWARE	1,638	122	1,655	1,671
075001	FURNITURE AND FIXTURES	500	400	505	510
AIS		285,985	207,078	337,280	413,261
COMMUNITY RELATIONS					
01-740-610-11-110-412					
011041	SALARIES UNIFORM PERSONNE	-	-	-	-
014041	OVERTIME	10,200	4,305	10,404	10,617
022001	SOCIAL SECURITY	-	5	-	-
022501	MEDICARE	148	61	151	154
023001	RETIREMENT	-	9	-	-
023002	RET-POLICE OFFICER	2,900	1,201	3,525	3,597
061002	MISCELLANEOUS SUPPLIES	910	-	919	929
CR		14,158	5,581	14,999	15,297
RECORDS DIVISION					
01-740-610-12-110-412					
011001	REGULAR SALARIES	61,690	62,237	63,238	52,673
014041	OVERTIME	662	273	675	689
015001	LONGEVITY	1,150	1,156	1,233	-
022001	SOCIAL SECURITY	4,077	3,951	4,179	3,308
022501	MEDICARE	953	924	977	774
023001	RETIREMENT	7,344	7,167	9,476	7,503
034203	COMPUTER/SOFTWARE MAINT	614	-	621	627
039001	PROFESSIONAL SERVICES	3,164	5,465	3,196	3,228
043018	REPAIRS-EQUIPMENT	505	160	510	515
054050	TRAINING	505	80	510	515
056001	DUES PROFESSIONAL ORGANIZ	-	75	-	-
061002	MISCELLANEOUS SUPPLIES	764	120	771	780
062001	OFFICE SUPPLIES	505	371	510	515
062007	COMPUTER/PRINTER SUPPLIES	1,266	1,322	1,278	1,291
067001	BOOKS & PERIODICALS	127	15	128	129
075001	FURNITURE AND FIXTURES	-	6,105	-	-
Records		83,326	89,421	87,302	72,547
POLICE		12,152,363	11,737,056	12,553,495	13,156,399



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Fire Department



Mission

Provide quality emergency, life safety and prevention services for our citizens, businesses and visitors, with the highest level of valor, integrity, commitment, teamwork and community involvement.

Vision

The vision of the Portsmouth Fire Department is to be a recognized leader in the fire service, respected by our citizens for anticipating and responding to their ever changing needs. The department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.



Fire Department

Services Overview

- ✓ Fire Protection
- ✓ Emergency Medical Services
- ✓ Hazardous Materials and Disaster Response
- ✓ Marine and Waterfront Fire and Medical Response
- ✓ Community Services
- ✓ Community Risk Reduction
- ✓ Emergency Management



Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Fire Chief	1	1	1
Assistant Chief	1	1	1
Deputy Fire Chief	1	1	1
Fire Prevention Officer	2	2	2
Administrative Manager/ Budget Coordinator	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	20	24	24
Firefighter/ Advanced EMT	23	20	22
Firefighter/ EMT	5	4	2
Totals Full Time	66.00	66.00	66.00
Positions Part-Time	FY21	FY22	FY23
P/T Admin Clerk	1	1	0
P/T Mechanic	1	1	1
Totals Part Time	2.00	2.00	1.00

Department Budget Comments

The FY23 Fire Department requested budget is \$10,149,433, an increase of \$333,012 or a 3.39% over FY22.

The most relative impacts to the budget are an increase in coverage accounts (ET, DL, WC, Mil.), cost of living (COLA) adjustments and step increases per adopted collective bargaining agreements.

This recommended budget:

- 1) Strengthens and ensures the reliable delivery of essential emergency and non-emergency services, and
- 2) Continues to enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement.

Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FIRE DEPARTMENT				
SALARIES	4,032,282	3,873,199	4,201,630	4,300,511
PART-TIME SALARIES	48,873	42,342	49,419	20,000
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	689,500	722,268	709,500	805,980
HOLIDAY	159,153	153,237	158,570	162,275
LONGEVITY	30,865	29,441	32,577	31,292
CERTIFICATION STIPENDS	311,387	295,395	348,704	369,033
RETIREMENT	1,578,681	1,519,598	1,792,086	1,861,863
HEALTH INSURANCE	1,465,134	1,465,134	1,086,917	1,111,916
DENTAL INSURANCE	72,718	68,175	72,939	73,169
INSURANCE REIMBURSEMENT	81,996	93,569	100,924	100,924
LEAVE AT TERMINATION	70,084	70,084	170,084	170,084
WORKERS' COMPENSATION	358,871	357,637	361,577	383,534
LIFE AND DISABILITY	19,414	18,012	20,226	22,622
OTHER BENEFITS	128,442	116,506	132,433	133,259
TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>9,026,000</i>	<i>8,828,195</i>	<i>9,216,186</i>	<i>9,525,062</i>
TRAINING/EDUCATION/CONFERENCES	31,000	79,093	31,000	34,400
ELECTRICITY	48,000	49,402	48,000	48,000
NATURAL GAS	38,267	25,395	38,267	39,415
GASOLINE	58,000	28,943	58,000	75,400
CONTRACTED SERVICES	53,000	95,077	54,767	55,555
PROFESSIONAL ORGANIZATION DUES	13,901	12,686	13,901	13,901
OTHER OPERATING	356,300	382,250	356,300	357,700
<i>Other Operating</i>	<i>598,468</i>	<i>672,846</i>	<i>600,235</i>	<i>624,371</i>
TOTAL	9,624,468	9,501,041	9,816,421	10,149,433

Salary Adjustment Request

In addition to the proposed budget as submitted, the Fire Commission voted to request a 5% salary adjustment to all Fire Officers and Fire Fighter personnel in order to recruit and retain qualified personnel. This vote would implement a half of the adjustment on July 1, 2022 and the second half on January 1, 2023. The FY23 Proposed Budget includes a 4% salary adjustment on July 1, 2022 for a total of \$223,894 with the associated benefits as recommended by the City Manager. The funding is in the Collective Bargaining Contingency. Once this action is approved, this amount would be reallocated to the Fire Department from Collective Bargaining Contingency increasing the total Fire Department Budget to a 5.7% increase over FY22 as shown in the table below.

FIRE DEPARTMENT PROPOSED BUDGET WITH SALARY ADJUSTMENT REQUEST			
	FY23 PROPOSED BUDGET	\$ CHANGE FROM FY22	% CHANGE FROM FY22
Submitted Proposed Budget as Presented Fire Officers and Fire Fighters Personnel	10,149,433	333,012	3.39%
4% Salary Adjustment with Benefits	223,894	223,894	
Total Request	\$10,373,327	\$556,906	5.7%

Programs and Services

Fire Protection -

- Fire response and mitigation services – two (2) staffed engines, one (1) staffed ladder truck, two (2) staffed ambulances.

Emergency Medical Services-

- Ambulance response and transport – two (2) staffed units.
- Advanced EMT and Paramedic level response and care.

Hazardous Materials and Disaster Response-

- Initial hazardous materials response, identification and containment services – Certified HM operations, decontamination and technician level personnel. Support to and from Regional HAZ-MAT team.
- Special rescue: building collapse, confined space, heights rescue and mass casualty response – NH FST Certified Technical and Confined Space Rescue personnel.



Marine and Waterfront Fire and Medical Response-

- Fire, medical and environmental response and mitigation services – one (1) 26' rigid hull inflatable stationed at the NH Port Authority and one (1) 14' Zodiac rescue boat, available year round, both staffed through on-duty personnel.



Community Services-

- Investigation and safety services – through on-duty and staff personnel.
- Includes, but not limited to, wires down, odor investigations, burn permits, burst pipes, flooded basements, lift assists and evaluation of minor medical issues.

Community Risk Reduction -

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, two (2) Fire Prevention Officers.

Emergency Management-

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.

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:

Response Times (minutes)

<i>Performance</i>	2019	2020	2021
Goal of 8 minutes or less for All Ambulance Incidents			
90% benchmark	9 min	9 min	9 min
50% (average)	5 min	5 min	5 min

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:

- ✓ Conduct plans review on 100% of construction or renovation projects involving fire protection or fire alarm features.
- ✓ Implement fire and injury prevention initiatives through public education that focus on the City's high risk populations
- ✓ Ensure compliance with applicable fire and life safety laws, codes and standards through annual inspections of 100% of the City's place of assembly occupancies.



Performance Measurements:

<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Contractor Consults – 623	Contractor Consults – 693	Contractor Consults - 744
Total Inspections – 770	Total Inspections – 790	Total Inspections - 826

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.

Performance Measurement:

	<u>School/Pub. Ed. Visits</u>	
2019- 24	2020 – 18	2021 – 22

Over 5,000 COVID-19 vaccines administered
Over 1,000 COVID-19 Tests conducted

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 2021

Fire/Rescue Related Services – 2,611
Emergency Medical Services – 3,332

FY23 BUDGETED POSITION AND SALARY DETAIL

<u>FIRE DEPARTMENT</u>		<u>POSITION</u>	<u>SALARY</u>
	27/H	CHIEF	147,200.45
	23/F-G	ASSISTANT FIRE CHIEF	120,856.90
	22/F-G	DEPUTY FIRE CHIEF	112,140.88
	15/F-G	ADMINISTRATIVE MGR/BUDGET COORDINATOR	80,116.55
			460,314.78
FIRE OFFICERS	F	FIRE OFFICER/PARAMEDIC - CPT	83,792.65
FIRE OFFICERS	F	FIRE OFFICER/PARAMEDIC - CPT	89,786.80
FIRE OFFICERS	E/F	FIRE OFFICER/PARAMEDIC - CPT	82,436.29
FIRE OFFICERS	F	FIRE OFFICER/PARAMEDIC - CPT	83,792.65
FIRE OFFICERS	A/B	FIRE OFFICER/PARAMEDIC - LT	68,497.66
FIRE OFFICERS	F	FIRE OFFICER/PARAMEDIC - CPT INSPECTOR	83,792.65
FIRE OFFICERS	F	FIRE OFFICER/AEMT - CPT INSPECTOR	83,792.65
FIRE OFFICERS	B/C	FIRE OFFICER/PARAMEDIC - LT	71,545.00
FIRE OFFICERS	C	FIRE OFFICER/PARAMEDIC - LT	75,500.85
FIRE OFFICERS	C	FIRE OFFICER/PARAMEDIC - LT	73,285.79
FIRE OFFICERS	C	FIRE OFFICER/PARAMEDIC - LT	73,285.79
FIRE OFFICERS	C	FIRE OFFICER/PARAMEDIC - LT	75,500.85
FIRE OFFICERS	C	FIRE OFFICER/PARAMEDIC - LT	73,285.79
FIRE OFFICERS	C	FIRE OFFICER/AEMT - LT	73,285.79
		TOTAL FULL TIME FIRE OFFICERS	1,091,581.22
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	E/F	FIRE FIGHTER/PARAMEDIC	60,711.28
FIREFIGHTERS	D/E	FIRE FIGHTER/AEMT	55,518.04
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	C/D	FIRE FIGHTER/AEMT	55,024.66
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/AEMT	47,720.56
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	C/D	FIRE FIGHTER/AEMT	53,584.47
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/AEMT	49,439.22
FIREFIGHTERS	A/B	FIRE FIGHTER/AEMT	47,720.56
FIREFIGHTERS	B/C	FIRE FIGHTER/AEMT	50,791.66
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	B/C	FIRE FIGHTER/PARAMEDIC	51,474.22
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	C/D	FIRE FIGHTER/PARAMEDIC	55,024.66
FIREFIGHTERS	E/F	FIRE FIGHTER/PARAMEDIC	60,443.90
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/PARAMEDIC	47,935.39
FIREFIGHTERS	E/F	FIRE FIGHTER/PARAMEDIC	58,839.63
FIREFIGHTERS	F	FIRE FIGHTER/BASIC	59,721.47
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/AEMT	48,150.22
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/PARAMEDIC	49,439.22
FIREFIGHTERS	F	FIRE FIGHTER/BASIC	59,721.47
FIREFIGHTERS	D/E	FIRE FIGHTER/PARAMEDIC	56,531.43
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/AEMT	47,720.56
FIREFIGHTERS	C/D	FIRE FIGHTER/PARAMEDIC	54,784.62

FIREFIGHTERS	C/D	FIRE FIGHTER/AEMT	53,584.47
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/PARAMEDIC	47,935.39
FIREFIGHTERS	F	FIRE FIGHTER/PARAMEDIC	61,513.41
FIREFIGHTERS	C/D	FIRE FIGHTER/AEMT	53,824.50
FIREFIGHTERS	E/F	FIRE FIGHTER/PARAMEDIC	60,443.90
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	F	FIRE FIGHTER/AEMT	61,513.41
FIREFIGHTERS	A/B	FIRE FIGHTER/PARAMEDIC	47,720.56
		TOTAL FULL TIME FIREFIGHTERS	2,748,614.53
		P/T MECHANIC	20,000.00
		P/T FIRE ALARM	0.00
		P/T ADMINISTRATIVE ASST.	0.00
		TOTAL PART-TIME FIRE DEPARTMENT	20,000.00
		TOTAL PART-TIME	20,000.00
		TOTAL ADMINISTRATION	460,314.78
		TOTAL FIREFIGHTERS & OFFICERS	3,840,195.75
		TOTAL PERSONNEL (INC. PT)	4,320,510.53

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
FIRE DEPARTMENT					
FIRE FIGHTERS					
01-741-570-00-125-414					
011041	SALARIES UNIFORM PERSONNE	3,608,227	3,444,785	3,753,356	3,840,196
012033	PT SALARIES-VEHICLE MAINT	20,000	17,338	20,000	20,000
014031	O/T EMERGENCY RECALL	120,000	111,727	120,000	158,980
014032	O/T EARNED TIME LV COVERA	455,000	428,968	455,000	505,000
014033	O/T DISABILITY LEAVE COVE	27,000	94,653	27,000	32,000
014034	O/T WORKERS COMP COVERAGE	25,000	31,883	25,000	30,000
014042	O/T-EDUCATION	60,000	53,776	80,000	80,000
015001	LONGEVITY	24,983	23,559	26,244	24,918
017001	HOLIDAY PREMIUM PAY	159,153	153,237	158,570	162,275
018031	CERTIFICATION STIPEND	311,387	295,395	348,704	369,033
021001	INSURANCE-HEALTH	1,338,712	1,338,712	978,225	1,000,724
021101	INSURANCE-DENTAL	66,736	62,009	66,736	66,736
021501	INSURANCE-LIFE	6,062	5,583	6,306	8,295
021601	INSURANCE-DISABILITY	11,186	10,427	11,635	11,905
022501	MEDICARE	70,365	65,290	73,310	76,334
023003	RET-FIREFIGHTER	1,460,193	1,404,651	1,654,541	1,723,321
036001	PROF SERVICE-CLEANING	14,000	20,287	15,767	16,555
039071	FIRE PREVENTION	3,000	2,387	3,000	3,000
054050	TRAINING	9,000	48,768	9,000	9,000
068001	CLOTHING ALLOWANCE	42,000	35,475	42,000	42,000
068003	PROTECTIVE CLOTHING	25,000	24,008	25,000	25,000
074001	EQUIPMENT	9,000	21,958	9,000	9,000
TOTAL		7,866,004	7,694,877	7,908,394	8,214,272
AMBULANCE					
01-741-580-00-125-414					
039003	PROF/SERVICES-LICENSING	2,500	2,842	2,500	2,500
043015	REPAIRS-FIRE EQUIPMENT	12,580	9,092	12,580	12,580
054050	TRAINING	13,000	30,125	13,000	16,400
061002	MISCELLANEOUS SUPPLIES	22,000	22,753	22,000	22,000
074001	EQUIPMENT	2,000	3,055	2,000	2,000
Ambulance		52,080	67,867	52,080	55,480
FIRE ADMINISTRATION					
01-741-610-00-125-414					
011001	REGULAR SALARIES	424,055	428,413	448,274	460,315
011061	INSURANCE REIMBURSEMENT	81,996	93,569	100,924	100,924
012001	PART TIME SALARIES	28,873	25,004	29,419	-
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	2,500	1,260	2,500	-
015001	LONGEVITY	5,882	5,882	6,333	6,374
016001	LEAVE AT TERMINATION	70,084	70,084	170,084	170,084
021001	INSURANCE-HEALTH	126,422	126,422	108,692	111,192
021101	INSURANCE-DENTAL	5,982	6,166	6,203	6,433
021501	INSURANCE-LIFE	761	706	803	994
021601	INSURANCE-DISABILITY	1,405	1,296	1,482	1,428
022001	SOCIAL SECURITY	6,778	6,512	7,183	5,273
022501	MEDICARE	7,949	7,879	8,590	8,302
023001	RETIREMENT	11,085	8,751	14,076	11,452
023003	RET-FIREFIGHTER	107,403	106,195	123,469	127,090
026002	INSURANCE-WORKERS COMP	358,871	357,637	361,577	383,534
031001	PROF SERVICES-ENERGY CONT	38,000	74,790	38,000	38,000

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
034103	TELEPHONE	30,000	30,959	30,000	30,000
034104	CELLULAR PHONES	14,000	11,479	14,000	14,000
035001	PROF SERVICE-MEDICAL EXAM	3,000	9,030	3,000	3,000
039070	PROFESSIONAL SERVICES	1,000	-	1,000	1,000
041002	ELECTRICITY	48,000	49,402	48,000	48,000
041101	NATURAL GAS	38,267	25,395	38,267	39,415
041205	WATER /SEWER FEES	18,720	11,712	18,720	18,720
043001	REPAIRS-STRUCTURAL	27,000	13,770	27,000	27,000
043012	REPAIRS-COMMUNICATION	11,000	8,010	11,000	11,000
043018	REPAIRS-EQUIPMENT	25,000	14,447	25,000	25,000
043019	REPAIRS-SCBA	7,000	10,523	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	5,000	102	5,000	5,000
043024	REPAIRS-VEHICLE	100,000	144,361	100,000	100,000
044006	PRINTING LEASE/MAINT	4,000	2,914	4,000	4,000
053001	ADVERTISING	500	452	500	500
054051	EDUCATION	4,000	-	4,000	4,000
055050	PRINTING	250	538	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,785	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	5,000	200	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	11,090	15,000	15,000
061003	MEETING SUPPLIES	300	171	300	300
062001	OFFICE SUPPLIES	5,000	4,268	5,000	5,000
062501	POSTAGE	1,000	1,892	1,000	1,000
063601	DIESEL FUEL	58,000	28,943	58,000	75,400
064001	JANITORIAL SUPPLIES	6,000	6,165	6,000	6,000
067001	BOOKS & PERIODICALS	200	-	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	1,250	9,150	1,250	2,650
075001	FURNITURE AND FIXTURES	6,000	5,122	6,000	6,000
091005	TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)
Fire Administration		1,706,384	1,738,296	1,855,947	1,879,681
FIRE	Total	9,624,468	9,501,041	9,816,421	10,149,433



Emergency Management

Mission

The City of Portsmouth's Emergency Management Office (EMO) establishes policy, plans and procedures to insure the safety of the citizens of Portsmouth in the event of a large-scale emergency. This includes adequate inventories of emergency management supplies, and training City staff in their roles in the City's Emergency Management Team.

Department Budget Comments

The FY23 proposed budget for Emergency Management is \$29,580 this represents an increase of \$17,500 or 144.87% over FY22. The notable increase over FY22 is for anticipated city-wide expenses for PPE due to ongoing COVID-19 concerns.

Budget expenses would increase dramatically in the event of an actual emergency. Currently, the EMO and the Health Department are taking advantage of grants and State funding sources to offset operational and planning expenses.

The EMO utilizes budget funds to augment State funding for our emergency plans along with our primary and secondary Emergency Operations Centers.



Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT				
OVERTIME	6,000	101,790	6,000	6,000
RETIREMENT	1,914	31,928	1,980	1,980
OTHER BENEFITS	100	1,377	100	100
OTHER OPERATING	4,000	(128,638)	4,000	21,500
TOTAL	12,014	6,456	12,080	29,580

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:

Planned, facilitated and staffed multiple COVID-19 testing and vaccination sites:

- 5,000+ COVID-19 Vaccines Administered 21 Clinics

Organizational Goal Addressed:

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



Goal #2: 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.

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 FY2024.

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- Todd Germain, Fire Chief

City Representatives

City Manager's Office – Suzanne Woodland
Fire – William McQuillen
Police – Mark Newport
Public Works - Peter Rice
Schools - Superintendent
Human Resources – Kelly Harper
Health - Kim McNamara

Additional Resource Agencies

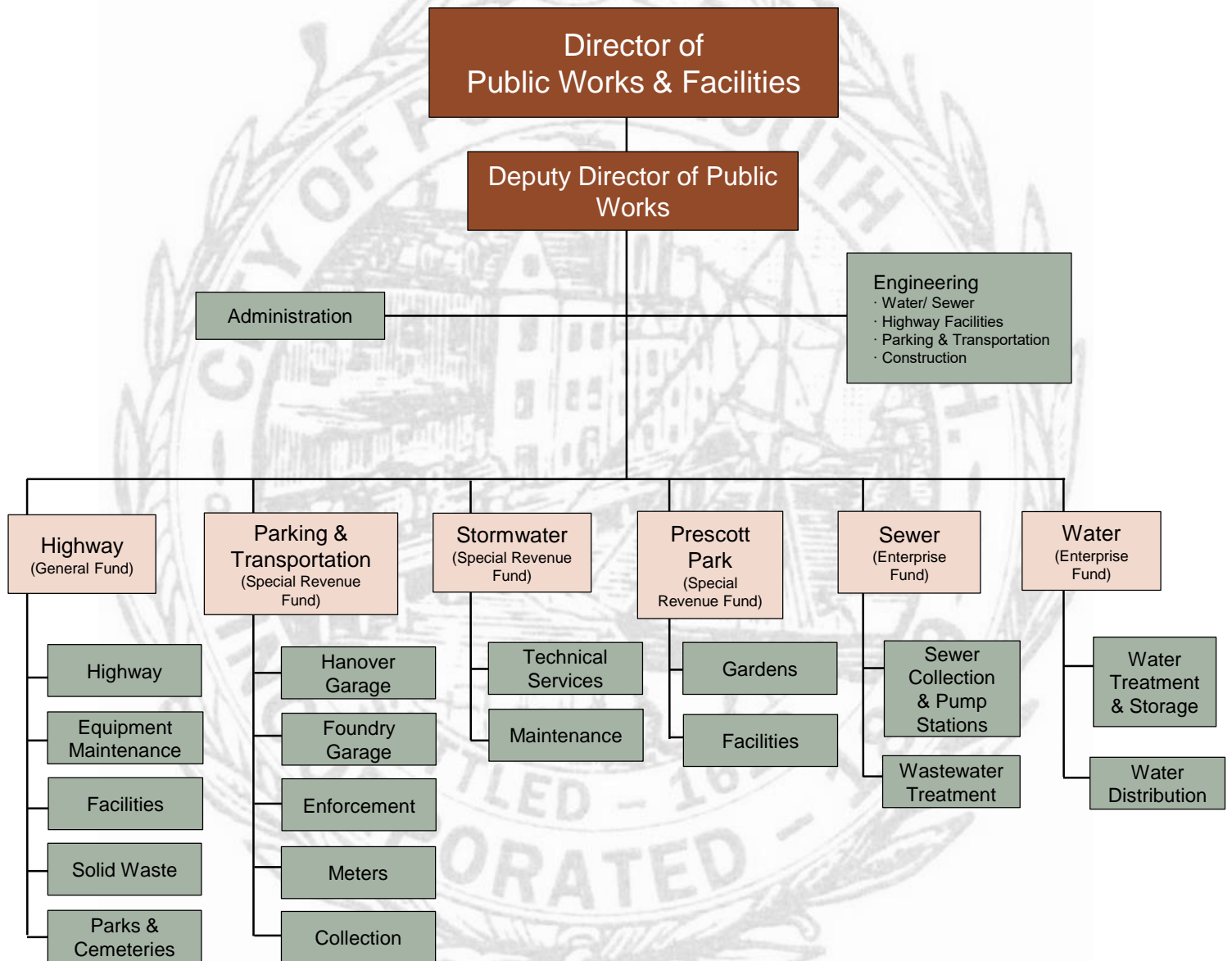
NH Homeland Security & Emergency Management
Portsmouth Regional Hospital
Portsmouth Housing Authority
American Red Cross
Community Development Services
Community Resource Network
Families First
Foundation for Seacoast Health
Pease –NH Air National Guard
United Way of Greater Seacoast
Ham Radio Operators
Police & Fire Departments from Greenland, New
Castle, Newington, North
Hampton and Rye

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT					
01-744-590-00-100-416					
014041	OVERTIME	6,000	101,673	6,000	6,000
022001	SOCIAL SECURITY	-	41	-	
023001	RETIREMENT	-	76	-	
022501	MEDICARE	100	1,377	100	100
023003	RET-FIREFIGHTER	1,914	31,928	1,980	1,980
034103	TELEPHONE	1,000	-	1,000	1,000
061002	MISCELLANEOUS SUPPLIES	3,000	6,099	3,000	3,000
068038	PPE	-	-	-	17,500
081031	FEMA REIMBURSEMENT	-	(134,737)	-	-
EM	Total	12,014	6,456	12,080	29,580

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 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 Public Works Department's (Highway Division) proposed FY23 budget is \$7,361,086. The increase of \$364,616 represents a 5.21% increase in budget from FY22. This increased budget is in response to two years of level funding due to the COVID-19 Pandemic, increases in gasoline prices, staffing adjustments, and additional parks and facilities maintenance.

Over the last two years it was understood that significant cuts were necessary to meet the extenuating circumstances of the COVID-19 pandemic. However, continued reductions or zero increases in the Highway Division's budget will not support the level of service expected by our residents. Continued reductions in funding will lead to increased deferred maintenance, a decline in the level of service provided by the Highway Division, increased emergency repairs, and additional costs to the taxpayers over time. This Highway Division budget seeks to respond to changing policy objectives, resident expectations, and emergencies.

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Director of Public Works & Facilities	1	1	1
Operations Manager	0.25	0.25	0.25
General Foreman	1	1	1
Business Administrator	0.25	0.25	0.25
Administrative Assistant I	0.00	0.25	0.25
Administrative Clerk	0.25	0.25	0.25
Dispatcher II	0.25	0.25	0.25
Dispatcher	0.00	0.00	0.00
Special Project Coordinator	0.25	0.25	0.25
Construction Technician Supervisor	1	1	1
Construction Project Coordinator	1	0	0
Facilities Manager	0.25	0.25	0.25
Facility Foreman	1	1	1
Utility Mechanic - Pool Technician	1	1	1
Electrician	1	1	1
Master Carpenter	1	1	1
Laborer	11	12	11
Custodian 1	8	8	8
Custodian Leadman	1	1	1
Truck Driver 2	2	2	2
Recycling Truck Driver	1	1	1
Truck Driver 1	6	6	6
Sanitation Laborer	5	5	6
Highway Foreman	1	1	1
Utility Mechanic	5	5	5
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.5
Utility Mechanic - Inventory Technician	0.3	0.3	0.3
Tree Supervisor/ Arborist	1	1	1
Assistant Foreman - Parks & Greenery	0	0	1
Parks and Greenery Foreman	1	1	1
Totals Full Time	53.60	53.85	54.85
Positions Part-Time	FY21	FY22	FY23
Secretary	0.25	0.25	0.25
Number of Seasonal part-time positions varies throughout the year			
Number of part time engineering project manager positions varies throughout the year			
Totals Part Time	0.25	0.25	0.25

Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION				
SALARIES	2,769,522	2,717,638	2,805,861	2,913,144
PART-TIME SALARIES	67,831	66,798	76,956	78,099
OVERTIME	337,000	296,701	322,000	354,000
LONGEVITY	18,198	18,503	20,336	20,828
RETIREMENT	349,591	342,972	442,636	462,390
OTHER BENEFITS	249,854	228,082	247,736	259,442
<i>Contractual Obligations</i>	<i>3,791,997</i>	<i>3,670,696</i>	<i>3,915,525</i>	<i>4,087,903</i>
TRAINING/EDUCATION/CONFERENCES	18,000	4,321	7,600	7,800
ELECTRICITY	180,000	173,493	175,000	175,000
NATURAL GAS	90,000	58,650	75,000	70,000
GASOLINE	160,000	112,491	150,000	195,000
CONTRACTED SERVICES	370,812	433,190	381,636	499,020
ROAD MAINTENANCE & STRIPING PROGRAM	266,000	262,305	266,000	216,000
RECYCLING	314,000	204,107	310,000	250,000
SOLID AND YARD WASTE	410,000	515,060	418,000	525,000
PROFESSIONAL ORGANIZATION DUES	5,000	3,721	4,500	4,500
OTHER OPERATING	1,112,639	1,243,965	981,216	1,009,075
TRANSFER TO STORMWATER	277,707	277,707	311,993	321,788
<i>Other Operating</i>	<i>3,204,158</i>	<i>3,289,009</i>	<i>3,080,945</i>	<i>3,273,183</i>
TOTAL	6,996,155	6,959,705	6,996,470	7,361,086

Fuel Prices – Due to national and international issues, fuel prices have increased and are projected to continue to increase. To address this uncertainty fuel line items in the FY 23 Highway Division budget have been increased by \$45,000 (30%). Throughout the year we will closely monitor fuel prices and inform the City Council if adjustments such as holding back on expending other budget line items to ensure adequate funds or supplemental appropriations will be necessary to maintain core DPW services.

Contracted Services - The Department continues to bring contracted services in-house and improve operational efficiency whenever possible. Adjustments this year to road maintenance activities by having staff do pavement crack sealing have resulted in a savings of \$50,000 in the proposed FY23 budget. This reduction in contracted services is the result of the Department's purchase of pavement crack sealing equipment and training of staff to complete the work.

Overtime– In FY23 overtime has been increased by \$15,000 reflecting the anticipated additional demand on staff time as the City continues to recover from the COVID pandemic.

Facilities– In FY22 the City purchased the Community Campus. The Highway Division's Facilities Group is responsible for the maintenance of this new Facility. In addition, the Facilities Group will support other departments as the City integrates this new facility into operations such as Recreation and School. In FY23 the Facilities Group will continue to address deferred maintenance and capital projects including upgrades to the Outdoor Pool, Prescott Park, and City Hall.

Recycling and Solid Waste: The collection of recycling and solid waste is a core function of the Department of Public Works. Staffing the collections operation is a constant challenge which often requires moving staff from other operations groups to maintain collection when staff are out sick or on vacation. In order to minimize this staffing disruption, the Highway Division is requesting an additional sanitation laborer (1 FTE).

The commodities markets continue to fluctuate making it challenging to anticipate recycling costs. Since FY19, the average annual tipping fee for recycled material disposal has risen from ~ \$30/ton to a high of \$130/ton. Currently the recycling commodity markets have recovered and the cost per ton of mixed recycling is ~\$60/ton. Further complicating the process is the changing makeup of total tonnage of the solid

waste vs recycling. At the time of this budget preparation recycling expenditures were tracking lower than originally projected and therefore recycling line was reduced by \$60,000.



The solid waste tipping fee has increased from \$72.45/ton to \$76.07/ton this increase and a projected slight increase in tons collected results in an anticipated increase to solid waste disposal cost of \$92,000.

Highway Maintenance: Highway maintenance is budgeted based on our Annual Pavement Condition Report which grades the condition of our roadways. The City's Pavement Condition Index (PCI) for the year 2021 shows the overall condition of the City's streets at 81 out of 100.

This is the highest PCI score since the City began monitoring its pavement condition. The bulk of road maintenance funding is through the City's Capital plan. Continued increases in materials costs will impact maintenance operations. However, as discussed above, adjustments to the Highway Division's operations has resulted in a reduction of approximately \$35,000 in the Highway Street Maintenance cost center.

Outreach - In FY23, the Department and its Highway Division continued to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click N' Fix to manage, track, and respond to service requests in a timely manner. This application can be accessed via the City's Web site or by a smart phone application <http://cityofportsmouth.com/publicworks/clicknfix.html>.



In addition to improved communication with our residents, the Portsmouth Click N' Fix platform gives the Department's various Divisions a metric to measure effectiveness of service provided by our 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 via this application will continue to improve operations by giving management a data informed decision making tool to adjust staff and resources as needed to better address changing expectations.

Summary - The Department of Public Works Highway Division's FY23 budget contains no new initiatives. The budget maintains the level of services while at the same time adding facility and grounds maintenance of the Community Campus and the McIntyre Building, additional green space along the Market Street Gateway, and the new athletic fields off of Campus Drive.



The Public Works Department's Highway Division FY23 budget reflects our Department's mission to provide municipal services for the benefit of our residents, businesses and visitors in an environmentally sustainable and cost-effective manner. This 5.21% budget increase allows the Highway Division to maintain its core functions at acceptable levels while adding maintenance of additional facilities and parks and addressing increasingly complex issues and challenges facing 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 Fuels
- Administer Traffic Control Permits

Engineering- Supply engineering services for the design, contract documents, and construction inspection of all City Public Works projects, which includes water, sewer, stormwater, highway, public facilities, and transportation. In addition, provide engineering assistance to other City Departments.

Building Administration- Responsible for cleaning, providing utilities, and maintaining municipal buildings and facilities including the New 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. In addition, the Highway Division provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 400,000 sq. ft. of buildings as well as provides assistance to Fire, Police, and School on an as needed basis, including:

- Custodial Services
- Carpentry
- Plumbing
- Electrical
- HVAC

Rubbish Removal and Disposal- Collection, transportation, disposal, and processing of residential waste, recyclables and compostables. Curbside collection provided to over 5,000 households as well as drop off collection at the residential Recycling Center on Peverly Hill Road. Approximately 11,000 tons of material is collected annually. Approximately 5,000 tons of the City's waste is landfilled, 2,000 tons are composted, and almost 4,000 tons are recycled.

- Bulky Waste Collection/Disposal
- Yard Waste Collection/Disposal
- Household Hazardous Waste Collection Days
- Curbside Rubbish Collection/Disposal
- Curbside Recycling Collection/Disposal
- Appliances and CFC (freon) Removal
- Electronics Recycling



- Tire/Battery Recycling
- Motor Oil/Cooking Oil Recycling
- Books, Clothing, and Footwear
- Bicycles
- Food Waste
- Mobility Devices (i.e. Crutches)



Highway and Street Maintenance- Provide maintenance of approximately 136 miles of City roadways (includes Pease Tradeport roads).

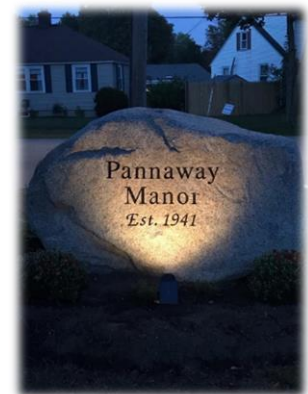
- Traffic Line Markings
- Traffic Sign Maintenance
- Traffic Signal Maintenance
- Weed Control
- Pavement Patching

Snow Removal- Clear and remove snow and ice from City roadways, sidewalks, and parking facilities.

Sidewalks- Repair and maintain over seventy-seven (77) miles of City sidewalks (brick, concrete, asphalt, and stone).

Bridge Repairs- Maintain fifteen (15) city owned bridges and implement the recommendations of the Bridge Evaluation Program.

Equipment Maintenance Facility - Maintain and repair the City's equipment fleet which includes lawnmowers, automobiles, pick-up trucks, small and large dump trucks, heavy equipment, and specialized equipment.



Tree Program - Provide maintenance, trimming, or removal/replacement services for public trees in coordination with the Trees and Greenery Committee.

Mosquito Control - The City contracts mosquito control which includes biological monitoring of pest and disease vector mosquito species, hydrological parameters of wetland mosquito breeding habitats, and monitoring the effectiveness of larviciding applications.

- Organic Larviciding program
- Organic Adulticiding program as needed
- Catch Basin program

Parks and Cemeteries- Provide maintenance for twenty-four (24) playgrounds, parks/ball fields and seven (7) historic cemeteries.

- Grass Cutting
- Leaf and Debris Removal
- Ball Park Turf Spraying
- Turf Growth Retardant
- Field Setups for Seasonal Sporting Events
- Cemeteries Restoration
- Playground Equipment Repair and Maintenance



Goals and Objectives



Goal #1: 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

	FY20	FY21	FY22 (Estimate)
Goal	76	76	76
Actual	79	81	80

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*



Goal #2: Provide a high level of service in a cost effective and efficient manner for municipal operations.



Objectives:

- ✓ Improve efficiency of facility maintenance services to extend the useful life of facilities and improve building esthetics.
- ✓ Provide training and instruction for the most efficient use of equipment and tools to improve overall departmental efficiency and optimize operational costs.
- ✓ Continue to refine the operations of the solid waste program to minimize collection and disposal costs.
- ✓ Continue to implement additional energy saving methods and equipment.
- ✓ Continue to provide funding and enhance the recycling program.
- ✓ Continue to replace traffic signalization equipment each year to improve intersection traffic flow and safety for both vehicles and pedestrians.

Performance Measure:

CO2 Reduced Through Recycling

	FY20	FY21	FY22 (Estimate)
Recycling			
Total Tonnage Collected	2,871	2,519	2,700
Metric Tons CO2 Emissions Prevented Through Recycling	9,045	7,936	10,927

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 on public awareness on how to access Highway Division services.
- ✓ Maintain the Division's web site presence in an up to date and accurate state.
- ✓ 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

FY20	FY21	FY22 (Estimate)
1,125	1,140	1,200

Participation in Citywide Neighborhood Committee meetings

FY20	FY21	FY22 (Estimate)
5	4	5

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*



Goal #4: Continue to explore and implement sustainable practices when practicable.

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

	FY20 *	FY21	FY22 (Estimate)
Trees Planted	0	100	100
Cost	\$11,000	\$5,725*	\$12,000

*Trees purchased in FY20 were held by the nursery due to staffing constraints resulting from COVID restrictions.

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.

Application of Compost Tea

	FY20	FY21	FY22 (Estimate)
Acres Treated	17	17	17
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.		

Yard Waste/Composting

	FY20	FY21	FY22 (Estimate)
Total Tonnage Collected	2,655	1,887	2,300

Synthetic Oil Use in Vehicles

	FY20	FY21	FY22 (Estimate)
Service Interval	3,000 mi	4,000 mi	4,000 mi

Citywide Goals Addressed:

- *Maintain Financial Stability*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*

Additional Performance Measures

Solid Waste Disposal

	FY20	FY21	FY22 (Estimate)
<u>Solid Waste Disposal</u>			
Total Tonnage Collected	11,526	10,002	10,000
Percentage Diverted From Landfill	48%	41%	41%
<u>Curbside Collection of MSW</u>			
Total Tonnage Collected	6,000	5,990	5,500

FY23 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS				
<u>ADMINISTRATION</u>				
NON GRADE 26	H		DIRECTOR OF PUBLIC WORKS AND FACILITIES	140,191
NON GRADE 18	F	⑦	OPERATIONS MANAGER	22,957
SMA GRADE 16	G		GENERAL FOREMAN - HIGHWAY	87,485
PMA GRADE 13	E	⑦	BUSINESS ADMINSTRATOR	17,848
PMA GRADE 9	6A/6B	⑦	ADMINISTRATIVE ASSISTANT I	13,665
1386B GRADE 7	H	⑦	ADMIN CLERK	13,035
1386 GRADE 9	F	⑦	DISPATCHER II	13,811
PMA GRADE 7	F	⑦	SPECIAL PROJECT COORDINATOR	13,545
			EDUCATION STIPENDS	1,667
			ON CALL	2,275
			TOTAL ADMINISTRATION	326,479
 <u>ENGINEERING</u>				
SMA GRADE 15	F		CONSTRUCTION TECHNICIAN SUPERVISOR	81,119
			TOTAL ENGINEERING	81,119
 <u>FACILITIES ADMIN</u>				
PMA GRADE 21	E	⑦	FACILITIES MANAGER	26,282
SMA GRADE 13	7.5C/4.5D		FACILITY FOREMAN	66,228
1386 GRADE 7	6C/6D		UTILITY MECHANIC - POOL TECHNICIAN	45,401
1386 GRADE 9	6C/6D		ELECTRICIAN	49,985
1386 GRADE 9	D		MASTER CARPENTER	51,205
1386 GRADE 5	6C/6D		LABORER	41,217
1386 GRADE 5	6C/6D		CUSTODIAN I	41,217
1386 GRADE 5	6D/6E		CUSTODIAN I	43,278
1386 GRADE 5	F		CUSTODIAN I	45,553
1386 GRADE 5	F		CUSTODIAN I	45,553
1386 GRADE 5	E		CUSTODIAN I	44,334
			ON CALL	9,100
			TOTAL FACILITIES ADMIN	509,354
 <u>CITY HALL</u>				
1386 GRADE 8	G		CUSTODIAN LEADMAN	54,152
1386 GRADE 5	E		CUSTODIAN I	44,334
1386 GRADE 5	E		CUSTODIAN I	44,334
1386 GRADE 5	E		CUSTODIAN I	44,334
			TOTAL CITY HALL	187,154
 <u>SOLID WASTE</u>				
1386 GRADE 7	G		TRUCK DRIVER II	51,557
1386 GRADE 7	E		TRUCK DRIVER II	48,834
1386 GRADE 7	G		RECYCLING TRUCK DRIVER	51,557
1386 GRADE 6	E		TRUCK DRIVER I	46,530
1386 GRADE 6	7C/5D		SANITATION LABORER	43,084
1386 GRADE 6	8C/4D		SANITATION LABORER	42,908
1386 GRADE 6	G		TRUCK DRIVER I	49,125
1386 GRADE 6	4.5D/7.5E		SANITATION LABORER	45,699
1386 GRADE 6	E		SANITATION LABORER	46,530
1386 GRADE 6	E		SANITATION LABORER	46,530
1386 GRADE 6	A		SANITATION LABORER	42,204
1386 GRADE 5	F		LABORER	45,553
			TOTAL SOLID WASTE	560,112

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
<u>STREET MAINTENANCE</u>			
SMA GRADE 13	D	HIGHWAY FOREMAN	68,260
1386 GRADE 7	G	UTILITY MECHANIC	51,557
1386 GRADE 7	F	UTILITY MECHANIC	50,464
1386 GRADE 7	F	UTILITY MECHANIC	50,177
1386 GRADE 6	F	TRUCK DRIVER I	47,810
1386 GRADE 6	G	TRUCK DRIVER I	49,125
1386 GRADE 5	G	LABORER	46,806
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	7C/5D	LABORER	41,050
1386 GRADE 5	F	LABORER	45,553
1386 GRADE 5	2D/10E	LABORER	44,334
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	8A/4B	LABORER	40,882
		ON CALL	2,275
TOTAL STREET MAINTENANCE			671,294
<u>EQUIPMENT MAINTENANCE</u>			
SMA GRADE 15	F	⑧ GENERAL FOREMAN - FLEET	24,336
1386 GRADE 13	E	⑧ TECHNICIAN - EQUIPMENT MECHANIC	19,587
1386 GRADE 13	2A/10B	⑧ TECHNICIAN - EQUIPMENT MECHANIC	16,780
1386 GRADE 13	G	⑧ TECHNICIAN - EQUIPMENT MECHANIC	20,679
1386 GRADE 13	4C/8D	⑧ TECHNICIAN - EQUIPMENT MECHANIC	18,358
1386 GRADE 13	6A/6B	⑧ TECHNICIAN - EQUIPMENT MECHANIC	16,516
1386 GRADE 7	7C/5D	⑧ UTILITY MECHANIC - INVENTORY CONTROL TECHNICIAN	13,565
		ON CALL	4,550
TOTAL EQUIPMENT MAINTENANCE			134,370
<u>TREE PROGRAM</u>			
SMA GRADE 14	4.5D/7.5E	TREE SUPERVISOR	73,874
1386 GRADE 7	E	UTILITY MECHANIC	48,834
1386 GRADE 6	E	TRUCK DRIVER I	46,530
		ON CALL	2,275
TOTAL TREE PROGRAM			171,514

FY23 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS				
<u>PARKS AND CEMETERIES</u>				
SMA GRADE 14	E		PARKS AND GREENERY FOREMAN	75,218
1386 GRADE 10	E		ASSISTANT FOREMAN - PARKS AND GREENERY	51,834
1386 GRADE 7	G		UTILITY MECHANIC	51,557
1386 GRADE 6	E		TRUCK DRIVER I	46,530
1386 GRADE 5	E		LABORER	44,334
			ON CALL	2,275
TOTAL PARKS AND CEMETERIES				271,748
TOTAL FULL TIME				2,913,144
NON GRADE 5	E	⑦	SECRETARY (25HRS/WK)	8,099
			SEASONAL LABORERS	35,000
			ENGINEERING PROJECT MANAGERS	35,000
TOTAL PART TIME				78,099
TOTAL DEPARTMENT				2,991,243

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

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION

**ADMINISTRATION
01-751-610-51-111-419**

011001	REGULAR SALARIES	315,115	317,345	308,385	326,479
012001	PART TIME SALARIES	7,831	7,296	6,956	8,099
014041	OVERTIME	20,000	6,974	14,000	10,000
015001	LONGEVITY	18,198	18,503	20,336	20,828
022001	SOCIAL SECURITY	22,391	20,263	21,690	22,655
022501	MEDICARE	5,237	4,870	5,071	5,298
023001	RETIREMENT	39,465	38,495	48,186	50,237
034103	TELEPHONE	23,000	23,377	24,500	18,000
034104	CELLULAR PHONES	8,000	7,087	8,500	7,500
034206	SOFTWARE-ANNUAL MAINT	24,270	20,139	20,000	22,000
035002	PROF SERV- SUBSTANCE TEST	-	-	-	3,600
035004	OCCUPATIONAL HEALTH	2,500	2,438	2,500	2,500
039001	PROFESSIONAL SERVICES	7,800	12,853	10,000	10,000
043027	REPAIRS-OFFICE EQUIPMENT	1,000	224	1,100	1,000
044006	PRINTING LEASE/MAINT	4,039	4,409	2,750	4,500
053001	ADVERTISING	7,000	878	2,000	2,000
054050	TRAINING	6,000	2,882	4,000	4,000
055050	PRINTING	500	189	300	300
056001	DUES PROFESSIONAL ORGANIZ	5,000	3,721	4,500	4,500
057101	TRAVEL AND CONFERENCE	4,000	907	1,300	1,500
057102	TRAVEL REIMBURSEMENT	1,000	317	1,300	1,500
061001	FIRST AID	2,000	1,769	1,800	2,000
061003	MEETING SUPPLIES	750	332	500	500
062001	OFFICE SUPPLIES	5,200	4,626	4,000	4,800
062005	PRINTING SUPPLIES	400	-	100	100
062501	POSTAGE	2,000	838	1,000	1,000
067001	BOOKS & PERIODICALS	800	-	600	500
068003	PROTECTIVE CLOTHING	3,300	2,025	2,600	2,500
068022	MATERIALS-SAFETY	1,000	-	500	500
081166	GOFERR REIMBURSEMENT	-	(7,646)	-	-
		537,796	495,110	518,474	538,396

**ENGINEERING
01-751-620-51-111-419**

011001	REGULAR SALARIES	149,571	117,705	81,119	81,119
012001	PART TIME SALARIES	35,000	27,865	35,000	35,000
014041	OVERTIME	20,000	22,901	18,000	25,000
022001	SOCIAL SECURITY	14,853	10,295	8,315	8,749
022501	MEDICARE	3,474	2,394	1,945	2,046
023001	RETIREMENT	18,941	15,836	13,936	14,920
031002	PROF SERVICES-ENGINEERING	20,000	17,785	35,000	35,000
054050	TRAINING	1,500	-	200	200
057101	TRAVEL AND CONFERENCE	500	246	100	100
062001	OFFICE SUPPLIES	100	17	100	100
062002	ENGINEERING SUPPLIES	1,000	42	500	500
062003	MAPPING SUPPLIES	3,000	172	500	500
068003	PROTECTIVE CLOTHING	250	250	250	250
067001	BOOKS & PERIODICALS	300	-	-	-
		268,489	215,510	194,965	203,484

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
FACILITIES ADMINISTRATION					
01-751-630-51-100-407					
011001	REGULAR SALARIES	440,667	420,638	499,670	509,354
014041	OVERTIME	35,000	25,378	20,000	26,000
022001	SOCIAL SECURITY	29,801	26,323	32,220	33,192
022501	MEDICARE	6,970	6,121	7,535	7,763
023001	RETIREMENT	53,691	50,507	73,066	75,271
031001	PROF SERVICES-ENERGY CONT	152,000	116,310	76,000	76,000
039001	PROFESSIONAL SERVICES	15,000	12,663	25,000	25,000
039058	PROF/SERV ENVIRO TEST	-	-	-	30,000
043001	REPAIRS-STRUCTURAL	-	39	-	-
043016	REPAIRS-CLOCK MAINTENANCE	900	200	300	1,000
068003	PROTECTIVE CLOTHING	5,000	4,531	4,350	4,600
068004	MATERIALS-MAINTENANCE	-	12	200	2,200
068030	TOOLS	-	-	-	5,000
		739,029	662,721	738,341	795,380

FACILITIES CITY HALL
01-751-630-51-110-407

011001	REGULAR SALARIES	182,225	184,105	187,154	187,154
014041	OVERTIME	20,000	18,047	20,000	20,000
022001	SOCIAL SECURITY	12,539	11,838	12,844	12,844
022501	MEDICARE	2,932	2,807	3,004	3,004
023001	RETIREMENT	22,589	22,873	29,126	29,126
041002	ELECTRICITY	140,000	132,373	135,000	135,000
041101	NATURAL GAS	65,000	38,243	50,000	45,000
041205	WATER /SEWER FEES	30,000	20,529	25,000	25,000
043001	REPAIRS-STRUCTURAL	15,000	79,658	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	29,526	10,000	20,000
043004	REPAIRS-PLUMBING	10,000	42,168	10,000	20,000
043005	REPAIRS-HEATING SYSTEM	4,000	145,358	4,000	12,000
043006	REPAIRS-BOILER	6,000	3,096	5,000	5,000
043007	REPAIRS-ELEVATOR	15,000	11,787	20,000	15,000
043008	REPAIRS-AIR CONDITION SYS	3,000	5,806	2,000	6,000
043032	GENERATOR MAINTENANCE	3,000	4,195	5,000	5,000
064001	JANITORIAL SUPPLIES	18,000	26,010	20,000	20,000
074001	EQUIPMENT	-	7,575	-	-
		559,285	785,994	553,128	575,128

FACILITIES PUBLIC WORKS
01-751-630-51-111-407

041002	ELECTRICITY	40,000	41,120	40,000	40,000
041101	NATURAL GAS	25,000	20,407	25,000	25,000
041205	WATER /SEWER FEES	15,000	13,601	15,000	15,000
043001	REPAIRS-STRUCTURAL	10,000	16,638	30,000	45,000
043002	REPAIRS-ELECTRICAL	3,500	2,423	3,500	3,500
043004	REPAIRS-PLUMBING	1,000	13,484	1,600	2,000
043007	REPAIRS-ELEVATOR	2,000	1,718	2,000	2,000
043032	GENERATOR MAINTENANCE	500	265	500	500
064001	JANITORIAL SUPPLIES	7,500	8,507	7,500	8,500
068016	MATERIALS	8,000	2,327	5,000	5,000
072014	PW FACILTY	-	232	-	-
		112,500	120,721	130,100	146,500

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
FACILITIES LIBRARY					
01-751-630-51-112-407					
043001	REPAIRS-STRUCTURAL	10,000	7,708	15,000	15,000
043002	REPAIRS-ELECTRICAL	5,000	5,090	4,500	4,500
043004	REPAIRS-PLUMBING	3,000	7,084	2,500	3,000
043006	REPAIRS-BOILER	6,000	4,524	1,500	2,500
043007	REPAIRS-ELEVATOR	2,500	3,377	4,000	3,500
043028	MAINTENANCE	10,000	1,869	3,500	7,500
064001	JANITORIAL SUPPLIES	7,000	2,744	6,500	5,500
		43,500	32,396	37,500	41,500
FACILITIES DOBLE CENTER					
01-751-630-51-121-407					
039001	PROFESSIONAL SERVICES	1,000	5,138	1,000	5,000
043001	REPAIRS-STRUCTURAL	1,000	5,155	1,000	5,000
043002	REPAIRS-ELECTRICAL	500	200	500	500
043004	REPAIRS-PLUMBING	500	219	500	500
064001	JANITORIAL SUPPLIES	7,000	537	5,000	2,500
		10,000	11,249	8,000	13,500
FACILITIES SPINNAKER POINT					
01-751-630-51-123-407					
039001	PROFESSIONAL SERVICES	25,000	7,573	15,000	15,000
043001	REPAIRS-STRUCTURAL	17,000	45,908	5,500	5,500
043002	REPAIRS-ELECTRICAL	4,000	7,946	2,700	2,700
043004	REPAIRS-PLUMBING	5,000	10,559	2,000	2,000
043007	REPAIRS-ELEVATOR	4,000	3,049	2,000	2,000
064001	JANITORIAL SUPPLIES	10,000	2,715	10,000	8,500
		65,000	77,750	37,200	35,700
FACILITIES OUTDOOR POOL					
01-751-630-51-992-407					
043001	REPAIRS-STRUCTURAL	4,000	1,050	4,000	4,000
043002	REPAIRS-ELECTRICAL	4,000	3,534	4,000	4,000
043004	REPAIRS-PLUMBING	1,000	365	1,500	1,000
043014	REPAIRS-OTHER	1,000	47	1,000	1,000
064001	JANITORIAL SUPPLIES	1,500	2,642	1,000	2,800
068016	MATERIALS	2,500	464	2,800	1,000
		14,000	8,102	14,300	13,800
SOLID WASTE					
01-751-640-32-100-426					
011001	REGULAR SALARIES	506,514	499,270	514,459	560,112
014041	OVERTIME	70,000	92,439	70,000	95,000
022001	SOCIAL SECURITY	35,744	35,234	36,236	40,617
022501	MEDICARE	8,359	8,180	8,475	9,499
023001	RETIREMENT	64,397	66,936	82,175	92,109
039400	RECYCLING BY CONTRACT	314,000	204,107	310,000	250,000
041302	MSW DISPOSAL	350,000	423,677	358,000	450,000
041303	YARD WASTE	60,000	91,383	60,000	75,000
041304	BULKY WASTE	27,000	-	8,000	-
041305	HOUSEHOLD HAZARDOUS WASTE	1,000	-	500	500

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
041306	VEHICLE TIRE DISPOSAL	2,400	1,500	1,500	1,500
041307	UNIVERSAL WASTE	40,000	39,185	12,000	40,000
043018	REPAIRS-EQUIPMENT	120,000	132,952	120,000	120,000
068003	PROTECTIVE CLOTHING	3,000	1,812	2,500	2,500
068036	SOLID WASTE MATERIALS	-	483	-	-
068024	RECYCLING SUPPLIES/MATERL	1,000	1,926	6,000	9,000
091011	TRANSFER PARKING-RECYCLIN	-	-	-	(100,000)
		1,603,414	1,599,085	1,589,845	1,645,837

HIGHWAY STREET MAINTENANCE
01-751-640-41-100-420

011001	REGULAR SALARIES	584,088	656,808	618,946	636,294
012001	PART TIME SALARIES	-	175	10,000	-
014041	OVERTIME	65,000	49,953	50,000	50,000
022001	SOCIAL SECURITY	40,863	41,292	42,095	42,550
022501	MEDICARE	9,557	9,657	9,845	9,951
023001	RETIREMENT	72,503	79,051	94,054	96,493
031002	PROF SERVICES-ENGINEERING	30,000	7,825	30,000	30,000
039075	TRAFFIC LINE MARKING	100,000	118,610	100,000	100,000
039081	ROAD MAINTENANCE	166,000	143,694	166,000	116,000
043003	REPAIRS-TRAFFIC SIGNS	15,000	4,545	12,000	12,000
044002	RENTAL OTHER EQUIPMENT	1,000	-	250	250
055050	PRINTING	500	499	725	725
068003	PROTECTIVE CLOTHING	16,000	16,404	15,000	16,000
068018	MATERIALS-MARKET SQUARE	10,000	14,040	10,000	10,000
068020	MATERIALS-ROAD	40,000	20,027	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	25,000	20,368	31,500	30,000
068026	MATERIALS-SIDEWALK	15,000	16,487	8,000	10,000
068027	MATERIALS-BRIDGE	1,000	2,008	500	2,000
		1,191,511	1,201,443	1,238,915	1,202,263

SNOW REMOVAL
01-751-640-42-100-420

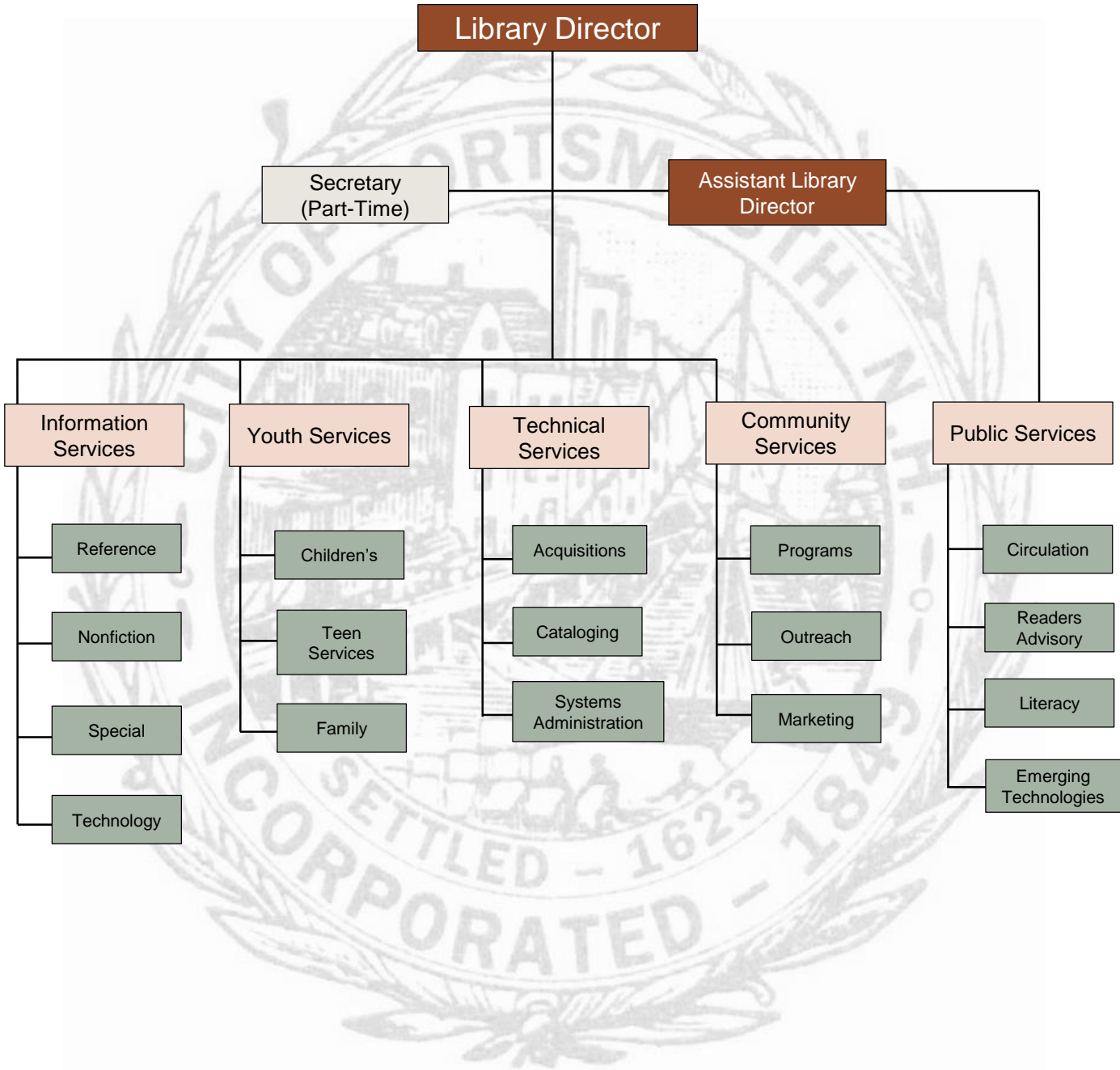
011001	REGULAR SALARIES	65,000	13,244	50,000	35,000
014041	OVERTIME	85,000	54,984	100,000	100,000
022001	SOCIAL SECURITY	9,300	4,088	9,300	8,370
022501	MEDICARE	2,175	956	2,175	1,958
023001	RETIREMENT	16,755	8,588	21,090	18,981
039200	SNOW REMOVAL	36,376	102,297	105,000	105,000
043017	REPAIRS-PLOW DAMAGE	1,455	2,387	2,000	4,000
043024	REPAIRS-VEHICLE	21,826	111,792	112,000	115,200
068005	MATERIALS-SAND AND SALT	86,949	153,537	210,000	210,000
091002	TRANSFER-PARKING	-	(300,000)	(300,000)	(300,000)
		324,836	151,875	311,565	298,509

EQUIPMENT MAINTENANCE
01-751-640-45-100-420

011001	REGULAR SALARIES	116,166	115,788	120,940	134,370
011050	ANNUAL TOOL ALLOWANCE	1,800	1,799	1,000	1,800
014041	OVERTIME	10,000	6,604	10,000	8,000
022001	SOCIAL SECURITY	7,822	7,479	8,118	8,939
022501	MEDICARE	1,829	1,734	1,899	2,090
023001	RETIREMENT	14,093	14,226	18,410	20,270
043010	REPAIRS-VEHICLE BY OUTSID	40,000	24,765	50,000	53,000
043018	REPAIRS-EQUIPMENT	25,000	17,938	23,000	24,500

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
043024	REPAIRS-VEHICLE	120,000	90,129	115,000	118,100
054050	TRAINING	6,000	286	2,000	2,000
063001	TIRES AND BATTERIES	20,000	22,911	16,000	20,000
063401	EV CHARGING STATION	-	10	150	150
063501	GASOLINE	160,000	112,491	150,000	195,000
063701	LUBRICANTS	20,000	21,324	14,000	17,500
067001	BOOKS & PERIODICALS	200	-	100	100
068003	PROTECTIVE CLOTHING	5,000	3,741	4,200	4,200
074002	IT EQUIPMENT	2,000	150	2,000	2,000
		549,910	441,376	536,817	612,019
TREE PROGRAM					
01-751-640-46-100-420					
011001	REGULAR SALARIES	156,190	157,346	165,414	171,514
014041	OVERTIME	10,000	8,616	10,000	10,000
022001	SOCIAL SECURITY	10,304	10,084	10,876	11,254
022501	MEDICARE	2,410	2,342	2,544	2,632
023001	RETIREMENT	18,563	18,600	24,663	25,521
065001	TREE MAINTENANCE	5,000	7,500	2,941	7,500
068006	MATERIALS-TREE MAINTENANC	15,000	13,470	15,000	15,000
074001	EQUIPMENT	1,000	250	500	500
		218,467	218,208	231,938	243,921
MOSQUITO CONTROL					
01-751-640-47-100-420					
065003	LARVICIDING CONTRACT	-	-	26,136	26,920
065004	ADULTICIDING	26,136	26,200	-	-
		26,136	26,200	26,136	26,920
PARKS AND CEMETERIES					
01-751-640-48-132-420					
011001	REGULAR SALARIES	253,986	235,387	259,774	271,748
012001	PART TIME SALARIES	25,000	31,462	25,000	35,000
014041	OVERTIME	2,000	10,806	10,000	10,000
022001	SOCIAL SECURITY	17,421	16,493	18,276	19,638
022501	MEDICARE	4,074	3,830	4,273	4,593
023001	RETIREMENT	28,594	27,861	37,930	39,462
039001	PROFESSIONAL SERVICES	-	-	-	75,000
039021	PARKS & CEMETERY PROGRAMS	55,000	122,108	56,000	60,000
041205	WATER /SEWER FEES	20,000	47,760	40,000	50,000
043001	REPAIRS-STRUCTURAL	1,500	855	500	1,000
043002	REPAIRS-ELECTRICAL	500	1,595	500	2,000
043004	REPAIRS-PLUMBING	500	98	500	500
043018	REPAIRS-EQUIPMENT	5,000	4,515	1,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	4,000	812	3,500	2,500
065005	BALLPARK TURF SPRAYING	5,000	-	2,500	2,500
068004	MATERIALS-MAINTENANCE	25,000	53,570	50,000	55,000
068017	MATERIALS-BASEBALL FIELDS	6,000	8,956	7,500	11,500
074001	EQUIPMENT	1,000	68,150	-	1,000
		454,575	634,259	517,253	646,441
STORMWATER					
01-751-640-49-100-420					
091008	TRANSFER-STORMWATER	277,707	277,707	311,993	321,788
		277,707	277,707	311,993	321,788
PW	TOTAL	6,996,155	6,959,705	6,996,470	7,361,086

Public Library



Mission

To engage, educate, empower, and enrich our community through creative and dedicated service to all.



Public Library

Services Overview

- ✓ Administration
- ✓ Acquisitions
- ✓ Materials Control and Access
- ✓ Circulation
- ✓ Public Programs and Community Building
- ✓ References Service
- ✓ Local History and Preservation Activities
- ✓ Computer Services and Training
- ✓ Services to Schools

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	5	5	5
Library Assistant 3	2	2	2
Library Assistant 2	2	3	3
Library Assistant 1	1	1	1
Totals Full Time	16.00	17.00	17.00
Positions Part-Time	FY21	FY22	FY23
Secretary	1	1	1
Library Assistant 3	2	2	2
Library Assistant 2	8	7	7
Library Assistant 1	3	3	3
Number of Part Time Library Pages varies throughout the year.			
Number of Part Time Library Temporary Workers varies throughout the year.			
Totals Part Time	14.00	13.00	13.00

Department Budget Comments

The Library Department's proposed budget for FY23 is \$2,106,068. This represents a net increase of \$92,466 (or 4.59%) from FY22. *Details of net changes are described on the following page.*

Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LIBRARY				
SALARIES	949,777	942,906	980,025	1,019,068
PART-TIME SALARIES	349,336	285,155	348,991	335,036
OVERTIME	1,500	1,845	1,500	1,500
LONGEVITY	7,543	7,537	7,540	7,161
RETIREMENT	107,000	106,774	138,958	144,422
OTHER BENEFITS	100,074	91,708	102,355	104,251
<i>Contractual Obligations</i>	<i>1,515,230</i>	<i>1,435,926</i>	<i>1,579,369</i>	<i>1,611,438</i>
TRAINING/EDUCATION/CONFERENCES	6,250	1,540	4,750	4,800
ELECTRICITY	68,500	60,340	68,500	71,925
NATURAL GAS	8,500	7,466	8,500	8,925
CONTRACTED SERVICES	200	-	200	200
PROFESSIONAL ORGANIZATION DUES	2,400	1,733	2,400	2,400
OTHER OPERATING	386,775	426,895	349,883	406,380
<i>Other Operating</i>	<i>472,625</i>	<i>497,974</i>	<i>434,233</i>	<i>494,630</i>
TOTAL	1,987,855	1,933,899	2,013,602	2,106,068

- Materials Cost— With increased demand for new materials over the first half of FY22, the FY23 budget for library materials is set closer to its pre-pandemic levels of FY19. Some of this reflects continuing demand for downloadable options (books, films, music, magazines), and we continue to provide cardholders with an outstanding collection in a variety of formats to match evolving patron preferences.



- State-of-the-Art Catalog Interface - The library migrated to a new automated library system in FY18 which will continue to provide cost savings in FY23. This system runs the database and circulation systems and provides the state-of-the-art catalog interface for the public library and all of the Portsmouth public school libraries.

- Energy—The highly efficient heating, cooling and lighting systems installed in the Library make it possible to keep energy expenditures low. F23 utilities budgets will, however, show a slight increase to reflect anticipated rates of inflation in some utilities.



- Borrowing Trends— While cardholders borrowed fewer print and other traditional materials in FY20 and early FY21 due in large part to limited in-person browsing opportunities, our system of curbside pickup of materials was tremendously popular and once reopened for browsing borrowing increased for paper materials. Usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses continued to grow. The Portsmouth Public Library continues to work with the NH Downloadables Consortium, which now includes magazines in its collection and subscribes to additional downloadable services in order to provide popular content for library patrons, including Hoopla (books, music, movies and comic books) and Kanopy (films).

- Digital Literacy and Education—Continuing advances in technology in many areas, including the proliferation of mobile devices, bring ongoing challenges to our citizens. The Library has always been a trusted place for people to stay current, and in present times that often means staying on top of the technology used in everyday life. Library staff continue to assist individuals with their technologies for reading, listening, information gathering and daily activities.

- Programs—A central element in the place that the Library plays in the community is the presentation of informational and recreational programs for people of all ages.

With the onset of COVID, the library made an incredibly successful transition to offering hundreds of programs for all ages online using Zoom. For many programs, over 200 attendees enjoyed a diversity of programs, more than would fit in our wonderful Levenson Room! Story hours continue to be offered online and outdoors. Local history and genealogy lectures have been very popular online. Even our weekly meditation group continued to meet using Zoom as well as meeting outdoors when possible.

Increasingly, the library also hosts programs that provide the community with opportunities to discuss meaningful issues in a neutral, respectful environment. In particular, our Standing Up To Racism 3-week series was so popular, we offered it five times and have plans to continue offering it going forward. The Great Decisions series is enjoying its seventh year with learning and discussions around current global issues.

In addition to programs developed and presented directly by Library staff members, we partner with community groups to bring even broader and richer exhibits and programs to the public. One highly successful example of a series of programs in which the library partnered with a community organization is our Indigenous Stories series. Crucial to the success of the series has been our partnership with the Indigenous New Hampshire Collaborative Collective.



- Outreach—FY23 goals include continuing outreach to all sectors of the community— including seniors, children, schools, and other identified groups and individuals.

While COVID conditions continued to reduce the number of hours the library was open for in-person browsing in early FY22, the library continued to offer 24/7 delivery of an extensive variety of services online. Further efficiency is accomplished with

1. Advances in the technology of the automation systems which provide better interfaces and allow for more self-service in circulation, account maintenance and in-house computer use, and
2. Cross training of staff members to respond to service needs efficiently without having to call in extra personnel.

The Library continues to monitor the challenges of the changing face of publishing with efficiency by

- 1) Shifting purchasing among media types,
- 2) Retrieving selected information on demand from online sources, and
- 3) Entering into purchasing and licensing agreements with other libraries in New Hampshire and New England for expansion into new formats of high customer demand at reduced costs.

Programs and Services

Administration-

- Building administration
- Budget preparation and analysis
- Program design and evaluation
- Staff training in changing customer needs
- Staff assignment and evaluation

Acquisitions-

- Book selection and purchasing
- Media selection and purchasing
- Downloadable content selection and purchasing
- Weeding of worn or outdated materials
- Periodical subscriptions
- Electronic database subscriptions



Materials Control and Access-

- OCLC cataloging
- Materials processing
- Preparation and ongoing maintenance of bibliographic database
- Online catalog (in house and remote access) design and operation
- Library web page
- Records management

Circulation-

- Curbside pickup services
- Readers advisory to include communication with patrons in person, online, published reading recommendations
- Operation of Koha Library System
- Processing of holds, reserves, patron notices
- Activity reports (prepare and analyze)
- Shelving and shelf maintenance
- Displays, bookmarks, and other patron notification



Public Programs and Community Building-

- Children's story times—infants through preschool
- Children's craft and music programs / holiday programs
- New baby book initiative
- Teen programs
- School visits—all grades both in library and in classroom
- Summer reading program
- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- Standing Up To Racism series
- Foreign affairs discussion group and speaker series
- New literacy programs/Digital literacy initiatives
- Library and computer instruction
- Adult and youth book discussions
- Language discussion groups
- Art exhibits/lectures
- Local History lectures
- Genealogy workshops
- Meeting rooms/study rooms/collaborative work space

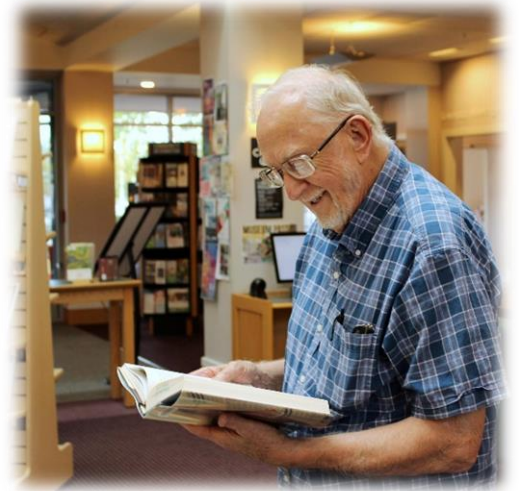


Reference Service -

- Direct patron assistance—in person, by phone, electronic (email or web-assisted)
- Published assistance—on paper and electronic
- Interlibrary loan
- Document delivery
- Purchase on request

Preservation Activities -

- Art objects - documentation, restoration, cleaning, display
- Paper collection - books and loose papers - preservation and patron assistance
- Local history clipping and indexing
- Microform
- Genealogy databases
- Digital collections (www.portsmouthexhibits.org) and publications
- Collecting of personal histories
- Archival collections



Computer Services and Training-

- Library supplied public computers
- Research
- Internet access, word processing, spreadsheet programs, office applications
- Instruction in general computer use and in use of electronic library services; one-on-one and group instruction
- Informative and entertaining in-house computer programs for children and adults
- Wireless network
- Production station— 2 flatbed scanners, color and black and white laser printers
- Library web page, enhanced catalog
- Interactive web; communication; social media
- Mobile services



Services to schools-

- Operation and continued enhancement of Koha integrated library system
 - 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 - As a new goal, performance measurements for FY23 will be measuring:

- ✓ Number of residents replying to surveys;
- ✓ Participating in forums and chats in FY2023;
- ✓ Number of new subscribers and followers; and
- ✓ A new 3 or 5-year Strategic Plan;

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*



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 - As a new goal, performance measurements for FY23 will be:

- ✓ Program feedback forms and attendance;
- ✓ Diversity audits of collections, programs, and displays; and
- ✓ TIDE report.

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
- ✓ Participate in P400 including library programming and preservation of Portsmouth history
- ✓ Identify, pursue and maintain a broad array of community partnerships to inform our programs and services

Performance Measures - As a new goal, performance measurements for FY23 will be measuring:

Number of Youth Programs

FY19	FY20	FY21	FY22(Est)
1,335	927*	567**	575

* The library closed in March of 2020 and started online events within weeks (3/4 of the way through FY20)

** The library continued online, hybrid and outdoor programs throughout FY2021 and FY2022

Number Adult and All-age programs;

FY19	FY20	FY21	FY22(Est)
908	634	566	570

✓ New Measurement for FY23: Number of people served at outreach events;

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *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 - As a new goal, performance measurements for FY23 will be:

- ✓ Business-related programs;
- ✓ Reference statistics / use of business and legal reference;

Citywide Goals Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*



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 - As a new goal, performance measurements for FY23 will be measuring:

- ✓ Community feedback;
- ✓ Program feedback forms;

Citywide Goals Addressed:

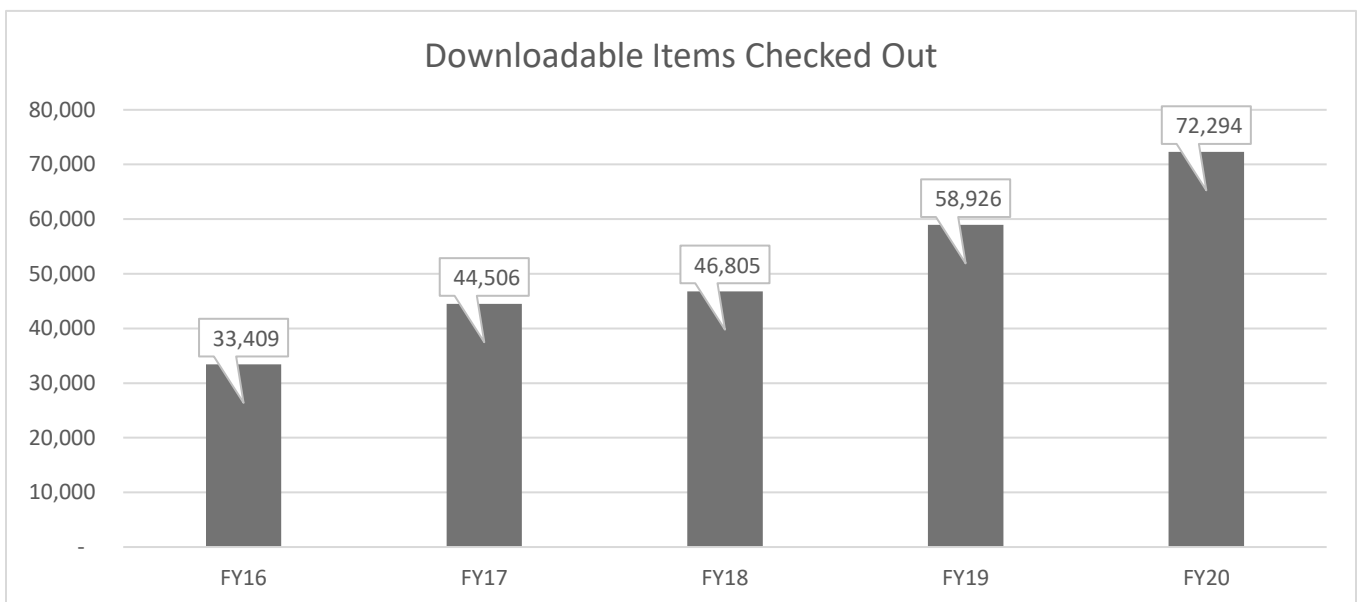
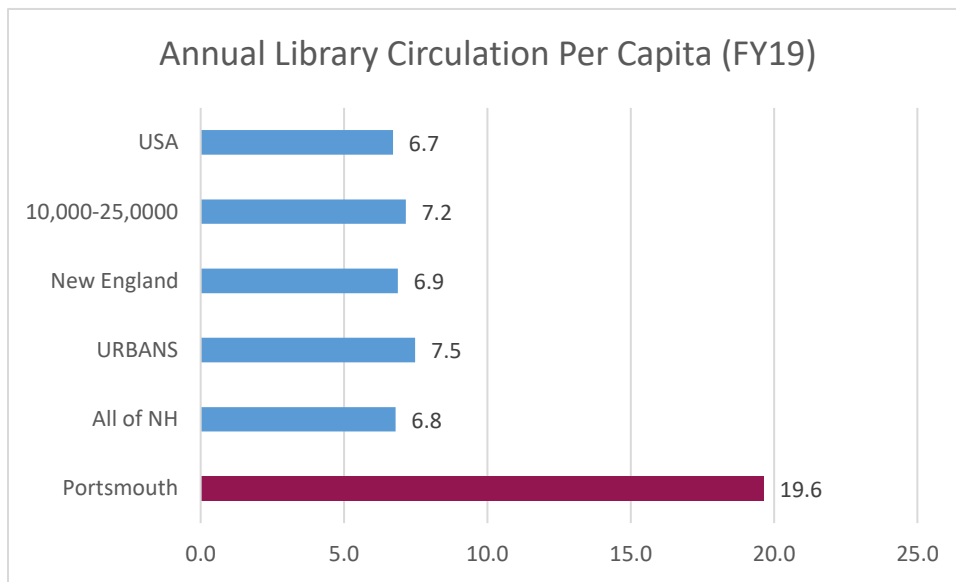
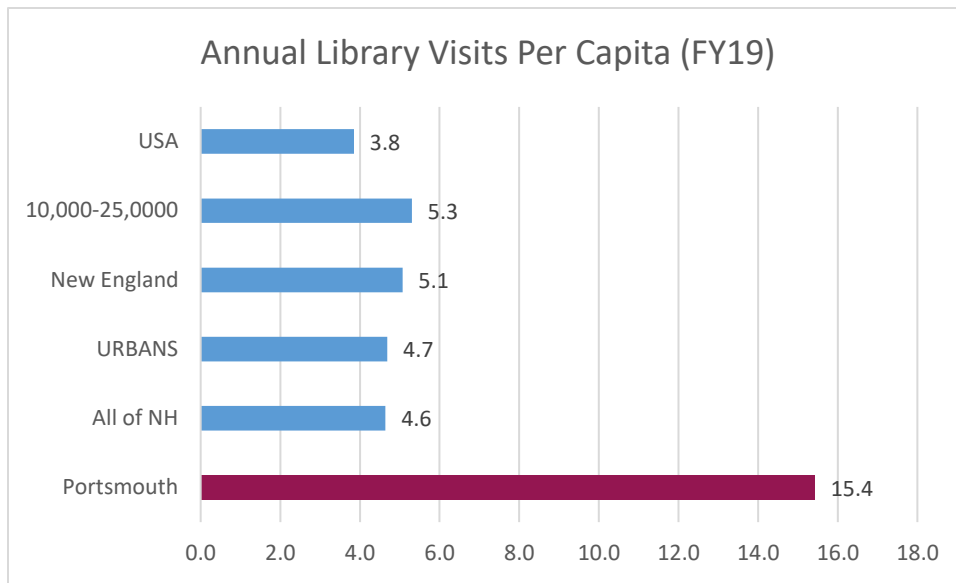
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

Additional Operational Performance Measures

	FY19	FY20	FY21	FY22 Estimated
Hours of Public Service per week	68.5	Varied	Varied	68.5
Visits to the Library	340,580	272,485	31,166	91,579
Circulation of Materials	435,022	347,502	229,366	341,571
Number of Downloads	58,926	72,294	85,689	81,816
In-Person Program Attendance	37,282	28,827	14,252	
Online Program Attendance		2,124	9,789	
New Patrons Registered	2,389	2,143	2,131	

* For assessing the areas of success and areas for improvement, we compare the Portsmouth Public Library performance to state, regional and national activity. However, we weight most heavily the Library's performance as compared to other public libraries in the New Hampshire Urban Libraries Consortium (libraries serving populations of greater than 20,000)."

FY 2021 Library Statistics

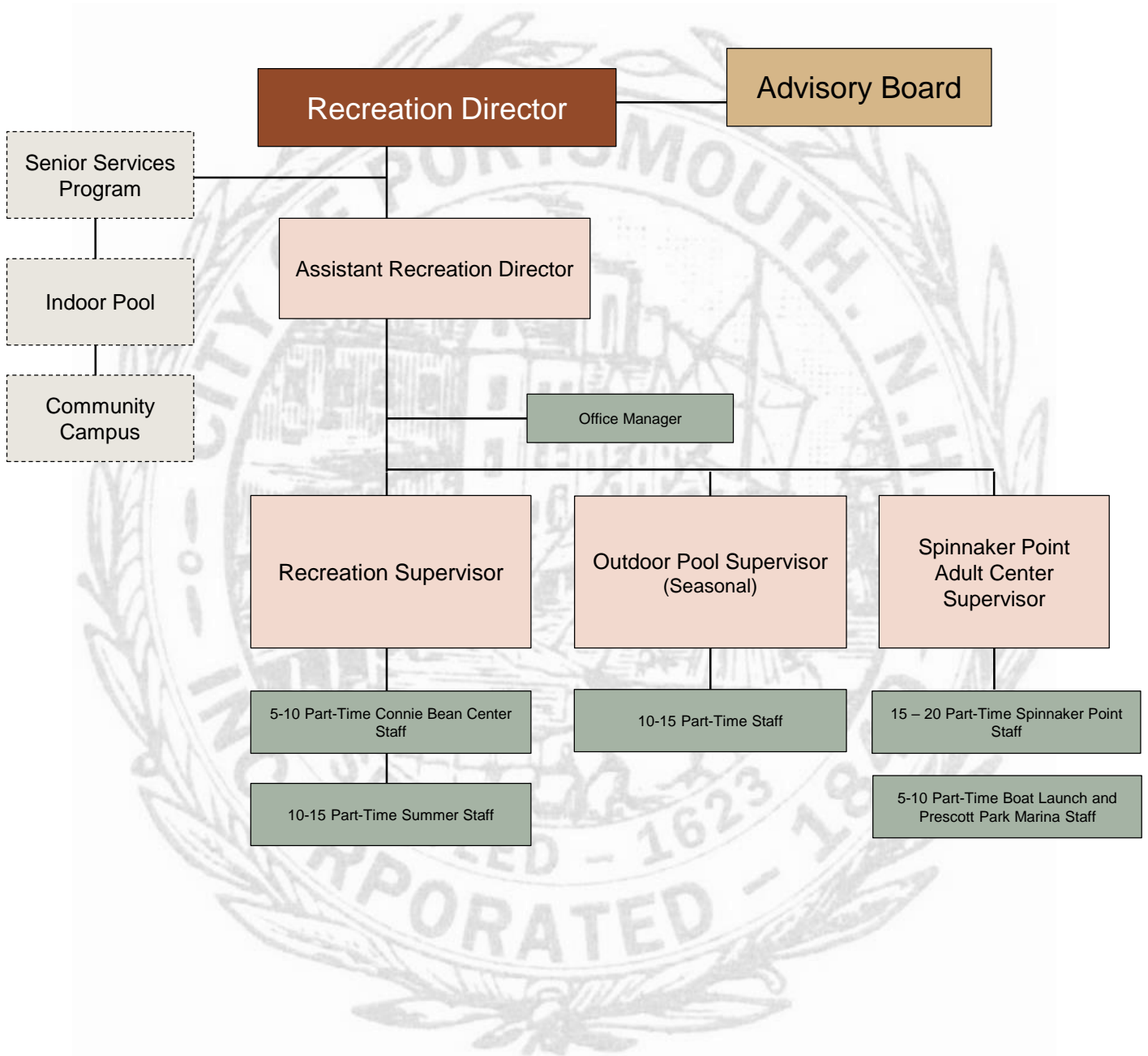


FY23 BUDGETED POSITION AND SALARY DETAIL

LIBRARY		POSITION	SALARY
PMA GRADE 22	8D/4E	LIBRARY DIRECTOR	106,882
PMA GRADE 18	E	ASSISTANT LIBRARY DIRECTOR	90,826
PMA GRADE 13	3.5D/8.5E	LIBRARIAN II	70,400
PMA GRADE 13	3F/9G	LIBRARIAN II	73,052
PMA GRADE 13	F	LIBRARIAN II	72,105
PMA GRADE 13	G	LIBRARIAN II	73,367
1386B GRADE 9	G	LIBRARIAN I	55,873
1386B GRADE 9	2.5B/9.5C	LIBRARIAN I	48,824
1386B GRADE 9	E	LIBRARIAN I	54,368
1386B GRADE 9	3A/9B	LIBRARIAN I	46,406
1386B GRADE 9	D	LIBRARIAN I	51,779
1386B GRADE 6	H	LIBRARY ASSISTANT III	49,695
1386B GRADE 6	H	LIBRARY ASSISTANT III	49,692
1386B GRADE 4	H	LIBRARY ASSISTANT II	45,133
1386B GRADE 4	4A/8B	LIBRARY ASSISTANT II	36,336
1386B GRADE 4	F	LIBRARY ASSISTANT II	43,319
1386B GRADE 2	H	LIBRARY ASSISTANT I	41,009
		EDUCATION STIPENDS	10,002
TOTAL FULL TIME			1,019,068
1386B GRADE 4	A	PT SECRETARY (30HRS/WK)	28,127
1386B GRADE 6	3D/9E	PT LIBRARY ASSISTANT III (25HRS/WK)	30,999
1386B GRADE 6	C	PT LIBRARY ASSISTANT III (20HRS/WK)	22,766
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,751
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,751
1386B GRADE 4	8A/4B	PT LIBRARY ASSISTANT II (25HRS/WK)	23,833
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (25HRS/WK)	23,439
1386B GRADE 4	4B/8C	PT LIBRARY ASSISTANT II (22.5HRS/WK)	22,892
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (15HRS/WK)	14,063
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,751
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (26HRS/WK)	22,146
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,259
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,259
		PT LIBRARY PAGES	60,060
		PT TEMP WORKERS	21,940
TOTAL PART TIME			335,036
TOTAL DEPARTMENT			1,354,104

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
LIBRARY					
01-780-710-51-112-440					
011001	REGULAR SALARIES	949,777	942,906	980,025	1,019,068
012001	PART TIME SALARIES	349,336	285,155	348,991	335,036
014041	OVERTIME	1,500	1,845	1,500	1,500
015001	LONGEVITY	7,543	7,537	7,540	7,161
022001	SOCIAL SECURITY	81,106	74,326	82,954	84,491
022501	MEDICARE	18,968	17,383	19,401	19,760
023001	RETIREMENT	107,000	106,774	138,958	144,422
034103	TELEPHONE	19,500	18,183	19,500	19,500
034203	COMPUTER/SOFTWARE MAINT	47,750	44,640	47,750	50,183
039001	PROFESSIONAL SERVICES	200	-	200	200
039017	PROF/SERV-BIBLIOGRAPHIC	13,000	12,890	13,000	13,650
041002	ELECTRICITY	68,500	60,340	68,500	71,925
041101	NATURAL GAS	8,500	7,466	8,500	8,925
041205	WATER /SEWER FEES	8,750	5,663	8,750	9,187
043026	REPAIRS-COMPUTER EQUIP	100	-	100	-
043027	REPAIRS-OFFICE EQUIPMENT	700	-	700	500
044006	PRINTING LEASE/MAINT	5,200	4,094	5,200	5,200
053001	ADVERTISING	1,500	1,126	1,500	1,575
054050	TRAINING	2,250	1,490	2,250	2,250
055002	BOOKBINDING	765	893	765	800
055050	PRINTING	1,500	1,825	1,500	1,575
056001	DUES PROFESSIONAL ORGANIZ	2,400	1,733	2,400	2,400
057101	TRAVEL AND CONFERENCE	4,000	50	2,500	2,550
057102	TRAVEL REIMBURSEMENT	2,000	-	1,000	750
061001	FIRST AID	500	138	500	300
061003	MEETING SUPPLIES	100	-	100	100
062001	OFFICE SUPPLIES	1,750	6,122	1,750	1,840
062007	COMPUTER/PRINTER SUPPLIES	7,500	7,813	7,500	7,875
062010	COPYING SUPPLIES	1,000	1,041	1,000	1,050
062011	OPERATING SUPPLIES	5,000	4,682	5,000	5,250
062013	MATERIAL PROCESSING SUPPL	5,500	2,166	5,500	5,775
062014	MICROFORM SUPPLIES	3,000	4,725	3,000	5,800
062015	CHILDREN SERVICES SUPPLIE	3,750	4,890	3,750	3,940
062016	ARCHIVAL SUPPLIES	1,000	1,175	1,000	1,050
062501	POSTAGE	1,370	544	1,370	12,865
067002	BOOKS & MEDIA	135,500	153,255	115,000	130,000
067003	PERIODICALS	21,875	14,043	16,875	17,715
067004	MICROMEDIA COLLECTION	67,765	95,489	62,773	65,900
074001	EQUIPMENT	2,800	4,879	2,800	15,000
074002	IT EQUIPMENT	5,600	9,226	3,200	5,000
075001	FURNITURE AND FIXTURES	6,000	2,427	3,000	4,500
081042	LIBRARY PROGRAMS	16,000	25,674	16,000	19,500
081166	GOFERR REIMBURSEMENT	-	(709)	-	-
LIBRARY	TOTAL	1,987,855	1,933,899	2,013,602	2,106,068

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 Citizen Programs
- ✓ Boat Launch
- ✓ Field & Court Management
- ✓ Indoor Pool (Not funded through General Fund)
- ✓ Community Campus (Not funded through General Fund)

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Spinnaker Point Supervisor	1	1	1
Recreation Supervisor	1	1	1
Office Manager	0	0	1
Administrative Clerk	0	1	0
Totals Full Time	4.00	5.00	5.00
Positions Part-Time	FY21	FY22	FY23
Account Clerk	1	0	0
Number of part-time positions vary throughout the year.			
Totals Part Time	1.00	0.00	0.00

Department Budget Comments

The Recreation Department's FY23 proposed budget is \$1,005,348. This represents an increase of \$69,144 or 7.39% from FY22, due to contractual obligations, a return to pre-COVID funding levels for summer and other programs, and the expansion of recreation programming and events.



Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
RECREATION				
SALARIES	318,100	273,252	351,122	358,400
PART-TIME SALARIES	207,585	108,601	208,967	233,500
OVERTIME	4,000	13,584	4,000	6,000
LONGEVITY	8,169	5,882	6,212	2,333
STIPENDS	-	-	-	-
RETIREMENT	36,891	32,940	50,690	51,563
OTHER BENEFITS	41,148	30,837	43,628	45,917
<i>Contractual Obligations</i>	<i>615,892</i>	<i>465,096</i>	<i>664,619</i>	<i>697,713</i>
TRAINING/EDUCATION/CONFERENCES	1,700	-	1,400	1,400
ELECTRICITY	93,400	59,967	90,400	106,450
NATURAL GAS	39,000	27,615	36,000	36,000
CONTRACTED SERVICES	4,500	22,175	5,000	5,000
PROFESSIONAL ORGANIZATION DUES	-	957	750	750
OTHER OPERATING	137,675	282,176	138,035	158,035
<i>Other Operating</i>	<i>276,275</i>	<i>392,890</i>	<i>271,585</i>	<i>307,635</i>
TOTAL	892,167	857,986	936,204	1,005,348

Programs and Services

Connie Bean Community Center

- Daily recreation and enrichment programs.
- Organized youth sports leagues, grades K-12.
- Other active and passive programs for infants through high school.



Spinnaker Point Recreation Center

- Fitness center for adults 18+ (fitness equipment, weights, indoor track, basketball court, volleyball, dance, yoga, tai-chi, pickleball, karate, exercise classes, spin classes, swimming pool, hot tub, steam, sauna).
- Organized adult sports leagues (basketball, volleyball, etc.).

Indoor Pool

- Over 100 hours per week of swim programs, family swims, lap swimming, etc.
- Swim lessons for over 1,000 city residents.
- Swim teams for all ages.



Outdoor Pool

- Swim lessons to over 700 Portsmouth children per year.
- Adult and family open swims.

Special Events & Programs

- Special Event Dances.
- City Easter Egg Hunt.
- Independence Day Fireworks.
- Halloween Events.
- Summer Day Camps (9 weeks).
- Senior Citizen day trips.
- Sports camps (basketball, soccer, baseball, field hockey, softball, cross-country running, golf, volleyball).
- Prescott Park Marina management (April-November).



Senior Citizen Programs (for more information see the Senior Services Department pages)

- Daily drop-in programs and lounge.
- Monthly/Quarterly newsletter.
- Additional meals and transportation for seniors.
- Additional senior programming through library, recreation departments and other senior citizen stakeholders throughout the community.

Boat Launch

- Staffed water access for 6 months.
- Motorized and non-motorized access.
- Peirce Island Ambassador program.



Field & Court Management

- Rental and programming for multiple fields including turf field complex.
- Rental and programming for outdoor basketball, tennis, volleyball, and pickleball courts.

Community Campus

- Daily recreation and enrichment programs for all ages.
- Youth & Adult sports leagues.

Goals and Objectives



Goal #1: Provide affordable, diversified, year-round activities for residents and others.

Objectives:

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth’s residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.
- ✓ 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 new participants by 4% in FY23.

Performance Measures:

Number of Program Participants

FY19	FY20	FY21	FY22 (Est.)
N/A	N/A	877	2132

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth



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 4%

Performance Measurements:

Number of Programs Offered

FY19	FY20	FY21	FY22 (Est.)
49	39	22	76

Citywide Goal Addressed: :

- Invite and honor input from the community and encourage increased participation/engagement of youth
- 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

	FY19	FY20	FY21	FY22 (Est)
Newsletter	N/A	N/A	N/A	7662
Social Media	307	992	1112	1701

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth
- Consistently communicate with community members and stakeholders, respecting channels of communication they prefer and keeping them informed



Goal #4:

Promote and support all forms of neighborhood recreation carried on by this agency and/or any other responsible community service agency in order to accommodate the vast population residing outside of the downtown area.

Objectives:

- ✓ Work cooperatively 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 honor input from the community and encourage increased participation/engagement of youth



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 on line registration.
- ✓ Have all staff attend at least one job-related training or conference in the Fiscal Year

Number of Trainings Attended by Staff

	<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22 (Est)</i>
	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>3</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:
 FY20 – 4%
 FY21 – (100%) *
 FY22 (Est.) – 75%*
 FY23 (Est.) – 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:
 FY20 – 5%
 FY21– (95%) (COVID-19)*
 FY22 (Est.) – 80%*
 FY23 (Est.) – 10%

*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.

FY23 BUDGETED POSITION AND SALARY DETAIL

	<u>POSITION</u>	<u>SALARY</u>
RECREATION		
PMA GRADE 21 B	RECREATION DIRECTOR	90,815
PMA GRADE 17 6A/6B	ASSIST RECREATION DIRECTOR	73,042
PMA GRADE 15 6A/6B	RECREATION SUPERVISOR I	66,311
PMA GRADE 9 6A/6B	OFFICE MANAGER	49,631
	<u>TOTAL FULL TIME COMM CENTER</u>	<u>279,799</u>
PMA GRADE 16 D	RECREATION SUPERVISOR II	78,602
	<u>TOTAL FULL TIME SPINNAKER POINT</u>	<u>78,602</u>
	<u>TOTAL FULL TIME</u>	<u>358,401</u>
	VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL	220,515
	<u>TOTAL PART TIME</u>	<u>220,515</u>
	<u>TOTAL DEPARTMENT</u>	<u>578,916</u>

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT
SPINNAKER POINT
01-785-720-07-122-439**

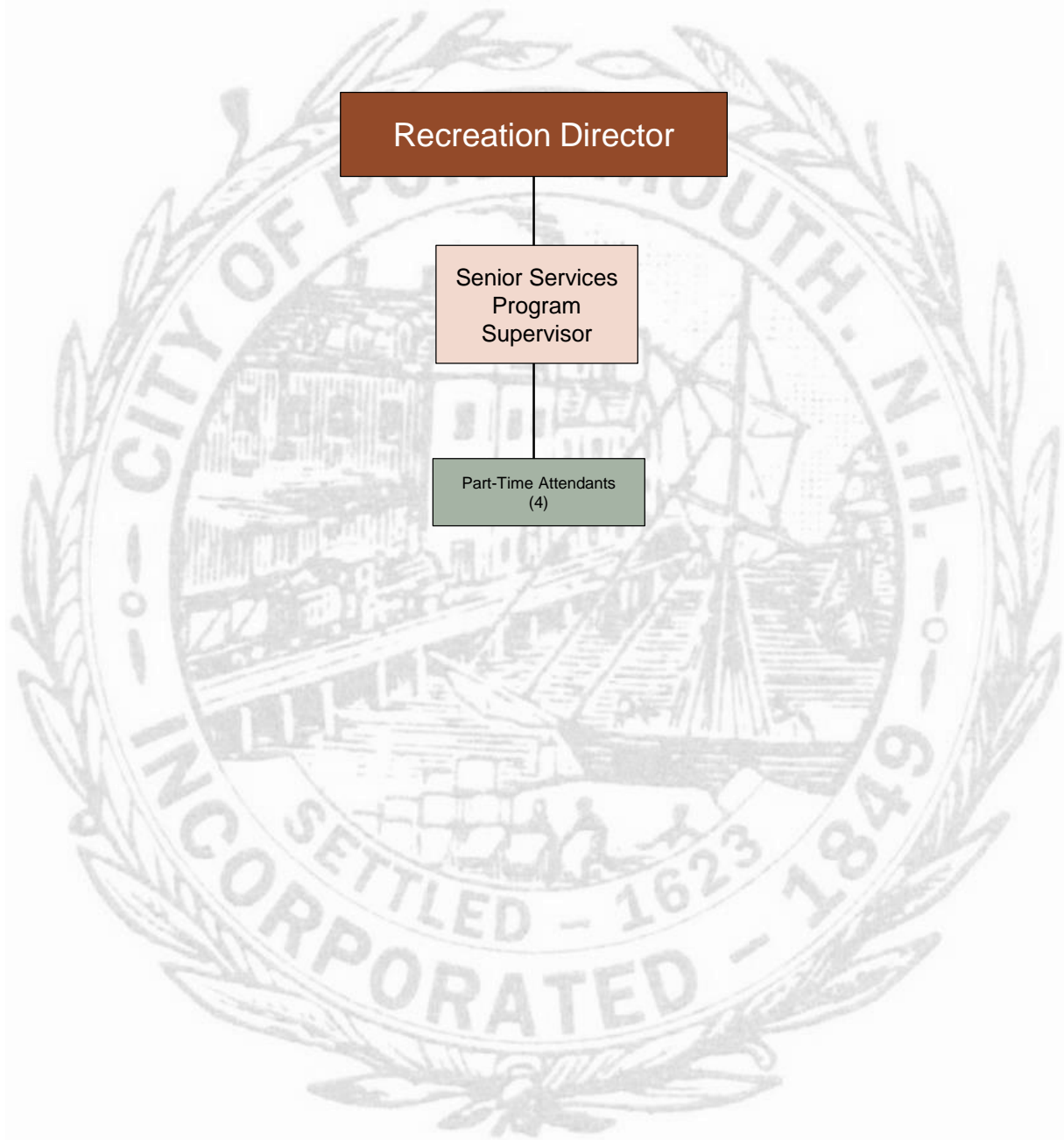
011001	REGULAR SALARIES	74,059	74,653	75,669	78,602
012001	PART TIME SALARIES	56,000	5,031	56,000	65,000
014041	OVERTIME	2,000	2,568	2,000	2,500
015001	LONGEVITY	1,961	1,634	2,000	2,000
022001	SOCIAL SECURITY	8,309	4,979	8,411	9,182
022501	MEDICARE	1,943	1,164	1,967	2,147
023001	RETIREMENT	8,715	8,849	11,201	11,684
034103	TELEPHONE	1,500	3,068	3,500	3,500
039001	PROFESSIONAL SERVICES	500	19,000	500	500
041002	ELECTRICITY	48,000	17,769	45,000	45,000
041101	NATURAL GAS	39,000	27,615	36,000	36,000
041205	WATER /SEWER FEES	23,000	9,984	23,000	23,000
043018	REPAIRS-EQUIPMENT	10,000	806	8,000	8,000
044006	PRINTING LEASE/MAINT	85	1,441	1,260	1,260
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	6,000	7,776	5,400	6,000
062001	OFFICE SUPPLIES	915	849	1,000	1,000
063800	MATERIALS-CHEMICALS	6,000	10,044	5,500	5,500
068002	CLOTHING	800	-	800	800
Total Spinnaker		289,187	197,229	287,608	302,075

**CONNIE BEAN
01-785-720-21-124-439**

011001	REGULAR SALARIES	244,041	198,599	275,453	279,798
012001	PART TIME SALARIES	56,530	27,939	28,167	33,000
014041	OVERTIME	2,000	11,016	2,000	3,500
015001	LONGEVITY	6,208	4,248	4,212	333
022001	SOCIAL SECURITY	19,144	14,541	19,209	19,631
022501	MEDICARE	4,478	4,368	4,493	4,591
023001	RETIREMENT	28,176	24,091	39,489	39,879
034103	TELEPHONE	1,500	1,835	3,200	3,200
039077	BASKETBALL OFFICIALS	4,000	3,175	4,500	4,500
043018	REPAIRS-EQUIPMENT	700	48,081	200	200
044006	PRINTING LEASE/MAINT	300	1,824	1,700	2,000
054050	TRAINING	500	-	500	500
055050	PRINTING	4,000	97	4,000	4,500
056001	DUES PROFESSIONAL ORGANIZ	-	957	750	750
057101	TRAVEL AND CONFERENCE	1,200	-	900	900
057102	TRAVEL REIMBURSEMENT	2,000	1,180	2,000	2,000
061001	FIRST AID	400	3,450	400	400
061002	MISCELLANEOUS SUPPLIES	4,000	18,199	4,000	4,500
062001	OFFICE SUPPLIES	1,700	2,503	1,700	1,700
068002	CLOTHING	550	1,603	950	950
091006	TRANSFER FR SCHOOL	(10,000)	(10,000)	(10,000)	-
		371,426	357,705	387,823	406,832

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
OUTDOOR POOL					
01-785-730-24-992-439					
012001	PART TIME SALARIES	85,000	51,806	77,800	82,000
022001	SOCIAL SECURITY	5,270	3,212	4,824	5,084
022501	MEDICARE	1,233	751	1,128	1,189
034103	TELEPHONE	1,500	628	700	800
041002	ELECTRICITY	15,200	10,700	15,200	15,200
041205	WATER /SEWER FEES	40,000	53,038	40,000	40,000
061001	FIRST AID	500	1,272	500	500
061002	MISCELLANEOUS SUPPLIES	8,000	5,442	6,000	6,000
063800	MATERIALS-CHEMICALS	22,000	35,980	22,000	22,000
068002	CLOTHING	800	365	800	800
		179,503	163,195	168,952	173,573
SUMMER CAMPS					
01-785-740-00-131-439					
012001	PART TIME SALARIES	5,055	14,561	42,000	46,000
022001	SOCIAL SECURITY	314	903	2,604	2,852
022501	MEDICARE	74	211	609	667
041002	ELECTRICITY	30,000	31,256	30,000	46,000
044002	RENTAL OTHER EQUIPMENT	5,000	5,860	5,000	12,500
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	2,825	10,925	2,825	2,825
		43,668	63,715	83,438	111,244
BOAT LAUNCH					
01-785-750-00-900-439					
012001	PART TIME SALARIES	5,000	9,265	5,000	7,500
022001	SOCIAL SECURITY	310	574	310	465
022501	MEDICARE	73	134	73	109
041002	ELECTRICITY	200	243	200	250
044002	RENTAL OTHER EQUIPMENT	2,000	4,214	2,000	2,500
055050	PRINTING	300	-	300	300
061001	FIRST AID	100	-	100	100
061002	MISCELLANEOUS SUPPLIES	300	855	300	300
068002	CLOTHING	100	-	100	100
		8,383	15,286	8,383	11,624
SPECIAL PROGRAMS					
01-785-760-00-100-439					
074001	EQUIPMENT	-	60,856	-	-
		-	60,856	-	-
RECREATION	TOTAL	892,167	857,986	936,204	1,005,348

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



City's seniors. From FY14 through FY20, the City rented a 2,400 sq. foot space at Community Campus for a temporary senior center. In FY21 (July 2020), the Senior Activity Center moved to its permanent 13,000 sq. ft. location at 125 Cottage Street (amid the pandemic). In May 2021, the newly renovated Senior Activity Center opened its doors to the public. 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 part time staff at the new facility.

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Senior Services Supervisor	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part-Time	FY21	FY22	FY23
Senior Services Attendants	2	4	4
Totals Part Time	2.00	4.00	4.00

Department Budget Comments

The Senior Services proposed budget for FY23 is \$242,653. This represents an increase of \$10,295 or 4.43% over FY22. The net budget increase is due to a combination of factors including increased programming which requires additional part time staffing hours, an increase in utility costs and contractual obligations.

The City implemented senior services programs in FY13 and has continued to increase services to the

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
SENIOR SERVICES				
SALARIES	70,148	71,600	71,673	74,859
PART-TIME SALARIES	50,000	28	50,351	55,000
OVERTIME	-	-	800	800
LONGEVITY	327	327	327	667
RETIREMENT	7,872	8,095	10,236	10,731
OTHER BENEFITS	9,216	5,178	9,421	10,046
CONTRACTED SERVICES	-	-	-	-
<i>Contractual Obligations</i>	<i>137,563</i>	<i>85,228</i>	<i>142,808</i>	<i>152,103</i>
TRAINING/EDUCATION/CONFERENCES	300	119	300	300
ELECTRICITY	35,000	18,655	35,000	35,000
NATURAL GAS	13,000	6,153	13,000	13,000
PROFESSIONAL ORGANIZATION DUES	200	65	200	300
OTHER OPERATING	40,900	58,725	41,050	41,950
<i>Other Operating</i>	<i>89,400</i>	<i>83,717</i>	<i>89,550</i>	<i>90,550</i>
TOTAL	226,963	168,946	232,358	242,653

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, and wifi.
- Lunch programs; grab & go, senior social lunch, annual cookout, Thanksgiving luncheon, Veteran’s Breakfast (new in FY22), and holiday party. Off-site lunch trips are also offered.
- 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, etc.
- Nutritional meals served weekly



Enriching & Educational Programs

- Device help
- Games, movies, knitting, social groups (ie: Dull Men’s Club)
- Guest speakers on interesting topics like HAM radio, fraud protection, local historians, humanities lectures, etc.
- Ukulele & Fiddle group, water color classes, jewelry making
- Seasonal art shows
- Trips



Senior Transportation

- Senior Transportation serviced by COAST / Triplink. Portsmouth residents only offered 5 days/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

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:

	FY21	FY22 (Est)	FY23 (Est)
Newsletter email list	900	1,100	1,500
% increase		22%	36%

	FY22 (Est)	FY23 (Est)	FY24 (Est)
Complete Age Friendly Survey	Yes		
Complete Age Friendly Report		Yes	
Complete Age Friendly Action Plan			Yes

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.
- Consistently communicate with community members and stakeholders, respecting channels of communication and keeping them informed.



Goal #2: Continue to offer a senior gathering space

Objectives:

- ✓ Dedicated hub for seniors to gather including activity space 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:

	FY21	FY22 (Est)	FY23 (Est)
Number of Programs	30	50	60
% increase		66%	20%

	FY21	FY22 (Est)	FY23 (Est)
Number of Members	1,500	1,500	1,600
% increase		0% (closed)	6%

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.
- Leverage local resources and partnerships to improve and support needs of residents, nonprofits, arts & culture community.



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:

	FY21	FY22 (Est)	FY23 (Est)
Number of Joint Rec Programs	0	2	4

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:

	FY20	FY21	FY22 (Est)	FY23 (Est)
Rides	4836	4970	5150	5350
% increase		2.7%	3.6%	3.9%

Citywide Goal Addressed:

- *Deliver services and programs with courtesy, professionalism and efficiency.*
- *Maintain and improve infrastructure to meet needs of community.*

Performance Measures

FY21 –1,500
 FY22 (Est) – 1,500 (No increase due to pandemic)
 FY23 (Est) – 1,600 (6% increase)

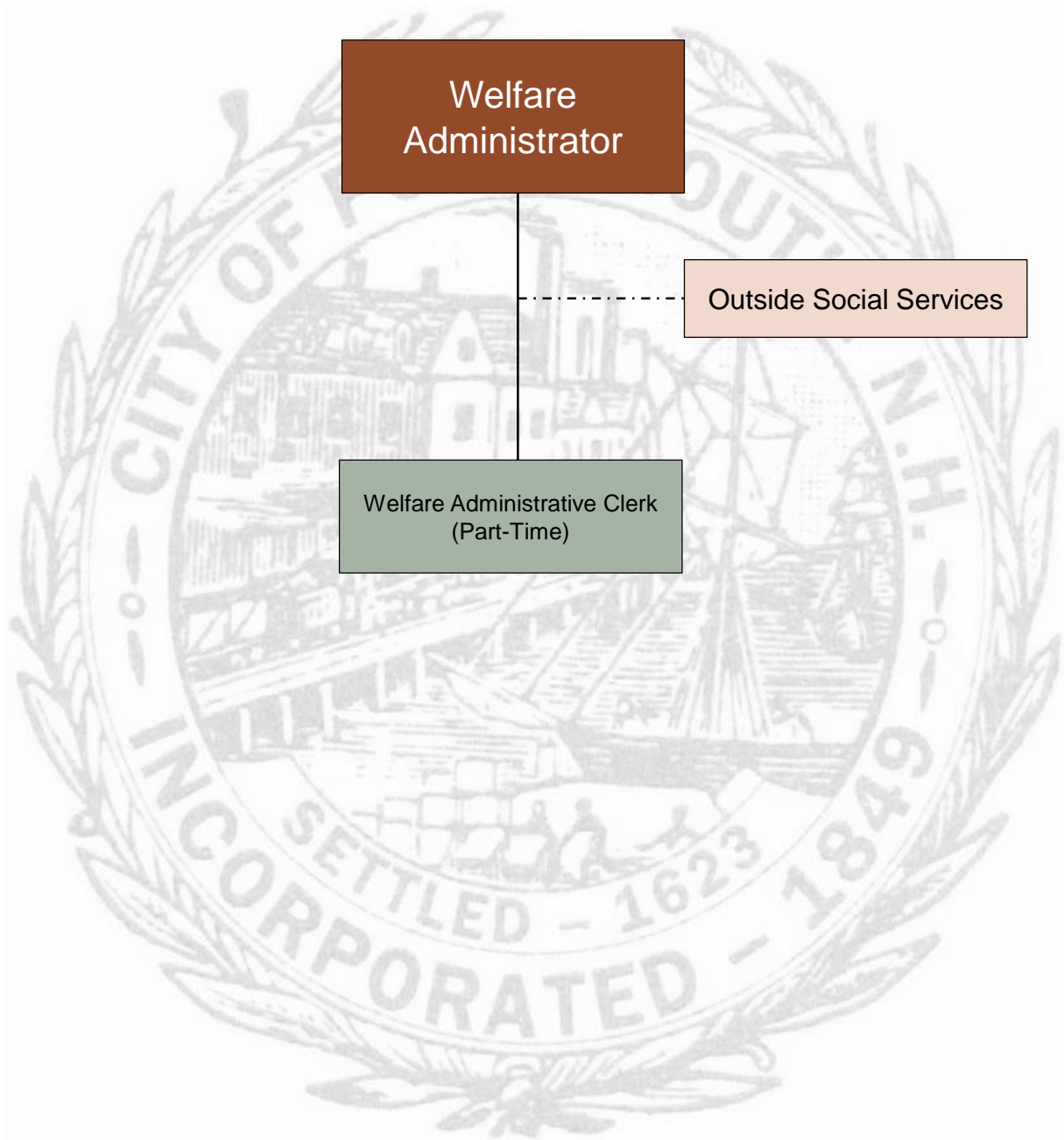
Number of Senior Service Activities:
 FY 21 – 30 (given the pandemic, we were still able to offer several programs & services)
 FY22 (Est) – 50
 FY23 (Est) – 60 (20% increase)

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
SENIOR SERVICES			
PMA GRADE 16	C	SENIOR SERVICES SUPERVISOR	74,859
TOTAL FULL TIME			74,859
ADDITIONAL PART-TIME HOURS AS NEEDED			55,000
TOTAL PART TIME			55,000
TOTAL DEPARTMENT			129,859

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
SENIOR SERVICES					
01-786-339-00-100-442					
011001	REGULAR SALARIES	70,148	71,600	71,673	74,859
012001	PART TIME SALARIES	50,000	28	50,351	55,000
014041	OVERTIME	-	-	800	800
015001	LONGEVITY	327	327	327	667
022001	SOCIAL SECURITY	7,469	4,197	7,635	8,142
022501	MEDICARE	1,747	982	1,786	1,904
023001	RETIREMENT	7,872	8,095	10,236	10,731
034103	TELEPHONE	3,000	2,676	3,000	3,000
041002	ELECTRICITY	35,000	18,655	35,000	35,000
041101	NATURAL GAS	13,000	6,153	13,000	13,000
041205	WATER /SEWER FEES	3,000	-	3,000	3,000
044005	RENT	-	3,167	-	-
044006	PRINTING LEASE/MAINT	-	184	5,000	5,000
055050	PRINTING	10,000	95	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	200	65	200	300
057101	TRAVEL AND CONFERENCE	300	119	300	300
057102	TRAVEL REIMBURSEMENT	400	45	400	400
061001	FIRST AID	200	-	200	200
061002	MISCELLANEOUS SUPPLIES	5,000	8,537	5,000	5,000
061006	SR LUNCHES	15,000	2,424	15,000	15,000
062001	OFFICE SUPPLIES	2,500	1,141	2,500	1,500
062501	POSTAGE	1,600	683	1,600	3,000
068002	CLOTHING	200	-	350	350
074001	EQUIPMENT	-	39,772	-	-
099006	COPIER LEASE	-	-	-	500
SENIOR SERVICES	TOTAL	226,963	168,946	232,358	242,653

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

<u>Positions Full Time</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Welfare Administrator	1	1	1
Totals Full Time	1.00	1.00	1.00
<u>Positions Part-Time</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Welfare Administrative Clerk	1	1	1
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The proposed Welfare Department budget for FY23 is \$395,177 which represents a decrease of \$94,808 (19.35%) from FY22. By NH law, the City must assist any eligible applicant, so this expenditure is subject to market factors outside our ability to control. The Direct Assistance portion of this budget of \$255,350 reflects a 38% decrease from FY 22. The onset of COVID 19 greatly changed the complexion of the Welfare Dept. In the last year, several programs, most notably the Advanced Child Tax Credit and Emergency Rental Assistance Program have significantly decreased the need for our citizens to seek help in the Welfare Department. These benefits have provided the very low and low wage earner with a livable income and the ability to be self-sufficient, many for the first time, greatly reducing the number of requests for assistance. A portion of this funding will continue to be available at least until the end of 2023.



Budget Summary of Expenditures

	<u>FY21</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>CITY MANAGER RECOMMENDED</u>
WELFARE DEPARTMENT				
SALARIES	77,864	78,184	80,811	82,428
PART-TIME SALARIES	31,373	31,005	33,119	33,577
LONGEVITY	1,440	1,440	1,469	1,469
RETIREMENT	8,843	8,952	11,568	11,777
OTHER BENEFITS	8,467	8,411	8,828	8,986
<i>Contractual Obligations</i>	<i>127,987</i>	<i>127,991</i>	<i>135,795</i>	<i>138,237</i>
DIRECT ASSISTANCE	354,600	157,475	352,600	255,350
TRAINING/EDUCATION/CONFERENCES	200	130	200	200
PROFESSIONAL ORGANIZATION DUES	200	-	200	200
OTHER OPERATING	1,610	503	1,190	1,190
<i>Other Operating</i>	<i>356,610</i>	<i>158,108</i>	<i>354,190</i>	<i>256,940</i>
TOTAL	484,597	286,099	489,985	395,177

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:

To assist individuals in Portsmouth, in accordance with New Hampshire Law and the Welfare Guidelines adopted by the City Council, who are temporarily unable to provide for their own documented shelter, food, medication, utility, or other emergency needs.

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.

FY20	FY21	FY22 (Est)
+22%	+4%	+22%

Citywide Goal Addressed:

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



Goal #2:

To work closely with Federal, State, and local agencies and charities to maximize services and benefits available to Portsmouth residents.

Objectives:

- ✓ Monitor changing Federal/ State laws and regulations.
- ✓ Participate in the NH Local Welfare Administrators Association.

Citywide Goal Addressed:

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



Goal #3:

To review social service agencies' City budget requests and to advise the City Manager regarding funding levels for agencies.

Objectives:

- ✓ Review Outside Social Service fund requests.

Performance Measurement:

Social Services Funding

FY20	FY21	FY22 (Est)	FY23 (Proposed)
195,128	199,033	199,033	213,950

Citywide Goal Addressed:

- *Maintain Financial Stability*

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
WELFARE			
PMA GRADE 15	H	WELFARE ADMINISTRATOR	82,428
TOTAL FULL TIME			82,428
1386B GRADE 7	6.5F/5.5G	PT ADMINISTRATIVE CLERK (25HRS/WK)	33,577
TOTAL PART TIME			33,577
TOTAL WELFARE			116,005

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT					
DIRECT ASSISTANCE					
01-792-770-25-110-436					
088001	FOOD	1,500	-	1,000	750
088002	PERSONAL GOODS	1,000	-	500	250
088003	SHELTER	270,000	118,855	270,000	175,000
088004	FUEL	2,000	165	2,000	1,000
088005	GAS LIGHT AND WATER	1,000	180	1,000	1,000
088006	MEDICAL	1,000	3,379	1,000	250
088007	TRANSPORTATION	2,000	65	1,000	1,000
088008	BURIALS	6,000	6,735	6,000	6,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	70,000	28,097	70,000	70,000
DIRASST		354,600	157,475	352,600	255,350
WELFARE ADMINISTRATION					
01-792-770-51-110-436					
011001	REGULAR SALARIES	77,864	78,184	80,811	82,428
012001	PART TIME SALARIES	31,373	31,005	33,119	33,577
015001	LONGEVITY	1,440	1,440	1,469	1,469
022001	SOCIAL SECURITY	6,862	6,817	7,155	7,283
022501	MEDICARE	1,605	1,594	1,673	1,703
023001	RETIREMENT	8,843	8,952	11,568	11,777
044006	PRINTING LEASE/MAINT	135	115	135	135
055050	PRINTING	75	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	-	200	200
057101	TRAVEL AND CONFERENCE	200	130	200	200
057102	TRAVEL REIMBURSEMENT	500	-	250	250
062001	OFFICE SUPPLIES	600	67	400	400
067001	BOOKS & PERIODICALS	300	321	330	330
WELADMIN		129,997	128,624	137,385	139,827
WELFARE	TOTAL	484,597	286,099	489,985	395,177



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](#)

Department Budget Comments

The Outside Social Services budget request for FY23 is \$213,950. This represents an increase of 7.5% from the previous budget.

Programs and Services

- **Cross Roads House (CRH)**: Cross Roads House's mission is "to protect men, women, and children who are experiencing homelessness from exposure and hunger." As the largest shelter in the region, CRH provides both emergency and transitional shelter programs that offer case management help for individuals and families seeking to break the cycle of homelessness and return to permanent housing. CRH collaborates with a multitude of other local agencies to connect residents to needed supportive services. 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.

Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers, who provide much needed post-shelter case management that helps them maintain their housing and supports them in their new homes. CRH also administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals. Additionally, CRH operates a facility, located on Greenleaf Ave. in Portsmouth that provides permanent, affordable housing space for 12 formerly

homeless adults in single occupancy rooms, with shared common areas along with a unit for a caretaker.

Last year we provided 27,578 bed nights of shelter to 368 people, including 23 families with 50 children. Resident ages range from newborn to senior citizen. Among those were 100 residents of the City of Portsmouth, who stayed for 7,375 bed nights (includes transients from out of state). Based on self-reported data gathered at intake, all our residents would be considered low income.

CRH programs save money from Portsmouth's Welfare budget by decreasing the need for more costly housing alternatives (i.e. hotel rooms). CRH policy limits the number of nights of shelter offered to people from outside of New Hampshire, which increases available space for those referred by the Portsmouth Welfare Department.

- **Central Veterans Council:** City funds are requested for decoration of gravesites and upkeep of cemeteries.
- **Seacoast Mental Health Center:** The Seacoast Mental Health Center (SMHC) is one of ten NH state-designated community mental health centers. The mission of SMHC is *to provide a broad, comprehensive array of high quality, effective and accessible mental health services to residents of the eastern half of Rockingham County*. Communities included in our catchment area are: Brentwood, Deerfield, East Kingston, Epping, Exeter, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newington, Newmarket, North Hampton, Northwood, Nottingham, Portsmouth, Raymond, Rye, Seabrook, South Hampton, and Stratham.

We are mandated to provide evaluations and treatment for severe and persistent mental illnesses, such as bipolar disorder and schizophrenia, as well as depression, anxiety and other mental health illnesses to children, adolescents, and their families; adults; as well as to the distinct elderly demographic. We exist to help our clients reach their sustainable recovery goals regardless of their ability to pay. In order to better meet the community's needs and our own client's needs, in 2017 we expanded our Substance Use Disorder Treatment Services to include Medication Assisted Treatment (Suboxone).

Services include but, are not limited to: individual and group therapy; couples and family therapy; psychiatric services; specialized services for children, adolescents, adults, elders; psychological and neuropsychological assessments and testing; support services, including targeted case management, supported employment, and community/home-based services; and consultation/educational services for community organizations and businesses to name a few. In addition, we manage a 24/7 supervised group home for 8 adults who have a serious and persistent mental illness who are unable to live independently.

Emergency Crisis Intervention and Stabilization services are available 24 hours a day, seven days a week, 365 days a year. These services are provided on an outpatient basis by our emergency clinicians and our staff psychiatrists. We also see Emergency Services patients in the Emergency Room at Exeter Hospital.

Our goal is to offer services that empower a family unit and/or an individual to build upon health, community, and resilience within a collaborative treatment model. From identifying emerging needs and creating services to meet those needs, to collaborating with local organizations to improve the delivery of our mental health services, we create an extensive support system for individuals that we serve.

- **Area HomeCare & Family Services:** The Agency mission is "to provide non-medical in-home care services to low-income elderly and adults with disabilities or chronic illnesses, so they may remain in their homes for as long as possible." Services are free for income-eligible clients and include grocery shopping, laundry, light housekeeping, companionship and many more activities of daily living clients cannot do for themselves. In FY21 services were provided to 137 Portsmouth residents. More than 98% of these clients are "very-low income" by HUD standards and some of the cost of providing this service is not recoverable from the state contract or Medicaid and must be raised by the Agency. In addition to providing direct in-home care services

to the elderly and adults with disabilities or chronic illnesses, the Agency also developed and sponsors Project CoolAir, which raises money to buy air conditioners for Portsmouth citizens with medical conditions who are in need. Project HairCare provides free hair care services to those clients who have no other means of getting this service. This program has brought a sense of self-respect to several Portsmouth residents. The City Welfare Department is one of many local referral sources. City funds are requested to enable the In-Home Care Program to continue to offer free services to the many Portsmouth residents in need who wish to remain in their homes.

- **Meals on Wheels:** Rockingham Nutrition and Meals on Wheels helps older adults and people temporarily or permanently disabled live life better. Normally, our clients enjoy freshly cooked meals at our luncheon centers or delivered right to their homes by friendly folks. Our services: multiple meal choices, special diet meals, wellness checks and support help our clients improve their wellbeing, and maintain their independence. We have been fortunate to locate to the new Portsmouth Senior Activity Center, and be part of an array of activities, teamwork, and services to better serve Portsmouth's adult population.

COVID-19 and its dangers have dominated 2020. When the pandemic arrived, we closed our community centers for luncheons, while still providing home delivery of meals. We changed aspects of our service: adding personal protective equipment, following state guidelines, physically distancing, while still delivering meals. We have added grab n go meals (pick up meals at the Portsmouth Activity Center) until we are able to reopen our community luncheons. We also were able to add additional eligibility for home delivery of meals to include older adults who wanted to shelter at home from COVID-19.

"I can't thank you all enough for the selfless support you've given me through this horrible pandemic. ...The food you are providing me is helping greatly to keep me away from the grocery stores. My highest gratitude for the food you bring to me, and checking on me when you show up at my doorstep."

Family and friends also gain peace of mind. *"They don't just cook and deliver the meals; it's the smile and someone checking in on shut-ins. Like this past Friday, when they brought my Dad his lunch. My Dad had thought he was coming down with a cold, the MOW people didn't agree and called an ambulance. It was another heart attack. He's doing just fine. Again, my personal thanks to all of you."*

And people are pleased how it works for them. 98% of clients reported that Meals on Wheels benefits their health. 99% reported feeling safer knowing RNMOW is looking out for their safety and wellbeing. And for 86% of our clients, it is their main meal of the day. 98% reported that the overall service is excellent to very good.

Last year 357 Portsmouth residents received 47,253 ready to eat balanced meals with a wellness check, a 37% increase over the year before. City funds requested will help support 3.5% of the cost of this program.

- **Big Brothers / Big Sisters of NH:** Big Brothers Big Sisters of New Hampshire (BBBSNH): 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. Our vision is that all youth have the opportunity to achieve their fullest potential. The capacity of a caring and supportive adult to inspire that potential is profound. An evidence-based program, the youth in our program achieve positive outcomes such as, increased confidence in school, better social relationships, and avoidance of risky behaviors. Big Brothers Big Sisters of NH serves all youth between the ages of 6 and 18 and has been serving the Seacoast area since 1977. Last year, BBBSNH served 32 Portsmouth youth, and 37 Portsmouth residents volunteered as mentors. Currently, there are two youth from Portsmouth on our waiting list in need of a mentor.

- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** – helps solve unmet community needs through volunteers and increases the health and independence of older adults through active, meaningful volunteerism. RSVP capitalizes on people’s interests and skills to provide a wide range of services to Portsmouth’s underserved and disadvantaged residents. In 2021, Friends RSVP coordinated volunteer placements of 498 seniors who contributed 33,078 hours of service throughout the total program area during a global pandemic. Friends RSVP coordinators work with volunteers in the Portsmouth region to continually serve the needs of individuals and organizations. In 2021, **Portsmouth received 919 hours** served by Friends RSVP Volunteers to Portsmouth organizations and agencies. **Volunteers directly served 3,559 Portsmouth residents** by assisting in these important programs. These hours calculate to over **\$23,679 in direct services and time provided to Portsmouth residents** and agencies in need based on the Independent Sector calculation of the value of volunteer hours at \$25.76.

- **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 childcare, families are better able to gain and retain employment, receive job skill training, and maintain housing, food and other basic living necessities. SCS accepts New Hampshire State Childcare Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agency and private funders to establish additional scholarship options for families. With opportunities such as the Social Services Agency Grant, we work together to meet the needs of Portsmouth’s most vulnerable citizens. During the COVID-19 pandemic, our school reopened to finish the 2019-20 school year in-person and went on to provide continuous service to seacoast families throughout the pandemic. We opened a special morning program to accommodate public school half day schedules, expanded our low income population, offered more scholarships to all families, and continually employed over 50 faculty and administrators every day. We continue to adhere to strict safety protocols to reduce our student and faculty COVID cases.

- **Rockingham Community Action:** In addition to serving as an important ‘port of entry’ for RCA and other social services, RCA’s Resource Centers provide a number of direct services to low-income households:

 - 1) Fuel/Electric Assistance Programs: RCA 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: RCA staff provide emergency grants, often working in cooperation with municipal welfare, for households facing eviction, foreclosure and/or utility terminations.
 - 3) Food Pantries: RCA 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 assure 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: RCA 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 works 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) Homeless Housing Access Revolving Loan Fund: RCA staff screen and enroll homeless applicants in this program providing an interest free loan toward a security deposit and/or first month's rent.

6) Homeless Outreach/Intervention Program: RCA staff assist homeless individuals and families with identifying shelter needs, arranging emergency transportation to shelters, and arranging alternative shelter.

7) Housing Security Guarantee Program: RCA staff screen and enroll low-income households in this program providing no-interest loan guarantees toward security deposits

8) NH DP-8 Low & Income Homeowners Property Tax Relief applications: RCA staff contact eligible County resident homeowners and assist in the completion of this application to receive a State property tax refund check.

During the past FY RCA served 1,025 Portsmouth Households at a Value of Services totaling \$991,953.

- **Haven:** For over 40 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 women, men, youth and families to heal from abuse and rebuild their lives. Services include providing 24-hour confidential emergency shelter and support services via a confidential 24-hour hotline and in-person accompaniments at hospitals, police, child advocacy centers and courts, 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 FY2021, HAVEN assisted 153 Portsmouth residents with support services through our 24-hour client services program, provided Portsmouth residents with 1407 bed nights in our confidential shelter and alternative shelter model we had to implement during COVID and reached 480* Portsmouth students and teachers and other community members with our Safe Kids Strong Teens prevention education program.

*While this number is significantly down from previous years due to COVID and remote learning, HAVEN was proud to be able to still reach students with our important prevention programming.

- **Waypoint and Richie McFarland Children's Center:** This year Waypoint and Richie McFarland Children's Center are merging. We are dedicated to advancing the well-being of children and families by providing an array of social services to strengthen family life and promoting community commitment to the needs of children. Waypoint has several programs that that serve Portsmouth including: Individual Services/Integrated Home Based Services, Partners in Health, Healthy Family America, Parent Aide, Transitional Living/Runaway and Homeless Youth, and Adoption. 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

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 and Richie McFarland Children's Center provided services to 70 Portsmouth children and families continuing to represent the highest number of families served in our agency's catchment area. City funds are requested to support staff in providing direct services to Portsmouth families.

- **American Red Cross of NH and VT:** The American Red Cross prevents and alleviates human suffering in the face of disasters by mobilizing the power of volunteers and the generosity of donors. In FY21 we delivered a variety of services throughout Rockingham County:

Disaster Response In the past year, the American Red Cross has responded to 22 disaster cases in Rockingham County, providing assistance to 114 individuals; this includes 1 response in the City of Portsmouth. Most commonly, these incidents were home fires. Red Cross workers were on the scene to provide food, clothing, lodging, emotional support, and more to families during their hours of greatest need. Our teams also provide Mass Care to first responders. Things like food, water, and warm drinks strengthen the brave men and women of your local Fire and Police Departments as they answer the call to keep your residents safe.

Service to the Armed Forces We proudly assisted 94 of Rockingham County's Service Members, veterans and their families by providing emergency communications and other services, including counseling and financial assistance.

Blood Drives During the last fiscal year, we collected 12,182 pints of lifesaving blood at 422 drives in Rockingham County.

Training Services Last year, 1,423 Rockingham County residents were taught a variety of important

Volunteer Services Rockingham County is home to 124 American Red Cross Volunteers. We have volunteers from all walks of life, who are trained and empowered to respond to disasters in the middle of the night, to teach safety courses, to help at our many blood drives, and so much more. The American Red Cross is proud that 90% of its staff is made up of volunteers; they are truly the heart and soul of our organization.

- **AIDS Response Seacoast:** AIDS Response Seacoast (ARS) is a non-profit community-based HIV/AIDS Service Organization which has served the Seacoast area since 1987. Our mission is three-fold: to prevent the spread of HIV infection by promoting the avoidance of unsafe practices through education and prevention programs for individuals, groups and communities; to provide direct services for those living with HIV/AIDS through case management and other practical and emotional support services; and to advocate on HIV/AIDS issues on the local, state, and national level. ARS provides services throughout Rockingham and Strafford Counties in New Hampshire. All programs and services offered by ARS are provided free of charge.

The ARS Client Services Department provides advocacy and referrals to people living with HIV/AIDS and otherwise assists them in accessing complex medical and social service systems; obtaining housing, financial assistance, and home-based services as well as promoting healthy behaviors and emotional well-being. In addition, the Client Services Department also provides access to mental health and substance abuse counseling; access to transportation to medical appointments; and a food pantry to help ensure food security.

- **Gather:** Gather is one of the oldest social service agencies in New Hampshire. We began in 1816 by a small group of women whose goal was to feed the families of fishermen in Portsmouth, NH. Gather's mission is to make the Greater Seacoast a hunger-free community. To do this we: distribute nourishing food to people who do not have enough to eat; take a leadership role in building an equitable and sustainable regional food system; and galvanize public support for ending hunger.

Gather is also the Seacoast's only preventative health-focused food pantry. What makes our organization unique is our unwavering commitment to meeting the hunger needs of this community through the provision of fresh, healthy and nutritious food (e.g., fruits, vegetables, whole grains, protein). Our focus is not only to provide food and basic necessities but to inspire, encourage and teach our individuals and families how to make nutritionally sound food choices and prepare healthy meals.

Gather is located in Portsmouth, NH and provides services throughout the Greater Seacoast. In addition to our Pantry Market (open shopping model 5 days each week), Gather provides innovative mobile programs (Meals 4 Seniors, Meals 4 Kids, Mobile Markets), a Community Supported Agriculture (CSA) program, support to smaller food pantries, gleaning, referrals/community outreach and a food re-purposing project. We are currently serving nearly 2,300 individuals each month through our Pantry Market. With the help of our 300+ volunteers, we have provided nearly 1.8 million pounds of food to the greater Seacoast area this past year.

For the past several years, Gather has been laser-focused on developing ways to reach and feed this community's most vulnerable members. We learned that the most efficient and effective way to reach people in need, especially those in more rural/less populated areas, was to provide mobile food delivery directly where these residents live and play. This approach is used to reduce and often eliminate the transportation and other access barriers many individuals face when trying to receive emergency food. To reach as many vulnerable people as possible, Gather has steadily increased our internal capacity (e.g., refrigerated storage, volunteers, fleet of delivery vehicles) and developed key partnerships in several high need communities.

To support smaller pantries and ensure healthy food reaches all hungry residents, Gather has also taken a leadership role in the region and made the reduction of food waste a priority. Our organization currently leads the activities of NH Gleans and facilitates the activities of the Food Providers Network (FPN). The FPN (a Gather project) is comprised of local food pantries and soup kitchens working together to share excess food and resources to ensure residents have barrier-free access to nutritious food. NH Gleans is a network of organizations working to reduce food waste and increase the availability of fresh and local produce that is distributed to those needing it most. Because of our relationships, partnerships and existing capacity, Gather regularly provides fresh produce and other food to dozens of smaller food pantries in the area.

- **Greater Seacoast Community Health, (formerly known as Families First Health & Support Center):** Greater Seacoast Community Health (hereafter Greater Seacoast) is a network of community health centers, including Families First Health & Support Center, Goodwin Community Health, and Lilac City Pediatrics. Strafford County Public Health Network and SOS Recovery Community Organization also are affiliated with Greater Seacoast. Greater Seacoast's mission is to deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay. Last year Greater Seacoast provided more than 1,100 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 at our Health Centers and in Portsmouth schools; behavioral health counseling for children and adults; substance abuse treatment, including medication-assisted recovery and intensive outpatient therapy for opioid addiction; family support and education in group and one-on-one settings; and mobile health and dental services. Greater Seacoast holds medical clinics at Cross Roads House, at two Portsmouth churches, and Margeson Apartments. Greater Seacoast's services not only help people stay healthier and improve their quality of life, but also save money for the City. Many City of Portsmouth welfare recipients are served by Greater Seacoast, which plays an essential role in returning welfare recipients to health, employability, and ultimately to independence. Portsmouth City funding is requested for the salaries of Greater Seacoast primary care staff to continue to provide essential medical services to Portsmouth residents.

- **Seacoast Family Promise:** Our mission: To empower families with children who are experiencing homelessness to achieve sustainable independence through a community-based approach.

Seacoast Family Promise is a cost-effective response to families with children experiencing homelessness. Cost-effective. Utilizing existing resources (faith community facilities, donated home-cooked meals, and volunteers for a vast array of activities), we can deliver \$3 in goods and services for every dollar SFP raises. Through the focused efforts of board and staff, and thanks to SFP's expanding network of friends and donors, we provide the financial resources to fulfill our mission through our annual fund.

Families receive case management, Clinical Services through our addition of a master's level clinician, intensive financial planning, debt reduction strategies, budgeting, parenting assistance, employment and housing search assistance, resume writing and interviewing role play, and trauma-informed care. Families also receive Human basic needs are met when entering the program and children, who play an integral part in our program, are equipped with the clothing, school supplies, educational assistance, and school selection based on their individual needs.

Upon exiting the program, families remain engaged through our comprehensive after-care program, Home Again, providing necessary services and supports to families as they return to the community as participating residents.

Seacoast Family Promise serves families throughout Rockingham and Strafford Counties, and is a non-discriminatory, and active use drug and alcohol-free program.

- **New Generation:** New Generation provides emergency and transitional housing as well as aftercare services to pregnant women, single mothers and their children who are experiencing or transitioning out of homelessness

New Generation programs and services fulfill a broad range of essential needs for pregnant women and mothers of small children. Our services include providing shelter and food, parenting education, case management, life-skills coaching, and financial counseling, transportation, and aftercare services

- **Seacoast Pathways:** Seacoast Pathways is a structured evidence-based recovery program for adults 18 and over living with mental illness who strive to re-engage with others and the community. The mission of Seacoast Pathways is to support adults living with mental illness on their paths to recovery while ending social and economic isolation. The program follows the Clubhouse International 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 to operate the clubhouse and volunteer for clerical work, reception, lunch preparation, and planning and organizing activities. Art, music, writing, yoga, and nutrition are incorporated for wellness and learning. Members are actively supported in their employment, housing, and educational goals by increasing skills, pursuing resources, and finding fellowship with others. Membership is free and for life. Seacoast Pathways connects closely with Portsmouth Hospital's Behavioral Health Unit, and the Seacoast Mental Health Center in their Portsmouth and Exeter locations, and others including Seacoast NAMI support programs.

- **CASA:** Court Appointed Special Advocates (CASA) of New Hampshire 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 interests. The advocates become the "eyes and ears" of the court, making independent, objective recommendations to the judge based on the information they have gathered through meeting with

the child and his or her parents, foster parents, social workers, school teachers, therapists and more.

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.

In fiscal year 2021 (July 1, 2020 – June 30, 2021), CASA volunteers advocated served 1,417 children from 905 families across the state; 20 children were from the City of Portsmouth. Volunteers traveled more than 339,000 miles and provided over 88,000 hours of their time. 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.**

As a home health organization, Cornerstone VNA has evolved significantly over the years to best meet the needs of our local communities and referral partners. Our commitment to the professional development of our staff, investments in technology, and the addition of new programs and services, has earned us continued recognition as a leader in our industry. Our continued success is possible thanks to our strong team, and generous donors and municipalities who believe in, and support, our mission. Although 2021 presented ongoing challenges as a result of the COVID-19 pandemic, we are pleased to share some notable accomplishments:

- In August, we celebrated the completion of our significant building expansion and renovation project. This project was needed to address our continued growth, especially over the past decade, and has resulted in spaces that foster better communication and collaboration, as well as enhanced professional development through our improved training rooms. Our staff are enjoying their new and improved office spaces, which enhances patient care, improves community support, and helps our team prepare for future growth.
- Several members of our Palliative Care (PC) medical team achieved Certification in Hospice and Palliative Care for the Advanced Practice Registered Nurse. Our Nurse Practitioners are among a small number of medical providers in the State of NH who have received this special certification. Although PC is underfunded, Cornerstone VNA believes in this program because it provides improved quality of life and decreases the need for emergency room visits or re-hospitalizations for those with chronic illnesses. This program continues to grow, especially with our unique hospital-based program where our PC Medical Director provides consultations at Portsmouth Regional Hospital and Frisbie Memorial Hospital. Through this program, our PC Team provides an extra layer of support to local physicians and patients.
- Due to COVID-19, we continued our virtual programs including two virtual Hospice Memorial Services, monthly Caregiver Cafés, monthly Vet to Vet Cafés, and virtual Grief Support Groups.
- This year we launched a new lymphedema specialty program, and we now have a team of clinicians who are certified as lymphedema specialists. Lymphedema is an abnormal collection of high-protein fluid just beneath the skin, and this program is another way in which we can provide advanced care to patients at home.
- We also launched a program to provide in-home lab services for patients who need routine lab tests for PT/INR and Venipunctures, which is an especially important service to provide during the COVID-19 pandemic.
- 2021 Awards and Recognition
 - Best of the Seacoast First Place Award Winner, 2021 Best Home Health Care
 - Rochester Post, Best Nonprofit/Charity of the Year
 - The Home Care Program at Cornerstone VNA was reviewed by the State Medicare Surveyors, and received a deficiency free survey, a significant achievement.

- **One Sky Community Services:** Incorporated in 1983, One Sky Community Services is dedicated to its mission of ***assisting people with developmental disabilities or acquired brain disorders to live as valued and contributing members of their community.*** Today, One Sky serves around 1200 individuals and families throughout most of Rockingham County in the communities of Seabrook, Hampton Falls, Hampton, North Hampton, Portsmouth, Newington, Rye, New Castle, Stratham. Exeter, Kingston, East Kingston, Fremont, South Hampton, Kensington, Newmarket, Greenland, Northwood, Raymond, Epping, Deerfield, Newfields, Brentwood, Nottingham.

We are committed to:

- Helping people make choices about where they want to live, work and spend quality time
- Using all existing resources possible to create and maintain support services that are flexible and responsive to the needs of the individual and the family
- Assisting families to maximize their support for their family member(s)
- Promoting community understanding, acceptance and support for individuals with disabilities, fostering their inclusion into the community by building relationships and activities with citizens, professionals, and partner organizations

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
OUTSIDE SOCIAL SERVICES					
01-793-780-51-100-437					
087001	CROSSROADS HOUSE	60,000	60,000	60,000	65,000
087002	CENTRAL VETERAN'S COUNCIL	750	750	750	750
087003	RICHIE MCFARLAND CHILDREN	8,000	8,000	8,000	-
087005	SEACOAST MENTAL HLTH CTR	10,000	10,000	10,000	12,500
087006	AREA HOMEMAKER/HOME HLTH	11,000	11,000	11,000	11,000
087008	MEALS ON WHEELS	10,700	10,700	10,700	10,700
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	21,500	21,500	21,500	24,000
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	2,083	2,083	2,083	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)	5,000	5,000	5,000	5,500
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	2,000	2,000	2,000	2,500
087028	SEACOAST PATHWAYS	2,000	2,000	2,000	2,000
087029	CASA	1,500	1,500	1,500	2,000
087031	NEIGHBORHOOD PARKING PRO	-	-	-	-
087032	ONE SKY COMMUNITY SERVICE	2,500	2,500	2,500	2,500
087033	CORNERSTONE VNA	3,500	3,500	3,500	5,000
OUTSIDE SOCIAL SERVICES		199,033	199,033	199,033	213,950

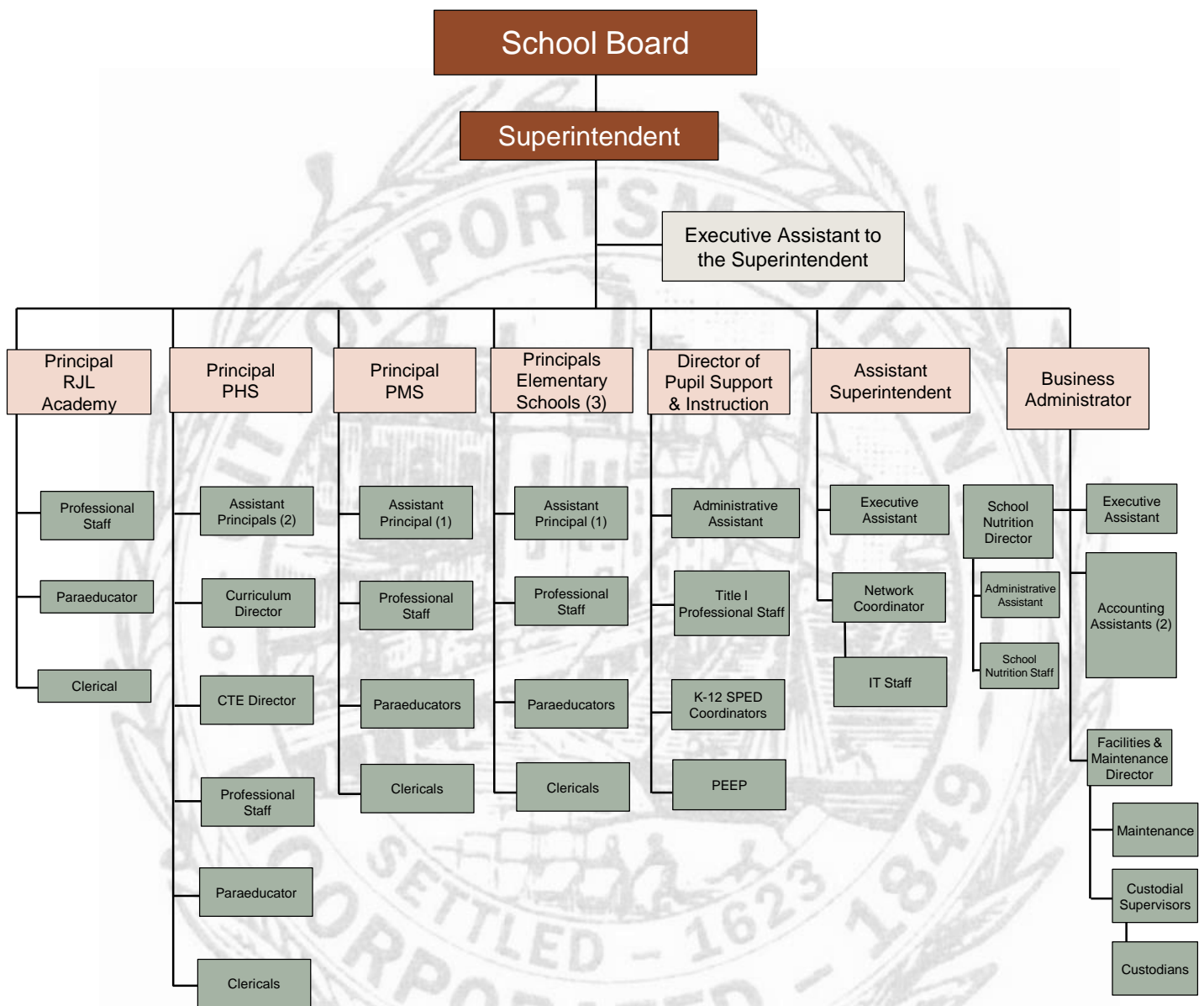
NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--FY22 TOTAL \$285,950

Total City Grants to Social Service Agencies FY 23
Funded from General Fund and Community Development Block Grant (CDBG) Program

Outside Social Services	FY 2022			FY 2023		
	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 Initial Proposed CDBG Budget*	Welfare Department and CDBG*
AIDS Response Seacoast	\$5,000	\$8,700	\$13,700	\$5,000	\$8,700	\$13,700
American Red Cross	\$1,000		\$1,000	\$1,000		\$1,000
Area HomeMaker/Home HLTH CTR (Formerly - Area Homecare & Family Services)	\$11,000		\$11,000	\$11,000		\$11,000
CASA, Child Support/GAL Services	\$1,500		\$1,500	\$2,000		\$2,000
Central Veterans Council	\$750		\$750	\$750		\$750
Chase Home for Children (New Program - 90 Day Reunification Program)		\$5,000	\$5,000		\$5,000	\$5,000
Cornerstone VNA	\$3,500		\$3,500	\$5,000		\$5,000
Cross Roads House, Inc.	\$60,000	\$15,000	\$75,000	\$65,000	\$15,000	\$80,000
Fair Housing Activities (formerly New Hampshire Legal Assistance)		\$2,300	\$2,300		\$3,300	\$3,300
Friends Program/R S V P	\$4,000		\$4,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$5,000		\$5,000	\$5,500		\$5,500
Greater Seacoast Community Health (formerly Families First Dental Program) - Dental		\$8,000	\$8,000		\$8,000	\$8,000
Greater Seacoast Community Health-Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$11,000	\$23,000	\$12,000	\$11,000	\$23,000
Meals on Wheels	\$10,700		\$10,700	\$10,700		\$10,700
New Generations	\$2,000		\$2,000	\$2,500		\$2,500
One Sky Community Service	\$2,500		\$2,500	\$2,500		\$2,500
Richie McFarland Children (merged with Waypoint)	\$8,000		\$8,000			\$0
Rockingham Community Action	\$21,500	\$7,500	\$29,000	\$21,500	\$7,500	\$29,000
Seacoast Big Brothers/Big Sisters	\$3,000		\$3,000	\$3,000	\$5,000	\$8,000
Seacoast Community School	\$21,500	\$8,500	\$30,000	\$24,000	\$8,500	\$32,500
Seacoast Family Promise	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Mental Health Center	\$10,000		\$10,000	\$12,500		\$12,500
Seacoast Mental Health Center (REAP Program)		\$7,500	\$7,500			\$0
Seacoast Pathways	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Public Health Network, Phone Access Program		\$7,000	\$7,000			\$0
Way Point	\$2,083		\$2,083	\$12,000		\$12,000
TOTAL Grants	\$199,033	\$80,500	\$279,533	\$213,950	\$72,000	\$285,950

*At the time of this budget book printing, HUD had not yet published the City's CDBG Annual Allocation. These figures will be adjusted after final CDBG allocation.

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 is recognized for its high-quality educational services and impressive student achievements. The School Department consists of an integrated 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 FY23 proposed School Department budget is \$56,202,146, which represents an increase of \$2,650,380 (or 4.95% increase) over FY22. This increase is largely driven by a restoration of reductions made last year in operating expenses, as well as a strategic increase in overall FTEs to meet increasing needs in special education and the overall social emotional wellbeing of students as we recover from the pandemic. This budget request is in coordination with the School Department's use of ESSER funds (Elementary and Secondary School Emergency Relief Funds) for COVID-related expenses.

The FY 23 proposed budget was developed to reflect a commitment to the School Department's strategic goals around equity, opportunity, community, and wellness. Included in the overall increase are positions to respond to learning loss in math and literacy, as well as special services to students. The School Department will also be hiring a dedicated Athletic Director, as those services will no longer be provided by way of a Memorandum of Understanding (MOU) with the Recreation Department.

Overall, the FY 23 Budget allows a continuation of high-quality programming while moving forward with District goals and priorities. The School Board continues a strategic focus on aligning budget requests with specific goals and targeted improvements in our schools, while also expanding efficiencies and additional sources of revenue.

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Administrators	14.64	14.64	15.64
Teachers			
Classroom & Regular Program Instruction	184.01	182.35	183.35
Special Programs	23.8	23.8	24.8
Pupil Support Programs	49.27	47.82	51.76
Totals Teachers Full Time	257.08	253.97	259.91
Other School Department Full Time Staff			
Clerical	21.05	20.16	20.16
Paraprofessional	41.82	41.12	43.59
Tutors	5.3	5.2	6.2
School Custodians	26.01	26.01	26.01
Security	1	0	0
Technology Support	8	8	8
Maintenance	5	5	5
Totals Other Full Time Staff	108.18	105.49	108.96
Totals General Fund Full Time Staff	379.90	374.10	384.51
Grant and Other Funded Full Time			
Grant and Other Funded Full Time	85.92	85.85	86.45
Totals Grant and Other Funded Full Time	85.92	85.85	86.45
Total School Full Time	465.82	459.95	470.96
Positions Part Time	FY21	FY22	FY23
Lunch Monitors	6	6	6
Total Part Time	6.00	6.00	6.00

Budget Summary of Expenditures

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SCHOOL DEPARTMENT				
TEACHERS/ADMINISTRATORS	22,347,675	22,220,913	22,927,357	23,783,080
SALARIES	4,757,230	4,591,037	4,658,236	4,827,000
PART-TIME SALARIES	802,929	794,109	801,792	811,467
SCHOOL BOARD STIPENDS	14,000	14,750	14,000	14,000
OVERTIME	68,981	102,905	69,481	69,481
RETIREMENT	4,548,169	4,406,119	5,498,631	5,699,846
HEALTH INSURANCE	7,916,267	7,916,267	8,173,354	8,614,715
DENTAL INSURANCE	558,242	554,125	563,290	571,877
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000
WORKERS' COMPENSATION	114,867	114,867	133,444	132,857
LIFE AND DISABILITY	206,059	185,028	209,111	212,451
PROFESSIONAL DEVELOPMENT	258,534	116,707	258,534	258,534
OTHER BENEFITS	2,194,025	2,107,334	2,230,702	2,309,813
<i>Contractual Obligations</i>	44,086,978	43,424,160	45,837,932	47,605,121
SPECIAL ED TUITION & SERVICES	2,425,597	2,585,941	2,660,602	2,908,602
TRANSPORTATION	1,497,419	1,521,867	1,309,698	1,456,948
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)
CONTRACTED SERVICES	552,376	483,119	554,484	562,991
ELECTRICITY	708,036	714,546	653,428	696,126
NATURAL GAS	332,158	328,019	289,459	294,457
GASOLINE	12,500	7,327	10,500	10,500
STUDENT BOOKS / PERIODICALS	195,476	181,581	175,226	187,116
PROFESSIONAL ORGANIZATION DUES	47,268	44,456	47,568	50,839
PROPERTY & LIABILITY	113,493	111,493	119,068	135,771
OTHER OPERATING	2,180,997	2,656,301	1,943,801	2,343,675
<i>Other Operating</i>	8,015,320	8,584,652	7,713,834	8,597,025
TOTAL	52,102,298	52,008,812	53,551,766	56,202,146

Programs and Services

Instructional Programs - Includes all direct instructional programs and resources for regular classrooms, Art, Music, Physical Education, Computers and Technology, International Language, Special Education, English as a Second Language, Enrichment, Technical Careers, Business, Media, Athletics, Extra-Curricular, and Adult Education. The total student population garnered from the General Fall Report of October 1, 2021, was 2,504.

- 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 such as attendance, Guidance, School Psychologist, Health and Nursing, Reading and Math Specialists, Occupational and Physical Therapy, Speech and Audiology, Athletic Trainer, Lunchroom Monitors, Behavioral Specialists, and other related Pupil Support Staff.

- Attendance and Social Work
- Guidance, Health, and School Nurses
- Psychological Services
- Speech and Audiology
- Physical and Occupational Training Services
- Math and Reading Services
- Other Pupil Services, Security, and Behavioral Specialists



Support Services – Instructional - Includes all direct instructional support activities such as school libraries, system-wide media support, City-School Library Project, Technology Plan for an instructional computer purchase, curriculum coordination and development, 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 school property includes 114 acres.

- 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



School Board Goals and Objectives

Goal #1: Equity

Objectives:

For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2021-2022 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a goal of eliminating all gaps by 2023.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Goal #2: Opportunity

Objectives:

Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2021-2022 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Goal #3: Community

Objectives:

Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2021-2022 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Goal #4: Student Wellness

Objectives:

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.

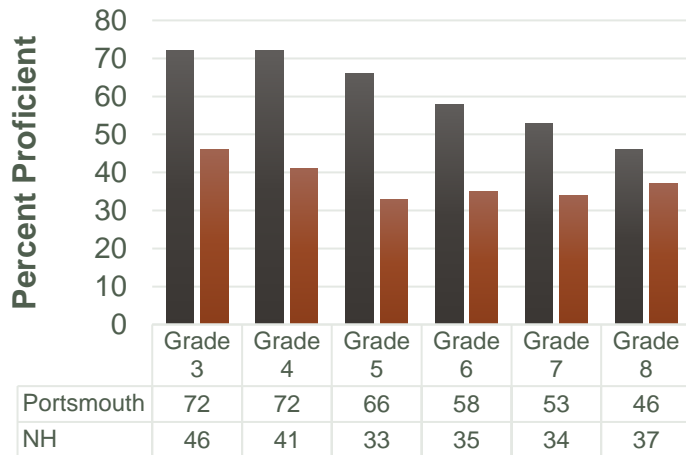
Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

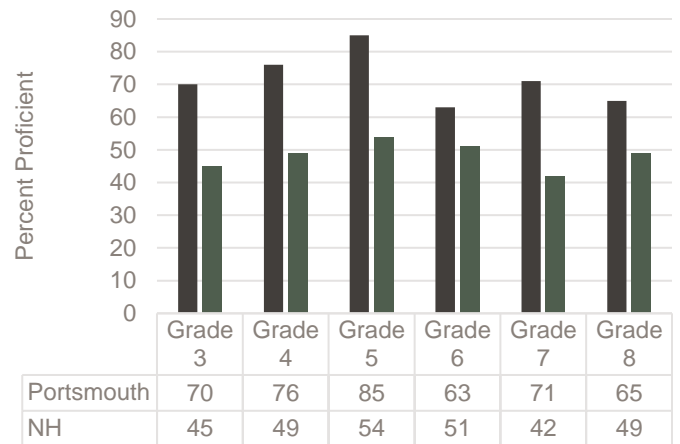
Performance Measures

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.

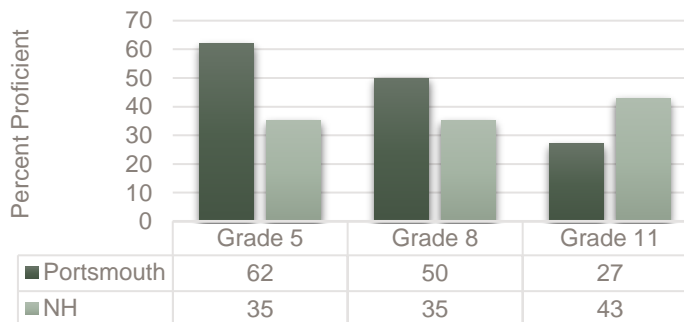
2021 Mathematics State Assessment Proficiency Portsmouth/NH



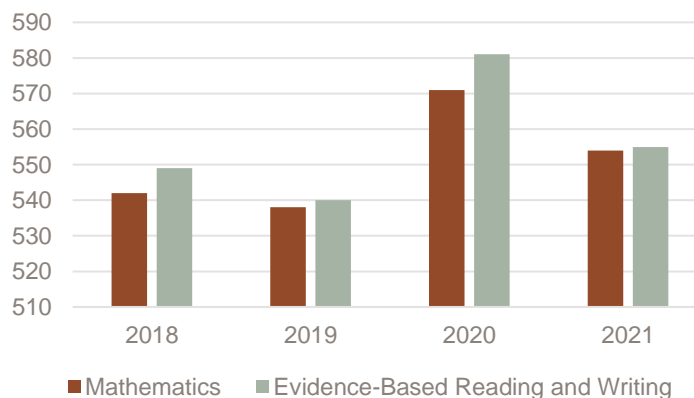
2021 English Language Arts State Assessment Proficiency Portsmouth/NH



2021 Science State Assessment Proficiency Portsmouth/NH



Grade 11 Mean SAT Scores 2018-2021



PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF COMBINED FINANCIAL OPERATIONS
For Budget Year 2022-2023

(Based on Pro Forma Revenue & Expenditure Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
REVENUES:							
LOCAL	TAX APPROPRIATION	49,456,168 a	0	4,517,248	0	53,973,416 b	79.4%
	TUITION	6,711,920	967,299			7,679,219	11.3%
	OTHER	34,058	218,026		647,100	899,184	1.3%
	TRANSFER IN		1,022,871		60,000	1,082,871	1.6%
	GRANTS		177,968			177,968	0.3%
	Total Local Support					63,812,658	93.9%
STATE	SPECIAL ED AID		350,000			350,000	0.5%
	SCHOOL BUILDING AID			1,757,196		1,757,196	2.6%
	REIMBURSEMENT				9,862	9,862	0.0%
	KINDERGARTEN AID					0	0.0%
	Total State Support					2,117,058	3.1%
FEDERAL	REIMBURSEMENT				354,000	354,000	0.5%
	GRANTS		1,273,700		38,128	1,311,828	1.9%
	MEDICAID		360,000			360,000	0.5%
	Total Federal Support					2,025,828	3.0%
TOTAL REVENUES		56,202,146	4,369,864	6,274,444	1,109,090	67,955,544	100.0%
EXPENDITURES:							
FOR ALL FUNDS							
	ELEMENTARY	21,637,290	1,199,132		422,168	23,258,590	34.2%
	MIDDLE SCHOOL	11,792,928	718,160		236,140	12,747,228	18.8%
	HIGH SCHOOL	21,689,057	2,452,572		450,782	24,592,411	36.2%
	TRANSFER OUT	1,082,871				1,082,871	1.6%
BONDED CAPITAL PROJECTS (CIP FUNDED)							
	INTEREST			1,429,444		1,429,444	2.1%
	DEBT REDUCTION			4,725,000		4,725,000	7.0%
	PROJECTED FUTURE DEBT			120,000		120,000	0.2%
TOTAL EXPENDITURES		56,202,146 c	4,369,864	6,274,444 b	1,109,090	67,955,544	100.0%

NOTES: a: Includes \$ 8,597,476 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
c: Budget Recommended by the Portsmouth School Board

**PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF SPECIAL REVENUE PROGRAMS
For Budget Year 2022-2023**
(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		
REVENUES:											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				569,996	397,303				967,299	17.7%
	OTHER			647,100	130,226		68,800	10,000	9,000	865,126	15.8%
	TRANSFER IN GRANTS		20,000 177,968	60,000	352,871	650,000				1,082,871	19.8%
										177,968	3.2%
STATE	CATASTROPHIC AID									350,000	6.4%
	SCHOOL BUILDING AID					350,000				0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			9,862						9,862	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT GRANTS	1,273,700		354,000						354,000	6.5%
	MEDICAID			38,128						1,311,828	23.9%
						360,000				360,000	6.6%
TOTAL REVENUES		1,273,700	197,968	1,109,090	1,053,093	1,757,303	68,800	10,000	9,000	5,478,954	100.0%
EXPENDITURES:											
GENERAL FUND		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS											
	ELEMENTARY	672,140	46,840	422,168		480,152				1,621,300	29.6%
	MIDDLE SCHOOL	154,688	34,897	236,140		524,575		4,000		954,300	17.4%
	HIGH SCHOOL	446,872	116,231	450,782	1,053,093	752,576	68,800	6,000	9,000	2,903,354	53.0%
TOTAL EXPENDITURES		1,273,700	197,968	1,109,090	1,053,093	1,757,303	68,800	10,000	9,000	5,478,954	100.0%

FY 2023 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT		
CENTRAL OFFICE			
ADMINISTRATION	1	SUPERINTENDENT	172,500
	1	ASSISTANT SUPERINTENDENT	146,618
		TOTAL	319,118
	1	BUSINESS ADMINISTRATOR	126,021
		TOTAL	126,021
CLERICALS	1	EXEC ASST TO THE SUPERINTENDENT	67,653
	1	EXEC ASST TO THE ASST SUPERINTENDENT	56,761
		TOTAL	124,414
	1	EXEC ASST TO THE BUSINESS ADMINISTRATOR	42,471
	2	ACCOUNTING ASSISTANT	113,916
		TOTAL	156,387
SPECIALISTS	1	FAMILY OUTREACH	37,665
	1	DISTRICT ACCOUNTANT	72,500
		TOTAL	110,165
ADMINISTRATIVE	*	ADMINISTRATIVE DEGREE, EXTRA DAY	8,053
		TOTAL	8,053
PROFESSIONALS	1	CURRICULUM COORDINATOR	37,979
	*	CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP	133,401
		TOTAL	171,380
CLERICALS	*	CLERICAL EXTRA DAY	500
		TOTAL	500
CUSTODIANS	*	CUSTODIAL, EXTRA DAY	500
		TOTAL	500
TOTAL CENTRAL OFFICE			1,016,538
DONDERO SCHOOL			
ADMINISTRATION	1	PRINCIPAL	121,993
		TOTAL	121,993
PROFESSIONALS	4	GRADE 1 TEACHER	276,954
	3	GRADE 2 TEACHER	244,716
	3	GRADE 3 TEACHER	249,295
	3	GRADE 4 TEACHER	241,371
	3	GRADE 5 TEACHER	243,567
	3	KINDERGARTEN TEACHER	248,067
		TOTAL	1,503,970
	1	GUIDANCE TEACHER	86,928
	TOTAL	86,928	
	1	ELEMENTARY LIBRARIAN	89,639
		TOTAL	89,639
PARAEDUCATORS	1	LIBRARY PARA	24,035
		TOTAL	24,035
MONITORS	2	LUNCHROOM MONITOR	7,740
		TOTAL	7,740
CLERICALS	1	ELEMENTARY PRINCIPAL'S SECRETARY	42,990
		TOTAL	42,990
CUSTODIANS	1	CUSTODIAL SUPERVISOR	50,804
	2	NIGHT SHIFT CUSTODIAN	89,343
		TOTAL	140,147

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

POSITION COUNT		TOTAL DONDERO SCHOOL	2,017,442
LITTLE HARBOUR SCHOOL			
ADMINISTRATION	1	PRINCIPAL	127,272
	1	ASST PRINCIPAL	110,859
	TOTAL		238,131
PROFESSIONALS	4	GRADE 1 TEACHER	352,143
	4	GRADE 2 TEACHER	344,444
	4	GRADE 3 TEACHER	360,087
	4	GRADE 4 TEACHER	360,005
	4	GRADE 5 TEACHER	337,066
	3	KINDERGARTEN TEACHER	252,837
	TOTAL		2,006,582
	2	GUIDANCE COUNSELOR	153,053
	TOTAL		153,053
	1	ELEMENTARY LIBRARIAN	74,596
TOTAL		74,596	
MONITORS	2	LUNCHROOM MONITORS	7,740
TOTAL		7,740	
CLERICALS	1	ELEMENTARY PRINCIPAL'S SECRETARY	42,990
TOTAL		42,990	
CUSTODIANS	1	CUSTODIAL SUPERVISOR	50,700
	2	NIGHT SHIFT CUSTODIAN	82,233
	1	CUSTODIAN	17,659
	TOTAL		150,592
TOTAL LITTLE HARBOUR SCHOOL		2,673,684	
NEW FRANKLIN SCHOOL			
ADMINISTRATION	1	PRINCIPAL	132,201
	TOTAL		132,201
PROFESSIONALS	3	GRADE 1 TEACHER	262,592
	3	GRADE 2 TEACHER	254,758
	2	GRADE 3 TEACHER	134,479
	3	GRADE 4 TEACHER	262,592
	2	GRADE 5 TEACHER	178,375
	3	KINDERGARTEN TEACHER	239,216
	TOTAL		1,332,012
	2	GUIDANCE COUNSELOR	172,286
	TOTAL		172,286
	1	ELEMENTARY LIBRARIAN	59,740
TOTAL		59,740	
PARAEDUCATORS	1	LIBRARY PARA	31,790
TOTAL		31,790	
MONITORS	2	LUNCH ROOM MONITORS	7,740
TOTAL		7,740	
CLERICALS	1	ELEMENTARY PRINCIPAL'S SECRETARY	44,571
TOTAL		44,571	
CUSTODIANS	1	CUSTODIAL SUPERVISOR	51,661
	2	NIGHT SHIFT CUSTODIAN	67,161
	TOTAL		118,822
TOTAL NEW FRANKLIN SCHOOL		1,899,162	

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT			
MIDDLE SCHOOL				
ADMINISTRATION	1	PRINCIPAL	131,342	
	1	ASSISTANT PRINCIPAL	108,845	
		TOTAL	240,187	
PROFESSIONALS	5	ENGLISH TEACHER	452,163	
	1	FRENCH TEACHER	90,027	
	7	GRADE 6 TEACHER	588,581	
	2	MATH INTERVENTIONIST	153,059	
	3	MATH TEACHER	252,775	
	4	SCIENCE TEACHER	250,955	
	4	SOCIAL STUDIES TEACHER	335,428	
	1	SPANISH TEACHER	91,554	
	1	WORLD LANGUAGE	32,295	
		TOTAL	2,246,837	
		1	COMPUTER TEACHER	69,889
		TOTAL	69,889	
		3	GUIDANCE COUNSELOR	256,705
	TOTAL	256,705		
	*	SUMMER SCHOOL INSTRUCTORS	5,500	
	TOTAL	5,500		
	2	LIBRARIAN	84,992	
	TOTAL	84,992		
PARAEDUCATORS	1	LIBRARY PARA	13,287	
	1	MATH TUTOR	34,113	
		TOTAL	47,400	
CLERICALS	2	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	89,559	
		TOTAL	89,559	
	1	MIDDLE SCHOOL GUIDANCE SECRETARY	42,990	
	TOTAL	42,990		
CUSTODIANS	1	CUSTODIAL SUPERVISOR	51,004	
	4	NIGHT SHIFT CUSTODIAN	178,037	
	1	CUSTODIAN	43,497	
		TOTAL	272,538	
	TOTAL MIDDLE SCHOOL	3,356,597		
SENIOR HIGH SCHOOL				
ADMINISTRATION	1	PRINCIPAL	134,794	
	1	ASSISTANT PRINCIPAL	122,867	
	1	CURRICULUM DIRECTOR	113,558	
	1	ASSISTANT PRINCIPAL	107,877	
		TOTAL	479,096	
PROFESSIONALS	11	ENGLISH TEACHER	958,679	
		TOTAL	958,679	
	8	FOREIGN LANGUAGE TEACHER	651,495	
		TOTAL	651,495	
	14	MATH TEACHER	1,155,915	
		TOTAL	1,155,915	
	13	SCIENCE TEACHER	1,054,017	
		TOTAL	1,054,017	

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT		
	9	SOCIAL STUDIES TEACHER	806,663
		TOTAL	806,663
	1	COMPUTER TEACHER	43,464
		TOTAL	43,464
	6	GUIDANCE COUNSELOR	476,564
		TOTAL	476,564
	*	SUMMER SCHOOL INSTRUCTORS	6,000
		TOTAL	6,000
PROFESSIONALS	1	COUNSELOR	72,738
		TOTAL	72,738
	*	SATURDAY SCHOOL TUTOR	5,730
	1	IN SCHOOL SUSPENSION TUTOR	28,718
		TOTAL	34,448
LIBRARY	1	LIBRARIAN	71,457
	1	LIBRARY TUTOR	37,880
	1	LIBRARY PARA	26,574
		TOTAL	135,911
CLERICALS	2	HS ASSISTANT PRINCIPAL'S SECRETARY	86,559
	1	ADM ASST TO THE HS PRINCIPAL	55,887
	1	HS SCHEDULING/GRADING COORD/FINANCE ASSISTANT	55,887
	1	HS COMMUNICATIONS/RECEPTIONIST	39,235
		TOTAL	237,568
	1	HS GUIDANCE DEPT SECRETARY	37,366
	1	HS REGISTRAR	51,344
		TOTAL	88,710
CUSTODIANS	1	CUSTODIAL SUPERVISOR	57,302
	3	CUSTODIAN	124,393
	7	NIGHT SHIFT CUSTODIAN	310,420
		TOTAL	492,115
		TOTAL SENIOR HIGH	6,693,383
ART			
PROFESSIONALS	1	DO ART TEACHER	57,411
		TOTAL	57,411
	1	LH ART TEACHER	74,575
		TOTAL	74,575
	1	NF ART TEACHER	51,594
		TOTAL	51,594
	2	PMS ART TEACHER	185,537
		TOTAL	185,537
	3	PHS ART TEACHER	240,100
		TOTAL	240,100
		TOTAL ART	609,217
PERFORMING ARTS			
PROFESSIONALS	1	DO MUSIC TEACHER	68,069
	4	ELEM INSTRUM TEACHER	56,445
		TOTAL	124,514

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

POSITION COUNT			
1	LH MUSIC TEACHER		80,961
	TOTAL		80,961
1	NF MUSIC TEACHER		80,600
	TOTAL		80,600
4	PMS MUSIC TEACHER		244,165
	TOTAL		244,165
3	PHS MUSIC TEACHER		138,601
	TOTAL		138,601
1	PHS DRAMA TEACHER		60,635
	TOTAL		60,635
TOTAL PERFORMING ARTS			729,476
PHYSICAL ED/ HEALTH ED			
PROFESSIONALS			
1	DO PHYS ED TEACHER		86,928
	TOTAL		86,928
1	LH PHYS ED TEACHER		74,900
	TOTAL		74,900
1	NF PHYS ED TEACHER		90,650
	TOTAL		90,650
3	PMS PHYS ED TEACHER		166,899
	TOTAL		166,899
3	PMS HEALTH ED TEACHER		83,699
	TOTAL		83,699
4	PHS PHYS ED TEACHER		246,334
	TOTAL		246,334
3	PHS HEALTH ED TEACHER		131,071
	TOTAL		131,071
1	ADAPTIVE PHYS ED TEACHER		94,183
	TOTAL		94,183
TOTAL PHYS ED			974,664
TECHNICAL CAREERS			
PROFESSIONALS			
4	PMS TECH CAREERS TEACHER		342,705
	TOTAL		342,705
10	PHS TECH CAREERS TEACHER		792,035
	TOTAL		792,035
ADMINISTRATION			
1	TECHNICAL CAREER DIRECTOR		108,845
	TOTAL		108,845
CLERICALS			
1	TECH CAREERS CLERICAL		48,596
	TOTAL		48,596
TOTAL TECH CAREERS			1,292,181
ATHLETICS			
ADMINISTRATION			
1	ATHLETIC DIRECTOR		100,000
	TOTAL		100,000
CLERICALS			
1	ATHLETIC DEPT CLERICAL		57,371
	TOTAL		57,371
TOTAL ATHLETICS			157,371

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT		
HEALTH SERVICES			
PROFESSIONALS	1	DO NURSE	74,575
		TOTAL	74,575
	1	LH NURSE	89,639
		TOTAL	89,639
	1	NF NURSE	85,965
		TOTAL	85,965
	1	PMS NURSE	74,596
		TOTAL	74,596
	2	PHS NURSE	145,231
		TOTAL	145,231
		TOTAL HEALTH SERVICES	470,006
WELLNESS			
COORDINATORS	1	WELLNESS COORDINATOR	90,915
		TOTAL	90,915
		TOTAL WELLNESS	90,915
MEDIA SERVICES			
TECHNICIANS	1	MEDIA TECHNICIAN III	69,816
		TOTAL	69,816
		TOTAL MEDIA SERVICES	69,816
SYSTEM-WIDE PSYCHOLOGIST			
PROFESSIONALS	2	SYSTEM PSYCHOLOGIST	121,869
	2	BCBA	155,818
		TOTAL	277,687
		TOTAL PSYCHOLOGIST	277,687
READING INSTRUCTION			
PROFESSIONALS	3	DO READING TEACHER	265,326
		TOTAL	265,326
	3	LH READING TEACHER	263,763
		TOTAL	263,763
	1	NF READING TEACHER	97,413
		TOTAL	97,413
	1	PMS READING TEACHER	91,447
		TOTAL	91,447
TUTORS	4	READING TUTOR	117,121
		TOTAL	117,121
		TOTAL READING	835,070
PEEP			
PROFESSIONALS	3	PEEP TEACHER	263,046
		TOTAL	263,046

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT		
PARAEDUCATORS	5	PEEP PARA	99,718
		TOTAL	99,718
		TOTAL PEEP	362,764
SPED ELEMENTARY			
ADMINISTRATION	1	ELEM SPED DIRECTOR	39,339
		TOTAL	39,339
PROFESSIONALS	4	DO SPED TEACHER	267,055
		TOTAL	267,055
	4	LH SPED TEACHER	355,700
		TOTAL	355,700
	4	NF SPED TEACHER	274,809
		TOTAL	274,809
PARAEDUCATORS	12	DO SPED PARA	346,590
		TOTAL	346,590
	13	LH SPED PARA	348,023
		TOTAL	348,023
	8	NF SPED PARA	221,574
		TOTAL	221,574
SUMMER SCHOOL	*	SUMMER SCHOOL INSTRUCTORS	24,000
		TOTAL	24,000
		TOTAL ELEMENTARY SPECIAL EDUCATION	1,877,090
SPED MIDDLE			
ADMINISTRATION	1	PMS SPED DIRECTOR	39,339
		TOTAL	39,339
PROFESSIONALS	6	MS SPED TEACHER	479,987
		TOTAL	479,987
PARAEDUCATORS	5	MS SPED PARA	133,924
		TOTAL	133,924
SUMMER SCHOOL	*	SUMMER SCHOOL INSTRUCTORS	12,000
		TOTAL	12,000
		TOTAL MIDDLE SCHOOL SPECIAL EDUCATION	665,250
SPED SECONDARY			
ADMINISTRATION	1	PHS SPED DIRECTOR	40,531
		TOTAL	40,531
PROFESSIONALS	5	PHS SPED TEACHER	415,707
		TOTAL	415,707
PARAEDUCATORS	1	PHS SPED PARA	29,575
		TOTAL	29,575
CLERICALS	1	PHS SPED CLERICAL	53,817
		TOTAL	53,817
SUMMER SCHOOL	*	SUMMER SCHOOL INSTRUCTORS	12,000
		TOTAL	12,000
		TOTAL HIGH SCHOOL SPECIAL EDUCATION	551,630

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT		
SPED SPEECH			
PROFESSIONALS	2	DO SPEECH TEACHER	102,184
		<u>TOTAL</u>	<u>102,184</u>
	1	PEEP SPEECH TEACHER	59,740
		<u>TOTAL</u>	<u>59,740</u>
	1	LH SPEECH TEACHER	86,928
		<u>TOTAL</u>	<u>86,928</u>
	2	NF SPEECH TEACHER	129,708
		<u>TOTAL</u>	<u>129,708</u>
	1	PMS SPEECH TEACHER	94,546
		<u>TOTAL</u>	<u>94,546</u>
	1	PHS SPEECH TEACHER	95,991
		<u>TOTAL</u>	<u>95,991</u>
		<u>TOTAL SPEECH</u>	<u>569,097</u>
OCCUPATIONAL THERAPY			
PROFESSIONALS	3	ELEM OT TEACHER	174,301
		<u>TOTAL</u>	<u>174,301</u>
	1	PMS OT TEACHER	21,315
		<u>TOTAL</u>	<u>21,315</u>
	1	PHS OT TEACHER	21,961
		<u>TOTAL</u>	<u>21,961</u>
		<u>TOTAL OT</u>	<u>217,577</u>
ENGLISH SECOND LANGUAGE			
PROFESSIONALS	5	ESL TEACHER	296,993
		<u>TOTAL</u>	<u>296,993</u>
PARAEDUCATOR	1	ESL PARA	25,902
		<u>TOTAL</u>	<u>25,902</u>
		<u>TOTAL ESL</u>	<u>322,895</u>
ADAPTIVE SERVICES			
TUTOR	*	TUTOR SERVICES	9,000
		<u>TOTAL</u>	<u>9,000</u>
		<u>TOTAL ADAPTIVE SERVICES</u>	<u>9,000</u>
MAINTENANCE			
	1	MAINTENANCE SUPERVISOR	82,320
	4	MAINTENANCE	237,151
		<u>TOTAL</u>	<u>319,471</u>
		<u>TOTAL MAINTENANCE</u>	<u>319,471</u>
TECHNOLOGY PLAN			
TECHNICIANS	5	TECHNICIAN III	371,659
		<u>TOTAL</u>	<u>371,659</u>
	1	NETWORK ADMINISTRATOR	102,905
		<u>TOTAL</u>	<u>102,905</u>

* Denotes non-position based funding

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	POSITION COUNT	
DATA MANAGEMENT		
	1	DATABASE ADMINISTRATOR
		77,533
		TOTAL
		77,533
		TOTAL TECHNOLOGY SERVICES
		552,097
		TOTAL
		28,610,080

* Denotes non-position based funding

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS
COST CENTER 100**

0211	HEALTH INSURANCE	7,916,267	7,916,267	8,173,354	8,614,715
0212	DENTAL INSURANCE	558,242	554,125	563,290	571,877
0213	LIFE INSURANCE	101,727	80,873	101,727	101,727
0214	DISABILITY INSURANCE	104,332	104,155	107,384	110,724
0220	FICA	30,000	34,975	30,000	30,000
0231	RETIREMENT NON-TEACHER	10,216	8,927	10,216	10,216
0232	RETIREMENT TEACHER	61,056	87,692	61,056	61,056
0239	RETIREMENT SEVERENCE	300,000	300,000	300,000	300,000
0241	COURSE REIMB ADMIN	20,500	12,228	20,500	20,500
0242	COURSE REIMB TEACHERS	207,434	100,155	207,434	207,434
0243	COURSE REIMB CLERICALS	4,000	742	4,000	4,000
0244	COURSE REIMB PARAS	10,000	1,900	10,000	10,000
0245	COURSE REIMB TECHNICIANS	6,000	10	6,000	6,000
0250	UNEMPLOYMENT COMPENSATION	5,000	-	5,000	5,000
0260	WORKER'S COMP INSURANCE	114,867	114,867	133,444	132,857
0270	OTHER HEALTH BENEFITS/EAP	6,800	5,400	6,800	6,800
0280	CONFERENCE ALLOWANCE	10,600	1,672	10,600	10,600
0290	ASSOCIATION DUES	8,640	5,118	8,640	8,640
0840	CONTINGENCY	-	7,000	-	-
Total		9,475,681	9,336,107	9,759,445	10,212,146

**DONDERO SCHOOL
COST CENTER 102**

0101	ADMINISTRATIVE	119,017	119,017	121,993	121,993
0102	TEACHER	1,560,407	1,577,417	1,629,042	1,680,537
0105	CLERICAL	41,633	41,632	42,989	42,990
0106	PARAPROFESSIONAL	27,735	27,124	28,832	24,035
0107	MONITOR	7,344	4,230	7,488	7,740
0110	CUSTODIAL	138,852	134,347	137,401	140,147
0114	EXTRA-CURRICULA	12,903	5,376	12,903	12,903
0121	SUBS PROF - SHORT TERM	19,637	24,786	19,637	19,637
0122	SUBS PROF - LONG TERM	21,524	11,870	21,524	21,524
0127	SUBS NONPROF - SHORT TERM	8,945	1,341	8,945	8,945
0131	OVERTIME - CLERICAL	322	-	322	322
0133	OVERTIME - CUSTODIAL	5,051	14,101	5,051	5,051
0220	FICA	150,201	147,804	155,768	159,570
0231	RETIREMENT NON-TEACHER	23,859	21,249	30,173	29,885
0232	RETIREMENT TEACHER	301,237	300,911	370,782	381,607
0320	CONTRACT SERVICE;PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	400	434	400	600
0550	PRINTING	12,564	18,051	12,564	13,520
0610	GENERAL SUPPLIES	28,200	22,243	24,200	26,200
0641	BOOKS	22,000	20,542	19,400	21,800
0642	SOFTWARE	3,600	2,923	3,600	3,600
0644	PERIODICALS	660	-	660	660
0737	REPLACEMENT EQUIPMNT	5,000	9,951	-	5,000
0810	DUES AND FEES	100	-	100	100
Total		2,514,766	2,505,349	2,657,349	2,731,941

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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**LITTLE HARBOUR SCHOOL
COST CENTER 104**

0101	ADMINISTRATIVE	225,197	229,139	238,131	238,131
0102	TEACHER	2,232,070	2,101,329	2,198,045	2,234,231
0105	CLERICAL	66,658	66,672	42,989	42,990
0106	PARAPROFESSIONAL	-	-	-	-
0107	MONITOR	7,344	3,539	7,488	7,740
0110	CUSTODIAL	148,131	133,153	153,640	150,592
0114	EXTRA-CURRICULA	12,903	14,004	12,903	12,903
0121	SUBS PROF - SHORT TERM	19,280	31,394	19,280	19,280
0122	SUBS PROF - LONG TERM	22,114	58,062	22,114	22,114
0127	SUBS NONPROF - SHORT TERM	11,322	3,664	11,322	11,322
0131	OVERTIME - CLERICAL	475	1,590	475	475
0133	OVERTIME - CUSTODIAL	5,051	5,386	5,051	5,051
0220	FICA	210,421	196,268	207,430	209,984
0231	RETIREMENT NON-TEACHER	24,610	20,165	28,424	27,996
0232	RETIREMENT TEACHER	439,694	415,542	514,800	522,406
0320	CONTRACT SERVICE;PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	855	1,086	855	500
0550	PRINTING	19,577	24,447	19,577	21,000
0596	CONF/MTGS OUT OF DISTRICT	818	-	818	600
0610	GENERAL SUPPLIES	40,534	37,916	30,534	30,734
0641	BOOKS	17,740	16,564	14,740	14,740
0642	SOFTWARE	600	-	600	600
0644	PERIODICALS	1,352	165	1,352	1,152
0737	REPLACEMENT EQUIPMNT	7,000	16,190	-	9,500
0810	DUES & FEES	100	-	100	100
Total		3,517,421	3,376,276	3,534,243	3,587,716

**NEW FRANKLIN SCHOOL
COST CENTER 105**

0101	ADMINISTRATIVE	128,194	128,279	132,201	132,201
0102	TEACHER	1,501,366	1,405,551	1,515,885	1,564,038
0105	CLERICAL	40,843	40,842	42,989	44,571
0106	PARAPROFESSIONAL	29,982	29,967	31,163	31,790
0107	MONITOR	7,344	2,980	7,488	7,740
0110	CUSTODIAL	117,694	118,383	120,989	118,822
0114	EXTRA-CURRICULA	12,903	6,787	12,903	12,903
0121	SUBS PROF - SHORT TERM	11,507	10,730	11,507	11,507
0122	SUBS PROF - LONG TERM	13,217	7,447	13,217	13,217
0127	SUBS NONPROF - SHORT TERM	971	9,658	971	971
0131	OVERTIME - CLERICAL	214	125	214	214
0132	OVERTIME - PARA	-	-	-	-
0133	OVERTIME - CUSTODIAL	3,369	6,737	3,369	3,369
0220	FICA	142,875	132,816	144,811	148,518
0231	RETIREMENT NON-TEACHER	21,459	18,200	27,942	27,948
0232	RETIREMENT TEACHER	292,360	273,313	349,142	359,264
0320	CONTRACT SERVICE;PUPILS	1,800	1,800	1,800	1,800
0430	REPAIRS & MAINTENANCE	250	-	150	250
0534	POSTAGE	500	408	300	285
0550	PRINTING	7,944	8,848	7,944	9,124
0610	GENERAL SUPPLIES	20,340	18,926	19,235	18,400
0641	BOOKS	14,065	15,264	11,900	12,400
0642	SOFTWARE	2,400	1,988	2,900	3,100
0644	PERIODICALS	2,092	2,423	2,550	2,750
0733	NEW EQUIPMENT	-	1,000	-	7,500
0737	REPLACEMENT EQUIPMNT	3,500	1,778	300	2,500
0810	DUES & FEES	100	-	-	-
Total		2,377,289	2,244,248	2,461,870	2,535,182

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
MIDDLE SCHOOL COST CENTER 108				
0101 ADMINISTRATIVE	227,079	227,566	240,187	240,187
0102 TEACHER	2,482,630	2,369,664	2,539,332	2,663,923
0105 CLERICAL	137,958	131,289	132,331	132,549
0106 PARAPROFESSIONAL	14,982	13,189	13,025	47,400
0110 CUSTODIAL	272,254	295,661	274,061	272,538
0114 EXTRA-CURRICULA	30,906	36,108	30,906	30,906
0121 SUBS PROF - SHORT TERM	30,182	59,262	30,182	30,182
0122 SUBS PROF - LONG TERM	34,617	28,719	34,617	34,617
0127 SUBS NONPROF - SHORT TERM	2,085	7,860	2,085	2,085
0133 OVERTIME - CUSTODIAL	6,734	6,706	6,734	6,734
0220 FICA	247,821	235,211	252,718	264,780
0231 RETIREMENT NON-TEACHER	46,574	47,655	58,087	57,903
0232 RETIREMENT TEACHER	488,457	450,617	590,756	624,116
0430 REPAIRS & MAINTENANCE	300	-	300	300
0534 POSTAGE	2,000	2,243	2,000	2,000
0550 PRINTING	20,849	16,420	20,849	20,849
0610 GENERAL SUPPLIES	62,511	68,529	43,211	56,351
0641 BOOKS	28,400	22,852	24,750	24,000
0642 SOFTWARE	600	399	600	350
0644 PERIODICALS	6,724	3,912	5,754	5,337
0733 NEW EQUIPMENT	3,000	19,164	1,550	1,000
0810 DUES & FEES	1,204	-	1,854	2,875
Total	4,147,867	4,043,024	4,305,889	4,520,982

HIGH SCHOOL COST CENTER 109				
0101 ADMINISTRATIVE	467,030	479,906	479,096	479,096
0102 TEACHER	5,139,298	5,305,337	5,285,844	5,296,992
0105 CLERICAL	345,029	338,444	340,940	326,278
0106 PARAPROFESSIONAL	77,979	64,680	82,550	98,902
0110 CUSTODIAL	501,777	425,882	487,074	492,115
0111 SECURITY	50,463	52,686	-	-
0114 EXTRA-CURRICULA	47,328	58,236	48,501	48,501
0121 SUBS PROF - SHORT TERM	30,960	118,688	30,960	30,960
0122 SUBS PROF - LONG TERM	52,721	-	52,721	52,721
0127 SUBS NONPROF - SHORT TERM	7,489	6,012	7,489	7,489
0131 OVERTIME - CLERICAL	2,103	1,658	2,103	2,103
0133 OVERTIME - CUSTODIAL	15,433	33,109	15,433	15,433
0135 OVERTIME - SECURITY	2,615	273	2,615	2,615
0220 FICA	515,633	512,557	522,911	524,277
0231 RETIREMENT NON-TEACHER	111,189	98,383	130,862	131,808
0232 RETIREMENT TEACHER	1,006,357	1,035,472	1,221,992	1,224,335
0320 CONTRACT SERVICE;PUPILS	1,839	143	1,839	3,839
0430 REPAIRS & MAINTENANCE	-	-	-	-
0440 RENTALS	1,692	1,421	1,360	1,800
0534 POSTAGE	7,070	7,070	6,570	6,570
0550 PRINTING	64,629	57,388	63,829	63,829
0580 TRAVEL	500	-	500	500
0610 GENERAL SUPPLIES	62,630	56,368	42,950	62,150
0641 BOOKS	36,279	40,991	31,779	35,829
0642 SOFTWARE	12,180	11,668	21,310	15,630
0644 PERIODICALS	10,445	22,088	13,927	16,545
0733 NEW EQUIPMENT	6,150	2,476	4,400	10,700
0810 DUES & FEES	5,610	5,351	5,560	6,810
0890 MISCELLANEOUS	14,000	18,670	13,000	13,000
Total	8,596,428	8,754,957	8,918,115	8,970,827

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
ART					
COST CENTER 110					
0102	TEACHER	578,052	587,272	600,592	609,217
0220	FICA	44,224	43,053	45,948	46,606
0232	RETIREMENT TEACHER	102,896	104,453	126,247	128,060
0610	GENERAL SUPPLIES	53,231	52,946	53,628	57,228
0733	NEW EQUIPMENT	3,900	3,534	-	-
0320	CONTRACT SERVICE;PUPILS	2,000	770	2,000	2,000
0430	REPAIRS & MAINTENANCE	2,600	1,244	1,000	1,400
Total		786,903	793,271	829,415	844,511

PERFORMING ARTS					
COST CENTER 111					
0102	TEACHER	705,485	763,603	728,436	729,476
0114	EXTRA-CURRICULA	69,603	54,099	69,603	69,603
0220	FICA	59,300	61,764	61,056	61,135
0232	RETIREMENT TEACHER	137,970	144,541	167,756	167,973
0320	CONTRACT SERVICE;PUPILS	19,440	15,572	19,440	19,440
0430	REPAIRS & MAINTENANCE	20,000	24,802	17,000	17,000
0519	TRANSPORTATION	17,150	15,804	17,150	17,150
0534	POSTAGE	400	-	400	400
0550	PRINTING	800	-	800	800
0610	GENERAL SUPPLIES	18,939	24,023	18,939	18,939
0641	BOOKS	4,241	1,185	4,241	4,241
0680	UNIFORMS/BOOTS	3,000	149	3,000	3,000
0733	NEW EQUIPMENT	-	-	-	-
0737	REPLACEMENT EQUIPMNT	21,000	39,011	3,000	24,000
0810	DUES & FEES	3,059	1,560	3,059	3,059
Total		1,080,387	1,146,113	1,113,880	1,136,216

PHYSICAL EDUCATION					
COST CENTER 112					
0102	TEACHER	1,004,601	943,721	988,547	974,664
0220	FICA	76,856	69,223	75,626	74,563
0232	RETIREMENT TEACHER	178,822	167,982	207,797	204,878
0320	CONTRACT SERVICE;PUPILS	1,850	1,228	1,150	1,150
0430	REPAIRS & MAINTENANCE	5,220	4,994	5,320	6,100
0610	GENERAL SUPPLIES	11,410	11,008	11,280	11,175
0644	PERIODICALS	225	217	250	250
Total		1,278,984	1,198,373	1,289,970	1,272,780

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
TECHNICAL CAREERS				
COST CENTER 114				
0101 ADMINISTRATIVE	106,191	106,191	108,845	108,845
0102 TEACHER	1,000,081	988,652	1,072,796	1,134,740
0105 CLERICAL	47,081	48,642	48,558	48,596
0114 EXTRA-CURRICULA	8,787	4,369	6,477	7,650
0131 OVERTIME - CLERICAL	-	1,685	-	-
0220 FICA	88,907	86,411	94,608	99,439
0231 RETIREMENT NON-TEACHER	5,259	5,621	6,828	6,833
0232 RETIREMENT TEACHER	198,482	195,606	249,745	263,012
0320 CONTRACT SERVICE;PUPILS	11,050	9,412	11,750	10,750
0430 REPAIRS & MAINTENANCE	3,825	2,221	2,825	3,600
0440 RENTALS	500	97	500	500
0519 TRANSPORTATION	2,000	1,850	2,000	2,000
0534 POSTAGE	190	-	190	190
0550 PRINTING	250	-	250	250
0580 TRAVEL	200	-	100	100
0610 GENERAL SUPPLIES	22,150	23,561	17,650	30,500
0641 BOOKS	5,000	4,130	2,200	500
0642 SOFTWARE	3,525	16,356	6,050	10,732
0644 PERIODICALS	335	49	205	280
0720 BUILDINGS	-	-	-	-
0733 NEW EQUIPMENT	4,050	7,485	2,500	2,500
Total	1,507,863	1,502,339	1,634,077	1,731,017
ATHLETICS				
COST CENTER 115				
0101 ADMINISTRATIVE	-	-	-	100,000
0105 CLERICAL	55,600	57,574	57,338	57,371
0113 COACHING	272,846	223,682	272,846	281,348
0119 UNCLASSIFIED/UNAFFILIATED	-	945	-	-
0131 OVERTIME - CLERICAL	290	4,378	290	290
0220 FICA	25,151	21,819	25,284	33,588
0231 RETIREMENT NON-TEACHER	6,243	7,154	8,103	8,108
0232 RETIREMENT TEACHER	48,570	9,551	57,354	80,161
0320 CONTRACT SERVICE;PUPILS	120,500	80,610	118,500	74,100
0430 REPAIRS & MAINTENANCE	14,000	13,883	14,000	14,000
0440 RENTALS	29,000	23,570	26,000	29,000
0519 TRANSPORTATION	104,000	59,635	104,000	104,000
0610 GENERAL SUPPLIES	101,000	119,917	90,000	101,000
0810 DUES & FEES	24,400	24,453	24,400	24,400
Total	801,600	647,172	798,115	907,366
ENRICHMENT				
COST CENTER 130				
0114 EXTRA-CURRICULA	9,000	7,789	9,000	9,000
0220 FICA	689	92	689	689
0232 RETIREMENT TEACHER	1,602	214	1,892	1,892
Total	11,291	8,095	11,581	11,581
DISTRICT -WIDE ASSESSMENT				
COST CENTER 131				
0320 CONTRACT SERVICE;PUPILS	19,435	9,016	16,935	19,435
Total	19,435	9,016	16,935	19,435

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
ELEMENTARY MATHEMATICS				
COST CENTER 132				
0320 CONTRACT SERVICE;PUPILS	15,000	11,554	13,000	15,000
0610 GENERAL SUPPLIES	12,874	8,835	11,874	12,929
0641 BOOKS	21,631	20,202	18,631	21,576
Total	49,505	40,591	43,505	49,505
HEALTH SERVICES				
COST CENTER 134				
0102 TEACHER	447,688	451,315	464,889	470,006
0220 FICA	34,251	32,569	35,567	35,958
0232 RETIREMENT TEACHER	79,691	71,320	97,723	98,798
0320 CONTRACT SERVICE;PUPILS	800	-	800	1,500
0430 REPAIRS & MAINTENANCE	500	-	500	500
0550 PRINTING	100	1,057	100	-
0610 GENERAL SUPPLIES	7,350	7,315	7,350	6,750
0644 PERIODICALS	-	-	-	-
0733 NEW EQUIPMENT	3,000	2,308	3,000	3,000
Total	573,380	565,882	609,929	616,512
MEDIA SERVICES				
COST CENTER 136				
0108 TECHNICIAN	65,811	74,439	67,162	69,816
0220 FICA	5,035	5,659	5,138	5,341
0231 RETIREMENT NON-TEACHER	7,352	8,315	9,443	9,817
0320 CONTRACT SERVICE;PUPILS	285	-	285	285
0430 REPAIRS & MAINTENANCE	3,420	5,929	3,420	3,420
0610 GENERAL SUPPLIES	12,796	10,557	10,796	11,796
0733 NEW EQUIPMENT	5,330	5,251	5,330	6,330
0737 REPLACEMENT EQUIPMNT	-	-	-	-
Total	100,029	110,151	101,574	106,805
SYSTEM-WIDE PSYCHOLOGIST				
COST CENTER 137				
0102 TEACHER	191,230	185,150	199,785	277,687
0220 FICA	14,630	13,988	15,284	21,244
0232 RETIREMENT TEACHER	34,039	32,957	41,995	58,370
0310 CONTRACT SERVICE;ADMIN	10,000	-	10,000	10,000
0320 CONTRACT SERVICE;PUPILS	10,000	9,229	10,000	14,000
0610 GENERAL SUPPLIES	2,500	2,363	2,500	2,500
0733 NEW EQUIPMENT	1,957	-	1,957	1,957
Total	264,356	243,686	281,521	385,758
INTERDISCIPLINARY MATRL				
COST CENTER 138				
0610 GENERAL SUPPLIES	11,271	7,529	9,071	11,271
0641 BOOKS	1,879	526	1,879	1,879
0733 NEW EQUIPMENT	4,759	3,558	3,959	4,759
Total	17,909	11,612	14,909	17,909

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	
READING INSTRUCTION					
COST CENTER 139					
0102	TEACHER	612,704	675,116	633,973	717,949
0104	TUTOR	-	60,413	-	-
0106	PARAPROFESSIONAL	119,616	61,995	114,828	117,121
0220	FICA	56,025	58,460	57,286	63,885
0231	RETIREMENT NON-TEACHER	13,362	1,557	16,145	16,468
0232	RETIREMENT TEACHER	109,064	114,450	133,263	150,915
0580	TRAVEL	869	-	869	-
0610	GENERAL SUPPLIES	9,855	5,148	8,255	9,955
0641	BOOKS	13,812	8,664	12,412	14,381
0644	PERIODICALS	950	-	950	1,150
Total		936,257	985,803	977,981	1,091,824
PUPIL ENTITLEMENT					
COST CENTER 145					
0890	MISCELLANEOUS	3,255	2,772	3,150	3,150
Total		3,255	2,772	3,150	3,150
PEEP					
COST CENTER 150					
0102	TEACHER	261,639	255,306	261,393	263,046
0105	CLERICAL	-	-	-	-
0106	PARAPROFESSIONAL	87,758	56,725	82,040	99,718
0121	SUBS PROF - SHORT TERM	-	4,002	-	-
0127	SUBS NONPROF - SHORT TERM	-	131	-	-
0220	FICA	26,729	23,966	26,273	27,752
0231	RETIREMENT NON-TEACHER	-	-	-	-
0232	RETIREMENT TEACHER	46,572	45,445	54,945	55,293
0320	CONTRACT SERVICE;PUPILS	47,310	14,730	49,310	9,310
0534	POSTAGE	74	40	74	74
0550	PRINTING	-	-	-	-
0610	GENERAL SUPPLIES	950	122	950	950
0641	BOOKS	285	-	285	285
0733	NEW EQUIPMENT	475	-	475	475
Total		471,792	400,467	475,745	456,903
SPED ELEMENTARY					
COST CENTER 151					
0101	ADMINISTRATIVE	38,379	38,379	39,339	39,339
0102	TEACHER	679,493	599,151	787,386	913,564
0104	TUTOR	-	-	-	-
0106	PARAPROFESSIONAL	879,128	871,709	908,493	924,187
0119	UNCLASSIFIED/UNAFFILIATED	-	300	-	-
0127	SUBS NONPROF - SHORT TERM	2,206	-	2,206	2,206
0220	FICA	122,341	109,670	132,915	143,768
0231	RETIREMENT NON-TEACHER	11,711	20,319	21,607	21,342
0232	RETIREMENT TEACHER	127,783	113,480	173,780	200,303
0320	CONTRACT SERVICE;PUPILS	107,775	107,419	112,260	135,260
0519	TRANSPORTATION	200	-	200	200
0534	POSTAGE	500	-	500	500
0610	GENERAL SUPPLIES	2,500	1,489	2,500	2,500
0641	BOOKS	2,160	53	2,160	2,160
0733	NEW EQUIPMENT	975	4,224	975	975
0810	DUES & FEES	-	-	300	300
Total		1,975,151	1,866,194	2,184,621	2,386,604

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
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**SPED MIDDLE
COST CENTER 152**

0101	ADMINISTRATIVE	38,379	38,379	39,339	39,339
0102	TEACHER	571,522	599,841	530,232	487,987
0106	PARAPROFESSIONAL	128,140	127,575	130,134	137,924
0119	UNCLASSIFIED/UNAFFILIATED	-	2,785	-	-
0127	SUBS NONPROF - SHORT TERM	6,794	-	6,794	6,794
0220	FICA	56,980	56,394	54,048	51,412
0231	RETIREMENT NON-TEACHER	-	3,432	-	-
0232	RETIREMENT TEACHER	108,563	114,180	119,725	110,846
0320	CONTRACT SERVICE;PUPILS	16,981	11,745	14,381	24,381
0519	TRANSPORTATION	2,000	-	2,000	2,000
0580	TRAVEL	71	-	71	71
0610	GENERAL SUPPLIES	3,521	4,091	3,521	3,521
0641	BOOKS	570	268	570	570
0642	SOFTWARE	1,000	159	1,000	1,000
0733	NEW EQUIPMENT	665	-	665	665
0810	DUES & FEES	-	-	300	300
Total		935,186	958,849	902,780	866,810

**SPED SECONDARY
COST CENTER 153**

0101	ADMINISTRATIVE	39,542	39,542	40,531	40,531
0102	TEACHER	356,029	361,579	403,700	423,707
0105	CLERICAL	52,149	53,530	53,784	53,817
0106	PARAPROFESSIONAL	27,905	31,663	28,992	33,575
0119	UNCLASSIFIED/UNAFFILIATED	-	400	-	-
0127	SUBS NONPROF - SHORT TERM	8,492	-	8,492	8,492
0220	FICA	37,036	35,268	40,967	42,850
0231	RETIREMENT NON-TEACHER	5,935	5,979	7,563	7,567
0232	RETIREMENT TEACHER	70,413	71,399	93,378	97,584
0320	CONTRACT SERVICE;PUPILS	7,292	12,738	12,780	12,780
0519	TRANSPORTATION	3,755	-	3,755	3,755
0610	GENERAL SUPPLIES	2,988	3,271	2,988	2,988
0641	BOOKS	570	-	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	-	380	380
0810	DUES & FEES	-	-	300	300
Total		612,581	615,370	698,275	728,991

**SPED SPEECH
COST CENTER 156**

0102	TEACHER	514,475	485,019	511,527	569,097
0220	FICA	39,361	36,439	39,135	43,539
0232	RETIREMENT TEACHER	91,580	86,333	107,527	119,628
0320	CONTRACT SERVICE;PUPILS	-	-	-	-
0610	GENERAL SUPPLIES	2,705	706	2,705	2,705
0641	BOOKS	1,350	762	1,350	1,350
Total		649,471	609,259	662,244	736,319

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
OCCUPATIONAL THERAPY COST CENTER 157				
0102 TEACHER	169,074	264,718	179,509	217,577
0220 FICA	12,935	19,849	13,734	16,647
0232 RETIREMENT TEACHER	30,097	39,482	37,734	45,737
0320 CONTRACT SERVICE;PUPILS	-	-	-	-
0610 GENERAL SUPPLIES	1,050	2,157	1,050	1,050
0641 BOOKS	400	400	400	400
0733 NEW EQUIPMENT	1,640	147	1,640	1,640
Total	215,196	326,753	234,067	283,051
ENGLISH SECOND LANGUAGE COST CENTER 159				
0102 TEACHER	287,455	291,602	298,664	296,993
0106 PARAPROFESSIONAL	-	-	-	25,902
0220 FICA	21,991	21,975	22,848	24,702
0231 RETIREMENT NON-TEACHER	-	-	-	3,642
0232 RETIREMENT TEACHER	51,167	38,031	62,780	62,428
0610 GENERAL SUPPLIES	664	-	664	664
0641 BOOKS	1,216	-	1,216	1,216
Total	362,493	351,608	386,172	415,547
ADAPTIVE SERVICES COST CENTER 160				
0104 TUTOR	9,000	2,063	9,000	9,000
0220 FICA	689	-	689	689
0231 RETIREMENT NON-TEACHER	1,006	-	1,266	1,266
0320 CONTRACT SERVICE;PUPILS	5,000	1,569	10,000	13,000
0430 REPAIRS & MAINTENANCE	500	-	500	500
0561 TUITION LEA IN-STATE	-	-	-	-
0610 GENERAL SUPPLIES	500	530	500	500
Total	16,695	4,162	21,955	24,955
OUT OF DISTRICT TUITION COST CENTER 165				
0320 CONTRACT SERVICE;PUPILS	1,120,089	1,154,079	1,058,871	1,125,871
0519 TRANSPORTATION	154,732	218,792	115,000	207,560
0564 TUITION	956,150	1,090,381	1,238,000	1,419,000
0561 TUITION LEA IN-STATE	145,000	184,450	145,000	145,000
0580 TRAVEL	2,040	902	2,040	2,040
Total	2,378,011	2,648,604	2,558,911	2,899,471

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED	
CENTRAL OFFICE					
COST CENTER 170					
0101	ADMINISTRATIVE	426,899	420,676	437,699	455,692
0102	TEACHER	149,551	95,115	131,452	171,380
0105	CLERICAL	325,023	307,353	334,291	351,301
0110	CUSTODIAL	500	-	500	500
0119	UNCLASSIFIED/UNAFFILIATED	72,402	72,401	36,926	37,665
0121	SUBS PROF - SHORT TERM	9,605	-	9,605	9,605
0122	SUBS PROF - LONG TERM	11,184	-	11,184	11,184
0127	SUBS NONPROF - SHORT TERM	898	33	898	898
0131	OVERTIME - CLERICAL	2,324	789	2,324	2,324
0220	FICA	76,381	60,234	73,818	79,608
0231	RETIREMENT NON-TEACHER	65,907	65,603	85,320	88,182
0232	RETIREMENT TEACHER	64,102	43,187	68,223	79,799
0310	CONTRACT SERVICE;ADMIN	153,168	171,565	149,001	149,001
0430	REPAIRS & MAINTENANCE	250	-	200	200
0440	RENTALS	800	-	-	-
0534	POSTAGE	5,800	2,852	4,100	4,600
0540	ADVERTISING	2,875	5,317	2,550	2,550
0550	PRINTING	11,285	11,441	11,285	11,285
0580	TRAVEL	1,965	(439)	1,865	1,865
0610	GENERAL SUPPLIES	7,796	5,618	6,960	7,460
0642	SOFTWARE	24,805	22,044	22,805	24,805
0644	PERIODICALS	1,000	325	1,000	1,000
0737	REPLACEMENT EQUIPMNT	2,150	360	1,950	1,950
0810	DUES & FEES	6,320	7,258	5,320	6,320
0840	CONTINGENCY	85,050	267,796	85,050	85,050
Total		1,508,040	1,559,526	1,484,326	1,584,224
SCHOOL BOARD					
COST CENTER 171					
0109	SCHOOL BOARD	14,000	14,750	14,000	14,000
0131	OVERTIME - CLERICAL	3,000	1,611	3,000	3,000
0220	FICA	1,301	1,251	1,301	1,301
0231	RETIREMENT NON-TEACHER	336	180	422	422
0310	CONTRACT SERVICE;ADMIN	3,000	-	1,500	31,500
0610	GENERAL SUPPLIES	-	720	-	-
0810	DUES & FEES	6,375	5,834	6,275	6,275
0840	CONTINGENCY	2,350	389	1,800	1,800
Total		30,362	24,735	28,298	58,298
TECHNOLOGY PLAN					
COST CENTER 177					
0108	TECHNICIAN	437,855	443,076	449,804	474,564
0220	FICA	33,496	33,209	34,411	36,305
0231	RETIREMENT NON-TEACHER	38,074	38,600	49,331	52,256
0232	RETIREMENT TEACHER	17,267	17,356	20,799	21,631
0310	CONTRACT SERVICE;ADMIN	15,765	13,841	15,765	15,765
0430	REPAIRS & MAINTENANCE	22,450	24,702	19,450	22,450
0532	DATA LINES	42,000	11,939	35,000	35,000
0580	TRAVEL	620	-	620	620
0610	GENERAL SUPPLIES	-	-	-	-
0642	SOFTWARE	77,699	113,032	36,209	89,729
0720	BUILDINGS	26,816	39,887	6,816	26,816
0734	NEW INFO SYSTEMS EQUIPMNT	149,036	169,813	140,526	210,976
0890	MISCELLANEOUS	2,000	2,000	2,000	2,000
Total		863,078	907,456	810,731	988,112

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
DATA PROCESSING					
COST CENTER 178					
0108	TECHNICIAN	72,392	72,891	73,840	77,533
0220	FICA	5,538	5,547	5,649	5,932
0231	RETIREMENT NON-TEACHER	8,087	8,142	10,382	10,902
0310	CONTRACT SERVICE;ADMIN	57,340	52,022	57,340	67,320
0610	GENERAL SUPPLIES	378	-	378	378
Total		143,735	138,602	147,589	162,065
TRAVEL - IN DISTRICT					
COST CENTER 180					
0220	FICA	2,225	1,500	2,175	2,175
0580	TRAVEL	29,017	21,036	28,363	28,363
Total		31,242	22,536	30,538	30,538
WELLNESS					
COST CENTER 182					
0102	TEACHER	86,918	87,383	88,967	90,915
0119	UNCLASSIFIED/UNAFFILIATED	44,049	12,531	-	-
0220	FICA	10,020	7,329	6,806	6,955
0232	RETIREMENT TEACHER	23,313	15,471	18,701	19,111
0580	TRAVEL	-	-	-	-
0610	GENERAL SUPPLIES	1,000	1,000	1,000	1,000
Total		165,300	123,713	115,474	117,981
PROPERTY INSURANCE					
COST CENTER 183					
0520	INSURANCE	113,493	111,493	119,068	135,771
Total		113,493	111,493	119,068	135,771
TELEPHONE					
COST CENTER 184					
0531	TELEPHONE VOICE	28,480	39,784	27,480	28,480
0430	REPAIRS & MAINTENANCE	6,371	4,465	5,371	6,371
Total		34,851	44,249	32,851	34,851
ATHLETIC FIELDS					
COST CENTER 187					
0111	SECURITY	-	250	-	-
0220	FICA	-	19	-	-
0231	RETIREMENT NON-TEACHER	-	28	-	-
0310	CONTRACT SERVICE;ADMIN	44,635	49,505	61,673	61,673
0410	WATER/SEWAGE	8,368	18,460	10,368	10,368
0430	REPAIRS & MAINTENANCE	12,957	14,219	8,957	10,957
0610	GENERAL SUPPLIES	5,800	1,966	3,800	3,800
0890	MISCELLANEOUS	15,038	14,750	-	-
Total		86,798	99,196	84,798	86,798

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
MAINTENANCE				
COST CENTER 188				
0112 MAINTENANCE	298,819	303,026	309,109	319,471
0134 OVERTIME - MAINTENANCE	22,000	24,757	22,500	22,500
0220 FICA	24,543	24,497	25,369	26,161
0231 RETIREMENT NON-TEACHER	35,836	36,615	46,625	48,082
0310 CONTRACT SERVICE;ADMIN	74,819	66,081	68,819	64,319
0420 CLEANING/PLOWING	13,500	10,979	15,900	15,500
0430 REPAIRS & MAINTENANCE	569,322	799,681	588,444	667,944
0610 GENERAL SUPPLIES	80,620	87,971	56,756	95,756
0626 GASOLINE	12,500	7,327	10,500	10,500
0642 SOFTWARE	-	-	13,550	13,550
0733 NEW EQUIPMENT	1,550	23,302	3,200	3,200
0737 REPLACEMENT EQUIPMNT	1,525	14,797	2,200	4,200
0840 CONTINGENCY	11,550	3,880	-	-
Total	1,146,584	1,402,912	1,162,972	1,291,183
ENERGY				
COST CENTER 189				
0410 WATER/SEWAGE	94,857	43,341	82,181	82,181
0621 NATURAL GAS	331,372	327,109	288,459	293,457
0622 ELECTRICITY	708,036	714,546	653,428	696,126
0623 FUEL OIL	786	910	1,000	1,000
Total	1,135,051	1,085,907	1,025,068	1,072,764
PUPIL TRANSPORTATION				
COST CENTER 195				
0310 CONTRACT SERVICE;ADMIN	3,000	-	6,237	17,464
0519 TRANSPORTATION	1,213,582	1,225,786	1,065,593	1,120,283
0890 MISCELLANEOUS	(50,000)	(50,000)	(50,000)	(50,000)
Total	1,166,582	1,175,786	1,021,830	1,087,747
TOTAL SCHOOL DEPARTMENT	52,102,298	52,002,212	53,551,766	56,202,146



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Non-Operating Expenditures

Non-Operating expenditures consist of funding required for expenditures that are not directly attributed to the day to day operations of any one particular department.

Debt Related Services & 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 abatements.

Property & Liability Insurance

Property and liability coverage for all departments within the General Government, Police and Fire Department. The School Department appropriates Property & Liability premium separately.

County Tax

The City of Portsmouth is located in Rockingham County of the State of New Hampshire. The State of New Hampshire requires communities under RSA 29:11 to assess and collect property taxes for the operations of the county. The amount to be collected for the county is contingent on the proportion the City's assessed valued as it relates to the whole county. This is an estimated appropriation. The actual county obligation is calculated by the State of NH prior to setting the tax rate in October-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, 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, hydrants, leases, and professional services related to revaluation.

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
NON-OPERATING					
DEBT RELATED SERVICES					
034002	PROF SERVICE-BANK SERVICE	100,000	71,255	108,000	120,000
098101	INTEREST-TANS	20,000	10,046	20,000	-
TAN	Total	120,000	81,300	128,000	120,000
DEBT SERVICE					
098001	PRINCIPAL-BONDED DEBT	10,205,000	10,205,000	10,727,000	9,750,000
098010	PROJECTED NEW BOND PAYMNT	-	-	-	1,274,350
098102	INTEREST-BONDED DEBT	2,945,440	2,945,440	2,942,890	2,605,471
DEBT SERVICE	Total	13,150,440	13,150,440	13,669,890	13,629,821
OVERLAY					
01-735-320-51-100-650					
081002	OVERLAY	1,000,000	1,000,000	1,000,000	1,000,000
OVERLAY	Total	1,000,000	1,000,000	1,000,000	1,000,000
PROPERTY & LIABILITY INS					
01-738-350-51-100-409					
048001	PROPERTY INS-DEDUCTIBLES	6,000	4,300	6,000	6,000
048002	PROPERTY INSURANCE	391,514	391,514	411,090	431,645
PROPERTY	Total	397,514	395,814	417,090	437,645
COUNTY TAX					
01-737-360-51-100-675					
081003	COUNTY TAX	5,699,880	5,667,030	5,813,878	5,930,000
COUNTY TAX	Total	5,699,880	5,667,030	5,813,878	5,930,000
CONTINGENCY					
01-734-310-51-100-411					
081001	CONTINGENCY	300,000	300,000	300,000	300,000
CONTINGENCY	Total	300,000	300,000	300,000	300,000
ROLLING STOCK					
01-738-350-51-100-409					
099002	ROLLING STOCK	427,500	427,500	584,500	471,000
091009	TRANSFER-ROLLING STOCK SW	-	-	-	130,000
ROLLING STOCK	Total	427,500	427,500	584,500	601,000
IT EQUIPMENT REPLACEMENT					
01-738-350-51-100-409					
074041	IT UPGRADES/REPLACEMENTS	774,608	774,608	1,194,208	1,141,658
IT EQUIPMENT	TOTAL	774,608	774,608	1,194,208	1,141,658
CAPITAL OUTLAY					
01-795-370-00-100-452					
070000	CAPITAL OUTLAY	1,276,000	1,276,000	1,080,000	1,310,000
CAPITAL OUTLAY	TOTAL	1,276,000	1,276,000	1,080,000	1,310,000
USE OF FUND BALANCE					
01-738-350-51-100-409					
072114	SKATEBOARD PARK	-	-	2,200,000	-
SKATEBOARD PARK	TOTAL	-	-	2,200,000	-
USE OF FUND BALANCE					
01-738-350-51-100-409					
081176	DESIGN/ENG MCINTYRE	-	-	400,000	-
MCINTYRE DESIGN	TOTAL	-	-	400,000	-
USE OF FUND BALANCE					
01-738-350-51-100-409					
081175	SETTLEMENT-MCINTYRE	-	-	500,000	1,000,000
MCINTYRE SETTLEMENT	TOTAL	-	-	500,000	1,000,000

		FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
OTHER GENERAL NON-OPERATING					
01-738-350-51-100-409					
031005	LANDFILL CLOSURE MONITORI	370,000	370,000	333,000	100,000
031010	JONES AVE LANDFILL	15,000	15,000	15,000	15,000
032009	PROF SERV-CERTIFICATION	150,000	150,000	100,000	100,000
044006	PRINTING LEASE/MAINT	40,000	29,923	35,000	35,000
072101	MCINTYRE BUILDING	150,000	150,000	-	-
081067	400TH CELEBRATION	-	-	-	200,000
099007	LEASES	13,983	14,022	14,039	14,039
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	265,500	256,500	277,875	288,250
OTHER NON-OPERATING	Total	1,014,483	995,445	784,914	762,289
TOTAL NON-OPERATING		24,160,425	24,068,137	28,072,480	26,232,413

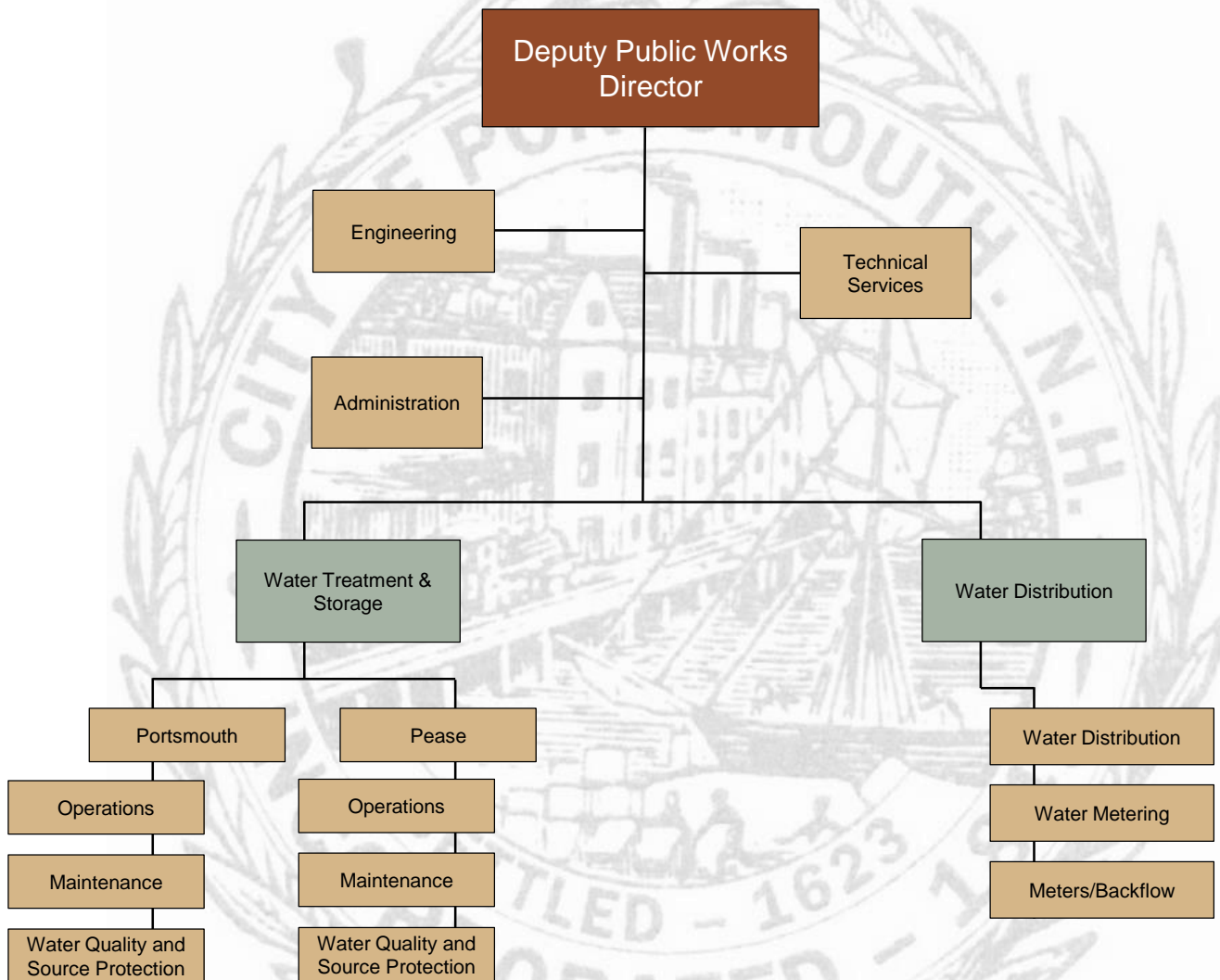


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Public Works Department

Water Division

(Enterprise Fund)



Water Department Mission

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

Water Division Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Deputy City Manager	0.1	0.1	0.1
Deputy Public Works Director	0.5	0.5	0.5
City Engineer (Engineer Supervisor)	0.5	0.5	0.5
Facilities Manager	0.25	0.25	0.25
Operations Manager	0.25	0.25	0.25
Business Administrator	0.75	0.75	0.75
Assistant City Engineer/Planner	0.5	0.5	0.5
Assistant City Engineer	0.5	0.5	0.5
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25
Admin Assistant I	0.00	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Water/Sewer Billing	0.5	0.5	0.5
Dispatcher II	0.25	0.25	0.25
SCADA Manager	0.5	0.5	0.5
Process Instrumentation Tech	0.5	0.5	0.5
SCADA Tech	0.0	0.0	0.5
GIS/Stormwater Manager	0.5	0.5	0.5
GIS Stormwater Tech	0.5	0.5	0.5
GIS Specialist II	0.5	0.5	0.5
Water Resource Manager	1	1	1
Chief Plant Operator (CPO)	1	1	1
Water Quality Specialist II	0	0	1
Water Quality Specialist	1	1	0
Treatment Operations Foreman	1	1	2
Plant Operator 1	5	5	4
General Foreman	0.5	0.5	0.5
Water Foreman	1	1	1
Asset Management Coordinator	0.5	0.5	0.5
Assistant Foreman W/S	1	1	1
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic	3.5	4.5	5.0
Laborer	2	1	1
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.5
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.3
Totals Full Time	29.20	29.45	30.45
Positions Part-Time	FY21	FY22	FY23
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25



Water Division – Enterprise Fund

Services Overview

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

The Water Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Water Division for FY23.

Budget Summary of Expenditures

WATER DEPARTMENT	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SALARIES	1,790,342	1,858,725	1,926,495	2,036,589
PART-TIME SALARIES	22,131	9,875	42,236	43,379
OVERTIME	80,800	152,241	95,000	112,000
LONGEVITY	14,754	13,682	14,673	12,595
HEALTH INSURANCE	480,000	456,219	437,485	456,385
DENTAL INSURANCE	32,000	31,032	31,913	29,923
INSURANCE REIMBURSEMENT	10,500	6,225	10,000	6,220
LEAVE AT TERMINATION	40,000	44,143	40,000	100,000
WORKERS' COMPENSATION	20,186	20,186	28,992	35,574
RETIREMENT	210,656	231,821	287,690	304,737
OTHER BENEFITS	155,848	157,600	168,821	179,178
COLLECTIVE BARGAINING CONTINGENCY	(8)	-	41	150,000
<i>Contractual Obligations</i>	2,857,209	2,981,750	3,083,346	3,466,580
CHEMICALS	350,000	258,473	334,000	504,000
REPAIRS & MAINTENANCE	199,650	197,872	215,400	185,700
ELECTRICITY	373,200	351,493	399,600	387,000
NATURAL GAS	5,160	3,520	5,000	6,000
PROPANE & FUEL OIL	36,000	37,140	32,000	42,000
GASOLINE & DIESEL	42,500	29,523	34,200	50,550
ADMINISTRATIVE OVERHEAD	592,086	692,086	709,184	802,211
SLUDGE/GRIT REMOVAL	150,000	99,322	150,000	165,000
PROF CONTRACTED SERVICES	197,580	129,596	277,580	728,080
EQUIPMENT	72,000	82,344	55,000	59,000
STOCK MATERIALS	305,000	339,309	315,000	340,000
PRINCIPAL-BONDED DEBT	2,537,528	2,537,528	2,861,528	2,833,128
INTEREST ON DEBT	1,044,248	1,058,871	1,104,395	1,300,497
PROPERTY TAXES	135,000	91,028	138,500	138,500
PROJECTED PRINCIPAL DEBT	-	-	-	360,000
CAPITAL OUTLAY	250,000	250,000	-	160,000
ROLLING STOCK	360,000	360,000	295,000	315,000
ASSISTANCE PROGRAM	7,500	1,363	7,500	7,500
OTHER OPERATING	350,314	293,962	360,531	390,427
<i>Other Operating</i>	7,007,766	6,813,430	7,294,418	8,774,593
CASH REQUIREMENTS	9,864,975	9,795,180	10,377,764	12,241,173

Rate Stabilization Model and Rate Structure

The Water Division utilizes a rate model which was implemented in fiscal year 2014 and is annually reviewed and updated. The rate model serves as a tool to allow for long-term planning. This comprehensive rate model includes a rate stabilization reserve policy which allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

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

A City ordinance allows both residential and commercial customers to install irrigation meters. This ordinance language requires new irrigation customers to install water efficient irrigation systems. Irrigation usage for both residential and commercial customers have a third tier for any consumption beyond 20 units per month to further promote water efficiency.

Water User Rates

The FY23 user rates reflect a 3% increase from the FY22 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 FY23 to 3%, rather than the 2% projected last year. This projection also takes into account pending compliance costs related to the upcoming Pease wastewater treatment facility permit and upgrades.

The proposed water rate for the first 10 units of water consumed per month will increase from \$4.40 to \$4.54, the rate for the consumption over 10 units per month will increase from \$5.30 to \$5.46.

The proposed water rates include \$3.15 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 FY23 will remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

FY23 Water Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$3.15
1st Tier water service rate	\$1.39
Total First Tier Rate	\$4.54
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$3.15
2nd Tier water service rate	\$2.31
Total Second Tier Rate	\$5.46
Irrigation Meter Rate	
1st Tier water service rate [0 - 10 units]	\$5.46
2nd Tier water service rate [11- 20 units]	\$10.30
3rd Tier water service rate [over 20 units]	\$12.71

Water Meter Charge	
<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.

FY23 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	\$3.15	5	\$15.75
1st Tier water service rates	\$1.39	5	\$6.95
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
Total Monthly Charge			\$27.65
Total Annual Charge			\$331.80

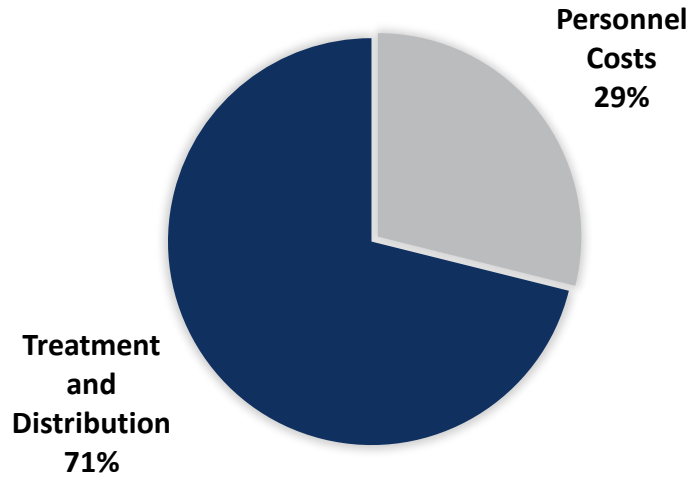
Average Daily Cost for Single Family Residential water customer = \$0.91

Operating Costs – Cash Basis

Personnel costs represent 29% of the total cash requirements, while the remaining 71% 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 \$780,729 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>
Water Storage Tanks Improvements	100,000
Edmond Ave	60,000
TOTALS	\$160,000

Rolling Stock

<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
4x4 Utility Body Pick-up w/plow (Year 1 of 2)	45,000
Dump Truck w/plow	90,000
1/2 Ton Pick-up	45,000
Staff Vehicle (new to inventory)	35,000
Misc Equipment	100,000
TOTALS	\$315,000

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 FY23 expenses.

<i>WATER RATE CALCULATION</i>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	7,075,048	7,075,048
Property Taxes	138,500	138,500
Equipment & Minor Capital needs	59,000	59,000
Depreciation	2,810,000	
Interest on Debt	1,270,537	1,270,537
Accrued Interest		29,960
Principal on Debt		2,833,128
Projected Principal Debt		360,000
OPEB Liability	69,500	
Capital Projects		160,000
Rolling Stock		315,000
BUDGET RESOLUTION	11,422,585	
CASH REQUIREMENT		12,241,173
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	1,422,209	1,422,209
Special Agreements	780,729	780,729
Meter Charges	727,942	727,942
Interest on Investments	33,000	33,000
Other Utility Revenue	255,100	255,100
Use of Net Position	0	563,116
<i>Sub Total</i>	3,218,980	3,782,096
Other Financing Sources-Cash		
Special Agreements		42,000
Strawbery Banke Agreement Principal		0
Bond Premium Amortization	218,174	
<i>Sub Total</i>	218,174	42,000
FULL ACCRUAL REVENUES	3,437,154	
ESTIMATED CASH		3,824,096
Required to be raised by User Rates		8,417,077
Rate Stabilization Reserve		0
TO BE RAISED BY USER RATES		\$8,417,077

User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,579,537	
Capital related Expenses	\$3.15	4,968,625

WATER METER RATES

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	460,948	
Rate/Anticipated Revenue	\$1.39	638,569
Capital Related Expenses	\$3.15	1,449,968
Total Tier 1 [0 - 10 units]	\$4.54	2,088,537
Billable Units at Tier 2	1,071,204	
Rate/Anticipated Revenue	\$2.31	2,477,995
Capital Related Expenses	\$3.15	3,369,602
Total Tier 2 [over 10 units]	\$5.46	5,847,597
Total Estimated User Revenues:	1,532,152	7,936,134

IRRIGATION METER RATES

THREE TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	14,299	
Rate/Anticipated Revenue	\$2.31	33,078
Capital Related Expenses	\$3.15	44,980
Total Tier 1 [0 - 10 units]	\$5.46	78,058
Billable Units at Tier 2	7,363	
Rate/Anticipated Revenue	\$7.15	52,665
Capital Related Expenses	\$3.15	23,160
Total Tier 2 [11-20 units]	\$10.30	75,825
Billable Units at Tier 3	25,723	
Rate/Anticipated Revenue	\$9.57	246,146
Capital Related Expenses	\$3.15	80,915
Total Tier 3 [over 20 units]	\$12.71	327,061
Total Estimated User Revenues:	47,385	480,943
Total Estimated User Consumption and User Revenues	1,579,537	\$8,417,077

Total Estimated Consumption	1,579,537	Total to be raised by user rates	\$8,417,077
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Programs and Services

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

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

Water Production- Provide water production for two 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 6 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.
- 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 190 miles of system piping ranging from 2" to 24".
- Maintain 8,528 services from the main in the street to curb shutoff, install new services.
- Maintain and install hydrants (including biannual flushing program).
- Maintain, install, and read water meters and monitor them via the automated meter reading system infrastructure.
- Maintain and exercise valves.
- Perform backflow testing annually at low hazard facilities and twice a year at high hazard facilities.
- Produce annual quality report and continued customer outreach through website updates, news releases and facility tours.

Technical Services- Provide technical services to water division

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

Goals and Objectives

Goal #1: Continue operations based on conjunctive approach to water management balancing.

Objectives:

- ✓ Implement recommendations of the Water Supply Master Plan Study of water availability and conjunctive management to optimize the efficient use of the water systems surface and groundwater supplies.
- ✓ Continue to encourage and implement water efficiency measures through customer outreach and water efficiency programs, including the Water Efficiency Rebate Program which started in



December 2014, the EPA's WaterSense 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 upgrade of SCADA system water supply control and security applications.
- ✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate.

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.
- ✓ 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

	FY20	FY21	FY22 (Projected)
Water Balance (annual)	6%	3%	5%
Number of water main breaks	20	13	15
Leak detections performed (miles)	60	11	60
Leaks Detected and Repaired	5	1	5
DigSafe Tickets (locating)	2,996	3,329	3,450
DigSafe Labor Hours	1,810	1,758	1,800
Precipitation (inches – water year – Oct to Sept)	36.3	44.3	45.0
Hydrant Flushing (weeks – Spring and Fall)	16	14	15
Hydrant Flushing Labor Hours	1,800	1,750	1,750
Million Gallons Delivered (Surface and Groundwater)	1,500	1,411	1,450
Millions Gallons of Groundwater Supply (annual)	595	570	600

	FY20	FY21	FY22 (Projected)
Millions Gallons of Surface Water Supply (annual)	865	841	850
Total Meter Work Orders	2,407	2,286	2,350
Meter Testing (in-house)	521	442	475
Meter Testing (large field)	78	61	61
New Service Applications	81	199	250
Customer Water Meter Replacements	959 (11%)	804 (9.2%)	900 (10.3%)
Radio-reader replacements	1,333	900	900
Leak Code Tags	797	721	750
Backflow Prevention Device Tests	2,350	2,379	2,395
Water Efficiency Rebates – Low Flow Toilets	102	98	100
Water Efficiency Rebates – Washing Machines	68	95	75
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.

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
WATER DIVISION			
<u>ADMINISTRATION</u>			
NON GRADE 28	1E/11F	① DEPUTY CITY MANAGER	14,880
PMA GRADE 25	11F/1G	⑨ DEPUTY PW DIRECTOR	64,563
PMA GRADE 21	E	⑦ FACILITIES MANAGER	26,282
NON GRADE 18	F	⑦ OPERATIONS MANAGER	22,957
PMA GRADE 13	E	⑦ BUSINESS ADMINSTRATOR	17,848
PMA GRADE 13	6A/6B	⑨ BUSINESS ADMINSTRATOR (REGULATORY COMPLIANCE)	30,101
PMA GRADE 9	6A/6B	⑦ ADMINISTRATIVE ASSISTANT I	13,665
PMA GRADE 11	H	④ FINANCE ASSISTANT	16,987
1386 GRADE 9	F	⑦ DISPATCHER II	13,811
1386B GRADE 7	H	⑦ ADMIN CLERK	13,035
PMA GRADE 7	F	⑦ SPECIAL PROJECT COORDINATOR	13,545
1386B GRADE 7	D	⑨ WATER/SEWER BILLING	23,514
SMA GRADE 15	F	⑧ FLEET GENERAL FOREMAN	24,336
1386 GRADE 13	E	⑧ TECHNICIAN - EQUIPMENT MECHANIC	19,587
1386 GRADE 13	2A/10B	⑧ TECHNICIAN - EQUIPMENT MECHANIC	16,780
1386 GRADE 13	G	⑧ TECHNICIAN - EQUIPMENT MECHANIC	20,679
1386 GRADE 13	4C/8D	⑧ TECHNICIAN - EQUIPMENT MECHANIC	18,358
1386 GRADE 13	6A/6B	⑧ TECHNICIAN - EQUIPMENT MECHANIC	16,517
1386 GRADE 7	7C/5D	⑧ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	13,565
		EDUCATION STIPENDS	2,084
		TOTAL ADMINISTRATION	403,094
<u>ENGINEERING</u>			
PMA GRADE 24	F	⑨ ENGINEER SUPERVISOR	61,395
PMA GRADE 18	F	⑨ ASST. ENGINEER/PLANNER	45,913
PMA GRADE 16	1D/11E	⑨ ASSISTANT CITY ENGINEER	41,103
PMA GRADE 18	F	⑨ SCADA MANAGER	45,913
PMA GRADE 12	6A/6B	⑨ SCADA TECH	28,805
PMA GRADE 18	G	⑨ GIS MANAGER	46,716
PMA GRADE 16	H	⑥ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,628
PMA GRADE 9	B	⑪ GIS STORMWATER TECH	25,421
PMA GRADE 9	11G/1H	⑨ GIS SPECIALIST II	30,292
		EDUCATION STIPENDS	1,251
		TOTAL ENGINEERING	348,437
<u>WATER SUPPLY AND TREATMENT</u>			
PMA GRADE 21	2E/10F	WATER RESOURCES MANAGER	106,006
SMA GRADE 16	F	CPO	85,143
PMA GRADE 12	11D/1E	⑨ PROCESS INSTRUMENTATION TECH	32,668
PMA GRADE 13	C	WATER QUALITY SPECIALIST II	64,754
SMA GRADE 14	A	TREATMENT OPERATIONS FOREMAN	61,882
1386 GRADE 10	G	PLANT OPERATOR	59,339
1386 GRADE 10	F	PLANT OPERATOR	57,750
1386 GRADE 10	F	PLANT OPERATOR	57,750
1386 GRADE 10	E	PLANT OPERATOR	56,205
1386 GRADE 7	C	UTILITY MECHANIC - GROUNDS	22,147
		EDUCATION STIPENDS	1,667
		ON CALL MONITORING	18,620
		TOTAL WATER SUPPLY AND TREATMENT	623,931

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
<u>DISTRIBUTION</u>			
SMA GRADE 16	E	⑨ GENERAL FOREMAN	41,432
PMA GRADE 14	H	⑨ ASSET MANAGEMENT COORDINATOR	39,288
SMA GRADE 13	F	WATER FOREMAN	73,644
1386 GRADE 10	6A/6B	ASSISTANT FOREMAN L2	49,476
1386 GRADE 9	F	EQUIP OPER II L2	57,306
1386 GRADE 8	1.5C/10.5D	EQUIP OPER I L1	51,732
1386 GRADE 7	E	UTILITY MECHANIC L1	49,636
1386 GRADE 7	5C/7D	UTILITY MECHANIC L2	47,443
1386 GRADE 5	C	LABORER	40,016
		ON CALL	1,240
TOTAL DISTRIBUTION			451,213
<u>METERS</u>			
1386 GRADE 7	G	⑩ UTILITY MECHANIC L2	40,039
1386 GRADE 7	G	⑨ UTILITY MECHANIC L2	26,692
1386 GRADE 7	G	⑩ UTILITY MECHANIC L2	40,039
1386 GRADE 7	8D/4E	⑨ UTILITY MECHANIC L2	24,566
TOTAL METERS			131,336
TOTAL FULL TIME			1,958,010
NON GRADE 5	E	⑦ SECRETARY (25HRS/WK)	8,099
		SEASONAL LABORERS	5,871
		ENGINEERING INTERNS	29,409
TOTAL PART TIME			43,379
TOTAL DEPARTMENT			2,001,389
<u>ADDITIONAL PERSONNEL</u>			
SMA GRADE 14	E	TREATMENT OPERATION FOREMAN	75,218
		ON CALL MONITORING	3,360
		FUNDED BY THE AIR FORCE	
TOTAL ADDITIONAL PERSONNEL			78,578

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY OF THE BUDGET

- ① 80% CITY MANAGER, 10% WATER, 10% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
- 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

FY21
BUDGETFY21
ACTUALFY22
BUDGETCITY MANAGER
RECOMMENDED**WATER DEPARTMENT****ADMINISTRATION PORTSMOUTH****50-751-610-51-100-492**

011001	REGULAR SALARIES	348,582	329,981	375,654	403,094
011061	INSURANCE REIMBURSEMENT	10,500	6,225	10,000	6,220
011064	COLL BARG CONTINGENCY	(8)	-	41	150,000
012001	PART TIME SALARIES	6,531	6,579	6,956	8,099
014041	OVERTIME	4,000	2,685	4,000	5,000
015001	LONGEVITY	14,754	13,682	14,673	12,595
016001	LEAVE AT TERMINATION	40,000	44,143	40,000	100,000
021001	INSURANCE-HEALTH	480,000	430,100	413,000	431,900
021101	INSURANCE-DENTAL	32,000	29,115	30,000	28,010
021501	INSURANCE-LIFE	2,974	2,565	3,202	3,436
021601	INSURANCE-DISABILITY	5,405	4,680	5,824	6,260
021802	OPEB-HEALTH INS EXP	15,000	(650)	8,000	8,000
021803	OPEB-MED SUBSIDY EXP	9,000	3,645	1,500	1,500
022001	SOCIAL SECURITY	23,180	23,141	25,500	26,970
022501	MEDICARE	5,421	2,726	5,963	6,308
023001	RETIREMENT	41,032	42,167	56,848	60,023
023004	OPEB-RETIREMENT LIAB ADJ	50,000	595,762	60,000	60,000
026002	INSURANCE-WORKERS COMP	20,186	20,186	28,992	35,574
030101	PROF SERVICES-AUDIT	10,000	9,609	10,000	5,000
031002	PROF SERVICES-ENGINEERING	10,000	10,262	10,000	10,000
032001	PROF SERVICES-O/S COUNSEL	20,000	1,107	10,000	10,000
033002	ADMINISTRATIVE OVERHEAD	592,086	692,086	709,184	802,211
034001	LOCK BOXES	15,000	3,826	15,000	15,000
034103	TELEPHONE	1,000	796	500	2,500
034206	SOFTWARE-ANNUAL MAINT	56,620	57,543	55,077	59,522
035002	PROF SERV- SUBSTANCE TEST	750	1,183	750	750
035004	OCCUPATIONAL HEALTH	2,500	3,784	2,500	2,500
039001	PROFESSIONAL SERVICES	7,800	12,768	20,000	20,000
043024	REPAIRS-VEHICLE	-	80	500	500
043028	MAINTENANCE	10,000	6,163	7,500	7,500
044006	PRINTING LEASE/MAINT	3,500	2,551	3,000	3,000
048001	PROPERTY INS-DEDUCTIBLES	-	-	-	3,000
048002	PROPERTY INSURANCE	48,269	48,269	50,682	53,217
053001	ADVERTISING	2,500	1,465	1,000	1,000
054050	TRAINING	2,250	300	2,250	2,250
055050	PRINTING	20,000	23,580	7,500	20,000
056001	DUES PROFESSIONAL ORGANIZ	1,750	1,604	1,500	1,500
057101	TRAVEL AND CONFERENCE	4,250	1,047	4,250	4,250
061001	FIRST AID	450	4,733	2,250	2,250
062001	OFFICE SUPPLIES	6,000	15,172	7,500	9,000
062011	OPERATING SUPPLIES	-	-	-	466
062501	POSTAGE	42,000	20,030	35,000	35,000
063501	GASOLINE	40,000	27,567	30,000	45,000
075001	FURNITURE AND FIXTURES	-	(220)	250	250
081005	TAXES	135,000	91,028	138,500	138,500
081166	GOFERR REIMBURSEMENT	-	(792)	-	-
086001	DEPRECIATION	2,200,000	2,110,415	2,610,000	2,810,000
088011	ASSISTANCE WATER/SEWER	7,500	1,363	7,500	7,500
092101	FINANCING FEES ON DEBT	28,500	31,600	30,000	5,000
098102	INTEREST-BONDED DEBT	1,026,717	1,038,240	1,115,612	1,265,537
		5,402,999	5,773,892	5,977,958	6,695,192

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

011001	REGULAR SALARIES	297,921	301,634	306,869	348,437
012001	PART TIME SALARIES	15,600	3,296	29,409	29,409
022001	SOCIAL SECURITY	20,294	18,387	20,849	23,426
022501	MEDICARE	4,746	4,301	4,876	5,479
023001	RETIREMENT	33,278	34,006	43,146	48,990
031002	PROF SERVICES-ENGINEERING	20,000	8,700	20,000	20,000

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
033004	GROUNDWATER PROTECT PRGM	15,000	1,015	15,000	15,000
034103	TELEPHONE	850	1,312	850	1,600
034104	CELLULAR PHONES	2,250	2,231	2,250	2,250
039054	PROF/SERVICES-CONTRACT	10,000	13,735	10,000	10,000
044006	PRINTING LEASE/MAINT	500	-	500	500
054050	TRAINING	2,000	187	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,250	404	1,250	1,250
057101	TRAVEL AND CONFERENCE	750	75	750	750
062007	COMPUTER/PRINTER SUPPLIES	1,250	390	1,250	1,250
062011	OPERATING SUPPLIES	250	250	250	250
067001	BOOKS & PERIODICALS	250	171	250	250
		426,189	390,095	459,499	510,841

TREATMENT PLANT PORTSMOUTH

50-751-650-54-180-492

011001	REGULAR SALARIES	558,191	533,199	571,988	605,311
011060	ON CALL MONITORING	20,410	19,760	18,620	18,620
014041	OVERTIME	30,000	42,218	30,000	35,000
022001	SOCIAL SECURITY	37,733	35,549	38,478	40,854
022501	MEDICARE	8,825	8,314	8,999	9,554
023001	RETIREMENT	67,981	67,393	87,257	92,646
031003	PROF SERVICES-SCADA	9,000	6,520	13,700	10,000
034103	TELEPHONE	7,000	8,244	7,000	9,000
034104	CELLULAR PHONES	7,000	9,931	8,000	14,000
039051	SECURITY/ALARMS	5,000	2,727	3,000	3,000
041002	ELECTRICITY	175,000	131,860	175,000	175,000
041103	PROPANE GAS	28,000	35,351	28,000	38,000
041301	RUBBISH REMOVAL	600	600	600	600
041308	GRIT DISPOSAL	150,000	98,853	150,000	165,000
043002	REPAIRS-ELECTRICAL	4,000	4,512	4,000	6,000
043005	REPAIRS-HEATING SYSTEM	6,000	5,921	4,000	6,000
043018	REPAIRS-EQUIPMENT	15,000	19,212	20,000	15,000
043024	REPAIRS-VEHICLE	11,000	6,374	10,000	8,000
043025	REPAIRS-BLDINGS & GROUNDS	15,000	6,319	15,000	12,000
043026	REPAIRS-COMPUTER EQUIP	500	416	500	-
043028	MAINTENANCE	15,000	22,999	15,000	15,000
043029	LAGOONS	-	469	-	-
043030	BELLAMY DAM	10,000	10,278	10,000	6,000
043031	SCADA EQUIPMENT	10,000	20,855	8,000	8,000
043032	GENERATOR MAINTENANCE	-	-	3,000	4,000
044006	PRINTING LEASE/MAINT	450	328	450	-
054003	STATE CERTIFICATION	2,700	354	500	500
054050	TRAINING	500	3,807	3,150	3,000
056007	OPERATIONAL PERMITS	1,500	3,037	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,500	-	2,500	2,500
057102	TRAVEL REIMBURSEMENT	1,000	391	1,000	1,000
062001	OFFICE SUPPLIES	3,000	3,182	3,000	3,000
062011	OPERATING SUPPLIES	6,000	6,823	6,000	6,000
063600	DIESEL FUEL	2,500	1,314	2,500	3,750
063800	MATERIALS-CHEMICALS	350,000	258,473	330,000	500,000
067001	BOOKS & PERIODICALS	400	197	400	200
068002	CLOTHING	4,000	3,923	-	-
068003	PROTECTIVE CLOTHING	800	1,782	5,400	5,000
068030	TOOLS	4,000	3,907	4,000	2,000
074000	MACHINERY AND EQUIPMENT	35,000	33,223	20,000	20,000
		1,605,590	1,418,615	1,610,542	1,845,035

TREATMENT PLANT PEASE

50-751-650-54-580-492

031003	PROF SERVICES-SCADA	-	-	5,000	4,000
034103	TELEPHONE	-	-	-	2,000
039010	PROF/SERVICES-LAB TESTS	46,200	13,768	7,800	8,000
039051	SECURITY/ALARMS	-	-	1,000	1,000
041002	ELECTRICITY	48,000	27,353	20,000	25,000
041101	NATURAL GAS	5,160	130	-	-

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
041205	WATER /SEWER FEES	-	337	-	-
043018	REPAIRS-EQUIPMENT	2,000	3,363	1,000	1,000
043025	REPAIRS-BLDINGS & GROUNDS	-	315	-	6,000
043028	MAINTENANCE	1,000	1,992	2,000	1,000
043032	GENERATOR MAINTENANCE	-	-	500	500
062001	OFFICE SUPPLIES	-	-	600	800
062011	OPERATING SUPPLIES	-	-	10,000	10,000
063800	MATERIALS-CHEMICALS	-	-	4,000	4,000
068030	TOOLS	-	-	2,000	2,000
074000	MACHINERY AND EQUIPMENT	-	6,515	2,000	2,000
		102,360	53,774	55,900	67,300

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

039010	PROF/SERVICES-LAB TESTS	40,000	40,077	50,000	40,000
043018	REPAIRS-EQUIPMENT	500	24	1,000	-
043028	MAINTENANCE	2,000	2,246	5,000	5,000
062001	OFFICE SUPPLIES	-	2,163	-	-
062011	OPERATING SUPPLIES	16,000	12,620	10,000	10,000
074000	MACHINERY AND EQUIPMENT	-	4,841	-	5,000
		58,500	61,970	66,000	60,000

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

041002	ELECTRICITY	35,000	34,535	40,000	40,000
041103	PROPANE GAS	5,000	1,789	4,000	4,000
043002	REPAIRS-ELECTRICAL	3,500	741	2,000	500
043018	REPAIRS-EQUIPMENT	5,000	357	2,000	500
043025	REPAIRS-BLDINGS & GROUNDS	3,000	4,973	10,000	5,000
043028	MAINTENANCE	26,000	56,284	35,000	10,000
043032	GENERATOR MAINTENANCE	7,000	-	1,000	-
062011	OPERATING SUPPLIES	1,200	1,585	1,200	1,200
074000	MACHINERY AND EQUIPMENT	12,000	8,992	10,000	5,000
041002	ELECTRICITY	30,000	15,119	30,000	15,000
		127,700	124,375	135,200	81,200

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

041002	ELECTRICITY	6,000	4,311	6,000	4,000
043028	MAINTENANCE	6,000	646	6,000	3,000
		12,000	4,958	12,000	7,000

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

041002	ELECTRICITY	3,600	3,465	3,600	3,000
043028	MAINTENANCE	2,000	-	-	2,000
		5,600	3,465	3,600	5,000

BOOSTER STATION PORTSMOUTH
50-751-650-58-182-492

039051	SECURITY/ALARMS	-	-	-	300
041002	ELECTRICITY	75,600	105,022	97,000	90,000
041103	PROPANE GAS	3,000	-	-	-
043018	REPAIRS-EQUIPMENT	1,500	71	6,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	-	495	2,000	1,000
043028	MAINTENANCE	1,000	1,745	3,000	2,000

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
043032	GENERATOR MAINTENANCE	2,000	760	2,000	1,000
063600	DIESEL FUEL	-	-	500	-
074000	MACHINERY AND EQUIPMENT	2,000	1,034	2,000	2,000
		85,100	109,127	112,500	99,300

DISTRIBUTION-ADMIN PORTSMOUTH
50-751-660-51-100-492

011001	REGULAR SALARIES	435,741	474,649	448,133	451,213
012001	PART TIME SALARIES	-	-	5,871	5,871
014041	OVERTIME	43,800	91,972	50,000	60,000
022001	SOCIAL SECURITY	30,096	34,169	31,248	32,059
022501	MEDICARE	7,038	7,916	7,308	7,498
023001	RETIREMENT	53,565	63,939	70,037	71,877
034103	TELEPHONE	2,700	2,530	2,700	2,700
034104	CELLULAR PHONES	3,500	4,032	3,100	3,500
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	18,672	15,000	15,000
043018	REPAIRS-EQUIPMENT	10,000	1,726	5,000	5,000
043024	REPAIRS-VEHICLE	35,000	36,845	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	7,765	1,500	1,500
043028	MAINTENANCE	500	285	500	500
044002	RENTAL OTHER EQUIPMENT	1,000	1,200	1,000	1,000
044004	RENTAL STORAGE UNIT	2,000	5,100	5,000	5,100
044006	PRINTING LEASE/MAINT	700	766	700	700
054003	STATE CERTIFICATION	1,250	250	1,250	1,250
054050	TRAINING	3,500	7,404	3,500	3,500
057101	TRAVEL AND CONFERENCE	500	-	100	100
062001	OFFICE SUPPLIES	300	694	1,000	1,000
062011	OPERATING SUPPLIES	1,500	2,770	1,500	1,750
065051	GROUNDSKEEPING-DIG SAFE	5,300	4,752	5,000	5,200
068002	CLOTHING	4,500	3,333	-	-
068003	PROTECTIVE CLOTHING	1,500	1,622	5,500	6,000
068012	STOCK INVENTORY	-	(45,418)	-	-
068016	MATERIALS	-	120	-	-
068030	TOOLS	9,000	7,598	9,000	9,000
074000	MACHINERY AND EQUIPMENT	8,000	6,883	7,000	7,000
		677,490	741,573	715,947	733,318

DISTRIBUTION-MAINS PORTSMOUTH
50-751-660-61-100-492

039054	PROF/SERVICES-CONTRACT	10,000	-	1,500	1,500
044002	RENTAL OTHER EQUIPMENT	-	2,400	2,500	-
068016	MATERIALS	210,000	280,965	225,000	250,000
		220,000	283,365	229,000	251,500

DISTRIBUTION-METERS PORTSMOUTH
50-751-660-64-100-492

011001	REGULAR SALARIES	129,497	130,610	128,892	131,336
014041	OVERTIME	3,000	3,848	3,000	4,000
022001	SOCIAL SECURITY	8,215	7,895	8,177	8,389
022501	MEDICARE	1,921	1,836	1,912	1,962
023001	RETIREMENT	14,800	15,219	18,544	19,028
039054	PROF/SERVICES-CONTRACT	11,330	8,084	11,330	11,330
043018	REPAIRS-EQUIPMENT	8,500	719	8,500	8,500
062011	OPERATING SUPPLIES	1,625	8,452	6,625	6,625
068016	MATERIALS	95,000	58,223	90,000	90,000
074000	MACHINERY AND EQUIPMENT	5,000	-	5,000	5,000
		278,888	234,886	281,980	286,170

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

AIR FORCE REIMBURSEMENT
50-998-650-54-580-492

011001	REGULAR SALARIES	-	68,386	72,979	75,218
011060	ON CALL MONITORING	-	507	3,360	3,360
014041	OVERTIME	-	11,518	8,000	8,000
021001	INSURANCE-HEALTH	-	26,120	24,485	24,485
021101	INSURANCE-DENTAL	-	1,916	1,913	1,913
021501	INSURANCE-LIFE	-	87	10	127
021601	INSURANCE-DISABILITY	-	159	23	233
022001	SOCIAL SECURITY	-	4,760	5,229	5,368
022501	MEDICARE	-	1,113	1,223	1,255
023001	RETIREMENT	-	9,096	11,858	12,173
031002	PROF SERVICES-ENGINEERING	-	-	5,000	5,000
031011	PROF SERVICE-FILTER MEDIA	-	-	50,000	525,000
039010	PROF/SERVICES-LAB TESTS	-	-	50,000	45,000
041002	ELECTRICITY	-	29,829	28,000	35,000
041101	NATURAL GAS	-	3,390	5,000	6,000
043018	REPAIRS-EQUIPMENT	-	-	-	5,000
043024	REPAIRS-VEHICLE	-	880	250	500
043028	MAINTENANCE	-	-	2,000	10,000
044002	RENTAL OTHER EQUIPMENT	-	9,297	9,297	9,297
062011	OPERATING SUPPLIES	-	-	1,000	1,000
063501	GASOLINE	-	642	1,200	1,800
074000	MACHINERY AND EQUIPMENT	-	-	1,000	5,000
		-	167,699	281,827	780,729

TOTAL WATER DIVISION	9,002,416	9,367,793	9,941,953	11,422,585
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CASH REQUIREMENTS ADJUSTMENTS

021802	OPEB-HEALTH INS EXP	(74,000)	(598,757)	(69,500)	(69,500)
070000	CAPITAL OUTLAY	250,000	250,000	-	160,000
086001	DEPRECIATION	(2,200,000)	(2,110,415)	(2,610,000)	(2,810,000)
098001	PRINCIPAL-BONDED DEBT	2,537,528	2,537,528	2,861,528	2,833,128
098102	INTEREST-BONDED DEBT	(10,969)	(10,969)	(41,217)	29,960
098010	PROJECTED NEW BOND PAYMNT	-	-	-	360,000
099002	ROLLING STOCK	360,000	360,000	295,000	315,000
Total Cash Requirements Adjustment		862,559	427,387	435,811	818,588

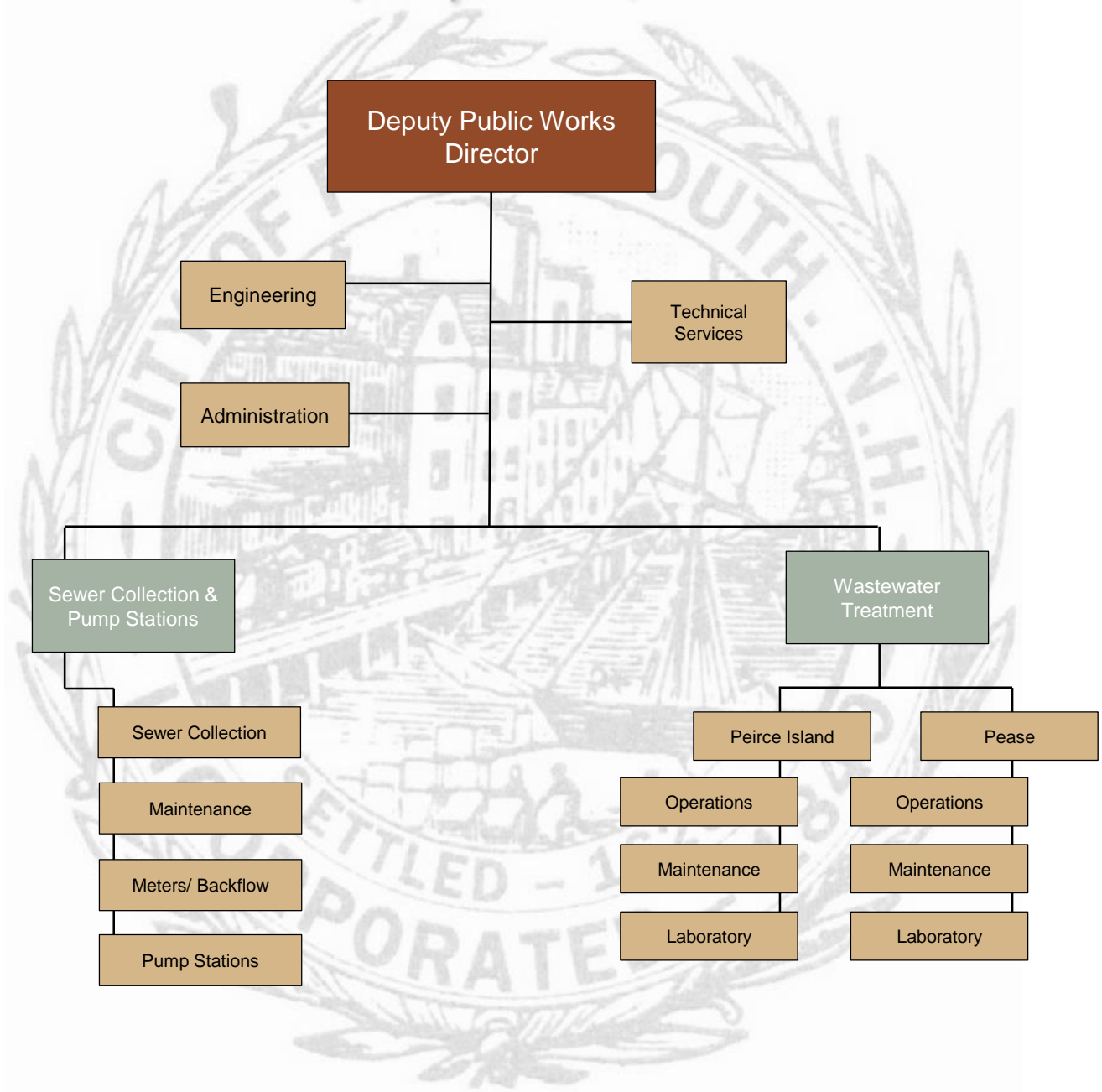


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Public Works Department

Sewer Division

(Enterprise Fund)



Sewer Department Mission

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

Sewer Division Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Deputy City Manager	0.1	0.1	0.1
Deputy Public Works Director	0.5	0.5	0.5
City Engineer (Engineer Supervisor)	0.5	0.5	0.5
Operations Manager	0.25	0.25	0.25
Business Administrator	0.75	0.75	0.75
Facilities Manager	0.25	0.25	0.25
Assistant City Engineer - Planner	0.5	0.5	0.5
Assistant City Engineer	0.5	0.5	0.5
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25
Administrative Assistant I	0.00	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Project Coordinator	0.25	0.25	0.25
Water/Sewer Billing	0.5	0.5	0.5
Dispatcher II	0.25	0.25	0.25
Deputy Health Officer	0.6	0	0
SCADA Manager	0.5	0.5	0.5
SCADA Tech	1.0	1.0	1.5
Process Instrumentation Tech	0.5	0.5	0.5
Wastewater Operations Manager	1	1	1
Pretreatment Coordinator	0	0	1
GIS/Stormwater Manager	0.5	0.5	0.5
GIS Specialist II	0.5	0.5	0.5
Chief Plant Operator (CPO)	2	2	2
Pump Station Manager	1	1	1
Treatment Operations Foreman	2	2	3
Plant Operator 1	8	8	8
General Foreman	0.5	0.5	0.5
Sewer Foreman	1	2	1
Asset Management Coordinator	0.5	0.5	0.5
Utility Inspection & Maintenance Foreman	0.5	0.5	0.5
Lift Station Operator 1	2	2	2
Equipment Operator 2	1	1	1
Camera Operator	0.5	0.5	0.5
Utility Mechanic	3.0	3.0	3.5
Truck Driver 1	1	1	1
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.5
Utility Mechanic - Inventory Control Tech	0.3	0.3	0.3
Totals Full Time	34.80	35.45	37.45
Positions Part-Time	FY21	FY22	FY23
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25



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 FY23.

Budget Summary of Expenditures

SEWER DEPARTMENT	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
SALARIES	2,261,647	1,922,812	2,303,360	2,555,545
PART-TIME SALARIES	22,131	11,167	42,236	43,379
OVERTIME	154,000	143,850	152,000	168,000
LONGEVITY	15,061	14,449	16,180	13,837
HEALTH INSURANCE	650,000	538,241	588,000	600,000
DENTAL INSURANCE	42,000	34,729	40,000	39,250
INSURANCE REIMBURSEMENT	9,500	9,915	5,010	6,660
LEAVE AT TERMINATION	32,000	43,776	32,000	40,000
WORKERS' COMPENSATION	30,146	30,146	32,750	49,631
RETIREMENT	269,828	239,163	348,202	386,638
OTHER BENEFITS	199,310	165,117	203,442	225,113
COLLECTIVE BARGAINING CONTINGENCY	(8)	-	57	193,000
<i>Contractual Obligations</i>	3,685,615	3,153,365	3,763,237	4,321,053
CHEMICALS	1,205,000	1,002,548	1,215,000	1,625,000
REPAIRS & MAINTENANCE	694,750	710,636	698,000	676,585
ELECTRICITY	796,500	687,878	890,500	873,500
NATURAL GAS	12,000	8,667	10,500	10,500
PROPANE & FUEL OIL	97,500	106,136	97,500	128,750
GASOLINE & DIESEL	31,350	26,262	31,350	46,850
ADMINISTRATIVE OVERHEAD	592,086	692,086	709,184	802,211
SLUDGE/GRIT REMOVAL	960,500	559,730	810,000	795,000
PROF CONTRACTED SERVICES	312,250	395,462	422,250	557,200
PERMITS EXPENSES/LEGAL FEES	425,000	324,977	375,000	375,000
EQUIPMENT	211,750	389,309	232,250	282,750
STOCK MATERIAL	137,500	99,882	132,000	132,000
PRINCIPAL-BONDED DEBT	4,529,142	4,529,142	4,903,142	4,477,531
INTEREST ON DEBT	2,503,570	1,318,736	3,283,035	3,539,573
PROJECTED PRINCIPAL DEBT	-	-	2,593,500	3,038,500
CAPITAL OUTLAY	350,000	350,000	450,000	330,000
ROLLING STOCK	405,000	405,000	450,000	405,000
ASSISTANCE PROGRAM	7,500	3,965	7,500	7,500
TRANSFER TO STORMWATER	277,707	277,707	311,993	451,789
GOFERR REIMBURSEMENT	-	(549)	-	-
OTHER OPERATING	541,010	511,191	533,102	585,606
<i>Other Operating</i>	14,090,115	12,398,766	18,155,806	19,140,845
CASH REQUIREMENTS	17,775,730	15,552,131	21,919,043	23,461,898

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 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 of wastewater operations.

Sewer User Rates

The FY23 user rates reflect a 6% increase from the FY22 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 necessitate increasing the rate in FY23 to 6%, rather than the 4% projected last year. This projection also takes into account pending compliance costs related to the updated Pease WWTF NPDES permit and upgrades.

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$14.89 to \$15.78, the rate for the consumption over 10 units per month will be increased from \$16.38 to \$17.36.

The proposed sewer rates include \$10.36 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

FY23 Proposed Sewer Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$10.36
First 10 units billed per month	\$5.42
Total First Tier Rate	\$15.78
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$10.36
Over 10 units billed per month	\$7.00
Total Second Tier Rate	\$17.36

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.

FY23 Sewer Rate

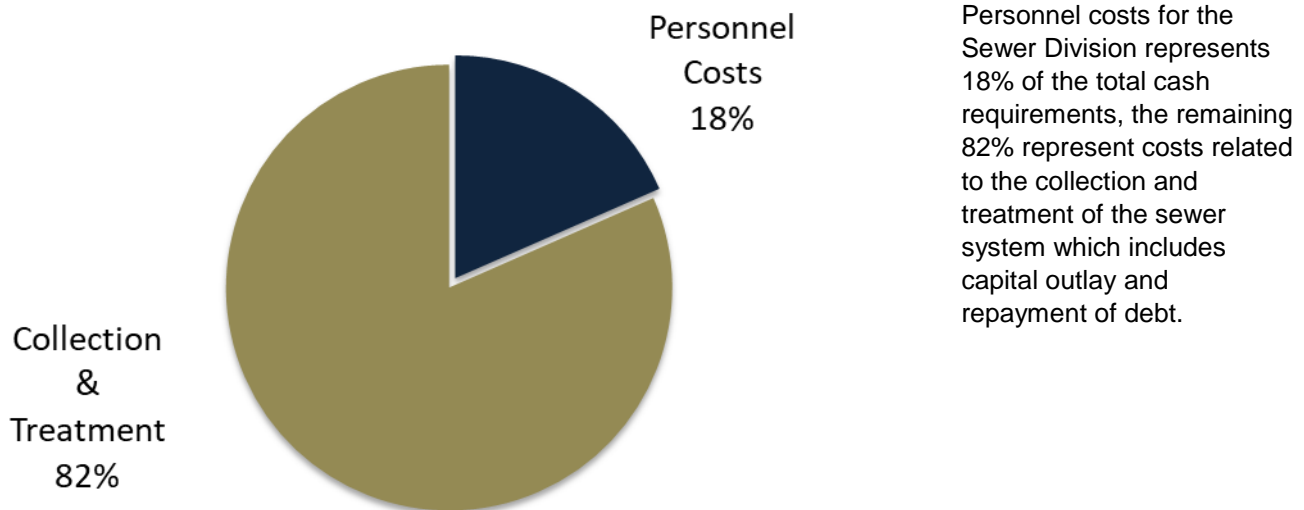
Average Residential Customer Bill
 Monthly Consumption in units
 (1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$10.36	5	\$51.80
1st Tier sewer service rates	\$5.42	5	\$27.10
Total Monthly Charge			\$78.90
Total Annual Charge			\$946.80

User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water and sewer system uses 5 units per month. Therefore, the adjacent table depicts the monthly and annual water charges for a residential customer using 5 units per month.

Average Daily Cost for Single Family Residential sewer customer = \$2.59

Operating Costs – Cash Basis



Personnel costs for the Sewer Division represents 18% of the total cash requirements, the remaining 82% 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. A number of public meetings and presentations were held with the City Council and other committees during the planning phase of this project and a significant funding decision was the choice to finance a large portion of the project through the State of New Hampshire's State Revolving Loan Fund. The City Council approved up to \$81.9 million of funds from this program to pay for the construction upgrades. Cost savings were realized through principal forgiveness of 5% of the loan (approx. \$4.095 million total), an interest rate locked in at 2.0% during the 30 year repayment period, and reduced interest during the 4.5 year construction period. Repayment of the loan began in FY21. Utilizing the State Revolving Loan Fund allowed the City to continue with predictable and stable sewer rate increases rather than having to absorb the cost of these upgrades in a shorter timeline.

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 in need of replacement due to its age. The City is in the planning phases of a facility upgrade to address aged equipment as well as the need for a capacity increase. The upgraded facility will need to consider regulatory requirement for an updated NPDES permit from the EPA. It is anticipated that the details of the upgrade will be refined during FY23. 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.

Capital Outlay	
<u>Project Name</u>	<u>Amount</u>
Wastewater Reuse at Pease WWTF	100,000
Woodbury Avenue Sewer Separation	60,000
Edmond Avenue	20,000
Citywide Stormdrain Improvements	150,000
TOTALS	\$330,000

Rolling Stock	
<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
Vactor (Year 1 of 6)	95,000
3/4 Ton Pick Up w/plow	50,000
3/4 Ton Pick Up w/flatbed	60,000
Misc Equipment	200,000
TOTALS	\$405,000

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 FY23 expenses.

SEWER RATE CALCULATION		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	10,561,755	10,561,755
Permits/Legal Fees	375,000	375,000
Transfer to Stormwater	451,789	451,789
Equipment & Minor Capital needs	282,750	282,750
Depreciation	5,300,000	
Interest on Debt	3,557,073	3,557,073
Accrued Interest		(17,500)
Principal on Debt		4,477,531
Projected Principal Debt		3,038,500
OPEB Liability	92,500	
Capital Projects		330,000
Rolling Stock		405,000
BUDGET RESOLUTION	20,620,867	
CASH REQUIREMENT		23,461,898
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	481,500	481,500
State Aid Grant	570,780	570,780
Special Agreements Interest on Debt	2,175	2,175
Interest on Investment	115,000	115,000
Use of Net Position	0	4,073,212
<i>Sub Total</i>	1,169,455	5,242,667
Other Financing Sources-Cash		
Special Agreements Principal Debt		22,062
Bond Premium Amortization	297,171	
<i>Sub Total</i>	297,171	22,062
FULL ACCRUAL REVENUES	1,466,626	
ESTIMATED CASH		5,264,729
Required to be raised by User Rates		18,197,169
Rate Stabilization Reserve		0
TO BE RAISED BY USER RATES		\$18,197,169

User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,082,825	
Capital related Expenses	\$10.36	11,219,824

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	380,072	
Rate/Anticipated Revenue	\$5.42	2,059,782
Capital Related Expenses	\$10.36	3,938,158
Total Tier 1 [0 - 10 units]	\$15.78	5,997,940
Billable Units at Tier 2	702,753	
Rate/Anticipated Revenue	\$7.00	4,917,563
Capital Related Expenses	\$10.36	7,281,666
Total Tier 2 [over 10 units]	\$17.36	12,199,229
Total Estimated User Revenues:	1,082,825	18,197,169

Total Estimated Consumption	1,082,825	Total to be raised by user rates	\$18,197,169
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Programs and Services

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

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

Wastewater Collection 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.

- 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 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.
- ✓ 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 50% of the 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.
- ✓ 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

	FY20	FY21	FY22 (Estimate)
Linear Feet of wastewater pipe cleaned and inspected	26,135	23,042	25,000
Number of Sewer System Overflows	7	3	9
Number of Combined Sewer Overflow Activations	12	10	7
Volume of Combined Sewer Overflows (million gallons)	2.7	0.1	2.0
Tons of Biochemical Oxygen Demand Treated and Removed from Wastewater	1,090	1,240	1,370
Tons of Total Suspended Solids Treated and Removed from Wastewater	1,500	1,510	1,660
Tons of Nitrogen Treated and Removed from Wastewater	19	125	136
DigSafe Tickets (locating)	928	993	1,050
DigSafe Labor Hours	1,221	1,306	1,380

FY23 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
SEWER DIVISION				
<u>ADMINISTRATION</u>				
NON GRADE 28	1E/11F	①	DEPUTY CITY MANAGER	14,880
PMA GRADE 25	11F/1G	⑨	DEPUTY PW DIRECTOR	64,563
PMA GRADE 21	E	⑦	FACILITIES MANAGER	26,282
NON GRADE 18	F	⑦	OPERATIONS MANAGER	22,957
PMA GRADE 13	E	⑦	BUSINESS ADMINISTRATOR	17,848
PMA GRADE 11	H	④	FINANCE ASSISTANT	16,987
PMA GRADE 13	6A/6B	⑨	BUSINESS ADMINSTRATOR (REGULATORY COMPLIANCE)	30,101
PMA GRADE 9	6A/6B	⑦	ADMINISTRATIVE ASSISTANT I	13,665
1386B GRADE 7	H	⑦	ADMIN CLERK	13,035
1386 GRADE 9	F	⑦	DISPATCHER II	13,811
1386B GRADE 7	D	⑨	WATER/SEWER BILLING	23,514
PMA GRADE 7	F	⑦	SPECIAL PROJECT COORDINATOR	13,545
SMA GRADE 15	F	⑧	GENERAL FOREMAN - FLEET	24,336
1386 GRADE 13	E	⑧	TECHNICIAN - EQUIPMENT MECHANIC	19,587
1386 GRADE 13	2A/10B	⑧	TECHNICIAN - EQUIPMENT MECHANIC	16,780
1386 GRADE 13	G	⑧	TECHNICIAN - EQUIPMENT MECHANIC	20,679
1386 GRADE 13	4C/8D	⑧	TECHNICIAN - EQUIPMENT MECHANIC	18,358
1386 GRADE 13	B	⑧	TECHNICIAN - EQUIPMENT MECHANIC	16,920
1386 GRADE 7	7C/5D	⑧	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	13,565
EDUCATION STIPENDS				2,251
TOTAL ADMINISTRATION				403,664
<u>ENGINEERING</u>				
PMA GRADE 24	F	⑨	ENGINEER SUPERVISOR	61,395
PMA GRADE 18	F	⑨	ASST. ENGINEER/PLANNER	45,913
PMA GRADE 16	1D/11E	⑨	ASSISTANT CITY ENGINEER	41,103
PMA GRADE 18	F	⑨	SCADA MANAGER	45,913
PMA GRADE 18	G	⑨	GIS MANAGER	46,716
PMA GRADE 16	H	⑥	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,628
PMA GRADE 12	9F/3G		SCADA TECH	69,303
PMA GRADE 12	6A/6B	⑨	SCADA TECH	28,805
PMA GRADE 9	11G/1H	⑨	GIS SPECIALIST II	30,292
EDUCATION STIPENDS				1,251
TOTAL ENGINEERING				392,319
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	E		WW OPERATIONS MANAGER	105,130
SMA GRADE 16	E		CPO OF OPERATIONS PEASE	82,864
SMA GRADE 16	E		CPO OF OPERATIONS PEIRCE ISLAND	82,864
SMA GRADE 14	6C/6D		TREATMENT OPERATION FOREMAN-PEASE	69,930
SMA GRADE 14	6C/6D		TREATMENT OPERATION FOREMAN-PIERCE ISLAND	69,930
SMA GRADE 14	A		TREATMENT OPERATION FOREMAN-PIERCE ISLAND	61,882
PMA GRADE 16	6A/6B		PRETREATMENT COORDINATOR	69,597
PMA GRADE 12	11D/1E	⑨	PROCESS INSTRUMENTATION TECH	32,668
1386 GRADE 10	E		PLANT OPERATOR L2	58,285
1386 GRADE 10	E		PLANT OPERATOR	56,205
1386 GRADE 10	6A/6B		PLANT OPERATOR	47,396
1386 GRADE 10	2F/10G		PLANT OPERATOR	59,074
1386 GRADE 10	F		PLANT OPERATOR	57,750
1386 GRADE 10	3D/9E		PLANT OPERATOR L2	57,616
1386 GRADE 10	4.5C/7.5D		PLANT OPERATOR	52,573
1386 GRADE 10	4.5B/7.5C		PLANT OPERATOR	50,069
1386 GRADE 7	C		UTILITY MECHANIC - GROUNDS	22,147
ON CALL MONITORING				43,960
TOTAL TREATMENT FACILITIES				1,079,940

FY23 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
<u>LIFT STATIONS</u>				
SMA GRADE 13	A		ACPO LIFT STATIONS	58,965
1386 GRADE 10	E		LIFT STATION OPERATOR	56,205
1386 GRADE 10	C		LIFT STATION OPERATOR	56,205
			ON CALL MONITORING	21,980
TOTAL LIFT STATIONS				193,355
<u>COLLECTION</u>				
SMA GRADE 16	E	⑨	GENERAL FOREMAN	41,432
SMA GRADE 13	3.5C/8.5D		SEWER FOREMAN	67,312
PMA GRADE 14	H	⑨	ASSET MANAGEMENT COORDINATOR	39,288
SMA GRADE 13	2.5E/9.5F	⑫	UTILITY INSPECTION AND MAINTENANCE FOREMAN	36,617
1386 GRADE 9	F	⑫	CAMERA OPERATOR L2	28,527
1386 GRADE 7	F	⑫	UTILITY MECHANIC L2	26,006
1386 GRADE 9	E		EQUIP OPER II L2	55,583
1386 GRADE 7	4.5C/7.5D		UTILITY MECHANIC	45,455
1386 GRADE 6	E		TRUCK DRIVER I	43,486
			ON CALL	2,630
TOTAL COLLECTION				386,336
<u>METERS</u>				
1386 GRADE 7	G	⑩	UTILITY MECHANIC L2	13,346
1386 GRADE 7	G	⑨	UTILITY MECHANIC L2	26,693
1386 GRADE 7	G	⑩	UTILITY MECHANIC L2	13,346
1386 GRADE 7	8D/4E	⑨	UTILITY MECHANIC L2	24,566
TOTAL METERS				77,951
TOTAL FULL TIME				2,533,564
NON GRADE 5	E	⑦	SECRETARY (25HRS/WK)	8,099
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	29,409
TOTAL PART TIME				43,379
TOTAL DEPARTMENT				2,576,943
FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET				
①	80% CITY MANAGER, 10% WATER, 10% SEWER			
④	48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL			
⑥	25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST			
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			

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

SEWER DEPARTMENT

ADMINISTRATION PORTSMOUTH

51-751-610-51-100-491

Account Title	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
011001 REGULAR SALARIES	398,597	324,264	375,654	403,664
011061 INSURANCE REIMBURSEMENT	9,500	9,915	5,010	6,660
011064 COLL BARG CONTINGENCY	(8)	-	57	193,000
012001 PART TIME SALARIES	6,531	10,454	6,956	8,099
014041 OVERTIME	5,000	2,694	5,000	5,000
015001 LONGEVITY	15,061	14,449	16,180	13,837
016001 LEAVE AT TERMINATION	32,000	43,776	32,000	40,000
021001 INSURANCE-HEALTH	650,000	538,241	588,000	600,000
021101 INSURANCE-DENTAL	42,000	34,729	40,000	39,250
021501 INSURANCE-LIFE	3,756	3,170	3,815	4,207
021601 INSURANCE-DISABILITY	6,831	5,842	6,948	7,667
021802 OPEB-HEALTH INS EXP	15,000	(596)	8,000	8,000
021803 OPEB-MED SUBSIDY EXP	9,000	973	2,500	2,500
022001 SOCIAL SECURITY	26,018	24,018	25,338	27,110
022501 MEDICARE	6,085	4,100	5,927	6,340
023001 RETIREMENT	45,082	41,519	56,499	60,340
023004 OPEB-RETIREMENT LIAB ADJ	40,000	674,964	82,000	82,000
026002 INSURANCE-WORKERS COMP	30,146	30,146	32,750	49,631
030101 PROF SERVICES-AUDIT	9,000	8,648	9,000	10,450
031002 PROF SERVICES-ENGINEERING	47,500	6,040	135,000	70,000
032001 PROF SERVICES-O/S COUNSEL	125,000	142,741	125,000	125,000
033002 ADMINISTRATIVE OVERHEAD	592,086	692,086	709,184	802,211
034001 LOCK BOXES	6,500	2,316	6,500	6,500
034103 TELEPHONE	1,200	1,016	1,200	2,100
034206 SOFTWARE-ANNUAL MAINT	67,341	52,086	66,260	74,000
035002 PROF SERV- SUBSTANCE TEST	750	1,253	750	750
035004 OCCUPATIONAL HEALTH	2,500	3,916	2,500	2,500
039001 PROFESSIONAL SERVICES	7,500	13,918	20,000	20,000
039054 PROF/SERVICES-CONTRACT	15,000	20,408	15,000	15,000
043024 REPAIRS-VEHICLE	1,250	-	1,250	1,250
043028 MAINTENANCE	12,000	5,934	4,500	4,500
044006 PRINTING LEASE/MAINT	3,000	2,228	2,500	2,500
048001 PROPERTY INS-DEDUCTIBLES	-	-	-	3,000
048002 PROPERTY INSURANCE	64,359	64,359	67,576	70,956
053001 ADVERTISING	2,500	1,476	2,500	2,500
054003 STATE CERTIFICATION	150	-	-	-
054050 TRAINING	1,350	1,350	1,350	1,350
055050 PRINTING	13,000	16,076	13,000	20,000
056001 DUES PROFESSIONAL ORGANIZ	500	375	500	500
057101 TRAVEL AND CONFERENCE	1,750	253	1,750	1,750
061001 FIRST AID	250	1,315	750	750
062001 OFFICE SUPPLIES	4,500	1,880	3,000	4,000
062011 OPERATING SUPPLIES	-	110	-	-
062501 POSTAGE	37,000	19,828	34,500	34,500
063501 GASOLINE	27,500	24,001	27,500	41,250
074000 MACHINERY AND EQUIPMENT	2,500	2,500	2,000	2,000
075001 FURNITURE AND FIXTURES	-	(220)	250	250
081004 ABATEMENTS	12,500	-	12,500	12,500
081166 GOFERR REIMBURSEMENT	-	(549)	-	-
086001 DEPRECIATION	5,150,000	4,433,514	5,550,000	5,300,000
088011 ASSISTANCE WATER/SEWER	7,500	3,965	7,500	7,500
092101 FINANCING FEES ON DEBT	20,000	37,197	27,100	20,000
098102 INTEREST-BONDED DEBT	4,100,031	2,915,197	3,387,634	3,557,073
	11,676,616	10,237,876	11,530,688	11,773,945

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

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

011001	REGULAR SALARIES	336,339	302,770	347,322	392,319
012001	PART TIME SALARIES	15,600	713	29,409	29,409
014041	OVERTIME	-	-	-	-
015001	LONGEVITY	-	-	-	-
022001	SOCIAL SECURITY	22,676	18,412	23,357	26,147
022501	MEDICARE	5,303	4,306	5,463	6,115
023001	RETIREMENT	37,569	34,319	48,833	55,160
031002	PROF SERVICES-ENGINEERING	12,500	17	12,500	12,500
031006	PROF SRVCS-GREAT BAY	200,000	134,043	250,000	250,000
031009	CD MITIGATION	100,000	48,193	-	-
034103	TELEPHONE	950	1,200	990	1,500
034104	CELLULAR PHONES	1,575	2,181	2,100	2,100
039054	PROF/SERVICES-CONTRACT	15,000	10,475	15,000	15,000
044006	PRINTING LEASE/MAINT	285	-	285	285
054003	STATE CERTIFICATION	300	-	300	300
054050	TRAINING	650	163	650	650
056001	DUES PROFESSIONAL ORGANIZ	1,250	330	1,250	1,250
057101	TRAVEL AND CONFERENCE	1,950	549	1,950	1,950
062001	OFFICE SUPPLIES	500	-	500	500
062005	PRINTING SUPPLIES	250	-	250	250
062007	COMPUTER/PRINTER SUPPLIES	1,250	390	1,250	1,250
062011	OPERATING SUPPLIES	-	255	-	-
067001	BOOKS & PERIODICALS	250	-	250	250
074000	MACHINERY AND EQUIPMENT	250	186	250	250
		754,447	558,500	741,909	797,185

TRANSFER TO STORMWATER
51-751-640-49-100-491

091008	TRANSFER-STORMWATER	277,707	277,707	311,993	321,789
091009	TRANSFER-ROLLING STOCK SW	-	-	-	130,000
		277,707	277,707	311,993	451,789

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

011001	REGULAR SALARIES	451,092	358,112	473,822	653,925
011060	ON CALL MONITORING	20,410	20,566	21,980	21,980
012001	PART TIME SALARIES	-	4,613	-	-
014041	OVERTIME	52,000	40,446	52,000	58,000
022001	SOCIAL SECURITY	32,457	25,054	33,964	45,503
022501	MEDICARE	7,591	5,860	7,943	10,642
023001	RETIREMENT	58,475	47,435	77,021	103,188
034103	TELEPHONE	6,000	7,327	7,446	5,500
034104	CELLULAR PHONES	5,000	3,877	5,000	7,300
039001	PROFESSIONAL SERVICES	50,000	200,789	50,000	190,000
039051	SECURITY/ALARMS	1,500	429	1,500	500
041002	ELECTRICITY	400,000	288,750	445,000	410,000
041103	PROPANE GAS	80,000	86,181	80,000	100,000
041205	WATER /SEWER FEES	82,500	68,479	50,000	65,000
041308	GRIT DISPOSAL	800,000	426,027	650,000	600,000
041309	GRIT AND GREASE REMOVAL	15,000	20,147	15,000	15,000
043004	REPAIRS-PLUMBING	-	181	500	1,000
043018	REPAIRS-EQUIPMENT	50,000	70,468	50,000	46,000
043021	REPAIRS-FIRE ALARM SYS	1,000	-	1,000	-
043024	REPAIRS-VEHICLE	6,500	5,712	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	5,500	10,158	10,000	10,000
043028	MAINTENANCE	150,000	161,640	150,000	100,000
043031	SCADA EQUIPMENT	5,000	11,393	5,000	15,000

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
043032	GENERATOR MAINTENANCE	2,500	2,956	3,000	3,000
044006	PRINTING LEASE/MAINT	500	482	500	1,200
054003	STATE CERTIFICATION	350	-	350	250
054050	TRAINING	5,000	2,516	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	105	1,500	1,500
057101	TRAVEL AND CONFERENCE	4,500	-	4,500	2,500
057102	TRAVEL REIMBURSEMENT	2,500	1,867	2,500	2,500
062001	OFFICE SUPPLIES	2,500	5,663	5,000	5,000
062011	OPERATING SUPPLIES	10,000	12,490	15,000	15,000
063800	MATERIALS-CHEMICALS	1,090,000	929,615	1,100,000	1,500,000
068002	CLOTHING	3,500	2,033	-	-
068003	PROTECTIVE CLOTHING	4,500	6,294	8,000	8,000
068030	TOOLS	5,000	4,638	5,000	5,000
074000	MACHINERY AND EQUIPMENT	50,000	232,642	50,000	50,000
		3,462,375	3,064,945	3,394,026	4,063,988

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

011001	REGULAR SALARIES	368,434	369,586	378,356	382,055
011060	ON CALL MONITORING	20,410	21,027	21,980	21,980
014041	OVERTIME	40,000	42,567	40,000	50,000
022001	SOCIAL SECURITY	26,588	25,746	27,301	28,150
022501	MEDICARE	6,218	6,021	6,385	6,584
023001	RETIREMENT	47,902	49,036	61,911	63,837
031002	PROF SERVICES-ENGINEERING	25,000	7,504	25,000	25,000
034103	TELEPHONE	3,200	2,625	3,200	3,500
034104	CELLULAR PHONES	5,000	4,849	5,000	8,000
039001	PROFESSIONAL SERVICES	-	6,507	10,000	40,000
041002	ELECTRICITY	150,000	172,363	195,000	200,000
041103	PROPANE GAS	15,000	19,062	15,000	25,000
041205	WATER /SEWER FEES	13,500	8,221	13,500	13,500
041301	RUBBISH REMOVAL	5,000	-	5,000	5,000
041308	GRIT DISPOSAL	100,000	84,601	100,000	125,000
041309	GRIT AND GREASE REMOVAL	10,000	19,499	10,000	25,000
043002	REPAIRS-ELECTRICAL	25,000	6,258	25,000	25,000
043018	REPAIRS-EQUIPMENT	100,000	133,613	100,000	100,000
043024	REPAIRS-VEHICLE	3,000	16	3,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	75,000	38,039	75,000	75,000
043028	MAINTENANCE	20,000	12,581	20,000	25,000
043031	SCADA EQUIPMENT	20,000	18,271	25,000	35,000
043032	GENERATOR MAINTENANCE	5,000	13,699	9,000	9,000
044006	PRINTING LEASE/MAINT	470	431	470	600
054003	STATE CERTIFICATION	350	100	350	350
054050	TRAINING	3,000	1,115	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	-	1,000	1,000
057101	TRAVEL AND CONFERENCE	4,000	-	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,500	614	1,500	1,500
062001	OFFICE SUPPLIES	1,400	5,634	3,000	5,000
062011	OPERATING SUPPLIES	-	90	-	-
063601	DIESEL FUEL	600	-	600	850
063800	MATERIALS-CHEMICALS	115,000	72,932	115,000	125,000
068002	CLOTHING	3,000	1,694	-	-
068003	PROTECTIVE CLOTHING	1,500	4,437	4,500	4,500
068030	TOOLS	4,000	4,538	4,000	4,000
074000	MACHINERY AND EQUIPMENT	35,000	62,962	35,000	45,000
		1,255,072	1,216,242	1,347,053	1,489,406

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LABORATORY PORTSMOUTH					
51-751-670-55-181-491					
039010	PROF/SERVICES-LAB TESTS	40,000	37,106	40,000	35,000
043018	REPAIRS-EQUIPMENT	2,000	2,700	2,000	2,000
043028	MAINTENANCE	1,500	207	1,500	1,500
062001	OFFICE SUPPLIES	325	713	325	325
062011	OPERATING SUPPLIES	15,000	21,839	15,000	20,000
074000	MACHINERY AND EQUIPMENT	5,000	6,016	5,000	5,000
		63,825	68,579	63,825	63,825
LABORATORY PEASE					
51-751-670-55-581-491					
039010	PROF/SERVICES-LAB TESTS	45,000	37,172	45,000	45,000
043018	REPAIRS-EQUIPMENT	4,500	7,569	4,500	6,000
043028	MAINTENANCE	-	873	-	-
062011	OPERATING SUPPLIES	25,000	30,984	25,000	30,000
074000	MACHINERY AND EQUIPMENT	5,000	6,230	5,000	6,000
		79,500	82,828	79,500	87,000
LIFT STATIONS PORTSMOUTH					
51-751-670-65-141-491					
011001	REGULAR SALARIES	178,453	173,073	185,410	193,355
011060	ON CALL MONITORING	20,410	20,267	21,980	21,980
014041	OVERTIME	30,000	28,642	30,000	30,000
022001	SOCIAL SECURITY	14,190	13,233	14,718	15,211
022501	MEDICARE	3,319	3,095	3,442	3,557
023001	RETIREMENT	25,564	25,115	33,377	34,494
031003	PROF SERVICES-SCADA	10,000	5,686	10,000	10,000
034103	TELEPHONE	600	942	600	3,200
034104	CELLULAR PHONES	2,800	8,091	5,000	10,000
039001	PROFESSIONAL SERVICES	10,000	-	10,000	10,000
039051	SECURITY/ALARMS	650	774	650	800
041002	ELECTRICITY	80,000	72,028	80,000	80,000
041101	NATURAL GAS	8,000	6,429	7,000	7,000
041103	PROPANE GAS	2,500	893	2,500	3,750
041205	WATER /SEWER FEES	3,000	2,214	4,000	3,000
041309	GRIT AND GREASE REMOVAL	10,500	9,456	10,000	10,000
043018	REPAIRS-EQUIPMENT	25,000	27,230	30,000	35,000
043024	REPAIRS-VEHICLE	5,500	867	3,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	30,000	26,041	37,000	50,000
043028	MAINTENANCE	10,000	5,504	10,000	10,000
043032	GENERATOR MAINTENANCE	13,000	11,532	13,000	16,000
054003	STATE CERTIFICATION	200	150	200	200
054050	TRAINING	2,000	1,279	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	200	180	300	300
057101	TRAVEL AND CONFERENCE	600	-	600	500
057102	TRAVEL REIMBURSEMENT	500	330	500	200
062001	OFFICE SUPPLIES	1,500	1,800	1,500	2,000
062011	OPERATING SUPPLIES	5,000	5,127	5,000	5,000
063601	DIESEL FUEL	1,000	1,418	1,000	1,500
068002	CLOTHING	500	-	500	-
068003	PROTECTIVE CLOTHING	1,000	1,855	1,000	2,000
068030	TOOLS	3,000	2,698	2,000	3,000
074000	MACHINERY AND EQUIPMENT	20,000	20,193	34,000	43,000
		518,986	476,140	560,277	609,047

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

LIFT STATION MECHANIC STREET
51-751-670-65-142-491

039054	PROF/SERVICES-CONTRACT	5,000	-	5,000	5,000
041002	ELECTRICITY	115,000	104,355	115,000	115,000
041101	NATURAL GAS	2,500	1,145	2,000	2,000
043018	REPAIRS-EQUIPMENT	30,000	30,105	30,000	30,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	9,521	7,500	17,500
043028	MAINTENANCE	6,000	6,016	6,000	6,000
043031	SCADA EQUIPMENT	8,000	7,855	10,000	10,000
043032	GENERATOR MAINTENANCE	6,000	6,187	6,000	6,000
062011	OPERATING SUPPLIES	1,000	209	1,000	1,000
063601	DIESEL FUEL	1,000	399	1,000	1,500
074000	MACHINERY AND EQUIPMENT	12,000	12,033	12,000	12,000
		194,000	177,825	195,500	206,000

LIFT STATION DEER STREET
51-751-670-65-143-491

041002	ELECTRICITY	48,000	47,606	52,000	65,000
043018	REPAIRS-EQUIPMENT	10,000	10,225	8,000	8,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	1,201	2,500	2,500
043028	MAINTENANCE	5,000	3,185	2,500	2,500
043031	SCADA EQUIPMENT	1,000	1,658	4,000	10,000
043032	GENERATOR MAINTENANCE	6,000	3,873	5,000	5,000
062011	OPERATING SUPPLIES	500	176	500	500
063601	DIESEL FUEL	1,250	444	1,250	1,750
		74,250	68,368	75,750	95,250

LIFT STATIONS PEASE
51-751-670-65-541-491

041002	ELECTRICITY	3,500	2,775	3,500	3,500
041101	NATURAL GAS	1,500	1,094	1,500	1,500
041205	WATER /SEWER FEES	1,500	1,776	500	600
043018	REPAIRS-EQUIPMENT	3,500	3,500	2,500	2,500
043028	MAINTENANCE	750	-	500	500
043032	GENERATOR MAINTENANCE	2,000	-	1,000	1,000
062011	OPERATING SUPPLIES	500	-	250	250
074000	MACHINERY AND EQUIPMENT	5,000	4,936	2,500	2,500
074001	EQUIPMENT	1,000	1,000	500	500
		19,250	15,081	12,750	12,850

COLLECTION ADMINISTRATION PORTSMOUTH
51-751-680-51-100-491

011001	REGULAR SALARIES	390,357	268,218	401,410	386,336
012001	PART TIME SALARIES	-	-	5,871	5,871
014041	OVERTIME	22,000	21,321	20,000	20,000
022001	SOCIAL SECURITY	25,930	17,248	26,491	25,557
022501	MEDICARE	6,064	4,006	6,196	5,977
023001	RETIREMENT	46,060	33,984	59,250	57,956
034103	TELEPHONE	2,500	3,080	2,800	2,800
034104	CELLULAR PHONES	3,100	4,032	4,080	3,150
039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	35,000
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	18,672	15,000	15,000
041308	GRIT DISPOSAL	25,000	-	25,000	20,000
043018	REPAIRS-EQUIPMENT	5,000	3,623	5,000	5,000
043024	REPAIRS-VEHICLE	35,000	20,018	35,000	30,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	5	1,500	1,500
043028	MAINTENANCE	1,250	337	-	-

		FY21	FY21	FY22	FY23
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
044004	RENTAL STORAGE UNIT	2,000	5,100	5,100	5,100
044006	PRINTING LEASE/MAINT	745	766	745	1,500
054003	STATE CERTIFICATION	-	-	-	-
054050	TRAINING	2,000	1,851	2,000	2,000
062001	OFFICE SUPPLIES	1,000	722	1,000	1,000
062011	OPERATING SUPPLIES	7,500	1,260	5,000	5,000
065051	GROUNDKEEPING-DIG SAFE	6,500	4,752	6,500	6,500
067001	BOOKS & PERIODICALS	285	-	-	-
068002	CLOTHING	3,000	1,659	-	-
068003	PROTECTIVE CLOTHING	1,000	756	4,000	5,000
068012	STOCK INVENTORY	-	20,616	-	-
068030	TOOLS	7,500	3,632	7,500	7,500
074000	MACHINERY AND EQUIPMENT	3,500	1,128	-	4,500
		615,291	436,784	640,943	652,247
COLLECTION METERS PORTSMOUTH					
51-751-680-64-100-491					
011001	REGULAR SALARIES	77,145	64,929	75,446	77,951
014041	OVERTIME	5,000	3,567	5,000	5,000
022001	SOCIAL SECURITY	5,093	4,048	4,988	5,143
022501	MEDICARE	1,191	960	1,166	1,203
023001	RETIREMENT	9,176	7,756	11,311	11,663
039054	PROF/SERVICES-CONTRACT	11,000	35,084	11,000	11,000
043018	REPAIRS-EQUIPMENT	8,500	719	8,500	8,500
062011	OPERATING SUPPLIES	1,625	9,804	6,625	6,625
068016	MATERIALS	75,000	52,470	70,000	70,000
074000	MACHINERY AND EQUIPMENT	35,000	306	35,000	35,000
		228,730	179,642	229,036	232,085
COLLECTION MAINS PORTSMOUTH					
51-751-680-67-100-491					
039054	PROF/SERVICES-CONTRACT	5,000	940	5,000	5,000
043018	REPAIRS-EQUIPMENT	1,000	-	1,000	1,000
043028	MAINTENANCE	10,000	64,436	11,250	11,250
068016	MATERIALS	62,500	47,412	62,000	62,000
074000	MACHINERY AND EQUIPMENT	3,500	-	7,000	7,000
		82,000	112,788	86,250	86,250
TOTAL SEWER DIVISION		19,302,049	16,973,305	19,269,500	20,620,867
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB-HEALTH INS EXP	(64,000)	(675,341)	(92,500)	(92,500)
070000	CAPITAL OUTLAY	350,000	350,000	450,000	330,000
086001	DEPRECIATION	(5,150,000)	(4,433,514)	(5,550,000)	(5,300,000)
098001	PRINCIPAL-BONDED DEBT	4,529,142	4,529,142	4,903,142	4,477,531
098102	INTEREST-BONDED DEBT	(1,596,461)	(1,596,461)	(104,599)	(17,500)
098010	PROJECTED NEW BOND PAYMNT	-	-	2,593,500	3,038,500
099002	ROLLING STOCK	405,000	405,000	450,000	405,000
Total Cash Requirements Adjustment		(1,526,319)	(1,421,174)	2,649,543	2,841,031
TOTAL CASH REQUIREMENTS SEWER		17,775,730	15,552,131	21,919,043	23,461,898

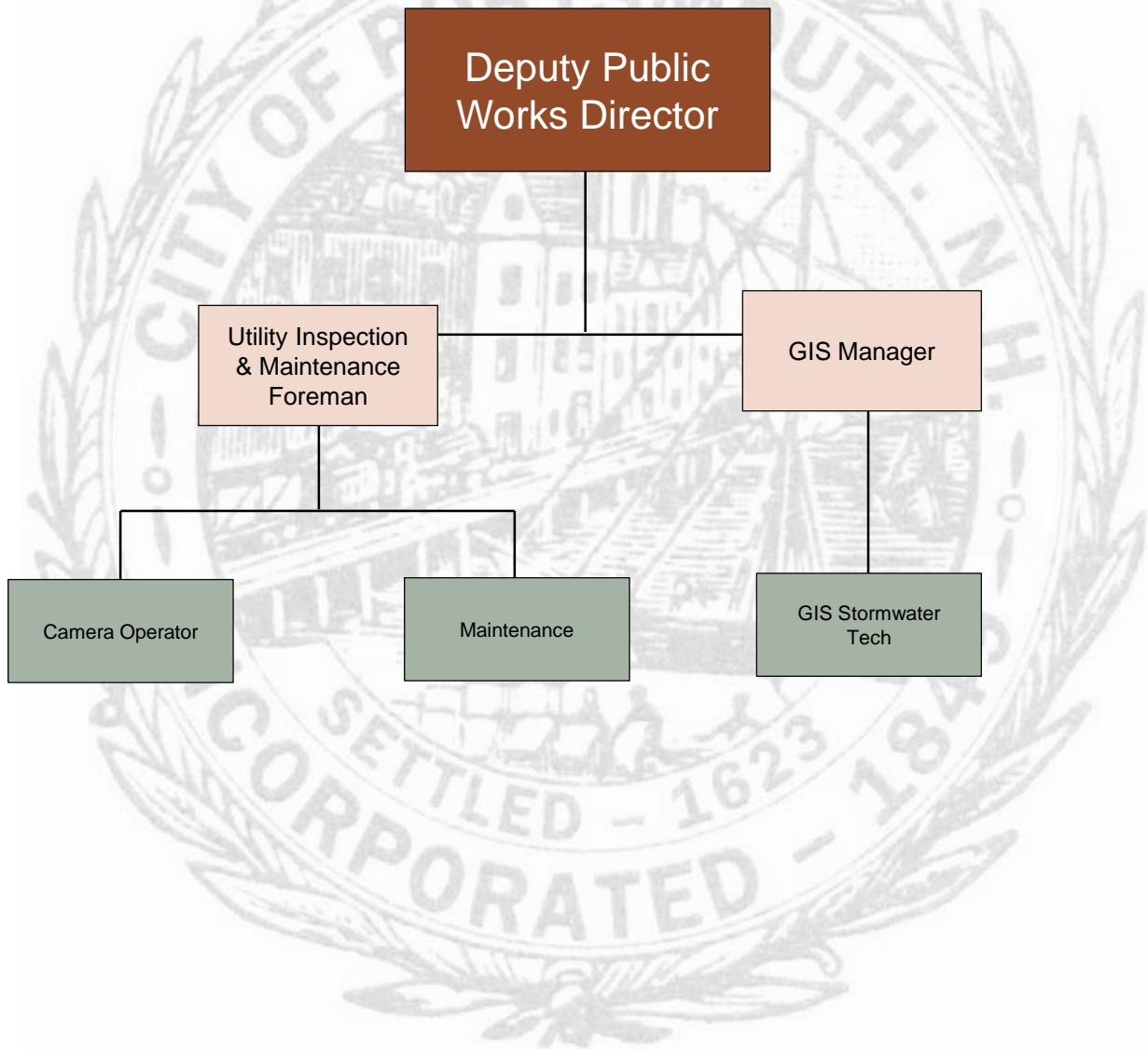


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Public Works Department

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	FY21	FY22	FY23
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	1	1
Utility Mechanic	1.50	0.50	0.50
Laborer	1	2	2
Totals Full Time	5.00	5.00	5.00

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 proposed FY23 budget of \$643,577 is funded equally by a transfer from the General Fund DPW Highway Division and the Sewer Division Enterprise Fund. The FY23 budget is a net increase of \$19,591 from FY22 or 3.14%. The net increase in this budget reflects a decrease of \$22,465 in salaries and benefits due to staff turnover and an increase of \$15,300 for catch basin treatment and other operating expenses. The FY23 budget also includes a Collective Bargaining Contingency of \$19,125 for contracts that have not yet been settled and \$7,631 for the addition of Workers Compensation premium.

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

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
STORMWATER				
SALARIES	251,092	233,175	261,568	254,040
OVERTIME	20,000	15,973	20,000	20,000
LONGEVITY	1,857	1,857	2,060	2,216
RETIREMENT	30,488	28,360	40,516	39,514
HEALTH/DENTAL	92,900	68,653	90,000	76,250
INSURANCE REIMBURSEMENT	995	1,375	4,534	4,780
WORKERS COMPENSATION	-	-	-	7,631
OTHER BENEFITS	22,083	19,252	23,308	22,721
CONTRACTED SERVICES	78,000	76,600	103,000	103,000
OTHER OPERATING	58,000	110,137	79,000	94,300
COLLECTIVE BARGAINING	-	-	-	19,125
TOTAL	555,415	555,382	623,986	643,577

FY23 Budget Summary of Revenues

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
Transfer - General Fund	277,707	277,707	311,993	321,788
Transfer-Sewer Fund	277,707	277,707	311,993	321,789
TOTAL	555,414	555,414	623,986	643,577

The Stormwater Division is responsible for compliance with the United States Environmental Protection Agency's (USEPA) National Pollution Discharge Elimination System (NPDES) Stormwater Phase II regulations. The City is regulated under two distinct components of the Stormwater Phase II regulations:

1. The City operates three facilities that are subject to the NPDES Stormwater Multi-Sector General Permit (MSGP) for Industrial Facilities (Peirce Island Wastewater Treatment Plant, Pease Tradeport Wastewater Treatment Plant, and the Portsmouth Public Works Facility). This set of 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 requires the City prepare and implement a five-year plan to reduce the discharge of pollutants from the MS4 to the maximum extent practicable; protect water quality, and satisfy the water quality requirements of the Clean Water Act and state water quality standards



As with all regulations, compliance with these two components of the Phase II regulations requires the City of Portsmouth conduct additional operation and maintenance activities and make additional capital expenditures. Although City Staff have already undertaken significant steps to evaluate and respond to the past Phase II MS4 regulations, this current permit impacts the City by requiring additional monitoring and reporting.

The City and the Department of Public Works have 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. 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 explore options to fund these new efforts the City completed a Stormwater Utility Feasibility Study. This study explored the creation of a new stand-alone enterprise fund which will be further explored in FY23. In addition, the Stormwater Master Plan will also be updated in FY23.



City Staff have worked to allow a more gradual response. Many of the new regulatory requirements involve data collection and management. Work responsibilities of existing staff have been adjusted to minimize the hiring of additional staff. The Stormwater Division is currently comprised up of 5 staff members with associated support and administration staff from the City's DPW.

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 for all City Owned 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:

- Future FY23 Performance Measure: Number of Outreach Efforts sent

Record and report to EPA number of contacts via website

	FY20	FY21	FY22 (Est)
Number of Total Stormwater Page Website Views	2,821	3,458	3,617
Unique views to the Stormwater Homepage	919	507	759

Citywide Goals Addressed:

- Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth.
- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed



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: Future FY23 Performance Measurements will include

- *Number of public meetings held by the Stormwater Team*
- *Number of new views on the City’s Stormwater Website*

Citywide Goal Addressed:

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



Goal #3: Illicit Discharge Detection and Elimination

Objectives:

- ✓ *Inspection and sampling of City’s Outfalls*
- ✓ *GIS inventory of structures*

Performance Measurements: This is a new goal, in FY23 we will be measuring

- *Track sampling*
- *Document number of identified illicit discharge and eliminated*

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

	2020	2021	2022 (Estimate)
Catch Basin Cleaning (tons)	257	115	150
Catch Basins Cleaned	1,224	440	500
Street Sweeping (tons)	350	150	200

Citywide Goal Addressed:

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

Performance Measures

Stormwater (Tracked and Reported Annually per MS4 Compliance Data)

	2020	2021	2022 (Estimate)
Drain Lines Inspected (feet)	10,000	4,796	8,000
Drain Lines Cleaned (feet)	10,000	6,160	10,000
Treatment Units Inspected / Cleaned	15/5	11/13	15/10

FY23 BUDGETED POSITION AND SALARY DETAIL

STORMWATER		<u>POSITION</u>	<u>SALARY</u>
SMA GRADE 13	2.5E/9.5F	⑫ UTILITY INSPECTION AND MAINTENANCE FOREMAN	36,617
PMA GRADE 9	B	⑪ GIS STORMWATER TECH	25,421
1386 GRADE 9	F	⑫ CAMERA OPERATOR L2	28,527
1386 GRADE 8	G	EQUIP OPER I	54,103
1386 GRADE 7	F	⑫ UTILITY MECHANIC L2	26,006
1386 GRADE 7	4C/8D	LABORER	41,350
1386 GRADE 5	D	LABORER	42,017
TOTAL DEPARTMENT			254,040

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

- ⑪ 50% WATER, 50% STORMWATER
- ⑫ 50% SEWER, 50% STORMWATER

				FY23
	FY21	FY21	FY22	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

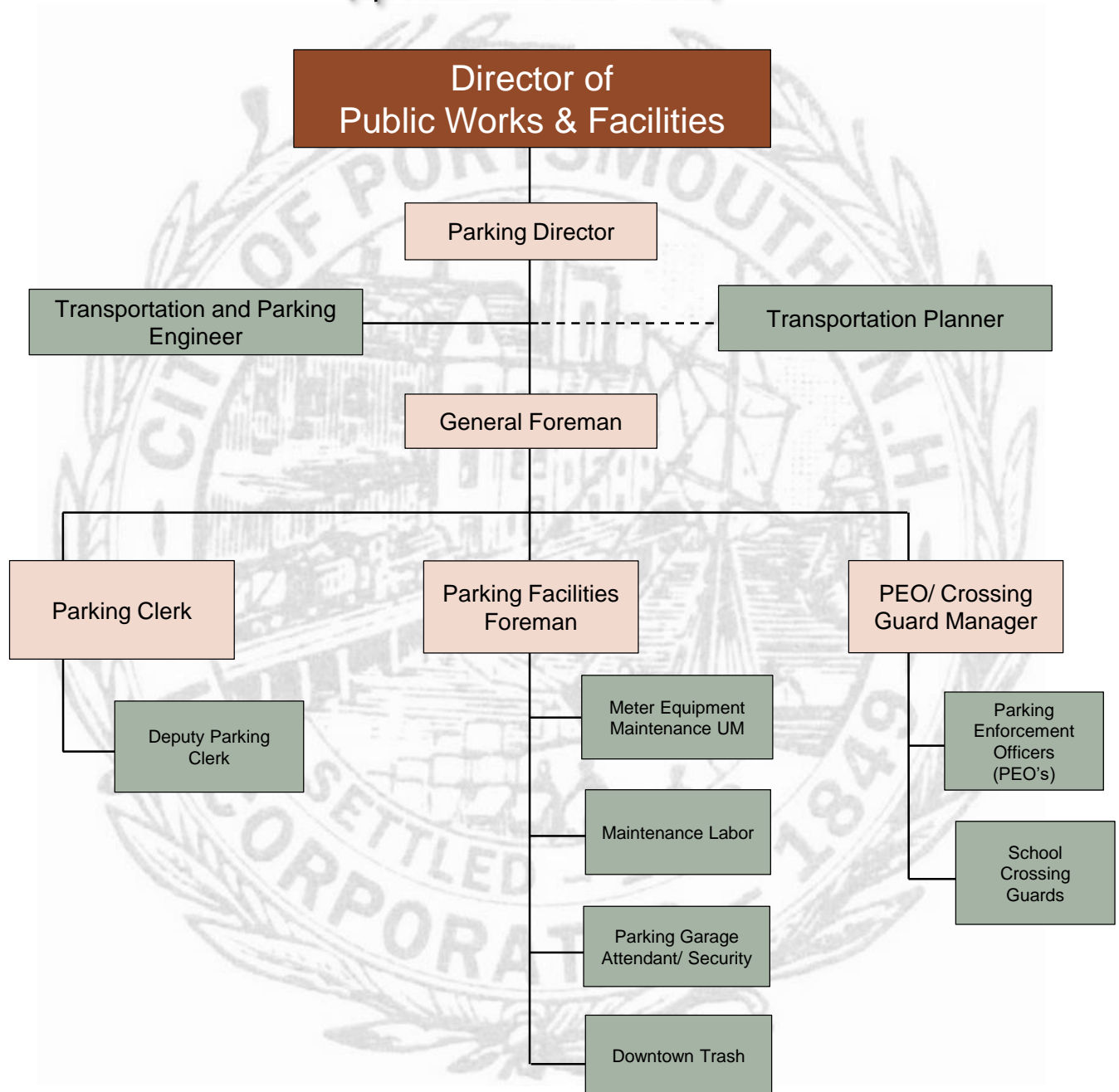
STORMWATER

011001	REGULAR SALARIES	251,092	233,175	261,568	254,040
011061	INSURANCE REIMBURSEMENT	995	1,375	4,534	4,780
011064	COLL BARG CONTINGENCY	-	-	-	19,125
014041	OVERTIME	20,000	15,973	20,000	20,000
015001	LONGEVITY	1,857	1,857	2,060	2,216
021001	INSURANCE-HEALTH	87,000	65,057	84,000	72,200
021101	INSURANCE-DENTAL	5,900	3,596	6,000	4,050
021501	INSURANCE-LIFE	427	278	450	435
021601	INSURANCE-DISABILITY	775	512	814	788
022001	SOCIAL SECURITY	16,923	14,963	17,866	17,423
022501	MEDICARE	3,958	3,499	4,178	4,075
023001	RETIREMENT	30,488	28,360	40,516	39,514
026002	INSURANCE-WORKERS COMP	-	-	-	7,631
031002	PROF SERVICES-ENGINEERING	40,000	36,014	25,000	25,000
039001	PROFESSIONAL SERVICES	2,000	3,059	3,500	3,500
039010	PROF/SERVICES-LAB TESTS	1,000	14,570	39,500	39,500
041308	GRIT DISPOSAL	35,000	22,956	35,000	35,000
043018	REPAIRS-EQUIPMENT	7,500	22,051	20,000	20,000
043024	REPAIRS-VEHICLE	7,500	47,188	10,000	10,000
043051	MAINTENANCE-STORM DRAINS	37,500	24,566	40,000	40,000
054050	TRAINING	2,000	302	2,000	2,000
057101	TRAVEL AND CONFERENCE	500	-	500	500
063501	GASOLINE	-	-	1,000	1,300
065007	CATCH BASIN TREATMENT	-	-	-	15,000
068002	CLOTHING	100	-	-	-
068003	PROTECTIVE CLOTHING	400	578	3,000	3,000
074000	MACHINERY AND EQUIPMENT	2,500	15,452	2,500	2,500
TOTAL STORMWATER		-	555,382	623,986	643,577

Public Works Department

Parking and Transportation Division

(Special Revenue Fund)



Mission

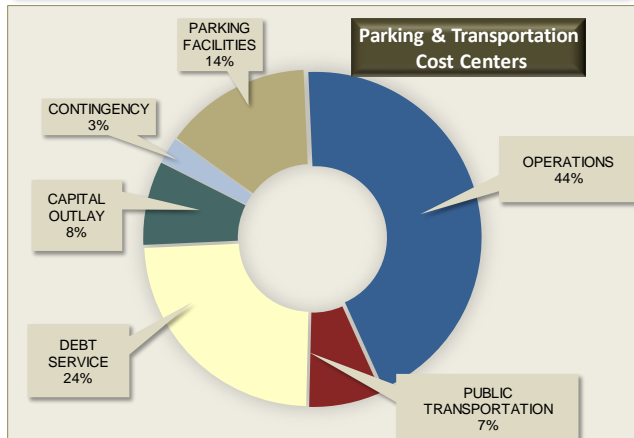
To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.



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 Parking and Transportation Division's proposed budget for FY23 is \$7,861,723. This represents an Operating Budget of \$4,613,563 (58.68% of total budget) and Non-operating Budget of \$3,248,160 (41.32%).

As depicted in the donut chart above, Parking and Transportation is comprised of six (6) cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency.

This budget supports the existing level of service plus additional support for operational changes, new services, and debt service related to the Foundry Garage. Operational changes include supporting the re-purposing of 7.97% of the City's downtown Parking inventory to facilitate contact-less restaurant patronage and provide outdoor event venues, and an anticipated 300-space capacity reduction at the Hanover Garage Facility during its 3-yr. renovation.

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Parking Director	1	1	1
City Engineer - Parking, Transportation & Planning	0	1	1
Parking & Transportation Engineer	1	0	0
Principal Planner	0.5	0.5	0.5
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Business Administrator	0.25	0.25	0.25
Associate Engineer	0	1	1
Administrative Assistant I	0.00	0.25	0.25
Administrative Clerk	0.25	0.25	1.25
Dispatcher II	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	0	0	1
Parking Garage General Foreman	1	1	1
Parking Garage Foreman 1	0	0	1
Parking Foreman I	2	2	1
Parking Clerk	1	1	1
Deputy Parking Clerk	1	1	1
Violation Clerk - Collections	1	1	0
Laborer	4	5	5
Truck Driver 1	1	1	1
Parking Garage Attendant/ Security	5	5	5
Account Clerk - Garage	1	1	1
Parking Enforcement Supervisor	1	2	1
Equipment Maintenance Foreman	0.1	0.1	0.1
Equipment Mechanic	0.5	0.5	0.5
Utility Mechanic	0	0	1
Utility Mechanic - Inventory Control Tech	0.1	0.1	0.1
Totals Full Time	23.06	26.31	27.31
Positions Part-Time	FY21	FY22	FY23
Parking Enforcement	14	14	14
School Crossing Guards	11	11	11
Parking Garage Attendant	20	20	20
Parking Garage Attendant/Security	0	1	1
Account Clerk - Garage	1	0	0
Engineering Technician	1	1	1
Secretary	0.25	0.25	0.25
Notetaker	1	1	1
Number of Seasonal part-time positions varies throughout the year			
Totals Part Time	48.25	48.25	48.25

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
PARKING & TRANSPORTATION				
OPERATING				
SALARIES	1,343,220	1,267,974	1,330,988	1,590,975
PART-TIME SALARIES	562,451	283,754	589,231	609,150
OVERTIME	90,000	46,308	79,000	81,000
LONGEVITY	11,259	10,254	10,667	11,652
RETIREMENT	162,183	147,497	200,866	238,269
HEALTH INSURANCE	381,152	356,515	353,000	346,615
DENTAL INSURANCE	24,170	21,761	23,000	22,200
WORKERS COMPENSATION	21,416	21,583	30,940	54,120
LIFE AND DISABILITY	7,210	6,112	6,964	9,276
OTHER BENEFITS	154,675	116,448	154,367	175,982
UTILITIES	101,500	97,661	84,001	108,876
POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
CONTRACTED SERVICES	130,500	71,199	152,900	228,915
OTHER OPERATING	696,316	595,369	655,262	916,533
COLLECTIVE BARGAINING CONTINGENCY	(528)	-	45	160,000
<i>OPERATING</i>	3,745,524	3,102,434	3,731,231	4,613,563
NON OPERATING				
DEBT SERVICE	1,781,313	1,781,313	1,823,813	1,861,063
CAPITAL PROJECTS	-	20,000	65,000	250,000
ROLLING STOCK	-	-	130,000	387,000
TRANSPORTATION	362,000	362,000	510,344	553,097
CONTINGENCY	75,000	50,000	197,000	197,000
<i>NON OPERATING</i>	2,218,313	2,213,313	2,726,157	3,248,160
TOTAL	5,963,837	5,315,747	6,457,388	7,861,723

For FY22, the City began to see increasing traffic figures as fears surrounding the Pandemic began to wane. The re-purposing of 8.78% of the City's downtown Parking Inventory also had an effect on demand for High Occupancy Parking, increasing the usage of each of the City's garage facilities. The Parking and Transportation Division continued with a series of adjustments from FY21, reflective of the need to reduce costs without sacrificing service levels. Operational recommendations continue to be driven by the 2015 Walker Parking Consultants' Operational Study, as well as Parking Industry Best Practices. The City retains the services of Smarking, Inc., a data analytics firm specializing in aggregating Parking information from the City's various meters and garages. The system compiles real-time data from single space meters, multi-space meters, the Hanover and Foundry garages, the ParkMobile pay-by-phone application, and the citation management system to help the Division make data-driven recommendations and management decisions. This data is highly useful when calculating the realized costs policy decisions such as re-purposing Parking inventory to alternative uses, and in tracking the success of the Stay & Pay pricing model.

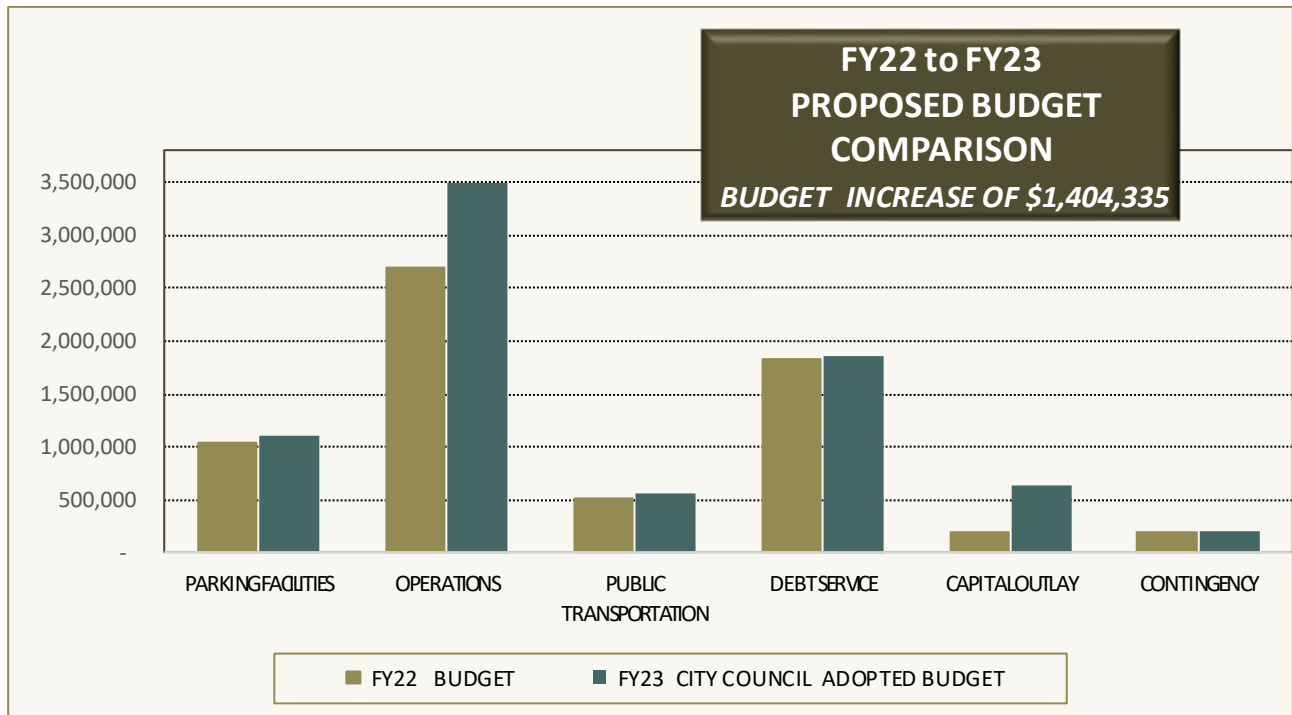
The Stay & Pay pricing model continues to deliver multiple positive outcomes. Roughly 9% of Residents and visitors wishing to remain in a single space for an extended period are choosing to do so. This means the City is still realizing its goal of 'turning' spaces over at the 3rd hour for 91% of users, making the space available for the next prospective visitor. Both the Foundry and Hanover Parking Facilities have seen increases in the Length of Stay metric, leading to an increase in revenue per transaction of 35% system-wide. Each of these positive outcomes has helped offset the negative impact of a dramatic drop in traffic due to the Covid-19 pandemic.

Program goals from FY22 that have been met include:

- Reducing Monthly Contract demand at the Hanover Garage in anticipation of a 300-space reduction in inventory during year one of its three-year renovation
- Enhancement of the Parking Division's Transportation Engineering budget unit to secure professional staffing, with a view to assist the Planning Department with execution of its planning model
- Cross-training staff members to reduce overtime, increase flexibility and continue to provide courteous and professional service to the Public

- Administration of the City's first Neighborhood Parking Program, inviting input from community stakeholders and providing analysis of data metrics related to performance of the neighborhood and its surrounding parking alternatives
- Continued expansion of the Downtown Workforce Parking Program, providing reduced-rate parking for qualified employees of downtown Portsmouth businesses at the Foundry Place Garage
- Offering Parking partnerships with downtown hotels, event organizers and venues as the City sees the return of its outdoor event schedule
- Serving on the COAST Board of Directors as the City's representative.

The Proposed FY23 budget of \$7,861,723 represents an increase of \$1,404,335 (21.75%) vs. the FY22 budget. The following chart depicts the comparison from FY22 to the FY23 Proposed Budget.



FY23 Proposed Budget Change From FY22	
Parking Facilities	68,522
Operations & Maintenance	813,810
Public Transportation	42,753
Debt Service	37,250
Capital Outlay	442,000
Contingency	-
TOTAL	\$1,404,335

Programs and Services

Parking Facilities and Services:

- Operates and maintains downtown public parking facilities and surrounding surface lots
- Responsible for the operation, maintenance, collection, and enforcement of electronic parking meters
- Administers the parking appeals and adjudication process
- Conducts short-term and long-term parking planning studies
- Develops and implements parking projects and programs
- Assists with Snow Plowing and Removal operations
- Downtown Solid Waste Collection and Removal
- Downtown Sweeping and Trash Removal



Traffic Operations, Planning and Safety Improvements:

- In coordination with the Highway Division of the Public Works Department, upgrades City traffic signals, signs, and pavement markings in accordance with City standards and the Manual on Uniform Traffic Control Devices (MUTCD)
- Staffs the Technical Advisory Committee
- Provides technical reviews of all traffic studies relating to public and private developments and events
- Responsible for traffic calming as well as vehicle, pedestrian, and bicycle safety improvement projects
- Staffs the Parking & Traffic Safety Committee



Roadway and Bridge Design Projects:

- Manages federally funded roadway and bridge projects under the New Hampshire Department of Transportation's (NHDOT) Municipally Managed Highway Program
- Maintain the City's Capital Improvement Program for all transportation projects
- Responsible for grant application of projects awarded through the Seacoast Metropolitan Planning Organization (SMPO), leveraging State and Federal funds.

Transit Facilities and Services:

- Coordinates the City's public transit services and facilities
- Administers the contract with the Cooperative Alliance for Seacoast Transportation (COAST) for transportation within the city and region
- Responsible for submitting grant applications for transit facilities, services, and amenities to the Federal Transit Administration (FTA) and COAST through the SMPO





Goals and Objectives

Goal #1: Execute and Manage the Hanover Garage Restoration Project

Objectives:

- ✓ The High Hanover Parking Garage, built in 1985, is scheduled for an extensive renovation and maintenance project beginning in late FY22. It is anticipated that the facility's available Parking inventory will 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.

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 public events return to Portsmouth, propose enhanced event shuttle systems and wayfinding, where appropriate, while continuing to research additional options and programs where applicable
- ✓ Revisit partnerships with local hotels and theatres regarding use of the Foundry Place Garage
- ✓ Continue to expand knowledge and use of the Downtown Employee Parking Program at Foundry Place Garage
- ✓ Continue to update and repair signage 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 Metrics at Both 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, and Efficiency



Goal #3: Provide public transportation services that serve public needs under current 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

	FY 20	FY 21	Estimated FY 22
Portsmouth Trolleys (Routes 40 & 41; now bundled in the line below)	57,098	-	-
Fixed Routes (13; 14; 40; 41; 42; 43; 44)	-	105,908	117,056
Route 2 Regional Route (DISCONTINUED)	141,077	-	-
Regional ADA Services	13,301	8,680	10,773
Senior Transportation	5161	5,001	5,764

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 Road sidewalk project
- ✓ Coordinate additional upgrades to downtown pedestrian signals to provide sufficient crossing times and concurrent phasing with through 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

Performance Measures:

Traffic Data

	FY 20	FY 21	Estimated FY 22
Total Accident Reports	1,091	876	970

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Maintain and Improve Infrastructure to Meet Needs of the Community

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PARKING & TRANSPORTATION			
<u>ADMINISTRATION</u>			
PMA GRADE 22	E	PARKING DIRECTOR	110,387
PMA GRADE 21	E	⑦ FACILITIES MANAGER	26,282
PMA GRADE 20	D	FACILITIES PROJECT MANAGER	95,383
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	41,266
NON GRADE 18	.5F/11.5G	② ASSISTANT CITY ATTORNEY	33,612
NON GRADE 18	F	⑦ OPERATIONS MANAGER	22,957
PMA GRADE 13	E	⑦ BUSINESS ADMINISTRATOR	17,848
PMA GRADE 9	6A/6B	⑦ ADMINISTRATIVE ASSISTANT I	13,665
SMA GRADE 15	7F/5G	GENERAL FOREMAN - PARKING	82,049
1386B GRADE 7	H	⑦ ADMIN CLERK	13,035
1386 GRADE 9	F	⑦ DISPATCHER II	13,811
PMA GRADE 7	F	⑦ SPECIAL PROJECT COORDINATOR	13,545
SMA GRADE 15	F	⑨ GENERAL FOREMAN - FLEET	8,112
1386 GRADE 13	E	⑨ TECHNICIAN - EQUIPMENT MECHANIC	6,529
1386 GRADE 13	2A/10B	⑧ TECHNICIAN - EQUIPMENT MECHANIC	5,595
1386 GRADE 13	G	⑨ TECHNICIAN - EQUIPMENT MECHANIC	6,893
1386 GRADE 13	4C/8D	⑨ TECHNICIAN - EQUIPMENT MECHANIC	6,119
1386 GRADE 13	6A/6B	⑨ TECHNICIAN - EQUIPMENT MECHANIC	5,506
1386 GRADE 7	7C/5D	⑨ UTILITY MECHANIC - INVENTORY CONTROL TECHNICIAN	4,522
TOTAL ADMINISTRATION			527,116
<u>ENGINEERING</u>			
PMA GRADE 21	F	CITY ENGINEER: PARKING, TRANSPORTATION, & PLANNING	106,181
PMA GRADE 11	B	ASSOCIATE ENGINEER	55,995
1386B	7A	ADMIN CLERK	40,623
TOTAL ENGINEERING			202,799
<u>HANOVER GARAGE</u>			
SMA GRADE 13	8D/4E	PARKING GARAGE FOREMAN I	69,397
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	D	LABORER	42,223
1386B GRADE 3	H	ACCOUNT CLERK	42,173
1386 GRADE 2	5.5C/6.5D	PARKING GARAGE ATTENDANT/SECURITY	35,756
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	39,437
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	39,437
		ON CALL	3,100
TOTAL HANOVER GARAGE			315,857
<u>FOUNDRY GARAGE</u>			
SMA GRADE 12	9C/3D	PARKING FOREMAN I	57,610
1386 GRADE 5	5C/7D	LABORER	41,385
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	38,381
1386 GRADE 2	11.5D/.5E	PARKING GARAGE ATTENDANT/SECURITY	36,630
		ON CALL	3,100
TOTAL FOUNDRY PLACE GARAGE			177,106
<u>ENFORCEMENT</u>			
SMA GRADE 12	5A/7B	PARKING ENFORCEMENT SUPERVISOR	57,845
1386 GRADE 5	C	LABORER - PARKING ENFORCEMENT OFFICER	40,212
1386 GRADE 5	C	LABORER - PARKING ENFORCEMENT OFFICER	40,212
		ON CALL	3,100
TOTAL PARKING ENFORCEMENT			141,369

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
<u>METERS</u>			
1386 GRADE 6	E	TRUCK DRIVER I	46,530
1386 GRADE 7	D	UTILITY MECHANIC	46,508
TOTAL METER OPERATIONS			93,038
<u>COLLECTION</u>			
PMA GRADE 13	H	PARKING CLERK	74,835
PMA GRADE 9	E	DEPUTY PARKING CLERK	58,855
TOTAL COLLECTION			133,690
TOTAL FULL TIME			1,590,975
<u>P/T ADMINISTRATION</u>			
NON GRADE 5	E	⑦ SECRETARY (25HRS/WK)	8,099
		PART TIME NOTE TAKER	1,300
(11) PART TIME		SCHOOL CROSSING GUARDS	92,500
TOTAL PART TIME ADMINISTRATION			101,899
<u>P/T ENGINEERING</u>			
		ENGINEERING INTERN	10,000
TOTAL PART TIME ENGINEERING			10,000
<u>P/T FOUNDRY GARAGE</u>			
1386 GRADE 1	E	FOUNDRY PLACE ATTENDANT (16HRS/WK)	14,634
1386 GRADE 1	E	FOUNDRY PLACE ATTENDANT (21HRS/WK)	19,208
1386 GRADE 1	C	FOUNDRY PLACE ATTENDANT (16HRS/WK)	13,270
NON GRADE 3	H	ACCOUNT CLERK (22HRS/WK)	25,523
NON GRADE 2	D	FOUNDRY PLACE ATTENDANT/SECURITY (17.5HRS/WK)	17,062
FOUNDRY PLACE ATTENDANT VACANCIES			37,454
TOTAL FOUNDRY PLACE GARAGE ATTENDANTS			127,151
<u>P/T HANOVER GARAGE</u>			
1386 GRADE 1	F	HANOVER GARAGE ATTENDANT (10HRS/WK)	9,396
1386 GRADE 1	E	HANOVER GARAGE ATTENDANT (19HRS/WK)	17,379
1386 GRADE 1	F	HANOVER GARAGE ATTENDANT (5HRS/WK)	4,698
1386 GRADE 1	2C/8D	HANOVER GARAGE ATTENDANT (21HRS/WK)	18,123
1386 GRADE 1	E	HANOVER GARAGE ATTENDANT (14HRS/WK)	12,806
1386 GRADE 1	E	HANOVER GARAGE ATTENDANT (5.5HRS/WK)	5,031
1386 GRADE 1	C	HANOVER GARAGE ATTENDANT (15HRS/WK)	12,441
1386 GRADE 1	E	HANOVER GARAGE ATTENDANT (28HRS/WK)	25,611
1386 GRADE 1	1.5C/10.5D	HANOVER GARAGE ATTENDANT (17.5HRS/WK)	15,159
1386 GRADE 1	C	HANOVER GARAGE ATTENDANT (16HRS/WK)	13,270
TOTAL HANOVER GARAGE ATTENDANTS			133,914

FY23 BUDGETED POSITION AND SALARY DETAIL

<u>P/T ENFORCEMENT</u>		<u>POSITION</u>	<u>SALARY</u>
NON GRADE 2	H	PARKING ENFORCEMENT (16.5HRS/WK)	17,700
NON GRADE 2	B	PARKING ENFORCEMENT (15HRS/WK)	13,260
NON GRADE 2	G	PARKING ENFORCEMENT (15HRS/WK)	15,780
NON GRADE 2	A	PARKING ENFORCEMENT (27HRS/WK)	22,730
NON GRADE 2	8B/2C	PARKING ENFORCEMENT (15HRS/WK)	13,515
NON GRADE 2	A	PARKING ENFORCEMENT (20HRS/WK)	16,838
NON GRADE 2	A	PARKING ENFORCEMENT (18.5HRS/WK)	15,575
NON GRADE 2	E	PARKING ENFORCEMENT (26.5HRS/WK)	27,119
NON GRADE 2	A	PARKING ENFORCEMENT (29HRS/WK)	24,415
NON GRADE 2	E	PARKING ENFORCEMENT (16HRS/WK)	16,374
NON GRADE 2	E	PARKING ENFORCEMENT (15HRS/WK)	15,350
NON GRADE 2	E	PARKING ENFORCEMENT (12HRS/WK)	12,280
NON GRADE 2	10D/2E	PARKING ENFORCEMENT (18HRS/WK)	17,750
		PARKING ENFORCEMENT	7,500
		TOTAL PARKING ENFORCEMENT	236,186
TOTAL PART TIME			609,150
TOTAL DEPARTMENT			2,200,125

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ② 64% LEGAL, 36% PARKING
- ⑤ 50% PARKING AND TRANSPORTATION, 50% PLANNING
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑨ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING

				FY23	
		FY21	FY21	FY22	DEPARTMENT
		BUDGET	ACTUAL	BUDGET	REQUEST

PARKING AND TRANSPORTATION

**FOUNDRY PLACE PARKING FACILITY
17-752-539-33-118-407**

011001	REGULAR SALARIES	173,733	156,902	182,435	177,106
012001	PART TIME SALARIES	114,814	85,090	122,187	127,151
014041	OVERTIME	-	9,223	10,000	12,000
022001	SOCIAL SECURITY	17,890	15,274	19,507	19,608
022501	MEDICARE	4,756	3,552	4,562	4,586
023001	RETIREMENT	19,403	21,511	27,056	26,635
034103	TELEPHONE	3,000	2,861	3,000	3,000
034206	SOFTWARE-ANNUAL MAINT	4,800	3,398	4,800	8,160
039006	PROF/SERVICES-SECURITY	-	312	-	500
041002	ELECTRICITY	40,000	34,616	25,000	42,000
041205	WATER /SEWER FEES	2,000	938	1,500	1,575
043001	REPAIRS-STRUCTURAL	-	-	-	5,000
043002	REPAIRS-ELECTRICAL	-	-	-	1,000
043007	REPAIRS-ELEVATOR	8,000	5,820	8,000	12,000
043009	REPAIRS-PARKING CONTROL	4,000	25	3,000	4,500
043018	REPAIRS-EQUIPMENT	1,500	589	1,500	2,000
043024	REPAIRS-VEHICLE	2,000	-	2,000	2,500
043032	GENERATOR MAINTENANCE	1,000	-	1,000	1,500
062001	OFFICE SUPPLIES	750	344	300	300
064001	JANITORIAL SUPPLIES	3,200	3,018	3,200	3,200
068003	PROTECTIVE CLOTHING	1,500	505	750	850
068016	MATERIALS	5,000	3,042	5,000	10,000
TOTAL		407,346	347,020	424,797	465,171

**HIGH HANOVER PARKING FACILITY
17-752-540-33-117-407**

011001	REGULAR SALARIES	302,560	263,169	314,101	315,857
012001	PART TIME SALARIES	104,620	43,161	114,415	133,914
014041	OVERTIME	30,000	20,268	25,000	25,000
015001	LONGEVITY	23	-	23	-
022001	SOCIAL SECURITY	27,107	19,528	28,118	29,436
022501	MEDICARE	6,339	4,539	6,576	6,884
023001	RETIREMENT	37,150	32,004	47,678	48,358
034103	TELEPHONE	1,000	1,103	1,000	2,000
034206	SOFTWARE-ANNUAL MAINT	7,200	3,064	4,800	3,960
039006	PROF/SERVICES-SECURITY	500	312	500	1,000
041002	ELECTRICITY	35,000	34,507	30,000	30,500
041101	NATURAL GAS	1,000	902	1,000	1,000
041205	WATER /SEWER FEES	6,000	4,787	6,000	6,300
043001	REPAIRS-STRUCTURAL	-	-	-	2,500
043002	REPAIRS-ELECTRICAL	-	-	-	1,500
043007	REPAIRS-ELEVATOR	4,000	8,111	4,500	4,500
043009	REPAIRS-PARKING CONTROL	10,000	5,343	7,000	7,000
043018	REPAIRS-EQUIPMENT	500	678	1,000	1,250
043024	REPAIRS-VEHICLE	1,000	2,822	1,500	2,500
043032	GENERATOR MAINTENANCE	1,000	1,278	1,000	2,000
062001	OFFICE SUPPLIES	250	430	100	100
062501	POSTAGE	-	-	100	-
064001	JANITORIAL SUPPLIES	4,000	4,163	4,000	4,000
068003	PROTECTIVE CLOTHING	6,000	5,344	6,000	6,000
068016	MATERIALS	15,000	8,291	15,000	12,500
074001	EQUIPMENT	-	-	-	-
TOTAL		600,249	463,804	619,411	647,559

				FY23
	FY21	FY21	FY22	DEPARTMENT
	BUDGET	ACTUAL	BUDGET	REQUEST

PARKING ENFORCEMENT

17-752-541-33-100-423

011001	REGULAR SALARIES	69,936	68,429	71,418	141,369
012001	PART TIME SALARIES	233,986	99,527	241,873	236,186
014041	OVERTIME	-	2,076	4,000	4,000
022001	SOCIAL SECURITY	18,843	10,559	19,672	23,656
022501	MEDICARE	4,407	2,465	4,601	5,533
023001	RETIREMENT	7,812	8,938	10,604	20,439
034103	TELEPHONE	500	386	500	400
034206	SOFTWARE-ANNUAL MAINT	45,000	32,125	43,200	54,000
043018	REPAIRS-EQUIPMENT	500	394	500	2,500
043024	REPAIRS-VEHICLE	1,000	774	-	3,000
061002	MISCELLANEOUS SUPPLIES	1,000	485	750	1,000
062005	PRINTING SUPPLIES	10,000	6,086	5,000	3,500
062501	POSTAGE	14,000	2,698	14,000	14,000
068003	PROTECTIVE CLOTHING	10,000	3,962	10,000	8,000
068004	MATERIALS-MAINTENANCE	1,000	-	1,000	-
074001	EQUIPMENT	1,500	509	1,500	1,500
TOTAL		419,484	239,413	428,618	519,083

PARKING METER OPERATION

17-752-542-33-100-423

011001	REGULAR SALARIES	85,726	82,620	89,808	93,038
012001	PART TIME SALARIES	-	(92)	-	-
014041	OVERTIME	30,000	7,009	25,000	25,000
022001	SOCIAL SECURITY	7,175	5,390	7,118	7,318
022501	MEDICARE	1,678	1,261	1,665	1,712
023001	RETIREMENT	12,927	10,105	16,142	16,596
034206	SOFTWARE-ANNUAL MAINT	41,000	50,336	22,800	64,253
034210	METER-TRANSACTION FEE	80,000	59,272	107,400	179,915
043018	REPAIRS-EQUIPMENT	32,000	8,178	32,000	32,000
043020	REPAIRS-PARKING METERS	12,000	10,228	12,000	15,000
043024	REPAIRS-VEHICLE	2,000	-	2,000	40,000
062020	METER-SUPPLIES	3,000	3,121	2,000	2,000
068003	PROTECTIVE CLOTHING	1,200	998	1,200	1,500
068023	MATERIALS-PRK MTR INSTALL	1,200	1,031	1,200	1,200
074001	EQUIPMENT	1,000	409	1,000	1,000
074013	PARKING METERS	10,000	-	-	-
TOTAL		320,906	239,867	321,333	480,532

				FY23
	FY21	FY21	FY22	DEPARTMENT
	BUDGET	ACTUAL	BUDGET	REQUEST

PARKING COLLECTION
17-752-543-33-100-423

011001	REGULAR SALARIES	210,293	190,930	171,945	133,690
012001	PART TIME SALARIES	-	16,420	-	-
014041	OVERTIME	-	264	-	-
015001	LONGEVITY	10	-	3	-
022001	SOCIAL SECURITY	13,039	12,354	10,661	8,289
022501	MEDICARE	3,049	2,889	2,493	1,939
023001	RETIREMENT	23,491	21,638	24,176	18,797
033001	PROF SERVICES-TEMP	-	-	-	-
034103	TELEPHONE	1,000	805	800	800
044006	PRINTING LEASE/MAINT	1,500	1,585	1,500	1,500
055050	PRINTING	1,000	823	1,000	500
062001	OFFICE SUPPLIES	1,000	473	800	1,300
062010	COPYING SUPPLIES	200	(3)	200	200
062501	POSTAGE	1,500	1,118	1,500	1,200
067001	BOOKS & PERIODICALS	300	75	-	-
099006	COPIER LEASE	2,000	-	-	-
TOTAL		258,382	249,372	215,078	168,215

PARKING ADMINISTRATION
17-752-610-33-100-423

011001	REGULAR SALARIES	411,838	408,660	410,288	527,116
011061	INSURANCE REIMBURSEMENT	7,500	2,863	8,000	7,615
011064	COLL BARG CONTINGENCY	(528)	-	45	160,000
012001	PART TIME SALARIES	99,031	39,649	100,756	101,899
014041	OVERTIME	30,000	7,469	15,000	15,000
015001	LONGEVITY	11,225	10,254	10,641	11,652
021001	INSURANCE-HEALTH	373,652	353,652	345,000	339,000
021101	INSURANCE-DENTAL	24,170	21,761	23,000	22,200
021501	INSURANCE-LIFE	2,559	2,109	2,471	3,907
021701	INSURANCE-LTD	4,651	4,004	4,493	5,369
022001	SOCIAL SECURITY	34,695	28,110	33,770	41,123
022501	MEDICARE	8,114	3,433	7,898	9,618
023001	RETIREMENT	51,445	44,055	62,416	78,930
026002	INSURANCE-WORKERS COMP	21,416	21,583	30,940	54,120
034103	TELEPHONE	800	1,118	1,600	2,000
034104	CELLULAR PHONES	10,000	9,612	11,000	11,000
034204	OUTSIDE IT SUPPORT	2,000	-	2,000	2,000
034206	SOFTWARE-ANNUAL MAINT	41,280	38,811	41,585	46,721
035002	PROF SERV- SUBSTANCE TEST	-	-	250	1,000
035004	OCCUPATIONAL HEALTH	2,500	2,446	2,500	2,500
039001	PROFESSIONAL SERVICES	30,000	5,613	20,000	22,500
039026	POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
041002	ELECTRICITY	2,500	4,144	5,501	5,501
043024	REPAIRS-VEHICLE	2,000	1,981	3,500	6,350
044006	PRINTING LEASE/MAINT	1,070	1,873	1,070	1,100
048001	PROPERTY INS-DEDUCTIBLES	-	-	-	3,000
048002	PROPERTY INSURANCE	26,816	26,816	28,157	29,565
053001	ADVERTISING	-	-	-	1,500
054050	TRAINING	-	112	-	600
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	695
057101	TRAVEL AND CONFERENCE	-	-	-	499
057102	TRAVEL REIMBURSEMENT	500	180	500	2,000
061002	MISCELLANEOUS SUPPLIES	1,000	697	750	750
062001	OFFICE SUPPLIES	3,000	2,772	3,000	3,000
062501	POSTAGE	700	386	700	700
063501	GASOLINE	15,000	17,766	15,000	22,500
068003	PROTECTIVE CLOTHING	500	768	750	750
068014	MATERIALS-CAPITAL OUTLAY	-	1,310	-	-
074001	EQUIPMENT	-	-	-	500
081150	REFUNDS	-	163	-	-
091011	TRANSFER PARKING-RECYCLIN	-	-	-	100,000
TOTAL		1,279,434	1,124,170	1,252,581	1,704,280

				FY23	
		FY21	FY21	FY22	DEPARTMENT
		BUDGET	ACTUAL	BUDGET	REQUEST

ENGINEERING

17-752-620-33-100-423

011001	REGULAR SALARIES	89,134	97,264	90,993	202,799
012001	PART TIME SALARIES	10,000	-	10,000	10,000
022001	SOCIAL SECURITY	6,146	5,749	6,262	13,194
022501	MEDICARE	1,437	1,345	1,464	3,086
023001	RETIREMENT	9,956	9,245	12,794	28,514
034204	OUTSIDE IT SUPPORT	1,000	-	1,000	1,000
034206	SOFTWARE-ANNUAL MAINT	-	-	-	1,500
034220	TRAFFIC SIGNAL OPS	3,400	2,471	3,400	6,750
039001	PROFESSIONAL SERVICES	20,000	5,690	25,000	25,000
043024	REPAIRS-VEHICLE	-	-	-	4,000
056001	DUES PROFESSIONAL ORGANIZ	150	440	-	500
057101	TRAVEL AND CONFERENCE	750	149	750	750
067001	BOOKS & PERIODICALS	375	381	375	1,255
068003	PROTECTIVE CLOTHING	375	-	375	375
068014	MATERIALS-CAPITAL OUTLAY	3,250	3,035	3,250	-
074001	EQUIPMENT	13,750	13,020	13,750	30,000
TOTAL		159,723	138,788	169,413	328,723

PUBLIC TRANSPORTATION

17-752-544-33-100-423

074008	TROLLEY MATCH	200,000	200,000	-	-
081006	COAST DUES	150,000	150,000	347,344	378,054
087014	SENIOR TRANSPORT	12,000	12,000	163,000	175,043
TOTAL		362,000	362,000	510,344	553,097

DOWNTOWN SNOW REMOVAL

17-752-640-42-100-420

039200	SNOW REMOVAL	300,000	300,000	300,000	300,000
TOTAL		300,000	300,000	300,000	300,000

DEBT SERVICE

17-752-302-51-100-447

092101	FINANCING FEES ON DEBT	-	-	17,000	12,000
098001	PRINCIPAL-BONDED DEBT	890,000	890,000	935,000	980,000
098010	PROJECTED NEW BOND PAYMNT	-	-	25,000	69,000
098102	INTEREST-BONDED DEBT	891,313	891,313	846,813	800,063
TOTAL		1,781,313	1,781,313	1,823,813	1,861,063

CONTINGENCY

17-752-310-51-102-423

039033	FIRE SERVICES	-	-	25,000	25,000
051901	STUDENT TRANSPORTATION	50,000	50,000	50,000	50,000
081001	CONTINGENCY	25,000	-	-	-
087031	NEIGHBORHOOD PARKING PRO	-	-	100,000	100,000
099008	PARKING LOT LEASES	-	-	22,000	22,000
TOTAL		75,000	50,000	197,000	197,000

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST

CAPITAL PROJECTS
17-752-795-00-100-452

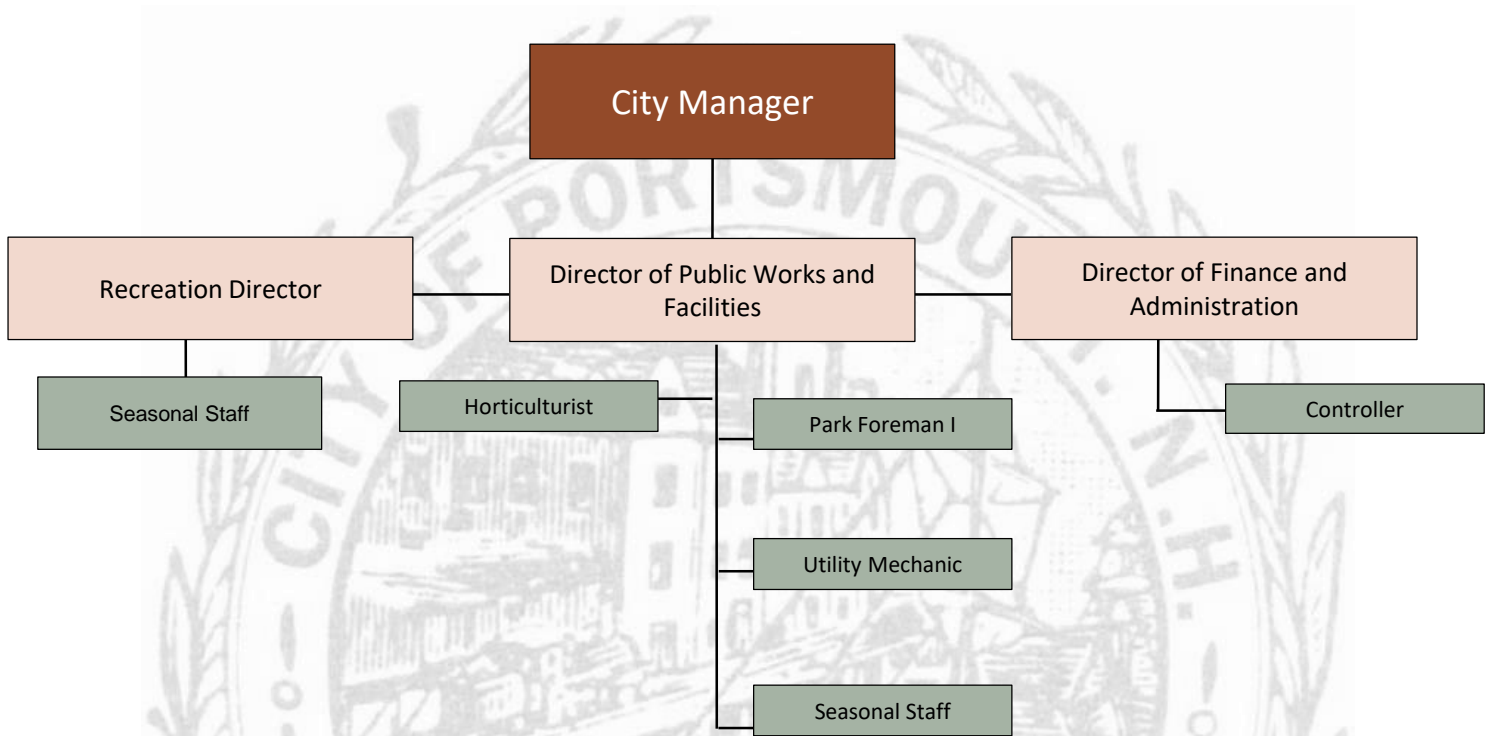
076001	VEHICLES-PW	-	-	130,000	387,000
079039	MULTI SPACE METER	-	-	65,000	50,000
079057	PAVING PARKING LOTS	-	-	-	150,000
079067	BIKE/PED PLAN IMPLEMENTAT	-	-	-	50,000
099008	PARKING LOT LEASES	-	20,000	-	-

TOTAL		-	20,000	195,000	637,000
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Total Parking & Transportation		5,963,837	5,315,747	6,457,388	7,861,723
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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	FY21	FY22	FY23
Controller	0.15	0.15	0.15
Horticulturalist	0	0	1
Park Foreman 1	1	1	1
Utility Mechanic	1	1	1
Totals Full Time	2.15	2.15	3.15
Positions Part-Time	FY20	FY21	FY22
Number of Seasonal part-time positions varies throughout the year			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Prescott Park proposed budget for FY23 is \$526,310, an increase of \$118,597 or 29.1% over FY22. This increase is primarily due to staff adjustments, increased plant material costs, and the estimated cost to repair/replace the fencing in the Park's formal garden. In FY23 a permanent full-time horticulturist position has been requested. The position is responsible for the design of various Park gardens, working with green houses to order plants for each season, management of summer interns and part-time staff as well as provide educational tours for residents and visitors to the Park. In the past, functions of this position have been provided by a seasonal horticulturalist. Given the expanding work load at the Park, a permanent position will benefit the Park and City.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
SALARIES	129,221	129,065	135,377	220,693
PART-TIME SALARIES	74,840	66,840	112,205	57,920
OVERTIME	10,000	3,022	8,000	8,000
LONGEVITY	814	49	986	986
RETIREMENT	15,556	14,865	20,298	29,627
HEALTH & DENTAL INSURANCE	1,353	1,407	1,500	30,075
WORKERS COMP	5,190	5,190	5,315	5,274
OTHER BENEFITS	16,379	14,919	19,627	20,552
<i>Contractual Obligations</i>	<i>253,353</i>	<i>235,357</i>	<i>303,308</i>	<i>373,127</i>
CONTRACTED SERVICES	5,000	16,027	13,400	16,100
TRAINING	500	-	-	1,000
GARDEN SUPPLIES	25,000	29,869	33,000	50,000
REPAIRS AND MAINTENANCE	10,500	1,745	10,000	31,000
UTILITIES	24,600	23,964	26,256	30,352
GASOLINE	-	-	-	1,000
PROPERTY INSURANCE	5,363	5,363	5,631	5,913
OTHER OPERATING	16,728	17,813	16,118	17,818
<i>Other Operating</i>	<i>87,691</i>	<i>94,781</i>	<i>104,405</i>	<i>153,183</i>
TOTAL	341,044	330,137	407,713	526,310



Prescott Park is funded from various sources, including the Josie F. Prescott Trust, the Marine Maintenance Trust (for costs associated with the Dock services and facilities), and a transfer from the General Fund. Other revenues which defray the impact on the General Fund include, fees associated with weddings, license agreements with large Park users, and donations from the use of Four Tree Island and other purposes. This year's budget does not include costs associated with the Prescott Park Master Plan implementation. That project is shown separately as an on-going Capital Improvements Project. Additional information about that capital project can be found at the City's Web site at following link. <https://www.cityofportsmouth.com/prescottpark/prescott-park-master-plan-implementation-committee>

<i>FY23 Budget Summary of Revenues</i>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	4,000	4,000
Weddings	-	-	4,000	4,000
License Agreements	-	-	20,155	20,155
Transfer - General Fund	-	-	272,255	272,255
Transfer - Josie Prescott Trust	203,900	-	-	203,900
Transfer - Marine Maintenance Trust	-	22,000	-	22,000
Transfer - Bishop Flower Fund	-	-	-	-
TOTAL	203,900	22,000	300,410	526,310

<i>FY23 Budget Expenditure Breakdown</i>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	93,513	-	127,180	220,693
PART-TIME SALARIES	-	15,680	42,240	57,920
OVERTIME	4,000	-	4,000	8,000
LONGEVITY	-	-	986	986
RETIREMENT	-	-	29,627	29,627
HEALTH & DENTAL INSURANCE	-	-	30,075	30,075
WORKERS' COMPENSATION	5,274	-	-	5,274
OTHER BENEFITS	-	1,200	19,352	20,552
<i>Contractual Obligations</i>	<i>102,787</i>	<i>16,880</i>	<i>253,460</i>	<i>373,127</i>
CONTRACTED SERVICES	16,100	-	-	16,100
GARDEN SUPPLIES	20,000	-	30,000	50,000
REPAIRS AND MAINTENANCE	21,000	-	10,000	31,000
UTILITIES	23,250	1,652	5,450	30,352
GASOLINE	1,000	-	-	1,000
PROPERTY INSURANCE	5,913	-	-	5,913
OTHER OPERATING	13,850	3,468	1,500	18,818
<i>Other Operating</i>	<i>101,113</i>	<i>5,120</i>	<i>46,950</i>	<i>153,183</i>
TOTAL	203,900	22,000	300,410	526,310

Programs and Services

Maintenance of Park Buildings and Grounds-

- Prescott Park includes over 10 acres of invaluable park space and public access to the Piscataqua River. The Park is made up of a number of unique and beloved spaces and historic buildings as well as the Prescott Formal Garden, Four Tree Island, docks, multiple wooden piers extending into the river, flower gardens and open lawn areas. An extensive array of infrastructure underground and along the water's edge in the form of seawalls and fencing also make up the Park. A full-time Park Foreman, utility mechanic and seasonal part-time staff, ensure the upkeep of the Park and all its components.



Coordination of special and permitted events-

- In addition to the non-profit organizations who operate in the Park, a number of special events and other permitted activities take place in the park. Examples of these activities include Yoga in the Park, the Fairy House Tour, and other activities such as formal events in the Public Forum area. Permissions for these types of events are processed through the City Manager's office.



Docking Services-

- The Park has two docking structures (North and South Docks) which are available for public use. Slips are designated for seasonal boaters, hourly rental and overnight docking for transient boaters. The dock slips are also used for docking for special visiting vessels offering public programs or services.

Administration, Capital Planning and Project Management-

- In addition to the regular maintenance of the Park grounds and facilities, the administration of Park license agreements, policies, and services as well as planning for large scale capital improvements are also part of the Park responsibilities. Major investments in the Park are planned as a result of the Prescott Park Master Plan adopted by the City Council in 2017.



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 the residents, park users, park visitors and others about Park activities, operations, future planning and other issues.

Performance Measurement; Park Reservations

	2020	2021	2022 (Estimate)
Weddings	22	10	20
Four Tree Island (Large Grill Reservation)	66	105	120

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*



FY23 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
PRESCOTT PARK				
<u>ADMINISTRATION</u>				
PMA GRADE 19	F	③	CONTROLLER/ENTERPRISE ACCOUNTANT	14,457
			EDUCATION STIPENDS	250
TOTAL ADMINISTRATION				14,707
<u>BUILDING/GROUNDS</u>				
PMA GRADE 14	6A/6B		HORTICULTURALIST	63,212
SMA GRADE 13	E		PARK FOREMAN I	71,673
1386 GRADE 7	G		UTILITY MECHANIC	52,141
TOTAL BUILDING GROUNDS				187,026
TOTAL FULL TIME				201,733
PT - SEASONAL - PRESCOTT PARK BUILDINGS/GROUNDS				42,240
PT - SEASONAL - PRESCOTT PARK BOAT DOCKS				15,680
TOTAL PART TIME				57,920
TOTAL DEPARTMENT				259,653
③ FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET				
85% FINANCE, 15% PRESCOTT PARK				

	FY21	FY21	FY22	FY23
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

PRESCOTT PARK

ADMINISTRATION

84-751-610-51-133-439

011064	COLL BARG CONTINGENCY	-	-	-	18,960
011001	REGULAR SALARIES	14,278	14,284	14,707	14,707
015001	LONGEVITY	49	49	50	50
022001	SOCIAL SECURITY	888	850	915	915
022501	MEDICARE	208	199	214	214
023001	RETIREMENT	1,600	1,589	2,075	2,075
034103	TELEPHONE	600	495	600	600
062001	OFFICE SUPPLIES	250	160	250	250
TOTAL		17,873	17,625	18,811	37,771

PARKS BUILDINGS & GROUNDS OPERATIONS

84-751-624-51-133-439

011001	REGULAR SALARIES	114,943	114,781	120,670	187,026
012001	PART TIME SALARIES	60,000	55,330	97,365	42,240
014041	OVERTIME	10,000	3,022	8,000	8,000
015001	LONGEVITY	765	-	936	936
021001	INSURANCE-HEALTH	-	-	-	28,675
021101	INSURANCE-DENTAL	1,353	1,407	1,500	1,400
022001	SOCIAL SECURITY	11,466	10,538	14,072	14,769
022501	MEDICARE	2,682	2,452	3,291	3,454
023001	RETIREMENT	13,956	13,276	18,223	27,552
026002	INSURANCE-WORKERS COMP	5,190	5,190	5,315	5,274
039001	PROFESSIONAL SERVICES	5,000	16,027	13,400	16,100
041002	ELECTRICITY	6,000	4,665	5,500	5,500
041101	NATURAL GAS	1,500	2,765	3,200	3,200
041205	WATER /SEWER FEES	15,000	15,118	15,999	20,000
043001	REPAIRS-STRUCTURAL	4,000	576	4,000	25,000
043002	REPAIRS-ELECTRICAL	2,000	620	3,000	3,000
043018	REPAIRS-EQUIPMENT	4,500	548	3,000	3,000
048002	PROPERTY INSURANCE	5,363	5,363	5,631	5,913
054050	TRAINING	500	-	-	1,000
061002	MISCELLANEOUS SUPPLIES	10,000	12,723	10,000	12,000
062019	GARDENING SUPPLIES	25,000	29,869	33,000	50,000
063501	GASOLINE	-	-	-	1,000
068003	PROTECTIVE CLOTHING	2,500	1,005	1,800	1,500
081001	CONTINGENCY	-	-	-	-
TOTAL		301,718	295,275	367,902	466,539

BOAT DOCKS

84-785-755-00-133-439

012001	PART TIME SALARIES	14,840	11,510	14,840	15,680
022001	SOCIAL SECURITY	920	714	920	972
022501	MEDICARE	215	167	215	228
034103	TELEPHONE	750	803	840	840
041002	ELECTRICITY	1,000	1,006	800	1,052
041205	WATER /SEWER FEES	1,100	410	757	600
074002	IT EQUIPMENT	2,628	2,628	2,628	2,628
TOTAL		21,453	17,237	21,000	22,000

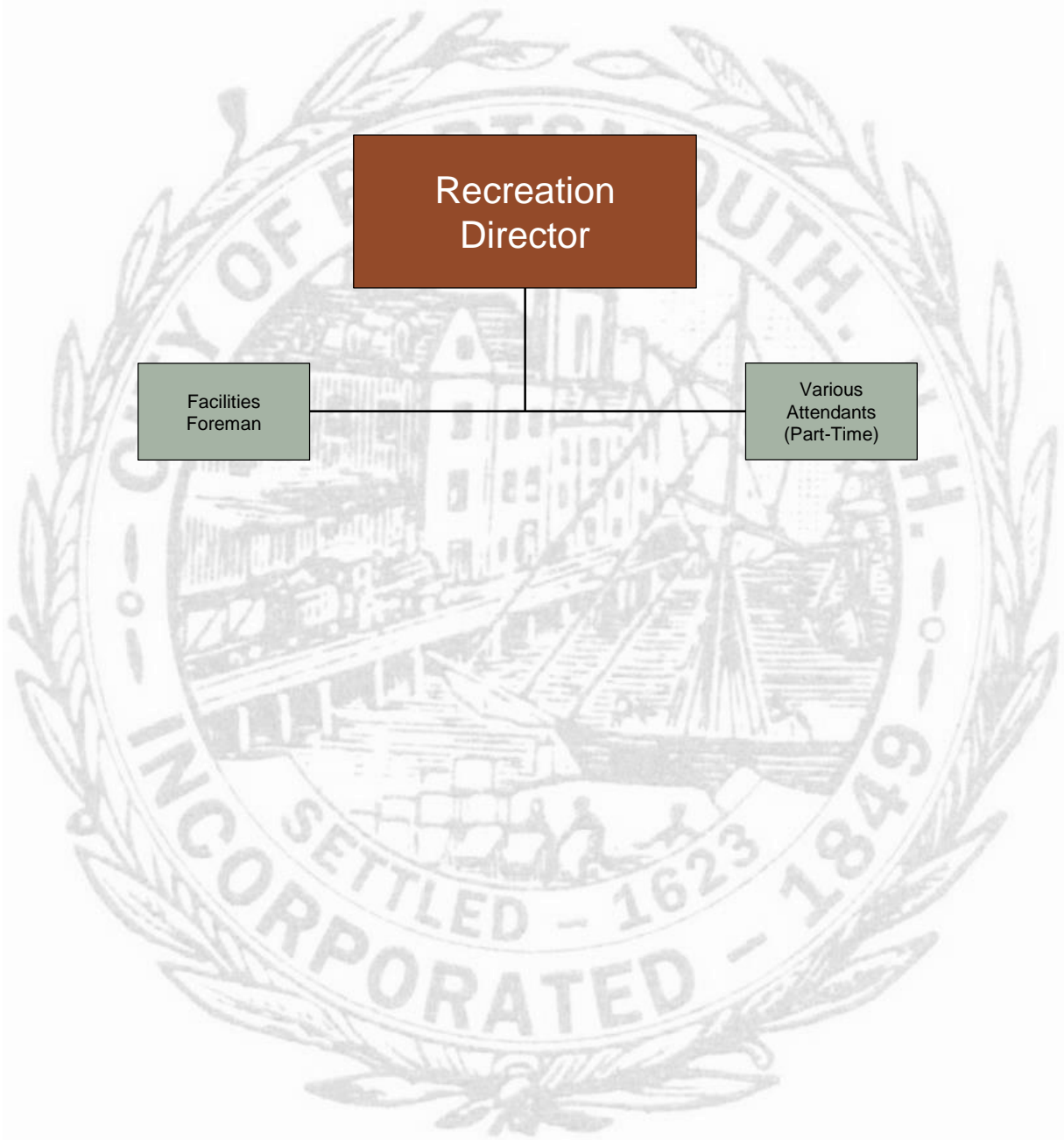
TOTAL PRESCOTT PARK	341,044	330,137	407,713	526,310
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Community Campus

(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

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Facilities Foreman	0	1	1
Totals Full Time	0	1	1
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Additional Part Time Hours as needed			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Community Campus proposed budget for FY23 is \$804,217. This Special Revenue Fund has been created to operate the newly acquired Community Campus building and grounds. The proposed budget represents the first full year the Community Campus will fall under the management of the City. This budget supports building maintenance needs and existing activities, and is expanded slightly to accommodate recreation programming in FY23.

The Community Campus Facility is ~72,000 square feet, with rental agreements in place with the Krempels Center, Seacoast Community School, Child Advocacy, Portsmouth Adult Education, and Seacoast Outright. The campus sits on ~32 acres, 2/3rds of which are wetlands protected habitat. The property includes walking trails, tennis courts, and is adjacent to multiple athletic fields.

City staff look forward to developing onsite recreation programs designed to fit a wide variety of interests and abilities. In addition, a public process is planned to craft the long term vision for recreation and other opportunities at the Campus.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
Community Campus				
OPERATING				
SALARIES	-	-	-	64,498
PART-TIME SALARIES	-	-	-	55,000
OVERTIME	-	-	-	20,000
LONGEVITY	-	-	-	-
RETIREMENT	-	-	-	11,880
HEALTH INSURANCE	-	-	-	9,600
DENTAL INSURANCE	-	-	-	600
WORKERS COMPENSATION	-	-	-	5,500
LIFE AND DISABILITY	-	-	-	286
OTHER BENEFITS	-	-	-	10,672
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	8,450
UTILITIES	-	-	-	300,900
CONTRACTED SERVICES	-	-	-	225,556
OTHER OPERATING	-	-	-	91,275
TOTAL	-	-	-	804,217

Budget Summary of Revenues

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
Transfer - General Fund			116,000	360,788
Transfer - School Department Utilities			-	35,000
Rental Income				408,429
TOTAL	-	-	116,000	804,217

Programs and Services

Expanded Recreation Services

- Dedicated program space for expansion of Recreation Department programs, events and activities.
- Organized youth and adult sports leagues.
- Afterschool, vacation week, and summer programs and camps for grades K-8.



Support Local Non-Profit Tenants

- Shared programming.
- Food services.

Educational Services

- Explore partnership with the School District on potential future uses.



At the time this Budget Document went to print the City had recently acquired this facility. The Goals and Objectives listed below comprise a framework which will be fine-tuned during Fiscal Year 23. The Fiscal Year 24 Budget Document will provide additional detail on the Goals and Objectives for the facility.

Goals and Objectives



Goal #1:
Provide affordable, diversified, year-round activities for residents and others.



Objectives:

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.
- ✓ Create a balanced program that addresses the needs of all users, athletic activities, and non-athletic activities.



Performance Measurement:

The Community Campus was acquired in March 2022, future Performance Measurements may include:

- Number of Programs Provided
- Number of Residents Served

Citywide Goals Addressed:

- ✓ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- ✓ *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:

The Community Campus was acquired in March 2022, future Performance Measurements may include:

	FY22 (Est)	FY23 (Est)
Existing Tenants	5	5
Tenant Meetings Held	1	4

Citywide Goals Addressed:

- ✓ Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Non-profits, Arts and Culture Community.
- ✓ Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed.
- ✓ Maintain and Improve Infrastructure to Meet Needs of the Community.



Goal #3:

Engage in a public dialog process to craft a vision for the activities to be offered at the Campus.

Objectives:

- ✓ *Host a variety of opportunities for the public to provide input.*
- ✓ *Communicate with residents, policy makers, and City staff to fine tune cost effective programming.*



Performance Measurement:

The Community Campus was acquired in March 2022, future Performance Measurements may include:

- *Number of public meetings held*
- *Various outreach opportunities extended*
- *Number of resident participants*

Citywide Goals Addressed:

- ✓ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed.*
- ✓ *Maintain Financial Stability.*

Additional Performance Measures

The Community Campus is a new asset and there is nothing to compare in past years for performance measures. In the future, we want to compare additional programs offered at the Campus via the Recreation Department and participation numbers from year to year.

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
COMMUNITY CAMPUS			
SMA GRADE 13	8A/4B	FACILITIES FOREMAN	59,948
		ON CALL	4,550
TOTAL FULL TIME			64,498
ADDITIONAL PART-TIME HOURS AS NEEDED			55,000
TOTAL PART TIME			55,000
TOTAL DEPARTMENT			119,498

				FY23
	FY21	FY21	FY22	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

Community Campus

12-751-610-51-134-419 - Administration

011064	COLL BARG CONTINGENCY	0	0	0	8,450
021001	INSURANCE-HEALTH	0	0	0	9,600
021101	INSURANCE-DENTAL	0	0	0	600
021501	INSURANCE-LIFE	0	0	0	100
021601	INSURANCE-DISABILITY	0	0	0	186
026002	INSURANCE-WORKERS COMP	0	0	0	5,500
034103	TELEPHONE	0	0	0	6,000
039001	PROFESSIONAL SERVICES	0	0	0	19,852
044006	PRINTING LEASE/MAINT	0	0	0	500
062001	OFFICE SUPPLIES	0	0	0	1,000
TOTAL		0	0	0	51,788

12-751-630-51-134-407 - Facilities

011001	REGULAR SALARIES	0	0	0	64,498
014041	OVERTIME	0	0	0	20,000
022001	SOCIAL SECURITY	0	0	0	5,239
022501	MEDICARE	0	0	0	1,225
023001	RETIREMENT	0	0	0	11,880
031001	PROF SERVICES-ENERGY CONT	0	0	0	28,480
034104	CELLULAR PHONES	0	0	0	520
035002	PROF SERV- SUBSTANCE TEST	0	0	0	500
039001	PROFESSIONAL SERVICES	0	0	0	138,724
039002	PROF/SERVICES- WARD	0	0	0	38,000
041002	ELECTRICITY	0	0	0	150,000
041101	NATURAL GAS	0	0	0	120,000
041205	WATER /SEWER FEES	0	0	0	21,000
041302	MSW DISPOSAL	0	0	0	9,900
043001	REPAIRS-STRUCTURAL	0	0	0	6,536
043002	REPAIRS-ELECTRICAL	0	0	0	4,520
043004	REPAIRS-PLUMBING	0	0	0	3,100
043007	REPAIRS-ELEVATOR	0	0	0	3,275
043018	REPAIRS-EQUIPMENT	0	0	0	2,924
043032	GENERATOR MAINTENANCE	0	0	0	1,000
061001	FIRST AID	0	0	0	500
061002	MISCELLANEOUS SUPPLIES	0	0	0	500
064001	JANITORIAL SUPPLIES	0	0	0	500
068003	PROTECTIVE CLOTHING	0	0	0	300
068005	MATERIALS-SAND AND SALT	0	0	0	500
TOTAL		0.00	0.00	0.00	633,621.00

12-785-760-51-134-439

012001	PART TIME SALARIES	0	0	0	55,000
022001	SOCIAL SECURITY	0	0	0	3,410
022501	MEDICARE	0	0	0	798
039036	FOOD SERVICE	0	0	0	41,500
043018	REPAIRS-EQUIPMENT	0	0	0	8,000
044002	RENTAL OTHER EQUIPMENT	0	0	0	2,500
054050	TRAINING	0	0	0	500
055050	PRINTING	0	0	0	1,700
061001	FIRST AID	0	0	0	400
061002	MISCELLANEOUS SUPPLIES	0	0	0	5,000
TOTAL		0.00	0.00	0.00	118,808.00

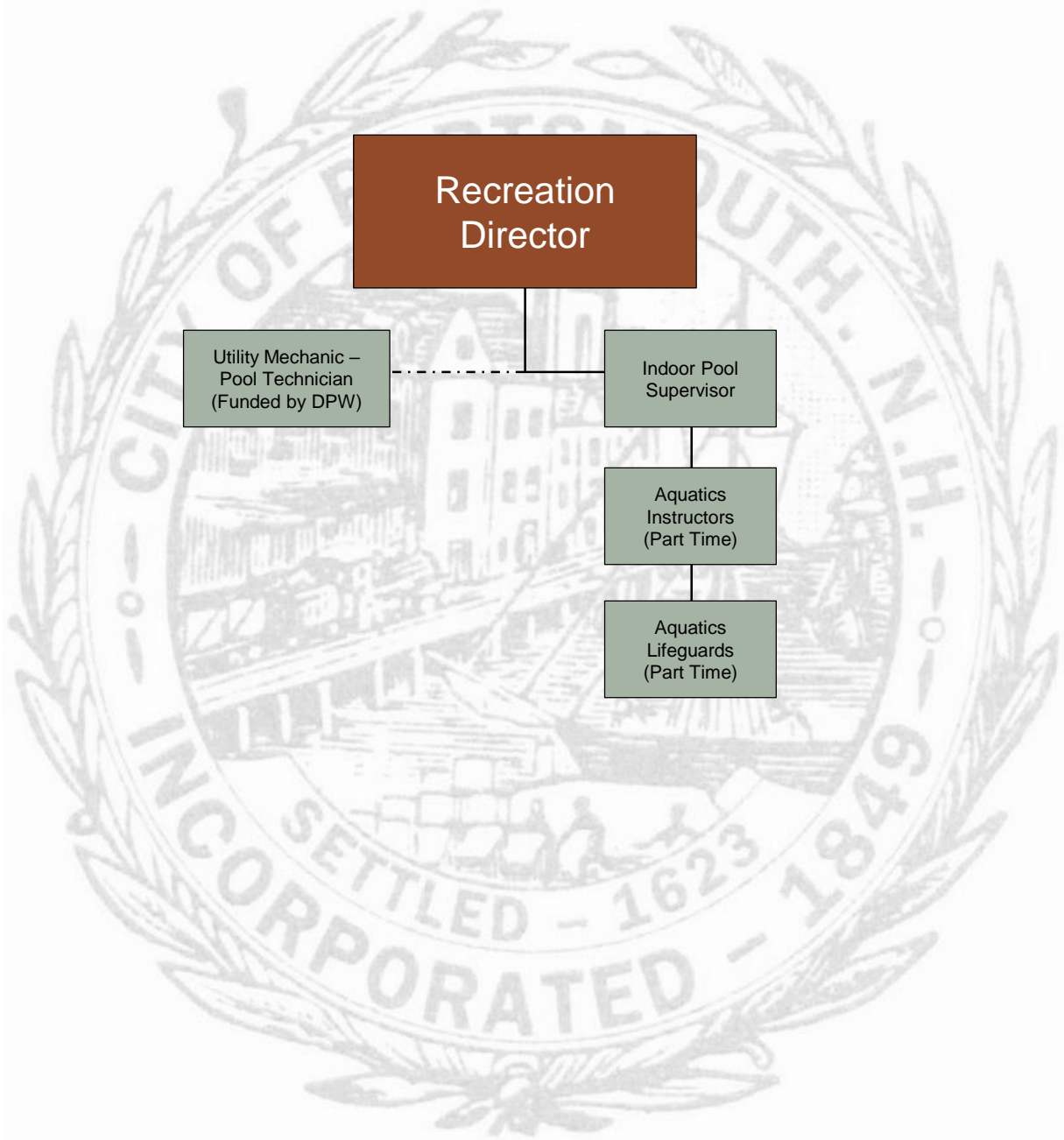
Community Campus		0	0	0	804,217
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Indoor Pool

(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 Swim
- ✓ Aquatic Fitness & Training Classes
- ✓ Swim Team Rentals

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Pool Supervisor	0	1	1
Totals Full Time	0	1	1
Positions Part-Time	FY21	FY22	FY23
Number of Part Time Lifeguards and Instructors vary throughout the year.			
Totals Part Time	0.00	0.00	0.00



Department Budget Comments

The Indoor Pool's FY23 proposed budget is \$596,251. After over a decade of successful partnership with non-profit S.I.P.P. to help manage the facility, the Indoor Pool comes back under full management by the City. This budget request is based on historic numbers for operating costs.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
INDOOR POOL				
SALARIES	-	2,003	-	74,707
PART-TIME SALARIES	-	858	-	230,000
RETIREMENT	-	237	-	10,504
HEALTH INSURANCE	-	11,056	-	9,600
DENTAL INSURANCE	-	1,107	-	2,000
WORKERS COMPENSATION	-	-	-	4,056
LIFE AND DISABILITY	-	275	-	314
OTHER BENEFITS	-	257	-	23,310
UTILITIES	-	24,143	-	120,000
CONTRACTED SERVICES	-	1,138	-	26,400
OTHER OPERATING	-	22,461	-	64,600
COLLECTIVE BARGAINING	-	-	-	20,760
<i>OPERATING</i>	-	63,534	-	586,251
NON OPERATING				
CAPITAL	-	7,579	-	10,000
<i>NON OPERATING</i>	-	7,579	-	10,000
TOTAL	-	71,114	-	596,251

FY23 Budget Summary of Revenues

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
Transfer - General Fund		75,000	150,000	150,000
Indoor Pool Memberships				291,992
Swim Lessons				71,085
Pool Rentals				71,230
Daily Pass				10,400
Merchandise				1,544
TOTAL	-	75,000	150,000	596,251

Swim Lessons

Programs and Services

- Organized swim lessons for ages infant through senior.
- Group, semi-private, and private lessons.
- Over 1250 participants per year

Lap Swim

- Open swim times for all ages, 7 days a week
- Over 400 annual members

Aquatic Fitness & Training Classes

- Multiple aquatic fitness classes and events
- Lifeguarding and CPR classes

Swim Team Rentals

- Rental facility to multiple Seacoast youth swim teams
- Practice and Meet facility for PHS team



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:

- ✓ *New FY23 Measurement: Number of Programs Offered*

Citywide Goal Addressed:

- *Invite and honor input from the community and encourage increased participation/engagement of youth*



Goal #2: Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary.



Objectives:

- ✓ Continue to make capital improvements at the Pool.
- ✓ Improve and/or upgrade facility offerings through a citywide needs assessment.

Performance Measures:

- ✓ *New FY23 Measurement: Capital Improvement Funds Utilized in Fiscal Year*

Citywide Goal Addressed: :

- *Invite and honor input from the community and encourage increased participation/engagement of youth*
- *Maintain and improve infrastructure to meet the needs of the community*



Goal #3: 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.

Performance Measures:

- ✓ *New FY23 Measurement: Feedback from Pool Patrons*

Citywide Goal Addressed:

- *Invite and honor input from the community and encourage increased participation/engagement of youth*
- *Consistently communicate with community members and stakeholders, respecting channels of communication they prefer and keeping them informed*



Goal # 4: 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 on line registration.

Performance Measures:

- ✓ *New FY23 Measurement: Number of Staff Trainings*

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:
FY20 – 4%
FY21 – (100%) (Covid)
FY22 – 25%*
FY23 – Pre-Covid levels
The Indoor Pool was closed through October of 2021. Memberships will only be at 25% pre-Covid level after FY 23.

Percent increase/ (decrease) in Swim Lessons:
FY20 – 5%
FY21– (100%) (Covid)
FY22 – 75%*
FY23 - Pre-Covid Levels
The Indoor Pool was closed through October of 2021. Swim lessons are already increasing significantly and FY23 should see normal, Pre-Covid numbers again.

FY23 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
INDOOR POOL			
SMA GRADE 12	10D/2E	POOL SUPERVISOR	65,607
		ON CALL	9,100
		TOTAL FULL TIME	74,707
		PART TIME LIFEGUARDS	160,000
		PART TIME INSTRUCTORS	70,000
		TOTAL PART TIME	230,000
		TOTAL DEPARTMENT	304,707

				FY23
	FY21	FY21	FY22	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

Indoor Pool

09-785-730-23-192-439

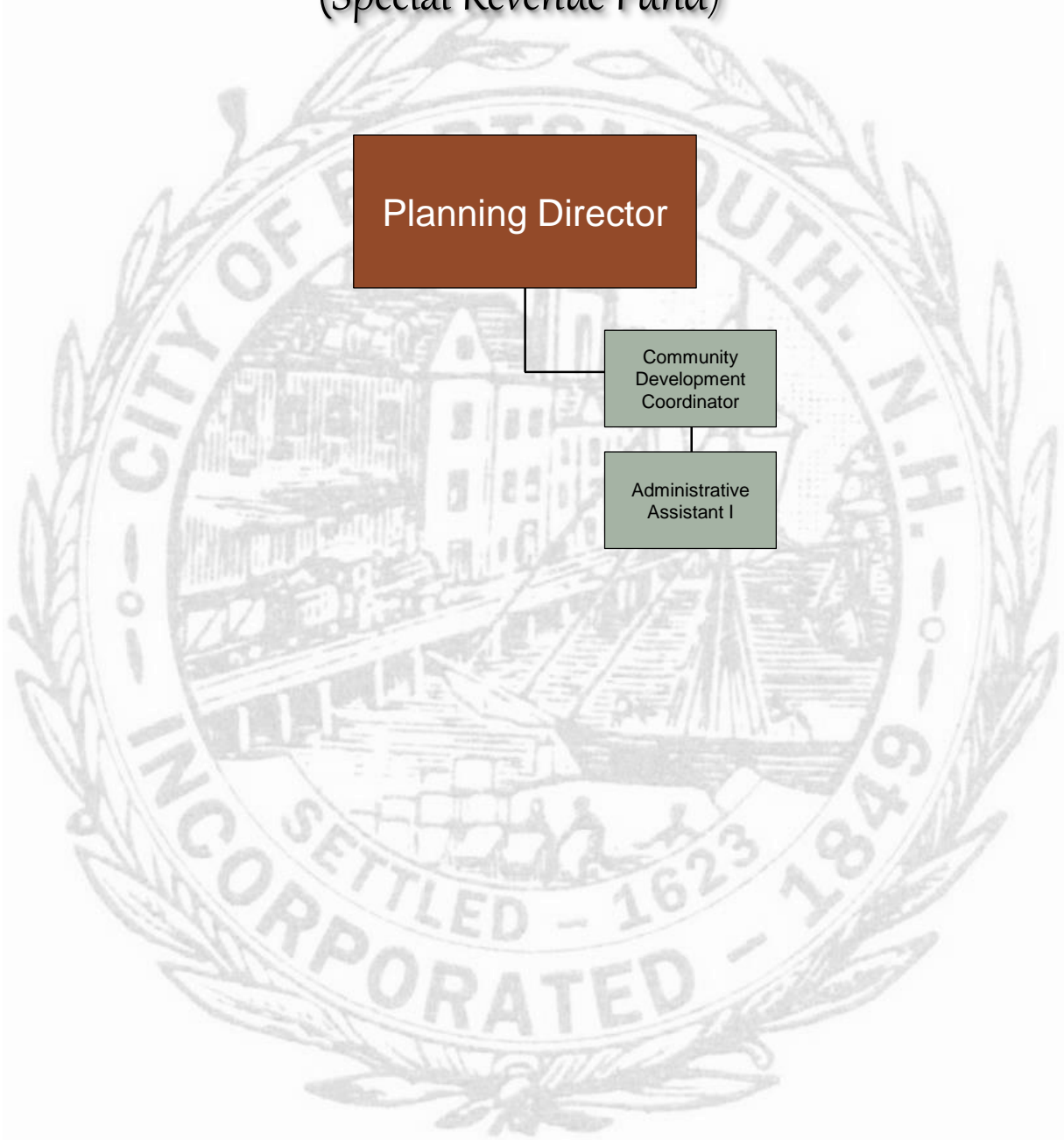
011001	REGULAR SALARIES	-	2,003	-	74,707
011064	COLL BARG CONTINGENCY	-	-	-	20,760
012001	PART TIME SALARIES	-	638	-	160,000
012002	PT INSTRUCTOR	-	220	-	70,000
021001	INSURANCE-HEALTH	-	11,056	-	9,600
021101	INSURANCE-DENTAL	-	1,107	-	2,000
021501	INSURANCE-LIFE	-	97	-	111
021601	INSURANCE-DISABILITY	-	178	-	203
022001	SOCIAL SECURITY	-	173	-	18,892
022501	MEDICARE	-	84	-	4,418
023001	RETIREMENT	-	237	-	10,504
026002	INSURANCE-WORKERS COMP	-	-	-	4,056
034002	PROF SERVICE-BANK SERVICE	-	911	-	-
034003	CREDIT CARD CHARGE	-	90	-	10,000
034103	TELEPHONE	-	1,986	-	6,200
039001	PROFESSIONAL SERVICES	-	226	-	26,400
041002	ELECTRICITY	-	10,107	-	30,000
041101	NATURAL GAS	-	12,822	-	35,000
041205	WATER /SEWER FEES	-	1,213	-	55,000
043001	REPAIRS-STRUCTURAL	-	-	-	5,000
043002	REPAIRS-ELECTRICAL	-	-	-	2,000
043004	REPAIRS-PLUMBING	-	-	-	1,500
043018	REPAIRS-EQUIPMENT	-	-	-	2,500
044006	PRINTING LEASE/MAINT	-	-	-	500
061001	FIRST AID	-	-	-	400
061002	MISCELLANEOUS SUPPLIES	-	3,629	-	10,000
062001	OFFICE SUPPLIES	-	-	-	2,000
063800	MATERIALS-CHEMICALS	-	2,534	-	15,000
064001	JANITORIAL SUPPLIES	-	-	-	4,000
068002	CLOTHING	-	-	-	500
068016	MATERIALS	-	251	-	5,000
072012	INDOOR POOL	-	13,971	-	-
074001	EQUIPMENT	-	7,579	-	10,000
TOTAL		-	71,114	-	596,251



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Community Development Block Grant (CDBG)

(Special Revenue Fund)



Mission

To create a viable urban environment through the support of public facility and accessibility improvements, access to quality public services, homeownership assistance and improved housing conditions.



Community Development

Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG) 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 Hometown Program for First-Time Homebuyers

Position Summary Schedule

Positions Full Time	FY21	FY22	FY23
Community Development Coordinator	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part Time	FY21	FY22	FY23
PT Administrative Assistant I	0	1	1
PT Special Projects Coordinator	1	0	0
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The FY23 proposed administrative budget for Community Development is \$136,433*. This represents an increase of \$15,187 from the FY22 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 a



program expansion to include administration of additional programs and grant funds to prepare, prevent and respond to COVID-19 and a modest rise in anticipated CDBG program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction costs.

Budget Summary of Expenditures

	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 CITY MANAGER RECOMMENDED
CDBG				
SALARIES	78,727	79,568	80,302	80,761
PART-TIME SALARIES	18,170	16,944	18,537	25,178
LONGEVITY	327	327	333	333
RETIREMENT	8,830	9,116	11,337	11,402
HEALTH/DENTAL	-	-	-	-
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	7,714
OTHER FRINGE BENEFITS	7,513	7,067	7,587	8,130
OTHER OPERATING	3,200	2,751	3,150	2,915
TOTAL	116,767	115,774	121,246	136,433

*At the time of this budget preparation, the FY 23 CDBG federal allocation has not be 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 annual in CDBG entitlement funds. Additional CDBG funds may be made available to the City for disaster relief and urgent needs, such as through the CARES Act to prepare, prevent and respond to COVID-19.



Public Facility and Accessibility Projects - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically disabled.



Public Service Agency Grant Program – 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, or to subsidize client service fees.

HomeTown, First Time Homebuyers Program - This program is funded through the Portsmouth Housing Endowment Fund. It is a collaborative effort between the City of Portsmouth and Citizens Bank, N.A. (Portsmouth, NH) to provide homeownership opportunities to eligible Portsmouth households. Through this program, eligible Portsmouth households may receive down payment assistance, closing cost assistance, and/or low interest secondary loan financing.

Goals and Objectives



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.
- ✓ Support public facilities upgrades and improvements for social service agencies serving Portsmouth residents.

Performance Measurement:

Number of persons benefitting from Public Service Agency Grant Program		
FY20	FY21	FY22 (Est.)
2,841	22,000*	22,000*

Citywide Goal Addressed:

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



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 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		
FY20	FY21	FY22 (Est.)
6223	22,000*	22,000*

Citywide Goal Addressed:

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



Goal #3: Support housing opportunities for families earning a range of income levels.

Objectives

- ✓ Administer HomeTown, the City of Portsmouth First Time Homebuyer Program in coordination with program partners including the Portsmouth Housing Endowment Fund.
- ✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain and, where appropriate, expand the stock of affordable housing.
- ✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group.

Performance Measurement:

Number of households assisted through HomeTown, the City's First-Time Homebuyer Program		
FY20	FY 21	FY 22(est.)
5	3	6

Citywide Goal Addressed:

- ✓ *Diversify and Enhance the Supply of Housing Choices*



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 Measures:

Number of households benefiting from Housing Rehabilitation		
FY20	FY 21	FY 22(est.)
134	24	125

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 Measures:

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.

FY20 – Yes
 FY21 – Yes
 FY22 (Est) – Yes

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.

FY23 BUDGETED POSITION AND SALARY DETAIL

COMMUNITY DEVELOPMENT		<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 15	5E/7F	COMMUNITY DEVELOPMENT COORDINATOR	79,094
		EDUCATION STIPEND	1,667
		TOTAL FULL TIME	80,761
NON GRADE 9	A	ADMINISTRATIVE ASSISTANT I (19.5 HRS/WK)	25,178
		TOTAL PART TIME	25,178
		TOTAL DEPARTMENT	105,939

COMMUNITY DEVELOPMENT

HOUSING REHAB 20-789-411-38-100-002

011001	REGULAR SALARIES	5,511	-	-	-
022001	SOCIAL SECURITY	342	-	-	-
022501	MEDICARE	80	-	-	-
023001	RETIREMENT	616	-	-	-
TOTAL HOUSING REHAB		6,549	-	-	-

ADMINISTRATION 20-789-411-51-100-002

011001	REGULAR SALARIES	73,216	79,568	80,302	80,761
011064	COLL BARG CONTINGENCY	-	-	-	7,714
012001	PART TIME SALARIES	18,170	16,944	18,537	25,178
015001	LONGEVITY	327	327	333	333
022001	SOCIAL SECURITY	5,686	5,713	6,149	6,589
022501	MEDICARE	1,405	1,355	1,438	1,541
023001	RETIREMENT	8,214	9,116	11,337	11,402
053001	ADVERTISING	1,000	2,047	1,000	900
056001	DUES PROFESSIONAL ORGANIZ	750	550	750	775
057101	TRAVEL AND CONFERENCE	1,000	50	1,000	900
062001	OFFICE SUPPLIES	200	-	200	200
062501	POSTAGE	250	104	200	140
TOTAL		116,767	115,774	121,246	136,433



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CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2023-2032



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 FY23)

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	2007	1GNFK13057R313242	2017	\$ 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	2014	1FM5K8AR2EGB19738	2020	\$ 1.00	5
Highway	H011	F-550 4x4 (yellow) w/plow (6/7 Diesel)	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	10
Highway	H015	4'x8' Flatbed Trailer	Carry-On	2006	4YMUL08146V011548	2008	\$ 700.00	20
Highway	H018	F550 Dump (white) w/plow	Ford	2020	1FDUF5HN1LDA00823	2020	\$ 73,181.85	10
Highway	H019	C20 4x4 Pick-up w/plow (yellow) (ordered)	Chevrolet	2010	1GC5KVBG1AZ239500	2010	\$ 27,317.00	10
Highway	H020	Silverado 4x4 Utility Body (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	C2500 4x4 Pick-up (yellow) w/plow (ordered)	Chevrolet	2010	1GC5KVBG0AZ239780	2010	\$ 27,317.00	10
Highway	H022	C3500 4x4 1-ton Dump (yellow) w/plow (ordered)	Chevrolet	2009	1GBJK74K49F181203	2010	\$ 44,371.00	10
Highway	H023	F250 4x4 Utility Body (yellow) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H033	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	F550 4x4 1-ton Dump (yellow) w/plow (ordered)	Ford	2011	1FDUF5HT7BEC54883	2011	\$ 34,200.00	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	H040	M2112 10 Wheel Dump (yellow) w/plow	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	12

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY23)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
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	F550 4x4 1Ton Dump (yellow) w/plow (ordered)	Ford	2011	1FDUF5HT3BEC54881	2011	\$ 34,296.00	8
Highway	H051	Bucket Truck (white)	Freightliner	2020	1FVACXFE3LHLE3818	2020	\$ 180,891.00	12
Highway	H055	130G Grader - possible future auction item	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	H082	Sidewalk Tractor	Trackless	2013	MT6-1700	2013	\$ 151,291.00	10
Highway	H084	Sidewalk Tractor	Trackless	2013	MT6-1721	2013	\$ 151,291.00	10
Highway	H085	7400 Packer (Year 2 of 3)	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer (Year 1 of 3)	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

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY23)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H107	Utility Trailor	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	H118A	Hot Top Box	Stepp	2018	4S9PHT4Y0JS127075	2018	\$ 100,729.00	20
Highway	H118B	Placeholder for smaller Hot Top Box/Trailer						
Highway	H119	Landscape Trailer	Mass	1999	1M9FL1413XD441003	1999	\$ 1,646.00	20
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
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
Enforcement	CH128	Equinox (Zoning) (white)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Recreation	R129	Transit Van (Rec) (white)	Ford	2019	NM0GS9F20K1388458	2019	\$ 25,286.00	8
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

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY23)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
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
Inspections	CH162	Focus (Insp) (white)	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
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) (ordered)						

City of Portsmouth
Replacement Schedule

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
CH001										
H004			\$ 30,000							
H005										
H006			\$ 35,000							
H008		\$ 35,000								\$ 45,000.00
H009		\$ 30,000								
H010					\$ 30,000					
H011		\$ 45,000	\$ 45,000							
H015										
H018					\$ 40,000	\$ 40,000				
H019										\$ 45,000.00
H020		\$ 80,000								
H021										\$ 45,000.00
H022										\$ 95,000.00
H023	\$ 70,000									
H033							\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500.00
H034							\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000.00
H036										
H037				\$ 150,000	\$ 150,000					
H038			\$ 90,000							
H040			\$ 180,000							

City of Portsmouth
Replacement Schedule

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
H043										
H044				\$ 95,000	\$ 95,000	\$ 95,000				
H045					\$ 95,000	\$ 95,000	\$ 95,000			
H050								\$ 95,000		
H051								\$ 75,000	\$ 75,000	\$ 75,000.00
H055										
H056						\$ 35,000	\$ 35,000			
H068	\$ 85,000									\$ 95,000.00
H072				\$ 150,000						
H074							\$ 75,000	\$ 75,000		
H076										
H082		\$ 80,000	\$ 80,000							
H084		\$ 80,000	\$ 80,000							
H085	\$ 95,000	\$ 95,000					\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000.00
H086	\$ 95,000	\$ 95,000	\$ 95,000						\$ 100,000	\$ 100,000.00
H087										
H089									\$ 15,000	
H090									\$ 15,000	
H095			\$ 25,000							
H105								\$ 90,000		
H106				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			

City of Portsmouth
Replacement Schedule

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
H107										
H110						\$ 90,000				
H111									\$ 40,000	
H112										
H114										
H115				\$ 45,000						\$ 45,000.00
H116									\$ 10,000	
H117		\$ 10,000								
H118A										
H118B										
H119										
H120									\$ 10,000	
CH120					\$ 35,000					
H121				\$ 100,000						
CH124			\$ 35,000							
R125						\$ 90,000				
CH128		\$ 35,000								
R129					\$ 32,000					
H133						\$ 76,000	\$ 76,000	\$ 76,000		
H136	\$ 30,000							\$ 50,000	\$ 50,000	
PP139		\$ 20,000								

**City of Portsmouth
Replacement Schedule**

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
H140										
H141			\$ 20,000							
H146										
H148					\$ 45,000					
H149										
H151							\$ 50,000	\$ 50,000	\$ 100,000	
H154								\$ 5,000		
H155								\$ 5,000		
CH156							\$ 35,000			
CH157		\$ 30,000								
CH158		\$ 30,000								
H160								\$ 40,000		
CH162					\$ 35,000					
CH164					\$ 35,000					
CH165					\$ 35,000					
PP1		\$ 40,000								
PP202										
TOTALS	\$ 375,000	\$ 705,000	\$ 715,000	\$ 590,000	\$ 677,000	\$ 571,000	\$ 628,500	\$ 773,500	\$ 677,500	\$ 807,500.00

Police Department

(Scheduled for replacement in FY 2023)

City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
13	Explorer	B&W - 1	Ford	2017	1FM5K8AR6HGB92714	2017	TB Replaced in FY22	5
29	Explorer	B&W - 2	Ford	2020	1FM5K8AB0LGC94361	2021	\$34,422.00	5
2	Crwn Vic	B&W - 3	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	10
14	Explorer	B&W - 4	Ford	2020	1FM5K8AB2LGC94362	2021	Auction FY21	5
15	Explorer	B&W - 5	Ford	2020	1FM5K8AB5LGB12847	2020	\$35,884.00	5
16	Explorer	B&W - 6	Ford	2020	1FM5K8AB9LGC94360	2020	\$34,422.00	5
17	Explorer	B&W - 7	Ford	2018	1FM5K8AR9JGA45986	2018	\$31,284.00	5
18	Crwn Vic	B&W - 8	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	10
21	Explorer	B&W - 9	Ford	2014	1FM5K8AR9EGA70909	2020-used	\$13,001.00	5
3	Explorer	B&W - 10	Ford	2020	1FM5K8AB3LGB12846	2020	\$35,884.00	5
22	Explorer	B&W - 11	Ford	2021	1FM5K8AB5MGA43501	2021	\$34,502.00	5
6	Explorer	B&W - 12	Ford	2021	1FM5K8AB3MGA43500	2021	\$34,502.00	5
9	Explorer	B&W - 13	Ford	TBD	Replace-Insurance \$\$ for totaled #22 SUV			5
31	Explorer	B&W - 14	Ford	2020	1FM5K8AB7:GB12848	2020	\$35,884.00	5
5	Explorer	BLK LP - 15	Ford	2018	1FM5K8AR0JGA45987	2018	\$30,684.00	5+
10	Explorer	BLK LP- 16	Ford	2020	1FM5K8AB9LGB12849	2020	\$35,884.00	5
4	Explorer	B&W - 17 (Sprvr)	Ford	2021	1FM5K8AB0MGA48499	2021	\$34,502.00	5
7	Escape	UM - 1	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
12	Escape	UM - 2	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
19	Pathfinder	UM - 3	Nissan	2011	5N1AR1NBXBC633922	2014	\$19,999.00	5+
25	Escape	UM - 4	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
24	Escape	UM - 5	Ford	2018	1FMCU9J90JUB48335	2018	\$30,711.00	5+
8	Explorer	UM - 6	Ford	2017	1FMCU9G92HUA74045	2020	\$16,999.00	5
35 (formerly 6)	Traverse	UM - 7	Chevy	2015	1GNKVFKD5FJ364681	2016	\$24,200.00	5+
28	Fusion	UM - 8	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+

Police Department

(Scheduled for replacement in FY 2023)

City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
11	Acadia	UMA - 1	GMC	2019	1GKKNULS5KZ110382	2020-used	\$26,999.00	5+
1	Escape	UMA - 2	Ford	2018	1FMCU9J99JUB48334	2018	\$30,711.00	5+
30	Edge	UMA - 3	Ford	2013	2FMDK3GC2DBA25236	2015	\$21,417.00	5+
27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	TB Replaced in FY22	5+
20	Ranger	ADM - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
26	Explorer	ACO-1	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
32	Transit Drone Van	DRN - 1	Ford	2019	1FTYR2CM1KKA73713	2020	\$29,980.00	10+
33	Transit ICAC Van	ICACV-1	Ford	2020	1FTYE2C87LKB21683	2020	\$40,916.00	10+
34	Traverse-ICAC	ICACC-2	Chevy	2020	1GNEVFKW9LJ212736	2020	\$29,655.00	10+
MC-1	Motorcycle	MC - 1	Harley D.	2019	1HD1FMP1XKB672503	2019	\$17,500.00	2
MC-2	Motorcycle	MC - 2	Harley D.	2018	1HD1FMC13JB672508	2018	\$17,500.00	2

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2023)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
13					\$ 51,700.00					
29				\$ 49,200.00					\$ 62,900.00	
2	\$ 46,900.00					\$ 54,300.00				
14			\$ 46,800.00					\$ 59,900.00		
15			\$ 46,800.00					\$ 59,900.00		
16			\$ 46,800.00					\$ 59,900.00		
17	\$ 46,900.00					\$ 54,300.00				
18		\$ 44,500.00				\$ 54,300.00				
21	\$ 46,900.00					\$ 54,300.00				
3			\$ 46,800.00					\$ 59,900.00		
22				\$ 49,200.00					\$ 62,900.00	
6				\$ 49,200.00					\$ 62,900.00	
9					\$ 51,700.00					\$ 66,045.00
31			\$ 46,800.00					\$ 59,900.00		
5	\$ 46,900.00					\$ 54,300.00				
10				\$ 49,200.00					\$ 62,900.00	
4				\$ 49,200.00					\$ 62,900.00	
7							\$ 57,000.00			
12					\$ 51,700.00					
19		\$ 44,500.00								
25					\$ 51,700.00					
24							\$ 57,000.00			
8							\$ 57,000.00			
35 /(6)		\$ 44,500.00								

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2023)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
28		\$ 44,500.00								
11							\$ 57,000.00			
1		\$ 44,500.00								
30		\$ 44,500.00								
27										\$ 66,045.00
20							\$ 57,000.00			
26					\$ 51,700.00					
23										
32										\$ 66,045.00
33										\$ 66,045.00
34										\$ 66,045.00
Motorcycle 1			\$ 13,670.00		\$ 15,100.00		\$ 16,650.00		\$ 17,500.00	
Motorcycle 2		\$ 13,040.00		\$ 14,370.00		\$ 15,850.00		\$ 17,500.00		\$ 17,500.00
TOTALS	\$ 187,600.00	\$ 280,040.00	\$ 247,670.00	\$ 260,370.00	\$ 273,600.00	\$ 287,350.00	\$ 301,650.00	\$ 317,000.00	\$ 332,000.00	\$ 347,725.00

*Note: Funding will be use of American Rescue Plan Act (ARPA) Grant Funds in FY 23

City of Portsmouth
Inventory

Fire Department

Vehicles

(Scheduled for replacement in FY 2023)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	Fiscal Year Purchased	Cost	Useful Life
Fire	135	Wire Reel Trailer	*	Home Made	1998	NHTR116051	*	*	*
Fire	147	Pumper	E-6	E-One	1999	To Be Replaced in FY20			
Fire	148	Cargo Trailer	Haz Mat	Cargo	2000	4U01C2421YA004439	n/a	Mutual Aid	15
Fire	155	Aerial Ladder	L-2	E-One	2005	4EN3AAA8551009086	2005	577,000	17
Fire	156	Trailer	TR-1	Cargo	2005	4U01C20285A024611	2005	6,000	15
Fire	157	Pick up	F-1	Ford	2003	3FTSF31SO3MB41399	2006	40,000	15
Fire	158	Pumper	E-4	E-One	2006	4ENRAAA8X61001383	2007	375,000	17
Fire	163	Aerial Tower	T-5	Ferrara	2007	1F95081367H140470	2008	800,000	17
Fire	164	Pick Up	U-4	Ford	2008	1FTYR10DX8PB13295	2009	11,663	10
Fire	167	Trailer	Pod Trl	Cargo	2008	4U01C20298AP36027	n/a	Grant	15
Fire	168	Pumper	E-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	174	SUV	C-1	Chevrolet	2014	1GNSKAE07ER199835	2014	38,000	8
Fire	175	Pick Up	U-2	Chevrolet	2015	3GCUKREC5FG147101	2015	31,000	10
Fire	176	Ambulance	A-3	International	2014	1HTJSSKK4EH796451	2015	200,000	8
Fire	178	Pumper	E-3	E-One	2015	4EN6AHA82F2009600	2015	455,314	15
Fire	179	Rescue Boat	B-1	Zodiac	2016	XMPC635UD616	2016	20,618	15
Fire	180	Trailer	K SFE	Load Trail	2016	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	1ZEAAKHXBXA002618	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 2023)

City ID #	Dept ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
Pay-As-You-Go											
135	Trailor										
148	Haz Mat										
156	TR-1			\$20,000							
157	F-1					\$75,000					
164	U-4			\$35,000							
167	Pod Trl			\$20,000							
169	C-3		\$55,000								
173	U-1				\$50,000						
174	C-1	\$55,000									
175	U-2		\$45,000								
176	A-3	\$140,000							\$110,000	\$110,000	
179	B-1										
180	K SFE										
181	C-4					\$45,000					
183	A-1		\$95,000	\$100,000	\$100,000						
185	C-2					\$55,000					
189	C-5								\$28,000		
187	A-2					\$100,000	\$100,000	\$100,000			
Total Pay-As You-Go Funding		\$195,000	\$195,000	\$175,000	\$150,000	\$275,000	\$100,000	\$100,000	\$138,000	\$110,000	\$0

Bonding		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030	FY2031	FY2032
147	E-6										
155	L-2										
158	E-4			\$765,000							
163	T-5										
168	E-6						\$650,000				
178	E-3										
188	E-1										
184	R-7										
186	Marine 1								\$200,000		
Total Bonding		\$0	\$0	\$765,000	\$0	\$0	\$650,000	\$0	\$200,000	\$0	\$0
Grand Total		\$195,000	\$195,000	\$940,000	\$150,000	\$275,000	\$750,000	\$100,000	\$338,000	\$110,000	\$0

*Note: Funding will be use of American Rescue Plan Act Grant Funds in FY 23

City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2023)

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	8 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	6 YRS
School	8	72" Exmark Zero Turn Mower	Exmark	2021	LZS801CKA72RA1	2021	11,279	6 YRS
School	9	60" Exmark Mower w/ Bagging System	Exmark	2011	LZZ29KA606 - 882647	2011	10,820	6 YRS
School	10	WHAM 1600 Turbo Series II 12"	John Deere	2009	TC11600T070261	2009	37,995	6 YRS
School	11	Utility Trailer	Sur Track	2015	5JW1U1426G1137095	2016	2,700	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 3520 with attachments	John Deere	2019	1LV4066RPKK406174	2019	70,100	8 YRS
School	17	Dumpbody 3500 Pickup Truck with plow	Chevrolet	2009	1GBJK74K69E112826	2010	37,596	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	10 YRS
School	20	2 Ton Dump Body Trailer - TBD	TBD	TBD	TBD	2019 projected	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

City of Portsmouth
Replacement Schedule

Vehicles (Scheduled for funding in FY 2023)

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
2			\$ 52,000.00							
3	\$ 48,000.00									
4	\$ 48,000.00									
5		\$ 52,000.00								
6			\$ 28,000.00							
7				\$ 13,000.00						\$ 13,000.00
8					\$ 13,000.00					
9		\$ 12,000.00					\$ 13,000.00			
10		\$ 49,000.00							\$ 52,000.00	
11				\$ 8,500.00						
12				\$ 9,500.00						
13						\$ 8,000.00				
14					\$ 35,000.00					
15				\$ 54,000.00						
16						\$ 85,000.00				
17								\$ 80,000.00		
18			\$ 22,000.00							
19		\$ 30,000.00								\$ 35,000.00
20					\$ 6,700.00					
21							\$ 32,000.00			
22			\$ 30,000.00							
TOTALS	\$ 96,000.00	\$ 143,000.00	\$ 132,000.00	\$ 85,000.00	\$ 54,700.00	\$ 93,000.00	\$ 45,000.00	\$ 80,000.00	\$ 52,000.00	\$ 48,000.00

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY23)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P001	Tahoe (black)	Chevrolet	2007	1GNFK13057J377473	2019	\$ -	5
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Small Packer (white)	Chevrolet	2020	JALEEW167L7300738	2020	\$ 117,940.00	6
Parking	P024	Silverado 4x4 Flatbed (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Parking	P046	7400 Packer (white)(Year 1 of 2)	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	242B2 Skid Steer Loader	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Utility/Sidewalk tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1995	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Utility Tractor	Trackless	2020	MT5T-2150-7	2020	\$ 124,500.00	10
Parking	P101	Wheel Loader (Ordered)	Volvo	2007	P3707V61453	2007	\$ 117,556.00	10
Parking	P102	624K-II Loader	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P113	Utility Trailer	Carry-On	2011	4YMUL0811BV009007	2011	\$ 597.00	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	Snogo	2007	3939	2007	\$ 42,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10
Parking	P139	F150 Pick Up (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/TRANSPORTATION
- INVENTORY

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY23)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P145	F 150 (yellow)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	8
Parking	P161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Parking	New	Mobile Message Board						
Parking	New	Mobile Message Board						

City of Portsmouth

Replacement Parking/Transportation

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
P001									\$ 40,000	
P003			\$ 35,000							
P016			\$ 125,000	\$ 160,000			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
P024	\$ 85,000							\$ 45,000	\$ 45,000	
P046	\$ 80,000	\$ 205,000					\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
P057			\$ 100,000	\$ 100,000				\$ 70,000	\$ 70,000	\$ 70,000
P060					\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		
P064	\$ 100,000									
P069		\$ 35,000								\$ 40,000
P070					\$ 100,000	\$ 100,000				
P071					\$ 100,000	\$ 100,000				
P073						\$ 82,500	\$ 82,500			
P101						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
P102		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000					
P113										
P130					\$ 50,000	\$ 50,000				
P131		\$ 70,000								\$ 40,000
P132					\$ 45,000					
P137	\$ 82,000									

City of Portsmouth

Replacement Parking/Transportation

Vehicles (Scheduled for funding in FY23)

City ID #	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
P138			\$ 80,000	\$ 80,000						
P139				\$ 40,000						
P140							\$ 25,000			
P142		\$ 22,000								
P145		\$ 35,000								
P161			\$ 35,000							
New	\$ 20,000									
New	\$ 20,000									
TOTALS	\$ 387,000	\$ 417,000	\$ 425,000	\$ 430,000	\$ 395,000	\$ 432,500	\$ 397,500	\$ 405,000	\$ 395,000	\$ 390,000

City of Portsmouth

Inventory

Stormwater Division

Vehicles

(Scheduled for replacement in FY23)

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 (Year 1 of 3)	Freightliner	2015	1FVAG5CY2FHGR4450	2015	\$ 90,994	12
Stormwater	SW066	Vactor 2112-JD (white) (Year 1 of 3)	International	2007	1HTWGAZTX7J564805	2008	\$ 244,795	10
Stormwater	SW067	3-Wheel Mechanical Street Sweeper	Global	2013	1G9GM3HJ2DS462030	2013	\$ 172,000	5
Stormwater	SW166	F150 (white)	Ford	2021	1FTFX1E81MKD02921	2021	\$ 36,788	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 FY23)

City ID # *	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
SW042	\$ 80,000	\$ 80,000	\$ 80,000							
SW066	\$ 150,000	\$ 150,000	\$ 150,000						\$ 100,000	\$ 100,000
SW067	\$ 30,000			\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000		
SW166						\$ 25,000	\$ 25,000			
MISC										
TOTALS	\$ 260,000	\$ 230,000	\$ 230,000	\$ 105,000	\$ 105,000	\$ 130,000	\$ 130,000	\$ 105,000	\$ 100,000	\$ 100,000

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY23

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	2109	\$ 28,929.00	8
Water	W004	Transit Van (white)	Ford	2021	NM0LS7E25M1488272	2021	\$ 29,133.55	10
Water	W007	Transit Van (white)	Ford	2018	1FDBF4XM2JKA76151	2018	\$ 35,945.00	8
Water	W010	F-550 (yellow) w/plow	Ford	2016	1FDX0X5HT7GEA74838	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	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 (Year 1 of 2)	Ford	2016	1FD0X5HT5GEC57753	2017	\$ 73,476.00	8
Water	W031	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT7GEC57754	2017	\$ 73,476.00	8
Water	W032	Transit (yellow)	Ford	2018	NM0LS7E76J1358959	2018	\$ 27,159.00	8
Water	W035	7400 SBA 6 WH.w/plow & wing (ordered)	International	2009	1HTWCAZR39J142295	2011	\$ 107,000.00	8
Water	W053	F-150 (Yel)	Ford	2019	1FTFX1E43KKE25081	2020	\$ 28,401.00	8
Water	W060	Loader/Backhoe	Caterpillar	2010	CAT0430EEMXB00174	2011	\$ 94,250.00	8
Water	W061	Excavator 318	Caterpillar	2012	CATM318DJD8W00385	2013	\$ 208,709.18	10
Water	W063	Track Loader-SVL90-2	Kubota	2015	14195	2015	\$ 57,700.00	10
Water	W079	Utility Trailer (construction)	Eagle	2018	112H8V350JL082749	2018	\$ 20,395.00	20
Water	W080	Compressor	Atlas	2014	4500A1018ER047278	2018	\$ 15,583.00	10

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY23

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Water	W100	Mini Track Excavator U-55-4	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	Equinox (silver) (ordered)	Chevrolet	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10
Water	WT163	Trailer (Track Loader)	PJ	2013	4P5CC222XD3003769	2013	\$ 5,000.00	20
Water	NEW	Transit (ordered)	Ford					8
Water	NEW	Pool Vehicle						
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 funding in FY23)

City ID # *	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
W001					\$ 35,000					
W002					\$ 35,000					
H002				\$ 40,000						
W003					\$ 35,000					
W004						\$ 40,000				
W007				\$ 55,000						
W010		\$ 50,000	\$ 50,000							
W025						\$ 60,000				
W026				\$ 45,000						
W027		\$ 50,000	\$ 50,000							
W028					\$ 50,000					
W029					\$ 40,000					
W030	\$ 45,000	\$ 45,000								
W031		\$ 45,000	\$ 45,000							
W032				\$ 35,000						
W035					\$ 75,000	\$ 75,000	\$ 75,000			
W053					\$ 40,000					
W060								\$ 110,000		
W061								\$ 85,000	\$ 85,000	\$ 85,000
W063		\$ 66,000							\$ 70,000	
W080		\$ 20,000								
W100			\$ 50,000	\$ 50,000						
W100T										
W101										\$ 90,000
W103			\$ 45,000							
W104	\$ 90,000					\$ 50,000	\$ 50,000			

City of Portsmouth
 Replacement Schedule

Vehicles (Scheduled for funding in FY23)

City ID # *	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
W108					\$ 45,000	\$ 115,000	\$ 115,000			
W109	\$ 45,000								\$ 55,000	
W126				\$ 35,000						
W127								\$ 30,000		
W143							\$ 25,000			
W150				Operating						
WT156						Operating				
W159								\$ 40,000		
WT163										
New Meter							\$ 45,000			
New Pool	\$ 35,000									
MISC	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
TOTALS	\$ 315,000	\$ 376,000	\$ 340,000	\$ 360,000	\$ 455,000	\$ 490,000	\$ 460,000	\$ 415,000	\$ 360,000	\$ 325,000

City of Portsmouth

Inventory

Vehicles

Sewer Division

(Scheduled for replacement in FY23)

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	2FMFK4G96MBA41253	2021	\$ 32,981	8
Sewer	S011	F-150 4X4 (white)	Ford	2020	1FTFX1E4XLFC24014	2021	\$ 36,732	10
Sewer	S012	F-150 4x4 1/2 ton Pick-up (Yel) w/Plow	Ford	2013	1FTEX1EM3DKE46589	2013	\$ 21,387	10
Sewer	S013	Escape (SUV) (White)	Ford	2021	1FMCU9BZ8MUA61799	2021	\$ 28,451	10
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	114 SD 10 Wheel Dump (Yel) w/Plow	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199	10
Sewer	S049	F550 Pickup (tommy lift)	Ford	2019	1FD0X5HY1KEC00101	2019	\$ 40,053	8
Sewer	S059	4WD Backhoe/Loader (ordered)	Caterpillar	2010	CAT0430ECMXB00216	2011	\$ 94,250	10
Sewer	S062	Skidsteer 289D3	Caterpillar	2020	CAT0289DLJX902243	2020	\$ 83,900	10
Sewer	S065	Vactor (white) (Year 1 of 6)	Mack	2020	1M2GR3GC5LM0181136	2020	\$ 481,962	8
Sewer	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHKD49736	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	LT-9500 10 wheel Roll-off (ordered)	Sterling	2007	2FZHAZCV77AZ53401	2009	\$ 121,862	10

City of Portsmouth

Inventory

Vehicles

Sewer Division

(Scheduled for replacement in FY23)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
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
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	F-550 Camera Truck	Ford	2012	1FDUF5GT9CEC70358	2013	\$ 101,800	10
Sewer	S143	Trailer	Superior	2003	4M8UZ10193D001960	2003	\$ 1,125	20
Sewer	S167	F250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225	10
Sewer	new CPO	Escape						
	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 funding in FY23)

City ID # *	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
S002				\$ 40,000						
S004							\$ 40,000			
S011									\$ 40,000	
S012										
S013								\$ 35,000		
S014										
S015								\$ 40,000		
S017			\$ 35,000					-	-	-
S041										
S048		\$ 70,000	\$ 70,000	\$ 70,000						
S049					\$ 45,000	\$ 45,000				
S059						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
S062							\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000
S065	\$ 95,000	\$ 95,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000				
S075							\$ 40,000			
SC075						\$ 20,000				
S076							\$ 40,000			
S078							\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
S099						\$ 50,000	\$ 50,000	\$ 50,000		
S116		\$ 10,000								
S123	\$ 50,000								\$ 60,000	
S127										\$ 40,000
S130			\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000				
S134	\$ 60,000									
S135							\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
S143										
S167										

SEWER - REPLACEMENT SCHEDULE

**City of Portsmouth
Replacement Schedule**

Vehicles (Scheduled for funding in FY23)

City ID # *	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032
New CPO								\$ 40,000		
MISC	\$ 200,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTALS	\$ 405,000	\$ 400,000	\$ 477,000	\$ 482,000	\$ 467,000	\$ 537,000	\$ 585,000	\$ 590,000	\$ 525,000	\$ 415,000

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CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



FY 2023 – FY2028

Planning Board Adopted: December 16, 2021

Conveyed to City Council: January 10, 2021

City Council Public Hearing: February 7, 2022

City Council Adopted: March 7, 2022

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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

- FD – Fire Department
- PD – Police Department
- SC – School Department
- FI – Finance Department
- PL – Planning Department
- RC – Recreation Department
- CD – Community Development Department
- PW – Public Works Department
- PW/NH – Public Works & State of New Hampshire




- PL/NH – Planning Department & State of New Hampshire
- IT – Information Technology
- WD – Water Division
- SD – Sewer 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	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

4. Impact on operating budget

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

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 FY23 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



- Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth



- Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces



- 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



- Diversify and Enhance the Supply of Housing Choices



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



- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed

○ 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 Affords 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 Operating Budget: Reduce (will reduce Operating Costs)

Evaluation Criteria

Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	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 CIP page

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	\$570,000	\$1,060,000
Revenues	0%						\$0	\$0	\$0
PPP	0%						\$0	\$0	\$0
Totals		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$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: Self-Assessment of FD Operations: April 2015	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 FY'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
Totals		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000

CAPITAL IMPROVEMENT PLAN FY 23-28 48

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: Self-Assessment of FD Operations: April 2015	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: Self-Assessment of FD Operations: April 2015	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 <https://www.youtube.com/user/CityofPortsmouth>

Finance Department

- Current and Past Budget Documents <https://www.cityofportsmouth.com/finance/proposedadopted-budgets-and-financial-reports>
- FY21 Annual Comprehensive Financial Report <https://files.cityofportsmouth.com/finance/fy21/ACFR21.pdf>
- FY21 Popular Annual Financial Report (PAFR) <https://files.cityofportsmouth.com/finance/fy21/PAFR21.pdf>

Planning Department

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

Public Works Department – Highway Division

- Citywide Projects Page <https://www.cityofportsmouth.com/publicworks/projects>
- Portsmouth Click N'Fix (Request DPW Maintenance Service) <https://www.cityofportsmouth.com/publicworks/portsmouth-click-n-fix>

Public Works Department – Water/Sewer/Stormwater Divisions

- Water Homepage <https://www.cityofportsmouth.com/publicworks/water>
- Wastewater/Sewer Homepage <https://www.cityofportsmouth.com/publicworks/wastewater>
- Stormwater Homepage <https://www.cityofportsmouth.com/publicworks/stormwater>

Public Works Department – Parking Division

- Park Portsmouth <https://www.cityofportsmouth.com/publicworks/parkportsmouth>

SECTION II: METHOD OF FINANCING

Capital improvement projects are funded from a variety of sources. These include: General Fund (GF); Federal/State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRF) and Public Private Partnerships (PPP).

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund (approximately 2% of previous FY General Fund total Budget) to address City priorities. If the City has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the NH Department of Health and Human Services, U.S. Housing and Urban Development, NH Department of Environmental Services, and the NH Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The City also pursues non-governmental private grants when applicable.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the City's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The City's bonding capacity is a limited resource. All projects that are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Revenues – The City has established two Enterprise Funds for Water and Sewer. The needs for these two divisions are met through the revenues raised from providing that particular service. Therefore, there is no impact on the City's tax rate. Additionally, the City has established a Parking and Transportation Fund (Special Revenue Fund). Revenues derived from the City's parking functions are transferred to this fund in order to operate the City's parking and traffic related activities.

State Revolving Loan Fund – This is a program offered through the NH Department of Environmental Services for the purpose of providing low interest rate funding for approved water pollution control projects. State approval of applications does not bind the City to any of the individual projects but does lock into a low interest rate loan. Upon completion of projects, the loan becomes a serial bond payable by the City of Portsmouth Sewer or Water Fund to the State of NH. Payback is over a five to ten year period and

Enterprise Revenues are utilized for that purpose. In addition, the City applies for State Aid Grant funding to assist in repaying SRF loans up to 30% of the total project cost.

Public Private Partnership – This method of financing involves joint funding of a particular project between the City and one or more private sector or non-governmental partners. This method is used for projects that will benefit the partners and help to minimize costs to local taxpayers.

Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the City and a project's relative priority in terms of implementation. The Capital Improvement Plan seeks to maximize the potential benefits from all revenue sources.

Impact on Operating Budget

Description of box labeled “Impact on Operating Budget” is as follows:

1. Reduce – will generate revenue

The project will either generate some revenue to offset expenses.

2. Reduce – will reduce Operating Cost

The project will reduce operating costs

3. Negligible < \$5,001

The project will generate less than \$5,001 per year in increased operating expenditures.

4. Minimal \$5,001 to \$50,000

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

5. Moderate \$50,001 to \$100,000

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

6. High \$100,001 or more

The project will generate \$100,001 or more annually in increased operating expenditures.

**Operating Budget Impact
FY 23-28 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 23	FY 24	FY 25	FY 26	FY 27	FY 28
II	33 BI-	15-	PD-	09	<u>Police New Facility</u>					
					0	0	0	0	48,000	49,000
					0	0	0	0	100,000	100,000
					0	0	0	0	148,000	149,000

By building a new Police Facility this project will increase utility costs due to the increased size along with a possible increase to custodian/maintenance costs

					FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
II	37 BI-	08-	SC-	12	<u>Elementary School Upgrade</u>					
					0	0	0	0	0	0
					0	0	0	0	20,000	20,000
					0	0	0	0	20,000	20,000

Upgrading all three Elementary School buildings may increase utility costs.

					FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
II	43 BI-	20-	RC-	25	<u>Greenland Road Recreation Facility</u>					
					0	0	0	0	0	0
					0	0	0	10,000	10,000	10,000
					0	0	0	10,000	10,000	10,000

An increase to operating budgets for maintenance can be expected.

					FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
II	45 BI-	22-	RC-	28	<u>Outdoor Pool Aquatics Upgrade and Pool House</u>					
					0	0	0	0	0	0
					0	0	0	0	0	10,000
					0	0	0	0	0	10,000

An increase to operating budgets for maintenance and utilities can be expected.

					FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
II	51 BI-	11-	PW-	34	<u>Prescott Park Master Plan Implementation</u>					
					0	50,000	50,000	50,000	50,000	50,000
					0	30,000	30,000	30,000	30,000	30,000
					0	80,000	80,000	80,000	80,000	80,000

An increase to operating budgets for maintenance and utilities can be expected.

II	70 IS-	17-	PD-	48	<u>Public Safety Records Management/Computer Aided Dispatch System</u>						
					Personnel	0	0	0	0	0	0
					Operating	0	30,000	30,000	30,000	30,000	30,000
					Total	0	30,000	30,000	30,000	30,000	30,000

Operating budget impacts would include annual license fees.

II	93 EF-	12-	SD-	85	<u>PEASE Wastewater Treatment Facility</u>	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
					Personnel	0	0	0	0	0	0
					Operating	0	0	200,000	200,000	200,000	200,000
					Total	0	0	200,000	200,000	200,000	200,000

An increase in chemicals, electricity and sludge disposal will occur.

					<u>Total CIP FY 23-28</u>						
					Personnel	0	50,000	50,000	50,000	98,000	99,000
					Operating	0	30,000	230,000	240,000	360,000	360,000
					Total	0	80,000	280,000	290,000	458,000	459,000

Capital Improvement Plan Summary '23-'28

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

		FY 23 Distribution							FY '24 to FY '28 Schedule					Total Cost (FY 23-28)						
		GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28							
I. VEHICLE and EQUIPMENT SCHEDULE																				
VEHICLES																				
II 28	VE-	07-	FD-	01	Ambulance Replacement (Funded through Rolling Stock Line Item)				\$140,000					\$140,000	\$95,000	\$100,000	\$100,000	\$100,000	\$110,000	\$645,000
	VE-	14-	FD-	02	Vehicle Replacement - Fire Engine #4									\$0	\$765,000					\$765,000
EQUIPMENT																				
II 29	VE-	23-	FD-	03	Durable Medical Equipment				\$135,000					\$135,000						\$135,000
II 30	VE-	18-	FD-	04	Personal Protective Clothing Replacement				\$70,000					\$70,000	\$70,000				\$80,000	\$290,000
	VE-	21-	FD-	05	Self Contained Breathing Apparatus									\$0	\$185,000	\$185,000	\$185,000			\$555,000
	VE-	23-	FD-	06	Cardiac Monitors									\$0	\$125,000					\$125,000
	VE-	14-	PW-	07	Brine Equipment									\$0	\$110,000					\$110,000
I. TOTAL EQUIPMENT AND VEHICLE SCHEDULE						\$0	\$0	\$0	\$345,000	\$0	\$0	\$0	\$345,000	\$585,000	\$1,120,000	\$285,000	\$100,000	\$190,000	\$2,625,000	

II. BUILDINGS AND INFRASTRUCTURE															\$0						
II 32	BL-	16-	PD-	08	Police New Facility - Land Acquisition									\$0						\$0	
II 33	BL-	15-	PD-	09	New Police Department Facility			\$2,800,000						\$2,800,000	\$38,000,000					\$40,800,000	
II 34	BL-	21	PD-	10	Police Facility Deficiencies & Repair Project			\$400,000						\$400,000	\$400,000	\$400,000				\$1,600,000	
II 35	BL-	07-	SC-	11	School Facilities Capital Improvements			\$1,600,000						\$1,600,000	\$1,000,000			\$1,000,000		\$3,600,000	
II 37	BL-	08-	SC-	12	Elementary Schools Upgrade			\$1,500,000						\$1,500,000		\$5,000,000				\$6,500,000	
II 38	BL-	08-	SC-	13	Sherburne School Upgrade									\$0	\$3,000,000					\$3,000,000	
	BL-	17-	FI-	14	Permanent Records Storage Facilities									\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	
II 39	BL-	18-	FI-	15	Permanent/Historic Document Restoration Preservation & Scanning	\$100,000								\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	
	BL-	95-	PL-	16	Land Acquisition									\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$1,000,000	\$3,000,000	
	BL-	22	PL-	17	Historic District Guidelines - Part 2									\$0	\$50,000						\$50,000
	BL-	19-	PL-	18	Vaughan-Worth-Bridge Strategic Vision Development									\$0				\$150,000			\$150,000
II 40	BL-	21	PL-	19	Trail Development Projects	\$25,000								\$25,000	\$25,000					\$50,000	
II 41	BL-	05-	PL-	20	McIntyre Federal Office Building Redevelopment	\$25,000								\$25,000						\$25,000	
II 42	BL-	23-	PL-	21	Climate Action Plan				\$100,000					\$100,000						\$100,000	
	BL-	23-	PL-	22	Groundwater Study to Identify Impacts									\$0	\$50,000						\$50,000
	BL-	12-	RC-	23	Existing Outdoor Recreation Field Improvements									\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	
	BL-	12-	RC-	24	Additional Outdoor Recreation Fields (formerly New Outdoor Rec Fields)									\$0					\$3,000,000	\$3,000,000	
II 43	BL-	20-	RC-	25	Greenland Road Recreational Facility (formerly Greenland Rd Practice Field)									\$0	\$2,000,000				\$6,200,000	\$8,200,000	
II 44	BL-	02-	RC-	26	Citywide Playground Improvements	\$50,000								\$50,000	\$100,000		\$10,000	\$200,000		\$360,000	
	BL-	15-	RC-	27	Leary Field - Bleachers/ Grandstands									\$0		\$1,100,000					\$1,100,000
II 45	BL-	22-	RC-	28	Outdoor Pool Aquatics Upgrade and Pool House (formerly Outdoor Pool House)			\$2,000,000						\$2,000,000					\$2,500,000	\$4,500,000	
II 46	BL-	23-	PW-	29	Community Campus	\$100,000								\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,100,000	
II 47	BL-	00-	PW-	30	Implementation of the Pierce Island Master Plan									\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	
II 48	BL-	02-	PW-	31	Citywide Park & Monument Improvements	\$200,000								\$200,000	\$100,000				\$100,000	\$400,000	
II 49	BL-	04-	PW-	32	Citywide Tree & Public Greenery Program									\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	

Capital Improvement Plan Summary '23-'28

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FY 23 Distribution								FY '24 to FY '28 Schedule					Total Cost (FY23-28)		
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28				
II 50	BL- 19- PW- 33	Prescott Park: Master Plan Implementation					\$0	\$2,750,000	\$1,025,000	\$2,725,000			\$6,500,000		
II 51	BL- 11- PW- 34	Prescott Park: Facilities Capital Improvement					\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000		
II 52	BL- 23- PW- 35	City Fuel Station Upgrades			\$1,000,000		\$1,000,000						\$1,000,000		
II 53	BL- 23- PW- 36	Bow Street Overlook	\$50,000				\$50,000						\$50,000		
II 54	BL- 21- PW- 37	City Hall HVAC Improvements					\$0			\$1,500,000			\$1,500,000		
	BL- 18- PW- 38	Recycling & Solid Waste Transfer Station					\$0			\$5,730,000			\$5,730,000		
II 55	BL- 05- PW- 39	Historic Cemetery Improvements	\$40,000				\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000		
	BL- 15- PW- 40	Citywide Retaining Walls Repairs and Improvements					\$0	\$50,000	\$50,000		\$50,000		\$150,000		
II 56	BL- 07- PW/NH- 41	Sound Barriers in Residential Area Along I-95			\$580,000		\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,480,000		
II 57	BL- 01- PW- 42	Citywide Facilities Capital Improvements			\$1,000,000		\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$4,000,000		
II 59	BL- 21- PW- 43	Downtown Aerial Utilities Undergrounding			\$2,500,000		\$2,500,000			\$5,000,000			\$7,500,000		
II 60	BL- 20- PW- 44	Level 2 (120/208 Volt Single Phase) and Level 3 (480 Volt Three Phase) EV Charging Stations					\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000		
II. TOTAL BUILDINGS AND INFRASTRUCTURE			\$590,000	\$0	\$12,800,000	\$680,000	\$0	\$0	\$14,070,000	\$8,840,000	\$46,090,000	\$23,280,000	\$3,915,000	\$14,615,000	\$110,810,000
III. INFORMATION SYSTEMS MANAGEMENT															\$0
II 62	IS- 06- IT- 45	Information Technology Upgrades and Replacements (Funded through General Fund-Other General Non-Operating)				\$841,658	\$841,658	\$841,958	\$991,958	\$831,158	\$806,458	\$769,958	\$5,083,148		
II 68	IS- 21- FI- 46	Financial Software Upgrade (Funded through General Fund-Other General Non-Operating)				\$250,000	\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,750,000		
II 69	IS- 21- FI- 47	Records Retention Software (Funded through General Fund-Other General Non-Operating)				\$50,000	\$50,000						\$50,000		
II 70	IS- 17- PD- 48	Public Safety Records Mgt/Computer Aided Dispatch (Funded through General Fund-Other General Non-Operating)				\$900,000	\$900,000						\$900,000		
III. TOTAL INFORMATION SYSTEMS MANAGEMENT			\$0	\$0	\$0	\$900,000	\$1,141,658	\$0	\$2,041,658	\$1,141,958	\$1,291,958	\$1,131,158	\$1,106,458	\$1,069,958	\$7,783,148
IV. TRANSPORTATION MANAGEMENT															\$0
<u>PARKING</u>															
II 72	TSM- 12- PW- 49	Parking Lot Paving				\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000		
II 73	TSM- 08- PW- 50	Parking Meters				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000		

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FY 23 Distribution								FY '24 to FY '28 Schedule					Total Cost (FY 23-28)				
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28						
<u>BICYCLE/PEDESTRIAN</u>																	
II 74	TSM- 15-	PL/NH-	51	Hampton Branch Rail Trail (NH Seacoast Greenway)			\$0			\$403,000		\$880,000	\$1,283,000				
II 75	TSM- 15-	PL-	52	Bicycle/Pedestrian Plan Implementation			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000				
II 76	TSM- 21	PL-	53	Middle St. Bike Lanes Connection to Downtown			\$0	\$36,000		\$191,000			\$227,000				
	TSM- 08-	PL-	54	Wayfinding System			\$0	\$350,000					\$350,000				
	TSM- 21	PL-	55	Greenland Rd/Middle Rd Corridor Bicycle/Pedestrian Improvements			\$0				\$585,000		\$585,000				
	TSM- 21	PL-	56	Market Street Side Path			\$0		\$160,000	\$1,853,000			\$2,013,000				
	TSM- 08-	PL/NH-	57	US Route 1 New Side Path Construction			\$0	\$295,000	\$1,000,000				\$1,295,000				
	TSM- 16-	PL/NH-	58	US Route 1 Crosswalks and Signals			\$0	\$50,000	\$110,000	\$110,000			\$270,000				
	TSM- 16-	PL-	59	Maplewood Ave Downtown Complete Street			\$0	\$35,000		\$3,022,000			\$3,057,000				
II 77	TSM- 17-	PL-	60	Elwyn Park Traffic Calming and Pedestrian Improvements	\$160,000		\$160,000	\$1,500,000					\$1,660,000				
	TSM- 23-	PW-	61	Borthwick Avenue Bike Path			\$0	\$400,000					\$400,000				
II 78	TSM- 15-	PW-	62	Market Square Upgrade			\$0	\$1,000,000					\$1,000,000				
	TSM- 19-	PW-	63	Sagamore Avenue Sidewalk			\$0	\$250,000					\$250,000				
	TSM- 95-	PW-	64	Citywide Sidewalk Reconstruction Program			\$0	\$800,000		\$800,000		\$800,000	\$2,400,000				
<u>INTERSECTION/SIGNALS</u>																	
II 79	TSM- 10-	PW-	65	Citywide Traffic Signal Upgrade Program	\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000				
	TSM- 11-	PW-	66	Citywide Intersection Improvements			\$0	\$100,000	\$100,000	\$100,000		\$100,000	\$400,000				
	TSM- 16-	PL-	67	Russell/Market Intersection Upgrade			\$0			\$236,042			\$236,042				
<u>BRIDGES</u>																	
	TSM- 18-	PW-	68	Citywide Bridge Improvements			\$0	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000				
	TSM- 08-	PW-	69	Cate Street Bridge Replacement			\$0	\$100,000	\$1,500,000				\$1,600,000				
<u>ROADWAY</u>																	
	TSM- 20-	PL-	70	Coakley-Borthwick Connector Roadway			\$0			\$1,000,000			\$1,000,000				
II 80	TSM- 21	PW-	71	Traffic Calming (formerly South St. @ Middle Rd. Ped. Accom. & Traffic Calm)	\$300,000		\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000				
II 81	TSM- 94-	PW-	72	Street Paving, Management and Rehabilitation			\$0	\$4,000,000		\$4,000,000		\$4,000,000	\$12,000,000				
	TSM- 11-	PW-	73	Pease International Tradeport Roadway Rehabilitation			\$0	\$750,000		\$1,000,000		\$1,000,000	\$2,750,000				
	TSM- 15-	PW-	74	Junkins Avenue Improvements			\$0	\$150,000	\$1,100,000				\$1,250,000				
	TSM- 20-	PW-	75	Pinchurst Road Improvements			\$0		\$300,000				\$300,000				
	TSM- 20-	PW-	76	Madison Street Roadway Improvements			\$0		\$350,000				\$350,000				
IV. TOTAL TRANSPORTATION MANAGEMENT					\$560,000	\$0	\$0	\$0	\$250,000	\$0	\$810,000	\$10,316,000	\$5,473,000	\$13,347,042	\$1,330,000	\$6,350,000	\$37,626,042

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FY 23 Distribution								FY '24 to FY '28 Schedule					Total Cost (FY23-28)						
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28								
V. ENTERPRISE FUNDS													\$0						
Water																			
II	84	EF-	02-	WD-	77	Annual Water Line Replacement	\$0	\$1,000,000		\$1,000,000		\$1,000,000	\$3,000,000						
II	85	EF-	08-	WD-	78	Well Station Improvements	\$1,000,000			\$700,000			\$1,700,000						
II	86	EF-	15-	WD-	79	Reservoir Management	\$0		\$1,000,000				\$1,000,000						
II	87	EF-	18-	WD-	80	New Groundwater Source	\$0	\$2,000,000					\$2,000,000						
II	88	EF-	20-	WD-	81	Water Storage Tanks Painting	\$350,000						\$350,000						
II	89	EF-	22	WD-	82	Water Storage Tanks Improvements	\$100,000		\$400,000		\$4,000,000		\$4,500,000						
II	90	EF-	22	WD-	83	Madbury Water Treatment Plant - Facility Repair and Improvements	\$0		\$650,000	\$125,000	\$125,000		\$900,000						
Water Subtotals:							\$0	\$100,000	\$1,350,000	\$0	\$0	\$0	\$1,450,000	\$3,000,000	\$1,050,000	\$2,825,000	\$4,125,000	\$1,000,000	\$13,450,000
Sewer																			
II	92	EF-	12-	SD-	84	Annual Sewer Line Replacement	\$500,000	\$1,000,000		\$1,000,000		\$1,000,000	\$3,500,000						
II	93	EF-	12-	SD-	85	Pease Wastewater Treatment Facility	\$550,000	\$3,000,000	\$49,500,000				\$53,050,000						
II	94	EF-	23-	SD-	86	Wastewater Reuse at Pease WWTF	\$100,000		\$2,000,000		\$6,300,000		\$8,400,000						
II	95	EF-	16-	SD-	87	Long Term Control Plan Related Projects	\$0	\$300,000		\$1,000,000	\$1,000,000	\$1,000,000	\$3,300,000						
II	96	EF-	17-	SD-	88	Wastewater Pumping Station Improvements	\$800,000		\$500,000		\$500,000		\$1,800,000						
II	97	EF-	20-	SD-	89	Woodbury Avenue Sewer Separation	\$60,000	\$250,000					\$310,000						
II	98	EF-	23-	SD-	90	Sewer Main for Sagamore Avenue Area Sewer Extension	\$2,200,000						\$2,200,000						
II	99	EF-	22-	SD-	91	Sewer Service Funding for Sagamore Ave. Area Sewer Extension	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$350,000	\$2,600,000						
II	100	EF-	13-	SD-	92	Mechanic Street Pumping Station Upgrade	\$0						\$0						
Sewer Subtotals:							\$0	\$160,000	\$4,500,000	\$0	\$0	\$3,000,000	\$7,660,000	\$51,500,000	\$2,950,000	\$2,450,000	\$8,250,000	\$2,350,000	\$75,160,000
V. TOTAL ENTERPRISE FUNDS							\$0	\$260,000	\$5,850,000	\$0	\$0	\$3,000,000	\$9,110,000	\$54,500,000	\$4,000,000	\$5,275,000	\$12,375,000	\$3,350,000	\$88,610,000

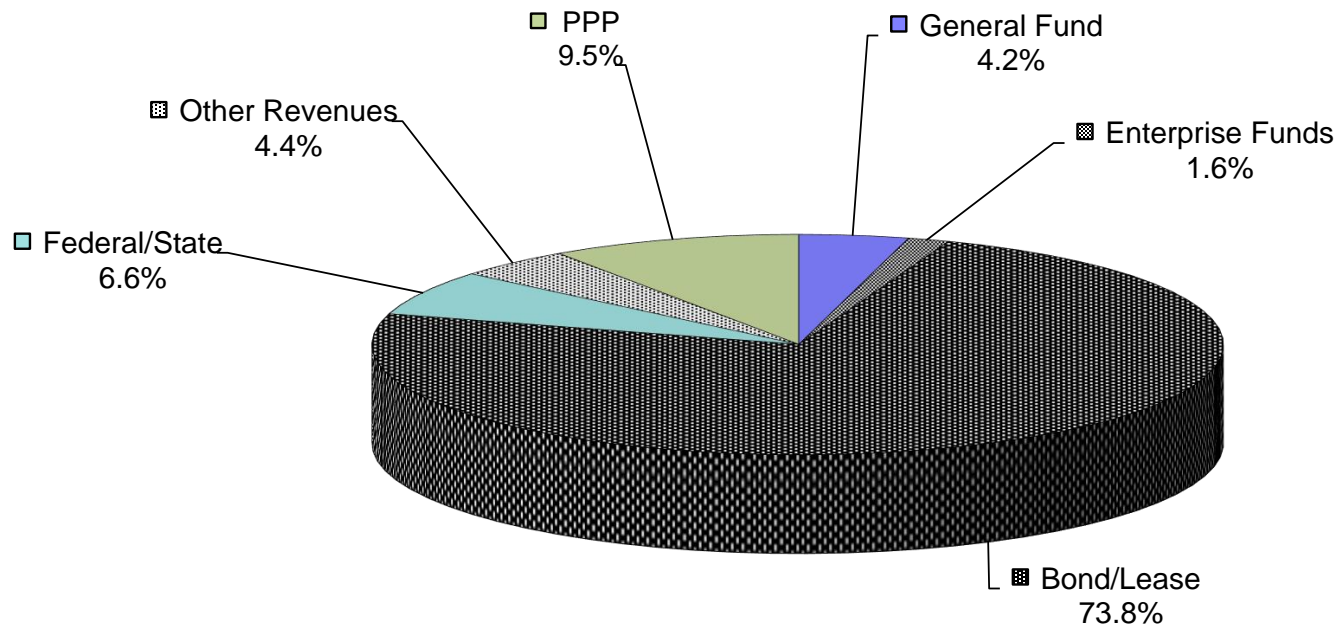
Capital Improvement Plan Summary '23-'28

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

				FY 23 Distribution					FY '24 to FY '28 Schedule					Total Cost (FY23-28)			
				GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '23	FY '24	FY '25	FY '26	FY '27	FY '28		
VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)																	
II	102	COM- 23-	PW-	93	Bartlett Street												
										\$800,000						\$800,000	
										\$800,000						\$800,000	
										\$800,000						\$800,000	
										\$2,400,000						\$2,400,000	
					\$0	\$0	\$2,400,000	\$0	\$0	\$0	\$2,400,000	\$0	\$0	\$0	\$0	\$2,400,000	
II	104	COM- 20-	PW-	94	Fleet Street Utilities Upgrade and Streetscape												
										\$0	\$2,000,000					\$2,000,000	
										\$0	\$2,000,000					\$2,000,000	
							\$2,200,000			\$2,200,000	\$2,400,000					\$4,600,000	
					\$0	\$0	\$2,200,000	\$0	\$0	\$0	\$2,200,000	\$6,400,000	\$0	\$0	\$0	\$8,600,000	
II	106	COM- 23-	PW-	95	Edmond Avenue												
					\$60,000					\$60,000	\$500,000					\$560,000	
						\$60,000				\$60,000	\$500,000					\$560,000	
						\$20,000				\$20,000	\$200,000					\$220,000	
					\$60,000	\$80,000	\$0	\$0	\$0	\$140,000	\$1,200,000	\$0	\$0	\$0	\$0	\$1,340,000	
II	108	COM- 15-	PW-	96	Citywide Storm Drainage Improvements												
							\$150,000			\$150,000	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,500,000	
										\$0						\$0	
						\$150,000				\$150,000	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,500,000	
					\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$300,000	\$400,000	\$500,000	\$600,000	\$600,000	\$3,000,000	
		COM- 23-	PW-	97	Chapel Street												
										\$0			\$280,000			\$280,000	
										\$0			\$280,000			\$280,000	
										\$0			\$280,000			\$280,000	
					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$840,000	\$0	\$0	\$840,000	
		COM- 20	PW	98	DPW Complex Improvements												
										\$0						\$0	
										\$0			\$1,000,000			\$1,000,000	
										\$0			\$1,000,000			\$1,000,000	
					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000	
		COM- 22	PW	99	The Creek Neighborhood Reconstruction												
										\$0		\$500,000		\$800,000		\$1,300,000	
										\$0		\$500,000		\$800,000		\$1,300,000	
										\$0		\$500,000		\$800,000		\$1,300,000	
					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$2,400,000	\$0	\$3,900,000	
TOTAL COMBINED PROJECTS (General Fund-Water Fund-Sewer Fund)																	
					\$60,000	\$0	\$800,000	\$150,000	\$0	\$0	\$1,010,000	\$2,700,000	\$750,000	\$580,000	\$1,100,000	\$300,000	\$6,440,000
					\$0	\$60,000	\$800,000	\$0	\$0	\$0	\$860,000	\$2,500,000	\$500,000	\$1,280,000	\$800,000	\$0	\$5,940,000
					\$0	\$170,000	\$3,000,000	\$0	\$0	\$0	\$3,170,000	\$2,800,000	\$750,000	\$1,580,000	\$1,100,000	\$300,000	\$9,700,000
					\$60,000	\$230,000	\$4,600,000	\$150,000	\$0	\$0	\$5,040,000	\$8,000,000	\$2,000,000	\$3,440,000	\$3,000,000	\$600,000	\$22,080,000

FY 2023 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	\$1,310,000	\$490,000	\$23,250,000	\$2,075,000	\$1,391,658	\$3,000,000	\$31,516,658
% of Total	4.2%	1.6%	73.8%	6.6%	4.4%	9.5%	

Capital Improvements
Fiscal Year 2023
Taken from Capital Improvement Plan 2023-2028
General Fund, Capital Outlay Projects Only FYs 17-23
(Note: This summary shows 6 years of Historic Capital Outlay Funding and The Current Budgeted Capital Outlay Funding Requests)

PAGE	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total FY's 17-22
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I. EQUIPMENT AND VEHICLE SCHEDULE (VE)

II 29 Durable Medical Equipment	\$61,000			\$0	\$0	\$0	\$61,000	\$135,000	(50,000)	(85,000)	\$0			
II 30 Personal Protective Clothing Replacement (Fire)		\$60,000	\$60,000	\$60,000	\$0	\$0	\$180,000	\$70,000		(70,000)	\$0			
Fire - Hydraulic Rescue Tool Replacement				\$0	\$30,000	\$30,000	\$60,000				\$0			
Fire - Emergency Generator Replacement - Station 1				\$100,000	\$0	\$0	\$100,000				\$0			
Vehicle Replacement - Fire Engine Repair			\$60,000	\$0	\$0	\$0	\$60,000				\$0			
Thermal Imaging Camera		\$22,000	\$24,000	\$0	\$0	\$0	\$46,000				\$0			
Police Gym Equipment		\$20,000	\$20,000	\$0	\$0	\$0	\$40,000				\$0			
Records Preservation	\$44,000			\$0	\$0	\$0	\$44,000				\$0			
Replace Voting Booths	\$52,400			\$0	\$0	\$0	\$52,400				\$0			
Total Equipment and Vehicle	\$157,400	\$102,000	\$164,000	\$160,000	\$30,000	\$30,000	\$643,400	\$205,000	(50,000)	(155,000)	\$0			

II. BUILDINGS AND INFRASTRUCTURE (BI)

II 39 Permanent/Historic Document Restoration, Preservation and Scanning		\$50,000	\$88,000	\$100,000	\$0	\$50,000	\$288,000	\$100,000			\$100,000			
II 40 Trail Development Projects							\$0	\$25,000			\$25,000			
II 41 McIntyre Federal Office Building Redevelopment		\$25,000	\$50,000	\$25,000	\$25,000	\$25,000	\$150,000	\$25,000			\$25,000			
II 42 Climate Action Plan							\$0	\$100,000		(100,000)	\$0			
II 43 Greenland Road Recreation Facility							\$0	\$200,000	(200,000)		\$0			
II 44 Citywide Playground Improvements	\$25,000	\$37,500		\$100,000	\$0	\$0	\$162,500	\$50,000			\$50,000			
II 46 Community Campus							\$0	\$100,000			\$100,000			
II 48 Citywide Park & Monument Improvements	\$25,000	\$37,500		\$100,000	\$0	\$0	\$162,500	\$200,000			\$200,000			
II 53 Bow Street Overlook							\$0	\$50,000			\$50,000			
II 55 Historic Cemetery Improvements	\$40,000	\$40,000		\$25,000	\$0	\$0	\$105,000	\$40,000			\$40,000			
II 56 Sound Barriers in Residential Area Along I-95		\$50,000		\$0	\$100,000	\$0	\$150,000	\$100,000	(100,000)		\$0			
Permanent Records Storage Facilities		\$50,000	\$50,000	\$50,000	\$0	\$50,000	\$200,000				\$0			
Existing Outdoor Recreation Field Improvements			\$75,000	\$150,000	\$0	\$0	\$225,000				\$0			
Implementation of Peirce Island Master Plan Project	\$25,000	\$25,000		\$25,000	\$0	\$0	\$75,000				\$0			
Citywide Trees and Public Greenery Program	\$20,000	\$20,000	\$20,000	\$20,000	\$10,000	\$20,000	\$110,000				\$0			
Prescott Park: Master Plan Implementation						\$125,000	\$125,000				\$0			
Prescott Park: Facilities Capital Improvements	\$80,000	\$80,000	\$50,000	\$125,000	\$0	\$50,000	\$385,000				\$0			
City Hall Complex Electrical Upgrades			\$50,000	\$0	\$0	\$0	\$50,000				\$0			
Climate Resilience Planning		\$25,000	\$0	\$0	\$0	\$0	\$25,000				\$0			
Diversity, Equity, and Inclusion Strategic Plan						\$25,000	\$25,000				\$0			
Elementary Schools Upgrade					\$200,000	\$0	\$200,000				\$0			
Emergency Response Needs			\$50,000	\$50,000	\$0	\$0	\$100,000				\$0			
Implementation of Sagamore Creek Parcel Conceptual Master Plan	\$25,000	\$25,000		\$0	\$0	\$0	\$50,000				\$0			
Land Acquisition	\$25,000	\$0		\$25,000	\$0	\$0	\$50,000				\$0			
Land Use Regulation Revision		\$50,000	\$25,000	\$0	\$0	\$0	\$75,000				\$0			
Library Furniture - Seating					\$25,000	\$0	\$25,000				\$0			
Open Space Plan		\$50,000		\$0	\$0	\$0	\$50,000				\$0			
Pannaway Manor Gateway Park			\$50,000	\$0	\$0	\$0	\$50,000				\$0			

Capital Improvements
Fiscal Year 2023
Taken from Capital Improvement Plan 2023-2028
General Fund, Capital Outlay Projects Only FYs 17-23
(Note: This summary shows 6 years of Historic Capital Outlay Funding and The Current Budgeted Capital Outlay Funding Requests)

PAGE	FY 17	FY 18	FY 19	FY 20	FY 21	FY22	Total FY's 17-22	City Council Adopted 3/7/2022	City Manager Adjusted	Use of ARPA Grant	Proposed FY 23 Budget
						\$82,000	\$82,000				\$0
					\$120,000	\$0	\$120,000				\$0
			\$50,000	\$0	\$0	\$0	\$50,000				\$0
			\$100,000	\$250,000	\$0	\$0	\$350,000				\$0
	\$50,000			\$0	\$0	\$0	\$50,000				\$0
					\$0	\$100,000	\$100,000				\$0
			\$25,000	\$25,000	\$25,000	\$0	\$75,000				\$0
	\$315,000	\$540,000	\$708,000	\$1,070,000	\$505,000	\$527,000	\$3,665,000	\$990,000	(\$300,000)	(\$100,000)	\$590,000
IV. TRANSPORTATION MANAGEMENT (TSM)											
II 77		\$20,000		\$0	\$0		\$20,000	\$160,000			\$160,000
II 79	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	\$100,000			\$100,000
II 80						\$20,000	\$20,000	\$300,000			\$300,000
						\$130,000	\$130,000				\$0
		\$100,000		\$100,000	\$0		\$200,000				\$0
		\$100,000		\$150,000	\$0	\$50,000	\$300,000				\$0
		\$50,000	\$30,000	\$0	\$0		\$80,000				\$0
	\$75,000			\$0	\$0		\$75,000				\$0
					\$366,000		\$366,000				\$0
	\$50,000	\$50,000		\$0	\$0		\$100,000				\$0
				\$0	\$0		\$0				\$0
				\$0	\$170,000		\$170,000				\$0
				\$30,000	\$0		\$30,000				\$0
						\$50,000	\$50,000				\$0
	\$113,000	\$225,000		\$0	\$0		\$338,000				\$0
	\$30,000			\$0	\$0		\$30,000				\$0
	\$200,000			\$0	\$0		\$200,000				\$0
		\$181,000		\$0	\$0		\$181,000				\$0
	\$50,000			\$0	\$0		\$50,000				\$0
				\$0	\$0		\$0				\$0
	\$117,000			\$0	\$0		\$117,000				\$0
	\$80,000			\$0	\$0		\$80,000				\$0
	\$100,000			\$0	\$0		\$100,000				\$0
	\$300,000			\$0	\$0		\$300,000				\$0
						\$173,000	\$173,000				\$0
			\$200,000	\$0	\$0		\$200,000				\$0
		\$45,000		\$0	\$0		\$45,000				\$0
			\$175,000	\$0	\$0		\$175,000				\$0
				\$0	\$5,000		\$5,000				\$0
		\$219,000		\$0	\$0		\$219,000				\$0
	\$1,215,000	\$1,090,000	\$505,000	\$380,000	\$641,000	\$423,000	\$4,254,000	\$560,000	0		\$560,000

Capital Improvements
Fiscal Year 2023
Taken from Capital Improvement Plan 2023-2028
General Fund, Capital Outlay Projects Only FYs 17-23
(Note: This summary shows 6 years of Historic Capital Outlay Funding and The Current Budgeted Capital Outlay Funding Requests)

City Council Adopted 3/7/2022	City Manager Adjusted	Use of ARPA Grant	Proposed FY 23 Budget
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PAGE	FY 17	FY 18	FY 19	FY 20	FY 21	FY22	Total FY's 17-22
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VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)

	FY 17	FY 18	FY 19	FY 20	FY 21	FY22	Total FY's 17-22	City Council Adopted 3/7/2022	City Manager Adjusted	Use of ARPA Grant	Proposed FY 23 Budget
II 106 Edmond Avenue							\$0	\$60,000			\$60,000
II 108 Citywide Storm Drainage Improvements	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$900,000	\$150,000		(150,000)	\$0
Total Combined Fund Projects	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$900,000	\$210,000	\$0	(\$150,000)	\$60,000

SUMMARY

TOTALS PER SECTION

	FY 17	FY 18	FY 19	FY 20	FY 21	FY22	Total FY's 17-22	City Council Adopted 3/7/2022	City Manager Adjusted	Use of ARPA Grant	Proposed FY 23 Budget
I. EQUIPMENT AND VEHICLE SCHEDULE	\$157,400	\$102,000	\$164,000	\$160,000	\$30,000	\$30,000	\$643,400	\$205,000	(50,000)	(155,000)	\$0
II. BUILDING & INFRASTRUCTURE	\$315,000	\$540,000	\$708,000	\$1,070,000	\$505,000	\$527,000	\$3,665,000	\$990,000	(300,000)	(100,000)	\$590,000
IV. TRANSPORTATION MANAGEMENT PLAN	\$1,215,000	\$1,090,000	\$505,000	\$380,000	\$641,000	\$423,000	\$4,254,000	\$560,000	0	0	\$560,000
VI. COMBINED FUND PROJECTS	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$900,000	\$210,000	0	(150,000)	\$60,000
v. CAPITAL CONTINGENCY	\$112,600	\$53,000	\$58,000	\$100,000	\$0	\$0	\$323,600	\$100,000	0	0	\$100,000
TOTAL	\$2,000,000	\$1,985,000	\$1,635,000	\$1,810,000	\$1,276,000	\$1,080,000	\$9,786,000	\$2,065,000	(\$350,000)	(\$405,000)	\$1,310,000

Fiscal Year	FY16	FY17	FY18	FY19	FY20	FY21	Average	FY22
Budget	\$101,696,202	\$107,462,843	\$110,744,920	\$114,295,207	\$118,638,630	\$119,115,338		\$126,425,033
Percentage of previous FY Budget		1.97%	1.85%	1.48%	1.58%	1.08%	0.91%	1.48%
					6 yr total	\$9,786,000		
					ave	\$1,631,000		

I. VEHICLES AND EQUIPMENT



VE-07-FD-01: Ambulance Replacement Program



Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
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.

- Studies Identified & Useful Website Links:
- [Self-Assessment of FD Operations: April 2015](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

FY23 Funding changed to ARPA (Fed/State) Grant per the City Manager's Budget Proposal

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	22%	\$140,000						\$140,000	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	78%		\$95,000	\$100,000	\$100,000	\$100,000	\$110,000	\$505,000	\$570,000	\$1,075,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$140,000	\$95,000	\$100,000	\$100,000	\$100,000	\$110,000	\$645,000	\$570,000	\$1,075,000

VE-23-FD-03: Durable Medical Equipment



Department	Fire Department
Project Location	All Fire Stations
Project Type	Equipment (non-vehicular)
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project will fund the purchase of mobility and chest compression devices for the department's ambulances. Included is (1) Power Stretcher, (1) Power Load System, (3) Stair Chairs and (3) LUCAS CPR Chest Compression Devices. This equipment is vital to the continuance of providing high-quality, critical medical care to the community as well as maintaining provider safety.

- Studies Identified & Useful Website Links:
- [Portsmouth Fire Department Homepage](#)

Notes of Changes in Funding Plan from FY22-27 CIP:
 FY23 Funding changed to ARPA (Fed/State) Grant per the City Manager's Budget Proposal

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	100%	\$135,000						\$135,000	\$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		\$135,000	\$0	\$0	\$0	\$0	\$0	\$135,000	\$0	\$0



VE-18-FD-04: Personal Protective Clothing Replacement

Department	Fire Department
Project Location	All Fire Stations
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)



Description: This project will continue the practice of replacing personal protective clothing every 5 years so that all personnel have a primary and secondary set of structural firefighting gear that is no more than 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.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

- The funds are dispersed over a 3 year period to match the recommended replacement of existing gear. 1/3 of the members will replace gear for 3 consecutive years.
- FY23 Funding changed to ARPA (Fed/State) Grant per the City Manager's Budget Proposal

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%		\$70,000	\$70,000			\$80,000	\$220,000	\$180,000	\$400,000
Fed/ State	0%	\$70,000						\$70,000	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$70,000	\$70,000	\$70,000	\$0	\$0	\$80,000	\$290,000	\$180,000	\$400,000

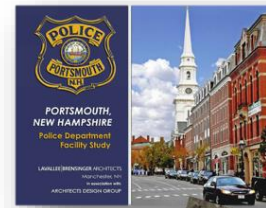
II. BUILDINGS AND INFRASTRUCTURE



BI-16-PD-08: Police New Facility – Land Acquisition

Department	Police Department
Project Location	To Be Determined
Project Type	Land Acquisition
Commence FY	To Be Determined
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the purchase of land for a new facility, if a current City-owned site is not available for this purpose. In the FY15 CIP, \$50,000 was set aside for a site location selection study.

This slide is a place holder only to acknowledge the site for a new police department may not currently be owned by the city.

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



BI-15-PD-09: New Police Department Facility

Department	Police Department
Project Location	To Be Determined
Project Type	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)

Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the design and construction of a new facility after a site 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 are chosen.

Note: The cost estimates provided are based on those provided in a prior study and the pricing is escalated to the current year.

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Notes of Changes in Funding Plan from FY22-27 CIP:4578

- In FY22 the total cost was 42,000,000.
- The ask was for 7,000,000 in FY22 for prelim work and 35,000,000 in FY23 for construction.
- The council approved 1,400,000 out of the 7,000,000 leaving a balance of 5,600,000 needed for additional prelim work and design.
- Total FY23 5,600,000 + 35,000,000 = 40,600,000 (presented in FY23-28 Budget to Planning Board)
- At 3-7-22 City Council CIP Adoption Meeting the council unanimously voted to change the funding from \$40,600,000 Bonding in FY23 to \$2,800,000 Bonding (FY23) and \$38,000,000 Bonding (FY25)

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$2,800,000		\$38,000,000				\$40,800,000	\$1,400,000	\$42,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$2,800,000	\$0	\$38,000,000	\$0	\$0	\$0	\$40,800,000	\$1,400,000	\$42,200,000

BI-21-PD-10: Police Deficiencies & Repair Project



Department	Police Department
Project Location	Police Department
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Description: A 2014 space needs study of the police facility identified deficiencies in space allocated to the police department as well as deficiencies in function. In addition, a 2018 public presentation provided insight into some of the unique needs and requirements of a police facility. Although a funding request for a new facility has been included in the CIP plan since the space needs study was completed, other citywide projects have had to be prioritized. A new police facility is still the goal.

Over the years, the current facility has fallen into disrepair, and the space needed for staff and police functions is overcrowded, insufficient, and inefficient. Major overhauls of multiple areas are needed including, but not limited to: security, ADA compliance, IT infrastructure and control room, evidence processing and submittal areas, restructure and renovation of detectives, restructure and renovation of all locker rooms, temperature and humidity control in specified areas, equipment storage, archive space upgrades, additional garage/vehicle evidence bays, upgrades to walls, lighting and flooring-to include asbestos abatement and paint, electrical, and plumbing upgrades. Although space and operational efficiencies will still be a major issue, as defined in the space needs study, this project addresses immediate facility deficiencies until a new police facility is approved. The police were allocated 400K in FY21 and in FY22 to begin addressing these issues. However, due to the mold and asbestos remediation of the police facility and city hall building HVAC issues, including in the police department, the focus on the deficiencies detailed in FY21 and FY22 have only been partially addressed, with most of the projects delayed to FY23. The 400K in FY23 will focus on ADA, IT Control Room, Locker Rooms, security, and storage issues.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000	\$400,000	\$400,000	\$400,000			\$1,600,000	\$800,000	\$2,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$400,000	\$400,000	\$400,000	\$400,000	\$0	\$0	\$1,600,000	\$800,000	\$2,400,000

BI-07-SC-11: School Facilities Capital Improvements



Department	School Department
Project Location	District Wide
Project Type	Rehabilitation of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



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 improvements, infrastructure replacement, and security improvements.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

- 1) Removes \$2.5 million from FY23 for Sherburne School and introduces that as a separate project with need in FY25
- 2) Escalates \$800,000 from FY25 to FY23 for replacement of artificial turf at Portsmouth High School
- 3) Adds additional \$800,000 in FY23 for replacement of tennis courts at Portsmouth High School

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,600,000	\$1,000,000			\$1,000,000		\$3,600,000	\$1,500,000	\$5,100,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$1,600,000	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$3,600,000	\$1,500,000	\$5,100,000

BI-07-SC-11: SCHOOL FACILITIES CAPITAL IMPROVEMENTS

<u>Facility/School</u>	<u>Improvement Project</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>Totals</u>
District Wide	Paving and Playground Work					\$350,000		\$350,000
District Wide	Roof Replacement					\$300,000		\$300,000
High School	Athletic Complex Upgrades (Irrigation, Infrastructure)					\$200,000		\$200,000
High School	Mechanical Infrastructure Upgrades		\$500,000					\$500,000
District Wide	Flooring Replacement					\$50,000		\$50,000
District Wide	Energy Efficiency Upgrades Lighting/Mechanical		\$500,000			\$100,000		\$600,000
R.J. Lister Academy	Life Safety, Security and Mechanical Infrastructure							\$0
High School	Artificial Turf Field Surface Replacement	\$800,000						\$800,000
High School	Tennis Court Replacement	\$800,000						\$800,000
Total District Wide City Capital Improvement		\$0	\$500,000	\$0	\$0	\$800,000	\$0	\$1,300,000
Total High School Capital Improvement		\$1,600,000	\$500,000	\$0	\$0	\$200,000	\$0	\$2,300,000
Total R.J. Lister Academy Capital Improvement		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL IMPROVEMENTS		\$1,600,000	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$3,600,000

BI-08-SC-12: Elementary Schools Upgrade

Department	School Department
Project Location	Elementary Schools
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2016
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This appropriation continues upgrading of the infrastructure of our Elementary Schools. Work in 2023 will focus on repair and replacement of exterior windows at Dondero and Little Harbour Elementary Schools. Comprehensive renovation of the New Franklin interior is projected for 2026 and will also address accessibility issues, upgrades to entrance security, and building storage needs.

Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	1%							\$0	\$200,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%	\$1,500,000			\$5,000,000			\$6,500,000	\$18,100,000	\$24,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$1,500,000	\$0	\$0	\$5,000,000	\$0	\$0	\$6,500,000	\$18,300,000	\$24,800,000

BI-23-SC-13: Sherburne School Upgrade

Department	School Department
Project Location	Sherburne School
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2025
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The Sherburne School, originally constructed as a neighborhood elementary school in 1942, is the home of the innovative high school program, the Robert J. Lister Academy. The facility is in need of a comprehensive renovation to include mechanical, electrical, and plumbing systems, safety upgrades, building envelope improvement, and interior rehabilitation.

Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%			\$3,000,000				\$3,000,000	\$0	\$3,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$3,000,000	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000



BI-18-FI-15: Permanent/Historic Document Restoration, Preservation, & Scanning

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	Other
Commence FY	2018
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc..). These documents are aging and many are showing signs of deterioration. The requested funds will be utilized to preserve these documents as well as scan them for preservation purposes to digital format (pdf/a) and/or microfilm. The monies requested fund both City Clerk (\$50,000) and Finance Department (\$100,000) Archival Records preservation. The Finance Department currently oversees the City's archival space for permanent records that are not held in the City Clerk's Vault. These records cover many departments, including Finance, and range in age from 20-300+ years old. This project funds the preservation of documents held in the quarantine part of this archival space, documents currently inflicted with mold or red rot, inflections that hasten their deterioration. A list of documents with current preservation needs can be found in Appendix III. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$3 million dollars and with the current funding (\$150,000 per year) take over 20 years, total, to complete. The funding for FY21 was cut during the budget process. In order to best maintain trajectory and dedication to the City's archival records, we request that funding remain in the budget for FY22, to not only fund the program but to maintain eligibility for future grants.

Studies Identified & Useful Website Links:

- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$298,000	\$898,000
Fed/ State	0%							\$0	\$46,096	\$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	\$344,096	\$898,000

BI-21-PL-19: Trail Development Projects



Department	Planning Department
Project Location	Great Bog and Area North of Lang Road
Project Type	Construction or Expansion of a public facility, street or utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Construction and upgrading of trails on City owned properties consistent with recommendations from the citywide [Open Space Plan](#).

- Studies Identified & Useful Website Links:
- [Open Space Plan](#)
 - [Planning Department Homepage](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000					\$50,000	\$5,000	\$55,000
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	\$0	\$0	\$0	\$0	\$50,000	\$5,000	\$55,000



BI-05-PL-20: McIntyre Federal Office Building Redevelopment

Department	Planning Department
Project Location	80 Daniel Street
Project Type	Other (explained below)
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City is working to acquire the McIntyre site through the Historic Monument Program. Following the submittal of an application to the National Park Service and its acceptance, additional work will be associated with implementing the application and overseeing the redevelopment partnership agreements. This project provides additional funding for these purposes.

Studies Identified & Useful Website Links:

- [Master Plan 2025](#)
- [McIntyre Project Page](#)
- [Planning Department Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%	\$25,000						\$25,000	\$150,000	\$175,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$150,000	\$175,000



BI-23-PL-21: Climate Action Plan

Department	Planning Department
Project Location	Citywide
Project Type	Other (explained below)
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 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: At the September 23, 2021 Sustainable Practices Blue Ribbon Committee meeting, the committee voted to request the development of a Climate Action Plan. Given the urgency for action to respond to the impacts of a changing climate the approach proposed is to develop a plan that will identify impacts and strategies and actions consistent with the vision, themes, and goals identified in the City's Master Plan and the City's Renewable Energy Policy. A climate action plan is a strategic framework for measuring, planning, and reducing greenhouse gas emissions and related climatic impacts. The City will develop an action based plan that will provide a roadmap for informed decision making on where and how to achieve the largest and most cost effective emissions reductions that are in alignment with other municipal goals. This plan will address climate impacts community wide with direction and involvement to include both municipal staff and officials as well as community members.

Useful Website Links:

- [Master Plan 2025](#)
- [Renewable Energy Policy](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

- At the 3-7-22 City Council CIP Adoption the Council voted to increase this \$50,000 proposed allocation for FY23 to \$100,000
- FY23 Funding changed to ARPA (Fed/State) Grant per the City Manager's Budget Proposal

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%	\$100,000						\$100,000	\$0	\$100,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

BI-20-RC-25: Greenland Road Recreation Facility

Department	Recreation Department
Project Location	Route 33
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



Description: Project will be a phased build out of the Stump Dump lot Master Plan. Phase I would include a skatepark, pump track, parking and field. This would also be the main access point to the NH Seacoast Greenway Route (Rail Trail). Additional phases to include walking paths, playground, additional parking, lighting and field upgrades.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Skatepark/ Stump Dump Site Design](#)
 - [Comprehensive Recreation Needs Study 2010](#)
 - 2015 Recreation Field Report
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

- Notes of Changes in Funding Plan from FY22-27 CIP:
- Funding moved forward due to City Council motion to build skatepark and field and feasibility work started. Originally - monies in FY25 @ \$500,000
 - Project was formerly funded under the PW Department (PY number BI-12-PW-23)
 - FY23 appropriation of \$200,000 will be funded through the 12/20/21 supplemental appropriation – the monies were moved from FY23 to prior year funding.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	2%							\$0	\$200,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	95%		\$1,805,000				\$6,200,000	\$8,005,000	\$0	\$8,005,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Donations)	2%		\$195,000					\$195,000	\$0	\$195,000
	Totals	\$0	\$2,000,000	\$0	\$0	\$0	\$6,200,000	\$8,200,000	\$200,000	\$8,400,000



BI-02-RC-26: Citywide Playground Improvements

Department	Recreation Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Description: This project provides funding for continued investment in City playgrounds. It will maintain the level of service resulting from many investments over the past few years. Funding will be used for replacing equipment, upgrading furnishings, and other amenities as needed. Future upgrades are intended for the Aldrich Park Playground in FY23.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Parks and Playgrounds Homepage](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

Project was formerly funded under the PW Department (PY number BI-02-PW-27)

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$50,000	\$100,000		\$10,000	\$200,000		\$360,000	\$162,500	\$522,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$100,000	\$0	\$10,000	\$200,000	\$0	\$360,000	\$162,500	\$522,500



BI-15-RC-28: Outdoor Pool Aquatics Upgrade and Pool House

Department	Recreation Department
Project Location	99 Pierce Island Road
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project will be constructed in several phases. The first phase will include upgrades to the pool filter, liner, and pump house. The next phase will include the construction of a new pool house.

Studies Identified & Useful Website Links:

- [Outdoor Pool Page](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

In previous years, funding was directed for maintenance and upgrades to the pool itself. In FY22, this project was mainly for the construction of a new pool house. It is being changed to reflect the immediate need for aquatics upgrade in FY23.

The new pool house may / may not be constructed in future years depending on available funding.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$2,000,000					\$2,500,000	\$4,500,000	\$3,100,000	\$7,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$2,000,000	\$0	\$0	\$0	\$0	\$2,500,000	\$4,500,000	\$3,100,000	\$7,600,000

BI-23-PW-29: Community Campus



Department	Public Works Department
Project Location	Community Campus
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City acquired all of the real estate (land and buildings) at 100 Campus Drive. It is the City's intention to use the property for the benefit of the community. Funding will support facility maintenance needs such as carpeting, painting and other upgrades as identified.

Studies Identified & Useful Website Links:

- [Announcement of Potential Acquisition of Community Campus](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,100,000	\$0	\$1,100,000
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	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,100,000	\$0	\$1,100,000

BI-00-PW-30: Implementation of the Peirce Island Master Plan

Department	Public Works Department
Project Location	Peirce Island
Project Type	Rehabilitation of Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The Peirce Island Master Plan was finalized in 1999. The plan detailed many capital improvement projects that support recreational activities on the island. This plan identifies funding to continue investments promoting the 1999 plan. Projects will continue after the completion of the Wastewater Treatment Plant. Projects completed under the plan, so far, include upgrades to the outdoor pool area, trail construction, installation of picnic tables and interpretive signs, boat ramp reconstruction, signage upgrades and shore front landscaping.

- Studies Identified & Useful Website Links:**
- [Peirce Island Homepage](#)
 - [Peirce Island Master Plan 1999](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$75,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000	\$75,000	\$200,000



BI-02-PW-31: Citywide Park & 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 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 to 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 (e.g. 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](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

FY23 - increased by \$100,000 due to design, fabrication and installation of interpretive signs for the kiosk in Bohenko Gateway Park per a NH DOT MOU requirement.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$200,000		\$100,000		\$100,000		\$400,000	\$162,500	\$562,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$200,000	\$0	\$100,000	\$0	\$100,000	\$0	\$400,000	\$162,500	\$562,500

BI-04-PW-32: Citywide Tree & 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 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	



Description: The City of Portsmouth 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. The program focuses on proactive plantings, managing street tree planting projects, inspecting, pruning or removing hazardous trees in the right-of-way, and provides information and resources to residents, homeowners and builders.

Studies Identified & Useful Website Links:

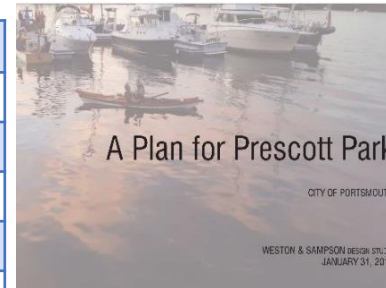
- [Trees & Public Greenery Committee](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$110,000	\$210,000
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	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000	\$110,000	\$210,000

BI-19-PW-33: Prescott Park Master Plan Implementation

Department	Public Works Department
Project Location	Prescott Park
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 space, and ensure iconic Portsmouth places continue to serve the public. The plan will likely be funded through fundraising, donations, grant support programs and special funding.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Prescott Park Master Plan 2017](#)
- [Prescott Park Implementation Committee](#)
 - [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

ARPA Federal Funding will be utilized in FY22 (\$2,325,000) to help fund this project.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	7%		\$250,000	\$125,000	\$125,000			\$500,000	\$125,000	\$625,000
Fed/ State	0%							\$0	\$2,325,000	\$0
Bond/ Lease	63%		\$1,750,000		\$1,750,000			\$3,500,000	\$1,750,000	\$5,250,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	30%		\$750,000	\$900,000	\$850,000			\$2,500,000	\$0	\$2,500,000
Totals		\$0	\$2,750,000	\$1,025,000	\$2,725,000	\$0	\$0	\$6,500,000	\$4,200,000	\$8,375,000

BI-11-PW-34: Prescott Park Facilities Capital Improvements

Department	Public Works Department
Project Location	Prescott Park
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, plazas, fountains, park furnishings and marine infrastructure. They 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. These projects include: various improvements to the Shaw and Sheafe warehouses, Four Tree Island bathrooms, upgrade and replacement of paved surfaces, replacement of perimeter fencing along the waterfront, dock repairs, electrical and lighting rehabilitation, and irrigation and fountain improvements.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Prescott Park Master Plan 2017](#)
- [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 22-27	6 PY's Funding	Totals
GF	100%		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$385,000	\$635,000
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	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$385,000	\$635,000



BI-23-PW-35: City Fuel Station Upgrades

Department	Public Works Department
Project Location	680 Peverly Hill Road
Project Type	Rehabilitation of an Existing Facilities
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: Replacement of the fuel station at the DPW including replacement of the underground fuel storage tanks, fuel dispenser island, fuel dispensers, canopy, and telemetry system. Existing fuel tanks have reached the end of their useful lifespan.

Studies Identified & Useful Website Links:

- [Conceptual Design Report DPW Fuel Station Upgrade](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$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	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000



BI-23-PW-36: Bow Street Overlook

Department	Public Works Department
Project Location	Bow Street
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: This project upgrades an existing river view overlook deck. The project will address structural deficiencies.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 22-27	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-21-PW-37: City Hall HVAC Improvements

Department	Public Works Department
Project Location	1 Junkins Ave
Project Type	Rehabilitation of a Facility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: This project includes continued replacement of the building's antiquated heating and air conditioning system. The remaining original existing system is deteriorating and does not provide reliable heating, cooling and dehumidification. In recent years, half (50%) of the piping has been replaced. Problematic issues continue to be of concern that require additional investment. Issues include pipe corrosion, heavy condensation and leaks, which can contribute to mold growth and results in additional maintenance.

Studies Identified & Useful Website Links:

- HVAC Study 2019
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	9%							\$0	\$150,000	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	91%				\$1,500,000			\$1,500,000	\$0	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000	\$150,000	\$1,650,000



BI-05-PW-39: 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 conducted an assessment of these historic resources and created a prioritized list of restoration and repair projects. The projects will be carried out over a multi-year period.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Cemetery Existing Conditions Assessment and Restoration Plan \(2013\)](#)
 - [Portsmouth Historic Cemeteries](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

- At the 3-7-22 meeting the City Council voted to increase the annual ongoing allotment to the project from \$25,000 per year to \$40,000 per year for all 6 years

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$105,000	\$345,000
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	\$105,000	\$345,000

BI-07-PW/NH-41: Sound Barriers in Residential Area Along I-95



Department	Public Works Department
Project Location	I-95 Corridor
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The purpose of this project is to mitigate sound pollution in neighborhoods along Interstate 95, including the Pannaway Manor Neighborhood. Federal funding, which requires a local match, will be pursued in cooperation with the State of New Hampshire.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

FY23 Funding has been changed to 100% Federal State, as all of it is eligible to be paid by the State of New Hampshire.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	18%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$150,000	\$650,000
Fed/ State	82%	\$580,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$2,980,000	\$0	\$2,980,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,480,000	\$150,000	\$3,630,000



BI-01-PW-42: 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 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 to 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 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](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

Funding increased because of high priority needs. See listing attached.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$4,000,000	\$2,000,000	\$6,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$4,000,000	\$2,000,000	\$6,000,000

BI-01-PW-42 : Citywide Facilities Capital Improvements

- Police Station Renovations And Abatement
- 95 Mechanic Street
- City Hall Archive
- City Hall Dept. Renovations
- City Hall Masonry Repointing And Sealing
- City Hall Slate Roof Repairs/Replacement
- City Hall New Carpet Throughout
- City Hall New Paint Throughout
- DPW Complex
- Cottage Basement / Drainage Project
- Library HVAC Controls
- South Meeting House
- Facilities Safety Inspection Action Items



BI-21-PW-43: Downtown Aerial Utilities Undergrounding

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of a Facility
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Opportunities to bury overhead utilities were identified with Eversource, the local utility company, during a citywide reliability and needs assessment meeting. These projects will bury overhead utilities from Fleet St at Hanover St to State St, as well as, Deer St at Market St to Bow St, Penhallow St, Daniel St to Market Square. In addition, these steps will enable the eventual removal of the power lines over North Mill Pond.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

More money was added to this project because it will be in conjunction with Fleet Street project (COMBO).

		FY23	FY24	FY25	FY26	FY27	FY28	28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	67%	\$2,500,000			\$2,500,000			\$5,000,000	\$0	\$5,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	33%				\$2,500,000			\$2,500,000	\$0	\$2,500,000
Totals		\$2,500,000	\$0	\$0	\$5,000,000	\$0	\$0	\$7,500,000	\$0	\$7,500,000

BI-20-PW-44: Level 2 (120/208 Volt Single Phase) & Level 3 (480 Volt Three Phase) Electric**Vehicle Charging Station**

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)



Description: The City of Portsmouth continues to work on expanding its EV charging station network. In addition to its station at Hanover Garage, the City has a station in the City Hall Lower Lot, located at the corner of Junkins Avenue and South Streets. 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:

- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

- This project previously existed in the FY21-26 CIP but was temporarily eliminated due to complications with existing electrical system capabilities.
- At the 3-7-22 City Council CIP Adoption Meeting this project was voted to be re-entered into the CIP with \$150,000 in Fiscal Years 2024, 2025, 2026, 2027, and 2028

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY23	FY24	FY25	FY26	FY27	FY28	28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	6667%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$0	\$500,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	33%		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$0	\$250,000
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	\$0	\$750,000

III. INFORMATION SYSTEMS





IS-06-IT-45: Information Technology Upgrades & 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The Information Technology Upgrades Replacements incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments technology needs. The replacement/ upgrade of computers, servers and other technology upgrades follow by location for FY22.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	100%	\$841,658	\$841,958	\$991,958	\$831,158	\$806,458	\$769,958	\$5,083,148	\$3,777,810	\$8,860,958
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$841,658	\$841,958	\$991,958	\$831,158	\$806,458	\$769,958	\$5,083,148	\$3,777,810	\$8,860,958

IS-06-IT-45: Information Technology Upgrades & Replacements

Computers/Notebooks

(Costs include installation)

Location	Inventory	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
City Hall	102	50				10	50
Public Works	67		37	30			
Library	95	-	40	50		40	
Recreation	11			11			
Police	121	25	25	25	25	25	25
Fire	19	19	2	2	19	2	2
Total Computers	415	94	104	118	44	77	77

<u>Cost of Replacement</u>	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
City Hall	\$50,000			\$50,000	\$10,000	\$50,000
Public Works		\$37,000	\$30,000			
Library		\$40,000	\$50,000		\$40,000	
Recreation			\$11,000			
Police	\$54,750	\$54,750	\$54,750	\$54,750	\$54,750	\$54,750
Fire	\$19,000	\$2,800	\$2,800	\$19,000	\$2,800	\$2,800
Computers/Notebooks Cost per Year	\$123,750	\$134,550	\$148,550	\$123,750	\$107,550	\$107,550

IS-06-IT-45: Information Technology Upgrades & Replacements

Servers

(Costs include installation and software)

Location	Inventory	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
City Hall Server Room	3	-	-	3	-	-	-
Public Works							
Library	1		1				
Police	10	2	2	2	2	2	2
Fire							
Total Servers	14	2	3	5	2	2	2

Cost of Replacement	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Cityhall Server Room	\$0	\$0	\$150,000	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$0	\$0	\$0
Library	\$0	\$5,000	\$0	\$0	\$0	\$0
Police	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
Fire	\$0	\$0	\$0	\$0	\$0	\$0
Servers Cost per Year	\$31,000	\$36,000	\$181,000	\$31,000	\$31,000	\$31,000

IS-06-IT-45: Information Technology Upgrades & Replacements

Other Technology Replacements and Upgrades

Location	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
City Hall						
Plotter City Hall (1)	\$0	\$10,000	\$0	\$0	\$0	\$0
Microsoft Office/Exchange (320 Citywide)	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Spam Filter (300 Hardware/Software)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Channel 22 technology equipment	\$0	\$0	\$25,000	\$25,000	\$0	\$0
Network Management System (City Wide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion	\$40,000	\$40,000	\$15,000	\$15,000	\$0	\$0
Total City Hall	\$205,000	\$215,000	\$205,000	\$205,000	\$165,000	\$165,000
Public Works						
Radios (80)				\$20,000	\$20,000	
WAN Switches (2)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Public Works	\$10,000	\$10,000	\$10,000	\$30,000	\$30,000	\$10,000
Library						
A/V Unit (1)	\$15,000					
WAN Switches (1)			\$3,000		\$5,000	\$3,000
Total Library	\$15,000	\$0	\$3,000	\$0	\$5,000	\$3,000

IS-06-IT-45: Information Technology Upgrades & Replacements

Other Technology Replacements and Upgrades

Location	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Police						
Radios-portable (154)	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
Radios-mobile (42)	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
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)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Tape back ups (1)		\$3,000		\$3,000		\$3,000
Scanners (14)	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
MS WS19 Data Center (2)	\$10,000					\$10,000
VMwV5ph (1)	\$8,500					
MSA Storage & Drives					\$23,500	
Cisco network Switches (10g) (2)						\$12,000
Cisco network Switches (1g) (6)			\$6,000		\$6,000	
Comm Center-Radio System Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
Total Police	\$368,158	\$352,658	\$355,658	\$352,658	\$379,158	\$374,658
Fire						
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
WAN Switches (3)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Total Fire	\$28,750	\$28,750	\$28,750	\$28,750	\$28,750	\$28,750
School Department						
Wifi Access Points	\$15,000	\$15,000		\$5,000	\$30,000	\$20,000
Classroom LCD Projectors			\$15,000	\$10,000	\$30,000	\$15,000
Virtual Desktop Interface (VDI) Expansion	\$15,000	\$15,000	\$15,000	\$15,000		
Printers	\$0					
Firewall			\$30,000			
LAN Network Switches	\$30,000					\$15,000
WAN Switches (6)		\$30,000		\$30,000		\$0
Total School	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$50,000
Other Technology Replacement/Upgrades Cost per Year	\$686,908	\$666,408	\$662,408	\$676,408	\$667,908	\$631,408

IS-06-IT-45: Information Technology Upgrades & Replacements

Totals by Location

	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
City Hall	\$255,000	\$215,000	\$355,000	\$255,000	\$175,000	\$215,000
Public Works	\$10,000	\$47,000	\$40,000	\$30,000	\$30,000	\$10,000
Library	\$15,000	\$45,000	\$53,000	\$0	\$45,000	\$3,000
Recreation	\$0	\$5,000	\$11,000	\$0	\$0	\$0
Police	\$453,908	\$438,408	\$441,408	\$438,408	\$464,908	\$460,408
Fire	\$47,750	\$31,550	\$31,550	\$47,750	\$31,550	\$31,550
School	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$50,000
Total Information Technology Replacement and Upgrades	\$841,658	\$841,958	\$991,958	\$831,158	\$806,458	\$769,958



IS-21-FI-46: 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 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 to 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, A/P, Cash Receipting and other processes for all City Departments.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

The increase in funding represents an increase in cost for software costing as well as additional software upgrade needs.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	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%	\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,750,000	\$175,000	\$1,925,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$250,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,750,000	\$175,000	\$1,925,000



IS-21-FI-47: Record Retention Software

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	Y
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: This project is the purchase of a Records Management Software intended to house permanent (and eventually all) citywide digital records with the capacity to aid in the legal retention and proper care of long term digital files.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> FY22-FY27 CIP (Prior Year) Project Sheet

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$50,000						\$50,000	\$50,000	\$100,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$100,000

IS-17-PD-48: Public Safety Records Management/Computer Aided Dispatch System



Department	Police Department
Project Location	To Be Determined
Project Type	Other (explained below)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Description: The current RMS/CAD systems have served the needs of the department for 20 years and no longer meets the evolving public safety technology needs. The system is a single-jurisdiction, antiquated software platform with: limited enhancement & development, requires redundancy of efforts, has limited transparency/visibility for the community, limited mobile and web-based functionality that decreases officer productivity, and requires specialized IT capabilities and long lead times for reports and crime analysis challenges.

A new software system is sought for significant improvements to dispatch operations - to better equip dispatchers to handle the changes in technology and officer needs that have taken place over the past 20yrs. In addition, upgrades to the records management side are needed to modernize mobile computing and analysis tools, integration capabilities with electronic law enforcement tools, management dashboards, multi-disciplinary components to include: all facets of records management for patrol, case investigations, training, court records, inventory and crime mapping, as well as multi-jurisdictional expandable capabilities for future potential collaborations with surrounding communities/mutual aide.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

FY23 Funding for project to be provided through the ARPA grant.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	69%	\$900,000						\$900,000	\$0	\$900,000
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	31%							\$0	\$400,000	\$400,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	\$400,000	\$1,300,000

IV. TRANSPORTATION MANAGEMENT





TSM-12-PW-49 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 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 to 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, Hanover, Ladd, Memorial, and Worth. There are seven (7) unmetered lots: Parrott, Prescott, Water, Peirce Island, South Mill Pond, City Hall, and McIntyre.

Studies Identified & Useful Website Links:

- [Park Portsmouth](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 22-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$700,000	\$1,600,000
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$700,000	\$1,600,000



TSM-08-PW-50: 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: These funds allow for an enhanced user experience. Funding covers meter replacement and/or upgrades, such as the upcoming mandatory move from the current 3G technology to 4G, required by all cell providers (AT&T; Verizon, etc.) by the end of 2022.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> Park Portsmouth FY22-FY27 CIP (Prior Year) Project Sheet

Notes of Changes in Funding Plan from FY22-27 CIP:
Modest funding increased due to technology requirements.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	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	\$245,000	\$545,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$245,000	\$545,000

TSM-15-PL/NH-51: Hampton Branch Rail Trail (NH Seacoast Greenway)

Department	Planning Department
Project Location	Former Hampton Branch Rail Line
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	Minimal (\$5,002 to \$50,000)



Description: A now abandoned rail corridor between Portsmouth and the Massachusetts border includes 3.6 miles in Portsmouth. This corridor has been designated as the future off-road route of the NH Seacoast Greenway. In 2019, the NH Department of Transportation acquired the rail corridor and also has secured some federal funding to convert it to a multiuse trail. Design and construction of the trail will be done through a collaboration between NHDOT and corridor communities. The project cost estimates assume that NHDOT will be responsible for initial design, permitting and engineering as well as construction costs to create a gravel trail base. The City's portion of the costs will include additional costs required to build a paved surface as well as any amenities such as trail access areas and interpretive signs.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [NH Seacoast Greenway in Portsmouth](#)
 - [Bicycle and Pedestrian Plan 2014](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

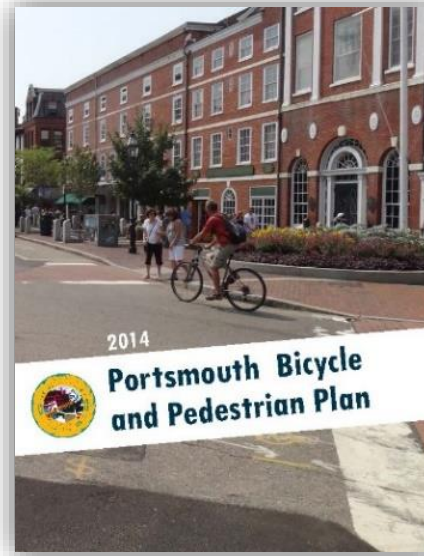
Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	26%			\$403,000				\$403,000	\$544,000	\$947,000
Fed/ State	50%							\$0	\$1,800,000	\$1,800,000
Bond/ Lease	24%					\$880,000		\$880,000	\$0	\$880,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$403,000	\$0	\$880,000	\$0	\$1,283,000	\$2,344,000	\$3,627,000



TSM-15-PL-52: Bicycle/Pedestrian Plan Implementation

Department	Planning 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	Negligible (<\$5,001)



Description: This project is to implement the projects identified in the Bicycle and Pedestrian Plan. Demand for bicycle and pedestrian facilities continues to grow and these funds will be used as opportunities become available to expand and improve the citywide bicycle and pedestrian networks.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:**
- [Bicycle & Pedestrian Planning](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	19%							\$0	\$80,000	\$80,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (parking)	81%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$50,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$130,000	\$430,000

TSM-21-PL-53: Middle Street Bike Lanes Connection to Downtown

Department	Planning Department
Project Location	Middle St between Highland St & Islington Street/ Congress Street Intersection
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2022
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Description: This project would complete the bike lane corridor that currently extends along Route 1 into downtown Portsmouth.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- [Bicycle and Pedestrian Plan 2014](#)
 - [Middle Street& Lafayette Road Bicycle & Pedestrian Corridor Project](#)
 - [Bicycle & Pedestrian Planning Page](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%		\$36,000		\$191,000			\$227,000	\$0	\$227,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$36,000	\$0	\$191,000	\$0	\$0	\$227,000	\$0	\$227,000



TSM-17-PL-60: Elwyn Park Traffic Calming and Pedestrian Improvements

Department	Planning Department & Public Works
Project Location	Elwyn Park (McKinley Rd, Harding Rd, Van Buren Rd, Fillmore Rd)
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)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project will provide safe pedestrian connections and traffic calming throughout the Elwyn Park Neighborhood. A feasibility study has been completed using prior year Capital funding which identified priority streets within the neighborhood for addition of sidewalks and recommended traffic calming measures.

- Studies Identified & Useful Website Links:**
- [Elwyn Park Sidewalks and Traffic Calming Project Page](#)
 - Elwyn Park Sidewalk Study June 2020
 - [Bicycle and Pedestrian Plan 2014](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

- Notes of Changes in Funding Plan from FY22-27 CIP:**
- At the 3-7-22 City Council Adoption of the CIP Meeting the City Council voted to move the Elwyn Park Project from \$160,000 General Fund (FY24) and \$1,500,000 Bonding (FY25) forward by 1 year to \$160,000 General Fund (FY23) and \$1,500,000 Bonding (FY24)

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	11%	\$160,000						\$160,000	\$20,000	\$180,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	89%		\$1,500,000					\$1,500,000	\$0	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$160,000	\$1,500,000	\$0	\$0	\$0	\$0	\$1,660,000	\$20,000	\$1,680,000

TSM-15-PW-62: Market Square Upgrade

Department	Public Works Department
Project Location	Market Square
Project Type	Rehabilitation of a Facility
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Market Square was constructed in 1977. Minor improvements have been completed over the years. Streets around the Square have been upgraded, but sidewalk and lighting upgrades are now required. The design of this project will be coordinated with the Fleet Street project. It includes streetscape improvements, pedestrian enhancements, and upgrades to water, sewer, and drainage.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- [Bicycle and Pedestrian Plan 2014](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:
Trying to tie this project with the Fleet Street Project

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$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		\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000



TSM-10-PW-65: 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City continues to replace antiquated signal systems. These replacements improve traffic flow, emergency response, efficiency and safety at intersections. The upgrades include new traffic signals, controllers, compliance with pedestrian ADA requirements and minor roadwork. The signal system at Middle Street and Miller Avenue / Summer Street needs improvement.

- Studies Identified & Useful Website Links:
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$500,000	\$1,100,000
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	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$500,000	\$1,100,000



TSM-21-PW-71: 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: The residents of Aldrich Road, South Street and Middle Road are requesting traffic calming measures. These measures may include reconfiguring the intersection of South Street and Middle Road, and adding speed tables on Aldrich Road to limit vehicle speeds. The project may also include construction of curbing and sidewalk along the south side of Middle Road and installing a pedestrian crosswalk at the intersection. These improvements would improve safety and access for pedestrians destined for Portsmouth High School and area playgrounds.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> • Neighborhood Traffic Calming Program • FY22-FY27 CIP (Prior Year) Project Sheet

Notes of Changes in Funding Plan from FY22-27 CIP:
Aldrich Road was added to this project. It is being moved forward due to requests by the residents. Funding was increased.
Project formerly called TSM-21-PW-72: South Street at Middle Road Pedestrian Accommodations and Traffic Calming

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	\$20,000	\$570,000
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		\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	\$20,000	\$570,000

TSM-94-PW-72: Street Paving, Management, and Rehabilitation

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 Pavement Condition Management Program started in 1993. An annual report updating the city’s pavement management system is completed as part of this program. City road conditions are evaluated, the road network conditions and budget requirements are analyzed, and road-paving programs are developed. The report provides recommended funding to maintain street conditions at current levels. These are capital costs. They are implemented over a two-year period with an expected life of 20 years. The Public Works operational budget includes maintenance costs with an expected life of 10 years. A list of streets needing improvements is on the next page.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> Pavement Management Index 2020 (draft) <ul style="list-style-type: none"> Pavement Management Index Department of Public Works Projects Page <ul style="list-style-type: none"> Roads & Sidewalks Project Page FY22-FY27 CIP (Prior Year) Project Sheet

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	9%							\$0	\$2,000,000	\$2,000,000
Bond/ Lease	91%		\$4,000,000		\$4,000,000		\$4,000,000	\$12,000,000	\$9,000,000	\$21,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$4,000,000	\$0	\$4,000,000	\$0	\$4,000,000	\$12,000,000	\$11,000,000	\$23,000,000

TSM-94-PW-72: Street Paving, Management, and Rehabilitation

PROPOSED CAPITAL IMPROVEMENTS FISCAL YEAR 2023

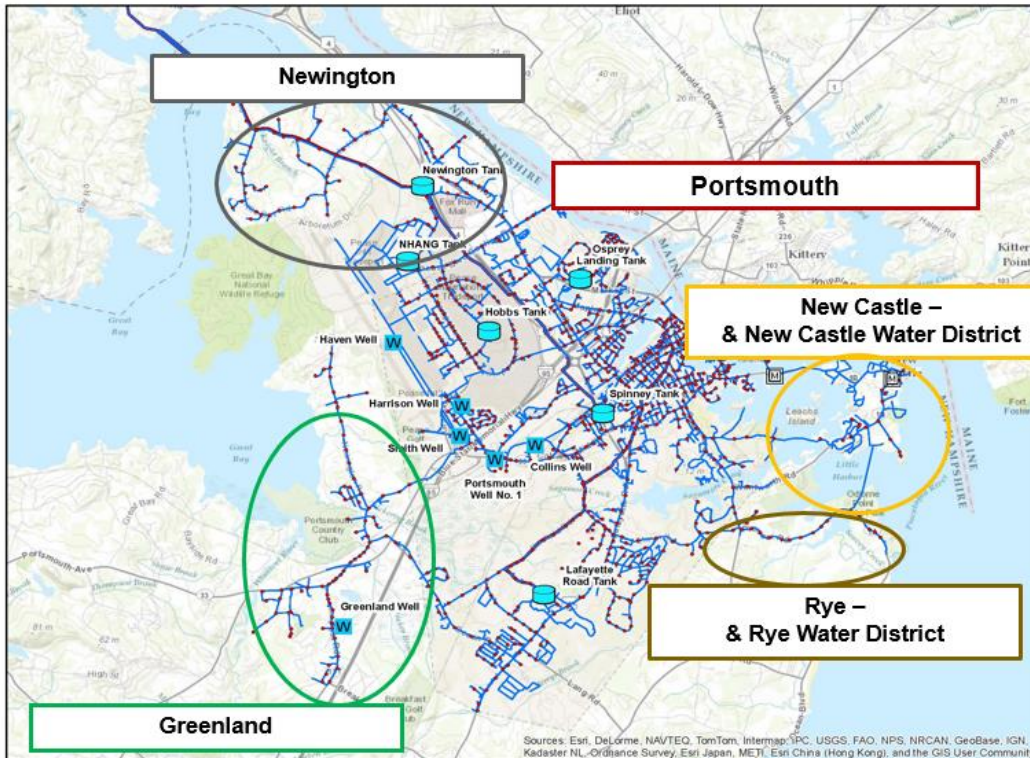
STREETS LISTING:

- Boyd Road
- Upper Court Street
- Elwyn Park (Phase 2)
- Kearsarge Way
- Marcy St (South St to New Castle Ave)
- Michael Succi Dr
- Middle St/Lafayette Road to South Street
- Middle Road (Pevery Hill Road to Urban Compact Line)
- Morning Street
- New Castle Avenue
- Pannaway Manor
- State Street (from Columbia to Summer)
- Union Street (State Street to Islington Street)
- Miscellaneous

The list above represents a backlog of high priority pavement projects as identified by the Pavement Management Index and other capital projects. The amount of work completed depends on available funds and construction bid prices.

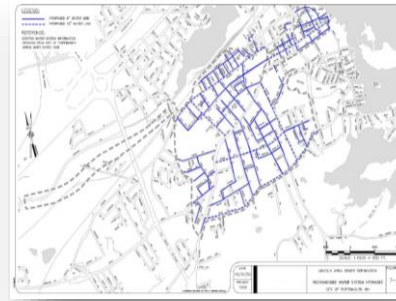
V. ENTERPRISE FUNDS

WATER



EF-02-WD-77: Annual Water Line Replacement

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The water distribution system consists of more than 150 miles of pipe. Many of the older pipes are 50 to 100 years old, undersized and at the end of their design life. Pipes are replaced programmatically as part of water specific capital projects, roadway reconstruction and prior to annual paving. This item will fund the purchase of pipe, valves and associated materials used to replace those pipes. Bond funds for large full road reconstruction projects.

Studies Identified & Useful Website Links:

- [Water System Master Plan 2013](#)
 - [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	90%		\$1,000,000		\$1,000,000		\$1,000,000	\$3,000,000	\$6,500,000	\$9,500,000
Other	0%							\$0	\$0	\$0
Revenues	10%							\$0	\$1,000,000	\$1,000,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$3,000,000	\$7,500,000	\$10,500,000



EF-08-WD-78: Well Stations Improvements

Department	Public Works – Water 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: This project involves upgrades to existing well pump stations. Improvements include upgrades to premium efficiency motors, variable frequency drives, the radio telemetry and SCADA system. It also includes an evaluation of options to improve the efficiency of Collins Well and structural upgrades to the building.

Studies Identified & Useful Website Links:

- [Water System Master Plan 2013](#)
 - [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	77%	\$1,000,000			\$700,000			\$1,700,000	\$0	\$1,700,000
Other	0%							\$0	\$0	\$0
Revenues	23%							\$0	\$500,000	\$500,000
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$0	\$700,000	\$0	\$0	\$1,700,000	\$500,000	\$2,200,000

EF-15-WD-79: Reservoir Management

Department	Public Works – Water 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	Quality?
Responds to Federal or State Requirement	Y
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project consists of the study, design and implementation of measures to ensure the sustainability of the dam and the Bellamy Reservoir, which is the surface water supply for the Portsmouth Water Treatment Facility in Madbury. This includes an engineering assessment of the condition of the Bellamy Reservoir Dam and the design and implementation of measures to improve the dam structure, the design and construction of an improved outlet flow structure, water quality improvements and the protection of the Bellamy Reservoir.

Studies Identified & Useful Website Links:

- [Water System Master Plan 2013](#)
- [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	89%				\$1,000,000			\$1,000,000	\$600,000	\$1,600,000
Other	0%							\$0	\$0	\$0
Revenues	11%							\$0	\$200,000	\$200,000
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	\$800,000	\$1,800,000

EF-18-WD-80: New Groundwater Source

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2018
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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project consists of constructing, permitting and connecting a new groundwater supply well, adjacent to the existing Collins Well, into the Portsmouth water system. This project is important to ensure long-term sustainability of the water supply.

Studies Identified & Useful Website Links:

- [Water Projects Page](#)
- [Water System Master Plan 2013](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

This project has been moved out an additional year to allow for the necessary time to continue with new source development, permitting and design of supporting infrastructure.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%		\$2,000,000					\$2,000,000	\$500,000	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	12%							\$0	\$350,000	\$350,000
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$2,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$850,000	\$2,850,000



EF-20-WD-81: Water Storage Tanks Painting

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: The City owns and operates four water storage tanks. These facilities are inspected routinely for the condition of the interior and exterior finishes. Funding covers the costs to repaint the tanks when needed. FY23 funds will be used to repaint the Spinney Road tank.

Studies Identified & Useful Website Links:

- [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$350,000						\$350,000	\$850,000	\$1,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000	\$850,000	\$1,200,000



EF-22-WD-82: Water Storage Tanks Improvements

Department	Public Works – Water Division
Project Location	Lafayette Road
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 is in need of 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	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%	\$100,000						\$100,000	\$0	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$400,000	\$0	\$4,000,000	\$0	\$4,500,000	\$0	\$4,500,000

EF-22-WD-83: 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)



Description: The City's surface water treatment facility located in Madbury began operation in 2011. Since that time, facility maintenance items have been covered in annual line-item budgets. After nearly ten years of 24/7 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.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

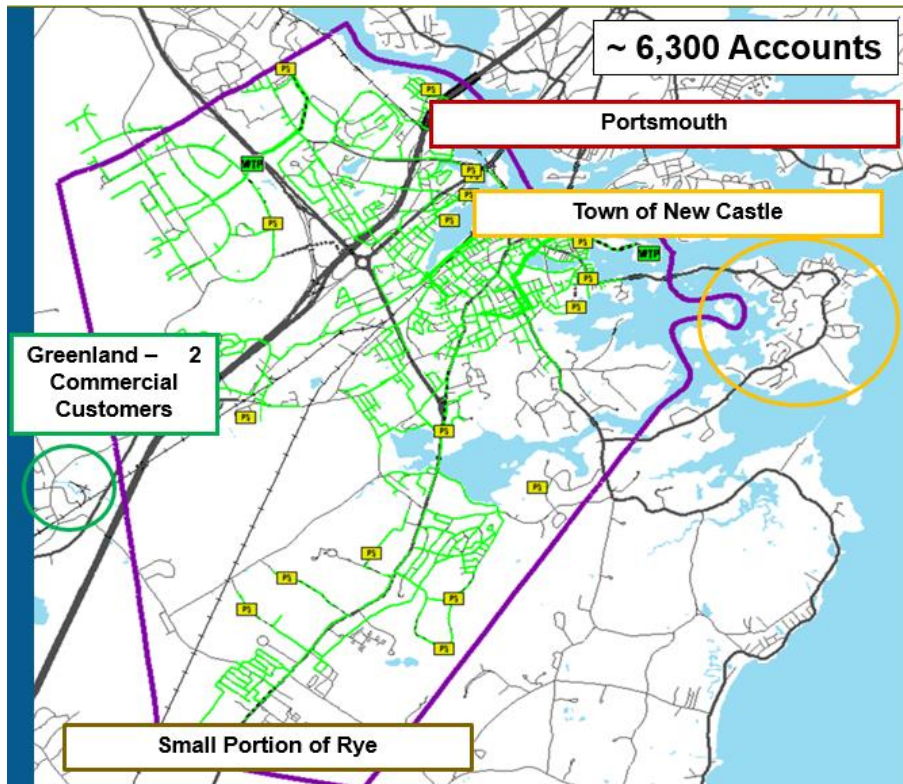
- [Water Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	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	\$0	\$0	\$650,000	\$125,000	\$125,000	\$0	\$900,000	\$0	\$900,000

V. ENTERPRISE FUNDS

SEWER

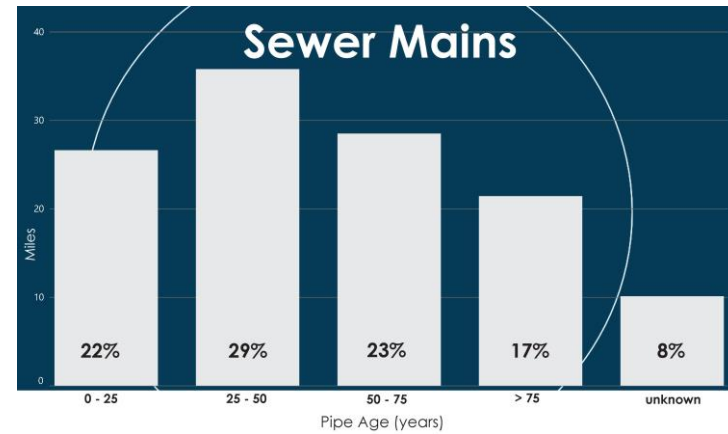




EF-12-SD-84: Annual Sewer Line Replacement

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
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 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	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: The wastewater collection system consists of more than 120 miles of pipe. Many of the older pipes are 50 to 100 years old, undersized and at the end of their design life. Pipes are replaced programmatically as part of sewer specific capital projects, roadway reconstruction and prior to annual paving. This item will fund the purchase of pipes and associated materials used to replace those pipes.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

Added \$500,000 in FY23 to reduce the projected funding gap for projects.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%	\$500,000	\$1,000,000		\$1,000,000		\$1,000,000	\$3,500,000	\$7,500,000	\$11,000,000
Other	0%							\$0	\$0	\$0
Revenues	12%							\$0	\$1,500,000	\$1,500,000
PPP	0%							\$0	\$0	\$0
Totals		\$500,000	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$3,500,000	\$9,000,000	\$12,500,000



EF-12-SD-85: 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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The Pease treatment facility was original constructed in the 1950's and was upgraded in the 1990's. Selected upgrades have been completed since the 1990's with the Headworks and primary clarifier project completed in 2021, but much of the facility has exceeded its useful lifespan and is in need of replacement. The City is also planning for a potential increase in design flow rate from 1.2 million gallons per day to 1.77 million gallons per day. This increase in flow rate at the treatment facility will support the build out of the Pease International Tradeport and provide capacity at the treatment facility for Tradeport tenants including Lonza Biologics' proposed expansion. Planning for this upgrade has begun but full design and construction will not take place until the details of an updated permit are provided by the EPA. The costs and timing of this work is dependent upon the issuance of that permit and future policy decisions regarding cost apportionment. Cost provided in the previous FY22 element sheet was a placeholder and have been updated based on similar projects of this size, scope and recent cost increases. Funding under the bond category represent the costs to design and construct replacement for aged equipment and other upgrades for the existing facility. Funding under the PPP category represent costs for an increase in capacity. Costs are conceptual and will be refined as studies and design moves forward. Updated information will be presented to City Council before any decisions are made.

Studies Identified & Useful Website Links:

- [Pease Wastewater Facility NPDES Permit Renewal 2019](#)
 - [Pease Wastewater Treatment Facility](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

Project costs updated based on costs for upgrades at similar facilities.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	4%		\$2,500,000					\$2,500,000	\$0	\$2,500,000
Bond/ Lease	47%	\$550,000	\$19,800,000					\$20,350,000	\$9,250,000	\$29,600,000
Other	0%							\$0	\$0	\$0
Revenues	1%							\$0	\$850,000	\$850,000
PPP	48%	\$3,000,000	\$27,200,000					\$30,200,000	\$0	\$30,200,000
	Totals	\$3,550,000	\$49,500,000	\$0	\$0	\$0	\$0	\$53,050,000	\$10,100,000	\$63,150,000



EF-23-SD-86: Wastewater Reuse at Pease WWTF

Department	Public Works – Sewer Division
Project Location	Pease WWTF at Corporate Dr
Project Type	Construction or expansion of a new public facility or public infrastructure
Commence FY	2024
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 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	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Reuse of wastewater is a sustainable and resilient initiative that can assist in reducing the impact of non-potable water demands on the drinking water system. Wastewater reuse requires additional level(s) of treatment and construction of a distribution system to carry the reuse water to the user. There are many applications for reuse water including, but not limited to, irrigation and water for cooling towers. This item covers the potential cost of a water reuse treatment and initial distribution system for the Pease Wastewater Treatment Facility. FY23 funds will be to update a planning and feasibility study that will be used to inform costs and timing.

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%			\$2,000,000		\$6,300,000		\$8,300,000	\$0	\$8,300,000
Other	0%							\$0	\$0	\$0
Revenues	1%	\$100,000						\$100,000	\$0	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$2,000,000	\$0	\$6,300,000	\$0	\$8,400,000	\$0	\$8,400,000

EF-16-SD-87: Long Term Control Plan Related Projects

Department	Public Works – Sewer 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)

Description: The City has a combined sewer collection system and is required by the Environmental Protection Agency to implement a Long Term Control Plan to reduce and otherwise mitigate combined sewer overflows. The City is moving forward with a Supplemental Compliance Plan (SCP) that stipulates sewer separation projects to be constructed by 2023. The SCP sewer separation projects are funded under other items. This project includes the costs for study, design and construction of other Long Term Control Plan projects, such as a Long Term Control Plan Update (beginning in FY24), infiltration and inflow identification and removal, sump pump removal programs, and other mitigations projects.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Infiltration and Inflow Study 2016](#)
- [Post Construction Monitoring Plan 2017](#)
- [CSO Supplemental Compliance Plan 2017](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

\$300,000 moved from FY25 to FY24 to align with requirements of the Supplemental Compliance Plan where the project begins in October 2023 (FY24).

Added \$2M for potential future projects to be identified in FY24 study.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	2%							\$0	\$100,000	\$100,000
Bond/ Lease	77%		\$300,000		\$1,000,000	\$1,000,000	\$1,000,000	\$3,300,000	\$0	\$3,300,000
Other	0%							\$0	\$0	\$0
Revenues	21%							\$0	\$900,000	\$900,000
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$300,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$3,300,000	\$1,000,000	\$4,300,000



EF-17-SD-88: 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)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City owns and operates twenty (20) wastewater pumping stations. The projected life span of a pumping station is twenty (20) 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.

Studies Identified & Useful Website Links:

- [Wastewater Pump Station Master Plan 2019](#)
- [Projects Page – Department of Public Works](#)
 - [Wastewater Pumping Stations Page](#)
 - [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	96%	\$800,000		\$500,000		\$500,000		\$1,800,000	\$4,600,000	\$6,400,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$800,000	\$0	\$500,000	\$0	\$500,000	\$0	\$1,800,000	\$4,850,000	\$6,650,000



EF-20-SD-89: Woodbury Avenue Sewer Separation

Department	Public Works – Sewer Division
Project Location	Woodbury Avenue from Farm Lane to Rockingham Avenue
Project Type	Construction or Expansion of a Public Facility, Street, or Utility
Commence FY	2023
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Construct drainage on Woodbury Avenue from Farm Lane to Rockingham Avenue. This project will remove catch basins along Woodbury Avenue that are currently connected to the sewer. A new drainage outfall will be constructed at Rockingham Avenue. This work will be coordinated with the re-paving of Woodbury Avenue.

Studies Identified & Useful Website Links:

- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	81%		\$250,000					\$250,000	\$0	\$250,000
Other	0%							\$0	\$0	\$0
Revenues	19%	\$60,000						\$60,000	\$0	\$60,000
PPP	0%							\$0	\$0	\$0
Totals		\$60,000	\$250,000	\$0	\$0	\$0	\$0	\$310,000	\$0	\$310,000



EF-23-SD-90: Sewer Main for Sagamore Avenue Area Sewer Extension

Department	Public Works – Sewer Division
Project Location	Sagamore Avenue Area
Project Type	Construction or Expansion of a Public Facility, Street, or Utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,000)



Description: The Sagamore Avenue Area Sewer Project was previously funded in the amount of \$4.4M under CIP Item EF-18-SD-93 titled Consent Decree Mitigation. The project is required as part of the Second Modification of the City's 2009 Consent Decree with the EPA. After receiving bids in August 2021 it was determined the project did not have adequate funding. The project was re-packaged (base bid for sewer mains north of Sagamore Creek) and re-bid in 2021 to advance the project within the limits of the original funding. This item funds the additional costs for the project so that the sewer main can be constructed within the project area south of Sagamore Creek.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- Consent Decree Second Modification.

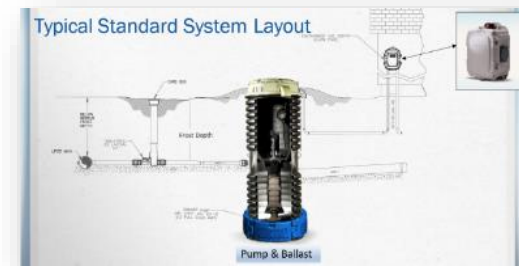
Notes of Changes in Funding Plan from FY22-27 CIP:

Adds funds to the project to cover cost deficit determined after the project was originally bid August 2021.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$2,200,000						\$2,200,000	\$4,400,000	\$6,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$4,400,000	\$6,600,000

EF-22-SD-91: Sewer Service Funding For Sagamore Avenue Area Sewer Extension

Department	Public Works – Sewer Division
Project Location	Portions of Sagamore Ave and Wentworth House Rd; Cliff Rd, Walker Bungalow Rd and Sagamore Grove
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 approached this project in order to obtain pricing for the private side work for converting existing septic systems to

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

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 prices obtained. City staff will present updated cost information to the City Council in order to conclude an approach to the cost sharing proposal. This item sets aside funds in anticipation of City Council action.

Studies Identified & Useful Website Links:

- Consent Decree Second Modification.
- [Sagamore Ave Sewer Extension Project Page](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

After receiving bids for the project in August 2021, it was determined that the prices to install private side work were higher than originally estimated. Increased values accordingly.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$350,000	\$2,600,000	\$300,000	\$2,900,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$350,000	\$2,600,000	\$300,000	\$2,900,000

EF-13-SD-92: Mechanic Street Pumping Station Upgrade

Department	Public Works – Sewer Division
Project Location	113 Mechanic Street
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. The station will undergo a limited upgrade project in FY22/FY23 to extend the lifespan up to ten years. The station will need a comprehensive upgrade and it is anticipated the work will be scheduled around the same time as the replacement of the Peirce Island Road Bridge. The element sheet has been retained due to the significance of this project but is not funded in this CIP time period.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Wastewater Pump Station Master Plan 2019](#)
 - Lifespan Evaluation (ongoing)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

No funding entered at time of submission.

		FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%							\$0	\$2,500,000	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	2%							\$0	\$50,000	\$50,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550,000	\$2,550,000

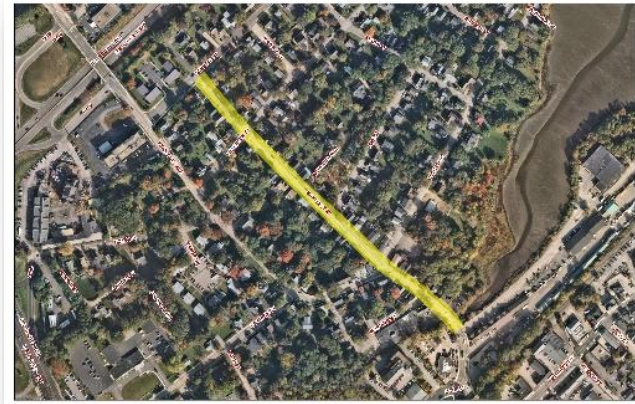
VI. COMBINED FUNDING





COM-23-PW-93: Bartlett Street

Department	Public Works Department
Project Location	Bartlett Street from Morning Street to Dennett Street
Project Type	Construction or expansion of a new public facility or public infrastructure
Commence FY	2023
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	
Addresses 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project includes reconstruction of Bartlett Street from Cate Street to Dennett Street and Morning Street. Work will include roadway reconstruction, sidewalk replacement and replacement water and sewer mains.

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY22-27 CIP:

COM-23-PW-93: Bartlett Street

			FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	33%	\$800,000						\$800,000	\$0	\$800,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	33%	\$800,000						\$800,000	\$0	\$800,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	33%	\$800,000						\$800,000	\$0	\$800,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		33%	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$800,000
Total Water Fund		33%	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$800,000
Total Sewer Fund		33%	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$0	\$800,000
Totals			\$2,400,000	\$0	\$0	\$0	\$0	\$0	\$2,400,000	\$0	\$2,400,000



COM-20-PW-94: Fleet Street Utilities Upgrade and Streetscape

Department	Public Works Department
Project Location	Fleet Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses 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 to 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 (property taxes).

FY24 funding is for construction of the improvements on Fleet Street from Hanover Street to Court Street as well as a potential expansion of the project limits as determined during the design. The expansion could include portions of Congress Street, State Street and Vaughn Mall. Downtown Aerial Utilities Underground (BI-21-PW-43) project is 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:

- [Long Term Control Plan Update 2010;](#)
- [CSO Supplemental Compliance Plan 2017Public Works Department](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

Added funding to FY23 in order to design and construct a new drainage outfall to North Mill Pond, that is needed to accommodate separate drainage.

COM-20-PW-94: Fleet Street Utilities Upgrade and Streetscape

			FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	23%		\$2,000,000					\$2,000,000	\$0	\$2,000,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	23%		\$2,000,000					\$2,000,000	\$0	\$2,000,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	53%	\$2,200,000	\$2,400,000					\$4,600,000	\$0	\$4,600,000
	PPP	0%							\$0	\$0	\$0
Total General Fund			23%	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Water Fund			23%	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Sewer Fund			53%	\$2,200,000	\$2,400,000	\$0	\$0	\$0	\$4,600,000	\$0	\$4,600,000
Totals				\$2,200,000	\$6,400,000	\$0	\$0	\$0	\$8,600,000	\$0	\$8,600,000



COM-23-PW-95: Edmond Avenue

Department	Public Works Department
Project Location	Edmond Ave from Maplewood Ave to Woodbury Ave
Project Type	Construction or expansion of a new public facility or public infrastructure
Commence FY	2023
Priority	A (needed (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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: This project includes reconstruction of Edmond Avenue from Maplewood Avenue to Woodbury Avenue. Work will include replacement of the water main, a low pressure sewer near Maplewood Avenue and drainage improvements along the roadway.

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY22-27 CIP:

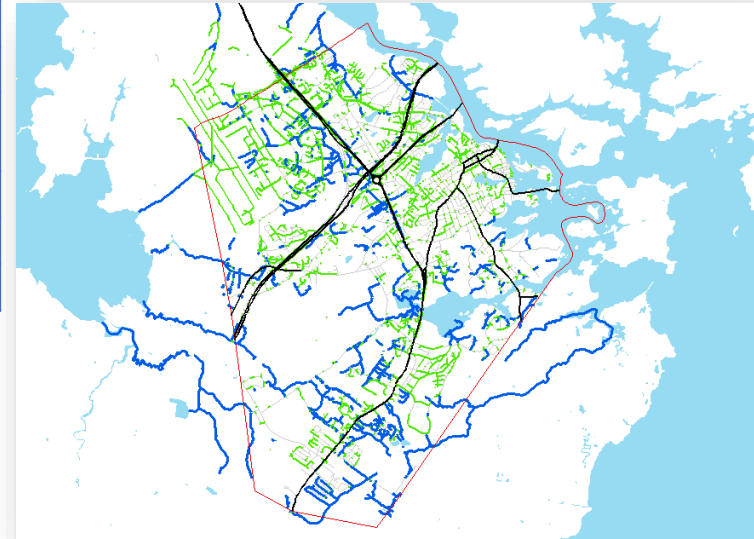
COM-23-PW-95: Edmond Avenue

			FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	4%	\$60,000						\$60,000	\$0	\$60,000
	GF-Bond/ Lease	37%		\$500,000					\$500,000	\$0	\$500,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	4%	\$60,000						\$60,000	\$0	\$60,000
	Bond/Lease	37%		\$500,000					\$500,000	\$0	\$500,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	1%	\$20,000						\$20,000	\$0	\$20,000
	Bond/Lease	15%		\$200,000					\$200,000	\$0	\$200,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		42%	\$60,000	\$500,000	\$0	\$0	\$0	\$0	\$560,000	\$0	\$560,000
Total Water Fund		42%	\$60,000	\$500,000	\$0	\$0	\$0	\$0	\$560,000	\$0	\$560,000
Total Sewer Fund		16%	\$20,000	\$200,000	\$0	\$0	\$0	\$0	\$220,000	\$0	\$220,000
Totals			\$140,000	\$1,200,000	\$0	\$0	\$0	\$0	\$1,340,000	\$0	\$1,340,000



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 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 to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City owns and maintains approximately 61 miles of storm drains, 4,700 catch basins and 450 drain outfalls. Many of these structures are failing and need upgrades. Drainage improvements are replaced programmatically as part of specific capital projects, roadway reconstruction and prior to annual paving. In addition to pipe work, the existing stormwater ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events.

Funding for this work will come from the sewer enterprise fund and the general fund (property taxes).

Studies Identified & Useful Website Links:

- [Stormwater Master Plan 2007](#)
- [FY22-FY27 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

FY23 Funding (General Fund Portion Only) changed to ARPA (Fed/State) Grant per the City Manager's Budget Proposal

COM-15-PW-96: Citywide Storm Drainage Improvements

			FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PY's Funding	Totals
General Fund	Fed/State	9%	\$150,000						\$150,000	\$250,000	\$400,000
	GF-Capital Outlay	51%		\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,350,000	\$800,000	\$2,150,000
	GF-Bond/ Lease	0%							\$0	\$0	\$0
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	40%	\$150,000	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$200,000	\$1,700,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0

Total General Fund	60%	\$150,000	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$1,050,000	\$2,550,000
Total Water Fund	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sewer Fund	40%	\$150,000	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$1,500,000	\$200,000	\$1,700,000

Totals		\$300,000	\$400,000	\$500,000	\$600,000	\$600,000	\$600,000	\$3,000,000	\$1,250,000	\$4,250,000
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CITY OF PORTSMOUTH
PROPOSED SCHEDULE OF FEES
FISCAL YEAR 2023



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 1% of total General Fund Revenue.

Following are the FY 23 Departments with recommended fee changes:

Department	Page
Planning	15
Inspection	19
Fire	33
Public Works	35,36,37
Recreation	41,42,43
Parking/Transportation	48
Water/Sewer	56,57,58

Statistics On Local Fees Governed
by the Fee Committee and Local Ordinance:
Chapter 1, Article XVI.

GENERAL FUND

FY 2022 Budget	\$126,425,033
Fees as a percentage of total General Fund Revenues:	
	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

Department	FY 22 General Fund Budgeted Revenues From Fees
Finance	\$0
City Clerk	\$24,000
Planning	\$160,000
Inspection	\$1,195,000
Police	\$30,000
Fire	\$106,500
Public Works	\$117,100
Recreation	\$110,000
Health	\$65,000

Total Local Fees, Licenses and Permits

Portion of GF	\$1,807,600
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**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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
				\$1.00
<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
				\$10.00
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				\$25.00
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				\$25.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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
				\$75.00
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
				\$10.00
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
				\$10.00
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
				\$10.00
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
				\$30.00
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
				\$125.00
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
				\$30.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
				* (Indicates change from current fee)
Circus (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
Fairs (For Operation)	Pre FY 02	\$10.00	\$10.00	Per Day
Including Each Amusement Device	Pre FY 02	\$5.00	\$5.00	Per Day
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per Day
<u>Chapter 6: Article IX Section 902</u>				
Circus License				
Total fee for Circus license shall not be less than	Pre FY 02	\$75.00	\$75.00	Per Day
<u>Chapter 6: Article X Section 1003</u>				
Theatricals, Parades, Open Air Meetings				
License	Pre FY 02	\$300.00	\$300.00	Not to exceed per day
License to exhibit in any hall	Pre FY 02	\$50.00	\$50.00	Not to exceed per day
<u>Chapter 6: Article XIII Section 1315</u>				
Hawkers and Peddlers				
License	Pre FY 02	\$250.00	\$250.00	Per Year

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
* (Indicates change from current fee)				
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Suspended for 2022 per Council vote 02/22/22			
Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services				
	FY 12	\$10.00	\$10.00 per square foot-6 month season-no proration	N/A
	FY 12	\$2,000.00	\$2,000.00 minimum fee	N/A
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Amended for 2022 per Council vote 02/22/22			
Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services				
	FY 22	N/A	\$5.00 per square foot-6 month season-no proration	\$5.00
	FY 22	N/A	\$1,000.00 minimum fee	\$1,000.00
Use of Parking Space	FY 22	N/A	\$1,500.00 per space	\$1,500.00
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)				
	FY 22	N/A	(\$200.00) Waiver Amount	(\$200.00)
Ward checklist	FY 18	\$75.00	\$75.00 per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00	\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00	\$50.00
Ordinance Books	Pre FY 02	\$100.00	\$100.00	\$100.00
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
	* (Indicates change from current fee)			
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	\$125.00
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 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Other Fees	\$15,221	\$16,897	\$16,566	\$15,968	\$12,000
Other Licenses	\$22,651	\$22,500	\$7,535	\$5,305	\$12,000

Total City Clerk Revenue from Fees

License	FY 19 Issued	FY 20 Issued	FY 21 Issued	FY 19 Revenue	FY 20 Revenue	FY 21 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	5	3	4	\$1,125	\$275	\$825
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	8	3	7	\$4,400	\$1,275	\$525
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	10	5	5	\$2,500	\$1,250	\$0
Pawn Brokers	2	3	5	\$100	\$150	\$250
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions	0	0	0	\$0	\$0	\$0
Obstruction (including Restaurant Table)	75	41	Waved	\$10,980	\$3,415	Waved
Other						
Notarization	332	279	283	\$1,660	\$1,395	\$1,415
Tag day, permits	25	6	6	\$500	\$120	\$80
Ward checklist	2	0	2	\$150	\$0	\$2,310
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	29	8	2	\$1,450	\$400	\$100
Ordinance Books	0	0	0	\$0	\$0	\$0
Ordinance book supplements	0	0	0	\$0	\$0	\$0
Voter certification	7	4	3	\$35	\$20	\$15
Voter History Disk	7	13	2	\$875	\$1,625	\$145
Articles of agreement filing	4	4	4	\$20	\$20	\$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
PLANNING BOARD				
Preapplication review (site plan or subdivision)				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<u>SUBDIVISIONS</u>				
Subdivision application (residential)	FY 15	\$500.00	\$500.00	\$500.00
Plus Per Lot	FY 15	\$200.00	\$200.00	\$200.00
Subdivision application (non-residential)	FY 15	\$700.00	\$700.00	\$700.00
Plus Per Lot	FY 15	\$300.00	\$300.00	\$300.00
Subdivision Amendment				
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
Lot Line Revision Amendment				
Administrative Approval	FY 21	\$100.00	\$100.00	\$100.00
TAC or Planning Board Approval	FY 21	\$150.00	\$150.00	\$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
MISCELLANEOUS				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY18	\$250.00	\$250.00	\$250.00
Wetland Conditional Use Permit				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	\$100.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 15	\$1,000.00	\$1,000.00	* \$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)	FY 18	\$200.00	\$200.00	\$200.00
PLANNING-BOARD OF ADJUSTMENT				
Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	\$150.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
5-and over	FY 15	\$250.00	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00	\$300.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
PLANNING-SITE PLAN REVIEW				
All developments	FY 14	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 08	\$15,000.00	\$15,000.00	\$15,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
PLANNING-HISTORIC DISTRICT				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Planning Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Amendment to Certificate of Approval				
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
Signs	FY 15	\$100.00	\$100.00	\$100.00
PLANNING DEPARTMENT - ZONING PERMITS				
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 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 21
Planning Board	\$110,648	\$79,937	\$145,187	\$162,856	\$80,000
Board of Adjustments	\$40,175	\$37,909	\$34,081	\$24,705	\$45,000
Site Review	\$69,307	\$39,619	\$22,633	\$9,290	\$35,000
Total Planning Department	\$220,130	\$157,465	\$201,901	\$196,851	\$160,000

The Planning Department reported the following application numbers:

	FY 17	FY 18	FY 19	FY 20	FY 21
Site Plan Review	64	26	17	21	
Subdivision/Lot Line revisions	16	15	14	16	
Wetland Conditional Use	27	20	30	19	
Non-Wetland Conditional Use	23	14	19	13	
HDC	168	222	184	198	
Preliminary Conceptual Consultation	6	4	7	11	
Design Review	6	2	1	6	
Board of Adjustment		105	95	80	

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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				
Initial	FY 11	\$50.00	\$50.00	\$50.00

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

Minimum Fee-Residential	FY 07	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Minimum Fee-Commercial	FY 16	\$100.00	\$100.00	\$100.00
Commercial Roofing	FY 23	N/A	N/A Flat Rate	* \$100.00
Flat Rate Permits	FY 06	\$35.00	\$35.00	* Delete

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.</u>				
<u>Demolition Permits</u>	<u>FY 06</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$50.00</u>
			<u>For structures up to 2,000 SF floor area</u>	
	<u>FY 04</u>	<u>\$10.00</u>	<u>\$10.00</u>	<u>\$10.00</u>
			<u>per \$1,000 of demolition cost for structures over 2,000sf</u>	
<u>General Renovations</u>				
<u>Residential Rates,</u>	<u>FY 04</u>	<u>\$7.00</u>	<u>\$7.00</u>	<u>\$7.00</u>
			<u>per \$1,000 of renovation cost</u>	
<u>New Construction, Renovation/Remodel and Additions</u>				
<u>Commercial Rates</u>	<u>FY 04</u>	<u>\$10.00</u>	<u>\$10.00</u>	<u>\$10.00</u>
			<u>per \$1,000 of renovation cost</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>	<u>\$35.00</u>
			<u>per single event</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>	<u>\$100.00</u>
			<u>Per Reinspection</u>	

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 12: Part I Section 108.4</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R108.7</u> International Residential Code-				
Fee for Nonpermitted Work				
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) 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
<u>Chapter 12: Part I Section 110.6</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R110.6</u> International Residential Code-				
Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 12: Part I Section 106.3.6</u>				
International Building Code-				
Outside Plan Review Services (adjustment to permit) (for all applicable building permits meaning building,electric, plumbing, mechanical or fire protection permits)	FY 14	-20%	-20%	-20%

ELECTRICAL FEES:

Chapter 12: Part I Section 108.2

International Building Code-

and

Chapter 12: Part II Section R108.2

International Residential Code-

Plan Review Fee	FY 04	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Reinspection fees	FY 07	\$100.00	\$100.00 Each additional inspection after the sec for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00	\$50.00
Residential-Service Equipment				
Single Phase	FY 18	\$50.00	\$50.00 up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07		Meters (each)	
Lighting Fixtures, Power Utilization				
Equipment & Outlets	FY 04	\$1.00	\$1.00 Each Device	\$1.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Pad Mounted Generators:				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00
All fees shall be rounded up to the nearest				
\$5.00 with a minimum fee of \$50.00. (Commercial)	FY 04	\$50.00	\$50.00	\$50.00
Commercial-Contract Cost Fee Method				
First \$5000.00 of electrical construction cost from				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
 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.				
	FY 07	\$100.00	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Chapter 14: Section 102A E				
Housing Code				
Certificate of Occupancy	Pre FY 02	\$1.00	\$1.00 Per Building (Good for 3 years)	\$1.00
<div style="border: 1px solid black; padding: 2px; width: fit-content;"> City does not currently collect fee or issue certificate </div>				

PLUMBING/MECHANICAL PERMIT FEES:

Chapter 15, Part I of II: Section 106.6.2
International Plumbing Code &
Chapter 15, Part II of II: Section 106.5.2
International Mechanics Code

Residential rate:				
Fee per fixture (plumbing or gas)	Pre FY 02	\$5.00	\$5.00 Each	\$5.00
Water distribution piping (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Waste and vent piping (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Septic System (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Gas distribution piping (per gas meter)	FY 07	\$30.00	\$30.00 Each	\$30.00
Heating & Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)	FY 10	\$20.00	\$20.00 per Mechanical Equipment	\$20.00
Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)	FY 10	\$5.00	\$5.00 per Gas Appliance	\$5.00
Air Distribution System:	FY 10	\$5.00	\$5.00 per Register	\$5.00
Minimum Permit Fee	FY 07	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
Commercial rate:					
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 04	\$50.00	\$50.00		\$50.00
Commercial-Contract Cost Fee Method					
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
Commercial Range & Duct Extinguishing System:					
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 sy stem 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

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 15, Part I of II: Section 107.1.2.4</u>				
International Plumbing Code				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

<u>Chapter 15, Part II of II: Section 107.6</u>				
International Mechanics Code				
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 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Total Inspection Department	\$1,055,703	\$1,607,252	\$1,114,996	\$1,773,397	\$1,195,000
	FY 18	FY 19	FY 20	FY 21	
Permits					
Residential	1525	1896	1679	2027	
Commercial	344	977	955	1028	
Value	\$104,938,106	\$157,936,179	\$134,866,113	\$212,826,565	
Inspections	2683	6672	6292	6719	

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
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Chapter 5: Article VIII Section 802

Alarm Systems Service Charge

Police-Unfounded Emergency calls	Pre FY 02	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	4th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	5th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$75.00	\$75.00	6th Occurrence per calendar year	\$75.00
Police-Unfounded Emergency calls	FY 08	\$100.00	\$100.00	7th Occurrence per calendar year	\$100.00
Police-Unfounded Emergency calls	FY 10	\$150.00	\$150.00	8th Occurrence per calendar year	\$150.00
Police-Unfounded Emergency calls	FY 10	\$200.00	\$200.00	9th Occurrence per calendar year	\$200.00
Police-Unfounded Emergency calls	FY 08	\$300.00	\$300.00	10th-15th Occurrences per calendar year	\$300.00
Police-Unfounded Emergency calls	FY 09	\$400.00	\$400.00	16th-20th Occurrences per calendar year	\$400.00
Police-Unfounded Emergency calls	FY 10	\$500.00	\$500.00	21th-25th Occurrences per calendar year	\$500.00
Police-Unfounded Emergency calls	FY 10	\$1,000.00	\$1,000.00	Each Occurrences 26 or over per calendar year	\$1,000.00

Chapter 7: Article V Section 504

Bicycles

License	Pre FY 02	No Charge	No Charge	
U-Visa research	FY 13	\$150.00	\$150.00	

POLICE DEPARTMENT
Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Police Alarms	\$31,925	\$37,125	\$19,050	\$33,555	\$30,000

Alarm Systems Service Charge
Police-Unfounded Emergency calls

	FY 18	FY 19	FY 20	FY 21
0-3 Occurrences per calendar year	688	708	660	553
4th Occurrence per calendar year	92	76	75	61
5th Occurrence per calendar year	62	53	51	42
6th Occurrence per calendar year	40	35	40	30
7th Occurrence per calendar year	28	23	28	29
8th Occurrence per calendar year	19	17	19	18
9th Occurrence per calendar year	10	9	17	13
10th-15th Occurrences per calendar year	30	23	22	46
16th-20th Occurrences per calendar year	2	7	8	5
21th-25th Occurrences per calendar year	0	0	0	0
Each Occurrences 26 or over per calendar year	0	0	0	0
Total Calls	971	951	920	797

**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 5: Article IX Section F403.2</u>				
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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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:

(12 plus or 5 plus under 2 years old)	FY 20	\$100.00	\$100.00	Every 3 years in conjunction with State licensing	\$100.00
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APARTMENTS

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

APARTMENT BUILDING	FY 20	\$100.00	\$100.00	Every three years	\$100.00
per dwelling unit	FY 20	\$100.00	\$100.00	Every three years	\$100.00

HOTEL

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

HOTEL	FY 20	\$100.00	\$100.00	Annually	\$100.00
per room	FY 20	\$2.50	\$2.50	Annually	\$2.50

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; excluding one- and two- family homes

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
ROOMING HOUSE	FY 20	\$100.00	\$100.00 Annually	\$100.00
EDUCATIONAL				
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.				
Educational	FY 20	\$100.00	\$100.00 Annually	\$100.00
STATE REQUIRED DWELLING UNIT				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
STATE REQUIRED DWELLING UNIT INSPECTIONS	FY 20	\$30.00	\$30.00 Every three years in conjunction with State Licensing	\$30.00
HEALTH FACILITIES				
Inspections required for the licensing of healthcare facilities by NH DHHS				
HEALTH FACILITIES per bed	FY 20	\$100.00	\$100.00 Inspections related to State licensing	\$100.00
	FY 20	\$2.50	\$2.50	\$2.50
RE-INSPECTION				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
First Occurrence	FY 20	\$300.00	\$300.00	\$300.00

**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
Second Occurrence	FY 20	\$400.00	\$400.00		\$400.00
Third and Additional Occurrences	FY 20	\$500.00	\$500.00		\$500.00
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Fire Alarm Systems:	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Hot Work Permit-1 day	FY 22	N/A	\$50.00		\$50.00
Hot Work Permit-per week	FY 22	N/A	\$100.00		* Delete
Hot Work Permit-per month	FY 22	N/A	N/A		* \$100.00
Hot Work Permit-per year	FY 22	N/A	N/A		* \$500.00
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Malicious	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	4th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	5th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	6th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Each Occurrences 7 or over per calendar year	\$300.00

**FIRE DEPARTMENT
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Fire Misc Fees	\$1,640	\$1,485	\$795	\$1,500	\$1,500
Fire Inspections	N/A	N/A	\$121,503	\$126,316	\$105,000
Total Fire Department	\$1,640	\$1,485	\$122,298	\$127,816	\$106,500

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Memorial Bridge Lighting Request	FY 20	\$50.00	\$50.00	Application/Permit Fee * \$75.00
(Available to Non-Profits only)				
City Council Policy 2018-02				
Encumbrance of City Property (31 working days or more)				
Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks				
	FY 19	\$0.05	\$0.05	per square foot per day \$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term)				
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)				
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days \$400.00
	FY 19	\$200.00	\$200.00	each additional 30 day period \$200.00
Blasting Permit	FY 18	\$100.00	\$100.00	\$100.00
New Driveway Permit	FY 18	\$50.00	\$50.00	\$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>FY 2023 Schedule</u>
Excavation Permit	FY21	\$250.00	\$250.00	1st 100 sf.	\$250.00
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days)	\$500.00
	FY23	N/A	N/A	Refundable Deposit	* \$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf.	\$150.00
Flagging Permit	FY 14	\$25.00	\$25.00		* \$50.00
	FY 17	\$50.00	\$50.00	Expedited Permit (within 3 business days)	* \$75.00
Cracksealing Fee	FY 23	N/A	N/A		* \$300.00
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	N/A	\$50.00	Initial Certification	\$50.00
	FY22	N/A	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	N/A	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	N/A	\$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Maps				
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print \$0.50
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print \$0.50
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print \$20.00
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print \$5.00
11 x 17	FY 06	\$5.00	\$5.00	Each Print \$5.00
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print \$20.00
Utility/Geodetic Control Map-				
for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00	\$0.00
by Email	FY 09	\$0.00	\$0.00	\$0.00
on Cd	FY 09	\$10.00	\$10.00	\$10.00
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00	\$10.00
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00	\$50.00
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00	\$100.00
Recycle Bin	FY 23	N/A	N/A	* \$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
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		\$50.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00	each event	\$5.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	each	\$5.00
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
Refrigerators	FY 21	\$20.00	\$20.00	each	\$20.00

PUBLIC WORKS DEPARTMENT	Actual	Actual	Actual	Actual	Budget
Revenues from fees	FY 18	FY 19	FY 20	FY 21	FY 22
Excavation Permit	\$46,440	\$55,960	\$48,347	\$57,200	\$50,000
Flagging Permit	\$9,170	\$5,625	\$6,300	\$11,800	\$9,000
Solid Waste	\$61,566	\$60,554	\$56,517	\$85,162	\$55,000
Blasting Permit	N/A	\$200	\$100	\$400	\$100
New Driveway Permit	N/A	\$950	\$650	\$800	\$3,000
Total Public Works Department	\$117,176	\$122,139	\$111,914	\$155,362	\$117,100

	FY 18	FY 19	FY 20	FY 21
Blasting Permits	4	2	5	2
New Driveway Permits	16	15	14	13
Excavation Permits	100	93	92	117
Excavation Permits (expedited)	44	30	39	48
Flagging Permits	166	192	113	177
Flagging Permits (expedited)	44	79	88	77

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
RECREATION-SPINNAKER PT.				
Adult Resident	FY 14	\$216.00	\$216.00 per year	* \$220.00
Senior Citizen Resident	FY 14	\$108.00	\$108.00 per year	* \$110.00
Adult Non-Resident	FY 14	\$432.00	\$432.00 per year	* \$440.00
Senior Citizen Non-Resident	FY 14	\$216.00	\$216.00 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

Calendar Year Information:			
	2017 Members	2018 Members	2019 Members
Adult	638	623	577
Sr. Citizen	632	665	758
Other	184	161	215

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
RECREATION-INDOOR POOL				
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 11	\$180.00	\$180.00 per year	* \$190.00
5 & Under, Non-Resident/Membership	FY 11	\$240.00	\$240.00 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 11	\$180.00	\$180.00 per year	* \$190.00
6-17, Non-Resident/Membership	FY 11	\$240.00	\$240.00 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 11	\$300.00	\$300.00 per year	* \$318.00
18-59, Non-Resident/Membership	FY 11	\$540.00	\$540.00 per year	* \$572.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
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 11	\$240.00	\$240.00 per year	* \$254.00
Senior Citizen, Non-Resident/Membership	FY 11	\$300.00	\$300.00 per year	* \$318.00
First Adult, Resident/Family Rate	FY 11	\$300.00	\$300.00 per year	* \$318.00
First Adult, Non-Resident/Family Rate	FY 11	\$540.00	\$540.00 per year	* \$572.00
Second Adult, Resident/Family Rate	FY 11	\$180.00	\$180.00 per year	* \$190.00
Second Adult, Non-Resident/Family Rate	FY 11	\$300.00	\$300.00 per year	* \$318.00
Maximum Per Family, Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	* \$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	* \$763.00
Swimming Lessons (rates based on a 8 lesson Session)				
Resident Member	FY 19	\$30.00	\$30.00	\$30.00
Resident Non-Member	FY 19	\$45.00	\$45.00	\$45.00
Non-Resident Member	FY 19	\$65.00	\$65.00	\$65.00
Non-Resident Non-Member	FY 19	\$100.00	\$100.00	\$100.00
Pool Rental	FY 19	\$150.00	\$150.00 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
RECREATION-OUTDOOR POOL				
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00 per day	\$0.00
18 & Under, Non-Resident	FY 12	\$2.00	\$2.00 per day	* \$3.00
19 & Over, Resident	FY 12	\$2.00	\$2.00 per day	* \$3.00
19 & Over, Non-Resident	FY 12	\$4.00	\$4.00 per day	* \$5.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
RECREATION-MISCELLANEOUS					
*Grass Field - (Game or Practice)	FY 22	N/A	\$20.00	per hour	\$20.00
*Gym - (Game or Practice)	FY 22	N/A	\$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 (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	N/A	\$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	\$60.00
Room Rentals:	PRE FY 02	\$10.00	Delete		Delete
Senior Activity Center Room #1	FY 22	N/A	\$50.00	per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	N/A	\$25.00	per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	N/A	\$50.00	per hour	\$50.00
Peirce Island Boat Launch:					
Boat Launch (Non-Resident)	FY 14	\$150.00	\$150.00	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 14	\$75.00	\$75.00	per season	* \$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00
Commercial (Non-Resident)	FY 22	N/A	\$300.00	per season	\$300.00

RECREATION DEPARTMENT
General Fund Revenues from fees

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Outdoor Pool	\$23,941	\$24,322	\$22,881	\$1,276	\$10,000
Spinnaker Point	\$227,948	\$241,703	\$198,000	\$2,868	\$90,000
Boat Ramp Fees	\$8,995	\$7,935	\$10,860	\$17,338	\$10,000
Total General Fund Recreation Fee Revenue	\$260,884	\$273,960	\$231,741	\$21,482	\$110,000
Special Revenue Fund Fee Revenue					
	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	
Indoor Pool	\$443,543	\$428,315	\$337,720	(\$6,046)	
Total Recreation Revenue from Fees	\$704,427	\$702,275	\$569,461	\$15,436	

City of Portsmouth
 Fee Schedule
 Health Department

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
HEALTH					
Class					
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	FY21	\$150.00	\$150.00	Annually	\$150.00
F Supermarkets	FY21	\$650.00	\$650.00	Annually	\$650.00
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually	\$125.00
G 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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00 (up to two (2) weeks before the day of the event)	\$125.00
		PRE FY 02	\$100.00	\$100.00 (additional thereafter)	\$100.00
TT	Sampling for non potentially hazardous foods (14 days or less) (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00 (up to four (4) weeks before the day of the event)	\$15.00
		FY 10	\$40.00	\$40.00 (additional thereafter)	\$40.00
V	Limited Events (1 to 4 events per year)	FY 14	\$150.00	\$150.00	\$150.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00 Annually	\$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00 per event	\$200.00
	Inspection Fees:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00 Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00 Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21	\$70.00	\$70.00 Annually	\$70.00
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00 per event	\$100.00

**HEALTH DEPARTMENT
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Health Permits	\$36,845	\$80,380	\$70,765	\$58,030	\$65,000

FY 20 Health Permits were as follows:

# of Permits	Fees Collected	
0	\$0.00	Restaurants (400 + seating capacity)
1	\$400.00	Restaurants (300-399 seating capacity)
2	\$800.00	Restaurants (200-299 seating capacity)
28	\$9,800.00	Restaurants (100-199 seating capacity)
17	\$5,100.00	Restaurants (76-99 seating capacity)
32	\$7,680.00	Restaurants (51-75 seating capacity)
35	\$6,300.00	Restaurants (26-50 seating capacity)
144	\$18,000.00	Restaurants (0-25 seating capacity)
	\$0.00	Catering
7	\$3,500.00	Supermarkets
1	\$80.00	Bed and Breakfast Operations
3	\$240.00	Nursing Homes
14	\$700.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
11	\$2,200.00	Mobile Food Operations
	\$0.00	Temporary Food Permit
	\$0.00	Limited Events (1 to 4 events per year)
21	\$2,940.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
7	\$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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
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 intitial issue
				\$50.00
Chapter 6: Article XIII Section 1307				
Vendor from Motor Vehicle				
Vendor From Motor Vehicle	FY 10	\$5,000.00	\$5,000.00	Minimum Bid
Permit April 15- November 15				\$5,000.00
Motorcycle Parking Market Square on Pleasant St				
Summer season (April 1-November30) in designated Motorcycle spaces				
Residents	FY 21	\$ 1.00	\$ 1.00	reduction per Hour of post Hi-Occ rates
				\$ 1.00
Non-Residents	FY 21	\$ 0.50	\$ 0.50	reduction per Hour of post Hi-Occ rates
				\$ 0.50
Valet Parking				
Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	space per day
				\$20.00
Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00	space per day
				\$30.00
Valet - from Commercial Loading Zone	FY 19	\$675.00	\$675.00	annually
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 A	FY 19	\$675.00	\$675.00	annually
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 19	\$675.00	\$675.00	annually
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.				*
				Delete
				\$1,500.00
				\$500.00
Chapter 7: Article I Section 114A				
Construction Permit				
Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Per Day
				\$35.00
Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00	High Occupancy Space Per Day
				\$50.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Chapter 7: Article III Section 321G				
Snow Emergency-Parking Ban				
Resident Snow Ban Rate for Parking in High Hanover Parking Facility	FY 19	\$5.00	\$5.00 Per Snow Ban Event	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place	FY 19	\$3.00	\$3.00 Per Snow Ban Event	\$3.00
Parking Facility				
Chapter 7: Article IV Section 402 C				
High Hanover Parking Garage				
Rates	FY21	\$2.00	\$2.00 Hourly Rate	\$2.00
	FY21	\$5.00	\$5.00 Resident-Sunday-Maximum	\$5.00
	FY 20	\$200.00	\$200.00 Monthly 24 hr-Resident Pass	\$200.00
	FY21	\$275.00	\$275.00 Monthly-24 hr-All other Passes	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00 Garage Pass Deposit	\$100.00
	FY 08	\$15.00	\$15.00 Pass late Fee	\$15.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Chapter 7: Article IV Section 402 L				
Foundry Place Parking Garage				
Rates	FY 19	\$1.00	\$1.00	Hourly Rate
	FY 19	Free	Free	Resident-Sunday
	FY 19	\$100.00	\$100.00	Monthly 24 hr-Resident Pass
	FY 19	\$125.00	\$125.00	Monthly-24 hr-All other Passes
	FY 19	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate
	FY 19	\$100.00	\$100.00	Garage Pass Deposit
	FY 19	\$15.00	\$15.00	Pass Late Fee
	FY 19	\$5.00	\$5.00	Special Event Parking
	FY21	\$3.00	\$3.00	Special Event Parking
Downtown Employee HOURLY Parking Program:				
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.				
	FY 21	\$3.00	\$3.00	per use: Maximum allowable days: 20 10 Hour pass
Electric Vehicle Charging				
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage				
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.				
	FY 20	\$1.25	\$1.25	hourly first 4 hours
	FY 20	\$3.00	\$3.00	hourly thereafter
Chapter 7: Article IV Section 408				
Boat launch				
Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00	\$15.00	Nightly

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$100.00	\$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 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22
Construction Permit	\$116,845	\$123,090	\$127,850	\$371,002	\$50,000
Foundry Place Parking Garage Hourly	N/A	\$71,690	\$173,811	\$170,210	\$207,650
Foundry Place Parking Garage Passes	N/A	\$185,240	\$298,907	\$305,634	\$333,600
Hanover Parking Garage Hourly	\$2,398,497	\$2,321,821	\$1,885,976	\$1,805,836	\$2,456,500
Hanover Parking Garage Passes	\$1,422,440	\$1,564,885	\$1,506,888	\$1,308,949	\$1,377,900
Hanover Parking Garage Passes Reinstatement	\$4,980	\$4,445	\$2,345	\$990	\$500
Foundry Place Parking Garage Passes Reinstatement	N/A	\$2,070	\$1,500	\$1,395	\$500
Immobilization Admin Fee	\$17,240	\$7,350	\$150	\$5,250	\$5,000
Summons Admin Fee	\$275	\$225	\$50	\$0	\$0
Total Parking/Transportation Fee Revenue	\$3,937,782	\$4,266,726	\$3,997,477	\$3,969,267	\$4,431,650

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 18	Actual FY 19	Actual FY 20	Actual FY 21
Vendor From Motor Vehicle				
Permits	0	1	1	0
Revenue	\$0	\$2,500	\$2,500	\$0
Hanover Parking Garage Monthly Passes Issued				
Resident	220	202	201	161
Non-Resident	486	453	459	286
Total	706	655	660	447
Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)				
Resident	N/A	102	78	96
Non-Resident	N/A	226	157	176
Total	0	328	235	272
Peirce Island Overnight Parking	FY 18	FY 19	FY 20	FY 21
Permits	0	0	0	0
Revenue	\$0	\$0	\$0	\$0
Commercial Loading Zone permit				
Permits	71	39	30	20
Revenue	\$3,550	\$3,900	\$3,000	\$2,000

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
<u>Chapter 11: Article II Section 204</u>				
Private Sewage Disposal				
Inspection Fee	PRE FY 02	N/A	N/A	N/A
<u>Chapter 11: Article II Section 205</u>				
Building Sewers and Connections				
Permit	FY 15	New Customer		
Storm Water Connection Permit Fee (Dependent upon revision of ordinance)				
Stormwater Connection Permit	FY 21	\$150.00	\$150.00	New Customer \$150.00
Stormwater Connection Fee	FY 21	\$250.00	\$250.00	New Customer \$250.00
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

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
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
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

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00 per occurrence	\$50.00
Meter Testing >=1 1/2" When requested by customer, (if meter test fails no charge to customer)	FY 17	\$75.00	\$75.00 per occurrence	\$75.00
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
Meter Reading System Repairs Plus cost of parts	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
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

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
3"	FY 08	\$12.22	\$12.22 monthly	\$12.22
4"	FY22	\$20.84	\$21.82 monthly	* \$22.85
5"	FY22	\$37.48	\$39.46 monthly	* \$41.54
6"	FY22	\$60.54	\$63.84 monthly	* \$67.32
8"	FY22	\$129.02	\$136.46 monthly	* \$144.33
10"	FY22	\$232.02	\$245.67 monthly	* \$260.12
12"	FY22	\$374.77	\$397.08 monthly	* \$420.72
Hydrant Rentals to Municipalities per hydrant	FY22	\$300.00	\$325.00 Annually	* \$350.00
Roadway & Utility Excavation Contractor Permit				
Electric/Lighting/Signal				
Gas/Telephone/Cable				
Road/Sidewalk				
	FY22	N/A	\$50.00 Initial Certification	\$50.00
	FY22	N/A	\$25.00 Annual Fee: Certification Renewal	\$25.00
	FY22	N/A	\$25.00 Annual Fee; Additional Certifications	\$25.00
	FY22	N/A	\$500.00 Recertification following Suspension	\$500.00
Backflow Test	FY 15	\$55.00	\$55.00 per device each occurrence	* \$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c	n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00 per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00 per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00 per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20 per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20 per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17 per LB	\$0.17

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Pease	FY 15	\$0.17	\$0.17 per LB	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00 per 1,000 gallons	\$75.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00 per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00 new customer	\$150.00
Industrial Discharge Permits	FY 15		-----Delete No Longer Used-----	
Sewer Connection Fees	FY 15	\$350.00	\$350.00 new customer	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00 per visit	\$100.00
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00 per hour	\$15.00
Pump Truck	FY 20	\$150.00	\$150.00 per hour	\$150.00
Backhoe	FY 16	\$50.00	\$50.00 per hour	* \$60.00
Excavator	FY 16	\$75.00	\$75.00 per hour	\$75.00
Dump	FY 16	\$50.00	\$50.00 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 17	\$150.00	\$150.00 per hour	* \$175.00
Paver	FY 17	\$65.00	\$65.00 per hour	\$65.00
TV Camera Vehicle	FY 17	\$150.00	\$150.00 per hour	\$150.00
Water - Capacity Improvement Multiplier (CIM) EDU = equivalent dwelling unit				
1"	FY 19	\$1,300.00	\$1,300.00 per EDU New Service	* \$1,434.00
1 1/2"	FY 19	\$2,600.00	\$2,600.00 per EDU New Service	* \$2,868.00

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
2"	FY 19	\$4,160.00	\$4,160.00	per EDU New Service	* \$4,588.80
3"	FY 19	\$8,320.00	\$8,320.00	per EDU New Service	* \$9,177.60
4"	FY 19	\$13,000.00	\$13,000.00	per EDU New Service	* \$14,340.00
6"	FY 19	\$26,000.00	\$26,000.00	per EDU New Service	* \$28,680.00
8"	FY 19	\$41,600.00	\$41,600.00	per EDU New Service	* \$45,888.00
10"	FY 19	\$62,400.00	\$62,400.00	per EDU New Service	* \$68,832.00
Sewer - Capacity Improvement Multiplier (CIM)					
EDU = equivalent dwelling unit					
1"	FY 19	\$1,800.00	\$1,800.00	per EDU New Service	* \$3,985.00
1 1/2"	FY 19	\$3,600.00	\$3,600.00	per EDU New Service	* \$7,970.00
2"	FY 19	\$5,760.00	\$5,760.00	per EDU New Service	* \$12,752.00
3"	FY 19	\$11,520.00	\$11,520.00	per EDU New Service	* \$25,504.00
4"	FY 19	\$18,000.00	\$18,000.00	per EDU New Service	* \$39,850.00
6"	FY 19	\$36,000.00	\$36,000.00	per EDU New Service	* \$79,700.00
8"	FY 19	\$57,600.00	\$57,600.00	per EDU New Service	* \$127,520.00
10"	FY 19	\$86,400.00	\$86,400.00	per EDU New Service	* \$191,280.00

**WATER AND SEWER DIVISION
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22	
Hydrant Rentals to Municipalities						
Permits	1040	1040	1040	1040		
Revenue	\$234,000	\$260,000	\$286,000	\$312,000	\$338,000	Water Only
Backflow Test						
Permits	1182	2102	1111	2057		
Revenue	\$65,010	\$115,610	\$64,775	\$102,850	\$88,500	Water Only
Dumping Fees per 1,000 gals						
M gallons	1.885	2.193	1.740	1.075		
Revenue	\$179,410	\$214,310	\$290,815	\$80,634	\$175,000	Sewer Only
Water - Capacity Improvement Multiplier (CIM)	\$100,620	\$61,400	\$56,940	\$65,950	\$100,000	
Sewer - Capacity Improvement Multiplier (CIM)	\$126,775	\$58,770	\$71,640	\$136,080	\$110,000	

Note: Revenue recorded in Enterprise Funds.

**City of Portsmouth
Fee Schedule
Library**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
LIBRARY				
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-1/2 year	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 1/2 year	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 18	Actual FY 19	Actual FY 20	Actual FY 21
Library Cards	\$32,990	\$35,408	\$32,169	\$25,170

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 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 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 19	\$4.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00	\$11.00	Per Hour	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	\$15.00	Per Hour	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	\$19.00	Per Hour	\$19.00
For craft over fifty (50) ft overall	FY 19	\$23.00	\$23.00	Per Hour	\$23.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
For craft over fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
NON-RESIDENT (Oct 1-Apr 30)					<u>HOURLY RATE - WOODEN DOCKS</u>
Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour	\$13.00
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
RESIDENT (May 1-Sep 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$20.00	\$20.00	per 4 hours-over 4 hrs pay daily rate	\$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	per 4 hours-over 4 hrs pay daily rate	\$36.00
NON-RESIDENT (May 1-Sep 30)					<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$40.00	\$40.00	per 4 hours-over 4 hrs pay daily rate	\$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$64.00	\$64.00	per 4 hours-over 4 hrs pay daily rate	\$64.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	per 4 hours-over 4 hrs pay daily rate	\$72.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
RESIDENT (Oct 1-Apr 30)		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		
Craft up to twenty (20) ft in length overall	FY 20	\$8.00	\$8.00 per 4 hours-over 4 hrs pay daily rate	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$12.00	\$12.00 per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$16.00	\$16.00 per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$28.00	\$28.00 per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over fifty (50) ft overall	FY 20	\$32.00	\$32.00 per 4 hours-over 4 hrs pay daily rate	\$32.00
NON-RESIDENT (Oct 1-Apr 30)		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00 per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$24.00	\$24.00 per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$28.00	\$28.00 per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00 per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	\$44.00	\$44.00 per 4 hours-over 4 hrs pay daily rate	\$44.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Park Property-Per Day Docking Fees (to be paid in advance)				
RESIDENT (May 1-Sep 30)				
Craft up to twenty (20) ft in length overall	FY 20	\$36.00	\$36.00 Per Day	\$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$42.00	\$42.00 Per Day	\$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00 Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00 Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00 Per Day	\$72.00
NON-RESIDENT (May 1-Sep 30)				
Craft up to twenty (20) ft in length overall	FY 20	\$48.00	\$48.00 Per Day	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$72.00	\$72.00 Per Day	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$96.00	\$96.00 Per Day	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$120.00	\$120.00 Per Day	\$120.00
For craft over fifty (50) ft overall	FY 20	\$144.00	\$144.00 Per Day	\$144.00
RESIDENT (Oct 1-Apr 30)				
Craft up to twenty (20) ft in length overall	FY 20	\$18.00	\$18.00 Per Day	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$22.00	\$22.00 Per Day	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$24.00	\$24.00 Per Day	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$30.00	\$30.00 Per Day	\$30.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00 Per Day	\$36.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>		<u>Suggested FY 2023 Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	Per Day	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00
Park Property-Seasonal Rental Docking Fees					
RESIDENT (April 2 - November 1)	FY 20	\$122.00	\$122.00	Per Season per boat foot	\$122.00
	FY 20	\$1,675.00	\$1,675.00	Per Season Minimum	\$1,675.00
NON-RESIDENT (April 2 - November 1)	FY 20	\$150.00	\$150.00	Per Season per boat foot	\$150.00
	FY 20	\$2,050.00	\$2,050.00	Per Season Minimum	\$2,050.00
Park Property-Docking Utility Access Fees					
Dock Utility Access:					
Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 21	\$275.00	\$275.00	Per Season	\$275.00
Non Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 21	\$275.00	\$275.00	Per Season	\$275.00

**City of Portsmouth
 Fee Schedule
 Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested FY 2023 Schedule</u>
Park Property-Wedding Reservation Fee				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
Weddings which include 1-10 participants in total	FY 21	\$175.00	\$175.00	\$175.00
Weddings which include 11-74 participants in total	FY 21	\$400.00	\$400.00	\$400.00
Weddings which include more than 74 participants in total	FY 21	\$775.00	\$775.00	\$775.00

**Prescott Park
Revenues from fees**

	Actual FY 18	Actual FY 19	Actual FY 20	Actual FY 21
Dock Fees (Marine Maintenance Trust)	\$67,997	\$68,259	\$57,944	\$58,812
Weddings		\$5,625	\$2,250	\$3,225

Note: Revenue recorded in a Special Revenue Fund.

CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



APPENDIX IV

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**City of Portsmouth
Expenditure Account Structure**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

FUND

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	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
21	PEDLP
50	WATER FUND
51	SEWER FUND
58	STORMWATER
84	PRESCOTT PARK

DEPARTMENT

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

700	FINANCE
707	BENEFITS
709	HUMAN RESOURCES
710	CITY COUNCIL
711	CITY MANAGER
712	CITY CLERK
713	ELECTIONS
714	PLANNING
715	LEGAL
716	INSPECTION
717	INFORMATION TECHNOLOGY
718	ECONOMIC DEVELOPMENT
733	DEBT SERVICE

**City of Portsmouth
Expenditure Account Structure**

734 CONTINGENCY
 735 OVERLAY
 736 GENERAL ADMINISTRATION
 737 COUNTY TAX
 738 OTHER NON-OPERATING
 740 POLICE
 741 FIRE
 744 CIVIL DEFENSE
 751 PUBLIC WORKS
 752 PARKING/TRANSPORTATION
 753 STORMWATER
 780 LIBRARY
 785 RECREATION
 786 SENIOR SERVICES
 789 COMMUNITY DEVELOPMENT
 790 HEALTH
 792 WELFARE
 793 OUTSIDE SOCIAL SERVICES
 794 EDUCATION
 795 CAPITAL OUTLAY

DIVISION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
		101				CITY COUNCIL
		102				CITY MANAGER
		104				ALLOCABLE BENEFITS
		105				CITY CLERK
		106				ELECTION
		107				LEGAL
		201				ACCOUNTING
		202				ASSESSING
		203				TAX COLLECTION
		204				INFORMATION TECHNOLOGY
		301				TANS
		302				BONDED DEBT
		303				LEASES

**City of Portsmouth
Expenditure Account Structure**

304	OTHER DEBT SERVICE
310	CONTINGENCY
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

**City of Portsmouth
Expenditure Account Structure**

730 SWIMMING POOL
 740 PLAYGROUNDS
 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)	-XX- Sub-Div(2)	-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		

**City of Portsmouth
Expenditure Account Structure**

33	PARKING
34	PUBLIC SERVICE
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

**City of Portsmouth
Expenditure Account Structure**

73 SURVEY
 74 RECORD DRAWING
 75 CADASTRAL
 76 INSPECTION
 77 BORING
 78 ADMINISTRATION
 79 STARTUP

LOCATION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-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

**City of Portsmouth
Expenditure Account Structure**

577	TANKS-PEASE
580	LABORATORY PEASE
581	PEASE SEWER TRTMT PLANT
582	BOOSTER STATION PEASE
900	PIERCE ISLAND UNALLOCATED
992	OUTDOOR POOL

STATE

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
					001	CAPITAL PROJECTS
					002	SPECIAL REVENUE
					400	EXECUTIVE
					401	CITY CLERK ADMIN
					402	FINANCIAL ADMINISTRATION
					403	REVALUATION OF PROPERTY
					404	LEGAL EXPENSE
					405	PERSONNEL ADMINISTRATION
					406	PLANNING & ZONING
					407	GENERAL GOVERNMENT BLDGS
					408	CEMETERIES
					409	INSURANCE
					410	ADVERTISING & REGIONAL AS
					411	OTHER GENERAL GOVERNMENTS
					412	POLICE
					413	AMBULANCE
					414	FIRE
					415	BUILDING INSPECTION
					416	EMERGENCY MANAGEMENT
					417	OTHER (INCLUDING GOV'T)
					419	ADMINISTRATION
					420	HIGHWAYS & STREETS
					421	BRIDGES
					422	STREET LIGHTING
					423	OTHER
					424	ADMINISTRATION
					425	SOLID WASTE COLLECTION

**City of Portsmouth
Expenditure Account Structure**

426	SOLID WASTE DISPOSAL
427	SOLID WASTE CLEAN-UP
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

**City of Portsmouth
Expenditure Account Structure**

465 STORMWATER
 491 SEWER
 492 WATER
 600 SCHOOL
 650 OVERLAY
 675 COUNTY TAX

OBJECT

XX- -XXX- -XXX- -XX- -XXX- -XXX- -XXXXXX
 Fund(2) Dept(3) Div(3) Sub-Div(2) Location(3) State(3) 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

City of Portsmouth
Expenditure Account Structure

	030100	PROF SERVICES-AUDIT
	031000	PROF SERVICES-ENGINEERING
	032000	PROF SERVICE-LEGAL
	033000	MANAGEMENT SERVICE
	034000	BANK SERVICES
	034100	TELEPHONE
	034200	DATA PROCESSING
	034300	TELEVISION
	035000	MEDICAL SERVICE
	036000	CUSTODIAL SERVICE
	039000	OTHER PROFESSIONAL SERVICE
040000		PURCHASED PROPERTY SERVICE
	041000	ELECTRICITY
	041100	HEAT AND OIL
	041200	WATER AND SEWER
	041300	RUBBISH
	043000	REPAIRS AND MAINTENANCE
	044000	RENTAL AND LEASES
	048000	INSURANCE
050000		OTHER PURCHASED SERVICE
	053000	ADVERTISING
	054000	EDUCATION AND TRAINING
	055000	PRINTING
	056000	DUES AND SUBSCRIPTIONS
	057100	TRAVEL AND CONFERENCE
060000		SUPPLIES
	061000	GENERAL SUPPLIES
	062000	OFFICE SUPPLIES
	062500	POSTAGE
	063000	MAINTENANCE AND REPAIR
	063500	GASOLINE
	063600	DIESEL FUEL
	063700	LUBRICANTS
	063800	CHEMICALS
	064000	CUSTODIAL AND HOUSEKEEPING

**City of Portsmouth
Expenditure Account Structure**

	065000	GROUNDSKEEPING
	066000	VEHICLE REPAIRS
	067000	BOOKS & PERIODICALS
	068000	MATERIALS
	069000	OTHER MISCELLANEOUS
070000	CAPITAL OUTLAY	
	071000	LAND
	072000	BUILDINGS
	073000	OTHER IMPROVEMENTS
	074000	EQUIPMENT
	075000	FURNITURE AND FIXTURES
	076000	VEHICLES
	078000	SRF PROJECTS
	079000	TRANSPORTATION MANAGEMENT
080000	OTHER CHARGES AND EXPENSES	
	081000	OTHER CHARGES AND EXPENSES
	086000	DEPRECIATION
	087000	OUTSIDE SERVICE
	088000	ASSISTANCE
	089000	SCHOOL EXPENDITURES
090000	OTHER FINANCIAL USES	
	091000	TRANSFER TO SPECIAL REV FUND
	098000	DEBT SERVICE-PRINCIPAL
	098100	DEBT SERVICE-INTEREST
	099000	LEASES

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Glossary of Terms

- 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.

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.

Amortization – The paying off of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

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 -

Governmental Accounting Standards Board (GASB) – The body that sets accounting standards, specifically for governmental entities at the state and local levels.

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).

General Obligation Bond – A bond for which the full faith and credit of the City is pledged for payment.

Goals – Statements of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Government Finance Officer's Association (GFOA) - A private, nonprofit organization which has actively supported the advancement of governmental accounting, auditing and financial reporting since 1906.

Governmental Fund Type – Governmental accounting includes eight types of funds: general, special, debt service, capital, enterprise, internal service, trust, and agency. These types are indicative of accounting procedures to be used and the function of each type.

- 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
ATV – All Terrain Vehicle
ATSDR – Agency for Toxic Substances and Disease Registry

- 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
CCT – Community Care Team
CCGP – Chamber Collaborative of Greater Portsmouth
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
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
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
NH SBDC – New Hampshire Small Business Development Center
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
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
PTS – 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



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