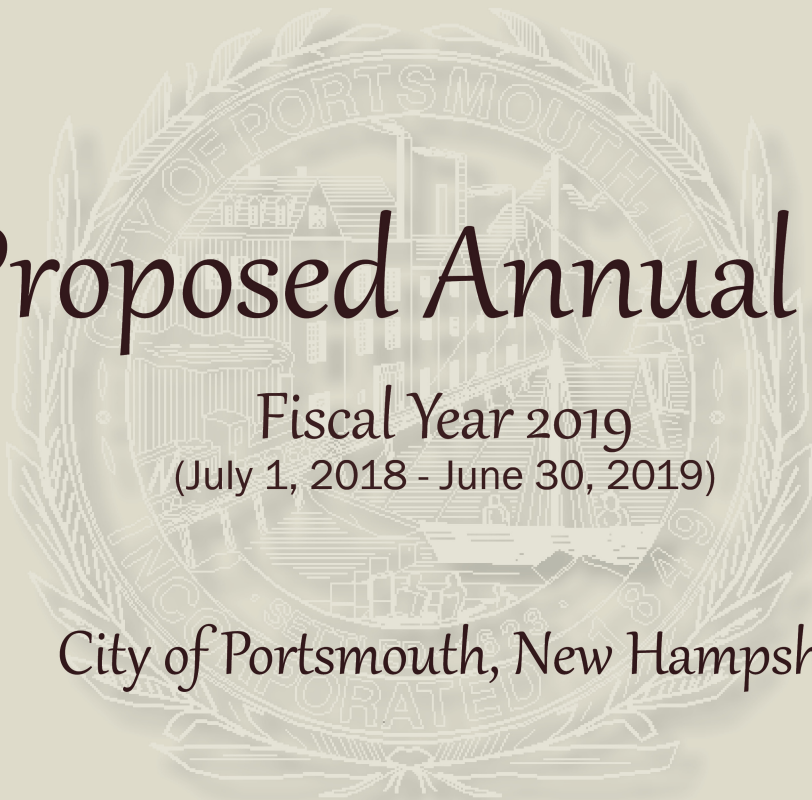




The Proposed Annual Budget

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

City of Portsmouth, New Hampshire





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City of Portsmouth, New Hampshire Proposed Annual Budget 2018-2019

Directory of Officials

City Council

Jack Blalock, Mayor
Cliff Lazenby, Assistant Mayor

Doug Roberts
Nancy Pearson
M. Chris Dwyer

Josh Denton
Rebecca Perkins
Ned Raynolds
Rick Becksted

Board of Education

Stephen Zdravec, Superintendent
Patrick Ellis, Chairperson
Kristin Jeffrey, Vice Chairperson

Ann Walker
Roseann Vozella Clark
Gary Epler

Nancy Novelline-Clayburgh
Tara Kennedy
Brian French
Jeffrey Landry

Police Commission

Chief Robert Merner
Joseph Onosko, Chair
James Splaine
Arthur Hilson

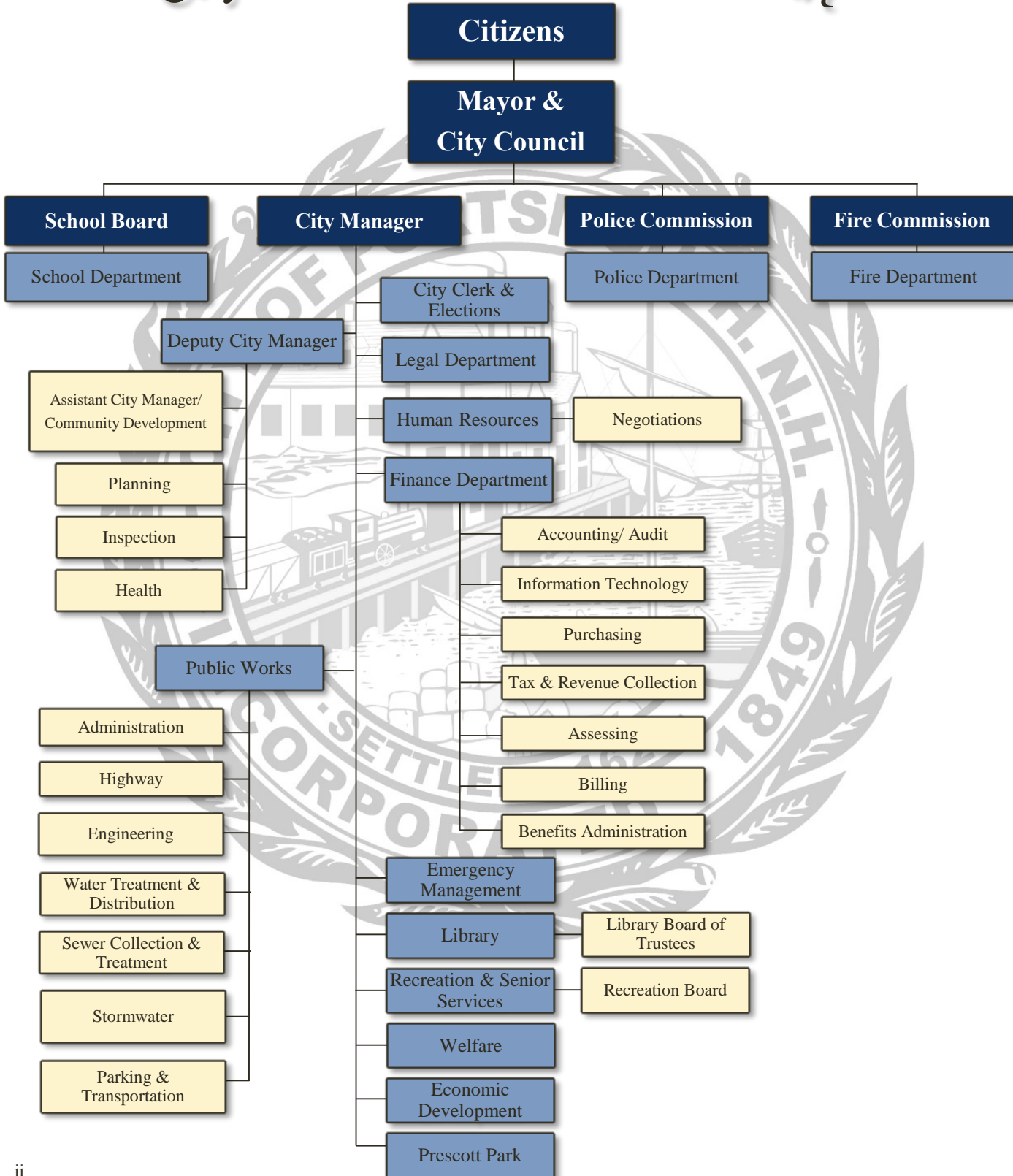
Fire Commission

Chief Steven Achilles
Jennifer Mosher-Matthes, Chair
Michael Hughes, Vice Chair
Richard Gamester, Clerk

Principal Executive Officers

John P. Bohenko, City Manager
Nancy Colbert Puff, Deputy City Manager
David Moore, Assistant City Manager
Robert Sullivan, City Attorney
Judith Belanger, Director of Finance and Administration
Andrew Purgiel, Deputy Finance Director
Peter Rice, Director of Public Works and Facilities
Brian Goetz, Deputy Public Works Director
Kelli Barnaby, City Clerk
Dianna Fogarty, Human Resources Director
Becky Benvenuti, Revenue Administrator
Rosann Maurice-Lentz, City Assessor
Melvin Wilson Jr., Recreation Director
Steven Butzel, Library Director
Robert Marsilia, Chief Building Inspector
Kimberly McNamara, Public Health Director
Juliet Walker, Planning Director
Ellen Tully, Welfare Administrator

City of Portsmouth, New Hampshire City-wide Organizational Chart





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Portsmouth

New Hampshire

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morrill

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, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



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City of Portsmouth, New Hampshire

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City of Portsmouth, New Hampshire

Web Addresses

cityofportsmouth.com

FY18 Proposed Budget Document

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

FY17 Comprehensive Annual Financial Report (CAFR)

<http://files.cityofportsmouth.com/finance/CAFR17.pdf>

FY17 Popular Annual Financial Report (PAFR)

<https://view.publitas.com/city-of-portsmouth-1/portsmouth-nh-popular-annual-financial-report-pafr-2017/page/1>

Capital Improvement Plan for 2019-2024

<http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>

Citywide Projects

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

Portsmouth's Finance Department

<http://cityofportsmouth.com/finance>

Online Bill Payments

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

Portsmouth Municipal Meetings Calendar

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

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

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

Plan Portsmouth (Planning Department)

<http://cityofportsmouth.com/planportsmouth>

Park Portsmouth (Parking Maps of Portsmouth)

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

Snowstorm Parking

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

City of Portsmouth Wastewater

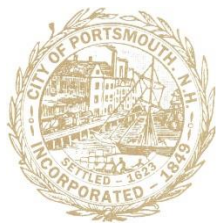
<http://cityofportsmouth.com/publicworks/wastewater>

Portsmouth's Sustainability Initiatives

<http://cityofportsmouth.com/sustainability>

Municipal Government Video Channel

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



CITY OF PORTSMOUTH

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

John P. Bohenko
City Manager

To: Honorable Mayor Jack Blalock and City Council Members
From: John P. Bohenko, City Manager
Date: April 25, 2018
Re: Fiscal Year 2019 Budget Message

In accordance with Article VII of the City Charter, I hereby submit the Fiscal Year 2019 Proposed Budget document for all appropriated City funds: General, Water, Sewer, Parking & Transportation, Community Development, Stormwater, and Prescott Park. This budget document also includes the City's Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY19 Fee Schedule, citywide goals and accomplishments, an outline of priorities for the coming year, and a financial plan to achieve a level of services that meets our community needs.

Citywide Goals

This proposed budget incorporates the policies and initiatives that are set forth by the City Council in partnership with its citizens and businesses to establish a diverse, fiscally sound community which offers a full range of amenities for its residents. These initiatives are established to:

- Promote and support sustainable practices;
- Create a bikeable and walkable community;
- Address transportation and parking needs;
- Improve public outreach;
- Provide a diverse educational environment;
- Promote a welcoming, safe and diverse community;
- Build and maintain a robust and authentic infrastructure;
- Support a vibrant economic environment for businesses to grow and thrive;
- Promote involvement in legislative development to protect operations and assets;
- Maintain financial stability; and
- Preserve and restore historic structures and artifacts.

These goals are formalized through resolutions, committees, internal policies, and/or master plan documentation. Departmental objectives are developed in response to addressing these goals. *[See section "Citywide Goals, Accomplishments, & Continuing Priorities" of this document for more detail.]*



Sale of The Schiller Power Station

The primary challenge facing FY19 comes from the sale of Eversource's (formally Public Service of New Hampshire - PSNH) power generation assets including the Schiller Station. As part of deregulation, on July 1, 2016, the New Hampshire Public Utilities Commission (PUC) ordered PSNH to sell, by auction, all its power generation assets in New Hampshire. This sale occurred in October 2017.

To help ensure the economic stability of New Hampshire municipalities impacted by this divestiture, Eversource is required to make property tax stabilization payments that decrease on a straight-line basis and phase out over a period of three tax years. However, if the market value assessment of the generating asset by the municipality for the period prior to the closing on the sale of the asset is under appeal, then these stabilization payments shall be delayed until all such appeals have ended and a final value has been established.

Eversource filed tax appeals for FY16 and FY17 with the State of New Hampshire Superior Court in preparation for the divestiture and the sale of Schiller Station; currently, the City is in the process of preparing for these appeal proceedings. Until these appeals are either settled or decided, stabilization payments will be delayed. Further, the divestiture of the Schiller Station generation asset has also affected the market value of the plant. No longer being regulated by the PUC, the market value of Schiller Station will be subject to market forces and as a result its value will be substantially less.

Although the City has experienced significant new growth, this growth in tax base has been offset by the loss of value of the Schiller Station. This loss in value could result in nearly \$1.5 million loss in property tax revenue.

The new owners of the Schiller Station are required by the PUC Agreement to continue operations for 18 months. If they decide to end these operations after that timeframe, the highest and best use of the property will be evaluated by the City's Planning and Economic Development Departments. At that time, the City will begin collaboration with the new owners evaluating new operations and revenue streams.

FY 2019 General Fund Budget

The City Council began the FY19 budget process by again reinstating the Joint Budget Committee (JBC) which was charged with recommending guidelines for the preparation of the Proposed FY19 Operating Budget to the City Manager and the City Council. The Committee was comprised of the Mayor, two members of the City Council, two members of the School Board, and one member from each of the Police and Fire Commissions.

The JBC was provided a FY19 preliminary budget which continued existing services and maintained the City's infrastructure goals and needs. As a result of input and recommendations from the JBC, the consensus of the City Council was to set a goal of ***no more than a 3.25% increase*** for all departments in the Operating Budget.



The Operating Budget, which represents 77% of the total budget, finances expenditures associated with the day-to-day operations and services provided by the General Government, Police, Fire, and School Departments.

As the City Manager, I work closely with all departments to prepare and present a budget that meets the guidelines set forth by the City Council while responding to the needs presented by the departments in order to fulfill their responsibility to the citizens' needs. In addition to operating increases associated with salaries and benefits (cost-of-living adjustments, retirement, and health insurance premiums), other challenges in achieving the 3.25% increase in the operating budget primarily were the result of:

- An expansion of sustainable practices initiative that continues to be of great importance to the City and City Council. With the implementation of these programs come added costs, including organic fertilizer for turf management and weed control, estimated to be an additional \$260,000;
- Prescott Park operations, now fully accounted for in the Special Revenue Fund, will require an increase of nearly \$30,000 in subsidy from the General Fund;
- Two additional Police Officers that were hired and funded for 6 months in FY18, now require a full year of funding of an additional \$70,213 in FY19;
- A reduction of transfers from the Parking and Transportation Fund to the General Fund to offset costs for downtown police services, fire services, and costs associated with student transportation will increase costs in these departments by \$95,000; and
- Loss of Federal grants for special education programs requiring current positions to be absorbed in the School Department adding an additional \$240,000 to the General Fund.

All departments, with the exception of the Police Department, were able to make the necessary reductions and adjustments to meet the City Council goal of no more than 3.25% increase. The Police Department submitted a proposed budget with a 3.7% increase. Therefore, in order to achieve the City Council's goal, my recommended budget includes a reduction of \$48,956 from the Police Department's requested budget.

I have asked all departments to submit a separate memorandum outside of this proposed budget which identify programs they deem necessary that would surpass the 3.25% increase. These additional requests will be discussed during the City Council's Budget Work Sessions.

In addition to the 3.25% increase in the Departments' Operating Budget, \$470,000 for transfers for the operations of the Indoor Pool, Prescott Park, and additional funding for the organic fertilizer for turf management and weed control will bring the overall proposed Operating



Budget for FY19 to \$88,247,849. This is an increase of 3.58% over FY18 as depicted in the following table.

<i>PROPOSED FY19 BUDGET</i>	FY18 Budget	FY19 Department Request	FY19 Department Request % Increase	City Manager Reduction	FY19 City Manager Recommended Budget	FY19 City Manager Recommended \$ Change	FY19 City Manager Recommended % Increase
General Government	18,833,111	19,445,179	3.25%		19,445,179	612,068	3.25%
Police	10,925,161	11,329,185	3.70%	(48,956)	11,280,229	355,068	3.25%
Fire	8,685,087	8,966,305	3.24%	-	8,966,305	281,218	3.24%
School	46,573,529	48,086,136	3.25%		48,086,136	1,512,607	3.25%
<i>Total Department</i>	\$85,016,888	\$87,826,805	3.31%	(\$48,956)	\$87,777,849	2,760,961	3.25%
Organic Weed & Turf Mgmt		260,000			260,000	260,000	
Transfer to Indoor Pool	150,000	150,000			150,000	-	0.00%
Transfer to Prescott Park	30,479	60,000			60,000	29,521	96.86%
<i>Total Other Programs</i>	180,479	470,000	160.42%		470,000	289,521	160.42%
TOTAL	\$85,197,367	\$88,296,805	3.64%	(\$48,956)	\$88,247,849	\$3,050,482	3.58%

The Non-Operating Budget, which represents 23% of the total budget, primarily finances expenditures associated with Debt Service, Overlay, County Tax, Rolling Stock Replacement Program, Information Technology Equipment, and Capital Outlay. The total proposed Non-Operating Budget of \$26,377,944 represents a net increase of \$830,391 or 3.25% over FY18.

Major impacts to the Non-Operating Budget are:

- County Tax Obligation: \$275,466 estimated increase;
- Rolling Stock Replacement Program: \$181,820 increase for various vehicle and equipment replacement for Public Works, Police, Fire, School and Prescott Park; and
- Information Technology Equipment Replacement: Increase of \$215,750 primarily due to \$100,000 request for the first of a five year payment plan for a computer aided dispatch system and \$75,000 request for the first of a two year payment plan for citywide Microsoft Office upgrade.

The City Manager's recommended General Fund budget, both the Operating and the Non-Operating budget, for FY19 is \$114,625,793 representing an overall net increase of \$3,880,873 or 3.5% over FY18.

<i>FY19 City Manager's Proposed Budget</i>	FY18 Budget	\$\$\$ Increase	FY19 Proposed Budget	% Change
Operating	85,197,367	3,050,482	88,247,849	3.58%
Non-Operating	25,547,553	830,391	26,377,944	3.25%
<i>Total Proposed Budget</i>	\$110,744,920	\$3,880,873	\$114,625,793	3.50%



Estimated Revenues

Although we make every effort to continue to find additional revenue sources to alleviate the pressure on taxpayers, we are still burdened with the fact the property tax in the state of New Hampshire is the primary funding source for local and county governments. However, this year we are anticipating additional revenues in the area of:

- \$165,000 Kindergarten State Aid for the first time;
- \$415,000 Investment income due to rising interest rates;
- \$100,000 Building permit fees due to continued construction;
- \$210,000 Motor vehicle registrations; and
- \$146,968 School Tuition.

The recommended budget that I present, if adopted, will result in an estimated tax rate of \$16.26 which is an increase of 88¢ or 5.73% over FY18. The estimated tax rate would result in an annual increase of \$361.50 or \$30.13 per month for the median single family residential home valued at \$410,800.

Median Single Family Residential Home

\$410,800

	Tax Rate Increase	Annual Increase	Monthly Increase
Property Tax Increase	0.88	\$361.50	\$30.13

Keep in mind that the tax rate is set by the New Hampshire Department of Revenue Administration in October once all state revenues, property valuation, and the county tax obligation are finalized.

Water and Sewer User Rate

The Water and Sewer Divisions continue to prepare their budgets utilizing a rate stabilization model which was implemented five years ago. This model allows for long-term financial planning to fund future major capital projects required by the Environmental Protection Agency (EPA) and capital investments, while at the same time establishing stable and predictable rate increases mitigating large spikes in user rates in any one year.

Water Division – As projected during last year’s budget process, the user rate for water consumption will increase by 2%. This marks the first increase for the Water Division since FY11.

Sewer Division – The user rate for the Sewer services will increase by 4%, also as projected by the rate model.

[See the Water and Sewer Enterprise Fund sections of this document for more detail]



Fiscal Approach

Despite these challenges, the City has been able to maintain a strong fund balance. Sustainable programs, such as last year's installation of LED street lights city-wide, will be a return on investment and significantly save the City costs in the years to come. The City continues to maintain its "AAA" bond rating from Standard & Poor's rating agency and mitigate large spikes in any given year while still providing the highest level of services to our citizens. The main driver in these efforts is due to a number of long-term financial policies. These policies include, but are not limited to: the Unassigned Fund Balance Ordinance, a Leave at Termination Stabilization Fund, a Debt Service Planning Policy, a Capital Improvement Plan, a Rolling Stock Replacement Program, and a Rate Stabilization Policy for Water and Sewer Funds.

The section "Proposed Budget Highlights" which immediately follows this letter, provides detail on the Citywide budget for FY19.

Legislative Subcommittee

The City Council's Legislative Subcommittee continues to work with Legislative Delegates in an attempt to create enabling legislation to allow for added local revenue sources. In meeting regularly with various House members and our State Senator, City staff can better explore the intentions behind proposed and emerging bills – most recently those concerning meals and rooms taxes and hotel occupancy, accessory dwelling units, etc. – and the consequences or benefits they could have for Portsmouth citizens. The City's Legislative Subcommittee and City staff continue discussions for alternatives to help offset the overreliance on our City's property tax.

Conclusion

I am grateful for the work of the Joint Budget Committee, the Finance Department for their assistance in producing this budget document, and all Department Heads, Boards and Commissions, as well as the Legislative Subcommittee for their ongoing efforts in identifying ways to return more funds back to our residents. I am also appreciative to our passionate community, whose input on public policies and projects is highly valued.

I look forward to working with the Mayor, City Council and members of the public throughout the budget process to finalize a budget that will allow for the continuation of the highest level of services to our citizens throughout next fiscal year and into the future.





2019 Proposed Budget Highlights

GENERAL FUND

Following is a summary of major expenditure categories for the FY17 budget and actual, FY18 budget, FY19 Department Request, FY19 City Manager's recommended budget, as well as the percent and dollar change over FY18.

TOTAL GENERAL FUND	FY17	FY17	FY18	FY19	FY19	CM %	CM \$
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED	CHANGE FROM FY18	CHANGE FROM FY18
SALARIES	39,833,103	38,886,550	41,313,289	42,467,250	42,467,250	2.79%	1,153,961
PART TIME SALARIES	1,791,807	2,199,736	1,786,839	1,836,640	1,836,640	2.79%	49,801
CITY COUNCIL/COMMISSIONS	41,600	35,425	41,600	41,600	41,600	0.00%	0
OVERTIME	1,604,125	1,820,312	1,623,008	1,650,567	1,650,567	1.70%	27,559
HOLIDAY	312,619	305,595	314,251	333,976	333,976	6.28%	19,725
*LONGEVITY	124,364	121,249	133,894	140,385	140,385	4.85%	6,491
CERTIFICATION STIPENDS	273,333	257,036	277,547	268,692	268,692	-3.19%	(8,855)
SPECIAL DETAIL / EDUCATION STIPEND	181,947	171,670	151,456	124,020	124,020	-18.11%	(27,436)
RETIREMENT	7,268,845	6,956,923	8,178,661	8,342,664	8,342,664	2.01%	164,003
HEALTH INSURANCE	11,027,542	11,027,542	11,614,820	12,175,151	12,175,151	4.82%	560,331
DENTAL INSURANCE	652,395	652,647	658,627	700,252	700,252	6.32%	41,625
INSURANCE REIMBURSEMENT	145,751	133,126	164,147	164,146	164,147	0.00%	0
LEAVE AT TERMINATION	875,287	875,287	875,287	750,287	750,287	-14.28%	(125,000)
LIFE AND DISABILITY	262,139	273,815	275,595	280,198	280,197	1.67%	4,602
WORKERS' COMPENSATION	647,453	647,453	691,847	725,121	725,121	4.81%	33,274
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	263,498	241,643	263,352	258,534	258,534	-1.83%	(4,818)
OTHER BENEFITS	2,961,625	2,816,357	3,065,837	3,121,590	3,121,590	1.82%	55,753
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	91,529	91,529		91,529
POLICE SERVICES - PARKING	(80,000)	(80,000)	(80,000)	(60,000)	(60,000)	-25.00%	20,000
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-	-		0
TRANS TO FIRE FROM PARK & TRANS	-	-	(50,000)	(25,000)	(25,000)	-50.00%	25,000
TOTAL SALARIES AND BENEFITS	68,187,433	67,302,367	71,300,057	73,387,602	73,387,602	2.93%	2,087,545
TRAINING/EDUCATION/CONFERENCES	157,720	151,805	172,094	179,294	179,294	4.18%	7,200
ELECTRICITY	1,697,343	1,425,033	1,622,343	1,490,343	1,490,343	-8.14%	(132,000)
NATURAL GAS	574,353	403,277	567,373	528,423	528,423	-6.86%	(38,950)
FUEL OIL	786	-	786	786	786	0.00%	0
GASOLINE	373,000	218,594	305,208	306,259	306,259	0.34%	1,051
DIRECT ASSISTANCE	222,600	200,299	227,600	179,100	179,100	-21.31%	(48,500)
OUTSIDE SOCIAL SERVICES	154,540	154,540	168,052	186,374	186,374	10.90%	18,322
CONTRACTED SERVICES	2,760,652	3,250,024	2,863,173	2,873,832	2,873,832	0.37%	10,659
PUPIL TRANSPORTATION	1,086,341	1,006,905	1,281,214	1,300,147	1,300,147	1.48%	18,933
TRANSFER FROM PARKING & TRANS (SCHOOL)	-	-	(150,000)	(100,000)	(100,000)	-33.33%	50,000
TUITION	853,514	1,008,321	940,269	940,269	940,269	0.00%	0
ADVERTISING	40,059	45,091	39,642	33,025	33,025	-16.69%	(6,617)
PRINTING	34,459	38,322	38,899	41,161	41,161	5.82%	2,262
PROFESSIONAL ORGANIZATION DUES	137,069	121,478	140,358	139,927	139,927	-0.31%	(431)
STUDENT BOOKS / PERIODICALS	199,158	163,739	188,456	190,814	190,814	1.25%	2,358
PROPERTY & LIABILITY (SCHOOL ONLY)	136,789	135,789	139,820	125,913	125,913	-9.95%	(13,907)
OTHER OPERATING	5,002,258	5,482,561.70	5,171,544	6,023,536	6,023,536	16.47%	851,992
CITY MANAGER RECOMMENDED REDUCTION - POLICE DEPARTMENT					(48,956)		(48,956)
TOTAL OTHER OPERATING	13,430,641	13,805,777	13,716,831	14,439,203	14,390,247	4.91%	673,416
TOTAL DEPARTMENT BUDGET	81,618,074	81,108,144	85,016,888	87,826,805	87,777,849	3.25%	2,760,961
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	150,000	150,000	0.00%	0
TRANSFER TO PRESCOTT PARK	-	-	30,479	60,000	60,000	96.86%	29,521
ORGANIC WEED & TURF MANAGEMENT	-	-	-	260,000	260,000		260,000
TOTAL OPERATING BUDGET	81,768,074	81,258,144	85,197,367	88,296,805	88,247,849	3.58%	3,050,482
DEBT RELATED EXPENSES	275,000	94,595	275,000	272,000	272,000	-1.09%	(3,000)
DEBT SERVICE	12,595,810	12,268,648	13,085,154	14,298,912	14,298,912	9.28%	1,213,758
CONTINGENCY	250,000	250,000	250,000	300,000	300,000	20.00%	50,000
OVERLAY	950,000	950,000	950,000	1,000,000	1,000,000	5.26%	50,000
COUNTY	5,277,514	5,203,357	5,466,000	5,741,466	5,741,466	5.04%	275,466
PROPERTY & LIABILITY	341,000	331,189	363,376	363,376	363,376	0.00%	0
ROLLING STOCK	956,165	946,165	761,900	943,720	943,720	23.86%	181,820
IT EQUIPMENT REPLACEMENT	406,000	406,000	650,658	866,408	866,408	33.16%	215,750
USE OF UNASSIGNED FB	400,000	400,000	-	-	-		0
USE OF BOND PREMIUM	1,850,000	1,850,000	1,269,148	-	-	-100.00%	(1,269,148)
OTHER NON-OPERATING	393,280	373,247	491,317	587,062	587,062	19.49%	95,745
CAPITAL	2,000,000	2,000,000	1,985,000	2,005,000	2,005,000	1.01%	20,000
TOTAL NON-OPERATING	25,694,769	25,073,201	25,547,553	26,377,944	26,377,944	3.25%	830,391
TOTAL GENERAL FUND BUDGET	107,462,843	106,331,345	110,744,920	114,674,749	114,625,793	3.50%	3,880,873

*Excluding School



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The City Manager’s recommended FY19 appropriation is \$114,625,793 or a 3.5% increase over FY18

The General Fund Budget represents: appropriations for the Operating Budget; services provided by the General Government, Police, Fire and School Departments; the Non-Operating Budget; Debt Service; County Tax; Overlay; Capital Outlay; and other non-operating expenditures not associated with individual departments.

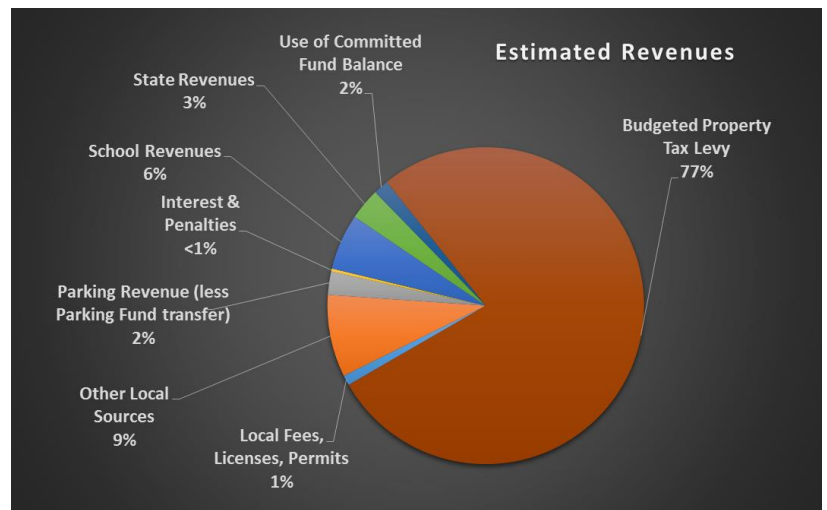
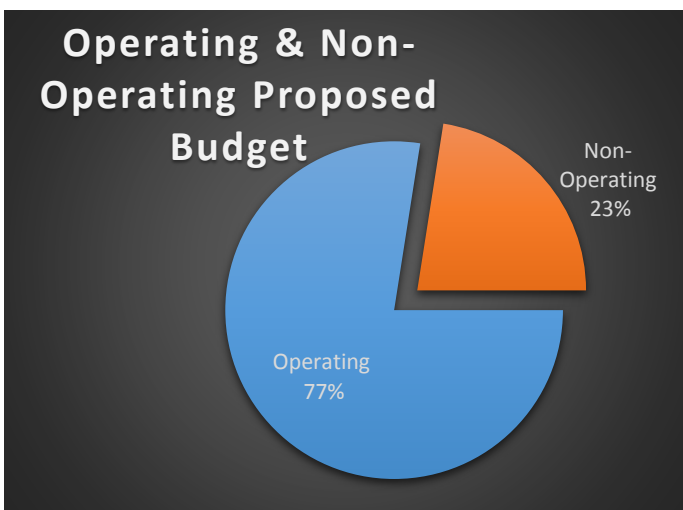
Balanced Budget

The FY19 annual budget is a balanced budget in which total anticipated revenues equal budgeted appropriations.

Expenditures: Of the total proposed budget of \$114,625,793, the Operating Budget represents \$88,247,849 or 77% of the total budget while the Non-Operating portion represents \$26,377,944 or 23%.

Revenues: Property Taxes are Portsmouth’s largest funding source at 77% of total revenues. Detail and trending on all revenue sources can be found in the Revenue section of this document.

EXPENDITURES:	
OPERATING	88,247,849
NON-OPERATING	26,377,944
PROPOSED BUDGET	114,625,793
REVENUES:	
LOCAL FEES AND PERMITS	1,267,000
OTHER LOCAL SOURCES	10,050,803
NET PARKING REVENUES	2,412,305
INTEREST/PENALTIES	900,000
SCHOOL TUITION	6,516,250
STATE REVENUE	3,572,372
USE OF RESERVES	1,850,000
REVENUES	26,568,730
PROPERTY TAX LEVY	88,057,063
TOTAL REVENUES	\$ 114,625,793



City Manager's Proposed Operating Budget

The City Manager recommended total proposed Operating Budget for FY19 is \$88,247,849 which funds the expenditures associated with the day-to-day operations and services provided by the General Government, Police, Fire and School Departments.

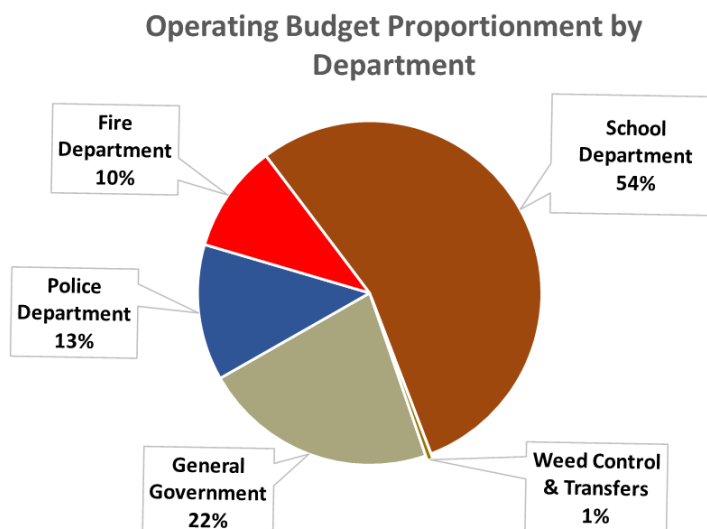
Police, Fire, and School Departments each submitted their proposed FY19 budget as approved by their respective elected governing bodies. With respect to the Police Department, their proposed budget exceeds the 3.25% budget guideline voted by the City Council and results in an increase of 3.7%.

<i>PROPOSED FY19 BUDGET</i>	FY18 Budget	FY19 Department Request	FY19 Department Request % Increase	City Manager Reduction	FY19 City Manager Recommended Budget	FY19 City Manager Recommended \$ Change	FY19 City Manager Recommended % Increase
General Government	18,833,111	19,445,179	3.25%		19,445,179	612,068	3.25%
Police	10,925,161	11,329,185	3.70%	(48,956)	11,280,229	355,068	3.25%
Fire	8,685,087	8,966,305	3.24%	-	8,966,305	281,218	3.24%
School	46,573,529	48,086,136	3.25%		48,086,136	1,512,607	3.25%
<i>Total Department</i>	\$85,016,888	\$87,826,805	3.31%	(\$48,956)	\$87,777,849	2,760,961	3.25%
Organic Weed & Turf Mgmt		260,000			260,000	260,000	
Transfer to Indoor Pool	150,000	150,000			150,000	-	0.00%
Transfer to Prescott Park	30,479	60,000			60,000	29,521	96.86%
<i>Total Other Programs</i>	180,479	470,000	160.42%		470,000	289,521	160.42%
TOTAL	\$85,197,367	\$88,296,805	3.64%	(\$48,956)	\$88,247,849	\$3,050,482	3.58%

The City Manager made a bottom line reduction to the Police Department budget by a total of \$48,956 resulting in a 3.25% increase over FY18 for each department.

The total Operating Budget of \$88,247,849 represents an increase of \$3,050,482 or 3.58% over FY18.

Although each Department's budgets are submitted at or below 3.25%, funding of \$150,000 for the operations related to the Indoor Pool, \$60,000 for operations of Prescott Park, and \$260,000 budgeted for costs associated with an organic based weed control program and turf management, push the total operating budget to a 3.58% increase.



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 FY17 budget, FY17 actual, FY18 budget, FY 19 Department Request, and the FY19 City Manager’s recommended as well as the percent and dollar change over FY18. Detail information regarding each of these major departments is located in their respective pages of this document.

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

Other Benefits:

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

Other Operating:

- Telephone, Postage, Office Supplies
- Small Office Equipment
- 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	Health	Public Welfare
City Manager	Finance	Public Works	Social Services
Human Resources	Planning	Public Library	Other Gen Admin
City Clerk/Elections	Inspections	Recreation	Senior Services
Emergency Management			

The total proposed City Manager recommended FY19 budget for the General Government is \$19,445,179. This is an increase of \$612,068 or 3.25% from FY18.

GENERAL GOVERNMENT	FY17	FY17	FY18	FY19	FY19	CM %	CM \$
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED	CHANGE FROM FY18	CHANGE FROM FY18
SALARIES	7,221,529	7,224,420	7,657,534	7,860,716	7,860,716	2.65%	203,182
PART-TIME SALARIES	850,992	796,039	843,005	888,989	888,989	5.45%	45,984
CITY COUNCIL/TRUSTEES	20,400	15,500	20,400	20,400	20,400	0.00%	0
OVERTIME	355,767	370,729	355,500	349,500	349,500	-1.69%	(6,000)
LONGEVITY	53,637	52,612	57,365	61,015	61,015	6.36%	3,650
RETIREMENT	884,117	879,946	939,662	948,466	948,466	0.94%	8,804
HEALTH INSURANCE	1,811,412	1,811,412	1,907,870	2,012,230	2,012,230	5.47%	104,360
DENTAL INSURANCE	128,300	123,307	126,520	140,000	140,000	10.65%	13,480
INSURANCE REIMBURSEMENT	58,500	48,921	55,000	55,000	55,000	0.00%	0
LEAVE AT TERMINATION	250,000	250,000	250,000	250,000	250,000	0.00%	0
LIFE AND DISABILITY	47,209	53,609	53,940	49,410	49,410	-8.40%	(4,530)
WORKERS' COMPENSATION	159,708	159,708	162,455	168,110	168,110	3.48%	5,655
OTHER BENEFITS	660,172	627,326	687,604	698,264	698,264	1.55%	10,660
TOTAL CONTRACTUAL OBLIGATIONS	12,501,743	12,413,530	13,116,855	13,502,100	13,502,100	2.94%	385,245
TRAINING/EDUCATION/CONFERENCES	72,275	38,964	77,625	77,625	77,625	0.00%	0
ELECTRICITY	809,400	715,249	734,400	669,400	669,400	-8.85%	(65,000)
NATURAL GAS	158,000	114,139	150,000	152,000	152,000	1.33%	2,000
GASOLINE	200,000	125,684	180,000	180,000	180,000	0.00%	0
WELFARE DIRECT ASSISTANCE	222,600	200,299	227,600	179,100	179,100	-21.31%	(48,500)
OUTSIDE SOCIAL SERVICES	154,540	154,540	168,052	186,374	186,374	10.90%	18,322
CONTRACTED SERVICES	1,337,814	1,292,101	1,433,985	1,352,227	1,352,227	-5.70%	(81,758)
ADVERTISING	34,000	39,005	33,500	26,300	26,300	-21.49%	(7,200)
PRINTING	28,720	31,110	32,995	35,095	35,095	6.36%	2,100
PROFESSIONAL ORGANIZATION DUES	67,046	64,874	69,177	71,006	71,006	2.64%	1,829
OTHER OPERATING	2,624,107	2,767,846	2,608,922	3,013,952	3,013,952	15.52%	405,030
TOTAL OTHER OPERATING	5,708,502	5,543,811	5,716,256	5,943,079	5,943,079	3.97%	226,823
TOTAL GENERAL GOVERNMENT	18,210,245	17,957,342	18,833,111	19,445,179	19,445,179	3.25%	612,068



Police Department

The City Manager recommended FY19 budget for the Police Department is \$11,280,229. This is an increase of \$355,068 or 3.25% from FY18 and \$48,956 less than the Department request.

POLICE DEPARTMENT	FY17	FY17	FY18	FY19	FY19	CM %	CM \$
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED	CHANGE FROM FY18	CHANGE FROM FY18
SALARIES - UNIFORM	3,934,140	3,704,459	4,100,871	4,307,348	4,307,348	5.03%	206,477
SALARIES - CIVILIAN	1,184,183	1,035,355	1,250,007	1,319,499	1,319,499	5.56%	69,492
SHIFT DIFFERENTIAL	31,798	24,464	38,860	39,637	39,637	2.00%	777
PART-TIME SALARIES	117,103	253,862	120,856	119,647	119,647	-1.00%	(1,209)
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600	0.00%	0
OVERTIME	523,423	592,280	532,073	542,632	542,632	1.98%	10,559
HOLIDAY	169,559	170,586	176,873	186,288	186,288	5.32%	9,415
LONGEVITY	34,232	33,894	37,920	41,285	41,285	8.87%	3,365
SPECIAL DETAIL / EDUCATION STIPEND	181,947	171,670	151,456	124,200	124,200	-18.11%	(27,436)
RETIREMENT	1,412,088	1,335,526	1,614,868	1,684,446	1,684,446	4.31%	69,578
HEALTH INSURANCE	1,560,866	1,560,866	1,643,982	1,658,908	1,658,908	0.91%	14,926
DENTAL INSURANCE	94,842	80,385	90,520	91,689	91,689	1.29%	1,169
INSURANCE REIMBURSEMENT	10,222	11,444	14,000	12,000	12,000	-14.29%	(2,000)
LEAVE AT TERMINATION	155,203	155,203	155,203	130,203	130,203	-16.11%	(25,000)
LIFE AND DISABILITY	6,604	4,816	6,762	5,949	5,949	-12.02%	(813)
WORKERS' COMPENSATION	187,175	187,175	193,944	204,441	204,441	5.41%	10,497
OTHER BENEFITS	237,745	220,115	249,277	259,046	259,046	3.92%	9,769
POLICE SERVICES-PARKING FUND	(80,000)	(80,000)	(80,000)	(60,000)	(60,000)	-25.00%	20,000
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-	-		0
Contractual Obligations	9,764,730	9,425,701	10,301,072	10,670,638	10,670,638	3.59%	369,566
							0
TRAINING/EDUCATION/CONFERENCES	67,445	77,872	73,469	78,669	78,669	7.08%	5,200
GASOLINE	100,000	53,247	54,208	55,759	55,759	2.86%	1,551
CONTRACTED SERVICES	30,731	43,299	36,652	37,701	37,701	2.86%	1,049
ADVERTISING	2,784	3,331	2,867	3,450	3,450	20.33%	583
PRINTING	5,489	6,826	5,654	5,816	5,816	2.87%	162
PROFESSIONAL ORGANIZATION DUES	19,383	8,598	19,966	16,526	16,526	-17.23%	(3,440)
OTHER OPERATING	392,285	526,677	431,273	460,626	460,626	6.81%	29,353
Other Operating	618,117	719,851	624,089	658,547	658,547	5.52%	34,458
CITY MANAGER RECOMMENDED REDUCTION							
							(48,956)
TOTAL POLICE DEPARTMENT	10,382,847	10,145,552	10,925,161	11,329,185	11,280,229	3.25%	355,068

Fire Department

The Fire Department's FY18 City Manager proposed budget is \$8,966,305. This is an increase of \$281,218 or 3.24% from FY18.

FIRE DEPARTMENT	FY17	FY17	FY18	FY19	FY19	CM %	CM \$
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED	CHANGE FROM FY18	CHANGE FROM FY18
SALARIES	3,574,579	3,529,073	3,650,752	3,710,106	3,710,106	1.63%	59,354
PART-TIME SALARIES	64,741	65,495	61,827	66,045	66,045	6.82%	4,218
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600	0.00%	0
OVERTIME	656,000	728,441	666,500	689,500	689,500	3.45%	23,000
HOLIDAY	143,060	135,009	137,378	147,688	147,688	7.50%	10,310
LONGEVITY	36,495	34,743	38,609	38,085	38,085	-1.36%	(524)
CERTIFICATION STIPENDS	273,333	257,036	277,547	268,692	268,692	-3.19%	(8,855)
RETIREMENT	1,376,849	1,363,109	1,537,354	1,564,945	1,564,945	1.79%	27,591
HEALTH INSURANCE	1,211,661	1,211,661	1,276,243	1,346,054	1,346,054	5.47%	69,811
DENTAL INSURANCE	65,006	64,323	67,006	68,547	68,547	2.30%	1,541
INSURANCE REIMBURSEMENT	77,029	72,760	95,147	97,146	97,146	2.10%	1,999
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084	70,084	0.00%	0
WORKERS' COMPENSATION	149,607	149,607	175,906	184,460	184,460	4.86%	8,554
LIFE AND DISABILITY	23,187	23,317	26,754	27,200	27,200	1.67%	446
TRANSFER FROM PARKING	-	-	(50,000)	(25,000)	(25,000)	-50.00%	25,000
OTHER BENEFITS	113,266	109,448	114,526	116,857	116,857		
Contractual Obligations	7,838,497	7,817,706	8,149,233	8,374,009	8,374,009	2.76%	224,776
TRAINING/EDUCATION/CONFERENCES	18,000	34,969	21,000	23,000	23,000	9.52%	2,000
ELECTRICITY	55,000	40,770	55,000	55,000	55,000	0.00%	0
NATURAL GAS	34,000	22,287	35,020	36,070	36,070	3.00%	1,050
GASOLINE	58,000	29,292	58,000	58,000	58,000	0.00%	0
CONTRACTED SERVICES	47,325	43,748	46,325	52,325	52,325	12.95%	6,000
ADVERTISING	500	761	500	500	500	0.00%	0
PRINTING	250	387	250	250	250	0.00%	0
PROFESSIONAL ORGANIZATION DUES	13,901	13,458	13,901	13,901	13,901	0.00%	0
OTHER OPERATING	275,425	318,093	305,858	353,250	353,250	15.49%	47,392
Other Operating	502,401	503,764	535,854	592,296	592,296	10.53%	56,442
TOTAL FIRE DEPARTMENT	8,340,898	8,321,469	8,685,087	8,966,305	8,966,305	3.24%	281,218



School Department

The School Department's FY19 proposed budget is \$48,086,136. This is an increase of \$1,512,607 or 3.25% from FY18.

SCHOOL DEPARTMENT	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED	CM % CHANGE FROM FY18	CM \$ CHANGE FROM FY18
TEACHERS/ADMINISTRATORS	19,874,459	19,370,089	20,370,907	20,860,949	20,860,949	2.41%	490,042
SALARIES	4,012,415	3,998,691	4,244,358	4,368,995	4,368,995	2.94%	124,637
PART-TIME SALARIES	758,971	1,084,340	761,151	761,959	761,959	0.11%	808
SCHOOL BOARD STIPEND	14,000	12,725	14,000	14,000	14,000	0.00%	0
OVERTIME	68,935	128,862	68,935	68,935	68,935	0.00%	0
RETIREMENT	3,595,791	3,378,341	4,086,777	4,144,807	4,144,807	1.42%	58,030
HEALTH INSURANCE	6,443,603	6,443,603	6,786,725	7,157,959	7,157,959	5.47%	371,234
DENTAL INSURANCE	364,247	384,631	374,581	400,016	400,016	6.79%	25,435
LEAVE AT TERMINATION	400,000	400,000	400,000	300,000	300,000	-25.00%	(100,000)
WORKERS' COMPENSATION	150,963	150,963	159,542	168,110	168,110	5.37%	8,568
LIFE AND DISABILITY	185,139	192,073	188,139	197,639	197,639	5.05%	9,500
PROFESSIONAL DEVELOPMENT	263,498	241,643	263,352	258,534	258,534	-1.83%	(4,818)
OTHER BENEFITS	1,950,442	1,859,469	2,014,430	2,047,423	2,047,423	1.64%	32,993
COLLECTIVE BARGAINING	-	-	-	91,529	91,529		
Contractual Obligations	38,082,463	37,645,430	39,732,897	40,840,855	40,840,855	2.79%	1,107,958
TUITION	853,514	1,008,321	940,269	940,269	940,269	0.00%	0
TRANSPORTATION	1,086,341	1,006,905	1,281,214	1,300,147	1,300,147	1.48%	18,933
TRANSFER FROM PARKING & TRANS	-	-	(150,000)	(100,000)	(100,000)	-33.33%	50,000
CONTRACTED SERVICES	1,344,782	1,870,875	1,346,211	1,431,579	1,431,579	6.34%	85,368
ADVERTISING	2,775	1,994	2,775	2,775	2,775	0.00%	0
ELECTRICITY	832,943	669,013	832,943	765,943	765,943	-8.04%	(67,000)
NATURAL GAS	382,353	266,852	382,353	340,353	340,353	-10.98%	(42,000)
FUEL OIL	786	-	786	786	786	0.00%	0
GASOLINE	15,000	10,371	13,000	12,500	12,500	-3.85%	(500)
STUDENT BOOKS / PERIODICALS	199,158	163,739	188,456	190,814	190,814	1.25%	2,358
PROFESSIONAL ORGANIZATION DUES	36,739	34,547	37,314	38,494	38,494	3.16%	1,180
PROPERTY & LIABILITY (SCHOOL ONLY)	136,789	135,789	139,820	125,913	125,913	-9.95%	(13,907)
OTHER OPERATING	1,710,441	1,869,946	1,825,491	2,195,708	2,195,708	20.28%	370,217
Other Operating	6,601,621	7,038,352	6,840,632	7,245,281	7,245,281	5.92%	404,649
TOTAL	44,684,084	44,683,782	46,573,529	48,086,136	48,086,136	3.25%	1,512,607

Operating Budget

Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which all contracts are settled for FY19. (See table below).

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2019	Ranking Officers Association	6/30/2019	Fire Officers Association	6/30/2019	Principals/Directors	6/30/2019
Supervisory Management Alliance (SMA)	6/30/2019	Portsmouth Patrolman Association	6/30/2019	FireFighter Association	6/30/2019	Association of Portsmouth's Teachers	6/30/2019
AFSCME Local 1386B Library & Clericals	6/30/2020	Civilians	6/30/2019			Clerical Employees	6/30/2019
AFSCME Local 1386 Public Works	6/30/2019					Custodial	6/30/2020
						Cafeteria	6/30/2020
						Paraprofessionals	6/30/2020
						Custodial Supervisors	6/30/2019



Salaries

Per all collective bargaining agreements, Cost of Living Adjustments (COLA) shall be determined by the ten (10) year rolling average of the November-November Boston-Brockton-Nashua CPI with a floor on 2% and a ceiling of 5%. This year the CPI was reported at 2.86%, making the 10 year rolling average at 1.56%.

Per the contract provision, all salaries were increased by 2%.

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

CONSUMER PRICE INDEX - CPI-U (NOV. TO NOV. BOSTON-BROCKTON-NASHUA)	
FY 10	0.72%
FY 11	1.82%
FY 12	0.64%
FY 13	2.90%
FY 14	2.00%
FY 15	0.92%
FY 16	1.60%
FY 17	0.84%
FY 18	1.26%
FY 19	2.86%
10 Year Average	1.56% FY 2019 salaries use 2%

Retirement

The New Hampshire Retirement System (NHRS) sets the contribution rate every two years and FY19 marks the second year for this certification period. Therefore, the rates did not change from prior year. The following tables depict both the City's and employee's contribution rates.

RETIREMENT RATES-EMPLOYER	
	FY19 Rates
GROUP I	
Employees	11.38%
Teachers	17.36%
GROUP II	
Police	29.43%
Fire	31.89%

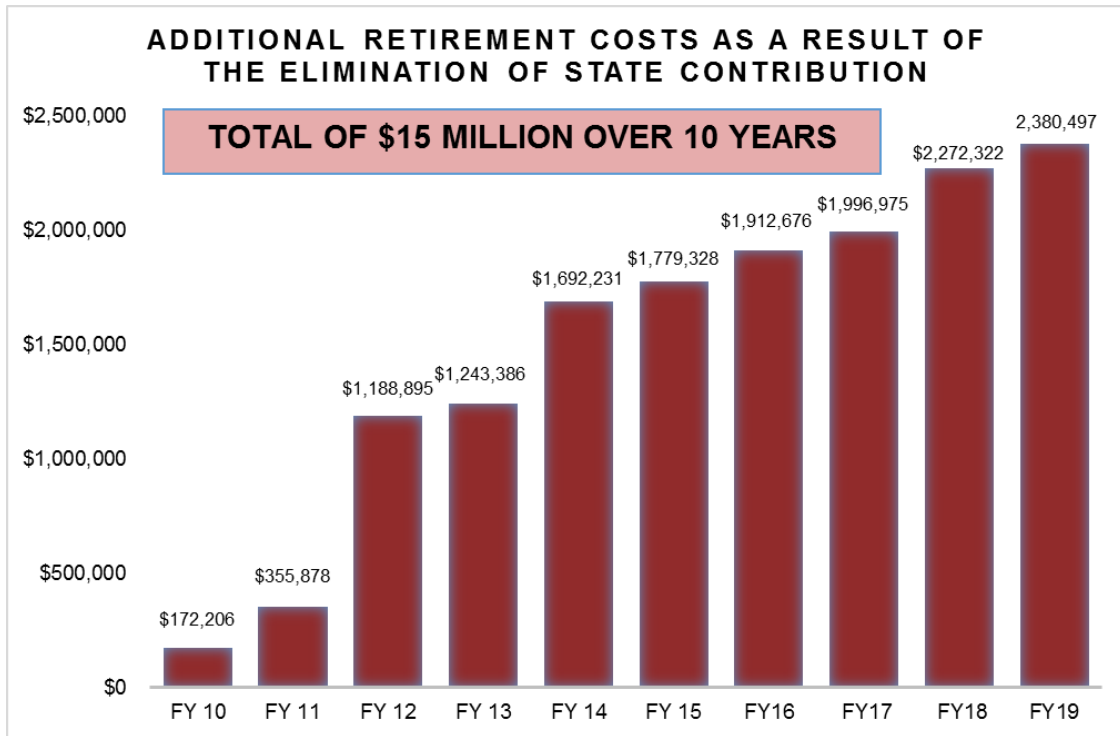
RETIREMENT RATES-EMPLOYEE	
	Rates
GROUP I	
Employees	7.00%
Teachers	7.00%
GROUP II	
Police	11.55%
Fire	11.80%

The following table displays the increase in Retirement for FY19 by department due to salary adjustments including step increases. The total appropriation of 8,342,664 represents an increase of \$164,003 or 2.01% over FY18.

RETIREMENT APPROPRIATION				
	FY18 Budget	FY19 Proposed Budget	\$ Change	Percent % Change
General Government	939,662	948,466	8,804	0.94%
Police Department	1,614,868	1,684,446	69,578	4.31%
Fire Department	1,537,354	1,564,945	27,591	1.79%
School Department	4,086,777	4,144,807	58,030	1.42%
Total	\$8,178,661	\$8,342,664	\$164,003	2.01%



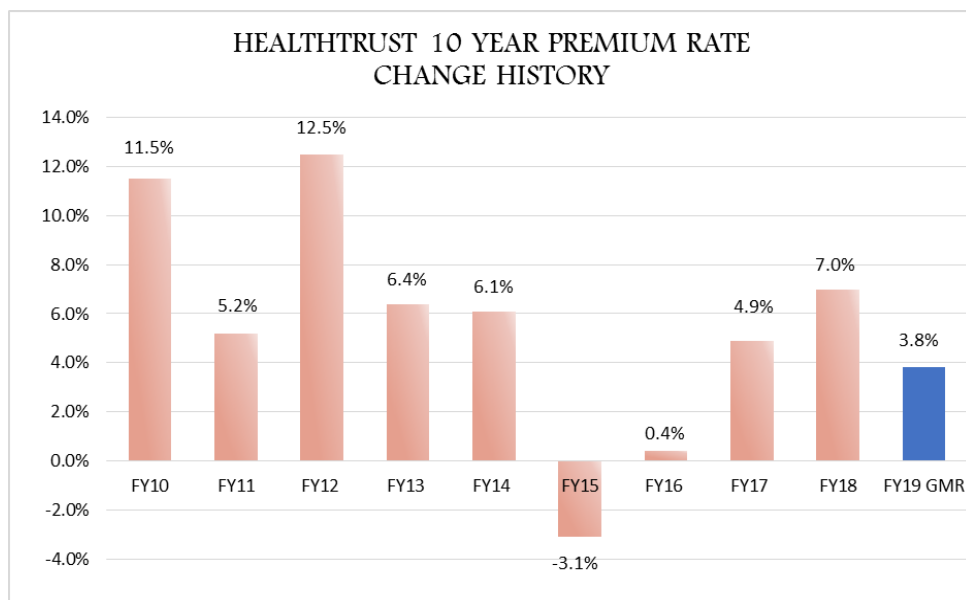
The City of Portsmouth has been forced to pay the portion of the contribution that was historically paid by the State of NH. Prior to FY10 the State of New Hampshire contributed 35% of employer contributions for Teachers, Police and Fire personnel and reduced this contribution to 25% in FY11 and 0% in FY12 for all subsequent years. In FY19 alone, the elimination of State contributions will cost the City of Portsmouth's tax payer nearly \$2.4 million for a total of nearly \$15 million over 10 years.



Health Insurance

Depending on the terms of each collective bargaining unit, the City offers either HealthTrust Products supported by Blue Cross or SchoolCare Product supported by Cigna.

The chart to the right demonstrates the rate spikes, both up and down, from year to year causing budgetary challenges and unpredictability.



In order to avoid large spikes within each department’s annual budget, the Health Insurance Stabilization Fund Policy was created in 2002. [Detailed information on the Health Insurance Stabilization Fund can be found in the Financial Policies and Guidelines section of the budget document]. Per the Policy the annual appropriation amount for each department is determined by the average increase of Health Insurance rates provided by HealthTrust over 10 years. **HealthTrust has announced a 3.8% premium increase for FY19 making the ten (10) year rolling average 5.47%.**

For FY19, General Government, Fire, and School Department used the rolling average of 5.47%. Working with the City Manager, the Police Department was able to appropriate less than the (10) year rolling average due to an aggregate surplus in the stabilization fund. The total appropriation for health premiums for FY19 is \$12,175,151 which is an increase of \$560,331 over FY18.

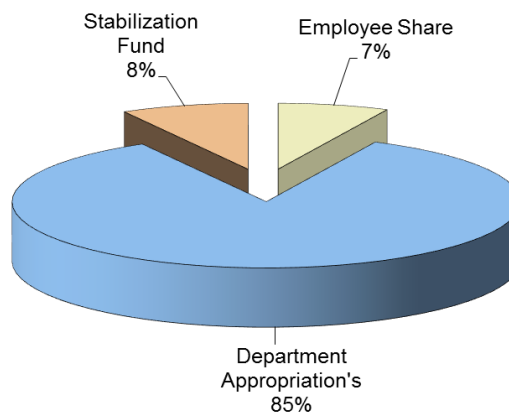
HEALTH INSURANCE	FY18 Budget	FY19 Budget Increase	FY19 Budget	FY19 % Change	FY19 Estimated City Cost	Health Ins Stabilization Fund
General Government	1,907,870	104,360	2,012,230	5.47%	2,228,845	(216,615)
Police Department	1,643,982	14,926	1,658,908	0.91%	1,727,672	(68,764)
Fire Department	1,276,243	69,811	1,346,054	5.47%	1,120,207	225,847
School	6,786,725	371,234	7,157,959	5.47%	8,171,953	(1,013,994)
Total General Fund	\$11,614,820	\$560,331	\$12,175,151	4.82%	\$13,248,677	(\$1,073,526)

The total FY19 estimated health insurance premium for General Government, Police, Fire and School Department is projected at just over \$14.2 million

The City employees’ share will be approximately \$1 million or 7% of the total cost.

City contribution projected at \$13.2 million or 93% will be funded by:

- Appropriations from each department in the amount of \$12.2 million
- Stabilization fund by approximately \$1 million.



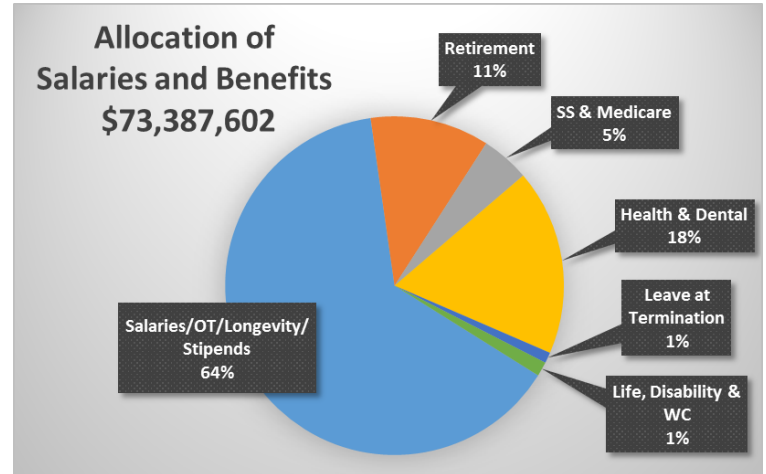
Total Salaries and Benefits

The total proposed FY19 budget is \$73,387,602. This is an increase of \$2,087,545 or 2.9% over FY18. The allocation of total salaries and benefits is represented in the pie graph below.

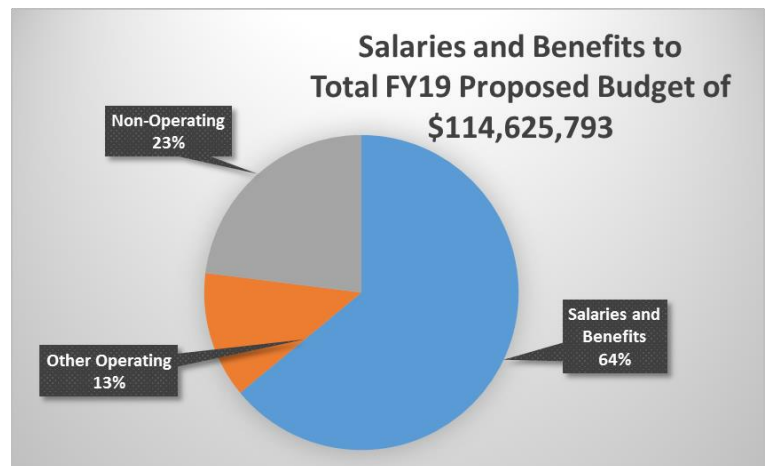
The increase/decrease of salaries and benefits are as follows:

	\$ Change	% Change
*Salaries/OT/Longevity/ Stipends	1,340,097	2.94%
*Retirement	173,842	2.13%
*SS & Medicare	58,774	1.77%
Health & Dental	601,955	4.84%
Leave at Termination	(125,000)	-14.28%
Life, Disability & WC	37,877	3.92%
Net Increase	\$2,087,545	2.93%

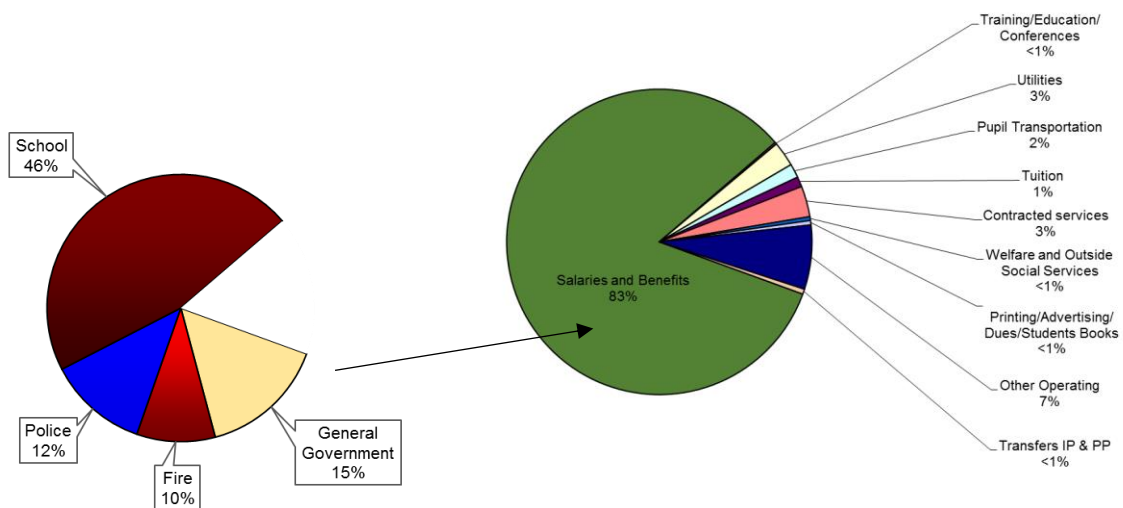
*Includes allocation of School Collective Bargaining for Clerical Union



Salaries and Benefits of \$73,387,602 makes up 64% of the Total Proposed Budget



Total appropriation for salaries and benefits of \$73,387,602 represents 83% of the total Operating budget of \$88,247,849. The remaining 17% of the Operating Budget is comprised of non-salary and benefit costs such as utilities, contracted services, building and equipment repairs and maintenance, supplies, welfare and outside assistance, special needs tuition, transportation and other charges as depicted in the chart below.

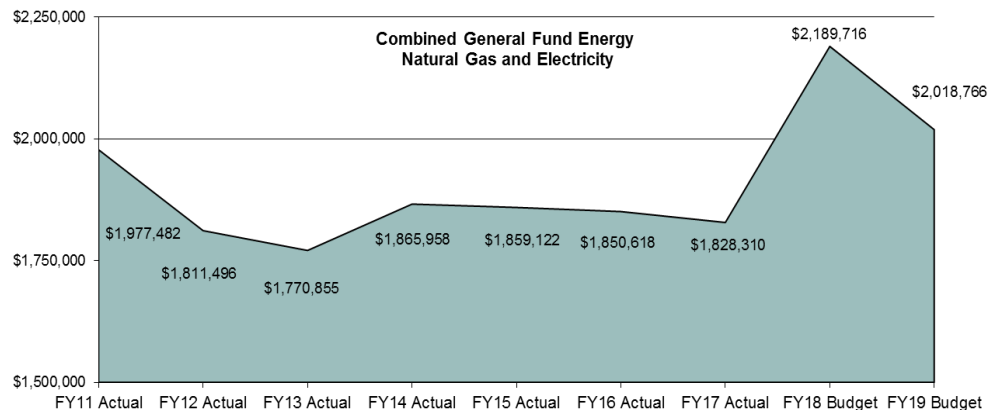


Utility Costs

The City of Portsmouth continues its efforts to reduce energy costs through energy conservation improvements to municipal facilities and infrastructure. City staff have been working to identify potential savings and have completed upgrading City street lighting from incandescent to LED lighting in FY18. The City's commitment to the principles of sustainability includes decreasing our dependence on fossil fuels and synthetic chemicals. All City-owned diesel fuel-powered vehicles operate on biodiesel. In addition, the City continues to negotiate competitive rates from third-party vendors for natural gas and electricity supply, saving thousands of dollars.

The proposed budget of \$2,018,766 for utilities reflects a *decrease* of \$170,950 or 7.8% from FY18 budget. The decrease is a result of energy market changes and a continued commitment to sustainable practices which includes LED lighting the City street lighting.

The chart depicts the General Fund expenditures for natural gas and electricity over the last eight years.



Non-Operating Budget

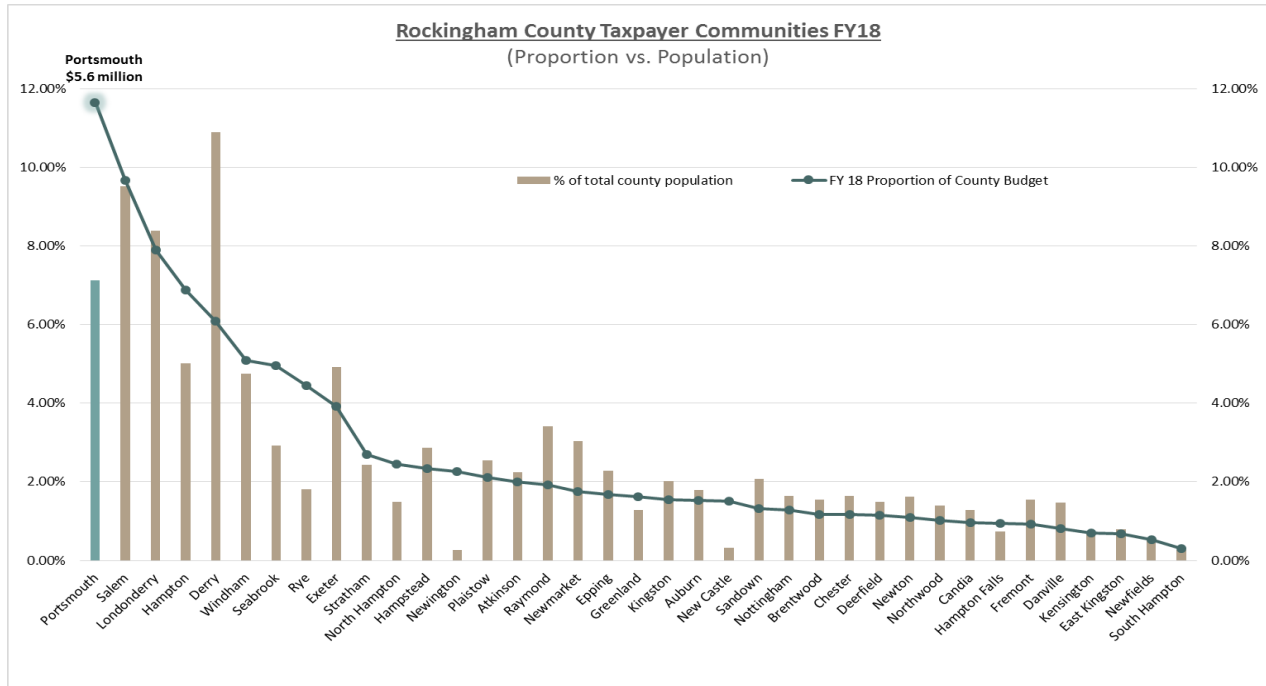
The Non-Operating Budget of \$26,377,944 represents an increase of \$830,391 or 3.25%. There was a one-time supplemental appropriation of \$1,269,148 in FY18. Without the supplemental appropriation in FY18, the Non-Operating Budget would have increased by 8.6% in FY19. The non-operating budget consists of expenditures for the following:

NON-OPERATING BUDGET	FY18 BUDGET	\$\$\$ INCREASE	FY19 PROPOSED BUDGET	% Change
DEBT RELATED EXPENSES	275,000	(3,000)	272,000	-1.1%
DEBT SERVICE	13,085,154	1,213,758	14,298,912	9.3%
CONTINGENCY	250,000	50,000	300,000	20.0%
OVERLAY	950,000	50,000	1,000,000	5.3%
COUNTY	5,466,000	275,466	5,741,466	5.0%
PROPERTY & LIABILITY	363,376	-	363,376	0.0%
ROLLING STOCK	761,900	181,820	943,720	23.9%
IT EQUIPMENT REPLACEMENT	650,658	215,750	866,408	33.2%
USE OF BOND PREMIUM	1,269,148	(1,269,148)	-	-100.0%
OTHER NON-OPERATING	491,317	95,745	587,062	19.5%
CAPITAL OUTLAY	1,985,000	20,000	2,005,000	1.0%
TOTAL	\$25,547,553	\$830,391	\$26,377,944	3.25%



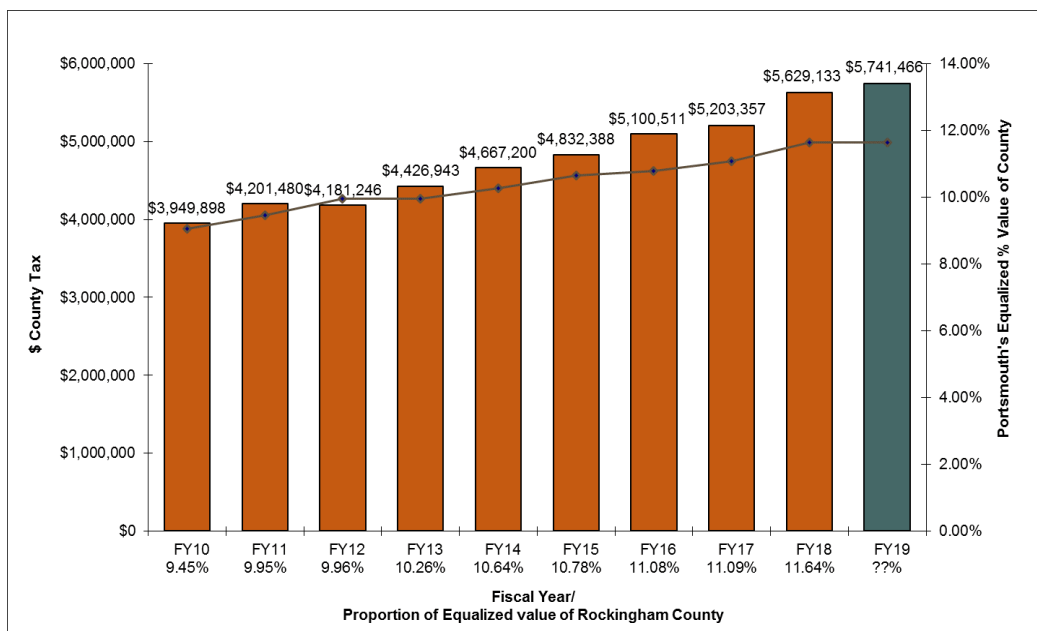
County Tax

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 (FY18 11.64%) as depicted in the following graph.



In FY19, it is estimated that Portsmouth will pay approximately \$5.7 million to Rockingham County. The following table depicts the property tax obligation and the equalized assessed value proportion history of the City of Portsmouth to Rockingham County for the last nine (9) years as well as the estimated tax for FY19.

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

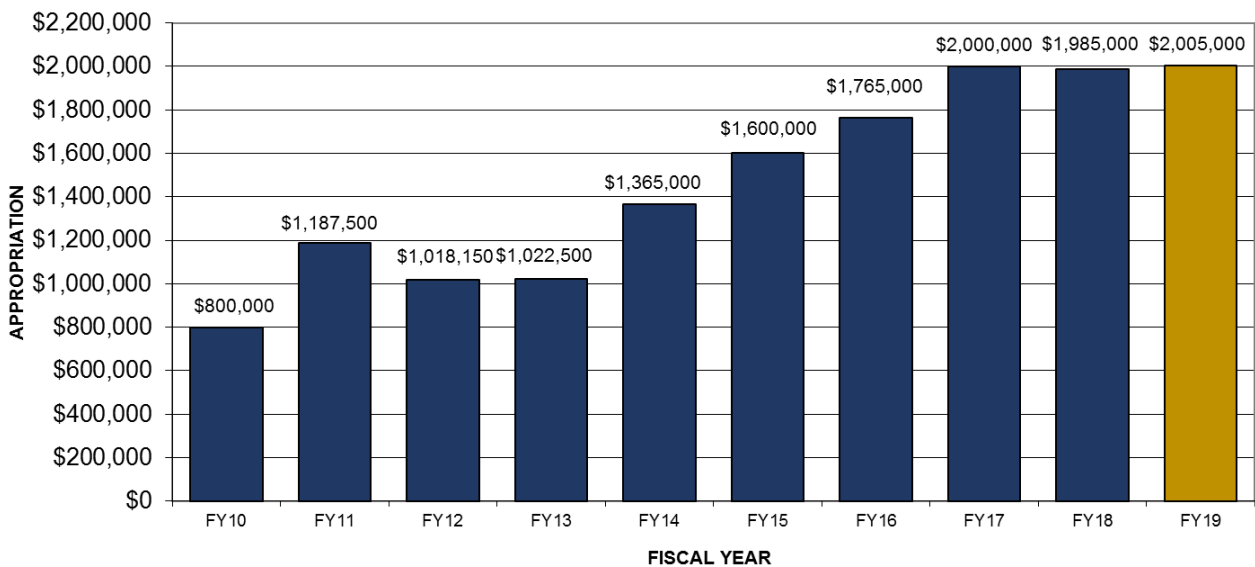


Capital Outlay

The Planning Board has recommended for FY19 an appropriation of \$2,180,000 from the General Fund for capital projects within the Capital Improvement Plan which meets the policy of budgeting 2% of the current year's appropriation for Capital Outlay. Appendix II identifies projects funded by all funds within the plan.

The complete Capital Improvement Plan FY 2019-2024 can be viewed and downloaded at the following link: <http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>

The chart below provides the history of capital outlay in the General Fund, including the FY19 proposed capital outlay of \$2,005,000 (*a reduction of \$175,000 from the Planning Board recommendation*) as adopted by the City Council on March 5, 2018. The average expenditure for capital outlay over a 10-year period including the proposed FY19 budget is \$1,474,815 per year.



The Capital Outlay appropriation is included in the non-operating budget of the General Fund. The following lists the recommended individual projects that comprise the proposed Capital Outlay appropriation for the General Fund and was approved by the City Council. A description of each of the following projects can be found in Appendix II of this document.



**Capital Improvements
Fiscal Year 2019
Taken from Capital Improvement Plan 2019-2024**

**City Council
Adopted
3/5/2018**

**Budget Book
PAGE**

II- 21	VEHICLE REPLACEMENT - FIRE ENGINE REPAIR	\$60,000
II- 22	THERMAL IMAGING CAMERA	\$24,000
II- 23	FIRE PROTECTIVE EQUIPMENT REPLACEMENT	\$60,000
II- 24	POLICE GYM EQUIPMENT	\$20,000
II- 32	HISTORIC DOCUMENT STORAGE FACILITY	\$50,000
II- 33	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING	\$88,000
II- 34	CLIMATE RESILIENCE PLANNING	\$25,000
II- 35	LAND USE REGULATION REVISION	\$25,000
II- 36	NEW OUTDOOR RECREATION FIELDS	\$250,000
II- 37	EXSISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	\$75,000
II- 39	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT	\$25,000
II- 40	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS	\$50,000
II- 41	PANNAWAY MANOR GATEWAY PARK	\$50,000
II- 43	EMERGENCY RESPONSE SHELTER	\$50,000
II- 44	MCINTYRE FEDERAL OFFICE BUILDING-PLANNING AND IMPLEMENTATION	\$50,000
II- 45	CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000
II- 46	RECYCLING & SOLID WASTE TOTES	\$100,000
II- 47	RECYCLING & SOLID WASTE TRANSFER STATION	\$150,000
II- 50	CITY HALL COMPLEX ELECTRICAL UPGRADES	\$50,000
II- 51	CITYWIDE STORM DRAINAGE IMPROVEMENTS	\$200,000
II- 67	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION	\$30,000
II- 70	SPINNEY ROAD NEW SIDEWALK CONSTRUCTION	\$175,000
II- 71	ELWYN PARK SIDEWALKS PHASE I	\$20,000
II- 72	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000
II- 73	RUSSELL-MARKET INTERSECTION UPGRADES	\$200,000
II- 13	CAPITAL CONTINGENCY	\$58,000
TOTAL		\$2,005,000

Rolling Stock

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. The complete 10 year schedule is located in Appendix I of this budget document. The following schedule will be funded by pay-as-you-go financing except for a Fire Pumper #6 using financing of \$600,000.

FY 19 Rolling Stock Requests:

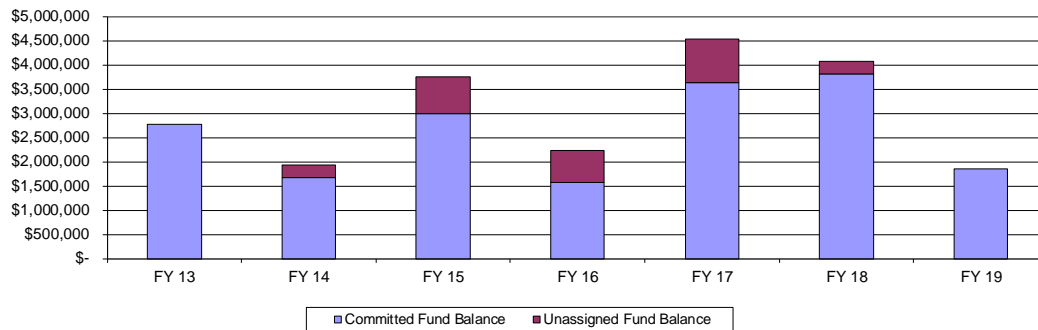
Public Works	F550 4x4 1-ton Flat Bed Dump w/plow (Year 1 of 2 funding)	35,000	
	C8500 6 whl Dump w/plow, wing, & spreader	195,000	
	LET 2-52 Packer (Year 2 of 2 funding)	140,000	
	7400 Packer (Year 1 of 2 funding)	45,000	
	F250	40,000	
	Utility Tractor (Year 1 of 3 funding)	50,000	
	Misc Equipment	15,000	
		Total Public Works	520,000
Police	Explorer	35,000	
	Explorer	35,000	
	Pathfinder	41,000	
	Van	41,000	
	Fusion	41,000	
	Motorcycle	10,720	
		Total Police	203,720
Fire	Ambulance (Year 2 of 3 funding)	85,000	
	SUV C-3	50,000	
	Pumper E-6 (Bonding \$600,000)		
		Total Fire	135,000
School	Utility Tractor 3520 with attachments	70,000	
			Total School
Prescott Park	Riding Mower	15,000	
			Total Prescott Park
TOTAL GENERAL FUND			943,720
Parking	Small Packer (Year 2 of 2 funding)	100,000	
	Street Sweeper (Year 2 of 3 funding)	25,000	
	Utility/Sidewalk Tactor (Year 2 of 2 funding)	75,000	
	Sidewalk Tractor (Year 3 of 3 funding)	50,000	
	Ford Edge	35,000	New to fleet
	Misc Equipment	50,000	
TOTAL PARKING/TRANSPORTATION			335,000
Water	F-250 4x4 w/plow	32,000	
	F-250 4x4 Supercab (w/ plow)	40,000	
	Loader/Backhoe (Year 1 of 3 funding)	50,000	
	10 Wheel Dump Truck (Year 2 of 3 funding)	90,000	
	SUV-Escape	25,000	
	F350	40,000	New to fleet
	Misc Equip	195,000	
TOTAL WATER			472,000
Sewer	Vactor (Year 2 of 2 funding)	287,500	
	Misc Equip	225,000	
TOTAL SEWER			512,500
TOTAL CITY OF PORTSMOUTH			2,263,220



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 FY19 the use of \$1,850,000 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:

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



Use of:	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY13-FY19
Committed Fund Balance	2,772,742	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	1,850,000	18,303,788
Unassigned Fund Balance	-	247,000	755,500	650,000	915,800	258,167	-	2,826,467
Total Use of Fund Balance	2,772,742	1,920,500	3,746,897	2,223,500	4,539,300	4,077,316	1,850,000	21,130,255
Average Use Per Year								3,018,608

The City has historically used Fund Balance to offset taxes - both budget and supplemental appropriations.

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total use of Fund Balance FY 13-FY19
Committed								
Reserve Tax Appraisal	73,500	73,500	73,500	73,500	73,500	150,000	150,000	667,500
Reserve-Bond Premium-Supplemental for projects			1,417,897		1,850,000	1,269,149		4,537,046
Reserve Unused Bond Proceeds	199,242	100,000						299,242
Reserve for future Debt Service	2,500,000	1,500,000	1,500,000	1,500,000	1,700,000	2,400,000	1,700,000	12,800,000
Use of Committed Fund Balance	2,772,742	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	1,850,000	18,303,788
Unassigned								
Capital Outlay			200,000		250,000	231,000		681,000
Fire Department		97,000						97,000
Planning Tools		150,000						150,000
Collective Bargaining			555,500		265,800	27,167		848,467
Middle School Upgrades				650,000				650,000
Purchase Land-850 Banfield Road					400,000			400,000
Use of Unassigned Fund Balance	-	247,000	755,500	650,000	915,800	258,167	-	2,826,467
Total Use of Fund Balance	2,772,742	1,920,500	3,746,897	2,223,500	4,539,300	4,077,316	1,850,000	21,130,255
Average Use FY13-FY19 (7 Years)								3,018,608



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 \$8,425,724. This is an increase of \$304,529 or 3.75% from the FY18 budget. The following table is a summary of major expense categories for the FY17 budget and actual, FY18 budget and the proposed FY19 budget.

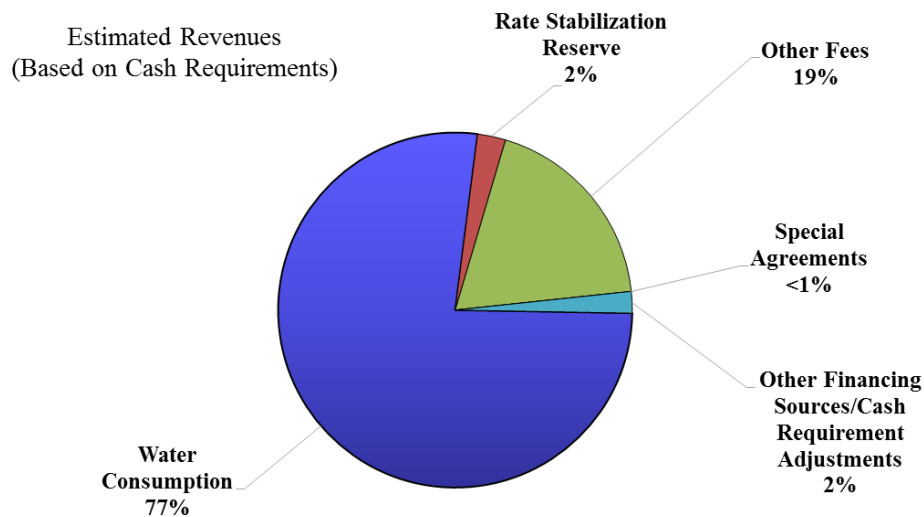
Water Fund	FY17 Budget	FY17 Actual	FY18 Budget	FY19 City Manager Recommended	% Change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	2,562,184	2,487,822	2,524,140	2,740,611	8.58%	216,471
Chemicals	365,000	274,565	350,000	325,000	-7.14%	(25,000)
Electricity	332,900	323,906	337,100	303,600	-9.94%	(33,500)
Natural Gas	5,354	4,690	0	0		0
Propane & Fuel Oil	32,142	21,464	29,212	29,212	0.00%	0
Gasoline & Diesel	42,142	26,495	41,000	41,000	0.00%	0
Repairs & Maintenance	212,900	236,386	258,550	230,250	-10.95%	(28,300)
Prof Services: Contract, Lab Testing	165,612	209,491	234,450	252,950	7.89%	18,500
Stock Materials	232,200	289,238	262,700	263,700	0.38%	1,000
Assistance Program	10,000	1,984	5,000	5,000	0.00%	0
Other Operating	1,104,758	1,135,721	1,063,133	1,080,221	1.61%	17,088
<i>Operations and Maintenance Subtotal</i>	5,065,192	5,011,762	5,105,285	5,271,544	3.26%	166,259
<u>Non-Operating Expenses</u>						
Interest on Debt	1,155,219	1,052,900	1,048,660	1,078,930	2.89%	30,270
Property Taxes	118,000	123,549	125,500	125,500	0.00%	0
Depreciation	1,700,000	1,737,531	1,780,000	1,850,000	3.93%	70,000
Equipment	56,750	71,207	61,750	99,750	61.54%	38,000
<i>Non-Operating Expenses Subtotal</i>	3,029,969	2,985,186	3,015,910	3,154,180	4.58%	138,270
TOTAL	8,095,161	7,996,948	8,121,195	8,425,724	3.75%	304,529

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 \$10,175,232 would be funded from the following sources to meet these cash requirements:

➤ \$7,808,965	Water Consumption
➤ 261,023	Rate Stabilization Reserve
➤ 1,905,854	Other Fees
➤ 182	Special Agreements
➤ <u>199,208</u>	Other Financing/Cash Requirement Adjustment
\$10,175,232	Total

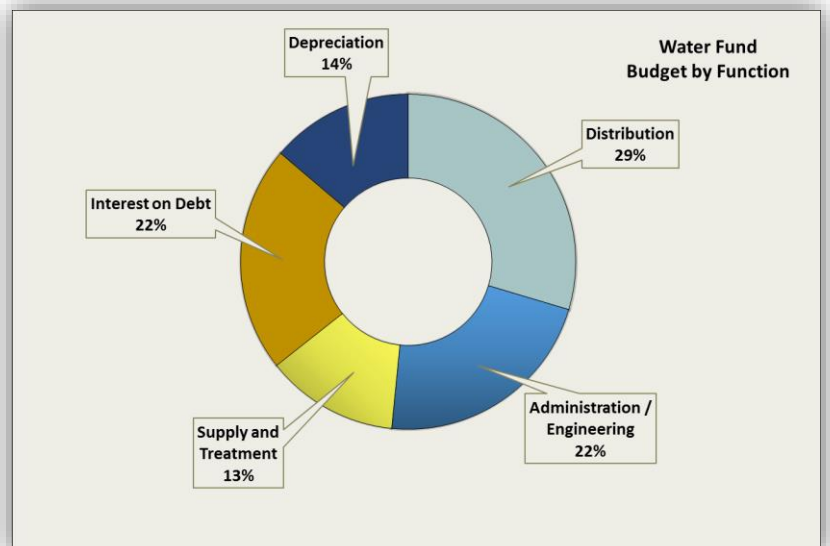
The following chart shows the percentage allocation of these estimated revenue sources.



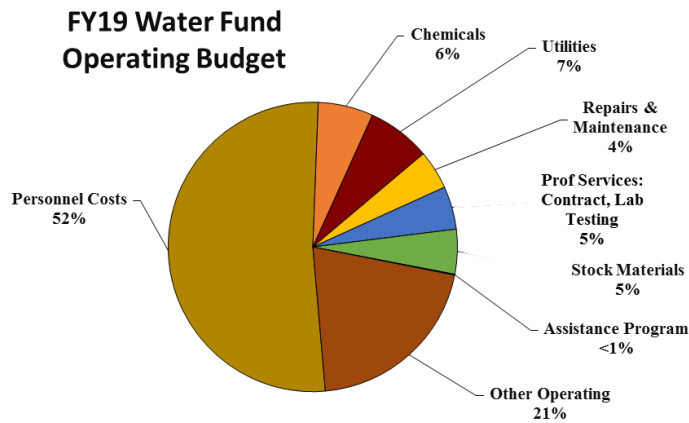
Operating and Non-Operating

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

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



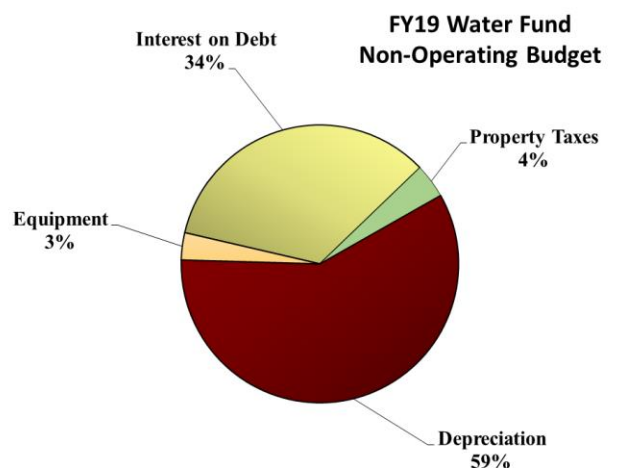
Operating Budget



The proposed Operating Budget of \$5,271,544 is 63% of the total budget. As depicted in the pie chart, the personnel-related costs consist of 52% of the Operating Budget. The remaining 48% includes major costs related to providing quality and adequate supply of water.

Non-Operating Budget

The Non-Operating Budget of \$3,154,180 is 37% of the total proposed budget and consist of expenses related to capital projects, depreciation, minor equipment outlay, interest on debt and property taxes to the City of Dover, Town of Madbury and the Town of Barrington.



Capital Outlay

The Water Division, through the Capital Improvement Plan, requests funds from revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects that were approved during the FY19 CIP process for a total of \$500,000.

**Water Fund
Capital Outlay Projects
Fiscal Year 2019**

Appendix II			Water Revenues
Page:	CIP #		
II-81	EF-02-WD-82	ANNUAL WATER LINE REPLACEMENT	250,000
II-82	EF-08-WD-83	WELL STATIONS IMPROVEMENTS	100,000
II-84	EF-15-WD-85	RESERVOIR MANAGEMENT	100,000
II-85	EF-18-WD-87	NEW GROUND WATER SOURCE	50,000
Total Water Fund Capital Outlay			\$500,000

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2019-2024 can be viewed and downloaded at the following link: <http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>



SEWER ENTERPRISE FUND

Total Appropriation

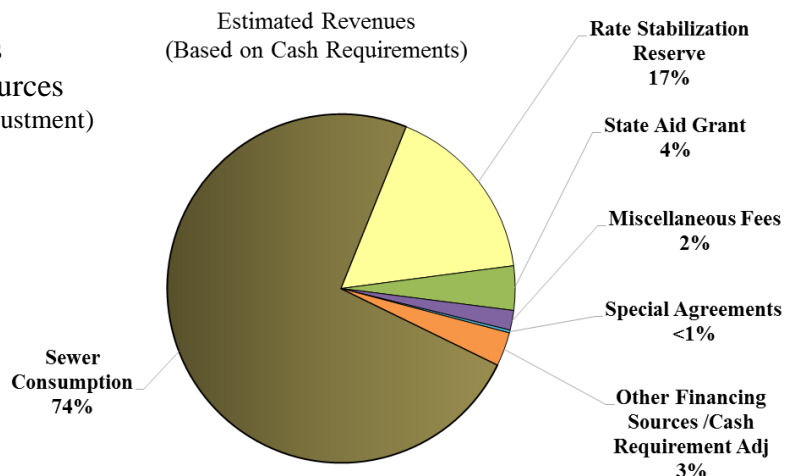
Appropriations on a full accrual basis of accounting for the Sewer Enterprise Fund total \$12,406,664. This is an increase of \$1,213,018 or 10.84% from FY18. The following table is a summary of major expense categories for the FY17 budget and actual, FY18 budget and the proposed FY19 budget.

Sewer Fund	FY17 Budget	FY17 Actual	FY18 Budget	FY19 City Manager Recommended	% change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	2,691,794	2,776,409	3,073,535	3,370,768	9.7%	297,233
Chemicals	673,000	546,800	676,000	676,000	0.0%	0
Electricity	452,500	483,476	457,500	457,500	0.0%	0
Natural Gas	9,729	11,759	12,000	12,000	0.0%	0
Propane & Fuel Oil	41,107	37,249	33,500	33,500	0.0%	0
Gasoline & Diesel	49,350	23,921	50,350	50,350	0.0%	0
Repairs & Maintenance	361,425	372,159	365,275	411,275	12.6%	46,000
Prof Services: Contract, Lab Testing	165,259	203,035	258,659	273,260	5.6%	14,601
Stock Materials	70,500	98,057	116,500	137,500	18.0%	21,000
Other Operating	1,395,879	1,334,034	1,514,705	1,531,235	1.1%	16,530
<i>-General Operations</i>	<i>5,910,543</i>	<i>5,886,897</i>	<i>6,558,024</i>	<i>6,953,388</i>	<i>6.0%</i>	<i>395,364</i>
Permit Expenses/Legal Fees	147,500	506,439	425,000	425,000	0.0%	0
Transfer to Stormwater	0	0	0	260,067		260,067
<i>Total Operations and Maintenance Subtotal</i>	<i>6,058,043</i>	<i>6,393,336</i>	<i>6,983,024</i>	<i>7,638,455</i>	<i>9.4%</i>	<i>655,431</i>
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	2,051,697	1,616,117	2,035,122	2,223,709	9.3%	188,587
Depreciation	2,000,000	2,053,152	2,010,000	2,400,000	19.4%	390,000
Equipment	189,000	217,634	165,500	144,500	-12.7%	(21,000)
<i>Non-Operating Expenses Subtotal</i>	<i>4,240,697</i>	<i>3,886,902</i>	<i>4,210,622</i>	<i>4,768,209</i>	<i>13.2%</i>	<i>557,587</i>
TOTAL	10,298,740	10,280,239	11,193,646	12,406,664	10.84%	1,213,018

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 \$18,340,484 would be funded from the following sources to meet these cash requirements:

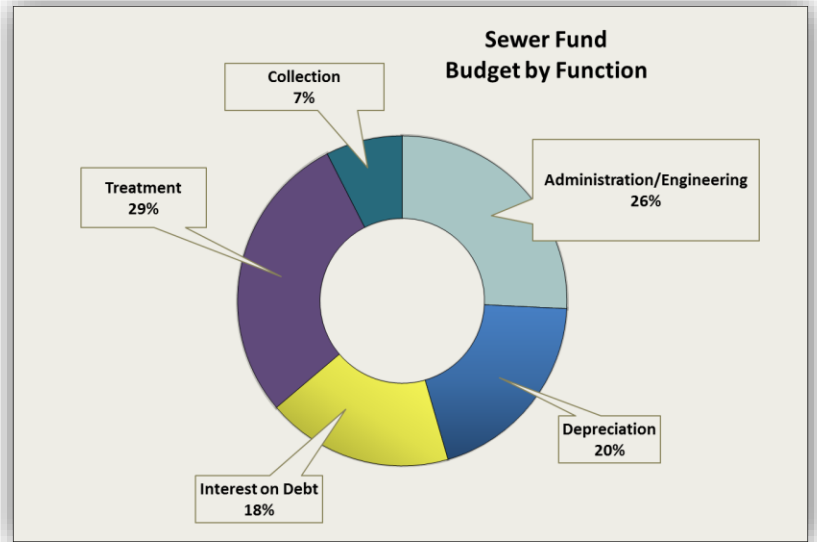
➤	\$13,550,462	Sewer Consumption
➤	3,082,648	Rate Stabilization Reserve
➤	752,905	State Aid Grant
➤	332,500	Miscellaneous Fees
➤	50,298	Special Agreements
➤	571,671	Other Financing Sources (Cash Requirement Adjustment)
	\$18,340,484	Total



Operating and Non-Operating

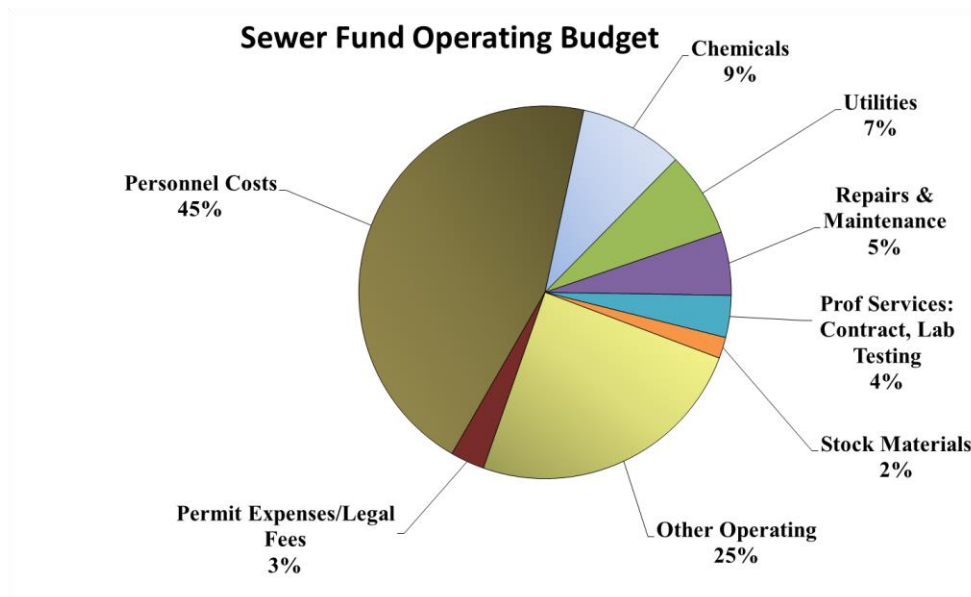
The Sewer Fund budget consists of five (5) functions:

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



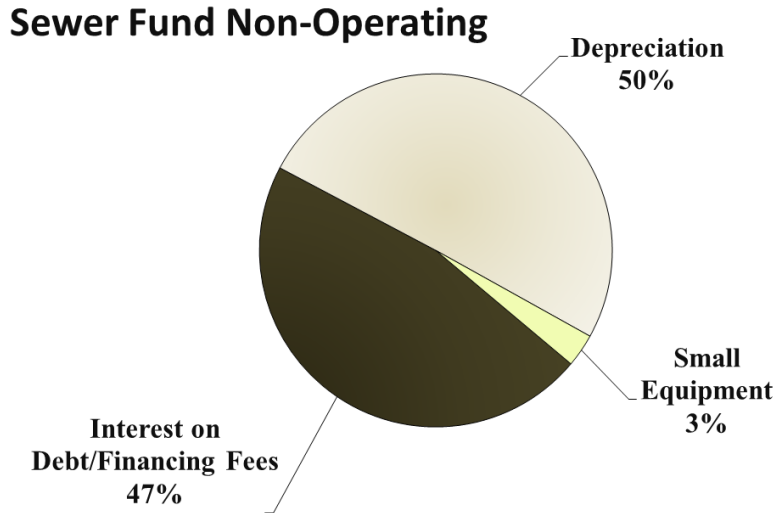
Operating Budget

The proposed Operating Budget is \$7,378,388 or 55% of the total budget. The Operating Budget is divided into various accounts. As depicted in the chart below, 45% is associated with personnel-related costs. The remaining 55% is related to major costs associated with collecting and treating city sewage.



Non-Operating Budget

The Non-Operating Budget of \$4,768,209 is 38% of the total proposed budget and consists of expenses related to capital projects, depreciation, minor equipment outlay, and interest on debt.



Capital Outlay

The Sewer Division, through the Capital Improvement Plan, requests funds from revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects that were approved during the FY19 CIP process for a total of \$450,000.

**Sewer Fund
Capital Outlay Projects
Fiscal Year 2019**

Appendix II			Sewer Revenues
Page:	CIP #		
II-90	EF-16-SD-93	LONG TERM CONTROL PLAN RELATED PROJECTS	200,000
II-91	EF-12-SD-94	ANNUAL SEWER LINE REPLACEMENTS	250,000
Total Sewer Fund Capital Outlay			\$450,000

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2019-2024 can be viewed and downloaded at the following link: <http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>



SPECIAL REVENUE FUNDS

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

PARKING AND TRANSPORTATION FUND

Total Appropriation

The total proposed appropriations for the Parking and Transportation Fund is \$6,693,738. The following table is a summary of major expenditure categories for the FY17 budget and actual, FY18 budget and the proposed FY19 budget.

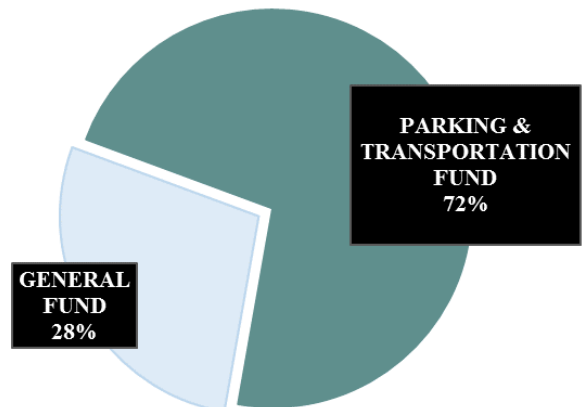
	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
OPERATING							
PERSONNEL COSTS	1,838,228	1,731,310	1,972,048	2,665,434	2,665,434	35.16%	693,386
UTILITIES	51,950	48,388	52,550	73,225	73,225	39.34%	20,675
METER COLLECTION (Police)	80,000	80,000	80,000	60,000	60,000	-25.00%	(20,000)
CONTRACTED SERVICES	116,200	27,529	101,200	71,450	71,450	-29.40%	(29,750)
OTHER OPERATING	532,557	575,998	575,844	707,844	707,844	22.92%	132,000
TOTAL OPERATING	2,618,935	2,463,224	2,781,642	3,577,953	3,577,953	28.63%	796,311
NON OPERATING							
DEBT SERVICE	149,925	122,413	774,146	1,196,875	1,196,875	54.61%	422,729
CAPITAL PROJECTS	425,000	425,000	325,000	800,000	800,000	146.15%	475,000
ROLLING STOCK	130,000	296,587	310,000	335,000	335,000	8.06%	25,000
TRANSPORTATION	419,335	392,409	542,407	558,910	558,910	3.04%	16,503
CONTINGENCY	-	-	470,000	225,000	225,000	-52.13%	(245,000)
TOTAL NON-OPERATING	1,124,260	1,236,409	2,421,553	3,115,785	3,115,785	28.67%	694,232
TOTAL PARKING/TRANSP	3,743,195	3,699,633	5,203,195	6,693,738	6,693,738	28.65%	1,490,543

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. The City Council voted November 20, 2017 to allow free parking for seven (7) days December 18-24, 2017. The estimated revenues below are net of the seven (7) days of free parking.

Estimated FY19 Revenues

- \$3,200,000 Parking Meter Fees
- 3,037,500 Parking Garage Revenues
- 1,472,200 Parking Space Passes
- 727,742 Parking Violations
- 220,500 Other Revenues
- \$8,657,942 TOTAL**



Revenue Distribution:

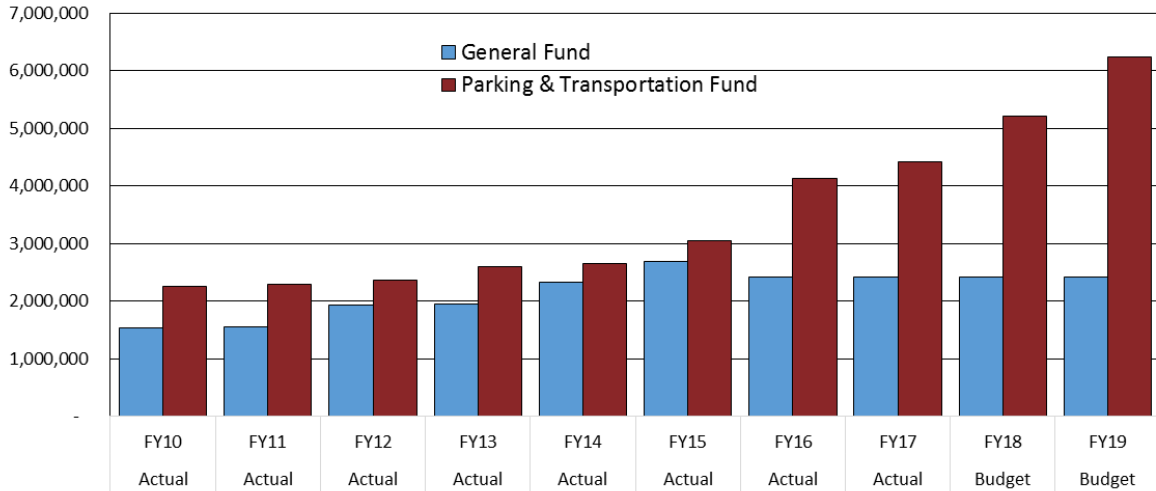
Retained in the General Fund	\$2,412,305	28%
Parking & Transportation	\$6,245,637	72%

In FY19, the Parking Fund will utilize \$448,101 from the Parking-Fund –Fund Balance reserve [Bond Anticipation Note (BAN) premium] to offset the cost of BAN interest expense.



Ten Year History of Parking Revenue Distribution

Parking Revenue
General Fund - Parking Fund Allocation
FY2010 - FY2019



Parking Revenue	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual
Total Parking Revenue	3,775,139	3,842,650	4,292,388	4,554,963	4,987,095
Total for Parking & Transportation	2,246,686	2,291,724	2,356,683	2,601,462	2,659,858
Total for General Fund	1,528,453	1,550,926	1,935,705	1,935,705	2,327,237

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budgeted	FY 19 Estimated	10 Year Total	%
Total Parking Revenue	5,740,301	6,546,572	6,833,791	7,615,500	8,657,942	56,846,341	100%
Total for Parking & Transportation	3,047,195	4,134,267	4,421,486	5,203,195	6,245,637	35,208,193	62%
Total for General Fund	2,693,106	2,412,305	2,412,305	2,412,305	2,412,305	21,620,352	38%

Operating and Non-Operating

The Parking & Transportation budget is comprised of an Operating Budget, Debt Service, Capital Projects, Rolling Stock, Contingency and Public Transportation Budget.

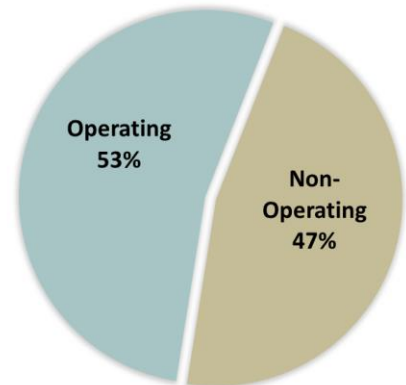
Parking & Transportation consists of the following Operating and Non- Operating Expenditures

Operating Budget

- Administration/Other (including Downtown Snow Removal)
- Parking Garage
- Parking Enforcement
- Parking Meter Collection
- Parking Meter Operations

Non-Operating Budget

- Debt Service
- Capital Projects
- Rolling Stock
- Public Transportation
- Contingency



Services Provided By the Parking & Transportation Fund Which Offset Property Taxes

The FY19 Budget reflects a continued distribution of \$2,412,305 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table list these services including the revenues retained in the General Fund.

	FY18	FY19
Revenues Retained in the General Fund	2,412,305	2,412,305
* Transportation Programs	474,407	490,910
Salaries & Benefits	438,832	639,110
Paving Parking Lots	150,000	300,000
Snow Removal	260,000	300,000
Wayfinding		275,000
** Transportation Services	150,000	-
Percent for Art	100,000	-
School Bus Support	150,000	100,000
Police Services Support	80,000	60,000
Fire Services Support	50,000	25,000
Zagster Bikeshare Program	68,000	68,000
Plan Studies	53,000	53,000
Total	\$4,386,544	\$4,723,325
Tax Rate Offset	80¢	86¢

For FY19, Services provided by parking revenues will offset Property Taxes by 86¢.

For the median single family home valued at \$410,800, this equates to a tax offset of \$354.80

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

**Funding for innovative transportation programs.

Capital Outlay

The Parking & Transportation Fund, through the Capital Improvement Plan, requests funds from parking revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the Capital Improvement Plan is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects the department is requesting in FY19 for a total of \$800,000.

Parking & Transportation Capital Outlay Projects Fiscal Year 2019

Appendix II

Page:	CIP #		Parking Revenues
II-52	BI-95-PW-44	HIGH-HANOVER PARKING FACILITY-CAPITAL IMPROVEMENTS	100,000
II-58	TSM-05-PW-48	SHARED LOT AGREEMENTS	60,000
II-59	TSM-12-PW-49	PARKING LOT PAVING	300,000
II-60	TSM-08-PW-50	REPLACEMENT OF PARKING METERS	45,000
II-68	TSM-08-PL-53	WAYFINDING SYSTEM	275,000
II-76	TSM-11-PW-73	TRANSPORTATION PLAN STUDIES	20,000
Total Parking & Transportation Fund Capital Outlay			\$800,000

Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2019-2024 can be viewed and downloaded at the following link: <http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>





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Portsmouth Citywide Goals

The City of Portsmouth remains committed to establishing a diverse, fiscally sound, and harmonious community which offers a full range of housing, business, cultural, and recreational opportunities for its residents, businesses and visitors in a safe and attractive environment while preserving its ecological and historical treasures. In an ongoing partnership with its citizens and businesses, the City has developed a number of initiatives to:



- ✓ Promote and support sustainable practices;
- ✓ Create a bikeable and walkable community;
- ✓ Address transportation and parking needs;
- ✓ Improve public outreach;
- ✓ Provide a diverse educational environment in which our youth can grow and learn
- ✓ Promote a welcoming, safe and diverse community
- ✓ Build and maintain a robust and authentic infrastructure;
- ✓ Support a vibrant economic environment for businesses to grow and thrive;
- ✓ Promote involvement in legislative development to protect city operations and assets;
- ✓ Maintain financial stability; and
- ✓ Preserve and restore historic structures and artifacts;

To implement and act on these initiatives, the City has developed the following goals which are long-term and ever-evolving to keep pace with community needs and desires now and long into the future. These goals are formalized through resolutions, committees, internal policies, and/or master plan documentation.

Many of the departmental goals and objectives that are developed, which are in direct response to these Citywide initiatives, are identified in each department. *(The citywide goal will be noted within the department's goal and objective section)*

Citywide Goals



Sustainability

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



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



Bikeable and Walkable City

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

- ❖ Bicycle and Pedestrian Plan
- ❖ Safe Routes to School
- ❖ Bicycle Infrastructure
- ❖ Bicycle and Pedestrian Policies
- ❖ Complete Streets Policy
- ❖ Bicycle Friendly Community Policy
- ❖ Walk Friendly Community Policy



Transportation

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

- ❖ Parking Guiding Principals
- ❖ Complete Streets Policy





Public Outreach

The City's public outreach goal is to provide access and inform the public on important City activities and events as well as to ensure public input opportunities for various projects. The goal strives to continuously work on improving the lines of communication to the public via the city website, newsletter, YouTube channel, cell phone notifications and apps, and other social media and to provide access and opportunities to do city business on-line and stay informed on events that may affect a citizen's day-to-day activities.



Educate all Students

The Portsmouth School Department works in collaboration with the City on many citywide initiatives. These include projects in energy efficiency, sustainability, and connectivity. Further, students are encouraged to be active participants in projects aligned with city goals. The School Board has adopted strategic goals as well, many of which are also aligned with citywide goals and initiatives. The Portsmouth School Board is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any "opportunity gaps" between student populations, particularly when it comes to socioeconomic status. The following goals are the primary focus for the 2017-2018 school year:

- ❖ Reduce gaps of opportunity or achievement between socioeconomic groups, including, but not limited to experiences with the arts, enrollment in rigorous coursework, and achievement on established benchmarks for career and college readiness in order to prepare students for an increasingly competitive world and post-secondary success.
 - Review and discuss achievement data regularly to identify gaps in student outcomes and focus areas of need.
 - Explore creating new district level policies that will better support equity and access for all students.
 - Communicate a plan for the sustainability of existing preschool programming and strategies to expand preschool offerings to families currently not accessing preschool.
 - Establish an "educational opportunity fund" to support access to academic, enrichment, and other programming opportunities that incur a cost to families on free or reduced lunch.
 - Establish opportunities for all district staff to examine the mindsets and expectations needed to support all students and close opportunity gaps.
 - Strengthen systems for intervention, including dedicated time during the school day for intervention supports.



- Support and increase 1:1 student/teacher technology practices and infrastructure, with a focus on establishing policies and protocols to ensure equitable access for all students.

In addition, the Board maintains broader goals that reinforce the district’s strategic focus on teacher quality, student learning, and stewardship of resources. The following goals are the primary focus for the 2017-2018 school year:

- Create a robust district communication plan to ensure the community understands goals and priorities of the district and that space exists for discussions about these (i.e. coffee talks with administrators, media releases, publishing goals, etc.).
- Communicate the work of the Teacher Quality Panel, highlighting the work of Model Teachers.
- Increase core and enrichment opportunities in STEAM-related activities accessible to all students.
- Communicate a plan for the final phases of major facilities upgrades.
- Continue to track energy efficiency measures towards greater efficiency and long term savings.
- Fully integrate sustainable practices, school gardens, and Farm to School models in all schools.
- Explore the feasibility of World Language at the elementary level.



A Welcoming, Safe, and Diverse Community

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

- ❖ Police and Fire personnel maintain an active role within the community to teach life safety skills as well as serve and protect our community through fire and crime prevention and cessation for its residents and businesses.
- ❖ In April of 2017, the Portsmouth City Council passed Resolution #9-2017, “Resolution Affirming Portsmouth as a Welcoming Community” that promoted policies and programs to foster inclusion for all.
- ❖ The Portsmouth Public Library acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all who want to read, learn or connect with the community.
- ❖ The City’s Community Development department serves to create a viable urban environment through the support of public facility and accessibility improvements, access to quality public services, homeownership assistance and improved housing conditions.
- ❖ Portsmouth Master Plan 2025 is the result of an extensive process, one that has explored existing conditions in Portsmouth and has developed a vision for the



future of the city based on its stakeholders' priorities and the expected challenges of the next decade. The 2025 Master Plan established a number of goals and proposed actions based on the five Master Plan 2025 Themes:

- **Vibrant** – A City that provides a high quality of life with an abundance of opportunities for living, working and playing.
- **Authentic** – A City that treasures its unique character, natural resources and historic assets.
- **Diverse** – A City that welcomes residents of all ages, backgrounds and economic levels and supports a wide variety of businesses.
- **Connected** – A City that provides strong links throughout the community, supports all forms of mobility and encourages walking, bicycling and transit.
- **Resilient** – A City that considers and values the long term health of its natural and built environment.



Healthy Economic Development Climate

It is a goal of the City of Portsmouth to create a vibrant and sustainable economy that encourages innovation, community connections, business diversity and a variety of employment and living opportunities. Portsmouth has many unique assets, including its role as New Hampshire's only deep-water port and its central role as a high-tech hub for northern New England. Through the cooperation and support of the Economic Development Commission (EDC), comprised of the City Manager, the Mayor, the Economic Development Coordinator and local business representatives, the EDC creates policies, goals and objectives for the Portsmouth community at large.



Regulation Adherence and Legislative Development

The City maintains a goal of continuing adherence to local, state and federal regulations while remaining involved within our state legislative system in order to help shape laws that effect Portsmouth's residents. The government of the City of Portsmouth must not only act in compliance with Federal Laws but also with New Hampshire State Laws and Statutes as well as the Portsmouth City Charter and City Ordinances driven by our own City Council. The City also plays an active role in the state legislature through the ongoing efforts of the Legislative Subcommittee.





Financial Stability

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

- ❖ Unassigned Fund Balance Ordinance
- ❖ Bond Rating
- ❖ Leave at Termination
- ❖ Health Insurance Stabilization Reserve
- ❖ Investment Policy
- ❖ Performance Measures
- ❖ Rolling Stock Program
- ❖ Capital Improvement Plan
- ❖ General Fund Capital Outlay
- ❖ Debt Service Planning
- ❖ Municipal Fee Review Process
- ❖ Enterprise Fund Policies for Rate Setting
- ❖ UDAG Budget Policy
- ❖ Comprehensive Annual Financial Report (CAFR)
- ❖ Distinguished Budget Presentation Award



Historic Preservation

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

- ❖ The City's Historic District Commission has set up guidelines for property owners within the City's Historic District to prevent compromise of the City's oldest structures.
- ❖ Portsmouth has completed a *Historic Properties Climate Change Vulnerability Study* to assess the susceptibility of the City's historic assets to flood waters.
- ❖ The City maintains 7 historic cemeteries that serve as a vital commemoration of the City's 400 year history.
- ❖ The City has also placed an initiative on the restoration and preservation of City historic documents through efforts made within the CIP to provide funding for both preservation and digitalization of the City's historic documents.





Citywide Recognitions, Accomplishments & Continuing Priorities

Recognitions

❖ 2017 Award of Merit from the New England Water Works Association

The City's Deputy Director of Public Works, Brian Goetz, received the 2017 Award of Merit from the New England Water Works Association, the region's largest and oldest not-for-profit organization of water works professionals. The Award of Merit is bestowed yearly to an individual who has been a member of the Association for a minimum of five years and who has demonstrated, in the opinion of the Award of Merit Committee, the highest level of outstanding service to the New England Water Works Association, a water utility, the water works practice in general, or a combination of the aforementioned.

(Citywide Goal Addressed: Sustainability)



❖ African Burying Ground Awards

In 2017, the City's African Burying Ground and Memorial Park was recognized with two awards from organizations in the Arts and Historic Preservation.

This year, Plan-Link New Hampshire bestowed a Merit Award of Excellence with distinction to the City for the African Burying Ground and Memorial Park for its qualities in planning and design. In particular, this award recognized the innovative and dedicated support the project received at all stages from landscape design, civil to structural engineering, and collaborative effort of the many partners who made the project successful and meaningful.

In addition, the City also received the New England Foundation for the Arts (NEFA) 2017 Creative Economy Award. This award was given for the project's clear community development strategies and outcomes, deep collaboration, and innovative use of local assets. These awards are given to projects whom the Foundation considers models for others invested in the New England creative economy.

(Citywide Goal Addressed: Welcoming a Safe and Diverse Community and Historic Preservation)



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



The City of Portsmouth takes great pride in its inimitable historical character. The City of Portsmouth, as the state’s first settlement, second oldest city, first capital and only seaport, contains many documents that fit the description of historically significant to not only the City’s history, but the state of New Hampshire. The City’s

Finance department applied for, and was awarded, a grant of \$9,966 for the preservation of seven historic financial documents that include tax lists, shipping logs and records from the proceedings of the Overseers of the Poor from the years of 1825-1871. This grant, provided by 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. This grant is a great honor as well as a great help to the City, offsetting the capital cost of preserving these books through tax payer funded dollars. These documents are to be cleaned and preserved, scanned for microfilm as well as scanned for digital import into the City’s Digital Archive.

(Citywide Goal Addressed: Sustainability and Historic Preservation)

❖ **Tree City Recertification**

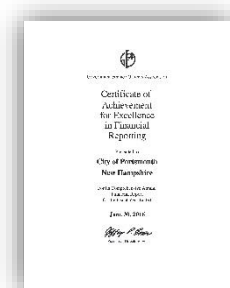
FY18 marked the eighteenth year that the City of Portsmouth has been recognized as a Tree City USA Community for its investment and strong commitment to street trees as well as for the use of native species in public parks and public rights-of-way. This recertification recognizes the City’s commitment to, and investment in, urban tree planting. It also acknowledges the work of the Portsmouth’s Public Works Department and Trees and Greenery Committee in implementing the City’s Tree Ordinance. On April 28, 2017 Mayor Blalock issued a Proclamation recognizing this work and proclaiming the day National Arbor Day in Portsmouth.

(Citywide Goal Addressed: Sustainability)



❖ **GFOA Awards**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Portsmouth for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Years ending June 30, 1988, 1989 and for twenty-two (22) consecutive years from 1995 to 2016. In order to be awarded a Certificate of Achievement, a government unit must publish a readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards. Such reports must satisfy both Generally Accepted Accounting Principles and applicable legal requirements.





The City also received the GFOA’s Distinguished Budget Presentation Award for the twelfth (12th) consecutive year; fiscal year beginning July 1, 2006 to 2017. In order to receive this award, a governmental unit must publish a budget document judged proficient as a policy document, a financial plan, an operations guide, and a communication device.
(*Citywide Goal Addressed: Financial Stability*)

❖ **Bond Ratings**



In June 2017, the AAA bond rating was affirmed by Standard & Poor’s Rating Group (S&P), rating the City’s very strong budgetary flexibility, strong budgetary performance, very strong liquidity and strong debt as well as its contingent liabilities position. S&P stated that it rated Portsmouth AAA Bond Rating (higher than that of the nation) because it believes Portsmouth can “maintain better credit characteristics than the nation in a stress scenario based on its predominantly locally-derived revenue base, and our view that pledged revenue supporting debt service on the bonds is at limited risk of negative sovereign intervention.” It is this AAA rating that allows the City to continue to borrow monies at low interest rates when financing its capital projects.

(*Citywide Goal Addressed: Financial Stability*)

❖ **Livability.com includes Portsmouth in the 2017 “Top 100 Best Places to Live” and the “Best Cities for Entrepreneurs” Listings**

In 2017 the City of Portsmouth was included on Livability.com’s list of “Top 100 Best Places to Live,” and was the only community in New Hampshire to receive this honor (as well as only one of nine New England cities and towns to be named). Portsmouth was acclaimed for its historic character, beautiful Market Square district, strong economy and connection with the arts. For the fourth consecutive year, *Top 100 Best Places to Live* ranked more than 2,000 cities with populations between 20,000 and 350,000. The ranking is done in partnership with The Initiative for Creativity and Innovation in Cities at New York University’s Schools of Professional Studies and EMSI. The program uses data from economic models to determine City rankings in the categories of economics, housing, amenities, infrastructure, demographics, social and civic capital, education and health care.

Livability.com also named Portsmouth within its 2017 listing for “Best Cities for Entrepreneurs,” also being the only New Hampshire community to receive this honor. This listing was deemed from more than 2,000 small to mid-sized cities and were judged based on quality-of-life and environment for starting a new business. Portsmouth was hailed for its “well-rounded” nature of wage job growth and growth in household income as well as the City’s affordability, amount of small business loans, culture and arts scene and crime rate.



❖ *Notable Media Accolades*

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

- “2017 Best Places to Live,” Livability.com
<https://livability.com/best-places/top-100-best-places-to-live/2017/nh/portsmouth>, <http://livability.com/best-places/top-100-best-places-to-live/2017>
- “2017 Best Cities for Entrepreneurs,” Livability.com,
<https://livability.com/best-places/best-cities-for-entrepreneurs/2017?page=2>
- “Downtown View: Ingredients for a Successful City”, NorthendWaterfront.com, September 2017
<https://northendwaterfront.com/2017/09/downtown-view-ingredients-successful-city/>
- “New England Fall Foliage: A State-By-State Guide”, Conde Nast Traveler, Sept. 2017
<https://www.cntraveler.com/gallery/where-to-see-the-best-fall-foliage-in-new-england/4>
- “12 Reasons to Drive to Portsmouth – Head to this New Hampshire City for Fried Oysters, Craft Beer and More.” Zagat.com, June, 2017
<https://www.zagat.com/b/10-reasons-to-drive-to-portsmouth>
- Portsmouth and the seacoast featured in the online magazine kidtripster.com NY Times , June 2017
<https://www.kidtripster.com/stories/portsmouth-new-hampshire>
- “The Best Places to See Fall Foliage in New Hampshire,” Travel + Leisure,
<http://www.travelandleisure.com/trip-ideas/americas-best-towns-for-fall-colors>
- “14 Places to Visit on New Hampshire’s Seacoast”, NECN.com, June 23, 2017 Highlights nine Portsmouth businesses, June 2017
<http://www.necn.com/news/new-england/New-England-Vacation-Week-2017-New-Hampshire-430191743.html>
- “Portsmouth’s Historic District Named to National Register,” USnews.com, June 21, 2017. US News and World Report covers Portsmouth’s Downtown properties listing on the Historic Register,
<https://www.usnews.com/news/best-states/new-hampshire/articles/2017-06-21/portsmouths-historic-district-named-to-national-register>
- Two family travel blog posts highlighting Portsmouth, July 2017
<https://www.ribbonsundone.com/2017/07/08/portsmouth-new-hampshire/>
- “Portsmouth: Where Naval History, Charm Converge,” Hartford Courant, June 2017
<http://www.courant.com/travel/hc-portsmouth-new-hampshire-attractions-20170708-story.html>
- “New Hampshire joins longest lobster roll battle, P.E.I. vows to fight back,” CBC.CA, June 2017 Portsmouth’s British Beer Company subject of CBS coverage of largest lobster roll competition,
<http://www.cbc.ca/news/canada/prince-edward-island/pei-lobster-roll-new-hampshire-record-1.4171072>



(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)



Accomplishments

❖ Department of Public Works

• LED Lighting

Last year, the Department of Public Works successfully converted the City's 1,610 High Pressure Sodium (HPS) streetlights to Light Emitting Diode (LED) streetlight technology. The City competitively selected Affinity LED Lighting to perform the conversion. With this citywide implementation, the City will experience a truly sustainable project with environmental, economic, and social benefits alike for years to come. The LED project provides further reductions in energy consumption, costs and light pollution, along with improved visibility and safety on the roads. The lights were assembled locally in Dover NH by US Veterans and offer significant waste reduction from Affinity's unique packaging techniques.



Public Works also successfully secured Eversource rebates totaling \$107,425 for this project. With the rebates secured, Public Works anticipates a two and a half year net payback. By converting streetlights to LED equipment, the City will save \$120,000 in annual cost, 460,000 kWh of annual electricity consumption, and prevent over 300 metric tons of CO2 emissions per year.

While reduced energy and CO2 emissions bring significant benefits, Public Works has also paid close attention to emerging American Medical Association (AMA) guidelines regarding best practices for LED street lighting and how to minimize potential harmful effects. The City's LED lights will shine at the recommended warm 3,000K color temperature, are Dark Sky compliant and will provide more accurate color rendering. By correctly reproducing the colors of objects in comparison to the light source, improved color rendering makes it easier for drivers to recognize potential road hazards, crosswalks, pedestrians, etc.

(Citywide Goal Addressed: Sustainability)

• Charging Stations

In FY18 as part of its continued effort to support sustainability, the Department of Public Works installed an electrical vehicle charging station at the City Hall Municipal Complex. This charging station adds to the City's charging station inventory, one other station (two plugs) is currently located at the Hanover Garage.

(Citywide Goal Addressed: Sustainability)



- **Plains School Renovation**

Working under a public/private partnership agreement with Pontine Theatre, the City and Pontine entered into a five-year lease for re-use of the 1845 Schoolhouse on Plains Avenue. The City completed its renovation of the Schoolhouse in 2017. While preserving the historic features, the structure was brought up to current building code, including making the building 100% handicapped accessible as well as lead free. The City and Pontine split the costs for the upgrades as per the Private/Partnership Agreement. For the public benefit requirement of this agreement, the Pontine Theater agreed to develop cultural programs open to the public, to create a performance and oral history program on the history of the Plains School and allow the building to be used publicly for a specified number of occasions.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community and Historic Preservation)



- **Tennis Courts**

In FY18 the Department of Public Works completed restoration of the South Mill Pond recreation tennis and basketball courts, allowing for safer and more enjoyable use. Public Works worked to bring new surface materials and lighting fixtures to the six tennis courts and two basketball courts. The upgrade did not only address the needs of the fifty-year-old courts, but also made upgrades, such as improved lighting, accessibility and pickleball court striping, to make this a more welcoming space and encourage City residents of all ages to use these facilities more frequently.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

- **High School and Leary Field Lighting**

In FY18, in conjunction with the School Department, the Department of Public Works completed the replacement of the athletic field lighting at the Leary Field and at the High School. This project replaced lighting at these fields to improve safety and reliability of the lights.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

- **Permanent Records Room**

In cooperation with the Finance Department and City Clerk's Office, the Department of Public Works upgraded an existing room in the Seybolt Building of City Hall for the permanent storage of Archival City Documents. This upgrade included replacement of the water based fire suppression system with a gas based system, installation of UV inhibiting window coverings, new shelving and a computer work station.

(Citywide Goal Addressed: Historic Preservation)

- **Route 33 Design and Bid**

In FY18 the Department of Public Works completed the design and prepared bids for the installation of a new regulation size multi-use field. This synthetic field will provide space for soccer, lacrosse, field hockey and football. The field is anticipated to be completed by Fall 2018 (FY19).

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)



- **Adopt-a-Spot**

There are nearly 90 locations maintained by community members as part of Public Works’ Adopt-A-Spot program. The City continues to partner with local garden clubs to better support gardeners in the program and assist in developing spots that support sustainable initiatives such as Monarch Watch, creating more rain gardens, and further beautifying public spaces throughout the City.
(Citywide Goal Addressed: Public Outreach)



- ❖ **Planning, Health, and Inspections**

- **McIntyre Public Input Sessions**

As part of the City’s effort to acquire the Thomas J. McIntyre Federal Building and property, the City is conducting a 3-Stage Public Input process, led by a Mayor-appointed Blue Ribbon Steering Committee. The process is designed to broadly invite input and participation from all segments of the community, and develop consensus on guiding principles for adaptive reuse of the building and site. The City engaged professional facilitators from Weston and Sampson (who assisted in the Prescott Park Master Plan development), to help implement this innovative outreach approach, which integrates public meetings, social media, web site surveys, preference voting, and the like to ensure that the public can participate using a variety of methods.



(Citywide Goal Addressed: Public Input, Regulation Adherence & Legislation Development and Historic Preservation)

- **Zoning for Housing**

In 2016, the Mayor established a Blue Ribbon Housing Committee charged with taking initial actions to implement the City’s Master Plan housing goals. The Housing Committee’s report identified a number of general recommendations for each of these areas including allowing an appropriate mix of residential uses, encouraging a mix of land uses, and providing incentives for workforce housing. In addition, the Committee also recommended that any zoning amendments include standards for the design and scale of new development in these areas. Working with independent planning consultant Ted Brovitz, the Planning Department prepared proposed zoning amendments that responded to the Housing Committee’s recommendation. The proposed amendments included the creation of new Gateway Mixed Use Neighborhood zoning districts that apply form-based zoning principles similar to what was recently adopted for the Character Districts for the Downtown and West End.

In addition, the Planning Board and City Council adopted amendments to the off-street parking requirements consistent with recommendations included in the recently adopted Master Plan to support the goal of managing parking supply to serve development needs without compromising community character. These amendments also support the City Council’s Housing Policy to review parking requirements and revise, as appropriate, to



reduce housing development costs and proactively seek parking infrastructure solutions and shared parking arrangements.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community and Transportation)

- **ViewPoint Cloud Software**

The City recently introduced ViewPoint Cloud, a new software system that offers an online permitting center to the community. Through ViewPoint, users can apply for a variety of City Inspection permits online, from anywhere 24-hours a day, seven days a week. Users can also monitor the status of their application online, and receive notifications via email as their applications are reviewed and processed.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community, Public Outreach)

- **Historic Properties Climate Change Vulnerability Assessment**

Supported by funding from the National Park Service (NPS) under the Hurricane Sandy Pre-Disaster Mitigation grant program, the State of New Hampshire Division of Historic Resources and the City of Portsmouth have recently embarked on a Historic Resources Climate Change Vulnerability Assessment and Adaptation Plan. On the heels of a Coastal Resilience Initiative in which the City mapped areas most vulnerable to sea level rise and severe coastal storms, this study is incorporating results of the newly adopted 2016 Downtown Historic Register District with the City's 3-D Massing Model and the City's property valuation database to develop an economic and cultural valuation of its historic properties. The valuation methodology uses economic, historic, cultural and flood water vulnerability measurements to characterize, risk-assess and prioritize key historic assets in the City. The project integrates quantitative data (e.g., flood elevation, topography, structure-type, and economic value) with qualitative data (e.g., historic survey forms, National Park Service designations) to develop a Historic Resource Valuation and Risk Assessment Map.

The project also focuses on four target areas to evaluate the economic impact of flooding and sea-level rise in a variety of land uses and settings. Strawberry Banke, a national historic monument representing early colonial settlement in northern New England, is being carefully evaluated for both sea-level change and rising groundwater or seepage impacts to the historic structures. An older section of the South End neighborhood is also being assessed and includes private, historically significant homes, a first-period cemetery, and the culturally significant Prescott Park. In the downtown, the study is evaluating impacts of sea-level rise for the working waterfront, where both commercial and industrial uses continue to operate and depend on land-side, support services. An area of historically significant homes and cemeteries along the North Mill Pond is also being studied with the notion that adaption strategies will have broad applicability to the larger Mill Pond areas in downtown Portsmouth.

The study includes a multidisciplinary team of local and regional practitioners who are integrating a wide variety of economic, environmental, cultural, historic (including archeological) and engineering factors. Using innovative visualization, valuation, and



modeling tools the team has developed a method with broad-based applicability to other coastal communities to promote resiliency.

(Citywide Goal Addressed: Sustainability and Historic Preservation)

- **Net-Zero Policy/Plan**

In June 2017, the City Council voted unanimously to authorize the Mayor to sign a letter promoting the Paris Climate Agreement’s goals calling for increasing efforts to cut greenhouse gas emissions, create a clean energy economy, and stand for environmental justice. In addition, to support the City’s ongoing work as an Eco-Municipality and in support of stated goals of the 2025 Master Plan, the Mayor’s Blue Ribbon Renewable Energy Committee was appointed in July 2017. Key objectives of the Committee were to identify ways for the City to be proactive in reducing Greenhouse Gas Emissions and to develop a local energy policy to move towards a 'net zero' carbon emissions goal to help mitigate the impacts of climate change for future generations. In March 2018, the City Council passed Policy 2018-01, a “Renewable Energy Policy,” moving Portsmouth towards its goals of becoming a “Net Zero Energy” Community.

(Citywide Goal Addressed: Sustainability)

- **Vaughn Worth Bridge Strategic Revitalization**

In early 2017, the Mayor appointed a Blue Ribbon Committee for the Strategic Planning on the Vaughan, Worth, and Bridge Revitalization. Through the year, in collaboration with a consulting urban design team - the Committee created a vision for the future of the area’s sites. The vision included the transformation of the existing surface parking lots and aging streetscape infrastructure into a vibrant and connected extension of the successful downtown urban fabric surrounding Market Square. It calls for the creation of significant public open spaces to connect the Islington Street corridor, the North End and its recent and ongoing private developments, and the City’s downtown core. The spaces are designed to be a combination of green spaces and hardscape plazas that invite activation of adjacent building fronts and the hosting of various forms of civic activity, such as sidewalk cafes, food trucks and other public gatherings and uses, which arose from the Committee’s process. In addition, the use of buildings at key locations on the former lots are viewed as critical assets to activate the spaces as well as to present potential development parcels that can be used to fund the public realm improvements. The Committee, in recognizing the long-term nature of the vision, further recommended near-term initiatives sponsored by the city or in conjunction with others, which would demonstrate the concepts in the vision aimed at activating the spaces.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

- **Vaughan Mall Demonstration Project**

In the spring of 2017, the City successfully collaborated with Portsmouth Smart Growth for the 21st Century (PS21), an independent, volunteer-led organization that presents ideas and encourages discussion and policy development around planning issues. The Vaughan Mall Green project was a demonstration project growing out of discussions by the organization about how to create dynamic, attractive public spaces. The project’s goal was to transform Vaughan Mall from an under-performing 1970s pedestrian mall to an



inviting public space incorporating ecological design. The work on the site included new landscaping, overhead lighting, seating, artwork and a stage area to attract public arts performances. During the summer, the site was home to a program of performance artists appearing during successive weekend afternoons in the new setting.

The Vaughan Mall area between Congress and Hanover streets was originally identified in PS21 placemaking events as a priority for improvement. The success of the demonstration project led to enthusiastic incorporation of this vision in the 2017 Strategic Vision for the Vaughan, Worth, Bridge Redevelopment, a plan also developed in 2017.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

- **Life Safety and Health Code Update**

In the wake of a devastating fire which destroyed a building in the downtown historic district, the City embarked upon a 6-month public hearing and approval process to update its Building (including Electrical, Plumbing, and Mechanical), Health, and Fire Codes. Elected officials and staff held several informational meetings to ensure the community was well apprised of the changes, and their added benefit to our regulatory processes.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community & Regulation Adherence)

- **Land Acquisition for Conservation, Water Protection and Recreation**

In 2017 the City completed the purchase of three significance parcels of land which mark progress on several priorities in the City's Master Plan. The City acquired 7.1 acres off of Banfield Road to facilitate protection of sensitive natural resources and promote drainage improvements in the vicinity of the Great Bog. This property abuts the abandoned rail line and could serve as an access point to the future Seacoast Greenway off road trail. In addition, the City partnered with the Southeast Land Trust (SELT) for the purchase of a conservation easement on a 72-acre property abutting the Bellamy Reservoir in Madbury in order to further protect one of the City's primary water supplies. This parcel was ranked as the third most valuable parcel acquisition with respect to protection of the Bellamy Reservoir based on an assessment of abutting parcels of land around the reservoir.

The City purchased another 50 acres of land, which lie off of Campus Drive in between Banfield, Pevery Hill and West Roads. The main driver of this land acquisition was to help meet the demand for outdoor recreation field spaces in the City. However, it also is key to improving City services by expanding the City's recycling center (at the adjacent Public Works facility) as well as the acquisition of sensitive wetland habitats, which can also be used for outdoor recreation in the forms of walking paths and natural resource interpretation. In addition to the property's adjacency to the City's Department of Public Works facility the property also abuts the Community Campus-owned by the Foundation for Seacoast Health, and a private school to be built.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community and Sustainability)



❖ **Parks and Recreation**

• **Goodwin Park Plan Implementation**

The City contracted with Woodburn and Associates to assist the City in planning a vision for the renovation of Goodwin Park. The park is the major greenspace for the Islington Street neighborhood. Its landscape has become overgrown, obstructing views into and through the park which impacts the security and usability of the park. The project involved an existing conditions and a site analysis that were presented at a neighborhood stakeholders meetings. Following the meetings, the City initiated park improvements in accordance with the approved plan. Improvements will continue in FY19.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)



• **Route 33 Dog Park**

The City officially opened land off of the Route 33 Park-and-Ride on Greenland Road (Route 33) to serve as a new off-leash dog park location. This land, which is approximately five acres and includes walking trails, was developed for the community following the closure of the Peirce Island off-leash dog area. The Peirce Island dog area will remain closed during the entirety of the Peirce Island Wastewater Treatment Facility upgrade project, which is expected to last four years. In addition to walking trails, the Route 33 location provides ample space and parking for pet owners. The land's proximity to the Hampton Rail Trail and the Great Bog area also has further potential to serve as a walkable and bikeable connector between these public spaces.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

❖ **General Administration**

• **City Council Public Dialogue Sessions**

In an attempt to allow for City Councilors and City Staff to respond to resident remarks and questions, something not permitted during City Council Meeting Public Comment Sessions, the Council chose to implement a creative solution. In early FY18 the City Council voted to change the way the Council and City staff interact with the public. The new rules replace every other City Council meeting's public comment session with a new public dialogue session, held prior to the meeting. The new dialogue session set up consists of city councilors and staff sitting at a round table style discussion with citizens, listening and responding to questions, comments and concerns they may have face to face. These input sessions take place 45 minutes prior to every other regularly scheduled City Council Meeting.

(Citywide Goal Addressed: Public Input)

• **Citywide Neighborhood Committee**

At the request of the Citywide Neighborhood Committee, City Staff, the Mayor, and City Council Liaisons appeared before residents in each of the City's five wards. Staff presented information on current City initiatives in addition to projects that were of particular interest to each ward. Residents, staff, and elected officials engaged in active discussions, frequently involving resolution of a variety of questions with follow up items noted.

(Citywide Goal Addressed: Public Input)



- **New City Website**

The City unveiled an updated website for the community in the fall of 2017. This mobile-friendly site not only offers a fresh look for users, but added content and faster access to the information they need. The City's I.T. Department worked with Bowst (a local company) and Acquia (based in Boston) in creating the new website on the Drupal 8 platform.

(Citywide Goal Addressed: Public Outreach)



- **Meetings and Community Events Calendars & Online Newsroom**

A new and improved feature of the City website is the City's Municipal Meetings Calendar that is designed to better flag meetings that are important to our residents. It not only showcases all up-and-coming City municipal meetings, but it allows citizens to add meetings to their personal calendar and filter meetings by specific City boards and dates as well. The City also maintains a separate Community Events Calendar that details City Council-approved events.

Also available on the new website is the City's online newsroom featuring the same filtering capabilities in which residents can view the latest news by subject and/or department. Other community outreach avenues include:

- The City's bi-weekly electronic newsletter;
- Subscriptions to various project email lists;
- Email and text notifications regarding snow storm parking bans through coded;
- Click N' Fix and Zagster mobile applications;
- And posts through social media from various City departments.

(Citywide Goal Addressed: Public Outreach)

- **City Youtube Channel**

Citizens can watch a wide variety of City meetings (including City Council, various Boards and Committees) on The City of Portsmouth YouTube Channel. This channel includes recorded meetings and streams meetings live in high definition. Meetings of various topic/boards are also organized as playlists so viewers can easily navigate meetings of interest.

(Citywide Goal Addressed: Public Outreach)

- **City Newsletter**

While the City's website and homepage are continuously updated, a bi-weekly electronic newsletter is also sent out to those who subscribe to assist with highlighting important news and meetings. Certain City projects also offer residents the option to opt in to receive emails specific to that project and/or submit input on the project, such as the McIntyre redevelopment, Islington Street Gateway and Maplewood Avenue reconstruction. This opt-in strategy was utilized for the Prescott Park Master Plan development, Vaughan-Worth-Bridge Committee plan feedback and more.

(Citywide Goal Addressed: Public Outreach)



- **Citywide Social Media Summary**

The below lists summarizes all social media profiles for various City departments.

- Department of Public Works: Twitter @PortsmouthDPW
- Downtown Parking: Twitter @ParkPortsmouth
- Fire: *Twitter @PortsmouthNHFD, Facebook
- Library: Twitter @PortsmouthLibNH, Facebook, Instagram
- Planning Department: Twitter @PlanPortsmouth
- Police: Twitter @PortsmouthNHPD, Facebook, Instagram
- Recreation Department: Twitter @PortsmouthRec
- Wastewater: *Twitter @PortsmouthCSOs

* Denotes real-time notifications

(Citywide Goal Addressed: Public Outreach)

- ❖ **Parking and Transportation**

- **Neighborhood Parking Program Options – Citizen Input**

In response to public request, the Parking Division has conducted research into options for the implementation of Neighborhood Parking Programs in Portsmouth. The City staff outlined generalities during a Public Work Session on February 5th, 2018. The City is currently in the process of taking public questions and feedback, with a view to recommending a program pilot launch to coincide with the opening of the Foundry Parking Garage in October 2018.

(Citywide Goal Addressed: Transportation and Public Outreach)

- **Zagster**

The City’s new public bike share program, managed and operated by Zagster, launched in May of 2017. Zagster offers a complete bike share package that is tailored for each community. This program provides turnkey service that requires minimal involvement from the City to manage and operate, is scalable and adaptive to changing needs and demand, and includes locally based regular service and maintenance for all equipment. The City has entered into a 3-year agreement with Zagster for 30 bikes and 6 stations. The agreement provides that additional bikes may be added to the system within this 3-year period if the City decides there is sufficient demand (and funds). For 2018, the City will be adding a 7th station, sponsored by Portwalk Place, and will continue to work on expanding the system through public-private partnerships.

(Citywide Goal Addressed: Bikeable & Walkable City, Transportation, and Sustainability)

- **Smarking**

The City has implemented “smarking” software, allowing City officials to review detailed reports on average ticket price, occupancy percentages, revenue statistics and length of stay analytics. This Smarking software is now fully integrated with all parking control devices in Portsmouth, including single-space meters, multi-space-meters, EasyPark and the Hanover Garage. The data collected with this software assists City officials in making demand management, pricing, enforcement and fee recommendations.

(Citywide Goal Addressed: Transportation)



- **Foundry Place Garage**

In May of 2015, the City Council voted to authorize bonding for the construction of a new municipal parking garage. Since that time the City has purchased the property and is in the final stages of design and entering into design development. Groundbreaking for the Foundry Garage took place on Wednesday, September 6th, 2017, with the anticipated opening to occur in October 2018. The Foundry Garage will add 600 spaces to the City's limited inventory, providing relief for downtown occupancy concerns, and the anticipated loss of space during the upcoming three-year Hanover Garage renovation project. Additional plans for the garage include: an activated street front housing a municipal function (possibly the Parking Division), public restrooms, and a civic space.



(Citywide Goal Addressed: Transportation)

- ❖ **Economic Development**

- **Americans for the Arts Economic Prosperity Study (AFTA)**

Art-Speak, the City's Cultural Commission, in partnership with Americans for the Arts, conducts the [Arts & Economic Prosperity Survey](#) every five years. This survey provides economic data which highlights the revenues generated by Portsmouth's arts and cultural organizations and their audiences. The survey accounts for the dollars arts and cultural organizations spend to stage performances, produce exhibits, and pay salaries. It also includes spending by the audiences they attract at local restaurants, hotels and retail shops. As those dollars make their way through the economy, they trigger additional rounds of indirect spending that further positively impact Portsmouth's economy. The survey was conducted in 2016 and the final report was issued in 2017 indicating the economic impact of arts and culture in the Portsmouth region was \$58 million, up from \$41.4 million in 2011.

(Citywide Goal Addressed: Healthy Economic Development Climate)

- ❖ **Water/ Sewer**

- **Carbon Filters- Pease Tradeport**

Through a 2016 agreement with the United States Air Force, the City installed two 20,000 lb. granular activated carbon vessels (GACs) to filter and remove PFCs from the Harrison and Smith Wells at the existing Grafton Road water facility. This installation has been operational since September 2016 to treat the PFCs and enhance the overall performance of the Pease Tradeport water system. Frequent sampling, filter monitoring and operational requirements from the Harrison and Smith Wells' demonstration project have been evaluated since that time. Information from this demonstration study has been utilized by the City's engineering consultant to revise the final design parameters for treatment of all three Pease Tradeport drinking water supplies.



(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)



- **Air Force Agreement to Address Pease Well PFC Contamination**

On May 12, 2014, the City of Portsmouth received notice that the Haven Well, located at the Pease Tradeport, the former site of the United States Air Force’s Pease Air Base, showed levels of Perfluorooctane sulfonate (PFOS) above the provisional health advisory level after Poly and Perfluoro Chemicals (PFAS) were sampled. The well was immediately shut down and the City began responding to the incident on multiple fronts.

As of February 2018, the Air Force has agreed to the following projects associated with the response and treatment of the Pease Tradeport Wells:

- \$179,000 for technical assistance related to investigation of the contamination and study of replacement well locations;
- \$60,000 for preliminary design of facility upgrades to treat the contaminants;
- \$947,700 for pilot testing of carbon filters and installation of demonstration filters at Grafton Road facility to treat the Smith and Harrison wells;
- \$46,623 for additional investigation of treatment design parameters and comparison of an upgrade to existing facility versus constructing a new one;
- \$1,329,080 for final design of new treatment system for all three Pease Tradeport wells.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

Continuing Priorities and Initiatives

- ❖ **Department of Public Works**

- **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.



Projects from FY18 include:

- Completed work on Bridge Street sidewalks from Islington Street to Hanover Street.
- Built a new sidewalk on South Street from Elywin Avenue to Junkins Avenue.
- Built a new sidewalk on Junkins Avenue from South Street to Lincoln Avenue.
- Construction of utilities, sidewalk curbing and roadways was completed on the Brewster Street and Langdon Street portions of the McDonough Street project.
- Through part of the annual crack sealing program, a portion of Woodbury Avenue, Lang Road, Elwyn Road, Middle Road (from Middle Street to Peverly Hill Road), State Street, Court Street, Borthwick Avenue, and Marcy Street were sealed. This program seals cracks in the roadway and prevents water from infiltrating under the road accelerating the decline of the road through freeze and thaw during the winter, creating potholes.



- Completed the design and bid the upgrades to the Andrew Jarvis Drive/ Lafayette Road intersection. This improvement will allow the addition of a right turn lane out of Andrew Jarvis Drive to reduce congestion before and after school. The staff worked to secure an easement to allow this upgrade to be completed. This project will be completed during the Summer of 2018.
- Completed the construction of the sidewalk areas around the High Hanover Garage. The project included Hanover Street from Market Street to Fleet Street, Hill Street from Hanover Street to Deer Street and the alley between the Hanover Garage and Market Street. In addition to upgrading the brick sidewalks along these streets, the project included the burying of overhead utilities and installation of period lighting.
- Completed a new sidewalk, upgrades to drainage and extension of sewer service along Islington Street from the Route 1 Bypass Bridge to the Plains Ball Field.
- Completed Phase 1 of the Market Street Gateway Project. This project included the replacement of a concrete median with streetscape street lighting and street trees. The project also included the installation of a multi-use path along the length of the project. The project encompassed Market Street from Interstate 95 Exit 7 to Submarine Way.

(Citywide Goals Addressed: Transportation and a Bikeable and Walkable City)

- **Solid Waste Program**

The Solid Waste Program provides the collection, transportation, disposal and processing of residential waste, recyclables and compostables. Curbside collection is 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 are collected annually with approximately 5,000 tons of waste landfilled, 2,000 tons composted and almost 4,000 tons recycled. Portsmouth is able to average a 55% landfill diversion rate and prevent over 12,000 metric tons of CO2 emissions through recycling materials.



Through various data collection studies of our waste stream and public surveys for resident recycling input, public space recycling was identified as a key leverage point where recycling rates can be improved. In FY18, funds were designated to improve our public space recycling receptacles and signage. The recycling receptacles are being distributed to new locations in an effort to provide more convenient public space recycling. The City also view the public space receptacles as an opportunity to educate residents and tourists on how to recycle correctly. City staff aim to clarify the nuances of single stream recycling through standardized recycling signs at all indoor and outdoor receptacles maintained by the City. The signs were designed to be simple, easily



recognizable, and feature realistic pictures of common items to illustrate which materials are recyclable via single stream. The image based signs help alleviate confusion of what items are recyclable and provide uniformity across all receptacles present a consistent message throughout the City.

The City has also implemented a number of initiatives to promote food waste diversion from the landfill. The DPW continues to maintain a year round drop-off for food waste composting at the Recycling Center on Peverly Hill Road. This past year the DPW also started distributing free backyard compost bins to residents and offer a \$10 per month subsidy for all residents who hire outside vendors for curbside food waste collection.

Along with food waste, we have added the ability to collect other specialty drop off items at the Recycling Center; such as, textiles, bicycles, and mobility devices like crutches. The bicycles are recycled by a local company and the mobility devices are sent to Africa through the Portsmouth Rotary Club to benefit those suffering from Polio and other devastating diseases.

(Citywide Goal Addressed: Sustainability)

- **Islington Street Improvement Action Plan**

The Islington Street Improvement Action Plan is a long-range strategy of prioritizing actions for corridor improvements. It addresses the City's Master Plan goal of creating a vision for the City's corridors that includes both physical and regulatory strategies for each corridor. The plan includes short- and long-term action oriented recommendations for the Islington Street corridor such as improved circulation, pedestrian and vehicular safety as well as streetscape improvements such as sidewalks, streetlights, landscaped curb bump outs, bus turnouts and appropriate economic development tools to benefit growing and creative businesses in the corridor. In FY18, the design of the corridor was finalized and the project was bid. Due to funding limitations, the construction of the improvements will occur in two phases. The first phase will include the section of Islington Street from the Route 1 By-pass Bridge to Dover Street. The project is anticipated to begin construction during the summer of 2018 and will likely last for two construction seasons. The second phase is anticipated to begin in FY22.



(Citywide Goals Addressed: Transportation, A Bikeable and Walkable City, A Welcoming, Safe and Diverse Community)

- **Market Street Gateway Improvement Project**

In FY18 the City contracted SUR Construction to complete Phase 1 of the streetscape improvements from Kearsarge Way to Albacore Way. The work included construction of an 8-foot wide multipurpose path for pedestrians and bicyclists, new historic streetlights, a landscaped median, a dedicated bike



lane, innovative storm water drainage features, wayfinding and traffic calming features, and intersection signal improvements. The second phase will begin following the completion of the new Sarah Mildred Long Bridge and will include the same street improvements from Albacore Way to Russell Street as well as a pocket park on the North Mill Pond and a passive recreation park along Cutts Cove.

(Citywide Goals Addressed: Transportation, a Bikeable and Walkable City, A Welcoming, Safe and Diverse Community)

- **Public Works - Click N' Fix**



As part of the City’s on-going effort to improve public outreach, the Public Works Department (DPW) continues to utilize Portsmouth Click N’ Fix. This program is a convenient way for residents to communicate with the DPW by allowing them to report issues and request Department services through online and mobile applications. This program improves communication between citizens and the DPW, by serving as a direct link to the work order management system. In addition, the application provides added metrics for the Department to measure levels of service per various Public Works’ activities and provides immediate acknowledgement that a service request has been received and communicates when requests are

resolved.

This program benefits the residents and Public Works personnel by enhancing the analysis of services requested which has helped the City make better decisions and shift resources and services accordingly. In addition, the enhanced metrics have assisted in budget allocation decisions.

(Citywide Goal Addressed: Public Outreach and A Welcoming, Safe & Diverse Community)

- **Code-Red Snowban Notification**

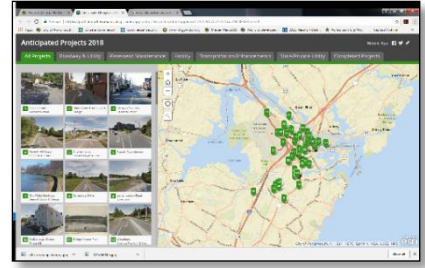
The DPW has continued to provide text and email notification system through CodeRED to alert residents and commuters of declared and terminated snow parking bans in real time. This is another tool to help the community plan accordingly during snow storms and cleanup, and is an additional resource to compliment other information avenues from Public Works: a recording on the snow phone at 766-7669 (SNO-SNOW), tweets from @PortsmouthDPW and @ParkPortsmouth, posts at www.cityofportsmouth.com and announcements in the local media and on Local Government Cable Channel 22.

(Citywide Goal Addressed: Public Outreach, Transportation)



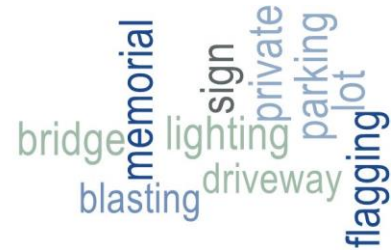
- **Citywide Interactive Project Map**

The City’s DPW upgraded the annual construction project map to make it interactive. The single map allows a resident to focus in on an area of the City, or type of project, in which they are interested or about which they have questions. Links on the page lead the user to information specific to each construction project such as the project description, project status, project manager, estimated timelines and costs. Links within each project page can also lead site users to specific project pages within the City Website when more information is available. Contact information is also available on the website if a resident has more questions regarding a specific project that is not already available to them on the project map.
(Citywide Goal Addressed: Public Outreach)



- **ViewPoint Cloud Software**

The Department of Public Works (DPW) began using ViewPoint Cloud, the City’s new online software permitting center, in 2017. The department launched five permits: blasting, driveway, flagging, Memorial Bridge lighting requests and signs for private parking lots. The department anticipates adding additional permits each year. DPW has seen major gains in efficiency, communication, and user satisfaction since going live with ViewPoint. Applicants can apply, pay for, and print permits from their home or office with the online system.
(Citywide Goal Addressed: Public Outreach)



- ❖ **Planning, Health and Inspections**

- **Wayfinding Program**

The City continues to work on implementation of its citywide Wayfinding Program. A wayfinding plan was completed in early 2014 which identified appropriate wayfinding types, messaging and locations in a uniform and recognizable design menu that is unique to the City. The entire wayfinding system is being implemented in four (4) total phases and includes a combination of citywide signage as well as online and mobile tools to assist pedestrians, bicyclists and transit users, as well as motorists to navigate efficiently to their destinations.



Phase 1, completed in early 2015, focused on the City’s public parking areas. Phase 2, completed at the end of 2016, facilitates navigation to key visitor destinations within Portsmouth. Signs installed in Phase 1 are located within and around the downtown area as well as along the primary road corridors into downtown including Islington Street, Middle Street and Sagamore Avenue. Phase 3, which is anticipated to begin in 2018, will focus on pedestrian wayfinding around the downtown. Another aspect of the Wayfinding Program - interior wayfinding for the Hanover Parking Garage and Foundry Place Parking Garage - will be starting in 2019. Improvements being considered will include guidance



for drivers and pedestrians accessing and circulating through the parking garage, as well as aesthetic enhancements and information to guide visitors to key destinations.
(Citywide Goal Addressed: Bikeable and Walkable City)

❖ **Parks and Recreation**

• **Prescott Park Advisory Committee**

Following the completion of the Blue Ribbon committee on the Prescott Park Master Plan in early 2017, the Prescott Park Policy Advisory Committee was appointed by the Mayor. As recommended in the Master Plan work, the new Committee was charged with forming policy recommendations for how the Park should be used, particularly focusing on the organizations that program arts and culture activities in the Park. The Advisory Committee met 19 times between March and December and its recommendations were submitted to the City Manager in December 2017. The recommendations addressing schedule parameters, security and crowd management, off-site sound mitigation, commercial activity, and signage as well as other issues will be used to formulate the license agreements with the organizations moving forward.

(Citywide Goals Addressed: Sustainability and a Welcoming, Safe and Diverse Community)



• **Implementation of Master Plan for the Sagamore Creek Land**

This project is part of the implementation of the November 2015 City Council-adopted Sagamore Creek Land Master Plan. That Master Plan resulted in a detailed passive recreation use plan for the 66-acre City-owned site, which also includes the former Jones Avenue Landfill. Phase I implementation will follow the approval of a permit modification to permit public access to the landfill cap (currently in progress). The construction project will include fence removal at Jones Avenue, improvements to the roadway into the site, creation of on-site parking along the road and adjacent to the cap, creation of a trail system on top of the cap, and a related signage and trail markings. This recreation asset will join other City-owned passive recreation assets and greatly enhance public access to the Sagamore Creek waterfront.

(Citywide Goals Addressed: Sustainability and a Welcoming, Safe and Diverse Community)



❖ **Finance Department**

• **Record Retention/Document Archiving**

The Finance Department creates and stores a multitude of documents each year. Many of these documents are only maintained for a short amount of time (per New Hampshire



law). The Finance Department has been revisiting the Record Retention Schedule set forth by both the City and State to ensure guidelines are being followed in regards to our short-term and long-term records.

The City is required to keep some of its Financial documents on a permanent basis (e.g. tax warrants, assessing documents, etc.). The City also keeps older Finance records that are of historic significance. These documents are aging and many show signs of deterioration. Initiative has been taken to begin preserving and scanning these documents. The Finance Department and City Clerk's office have teamed up to request funds within the City's Capital Improvement Plan (CIP) to begin preserving hundreds of historic documents. During the preservation process these documents are also being scanned to microfilm (for security purposes) as well as digital format (for accessibility).

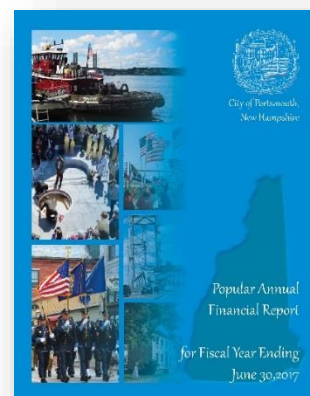


The departments have also requested funding to create a better storage environment for these preserved documents. Public Works has built a new archival space to store historic permanent artifacts for the City. This room is climate controlled (temperature controlled, humidity monitoring and UV protection) as well as fire resistant and equipped with a dry fire suppression system. The room is stocked with archival industrial shelving and has been indexed for storage and security.

(Citywide Goal Addressed: Regulation Adherence and Legislative Development and Historic Preservation)

- **Popular Annual Financial Report (PAFR)**

In FY18 the City of Portsmouth published its second Popular Annual Financial Report (PAFR), a financial document designed to present a condensed overview of the City's financial position in an easy to read format. The PAFR highlights pertinent financial information including expenditures, revenues, fund balance, debt-service, and capital asset investment for the General Fund as well as the Water and Sewer Funds (not all component units) for the fiscal year ended June 30, 2017. All the information in the PAFR is extracted from the City's audited 2017 Comprehensive Annual Financial Report (CAFR) which is prepared in accordance with Generally Accepted Accounting Principles (GAAP). The PAFR also features information on Citywide accomplishments, statistical data, brief departmental highlights and more.



(Citywide Goal Addressed: Public Outreach and Financial Stability)

❖ **General Administration**

• **Legislative Subcommittee**

The City Council’s four-member Legislative Subcommittee (comprised of the Mayor and three (3) City Councilors) continues to closely review New Hampshire Statehouse activities which have the potential to impact Portsmouth. The City Council has adopted Principles for Legislative Positions that guide the Subcommittee on issues of importance to the City. The Subcommittee meets regularly with its legislative delegates to discuss these issues and proposed legislation that could affect municipal operations, city residents, and/or the City’s budgeting process. The City continues to closely monitor legislation with the potential to substantially impact the budget. This includes legislation that may make changes to the NH Retirement System, tax exemptions and valuation of utility poles and conduits. In addition, the Subcommittee continues to monitor and support legislation that would more fairly redistribute the Meals and Rooms Tax revenue to those communities, like Portsmouth, that contribute significantly to the tax and enable legislation that would allow cities and towns to mitigate the cost of tourism. The City also closely monitors the State’s education funding formula. Although Portsmouth has not been forced to raise excess Statewide Education Property Taxes as a “Donor” community since FY06, legislation that could potentially reestablish Portsmouth as a “Donor” community is monitored by the City. The City will also continue to watch the Legislature’s future education funding discussions on behalf of the Coalition Communities, a group of former “Donor” towns. This effort is funded by the City and contributions from Coalition-member towns. The Subcommittee also follows legislation that could impact the City outside the budgeting process by tracking legislation that address issues such as the regulation of short-term rentals, accessory dwelling units or any amendments to the current Right-to-Know Law.



(Citywide Goals Addressed: Regulation Adherence and Legislative Development)

• **Federal Property Transfers**

○ **Thomas J. McIntyre Federal Building**

The City Council continued working with the General Services Administration (GSA) throughout FY17 on actions towards the disposal and reuse of the downtown McIntyre Federal building and the 2.1 acre property. The City is working to acquire the property through application to the “Historic Monument” program. This avenue allows the GSA to transfer property to state and local agencies for public uses at a discount of up to 100% market value. To this end, the City invited private partners to submit qualifications and proposals for reuse of the property, and selected a preferred partner with which to pursue a Public-Private Partnership.

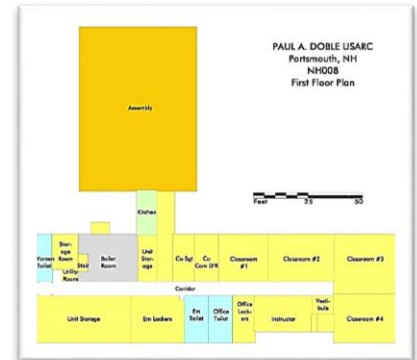
(Citywide Goals Addressed: Regulation Adherence & Legislative Development and Historic Preservation)



○ **Paul A. Doble Army Reserve Center**

The Senior Services Division, with the support of the Recreation Board and the Senior Subcommittee, continues to work towards the goal of reuse of the Doble Army Reserve property on Cottage Street for the future senior center. To date the Doble project team has been working on design plans to ensure the City is well-positioned to move forward on project implementation when the property is finally secured.

Despite long delays by the Federal Government in the transfer of the property (a process which started in 2005) the City has pivoted toward the development of the Senior Activity Center concept and design development. This process continued with an outreach meeting with the City’s seniors in September 2017. Design stages are proceeding towards producing a “biddable” set of drawings for release as soon as the property is controlled.



The adaptive reuse of the existing structure will ensure a vibrant and welcoming home for the City’s growing population of residents over the age of 50 as well as the Senior Services’ increasing programs. The community will gain a multi-functional space that will also function as a community hub and center.

(Citywide Goals Addressed: A Welcoming, Safe and Diverse Community)

❖ **Parking and Transportation**

• **Bicycle and Pedestrian Plans and Projects**

The City continues to implement the recommendations of the citywide Bicycle Pedestrian Plan, which was adopted in 2014. The plan lays out a complete citywide bicycle and pedestrian network, provides guidelines and standards for bicycle and pedestrian facilities, and includes a prioritized list of infrastructure improvements to improve connectivity and safety for bicyclists and pedestrians. Staff continues to work to incorporate accommodations for bicyclists and pedestrians in all road improvement projects to the extent possible. Examples of projects completed or started in FY18 include: the Market Street Gateway Project which includes bicycle lanes and pedestrian amenities; design of the Maplewood Avenue road reconstruction project which will improve the road for all travelers using Complete Street principles; completion of the Islington Street sidewalk extension the ball field at the Plains to Essex St; the design of sidewalks, bike lanes and drainage improvements along Peverly Hill Road; construction of an on-road bicycle route along Middle Street/Lafayette Road between the High School and Downtown; and design of a comprehensive full road reconstruction of Islington Street from Maplewood Avenue to Albany Street that will include improvements to the streetscape, sidewalks, and pedestrian amenities.

(Citywide Goal Addressed: Bikeable and Walkable City)



- **Public Transit**

The Planning Department continues to work with the Cooperative Alliance for Seacoast Transportation (COAST) and Wild Cat Transit, the City’s local and regional public transit providers. COAST is a regional public transit provider that operates as an independent public body. The regional system that COAST operates is funded in part from contributions from the communities it serves, including Portsmouth. In addition to regional service, COAST provides local service between downtown and both Lafayette Road and the Pease Tradeport. COAST and its member communities are increasingly challenged by the rising cost of accessible transportation services mandated under the Americans with Disabilities Act (ADA). Staff members are researching opportunities to provide these services more efficiently while continuing to improve and grow public transportation services in the city. Wildcat Transit is operated and managed by the University of New Hampshire (UNH) and provides bus service between downtown Portsmouth and UNH.



(Citywide Goal Addressed: Transportation)

- **Parking Shuttle**

Since 2016, the City has contracted with COAST to operate the downtown parking shuttle between the Market Street Church Lot and the Hanover Parking Garage, Friday through Sunday from June through Labor Day. COAST has also operated the parking shuttle for special event days (Market Square Day, Halloween Parade, Holiday Parade, and First Night).

(Citywide Goal Addressed: Transportation)

- **Hanover Garage**

A structural review of the High Hanover Parking Facility was conducted in FY15 to determine an appropriate program of restoration and maintenance to extend the useful service life of the facility by at least 20 years. A three-phase restoration will take place once the Foundry Place Garage is operational. During this time, sections of the Hanover Garage will be renovated while the facility remains operational.



(Citywide Goal Addressed: Transportation)

- **Upgrades to Downtown Parking Meters**

The new single-space meters installed on May 1st, 2017 have dramatically enhanced the consumer experience, with easy to read messaging and high-speed credit card payment transactions. The meters report in real-time to the Smarking Dashboard.



The City is engaged in the replacement of its aging Multi-Space Meter (MSM) Technology. Over the past calendar year, the City has deployed three different types of test units, monitoring performance, taking public feedback and discussing pricing options with multiple vendors. The selected new machines will utilize a touch-screen technology,



eliminating the physical buttons used in the current design, dramatically reducing maintenance and replacement costs in the future. Additionally, the new design allows for advanced functionality, with enhanced transactions speeds, real-time data transfer, and the ability for a customer to satisfy a citation at the kiosk prior to leaving the lot or area.

(Citywide Goal Addressed: Transportation)

- **Upgrades to Parking Citation Management Software**

The City has conducted an open bid process, and is now in the selection stage, for the replacement of its aging and unsupported citation management hardware and software. The selected product will incorporate the latest technologies, including real-time data transfer, and support the use of the City's own tablets, greatly reducing maintenance and replacement costs inherent with proprietary handheld devices. Additionally, new functionalities will allow for the system to actively communicate with pay-by-phone products and new Multi-Space Meter technology to support citation payment at the kiosks, while continuing to support online payment and appeals processes.



(Citywide Goal Addressed: Transportation)

- **Downtown Parking Strategies**

The City's Department of Public Works made progress in FY18 by applying the Guiding Parking Principles adopted by the City Council in March 2012 and will implement the following in FY19:

- Facilitate the opening of the Foundry Garage;
- Facilitate the procurement and installation of new Parking Kiosk technology;
- Develop Neighborhood Parking Program Options with public feedback;
- Implement a citywide pay-by-phone application after a complete bid process;
- Transition to a real-time citation management system;
- Introduce an online citation appeal system that will streamline the current process;
- Continue to expand safe bicycle pedestrian infrastructure in support of the City Council Complete Streets policy;
- Develop event management mapping and traffic routing with event-specific pricing; and
- Continue to make data driven decisions using the Smarking data analysis system.



(Citywide Goal Addressed: Transportation)

- **Parking and Transportation - Pay-by-phone Passport Pilot**

Pay-by-Phone technology allows users to access a smart phone application to pay for, and (where available) extend their stay in a parking lot or space.

Throughout 2017, the City conducted a pilot project to assess Pay-by-Phone technology in the Worth and Bridge Lots. As a result, the City has made significant progress in understanding what is available in this marketplace. The City plans to hold an open bid



process during the spring, with the goal being to determine a selected vendor, and seek Citywide integration in the fall of 2018.

(Citywide Goal Addressed: Public Outreach)

❖ **Economic Development**

• **400th Anniversary Celebration**

At the beginning of 2017, the City entered into a partnership with Portsmouth Historical Society (PHS) that allows the organization to lead and manage the City's 400th anniversary celebration. While the City does not turn 400 years old until 2023, this partnership and grant money from the City has allowed PHS to jumpstart the development of an ongoing program, known as Portsmouth400, for citizens to engage in for years to come. PHS has organized a Portsmouth400 Steering Committee and hired a Director of the Portsmouth400 program, who will continue fundraising grant money and developing ongoing programs to enrich others and include every member of the community.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)

• **Implementation of the Business Retention Plan**

In 2016-2017, the City of Portsmouth in partnership with UNH, conducted a Business Retention and Expansion (BR&E) Visitation Program. This economic development program, developed by the University of New Hampshire's Cooperative Extension, is a joint effort by citizens, community and business leaders living and working in City of Portsmouth to:

- Better understand the local economy;
- Identify business concerns related to economic development; and
- Establish or maintain a channel of communications between business and local leaders.

Through 75 face to face visits with business owners/executives, an in-depth picture of the current economic climate emerged and opportunities for future economic development policies for retaining local businesses arose. Throughout the process the City's Economic Development Commission and business leaders worked alongside the UNH Cooperative Extension to analyze resulting data from surveyed businesses and develop economic strategies for enhancing the business environment. A final report has been prepared by UNH to guide the response to business needs.

(Citywide Goal Addressed: A Healthy Economic Development Climate)

❖ **Water Division**

• **Water Division Public Outreach**

The Water Division continued to work on improving public outreach with respect to water supply and quality. Frequent Water Supply Status Report updates were posted on the City's website and forwarded to regulators and the news media. Website updates included reorganizing the water system's webpages to



allow better access to ongoing and historical water supply information. Separate pages were created and devoted specifically to water quality and the Pease Tradeport water system’s response to PFAS contamination. A comprehensive format update of the required Annual Water Quality Report was undertaken by City staff. This update increased the printed information from a six page layout to eight pages of system specific water quality information. Three separate reports were created, one for each water system served by Portsmouth – 1) the City of Portsmouth water system, 2) The Pease Tradeport water system and, 3) The New Castle water system. In the past, this information was combined into one report.

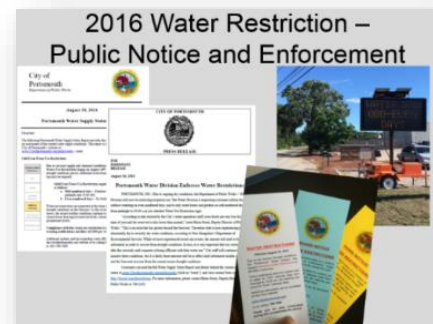
(Citywide Goal Addressed: Public Outreach)

- **Water Efficiency Program**

The City continued to implement water efficiency measures throughout 2017. These measures included:

- Continue to utilize the services of a leak detection firm to survey and identify areas of the water system that may have leaks. Through this effort, the City will survey the entire water system every three years. Leaks are now tracked in the City’s Electronic Asset Management Database, where the information is utilized by City staff to assess, justify and schedule capital replacements.
- Continue to “right-size” larger water and compound customer meters with smaller, more efficient meters, to better capture low flow water consumption patterns.
- Continue to track system Water Balance (metered supply versus metered water sales) to assure system metering and leakage continues to achieve a water balance that accounts for at least 85% of water pumped into the system. As of FY17, the water system’s Water Balance was 88% and continues to increase.
- The City continues with its Water Efficiency Rebate Program which allows qualifying residential water and sewer customers a rebate for installing high efficiency toilets and washing machines. The rebates are \$100 for qualifying toilets and \$150 for qualifying washing machines. Portsmouth was the first water system in New Hampshire to offer these rebates. The City issued 425 toilet and 37 washing machine rebates in FY17. Analysis of these customers show an average indoor water savings of 2%.

(Citywide Goal Addressed: Sustainability)

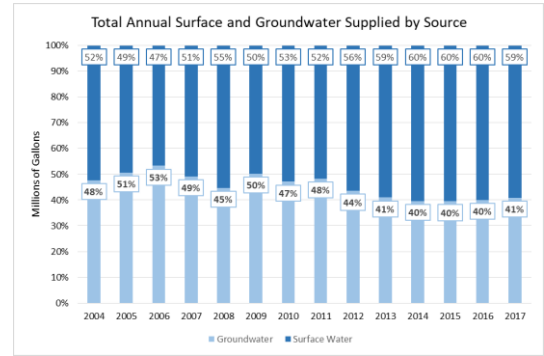


- **Integrated Water Supply Management Program**

The City continues to optimize its management of one surface and eight groundwater sources – utilizing a greater percentage of surface water when the Bellamy Reservoir is flowing at or above average and water quality and treatment are adequate. During these



periods, the groundwater wells are rested as much as possible to allow their respective aquifers to rest and groundwater levels to recover. Conversely, when surface water conditions are below normal, water operations staff can switch to utilizing more groundwater sources of supply. Finally, during periods of drought, emergency or when demand exceeds supply capability the system can impose irrigation restrictions to reduce the demand. The following graphic shows the success of this management strategy, showing a decreased reliance on groundwater in the last five years. This management helped the City water system meet demands during the historically dry summer of 2016.



(Citywide Goal Addressed: Sustainability)

- **GIS Interns**

The Department of Public Works’ Water and Sewer Divisions continued to employ the services of University of New Hampshire student interns to survey and assess stormwater infrastructure as well as other City infrastructure. The information gathered from the assessment of storm drains, pipes and outfalls is utilized by the City staff to identify operational and capital projects related to the stormwater programs. This effort has been instrumental in the long-term planning with respect to complying with the anticipated requirements of the new MS4 EPA Stormwater permit.

(Citywide Goal Addressed: Sustainability)

- **Drinking Water Fountain Project**

In FY17, the Water Division, together with the Department of Public Works continued to install new drinking water fountains at public facilities. Fountains were installed at the new tennis courts and at the Parrott Avenue ballfields. Future installations are planned for other City parks and public locations.



(Citywide Goal Addressed: Sustainability)

- **Fire Hydrant Painting**

The Water Division began the process of painting all fire hydrants in the water system in FY17. Over 500 hydrants were painted and their caps were painted based on the water supply capability at each hydrant. This color-coding assists fire department personnel with field information they can utilize to determine how much water each hydrant is capable of delivering during a fire.

(Citywide Goal Addressed: A Welcoming, Safe and Diverse Community)



- **Long Range Capital Improvement Projects**

In FY17, the Water Division continued to implement the projects recommended in the 2013 Water System Master Plan Update. These projects included:

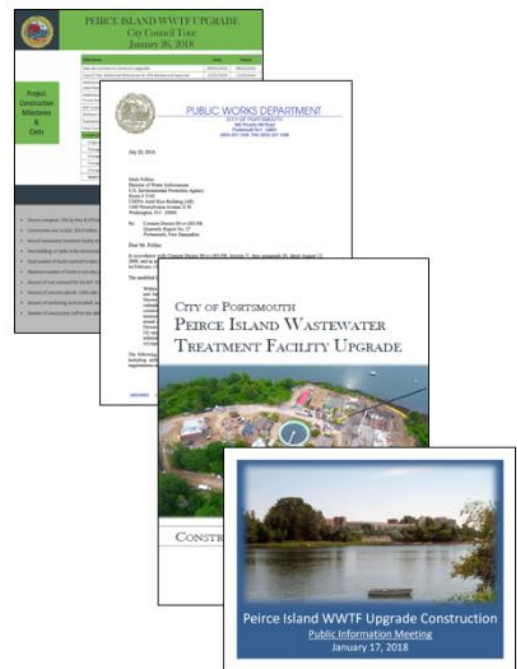
- Continued the process of permitting the new Madbury Well #5 as a drinking water source of supply. This well was drilled in early 2015 to provide emergency supply capability. This new well will improve operating efficiencies and provide better integrated management of the combined surface and groundwater sources of supply.
- Constructed and activated the replacement of the Greenland Well with new equipment housed in a new building. This new building will improve system reliability and enable more sustainable operation and efficiency of that water supply source. The new facility also includes a backup generator that will allow continued operation of the well during power outages.
- The Water Division continued to upgrade water pipelines in conjunction with other utility and roadway projects. Recent analysis shows that since 1990 the City has replaced over 41 miles of water main and is on track to continue replacing these mains at a rate of approximately one percent per year.

(Citywide Goals Addressed: Sustainability and A Welcoming, Safe and Diverse Community)

- ❖ **Wastewater Division**

- **Wastewater Public Outreach**

The Division continues to focus on improving public outreach efforts with respect to wastewater treatment upgrades and other projects in the system. Information on the Peirce Island Wastewater Treatment Facility Upgrade follows the outline of a Communication Plan provided to the City Council in FY17. Updates on the status of projects are posted at <https://www.cityofportsmouth.com/publicworks/wastewater>. The Division has a specific web page devoted to the Peirce Island Wastewater Treatment Facility Upgrade construction that includes direct contact information for City staff, a reporting form for construction related concerns and a weekly update on construction activities. In addition, periodic public updates are provided to the City Council, monthly public meetings are held at City Hall, and the Division submits a monthly construction update to the EPA which is also available. An open house tour of the construction was given to the public in September 2017. Other tours have been given periodically to regulatory agencies and city officials. The Division intends to hold periodic tours throughout the project to continue to allow the public to view progress of the ongoing facility upgrades.



The Division has updated its wastewater web page to include combined sewer overflow summaries. Information is available at <https://www.cityofportsmouth.com/publicworks/wastewater/combined-sewer-overflows-cso>. In FY18, reporting was further improved to provide updates when a combined sewer overflow event begins. This service is provided through a specific Twitter handle (@PortsmouthNHCSOs) and anybody who is interested is able to sign up and will receive notification of a combined sewer overflow event occurrence. (Citywide Goals Addressed: Public Outreach)

- **Peirce Island Wastewater Treatment Facility**

In FY18, the City continued to move forward with the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade. Public meetings, tours and presentations were held with the City Council members and members of the public. Methuen Construction of Salem, NH continued work on the second of a four year project. The treatment facility upgrades include a new biological treatment system and upgrades to other portions of the facility. The majority of the work will be completed by December 2019 as required by the City’s Consent Decree with the Environmental Protection Agency (EPA) and by April 2020 the treatment facility will be in compliance with secondary treatment standards.



Construction activity this past year was characterized by significant demolition and concrete placement. The Sand Filter Building was removed over a two month period of February and March 2017 and the Administration Building was removed in November 2017. City staff were relocated in October 2017 to temporary trailers in the pool parking lot area for the remainder of the project until fall 2020. The Contractor erected the new Headworks Building in FY18. This is the first line of treatment in wastewater and is where large debris will be removed at wastewater screens. Screening of wastewater is important protection for all the equipment and systems in downstream processes. The Headworks Building completion was a critical step in the process because it also houses all the automated computer controls for the treatment facility. Also completed in this fiscal year was the concrete work for Sludge Thickener No. 2 and the beginning of construction for the Grit Building and Tanks.



A significant amount of concrete placement has been performed at the Biological Aerated Filter. As of January 2018, there had been over 7,000 cubic yards of concrete placed on the site and over 2 million pounds of reinforcing steel. The project is on schedule and on budget.

The Division continues to review the impacts of this major construction project and adjust as necessary.



To support its wastewater NPDES permits, and as agreed in the Consent Decree Second Modification, the Sewer Division will continue to support scientific research of the receiving water bodies through studies including water quality monitoring in the Piscataqua River.

(Citywide Goals Addressed: Sustainability and A Welcoming, Safe and Diverse Community)

- **Pease Wastewater Treatment Facility**

Portions of the Pease facility have not been upgraded since its original construction in the 1950s. The City received bids for a new Headworks in FY18. The Headworks project will add wastewater screening and replace the existing antiquated grit removal and raw sewage pumping systems. This project will consolidate functions into a single new building and add new odor control at the facility. Other portions of the facility are in need of upgrades and replacements and the Division anticipates the work will be completed in phases utilizing the recommendations of previous engineering evaluations. Future improvements will focus on enhancing the level of treatment as well as replacing equipment beyond its intended useful life. The Division continues to work with Pease International Tradeport customers to identify future needs for additional treatment capacity.



(Citywide Goals Addressed: Sustainability and A Welcoming, Safe and Diverse Community)

- **Lafayette Road Pump Station**

The Lafayette Road Pump Station construction will be complete in FY18. This pump station serves the entire southern part of the City. The work replaced all equipment inside the existing building including mechanical, pumping, and electrical systems. The station received an esthetic upgrade with architectural features similar to the Deer Street Pumping Station. Replacement of this station resulted in a more reliable and efficient pumping system and reduced risk of equipment failure and loss of service.



(Citywide Goals Addressed: Sustainability and A Welcoming, Safe and Diverse Community)

- **Long-Term Control Plan**

The City completed the last of its sewer separation projects required by the current Consent Decree with the Environmental Protection Agency in FY16. In FY17, the City completed the required evaluation of the sewer separation work, called a Post Construction Monitoring Plan, to determine the effectiveness of these sewer separation projects (Bartlett Street area, Lincoln Avenue area, and Cass Street area). The results of this evaluation indicated that the proposed Targets from the 2010 Long-Term Control Plan Update were achieved. The City's results were reported to the Environmental Protection Agency and as required in the City's Consent Decree a Supplemental Compliance Plan was developed. The Supplemental Compliance Plan identified seven additional projects to



be accomplished: six sewer separation type projects and one sewer rehabilitation project. This work will result in the elimination of additional groundwater and stormwater from entering the sewer system thus reducing the amount of combined sewer overflow during precipitation events. This additional work is required to be completed by October 2023. Between October 2023 and 2025 the City is required to complete and update to its Long Term Control Plan for combined sewer overflow mitigation.

A final report on infiltration and inflow in the sewers was completed in FY18. This is sometimes referred to as a Sewer System Evaluation Survey. The City has an old sewer collection system with many pipes being over 100 years old. This work measured the amounts of extraneous groundwater and stormwater in the sewer collection system and identified the sources of this extraneous water. The final study recommended specific repair needs of the sewer system that will prevent the groundwater and stormwater from entering the sewer system. Removing extraneous water reduces overall treatment costs and opens up capacity in the sewer collection system. A prioritized list of projects was developed for sewer replacement and rehabilitation and can be implemented. The first contract will be completed as part of the Supplemental Compliance Plan discussed above. Future study will include looking for inflow sources using smoke testing and other measures and is anticipated to be completed in FY18. The City is also evaluating how to implement a sump pump removal program in the City.

The City will continue its annual replacement of sewer pipes as needed in advance of annual paving areas and in locations of planned capital projects. Analysis of past sewer replacement and improvements show that since 1990 the City has been replacing approximately one percent of the overall system's piping infrastructure. Currently planned projects include the Maplewood Avenue (Route 1 Bypass to Woodbury Avenue) Reconstruction project, Union Street Roadway Reconstruction project, the Islington Street Corridor Improvements project and the McDonough Street Area Improvements project. Work on the collection system in these and other areas that include sewer separation work will further the City's Long-Term Control Plan goal to reduce Combined Sewer Overflows.

The Sewer Division continues to pursue initiatives to improve collection system operations which include the restaurant grease removal program and cleaning and inspections. The City will continue with its annual cleaning and inspection. Focused inspections will be performed in historic problem areas.

(Citywide Goals Addressed: Sustainability and A Welcoming, Safe and Diverse Community)



Portsmouth, NH Community Profile



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 – 51 miles
- Boston, MA – 57 miles
- Concord, NH – 59 miles
- New York City, NY – 270 miles
- Washington, D.C. – 491 miles
- Montreal, Quebec – 301 miles

Emergency Services

- Full Time Police Department
 - Police Stations - 1
 - Police Vehicles – 30
 - Motorcycles - 2
- Municipal Fire Department
 - Fire Stations – 3
 - Fire Department Apparatus - 19
 - Fire Boat - 1
- Emergency Medical Service –
Full & Part-time Staff
- Nearest Hospital – Portsmouth
Regional, Portsmouth (209 beds)



City School System

- Number of Schools – 5
 - Elementary – 3
 - Middle/ Junior High – 1
 - High School – 1
- Number of Private Schools – 1
- NH Licensed Child Care Facilities
(2017) – 20

Culture and Recreation

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

Public Works Department

- Sanitation – Municipal
- Recycling Program – Mandatory
- Miles of Streets Maintained – 136
- Miles of Sidewalk – 76
- Number of Bridges – 14
- Number of Municipal Buildings – 7
(approximately 266,268 square feet)
- Playgrounds / parks/ ballfields – 23
- Historic Cemeteries – 7

Water and Sewer Infrastructure

- Miles of water mains – 174
- Number of service connections – 8,200
- Storage capacity in gallons, water
(millions of gallons) – 10
- Maximum daily capacity of treatment
(water) – millions of gallons - 4.5
- Number of fire hydrants – 1, 039
- Daily average water consumption
(millions of gallons) (FY2016) – 3.9
- Peak daily water consumption
(millions of gallons) (FY2016) – 6.1
- Miles of sanitary sewers – 106
- Number of water treatment plants – 1
- Number of service connections – 6,475
- Number of wastewater treatment plants - 2
- Maximum daily capacity of treatment
(sewer) – millions of gallons - 25.3
- Daily average treatment of sewage
(millions of gallons) (FY2016) – 4.3



Portsmouth, NH Demographics

Population
21,458

C
I
T
Y

ACS Survey (2016)

Elections

Total Registered Voters – 17,927

Households

Number of Housing Units – 10,617

Average Household Size - 2.02

(Source: ACS 2012-2016)

Labor Force (Annual Average 2015)

Civilian labor force – 12,939 (69.3%)

Employed – 12,517 (93.7%)

(Source: ACS 2012-2016)

Income, Inflation Adjusted 2014

Per capita income - \$45,062

Median Family Income - \$96,858

Median Household Income - \$71,392

Median Earnings, full time

Male - \$62,050

Female - \$50,021

Individuals Below Poverty Level – 6.6%

(source NHES Community Profile, Portsmouth 2017 and ACS 2010-2015)

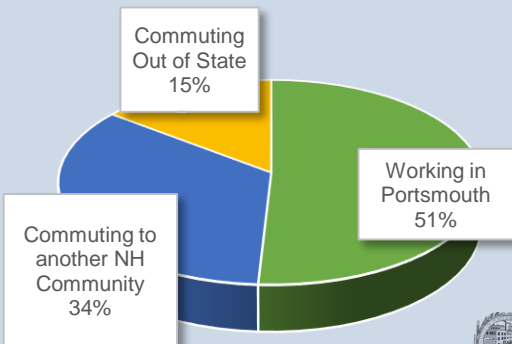
Geography

Population per square mile, 2010 – 1,363

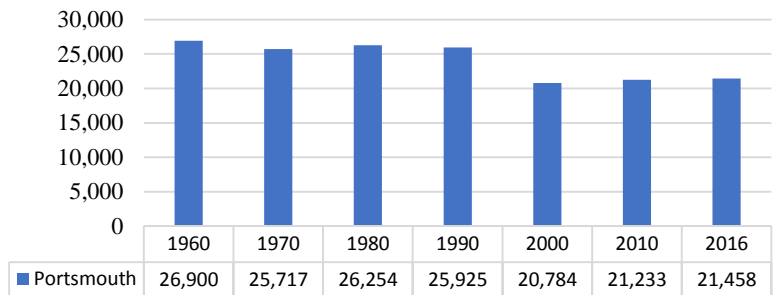
Land area in square miles, 2010 – 15.7

(Source, U.S. Census 2014)

Where do the Residents of
Portsmouth Work?
(Source ACS Survey 2012-2016)



Portsmouth Population
Decennial Trends 1960-2016
(source ACS Survey)



Educational Attainment

Population 25+ Years

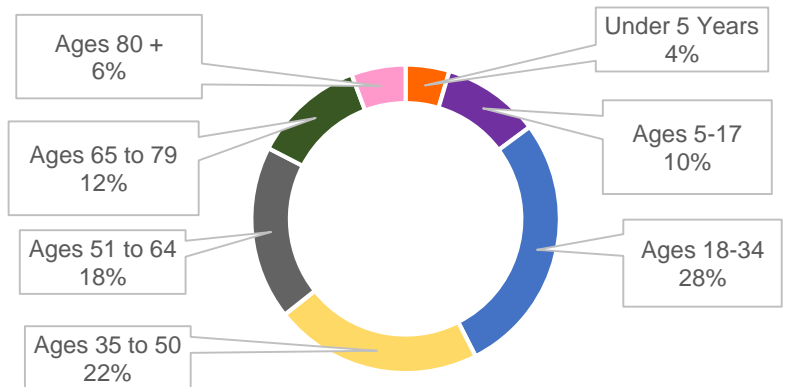
High School Graduate or higher – 95.5%

Bachelor's Degree or Higher – 57.6%

Graduate or Professional Degree – 21.4%

(source: ACS survey 2012-2016)

Population by Age Group
(Source: ACS survey 2012-2016)



51%

of Portsmouth
City residents are
Male

49%

of Portsmouth
City residents are
Female

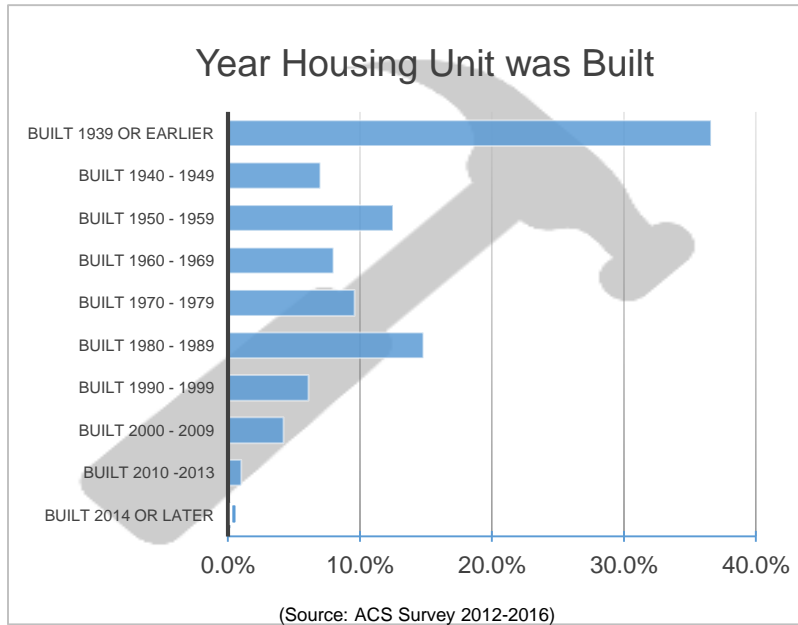
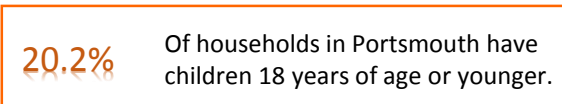
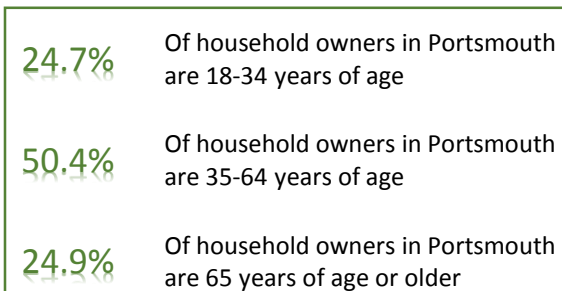
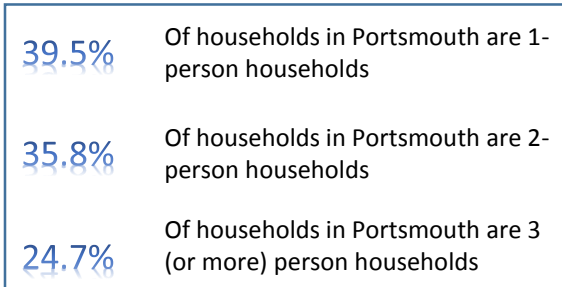


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Portsmouth Housing Demographics

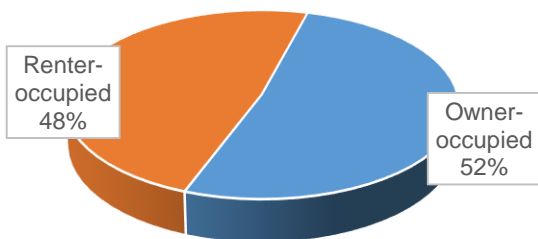


- Number of Housing Units – 10,617
- Number of Occupied Housing Units – 10,143
- Average Household Size – 2.02 persons
- Number of Families – 4,588
- Average Family Size - 2.8 persons
- Median Gross Rent - \$1,158
(Source: ACS Survey 2012-2016)



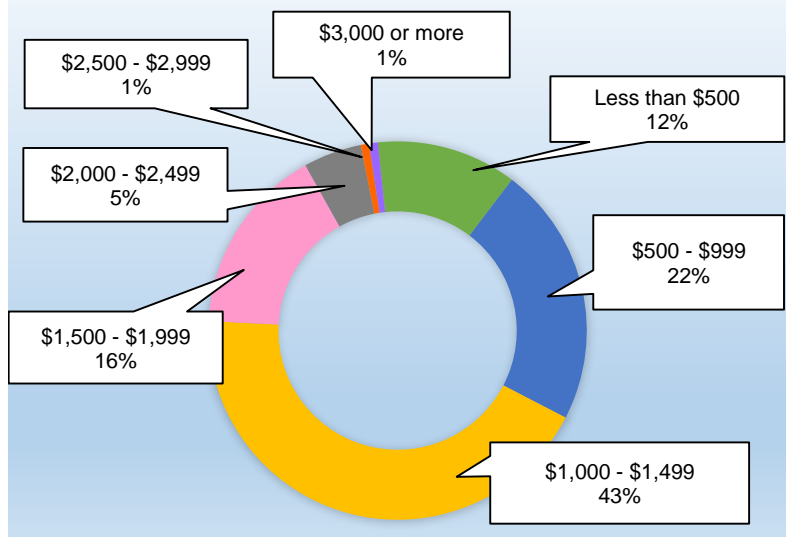
Portsmouth Housing Unit by Occupancy

(Source: American Community Survey Data 2012-2016)



Portsmouth Rent Prices

(Source ACS Survey 2012-2016)



Total Units Occupied: 10,143



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Economic Profile

The City of Portsmouth (population: 21,458) is a seaport community on the Piscataqua River, which divides New Hampshire and Maine. It is a regional economic and cultural hub for seacoast New Hampshire and lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine.

Quality of Life and Economic Assets

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

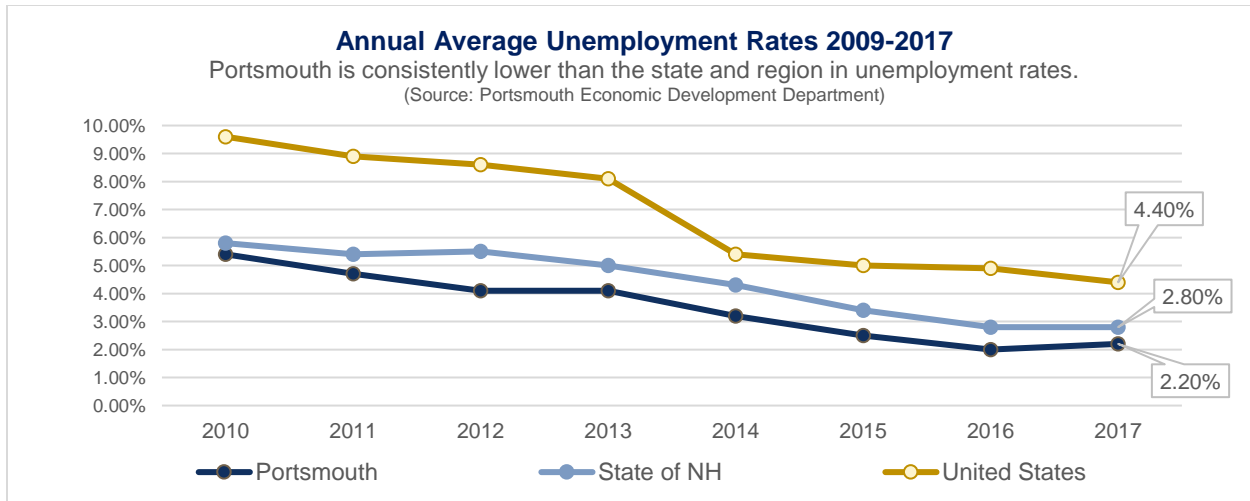


- Vibrant, walkable downtown
- Historic architecture
- Independent retail offerings and strong culinary destinations
- Low crime rate
- Excellent K-12 school system
- Strong creative arts and culture economy
- Easy access to the interstate highway to the Boston, MA and Portland, ME metro areas
- Home to Pease International Tradeport and Airport
- High resident educational attainment (57.6% 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 2017 second quarter was 32,396 compared to 32,579 at the end of the 2016 second quarter indicating a slight decrease of 183 jobs. The average weekly wage for those periods were \$1,204 and \$1,138 respectively. Approximately one-half of people employed in Portsmouth are residents, while the other half of the City's workforce commutes into the City to work.

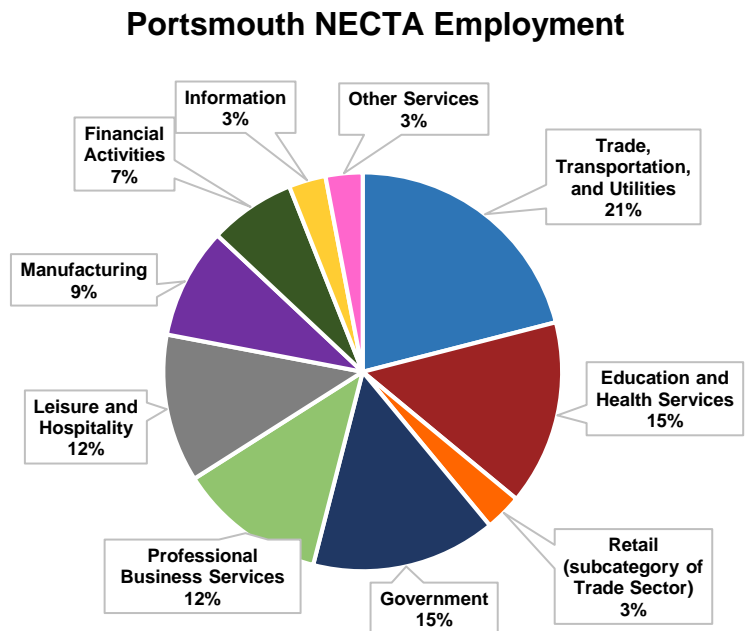




The City of Portsmouth continues to lead the region in low unemployment rates. The graph above compares the annual average unemployment rates of Portsmouth to the State and Nation from 2010-2017.

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 by Americans for the Arts indicated that the city’s non-profit cultural institutions and organizations alone contribute over \$58 million to the local economy.

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



School Enrollments

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



Education and Child Care				
<small>(source: NHES Community Profile, Portsmouth 2017 and ACS Survey 2012-2016)</small>				
	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	1,002	536	1,096	124
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2015 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 20		Total Capacity – 1,291	

**Enrollment numbers as of 10/2/2017*

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, and Southern New Hampshire University, 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 LPG are available.

Water and Sewer - Water and sewer services are provided by the City under an Enterprise Fund with user charges set to ensure adequate coverage of operating expenses and payments on outstanding debt.

Transportation Services

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

Pease International Airport is located within the City of Portsmouth. Manchester Airport is located approximately one hour west and Portland International Airport in Portland, Maine is located one hour north of Portsmouth. Amtrak passenger rail link service is now available between Portland and Boston 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 and 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 NH State Port, the Foreign Trade Zone, and the Portsmouth Naval Shipyard, each of which is highlighted below.

Pease International Tradeport



Pease International Tradeport continues to be an important regional economic driver with over 290 companies and over 9,500 workers, many in well-paying technology and advanced manufacturing jobs with an estimated annual wage base of \$700 million. Indirect economic benefits of the Tradeport include 4,500 hires resulting from companies located elsewhere in the Seacoast but doing business with Pease tenants.

Business activity at the Tradeport returns an estimated \$16 million to the State in Business Profit Tax as well as Rooms and Meals taxes. Driven by activity at Pease, the pace of job growth in Portsmouth (71%) has been more than twice that of New Hampshire since the Pease Airforce Base closure in 1990.

The Pease Development Authority (PDA) administers development of the Tradeport. Because the Tradeport is located primarily within the municipal boundaries of Portsmouth, the PDA and the City entered into a Municipal Services Agreement in 1998 for both the Airport and Non-Airport Districts. In accordance with the Agreement, the City received a total of \$6.6 million in FY18 in municipal service fees and property taxes for City services provided.

The Tradeport is also home to the Pease International Airport, which is an asset to the entire region. Its proximity to Boston, MA's Logan International Airport, the Portland, Maine International Airport and the Manchester, NH Regional Airport creates a unique opportunity to capture both passenger and airplane service companies. Currently, passenger flights are available on Allegiant Airlines and on several charter and private jets that operate out of the airport.

The Port of New Hampshire

The Port of New Hampshire, located on the Piscataqua River in downtown Portsmouth, is the State's only deep-water port. The Port is overseen by the Pease Development Authority. Its strategic location on a deep natural harbor makes it viable for international cargo shipping as well as for visiting cruise ships. The Harbormaster offices and docks are located onsite. Port infrastructure includes a 66-foot-long wharf, a 310-foot barge pier, two (2) large warehouse



structures, and open areas for bulk storage and container facilities. The Port also leases space to local charter fishing and harbor cruise operators and serves as host to the popular tall ships that periodically visit the City.

Foreign Trade Zone (FTZ)

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



Portsmouth Naval Shipyard (PNSY)



The Portsmouth Naval Shipyard (PNSY) is located in Kittery, Maine, just across the Piscataqua River from the City. It is a major submarine overhaul and refueling facility as well as the U.S. government's oldest continuously operating naval shipyard. It is also the largest regional employer with a highly skilled, technical workforce. The Seacoast Shipyard Association's regional economic impact report of the PNSY for calendar year 2017 shows an economic impact of \$751,844,865. The Shipyard employs a total of

6,450 employees with a payroll of \$525 million up from 6,329 employees with a payroll of \$496 million in calendar year 2016. The shipyard purchased \$105 million of goods and services in 2016; an increase of \$28 million over calendar year 2016. Total contracted facility services purchased was \$79 million in 2017 making it a significant source of direct and indirect expenditures in the region.



Economic Indicators

Portsmouth Median Property Values

Type

- Commercial * - \$579,700
- Residential ** - \$377,000

Residential Stratified

- Single Family - \$410,800
- Mobile Homes - \$53,200
- Condos - \$294,600
- Multi-Family (<8) - \$504,000

As of April 1, 2017

* Does not include Pease Airport and Utilities

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

Mean (Average) Property Values

Type

- Commercial * - \$1,530,146
- Residential ** - \$432,568

Residential Stratified

- Single Family - \$480,900
- Mobile Homes - \$77,900
- Condos - \$383,300
- Multi-Family (<8) - \$551,600

As of April 1, 2017

* Does not include Pease Airport and Utilities

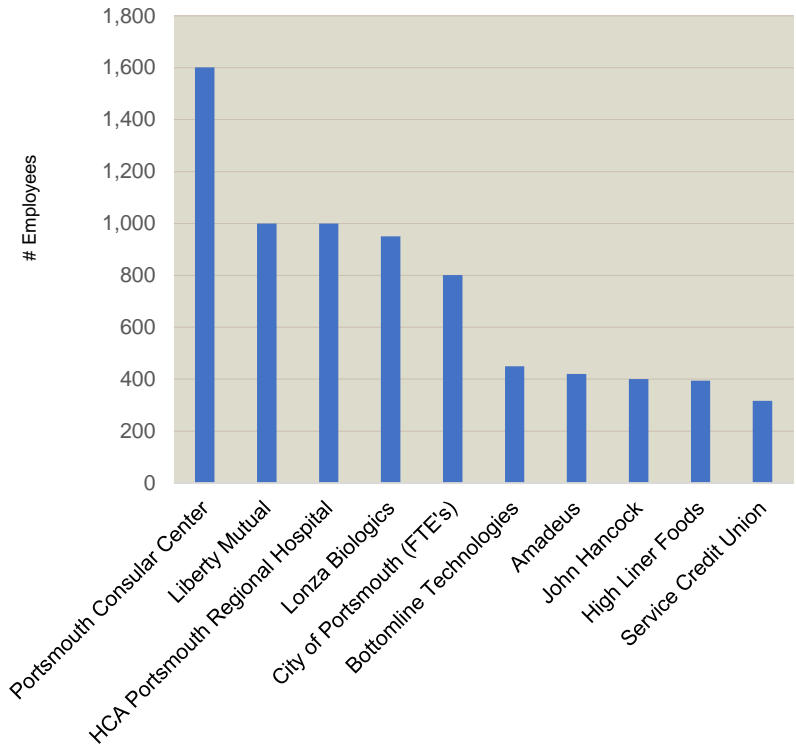
** Includes single family, condos, multifamily units, mobile homes, and vacant land

Portsmouth Parcel Count (% of Total Taxable Parcel Count)

- Single Family – 48.5%
- Mobile Homes – 2.9%
- Condos – 25.3%
- Multi-Family (< 8) – 5.2%
- Commercial – 16.4%
- Utilities – 0.3%
- Pease Airport – 0.9%
- Pease Non-Airport – 0.5%

(source: Portsmouth Assessors Office, 2017 (FY2018)).

10 Largest Employers in Portsmouth 2017



Top 10 Taxpayers 2017 (FY 2018)

Company	Business Type	Percentage of Total Taxable Property
Public Service of New Hampshire	Utility	3.76%
HCA Health Services	Medical Building	1.54%
Branford Holding LLC	Apartment Complex	0.90%
Service Credit Union	Office Building	0.76%
Liberty Mutual Insurance	Office Building	0.69%
Hanover Apartments LLC	Apartment Complex	0.62%
Northern Utilities Inc.	Utility	0.57%
Inishmaan Assoc Ltd Ptshp	Apartment Complex	0.55%
Kanerd Development LLC	Industrial Building	0.49%
Harborside Assoc	Hotel	0.47%

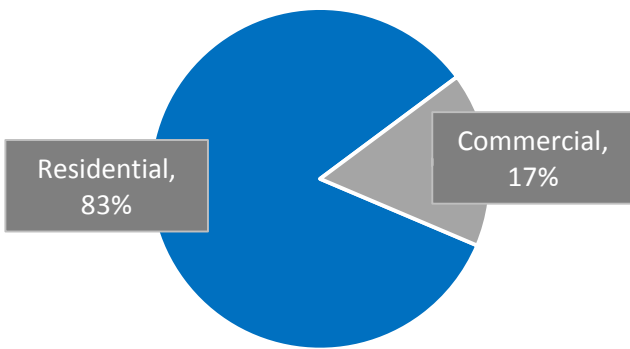
Tax Rate

Tax Rate 2017 Tax Year (FY2018) \$15.38 (per \$1,000)	
Municipal	- \$7.27
County	- \$1.03
Local Education	- \$4.95
State Education	\$2.13

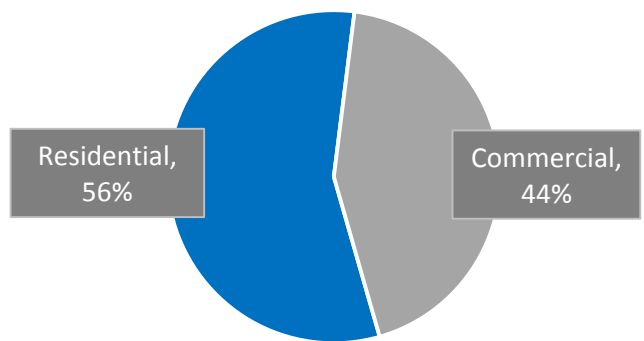
The City of Portsmouth conducted a revaluation for the tax year 2017 (FY2018) in accordance with state law. The total taxable parcel count is 8,624. Commercial properties make up 17% of the total City parcel count while comprising 44% of the total assessed value of the City. Respectively the Residential properties make up 83% of the total parcel count while comprising 56% of the total assessed value for Portsmouth.

Total Valuation Before Exemptions 2017 (FY18)		
	Total	Count
Commercial	\$ 2,402,254,732	1,429
Residential	\$ 3,111,498,590	7,195
Totals	\$ 5,513,753,322	8,624

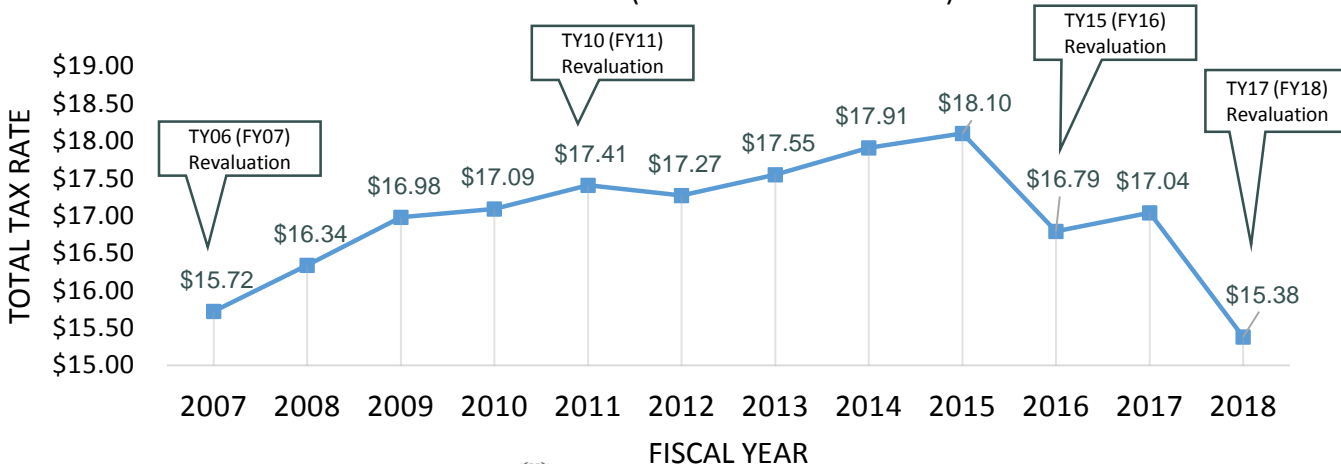
Residential vs. Commercial Properties
by Percent of Taxable Parcel Count



Residential vs. Commercial Properties
by Percent of Total Assessed Value



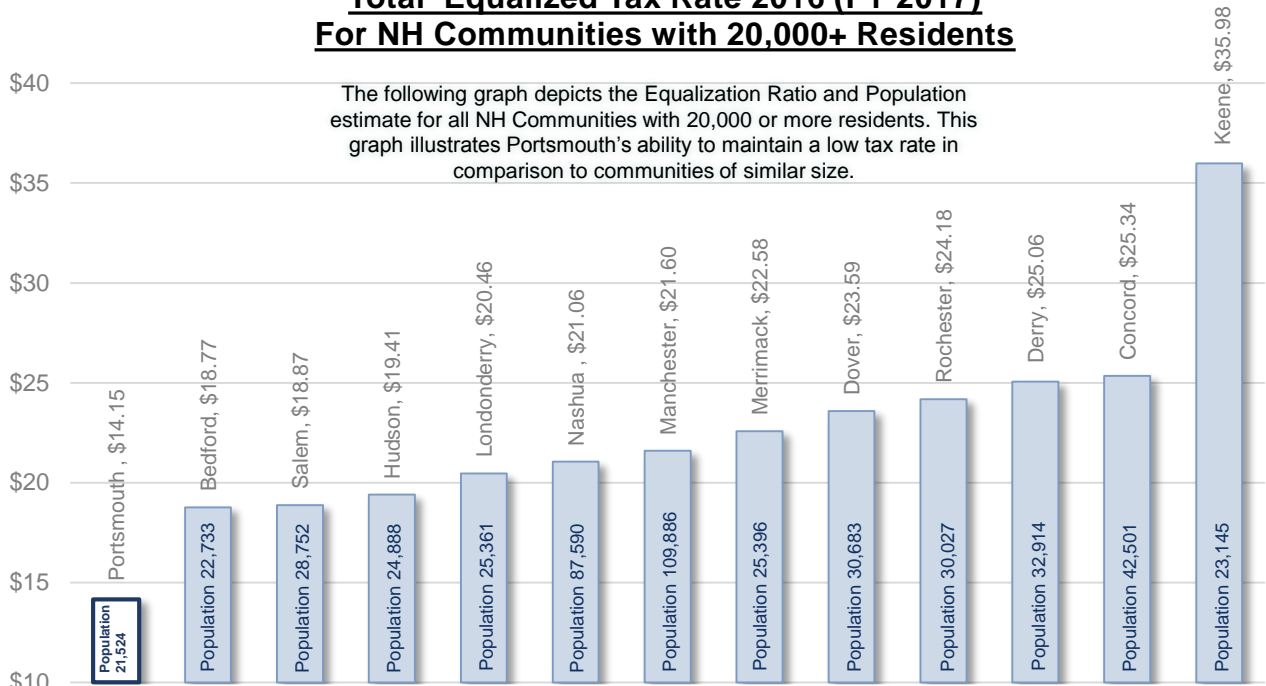
Portsmouth, NH Total Tax Rate
Tax Years 2006-2017 (Fiscal Years 2007-2018)



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.

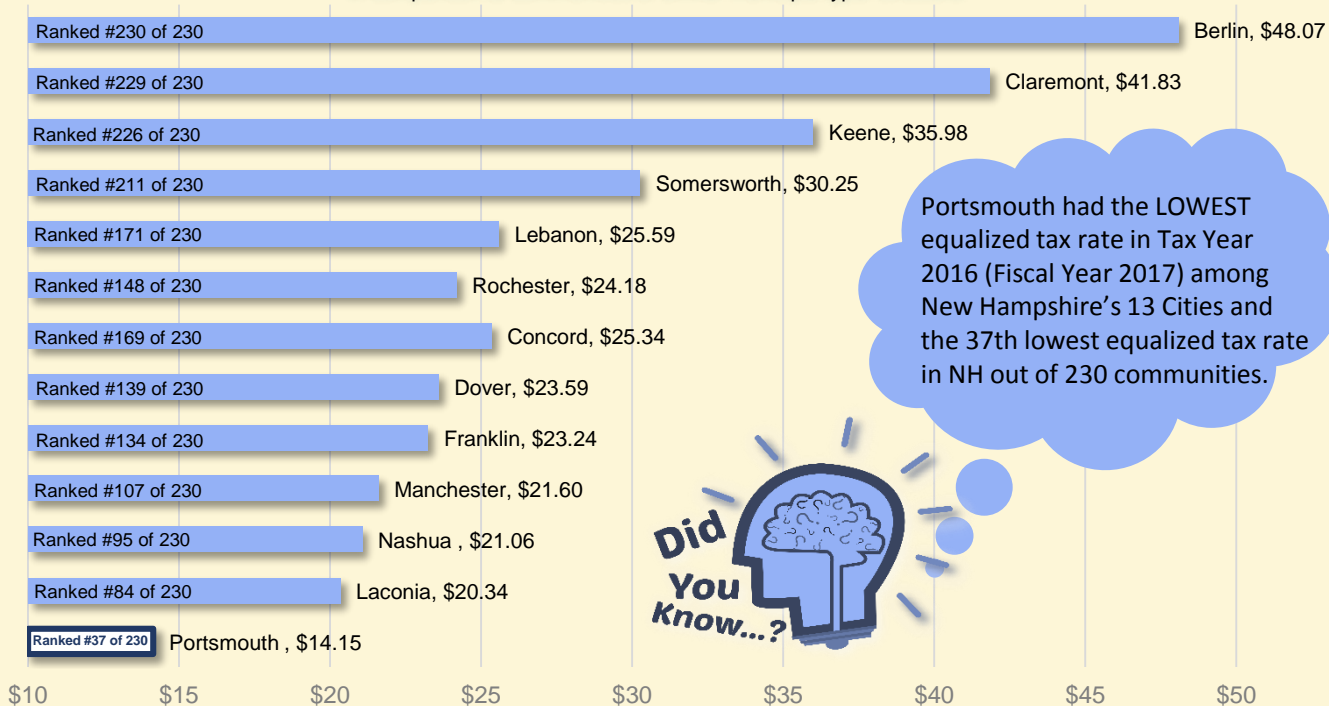
Total Equalized Tax Rate 2016 (FY 2017) For NH Communities with 20,000+ Residents



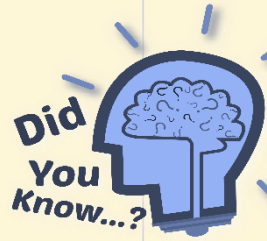
Population information used in the above graph was gathered from the NH Office of Energy and Planning's 2016 Population Estimates.

Total Equalized Tax Rate 2016 (FY 2017) for NH's 13 Cities

The following graph depicts the Equalization Ratio and 2016 Equalization Rankings for New Hampshire's Thirteen Cities. This graph illustrates Portsmouth's ability to maintain a low tax rate in comparison to communities of similar municipal type/ structure.



Portsmouth had the **LOWEST** equalized tax rate in Tax Year 2016 (Fiscal Year 2017) among New Hampshire's 13 Cities and the 37th lowest equalized tax rate in NH out of 230 communities.



Tax Relief Programs for FY19 (TY2018)

Veterans' Tax Credit

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

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

All Veterans RSA 72:28b - \$500

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

Permanent & Total Service-Connected Disability RSA 72:35 - \$2,000

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.

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

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

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

- Ages 65-74 - \$125,000
- Ages 75-79 - \$175,000
- Ages 80+ - \$225,000

Elderly Income Limit

- (Single) - \$41,314
- (Married) - \$56,807

Elderly Asset Limit

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

Disabled Exemption (RSA 72:37-b)

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

Exemption Amount off Assessed Valuation - \$100,000

Disabled Income Limit

- (Single) - \$41,314
- (Married) - \$56,807

Disabled Asset Limit

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

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

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

Who Qualifies for this deferral?

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

What is a tax deferral?

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

Blind Exemption (RSA 72:37)

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

Blind Exemption Amount - \$25,000

Solar Exemption (5 Year Term) (RSA 72:37-b)

System installed after 2011 and owned (not leased) up to \$25,000 per year for 5 years.

Tax Abatements

What is an abatement?

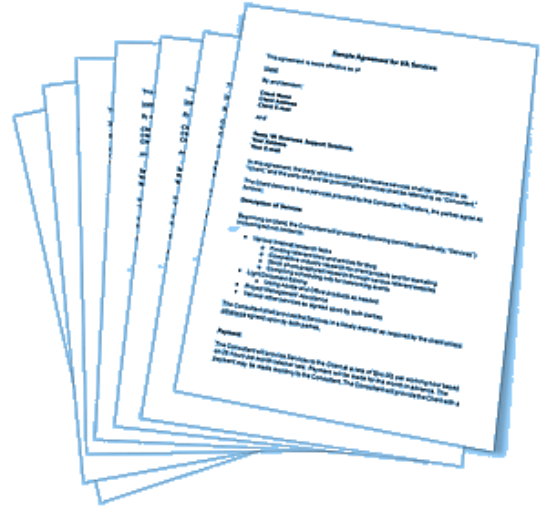
An official reduction or elimination of one's assessed valuation after completion of the original assessed value.

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.





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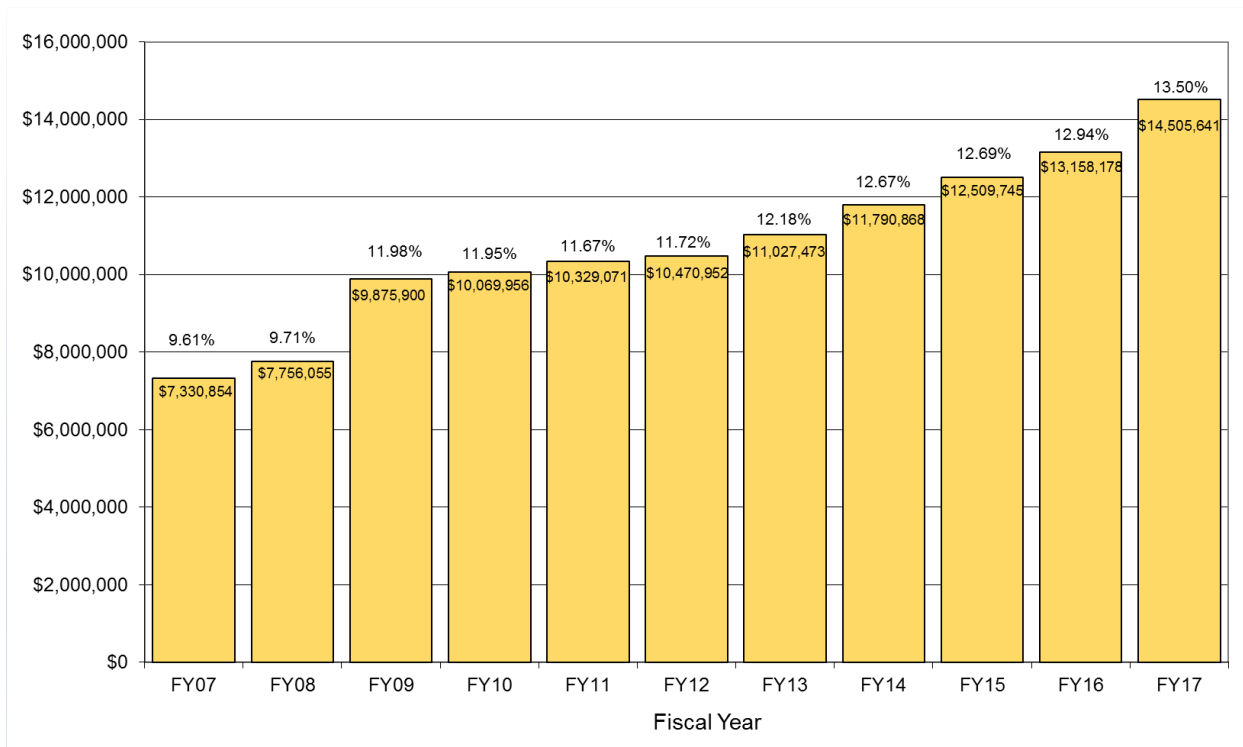


Financial Policies and Long-Term Financial Guidelines

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, 2017, the Unassigned Fund Balance is 13.50% of appropriations. The chart below shows the history of unassigned fund balance for the last 10 years.



BOND RATING

The City's current bond rating is AAA by Standard and Poor's Rating Group which they affirmed for a June 2017 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.

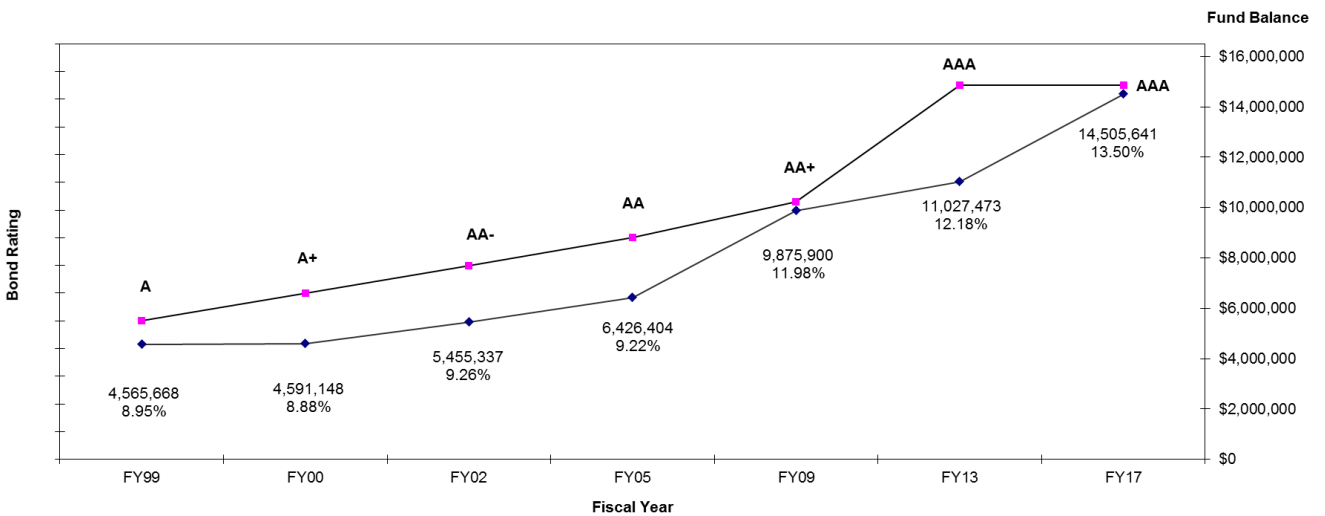
Table 1

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

Table 2

Year	Standard & Poor's Number of Years at Rating	City of Portsmouth
2013-2017	5	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

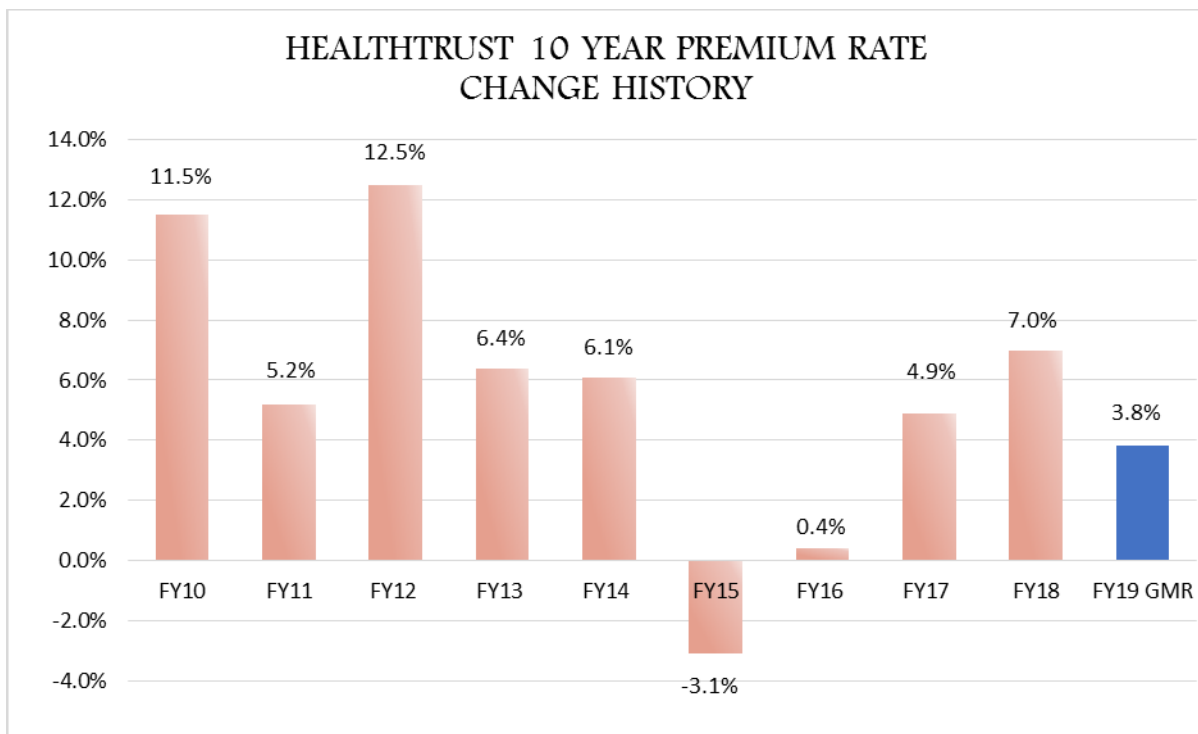
The City has addressed in two methods the significant liability owed to employees for accumulated sick leave pay when they leave municipal service.

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

HEALTH INSURANCE STABILIZATION RESERVE

The City currently offers two health insurance plans; a HealthTrust product supported by Blue Cross Blue Shield and a SchoolCare products supported by Cigna. These health care plans are negotiated with each collective bargaining unit.

HealthTrust announced the FY19 health insurance premium rates which results in a 3.8% Guaranteed Maximum rate increase over FY18. The increase in premium rates has spiked both up and down over the last several years causing unpredictability as shown in the graph below.



The City has addressed this issue with the following approaches.

1. The City negotiated with all labor agreements to share in the cost of health insurance premiums. Every employee contributes a percentage of their medical plan cost. This reduces the City's liability.
2. The City created the Health Insurance Stabilization Reserve to stabilize annual budgetary spikes that often negatively impact the operating budget. Generally, the appropriation amount is determined in accordance with the average increase of Health Insurance rates provided by HealthTrust over 10 years. This rate is then added to the prior fiscal year budgetary appropriation. The Health Insurance Stabilization Reserve has been established in the General Fund from operating surplus from previous years. In the event premiums spike higher than the appropriation, the reserve subsidizes this shortfall. A policy has been established that the utilization of this reserve in any given year shall not be in excess of 25% of its balance. **Although the HealthTrust health premium rate for FY19 is increasing 3.8%, the 10-year average rate change is 5.47%.**

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". Tax Years 2015 and 2017 marked revaluation years for the City. The 2017 revaluation was effective April 1, 2017. In addition, in accordance with state law, in the years that there is not a full revaluation, the City reviews and adjusts property valuations (if necessary) annually to maintain proportionality.



PERFORMANCE MEASURES

The FY19 Budget document includes a performance measures section in each departmental narrative. This year’s budget includes a two year history of performance measures and an “estimated FY18” column. 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 City-wide goals.

ROLLING STOCK PROGRAM

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

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP), prepared by the Planning Board, and adopted by the City Council, identifies equipment, vehicles, building, information systems, transportation and Enterprise Fund infrastructure needs over a six-year period. The City Council reviews these projects and annually appropriates from Governmental and Enterprise Funds, capital outlay to be combined with grants, matching funds and other programs. All projects funded by long-term debt need separate authorization from City Council. The following is a funding summary for of the FY19 Capital Improvement Plan. Detailed information for each project can found in Appendix II of this document.

Capital Improvement Plan FY 2019-2024 (FY 2019 Funding)

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '19 Total
GOVERNMENTAL FUNDS	\$2,005,000	\$0	\$15,000,000	\$2,600,000	\$4,251,408	\$2,375,000	\$26,231,408
WATER FUND	\$0	\$500,000	\$2,700,000	\$0	\$0	\$0	\$3,200,000
SEWER FUND	\$0	\$450,000	\$8,800,000	\$0	\$0	\$0	\$9,250,000
TOTAL	\$2,005,000	\$950,000	\$26,500,000	\$2,600,000	\$4,251,408	\$2,375,000	\$38,681,408



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 FY19 proposed budget includes a projected net debt 9.36% 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, 2017, 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.

UDAG BUDGET POLICY

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

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) CERTIFICATE OF ACHIEVEMENT

The City will seek annual renewal of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. The City has received 24 awards for the fiscal years ended June 30, 1988, 1989, and 1995-2016.

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 12 consecutive years; beginning July 1, 2006-2017. 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.





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Personnel Summary

EMPLOYEE PAY PLAN

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

The City of Portsmouth has a total of sixteen (16) collective bargaining units. All contracts have been ratified for the FY19. All employees will receive their COLA adjustments as well as any eligible step increases.

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2019	Ranking Officers Association	6/30/2019	Fire Officers Association	6/30/2019	Principals/Directors	6/30/2019
Supervisory Management Alliance (SMA)	6/30/2019	Portsmouth Patrolman Association	6/30/2019	FireFighter Association	6/30/2019	Association of Portsmouth's Teachers	6/30/2019
AFSCME Local 1386B Library & Clericals	6/30/2020	Civilians	6/30/2019			Clerical Employees	6/30/2019
AFSCME Local 1386 Public Works	6/30/2019					Custodial	6/30/2020
						Cafeteria	6/30/2020
						Paraprofessionals	6/30/2020
						Custodial Supervisors	6/30/2019

PERSONNEL SUMMARY

The Fiscal Year 2019 proposed budget for all funds incorporates a net increase of 9.49 full-time and a net increase of 12 part-time positions.

In FY19, various positions were reallocated from one fund to another where appropriate.

Following tables represent:

1. Position Change by Department and Fund for FY19.
2. Summary of Personnel Counts by Department and Funds: FY17 Actual; FY18 Actual; FY19 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	Stormwater	Parking & Trans	Prescott Park	Grants/ Other	Water	Sewer	
Finance								
Assessing Technician	1.00							1.00
Assessing Data Collector	(1.00)							(1.00)
Total Finance	-	-	-	-	-	-	-	-
Police								
Captains	1.00							1.00
Lieutenants	1.00							1.00
Sergeants	(2.00)							(2.00)
Total Police	-	-	-	-	-	-	-	-
Fire								
Firefighter/Paramedic	(2.00)							(2.00)
Firefighter/Advanced EMT	2.00							2.00
Total Fire	-	-	-	-	-	-	-	-
Planning								
Assistant City Manager	0.03							0.03
Total Planning	0.03	-	-	-	-	-	-	0.03
Public Works- All Funds								
Administrative Assistant				(0.20)				(0.20)
Equipment Operator 1	(1.00)	1.00						-
Facilities Engineer	(0.75)		0.25			0.25	0.25	-
Parks and Greenery Foreman	1.00							1.00
Tree Supervisor	1.00							1.00
Arborist	(1.00)							(1.00)
Truck Driver 1	(1.00)		1.00					-
Laborer	(1.00)	1.00	2.00					2.00
Utility Inspection/Maintenance Foreman		0.50					(0.50)	-
GIS Stormwater Tech		0.50				0.50		1.00
Wastewater Lab Administrator							1.00	1.00
Camera Operator		0.50					(0.50)	-
Utility Mechanic		1.50	1.00	1.00			(0.50)	3.00
Parking Garage Attendant/Security			3.00					3.00
Parking Garage Attendant			1.00					1.00
Total Public Works	(2.75)	5.00	8.25	0.80	-	0.75	(0.25)	11.80
School Department								
Teachers								-
Classroom & Regular Program Instructor	3.86				(2.50)			1.36
Special Programs	1.00				(1.50)			(0.50)
Pupil Support Programs	0.60				(5.12)			(4.52)
Other School Staff								-
Paraprofessional	1.35							1.35
Total School Department	6.81	-	-	-	(9.12)	-	-	(2.31)
Community Development Block Grant								
Assistant City Manager					(0.03)			(0.03)
Total Community Development Block Grant	-	-	-	-	(0.03)	-	-	(0.03)
Total All Funds	4.08	5.00	8.25	0.80	(9.15)	0.75	(0.25)	9.49



FULL-TIME PERSONNEL

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS				
DEPARTMENT	FY 17 ACTUAL	FY 18 ACTUAL	CITY MANAGER FY19 PROPOSED BUDGET	Change From FY18

GENERAL FUND

FULL-TIME PERSONNEL				
CITY MANAGER	2.00	2.00	2.00	0.00
HUMAN RESOURCES	3.00	3.00	3.00	0.00
CITY CLERK	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	5.36	5.36	5.36	0.00
FINANCE DEPARTMENT	22.08	22.28	22.28	0.00
PLANNING DEPARTMENT	8.45	8.53	8.55	0.03
INSPECTION DEPARTMENT	5.05	5.05	5.05	0.00
HEALTH DEPARTMENT	1.50	1.50	1.50	0.00
PUBLIC WORKS	55.85	56.75	54.00	(2.75)
LIBRARY	15.00	16.00	16.00	0.00
RECREATION DEPARTMENT	4.00	4.00	4.00	0.00
SENIOR SERVICES	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	86.00	89.00	89.00	0.00
FIRE DEPARTMENT	62.00	62.00	62.00	0.00
SCHOOL DEPARTMENT	361.08	371.31	378.12	6.81
GENERAL FUND - TOTAL FULL-TIME	636.37	651.78	655.86	4.09
% Change				0.63%

SPECIAL REVENUE FUNDS

FULL-TIME PERSONNEL				
SCHOOL DEPARTMENT	87.92	88.90	79.78	(9.12)
STORMWATER	0.00	0.00	5.00	5.00
PARKING & TRANSPORTATION	16.21	17.21	25.46	8.25
PRESCOTT PARK	1.20	1.43	2.23	0.80
COMMUNITY DEVELOPMENT	1.58	1.15	1.13	(0.02)
UDAG	1.00	1.00	1.00	0.00
SPECIAL FUNDS - TOTAL FULL-TIME	107.91	109.69	114.59	4.91
% Change				4.5%

ENTERPRISE FUNDS

FULL-TIME PERSONNEL				
WATER AND SEWER FUND	56.50	58.50	59.00	0.50
ENTERPRISE FUNDS - TOTAL FULL-TIME	56.50	58.50	59.00	0.50
% Change				0.9%

TOTAL FULL-TIME-CITY OF PORTSMOUTH

*TOTAL FULL-TIME PERSONNEL	800.78	819.96	829.45	9.49
TOTAL FULL-TIME PERSONNEL % Change				1.2%

*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	FY 17 ACTUAL	FY 18 ACTUAL	CITY MANAGER FY19 PROPOSED BUDGET	Change From FY18

GENERAL FUND

<i>PART-TIME PERSONNEL *</i>				
HUMAN RESOURCES	2.00	2.00	2.00	0.00
LEGAL DEPARTMENT	3.00	3.00	3.00	0.00
FINANCE DEPARTMENT	2.00	2.00	2.00	0.00
INSPECTION DEPARTMENT	1.00	1.00	1.00	0.00
HEALTH DEPARTMENT	1.00	1.00	1.00	0.00
PUBLIC WORKS	0.25	0.25	0.25	0.00
LIBRARY	14.00	14.00	14.00	0.00
RECREATION (number of positions vary seasonally)	1.00	1.00	1.00	0.00
SENIOR SERVICES	2.00	2.00	2.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	31.00	31.00	31.00	0.00
FIRE DEPARTMENT	3.00	3.00	3.00	0.00
**SCHOOL DEPARTMENT	6.00	6.00	6.00	0.00
GENERAL FUND TOTAL - TOTAL PART-TIME	67.25	67.25	67.25	0.00
% Change				0.0%

SPECIAL REVENUE FUNDS

<i>PART-TIME PERSONNEL *</i>				
PRESCOTT PARK	7.00	7.00	7.00	0.00
PARKING & TRANSPORTATION	31.25	34.25	46.25	12.00
SPECIAL FUNDS - TOTAL PART-TIME	31.25	34.25	46.25	12.00
% Change				35.0%

ENTERPRISE FUNDS

<i>PART-TIME PERSONNEL *</i>				
WATER AND SEWER FUND	5.50	5.50	5.50	0.00
ENTERPRISE FUNDS - TOTAL PART TIME	5.50	5.50	5.50	0.00
% Change				0.0%

TOTAL PART-TIME-CITY OF PORTSMOUTH

TOTAL PART-TIME PERSONNEL	104.00	107.00	119.00	12.00
TOTAL PART-TIME PERSONNEL % Change				11.2%

NOTE:

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

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

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



Fiscal Year 2019 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 - \$138,943 65% Planning, 10% Health Department, 5% Inspection, 10% Water, 10% Sewer	GIS Stormwater Tech - \$52,710 50% Water, 50% Stormwater
Deputy Public Works Director - \$114,366 50% Water, 50% Sewer	Equipment Mechanic - \$50,356 30% Public Works, 30% Water, 30% Sewer, 10% Parking
Engineer Supervisor - \$103,816 50% Water, 50% Sewer	Equipment Mechanic - \$50,356 30% Public Works, 30% Water, 30% Sewer, 10% Parking
Assistant City Manager - \$89,009 10% Planning, 2.5% CDBG, 20% Pw, 20% Parking, 20% Water, 20% Sewer, 7.5% Prescott Park	Stormwater Camera Operator - \$50,160 50% Sewer, 50% Stormwater
Facilities Engineer - \$85,533 25% Public Works, 25% Water, 25% Sewer, 25% Parking	Cad Tech - \$50,053 50% Water, 50% Sewer
Assistant City Attorney - \$81,439 36% Legal, 36% Parking, 28% Coalition	Admin Assist I - \$49,936 25% Public Works, 25% Water, 25% Sewer, 25% Parking
Controller/Enterprise Accountant - \$81,439 80% Finance 15% Prescott Park 5% CDBG	Special Project Coordinator - \$48,623 25% Public Works, 25% Water, 25% Sewer, 25% Parking
Environmental Planner/Sustainability Coordinator - \$81,250 30% Planning, 25% Water, 25% Sewer, 20% The Coakley Landfill	Utility Mech - \$48,280 75% Water, 25% Sewer
Scada Manager - \$77,588 50% Water, 50% Sewer	Utility Mech - \$48,280 75% Water, 25% Sewer
Operations Manager - \$77,588 25% Public Works, 25% Water, 25% Sewer, 25% Parking	Admin Clerk - \$47,696 25% Public Works, 25% Water, 25% Sewer, 25% Parking
Assistant Engineer - \$77,588 50% Water, 50% Sewer	Equipment Mechanic - \$48,097 30% Public Works, 30% Water, 30% Sewer, 10% Parking
GIS Manager - \$77,588 50% Water, 50% Sewer	Utility Mech - \$46,988 50% Water, 50% Sewer
Deputy Health Officer - \$75,958 40% Health, 60% Sewer	Stormwater Utility Mechanic - \$46,988 50% Sewer, 50% Stormwater
General Foreman - \$74,296 50% Water, 50% Sewer	Truck Driver 1 - \$46,016 30% Public Works, 30% Water, 30% Sewer, 10% Parking
Principal Planner - \$73,790 50% Planning, 50% Parking And Transportation	Dispatcher - \$45,730 25% Public Works, 25% Water, 25% Sewer, 25% Parking
Water Billing Foreman - \$69,754 50% Water, 50% Sewer	Water/Sewer Meter Reader - \$43,587 50% Water, 50% Sewer
Public Information Officer - \$67,101 30% Water, 30% Sewer, 20% Public Works, 20% Parking	Inventory Technician - \$42,903 30% Public Works, 30% Water, 30% Sewer, 10% Parking
Equipment Maintenance Foreman - \$66,496 30% Public Works, 30% Water, 30% Sewer, 10% Parking	Collections/Billing Clerk - \$42,148 50% Water, 50% Sewer
Finance Assistant - \$63,843 48% Finance, 25% Sewer, 25% Water, 2% School	Administrative Assistant I (32.5 Hours/Week) - \$39,544 95% Finance, 5% CDBG
Utility Inspection And Maintenance Foreman - \$57,740 50% Sewer, 50% Stormwater	Secretary (25 Hours/Week) - \$23,921 25% Public Works, 25% Water, 25% Sewer, 25% Parking
Equipment Mechanic - \$53,163 30% Public Works, 30% Water, 30% Sewer, 10% Parking	





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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), Urban Development Action Grant Fund (UDAG), Stormwater, and Prescott Park.

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

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

<http://files.cityofportsmouth.com/files/planning/CIP19-24.pdf>

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

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

BUDGETARY FUND STRUCTURE

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

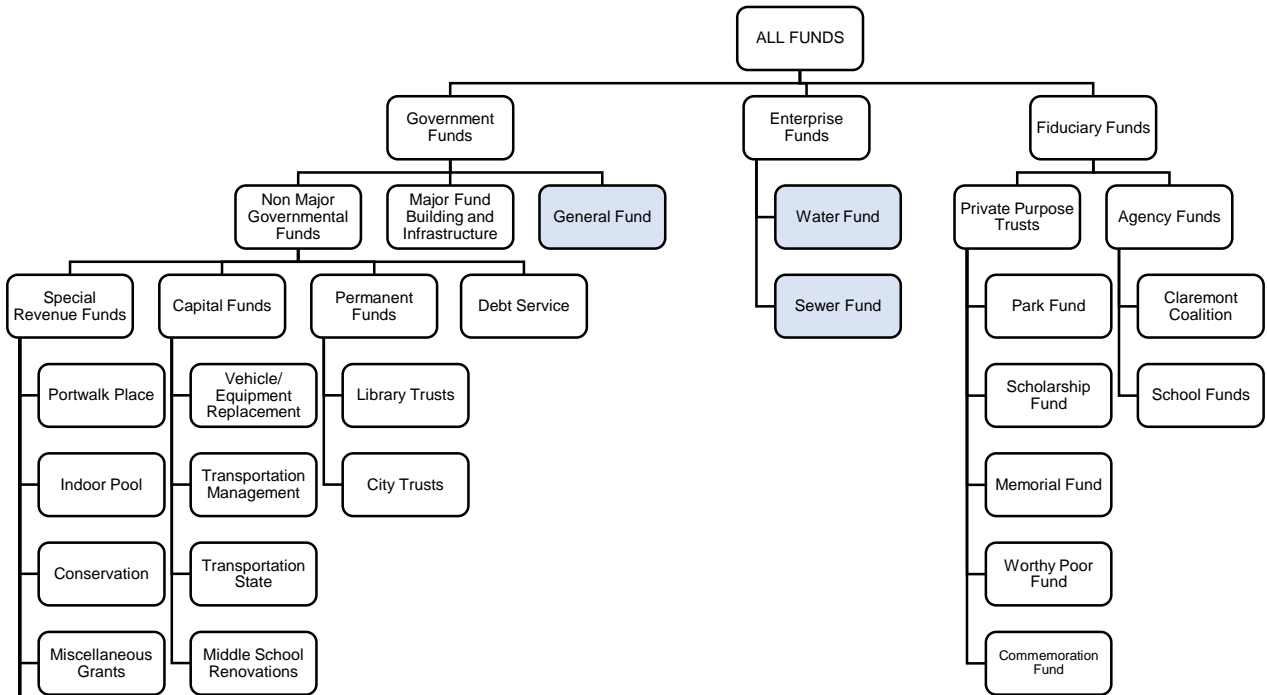
The fund structure in the audited financial statements include all Governmental Funds (General, Special Revenue, Capital Projects, Debt Service Fund and Permanent funds), Enterprise Funds (Water and Sewer) and Fiduciary Funds (Private Purpose Trusts and Agency Funds).

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

(Highlighted Funds Represented in Budget Document)



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

MAJOR FUND DESCRIPTIONS:

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

GENERAL FUND

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

NON-MAJOR FUND DESCRIPTIONS:

COMMUNITY DEVELOPMENT

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

URBAN DEVELOPMENT ACTION GRANT (UDAG)

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

PARKING AND TRANSPORTATION

The Parking and Transportation Fund is a Special Revenue Fund. It accounts for operations of the City's parking facility, parking enforcement, parking meter operations and parking administration funded by funds generated from these parking activities.

STORMWATER

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

PRESCOTT PARK

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



WATER FUND

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

SEWER FUND

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

BASIS OF ACCOUNTING – BUDGETARY BASIS OF ACCOUNTING

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

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

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

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

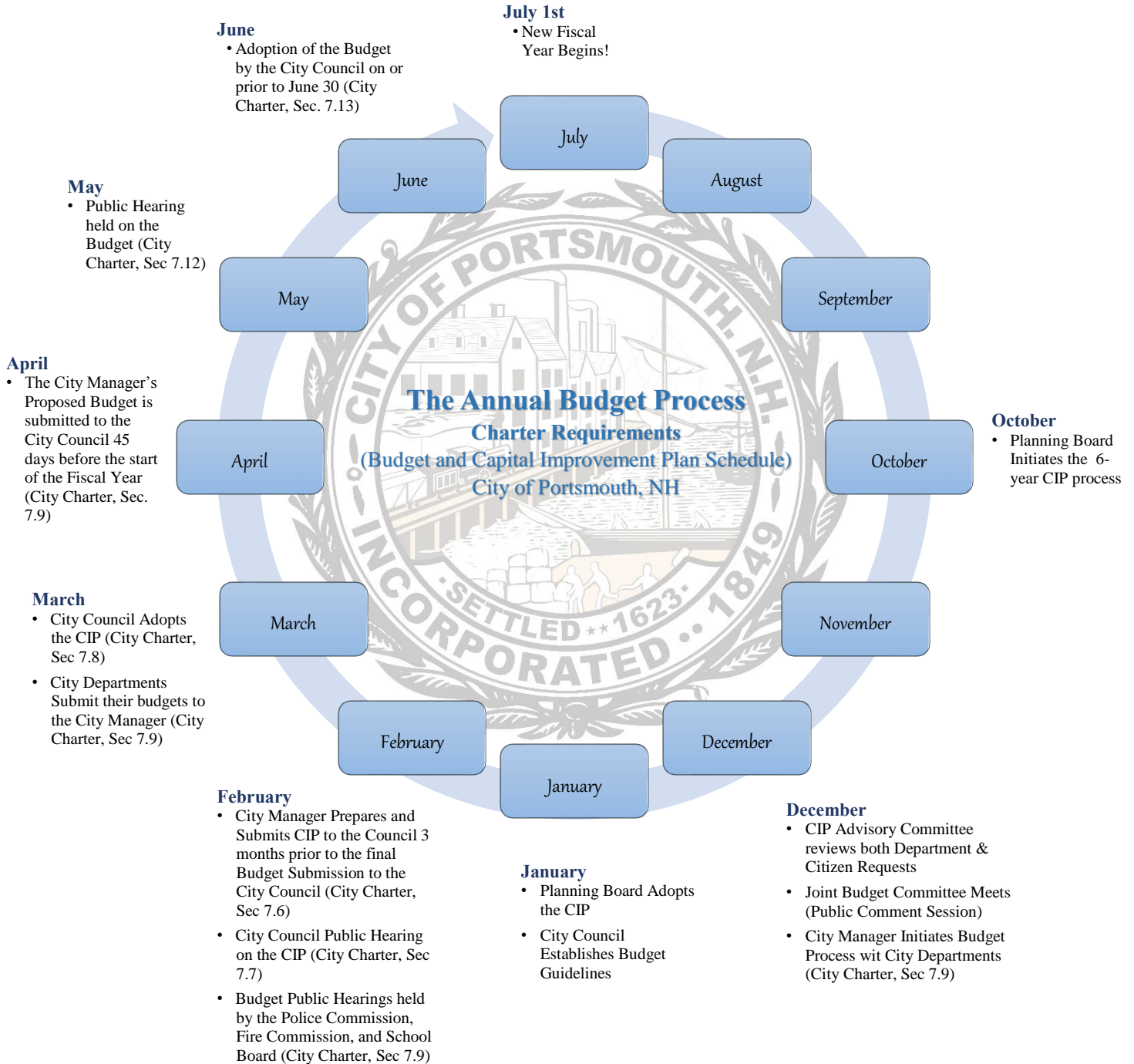
The Comprehensive Annual Financial Report (CAFR) displays the status of the City’s finances on the basis of “generally accepted accounting principles” (GAAP). The City in most cases, conforms to GAAP in references to the fund based financial statements, when preparing its budget. Exceptions are as follow:

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



THE BUDGET PROCESS

The City annually initiates a lengthy and extensive budget-setting process for the Capital Improvement Program and the Operating/Non-Operating budget process 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 horizon. The Capital Improvement Plan process begins in early fall. As FY18, the Planning Department accepts and reviews capital project requests from the public. City departments evaluate its six-year capital needs, including public requests, and submit recommended projects to the Planning Board. These requests are reviewed and adopted by the Planning Board prior to submission to the City Manager. The City Manager prepares and submits the six-year CIP to the City Council three months prior to the final budget submission. The City Council holds a public hearing on the CIP and adopts the plan. The capital costs shown in year one of the CIP is the only impact to the proposed budget and may be revised by the City Council during the budget approval process.

OPERATING/NON-OPERATING BUDGET PROCESS

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

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

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

The City Council then holds a series of work sessions with each department. Beginning this year, each work session will include a “Listening Session” which will allow the public to comment and impose 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 2019 BUDGET SCHEDULE

The City of Portsmouth puts a high importance on receiving and utilizing Public Input throughout its Budget Process. Below is the FY19 Budget Schedule with Public Input Opportunities highlighted in **BLUE**.

September 2017

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

October 2017

13 Friday Citizen Submission Deadline for CIP Projects

November 2017

16 Thursday 6:30 PM Planning Board Public Information Meeting on CIP
29 Wednesday 8:30 AM Joint Budget Committee Meeting #1

December 2017

6 Wednesday 11:00 AM CIP Advisory Committee meets with Departments - *Prioritize Capital Requests*
13 Wednesday 8:00 AM Joint Budget Committee Meeting #2

January 2018

2 Tuesday 7:00 AM **City Council Meeting - New City Council Innauguration**
16 Tuesday 7:00 PM **City Council Work Session - Establish Budget Guidelines**
18 Thursday 7:00 PM Planning Board Meeting - Adoption of the CIP - *CIP Presentation*
23 Tuesday 7:00 PM School Board Public Hearing #1 on the proposed budget
29 Monday 6:30 PM **City Council Work Session on CIP - CIP Presentation**

February 2018

13 Tuesday 5:30 PM * Fire Department Public Hearing on the proposed budget
13 Tuesday 7:00 PM School Board Public Hearing #2 on the proposed budget
14 Wednesday 7:00 PM Police Commission Public Hearing on the proposed budget
20 Tuesday 7:00 PM **City Council Meeting- Public Hearing on the CIP - No presentation**
- See presentation recorded from the January 29th City Council Work Session

March 2018

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

April 2018

25 Wednesday Proposed Budget document to be submitted to the City Council

May 2018

2 Wednesday 6:30 PM **City Council Meeting - Public Hearing on Budget**
9 Wednesday 6:30 PM **City Council Work Session - Public Safety (Police and Fire) Budget Review/Listening Session**
10 Thursday 6:30 PM **City Council Work Session - School Department Budget Review/Listening Session**
14 Monday 6:30 PM **City Council Work Session - General Government Departments/Listening Session**
16 Wednesday 6:30 PM **City Council Work Session - Water and Sewer Departments/Listening Session**
23 Wednesday 6:30 PM ** **City Council Work Session - Budget Review**
30 Wednesday 6:30 PM ** **City Council Work Session - Budget Review Follow Up (if necessary)**

June 2018

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

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

* Fire Station 2 (3010 Lafayette Road)

** Conference Room A - City Hall (1 Junkins Ave)

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.





Fund Summaries

Calculation of Property Tax Rate

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

The *property tax levy* is the difference between the gross appropriations and estimated revenues. The tax rate proposed is calculated using estimated Assessed Valuations, State revenues, and County tax obligations. The official tax rate is set by the New Hampshire Department of Revenue Administration in October once these estimates are finalized.

For FY19, there are two estimated tax rates provided using: (*see following pages*)

1. Department requested budget, and
2. City Manager's recommended budget.

Expenditures by Funds and Departments

List of expenditures by Funds and Departments for the FY17 budget, FY18 budget, and the FY19 City Manger's recommended budget, as well as the dollar and percent change over FY18.

Combined Statement of Revenues and Expenditures and Changes in Unassigned Fund Balance and Unrestricted Net Position

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



TAX CALCULATION SHEET - GENERAL FUND BUDGET FY19

**TAX CALCULATION WITH
DEPARTMENT REQUESTED BUDGET**

	FY17 BUDGET	FY18 BUDGET	FY19 Department Request	% CHANGE FROM FY18	\$\$ CHANGE FROM FY18
OPERATING BUDGET					
General Government	18,210,245	18,833,111	19,445,179	3.25%	612,068
Police	10,382,847	10,925,161	11,329,185	3.70%	404,024
Fire	8,340,898	8,685,087	8,966,305	3.24%	281,218
School	44,684,084	46,573,529	48,086,136	3.25%	1,512,607
Transfer to Indoor Pool	150,000	150,000	150,000	0.00%	0
Transfer to Prescott Park	0	30,479	60,000	96.86%	29,521
Organic Weed & Turf Management	0	0	260,000		260,000
Total Operating Budget	81,768,074	85,197,367	88,296,805	3.64%	3,099,438
NON-OPERATING EXPENSE					
Debt Related Costs/TANS	275,000	275,000	272,000	-1.09%	(3,000)
Debt Service Payments	12,595,810	13,085,154	14,298,912	9.28%	1,213,758
Overlay	950,000	950,000	1,000,000	5.26%	50,000
Property & Liability Ins	341,000	363,376	363,376	0.00%	0
County	5,277,514	5,466,000	5,741,466	5.04%	275,466
Contingency	250,000	250,000	300,000	20.00%	50,000
Rolling Stock	956,165	761,900	943,720	23.86%	181,820
IT Equipment Replacement	406,000	650,658	866,408	33.16%	215,750
Capital Outlay	2,000,000	1,985,000	2,005,000	1.01%	20,000
Middle School/Banfield Road Purchase	400,000	0	0	0.00%	0
Foundation Seacoast Health Land	1,850,000	1,269,148	0	-100.00%	(1,269,148)
Other General Non-Operating	393,280	491,317	587,062	19.49%	95,745
Total Non-Operating Budget	25,694,769	25,547,553	26,377,944	3.25%	830,391
Total Gross Budget	107,462,843	110,744,920	114,674,749	3.55%	3,929,829
REVENUES					
Municipal	13,125,575	13,879,982	14,630,108	5.40%	750,126
School	5,986,250	6,369,332	6,516,250	2.31%	146,918
State Revenues	1,489,418	1,576,077	1,736,067	10.15%	159,990
State Revenues-School Building Aid	1,836,305	1,836,305	1,836,305	0.00%	0
<i>Use of Fund Balance: Unassigned</i>					
Supplemental Appropriation	665,800	27,167	0	-100.00%	(27,167)
Budget Process	250,000	231,000	0	-100.00%	(231,000)
<i>Use of Fund Balance: Committed</i>					
Property Appraisal	73,500	150,000	150,000	0.00%	0
Debt Service Reserve	1,700,000	2,400,000	1,700,000	-29.17%	(700,000)
Supplemental Appropriation	1,850,000	1,269,148	0	-100.00%	(1,269,148)
Total	26,976,848	27,739,011	26,568,730	-4.22%	(1,170,281)
BUDGETED PROPERTY TAX LEVY	80,485,995	83,005,909	88,106,019	6.14%	5,100,110
War Service Credits	480,500	483,133	500,000	3.49%	16,867
Adequate Education Formula	(11,070,907)	(11,178,117)	(11,904,407)	6.50%	(726,290)
State Education Tax	11,070,907	11,178,117	11,904,407	6.50%	726,290
ASSESSED VALUATION WITH UTILITIES	4,771,704,551	5,468,344,022	5,468,915,808	0.01%	571,786
ASSESSED VALUATION NO UTILITIES	4,586,279,780	5,245,306,209	5,295,306,209	0.95%	50,000,000
MUNICIPAL & SCHOOL TAX RATE	13.54	12.22	12.97	6.17%	0.75
COUNTY TAX RATE	1.09	1.03	1.05	1.93%	0.02
STATE EDUCATION TAX RATE	2.41	2.13	2.25	5.54%	0.12
COMBINED TAX RATE	17.04	15.38	16.27	5.80%	0.89

**TAX CALCULATION WITH CITY MANAGER
RECOMMENDED BUDGET**

	FY17 BUDGET	FY18 BUDGET	FY19 City Manager Recommended	% CHANGE FROM FY18	\$\$ CHANGE FROM FY18
OPERATING BUDGET					
General Government	18,210,245	18,833,111	19,445,179	3.25%	612,068
Police	10,382,847	10,925,161	11,280,229	3.25%	355,068
Fire	8,340,898	8,685,087	8,966,305	3.24%	281,218
School	44,684,084	46,573,529	48,086,136	3.25%	1,512,607
Transfer to Indoor Pool	150,000	150,000	150,000	0.00%	0
Transfer to Prescott Park	0	30,479	60,000	96.86%	29,521
Organic Weed & Turf Management	0	0	260,000		260,000
Total Operating Budget	81,768,074	85,197,367	88,247,849	3.58%	3,050,482
NON-OPERATING EXPENSE					
Debt Related Costs/TANS	275,000	275,000	272,000	-1.09%	(3,000)
Debt Service Payments	12,595,810	13,085,154	14,298,912	9.28%	1,213,758
Overlay	950,000	950,000	1,000,000	5.26%	50,000
Property & Liability Ins	341,000	363,376	363,376	0.00%	0
County	5,277,514	5,466,000	5,741,466	5.04%	275,466
Contingency	250,000	250,000	300,000	20.00%	50,000
Rolling Stock	956,165	761,900	943,720	23.86%	181,820
IT Equipment Replacement	406,000	650,658	866,408	33.16%	215,750
Capital Outlay	2,000,000	1,985,000	2,005,000	1.01%	20,000
Middle School/Banfield Road Purchase	400,000	0	0	0.00%	0
Foundation Seacoast Health Land	1,850,000	1,269,148	0	-100.00%	(1,269,148)
Other General Non-Operating	393,280	491,317	587,062	19.49%	95,745
Total Non-Operating Budget	25,694,769	25,547,553	26,377,944	3.25%	830,391
Total Gross Budget	107,462,843	110,744,920	114,625,793	3.50%	3,880,873
REVENUES					
Municipal	13,125,575	13,879,982	14,630,108	5.40%	750,126
School	5,986,250	6,369,332	6,516,250	2.31%	146,918
State Revenues	1,489,418	1,576,077	1,736,067	10.15%	159,990
State Revenues-School Building Aid	1,836,305	1,836,305	1,836,305	0.00%	0
<i>Use of Fund Balance: Unassigned</i>					
Supplemental Appropriation	665,800	27,167	0	-100.00%	(27,167)
Budget Process	250,000	231,000	0	-100.00%	(231,000)
<i>Use of Fund Balance: Committed</i>					
Property Appraisal	73,500	150,000	150,000	0.00%	0
Debt Service Reserve	1,700,000	2,400,000	1,700,000	-29.17%	(700,000)
Supplemental Appropriation	1,850,000	1,269,148	0	-100.00%	(1,269,148)
Total	26,976,848	27,739,011	26,568,730	-4.22%	(1,170,281)
BUDGETED PROPERTY TAX LEVY	80,485,995	83,005,909	88,057,063	6.09%	5,051,154
War Service Credits	480,500	483,133	500,000	3.49%	16,867
Adequate Education Formula	(11,070,907)	(11,178,117)	(11,904,407)	6.50%	(726,290)
State Education Tax	11,070,907	11,178,117	11,904,407	6.50%	726,290
ASSESSED VALUATION WITH UTILITIES	4,771,704,551	5,468,344,022	5,468,915,808	0.01%	571,786
ASSESSED VALUATION NO UTILITIES	4,586,279,780	5,245,306,209	5,295,306,209	0.95%	50,000,000
MUNICIPAL & SCHOOL TAX RATE	13.54	12.22	12.96	6.08%	0.74
COUNTY TAX RATE	1.09	1.03	1.05	2.21%	0.02
STATE EDUCATION TAX RATE	2.41	2.13	2.25	5.40%	0.12
COMBINED TAX RATE	17.04	15.38	16.26	5.73%	0.88



EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED	\$\$ CHANGE	% CHANGE
GENERAL FUND						
GENERAL FUND OPERATING BUDGET						
GENERAL GOVERNMENT						
GENERAL ADMINISTRATION						
City Council	33,536	20,096	33,536	33,536	0	0.00%
City Manager	346,852	345,432	355,805	361,897	6,092	1.71%
Human Resources	533,846	519,262	544,696	553,870	9,174	1.68%
City Clerk	254,051	254,051	252,711	258,332	5,621	2.22%
Elections	63,213	57,948	61,213	76,045	14,832	24.23%
Legal	597,360	594,800	621,254	644,917	23,663	3.81%
Finance and Benefit Administration	4,266,105	4,255,814	4,517,484	4,706,687	189,203	4.19%
OTHER GENERAL GOVERNMENT						
General Administration	979,878	894,977	891,772	931,299	39,527	4.43%
REGULATORY SERVICES						
Planning	785,585	772,070	822,166	849,088	26,922	3.27%
Inspections	449,957	445,951	481,126	499,571	18,445	3.83%
Health	198,536	197,601	205,771	211,403	5,632	2.74%
PUBLIC WORKS	6,427,261	6,390,249	6,635,216	6,844,223	209,007	3.15%
COMMUNITY SERVICES						
Public Library	1,776,114	1,753,667	1,860,546	1,921,013	60,467	3.25%
Recreation	846,443	837,759	871,042	895,628	24,586	2.82%
Senior Services	155,063	149,612	158,757	163,909	5,152	3.25%
Public Welfare	330,068	309,260	339,950	295,373	(44,577)	-13.11%
Outside Social Services	154,540	154,540	168,052	186,374	18,322	10.90%
EMERGENCY MANAGEMENT	11,837	4,252	12,014	12,014	0	0.00%
TOTAL GENERAL GOVERNMENT	18,210,245	17,957,342	18,833,111	19,445,179	612,068	3.25%
Police Department	10,382,847	10,145,552	10,925,161	11,280,229	355,068	3.25%
Fire Department	8,340,898	8,321,469	8,685,087	8,966,305	281,218	3.24%
School Department	44,684,084	44,683,782	46,573,529	48,086,136	1,512,607	3.25%
TOTAL POLICE, FIRE, SCHOOL	63,407,829	63,150,803	66,183,777	68,332,670	2,148,893	3.25%
ORGANIC WEED & TURF MANAGEMENT	0	0	0	260,000	260,000	
TOTAL OPERATING DEPARTMENTS	81,618,074	81,108,144	85,016,888	88,037,849	3,020,961	3.55%
COLLECTIVE BARGAINING CONTINGENCY	0	0	0	0	0	
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	150,000	0	0.00%
TRANSFER TO PRESCOTT PARK	0	0	30,479	60,000	29,521	96.86%
TOTAL OPERATING	81,768,074	81,258,144	85,197,367	88,247,849	3,050,482	3.58%
GENERAL FUND NON-OPERATING BUDGET						
Debt Related Expenses	275,000	94,595	275,000	272,000	(3,000)	-1.09%
Debt Service	12,595,810	12,268,648	13,085,154	14,298,912	1,213,758	9.28%
Overlay	950,000	950,000	950,000	1,000,000	50,000	5.26%
Property & Liability	341,000	331,189	363,376	363,376	0	0.00%
County Tax	5,277,514	5,203,357	5,466,000	5,741,466	275,466	5.04%
Contingency	250,000	250,000	250,000	300,000	50,000	20.00%
Rolling Stock	956,165	946,165	761,900	943,720	181,820	23.86%
IT Equipment Replacement	406,000	406,000	650,658	866,408	215,750	33.16%
Capital Outlay	2,000,000	2,000,000	1,985,000	2,005,000	20,000	1.01%
Use of Unassigned Fund Balance - Banfield Rd	400,000	400,000	0	0	0	
Use of Bond Premium - City Hall	1,850,000	1,850,000	1,269,148	0	(1,269,148)	-100.00%
Other General Non-Operating	393,280	373,247	491,317	587,062	95,745	19.49%
TOTAL NON-OPERATING	25,694,769	25,073,201	25,547,553	26,377,944	830,391	3.25%
TOTAL GENERAL FUND	107,462,843	106,331,345	110,744,920	114,625,793	3,880,873	3.50%

Title	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
ENTERPRISE FUNDS						
WATER DIVISION						
Administration						
Administration	1,964,600	1,984,628	1,995,896	2,119,917	124,021	6.21%
Engineering	321,383	273,439	335,502	375,104	39,602	11.80%
Collective Bargaining Contingency	7,436	0	1,255	0	(1,255)	-100.00%
Depreciation	1,700,000	1,737,531	1,780,000	1,850,000	70,000	3.93%
Interest on Debt	1,155,219	1,052,900	1,048,660	1,078,930	30,270	2.89%
sub-total	5,148,638	5,048,498	5,161,313	5,423,951	262,638	5.09%
Water Supply and Treatment						
Treatment Plant	1,475,310	1,411,701	1,433,388	1,543,520	110,132	7.68%
Laboratory	125,180	106,811	129,877	78,950	(50,927)	-39.21%
Wells	156,500	191,639	163,626	108,212	(55,414)	-33.87%
Storage Tanks	16,700	17,735	18,750	31,750	13,000	69.33%
Booster Stations	88,000	74,458	88,500	78,000	(10,500)	-11.86%
sub-total	1,861,690	1,802,345	1,834,141	1,840,432	6,291	0.34%
Water Distribution						
Administration	338,097	351,823	292,829	659,390	366,561	125.18%
Cross Connection	32,879	54,260	30,922	1,800	(29,122)	-94.18%
Mains	255,308	310,493	344,344	148,750	(195,594)	-56.80%
Services	110,363	110,493	142,712	36,250	(106,462)	-74.60%
Hydrants	153,217	111,872	125,984	40,200	(85,784)	-68.09%
Meters	194,969	207,165	188,950	274,951	86,001	45.52%
sub-total	1,084,833	1,146,106	1,125,741	1,161,341	35,600	3.16%
Total Water Division	8,095,161	7,996,948	8,121,195	8,425,724	304,529	3.75%
SEWER DIVISION						
Administration						
Administration	1,966,256	2,336,933	2,329,303	2,567,514	238,211	10.23%
Engineering	404,328	381,506	652,581	561,336	(91,245)	-13.98%
Collective Bargaining Contingency	5,648	0	2,055	0	(2,055)	-100.00%
Depreciation	2,000,000	2,053,152	2,010,000	2,400,000	390,000	19.40%
Interest on Debt	2,051,697	1,616,117	2,035,122	2,223,709	188,587	9.27%
sub-total	6,427,929	6,387,707	7,029,061	7,752,559	723,498	10.29%
Wastewater Treatment						
Treatment Plant	2,183,292	2,399,632	2,397,408	2,611,960	214,552	8.95%
Laboratory	253,192	158,216	83,000	93,000	10,000	12.05%
Lift Stations	550,725	624,092	715,717	775,681	59,964	8.38%
sub-total	2,987,209	3,181,940	3,196,125	3,480,641	284,516	8.90%
Wastewater Collection						
Administration	369,225	265,771	354,134	591,614	237,480	67.06%
Force Main	258,387	206,700	363,370	105,250	(258,120)	-71.04%
Interceptor	34,522	9,609	0	0	0	0.00%
Laterals	221,468	228,511	250,956	216,533	(34,423)	-13.72%
Meters	0	0	0	0	0	
sub-total	883,602	710,592	968,460	913,397	(55,063)	-5.69%
Total Sewer Division	10,298,740	10,280,239	11,193,646	12,146,597	952,951	8.51%
TOTAL ENTERPRISE FUNDS	18,393,901	18,277,187	19,314,841	20,572,321	1,257,480	6.51%



Title	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
SPECIAL REVENUE FUNDS						
PARKING AND TRANSPORTATION						
Parking Administration	882,998	985,748	981,946	1,352,467	370,521	37.73%
Foundry Place Parking Facility	0	0	0	343,835	343,835	
Hanover Street Parking Facility	596,492	474,986	612,232	655,287	43,055	7.03%
Parking Enforcement	483,424	336,993	511,631	445,618	(66,013)	-12.90%
Parking Meter Operations	191,859	207,207	206,454	246,445	39,991	19.37%
Parking Collection	214,162	208,291	219,379	234,301	14,922	6.80%
Public Transportation	419,335	392,409	542,407	558,910	16,503	3.04%
Snow Removal	250,000	250,000	250,000	300,000	50,000	20.00%
Debt Service	149,925	122,413	774,146	1,196,875	422,729	54.61%
Contingency	0	0	470,000	225,000	(245,000)	
Capital Outlay	555,000	721,587	635,000	1,135,000	500,000	78.74%
Total Parking & Transportation	3,743,195	3,699,633	5,203,195	6,693,738	1,490,543	28.65%
STORMWATER						
	0	0	0	520,134	520,134	
COMMUNITY DEVELOPMENT						
Administration	103,307	107,907	102,729	101,613	(1,116)	-1.09%
Housing Rehab	51,082	56	0	0	0	0.00%
PEDLP	1,600	0	1,600	1,600	0	0.00%
Total CDBG	155,989	107,963	104,329	103,213	(1,116)	-1.07%
ECONOMIC DEVELOPMENT-UDAG						
	313,397	258,557	333,819	248,025	(85,794)	-25.70%
PRESCOTT PARK						
	0	0	267,552	294,050	26,498	9.90%
TOTAL SPECIAL REVENUE FUNDS	4,212,581	4,066,153	5,908,895	7,859,160	1,430,131	24.20%
TOTAL APPROPRIATED FUNDS	130,069,325	128,674,686	135,968,656	143,057,274	6,568,484	5.21%



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 2019 (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	1,267,000	8,050			1,275,050	0.85%
Other Local Sources	10,050,803	22,000			10,072,803	6.68%
Parking Revenues	2,412,305	6,245,637			8,657,942	5.74%
Interest & Penalties	900,000	14,000			914,000	0.61%
School Revenues	6,516,250				6,516,250	4.32%
State/Federal Revenues	3,572,372	103,213			3,675,585	2.44%
Fund Transfers		784,134			784,134	0.52%
Use of Reserves	1,850,000	448,101			2,298,101	1.52%
Property Tax	88,057,063				88,057,063	58.41%
Enterprise Fund Revenues			10,175,232	18,340,484	28,515,716	18.91%
Total Revenues	114,625,793	7,625,135	10,175,232	18,340,484	150,766,644	
Expenditures						
City Council	33,536				33,536	0.02%
City Manager	361,897				361,897	0.25%
Human Resources	553,870				553,870	0.38%
City Clerk	258,332				258,332	0.17%
Elections	76,045				76,045	0.05%
Legal	644,917				644,917	0.44%
Finance	4,706,687				4,706,687	3.19%
General Administrative/Coll Bargaining	931,299				931,299	0.63%
Planning	849,088				849,088	0.58%
Inspection	499,571				499,571	0.34%
Public Health	211,403				211,403	0.14%
Public Works	7,104,223	7,507,922	9,914,209	15,257,836	39,784,190	26.94%
Public Library	1,921,013				1,921,013	1.30%
Recreation	895,628				895,628	0.61%
Senior Services	163,909				163,909	0.11%
Community Development		103,213			103,213	0.07%
Economic Development		248,025			248,025	0.17%
Public Welfare	295,373				295,373	0.20%
Outside Social Services	186,374				186,374	0.13%
Emergency Management	12,014				12,014	0.01%
Police Department	11,280,229				11,280,229	7.64%
Fire Department	8,966,305				8,966,305	6.07%
School Department	48,086,136				48,086,136	32.57%
Collective Bargaining					-	0.00%
Indoor Pool	150,000				150,000	0.10%
Prescott Park	60,000				60,000	0.04%
Non-Operating	26,377,944				26,377,944	17.86%
Total Expenditures	114,625,793	7,859,160	9,914,209	15,257,836	147,656,998	
FY 18 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	(234,025)	261,023	3,082,648	3,109,646	
Estimated: Unassigned/Unrestricted Net Position Fund Balance - Beginning FY 19	14,478,474	648,377	8,693,522	26,322,964	50,143,337	
Fund Balance - Ending FY 19	14,478,474	414,352	8,954,545	29,405,612	53,252,983	
*Note: Special Revenue Fund Balances are Restricted not Unassigned						
**For this presentation Water and Sewer are displayed on a cash basis for Revenues and Expenditures						





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**CITY OF PORTSMOUTH
GENERAL FUND
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2019**

	ESTIMATED REVENUES FY 17	ACTUAL REVENUES FY 17	ESTIMATED REVENUES FY 18	ESTIMATED REVENUES FY 19	% CHANGE	\$ CHANGE
Local Fees, Licenses, Permits						
Other Fees	11,000	12,834	11,000	11,000	0.0%	-
Other Licenses	36,000	25,072	36,000	26,000	-27.8%	(10,000)
Planning Board/HDC	65,000	89,330	65,000	65,000	0.0%	-
Board of Adjustments	42,000	53,930	42,000	42,000	0.0%	-
Site Review	40,000	75,344	40,000	40,000	0.0%	-
Building Permits-Portsmouth	275,000	666,116	300,000	400,000	33.3%	100,000
Building Permits-Pease	45,000	21,630	45,000	45,000	0.0%	-
Electrical Permits-Portsmouth	75,000	114,889	80,000	80,000	0.0%	-
Electrical Permits-Pease	15,000	15,486	15,000	15,000	0.0%	-
Plumbing Permits-Portsmouth	90,000	194,695	100,000	110,000	10.0%	10,000
Plumbing Permits-Pease	20,000	6,375	20,000	20,000	0.0%	-
Sign Permits	6,000	8,003	6,000	6,000	0.0%	-
Police Alarms	25,000	30,100	25,000	25,000	0.0%	-
Burning Permits	1,000	1,290	1,000	1,000	0.0%	-
Excavation Permit	35,000	36,625	35,000	35,000	0.0%	-
Flagging Permit	11,000	11,991	11,000	11,000	0.0%	-
Solid Waste	30,000	51,775	30,000	30,000	0.0%	-
Outdoor Pool	25,000	33,608	25,000	25,000	0.0%	-
Recreation Department	200,000	240,142	200,000	200,000	0.0%	-
Boat Ramp Fees	10,000	9,170	10,000	10,000	0.0%	-
Food Permits	70,000	56,145	70,000	70,000	0.0%	-
Total Local Fees, Licenses and Permits	1,127,000	1,754,549	1,167,000	1,267,000	8.6%	100,000
Other Local Sources						
Timber Tax	500	68	500	500	0.0%	-
Payments in Lieu of Taxes	100,000	168,577	100,000	120,000	20.0%	20,000
Municipal Agent Fees	65,000	73,146	65,000	65,000	0.0%	-
Motor Vehicle Permits	3,850,000	4,502,812	4,140,000	4,350,000	5.1%	210,000
Title Applications	9,000	9,380	9,000	9,000	0.0%	-
Boat Registrations	5,000	11,890	10,000	10,000	0.0%	-
PDA Airport District	2,600,000	2,825,472	2,750,000	2,750,000	0.0%	-
Water/Sewer Overhead	1,142,454	1,142,454	1,160,462	1,186,312	2.2%	25,850
Sale of Municipal Property	5,000	40,428	5,000	5,000	0.0%	-
Misc Revenue	90,000	44,847	80,000	70,000	-12.5%	(10,000)
Bond Premium	-	1,219,889	-	-	0.0%	-
Transfers from Other Funds	-	825,000	-	-	0.0%	-
Dog Licenses	12,000	19,077	15,000	15,000	0.0%	-
Marriage Licenses	2,200	2,296	2,200	2,200	0.0%	-
Certificates-Birth and Death-Marriage	20,000	30,690	21,000	25,000	19.0%	4,000
Rental of City Property	56,000	56,033	56,000	56,000	0.0%	-
Rental City Hall Complex	33,616	23,160	21,515	21,791	1.3%	276
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	500	1,460	-	-	0.0%	-
Police Outside Detail	125,000	176,254	125,000	140,000	12.0%	15,000
Fire Alarms	60,000	53,200	60,000	-	-100.0%	(60,000)
Ambulance Fees-Portsmouth	720,000	1,067,868	820,000	850,000	3.7%	30,000
Welfare Dept Reimbursements	15,000	34,033	15,000	15,000	0.0%	-
Total Other Local Sources	9,271,270	12,688,034	9,815,677	10,050,803	2.4%	235,126
Parking Revenues						
Parking Meter Fees	2,155,000	2,489,012	2,955,000	3,200,000	8.3%	245,000
Parking Metered Space Rental	90,000	143,966	80,000	90,000	12.5%	10,000
Parking Meter-In Dash	85,000	94,681	95,000	110,000	15.8%	15,000
High Hanover Parking Facility Revenue	2,025,000	2,074,328	2,400,000	2,700,000	12.5%	300,000
High Hanover Parking Facility Passes	1,050,000	1,196,823	1,350,000	1,345,500	-0.3%	(4,500)
Foundry Place Parking Facility Revenue	N/A	N/A	N/A	337,500	-	-
Foundry Place Parking Facility Passes	N/A	N/A	N/A	126,700	-	-
Vaughan St Parking Lot	15,000	15,000	-	-	0.0%	-
Pass Reinstatement	2,500	3,870	2,500	2,500	0.0%	-
Parking Violations	715,000	796,841	715,000	727,742	1.8%	12,742
Immobilization Administration Fee	15,000	18,920	15,000	15,000	0.0%	-
Summons Admin Fee	3,000	350	3,000	3,000	0.0%	-
Total Parking Revenues	6,155,500	6,833,791	7,615,500	8,657,942	13.7%	1,042,442
Transfer to Parking and Transportation	(3,743,195)	(4,421,486)	(5,203,195)	(6,245,637)	20.0%	(1,042,442)
General Fund Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	0.00%	-



CITY OF PORTSMOUTH
GENERAL FUND
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2017-2019

	ESTIMATED REVENUES FY 17	ACTUAL REVENUES FY 17	ESTIMATED REVENUES FY 18	ESTIMATED REVENUES FY 19	% CHANGE	\$ CHANGE
Interest & Penalties						
Interest on Taxes	230,000	168,675	200,000	200,000	0.0%	-
Interest on Investments	85,000	331,973	285,000	700,000	145.6%	415,000
Total Interest & Penalties	315,000	500,647	485,000	900,000	85.6%	415,000
School Revenues						
Tuition	5,975,000	6,098,763	6,356,282	6,503,250	2.3%	146,968
Other Sources	11,250	12,656	13,050	13,000	-0.4%	(50)
Total School Revenues	5,986,250	6,111,419	6,369,332	6,516,250	2.3%	146,918
State Revenues						
Rooms and Meals Tax	1,032,926	1,111,547	1,111,000	1,107,000	-0.4%	(4,000)
Highway Block Grant	417,405	425,438	427,000	427,000	0.0%	-
State Aid-Land Fill	39,087	39,087	38,077	37,067	-2.7%	(1,010)
Impact Aid	-	-	-	-	0.0%	-
Kindergarten Aid	-	-	-	165,000	100.0%	165,000
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	1,016,222	0.0%	-
Bonded Debt-Middle School	820,083	796,471	820,083	820,083	0.0%	-
Total State Revenues	3,325,723	3,388,765	3,412,382	3,572,372	4.7%	159,990
Use of Unassigned Fund Balance-Budgetary Process	250,000	250,000	231,000	-	-100.0%	(231,000)
Use of Unassigned Fund Balance - Contractual Obligation Supplemental	265,800	265,800	27,167	-	-100.0%	(27,167)
Use of Unassigned Fund Balance-Purchase Property 850 Banfield	400,000	400,000	-	-	0.0%	-
Use of Bond Premium - Purchase Foundation Seacoast Health Property	1,850,000	1,850,000	-	-	0.0%	-
Use of Bond Premium - Municipal Complex	-	-	1,269,148	-	-100.0%	(1,269,148)
Use of Reserve for Property Appraisal	73,500	73,500	150,000	150,000	0.0%	-
Use of Reserve for Debt	1,700,000	1,700,000	2,400,000	1,700,000	-29.2%	(700,000)
Budgeted Property Tax Levy	80,485,995	80,353,795	83,005,909	88,057,063	6.1%	5,051,154
Total General Fund Revenues	107,462,843	111,748,815	110,744,920	114,625,793	3.5%	3,880,873

GENERAL FUND REVENUE SUMMARY

Municipal	13,125,575	17,355,536	13,879,982	14,630,108	5.4%	750,126
School Revenues	5,986,250	6,111,419	6,369,332	6,516,250	2.3%	146,918
State Revenues	3,325,723	3,388,765	3,412,382	3,572,372	4.7%	159,990
Use of Unassigned Fund Balance-Budgetary Process	250,000	250,000	231,000	-	-100.0%	(231,000)
Use of Unassigned Fund Balance - Contractual Obligation Supplemental	265,800	265,800	27,167	-	-100.0%	(27,167)
Use of Unassigned Fund Balance-Purchase Property 850 Banfield	400,000	400,000	-	-	0%	-
Use of Bond Premium - Purchase Foundation Seacoast Health Property	1,850,000	1,850,000	-	-	-	-
Use of Bond Premium - Municipal Complex	-	-	1,269,148	-	-100.0%	(1,269,148)
Use of Reserve for Property Appraisal	73,500	73,500	150,000	150,000	0.0%	-
Use of Reserve for Debt	1,700,000	1,700,000	2,400,000	1,700,000	-29.2%	(700,000)
Budgeted Property Tax Levy	80,485,995	80,353,795	83,005,909	88,057,063	6.1%	5,051,154
Total General Fund Revenues	107,462,843	111,748,815	110,744,920	114,625,793	3.5%	3,880,873



General Fund Revenue Descriptions and Trends

The City of Portsmouth divides general fund revenue sources into eight categories:

	Budget FY 15	Budget FY 16	Budget FY 17	Budget FY 18	Budget FY 19	FY 19 % of Total
Local Fees, Licenses, Permits	990,750	1,055,750	1,127,000	1,167,000	1,267,000	1%
Other Local Sources	8,183,931	8,512,185	9,271,270	9,815,677	10,050,803	9%
Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	2%
Interest & Penalties	265,000	300,000	315,000	485,000	900,000	1%
School Revenues	5,623,900	5,790,750	5,986,250	6,369,332	6,516,250	6%
State Revenues	3,125,638	3,269,732	3,325,723	3,412,382	3,572,372	3%
Use of Reserves and Fund Balance	3,746,897	2,223,500	4,539,300	4,077,315	1,850,000	2%
Property Taxes	74,266,738	78,131,980	80,485,995	83,005,909	88,057,063	77%
Total Revenue	98,615,159	101,696,202	107,462,843	110,744,920	114,625,793	

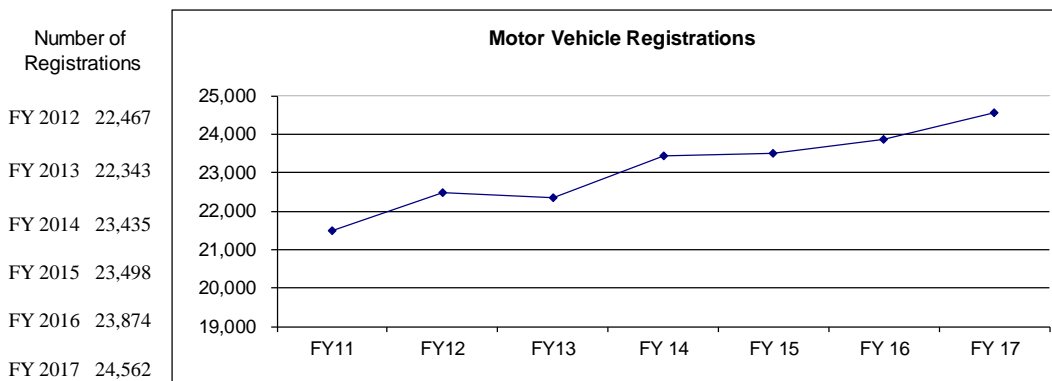
The following are descriptions of general fund revenues, budget to actual trends (graphed) for major revenue sources along with the methodology used to forecast the major revenues.

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 the back of this budget document (Appendix III). Local fees are administered to recoup administrative costs associated with producing a specific service.

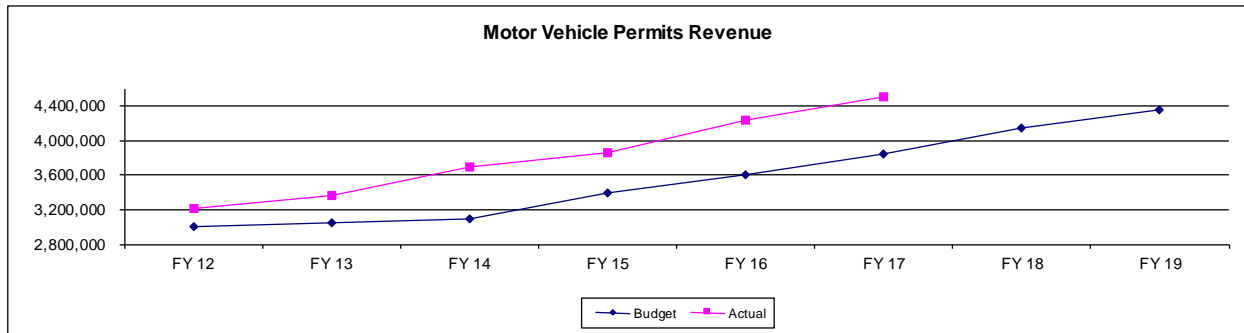
Other Local Sources:

- **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. Revenue produced is a direct product of how many vehicles are registered. Following are registered vehicle numbers for previous fiscal years:



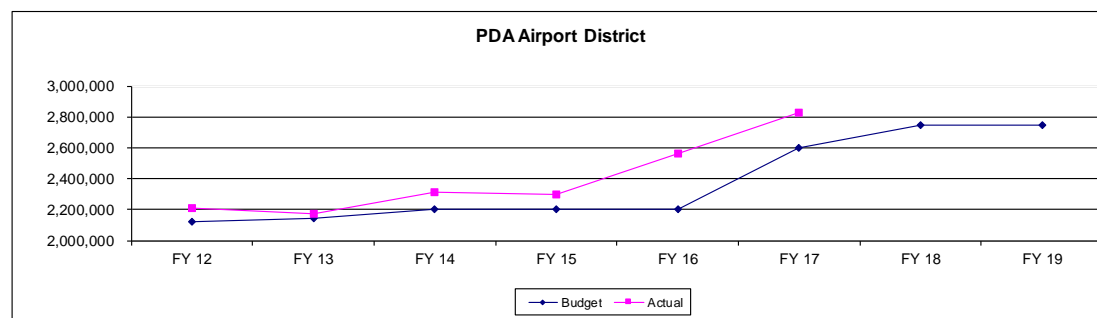
The state statute sets the Motor Vehicle fee as follows:

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



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	3,010,000	3,050,000	3,100,000	3,400,000	3,600,000	3,850,000	4,140,000	4,350,000
Actual	3,214,455	3,366,472	3,695,866	3,854,985	4,228,012	4,502,812		

- **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. Assessed value of the buildings along with the tax rate applied being the driver of the revenue; the Finance Department projects the estimated revenue to be produced by the MSA. 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.



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	2,125,000	2,140,000	2,200,000	2,200,000	2,200,000	2,600,000	2,750,000	2,750,000
Actual	2,208,316	2,173,505	2,314,841	2,299,072	2,562,731	2,825,472		

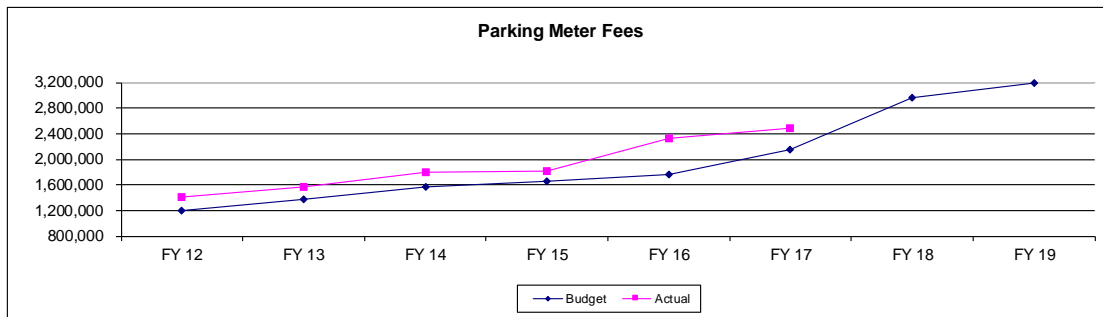


- **Water/Sewer Overhead** – A calculation of Water/Sewer Departments usage of General Government employees and office space to which is reimbursed to the General Fund from the Enterprise Funds.
- **Dog Licenses** – RSA 466 – An annual License Fee. Portions of the amount collected go to the State.
- **Marriage Licenses** – RSA 457:29 - \$50 is collected for issuing a Marriage License with \$43 going to the State and \$7 remaining with the City.
- **Certificates-Birth, Death and Marriage** – RSA 5-C:10 – The City collects a fee in advance from individuals requesting any copy or verification of vital records.
- **Rental of City Hall Complex** – Rent received from nonprofit organizations who lease office space in the Seybolt portion of City Hall. Rent is based on square footage used and actual cost to maintain the Seybolt portion of City Hall.
- **Cable Franchise Fee** – A Portsmouth Cable Franchise Agreement between the City and local cable television provider stipulates that a 5% franchise fee will be charged to local cable television subscribers. The City Council voted August 3, 2009 to allow any franchise fee collected over \$360,000 to be directed to the Cable Television Public Access Charitable Trust.
The amount directed to the trust in FY 17 was \$173,407.
- **Hand Gun Permits** – RSA 159:6 Revenues received when the Chief of Police issues a Hand Gun Permit, if the applicant is a suitable person to be licensed.
- **Police Outside Detail** – The overhead portion received from the rate charged to vendors when a police detail is used.
- **Fire Alarms** – The City no longer maintains a Fire Alarm system. Business now much use a third party vendor.
- **Ambulance Fees** – City Ordinance Chapter 5: Article VI Section 601 – Establishes the rate for which emergency medical services shall be charged by the Fire Department.
- **Welfare Dept Reimbursements** – RSA 165 – Reimbursements come from federal or state agencies if a welfare recipient becomes eligible for retroactive Social Security or Medicaid; from liens on legal settlements and on real property; from other New Hampshire towns which may be financially responsible for the recipient; or directly from recipients if they become able to reimburse.



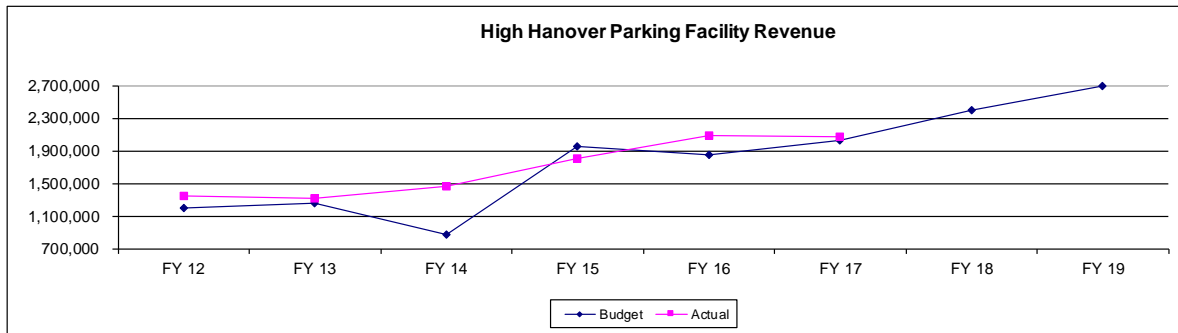
Parking Revenue:

- **Parking Metered Space Rental** - City Ordinance Chapter 7. The Department of Public Works may issue to a contractor or person actually engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work (\$50 per day for High Occupancy space and \$35 per day for all others).
- **Parking Meter-In Dash** - City Ordinance Chapter 7. The In-Dash meter affords the parker the convenience of paying for parking while sitting in their vehicle. The parker needs to first purchase the meter and then contact the City’s third party vendor via either the internet or telephone and purchase time in advance. Residence receive \$0.25 hourly discount.
- **Parking Meter Fees** – City Ordinance Chapter 7 – There are approximately 200 single space parking meters and 60 multi-space parking pay stations throughout the City charging either \$1.50 per hour or \$2.00 per hour in high occupancy spaces. One pay station can take the place of 10 on street parking meters or 30 surface parking spaces. Times and days of enforcement for the meters are as follows: Sunday noon-8pm and Monday through Saturday 9am to 8pm. Parking Meter Fees revenue is determined using quantitative forecasting trend analysis.



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	1,200,922	1,370,000	1,561,800	1,650,000	1,765,500	2,155,000	2,955,000	3,200,000
Actual	1,414,886	1,561,217	1,790,038	1,808,020	2,332,846	2,489,012		

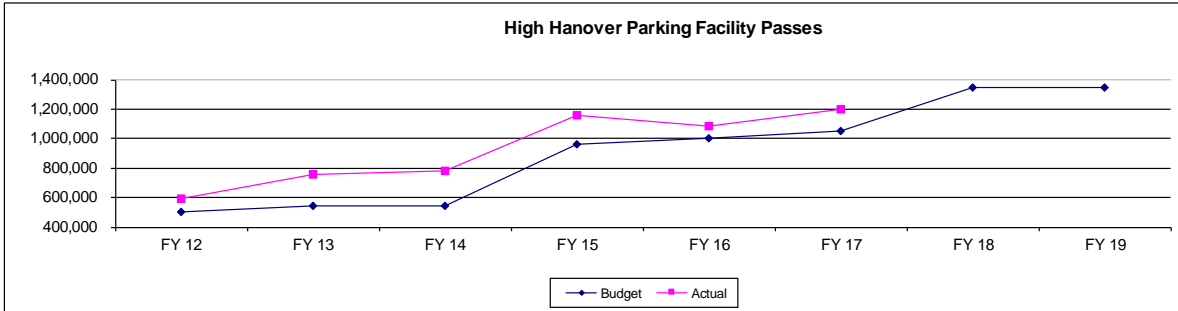
- **High Hanover Parking Facility Revenue** – City Ordinance Chapter 7 - Revenue from non-pass customers in the High-Hanover Parking Facility. Rates per hour are \$1.50. Residents can park for free on Sundays. As with Parking Meters, Parking Garage revenue is determined using quantitative forecasting trend analysis.



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	1,200,000	1,250,000	876,250	1,950,000	1,850,000	2,025,000	2,400,000	2,700,000
Actual	1,338,959	1,318,963	1,464,658	1,803,655	2,084,032	2,074,328		



- **Foundry Place Parking Facility Revenue** – City Ordinance Chapter 7 – The City’s newest Parking Facility is scheduled to be opened sometime during FY 19. Hourly rates from non-pass customers in the Foundry Place Parking Facility have been approved by the Fee Committee at \$1.00 per hour. This rate will not become official until passage of the Fee Schedule during the budget process. Residents will be able to park for free on Sundays. The FY 19 revenue was projected using \$1.00 per hour over a 6 month period.
- **High Hanover Parking Facility Passes** – City Ordinance Chapter 7 - The FY 19 fee schedule (see Appendix III) has proposed an increase having residence pay \$175 up from \$150 per month and all other pass holders \$200 up from \$165 per month. As of March 2018 there were 750 passes issued with 172 on a waiting list requesting 300 spaces.

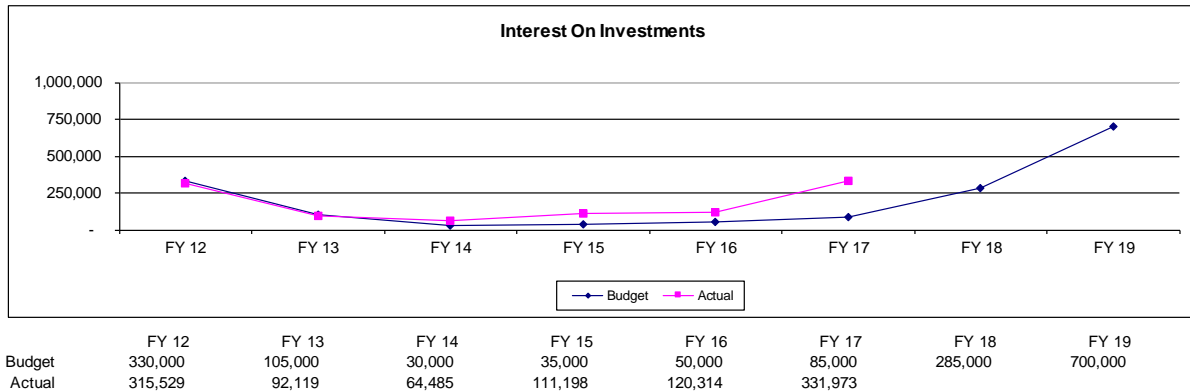


	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	500,000	540,000	540,000	960,000	1,000,000	1,050,000	1,350,000	1,345,500
Actual	595,950	756,815	778,000	1,158,888	1,080,605	1,196,823		

- **Foundry Place Parking Facility Passes** – City Ordinance Chapter 7 - The City’s newest Parking Facility is scheduled to be opened sometime during FY 19. The FY 19 fee schedule (see Appendix III) has proposed, with approval of the Fee Committee, having a monthly residence pass of \$100 and all other pass holders \$125 per month. These rates will not become official until passage of the Fee Schedule during the budget process. The FY 19 revenue was projected for a 6 month period.
- **Pass Reinstatement** - City Ordinance Chapter 7 – An administration fee to reissue passes to leaseholders that have misplaced their original.
- **Parking Violations** - City Ordinance Chapter 7 – Payments received from violations of parking ordinances.
- **Immobilization Administration Fee** - City Ordinance Chapter 7 – Reimbursement received from City expenses incurred to boot a vehicle.
- **Summons Administration Fee** - City Ordinance Chapter 7 – Any person or entity for which the City serves a summons for any traffic or parking offense is also liable to the City for a summons administration fee.
- **Transfer to Parking and Transportation Fund** – Amount transferred to parking and transportation fund for operations and capital needs of parking and transportation.

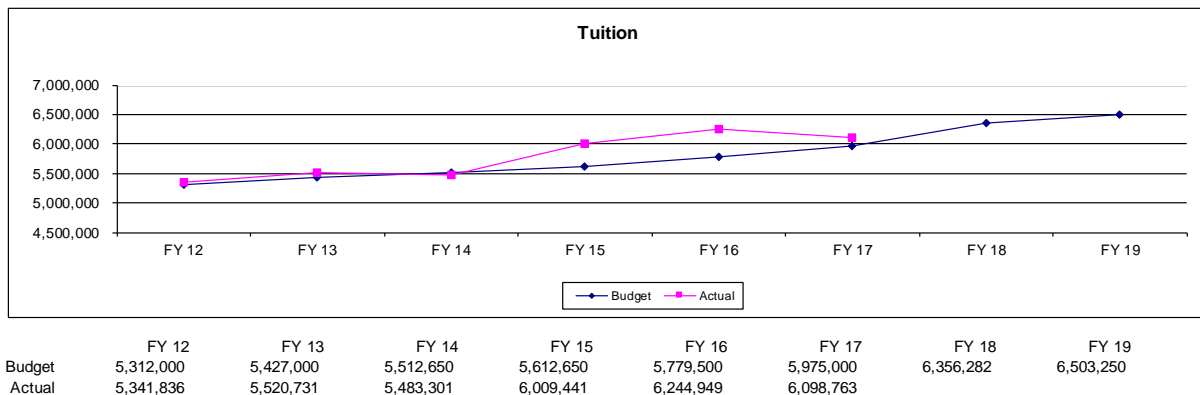
Interest and Penalties:

- **Interest on Taxes** – RSA 76:13 & RSA 80:69 – Property taxes are received semiannually. A 12% per annum interest rate is charged upon all property taxes not received by the due date. The interest rate increases to 18% 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.



School Revenues:

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



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



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 states population.
- **State Aid Landfill** – RSA 149-M-43 The state pays annually 20% of the annual amortization charges, meaning the principal and interest, on costs resulting from the closure of the Coakley Landfill.
- **School Building Aid** – RSA 198-15 – The City receives aid in the amount of 55% on High School, 40% on Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **Kindergarten Aid** – RSA 198:48-c New for 2019, a grant of \$1,100 per Kindergarten pupil attending full-day kindergarten program
- **Rooms and Meals Tax** – RSA 78 –A – Disposition of revenue from the State is based on local community’s population as a percentage of the state population. The goal of the RSA is for the State to distribute 40% of the tax collected to communities while keeping 60%. Currently the State keeps approximately 79% while distributing 21%.

State of NH Rooms and Meals Tax Distribution History

	FY 2013(1)	FY 2014(1)	FY 2015(2)	FY 2016(3)	FY 2017(2)	FY 2018(4)
Rooms & Meals Tax Revenue (Increase from previous FY)	\$253,979,816 8.55%	\$262,825,456 3.48%	\$274,600,560 4.48%	\$293,276,401 6.80%	\$312,952,341 6.71%	\$327,428,361 4.63%
Previous FY Rooms & Meals Tax Revenue	\$233,964,220	\$253,979,816	\$262,825,456	\$274,600,560	\$293,276,401	\$312,952,341
Increase/Decrease	2.49%	8.55%	3.48%	4.48%	6.80%	6.71%
75 % of Increase In Revenues			0		0	
Lesser of above or \$5,000,000			5,000,000		5,000,000	
Previous Year Distribution	58,805,057	58,805,057	58,805,057	63,805,057	63,805,057	68,805,057
Total Amount to be Distributed (Increase from previous FY)	FY 2013(2) 58,805,057 0.00%	FY 2014(1) 58,805,057 0.00%	FY 2015(2) 63,805,057 8.50%	FY 2016(3) 63,805,057 0.00%	FY 2017(2) 68,805,057 7.84%	FY 2018(4) 68,805,057 0.00%
<u>Distributed by Population</u>						
Total Population	1,318,211	1,321,218	1,323,459	1,326,813	1,330,608	1,334,591
Portsmouth	21,206	21,273	21,280	21,463	21,496	21,524
Portsmouth %	1.61%	1.61%	1.61%	1.62%	1.62%	1.61%
Portsmouth \$ Share	945,994	946,823	1,025,926	1,032,133	1,111,547	1,109,504
<u>Distribution % (Goal 60% State 40% Local)</u> (Per RSA 78-A:26)						
State of NH	76.85%	77.63%	76.76%	78.24%	78.01%	78.99%
NH Communities	23.15%	22.37%	23.24%	21.76%	21.99%	21.01%

(1) Per the New Hampshire Operating Budget adopted for FY 2010 and 2011(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2009 levels. 2012 was not to be more than 2011

(2) FY 2015 return to distribution method of FY 2009

(3) Per the New Hampshire Operating Budget adopted for FY 2016(HB 2) The State Treasurer shall fund the distribution of Meals and Rooms Tax at no more than the Fiscal Year 2015 levels.

(4) Distribution held at no more than FY 2017 per HB517



Use of Committed and Unassigned Fund Balance:

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

FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total 8 Years
73,500	73,500	73,500	73,500	73,500	73,500	150,000	150,000	741,000

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

FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total 8 Years
900,000	2,500,000	1,500,000	1,500,000	1,500,000	1,700,000	2,400,000	1,700,000	13,700,000

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

General Fund Only:
Bond Premium History

Fiscal Year	Bond Amount	Premium Received	Capital Project Utilization	Council Approved
FY 02	\$ 46,640,000	\$ 1,021,857	Use as Revenue to pay debt	Budget Process
FY 08	\$ 8,700,000	\$ 42,083	Use as Revenue to pay debt	Budget Process
FY 09	\$ 5,000,000	\$ 208,230	State Street project	12/7/2009
FY 10	\$ 16,800,000	\$ 512,701	Youth Recreation Center	4/18/2011
FY 11	\$ 28,900,000	\$ 1,977,973.61	6 Different Capital Projects-to reduce FY 13 Budget	5/21/2012
FY 12	\$ 17,325,000	\$ 2,391,926	Refunding of High School Debt-reduce debt	Reduce Issuance
FY 13	\$ 2,767,000	\$ 184,652.26	Municipal Complex Improvements	3/16/2015
FY 14	\$ 9,050,000	\$ 1,233,245	Municipal Complex Improvements	3/16/2015
FY 15	\$ 3,335,000	\$ 227,737	Refunding of Library Debt-reduce debt	Reduced Issuance
FY 15	\$ 4,225,000	\$ 358,492	Purchase Foundation Seacoast Land	8/15/2016
FY 16	\$ 13,648,000	\$ 1,540,767	Purchase Foundation Seacoast Land	8/15/2016
FY 17	\$ 12,860,000	\$ 1,219,889	Municipal Complex Improvements	12/18/2017
Total Premium		\$ 10,919,552		

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

FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total 8 Years
900,000	-	247,000	755,500	650,000	915,800	231,000	-	3,699,300

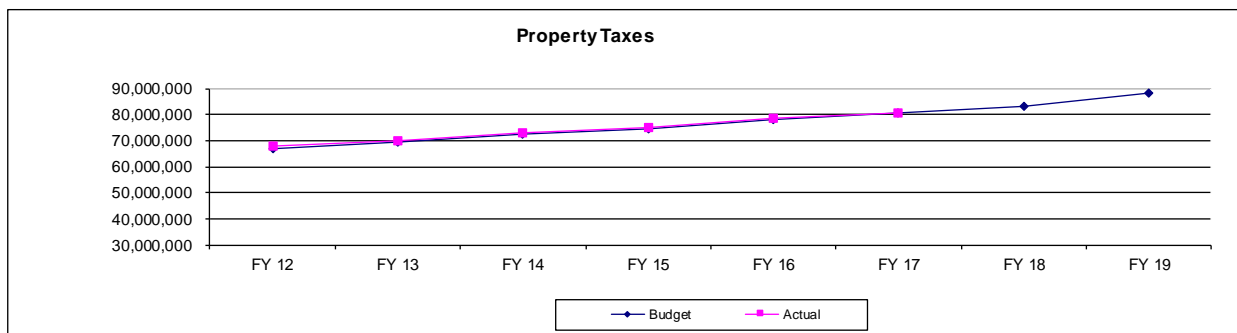


Property Taxes:

- **Property Taxes** – Property Taxes are Portsmouth’s largest revenue source. The City levies and collects taxes according to state law. Property Taxes are an ad valorem tax (Latin for according to value). There are approximately 8,625 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 \$88,057,063 in the FY19 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 13	FY 14	FY 15	FY 16	FY 17	FY 18
With Utilities	4,043,767,047	4,096,603,575	4,182,368,805	4,727,842,643	4,771,704,551	5,468,344,022
% change from previous FY	1.8%	1.3%	2.1%	13.0%	0.9%	14.6%
Without Utilities	3,870,081,052	3,917,159,080	4,010,764,710	4,535,259,027	4,586,279,780	5,245,306,209
% change from previous FY	1.7%	1.2%	2.4%	13.1%	1.1%	14.4%
State Equalized for Debt Limits	4,238,460,159	4,481,154,370	4,871,579,273	5,118,914,757	5,651,979,770	
% change from previous FY	2.7%	5.7%	8.7%	5.1%	10.4%	
% of County Value	10.26%	10.64%	10.78%	11.08%	11.09%	11.64%
Tax rate						
Town Rate	8.55	8.72	8.80	8.07	8.13	7.27
Local School	5.49	5.56	5.61	5.33	5.41	4.95
State School	2.42	2.49	2.53	2.31	2.41	2.13
County	1.09	1.14	1.16	1.08	1.09	1.03
Total Rate	17.55	17.91	18.10	16.79	17.04	15.38
% change from previous FY	1.6%	2.1%	1.1%	-7.2%	1.5%	-9.7%



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	67,087,653	69,495,135	72,234,239	74,266,738	78,131,980	80,485,995	83,005,909	88,057,063
Actual	67,713,896	70,138,494	72,771,653	75,120,750	78,494,012	80,353,795		



CITY OF PORTSMOUTH
WATER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2017-2019

	ESTIMATED REVENUES FY 17	ACTUAL REVENUES FY 17	ESTIMATED REVENUES FY 18	ESTIMATED REVENUES FY 19	% CHANGE	\$\$ CHANGE
WATER CONSUMPTION						
<i>(includes meter charges)</i>						
MUNICIPAL	210,537	183,559	216,248	216,654	0.2%	406
COMMERCIAL TYPE 1	3,362,166	3,046,275	3,293,685	3,314,546	0.6%	20,861
INDUSTRIAL TYPE 1	1,709,766	1,649,459	1,747,315	1,766,633	1.1%	19,318
RESIDENTIAL TYPE 1	2,738,911	2,543,696	2,765,392	2,772,155	0.2%	6,763
TOTAL WATER CONSUMPTION	8,021,380	7,422,989	8,022,640	8,069,988	0.6%	47,348
OTHER FEES						
HYDRANT RENTAL INCOME	208,000	208,000	234,000	260,000	11.1%	26,000
METER FEES	701,120	733,809	713,998	700,735	-1.9%	(13,263)
UTILITY REVENUE	67,970	109,151	265,929	219,073	-17.6%	(46,856)
FIRE SERVICES	322,428	291,020	295,068	320,046	8.5%	24,978
JOB WORKED SERVICES	165,000	88,348	150,000	150,000	0.0%	-
BACKFLOW TESTING	88,000	92,585	88,000	88,000	0.0%	-
SERVICE CHARGES-SPECIAL	31,000	33,356	32,200	33,000	2.5%	800
PENALTY INCOME	-	-	-	-	0.0%	-
CAPACITY USE SURCHARGE	150,000	47,580	130,000	115,000	-11.5%	(15,000)
MISCELLANEOUS BILLING	20,000	2,954	20,000	20,000	0.0%	-
TOTAL OTHER FEES	1,753,518	1,606,803	1,929,195	1,905,854	-1.2%	(23,341)
STATE REVENUES						
HOUSEHOLD HAZARDOUS WASTE	6,000	-	3,000	-	-100.0%	(3,000)
HOMELAND SECURITY	-	-	-	-	-	-
TOTAL STATE REVENUES	6,000	-	3,000	-	-100.0%	(3,000)
SPECIAL AGREEMENTS						
STATE FORCE - 11238 TURNPIKE	-	102,039	-	-	0.0%	-
STRAWBERRY BANKE AGMT INTEREST	268	268	225	182	-19.1%	(43)
AF - 3RD PARTY REVIEW HAVEN	-	-	-	-	0.0%	-
AF - NEW HAVEN WELL	-	(9,036)	-	-	0.0%	-
AF - PEASE WELL TREATMENT	-	-	-	-	0.0%	-
AF - CARBON FILTRATION SYS	-	478,870	-	-	0.0%	-
AF - PEASE WELL TRT PLT ST	-	11,704	-	-	0.0%	-
TOTAL SPECIAL AGREEMENTS	268	583,845	225	182	-19.1%	(43)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	20,000	94,267	89,000	155,000	74.2%	66,000
BOND PREMIUM AMORTIZATION	60,112	179,744	179,745	179,745	0.0%	-
ASSISTANCE PROGRAM-USE OF NET POSITION	-	-	-	-	0.0%	-
SALE OF MUNICIPAL PROPERTY	-	-	-	-	0.0%	-
UNUSED BOND PROCEEDS	-	-	-	-	0.0%	-
OTHER MISCELLANEOUS REVENUE	-	-	-	-	0.0%	-
TOTAL OTHER FINANCING SOURCES	80,112	274,011	268,745	334,745	24.6%	66,000
TOTAL: FULL ACCRUAL REVENUES	9,861,278	9,887,648	10,223,805	10,310,769	0.9%	86,964
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(60,112)	(179,744)	(179,745)	(179,745)	0.0%	-
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,122	2,122	2,165	2,208	2.0%	43
TOTAL CASH REQUIREMENT ADJUSTMENTS	(15,990)	(135,622)	(135,580)	(135,537)	0.0%	43
TOTAL WATER FUND	9,845,288	9,752,026	10,088,225	10,175,232	0.9%	87,007



Water Fund Revenue Descriptions and Trends

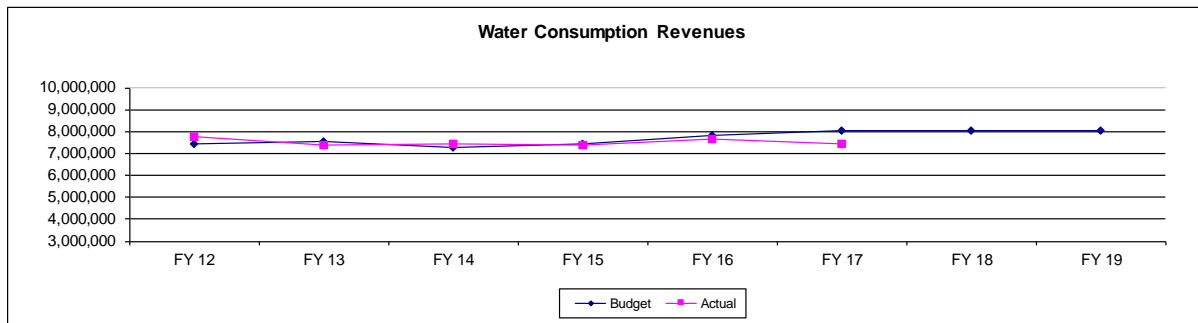
The City of Portsmouth Water Fund operates as a financially self-supporting enterprise fund. It is expected that revenues generated from rates, fees and retained earnings will sustain the cost of all operations and any debt service; no General Fund (tax) support is expected. Revenue sources for the City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



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	7,415,123	7,549,916	7,295,531	7,433,983	7,805,987	8,021,380	8,022,640	8,069,988
Actual	7,783,483	7,377,435	7,414,269	7,391,196	7,642,110	7,422,989		



Other Fees:

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$225 per public hydrant is collected from the following towns: Greenland, Newington, Madbury, New Castle, Rye and the City of Portsmouth General Fund. Recommended increase in fee for FY19 to \$250.

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

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

Monthly Meter Charge Fee

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

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



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

State Revenues:

- **State Grant Program** – RSA 486-A:3. Revenue received from the State of New Hampshire for funding water works projects to meet the surface water treatment rules of the EPA. The Water Fund continues to monitor opportunities to apply for grants as they become available. The City expects no revenue in FY19 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 FY19 from this program.

Other Financing Sources:

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

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

- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. The Water District will not be utilizing use of unrestricted net position in FY19.



CITY OF PORTSMOUTH
SEWER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2017-2019

	BUDGETED REVENUES FY 17	ACTUAL REVENUES FY 17	BUDGETED REVENUES FY 18	BUDGETED REVENUES FY 19	% CHANGE	\$\$ CHANGE
SEWER CONSUMPTION						
MUNICIPAL	170,000	209,089	170,000	177,000	4.1%	7,000
OTHER UTILITIES WATER	402,223	444,410	401,303	417,500	4.0%	16,197
COMMERCIAL TYPE 1	5,385,492	5,119,626	5,619,777	5,954,484	6.0%	334,707
INDUSTRIAL TYPE 1	3,127,758	3,141,129	3,600,653	4,070,109	13.0%	469,456
RESIDENTIAL TYPE 1	5,624,556	5,443,857	5,838,674	6,014,017	3.0%	175,343
TOTAL SEWER CONSUMPTION	14,710,029	14,358,111	15,630,407	16,633,110	6.4%	1,002,703
MISCELLANEOUS FEES						
JOB WORKED SERVICES	8,000	3,678	5,000	5,000	0.0%	-
SEPTAGE	165,000	163,060	168,000	185,000	10.1%	17,000
PENALTY INCOME	-	-	-	-	0.0%	-
PERMITS	2,500	500	2,500	2,500	0.0%	-
CAPACITY USE SURCHARGE	90,000	56,880	90,000	90,000	0.0%	-
MISCELLANEOUS	50,000	20,065	60,000	50,000	-16.7%	(10,000)
TOTAL MISCELLANEOUS FEES	315,500	244,183	325,500	332,500	2.2%	7,000
STATE REVENUES						
HOUSEHOLD HAZARDOUS WASTE	-	-	-	-	0.0%	-
STATE AID GRANT PROGRAM	310,640	676,520	317,879	752,905	136.9%	435,026
TOTAL STATE REVENUES	310,640	676,520	317,879	752,905	136.9%	435,026
SPECIAL AGREEMENTS						
REV FROM SPECIAL AGREEMENTS	46,479	115,989	44,903	39,915	-11.1%	(4,988)
PEASE REIMBURSE SEWER LOAN	25,955	20,764	15,574	10,383	-33.3%	(5,191)
TOTAL SPECIAL AGREEMENTS	72,434	136,753	60,477	50,298	-16.8%	(10,179)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	50,732	175,810	160,000	300,000	87.5%	140,000
ASSISTANCE PROGRAM-USE OF NET POSITION	-	-	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	126,630	151,810	151,810	151,810	0.0%	-
USE OF UNRESTRICTED NET POSITION	-	-	-	-	0.0%	-
TOTAL OTHER FINANCING SOURCES	177,362	327,620	311,810	451,810	44.9%	140,000
TOTAL: FULL ACCRUAL REVENUES	15,585,965	15,743,187	16,646,073	18,220,623	9.5%	1,574,550
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(126,630)	(151,810)	(151,810)	(151,810)	0.0%	-
USE OF BOND PREMIUM FOR DEBT PAYMENT	354,518	354,518	0	0	0.0%	-
PEASE AID GRANT, PEASE PRINCIPAL	46,258	46,258	46,258	46,258	0.0%	-
PEASE PAYBACK TOWARDS DEBT	116,290	116,290	116,290	116,290	0.0%	-
SPECIAL AGREEMENT- L/T ACCTS REC	194,053	194,053	204,135	109,123	-46.5%	(95,012)
TOTAL CASH REQUIREMENT ADJUSTMENTS	584,489	559,309	214,873	119,861	-44.2%	(95,012)
TOTAL SEWER FUND	16,170,454	16,302,496	16,860,946	18,340,484	8.8%	1,479,538



Sewer Fund Revenue Descriptions and Trends

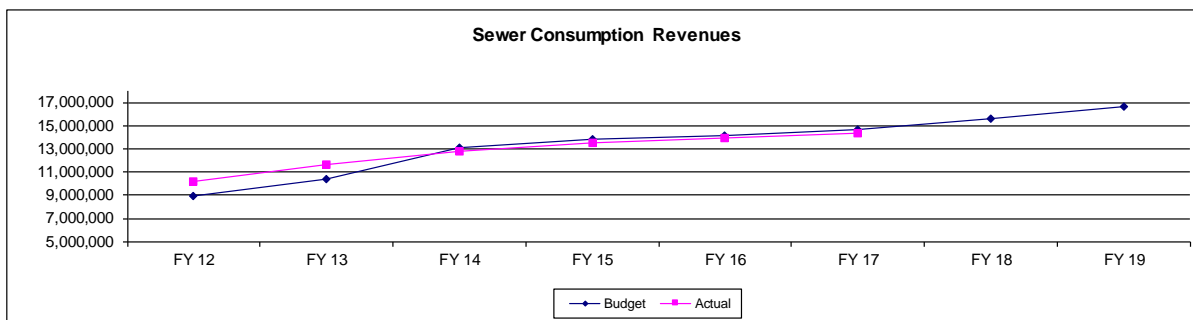
The City of Portsmouth Sewer Fund operates as a financially self-supporting enterprise fund. It is expected that revenues generated from rates, fees and retained earnings will sustain the cost of all operations and any debt service; no General Fund (tax) support is expected. Revenue sources for the City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



	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Budget	8,907,408	10,389,358	13,100,514	13,899,608	14,126,590	14,710,029	15,630,407	16,633,110
Actual	10,192,483	11,706,016	12,762,016	13,505,770	13,979,561	14,358,111		



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.
- **Pease Payback Towards Debt** – Per the Municipal Service Agreement (MSA) effective July 1, 1998, the Pease Development Authority (PDA) is to reimburse the City for the cost of upgrades to the sewer treatment plant located on premises.

Other Financing Sources:

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

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

- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. In FY19, the City will not be utilizing unrestricted net position.



CITY OF PORTSMOUTH
SPECIAL REVENUE FUNDS
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2017-2019

	BUDGETED REVENUES FY 17	ACTUAL REVENUES FY 17	BUDGETED REVENUES FY 18	BUDGETED REVENUES FY 19	%% CHANGE	\$\$ CHANGE
Community Development						
CDBG Entitlement	103,307	107,963	102,729	101,613	-1.1%	(1,116)
Housing Rehab Program	51,082	32,427	-	-		-
PEDLP	1,600	1,501	1,600	1,600	0.0%	-
Total Community Development	155,989	141,891	104,329	103,213	-1.1%	(1,116)
Urban Development Action Grant						
UDAG Interest	34,000	23,003	18,000	14,000	-22.2%	(4,000)
Use of Fund Balance-UDAG	279,397	433,069	315,819	234,025	-25.9%	(81,794)
Total Economic Development-UDAG	313,397	456,072	333,819	248,025	-25.7%	(85,794)
Parking and Transportation						
Portion of Total Parking Revenue	3,743,195	4,421,486	5,203,195	6,245,637	20.0%	1,042,442
Use of Bond Premium	-	-	-	448,101		448,101
Total Parking and Transportation	3,743,195	4,421,486	5,203,195	6,693,738	28.6%	1,490,543
Prescott Park						
Donations	N/A	N/A	1,000	1,000	0.0%	1,000
Weddings	N/A	N/A	7,050	7,050	0.0%	7,050
License Agreements	N/A	N/A	21,250	22,000	3.5%	22,000
Prescott Trust	N/A	N/A	182,000	183,000	0.5%	183,000
Marine Maintenance Trust	N/A	N/A	20,773	21,000	1.1%	21,000
Bishop Trust	N/A	N/A	5,000	-	-100.0%	-
Transfer from General Fund	N/A	N/A	30,479	60,000	96.9%	60,000
Total Prescott Park	-	-	267,552	294,050	-	26,498
Transfer from General Fund				260,067		260,067
Transfer from Sewer Fund				260,067		260,067
Total Stormwater	-	-	-	520,134	-	520,134
Total Special Revenue Funds	4,212,581	5,019,449	5,908,895	7,859,160	33.0%	1,950,265



Special Revenue Fund Revenue Descriptions and Trends

Community Development:

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

Parking and Transportation:

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



Prescott Park:

- **Donations** – Estimated donations given for the park.
- **Weddings** – Revenue collected for reserving the Park for weddings. Fees vary dependent upon wedding size.
- **License Agreements** – Amounts raised from official agreements for use of Park grounds and facilities.
- **Josie F. Prescott Trust** – The largest contributor to the Park’s maintenance is the Josie F. Prescott Trust. The trust document states that the trust shall be used for the maintenance of the property.
- **Marine Maintenance Trust** – The trust document states expenditures may be made from the Trust corpus and income as may be required to maintain the City’s piers, docks and floats in a safe condition and in proper repair.
- **Maggie Bishop Flower Trust** – The trust document states that the trust is to make annual awards for the purchase and upkeep of flowers primarily in the area of the Mary Prescott Pier in Prescott Park.
- **City of Portsmouth General Fund Transfer** – Historically, income from the Josie F. Prescott Trust has been insufficient to meet all funding requirements for the Park on an annual basis. As a result, some costs associated with the Park operations have been funded through the City’s General Fund. With the creation of the Special Revenue Fund for FY 2018, these historic contributions to the General Fund will take the form of a “General Fund” transfer.

Stormwater:

- **City of Portsmouth General Fund Transfer and Sewer Fund Transfer** – Historically Stormwater expenditures have been distributed between both the General Fund and the Sewer Fund. With the creation of the Special Revenue Fund for Stormwater related expenditures in FY 2019, expenditures for Stormwater will be consolidated into its own fund. Funding for the expenditures will be divided evenly by transfers from both the General Fund and Sewer Fund.





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

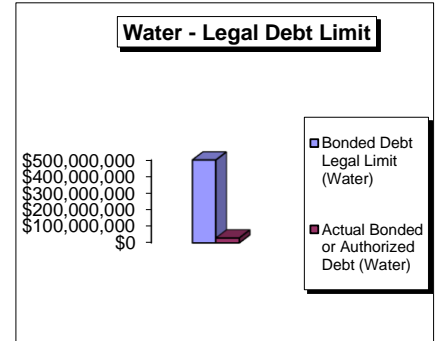
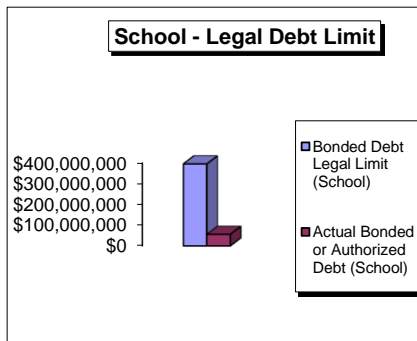
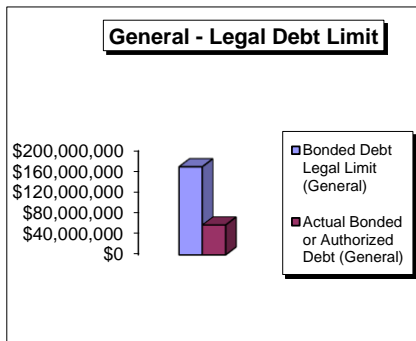
These pages display the outstanding debt balance of the General, Parking/Transportation, Debt Service, Water and Sewer Funds for the remaining years of outstanding payments. They also show the scheduled payments against these balances for those years.



CITY OF PORTSMOUTH, NEW HAMPSHIRE
Computation of Legal Debt Margin
As of June 30, 2017

Modified local assessed valuation	\$	4,791,313,051
Department of Revenue Administration inventory adjustment	\$	<u>860,666,719</u>
Equalized assessed valuation	\$	5,651,979,770
Adjustment: RSA 31-A	\$	<u>-</u>
Base valuation for debt limit (1)	\$	<u>5,651,979,770</u>

	<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 -	<u>\$169,559,393</u>	<u>\$395,638,584</u>	<u>\$565,197,977</u>
Gross bonded debt June 30	\$34,871,927	\$50,962,635	\$29,832,268
Less:			
Landfill (5)	\$458,427		
Sub-total	<u>\$34,413,500</u>	<u>\$50,962,635</u>	<u>\$29,832,268</u>
Authorized but unissued			
Deer Street Parking Facility	\$23,200,000		
Elementary School Upgrades		\$5,000,000	
Total Authorized unissued	<u>\$23,200,000</u>	<u>\$5,000,000</u>	<u>\$0</u>
Total debt applicable to limitation	<u>\$57,613,500</u>	<u>\$55,962,635</u>	<u>\$29,832,268</u>
% Debt used of limitation	34%	14%	5%
Legal Debt Margin	<u><u>\$111,945,893</u></u>	<u><u>\$339,675,949</u></u>	<u><u>\$535,365,709</u></u>
Legal Debt Margin %	66%	86%	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

			<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
ISSUED DEBT									
GENERAL FUND-Issued Debt									
General Government									
06/15/08 08 Improvements	3.46%	2,500,000							
Principal-Last Pmt FY 18			250,000						
Interest			10,000						
11/18/98 Coakley OU-1 20 yr		3,605,773							
Principal-Last Pmt FY 19			180,289	180,289					
Interest-State recalculated interest starting in FY 15 saving \$62,049			3,065	1,532					
06/15/09 09 Improvements	2.96%	3,500,000							
Principal-Last Pmt FY 19			350,000	350,000					
Interest			35,000	17,500					
05/15/10 10 Improvements	2.48%	1,800,000							
Principal-Last Pmt FY 20			180,000	180,000	180,000				
Interest			24,300	16,200	8,100				
07/01/00 Coakley OU-2 20 yr		652,330							
Principal-Last Pmt FY 20			32,617	32,617	32,617				
Interest-State recalculated interest starting in FY 15 saving \$14,961			998	665	333				
06/15/16 Fire Apparatus	1.13%	523,290							
Principal-Last Pmt FY 21			105,000	105,000	105,000	100,000			
Interest			15,550	12,400	8,200	4,000			
12/14/11 11 Improvements	1.91%	6,400,000							
Principal-Last Pmt FY 22			640,000	640,000	640,000	640,000	640,000		
Interest			112,000	96,000	76,800	48,000	16,000		
06/23/17 FY 17 Fire Apparatus	1.26%	400,000							
Principal-Last Pmt FY 22			80,000	80,000	80,000	80,000	80,000		
Interest			15,644	12,800	9,600	6,400	3,200		
06/27/13 13 Improvements	1.69%	2,267,000							
Principal-Last Pmt FY 23			225,000	225,000	225,000	225,000	225,000	225,000	
Interest			40,500	33,750	27,000	20,250	13,500	6,750	
06/25/14 14 Improvements	1.78%	5,750,000							
Principal-Last Pmt FY 24			575,000	575,000	575,000	575,000	575,000	575,000	575,000
Interest			184,000	155,250	143,750	115,000	86,250	57,500	28,750
06/23/15 15 Improvements	2.10%	3,475,000							
Principal-Last Pmt FY 25			350,000	350,000	350,000	345,000	345,000	345,000	345,000
Interest			104,100	90,100	76,100	62,100	55,200	41,400	27,600
06/23/15 Library-Refunded	2.09%	3,685,000							
Principal-Last Pmt FY 26			350,000	345,000	340,000	340,000	330,000	325,000	320,000
Interest			95,850	81,950	68,250	58,050	49,700	39,875	30,200
06/15/16 16 Improvements	1.38%	6,100,000							
Principal-Last Pmt FY 26			610,000	610,000	610,000	610,000	610,000	610,000	610,000
Interest			213,500	195,200	170,800	146,400	122,000	97,600	73,200
06/23/17 17 Fire Station 3 Improvements	1.62%	610,000							
Principal-Last Pmt FY 27			65,000	65,000	60,000	60,000	60,000	60,000	60,000
Interest			23,858	21,800	19,200	16,800	14,400	12,000	9,600
06/23/17 17 Improvements	1.62%	6,850,000							
Principal-Last Pmt FY 27			685,000	685,000	685,000	685,000	685,000	685,000	685,000
Interest			267,911	246,600	219,200	191,800	164,400	137,000	109,600
06/15/16 Fire Station 2 Replacement-Refunded	1.56%	1,713,000							
Principal-Last Pmt FY 28			188,500	175,000	175,000	175,000	171,500	170,000	170,000
Interest			69,165	61,660	54,660	47,660	40,660	33,800	27,000
06/15/16 Fire Station 2 Land-Refunded	1.56%	619,000							
Principal-Last Pmt FY 28			66,500	65,000	65,000	65,000	63,500	60,000	60,000
Interest			24,885	22,240	19,640	17,040	14,440	11,900	9,500
06/15/16 Fire Station 2 Replacement-Refunded	1.56%	708,500							
Principal-Last Pmt FY 29			75,000	75,000	75,000	75,000	70,000	70,000	70,000
Interest			33,590	29,840	26,090	23,840	22,340	19,540	16,740
Total General Fund-Gen Gov Issued Debt Principal Due			5,007,905	4,737,905	4,197,617	3,975,000	3,855,000	3,125,000	2,895,000
Total General Fund-Gen Gov Issued Debt Interest Due			1,273,916	1,095,488	927,723	757,340	602,090	457,365	332,190
Total General Fund-Gen Gov Issued Debt			6,281,821	5,833,393	5,125,339	4,732,340	4,457,090	3,582,365	3,227,190

GENERAL FUND



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

			<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
Schools									
10/21/14 15 School Building Improvements	2.09%	375,000							
Principal-Last Pmt FY 18		3 Yr	127,635						
Interest			2,705						
06/15/08 08 School Building Improvements	3.46%	500,000							
Principal-Last Pmt FY 18		10 Yr	50,000						
Interest			2,000						
05/15/10 10 School Building Improvements	2.48%	500,000							
Principal-Last Pmt FY 20		10 Yr	50,000	50,000	50,000				
Interest			6,750	4,500	2,250				
06/27/13 13 School Building Improvements	1.69%	500,000							
Principal-Last Pmt FY 23		10 Yr	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest			9,000	7,500	6,000	4,500	3,000	1,500	
05/17/12 High School Renovations-Refunding	1.78%	17,325,000							
Principal-Last Pmt FY 23		10 YR	1,720,000	1,700,000	1,690,000	1,680,000	1,665,000	1,650,000	
Interest			369,800	301,400	233,600	166,200	99,300	33,000	
06/23/15 15 School Field Lighting	2.10%	750,000							
Principal-Last Pmt FY 25		10 Yr	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Interest			22,500	19,500	16,500	13,500	12,000	9,000	6,000
06/15/16 16 School Building Improvements	1.37%	500,000							
Principal-Last Pmt FY 26		10 Yr	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest			17,500	16,000	14,000	12,000	10,000	8,000	6,000
05/15/10 Middle School Renovation	3.34%	15,000,000							
Principal-Last Pmt FY 30		20 YR	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Interest			367,500	333,750	300,000	266,250	243,750	219,375	195,000
12/14/11 Middle School Renovation	3.00%	22,500,000							
Principal-Last Pmt FY 32		20 YR	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000	1,125,000
Interest			586,406	558,281	524,531	473,906	417,656	372,656	338,906
06/25/14 Middle School Renovation	2.87%	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			120,450	112,200	108,900	100,650	92,400	84,150	75,900
06/15/16 16 Elementary Schools Renovations	2.14%	5,000,000							
Principal-Last Pmt FY 36		20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest			152,500	145,000	135,000	125,000	115,000	105,000	95,000
06/23/17 17 Elementary Schools Renovations	2.56%	5,000,000							
Principal-Last Pmt FY 37		20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest			166,528	160,313	150,313	140,313	130,313	120,313	110,313
Total General Fund-School Issued Debt Principal Due			4,662,635	4,465,000	4,455,000	4,395,000	4,380,000	4,365,000	2,665,000
Total General Fund-School Issued Debt Interest Due			1,823,639	1,658,444	1,491,094	1,302,319	1,123,419	952,994	827,119
Total General Fund-School Issued Debt			6,486,274	6,123,444	5,946,094	5,697,319	5,503,419	5,317,994	3,492,119
Total General Fund- Issued Debt Principal Due			9,670,540	9,202,905	8,652,617	8,370,000	8,235,000	7,490,000	5,560,000
Total General Fund-Issued Debt Interest Due			3,097,554	2,753,932	2,418,816	2,059,659	1,725,509	1,410,359	1,159,309
Total General Fund-Issued Debt			12,768,095	11,956,837	11,071,433	10,429,659	9,960,509	8,900,359	6,719,309
Issued Debt Related Revenues									
GF Use of Unused Bond Proceeds									
GF Coakley Landfill State Aid			(38,077)	(37,067)					
GF Use of Debt Reserve			(2,400,000)	(1,700,000)	(1,700,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,762,714)
GF School Building Aid (High School 55%)			(1,016,222)	(1,016,222)	(1,016,222)	(1,016,222)	(1,016,222)	(1,016,222)	
GF School Building Aid on \$15m (Middle School 40%)			(302,873)	(302,873)	(302,873)	(302,873)	(302,873)	(302,873)	(302,873)
GF School Building Aid on \$22.5m (Middle School 40%)			(451,210)	(451,210)	(451,210)	(451,210)	(451,210)	(451,210)	(451,210)
GF School Building Aid on \$3.3m (Middle School Estimate 40%)			(66,000)	(66,000)	(66,000)	(66,000)	(66,000)	(66,000)	(66,000)
Total Issued Debt Related Revenues-General Fund			(4,274,382)	(3,573,372)	(3,536,305)	(3,736,305)	(3,736,305)	(3,736,305)	(2,582,797)
Total Net Issued Debt-General Fund			8,493,713	8,383,464	7,535,128	6,693,354	6,224,204	5,164,054	4,136,512

GENERAL FUND



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

		<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
<u>GENERAL FUND-Projected Future Debt</u>								
	Issued Difference Budgeted vs actual	4,309						
5 yr 3.75%	FIRE BOAT	180,000	42,075	40,725	39,375	38,025	36,675	
20 yr 3.75%	FY 18-ELEMENTARY SCHOOL UPGRADES	5,000,000	437,500	428,125	418,750	409,375	400,000	390,625
	Authorized 04/3/17							
10 yr 3.75%	FY 18-HIGH SCHOOL ATHLETIC FIELD LIGHTING	550,000	75,625	73,563	71,500	69,438	67,375	65,313
	Authorized 07/10/17							
10 yr 3.75%	FY 18-CITY FIELDS LIGHTING	600,000	82,500	80,250	78,000	75,750	73,500	71,250
10 yr 3.75%	FY 18-MAPLEWOOD AVE COMPLETE STREET	450,000	61,875	60,188	58,500	56,813	55,125	53,438
10 yr 3.75%	FY 18-NORTH POND MULTI USE PATH	500,000	9,375	66,875	65,000	63,125	61,250	59,375
10 yr 3.75%	FY 18-CITYWIDE SIDEWALK RECONSTRUCTION PROGRAM	800,000	15,000	107,000	104,000	101,000	98,000	95,000
10 yr 3.75%	FY 18-LAFAYETTE RD/ANDREW JARVIS INTERSECTION	800,000	15,000	107,000	104,000	101,000	98,000	95,000
10 yr 3.75%	FY 18-HOOVER/TAFT DRAINAGE UPGRADE	250,000	4,688	33,438	32,500	31,563	30,625	29,688
10 yr 3.75%	FY 18-PLEASANT STREET RECONSTRUCTION	750,000	14,063	100,313	97,500	94,688	91,875	89,063
10 yr 3.75%	FY 18-NEW FRANKLIN/WOODBURY CORRIDOR IMPROVEMENTS	500,000	9,375	66,875	65,000	63,125	61,250	59,375
10 yr 3.75%	FY 18-MCDONOUGH STREET IMPROVEMENTS	800,000	15,000	107,000	104,000	101,000	98,000	95,000
10 yr 3.75%	FY 18-ISLINGTON STREET-STREETScape IMPROVEMENTS	2,500,000	46,875	334,375	325,000	315,625	306,250	296,875
10 yr 3.75%	FY 18-STREET PAVING, MANAGEMENT AND REHABILITATION	3,000,000	56,250	401,250	390,000	378,750	367,500	356,250
	Authorized 07/10/17	10,950,000						
5 yr 3.75%	FY 19-FIRE ENGINE #6	600,000	11,250	140,250	135,750	131,250	126,750	122,250
10 yr 3.75%	FY 19-Fire Station One Renovation	325,000	6,094	44,078	42,859	41,641	40,422	39,203
10 yr 3.75%	FY 19-School Facilities Capital Improvements	500,000	9,375	67,813	65,938	64,063	62,188	60,313
20 yr 3.75%	FY 19-Elementary Schools Upgrade	5,000,000	93,750	432,813	423,438	414,063	404,688	395,313
20 yr 3.75%	FY 19-Prescott Park Facilities Capital Improvements	2,325,000	43,594	201,258	196,898	192,539	188,180	183,820
10 yr 3.75%	FY 19-Outdoor Pool	1,000,000	18,750	135,625	131,875	128,125	124,375	120,625
10 yr 3.75%	FY 19-City Hall Electrical Upgrades	600,000	11,250	81,375	79,125	76,875	74,625	72,375
10 yr 3.75%	FY 19-Citywide Bridge Improvements	350,000	6,563	47,469	46,156	44,844	43,531	42,219
10 yr 3.75%	FY 19-Longmeadow Road Extension	400,000	7,500	54,250	52,750	51,250	49,750	48,250
10 yr 3.75%	FY 19-Peverly Hill Road Improvements	2,200,000	41,250	298,375	290,125	281,875	273,625	265,375
10 yr 3.75%	FY 19-Market Street Gateway Improvement	1,700,000	31,875	230,563	224,188	217,813	211,438	205,063
	Total FY 19 New Bonding	15,000,000						
20 yr 3.75%	FY 20-Elementary Schools Upgrade	2,000,000		37,500	173,125	169,375	165,625	161,875
20 yr 3.75%	FY 20-Prescott Park Facilities Capital Improvements	1,750,000		32,813	151,484	148,203	144,922	141,641
10 yr 3.75%	FY 20-Recycling & Solid Waste Transfer Station	2,750,000		51,563	372,969	362,656	352,344	342,031
10 yr 3.75%	FY 20-Citywide Facilities Capital Improvements	1,000,000		18,750	135,625	131,875	128,125	124,375
10 yr 3.75%	FY 20-Market Square Upgrade	1,000,000		18,750	135,625	131,875	128,125	124,375
10 yr 3.75%	FY 20-Citywide Sidewalk Reconstruction Program	800,000		15,000	108,500	105,500	102,500	99,500
10 yr 3.75%	FY 20-Russell/Market Intersection Upgrades	1,000,000		18,750	135,625	131,875	128,125	124,375
10 yr 3.75%	FY 20-Peverly Hill Road Improvements	2,300,000		43,125	311,938	303,313	294,688	286,063
10 yr 3.75%	FY 20-Street Paving, Management and Rehabilitation	3,000,000		56,250	406,875	395,625	384,375	373,125
10 yr 3.75%	FY 20-Pease Tradeport Street Rehabilitation	750,000		14,063	101,719	98,906	96,094	93,281
	Total FY 20 New Bonding	16,350,000						

GENERAL FUND



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

		<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
5 yr 3.75%	FY 21-Fire Engine #4				12,188	151,938	147,063	142,188
20 yr 3.75%	FY 21-New Police Station				206,250	952,188	931,563	910,938
20 yr 3.75%	FY 21-Prescott Park Facilities Capital Improvements				19,688	90,891	88,922	86,953
10 yr 3.75%	FY 21-Cate Street Connector				15,000	108,500	105,500	102,500
	Total FY 21 New Bonding							
10 yr 3.75%	FY 22-School Facilities Capital Improvements					9,375	67,813	65,938
20 yr 3.75%	FY 22-Prescott Park Facilities Capital Improvements					14,063	64,922	63,516
10 yr 3.75%	FY 22-Citywide Sidewalk Reconstruction Program					15,000	108,500	105,500
10 yr 3.75%	FY 22-Street Paving, Management and Rehabilitation					56,250	406,875	395,625
10 yr 3.75%	FY 22-Islington Street Phase 2					37,500	271,250	263,750
10 yr 3.75%	FY 22-Pease Tradeport Street Rehabilitation					14,063	101,719	98,906
	Total FY 22 New Bonding							
20 yr 3.75%	FY 23-Prescott Park Facilities Capital Improvements						16,875	77,906
10 yr 3.75%	FY 23-Outdoor Recreation Fields-City Owned Campus Drive						37,500	271,250
10 yr 3.75%	FY 23-Citywide Facilities Capital Improvements						18,750	135,625
10 yr 3.75%	FY 23-North Mill Pond Multi-Use Path						46,875	339,063
10 yr 3.75%	FY 23-US Route 1 New Side Path Construction						18,750	135,625
10 yr 3.75%	FY 23-Peirce Island Bridge Replacement						31,500	227,850
	Total FY 23 New Bonding							
20 yr 3.75%	FY 24-Prescott Park Facilities Capital Improvements							15,938
10 yr 3.75%	FY 24-Bleachers/Grandstands							18,750
10 yr 3.75%	FY 24-Elwyn Park Sidewalks Phase I							18,375
10 yr 3.75%	FY 24-Elwyn Road Sidewalk Extension							28,125
10 yr 3.75%	FY 24-Banfield Rd Pedestrian Accomidations							7,031
10 yr 3.75%	FY 24-Citywide Sidewalk Reconstruction Program							15,000
20 yr 3.75%	FY 24-Maplewood Avenue Culvert Replacement							67,500
10 yr 3.75%	FY 24-Street Paving, Management and Rehabilitation							56,250
10 yr 3.75%	FY 24-Pease Tradeport Street Rehabilitation							14,063
10 yr 3.75%	FY 24-Junkins Avenue							20,625
	Total FY 24 New Bonding							
	Total Projected Future Debt (FY19-FY24) Does not include FY 18							
	Total General Fund-Projected Future Debt	317,059	2,342,075	4,047,405	5,928,836	6,972,580	7,834,292	8,866,483
	Future Debt Related Revenues							
	Total Future Debt Related Revenues-General Fund	-	-	-	-	-	-	-
	Total Net Projected Future Debt-General Fund	317,059	2,342,075	4,047,405	5,928,836	6,972,580	7,834,292	8,866,483
	Total Gross Issued and Projected Debt-General Fund	13,085,154	14,298,912	15,118,838	16,358,495	16,933,088	16,734,651	15,585,792
	Total Debt Related Revenues Actual and Projected	(4,274,382)	(3,573,372)	(3,536,305)	(3,736,305)	(3,736,305)	(3,736,305)	(2,582,797)
	Total Net Issued and Projected Debt-General Fund	8,810,772	10,725,539	11,582,533	12,622,190	13,196,783	12,998,346	13,002,995

GENERAL FUND



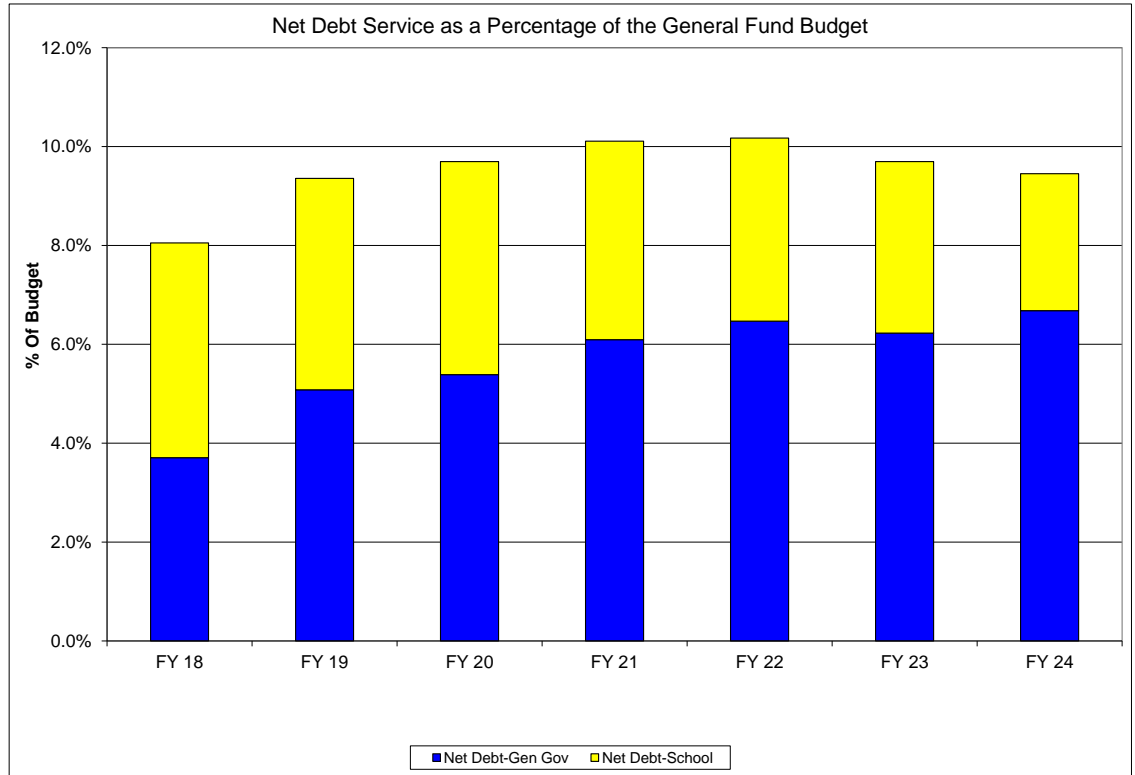
GENERAL FUND

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>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
Total Gen Fund Without Debt Service	96,363,451	100,326,881	104,329,924	108,492,688	112,821,546	117,323,125	122,004,318
(increase 3.99% in FY 19 and beyond)							
Existing Debt Service-School	6,486,274	6,123,444	5,946,094	5,697,319	5,503,419	5,317,994	3,492,119
Existing Debt Service-Gen Gov	6,281,821	5,833,393	5,125,339	4,732,340	4,457,090	3,582,365	3,227,190
Projected Debt Service-School	104,063	616,250	1,039,813	1,152,750	1,135,688	1,167,688	1,139,375
Projected Debt Service-Gen Gov	212,997	1,725,825	3,007,592	4,776,086	5,836,892	6,666,605	7,727,108
Total Gross Debt Service	13,085,154	14,298,912	15,118,838	16,358,495	16,933,088	16,734,651	15,585,792
Total Net Debt	8,810,772	10,725,539	11,582,533	12,622,190	13,196,783	12,998,346	13,002,995
Total Projected General Fund Budget	109,448,605	114,625,793	119,448,761	124,851,182	129,754,634	134,057,776	137,590,110
Percentage Net Debt-School of Budget	4.34%	4.28%	4.31%	4.02%	3.70%	3.47%	2.77%
Percentage Net Debt-Gen Gov of Budget	3.71%	5.08%	5.39%	6.09%	6.47%	6.23%	6.68%
Total Percentage Net Debt Service of Budget:	8.05%	9.36%	9.70%	10.11%	10.17%	9.70%	9.45%



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

	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
<u>ISSUED DEBT</u>							
<u>PARKING & TRANSPORTATION FUND-Issued Debt</u>							
	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
Total Parking/Trans Fund Issued Debt Principal Due	-	-	-	-	-	-	-
Total Parking/Trans Fund Issued Debt Interest Due	-	-	-	-	-	-	-
Total Parking/TransFund-Issued Debt	-	-	-	-	-	-	-
<u>PROJECTED FUTURE DEBT:</u>							
<u>PARKING/TRANSPORTATION FUND- Projected Future Debt</u>							
	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
20 yr 3.75% PARKING FACILITY - Foundry Parking Facility <u>Authorized 05/04/15 \$23,200,000 and 08/07/17 \$3,000,000</u>	26,200,000	464,000	1,070,000	2,261,875	2,213,406	2,164,938	2,116,469
20 yr 3.75% Foundry Parking Facility-Parking Offices	900,000	16,875	77,906	76,219	74,531	72,844	71,156
20 yr 3.75% High Hanover Upgrades	5,000,000			93,750	432,813	423,438	414,063
Total Parking/Transportation Fund-Projected Future Debt	464,000	1,086,875	2,339,781	2,383,375	2,672,281	2,612,750	2,553,219
<u>Future Debt Related Revenues</u>							
	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
Total Future Debt Related Revenues-Parking/Transportation Fund	-	-	-	-	-	-	-
Total Net Projected Future Debt-Parking/Transportation Fund	464,000	1,086,875	2,339,781	2,383,375	2,672,281	2,612,750	2,553,219
Total Net Issued and Projected Debt-Parking/Transportation Fund	464,000	1,086,875	2,339,781	2,383,375	2,672,281	2,612,750	2,553,219



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

	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
<u>ISSUED DEBT</u>							
<u>DEBT SERVICE FUND-Issued Debt</u>							
	<u>FY 18</u>	<u>FY 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>
<u>06/15/16 Commerce Way-Betterment</u> <u>1.39%</u> <u>1,524,710</u>							
Principal-Last Pmt FY 26	135,000	135,000	140,000	150,000	155,000	160,000	165,000
Interest	54,250	50,200	44,800	39,200	33,200	27,000	20,600
Total Debt Service Fund Issued Debt Principal Due	135,000	135,000	140,000	150,000	155,000	160,000	165,000
Total Debt Service Fund Issued Debt Interest Due	54,250	50,200	44,800	39,200	33,200	27,000	20,600
Total Debt Service Fund-Issued Debt	189,250	185,200	184,800	189,200	188,200	187,000	185,600
<u>Issued Debt Related Revenues</u>							
Properties Subject to Commerce Way Betterment Assessment	(189,250)	(185,200)	(184,800)	(189,200)	(188,200)	(187,000)	(185,600)
Total Net Issued Debt Service Fund	-	-	-	-	-	-	-



WATER FUND

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

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
ISSUED DEBT							
WATER FUND-Issued Debt							
05/15/02 SRF-Upgrade Motor Control Center	3.98%	300,000					
Principal-Last Pmt FY 22		15,000	15,000	15,000	15,000	15,000	
Interest		2,982	2,386	1,790	1,193	597	
05/15/02 SRF-Corrosion Control Program	3.80%	288,000					
Principal-Last Pmt FY 22		14,400	14,400	14,400	14,400	14,400	
Interest		2,736	2,189	1,642	1,095	548	
11/01/02 SRF-Constitution Avenue	3.70%	4,800,000					
Principal-Last Pmt FY 23		240,000	240,000	240,000	240,000	240,000	240,000
Interest		53,338	44,448	35,559	26,669	17,780	8,890
12/01/02 SRF-Spinney Tank	3.73%	1,162,560					
Principal-Last Pmt FY 23		58,128	58,128	58,128	58,128	58,128	58,128
Interest		13,003	10,836	8,669	6,502	4,335	2,168
06/01/08 SRF-Madbury Treatment Plant-Desigr	2.49%	2,000,000					
Principal-Last Pmt FY 28		100,000	100,000	100,000	100,000	100,000	100,000
Interest		38,368	34,880	31,392	27,904	24,416	20,928
01/15/09 Madbury Treatment Plant-Refunded	1.56%	7,921,500					
Principal-Last Pmt FY 29		845,000	840,000	795,000	795,000	795,000	795,000
Interest		377,260	335,010	293,010	269,160	253,260	221,460
02/01/12 SRF-Madbury Treatment Plant	2.72%	5,000,000					
Principal-Last Pmt FY 32		250,000	250,000	250,000	250,000	250,000	250,000
Interest		102,000	95,200	88,400	81,600	74,800	68,000
06/25/14 Hobbs Hill Water Tank	2.87%	3,500,000					
Principal-Last Pmt FY 34		175,000	175,000	175,000	175,000	175,000	175,000
Interest		127,750	119,000	115,500	106,750	98,000	89,250
06/23/15 FY 15 Water Improvements	2.99%	4,800,000					
Principal-Last Pmt FY 35		240,000	240,000	240,000	240,000	240,000	240,000
Interest		148,800	139,200	129,600	120,000	115,200	105,600
06/15/16 FY 16 Water Improvements	2.14%	4,100,000					
Principal-Last Pmt FY 36		205,000	205,000	205,000	205,000	205,000	205,000
Interest		125,050	118,900	110,700	102,500	94,300	86,100
06/23/17 FY 17 Water Improvements	2.56%	2,250,000					
Principal-Last Pmt FY 37		115,000	115,000	115,000	115,000	115,000	115,000
Interest		75,228	72,338	67,738	63,138	58,538	53,938
Total Water Fund Issued Debt Principal Due		2,257,528	2,252,528	2,207,528	2,207,528	2,207,528	2,178,128
Total Water Fund Issued Debt Interest Due		1,066,515	974,387	884,000	806,511	741,774	656,334
Total Water Fund-Issued Debt		3,324,043	3,226,915	3,091,528	3,014,039	2,949,302	2,834,462
							2,452,038
PROJECTED FUTURE DEBT:							
WATER FUND-Projected Future Debt							
Issued/Refunded Difference Budgeted vs actual		4,538					
20 yr	FY16-New Castle Water Lines Improvements	3.75%	3,000,000				
20 yr	FY18-Annual Waterline Replacement	3.75%	2,500,000	225,000	211,719	207,031	202,344
10 yr	FY18-Pleasant Street Water Line	3.75%	600,000	84,000	79,125	76,875	74,625
	Authorized 07/19/17						
10 yr	FY19-Annual Waterline Replacement	3.75%	500,000		67,813	65,938	64,063
20 yr	FY19-Water System Pressure and Storage	3.75%	2,200,000		190,438	186,313	182,188
10 yr	FY20-Madbury Well 5	3.75%	750,000		14,063	101,719	98,906
10 yr	FY21-Annual Waterline Replacement	3.75%	500,000			9,375	67,813
20 yr	FY21-New Groundwater Source	3.75%	1,250,000			23,438	108,203
20 yr	FY21-Water Transmission Main Replacement	3.75%	6,000,000			112,500	519,375
20 yr	FY22-New Groundwater Source	3.75%	1,250,000			23,438	108,203
20 yr	FY22-Willard Avenue Water Mains	3.75%	1,000,000			18,750	86,563
20 yr	FY22-Islington Street Phase 2	3.75%	2,000,000			37,500	173,125
10 yr	FY23-Annual Waterline Replacement	3.75%	500,000				9,375
10 yr	FY23-Well Station Improvements	3.75%	700,000				13,125
20 yr	FY23-Reservoir Management	3.75%	1,000,000				18,750
	Total Projected		17,650,000				
	Total Projected Future Debt (FY19-FY24) Does not include pre FY 19						
	Total Water Fund-Projected Future Debt		4,538	309,000	563,156	783,188	1,397,203
							1,695,438
							1,864,313
Total Issued and Projected Debt Water Fund		3,328,581	3,535,915	3,654,684	3,797,226	4,346,505	4,529,899
							4,316,350

WATER FUND



SEWER FUND

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

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
ISSUED DEBT							
SEWER FUND-Issued Debt							
12/21/00 SRF-Pease WWTP	1.02%	6,586,836					
Principal-Last Pmt FY 20			321,450	321,450	321,450		
Interest-State recalculated interest starting in FY 15 total saving \$226,950			9,836	6,558	3,279		
06/11/02 SRF-Sewer Projects Phase 1	1.36%	4,931,361					
Principal-Last Pmt FY 22			246,568	246,568	246,568	246,568	246,568
Interest-State recalculated interest starting in FY 15 total saving \$197,808			16,767	13,413	10,060	6,707	3,353
09/12/12 SRF-SSES - State Street	1.36%	1,500,433					
Principal-Last Pmt FY 23			150,043	150,043	150,043	150,043	150,043
Interest-State recalculated interest starting in FY 15 total saving \$27,268			10,203	8,162	6,122	4,081	2,041
05/04/05 SRF-Sewer Projects Phase 2	1.87%	8,898,110					
Principal-Last Pmt FY 25			444,905	444,905	444,905	444,905	444,905
Interest-State recalculated interest starting in FY 15 total saving \$504,176			66,558	58,238	49,918	41,599	33,279
06/15/16 FY16-Sewer System Improvements	2.01%	1,000,000					
Principal-Last Pmt FY 26			100,000	100,000	100,000	100,000	100,000
Interest			35,000	32,000	28,000	24,000	20,000
06/15/17 FY 17 Goose Bay and Pumping Stations	1.62%	900,000					
Principal-Last Pmt FY 27			90,000	90,000	90,000	90,000	90,000
Interest			35,200	32,400	28,800	25,200	21,600
12/01/08 SRF-Sewer Projects Phase 3	2.38%	5,508,137					
Principal-Last Pmt FY 28			275,407	275,407	275,407	275,407	275,407
Interest-State recalculated interest starting in FY 15 total saving \$306,168			72,102	65,547	58,992	52,437	45,883
12/01/08 SRF-Lower Court Street Loan		688,562					
Principal-Last Pmt FY 28			34,428	34,428	34,428	34,428	34,428
Interest-State recalculated interest starting in FY 15 total saving \$36,048			9,013	8,194	7,375	6,555	5,736
01/01/11 SRF-Rye Line Pump Station Upgrades	2.58%	1,069,714					
Principal-Last Pmt FY 30			53,486	53,486	53,486	53,486	53,486
Interest-State recalculated interest starting in FY 15 total saving \$25,456			17,967	16,585	15,203	13,821	12,439
01/01/11 SRF-201 Facilities Plan Updates		1,000,000					
Principal-Last Pmt FY 30			50,000	50,000	50,000	50,000	50,000
Interest-State recalculated interest starting in FY 15 total saving \$24,288			16,796	15,504	14,212	12,920	11,628
12/16/11 SRF-LTCP Bartlett St. Area Sewer Ext	2.62%	5,290,233					
Principal-Last Pmt FY 31			264,512	264,512	264,512	264,512	264,512
Interest-State recalculated interest starting in FY 15 total saving \$191,222			96,949	90,024	83,099	76,174	69,249
12/14/11 P.I.W.W.T.P. Prel. Eng and LTCP Imp	3.00%	3,000,000					
Principal-Last Pmt FY 32			150,000	150,000	150,000	150,000	150,000
Interest			78,188	74,438	69,938	63,188	55,688
03/19/12 LTCP Contract #3B and Cass St Area	2.31%	8,000,000					
Principal-Last Pmt FY 32			400,000	400,000	400,000	400,000	400,000
Interest			186,500	170,500	154,500	138,500	122,500
06/27/13 LTCP Contract #3C Lincoln Area	2.66%	3,929,000					
Principal-Last Pmt FY 33			200,000	195,000	195,000	195,000	195,000
Interest			95,310	89,310	83,460	77,610	71,760
06/01/14 SRF-LTCP Contract #3C	3.35%	5,595,874					
Principal-Last Pmt FY 33			279,794	279,794	279,794	279,794	279,794
Interest			150,059	140,680	131,302	121,923	112,544
06/25/14 FY 14 Peirce Island WWTP	2.87%	10,000,000					
Principal-Last Pmt FY 34			500,000	500,000	500,000	500,000	500,000
Interest			365,000	340,000	330,000	305,000	280,000
06/25/14 FY 14 Pease WWTP	2.87%	3,500,000					
Principal-Last Pmt FY 34			175,000	175,000	175,000	175,000	175,000
Interest			127,750	119,000	115,500	106,750	98,000
06/23/15 FY 15 Pease WWTP	2.99%	1,000,000					
Principal-Last Pmt FY 35			50,000	50,000	50,000	50,000	50,000
Interest			31,000	29,000	27,000	25,000	24,000
06/15/16 FY 16 Lafayette Rd Pumping Station	2.01%	3,000,000					
Principal-Last Pmt FY 36			150,000	150,000	150,000	150,000	150,000
Interest			91,500	87,000	81,000	75,000	69,000
06/15/17 FY 17 Annual Sewerline	2.56%	2,500,000					
Principal-Last Pmt FY 37			125,000	125,000	125,000	125,000	125,000
Interest			83,264	80,156	75,156	70,156	65,156
Total Interest savings from State recalculation FY 15 - FY 31		\$1,539,384					
Total Sewer Fund Issued Debt Principal Due		4,060,593	4,055,593	4,055,593	3,734,142	3,734,142	3,337,531
Total Sewer Fund Issued Debt Interest Due		1,594,961	1,476,709	1,372,915	1,246,621	1,123,855	1,001,590
Total Sewer Fund-Issued Debt		5,655,554	5,532,302	5,428,507	4,980,763	4,857,998	4,339,121
Issued Debt Related Revenues							
	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
SEWER Pease Development Authority	(131,863)	(126,672)	(121,481)				
SEWER Pease WWTP-State Aid C-595	(99,386)	(98,402)	(97,420)				
SEWER Phase I-State Aid	(79,000)	(77,994)	(76,989)	(75,983)	(74,977)		
SEWER Phase 2-State Aid C-706	(153,439)	(150,943)	(148,448)	(145,952)	(143,455)	(140,959)	(138,463)
SEWER Rye Line Pump Station C-876	(28,941)	(25,045)	(24,571)	(24,097)	(23,073)	(22,264)	(21,851)
SEWER Lincoln Area Contract 3B C-877	(84,954)	(90,049)	(87,837)	(86,149)	(83,921)	(81,692)	(79,463)
SEWER Lincoln Area Contract 3C C-878	(89,203)	(87,492)	(85,816)	(84,140)	(82,466)	(79,394)	(77,760)
SEWER Cass St Area C-879	(53,412)	(56,610)	(55,560)	(54,159)	(52,758)	(51,357)	(49,956)
Total Issued Debt Related Revenues-Sewer Fund	(720,198)	(713,207)	(698,122)	(470,480)	(460,650)	(375,666)	(367,493)
Total Net Issued Debt-Sewer Fund	4,935,356	4,819,095	4,730,385	4,510,283	4,397,348	3,963,455	3,860,257



SEWER FUND

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

SEWER FUND-Projected Future Debt				FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Issued Difference Budgeted vs actual				5,005						
20 yr	FY17-P.I.W.W.T.P. Upgrades		75,000,000							
	Authorized 03/14/16	SRF								
20 yr	FY18-Peirce Island Wastewater treatment Plant		6,900,000							
	Authorized 07/10/17	SRF								
	less Principal Forgiveness (5%)		(4,095,000)							
	Total SRF		77,805,000	254,680	555,000	672,162	5,708,592	5,540,027	5,453,197	5,366,366
10 yr	FY18-Consent Mitigation	3.75%	400,000		56,000	52,750	51,250	49,750	48,250	46,750
20 yr	FY18-Annual Sewer Line Replacement	3.75%	3,000,000		270,000	254,063	248,438	242,813	237,188	231,563
10 yr	FY 18-Pumping Station	3.75%	700,000		98,000	92,313	89,688	87,063	84,438	81,813
10 yr	FY 18-Union Street Sewer	3.75%	700,000		98,000	92,313	89,688	87,063	84,438	81,813
	Authorized 07/10/17									
20 yr	FY19-Pease Wastewater Treatment Plant	3.75%	7,200,000			623,250	609,750	596,250	582,750	569,250
10 yr	FY19-Consent Mitigation	3.75%	400,000			54,250	52,750	51,250	49,750	48,250
10 yr	FY19-Union Street Reconstruction	3.75%	700,000			94,938	92,313	89,688	87,063	84,438
10 yr	FY19-Annual Sewer Line Replacement	3.75%	500,000			67,813	65,938	64,063	62,188	60,313
10 yr	FY20-Pumping Station Upgrades	3.75%	500,000			9,375	67,813	65,938	64,063	62,188
20 yr	FY20-Consent Mitigation	3.75%	2,500,000			46,875	216,406	211,719	207,031	202,344
10 yr	FY21-Annual Sewer Line Replacement	3.75%	500,000				9,375	67,813	65,938	64,063
10 yr	FY22-Pumping Station Upgrades	3.75%	500,000					9,375	67,813	65,938
20 yr	FY22-Willard Avenue Sewer Separation	3.75%	1,000,000					18,750	86,563	84,688
20 yr	FY22-Islington Street Phase 2	3.75%	2,000,000					37,500	173,125	169,375
20 yr	FY23-Mechanic St. Pumping Station Upgrade	3.75%	1,000,000						18,750	86,563
10 yr	FY23-Annual Sewer Line Replacement	3.75%	500,000						9,375	67,813
20 yr	FY24-Mechanic St. Pumping Station Upgrade	3.75%	9,000,000							168,750
10 yr	FY24-Pumping Station Upgrades	3.75%	500,000							9,375
	Total Projected		26,800,000							
Total Projected Future Debt (FY19-FY24) Does not include pre FY 19										
Total Sewer Fund-Projected Future Debt				254,680	1,077,000	2,060,100	7,301,998	7,219,058	7,381,916	7,551,648
Future Debt Related Revenues				FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
No Anticipated Revenues for New Debt				-	-	-	-	-	-	-
Total Future Debt Related Revenues-Sewer Fund				-	-	-	-	-	-	-
Total Net Projected Future Debt-Sewer Fund				254,680	1,077,000	2,060,100	7,301,998	7,219,058	7,381,916	7,551,648
Total Gross Issued and Projected Debt-Sewer				5,910,234	6,609,302	7,488,607	12,282,761	12,077,056	11,721,037	11,779,397
Total Net Issued and Projected Debt-Sewer Fund				5,190,036	5,896,095	6,790,485	11,812,281	11,616,406	11,345,371	11,411,904



**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 19</u>	1	4,737,905	1,095,488	17%	17%	4,465,000	1,658,444	10%	10%	9,202,905	2,753,932	12%	12%
<u>FY 20</u>	2	4,197,617	927,723	15%	31%	4,455,000	1,491,094	10%	19%	8,652,617	2,418,816	12%	24%
<u>FY 21</u>	3	3,975,000	757,340	14%	45%	4,395,000	1,302,319	9%	29%	8,370,000	2,059,659	11%	35%
<u>FY 22</u>	4	3,855,000	602,090	14%	59%	4,380,000	1,123,419	9%	38%	8,235,000	1,725,509	11%	46%
<u>FY 23</u>	5	3,125,000	457,365	11%	70%	4,365,000	952,994	9%	48%	7,490,000	1,410,359	10%	56%
<u>FY 24</u>	6	2,895,000	332,190	10%	80%	2,665,000	827,119	6%	53%	5,560,000	1,159,309	7%	64%
<u>FY 25</u>	7	2,320,000	212,240	8%	88%	2,665,000	733,869	6%	59%	4,985,000	946,109	7%	70%
<u>FY 26</u>	8	1,970,000	119,540	7%	95%	2,590,000	634,994	6%	65%	4,560,000	754,534	6%	76%
<u>FY 27</u>	9	1,040,000	47,040	4%	99%	2,540,000	537,713	5%	70%	3,580,000	584,753	5%	81%
<u>FY 28</u>	10	290,000	9,940	1%	100%	2,540,000	452,372	5%	76%	2,830,000	462,312	4%	85%
<u>FY 29</u>	11	68,500	2,740	0%	100%	2,540,000	368,975	5%	81%	2,608,500	371,715	3%	88%
<u>FY 30</u>	12					2,540,000	282,688	5%	87%	2,540,000	282,688	3%	92%
<u>FY 31</u>	13					1,790,000	192,650	4%	91%	1,790,000	192,650	2%	94%
<u>FY 32</u>	14					1,790,000	126,050	4%	94%	1,790,000	126,050	2%	97%
<u>FY 33</u>	15					665,000	81,950	1%	96%	665,000	81,950	1%	97%
<u>FY 34</u>	16					665,000	60,350	1%	97%	665,000	60,350	1%	98%
<u>FY 35</u>	17					500,000	38,750	1%	98%	500,000	38,750	1%	99%
<u>FY 36</u>	18					500,000	23,438	1%	99%	500,000	23,438	1%	100%
<u>FY 37</u>	19					250,000	8,125	1%	100%	250,000	8,125	0%	100%
Totals		28,474,022	4,563,696			46,300,000	10,897,309			74,774,022	15,461,005		

Revenue	(10,899,781)	(16,563,178)	(27,462,959)
Net Debt	17,574,240	29,736,822	47,311,062

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds			
		Principal	Interest		Principal	Interest			Principal	Interest		
<u>FY 19</u>	1		0%	0%	135,000	50,200	11%	11%	9,337,905	2,804,132	12%	12%
<u>FY 20</u>	2		0%	0%	140,000	44,800	11%	22%	8,792,617	2,463,616	12%	24%
<u>FY 21</u>	3		0%	0%	150,000	39,200	12%	34%	8,520,000	2,098,859	11%	35%
<u>FY 22</u>	4		0%	0%	155,000	33,200	12%	46%	8,390,000	1,758,709	11%	46%
<u>FY 23</u>	5		0%	0%	160,000	27,000	13%	59%	7,650,000	1,437,359	10%	56%
<u>FY 24</u>	6		0%	0%	165,000	20,600	13%	72%	5,725,000	1,179,909	8%	64%
<u>FY 25</u>	7		0%	0%	170,000	14,000	14%	86%	5,155,000	960,109	7%	70%
<u>FY 26</u>	8		0%	0%	180,000	7,200	14%	100%	4,740,000	761,734	6%	77%
<u>FY 27</u>	9		0%	0%					3,580,000	584,753	5%	81%
<u>FY 28</u>	10		0%	0%					2,830,000	462,312	4%	85%
<u>FY 29</u>	11								2,608,500	371,715	3%	89%
<u>FY 30</u>	12								2,540,000	282,688	3%	92%
<u>FY 31</u>	13								1,790,000	192,650	2%	94%
<u>FY 32</u>	14								1,790,000	126,050	2%	97%
<u>FY 33</u>	15								665,000	81,950	1%	98%
<u>FY 34</u>	16								665,000	60,350	1%	99%
<u>FY 35</u>	17								500,000	38,750	1%	99%
<u>FY 36</u>	18								500,000	23,438	1%	100%
<u>FY 37</u>	19								250,000	8,125	0%	100%
Totals		-	-		1,255,000	236,200			76,029,022	15,697,205		

Revenue		(1,255,000)	(236,200)	(28,717,959)
Net Debt	0	0	0	47,311,062



Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 19</u>	1	2,252,528	974,387	8%	8%	4,055,593	1,476,709	9%	9%	15,646,026	5,255,227	10%	10%
<u>FY 20</u>	2	2,207,528	884,000	8%	16%	4,055,593	1,372,915	9%	18%	15,055,737	4,720,531	10%	20%
<u>FY 21</u>	3	2,207,528	806,511	8%	24%	3,734,142	1,246,621	8%	26%	14,461,670	4,151,990	10%	30%
<u>FY 22</u>	4	2,207,528	741,774	8%	32%	3,734,142	1,123,855	8%	34%	14,331,670	3,624,337	10%	40%
<u>FY 23</u>	5	2,178,128	656,334	8%	40%	3,337,531	1,001,590	7%	41%	13,165,659	3,095,282	9%	48%
<u>FY 24</u>	6	1,880,000	572,038	7%	47%	3,337,531	890,218	7%	48%	10,942,531	2,642,165	7%	56%
<u>FY 25</u>	7	1,875,000	498,800	7%	54%	3,337,531	782,347	7%	55%	10,367,531	2,241,255	7%	63%
<u>FY 26</u>	8	1,875,000	426,362	7%	61%	2,892,626	672,975	6%	62%	9,507,626	1,861,071	6%	69%
<u>FY 27</u>	9	1,875,000	355,124	7%	67%	2,792,626	570,736	6%	68%	8,247,626	1,510,612	6%	75%
<u>FY 28</u>	10	1,870,000	292,086	7%	74%	2,702,626	488,216	6%	73%	7,402,626	1,242,613	5%	79%
<u>FY 29</u>	11	1,766,500	229,698	6%	80%	2,392,791	404,858	5%	79%	6,767,791	1,006,270	5%	84%
<u>FY 30</u>	12	980,000	170,800	4%	84%	2,392,791	328,624	5%	84%	5,912,791	782,111	4%	88%
<u>FY 31</u>	13	980,000	142,650	4%	88%	2,289,305	251,093	5%	89%	5,059,305	586,393	3%	91%
<u>FY 32</u>	14	980,000	111,600	4%	91%	2,024,794	173,675	4%	93%	4,794,794	411,325	3%	95%
<u>FY 33</u>	15	730,000	80,550	3%	94%	1,474,794	112,181	3%	96%	2,869,794	274,681	2%	96%
<u>FY 34</u>	16	730,000	56,000	3%	96%	1,000,000	59,624	2%	98%	2,395,000	175,974	2%	98%
<u>FY 35</u>	17	555,000	31,150	2%	98%	325,000	22,625	1%	99%	1,380,000	92,525	1%	99%
<u>FY 36</u>	18	315,000	13,163	1%	100%	275,000	12,469	1%	100%	1,090,000	49,069	1%	100%
<u>FY 37</u>	19	110,000	3,575	0%	100%	125,000	4,063	0%	100%	485,000	15,763	0%	100%
Totals		27,574,740	7,046,596			46,279,418	10,995,392			149,883,180	33,739,193		
Revenue						(5,734,892)				(34,452,851)	(236,200)		
Net Debt		27,574,740				40,544,526				115,430,328	33,502,993		





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

- Jack Blalock, Mayor
- Cliff Lazenby, Assistant Mayor
- Doug Roberts
- Nancy Pearson
- M. Chris Dwyer
- Josh Denton
- Rebecca Perkins
- Ned Raynolds
- Rick Becksted

Department Budget Comments

The proposed City Council budget for FY19 is \$33,536. This represents no change from the FY18 budget.

<u>Budget Summary of Expenditures</u>				
	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
CITY COUNCIL				
01-710-101-51-110-400				
REGULAR SALARIES	16,800	11,900	16,800	16,800
SOCIAL SECURITY	1,042	738	1,042	1,042
MEDICARE	244	173	244	244
<i>Contractual Obligations</i>	18,086	12,811	18,086	18,086
PRINTING	500	238	500	500
MISCELLANEOUS SUPPLIES	1,000	635	1,000	1,000
OFFICE SUPPLIES	1,150	812	1,150	1,150
MAYOR'S EXPENSE	8,300	4,990	8,300	8,300
VISITING DIGNITARIES	3,000	186	3,000	3,000
SISTER CITIES	1,500	425	1,500	1,500
<i>Other Operating</i>	15,450	7,286	15,450	15,450
Total	33,536	20,096	33,536	33,536

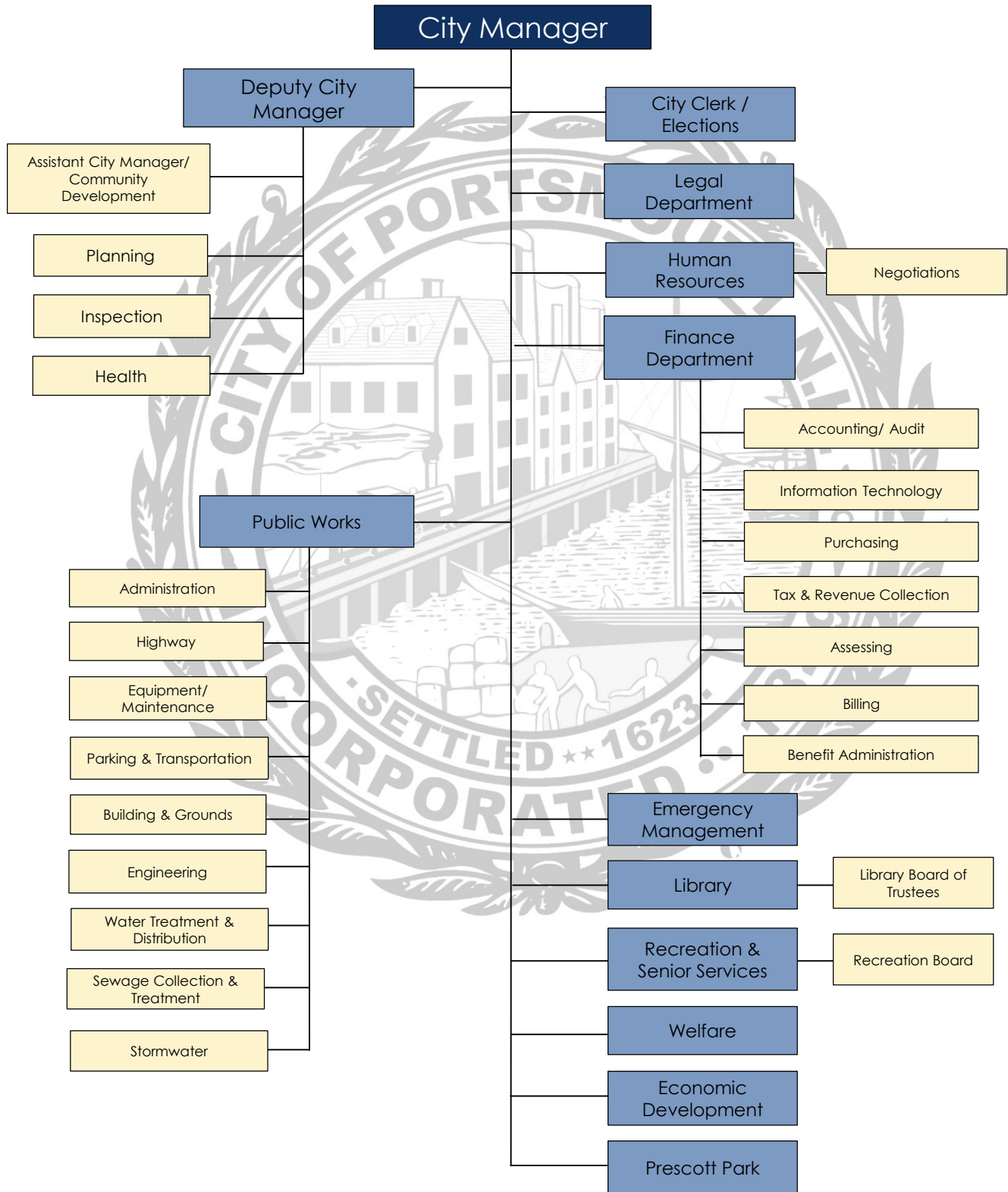




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City Manager's Department



Mission

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



City Manager Department

Services Overview

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



Position Summary Schedule

Positions Full time	FY17	FY18	FY19
City Manager	1	1	1
Executive Assistant	1	1	1
Total Full Time	2	2	2

Department Budget Comments

The City Manager's proposed budget for FY19 is \$361,897. This represents an increase of \$6,092 or 1.71% from the FY18 budget resulting from contractual obligations related to salary and benefits.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
CITY MANAGER				
SALARIES	261,274	260,718	272,113	277,857
LONGEVITY	604	604	616	628
RETIREMENT	51,208	51,162	48,666	48,867
OTHER BENEFITS	15,426	15,344	16,070	16,205
<i>Contractual Obligations</i>	<i>328,512</i>	<i>327,828</i>	<i>337,465</i>	<i>343,557</i>
TRAINING/EDUCATION/CONFERENCES	3,250	3,123	3,000	3,000
PROFESSIONAL ORGANIZATION DUES	2,050	1,952	2,300	2,300
OTHER OPERATING	13,040	12,530	13,040	13,040
<i>Other Operating</i>	<i>18,340</i>	<i>17,604</i>	<i>18,340</i>	<i>18,340</i>
TOTAL	346,852	345,432	355,805	361,897



Programs and Services

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



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

Goals and Objectives

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



<p>Goal #3:</p> <p><i>Improve and expand opportunities for increasing public communication.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue the publication of the electronic newsletter as well as annual reports, including the annual Popular Annual Financial Report (PAFR). ✓ Continue efforts to update and inform the public about activities, programs, and services through tools such as Government Channel 22 and YouTube Channel, the City’s web site and social media outlets.
<p><i>Citywide Goal Addressed: Public Outreach</i></p>	
<p>Goal #4:</p> <p><i>Work with Portsmouth’s Legislative Delegation to monitor legislative activity in the New Hampshire General Court.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>	
<p>Goal #5:</p> <p><i>Support the work of the City’s Arts and Culture Commission in recognition of the critical role arts and culture play in the City’s economic vitality.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide in-kind support to Art-Speak. ✓ Work with Art-Speak and staff to carry out initiatives outlined in the City’s Cultural Plan.
<p><i>Citywide Goal Addressed: A Welcoming, Safe, and Diverse Community and Economic Stability</i></p>	
<p>Goal #6:</p> <p><i>Continue to support open space and environmental initiatives as well as sustainability goals outlined in the City’s Master Plan.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: Sustainability and A Welcoming, Safe, and Diverse Community</i></p>	



Performance Measures

Percent of City Council Requests/ Inquiries completed:

Percent Completed in between Council Meetings:

FY16	FY17	FY18 (Est)
75%	75%	75%

Percent Requiring Further Research:

FY16	FY17	FY18 (Est)
25%	25%	50%

Percent of Resident Concerns Responded to:

Resident Phone Calls Returned within 24 hours

FY16	FY17	FY18 (Est)
95%	95%	95%

Requests for Service Completed within 48 hours

FY16	FY17	FY18 (Est)
95%	95%	95%

Maintain ICMA Credentialed Manager Status (participate in professional development)

FY16	FY17	FY18 (Est)
Status Maintained	Status Maintained	Status Maintained

Special Events Processed

FY16	FY17	FY18 (Est)
35	32	30



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
CITY MANAGER			
		CITY MANAGER	175,440
		*Deferred Compensation	33,070
NON GRADE 13	8.5F/3.5G	EXECUTIVE ASSISTANT	69,347
<hr/> TOTAL DEPARTMENT <hr/>			277,857

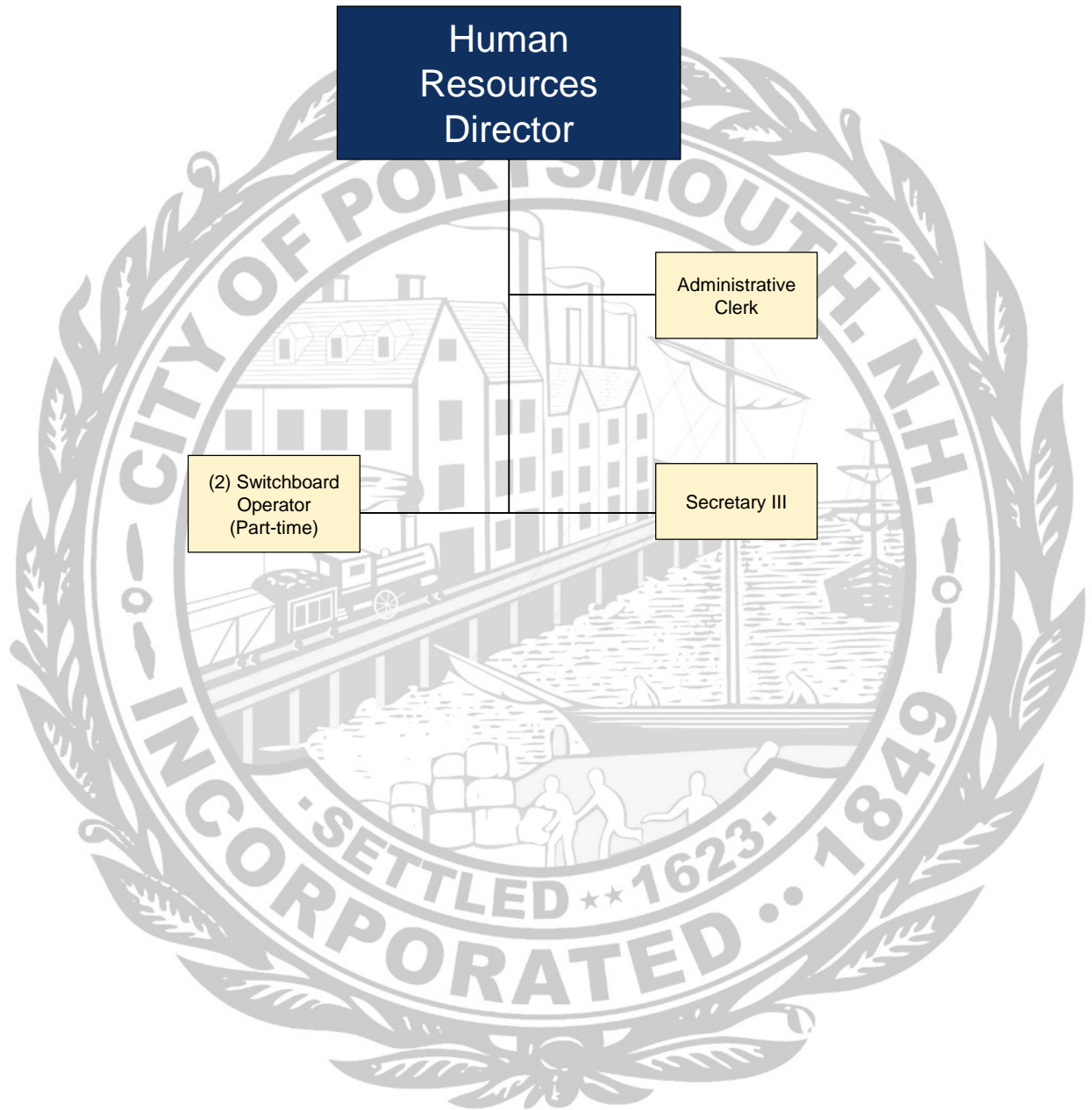
*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
CITY MANAGER					
01-711-102-51-110-400					
011001	REGULAR SALARIES	261,274	260,718	272,113	277,857
015001	LONGEVITY	604	604	616	628
022001	SOCIAL SECURITY	11,628	11,628	12,115	12,225
022501	MEDICARE	3,798	3,716	3,955	3,980
023001	RETIREMENT	51,208	51,162	48,666	48,867
043027	REPAIRS-OFFICE EQUIPMENT	1,000	1,000	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,050	1,952	2,300	2,300
057101	TRAVEL AND CONFERENCE	3,250	3,123	3,000	3,000
061003	MEETING SUPPLIES	500	319	500	500
062001	OFFICE SUPPLIES	1,740	1,471	1,740	1,740
067001	BOOKS & PERIODICALS	1,000	943	1,000	1,000
069003	EXECUTIVE EXPENSE	8,800	8,797	8,800	8,800
CM	Total	346,852	345,432	355,805	361,897



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
- ✓ Legal Compliance
- ✓ Recruitment and Selection
- ✓ Classification and Compensation

Position Summary Schedule

<u>Positions Full time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Human Resources Director	1	1	1
Administrative Clerk	1	1	1
Secretary III	1	1	1
Total Full Time	3	3	3
<u>Positions Part time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Switch Board Operator	2	2	2
Total Part Time	2	2	2

Department Budget Comments

The FY19 proposed budget for the Human Resources Department is \$553,870, an increase of \$9,174 or 1.68% over FY18.

The majority of the increase in the department budget is due to the cost of living increase and workers compensation.



Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
HUMAN RESOURCES				
SALARIES	195,463	195,249	200,955	203,430
PART-TIME SALARIES	33,088	30,329	29,628	31,815
LONGEVITY	1,691	1,872	1,848	2,199
RETIREMENT	22,040	21,986	23,079	23,401
WORKERS' COMPENSATION	159,708	159,708	162,455	168,110
OTHER BENEFITS	17,606	16,867	17,781	18,165
<i>Contractual Obligations</i>	<i>429,596</i>	<i>426,012</i>	<i>435,746</i>	<i>447,120</i>
TRAINING/EDUCATION/CONFERENCES	12,000	7,369	14,000	12,500
CONTRACTED SERVICES	75,000	75,150	76,000	76,000
PRINTING	2,000	451	2,000	1,500
PROFESSIONAL ORGANIZATION DUES	1,250	339	1,250	1,250
OTHER OPERATING	14,000	9,942	15,700	15,500
<i>Other Operating</i>	<i>104,250</i>	<i>93,251</i>	<i>108,950</i>	<i>106,750</i>
TOTAL	533,846	519,262	544,696	553,870



Programs and Services

Labor Relations – Provides advice, counsel and policy direction to managers on labor and employment issues such as meeting and conferring with labor unions, grievance resolution, disciplinary action, employee settlements, and performance management issues.

- Administer and negotiate sixteen (16) collective bargaining agreements
- Administer and negotiate seven (7) employee contracts
- Represent the City on all grievances and arbitrations
- Coordinate new hire, 25-year anniversary, and retirement receptions

Risk Management – Administration of workers compensation and unemployment claims for the City.

- Administer workers compensation for the City
- Conduct annual safety inspections
- Coordinate monthly safety programs
- Chair the Joint Loss Management Committee
- Represent the City in unemployment hearings

Training and Development – Determine training needs within the organization; designs, conducts, coordinates and implements training and education programs for employee development.

Legal Compliance – Ensure compliance with all applicable state and federal laws; prepares policies and procedures and/or updates to reflect any changes in the law, as needed.

- Serves as the ADA Compliance Officer
- Serves as the Sexual Harassment Officer

Recruitment and Selection- Responsible for the pre-employment or promotional activities that lead to filling all classified positions (excluding Fire and Police).

- Advertise positions
- Conduct interviews
- Conduct background checks

Classification and Compensation -Responsible for developing, and monitoring salary administration in an effort to maintain an equitable and competitive pay system. Recommends changes in classification and/or pay and departmental reorganization through job studies, and analysis of job content questionnaires, comparative wage and salary surveys.

- Administer step system
- Develop salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions
- Establish classification for new positions

Accomplishments

- ✓ Ratified agreements with AFSMCE #1386A and #1386B, Fire Chief's contract, Paraprofessionals, School Custodial, Fire Officers, Fire Fighters, Non-Supervisory Cafeteria employees, Teachers, Professional Management Association, Supervisory Management Alliance, Police Officers, Police Ranking, Police Civilians, and School Clericals.
- ✓ Created a Recreation Employee Handbook and developed a new hire training program for camp counselors.



Goals and Objectives

<p>Goal #1:</p> <p><i>Negotiations with twelve (12) of the collective bargaining units that have either expired or will expire.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Begin negotiations with the Fire Fighters, Fire Officers, Professional Management Association, Supervisory Management Alliance, AFSCME #1386A, School Administrators, School Custodial Supervisors, School Clericals, Police Officers, Police Ranking, Police Civilians, and Teachers all of which will expire on June 30, 2019.</i> <p><i>Citywide Goal Addressed: Financial Stability and Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p><i>Combine Human Resources functions with the School Department as an ongoing citywide efficiency effort.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Continue to work with the School Department in assuming the function of legal compliance, employment and labor relations.</i> <p><i>Citywide Goal Addressed: Financial Stability and Regulation Adherence and Legislative Development</i></p>
<p>Goal #3:</p> <p><i>Continue developing supervisors by providing additional training.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>To expand upon the Supervisory Training Program by continuing to develop and provide trainings that are designed specific to the Supervisors.</i> <p><i>Citywide Goal Addressed: Financial Stability</i></p>
<p>Goal #4:</p> <p><i>Review and update all City Polices.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Review all city policies to ensure compliance with existing and changing laws. Update the policies as required and develop new policies if necessary.</i> <p><i>Citywide Goal Addressed: Financial Stability and Regulation Adherence and Legislative Development</i></p>
<p>Goal #5:</p> <p><i>Develop a classification system for the School Clericals</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Create a classification system for the School Clericals that will clearly define the different categories of clerical personnel.</i> <p><i>Citywide Goal Addressed: Financial Stability</i></p>



Performance Measures

Classification and Compensation

	FY16	FY17	FY18 (Est)
# of step increases	250	203	262
# of reclasses /promotions	51	29	35

Recruitment

	FY16	FY17	FY18 (Est)
# of Applications Reviewed/ Processed	973	961	2,128
# of Employees Hired Full and Part-Time	99	106	101
# of Interviews Conducted	146	181	204
# of Substitute Applications Processed	51	65	60
# of Criminal Backgrounds Conducted	221	286	285
Turn Over Rate	8.5%	17%	8.5%



FY19 BUDGETED POSITION AND SALARY DETAIL

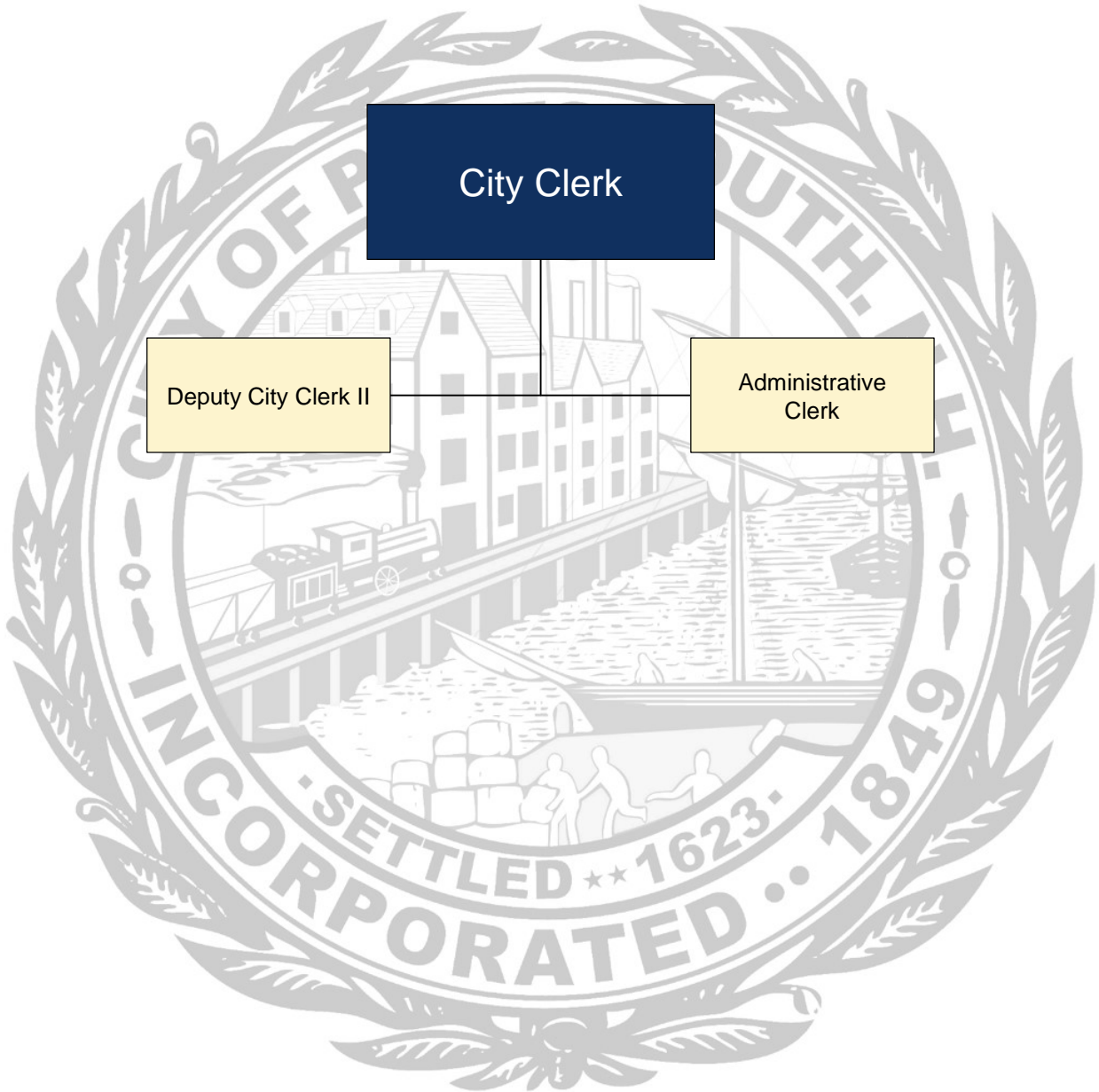
		<u>POSITION</u>	<u>SALARY</u>
HUMAN RESOURCES			
NON GRADE 21	G	HUMAN RESOURCES DIRECTOR	103,622
NON GRADE 8	G	SECRETARY III	55,628
NON GRADE 7	B	ADMINISTRATIVE CLERK	42,609
		EDUCATION STIPEND	1,571
TOTAL FULL TIME			203,430
NON GRADE 1	1B/11C	PT SWITCHBOARD (20HR/WK)	18,153
NON GRADE 1	A	PT SWITCHBOARD (16.5 HR/WK)	13,661
TOTAL PART TIME			31,814
TOTAL DEPARTMENT			235,244



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
HUMAN RESOURCES					
HR Benefits					
01-709-104-51-110-405					
011061	INSURANCE REIMBURSEMENT	-	-	-	-
021001	INSURANCE-HEALTH	-	-	-	-
021101	INSURANCE-DENTAL	-	-	-	-
021501	INSURANCE-LIFE	-	-	-	-
021601	INSURANCE-DISABILITY	-	-	-	-
022001	SOCIAL SECURITY	-	-	-	-
022501	MEDICARE	-	-	-	-
023001	RETIREMENT	-	-	-	-
026001	WORKERS COMP TAIL CLAIMS	-	-	-	-
026002	INSURANCE-WORKERS COMP	159,708	159,708	162,455	168,110
039007	PROFESSION SERVICES-FSA	-	-	-	-
HrBenefits	Sub Total	159,708	159,708	162,455	168,110
HR Admin					
01-709-610-51-110-405					
011001	REGULAR SALARIES	195,463	195,249	200,955	203,430
012001	PART TIME SALARIES	33,088	30,329	29,628	31,815
015001	LONGEVITY	1,691	1,872	1,848	2,199
022001	SOCIAL SECURITY	14,277	13,670	14,411	14,722
022501	MEDICARE	3,329	3,197	3,370	3,443
023001	RETIREMENT	22,040	21,986	23,079	23,401
033001	PROF SERVICES-TEMP	-	-	-	-
035002	PROF SERV- SUBSTANCE TEST	2,000	2,301	2,000	2,000
035004	OCCUPATIONAL HEALTH	-	-	-	-
039001	PROFESSIONAL SERVICES	75,000	75,150	76,000	76,000
039004	PROF/SERV-TEST NEW HIRES	2,000	1,124	2,000	2,000
043027	REPAIRS-OFFICE EQUIPMENT	-	-	1,200	-
054051	EDUCATION	10,000	7,369	12,000	12,000
055050	PRINTING	2,000	451	2,000	1,500
056001	DUES PROFESSIONAL ORGANIZ	1,250	339	1,250	1,250
057101	TRAVEL AND CONFERENCE	2,000	-	2,000	500
061002	MISCELLANEOUS SUPPLIES	2,000	1,947	2,000	2,000
061003	MEETING SUPPLIES	500	-	500	500
062001	OFFICE SUPPLIES	3,000	1,176	3,500	3,500
062012	RETIREMENT GIFTS	1,250	1,131	1,250	2,250
067001	BOOKS & PERIODICALS	1,250	264	1,250	1,250
069001	RETIREMENT BENEFIT	2,000	2,000	2,000	2,000
HRADMIN		374,138	359,554	382,241	385,760
HR	Total	533,846	519,262	544,696	553,870



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.



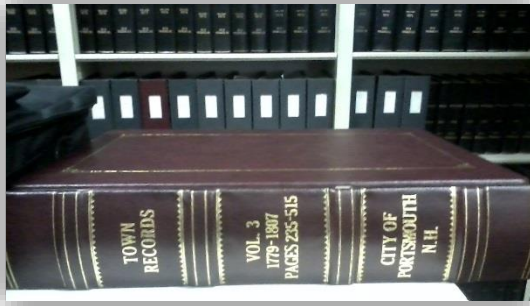
City Clerk/ Elections

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	FY17	FY18	FY19
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Clerk	0	1	1
Deputy City Clerk I	1	0	0
Total Full Time	3	3	3



Department Budget Comments

The proposed City Clerk budget for FY19 is \$258,332, a net increase of \$5,621 or 2.22% from FY18. This budget increase is the result of contractual increases to salaries and benefits.

The proposed Election budget for FY19 is \$76,045 a net increase of \$14,832 or 24.23% from FY18. In FY19, there will be two elections, the State Primary Election and

November General Election. 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. The implementation of additional staffing has been used for several years at elections which continues to serve as a valuable resource.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
CITY CLERK				
SALARIES	196,940	195,758	195,260	199,200
OVERTIME	4,500	3,504	4,500	4,500
LONGEVITY	2,124	2,123	1,848	2,199
RETIREMENT	22,738	22,483	22,430	23,431
OTHER BENEFITS	15,574	14,907	15,423	15,752
<i>Contractual Obligations</i>	<i>241,876</i>	<i>238,774</i>	<i>239,461</i>	<i>245,082</i>
TRAINING/EDUCATION/CONFERENCES	2,150	1,243	2,150	2,150
ADVERTISING	4,300	8,305	4,300	4,300
PROFESSIONAL ORGANIZATION DUES	300	380	400	400
OTHER OPERATING	5,425	5,349	6,400	6,400
<i>Other Operating</i>	<i>12,175</i>	<i>15,276</i>	<i>13,250</i>	<i>13,250</i>
TOTAL	254,051	254,051	252,711	258,332



Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
ELECTION				
PART-TIME SALARIES	25,000	21,064	25,000	30,000
OTHER BENEFITS	1,913	1,612	1,913	2,295
<i>Contractual Obligations</i>	<i>26,913</i>	<i>22,675</i>	<i>26,913</i>	<i>32,295</i>
ADVERTISING	1,000	-	500	500
PRINTING	500	78	4,000	1,500
OTHER OPERATING	34,800	35,195	29,800	41,750
<i>Other Operating</i>	<i>36,300</i>	<i>35,273</i>	<i>34,300</i>	<i>43,750</i>
TOTAL	63,213	57,948	61,213	76,045

Programs and Services

Office of the City Clerk-

- Ensure the accurate and efficient production, issuance and retention of vital records and various documents.
- Issue a wide variety of permits and licenses as required by state and local regulations.
- Provide support services for the City Council, publish and post all legal notices, prepare agendas, attend and record all actions and minutes taken by the City Council.
- Update the local Boards and Commissions list on a continuing basis and administer the "Oath of Office" for appointees.
- File and preserve as required all contracts, bonds, agreements, resolutions, ordinance book and other City documents.
- Administer and conduct elections in accordance with state, federal and local laws.

Goals and Objectives

<p>Goal #1:</p> <p><i>Continue to provide staff assistance and services to other city departments as needed</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Cross training with Tax Collector Department in anticipation of eventual relocation for enhanced customer service area</i> ✓ <i>Provide support in updating the website to ensure accurate and timely information</i> ✓ <i>Furnish clerical assistance to various Board and Commissions as needed for the recording of minutes</i> <p><i>Citywide Goal Addressed: Public Outreach and Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p><i>Continued participation with the Division of Vital Records on the conversion for new vital records software [ongoing]</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Enhance the program and address longstanding deficiencies with existing system ✓ Allow access to further information from the state level to the local level ✓ Improved reporting modules for gathering various statistical data <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>



<p>Goal #3:</p> <p><i>Implementation of the restoration of historic books [ongoing]</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Overview the third and final measure of this three phase project ✓ Enhance the conservation and long term storage of unique historic records ✓ Ensure the preservation of the City of Portsmouth historic records for future generations <hr/> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development and Historic Preservation</i></p>
<p>Goal #4:</p> <p><i>Maintain a high level of customer and professional service</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Respond timely and accurately to customer requests ✓ Communicate effectively and professionally to all customers ✓ Provide comprehensive and accurate information to meet customer's needs <hr/> <p><i>Citywide Goal Addressed: Public Outreach</i></p>
<p>Goal #5:</p> <p><i>Relocation of archival records to the Historic Storage Facility</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Preserve the integrity of the records</i> ✓ <i>Expand upon space needs in City Clerk vault</i> ✓ <i>Enhance accessibility and organization of unique historic documents</i> <hr/> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development and Historic Preservation</i></p>

Performance Measures

Number of Requests Filled

	FY16	FY17	FY18 (Est)
Vital Records	5,015	5,136	5,150
Marriage Licenses	336	334	338
Permits & Licenses	3,366	3,273	3,255



Voter Statistics

FY16	FY17	FY18
<u>November 3, 2015</u> Municipal Election Total Registered Voters – 16,343 Percentage Voted – 28.6%	<u>September 13, 2016</u> State Primary Election Total Registered Voters – 17,069 Percentage Voted – 21.0%	<u>November 7, 2017</u> Municipal Election Total Registered Voters – 18,127 Percentage Voted – 27.9%
<u>February 9, 2016</u> Presidential Primary Election Total Registered Voters – 17,680 Percentage Voted – 56.0%	<u>November 11, 2016</u> General Election Total Registered Voters – 19,080 Percentage Voted – 71.0%	

Absentee Ballots Processed

FY16	FY17	FY18 (Est)
1,254	2,258	307



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
CITY CLERK			
NON GRADE 19/ NON GRADE 20	6G/6G	CITY CLERK	96,378
NON GRADE 11	9E/3F	DEPUTY CITY CLERK II	61,335
1386B GRADE 7	4B/8C	ADMIN CLERK	41,487
		<u>TOTAL DEPARTMENT</u>	<u>199,200</u>



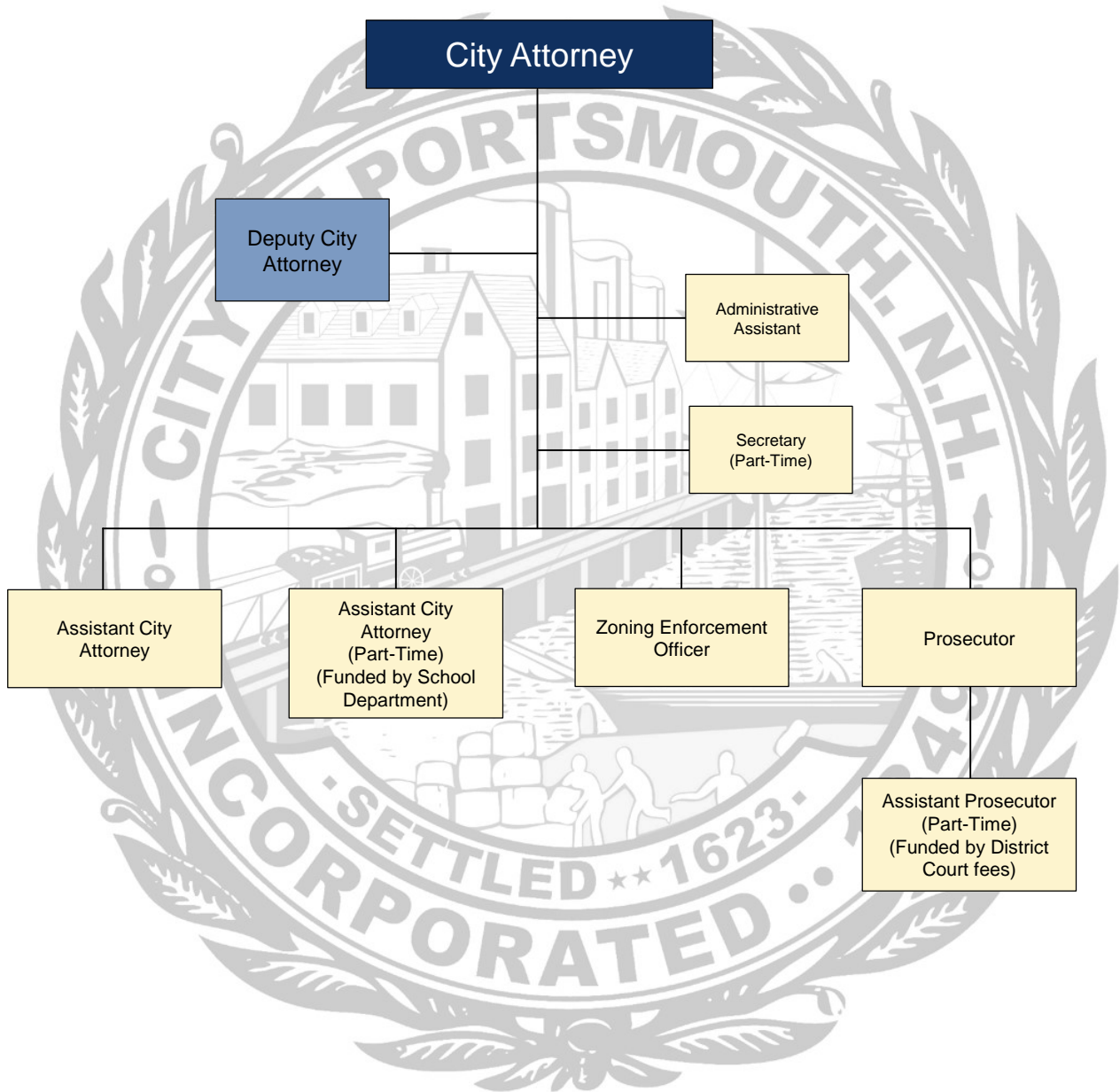
		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
CITY CLERK					
01-712-105-51-110-401					
011001	REGULAR SALARIES	196,940	195,758	195,260	199,200
014041	OVERTIME	4,500	3,504	4,500	4,500
015001	LONGEVITY	2,124	2,123	1,848	2,199
022001	SOCIAL SECURITY	12,622	12,081	12,500	12,766
022501	MEDICARE	2,952	2,825	2,923	2,986
023001	RETIREMENT	22,738	22,483	22,430	23,431
043027	REPAIRS-OFFICE EQUIPMENT	1,000	1,030	1,000	1,000
053001	ADVERTISING	4,300	8,305	4,300	4,300
054050	TRAINING	650	75	650	650
055002	BOOKBINDING	1,000	825	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	300	380	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,168	1,500	1,500
057102	TRAVEL REIMBURSEMENT	600	368	600	600
062001	OFFICE SUPPLIES	2,000	1,963	2,000	2,000
067001	BOOKS & PERIODICALS	300	255	300	300
068007	MATERIALS-LICENSES	525	907	1,000	1,000
Clerk	Total	254,051	254,051	252,711	258,332

ELECTIONS					
01-713-106-51-110-401					
012001	PART TIME SALARIES	25,000	21,064	25,000	30,000
022001	SOCIAL SECURITY	1,550	1,306	1,550	1,860
022501	MEDICARE	363	306	363	435
039002	PROF/SERVICES- WARD	20,500	19,228	15,000	20,000
043013	REPAIRS-VOTING	9,000	9,110	10,000	15,000
053001	ADVERTISING	1,000	-	500	500
055050	PRINTING	500	78	4,000	1,500
061003	MEETING SUPPLIES	2,300	4,317	2,300	4,000
062001	OFFICE SUPPLIES	3,000	2,541	2,500	2,750
Election	Total	63,213	57,948	61,213	76,045

NOTE: TWO ELECTIONS IN FY19; SEPTEMBER 11TH PRIMARY AND NOVEMBER 6TH GENERAL



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

- ✓ Represent the City in litigation
- ✓ Interpret laws, statutes, regulations and ordinances
- ✓ Prepare, review and approve legal documents in which the City is a party
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct District Court prosecutions
- ✓ Provide zoning enforcement services

Department Budget Comments

The Legal Department's FY19 proposed budget is \$644,917. The net increase of \$23,663 or 3.81% over the FY18 is primarily due to increases associated with contractual obligations and outside counsel fees in anticipation of Coakley Landfill and tax assessment related issues. The funding for the fulltime Assistant City Attorney position will be shared by the Legal Department, Parking & Transportation Fund, and by the Coalition and Legislative activities on the state level.

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Assistant City Attorney	.36	.36	.36
Prosecutor	1	1	1
Zoning Enforcement Officer	1	1	1
Administrative Assistant	1	1	1
Total Full Time	5.36	5.36	5.36
Positions Part time	FY17	FY18	FY19
Assistant City Attorney (Position is funded by the School Department)	1	1	1
* Assistant Prosecutor (Position Funded by District Court Fees)	1	1	1
Part-time Secretary	1	1	1
Total Part Time	3	3	3

* The Assistant City Prosecutor's position was previously counted in the Police Department's Position Summary Schedule in FY16.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
LEGAL				
SALARIES	442,394	440,359	451,241	464,911
PART-TIME SALARIES	23,711	20,345	23,209	23,682
LONGEVITY	4,529	4,528	5,038	5,452
RETIREMENT	49,917	49,712	51,914	53,527
OTHER BENEFITS	36,009	33,859	36,681	37,795
<i>Contractual Obligations</i>	<i>556,560</i>	<i>548,802</i>	<i>568,083</i>	<i>585,367</i>
TRAINING/EDUCATION/CONFERENCES	8,500	2,320	8,500	7,500
CONTRACTED SERVICES	13,300	31,341	25,671	31,850
ADVERTISING	-	-	-	-
PRINTING	1,000	-	1,000	1,000
PROFESSIONAL ORGANIZATION DUES	6,000	4,485	6,000	6,000
OTHER OPERATING	12,000	7,852	12,000	13,200
<i>Other Operating</i>	<i>40,800</i>	<i>45,998</i>	<i>53,171</i>	<i>59,550</i>
TOTAL	597,360	594,800	621,254	644,917



Programs and Services

Legal Advice and Representation - Gives legal advice and representation to City Council, the City Manager, City departments (including Charter departments), officers, employees, boards and commissions concerning issues related to their official powers and duties.

- Represent the City in litigation as necessary
- Interpret laws, statutes, regulations and ordinances
- Prepare, review, and approve contracts, bid documents, leases, bonds and other legal documents to which the City is a party
- Prepare or assist with the preparation of ordinances
- Collect or assist in the collection of debts due to the City
- Conduct or oversee District Court prosecutions
- Provide zoning enforcement services

Goals and Objectives

<p>Goal #1:</p> <p><i>To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Continue to provide each department with any legal services which are needed, in the most efficient, timely, and cost effective manner possible.</i> ✓ <i>Increase Legal Department expertise in specialized areas of Law i.e. ADA, Superfund, Clean Air Act, FMLA, Special Education, etc.</i> ✓ <i>Reduce number of pending cases in litigation and avoid the filing of new items of litigation against the City by providing competent legal advice before issues become lawsuits.</i> ✓ <i>Conduct code enforcement activities.</i>
<p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>	

Performance Measures

Average Score on annual survey of City department heads
(on a scale from 1 to 5, with 5 being the highest)

	FY16	FY17	FY18 (Est)
Knowledge	5	5	5
Availability	4.5	4.5	4.5
Overall Satisfaction	5	5	5



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
LEGAL			
NON GRADE 25	G	CITY ATTORNEY	126,079
NON GRADE 20	6F/6G	DEPUTY CITY ATTORNEY	97,743
NON GRADE 17	E	① ASSISTANT CITY ATTORNEY	29,318
NON GRADE 17	D	PROSECUTOR	77,604
PMA GRADE 13	G	ZONING ENFORCEMENT OFFICER	70,324
NON GRADE 11	G	ADMINISTRATIVE ASSISTANT	63,843
TOTAL FULL TIME			464,911
NONGRADE 4	A	SECRETARY	23,682
TOTAL PART TIME			23,682
TOTAL DEPARTMENT			488,593
ADDITIONAL PERSONNEL			
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY SCHOOL FUNDED POSITION	49,285
NON GRADE 15	A	PT ASSISTANT PROSECUTOR FUNDED WITH DISTRICT COURT FEES	44,626
TOTAL ADDITIONAL PERSONNEL			93,911

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

① 36% LEGAL, 36% PARKING, 28% COALITION



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
LEGAL DEPARTMENT					
01-715-107-51-110-404					
011001	REGULAR SALARIES	442,394	440,359	451,241	464,911
012001	PART TIME SALARIES	23,711	20,345	23,209	23,682
015001	LONGEVITY	4,529	4,528	5,038	5,452
022001	SOCIAL SECURITY	29,185	27,278	29,728	30,631
022501	MEDICARE	6,824	6,581	6,953	7,164
023001	RETIREMENT	49,917	49,712	51,914	53,527
032001	PROF SERVICES-O/S COUNSEL	11,000	31,000	23,371	30,000
032004	PROF SERVICES-COURT FEES	2,300	341	2,300	1,850
033001	PROF SERVICES-TEMP	-	-	-	-
034103	TELEPHONE	1,500	965	1,500	1,200
043027	REPAIRS-OFFICE EQUIPMENT	1,000	797	1,000	1,000
054050	TRAINING	5,000	894	5,000	4,000
055050	PRINTING	1,000	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	6,000	4,485	6,000	6,000
057101	TRAVEL AND CONFERENCE	3,500	1,426	3,500	3,500
062001	OFFICE SUPPLIES	3,500	3,209	3,500	4,000
067001	BOOKS & PERIODICALS	6,000	2,881	6,000	6,000
075001	FURNITURE AND FIXTURES	-	-	-	1,000
Legal	Total	597,360	594,800	621,254	644,917





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 6 areas:

City Hall

These expenditures are incurred by departments that are located in City Hall: City Manager, City Council, Legal, Planning, Inspection, Health, Community Development, Finance, Welfare, and City Clerk. The line items associated with City Hall are:

- Telephone
- Printing
- Copying Supplies (paper)
- Postage

Citywide

These expenditures are incurred by the City but are not attributed to a particular department. The line items associated with Citywide are:

- Commissioner Stipend-Trustees of Trust Funds
- Overtime for July 4th Fireworks
- Social Security & Medicare for Commissioner Stipend
- Government Access Channel 22
- Electricity-Street Lights
- Dues Municipal Association
- Street Light Supplies
- Christmas Parade
- Shipyard Association
- Electricity (Prescott Park)
- Electricity (School athletic Fields lighting)

General Government

General Government expenditures are those associated with all department excluding Police, Fire and School. The line items associated with General Government are:

- Leave at Termination
- Unanticipated Expenses
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- Printing (*Printing of the Annual Budget, the Comprehensive Financial Report (CAFR), and the Popular Annual Financial Report (PAFR).*)

Organic Weed & Turf Management

An appropriation for an additional cost to meet the City Council initiative to use organic based products for weed control and turf management treatments.

Indoor Pool

On October 17, 2011 the City Council approved a 5 year agreement with the Save the Indoor Portsmouth Pool (SIPP) which stipulates the City will transfer \$150,000 annually for the operations of the Indoor Pool. This agreement was renewed on May 6, 2016 and expires June 30, 2021.

Prescott Park

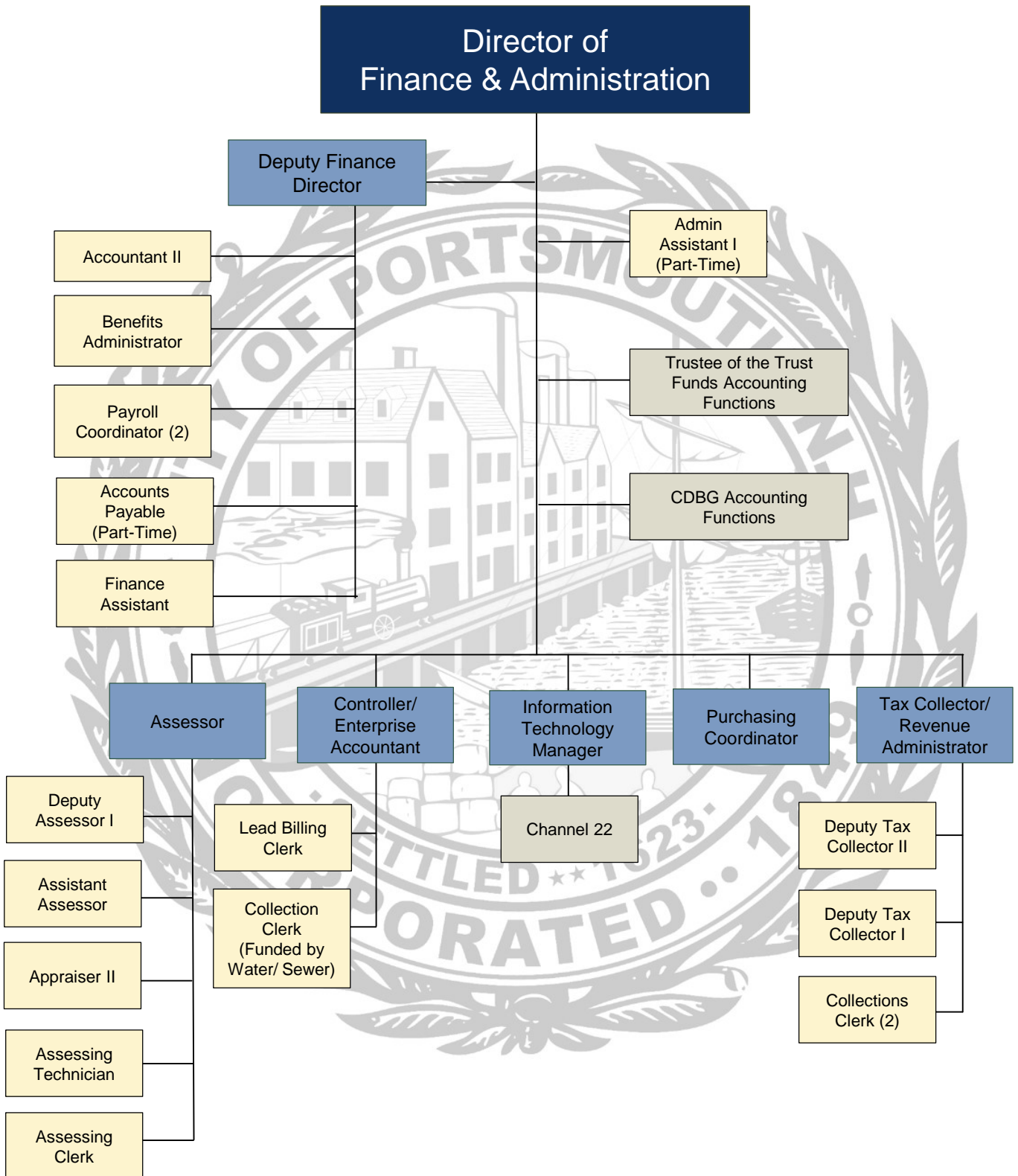
On February 6, 2017 the City Council adopted the Prescott Park Master Plan recommended by the Blue Ribbon Committee on Prescott Park. As a result, the creation of a special revenue fund was established Fiscal Year 2018 to account for all the revenues and expenses for the operations of the park. This line item represents a transfer (contribution) from the General Fund to the Prescott Park Special Revenue Fund.



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
GENERAL ADMINISTRATION					
034103	TELEPHONE	61,000	60,007	50,000	50,000
055050	PRINTING	6,000	7,774	6,700	10,000
062010	COPYING SUPPLIES	6,500	4,296	6,500	7,000
062501	POSTAGE	90,000	73,458	82,000	90,000
012001	PART TIME SALARIES	-	2,434	-	-
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	7,500	4,935	7,500	7,500
016001	LEAVE AT TERMINATION	250,000	250,000	250,000	250,000
019002	UNANTICIPATED EXPENSES	-	-	4,333	100,000
022001	SOCIAL SECURITY	225	380	236	236
022501	MEDICARE	53	89	53	53
034301	GOVERNMENT ACCESS CHANNEL	50,000	50,000	50,000	50,000
041001	ELECTRICITY-STREET LIGHTS	318,000	283,159	315,000	245,000
043002	REPAIRS-ELECTRICAL	50,000	50,000	-	-
056002	DUES MUNICIPAL ASSOC	26,500	26,780	27,350	28,410
062018	ST LIGHT SUPPLIES	30,000	9,290	30,000	30,000
081011	PARADES	10,000	10,000	10,000	10,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
041002	ELECTRICITY	10,000	7,337	-	-
062001	OFFICE SUPPLIES	1,000	1,156	1,000	2,000
041002	ELECTRICITY	57,000	47,783	45,000	45,000
GEN ADMIN	Total	979,878	894,977	891,772	931,299
	ORGANIC WEED & TURF MANGMT				260,000
ORGANIC	Total	-	-	-	260,000
091004	TRANSFER-INDOOR POOL	150,000	150,000	150,000	150,000
INDOOR POOL	Total	150,000	150,000	150,000	150,000
091007	TRANSFER-PRESCOTT PARK	-	-	30,479	60,000
PRESCOTT	Total	-	-	30,479	60,000



Finance Department



Mission

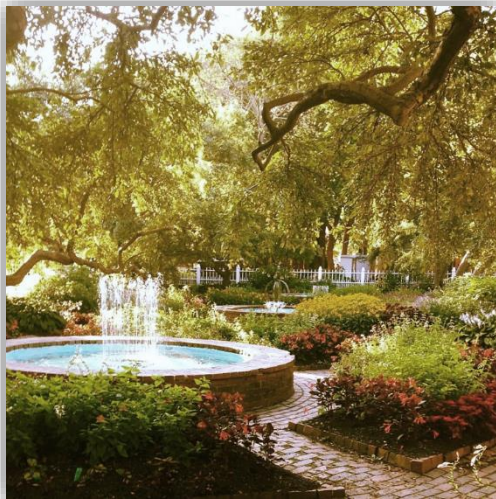
To serve the residents, officials and departments with a financial accountability, timely reporting of financial results, prudent cash management, effective public communication and information technology, by applying high standards of accountability and professionalism in all of the various department functions.



Finance Department

Services Overview

- ✓ Accounting
- ✓ Assessing
- ✓ Tax & Revenue Collection
- ✓ Information Technology
- ✓ Benefit & Payroll Administration
- ✓ Purchasing



Position Summary Schedule

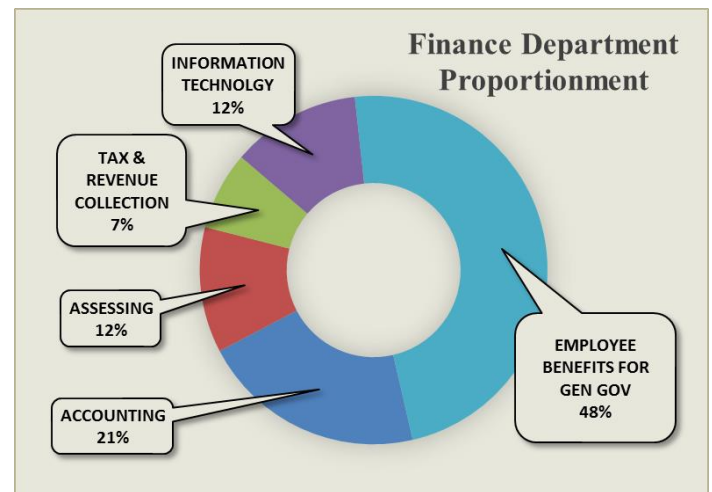
<u>Positions Full time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	1
Accountant II	1	1	1
Purchasing Coordinator	1	1	1
Finance Assistant	.48	.48	.48
Benefit Administrator	1	1	1
Payroll Coordinator (FY17 only - 0.8 Position funded by School Dept.)	1.8	2	2
Certified Assessor	1	1	1
Deputy Assessor	1	1	1
Assistant Assessor	0	1	1
Assessing Technician	1	0	1
Appraiser II	1	1	1
Assessing Data Collector (Contract)	1	1	0
Assessing Clerk	1	1	1
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	1
Information Technology Manager	1	1	1
Controller/ Enterprise Accountant	.80	.80	.80
Lead Billing Clerk	1	1	1
Collections Clerk (1 Position funded by Water/Sewer)	3	3	3
Total Full Time	22.08	22.28	22.28
<u>Positions Part time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Administrative Assistant I	1	1	1
Account Clerk/Accounts Payable	1	1	1
Total Part Time	2	2	2

Department Budget Comments

The proposed budget for FY19 is \$4,706,687. This represents an overall net increase of \$189,203 or 4.19% from FY18.

The Finance Department comprises of five major divisions: Accounting, Assessing, Tax & Revenue Collection, Information Technology, and Benefit Administration.

The Position of Benefit Administration is funded by the Finance Department. This position administers benefits for all City employees including Police, Fire and School. Funding for the health, dental, life and long-term disability premiums for General Government



Departments are funded in the Finance Department however, these same benefits for Police, Fire and School are funded within their respective departments.

Budget Summary of Expenditures				
	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FINANCE DEPARTMENT				
HEALTH INSURANCE	1,811,412	1,811,412	1,907,870	2,012,230
DENTAL INSURANCE	128,300	123,307	126,520	140,000
INSURANCE REIMBURSEMENT	58,500	48,921	55,000	55,000
LIFE AND DISABILITY	47,209	53,609	53,940	49,410
OTHER BENEFITS	8,477	8,219	8,210	8,210
<i>General Government Benefits</i>	<i>2,053,898</i>	<i>2,045,469</i>	<i>2,151,540</i>	<i>2,264,850</i>
SALARIES	1,267,676	1,272,566	1,398,827	1,450,246
PART-TIME SALARIES	57,712	60,930	49,062	63,990
OVERTIME	1,000	-	1,000	1,000
LONGEVITY	8,186	8,554	10,063	11,947
RETIREMENT	149,070	143,327	163,997	166,511
OTHER BENEFITS	106,083	98,650	113,232	116,830
<i>Contractual Obligations</i>	<i>1,589,727</i>	<i>1,584,027</i>	<i>1,736,181</i>	<i>1,810,524</i>
TRAINING/EDUCATION/CONFERENCES	11,075	5,257	11,075	11,175
CONTRACTED SERVICES	404,413	410,225	418,776	411,001
ADVERTISING	500	651	500	500
PRINTING	470	444	470	470
PROFESSIONAL ORGANIZATION DUES	4,540	5,205	4,465	4,965
OTHER OPERATING	201,482	204,538	194,477	203,202
<i>Other Operating</i>	<i>622,480</i>	<i>626,319</i>	<i>629,763</i>	<i>631,313</i>
TOTAL	4,266,105	4,255,814	4,517,484	4,706,687

The following table is a summary of expenditures for the five Finance Department Divisions.

Proposed Budget by Divisions	FY18	FY19	\$ CHANGE	% CHANGE
	BUDGET	CITY MANAGER RECOMMENDED	FROM FY17	FROM FY17
ACCOUNTING	958,498	985,001	26,503	2.77%
ASSESSING	517,440	548,770	31,330	6.05%
TAX & REVENUE COLLECTION	335,485	341,104	5,619	1.67%
INFORMATION TECHNOLOGY	554,521	566,962	12,441	2.24%
<i>TOTAL DIVISIONS</i>	<i>2,365,944</i>	<i>2,441,837</i>	<i>75,893</i>	<i>3.21%</i>
GENERAL GOVERNMENT				
EMPLOYEE BENEFITS	2,151,540	2,264,850	113,310	5.27%
<i>Total Finance Department</i>	<i>4,517,484</i>	<i>4,706,687</i>	<i>189,203</i>	<i>4.19%</i>

The net increase of 4.19% is primarily the result of:

- Increase in salaries and benefits related to collective bargaining obligations.
- Increase of health insurance contribution to the Health Insurance Stabilization Fund.
- Increase need of professional services for Assessing
- Increase in annual maintenance costs for citywide software which is primarily funded in the Information Technology Division.



Programs and Services

Accounting - Provides services to all City departments as well as ensures financial accountability and compliance with state and federal law, Generally Accepted Accounting Principles (GAAP), and Governmental accounting standards Board (GASB).

- Fiduciary responsibility for all City funds
- Prepare the City's annual budget document working with the City Manager and Department Heads to ensure timely submission to the City Council
- Prepare the City's 6-Year Capital Improvement Plan (CIP) in conjunction with the City's Planning Department
- Prepare the annual Comprehensive Annual Financial Report (CAFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Comprehensive annual Financial Report
- Monitor and analyze the activities of the current fiscal year to project trends in both revenues and expenditures
- Prepare the documents required by the Department of Revenue Administration to set the City's tax rate
- Produce quarterly summary reports and the audited annual financial statements that are submitted to the City Manager and City Council
- Prudently manage all City assets, including short- and long-term investments
- Prepare documentation and coordinate the sale of bonds to fund capital projects
- Administer the City's purchasing procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment
- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, Fire Alarm billing, 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
- Administer Property and Liability Insurance for the City
- Retain, preserve and restore historic City Financial Documents



Information Technology - IT Division serves all City departments offering consulting, technical support, maintenance services, programming and application training. These functions include, but are not limited to the following:

- Support and maintain all City servers, workstations and printers network infrastructure
- Support the City's telephone system
- Support the City's mobile and cellular devices - phones, tablets, PDAs
- Support all software applications
- Support and maintain City e-mail system
- Support and develop applications for payroll, business licenses, utility billing, tax billing, credit card processing and lock box processing



- Provide one-on-one, classroom and seminar-style application training
- Provide on-site, on-line, remote and telephone support for all City entities



Public Communication and on-line services- The IT Division facilitates and administers e-government transactions and services to the residents as well as information services via local cable broadcasts. These include:

- Development and maintenance of the City's website, social media accounts and web services
- On-line payment of Property Tax Bills, Utility Bills, Parking Violations, Dog Licenses and Motor Vehicle Registration Renewals, and miscellaneous payments.
- Support, maintenance and publication of webcasts of City meetings and functions
- Support, maintenance and publication of Channel 22 Local Government Access Television Channel
- Support, maintenance of the City's mailing lists to the Public

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 verification
- 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
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for GIS mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



Tax Collection- The 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, and 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
- Act as Municipal Agent for the State Department of Safety Division of Motor Vehicles
- Electronically transfer title application and registration fees to the State
- Determine residency for motor vehicle title application and registration purposes
- Process motor vehicle title and registrations, boat registrations, ATV/snowmobile registrations, and issue decals and plates
- Manage and be accountable for motor vehicle and boat decal and plate inventory
- Understand and adhere to City policies and applicable State laws.
- Prepare month- and year-end property tax and motor vehicle reports
- Respond to in-person, phone and email inquiries



Benefits Administration - Responsible for the administration, development, implementation, enrollment, and communication of all benefits offered through the City of Portsmouth.

- Administer insurance programs including: health, dental, life, long-term disability insurance programs.
- Leave tracking and reporting.
- Administer flexible spending accounts.
- Administer wellness programs.
- File life and disability claims.

Telephone Administration – Responsible for the management of the telephone system including: billing, training employees on use of system, resolving problems/complaints, maintenance, and monitoring calls for business purposes.



Goals and Objectives

Accounting	<p>Goal #1: Provide professional and accurate financial reporting.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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 2018 City of Portsmouth Budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award. The City has received twelve (12) consecutive Distinguished Budget Presentation Awards from GFOA for its Fiscal Year beginning July 1, 2006 through July 1, 2017. ✓ Prepare annually the Comprehensive Annual Financial Report (CAFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY17 CAFR was submitted] The City has received a total of twenty-four (24) awards for Fiscal Years ending June 30, 1988, 1989 and twenty-two (22) consecutive years from 1995 to 2016. ✓ Prepared the City's second Popular Annual Financial Report (PAFR) and submitted it GFOA for consideration of the award for Popular Annual financial Reporting. <p>Citywide Goal Addressed: Financial Stability</p>
Accounting	<p>Goal #2: Plan and pursue administrative improvements to expand services to City Departments. (ongoing)</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Combine the function of the school payroll process within the Finance Department. ✓ Consolidating CDBG Treasury and Bookkeeping functions within the Finance Department. ✓ Consolidating 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. <p>Citywide Goal Addressed: Financial Stability</p>
Information Technology	<p>Goal #3: Upgrade computer systems</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Upgrade Public Works & Fire Department workstations: <ul style="list-style-type: none"> ✓ Improve performance to optimize user productivity ✓ Insure ability to run current applications ✓ Maintain reliability of systems ✓ Upgrade Servers: <ul style="list-style-type: none"> ✓ Implement latest operating system version for reliability and security ✓ Update hardware for improved performance and increased data storage ✓ Replace aging systems to maintain reliability <p>Citywide Goal Addressed: Financial Stability</p>
Information Technology	<p>Goal #4: Implement new network monitoring and management system (completed FY 18)</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Consolidate systems that monitor traffic and events throughout the City's systems ✓ Enhance the level of threat detection ✓ Provide easier configuration of devices and systems ✓ Enhance network security to continue to meet evolving CJIS standards <p>Citywide Goal Addressed: Financial Stability</p>



Information Technology	Goal #5: Expand phone system in City Departments	Objectives: <ul style="list-style-type: none"> ✓ Expand Voice over IP phone system ✓ Improved communication between facilities ✓ Additional phone functionality creating a more efficient environment
	Citywide Goal Addressed: Public Outreach	
Information Technology	Goal #6: Implement ERP Financial Management system	Objectives: <ul style="list-style-type: none"> ✓ Implement latest version of Pentamation ✓ Improve processing and reporting ✓ Improve systems reliability
	Citywide Goal Addressed: Financial Stability	
Information Technology	Goal #7: Implement new server for Government Access Channel	Objectives: <ul style="list-style-type: none"> ✓ Enhance the broadcast of meetings ✓ Provide the ability to increase the storage space ✓ Be able to easily add different formats of meeting
	Citywide Goal Addressed: Public Outreach	
Information Technology	Goal #8: Maintain, upgrade and develop systems and software to support various administrative and communication services via the Information Technology Division	Objectives: <ul style="list-style-type: none"> ✓ The following items are to be completed in FY19: <ul style="list-style-type: none"> • Work station replacement Public Works (30) and library (17) • Server Upgrades • Implement new Water Sewer Billing System • Expanded use of Payment Center to Library and Public Works Departments along with credit card processing
	Citywide Goal Addressed: Public Outreach	
Assessing	Goal #9: The Assessor's office will begin the process of annual updates.	Objectives <ul style="list-style-type: none"> ✓ Complete all building permit review throughout the City for permits completed as of April 1, 2018. ✓ Complete all subdivision and boundary line adjustments as of April 1, 2018. ✓ Complete new condominium complex review As of April 1, 2018. ✓ Complete sales review process for upcoming 2018 statistical update. ✓ Begin commercial income and expense verification for 2018 statistical update.
	Citywide Goal Addressed: Regulation Adherence and Legislative Development	

Assessing	<p>Goal #10:</p> <p>Implement "Mobile Assessor" - a program which speeds up the data collection and data entry process by allowing in field real time updates to the City's CAMA software.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ A wireless system that allows data collection of permits or other collection efforts to be transmitted to the CAMA software at the property site improving efficiency. ✓ Update pictures of property throughout the City through a wireless collection process to assure accuracy and efficiency.
	Citywide Goal Addressed: Public Outreach	
Assessing	<p>Goal #11:</p> <p>Integrate all assessment information into the CAMA system.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Incorporate, assessing, planning, and GIS data into one electronic file for easier public access.
	Citywide Goal Addressed: Public Outreach	
Tax	<p>Goal #12:</p> <p>The City of Portsmouth Tax Collection Office is committed to collecting and depositing property tax, water and sewer, motor vehicle and other City department revenues, and to the processing of motor vehicle transactions including title applications and boat and vehicle registrations, in an accurate, efficient, and professional manner.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Increase the value of the City of Portsmouth Tax Collection web pages by offering additional clear information. [ongoing] ✓ Provide the ability for residents, mortgage companies, law firms, real estate professionals, and general public to view property tax bills and account information online. (completed by end of FY 16) ✓ Review laws and procedures to help ensure consistent, accurate and efficient customer interactions. [ongoing] ✓ Provide residents with the ability to register snowmobiles and OHRVs at City Hall. (completed FY 16) ✓ Assist other City Departments in implementing central collection/payment systems and credit card processes at their counters. (ongoing)
	Citywide Goal Addressed: Regulation Adherence and Legislative Development	
Tax	<p>Goal #13:</p> <p>Improve services to citizens and other patrons by providing more convenient methods of bill paying for water and sewer bills, property tax bills, parking related services or fines, recreation services and fees for other city services..</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Offering residents the ability to view their bills, schedule automatic payments, flex payments and use additional forms of payment. ✓ The city currently offers automatic payment from checking or savings account or by credit card for water and sewer bills, property tax bills, motor vehicle renewals, dog licenses and miscellaneous payments.. ✓ Provide the ability for residents and patrons to pay bills and transactions by debit or credit card at the counter in City Hall by upgrading and consolidating various cash receipting software modules. <p>Accomplishments:</p> <ul style="list-style-type: none"> • Implemented the use of credit cards for recreation services. • Installed an ATM machine in City Hall on December 10, 2013. • Implement use of credit cards in City Hall February 22, 2016
	Citywide Goal Addressed: Public Outreach	



Performance Measures

Accounting		
<u>Number of GFOA Budget Awards</u> FY17 –11 FY18 - 12 FY19 (Est) - 13	<u>Number of GFOA CAFR Awards</u> FY16 - 24 FY17 - 25 FY18 (Est) - 26	<u>Bond Rating Standard & Poor's</u> FY17 – AAA FY18 – AAA FY19 (Est) - AAA

Information Technology		
<u>Percent increase in information downloaded via City's Website</u> FY16 – 76% FY17 – 78% FY18 (Est) – 79%	<u>Average Bandwidth Utilization (*)</u> FY16 – 45.0% FY17 – 40% FY18 (Est) – 35%	<u>Server Availability</u> FY16 – 99.5% FY17 – 99.5% FY18 (Est) – 99.5%

Assessing		
<u>Number of Taxable Properties (Includes Airport District)</u> FY16 – 8607 FY17 – 8636 FY 18– 8697	<u>Number of Sales</u> FY16 – 544 FY17 – 522 FY 18 – 493	<u>Number of Deeds Recorded</u> FY16 – 832 FY17 – 914 FY 18 – 809
<u>Number of Permitted Parcels Inspected</u> FY16 – 947 FY17 – 1721 ****FY 18 (Est) – 1074	<u>Equalization Ratio (**)</u> FY16 – 92.5% FY17 – 86.6% FY 18 – 97.0%	<u>Coefficient of Dispersion, Guidelines by the State of NH (***)</u> FY16 – 7.4 FY17 – 9.5 FY 18 – 6.9

Tax Collection		
<u>Percent of Current Taxes Collected</u> FY16 – 98.0 FY17 – 98.0 FY18 (Est) – 98.0	<u>Property Tax Accounts Billed</u> FY16 – 8,535 FY17 – 8,567 FY18 (Est) – 8,600	<u>Property Tax Accounts Liened for Current Year Taxes</u> FY16 – 112 FY17 – 113 FY18 (Est) – 120
<u>Motor Vehicle Registrations</u> FY16 – 23,874 FY17 – 24,562 FY18 (Est) – 25,000	<u>Boat Registrations</u> FY16 – 382 FY17 – 412 FY18 (Est) – 420	<u>ATV/ Snowmobile Registrations</u> FY16 – 10 FY17 – 20 FY18 (Est) – 30

* Bandwidth utilization is the percent of traffic on a network compared to its capacity. Lower utilization percentages are preferable because less strain is placed on the network, thereby requiring minimal maintenance and service.

** 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.

*** 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.

**** Permits estimated were issued between April 1 2016 to 3/1/2017.



FY19 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
ACCOUNTING				
NON GRADE 26	G		DIRECTOR OF FINANCE AND ADMINISTRATION	132,083
PMA GRADE 19	G		DEPUTY FINANCE DIRECTOR	94,044
PMA GRADE 17	E	①	CONTROLLER/ENTERPRISE ACCOUNTANT	65,151
PMA GRADE 13	4E/8F		ACCOUNTANT II	68,330
NON GRADE 13	E		BENEFITS ADMINISTRATOR	67,101
NON GRADE 11	E		PAYROLL COORDINATOR	60,916
NON GRADE 11	G		PAYROLL COORDINATOR	63,843
PMA GRADE 11	G		PURCHASING COORDINATOR	63,843
PMA GRADE 11	G	②	FINANCE ASSISTANT	30,645
1386B GRADE 7	G		LEAD BILLING CLERK	49,006
			EDUCATION STIPEND	4,399
TOTAL FULL TIME ACCOUNTING				699,361
NON GRADE 9	A	③	ADMINISTRATIVE ASSISTANT I	37,567
NON GRADE 5	A		ACCOUNT CLERK/ACCOUNTS PAYABLE	26,423
TOTAL PART TIME ACCOUNTING				63,990
ASSESSING				
NON GRADE 24	G		CERTIFIED ASSESSOR	119,861
PMA GRADE 15	5C/7D		DEPUTY ASSESSOR I	69,060
PMA GRADE 13	1.5A/10.5B		ASSISTANT ASSESSOR	57,733
PMA GRADE 13	F		APPRAISER II	68,945
PMA GRADE 7	6A/6B		ASSESSING TECHNICIAN	42,608
1386B GRADE 3	6F/6G		ASSESSING ACCOUNT CLERK	39,333
			EDUCATION STIPEND	1,571
TOTAL FULL TIME ASSESSING				399,111
TAX COLLECTION				
PMA GRADE 18	E		REVENUE ADMINISTRATOR	85,487
PMA GRADE 11	G		DEPUTY TAX COLLECTOR II	63,843
1386B GRADE 7	6F/6G		DEPUTY TAX COLLECTOR I	47,695
1386B GRADE 5	2A/10B		COLLECTIONS CLERK	36,197
1386B GRADE 5	6.5D/5.5E		COLLECTIONS CLERK	41,074
TOTAL FULL TIME TAX COLLECTION				274,296
INFORMATION TECHNOLOGY				
PMA GRADE 15	G		IT MANAGER	77,478
TOTAL FULL TIME INFORMATION TECHNOLOGY				77,478
TOTAL FULL TIME				1,450,246
TOTAL PART TIME				63,990
TOTAL DEPARTMENT				1,514,236

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 80% FINANCE, 15% PRESCOTT PARK, 5% CDBG
- ② 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ③ 95% FINANCE, 5% CDBG



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
BENEFIT ADMINISTRATION					
01-700-104-51-110-405					
011061	INSURANCE REIMBURSEMENT	58,500	48,921	55,000	55,000
021001	INSURANCE-HEALTH	1,811,412	1,811,412	1,907,870	2,012,230
021101	INSURANCE-DENTAL	128,300	123,307	126,520	140,000
021501	INSURANCE-LIFE	16,598	20,937	18,540	20,000
021601	INSURANCE-DISABILITY	30,611	32,672	35,400	29,410
022001	SOCIAL SECURITY	3,628	2,395	3,410	3,410
022501	MEDICARE	849	560	800	800
039007	PROFESSION SERVICES-FSA	4,000	5,264	4,000	4,000
Benefits	Total	2,053,898	2,045,469	2,151,540	2,264,850
ACCOUNTING					
01-700-201-51-110-402					
011001	REGULAR SALARIES	593,941	593,582	685,218	699,361
012001	PART TIME SALARIES	57,712	60,930	49,062	63,990
014041	OVERTIME	1,000	-	1,000	1,000
015001	LONGEVITY	5,163	5,525	6,131	7,150
022001	SOCIAL SECURITY	44,029	38,654	45,969	47,833
022501	MEDICARE	10,280	9,177	10,753	11,187
023001	RETIREMENT	72,736	66,909	80,125	80,515
030101	PROF SERVICES-AUDIT	40,000	41,519	45,000	35,000
033001	PROF SERVICES-TEMP	-	-	-	-
039001	PROFESSIONAL SERVICES	10,000	10,000	10,000	13,725
043027	REPAIRS-OFFICE EQUIPMENT	500	-	500	500
053001	ADVERTISING	300	300	300	300
054050	TRAINING	1,000	135	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,740	2,285	2,740	2,740
057101	TRAVEL AND CONFERENCE	2,000	789	2,000	2,000
062001	OFFICE SUPPLIES	15,000	14,589	15,000	15,000
067001	BOOKS & PERIODICALS	700	458	700	700
074003	SOFTWARE	51,350	51,350	-	-
075001	FURNITURE AND FIXTURES	3,000	3,000	3,000	3,000
Accounting	Total	911,451	899,202	958,498	985,001
ASSESSING DEPARTMENT					
01-700-202-51-110-402					
011001	REGULAR SALARIES	341,854	346,153	369,872	399,111
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	-	-	-	-
015001	LONGEVITY	1,358	1,364	1,734	2,241
022001	SOCIAL SECURITY	21,281	20,843	24,105	24,884
022501	MEDICARE	4,976	4,875	5,636	5,820
023001	RETIREMENT	39,079	38,832	44,053	45,674
039001	PROFESSIONAL SERVICES	40,637	40,637	50,000	50,000
039003	PROF/SERVICES-LICENSING	-	828	-	-
053001	ADVERTISING	-	350	-	-
054050	TRAINING	5,000	2,525	5,000	5,000
055001	MICROFILMING	-	-	-	-
055050	PRINTING	240	216	240	240
056001	DUES PROFESSIONAL ORGANIZ	1,500	2,600	1,500	2,000
057102	TRAVEL REIMBURSEMENT	2,800	2,655	2,800	2,800
062001	OFFICE SUPPLIES	3,500	3,846	3,500	3,000
067001	BOOKS & PERIODICALS	2,000	1,984	9,000	8,000
075001	FURNITURE AND FIXTURES	-	556	-	-
Assessing	Total	464,225	468,263	517,440	548,770



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
TAX COLLECTION					
01-700-203-51-110-402					
011001	REGULAR SALARIES	258,264	259,022	267,779	274,296
012001	PART TIME SALARIES	-	-	-	-
015001	LONGEVITY	1,061	1,062	1,274	1,613
022001	SOCIAL SECURITY	16,079	15,957	16,928	17,106
022501	MEDICARE	3,760	3,732	3,959	4,001
023001	RETIREMENT	28,966	29,270	31,070	31,398
039001	PROFESSIONAL SERVICES	4,600	2,038	4,600	3,100
043027	REPAIRS-OFFICE EQUIPMENT	455	-	455	455
053001	ADVERTISING	200	-	200	200
054050	TRAINING	2,325	1,497	2,325	2,425
055050	PRINTING	230	228	230	230
056001	DUES PROFESSIONAL ORGANIZ	300	320	225	225
057101	TRAVEL AND CONFERENCE	-	-	-	-
062001	OFFICE SUPPLIES	6,000	3,617	6,000	5,500
067001	BOOKS & PERIODICALS	355	491	440	555
Tax	Total	322,595	317,233	335,485	341,104
INFORMATION TECHNOLOGY					
01-700-204-51-110-402					
011001	REGULAR SALARIES	73,617	73,809	75,958	77,478
015001	LONGEVITY	604	604	924	943
022001	SOCIAL SECURITY	4,602	4,387	4,767	4,862
022501	MEDICARE	1,076	1,026	1,115	1,137
023001	RETIREMENT	8,289	8,315	8,749	8,924
034104	CELLULAR PHONES	12,500	15,711	18,000	18,000
034204	OUTSIDE IT SUPPORT	224,000	240,793	224,000	224,000
034205	SOFTWARE SUPPORT & MAINT	85,176	75,238	85,176	85,176
034206	SOFTWARE-ANNUAL MAINT	100,322	103,924	132,082	142,692
057101	TRAVEL AND CONFERENCE	750	311	750	750
062001	OFFICE SUPPLIES	2,500	1,530	2,500	2,500
067001	BOOKS & PERIODICALS	500	-	500	500
IT	Total	513,936	525,648	554,521	566,962
TOTAL FINANCE DEPARTMENT		4,266,105	4,255,814	4,517,484	4,706,687



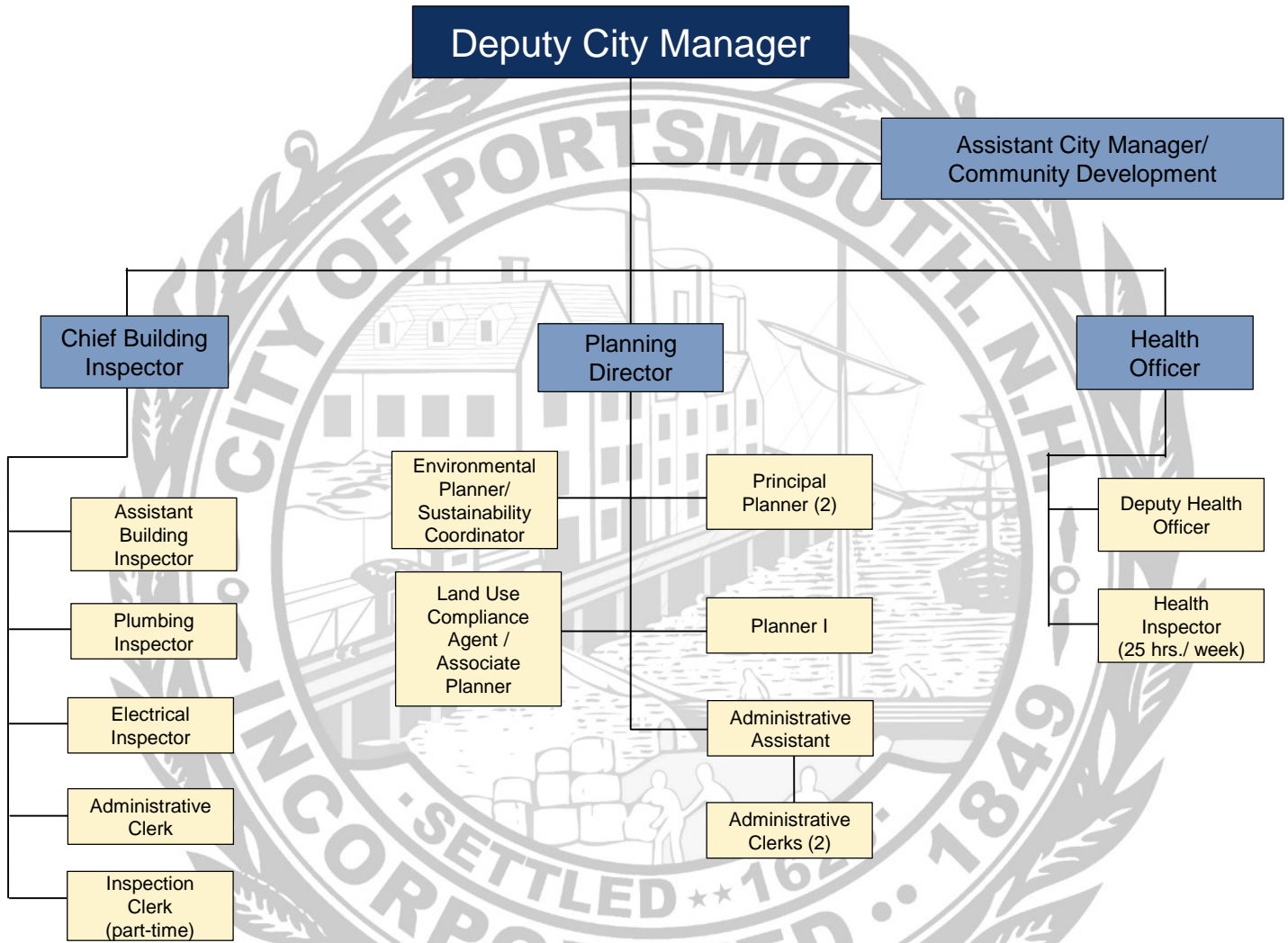


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Regulatory Services

Planning, Inspection and Health Departments



Inspection Dept. Mission

The Inspection Department seeks to ensure the integrity of the City's existing and future built environment through the implementation and enforcement of the City's construction codes relating to structural integrity, safe wiring, sound plumbing, safe mechanical systems and properly installed fire protection systems.

Planning Dept Mission

The mission of the Planning Department is to manage the City's development, protect its environment and preserve and enhance the quality of life of its residents through effective planning, land use regulation and land use management. In carrying out this mission the Department prepares studies and plans; reviews applications for permits; and provides professional assistance to the City Council, Planning Board, other City boards and departments, land use applicants and members of the public.

Health Dept Mission

To protect, promote, and enhance the health and well-being of Portsmouth residents, visitors and environment by providing public and environmental health planning and services, including emergency response planning.



Planning Department

Services Overview

- ✓ Community Planning
- ✓ Land Use Management
- ✓ Transportation Planning and Coordination
- ✓ Environmental Planning and Sustainability
- ✓ Communication and Public Information

Department Budget Comments

The Planning Department's proposed budget for FY19 is \$849,088, representing a net increase of \$26,922 or 3.27% from the FY18 budget.

The net increase is primarily due to additional funding for professional services, salary and benefit increases due to contractual obligations, an increase in the apportionment of the Assistant City Manager's salary. These budgetary increases were off-set by a *decrease* in the advertising budget based on current year actuals.

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Deputy City Manager	.65	.65	.65
Assistant City Manager	0	.075	.10
Planning Director	1	1	1
Principal Planner Transportation	.5	0	0
Principal Planner	1	1.5	1.5
Environmental Planner / Sustainability Coordinator	.3	.3	.3
Planner I	1	1	1
Land Use Compliance Agent/ Assistant Planner	1	1	1
Administrative Assistant	1	1	1
Administrative Clerk	2	2	2
Total Full Time	8.45	8.525	8.55



Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
PLANNING				
SALARIES	576,096	556,646	604,154	629,552
PART-TIME SALARIES	13,992	18,172	15,000	15,000
OVERTIME	1,500	622	1,500	1,500
LONGEVITY	2,285	2,285	2,563	2,661
RETIREMENT	64,770	62,524	68,761	72,117
OTHER BENEFITS	45,436	43,119	47,676	49,627
<i>Contractual Obligations</i>	<i>704,079</i>	<i>683,368</i>	<i>739,654</i>	<i>770,457</i>
TRAINING/EDUCATION/CONFERENCES	8,000	5,823	8,000	8,000
CONTRACTED SERVICES	16,000	14,047	16,000	19,600
ADVERTISING	23,000	20,038	23,000	15,000
PRINTING	1,800	5,208	1,800	1,800
PROFESSIONAL ORGANIZATION DUES	17,306	18,830	18,312	18,481
OTHER OPERATING	15,400	24,756	15,400	15,750
<i>Other Operating</i>	<i>81,506</i>	<i>88,702</i>	<i>82,512</i>	<i>78,631</i>
TOTAL	785,585	772,070	822,166	849,088



Community Planning –

Planning Department staff carry out a wide range of comprehensive and strategic planning functions:

- Prepare, coordinate and assist in assessments and studies relating to land use, urban design, housing, economic development, natural resource protection, open space and recreation, historic preservation, and municipal facilities and services.
- Prepare, coordinate and assist in special studies, such as for street corridors and facility improvements.
- Participate in regional planning entities including the Rockingham Planning Commission.
- Assist the Finance Department and Planning Board in preparing the annual Capital Improvement Plan.



Land Use Management –

The Planning Department is the primary City agency charged with administering the Zoning Ordinance, Subdivision Rules and Regulations, and Site Plan Review Regulations:

- Provide professional staff assistance to the City Council, Planning Board, Zoning Board of Adjustment, Conservation Commission, Historic District Commission and other municipal committees.
- Prepare and review proposed amendments to land use ordinances and regulations.
- Review site plans, determine compliance with land use regulations, and coordinate the building permit review process with City departments.
- Review proposed and potential projects with property owners, applicants and designers; explore options and alternatives; and provide application assistance.



Transportation Planning and Coordination –

The Department coordinates planning for all transportation modes:

- Prepare and implement policies and plans relating to transportation, street design, wayfinding, transit and parking.
- Plan and implement bicycle and pedestrian projects and programs, including the Bicycle and Pedestrian Plan and the Safe Routes to School program.
- Assist municipal committees charged with transportation and parking responsibilities.



- Represent the City on regional transportation entities including the Rockingham Planning Commission Metropolitan Planning Organization (MPO), the Cooperative Alliance for Seacoast Transportation (COAST) and CommuteSMARTseacoast (a Transportation Management Agency).

Environmental Planning and Sustainability –

The Department is responsible for plans and projects relating to natural resource protection, open space planning and natural hazard mitigation:

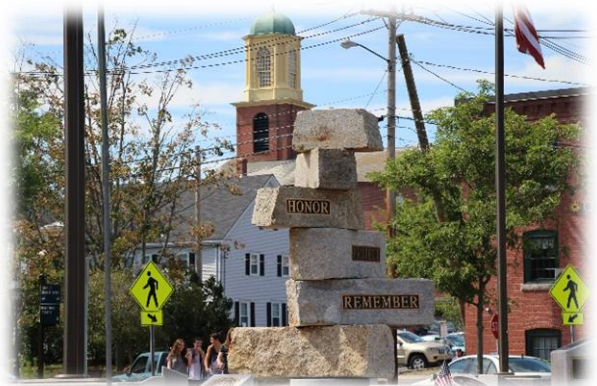
- Prepare studies and plans relating to natural resources and environmental quality.
- Maintain current environmental inventories and open space information.
- Track and report on sustainability efforts undertaken by City departments.
- Provide training in sustainability for City staff and assist with community sustainability outreach.
- Assist City departments in preparing and complying with state and federal permit applications.
- Represent the City in regional environmental organizations including the USEPA's New England Municipal Sustainability Network (NEMSN) and the Coastal Adaptation Workgroup (CAW).
- Provide staff support to the Blue Ribbon Committee on Sustainable Practices and Renewable Energy Committee.
- Provide staff coordinator role for Coakley Superfund Remediation effort on behalf of the Coakley Land Group.



Communication and Public Information –

The Department provides information services to the public, members of various boards, City departments, State and Federal agencies, and non-profits:

- Assist City land use agencies to improve community service by preparing guidelines and manuals.
- Maintain and expand educational opportunities for citizen board members and staff through regional and State forums.



Goals and Objectives

<p>Goal #1:</p> <p>Coordinate and implement comprehensive community planning efforts to be responsive to community needs and consistent with federal and state laws and regulations.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Prepare and update the Master Plan. ✓ Carry out studies and prepare specific plans relating to land use, transportation, urban design, natural resources and related aspects of the City's physical development. ✓ Identify appropriate uses and development standards for residential neighborhoods and commercial and industrial districts. ✓ Participate in regional land use, transportation and environmental planning programs and initiatives.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #2:</p> <p>Carry out Master Plan strategies and monitor progress toward implementation.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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. ✓ Assist and administer land use reviews in conjunction with the Pease Development Authority.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #3:</p> <p>Provide professional service to the public, other departments, and governmental agencies.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Maintain a professional, responsive and service-oriented staff to meet the public's 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.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	



Performance Measures

Zoning Revisions and City Council Referrals Completed

	FY16	FY17	FY18 (Est)
Zoning Ordinance Amendments	7	2 (-71.4%)	4 (+100%)
Zoning Map Revisions	4	1 (-75%)	2 (+100%)
City Council Referrals	12	3 (-75%)	6 (+100%)
Total	22	6 (-72.8%)	12 (+100%)

Applications processed by Planning Department (and percent change from previous year)

	FY16	FY17	FY18 (Est)
Building Permit Applications	449 (+9.5%)	616 (+37.1%)	843 (+36.6%)
Sign Permit Applications	111 (-1.8%)	75 (-32.4%)	66 (-12%)
Historic District Commission			
Applications for Certificates of Approval (Public Hearings)	88 (-17.8%)	55 (-37.5%)	126 (+129.1%)
Applications for Certificates of Approval (Administrative Approvals)	95	113 (+18.9%)	234 (+107.1%)
Board of Adjustment			
Applications/ Petitions	119 (+13.3%)	105 (-11.8%)	114 (+8.6%)
Planning Board			
Site Plan Review	18 (-18.2%)	64 (+255.6%)	78 (+21.9%)
Design Review	1	6 (+500%)	6 (0%)
Preliminary Conceptual Consultation	3	6 (+100%)	6 (0%)
Subdivision / Lot Line Change	18 (+50%)	16 (-11.1%)	16 (0%)
Conditional Use Permits – Wetlands	17 (-19%)	27 (+58.8%)	16 (-40.7%)
Conditional Use Permits – Other		23	13 (-43.5%)
Conservation Commission			
Conditional Use Permits – Wetlands	17 (-19%)	27 (+58.8%)	16 (-40.7%)
State Wetland Permits	20 (+81.8%)	22 (+10%)	22 (0%)
Total	1,252 (+52.9%)	1,155 (-7.7%)	1,556 (+34.7%)



Major Planning Department Projects

	FY16	FY17	FY18 (Est)
West End Vision Plan and Character-Based Zoning	Completed		
Master Plan	Active	Completed	
Wayfinding Program Implementation - Phase 1	Completed		
Wayfinding Program Implementation - Phase 2	Started	Active	Complete
Wayfinding Program Implementation - Phase 3			Start
Middle Street / Lafayette Road Bicycle Route Design and Construction	Active	Active	Complete
NH Seacoast Greenway (Hampton Branch) Rail Trail	Active	Active	Active
Housing Committee Report and Recommendations		Started / Completed	
Complete Street Design Guidelines		Started / Completed	
Maplewood Ave Downtown Complete Street		Started	Active
Historic Properties Climate Change Vulnerability		Started	Complete
Open Space and Recreation Plan			Start
Bicycle and Pedestrian Plan Update			Start/Complete
3-D Modeling Expansion			Start/Complete
North Mill Pond Multi-Use Path and Greenway Design		Start	Active
Elwyn Park Sidewalks Feasibility and Design			Start
Elwyn Road Sidepath Design			Start
US Route 1 Sidepath Design			Start



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PLANNING DEPARTMENT			
NON GRADE 28	E	① DEPUTY CITY MANAGER	90,313
PMA GRADE 18	4F/8G	③ ASSISTANT CITY MANAGER	8,901
PMA GRADE 22	10C/2D	PLANNING DIRECTOR	95,027
PMA GRADE 16	E	PRINCIPAL PLANNER	77,588
PMA GRADE 16	.5F/11.5G	④ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	24,375
PMA GRADE 16	.5C/11.5D	② PRINCIPAL PLANNER	36,895
PMA GRADE 14	E	PLANNER I	70,638
PMA GRADE 11	G	ADMINISTRATIVE ASSISTANT	63,843
PMA GRADE 13	3B/9C	LAND USE COMPLIANCE/ASSISTANT PLANNER	60,220
1386B GRADE 7	6F/6G	ADMINISTRATIVE CLERK	47,695
1386B GRADE 7	6F/6G	ADMINISTRATIVE CLERK	47,695
		EDUCATION STIPENDS	6,362
TOTAL FULL TIME			629,552
MINUTE TAKERS			15,000
TOTAL PART TIME			15,000
TOTAL DEPARTMENT			644,552

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
- ② 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ③ 10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5%
- ④ 30% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER, 20% THE COAKLEY LANDFI



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
PLANNING DEPARTMENT					
01-714-410-51-110-406					
011001	REGULAR SALARIES	576,096	556,646	604,154	629,552
012001	PART TIME SALARIES	13,992	18,172	15,000	15,000
014041	OVERTIME	1,500	622	1,500	1,500
015001	LONGEVITY	2,285	2,285	2,563	2,661
022001	SOCIAL SECURITY	36,825	34,946	38,639	40,220
022501	MEDICARE	8,611	8,174	9,037	9,407
023001	RETIREMENT	64,770	62,524	68,761	72,117
032004	PROF SERVICES-COURT FEES	200	139	200	200
033001	PROF SERVICES-TEMP	6,000	4,047	6,000	6,000
039001	PROFESSIONAL SERVICES	10,000	10,000	10,000	13,600
043027	REPAIRS-OFFICE EQUIPMENT	5,000	5,561	5,000	5,000
053001	ADVERTISING	23,000	20,038	23,000	15,000
054050	TRAINING	1,000	130	1,000	1,000
055050	PRINTING	1,800	5,208	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	2,000	3,325	2,500	2,500
056004	DUES ROCKINGHAM PLAN COMM	14,706	14,905	15,212	15,381
056008	ICLEI DUES	600	600	600	600
057101	TRAVEL AND CONFERENCE	7,000	5,693	7,000	7,000
057102	TRAVEL REIMBURSEMENT	1,600	457	1,600	1,600
061003	MEETING SUPPLIES	100	134	100	200
062001	OFFICE SUPPLIES	4,800	4,279	4,800	4,800
067001	BOOKS & PERIODICALS	1,600	213	1,600	1,600
075001	FURNITURE AND FIXTURES	500	12,372	500	750
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	785,585	772,070	822,166	849,088





Inspection Department

Services Overview

- ✓ Plan Review and Code Consulting
- ✓ Permit Issuance
- ✓ Construction Inspections
- ✓ Construction Completion
- ✓ Code Enforcement



Position Summary Schedule

Positions Full Time	FY17	FY18	FY19
Deputy City Manager	.05	.05	.05
Chief Building Inspector	1	1	1
Assistant Building Inspector	1	1	1
Plumbing Inspector	1	1	1
Electrical Inspector	1	1	1
Administrative Clerk	1	1	1
Total Full Time	5.05	5.05	5.05
Positions Part Time	FY17	FY18	FY19
Administrative Clerk	1	1	1
Total Part Time	1	1	1

Department Budget Comments

The Inspection Department is proposing a budget of \$499,571 for FY19. This represents an increase of \$18,445 or 3.83% from the FY18 budget due to contractual obligations as well as the increase in hours (+68) located for the much needed part time/back up plumbing, and electrical inspectors to provide qualified

inspections during main inspector vacations or extended absences. FY19 estimated total number of permits issued, construction value and permit fees assessed are on track to significantly exceed the numbers from the previous year (see Performance Measures).

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
INSPECTION				
SALARIES	354,131	355,197	365,814	375,104
PART-TIME SALARIES	6,428	11,642	23,363	30,782
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	302	302	616	628
RETIREMENT	39,757	39,724	41,870	42,929
OTHER BENEFITS	27,724	26,820	28,911	31,213
<i>Contractual Obligations</i>	<i>429,842</i>	<i>433,684</i>	<i>462,074</i>	<i>482,156</i>
TRAINING/EDUCATION/CONFERENCES	2,300	2,177	2,300	2,300
CONTRACTED SERVICES	5,000	4,457	6,637	5,000
ADVERTISING	1,000	645	1,000	1,000
PRINTING	2,000	645	2,000	2,000
PROFESSIONAL ORGANIZATION DUES	1,000	315	1,000	1,000
OTHER OPERATING	8,815	4,027	6,115	6,115
<i>Other Operating</i>	<i>20,115</i>	<i>12,267</i>	<i>19,052</i>	<i>17,415</i>
TOTAL	449,957	445,951	481,126	499,571



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

<p>Goal #1:</p> <p><i>Continue/complete the process for adopting the 2015 editions of the International Family of Construction Codes in anticipation of adoption by the State.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Author code amendments, conduct public input sessions and present to City Council new construction codes for adoption. This process will run concurrently with the State adoption of these same model codes.</i> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p><i>Maintain the accuracy and improve efficiency of Inspection Department services.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Increase efficiency of permit application process through utilization of enhanced IT system allowing permits to be applied for, paid for and issued online. Continue to update the website and department handouts to keep the public informed of our procedures and to assist in navigating them through the permit process.</i> ✓ <i>Continue to provide education and guidance to applicants and builders on recent changes to the all applicable model ICC codes Including the International Energy Conservation Code.</i> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #3:</p> <p><i>Work with Planning Department and Fire Prevention staff to evaluate and implement joint operating procedures.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Continue to implement more efficient permit process procedures and forms including the implementation of online permit application process utilizing new permitting software.</i> <p><i>Citywide Goal Addressed: Public Outreach</i></p>



Performance Measures

Total Building Permit Applications Processed
(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)

FY16 – 3,086
FY17 – 3,259
FY18 (Est) – 3,400

Total Construction Value Declared
(Building Permits)

FY16 - \$126,249,200
FY17 - \$134,395,844
FY18 (Est) - \$150,000,000

Total Construction Permit Fees Collected
(All Permits)

FY16 – \$1,060,103
FY17 – \$1,027,194
FY18 (Est.) - \$1,025,000

ISO Code Effectiveness Grading Classification
(Based on a 10 Point Scale with “1” Being the Highest)

FY16 – 4
FY17 – 4
FY18 (Est) - 4



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
INSPECTION DEPARTMENT			
NON GRADE 28	E	① DEPUTY CITY MANAGER	6,947
PMA GRADE 20	E	CHIEF BUILDING INSPECTOR	94,187
PMA GRADE 16	E	ASSISTANT BUILDING INSPECTOR	77,588
PMA GRADE 15	F	PLUMBING INSPECTOR	75,958
PMA GRADE 15	E	ELECTRICAL INSPECTOR	73,926
1386B GRADE 7	E	ADMINISTRATIVE CLERK	46,419
		EDUCATION STIPEND	79
		TOTAL FULL TIME	375,104
1386B GRADE 5	A	INSEPTION CLERK	18,543
		VARIOUS PART TIME INSPECTORS AS NEEDED	<u>12,239</u>
		TOTAL PART TIME	30,782
		TOTAL DEPARTMENT	405,886

① **FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**
 5% INSPECTION, 65% PLANNING, 10% HEALTH DEPARTMENT, 10% WATER, 10% SEWER



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
INSPECTION DEPARTMENT					
01-716-420-51-110-415					
011001	REGULAR SALARIES	354,131	355,197	365,814	375,104
012001	PART TIME SALARIES	6,428	11,642	23,363	30,782
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	302	302	616	628
022001	SOCIAL SECURITY	22,470	21,737	23,431	25,297
022501	MEDICARE	5,254	5,084	5,480	5,916
023001	RETIREMENT	39,757	39,724	41,870	42,929
033001	PROF SERVICES-TEMP	-	-	1,637	-
039001	PROFESSIONAL SERVICES	5,000	4,457	5,000	5,000
039003	PROF/SERVICES-LICENSING	515	740	515	515
043027	REPAIRS-OFFICE EQUIPMENT	200	342	400	400
053001	ADVERTISING	1,000	645	1,000	1,000
054050	TRAINING	500	75	500	500
055050	PRINTING	2,000	645	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	315	1,000	1,000
057101	TRAVEL AND CONFERENCE	1,800	2,102	1,800	1,800
057102	TRAVEL REIMBURSEMENT	3,400	357	500	500
061002	MISCELLANEOUS SUPPLIES	200	435	200	200
062001	OFFICE SUPPLIES	2,000	1,912	2,000	2,000
062002	ENGINEERING SUPPLIES	300	-	300	300
067001	BOOKS & PERIODICALS	1,700	129	1,700	1,700
074001	EQUIPMENT	-	111	-	-
075001	FURNITURE AND FIXTURES	500	-	500	500
Inspection	Total	449,957	445,951	481,126	499,571





Health Department

Services Overview

- ✓ Provide input and direction on community public health and environmental issues
- ✓ Provide Public Health Education
- ✓ Food Service Inspection and Permitting
- ✓ Inspect childcare centers, public & private schools
- ✓ Ensure compliance with food recalls & investigate food borne illness
- ✓ Investigate environmental complaints regarding quality of water, air, soil
- ✓ Communicable disease and emergency response
- ✓ Emergency response planning
- ✓ Investigate insanitary condition complaints

Department Budget Comments

Position Summary Schedule

Positions Full Time	FY17	FY18	FY19
Deputy City Manager	.10	.10	.10
Health Officer	1	1	1
Deputy Health Officer	.4	.4	.4
Total Full Time	1.5	1.5	1.5
Positions Part Time	FY17	FY18	FY19
Health Inspector	1	1	1
Total Part Time	1	1	1



The Health Department's proposed budget for FY19 is \$211,403 representing an increase of \$5,632 or 2.74% from FY18. The net increase is primarily due to costs associated with contractual obligations. The Health Department budget funds 10% of the Deputy City Manager position, a Health Officer, who serves as Department Head, 40% of a Deputy Health Officer position, and a part-time Health Inspector.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT				
SALARIES	127,226	126,971	131,187	134,470
PART-TIME SALARIES	39,629	39,608	39,845	41,427
LONGEVITY	846	845	862	879
RETIREMENT	14,304	14,282	15,027	15,403
OTHER BENEFITS	12,831	12,448	13,150	13,524
<i>Contractual Obligations</i>	<i>194,836</i>	<i>194,155</i>	<i>200,071</i>	<i>205,703</i>
TRAINING/EDUCATION/CONFERENCES	1,000	1,000	3,000	3,000
PRINTING	200	257	200	200
PROFESSIONAL ORGANIZATION DUES	100	130	100	100
OTHER OPERATING	2,400	2,060	2,400	2,400
<i>Other Operating</i>	<i>3,700</i>	<i>3,446</i>	<i>5,700</i>	<i>5,700</i>
TOTAL	198,536	197,601	205,771	211,403



The City's Health Department plays a significant role in environmental and community issues affecting local public health. The Health Officer serves on the Center for Disease Control (CDC)'s Agency for Toxic Substances and Disease Registry (ATSDR)'s Community Assistance Panel, serving in a communication and health study assessment planning role between the Pease community and numerous state, federal and independent resources regarding the PFC contamination in the Pease water supply. Additionally, the Health Officer also serves on the United States Air Force's Restoration Advisory Board regarding aquifer restoration at the former Pease Air Force Base and is also a member of the Commission on the Seacoast Cancer Cluster Investigation which is charged with ensuring local coordination to address emerging health and environmental concerns in the Seacoast.

The Department also works on many issues facing our community including service gaps to our vulnerable populations, and participates in discussions on a state level regarding the potential effects of Medicaid changes to long term support services for these populations, such as residents with developmental disabilities and those requiring nursing home services. The Department also responds to issues concerning the living conditions of the disabled, children and elderly; environmental contamination; and human exposure to environmental hazards.

The Department is responsible for licensing and inspecting over 300 food service establishments ranging from mobile carts and convenience stores to full scale restaurants seating over 500. The Health Department also licenses and inspects the Farmers' Market and numerous year-round festivals and events that draw thousands of visitors. Furthermore, the explosion of applied sustainability principles and locally produced foods has created a rapidly growing and complex novel foods industry that requires the application of numerous federal and state regulations, and food safety practices and processes far beyond the traditional role of food-service inspections.

The Health Department has primary responsibility for oversight of two Emergency Support Functions (ESFs) in the Local Emergency Operations Plan (LEOP): local sheltering under ESF #6 which includes pet sheltering, and ESF #11 – Agriculture and Natural Resources.

Education and training in multiple scientific disciplines are vital for department staff to meet the growing complexity and demands of food protection, public health, environmental health and emergency response planning on a local level, particularly with diminishing state and federal resources. Department staff must remain competent and prepared to respond to increasingly sophisticated routine duties as well as City and regional outbreaks, exposures and disasters. Environmental challenges such as climate change, emerging pathogens and emerging contaminants, as well as changing demographics play an ever increasing role in our understanding of public health and population protection.

Programs and Services

Environmental Health-

- Participate in response to public health crises.
- Inspect food service operations and conduct consultations for prospective new establishments.
- Review and approve food service floor plans and issue food service permits.
- Evaluate, permit and ensure compliance with Special Processes operations.
- Investigate complaints related to failed septic systems, sewer back-ups and improperly disposed trash.
- Respond to fires and injuries in restaurants and in other food service establishments.
- Inspect in-home daycares and daycare centers, residential care facilities, nursery schools, and foster homes.
- Inspect public and private schools, and adult entertainment venues.
- Ensure compliance with state and federal food recalls, including proper removal of recall items by stores.
- Advocate for our underserved and vulnerable populations.



- 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, and asbestos.
- Monitor vector borne diseases and respond if appropriate.
- Participate in emergency and pandemic planning and response.
- Respond to communicable disease outbreaks in conjunction with the State of NH DHHS.
- Respond to complaints regarding pests of public health significance and insanitary living conditions.
- Participate in Community Recovery planning and response.
- Participate in regional sheltering and plan for local sheltering, and agricultural and natural resources.
- Provide technical assistance.
- Communicate public health risks.
- Refer vulnerable residents and others to appropriate services.
- Participate in community health issues response.

Goals and Objectives

<p>Goal #1:</p> <p><i>Protect and promote food safety through food service inspection of establishments and enforcement of local, state and federal food safety regulations and through education.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Conduct regular inspections of all permanent and temporary food establishments utilizing an electronic documentation system to increase efficiency and ease of reporting.</i> ✓ <i>Respond to food borne illnesses and outbreaks as reported by the NH DHHS, Communicable Disease and Control Bureau and public complaints related to local food service establishments.</i> ✓ <i>Offer food safety education to local food service workers.</i> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p><i>Ensure public health and safety by monitoring and addressing potential public health hazards.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Respond to and investigate public complaints related to potential public health hazards, including environmental and water quality hazards and communicable diseases.</i> ✓ <i>Respond to notifications by governmental agencies and regulators that a public health issue exists.</i> <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>

Performance Measures

Annual Food Service Permits
 (Excludes summer and temporary events)
 FY16 – 315
 FY17 – 318
 FY18 (Est) – 320



FY19 BUDGETED POSITION AND SALARY DETAIL

	<u>POSITION</u>	<u>SALARY</u>
HEALTH DEPARTMENT		
NON GRADE 28	E ① DEPUTY CITY MANAGER	13,894
PMA GRADE 18	F HEALTH OFFICER	87,837
PMA GRADE 15	F ② DEPUTY HEALTH OFFICER	30,383
	EDUCATION STIPENDS	2,356
	TOTAL FULL TIME	134,470
PMA GRADE 15	A HEALTH INSPECTOR	40,642
	EDUCATION STIPENDS	785
	TOTAL PART TIME	41,427
	TOTAL DEPARTMENT	175,112

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
- ② 60% SEWER, 40% HEALTH



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT					
01-790-430-51-110-435					
011001	REGULAR SALARIES	127,226	126,971	131,187	134,470
012001	PART TIME SALARIES	39,629	39,608	39,845	41,427
015001	LONGEVITY	846	845	862	879
022001	SOCIAL SECURITY	10,398	10,088	10,657	10,960
022501	MEDICARE	2,433	2,359	2,493	2,564
023001	RETIREMENT	14,304	14,282	15,027	15,403
043018	REPAIRS-EQUIPMENT	250	-	250	250
055050	PRINTING	200	257	200	200
056001	DUES PROFESSIONAL ORGANIZ	100	130	100	100
057101	TRAVEL AND CONFERENCE	1,000	1,000	3,000	3,000
057102	TRAVEL REIMBURSEMENT	1,400	1,000	1,400	1,400
062001	OFFICE SUPPLIES	200	271	200	200
067001	BOOKS & PERIODICALS	-	-	-	-
074001	EQUIPMENT	550	789	550	550
HEALTH	TOTAL	198,536	197,601	205,771	211,403

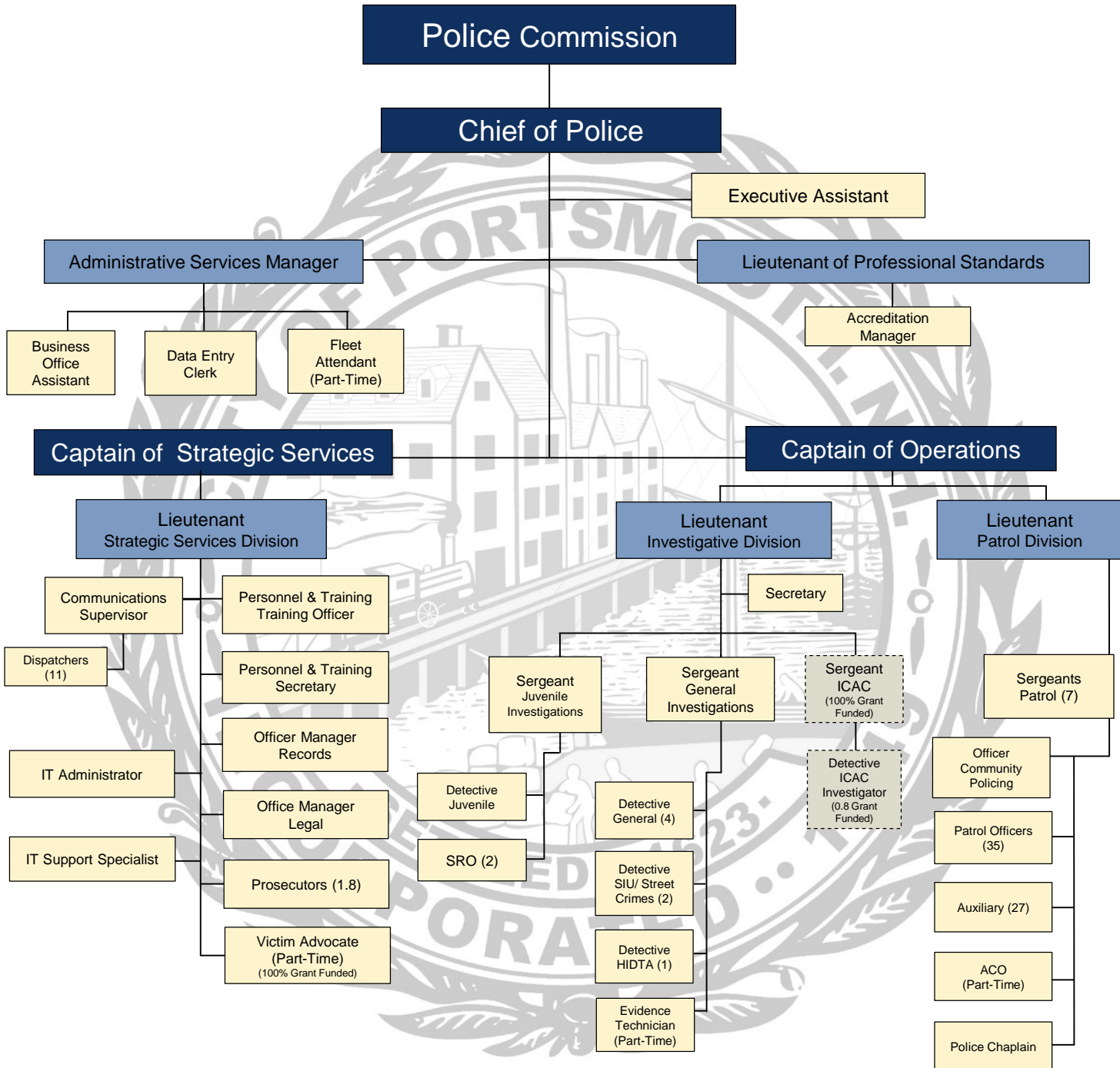




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Police Department



Mission

The Portsmouth Police Department actively works in partnership with the community to protect, prevent crime and respectfully, justly and compassionately help all people.

Community – Commitment - Compassion



Police Department

Services Overview

- ✓ Crime Prevention
- ✓ Community Safety
- ✓ Emergency Communications Center
- ✓ Records



Officer rewarding child for wearing bicycle helmet

Department Budget Comments

The Police Department's FY19 requested budget is \$11,329,185; an increase of \$404,024 or 3.7% over FY18.

The City Manager's recommended budget represents a reduction of \$48,956 from the Department's requested budget.

The Department's requested budget comprises increases associated with contractual salary and benefit obligations, fine-tuning of the rank structure after the 2016 restructuring, an increase in other operating to include training, service maintenance agreements, equipment replacement, and a reduction from \$80,000 to \$60,000 of Parking & Transportation Special Revenue Funds.

Contractual Obligations:	\$333,534	3.05%
Rank Structure Adjustment	\$ 16,040	0.15%
Other Operating:	\$ 34,450	0.32%
Parking Funds Reduction	\$ 20,000	0.18%
Sub-Total	\$404,024	3.70%

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Chief	1	1	1
Deputy Chief	0	0	0
Captain	1	1	2
Lieutenants	4	4	5
Sergeants *	12	12	10
Officers **	46	48	48
Communications Manager	1	0	0
Communications Supervisor	0	1	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Administrative Manager	1	1	1
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Dispatchers	11	11	11
Office Manager – Records	1	1	1
Crime Analyst	0	0	0
Animal Control Officer	0	0	0
Sr. Secretary	1	1	1
Legal Secretary/ Paralegal	2	2	2
Secretary	0	0	0
Information Systems Support Assist.	0	1	1
Witness Advocate	0	0	0
Accounting Clerk ^	1	1	1
Total Full Time	86	89	89
<u>Positions Part Time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Witness Advocate ***	1	1	1
Youth Advocate	0	0	0
Animal Control Officer	1	1	1
Auto Maintenance	1	1	1
Evidence Technician	1	1	1
Secretary	0	0	0
Data Entry Clerk	0	0	0
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On call	On call	On call
Total Part Time	31	31	31

- * 1 Sergeant – 100% Grant Funded
- ** 1 Detective – 80% Grant Funded
- ** 1 Detective SRO budgeted partially in Police & School
- ** 1 Officer budgeted partially in Police & Parking & Transportation Special Revenue Fund
- *** 1 PT Victim Advocate – 100% Grant Funded



Budget Summary of Expenditures

	FY17	FY17	FY18	FY19	FY19
	BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED
POLICE DEPARTMENT					
SALARIES - UNIFORM	3,934,140	3,704,459	4,100,871	4,307,348	4,307,348
SALARIES - CIVILIAN	1,184,183	1,035,355	1,250,007	1,319,499	1,319,499
SHIFT DIFFERENTIAL	31,798	24,464	38,860	39,637	39,637
PART-TIME SALARIES	117,103	253,862	120,856	119,647	119,647
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600
OVERTIME	523,423	592,280	532,073	542,632	542,632
HOLIDAY	169,559	170,586	176,873	186,288	186,288
LONGEVITY	34,232	33,894	37,920	41,285	41,285
SPECIAL DETAIL / EDUCATION STIPEND	181,947	171,670	151,456	124,020	124,020
RETIREMENT	1,412,088	1,335,526	1,614,868	1,684,446	1,684,446
HEALTH INSURANCE	1,560,866	1,560,866	1,643,982	1,658,908	1,658,908
DENTAL INSURANCE	94,842	80,385	90,520	91,689	91,689
INSURANCE REIMBURSEMENT	10,222	11,444	14,000	12,000	12,000
LEAVE AT TERMINATION	155,203	155,203	155,203	130,203	130,203
LIFE AND DISABILITY	6,604	4,816	6,762	5,949	5,949
WORKERS' COMPENSATION	187,175	187,175	193,944	204,441	204,441
OTHER BENEFITS	237,745	220,115	249,277	259,046	259,046
POLICE SERVICES-PARKING FUND	(80,000)	(80,000)	(80,000)	(60,000)	(60,000)
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-	-
<i>Contractual Obligations</i>	9,764,730	9,425,701	10,301,072	10,670,638	10,670,638
TRAINING/EDUCATION/CONFERENCES	67,445	77,872	73,469	78,669	78,669
GASOLINE	100,000	53,247	54,208	55,759	55,759
CONTRACTED SERVICES	30,731	43,299	36,652	37,701	37,701
ADVERTISING	2,784	3,331	2,867	3,450	3,450
PRINTING	5,489	6,826	5,654	5,816	5,816
PROFESSIONAL ORGANIZATION DUES	19,383	8,598	19,966	16,526	16,526
OTHER OPERATING	392,285	526,677	431,273	460,626	460,626
<i>Other Operating</i>	618,117	719,851	624,089	658,547	658,547
CITY MANAGER RECOMMENDED REDUCTION					(48,956)
TOTAL	10,382,847	10,145,552	10,925,161	11,329,185	11,280,229

The major increase in contractual obligations impacting the FY19 budget includes the 2% COLA, an increase of \$168,048 (1.54%). In addition, the FY19 salary and benefits lines include the full-year cost of the two officers approved and budgeted as mid-FY18 hires, causing an additional \$70,213 (0.64%) cost in FY19. The Other Operating increase of \$34,450 (.32%) reflects the addition of a new service maintenance agreement, and modest increases in equipment replacement, training, gasoline, and general price increases on goods and services.

This presented budget is net of Federal and State Grants, \$49,225 funded by the Portsmouth School Department for a portion of a School Resource Officer (SRO) and \$60,000 funded in Parking and Transportation special revenue fund for parking relating policing.

The Department is also requesting the addition of the following positions for consideration that are currently not included in the 3.7% budget numbers provided. Workload and CALEA (Commission on Accreditation for Law Enforcement Agencies) standards are the driving force for these additional requests and would add an additional 2.27% to the above budget.

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



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.
- Citizens Police Academy – Brings citizens closer to their police departments, provides a greater understanding of the role of the Police Officer in the community, provides a forum to address community concerns direct to the Police Departments, expands the participants understanding of the laws and police procedure, and increases the public awareness of crime prevention techniques.
- 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 38,000 and 45,000 computer-aided dispatch calls annually.
- Dispatches police, fire and EMS and the Department of the Public Works for the City.

Records

- Maintains the storage and retrieval of confidential case information
- Prepares the release of information to the media and the public.

Goals and Objectives

The department goals and objectives include a status code as follows:
P – Planning Stage, **A** – Action Stage, **E** – Evaluation Stage, **T** – Target Date for Completion

PATROL

Goal #1: Enhanced policing services	Objective: Increase directed patrol activities to tackle quality of life issues such as noise, disorderly conducts, etc. with an emphasis on the downtown area	A	T Ongoing
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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)	PA	T FY19
	Objective: Establish protocols/standard operating procedures that meet CALEA standards	A	T Onsite eval May 2019
	Objective: Develop additional "Walk With a Cop" and Cops with Kids, for example, to engage with the public and provide opportunities to communicate one-on-one.	P	T FY19
Goal #3: Increase presence in downtown area	Objective: Evaluate establishing a sub-station in the downtown area	P	T FY19
Goal #4: Improve and increase traffic and safety initiatives.	Objective: Secure grant funding for targeted traffic issues	A	T Ongoing
	Objective: Maintain focus on speeding issues throughout the city to mitigate them	A	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 FY17 Will be ongoing
	Objective: Expand the abilities and cost savings to the department by investing in "Train the Trainer" initiatives to increase the ability of in-house trainers training staff vs. outside vendors	P	T FY19
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	T 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 FY19
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	T FY19
Goal #4: Resolve unsolved homicides	Objective: Engage other agencies, experts, and temporary staff to resolve the investigations of seven homicide victims	A	T Ongoing
Goal #5: Advanced evidence storage and property processing	Objective: Implement recommendations provided after the FY18 audit of the evidence storage area and review of CALEA requirements	A	T FY19
	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	A	T FY19
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 FY19
Goal #7: Staffing succession plan for computer crimes investigations	Objective: Execute the 2-yr training process.	A	T Ongoing
OPERATIONS SUPPORT (P&T, IT, Communications, Prosecution, Records)			
Personnel & Training			
Goal #1: To have no vacant positions	Objective: Backfill current vacancies from resignations, retirements, promotions (Dispatchers, Officers, Aux Officers)	A	T Ongoing



Goal #2 Recruitment of Quality Candidates	Objective: Prepare strategy to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally.	P	T FY19
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	P/A	T FY19
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A	T Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A	T Ongoing
Information Technology & Communications			
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth	A	T FY19
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.	P/A	T FY19
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T FY19
Goal #3: Improve dispatch operations	Objective: Increase training opportunities for staff to include CRASE training, APCO classes, and attainment of certifications	A	T FY19
Goal #4: Improve IT redundancies for mission critical components.	Objective: Complete PPD specific manuals/tutorials/training guides for IT cross-training.	A	T FY19
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	P/A	T FY19
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	P/A	T FY19
	Objective: Create electronic fillable forms for website	A	T FY19
ADMINISTRATION			
Goal #1: Make a strategic plan to meet the needs of the community and the department	Objective: Define detailed scope / direction and establish measures for a 5-year plan	A	T FY18
	Objective: Implement strategic plan (5yr-2018-23)	A	T FY18-23
Goal #2: Attain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete self-assessment	A	T FY17- FY19
	Objective: Complete on-site assessment	P	T FY19
	Objective: Attain positive commission review & certification decision	P	T FY19



	Objective: Maintain compliance and reaccreditation	P	T ongoing
Goal #3: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY19
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY19
	Objective: Prepare a presentation for council/public	P	T FY19
Goal #4: Improve data driven policing strategies	Objective: Restore Crime Analyst position to complete in-depth analysis to assist investigations, strategic planning, and patrolling	P	T FY19
Goal #5: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY18-19
Goal #6: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into Pentamation	P	T FY19
Police Department Goals Address Citywide Goal: A Welcoming, Safe and Diverse Community			

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)	FY17 Budget	FY18 Budget	FY19 Budget
Internet Crimes Against Children ^^	171,191	192,543	196,804
Victim Witness Advocate^	30,000	30,000	30,000
School Resource Officer*	40,000	40,000	49,225
Patrol Officer**	80,000	80,000	60,000
Police Prosecutor	0	0	0
TOTAL	321,191	342,543	336,029

Staffing	FY17 Budget	FY18 Budget	FY19 Budget
Administration			
Victim Witness Advocate^	.563	.541	.54
Bureau of Investigative Services			
Sergeant-ICAC^^	1.00	1.00	1.0
Detective-ICAC^^	0.80	0.80	.80
Detective-SRO* (approx. FTE)	0.50	.50	.50
Patrol Division			
Officer** (approx. FTE)	1.0	1.0	.75
Prosecutor***	0	0	0
TOTAL	3.86	3.84	3.59

^ VAWA-Grant Funds

^^ ICAC-Grant Funds

* Budgeted partially in Police & School

** Budgeted in Parking & Transportation

*** In FY17, no longer filled by sworn officer



Performance Measures

Arrests – Group A			Arrests – Group B		
	2016	2017		2016	2017
Homicide	0	0	Bad Checks	9	17
Kidnapping	3	7	Curfew/ Loitering/ Vagrancy	3	1
Forcible/ Non-Forcible Sex Offenses	32	20	Disorderly Conduct	55	52
Robbery	5	6	Driving Under the Influence	60	74
Aggravated Assaults	16	24	Drunkenness	156	166
Simple Assaults/ Intimidation	292	308	Family Offenses, Nonviolent	12	12
Arson	6	3	Liquor Law Violations	28	22
Extortion / Blackmail	0	0	Runaway	20	14
Burglary	29	27	Trespass of Real Property	38	60
Larceny	318	261	All Other Offenses (Except Traffic)	264	334
MV Theft	27	19			
Counterfeiting/ Forgery	21	25	Totals	645	752
Fraud	131	129			
Embezzlement	9	5	Total Arrests Made in Both Groups A & B		
Stolen Property	24	17	Calendar 2016	Calendar 2017	
Damage/ Vandalism	251	208	1,951	2,043	
Drug/ Narcotics	124	218			
Pornography	7	8			
Gambling	0	0			
Prostitution	5	3			
Bribery	0	0			
Weapons Violations	6	3			
Totals	1,306	1,291			

Calls for Service

Calendar 2016	Calendar 2017
42,104	53,094

Total Motor Vehicle Stops

Calendar 2016	Calendar 2017
8,376	12,263



FY19 BUDGETED POSITION AND SALARY DETAIL

POLICE DEPARTMENT	Grade	Job Description	Department Request FY19	
	1	28F TO 28G	CHIEF	142,831
	2	3 TO 4	CAPTAIN	96,832
	3	5 TO 6	LIEUTENANT	90,654
	4	5 TO 6	LIEUTENANT	90,484
	5	5 TO 6	LIEUTENANT - DETECTIVE	90,484
	6	4 TO 5	LIEUTENANT	89,790
	7	7	SERGEANT	84,039
	8	7	SERGEANT	84,039
	9	7	SERGEANT	84,039
	10	7	SERGEANT	84,039
	11	6 TO 7	SERGEANT - DETECTIVE	83,968
	12	6 TO 7	SERGEANT - DETECTIVE - ICAC	83,968
	13	6 TO 7	SERGEANT	83,968
	14	5 TO 6	SERGEANT	82,652
	15	3 TO 4	SERGEANT	80,996
	16	3 TO 4	SERGEANT	80,996
	17	3 TO 4	SERGEANT	80,996
	18	2 TO 3	SERGEANT - DETECTIVE	80,713
	19	UNFUNDED	DEPUTY CHIEF	0
	20	UNFUNDED	CAPTAIN	0
			RANK STRUCTURE ADJUSTMENT	11,733
			TOTAL RANKING	1,607,221

* Sgt. Grella 100% ICAC grant funded

1	MASTER IV	DETECTIVE	67,893
2	MASTER IV	DETECTIVE	67,893
3	MASTER IV	DETECTIVE	67,893
4	MASTER IV	DETECTIVE	67,893
5	MASTER IV	DETECTIVE	67,893
6	MASTER IV	PATROL	67,893
7	MASTER IV	PATROL	67,893
8	MASTER IV	DETECTIVE	67,893
9	MASTER IV	PATROL	67,893
10	MASTER IV	PATROL	67,893
11	MASTER IV	PATROL	67,893
12	MASTER III	PATROL	67,418
13	MASTER III	DETECTIVE	65,647
14	MASTER II TO MASTER III	PATROL	64,177
15	MASTER II	PATROL	63,735
16	MASTER II	DETECTIVE	63,735
17	MASTER II	PATROL	63,735
18	MASTER II	DETECTIVE	63,735
19	MASTER I TO MASTER II	DETECTIVE	62,935
20	MASTER I to MASTER II	PATROL	62,935
21	MASTER I	PATROL	62,030
22	MAX II TO MASTER I	PATROL	61,031
23	MAX II TO MASTER I	PATROL	60,323
24	MAX II TO MASTER I	PATROL	60,074
25	MAX II	PATROL	59,866
26	MAX II	PATROL	59,866
27	MAX I TO MAX II	PATROL	59,708
28	MAX I	DETECTIVE	59,708
29	5 TO MAX I	PATROL	57,561
30	5 TO MAX I	PATROL	57,415
31	5 TO MAX I	PATROL	57,415
32	5	PATROL	56,295
33	5	PATROL	56,295
34	5	PATROL	56,295
35	4 TO 5	PATROL	55,656
36	4 TO 5	PATROL	55,521
37	4 TO 5	PATROL	54,515
38	4 TO 5	PATROL	54,515
39	4	PATROL	53,780
40	3 TO 4	PATROL	53,581
41	3 TO 4	PATROL	53,235
42	3 TO 4	PATROL	51,590
43	3 TO 4	PATROL	51,590
44	3 TO 4	PATROL	52,152



FY19 BUDGETED POSITION AND SALARY DETAIL

POLICE DEPARTMENT	Grade	Job Description	Department Request FY19
45	2 TO 3	PATROL	50,104
46	2 TO 3	PATROL	50,752
47	2	PATROL	49,283
48	2	PATROL	49,283
49	UNFUNDED	PATROL	0
50	UNFUNDED	PATROL	0
51	UNFUNDED	PATROL	0
TOTAL NON-RANKING PERSONNEL			2,884,309
FY19 PROJECTED GRANT/EXTERNAL FUNDING			(184,182)
TOTAL SWORN PERSONNEL			4,307,349

* Detective Cashman split between Police and School Department

** Detective Jacques 80% ICAC grant funded

1	8	OFFICE MANAGER - RECORDS	58,999
2	8	IT ADMINISTRATOR	71,885
3	LEAD	DISPATCHER	62,055
4	LEAD	DISPATCHER	62,055
5	13G	EXECUTIVE ASSISTANT	70,324
6	8	DISPATCHER	56,414
7	8	SR. SECRETARY-PERSONNEL	48,817
8	8	DISPATCHER	56,414
9	15E TO 15F	COMMUNICATION SUPERVISOR	74,582
10	8	LEGAL SECRETARY/DETECTIVES	53,977
11	7	DISPATCHER	55,038
12	11E	BUSINESS ASSISTANT	60,916
13	6 TO 7	OFFICE MANAGER - LEGAL	56,621
14	15F - 15G	ADMINISTRATIVE MANAGER	76,887
15	5	DISPATCHER	51,630
16	3	ADMINISTRATIVE CLERK	38,664
17	4 TO 5	DISPATCHER	50,058
18	2 TO 3	DISPATCHER	45,860
19	13C TO 13D	ACCREDITATION MANAGER	61,584
20	4 TO 5	DISPATCHER	50,466
21	3 TO 4	DISPATCHER	49,523
22	LEAD	DISPATCHER	62,055
23	3	INFORMATION SYSTEMS SUPPORT ASSISTANT	44,678
24	UNFUNDED	CRIME ANALYST	0
25	UNFUNDED	IT MANAGER	0
26	UNFUNDED	ANIMAL CONTROL (FT to PT)	0
27	UNFUNDED	VICTIME WITNESS ADVOCATE (FT to PT)	0
28	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
FY19 PROJECTED GRANTS/EXTERNAL FUNDING			0
TOTAL FULL-TIME CIVILIANS			1,319,500
	n/a	PT AUTO MAINTENANCE	24,599
	n/a	EVIDENCE TECH	33,272
	n/a	PT ANIMAL CONTROL OFFICER	17,493
	n/a	WITNESS ADVOCATE (FT to PT FY14)	28,519
	n/a	AUXILIARY POLICE	30,722
	n/a	PT DISPATCHER - On call	13,561
	n/a	PT DATA ENTRY CLERK (PT to FT FY17)	0
	UNFUNDED	FAMILY SERVICES SECRETARY	0
	UNFUNDED	YOUTH ADVOCATE	0
FY19 PT PROJECTED GRANT/EXTERNAL FUNDING			(28,519)
TOTAL PART-TIME CIVILIAN			119,646
TOTAL CIVILIAN PERSONNEL			1,439,146

* PT Victim Advocate 100% grant funded

TOTAL ALL PERSONNEL			5,746,494
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		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
POLICE DEPARTMENT						
01-740-104-00-110-412						
011061	INSURANCE REIMBURSEMENT	7,888	11,444	14,000	12,000	12,000
016001	LEAVE AT TERMINATION	155,203	155,203	155,203	130,203	130,203
021001	INSURANCE-HEALTH	1,560,866	1,560,866	1,643,982	1,658,908	1,658,908
021101	INSURANCE-DENTAL	94,842	80,385	90,520	91,689	91,689
021501	INSURANCE-LIFE	4,532	3,589	4,643	4,143	4,143
021601	INSURANCE-DISABILITY	1,905	1,154	1,952	1,652	1,652
021602	INSURANCE-AD&D	167	72	167	154	154
022001	SOCIAL SECURITY	-	338	-	-	-
022501	MEDICARE	-	166	-	-	-
026002	INSURANCE-WORKERS COMP	187,175	187,175	193,944	204,441	204,441
Police Department Benefits		2,012,578	2,000,392	2,104,411	2,103,190	2,103,190

DETECTIVE DIVISION						
01-740-510-13-110-412						
011001	REGULAR SALARIES	48,894	49,076	50,679	53,977	53,977
011041	SALARIES UNIFORM PERSONNE	787,648	755,101	847,500	878,069	878,069
012001	PART TIME SALARIES	35,377	33,553	32,620	33,272	33,272
014041	OVERTIME	97,534	79,306	99,485	101,474	101,474
014042	O/T-EDUCATION	-	-	-	-	-
015001	LONGEVITY	7,815	8,353	10,568	11,376	11,376
017001	HOLIDAY PREMIUM PAY	36,817	32,440	39,243	41,009	41,009
018034	EDUCATION STIPEND	13,260	9,431	11,784	12,347	12,347
018042	SPECIAL DETAIL	25,584	27,026	28,883	31,220	31,220
022001	SOCIAL SECURITY	5,389	4,973	5,397	5,647	5,647
022501	MEDICARE	16,087	13,911	16,985	17,616	17,616
023001	RETIREMENT	5,523	5,555	5,836	6,217	6,217
023002	RET-POLICE OFFICER	269,774	241,270	319,109	330,738	330,738
034101	PAGERS	-	-	-	-	-
034104	CELLULAR PHONES	1,301	563	1,340	1,378	1,378
034203	COMPUTER/SOFTWARE MAINT	600	650	618	637	637
039001	PROFESSIONAL SERVICES	1,300	3,306	1,339	1,377	1,377
043018	REPAIRS-EQUIPMENT	586	590	604	621	621
054050	TRAINING	4,478	25,983	4,612	4,744	4,744
055050	PRINTING	586	146	604	621	621
056001	DUES PROFESSIONAL ORGANIZ	550	820	567	583	583
057101	TRAVEL AND CONFERENCE	2,500	7,946	2,575	2,649	2,649
061002	MISCELLANEOUS SUPPLIES	2,929	3,464	3,017	3,103	3,103
062001	OFFICE SUPPLIES	1,899	4,145	1,956	2,012	2,012
062004	PHOTO SUPPLIES	-	-	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	1,903	14,065	1,960	2,016	2,016
067001	BOOKS & PERIODICALS	692	618	713	733	733
068001	CLOTHING ALLOWANCE	10,512	8,917	10,817	11,033	11,033
068002	CLOTHING	300	933	309	318	318
074001	EQUIPMENT	2,500	5,104	2,575	2,649	2,649
074003	SOFTWARE	50	200	52	53	53
075001	FURNITURE AND FIXTURES	293	419	302	1,110	1,110
091006	TRANSFER FR SCHOOL	-	(40,000)	-	-	-
BIS		1,382,681	1,297,864	1,502,049	1,558,599	1,558,599

GENERAL PATROL						
01-740-520-15-110-412						
011041	SALARIES UNIFORM PERSONNE	2,691,362	2,651,579	2,780,805	2,946,407	2,946,407
011063	SHIFT DIFFERENTIAL	11,818	11,818	12,054	12,295	12,295
014041	OVERTIME	156,966	190,754	160,105	177,307	177,307
015001	LONGEVITY	15,352	14,677	14,926	16,481	16,481
017001	HOLIDAY PREMIUM PAY	117,819	118,695	122,459	130,236	130,236
018034	EDUCATION STIPEND	44,210	40,884	41,581	44,283	44,283
018042	SPECIAL DETAIL	2,210	2,212	2,256	2,301	2,301
022001	SOCIAL SECURITY	-	-	-	-	-
022501	MEDICARE	44,794	42,155	45,895	48,304	48,304
023001	RETIREMENT	-	-	-	-	-
023002	RET-POLICE OFFICER	814,941	799,786	931,515	980,405	980,405
039001	PROFESSIONAL SERVICES	-	893	-	-	-



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
043018	REPAIRS-EQUIPMENT	1,000	-	1,030	1,059	1,059
054050	TRAINING	7,247	8,271	7,464	7,678	7,678
055050	PRINTING	2,733	2,925	2,815	2,896	2,896
056001	DUES PROFESSIONAL ORGANIZ	400	75	412	424	424
057101	TRAVEL AND CONFERENCE	3,512	2,782	3,617	5,721	5,721
061002	MISCELLANEOUS SUPPLIES	4,275	3,515	4,403	4,529	4,529
061003	MEETING SUPPLIES	-	209	-	-	-
062001	OFFICE SUPPLIES	1,026	3,823	1,057	1,087	1,087
062007	COMPUTER/PRINTER SUPPLIES	1,137	8,396	1,171	1,205	1,205
067001	BOOKS & PERIODICALS	1,000	565	1,030	1,059	1,059
068001	CLOTHING ALLOWANCE	34,569	31,410	37,654	38,405	38,405
068002	CLOTHING	7,736	18,118	7,968	8,196	8,196
074001	EQUIPMENT	9,096	21,596	9,369	16,137	16,137
074003	SOFTWARE	-	2,500	-	-	-
075001	FURNITURE AND FIXTURES	944	-	972	1,000	1,000
091005	TRANSFER FROM PARKING	(80,000)	(80,000)	(80,000)	(60,000)	(60,000)
Patrol		3,894,147	3,897,638	4,110,558	4,387,415	4,387,415

ANIMAL CONTROL
01-740-520-16-110-412

012001	PART TIME SALARIES	16,629	18,442	16,814	17,493	17,493
014041	OVERTIME	334	-	334	341	341
015001	LONGEVITY	-	-	75	100	100
022001	SOCIAL SECURITY	1,094	1,143	1,110	1,153	1,153
022501	MEDICARE	246	267	250	260	260
039001	PROFESSIONAL SERVICES	1,661	1,481	1,711	1,760	1,760
054050	TRAINING	910	512	937	964	964
056001	DUES PROFESSIONAL ORGANIZ	-	40	-	-	-
057101	TRAVEL AND CONFERENCE	-	318	-	-	-
061002	MISCELLANEOUS SUPPLIES	109	205	112	115	115
068001	CLOTHING ALLOWANCE	679	665	678	698	698
068002	CLOTHING	100	152	103	106	106
074001	EQUIPMENT	-	-	-	500	500
Animal Control		21,762	23,225	22,124	23,490	23,490

AUXILIARY
01-740-520-17-110-412

012001	PART TIME SALARIES	29,529	38,208	30,120	30,722	30,722
014041	OVERTIME	-	196	-	-	-
018042	SPECIAL DETAIL	3,750	2,500	3,750	3,750	3,750
022001	SOCIAL SECURITY	2,063	2,512	2,100	2,137	2,137
022501	MEDICARE	483	593	491	500	500
023002	RET-POLICE OFFICER	-	101	-	-	-
054050	TRAINING	1,591	1,500	1,639	1,686	1,686
057101	TRAVEL AND CONFERENCE	-	122	-	-	-
061002	MISCELLANEOUS SUPPLIES	-	1,060	-	-	-
068002	CLOTHING	3,000	3,217	3,090	3,178	3,178
074001	EQUIPMENT	1,115	-	1,148	1,181	1,181
Auxiliary		41,531	50,009	42,338	43,154	43,154

PATROL CANINE
01-740-520-18-110-412

014041	OVERTIME	3,729	8,440	3,804	3,880	3,880
018042	SPECIAL DETAIL	17,646	16,412	18,458	19,164	19,164
022501	MEDICARE	310	346	323	334	334
023002	RET-POLICE OFFICER	5,639	6,556	6,552	6,782	6,782
039001	PROFESSIONAL SERVICES	3,934	1,188	4,052	4,168	4,168
054050	TRAINING	1,000	1,562	1,030	1,059	1,059
056001	DUES PROFESSIONAL ORGANIZ	1,220	120	1,257	1,293	1,293
057101	TRAVEL AND CONFERENCE	-	668	-	-	-
061002	MISCELLANEOUS SUPPLIES	2,039	2,321	2,100	2,660	2,660
062001	OFFICE SUPPLIES	-	63	-	-	-
062004	PHOTO SUPPLIES	-	-	-	-	-
067001	BOOKS & PERIODICALS	233	-	240	247	247
068002	CLOTHING	227	-	234	241	241
074001	EQUIPMENT	140	-	144	148	148
074003	SOFTWARE	111	-	114	118	118
Canine		36,228	37,677	38,308	40,094	40,094



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
EMERGENCY RESPONSE TEAM						
01-740-520-19-110-412						
014041	OVERTIME	20,498	26,058	20,908	21,326	21,326
014042	O/T-EDUCATION	-	-	-	-	-
022001	SOCIAL SECURITY	-	14	-	-	-
022501	MEDICARE	297	362	303	309	309
023001	RETIREMENT	-	29	-	-	-
023002	RET-POLICE OFFICER	5,407	6,806	6,153	6,276	6,276
054050	TRAINING	750	-	773	-	-
056001	DUES PROFESSIONAL ORGANIZ	5,500	5,000	5,665	5,827	5,827
057101	TRAVEL AND CONFERENCE	547	-	563	280	280
068002	CLOTHING	100	264	103	106	106
074001	EQUIPMENT	1,500	4,660	1,545	8,300	8,300
ERT		34,599	43,193	36,013	42,424	42,424
FIELD TRAINING OFFICER						
01-740-520-26-110-412						
014041	OVERTIME	17,386	14,828	17,734	14,088	14,088
014042	O/T-EDUCATION	-	-	-	-	-
022501	MEDICARE	252	206	257	204	204
023002	RET-POLICE OFFICER	4,586	3,912	5,219	4,146	4,146
054050	TRAINING	293	-	302	310	310
057101	TRAVEL AND CONFERENCE	288	-	297	1,000	1,000
061002	MISCELLANEOUS SUPPLIES	176	-	181	186	186
062001	OFFICE SUPPLIES	117	-	121	124	124
067001	BOOKS & PERIODICALS	350	336	361	371	371
FTO		23,448	19,282	24,472	20,429	20,429
EXPLORERS						
01-740-520-27-110-412						
014041	OVERTIME	1,000	-	1,000	1,000	1,000
022501	MEDICARE	15	-	15	15	15
023002	RET-POLICE OFFICER	263	-	294	294	294
EXP		1,278	-	1,309	1,309	1,309
DISPATCH						
01-740-530-00-110-412						
011001	REGULAR SALARIES	634,024	502,188	641,119	676,148	676,148
011061	INSURANCE REIMBURSEMENT	1,167	-	-	-	-
011063	SHIFT DIFFERENTIAL	19,980	12,647	26,806	27,342	27,342
012001	PART TIME SALARIES	6,791	14,927	13,036	13,561	13,561
014041	OVERTIME	71,320	132,504	71,320	72,746	72,746
014042	O/T-EDUCATION	-	-	-	-	-
015001	LONGEVITY	3,750	3,750	4,324	4,742	4,742
018032	TRAINING STIPEND	1,125	3,719	1,148	2,295	2,295
022001	SOCIAL SECURITY	46,256	38,202	47,567	50,009	50,009
022501	MEDICARE	10,710	9,202	11,016	11,583	11,583
023001	RETIREMENT	81,661	71,001	84,976	89,364	89,364
023002	RET-POLICE OFFICER	-	5,054	-	-	-
034101	PAGERS	497	-	512	527	527
034103	TELEPHONE	25,801	25,124	26,575	27,335	27,335
034104	CELLULAR PHONES	21,415	22,102	22,057	22,688	22,688
034203	COMPUTER/SOFTWARE MAINT	42,731	34,593	55,313	61,395	61,395
043012	REPAIRS-COMMUNICATION	1,757	2,380	1,810	1,862	1,862
043018	REPAIRS-EQUIPMENT	5,000	1,135	5,150	5,297	5,297
054050	TRAINING	3,061	3,070	3,153	3,243	3,243
056001	DUES PROFESSIONAL ORGANIZ	158	92	163	1,157	1,157
057101	TRAVEL AND CONFERENCE	2,557	2,434	2,634	3,209	3,209
061002	MISCELLANEOUS SUPPLIES	1,170	264	1,205	1,240	1,240
061003	MEETING SUPPLIES	342	-	352	362	362
062001	OFFICE SUPPLIES	490	531	505	519	519
062006	MOTOROLA POTABLE BATTERIE	3,689	624	3,800	8,908	8,908



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
062007	COMPUTER/PRINTER SUPPLIES	1,386	2,382	1,428	1,468	1,468
067001	BOOKS & PERIODICALS	546	29	562	578	578
068001	CLOTHING ALLOWANCE	7,460	5,320	7,461	7,764	7,764
068002	CLOTHING	568	1,626	585	602	602
074001	EQUIPMENT	3,105	21,647	3,198	3,290	3,290
074003	SOFTWARE	-	-	-	-	-
075001	FURNITURE AND FIXTURES	2,122	-	2,186	2,248	2,248
TOTAL		1,000,639	916,549	1,039,961	1,101,482	1,101,482

**ADMINISTRATION
01-740-610-00-110-412**

011001	REGULAR SALARIES	330,458	309,592	348,319	364,996	364,996
011041	SALARIES UNIFORM PERSONNE	314,650	181,799	324,591	330,147	330,147
011061	INSURANCE REIMBURSEMENT	1,167	-	-	-	-
012001	PART TIME SALARIES	28,777	148,732	28,266	24,599	24,599
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600
014041	OVERTIME	65,834	42,535	66,887	58,225	58,225
015001	LONGEVITY	3,677	3,619	4,273	4,569	4,569
017001	HOLIDAY PREMIUM PAY	8,709	14,446	8,624	8,290	8,290
018034	EDUCATION STIPEND	4,550	2,133	3,662	3,735	3,735
018030	STIPEND	65,900	63,650	35,400	-	-
018042	SPECIAL DETAIL	86	-	-	-	-
022001	SOCIAL SECURITY	23,571	28,810	24,824	25,497	25,497
022501	MEDICARE	11,090	11,093	11,487	11,631	11,631
023001	RETIREMENT	38,815	35,730	41,819	43,534	43,534
023002	RET-POLICE OFFICER	102,517	81,329	115,317	115,047	115,047
025001	UNEMPLOYMENT COMPENSATION	444	-	-	-	-
034203	COMPUTER/SOFTWARE MAINT	-	1,040	1,600	1,646	1,646
039001	PROFESSIONAL SERVICES	8,442	18,872	13,695	14,087	14,087
043010	REPAIRS-VEHICLE BY OUTSID	-	32	-	-	-
043018	REPAIRS-EQUIPMENT	607	436	625	643	643
044002	RENTAL OTHER EQUIPMENT	10,235	8,178	10,542	10,844	10,844
053001	ADVERTISING	1,137	589	1,171	1,205	1,205
054050	TRAINING	13,830	6,587	14,245	14,652	14,652
055050	PRINTING	2,170	3,458	2,235	2,299	2,299
056001	DUES PROFESSIONAL ORGANIZ	6,271	1,810	6,459	6,644	6,644
057101	TRAVEL AND CONFERENCE	8,817	10,631	9,082	9,341	9,341
057103	COURT MILEAGE	-	-	-	-	-
061002	MISCELLANEOUS SUPPLIES	4,317	19,660	4,442	4,574	4,574
061003	MEETING SUPPLIES	607	529	625	643	643
062001	OFFICE SUPPLIES	4,184	6,404	4,310	4,433	4,433
062007	COMPUTER/PRINTER SUPPLIES	3,280	7,032	3,378	3,475	3,475
062010	COPYING SUPPLIES	2,275	5,039	2,343	2,410	2,410
062501	POSTAGE	5,981	5,566	6,160	6,337	6,337
063501	GASOLINE	-	-	-	-	-
067001	BOOKS & PERIODICALS	4,979	3,411	5,128	5,275	5,275
068001	CLOTHING ALLOWANCE	2,266	1,752	2,237	2,272	2,272
068002	CLOTHING	-	4,374	-	-	-
069004	CHIEF'S EXPENSE	2,275	2,232	2,343	2,410	2,410
072006	CONSTRUCTION	-	30,000	-	-	-
074001	EQUIPMENT	1,135	1,994	1,169	1,202	1,202
074003	SOFTWARE	-	1,750	-	-	-
075001	FURNITURE AND FIXTURES	2,568	3,133	2,645	2,721	2,721
081031	FEMA REIMBURSEMENT	-	-	-	-	-
Administration		1,089,221	1,071,575	1,111,503	1,090,983	1,090,983

**FLEET MAINTENANCE
01-740-610-06-110-412**

043010	REPAIRS-VEHICLE BY OUTSID	57,934	21,699	59,672	46,379	46,379
063001	TIRES AND BATTERIES	8,744	7,651	9,006	9,264	9,264
063501	GASOLINE	100,000	53,247	54,208	55,759	55,759
066001	VEHICLE REPAIRS	4,093	3,235	4,216	4,336	4,336
066002	VEHICLE OUTFIT	13,486	5,465	13,891	14,288	14,288
Fleet Maintenance		184,257	91,297	140,993	130,026	130,026

**PERSONNEL AND TRAINING
01-740-610-08-110-412**

011001	REGULAR SALARIES	46,401	46,564	46,921	48,817	48,817
011041	SALARIES UNIFORM PERSONNE	140,480	115,969	147,975	152,725	152,725
014041	OVERTIME	10,876	8,376	11,094	9,315	9,315
014042	O/T-EDUCATION	62,481	73,693	63,731	69,005	69,005



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
014067	O/T BACKGROUND INVESTIGAT	10,302	5,910	10,508	8,718	8,718
015001	LONGEVITY	1,938	1,794	1,954	2,117	2,117
017001	HOLIDAY PREMIUM PAY	6,214	5,005	6,547	6,753	6,753
018034	EDUCATION STIPEND	1,500	2,061	2,592	2,624	2,624
018042	SPECIAL DETAIL	2,126	1,643	1,942	2,301	2,301
022001	SOCIAL SECURITY	3,595	2,804	3,643	3,778	3,778
022501	MEDICARE	4,110	3,611	4,263	4,384	4,384
023001	RETIREMENT	5,261	5,392	5,425	5,646	5,646
023002	RET-POLICE OFFICER	62,350	56,123	72,498	74,387	74,387
034203	COMPUTER/SOFTWARE MAINT	1,001	199	3,531	3,632	3,632
039001	PROFESSIONAL SERVICES	4,012	4,064	4,132	4,251	4,251
039009	PROF/SERV-HIRING	7,993	10,544	8,233	8,468	8,468
053001	ADVERTISING	1,647	2,742	1,696	2,245	2,245
054050	TRAINING	11,148	4,147	11,482	11,811	11,811
055050	PRINTING	-	297	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	5,284	441	5,443	598	598
057101	TRAVEL AND CONFERENCE	1,673	1,221	1,723	1,772	1,772
061002	MISCELLANEOUS SUPPLIES	2,500	10,135	2,575	2,649	2,649
061003	MEETING SUPPLIES	236	1,077	243	250	250
062001	OFFICE SUPPLIES	341	1,822	351	361	361
062007	COMPUTER/PRINTER SUPPLIES	730	280	752	773	773
067001	BOOKS & PERIODICALS	1,230	121	1,267	1,303	1,303
068001	CLOTHING ALLOWANCE	1,594	1,658	1,691	1,725	1,725
068002	CLOTHING	1,371	3,597	1,412	1,953	1,953
072006	CONSTRUCTION	-	-	-	-	-
074001	EQUIPMENT	42,329	23,329	43,599	44,846	44,846
074003	SOFTWARE	-	-	-	5,000	5,000
075001	FURNITURE AND FIXTURES	530	3,727	546	562	562
Personnel and Training		441,253	398,345	467,769	482,769	482,769
AUTOMATED INFORMATION SYSTEMS						
01-740-610-10-110-412						
011001	REGULAR SALARIES	68,327	71,659	106,261	116,562	116,562
014041	OVERTIME	1,526	1,009	1,526	1,557	1,557
015001	LONGEVITY	800	800	850	900	900
022001	SOCIAL SECURITY	4,381	4,301	6,735	7,379	7,379
022501	MEDICARE	1,025	1,006	1,575	1,726	1,726
023001	RETIREMENT	8,124	8,206	12,638	13,825	13,825
034203	COMPUTER/SOFTWARE MAINT	47,500	56,362	60,748	62,485	62,485
039001	PROFESSIONAL SERVICES	546	192	562	578	578
043018	REPAIRS-EQUIPMENT	390	-	402	413	413
054050	TRAINING	2,733	-	6,815	7,010	7,010
056001	DUES PROFESSIONAL ORGANIZ	-	240	-	-	-
057101	TRAVEL AND CONFERENCE	56	117	58	1,059	1,059
061002	MISCELLANEOUS SUPPLIES	114	5,078	117	121	121
061003	MEETING SUPPLIES	86	-	89	91	91
062001	OFFICE SUPPLIES	-	99	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	3,404	6,793	3,506	3,606	3,606
067001	BOOKS & PERIODICALS	223	10	230	236	236
074001	EQUIPMENT	-	55,667	-	1,500	1,500
074003	SOFTWARE	1,000	702	1,030	1,559	1,559
075001	FURNITURE AND FIXTURES	-	195	-	-	-
AIS		140,235	212,434	203,142	220,607	220,607
COMMUNITY RELATIONS						
01-740-610-11-110-412						
011041	SALARIES UNIFORM PERSONNE	-	11	-	-	-
014041	OVERTIME	3,000	8,669	3,000	3,000	3,000
022001	SOCIAL SECURITY	-	-	-	-	-
022501	MEDICARE	44	122	44	44	44
023001	RETIREMENT	-	-	-	-	-
023002	RET-POLICE OFFICER	791	2,290	883	883	883
056001	DUES PROFESSIONAL ORGANIZ	-	35	-	-	-
061002	MISCELLANEOUS SUPPLIES	-	-	-	-	-
061003	MEETING SUPPLIES	-	16	-	-	-
CR		3,835	11,142	3,927	3,927	3,927



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 DEPARTMENT REQUEST	FY19 CITY MANAGER RECOMMENDED
RECORDS DIVISION						
01-740-610-12-110-412						
011001	REGULAR SALARIES	56,079	56,277	56,708	58,999	58,999
014041	OVERTIME	637	-	637	650	650
015001	LONGEVITY	900	900	950	1,000	1,000
022001	SOCIAL SECURITY	3,573	3,451	3,614	3,760	3,760
022501	MEDICARE	836	807	845	879	879
023001	RETIREMENT	6,436	6,387	6,634	6,902	6,902
034203	COMPUTER/SOFTWARE MAINT	552	-	569	585	585
039001	PROFESSIONAL SERVICES	2,843	2,690	2,928	3,012	3,012
043018	REPAIRS-EQUIPMENT	454	-	468	481	481
054050	TRAINING	454	-	468	481	481
055050	PRINTING	-	29	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-	-
057101	TRAVEL AND CONFERENCE	-	-	-	-	-
061002	MISCELLANEOUS SUPPLIES	686	71	707	227	227
062001	OFFICE SUPPLIES	454	830	468	985	985
062007	COMPUTER/PRINTER SUPPLIES	1,137	3,479	1,171	1,205	1,205
067001	BOOKS & PERIODICALS	114	10	117	121	121
075001	FURNITURE AND FIXTURES	-	-	-	-	-
Records		75,155	74,929	76,284	79,287	79,287
CITY MANAGER RECOMMENDED REDUCTION						(48,956)
POLICE	Total	10,382,847	10,145,552	10,925,161	11,329,185	11,280,229



Fire Department

Board of Fire Commissioners

Fire Chief

Executive Assistant

Secretary
(Part-Time)

Deputy Fire Chief
Operations and
Training

Deputy Fire Chief
Prevention and
Administration

A Shift

B Shift

C Shift

D Shift

Fire Inspector

Station 1
Captain
4 Firefighters

Station 1
Captain
4 Firefighters

Station 1
Captain
4 Firefighters

Station 1
Captain
4 Firefighters

Station 2
Lieutenant
4 Firefighters

Station 2
Lieutenant
4 Firefighters

Station 2
Lieutenant
4 Firefighters

Station 2
Lieutenant
4 Firefighters

Station 3
Lieutenant
3 Firefighters

Station 3
Lieutenant
3 Firefighters

Station 3
Lieutenant
3 Firefighters

Station 3
Lieutenant
3 Firefighters

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
- ✓ Fire Prevention and Inspection
- ✓ Emergency Management



Position Summary Schedule

Positions Full Time	FY17	FY18	FY19
Fire Chief	1	1	1
Assistant Fire Chief	0	0	0
Deputy Fire Chief	2	2	2
Fire Inspector	1	1	1
Executive Assistant	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	17	18	16
Firefighter/ Advanced EMT	21	20	22
Firefighter/ EMT	7	7	7
Total Full Time	62	62	62
Positions Part Time	FY17	FY18	FY19
P/T Secretary	1	1	1
P/T Fire Alarm Inspector	1	1	1
P/T Mechanic	1	1	1
Total Part Time	3	3	3

Department Budget Comments

The FY19 Fire Department requested budget is \$8,966,305, an increase of \$281,218 or 3.24% over FY18. Impacts to the budget include increases in contributions to the health insurance stabilization fund, salary increases associated with contractual obligations (*step and COLA adjustments*), and minor operational cost adjustments. This recommended budget 1) maintains current level of service, staffing, stations, and resources, and 2) ensures training and education for emerging and essential service responsibilities.



Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FIRE DEPARTMENT				
SALARIES	3,574,579	3,529,073	3,650,752	3,710,106
PART-TIME SALARIES	64,741	65,495	61,827	66,045
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	656,000	728,441	666,500	689,500
HOLIDAY	143,060	135,009	137,378	147,688
LONGEVITY	36,495	34,743	38,609	38,085
CERTIFICATION STIPENDS	273,333	257,036	277,547	268,692
RETIREMENT	1,376,849	1,363,109	1,537,354	1,564,945
HEALTH INSURANCE	1,211,661	1,211,661	1,276,243	1,346,054
DENTAL INSURANCE	65,006	64,323	67,006	68,547
INSURANCE REIMBURSEMENT	77,029	72,760	95,147	97,146
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
WORKERS' COMPENSATION	149,607	149,607	175,906	184,460
LIFE AND DISABILITY	23,187	23,317	26,754	27,200
OTHER BENEFITS	113,266	109,448	114,526	116,857
TRANSFER FROM PARKING	-	-	(50,000)	(25,000)
<i>Contractual Obligations</i>	<i>7,838,497</i>	<i>7,817,706</i>	<i>8,149,233</i>	<i>8,374,009</i>
TRAINING/EDUCATION/CONFERENCES	18,000	34,969	21,000	23,000
ELECTRICITY	55,000	40,770	55,000	55,000
NATURAL GAS	34,000	22,287	35,020	36,070
GASOLINE	58,000	29,292	58,000	58,000
CONTRACTED SERVICES	47,325	43,748	46,325	52,325
ADVERTISING	500	761	500	500
PRINTING	250	387	250	250
PROFESSIONAL ORGANIZATION DUES	13,901	13,458	13,901	13,901
OTHER OPERATING	275,425	318,093	305,858	353,250
<i>Other Operating</i>	<i>502,401</i>	<i>503,764</i>	<i>535,854</i>	<i>592,296</i>
TOTAL	8,340,898	8,321,469	8,685,087	8,966,305

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) Zodiac rescue boat, available year round, 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.



Fire Prevention and Inspection-

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, one (1) Fire Inspector. Division also responsible for the City's municipal fire alarm system and supervising the part-time Fire Alarm Superintendent.

Emergency Management-

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.

<u>Goals and Objectives</u>	
<p><i>Goal #1:</i></p> <p>The Department will maintain and strengthen reliable delivery of essential emergency and non-emergency services.</p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> ✓ Arrive on scene within 8 minutes of initial dispatch 90% of the time for all requests for emergency services. ✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city. ✓ Leverage available technology and research opportunities to improve the department's ability to provide essential services.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p><i>Goal #2:</i></p> <p>The Department will promote the safety of employees and the community through comprehensive education and training.</p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> ✓ Encourage employee health, safety, wellness and fitness through education and prevention programs. ✓ Maintain effective training programs and state-of-the-art equipment. ✓ Implement fire prevention and public education initiatives that focus on the City's high risk populations.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	



<p>Goal #3:</p> <p>The Department will minimize the risk of life and property loss through proactive planning, education and enforcement of safe practices.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #4:</p> <p>The Department will provide effective, efficient and customer-centered services.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Promote opportunities to receive honest input and feedback from citizens, business owners and elected officials on operations of the Department. ✓ Respond to 100% of all concerns related to life safety hazards within two (2) business days of receipt. ✓ Maintain 90% customer satisfaction level. ✓ Identify process improvements and implement cost-saving changes.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	

Performance Measure

Response Times (minutes)

<i>Performance</i>	2016	2017
Goal of 8 minutes or less for All Serious Fire Incidents		
90% benchmark	8.3 min	8 min
50% (average)	5.7 min	5.8 min
Goal of 8 minutes or less for All Ambulance Incidents		
90% benchmark	8.9 min	10 min
50% (average)	6.2 min	5 min

Billable Services Collection Rates *80% Mean Collection Rate for Last 3 Years*

	2015	2016	2017
Net Payments	\$891,025	\$945,628	\$899,076
Net Commitments	\$1,000,555	\$1,309,043	\$1,44,348
Collection Rate	89.1%	72.2%	78.6%



Overtime as a Percentage of Total Hours Worked

	FY15	FY16	FY17
Total Hours	154,089	155,256	155,770
OT Hours	17,488	15,936	17,187
% OT / Total	11.4%	10.3%	11.1%

Overview of Activity – Calendar Year 2017

Total Number of Emergency Incidents - 4,904 (up 0.10%)

Fire Related Services - 1,319 (down 5.99%)

Emergency Medical Services - 3,585 (up 2.55%)



FY19 BUDGETED POSITION AND SALARY DETAIL

FIRE DEPARTMENT

<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
G	CHIEF	140,257
F	DEPUTY FIRE CHIEF	106,671
F/G	DEPUTY FIRE CHIEF	108,730
G	EXECUTIVE ASSISTANT	70,324
TOTAL ADMINISTRATION		425,981
F	FIRE OFFICER - CPT	75,856
D/E	FIRE OFFICER - CPT	72,411
F	FIRE OFFICER - CAPT	75,856
F	FIRE OFFICER - CPT	75,856
F	FIRE OFFICER - CPT INSPECTOR	75,856
C	FIRE OFFICER - LT	66,345
C	FIRE OFFICER - LT	66,345
C	FIRE OFFICER - LT	66,345
C	FIRE OFFICER - LT	64,413
C	FIRE OFFICER - LT	66,345
A/B	FIRE OFFICER - LT	62,214
B/C	FIRE OFFICER - LT	62,956
C	FIRE OFFICER - LT	64,413
TOTAL FIRE OFFICERS		895,211
F	FIRE FIGHTER	54,866
A/B	FIRE FIGHTER	43,613
E/F	FIRE FIGHTER	52,235
F	FIRE FIGHTER	53,268
E/F	FIRE FIGHTER	52,114
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	53,268
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
E/F	FIRE FIGHTER	53,105
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
A/B	FIRE FIGHTER	43,569
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
B/C	FIRE FIGHTER	44,775
F	FIRE FIGHTER	53,268
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
B/C	FIRE FIGHTER	44,307
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	53,268



F	FIRE FIGHTER	54,866
B/C	FIRE FIGHTER	46039
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	53,268
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	53,268
F	FIRE FIGHTER	54,866
A/B	FIRE FIGHTER	43,569
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
F	FIRE FIGHTER	54,866
TOTAL FIRE FIGHTERS		2,388,914
	P/T MECHANIC	20,000
	P/T FIRE ALARM	20,000
4 D/E	P/T SECRETARY	26,045
TOTAL PART- TIME		66,045
TOTAL ADMINISTRATION		425,981
TOTAL FIREFIGHTERS & OFFICERS		3,284,125
TOTAL PART-TIME		66,045
TOTAL PERSONNEL		3,776,151



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
FIRE DEPARTMENT					
FIRE FIGHTERS					
01-741-570-00-125-414					
011041	SALARIES UNIFORM PERSONNE	3,173,839	3,127,868	3,235,617	3,284,125
012033	PT SALARIES-VEHICLE MAINT	17,000	19,281	17,000	20,000
012054	PT SALARIES-ALARM MAINT	25,000	21,732	20,000	20,000
014031	O/T EMERGENCY RECALL	120,000	117,670	115,000	120,000
014032	O/T EARNED TIME LV COVERA	440,000	479,608	445,000	455,000
014033	O/T DISABILITY LEAVE COVE	25,000	38,499	25,000	27,000
014034	O/T WORKERS COMP COVERAGE	23,000	29,162	24,000	25,000
014042	O/T-EDUCATION	45,000	61,123	55,000	60,000
015001	LONGEVITY	32,759	31,324	34,887	34,082
017001	HOLIDAY PREMIUM PAY	143,060	135,009	137,378	147,688
018031	CERTIFICATION STIPEND	273,333	257,036	277,547	268,692
021001	INSURANCE-HEALTH	1,107,111	1,107,111	1,166,120	1,229,907
021101	INSURANCE-DENTAL	60,494	58,812	61,494	62,908
021501	INSURANCE-LIFE	7,063	7,046	7,377	7,488
021601	INSURANCE-DISABILITY	13,476	13,666	16,178	16,421
022001	SOCIAL SECURITY	1,550	988	1,240	1,240
022501	MEDICARE	62,286	59,917	63,230	65,197
023003	RET-FIREFIGHTER	1,271,109	1,257,065	1,409,738	1,433,897
036001	PROF SERVICE-CLEANING	15,000	12,423	14,000	14,000
039071	FIRE PREVENTION	3,000	3,004	3,000	3,000
054050	TRAINING	6,000	11,287	6,000	6,000
068001	CLOTHING ALLOWANCE	34,800	34,200	34,800	34,800
068003	PROTECTIVE CLOTHING	25,000	22,159	25,000	25,000
074001	EQUIPMENT	6,000	13,890	6,000	9,000
TOTAL		6,930,880	6,919,880	7,200,606	7,370,445
AMBULANCE					
01-741-580-00-125-414					
039003	PROF/SERVICES-LICENSING	2,500	3,910	2,500	2,500
043015	REPAIRS-FIRE EQUIPMENT	10,000	9,555	10,000	10,000
054050	TRAINING	5,000	21,371	8,000	8,000
061002	MISCELLANEOUS SUPPLIES	20,000	18,939	20,000	22,000
074001	EQUIPMENT	2,000	-	2,000	2,000
Ambulance		39,500	53,775	42,500	44,500
FIRE ADMINISTRATION					
01-741-610-00-125-414					
011001	REGULAR SALARIES	400,740	401,205	415,135	425,981
011061	INSURANCE REIMBURSEMENT	77,029	72,760	95,147	97,146
012001	PART TIME SALARIES	22,741	24,482	24,827	26,045
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	3,000	2,379	2,500	2,500
015001	LONGEVITY	3,736	3,418	3,722	4,003
016001	LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
021001	INSURANCE-HEALTH	104,550	104,550	110,123	116,147
021101	INSURANCE-DENTAL	4,512	5,511	5,512	5,639
021501	INSURANCE-LIFE	911	883	1,002	1,031
021601	INSURANCE-DISABILITY	1,737	1,723	2,197	2,260
022001	SOCIAL SECURITY	5,910	6,011	6,036	6,192
022501	MEDICARE	7,370	6,981	7,870	8,078
023001	RETIREMENT	7,803	7,945	7,951	8,108
023003	RET-FIREFIGHTER	97,937	98,100	119,665	122,940
026002	INSURANCE-WORKERS COMP	149,607	149,607	175,906	184,460
031001	PROF SERVICES-ENERGY CONT	31,325	31,325	31,325	37,325
034103	TELEPHONE	16,000	16,003	19,000	30,000
034104	CELLULAR PHONES	12,000	11,328	14,000	14,000
035001	PROF SERVICE-MEDICAL EXAM	2,500	4,404	2,500	3,000
039070	PROFESSIONAL SERVICES	1,000	-	1,000	1,000
041002	ELECTRICITY	55,000	40,770	55,000	55,000
041101	NATURAL GAS	34,000	22,287	35,020	36,070



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
041205	WATER /SEWER FEES	10,000	10,683	18,000	18,000
043001	REPAIRS-STRUCTURAL	20,000	11,546	20,000	25,000
043012	REPAIRS-COMMUNICATION	7,000	4,600	6,108	9,000
043018	REPAIRS-EQUIPMENT	26,675	13,883	45,000	50,000
043019	REPAIRS-SCBA	7,000	5,471	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	5,000	4,162	5,000	10,000
043024	REPAIRS-VEHICLE	70,000	85,121	70,000	75,000
053001	ADVERTISING	500	761	500	500
054051	EDUCATION	4,000	100	4,000	4,000
055050	PRINTING	250	387	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	2,557	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	3,000	2,211	3,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	18,161	15,000	15,000
061003	MEETING SUPPLIES	300	81	300	300
062001	OFFICE SUPPLIES	5,000	5,362	5,000	5,000
062004	PHOTO SUPPLIES	-	-	-	-
062501	POSTAGE	1,000	1,276	1,000	1,000
063601	DIESEL FUEL	58,000	29,292	58,000	58,000
064001	JANITORIAL SUPPLIES	4,000	4,695	4,000	6,000
067001	BOOKS & PERIODICALS	200	189	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	1,250	166	1,250	1,250
072011	FIRE STATION 3 REHAB	-	42,000	-	-
075001	FURNITURE AND FIXTURES	-	4,645	-	6,000
081031	FEMA REIMBURSEMENT	-	-	-	-
091005	TRANSFER FROM PARKING	-	-	(50,000)	(25,000)
099006	COPIER LEASE	4,000	2,859	4,000	4,000
Fire Administration		1,370,518	1,347,815	1,441,981	1,551,360
CITY MANAGER RECOMMENDED REDUCTION					
FIRE	Total	8,340,898	8,321,469	8,685,087	8,966,305





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 FY19 proposed budget for Emergency Management is \$12,014, this represents no increase over FY18.

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

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT				
OVERTIME	6,000	1,154	6,000	6,000
RETIREMENT	1,750	337	1,914	1,914
OTHER BENEFITS	87	16	100	100
OTHER OPERATING	4,000	2,745	4,000	4,000
TOTAL	11,837	4,252	12,014	12,014

Programs and Services

Organization and Preparedness-

- Serve as coordinating agency for City-wide emergency preparedness for natural and man-made disasters
- Coordinating agency for the Portsmouth Area Emergency Planning Team (PAEPT), a cooperative effort between Portsmouth, Newington, North Hampton, New Castle, Greenland and Rye.
- Organize, administer and attend training sessions designed to fulfill the mission
- Publish and disseminate materials and emergency response plans to appropriate agencies and first responders



Goals and Objectives

<p>Goal #1:</p> <p>Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Assist in maintaining school emergency plans ✓ Maintain the City's Emergency Plan including the All-Hazards Operational Plan and annexes ✓ Develop long-range recovery plans to address natural, technological and terrorism hazards <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p>Insure readiness of the City's Emergency Management team to respond to, coordinate and mitigate emergencies of a magnitude that would require activation of the Emergency Operations Center.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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 <p><i>Citywide Goal Addressed: A Safe, Diverse and Affordable Community</i></p>

Portsmouth Emergency Management Team

Emergency Management Director - John P. Bohenko, City Manager
 Emergency Management Coordinator- Steven E. Achilles, Fire Chief

City Representatives

City Manager's Office - Nancy Colbert Puff
 Fire - Carl Roediger
 Police – Robert Merner
 Public Works - Peter Rice
 Schools - Steve Zadravec
 Human Resources - Dianna Fogarty
 Health - Kim McNamara

Additional Resource Agencies

NH Homeland Security & Emergency Management
 Portsmouth Regional Hospital
 Portsmouth Housing Authority
 American Red Cross
 Community Development Services
 Community Resource Network
 Families First
 Foundation for Seacoast Health
 Pease –NH Air National Guard
 United Way of Greater Seacoast
 Ham Radio Operators
 Police & Fire Departments from Greenland, New Castle, Newington, North Hampton and Rye

Performance Measures

Reviewed and revised both the city's Local Emergency Operation and Hazard Mitigation Plans.



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT					
01-744-590-00-100-416					
014041	OVERTIME	6,000	1,154	6,000	6,000
022501	MEDICARE	87	16	100	100
023003	RET-FIREFIGHTER	1,750	337	1,914	1,914
034103	TELEPHONE	1,000	1,237	1,000	1,000
061002	MISCELLANEOUS SUPPLIES	3,000	1,508	3,000	3,000
062001	OFFICE SUPPLIES	-	-	-	-
EM	Total	11,837	4,252	12,014	12,014

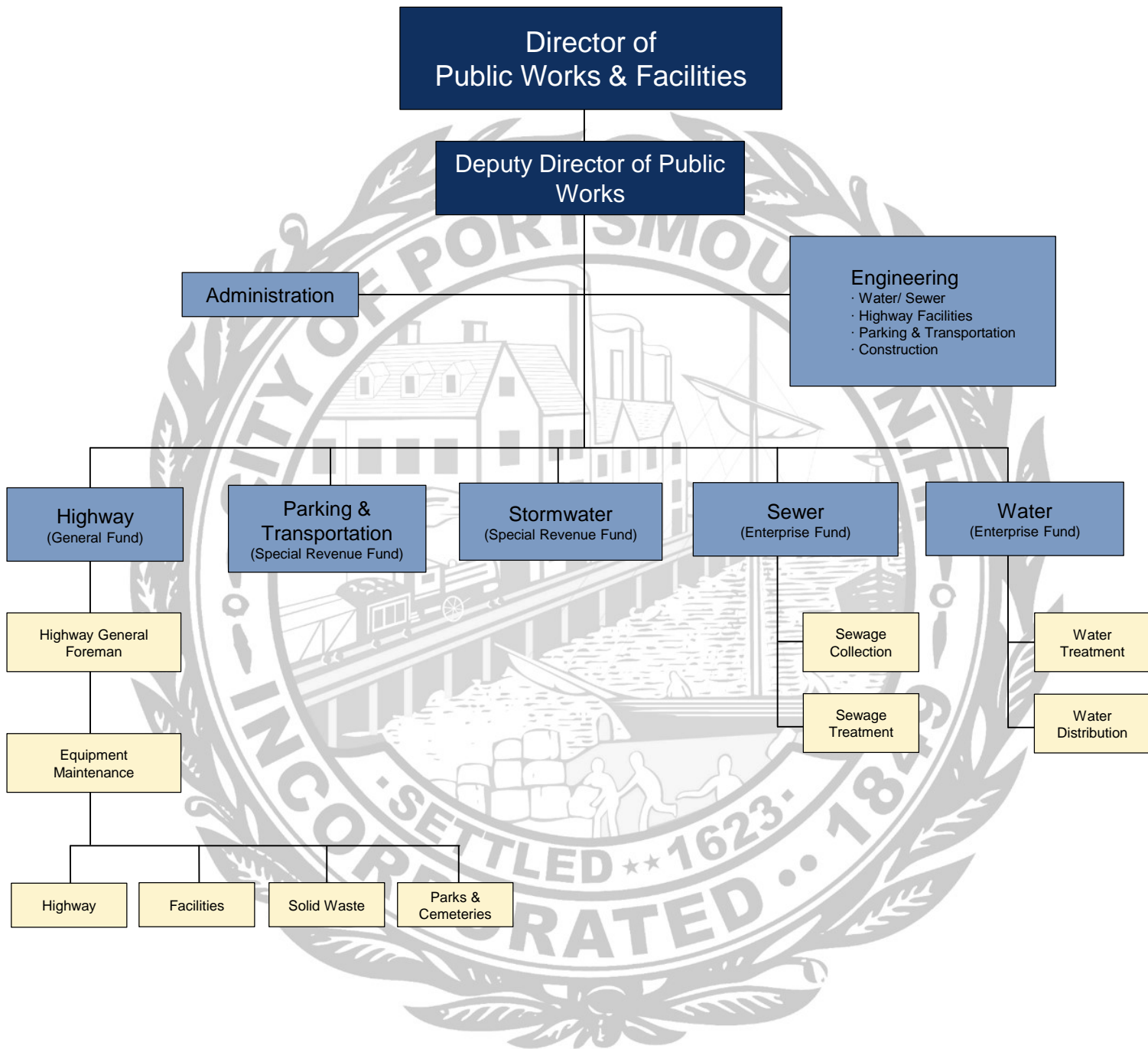




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Public Works Department



Mission

Our mission is to provide municipal Public Works functions for the benefit of our citizens, businesses and visitors in an efficient and cost-effective manner within budgetary appropriations.



Public Works Department

Services Overview

- ✓ Administration
- ✓ Engineering
- ✓ Building Administration
- ✓ Rubbish Removal and Disposal
- ✓ Highway and Street Maintenance
- ✓ Snow Removal
- ✓ Sidewalks
- ✓ Bridge Repairs
- ✓ Equipment Maintenance Facility
- ✓ Tree Program
- ✓ Mosquito Control
- ✓ Parks and Cemeteries

Position Summary Schedule

<u>Positions Full time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Director of Public Works & Facilities	1	1	1
Assistant City Manager	.2	.2	.2
Operations Manager	.25	.25	.25
Public Information Officer	.2	.2	.2
General Foreman	1	1	1
Solid Waste & Sustainability Coord.	1	1	1
Administrative Assistant I	.25	.25	.25
Administrative Clerk	.5	.25	.25
Dispatcher	.25	.25	.25
Special Projects Coordinator	.25	.25	.25
Construction Technician Supervisor	1	1	1
Construction Project Coordinator	1	1	1
Facilities Engineer	.85	1	.25
Facility Foreman	1	1	1
Highway Foreman	1	1	1
Parks and Greenery Foreman	0	0	1
Tree Supervisor	0	0	1
Arborist	1	1	0
Electrician	1	1	1
Utility Mechanic	4	5	5
U/M – Pool Technician	1	1	1
Custodian Lead	2	2	2
Custodian 1	6	6	6
Truck Driver 1	7.3	7.3	6.3
Truck Driver 2	2	2	2
Recycling Truck Driver	1	1	1
Sanitation Laborer	5	5	5
Laborer	13	13	12
Equipment Maintenance Foreman	.3	.3	.3
Equipment Mechanic	1.2	1.2	1.2
Inventory Technician	.3	.3	.3
Equipment Operator 1	1	1	0
Total Full Time	55.85	56.75	54.00
<u>Positions Part Time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Secretary	.25	.25	.25
Number of Part Time positions varies throughout the year.			
Total Part Time	.25	.25	.25

Department Budget Comments

The Public Works Department's proposed budget is \$6,844,223 for FY19. This is an increase of \$209,007 or 3.15% from the FY18 budget.

The net increase of \$209,007 is mainly attributed to:

- Solid waste \$67,925
- Street Maintenance \$65,923
- Parks and Cemeteries \$62,249
- Professional Services \$ 79,955

These increases were offset by a reduction in staffing expenses achieved by allocating staff to appropriate cost centers as well as some savings in facilities operations which resulted in a net savings of \$87,356.

In FY 18 the City Council voted to change the Department's weed control and turf management programs to an organic based program prohibiting the use of synthetic based products. To stay within the 3.25% increase cap, the proposed FY19 Public Works Department budget does not include the total cost of this



directive. The balance of these costs are shown on a separate line item within the General Administration portion of this budget. The combined cost impact of this directive is projected to be \$260,000. If the total cost of this policy directive was included in the Department's budget the overall increase would be approximately 7.0%. In February 2018, the Department received one proposal for non-synthetic chemical weed control program. The proposal to provide organic herbicide weed control was \$160,000 higher than the traditional permitted weed control program. In March the Department received three proposals for organic turf management. The proposals ranged from approximately \$100,000 to \$150,000. The final cost will be established once the proposals have been reviewed for completeness and verified to be in accordance with the proposal document. However, for budgeting purposes the additional cost beyond the Department's current turf management budget to provide organic turf management will be \$100,000. The additional \$260,000 for both organic weed control and turf management has a significant impact on the Public Works budget. If no additional funds are approved, Public Works will be required to curtail the level of service in these program areas.

<u>Budget Summary of Expenditures</u>				
	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
PUBLIC WORKS				
SALARIES	2,587,792	2,640,323	2,745,376	2,698,606
PART-TIME SALARIES	56,608	9,357	42,163	42,280
OVERTIME	328,267	359,448	328,000	322,000
LONGEVITY	18,205	17,284	19,277	17,423
RETIREMENT	330,658	335,607	353,081	346,865
OTHER BENEFITS	230,300	220,957	241,215	237,043
<i>Contractual Obligations</i>	<i>3,551,830</i>	<i>3,582,976</i>	<i>3,729,112</i>	<i>3,664,217</i>
TRAINING/EDUCATION/CONFERENCES	14,000	3,771	18,000	18,000
ELECTRICITY	205,000	174,992	205,000	205,000
NATURAL GAS	110,000	79,084	105,000	105,000
GASOLINE	200,000	125,684	180,000	180,000
CONTRACTED SERVICES	816,501	752,136	886,501	804,076
ADVERTISING	3,000	5,145	3,000	3,000
PRINTING	2,750	205	2,750	2,750
PROFESSIONAL ORGANIZATION DUES	4,000	3,877	4,000	4,000
OTHER OPERATING	1,520,180	1,662,380	1,501,853	1,598,113
TRANSFER TO STORMWATER	-	-	-	260,067
<i>Other Operating</i>	<i>2,875,431</i>	<i>2,807,273</i>	<i>2,906,104</i>	<i>3,180,006</i>
TOTAL	6,427,261	6,390,249	6,635,216	6,844,223

The Public Works Department's FY19 budget reflects our Department's mission to provide municipal services for the benefit of our citizens, businesses and visitors in an environmentally sustainable and cost-effective manner. This budget allows the Department to address the increasingly complex issues and challenges facing the City. This budget continues to address increased facilities maintenance, increased parks greenery and cemetery maintenance, roadway maintenance and improved bicycle and pedestrian facilities. The FY19 Budget includes a number of changes to staffing and programs including the creation of a separate Stormwater Division and the addition of a Parks and Greenery group which includes oversight of Prescott Park.

The Department of Public Works is taking a holistic collaborative approach to solving problems. The Department is using data to balance the delivery of projects, programs, and services that ensures the long-term health and well-being of the City of Portsmouth.

In FY18 the Department continued to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click and 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 and Fix platform gives the Department a metric to measure effectiveness of service provided by our current staffing and resources levels. This data has been used to adjust the Department's tree program and solid waste program to reduce response time and improve service. The data collected via this application will continue to improve operations by giving management a data informed decision making tool to adjust staff and resources as needed to better address changing expectations.



The Department's on-going goals are to improve risk management, invest in sustainability, innovate operations, and improve inter-departmental cooperation. To do this, the Department will continue to strengthen the Public Works Team through staff training and education.

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit goes into effect. To ensure compliance with this new permit the Department has created a new Stormwater Division. This new Division is funded in-part by the General fund by a transfer from Public Works Budget to Stormwater and by a transfer from the Sewer Division budget. This special revenue funded division is discussed in greater detail in its own section of the City's Proposed Annual Budget Book.



Over the last five years the Department has seen an increase in the acreage of streetscape and parks it is responsible for maintaining as well as an increased level of service expected for these areas. These areas include the Memorial Park, the Market Street Gateway, the former Lafayette Road fly-over area, and Prescott Park. To address the increased maintenance and level of service expected for the City's parks and greenery, the Department created a new position, the Parks and Greenery Foreman. This position manages the staff responsible for operation and maintenance of the City's parks, playgrounds, ball fields, cemeteries, street trees, streetscapes, and Prescott Park.

In FY18, the Department began preliminary design of a new recycling facility on the property adjacent to the Department which was recently purchased. This upgrade will improve safety at the transfer station and will allow transfer and consolidation of recycled materials and solid waste. This optimization would allow for greater operational flexibility to adjust to changing recycled materials commodity markets. The project will also include space for a swap shop to allow residents that opportunity to increase recycling further.



In FY18 the Department completed the replacement of the existing high pressure sodium street lights with LED lights. This upgrade will save approximately 494,000 KWH, \$120,000 per year in electricity as well as reduce 360 tons of greenhouse gases. In addition, the City received an energy efficiency rebate of \$100,000.

Department organizational changes have shifted staffing to better fit operational needs. These include the creation of a Trees and Greenery Foremen and the creation of a new Stormwater Division. The overall impact to these organizational changes results in a reduction of 2.75 full-time positions. This reduction was accomplished by allocating the Facilities Engineer's position between the Water, Sewer and Parking Divisions as well as moving staff that are currently working under the direction of the Parking Division to the Parking Division Budget.



Programs and Services

Administration- Provide overall guidance and direction of work tasks and division resources, supervision of outside consultant/contractor work, and development of special projects.

- Supervise all Public Works functions
- Issue Excavation, Flagging, Blasting, and Driveway Permits
- Oversee Accounts Payable/Receivable
- Negotiate and Bid Utilities, Electric, Natural Gas, and Fuels
- Administer Traffic Control Permits

Engineering- Supply engineering services for the design, contract documents, and construction inspection of all City Public Works projects, which includes water, sewer, stormwater, highway, public facilities, and transportation. In addition, provide engineering assistance to other City Departments.

Building Administration- Responsible for cleaning, providing utilities, and maintaining municipal buildings and facilities including the Municipal Complex, Public Works facility, Library, Spinnaker Point, Hanover Parking Garage, and the Indoor and Outdoor pools. In addition, the Department provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 266,268 sq. ft. of buildings as well as provides assistance to Fire, Police, and School on an as needed basis, including:

- Custodial Services
- Carpentry
- Plumbing
- Electrical
- HVAC

Rubbish Removal and Disposal- Collection, transportation, disposal, and processing of residential waste, recyclables and compostables. Curbside collection provided to over 5,000 households as well as drop off collection at the residential Recycling Center on Peverly Hill Road. Approximately 11,000 tons of material is collected annually. Approximately 5,000 tons of the City's waste is landfilled, 2,000 tons are composted, and almost 4,000 tons are recycled.

- Bulky Waste Collection/Disposal
- Yard Waste Collection/Disposal
- Household Hazardous Waste Collection Days
- Curbside Rubbish Collection/Disposal
- Curbside Recycling Collection/Disposal
- Appliances and CFC (freon) Removal
- Electronics Recycling
- Tire/Battery Recycling
- Motor Oil/Cooking Oil Recycling
- Books, clothing, and footwear
- Bicycles
- Food Waste
- Mobility devices (ie. Crutches)



Highway and Street Maintenance- Provide maintenance of approximately 136 miles of City roadways.

- 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 (76) miles of City sidewalks (brick, concrete, asphalt, and stone).



Bridge Repairs- Maintain fourteen (14) 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.

- Larviciding program
- Adulticiding program
- Catch Basin program



Parks and Cemeteries- Provide maintenance for twenty-three (23) playgrounds, parks/ball fields and six (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

<p>Goal #1: To maintain and improve the City's infrastructure, and meet Local, State, and Federal regulations.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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. <p><i>Citywide Goals Addressed: Regulation Adherence and Legislative Development and Bikeable and Walkable City</i></p>
<p>Goal #2: To provide a high level of service in a cost effective and efficient manner for municipal operations.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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. <p><i>Citywide Goals Addressed: A Welcoming, Safe and Diverse Community, Financial Stability, and a Bikeable and Walkable City</i></p>

Performance Measures

Solid Waste Disposal				
	2016	2017	2018 (Estimate)	
Solid Waste Disposal				
Total tonnage collected	11,030 tons	11,320 tons	11,500 tons	
Percentage diverted from landfill	55.2%	55.7%	55.0%	
Curbside Collection of MSW				
Total tonnage collected	4,940 tons	5,004 tons	5,100 tons	
Recycling				
	2016	2017	2018 (Estimate)	
Recycling				
Total tonnage collected	3,987 tons	4,153 tons	4,200 tons	
CO2 emissions prevented through recycling	12,562 metric tons	13,082 metric tons	13,230 metric tons	
Yard Waste/Composting				
Total tonnage collected	2,103 tons	2,162 tons	2,200 tons	



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
<u>ADMINISTRATION</u>			
NON GRADE 26	G	DIRECTOR OF PUBLIC WORKS AND FACILITIES	132,083
PMA GRADE 18	4F/8G	④ ASSISTANT CITY MANAGER	17,802
NON GRADE 16	E	① OPERATIONS MANAGER	19,397
SMA GRADE 15	F	GENERAL FOREMAN	76,339
PMA GRADE 13	E	② PUBLIC INFORMATION OFFICER	13,420
PMA GRADE 9	1.5B/10.5C	① ADMIN ASSIST I	12,484
1386B GRADE 7	6F/6G	① ADMIN CLERK	11,924
1386 GRADE 7	E	① DISPATCHER	11,432
NON GRADE 7	9D/3E	① SPECIAL PROJECT COORDINATOR	12,156
		EDUCATION STIPENDS	1,885
		ON CALL	2,700
		TOTAL ADMINISTRATION	311,622
<u>ENGINEERING</u>			
SMA GRADE 15	F	CONSTRUCTION TECHNICIAN SUPERVISOR	76,339
SMA GRADE 13	10.5D/1.5E	CONSTRUCTION PROJECT COORDINATOR	64,639
		TOTAL ENGINEERING	140,978
<u>PW BUILDINGS</u>			
PMA GRADE 21	B	① FACILITIES ENGINEER	21,383
SMA GRADE 14	G	FACILITY FOREMAN	74,729
1386 GRADE 7	E	UTILITY MECHANIC-POOL TECH	45,730
1386 GRADE 9	F	ELECTRICIAN	51,742
1386 GRADE 8	E	CUSTODIAN LEADMAN	47,993
1386 GRADE 7	E	UTILITY MECHANIC	45,730
1386 GRADE 4	G	CUSTODIAN 1	41,783
1386 GRADE 4	E	CUSTODIAN 1	39,576
1386 GRADE 4	7.5C/4.5D	CUSTODIAN 1	36,595
		ON CALL	2,550
		TOTAL PW BUILDINGS	407,811
<u>CITY HALL</u>			
1386 GRADE 8	G	CUSTODIAN LEADMAN	50,669
1386 GRADE 4	G	CUSTODIAN 1	41,783
1386 GRADE 4	E	CUSTODIAN 1	39,576
1386 GRADE 4	F	CUSTODIAN 1	40,664
		TOTAL CITY HALL	172,692
<u>PW RUBBISH</u>			
PMA GRADE 13	11D/1E	SOLID WASTE SUSTAINABILITY COORDINATOR	64,210
1386 GRADE 7	G	TRUCK DRIVER 2	48,280
1386 GRADE 7	E	TRUCK DRIVER 2	45,730
1386 GRADE 7	G	RECYCLING TRUCK DRIVER	48,280
1386 GRADE 6	E	SANITATION LABORER	43,587
1386 GRADE 6	3.5C/8.5D	SANITATION LABORER	40,964
1386 GRADE 6	E	TRUCK DRIVER 1	43,587
1386 GRADE 6	E	TRUCK DRIVER 1	43,587
1386 GRADE 6	E	SANITATION LABORER	43,587
1386 GRADE 6	E	SANITATION LABORER	43,587
1386 GRADE 6	4.5C/7.5D	SANITATION LABORER	40,801
1386 GRADE 5	F	LABORER	42,678
		TOTAL PW	548,878
<u>STREET MAINTENANCE</u>			
SMA GRADE 14	7B/5C	PARK AND GREENERY FOREMAN	62,470
SMA GRADE 13	7D/5E	HIGHWAY FOREMAN	65,567
SMA GRADE 12	8A/4B	TREE SUPERVISOR	53,830
1386 GRADE 7	E	UTILITY MECHANIC	45,730
1386 GRADE 7	2.5E/9.5F	UTILITY MECHANIC	46,726
1386 GRADE 7	F	UTILITY MECHANIC	46,988
1386 GRADE 7	1.5D/10.5E	UTILITY MECHANIC	45,462
1386 GRADE 6	F	TRUCK DRIVER 1	44,785
1386 GRADE 6	F	TRUCK DRIVER 1	44,785
1386 GRADE 6	F	TRUCK DRIVER 1	44,785
1386 GRADE 6	E	TRUCK DRIVER 1	43,587
1386 GRADE 5	2A/10B	LABORER	35,647
1386 GRADE 5	G	LABORER	43,851
1386 GRADE 5	G	LABORER	43,851
1386 GRADE 5	G	LABORER	43,851



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
1386 GRADE 5	E	LABORER	41,535
1386 GRADE 5	F	LABORER	42,678
1386 GRADE 5	F	LABORER	42,678
1386 GRADE 5	E	LABORER	41,535
1386 GRADE 5	E	LABORER	41,535
1386 GRADE 5	2A/10B	LABORER	35,647
1386 GRADE 5	E	LABORER	41,535
		ON CALL	2,550
		TOTAL PW	1,001,608
EQUIPMENT MAINTENANCE			
SMA GRADE 14	3.5C/8.5D	③ EQUIPMENT MAINTENANCE FOREMAN	19,949
1386 GRADE 9	11.5D/.5E	③ EQUIPMENT MECHANIC	14,429
1386 GRADE 9	E	③ EQUIPMENT MECHANIC	15,107
1386 GRADE 9	G	③ EQUIPMENT MECHANIC	15,949
1386 GRADE 9	E	③ EQUIPMENT MECHANIC	15,107
1386 GRADE 6	G	③ TRUCK DRIVER 1	13,805
1386 GRADE 7	4C/8D	③ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,871
		ON CALL	7,800
		TOTAL PW	115,017
		TOTAL FULL TIME	2,698,606
NON GRADE 4	A	① SECRETARY	5,980
		WINTER LABORERS	10,000
		SEASONAL PART TIME	25,000
		PART TIME NOTE TAKER	1,300
		TOTAL PART TIME	42,280
		TOTAL DEPARTMENT	2,740,886

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 25% PUBLIC WORKS, 25% WATER, 25% SEWER, 25% PARKING
- ② 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
- ③ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ④ 10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
PUBLIC WORKS DEPARTMENT					
ADMINISTRATION					
01-751-610-51-111-419					
011001	REGULAR SALARIES	276,403	271,659	298,295	311,622
012001	PART TIME SALARIES	5,308	2,391	5,863	7,280
014041	OVERTIME	25,008	13,280	25,000	25,000
015001	LONGEVITY	18,205	17,284	19,277	17,423
022001	SOCIAL SECURITY	20,115	17,945	21,603	22,402
022501	MEDICARE	4,700	4,215	5,052	5,239
023001	RETIREMENT	35,624	33,511	38,984	40,290
034103	TELEPHONE	16,500	21,072	16,500	19,000
034104	CELLULAR PHONES	10,000	8,755	10,000	10,000
034206	SOFTWARE-ANNUAL MAINT	9,100	9,397	10,723	10,723
035004	OCCUPATIONAL HEALTH	2,500	2,438	2,500	2,500
043027	REPAIRS-OFFICE EQUIPMENT	1,000	69	1,000	1,000
053001	ADVERTISING	3,000	5,145	3,000	3,000
054050	TRAINING	5,000	2,430	6,000	6,000
055050	PRINTING	2,000	205	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	4,000	3,877	4,000	4,000
057101	TRAVEL AND CONFERENCE	4,000	641	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,000	1,023	1,000	1,000
061001	FIRST AID	1,500	635	1,500	2,500
061003	MEETING SUPPLIES	500	310	500	500
062001	OFFICE SUPPLIES	6,000	4,398	6,000	6,000
062004	PHOTO SUPPLIES	-	-	-	-
062005	PRINTING SUPPLIES	300	232	300	300
062501	POSTAGE	2,000	966	2,000	2,000
067001	BOOKS & PERIODICALS	800	397	800	800
068003	PROTECTIVE CLOTHING	3,156	3,422	3,300	3,300
068022	MATERIALS-SAFETY	1,000	384	1,000	1,000
074003	SOFTWARE	-	300	-	-
075001	FURNITURE AND FIXTURES	-	1,428	-	-
081031	FEMA REIMBURSEMENT	-	-	-	-
099006	COPIER LEASE	2,850	1,766	2,850	2,850
		461,569	429,574	493,047	511,729
ENGINEERING					
01-751-620-51-111-419					
011001	REGULAR SALARIES	127,806	134,929	135,219	140,978
014041	OVERTIME	35,000	15,805	35,000	35,000
022001	SOCIAL SECURITY	10,103	9,117	10,554	10,911
022501	MEDICARE	2,362	2,132	2,468	2,552
023001	RETIREMENT	18,199	16,001	19,371	20,026
031002	PROF SERVICES-ENGINEERING	50,000	83,397	50,000	123,000
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
054050	TRAINING	1,500	-	1,500	1,500
055050	PRINTING	-	-	-	-
056003	DUES SAFETY COUNCIL	-	-	-	-
057101	TRAVEL AND CONFERENCE	500	8	500	500
062001	OFFICE SUPPLIES	-	8	-	100
062002	ENGINEERING SUPPLIES	1,000	262	1,000	1,000
062003	MAPPING SUPPLIES	6,000	3,818	6,000	6,000
068003	PROTECTIVE CLOTHING	250	-	250	250
067001	BOOKS & PERIODICALS	300	35	300	300
		253,020	265,513	262,162	342,117
FACILITIES ADMINISTRATION					
01-751-630-51-100-407					
011001	REGULAR SALARIES	431,097	448,118	463,978	407,811
014041	OVERTIME	40,087	31,462	40,000	40,000
022001	SOCIAL SECURITY	29,228	28,473	31,247	27,764
022501	MEDICARE	6,830	6,659	7,308	6,493
023001	RETIREMENT	52,651	53,644	57,352	50,961
031001	PROF SERVICES-ENERGY CONT	168,000	149,900	168,000	150,000
039001	PROFESSIONAL SERVICES	10,000	10,541	5,000	5,000
043001	REPAIRS-STRUCTURAL	500	726	500	500



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
043002	REPAIRS-ELECTRICAL	3,600	-	3,600	3,600
043004	REPAIRS-PLUMBING	500	27	500	500
043005	REPAIRS-HEATING SYSTEM	1,000	-	1,000	1,000
043012	REPAIRS-COMMUNICATION	1,000	-	1,000	1,000
043016	REPAIRS-CLOCK MAINTENANCE	900	-	900	900
061001	FIRST AID	2,500	358	2,500	-
068003	PROTECTIVE CLOTHING	4,625	4,552	4,500	4,500
068004	MATERIALS-MAINTENANCE	500	-	500	500
		753,018	734,460	787,885	700,529

**FACILITIES CITY HALL
01-751-630-51-110-407**

011001	REGULAR SALARIES	159,191	163,945	166,735	172,692
014041	OVERTIME	20,000	11,284	20,000	20,000
022001	SOCIAL SECURITY	11,110	10,171	11,578	11,947
022501	MEDICARE	2,599	2,379	2,708	2,794
023001	RETIREMENT	20,016	19,587	21,250	21,928
041002	ELECTRICITY	165,000	141,037	165,000	165,000
041101	NATURAL GAS	80,000	56,613	80,000	80,000
041205	WATER /SEWER FEES	35,000	26,742	35,000	35,000
043001	REPAIRS-STRUCTURAL	15,000	55,761	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	5,921	10,000	10,000
043004	REPAIRS-PLUMBING	10,000	6,496	10,000	10,000
043005	REPAIRS-HEATING SYSTEM	4,000	1,871	4,000	4,000
043006	REPAIRS-BOILER	6,000	5,321	6,000	6,000
043007	REPAIRS-ELEVATOR	10,000	11,528	10,000	15,000
043008	REPAIRS-AIR CONDITION SYS	3,000	6,450	3,000	3,000
043032	GENERATOR MAINTENANCE	1,000	1,817	1,000	1,000
061001	FIRST AID	-	640	-	-
064001	JANITORIAL SUPPLIES	20,000	15,044	20,000	20,000
068003	PROTECTIVE CLOTHING	625	-	-	-
		572,541	542,608	581,271	593,361

**FACILITIES PUBLIC WORKS
01-751-630-51-111-407**

041002	ELECTRICITY	40,000	33,955	40,000	40,000
041101	NATURAL GAS	30,000	22,471	25,000	25,000
041205	WATER /SEWER FEES	15,000	8,474	15,000	15,000
043001	REPAIRS-STRUCTURAL	10,000	15,319	10,000	10,000
043002	REPAIRS-ELECTRICAL	3,500	2,741	3,500	3,500
043004	REPAIRS-PLUMBING	1,000	782	1,000	1,000
043007	REPAIRS-ELEVATOR	2,000	1,528	2,000	2,000
043032	GENERATOR MAINTENANCE	500	238	500	500
064001	JANITORIAL SUPPLIES	7,500	7,526	7,500	7,500
068016	MATERIALS	10,000	8,480	10,000	10,000
074001	EQUIPMENT	-	-	-	-
		119,500	101,513	114,500	114,500

**FACILITIES LIBRARY
01-751-630-51-112-407**

043001	REPAIRS-STRUCTURAL	10,000	10,560	10,000	10,000
043002	REPAIRS-ELECTRICAL	5,000	2,645	5,000	5,000
043004	REPAIRS-PLUMBING	3,000	2,324	3,000	3,000
043006	REPAIRS-BOILER	6,000	-	6,000	6,000
043007	REPAIRS-ELEVATOR	2,500	1,340	2,500	2,500
043028	MAINTENANCE	20,000	4,291	10,000	10,000
064001	JANITORIAL SUPPLIES	7,000	8,205	7,000	7,000
065001	TREE MAINTENANCE	-	-	-	-
		53,500	29,365	43,500	43,500



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
FACILITIES SPINNAKER POINT					
01-751-630-51-123-407					
039001	PROFESSIONAL SERVICES	60,000	41,531	60,000	25,200
043001	REPAIRS-STRUCTURAL	17,000	9,484	17,000	17,000
043002	REPAIRS-ELECTRICAL	4,000	434	4,000	4,000
043004	REPAIRS-PLUMBING	5,000	2,234	5,000	5,000
043007	REPAIRS-ELEVATOR	4,000	1,421	4,000	4,000
064001	JANITORIAL SUPPLIES	12,500	2,145	10,000	10,000
074001	EQUIPMENT	10,000	-	-	-
		112,500	57,248	100,000	65,200
FACILITIES OUTDOOR POOL					
01-751-630-51-992-407					
043001	REPAIRS-STRUCTURAL	4,000	917	4,000	4,000
043002	REPAIRS-ELECTRICAL	2,000	1,200	2,000	4,000
043004	REPAIRS-PLUMBING	1,000	303	1,000	1,000
043014	REPAIRS-OTHER	1,000	-	1,000	1,000
064001	JANITORIAL SUPPLIES	1,500	1,010	1,500	1,500
068016	MATERIALS	12,500	3,630	2,500	2,500
		22,000	7,061	12,000	14,000
SOLID WASTE					
01-751-640-32-100-426					
011001	REGULAR SALARIES	521,548	541,639	540,119	548,878
014041	OVERTIME	70,000	62,482	70,000	70,000
022001	SOCIAL SECURITY	36,677	35,096	37,827	38,370
022501	MEDICARE	8,577	8,208	8,847	8,974
023001	RETIREMENT	66,076	67,699	69,432	70,428
039400	RECYCLING BY CONTRACT	148,500	105,340	148,500	140,000
041302	MSW DISPOSAL	317,000	324,887	317,000	325,000
041303	YARD WASTE	30,000	20,111	30,000	30,000
041304	BULKY WASTE	-	23,767	-	27,000
041305	HOUSEHOLD HAZARDOUS WASTE	-	-	-	1,000
041306	VEHICLE TIRE DISPOSAL	2,400	816	2,400	2,400
041307	UNIVERSAL WASTE	10,000	20,927	10,000	40,000
043018	REPAIRS-EQUIPMENT	101,000	91,034	101,000	120,000
068003	PROTECTIVE CLOTHING	3,625	1,688	2,000	3,000
068024	RECYCLING SUPPLIES/MATERL	35,000	22,159	35,000	15,000
068036	SOLID WASTE MATERIALS	20,000	23,653	20,000	20,000
		1,370,403	1,349,506	1,392,125	1,460,050
HIGHWAY STREET MAINTENANCE					
01-751-640-41-100-420					
011001	REGULAR SALARIES	584,077	531,593	512,846	554,653
012001	PART TIME SALARIES	10,000	-	10,000	10,000
014041	OVERTIME	35,087	18,955	35,000	35,000
018051	STORM DRAIN MTCE-LABOR	15,000	-	-	-
022001	SOCIAL SECURITY	39,949	32,388	34,586	37,178
022501	MEDICARE	9,338	7,575	8,089	8,695
023001	RETIREMENT	70,834	61,566	62,345	67,103
031002	PROF SERVICES-ENGINEERING	25,000	14,914	25,000	25,000
039075	TRAFFIC LINE MARKING	80,000	40,326	80,000	80,000
039081	ROAD MAINTENANCE	100,000	15,593	100,000	100,000
043003	REPAIRS-TRAFFIC SIGNS	15,000	14,931	15,000	15,000
043033	REPAIRS-BRIDGE	500	6,812	10,000	10,000
043051	MAINTENANCE-STORM DRAINS	20,000	99,219	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	-	1,000	1,000
055050	PRINTING	500	-	500	500
061001	FIRST AID	-	-	-	-
065002	WEED CONTROL	45,000	44,908	45,000	76,160
068003	PROTECTIVE CLOTHING	22,125	15,604	18,000	18,000
068018	MATERIALS-MARKET SQUARE	20,000	18,861	20,000	10,000



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
068020	MATERIALS-ROAD	40,000	38,477	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	20,000	28,106	25,000	25,000
068026	MATERIALS-SIDEWALK	25,000	6,624	25,000	25,000
068027	MATERIALS-BRIDGE	1,000	-	1,000	1,000
074067	LED STREET LIGHTS	-	-	10,000	5,000
		1,179,410	996,452	1,078,366	1,144,289

SNOW REMOVAL
01-751-640-42-100-420

011001	REGULAR SALARIES	65,000	91,104	65,000	65,000
014041	OVERTIME	75,000	187,927	75,000	75,000
018052	WATER/SEWER LABOR	10,000	-	10,000	10,000
022001	SOCIAL SECURITY	9,300	16,604	9,300	9,300
022501	MEDICARE	2,175	3,883	2,175	2,175
023001	RETIREMENT	16,755	31,168	17,070	17,070
039200	SNOW REMOVAL	36,376	156,346	36,376	36,376
043017	REPAIRS-PLOW DAMAGE	1,455	18,081	1,455	1,455
043024	REPAIRS-VEHICLE	21,826	129,853	21,826	21,826
068005	MATERIALS-SAND AND SALT	86,949	235,488	86,949	86,949
072088	EQUIPMENT	-	-	-	-
091002	TRANSFER-PARKING	-	(250,000)	-	-
		324,836	620,455	325,151	325,151

EQUIPMENT MAINTENANCE
01-751-640-45-100-420

011001	REGULAR SALARIES	116,055	88,690	113,487	115,017
011050	ANNUAL TOOL ALLOWANCE	1,400	1,112	1,400	1,400
014041	OVERTIME	10,085	5,712	10,000	10,000
022001	SOCIAL SECURITY	7,910	5,951	7,656	7,751
022501	MEDICARE	1,849	1,392	1,791	1,813
023001	RETIREMENT	14,243	10,902	14,053	14,227
043010	REPAIRS-VEHICLE BY OUTSID	25,000	50,238	25,000	25,000
043018	REPAIRS-EQUIPMENT	10,000	46,280	10,000	15,000
043024	REPAIRS-VEHICLE	120,000	90,186	120,000	120,000
054050	TRAINING	3,000	692	6,000	6,000
061001	FIRST AID	-	83	-	-
063001	TIRES AND BATTERIES	15,000	13,045	20,000	20,000
063501	GASOLINE	200,000	125,684	180,000	180,000
063701	LUBRICANTS	12,000	18,120	12,000	12,000
067001	BOOKS & PERIODICALS	500	355	500	500
068003	PROTECTIVE CLOTHING	4,719	5,622	5,000	5,000
068004	MATERIALS-MAINTENANCE	-	253	-	-
074002	IT-CITY	2,000	650	2,000	2,000
075001	FURNITURE AND FIXTURES	-	-	-	-
		543,761	464,967	528,887	535,708

TREE PROGRAM
01-751-640-46-100-420

011001	REGULAR SALARIES	96,105	124,747	141,534	143,147
014041	OVERTIME	1,000	4,412	1,000	10,000
022001	SOCIAL SECURITY	6,020	7,653	8,837	9,495
022501	MEDICARE	1,408	1,790	2,067	2,221
023001	RETIREMENT	10,847	14,438	16,220	17,428
065001	TREE MAINTENANCE	7,000	12,241	5,000	5,000
068006	MATERIALS-TREE MAINTENANC	7,000	11,653	14,000	25,000
074001	EQUIPMENT	-	-	-	-
		129,380	176,935	188,658	212,291

MOSQUITO CONTROL
01-751-640-47-100-420

065003	LARVICIDING CONTRACT	57,547	57,547	57,547	35,000
065004	ADULTICIDING	28,578	28,545	28,578	42,000
		86,125	86,092	86,125	77,000



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
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PARKS AND CEMETERIES
01-751-640-48-132-420

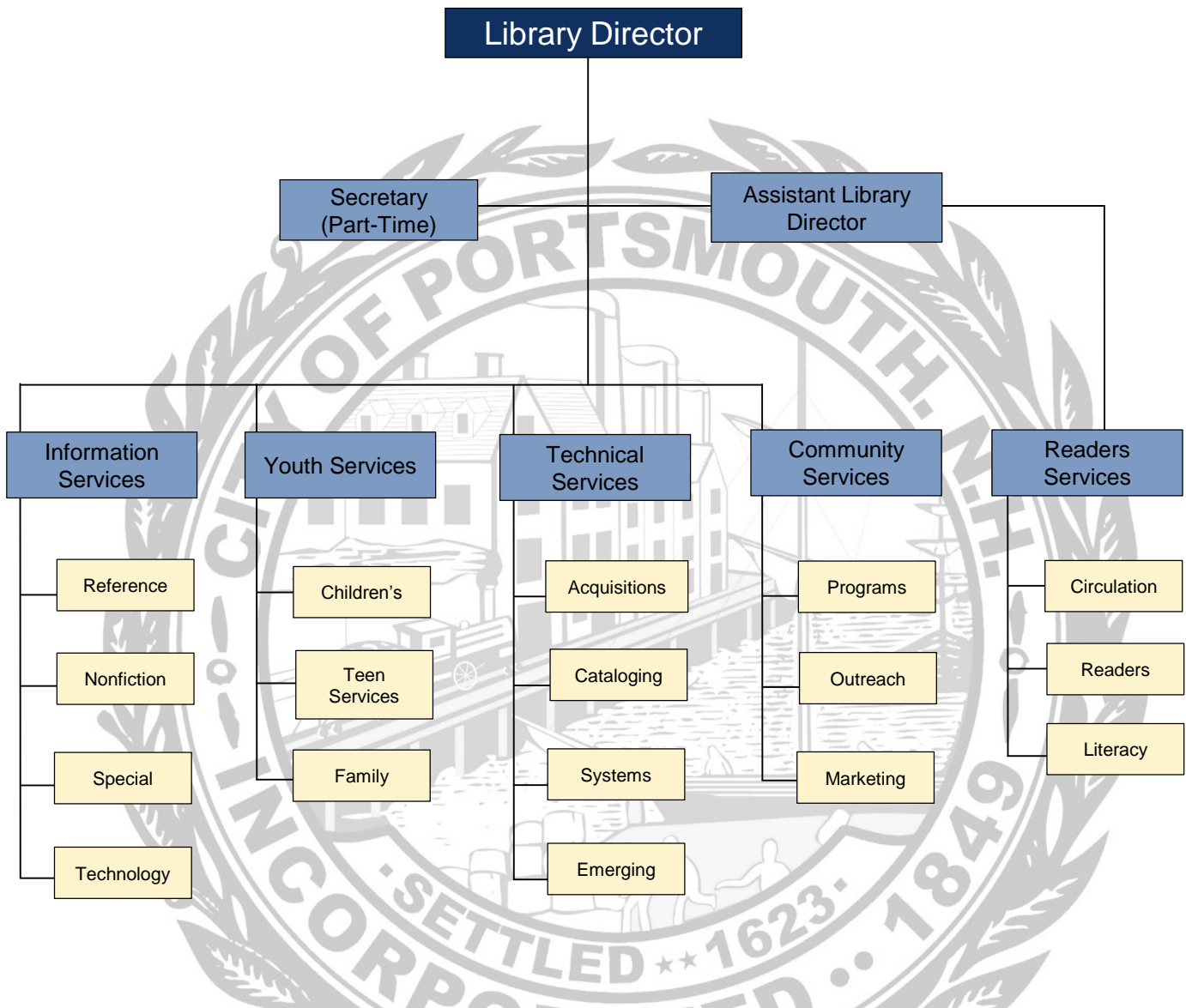
011001	REGULAR SALARIES	80,643	114,183	172,733	238,808
012001	PART TIME SALARIES	16,300	6,966	16,300	15,000
014041	OVERTIME	2,000	1,029	2,000	2,000
022001	SOCIAL SECURITY	6,134	6,998	11,844	15,860
022501	MEDICARE	1,434	1,637	2,770	3,709
023001	RETIREMENT	9,231	11,781	19,885	27,404
039021	CEMETERY PROGRAMS	50,000	45,720	50,000	40,000
041205	WATER /SEWER FEES	30,000	18,158	30,000	30,000
043001	REPAIRS-STRUCTURAL	1,500	227	1,500	1,500
043002	REPAIRS-ELECTRICAL	500	-	500	500
043004	REPAIRS-PLUMBING	500	156	500	500
043018	REPAIRS-EQUIPMENT	5,000	-	5,000	5,000
043024	REPAIRS-VEHICLE	-	-	-	-
043025	REPAIRS-BLDINGS & GROUNDS	4,000	9,693	4,000	4,000
055050	PRINTING	250	-	250	250
065005	BALLPARK TURF SPRAYING	23,700	23,700	23,700	23,700
065010	TURF GROWTH RETARDANT	5,500	5,500	5,500	5,500
068004	MATERIALS-MAINTENANCE	30,000	113,713	30,000	25,000
068017	MATERIALS-BASEBALL FIELDS	6,000	5,859	6,000	6,000
074001	EQUIPMENT	-	747	-	-
		272,692	366,068	382,482	444,731

STORMWATER
01-751-640-49-100-420

011001	REGULAR SALARIES	129,867	129,715	135,430	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	15,000	7,097	15,000	-
018051	STORM DRAIN MTCE-LABOR	-	-	-	-
022001	SOCIAL SECURITY	8,982	7,763	9,327	-
022501	MEDICARE	2,100	1,816	2,181	-
023001	RETIREMENT	16,182	15,309	17,119	-
031002	PROF SERVICES-ENGINEERING	-	-	40,000	-
039001	PROFESSIONAL SERVICES	-	-	-	-
041308	SLUDGE DISPOSAL	-	-	35,000	-
043018	REPAIRS-EQUIPMENT	-	-	1,000	-
043024	REPAIRS-VEHICLE	-	-	1,000	-
043051	MAINTENANCE-STORM DRAINS	-	-	2,500	-
068003	PROTECTIVE CLOTHING	875	733	500	-
074000	MACHINERY AND EQUIPMENT	-	-	-	-
091008	TRANSFER-STORMWATER	-	-	-	260,067
		173,006	162,433	259,057	260,067
PW	TOTAL	6,427,261	6,390,249	6,635,216	6,844,223



Public Library



Mission

The Portsmouth Public Library was established by City ordinance in 1881 as a free public library “for the use of all our citizens.” For over 130 years the Library has served the City as a gateway to reading, information, culture, community activities and self-directed learning. It serves those who want to read, to learn, or to connect with our community and our cultural heritage. The Library now provides the citizens with traditional services such as books, magazines, newspapers and audio and video recordings. Computers, wireless access points, electronic databases and electronic books offer up-to-date resources, and digital images of historic neighborhoods help to preserve local history and engage the community in conversation. Of growing importance is work done on literacy – traditional literacy and digital literacy, as staff members provide assistance to groups and individuals in navigating the changing electronic world. The Library is a true shared community resource, a place to learn together, to relax together, to enjoy the company of others, to discuss topics important locally and globally, a place to be *in community* and a place to *build community*. In current times of significant change in consumer technology, citizens turn to the Library to fill the gap in both research and recreational endeavors.



Public Library

Services Overview

- ✓ Administration
- ✓ Acquisitions
- ✓ Materials Control and Access
- ✓ Circulation
- ✓ Public Programs and Community Building
- ✓ References Service
- ✓ Local History and Preservation Activities
- ✓ Computer Services and Training
- ✓ Services to Schools

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	3	4	4
Library Assistant 3	2	2	2
Library Assistant 2	3	3	3
Library Assistant 1	1	1	1
Total Full Time	15	16	16
Positions Part time	FY17	FY18	FY19
Librarian 1	1	0	0
Library Assistant 3	3	2	2
Library Assistant 2	6	8	8
Library Assistant 1	3	3	3
Secretary	1	1	1
Total Part Time	14	14	14

Department Budget Comments

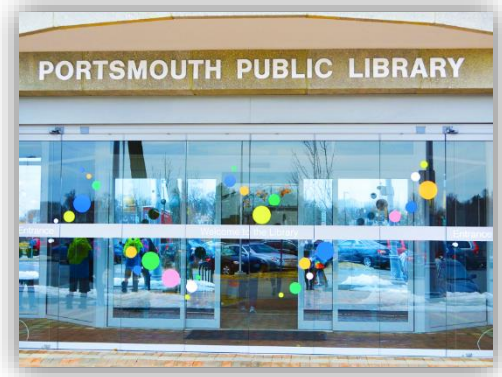
The Library Department's proposed budget for FY19 is \$1,921,013. This represents a net increase of \$60,467 or 3.25% from FY18.

Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LIBRARY				
SALARIES	809,109	775,551	868,151	896,573
PART-TIME SALARIES	335,293	342,443	332,685	337,630
OVERTIME	1,500	303	1,500	1,500
LONGEVITY	7,057	6,667	6,012	7,762
RETIREMENT	91,624	92,610	99,677	102,988
OTHER BENEFITS	88,206	84,681	92,439	95,125
<i>Contractual Obligations</i>	<i>1,332,789</i>	<i>1,302,255</i>	<i>1,400,464</i>	<i>1,441,578</i>
TRAINING/EDUCATION/CONFERENCES	7,800	4,851	5,400	7,800
ELECTRICITY	78,000	77,481	78,000	78,000
NATURAL GAS	10,000	5,823	10,000	11,000
CONTRACTED SERVICES	200	450	200	200
ADVERTISING	1,200	4,220	1,200	2,000
PRINTING	2,500	3,851	2,500	3,500
PROFESSIONAL ORGANIZATION DUES	3,100	2,198	3,100	3,200
OTHER OPERATING	340,525	352,539	359,682	373,735
<i>Other Operating</i>	<i>443,325</i>	<i>451,412</i>	<i>460,082</i>	<i>479,435</i>
TOTAL	1,776,114	1,753,667	1,860,546	1,921,013



- **Materials Cost**—The FY19 budget for library materials has been increased by 3.7% to \$209,265. This will continue to enable the library to provide cardholders with an outstanding collection, while allowing library selectors to tailor the format of materials to match evolving patron preferences.
- **Borrowing Trends**— Circulation of print and other traditional materials from the library remain high while usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses continues to grow. The Portsmouth Public Library continues to work with the NH Downloadables Consortium as well as make individual purchases in order to provide popular content for library patrons.
- **Digital Literacy and Education**—Continuing advances in technology in many areas, including the proliferation of mobile devices, bring ongoing challenges to our citizens. The Library has always been a trusted place for people to stay current, and in present times that often means staying on top of the technology used in everyday life. Library staff work daily with individuals and small groups on using technology for reading, listening, information gathering and daily activities.
- **Energy**—The highly efficient heating, cooling and lighting systems installed in the Library make it possible to keep energy expenditures low. The budget for these systems has been increased by \$2,000 (or 1.94%) from last year’s budget.
- **Programs**—A central element in the place that the Library plays in the community is the presentation of informational and recreational programs for people of all ages. Increasingly, the library also hosts programs that provide the community with opportunities to discuss meaningful issues in a neutral, respectful environment. In addition to programs developed and presented directly by Library staff members, we partner with community groups to bring even broader and richer exhibits and programs to the public.
- **Outreach**—Also emphasized in the FY19 goals is reaching out into the community—to seniors, to children, to the schools, and to both groups and individuals.
- **State-of-the-Art Catalog Interface** - The library migrated to a new automated library system in FY18 which will provide cost savings in FY19. 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.



Efficiencies in operations instituted over the past several years make it possible to maintain seven (7) days of service in house and 24/7 delivery of many services online. Further efficiency is accomplished with

1. Advances in the technology of the automation systems which provide better interfaces and allow for more self-service in circulation, account maintenance and in-house computer use, and
2. Cross training of staff members to respond to service needs efficiently without having to call in extra personnel.

The Library will continue to meet the challenges of the changing face of publishing with efficiency by
 1) Shifting purchasing among media types,



- 2) Retrieving selected information on demand from online sources, and
- 3) Entering into purchasing and licensing agreements with other libraries in New Hampshire and New England for expansion into new formats of high customer demand at reduced costs.

Programs and Services

Administration-

- Building administration
- Budget preparation and analysis
- Program design and evaluation
- Staff training in changing customer needs
- Staff assignment and evaluation

Acquisitions-

- Book selection and purchasing
- Media selection and purchasing
- Downloadable content selection and purchasing
- Weeding of worn or outdated materials
- Periodical subscriptions
- Electronic database subscriptions



Materials Control and Access-

- OCLC cataloging
- Materials processing
- Preparation and ongoing maintenance of bibliographic database
- Online catalog (in house and remote access) design and operation
- Library web page
- Records management

Circulation-

- Readers advisory to include communication with patrons in person, online, published reading recommendations
- Operation of Millennium Library System
- Processing of holds, reserves, patron notices
- Activity reports (prepare and analyze)
- Shelving and shelf maintenance
- Displays, bookmarks, and other patron notification



Public Programs and Community Building-

- Children's story times—infants through preschool
- Children's craft and music programs / holiday programs
- New baby book initiative
- Teen programs



- School visits—all grades both in library and in classroom
- Summer reading program
- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- Foreign affairs discussion group and speaker series
- New literacy programs/Digital literacy initiatives
- Library and computer instruction
- Book discussions
- Writers' group
- Language discussion groups
- Art exhibits/lectures
- Work in community groups
- Meeting rooms/study rooms/collaborative work space
- Genealogy workshops



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—scanner, laser printer, CD RW station
- Library web page, enhanced catalog
- Interactive web; communication; social media
- Mobile services



Services to schools-

- Operation and continued enhancement of Millennium library system and Encore interface
- Intra-system loans
- Book talks, children’s programs
- Cooperative planning and training
- Teacher lending program

<u>Goals and Objectives</u>	
<i>The Library is a Community Space</i>	
<p>Goal #1:</p> <p>To ensure that the Library provides a place for the community to gather for a broad range of activities</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Create a welcoming, warm, enticing atmosphere ✓ Develop and maintain physical spaces with access, and ease of use ✓ Provide a Staff trained in customer service, public relations ✓ Design programs for all ages, many wants and needs ✓ Provide forums for community conversations about issues of concern ✓ Provide balance for serving all library users
<i>Citywide Goal Accomplished: Public Outreach and Educate all Students</i>	
<p>Goal #2:</p> <p>To operate the Library as a community partner</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Contribute assistance and support to the City, its business, its services, its sustainability
<i>Citywide Goal Accomplished: Public Outreach, A Welcoming, Safe and Diverse Community and Sustainability</i>	
<p>Goal #3:</p> <p>Ensure that the Library is a place for recreation, relaxation, enjoyment</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide materials for pleasure reading, listening and viewing—tangible and virtual ✓ Design and deliver programs and opportunities for informal gathering
<i>Citywide Goal Accomplished: A Welcoming, Safe and Diverse Community</i>	



The Library is a Learning Center

<p>Goal #1:</p> <p>To continue to operate the Library as an information gathering resource</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide staff members who are knowledgeable, well trained and ready to help ✓ Encourage and support professional activity by staff—collaborative within the Library, expanded to regional, state and beyond ✓ Purchase and make available traditional nonfiction and reference materials, both in-house and virtual ✓ License and purchase access to information created by others in nontraditional formats, both in-house and virtual ✓ Perform original research—as digital collections or local history Provide classes, programs and discussions geared toward a learning community ✓ Play an active role in preserving Portsmouth history ✓ Ensure that the Library is a leader in technology
<p><i>Citywide Goal Addressed: Citywide Goal Accomplished: Public Outreach and a Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #2:</p> <p>To provide a door to learning for young people and their parents, grandparents and caregivers</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide materials and programs for babies, young children and elementary school age children ✓ Provide materials and programs of special interest to teens ✓ Operate the Library as a family place
<p><i>Citywide Goal Addressed: Citywide Goal Accomplished: Public Outreach and a Welcoming, Safe and Diverse Community</i></p>	

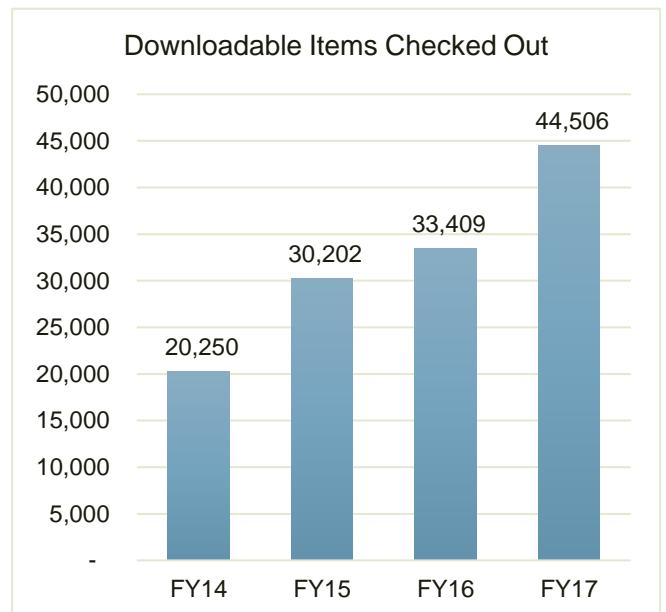
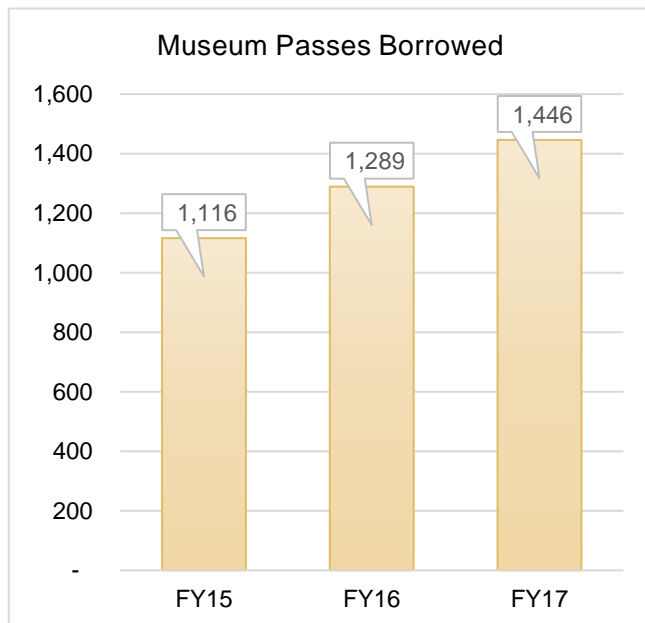
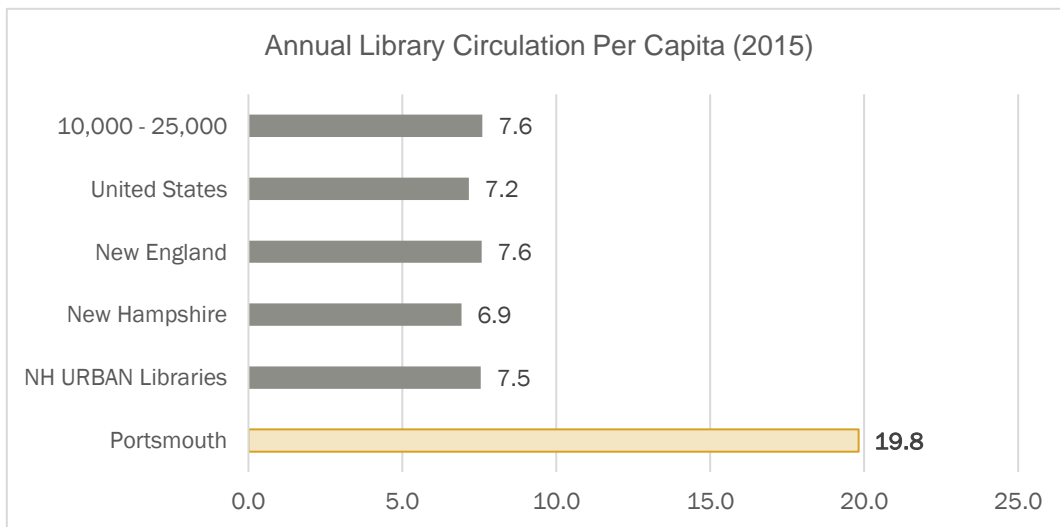
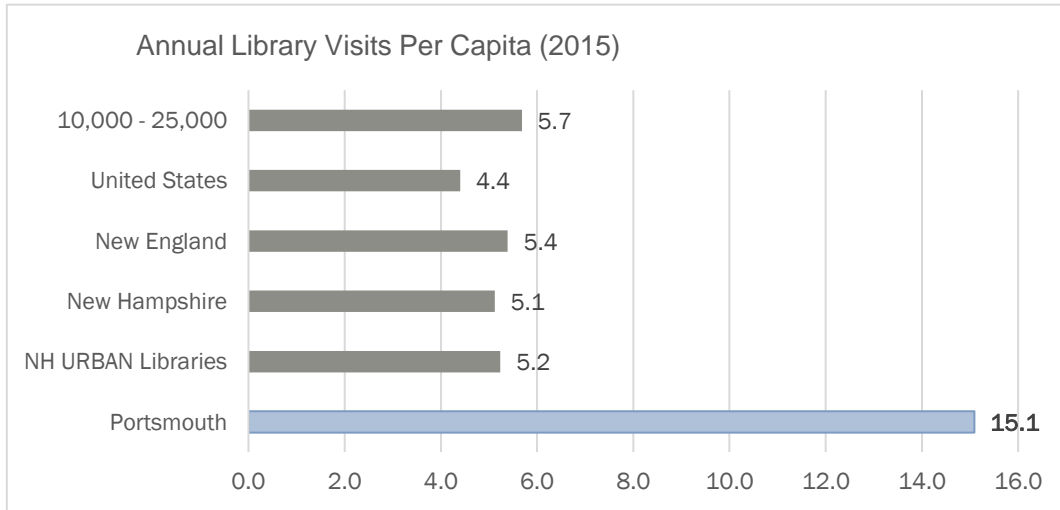
Performance Measures

	FY16	FY17	FY18 Estimated
Hours of Public Service per week	68.5	68.5	68.5
Visits to the Library	352,962	378,351	380,000
Circulation of Materials	413,734	411,840	410,000
Number of Downloads	33,409	44,506	45,000
Program Attendance	24,910	26,000	28,000
New Patrons Registered	1,710	1,648	1,675
Device Help Sessions	365	400	450
Meeting Room Use	1,900	2,005	2,100
Study Room Use	2,705	2,901	2,950
Museum Passes Borrowed	1,289	1,446	1,500

* 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 18,000)."



Library Statistics



FY19 BUDGETED POSITION AND SALARY DETAIL

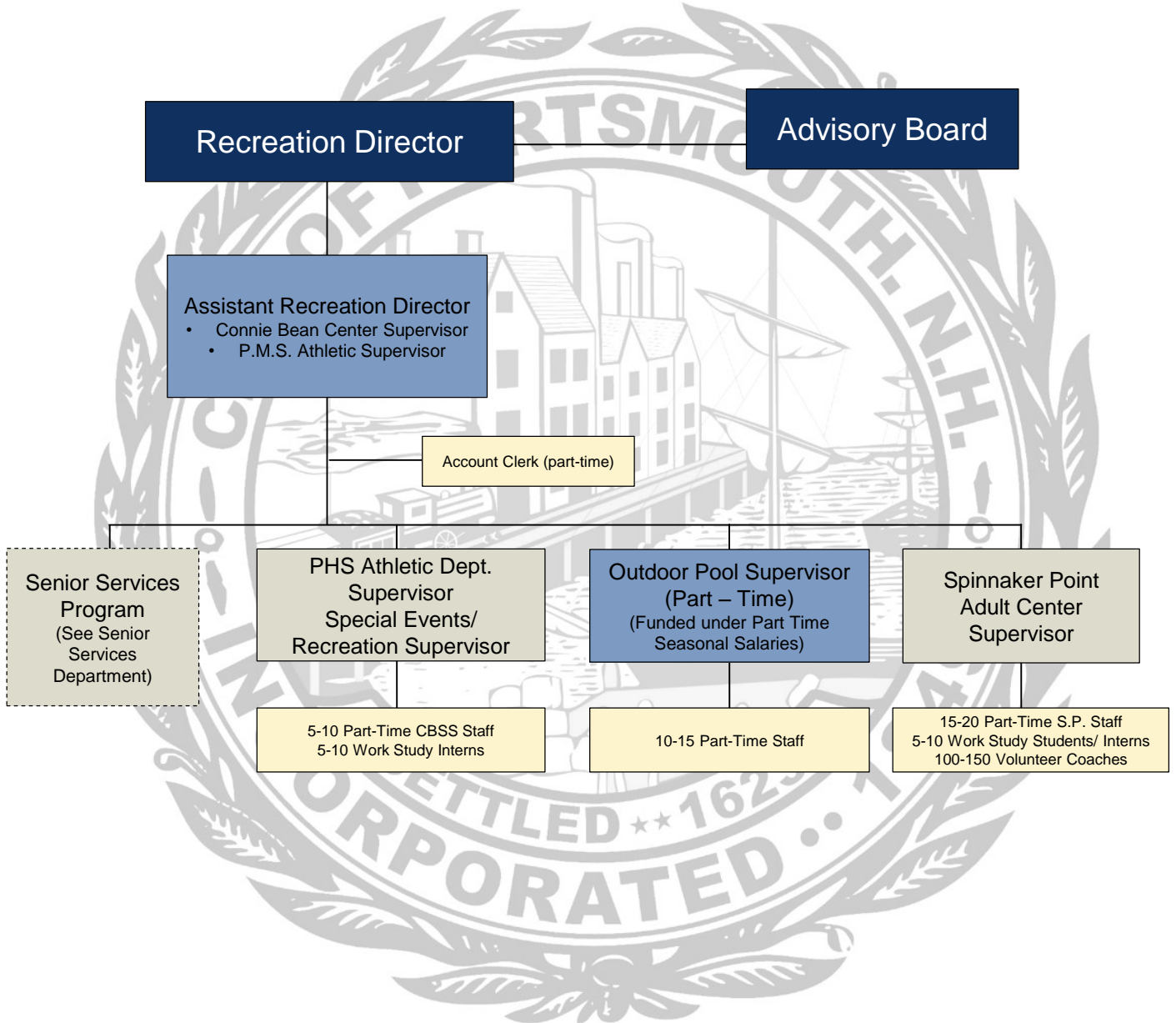
LIBRARY		POSITION	SALARY
PMA GRADE 22	F	LIBRARY DIRECTOR	106,671
PMA GRADE 18	E	ASSISTANT LIBRARY DIRECTOR	85,487
PMA GRADE 13A	G	LIBRARIAN 2	65,486
PMA GRADE 13A	E	LIBRARIAN 2	62,027
PMA GRADE 13A	E	LIBRARIAN 2	62,027
PMA GRADE 13A	10.5D/1.5E	LIBRARIAN 2	59,465
1386B GRADE 9	6F/6G	LIBRARIAN 1	52,531
1386B GRADE 9	9.5E/2.5F	LIBRARIAN 1	51,269
1386B GRADE 9	8B/4C	LIBRARIAN 1	44,958
1386B GRADE 9	10B/2C	LIBRARIAN 1	44,593
1386B GRADE 6	6G/6H	LIBRARY ASSISTANT 3	46,694
1386B GRADE 6	6F/6G	LIBRARY ASSISTANT 3	45,443
1386B GRADE 4	3F/3G/6H	LIBRARY ASSISTANT 2	42,121
1386B GRADE 4	E	LIBRARY ASSISTANT 2	40,165
1386B GRADE 4	3D/9E	LIBRARY ASSISTANT 2	39,694
1386B GRADE 2	6G/6H	LIBRARY ASSISTANT 1	38,516
		EDUCATION STIPENDS	9,426
TOTAL FULL TIME			896,573
1386B GRADE 6	6F/6G	LIBRARY ASSISTANT 3	30,290 25 HRS/WK
1386B GRADE 6	B	LIBRARY ASSISTANT 3	17,863 17.5 HRS/WK
1386B GRADE 4	6G/6H	SECRETARY	33,930 30 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	18,553 21 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	17,670 20 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	17,670 20 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	22,087 25 HRS/WK
1386B GRADE 4	6E/6F	LIBRARY ASSISTANT 2	26,962 25 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	19,878 22.5HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	13,252 15 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT 2	17,670 20 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT 1	22,481 28 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT 1	4,015 5 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT 1	4,015 5 HRS/WK
		LIBRARY PAGES	49,354
		TEMP WORKERS	21,940
TOTAL PART TIME			337,630
TOTAL DEPARTMENT			1,234,203



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
LIBRARY					
01-780-710-51-112-440					
011001	REGULAR SALARIES	809,109	775,551	868,151	896,573
012001	PART TIME SALARIES	335,293	342,443	332,685	337,630
014041	OVERTIME	1,500	303	1,500	1,500
015001	LONGEVITY	7,057	6,667	6,012	7,762
022001	SOCIAL SECURITY	71,488	68,012	74,918	77,095
022501	MEDICARE	16,718	16,669	17,521	18,030
023001	RETIREMENT	91,624	92,610	99,677	102,988
034103	TELEPHONE	450	466	19,857	27,000
034203	COMPUTER/SOFTWARE MAINT	49,000	63,294	57,750	52,745
039001	PROFESSIONAL SERVICES	200	450	200	200
039017	PROF/SERV-BIBLIOGRAPHIC	10,000	10,723	10,000	11,500
041002	ELECTRICITY	78,000	77,481	78,000	78,000
041101	NATURAL GAS	10,000	5,823	10,000	11,000
041205	WATER /SEWER FEES	14,000	12,903	15,000	16,000
043026	REPAIRS-COMPUTER EQUIP	250	-	250	250
043027	REPAIRS-OFFICE EQUIPMENT	1,000	926	1,000	1,000
044002	RENTAL OTHER EQUIPMENT	500	3,183	3,000	3,200
053001	ADVERTISING	1,200	4,220	1,200	2,000
054050	TRAINING	3,000	755	3,000	3,000
055002	BOOKBINDING	700	1,185	700	750
055050	PRINTING	2,500	3,851	2,500	3,500
056001	DUES PROFESSIONAL ORGANIZ	3,100	2,198	3,100	3,200
057101	TRAVEL AND CONFERENCE	4,800	4,096	2,400	4,800
057102	TRAVEL REIMBURSEMENT	1,850	1,152	1,850	2,000
061001	FIRST AID	500	326	500	500
061003	MEETING SUPPLIES	500	80	500	500
062001	OFFICE SUPPLIES	2,000	1,069	2,000	2,000
062004	PHOTO SUPPLIES	500	-	500	500
062007	COMPUTER/PRINTER SUPPLIES	5,500	6,897	5,500	6,000
062010	COPYING SUPPLIES	725	958	725	725
062011	OPERATING SUPPLIES	4,300	5,708	4,300	4,300
062013	MATERIAL PROCESSING SUPPL	8,000	5,395	8,000	8,500
062014	MICROFORM SUPPLIES	250	-	250	250
062015	CHILDREN SERVICES SUPPLIE	1,500	1,800	1,500	1,500
062016	ARCHIVAL SUPPLIES	500	318	500	500
062501	POSTAGE	1,250	1,000	1,250	1,250
067002	BOOKS & MEDIA	141,500	127,952	135,500	130,500
067003	PERIODICALS	24,000	25,448	24,000	26,000
067004	MICROMEDIA COLLECTION	42,250	52,811	42,250	52,765
074001	EQUIPMENT	2,500	1,597	2,500	2,500
074002	IT-CITY	8,500	1,837	5,000	5,000
075001	FURNITURE AND FIXTURES	3,500	4,067	3,500	5,000
081042	LIBRARY PROGRAMS	15,000	21,446	12,000	11,000
LIBRARY	TOTAL	1,776,114	1,753,667	1,860,546	1,921,013



Recreation Department



Mission

Because we believe that recreation plays a vital role in the health development and life of both the individual and the community, we aim to utilize, maintain and expand the recreation and leisure resources available to our community. We will attempt to involve all segments of the community and the Recreation Department in planning activities, be they individuals, community agencies, or citizen boards. We will provide leisure time opportunities and recreation experiences for all residents in safe and healthful conditions, which are enjoyable and productive for each and every individual involved.



Recreation Department

Services Overview

- ✓ Connie Bean Community Center
- ✓ Spinnaker Point Recreation Center
- ✓ Indoor Pool
- ✓ Outdoor Pool
- ✓ Special Programs
- ✓ Senior Citizen Programs

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Recreation Supervisor	2	2	2
Total Full Time	4	4	4
Positions Part time	FY17	FY18	FY19
Account Clerk	1	1	1
Number of positions vary throughout the year			
Total Part Time	1	1	1

Department Budget Comments

The total Recreation Department's FY19 proposed budget is \$895,628. This represents an increase of \$24,586 or 2.82% from FY18.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
RECREATION				
SALARIES	282,875	284,425	292,927	299,238
PART-TIME SALARIES	215,000	197,988	217,453	223,000
OVERTIME	4,000	764	4,000	4,000
LONGEVITY	6,902	6,642	7,390	7,853
RETIREMENT	32,816	32,609	34,631	35,402
OTHER BENEFITS	38,925	36,316	39,916	40,860
<i>Contractual Obligations</i>	<i>580,518</i>	<i>558,744</i>	<i>596,317</i>	<i>610,353</i>
TRAINING/EDUCATION/CONFERENCES	1,700	1,756	1,700	1,700
ELECTRICITY	91,400	74,498	91,400	96,400
NATURAL GAS	38,000	29,232	35,000	36,000
CONTRACTED SERVICES	7,400	4,295	4,200	4,500
ADVERTISING	-	-	-	-
PRINTING	3,000	4,114	3,000	3,800
PROFESSIONAL ORGANIZATION DUES	500	-	500	500
OTHER OPERATING	123,925	165,120	138,925	142,375
<i>Other Operating</i>	<i>265,925</i>	<i>279,015</i>	<i>274,725</i>	<i>285,275</i>
TOTAL	846,443	837,759	871,042	895,628



Programs and Services

Connie Bean Community Center.

- Daily drop-in recreation programs.
- Organized sports leagues, grades K-12.
- Other active and passive programs for infants through seniors.

Spinnaker Point Recreation Center

- Fitness center for adults 18+ (fitness equipment, weights, indoor track, basketball court, tennis, volleyball, dance, yoga, tai-chi, pilates, karate, exercise classes, spin classes, swimming pool, hot tub, steam, sauna).
- Organized adult sports leagues (basketball, volleyball, ping-pong, etc.).



Indoor Pool

- Over 100 hours per week of swim programs, family swims, lap swimming, etc.
- Swim lessons for over 1,000 city residents.
- Swim teams for all ages.

Outdoor Pool

- Swim lessons to over 700 Portsmouth children per year.
- Adult and family open swims.



Special Programs

- Family Halloween dance, Father/Daughter dance,
- City Easter Egg Hunt.
- Summer vacation camps (9 weeks).
- School year vacation camps.
- Fall soccer programs/Winter basketball programs/Spring baseball programs.
- 16 Senior Citizen day trips.
- Sports camps (basketball, soccer, baseball, field hockey, softball, cross-country running, golf, volleyball).
- Peirce Island Boat Launch.

Senior Citizen Programs (for more information see the Senior Services Department pages)

- Monthly/Quarterly newsletter.
- Additional meals and transportation for seniors.
- Additional senior programming through library, recreation departments and other senior citizen stakeholders throughout the community.
- Establish new facility at the former Dobles Center.

Goals and Objectives

Goal #1:

Provide affordable, diversified, year-round activities for residents and others.

Objectives:

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.



	<ul style="list-style-type: none"> ✓ 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.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>Goal #2: Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary, including the expansion of activities at the Community Campus as the temporary headquarters for 50+ activities until a permanent home is realized.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue to improve neighborhood parks and playgrounds. ✓ Improve and/or upgrade youth and recreation facilities in the city through a citywide needs assessment. ✓ Expand and improve the activities at the Community Campus while continuing the transfer of the Dobles Center for 50+ activities.
	<i>Citywide Goal Addressed: : A Welcoming, Safe and Diverse Community</i>
<p>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.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>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.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>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.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
	<i>Citywide Goal Addressed: Public Outreach</i>

Performance Measures

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:
 FY17 – 5%
 FY18 – 4%
 FY19 (Est.) – 5%

Percent increase/ (decrease) in long running Recreation Programs:
 FY17 – 4%
 FY18 – 5%
 FY19 (Est.) –5%



FY19 BUDGETED POSITION AND SALARY DETAIL

POSITION			SALARY
RECREATION DEPARTMENT			
PMA GRADE 19	G	RECREATION DIRECTOR	94,044
SMA GRADE 13	G	ASSIST RECREATION DIRECTOR	71,184
SMA GRADE 11	G	RECREATION SUPERVISOR	64,617
		EDUCATION STIPEND	1,571
		TOTAL FULL TIME COMM CENTER	231,416
SMA GRADE 12	G	SPINNAKER POINT SUPERVISOR	67,822
		TOTAL FULL TIME SPINNAKER POINT	67,822
		TOTAL FULL TIME	299,238
1386B GRADE 3	A	ACCOUNT CLERK (28HRS/WEEK)	23,584
		VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL	199,416
		TOTAL PART TIME	223,000
		TOTAL DEPARTMENT	522,238



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
RECREATION DEPARTMENT					
SPINNAKER POINT					
01-785-720-07-122-439					
011001	REGULAR SALARIES	62,108	65,252	66,048	67,822
012001	PART TIME SALARIES	50,000	52,234	50,000	50,000
014041	OVERTIME	2,000	320	2,000	2,000
015001	LONGEVITY	1,510	1,509	1,540	1,885
022001	SOCIAL SECURITY	7,169	7,201	7,414	7,546
022501	MEDICARE	1,677	1,684	1,734	1,765
023001	RETIREMENT	7,329	7,496	7,919	8,160
034103	TELEPHONE	1,000	1,233	1,500	1,500
039001	PROFESSIONAL SERVICES	1,500	-	500	500
041002	ELECTRICITY	57,000	44,422	52,000	53,000
041101	NATURAL GAS	38,000	29,232	35,000	36,000
041205	WATER /SEWER FEES	14,000	16,759	14,000	15,000
043018	REPAIRS-EQUIPMENT	10,000	3,741	10,000	10,000
055050	PRINTING	-	266	-	-
061001	FIRST AID	200	174	200	400
061002	MISCELLANEOUS SUPPLIES	8,000	3,529	7,000	8,000
062001	OFFICE SUPPLIES	2,000	133	2,000	2,000
063800	MATERIALS-CHEMICALS	5,000	2,542	6,000	7,000
068002	CLOTHING	625	-	625	800
075001	FURNITURE AND FIXTURES	-	35,000	-	-
Total Spinnaker		269,118	272,726	265,480	273,378
CONNIE BEAN					
01-785-720-21-124-439					
011001	REGULAR SALARIES	220,767	219,173	226,879	231,416
012001	PART TIME SALARIES	48,000	44,120	50,453	51,000
014041	OVERTIME	2,000	444	2,000	2,000
015001	LONGEVITY	5,392	5,132	5,850	5,968
022001	SOCIAL SECURITY	17,123	15,957	17,681	18,004
022501	MEDICARE	4,005	3,781	4,136	4,211
023001	RETIREMENT	25,487	25,114	26,712	27,242
034103	TELEPHONE	1,500	546	1,500	1,500
039001	PROFESSIONAL SERVICES	2,200	150	-	-
039077	BASKETBALL OFFICIALS	3,700	4,145	3,700	4,000
043018	REPAIRS-EQUIPMENT	700	182	700	700
054050	TRAINING	500	-	500	500
055050	PRINTING	2,700	3,526	2,700	3,500
056001	DUES PROFESSIONAL ORGANIZ	500	-	500	500
057101	TRAVEL AND CONFERENCE	1,200	1,756	1,200	1,200
057102	TRAVEL REIMBURSEMENT	2,500	1,379	2,500	2,500
061001	FIRST AID	250	159	250	400
061002	MISCELLANEOUS SUPPLIES	9,000	3,850	6,000	6,000
062001	OFFICE SUPPLIES	1,000	1,333	1,500	1,500
068002	CLOTHING	550	400	550	550
078001	MISCELLANEOUS COSTS	-	(10,000)	-	-
		349,074	321,147	355,311	362,691
OUTDOOR POOL					
01-785-730-24-992-439					
012001	PART TIME SALARIES	72,000	48,070	72,000	75,000
022001	SOCIAL SECURITY	4,464	2,899	4,464	4,650
022501	MEDICARE	1,044	697	1,044	1,088
034103	TELEPHONE	1,500	541	1,500	1,500
041002	ELECTRICITY	19,200	14,357	19,200	19,200
041205	WATER /SEWER FEES	33,000	61,543	45,000	45,000
061001	FIRST AID	500	428	500	500
061002	MISCELLANEOUS SUPPLIES	6,000	8,061	8,000	8,000
063800	MATERIALS-CHEMICALS	14,000	18,209	17,000	17,000
068002	CLOTHING	500	619	500	800
		152,208	155,423	169,208	172,738



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
SUMMER CAMPS					
01-785-740-00-131-439					
012001	PART TIME SALARIES	36,000	39,221	36,000	38,000
022001	SOCIAL SECURITY	2,232	2,432	2,232	2,356
022501	MEDICARE	522	569	522	551
041002	ELECTRICITY	15,000	15,483	20,000	24,000
044002	RENTAL OTHER EQUIPMENT	4,000	2,894	4,000	4,000
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	3,700	42	3,700	2,825
		61,854	60,640	66,854	72,132
BOAT LAUNCH					
01-785-750-00-900-439					
012001	PART TIME SALARIES	9,000	14,344	9,000	9,000
022001	SOCIAL SECURITY	558	889	558	558
022501	MEDICARE	131	208	131	131
041002	ELECTRICITY	200	237	200	200
044002	RENTAL OTHER EQUIPMENT	2,000	1,773	2,000	2,000
055050	PRINTING	300	323	300	300
061001	FIRST AID	100	49	100	100
061002	MISCELLANEOUS SUPPLIES	300	-	300	300
068002	CLOTHING	100	-	100	100
		12,689	17,823	12,689	12,689
SPECIAL PROGRAMS					
01-785-760-00-100-439					
044002	RENTAL OTHER EQUIPMENT	1,500	-	1,500	2,000
075001	FURNITURE AND FIXTURES	-	10,000	-	-
		1,500	10,000	1,500	2,000
RECREATION	TOTAL	846,443	837,759	871,042	895,628



Senior Services Department



Mission

To positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, community involvement, creativity and life-long learning.



Senior Services

Services Overview

- ✓ Senior Activity Center
- ✓ Wellness Programs
- ✓ Education Programs
- ✓ Senior Transportation
- ✓ Additional Senior Services

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Senior Services Supervisor	1	1	1
Total Full Time	1	1	1
Positions Part time	FY17	FY18	FY19
Part time Staff	2	2	2
Total Part Time	2	2	2



Department Budget Comments

The Senior Services proposed budget for FY19 is \$163,909. This represents an increase of \$5,152 or 3.25% over FY18. The increase is primarily due to salaries and benefits associated with collective bargaining.

The City implemented senior services programs in FY14 and has continued to increase services to the City's seniors. The City currently rents space at the Community Campus and hopes to move in to another facility during FY19.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
SENIOR SERVICES				
SALARIES	54,728	54,647	58,587	61,205
PART-TIME SALARIES	20,000	15,480	20,000	22,000
LONGEVITY	-	-	308	314
RETIREMENT	6,113	6,108	6,702	7,001
OTHER BENEFITS	7,097	5,144	6,035	6,389
<i>Contractual Obligations</i>	<i>87,938</i>	<i>81,378</i>	<i>91,632</i>	<i>96,909</i>
TRAINING/EDUCATION/CONFERENCES	300	140	300	300
PRINTING	6,000	7,846	6,000	6,000
PROFESSIONAL ORGANIZATION DUES	200	185	200	200
OTHER OPERATING	60,625	60,063	60,625	60,500
<i>Other Operating</i>	<i>67,125</i>	<i>68,234</i>	<i>67,125</i>	<i>67,000</i>
TOTAL	155,063	149,612	158,757	163,909



Programs and Services

As part of the Recreation Department, the Portsmouth Senior Activity Center/Senior Services offers a variety of programs, activities and services to promote healthy aging.

Senior Activity Center located at Community Campus

- Drop-in Lounge open Mon-Fri 9:00am-3:00pm. Complimentary coffee/tea, newspaper and wifi.
- Monthly social meal options available including the senior luncheon program with an annual cookout, Thanksgiving luncheon and holiday party. Off-site lunches and dinners are also offered.
- 2,000 copies of the newsletter are distributed throughout the City monthly.
- Passive and active recreation opportunities offered throughout the week.



Wellness Programs

- Variety of fitness classes available each week.
- Wellness clinics and lectures offered.
- Special event days: Balance Day, Wellness Expo, ServiceLink onsite
- Falls prevention initiative in partnership with UNH, Seacoast Public Health Network and NH Falls Prevention Taskforce.

Educational Programs

- Book Club, lectures, Tea Club, Ukulele classes, art classes.
- Computer classes offered by Library staff.

Senior Transportation

- Transportation managed by the Wentworth Senior Living; 4 days/week: Monday, Wednesday, Thursday and Friday from 8:00am-4:00pm.
- Funding for Senior Transportation comes from the Parking and Transportation Fund.



Additional Senior Services

- Staff provides resource information.
- Meeting room space available

Goals and Objectives

Goal #1:

Enrich the community by promoting healthy aging.

Objectives:

- ✓ Promote and provide social, educational and physical opportunities for healthy aging.
- ✓ Create and distribute newsletter highlighting activities and services for seniors.
- ✓ Continue to collaborate with community organizations to enhance senior programming.



	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>Goal #2:</p> <p>Continue a short term senior gathering space</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Host a drop-in center with programming for ages 50+. ✓ Have a dedicated hub for seniors to find informal and formal activities, services and programs. ✓ Provide a warm, welcoming environment with a feeling of safety and inclusivity.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>Goal #3:</p> <p>Creation of a permanent Portsmouth senior center</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Secure Doble Center as a future home of a Portsmouth senior/community center. ✓ Create a vibrant activity center for those aged 50+.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>Goal #4:</p> <p>Continue synergy with Recreation Department's goals.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue to work with the Senior Sub Committee of the Recreation Board to support senior services. ✓ Continue to work cooperatively with Recreation Department to provide year round activities for older adults.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>
<p>Goal #5:</p> <p>Provide a comprehensive transportation element</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Support transportation partner to provide Senior Transportation. ✓ Grow participation by continuing to foster and investigate appropriate partnerships.
	<i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i>

<u>Performance Measures</u>	
	<p>Members</p> <p>FY17 – 850</p> <p>FY18 – 1000 (18% increase)</p> <p>FY19 (Est.) – 1200 (20% increase)</p>
	<p>Number of Senior Service Activities</p> <p>FY17 – 50</p> <p>FY18 – 60 (20% increase)</p> <p>FY 19 (Est) – 70 (16% increase)</p>



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
SENIOR SERVICES			
SMA GRADE 11	E	SENIOR SERVICES SUPERVISOR	61,205
		TOTAL FULL TIME	61,205
		PT SENIOR SERVICES ADMIN	15,600
		PT SENIOR SERVICES ADMIN	1,040
		ADDITIONAL PART-TIME HOURS AS NEEDED	5,360
		TOTAL PART TIME	22,000
		TOTAL DEPARTMENT	83,205



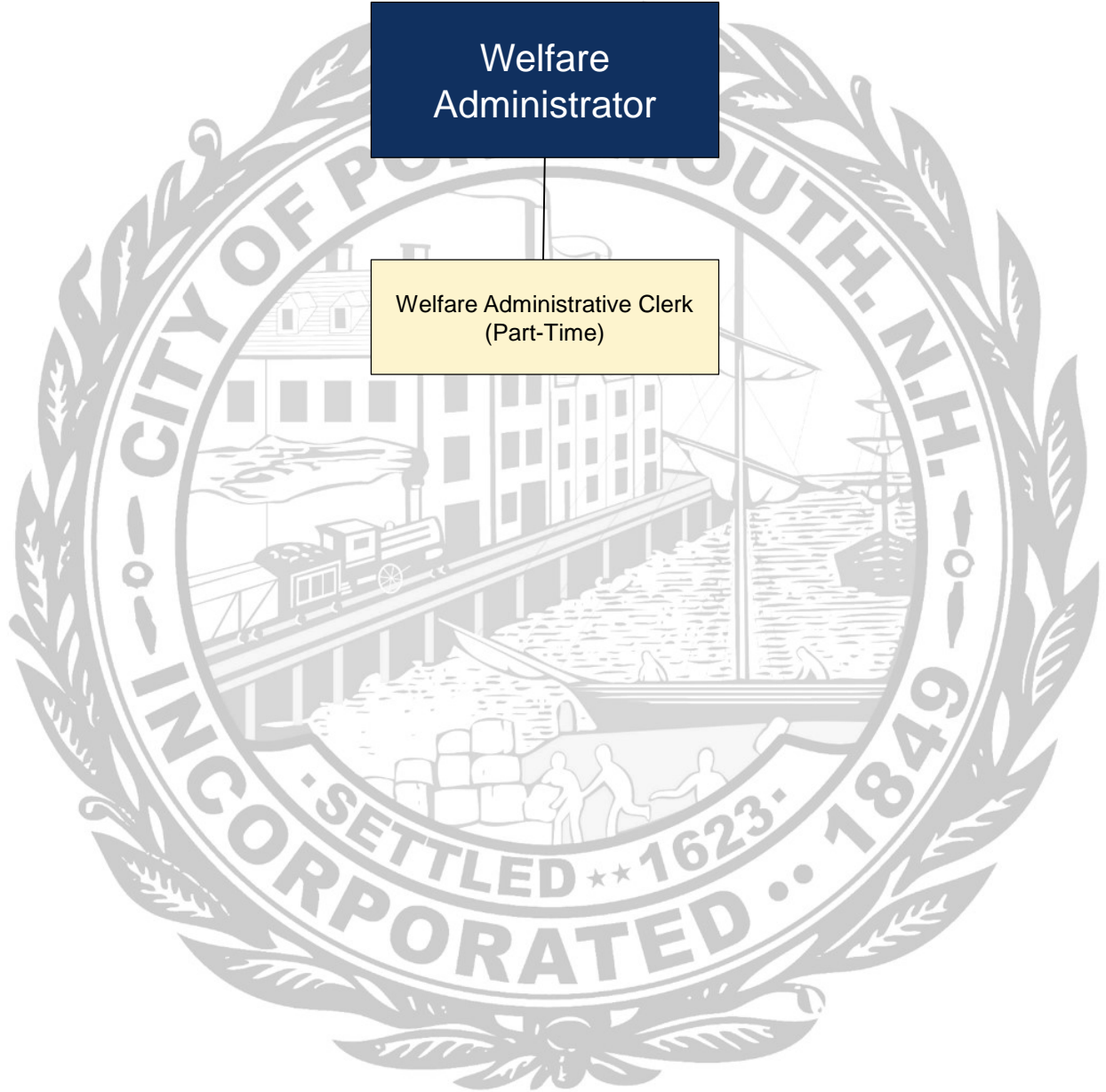
		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
SENIOR SERVICES					
01-786-339-00-100-442					
011001	REGULAR SALARIES	54,728	54,647	58,587	61,205
012001	PART TIME SALARIES	20,000	15,480	20,000	22,000
015001	LONGEVITY	-	-	308	314
022001	SOCIAL SECURITY	4,324	4,175	4,891	5,178
022501	MEDICARE	2,773	969	1,144	1,211
023001	RETIREMENT	6,113	6,108	6,702	7,001
034103	TELEPHONE	3,000	2,874	3,000	3,000
044005	RENT	35,000	35,015	35,000	35,000
055050	PRINTING	6,000	7,846	6,000	6,000
056001	DUES PROFESSIONAL ORGANIZ	200	185	200	200
057101	TRAVEL AND CONFERENCE	300	140	300	300
057102	TRAVEL REIMBURSEMENT	400	293	400	400
061001	FIRST AID	200	66	200	500
061002	MISCELLANEOUS SUPPLIES	4,500	3,904	4,500	5,000
061006	SR LUNCHESES	12,000	11,784	12,000	14,000
062001	OFFICE SUPPLIES	3,800	2,370	3,800	800
062501	POSTAGE	1,600	1,957	1,600	1,600
068002	CLOTHING	125	-	125	200
074003	SOFTWARE	-	1,800	-	-
SENIOR SERVICE TOTAL		155,063	149,612	158,757	163,909



Welfare Department

Welfare
Administrator

Welfare Administrative Clerk
(Part-Time)



Mission

It is the mission of the Welfare Department to provide appropriate and timely assistance to qualified individuals. This office seeks to promote independence through guidance and referrals while recognizing the need to balance the City's financial interests with the needs of welfare applicants. Maintaining an active role in the community of organizations, businesses and agencies that provide services to Portsmouth residents assures that all forms of support are utilized to the fullest for our community.



Welfare

Services Overview

- ✓ Client Services
- ✓ Community Relations
- ✓ Information and Referral

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Welfare Administrator	1	1	1
Total Full Time	1	1	1
Positions Part time	FY17	FY18	FY19
Welfare Administrative Clerk	1	1	1
Total Part Time	1	1	1

Department Budget Comments

The total proposed Welfare Department budget for FY19 is \$295,373 which represents a net decrease of \$44,577 or 13.11% from FY18. The largest portion of the Welfare budget consists of Direct Assistance. 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 \$179,100 reflects a net decrease of \$48,500 or 21.31% from FY18. Line items are kept as low as possible through careful case management and referrals to other sources of assistance. Many local residents who are employed in the service and retail industries struggle to find affordable housing within the city confines and find themselves spending an ever increasing percentage of their income for housing here in Portsmouth.



Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT				
SALARIES	65,825	66,011	68,609	70,324
PART-TIME SALARIES	24,531	26,248	25,597	27,383
LONGEVITY	906	906	924	1,070
RETIREMENT	7,352	7,477	7,913	8,110
OTHER BENEFITS	6,914	6,987	7,277	7,556
<i>Contractual Obligations</i>	<i>105,528</i>	<i>107,629</i>	<i>110,320</i>	<i>114,443</i>
DIRECT ASSISTANCE	222,600	200,299	227,600	179,100
TRAINING/EDUCATION/CONFERENCES	200	135	200	200
PRINTING	-	-	75	75
PROFESSIONAL ORGANIZATION DUES	200	200	200	200
OTHER OPERATING	1,540	997	1,555	1,355
<i>Other Operating</i>	<i>224,540</i>	<i>201,632</i>	<i>229,630</i>	<i>180,930</i>
TOTAL	330,068	309,260	339,950	295,373



Programs and Services

Client Services-

- Determine qualified applicants, process requests for service, and make referrals.
- Administer emergency assistance funding based on State law and City ordinance.
- Conduct periodic follow-up of clients.
- Monitor changing federal/state laws and regulations.
- Facilitate responsiveness of agencies to Department referrals.

Community Relations-

- Actively participate in local social service networks.
- Advise City Manager on appropriate funding levels for social service agencies.
- Advocate for the interests of Department recipients and the City.

Goals and Objectives

<p>Goal #1:</p> <p>To assist individuals in Portsmouth, in accordance with New Hampshire Law and the Welfare Guidelines adopted by the City Council, who are temporarily unable to provide for their own documented shelter, food, medication, utility, or other emergency needs.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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 <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #2:</p> <p>To work closely with Federal, State, and local agencies and charities to maximize services and benefits available to Portsmouth residents.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Monitor changing Federal/ State laws and regulations. ✓ Participate in the NH Local Welfare Administrators Association. <p><i>Citywide Goal Addressed: Regulation Adherence and Legislative Development</i></p>
<p>Goal #3:</p> <p>To review social service agencies' City budget requests and to advise the City Manager regarding funding levels for agencies.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Review Outside Social Service fund requests. <p><i>Citywide Goal Addressed: Financial Stability</i></p>

Performance Measures

Percent change over previous year for cost per in-office contact.

FY16 : +4%

FY17 : +9.2%

FY18 (Est.) : -18%



FY19 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
WELFARE DEPARTMENT			
PMA GRADE 13	G	WELFARE ADMINISTRATOR	70,324
TOTAL FULL TIME			70,324
1386B GRADE 7	6.5B/5.5C	ADMINISTRATIVE CLERK	27,383
TOTAL PART TIME			27,383
TOTAL WELFARE			97,707



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT					
DIRECT ASSISTANCE					
01-792-770-25-110-436					
088001	FOOD	1,000	3,006	2,000	2,000
088002	PERSONAL GOODS	500	1,747	1,000	1,000
088003	SHELTER	200,000	137,058	200,000	150,000
088004	FUEL	3,000	1,202	1,500	2,000
088005	GAS LIGHT AND WATER	4,000	2,618	3,000	4,000
088006	MEDICAL	2,000	485	2,000	2,000
088007	TRANSPORTATION	2,000	2,064	2,000	2,000
088008	BURIALS	6,000	7,500	6,000	6,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	4,000	44,619	10,000	10,000
DIRASST		222,600	200,299	227,600	179,100
WELFARE ADMINISTRATION					
01-792-770-51-110-436					
011001	REGULAR SALARIES	65,825	66,011	68,609	70,324
012001	PART TIME SALARIES	24,531	26,248	25,597	27,383
015001	LONGEVITY	906	906	924	1,070
022001	SOCIAL SECURITY	5,604	5,662	5,898	6,124
022501	MEDICARE	1,310	1,324	1,379	1,432
023001	RETIREMENT	7,352	7,477	7,913	8,110
055050	PRINTING	-	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	200	200	200
057101	TRAVEL AND CONFERENCE	200	135	200	200
057102	TRAVEL REIMBURSEMENT	700	438	700	700
062001	OFFICE SUPPLIES	600	304	600	400
067001	BOOKS & PERIODICALS	240	255	255	255
WELADMIN		107,468	108,961	112,350	116,273
WELFARE	TOTAL	330,068	309,260	339,950	295,373





Outside Social Services

Services Overview

- ✓ [Cross Roads House](#)
- ✓ [Central Veterans Council](#)
- ✓ [Richie McFarland Children’s Center](#)
- ✓ [Seacoast Mental Health Center](#)
- ✓ [Area HomeCare & Family Services](#)
- ✓ [Rockingham Nutrition and Meals on Wheels](#)
- ✓ [Seacoast YMCA](#)
- ✓ [Big Brothers/ Big Sisters of the Greater Seacoast](#)
- ✓ [RSVP](#)
- ✓ [Seacoast Community School](#)
- ✓ [Rockingham Community Action](#)
- ✓ [Haven](#)
- ✓ [Child & Family Services of NH](#)
- ✓ [American Red Cross of NH and VT](#)
- ✓ [AIDS Response Seacoast](#)
- ✓ [Gather](#)
- ✓ [Community Services Program](#)
- ✓ [Families First Health & Support Center](#)
- ✓ [Seacoast Family Promise](#)
- ✓ [New Generation](#)
- ✓ [Seacoast Pathways](#)
- ✓ [CASA](#)

Department Budget Comments

The Outside Social Services budget request for FY19 is \$186,374. This represents an increase of \$18,322, or 10.90%, the FY18 Budget.

Programs and Services

- **Cross Roads House (CRH):** Cross Roads House’s mission is “to protect men, women, and children who are experiencing homelessness, from exposure and hunger.” As the largest shelter in the region, CRH provides both emergency and transitional shelter programs that offer case management help for individuals and families seeking to break the cycle of homelessness and return to permanent shelter. CRH collaborates with a multitude of other local agencies to connect residents to needed supportive services. Many agencies deliver services on-site at the shelter. CRH also provides on-site classes that help residents prepare for, and maintain both housing and employment. In addition to providing shelter and supportive services, CRH offers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals. In 2016, the shelter added a Housing Stability Case Manager to provide post-shelter case management to help residents maintain their housing and supports in their new homes. Due to the success of this program, in 2017 we expanded the program to add another part-time Housing Stability Case manager.

Demand for shelter remains extremely high. Last year CRH provided shelter and services to 515 people, including 36 families with 63 children. Among those were 225 Portsmouth residents



(includes transients, those from out of state). Last year the emergency shelter program for individual adults operated over capacity 82% of the year. The shelter's typical capacity is 96 beds, however, due to recent demand for shelter, as many as 30-35 extra individual adults have been accommodated nightly. 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. Since 2013, intakes to the shelter have been more efficiently processed through a centralized intake program called Coordinated Entry. Individuals seeking shelter as well as the Portsmouth Welfare staff can call a centralized phone number to coordinate admission into CRH and other shelters.

- **Central Veterans Council:** City funds are requested for decoration of gravesites and upkeep of cemeteries.
- **Richie McFarland Children's Center:** The Richie McFarland Children's Center mission is "to help young children reach their full developmental potential and to support their families through that process." RMCC clinicians and educators provide an array of developmental and therapeutic services for children with special needs, education and support to their families and guidance in accessing and coordinating community and health resources. Among the programs offered are Family-Centered Early Supports & Services (more commonly known as early intervention for children from birth to three years of age), Pediatric Therapies, Early Learning Groups, and Parent-Child Groups. City funding is requested to assist with general operating expenses to help fill the gap between the cost of providing services and the available revenues from all other sources collected. Financial support from each of the 24 towns in their catchment area results in approximately 5% of RMCC's annual budget. The organization bases its request on the number of children served, with an amount of \$300 per child. Last year RMCC provided services to 64 Portsmouth children and families continuing to represent the highest number of families served in any of the agency's catchment area. Of significance is that the increase in numbers of Portsmouth residents is up 45% in just one year.
- **Seacoast Mental Health Center:** Founded in 1963 Seacoast Mental Health Center (SMHC) is one of ten NH state-designated community mental health centers. SMCH's service area includes the 24 communities in the eastern half of Rockingham County. The Center is mandated to provide evaluations and treatment to: children, adolescents and their families, adults, and elders who meet state criteria for eligibility for community mental health services without regard to ability to pay. Experienced and highly qualified professionals trained in psychiatry, psychology, mental health and drug counseling, clinical social work and nursing provide all our services. SMHC provided services to 5,627 individuals last year of which 879 were Portsmouth residents. Funds requested from the City of Portsmouth will support comprehensive psychotherapy services for adults between the ages of 18 and 60 who do not meet the severity of impairment necessary to be eligible for state Bureau of Mental Health Services (BMHS).
- **Area HomeCare & Family Services:** Area Homecare & Family Services 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, presently, there is no wait list for Portsmouth. In FY17, services were provided to 146 Portsmouth residents. More than 98% of these clients are "very-low income" by HUD standards and some of the cost of providing this service is not recoverable from the state contract or Medicaid and must be raised by the agency. In addition to providing direct in-home care services to the elderly and adults with disabilities or chronic illnesses, the agency also developed and sponsors Project CoolAir, which raises money to buy air conditioners for Portsmouth citizens with medical conditions who are in need. More recently, we added Project HairCare which provides free hair care services to those clients who have no other means of getting this service. This program has brought a sense of self-respect to several Portsmouth residents. The City Welfare Department is one of many local referral sources. City funds are requested to enable the In-Home Care Program to continue to offer free services to the many Portsmouth residents in need who wish to remain in their homes.



- **Meals on Wheels:** Rockingham Nutrition and Meals on Wheels Program “ provides nutritious meals and support services to older and homebound residents of Rockingham County to help them preserve long term health, independence, and well-being. “ Nutritious, ready to eat meals are provided in a community setting to adults age 60 and older, and are delivered to qualified elders and adults in need of the home delivery of food to eat properly. All meals are low salt, low fat, and low in sugar, with the additional modifications of diabetic substitutions, lower-sodium, ground, pureed, and heart healthy menu options available to meet the varying needs of our clients.

As one client puts it, “Your food is one thing, but your vigilance daily to see I’m okay, is peace of mind to me and those who care how I’m doing.”

Ninety-seven percent of our clients report that Meals on Wheels benefits their health, with 98% reporting that they feel safer thanks to the service. Last year, RNMOw provided 246 Portsmouth residents with 31,558 meals, and 21,143 safety checks. City funds are requested to help cover part of the 33% match for the federal partially subsidized meals. For every meal served, RNMOw must find funds for 33% of the cost.

- **YMCA of the Seacoast:** The YMCA of the Seacoast, over the past four years, has expanded its partnerships and reach into the Seacoast area. Our work with the Portsmouth Elementary schools, Rye Elementary, Newmarket Elementary and the Robert J Lister School are just a few examples. The Y also currently provides free memberships to many of our Portsmouth non-profits such as Great Bay Services, One Sky and Crossroads House so their clients can benefit from social and physical activities at the facility. During school vacation and the summer months we provide support to families to send their children to school vacation and summer camp programs. For both of these activities the YMCA provides financial assistance. YMCA of the Seacoast serves as a gathering place for many seniors who enjoy both socializing and activities to enhance their daily living. In order to support these efforts the Y depends on grants and the City of Portsmouth has consistently supported the YMCA in these efforts.
- **Big Brothers / Big Sisters of the Greater Seacoast:** The single most important factor in determining whether or not children reach their potential is the existence of a caring adult in their life. The simple presence of this relationship effects powerful outcomes for children. The Big Brothers/Big Sisters mission is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever. Big Brothers Big Sisters of NH (BBBSNH) supports children between the ages of 6 and 18 throughout Rockingham and Strafford counties, and have been serving the Seacoast area of New Hampshire since 1977. Last year, we served 52 Portsmouth children and 72 Portsmouth residents volunteered as mentors.
- **RSVP: Friends RSVP - Retired and Senior Volunteer Program** This 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 2017, Friends RSVP coordinated volunteer placements of 494 seniors who contributed over 62,192 hours of service throughout the total program area. Friends RSVP coordinators work with volunteers in the Portsmouth region to continually serve the needs of individuals and organizations. In 2017, Portsmouth directly received 4,537 hours served by Friends RSVP Volunteers to Portsmouth organizations and agencies. Volunteers directly served over 1,631 Portsmouth residents by assisting in these important programs. These hours calculate to over \$109,523 in direct services and time provided to Portsmouth residents and agencies in need. All totaled, 63 Friends RSVP Volunteers from the Portsmouth area served 7,907 clients.
- **Seacoast Community School (formerly Community Child Care Center):** Seacoast Community School, previously known as Community Child Care Center, was founded in 1967. Its mission to provide nurturing care and exceptional education to all children of the seacoast has held steadfast through the decades, as has its commitment to low income families and their needs. The school strives to be a leader in innovative and accessible education for children eight weeks to twelve years old, and to promote understanding of the value and positive impact of high quality early education. Serving an average full time equivalent of over 300 children per day, activities include nationally accredited full day programs for infants, toddlers and preschoolers;



half-day inclusive preschool options in collaboration with Portsmouth and Greenland Schools; and before and after school programming for grades K-5 in Portsmouth and Greenland.

SCS works diligently to make all programs accessible to families and their children, regardless of socio-economic status. That said, the school gives priority of service to children from families in financial need as these are the community members who benefit from our high quality early education and care the most. With the ability to access quality childcare, families are better able to gain and retain employment, receive job skill training, and maintain housing, food and other basic living necessities. SCS accepts New Hampshire State Childcare Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agency and private funders to establish additional scholarship options for families. With opportunities such as the Social Services Agency Grant, we work together to meet the needs of Portsmouth's most vulnerable citizens.

- **Rockingham Community Action:** RCA, a component of Southern New Hampshire Services, Inc. (SNHS) maintains its mission and goal of "Turning Hardship into Hope" and abiding by the National Community Action Partnership mission of "Helping People, Changing Lives". RCA's mission is to "assist people already living in poverty with direct services, including services that meet immediate critical needs; to prevent more families from falling into poverty; and to assist families in finding long term solutions to their economic needs so they can eventually become self-supporting." RCA staff assist with self-sufficiency/ education; housing/energy services; crisis intervention; and health and food & nutrition. RCA provides direct assistance and serves as a conduit for Fuel Assistance and other federally-funded financial assistance and programs for low-income individuals and families. Over the years RCA has assumed lead responsibility for programs enabling and supporting low-income residents in making the transition from welfare dependence to self-sufficiency. Last year 1,487 Portsmouth households received assistance valued at \$902,000 through RCA. This is not an unduplicated count; many households are represented in this count more than once depending on their variety of needs and the level of service required. Of these 1,471 households, 10 received \$54,000 of weatherization grants, 122 received \$70,186 in WIC grants, 118 received \$20,000 in homeless prevention services, 313 received \$185,400 in Fuel Assistance grants, 428 received \$160,500 in Electric Assistance discounts, 53 received \$106,500 in Adult Education services, 30 received \$223,434 in Head Start services, 116 received \$12,600 in emergency energy services, and 16 received \$11,432 in Asset Development & Financial services. In recent years we have been approved for City of Portsmouth Community Development Block Grants, increasing this year from \$5,000 to \$7,500, which we use specifically to provide homeless prevention support to Portsmouth households. RCA staff works closely with the City of Portsmouth Welfare Department in providing additional financial assistance to Portsmouth residents at risk of losing housing and utility services, and with all major agencies serving Portsmouth (Cross Roads House, Portsmouth Housing Authority, Families First, Gather Food Pantry, Seacoast Mental Health Center, Haven, etc.). RCA operates a fully staffed and cross-trained Outreach Center in Portsmouth so that applications for critical "safety net" assistance to individuals and families can be expedited. Much of the service provided by RCA reduces clients' reliance on City Welfare funds.
- **Haven:** For more than 35 years, A Safe Place provided services to individuals impacted by domestic violence and Sexual Assault Support Services (SASS) assisted those impacted by sexual violence. On July 1, 2015, SASS and A Safe Place officially and legally merged into one organization, HAVEN. Its 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. HAVEN services include: providing 24-hour confidential emergency shelter and support services via a confidential 24-hour hotline and in-person accompaniments at hospitals, police, child advocacy centers and courts; and a K-12 Safe Kids Strong Teens prevention education program aimed to prevent sexual abuse, bullying and teen dating violence. 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 2017, HAVEN assisted 168 Portsmouth residents through our 24-hour client services program and reached 699 Portsmouth students and 101 teachers with our Safe Kids Strong Teens prevention education program. In addition, we provided Portsmouth residents with 457 nights in our shelter. All services are provided free of charge to the clients.



- **Child & Family Services of NH:** Mission: CFS is dedicated to advancing the well-being of children and families by providing an array of social services to strengthen family life and promoting community commitment to the needs of children.
Vision: Every child and youth is entitled to nurturance, protection, and a chance to develop their full human potential and opportunities to contribute to the common good.
Promise: CFS is committed to enabling every child to flourish in a healthy, nurturing, self-sufficient family, supported by an involved community.

CFS is statewide with 15 regional offices. CFS programs are based on current research, balanced with experience, creativity, and clinical skill. We go wherever the clients need us to be, with a majority of services being delivered in the home or in community settings. We travel 910,000 miles annually, tackling the most complex problems facing families today. Our services are designed to improve functioning, communication and relationship skills, reduce anxiety and low self-esteem, and resolve personal issues or family dilemma.

CFS provides high quality programs and services to help children, youth, families and seniors meet the challenges they face at every age and stage of life. City funds are requested to subsidize the services provided to clients unable to pay because they are uninsured or underinsured and without CFS they would have no other alternatives.

Last year CFS served 89 Portsmouth residents through eight Family Support and Services Programs: Early Supports and Services, Family Counseling, Individual Services, Healthy Family America (HFA), Integrated Home Based Services (IHB), Transitional Living/Runaway and Homeless Youth, Adoption, and Camp Spaulding.

Support from the city of Portsmouth will ensure that Portsmouth residents have the programs and services they need regardless of their income, and these services will improve the community as a whole.

- **American Red Cross of NH and VT:** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. Through its volunteers, donors and partners, the American Red Cross is always there in times of need, turning compassion into action so that all people affected by disaster receive care, shelter, and hope; our communities are prepared for disasters; everyone has access to safe, lifesaving blood and blood products; all armed services members and their families find support and comfort when needed; and there are always trained individuals nearby, ready to use their Red
- **AIDS Response Seacoast:** AIDS Response Seacoast (ARS) is a non-profit community-based HIV/AIDS Service Organization which has served the Seacoast area since 1987. The mission of AIDS Response Seacoast 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:** Established in 1816, Gather (formerly known as the Seacoast Family Food Pantry) is one of the oldest social service agencies in New Hampshire. The mission of Gather is to fulfill the needs of low-income individuals and families with food, personal care products and education for healthy living. Gather's ultimate vision is to end hunger in the Seacoast. Our goal is to develop innovative and proactive programs that actively involve the community and ultimately create hope and real social change. Gather serves the Seacoast area including Greenland, Hampton,



Hampton Falls, Kittery ME, New Castle, Newington, North Hampton, Portsmouth, Rye, Seabrook and Stratham. There are 1,000 active Seacoast families using Gather's Pantry Market and we provide over 800,000 pounds of food to this community each year. In addition to emergency food distribution through the Pantry Market, we also offer innovative programming (Meals 4 Kids, Meals 4 Seniors, and Community Supported Agriculture) to more comprehensively support the needs of this community. Our 100+ community volunteers are at the heart of our organization's success.

Gather has grown significantly over the past several years. Pantry Market usage has increased and Portsmouth residents represent 76% of total households served. We have also seen a substantial increase in the number of children served. In 2013, we were serving 75 children each week through our Meals 4 Kids program. This past summer we provided meals for 450 children. Funding from the City will enable us to support the Portsmouth community through our main emergency food distribution program as well as our specialty programs.

- **Community Services Program:** Community Services, located at the Community Campus in Portsmouth, runs two medication-assistance programs, which are available to adults who are uninsured or underinsured; live in low-income households; and either live in Portsmouth or are patients at Families First Health Center. The Short-Term Assistance Program provides prescriptions for emergency or short-term needs, such as antibiotics. With a prescription in hand and documentation that they meet income guidelines, clients can receive up to \$300 each year in vouchers for prescription assistance. The Long-Term Assistance program provides access to free, donated prescriptions available through pharmaceutical companies for medications taken on an ongoing basis for chronic illnesses. By helping patients enroll in the Long-Term program, a small investment of staff time is leveraged to access the resources of the pharmaceutical companies – roughly \$102,000 worth in calendar year 2017. The Short-Term Assistance program served 46 patients in 2017, while the Long-Term program served 72 people. The City Welfare Department refers any uninsured residents to Community Services, and also refers any new applicants requesting pharmacy assistance from the City before a City Welfare application is filed. More than three-quarters of patients utilizing the program are Portsmouth residents. A significant number of these individuals' prescription needs would be the financial responsibility of Portsmouth Welfare, were medication assistance not available through Community Services.
- **Families First Health & Support Center:** Families First is the community health center and family resource center serving the Seacoast region. Last year Families First provided more than 1,800 low-income Portsmouth children and adults with affordable, accessible, comprehensive and prevention-focused health care, as well as parenting and family programs. Families First provides: general medical care for children and adults of all ages; prenatal care; dental care and education both at the center and in Portsmouth schools; behavioral health counseling; substance abuse treatment including medication-assisted treatment and intensive outpatient therapy for opioid addiction; family support and education in group and one-on-one settings; and mobile health and dental services. Families First also holds two to three medical clinics and one mobile dental clinic each week at Cross Roads House and weekly medical clinics at two Portsmouth churches and at Margeson Apartments. Families First's services not only help people stay healthier and improve their quality of life, but also saves money for the city. Families First continues to add services to address the opioid epidemic, recently adding Intensive Outpatient Therapy as well as a program to help the hundreds of Families First patients with Hepatitis C, a curable condition that can be related to addiction. Almost 100% of the City of Portsmouth's welfare recipients are served by Families First, which plays an essential role in returning welfare recipients to health, employability, and ultimately to independence. Families First's mission is "to contribute to the health and well-being of the Seacoast community by providing a broad range of health and family support services to individuals and families, regardless of ability to pay." City funding is requested for salaries of Families First nurse practitioners to continue to provide essential medical services to Portsmouth residents.



- **Seacoast Family Promise** : Since opening in 2003, Seacoast Family Promise (SFP) has successfully served 239 local families with young children under the age of eighteen experiencing homelessness; of the 748 adults and children served 437 of the guests were children under the age of 18, with 222 of those being under the age of 5. SFP statistics tracked over the last 14 years show that 92% of families completing the program remain stable. Seacoast Family Promise has developed from a start-up to an established, successful, strong and long-standing program over the last 14 years, becoming a mature partner with the community in the very important work of assisting families experiencing homelessness.

The new SFP Day Center, located at 27 Hampton Rd., Exeter, New Hampshire, is open for guest families from 7:30 a.m. to 5:00 p.m. each day, seven days per week. The Day Center provides a daytime facility where guests may access professional services with the support of staff as well as have a home base for their family. The Day Center provides the families with a permanent address, land line telephones, clothing storage, a computer, and a space for children and their parents to play, nap, take meals, and interact with each other, other guest families, and SFP volunteers and staff.

Hosts sites provide home cooked meals and overnight sleeping facilities for families in faith congregations throughout the greater Seacoast area; Hampton, North Hampton, Portsmouth, Stratham, Newmarket, Greenland, Rye, Exeter, and Brentwood. Host congregations and their partnering “support congregations” provide volunteers who prepare and serve evening meals and function as overnight hosts, providing a sense of dignity, hope, and community for the guest families. Annually, SFP engages over 1,500 community volunteers from all walks of life, allowing for a region-wide network of enhanced social capital.

SFP is a cost-efficient, effective community response to family homelessness. Utilizing faith-based “host” sites, families stay overnight in congregation buildings with congregational volunteers. Thanks to over 1,200 community volunteers, the meals and overnight housing they provide, SFP leverages every dollar donated on a 3-to1 basis. The SFP annual budget runs in the \$268,000 range, but with the in-kind donated services figured in, the program delivers roughly \$800,000 worth of services each year.

The mission of Seacoast Family Promise is to empower families with children experiencing homelessness to achieve sustainable independence through a community-based response.

Seacoast Family Promise envisions a community in which every family has a home, a livelihood and a chance to build a better future together.

- **New Generation**: New Generation is homeless shelter in Greenland, NH, for women who are pregnant or parenting young children. Our mission is to provide a safe and family-oriented place where women and their children who have found themselves without a home can re-gain their independence and become self-sufficient. Some of our women have become homeless as a result of domestic abuse, others due to addiction, and many others are working hard to break out of the generational cycle of poverty.

The organization has helped more than 700 women, ages 18 to 42 years, and more than 525 babies and children over the past 30 years. Annually, up to 45 women and their children participate in the program. Entry into the program is offered to women who are homeless and pregnant, or new mothers, and is only possible through commitment to a rigorous continuum of care. New Generation is more than just a shelter – we offer full programming to help prepare women for long-term, independent living. In addition to education and job assistance, New Generation also help women with:

- Parenting skills via our Nurturing Parenting Learning Program
- Financial literacy courses skills
- Nutrition and meal preparation
- Recovery support access when needed
- Securing permanent housing



- **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. Currently Seacoast Pathways has 96 members, 29 of whom are Portsmouth residents. The program follows the Clubhouse International Model of Psychosocial Rehabilitation and provides opportunity to utilize strengths, interests and skill development to get back on track for employment, education, improved housing and wellness – all hallmarks of mental health recovery.

Participants, called members, work side-by-side with staff to operate the clubhouse and volunteer for clerical work, reception, lunch preparation, and planning and organizing activities. Art, music, writing, yoga, and nutrition are incorporated for wellness and learning. Members are actively supported in their employment, housing, and educational goals by increasing skills, pursuing resources, and finding fellowship with others. Membership is free and for life.

Seacoast Pathways connects closely with Portsmouth Regional 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:** CASA (Court Appointed Special Advocates) of NH's highly trained volunteers speak for the best interests of children ages birth to 21 in about 81% of abuse cases that come to New Hampshire's Family Court System. The goal of this organization is to serve every child in need of advocacy services in the state. Our clientele come from every county in the state and are of very low income. In fiscal year 2017, CASA's 513 volunteer advocates served 1,358 children across the state. Since 1989, CASA of NH has advocated for over 10,000 children within the state.

The CASA volunteers come from across the state and all walks of life. They are compassionate, caring adults who make sure the child's needs remain a priority during abuse and neglect proceedings in an over-burdened child protection system. Volunteers spend time getting to know the child or children they are working with and the important adults in that child's life so they may make qualified, unbiased recommendations to a judge about what they believe to be in the best interests of the child's future.



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
OUTSIDE SOCIAL SERVICES					
01-793-780-51-100-437					
087001	CROSSROADS HOUSE	24,092	24,092	40,000	50,000
087002	CENTRAL VETERAN'S COUNCIL	710	710	1,000	1,000
087003	RICHIE MCFARLAND CHILDREN	4,164	4,164	5,000	6,000
087005	SEACOAST MENTAL HLTH CTR	10,000	10,000	10,000	10,000
087006	AREA HOMEMAKER/HOME HLTH	9,944	9,944	11,000	11,000
087008	MEALS ON WHEELS	5,261	5,261	7,500	10,000
087009	YMCA ACCESS PROGRAM	3,021	3,021	1,000	1,000
087010	SEACOAST BIG BROTH/SISTER	6,840	6,840	4,000	4,000
087012	RSVP	8,123	8,123	5,000	5,000
087013	SEACOAST COMMUNITY SCHOOL	19,545	19,545	19,545	19,545
087015	ROCKINGHAM COMM ACTION	17,000	17,000	20,000	21,500
087017	HAVEN	12,000	12,000	12,000	12,000
087018	CHILD & FAMILY SERVICES	2,083	2,083	2,083	2,083
087019	AMERICAN RED CROSS	2,668	2,668	1,000	1,000
087020	AIDS RESPONSE SEACOAST	5,857	5,857	5,857	5,000
087021	GATHER (FOOD PANTRY)	3,000	3,000	5,000	5,000
087023	COMMUNITY SERVICES	7,665	7,665	5,000	5,000
087024	GOODWIN (FAMILIES FIRST)	8,000	8,000	8,000	10,000
087025	FAMILY PROMISE	2,246	2,246	2,246	2,246
087026	NEW GENERATION	1,321	1,321	1,321	2,000
087028	SEACOAST PATHWAYS	1,000	1,000	1,000	2,000
087029	CASA	-	-	500	1,000
OUTSIDE SOCIA	TOTAL	154,540	154,540	168,052	186,374

NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--FY 19 TOTAL \$268,374

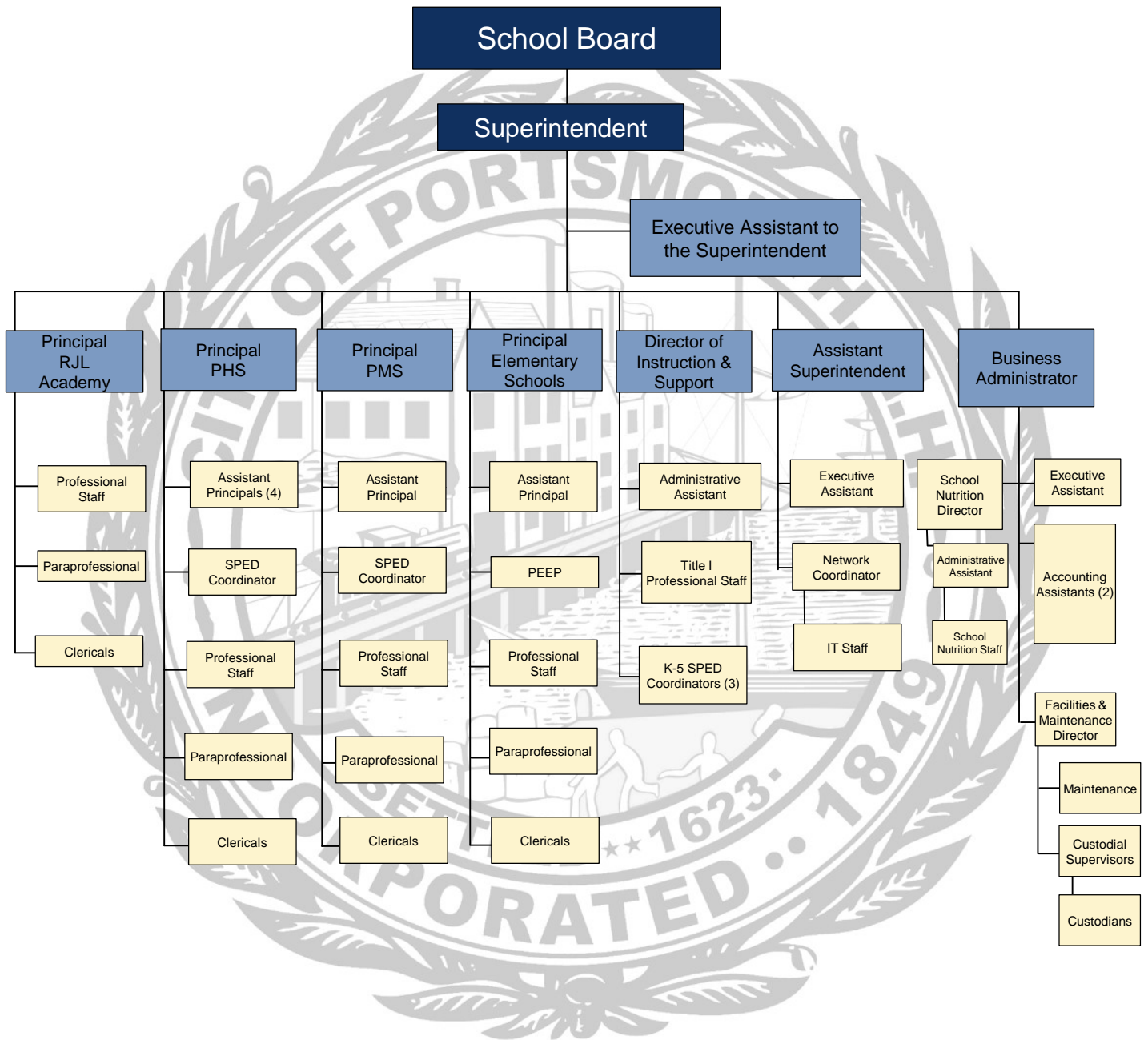


**Total City Grants to Social Service Agencies
Funded from General Fund and Community Development Block Grant (CDBG) Program**

Outside Social Services Agency	FY 2018			FY 2019		
	Welfare	CDBG	Total	Welfare	CDBG	Total
				Welfare Department Budget City Manager Recommended	Citizens Advisory Committee Recommended to City Manager	Welfare Department and CDBG
AIDS Response	\$5,857	\$10,000	\$15,857	\$5,000	\$10,000	\$15,000
American Red Cross	\$1,000		\$1,000	\$1,000		\$1,000
Area Homecare & Family Services	\$11,000		\$11,000	\$11,000		\$11,000
CASA, Child Support/GAL Services	\$500		\$500	\$1,000		\$1,000
Central Veterans Council	\$1,000		\$1,000	\$1,000		\$1,000
Chase Home for Children		\$5,000	\$5,000		\$5,000	\$5,000
Child & Family Services of NH	\$2,083		\$2,083	\$2,083		\$2,083
Community Services/Families First (formerly InfoLink)	\$5,000		\$5,000	\$5,000		\$5,000
Cross Roads House, Inc.	\$40,000	\$17,000	\$57,000	\$50,000	\$17,000	\$67,000
Families First of the Greater Seacoast	\$8,000		\$8,000	\$10,000		\$10,000
Goodwin Health (formerly Families First), Dental Program		\$9,000	\$9,000		\$9,000	\$9,000
Friends Program/R S V P	\$5,000		\$5,000	\$5,000		\$5,000
Gather (formerly Seacoast Family Food Pantry)	\$5,000		\$5,000	\$5,000		\$5,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$13,000	\$25,000	\$12,000	\$11,500	\$23,500
Meals on Wheels	\$7,500		\$7,500	\$10,000		\$10,000
New Generations	\$1,321		\$1,321	\$2,000		\$2,000
New Hampshire Legal Assistance					\$2,500	\$2,500
New Heights, Adventures for Teens		\$6,000	\$6,000		\$5,000	\$5,000
Portsmouth Housing Authority LTD, MC3 Program		\$6,000	\$6,000		\$6,000	\$6,000
Richie McFarland Children	\$5,000		\$5,000	\$6,000		\$6,000
Rockingham Community Action	\$20,000	\$7,000	\$27,000	\$21,500	\$7,000	\$28,500
Seacoast Big Brothers/Big Sisters	\$4,000		\$4,000	\$4,000		\$4,000
Seacoast Community School	\$19,545	\$9,000	\$28,545	\$19,545	\$9,000	\$28,545
Seacoast Family Promise	\$2,246		\$2,246	\$2,246		\$2,246
Seacoast Mental Health Center	\$10,000		\$10,000	\$10,000		\$10,000
Seacoast Pathways	\$1,000		\$1,000	\$2,000		\$2,000
Seacoast YMCA	\$1,000		\$1,000	\$1,000		\$1,000
TOTAL Grants	\$168,052	\$82,000	\$250,052	\$186,374	\$82,000	\$268,374



Portsmouth School Department



Mission

“The purpose of the Portsmouth schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.”



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PORTSMOUTH SCHOOL DEPARTMENT

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

STEPHEN ZADRAVEC
SUPERINTENDENT OF SCHOOLS

GEORGE SHEA
ASSISTANT SUPERINTENDENT

STEPHEN T. BARTLETT
BUSINESS ADMINISTRATOR

The Honorable Jack Blalock, Mayor and Portsmouth City Councilors
Portsmouth Municipal Complex
One Junkins Avenue
Portsmouth, NH 03801

Dear Mayor Blalock and Portsmouth City Councilors,

Each year the Board revisits the existing School Board Goals. This past summer, we made the most significant change in the last several such evaluations. We retained our previous goals around being focused on Student Learning, Teacher Quality, and Stewardship of Resources. However, we added a new goal centered on increasing educational opportunities and outcomes for all students and, in particular, to close any “opportunity gaps” between student populations (i.e. socioeconomic status). We are proud of our successful students, but we are focused this year in taking the steps necessary to improve the educational outcomes for those students/student groups who historically have not performed as well.

As part of those efforts, two long-term committees have been formed. One committee is looking at the potential reintroduction of foreign language at the elementary level. That committee is in a gathering information mode, but we expect to look at potential plans later this school year for potential roll-out in FY 2020. The other committee is looking at strengthening, and expanding our preschool program. This is an area of particular concern when it comes to closing opportunity gaps. Significant amounts of scientific study have been conducted, and it is clear that children who do not participate in preschool are more likely to be well behind with regards to their starting skills when they get to school. Children who are behind in kindergarten and the early grades require additional resources and intervention to get them back on track. While the work of the preschool committee is not done, we are already making plans to increase the reach of our existing preschool programs. We believe strongly that this investment will pay dividends to our schools.

The 2018 school year saw the implementation of new start times, delaying the start of the middle school and high school by about an hour. This change wasn’t made lightly. Multiple committees looked at the issue. The science was overwhelming: A majority of students would benefit (from a health and outcome perspective) if we were to move back the start of school. After 2 years of the most recent committee looking at the issue, we were able to implement it this year. The change was not without challenges: new bus routes were required and co-curricular and extra-curricular programs had to tweak their schedules. After those fits and starts, however, we are hearing from our building principals and teachers that the change has been a positive one.

Renovations and upgrades continue at our elementary schools. The work at Little Harbour is complete, and this summer will see the upgrades completed at Dondero. New Franklin will see some more limited upgrades in 2019. The improved learning environment is remarkable. Additionally, the energy efficiency upgrades at New Franklin and at Little Harbour are already paying dividends, with demonstrable reductions in energy use. We anticipate seeing similar improvements once Dondero is complete.

The support of the City Council, and the public at large for our school system has allowed the School Board and the Administration to focus on student outcomes and improving our schools each year. The performance of the students from our schools is something that our whole community can be proud of. We appreciate our working relationship with the Council and look forward to the opportunity to present our proposed budget to you in the near future.

Sincerely,
Patrick Ellis, School Board Chair

THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES."

AN EQUAL OPPORTUNITY EMPLOYER • EQUAL EDUCATIONAL OPPORTUNITIES

1 JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE 03801-5297 • (603)431-5080 • FAX (603)431-6753



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School Department

Services Overview

- ✓ Instructional Programs
- ✓ Support Services – Pupils
- ✓ Support Services – Instructional
- ✓ Support Services – General Administration
- ✓ Support Services – Business & Other

Department Budget Comments

The FY 19 Budget is \$48,086,136, which represents a 3.25% increase over FY 18. This Budget maintains all of our existing positions with two exceptions, and allows us to address some priority areas related to School Board goals. Most notably, this budget creates for the first time an Educational Opportunity Fund, seeded with \$20,000, and targeted at addressing equitable access to educational opportunities for children on free or reduced lunch. Examples of these cost-bearing opportunities include student access to Running Start or early college courses, as well as a variety of school sponsored enrichment programming.

One of the significant budgetary challenges the School Department has been facing is the reduction in outside revenue in the form of Federal Title Grants. These sources of revenue fund many of our Special Education and Reading positions, and have shown modest decreases for years. In the last fiscal year however, the School Department saw a dramatic reduction in these funds in the order of \$340,000. While this budgetary challenge for FY 19 was addressed through the use of a successful teacher retirement incentive, this trend may continue to pose a challenge in future budgets.

The FY19 Budget at 3.25% does not include two notable positions funded with grants that will end in FY 18. The first of these positions is a Student Assistance Counselor at Portsmouth High School. This position has been funded for four years with a grant from the Department of Health and Human Services. This position plays a key role in the prevention of drug and alcohol use among students as well as counseling support to students engaging in substance abuse.

The second of these positions is the Farm to School Program Coordinator. The Portsmouth School Department received a competitive grant through the USDA to support a robust Farm to School program, including school gardens at all schools as well as integrated thematic units at all levels. This program has shown great promise in establishing connections with local partners and authentic learning experiences for our students. The School Board will be requesting that these two positions, as well as a new Preschool position, be funded beyond the 3.25% budget.

Overall, the FY 19 Budget allows us to continue 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.

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Administrators	13.72	13.72	13.72
Teachers			
Classroom & Regular Program Instruction	180.67	182.36	186.22
Special Programs	21.30	22.30	23.30
Pupil Support Programs	43.45	44.30	44.90
Total Teacher	245.42	248.96	254.42
Other School Department Full Time Staff			
Clerical	20.91	20.91	20.91
Paraprofessional	43.15	48.84	50.19
School Custodians	25.88	25.88	25.88
Security	1.00	1.00	1.00
Technology Support	7.00	8.00	8.00
Maintenance	4.00	4.00	4.00
Other Full Time Staff	101.94	108.63	109.98
Total General Fund Full Time	361.08	371.31	378.12
Grant and Other Funded Full Time	87.92	88.9	79.78
Total School Full Time	449.00	460.21	457.90
Positions Part time	FY17	FY18	FY19
Lunch Monitors	6	6	6
Total Part Time	6	6	6



Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SCHOOL DEPARTMENT				
TEACHERS/ADMINISTRATORS	19,874,459	19,370,089	20,370,907	20,860,949
SALARIES	4,012,415	3,998,691	4,244,358	4,368,995
PART-TIME SALARIES	758,971	1,084,340	761,151	761,959
SCHOOL BOARD STIPENDS	14,000	12,725	14,000	14,000
OVERTIME	68,935	128,862	68,935	68,935
RETIREMENT	3,595,791	3,378,341	4,086,777	4,144,807
HEALTH INSURANCE	6,443,603	6,443,603	6,786,725	7,157,959
DENTAL INSURANCE	364,247	384,631	374,581	400,016
LEAVE AT TERMINATION	400,000	400,000	400,000	300,000
WORKERS' COMPENSATION	150,963	150,963	159,542	168,110
LIFE AND DISABILITY	185,139	192,073	188,139	197,639
PROFESSIONAL DEVELOPMENT	263,498	241,643	263,352	258,534
OTHER BENEFITS	1,950,442	1,859,468.85	2,014,430	2,047,423
COLLECTIVE BARGAINING	-	-	-	91,529
<i>Contractual Obligations</i>	38,082,463	37,645,430	39,732,897	40,840,855
TUITION	853,514	1,008,321	940,269	940,269
TRANSPORTATION	1,086,341	1,006,905	1,281,214	1,300,147
TRANSFER FROM PARKING & TRANS	-	-	(150,000)	(100,000)
CONTRACTED SERVICES	1,344,782	1,870,875	1,346,211	1,431,579
ADVERTISING	2,775	1,994	2,775	2,775
ELECTRICITY	832,943	669,013	832,943	765,943
NATURAL GAS	382,353	266,852	382,353	340,353
FUEL OIL	786	-	786	786
GASOLINE	15,000	10,371	13,000	12,500
STUDENT BOOKS / PERIODICALS	199,158	163,739	188,456	190,814
PROFESSIONAL ORGANIZATION DUES	36,739	34,547	37,314	38,494
PROPERTY & LIABILITY	136,789	135,789	139,820	125,913
OTHER OPERATING	1,710,441	1,869,946	1,825,491	2,195,708
<i>Other Operating</i>	6,601,621	7,038,352	6,840,632	7,245,281
TOTAL	44,684,084	44,683,782	46,573,529	48,086,136

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, 2017, was 2,634..

- Regular Classroom Programs
- Full-Day Kindergarten
- Other Regular Instruction: Art, Music, Physical Education, Technology, International Language
- Special Education Programs
- English as a Second Language
- Enrichment Programs
- Career Technical Education Program Instruction
- Athletics and Extra-Curricular Activity

Support Services – Pupils- Includes all direct pupil support activities such as attendance, Guidance, School Psychologist, Health and Nursing, Reading and Math Specialists, Occupational and Physical Therapy, Speech and Audiology, Athletic Trainer, Lunchroom Monitors, Behavioral Specialists and other related Pupil Support Staff.

- Attendance and Social Work
- Guidance, Health, and School Nurses
- Psychological Services



- Speech and Audiology
- Physical and Occupational Training Services
- Math and Reading Services
- Other Pupil Services, Security, and Behavioral Specialists

Support Services – Instructional- Includes all direct instructional support activities such as school libraries, system-wide Media support, City-School Library Project, Technology Plan for instructional computer purchase, curriculum coordination and development, quality schools and strategic and long-range planning.

- Improvement of Instruction; Staff Development
- Technology Plan-Instructional, Technology Purchases
- Media/Library Services

Support Services- General Administration- Includes all administrative support activities such as the School Board, Superintendent and Assistant Superintendent's office, Program Directors, and School Administration.

- School Board
- Office of the Superintendent and Assistant Superintendent
- Special Area Administration: Program Directors for Student Services, Reading, Technology, Athletics, and Technical Careers
- School Administration, School Principals and Assistant Principals

Support Services- Business & Other- Includes all system support activity such as the school business office, building operations, system-wide maintenance, pupil transportation, technical, network and computer services, property and liability insurance, telephones, employee wellness programs, wage and contract settlement contingencies, and other system-wide costs. The total square footage for all seven (7) school buildings is 640,000 square feet. The total school property includes 114 acres.

- Business/Fiscal Services
- Other Business Services: Property Insurance, Telecommunications
- District-Wide Maintenance Services
- Building and Custodial Operations, Energy and Capital Improvements
- Equipment Repair and Maintenance
- Student Transportation: Daily Buses, After-School Programs, and Out-of-District Charters
- Planning, Research and Development, Staff Services
- Information Support Services and Technology Plan
- Other Support Services, Benefits

School Board Goals and Objectives

The Portsmouth School Board is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any “opportunity gaps” between student populations, particularly when it comes to socioeconomic status. The following goals will be of primary focus for 2017-2018:

- Reduce gaps of opportunity or achievement between socioeconomic groups, including, but not limited to experiences with the arts, enrollment in rigorous coursework, and achievement on established benchmarks for career and college readiness in order to prepare students for an increasingly competitive world and post-secondary success.
 - Review and discuss achievement data regularly to identify gaps in student outcomes and focus areas of need.
 - Explore creating new district level policies that will better support equity and access for all students.
 - Communicate a plan for the sustainability of existing preschool programing and strategies to expand preschool offerings to families currently not accessing preschool.
 - Establish an “educational opportunity fund” to support access to academic, enrichment, and other programing opportunities that incur a cost to families on free or reduced lunch.
 - Establish opportunities for all district staff to examine the mindsets and expectations needed to support all students and close opportunity gaps.
 - Strengthen systems for intervention, including dedicated time during the school day for intervention supports.
 - Support and increase 1:1 student/teacher technology practices and infrastructure, with a focus on establishing policies and protocols to ensure equitable access for all students.



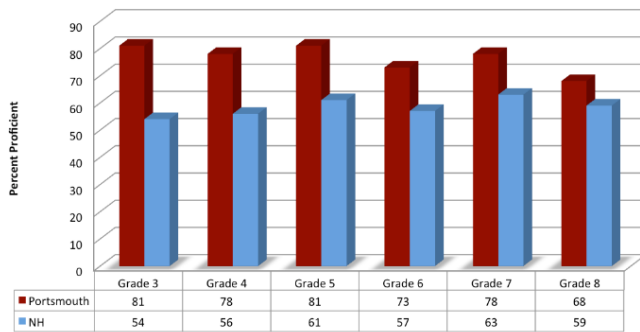
In addition, the Board maintains broader goals that reinforce the district's strategic focus on teacher quality, student learning, and stewardship of resources. The following goals will be of primary focus for 2017-2018:

- Create a robust district communication plan to ensure the community understands goals and priorities of the district and that space exists for discussions about these (i.e. coffee talks with administrators, media Goals, etc.)
- Communicate the work of the Teacher Quality Panel, highlighting the work of Model Teachers.
- Increase core and enrichment opportunities in STEAM-related activities accessible to all students.
- Communicate a plan for the final phases of major facilities upgrades.
- Continue to track energy efficiency measures towards greater efficiency and long term savings.
- Fully integrate sustainable practices, school gardens, and Farm to School models in all schools.
- Explore the feasibility of World Language at the elementary level.

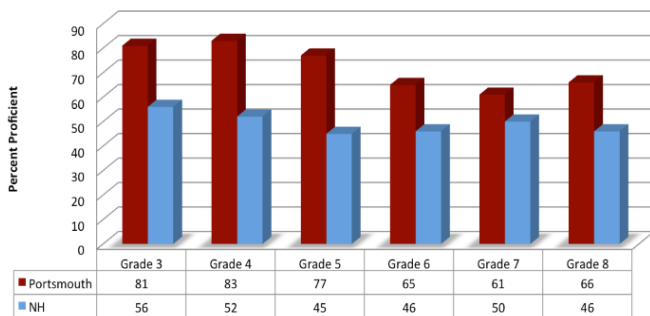
Performance Measures

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 post graduate preparation. In general, Portsmouth continues to perform well above State and National averages on many indicators of student progress. New Hampshire utilizes the Smarter Balanced Assessment Consortium (SBAC) for the State accountability assessment for grades 3 through 8 in Mathematics and English/Language Arts. Students in 11th grade took the Scholastic Aptitude Test (SAT).

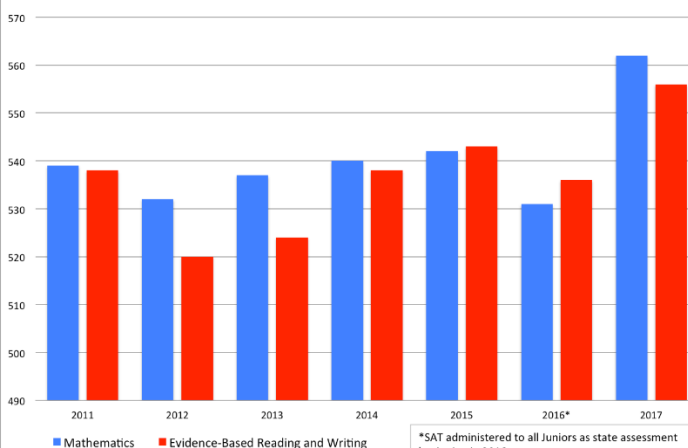
**2017 Smarter Balanced English Language Arts
Percent Proficient**



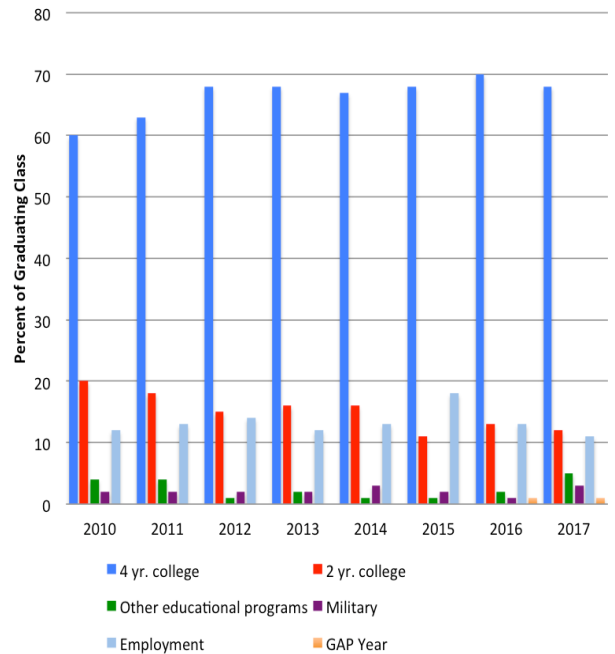
**2017 Smarter Balanced Mathematics
Percent Proficient**



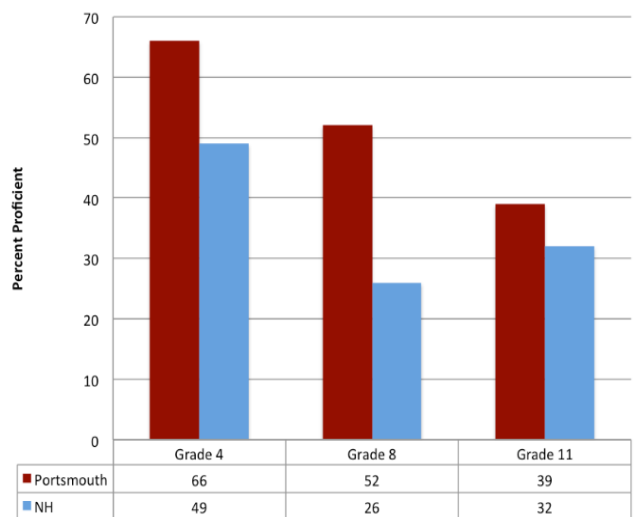
2017 SAT Scores



Postsecondary Pursuits



Science NECAP 2017



PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF COMBINED FINANCIAL OPERATIONS
For Budget Year 2018-2019
(Based on Proforma Revenue & Expenditures Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
REVENUE:							
LOCAL	TAX APPROPRIATION	41,404,886 a	0	4,260,198	0	45,665,084 b	77.4%
	TUITION	6,503,250	868,653			7,371,903	12.5%
	OTHER	13,000	88,300		545,542	646,842	1.1%
	TRANSFER IN		842,791		60,000	902,791	1.5%
	GRANTS		87,970			87,970	0.1%
	Total Local Support					54,674,590	92.7%
STATE	CATASTROPHIC AID		230,000			230,000	0.4%
	SCHOOL BUILDING AID			1,863,246		1,863,246	3.2%
	REIMBURSEMENT				8,837	8,837	0.0%
	KINDERGARTEN AID	165,000				165,000	0.3%
	Total State Support					2,267,083	3.8%
FEDERAL	REIMBURSEMENT				290,374	290,374	0.5%
	GRANTS		1,120,934		40,000	1,160,934	2.0%
	MEDICAID		580,000			580,000	1.0%
	Total Federal Support					2,031,308	3.4%
TOTAL REVENUES		48,086,136	3,818,648	6,123,444	944,753	58,972,981	100.0%
EXPENDITURES:							
FOR ALL FUNDS	ELEMENTARY	18,843,580	1,053,497		345,779	20,242,856	34.3%
	MIDDLE SCHOOL	9,578,967	691,534		222,961	10,493,462	17.8%
	HIGH SCHOOL	18,760,798	2,073,617		376,013	21,210,428	36.0%
	TRANSFER OUT	902,791				902,791	1.5%
BONDED CAPITAL PROJECTS (CIP FUNDED)	INTEREST			1,658,444		1,658,444	2.8%
	DEBT REDUCTION			4,465,000		4,465,000	7.6%
TOTAL EXPENDITURES		48,086,136 c	3,818,648	6,123,444 b	944,753	58,972,981	100.0%

- NOTES:
- a: Includes \$ 11,904,407 of Statewide Enhanced Education Tax collected locally
 - b: Debt service is part of the City Capital Fund and is included here for memo purposes only.
 - c: Budget Recommended by Portsmouth School Board



**PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF SPECIAL REVENUE PROGRAMS
For Budget Year 2018-2019**

(Based on Proforma Revenue & Expenditures Estimates)

		Fund 2	Fund 3	Fund 4	Fund 7	Fund 7	Fund 7	Fund 7	Fund 7	TOTAL	%
		FEDERAL "PASS THRU" GRANTS	LOCAL GRANTS	FOOD SERVICE	TUITION "RJLA"	TUITION SPED	TUITION "LITTLE- CLIPPER"	FEES SUMMER SCHOOL	FEES DRAMA		
REVENUES:											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				483,482	385,171				868,653	18.2%
	OTHER			545,542			69,300	10,000	9,000	633,842	13.3%
	TRANSFER IN		20,000	60,000	322,791	500,000				902,791	19.0%
	GRANTS		87,970							87,970	1.8%
STATE	CATASTROPHIC AID					230,000				230,000	4.8%
	SCHOOL BUILDING AID									0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			8,837						8,837	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT			290,374						290,374	6.1%
	GRANTS	1,120,934		40,000						1,160,934	24.4%
	MEDICAID					580,000				580,000	12.2%
TOTAL REVENUES		1,120,934	107,970	944,753	806,273	1,695,171	69,300	10,000	9,000	4,763,401	100.0%
EXPENDITURES:											
GENERAL FUND;		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS ;											
	ELEMENTARY	725,676	10,675	345,779		317,146				1,399,276	29.4%
	MIDDLE SCHOOL	115,047	20,815	222,961		551,672		4,000		914,495	19.2%
	HIGH SCHOOL	280,211	76,480	376,013	806,273	826,353	69,300	6,000	9,000	2,449,630	51.4%
TOTAL EXPENDITURES		1,120,934	107,970	944,753	806,273	1,695,171	69,300	10,000	9,000	4,763,401	100.0%



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

CENTRAL OFFICE

ADMINISTRATION	SUPERINTENDENT		148,263
	ASSISTANT SUPERINTENDENT		130,280
	TOTAL		278,543
	BUSINESS ADMINISTRATOR		121,399
	TOTAL		121,399
CLERICALS	EXEC ASST TO THE SUPERINTENDENT		56,200
	EXEC ASST TO THE ASST SUPERINTENDENT		51,354
	CLERICAL ASSISTANT	20%	9,485
	TOTAL		117,039
	EXEC ASST TO THE BUSINESS ADMINISTRATOR		49,062
	ACCOUNTING ASSISTANT/ACCOUNTS PAYABLE		50,850
	ACCOUNTING ASSISTANT/ACCOUNTS PAYABLE		49,898
	CLERICAL ASSISTANT	55%	26,083
	TOTAL		175,893
ADMINISTRATIVE	ADMINISTRATIVE DEGREE, EXTRA DAY		7,784
	TOTAL		7,784
PROFESSIONALS	CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP		113,200
	TOTAL		113,200
CLERICALS	CLERICAL EXTRA DAY		500
	TOTAL		500
CUSTODIANS	CUSTODIAL, EXTRA DAY		500
	TOTAL		500
	TOTAL CENTRAL OFFICE FULL TIME		814,858

DONDERO SCHOOL

ADMINISTRATION	PRINCIPAL		111,605
	TOTAL		111,605
PROFESSIONALS	KINDERGARTEN TEACHER		77,162
	KINDERGARTEN TEACHER		57,210
	KINDERGARTEN TEACHER		47,387
	KINDERGARTEN TEACHER		54,324
	GRADE 1 TEACHER		54,324
	GRADE 1 TEACHER		66,966
	GRADE 1 TEACHER		62,604
	GRADE 2 TEACHER		62,604
	GRADE 2 TEACHER		62,604
	GRADE 2 TEACHER		77,162
	GRADE 3 TEACHER		67,699
	GRADE 3 TEACHER		63,334
	GRADE 3 TEACHER		81,961
	GRADE 4 TEACHER		83,647
	GRADE 4 TEACHER		78,752
	GRADE 4 TEACHER		61,005
	GRADE 5 TEACHER		58,718
	GRADE 5 TEACHER		80,219
	GRADE 5 TEACHER		72,496
	TOTAL		1,270,178
	GUIDANCE TEACHER		79,189



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL	79,189
	ELEMENTARY LIBRARIAN	54,324
	TOTAL	54,324
PARAPROFESSIONALS	LIBRARY PARA	28,091
	TOTAL	28,091
MONITORS	LUNCHROOM MONITOR	3,497
	LUNCHROOM MONITOR	3,497
	TOTAL	6,994
CLERICALS	SUBSTITUTE CALLING	2,100
	ELEMENTARY PRINCIPAL'S SECRETARY	40,441
	TOTAL	42,541
CUSTODIANS	CUSTODIAL SUPERVISOR	45,615
	NIGHT SHIFT CUSTODIAN	43,542
	NIGHT SHIFT CUSTODIAN	39,883
	TOTAL	129,040
	TOTAL DONDERO SCHOOL FULL TIME	1,721,962
LITTLE HARBOUR SCHOOL		
ADMINISTRATION	PRINCIPAL	109,529
	ASST PRINCIPAL	90,081
	TOTAL	199,610
PROFESSIONALS	GRADE 1 TEACHER	81,099
	GRADE 1 TEACHER	87,369
	GRADE 1 TEACHER	72,496
	GRADE 1 TEACHER	83,647
	GRADE 2 TEACHER	88,433
	GRADE 2 TEACHER	76,374
	GRADE 2 TEACHER	77,162
	GRADE 2 TEACHER	81,961
	GRADE 2 TEACHER	61,005
	GRADE 3 TEACHER	86,746
	GRADE 3 TEACHER	80,279
	GRADE 3 TEACHER	83,647
	GRADE 3 TEACHER	66,446
	GRADE 4 TEACHER	54,324
	GRADE 4 TEACHER	81,117
	GRADE 4 TEACHER	79,189
	GRADE 4 TEACHER	81,961
	GRADE 5 TEACHER	81,961
	GRADE 5 TEACHER	79,524
	GRADE 5 TEACHER	77,162
	GRADE 5 TEACHER	83,130
	GRADE 5 TEACHER	63,110
	KINDERGARTEN TEACHER	61,005
	KINDERGARTEN TEACHER	73,284
	KINDERGARTEN TEACHER	87,369
	TOTAL	1,929,800
	GUIDANCE COUNSELOR	68,766
	GUIDANCE COUNSELOR	40% 22,298
	TOTAL	91,064
	ELEMENTARY LIBRARIAN	88,433



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL		88,433
PARAPROFESSIONALS	LIBRARY PARA	43%	12,653
	TOTAL		12,653
MONITORS	LUNCHROOM MONITORS		3,497
	LUNCHROOM MONITORS		3,497
	TOTAL		6,994
CLERICALS	SUBSTITUTE CALLING		2,465
	ELEMENTARY PRINCIPAL'S SECRETARY		40,229
	CLERICAL		14,664
	TOTAL		57,358
CUSTODIANS	CUSTODIAL SUPERVISOR		46,723
	NIGHT SHIFT CUSTODIAN		36,074
	NIGHT SHIFT CUSTODIAN		43,230
	CUSTODIAN	38%	15,769
	TOTAL		141,796
	TOTAL LITTLE HARBOUR SCHOOL FULL TIME		2,527,708

NEW FRANKLIN SCHOOL

ADMINISTRATION	PRINCIPAL		120,291
	TOTAL		120,291
PROFESSIONALS	GRADE 1 TEACHER		73,284
	GRADE 1 TEACHER		81,117
	GRADE 1 TEACHER		78,401
	GRADE 2 TEACHER		52,944
	GRADE 2 TEACHER		73,284
	GRADE 3 TEACHER		88,433
	GRADE 3 TEACHER		81,117
	GRADE 3 TEACHER		52,944
	GRADE 3 TEACHER		69,995
	GRADE 4 TEACHER		80,279
	GRADE 4 TEACHER		79,189
	GRADE 5 TEACHER		54,324
	GRADE 5 TEACHER		81,551
	GRADE 5 TEACHER	50%	40,589
	KINDERGARTEN TEACHER		75,549
	KINDERGARTEN TEACHER		83,647
	KINDERGARTEN TEACHER		78,648
		TOTAL	
	GUIDANCE COUNSELOR		79,189
	GUIDANCE COUNSELOR		88,191
	TOTAL		167,380
	ELEMENTARY LIBRARIAN		81,117
	TOTAL		81,117
PARAPROFESSIONALS	LIBRARY PARA		28,667
	TOTAL		28,667
MONITORS	LUNCH ROOM MONITORS		2,630
	LUNCH ROOM MONITORS		2,630
	TOTAL		5,260
CLERICALS	SUBSTITUTE CALLING		2,078
	ELEMENTARY PRINCIPAL'S SECRETARY		40,167



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL		42,245
CUSTODIANS	CUSTODIAL SUPERVISOR		47,239
	NIGHT SHIFT CUSTODIAN	50%	21,615
	NIGHT SHIFT CUSTODIAN		41,706
	TOTAL		110,560
TOTAL NEW FRANKLIN SCHOOL FULL TIME			1,780,815
MIDDLE SCHOOL			
ADMINISTRATION	PRINCIPAL		113,359
	ASSISTANT PRINCIPAL		99,578
	TOTAL		212,937
PROFESSIONALS	SOCIAL STUDIES TEACHER		88,433
	ENGLISH TEACHER		54,324
	ENGLISH TEACHER		85,060
	MATH TEACHER		79,784
	GRADE 6 TEACHER		87,716
	SOCIAL STUDIES TEACHER		54,324
	SOCIAL STUDIES TEACHER		66,699
	ENGLISH TEACHER		88,435
	GRADE 6 TEACHER		81,117
	SOCIAL STUDIES TEACHER		81,627
	GRADE 6 TEACHER		60,029
	MATH TEACHER		85,683
	GRADE 6 TEACHER		79,189
	MATH TEACHER		84,926
	ENGLISH TEACHER		73,284
	SCIENCE TEACHER		48,847
	SPANISH TEACHER		85,683
	GRADE 6 TEACHER		81,752
	ENGLISH TEACHER		79,189
	GRADE 6 TEACHER		75,549
	SCIENCE TEACHER		58,434
	SCIENCE TEACHER		86,693
	GRADE 6 TEACHER		55,746
FRENCH TEACHER		83,318	
SCIENCE TEACHER		61,602	
GRADE 6 TEACHER		55,746	
TOTAL		1,923,189	
	GUIDANCE COUNSELOR		87,083
	GUIDANCE COUNSELOR		79,233
TOTAL		166,316	
	SUMMER SCHOOL INSTRUCTORS		7,144
TOTAL		7,144	
	SATURDAY SCHOOL		3,501
TOTAL		3,501	
	LIBRARIAN	50%	32,609
	LIBRARIAN	50%	36,995
TOTAL			69,604
PARAPROFESSIONALS	LIBRARY PARA		0
TOTAL			0
CLERICALS	SUBSTITUTE CALLING		3,454
	MIDDLE SCHOOL PRINCIPAL'S SECRTY		45,797
	MIDDLE SCHOOL PRINCIPAL'S SECRTY		37,579



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL	86,830
	MIDDLE SCHOOL GUIDANCE SECRTRY	38,331
	TOTAL	38,331
CUSTODIANS	CUSTODIAL SUPERVISOR	46,622
	NIGHT SHIFT CUSTODIAN	36,074
	NIGHT SHIFT CUSTODIAN	43,334
	NIGHT SHIFT CUSTODIAN	43,334
	NIGHT SHIFT CUSTODIAN	43,230
	CUSTODIAN	41,706
	TOTAL	254,300
	TOTAL MIDDLE SCHOOL FULL TIME	2,762,152
SENIOR HIGH SCHOOL		
ADMINISTRATION	PRINCIPAL	123,316
	ASSISTANT PRINCIPAL	112,148
	ASSISTANT PRINCIPAL	103,889
	TOTAL	339,353
PROFESSIONALS	ENGLISH TEACHER	89,056
	ENGLISH TEACHER	87,369
	ENGLISH TEACHER	81,117
	ENGLISH TEACHER 83%	70,881
	ENGLISH TEACHER	80,219
	ENGLISH TEACHER	80,219
	ENGLISH TEACHER	81,117
	ENGLISH TEACHER	80,279
	ENGLISH TEACHER 75%	63,329
	ENGLISH TEACHER	54,934
	ENGLISH TEACHER	54,324
	ENGLISH TEACHER	85,661
	TOTAL	908,505
	FOREIGN LANGUAGE TEACHER	89,056
	FOREIGN LANGUAGE TEACHER	62,869
	FOREIGN LANGUAGE TEACHER	84,216
	FOREIGN LANGUAGE TEACHER 67%	36,397
	FOREIGN LANGUAGE TEACHER	54,324
	FOREIGN LANGUAGE TEACHER	81,117
	FOREIGN LANGUAGE TEACHER	77,162
	FOREIGN LANGUAGE TEACHER	83,647
	TOTAL	568,788
	MATH TEACHER	81,961
	MATH TEACHER	87,369
	MATH TEACHER	81,117
	MATH TEACHER	80,219
	MATH TEACHER	55,746
	MATH TEACHER	80,219
	MATH TEACHER	81,117
	MATH TEACHER	81,117
	MATH TEACHER	78,648
	MATH TEACHER	92,588
	MATH TEACHER	69,652
	MATH TEACHER	84,216
	MATH TEACHER	54,324
	TOTAL	1,008,293
	SCIENCE TEACHER	93,758
	SCIENCE TEACHER	83,647



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	SCIENCE TEACHER		73,990
	SCIENCE TEACHER		88,191
	SCIENCE TEACHER		83,126
	SCIENCE TEACHER		54,324
	SCIENCE TEACHER		84,839
	SCIENCE TEACHER		89,056
	SCIENCE TEACHER		83,126
	SCIENCE TEACHER		85,334
	SCIENCE TEACHER		85,661
	SCIENCE TEACHER		57,774
	SCIENCE TEACHER		89,878
	TOTAL		1,052,704
	SOCIAL STUDIES TEACHER		92,469
	SOCIAL STUDIES TEACHER		85,060
	SOCIAL STUDIES TEACHER		89,056
	SOCIAL STUDIES TEACHER		73,990
	SOCIAL STUDIES TEACHER		61,005
	SOCIAL STUDIES TEACHER	33%	17,927
	SOCIAL STUDIES TEACHER		89,878
	SOCIAL STUDIES TEACHER		85,060
	SOCIAL STUDIES TEACHER		88,433
	SOCIAL STUDIES TEACHER		79,131
	TOTAL		762,009
	GUIDANCE COUNSELOR		92,112
	GUIDANCE COUNSELOR		94,684
	GUIDANCE COUNSELOR		88,120
	GUIDANCE COUNSELOR		84,509
	GUIDANCE COUNSELOR		89,609
	TOTAL		449,034
	SUMMER SCHOOL INSTRUCTORS		6,000
	TOTAL		6,000
CLERICALS	ATTENDANCE		3,468
	TOTAL		3,468
PROFESSIONALS	COUNSELOR		85,060
	TOTAL		85,060
	SATURDAY SCHOOL		5,295
	TOTAL		5,295
SECURITY	SAFETY PROGRAM		46,623
	TOTAL		46,623
PROFESSIONALS	LIBRARIAN		66,835
	LIBRARY TUTOR		34,461
	LIBRARY TUTOR	43%	12,653
	TOTAL		113,949
CLERICALS	HS ASSISTANT PRINCIPAL'S SECRETARY	84%	36,992
	ADM ASST TO THE HS PRINCIPAL		51,506
	HS SCHEDULING/GRADING COORDINATOR/FINANCIAL	85%	45,539
	HS ASSISTANT PRINCIPAL'S SECRETARY	84%	38,542
	HS COMMUNICATIONS/RECEPTIONIST	82%	37,831
	SUBSTITUTE CALLING		5,088
	TOTAL		215,498
	HS GUIDANCE DEPT SECRETARY		45,430
	HS REGISTRAR		51,476



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL		96,906
CUSTODIANS	CUSTODIAL SUPERVISOR		52,318
	CUSTODIAN		43,230
	CUSTODIAN		41,706
	CUSTODIAN		41,810
	NIGHT SHIFT CUSTODIAN		43,646
	NIGHT SHIFT CUSTODIAN		34,747
	NIGHT SHIFT CUSTODIAN		43,438
	NIGHT SHIFT CUSTODIAN		41,602
	NIGHT SHIFT CUSTODIAN		45,899
	NIGHT SHIFT CUSTODIAN		36,074
	NIGHT SHIFT CUSTODIAN		42,502
	TOTAL		466,972
	TOTAL SENIOR HIGH FULL TIME		6,128,457
ART			
PROFESSIONALS	DO ART TEACHER	80%	44,940
	TOTAL		44,940
	LH ART TEACHER		61,829
	TOTAL		61,829
	NF ART TEACHER	80%	42,355
	TOTAL		42,355
	PMS ART TEACHER		91,771
	PMS ART TEACHER		80,219
	TOTAL		171,990
	PHS ART TEACHER		54,324
	PHS ART TEACHER		81,961
	PHS ART TEACHER		78,401
	TOTAL		214,686
	TOTAL ART FULL TIME		535,800
MUSIC			
PROFESSIONALS	DO MUSIC TEACHER	95%	54,350
	TOTAL		54,350
	LH MUSIC TEACHER		75,549
	TOTAL		75,549
	NF MUSIC TEACHER	60%	61,039
	TOTAL		61,039
	PMS MUSIC TEACHER	52%	51,773
	PMS MUSIC TEACHER	85%	73,734
	PMS MUSIC TEACHER	60%	37,562
	PMS MUSIC TEACHER	85%	59,496
	TOTAL		222,565
	PHS MUSIC TEACHER	33%	32,856
	PHS MUSIC TEACHER	85%	74,264
	PHS MUSIC TEACHER	40%	25,042



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL		132,162
	TOTAL MUSIC FULL TIME		545,665
PHYSICAL EDUCATION			
PROFESSIONALS	DO PHYS ED TEACHER		81,117
	TOTAL		81,117
	LH PHYS ED TEACHER		61,005
	TOTAL		61,005
	NF PHYS ED TEACHER	67%	84,839
	TOTAL		84,839
	PMS PHYS ED TEACHER	67%	50,618
	PMS PHYS ED TEACHER	67%	56,240
	PMS PHYS ED TEACHER	67%	62,818
	TOTAL		169,676
	PHS PHYS ED TEACHER		85,334
	PHS PHYS ED TEACHER		81,099
	PHS PHYS ED TEACHER	42%	27,159
	PHS PHYS ED TEACHER	42%	29,288
	TOTAL		222,880
	ADAPTIVE PHYS ED TEACHER		86,505
	TOTAL		86,505
	TOTAL PHYS ED FULL TIME		706,022
INSTRUMENTAL MUSIC			
PROFESSIONALS	ELEM INSTRUM TEACHER	15%	14,934
	ELEM INSTRUM TEACHER	5%	2,860
	ELEM INSTRUM TEACHER	15%	13,105
	ELEM INSTRUM TEACHER	5%	3,213
	ELEM INSTRUM TEACHER	15%	10,499
	ELEM INSTRUM TEACHER	15%	13,012
	TOTAL		57,623
	TOTAL ELEM INSTRUMENTAL FULL TIME		57,623
TECHNICAL CAREERS			
PROFESSIONALS	PMS TECH CAREERS TEACHER		69,590
	PMS TECH CAREERS TEACHER		88,560
	PMS TECH CAREERS TEACHER		78,648
	PMS TECH CAREERS TEACHER		65,595
	TOTAL		302,393
	PHS TECH CAREERS TEACHER		73,284
	PHS TECH CAREERS TEACHER		81,099
	PHS TECH CAREERS TEACHER		85,334
	PHS TECH CAREERS TEACHER		88,191
	PHS TECH CAREERS TEACHER		61,829
	PHS TECH CAREERS TEACHER		51,781
	PHS TECH CAREERS TEACHER		45,451
	PHS TECH CAREERS TEACHER		80,219
	PHS TECH CAREERS TEACHER		84,216
	TOTAL		651,404



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

ADMINISTRATIVE	TECHNICAL CAREER DIRECTOR		108,973
	TOTAL		108,973
CLERICALS	TECH CAREERS CLERICAL		43,373
	TOTAL		43,373
	TOTAL TECH CAREERS FULL TIME		1,106,143
DRAMA			
PROFESSIONALS	DRAMA TEACHER		49,287
	TOTAL		49,287
	TOTAL DRAMA		49,287
ATHLETICS			
CLERICALS	ATHLETIC DEPT CLERICAL		50,280
	TOTAL		50,280
	TOTAL ATHLETICS FULL TIME		50,280
COMPUTER			
PROFESSIONALS	LH COMPUTER TEACHER		60,029
	TOTAL		60,029
	PMS COMPUTER TEACHER		58,718
	TOTAL		58,718
	PHS COMPUTER TEACHER		81,117
	TOTAL		81,117
	TOTAL COMPUTER INSTRUCTION FULL TIME		199,864
HEALTH INSTRUCTION			
PROFESSIONALS	PMS HEALTH TEACHER	33%	24,931
	PMS HEALTH TEACHER	33%	27,251
	PMS HEALTH TEACHER	33%	30,940
	TOTAL		83,122
	PHS HEALTH TEACHER		54,324
	PHS HEALTH TEACHER	58%	37,505
	PHS HEALTH TEACHER	66%	58,366
	PHS HEALTH TEACHER	58%	40,362
	TOTAL		190,557
	TOTAL HEALTH INSTRUCTION FULL TIME		273,679
HEALTH SERVICES			
PROFESSIONALS	DO NURSE		59,872
	TOTAL		59,872



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	LH NURSE		83,647
	TOTAL		83,647
	NF NURSE		59,872
	TOTAL		59,872
	PMS NURSE		80,353
	TOTAL		80,353
	PHS NURSE		85,334
	PHS NURSE	60%	40,851
	TOTAL		126,185
	TOTAL HEALTH SERVICES FULL TIME		409,929
MEDIA SERVICES			
TECHNICIANS	MEDIA TECHNICIAN III		61,928
	TOTAL		61,928
	TOTAL MEDIA SERVICES		61,928
SYSTEM-WIDE PSYCHOLOGIST			
PROFESSIONALS	SYSTEM PSYCHOLOGIST	50%	44,217
	SYSTEM PSYCHOLOGIST		78,402
	BCBA		57,210
	TOTAL		179,829
	TOTAL PSYCHOLOGIST		179,829
READING INSTRUCTION			
PROFESSIONALS	DO READING TEACHER	60%	48,131
	DO READING TEACHER		87,369
	DO READING TEACHER	20%	16,044
	DO READING TEACHER	50%	43,373
	TOTAL		194,917
	LH READING TEACHER		65,217
	LH READING TEACHER		83,647
	LH READING TEACHER		86,746
	TOTAL		235,610
	NF READING TEACHER		75,194
	TOTAL		75,194
	PMS READING TEACHER		54,324
	TOTAL		54,324
TUTORS	READING TUTOR	79%	23,084
	READING TUTOR	86%	24,090
	READING TUTOR	86%	30,460
	READING TUTOR	86%	29,884



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

		TOTAL	107,518
		TOTAL READING FULL TIME	667,563
PEEP			
PROFESSIONALS	PEEP TEACHER		86,505
	PEEP TEACHER	80%	60,155
	PEEP TEACHER		99,357
		TOTAL	246,017
PARAPROFESSIONALS	PEEP PARA	57%	16,052
	PEEP PARA	43%	9,201
	PEEP PARA	43%	12,766
	PEEP PARA	43%	12,039
	PEEP PARA	57%	12,957
		TOTAL	63,015
CLERICALS	SUBSTITUTE CALLING		2,250
			TOTAL
		TOTAL PEEP FULL TIME	311,282
SPED ELEMENTARY			
ADMINISTRATION	ELEM SPED DIRECTOR	33%	35,989
			TOTAL
PROFESSIONALS	DO SPED TEACHER		78,401
	DO SPED TEACHER		81,117
	CASE MANAGER		54,324
		TOTAL	213,842
	LH SPED TEACHER		81,961
	LH SPED TEACHER		76,863
		TOTAL	158,824
	NF SPED TEACHER		54,324
	NF SPED TEACHER		51,781
	NF SPED TEACHER		66,966
		TOTAL	173,071
PARAPROFESSIONALS	DO SPED PARA	80%	20,249
	DO SPED PARA	71%	20,641
	DO SPED PARA	93%	26,965
	DO SPED PARA	89%	25,081
	DO SPED PARA		29,319
	DO SPED PARA	89%	25,081
	DO SPED PARA	93%	27,117
	DO SPED PARA		29,123
	DO SPED PARA	89%	21,371
	DO SPED PARA	93%	26,661
	DO SPED PARA	93%	27,117
	DO SPED PARA	93%	26,661
	DO SPED PARA		29,123
	DO SPED PARA	93%	27,117
			TOTAL



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	LH SPED PARA		29,276
	LH SPED PARA	50%	14,622
	LH SPED PARA	93%	26,085
	LH SPED PARA		27,971
	LH SPED PARA	93%	27,770
	LH SPED PARA	93%	27,270
	LH SPED PARA	43%	9,783
	LH SPED PARA	86%	25,110
	LH SPED PARA	86%	24,654
	LH SPED PARA	86%	18,403
	LH SPED PARA	86%	24,805
	LH SPED PARA	86%	19,346
	LH SPED PARA	93%	26,081
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	TOTAL		301,176
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	LH SPED TUTOR		38,546
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	TOTAL		38,546
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	NF SPED PARA	93%	22,226
	NF SPED PARA	93%	22,226
	NF SPED PARA	93%	22,226
	NF SPED PARA	93%	26,085
	NF SPED PARA	93%	21,055
	NF SPED PARA	86%	24,654
	NF SPED PARA	93%	22,226
	NF SPED PARA	93%	27,117
	NF SPED PARA	93%	18,907
	NF SPED PARA	93%	26,661
	NF SPED PARA	86%	25,110
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	TOTAL		258,493
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	TOTAL ELEMENTARY SPECIAL EDUCATION FULL TIME		1,541,567
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SPED MIDDLE			
ADMINISTRATION	PMS SPED DIRECTOR	33%	35,989
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	TOTAL		35,989
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PROFESSIONALS	MS SPED TEACHER		97,390
	MS SPED TEACHER		88,191
	MS SPED TEACHER		86,746
	MS SPED TEACHER		73,284
	MS SPED TEACHER		55,746
	MS SPED TEACHER		90,246
	MS SPED TEACHER		81,961
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	TOTAL		573,564
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PARAPROFESSIONALS	MS SPED PARA	93%	26,661
	MS SPED PARA	93%	21,055
	MS SPED PARA	93%	18,970
	MS SPED PARA	93%	21,055
	MS SPED PARA		29,123
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	TOTAL		116,864
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	TOTAL MIDDLE SCHOOL SPECIAL EDUCATION FULL TIME		726,417
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SPED SECONDARY			
ADMINISTRATION	PHS SPED DIRECTOR	34%	37,079
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	TOTAL		37,079



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

PROFESSIONALS	PHS SPED TEACHER	50%	
	PHS SPED TEACHER		61,005
	PHS SPED TEACHER		50,227
	PHS SPED TEACHER		54,324
	PHS SPED TEACHER		95,143
	PHS SPED TEACHER		64,798
	TOTAL		325,497
PARAPROFESSIONALS	PHS SPED PARA		26,661
	TOTAL		26,661
CLERICALS	PHS SPED CLERICAL		48,070
	TOTAL		48,070
	TOTAL HIGH SCHOOL SPECIAL EDUCATION FULL TIME		437,307
SPED SPEECH			
PROFESSIONALS	DO SPEECH TEACHER		54,324
		20%	15,828
	TOTAL		70,152
	PEEP SPEECH TEACHER	80%	64,894
	TOTAL		64,894
	LH SPEECH TEACHER		80,219
	LH SPEECH TEACHER	60%	53,927
	TOTAL		134,146
	NF SPEECH TEACHER		88,866
	TOTAL		88,866
	PMS SPEECH TEACHER		88,433
	TOTAL		88,433
	PHS SPEECH TEACHER	40%	35,951
	TOTAL		35,951
	TOTAL SPEECH FULL TIME		482,442
OCCUPATIONAL THERAPY			
PROFESSIONALS	ELEM OT TEACHER	50%	42,382
	ELEM OT TEACHER		88,191
	ELEM OT TEACHER		65,595
	TOTAL		196,168
	TOTAL OT FULL TIME		196,168
ENGLISH SECOND LANGUAGE			
PROFESSIONALS	ESL TEACHER	60%	37,163
	ESL TEACHER		66,680
	ESL TEACHER		65,217
	ESL TEACHER		67,911
	TOTAL		236,971



FY19 BUDGETED POSITION AND SALARY DETAIL

Note: All Salaries include Longevity and Advanced Degree Stipends

	TOTAL ESL FULL TIME	236,971
ADAPTIVE SERVICES		
TUTOR	TUTOR SERVICES	6,500
	TOTAL	6,500
	TOTAL ADAPTIVE SERVICES FULL TIME	6,500
MAINTENANCE		
	MAINTENANCE SUPERVISOR	66,270
	MAINTENANCE	58,262
	MAINTENANCE	54,918
	MAINTENANCE	58,262
	TOTAL	237,712
	TOTAL MAINTENANCE FULL TIME	237,712
TECHNOLOGY PLAN		
TECHNICIANS	TECHNICIAN III	61,713
	TECHNICIAN III	61,484
	TECHNICIAN III	70,959
	TECHNICIAN III	72,086
	TECHNICIAN III	46,301
	TOTAL	312,543
	NETWORK ADMINISTRATOR	93,255
	TOTAL	93,255
DATA MANAGEMENT		
	DATABASE ADMINISTRATOR	68,216
	TOTAL	68,216
	TOTAL TECHNOLOGY SERVICES FULL TIME	474,014
	TOTAL	25,229,944

25,229,944



	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS
COST CENTER 100**

0211	HEALTH INSURANCE	6,443,603	6,443,603	6,786,725	7,157,959
0212	DENTAL INSURANCE	364,247	384,631	374,581	400,016
0213	LIFE INSURANCE	94,161	98,928	96,161	101,016
0214	DISABILITY INSURANCE	90,978	93,145	91,978	96,623
0220	F.I.C.A.	30,000	3,282	30,000	30,000
0231	RETIREMENT - NON-TEACHER	5,000	(3,703)	10,216	10,224
0232	RETIREMENT- TEACHER	55,000	21,940	61,056	61,056
0239	RETIREMENT SEVERENCE	400,000	400,000	400,000	300,000
0241	COURSE REIMB ADMINISTRATO	23,552	10,912	23,500	20,500
0242	COURSE REIMB TEACHERS	205,434	207,565	205,434	207,434
0243	COURSE REIMB CLERICALS	4,000	2,218	4,000	4,000
0244	COURSE REIMB PARAS	12,000	7,697	10,000	10,000
0245	COURSE REIMB TECHNICIANS	8,094	3,221	10,000	6,000
0250	UNEMPLOYMENT COMPENSATION	5,000	1,065	5,000	5,000
0260	WORKER'S COMP INSURANCE	150,963	150,963	159,542	168,110
0270	OTHER HEALTH BENEFITS/EAP	1,500	33,210	4,000	6,800
0280	CONFERENCE ALLOWANCE	10,418	10,029	10,418	10,600
0290	ASSOCIATION DUES	8,540	5,972	8,640	8,640
0840	CONTINGENCY	-	14,000	-	-
Total		7,912,490	7,888,678	8,291,251	8,603,978

**DONDERO SCHOOL
COST CENTER 102**

			196,157		
0102	TEACHER	1,062,392	1,038,569	1,097,771	1,270,178
0106	PARAPROFESSIONAL	173,765	170,161	-	-
0121	SUBSTITUTES PROF SHORT TE	19,637	25,184	19,637	19,637
0122	SUBSTITUTES PROF LONG TER	21,524	86,663	21,524	21,524
0220	F.I.C.A.	98,287	92,707	103,981	100,317
0231	RETIREMENT - NON-TEACHER	3,097	3,208	-	-
0232	RETIREMENT- TEACHER	166,477	154,659	228,817	220,503
0320	CONTRACT SERVICE;PUPILS	3,325	3,325	3,325	3,325
0610	GENERAL SUPPLIES	17,300	14,150	17,100	18,300
0641	BOOKS	7,800	8,429	7,800	9,400
0642	SOFTWARE	2,500	1,984	2,500	2,500
0733	NEW EQUIPMENT	-	575	-	-
0737	REPLACEMENT EQUIPMNT	5,000	3,344	5,000	5,000
0127	SUBSTITUTES NON PROF SHOR	7,474	9,123	7,474	7,474
0220	F.I.C.A.	-	698	572	572
0114	EXTRA-CURRICULA	10,736	10,167	10,736	10,956
0220	F.I.C.A.	821	778	821	838
0231	RETIREMENT - NON-TEACHER	-	100	-	-
0232	RETIREMENT- TEACHER	1,682	841	1,864	1,902
0102	TEACHER	72,427	72,427	75,649	79,189
0220	F.I.C.A.	5,541	5,203	5,787	6,058
0232	RETIREMENT- TEACHER	11,349	11,349	13,133	13,747
0610	GENERAL SUPPLIES	300	-	300	300
0641	BOOKS	250	64	250	250
0733	NEW EQUIPMENT	-	108	-	-
0107	MONITOR	6,720	7,544	6,856	6,994
0220	F.I.C.A.	514	577	524	535
0102	TEACHER	-	-	-	54,324
0106	PARAPROFESSIONAL	-	-	-	28,091
0220	F.I.C.A.	-	-	-	6,305
0231	RETIREMENT - NON-TEACHER	-	-	-	3,197
0232	RETIREMENT- TEACHER	-	-	-	9,431
0610	GENERAL SUPPLIES	-	-	-	950
0641	BOOKS	-	-	-	6,854
0644	PERIODICALS	-	-	-	660
0105	CLERICAL	2,059	1,978	2,100	2,100
0220	F.I.C.A.	158	151	161	161
0231	RETIREMENT - NON-TEACHER	230	-	239	239
0101	ADMINISTRATIVE	109,417	109,417	111,605	111,605
0105	CLERICAL	39,619	39,619	40,441	40,441
0127	SUBSTITUTES NON PROF SHOR	739	2,107	739	739
0131	OVERTIME - CLERICAL	322	-	322	322
0220	F.I.C.A.	11,482	11,396	11,713	11,713
0231	RETIREMENT - NON-TEACHER	4,461	4,425	4,639	4,639
0232	RETIREMENT- TEACHER	17,146	17,146	19,375	19,375
0534	POSTAGE	1,200	884	1,200	1,200
0550	PRINTING	220	-	220	220
0110	CUSTODIAL	119,414	121,675	123,670	129,040



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0127	SUBSTITUTES NON PROF SHOR	732	-	732	732
0133	OVERTIME - CUSTODIAL	5,051	13,971	5,051	5,051
0220	F.I.C.A.	9,578	9,941	9,903	10,314
0231	RETIREMENT - NON-TEACHER	13,903	15,151	14,648	15,260
0430	REPAIRS & MAINTENANCE	5,200	4,646	5,200	250
0550	PRINTING	-	-	-	9,504
Total		2,039,849	2,074,447	1,983,379	2,272,216

**LITTLE HARBOR SCHOOL
COST CENTER 104**

0102	TEACHER	1,822,022	1,811,468	1,887,737	1,929,800
0106	PARAPROFESSIONAL	103,408	103,408	-	-
0121	SUBSTITUTES PROF SHORT TE	19,280	47,777	19,280	19,280
0132	OVERTIME - PARA	-	115	-	-
0122	SUBSTITUTES PROF LONG TER	22,114	25,936	22,114	22,114
0220	F.I.C.A.	162,514	160,476	147,579	150,796
0231	RETIREMENT - NON-TEACHER	3,080	3,081	-	-
0232	RETIREMENT- TEACHER	308,600	317,332	327,711	335,013
0320	CONTRACT SERVICE;PUPILS	3,325	3,500	3,325	3,325
0610	GENERAL SUPPLIES	33,433	23,204	33,433	33,433
0641	BOOKS	6,580	6,542	6,580	6,580
0644	PERIODICALS	852	541	852	852
0733	NEW EQUIPMENT	4,494	4,009	3,224	-
0737	REPLACEMENT EQUIPMNT	1,000	528	1,000	4,224
0127	SUBSTITUTES NON PROF SHOR	10,191	15,039	10,191	10,191
0220	F.I.C.A.	-	1,150	780	780
0114	EXTRA-CURRICULA	10,736	10,736	10,736	10,956
0220	F.I.C.A.	821	821	821	838
0231	RETIREMENT - NON-TEACHER	-	218	-	-
0232	RETIREMENT- TEACHER	1,682	1,071	1,864	1,902
0102	TEACHER	82,635	82,635	86,957	91,064
0220	F.I.C.A.	6,322	6,300	6,652	6,966
0232	RETIREMENT- TEACHER	12,949	9,775	15,096	15,809
0596	CONF & MTGS OUT OF DISTRI	818	-	818	818
0641	BOOKS	-	-	-	12,710
0107	MONITOR	6,720	7,707	6,856	6,994
0220	F.I.C.A.	514	590	524	535
0102	TEACHER	-	-	-	88,433
0106	PARAPROFESSIONAL	-	-	-	12,653
0220	F.I.C.A.	-	-	-	7,733
0232	RETIREMENT- TEACHER	-	-	-	15,352
0610	GENERAL SUPPLIES	-	-	-	1,250
0641	BOOKS	-	-	-	10,960
0644	PERIODICALS	-	-	-	500
0105	CLERICAL	2,193	2,455	2,465	2,465
0220	F.I.C.A.	168	188	189	189
0231	RETIREMENT - NON-TEACHER	245	140	281	281
0101	ADMINISTRATIVE	197,657	290,937	221,134	199,610
0105	CLERICAL	53,488	57,785	54,893	54,893
0127	SUBSTITUTES NON PROF SHOR	369	2,235	369	369
0131	OVERTIME - CLERICAL	475	3,592	475	475
0220	F.I.C.A.	19,277	26,480	21,181	19,534
0231	RETIREMENT - NON-TEACHER	6,028	4,529	6,301	6,301
0232	RETIREMENT- TEACHER	30,973	45,590	38,389	34,652
0534	POSTAGE	855	520	855	855
0550	PRINTING	760	72	760	760
0610	GENERAL SUPPLIES	2,451	466	2,451	2,451
0110	CUSTODIAL	137,293	139,044	139,239	141,796
0127	SUBSTITUTES NON PROF SHOR	762	-	762	762
0133	OVERTIME - CUSTODIAL	5,051	14,857	5,051	5,051
0220	F.I.C.A.	10,948	11,652	11,096	11,292
0231	RETIREMENT - NON-TEACHER	15,900	16,680	16,420	16,711
0430	REPAIRS & MAINTENANCE	5,512	4,890	5,512	250
0550	PRINTING	-	-	-	9,504
Total		3,114,495	3,266,072	3,121,953	3,310,062

**NEW FRANKLIN SCHOOL
COST CENTER 105**

0102	TEACHER	1,179,484	1,174,065	1,225,668	1,225,295
0106	PARAPROFESSIONAL	125,003	109,404	-	-
0121	SUBSTITUTES PROF SHORT TE	11,507	20,199	11,507	11,507
0122	SUBSTITUTES PROF LONG TER	13,217	23,343	13,217	13,217
0220	F.I.C.A.	101,685	94,918	95,655	95,626
0232	RETIREMENT- TEACHER	184,825	182,576	212,776	212,711



	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0320	CONTRACT SERVICE:PUPILS	1,800	1,800	1,800
0610	GENERAL SUPPLIES	14,075	12,896	14,075
0641	BOOKS	8,250	7,336	8,250
0642	SOFTWARE	-	-	1,800
0644	PERIODICALS	1,130	888	1,130
0733	NEW EQUIPMENT	1,500	1,500	1,500
0737	REPLACEMENT EQUIPMNT	2,000	2,000	2,000
0127	SUBSTITUTES NON PROF SHOR	4,327	28,994	-
0220	F.I.C.A.	331	2,218	-
0114	EXTRA-CURRICULA	10,736	7,808	10,736
0220	F.I.C.A.	821	597	821
0232	RETIREMENT- TEACHER	1,682	1,071	1,864
0102	TEACHER	157,038	157,792	162,199
0220	F.I.C.A.	12,013	11,885	12,408
0232	RETIREMENT- TEACHER	24,608	24,726	28,190
0610	GENERAL SUPPLIES	560	517	560
0641	BOOKS	200	199	200
0107	MONITOR	5,054	2,644	5,156
0220	F.I.C.A.	387	202	394
0102	TEACHER	-	-	-
0106	PARAPROFESSIONAL	-	-	-
0220	F.I.C.A.	-	-	-
0231	RETIREMENT - NON-TEACHER	-	-	-
0232	RETIREMENT- TEACHER	-	-	-
0610	GENERAL SUPPLIES	-	-	-
0641	BOOKS	-	-	-
0644	PERIODICALS	-	-	-
0105	CLERICAL	1,656	2,078	2,078
0220	F.I.C.A.	127	159	159
0231	RETIREMENT - NON-TEACHER	185	232	236
0101	ADMINISTRATIVE	110,774	110,775	112,990
0105	CLERICAL	39,350	39,367	40,167
0127	SUBSTITUTES NON PROF SHOR	362	1,385	362
0131	OVERTIME - CLERICAL	214	381	214
0220	F.I.C.A.	11,655	11,546	11,761
0231	RETIREMENT - NON-TEACHER	4,604	4,440	4,595
0232	RETIREMENT- TEACHER	17,358	17,359	19,615
0534	POSTAGE	715	176	715
0550	PRINTING	600	247	300
0610	GENERAL SUPPLIES	900	372	900
0110	CUSTODIAL	107,290	111,202	109,319
0127	SUBSTITUTES NON PROF SHOR	609	-	609
0133	OVERTIME - CUSTODIAL	3,369	5,245	3,369
0220	F.I.C.A.	8,512	8,772	8,667
0231	RETIREMENT - NON-TEACHER	12,429	13,007	12,824
0430	REPAIRS & MAINTENANCE	3,015	2,214	3,015
0550	PRINTING	-	-	-
	Total	2,185,957	2,198,533	2,143,801
			2,308,724	

**MIDDLE SCHOOL
COST CENTER 108**

0102	TEACHER	1,862,075	1,848,588	1,882,497	1,923,189
0121	SUBSTITUTES PROF SHORT TE	30,182	29,403	30,182	30,182
0122	SUBSTITUTES PROF LONG TER	34,617	12,084	34,617	34,617
0220	F.I.C.A.	147,406	137,786	148,968	152,081
0232	RETIREMENT- TEACHER	291,787	287,118	326,801	333,866
0610	GENERAL SUPPLIES	43,500	37,805	46,100	45,885
0641	BOOKS	12,562	8,177	16,050	20,280
0644	PERIODICALS	3,830	2,624	3,830	3,615
0733	NEW EQUIPMENT	-	-	2,150	2,000
0127	SUBSTITUTES NON PROF SHOR	6,794	7,490	-	-
0220	F.I.C.A.	520	573	-	-
0114	EXTRA-CURRICULA	23,910	24,894	24,886	24,176
0220	F.I.C.A.	1,829	1,904	1,904	1,849
0232	RETIREMENT- TEACHER	3,747	3,301	4,320	4,197
0102	TEACHER	7,144	-	7,144	7,144
0220	F.I.C.A.	547	-	547	547
0232	RETIREMENT- TEACHER	1,119	-	1,240	1,240
0102	TEACHER	156,416	156,044	161,130	166,316
0105	CLERICAL	37,579	37,559	38,331	38,331
0220	F.I.C.A.	14,841	14,110	15,259	15,655
0231	RETIREMENT - NON-TEACHER	4,198	4,195	4,362	4,362
0232	RETIREMENT- TEACHER	24,510	24,452	27,972	28,872
0106	PARAPROFESSIONAL	3,501	180	3,501	3,501
0220	F.I.C.A.	277	13	268	268
0231	RETIREMENT - NON-TEACHER	391	-	-	-
0232	RETIREMENT- TEACHER	-	28	608	608



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0102	TEACHER	61,213	61,213	66,413	69,604
0106	PARAPROFESSIONAL	24,052	24,052	24,318	-
0220	F.I.C.A.	6,523	6,460	6,975	5,325
0232	RETIREMENT- TEACHER	9,592	-	11,529	12,083
0610	GENERAL SUPPLIES	500	827	500	1,000
0641	BOOKS	12,000	8,848	12,000	12,000
0644	PERIODICALS	350	38	350	350
0733	NEW EQUIPMENT	8,088	8,088	-	-
0105	CLERICAL	2,953	3,454	3,454	3,454
0220	F.I.C.A.	226	264	264	264
0231	RETIREMENT - NON-TEACHER	330	386	393	393
0101	ADMINISTRATIVE	208,754	208,762	212,937	212,937
0105	CLERICAL	80,781	80,780	82,429	83,376
0127	SUBSTITUTES NON PROF SHOR	1,109	-	1,109	1,109
0220	F.I.C.A.	22,234	21,792	22,680	22,753
0231	RETIREMENT - NON-TEACHER	9,023	9,023	9,380	9,488
0232	RETIREMENT- TEACHER	32,712	32,713	36,966	36,966
0534	POSTAGE	2,000	1,577	2,000	2,000
0550	PRINTING	300	236	300	300
0610	GENERAL SUPPLIES	2,400	867	2,400	2,150
0644	PERIODICALS	99	-	99	99
0810	DUES & FEES	1,190	-	1,305	1,305
0110	CUSTODIAL	245,126	272,052	248,072	254,300
0127	SUBSTITUTES NON PROF SHOR	976	-	976	976
0133	OVERTIME - CUSTODIAL	6,734	6,967	6,734	6,734
0220	F.I.C.A.	19,342	20,461	19,567	20,044
0231	RETIREMENT - NON-TEACHER	28,133	31,637	28,997	29,706
0430	REPAIRS & MAINTENANCE	6,802	9,746	6,802	300
0550	PRINTING	-	-	-	18,144
Total		3,506,824	3,448,572	3,591,616	3,649,941

**SENIOR HIGH SCHOOL
COST CENTER 109**

0122	SUBSTITUTES PROF LONG TER	52,721	177,391	52,721	52,721
0220	F.I.C.A.	4,033	13,551	4,033	4,033
0102	TEACHER	847,935	805,107	871,034	908,505
0220	F.I.C.A.	64,867	57,794	66,634	69,501
0232	RETIREMENT- TEACHER	132,871	108,432	151,212	157,716
0550	PRINTING	1,200	1,069	1,300	1,300
0610	GENERAL SUPPLIES	550	294	539	300
0641	BOOKS	5,000	5,651	8,000	6,400
0644	PERIODICALS	119	100	130	130
0733	NEW EQUIPMENT	1,400	80	300	-
0810	DUES & FEES	100	-	100	100
0102	TEACHER	558,891	586,122	600,642	568,788
0220	F.I.C.A.	42,755	42,890	45,949	43,512
0232	RETIREMENT- TEACHER	87,578	91,845	104,271	98,742
0610	GENERAL SUPPLIES	320	-	500	500
0641	BOOKS	8,500	8,669	8,500	3,000
0737	REPLACEMENT EQUIPMNT	-	824	-	-
0733	NEW EQUIPMENT	2,000	247	1,820	3,000
0102	TEACHER	1,013,482	983,570	1,037,706	1,008,293
0220	F.I.C.A.	77,531	71,645	79,385	77,134
0232	RETIREMENT- TEACHER	158,813	154,125	180,146	175,040
0610	GENERAL SUPPLIES	5,900	5,451	6,700	4,080
0641	BOOKS	6,800	6,517	6,000	6,000
0810	DUES & FEES	380	440	380	400
0102	TEACHER	941,837	946,219	971,213	1,052,704
0220	F.I.C.A.	72,051	69,199	74,298	80,532
0232	RETIREMENT- TEACHER	147,586	148,272	168,603	182,749
0610	GENERAL SUPPLIES	11,350	10,603	12,322	10,550
0641	BOOKS	10,000	11,344	3,870	2,900
0644	PERIODICALS	518	329	618	618
0733	NEW EQUIPMENT	2,246	1,346	4,214	10,010
0102	TEACHER	741,723	740,454	762,751	762,009
0220	F.I.C.A.	56,742	54,979	58,350	58,294
0232	RETIREMENT- TEACHER	116,228	114,164	132,414	132,285
0610	GENERAL SUPPLIES	700	93	225	500
0641	BOOKS	11,000	7,545	6,750	2,000
0644	PERIODICALS	250	220	300	500
0733	NEW EQUIPMENT	3,000	6,579	5,150	7,250
0121	SUBSTITUTES PROF SHORT TE	45,960	90,325	45,960	45,960
0220	F.I.C.A.	3,516	6,888	3,516	3,516
0231	RETIREMENT - NON-TEACHER	-	3	-	-
0232	RETIREMENT- TEACHER	-	1,017	-	-
0610	GENERAL SUPPLIES	23,750	22,487	23,750	23,750
0127	SUBSTITUTES NON PROF SHOR	8,492	8,176	-	-



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0220	F.I.C.A.	650	625	-	-
0114	EXTRA-CURRICULA	39,927	40,797	39,927	40,721
0220	F.I.C.A.	3,054	3,121	3,054	3,115
0231	RETIREMENT - NON-TEACHER	-	378	-	-
0232	RETIREMENT- TEACHER	6,257	5,360	6,931	7,069
0102	TEACHER	6,000	6,000	6,000	6,000
0220	F.I.C.A.	459	459	459	459
0232	RETIREMENT- TEACHER	940	940	1,042	1,042
0105	CLERICAL	3,400	3,531	3,468	3,468
0220	F.I.C.A.	260	270	265	265
0231	RETIREMENT - NON-TEACHER	380	394	395	395
0102	TEACHER	430,342	439,781	439,785	449,034
0105	CLERICAL	94,945	94,945	96,906	96,906
0220	F.I.C.A.	40,184	39,109	41,057	41,764
0231	RETIREMENT - NON-TEACHER	10,605	10,606	11,028	11,028
0232	RETIREMENT- TEACHER	67,435	68,914	76,347	77,952
0610	GENERAL SUPPLIES	300	107	400	400
0642	SOFTWARE	-	-	10,625	11,380
0644	PERIODICALS	4,250	4,150	-	-
0810	DUES & FEES	470	456	470	470
0102	TEACHER	81,500	75,407	82,625	85,060
0106	PARAPROFESSIONAL	5,295	2,800	5,295	5,295
0111	SECURITY	44,546	47,351	46,623	46,623
0135	OVERTIME - SECURITY	2,615	3,922	2,615	2,615
0220	F.I.C.A.	10,248	9,999	10,493	10,679
0231	RETIREMENT - NON-TEACHER	5,567	6,062	6,206	6,206
0232	RETIREMENT- TEACHER	-	12,255	14,344	14,766
0320	CONTRACT SERVICE;PUPILS	2,089	1,015	2,089	1,839
0610	GENERAL SUPPLIES	500	-	500	500
0890	MISCELLANEOUS	10,755	13,849	10,755	14,000
0102	TEACHER	59,046	59,744	62,547	66,835
0106	PARAPROFESSIONAL	27,405	26,651	33,785	47,114
0220	F.I.C.A.	6,614	6,460	7,369	8,717
0231	RETIREMENT - NON-TEACHER	3,061	2,977	3,845	3,922
0232	RETIREMENT- TEACHER	9,253	9,362	10,858	11,603
0610	GENERAL SUPPLIES	200	628	200	200
0641	BOOKS	8,266	4,239	6,266	6,266
0644	PERIODICALS	4,500	7,642	6,500	6,500
0733	NEW EQUIPMENT	1,500	445	1,500	1,000
0810	DUES & FEES	260	300	260	260
0105	CLERICAL	5,056	5,088	5,088	5,088
0220	F.I.C.A.	387	389	389	389
0231	RETIREMENT - NON-TEACHER	565	568	579	579
0101	ADMINISTRATIVE	332,955	332,699	339,353	339,353
0105	CLERICAL	206,254	204,820	210,410	210,410
0127	SUBSTITUTES NON PROF SHOR	4,806	5,369	4,806	4,806
0131	OVERTIME - CLERICAL	2,103	3,056	2,103	2,103
0220	F.I.C.A.	41,778	40,545	42,585	42,585
0231	RETIREMENT - NON-TEACHER	23,273	23,220	24,184	24,184
0232	RETIREMENT- TEACHER	52,174	52,134	58,912	58,912
0440	RENTALS	1,692	1,692	1,692	1,692
0534	POSTAGE	7,070	7,020	7,070	7,070
0550	PRINTING	9,500	8,526	9,500	9,500
0580	TRAVEL	500	434	500	500
0610	GENERAL SUPPLIES	6,120	3,690	6,120	6,120
0642	SOFTWARE	-	2,748	-	-
0733	NEW EQUIPMENT	-	7,245	-	500
0810	DUES & FEES	3,815	3,730	3,815	3,975
0110	CUSTODIAL	467,491	439,436	461,177	466,972
0127	SUBSTITUTES NON PROF SHOR	2,683	-	2,683	2,683
0133	OVERTIME - CUSTODIAL	15,433	31,254	15,433	15,433
0220	F.I.C.A.	37,149	35,171	36,666	37,109
0231	RETIREMENT - NON-TEACHER	53,943	52,744	54,238	54,898
0430	REPAIRS & MAINTENANCE	14,560	8,962	14,560	500
0550	PRINTING	-	-	-	49,250
Total		7,553,080	7,643,649	7,859,003	8,001,401

ART

COST CENTER 110

0102	TEACHER	77,592	14,108	78,646	44,940
0220	F.I.C.A.	5,936	1,079	6,016	3,438
0232	RETIREMENT- TEACHER	12,159	2,211	13,653	7,802
0610	GENERAL SUPPLIES	4,009	4,000	4,393	4,143
0733	NEW EQUIPMENT	-	-	-	2,100
0102	TEACHER	55,744	55,744	58,852	61,829
0220	F.I.C.A.	4,264	4,270	4,502	4,730
0232	RETIREMENT- TEACHER	8,735	8,735	10,217	10,734
0610	GENERAL SUPPLIES	6,331	6,450	6,061	5,747



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0733	NEW EQUIPMENT	-	-	-	1,300
0102	TEACHER	65,947	65,947	66,928	42,355
0220	F.I.C.A.	5,045	5,052	5,120	3,240
0232	RETIREMENT- TEACHER	10,334	10,334	11,619	7,353
0610	GENERAL SUPPLIES	3,348	3,348	3,726	3,441
0102	TEACHER	159,899	161,512	163,751	171,990
0220	F.I.C.A.	12,232	11,862	12,527	13,157
0232	RETIREMENT- TEACHER	25,056	25,309	28,427	29,857
0610	GENERAL SUPPLIES	10,670	10,691	10,670	10,300
0102	TEACHER	254,324	256,098	258,687	214,686
0220	F.I.C.A.	19,456	19,100	19,790	16,423
0232	RETIREMENT- TEACHER	39,853	40,130	44,908	37,269
0610	GENERAL SUPPLIES	31,369	30,799	31,369	29,100
0733	NEW EQUIPMENT	2,500	2,952	2,500	2,500
0320	CONTRACT SERVICE;PUPILS	-	-	-	1,538
0610	GENERAL SUPPLIES	50	-	50	500
0430	REPAIRS & MAINTENANCE	200	-	200	500
0430	REPAIRS & MAINTENANCE	200	-	200	500
Total		815,253	739,730	842,812	731,472

**MUSIC
COST CENTER 111**

0102	TEACHER	82,307	45,325	33,496	54,350
0220	F.I.C.A.	6,296	3,469	2,562	4,158
0232	RETIREMENT- TEACHER	12,898	7,102	5,815	9,435
0610	GENERAL SUPPLIES	900	899	1,221	1,221
0641	BOOKS	550	433	550	550
0102	TEACHER	73,076	73,076	74,067	75,549
0220	F.I.C.A.	5,590	5,263	5,666	5,779
0232	RETIREMENT- TEACHER	11,451	11,451	12,858	13,115
0610	GENERAL SUPPLIES	1,900	1,900	1,900	1,900
0641	BOOKS	550	531	550	550
0102	TEACHER	34,589	35,009	42,964	61,039
0220	F.I.C.A.	2,646	2,528	3,287	4,669
0232	RETIREMENT- TEACHER	5,420	5,486	7,459	10,596
0610	GENERAL SUPPLIES	1,542	1,542	1,221	1,221
0641	BOOKS	550	250	550	550
0102	TEACHER	137,382	157,752	214,441	222,565
0220	F.I.C.A.	10,510	11,378	16,405	17,026
0232	RETIREMENT- TEACHER	21,528	24,720	37,227	38,637
0610	GENERAL SUPPLIES	1,500	1,499	1,500	1,500
0641	BOOKS	500	465	500	500
0102	TEACHER	141,282	142,086	156,393	132,162
0220	F.I.C.A.	10,808	10,254	11,964	10,110
0232	RETIREMENT- TEACHER	22,139	22,265	27,150	22,943
0610	GENERAL SUPPLIES	3,800	3,957	3,800	3,800
0641	BOOKS	200	-	200	200
0737	REPLACEMENT EQUIPMNT	3,000	2,710	1,000	7,000
0114	EXTRA-CURRICULA	975	975	975	995
0220	F.I.C.A.	75	75	75	76
0232	RETIREMENT- TEACHER	153	153	169	173
0114	EXTRA-CURRICULA	3,934	3,934	3,934	4,012
0220	F.I.C.A.	301	301	301	307
0232	RETIREMENT- TEACHER	616	440	683	696
0320	CONTRACT SERVICE;PUPILS	1,500	2,280	1,500	1,500
0534	POSTAGE	400	132	400	400
0610	GENERAL SUPPLIES	400	630	400	400
0810	DUES & FEES	625	350	625	625
0430	REPAIRS & MAINTENANCE	1,500	792	1,500	1,500
0519	TRANSPORTATION	5,450	6,251	5,450	5,450
Total		608,843	587,666	680,758	717,259

**PHYSICAL EDUCATION
COST CENTER 112**

0102	TEACHER	78,401	78,401	79,526	81,117
0220	F.I.C.A.	5,998	5,662	6,084	6,205
0232	RETIREMENT- TEACHER	12,285	12,286	13,806	14,082
0610	GENERAL SUPPLIES	550	531	900	900
0102	TEACHER	55,421	55,421	58,286	61,005
0220	F.I.C.A.	4,240	3,984	4,459	4,667
0232	RETIREMENT- TEACHER	8,684	8,685	10,118	10,590
0610	GENERAL SUPPLIES	1,100	1,100	1,000	1,100
0102	TEACHER	82,123	55,023	83,248	84,839



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0220	F.I.C.A.	6,282	3,906	6,368	6,490
0232	RETIREMENT- TEACHER	12,869	8,622	14,452	14,728
0610	GENERAL SUPPLIES	500	538	900	900
0102	TEACHER	164,316	164,967	166,509	169,676
0220	F.I.C.A.	12,570	12,090	12,738	12,980
0232	RETIREMENT- TEACHER	25,748	25,850	28,906	29,456
0610	GENERAL SUPPLIES	2,600	2,370	2,300	2,300
0102	TEACHER	204,277	265,329	213,406	222,880
0220	F.I.C.A.	15,627	18,660	16,326	17,050
0232	RETIREMENT- TEACHER	32,010	41,577	37,047	38,692
0610	GENERAL SUPPLIES	2,900	2,761	2,700	2,742
0644	PERIODICALS	100	-	142	-
0102	TEACHER	83,752	83,752	84,897	86,505
0220	F.I.C.A.	6,407	5,985	6,495	6,618
0232	RETIREMENT- TEACHER	13,124	13,124	14,738	15,017
0610	GENERAL SUPPLIES	500	466	700	700
0430	REPAIRS & MAINTENANCE	400	287	600	600
0430	REPAIRS & MAINTENANCE	600	425	-	-
0430	REPAIRS & MAINTENANCE	800	629	800	800
0610	GENERAL SUPPLIES	-	76	-	-
0430	REPAIRS & MAINTENANCE	3,712	3,014	3,720	3,720
Total		837,896	875,518	871,171	896,359

INSTRUMENTAL MUSIC

COST CENTER 113

0102	TEACHER	105,950	106,421	55,530	57,623
0220	F.I.C.A.	8,105	7,631	4,248	4,408
0232	RETIREMENT- TEACHER	16,602	16,676	9,640	10,003
0320	CONTRACT SERVICE;PUPILS	2,000	-	2,000	2,000
0610	GENERAL SUPPLIES	500	489	500	500
0641	BOOKS	200	195	200	200
0320	CONTRACT SERVICE;PUPILS	540	180	540	540
0610	GENERAL SUPPLIES	750	733	750	750
0641	BOOKS	500	200	500	500
0737	REPLACEMENT EQUIPMNT	3,000	3,000	3,000	3,000
0119	UNCLASSIFIED/UNAFFILIATED	-	1,440	-	-
0220	F.I.C.A.	-	110	-	-
0232	RETIREMENT- TEACHER	-	226	-	-
0320	CONTRACT SERVICE;PUPILS	3,900	3,900	3,900	3,900
0610	GENERAL SUPPLIES	2,200	2,451	2,200	2,200
0641	BOOKS	300	-	300	300
0680	UNIFORMS/BOOTS	3,000	2,171	2,000	2,000
0737	REPLACEMENT EQUIPMNT	15,000	16,723	18,000	12,000
0810	DUES & FEES	2,434	1,680	2,434	2,434
0610	GENERAL SUPPLIES	100	-	100	100
0114	EXTRA-CURRICULA	5,145	7,145	5,145	5,247
0220	F.I.C.A.	394	547	394	401
0232	RETIREMENT- TEACHER	806	806	893	911
0114	EXTRA-CURRICULA	3,900	5,700	3,900	3,980
0220	F.I.C.A.	298	436	298	304
0232	RETIREMENT- TEACHER	611	435	677	691
0114	EXTRA-CURRICULA	37,099	37,345	37,328	38,076
0220	F.I.C.A.	2,838	2,858	2,856	2,913
0232	RETIREMENT- TEACHER	5,813	3,868	6,480	6,610
0610	GENERAL SUPPLIES	350	766	350	350
0430	REPAIRS & MAINTENANCE	1,000	1,000	1,000	1,000
0430	REPAIRS & MAINTENANCE	2,200	2,190	2,200	2,200
0430	REPAIRS & MAINTENANCE	3,500	3,409	3,500	3,500
0519	TRANSPORTATION	9,700	7,914	9,700	9,700
Total		238,735	238,644	180,563	178,341

TECHNICAL CAREERS

COST CENTER 114

0102	TEACHER	288,497	366,089	294,779	302,393
0220	F.I.C.A.	22,070	27,100	22,551	23,133
0232	RETIREMENT- TEACHER	45,207	57,366	51,174	52,495
0610	GENERAL SUPPLIES	3,000	3,409	3,000	3,000
0642	SOFTWARE	-	-	1,050	1,050
0733	NEW EQUIPMENT	1,500	750	1,500	1,500
0102	TEACHER	682,743	559,475	652,070	651,404
0220	F.I.C.A.	52,230	41,209	49,883	49,832
0232	RETIREMENT- TEACHER	106,986	87,334	113,199	113,084
0320	CONTRACT SERVICE;PUPILS	12,270	9,671	12,070	11,300
0440	RENTALS	500	324	500	500
0519	TRANSPORTATION	2,000	2,180	2,000	2,000



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0534	POSTAGE	190	190	190	190
0550	PRINTING	200	-	200	200
0580	TRAVEL	200	137	200	200
0610	GENERAL SUPPLIES	19,000	26,123	17,500	20,650
0641	BOOKS	2,023	1,690	1,600	3,350
0642	SOFTWARE	2,200	2,189	4,225	4,650
0644	PERIODICALS	535	243	345	285
0733	NEW EQUIPMENT	-	-	3,750	3,500
0810	DUES & FEES	-	15	-	-
0114	EXTRA-CURRICULA	6,756	6,756	6,756	6,892
0220	F.I.C.A.	517	517	517	527
0232	RETIREMENT- TEACHER	1,059	1,059	1,173	1,196
0101	ADMINISTRATIVE	107,089	106,837	108,973	108,973
0105	CLERICAL	42,493	43,927	43,373	43,373
0131	OVERTIME - CLERICAL	-	1,029	-	-
0220	F.I.C.A.	11,443	11,375	11,654	11,654
0231	RETIREMENT - NON-TEACHER	4,746	5,022	4,936	4,936
0232	RETIREMENT- TEACHER	16,781	16,741	18,918	18,918
0430	REPAIRS & MAINTENANCE	2,815	2,450	3,115	2,800
Total		1,435,050	1,381,206	1,431,201	1,443,985

ATHLETICS

COST CENTER 115

0320	CONTRACT SERVICE;PUPILS	2,500	2,450	3,500	4,000
0113	COACHING	5,753	5,325	5,753	5,869
0220	F.I.C.A.	440	407	440	449
0232	RETIREMENT- TEACHER	901	376	999	1,019
0113	COACHING	4,748	5,107	4,748	4,835
0220	F.I.C.A.	363	390	363	370
0232	RETIREMENT- TEACHER	744	442	824	839
0113	COACHING	4,156	2,236	4,156	4,231
0220	F.I.C.A.	318	171	318	324
0232	RETIREMENT- TEACHER	651	85	721	735
0113	COACHING	35,084	25,610	35,084	35,787
0220	F.I.C.A.	2,684	1,959	2,684	2,738
0231	RETIREMENT - NON-TEACHER	-	425	-	-
0232	RETIREMENT- TEACHER	5,498	1,245	6,091	6,213
0320	CONTRACT SERVICE;PUPILS	11,000	10,954	11,000	12,000
0610	GENERAL SUPPLIES	12,000	12,095	13,000	15,000
0113	COACHING	185,632	174,658	185,632	189,398
0119	UNCLASSIFIED/UNAFFILIATED	-	2,285	-	-
0220	F.I.C.A.	14,201	13,533	14,201	14,489
0232	RETIREMENT- TEACHER	29,089	6,989	32,226	32,879
0320	CONTRACT SERVICE;PUPILS	69,500	71,733	69,500	75,000
0440	RENTALS	25,000	22,056	27,500	31,000
0610	GENERAL SUPPLIES	70,000	71,092	70,000	80,000
0810	DUES & FEES	190	200	400	400
0105	CLERICAL	44,688	44,688	45,613	50,280
0131	OVERTIME - CLERICAL	290	241	290	290
0220	F.I.C.A.	3,441	3,315	3,512	3,869
0231	RETIREMENT - NON-TEACHER	5,024	5,019	5,224	5,755
0810	DUES & FEES	15,000	15,643	16,000	17,000
0320	CONTRACT SERVICE;PUPILS	45,900	46,260	45,900	47,000
0430	REPAIRS & MAINTENANCE	12,000	11,969	12,000	14,000
0519	TRANSPORTATION	1,530	1,175	1,530	1,600
0519	TRANSPORTATION	18,000	10,718	18,000	19,000
0519	TRANSPORTATION	70,000	64,906	70,000	75,000
Total		696,325	635,757	707,209	751,369

DRAMA

COST CENTER 116

0610	GENERAL SUPPLIES	1,500	1,683	1,500	1,500
0102	TEACHER	22,663	32,827	33,496	49,287
0611	F.I.C.A.	1,734	2,160	2,562	3,770
0612	RETIREMENT- TEACHER	3,551	-	5,815	8,556
0610	GENERAL SUPPLIES	3,500	2,660	3,500	3,500
0641	BOOKS	890	930	890	890
0114	EXTRA-CURRICULA	1,688	6,958	2,663	2,717
0220	F.I.C.A.	129	532	204	208
0232	RETIREMENT- TEACHER	265	-	462	472
0114	EXTRA-CURRICULA	12,161	6,753	12,161	12,405



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0220	F.I.C.A.	930	517	930	949
0232	RETIREMENT- TEACHER	1,906	529	2,111	2,154
0233	CONTRACT SERVICE;PUPILS	500	500	2,500	2,500
0320	CONTRACT SERVICE;PUPILS	9,000	10,966	9,000	9,000
0550	PRINTING	800	85	800	800
0430	REPAIRS & MAINTENANCE	3,800	3,150	3,800	3,800
Total		65,017	70,250	82,394	102,508

**K-12 COMPUTER
COST CENTER 117**

0610	GENERAL SUPPLIES	-	180	-	-
0102	TEACHER	54,120	53,831	57,137	60,029
0220	F.I.C.A.	4,140	4,149	4,371	4,592
0232	RETIREMENT- TEACHER	8,481	8,435	9,919	10,421
0102	TEACHER	51,960	53,320	56,088	58,718
0106	PARAPROFESSIONAL	27,871	-	-	-
0220	F.I.C.A.	6,107	3,794	4,291	4,492
0231	RETIREMENT - NON-TEACHER	3,113	(882)	-	-
0232	RETIREMENT- TEACHER	8,142	8,355	9,737	10,193
0102	TEACHER	77,592	78,401	79,526	81,117
0220	F.I.C.A.	5,936	5,832	6,084	6,205
0232	RETIREMENT- TEACHER	12,159	12,285	13,806	14,082
0642	SOFTWARE	-	250	-	-
0610	GENERAL SUPPLIES	17,000	17,893	20,000	17,000
0641	BOOKS	1,000	141	1,000	1,000
0642	SOFTWARE	5,250	4,222	3,000	3,000
0810	DUES & FEES	1,250	-	500	500
Total		284,121	250,207	265,459	271,349

**HEALTH INSTRUCTION
COST CENTER 119**

0610	GENERAL SUPPLIES	800	789	850	850
0610	GENERAL SUPPLIES	1,000	916	1,200	1,250
0644	PERIODICALS	400	369	250	200
0320	CONTRACT SERVICE;PUPILS	1,850	1,450	1,750	1,750
0102	TEACHER	80,932	50,949	82,010	83,122
0220	F.I.C.A.	6,191	3,706	6,274	6,359
0232	RETIREMENT- TEACHER	12,682	7,984	14,237	14,430
0102	TEACHER	189,428	125,834	183,678	190,557
0220	F.I.C.A.	14,491	9,271	14,051	14,578
0232	RETIREMENT- TEACHER	29,683	10,872	31,887	33,081
Total		337,457	212,140	336,187	346,177

**ENRICHMENT
COST CENTER 130**

0114	EXTRA-CURRICULA	9,000	1,847	9,000	9,000
0220	F.I.C.A.	689	115	689	689
0232	RETIREMENT- TEACHER	1,410	157	1,562	1,562
0580	TRAVEL	-	2,987	-	-
Total		11,099	5,106	11,251	11,251

**DISTRICT -WIDE ASSESSMENT
COST CENTER 131**

0102	TEACHER	-	3,120	-	-
0220	F.I.C.A.	-	252	-	-
0232	RETIREMENT- TEACHER	-	542	-	-
0320	CONTRACT SERVICE;PUPILS	19,435	10,846	19,435	19,435
Total		19,435	14,760	19,435	19,435



	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
ELEMENTARY MATHEMATICS				
COST CENTER 132				
0320 CONTRACT SERVICE;PUPILS	25,000	25,000	25,000	25,000
0641 BOOKS	17,433	17,433	17,433	17,433
0610 GENERAL SUPPLIES	3,100	2,056	3,100	3,100
0641 BOOKS	1,493	1,485	1,493	933
0610 GENERAL SUPPLIES	5,314	5,284	5,314	5,314
0641 BOOKS	2,559	2,554	2,559	1,599
0610 GENERAL SUPPLIES	2,657	2,597	2,657	2,657
0641 BOOKS	1,279	1,228	1,279	799
0610 GENERAL SUPPLIES	1,803	1,712	1,803	1,803
0641 BOOKS	867	870	867	867
Total	61,505	60,220	61,505	59,505
HEALTH INSTRUCTION				
COST CENTER 134				
0102 TEACHER	86,156	86,156	87,382	59,872
0220 F.I.C.A.	6,591	6,387	6,685	4,580
0232 RETIREMENT- TEACHER	13,501	13,501	15,170	10,394
0102 TEACHER	80,821	80,821	82,006	83,647
0220 F.I.C.A.	6,183	5,856	6,272	6,399
0232 RETIREMENT- TEACHER	12,665	12,665	14,236	14,521
0102 TEACHER	87,805	87,805	88,950	59,872
0220 F.I.C.A.	6,717	6,473	6,805	4,580
0232 RETIREMENT- TEACHER	13,759	13,759	15,442	10,394
0102 TEACHER	79,208	66,413	80,353	80,353
0220 F.I.C.A.	6,059	4,271	6,147	6,147
0232 RETIREMENT- TEACHER	12,412	10,407	13,949	13,949
0102 TEACHER	116,900	124,502	121,701	126,185
0220 F.I.C.A.	8,943	8,728	9,310	9,653
0232 RETIREMENT- TEACHER	18,318	12,917	21,127	21,906
0320 CONTRACT SERVICE;PUPILS	800	800	800	800
0550 PRINTING	100	-	100	100
0610 GENERAL SUPPLIES	5,500	4,888	5,500	6,000
0644 PERIODICALS	100	-	100	105
0733 NEW EQUIPMENT	1,000	-	1,000	3,200
0430 REPAIRS & MAINTENANCE	800	-	800	500
Total	564,338	546,347	583,835	523,157
ELEMENTARY LIBRARY				
COST CENTER 135				
0102 TEACHER	246,368	187,688	249,945	-
0220 F.I.C.A.	18,847	13,790	19,121	-
0232 RETIREMENT- TEACHER	38,606	29,411	43,390	-
0106 PARAPROFESSIONAL	27,725	27,725	28,552	-
0220 F.I.C.A.	2,121	2,106	2,184	-
0231 RETIREMENT - NON-TEACHER	3,097	3,097	3,249	-
0610 GENERAL SUPPLIES	950	519	950	-
0641 BOOKS	6,785	4,867	7,292	-
0644 PERIODICALS	660	339	660	-
0106 PARAPROFESSIONAL	12,010	11,395	12,010	-
0220 F.I.C.A.	919	877	919	-
0610 GENERAL SUPPLIES	1,250	1,280	1,250	-
0641 BOOKS	11,347	11,055	10,443	-
0644 PERIODICALS	500	483	500	-
0106 PARAPROFESSIONAL	27,285	27,285	28,105	-
0220 F.I.C.A.	2,087	2,094	2,150	-
0231 RETIREMENT - NON-TEACHER	3,048	3,048	3,198	-
0610 GENERAL SUPPLIES	855	776	855	-
0641 BOOKS	5,652	5,579	6,049	-
0644 PERIODICALS	592	592	592	-
Total	410,704	334,006	421,414	-



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
MEDIA SERVICES					
COST CENTER 136					
0733	NEW EQUIPMENT	1,175	901	-	-
0733	NEW EQUIPMENT	-	-	1,175	1,175
0733	NEW EQUIPMENT	600	350	400	600
0320	CONTRACT SERVICE;PUPILS	285	350	285	285
0430	REPAIRS & MAINTENANCE	3,420	3,800	3,420	3,420
0733	NEW EQUIPMENT	2,800	2,165	2,800	2,600
0737	REPLACEMENT EQUIPMNT	755	667	955	955
0610	GENERAL SUPPLIES	9,616	9,944	9,616	12,796
0108	TECHNICIAN	60,670	73,787	61,928	61,928
0220	F.I.C.A.	4,641	5,745	4,737	4,737
0231	RETIREMENT - NON-TEACHER	6,777	8,427	7,047	7,047
Total		90,739	106,135	92,363	95,543
SYSTEM-WIDE PSYCHOLOGIS					
COST CENTER 137					
0320	CONTRACT SERVICE;PUPILS	-	13,481	-	-
0102	TEACHER	82,371	57,024	140,436	179,829
0119	UNCLASSIFIED/UNAFFILIATED	-	2,000	-	-
0220	F.I.C.A.	6,301	4,257	10,743	13,757
0232	RETIREMENT- TEACHER	12,908	6,702	24,380	31,218
0310	CONTRACT SERVICE;ADMIN	3,000	-	3,000	3,000
0320	CONTRACT SERVICE;PUPILS	8,783	3,500	8,783	8,783
0610	GENERAL SUPPLIES	1,435	2,746	1,435	2,500
0733	NEW EQUIPMENT	1,957	561	1,957	1,957
Total		116,755	90,270	190,734	241,044
INTERDISCIPLINARY MATRL					
COST CENTER 138					
0733	NEW EQUIPMENT	1,893	-	1,893	1,343
0641	BOOKS	526	35	526	526
0610	GENERAL SUPPLIES	3,156	2,386	3,156	3,156
0733	NEW EQUIPMENT	732	662	677	2,277
0641	BOOKS	2,083	2,014	883	883
0610	GENERAL SUPPLIES	6,542	7,584	7,797	5,297
0733	NEW EQUIPMENT	689	-	1,689	1,139
0641	BOOKS	470	51	470	470
0610	GENERAL SUPPLIES	3,818	2,918	2,818	2,818
Total		19,909	15,649	19,909	17,909
READING INSTRUCTION					
COST CENTER 139					
0102	TEACHER	142,497	119,168	144,518	194,917
0119	UNCLASSIFIED/UNAFFILIATED	-	23,396	-	-
0220	F.I.C.A.	10,901	10,098	11,056	14,911
0232	RETIREMENT- TEACHER	22,329	13,088	25,088	33,838
0610	GENERAL SUPPLIES	2,591	1,000	2,591	2,591
0641	BOOKS	4,126	-	4,126	3,126
0102	TEACHER	267,832	258,313	271,763	235,610
0220	F.I.C.A.	20,489	19,314	20,790	18,024
0232	RETIREMENT- TEACHER	41,969	38,712	47,178	40,902
0610	GENERAL SUPPLIES	4,065	3,884	4,065	4,065
0641	BOOKS	6,479	3,879	6,479	5,279
0102	TEACHER	116,513	66,475	71,847	75,194
0220	F.I.C.A.	8,913	4,792	5,496	5,752
0232	RETIREMENT- TEACHER	18,258	10,417	12,473	13,054
0610	GENERAL SUPPLIES	2,234	2,219	2,234	2,234
0641	BOOKS	3,557	2,699	3,557	2,757
0102	TEACHER	77,592	77,592	78,646	54,324
0220	F.I.C.A.	5,936	5,653	6,016	4,156
0232	RETIREMENT- TEACHER	12,159	12,159	13,653	9,431
0610	GENERAL SUPPLIES	665	-	665	665
0641	BOOKS	1,900	969	1,900	1,900
0102	TEACHER	-	2,040	-	-
0106	PARAPROFESSIONAL	25,690	82,636	108,051	107,518



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0220	F.I.C.A.	1,965	6,371	8,266	8,225
0231	RETIREMENT - NON-TEACHER	-	-	12,296	12,236
0610	GENERAL SUPPLIES	300	-	300	300
0641	BOOKS	750	-	750	750
0644	PERIODICALS	950	-	950	950
0101	ADMINISTRATIVE	-	106,918	-	-
0220	F.I.C.A.	-	7,942	-	-
0232	RETIREMENT- TEACHER	-	16,754	-	-
0580	TRAVEL	869	-	869	869
Total		801,529	896,489	865,623	853,578

**PUPIL ENTITLEMENT
COST CENTER 145**

0890	MISCELLANEOUS	1,020	903	1,020	1,020
0890	MISCELLANEOUS	105	54	105	105
0890	MISCELLANEOUS	1,560	1,245	1,560	1,560
0890	MISCELLANEOUS	840	768	840	840
Total		3,525	2,970	3,525	3,525

**PEEP
COST CENTER 150**

0121	SUBSTITUTES PROF SHORT TE	-	3,018	-	-
0122	SUBSTITUTES PROF LONG TER	-	-	-	-
0220	F.I.C.A.	-	230	-	-
0232	RETIREMENT- TEACHER	-	15	-	-
0102	TEACHER	230,198	232,713	239,987	246,017
0106	PARAPROFESSIONAL	59,022	52,282	62,379	63,015
0127	SUBSTITUTES NON PROF SHOR	-	2,020	-	-
0220	F.I.C.A.	22,125	21,160	23,131	23,641
0232	RETIREMENT- TEACHER	36,072	36,466	41,662	42,709
0320	CONTRACT SERVICE;PUPILS	5,310	26,951	7,310	7,310
0610	GENERAL SUPPLIES	950	756	950	950
0641	BOOKS	285	212	285	285
0733	NEW EQUIPMENT	475	-	475	475
0105	CLERICAL	-	808	129	2,250
0220	F.I.C.A.	-	62	10	172
0231	RETIREMENT - NON-TEACHER	-	50	-	-
0534	POSTAGE	74	116	74	74
0127	SUBSTITUTES NON PROF SHOR	-	627	-	-
0220	F.I.C.A.	-	48	-	-
0430	REPAIRS & MAINTENANCE	520	480	520	-
0440	RENTALS	-	-	-	50,000
Total		355,031	378,014	376,912	436,898

**SPED ELEMENTARY
COST CENTER 151**

0127	SUBSTITUTES NON PROF SHOR	-	-	4,327	2,206
0220	F.I.C.A.	-	-	331	169
0610	GENERAL SUPPLIES	1,433	1,838	1,433	2,500
0641	BOOKS	2,160	517	2,160	2,160
0733	NEW EQUIPMENT	975	2,016	975	975
0102	TEACHER	145,855	145,855	150,078	213,842
0106	PARAPROFESSIONAL	151,002	142,855	346,177	361,626
0220	F.I.C.A.	22,710	21,581	37,964	44,023
0231	RETIREMENT - NON-TEACHER	6,210	6,210	9,770	9,965
0232	RETIREMENT- TEACHER	22,855	22,856	26,054	37,123
0102	TEACHER	155,993	182,261	157,216	158,824
0104	TUTOR	36,703	35,508	37,789	38,546
0106	PARAPROFESSIONAL	107,708	102,075	246,099	301,176
0220	F.I.C.A.	22,981	23,367	33,744	38,139
0231	RETIREMENT - NON-TEACHER	10,310	7,305	6,499	10,901
0232	RETIREMENT- TEACHER	24,444	28,560	27,293	27,572
0102	TEACHER	112,715	110,814	116,563	173,071
0106	PARAPROFESSIONAL	96,887	78,934	271,564	258,493
0220	F.I.C.A.	16,035	14,070	29,692	33,015
0232	RETIREMENT- TEACHER	17,662	17,365	20,235	30,045
0119	UNCLASSIFIED/UNAFFILIATED	-	10,385	-	-
0220	F.I.C.A.	-	793	-	-
0231	RETIREMENT - NON-TEACHER	-	40	-	-



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0310	CONTRACT SERVICE;ADMIN	-	170	-	-
0320	CONTRACT SERVICE;PUPILS	13,920	17,059	19,720	19,720
0101	ADMINISTRATIVE	35,639	-	35,989	35,989
0220	F.I.C.A.	2,726	-	2,753	2,753
0232	RETIREMENT- TEACHER	5,585	-	6,248	6,248
0534	POSTAGE	500	-	500	500
0580	TRAVEL	-	170	-	-
0519	TRANSPORTATION	200	-	200	200
Total		1,013,208	972,603	1,591,373	1,809,781

SPED MIDDLE

COST CENTER 152

0102	TEACHER	544,540	576,321	557,142	573,564
0106	PARAPROFESSIONAL	125,769	104,122	112,600	116,864
0127	SUBSTITUTES NON PROF SHOR	-	-	6,794	6,794
0220	F.I.C.A.	51,279	49,863	51,755	53,337
0231	RETIREMENT - NON-TEACHER	6,194	2,199	3,232	3,314
0232	RETIREMENT- TEACHER	85,329	85,096	96,720	99,571
0610	GENERAL SUPPLIES	655	2,473	3,521	3,521
0641	BOOKS	570	-	570	570
0642	SOFTWARE	3,866	-	1,000	1,000
0733	NEW EQUIPMENT	665	25	665	665
0114	EXTRA-CURRICULA	2,012	2,012	2,012	-
0220	F.I.C.A.	154	-	154	-
0232	RETIREMENT- TEACHER	315	-	349	-
0119	UNCLASSIFIED/UNAFFILIATED	-	2,168	-	-
0220	F.I.C.A.	-	165	-	-
0231	RETIREMENT - NON-TEACHER	-	47	-	-
0320	CONTRACT SERVICE;PUPILS	3,381	4,158	5,981	5,981
0101	ADMINISTRATIVE	35,639	-	35,989	35,989
0220	F.I.C.A.	2,726	-	2,753	2,753
0232	RETIREMENT- TEACHER	5,585	-	6,248	6,248
0580	TRAVEL	71	-	71	71
Total		868,750	828,649	887,556	910,242

SPED SECONDARY

COST CENTER 153

0102	TEACHER	409,253	295,494	382,498	325,497
0106	PARAPROFESSIONAL	25,376	25,376	26,138	26,661
0127	SUBSTITUTES NON PROF SHOR	-	-	8,492	8,492
0220	F.I.C.A.	33,249	22,275	31,910	27,590
0232	RETIREMENT- TEACHER	64,130	40,287	66,402	56,506
0610	GENERAL SUPPLIES	2,988	887	2,988	2,988
0641	BOOKS	570	231	570	570
0644	PERIODICALS	95	331	95	95
0733	NEW EQUIPMENT	380	479	380	380
0114	EXTRA-CURRICULA	2,012	2,012	2,012	-
0220	F.I.C.A.	154	154	154	-
0232	RETIREMENT- TEACHER	315	315	349	-
0119	UNCLASSIFIED/UNAFFILIATED	-	6,244	-	-
0220	F.I.C.A.	-	474	-	-
0231	RETIREMENT - NON-TEACHER	-	(8)	-	-
0232	RETIREMENT- TEACHER	-	536	-	-
0320	CONTRACT SERVICE;PUPILS	6,512	4,593	7,292	7,292
0101	ADMINISTRATIVE	35,639	-	37,079	37,079
0105	CLERICAL	47,097	47,250	48,070	48,070
0220	F.I.C.A.	6,329	3,490	6,514	6,514
0231	RETIREMENT - NON-TEACHER	5,261	5,278	5,470	5,470
0232	RETIREMENT- TEACHER	5,585	-	6,437	6,437
0519	TRANSPORTATION	304	193	304	304
Total		645,249	455,890	633,154	559,945

SPED SPEECH

COST CENTER 156

0320	CONTRACT SERVICE;PUPILS	-	43,074	-	-
0102	TEACHER	84,543	86,156	102,900	70,152
0220	F.I.C.A.	6,468	6,492	7,872	5,367
0232	RETIREMENT- TEACHER	13,248	13,501	17,863	12,178
0102	TEACHER	62,704	62,074	62,917	64,894
0220	F.I.C.A.	4,797	4,026	4,813	4,964
0232	RETIREMENT- TEACHER	9,826	9,727	10,922	11,266



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0102	TEACHER	128,811	113,293	130,365	134,146
0220	F.I.C.A.	9,854	8,478	9,973	10,262
0232	RETIREMENT- TEACHER	20,185	17,753	22,631	23,288
0102	TEACHER	78,401	79,208	80,353	88,866
0220	F.I.C.A.	5,998	5,809	6,147	6,798
0232	RETIREMENT- TEACHER	12,285	12,412	13,949	15,427
0102	TEACHER	85,533	85,533	86,759	88,433
0220	F.I.C.A.	6,543	6,306	6,637	6,765
0232	RETIREMENT- TEACHER	13,403	13,403	15,061	15,352
0102	TEACHER	34,146	34,146	34,620	35,951
0220	F.I.C.A.	2,612	2,482	2,648	2,750
0232	RETIREMENT- TEACHER	5,351	5,351	6,010	6,241
0320	CONTRACT SERVICE;PUPILS	-	2,533	1,500	1,500
0610	GENERAL SUPPLIES	2,705	187	2,705	2,705
0641	BOOKS	1,350	363	1,350	1,350
0733	NEW EQUIPMENT	-	-	-	-
Total		588,763	612,306	627,995	608,655

**OCCUPATIONAL THERAPY
COST CENTER 157**

0102	TEACHER	-	108,378	86,680	104,577
0220	F.I.C.A.	-	7,165	6,631	8,000
0232	RETIREMENT- TEACHER	-	10,033	15,048	18,155
0102	TEACHER	-	-	60,050	62,194
0220	F.I.C.A.	-	-	4,594	4,758
0232	RETIREMENT- TEACHER	-	-	10,425	10,797
0320	CONTRACT SERVICE;PUPILS	-	2,265	-	-
0102	TEACHER	-	-	28,850	29,397
0220	F.I.C.A.	-	-	2,207	2,249
0232	RETIREMENT- TEACHER	-	-	5,008	5,103
0320	CONTRACT SERVICE;PUPILS	-	9,518	-	-
0102	TEACHER	127,156	-	-	-
0119	UNCLASSIFIED/UNAFFILIATED	-	-	-	-
0220	F.I.C.A.	9,727	-	-	-
0232	RETIREMENT- TEACHER	19,925	-	-	-
0320	CONTRACT SERVICE;PUPILS	-	4,838	-	-
0610	GENERAL SUPPLIES	1,050	-	1,050	1,050
0641	BOOKS	400	-	400	400
0733	NEW EQUIPMENT	1,640	-	1,640	1,640
Total		159,898	214,555	222,583	248,320

**ENGLISH SECOND LANGUAGE
COST CENTER 159**

0102	TEACHER	205,606	175,323	223,528	236,971
0122	SUBSTITUTES PROF LONG TER	-	23,760	-	-
0220	F.I.C.A.	15,729	14,142	17,100	18,128
0232	RETIREMENT- TEACHER	32,218	27,473	38,804	41,138
0610	GENERAL SUPPLIES	664	425	664	664
0641	BOOKS	1,216	98	1,216	1,216
Total		255,433	241,221	281,312	298,117

**ADAPTIVE SERVICES
COST CENTER 160**

0104	TUTOR	6,500	610	6,500	6,500
0119	UNCLASSIFIED/UNAFFILIATED	-	45	-	-
0220	F.I.C.A.	497	8	497	497
0231	RETIREMENT - NON-TEACHER	726	-	740	740
0232	RETIREMENT- TEACHER	-	16	-	-
0320	CONTRACT SERVICE;PUPILS	1,000	2,685	1,000	2,000
0430	REPAIRS & MAINTENANCE	500	-	500	500
0610	GENERAL SUPPLIES	500	-	500	500
Total		9,723	3,364	9,737	10,737

**OUT OF DISTRICT TUITION
COST CENTER 165**

0320	CONTRACT SERVICE;PUPILS	55,000	67,304	-	-
0519	TRANSPORTATION	-	12,860	-	-
0564	TUITION	138,300	158,388	216,735	216,735



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0564	TUITION	43,000	-	43,000	43,000
0320	CONTRACT SERVICE;PUPILS	296,637	280,557	325,331	340,331
0519	TRANSPORTATION	-	10,247	-	-
0564	TUITION	587,314	670,827	595,634	575,634
0320	CONTRACT SERVICE;PUPILS	400,000	740,700	400,000	500,000
0561	TUITION;LEA IN-STATE	80,000	162,093	80,000	100,000
0564	TUITION	-	16,604	-	-
0564	TUITION	4,900	410	4,900	4,900
0580	TRAVEL	2,040	898	2,040	2,040
0519	TRANSPORTATION	11,000	-	11,000	-
0519	TRANSPORTATION	14,232	21,940	40,232	41,232
0519	TRANSPORTATION	-	162	10,000	11,000
0519	TRANSPORTATION	73,500	23,222	24,500	25,500
Total		1,705,923	2,166,211	1,753,372	1,860,372

**CENTRAL OFFICE
COST CENTER 170**

0121	SUBSTITUTES PROF SHORT TE	4,817	-	4,817	4,817
0122	SUBSTITUTES PROF LONG TER	5,055	-	5,055	5,055
0220	F.I.C.A.	755	-	781	781
0121	SUBSTITUTES PROF SHORT TE	5,419	-	5,419	5,419
0122	SUBSTITUTES PROF LONG TER	5,687	-	5,687	5,687
0220	F.I.C.A.	850	-	850	850
0102	TEACHER	70,000	22,114	20,000	113,200
0220	F.I.C.A.	5,355	1,699	1,530	8,660
0232	RETIREMENT- TEACHER	10,969	3,465	3,134	17,738
0127	SUBSTITUTES NON PROF SHOR	340	-	340	340
0220	F.I.C.A.	26	-	26	26
0231	RETIREMENT - NON-TEACHER	38	-	39	39
0101	ADMINISTRATIVE	273,324	279,401	278,543	278,543
0105	CLERICAL	112,725	157,211	115,805	117,039
0131	OVERTIME - CLERICAL	977	135	1,301	1,301
0220	F.I.C.A.	29,608	30,424	30,242	30,337
0231	RETIREMENT - NON-TEACHER	43,231	33,754	30,162	30,303
0232	RETIREMENT- TEACHER	-	20,015	22,617	22,617
0310	CONTRACT SERVICE;ADMIN	175,210	180,196	181,965	138,514
0440	RENTALS	800	712	800	800
0534	POSTAGE	2,700	1,911	2,700	2,700
0540	ADVERTISING	1,500	1,100	1,500	1,500
0550	PRINTING	2,000	2,760	2,000	2,000
0580	TRAVEL	1,300	-	1,300	1,300
0610	GENERAL SUPPLIES	4,635	6,002	4,635	4,635
0642	SOFTWARE	7,000	7,000	7,000	7,000
0644	PERIODICALS	1,000	315	1,000	1,000
0737	REPLACEMENT EQUIPMNT	1,200	1,512	1,200	1,200
0810	DUES & FEES	3,150	5,469	3,150	3,150
0840	CONTINGENCY	6,225	138,714	39,256	85,050
0841	NEGOTIATION CONTINGENCIES	-	-	-	91,529
0105	CLERICAL	500	167	500	500
0220	F.I.C.A.	38	13	38	38
0231	RETIREMENT - NON-TEACHER	56	19	57	57
0127	SUBSTITUTES NON PROF SHOR	369	-	369	369
0220	F.I.C.A.	28	-	28	28
0101	ADMINISTRATIVE	7,784	3,289	7,784	7,784
0220	F.I.C.A.	595	252	595	595
0231	RETIREMENT - NON-TEACHER	869	-	-	-
0232	RETIREMENT- TEACHER	53	447	1,351	1,351
0101	ADMINISTRATIVE	112,352	112,352	114,599	121,399
0105	CLERICAL	164,323	114,440	166,884	175,893
0131	OVERTIME - CLERICAL	1,301	109	977	977
0220	F.I.C.A.	21,265	17,314	21,633	22,842
0231	RETIREMENT - NON-TEACHER	31,050	25,185	32,181	33,980
0310	CONTRACT SERVICE;ADMIN	17,110	21,421	17,110	17,110
0440	RENTALS	800	712	800	800
0534	POSTAGE	3,100	3,315	3,100	3,100
0540	ADVERTISING	1,275	894	1,275	1,275
0550	PRINTING	1,000	-	1,000	1,000
0580	TRAVEL	665	-	665	665
0610	GENERAL SUPPLIES	3,000	1,394	3,000	3,000
0642	SOFTWARE	2,805	-	2,805	2,805



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0737	REPLACEMENT EQUIPMNT	950	2,500	950	950
0810	DUES & FEES	1,500	550	1,500	1,500
0110	CUSTODIAL	500	-	500	500
0220	F.I.C.A.	38	-	38	38
0231	RETIREMENT - NON-TEACHER	56	-	57	57
0430	REPAIRS & MAINTENANCE	5,210	4,403	5,210	250
0550	PRINTING	-	-	-	5,000
Total		1,154,488	1,202,684	1,157,860	1,386,993
SCHOOL BOARD					
COST CENTER 171					
0109	SCHOOL BOARD	14,000	12,725	14,000	14,000
0131	OVERTIME - CLERICAL	3,000	1,329	3,000	3,000
0220	F.I.C.A.	1,301	1,070	1,301	1,301
0231	RETIREMENT - NON-TEACHER	335	149	341	341
0310	CONTRACT SERVICE;ADMIN	3,000	-	3,000	3,000
0610	GENERAL SUPPLIES	-	168	-	-
0810	DUES & FEES	6,375	5,714	6,375	6,375
0840	CONTINGENCY	2,350	2,342	2,350	2,350
Total		30,361	23,497	30,367	30,367
TECHNOLOGY PLAN					
COST CENTER 177					
0610	GENERAL SUPPLIES	7,600	7,600	7,600	7,600
0532	DATA LINES	5,895	3,625	5,895	5,895
0532	DATA LINES	7,369	3,625	7,369	7,369
0532	DATA LINES	3,684	3,625	3,684	3,684
0532	DATA LINES	7,368	3,625	7,368	7,368
0610	GENERAL SUPPLIES	7,173	7,173	7,173	7,173
0532	DATA LINES	17,684	9,084	17,684	17,684
0610	GENERAL SUPPLIES	11,400	11,400	11,400	11,400
0310	CONTRACT SERVICE;ADMIN	6,315	6,008	6,315	6,315
0642	SOFTWARE	8,450	8,520	8,550	8,550
0734	NEW INFO SYSTEMS EQUIPMNT	93,470	93,470	106,218	207,073
0580	TRAVEL	620	756	620	620
0720	BUILDINGS	18,795	19,652	22,895	22,895
0430	REPAIRS & MAINTENANCE	1,900	1,900	1,900	1,900
0430	REPAIRS & MAINTENANCE	1,425	844	1,425	1,425
0430	REPAIRS & MAINTENANCE	16,050	5,013	19,125	19,125
0108	TECHNICIAN	260,909	288,153	306,390	405,798
0220	F.I.C.A.	19,960	21,696	23,439	31,044
0231	RETIREMENT - NON-TEACHER	39,154	32,187	34,867	35,567
0232	RETIREMENT- TEACHER	-	-	-	16,189
0310	CONTRACT SERVICE;ADMIN	950	383	950	950
0642	SOFTWARE	61,449	62,459	61,449	61,449
0890	MISCELLANEOUS	2,000	2,000	2,000	2,000
0108	TECHNICIAN	89,617	89,615	91,426	-
0220	F.I.C.A.	6,856	6,523	6,994	-
0232	RETIREMENT- TEACHER	-	14,043	15,872	-
Total		696,093	702,978	778,608	889,073
DATA PROCESSING					
COST CENTER 178					
0108	TECHNICIAN	71,072	71,072	56,879	68,216
0220	F.I.C.A.	5,437	5,472	4,351	5,219
0231	RETIREMENT - NON-TEACHER	7,939	7,939	6,473	7,763
0310	CONTRACT SERVICE;ADMIN	44,540	42,006	44,540	47,340
0610	GENERAL SUPPLIES	378	-	378	378
Total		129,366	126,489	112,621	128,916
LARGE EQUIPMENT					
COST CENTER 179					
0733	NEW EQUIPMENT	5,676	8,413	5,676	-
0733	NEW EQUIPMENT	606	1,251	606	-
0733	NEW EQUIPMENT	5,055	5,018	5,055	-
0733	NEW EQUIPMENT	7,572	8,181	7,572	-



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0733	NEW EQUIPMENT	10,423	13,693	10,423	-
0733	NEW EQUIPMENT	30,267	31,509	30,267	-
0733	NEW EQUIPMENT	6,322	-	6,322	-
Total		65,921	68,064	65,921	-

**TRAVEL - IN DISTRICT
COST CENTER 180**

0220	F.I.C.A.	405	741	405	405
0580	TRAVEL	5,290	9,689	5,290	5,290
0220	F.I.C.A.	165	181	165	165
0580	TRAVEL	2,163	2,370	2,163	2,163
0220	F.I.C.A.	656	707	656	656
0580	TRAVEL	8,579	9,246	8,579	8,579
0220	F.I.C.A.	285	201	285	285
0580	TRAVEL	3,720	2,640	3,720	3,720
0220	F.I.C.A.	95	-	95	95
0580	TRAVEL	1,240	-	1,240	1,240
0220	F.I.C.A.	520	-	520	520
0580	TRAVEL	6,800	3,549	6,800	6,800
0220	F.I.C.A.	38	-	38	38
0580	TRAVEL	500	-	500	500
0220	F.I.C.A.	38	-	38	38
0580	TRAVEL	500	-	500	500
0220	F.I.C.A.	38	-	38	38
0580	TRAVEL	500	-	500	500
Total		31,532	29,325	31,532	31,532

**WELLNESS
COST CENTER 182**

0310	CONTRACT SERVICE;ADMIN	900	-	900	-
0596	CONF & MTGS OUT OF DISTRI	200	-	200	-
0610	GENERAL SUPPLIES	900	-	900	-
Total		2,000	-	2,000	-

**PROPERTY INSURANCE
COST CENTER 183**

0520	INSURANCE	136,789	135,789	139,820	125,913
Total		136,789	135,789	139,820	125,913

**TELEPHONE
COST CENTER 184**

0531	TELEPHONE;VOICE	457	-	457	457
0531	TELEPHONE;VOICE	457	-	457	457
0531	TELEPHONE;VOICE	2,912	2,713	2,912	2,912
0531	TELEPHONE;VOICE	-	792	-	-
0531	TELEPHONE;VOICE	3,224	1,673	3,224	3,224
0531	TELEPHONE;VOICE	2,239	2,699	2,239	2,239
0531	TELEPHONE;VOICE	4,061	6,887	4,061	4,061
0531	TELEPHONE;VOICE	6,837	6,208	6,837	6,837
0531	TELEPHONE;VOICE	23,689	14,716	23,689	23,689
0430	REPAIRS & MAINTENANCE	2,215	-	2,215	2,215
0430	REPAIRS & MAINTENANCE	1,215	396	1,215	1,215
0430	REPAIRS & MAINTENANCE	1,215	-	1,215	1,215
0430	REPAIRS & MAINTENANCE	-	-	-	-
0430	REPAIRS & MAINTENANCE	1,215	1,071	1,215	1,215
0430	REPAIRS & MAINTENANCE	2,215	3,875	2,215	2,215
0430	REPAIRS & MAINTENANCE	3,700	335	3,700	3,700
Total		55,651	41,364	55,651	55,651

**ATHLETIC FIELDS
COST CENTER 187**

0111	SECURITY	-	200	-	-
0220	F.I.C.A.	-	15	-	-
0231	RETIREMENT - NON-TEACHER	-	22	-	-
0310	CONTRACT SERVICE;ADMIN	2,580	2,720	2,580	2,720



		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
0310	CONTRACT SERVICE;ADMIN	32,915	62,704	32,915	31,915
0410	WATER/SEWAGE	6,508	10,965	6,508	7,368
0430	REPAIRS & MAINTENANCE	9,262	2,489	9,262	9,262
0610	GENERAL SUPPLIES	5,000	3,489	5,000	5,000
0890	MISCELLANEOUS	15,000	5,000	15,000	15,000
0430	REPAIRS & MAINTENANCE	2,195	-	2,195	2,195
Total		73,460	87,605	73,460	73,460
MAINTENANCE					
COST CENTER 188					
0112	MAINTENANCE	216,857	217,752	224,800	237,712
0134	OVERTIME - MAINTENANCE	22,000	42,660	22,000	22,000
0220	F.I.C.A.	18,273	19,567	18,880	19,868
0231	RETIREMENT - NON-TEACHER	26,680	29,334	28,086	29,555
0310	CONTRACT SERVICE;ADMIN	50,200	52,713	55,800	57,461
0420	CLEANING/PLOWING	11,880	11,243	13,080	13,080
0430	REPAIRS & MAINTENANCE	28,400	38,799	30,400	32,400
0626	GASOLINE	15,000	10,371	13,000	12,500
0840	CONTINGENCY	9,050	10,061	9,050	9,050
0430	REPAIRS & MAINTENANCE	31,513	21,943	31,513	39,013
0430	REPAIRS & MAINTENANCE	42,488	18,652	42,488	42,488
0430	REPAIRS & MAINTENANCE	32,559	38,778	32,559	37,559
0430	REPAIRS & MAINTENANCE	42,388	64,450	56,188	87,641
0430	REPAIRS & MAINTENANCE	155,129	241,811	167,529	238,077
0430	REPAIRS & MAINTENANCE	12,500	41,705	16,500	31,500
0610	GENERAL SUPPLIES	68,259	83,691	73,259	80,597
0733	NEW EQUIPMENT	2,550	1,018	1,550	1,550
0737	REPLACEMENT EQUIPMNT	2,525	-	1,525	1,525
Total		788,251	944,547	838,207	993,576
ENERGY					
COST CENTER 189					
0410	WATER/SEWAGE	12,405	12,627	12,405	15,405
0621	NATURAL GAS	48,968	31,395	48,968	40,200
0622	ELECTRICITY	38,462	39,198	38,462	43,462
0623	FUEL OIL	786	-	786	786
0410	WATER/SEWAGE	12,791	7,437	12,791	9,791
0621	NATURAL GAS	35,223	27,947	35,223	35,223
0622	ELECTRICITY	70,205	42,589	70,205	57,205
0410	WATER/SEWAGE	12,256	6,418	12,256	9,256
0621	NATURAL GAS	31,161	15,221	31,161	23,661
0622	ELECTRICITY	32,423	17,246	32,423	25,423
0410	WATER/SEWAGE	12,868	8,140	12,868	12,868
0621	NATURAL GAS	80,025	42,767	80,025	64,293
0622	ELECTRICITY	253,093	180,484	253,093	226,093
0410	WATER/SEWAGE	39,437	49,982	39,437	51,437
0621	NATURAL GAS	186,976	149,522	186,976	176,976
0622	ELECTRICITY	438,760	389,495	438,760	413,760
Total		1,305,839	1,020,470	1,305,839	1,205,839
PUPIL TRANSPORTATION					
COST CENTER 195					
0519	TRANSPORTATION	712,213	667,154	880,348	890,544
0890	MISCELLANEOUS	-	-	(150,000)	(100,000)
0310	CONTRACT SERVICE;ADMIN	1,000	-	1,000	2,500
0519	TRANSPORTATION	109,512	117,421	149,250	150,250
0519	TRANSPORTATION	17,700	16,435	17,700	17,700
0519	TRANSPORTATION	7,600	7,005	7,600	7,600
0519	TRANSPORTATION	3,600	9,567	3,600	9,567
0519	TRANSPORTATION	27,700	22,122	27,700	27,700
0519	TRANSPORTATION	2,100	5,434	2,100	5,800
Total		881,425	845,138	939,298	1,011,661
TOTAL SCHOOL DEPARTMENT		44,684,084	44,683,782	46,573,529	48,086,136





Non-Operating Expenditures

Non-Operating expenditures consist of funding required for expenditures that are not directly attributed to the day to day operations of any one particular department.

Debt Related Services

Appropriations associated with principal and interest payments of issued long-term debt for the upcoming fiscal year, projected new bond payments, and bond issuance related expenditures.

Overlay

Appropriation for tax abatements.

Property & Liability Insurance

Property and liability coverage for all departments within the General Government, Police and Fire Department. The School Department appropriates Property & Liability premium separately.

County Tax

The City of Portsmouth is located in Rockingham County of the State of New Hampshire. The State of New Hampshire requires communities under RSA 29:11 to assess and collect property taxes for the operations of the county. The amount to be collected for the county is contingent on the proportion the City's assessed valued as it relates to the whole county. This is an estimated appropriation. The actual county obligation is calculated by the State of NH prior to setting the tax rate in October.

Contingency

A non-operating line item of the budget used by the City Manager and City Council, for unanticipated expenditures not regularly budgeted for in the annual budget.

Rolling Stock

Funding for replacement of vehicles and equipment for Public Works, Police, Fire, School Departments as well as Prescott Park as identified in the Rolling Stock replacement plan located in Appendix I of this document.

Information Technology (IT) Upgrade and Equipment Replacement

Funding for Information Technology upgrades and replacements incorporates the General Government, Police, Fire and School Departments technology needs. A complete inventory and schedule of replacements are located Appendix II, Capital Improvement Plan and on the City's website.

Capital Outlay

Capital Outlay is the appropriation for pay-as-you-go capital projects identified in the Capital Improvement Plan adopted each fiscal year before the annual budget is submitted to the City Council from the City Manager.

Other General Non-Operating Expenditures

Other various line items related to the non-operating portion of the budget such as landfill closures, hydrants and leases.

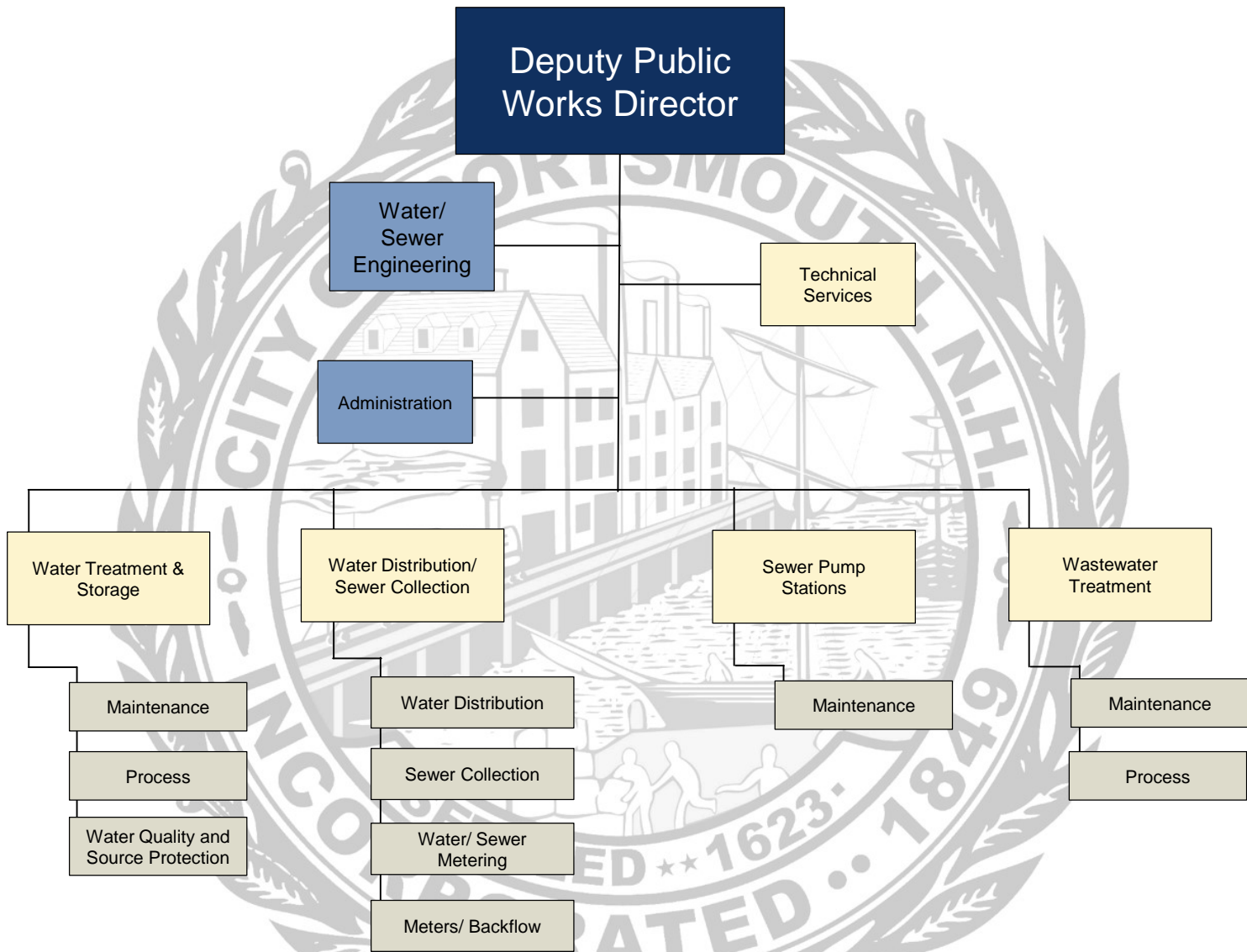


		FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
NON-OPERATING					
DEBT RELATED SERVICES					
034002	PROF SERVICE-BANK SERVICE	125,000	71,592	125,000	122,000
098101	INTEREST-TANS	150,000	23,003	150,000	150,000
TAN	Total	275,000	94,595	275,000	272,000
DEBT SERVICE					
098001	PRINCIPAL-BONDED DEBT	9,318,167	9,318,167	9,670,540	9,202,905
098010	PROJECTED NEW BOND PAYMNT	327,162	-	317,060	2,342,075
098102	INTEREST-BONDED DEBT	2,950,481	2,950,481	3,097,554	2,753,932
DEBT SERVICE	Total	12,595,810	12,268,648	13,085,154	14,298,912
OVERLAY					
01-735-320-51-100-650					
081002	OVERLAY	950,000	950,000	950,000	1,000,000
OVERLAY	Total	950,000	950,000	950,000	1,000,000
PROPERTY & LIABILITY INS					
01-738-350-51-100-409					
048001	PROPERTY INS-DEDUCTIBLES	6,000	4,781	6,000	6,000
048002	PROPERTY INSURANCE	335,000	326,408	357,376	357,376
PROPERTY	Total	341,000	331,189	363,376	363,376
COUNTY TAX					
01-737-360-51-100-675					
081003	COUNTY TAX	5,277,514	5,203,357	5,466,000	5,741,466
COUNTY TAX	Total	5,277,514	5,203,357	5,466,000	5,741,466
CONTINGENCY					
01-734-310-51-100-411					
081001	CONTINGENCY	250,000	250,000	250,000	300,000
CONTINGENCY	Total	250,000	250,000	250,000	300,000
ROLLING STOCK					
01-738-350-51-100-409					
099002	ROLLING STOCK	956,165	946,165	761,900	943,720
ROLLING STOCK	Total	956,165	946,165	761,900	943,720
IT EQUIPMENT REPLACEMENT					
01-738-350-51-100-409					
074041	IT UPGRADES/REPLACEMENTS	406,000	406,000	650,658	866,408
IT EQUIPMENT	TOTAL	406,000	406,000	650,658	866,408
CAPITAL OUTLAY					
01-795-370-00-100-452					
070000	CAPITAL OUTLAY	2,000,000	2,000,000	1,985,000	2,005,000
CAPITAL OUTLA	TOTAL	2,000,000	2,000,000	1,985,000	2,005,000
USE OF FUND BALANCE					
01-738-350-51-100-409					
072035	MIDDLE SCHOOL CONSTRUCTION	-	-	-	-
071010	PURCHASE PROP BANFIELD RD	400,000	400,000	-	-
ASSIGNED FB	TOTAL	400,000	400,000	-	-
USE OF BOND PREMIUM					
01-738-350-51-100-409					
072032	MUNICIPAL COMPLEX	-	-	1,269,148	-
071009	PURCHASE OF LAND	1,850,000	1,850,000	-	-
FUND BALANCE	TOTAL	1,850,000	1,850,000	1,269,148	-
OTHER GENERAL NON-OPERATING					
01-738-350-51-100-409					
031005	LANDFILL CLOSURE MONITORI	76,000	76,000	76,000	150,000
032009	PROF SERV-CERTIFICATION	73,500	73,500	150,000	150,000
099006	COPIER LEASE	50,000	29,966	50,000	50,000
099007	LEASES	12,780	12,780	12,942	13,312
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	171,000	171,000	192,375	213,750
OTHER NON-OP	Total	393,280	373,247	491,317	587,062
TOTAL NON-OPERATING		25,694,769	25,073,201	25,547,553	26,377,944



Water and Sewer Divisions

Enterprise Funds



Water Department Mission

The Portsmouth Water Division is a regional water system serving the communities of Portsmouth, Greenland, New Castle, Newington and portions of Durham, Madbury and Rye. The Division strives to provide quality drinking water and an adequate supply of water for fire protection and other customer needs. Through professionalism, expertise and efficient work practices, the division seeks to maintain and develop a sound infrastructure using the latest available cost effective treatment technologies and methods of production, storage and distribution. The division is committed to high environmental standards, the efficient use of water resources and controls through respect for natural resources and adaptation to the built environment.

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.

Position Summary Schedule

Positions Full Time	FY17	FY18	FY19	Positions Part Time	FY17	FY18	FY19
Deputy City Manager	.2	.2	.2	Secretary	.5	.5	.5
Deputy Public Works Director	1	1	1	Laborer, Seasonal	2	2	2
City Engineer	1	1	1	Intern, Engineer	3	3	3
Assistant City Manager	.4	.4	.4	Total Part Time	5.5	5.5	5.5
Operations Manager	.5	.5	.5				
Administrative Assistant I	.5	.5	.5				
Admin Clerk	.5	.5	.5				
Public Information Officer	.6	.6	.6				
Facilities Engineer	0	0	.5				
Finance Assistant	.5	.5	.5				
Water/ Sewer Billing Clerk	1	1	1				
Special Project Coordinator	.5	.5	.5				
Dispatcher	.5	.5	.5				
Health Inspector	.6	.6	.6				
Assistant City Engineer	1	1	1				
Water Resource Manager	1	1	1				
Wastewater Operations Man.	1	1	1				
Principal Planner	.5	.5	.5				
GIS Manager	1	1	1				
CAD Technician	1	1	1				
GIS Stormwater Tech.	0	0	.5				
General Foreman	1	1	1				
Chief Plant Operator	2	2	2				
Asst. Chief Plant Operator	2	2	2				
Asst. Wastewater Operator	0	1	1				
Water Foreman	1	1	1				
Sewer Foreman	1	1	1				
W/S Meter Billing Foreman	1	1	1				
Utility Insp. & Maint. Foreman	0	1	.5				
SCADA Manager	1	1	1				
SCADA Tech	0	1	1				
Water Quality Specialist	1	1	1				
Plant Operator 1	12	11	11				
Wastewater Lab Administrator	0	0	1				
Lift Station Operator 1	2	2	2				
Equipment Operator 2	1	1	1				
Equipment Operator 1	2	2	2				
Camera Operator	0	1	.5				
Utility Mechanic	8	7	6.5				
Meter Reader	1	1	1				
Truck Driver 1	1.6	1.6	1.6				
Laborer	2	2	2				
Equip. Maintenance Foreman	.6	.6	.6				
Equipment Mechanic	2.4	2.4	2.4				
Inventory Technician	.6	.6	.6				
Total Full Time	56.5	58.5	59				





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 FY19.

Budget Summary of Expenditures

WATER DEPARTMENT	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
SALARIES	1,474,791	1,441,016	1,481,328	1,603,258
PART-TIME SALARIES	40,588	10,135	41,143	41,260
OVERTIME	83,350	95,092	79,800	79,800
LONGEVITY	10,029	9,691	10,593	11,471
HEALTH INSURANCE	514,000	408,713	472,000	483,000
DENTAL INSURANCE	30,350	22,988	29,100	27,670
INSURANCE REIMBURSEMENT	11,850	8,442	12,000	12,809
LEAVE AT TERMINATION	30,000	66,249	30,000	30,000
WORKERS' COMPENSATION	27,858	27,858	24,035	24,035
RETIREMENT	176,270	174,307	178,863	194,294
OTHER BENEFITS	155,662	223,331	164,023	233,014
COLLECTIVE BARGAINING CONTINGENCY	7,436	-	1,255	-
<i>Contractual Obligations</i>	2,562,184	2,487,822	2,524,140	2,740,611
CHEMICALS	365,000	274,565	350,000	325,000
REPAIRS & MAINTENANCE	212,900	236,386	258,550	230,250
ELECTRICITY	332,900	323,906	337,100	303,600
NATURAL GAS	5,354	4,690	-	-
PROPANE & FUEL OIL	32,142	21,464	29,212	29,212
GASOLINE & DIESEL	42,142	26,495	41,000	41,000
ADMINISTRATIVE OVERHEAD	571,227	571,227	580,231	593,156
SLUDGE/GRIT REMOVAL	175,000	144,061	125,000	130,000
PROF CONTRACTED SERVICES	165,612	209,491	234,450	252,950
INTEREST ON DEBT	1,155,219	1,052,900	1,048,660	1,078,930
PROPERTY TAXES	118,000	123,549	125,500	125,500
DEPRECIATION	1,700,000	1,737,531	1,780,000	1,850,000
EQUIPMENT	56,750	71,207	61,750	99,750
STOCK MATERIALS	232,200	289,238	262,700	263,700
ASSISTANCE PROGRAM	10,000	1,984	5,000	5,000
OTHER OPERATING	358,531	420,433	357,902	357,065
<i>Other Operating</i>	5,532,977	5,509,127	5,597,055	5,685,113
TOTAL FULL ACCRUAL BASIS	8,095,161	7,996,948	8,121,195	8,425,724
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(33,320)	(33,320)	(30,000)	(90,500)
CAPITAL OUTLAY	900,000	900,000	1,120,000	500,000
DEPRECIATION	(1,700,000)	(1,700,000)	(1,780,000)	(1,850,000)
PRINCIPAL-BONDED DEBT	2,142,528	2,142,528	2,142,528	2,252,528
ACCRUED INTEREST ADJ	(14,401)	(14,401)	27,002	19,457
PROJECTED PRINCIPAL DEBT	-	-	112,500	185,000
ROLLING STOCK	199,000	199,000	210,000	472,000
CASH ADJUSTMENT	1,493,807	1,493,807	1,802,030	1,488,485
TOTAL CASH REQUIREMENTS	9,588,968	9,490,755	9,923,225	9,914,209



Rate Stabilization Model and Rate Structure

When establishing the FY19 rates, the Water Division utilized the 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. Therefore, this FY19 budget incorporates the recommendations of this model.

The City's water rate structure is a two tiered inclining rate, meaning, the first 10 units (a unit is 100 cubic feet of water or 748 gallons) of water consumed each month is billed using one rate, and water consumed greater than 10 units per month is billed at a higher rate. This rate structure provides an equitable method of financing of water operations. The large volume users have a greater impact on system production capacities, storage volume and pipe sizing. Therefore, a second tier at the higher rate captures the additional costs incurred to serve them.

A City ordinance allows both residential and commercial customers to install irrigation meters. This ordinance language requires new irrigation customers to install water efficient irrigation systems. Irrigation usage for both residential and commercial customers have a third tier for any consumption beyond 20 units per month to further promote efficiencies.

Water User Rates

The FY19 user rates reflect a 2% increase from the FY18 rates. This is the first increase in the water rates since FY11.

The rate increase of 2% for FY19 was projected in the rate model last fiscal year and addresses future bonding requirements for significant capital projects in the Water Division.

The proposed water rate for the first 10 units of water consumed per month will increase from \$4.15 to \$4.23, the rate for the consumption over 10 units per month will be increased from \$5.00 to \$5.10.

The proposed water rates include \$2.88 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 table below

FY19 Proposed Water Rates	
	Proposed Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$2.88
1st Tier water service rate	\$1.35
Total First Tier Rate	\$4.23
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$2.88
2nd Tier water service rate	\$2.22
Total Second Tier Rate	\$5.10
Irrigation Meter Rate	
1st Tier water service rate [0 - 10 units]	\$5.10
2nd Tier water service rate [11- 20 units]	\$9.61
3rd Tier water service rate [over 20 units]	\$11.86

The meter charge for FY19 will remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

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 rate study in 2012 and was recently updated utilizing 2017 water consumption data. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial and residential customers. The 2012 analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Analysis of the 2017 data showed that these customers are still using 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

FY19 Water Rate

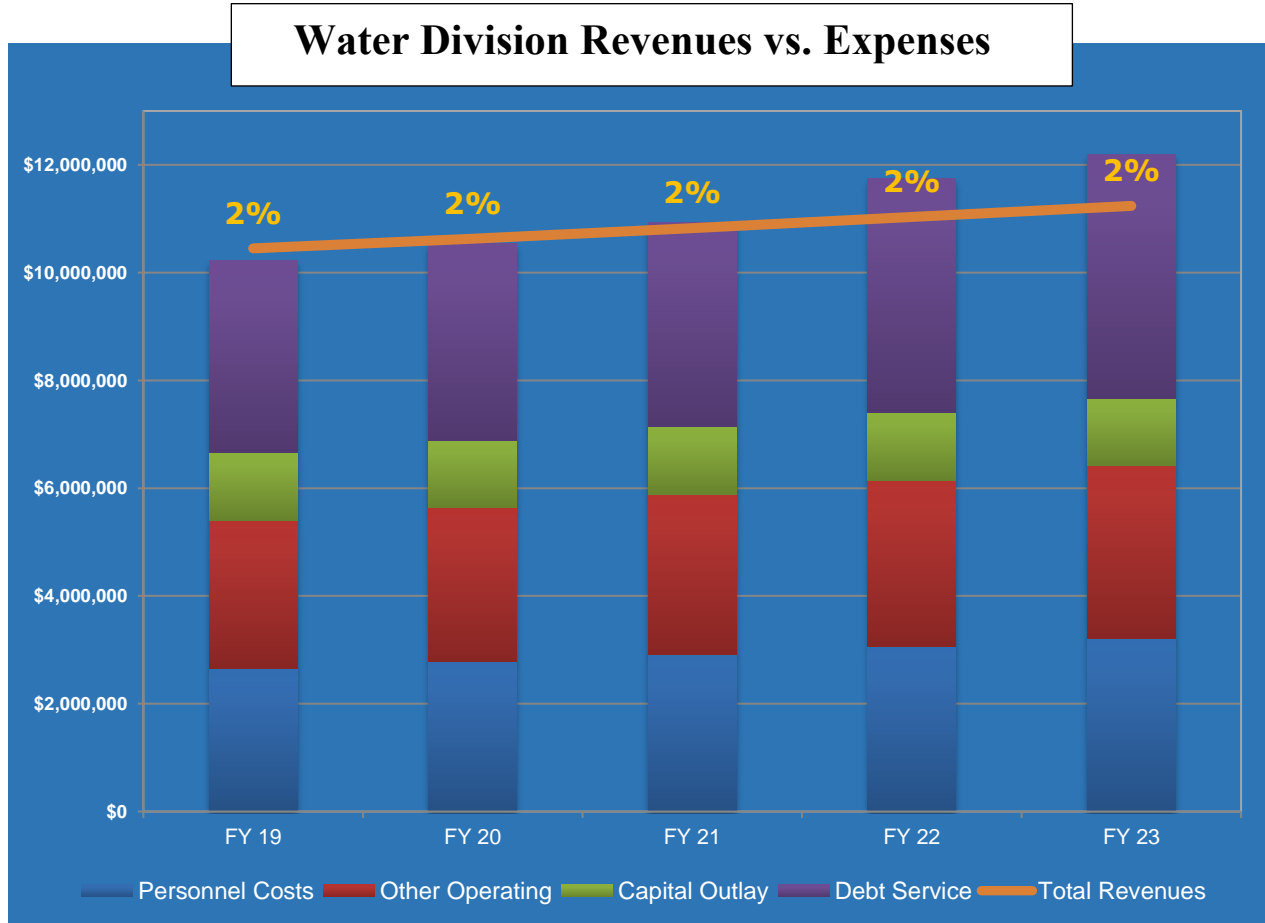
Average Residential Customer Bill
 Monthly Consumption in units
 (1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$2.88	5	\$14.40
1st Tier water service rates	\$1.35	5	\$6.75
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
Total Monthly Charge			\$26.10
Total Annual Charge			\$313.20

Average Daily Cost for Single Family Residential water customer = \$0.86

Rate Projections

The following graphic provides the latest analysis of projected rate increases from FY19 to FY23 as recommended by the Water and Sewer Rate model. The model includes projected operational costs in future years and also outlines anticipated debt service related to capital projects as approved annually in the City's Capital Improvement Plan.

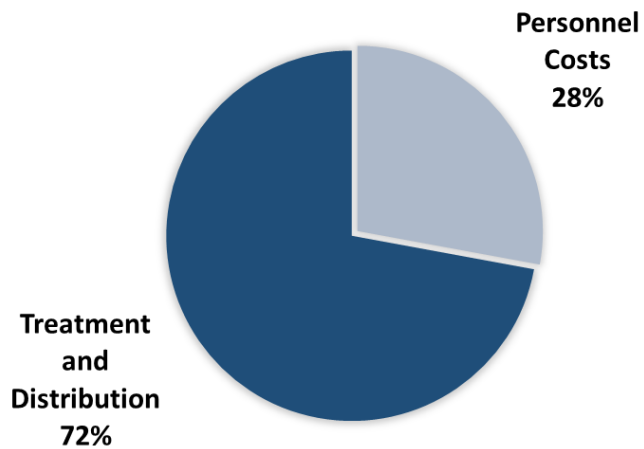


Operating Costs – Cash Basis

The net decrease in cash requirement is primarily due to a decrease in Capital Outlay. Personnel costs represent 28% of the total cash requirements, while the remaining 72% represent costs related to the treatment and distribution of the water supply and facilities, which includes capital outlay and repayment of debt.

The City's Water Division continues to make significant changes to the operation of the system since the construction of the water treatment facility in Madbury in 2011. This LEED Silver Certified facility

was designed to ensure a more sustainable operation of the water system's surface and groundwater sources of supply. Operations staff have successfully been able to utilize their surface and groundwater sources in an integrated manner which optimizes the use of surface water when quality and quantity is adequate and groundwater during peak operating periods. All of this information, combined with monthly tracking of weather, precipitation and water demand trends is updated and reported monthly through the City's Water Supply Update (<https://www.cityofportsmouth.com/publicworks/water/supply-status>)



Capital Projects

The table represent 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>
Annual Water Line Replacement	250,000
Well Stations Improvements	100,000
Reservoir Management	100,000
New Groundwater Service	50,000
TOTALS	\$500,000

Rolling Stock

<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
Ford F250 with plow	32,000
Ford F250 Supercab with plow	40,000
Loader/Backhoe (year 1 of 3)	50,000
10 Wheel dump truck with plow (Year 2 of 3)	90,000
Ford Escape	25,000
Ford F350	40,000
Misc Equipment	195,000
TOTALS	\$472,000



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 FY19 expenses.

WATER RATE CALCULATION		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	5,181,044	5,181,044
Property Taxes	125,500	125,500
Equipment & Minor Capital needs	99,750	99,750
Depreciation	1,850,000	
Interest on Debt	1,078,930	1,078,930
Accrued Interest		19,457
Principal on Debt		2,252,528
Projected Principal Debt		185,000
OPEB Liability	90,500	
Capital Projects		500,000
Rolling Stock		472,000
BUDGET RESOLUTION	8,425,724	
CASH REQUIREMENT		9,914,209
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	986,046	986,046
Strawbery Banke Agreement Interest	182	182
Household Hazardous Waste	0	0
Meter Charges	700,735	700,735
Interest on Investments	155,000	155,000
Other Utility revenue	219,073	219,073
Use of Net Position	0	0
<i>Sub Total</i>	<u>2,061,036</u>	<u>2,061,036</u>
Other Financing Sources-Cash		
Special Agreements		42,000
Strawbery Banke Agreement Principal		2,208
Bond Premium Amortization	179,745	
<i>Sub Total</i>	<u>179,745</u>	<u>44,208</u>
FULL ACCRUAL REVENUES	2,240,781	
ESTIMATED CASH		2,105,244
Required to be raised by User Rates		7,808,965
Rate Stabilization Reserve		261,023
TO BE RAISED BY USER RATES		\$8,069,988



User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,656,322	
Capital related Expenses	\$2.88	4,768,938

WATER METER RATES

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	491,529	
Rate/Anticipated Revenue	\$1.35	664,027
Capital Related Expenses	\$2.88	1,415,227
Total Tier 1 [0 - 10 units]	\$4.23	2,079,254
Billable Units at Tier 2	1,146,901	
Rate/Anticipated Revenue	\$2.22	2,543,004
Capital Related Expenses	\$2.88	3,302,196
Total Tier 2 [over 10 units]	\$5.10	5,845,200
Total Estimated User Revenues:	1,638,430	7,924,454

IRRIGATION METER RATES

THREE TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	8,522	
Rate/Anticipated Revenue	\$2.22	18,896
Capital Related Expenses	\$2.88	24,537
Total Tier 1 [0 - 10 units]	\$5.10	43,432
Billable Units at Tier 2	4,026	0
Rate/Anticipated Revenue	\$6.73	27,084
Capital Related Expenses	\$2.88	11,591
Total Tier 2 [11-20 units]	\$9.61	38,675
Billable Units at Tier 3	5,347	
Rate/Anticipated Revenue	\$8.98	48,031
Capital Related Expenses	\$2.88	15,396
Total Tier 3 [over 20 units]	\$11.86	63,427
Total Estimated User Revenues:	17,895	145,534
Total Estimated User Consumption and User Revenues	1,656,325	\$8,069,988

Total Estimated Consumption	1,656,325	Total to be raised by user rates	\$8,069,988
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Programs and Services

Water Assistance Programs- Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of \$300 for a financial hardship.



Water Production- Provide water production for two pressure zones supplying Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Operate and maintain Bellamy Reservoir (surface water supply).
- Operate and maintain 6 wells in Portsmouth pressure zone and 2 wells on Pease International Tradeport pressure zone (groundwater supply).
- Operate and maintain Madbury Water Treatment Plant.
- 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. Consultants are investigating options for an interconnection with Dover.

Water Storage- Provide water storage capacity to meet peak water demands.

- Operate and maintain 5 storage tanks in two pressure zones.

Water Distribution- Provide water distribution to service Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Provide drinking water supply.
- Provide water for fire protection.
- Operate and maintain 190 miles of system piping ranging from 2” to 24”.
- Maintain 8,300 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 new Water Efficiency Rebate Program which started in December 2014, the EPA’s WaterSense program and the new irrigation meter ordinance.



	<ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: Sustainability</i></p>	
<p>Goal #2:</p> <p>Continue steps to improve water quality, water quantity and system security.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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. ✓ Continue with the comprehensive leak detection program, identify and fix leaks in a timely manner.
<p><i>Citywide Goal Addressed: Sustainability</i></p>	
<p>Goal #3:</p> <p>Develop sustainable funding strategies</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: Sustainability</i></p>	



Performance Measures

	FY16	FY17	FY18 (Est)	FY19 (Projected)
Percent of unaccounted for water (Water Balance)	18.6%	13.9%	11.4%	11.0%
Number of water main breaks	29	22	25	25
Leak detections performed (miles)	7	49	30	30
Leaks Detected and Repaired	4	6	4	4
Precipitation (inches – water year – Oct to Sept)	31.3	48.6	45.0	45.0
Million Gallons Delivered (Surface and Groundwater)	1,652	1,531	1,600	1,600
Millions Gallons of Groundwater Treated	662	625	600	600
Millions Gallons of Surface Water Treated	990	906	1,000	1,000
Customer Water Meter Replacements	414	492	615	650
Backflow Prevention Device Tests	2,350	2,417	2,430	2,445
Water Efficiency Rebates – Low Flow Toilets	253	368	350	300
Water Efficiency Rebates – Washing Machines	34	24	40	40
Single-Family Res. (Average Gals. per month) *	4,070	3,834	3,800	3,750
Single-Family Res. (Average Units billed per month) *	5	5	5	5

* Note: Water Consumption analysis performed on 2012 and 2017 water use data



FY19 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
WATER DIVISION				
<u>ADMINISTRATION</u>				
NON GRADE 28	E	②	DEPUTY CITY MANAGER	13,894
PMA GRADE 24	E	①	DEPUTY PW DIRECTOR	57,183
PMA GRADE 18	4F/8G	⑦	ASSISTANT CITY MANAGER	17,802
PMA GRADE 21	B	③	FACILITIES ENGINEER	21,383
NON GRADE 16	E	③	OPERATIONS MANAGER	19,397
PMA GRADE 13	E	⑥	PUBLIC INFORMATION OFFICER	20,130
PMA GRADE 11	G	⑧	FINANCE ASSISTANT	15,961
PMA GRADE 9	1.5B/10.5C	③	ADMIN ASSIST I	12,484
1386B GRADE 7	6F/6G	③	ADMIN CLERK	11,924
1386 GRADE 7	E	③	DISPATCHER	11,432
1386B GRADE 5	E	①	COLLECTIONS / BILLING CLERK	21,074
NON GRADE 7	9D/3E	③	SPECIAL PROJECT COORDINATOR	12,156
SMA GRADE 14	3.5C/8.5D	⑤	EQUIPMENT MAINTENANCE FOREMAN	19,949
1386 GRADE 9	11.5D/.5E	⑤	EQUIPMENT MECHANIC	14,429
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	15,107
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,949
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	15,107
1386 GRADE 6	G	⑤	TRUCK DRIVER 1	13,805
1386 GRADE 7	4C/8D	⑤	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,871
			EDUCATION STIPENDS	2,506
			TOTAL	344,543
<u>ENGINEERING</u>				
PMA GRADE 22	E	①	ENGINEER SUPERVISOR	51,908
PMA GRADE 16	E	①	ASST. ENGINEER	38,794
PMA GRADE 16	E	①	SCADA MANAGER	38,794
PMA GRADE 16	E	①	GIS MANAGER	38,794
		④	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	
PMA GRADE 16	.5F/11.5G			20,313
PMA GRADE 9	D	⑩	GIS STORMWATER TECH	26,355
1386B GRADE 8	6F/6G	①	CAD TECH	25,027
			EDUCATION STIPENDS	1,178
			TOTAL	241,163
<u>WATER SUPPLY AND TREATMENT</u>				
PMA GRADE 21	7C/5D		WATER RESOURCES MANAGER	91,613
SMA GRADE 13	F		ACPO	69,278
PMA GRADE 9	6B/6C		WATER QUALITY SPECIALIST	49,053
1386 GRADE 8	G		PLANT OPER 1	50,676
1386 GRADE 8	G		PLANT OPER 1	50,676
1386 GRADE 8	G		PLANT OPER 1	50,676
1386 GRADE 8	2E/10F		PLANT OPER 1	49,099
1386 GRADE 8	G		PLANT OPER 1	50,676
			EDUCATION STIPENDS	1,571
			ON CALL MONITORING	31,600
			TOTAL	494,918
<u>DISTRIBUTION AND METERS</u>				
SMA GRADE 15	E	①	GEN FOREMAN	37,148
SMA GRADE 13	F		WATER FOREMAN	69,278
SMA GRADE 13	9F/3G	①	WATER BILLING FOREMAN	34,877
1386 GRADE 9	F		EQUIP OPER 2	51,742
1386 GRADE 8	F		EQUIP OPER 1	49,319
1386 GRADE 7	F		UTILITY MECH	46,988
1386 GRADE 7	G	⑨	UTILITY MECH	36,210
1386 GRADE 7	7C/5D		UTILITY MECH	42,390
1386 GRADE 7	F	①	UTILITY MECH	23,494
1386 GRADE 6	E	①	W/S METER READER	21,793
1386 GRADE 7	G	⑨	UTILITY MECH	36,210
1386 GRADE 5	9.5B/2.5C		LABORER	36,298
1386 GRADE 5	2A/10B		LABORER	35,647
			ON CALL DIFFERENTIAL	1,240
			TOTAL	522,634
			TOTAL FULL TIME	1,603,258
NON GRADE 4	A	③	SECRETARY	5,980
			SEASONAL LABORER	5,871
			ENGINEERING INTERNS	29,409
			TOTAL PART TIME	41,260
			TOTAL DEPARTMENT	1,644,518

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY OF THE BUDGET

① 50% WATER, 50% SEWER
 ② 65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER
 ③ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
 ④ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
 ⑤ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
 ⑥ 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
 ⑦ 10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK
 ⑧ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
 ⑨ 75% WATER, 25% SEWER
 ⑩ 50% WATER, 50% STORMWATER



	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

WATER DEPARTMENT

ADMINISTRATION PORTSMOUTH 50-751-610-51-100-492

011001	REGULAR SALARIES	293,499	295,321	312,160	344,543
011061	INSURANCE REIMBURSEMENT	11,850	8,442	12,000	12,809
011064	COLL BARG CONTINGENCY	7,436	-	1,255	-
012001	PART TIME SALARIES	5,308	4,274	5,863	5,980
014041	OVERTIME	2,100	5,812	4,000	4,000
015001	LONGEVITY	10,029	9,691	10,577	11,471
016001	LEAVE AT TERMINATION	30,000	66,249	30,000	30,000
021001	INSURANCE-HEALTH	514,000	408,713	472,000	483,000
021101	INSURANCE-DENTAL	30,350	22,988	29,100	27,670
021501	INSURANCE-LIFE	3,376	2,934	3,406	3,074
021601	INSURANCE-DISABILITY	6,440	5,745	6,314	5,675
021802	OPEB EXPENSE	12,000	11,892	15,000	20,500
022001	SOCIAL SECURITY	19,906	21,715	21,365	23,485
022501	MEDICARE	4,655	5,078	4,997	5,492
023001	RETIREMENT	35,234	38,746	37,186	42,427
023004	RETIREMENT-OPEB LIAB ADJ	10,000	85,909	15,000	70,000
026002	INSURANCE-WORKERS COMP	27,858	27,858	24,035	24,035
030101	PROF SERVICES-AUDIT	7,112	6,671	7,200	8,700
031002	PROF SERVICES-ENGINEERING	7,500	23,114	10,000	10,000
032001	PROF SERVICES-O/S COUNSEL	5,000	27,064	20,000	20,000
033002	ADMINISTRATIVE OVERHEAD	571,227	571,227	580,231	593,156
034001	LOCK BOXES	15,000	9,841	15,000	15,000
034103	TELEPHONE	500	403	500	500
034206	SOFTWARE-ANNUAL MAINT	36,450	46,740	56,418	56,418
035002	PROF SERV- SUBSTANCE TEST	750	-	750	750
035004	OCCUPATIONAL HEALTH	2,500	2,836	2,500	2,500
039054	PROF/SERVICES-CONTRACT	-	-	-	-
043024	REPAIRS-VEHICLE	500	-	-	-
043026	REPAIRS-COMPUTER EQUIP	500	-	-	-
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
043028	MAINTENANCE	2,500	10,844	11,000	11,000
048002	PROPERTY INSURANCE	49,506	49,506	50,794	47,732
053001	ADVERTISING	3,300	1,081	3,300	3,300
054003	STATE CERTIFICATION	-	-	-	-
054050	TRAINING	1,350	2,753	3,000	3,000
055050	PRINTING	12,500	12,054	12,500	12,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	1,305	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,500	4,221	2,500	2,500
061001	FIRST AID	-	-	1,900	1,900
062001	OFFICE SUPPLIES	3,500	4,801	4,000	4,000
062011	OPERATING SUPPLIES	-	364	-	-
062501	POSTAGE	28,800	24,929	28,800	28,800
063501	GASOLINE	40,000	25,660	40,000	40,000
067001	BOOKS & PERIODICALS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	2,500	52	-	-
074003	SOFTWARE	-	-	-	-
075001	FURNITURE AND FIXTURES	-	-	-	-
081005	TAXES	118,000	123,549	125,500	125,500
086001	DEPRECIATION	1,700,000	1,737,531	1,780,000	1,850,000
088011	ASSISTANCE WATER/SEWER	10,000	1,984	5,000	5,000
092101	FINANCING FEES ON DEBT	25,000	12,263	10,500	12,000
098102	INTEREST-BONDED DEBT	1,155,219	1,052,900	1,048,660	1,078,930
		4,827,255	4,775,059	4,825,811	5,048,847

ENGINEERING ADMIN PORTSMOUTH 50-751-610-52-100-492

011001	REGULAR SALARIES	201,424	201,006	207,875	241,163
012001	PART TIME SALARIES	29,409	5,861	29,409	29,409
014041	OVERTIME	-	79	-	-
015001	LONGEVITY	-	-	16	-
022001	SOCIAL SECURITY	14,313	12,172	14,713	16,775
022501	MEDICARE	3,347	2,847	3,441	3,923
023001	RETIREMENT	22,500	21,759	23,658	27,444
031002	PROF SERVICES-ENGINEERING	15,000	12,187	20,000	20,000
033004	GROUNDWATER PROTECT PRGM	15,000	495	15,000	15,000
034103	TELEPHONE	1,840	1,536	1,840	1,840
034104	CELLULAR PHONES	1,800	960	1,800	1,800
039054	PROF/SERVICES-CONTRACT	-	11,813	10,000	10,000
043028	MAINTENANCE	1,500	-	-	-
054050	TRAINING	2,500	249	2,500	2,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	564	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,250	1,420	2,250	2,250
062001	OFFICE SUPPLIES	1,800	9	-	-



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
062007	COMPUTER/PRINTER SUPPLIES	4,500	41	500	500
062011	OPERATING SUPPLIES	1,200	12	500	500
067001	BOOKS & PERIODICALS	500	317	500	500
074000	MACHINERY AND EQUIPMENT	1,000	112	-	-
		321,383	273,439	335,502	375,104

TREATMENT PLANT PORTSMOUTH
50-751-650-54-180-492

011001	REGULAR SALARIES	427,147	425,612	401,056	463,318
011060	ON CALL MONITORING	15,600	14,910	15,800	31,600
014041	OVERTIME	10,500	18,117	15,000	29,000
022001	SOCIAL SECURITY	28,102	27,240	26,775	32,483
022501	MEDICARE	6,572	6,371	6,262	7,597
023001	RETIREMENT	50,627	51,267	49,145	59,622
031003	PROF SERVICES-SCADA	7,500	10,249	18,000	15,000
034103	TELEPHONE	10,000	7,013	13,200	13,200
034104	CELLULAR PHONES	8,800	4,573	8,800	5,000
039051	SECURITY/ALARMS	1,500	3,009	3,000	3,000
041002	ELECTRICITY	180,000	178,033	180,000	170,000
041101	NATURAL GAS	-	2,290	-	-
041103	PROPANE GAS	28,000	21,379	24,000	24,000
041301	RUBBISH REMOVAL	260	20,989	600	600
041308	SLUDGE DISPOSAL	175,000	142,332	125,000	130,000
043002	REPAIRS-ELECTRICAL	7,500	3,315	7,500	7,500
043005	REPAIRS-HEATING SYSTEM	3,100	3,820	3,500	6,000
043018	REPAIRS-EQUIPMENT	25,000	35,720	30,000	15,000
043024	REPAIRS-VEHICLE	9,500	9,179	9,500	9,500
043025	REPAIRS-BLDINGS & GROUNDS	5,000	2,012	12,000	12,000
043026	REPAIRS-COMPUTER EQUIP	5,000	2,331	500	500
043028	MAINTENANCE	12,500	11,478	15,000	15,000
043029	LAGOONS	-	1,729	-	-
043030	BELLAMY DAM	8,500	31,598	10,000	10,000
043031	SCADA EQUIPMENT	6,000	8,610	8,000	7,000
044002	RENTAL OTHER EQUIPMENT	-	-	-	-
054003	STATE CERTIFICATION	1,750	500	600	600
054050	TRAINING	1,250	3,170	2,500	2,500
056007	OPERATIONAL PERMITS	500	-	750	500
057101	TRAVEL AND CONFERENCE	1,500	358	1,500	1,500
057102	TRAVEL REIMBURSEMENT	750	1,003	900	900
061001	FIRST AID	1,000	1,365	-	-
062001	OFFICE SUPPLIES	2,000	2,332	2,100	2,100
062007	COMPUTER/PRINTER SUPPLIES	500	492	500	500
062011	OPERATING SUPPLIES	5,000	5,458	5,500	5,500
062501	POSTAGE	-	1,164	-	-
063600	DIESEL FUEL	2,142	835	1,000	1,000
063800	MATERIALS-CHEMICALS	357,500	267,148	350,000	325,000
067001	BOOKS & PERIODICALS	-	-	-	-
068001	CLOTHING ALLOWANCE	-	-	-	-
068002	CLOTHING	3,750	3,726	3,750	3,750
068003	PROTECTIVE CLOTHING	1,375	918	750	750
068030	TOOLS	4,000	3,282	4,000	4,000
072000	BUILDINGS	5,000	1,184	5,000	5,000
074000	MACHINERY AND EQUIPMENT	7,500	31,069	15,000	25,000
092101	FINANCING FEES ON DEBT	-	-	-	-
		1,427,225	1,367,181	1,376,488	1,445,520

TREATMENT PLANT PEASE
50-751-650-54-580-492

011001	REGULAR SALARIES	-	-	-	-
014041	OVERTIME	800	-	-	-
022001	SOCIAL SECURITY	50	-	-	-
022501	MEDICARE	12	-	-	-
023001	RETIREMENT	89	-	-	-
031003	PROF SERVICES-SCADA	2,500	4,700	3,000	3,000
034103	TELEPHONE	200	-	-	-
039010	PROF/SERVICES-LAB TESTS	-	-	10,000	55,000
039051	SECURITY/ALARMS	200	-	500	500
041002	ELECTRICITY	25,000	28,879	28,000	28,000
041101	NATURAL GAS	2,142	-	-	-
041102	HEATING OIL	2,142	85	-	-
041301	RUBBISH REMOVAL	100	-	100	-



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
043002	REPAIRS-ELECTRICAL	1,250	841	1,800	-
043018	REPAIRS-EQUIPMENT	5,000	5,213	6,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	2,676	1,500	1,500
043028	MAINTENANCE	500	760	1,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-
061001	FIRST AID	100	-	-	-
063800	MATERIALS-CHEMICALS	1,500	-	-	-
068001	CLOTHING ALLOWANCE	-	-	-	-
068030	TOOLS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	5,000	1,367	5,000	5,000
		48,085	44,520	56,900	98,000

LABORATORY PORTSMOUTH
50-751-650-55-180-492

011001	REGULAR SALARIES	54,922	16,361	43,835	-
014041	OVERTIME	650	-	-	-
022001	SOCIAL SECURITY	3,445	1,003	2,718	-
022501	MEDICARE	806	234	636	-
023001	RETIREMENT	6,207	24	4,988	-
039010	PROF/SERVICES-LAB TESTS	35,750	57,104	57,000	57,000
043018	REPAIRS-EQUIPMENT	2,500	2,660	2,500	2,500
043028	MAINTENANCE	2,500	1,096	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-
056007	OPERATIONAL PERMITS	-	-	-	-
057102	TRAVEL REIMBURSEMENT	-	-	-	-
061002	MISCELLANEOUS SUPPLIES	-	68	-	-
062001	OFFICE SUPPLIES	750	1,855	750	1,000
062011	OPERATING SUPPLIES	13,500	20,186	13,500	13,500
067001	BOOKS & PERIODICALS	150	65	200	200
068003	PROTECTIVE CLOTHING	250	174	250	250
068030	TOOLS	250	-	-	-
074000	MACHINERY AND EQUIPMENT	3,500	5,980	2,500	3,500
		125,180	106,811	129,877	78,950

TREATMENT-WELLS PORTSMOUTH
50-751-650-56-171-492

011001	REGULAR SALARIES	-	-	-	-
014041	OVERTIME	9,500	12,152	14,000	-
022001	SOCIAL SECURITY	589	721	868	-
022501	MEDICARE	138	169	203	-
023001	RETIREMENT	1,061	1,358	1,593	-
039054	PROF/SERVICES-CONTRACT	15,000	15,400	-	-
041002	ELECTRICITY	62,500	63,325	62,500	40,000
041101	NATURAL GAS	3,212	2,400	-	-
041103	PROPANE GAS	-	-	3,212	3,212
043002	REPAIRS-ELECTRICAL	8,500	658	8,500	8,500
043018	REPAIRS-EQUIPMENT	15,000	18,026	15,000	10,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	17,180	7,500	7,500
043028	MAINTENANCE	15,000	35,063	40,000	28,000
043032	GENERATOR MAINTENANCE	3,500	3,912	1,500	2,000
062011	OPERATING SUPPLIES	1,250	1,438	1,250	1,500
063800	MATERIALS-CHEMICALS	6,000	7,417	-	-
068030	TOOLS	250	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	12,080	7,500	7,500
041002	ELECTRICITY	-	342	-	-
		156,500	191,639	163,626	108,212

STORAGE TANKS PORTSMOUTH
50-751-650-57-177-492

041002	ELECTRICITY	2,850	5,289	4,000	4,000
043018	REPAIRS-EQUIPMENT	1,500	874	4,000	4,000
043025	REPAIRS-BLDINGS & GROUNDS	750	-	750	750
043028	MAINTENANCE	7,500	8,405	3,000	18,000
098102	INTEREST-BONDED DEBT	-	-	-	-
		12,600	14,568	11,750	26,750

STORAGE TANKS PEASE
50-751-650-57-577-492

041002	ELECTRICITY	1,550	2,691	1,600	1,600
043018	REPAIRS-EQUIPMENT	550	-	4,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	1,000	-	400	400
043028	MAINTENANCE	1,000	476	1,000	1,000
		4,100	3,167	7,000	5,000



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

BOOSTER STATION PORTSMOUTH
50-751-650-58-182-492

039051	SECURITY/ALARMS	-	-	-	-
041002	ELECTRICITY	61,000	45,688	61,000	60,000
041102	HEATING OIL	2,000	-	-	-
041103	PROPANE GAS	-	-	2,000	2,000
043018	REPAIRS-EQUIPMENT	4,000	2,307	6,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	-	5,000	1,000
043028	MAINTENANCE	5,000	10,739	5,000	5,000
043032	GENERATOR MAINTENANCE	500	-	500	2,000
062011	OPERATING SUPPLIES	500	54	-	-
074000	MACHINERY AND EQUIPMENT	7,500	15,670	9,000	6,000
		88,000	74,458	88,500	78,000

DISTRIBUTION-ADMIN PORTSMOUTH
50-751-660-51-100-492

011001	REGULAR SALARIES	170,608	154,664	133,711	404,927
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	5,500	10,330	10,000	43,800
022001	SOCIAL SECURITY	11,283	9,764	9,274	28,185
022501	MEDICARE	2,639	2,284	2,169	6,592
023001	RETIREMENT	19,683	18,394	16,354	51,065
034101	PAGERS	-	-	-	-
034103	TELEPHONE	3,750	2,851	3,750	3,750
034104	CELLULAR PHONES	3,000	3,123	3,200	3,200
039051	SECURITY/ALARMS	-	-	-	-
041002	ELECTRICITY	-	-	-	-
041305	HOUSEHOLD HAZARDOUS WASTE	20,000	20,043	15,000	15,000
043018	REPAIRS-EQUIPMENT	5,000	839	10,000	10,000
043024	REPAIRS-VEHICLE	27,500	36,027	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,750	100	500	500
043027	REPAIRS-OFFICE EQUIPMENT	1,000	-	-	-
043028	MAINTENANCE	7,500	21	1,600	1,600
044002	RENTAL OTHER EQUIPMENT	2,500	200	1,000	1,000
054003	STATE CERTIFICATION	1,250	1,000	1,250	1,250
054050	TRAINING	2,750	2,112	1,500	3,000
055050	PRINTING	500	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	750	-	-	-
057101	TRAVEL AND CONFERENCE	-	-	750	750
061001	FIRST AID	800	311	-	-
062001	OFFICE SUPPLIES	1,000	2,786	1,400	1,400
062011	OPERATING SUPPLIES	4,500	4,075	4,500	4,500
065051	GROUNDSKEEPING-DIG SAFE	4,500	3,179	4,500	4,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	6,500	5,723	6,500	6,500
068003	PROTECTIVE CLOTHING	1,813	975	1,850	1,850
068012	STOCK INVENTORY	-	63,514	1,000	-
068016	MATERIALS	12,500	305	7,500	8,500
068030	TOOLS	6,000	7,173	6,500	8,500
074000	MACHINERY AND EQUIPMENT	7,500	2,029	8,000	8,000
		338,097	351,823	292,829	659,390

DISTRIBUTION CROSSCONNECT
50-751-660-53-100-492

011001	REGULAR SALARIES	21,317	45,526	23,666	-
014041	OVERTIME	800	300	800	-
022001	SOCIAL SECURITY	1,371	2,527	1,517	-
022501	MEDICARE	321	591	355	-
023001	RETIREMENT	2,470	5,123	2,784	-
043028	MAINTENANCE	1,000	-	-	-
054003	STATE CERTIFICATION	250	-	-	-
054050	TRAINING	1,000	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	500	-	-	-
057101	TRAVEL AND CONFERENCE	1,250	-	-	-
062001	OFFICE SUPPLIES	150	193	300	300
062011	OPERATING SUPPLIES	1,250	-	500	500
067001	BOOKS & PERIODICALS	200	-	-	-
074000	MACHINERY AND EQUIPMENT	1,000	-	1,000	1,000
		32,879	54,260	30,922	1,800

DISTRIBUTION-MAINS PORTSMOUTH
50-751-660-61-100-492

011001	REGULAR SALARIES	102,763	122,683	144,323	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	25,000	38,115	20,000	-



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
022001	SOCIAL SECURITY	7,921	9,384	10,188	-
022501	MEDICARE	1,853	2,195	2,383	-
023001	RETIREMENT	14,271	18,037	18,700	-
039052	PROF/SERV-CAPITAL OUTLAY	-	-	-	-
039054	PROF/SERVICES-CONTRACT	5,000	-	10,000	10,000
039055	PROF/SERV-CONTRACT-BILLAB	-	-	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	600	5,000	5,000
068003	PROTECTIVE CLOTHING	-	-	750	750
068016	MATERIALS	97,500	119,479	133,000	133,000
		255,308	310,493	344,344	148,750
DISTRIBUTION-SERVICES PORTSMOUTH					
50-751-660-62-100-492					
011001	REGULAR SALARIES	54,375	49,058	81,442	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	8,000	4,870	8,000	-
022001	SOCIAL SECURITY	3,867	3,117	5,545	-
022501	MEDICARE	904	729	1,297	-
023001	RETIREMENT	6,967	6,054	10,178	-
039011	CAPITAL OUTLAY-CONTRACT	-	-	-	-
039054	PROF/SERVICES-CONTRACT	-	-	-	-
039055	PROF/SERV-CONTRACT-BILLAB	-	-	-	-
068013	MATERIAL-BILLABLE	-	-	-	-
068016	MATERIALS	35,000	46,665	35,000	35,000
074000	MACHINERY AND EQUIPMENT	1,250	-	1,250	1,250
		110,363	110,493	142,712	36,250
DISTRIBUTION-HYDRANTS PORTSMOUTH					
50-751-660-63-100-492					
011001	REGULAR SALARIES	56,576	43,146	46,067	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	17,500	2,997	5,000	-
022001	SOCIAL SECURITY	4,593	2,666	3,166	-
022501	MEDICARE	1,074	623	740	-
023001	RETIREMENT	8,274	5,155	5,811	-
039054	PROF/SERVICES-CONTRACT	50,000	37,754	50,000	25,000
068016	MATERIALS	12,200	19,529	12,200	12,200
068030	TOOLS	500	-	500	500
074000	MACHINERY AND EQUIPMENT	2,500	-	2,500	2,500
		153,217	111,872	125,984	40,200
DISTRIBUTION-METERS PORTSMOUTH					
50-751-660-64-100-492					
011001	REGULAR SALARIES	76,560	72,728	71,393	117,707
014041	OVERTIME	3,000	2,319	3,000	3,000
022001	SOCIAL SECURITY	4,932	4,395	4,612	7,483
022501	MEDICARE	1,153	1,028	1,079	1,750
023001	RETIREMENT	8,887	8,390	8,466	13,736
039054	PROF/SERVICES-CONTRACT	11,000	-	11,000	11,000
043018	REPAIRS-EQUIPMENT	8,500	13,726	8,500	8,500
062011	OPERATING SUPPLIES	750	-	750	1,625
068003	PROTECTIVE CLOTHING	187	-	150	150
068016	MATERIALS	75,000	103,259	75,000	75,000
074000	MACHINERY AND EQUIPMENT	5,000	1,320	5,000	35,000
		194,969	207,165	188,950	274,951
TOTAL WATER DIVISION		8,095,161	7,996,948	8,121,195	8,425,724
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB EXPENSE	(33,320)	(33,320)	(30,000)	(90,500)
070000	CAPITAL OUTLAY	900,000	900,000	1,120,000	500,000
086001	DEPRECIATION	(1,700,000)	(1,700,000)	(1,780,000)	(1,850,000)
098001	PRINCIPAL-BONDED DEBT	2,142,528	2,142,528	2,142,528	2,252,528
098102	INTEREST-BONDED DEBT	(14,401)	(14,401)	27,002	19,457
098010	PROJECTED NEW BOND PAYMNT	-	-	112,500	185,000
099002	ROLLING STOCK	199,000	199,000	210,000	472,000
Total Cash Requirements Adjustment		1,493,807	1,493,807	1,802,030	1,488,485
TOTAL CASH REQUIREMENTS WATER		9,588,968	9,490,755	9,923,225	9,914,209





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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 FY19.

Budget Summary of Expenditures

SEWER DEPARTMENT	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
SALARIES	1,617,124	1,612,431	1,853,299	1,952,418
PART-TIME SALARIES	40,588	10,930	41,143	41,260
OVERTIME	101,400	128,199	123,100	123,100
LONGEVITY	11,893	9,621	11,427	13,043
HEALTH INSURANCE	451,500	464,793	513,000	625,000
DENTAL INSURANCE	32,000	30,913	35,700	39,000
INSURANCE REIMBURSEMENT	26,319	23,941	24,140	16,810
LEAVE AT TERMINATION	30,000	43,241	30,000	30,000
WORKERS' COMPENSATION	13,929	13,929	14,458	18,911
RETIREMENT	193,230	199,223	226,215	239,592
OTHER BENEFITS	168,163	239,189	198,998	271,634
COLLECTIVE BARGAINING CONTINGENCY	5,648	-	2,055	-
<i>Contractual Obligations</i>	2,691,794	2,776,409	3,073,535	3,370,768
CHEMICALS	673,000	546,800	676,000	676,000
REPAIRS & MAINTENANCE	361,425	372,159	365,275	411,275
ELECTRICITY	452,500	483,476	457,500	457,500
NATURAL GAS	9,729	11,759	12,000	12,000
PROPANE & FUEL OIL	41,107	37,249	33,500	33,500
GASOLINE & DIESEL	49,350	23,921	50,350	50,350
ADMINISTRATIVE OVERHEAD	571,227	571,227	580,231	593,156
SLUDGE/GRIT REMOVAL	320,500	342,163	365,500	365,500
PROF CONTRACTED SERVICES	165,259	203,035	258,659	273,260
PERMITS EXPENSES/LEGAL FEES	147,500	506,439	425,000	425,000
INTEREST ON DEBT	2,051,697	1,616,117	2,035,122	2,223,709
DEPRECIATION	2,000,000	2,053,152	2,010,000	2,400,000
EQUIPMENT	189,000	217,634	165,500	144,500
STOCK MATERIAL	70,500	98,057	116,500	137,500
ASSISTANCE PROGRAM	20,000	3,841	20,000	20,000
TRANSFER TO STORMWATER	-	-	-	260,067
OTHER OPERATING	484,152	416,804	548,974	552,579
<i>Other Operating</i>	7,606,946	7,503,830	8,120,111	9,035,896
TOTAL FULL ACCRUAL BASIS	10,298,740	10,280,239	11,193,646	12,406,664
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(21,791)	(21,791)	(30,000)	(96,900)
CAPITAL OUTLAY	2,400,000	2,400,000	1,550,000	450,000
DEPRECIATION	(2,000,000)	(2,000,000)	(2,010,000)	(2,400,000)
PRINCIPAL-BONDED DEBT	3,795,593	3,795,593	3,845,593	4,055,593
ACCRUED INTEREST ADJ	7,912	7,912	(14,101)	(21)
PROJECTED PRINCIPAL DEBT	-	-	215,000	330,000
ROLLING STOCK	450,000	450,000	472,500	512,500
CASH ADJUSTMENT	4,631,714	4,631,714	4,028,992	2,851,172
TOTAL CASH REQUIREMENTS	14,930,454	14,911,953	15,222,638	15,257,836



Rate Stabilization Model and Rate Structure

When establishing the FY19 rates, the Sewer Division utilized the updated Sewer Rate Model to project rates needed to address major capital project costs. The rate model serves as a tool to allow for long-term planning. Prudent financial planning continues to result in predictable and stable rate increases to allow for funding of future capital projects without major impacts to customers in any one year. As a result of anticipated future major capital investments, such as with the Peirce Island WWTF upgrades, the City implemented a rate stabilization reserve policy in FY14 as recommended by the City's Water and Sewer Rate Model consultant. This policy allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue. Therefore, this FY19 budget incorporates the recommendations of this model and the policy changes accepted by the Council.

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 FY19 user rates reflect a 4% increase from the FY18 rates.

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$12.73 to \$13.24, the rate for the consumption over 10 units per month will be increased from \$14.00 to \$14.56.

The proposed sewer rates include \$7.02 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

FY19 Proposed Sewer Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$7.02
First 10 units billed per month	\$6.22
Total First Tier Rate	\$13.24
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$7.02
Over 10 units billed per month	\$7.54
Total Second Tier Rate	\$14.56

The sewer rate continues to be strongly impacted by the capital costs associated with Federal and State regulatory issues. Future capital upgrades associated with these mandates are currently being planned as the City continues with the Long Term Control Plan sewer separation program and implementation of the Wastewater Masterplan and implementation of consent decree related items.



Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2012 usage and updated again based on 2017 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.

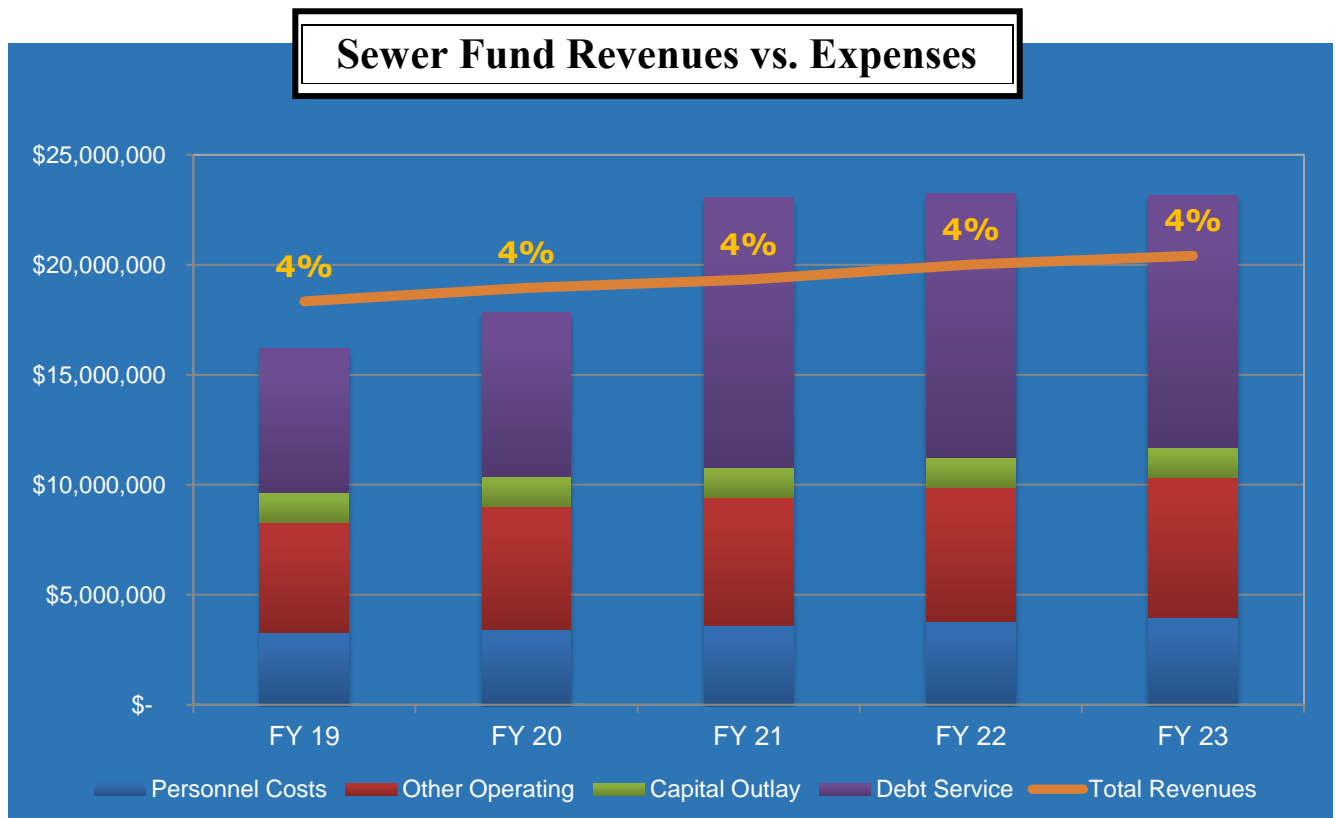
User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water and sewer system uses 5 units per month. Therefore, the adjacent table depicts the monthly and annual water charges for a residential customer using 5 units per month.

FY19 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	\$7.02	5	\$35.10
1st Tier sewer service rates	\$6.22	5	\$31.10
Minimum Charge (5/8" meter)	\$0.00	n/a	\$0.00
Total Monthly Charge			\$66.20
Total Annual Charge			\$794.40

Average Daily Cost for Single Family Residential sewer customer = \$2.17

Rate Projections

The following graphic provides the latest analysis of projected rate increases of 4% each year from FY19 to FY23 as recommended by the Water and Sewer Rate model. The model includes an increase to net position for the rate stabilization reserve which will be used in future years to mitigate a significant rate spike when the City begins to re-pay the debt associated with the construction of the wastewater treatment upgrades in FY21.



Operating Costs – Cash Basis

Personnel costs for the Sewer Division represents 22% of the total cash requirements, the remaining 78% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY18, the City continued to move forward with the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade. Public meetings and presentations were held with the City Council and other committees and organizations. A significant milestone was

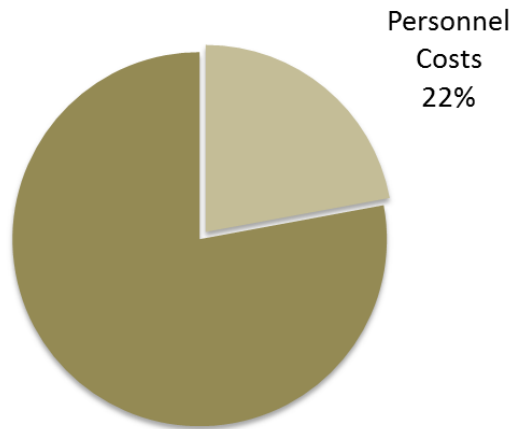
the March 7, 2016 meeting where staff presented the option of the City financing a large portion of the project through the State of New Hampshire’s State Revolving Loan Fund. The City Council initially approved up to \$75 million of use of funds from this program to pay for the construction upgrades and an additional \$6.9 million in FY18. Cost savings will be realized through principal forgiveness of 5% of the loan (approx. \$3.75 million), an interest rate that is locked in at 2.23% over 20 years, and loan repayments which will commence one year after the completion of the project. This funding approach will allow the City to continue with predictable and stable sewer rate increases rather than having to absorb the cost of these upgrades in a shorter timeline.

Methuen Construction of Salem, New Hampshire was awarded the construction contract for the WWTF upgrade which began in the fall of 2016. The biological treatment system components will be completed by December 2019 as required by the City’s Consent Decree with the Environmental Protection Agency (EPA).

To support its wastewater NPDES permits and as agreed in the Consent Decree Second Modification, the Sewer Division will continue to support scientific research of the receiving water bodies through studies including water quality monitoring in the Piscataqua River. The City continued with efforts to work with the EPA, the DES, and other communities in the Great Bay watershed to ensure regulatory requirements are based on sound science and when necessary, legally challenge the regulators to document that their requirements are justified.

The Pease Wastewater Treatment Facility Upgrade construction, planned to begin construction in FY18, was extended into FY19. Portions of the Pease facility have not been upgraded since its original construction in the 1950s. It is anticipated that the City will complete the work in phases utilizing the recommendations of previous engineering evaluations. During FY17 and FY18, final design of the first phase of upgrades, including a new headworks building (screening, grit removal, raw sewage pumping and odor control). The Division continues to work with Pease International Tradeport customers to identify future needs for additional treatment capacity.

Collection
&
Treatment
78%



Capital Projects

The table represent 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>
Annual Sewer Line Replacement	250,000
Long Term Control Plan	200,000
TOTALS	\$450,000

Rolling Stock	
<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
Vactor (Year 2 of 2)	287,500
Misc Sewer System (Pumps, Motors, Etc)	225,000
TOTALS	\$512,500



Budget and Rate Summary – Sewer 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 FY19 expenses.

SEWER RATE CALCULATION		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	6,856,488	6,856,488
Permits/Legal Fees	425,000	425,000
Transfer to Stormwater	260,067	260,067
Equipment & Minor Capital needs	144,500	144,500
Depreciation	2,400,000	
Interest on Debt	2,223,709	2,223,709
Accrued Interest		(21)
Principal on Debt		4,055,593
Projected Principal Debt		330,000
OPEB Liability	96,900	
Capital Projects		450,000
Rolling Stock		512,500
BUDGET RESOLUTION	12,406,664	
CASH REQUIREMENT		15,257,836
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	332,500	332,500
State Aid Grant	752,905	752,905
Pease Reimbursement Interest on Debt	10,383	10,383
Special Agreements Interest on Debt	39,915	39,915
Interest on Investment	300,000	300,000
Use of Net Position	0	0
<i>Sub Total</i>	1,435,703	1,435,703
Other Financing Sources-Cash		
Pease Payback Towards Debt		116,290
Pease Aid Grant, Pease Principal		46,258
Special Agreements Principal Debt		109,123
Bond Premium Amortization	151,810	
<i>Sub Total</i>	151,810	271,671
FULL ACCRUAL REVENUES	1,587,513	
ESTIMATED CASH		1,707,374
Required to be raised by User Rates		13,550,462
Rate Stabilization Reserve		3,082,648
TO BE RAISED BY USER RATES		\$16,633,110



User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,176,180	
Capital related Expenses	\$7.02	8,253,876

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	371,673	
Rate/Anticipated Revenue	\$6.22	2,311,340
Capital Related Expenses	\$7.02	2,608,225
Total Tier 1 [0 - 10 units]	\$13.24	4,919,565
Billable Units at Tier 2	804,507	
Rate/Anticipated Revenue	\$7.54	6,067,894
Capital Related Expenses	\$7.02	5,645,651
Total Tier 2 [over 10 units]	\$14.56	11,713,545
Total Estimated User Revenues:	1,176,180	16,633,110

Total Estimated Consumption	1,176,180	Total to be raised by user rates	\$16,633,110
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Programs and Services

Sewer Assistance Programs- Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of \$300 for a financial hardship.

Wastewater Collection- Support and maintain infrastructure for residential and commercial wastewater collection services in Portsmouth, including Pease International Tradeport.

- Clean, maintain and repair sewer infrastructure:
 - 115 miles of collection mains
 - 1,650 manholes
 - 20 pumping stations
- Install new sewer mains.
- Maintain advanced professional certifications for infrastructure collection operations at or above required regulatory levels.



Wastewater Treatment- Provide wastewater treatment services, accepting flow from the City, Pease International Tradeport, and additional customers from bordering towns.

- Maintain two wastewater treatment facilities (WWTF) and 20 pumping stations throughout Portsmouth and Pease.
- Maintain advanced technical professional certifications for operation of facilities at or above required regulatory levels.

Technical Services- Provide technical services to sewer division.

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Analyze and investigate illicit discharges and pursue remediation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field survey work.
- Perform engineering inspections for sewer construction projects.
- Optimize treatment facility performance.



<u>Goals and Objectives</u>	
<p>Goal #1:</p> <p>Bring Peirce Island Wastewater Treatment Facility into compliance with anticipated new NPDES permit requirements.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue construction of the Peirce Island Wastewater facility upgrades. ✓ 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 via the ongoing Inflow and Infiltration Study.
<p><i>Citywide Goal Addressed: Regulation Adherence and Supplemental Compliance Plan</i></p>	
<p>Goal #2:</p> <p>Continue operations improvement program in both collection and treatment areas.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue implementation of asset management program for programmed maintenance. ✓ Continue video line inspection program to refine sewer pipe assets. ✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach. ✓ Confirm all necessary Industrial Discharge Permits are in place and are monitored and billed. ✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption. ✓ Continue preventative maintenance program.
<p><i>Citywide Goal Addressed: Public Outreach and Sustainability</i></p>	



<p>Goal #3:</p> <p>Minimize impacts to the City's waterways from combined sewer overflow.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Complete the ongoing Inflow and Infiltration study throughout the City. ✓ Address illicit sanitary discharges to the drainage system. ✓ Implement a series of projects to reduce inflow and infiltration. ✓ Upgrade pump stations and rehabilitate sewers. ✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP). ✓ Continue evaluation of stormwater options for operations facilities. ✓ Continue implementation of water efficiency program to reduce base flows to sewer and treatment systems.
<p><i>Citywide Goal Addressed: Sustainability</i></p>	

<u>Performance Measures</u>			
	FY16	FY17	FY18 (Estimated)
Linear Feet of wastewater pipe cleaned and inspected	47,500	38,000	20,000



FY19 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
SEWER DIVISION				
<u>ADMINISTRATION</u>				
NON GRADE 28	E	②	DEPUTY CITY MANAGER	13,894
PMA GRADE 24	E	①	DEPUTY PW DIRECTOR	57,183
PMA GRADE 18	4F/8G	⑧	ASSISTANT CITY MANAGER	17,802
PMA GRADE 21	B	③	FACILITIES ENGINEER	21,383
PMA GRADE 15	F	⑥	DEPUTY HEALTH OFFICER	45,575
NON GRADE 16	E	③	OPERATIONS MANAGER	19,397
PMA GRADE 13	E	⑦	PUBLIC INFORMATION OFFICER	20,130
PMA GRADE 11	G	⑨	FINANCE ASSISTANT	15,961
PMA GRADE 9	1.5B/10.5C	③	ADMIN ASSIST I	12,484
1386B GRADE 7	6F/6G	③	ADMIN CLERK	11,924
1386 GRADE 7	E	③	DISPATCHER	11,432
1386B GRADE 5	E	①	COLLECTIONS / BILLING CLERK	21,074
NON GRADE 7	9D/3E	③	SPECIAL PROJECT COORDINATOR	12,156
SMA GRADE 14	3.5C/8.5D	⑤	EQUIPMENT MAINTENANCE FOREMAN	19,949
1386 GRADE 9	11.5D/.5E	⑤	EQUIPMENT MECHANIC	14,429
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	15,107
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,949
1386 GRADE 9	E	⑤	EQUIPMENT MECHANIC	15,107
1386 GRADE 6	G	⑤	TRUCK DRIVER 1	13,805
1386 GRADE 7	4C/8D	⑤	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,871
			<u>EDUCATION STIPENDS</u>	<u>3,448</u>
			TOTAL	391,060
<u>ENGINEERING</u>				
PMA GRADE 22	E	①	ENGINEER SUPERVISOR	51,908
PMA GRADE 16	E	①	SCADA MANAGER	38,794
PMA GRADE 16	E	①	ASST. ENGINEER	38,794
PMA GRADE 16	E	①	GIS MANAGER	38,794
PMA GRADE 16	.5F/11.5G	④	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	20,313
PMA GRADE 12	9B/3E		SCADA TECH	56,251
1386B GRADE 8	6F/6G	①	CAD TECH	25,027
			<u>EDUCATION STIPENDS</u>	<u>1,178</u>
			TOTAL	271,059
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	8C/4D		WW OPERATIONS MANAGER	91,242
SMA GRADE 16	F		CPO PEASE	80,152
SMA GRADE 16	C		CPO OF OPERATIONS PEIRCE ISLAND	70,783
SMA GRADE 13	7.5A/4.5B		ASSISTANT WASTEWATER OPERATOR	56,595
PMA GRADE 9	6A/6B		WASTEWATER LAB ADMIN	46,752
1386 GRADE 8	E		PLANT OPER 1	47,999
1386 GRADE 8	E		PLANT OPER 1	47,999
1386 GRADE 8	E		PLANT OPER 1	47,999
1386 GRADE 8	F		PLANT OPER 1	49,319
1386 GRADE 8	F		PLANT OPER 1	49,319
1386 GRADE 8	4C/8D		PLANT OPER 1	45,015
			<u>EDUCATION STIPENDS</u>	<u>1,571</u>
			<u>ON CALL MONITORING</u>	<u>31,600</u>
			TOTAL	666,345
<u>LIFT STATIONS</u>				
SMA GRADE 13	F		ACPO LIFT STATIONS	69,278
1386 GRADE 8	F		LIFT STATION OPER 1	49,319
1386 GRADE 8	E		LIFT STATION OPER 1	47,999
			<u>ON CALL MONITORING</u>	<u>31,600</u>
			TOTAL	198,196
<u>COLLECTION AND METERS</u>				
SMA GRADE 15	E	①	GEN FOREMAN	37,148
SMA GRADE 13	G		SEWER FOREMAN	71,183
SMA GRADE 13	9F/3G	①	WATER BILLING FOREMAN	34,877
SMA GRADE 13	2.5A/9.5B	⑩	UTILITY INSPECTION AND MAINTENANCE FOREMAN	28,870
1386 GRADE 9	1D/11E	⑩	CAMERA OPERATOR	25,080
1386 GRADE 8	1C/9D/2E		EQUIP OPER 1	45,929
1386 GRADE 7	G	⑪	UTILITY MECH	12,070
1386 GRADE 7	G		UTILITY MECH	48,280
1386 GRADE 7	F	⑩	UTILITY MECH	23,494
1386 GRADE 7	F	①	UTILITY MECH	23,494
1386 GRADE 7	G	⑪	UTILITY MECH	12,070
1386 GRADE 6	E	①	W/S METER READER	21,793
1386 GRADE 6	8C/4D		TRUCK DRIVER I	40,229
			<u>ON CALL DIFFERENTIAL</u>	<u>1,240</u>
			TOTAL	425,757
			TOTAL FULL TIME	1,952,417
NON GRADE 4	A	③	SECRETARY	5,980
			SEASONAL LABORER	5,871
			ENGINEERING INTERNS	29,409
			TOTAL PART TIME	41,260
			TOTAL DEPARTMENT	1,993,677
		①	FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET	
		②	50% WATER, 50% SEWER	
		③	65% PLANNING, 10% HEALTH DEPARTMENT, 5% INSPECTION, 10% WATER, 10% SEWER	
		④	25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING	
		⑤	25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST	
		⑥	30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING	
		⑦	60% SEWER, 40% HEALTH	
		⑧	30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING	
		⑨	10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK	
		⑩	48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL	
		⑪	50% SEWER, 50% STORMWATER	
			75% WATER, 25% SEWER	



	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

SEWER DEPARTMENT

**ADMINISTRATION PORTSMOUTH
51-751-610-51-100-491**

Account Title

011001	REGULAR SALARIES	337,803	352,366	357,766	391,060
011061	INSURANCE REIMBURSEMENT	26,319	23,941	24,140	16,810
011064	COLL BARG CONTINGENCY	5,648	-	2,055	-
012001	PART TIME SALARIES	5,308	4,240	5,863	5,980
014041	OVERTIME	2,100	5,720	5,000	5,000
015001	LONGEVITY	11,893	9,621	11,411	13,043
016001	LEAVE AT TERMINATION	30,000	43,241	30,000	30,000
021001	INSURANCE-HEALTH	451,500	464,793	513,000	625,000
021101	INSURANCE-DENTAL	32,000	30,913	35,700	39,000
021501	INSURANCE-LIFE	3,678	3,432	4,145	3,692
021601	INSURANCE-DISABILITY	7,016	6,614	7,791	6,824
021802	OPEB EXPENSE	12,000	23,082	15,000	26,900
022001	SOCIAL SECURITY	22,143	25,188	25,059	26,777
022501	MEDICARE	5,167	5,891	5,860	6,263
023001	RETIREMENT	39,222	43,069	42,581	48,469
023004	RETIREMENT-OPEB LIAB ADJ	10,000	72,110	15,000	70,000
026002	INSURANCE-WORKERS COMP	13,929	13,929	14,458	18,911
030101	PROF SERVICES-AUDIT	6,659	6,246	6,659	12,760
031002	PROF SERVICES-ENGINEERING	7,500	-	47,500	47,500
032001	PROF SERVICES-O/S COUNSEL	75,000	416,011	275,000	275,000
033002	ADMINISTRATIVE OVERHEAD	571,227	571,227	580,231	593,156
034001	LOCK BOXES	15,000	9,841	7,500	7,500
034103	TELEPHONE	1,200	745	1,200	1,200
034201	OUTSIDE PROGRAMMING	-	-	-	-
034206	SOFTWARE-ANNUAL MAINT	36,450	41,946	37,913	37,913
035002	PROF SERV- SUBSTANCE TEST	600	-	1,500	1,500
035004	OCCUPATIONAL HEALTH	2,500	3,569	2,500	2,500
039001	PROFESSIONAL SERVICES	-	-	-	-
039054	PROF/SERVICES-CONTRACT	25,000	8,887	25,000	25,000
043024	REPAIRS-VEHICLE	2,775	-	2,775	2,775
043028	MAINTENANCE	12,500	10,844	12,500	12,500
048002	PROPERTY INSURANCE	50,417	50,417	62,701	56,931
053001	ADVERTISING	3,000	846	3,000	3,000
054003	STATE CERTIFICATION	-	50	100	100
054050	TRAINING	1,250	311	1,250	1,250
055050	PRINTING	5,500	3,750	5,500	5,500
056001	DUES PROFESSIONAL ORGANIZ	500	185	500	500
057101	TRAVEL AND CONFERENCE	1,500	385	1,500	1,500
061001	FIRST AID	-	-	1,100	1,100
062001	OFFICE SUPPLIES	4,000	4,077	4,000	4,000
062011	OPERATING SUPPLIES	-	-	-	-
062501	POSTAGE	23,600	22,920	23,600	23,600
063501	GASOLINE	45,000	22,817	45,000	45,000
074003	SOFTWARE	-	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	645	7,500	7,500
081004	ABATEMENTS	12,500	10,693	12,500	12,500
086001	DEPRECIATION	2,000,000	2,053,152	2,010,000	2,400,000
088011	ASSISTANCE WATER/SEWER	20,000	3,841	20,000	20,000
092101	FINANCING FEES ON DEBT	25,000	18,531	28,000	32,000
098102	INTEREST-BONDED DEBT	2,051,697	1,616,117	2,035,122	2,223,709
		6,023,601	6,006,201	6,376,480	7,191,223

**ENGINEERING ADMIN PORTSMOUTH
51-751-610-52-100-491**

011001	REGULAR SALARIES	201,424	208,233	347,700	271,059
012001	PART TIME SALARIES	29,409	6,690	29,409	29,409
014041	OVERTIME	-	78	-	-
015001	LONGEVITY	-	-	16	-
022001	SOCIAL SECURITY	14,313	12,675	23,382	18,629
022501	MEDICARE	3,347	2,964	5,468	4,357
023001	RETIREMENT	22,500	22,567	39,571	30,847
031002	PROF SERVICES-ENGINEERING	27,500	22,882	27,500	27,500
031006	PROF SRVCS-GREAT BAY	62,500	90,428	140,000	140,000
033001	PROF SERVICES-TEMP	10,000	-	10,000	10,000



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
034103	TELEPHONE	700	932	950	950
034104	CELLULAR PHONES	1,500	1,032	1,200	1,200
039054	PROF/SERVICES-CONTRACT	15,000	9,538	15,000	15,000
041308	SLUDGE DISPOSAL	2,500	975	-	-
043028	MAINTENANCE	-	-	-	-
054003	STATE CERTIFICATION	260	-	260	260
054050	TRAINING	750	184	750	750
055003	UPDAING PLATS & MAPS	1,000	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	685	2,000	2,000
057101	TRAVEL AND CONFERENCE	1,050	811	1,050	1,050
062001	OFFICE SUPPLIES	1,700	9	1,700	1,700
062005	PRINTING SUPPLIES	1,500	15	1,500	1,500
062007	COMPUTER/PRINTER SUPPLIES	3,250	26	3,250	3,250
062011	OPERATING SUPPLIES	-	210	250	250
067001	BOOKS & PERIODICALS	125	477	125	125
074000	MACHINERY AND EQUIPMENT	3,000	94	500	500
		404,328	381,506	652,581	561,336
TRANSFER TO STORMWATER					
51-751-640-49-100-491					
091008	TRANSFER-STORMWATER	-	-	-	260,067
		-	-	-	260,067
TREATMENT PLANT PORTSMOUTH					
51-751-670-54-181-491					
011001	REGULAR SALARIES	305,210	512,484	252,764	362,870
011045	SALARIES - SLUDGE REMOVAL	24,378	-	-	-
011060	ON CALL MONITORING	15,600	40,070	15,800	15,800
014041	OVERTIME	29,000	70,764	60,000	60,000
022001	SOCIAL SECURITY	23,137	38,509	20,371	27,198
022501	MEDICARE	5,402	9,006	4,764	6,361
023001	RETIREMENT	41,693	71,981	37,391	49,921
034103	TELEPHONE	6,000	5,062	6,000	6,000
034104	CELLULAR PHONES	8,250	6,945	2,750	2,750
039001	PROFESSIONAL SERVICES	12,500	28,293	12,500	12,500
039051	SECURITY/ALARMS	500	150	500	500
041002	ELECTRICITY	96,500	79,015	96,500	96,500
041101	NATURAL GAS	-	1	-	-
041102	HEATING OIL	6,500	3,360	6,500	6,500
041103	PROPANE GAS	12,500	17,267	12,500	12,500
041205	WATER /SEWER FEES	82,500	71,539	82,500	82,500
041308	SLUDGE DISPOSAL	225,000	226,364	225,000	225,000
041309	GRIT AND GREASE REMOVAL	5,000	4,205	5,000	5,000
043001	REPAIRS-STRUCTURAL	5,000	2,101	5,000	5,000
043004	REPAIRS-PLUMBING	5,000	4,577	5,000	5,000
043018	REPAIRS-EQUIPMENT	25,000	24,974	25,000	25,000
043021	REPAIRS-FIRE ALARM SYS	-	-	-	-
043024	REPAIRS-VEHICLE	15,000	10,547	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	8,208	10,000	10,000
043028	MAINTENANCE	12,500	12,302	12,500	12,500
043031	SCADA EQUIPMENT	9,000	14,607	3,500	3,500
043032	GENERATOR MAINTENANCE	2,500	435	2,500	2,500
044002	RENTAL OTHER EQUIPMENT	-	-	59,700	59,700
054003	STATE CERTIFICATION	1,000	592	350	350
054050	TRAINING	4,500	9,910	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	750	665	500	500
057101	TRAVEL AND CONFERENCE	1,500	1,556	600	600
057102	TRAVEL REIMBURSEMENT	1,750	3,562	1,100	1,100
061001	FIRST AID	500	40	-	-
062001	OFFICE SUPPLIES	2,000	2,417	2,000	2,000
062011	OPERATING SUPPLIES	9,750	10,266	9,750	9,750
063800	MATERIALS-CHEMICALS	575,000	419,352	575,000	575,000
068002	CLOTHING	5,500	3,789	5,500	5,500
068003	PROTECTIVE CLOTHING	4,875	4,917	4,875	4,875
068030	TOOLS	6,000	5,526	3,000	3,000
074000	MACHINERY AND EQUIPMENT	22,500	67,718	22,500	22,500
098102	INTEREST-BONDED DEBT	-	-	-	-
		1,619,295	1,793,077	1,598,715	1,729,775



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
TREATMENT PLANT PEASE					
51-751-670-54-581-491					
011001	REGULAR SALARIES	69,381	108	220,677	271,876
011045	SALARIES - SLUDGE REMOVAL	14,835	-	-	-
011060	ON CALL MONITORING	-	-	15,800	15,800
014041	OVERTIME	14,000	463	14,000	14,000
022001	SOCIAL SECURITY	6,154	34	15,530	18,704
022501	MEDICARE	1,439	8	3,632	4,374
023001	RETIREMENT	11,088	64	28,504	34,331
031002	PROF SERVICES-ENGINEERING	12,500	12,295	12,500	12,500
034103	TELEPHONE	3,200	3,136	3,200	3,200
034104	CELLULAR PHONES	-	-	2,750	2,750
039001	PROFESSIONAL SERVICES	-	-	12,500	12,500
041002	ELECTRICITY	112,000	129,294	112,000	112,000
041103	PROPANE GAS	17,500	14,660	10,000	10,000
041102	HEATING OIL	-	162	-	-
041205	WATER /SEWER FEES	9,000	13,869	13,750	13,750
041301	RUBBISH REMOVAL	1,000	1,557	1,350	2,400
041308	SLUDGE DISPOSAL	75,000	98,119	100,000	100,000
041309	GRIT AND GREASE REMOVAL	-	-	2,500	2,500
043002	REPAIRS-ELECTRICAL	7,500	1,493	7,500	7,500
043018	REPAIRS-EQUIPMENT	40,000	84,571	40,000	50,000
043024	REPAIRS-VEHICLE	-	2,793	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	15,000	26,236	15,000	25,000
043028	MAINTENANCE	15,000	12,322	15,000	15,000
043031	SCADA EQUIPMENT	10,000	20,330	3,500	5,000
043032	GENERATOR MAINTENANCE	1,000	338	2,000	2,000
054003	STATE CERTIFICATION	-	-	350	350
054050	TRAINING	500	656	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	500	500
057101	TRAVEL AND CONFERENCE	-	-	600	600
057102	TRAVEL REIMBURSEMENT	-	-	1,100	1,100
061001	FIRST AID	350	89	-	-
062001	OFFICE SUPPLIES	1,200	745	1,200	1,200
062011	OPERATING SUPPLIES	3,500	3,336	3,500	3,500
063601	DIESEL FUEL	600	134	600	600
063800	MATERIALS-CHEMICALS	98,000	127,448	101,000	101,000
068002	CLOTHING	1,000	1,362	4,400	4,400
068003	PROTECTIVE CLOTHING	1,250	539	1,250	1,250
068030	TOOLS	2,000	2,945	3,000	3,000
073000	OTHER IMPROVEMENTS	10,000	11,839	-	-
074000	MACHINERY AND EQUIPMENT	10,000	35,610	20,000	20,000
		563,997	606,555	798,693	882,185

LABORATORY PORTSMOUTH
51-751-670-55-181-491

011001	REGULAR SALARIES	57,830	-	-	-
014041	OVERTIME	10,000	19,624	-	-
022001	SOCIAL SECURITY	4,205	1,164	-	-
022501	MEDICARE	984	272	-	-
023001	RETIREMENT	7,577	2,193	-	-
039010	PROF/SERVICES-LAB TESTS	15,000	31,000	25,000	25,000
043001	REPAIRS-STRUCTURAL	3,500	487	-	-
043018	REPAIRS-EQUIPMENT	2,000	2,067	2,000	2,000
043028	MAINTENANCE	1,500	1,707	1,500	1,500
054050	TRAINING	-	-	-	-
062001	OFFICE SUPPLIES	-	101	500	500
062011	OPERATING SUPPLIES	14,000	14,783	10,000	10,000
074000	MACHINERY AND EQUIPMENT	9,500	10,305	5,000	5,000
075000	FURNITURE AND FIXTURES	-	-	-	-
		126,096	83,703	44,000	44,000

LABORATORY PEASE
51-751-670-55-581-491

011001	REGULAR SALARIES	52,018	4,496	-	-
014041	OVERTIME	9,500	-	-	-
022001	SOCIAL SECURITY	3,814	269	-	-
022501	MEDICARE	892	63	-	-
023001	RETIREMENT	6,872	503	-	-



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
039010	PROF/SERVICES-LAB TESTS	15,000	31,766	15,000	20,000
043018	REPAIRS-EQUIPMENT	4,500	3,069	4,500	4,500
043028	MAINTENANCE	4,500	257	4,500	4,500
062011	OPERATING SUPPLIES	22,500	18,946	10,000	15,000
074000	MACHINERY AND EQUIPMENT	7,500	15,144	5,000	5,000
		127,096	74,513	39,000	49,000

**LIFT STATIONS PORTSMOUTH
51-751-670-65-141-491**

011001	REGULAR SALARIES	62,719	133,716	162,683	166,596
011060	ON CALL MONITORING	-	-	15,800	31,600
014041	OVERTIME	7,500	9,025	15,600	15,600
022001	SOCIAL SECURITY	4,354	8,617	12,033	13,255
022501	MEDICARE	1,018	2,015	2,814	3,100
023001	RETIREMENT	7,843	15,959	22,087	24,330
031003	PROF SERVICES-SCADA	10,000	10,376	16,500	16,500
034103	TELEPHONE	600	542	600	600
034104	CELLULAR PHONES	-	-	2,750	2,750
039001	PROFESSIONAL SERVICES	-	-	10,000	10,000
039051	SECURITY/ALARMS	-	-	500	500
	ELECTRICITY	70,000	83,160	70,000	70,000
041101	NATURAL GAS	5,729	9,040	8,000	8,000
041102	HEATING OIL	107	-	-	-
041103	PROPANE GAS	4,500	1,800	4,500	4,500
041205	WATER /SEWER FEES	6,000	5,802	6,000	6,000
041309	GRIT AND GREASE REMOVAL	500	-	8,000	8,000
043018	REPAIRS-EQUIPMENT	20,000	12,397	25,000	25,000
043024	REPAIRS-VEHICLE	-	-	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	7,570	10,000	30,000
043028	MAINTENANCE	7,500	7,358	4,500	4,500
043032	GENERATOR MAINTENANCE	18,000	6,958	10,000	10,000
054003	STATE CERTIFICATION	-	-	350	350
054050	TRAINING	-	-	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	-	-	500	500
057101	TRAVEL AND CONFERENCE	-	-	600	600
057102	TRAVEL REIMBURSEMENT	-	-	1,100	1,100
062001	OFFICE SUPPLIES	-	-	1,200	1,200
062011	OPERATING SUPPLIES	5,000	4,995	5,000	5,000
063601	DIESEL FUEL	-	-	1,000	1,000
068002	CLOTHING	-	-	3,300	3,300
068003	PROTECTIVE CLOTHING	-	-	1,000	1,000
068030	TOOLS	-	-	3,000	3,000
074000	MACHINERY AND EQUIPMENT	15,000	15,126	19,000	19,000
098102	INTEREST-BONDED DEBT	-	-	-	-
		256,370	334,457	451,717	495,181

**LIFT STATION MECHANIC STREET
51-751-670-65-142-492**

011001	REGULAR SALARIES	8,960	-	-	-
014041	OVERTIME	1,000	-	-	-
022001	SOCIAL SECURITY	618	-	-	-
022501	MEDICARE	144	-	-	-
023001	RETIREMENT	1,113	-	-	-
039054	PROF/SERVICES-CONTRACT	5,000	5,869	5,000	5,000
041002	ELECTRICITY	105,000	125,522	105,000	105,000
041101	NATURAL GAS	2,500	1,179	2,500	2,500
041205	WATER /SEWER FEES	-	-	-	-
043018	REPAIRS-EQUIPMENT	12,500	44,163	12,500	20,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	452	7,500	7,500
043028	MAINTENANCE	5,000	4,438	5,000	5,000
043031	SCADA EQUIPMENT	1,250	3,544	3,500	3,500
043032	GENERATOR MAINTENANCE	7,500	1,953	2,000	2,000
062011	OPERATING SUPPLIES	1,500	755	1,500	1,500
063601	DIESEL FUEL	2,500	969	2,500	2,500
063800	MATERIALS-CHEMICALS	-	-	-	-
073000	OTHER IMPROVEMENTS	5,000	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	7,800	7,500	7,500
		174,585	196,644	154,500	162,000



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LIFT STATION DEER STREET					
51-751-670-65-143-491					
011001	REGULAR SALARIES	8,960	-	-	-
014041	OVERTIME	1,000	-	-	-
022001	SOCIAL SECURITY	618	-	-	-
022501	MEDICARE	144	-	-	-
023001	RETIREMENT	1,113	-	-	-
039054	PROF/SERVICES-CONTRACT	-	-	-	-
041002	ELECTRICITY	65,000	63,704	70,000	70,000
043018	REPAIRS-EQUIPMENT	7,500	6,334	10,000	10,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	3,980	2,500	2,500
043028	MAINTENANCE	5,000	4,217	5,000	5,000
043031	SCADA EQUIPMENT	1,000	2,181	1,000	1,000
043032	GENERATOR MAINTENANCE	600	1,535	2,000	2,000
062011	OPERATING SUPPLIES	2,000	295	2,000	2,000
063601	DIESEL FUEL	1,250	-	1,250	1,250
		96,685	82,246	93,750	93,750
LIFT STATIONS PEASE					
51-751-670-65-541-491					
011001	REGULAR SALARIES	8,960	-	-	-
014041	OVERTIME	1,000	-	-	-
022001	SOCIAL SECURITY	618	-	-	-
022501	MEDICARE	144	-	-	-
023001	RETIREMENT	1,113	-	-	-
041002	ELECTRICITY	4,000	2,781	4,000	4,000
041101	NATURAL GAS	1,500	1,539	1,500	1,500
041205	WATER /SEWER FEES	1,500	2,478	1,500	1,500
043018	REPAIRS-EQUIPMENT	3,500	3,620	3,500	3,500
043028	MAINTENANCE	750	327	750	750
043032	GENERATOR MAINTENANCE	-	-	2,000	2,000
062011	OPERATING SUPPLIES	-	-	500	500
074000	MACHINERY AND EQUIPMENT	-	-	1,000	10,000
074001	EQUIPMENT	-	-	1,000	1,000
		23,085	10,745	15,750	24,750
COLLECTION ADMINISTRATION PORTSMOUTH					
51-751-680-51-100-491					
011001	REGULAR SALARIES	192,017	160,317	165,025	356,330
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	17,000	8,512	17,000	26,300
022001	SOCIAL SECURITY	13,324	9,763	11,650	24,087
022501	MEDICARE	3,116	2,283	2,724	5,633
023001	RETIREMENT	23,347	18,887	20,714	43,543
034103	TELEPHONE	1,500	2,417	2,000	2,000
034104	CELLULAR PHONES	3,500	3,193	3,500	3,500
039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	1,500
041305	HOUSEHOLD HAZARDOUS WASTE	20,000	20,043	15,000	15,000
041308	SLUDGE DISPOSAL	12,500	12,500	25,000	25,000
043018	REPAIRS-EQUIPMENT	12,500	4,459	10,000	10,000
043024	REPAIRS-VEHICLE	26,000	44,941	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	550	100	1,500	1,500
043028	MAINTENANCE	1,250	21	1,250	1,250
054003	STATE CERTIFICATION	100	150	500	500
054050	TRAINING	1,250	167	1,500	200
055050	PRINTING	-	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	-
061001	FIRST AID	200	311	-	-
062001	OFFICE SUPPLIES	350	2,215	1,000	1,000
062011	OPERATING SUPPLIES	6,250	4,216	6,250	6,250
065051	GROUNDSKEEPING-DIG SAFE	6,500	3,679	6,500	6,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	5,000	2,208	5,000	5,000
068003	PROTECTIVE CLOTHING	750	750	1,000	1,000
068012	STOCK INVENTORY	-	(42,511)	-	-
068030	TOOLS	6,700	6,355	6,500	6,500
074000	MACHINERY AND EQUIPMENT	8,000	792	8,000	8,000
		369,225	265,771	354,134	591,614



		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
COLLECTION METERS PORTSMOUTH					
51-751-680-64-100-491					
011001	REGULAR SALARIES	97,032	65,559	91,731	69,427
014041	OVERTIME	-	2,065	2,200	2,200
022001	SOCIAL SECURITY	6,016	3,974	5,824	4,441
022501	MEDICARE	1,407	929	1,362	1,039
023001	RETIREMENT	10,838	7,560	10,689	8,151
039054	PROF/SERVICES-CONTRACT	7,500	26,179	7,500	11,000
043018	REPAIRS-EQUIPMENT	10,000	-	10,000	8,500
062011	OPERATING SUPPLIES	550	-	2,500	1,625
068003	PROTECTIVE CLOTHING	125	-	150	150
068016	MATERIALS	8,000	74,584	54,000	75,000
074000	MACHINERY AND EQUIPMENT	80,000	47,661	65,000	35,000
		221,468	228,511	250,956	216,533
COLLECTION MAINS PORTSMOUTH					
51-751-680-67-100-491					
011001	REGULAR SALARIES	141,700	131,460	207,553	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	7,800	11,725	9,300	-
022001	SOCIAL SECURITY	9,269	8,149	13,445	-
022501	MEDICARE	2,168	1,906	3,144	-
023001	RETIREMENT	16,700	16,019	24,678	-
039052	PROF/SERV-CAPITAL OUTLAY	-	-	-	-
039054	PROF/SERVICES-CONTRACT	1,500	6,136	15,000	15,000
068003	PROTECTIVE CLOTHING	750	-	750	750
043018	REPAIRS-EQUIPMENT	3,500	1,550	3,500	3,500
043028	MAINTENANCE	15,000	6,457	15,000	15,000
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	5,000
068016	MATERIALS	55,000	23,297	62,500	62,500
074000	MACHINERY AND EQUIPMENT	-	-	3,500	3,500
		258,387	206,700	363,370	105,250
COLLECTION-LATERALS PORTSMOUTH					
51-751-680-69-100-491					
011001	REGULAR SALARIES	18,297	3,621	-	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	1,500	221	-	-
022001	SOCIAL SECURITY	1,227	219	-	-
022501	MEDICARE	287	51	-	-
023001	RETIREMENT	2,211	421	-	-
068016	MATERIALS	7,500	176	-	-
074000	MACHINERY AND EQUIPMENT	3,500	4,900	-	-
		34,522	9,609	-	-
TOTAL SEWER DIVISION		10,298,740	10,280,239	11,193,646	12,406,664
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB EXPENSE	(21,791)	(21,791)	(30,000)	(96,900)
070000	CAPITAL OUTLAY	2,400,000	2,400,000	1,550,000	450,000
086001	DEPRECIATION	(2,000,000)	(2,000,000)	(2,010,000)	(2,400,000)
098001	PRINCIPAL-BONDED DEBT	3,795,593	3,795,593	3,845,593	4,055,593
098102	INTEREST-BONDED DEBT	7,912	7,912	(14,101)	(21)
098010	PROJECTED NEW BOND PAYMNT	-	-	215,000	330,000
099002	ROLLING STOCK	450,000	450,000	472,500	512,500
Total Cash Requirements Adjustment		4,631,714	4,631,714	4,028,992	2,851,172
TOTAL CASH REQUIREMENTS SEWER		14,930,454	14,911,953	15,222,638	15,257,836

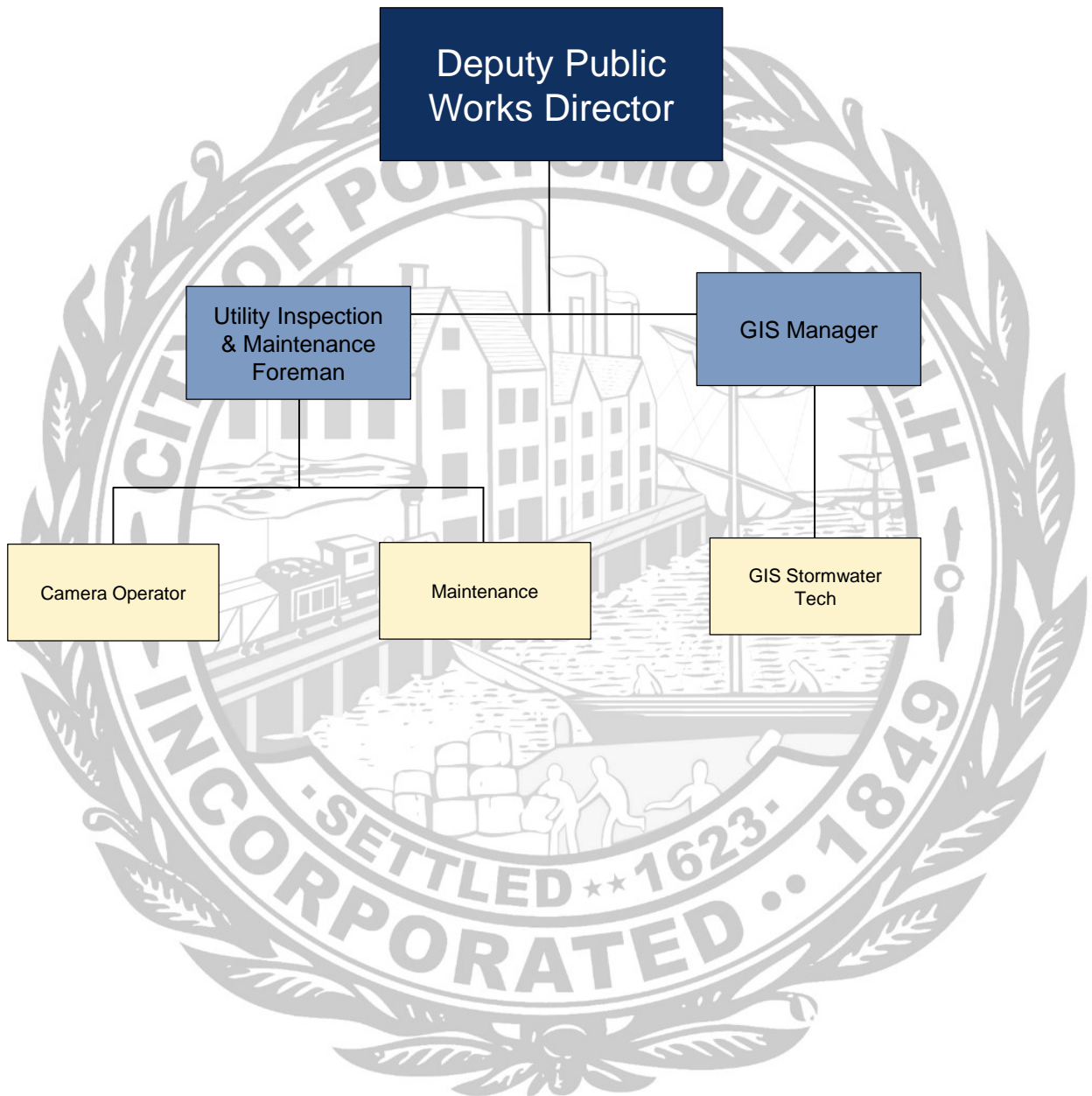




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Stormwater

Special Revenue Fund



Mission

The City of Portsmouth's Stormwater Program is dedicated to improving water quality in our drainage areas together with reducing flooding hazards through comprehensive planning, public education, and management of our stormwater and combined sewer/stormwater systems. The program focuses on continued Best Management Practices to ensure compliance with Stormwater Permits issued by the Environmental Protection Agency. Our efforts include working with regional partners, communities and other stakeholders on stormwater pollution prevention related issues and permitting requirements that focus on controlling runoff, minimizing discharge of pollutants to receiving waters, improving public health and safety, and promoting efficient water resource use.



Stormwater

Services Overview

- ✓ Administration
- ✓ Stormwater Collection
- ✓ Stormwater Treatment
- ✓ Technical Services

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Utility Inspection and Maintenance Foreman	0	0	.5
Camera Operator	0	0	.5
GIS Stormwater Tech	0	0	.5
Utility Mechanics	0	0	1.5
Equipment Operator	0	0	1
Laborer	0	0	1
Total Full Time	0	0	5

Notes: The new Stormwater Division is comprised 5 FTE staff, of these 2.5 are new to the Public Works Department. The other 2.5 are reallocated from existing Divisions.

Department Budget Comments

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit goes into effect. To ensure compliance with this new permit, the City has created a new Stormwater Division. The proposed budget for FY19 of \$520,133 is funded by a transfer from the General Fund DPW department and the Sewer Division Enterprise Fund.

Prior to establishing this Division, Stormwater functions were accounted for in the General Fund Public Works Department as well as the Sewer Enterprise Fund.

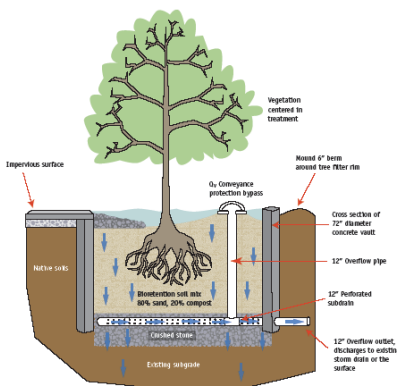
Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
STORMWATER				
SALARIES	-	-	-	235,290
PART-TIME SALARIES	-	-	-	-
OVERTIME	-	-	-	15,000
LONGEVITY	-	-	-	1,464
RETIREMENT	-	-	-	28,650
HEALTH/DENTAL	-	-	-	139,160
OTHER BENEFITS	-	-	-	20,569
CONTRACTED SERVICES	-	-	-	75,000
OTHER OPERATING	-	-	-	5,000
TOTAL	-	-	-	520,133



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 component of the Phase II regulations 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 has already undertaken significant steps to evaluate and respond to the past Phase II MS4 regulations, this year's new permit impacts the City by requiring additional monitoring and reporting.

The City and the Department of Public Works has taken a pro-active approach to stormwater management. In 2007 the City completed a Stormwater Master Plan which outlined a series of actions to comply with the EPA's stormwater requirements. 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 standalone enterprise fund.

Both of these studies recommended significant changes and additional costs to comply with the new regulatory requirements. However, 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 new Stormwater Division is comprised up of 5 staff, of these 2.5 FTEs are new to the Public Works Department.



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

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 Education	Objectives: Public Outreach <ul style="list-style-type: none"> ✓ Flyer distributed during Household Hazardous Waste Collection Days ✓ Water/Sewer Billing Mailer ✓ Website Information
	Citywide Goals Addressed: Public Outreach and Sustainability
Goal #2: Public Participation	Objectives: <ul style="list-style-type: none"> ✓ Public Involvement in pre-construction process ✓ Coastal Resilience Initiative Public Forum ✓ Storm Drain Stenciling
	Citywide Goals Addressed: Public Outreach and Sustainability
Goal #3: Illicit Discharge Detection and Elimination	Objectives: <ul style="list-style-type: none"> ✓ Inspection of City's Outfall ✓ Canine Detection
	Citywide Goals Addressed: Regulation Adherence and Legislative Development
Goal #4: Construction Site Run-off Control	Objectives: <ul style="list-style-type: none"> ✓ Best Management Practices ✓ Siltation Control
	Citywide Goals Addressed: Regulation Adherence and Legislative Development
Goal #5: Post Construction Run-off Control	Objectives: <ul style="list-style-type: none"> ✓ Annual Inspection of Stormwater Controls
	Citywide Goals Addressed: Regulation Adherence and Legislative Development
Goal #6: Pollution Prevention and Good Housekeeping for Municipal Operations	Objectives: <ul style="list-style-type: none"> ✓ Street Sweeping ✓ Catch Basin Cleaning ✓ Household Hazardous Waste Collection Days ✓ Litter Control and Disposal
	Citywide Goals Addressed: Regulation Adherence and Legislative Development



Performance Measures

Stormwater

	2016	2017	2018 (Estimate)		2016	2017	2018 ¹ (Estimate)
<u>Catch Basins Cleaned</u>				<u>Outfalls Inspected</u>			
	n/a	n/a	1,000		n/a	n/a	17
<u>Miles of Streets Swept</u>				<u>Linear Feet of Drain Lines Cleaned</u>			
	n/a	n/a	408		n/a	n/a	20,000
				<u>Linear Feet of Drain Lines Inspected</u>			
					n/a	n/a	4,000
				<u>Drain Treatment Units Inspected/Cleaned</u>			
					n/a	n/a	12



FY19 BUDGETED POSITION AND SALARY DETAIL

STORMWATER	POSITION	SALARY
SMA GRADE 13 2.5A/9.5B	① UTILITY INSPECTION AND MAINTENANCE FOREMAN	28,870
PMA GRADE 9 D	② GIS STORMWATER TECH	26,355
1386 GRADE 9 1D/11E	① CAMERA OPERATOR	25,080
1386 GRADE 8 G	EQUIP OPER 1	50,676
1386 GRADE 7 F	① UTILITY MECH	23,494
1386 GRADE 7 E	UTILITY MECHANIC	45,730
1386 GRADE 5 6A/6B	LABORER	35,085
TOTAL DEPARTMENT		235,290

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

- ① 50% SEWER, 50% STORMWATER
- ② 50% WATER, 50% STORMWATER



	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

STORMWATER

58-751-640-49-100-420

011001	REGULAR SALARIES	-	-	-	235,290.00
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	-	-	-	15,000.00
015001	LONGEVITY	-	-	-	1,464.00
021001	INSURANCE-HEALTH	-	-	-	133,000.00
021101	INSURANCE-DENTAL	-	-	-	6,160.00
021501	INSURANCE-LIFE	-	-	-	460.00
021601	INSURANCE-DISABILITY	-	-	-	850.00
022001	SOCIAL SECURITY	-	-	-	15,610.00
022501	MEDICARE	-	-	-	3,650.00
023001	RETIREMENT	-	-	-	28,650.00
031002	PROF SERVICES-ENGINEERING	-	-	-	40,000.00
039001	PROFESSIONAL SERVICES	-	-	-	-
041308	SLUDGE DISPOSAL	-	-	-	35,000.00
043018	REPAIRS-EQUIPMENT	-	-	-	1,000.00
043024	REPAIRS-VEHICLE	-	-	-	1,000.00
043051	MAINTENANCE-STORM DRAINS	-	-	-	2,500.00
068003	PROTECTIVE CLOTHING	-	-	-	500.00
074000	MACHINERY AND EQUIPMENT	-	-	-	-
TOTAL STORMWATER		-	-	-	520,134
TOTAL		-	-	-	520,134



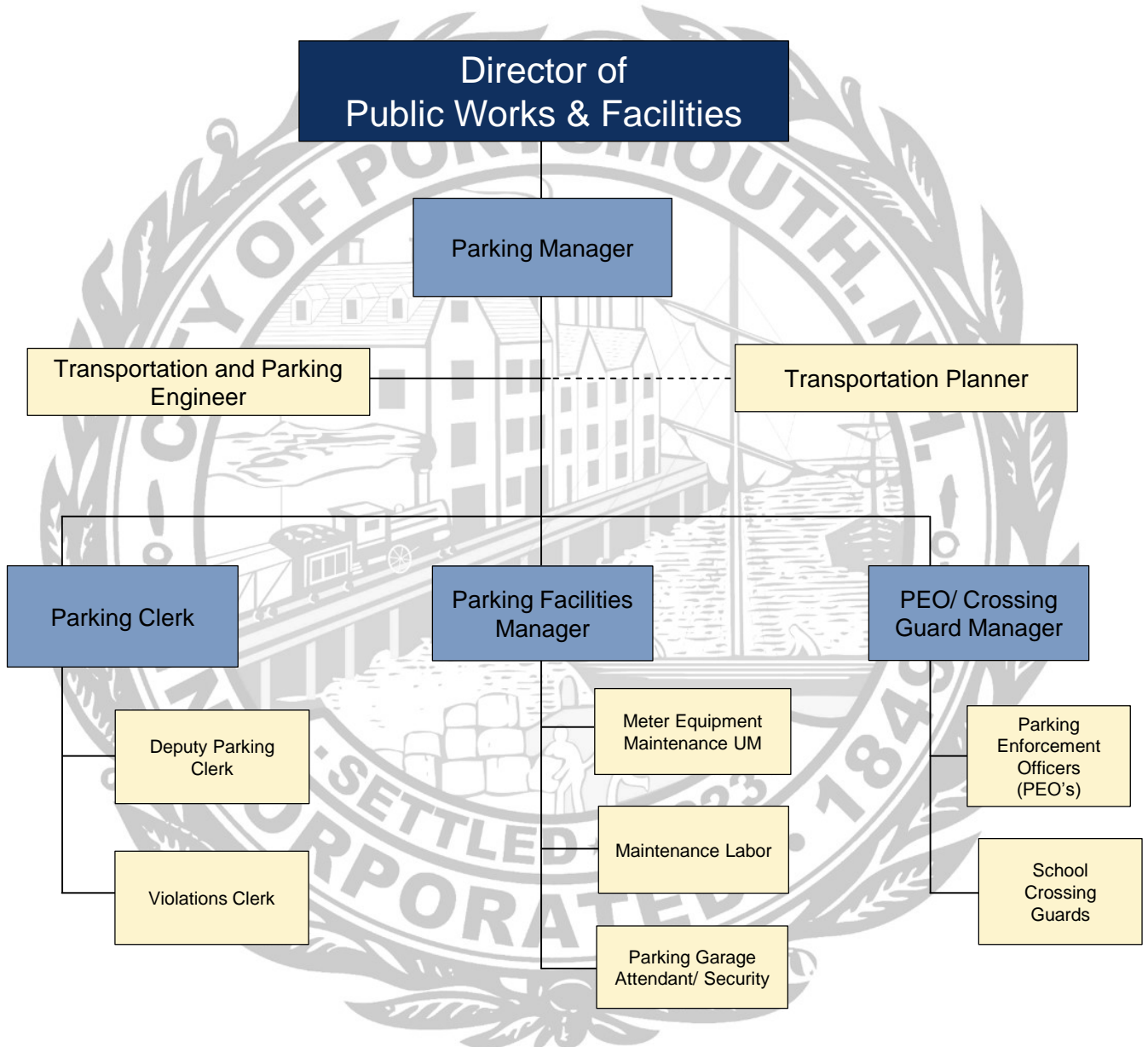


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Parking & Transportation

Special Revenue Fund



Mission

To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.



Parking & Transportation Division

Services Overview

- ✓ Parking Facilities and Services
- ✓ Traffic Operations, Planning and Safety Improvements
- ✓ Roadway and Bridge Design Projects
- ✓ Transit Facilities and Services



Department Budget Comments

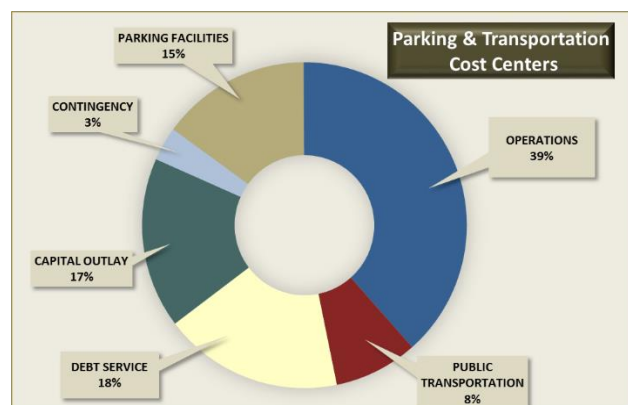
The Parking and Transportation Division's total proposed budget for FY19 is \$6,693,738. This represents an Operating Budget of \$3,577,953 (53% of total budget) and Non-operating Budget of \$3,115,785 (47%).

Parking and Transportation is comprised of Six major cost centers: Parking Facilities, Day-to-Day Operations and Maintenance, Public Transportation, Debt Service, Capital Outlay, and Contingency as depicted in the presented chart to the right.

This budget supports the existing level of service plus additional support for operational changes, new services, and increased debt service related to the new parking garage. The operational changes include new citation software and hardware, mobile parking metering, and new hardware for the Multi-Space parking meters deployed throughout the City. Additional services include expansion of the shared bicycle program.

Position Summary Schedule

Positions Full Time	FY17	FY18	FY19
Director of Parking	1	1	1
Parking & Transportation Engineer	1	1	1
Principal Planner/Transportation	.5	.5	.5
Assistant City Manager	.2	.2	.2
Assistant Attorney	.36	.36	.36
Operations Manager	.25	.25	.25
Public Information Officer	.2	.2	.2
Administrative Assistant I	.25	.25	.25
Administrative Clerk	.25	.25	.25
Dispatch	.25	.25	.25
Special Projects Administrator	.25	.25	.25
Facilities Engineer	0	0	.25
Parking Clerk	1	1	1
Deputy Parking Clerk	1	1	1
Violation Clerk – Collections	1	1	1
Parking Garage Supervisor	1	1	1
Laborer	2	2	4
Parking Garage Attendant/Security	2	3	6
Utility Mechanic	1	1	2
Account Clerk – Garage	1	1	1
Parking Garage Attendant	0	0	1
Parking Enforcement Supervisor	1	1	1
Equipment Maintenance Foreman	.1	.1	.1
Lead Mechanic	0	0	0
Equipment Mechanic	.4	.4	.4
Truck Driver 1	.1	.1	1.1
Inventory Control Tech	.1	.1	.1
Total Full Time	16.21	17.21	25.46
Positions Part Time	FY17	FY18	FY19
Parking Enforcement	13	16	16
School Crossing Guards	6	6	6
Parking Garage Attendant/Security	12	12	24
Secretary	.25	.25	.25
Number of seasonal part time positions varies throughout the year.			
Total Part Time	31.25	34.25	46.25



Due to the changing needs and expectations, the FY19 Budget sets aside \$225,000 in contingency. This includes \$100,000 for School busing related to the change in the school start time, \$100,000 for potential operational changes as a result of a pilot effort for a Neighborhood Parking Program, and \$25,000 for a transfer to the Fire Department.

<i>Budget Summary of Expenditures</i>				
	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
PARKING & TRANSPORTATION				
OPERATING				
SALARIES	847,281	1,047,743	912,501	1,224,863
PART-TIME SALARIES	467,288	138,833	461,856	565,263
OVERTIME	43,000	72,163	53,000	84,500
LONGEVITY	7,115	6,593	7,897	9,827
RETIREMENT	100,000	101,548	110,562	160,123
HEALTH INSURANCE	218,000	239,201	273,000	430,200
DENTAL INSURANCE	16,400	15,439	16,600	24,700
WORKERS COMPENSATION	7,198	7,198	8,382	8,885
LIFE AND DISABILITY	6,250	5,540	5,878	7,581
OTHER BENEFITS	118,839	97,052	119,916	149,492
UTILITIES	51,950	48,388	52,550	73,225
METER COLLECTION (Police)	80,000	80,000	80,000	60,000
CONTRACTED SERVICES	116,200	27,529	101,200	71,450
OTHER OPERATING	532,557	575,998	575,844	707,844
COLLECTIVE BARGAINING CONTINGENC	6,857	-	2,456	-
<i>OPERATING</i>	2,618,935	2,463,224	2,781,642	3,577,953
NON OPERATING				
DEBT SERVICE	149,925	122,413	774,146	1,196,875
CAPITAL PROJECTS	425,000	425,000	325,000	800,000
ROLLING STOCK	130,000	296,587	310,000	335,000
TRANSPORTATION	419,335	392,409	542,407	558,910
CONTINGENCY	-	-	470,000	225,000
<i>NON OPERATING</i>	1,124,260	1,236,409	2,421,553	3,115,785
TOTAL	3,743,195	3,699,633	5,203,195	6,693,738

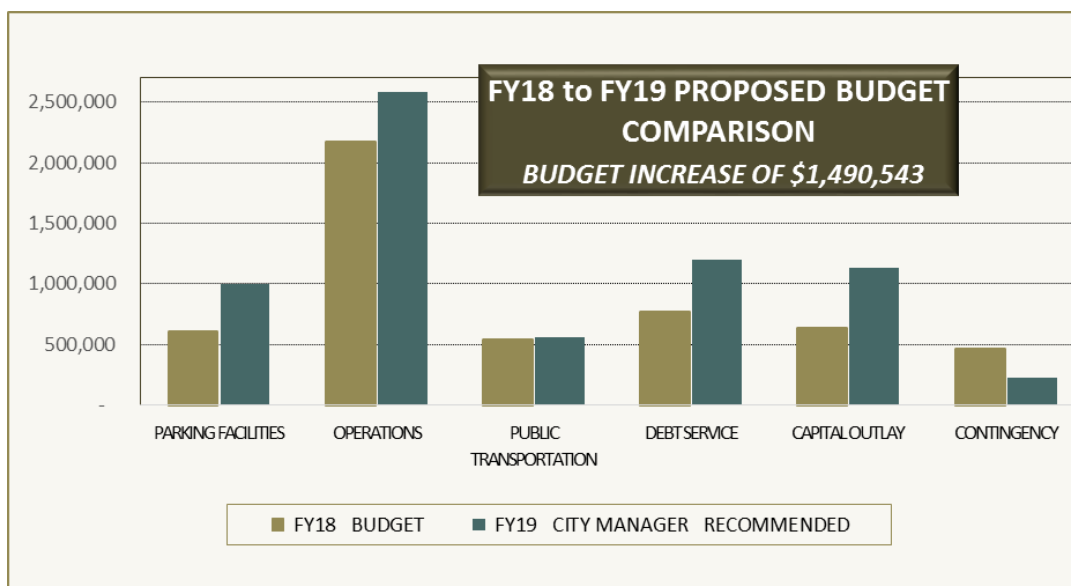
In FY18 the Parking and Transportation Division initiated a series of operational changes to improve parking utilization data collection, customer service, and citation management. These changes were based on the 2015 Walker Parking Consultants' Operational Study recommendations. In order to utilize live parking data to initiate real-time decision making, the City has entered into an agreement with Smarking, Inc., a data analytics firm specializing in aggregating parking information. This firm now provides the City with real-time data from single space meters, multi-space meters, the Hanover garage, and soon the citation management system. These analytics are helping the Division make data driven recommendations, and will enable it to more rapidly gauge the response to rate changes and other parking initiatives. The City will use this information to improve the level of service and parking experience for our customers.

Program goals from FY18 that have been met include:

- Full implementation of Smarking Inc. data aggregation
- Completion of the Passport Mobile Pay parking application pilot program
- Replacement of the existing coin-only parking meters to credit card/coin enabled meters
- Online citation appeal system aimed at eliminating trips to the Parking Clerk's Office
- Implementation and ongoing management of the Zagster Bike Share Program
- Groundbreaking on the Foundry Place Parking Garage



The Proposed FY19 budget of \$6,693,738 represents an increase of \$1,490,543. The Following chart depicts the comparison from FY18 to the FY19 City Manager’s Proposed Budget.



The total proposed increase of \$1,490,543 is comprised of:

- 54% of the increase is related to the Operating Budget which includes the addition of 8.25 full-time positions:
 - Increase for the operations of the Hanover Parking Facility as well the additional staffing and operations of the Foundry Place Facility which is expected to open in the fall of 2018
 - Increase in Administrative costs related to parking enforcement, meter operations and the administration of the collection of parking violations
- 46% of the increase is related to the Non-Operating Budget:
 - Increase in Debt service related to the Foundry Garage
 - Increase in Capital Outlay primarily due to establishing funds for the proposed Wayfinding Signage Package
 - Reduction in Contingency

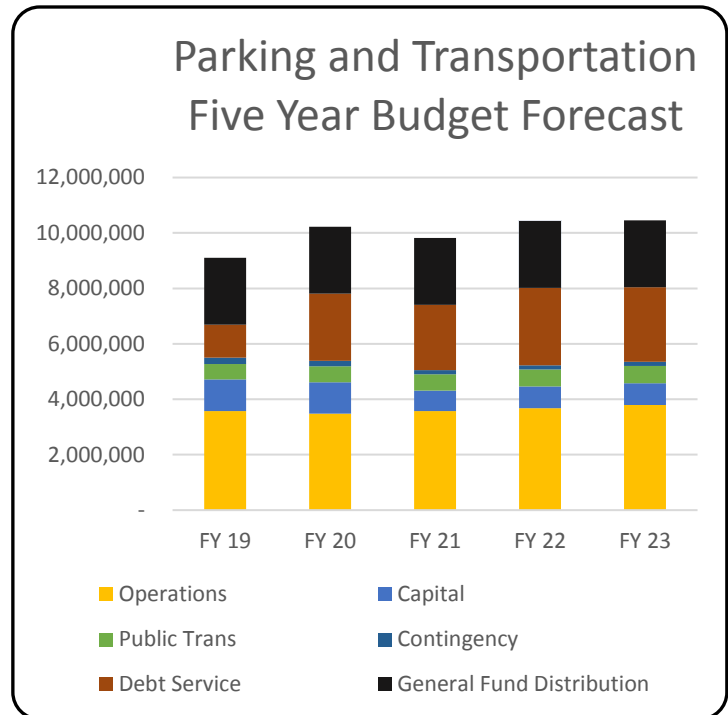
FY19 Proposed Budget Increase		
Parking Facilities	386,890	26%
Operations & Maintenance	409,421	27%
Public Transportation	16,503	1%
Debt Service	422,729	28%
Capital Outlay	500,000	34%
Contingency	(245,000)	-16%
TOTAL	\$1,490,543	100%

It is anticipated that future years, the parking budget will phase out or adjust the following budget items:

- \$60,000 for Police services in the downtown will be reduced in FY20.
- \$100,000 for School busing will be reduced to \$50,000 in FY20 and eliminated in FY21.

Future Budget Projections

As part of the FY19 budget development, future budget and revenue requirements were projected for the next five years as depicted in this chart. The most significant factor impacting future years continues to be debt service payments for the construction of the new Foundry Parking Garage Facility. In FY19, the proposed budget includes an increase of \$422,729 to cover principal and interest payments. Based on the current bonded capital cost of \$26.2 million, the annual debt service will increase in FY20 to approximately \$2.3 million. This additional expense will be covered by revenues from the new garage as well as additional rate increases at the Hanover Garage, surface parking lots and on-street parking.



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.



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 (NH DOT) 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 contracts with the Cooperative Alliance for Seacoast Transportation (COAST) and Wentworth Connections 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.



<u>Goals and Objectives</u>	
<p>Goal #1:</p> <p>Enhance the end-user parking experience through the utilization of available technologies and innovate programs.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Replace aging Multi-space Meter (MSM) technology. The Parking Division has conducted field testing of three new technologies, monitoring performance and taking public feedback. The selected new machines will utilize a touch-screen technology, allowing for advanced functionality, with enhanced transaction speeds, real-time data transfer, new reporting options, and the ability for a customer to satisfy a Parking Citation at the MSM kiosk. ✓ Utilize live-data analysis from the Smarking system dashboard to make recommendations aimed at achieving universally-desired on-street parking turnover rates by monitoring real-time occupancy statistics. ✓ Conduct an open bid process to secure a Pay-by-Phone partner vendor. ✓ Research and develop a Resident Parking Program for implementation in conjunction with the new Parking Garage opening.
<p><i>Citywide Goal Addressed: Transportation</i></p>	
<p>Goal #2:</p> <p>Provide outstanding customer service and related programs to support the parking and transportation policies of the City.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide a seasonal shuttle system while continuing to research further options and programs. ✓ Research and expand remote parking options for downtown employees. ✓ Streamline the Resident Discount Program. ✓ Enhance wayfinding signage throughout the City. ✓ Develop online traffic demand management system for downtown events.
<p><i>Citywide Goal Addressed: Transportation</i></p>	
<p>Goal #3:</p> <p>Provide public transportation services that serve public needs and meet fiscal constraints.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue collaborating with COAST and other public transportation providers to improve efficiency and quality of public transportation services. ✓ Increase ridership by modifying and consolidating existing public transit routes and upgrading transit infrastructure. ✓ Expand the operation of the CCC free parking and shuttle service.
<p><i>Citywide Goal Addressed: Transportation</i></p>	



<p>Goal #4:</p> <p>Develop and maintain a safe, efficient, and integrated multi-modal transportation system that reflects economic, environmental, and social considerations.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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 Woodbury Avenue traffic signal improvement project from Gosling Road to Market Street. ✓ Coordinate municipally-managed design and construction of the Peverly Hill Road sidewalk project. ✓ Upgrade pedestrian signals to provide sufficient crossing times and concurrent phasing with through traffic where possible. ✓ Design and construct traffic calming improvements in the Elwyn Park Neighborhood and the Christian Shore neighborhood. ✓ Continue with the implementation of the City's wayfinding program. ✓ Coordinate municipally-managed design and construction of the Islington Street corridor project. ✓ Coordinate municipally-managed design and construction of the Market Street gateway project. ✓ Coordinate municipally-managed design and construction of the Woodbury Avenue corridor safety improvement project from Rockingham Avenue to Dennett Street. ✓ Coordinate municipally-managed design and construction of the Andrew Jarvis Drive/Route 1 intersection improvement project.
<p><i>Citywide Goal Addressed: Transportation</i></p>	

<u>Transit Performance Measures</u>			
COAST ridership for routes that serve Portsmouth			
	FY 17	Estimated FY 18	Estimated FY 19
Portsmouth Trolleys (Routes 40 & 41)	95,102	98,008	99,478
Regional Routes thru Portsmouth (Routes 2 & 7)	197,722	190,772	187,910
Regional ADA Services	15,422	16,110	13,694



FY19 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
PARKING & TRANSPORTATION				
PMA GRADE 22	E		PARKING DIRECTOR	103,816
PMA GRADE 18	E		PARKING & TRANSPORTATION ENGINEER	85,487
PMA GRADE 18	4F/8G	⑥	ASSISTANT CITY MANAGER	17,802
PMA GRADE 21	B	②	FACILITIES ENGINEER	21,383
PMA GRADE 16	.5C/11.5D	①	PRINCIPAL PLANNER	36,895
NON GRADE 17	E	⑤	ASSISTANT CITY ATTORNEY	29,318
NON GRADE 16	E	②	OPERATIONS MANAGER	19,397
PMA GRADE 9	1.5B/10.5C	②	ADMIN ASSIST I	12,484
1386B GRADE 7	6F/6G	②	ADMIN CLERK	11,844
PMA GRADE 13	E	③	PUBLIC INFORMATION OFFICER	13,420
1386 GRADE 7	E	②	DISPATCHER	11,432
NON GRADE 7	9D/3E	②	SPECIAL PROJECT COORDINATOR	12,156
SMA GRADE 14	3.5C/8.5D	④	EQUIPMENT MAINTENANCE FOREMAN	6,650
1386 GRADE 9	11.5D/.5E	④	EQUIPMENT MECHANIC	4,810
1386 GRADE 9	E	④	EQUIPMENT MECHANIC	5,036
1386 GRADE 9	G	④	EQUIPMENT MECHANIC	5,316
1386 GRADE 9	E	④	EQUIPMENT MECHANIC	5,036
1386 GRADE 6	G	④	TRUCK DRIVER I	4,602
1386 GRADE 7	4C/8D	④	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	4,290
<u>EDUCATION STIPENDS</u>				314
<u>TOTAL ADMINISTRATION</u>				411,488
SMA GRADE 13	1.5C/10.5D		PARKING GARAGE FOREMAN	63,861
1386 GRADE 5	2B/10C		LABORER	37,412
1386 GRADE 5	E		LABORER	41,535
1386B GRADE 3	6G/6H		ACCOUNT CLERK	40,414
1386 GRADE 2	F		PARKING GARAGE ATTENDANT/SECURITY	36,930
1386 GRADE 2	F		PARKING GARAGE ATTENDANT/SECURITY	36,930
1386 GRADE 2	4D/8E		PARKING GARAGE ATTENDANT/SECURITY ON CALL	35,380 4,650
<u>TOTAL HANOVER GARAGE</u>				297,112
1386 GRADE 7	C	⑦	UTILITY MECHANIC	31,152
1386 GRADE 5	6A/6B	⑦	LABORER	26,314
1386 GRADE 2	C	⑦	PARKING GARAGE ATTENDANT/SECURITY	24,484
1386 GRADE 2	C	⑦	PARKING GARAGE ATTENDANT/SECURITY	24,484
1386 GRADE 2	C	⑦	PARKING GARAGE ATTENDANT/SECURITY	24,484
1386 GRADE 1	C	⑦	PARKING GARAGE ATTENDANT	23,339
<u>TOTAL FOUNDRY PLACE GARAGE</u>				154,257
SMA GRADE 11	E		PARKING ENFORCEMENT SUPERVISOR	61,205
<u>ON CALL</u>				8,060
<u>TOTAL PARKING ENFORCEMENT</u>				69,265
1386 GRADE 7	E		UTILITY MECHANIC	45,730
1386 GRADE 6	8F/4G		TRUCK DRIVER 1	45,196
1386 GRADE 5	F		LABORER	42,678
<u>TOTAL METER OPERATIONS</u>				133,604
PMA GRADE 11	G		PARKING CLERK	63,843
PMA GRADE 9	3.5C/8.5D		DEPUTY PARKING CLERK	51,986
1386B GRADE 5	6F/6G		VIOLATIONS CLERK	43,308
<u>TOTAL COLLECTION</u>				159,137
<u>TOTAL FULL TIME</u>				1,224,863
NON GRADE 4	A	②	SECRETARY	5,980
<u>ENGINEERING INTERN</u>				10,000
(6) PART TIME			SCHOOL CROSSING GUARDS	83,250
<u>TOTAL PART TIME ADMINISTRATION</u>				99,230
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	5,299
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	10,597
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	6,358
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	6,888
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	9,008
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	8,478
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	5,299
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	14,836
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	6,358
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	6,358
1386 GRADE 1	A	⑦	FOUNDRY PLACE ATTENDANT	3,533
NON GRADE 2	A	⑦	FOUNDRY PLACE ATTENDANT/SECURITY	2,976
<u>TOTAL FOUNDRY PLACE GARAGE</u>				85,988
1386 GRADE 1	F		HANOVER GARAGE ATTENDANT	8,799
1386 GRADE 1	C		HANOVER GARAGE ATTENDANT	15,558



FY19 BUDGETED POSITION AND SALARY DETAIL

		POSITION	SALARY
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	8,480
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	9,187
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	12,014
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	11,304
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	7,067
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	19,787
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	8,480
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	8,480
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	3,533
NON GRADE 2	A	HANOVER GARAGE ATTENDANT/SECURITY	3,967
TOTAL HANOVER GARAGE ATTENDANTS			116,656
NON GRADE 2	F	PARKING ENFORCEMENT	25,692
NON GRADE 2	2F/10G	PARKING ENFORCEMENT	23,040
NON GRADE 2	A	PARKING ENFORCEMENT	19,837
NON GRADE 2	A	PARKING ENFORCEMENT	19,837
NON GRADE 2	F	PARKING ENFORCEMENT	20,751
NON GRADE 2	4.5E/7.5F	PARKING ENFORCEMENT	24,288
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	F	PARKING ENFORCEMENT	10,869
NON GRADE 2	4.5E/7.5F	PARKING ENFORCEMENT	19,561
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	7,935
NON GRADE 2	E	PARKING ENFORCEMENT	10,578
NON GRADE 2	B	PARKING ENFORCEMENT	2,086
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	7,935
NON GRADE 2	A	PARKING ENFORCEMENT	7,500
TOTAL PARKING ENFORCEMENT			263,389
TOTAL PART TIME			565,263
TOTAL DEPARTMENT			1,790,126

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 50% PARKING AND TRANSPORTATION, 50% PLANNING
- ② 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ③ 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
- ④ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑤ 36% LEGAL, 36% PARKING, 28% COALITION
- ⑥ 10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK
- ⑦ SALARY FUNDED AT 75%, POSITION WILL BE FILLED IN FALL OF 2018



				FY19	
		FY17	FY17	FY18	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED
PARKING AND TRANSPORTATION					
FOUNDRY PLACE PARKING FACILITY					
17-752-539-33-118-407					
011001	REGULAR SALARIES	-	-	-	154,257
012001	PART TIME SALARIES	-	-	-	85,988
014041	OVERTIME	-	-	-	22,500
022001	SOCIAL SECURITY	-	-	-	16,290
022501	MEDICARE	-	-	-	3,810
023001	RETIREMENT	-	-	-	20,115
034103	TELEPHONE	-	-	-	750
036001	PROF SERVICE-CLEANING	-	-	-	750
041002	ELECTRICITY	-	-	-	15,000
041205	WATER /SEWER FEES	-	-	-	5,625
043018	REPAIRS-EQUIPMENT	-	-	-	1,500
043024	REPAIRS-VEHICLE	-	-	-	750
043032	GENERATOR MAINTENANCE	-	-	-	375
053001	ADVERTISING	-	-	-	375
062001	OFFICE SUPPLIES	-	-	-	750
064001	JANITORIAL SUPPLIES	-	-	-	3,750
068003	PROTECTIVE CLOTHING	-	-	-	3,750
068016	MATERIALS	-	-	-	7,500
TOTAL		-	-	-	343,835
HIGH HANOVER PARKING FACILITY					
17-752-540-33-117-407					
011001	REGULAR SALARIES	185,885	251,394	221,806	297,112
012001	PART TIME SALARIES	166,436	54,584	139,989	116,656
014041	OVERTIME	25,000	28,141	25,000	30,000
015001	LONGEVITY	1,943	600	1,647	-
022001	SOCIAL SECURITY	23,508	20,069	24,084	27,514
022501	MEDICARE	5,497	4,694	5,632	6,435
023001	RETIREMENT	23,773	22,780	28,274	37,225
032009	PROF SERV-CERTIFICATION	4,200	-	4,200	4,200
034103	TELEPHONE	1,000	1,225	1,350	1,350
036001	PROF SERVICE-CLEANING	1,000	-	1,000	1,000
039006	PROF/SERVICES-SECURITY	60,500	10,005	60,500	30,000
041002	ELECTRICITY	35,000	35,135	35,000	35,000
041101	NATURAL GAS	750	1,003	750	800
041205	WATER /SEWER FEES	10,000	5,092	10,000	10,000
043001	REPAIRS-STRUCTURAL	5,000	4,272	5,000	5,000
043002	REPAIRS-ELECTRICAL	2,000	1,825	2,000	2,000
043007	REPAIRS-ELEVATOR	2,500	4,683	4,000	4,000
043009	REPAIRS-PARKING CONTROL	4,000	960	4,000	5,000
043018	REPAIRS-EQUIPMENT	2,000	1,029	2,000	2,100
043024	REPAIRS-VEHICLE	2,500	1,216	2,500	5,000
043032	GENERATOR MAINTENANCE	1,000	-	1,000	1,000
053001	ADVERTISING	1,000	-	1,000	1,000
062001	OFFICE SUPPLIES	500	220	500	500
064001	JANITORIAL SUPPLIES	4,000	4,236	4,000	4,800
068003	PROTECTIVE CLOTHING	6,000	6,812	5,500	6,050
068016	MATERIALS	20,000	14,590	20,000	20,000
074001	EQUIPMENT	1,500	421	1,500	1,545
TOTAL		596,492	474,986	612,232	655,287
PARKING ENFORCEMENT					
17-752-541-33-100-423					
011001	REGULAR SALARIES	139,287	186,299	145,870	69,265
012001	PART TIME SALARIES	233,418	81,858	253,878	263,389
014041	OVERTIME	8,000	2,938	4,000	4,000
015001	LONGEVITY	1,591	1,496	2,143	-
022001	SOCIAL SECURITY	23,686	16,879	25,165	20,873
022501	MEDICARE	5,800	3,948	5,885	4,883
023001	RETIREMENT	16,392	6,994	17,090	8,338
034103	TELEPHONE	500	377	500	500
043018	REPAIRS-EQUIPMENT	1,500	1,624	1,500	3,300
043024	REPAIRS-VEHICLE	1,000	-	1,000	1,000
044000	RENTAL AND LEASES	7,500	-	12,600	27,720
061002	MISCELLANEOUS SUPPLIES	750	1,290	1,000	1,000
062005	PRINTING SUPPLIES	12,500	13,556	12,500	12,500
062006	MOTOROLA POTABLE BATTERIE	1,000	-	4,500	4,500
068003	PROTECTIVE CLOTHING	6,000	7,678	7,000	7,350
068004	MATERIALS-MAINTENANCE	5,000	6,203	5,000	5,000
074001	EQUIPMENT	9,500	5,854	10,000	10,000
075001	FURNITURE AND FIXTURES	10,000	-	2,000	2,000
TOTAL		483,424	336,993	511,631	445,618



				FY19	
		FY17	FY17	FY18	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED
PARKING METER OPERATION					
17-752-542-33-100-423					
011001	REGULAR SALARIES	106,633	102,907	106,652	133,604
014041	OVERTIME	8,000	36,079	20,000	24,000
015001	LONGEVITY	780	906	924	-
022001	SOCIAL SECURITY	7,156	8,226	7,910	9,771
022501	MEDICARE	1,673	1,924	1,850	2,285
023001	RETIREMENT	12,892	15,761	14,518	17,935
043018	REPAIRS-EQUIPMENT	5,000	473	5,000	5,000
043020	PARTS-PARKING METERS	5,000	3,065	5,000	5,150
043024	REPAIRS-VEHICLE	2,500	-	2,500	2,500
068003	PROTECTIVE CLOTHING	625	166	500	500
068023	MATERIALS-PRK MTR INSTALL	1,100	564	1,100	1,200
074001	EQUIPMENT	500	273	500	500
074013	PARKING METERS	40,000	36,863	40,000	44,000
TOTAL		191,859	207,207	206,454	246,445
PARKING COLLECTION					
17-752-543-33-100-423					
011001	REGULAR SALARIES	150,321	145,570	153,620	159,137
014041	OVERTIME	1,000	3,077	2,000	2,000
015001	LONGEVITY	2,118	3,060	2,348	-
022001	SOCIAL SECURITY	9,513	9,225	9,794	9,990
022501	MEDICARE	2,222	2,158	2,291	2,337
023001	RETIREMENT	17,138	16,989	17,976	18,337
033001	PROF SERVICES-TEMP	-	4,283	-	10,000
034103	TELEPHONE	2,000	1,366	1,500	1,500
043027	REPAIRS-OFFICE EQUIPMENT	500	-	500	500
055050	PRINTING	2,000	1,346	2,000	2,000
062001	OFFICE SUPPLIES	3,250	2,669	3,250	3,400
062010	COPYING SUPPLIES	2,000	1,465	2,000	3,000
062501	POSTAGE	20,000	15,648	20,000	20,000
067001	BOOKS & PERIODICALS	300	-	300	300
099006	COPIER LEASE	1,800	1,434	1,800	1,800
TOTAL		214,162	208,291	219,379	234,301
PARKING ADMINISTRATION					
17-752-610-33-100-423					
011001	REGULAR SALARIES	265,155	361,573	284,553	411,488
014041	OVERTIME	1,000	1,928	2,000	2,000
011061	INSURANCE REIMBURSEMENT	13,200	3,285	9,400	4,950
011064	COLL BARG CONTINGENCY	6,857	-	2,456	-
012001	PART TIME SALARIES	67,434	2,391	67,989	99,230
015001	LONGEVITY	683	531	835	9,827
021001	INSURANCE-HEALTH	218,000	239,201	273,000	430,200
021101	INSURANCE-DENTAL	16,400	15,439	16,600	24,700
021501	INSURANCE-LIFE	2,149	1,897	2,119	2,665
021701	INSURANCE-LTD	4,101	3,643	3,759	4,916
022001	SOCIAL SECURITY	21,545	21,594	22,616	32,705
022501	MEDICARE	5,039	5,050	5,289	7,649
023001	RETIREMENT	29,805	34,741	32,704	48,173
026002	INSURANCE-WORKERS COMP	7,198	7,198	8,382	8,885
034103	TELEPHONE	500	488	500	500
034104	CELLULAR PHONES	8,500	7,932	8,500	10,000
041002	ELECTRICITY	200	514	800	800
043024	REPAIRS-VEHICLE	1,000	2,136	5,000	5,000
048002	PROPERTY INSURANCE	16,388	16,388	20,994	25,639
034206	SOFTWARE-ANNUAL MAINT	9,850	19,009	58,000	59,740
035004	OCCUPATIONAL HEALTH	2,500	3,310	2,500	2,500
039001	PROFESSIONAL SERVICES	48,000	14,215	33,000	33,000
039026	POLICE SERVICES DOWNTOWN	80,000	80,000	80,000	60,000
053001	ADVERTISING	1,000	1,848	2,000	2,000
054050	TRAINING	1,250	632	1,250	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,250	1,105	1,250	1,875
057101	TRAVEL AND CONFERENCE	3,600	2,242	3,600	4,000
057102	TRAVEL REIMBURSEMENT	2,600	2,127	2,500	2,500
061002	MISCELLANEOUS SUPPLIES	1,200	1,433	2,500	2,500
062001	OFFICE SUPPLIES	4,650	8,269	6,000	6,000
062501	POSTAGE	2,000	924	2,000	2,000
063501	GASOLINE	6,000	6,643	6,000	6,000
067001	BOOKS & PERIODICALS	1,000	59	1,000	1,000
068003	PROTECTIVE CLOTHING	1,594	326	1,500	2,000
068014	MATERIALS-CAPITAL OUTLAY	5,000	103,091	5,000	5,000
074001	EQUIPMENT	5,500	3,631	5,500	30,000
081137	CHAMBER OF COMMERCE	20,000	10,000	-	-
099006	COPIER LEASE	850	957	850	1,025
TOTAL		882,998	985,748	981,946	1,352,467

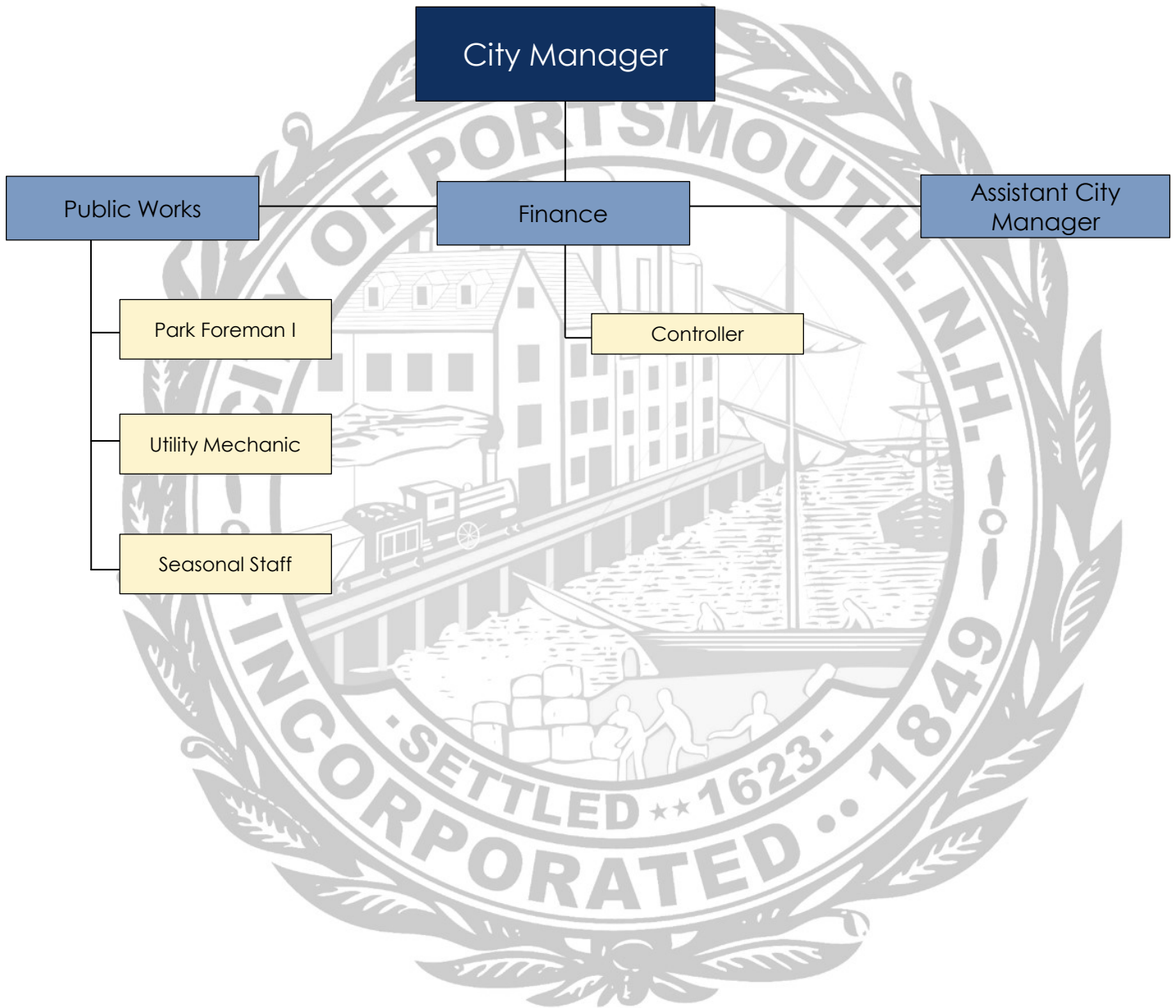


		FY17	FY17	FY18	FY19
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
PUBLIC TRANSPORTATION					
17-752-544-33-100-423					
039027	SHUTTLE SERVICES	30,000	30,000	40,000	40,000
073030	DOWNTOWN LOOP	3,500	3,500	5,000	5,000
074008	TROLLEY MATCH	138,625	114,004	144,273	153,319
079028	BUS SHELTER/KIOSK	5,000	2,695	8,595	8,595
081006	COAST DUES	99,210	99,210	113,539	120,996
087014	SENIOR TRANSPORT	143,000	143,000	163,000	163,000
087030	ZAGSTER	-	-	68,000	68,000
TOTAL		419,335	392,409	542,407	558,910
DOWNTOWN SNOW REMOVAL					
17-752-640-42-100-420					
039200	SNOW REMOVAL	250,000	250,000	250,000	300,000
TOTAL		250,000	250,000	250,000	300,000
DEBT SERVICE					
17-752-302-51-100-447					
092101	FINANCING FEES ON DEBT	-	32,413	79,000	110,000
098001	PRINCIPAL-BONDED DEBT	-	-	-	350,000
098010	PROJECTED NEW BOND PAYMNT	-	-	36,979	-
098102	INTEREST-BONDED DEBT	149,925	90,000	658,167	736,875
TOTAL		149,925	122,413	774,146	1,196,875
CONTINGENCY					
17-752-310-51-102-423					
081001	CONTINGENCY	-	-	470,000	225,000
TOTAL		-	-	470,000	225,000
CAPITAL PROJECTS					
17-752-795-00-100-452					
076001	VEHICLES-PW	130,000	296,587	310,000	335,000
079038	GARAGE STRUCTURAL IMPROV	150,000	150,000	50,000	100,000
079039	MULTI SPACE METER	45,000	45,000	45,000	45,000
079046	PLAN STUDIES	20,000	20,000	20,000	20,000
079055	WAYFINDING PROGRAM	-	-	-	275,000
079057	PAVING PARKING LOTS	150,000	150,000	150,000	300,000
099008	PARKING LOT LEASES	60,000	60,000	60,000	60,000
TOTAL		555,000	721,587	635,000	1,135,000
Total Parking & Transportation		3,743,195	3,699,633	5,203,195	6,693,738



Prescott Park

Special Revenue Fund



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	FY17	FY18	FY19
Park Foreman 1	1	1	1
Utility Mechanic	0	0	1
Controller	0	.15	.15
Administrative Assistant	.20	.20	0
Assistant City Manager	0	.075	.075
Total Full Time	1.2	1.425	2.24
Positions Part time	FY17	FY18	FY19
Seasonal Crew	7	7	7
Total Part Time	7	7	7



Department Budget Comments

The Prescott Park proposed budget for FY19 is \$294,050, an increase of \$26,498 or 9.9% over FY18 as a result of changes to the staff structure necessary to maintain the Park. FY19 will be the second full year the Park has fallen under the management control of the City Manager. 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.



Budget Summary of Revenues

	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	1,000	1,000
Weddings	-	-	7,050	7,050
License Agreements	-	-	22,000	22,000
Transfer - General Fund	-	-	60,000	60,000
Transfer - Josie Prescott Trust	183,000	-	-	183,000
Transfer - Marine Maintenance Trust	-	21,000	-	21,000
Transfer - Bishop Flower Fund	-	-	-	-
TOTAL	183,000	21,000	90,050	294,050

Budget Summary of Expenditures

	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	71,299	3,849	48,140	123,288
PART-TIME SALARIES	25,000	5,000	-	30,000
OVERTIME	7,500	-	2,500	10,000
LONGEVITY	55	23	37	115
RETIREMENT	625	440	17,530	18,595
DENTAL INSURANCE	-	-	2,725	2,725
WORKERS' COMPENSATION	2,864	125	-	2,989
OTHER BENEFITS	7,945	679	3,877	12,501
<i>Contractual Obligations</i>	<i>115,288</i>	<i>10,116</i>	<i>74,809</i>	<i>200,213</i>
CONTRACTED SERVICES	1,325	2,900	-	4,225
GARDEN SUPPLIES	21,000	-	3,450	24,450
REPAIRS AND MAINTENANCE *	10,845	600	-	11,445
UTILITIES **	20,900	4,550	9,729	35,179
PROPERTY INSURANCE	1,492	984	62	2,538
OTHER OPERATING	12,150	1,850	2,000	16,000
<i>Other Operating</i>	<i>67,712</i>	<i>10,884</i>	<i>15,241</i>	<i>93,837</i>
TOTAL	183,000	21,000	90,050	294,050

* Maintenance figure above does not include \$17,000 in contracted services and materials paid annually by the Prescott Park Arts Festival (PPAF) for the restrooms from May to October.

** Utilities figure above does not include \$13,100 in electricity for the concession stand paid annually by the PPAF.

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. Seasonally, slips are designated for seasonal boaters and slips are reserved for hourly rental as well as 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, administering park license agreements, policies, and services as well as planning for large scale capital improvements are also part of the Park responsibilities. Major investments in the Park are planned as a result of the Prescott Park Master Plan adopted by the City Council in 2017.

<u>Goals and Objectives</u>	
<p>Goal #1: To ensure Prescott Park is available for park and recreational purposes</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goals Addressed: A Welcoming, Safe and Diverse Community, Regulation Adherence and Legislative Development, and Public Outreach</i></p>	
<p>Goal #2: To maintain Prescott Park’s buildings, grounds, and various other facilities in a historically-sensitive manner</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Ensure high quality and safe access by the public to all Park areas and features ✓ Maintain a high level of care for gardens, trees and other plant material ✓ Maintain Park buildings in a historically-sensitive manner ✓ Pursue implementation of the Prescott Park Master Plan
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community and Historic Preservation</i></p>	



<p>Goal #3: Provide high quality and safe docking services to the boating public</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Maintain the dock facilities and plan for future capital needs to maintain services ✓ Operate the docking facilities to maximize access for the public
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	

<u>Performance Measures</u>			
Events			
	2016	2017	2018 (Estimate)
Weddings	47	29	34
Four Tree Island (Large Grill Reservation)	45	40	40



FY19 BUDGETED POSITION AND SALARY DETAIL

PRESCOTT PARK		POSITION	SALARY
PMA GRADE 18	4F/8G	① ASSISTANT CITY MANAGER	6,676
PMA GRADE 17	E	② CONTROLLER/ENTERPRISE ACCOUNTANT	12,216
SMA GRADE 13	B	PARK FOREMAN I	58,313
1386 GRADE 7	E	UTILITY MECHANIC	45,730
		EDUCATION STIPENDS	354
TOTAL FULL TIME			123,289
PRESCOTT PARK SEASONAL			30,000
TOTAL PART TIME			30,000
TOTAL DEPARTMENT			153,289
FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET			
①	10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK		
②	80% FINANCE, 15% PRESCOTT PARK, 5% CDBG		



	FY17	FY17	FY18	FY19 CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

PRESCOTT PARK

ADMINISTRATION

84-751-610-51-133-439

011001	REGULAR SALARIES	-	-	30,734	19,245
015001	LONGEVITY	-	-	477	115
022001	SOCIAL SECURITY	-	-	1,935	1,200
022501	MEDICARE	-	-	453	281
023001	RETIREMENT	-	-	3,552	2,203
034103	TELEPHONE	-	-	2,300	2,300
039001	PROFESSIONAL SERVICES	-	-	1,000	1,000
062001	OFFICE SUPPLIES	-	-	1,700	1,700
		-	-	42,151	28,044

PARKS BUILDINGS & GROUNDS OPERATIONS

84-751-624-51-133-439

011001	REGULAR SALARIES	-	-	65,864	104,043
012001	PART TIME SALARIES	-	-	30,000	30,000
014041	OVERTIME	-	-	-	10,000
021001	INSURANCE-HEALTH	-	-	20,699	-
021101	INSURANCE-DENTAL	-	-	764	2,725
022001	SOCIAL SECURITY	-	-	5,943	8,931
022501	MEDICARE	-	-	1,390	2,089
023001	RETIREMENT	-	-	11,410	16,392
026002	INSURANCE-WORKERS COMP	-	-	539	2,989
039001	PROFESSIONAL SERVICES	-	-	2,550	3,225
041002	ELECTRICITY	-	-	15,750	15,479
041101	NATURAL GAS	-	-	2,200	2,200
041205	WATER /SEWER FEES	-	-	20,800	17,500
043001	REPAIRS-STRUCTURAL	-	-	6,600	6,600
043002	REPAIRS-ELECTRICAL	-	-	-	-
043018	REPAIRS-EQUIPMENT	-	-	4,845	4,845
048002	PROPERTY INSURANCE	-	-	3,047	2,538
054050	TRAINING	-	-	-	500
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	500
061002	MISCELLANEOUS SUPPLIES	-	-	10,000	10,000
062019	GARDENING SUPPLIES	-	-	23,000	24,450
068003	PROTECTIVE CLOTHING	-	-	-	1,000
081001	CONTINGENCY	-	-	-	-
		-	-	225,401	266,006

TOTAL PRESCOTT PARK - - **267,552** **294,050**



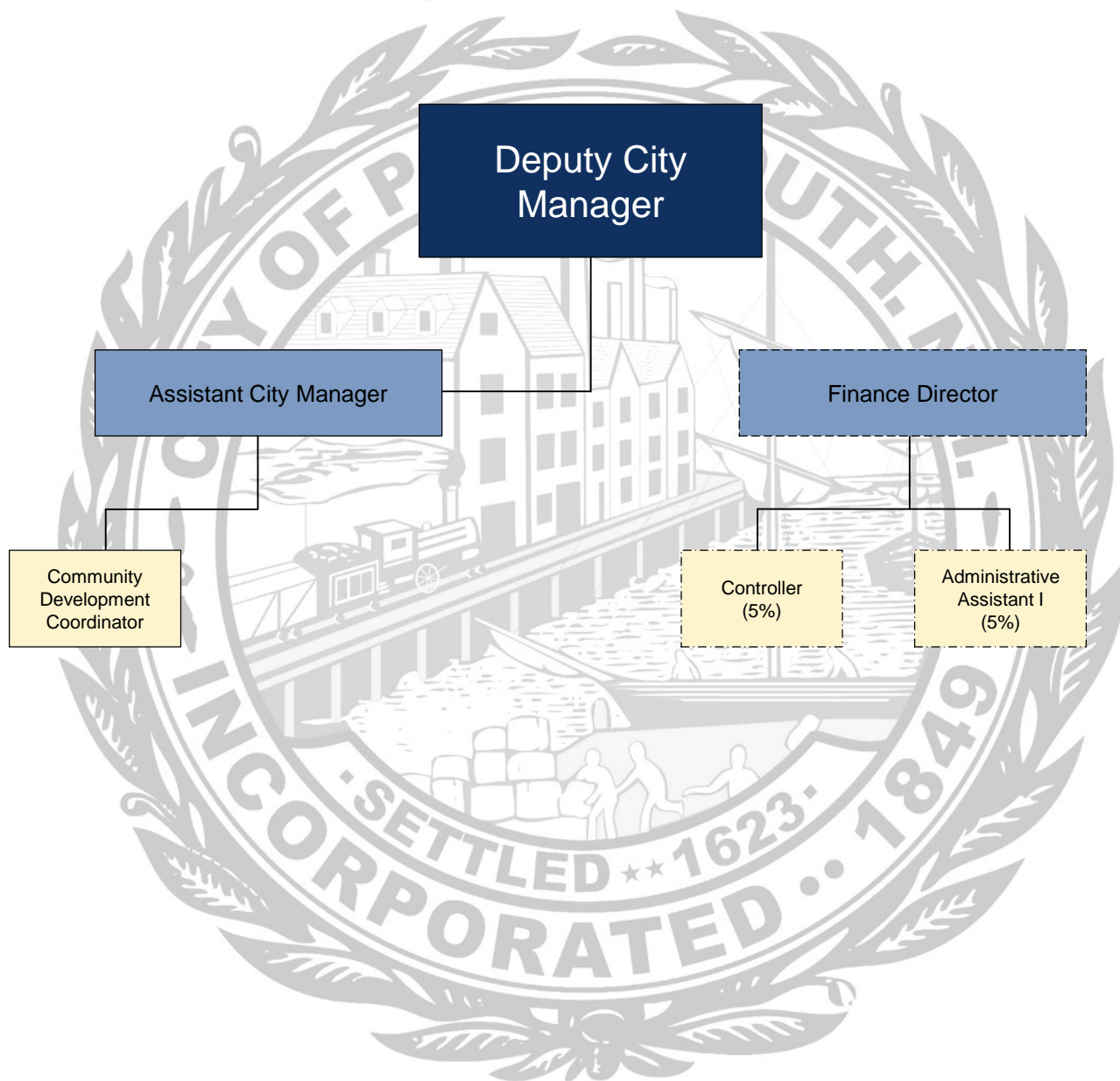


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Community Development Block Grant (CDBG)

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 Block Grant (CDBG)

Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ Accessibility Projects
- ✓ Public Service Agency Grant Program
- ✓ HomeTown, First-Time Homebuyers Program

Position Summary Schedule

<u>Positions Full time</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Assistant City Manager	.20	.05	.025
Community Development Coordinator	1	1	1
Administrative Assistant	0.25	0	0
Facilities Project Manager	.075	0	0
Controller	.025	.05	.05
Administrative Assistant I	.025	.05	.05
Total Full Time	1.58	1.15	1.13



Department Budget Comments

The FY19 proposed administrative budget for Community Development is \$103,213. This is a decrease of \$1,116 or 1.1% from the FY18 budget. This budget includes salary and benefit and other general administration costs of the CDBG program. This decrease is due in part to a decrease in CDBG programming and staff and the continued level funding of the annual entitlement grant program by the U.S. Department of Housing and Urban Development.

Budget Summary of Expenditures

	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
CDBG				
SALARIES	122,545	85,443	79,151	78,624
PART-TIME SALARIES	-	777	1,925	1,977
LONGEVITY	992	468	31	62
RETIREMENT	13,800	9,569	9,230	9,179
HEALTH/DENTAL	500	77	-	-
OTHER FRINGE BENEFITS	9,452	6,055	6,205	6,171
OTHER OPERATING	8,700	5,575	7,787	7,200
TOTAL	155,989	107,963	104,329	103,213



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 \$510,000 in CDBG funds annually.



Public Facility and Accessibility Projects - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically-disabled.

Public Service Agency Grant Program - Community Development Block Grant funds are provided on a competitive basis to local public service agencies that provide housing, health, and other services to residents of Portsmouth who earn low or moderate incomes. Program funds are used to support operating costs such as salaries and utilities, or to subsidize client service fees.



HomeTown, First Time Homebuyers Program - This program is funded through the Portsmouth Housing Endowment Fund. It is a collaborative effort between the City of Portsmouth and Citizens Bank, N.A. (Portsmouth, NH) to provide homeownership opportunities to eligible Portsmouth households. Through this program, eligible Portsmouth households may receive down payment assistance, closing cost assistance, and/or low interest first mortgage bank 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.

Citywide Goal Addressed: A Welcoming, Safe and Diverse Community



<p>Goal #2:</p> <p>Support improvements to government and non-profit public facilities that primarily serve individuals and families earning low to moderate incomes.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Provide funding for public facility improvements to nonprofit agencies through the public facilities grant program. ✓ Fund public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #3:</p> <p>Support housing opportunities for families earning a range of income levels.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Administer HomeTown, the City of Portsmouth First Time Homebuyer Program in coordination with program partners. ✓ 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.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #4:</p> <p>Ensure that individuals with disabilities have equal access to public facilities and services.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Continue to carry out projects that remove architectural barriers and improve access to public facilities for people with disabilities.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	

<p><i>Performance Measures</i></p>	
<p>Number of persons benefitting from Public Service Agency Grant Program</p> <p>FY16 – 4,035 FY17 –3,953 FY18 (Est) – 4,006</p>	<p>Number of persons benefitting from Public Facility Improvements</p> <p>FY16 – 9,692 FY17 – 8,852 FY18 (Est) – 9,500</p>
<p>Number of households benefitting from Housing Rehabilitation</p> <p>FY16 – 25 FY17 –102 FY18 (Est) – 100</p>	<p>Number of households assisted through HomeTown, the City's First-Time Homebuyer Program</p> <p>FY16 - 0 FY17 - 2 FY18 (Est) - 6</p>
<p>Community Development Block Grant Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration.</p> <p>FY16 - Yes FY17 - Yes FY18 (Est) – Yes</p>	

FY19 BUDGETED POSITION AND SALARY DETAIL

COMMUNITY DEVELOPMENT		<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 18	4F/8G	① ASSISTANT CITY MANAGER	2,225
PMA GRADE 14	E	COMMUNITY DEVELOPMENT COORDINATOR	70,638
PMA GRADE 17	E	② CONTROLLER/ENTERPRISE ACCOUNTANT	4,072
		EDUCATION STIPENDS	1,689
		TOTAL FULL TIME	78,624
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NON GRADE 9	A	③ ADMINISTRATIVE ASSISTANT I	1,977
		TOTAL PART TIME	1,977
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		TOTAL DEPARTMENT	80,601
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FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

- ① 10% PLANNING, 2.5% CDBG, 20% PW, 20% PARKING, 20% WATER, 20% SEWER, 7.5% PRESCOTT PARK
- ② 80% FINANCE, 15% PRESCOTT PARK, 5% CDBG
- ③ 95% FINANCE, 5% CDBG



	FY17	FY17	FY18	FY19
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

COMMUNITY DEVELOPMENT

**ADMINISTRATION
20-789-411-51-100-002**

011001	REGULAR SALARIES	82,276	85,443	79,151	78,624
012001	PART TIME SALARIES	-	777	1,925	1,977
015001	LONGEVITY	459	468	31	62
021001	INSURANCE-HEALTH	-	77	-	-
022001	SOCIAL SECURITY	5,130	4,907	5,029	5,001
022501	MEDICARE	1,200	1,148	1,176	1,170
023001	RETIREMENT	9,242	9,569	9,230	9,179
053001	ADVERTISING	1,000	876	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	1,300	1,000	1,100
057101	TRAVEL AND CONFERENCE	1,000	1,291	1,000	1,000
062001	OFFICE SUPPLIES	-	1,762	300	500
062010	COPYING SUPPLIES	-	14	300	300
062501	POSTAGE	-	186	700	700
081001	CONTINGENCY	2,000	91	1,887	1,000
TOTAL ADMINISTRATION		103,307	107,907	102,729	101,613

**HOUSING REHAB
20-789-411-38-100-002**

011001	REGULAR SALARIES	40,269	-	-	-
011061	INSURANCE REIMBURSEMENT	500	-	-	-
015001	LONGEVITY	533	-	-	-
022001	SOCIAL SECURITY	2,530	-	-	-
022501	MEDICARE	592	-	-	-
023001	RETIREMENT	4,558	-	-	-
057101	TRAVEL AND CONFERENCE	500	-	-	-
062001	OFFICE SUPPLIES	300	56	-	-
062501	POSTAGE	300	-	-	-
081001	CONTINGENCY	1,000	-	-	-
TOTAL HOUSING REHAB		51,082	56	-	-

**PEDLP
21-789-412-36-100-002**

030101	PROF SERVICES-AUDIT	1,600	-	1,600	1,600
TOTAL PEDLP		1,600	-	1,600	1,600

TOTAL		155,989	107,963	104,329	103,213
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Economic Development/ UDAG

Special Revenue Fund

Program Funding

The City's economic development efforts are funded through monies previously repaid to the City from a Federal UDAG loan. UDAG is an acronym for Urban Development Action Grant, an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s. The Economic Development goals of the repaid funds were to establish public/private partnerships, stimulate economic development in the downtown districts, create jobs, increase tax revenues and ensure a steady income stream from the UDAG loan repayments. The City of Portsmouth Economic Development Commission established a budget policy for the Program which allows expenditures based on available funding and economic development program needs.

Mission

The City of Portsmouth's economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The City's Economic Development Commission (EDC) undertakes and makes recommendations to the City Council on a wide variety of issues including business development, public-private partnerships, workforce development, the enhancement and development of the commercial, industrial and central business districts, and business retention/attraction.



Economic Development/ UDAG

Services Overview

- ✓ Support to Economic Development Commission
- ✓ Business Assistance and Referral
- ✓ Public/ Private Partnerships for Economic Development
- ✓ Community Outreach, Liaison and Promotion
- ✓ Business and Economic Development Information
- ✓ Creative and Cultural Economy
- ✓ Special Projects

Position Summary Schedule

Positions Full time	FY17	FY18	FY19
Economic Development Program Manager	1	1	1
Total Full Time	1	1	1



Department Budget Comments

The proposed FY19 budget for UDAG is \$248,025. This represents a net decrease of \$85,794, or 25.7% from FY18 budget. The net decrease is due to completion of projects that were one-time expenditures.

The UDAG budget also includes a “Contingency” line item for special economic development activities and projects that enhance economic vitality and further the City’s economic development goals.

Budget Summary of Expenditures

	FY17 BUDGET	FY17 ACTUAL	FY18 BUDGET	FY19 CITY MANAGER RECOMMENDED
UDAG				
SALARIES	73,009	74,650	75,958	82,745
LONGEVITY	1,776	1,811	1,848	1,885
RETIREMENT	8,353	8,544	8,854	9,631
HEALTH/DENTAL	19,914	19,138	21,717	-
OTHER FRINGE BENEFITS	9,545	6,116	9,842	10,364
CONTINGENCY	30,000	11,179	30,000	30,000
JULY 4TH FIREWORKS	25,000	24,000	25,000	25,000
PRESCOTT PARK MASTER PLAN	-	1,800	-	-
PARTNERSHIPS	135,000	105,000	150,000	78,000
OTHER OPERATING	10,800	6,319	10,600	10,400
TOTAL	313,397	258,557	333,819	248,025



Program Funding Description

The City's economic development efforts are funded through monies previously repaid to the City from a federal UDAG loan. UDAG is an acronym for Urban Development Action Grant, an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s. The Economic Development program goals are: to stimulate economic development in the city through public/private partnerships, to create jobs and maintain a vibrant community and diverse economy, to increase commercial property tax revenues, and to ensure a steady income stream from the UDAG loan repayments. The City of Portsmouth Economic Development Commission established a budget policy for the Program which allows expenditures based on available funding and economic development program needs.

Programs and Services

Support to Economic Development Commission- Services include staff support to City Economic Development Commission (EDC) and oversight of economic development activities in accordance with the EDC mission.

Business Assistance and Referral- Services include working with individuals and businesses wishing to expand or relocate within the community, as well as working with businesses needing access to business finance, workforce development assistance and business start-up and other resources.

Public/Private Partnerships for Economic Development- Services include facilitation and oversight of partnerships with the business community, such as the partnership with Chamber Collaborative of Greater Portsmouth for tourism and business development, with UNH for the Business Retention and Attraction Project and with Art-Speak for advocacy of local arts and culture organization and creative economy businesses.

Community Outreach, Liaison and Promotion- Services include staff representation of City on local economic development boards, such as the Chamber Collaborative of Greater Portsmouth *Destination Portsmouth* Committee, Tenant Association at Pease, Regional Economic Development Center, Granite State Development Corporation and local business association meetings.

Business and Economic Development Information- Services include collection of real estate and economic data, preparation of annual economic development summary reports and dissemination and presentations on this information.

Creative and Cultural Economy- Services include liaisons to Art-Speak, the City's Cultural Commission and to local creative economy industries. Services also include interfacing with filmmakers and marketing professionals wishing to film in the City.

Special Projects- Project management of special development projects and activities such as Sister City and Market Street Gateway Improvements, re-use of City-owned buildings, Goodwin Park upgrade, the UNH Business Retention and Expansion Program, renovation of the Plains School and redevelopment of the federal McIntyre Building.



Goals and Objectives

<p>Goal #1:</p> <p>To promote and maintain high-quality, sustainable development and a balanced local economy.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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. ✓ Advocate for zoning modifications that promote a balance between commercial and residential development in the Central Business District. ✓ Participate in charrettes and other efforts to increase options for more workforce housing in the City. <p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>
<p>Goal #2:</p> <p>To provide assistance services related to business expansion, retention and relocation.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Assist businesses through referrals to business assistance organizations such the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Micro-Credit programs. ✓ Complete the UNH Business Retention and Expansion Program 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 to business attraction and retention and HubZone. ✓ Explore opportunities to improve and expand local broadband services. <p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>
<p>Goal #3:</p> <p>To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth’s quality of life and revitalizes existing business areas.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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, CIBOR, the University of New Hampshire, Seacoast Local, SBDC, Alpha Loft, Regional Economic Development Center, and local, county and state business and real estate organizations. ✓ Develop an outreach and assistance program targeted to property owners and businesses in local Economic Revitalization Zones. ✓ Assist in the partnership to redevelop the Federal McIntyre Property <p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>



<p>Goal #4:</p> <p>To support the local creative economy and cultural community including those related to cultural tourism.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Promote and sustain the contribution the Arts and Culture sector makes to the local economy. Incorporate this into city marketing efforts. ✓ Support and assist Art-Speak in its efforts to update and implement the Cultural Plan as it relates to economic development. ✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #5:</p> <p>To collect, develop, maintain and disseminate information on the local economy.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ 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.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	
<p>Goal #6:</p> <p>To promote Portsmouth as an ideal location to live and locate a business.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Maintain the economic development database and website for promotion of the City as an excellent business location. ✓ Work with the Pease Development Authority, the Chamber Collaborative of Greater Portsmouth Tourism Manager, the Discover Portsmouth Center, 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 advance manufacturing and knowledge-based industries.
<p><i>Citywide Goal Addressed: A Welcoming, Safe and Diverse Community</i></p>	

Performance Measures

	FY 16	FY 17	Estimated FY 18
Responses to business relocation /start-up/retention and data inquiries	16	14	14
Participation in local economic development outreach events	40	45	49
Number of City Council referrals to EDC	2	2	3
Public/Private Partnerships Projects coordinated	5	5	6
Administration and Coordination of EDC Monthly Mtgs.	10	10	10
Special Activities/Projects/Contracts Managed	8	5	7
Cultural Activity Requests (Performance, photo shoots etc.)	9	12	15
Coordinate EDC business site visits	2	2	3
Business Retention Project Coordination/Visitation Events	8	4	4



FY19 BUDGETED POSITION AND SALARY DETAIL

UDAG	<u>POSITION</u>	<u>SALARY</u>	
PMA GRADE 17	5E/7F ECONOMIC DEVELOPMENT MANAGER	82,745	1885
	<u>TOTAL DEPARTMENT</u>	<u>82,745</u>	<u>1,885</u>

	FY17	FY17	FY18	FY19 CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

URBAN DEVELOPMENT ACTION GRANT (UDAG)

25-789-413-51-100-002

011001	REGULAR SALARIES	73,009	74,650	75,958	82,745
015001	LONGEVITY	1,776	1,811	1,848	1,885
019002	UNANTICIPATED EXPENSES	3,093	-	3,093	3,093
021001	INSURANCE-HEALTH	18,158	18,116	20,699	-
021101	INSURANCE-DENTAL	1,756	1,022	1,018	-
021501	INSURANCE-LIFE	139	171	473	473
021601	INSURANCE-DISABILITY	592	332	324	324
022001	SOCIAL SECURITY	4,637	4,550	4,824	5,247
022501	MEDICARE	1,084	1,064	1,128	1,227
023001	RETIREMENT	8,353	8,544	8,854	9,631
039078	FIREWORKS	25,000	24,000	25,000	25,000
041205	WATER /SEWER FEES	1,800	1,800	1,800	1,800
053001	ADVERTISING	5,000	2,731	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	948	1,000	800
057101	TRAVEL AND CONFERENCE	3,000	841	2,800	2,800
073082	PRESCOTT PARK MASTER PLAN	-	1,800	-	-
081001	CONTINGENCY	30,000	11,179	30,000	30,000
081028	TOURISM/HI TECH PARTNERSH	40,000	40,000	40,000	40,000
081030	ART AGENCY	15,000	15,000	15,000	15,000
081065	ENTREPRENEUR START UP	30,000	-	30,000	20,000
081067	400TH CELEBRATION	50,000	50,000	50,000	-
081069	BR&E PROJECT	-	-	15,000	3,000
TOTAL UDAG		313,397	258,557	333,819	248,025





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CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2019-2028



PUBLIC WORKS

POLICE

FIRE

SCHOOL

PARKING, WATER, SEWER and PRESCOTT PARK



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 School 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. Even with this program's schedule, adjustments may be necessary in order to accommodate unforeseen circumstances.

City of Portsmouth

Inventory

HIGHWAY

Vehicles

(Scheduled for replacement in FY19)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H001	Focus 4 door Sedan (white)	Ford	2012	1FAHP3E21CL156406	2012	\$ 13,335.00	10
Highway	H002	Equinox SUV (black) 4 door	Chevrolet	2011	2CNFLCEC8B6243602	2012	\$ 25,345.00	10
Highway	H005	Tahoe (White)	Chevrolet	2007	1GNFK13057R313242	2017	\$ 1.00	10
Highway	H006	Focus 4 door Sedan (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	H011	F-550 4x4 (yellow) w/plow	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	12
Highway	H018	F550 4x4 1-ton Flat Bed Dump(yel) w/plow (Y1 of 2)	Ford	2011	1FDUF5HT1BEC54880	2011	\$ 34,296.00	8
Highway	H019	C20 4x4 Pick-up (yel) w/plow	Chevrolet	2010	1GC5KVBG1A2239500	2010	\$ 27,317.00	10
Highway	H020	Silverado 4x4 Utility Body (yel) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	C2500 4x4 Pick-up (yel) w/plow	Chevrolet	2010	1GC5KVBG0A2239780	2010	\$ 27,317.00	10
Highway	H022	C3500 4x4 1-ton Dump (yel) w/plow	Chevrolet	2009	1GBJK74K49F181203	2010	\$ 44,371.00	10
Highway	H023	F250 4x4 Utility Body (yel) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H024	Silverado 4x4 Flatbed (yel) w/plow	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Highway	H033	7600 10 wheel roll-off (yel) w/plow & spreader	International	2003	1HTWYAXT73J071660	2003	\$ 122,910.00	12
Highway	H034	C8500 6 whl Dump (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1357F404287	2007	\$ 109,189.00	12
Highway	H036	F550 4x4 1-ton Dump (yel) w/plow	Ford	2011	1FDUF5HT7BEC54883	2011	\$ 34,200.00	12
Highway	H037	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY6FHGR4449	2015	\$ 90,994.00	12
Highway	H038	F550 Flatbed Dump (yel) w/plow	Ford	2012	1FDUF5HT4CEC99314	2013	\$ 38,867.00	12
Highway	H039	7400 Dump truck (yel) w/plow & spreader	International	2010	1HTWDAAR6AJ266106	2010	\$ 120,427.00	12
Highway	H040	C8500 Hook Lift (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBP8C1327F405256	2008	\$ 63,000.00	12

City of Portsmouth

Inventory

HIGHWAY

Vehicles

(Scheduled for replacement in FY19)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H042	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY2FHGR4450	2015	\$ 90,994.00	12
Highway	H043	F450 Dur-A-Lift Aerial (white)	Ford	2008	1FDXF46YX8EE59063	2010	\$ 71,500.00	15
Highway	H044	LET 2-52 Packer (yellow) (year 2 of 2)	Crane Carrier	2003	1CYCCE4833T045923	2003	\$ 174,992.00	8
Highway	H045	7400 Packer (white) (year 1 of 2)	International	2007	3HTWGAZT47N406263	2008	\$ 132,194.00	8
Highway	H046	7400 Packer (white)	International	2007	3HTWGAZT27N472665	2008	\$ 132,194.00	8
Highway	H047	LET 52 Packer (yellow)	Crane Carrier	1996	1CYCCB480TT042072	1996	\$ 112,989.00	8
Highway	H050	F550 4x4 1Ton Dump (yel) w/plow & spreader	Ford	2011	1FDUF5HT3BEC54881	2011	\$ 34,296.00	8
Highway	H051	430065' Versalift (white)	International	2003	1HTMMAAN03H572944	2003	\$ 102,900.00	12
Highway	H052	F250	Ford	2000	1FTNW21S2YED98648	2014		10
Highway	H053	4x4 Trailblazer (White) 4 door	Chevrolet	2008	1GNDT13S782242058	2009	\$ 18,600.00	10
Highway	H055	130G Grader	Caterpillar	1985	7GB00959	1996	\$ 20,000.00	15
Highway	H056	Roller-C747B	Hypac	2001	101170515602	2001		20
Highway	H067	3-wheel mechanical Street Sweeper	Global	2013	1G9GM3HJ2DS462030	2013	\$ 172,000.00	8
Highway	H068	F550 4x4 1-ton Dump (yel) 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	LET-52F Packer (yellow)	Crane Carrier	1996	1CYCCB482TT042073	1996	\$ 112,989.00	8
Highway	H082	Sidewalk Tractor	Trackless	2013	MT6-1700	2013	\$ 151,291.00	10
Highway	H084	Sidewalk Tractor	Trackless	2013	MT6-1721	2013	\$ 151,291.00	10
Highway	H085	7400 Packer	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer	International	2012	1HTWGAZT3CJ453023	2014	\$ 153,819.00	8
Highway	H092	3400Y Sidewalk Tractor/Mower	Kubota	2016		2017	\$ 28,294.00	10

City of Portsmouth

Inventory

HIGHWAY

Vehicles

(Scheduled for replacement in FY19)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H093	3400Y Sidewalk Tractor/Mower	Kubota	2016		2017	\$ 28,294.00	10
Highway	H102	590SM Backhoe	CASE	2001	JJGO286796	2001	\$ 86,000.00	10
Highway	H105	3100 4x4 1-ton Dump (yel) w/plow	Chevrolet	2009	1GBJK74K89F181205	2010	\$ 46,512.00	8
Highway	H106	Utility Tractor (year 1 of 3)	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10
Highway	H111	Express Cargo Van (yellow)	Chevrolet	2008	1GCGG25C981228724	2009	\$ 16,373.00	8
Highway	H114	C8500 Flat. Dump (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1367F403892	2007	\$ 109,189.00	12
Highway	H115	F-250 (yel) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	8
Health	A120	Focus 4 dr. (white)	Ford	2016	1FADP3F21GL320529	2017	\$ 15,646.00	10
Highway	H121	F-550 (yel) w/plow	Ford	2015	1FDUF5HT2FEA65483	2015	\$ 40,751.00	8
Highway	CH124	Focus Hatchback (black)	Ford	2014	1FADP3D21EL421749	2015	\$ 15,412.00	10
Recreation	H125	Starcraft Multifunction Bus (white)(Rec)	Ford	2010	1FDEE3FL3ADA35082	2011	\$ 43,712.00	8
Highway	H128	Equinox (white)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Recreation	H129	Uplander Van (Rec)	Chevrolet	2007	1GNDV23147D124964	2008	\$ 16,650.00	8
Highway	H133	F750 Dump with Grapple (whi/blk)	Ford	2000	3FDXF75N2YMA03691	2003	\$ 71,000.00	10
Highway	H136	F550 4x4 1-ton Dump (yel) w/plow	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Highway	H148	1/2 Ton Pick Up (yellow)	Chevrolet	2006	1GCEC14X86Z163879	2006	\$ 12,749.00	8
Highway	H151	4X4 1 Ton Dump (yel) w/plow & spreader	Chevrolet	2009	1GBJK74K79E116027	2010	\$ 36,835.00	10
Highway	H157	Focus 4-Door Sedan (gray) (Fin)	Ford	2011	1FAHP3EN4BW136691	2011	\$ 13,584.00	10
Highway	H158	Focus 4-Door Sedan (gray)(Fin)	Ford	2011	1FAHP3EN6BW136692	2011	\$ 13,584.00	10
Highway	H159	Equinox sedan (silver)	Chevrolet	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10
Highway	H160	All Purpose Body (Yel)	Ford	1999	1FDXE40F9XHA70647	2013		10

City of Portsmouth

Inventory

HIGHWAY

Vehicles

(Scheduled for replacement in FY19)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Inspections	I162	Focus	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
Inspections	I164	Focus	Ford	2016	1FADP3F28GL320530	2017	\$ 15,646.00	10
Inspections	I165	Focus	Ford	2016	1FADP3F21FL320532	2017	\$ 15,646.00	10
Assessing	New	Focus						

City of Portsmouth
Replacement Schedule

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
H001				\$ 20,000.00						
H002										\$ 30,000.00
H005				\$ 35,000.00						
H006							\$ 20,000.00			
H008				\$ 35,000.00						
H009			\$ 45,000.00							
H011								\$ 70,000.00		
H018	\$ 35,000.00	\$ 35,000.00								\$ 40,000.00
H019			\$ 35,000.00							
H020			\$ 50,000.00							
H021			\$ 40,000.00							
H022				\$ 50,000.00						
H023				\$ 40,000.00						
H024		\$ 30,000.00	\$ 30,000.00							
H033									\$ 50,000.00	
H034	\$ 195,000.00									
H036					\$ 40,000.00					
H037							\$ 50,000.00	\$ 50,000.00		
H038							\$ 50,000.00			

City of Portsmouth
Replacement Schedule

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
H039				\$ 65,000.00	\$ 65,000.00					
H040		\$ 50,000.00	\$ 55,000.00	\$ 55,000.00						
H042								\$ 50,000.00	\$ 50,000.00	
H043						\$ 62,500.00	\$ 62,500.00			
H044	\$ 140,000.00						\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	
H045	\$ 45,000.00	\$ 100,000.00	\$ 100,000.00							
H046			\$ 60,000.00	\$ 60,000.00	\$ 60,000.00					
H047	-	-	-	-	-	-	-	-	-	-
H050			\$ 35,000.00	\$ 40,000.00						
H051								\$ 50,000.00	\$ 60,000.00	
H052	\$ 40,000.00									
H053						\$ 25,000.00				
H055		\$ 50,000.00								
H056		\$ 50,000.00	\$ 50,000.00							
H067					\$ 95,000.00	\$ 95,000.00				
H068			\$ 60,000.00							\$ 35,000.00
H072							\$ 75,000.00	\$ 75,000.00		
H074	-	-	-	-	-	-	-	-	-	-
H082					\$ 75,000.00	\$ 80,000.00				

City of Portsmouth
Replacement Schedule

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
H084						\$ 75,000.00	\$ 75,000.00			
H085				\$ 80,000.00	\$ 80,000.00					
H086				\$ 80,000.00	\$ 80,000.00					
H092								\$ 35,000.00		
H093								\$ 35,000.00		
H102							\$ 50,000.00	\$ 50,000.00		
H105		\$ 60,000.00								\$ 65,000.00
H106	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00							
H111		\$ 25,000.00								\$ 25,000.00
H114				\$ 45,000.00	\$ 45,000.00	\$ 45,000.00				
H115						\$ 45,000.00				
A120								\$ 20,000.00		
H121					\$ 45,000.00					
CH124							\$ 20,000.00			
H125		\$ 35,000.00	\$ 35,000.00							\$ 40,000.00
H128			\$ 30,000.00							
H129										
H133								\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
H136				\$ 45,000.00						

City of Portsmouth
Replacement Schedule

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
H148								\$ 25,000.00		
H151		\$ 80,000.00								
H157				\$ 20,000.00						
H158				\$ 20,000.00						
H159										\$ 30,000.00
H160										
H161					\$ 20,000.00					
I162										
I164										
I165										
New Assessing										
MISC	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
TOTALS	\$ 520,000.00	\$ 590,000.00	\$ 700,000.00	\$ 715,000.00	\$ 630,000.00	\$ 452,500.00	\$ 522,500.00	\$ 625,000.00	\$ 325,000.00	\$ 335,000.00

City of Portsmouth
Inventory
Vehicles

Police Department

(Scheduled for replacement in FY 2019)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	13	Explorer	B&W - 1	Ford	2017	1FM5K8AR6HGB92714	2017	\$28,354.00	5
Police	5	Explorer	B&W - 2	Ford	2014	1FM5K8AR2EGB19741	2014	\$27,867.00	5
Police	4	Explorer	B&W - 3	Ford	2016	1FM5K8AR0GGB44611	2016	\$27,605.00	5
Police	29	Explorer	B&W - 4	Ford	2015	1FM5K8AR0FGB61150	2015	\$27,260.00	5
Police	2	Crwn Vic	B&W - 5	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	5
Police	14	Explorer	B&W - 6	Ford	2014	1FM5K8AR4EGB19742	2014	\$27,867.00	5
Police	15	Explorer	B&W - 7	Ford	2017	1FM5K8AR8HGB92715	2017	\$28,354.00	5
Police	16	Explorer	B&W - 8	Ford	2015	1FM5K8AR4FGB61152	2015	\$27,260.00	5
Police	17	Crwn Vic	B&W - 9	Ford	2008	2FAHP71V18X131023	2008	\$23,689.00	5
Police	18	Crwn Vic	B&W - 10	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	5
Police	21	Explorer	B&W - 11	Ford	2014	1FM5K8AR4EGB19739	2014	\$27,867.00	5
Police	26	Explorer	B&W - 12 (Spvr)	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
Police	3	Explorer	B&W - 13	Ford	2014	1FM5K8AR2EGB19738	2014	\$27,867.00	5
Police	22	Explorer	B&W - 14	Ford	2016	1FM5K8AR2GGB44612	2016	\$27,605.00	5
Police	9	Explorer	B&W - 15	Ford	2014	1FM5K8AR0EGB19740	2014	\$27,867.00	5
Police	10	Explorer	BLK LP - 16	Ford	2015	1FM5K8AR2FGB61151	2015	\$27,260.00	5
Police	1	Traverse	UM - 1	Chevy	2012	1GNKVLED7CJ188173	2013	\$35,000.00	5+
Police	7	Escape	UM - 2	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
Police	12	Escape	UM -3	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
Police	19	Pathfinder	UM - 4	Nissan	2011	5N1AR1NBXBC633922	2014	\$19,999.00	5+
Police	25	Escape	UM - 5	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
Police	24	Explorer	UM - 6	Ford	2006	1FMEU73E56UB54629	2008	\$17,227.00	5+
Police	8	Fusion	UM - 7	Ford	2009	3FAHP07Z49R114671	2010	\$13,495.00	5+
Police	11	Van	UMV - 1	Chrysler	2010	2A4RR5D10AR252703	2012	\$23,377.00	5+

(Scheduled for replacement in FY 2019)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	\$24,108.00	5+
Police	6	Traverse	UMA - 1	Chevy	2015	1GNKVFKD5FJ364681	2016	\$24,200.00	5+
Police	30	Edge	UMA - 2	Ford	2013	2FMDK3GC2DBA25236	2015	\$21,417.00	5+
Police	28	Fusion	UMA -3	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	20	Ranger	AC - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
Police	MC-1	Motorcycle	MC - 1	Harley D.	2017	1HD1FMC11HB687714	2017	\$17,500.00	2
Police	MC-2	Motorcycle	MC - 2	Harley D.	2016	1HD1FMM19GB660726	2016	\$17,250.00	2
BW-Black & White LP-Low Profile BW UM-Unmarked UMA- Unmarked Adm EV-Evidence AC-Animal Control									

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2019)

City ID #	FY 2019	FY 2020	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
13				\$ 42,525.00					\$ 54,300.00	
5	\$ 35,000.00					\$ 46,900.00				
4			\$ 40,500.00					\$ 51,700.00		
29		\$ 36,750.00					\$ 49,200.00			
2			\$ 59,000.00					\$ 51,700.00		
14			\$ 40,500.00					\$ 51,700.00		
15				\$ 42,525.00					\$ 54,300.00	
16		\$ 36,750.00					\$ 44,760.00			
17					\$ 44,650.00					\$ 57,000.00
18			\$ 59,000.00					\$ 46,700.00		
21		\$ 36,750.00					\$ 44,760.00			
26				\$ 42,525.00					\$ 54,300.00	
3	\$ 35,000.00					\$ 42,630.00				
22			\$ 40,500.00					\$ 46,700.00		
9				\$ 42,525.00					\$ 54,300.00	
10		\$ 36,750.00					\$ 44,760.00			
1					\$ 37,700.00					\$ 57,000.00
7					\$ 37,700.00					
12						\$ 39,600.00				
19	\$ 41,000.00									\$ 50,500.00
25							\$ 43,620.00			
24										\$ 50,500.00
8										\$ 50,500.00
11	\$ 41,000.00					\$ 39,600.00				

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2019)

City ID #	FY 2019	FY 2020	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
27		\$ 43,050.00								
6					\$ 37,700.00					
30				\$ 47,500.00					\$ 48,100.00	
28	\$ 41,000.00									
20					\$ 43,500.00					
23						\$ 60,000.00				
Motorcycle 1		\$ 11,260.00		\$ 12,415.00		\$ 13,670.00		\$ 15,100.00		\$ 16,650.00
Motorcycle 2	\$ 10,720.00		\$ 11,825.00		\$ 13,040.00		\$ 14,370.00		\$ 15,850.00	
TOTALS	\$ 203,720.00	\$ 201,310.00	\$ 251,325.00	\$ 187,490.00	\$ 214,290.00	\$ 242,400.00	\$ 241,470.00	\$ 263,600.00	\$ 226,850.00	\$ 282,150.00

City of Portsmouth
Inventory

Fire Department

Vehicles

(Scheduled for replacemet in FY 2019)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	FY Purchased	Cost	Useful Life
Fire	183	Ambulance	A-1	Ford	2017	1FDUF5HTXHEC82136	2017	206,868	8
Fire	171	Ambulance	A-2	Ford	2013	1FDXE4FS5DDA34901	2013	150,000	8
Fire	176	Ambulance	A-3	International	2014	1HTJSSKK4EH796451	2015	200,000	8
Fire	168	Pumper	E-1	E-One	2011	4ENRAAA89B1006665	2011	433,854	15
Fire	178	Pumper	E-3	E-One	2015	4EN6AHA82F2009600	2015	455,314	15
Fire	158	Pumper	E-4	E-One	2006	4ENRAAA8X61001383	2007	375,000	15
Fire	147	Pumper	E-6	E-One	1999	4S7CT8196XC031812	2000	242,800	15
Fire	155	Aerial Ladder	L-2	E-One	2005	4EN3AAA8551009086	2005	577,000	20
Fire	163	Aerial Tower	T-5	Ferrara	2007	1F95081367H140470	2008	800,000	20
Fire	124	Rescue	R-3	Chevrolet	1986	1GBM7D1G2GY104667	1990	Donated	20
Fire	174	SUV	C-1	Chevrolet	2014	1GNKAE07ER199835	2014	38,000	8
Fire	169	SUV	C-2	Chevrolet	2012	1GNWKMEG2CR281033	2012	50,000	8
Fire	160	SUV	C-3	Chevrolet	2007	1GNFK13057J377473	2008	35,500	8
Fire	181	Pick Up	C-4	Chevrolet	2017	1GCHTCE32G1375214	2016	40,000	10
Fire	173	Pick Up	U-1	Chevrolet	2014	1GC1KVC5EF167561	2014	38,000	10
Fire	175	Pick Up	U-2	Chevrolet	2015	3GCUKREC5FG147101	2015	31,000	10
Fire	153	Utility Bucket Truck	U-3	Ford	2002	1FADF56F92EC71653	2003	68,800	10
Fire	164	Pick Up	U-4	Ford	2008	1FTYR10DX8PB13295	2009	11,663	10
Fire	157	Pick up	F-1	Ford	2003	3FTSF31S03MB41399	2006	40,000	15
Fire	179	Rescue Boat	B-1	Zodiac	2016	XMPC635UD616	2016	20,618	15
Fire	156	Trailer	TR-1	Cargo	2005	4U01C20285A024611	2005	6,000	15
Fire	167	Trailer	Pod Trl	Cargo	2008	4U01C20298AP36027	n/a	Grant	15
Fire	148	Cargo Trailer	Haz Mat	Cargo	2000	4U01C2421YA004439	n/a	Mutual Aid	15
Fire	135	Wire Reel Trailer	*	Home Made	1998	NHTR116051	*	*	*
Fire	180	Trailer	K SFE	Load Trail	2016		2016	5,985	15
Fire	*	Rescue Boat Trailer	*	EZ Load	2016	1ZEAAKHXBHA002618	2016	*	15

City of Portsmouth
Replacement Schedule

(Scheduled for replacement in FY 2019)

City ID	Dept ID	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
183	A-1						\$85,000	\$90,000	\$90,000		
171	A-2	\$85,000	\$85,000						\$90,000	\$90,000	\$90,000
176	A-3			\$85,000	\$85,000	\$85,000					
168	E-1								\$610,000		
178	E-3										
158	E-4			\$650,000							
147	E-6	\$600,000									
155	L-2							\$850,000			
163	T-5									\$1,200,000	
124	R-3										
174	C-1				\$50,000						
169	C-2			\$50,000							
160	C-3	\$50,000									
181	C-4									\$45,000	
173	U-1						\$50,000				
175	U-2								\$45,000		
153	U-3										
164	U-4		\$30,000								
157	F-1				\$70,000						
179	B-1										
156	TR-1			\$20,000							
167	Pod Trl					\$20,000					
148	Haz Mat										
135	*										
180	K SFE										
*	*										
Totals		\$735,000	\$115,000	\$805,000	\$205,000	\$105,000	\$135,000	\$940,000	\$835,000	\$1,335,000	\$90,000

City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2019)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
School	2	Fleetside 3/4 ton 4x4 with plow	Chevrolet	2001	1GCHK24U91E267244	2000	28,000	10 YRS
School	3	F350 1 ton 4x4 with plow	Ford	2012	1FTRF3B66CEC99297	2013	26,101	10 YRS
School	4	F350 1 ton 4x4 with plow	Ford	2012	1FTRS3B68CEC99298	2013	26,101	10 YRS
School	5	F350 1 ton 4x4 with plow	Ford	2013	11FTBF3B62DEA93137	2013	26,101	10 YRS
School	6	Cargo Van (Food Service)	Ford	2011	1FTNE2W2BDA98928	2011	17,068	10 YRS
School	7	1420 front mount, 28hp 60"	John Deere	2002	TC1420G020134	2003	12,812	6 YRS
School	8	60" MOWER WTH BAGGING SYSTEM	EXMARK	2011	LZZ29KA606 - 882843	2011	10,820	6 YRS
School	9	60" MOWER WTH BAGGING SYSTEM	EXMARK	2011	LZZ29KA606 - 882647	2011	10,820	6 YRS
School	10	WHAM 1600 Turbo Series II 12"	John Deere	2009	TC11600T070261	2009	37,995	6 YRS
School	11	Utility Trailer	Sur Track	2015	5JW1U1426G1137095	2016	2,700	10YRS
School	12	Grounds Utility Vehicle AMT 626	John Deere	2016	S1MOHPXGSKGM41671	2016	8,180	10 YRS
School	13	Utility Trailer	PS-12	1985	1P9US1214MG120049	1991	5,000	will not replace
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	10 years
School	15	Pickup Fleetside 3500 with Plow (USED)	Chevrolet	2006	1GCHK34U76E149206	2010	15,000	6 YRS
School	16	Utility Tractor 3520 with attachments	John Deere	2008	LV3520H450074	2008	34,000	10 YRS
School	17	Dumpbody 3500 Pickup Truck with plow	Chevrolet	2009	1GBJK74K69E112826	2010	37,596	10 YRS
School	18	30-35" Ariel Lift	JLG	2006	200153059	2014	15,500	10 YRS
School	19	30-35" Ariel Lift	SKYJACK	2006	715130	2014	9,500	10 YRS
School	20	2 Ton Dump Body Trailer- TBD	TBD	TBD	TBD	2018 projected	3,000	10 YRS

City of Portsmouth
 Replacement Schedule School Department

Vehicles (Scheduled for replacement in FY 2019)

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
2								\$ 48,000.00		
3				\$ 48,000.00						
4					\$ 46,000.00					
5					\$ 48,000.00					
6				\$ 22,000.00						
7	\$ 12,500.00									
8										
9						\$ 13,000.00				
10	\$ 52,000.00							\$ 52,000.00		
11						\$ 3,500.00				
12						\$ 9,500.00				
13										
14									\$ 21,000.00	
15									\$ 48,000.00	
16	\$ 70,000.00									
17			\$ 58,000.00							
18							\$ 22,000.00			
19							\$ 15,000.00			
20										
TOTALS	\$ 70,000.00	\$ 64,500.00	\$ 58,000.00	\$ 70,000.00	\$ 94,000.00	\$ 26,000.00	\$ 37,000.00	\$ 100,000.00	\$ 69,000.00	\$ -

City of Portsmouth

Inventory PARKING

Vehicles

(Scheduled for replacement in FY19)

City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
P016	Tomcat Small Packer (white) (Year 2 of 2)	Sterling	2007	JLSCCD1S97K020959	2009	\$ 72,500.00	6
P057	600BAH Street Sweeper (Year 2 of 3)	TYMCO	2007	1GBM7F13X7F404539	2008	\$ 175,770.00	8
P058	624K-II Loader	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
P064	242B2 Skid Steer Loader	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
P070	Utility/Sidewalk Tractor (Year 2 of 2)	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	8
P071	Sidewalk Tractor (Year 3 of 3)	Trackless	1996	MT5T-804	1999	\$ 29,500.00	8
P073	Utility Tractor	Trackless	2003	MT5T-2125	2003	\$ 72,000.00	8
P092	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01942	2017	\$ 28,294.00	10
P093	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01941	2017	\$ 28,294.00	10
P101	Wheel Loader	VOLVO	2007	P3707V61453	2007	\$ 117,556.00	15
P131	F250 4x4 Utility Body (yel)	Ford	2016	1FDBF2B65GEA53810	2016	\$ 30,525.00	8
P132	C-1500 Pickup (yel)	Chevrolet	2003	1GCEC14XX3Z211586	2003	\$ 15,963.00	8
P139	4-Wheel Utility KAF620C	Kawasaki	1996	JK1AFGC12RB501699	2003	\$ 3,587.00	8
P145	F-150 Pickup (yel)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	10
P161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
-	Alternative Fuel-Boot Vehicle TBD						8
-	PEO Vehicle TBD						10
-	PEO Vehicle TBD						10
NEW	Edge	Ford					10
MISC	Equipment valued over \$10,000 each - to include but not limited to: Power Washers, Snow Throwers, Message Boards, Compressors, & Generators.						

City of Portsmouth
Replacement Schedule

PARKING

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
P003					\$ 20,000.00					
P016	\$ 100,000.00			\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00			
P057	\$ 25,000.00	\$ 25,000.00					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
P058					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
P064			\$ 100,000.00							
P069					\$ 20,000.00					
P070	\$ 75,000.00					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
P071	\$ 50,000.00					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
P073		\$ 150,000.00								\$ 50,000.00
P092									\$ 35,000.00	
P093									\$ 35,000.00	
P101		\$ 75,000.00	\$ 75,000.00	\$ 100,000.00						
P131						\$ 35,000.00				
P132								\$ 45,000.00		
P139									\$ 35,000.00	
P145					\$ 25,000.00					
P161					\$ 25,000.00					
ALT BOOT										\$ 30,000.00

City of Portsmouth
Replacement Schedule

PARKING

Vehicles

(Scheduled for replacement in FY19)

City ID #	FY 2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
NEW PEO										\$ 30,000.00
NEW PEO										\$ 30,000.00
NEW	\$ 35,000.00									
MISC	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTALS	\$ 335,000.00	\$ 300,000.00	\$ 225,000.00	\$ 195,000.00	\$ 235,000.00	\$ 280,000.00	\$ 295,000.00	\$ 295,000.00	\$ 305,000.00	\$ 240,000.00

City of Portsmouth

Inventory

Water Division

Vehicles

(Scheduled for replacement in FY19)

City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
W004	Transit Van (yellow)	Ford	2010	NMOLS7CN4AT036150	2011	\$ 19,599.00	10
W007	AWD Astro Van (yellow)	Chevrolet	2001	1GNEL19W71B150503	2001	\$ 29,500.00	8
W010	F-550 (yellow) w/plow	Ford	2016	1FDX0X5HT7GEA74838	2016	\$ 73,323.00	10
W025	F-250 4x4 (w/plow) (white) w/plow	Ford	2010	1FTBF2B69BEB05825	2011	\$ 24,551.00	10
W026	F-150 pick-up	Ford	2008	1FTRX14W88KD62763	2008	\$ 19,172.00	8
W027	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT9FEA42315	2015	\$ 40,443.00	10
W028	F-250 4x4 Supercab (w/ plow)	Ford	2010	1FT7X2B67BEB05826	2011	\$ 26,990.00	8
W029	F-150 3/4 ton Flat bed Pick-up	Ford	2008	1FTVF12518KD62762	2008	\$ 21,771.00	8
W030	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT5GEC57753	2017	\$ 73,476.00	8
W031	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT7GEC57754	2017	\$ 73,476.00	8
W032	Uplander Van (yellow)	Chevrolet	2008	1GNDU23128D205157	2009	\$ 17,557.25	8
W035	7400 SBA w/plow & wing	International	2009	1HTWCAZR39J142295	2011	\$ 107,000.00	10
W060	Loader/Backhoe (Year 1 of 3)	Caterpillar	2010	CAT0430EEMXB00174	2011	\$ 94,250.00	10
W061	Excavator 318	Caterpillar	2012	CATM318DJD8W00385	2013	\$ 208,709.18	10
W063	TRACK LOADER-SVL90-2	KUBOTA	2015	14195	2015	\$ 57,700.00	8
W100	Mini Track Excavator U-55-4	KUBOTA	2015	25656	2016	\$ 82,364.00	12
W103	F150 4X4 (Yel)	Ford	2017	1FTMF1E81HKD49737	2017	\$ 24,057.00	10
W104	F550 Dump w/plow	Ford	2016	1FD0X5HT3GEC57752	2017	\$ 74,993.00	8
W108	M-2112 Dump truck (10 wheel) w/plow (Year 2 of 3)	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	10
W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	\$ 18,127.00	8

City of Portsmouth

Inventory

Water Division

Vehicles

(Scheduled for replacement in FY19)

City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	\$ 18,985.00	9
W127	Escape (SUV) (black)	Ford	2010	1FMCU9C79AKC41802	2010	\$ 17,022.00	8
W159	Equinox Sedan (Silver)	Ford	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10
W166	CC10 Silverado Pickup	Chevrolet	2008	1GCEC14X38Z128802	2008	\$ 16,800.00	10
NEW	F350	Ford					10
MISC	Equipment valued over \$10,000 each - to include but not limited to: Electrical Controls, Pumps, Motors, Monitoring Equipment, Valves, Compressors, & Generators.						

City of Portsmouth
Replacement Schedule

Vehicles

City ID # *	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028
W004		\$ 20,000								
W007										\$ 45,000
W010							\$ 45,000	\$ 45,000		
W025	\$ 32,000									\$ 30,000
W026								\$ 45,000		
W027						\$ 45,000	\$ 45,000			
W028	\$ 40,000									
W029										\$ 35,000
W030					\$ 45,000	\$ 45,000				
W031					\$ 45,000	\$ 45,000				
W032										\$ 30,000
W035		\$ 80,000	\$ 80,000							
W060	\$ 50,000	\$ 50,000	\$ 50,000							
W061			\$ 75,000	\$ 75,000	\$ 75,000					
W063				\$ 65,000						
W100								\$ 50,000	\$ 50,000	
W103								\$ 35,000		
W104					\$ 45,000	\$ 45,000	\$ 45,000			
W108	\$ 90,000	\$ 90,000								
W109				\$ 25,000						
W126									\$ 30,000	
W127	\$ 25,000									
W159				\$ 30,000						
W166		\$ 30,000								
NEW	\$ 40,000									\$ 45,000
MISC	\$ 195,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
TOTALS	\$ 472,000	\$ 335,000	\$ 270,000	\$ 260,000	\$ 275,000	\$ 245,000	\$ 200,000	\$ 240,000	\$ 145,000	\$ 250,000

City of Portsmouth

Inventory Sewer Division

Vehicles (Scheduled for replacement in FY19)

City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
S012	F-150 4x4 1/2 ton Pick-up (yel) w/Plow	Ford	2013	1FTEX1EM3DKE46589	2013	\$ 21,387.00	10
S013	Escape (SUV) (white)	Ford	2010	1FMCU9C7OAKC41801	2010	\$ 17,022.00	10
S014	K-3500 4x4 1 ton pick-up dump body w/Plow	Chevrolet	2007	1GBJK34G17E162194	2008	\$ 37,100.00	8
S017	Focus (white)	Ford	2014	1FADP3F29EL421718	2015	\$ 14,545.00	10
S041	K-3500 4x4 1T PU Utility body w/Plow	Chevrolet	2007	1GBJK34G27E160471	2008	\$ 47,856.53	8
S048	114 SD 10 Wheel Dump (yel) w/Plow	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199.00	10
S049	F-350 4x4 1 ton pick-up Utility Body	Ford	2008	1FDWF36528EE09978	2008	\$ 27,921.00	8
S059	4WD Backhoe/Loader	Caterpillar	2010	CAT0430ECMXB00216	2011	\$ 94,250.00	10
S062	Skidsteer	Caterpillar	2005	ZSA01647	2005	\$ 49,179.00	8
S065	Vactor (white) (Year 2 of 2)	International	1997	1HTGMAAR2VH473609	1997	\$ 158,669.00	10
S066	Vactor 2112-JD (white)	International	2007	1HTWGAZTX7J564805	2008	\$ 244,795.00	10
S075	F-150 (yel)	Ford	2017	1FTMF1E8XH KD49736	2018	\$ 23,317.00	10
S078	LT-9500 10 wheel Roll-off	Sterling	2007	2FZHAZCV77AZ53401	2009	\$ 121,862.00	10
S123	F-150 4x4 w/Plow	Ford	2010	1FTVX1EV2AKE09201	2010	\$ 26,252.00	10
S130	Tank Truck (yel/blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	\$ 208,916.00	10
S134	F-150 4X4 (white)	Ford	2012	1FTEX1EM6CFC28430	2013	\$ 26,894.00	8
S135	F-550 Camera Truck (white)	FORD	2012	1FDUF5GT9CEC70358	2013	\$ 101,800.00	10

City of Portsmouth

Inventory Sewer Division

Vehicles (Scheduled for replacement in FY19)

City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
S167	F-250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225.00	10
NEW 18	Escape (SUV)	Ford					10
MISC	Equipment valued over \$10,000 each - to include but not limited to: Electrical Controls, Pumps, Motors, Monitoring Equipment, Valves, Compressors, & Generators.						

City of Portsmouth
 Replacement Schedule
 Vehicles

Sewer Division
 (Scheduled for replacement in FY19)

City ID # *	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
S012					\$ 32,000					
S013		\$ 25,000								
S014										\$ 60,000
S017										
S041									\$ 45,000	\$ 45,000
S048						\$ 70,000	\$ 70,000	\$ 70,000		
S049									\$ 45,000	\$ 45,000
S059		\$ 50,000	\$ 50,000	\$ 50,000						
S062					\$ 50,000	\$ 50,000				
S065	\$ 287,500					\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
S066		\$ 275,000	\$ 275,000					\$ 100,000	\$ 100,000	\$ 100,000
S075										\$ 35,000
S078	-	-	-	-	-	-	-	-	-	-
S123		\$ 35,000								
S130								\$ 70,000	\$ 70,000	\$ 70,000
S134					\$ 32,000					
S135				\$ 200,000						
S167									\$ 35,000	
NEW 18										\$ 30,000
MISC	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTALS	\$ 512,500	\$ 610,000	\$ 550,000	\$ 475,000	\$ 339,000	\$ 445,000	\$ 395,000	\$ 565,000	\$ 620,000	\$ 710,000

City of Portsmouth

Inventory

Prescott Park

Vehicles

(Scheduled replacements in FY 2019)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Prescott Park	PP1	Ranger	Ford	2011	1FTKR1AD6BPA51776	2011	10,984	15
Prescott Park	PP2	Riding Mower-LHP23KC523	Ex Mark	2008	Serial #737298	2008	4,700	10
Prescott Park	PP3	Riding Mower-LZE691KA524	Ex Mark	2013	Serial #312622819	2013	7,100	10
Prescott Park	PP4	F-350 (Stake Truck)	Ford	2008	1FDWF36588ED56574	2008	24,661	15

City of Portsmouth
Replacement Schedule

Vehicles (Scheduled replacements in FY 2019)

City ID #	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
PP1								\$ 25,000.00		
PP2	\$ 15,000.00									
PP3						\$ 10,000.00				
PP4					\$ 27,500.00					
TOTALS	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 27,500.00	\$ 10,000.00	\$ -	\$ 25,000.00	\$ -	\$ -

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CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



FY 2019 – FY2024

Planning Board Adopted: January 18, 2018

Conveyed to City Council: January 19, 2018

City Council Public Hearing: February 20, 2018

City Council Adopted: March 5, 2018



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Appendix II

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SECTION I: INTRODUCTION

The Capital Improvement Plan (CIP) sets forth a multi-year schedule and financing strategies for accomplishing necessary public improvements. Careful development of and adherence to the CIP ensures that needed facilities are provided within the City's financial capability. In combination with the annual City budget, the CIP has a major impact on the allocation of fiscal resources, and is thus one of the most important documents considered by the City Council.

The purposes of the CIP are to:

1. Implement needed improvements on a scheduled basis
 - Provides a complete picture of the City's major development needs
 - Coordinates activities of various City departments and agencies
 - Assists in implementing recommendations of the City's Master Plan
2. Guide the allocation of fiscal resources
 - Establishes fiscal priorities for projects
 - Balances the use of funding sources
3. Help plan for future City expenditures
 - Discourages piecemeal improvements and duplication of expenditures
4. Ensure that needed facilities are provided within the City's financial capability:
 - Informs the taxpayers of anticipated future improvements
 - Helps to schedule major projects to reduce fluctuations in the tax rate

As used in the CIP, a capital improvement project is defined as a major fiscal expenditure that is made infrequently or is non-recurring, and that falls into one or more of the following categories:

1. Land acquisition;
2. Construction or expansion of a new public facility or public infrastructure;
3. Non-recurring rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
4. Design work or planning study related to a capital project or implementation of the Master Plan;
5. Any item or piece of equipment, non-vehicular in nature, that costs more than \$50,000 and has a life expectancy of 5 or more years; or
6. Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000.



The capital planning process is coordinated by the Finance and Planning Departments under the direction of the City Manager. Capital project requests are initially formulated by City department heads and submitted to the Finance Department. Members of the public may also submit project requests, which are reviewed by City departments and incorporated into the departmental requests as appropriate.

Each project request includes the following information:

1. Project type (one of the 6 categories listed above)
2. Project location and ward(s)
3. Proposed time frame:
 - (A) Implement within 3 years
 - (B) Implement within 4 to 6 years
 - (C) Implement after 6 years
 - (O) Ongoing allocations of funding are required for this project
4. Project justification (does the project meet one or more of the following criteria):
 - Identified in planning document or study
 - Addresses public health or safety need
 - Alleviates substandard conditions or deficiencies
 - Responds to federal or state requirement
 - Improves quality of existing services
 - Provides added capacity to existing services
 - Reduces long-term operating costs
 - Provides incentive to economic development
 - Eligible for matching funds with limited availability
5. Cost estimate and proposed funding sources
6. Impact on operating budget

After City department heads submit their capital project requests, a Subcommittee of the Planning Board meets with department representatives to review these requests. The Subcommittee then evaluates and prioritizes each request and makes recommendations to the Planning Board.



The following factors are considered when prioritizing projects:

1. Project requirements – Is the project required to meet legal, compliance, or regulatory requirements?
2. Timing – How soon does the project need to be implemented to address the needs identified?
3. Strategic alignment – To what extent is the project aligned with other city projects, policies, processes?
4. Public value – How much value does the outcome of this project provide to the general public? How much public support is there for implementing this project?
5. Finance planning – Is the project fundable in the time frame identified, are there available funding sources for this project?

The Finance Department incorporates the Subcommittee’s recommendations into a recommended Capital Improvement Plan which is reviewed and adopted by vote of the Planning Board in accordance with State statute. Finally, the Planning Board’s adopted CIP is conveyed to the City Council for public hearing and adoption in accordance with City Charter requirements.

SECTION II: METHOD OF FINANCING

Capital improvement projects are funded from a variety of sources. These include: General Fund (GF); Federal/State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRF) and Public Private Partnerships (PPP).

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund (approximately 2% of previous FY General Fund total Budget) to address City priorities. If the City has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the NH Department of Health and Human Services, U.S. Housing and Urban Development, NH Department of Environmental Services, and the NH Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The City also pursues non-governmental private grants when applicable.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project’s cost at a time. However, they do commit the City’s resources over a long



period of time and decrease the flexibility of how yearly revenues can be utilized. The City's bonding capacity is a limited resource. All projects that are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Revenues – The City has established two Enterprise Funds for Water and Sewer. The needs for these two divisions are met through the revenues raised from providing that particular service. Therefore, there is no impact on the City's tax rate. Additionally, the City has established a Parking and Transportation Fund (Special Revenue Fund). Revenues derived from the City's parking functions are transferred to this fund in order to operate the City's parking and traffic related activities.

State Revolving Loan Fund – This is a program offered through the NH Department of Environmental Services for the purpose of providing low interest rate funding for approved water pollution control projects. State approval of applications does not bind the City to any of the individual projects but does lock into a low interest rate loan. Upon completion of projects, the loan becomes a serial bond payable by the City of Portsmouth Sewer or Water Fund to the State of NH. Payback is over a five to ten year period and Enterprise Revenues are utilized for that purpose. In addition, the City applies for State Aid Grant funding to assist in repaying SRF loans up to 30% of the total project cost.

Public Private Partnership – This method of financing involves joint funding of a particular project between the City and one or more private sector or non-governmental partners. This method is used for projects that will benefit the partners and help to minimize costs to local taxpayers.

Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the City and a project's relative priority in terms of implementation. The Capital Improvement Plan seeks to maximize the potential benefits from all revenue sources.



Impact on Operating Budget

Description of box labeled “Impact on Operating Budget” is as follows:

1. Reduce – will generate revenue

The project will either generate some revenue to offset expenses.

2. Reduce – will reduce Operating Cost

The project will reduce operating costs

3. Negligible < \$5,001

The project will generate less than \$5,001 per year in increased operating expenditures.

4. Minimal \$5,001 to \$50,000

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

5. Moderate \$50,001 to \$100,000

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

6. High \$100,001 or more

The project will generate \$100,001 or more annually in increased operating expenditures.



Capital Improvement Plan
 FY 19-24
 Operational Impact

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 19	FY 20	FY 21	FY 22	FY 23	FY 24
II- 30	BI- 15- PD- 10	POLICE NEW FACILITY					
		0	0	0	0	0	0
		0	0	0	90,000	90,000	90,000
		0	0	0	90,000	90,000	90,000
II- 33	BI- 08- SC- 12	ELEMENTARY SCHOOLS UPGRADE					
		0	0	0	0	0	0
		0	50,000	50,000	50,000	50,000	50,000
		0	50,000	50,000	50,000	50,000	50,000
II- 38	BI- 12- CD- 18	NEW OUTDOOR RECREATION FIELDS					
		0	0	0	0	0	0
		0	30,000	30,000	30,000	30,000	30,000
		0	30,000	30,000	30,000	30,000	30,000
II- 44	BI- 09 CD- 29	REUSE OF THE PAUL A. DOBLE ARMY RESERVE CENTER					
		0	20,000	20,000	20,000	20,000	20,000
		0	30,000	30,000	30,000	30,000	30,000
		0	50,000	50,000	50,000	50,000	50,000
II- 91	EF- 12- SD- 92	PEASE WASTEWATER TREATMENT PLANT UPGRADES					
		0	0	0	0	0	0
		0	110,000	110,000	110,000	110,000	110,000
		0	110,000	110,000	110,000	110,000	110,000
Total CIP FY 19-24							
		0	20,000	20,000	20,000	20,000	20,000
		0	220,000	220,000	310,000	310,000	310,000
		0	240,000	240,000	330,000	330,000	330,000



Capital Improvement Plan Summary '19-'24

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded
Page Type *Year Dept #

FY 19 Distribution

FY '20 to FY '24 Schedule

		Enterprise						FY '19	FY '20	FY '21	FY '22	FY '23	FY '24	Total Cost						
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total												
I. VEHICLE and EQUIPMENT SCHEDULE																				
VEHICLES																				
II- 19	VE-	07-	FD-	01	AMBULANCE REPLACEMENT (Funded through Rolling Stock Line Item)				\$85,000						\$85,000					
II- 20	VE-	13-	FD-	02	VEHICLE REPLACEMENT - FIRE ENGINE #6			\$600,000							\$600,000					
II- 21	VE-	18-	FD-	03	VEHICLE REPAIR - 2006 FIRE ENGINE			\$60,000							\$60,000					
	VE-	19	FD-	04	VEHICLE REPLACEMENT - FIRE ENGINE #4						\$650,000				\$650,000					
EQUIPMENT																				
II- 22	VE-	18-	FD-	05	THERMAL IMAGING CAMERA REPLACEMENTS			\$24,000							\$24,000					
II- 23	VE-	18-	FD-	06	FIRE PERSONAL PROTECTIVE EQUIPMENT REPLACEMENT			\$60,000		\$60,000					\$120,000					
II- 24	VE-	18-	PD-	07	POLICE GYM EQUIPMENT REPLACEMENT			\$20,000		\$20,000					\$40,000					
I. TOTAL EQUIPMENT AND VEHICLE SCHEDULE								\$164,000	\$0	\$600,000	\$0	\$85,000	\$0	\$849,000	\$165,000	\$735,000	\$85,000	\$85,000	\$85,000	\$2,004,000

II. BUILDINGS AND INFRASTRUCTURE															
Total Cost															
II- 26	BI-	19	FD-	08	FIRE STATION ONE RENOVATION			\$325,000							\$325,000
II- 27	BI-	16-	PD-	09	POLICE NEW FACILITY-LAND ACQUISITION										\$0
II- 28	BI-	15-	PD-	10	POLICE NEW FACILITY					\$11,000,000					\$11,000,000
II- 29	BI-	07-	SC-	11	SCHOOL FACILITIES CAPITAL IMPROVEMENTS			\$500,000			\$500,000				\$1,000,000
II- 31	BI-	08-	SC-	12	ELEMENTARY SCHOOLS UPGRADE			\$5,000,000		\$2,000,000	\$250,000	\$250,000			\$7,500,000
II- 32	BI-	17-	FI-	13	HISTORIC DOCUMENT STORAGE FACILITY			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
II- 33	BI-	18-	FI-	14	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING			\$88,000	\$94,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$382,000
II- 34	BI-	19	PL-	15	CLIMATE RESILIENCE PLANNING			\$25,000							\$25,000
	BI-	95-	PL-	16	LAND ACQUISITION				\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
II- 35	BI-	18	PL-	17	LAND USE REGULATIONS REVISIONS			\$25,000							\$25,000
II- 36	BI-	12-	CD-	18	NEW OUTDOOR RECREATION FIELDS			\$250,000	\$600,000				\$2,000,000		\$2,850,000
II- 37	BI-	12-	CD-	19	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS			\$75,000		\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,025,000
	BI-	12-	CD-	20	CONSOLIDATED INDOOR RECREATION FACILITY				\$0	\$50,000					\$50,000
	BI-	00-	CD-	21	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN				\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
II- 38	BI-	16-	CD-	22	IMPLEMENTATION OF SAGAMORE CREEK PARCEL CONCEPTUAL MASTER PLAN				\$50,000						\$50,000
	BI-	06-	CD-	23	HISTORIC MARKERS REPLACEMENT PROJECT				\$0	\$7,500		\$7,500		\$7,500	\$22,500
	BI-	02-	CD-	24	CITYWIDE PLAYGROUND IMPROVEMENTS				\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
	BI-	02-	CD-	25	CITYWIDE PARK IMPROVEMENTS				\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
II- 39	BI-	19-	CD-	26	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
II- 40	BI-	11-	CD-	27	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS			\$50,000	\$2,325,000	\$4,700,000	\$3,625,000	\$2,225,000	\$1,625,000	\$1,925,000	\$15,925,000
II- 41	BI-	19	PW-	28	PANNAWAY MANOR GATEWAY PARK			\$50,000							\$50,000
II- 42	BI-	09	CD-	29	REUSE OF THE PAUL A. DOBLE ARMY RESERVE CENTER				\$500,000	\$950,000					\$1,450,000
II- 43	BI-	18-	CD-	30	EMERGENCY RESPONSE SHELTER			\$50,000		\$50,000	\$50,000	\$50,000			\$200,000
II- 44	BI-	05	CD-	31	MCINTYRE FEDERAL OFFICE BUILDING SITE REDEVELOPMENT			\$50,000		\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
II- 45	BI-	04-	PW-	32	CITYWIDE TREE REPLACEMENT PROGRAM			\$20,000		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000



Capital Improvement Plan Summary '19-'24

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded
Page Type *Year Dept #

FY 19 Distribution

FY '20 to FY '24 Schedule

				Enterprise						FY '20 to FY '24 Schedule						
				GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '19 Total	FY '20	FY '21	FY '22	FY '23	FY '24	
II- 46	BI-	17-	PW-	33	RECYCLING & SOLID WASTE TOTES	\$100,000										\$500,000
II- 47	BI-	18-	PW-	34	RECYCLING & SOLID WASTE TRANSFER STATION	\$150,000										\$2,900,000
II- 48	BI-	15-	PW-	35	OUTDOOR POOL UPGRADE			\$1,000,000								\$1,000,000
	BI-	15-	PW-	36	BLEACHERS/GRANDSTANDS					\$0					\$1,000,000	\$1,000,000
	BI-	05-	PW-	37	HISTORIC CEMETERY IMPROVEMENTS					\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
	BI-	15-	PW-	38	CITYWIDE RETAINING WALLS REPAIRS and IMPROVEMENTS					\$0		\$50,000		\$50,000		\$100,000
	BI-	07	PW/NH-	39	SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95					\$0	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$4,500,000
II- 49	BI-	19	PW-	40	FOUNDRY PARKING FACILITY-PARKING OFFICES				\$900,000	\$900,000						\$900,000
II- 50	BI-	19	PW-	41	CITY HALL COMPLEX ELECTRICAL UPGRADES	\$50,000		\$600,000		\$650,000						\$650,000
	BI-	01	PW-	42	CITY WIDE FACILITIES CAPITAL IMPROVEMENTS					\$0	\$1,000,000			\$1,000,000		\$2,000,000
II- 51	BI-	15-	PW-	43	CITYWIDE STORMDRAINAGE IMPROVEMENTS	\$200,000				\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
II- 52	BI-	95-	PW-	44	HANOVER PARKING FACILITY-CAPITAL IMPROVEMENTS				\$100,000	\$100,000	\$100,000	\$5,000,000	\$50,000	\$50,000	\$50,000	\$5,350,000

II. TOTAL BUILDINGS AND INFRASTRUCTURE

\$1,258,000	\$0	\$9,750,000	\$500,000	\$2,600,000	\$2,325,000	\$16,433,000	\$11,371,500	\$20,370,000	\$4,277,500	\$6,820,000	\$4,577,500	\$63,849,500
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III. INFORMATION SYSTEMS MANAGEMENT

Total Cost

II- 54	IS-	06-	IT-	45	INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS (Funded through General Fund-Other General Non-Operating)				\$740,908	\$740,908	\$716,908	\$714,708	\$747,708	\$636,308	\$663,708	\$4,220,248	
II- 60	IS-	18-	FD-	46	INCIDENT REPORTING AND DATA MANAGEMENT SYSTEM (Funded through General Fund-Other General Non-Operating)				\$25,500	\$25,500						\$25,500	
II- 61	IS-	17-	PD-	47	PUBLIC SAFETY RECORDS MGT/COMPUTER AIDED DISPATCH (Funded through General Fund-Other General Non-Operating)				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	
III. TOTAL INFORMATION SYSTEMS MANAGEMENT						\$0	\$0	\$0	\$0	\$866,408	\$0	\$816,908	\$814,708	\$847,708	\$736,308	\$663,708	\$4,745,748

IV. TRANSPORTATION MANAGEMENT

Total Cost

PARKING																	
II- 63	TSM-	05-	PW-	48	FREE PUBLIC PARKING/SHARED LOT AGREEMENTS				\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000



Capital Improvement Plan Summary '19-'24

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded
Page Type *Year Dept #

FY 19 Distribution

FY '20 to FY '24 Schedule

		Enterprise						FY '19	FY '20	FY '21	FY '22	FY '23	FY '24	
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total						
II- 64	TSM- 12- PW- 49							\$300,000	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$800,000
II- 65	TSM- 08- PW- 50							\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000
<u>BICYCLE/PEDESTRIAN</u>														
II- 66	TSM- 15- PL/NH- 51				\$1,800,000			\$1,800,000	\$406,000	\$780,000				\$2,986,000
II- 67	TSM- 15- PL- 52	\$30,000						\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$280,000
II- 68	TSM- 08- PL- 53					\$275,000		\$275,000	\$350,000					\$625,000
	TSM- 17- PL- 54							\$0			\$3,000,000			\$3,000,000
II- 69	TSM- 19 PL 55							\$0						\$0
	TSM- 08- PW/NH- 56							\$0	\$130,000	\$295,000		\$1,000,000		\$1,425,000
	TSM- 16- PW/NH- 57							\$0	\$50,000	\$110,000	\$110,000			\$270,000
	TSM- 15- PW- 58							\$0	\$1,000,000					\$1,000,000
II- 70	TSM- 01- PW- 59	\$175,000						\$175,000						\$175,000
	TSM- 19 PW 60							\$0		\$200,000				\$200,000
II- 71	TSM- 17- PW- 61	\$20,000						\$20,000		\$78,000	\$150,000		\$980,000	\$1,228,000
	TSM- 18- PW- 62							\$0			\$90,000		\$1,500,000	\$1,590,000
	TSM- 18- PW- 63							\$0					\$375,000	\$375,000
	TSM- 95- PW- 64							\$0	\$800,000		\$800,000		\$800,000	\$2,400,000
<u>INTERSECTION/SIGNALS</u>														
II- 72	TSM- 10- PW- 65	\$100,000						\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	TSM- 11- PW- 66							\$0	\$100,000		\$100,000		\$100,000	\$300,000
II- 73	TSM- 16- PW- 67	\$200,000					\$50,000	\$250,000	\$1,000,000					\$1,250,000
<u>BRIDGES</u>														
	TSM- 17- PW/NH- 68							\$0				\$8,400,000		\$8,400,000
II- 74	TSM- 18- PW- 69			\$350,000				\$350,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$600,000
	TSM- 10- PW- 70							\$0				\$200,000	\$3,600,000	\$3,800,000
	TSM- 08- PW/NH- 71							\$0						\$0
<u>ROADWAY</u>														
II- 75	TSM- 03 PW- 72							\$0			\$2,000,000			\$2,000,000
II- 76	TSM- 11 PW- 73							\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
	TSM- 19 PW- 74							\$0	\$200,000	\$800,000				\$1,000,000
II- 77	TSM- 14 PW- 75			\$400,000	\$300,000			\$700,000						\$700,000
II- 78	TSM- 16 PW/NH- 76			\$2,200,000				\$2,200,000	\$2,300,000					\$4,500,000
II- 79	TSM- 16- PW/NH- 77			\$1,700,000				\$1,700,000						\$1,700,000
	TSM- 94- PW- 78							\$0	\$3,000,000		\$3,000,000		\$3,000,000	\$9,000,000
	TSM- 16- PW- 79							\$0		\$100,000	\$100,000			\$200,000
	TSM- 11- PW- 80							\$0	\$750,000		\$750,000		\$750,000	\$2,250,000
	TSM- 15- PW- 81							\$0				\$150,000	\$1,100,000	\$1,250,000
IV. TOTAL TRANSPORTATION MANAGEMENT		\$525,000	\$0	\$4,650,000	\$2,100,000	\$700,000	\$50,000	\$8,025,000	\$10,511,000	\$2,788,000	\$7,525,000	\$13,175,000	\$12,630,000	\$54,654,000



Capital Improvement Plan Summary '19-'24

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept #

FY 19 Distribution

FY '20 to FY '24 Schedule

										Enterprise		FY '20 to FY '24 Schedule					Total Cost								
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '19 Total	FY '20	FY '21	FY '22	FY '23	FY '24														
V. ENTERPRISE FUNDS																									
Water																									
II- 81	EF- 02-	WD- 82	ANNUAL WATER LINE REPLACEMENT			\$250,000	\$500,000						\$750,000	\$250,000	\$750,000	\$250,000	\$750,000	\$250,000	\$3,000,000						
II- 82	EF- 08-	WD- 83	WELL STATIONS IMPROVEMENTS			\$100,000							\$100,000	\$100,000	\$100,000	\$100,000	\$800,000	\$100,000	\$1,300,000						
II- 83	EF- 13	WD- 84	WATER SYSTEM PRESSURE and STORAGE IMPROVEMENTS				\$2,200,000						\$2,200,000						\$2,200,000						
II- 84	EF- 15-	WD- 85	RESERVOIR MANAGEMENT			\$100,000							\$100,000	\$100,000	\$100,000	\$100,000	\$1,100,000	\$100,000	\$1,600,000						
	EF- 18-	WD- 86	MADBURY WELL 5										\$0	\$750,000					\$750,000						
II- 85	EF- 18-	WD- 87	NEW GROUNDWATER SOURCE			\$50,000							\$50,000	\$100,000	\$1,250,000	\$1,250,000			\$2,650,000						
	EF- 18-	WD- 88	WATER TRANSMISSION MAIN REPLACEMENT										\$0		\$6,000,000				\$6,000,000						
	EF- 19	WD- 89	WILLARD AVENUE WATER MAINS										\$0		\$1,000,000				\$1,000,000						
II- 86	EF- 03	WD- 90	ISLINGTON STREET PHASE 2										\$0		\$2,000,000				\$2,000,000						
Water Subtotals:													\$0	\$500,000	\$2,700,000	\$0	\$0	\$0	\$3,200,000	\$1,300,000	\$8,200,000	\$4,700,000	\$2,650,000	\$450,000	\$20,500,000
Sewer																									
II- 88	EF- 18-	SD- 91	CONSENT DECREE MITIGATION				\$400,000						\$400,000	\$2,500,000					\$2,900,000						
II- 89	EF- 12-	SD- 92	PEASE WASTEWATER TREATMENT PLANT UPGRADES				\$7,200,000						\$7,200,000						\$7,200,000						
II- 90	EF- 16-	SD- 93	LONG TERM CONTROL PLAN RELATED PROJECTS			\$200,000							\$200,000	\$100,000	\$100,000	\$50,000	\$250,000	\$250,000	\$950,000						
II- 91	EF- 12-	SD- 94	ANNUAL SEWER LINE REPLACEMENT			\$250,000	\$500,000						\$750,000	\$250,000	\$750,000	\$250,000	\$750,000	\$250,000	\$3,000,000						
II- 92	EF- 17	SD- 95	UNION STREET RECONSTRUCTION				\$700,000						\$700,000						\$700,000						
	EF- 17-	SD- 96	WASTEWATER PUMPING STATION IMPROVEMENTS										\$0	\$500,000		\$500,000		\$500,000	\$1,500,000						
	EF- 13-	SD- 97	MECHANIC STREET PUMPING STATION UPGRADE										\$0			\$1,000,000	\$9,000,000		\$10,000,000						
	EF- 19	SD- 98	WILLARD AVENUE SEWER SEPARATION										\$0		\$1,000,000				\$1,000,000						
II- 93	EF- 03	SD- 99	ISLINGTON STREET PHASE 2										\$0		\$2,000,000				\$2,000,000						
	EF- 18-	SD- 100	REGIONAL DIGESTER FACILITY AT PEASE WWTF										\$0	\$1,500,000		\$16,500,000			\$18,000,000						
Sewer Subtotals:													\$0	\$450,000	\$8,800,000	\$0	\$0	\$0	\$9,250,000	\$3,350,000	\$2,350,000	\$3,800,000	\$18,500,000	\$10,000,000	\$47,250,000
V. TOTAL ENTERPRISE FUNDS													\$0	\$950,000	\$11,500,000	\$0	\$0	\$0	\$12,450,000	\$4,650,000	\$10,550,000	\$8,500,000	\$21,150,000	\$10,450,000	\$67,750,000



Capital Improvement Plan Summary '19-'24

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded
Page Type *Year Dept #

FY 19 Distribution

FY '20 to FY '24 Schedule

GF	Enterprise					FY '19 Total	FY '20	FY '21	FY '22	FY '23	FY '24			
	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP									
I.	EQUIPMENT AND VEHICLE SCHEDULE	\$164,000	\$0	\$600,000	\$0	\$85,000	\$0	\$849,000	\$165,000	\$735,000	\$85,000	\$85,000	\$85,000	\$2,004,000
II.	BUILDING & INFRASTRUCTURE	\$1,258,000	\$0	\$9,750,000	\$500,000	\$2,600,000	\$2,325,000	\$16,433,000	\$11,371,500	\$20,370,000	\$4,277,500	\$6,820,000	\$4,577,500	\$63,849,500
III.	INFORMATION MANAGEMENT SYSTEMS	\$0	\$0	\$0	\$0	\$866,408	\$0	\$866,408	\$816,908	\$814,708	\$847,708	\$736,308	\$663,708	\$4,745,748
IV.	TRANSPORTATION MANAGEMENT PLAN	\$525,000	\$0	\$4,650,000	\$2,100,000	\$700,000	\$50,000	\$8,025,000	\$10,511,000	\$2,788,000	\$7,525,000	\$13,175,000	\$12,630,000	\$54,654,000
	CAPITAL CONTINGENCY	\$58,000	\$0	\$0	\$0	\$0	\$0	\$58,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$558,000
	SUBTOTALS	\$2,005,000	\$0	\$15,000,000	\$2,600,000	\$4,251,408	\$2,375,000	\$26,231,408	\$22,964,408	\$24,807,708	\$12,835,208	\$20,916,308	\$18,056,208	\$125,811,248

ENTERPRISE FUNDS

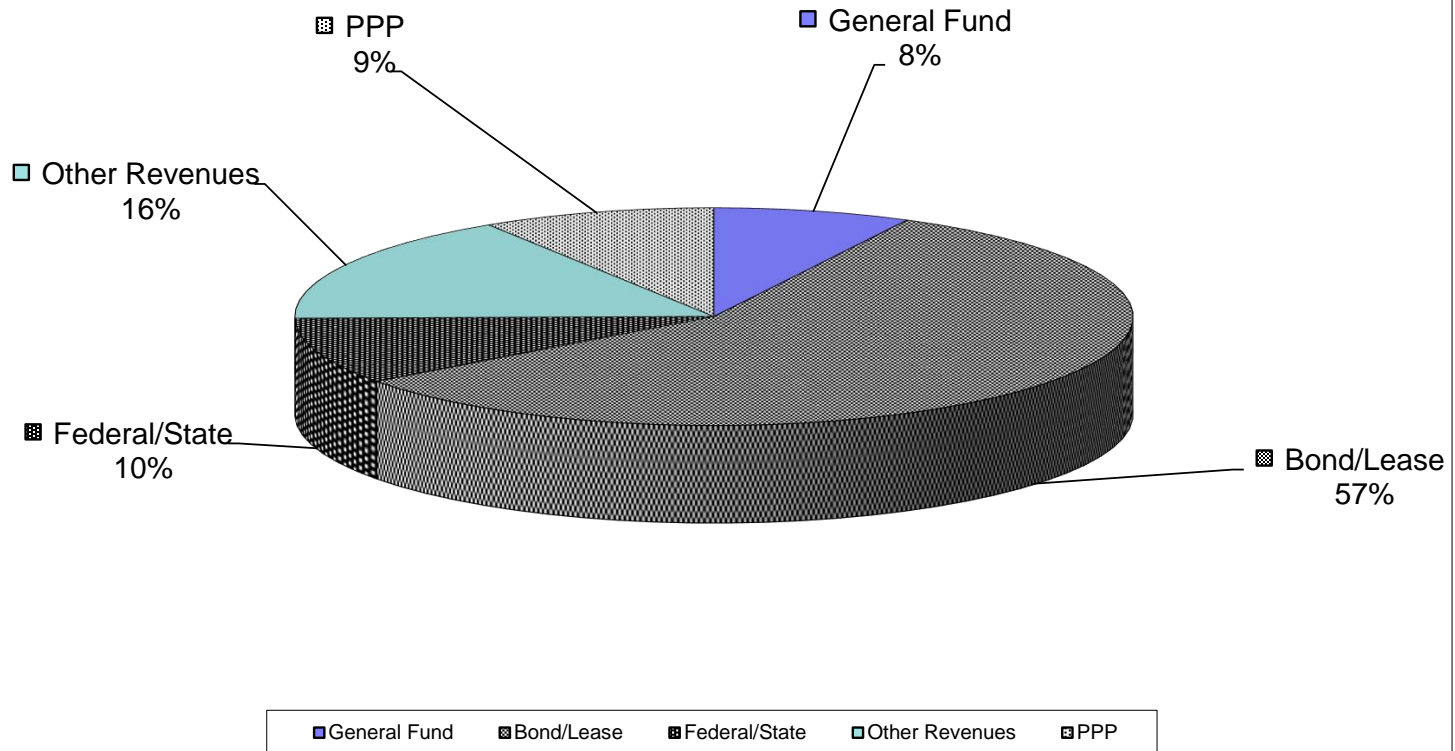
	WATER FUND	\$0	\$500,000	\$2,700,000	\$0	\$0	\$0	\$3,200,000	\$1,300,000	\$8,200,000	\$4,700,000	\$2,650,000	\$450,000	\$20,500,000
	SEWER FUND	\$0	\$450,000	\$8,800,000	\$0	\$0	\$0	\$9,250,000	\$3,350,000	\$2,350,000	\$3,800,000	\$18,500,000	\$10,000,000	\$47,250,000
V.	TOTAL ENTERPRISE FUNDS	\$0	\$950,000	\$11,500,000	\$0	\$0	\$0	\$12,450,000	\$4,650,000	\$10,550,000	\$8,500,000	\$21,150,000	\$10,450,000	\$67,750,000

GRAND TOTAL:

\$2,005,000	\$950,000	\$26,500,000	\$2,600,000	\$4,251,408	\$2,375,000	\$38,681,408	\$27,614,408	\$35,357,708	\$21,335,208	\$42,066,308	\$28,506,208	\$193,561,248
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FY 2019 CIP Distribution (Non-Enterprise Funds)



	General Fund	Bond/Lease	Federal/State	Other Revenues	PPP	Totals
Amount	\$2,005,000	\$15,000,000	\$2,600,000	\$4,251,408	\$2,375,000	\$26,231,408
% of Total	8%	57%	10%	16%	9%	



Capital Improvements
Fiscal Year 2019
Taken from Capital Improvement Plan 2019-2024
General Fund, Capital Outlay Projects Only FYs 13-19

Budget Book PAGE	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Total FY's 13-18 (6 Prior years)	Department Request FY 19	CIP Advisory Committee 12/6/2017	CIP Advisory Committee Recommended	City Council Amended 3/5/2018	City Council Adopted 3/5/2018
I. EQUIPMENT AND VEHICLE SCHEDULE (VE)												
II- 21 VEHICLE REPLACEMENT - FIRE ENGINE REPAIR							\$0	\$60,000		\$60,000		\$60,000
II- 22 THERMAL IMAGING CAMERA						\$22,000	\$22,000	\$24,000		\$24,000		\$24,000
II- 23 FIRE PROTECTIVE EQUIPMENT REPLACEMENT						\$60,000	\$60,000	\$60,000		\$60,000		\$60,000
II- 24 POLICE GYM EQUIPMENT						\$20,000	\$20,000	\$20,000		\$20,000		\$20,000
DURABLE MEDICAL EQUIPMENT					\$61,000		\$61,000		\$0			\$0
RECORDS PRESERVATION					\$44,000		\$44,000		\$0			\$0
REPLACE VOTING BOOTHS					\$52,400		\$52,400		\$0			\$0
MUNICIPAL FIRE ALARM SYSTEM: REPAIRS AND IMPROVEMENTS			\$30,000	\$30,000			\$60,000		\$0			\$0
TRAFFIC PRE-EMPTION SYSTEM UPGRADES			\$30,000				\$30,000		\$0			\$0
RESTORATION - 1870 AMOSKEAG STEAM ENGINE #3		\$25,000					\$25,000		\$0			\$0
SCBA REPLACEMENT PROGRAM	\$100,000	\$100,000					\$200,000		\$0			\$0
RADIO SYSTEM IMPROVEMENTS	\$35,000	\$35,000					\$70,000		\$0			\$0
Total Equipment and Vehicle	\$135,000	\$160,000	\$60,000	\$30,000	\$157,400	\$102,000	\$644,400	\$164,000	\$0	\$164,000	\$0	\$164,000

II. BUILDINGS AND INFRASTRUCTURE (BI)

II- 32 HISTORIC DOCUMENT STORAGE FACILITY						\$50,000	\$50,000	\$50,000		\$50,000		\$50,000
II- 33 HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING						\$50,000	\$50,000	\$88,000		\$88,000		\$88,000
II- 34 CLIMATE RESILIENCE PLANNING							\$0	\$25,000		\$25,000		\$25,000
LAND ACQUISITION	\$25,000	\$25,000			\$25,000	\$0	\$75,000	\$25,000	-\$25,000	\$0		\$0
II- 35 LAND USE REGULATION REVISION						\$50,000	\$50,000	\$25,000		\$25,000		\$25,000
II- 36 NEW OUTDOOR RECREATION FIELDS							\$0	\$300,000	-\$50,000	\$250,000		\$250,000
II- 37 EXSISTING OUTDOOR RECREATION FIELD IMPROVEMENTS							\$0	\$75,000		\$75,000		\$75,000
CITYWIDE PLAYGROUND IMPROVEMENTS	\$37,500	\$37,500	\$50,000	\$50,000	\$25,000	\$37,500	\$237,500	\$75,000		\$75,000	-\$75,000	\$0
CITYWIDE PARK IMPROVEMENTS	\$37,500	\$37,500	\$50,000	\$50,000	\$25,000	\$37,500	\$237,500	\$75,000		\$75,000	-\$75,000	\$0
II- 39 VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT							\$0	\$0	\$25,000	\$25,000		\$25,000
II- 40 PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS	\$87,500		\$87,500	\$80,000	\$80,000	\$80,000	\$415,000	\$100,000	-\$50,000	\$50,000		\$50,000
II- 41 PANNAWAY MANOR GATEWAY PARK							\$0	\$75,000	-\$25,000	\$50,000		\$50,000
II- 43 EMERGENCY RESPONSE SHELTER							\$0	\$150,000	-\$100,000	\$50,000		\$50,000
II- 44 MCINTYRE FEDERAL OFFICE BUILDING-PLANNING AND IMPLEMENTATION				\$25,000		\$25,000	\$50,000	\$50,000		\$50,000		\$50,000
II- 45 CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$20,000		\$20,000		\$20,000
II- 46 RECYCLING & SOLID WASTE TOTES							\$0	\$100,000		\$100,000		\$100,000
II- 47 RECYCLING & SOLID WASTE TRANSFER STATION							\$0	\$150,000		\$150,000		\$150,000
HISTORIC CEMETERY IMPROVEMENTS	\$10,000	\$10,000	\$50,000	\$40,000	\$40,000	\$40,000	\$190,000	\$25,000		\$25,000	-\$25,000	\$0



Capital Improvements
Fiscal Year 2019
Taken from Capital Improvement Plan 2019-2024
General Fund, Capital Outlay Projects Only FYs 13-19

Budget Book PAGE		FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Total	Department Request FY 19	CIP Advisory Committee 12/6/2017	CIP Advisory Committee Recommended	City Council Amended 3/5/2018	City Council Adopted 3/5/2018
								FY's 13-18					
II- 50	CITY HALL COMPLEX ELECTRICAL UPGRADES							\$0	\$50,000		\$50,000		\$50,000
II- 51	CITYWIDE STORMDRAINAGE IMPROVEMENTS			\$50,000	\$200,000	\$200,000	\$200,000	\$650,000	\$200,000		\$200,000		\$200,000
	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN PROJECT	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000			\$0		\$0
	IMPLEMENTATION OF SAGAMORE CREEK PARCEL CONCEPTUAL MASTER PLAN				\$50,000	\$25,000	\$25,000	\$100,000			\$0		\$0
	REUSE OF PAUL A DOBLE ARMY RESERVE CENTER				\$50,000	\$50,000		\$100,000			\$0		\$0
	RETAINING WALLS REPAIR AND IMPROVEMENTS			\$75,000	\$100,000			\$175,000			\$0		\$0
	OPEN SPACE PLAN						\$50,000	\$50,000			\$0		\$0
	SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95				\$50,000		\$50,000	\$100,000			\$0		\$0
	MUNICIPAL COMPLEX STORAGE BUILDING REPLACEMENT				\$50,000			\$50,000			\$0		\$0
	HISTORIC MARKERS REPLACEMENT PROJECT				\$10,000			\$10,000			\$0		\$0
	FIRE STATION LIGHTING IMPROVEMENTS				\$15,000			\$15,000			\$0		\$0
	BLEACHER/GRANDSTANDS			\$50,000	\$50,000			\$100,000			\$0		\$0
	MASTER PLAN PLANNING PROCESS	\$50,000	\$75,000	\$100,000	\$50,000			\$275,000			\$0		\$0
	POLICE SITE NEEDS STUDY			\$50,000				\$50,000			\$0		\$0
	POLICE SPACE NEEDS STUDY		\$25,000					\$25,000			\$0		\$0
	BANFIELD ROAD DRAINAGE IMPROVEMENTS		\$50,000	\$50,000				\$100,000			\$0		\$0
	CITY WIDE FACILITIES CAPITAL IMPROVEMENTS MASTER PLAN			\$50,000				\$50,000			\$0		\$0
	CITY HALL ENTRY WAY ACCESSIBILITY IMPROVEMENTS		\$100,000					\$100,000			\$0		\$0
	ELWYN PARK DRAINAGE IMPROVEMENTS		\$75,000					\$75,000			\$0		\$0
	LESLIE DRIVE DRAINAGE IMPROVEMENTS		\$100,000					\$100,000			\$0		\$0
	MUNICIPAL COMPLEX BOILER REPLACEMENT AND RELATED	\$175,000						\$175,000			\$0		\$0
	RECREATION STUDY IMPLEMENTATION: OUTDOOR FIELDS	\$50,000						\$50,000			\$0		\$0
	Total Buildings and Infrastructure	\$517,500	\$580,000	\$707,500	\$915,000	\$515,000	\$740,000	\$3,975,000	\$1,658,000	-\$225,000	\$1,433,000	-\$175,000	\$1,258,000

IV. TRANSPORTATION MANAGEMENT (TSM)

II- 67	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION			\$50,000			\$50,000	\$100,000	\$50,000	-\$20,000	\$30,000		\$30,000
II- 70	SPINNEY ROAD NEW SIDEWALK CONSTRUCTION		\$100,000		\$125,000			\$225,000	\$175,000		\$175,000		\$175,000
II- 71	ELWYN PARK SIDEWALKS PHASE I							\$0	\$20,000		\$20,000		\$20,000
II- 72	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000		\$100,000		\$100,000
II- 73	RUSSELL-MARKET INTERSECTION UPGRADES							\$0	\$200,000		\$200,000		\$200,000
	CATE ST CONNECTOR							\$0			\$0		\$0
	LONGMEADOW ROAD EXTENSION		\$100,000	\$25,000	\$75,000	\$50,000		\$250,000			\$0		\$0
	HAMPTON BRANCH RAIL TRAIL			\$150,000	\$56,000	\$113,000	\$225,000	\$544,000			\$0		\$0
	MARKET SQUARE UPGRADE			\$50,000	\$50,000			\$100,000			\$0		\$0
	ELWYN PARK SIDEWALKS PHASE I						\$20,000	\$20,000			\$0		\$0



Capital Improvements
Fiscal Year 2019
Taken from Capital Improvement Plan 2019-2024
General Fund, Capital Outlay Projects Only FYs 13-19

Budget Book PAGE	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Total FY's 13-18	Department Request FY 19	CIP Advisory Committee 12/6/2017	CIP Advisory Committee Recommended	City Council Amended 3/5/2018	City Council Adopted 3/5/2018
		\$100,000		\$100,000		\$100,000	\$300,000			\$0		\$0
						\$219,000	\$219,000			\$0		\$0
						\$100,000	\$100,000			\$0		\$0
						\$181,000	\$181,000			\$0		\$0
						\$45,000	\$45,000			\$0		\$0
				\$50,000		\$50,000	\$100,000			\$0		\$0
			\$50,000				\$50,000			\$0		\$0
					\$75,000		\$75,000			\$0		\$0
					\$100,000		\$100,000			\$0		\$0
			\$76,800	\$77,000	\$30,000		\$183,800			\$0		\$0
					\$80,000		\$80,000			\$0		\$0
	\$120,000		\$120,000		\$117,000		\$357,000			\$0		\$0
	\$100,000		\$100,000		\$200,000		\$400,000			\$0		\$0
					\$300,000		\$300,000			\$0		\$0
				\$167,000			\$167,000			\$0		\$0
		\$25,000	\$25,000				\$50,000			\$0		\$0
		\$100,000					\$100,000			\$0		\$0
			\$50,000				\$50,000			\$0		\$0
	\$50,000						\$50,000			\$0		\$0
Total Transportation Management	\$370,000	\$525,000	\$796,800	\$750,000	\$1,215,000	\$1,090,000	\$4,746,800	\$545,000	-\$20,000	\$525,000	\$0	\$525,000

SUMMARY

TOTALS PER SECTION

I.	EQUIPMENT AND VEHICLE SCHEDULE	\$135,000	\$160,000	\$60,000	\$30,000	\$157,400	\$102,000	\$644,400	\$164,000	\$0	\$164,000	\$0	\$164,000
II.	BUILDING & INFRASTRUCTURE	\$517,500	\$580,000	\$707,500	\$915,000	\$515,000	\$740,000	\$3,975,000	\$1,658,000	-\$225,000	\$1,433,000	-\$175,000	\$1,258,000
IV.	TRANSPORTATION MANAGEMENT PLAN	\$370,000	\$525,000	\$796,800	\$750,000	\$1,215,000	\$1,090,000	\$4,746,800	\$545,000	-\$20,000	\$525,000	\$0	\$525,000
v.	CAPITAL CONTINGENCY	\$0	\$100,000	\$35,700	\$70,000	\$112,600	\$53,000	\$371,300	\$100,000	-\$42,000	\$58,000	\$0	\$58,000
	TOTAL	\$1,022,500	\$1,365,000	\$1,600,000	\$1,765,000	\$2,000,000	\$1,985,000	\$9,737,500	\$2,467,000	-\$287,000	\$2,180,000	-\$175,000	\$2,005,000



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	On-Going
Priority	O (ongoing or Programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations – April 2015	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This program is a regular replacement schedule for the City’s ambulances. The 2013 Ambulance is scheduled for replacement in FY20. Funds include complete set-up including radio, lettering, striping, and equipment. This is the second half of total funds required for this project.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 18-23	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Rolling Stock	100%	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$510,000	\$725,000	\$1,235,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$510,000	\$725,000	\$1,235,000

VE-13-FD-02: VEHICLE REPLACEMENT – FIRE ENGINE 6

Department	Fire Department
Project Location	Station 1 (170 Court Street)
Project Type	Replacement or Purchase of a Vehicle
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Self-Assessment of FD Operations: April 2015	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project continues the CIP Rolling Stock Replacement Program for large apparatus. This allocation will purchase a new custom rescue pumper with a 4-person cab with medical compartments, five-hundred (500) gallon water tank, 1,500 GPM pump, and related equipment to replace this 1999 Emergency One pumper. Funds include complete set-up including radio, lettering and striping as well as equipment.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$600,000						\$600,000	\$0	\$600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$600,000

VE-18-FD-03: VEHICLE REPAIR - 2006 FIRE ENGINE

Department	Fire Department
Project Location	Station 3 (127 International Dr.)
Project Type	Other (Describe Below)
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Self-Assessment of FD Operations: April 2015	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project is designed to replace the frame rails on the 2006 E-One Pumper. The current rails are experiencing significant wear and corrosion. Replacement should ensure scheduled replacement of pumper in FY26 versus FY21.

Useful Website Links:
<ul style="list-style-type: none"> Portsmouth Fire Department Homepage FY18-23 CIP page

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$60,000						\$60,000	\$0	\$60,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000

VE-18-FD-05: THERMAL IMAGING CAMERA REPLACEMENTS

Department	Fire Department
Project Location	All FD Apparatus
Project Type	Equipment (Non-Vehicular)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The department utilizes thermal imaging cameras to interpret heat and fire conditions in smoke filled environments, as well as to effectively search for victims or hidden fires. Thermal imaging cameras are critical tools carried on all primary fire units. This project would complete 2 year program to replace aging equipment with NFPA compliant, contemporary technology cameras.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$24,000						\$24,000	\$22,000	\$46,000
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	\$24,000	\$0	\$0	\$0	\$0	\$0	\$24,000	\$22,000	\$46,000

VE-18-FD-06: PERSONAL PROTECTIVE EQUIPMENT REPLACEMENT

Department	Fire Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project will fund the required replacement of all members' (60) structural firefighter gear, aka personal protective equipment. NFPA standard 1851 requires the structural firefighting ensembles be retired no more than 10 years from the date manufactured. Our last capital purchase was in FY10. The purchase is the second year of a 3 year replacement program.

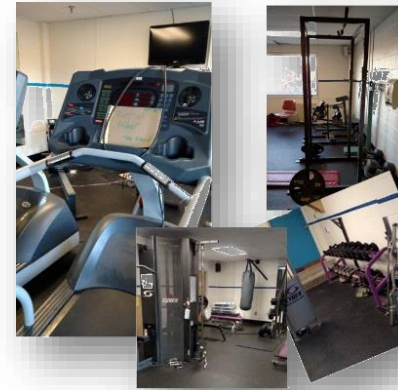
Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$60,000	\$60,000					\$120,000	\$60,000	\$180,000
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	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$120,000	\$60,000	\$180,000

VE-18-PD-07: POLICE GYM EQUIPMENT REPLACEMENT

Department	Police Department
Project Location	Police Department
Project Type	Equipment (non-vehicular)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: Police Standards and Training has set physical fitness and medical requirements that must be maintained as a condition of employment for police officers hired after 1/1/2001. Due to the 24/7/365 aspect of the job, workouts prior to or after a shift are optimal. For over a decade, the department gym has been outfitted by donated equipment from local for-profit public gyms as they rotate their equipment out for replacement. This equipment is outdated and often in need of repair. This project will fund new equipment and minor room preparation. Note: Municipal employees at city hall also utilize the gym to maintain their physical fitness.

Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$20,000	\$20,000					\$40,000	\$20,000	\$60,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$40,000	\$20,000	\$60,000

II. BUILDINGS AND INFRASTRUCTURE



BI-19-FD-08: FIRE STATION ONE RENOVATION

Department	Fire Department
Project Location	Fire Station One (170 Court St)
Project Type	Rehabilitation of a Facility
Commence FY	FY2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	Y
Improves Quality of Existing Services	
Provides Added Capacity to Serve Growth	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project focuses on four (4) areas of required improvements to the city's central fire station. These include the structural replacement of the driveway / apparatus apron, replacement of failing and unsafe rear outside entrance stairway and deck, improvements to primary bathroom facilities to accommodate current workforce, and renovations to primary public entrance and stairwell. The design engineering was completed for structural replacement of the apparatus apron in 2017.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$325,000						\$325,000	\$0	\$325,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$325,000	\$0	\$0	\$0	\$0	\$0	\$325,000	\$0	\$325,000

BI-16-PD-09: POLICE DEPARTMENT LAND ACQUISITION

Department	Police Department
Project Location	To Be Determined
Project Type	Acquisition of Land
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Police Dept. Facility Study	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	



Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the purchase of land for a new facility, if a current City-owned site is not available for this purpose.

Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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-10: NEW POLICE DEPARTMENT FACILITY

Department	Police Department
Project Location	To Be Determined
Project Type	New Construction
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Police Dept. Facility Study	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the design and construction of a new facility after a site and conceptual design are complete.

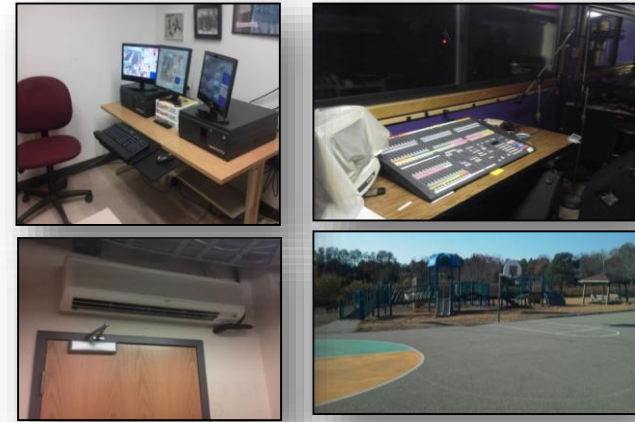
Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%			\$11,000,000				\$11,000,000	\$0	\$11,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$11,000,000	\$0	\$0	\$0	\$11,000,000	\$0	\$11,000,000

BI-07-SC-11: SCHOOL FACILITIES CAPITAL IMPROVEMENTS

Department	School Department
Project Location	District Wide
Project Type	Rehabilitation of Existing Facilities
Commence FY	On-Going
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The Portsmouth School Department has maintenance responsibilities for seven (7) buildings and the grounds that accompany them. The tri-annual appropriation is used for building and grounds improvement projects such as roof, windows, and infrastructure replacement and improvements. The next appropriation will focus on the athletic complex at Portsmouth High School.

Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$500,000			\$500,000			\$1,000,000	\$1,000,000	\$2,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$0	\$500,000	\$0	\$0	\$1,000,000	\$1,000,000	\$2,000,000

BI-07-SC-11 : SCHOOL FACILITIES CAPITAL IMPROVEMENTS

<u>School</u>	<u>Project</u>	<u>Estimated Cost</u>
High School	Auditorium Lighting and Sound Upgrade/ Replacement	\$100,000
High School	Energy Conservation Lighting Project	\$100,000
High School	Athletic Complex - Upgrade/ Replacement of Track, scoreboards, fencing and irrigation	\$300,000
	<u>Total High School</u>	<u>\$500,000</u>
<hr/> TOTAL IMPROVEMENTS		\$500,000

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	Satisfy
Identified in Planning Document or Study	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: Our elementary schools buildings are all over thirty (30) years old. This appropriation will be used to complete the balance of the upgrades to Dondero Elementary School, asbestos removal and air handling infrastructure upgrades to New Franklin Elementary School.

Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	2%			\$250,000	\$250,000			\$500,000	\$0	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$5,000,000	\$2,000,000					\$7,000,000	\$15,000,000	\$22,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$5,000,000	\$2,000,000	\$250,000	\$250,000	\$0	\$0	\$7,500,000	\$15,000,000	\$22,500,000

BI-17-FI-13: HISTORIC DOCUMENT STORAGE FACILITIES

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	New Construction/ Refurbishment
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Proper storage conditions are required for our short and long term documents in City Hall. City Hall long-term (archival) records are required by law to be preserved and held indefinitely. The Basement of City Hall is in need of numerous upgrades to prevent the deterioration of both short term and long term records. The City's document storage areas in City Hall are often the site of leaks and also experiences large fluctuations in temperature and are not adequate for employee exposure for long periods of time.

In FY18 the CIP funded the upgrade of the first document room upgrade to include a new Fire Suppression System, temperature control and monitoring, humidity monitoring and proper shelving for the City's archival records. We are looking to continue this momentum for the many more documents awaiting proper storage in City Hall.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

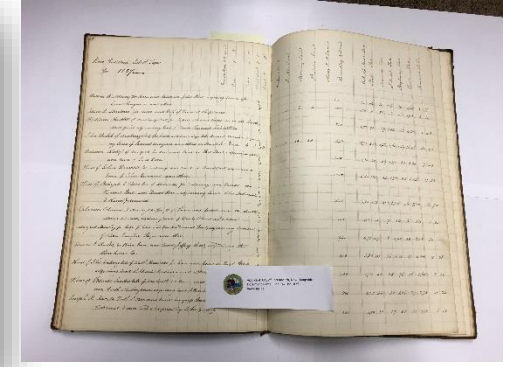
Useful Website Links:

- [Finance Department Homepage](#)
 - [City Clerk's Office](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$100,000	\$400,000
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	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$100,000	\$400,000

BI-18-FI-14: HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	New Construction/ Refurbishment
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The City is required to keep certain documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). The City also keeps many documents that are of Historic significance. 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 either CD (pdf) and/ or microfilm. A list of documents with current preservation needs can be found in the FY19-24 CIP in Appendix III. The total amount of funds needed for this project will eventually exceed \$1 million dollars and with the current funding take over 20 years to complete. The FY19 and FY20 amounts have monies for both City Clerk and Finance Department Archival Records.

Useful Website Links:

- [Finance Department Homepage](#)
- [City Clerk's Office](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$88,000	\$94,000	\$50,000	\$50,000	\$50,000	\$50,000	\$382,000	\$50,000	\$432,000
Fed/ State	0%							\$0	\$9,966	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$88,000	\$94,000	\$50,000	\$50,000	\$50,000	\$50,000	\$382,000	\$59,966	\$432,000

BI-19-PL-15: CLIMATE RESILIENCE PLANNING

Department	Planning Department
Project Location	Citywide
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	Satisfy
Identified in Planning Document or Study: Coastal Resilience Initiative and Historic Properties Climate Change Vulnerability Assessment	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**PREPARE.
PROTECT.
PORTSMOUTH.**



Description: In accordance with recent coastal flooding studies consider zoning, building, site review amendments to make the City more resilient to future Climate Change impacts.

Useful Website Links:

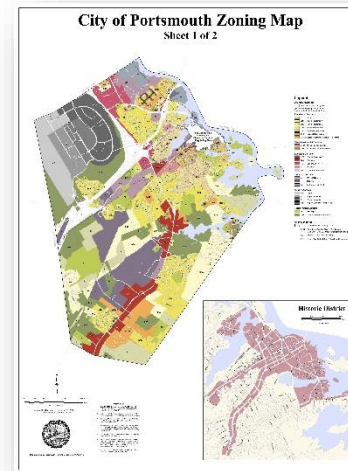
- [Planning Department Homepage](#)
- [Sustainability](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$25,000						\$25,000	\$0	\$25,000
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	\$0	\$25,000

BI-18-PL-17: LAND USE REGULATION REVISIONS

Department	Planning Department
Project Location	Citywide
Project Type	Other (explained below)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Master Plan 2025	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project will include revisions and related updates to the City's land use regulations including the Zoning Ordinance, Site Plan Review and Subdivision Regulations. These revisions will support the recommendations of the City's 2025 Master Plan and related plans and studies including the 2016 Housing Committee report and the Historic Properties Climate Change Vulnerability study.

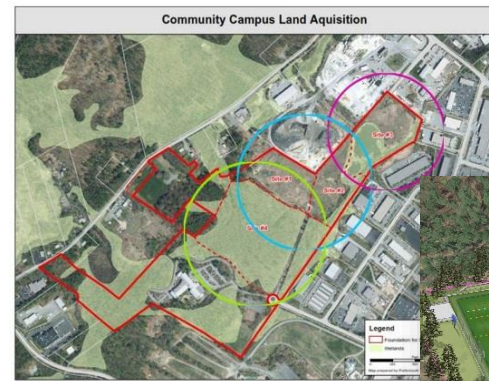
Useful Website Links:

- [Planning Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$25,000						\$25,000	\$50,000	\$75,000
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	\$50,000	\$75,000

BI-12-CD-18: NEW OUTDOOR RECREATION FIELDS

Department	Community Development Department / Recreation Department
Project Location	100 Campus Drive/ 680 Peverly Hill Road
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Recreation Needs Study (2010) ; 2015 Recreation Field Report	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: There are two projects identified to add new facilities to the inventory of outdoor recreation fields: the Route 33 multi-purpose field and the creation of new fields at the newly acquired land on Campus Drive behind the Public Works facility. This project identifies funding, if necessary, to complete the construction of amenities for the new Route 33 field. In addition funding is identified for the design and eventual buildout of the multi-field complex at Campus Drive in out years.

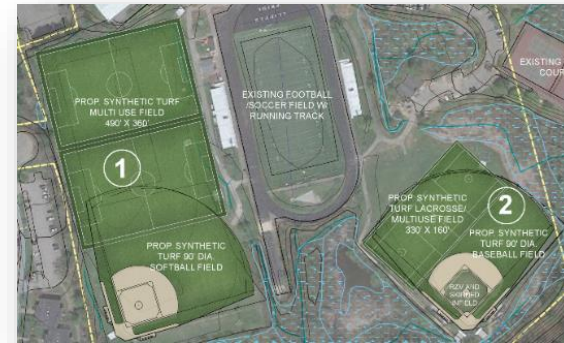
Useful Website Links:

- [Recreation Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	5%	\$250,000						\$250,000	\$0	\$250,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	82%					\$2,000,000		\$2,000,000	\$1,750,000	\$3,750,000
Peirce Trust	13%	\$600,000						\$600,000	\$0	\$600,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$850,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,850,000	\$1,750,000	\$4,600,000

BI-12-CD-19: EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS

Department	Community Development Department
Project Location	Various Locations
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Recreation Needs Study (2010) ; 2015 Recreation Field Report	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: In addition to adding to the inventory of recreation fields, the 2010 Recreation Needs Study and the 2015 Recreation Field Report, highlighted opportunities for resurfacing or reconstructing existing fields in order to increase playability and improve service. Needed investments to add or improve playability include addressing drainage issues and improving turf systems thereby improving the quality and safety of fields and/or converting “practice” fields to competition fields. The 2015 report highlights opportunities at the High School Athletic Complex, Clough Field as well as the elementary schools and Lafayette ballfield. Funding in the first year, is identified to advance the design for such improvements to the Lafayette ballfield at South and Monroe Streets.

Useful Website Links:

- [Recreation Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$75,000	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,025,000	\$0	\$1,025,000
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	\$75,000	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,025,000	\$0	\$1,025,000

BI-16-CD-22: IMPLEMENTATION OF SAGAMORE CREEK PARCEL MASTER PLAN

Department	Community Development Department
Project Location	Sagamore Creek at Jones Avenue
Project Type	New Construction or Expansion of Existing Facility, Street or Utility
Commence FY	2016
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Blue Ribbon Committee on Sagamore Creek Land (2015)	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project provides funding for the implementation of the 2015 Sagamore Creek Master Plan adopted by the City Council. The Plan recommends various improvements to promote the use of the area by the public for recreation purposes in a manner that balances recreation uses with property's high conservation values. Access, parking, signage, and trail improvements are recommended in the Plan.

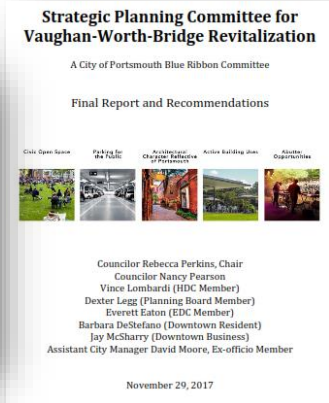
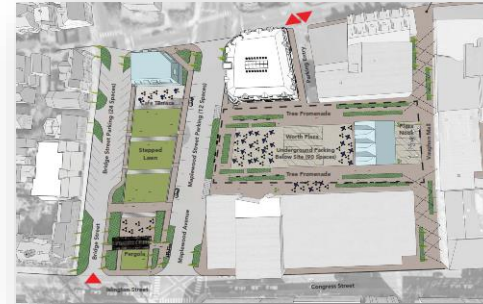
Useful Website Links:

- [Community Development Homepage](#)
 - Sagamore Creek
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	67%							\$0	\$100,000	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Conservation Fund	33%	\$50,000						\$50,000	\$0	\$50,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$150,000

BI-19-CD-26: VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT

Department	Community Development
Project Location	Publicly-owned land & Rights of Way between Foundry Place Garage, Islington Street & Vaughan Mall
Project Type	Design work or planning study
Commence FY	FY19
Priority	C (Can be placed on hold for after 6 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: 2017 Strategic Vision for Vaughan, Worth and Bridge	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: In December 2017, the City Council adopted a strategic vision for the area encompassing the Vaughan Mall, Worth Lot and Bridge Street Lot. The Vision is to transform the surface parking at the Bridge Street and Worth Lot as well as the Vaughan Mall to extend the vibrant downtown fabric emanating from Market Square into new and renewed public spaces to create more opportunity for Portsmouth's civic life to grow and express itself. This project identifies funding to take steps to develop this vision further. This work may include concept development and public processes; design development and site analysis/feasibility work; and funding for interim capital investments to demonstrate concepts in the Vision.

Useful Website Links:

- [Community Development Homepage](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$0	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$0	\$150,000

BI-11-CD-27: PRESCOTT PARK FACILITIES CAPITAL IMPROVEMENTS

Department	Trustees of Trust Funds
Project Location	Prescott Park
Project Type	Rehabilitation of an Existing Facilities
Commence FY	On-Going
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: In 2017, the City Council adopted the [Prescott Park Master Plan](#), which articulates a broad vision for Prescott Park into the next century. Today's Park - the result of a half century of assembling industrial parcels and transforming them into parkland - is in need of an overhaul. The opportunity to renovate the Park also presents opportunities to plan for climate adaptation, preserve invaluable antique historic structures, purposefully accommodate performance & event space, and ensure iconic Portsmouth places continue to define the City's life into the future. The Master Plan document calls for Park improvements to be funded through a number of sources, including fundraising and donations; revenues from Park licensees; grant-support for climate adaptation; and as traditional sources of municipal project funding.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: 2017 Prescott Park Master Plan	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Community Development Homepage](#)
 - [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
 - [Public Works Homepage](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	7%	\$50,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$675,000	\$415,000	\$1,090,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	47%	\$2,325,000	\$1,750,000	\$1,050,000	\$750,000	\$900,000	\$850,000	\$7,625,000	\$0	\$7,625,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	47%	\$2,325,000	\$1,750,000	\$1,050,000	\$750,000	\$900,000	\$850,000	\$7,625,000	\$0	\$7,625,000
	Totals	\$4,700,000	\$3,625,000	\$2,225,000	\$1,625,000	\$1,925,000	\$1,825,000	\$15,925,000	\$415,000	\$16,340,000

BI-19-PW-28: PANNAWAY MANOR GATEWAY PARK – NEW FACILITY

Department	Public Works
Project Location	Sherburne Road & Colonial Drive
Project Type	Upgrade Existing Facilities
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project would create a new park facility in an existing island at the entrance to the Pannaway Manor Neighborhood located off Sherburne Road. Improvements envisioned include curbing around the island, introducing new hardscape and landscape features with related furnishings.

Useful Website Links:

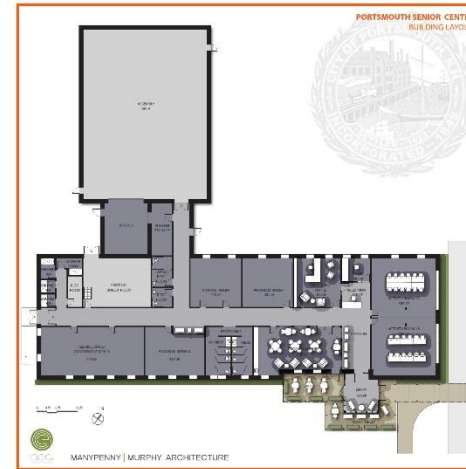
- [Public Works Homepage](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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-09-CD-29: REUSE OF THE PAUL A. DOBLE ARMY RESERVE CENTER

Department	Community Development Department
Project Location	125 Cottage Street
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Final Report – Blue Ribbon Senior Committee	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The City is set to receive the Paul A. Doble Army Reserve Center as a legislatively-directed transfer. This CIP project positions the City to move forward with adaptive reuse of the facility into a modern senior center. Funding sources include Federal grant dollars (Community Development Block Grant) as well as a portion of the Daniel Street Trust (sale of the Connie Bean Center).

Useful Website Links:

- [Community Development Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	6%							\$0	\$100,000	\$100,000
Fed/ State	32%	\$500,000						\$500,000	\$0	\$500,000
Bond/ Lease	0%							\$0	\$0	\$0
Other (Daniel St. Trust)	61%	\$950,000						\$950,000	\$0	\$950,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,450,000	\$0	\$0	\$0	\$0	\$0	\$1,450,000	\$100,000	\$1,550,000

BI-18-CD-30: EMERGENCY RESPONSE SHELTER

Department	Community Development Department
Project Location	Unknown
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	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Local Emergency Operations Plan; Hazard Mitigation Plan	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City's Local Emergency Plan calls for emergency shelters as required by law. Funding is identified here for upgrades to facilities and or purchase of equipment to make ready adequate shelter facilities.

The City's high school is currently equipped as an emergency shelter; this project envisions outfitting another City facility that would not only add shelter capacity, but be available for prolonged use without disruption to a school facility. Examples of needed improvements include accessibility needs, bathroom capacity, emergency power capacity, fire safety upgrades for overnight accommodations, kitchen upgrades, and related improvements.

Useful Website Links:

- [Community Development Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000	\$50,000			\$200,000	\$0	\$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	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	\$200,000	\$0	\$200,000

BI-05-CD-31: MCINTYRE FEDERAL OFFICE BUILDING SITE REDEVELOPMENT – PLANNING & IMPLEMENTATION

Department	Community Development
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	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: Since 2004, the General Services Administration (GSA) has been planning to relocate the functions from this property to another location in Portsmouth. In fall of 2016, the GSA officially began its disposal process, declaring the building to be surplus to its needs. As the City moves forward with its process for guiding the redevelopment of the site professional services (including legal services) will be needed to ensure the Council's direction is carried forward.

Useful Website Links:

- [Community Development Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000	\$50,000	\$225,000
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	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000	\$50,000	\$225,000

BI-04-PW-32: CITYWIDE TREE REPLACEMENT PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Upgrade Existing Facilities
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City of Portsmouth is a Tree City USA designated city with a long tradition of caring for the urban forest. The City Arborist, in the Public Works Department, in conjunction with the City 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 homeowners and builders.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$120,000	\$240,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$120,000	\$240,000

BI-17-PW-33: RECYCLING & SOLID WASTE TOTES

Department	Public Works
Project Location	All Locations Serviced by DPW Curbside Collection
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	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project offers standard totes for recycling and solid waste to all residential households who receive Public Works curbside collection service. The wheeled totes will have a larger volume than existing recycling bins, and the attached lid will keep contents covered to promote sanitary storage.

Useful Website Links:

- [Public Works Homepage](#)
- [Solid Waste and Recycling Info](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	\$0	\$500,000
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	\$0	\$500,000	\$0	\$500,000

BI-18-PW-34: RECYCLING & SOLID WASTE TRANSFER STATION

Department	Public Works
Project Location	To Be Determined
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The purpose of this project is to design and build a new Recycling Center at the Department of Public Works. The new Recycling Transfer Center will improve safety and the experience of residents dropping material off, while adding infrastructure to consolidate recycling and solid waste for more efficient transport.

Useful Website Links:

- [Public Works Homepage](#)
- [Solid Waste and Recycling Info](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	5%	\$150,000						\$150,000	\$0	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	95%		\$2,750,000					\$2,750,000	\$0	\$2,750,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$2,750,000	\$0	\$0	\$0	\$0	\$2,900,000	\$0	\$2,900,000

BI-15-PW-35: OUTDOOR POOL UPGRADE

Department	Public Works
Project Location	Peirce Island
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project includes replacement of the pool's bathhouse. The original bathhouse was constructed in the 1950's and has not been renovated. The existing bathhouse needs significant upgrades to meet current needs.

Useful Website Links:

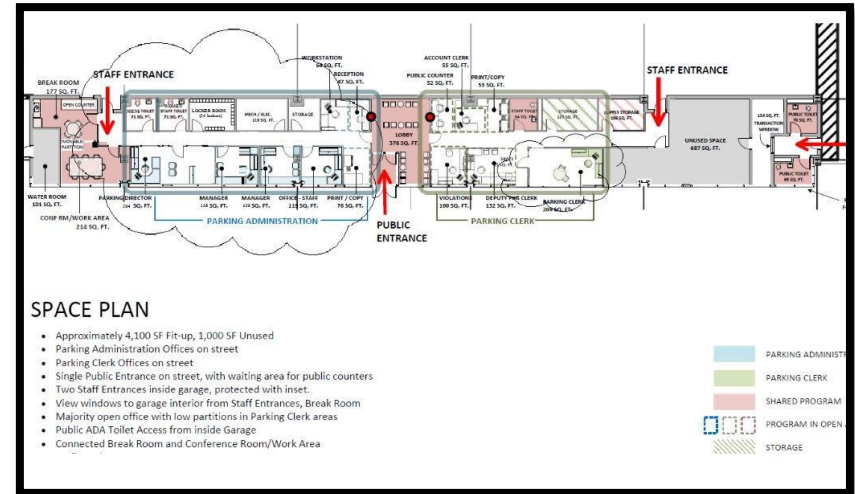
- [Public Works Homepage](#)
- [Recreation Department](#)
 - [Outdoor Pool](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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	\$500,000	\$1,500,000
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	\$500,000	\$1,500,000

BI-19-PW-40: FOUNDRY GARAGE PARKING OFFICES

Department	Public Works
Project Location	Foundry Garage
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This is the build-out of onsite offices for all three groups of the Parking Division.

Useful Website Links:

- [Public Works Homepage](#)
- [Park Portsmouth](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease (Parking Fund)	100%	\$900,000						\$900,000	\$0	\$900,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$900,000	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0	\$900,000

BI-19-PW-41: CITY HALL COMPLEX ELECTRICAL UPGRADES

Department	Public Works
Project Location	City Hall Complex
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The electrical system at City Hall needs upgrading due to age and deteriorating condition. Power outages are occurring more frequently and causing additional strain on the aging system. This project would improve service reliability and increase operational efficiency.

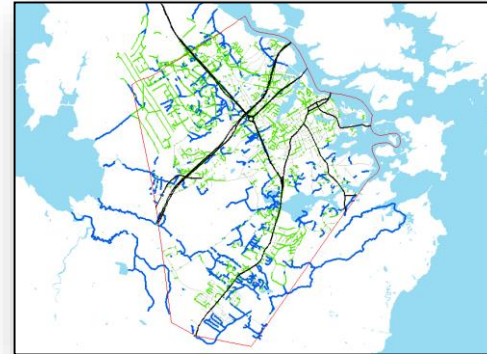
Useful Website Links:

- [Public Works Homepage](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	8%	\$50,000						\$50,000	\$0	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	92%	\$600,000						\$600,000	\$0	\$600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$650,000	\$0	\$0	\$0	\$0	\$0	\$650,000	\$0	\$650,000

BI-15-PW-43: CITYWIDE STORM DRAINAGE IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City owns and maintains approximately sixty-one (61) miles of storm drains, four-thousand seven-hundred (4,700) catch basins and four-hundred fifty (450) drain outfalls. Many of these structures are failing and need upgrades. These projects include drainage improvements along Maplewood Avenue, Junkins Avenue, Corporate Drive, and Union Street. In addition to pipe work, the existing storm water ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Stormwater Master Plan	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Public Works Homepage](#)
- [Stormwater Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$650,000	\$1,850,000
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	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$650,000	\$1,850,000

BI-95-PW-44: HANOVER PARKING FACILITY – CAPITAL IMPROVEMENTS

Department	Public Works – Parking and Transportation Division
Project Location	Hanover Street
Project Type	Rehabilitation of a facility
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Structural Evaluation, Walker, 2015	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project provides funding for maintenance needs at the Hanover Parking Garage. Funding is allocated on a scheduled basis to fund major renovation needs for the original structure. In FY15, a structural evaluation was completed. It identified necessary upgrades to be able to continue to use the garage. Construction will begin once the City's new parking garage is completed. In the interim, minor upgrades will be completed.

Useful Website Links:

- [Public Works Homepage](#)
 - [Park Portsmouth](#)
- [High Hanover Parking Garage](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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%	\$100,000	\$100,000	\$5,000,000	\$50,000	\$50,000	\$50,000	\$5,350,000	\$800,000	\$6,150,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$5,000,000	\$50,000	\$50,000	\$50,000	\$5,350,000	\$800,000	\$6,150,000

III. INFORMATION SYSTEMS



IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Department	Finance Department
Project Location	citywide
Project Type	Equipment (non vehicular)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The Information Technology Upgrades Replacements incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments technology needs. The replacement/ upgrade of computers, servers and other technology upgrades follow by location for FY18.

Useful Website Links:

- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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%	\$740,908	\$716,908	\$714,708	\$747,708	\$636,308	\$663,708	\$4,220,248	\$2,325,558	\$6,545,806
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$740,908	\$716,908	\$714,708	\$747,708	\$636,308	\$663,708	\$4,220,248	\$2,325,558	\$6,545,806

IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Computers/Notebooks

(Costs include installation)

Location	Inventory	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
City Hall	102			50	52	52	
Public Works	67	30					37
Library	95	17	45	17	45	17	47
Recreation	11		11				
Police	121	25	25	25	25	25	25
Fire	19	16	2	2	2	16	2
Total Computers	415	88	83	94	124	110	111

<u>Cost of Replacement</u>	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
City Hall			\$45,000	\$46,800	\$46,800	
Public Works	\$27,000					\$33,300
Library	\$15,300	\$40,500	\$15,300	\$40,500	\$15,300	\$40,500
Recreation		\$11,000				
Police	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500
Fire	\$12,600	\$2,800	\$2,800	\$2,800	\$12,600	\$2,800
Computers/Monitors Cost per Year	\$97,400	\$96,800	\$105,600	\$132,600	\$117,200	\$119,100

IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Servers

(Costs include installation and software)

Location	Inventory	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Citywide	17	4	4	4	4	4	4
Public Works							
Recreation							
Police	9	2	2	2	2	2	2
Fire							
Total Servers	26	6	6	6	6	6	6

<u>Cost of Replacement</u>	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Citywide	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000
Public Works						
Recreation						
Police	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
Fire						
Servers Cost per Year	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000

IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Other Technology Replacements and Upgrades

Location	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Citywide						
Plotter City Hall (1)			\$5,000			
Microsoft Office/Exchange (320 Citywide)	\$75,000	\$75,000				\$75,000
Spam Filter (300 Hardware/Software)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Channel 22 technology equipment	\$15,000			\$25,000		
Projectors (2)		\$2,000	\$2,000		\$2,000	
Network Management System (City Wide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion	\$15,000			\$80,000		
Finance Software/Hardware			\$50,000			
Total City Hall	\$140,000	\$112,000	\$92,000	\$140,000	\$37,000	\$110,000
Public Works						
Network Cameras			\$20,000			
Radios (80)	\$20,000	\$20,000				
WAN Switches (2)	\$10,000		\$10,000		\$10,000	
Total Public Works	\$30,000	\$20,000	\$30,000	\$0	\$10,000	\$0
Library						
Projectors (1)			\$15,000			
WAN Switches (1)	\$5,000					
HD Video Magnifier with Text-to-Speech					\$3,500	
Total Library	\$5,000	\$0	\$15,000	\$0	\$3,500	\$0

IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Other Technology Replacements and Upgrades

Location	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Police						
Radios-portable (154)	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000
Radios-mobile (42)	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500	\$13,500
Printers (68)	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
CJIS Compliance	\$3,400	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Projectors (9)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Firewalls (4)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Tape back ups (2)	\$0	\$3,000	\$0	\$3,000	\$0	\$3,000
Scanners (14)	\$800	\$800	\$800	\$800	\$800	\$800
Dispatch Center Equipment Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
Total Police	\$334,758	\$339,358	\$336,358	\$339,358	\$336,358	\$339,358
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 Swtiches (3)		\$15,000				
Projectors (5)			\$2,000	\$2,000	\$2,000	\$2,000
Total Fire	\$25,750	\$40,750	\$27,750	\$27,750	\$27,750	\$27,750
School Department						
Wifi Access Points	\$15,000	\$15,000	\$15,000	\$5,000	\$5,000	
Classroom LCD Projectors						\$15,000
Virtual Desktop Interface (VDI) Expansion	\$15,000	\$15,000	\$30,000	\$15,000	\$15,000	\$15,000
Printers		\$20,000	\$5,000			
Firewall						\$30,000
LAN Network Switches		\$10,000	\$10,000	\$10,000	\$10,000	
WAN Switches (6)	\$30,000	\$0		\$30,000	\$30,000	
Total School	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Other Technology Replacement/Upgrades Cost per Year	\$595,508	\$572,108	\$561,108	\$567,108	\$474,608	\$537,108

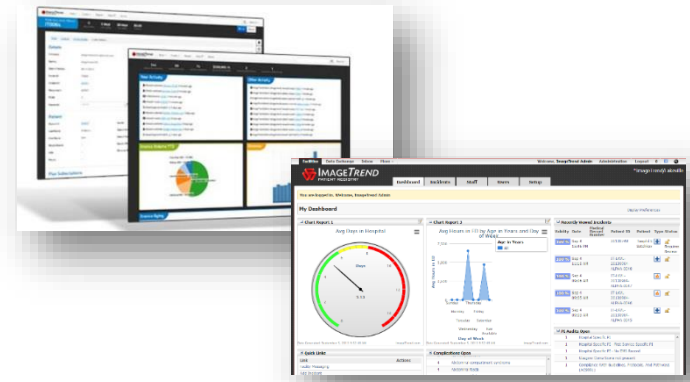
IS-06-IT-45: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Totals by Location

	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24
Citywide	\$172,000	\$144,000	\$169,000	\$218,800	\$115,800	\$142,000
Public Works	\$57,000	\$20,000	\$30,000	\$0	\$10,000	\$33,300
Library	\$20,300	\$40,500	\$30,300	\$40,500	\$15,300	\$0
Recreation	\$0	\$11,000	\$0	\$0	\$0	\$0
Police	\$393,258	\$397,858	\$394,858	\$397,858	\$394,858	\$397,858
Fire	\$38,350	\$43,550	\$30,550	\$30,550	\$40,350	\$30,550
School	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Total Information Technology Replacement and Upgrades	\$740,908	\$716,908	\$714,708	\$747,708	\$636,308	\$663,708

IS-18-FD-46: INCIDENT REPORTING AND DATA MANAGEMENT SYSTEM

Department	Fire Department
Project Location	Department-wide
Project Type	Other (explained below)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The department is looking at a secure, web-based records management and reporting system. This will provide for complete and accurate incident reporting, data collection and analysis, along with staff and equipment management. The system will be compatible with current computer aided dispatch product used at city's dispatch center. It will also adhere with State of NH fire and emergency medical reporting requirements.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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%	\$25,500						\$25,500	\$19,500	\$45,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,500	\$0	\$0	\$0	\$0	\$0	\$25,500	\$19,500	\$45,000

IS-17-PD-47: PUBLIC SAFETY RECORDS MGMT./COMPUTER AIDED DISPATCH SYSTEM

Department	Police Department
Project Location	To Be Determined
Project Type	Other (explained below)
Commence FY	2022
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Description: The current RMS/CAD systems are handled with IMC/Tritech software. Although this system has served the needs of the departments for 15+ years, it no longer meets the evolving public safety technology. It is a single-jurisdiction antiquated software platform with: limited enhancement & development, redundancy of effort, limited transparency/visibility to community, limited mobile and web-based functionality that decreases officer productivity, and requires specialized IT capabilities and long lead times for reports and crime analysis challenges.

A new software is sought for improved mobile computing and analysis tools, management dashboards, multi-disciplinary, and multi-jurisdictional expandable capabilities for future potential collaborations with surrounding communities/mutual aide.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	\$0	\$500,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$500,000	\$0	\$500,000

IV. TRANSPORTATION MANAGEMENT



TSM-05-PW-48: FREE PUBLIC PARKING/SHARED LOT AGREEMENTS

Department	Public Works – Parking and Transportation Division
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City makes free parking lots for long-term parking available to citizens and visitors in close proximity to Downtown Portsmouth. The City maintains shared lot agreements with a number of private company owners, including the Masonic Association and Connect Community Church.

Useful Website Links:

- [Public Works Homepage](#)
- [Park Portsmouth](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Unmet Parking Credits	17%							\$0	\$104,500	\$104,500
Revenues (Parking)	83%	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$137,000	\$497,000
PPP	0%							\$0	\$0	\$0
	Totals	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$241,500	\$601,500

TSM-12-PW-49: PARKING LOT PAVING

Department	Public Works: Parking and Transportation Division
Project Location	Citywide
Project Type	Paving and Lot Upgrades
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: Similar to city streets, parking lots require maintenance and periodic repaving. The City owns metered parking lots (Bridge Street, Worth Lot, Court Street and Memorial Bridge Lot) and six (6) unmetered parking lots (Prescott Park, Parrott Avenue, South Mill Pond, Leary Field, Municipal Complex and Rockland Street).

Useful Website Links:

- [Public Works Homepage](#)
 - [Park Portsmouth](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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%	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$800,000	\$1,000,000	\$1,800,000
PPP	0%							\$0	\$0	\$0
	Totals	\$300,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$800,000	\$1,000,000	\$1,800,000

TSM-08-PW-50: PARKING METERS

Department	Public Works – Parking and Transportation Division
Project Location	Downtown Business District
Project Type	Upgrade Existing Facilities
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The City is looking to replace aging multi-space parking meters with updated technology, allowing for a greatly enhanced end user experience. Additionally, new technology will allow for enhanced reporting metrics, smoother credit card transactions and site-specific messaging.

Useful Website Links:

- [Public Works Homepage](#)
 - [Park Portsmouth](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000	\$270,000	\$540,000
PPP	0%							\$0	\$0	\$0
Totals		\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000	\$270,000	\$540,000

TSM-15-PL/NH-51: HAMPTON BRANCH RAIL TRAIL (NH SEACOAST GREENWAY)

Department	Planning Department
Project Location	Former Hampton Branch Rail Line
Project Type	New Construction
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The abandoned rail corridor from Portsmouth to Hampton includes 3.6 miles in Portsmouth. This corridor has been designated as the future off-road route of the NH Seacoast Greenway. The NH Department of Transportation has funding to acquire the rail corridor, as well as partial funding to convert it to a multi-use trail. NHDOT continues to negotiate with the current owner (PanAm Railways) to acquire the right-of-way. Once acquired, design and construction will be done through a collaboration between NHDOT and corridor communities. The Portsmouth portion will be constructed in phases, beginning with the 0.8 mile segment between Barberry Lane and Route 33. The project cost estimates assume that the City will be responsible for 40% of design and construction costs.

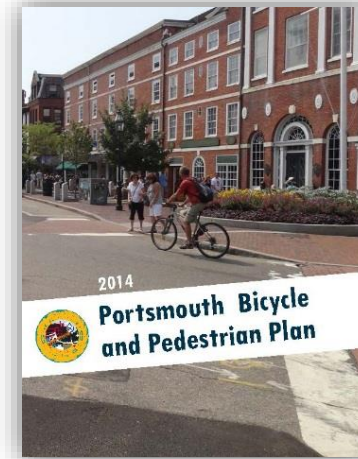
Useful Website Links:
<ul style="list-style-type: none"> • Planning Department Homepage • FY18-23 CIP page

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	27%		\$206,000	\$200,000				\$406,000	\$544,000	\$950,000
Fed/ State	73%	\$1,800,000	\$200,000	\$580,000				\$2,580,000	\$0	\$2,580,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,800,000	\$406,000	\$780,000	\$0	\$0	\$0	\$2,986,000	\$544,000	\$3,530,000

TSM-15-PL-52: BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION

Department	Planning Department and Public Works
Project Location	Citywide
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project is to implement the projects identified in the Bicycle and Pedestrian Plan. Demand for bicycle and pedestrian facilities continues to grow and these funds will be used as opportunities become available to expand and improve the City-wide bicycle and pedestrian networks.

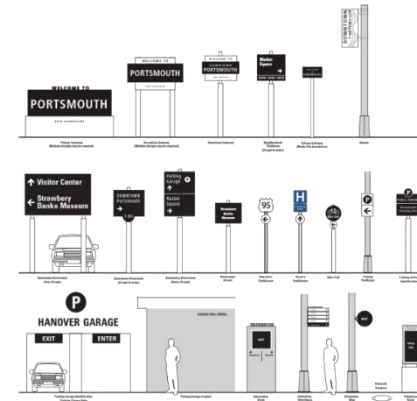
Useful Website Links:
<ul style="list-style-type: none"> • Planning Department Homepage • Bicycle & Pedestrian Planning <ul style="list-style-type: none"> • FY18-23 CIP page

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	28%	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$280,000	\$100,000	\$380,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	72%							\$0	\$1,000,000	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$30,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$280,000	\$1,100,000	\$1,380,000

TSM-08-PL-53: WAYFINDING SYSTEM

Department	Planning Department and Public Works
Project Location	Citywide
Project Type	New Construction
Commence FY	Ongoing
Priority	O (On-going)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Master Plan 2005 , Wayfinding Analysis 2014	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The City’s Wayfinding System is designed to help visitors navigate efficiently to major destinations within the Downtown and throughout the City, using a variety of tools (both physical and virtual). The system is designed to assist pedestrians, bicyclists and transit users, as well as motorists. The program includes a phased program for implementation over several years; and is designed to be easy to maintain.

Useful Website Links:

- [Planning Department Homepage](#)
- [Wayfinding Program](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	21%							\$0	\$305,000	\$305,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	79%	\$275,000	\$350,000					\$625,000	\$540,000	\$1,165,000
PPP	0%							\$0	\$0	\$0
Totals		\$275,000	\$350,000	\$0	\$0	\$0	\$0	\$625,000	\$845,000	\$1,470,000

TSM-19-PL-55: HODGSON BROOK

Department	Planning Department
Project Location	Hodgson Brook from North Mill Pond to Route 1 Bypass
Project Type	Rehabilitation of a Facility
Commence FY	TBD
Priority	C (Can be placed on hold for after 6 years)
Impact on Operating Budget	



Description: Hodgson Brook restoration and public access will involve restoring the brook's shoreland and habitat and creating a passive path for pedestrians for the portion of Hodgson Brook that extends from the North Mill Pond Multi-Use Path to the Route 1 Bypass. As proposed this project would require "daylighting" the brook in some locations by the relocating existing buildings as well as associated environmental remediation. This project is anticipated to be done in collaboration with private development.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study - Watershed Restoration Plan for Hodgson Brook 2004 (https://www.des.nh.gov/organization/divisions/water/wmb/was/hodgson/index.htm)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	Y

Useful Website Links:

- [Planning Department Homepage](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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

TSM-01-PW-59: SPINNEY ROAD SIDEWALK AND INTERSECTION CONSTRUCTION

Department	Public Works
Project Location	Spinney Road
Project Type	Construction or expansion of a new 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	Satisfy
Identified in Planning Document or Study – Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: Project would construct new sidewalks on corridor between Islington Street and Middle Road. It would also improve the intersection at Spinney Road and Islington Street. Spinney Road connects the commercial section of the Islington Street corridor with the residential neighborhoods off Middle Road. Pedestrians regularly use the street even though it lacks adequate sidewalk and shoulder.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$175,000						\$175,000	\$225,000	\$400,000
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	\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000	\$225,000	\$400,000

TSM-17-PW-61: ELWYN PARK SIDEWALKS PHASE I

Department	Public Works
Project Location	Elwyn Park (McKinley Rd, Harding Rd, Van Buren Rd, Filmore Rd)
Project Type	Construction or expansion of public facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project will provide safe pedestrian connections throughout the Elwyn Park Neighborhood. These improvements will be implemented in phases. The first phase will include roads with immediate access to the Dondero School.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	21%	\$20,000		\$78,000	\$150,000			\$248,000	\$20,000	\$268,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	79%						\$980,000	\$980,000	\$0	\$980,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$0	\$78,000	\$150,000	\$0	\$980,000	\$1,228,000	\$20,000	\$1,248,000

TSM-10-PW-65: CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Upgrade Existing Infrastructure
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City continues to replace antiquated signal systems throughout the City. These replacements improve traffic flow, emergency response, efficiency and safety at these intersections. The upgrades include new traffic signals, controllers, pedestrian indicators and minor roadwork at each intersection.

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage • FY18-23 CIP page

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000

TSM-16-PW-67: RUSSELL/MARKET INTERSECTION UPGRADE

Department	Public Works
Project Location	Russell and Market Streets
Project Type	Rehabilitation of Existing Facilities
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The volume of traffic at the intersection of Russell and Market Streets has increased over time. Improvements to the intersection are needed to improve traffic flow and safety. This work is anticipated to be completed in conjunction with the Market Street Gateway Project as well as with nearby private development projects.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	15%	\$200,000						\$200,000	\$0	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	75%		\$1,000,000					\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	9%	\$50,000						\$50,000	\$75,000	\$125,000
	Totals	\$250,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,250,000	\$75,000	\$1,325,000

TSM-18-PW-69: CITYWIDE BRIDGE IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	On-going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project provides for the maintenance of City bridges. Typical bridge maintenance activities include sealing the concrete surfaces, replacing the pavement surfaces, replacing the bridge membranes and replacing, maintaining or upgrading railing systems and fences. The FY19 funds are designated for the design and rehabilitation of the deck of the Kearsarge Way Bridge. The deck membrane is failing and the concrete deck is deteriorating due to heavy traffic loads and exposure to salt.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 18-23	6 PY's Funding	Totals
GF	50%		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	\$100,000	\$350,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	50%	\$350,000						\$350,000	\$0	\$350,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$350,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$600,000	\$100,000	\$700,000

TSM-03-PW-72: ISLINGTON STREET IMPROVEMENTS PHASE 2

Department	Public Works
Project Location	Islington Street from Dover Street to Congress Street
Project Type	Upgrade of Existing Facilities
Commence FY	2024
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Islington St. Improvement Action Plan (2009), Bicycle & Pedestrian Master Plan (2014)	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

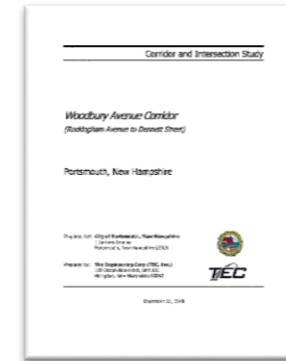
Description: The Islington Street Improvement Action Plan was completed in 2009, with the goal of improving the appearance of Islington Street between Maplewood Avenue and Rt. 1 Bypass. This project involved development of a plan for capital improvements, regulatory strategies and non-regulatory public/private approaches to revitalization. The streetscape will be enhanced in a coordinated way as properties are improved through the site review process. Final design of the first phase is underway, with the first phase of improvements starting at Spinney Road, with construction anticipated for summer 2018. The final design and construction of Phase 2 will be from Dover Street to Congress Street.

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%				\$2,000,000			\$2,000,000	\$0	\$2,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$0	\$2,000,000

TSM-11-PW-73: TRANSPORTATION PLAN STUDIES AND DESIGNS

Department	Public Works
Project Location	Citywide
Project Type	Design work or planning study
Commence FY	On-Going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	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	

This funding is to allow design work related to individual transportation projects, Parking and Traffic Safety (PTS) Committee referrals, or planning document implementation. These types of studies may include Corridor Studies, Truck Route and Neighborhood Circulation Studies. Land use has changed significantly over the last several years. These studies look at the Ordinance and existing conditions and propose changes to improve and protect the quality of life in Portsmouth.

Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	8%							\$0	\$20,000	\$20,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	92%	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$120,000	\$240,000
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$140,000	\$260,000

TSM-14-PW-75: LONGMEADOW ROAD EXTENSION

Department	Public Works
Project Location	Longmeadow Road
Project Type	New Road Construction
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: During the approval process for the new Service Credit Union on Lafayette Road, land and other improvements were set up to allow for expanding Longmeadow Road. It would connect with Lang Road near the back driveway to the Beechstone Apartment Complex. This road would remove left turn traffic from Lang Road onto US Route 1. Vehicle accidents and traffic congestion are common at this intersection. Lang Road traffic turning south on US Route 1 would be re-routed onto Longmeadow Road and ultimately to the Longmeadow, Ocean Road, US Route 1 traffic signal.

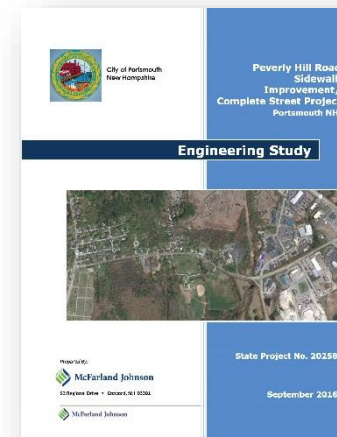
Useful Website Links:

- [Public Works Homepage](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	26%							\$0	\$250,000	\$250,000
Fed/ State	32%	\$300,000						\$300,000	\$0	\$300,000
Bond/ Lease	42%	\$400,000						\$400,000	\$0	\$400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$250,000	\$950,000

TSM-16-PW/NH-76: PEVERLY HILL ROAD IMPROVEMENTS

Department	Public Works
Project Location	Peverly Hill Road
Project Type	Upgrade of Existing Facilities
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project will be completed in conjunction with the current Federal/State funded Congestion Mitigation sidewalk improvements project. It will upgrade approximately one (1) mile of Peverly Hill Road between Middle Rd (Route 33) and Lafayette Rd (Route 1). The project is intended to create a “complete street” including providing safe on-road and off-road connections for bicycles, continuous sidewalks and the required drainage improvements, utilities and roadway cross-section elements.

- Useful Website Links:
- [Public Works Homepage](#)
 - [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	6%							\$0	\$300,000	\$300,000
Fed/ State	9%							\$0	\$450,000	\$450,000
Bond/ Lease	86%	\$2,200,000	\$2,300,000					\$4,500,000	\$0	\$4,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,200,000	\$2,300,000	\$0	\$0	\$0	\$0	\$4,500,000	\$750,000	\$5,250,000

TSM-16-PW/NH-77: MARKET STREET GATEWAY IMPROVEMENTS

Department	Public Works
Project Location	Market Street
Project Type	Upgrade Existing Facilities
Commence FY	On-Going
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



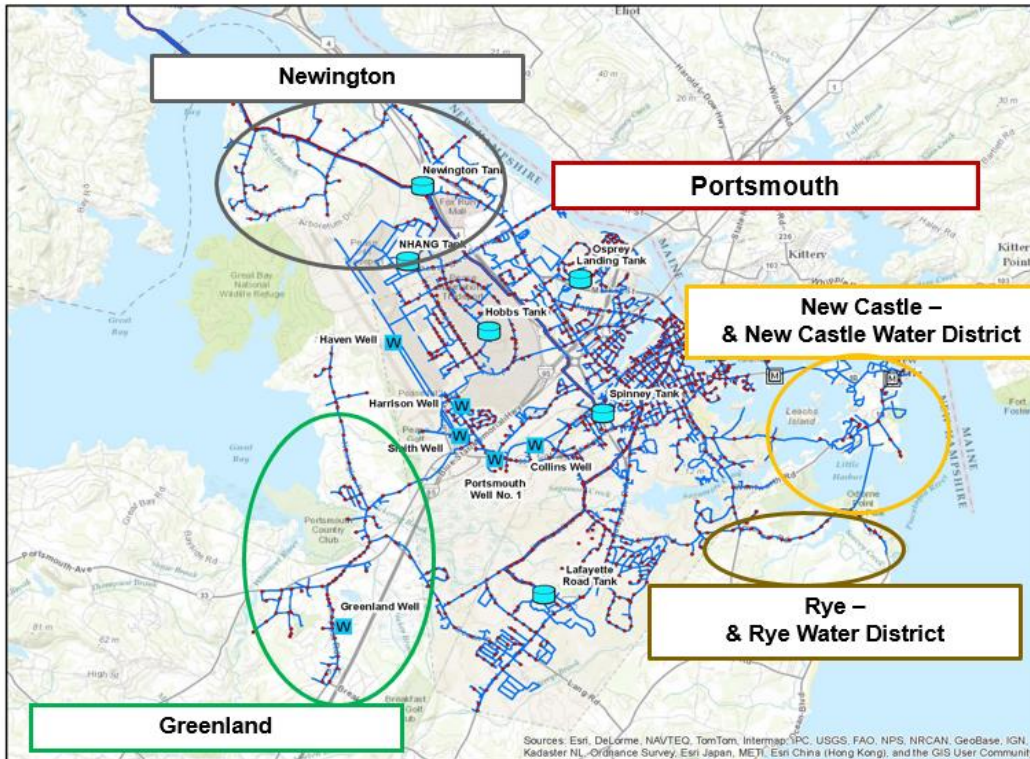
Description: This project is a continuation of phased improvements along Market Street as it extends from I-95 to Deer Street. The next phase is anticipated to be constructed once the Sarah Long Bridge is completed.

Useful Website Links:
<ul style="list-style-type: none"> Public Works Homepage FY18-23 CIP page

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	11%							\$0	\$357,000	\$357,000
Fed/ State	0%							\$0	\$5,000	\$5,000
Bond/ Lease	89%	\$1,700,000						\$1,700,000	\$1,100,000	\$2,800,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$1,700,000	\$1,462,000	\$3,162,000

V. ENTERPRISE FUNDS

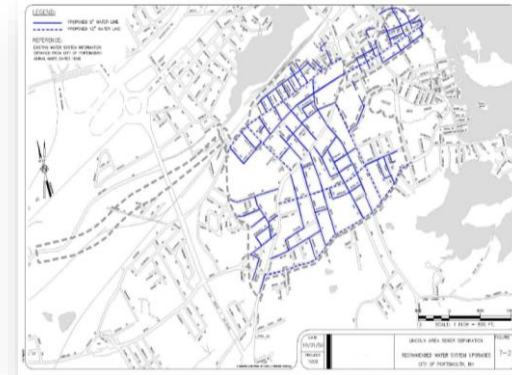
WATER



EF-02-WD-82: ANNUAL WATER LINE REPLACEMENT

Department	Public Works
Project Location	Citywide
Project Type	Upgrade to Existing Facilities
Commence FY	On-Going
Priority	O (On-going)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Water System Master Plan	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



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.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 18-23	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	32%	\$500,000		\$500,000		\$500,000		\$1,500,000	\$4,150,000	\$5,650,000
Other	0%							\$0	\$0	\$0
Revenues	68%	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,500,000	\$10,340,000	\$11,840,000
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$250,000	\$750,000	\$250,000	\$750,000	\$250,000	\$3,000,000	\$14,490,000	\$17,490,000

EF-08-WD-83: WELL STATIONS IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	On-going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – 2013 Water System Master Plan	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The project consists of upgrades to existing well pump stations. The improvements include upgrades to premium efficiency motors, variable frequency drives and improvements to the radio telemetry SCADA system. This project also includes an evaluation of options to improve the efficiency of Collins Well and structural upgrades to the building.

Useful Website Links:

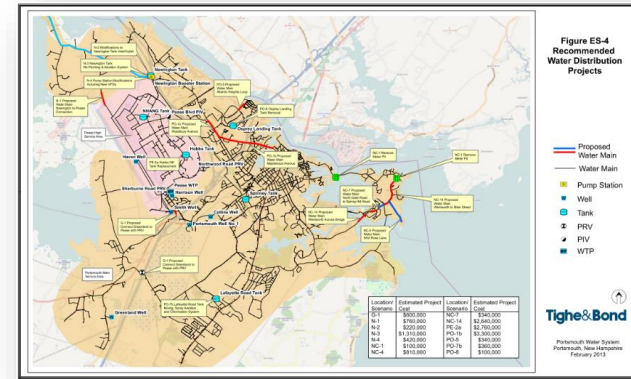
- [Public Works Homepage](#)
- [Water Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	30%					\$700,000		\$700,000	\$0	\$700,000
Other	0%							\$0	\$0	\$0
Revenues	70%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$1,000,000	\$1,600,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$800,000	\$100,000	\$1,300,000	\$1,000,000	\$2,300,000

EF-13-WD-84: WATER SYSTEM PRESSURE AND STORAGE IMPROVEMENTS

Department	Public Works
Project Location	City-Wide
Project Type	Upgrade of Existing Facilities
Commence FY	Ongoing
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – 2013 Water System Master Plan	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project consists of improvement to water mains, pumps and storage to improve water flow and pressure in the water system. Work will be performed in portions of the water system as well as sections of the system which have been identified as needing upgrades as part of the water system hydraulic model and master plan update completed in 2013 and routine updates to the water system model.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	93%	\$2,200,000						\$2,200,000	\$1,750,000	\$3,950,000
Other	0%							\$0	\$0	\$0
Revenues	7%							\$0	\$300,000	\$300,000
PPP	0%							\$0	\$0	\$0
	Totals	\$2,200,000	\$0	\$0	\$0	\$0	\$0	\$2,200,000	\$2,050,000	\$4,250,000

EF-15-WD-85: RESERVOIR MANAGEMENT

Department	Public Works
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	On-going
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Water System Master Plan, Tighe and Bond, May 2013	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	



Description: This project consists of 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; and the purchase of land or conservation easements for the protection of the Bellamy Reservoir water quality.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	59%					\$1,000,000		\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	41%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000	\$700,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$1,100,000	\$100,000	\$1,600,000	\$100,000	\$1,700,000

EF-18-WD-87: NEW GROUNDWATER SOURCE

Department	Public Works
Project Location	Citywide
Project Type	Construction or expansion of a new 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	Satisfy
Identified in Planning Document or Study – Water System Master Plan, Tighe and Bond, May 2013	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project consists of constructing, permitting and connecting a new groundwater supply well into the Portsmouth water system. This project is important to ensure long-term sustainability of the water supply.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%			\$1,250,000	\$1,250,000			\$2,500,000	\$0	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	12%	\$50,000	\$100,000					\$150,000	\$200,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$100,000	\$1,250,000	\$1,250,000	\$0	\$0	\$2,650,000	\$200,000	\$2,850,000

EF-03-WD-90: ISLINGTON STREET PHASE 2 WATER MAINS

Department	Public Works
Project Location	Islington street
Project Type	Rehabilitation of a Facility
Commence FY	2024
Priority	A (needed within 0 to # years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	



Description: This project funds the reconstruction of Islington Street from Dover Street to Congress Street as part of the Islington Street Phase 2 project. The project includes water, sewer, drainage and streetscape modifications. Funding for water improvements will come from the enterprise fund.

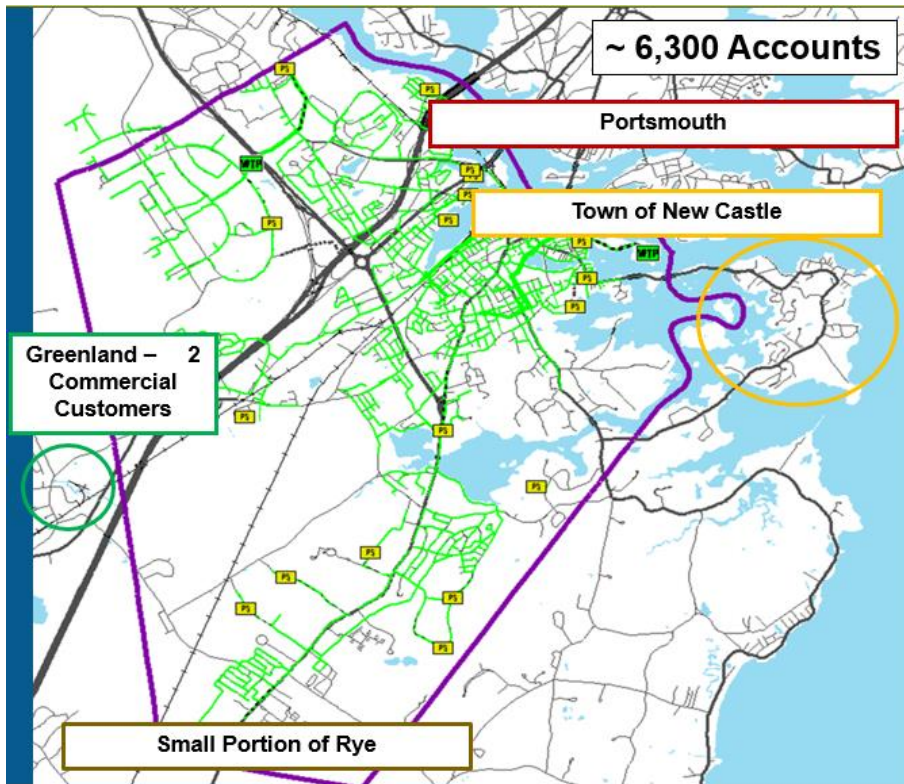
Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 18-23	6 PY's Funding	Totals
GF	8%							\$0	\$500,000	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	92%				\$2,000,000			\$2,000,000	\$3,500,000	\$5,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$4,000,000	\$6,000,000

V. ENTERPRISE FUNDS

SEWER



EF-18-SD-91: CONSENT DECREE MITIGATION

Department	Public Works
Project Location	Various
Project Type	Other (Explained Below)
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City of Portsmouth entered into a Consent Decree with the Environmental Protection Agency in 2009. The City moved forward with the requirements of the Consent Decree and had to modify the final schedule for the required expansion of the Peirce Island Wastewater Treatment Facility. As a result of this modification, the City committed to certain projects. The capital type projects include implementing a \$500,000 green infrastructure stormwater project and construction of a low pressure sewer system on Sagamore Avenue north and south of Sagamore Creek and will be funded with this item.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Public Works Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	97%	\$400,000	\$2,500,000					\$2,900,000	\$40,000	\$2,940,000
Other	0%							\$0	\$0	\$0
Revenues	3%							\$0	\$100,000	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$2,500,000	\$0	\$0	\$0	\$0	\$2,900,000	\$140,000	\$3,040,000

EF-12-SD-92: PEASE WASTEWATER TREATMENT FACILITY

Department	Public Works
Project Location	Pease WWTF at Corporate Dr
Project Type	Upgrade of Existing Facilities
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Pease WWTF Evaluation, Underwood Engineers, Jan 2014 (Draft)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	



Description: This project addresses capital needs at the Pease Wastewater Treatment Facility (WWTF). Parts of this plant date back to the original 1950s construction and are beyond their useful life. Design and construction of an upgrade of the Headworks at the WWTF is ongoing with previous years' funding. These costs are for upgrades to the aging facility and to meet anticipated new NPDES permit limits. The City continues to work with Industrial Users to address upgrades necessary to meet their capacity needs. The schedule, scope and costs of this work will be coordinated with the industries that discharge to the WWTF.

Useful Website Links:

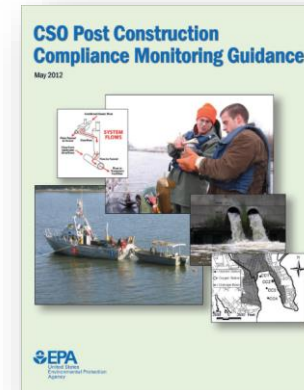
- [Public Works Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	93%	\$7,200,000						\$7,200,000	\$5,050,000	\$12,250,000
Other	0%							\$0	\$0	\$0
Revenues	7%							\$0	\$900,000	\$900,000
PPP	0%							\$0	\$0	\$0
	Totals	\$7,200,000	\$0	\$0	\$0	\$0	\$0	\$7,200,000	\$5,950,000	\$13,150,000

EF-16-SD-93: LONG TERM CONTROL PLAN RELATED PROJECTS

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study - Infiltration and Inflow Study & Post Construction Monitoring Plan	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	



Description: The City 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 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 2023), infiltration and inflow identification and removal, sump pump removal programs, and other mitigations projects.

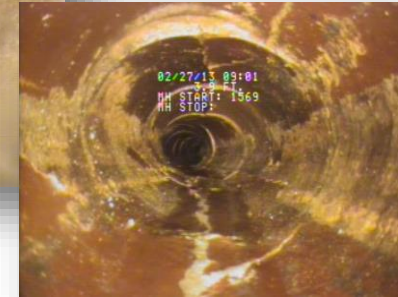
Useful Website Links:

- [Public Works Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	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	100%	\$200,000	\$100,000	\$100,000	\$50,000	\$250,000	\$250,000	\$950,000	\$1,000,000	\$1,950,000
PPP	0%							\$0	\$0	\$0
	Totals	\$200,000	\$100,000	\$100,000	\$50,000	\$250,000	\$250,000	\$950,000	\$1,000,000	\$1,950,000

EF-12-SD-94: ANNUAL SEWER LINE REPLACEMENT

Department	Public Works
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	On Going
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The wastewater collection system consists of more than one-hundred fifteen (115) miles of pipe. Many of the older pipes are fifty (50) to one-hundred (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.

Useful Website Links:

- [Public Works Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 18-23	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	54%	\$500,000		\$500,000		\$500,000		\$1,500,000	\$5,500,000	\$7,000,000
Other	0%							\$0	\$0	\$0
Revenues	46%	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,500,000	\$4,500,000	\$6,000,000
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$250,000	\$750,000	\$250,000	\$750,000	\$250,000	\$3,000,000	\$10,000,000	\$13,000,000

EF-17-SD-95: UNION STREET RECONSTRUCTION

Department	Public Works
Project Location	Union Street from State Street to Middle Street
Project Type	Construction or Expansion of a public facility
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study : 2005 Long Term Control Plan	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project is part of the City's ongoing Combined Sewer Overflow Long Term Control Plan in accordance with the EPA Supplemental Compliance Plan. The project includes water, sewer, drainage and streetscape modifications on Union Street from Middle Street to State Street. The project will also address side streets, including Coffins Court and sections of Austin Street.

Useful Website Links:

- [Public Works Department](#)
- [FY18-23 CIP page](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	72%	\$700,000						\$700,000	\$0	\$700,000
Other	0%							\$0	\$0	\$0
Revenues	28%							\$0	\$275,000	\$275,000
PPP	0%							\$0	\$0	\$0
	Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$275,000	\$975,000

EF-03-SD-99: ISLINGTON STREET PHASE 2 SEWERS

Department	Public Works
Project Location	Islington Street from Dover Street to Congress Street
Project Type	Rehabilitation of a Facility
Commence FY	2024
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project funds the reconstruction of Islington Street from Dover Street to Congress Street. It is part of the Islington Street Phase 2 project. The project includes water, sewer, drainage and streetscape modifications. Funding for sewer improvements will come from the enterprise fund.

Useful Website Links:

- [Public Works Department](#)

		FY19	FY20	FY21	FY22	FY23	FY24	Totals 19-24	6 PY's Funding	Totals
GF	8%							\$0	\$500,000	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	92%				\$2,000,000			\$2,000,000	\$3,500,000	\$5,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000	\$4,000,000	\$6,000,000

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CITY OF PORTSMOUTH PROPOSED SCHEDULE OF FEES FISCAL YEAR 2019



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CITY OF PORTSMOUTH



MEMORANDUM

TO: Honorable Mayor Jack Blalock and City Council Members
 FROM: M. Christine Dwyer and Ned Raynolds, Fee Committee
 DATE: April 25, 2018
 RE: FY '18 Fee Schedule
 CC: John P. Bohenko, City Manager
 Judie Belanger, Finance Director

The Fee Committee met twice; February 2, 2018 and March 9, 2018 to review the City's fee schedule. As in the past, the city's fee schedule will be listed in Appendix III of the proposed budget book. A resolution is scheduled to be voted upon by the City Council June 4th requesting the acceptance of the fee schedule in conjunction with all other budgetary resolutions, which will make the fees effective July 1, 2018.

It is important to note that the fees represented in the fee schedule, excluding the parking fees, historically raise approximately 1% of General Fund Revenues. There is a fee statistical page following this memo.

The respective department heads reviewed all current fees. Proposed fee changes were submitted where deemed necessary to cover rising administration costs, operating costs, or were suggested by consultants. After a review by the Finance Department, the Fee Committee held a meeting to review the proposals.

Following is a summary of the requested fee changes by department and approved by the Fee Committee.

Parking/Transportation Division: The following changes were approved by the Committee:

Valet Parking Stations	FY 2018	Suggested FY 2019
Valet from non High Occupancy Metered Parking Stations	\$10.00 space per day	\$12.00 space per day
Valet from High Occupancy Metered Parking Stations	\$15.00 space per day	\$20.00 space per day
Valet from Commercial Loading Zone	\$500 annually	\$675 annually
High Hanover Parking Facility	FY 2018	Suggested FY 2019
Resident Snow Ban	\$3.00 per snow event	\$5.00 per snow event
Monthly 24 hr Resident Pass	\$150.00	\$175.00
Monthly 24 hr All other Passes	\$165.00	\$200.00
Foundry Place Parking Facility		
Hourly rate	N/A	\$1.00

Resident –Sunday	N/A	Free
Monthly 24 hr Resident Pass	N/A	\$100.00
Monthly 24 hr All other Passes	N/A	\$125.00
Lost Ticket Fee/Max Daily rate	N/A	20 Hrs @ Hr rate
Garage Pass Deposit	N/A	\$100.00
Pass Reinstatement Fee-Pass Holder	N/A	\$15.00
Special Event parking	N/A	\$5.00
Resident Snow Ban	N/A	\$3.00
	FY 2018	Suggested FY 2019
Peirce Island Overnight Boat Launch Parking	\$5.00 nightly	\$15.00 nightly

Water/Sewer Division: Requested to change a variety of fees as follows:

	FY 2018	Suggested FY 2019
Permit	\$25.00 new Customer	Delete
Re-Inspection Fee	\$60.00 per visit	\$100.00 per visit
Delinquent Tag	N/A	\$25 after threshold of \$150
Emergency Callout	\$200.00 per occurrence	\$300.00 per occurrence
Drain Pipe Layers Permit	N/A	\$25.00 annually
Fire Services, Fee per Month		
4"	\$19.59 monthly	\$19.65 monthly
5"	\$34.58 monthly	\$35.33 monthly
6"	\$53.39 monthly	\$57.07 monthly
8"	\$111.55 monthly	\$121.62 monthly
10"	\$196.55 monthly	\$218.71 monthly
12"	\$315.19 monthly	\$353.27 monthly
Hydrant Rentals to Municipalities per Hydrant	\$225.00 monthly	\$250.00 monthly
Backflow Permits and Inspection	\$50.00 per occurrence	\$100.00 per occurrence
Dumping Fees per 1,000 gals	\$65.00 per 1,000 gals	\$75.00 per 1,000 gals
Re-Inspection Fee	N/A	\$100.00 per visit
Water-Capacity Improvement Multiplier EDU=Equivalent Dwelling Unit		
	\$1,300 per EDU	Delete
1"	N/A	\$1,300.00 per EDU
1 ½"	N/A	\$2,600.00 per EDU
2"	N/A	\$4,160.00 per EDU
3"	N/A	\$8,320.00 per EDU
4"	N/A	\$13,000.00 per EDU
6"	N/A	\$26,000.00 per EDU
8"	N/A	\$41,600.00 per EDU
10"	N/A	\$62,400.00 per EDU

Sewer-Capacity Improvement Multiplier EDU=Equivalent Dwelling Unit	FY 2018	Suggested FY 2019
	\$1,800 per EDU	Delete
1"	N/A	\$1,800.00 per EDU
1 1/2"	N/A	\$3,600.00 per EDU
2"	N/A	\$5,760.00 per EDU
3"	N/A	\$11,520.00 per EDU
4"	N/A	\$18,000.00 per EDU
6"	N/A	\$36,000.00 per EDU
8"	N/A	\$57,600.00 per EDU
10"	N/A	\$86,400.00 per EDU

Prescott Park: Requested to change per hour docking fees as follows:

RESIDENT (May 1-Sep 30)	FY 2018	Suggested FY 2019
Craft up to twenty (20) ft in length overall	\$3.00 per hour	\$4.00 per hour
For craft twenty-one (21) ft to forty (30) ft overall	\$4.00 per hour	\$5.00 per hour
For craft thirty-one (31) ft to forty (40) ft overall	\$5.00 per hour	\$6.00 per hour
For craft over forty-one (41) ft to fifty (50) ft overall	\$7.00 per hour	\$9.00 per hour
For craft over fifty (50) ft overall	\$8.00 per hour	\$10.00 per hour
NON-RESIDENT (May 1-Sep 30)	FY 2018	Suggested FY 2019
Craft up to twenty (20) ft in length overall	\$6.00 per hour	\$8.00 per hour
For craft twenty-one (21) ft to forty (30) ft overall	\$9.00 per hour	\$11.00 per hour
For craft thirty-one (31) ft to forty (40) ft overall	\$12.00 per hour	\$15.00 per hour
For craft over forty-one (41) ft to fifty (50) ft overall	\$15.00 per hour	\$19.00 per hour
For craft over fifty (50) ft overall	\$18.00 per hour	\$23.00 per hour
RESIDENT (Oct 1-Apr 30)	FY 2018	Suggested FY 2019
Craft up to twenty (20) ft in length overall	\$2.00 per hour	\$3.00 per hour
For craft twenty-one (21) ft to forty (30) ft overall	\$2.00 per hour	\$3.00 per hour
For craft thirty-one (31) ft to forty (40) ft overall	\$4.00 per hour	\$5.00 per hour
For craft over forty-one (41) ft to fifty (50) ft overall	\$6.00 per hour	\$8.00 per hour
For craft over fifty (50) ft overall	\$6.00 per hour	\$8.00 per hour

NON-RESIDENT (Oct 1-Apr 30)	FY 2018	Suggested FY 2019
Craft up to twenty (20) ft in length overall	\$4.00 per hour	\$5.00 per hour
For craft twenty-one (21) ft to forty (30) ft overall	\$6.00 per hour	\$8.00 per hour
For craft thirty-one (31) ft to forty (40) ft overall	\$7.00 per hour	\$9.00 per hour
For craft over forty-one (41) ft to fifty (50) ft overall	\$8.00 per hour	\$10.00 per hour
For craft over fifty (50) ft overall	\$10.00 per hour	\$13.00 per hour

The Fee Committee believes the annual review and authorization of fees is essential to keeping in step with rising costs of doing city business and also to review existing and potential fees for reasonableness. We recommend your support of the fee schedule as presented in the Proposed Annual Budget 2018-2019, Appendix III. Thank you.

Statistics On Local Fees Governed
by the Fee Committee and Local Ordinance:
Chapter 1, Article XVI.

GENERAL FUND

FY 2018 Budget	\$110,744,920
Fees as a percentage of total General Fund Revenues:	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

Department	FY 18 General Fund Revenues From Fees	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
Finance	\$0	10	2	20.0%	3	30.0%
City Clerk	\$47,000	38	9	23.7%	17	44.7%
Planning	\$147,000	53	45	84.9%	50	94.3%
Inspection	\$566,000	76	9	11.8%	74	97.4%
Police	\$25,000	12	0	0.0%	7	58.3%
Fire	\$1,000	3	0	0.0%	2	66.7%
Public Works	\$76,000	31	16	51.6%	27	87.1%
Recreation	\$235,000	19	11	57.9%	17	89.5%
Health	\$70,000	26	10	38.5%	24	92.3%
<hr/>						
Total Local Fees, Licenses and Permits						
Portion of GF	\$1,167,000	268	102	38.1%	221	82.5%

PARKING

# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed	
otal Parking /Trans	28	21	75.0%	28	100.0%

*Note:
Parking Violations and Parking Meters are governed under different Ordinance than
local ordinance: Chapter 1, Article XVI.

ENTERPRISE FUNDS

Department	Water / Sewer Budgeted Revenue	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
Water / Sewer	8.38%	89	67	75.3%	78	87.6%

SPECIAL REVENUE FUNDS

Department	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
Library	4	4	100.0%	4	100.0%
Prescott Park	51	51	100.0%	51	100.0%
Recreation	30	0	0.0%	29	96.7%
<hr/>					
Total City Fees	470	245	52.1%	411	87.4%

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
Individual occurrences not tracked	Non Sufficient Funds check processing fee	Pre FY 02	\$30.00 per check	\$30.00
Individual occurrences not tracked				
Individual occurrences not tracked	(1) Any copy made for non-City use	Pre FY 02	\$2.00 1st copy	\$2.00
	(1)	Pre FY 02	\$0.50 all subsequent pages	\$0.50
New Fee	(1)USB Drive for transfer of electronic files	FY 18	\$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.				
Individual occurrences not tracked	All copies made on 11 x 17 pages.	Pre FY 02	\$0.50 per copy	\$0.50
Individual occurrences not tracked	Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00 1st copy	\$2.00
Individual occurrences not tracked	Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00 Each Print	\$1.00
Individual occurrences not tracked	Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00
New Fee	Assessor created export file	FY 17	\$150.00	\$150.00
Individual occurrences not tracked	DVD copies of City related events	Pre FY 02	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
			* (Indicates change from current fee)	
	<u>Chapter 6: Article I Section 109C</u>			
	Licenses-Gen. Provisions- Duties of licensee			
Change of license location fee not charged	Change Location of Licensed Business	Pre FY 02	\$1.00 Per Occurrence	<u>\$1.00</u>
	<u>Chapter 6: Article I Section 110B</u>			
	Licenses-Gen. Provisions-Transfer of license			
No Initial license fee charged	Transfer of License	Pre FY 02	\$10.00 Per Occurrence	<u>\$10.00</u>
	<u>Chapter 6: Article II Section 201</u>			
	Billiards and Bowling			
FY 17 there were 5 license issued for \$1,175	License	FY 14	\$25.00 Per Year, Per Table or Lane	<u>\$25.00</u>
	<u>Chapter 6: Article III Section 302</u>			
	Model Slot Car Racing			
No licenses issued	License	Pre FY 02	\$25.00 Per Year	<u>\$25.00</u>
	<u>Chapter 6: Article IV Section 403C</u>			
	Coin Operated Amusement Devices			
FY 17 there were 12 licenses issued for \$6,275.	License	FY 03	\$75.00 For each of the first 30 machines, per year	<u>\$75.00</u>
		FY 03	\$10.00 For each machine over 30, per year	<u>\$10.00</u>
	<u>Chapter 6: Article V Section 502</u>			
	Boxing and Wrestling			
No licenses issued	License	Pre FY 02	\$10.00 Each Day	<u>\$10.00</u>
	<u>Chapter 6: Article VI Section 602</u>			
	Dancing			
No licenses issued	License	Pre FY 02	\$10.00 Per Dance	<u>\$10.00</u>

**City of Portsmouth
Fee Schedule
City Clerk**

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>	
			* (Indicates change from current fee)		
	<u>Chapter 6: Article IX Section 901C12</u>				
	Circus License				
No licenses issued	Amusement Devices	Pre FY 02	\$30.00 Per Day	<u>\$30.00</u>	
	Carnivals (For Operation)	Pre FY 02	\$125.00 Per Day	<u>\$125.00</u>	
	Including Each Amusement Device	Pre FY 02	\$30.00	<u>\$30.00</u>	
	Circus (For Operation)	Pre FY 02	\$125.00 Per Day	<u>\$125.00</u>	
	Including Each Amusement Device	Pre FY 02	\$30.00	<u>\$30.00</u>	
	Fairs (For Operation)	Pre FY 02	\$10.00 Per Day	<u>\$10.00</u>	
	Including Each Amusement Device	Pre FY 02	\$5.00 Per Day	<u>\$5.00</u>	
	Temporary Structures	Pre FY 02	\$10.00 Per Day	<u>\$10.00</u>	
		<u>Chapter 6: Article IX Section 902</u>			
		Circus License			
No license issued	Total fee for Circus license shall not be less than	Pre FY 02	\$75.00 Per Day	<u>\$75.00</u>	
	<u>Chapter 6: Article X Section 1003</u>				
	Theatricals, Parades, Open Air Meetings				
No license issued	License	Pre FY 02	\$300.00 Not to exceed per day	<u>\$300.00</u>	
	License to exhibit in any hall	Pre FY 02	\$50.00 Not to exceed per day	<u>\$50.00</u>	
	<u>Chapter 6: Article XIII Section 1315</u>				
	Hawkers and Peddlers				

FY 17 there were 10 license issued for \$2,500

**City of Portsmouth
Fee Schedule
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
			* (Indicates change from current fee)	
FY 17 there were 10 license issued for \$2,500	License	Pre FY 02	\$250.00 Per Year	\$250.00
	Chapter 6: Article XIV Section 1402			
	Pawn Brokers			
FY 17 there were 4 license issued for \$200	License	FY 14	\$50.00 Per Year	\$50.00
	Chapter 6: Article XV Section 1502			
	Roller Skating Rinks			
No license issued	License	Pre FY 02	\$50.00 Per Year	\$50.00
	Chapter 6: Article XVI Section 1608			
	Magazine Subscription Solicitors			
No license issued	License	FY 06	\$50.00 Per Year	\$50.00
	Chapter 9: Article V Section 504 C			
	Sidewalk Obstructions			
FY 17 there were 69 licenses issued for \$7,442	Obstruction (including Restaurant Table)	FY 18	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
	Chapter 9: Article V Section 504 C			
	Sidewalk Obstructions			
	Restaurant Chairs	FY 18	\$10.00 Each Restaurant Chair	\$10.00
	Non-ordinance-City Council Policy No. 2012-02			
	Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services			
		FY 12	\$10.00 per square foot-6 month season-no proration	\$10.00
		FY 12	\$2,000.00 minimum fee	\$2,000.00

**City of Portsmouth
Fee Schedule
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
* (Indicates change from current fee)				
FY 17 collections of \$1,540 with 308 occurrences	Notarization	FY 05	\$5.00 Per Document	\$5.00
FY 17 collections of \$315 with 21 occurrences	Tag day, permits	FY 18	\$20.00	\$20.00
FY 17 collections of \$0 with 0 occurrences	Ward checklist	FY 18	\$75.00 per set	\$75.00
FY 17 collections of \$0 with 0 occurrences	Ward checklist for individual wards	FY 18	\$25.00	\$25.00
FY 17 collections of \$640 with 32 occurrences	Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00
FY 17 collections of \$0 with 0 occurrences	Ordinance Books	Pre FY 02	\$100.00	\$100.00
FY 17 collections of \$0 with 0 occurrences	Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00
FY 17 collections of \$75 with 15 occurrences	Voter certification	FY 05	\$5.00	\$5.00
FY 17 collections of \$300 with 3 occurrences	Voter History Disk	FY 18	\$125.00 per election	\$125.00
FY 17 collections of \$20 with 4 occurrences	Articles of agreement filing	Pre FY 02	\$5.00	\$5.00
FY 17 collections of \$0 with 0 occurrences	Restricted Property Listing	FY 12	\$15.00 per form	\$15.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
PLANNING BOARD				
The Planning Department reported the following application numbers and fees for FY 17:				
Applications:				
Site Plan Review	64			
Subdivision	5			
Lot Line revisions	11			
Wetland Conditional Use	27			
Non-Wetland Conditional Use	23			
HDC	168			
Preliminary Conceptual Consultation	6			
Design Review	6			
Revenues:				
Planning Board/HDC	\$89,329			
Board of Adjustment	\$53,930			
Site Review	\$75,344			
	Preapplication review (site plan or subdivision)			
	Preliminary conceptual consultation	FY 18	\$200.00	\$200.00
	Design Review	FY 18	\$500.00	\$500.00
	Subdivision application (residential)	FY 15	\$500.00	\$500.00
	Plus Per Lot	FY 15	\$200.00	\$200.00
	Subdivision application (non-residential)	FY 15	\$700.00	\$700.00
	Plus Per Lot	FY 15	\$300.00	\$300.00
	Lot Line Revision/Verification	FY 14	\$250.00	\$250.00
	Voluntary Lot Consolidation (Merger)			
	- no subdivision	FY 10	\$175.00	\$175.00
	Restoration of Involuntarily Merged Lots	FY18	\$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
	-up to 1,000 sq ft	FY 15	\$500.00	\$500.00
	-greater than 1,000 sq ft	FY 15	\$1,000.00	\$1,000.00
	Non-Wetland Conditional Use Permit	FY 18	\$200.00	\$200.00
	(e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)			
	Conditional Use Permit Amendment	FY 17	\$200.00	\$200.00
	PLANNING-BOARD OF ADJUSTMENT			
	Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00
	3-4 dwelling units	FY 15	\$250.00	\$250.00

City of Portsmouth
 Fee Schedule
 Planning Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
5-and over	FY 15	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00
In Addition:			
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00
PLANNING-SITE PLAN REVIEW			
All developments	FY 14	\$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
Total application fee shall not exceed (cap)	FY 15	\$10.00	\$10.00
	FY 08	\$15,000.00	\$15,000.00
Site plan amendment			
Administrative approval	FY 17	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00
PLANNING-HISTORIC DISTRICT			
Work Session (prior to application for approval)	FY 17	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Planning Department**

** (Indicates change from current fee)*

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
	Non-residential applications	FY 15	\$500.00	\$500.00
	In Addition:			
	Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00
	Total application fee shall not exceed (cap)	FY 15	\$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
	Amendment to Certificate of Approval			
	Administrative approval	FY 17	\$100.00	\$100.00
	Administrative approval after work has been done	FY 17	\$500.00	\$500.00
	Commission approval	FY 17	\$800.00	\$800.00
	Signs	FY 15	\$100.00	\$100.00
	PLANNING DEPARTMENT - ZONING PERMITS			
	Certificate of conformity	FY 17	\$50.00	\$50.00
	Letter of interpretation	FY 17	\$100.00	\$100.00
	Single- or two-family dwelling:			
	new construction or addition, or accessory structure over 400 sq. ft.	FY 17	\$100.00	\$100.00
	Multifamily dwelling, nonresidential or mixed residential/nonresidential: new construction, addition, change of use, tenant fit-up	FY 17	\$200.00	\$200.00
	Accessory structure less than 400 sq. ft. (detached garage, ground-mounted HVAC, generator, etc.)	FY 17	\$50.00	\$50.00
	Signs (per application)	FY 17	\$50.00	\$50.00

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule	
Chapter 8: Article I Section 106 A					
Street Obstructions					
FY 17 there were 119 permits issued for \$5,950	Initial	FY 11	\$50.00	\$50.00	
	Extension	FY 11	\$25.00	\$25.00	
BUILDING PERMIT FEES:					
Chapter 12: Part I Section 108.2					
International Building Code-					
and					
Chapter 12: Part II Section R108.2					
International Residential Code-					
Building/Electric/Plumbing FY 17	Note: All Construction Permit Fees rounded up to the nearest \$5.00				
Permits	Minimum Fee-Residential	FY 07	\$50.00	\$50.00	
	Residential 2,013	Special Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
	Commercial 1,246	Emergency Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Value Fees	\$134,395,844	Minimum Fee-Commercial	FY 16	\$100.00	\$100.00
	\$1,014,996.00	Fire Sprinkler Systems	FY 16	\$100.00 \$5,000 or less in fire sprinkler system cost	\$100.00
Inspections	4,930		FY 16	\$10.00 each additional \$1,000 in fire system sprinkler cost	\$10.00
		Fire Alarm Systems:	FY 16	\$100.00 \$5,000 or less in fire alarm system cost	\$100.00
			FY 16	\$10.00 each additional \$1,000 in fire alarm system cost	\$10.00
		Flat Rate Permits	FY 06	\$35.00	\$35.00
		Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.			
	Demolition Permits	FY 06	\$50.00 For structures up to 2,000 SF floor area	\$50.00	
		FY 04	\$10.00 per \$1,000 of demolition cost for structures over 2,000sf	\$10.00	
	General Renovations				
	Residential Rates,	FY 04	\$7.00 per \$1,000 of renovation cost	\$7.00	

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
New Construction, Renovation/Remodel and Additions		Revise Text	Revise Text
Commercial Rates	FY 04	\$10.00 per \$1,000 of renovation cost	\$10.00
Sign Permits-Minimum Fee	FY 04	\$50.00	\$50.00
Special Event Sign	FY 07	\$35.00 per single event	\$35.00
Fee per sq ft of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00
<u>Chapter 12: Part I Section 109.7</u>			
International Building Code-			
		and	
<u>Chapter 12: Part II Section R109.5</u>			
International Residential Code-			
Reinspection Fee	FY 07	\$100.00 Per Reinspection	\$100.00
<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%
	FY 07	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300
	FY 07	(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-			

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00
 <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%
 ELECTRICAL FEES:			
 <u>Chapter 12: Part I Section 108.2</u>			
International Building Code-			
	and		
 <u>Chapter 12: Part II Section R108.2</u>			
International Residential Code-			
Plan Review Fee	FY 04	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Reinspection fees	FY 07	\$100.00 Each additional inspection after the second rejectic for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00
 Residential-Service Equipment			
Single Phase	FY 18	\$50.00 up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07	Meters (each)	
Lighting Fixtures, Power Utilization Equipment & Outlets	FY 04	\$1.00 Each Device	\$1.00

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
Pad Mounted Generators:			
12 KW or less	FY 12	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$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
Commercial-Contract Cost Fee Method			
First \$5000.00 of electrical construction cost from			
\$0.01 to \$5,000.00	FY 04	\$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 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 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 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
 Chapter 14: Section 102A E			
Housing Code			

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

Suggested
FY 2019
Schedule

City does not currently collect fee or issue certificate

Certificate of Occupancy	Pre FY 02	\$1.00 Per Building (Good for 3 years)	\$1.00
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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 Each	\$5.00
Water distribution piping (per dwelling)	FY 07	\$30.00 Each	\$30.00
Waste and vent piping (per dwelling)	FY 07	\$30.00 Each	\$30.00
Septic System (per dwelling)	FY 07	\$30.00 Each	\$30.00
Gas distribution piping (per gas meter)	FY 07	\$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 per Mechanical Equipment	\$20.00
Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)	FY 10	\$5.00 per Gas Appliance	\$5.00
Air Distribution System:	FY 10	\$5.00 per Register	\$5.00
Minimum Permit Fee	FY 07	\$50.00	\$50.00

Commercial rate:

Required Plan Review Fee	FY 04	\$50.00 Plumbing	\$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00 Mechanical	\$50.00
Minimum Permit Fee:	FY 04	\$50.00	\$50.00

Commercial-Contract Cost Fee Method

First \$5000.00 of electrical construction cost from			
\$0.01 to \$5,000.00	FY 07	\$25.00 Rate per Thousand Dollars of Contract Cost	\$25.00

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
Next \$5000.00 of electrical construction cost from			
\$5,000.01 to \$10,000.00	FY 07	\$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 07	\$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 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
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.			
	FY 13	\$300.00	\$300.00
Special Inspection Fee	FY 07	\$60.00 Per hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Chapter 15, Part I of II: Section 107.1.2.4			
International Plumbing Code			
Reinspection Fee	FY 07	\$100.00	\$100.00
Chapter 15, Part II of II: Section 107.6			
International Mechanics Code			
Reinspection Fee	FY 07	\$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			

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
(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%
	FY 07	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300
	FY 07	(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%
	FY 07	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
Chapter 5: Article VIII Section 802				
Alarm Systems Service Charge				
FY 17 Police-Unfounded Emergency Calls were as follows:				
Occurrences	Revenue			
765	No charge	Pre FY 02	No Charge	No Charge
91	\$6,825.00	FY 08	\$75.00	\$75.00
60	\$4,500.00	FY 08	\$75.00	\$75.00
39	\$2,925.00	FY 08	\$75.00	\$75.00
29	\$2,900.00	FY 08	\$100.00	\$100.00
21	\$3,150.00	FY 10	\$150.00	\$150.00
18	\$3,600.00	FY 10	\$200.00	\$200.00
29	\$8,700.00	FY 08	\$300.00	\$300.00
0	\$0.00	FY 09	\$400.00	\$400.00
0	\$0.00	FY 10	\$500.00	\$500.00
0	\$0.00	FY 10	\$1,000.00	\$1,000.00
1052	\$32,600.00	Pre FY 02	No Charge	No Charge
		Pre FY 02	\$50.00	\$50.00
Total calls by FY		Pre FY 02	No Charge	No Charge
FY 16	1,149	Pre FY 02	\$50.00	\$50.00
FY 15	1,149			
FY 14	1,095			
FY 13	973			
FY 12	1,005			
FY 11	1,030			
Fire Department does not currently monitor unfounded Emergency calls				

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
	<u>Chapter 7: Article V Section 504</u>			
	Bicycles			
Fee is not charged	License	Pre FY 02	No Charge	<u>No Charge</u>
FY 17 0 Occurrences	U-Visa research	FY 13	\$150.00	<u>\$150.00</u>

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
<u>Chapter 5: Article IV Section 406</u> Petroleum Inspector				
N/A	Compensation	Pre FY 02	\$0.32 per 1,000 gallons	\$0.32
			(not to exceed the sum	
			of \$2.00 per tanker)	
			(minimum fee shall not	
			be less than \$1.00)	
<u>Chapter 5: Article IX Section F403.2</u>				
FY 17 there were 134 permits issued for \$1,340	Open Burning	FY 13	\$10.00 Inspection Fee	\$10.00
FY 17 there were 16 reports researched for \$400	Environmental Reports and Research	FY 06	\$25.00	\$25.00

City of Portsmouth
 Fee Schedule
 Public Works

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule												
	New Fee Blasting Permit	FY 18	\$100.00	\$100.00												
	New Fee New Driveway Permit	FY 18	\$50.00	\$50.00												
<table border="1"> <tr> <td>Occurrences</td> <td>FY17 Revenue</td> </tr> <tr> <td>118</td> <td>\$36,625</td> </tr> </table>	Occurrences	FY17 Revenue	118	\$36,625	Excavation Permit	FY 15	\$200.00 1st 100 sf.	\$200.00								
	Occurrences	FY17 Revenue														
	118	\$36,625														
	FY 17	\$400.00 Expedited Permit (within 3 business days)	\$400.00													
	FY 15	\$100.00 each additional 100 sf.	\$100.00													
FY 14	\$25.00	\$25.00														
FY 17	\$50.00 Expedited Permit (within 3 business days)	\$50.00														
<table border="1"> <tr> <td>325</td> <td>\$8,125</td> </tr> <tr> <td>27</td> <td>\$1,350</td> </tr> </table>	325	\$8,125	27	\$1,350	Flagging Permit											
	325	\$8,125														
27	\$1,350															
<table border="1"> <tr> <td colspan="2">Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits</td> </tr> <tr> <td>Cone</td> <td></td> </tr> <tr> <td>Trash/Recycling Receptacle</td> <td></td> </tr> <tr> <td>Wood Barricade</td> <td></td> </tr> <tr> <td>Metal Barricade</td> <td></td> </tr> <tr> <td>Sign</td> <td></td> </tr> </table>	Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits		Cone		Trash/Recycling Receptacle		Wood Barricade		Metal Barricade		Sign			FY 15	\$1.50 ea/ per event	\$1.50
	Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits															
	Cone															
	Trash/Recycling Receptacle															
	Wood Barricade															
	Metal Barricade															
Sign																
	FY 15	\$2.00 ea/ per event	\$2.00													
	FY 15	\$2.00 ea/ per event	\$2.00													
	FY 15	\$4.00 ea/ per event	\$4.00													
	FY 15	\$5.00 ea/ per event	\$5.00													

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

Suggested

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

FY 2019
Schedule

Maps

Copy of existing map: 8 1/2 x 11 (B & W)

11 x 17 (B & W)

22 x 34 (B & W)

24 x 36 (B & W)

44 x 34 (B & W)

Plot existing maps: 8 1/2 x 11

11 x 17

22 x 34

24 x 36

44 x 34

Utility/Geodetic Control Map-

for individual property 8 1/2 x 11 (Color)

by Email

on Cd

Maps in PDF format: Tax Map CD

Standard GIS and CAD Data DVD:

Custom Disk of Historical Data (CD or DVD)

FY 06	\$0.50	Each Print	\$0.50
PRE FY 02	\$0.50	Each Print	\$0.50
FY 09	\$10.00	Each Print	\$10.00
FY 09	\$10.00	Each Print	\$10.00
FY 09	\$20.00	Each Print	\$20.00
FY 06	\$5.00	Each Print	\$5.00
FY 06	\$5.00	Each Print	\$5.00
PRE FY 02	\$10.00	Each Print	\$10.00
PRE FY 02	\$10.00	Each Print	\$10.00
PRE FY 02	\$20.00	Each Print	\$20.00
FY 09	\$0.00		\$0.00
FY 09	\$0.00		\$0.00
FY 09	\$10.00		\$10.00
FY 09	\$10.00		\$10.00
FY 09	\$50.00		\$50.00
FY 09	\$100.00		\$100.00

Occurrence	FY16 Revenue
299	\$1,495.00
1195	\$11,950.00
611	\$6,110.00
221	\$5,525.00

Disposal of Tires

Disposal of Electronics

CFC Removal

Propane Tanks (20# & larger)

Yard Waste Disposal (contractors)

FY 04	\$5.00	per tire	\$5.00
FY 15	\$10.00	per unit	\$10.00
FY 17	\$20.00	per unit	\$20.00
FY 18	\$5.00	per tank	\$5.00
FY 15	\$25.00		\$25.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

Suggested
FY 2019
Schedule

RECREATION-SPINNAKER PT.

Calendar Year Information:		
	2016	2016
	Members	Members
Adult	643	638
Sr. Citizen	639	632
Other	201	184
FY Revenue	\$256,770	\$240,141

Adult Resident

FY 14 \$216.00 per year

\$216.00

Senior Citizen Resident

FY 14 \$108.00 per year

\$108.00

Adult Non-Resident

FY 14 \$432.00 per year

\$432.00

Senior Citizen Non-Resident

FY 14 \$216.00 per year

\$216.00

Daily Guest Fee Resident

PRE FY 02 \$5.00 per day

\$5.00

Daily Guest Fee Non-Resident

FY 12 \$10.00 per day

\$10.00

RECREATION-INDOOR POOL

Per the "Consolidation Lease and Operations Agreement to Maintain the Portsmouth Public Pool"

Article III Section 3.2

SIPP shall set prices for all services offered on the Premises including:

classes, lessons, memberships, rental fees, and special event operations subject to the following:

All prices affecting City residents shall be subject to review and approval by the City Manager or his designee.

The Recreation Department reported the following Indoor Pool revenue:

FY 15	FY 16	FY 17
\$421,634	\$440,814	\$451,001

5 & Under, Resident

FY 11 \$3.00 per session

\$3.00

5 & Under, Non-Resident

FY 11 \$5.00 per session

\$5.00

5 & Under, Resident/Membership

FY 11 \$180.00 per year

\$180.00

5 & Under, Non-Resident/Membership

FY 11 \$240.00 per year

\$240.00

6-17, Resident

FY 11 \$5.00 per session

\$5.00

6-17, Non-Resident

PRE FY 02 \$10.00 per session

\$10.00

6-17, Resident/Membership

FY 11 \$180.00 per year

\$180.00

6-17, Non-Resident/Membership

FY 11 \$240.00 per year

\$240.00

18-59, Resident

FY 11 \$5.00 per session

\$5.00

18-59, Non-Resident

FY 11 \$10.00 per session

\$10.00

18-59, Resident/Membership

FY 11 \$300.00 per year

\$300.00

18-59, Non-Resident/Membership

FY 11 \$540.00 per year

\$540.00

Senior Citizen, Resident

FY 11 \$3.00 per session

\$3.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
	Senior Citizen, Non-Resident	FY 11	\$5.00 per session	\$5.00
	Senior Citizen, Resident/Membership	FY 11	\$240.00 per year	\$240.00
	Senior Citizen, Non-Resident/Membership	FY 11	\$300.00 per year	\$300.00
	First Adult, Resident/Family Rate	FY 11	\$300.00 per year	\$300.00
	First Adult, Non-Resident/Family Rate	FY 11	\$540.00 per year	\$540.00
	Second Adult, Resident/Family Rate	FY 11	\$180.00 per year	\$180.00
	Second Adult, Non-Resident/Family Rate	FY 11	\$300.00 per year	\$300.00
	Maximum Per Family, Resident/Family Rate	FY 11	\$720.00 per year	\$720.00
	Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00 per year	\$720.00
	Swimming Lessons (rates based on a 8 lesson Session)			
	Resident Member	FY 11	\$30.00	\$30.00
	Resident Non-Member	FY 11	\$45.00	\$45.00
	Non-Resident Member	FY 11	\$65.00	\$65.00
	Non-Resident Non-Member	FY 11	\$100.00	\$100.00
	Pool Rental	FY 11	\$150.00 per hour	\$150.00
	per staff	FY 09	\$40.00	\$40.00
	New Member Processing Fee	FY 11	\$25.00	\$25.00

RECREATION-OUTDOOR POOL

The Recreation Department reported the following Outdoor Pool usage:		
	2016	2017
Revenue Collected	\$32,801	\$33,608

18 & Under, Resident	PRE FY 02	\$0.00 per day	\$0.00
18 & under, Non-Resident	FY 12	\$2.00 per day	\$2.00
19 & Over, Resident	FY 12	\$2.00 per day	\$2.00
19 & over, Non-Resident	FY 12	\$4.00 per day	\$4.00

RECREATION-MISCELLANEOUS

Field/Gym-Organized Teams(all inclusive)	FY 14	\$30.00 per team	\$30.00
Practice-Field/Gym use (does not apply to youth athletics including Little League)	FY 12	\$20.00	\$20.00
Co-sponsored (non-swim team) programs			

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
	maintenance fee (placed in maintenance fund)	FY 06	\$200.00 per team	\$200.00
	Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00 per person	\$20.00
	Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00
	Room Rental	PRE FY 02	\$10.00	\$10.00
	Peirce Island Boat Launch:			
	Boat Launch (Non-Resident)	FY 14	\$150.00 per season	\$150.00
	Boat Launch (Non-Resident)	FY 14	\$20.00 per launch	\$20.00
	Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00 per launch	\$10.00
	Kayaks, non-motorized (Non-Resident)	FY 14	\$75.00 per season	\$75.00
	Commercial (Non-Resident)	FY 14	\$50.00 per launch	\$50.00

Boat Launch fees collected:	
FY 16	FY 17
\$9,710	\$9,170

City of Portsmouth
 Fee Schedule
 Health Department

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

Suggested
FY 2019
Schedule

HEALTH

# of Permits	Fees Collected
4	\$2,000.00
9	\$4,050.00
18	\$7,200.00
39	\$13,650.00
20	\$6,000.00
33	\$7,920.00
28	\$5,040.00
103	\$12,875.00
	\$58,735.00
5	\$625.00
8	\$4,000.00
4	\$320.00
34	\$1,700.00
7	\$1,400.00
Individual occurrences not tracked	
Individual occurrences not tracked	
Individual occurrences not tracked	

Class	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
A4	Restaurants (400 + seating capacity)	FY 14	\$500.00 Annually	\$500.00
A3	Restaurants (300-399 seating capacity)	FY 14	\$450.00 Annually	\$450.00
A2	Restaurants (200-299 seating capacity)	FY 14	\$400.00 Annually	\$400.00
A1	Restaurants (100-199 seating capacity)	FY 07	\$350.00 Annually	\$350.00
B	Restaurants (76-99 seating capacity)	FY 07	\$300.00 Annually	\$300.00
C	Restaurants (51-75 seating capacity)	FY 07	\$240.00 Annually	\$240.00
D	Restaurants (26-50 seating capacity)	FY 07	\$180.00 Annually	\$180.00
E	Restaurants (0-25 seating capacity)	FY 07	\$125.00 Annually	\$125.00
E	Bakeries	FY 07	\$125.00 Annually	\$125.00
E	Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY 07	\$125.00 Annually	\$125.00
E	Catering	FY 07	\$125.00 Annually	\$125.00
F	Supermarkets	FY 14	\$500.00 Annually	\$500.00
G	Bed and Breakfast Operations	FY 07	\$80.00 Annually	\$80.00
G	Nursing Home (Food Service)	FY 07	\$80.00 Annually	\$80.00
H	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	PRE FY 02	\$50.00 Annually	\$50.00
M	Mobile Food Operations	FY 12	\$200.00 Annually	\$200.00
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00 (up to two (2) weeks before the day of the event)	\$125.00
		PRE FY 02	\$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 (up to four (4) weeks before the day of the event)	\$15.00

City of Portsmouth
 Fee Schedule
 Health Department

* (Indicates change from current fee)

NOTES		<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
2	\$300.00	V Limited Events (1 to 4 events per year)	FY 10	\$40.00 (additional thereafter)	\$40.00
45	\$6,300.00	W Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 14	\$150.00	\$150.00
11	\$0.00	X No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 07	\$140.00 Annually	\$140.00
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.	FY 10	No Fee	No Fee
		Y Fundraiser Permit	FY 14	\$200.00 per event	\$200.00
		Inspection Fees:			
		Family Day Care & Foster Care	FY 16	\$10.00 Every 3 years	\$10.00
		Z Daycare with more than 100 children	FY 16	\$100.00 Every 3 years	\$100.00
		Customer Appreciation Events	FY 18	\$75.00	\$75.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

Suggested
FY 2019
Schedule

Note: When using an EZ Park transponder at a meter parking space, residence receive a \$0.25 hourly discount.

Chapter 6: Article XIII Section 1307

Vendor from Motor Vehicle

FY 17- 1 permits issued \$5,500

Vendor From Motor Vehicle	FY 10	\$5,000.00	Minimum Bid	\$5,000.00
Permit April 15- November 15				

Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 10	\$10.00	space per day	*	\$12.00
Valet Station- from High Occupancy Metered Parking Spaces	FY 14	\$15.00	space per day	*	\$20.00
Valet - from Commercial Loading Zone	FY 10	\$500.00	annually	*	\$675.00

Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Chapter 7: Article I Section 114A

Construction Permit

Revenue:			
FY 15	FY 16	FY 17	
\$120,745	\$130,575	\$143,966	

Temporary Metered Parking Space Permit	FY 18	\$35.00	Per Day	\$35.00
Temporary Metered Parking Space Permit	FY 18	\$50.00	High Occupancy Space Per Day	\$50.00

Chapter 7: Article III Section 321G

Snow Emergency-Parking Ban

Resident Snow Ban Rate for Parking in High Hanover	FY 07	\$3.00	Per Snow Ban Event	*	\$5.00
Parking Facility					
Resident Snow Ban Rate for Parking in Foundry Place	FY 19	N/A	Per Snow Ban Event	*	\$3.00
Parking Facility					

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
Chapter 7: Article IV Section 402 C				
High Hanover Parking Facility				
Hourly rate revenue:	Rates	FY 18	\$1.50 Hourly Rate	\$1.50
FY 15 \$1,803,655		FY 13	Free Resident-Sunday	Free
FY 16 \$2,084,032		FY 18	\$150.00 Monthly 24 hr-Resident Pass	* \$175.00
FY 17 \$2,489,012		FY 18	\$165.00 Monthly-24 hr-All other Passes	* \$200.00
Monthly pass revenue:		FY 17	20 Hrs@ rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
FY15 \$1,115,888		FY 16	\$100.00 Garage Pass Deposit	\$100.00
FY 16 \$1,080,605		FY 08	\$15.00 Pass Reinstatement Fee-Passholders	\$15.00
FY 17 \$1,196,823		FY 16	\$5.00 Special Event Parking	\$5.00
Pass Reinstatement revenue:				
FY 15 \$3,380				
FY 16 \$2,955				
FY 17 \$3,870				
Monthly passes as of Jan 18 as follows:				
Resident 221				
Non-Resident 529				
Total Passes 750				
Waiting list 172 people requesting 314 spaces				

Chapter 7: Article IV Section ???				
Foundry Place Parking Facility				
	Rates	FY 19	N/A Hourly Rate	* \$1.00
		FY 19	N/A Resident-Sunday	* Free
		FY 19	N/A Monthly 24 hr-Resident Pass	* \$100.00
		FY 19	N/A Monthly-24 hr-All other Passes	* \$125.00
		FY 19	N/A Lost Ticket Fee/Max Daily rate	* 20 Hrs@ Hr rate
		FY 19	N/A Garage Pass Deposit	* \$100.00
		FY 19	N/A Pass Reinstatement Fee-Passholders	* \$15.00
		FY 19	N/A Special Event Parking	* \$5.00

Foundry Place rates are a Pilot Program. All rates will be reviewed after operations begin at the facility.

Chapter 7: Article IV Section 408				
Boat launch				
FY 17- 0 permits issued	Peirce Island Overnight Boat Launch Parking	FY 10	\$5.00 Nightly	* \$15.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

*** (Indicates change from current fee)**

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
	Chapter 7: Article VI Section 604 Truck Loading/Unloading Zones			
FY 17 - 71 permits issued for \$3,550	Commercial Loading Zone Permit	FY 18	\$50.00 Annually	\$50.00
	Chapter 7: Article IX Section 903 Summons Administration Fee			
Revenue: FY 15 \$925 FY 16 \$200 FY 17 \$350	Summons Administration Fee	FY 16	\$150.00	\$150.00
	Chapter 7: Article X Section 1004B Towing			
Revenue: FY 15 \$22,435 FY 16 \$22,885 FY 17 \$18,920	Immobilization Administration Fee	FY 15	\$150.00	\$150.00
	Residential Neighborhood Parking	N/A	N/A	* TBD

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
Chapter 11: Article II Section 204				
Private Sewage Disposal				
see Chapter 15, Part II of II: Section 106.5.2 for Septic System fee(per dwelling)	Inspection Fee	PRE FY 02	N/A	N/A
	Chapter 11: Article II Section 205			
Building Sewers and Connections				
	Permit	FY 15	\$25.00 New Customer	Delete
Storm Water Connection Permit Fee (Dependent upon revision of ordinance)				
	Permit	FY 15	\$250.00 New Customer	\$250.00
Industrial Discharge Permit Fee, Including Permit Renewals				
	Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee
	Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee
	Class 3, Permit	FY 08	\$500.00 per permit	\$500.00
	Class 4, Permit	FY 08	\$500.00 per permit	\$500.00
	Class 5, Permit	FY 08	\$500.00 per permit	\$500.00
	Oil and Grease Trap Permit Fee	FY 15	\$150.00 New Customer(inspection included)	\$150.00
	Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00 Annual	\$75.00
	Re-Inspection Fee	FY17	\$60.00 Per visit	\$100.00

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
WATER and SEWER FEES				
FY17 Occurrences were as follows				
Occurrences	Revenue			
166	\$6,640	PRE FY 02	18% annual	18% annual
		FY 16	\$40.00 per occurrence	\$40.00
		FY 19	N/A After threshold of \$150	* \$25.00
126	\$5,040	FY 16	\$40.00 per occurrence	\$40.00
400	\$16,000	FY 14	\$40.00 per occurrence	\$40.00
		FY 08	\$1,000.00 per occurrence	\$1,000.00
Occurrences not tracked individually		PRE FY 02	\$10.00 per occurrence	\$10.00
9	\$450	FY 15	\$50.00 per occurrence	\$50.00
1	\$100	FY 15	\$100.00 per occurrence	\$100.00
			If parts exceed the minimum charge, customer is charged for parts.	
7	\$1,400	FY 15	\$200.00 per occurrence	* \$300.00
			Based on current wages + benefits Minimum callout=4 hours overtime per union contracts	
		FY 14	\$50.00 per occurrence	\$50.00
		FY 17	\$75.00 per occurrence	\$75.00
			When requested by customer, (if meter test fails no charge to customer)	
		FY 15	\$150.00 per occurrence	\$150.00
		FY 19	N/A Annually	* \$25.00
		FY 17	\$60.00 per occurrence	\$60.00
			Plus cost of parts	

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
	Water Meter Fee			
	5/8" & 3/4"	PRE FY 02	\$4.95 monthly	\$4.95
	1"	PRE FY 02	\$8.27 monthly	\$8.27
	1 1/2"	PRE FY 02	\$14.25 monthly	\$14.25
	2"	PRE FY 02	\$22.91 monthly	\$22.91
	3"	PRE FY 02	\$38.26 monthly	\$38.26
	4"	PRE FY 02	\$68.74 monthly	\$68.74
	6"	PRE FY 02	\$120.27 monthly	\$120.27
	8"	PRE FY 02	\$168.01 monthly	\$168.01
	10"	PRE FY 02	\$252.02 monthly	\$252.02
	Fire Flow Testing	FY 13	\$200.00 per Test	\$200.00
		FY 17	\$100.00 per Visit	\$100.00
	Fire Services, Fee per Month			
	1"	FY 08	\$2.55 monthly	\$2.55
	1 1/2"	FY 08	\$3.82 monthly	\$3.82
	2"	FY 08	\$5.09 monthly	\$5.09
	2 1/2"	FY 08	\$7.64 monthly	\$7.64
	3"	FY 08	\$12.22 monthly	\$12.22
	4"	FY 18	\$19.59 monthly	* \$19.65
	5"	FY 18	\$34.58 monthly	* \$35.33
	6"	FY 18	\$53.39 monthly	* \$57.07
	8"	FY 18	\$111.55 monthly	* \$121.62
	10"	FY 18	\$196.55 monthly	* \$218.71
	12"	FY 18	\$315.19 monthly	* \$353.27
1,040 \$208,000	Hydrant Rentals to Municipalities per hydrant	FY 18	\$225.00 Annually	* \$250.00
1,683 \$92,565	Backflow Test	FY 15	\$55.00 per device each occurrence	\$55.00
Occurrences not tracked individually	Backflow Permits and Inspection	FY 15	\$50.00 per occurrence	* \$100.00
Occurrences not tracked individually	Bacteria Test and Sampling	FY 17	\$75.00 per occurrence	\$75.00
	Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20 per LB	\$0.20
not tracked by location	Pease	FY 15	\$0.20 per LB	\$0.20
	TSS Portsmouth	FY 15	\$0.17 per LB	\$0.17
not tracked by location	Pease	FY 15	\$0.17 per LB	\$0.17

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
1,885 M gals \$163,060	Dumping Fees per 1,000 gals	FY 16	\$65.00 per 1,000 gallons	* \$75.00
Occurrences not tracked individually	Recreation Vehicles	FY 17	\$30.00 per visit	\$30.00
Occurrences not tracked individually	Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00 new customer	\$150.00
	Sewer Connection Fees	FY 15	\$350.00 new customer	\$350.00
	Re-inspection Fee	FY 19	N/A per visit	* \$100.00
226	Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00 per hour	\$15.00
7	Backhoe	FY 16	\$50.00 per hour	\$50.00
76	Excavator	FY 16	\$75.00 per hour	\$75.00
29	Dump	FY 16	\$50.00 per hour	\$50.00
	Compressor	FY 17	\$20.00 per hour	\$20.00
9	Tapping	FY17	\$25.00 per hour	\$25.00
	Pump	FY 14	\$15.00 per hour	\$15.00
	Roller	FY 16	\$30.00 per hour	\$30.00
	Loader	FY 16	\$60.00 per hour	\$60.00
	Steamer	FY 14	\$15.00 per hour	\$15.00
3	Vactor	FY 17	\$150.00 per hour	\$150.00
	Paver	FY 17	\$65.00 per hour	\$65.00
	TV Camera Vehicle	FY 17	\$150.00 per hour	\$150.00

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

*** (Indicates change from current fee)**

NOTES	Description	Fiscal Year Last Adjusted	FY 2018 Schedule	Suggested FY 2019 Schedule
FY17	\$47,580	Water - Capacity Improvement Multiplier (CIM) EDU = equivalent dwelling unit		FY 15 \$1,300.00 per EDU New Service * Delete
	1"	FY 19	N/A	* \$1,300.00
	1 1/2"	FY 19	N/A	* \$2,600.00
	2"	FY 19	N/A	* \$4,160.00
	3"	FY 19	N/A	* \$8,320.00
	4"	FY 19	N/A	* \$13,000.00
	6"	FY 19	N/A	* \$26,000.00
	8"	FY 19	N/A	* \$41,600.00
	10"	FY 19	N/A	* \$62,400.00
FY17	\$56,880	Sewer - Capacity Improvement Multiplier (CIM) EDU = equivalent dwelling unit		FY 15 \$1,800.00 per EDU New Service * Delete
	1"	FY 19	N/A	* \$1,800.00
	1 1/2"	FY 19	N/A	* \$3,600.00
	2"	FY 19	N/A	* \$5,760.00
	3"	FY 19	N/A	* \$11,520.00
	4"	FY 19	N/A	* \$18,000.00
	6"	FY 19	N/A	* \$36,000.00
	8"	FY 19	N/A	* \$57,600.00
	10"	FY 19	N/A	* \$86,400.00

**City of Portsmouth
Fee Schedule
Library**

* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
LIBRARY				
FY 16 Library Card collections of \$28,478	Non-Resident Library Card	<u>FY 15</u>	<u>\$90.00</u>	<u>\$90.00</u>
	Non-Resident Library Card-1/2 year	<u>FY 15</u>	<u>\$50.00</u>	<u>\$50.00</u>
	Non-Resident Library Card-Senior Rate	<u>FY 15</u>	<u>\$80.00</u>	<u>\$80.00</u>
	Non-Resident Library Card-Senior Rate	<u>FY 15</u>	<u>\$45.00</u>	<u>\$45.00</u>

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2018
Schedule

Suggested
FY 2019
Schedule

Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

Fiscal Year 2017 revenue collected was \$ 63,931.

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 15	\$3.00 Per Hour	*	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$4.00 Per Hour	*	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$5.00 Per Hour	*	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$7.00 Per Hour	*	\$9.00
For craft over fifty (50) ft overall	FY 15	\$8.00 Per Hour	*	\$10.00

NON-RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 15	\$6.00 Per Hour	*	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$9.00 Per Hour	*	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$12.00 Per Hour	*	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$15.00 Per Hour	*	\$19.00
For craft over fifty (50) ft overall	FY 15	\$18.00 Per Hour	*	\$23.00

RESIDENT (Oct 1-Apr 30)

Craft up to twenty (20) ft in length overall	FY 15	\$2.00 Per Hour	*	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$2.00 Per Hour	*	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$4.00 Per Hour	*	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$6.00 Per Hour	*	\$8.00
For craft over fifty (50) ft overall	FY 15	\$6.00 Per Hour	*	\$8.00

NON-RESIDENT (Oct 1-Apr 30)

Craft up to twenty (20) ft in length overall	FY 15	\$4.00 Per Hour	*	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$6.00 Per Hour	*	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$7.00 Per Hour	*	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$8.00 Per Hour	*	\$10.00
For craft over fifty (50) ft overall	FY 15	\$10.00 Per Hour	*	\$13.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 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 15	\$30.00 Per Day	\$30.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$35.00 Per Day	\$35.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00 Per Day	\$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00 Per Day	\$50.00
For craft over fifty (50) ft overall	FY 15	\$60.00 Per Day	\$60.00
NON-RESIDENT (May 1-Sep 30)			
Craft up to twenty (20) ft in length overall	FY 15	\$40.00 Per Day	\$40.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$60.00 Per Day	\$60.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$80.00 Per Day	\$80.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$100.00 Per Day	\$100.00
For craft over fifty (50) ft overall	FY 15	\$120.00 Per Day	\$120.00
RESIDENT (Oct 1-Apr 30)			
Craft up to twenty (20) ft in length overall	FY 15	\$15.00 Per Day	\$15.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$18.00 Per Day	\$18.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$20.00 Per Day	\$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$25.00 Per Day	\$25.00
For craft over fifty (50) ft overall	FY 15	\$30.00 Per Day	\$30.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2018 Schedule</u>	<u>Suggested FY 2019 Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)			
Craft up to twenty (20) ft in length overall	FY 15	\$20.00 Per Day	\$20.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$30.00 Per Day	\$30.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00 Per Day	\$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00 Per Day	\$50.00
For craft over fifty (50) ft overall	FY 15	\$60.00 Per Day	\$60.00
Park Property-Seasonal Rental Docking Fees			
RESIDENT (April 2 - November 1)	FY 15	\$110.00 Per Season per boat foot	\$110.00
	FY 17	\$1,500.00 Per Season Minimum	\$1,500.00
NON-RESIDENT (April 2 - November 1)	FY 15	\$135.00 Per Season per boat foot	\$135.00
	FY 17	\$1,850.00 Per Season Minimum	\$1,850.00
Park Property-Docking Utility Access Fees			
Dock Utility Access:			
Resident	FY 15	\$10.00 per Stay	\$10.00
	FY 17	\$250.00 Per Season	\$250.00
Non Resident	FY 15	\$10.00 per Stay	\$10.00
	FY 17	\$250.00 Per Season	\$250.00
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 18	\$150.00	\$150.00
Weddings which include 11-74 participants in total	FY 18	\$375.00	\$375.00
Weddings which include more than 74 participants in total	FY 18	\$750.00	\$750.00

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
17	PARKING FUND
20	CDBG
21	PEDLP
25	UDAG
50	WATER FUND
51	SEWER FUND
58	STORMWATER
84	PRESCOTT PARK

DEPARTMENT

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

700	FINANCE
709	HUMAN RESOURCES
710	CITY COUNCIL
711	CITY MANAGER
712	CITY CLERK
713	ELECTIONS
714	PLANNING
715	LEGAL
716	INSPECTION
733	DEBT SERVICE
734	CONTINGENCY
735	OVERLAY
736	GENERAL ADMINISTRATION
737	COUNTY TAX
738	OTHER NON-OPERATING



**City of Portsmouth
Expenditure Account Structure**

740 POLICE
 741 FIRE
 744 CIVIL DEFENSE
 751 PUBLIC WORKS
 752 PARKING/TRANSPORTATION
 753 STORMWATER
 780 LIBRARY
 785 RECREATION
 786 SENIOR SERVICES
 789 COMMUNITY DEVELOPMENT
 790 HEALTH
 792 WELFARE
 793 OUTSIDE SOCIAL SERVICES
 794 EDUCATION
 795 CAPITAL OUTLAY

DIVISION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
		101		CITY COUNCIL		
		102		CITY MANAGER		
		104		ALLOCABLE BENEFITS		
		105		CITY CLERK		
		106		ELECTION		
		107		LEGAL		
		201		ACCOUNTING		
		202		ASSESSING		
		203		TAX COLLECTION		
		204		INFORMATION TECHNOLOGY		
		301		TANS		
		302		BONDED DEBT		
		303		LEASES		
		304		OTHER DEBT SERVICE		
		310		CONTINGENCY		
		320		OVERLAY		
		339		SENIOR SERVICES		
		350		GENERAL ADMINISTRATIVE		
		360		COUNTY TAX		



**City of Portsmouth
Expenditure Account Structure**

370	CAPITAL OUTLAY
410	PLANNING
411	CDBG
412	REVOLVING LOANS
413	UDAG
414	HOUSING FUNDS
416	MICRO LOAN PROGRAM
420	INSPECTION
430	HEALTH
510	DETECTIVES
520	PATROL
530	DISPATCH
540	PARKING GARAGE
541	PARKING ENFORCEMENT
542	PARKING METERS
543	PARKING COLLECTIONS
544	PUBLIC TRANSPORTATION
550	CROSSING GUARDS
570	FIRE FIGHTERS
580	AMBULANCE
590	CIVIL DEFENSE
610	ADMINISTRATION
620	ENGINEERING
630	BUILDINGS
640	HIGHWAYS
642	COLLECTIONS (STORMWATER)
644	TREATMENT (STORMWATER)
650	WATER SUPPLY & TREATMENT
660	WATER DISTRIBUTION
670	WASTEWATER TREATMENT
680	WASTEWATER COLLECTION
710	LIBRARY
720	COMMUNITY CENTERS
730	SWIMMING POOL
740	PLAYGROUNDS
750	BOAT LAUNCH
760	SPECIAL PROGRAMS
770	WELFARE
780	OUTSIDE SOCIAL SERVICES
810	SCHOOL



**City of Portsmouth
Expenditure Account Structure**

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		
			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		



**City of Portsmouth
Expenditure Account Structure**

41	STREET MAINTENANCE
41	HIGHWAYS ST MTCE PEASE
42	SNOW REMOVAL
43	SIDEWALKS
44	BRIDGE REPAIRS
45	EQUIPMENT MAINTENANCE
46	TREE PROGRAM
47	MOSQUITO CONTROL
48	PARKS & CEMETERIES
49	STREET CLEANING
50	MICRO LOAN PROGRAM
51	ADMINISTRATION
52	ENGINEERING
53	CROSS CONNECTION
54	TREATMENT PLANT
55	LABORATORY PORTSMOUTH
56	WELLS
57	WATER STORAGE TANK
58	BOOSTER STATION PORTS
61	MAINS
62	SERVICES
63	HYDRANTS
64	METERS
65	LIFT STATION
66	FILTER BUILDING
67	FORCE MAINS
68	INTERCEPTOR
69	LATERALS
70	MISCELLANEOUS COSTS
71	PRELIMINARY DESIGN
72	ENGINEERING DESIGN
73	SURVEY
74	RECORD DRAWING
75	CADASTRAL
76	INSPECTION
77	BORING
78	ADMINISTRATION
79	STARTUP

LOCATION



**City of Portsmouth
Expenditure Account Structure**

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
				577		TANKS-PEASE
				580		LABORATORY PEASE
				581		PEASE SEWER TRTMT PLANT
				582		BOOSTER STATION PEASE
				900		PIERCE ISLAND UNALLOCATED
				992		OUTDOOR POOL

STATE



**City of Portsmouth
Expenditure Account Structure**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
					001	CAPITAL PROJECTS
					002	SPECIAL REVENUE
					400	EXECUTIVE
					401	CITY CLERK ADMIN
					402	FINANCIAL ADMINISTRATION
					403	REVALUATION OF PROPERTY
					404	LEGAL EXPENSE
					405	PERSONNEL ADMINISTRATION
					406	PLANNING & ZONING
					407	GENERAL GOVERNMENT BLDGS
					408	CEMETERIES
					409	INSURANCE
					410	ADVERTISING & REGIONAL AS
					411	OTHER GENERAL GOVERNMENTS
					412	POLICE
					413	AMBULANCE
					414	FIRE
					415	BUILDING INSPECTION
					416	EMERGENCY MANAGEMENT
					417	OTHER (INCLUDING GOV'T)
					419	ADMINISTRATION
					420	HIGHWAYS & STREETS
					421	BRIDGES
					422	STREET LIGHTING
					423	OTHER
					424	ADMINISTRATION
					425	SOLID WASTE COLLECTION
					426	SOLID WASTE DISPOSAL
					427	SOLID WASTE CLEAN-UP
					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



**City of Portsmouth
Expenditure Account Structure**

- 436 WELFARE DIRECT ASSISTANCE
- 437 OUTSIDE SOC SERVICE ADMIN
- 438 WELFARE VENDOR PMTS & OTH
- 439 PARKS AND RECREATION
- 440 LIBRARY
- 441 PATRIOTIC PURPOSES
- 442 OTHER CULTURE & RECREATION
- 443 CONSERVATION ADMIN & PURC
- 444 OTHER CONSERVATION
- 445 REDEVELOPMENT & HOUSING
- 446 ECONOMIC DEVELOPMENT
- 447 PRINCIPAL LONG TERM BONDS
- 448 INTEREST LONG TERM BONDS
- 449 INTEREST TANS
- 450 OTHER DEBT SERVICE
- 451 CAPITAL OUTLAY-LAND
- 452 CAP OUTLAY-MACH,VEH,EQUIP
- 453 CAP OUTLAY-BUILDINGS
- 454 CAP OUTLAY-IMPROVEMENTS
- 455 OP TRANSOUT-SPEC REV FUND
- 456 OP TRANSOUT-CAP PROJ FUND
- 457 OP TRANSOUT-ENTERP FUND
- 458 OP TRANSOUT-ELECTRIC
- 459 OP TRANSOUT-AIRPORT
- 460 OP TRANSOUT-CAP RESV FUND
- 461 OP TRANSOUT-EXP TR FUND
- 462 OP TRANSOUT-HLTH MTCE
- 463 OP TRANSOUT-NONEXPD TRUST
- 464 OP TRANSOUT-AGENCY FUNDS
- 465 STORMWATER
- 491 SEWER
- 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)



City of Portsmouth
Expenditure Account Structure

010000 SALARIES	
	011000 REGULAR SALARIES
	012000 PART TIME SALARIES
	014000 OVERTIME
	015000 LONGEVITY
	016000 LEAVE AT TERMINATION
	017000 HOLIDAY PREMIUM PAY
	018000 OTHER PAY
	019000 ANTICIPATED EXPENSES
020000 EMPLOYEE BENEFITS	
	021000 INSURANCE-HEALTH
	021100 INSURANCE-DENTAL
	021500 INSURANCE-LIFE
	021600 INSURANCE-DISABILITY
	021700 INSURANCE-LTD
	021800 INS CONTRACTUAL STIPEND
	022000 SOCIAL SECURITY
	022200 FICA
	022500 MEDICARE
	023000 RETIREMENT
	025000 UNEMPLOYMENT COMPENSATION
	026000 INSURANCE-WORKERS COMP
	029000 FRINGE BENEFITS
030000 PROFESSIONAL SERVICE	
	030100 PROF SERVICES-AUDIT
	031000 PROF SERVICES-ENGINEERING
	032000 PROF SERVICE-LEGAL
	033000 MANAGEMENT SERVICE
	034000 BANK SERVICES
	034100 TELEPHONE
	034200 DATA PROCESSING
	034300 TELEVISION
	035000 MEDICAL SERVICE
	036000 CUSTODIAL SERVICE
	039000 OTHER PROFESSIONAL SERVICE



**City of Portsmouth
Expenditure Account Structure**

040000	PURCHASED PROPERTY SERVICE
041000	ELECTRICITY
041100	HEAT AND OIL
041200	WATER AND SEWER
041300	RUBBISH
043000	REPAIRS AND MAINTENANCE
044000	RENTAL AND LEASES
048000	INSURANCE
050000	OTHER PURCHASED SERVICE
053000	ADVERTISING
054000	EDUCATION AND TRAINING
055000	PRINTING
056000	DUES AND SUBSCRIPTIONS
057100	TRAVEL AND CONFERENCE
060000	SUPPLIES
061000	GENERAL SUPPLIES
062000	OFFICE SUPPLIES
062500	POSTAGE
063000	MAINTENANCE AND REPAIR
063500	GASOLINE
063600	DIESEL FUEL
063700	LUBRICANTS
063800	CHEMICALS
064000	CUSTODIAL AND HOUSEKEEPING
065000	GROUNDSKEEPING
066000	VEHICLE REPAIRS
067000	BOOKS & PERIODICALS
068000	MATERIALS
069000	OTHER MISCELLANEOUS
070000	CAPITAL OUTLAY
071000	LAND
072000	BUILDINGS
073000	OTHER IMPROVEMENTS
074000	EQUIPMENT
075000	FURNITURE AND FIXTURES
076000	VEHICLES



**City of Portsmouth
Expenditure Account Structure**

	078000 SRF PROJECTS
	079000 TRANSPORTATION MANAGEMENT
080000	OTHER CHARGES AND EXPENSES
	081000 OTHER CHARGES AND EXPENSES
	086000 DEPRECIATION
	087000 OUTSIDE SERVICE
	088000 ASSISTANCE
	089000 SCHOOL EXPENDITURES
090000	OTHER FINANCIAL USES
	091000 TRANSFER TO SPECIAL REV FUND
	098000 DEBT SERVICE-PRINCIPAL
	098100 DEBT SERVICE-INTEREST
	099000 LEASES



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Glossary of Terms

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

ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

AD VALOREM – A tax levied in proportion to the value of the property being taxed.

AGENCY FUNDS – One of four types of fiduciary funds. Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets = liability). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

APPROPRIATION – An authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. Appropriations are usually limited in amount and to the time during which they may be expended.

ASSESSED VALUE – The fair market value placed upon real and personal property by the City as the basis for levying property taxes.

BARGAINING UNITS - A group of employees which, by reason of the similarity of their jobs, form a unit appropriate for bargaining with management on questions of wages, benefits and working conditions.

BASIS OF ACCOUNTING – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

BOND RATINGS – A rating of quality given on any bond offering as determined by an independent agency in the business of rating such offerings.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a single fiscal year (July 1 through June 30) and the proposed means of financing them.

BUDGET CALENDAR – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT – The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

CAPACITY IMPROVEMENT MULTIPLIER (CIM)-Calculation by taking the current net book value of assets of the total system (Water system or Sewer system) divided by the sustainable system capacity in equivalent dwelling unit (the amount of water used by a typical single residence).

CAPITAL IMPROVEMENT PLAN (CIP) – A six-year plan of proposed capital expenditures for long-term improvements to the City’s facilities including, water, sewer, parking facilities etc.; identifies each project and source of funding.

COMMITTED FUND BALANCE – Amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – An annual Federal grant received from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities.



COMPENSATED ABSENCES – An accrued employee’s right to receive compensation for future absences attributable to service already rendered (i.e.: vacation and sick leave).

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – An annual financial report presented in three sections: introductory, financial and statistical.

CONSUMER PRICE INDEX (CPI) – A measure, calculated by the United States Department of Labor, commonly used to indicate the rate of inflation.

CONTINGENCY – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists. General Fund use of the contingency may only be approved by the City Council.

CONTRACTUAL OBLIGATIONS – The costs related to obligations performed for the City by individuals, businesses, or utilities.

CYCLICAL REVALUATION – means the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1.

DEBT SERVICE – The payment of interest and principal to holders of the City’s debt instruments.

DESIGNATED FUND BALANCE – Funds that have been selected and assigned for a specific purpose.

DESIGNATED UNRESERVED FUND BALANCE – Portion of unreserved fund balance that management would prefer to use available financial resources for a specific purpose.

ECONOMIC DEVELOPMENT COMMISSION (EDC) – A commission committed to ensuring the continued economic prosperity and preservation of the qualities that attract and retain businesses in the community.

ENTERPRISE FUNDS – Account for the financing of services to the general public whereby all or most of the operating expenses involved are recorded in the form of charges to users of such services. The Enterprise Funds consist of the Water Fund and the Sewer Fund.

EQUALIZATION RATIO – Indicates the relationship between assessed value and market value. This ratio is determined for each municipality every year by the NH Department of Revenue Administration through a study of the qualified sales that occurred within the municipality during the previous year.

EQUALIZED VALUE – Assessed value calculated by the state to ensure that property under its jurisdiction is appraised equitably at market value.

EXPENDITURE – Actual outlay of monies for goods or services.

FIDUCIARY FUNDS – A category of funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own program.

FISCAL YEAR – A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and result of its operations. The fiscal year for the City of Portsmouth begins July 1 and ends on June 30.

FULL REVALUATION – means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the



establishment of the new base year, to arrive at full and true value as of April 1. The term includes “full reappraisal” and “full reassessment.” Rev 601.24

FULL STATISTICAL REVALUATION – means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes “statistical update” and “statistical reassessment.” Rev 601.25

FUND – An independent fiscal and accounting entity which a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities that are segregated for the purpose of carrying on specific activities.

FUND BALANCE – The excess of an entity’s assets over its liabilities also known as excess revenues over expenditures or net assets. A negative fund balance is sometimes called a deficit.

FUND BALANCE POLICY – Policy to maintain fund balance at a predetermined target level.

GENERAL OBLIGATION BOND – A bond for which the full faith and credit of the City is pledged for payment.

GOALS – Statements of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

GOVERNMENT FINANCE OFFICER’S ASSOCIATION (GFOA) - A private, nonprofit organization which has actively supported the advancement of governmental accounting, auditing and financial reporting since 1906.

GOVERNMENTAL FUND TYPE – Governmental accounting includes eight types of funds: general, special, debt service, capital, enterprise, internal service, trust, and agency. These types are indicative of accounting procedures to be used and the function of each type.

INFRASTRUCTURE – The basic facilities, equipment, services, and installations needed for the growth and functioning of a country, community, or organization.

LEAVE AT TERMINATION – Accumulated earned leave owed to employees when they leave municipal service.

LINE-ITEM – Separate listing of each expenditure category along with the dollar amount budgeted for each.

MISSION STATEMENTS – Broad, general statements which summarize the aims and values of an organization.

MODIFICATION FACTOR (MOD FACTOR) – The mod factor is used when determining workers compensation premiums. The mod factor is a value that compares the claim profile of the employer to the claim profile that would be expected of an employer of similar size payroll in the same in the same industry. A value of 1.00 is average, meaning the frequency and severity of actual losses equaled the expected losses. A mod factor greater than 1.00 means the employer experienced worse than expected losses during the rating period, and a mod factor of less than 1.00 indicates the employer’s losses were better than expected for the rating period.

MODIFIED ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred.



MUNICIPAL SERVICE AGREEMENT – An agreement between the City of Portsmouth, the Town of Newington and the Pease Development Authority to provide municipal services in the airport district of the Pease Development Authority.

NET POSITION – The residual of all other financial statement elements presented in a statement of financial position.

NON-OPERATING BUDGET – Expenditures that are not directly attributed to the day to day operations of any one particular department: TANS, Debt Services, Contingency, Overlay, County Tax, Capital Outlay.

OBJECTIVES - The goal intended to be attained (and which is believed to be attainable) by the City of Portsmouth.

OPERATING BUDGET – Expenditures that are directly attributed to the day to day operations of a particular department: Salaries, Benefits, Supplies, Utilities, etc.

OVERLAY – An appropriation to fund potential tax abatements.

PARTIAL UPDATE – the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the Municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report.

PEASE DEVELOPMENT AUTHORITY (PDA)– A body politic and corporate of the State of New Hampshire located in Rockingham County, New Hampshire.

PERFORMANCE MEASURE – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

PROPOSED BUDGET – The operating and capital budgets submitted to the City Council by the City Manager.

RESERVE FOR DEBT – Account where retained earnings are set aside to satisfy outstanding debts.

RESERVE FOR PROPERTY APPRAISAL – Account where retained earnings are set aside to cover property appraisals.

RESTRICTED NET POSITION- One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability or deferred inflow of resources relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability/deferred inflow of resources or if the liability will be liquidated with the restricted assets reported.

RETAINED EARNING- The accumulated equity balance in an enterprise or internal service fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

REVALUATION – means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either a Full Revaluation, Full Statistical Revaluation, Cyclical Revaluation, or Partial Update.

REVENUE – The income received by the City in support of a program of services to the community; includes such items as property taxes, fees, user charges, grants, fines, interest income and miscellaneous revenue.



REVISED STATUTES ANNOTATED (RSA) – The State of New Hampshire’s statutes.

ROLLING STOCK - The equipment available for use as transportation, such as vehicles owned by the City of Portsmouth.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes.

SUSTAINABILITY – Development which meets the needs of the present without compromising the ability of future generations to meet their own needs; to the use of ecosystems and their resources in a manner that satisfies current needs while allowing them to persist I the long term.

TAX LEVY - Taxes that are imposed and collected.

TAX RATE – The amount of tax levied for each \$1,000 of assessed value.

UNASSIGNED FUND BALANCE – A fund balance that has not been selected or assigned to a specific purpose.

UNRESTRICTED NET POSITION – One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It is the difference between total net position and its two other components (net investment in capital assets and restricted net position).

URBAN DEVELOPMENT ACTION GRANT (UDAG) – An economic development initiative established by the US Department of Housing and Urban Development (HUD) in the early 1980’s whose goals were to establish public/private partnerships that would stimulate economic development in communities’ downtown districts.

USER FEES – The payment of a fee for direct receipt of a public service by the person benefiting from the service.



Abbreviations / Acronyms

ACO – Animal Control Officer
ADA – Americans with Disability Act
AFI – Alpha Flying Inc.
AFSCME – American Federation of State, County and Municipal Employees
AMR – Automated Meter Reading
APC – Atlas Pilatus Center Inc
ARC – American Red Cross
ARRA – American Recovery and Reinvestment Act
ARS – AIDS Response Seacoast

BAF – Biologically Aerated Filters
BBBSNH – Big Brothers, Big Sisters of New Hampshire
BBH – Bureau of Behavioral Health
BFC – Bicycle Friendly Community
BIS – Bureau of Investigated Service
BTLA – Board of Tax & Land Appeal

CAD – Computer Aid Design
CAFR – Comprehensive Annual Financial Report
CALEA – The Commission on Accreditation for Law Enforcement Association
CAMA – Computer Aided Mass Appraisal
CAW – Coastal Adaptation Workgroup
CBC – Central Business District
CBERN – Chemical, Biological, Explosive, Radiological, Nuclear
CCC – Connect Community Church
CDBG – Community Development Block Grant
CDP – Community Diversion Program
CDRW – Compact Disc Re-Writable
CEDS – Comprehensive Economic Strategy
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
CO₂ – Carbon Dioxide
COAST – Cooperative Alliance for Seacoast Transportation
COLA – Cost of Living Adjustment
CPI – Consumers Price Index
CPI-U – Consumer Price Index-Urban
CREAT – Climate Resilience Evaluation and Awareness Tool
CRH – Cross Roads House
CSO – Combined Sewer Overflow
CST – Crime Scene Team
CTE – Career Technical Education

DAF – Dissolved Air Floatation
DES – Department of Environmental Services
DO – Dondero School
DOT – Department of Transportation
DSA – Deer Street Associates

ECC – Emergency Communications Center



EDC – Economic Development Commission
EMO – Emergency Management Office
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EPA – Environmental Protection Agency
ERZ – Economic Revitalization Zones
ESOL – English as a Second Language

FEMA – Federal Emergency Management Agency
FICA – Federal Insurance Contribution Act
FMLA – Family and Medical Leave Act
FOG – Fats, Oil, and Grease
FS – Family Services
FT – Full Time
FTA – Federal Transit Administration
FTE – Full Time Equivalent
FTO – Field Training Officer
FTZ – Foreign Trade Zone
FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles
GASB – Government Accounting Standards Board
GFOA – Governmental Finance Officers Association
GIS – Geographic Information Systems
GMR – Guaranteed Maximum Rate
GPTMA – Greater Portsmouth Transportation Management Association
GSA – General Services Administration

HAZ-MAT – Hazardous Materials
HDC – Historic District Commission
HIDTA – High Intensity Drug Trafficking Areas
HM – Hazardous Materials
HR – Human Resources
HUD – United States Department of Housing and Urban Development
HVAC – Heating, Ventilating and Air Conditioning

IBPO – International Brotherhood of Police Officers
ICAC – Internet Crimes Against Children
ICC – International Code Council
ICLEI – International Clearinghouse on Sustainable Development and Environmental Protection/ Local Government's for Sustainability
ICMA – International City Managers Association
IRS – Internal Revenue Service
ISO – Insurance Service Officer
ISSA – Information Systems Security Association
IT – Information Technology

JBC – Joint Budget Committee

LED – Light Emitting Diode
LEED – Leadership in Energy and Environmental Design
LGC – Local Government Center
LH – Little Harbor School
LPG – Liquefied Petroleum Gas
LTCP – Long Term Control Plan

MAAP – Municipal Agent Automation Project
MAN – Metropolitan Area Network



MEP – Manufacturing Extension Partnership
MOD – Modification factor
MPO – Metropolitan Planning Organization
MSW – Municipal Solid Waste
MUTCD – Manual on Uniform Traffic Control Devices

NAMI – National Alliance on Mental Illness
NECAP – New England Common Assessment Program
NECHPS – Northeast Collaborative for High Performance Schools
NEMSN – New England Municipal Sustainability Network
NEPBA – New England Police Benevolent Association
NF – New Franklin School
NFPA – National Fire Protection Association
NHDES – New Hampshire Department of Environmental Services
NHDHHS – New Hampshire Department of Health and Human Services
NHDOT – New Hampshire Department of Transportation
NHFSTFF – New Hampshire Fire Standards & Training Fire Fighters
NHRS – New Hampshire Retirement System
NOAA – National Oceanic and Atmospheric Administration
NPDES – National Pollutant Discharge Elimination System

OCLC – Online Computer Library Center
OT – Overtime
OU-2 – Operable Unit 2
OW – Outside Work

PACA – Portsmouth Arts and Cultural Alliance
PAEPT – Portsmouth Area Emergency Planning Team
PDA – Pease Development Authority
PEAK – Program for Elementary Age Kids
PEDLP – Portsmouth Economic Development Loan Program
PEEP – Portsmouth Early Education Program
PFC – Perfluorochemicals
PFOS – Perfluorooctane Sulfonate
PHS – Portsmouth High School
PHS – Portsmouth Historical Society
PIWWTF – Peirce Island Wastewater Treatment Plant Facility
PLC – Professional Learning Communities
PMA – Professional Management Association
PMS – Portsmouth Middle School
PNSY – Portsmouth Naval Shipyard
PPAF – Prescott Park Arts Festival
PPD – Portsmouth Police Department
PPL – Portsmouth Public Library
PPDTV – Portsmouth Police Department Television
PREP – Piscataqua Region Estuary Partnership
PT – Part Time
PULA – Public Undeveloped Lands Assessment

RCA – Rockingham Community Action
RDC – Redundant Dispatch Center
RFI – Request For Information
RFP – Request For Proposal
RFQ – Request For Qualifications
RJL – Robert J. Lister Academy
RMCC – Richie McFarland Children’s Center
RMS – Records Management System
RNMWP – Rockingham Nutrition and Meals on Wheels Program



RSA – Revised Statutes Annotated
RSVP – Retired and Senior Volunteer Program

S&P – Standard & Poor's
SAC – Senior Activities Center
SAG – State Aid Grant
SASS – Sexual Assault Support Services
SBAC – Smarter Balanced Assessment Consortium
SBDC – Small Business Development Center
SCADA – System Control and Data Acquisition
SCS – Seacoast Community School
SELF – Service Above Self Scholarship
SFFP – Seacoast Family Food Pantry
SFP – Seacoast Family Promise
SIPP – Save the Indoor Portsmouth Pool
SIU – Special Investigative Unit
SMA – Supervisory Management Alliance
SMHC – Seacoast Mental Health Center
SMPO – Seacoast Metropolitan Planning Organization
SPED – Special Education
SRF – State Revolving Fund
SRO – School Resource Officer
SUV – Sport Utility Vehicle
SWEPT – Statewide Education Property Taxes

TCP/IP – Transmission Control Protocol/Internet Protocol
TQP – Teacher Quality Panel
TY – Tax Year

UDAG – Urban Development Action Grant
UNH – University of New Hampshire
UPS – United Parcel Service
USEPA – United States Environmental Protection Agency

VDI – Virtual Desktop Interface

WFC – Walking Friendly Community
WMP – Wastewater Master Plan
WWTF – Wastewater Treatment Facility

YMCA – Youth Men's Cristian Association





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