

The City of

Portsmouth

New
Hampshire



The Proposed Annual Budget
Fiscal Year 2020 (July 1, 2019 - June 30, 2020)

City of Portsmouth, New Hampshire Proposed Annual Budget 2019-2020

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 L. Ellis, Chair
Kristin Jeffrey, Vice Chair

Roseann Vozella Clark
Nancy Novelline-Clayburgh
Gary Epler

Brian French
Tara Kennedy
Jeffrey Landry
Ann M. Walker

Police Commission

Chief Robert Merner
Joseph Onosko, Chair
Jim Splaine
Stefany Shaheen

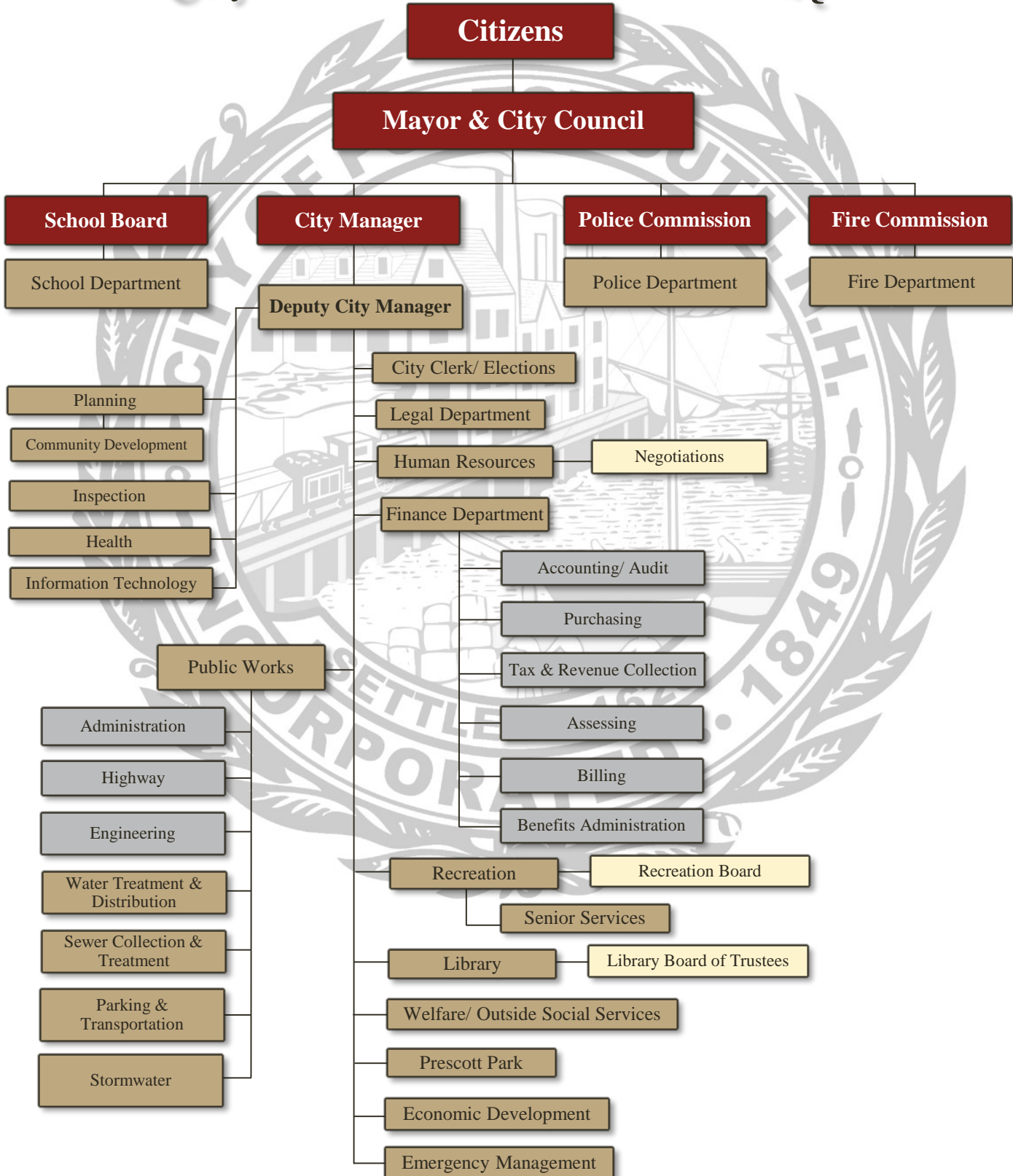
Fire Commission

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

Principal Executive Officers

John P. Bohenko, City Manager
Nancy Colbert Puff, Deputy City Manager
Robert Sullivan, City Attorney
Judith Belanger, Director of Finance and Administration
Andrew Purgiel, Deputy Finance Director
Peter Rice, Director of Public Works and Facilities
Brian Goetz, Deputy Public Works Director
Kelli Barnaby, City Clerk
Vacant, 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
Nancy Carmer, Economic Development

City of Portsmouth, New Hampshire Citywide Organizational Chart





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Portsmouth

New Hampshire

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to The City of Portsmouth, New Hampshire for its annual budget for the fiscal year beginning July 1, 2018. 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

Current and Past Budget Documents

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

FY18 Comprehensive Annual Financial Report (CAFR)

<https://view.publitas.com/city-of-portsmouth-1/portsmouth-nh-cafr-2018/page/1>

FY18 Popular Annual Financial Report (PAFR)

<https://view.publitas.com/city-of-portsmouth-1/portsmouth-nh-2018-pafr/page/1>

Capital Improvement Plan for 2020-2025

https://www.cityofportsmouth.com/sites/default/files/2019-01/CIP%2020-25%20Entire%20Document%20for%20Council_0.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

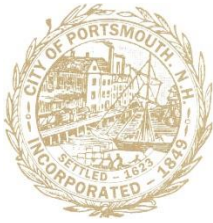
<http://cityofportsmouth.com/sustainability>

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, 2019
Re: Fiscal Year 2020 Budget Message

In accordance with Article VII of the City Charter, I hereby submit the Fiscal Year 2020 Proposed Budget document for all appropriated City funds: General, Water, Sewer, Parking and Transportation, Community Development, Stormwater and Prescott Park. This budget document also includes the City's Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY20 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.

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. As I present my 22nd proposed budget for Portsmouth, I am proud to say that a level of consistency has been upheld with the maintenance of our AAA bond rate from Standard & Poor's rating agency and the lowest equalized tax rate of all thirteen New Hampshire cities (*ranking #37 lowest out of all 232 taxable communities*), but we also continue to be presented with new challenges as we manage the City's finances.

The City Council has been proactive in seeking ways in which to offset costs through the work of the Legislative Subcommittee, which works with Legislative Delegates in an attempt to create enabling legislation to best support the interests of our community. This past year, the Subcommittee has been very active in testifying for or against proposed bills, such as those concerning meals and rooms taxes and hotel occupancy, accessory dwelling units, motor vehicle registration fees, grants for wastewater and stormwater projects, education funding and more. The Subcommittee and City staff continue discussions for alternatives to help offset the overreliance on our City's property tax.

FY 2020 Budget Process

As the needs of our community continue to grow and change, it has been evident over the last few years that the demands put forth on the city departments has also changed. In previous years, the City Council had established the Joint Budget Committee (JBC) to initiate the budget



planning process. This committee was charged with recommending guidelines for the preparation of the proposed operating budget to myself and the City Council. This year, the Council decided to not reinstate the JBC and instead begin the budget planning as a committee of the whole.

This process began in the Fall when the City Council held four separate budget work sessions. At these work sessions, an overview of future development, economic and environmental impacts and other budgetary challenges were presented. In addition, each department presented budgetary requests which identified programs and positions they deemed necessary to address continued demands and fulfill City goals such as promoting sustainable practices, providing a diverse educational environment, maintaining a welcoming and safe community, and addressing infrastructure needs; all while maintaining fiscal stability and affordability.

At the final work session, the Council was presented with a total preliminary operating budget which included over \$1.4 million in new initiatives from the General Government, Police, Fire, and School Departments. After deliberation, the consensus of the City Council was for the City Manager to submit the FY20 proposed budget to include initiatives of \$900,000.

Proposed General Fund Budget

The Operating Budget

Working closely with each department to prioritize programs, we were able to achieve the City Council's directive of reducing new initiatives by \$500,000. Therefore, the budget I present to you includes the phasing in of the necessary needs presented by the departments in order to fulfill their responsibilities to our citizens.

These initiatives are listed below and described further in the respective departments' budget section in this document.

- ✓ **General Government:**
 - Renewable Energy Credits
 - Information Technology costs to protect the City's network systems
 - Assistant in the Human Resources Department
- ✓ **Public Works:**
 - Additional trees and expanded green space for Parks and Cemeteries
 - Heavy Equipment Operator (*partial year*)
 - Administrative Assistant (.25 FTE)
- ✓ **Police Department:**
 - Two (2) Sworn Officers (*partial year*)
 - Part-time to full-time Animal Control Officer (*partial year*)
 - Part-time Evidence Technician
- ✓ **Fire Department:**
 - One (1) Firefighter and one (1) Fire Prevention Officer
 - Two (2) Firefighters (*partial year*)



✓ **School Department:**

- One (1) Elementary World Language Teacher
- One (1) Math Interventionist position at the Middle School
- Counseling and behavioral support at the elementary level

The proposed Operating Budget for the General Government, Police, Fire, and School Departments is \$91,097,511. This represents an increase of \$3,319,662 or 3.78% from FY19. In addition, \$150,000 and \$89,000 for transfers for the operations of the Indoor Pool and Prescott Park respectively, and additional funding put aside for collective bargaining agreements, will bring the overall proposed Operating Budget to a total of \$92,456,511. This represents an increase of \$4,468,662 or 5.08% over FY19 as depicted in the table below.

FY20 PROPOSED OPERATING BUDGET	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED BUDGET	\$ Change from FY19	% Change from FY19
GENERAL GOVERNMENT	\$19,445,179	\$20,383,714	\$938,535	4.83%
POLICE	11,280,229	11,699,799	419,570	3.72%
FIRE	8,966,305	9,263,571	297,266	3.32%
SCHOOL	48,086,136	49,750,427	1,664,291	3.46%
<i>Total Department</i>	\$87,777,849	\$91,097,511	\$3,319,662	3.78%
COLL BARGAINING CONTINGENCY	-	1,120,000	1,120,000	-
TRANSER TO INDOOR POOL	150,000	150,000	-	-
TRANSER TO PRESCOTT PARK	60,000	89,000	29,000	48%
<i>Total Other</i>	\$210,000	\$1,359,000	\$1,149,000	547%
TOTAL OPERATING	\$87,987,849	\$92,456,511	\$4,468,662	5.08%

The Non-Operating Budget

The total proposed Non-Operating Budget of \$27,583,439 represents a net increase of \$1,276,081 or 4.85% over FY19.

The Non-Operating budget primarily finances expenditures associated with Debt Service, Overlay, County Tax, Rolling Stock Replacement Program, Information Technology Equipment, and Capital Outlay.

Major impacts to the Non-Operating Budget are:

- Rolling Stock Replacement Program: \$167,290 increase for various vehicle and equipment replacement for Public Works, Police, Fire, School and Prescott Park; and
- Information Technology Equipment Replacement: Increase of \$272,520 primarily due to \$75,000 request for server virtualization, \$32,500 request for incident reporting and data management system and \$100,000 request for public safety records management and computer aided dispatch system.
- Capital Outlay: Increase of \$175,000 as adopted by the City Council.



The City Manager's recommended General Fund budget, both the Operating and the Non-Operating for FY20 is \$120,039,950 representing an overall net increase of \$5,744,743 or 5.03% over FY19.

FY20 PROPOSED OPERATING BUDGET	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED BUDGET	\$ Change from FY19	% Change from FY19
<i>Operating</i>	\$87,987,849	\$92,456,511	\$4,468,662	5.08%
<i>Non-Operating</i>	\$26,307,358	\$27,583,439	\$1,276,081	4.85%
Total Proposed Budget	\$114,295,207	\$120,039,950	\$5,744,743	5.03%

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 that 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:

- \$400,000 Investment income,
- \$145,000 Building permit fees,
- \$380,000 Motor vehicle registrations, and
- \$90,000 Fire and Life Safety Code Inspection Fees.

Tax Rate

The recommended budget that I present, if adopted, will result in an estimated tax rate of \$16.58 which is an increase of 74¢ or 4.69% over FY19. The estimated tax rate would result in an annual increase of \$313.91 or \$26.16 per month for the median single family residential home valued at \$424,200.

Median Single Family Residential Home \$424,200

	Tax Rate Increase	Annual Increase	Monthly Increase
Property Tax Increase	0.74	\$313.91	\$26.16

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 City continues to utilize a rate stabilization model, which was implemented in fiscal year 2014, for addressing long-term financial planning for the Water and Sewer Divisions. The rate model not only prepares to fund future major capital projects required by the Environmental Protection Agency (EPA) and other capital investments, it establishes stable and predictable rate increases mitigating unexpected spikes in the user rates.

As projected during last year's budget process, the FY20 user rates for Water consumption will increase by 2% and Sewer user rates by 4%.

The Water and Sewer Enterprise Fund sections of this document provides detailed information on the user rate calculations and rate projections for future years

Conclusion

My budget message continues with the Budget Highlights section on the following pages which provides a more in-depth information on the FY20 proposed budget.

I am grateful for the work of 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.



City Manager's Fiscal Year 2020 Proposed Budget Highlights

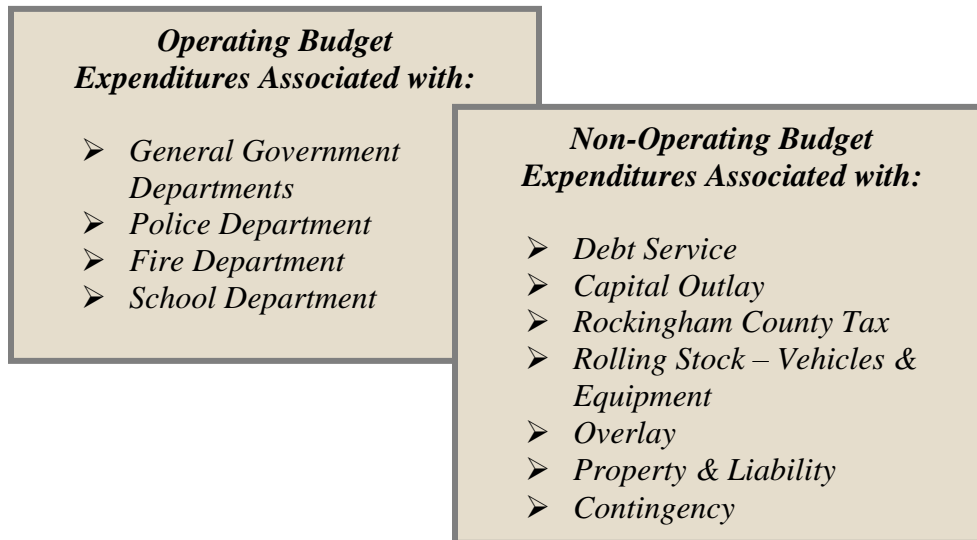
The following pages provide highlights of expenditures and revenues for the Proposed Fiscal Year 2020 Budget for the General, Water, Sewer, and Parking Funds.

GENERAL FUND

Components of the General Fund

The General Fund is the chief operating fund and accounts for appropriations for the Operating Budget; services provided by each department associated with the day-to-day operations; and the Non-Operating Budget; obligations of the City not associated with individual departments, and is funded primarily with property taxes.

The General Fund represents appropriations



FY20 General Fund Budget

The City Manager's recommended FY20 budget is \$120,039,950, an increase of 5.03% over FY19. The following pages highlights the specific factors which have an impact to both the Operating and Non-Operating Budget. Operating factors include:

- ✓ Collective Bargaining Agreements
- ✓ Salaries
- ✓ Retirement
- ✓ Health Insurance
- ✓ Worker's Compensation



Balanced Budget

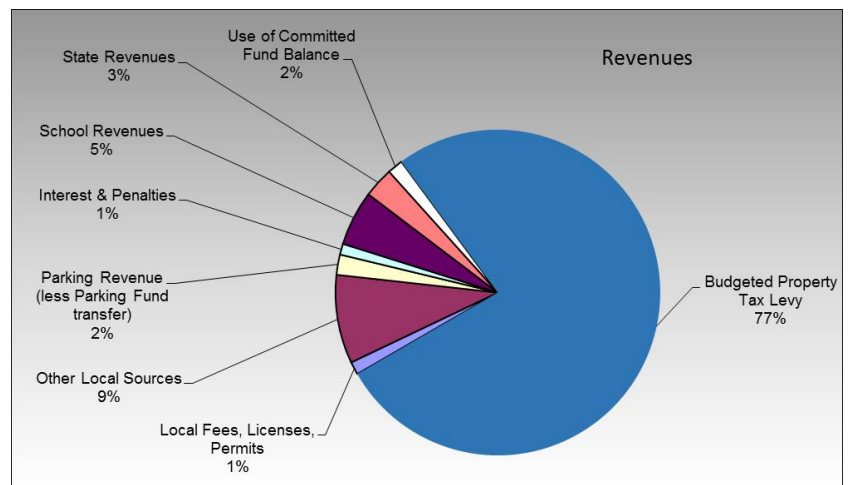
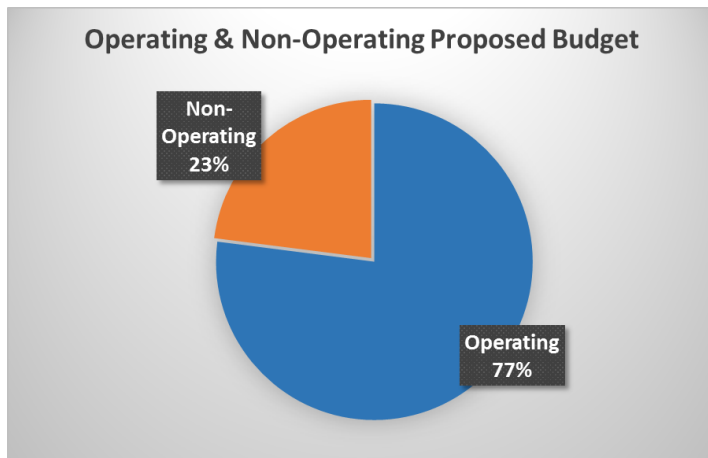
The FY20 annual budget is a balanced budget in which total anticipated revenues equal budgeted appropriations.

Expenditures: Of the total proposed budget of \$120,039,950, the Operating Budget represents \$92,456,511 or 77% of the total budget while the Non-Operating portion represents \$27,583,439 or 23%.

Revenues: Property Taxes are Portsmouth's largest funding source at 77% of total revenues.

Detail and trending on all revenue sources are presented in the *Revenue Section* of this document.

EXPENDITURES:	
OPERATING	92,456,511
NON-OPERATING	27,583,439
PROPOSED BUDGET	120,039,950
REVENUES:	
1) LOCAL FEES AND PERMITS	1,539,700
2) OTHER LOCAL SOURCES	10,564,901
3) NET PARKING REVENUES	2,412,305
4) INTEREST/PENALTIES	1,300,000
5) SCHOOL TUITION / OTHER	6,569,500
6) STATE REVENUE	3,607,246
7) USE OF RESERVES	1,850,000
REVENUES	27,843,652
PROPERTY TAX LEVY	92,196,298
TOTAL REVENUES	\$ 120,039,950



Total General Fund Budget: Following is a summary of major expenditures by categories for the FY18 budget and actual, FY19 budget, FY20 City Manager's recommended budget, as well as the dollar and percent change over FY19.

TOTAL GENERAL FUND	FY18	FY18	FY19	FY20	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY19	CHANGE FROM FY19
SALARIES	41,313,289	40,584,262	42,584,123	44,045,205	1,461,082	3.43%
PART TIME SALARIES	1,786,839	1,940,400	1,890,807	1,896,051	5,244	0.28%
CITY COUNCIL/COMMISSIONS	41,600	38,375	41,600	41,600	0	0.00%
OVERTIME	1,623,008	1,826,962	1,650,567	1,692,855	42,288	2.56%
HOLIDAY	314,251	310,948	333,976	348,948	14,972	4.48%
LONGEVITY <i>(Excluding School)</i>	133,894	130,891	140,417	134,164	(6,253)	-4.45%
CERTIFICATION STIPENDS	277,547	258,469	268,692	299,457	30,765	11.45%
SPECIAL DETAIL / EDUCATION STIPEND	151,456	144,255	124,020	126,043	2,023	1.63%
RETIREMENT	8,178,661	7,889,747	8,362,898	8,543,977	181,079	2.17%
HEALTH INSURANCE	11,614,820	11,614,820	12,175,151	12,738,861	563,710	4.63%
DENTAL INSURANCE	658,627	746,676	700,252	813,725	113,473	16.20%
INSURANCE REIMBURSEMENT	164,147	146,302	164,146	170,599	6,453	3.93%
LEAVE AT TERMINATION	875,287	875,287	750,287	750,287	0	0.00%
LIFE AND DISABILITY	275,595	269,542	280,198	291,652	11,454	4.09%
WORKERS' COMPENSATION	691,847	692,192	725,121	764,487	39,366	5.43%
PROFESSIONAL DEVELOPMENT <i>(SCHOOL ONLY)</i>	263,352	192,254	258,534	258,534	0	0.00%
OTHER BENEFITS	3,065,837	2,916,479	3,135,758	3,228,250	92,492	2.95%
COLLECTIVE BARGAINING CONTINGENCY	-	-	-	1,120,000	1,120,000	-
POLICE SERVICES - PARKING	(80,000)	(80,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-	0	0.00%
TRANS TO FIRE FROM PARK & TRANS	(50,000)	(50,000)	(25,000)	(25,000)	0	0.00%
TOTAL SALARIES AND BENEFITS	71,300,057	70,407,860	73,501,547	77,179,695	3,678,148	5.00%
TRAINING/EDUCATION/CONFERENCES	172,094	143,990	179,294	215,298	36,004	20.08%
ELECTRICITY	1,622,343	1,251,122	1,490,343	1,426,861	(63,482)	-4.26%
NATURAL GAS	567,373	453,823	528,423	533,759	5,336	1.01%
FUEL OIL	786	-	786	786	0	0.00%
GASOLINE	305,208	248,332	306,259	292,932	(13,327)	-4.35%
DIRECT ASSISTANCE	227,600	151,350	179,100	179,100	0	0.00%
OUTSIDE SOCIAL SERVICES	168,052	168,052	186,374	195,128	8,754	4.70%
CONTRACTED SERVICES	2,614,673	3,004,513	2,474,931	2,902,495	427,564	17.28%
ROAD MAINTENANCE	100,000	225,000	100,000	133,000	33,000	33.00%
RECYCLING	148,500	141,761	140,000	210,000	70,000	50.00%
PUPIL TRANSPORTATION	1,281,214	1,225,365	1,300,147	1,417,464	117,317	9.02%
TRANSFER FROM PARKING & TRANS <i>(SCHOOL)</i>	(150,000)	(150,000)	(100,000)	(50,000)	50,000	-50.00%
TUITION	940,269	803,942	940,269	841,609	(98,660)	-10.49%
ADVERTISING	39,642	42,315	33,025	35,578	2,553	7.73%
PRINTING	38,899	35,871	41,161	48,864	7,703	18.71%
PROFESSIONAL ORGANIZATION DUES	140,358	127,441	139,927	144,848	4,921	3.52%
STUDENT BOOKS / PERIODICALS	188,456	153,420	190,814	207,071	16,257	8.52%
PROPERTY & LIABILITY <i>(SCHOOL ONLY)</i>	139,820	139,820	125,913	110,815	(15,098)	-11.99%
TRANSFER TO STORMWATER	-	-	260,067	247,806	(12,261)	-4.71%
OTHER OPERATING	5,171,544	5,811,416.57	5,759,469	5,944,402	184,933	3.21%
TOTAL OTHER OPERATING	13,716,831	13,977,533	14,276,302	15,037,816	761,514	5.33%
TOTAL DEPARTMENT BUDGET	85,016,888	84,385,393	87,777,849	92,217,511	4,439,662	5.06%
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	150,000	0	0.00%
TRANSFER TO PRESCOTT PARK	30,479	30,479	60,000	89,000	29,000	48.33%
TOTAL OPERATING BUDGET	85,197,367	84,565,872	87,987,849	92,456,511	4,468,662	5.08%
DEBT RELATED EXPENSES	275,000	64,387	272,000	272,000	0	0.00%
DEBT SERVICE	13,085,154	12,768,094	13,603,712	15,277,934	1,674,222	12.31%
CONTINGENCY	250,000	250,000	300,000	300,000	0	0.00%
OVERLAY	950,000	950,000	1,000,000	1,000,000	0	0.00%
COUNTY	5,466,000	5,629,133	5,741,466	5,741,466	0	0.00%
PROPERTY & LIABILITY	363,376	365,199	363,376	381,245	17,869	4.92%
ROLLING STOCK	761,900	761,900	777,720	945,010	167,290	21.51%
IT EQUIPMENT REPLACEMENT	650,658	650,658	740,908	1,013,428	272,520	36.78%
USE OF BOND PREMIUM	1,269,148	1,269,148	1,286,114	-	(1,286,114)	-100.00%
LANDFIL CLOSURE- COALKLY/JONES	76,000	76,000	150,000	370,000	220,000	146.67%
HYDRANTS	192,375	192,375	213,750	235,125	21,375	10.00%
OTHER NON-OPERATING	222,942	201,928	223,312	237,231	13,919	6.23%
CAPITAL	1,985,000	1,985,000	1,635,000	1,810,000	175,000	10.70%
TOTAL NON-OPERATING	25,547,553	25,163,822	26,307,358	27,583,439	1,276,081	4.85%
TOTAL GENERAL FUND BUDGET	110,744,920	109,729,695	114,295,207	120,039,950	5,744,743	5.03%



Proposed Operating Budget

Police, Fire, and School Departments each submitted their proposed FY20 budget as approved by their respective elected governing bodies.

The Operating Budget for each department includes a number of new initiatives outlined in the City Manager’s Budget Message.

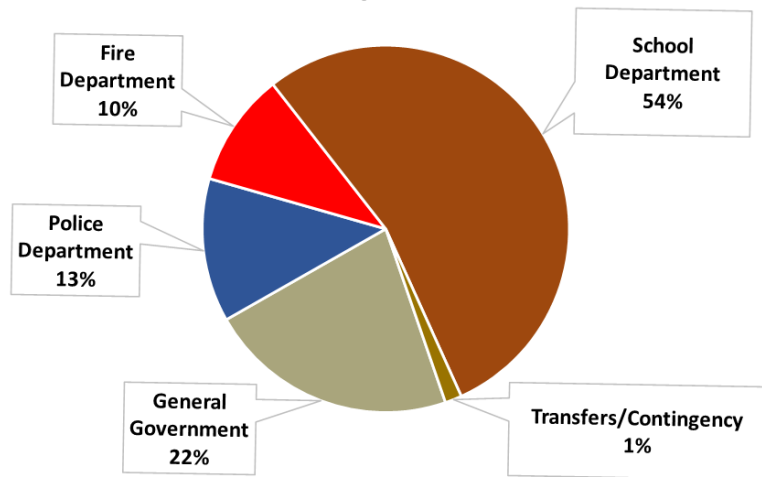
The Operating Budget for the General Government, Police, Fire, and School Departments of \$91,097,511 represents an increase of \$3,319,662 or 3.78%.

<i>PROPOSED FY20 OPERATING BUDGET</i>	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED BUDGET	\$ Difference from FY19	% Difference from FY19
GENERAL GOVERNMENT	\$19,445,179	\$20,383,714	\$938,535	4.83%
POLICE	11,280,229	11,699,799	419,570	3.72%
FIRE	8,966,305	9,263,571	297,266	3.32%
SCHOOL	48,086,136	49,750,427	1,664,291	3.46%
<i>Total Department</i>	\$87,777,849	\$91,097,511	\$3,319,662	3.78%
COLL BARGINING CONTINGENCY	-	1,120,000	1,120,000	-
TRANSER TO INDOOR POOL	150,000	150,000	-	-
TRANSER TO PRESCOTT PARK	60,000	89,000	29,000	48%
<i>Total Other</i>	\$210,000	\$1,359,000	\$1,149,000	547%
TOTAL OPERATING	\$87,987,849	\$92,456,511	\$4,468,662	5.08%

The total Operating Budget of \$92,456,511 represents an increase of \$4,468,662 or 5.08% over FY19 and includes:

- Funding of \$1,120,000 in a separate line item for the anticipation of settled contracts.
- Funding of \$150,000 for the operations related to the Indoor Pool, and
- Funding of \$89,000 for operations of Prescott Park.

Operating Budget Proportionment by Department



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 FY18 budget, FY18 actual, FY19 budget, and the FY20 City Manager’s recommended budget as well as the dollar and percent change over FY19. *[Detailed information regarding each of these major departments is located in their respective pages of this document.]*

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

Other Benefits:

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

Other Operating:

- Telephone, Postage, Office Supplies
- 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	Information Tech	Public Works	Social Services
Human Resources	Finance	Public Library	Other Gen Admin
City Clerk/Elections	Planning	Recreation	Senior Services
Emergency Management	Inspections		

The total proposed City Manager recommended FY20 budget for the General Government is \$20,383,714. This is an increase of \$938,535 or 4.83% from FY19.

GENERAL GOVERNMENT	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY18	CM % CHANGE FROM FY18
SALARIES	7,657,534	7,494,609	7,944,913	8,239,633	294,720	3.71%
PART-TIME SALARIES	843,005	766,639	943,156	957,562	14,406	1.53%
CITY COUNCIL/TRUSTEES	20,400	17,575	20,400	20,400	0	0.00%
OVERTIME	355,500	374,785	349,500	362,500	13,000	3.72%
LONGEVITY	57,365	57,353	61,047	60,387	(660)	-1.08%
RETIREMENT	939,662	911,927	963,700	978,293	14,593	1.51%
HEALTH INSURANCE	1,907,870	1,907,870	2,012,230	2,105,396	93,166	4.63%
DENTAL INSURANCE	126,520	124,757	140,000	144,000	4,000	2.86%
INSURANCE REIMBURSEMENT	55,000	38,393	55,000	55,000	0	0.00%
LEAVE AT TERMINATION	250,000	250,000	250,000	250,000	0	0.00%
LIFE AND DISABILITY	53,940	47,736	49,410	51,000	1,590	3.22%
WORKERS' COMPENSATION	162,455	162,800	168,110	176,811	8,701	5.18%
OTHER BENEFITS	687,604	646,117	707,535	734,028	26,493	3.74%
TOTAL CONTRACTUAL OBLIGATIONS	13,116,855	12,800,560	13,665,001	14,135,010	470,009	3.44%
TRAINING/EDUCATION/CONFERENCES	77,625	51,601	77,625	85,770	8,145	10.49%
ELECTRICITY	734,400	558,779	669,400	665,960	(3,440)	-0.51%
NATURAL GAS	150,000	129,014	152,000	174,000	22,000	14.47%
GASOLINE	180,000	139,618	180,000	160,000	(20,000)	-11.11%
WELFARE DIRECT ASSISTANCE	227,600	151,350	179,100	179,100	0	0.00%
OUTSIDE SOCIAL SERVICES	168,052	168,052	186,374	195,128	8,754	4.70%
CONTRACTED SERVICES	1,185,485	1,225,656	953,326	1,185,286	231,960	24.33%
ROAD MAINTENANCE	100,000	225,000	100,000	133,000	33,000	33.00%
RECYCLING	148,500	141,761	140,000	210,000	70,000	50.00%
ADVERTISING	33,500	36,853	26,300	28,750	2,450	9.32%
PRINTING	32,995	32,563	35,095	42,625	7,530	21.46%
PROFESSIONAL ORGANIZATION DUES	69,177	65,179	71,006	70,824	(182)	-0.26%
TRANSFER TO STORMWATER	-	-	260,067	247,806	(12,261)	-4.71%
OTHER OPERATING	2,608,922	2,563,308	2,749,885	2,870,455	120,570	4.38%
TOTAL OTHER OPERATING	5,716,256	5,488,734	5,780,178	6,248,704	468,526	8.11%
TOTAL GENERAL GOVERNMENT	18,833,111	18,289,294	19,445,179	20,383,714	938,535	4.83%



Police Department

The City Manager's recommended FY20 budget for the Police Department is \$11,699,799. This is an increase of \$419,570 or 3.72% from FY19.

POLICE DEPARTMENT	FY18	FY18	FY19	FY20	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY19	CHANGE FROM FY19
SALARIES - UNIFORM	4,100,871	4,037,729	4,269,943	4,431,049	161,106	3.77%
SALARIES - CIVILIAN	1,250,007	1,184,296	1,319,499	1,355,516	36,017	2.73%
SHIFT DIFFERENTIAL	38,860	29,663	39,637	38,397	(1,240)	-3.13%
PART-TIME SALARIES	120,856	136,436	119,647	138,271	18,624	15.57%
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600	0	0.00%
OVERTIME	532,073	627,498	542,632	571,920	29,288	5.40%
HOLIDAY	176,873	173,412	186,288	191,532	5,244	2.81%
LONGEVITY	37,920	38,976	41,285	42,969	1,684	4.08%
SPECIAL DETAIL / EDUCATION STIPEND	151,456	144,255	124,020	126,043	2,023	1.63%
RETIREMENT	1,614,868	1,600,124	1,673,438	1,677,593	4,155	0.25%
HEALTH INSURANCE	1,643,982	1,643,982	1,658,908	1,735,715	76,807	4.63%
DENTAL INSURANCE	90,520	84,898	91,689	96,437	4,748	5.18%
INSURANCE REIMBURSEMENT	14,000	14,333	12,000	14,000	2,000	16.67%
LEAVE AT TERMINATION	155,203	155,203	130,203	130,203	0	0.00%
LIFE AND DISABILITY	6,762	5,104	5,949	6,104	155	2.61%
WORKERS' COMPENSATION	193,944	193,944	204,441	171,274	(33,167)	-16.22%
OTHER BENEFITS	249,277	227,332	258,503	267,958	9,455	3.66%
POLICE SERVICES-PARKING FUND	(80,000)	(80,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-	-	-
Contractual Obligations	10,301,072	10,180,685	10,621,682	10,938,581	316,899	2.98%
					0	
TRAINING/EDUCATION/CONFERENCES	73,469	81,590	78,669	98,528	19,859	25.24%
GASOLINE	54,208	62,739	55,759	62,432	6,673	11.97%
CONTRACTED SERVICES	36,652	33,895	37,701	39,333	1,632	4.33%
ADVERTISING	2,867	1,500	3,450	3,553	103	2.99%
PRINTING	5,654	3,028	5,816	5,989	173	2.97%
PROFESSIONAL ORGANIZATION DUES	19,966	9,860	16,526	17,020	494	2.99%
OTHER OPERATING	431,273	540,656	460,626	534,363	73,737	16.01%
Other Operating	624,089	733,268	658,547	761,218	102,671	15.59%
TOTAL POLICE DEPARTMENT	10,925,161	10,913,953	11,280,229	11,699,799	419,570	3.72%

Fire Department

The City Manager's recommended FY20 budget for the Fire Department is \$9,263,571. This is an increase of \$297,266 or 3.32% from F19.

FIRE DEPARTMENT	FY18	FY18	FY19	FY20	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY19	CHANGE FROM FY19
SALARIES	3,650,752	3,562,427	3,710,106	3,861,167	151,061	4.07%
PART-TIME SALARIES	61,827	59,287	66,045	47,729	(18,316)	-27.73%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	666,500	684,323	689,500	689,500	0	0.00%
HOLIDAY	137,378	137,537	147,688	157,416	9,728	6.59%
LONGEVITY	38,609	34,562	38,085	30,808	(7,277)	-19.11%
CERTIFICATION STIPENDS	277,547	258,469	268,692	299,457	30,765	11.45%
RETIREMENT	1,537,354	1,492,501	1,564,945	1,519,057	(45,888)	-2.93%
HEALTH INSURANCE	1,276,243	1,276,243	1,346,054	1,408,377	62,323	4.63%
DENTAL INSURANCE	67,006	61,625	68,547	70,124	1,577	2.30%
INSURANCE REIMBURSEMENT	95,147	93,575	97,146	101,599	4,453	4.58%
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084	0	0.00%
WORKERS' COMPENSATION	175,906	175,906	184,460	306,213	121,753	66.01%
LIFE AND DISABILITY	26,754	19,388	27,200	28,109	909	3.34%
TRANSFER FROM PARKING	(50,000)	(50,000)	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	114,526	109,469	116,857	116,818	(39)	-0.03%
Contractual Obligations	8,149,233	7,988,995	8,374,009	8,685,058	311,049	3.71%
TRAINING/EDUCATION/CONFERENCES	21,000	10,799	23,000	31,000	8,000	34.78%
ELECTRICITY	55,000	39,187	55,000	48,000	(7,000)	-12.73%
NATURAL GAS	35,020	30,651	36,070	37,152	1,082	3.00%
GASOLINE	58,000	36,290	58,000	58,000	0	0.00%
CONTRACTED SERVICES	46,325	48,596	52,325	55,000	2,675	5.11%
ADVERTISING	500	640	500	500	0	0.00%
PRINTING	250	280	250	250	0	0.00%
PROFESSIONAL ORGANIZATION DUES	13,901	12,768	13,901	13,901	0	0.00%
OTHER OPERATING	305,858	440,910	353,250	334,710	(18,540)	-5.25%
Other Operating	535,854	620,121	592,296	578,513	(13,783)	-2.33%
TOTAL FIRE DEPARTMENT	8,685,087	8,609,116	8,966,305	9,263,571	297,266	3.32%



School Department

The City Manager's recommended FY20 budget for the School Department is \$49,750,427. This is an increase of \$1,664,291 or 3.46% from FY19.

SCHOOL DEPARTMENT	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY19	% CHANGE FROM FY19
TEACHERS/ADMINISTRATORS	20,370,907	20,110,153	20,891,965	21,518,131	626,166	3.00%
SALARIES	4,244,358	4,165,384	4,408,060	4,601,312	193,252	4.38%
PART-TIME SALARIES	761,151	978,039	761,959	752,489	(9,470)	-1.24%
SCHOOL BOARD STIPEND	14,000	13,700	14,000	14,000	0	0.00%
OVERTIME	68,935	140,356	68,935	68,935	0	0.00%
RETIREMENT	4,086,777	3,885,195	4,160,815	4,369,034	208,219	5.00%
HEALTH INSURANCE	6,786,725	6,786,725	7,157,959	7,489,373	331,414	4.63%
DENTAL INSURANCE	374,581	475,396	400,016	503,164	103,148	25.79%
LEAVE AT TERMINATION	400,000	400,000	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	159,542	159,542	168,110	110,189	(57,921)	-34.45%
LIFE AND DISABILITY	188,139	197,315	197,639	206,439	8,800	4.45%
PROFESSIONAL DEVELOPMENT	263,352	192,254	258,534	258,534	0	0.00%
OTHER BENEFITS	2,014,430	1,933,562	2,052,863	2,109,446	56,583	2.76%
Contractual Obligations	39,732,897	39,437,620	40,840,855	42,301,046	1,460,191	3.58%
TUITION	940,269	803,942	940,269	841,609	(98,660)	-10.49%
TRANSPORTATION	1,281,214	1,225,365	1,300,147	1,417,464	117,317	9.02%
TRANSFER FROM PARKING & TRANS	(150,000)	(150,000)	(100,000)	(50,000)	50,000	-50.00%
CONTRACTED SERVICES	1,346,211	1,696,366	1,431,579	1,622,876	191,297	13.36%
ADVERTISING	2,775	3,322	2,775	2,775	0	0.00%
ELECTRICITY	832,943	653,156	765,943	712,901	(53,042)	-6.93%
NATURAL GAS	382,353	294,158	340,353	322,607	(17,746)	-5.21%
FUEL OIL	786	-	786	786	0	0.00%
GASOLINE	13,000	9,685	12,500	12,500	0	0.00%
STUDENT BOOKS / PERIODICALS	188,456	153,420	190,814	207,071	16,257	8.52%
PROFESSIONAL ORGANIZATION DUES	37,314	39,634	38,494	43,103	4,609	11.97%
PROPERTY & LIABILITY (SCHOOL ONLY)	139,820	139,820	125,913	110,815	(15,098)	-11.99%
OTHER OPERATING	1,825,491	2,266,542	2,195,708	2,204,874	9,166	0.42%
Other Operating	6,840,632	7,135,411	7,245,281	7,449,381	204,100	2.82%
TOTAL	46,573,529	46,573,031	48,086,136	49,750,427	1,664,291	3.46%

Operating Budget

Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which only four contracts have agreements entering into fiscal year 2020. The remaining 12 contracts are currently in negotiations. (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 of 2% and a ceiling of 5%. This year the CPI was reported at 3.15%, making the 10 year rolling average of 1.8%.

Per the contract provision, only salaries associated with settled contracts 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-CAMBRIDGE-NEWTON, MA-NH)	
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%
FY 20	3.15%
10 Year Average	1.80% FY 2020 salaries use 2%

Retirement

Funding for the New Hampshire Retirement System (NHRS) comes from investment earnings, employee contributions, and employer contributions. The employee contribution rates are set by statute and NHRS sets the employer contribution rate every two years based upon an actuarial valuation to ensure adequate funding for future pension liabilities.

Rates went down for Group I Employees and Group II Police and Fire. Group I Teachers retirement rate increased by 2.5%

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

RETIREMENT RATES-EMPLOYER				
	FY19 Rates	FY20 Rates	Rate Change	% Change
GROUP I				
Employees	11.38%	11.17%	-0.21%	-1.8%
Teachers	17.36%	17.80%	0.44%	2.5%
GROUP II				
Police	29.43%	28.43%	-1.00%	-3.4%
Fire	31.89%	30.09%	-1.80%	-5.6%

EMPLOYEE CONTRIBUTION RATE	
	Rates
GROUP I	
Employees	7.00%
Teachers	7.00%
GROUP II	
Police	11.55%
Fire	11.80%

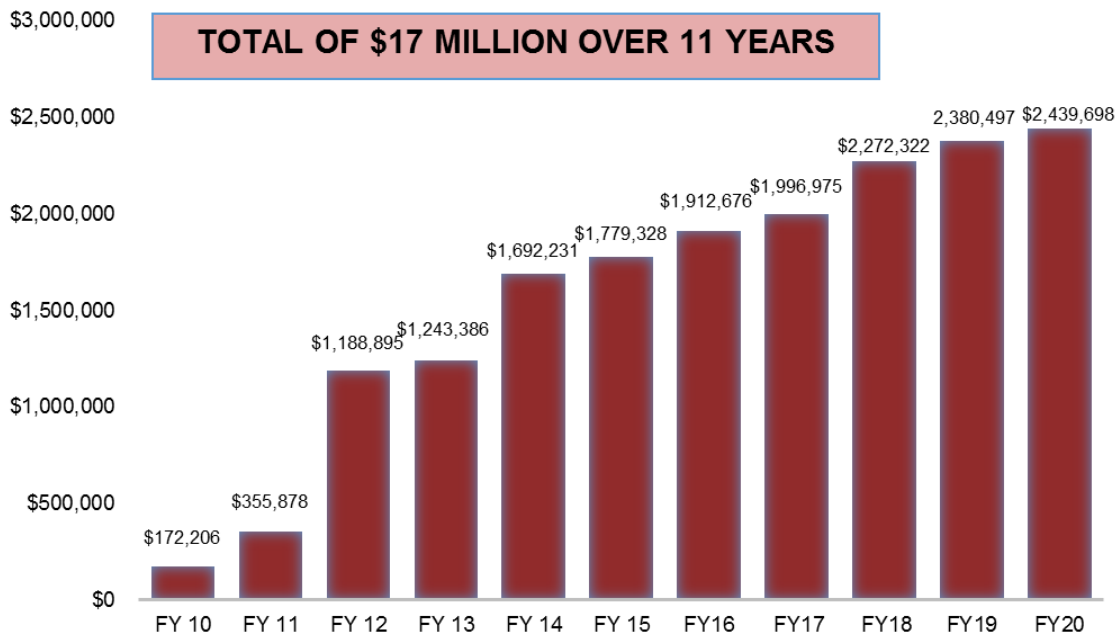
The following table displays the net change in retirement for FY20 by department. The total appropriation of 8,543,977 represents a net increase of \$181,079 or 2.17% over FY19.

RETIREMENT APPROPRIATION				
	FY19 Budget	FY20 Proposed Budget	\$ Change From FY19	% Change From FY19
General Government	\$963,700	\$978,293	\$14,593	1.51%
Police Department	1,673,438	1,677,593	4,155	0.25%
Fire Department	1,564,945	1,519,057	(45,888)	-2.93%
School Department	4,160,815	4,369,034	208,219	5.00%
	\$8,362,898	\$8,543,977	\$181,079	2.17%



The City of Portsmouth has been forced to pay the portion of the retirement contribution that was historically paid by the State of New Hampshire. Prior to FY10 the State contributed 35% of employer contributions for Teachers, Police and Fire personnel and reduced this contribution to 30% in FY10, 25% in FY11 and 0% in FY12 and for all subsequent years. In FY20 alone, the elimination of State contributions will cost the City of Portsmouth's tax payer nearly \$2.4 million for a total of nearly \$17 million over 11 years.

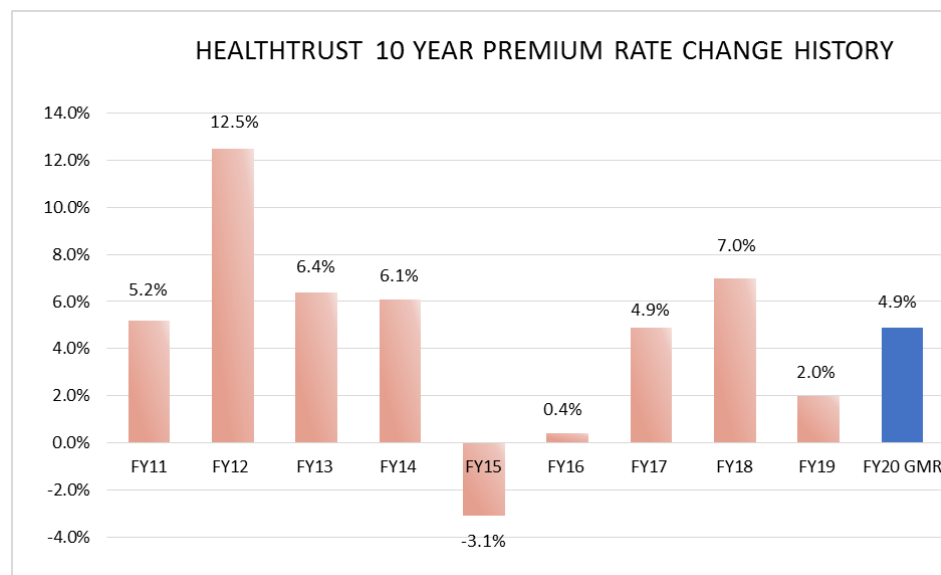
ADDITIONAL RETIREMENT COSTS AS A RESULT OF THE ELIMINATION OF STATE CONTRIBUTION



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.

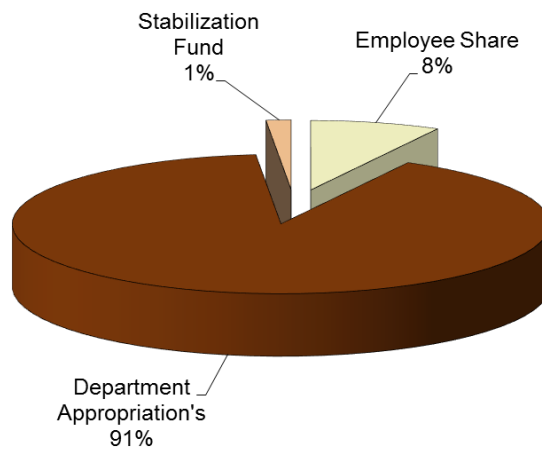
HealthTrust has announced a 4.9% premium increase for FY20 making the ten (10) year rolling average 4.63%.

The total FY20 estimated health insurance premium for General Government, Police, Fire and School Department is project at just over \$14 million

The City employees’ share will be approximately \$1.1 million or 8% of the total cost.

City contribution projected at \$12.9 million or 92% will be funded by:

- Appropriations from each department in the amount of \$12.7 million
- Stabilization Fund by approximately \$210,000.



Using the 10 year rolling average of 4.63%, total appropriations for health insurance premiums will be \$12.7 million, an increase of \$563,709.

HEALTH INSURANCE					
	FY19 Budget	FY20 Budget Increase @ 4.63%	FY20 Proposed Budget	FY20 Estimated City Cost	Health Ins Stabilization Fund
General Government	2,012,230	93,166	2,105,396	2,420,529	(315,133)
Police Department	1,658,908	76,807	1,735,715	1,808,260	(72,545)
Fire Department	1,346,054	62,322	1,408,376	1,194,020	214,357
School	7,157,959	331,414	7,489,373	7,526,398	(37,025)
Total General Fund	12,175,151	563,709	12,738,860	12,949,207	(210,346)



Workers' Compensation

Although the overall increase to Workers' Compensation premiums increased by \$39,366 or 5.4% for the General Fund, the allocation of the premium to the Fire Department has been significantly impacted as a result of recent legislation. A brief summary of the bills are:

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

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

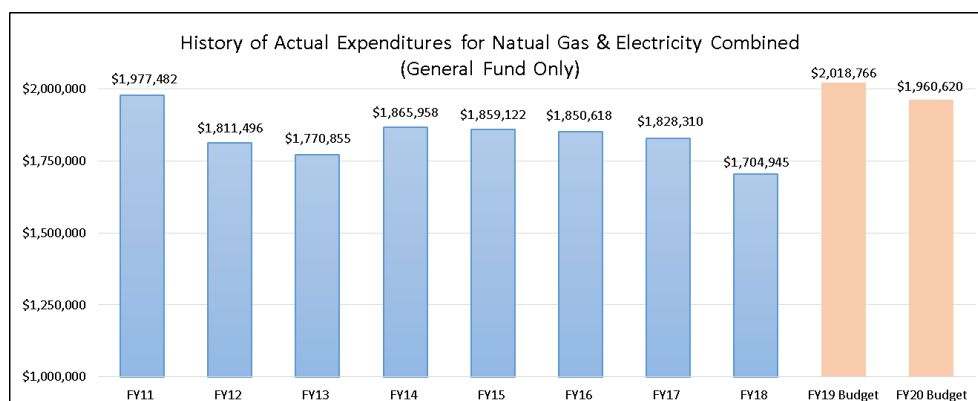
WORKERS' COMPENSATION	FY19 BUDGET	FY20 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	168,110	176,811	8,701	5.2%
POLICE	204,441	171,274	(33,167)	-16.2%
FIRE	184,460	306,213	121,753	66.0%
SCHOOL	168,110	110,189	(57,921)	-34.5%
TOTAL	\$725,121	\$764,487	\$39,366	5.4%

Utility Costs

The City of Portsmouth continues its efforts to reduce energy costs through energy conservation improvements to municipal facilities and infrastructure. FY20 initiatives include the purchase of renewable energy credits. *[Detail of this initiative can be found in the citywide goals and initiative section of this budget document.]* 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 \$1,960,620 for utilities reflects a *decrease* of \$58,146 or 2.9% from the FY19 budget. The decrease is a result of energy market changes and a continued commitment to sustainable practices.

The energy appropriation includes funding for the initiative of renewable energy credits.

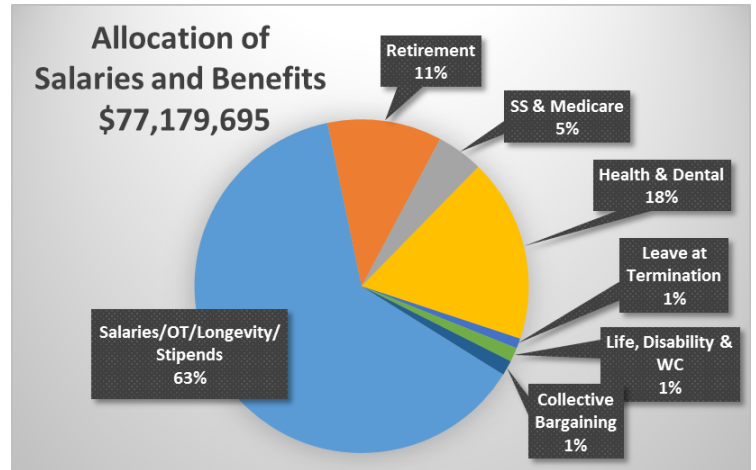


Total Salaries and Benefits

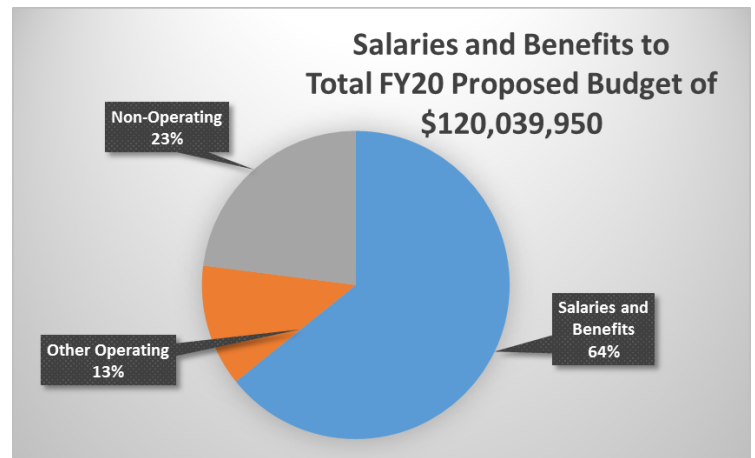
The total proposed FY20 budget is \$77,179,695. This is an increase of \$3,678,148 or 5% over FY19. The allocation of total salaries and benefits is represented in the pie graph below.

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

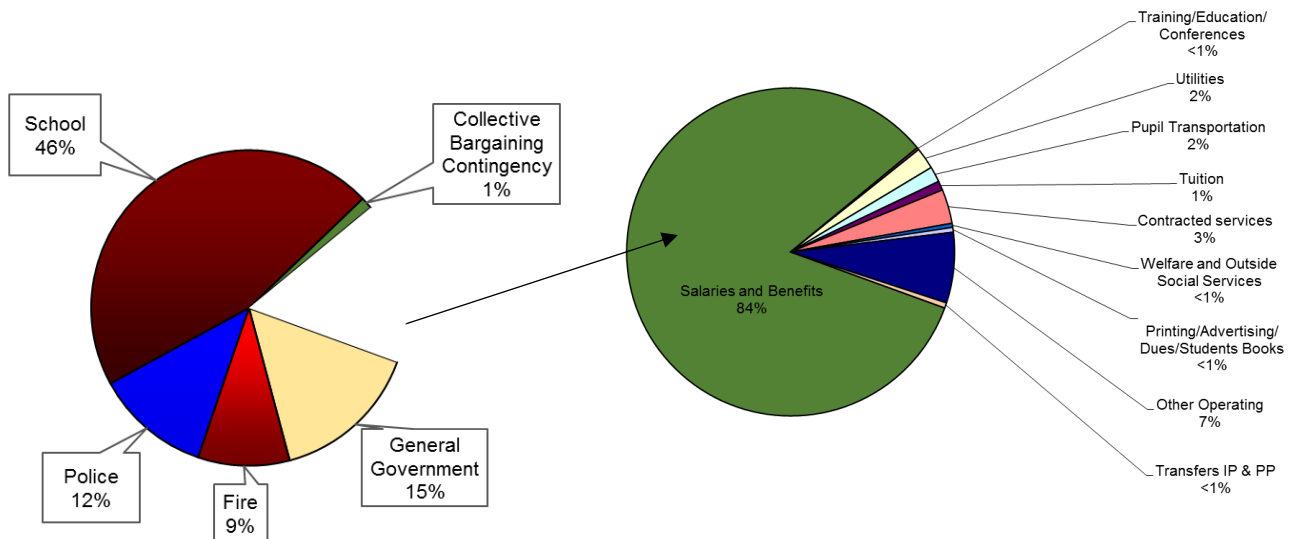
	\$ Change	% Change
Salaries/OT/Longevity/ Stipends	1,550,121	3.30%
Retirement	181,079	2.17%
SS & Medicare	92,492	2.72%
Health & Dental	683,636	5.24%
Leave at Termination	-	0.00%
Life, Disability & WC	50,820	5.06%
Collective Bargaining	1,120,000	
Net Increase	\$3,678,148	5.00%



Salaries and Benefits of \$77,179,695 makes up 64% of the Total Proposed Budget



Total appropriation for salaries and benefits of \$77,179,695 represents 84% of the total Operating budget of \$92,456,511. 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.



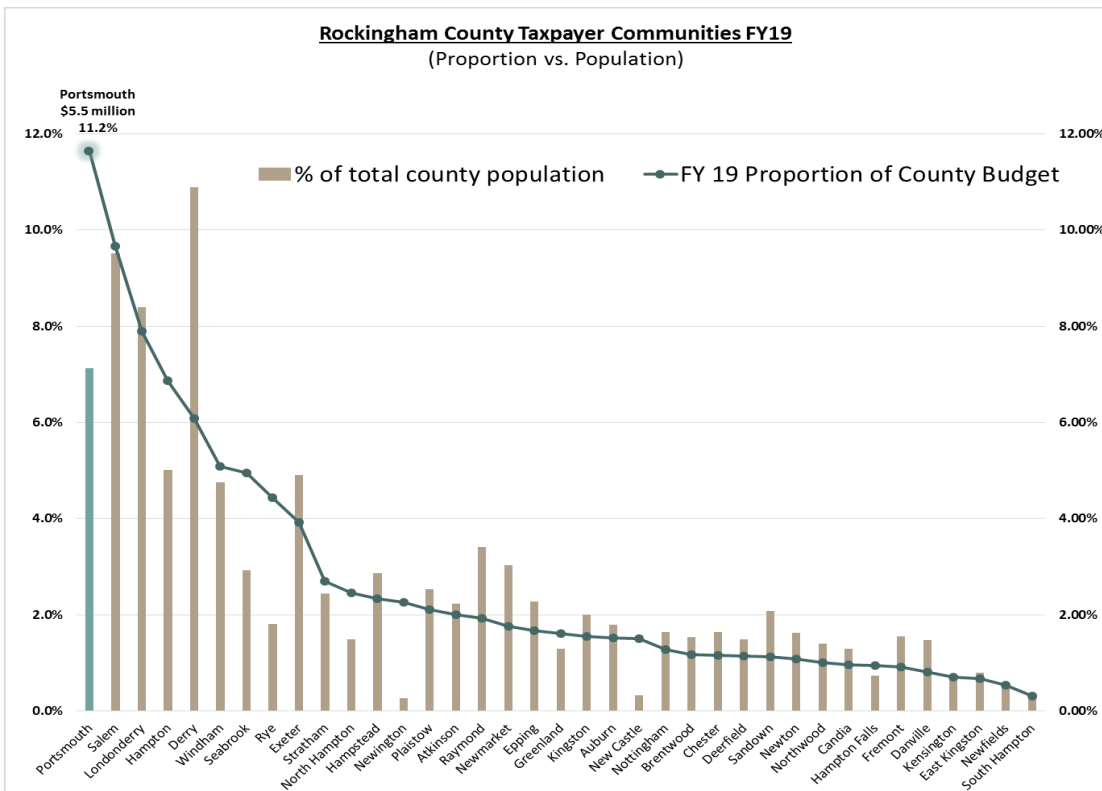
Non-Operating Budget

The Non-Operating Budget of \$27,583,439 represents an increase of \$1,276,081 or 4.85%. There was a one-time supplemental appropriation of \$1,286,114 in FY19. Without the supplemental appropriation in FY19, the non-operating budget would have increased by 10% in FY20. The Non-Operating budget consists of expenditures for the following:

<i>NON-OPERATING BUDGET</i>	FY19 BUDGET	FY20 PROPOSED BUDGET	\$\$\$ INCREASE	% Change
DEBT RELATED EXPENSES	272,000	272,000	-	0.0%
DEBT SERVICE	13,603,712	15,277,934	1,674,222	12.3%
CONTINGENCY	300,000	300,000	-	0.0%
OVERLAY	1,000,000	1,000,000	-	0.0%
COUNTY TAX	5,741,466	5,741,466	-	0.0%
PROPERTY & LIABILITY	363,376	381,245	17,869	4.9%
ROLLING STOCK	777,720	945,010	167,290	21.5%
IT EQUIPMENT REPLACEMENT	740,908	1,013,428	272,520	36.8%
USE OF BOND PREMIUM	1,286,114	-	(1,286,114)	-100.0%
LANDFILL CLOSURE	150,000	370,000	220,000	146.7%
OTHER NON-OPERATING	437,062	472,356	35,294	8.1%
CAPITAL OUTLAY	1,635,000	1,810,000	175,000	10.7%
TOTAL	\$26,307,358	\$27,583,439	\$1,276,081	4.85%

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 (FY19 11.2%) as depicted in the following graph.

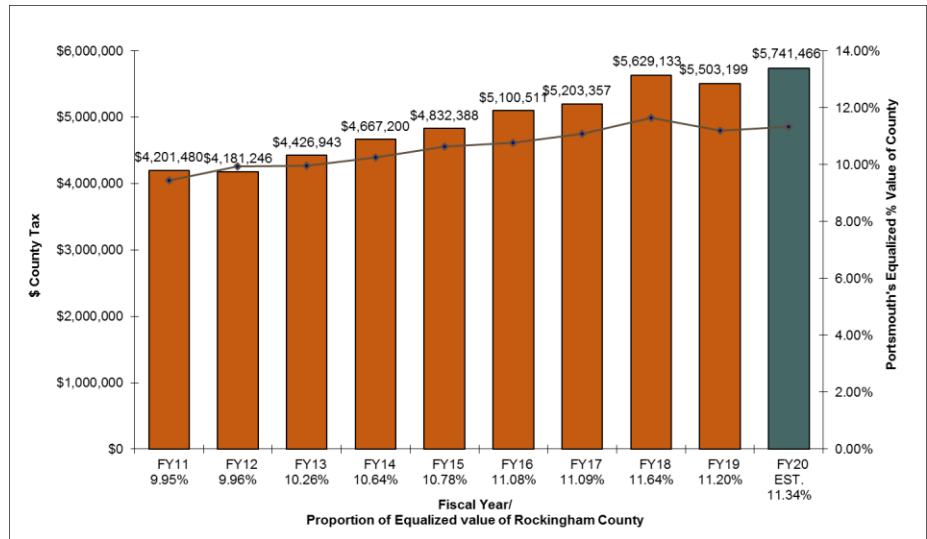


In FY20, it is estimated that Portsmouth will pay approximately \$5.7 million to Rockingham County. The following table depicts the property tax obligation and the equalized assessed value proportion history of the City of Portsmouth to Rockingham County for the last nine (9) years as well as the estimated tax for FY20.

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

Tax Obligation is calculated by:

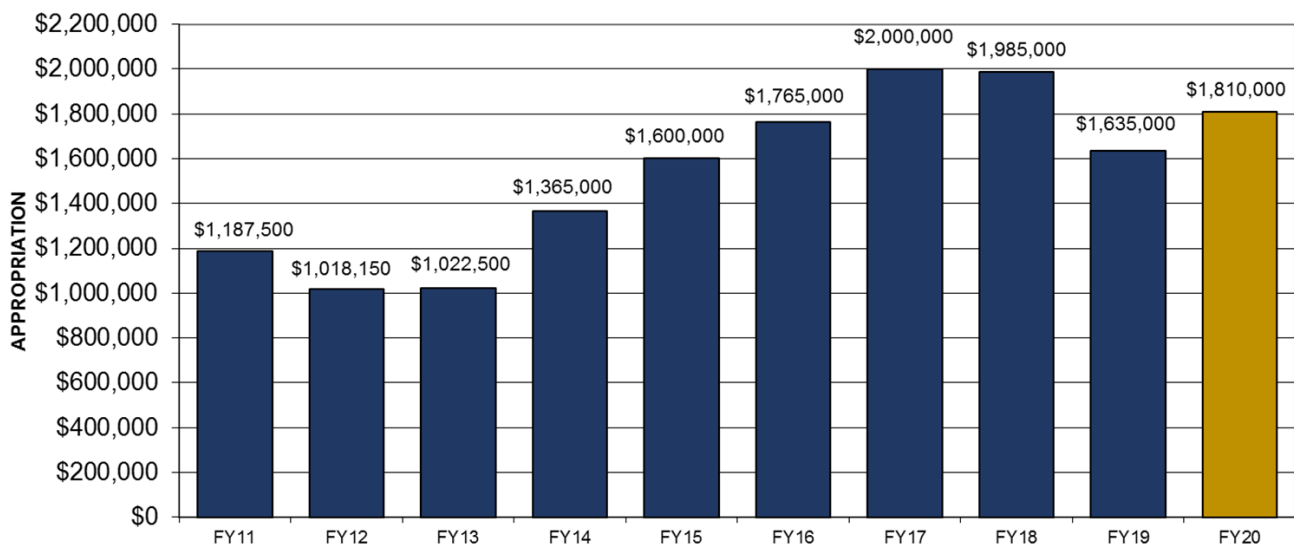
- 1. The County's Adopted Budget, and**
- 2. Proportion of all 37 communities in Rockingham County based on equalized value.**



Capital Outlay

The Planning Board has recommended for FY20 an appropriation of \$1,810,000 from the General Fund for capital projects within the Capital Improvement Plan. This is 1.6% of the current fiscal year appropriation which is slightly below the policy of *annually budgeting 2% of the current year's appropriation for Capital Outlay.*

The chart below provides the history of capital outlay in the General Fund, including the FY20 proposed budget as adopted by the City Council on March 4, 2019.



The Average expenditure for Capital Outlay over a 10-year period including the proposed FY20 budget is \$1,538,815 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. Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2020-2025 can be viewed and downloaded at the following link <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>

**Capital Improvements
Fiscal Year 2020**

City Council

Taken from Capital Improvement Plan 2020-2025

Adopted
3/4/2019

Budget Book

PAGE

II	23	FIRE PROTECTIVE EQUIPMENT REPLACEMENT	\$60,000
II	24	FIRE-EMERGENCY GENERATOR REPLACEMENT-STATION 1	\$100,000
II	29	PERMANENT RECORDS STORAGE FACILITY	\$50,000
II	30	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING	\$100,000
II	31	LAND ACQUISITION	\$25,000
II	32	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	\$150,000
II	33	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN PROJECT	\$25,000
II	34	CITYWIDE PLAYGROUND IMPROVEMENTS	\$100,000
II	35	CITYWIDE PARK IMPROVEMENTS	\$100,000
II	36	VAUGHAN-WORTH BRIDGE STRATEGIC VISION DEVELOPMENT	\$25,000
II	37	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS	\$125,000
II	38	EMERGENCY RESPONSE SHELTER	\$50,000
II	39	MCINTYRE FEDERAL OFFICE BUILDING-PLANNING AND IMPLEMENTATION	\$25,000
II	40	CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000
II	41	RECYCLING & SOLID WASTE TRANSFER STATION	\$250,000
II	42	HISTORIC CEMETERY IMPROVEMENTS	\$25,000
II	45	CITYWIDE STORMDRAINAGE IMPROVEMENTS	\$100,000
II	64	ELWYN ROAD SIDEWALK EXTENSION	\$30,000
II	67	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000
II	68	CITYWIDE INTERSECTION IMPROVEMENTS	\$100,000
II	69	CITYWIDE BRIDGE IMPROVEMENTS	\$150,000
v.		CAPITAL CONTINGENCY	\$100,000
TOTAL			\$1,810,000



Rolling Stock

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

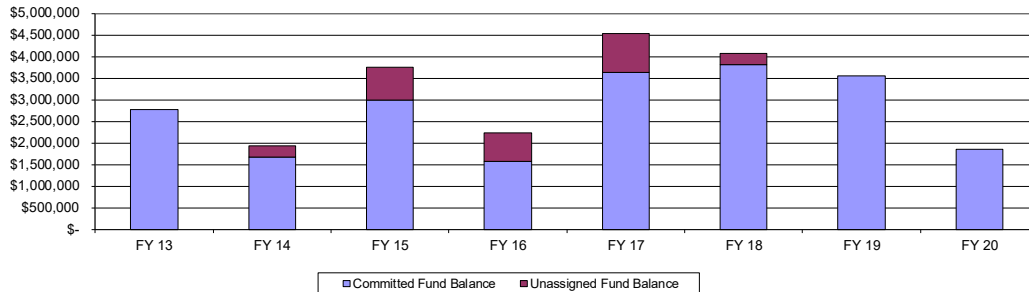
<u>Rolling Stock Requests:</u>	Funding	FY 20 Total
<u>Public Works</u>		
F550 4x4 1-ton Flat Bed Dump w/plow (Year 2 of 2 funding)	35,000	
7400 Packer (Year 2 of 3 funding)	120,000	
3100 4x4 1 ton Dump w/plow	70,000	
Utility Tractor (Year 2 of 3 funding)	35,000	
Express Cargo Van	40,000	
Starcraft Multifunction Bus (Year 1 of 2 funding)	50,000	
4x4 1 ton dump w/plow and spreader	80,000	
All Purpose Body	25,000	
Misc Equipment	25,000	
	Total Public Works	480,000
<u>Police</u>		
Explorer	36,750	
Explorer	36,750	
Explorer	36,750	
Explorer	36,750	
Explorer	36,750	
Motorcycle	11,260	
	Total Police	195,010
<u>Fire</u>		
Ambulance (Year 3 of 3 funding)	85,000	
	Total Fire	85,000
<u>School</u>		
Utility Tractor 3520 with attachments (Year 2 of 2 funding)	35,000	
	Total School	35,000
General Fund 50% share of Storm Water below		150,000
TOTAL GENERAL FUND		945,010
<u>Stormwater</u>		
Vactor (Year 1 of 2 funding)	250,000	
Pickup	40,000	
Misc Equipment	10,000	
	Total Stormwater	300,000
To be Funded by the General Fund (50%)		150,000
To be Funded by the Sewer Fund (50%)		150,000
<u>Parking/Transportation</u>		
4x4 Flatbed w/plow (Year 1 of 2 funding)	30,000	
Utility Tractor	125,000	
Wheel Loader (Year 1 of 3 funding)	80,000	
Snowloader (Year 1 of 3 funding)	50,000	
Misc Equipment	50,000	
	TOTAL PARKING/TRANSPORTATION	335,000
<u>Water</u>		
Transit Van	30,000	
7400 SBA 6 Wheel w/plow & wing	80,000	
Loader/Backhoe (Year 2 of 3 funding)	50,000	
10 Wheel Dump Truck (Year 3 of 3 funding)	120,000	
Wheeled Excavator	65,000	New to fleet
Misc Equip	125,000	
	TOTAL WATER	470,000
<u>Sewer</u>		
4WD Backhoe/Loader (Year 1 of 3)	50,000	
Skidsteer	75,000	
10 Wheel Roll-off	75,000	
F 150 4x4 w/plow	45,000	
(2) Small Sedan	32,000	New to fleet
Forklift	85,000	New to fleet
Wheeled mini excavator	65,000	New to fleet
Misc Equipment	225,000	
Transfer to Stormwater (See Above in Stormwater)	150,000	
	TOTAL SEWER	802,000
TOTAL CITY OF PORTSMOUTH		2,552,010



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 FY20 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	FY 20	Total FY13-FY20
Committed Fund Balance	2,772,742	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	3,559,114	1,850,000	21,862,902
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	3,559,114	1,850,000	24,689,369
Average Use Per Year									3,086,171

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

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total use of Fund Balance FY 13-FY20
Committed									
Reserve Tax Appraisal	73,500	73,500	73,500	73,500	73,500	150,000	150,000	150,000	817,500
Reserve-Bond Premium-Supplemental for projects	-	-	1,417,897	-	1,850,000	1,269,149	1,286,114	-	5,823,160
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	2,123,000	1,700,000	14,923,000
Use of Committed Fund Balance	2,772,742	1,673,500	2,991,397	1,573,500	3,623,500	3,819,149	3,559,114	1,850,000	21,862,902
Unassigned									
Capital Outlay Budgeted	-	-	200,000	-	250,000	231,000	-	-	681,000
Fire Department Supplemental	-	97,000	-	-	-	-	-	-	97,000
Planning Tools Supplemental	-	150,000	-	-	-	-	-	-	150,000
Collective Bargaining Supplemental	-	-	555,500	-	265,800	27,167	-	-	848,467
Middle School Upgrades Supplemental	-	-	-	650,000	-	-	-	-	650,000
Purchase Land-850 Banfield Road Supplemental	-	-	-	-	400,000	-	-	-	400,000
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	3,559,114	1,850,000	24,689,369

Average Use FY13-FY20 (8 Years)

3,086,171



ENTERPRISE FUNDS

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

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

WATER ENTERPRISE FUND

Total Appropriation

Appropriations on a full accrual basis of accounting for the Water Enterprise Fund total \$9,080,801. This is an increase of \$655,077 or 7.77% from the FY19 budget. The following table is a summary of major expense categories for the FY18 budget and actual, FY19 budget and the proposed FY20 budget.

Water Fund	FY18 Budget	FY18 Actual	FY19 Budget	FY20 City Manager Recommended	% Change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	2,524,140	2,570,838	2,740,611	3,017,144	10.09%	276,533
Chemicals	350,000	282,415	325,000	340,000	4.62%	15,000
Electricity	337,100	302,760	303,600	324,700	6.95%	21,100
Natural Gas	0	0	0	500		500
Propane & Fuel Oil	29,212	31,447	29,212	29,212	0.00%	0
Gasoline & Diesel	41,000	34,628	41,000	42,000	2.44%	1,000
Repairs & Maintenance	258,550	302,600	230,250	231,900	0.72%	1,650
Prof Services: Contract, Lab Testing	234,450	249,930	252,950	238,280	-5.80%	(14,670)
Stock Materials	262,700	253,083	263,700	263,700	0.00%	0
Assistance Program	5,000	2,080	5,000	5,000	0.00%	0
Other Operating	1,063,133	1,100,773	1,080,221	1,133,435	4.93%	53,214
<i>Operations and Maintenance Subtotal</i>	5,105,285	5,130,555	5,271,544	5,625,871	6.72%	354,327
<u>Non-Operating Expenses</u>						
Interest on Debt	1,048,660	1,039,677	1,078,930	1,119,680	3.78%	40,750
Property Taxes	125,500	124,086	125,500	125,500	0.00%	0
Depreciation	1,780,000	1,701,629	1,850,000	2,095,000	13.24%	245,000
Equipment	61,750	72,359	99,750	114,750	15.04%	15,000
<i>Non-Operating Expenses Subtotal</i>	3,015,910	2,937,751	3,154,180	3,454,930	9.53%	300,750
TOTAL	8,121,195	8,068,306	8,425,724	9,080,801	7.77%	655,077

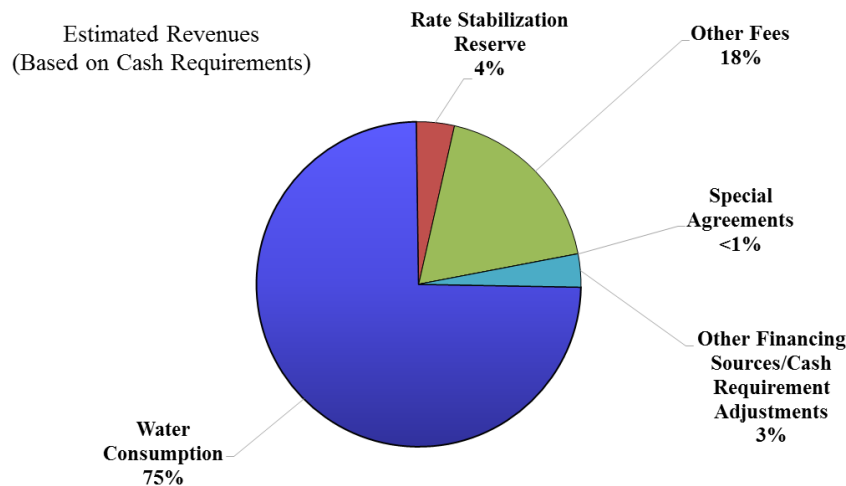


Revenues

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 \$10,505,793 would be funded from the following sources to meet these cash requirements:

➤	\$7,827,472	Water Consumption
➤	395,199	Rate Stabilization Reserve
➤	1,937,339	Other Fees
➤	1,531	Special Agreements
➤	<u>344,252</u>	Other Financing/Cash Requirement Adjustment
	\$10,505,793	Total

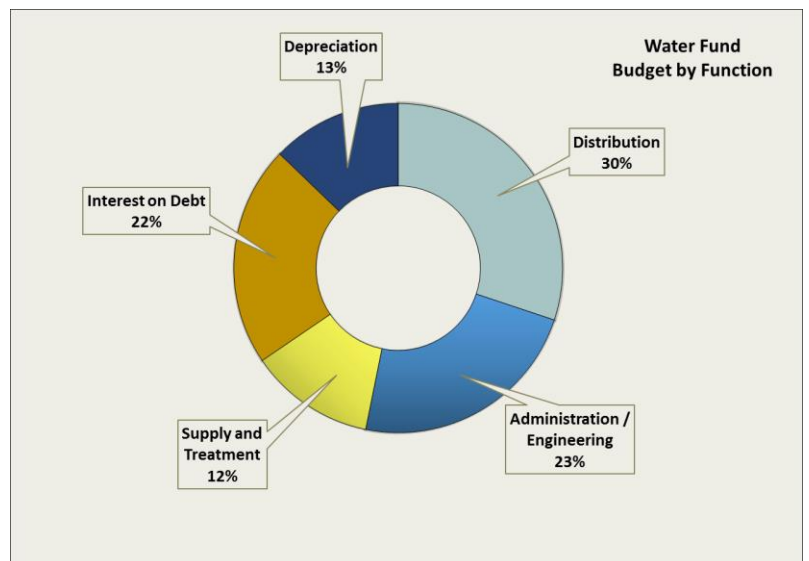
The following chart shows the percentage allocation of these estimated revenue sources.



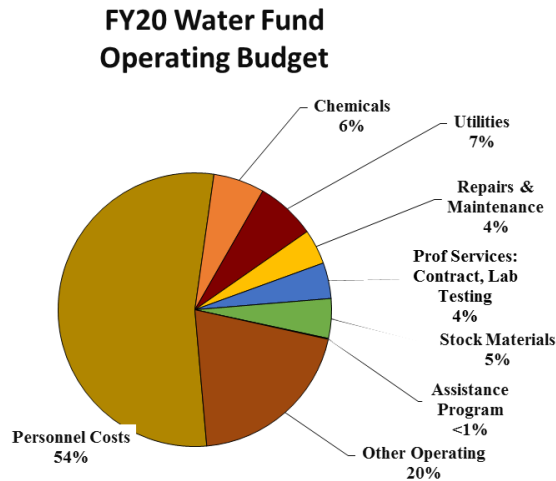
Operating and Non-Operating

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- Full Accrual

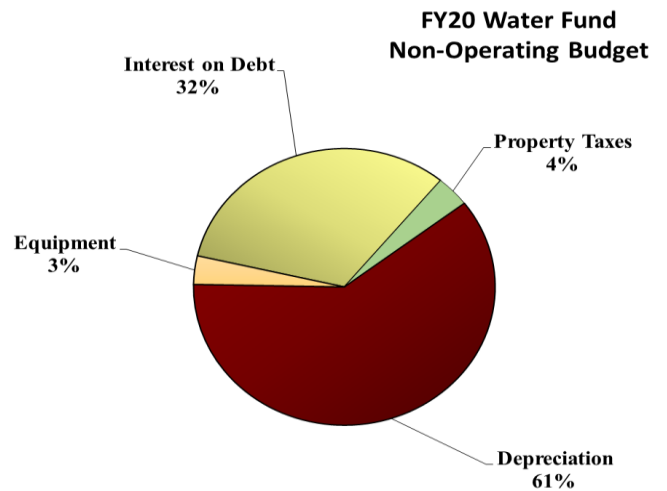


The proposed Operating Budget of \$5,625,871 is 62% of the total budget.

As depicted in the pie chart, the personnel-related costs consist of 54% of the Operating Budget. The remaining 46% includes major costs related to providing quality and adequate supply of water.

Non-Operating Budget- Full Accrual

The Non-Operating Budget of \$3,454,930 is 38% of the total proposed budget and consist of expenses related to 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 FY20 CIP process for a total of \$200,000.

**Water Fund
Capital Outlay Projects
Fiscal Year 2020**

Appendix II			Water Revenues
Page:	CIP #		
II-82	EF-08-WD-79	WELL STATIONS IMPROVEMENTS	100,000
II-85	EF-18-WD-82	NEW GROUNDWATER SOURCE	100,000
Total Water Fund Capital Outlay			\$200,000

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2020-2025 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>



SEWER ENTERPRISE FUND

Total Appropriation

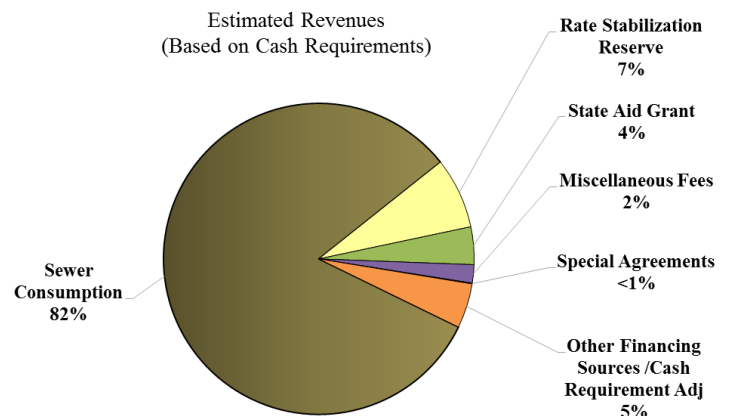
Appropriations on a full accrual basis of accounting for the Sewer Enterprise Fund total \$14,202,023. This is an increase of \$1,795,359 or 14.47% from FY19. The following table is a summary of major expense categories for the FY18 budget and actual, FY19 budget and the proposed FY20 budget.

Sewer Fund	FY18 Budget	FY18 Actual	FY19 Budget	FY20 City Manager Recommended	% change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,073,535	2,872,348	3,370,768	3,680,064	9.2%	309,296
Chemicals	676,000	600,598	676,000	960,000	42.0%	284,000
Electricity	457,500	445,274	457,500	761,000	66.3%	303,500
Natural Gas	12,000	10,774	12,000	12,000	0.0%	0
Propane & Fuel Oil	33,500	33,189	33,500	74,500	122.4%	41,000
Gasoline & Diesel	50,350	30,828	50,350	50,350	0.0%	0
Repairs & Maintenance	365,275	545,680	411,275	481,275	17.0%	70,000
Prof Services: Contract, Lab Testing	258,659	212,111	273,260	305,760	11.9%	32,500
Stock Materials	116,500	114,181	137,500	137,500	0.0%	0
Other Operating	1,522,205	1,454,105	1,538,735	1,939,371	26.0%	400,636
-General Operations	6,565,524	6,319,089	6,960,888	8,401,820	20.7%	1,440,932
Permit Expenses/Legal Fees	425,000	494,601	425,000	275,000	-35.3%	(150,000)
Transfer to Stormwater	0	0	260,067	397,806		137,739
<i>Total Operations and Maintenance Subtotal</i>	6,990,524	6,813,690	7,645,955	9,074,626	18.7%	1,428,671
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	2,035,122	1,879,558	2,223,709	2,579,897	16.0%	356,188
Depreciation	2,010,000	2,121,758	2,400,000	2,400,000	0.0%	0
Equipment	158,000	269,616	137,000	147,500	7.7%	10,500
<i>Non-Operating Expenses Subtotal</i>	4,203,122	4,270,932	4,760,709	5,127,397	7.7%	366,688
TOTAL	11,193,646	11,084,622	12,406,664	14,202,023	14.47%	1,795,359

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 \$18,869,274 would be funded from the following sources to meet these cash requirements:

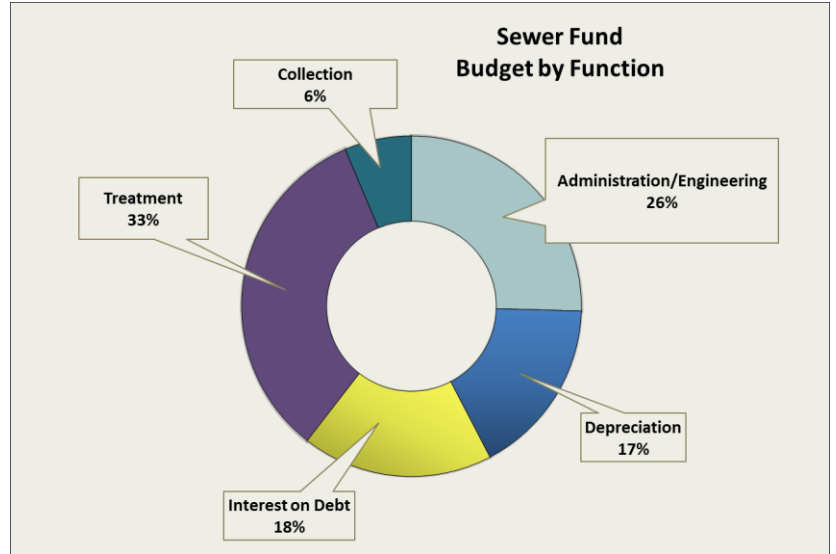
➤	\$15,489,161	Sewer Consumption
➤	1,391,526	Rate Stabilization Reserve
➤	738,214	State Aid Grant
➤	357,500	Miscellaneous Fees
➤	15,974	Special Agreements
➤	<u>876,899</u>	Other Financing Sources (Cash Requirement Adjustment)
	\$18,869,274	Total



Operating and Non-Operating

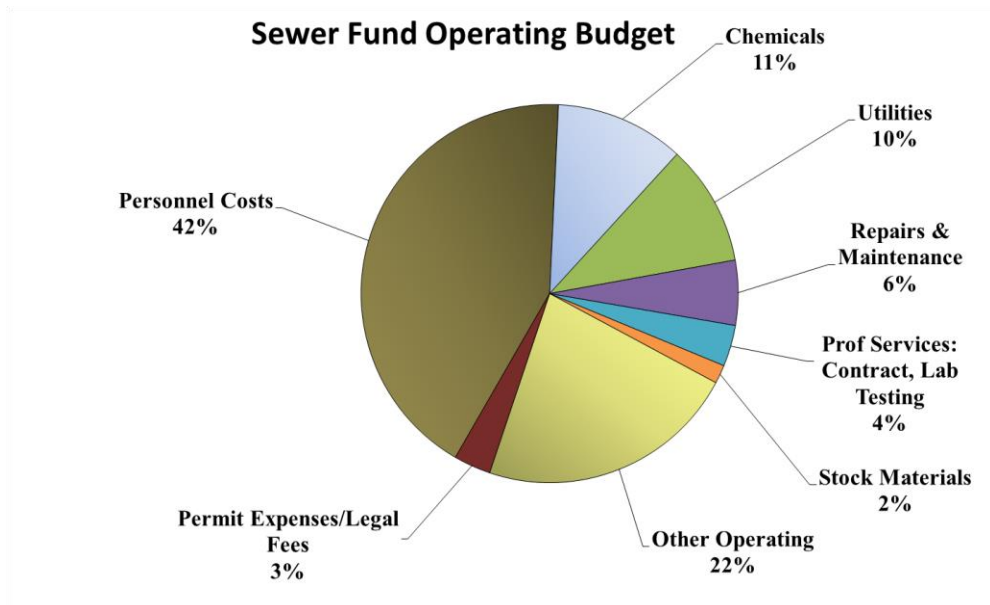
The Sewer Fund budget consists of five (5) functions:

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



Operating Budget- Full Accrual

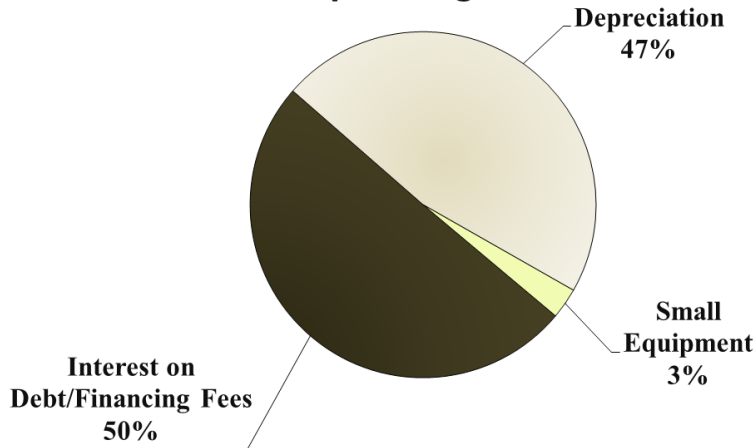
The proposed Operating Budget is \$9,074,626 or 64% of the total budget. The Operating Budget is divided into various accounts. As depicted in the chart below, 42% is associated with personnel-related costs. The remaining 58% is related to major costs associated with collecting and treating city sewage.



Non-Operating Budget – Full Accrual

The Non-Operating Budget of \$5,127,397 is 36% of the total proposed budget and consists of expenses related to depreciation, minor equipment outlay, and interest on debt.

Sewer Fund Non-Operating



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 FY20 CIP process for a total of \$200,000.

**Sewer Fund
Capital Outlay Projects
Fiscal Year 2020**

Appendix II

Page:	CIP #		Sewer Revenues
II-93	EF-16-SD-94	LONG TERM CONTROL PLAN RELATED PROJECTS	100,000
II-94	EF-20-SD-98	CITYWIDE STORM DRAINAGE IMPROVEMENTS	100,000
Total Sewer Fund Capital Outlay			\$200,000

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2020-2025 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>



SPECIAL REVENUE FUNDS

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

PARKING AND TRANSPORTATION FUND

Total Appropriation

The total proposed appropriations for the Parking and Transportation Fund is \$7,536,910. The following table is a summary of major expenditure categories for the FY18 budget and actual, FY19 budget and the proposed FY20 budget.

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
OPERATING						
PERSONNEL COSTS	1,972,048	1,920,036	2,665,434	2,850,184	6.93%	184,750
UTILITIES	52,550	50,383	73,225	108,425	48.07%	35,200
METER COLLECTION (Police)	80,000	80,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	101,200	80,194	111,450	151,500	35.94%	40,050
OTHER OPERATING	575,844	540,009	667,844	710,706	6.42%	42,862
TOTAL OPERATING	2,781,642	2,670,622	3,577,953	3,880,815	8.46%	302,862
NON OPERATING						
DEBT SERVICE	774,146	685,557	1,196,875	2,292,500	91.54%	1,095,625
CAPITAL PROJECTS	325,000	325,000	800,000	275,000	-65.63%	(525,000)
ROLLING STOCK	310,000	310,000	335,000	335,000	0.00%	-
TRANSPORTATION	542,407	519,083	558,910	578,595	3.52%	19,685
CONTINGENCY	160,000	160,000	225,000	175,000	-22.22%	(50,000)
TOTAL NON-OPERATING	2,111,553	1,999,640	3,115,785	3,656,095	17.34%	540,310
TOTAL PARKING/TRANSP	4,893,195	4,670,262	6,693,738	7,536,910	12.60%	843,172

Revenues

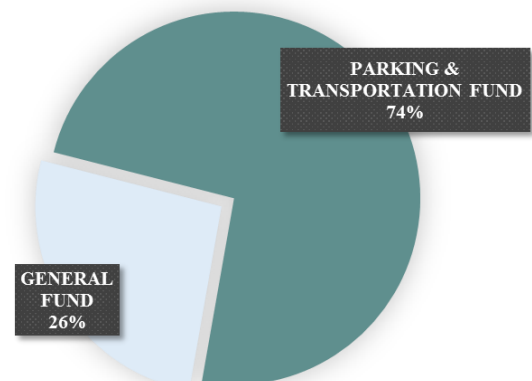
Expenditures for the Parking and Transportation fund are funded 100% from parking related revenues. Parking revenues in excess of Parking and Transportation operations are reported in the General Fund. The table and pie graph below display the distribution of revenues between the General and Parking and Transportation Funds. The City Council voted November 19, 2018 to allow free parking for ten (10) days December 16-25, 2018. The estimated revenues below are net of the ten (10) days of free parking.

Estimated FY19 Revenues

- \$3,306,000 Parking Meter Fees
- 2,775,875 Parking Facilities
- 2,193,000 Parking Space Passes
- 715,000 Parking Violations
- 221,500 Other Revenues
- \$9,211,375 TOTAL**

Revenue Distribution:

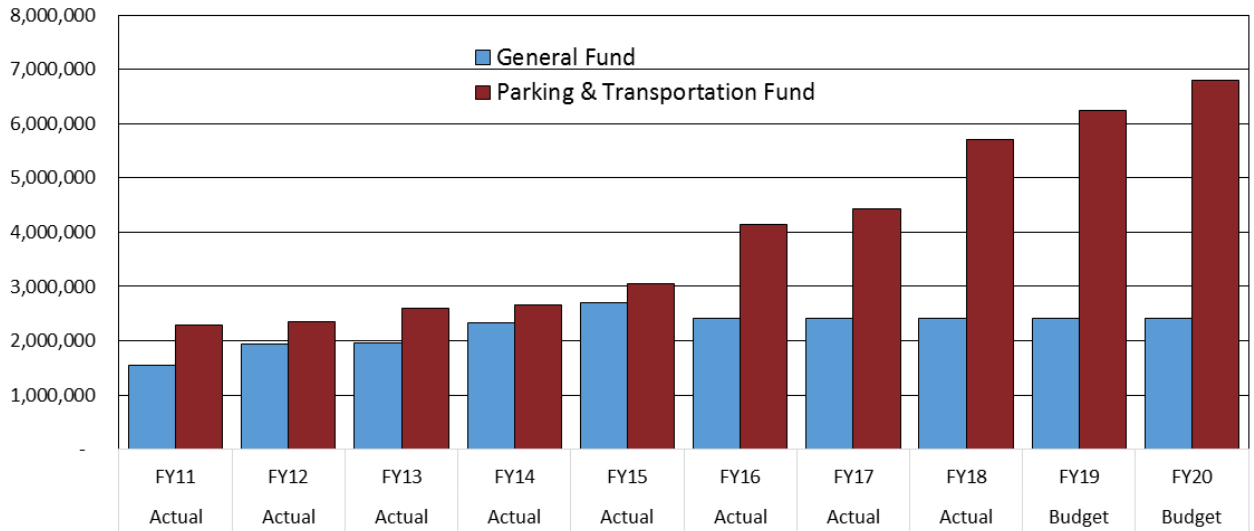
Retained in the General Fund	\$2,412,305	26%
Parking & Transportation	\$6,799,070	74%



In FY20, the Parking Fund will utilize \$304,480 from use of bond premium [*Bond Anticipation Note (BAN) premium*] and \$433,360 from reserve for debt fund balance reserve to offset the debt service payment for the Foundry Parking Facility bond issuance.

Ten Year History of Parking Revenue Distribution

Parking Revenue
General Fund - Parking Fund Allocation
FY2011 - FY2020



Parking Revenue	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual
Total Parking Revenue	3,842,650	4,292,388	4,554,963	4,987,095	5,740,301
Total for Parking & Transportation Fund	2,291,724	2,356,683	2,601,462	2,659,858	3,047,195
Total for General Fund	1,550,926	1,935,705	1,935,705	2,327,237	2,693,106

	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budgeted	FY 20 Estimated	10 Year Total	%%
Total Parking Revenue	6,546,572	6,833,791	8,115,741	8,657,942	9,211,375	62,782,818	100%
Total for Parking & Transportation Fund	4,134,267	4,421,486	5,703,436	6,245,637	6,799,070	40,260,818	64%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	22,504,204	36%



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.

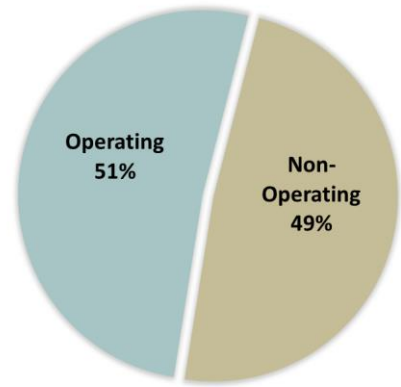
Parking & Transportation consists of the following
Operating and Non-Operating Expenditures

Operating Budget

- Administration/Other (including Downtown Snow Removal)
- Parking Facilities
- 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 FY20 Budget reflects a continued distribution of \$2,412,305 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table list these services including the revenue retained in the General Fund.

	FY18	FY19	FY20
Revenues Retained in the General Fund	2,412,305	2,412,305	2,412,305
* Transportation Programs	474,407	490,910	530,695
Salaries & Benefits	438,832	639,110	627,350
Paving Parking Lots	150,000	300,000	100,000
Snow Removal	260,000	300,000	300,000
Wayfinding		275,000	-
** Transportation Services	150,000	-	100,000
Percent for Art	100,000	-	
School Bus Support	150,000	100,000	50,000
Police Services Support	80,000	60,000	60,000
Fire Services Support	50,000	25,000	25,000
Zagster Bikeshare Program	68,000	68,000	48,000
Plan Studies	53,000	53,000	20,000
Total	\$4,386,544	\$4,723,325	\$4,273,350
Tax Rate Offset	80¢	85¢	76¢

For FY20, Services provided by parking revenues will offset Property Taxes by 76¢.

For the median single family home valued at \$424,200, this equates to a tax offset of \$322.39

*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 FY20 for a total of \$275,000.

**Parking & Transportation
Capital Outlay Projects
Fiscal Year 2020**

Appendix II

Page:	CIP #		Parking Revenues
II-58	TSM-05-PW-43	SHARED LOT AGREEMENTS	60,000
II-59	TSM-12-PW-44	PARKING LOT PAVING	100,000
II-60	TSM-08-PW-45	REPLACEMENT OF PARKING METERS	45,000
II-61	TSM-15-PL-47	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION	50,000
II-73	TSM-11-PW-70	TRANSPORTATION PLAN STUDIES	20,000
Total Parking & Transportation Fund Capital Outlay			\$275,000

Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2020-2025 can be viewed and downloaded at the following link <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>



Citywide Goals and Initiatives

Citywide Goals

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

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



Promote and Support Sustainable Practices

The Portsmouth community expressed a strong desire to become more sustainable and ecologically friendly in order to safeguard its future. It is a goal of the City to identify new opportunities 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;
- ❖ 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;
- ❖ In FY19 the City Council adopted a new Wind-Power Energy Systems Exemption in addition to the Solar Energy Systems Exemption, already in place; and
- ❖ In FY19 the School Department officially adopted the “Farm to School Program Coordinator” position to run the Clippers Farm to School Program;





Create a Bikeable and Walkable Community

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

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



Address Transportation and Parking Needs

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

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





Improve Public Outreach

The City’s public outreach objective is to provide access to information as well as provide various public input opportunities for members of the public on important City projects and activities. This goal strives to continuously work on improving these lines of communication to the public via the city website, newsletter, YouTube channel, cell phone notifications and apps, and social media platforms to provide up to date information on items that may affect a citizen’s day-to-day activities.

- ❖ A [Portsmouth Municipal Meetings Calendar](#) and a [Community Events Calendar](#) are both provided on the City’s Website
- ❖ The City’s website www.cityofportsmouth.com provides a “What’s New” section featuring the latest press releases from the City
- ❖ The City provides a [bi-weekly electronic newsletter](#) (sign up on the city’s website of www.cityofportsmouth.com)
- ❖ [Click N’ Fix mobile application](#) allows residents to communicate and report infrastructure concerns to the [City’s Public Works Department](#) in a reliable and convenient manner.
- ❖ In FY18 the City debuted a new [Interactive Project Map](#) on the website that provides updates and detailed information regarding infrastructure projects occurring throughout the City.
- ❖ The City of Portsmouth has a [YouTube Channel](#) that features all recorded city meetings in one convenient location.
- ❖ Portsmouth’s [Planning](#), [Inspection](#), [Health](#) and [Public Works Departments](#) began to utilize [ViewPoint Cloud Software](#) in FY17 an online permitting center that allows customers to apply, monitor the status of their application online, and receive notifications when the applications are reviewed and processed.



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

The Portsmouth School Department works in collaboration with the City on many citywide initiatives. These include projects in energy efficiency, sustainability, and connectivity. Further, students are encouraged to be active participants in projects aligned with city goals. The School Board has adopted strategic goals as well, many of which are also aligned with citywide goals and initiatives. The Portsmouth School Board is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any “opportunity



gaps” between student populations, particularly when it comes to socioeconomic status. The following goals are the primary focus for the 2018-2019 school year:

- ❖ Goal #1 – Equity
 - For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2018-2019 goal is to reduce any existing gap in performance or participation by 20%.
- ❖ Goal #2 – Opportunity
 - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2018-2019 goal is for participation in these opportunities to increase by 10%.
- ❖ Goal #3 – Community
 - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2018-2019 goal is for 90% of parents and community members surveyed to respond positively on the attainment of this goal.



Promote a Welcoming, Safe, and Diverse Community

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

- ❖ In April of 2017, the Portsmouth City Council passed Resolution #9-2017, “Resolution Affirming Portsmouth as a Welcoming Community” that promoted policies and programs to foster inclusion for all.
- ❖ Police and Fire personnel maintain an active role within the community to teach life safety skills as well as serve and protect our community through fire and crime prevention and cessation for its residents and businesses.
- ❖ 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.





Build and Maintain a Robust and Authentic Infrastructure

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

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





Support a Vibrant Economic Environment for Businesses to Grow and Thrive

It is a goal of the City of Portsmouth to create a vibrant and sustainable economy that encourages innovation, community connections, business diversity and a variety of employment and living opportunities. Portsmouth has many unique assets, including its role as New Hampshire's only deep-water port 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.



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

The City maintains a goal of continuing adherence to local, state and federal 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.



Maintain Financial Stability

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

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
















Preserve and Restore Historic Structures and Artifacts

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

- ❖ The City's Historic District Commission has set up guidelines for property owners within the City's Historic District to prevent compromise of the City's oldest structures.
- ❖ Portsmouth has completed a *Historic Properties Climate Change Vulnerability Study* to assess the susceptibility of the City's historic assets to flood waters.
- ❖ The City maintains seven (7) historic cemeteries and burying grounds that serve as a vital commemoration of the City's 400 year history.
- ❖ The City has also placed an initiative on the restoration and preservation of City historic documents through efforts made within the Capital Improvement Plan to provide funding for both preservation and digitalization of the City's historic documents.
- ❖ In FY18 and FY19 the City was awarded a New Hampshire State Library Conservation Plate Grant Award (MoosePlate Grant) to preserve and restore a total of 12 historic Portsmouth documents, saving the taxpayers nearly \$20,000.



Portsmouth FY20 Citywide Initiatives

<p>Promote and Support Sustainable Practices</p> 	<ul style="list-style-type: none"> • Open Space Plan • Solid Waste Update • Water Efficiency Program • Organic Weed Management • HB 102 Letter (single use plastics) • Renewable Energy Credits • School Department Sustainability Efforts
<p>Create a Bikeable and Walkable Community</p> 	<ul style="list-style-type: none"> • North Mill Pond Trail Design • Bicycle/Pedestrian Plan Implementation
<p>Address Transportation and Parking Needs</p> 	<ul style="list-style-type: none"> • Upgrades to Downtown Parking Meters • Hanover Garage • MicroTransit • Senior Transportation • Downtown Parking Strategies
<p>Improve Public Outreach</p> 	<ul style="list-style-type: none"> • Wastewater Division Public Outreach • Water Division Public Outreach • Neighborhood Parking Program • Community Policing
<p>Provide a Diverse Educational Environment in which our youth can Grow and Learn</p> 	<ul style="list-style-type: none"> • School Department Education Initiatives
<p>Promote a Welcoming, Safe, and Diverse Community</p> 	<ul style="list-style-type: none"> • Portsmouth Police Department CALEA Certification • Implementation of the Fire Department Strategic Plan • Acquisition of the Paul A. Doble Property
<p>Build and Maintain a Robust and Authentic Infrastructure</p> 	<ul style="list-style-type: none"> • Islington Street Action Plan • Market Street Gateway Improvement Project • GIS Interns • Peirce Island WWTF • Pease Wastewater Treatment Facility • Long-Term Control Plan
<p>Support a Vibrant Economic Environment for Business to Grow & Thrive</p> 	<ul style="list-style-type: none"> • Implementation of the Business Retention Plan
<p>Promote Involvement in Legislative Development to Protect City Operations and Assets</p> 	<ul style="list-style-type: none"> • Legislative Subcommittee
<p>Maintain Financial Stability</p> 	<ul style="list-style-type: none"> • See – “Financial Policies and Guidelines” section of this document.
<p>Preserve and Restore Historic Structures and Artifacts</p> 	<ul style="list-style-type: none"> • Thomas J. McIntyre Federal Building • Special Collections and Historic Preservation at PPL • Historic Municipal Document Restoration, Preservation, Scanning • Portsmouth 400th Celebration



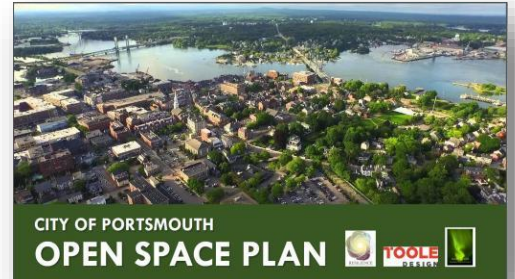
Citywide Initiatives

The following Citywide Initiatives were submitted by city department heads as demonstrations of actions toward the goals put forth by the City Council for the FY20 fiscal year.

❖ Open Space Plan



The City’s Planning Department is managing the creation of an Open Space Plan for the City. The Plan’s objectives are to improve public access to, increase use and stewardship of, and improve connectivity between open space assets citywide. The Plan supports the Master Plan goal of managing existing and acquiring additional open spaces for passive recreation and environmental preservation. The Plan will also consider integration of climate resiliency objectives as they relate to open space. The planning process will seek input from residents as well as a variety of community stakeholders and is expected to be completed by the Fall of 2019.



Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *Planning Department*

❖ 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 over a 50% landfill diversion rate and prevent approximately 12,000 metric tons of CO2 emissions through recycling materials.



The City has implemented a number of initiatives to promote food waste diversion from the landfill. The Department of Public Works continues to maintain a year round drop-off for food waste composting at the Recycling Center on Peverly Hill Road. The DPW previously distributed free backyard compost bins to residents and offered a \$10 per



month subsidy for all residents who hire outside vendors for curbside food waste collection.

Along with food waste, the DPW has 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.

Recyclables are a commodity bought and sold in international markets. In years past almost 30% of all recyclables from across the globe were shipped to China, including over 50% of the worlds mixed paper and plastics. At the start of 2018, China implemented new policies that have banned many categories of materials and include strict quality standards. China has recently limited the quantity of material it accepts for recycling and added specific contamination limits set at 0.5%. These significant changes are affecting the recycling industry world-wide. The additional pressure on global markets has caused commodity pricing to fall in value, ultimately increasing the cost for every community and recycler. As a result, our focus on quality is higher than ever, as we work to ensure the long-term sustainability of our recycling program.



Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*
- *Promote a Welcoming, Safe and Diverse Community*
- *Build and Maintain a Robust and Authentic Infrastructure*
- *Maintain Financial Stability*

Major City Departments Involved:

- *Public Works Department*

❖ **Water Efficiency Program**



The City continued to implement water efficiency measures throughout 2018. 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 surveys 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 FY18, the water system’s Water Balance was 87%.
- 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 161 toilet and 21 washing machine rebates in FY18. Analysis of these customers show an average indoor water savings of 15 to 20%.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *Public Works Department – Water & Sewer Divisions*

❖ **Organic Weed Management**



In FY18 the City Council voted to change the Public Works Department’s weed control and turf management programs to an organic based program prohibiting the use of synthetic based products. To stay within the FY19 City Council Budget Guidelines the Public Works Department budget did not include the total cost of this directive. In cooperation with the non-profit group Beyond Pesticides and Stonyfield Farm, Inc. the Department is conducting an organic land management pilot on one of our Athletic Fields. This pilot will serve as a model for learning what goes into an organic land management program to better identify costs as well as operational changes necessary to transition our land management programs away from synthetic compounds. We recommend the Alumni Field off Woodbury Avenue for the pilot effort.

As part of the pilot effort, Stonyfield Farm is paying for a consultant, Chip Osbourn of Osbourn Organics to work with Public Works staff to put in place organic management practices at the Alumni Field over a two year period. In addition, Stonyfield Farm is providing a \$5,000 grant to the City to help cover any additional costs we may incur as part of the pilot.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *Public Works Department*



❖ **HB 1022 Letter (single use plastics)**



In January of FY19 the City Council voted to send a letter to the New Hampshire legislature requesting that Legislative Bill NH 102 “Ought to Pass.” The Bill endorses municipalities having the clear authority to regulate single use plastics, if they so choose to do so. This new bill would give Portsmouth the ability to regulate single-use plastic bags in Portsmouth, as attempted by draft resolution in both FY2015 and FY2017.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *City Council*
- *Public Works Department*



❖ **Renewable Energy Credits**



Carbon offsets and renewable energy certificates (RECs) can help an organization lower its emissions footprint; however, they are different instruments used for different purposes.

As defined by the U.S. Environmental Protection Agency (EPA), a renewable energy certificate is a tradeable, market based instrument that represents the legal property rights to the non-power environmental attributes of renewable electricity generation. Electricity cannot be considered renewable without a REC to substantiate its renewable-ness. A REC is measured by each megawatt hour (MWh) of electricity generated and delivered to the grid from a renewable energy resource. Renewable electricity generators therefore produce two distinct market commodities that can be used and/or sold separately or together; electricity, and RECs. Owners of RECs can claim to use renewable electricity from a low or zero emissions source.

A fundamentally different instrument for organizations working to lower their emissions footprint is a carbon offset. The EPA defines an offset project as a specific activity or set of activities intended to reduce greenhouse gas (GHG) emissions, increase the storage of carbon, or enhance GHG removals from the atmosphere. The resulting emissions reductions must be real, permanent, and verified. Offsets represent emissions reductions measured as metric tons of CO₂ or CO₂ equivalent. Owners of carbon offsets can claim to have reduced or avoided GHG emissions outside of their organization’s operations.

Both offsets and RECs represent the environmental benefits of certain actions that can help mitigate GHG emissions. Each is a different tool with different impacts, representing different criteria for qualification and crediting in the context of inventory or emissions footprint. Offsets represent a metric ton of emissions avoided or reduced; RECs represent attributes of 1 MWh of renewable electricity generation. By continuing with cost effective energy efficiency projects and purchasing renewable energy certificates and carbon offsets, Portsmouth’s municipal government operations



can achieve the lowest end of net zero energy classification as defined by the National Renewable Energy Laboratory.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *Public Works Department*

❖ **School Department Sustainability Efforts**

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



- The CLIPPERS Farm to School Program, originally funded by two United States Department of Agriculture (USDA) Farm to School Grants, was officially adopted by the School District for the 2018-2019 School Year through the budget process. The program’s mission is to “cultivate a strong farm to school program in the Portsmouth School District by focusing on personal, community, an environmental wellness through education, as well as growing and procuring healthy, fresh and local foods for our classrooms, cafes and consciousness.”
- Since May 2016 all schools have gardens for educational opportunities and to provide harvests for “Try-Its” and lunch line offerings. Elementary School “Try-Its” are a collaborative effort lead by the PTA’s at the schools with support from the Nutrition Department and CLIPPERS Farm to School Program.
- All schools in the district compost and recycle in their cafeterias.
- Robert J. Lister Academy has a kitchen classroom, school garden, aquaponics set up, and maple sugar shack, all of which are increasingly connected to curriculum.
- Portsmouth High School is rated energy smart by the EPA. The high school has a vegetable garden that will grow in size this year and have recently added a butterfly garden to the high school campus. The ECO-Club last year provided free reusable water bottles to all students in partnership with Portsmouth Hospital.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth School Department*



❖ North Mill Pond Trail Design



This project seeks to create a linear greenway and community park along the North Mill Pond in Portsmouth. The greenway will include a multi-use path for use by bicycles and pedestrians extending from Bartlett Street to Market Street with a brief on-road portion along Maplewood Avenue. Between Bartlett Street and Maplewood Avenue, the greenway will include scenic lookouts and seating areas

along the path. Between Maplewood Avenue and Market Street, the greenway will include a one-acre community park accessible from Vaughan Street via a public access easement across private property. With the exception of the one-acre community park, all of the land in the proposed linear greenway is currently owned by private entities and will require land easements or acquisition by the City. For this reason, the construction of this greenway and park is anticipated to be done as a public/private partnership.

Citywide Goal(s) Addressed:

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

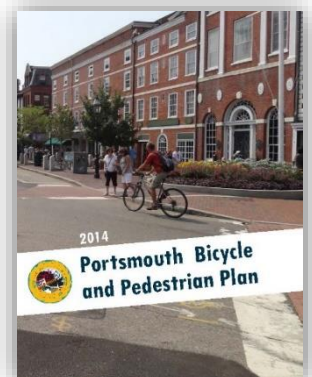
Major City Departments Involved:

- *Planning Department*

❖ Bicycle/Pedestrian Plan Implementation



The City continues to implement the recommendations of the citywide Bicycle Pedestrian Plan, which was adopted in 2014 and updated in 2018. 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 FY19 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; 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. More information is available online at <https://www.cityofportsmouth.com/planportsmouth/bike-pedestrian>

Citywide Goal(s) Addressed:

- *Create a Bikeable and Walkable Community*

Major City Departments Involved:

- *Planning Department*
- *Public Works Department*

❖ **Upgrades to Downtown Parking Meters**



New single-space meters were installed downtown in FY17, and have dramatically enhanced the consumer experience as well as aided in data collection, positively impacting the ability to affect decision making process.



In FY18, the City moved forward with the replacement of its aging Multi-Space Meter (MSM) Technology. After assessing data, monitoring performance, taking public feedback and discussing pricing options with multiple vendors, the selected new machines utilize touch-screen technology, eliminating the physical buttons used in the previous design, dramatically reducing maintenance and replacement costs. 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(s) Addressed:

- *Address Transportation and Parking Needs*

Major City Departments Involved:

- *Public Works Department – Parking Division*

❖ **Hanover Garage**



A structural review of the High Hanover Parking Facility was conducted in FY18 to determine an appropriate program of restoration and maintenance to extend the useful service life of the facility by at least 20 years. The three-phase restoration project will take place. During this time, sections of the Hanover Garage will be renovated while the facility remains open.



Citywide Goal(s) Addressed:

- *Address Transportation and Parking Needs*

Major City Departments Involved:

- *Public Works Department – Parking & Transportation Division*



❖ Micro Transit



In January 2019, the City of Portsmouth issued a request for qualifications seeking the operation of a short-distance public transportation service (also referred to as microtransit). Given the emerging trends in on-demand and shared-ride transportation, the City will be seeking companies that have the capability to allow users to request a ride through a mobile app, website, and by phone and to provide riders with an estimated time of arrival based on driver availability. The objectives of this service are to expand parking options, reduce traffic congestion, and provide another alternative transportation option for residents, employees, and visitors to get to and from destinations. The City aims to introduce a microtransit service, or initial pilot program, by 2020 prior to scheduled renovations to the High Hanover Garage.

Citywide Goal(s) Addressed:

- *Address Transportation and Parking Needs*

Major City Departments Involved:

- *Public Works Department – Parking & Transportation Division*
- *Planning Department*

❖ Senior Transportation



Portsmouth Senior Transportation is a partnership between the Cooperative Alliance for Seacoast Transportation (COAST) and the City of Portsmouth to provide sustainable, safe, convenient, and comfortable transportation options to

Portsmouth Seniors (ages 62+) and eligible adults with disabilities. Starting in October 2018, COAST began providing a Senior Transportation for City residents Monday-Friday 6:00am-6:00pm. Medical rides are free of charge while shopping and activity trips are fee-based. Caregivers also ride for free. A newly developed Volunteer Driver Program also started to provide free medical rides to seniors and connect volunteers as an opportunity to help keep Portsmouth healthy.



Citywide Goal(s) Addressed:

- *Address Transportation and Parking Needs*
- *Promote a Welcoming, Safe and Diverse Community*

Major City Departments Involved:

- *Recreation Department - Senior Services Division*
- *Public Works Department – Parking & Transportation Division*
- *Planning Department*



❖ Downtown Parking Strategies



The City's Department of Public Works made progress in FY19 by continuing to apply the Guiding Parking Principles adopted by the City Council in March 2012. The Parking Division plans to implement the following in FY20:

- Expand awareness and usage of the Foundry Garage through wayfinding, active messaging of Hanover closures, and enhanced special event management;
- Continue Policy recommendations through the use of Live Occupancy and Demand Data from the Smarking data aggregation system;
- Execute the Islington Creek Neighborhood Parking Program, if so approved;
- Introduce automated payments for Foundry and Hanover Garage Monthly Pass holder accounts;
- Continue to expand safe bicycle/pedestrian infrastructure in support of the City Council Complete Streets policy;
- Expand Zagster Bike Share Program through sponsorships;
- Explore options for Micro-transit programs;
- Enhance event management mapping and traffic routing with event-specific pricing and partnerships with local event organizers.



Citywide Goal(s) Addressed:

- *Address Transportation and Parking Needs*

Major City Departments Involved:

- *Public Works Department – Parking Division*

❖ Wastewater Division 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 FY18. 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 2018. 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 (CSO) summaries. The City’s Sewer Division has made available a twitter account, @PortsmouthCSOs, for the purpose of alerting residents of CSO events. If an overflow is detected in any of the measuring devices in the City’s three active CSO locations, the City will tweet to the public; this notification will only be provided for the start of an event.

Citywide Goal(s) Addressed:

- *Improve Public Outreach*

Major City Departments Involved:

- *Public Works Department – Sewer 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.



Citywide Goal(s) Addressed:

- *Improve Public Outreach*

Major City Departments Involved:

- *Public Works Department – Water Division*

❖ **Neighborhood Parking Program**



In response to requests from resident constituents, in FY18 the City Council commissioned the Parking Division to research and develop a neighborhood-specific parking program, or NPP, designed to alleviate challenges associated with long-term usage of limited parking resources in residential Portsmouth neighborhoods.

Working with neighborhood leaders through a series of Steering Committee and town hall-style meetings throughout 2018, the Parking Division has developed a



set of parameters for a 6-month pilot program, and is pleased to place this program before the Parking, Traffic and Safety (PTS) Committee for final approval on March 7th, 2019. Once the program is approved, the Islington Creek Neighborhood will circle its petition with a view to gaining signatures from 75% of eligible households and businesses. Provided the signature threshold is reached, the City will commence a 6-month pilot program for this neighborhood, with an evaluation period to follow so as to determine the viability of the program's permanency.

Citywide Goal(s) Addressed:

- *Improve Public Outreach*
- *Address Transportation and Parking Needs*

Major City Departments Involved:

- *Public Works Department – Parking & Transportation Division*

❖ **Community Policing**



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



Some programs include:

- Citizen Police Academy
- Cops and Kids events
- Elderly outreach
- Neighborhood meetings
- Community active shooter and de-escalation training
- Meeting with businesses
- Officer trading cards

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth Police Department*



❖ School Department Educational Initiatives



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

- Goal #1 - Equity - For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2018-2019 goal is to reduce any existing gap in performance or participation by 20%.
 - The School Board has established an Opportunity Fund seeded with \$20,000 and generously expanded through community contributions. This fund is designed to give students on free or reduced lunch equal access to a wide variety of cost-bearing school sponsored activities.
 - Teachers at all levels have designed enrichment activities with specific strategies to include all students, while removing the barriers for students from lower socioeconomic backgrounds.

- Goal #2 - Opportunity - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2018-2019 goal is for participation in these opportunities to increase by 10%.
 - The School Department has strengthened partnerships with the Chamber of Commerce, Portsmouth Housing Authority and Great Bay Community College to expand opportunities for students to explore career pathways and engage in meaningful learning in real world environments.



- Goal #3 - Community - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2018-2019 goal is for 90% of parents and community members surveyed to respond positively on the attainment of this goal.



- The School Board passed an Equity policy to further align all decisions with the goals of equity and opportunity for all students.
- The School Department is expanding communication and family engagement efforts through "coffee and conversation" events as well as a new School Department blog.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth Public Schools*

❖ **Portsmouth Police Department CALEA Certification**



In January of 2019, following a critical 3-year self-assessment of agency policies and practices, Portsmouth Police Department completed an onsite evaluation by a team of CALEA accreditation assessors. The department successfully proved compliance with over 400 nationally recognized standards that demonstrate professional excellence in law enforcement.

- The agency is slated to receive its accreditation award in May of 2019, elevating Portsmouth Police Department to the top 4% of all law enforcement agencies in the country.
- The department is committed to the continuation of the CALEA accreditation program as it helps to ensure officer safety as well as promote safety within our community through proper training, policy and service delivery.



Citywide Goal(s) Addressed:

- *Promote a Welcoming, Safe and Diverse Community*

Major City Departments Involved:

- *Portsmouth Police Department*



❖ Implementation of the Fire Department Strategic Plan



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



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth Fire Department*

❖ Acquisition of the Paul A. Doble Property – Site of the New Senior Activity Center



In early 2019, the City of Portsmouth acquired the Paul A. Doble property at 125 Cottage Street to become the future home of the Portsmouth Senior Activity Center.

Over the past several years City staff have been working to bring this asset online for Portsmouth's senior community. In February preparations went underway to begin the asbestos abatement. Following that work, construction crews will begin transforming the property into the future Senior Activity Center.



In September 2017, residents got a sneak peek at the adaptive reuse plans for the future senior activity center at a community information session. The plans, then and now, include updating of the facility infrastructure, improvements to the interior, a welcoming front lobby, and a user-friendly parking plan. In October 2018, an abutters meeting was held to share design plans with the neighbors of 125 Cottage Street. And as of Jan 1, 2019 a webpage on the City's website was created so people could have



access to the design plans and renderings of the property.

<https://www.cityofportsmouth.com/community/new-senior-activity-center>

Currently the City’s Recreation Department manages a temporary two-room senior center at Community Campus hosting approximately 1,300 members and 70 different activities and programs per year.

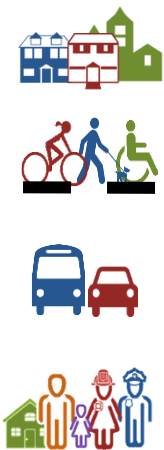
Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth Recreation Department – Senior Services Division*

❖ **Islington Street 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 FY19, 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 Bypass Bridge to Albany Street with additive alternates to bring the construction to Dover Street as well as work on Columbia and Columbia Court. The project is anticipated to begin construction during the Spring of 2019 and will likely last for two construction seasons. The second phase is anticipated to begin in FY24.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department*



❖ Market Street Gateway Improvement Project



With the completion of the interstate Sarah Mildred Long Bridge, the City is able to continue its improvements to the Market Street Gateway. In February 2019 the City issued a Request for Proposals (RFP) for the final phase of the project from Albacore Way to Russell St. Improvements include continuation of the 8-foot wide multipurpose path for pedestrians and bicyclists, installation of historic streetlights, a landscaped median, a dedicated bike lane, innovative storm water drainage features, wayfinding and traffic calming features, and intersection signal improvements. Depending on RFP responses, this phase will also include a pocket park on the North Mill Pond and a passive recreation park along Cutts Cove.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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

❖ 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 requirements of the new MS4 EPA Stormwater permit issued in 2018.



Citywide Goal(s) Addressed:

- *Build and Maintain a Robust and Authentic Infrastructure*

Major City Departments Involved:

- *Portsmouth Public Works – Sewer Divisions*





❖ 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 FY18/19 and commissioned it into service. 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.

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 Goal(s) Addressed:

- *Build and Maintain a Robust and Authentic Infrastructure*

Major City Departments Involved:

- *Portsmouth Public Works – Sewer Division*





❖ 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 and began construction in 2018. 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 Goal(s) Addressed:

- *Build and Maintain a Robust and Authentic Infrastructure*

Major City Departments Involved:

- *Portsmouth Public Works – Sewer Divisions*

❖ 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, 19 and 20. 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 Goal(s) Addressed:

- *Build and Maintain a Robust and Authentic Infrastructure*

Major City Departments Involved:

- *Portsmouth Public Works – Sewer Divisions*





❖ Implementation of the Business Retention Plan

In FY 2018/2019, the City continued work on the implementation of the Business Retention and Expansion (BR&E) Program through collaborative efforts with the Chamber Collaborative of Greater Portsmouth and Great Bay Community College.

Initiatives included:

- Regular Manufacturing Roundtable meetings to connect businesses with resources such as the NH Sector Partnership and Apprenticeship Program, Energy saving resources, Workforce retention best practices and a visit to the UNH Olson Center.
- Career Pathways Program at Portsmouth High School which paired students with local technology culinary professionals.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Economic Development Department*

❖ Legislative Subcommittee



The City Council's four-member Legislative Subcommittee (comprised of the Mayor and three (3) City Councilors) continues to closely review New Hampshire Statehouse activities which have the potential to impact Portsmouth. The City Council has adopted Principles for Legislative Positions that guide the Subcommittee on issues of importance to the City. The Subcommittee meets regularly

with 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 enabling legislation that would allow cities and towns to mitigate the cost of tourism. The City also closely monitors the State's education funding formula. Portsmouth has not been forced to raise excess Statewide Education Property Taxes as a "Donor" community since FY06. The City and other former "Donor" communities have recently reassembled to monitor changes to the education funding formula and to fight legislation that would reestablish "Donor"



communities. 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 and any amendments to the current Right-to-Know Law.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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

❖ **Thomas J. McIntyre Federal Building**



The City Council continued working with the General Services Administration (GSA) throughout FY19 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. In FY 19, the City conducted an extensive public input process, and a framework to guide the property’s redevelopment resulted. In consultation with its preferred private partner, a draft conceptual plan for redevelopment has been produced, along with a financial plan, and is being evaluated by City Council for submission as part of the acquisition process.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *City Manager’s Department*

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



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



preservation and conservation of the iconic Liberty Pole Eagle that graces the grand staircase. This piece of Portsmouth History was carved by Laban Beecher and has been in the care of the Library for many years. This year the library has also loaned many items from the art and artifact collection to area exhibits, sharing Portsmouth history with many beyond our walls.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Portsmouth Public Library*

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

The Finance Department currently oversees the City’s archival space for permanent records that are not held in the City Clerk’s Vault. These records cover many departments, including Finance, and range in age from 20 – 200+ years old. By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). Many of documents are aging and showing signs of deterioration. The current initiative is a joint venture between the Office of the City Clerk as well as the Finance Department to restore, preserve and digitalize historic documents currently inflicted with mold or red rot, maladies that hasten their deterioration. The preservation of these documents is not only required by the laws of the state of New Hampshire, but are vital to the historic nature of Portsmouth’s inimitable character. The preservation of these documents also calls for the renovation of additional space within City Hall for the proper storage of permanent records in a secure facility that is climate controlled as well as protected with a waterproof fire protection system. The eventual hope of this initiative is to not only salvage documents currently in deteriorating condition, but make many of them available to the public through digital scans taken during the preservation process. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$1.5 million dollars and with the current funding will take numerous years to complete.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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





❖ **Portsmouth 400th Celebration**

In FY 2018/2019, the City's 400th Anniversary Steering Committee continued planning efforts for the 2023 celebration in partnership with the Portsmouth Historical Society. In addition to continued fundraising, the group initiated a branding/marketing project, held two public input sessions attended by over 100 people and continued outreach and engagement with several intergeneration groups for potential activities including a documentary on Portsmouth history and other celebratory activities.

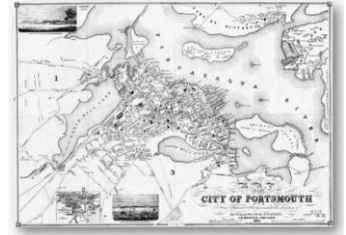
Citywide Goal(s) Addressed:

- *Preserve and Restore Historic Structures and Artifacts*

Major City Departments Involved:

- *Economic Development Department*

PORTSMOUTH400





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Citywide Recognitions and Accomplishments

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



Recognitions

- **2018 NEWWA Public Communication Award**
New England Water Works Association (NEWWA) recognized the City's Water Division and public relations staff for its excellence in communications through comprehensive public outreach materials and programs aimed to clarify citizen concerns over water supply and emerging contaminant issues. Most recently, the City updated the structure of its Annual Water Quality Report to consist of three comprehensive reports that each examine the water systems serving the Pease Tradeport, New Castle, and Portsmouth.



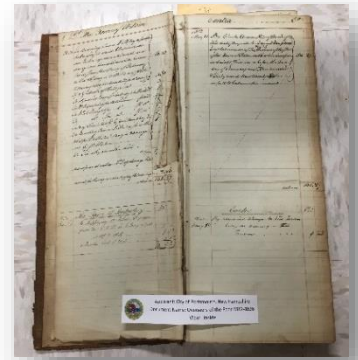
- **CommuteSMART Award**
The City of Portsmouth was one of nineteen area organizations that were recognized by CommuteSMART Seacoast for supporting and promoting sustainable commuting for their employees over the previous year. The City of Portsmouth as well as the Portsmouth High School earned the Silver Level Award. The award

is based on a 19-point scoring system that includes such items as providing transit schedules on site, giving new hires information about sustainable commuting options, offering preferential parking for carpools, offering on-site bike sharing and boke parking, and designating a point of contact for employee commute questions.



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

For the second year in a row, the City of Portsmouth Finance Department applied for, and was awarded, a grant from the New Hampshire State Library Conservation License plate Grant Award (Mooseplate Grant). The FY18/19 grant worth \$9,535 funded the preservation, restoration and digitalization of five City historic documents. This grant is the second consecutive grant received by the City saving the taxpayers almost \$20,000 in funds that had been requested in future years of the Capital Improvement Plan. 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.



- **Tree City Recertification**



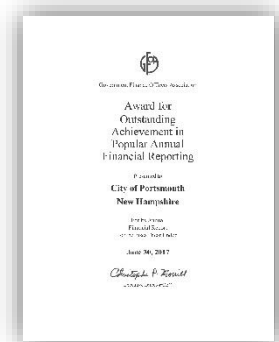
TREE CITY USA®

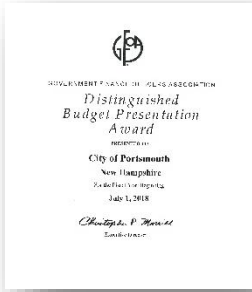
FY19 marked the nineteenth year that the City of Portsmouth has been recognized as a Tree City USA Community for its investment and strong commitment to street trees as well as for the use of native species in public parks and public rights-of-way. This recertification recognizes the City's commitment 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 27, 2018 Mayor Blalock issued a Proclamation recognizing this work and proclaiming the day National Arbor Day in Portsmouth.



- **GFOA Awards**

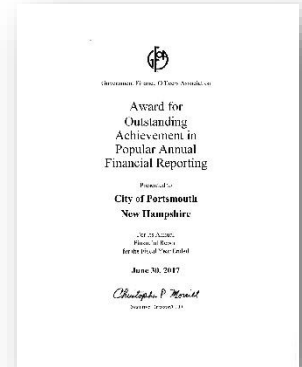
CAFR Award -The Government Finance Officers Association of the United States and Canada (GFOA) awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Portsmouth for its Comprehensive Annual Financial Report (CAFR) for the Fiscal Years ending June 30, 1988, 1989 and for twenty-three (23) consecutive years from 1995 to 2017. 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.





Budget Presentation Award -The City also received the GFOA’s Distinguished Budget Presentation Award for the thirteenth (13th) consecutive year; fiscal year beginning July 1, 2006 to 2018. 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.

PAFA Award - For the first time, the City of Portsmouth received the GFOA’s Popular Annual Financial Report Award (PAFR) for the fiscal year ending July 1, 2018. In order to receive this award, the governmental unit must publish a document that extracts information from their CAFR to produce a high quality popular annual financial report specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.



- **Bond Ratings**



In June 2018, 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 funds at low interest rates when financing its capital projects.

- **Notable Media Accolades**

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

- Portsmouth was ranked “Second Best Place to Live in New Hampshire”. Patch.com January 2019 <https://patch.com/new-hampshire/portsmouth-nh/portsmouth-ranked-second-best-place-live-nh>
- Portsmouth was ranked one of the Best Places to Live in New Hampshire in 2019 by Niche.com. Mar 2019 <https://patch.com/new-hampshire/portsmouth-nh/best-places-live-nh-2019-niche>



- Portsmouth was called one of “5 Presidential Campaign Stops That Are Also Awesome Places to Live,” by Livability.com. Mar 2019. <https://livability.com/topics/where-to-live-now/5-presidential-campaign-stops-that-are-also-awesome-places-to-live>

- The City of was named the Prettiest Town in NH in “The Prettiest Town in Every U.S. State by architecturaldigest.com. July 2018
<https://www.architecturaldigest.com/gallery/prettiest-town-every-us-state>



- Portsmouth included in article highlighting 35 picture perfect holiday towns to visit. Dec 2018
<https://www.bobvila.com/slideshow/35-postcard-perfect-towns-to-visit-this-holiday-season-52503#portsmouth-new-hampshire>

- Portsmouth at Christmas featured in **The 11 Coziest Towns In New Hampshire To Snuggle Up In This Season Dec 2018**
https://www.onlyinyourstate.com/new-hampshire/11-coziest-towns-nh/?utm_medium=email&utm_source=new-hampshire&utm_campaign=newsletter



- Niche.com ranks Portsmouth 2018 Best Place to Live for Millennials, <https://www.niche.com/places-to-live/search/best-places-for-young-professionals/s/new-hampshire/> and 3rd Ranked Best Place to Live, <https://www.niche.com/places-to-live/search/best-places-for-young-professionals/s/new-hampshire/>

- SmartAsset, a NY-based financial technology company includes Portsmouth in list of top ten cities in NH where it is easiest to sell a home. August 2018
<https://smartasset.com/mortgage/mortgage-calculator#newhampshire/ease>

- New England Today Travel at New England.com highlights the best bars in Portsmouth <https://newengland.com/today/travel/new-hampshire/portsmouth/best-bars-in-portsmouth-nh-for-every-kind-of-night-out/> Jan 2018



- Portsmouth’s Vintage Christmas event featured in Yankee Magazine “Ten Best Christmas Towns”
https://newengland.com/today/travel/new-england/best-new-england-christmas-towns/?mqsc=ED4001544&utm_source=WhatCountsEmail&utm_medium=NewEnglandNetwork1%20Today%20Active%20Subscribers&utm_campaign=Today%2011-01-2018%20active Nov 2018



Accomplishments



❖ New Historic Markers Downtown

The Public Works, Planning and Community Development Departments installed several new historic markers as part of an ongoing initiative to reproduce historic markers once scattered throughout the downtown and South End. The subjects of the newly installed markers include “Haymarket Square,” “Bow Street,” “Warner House,” “Portsmouth-Nichinan Sister City Cherry Trees,” and “Thomas P. Moses.” Two additional markers will be installed later this fall including “Athenaeum” and “South Meeting House.” Another marker, “Sheafe Warehouse,” was recently relocated nearer the Sheafe Warehouse in Prescott Park.



Citywide Goal(s) Addressed:

- *Preserve and Restore Historic Structures and Artifacts*

Major City Departments Involved:

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

❖ Middle Street Bike Lanes



Bike lanes were installed along the Middle Street and Lafayette Road corridor. These lanes extend from the High School to the downtown, creating a safer and more convenient path for those traveling by bike or foot to the schools, Library and more. The City is currently a Bronze Level Bike Friendly Community according to The League of American Cyclists; this project and the ongoing participation will help elevate future accreditation and help sustain bicycle and pedestrian infrastructure for years to come.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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





❖ **Addition of a Zagster Station at Portwalk**

In addition to the Zagster bike share stations located at the Memorial Bridge Parking Lot, Bridge Street Parking Lot, corner of Russell Street and Deer Street, corner of Summer Street and Islington Street, on Parrott Avenue at the intersection with Junkins Avenue, and in Market Square behind the North Church - the City executed an agreement with the owners of Portwalk Place to sponsor a new bike station at that location to support cyclists.



Citywide Goal(s) Addressed:

- *Create a Bikeable and Walkable Community*

Major City Departments Involved:

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

❖ **Historic Resources Climate Change Vulnerability Assessment and Adaptation Plan**

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, the City of Portsmouth completed 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 incorporated results of the 2016 Downtown Historic Register District property inventory 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.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*
- *Preserve and Restore Historic Structures and Artifacts*

Major City Departments Involved:

- *Planning Department*
-



❖ Streets and Sidewalks Improvements



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



Completed projects from FY19 include:



- Installation of new brick sidewalk along Pleasant Street from Marcy to Court.
- Maplewood Avenue project from Route 1 By-pass to Woodbury Avenue.
- Paving of Market Street from Albacore Way to Gosling Road using a Bonded Wearing course pavement.
- Continued annual crack sealing program. 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.
- 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. .
- Up-grades to the Woodbury Avenue traffic signals as well as pedestrian crossings at key intersections. Including replacement of traffic signal at the intersection of Granite Street and Woodbury Avenue



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department*

❖ Market Street Phase 2 Completion



Bicycle and pedestrian improvements were implemented along Kearsarge Way to Submarine Way (before the Sarah Mildred Long Bridge) in coordination with NH DOT for I-95 intersection and in accordance with the City's Complete Streets policy.

Citywide Goal(s) Addressed:

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



Major City Departments Involved:

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





❖ **Creation of Parks/Greenery Division**

Over the last five years the Public Works 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.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



❖ **Transfer of the Paul A. Doble Property**

The City acquired the Doble property at Cottage Street in order to begin developing a new Senior Center and expand programming for older adults. Over the past eight years, City staff have been working to obtain this asset for Portsmouth’s senior community. The Community Development Department was instrumental for years to secure funding and to clear federal regulatory hurdles in order to bring this new asset to the community.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Senior Services Department*
- *Public Works Department*



❖ **Long Range Capital Improvement Projects**

In FY18, the Water Division continued to implement the projects recommended in the 2013 Water System Master Plan Update. These projects included:

- Permitting of 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.
- Began upgrades to the Newington Booster Station, a 60-year-old facility that pumps nearly 60% of the water that supplies the Portsmouth water system. New pumps and



associated infrastructure, together with upgrades to the water tank located on site will improve system efficiency and water quality.

- 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 Goal(s) Addressed:

- *Build and Maintain a Robust and Authentic Infrastructure*

Major City Departments Involved:

- *Portsmouth Public Works – Sewer Divisions*
-

❖ **Land Acquisition near Bellamy River**



The Water Division acquired a conservation easement on 72 acres of property adjacent to the Bellamy Reservoir in Madbury, New Hampshire from Dave Olson. This easement was realized through the combined efforts of the City, the Southeast Land Trust (SELT), the Town of Madbury and the State of New Hampshire’s Drinking Water and Groundwater Trust Fund. Conserving land that surrounds, or includes, wetlands, rivers, streams and larger bodies of water like the Bellamy protects water resources from the pressures of development, and helps municipal water systems provide higher quality water at the tap.



Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

- *Public Works Department – Water Division*
-

❖ **Next Phase of New Water Treatment System Implementation at Pease**



The City and the United States Air Force signed another agreement to treat perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) from water supplied by the Smith, Harrison and Haven Wells serving the Pease Tradeport drinking water system. The agreement will provide the City with up to \$14.3 million to reimburse the cost of construction of the final treatment system for all three wells, which will include a dual filtration system consisting of resin and granular activated carbon filters.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Water Division*
-



❖ **Creation of the Stormwater Division**

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 Public Works 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. In the past stormwater functions were shown as part of the General Fund portion of Public Works Department Budget. However, because to the combined nature of the City’s sewer system (that is sewer pipes convey both stormwater and sewage) stormwater functions were also completed by the City’s Sewer Division.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Stormwater Division*

❖ **Park Mobil App with Resident Discount**

The Parking Division implemented ParkMobile's pay-by-phone application for drivers to conveniently pay for parking through their mobile device. In conjunction with this app release, Portsmouth residents using ParkMobile or EasyPark also receive a \$.50 per hour discount from the hourly rate in any metered on-street or surface lot zones.



Citywide Goal(s) Addressed:

- *Maintain Fiscal Stability*

Major City Departments Involved:

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





❖ **Foundry Place Garage Opening**

The City opened their second parking garage at 100 Foundry Place on Halloween day, 2018. The new garage has 600 spaces, bringing needed support to both residents and visitors, as well as aesthetic and cultural improvements to the North End area of the City. This was the first completed City project in which a portion of the project's budget was set aside to solicit artists for artwork to be included as part of the project; this resulted in two public art installations that the community can now enjoy.



Citywide Goal(s) Addressed:

- *Address Transportation and Parking Needs*

Major City Departments Involved:

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



❖ **Addition of Electric Vehicle Charging Stations**

The City now offers eight ChargePoint Electric Vehicle Charging Stations: one station at the Hanover Parking Garage, just inside the Fleet Street entrance (two operational plugs for use); one station at the City Hall Lower Lot, located at the corner of Junkins Avenue and South Street (two operational plugs for use); and six stations at the Foundry Place Garage (four plugs on the first level, and two plugs on the second level).



Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*

Major City Departments Involved:

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



❖ **Ceres Street Light Project**

The City worked with Pandora LaCasse Design LLC of Portland, Maine and local business owners John Golumb and Marlisa Geroulo on a pilot streetlight/streetscape installation project that includes three colorful light forms mounted on poles and two lights hanging from City trees in planters at the intersection of Bow and Ceres Streets. The lights are intended to add interest, dimension, color and vitality to the streetscape at this busy pedestrian area during the holiday and winter months.



Citywide Goal(s) Addressed:

- *Promote a Welcoming, Safe and Diverse Community*

Major City Departments Involved:

- *Economic Development Department*
-



❖ Public Library Sustainability Practices

The Portsmouth Public Library (PPL) employs every available opportunity to adopt new sustainability practices and programs. Sustainable practices applied by the library include:

- The library maintains its own gardens, which were first started in 2009. The simple act of growing vegetables, flowers and grains in six raised beds, the library staff demonstrate small-scale gardening techniques that would work for many Portsmouth residents. The library also offers youth programming to encourage new generations to be the stewards to gardens and the environment. In FY18 a pollinator garden was installed which will not only help the gardens at the PPL but also demonstrate to residents that sustainable and organic gardening practices can be both beautiful and functional.
- The use of 100% recycled paper in all staff printers and photocopiers in FY18
- In FY18 a staff composting program was initiated.

Citywide Goal(s) Addressed:

- *Promote and Support Sustainable Practices*
- *Provide a diverse educational environment in which our youth can grow and learn*

Major City Departments Involved:

- *Portsmouth Public Library*



Portsmouth at a glance. . .



Photo by Getty Images

City Government

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

Location

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

Land

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

Transportation & Road Access

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

Driving Distance to Selected Cities

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



City Infrastructure

Emergency Services

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

City School System

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

Culture and Recreation

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

Eco Municipality Assets

- Recycling Program: Mandatory
- Recycling Centers: 1
- LED Streetlights: 1,600
- Electric Charging Stations: 4
- Solar Panel Arrays: 2
- City Bioiesel Vehicles: 77
- City Open Space: 94 undeveloped parcels (932 acres)

Public Works Department

- Miles of Streets Maintained: 136
- Miles of Sidewalk: 77
- Number of Bridges: 15
- Number of Municipal Buildings: 7 (approximately 266,268 square feet)
- Playgrounds / parks/ ballfields: 23
- Historic Cemeteries/Burial Grounds: 7
- Adopt a Spot Gardens: 58
- Greenspace Maintained: 80+acres

Parking and Transportation

- Parking Garages: 2/ 1,500 spaces
 - Foundry Place: 616
 - Hanover: 900
- Metered Street Parking Spots: 812
- City Owned Parking Lots: 13
- City Owned Free Lots: 6
- Private Parking Lots with City Agreements: 2 lots/154 spaces
- Bike Racks: 39
- Zagster Stations: 7 (35 bikes)
- Public Transit Options: 5

Water Infrastructure

- Miles of water mains: 190
- Number of water treatment plants: 1
- Number of service connections: 8,528
- Storage capacity in gallons, water (millions of gallons): 10
- Maximum daily capacity of treatment (millions of gallons): 4.5
- Number of fire hydrants: 1, 040

Sewer Infrastructure

- Miles of sewer mains: 110
- Number of service connections: 6,459
- Number of wastewater treatment plants: 2
- Maximum daily capacity of treatment (millions of gallons) : 25.3
- Daily average treatment of sewage (millions of gallons): 4.5



Demographics

Population

21,796

CITY

ACS Survey (2017)

Elections

Total Registered Voters (FY18) – 18,127

Households

Number of Housing Units – 10,439

Average Household Size – 1.99

(Source: ACS 2013-2017)

Labor Force (Annual Average 2016)

Civilian labor force – 13,784 (63.3%)

Employed – 13,495 (61.9%)

(Source: NHES-ELMI)

Income, Inflation Adjusted 2016

Per capita income - \$45,745

Median Family Income - \$98,886

Median Household Income - \$69,664

Median Earnings, full time

Male - \$60,326

Female - \$47,056

Individuals Below Poverty Level – 6.1%

(source NHES Community Profile, Portsmouth 2018 and ACS 2012-2016)

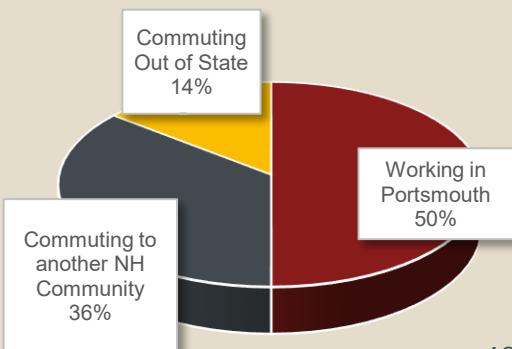
Geography

Population per square mile, 2017 – 1,388

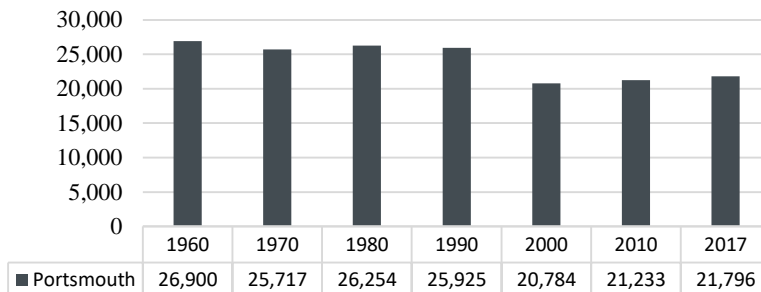
Land area in square miles, 2017 – 15.7

(Source, U.S. Census 2017)

Where do the Residents of Portsmouth Work?
(Source ACS Survey 2013-2017)



Portsmouth Population
Decennial Trends 1960-2017
(source ACS Survey)



Educational Attainment

Population 25+ Years

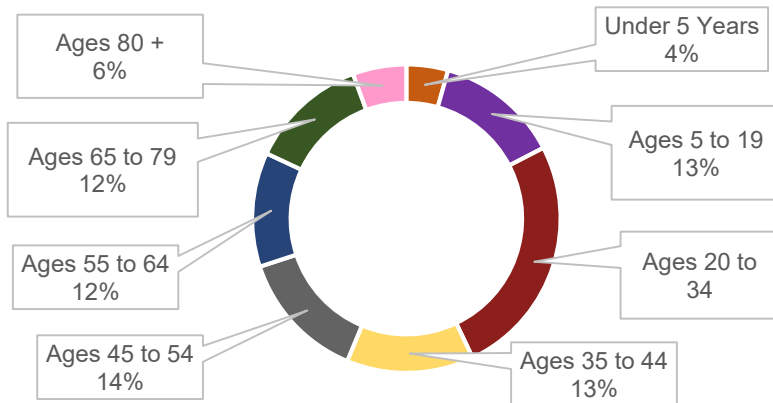
High School Graduate or higher – 95.6%

Bachelor's Degree or Higher – 57.9%

Graduate or Professional Degree – 22.2%

(source: ACS survey 2013-2017)

Population by Age Group
(Source: ACS survey 2013-2017)



50%

of Portsmouth City residents are Male

50%

of Portsmouth City residents are Female

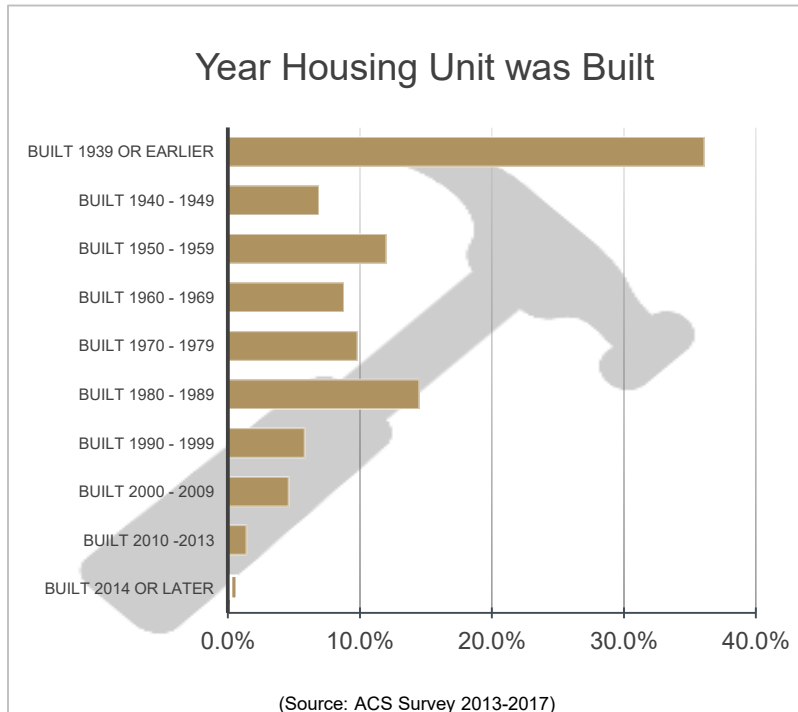
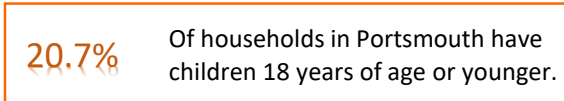
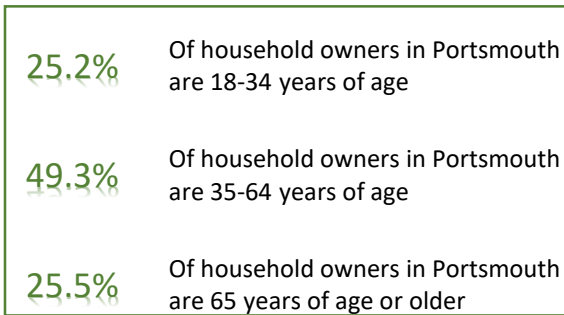
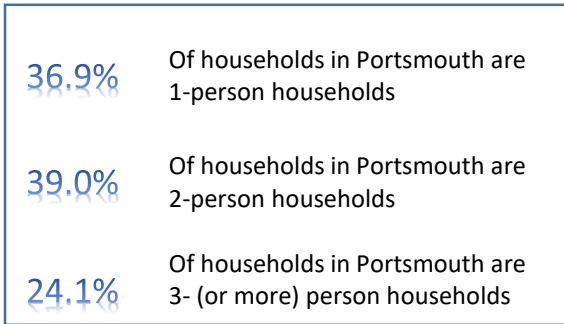


Housing Demographics



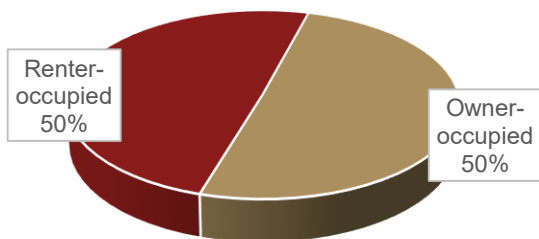
(Source: American Community Survey Data 2013-2017)

- Number of Housing Units – 10,439
- Number of Occupied Housing Units – 10,157
- Average Household Size – 1.99 persons
- Number of Families – 4,900
- Average Family Size - 2.8 persons
- Median Gross Rent - \$1,205
(Source: ACS Survey 2012-2016)



Portsmouth Housing Unit by Occupancy

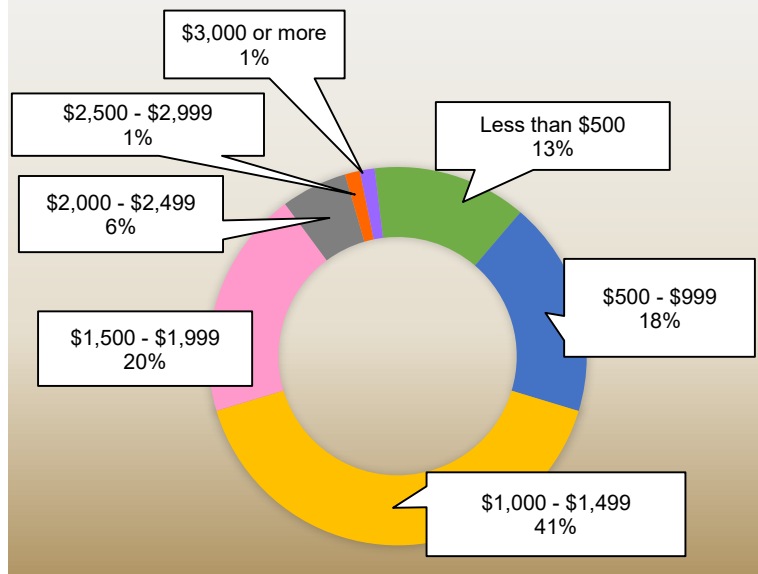
(Source: American Community Survey Data 2013-2017)



Total Units Occupied: 10,157

Portsmouth Rent Prices

(Source ACS Survey 2013-2017)



Economic Indicators

Portsmouth Median Property Values

Median Single Residential Home Property Value: \$424,200

Type

- Commercial * - \$587,000
- Residential ** - \$395,200

Residential Stratified

- Single Family - \$424,200
- Mobile Homes - \$55,550
- Condos - \$296,500
- Multi-Family (<8) - \$531,000

As of April 1, 2018

* Does not include Pease Airport and Utilities

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

Mean (Average) Property Values

Type

- Commercial * - \$1,575,541
- Residential ** - \$453,733

Residential Stratified

- Single Family - \$489,809
- Mobile Homes - \$85,613
- Condos - \$388,285
- Multi-Family (<8) - \$575,314

As of April 1, 2018

* Does not include Pease Airport and Utilities

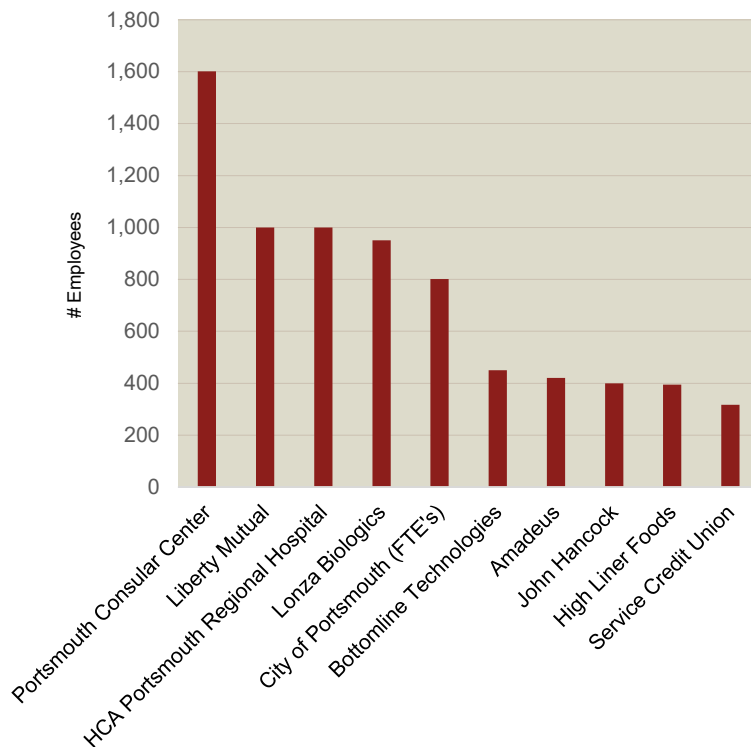
** Includes single family, condos, multifamily units, mobile homes, and vacant land

Portsmouth Parcel Count (% of Total Taxable Parcel Count)

- **Residential – 57.0%**
 - Single Family – 36.4%
 - Mobile Homes – 0.4%
 - Condos – 15.2%
 - Multi-Family (< 8) – 4.8%
- **Commercial – 43.0%**
 - Utilities – 3.4%
 - Pease Airport – 6.1%
 - Pease Non-Airport – 4.7%
 - Exempt Property – 12.3%

(source: Portsmouth Assessors Office, TY2018 (FY2019).

10 Largest Employers in Portsmouth 2018



Top 10 Taxpayers 2018 (FY 2019)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.95%
HCA Health Services	Medical Building	1.52%
Arbor View & The Pines LLC	Apartment Complex	0.91%
Northern Utilities Inc	Utility	0.85%
Service Credit Union	Office Building	0.64%
Liberty Mutual Insurance	Office Building	0.63%
Hanover Apartments LLC	Apartment Complex	0.61%
Inishmaan Assoc Ltd Ptshp	Apartment Complex	0.55%
Harborside Assoc	Hotel	0.51%
Chatham Portsmouth LLC	Hotel	0.47%

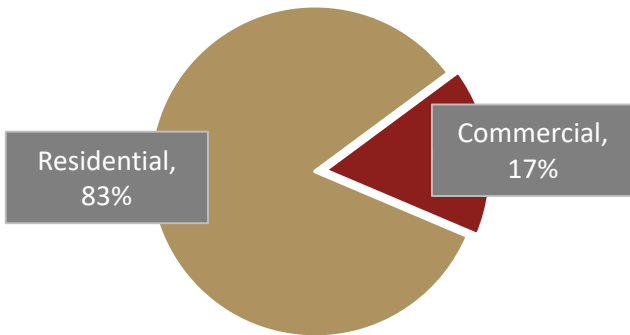
Property Tax

Tax Rate 2018 Tax Year (FY2019)	
\$15.84 (per \$1,000)	
Municipal	- \$7.68
County	- \$0.99
Local Education	- \$4.96
State Education	\$2.21

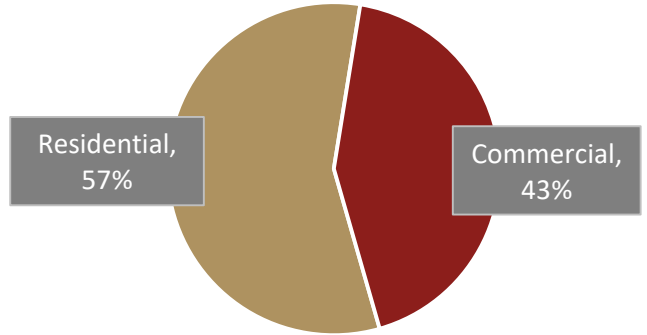
The total taxable parcel count for Tax Year 2018 (Fiscal Year 2019) is 8,637. Commercial properties make up 17% of the total City parcel count while comprising 43% of the total assessed value of the City. Respectively the Residential properties make up 83% of the total parcel count while comprising 57% of the total assessed value for Portsmouth.

Total Valuation Before Exemptions 2018 (FY19)		
	Total	Count
Commercial	\$ 2,403,246,466	1,427
Residential	\$ 3,185,041,011	7,210
Totals	\$ 5,588,287,477	8,637

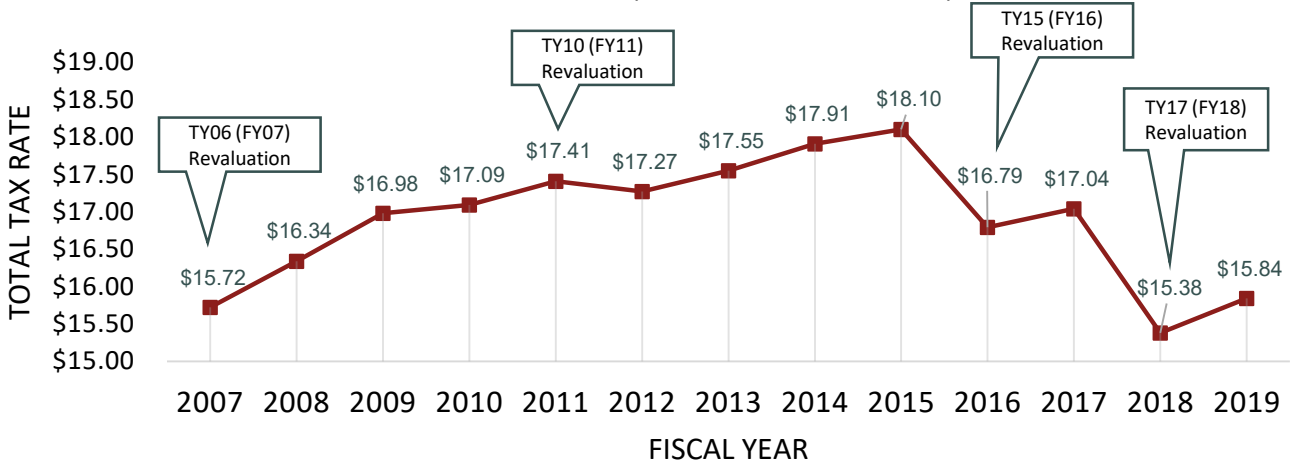
Residential vs. Commercial Properties
by Percent of Taxable Parcel Count



Residential vs. Commercial Properties
by Percent of Total Assessed Value



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

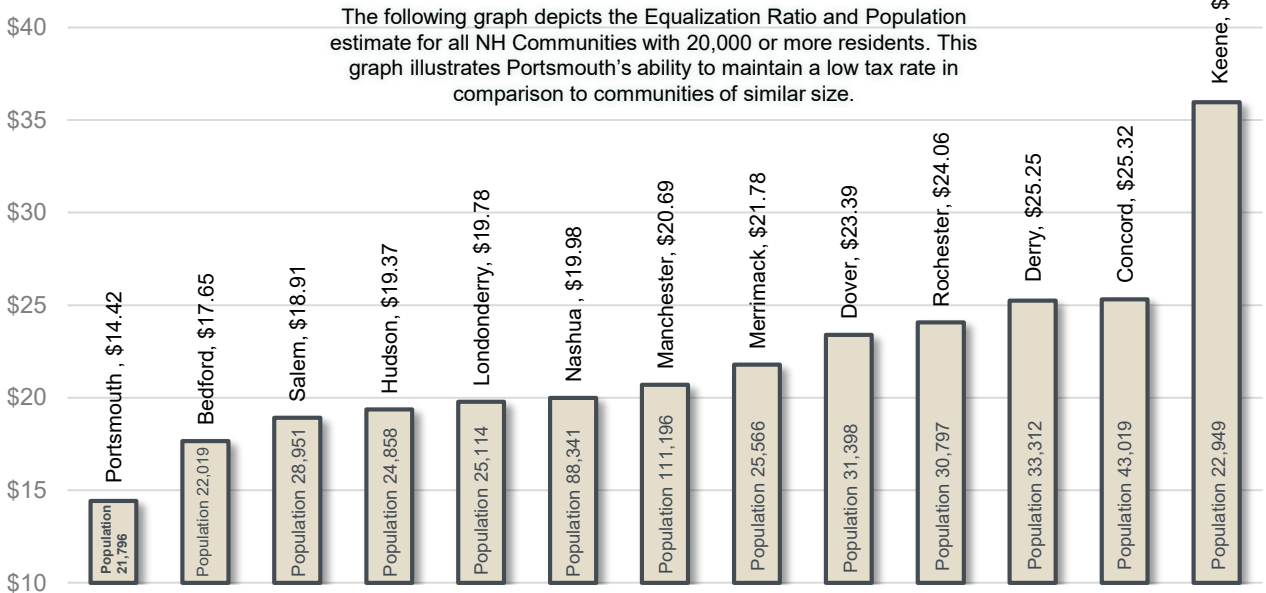


TY = Tax Year – April 1st
FY = Fiscal Year – July 1st – June 30th

Equalized Tax Rate Information

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

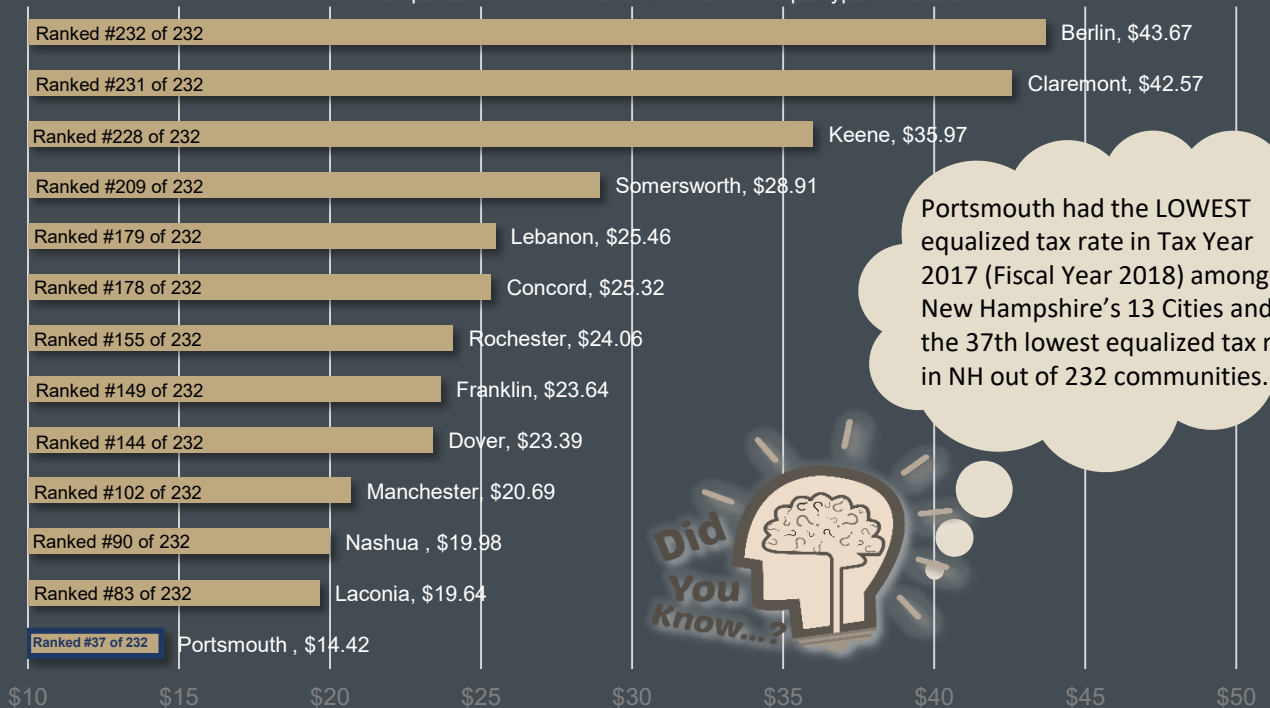
Total Equalized Tax Rate 2017 (FY 2018) For NH Communities with 20,000+ Residents



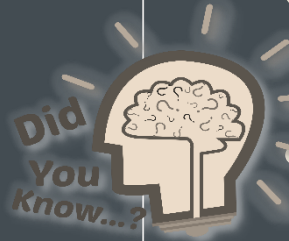
Population information used in the above graph was gathered from the ACS 2017 survey.

Total Equalized Tax Rate 2017 (FY 2018) for NH's 13 Cities

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



Portsmouth had the **LOWEST** equalized tax rate in Tax Year 2017 (Fiscal Year 2018) among New Hampshire's 13 Cities and the 37th lowest equalized tax rate in NH out of 232 communities.



Tax Relief Programs

Veterans' Tax Credit

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

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

All Veterans RSA 72:28b - \$500

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

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

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

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

Veteran killed or died while on active duty.

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

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

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

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) - \$42,471
- (Married) - \$58,398

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) - \$42,471
- (Married) - \$58,398

Disabled Asset Limit

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

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

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

Who Qualifies for this deferral?

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

What is a tax deferral?

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

Blind Exemption (RSA 72:37)

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

Blind Exemption Amount - \$25,000

Solar Exemption (RSA 72:62)

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

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

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

Tax Abatements

What is an abatement?

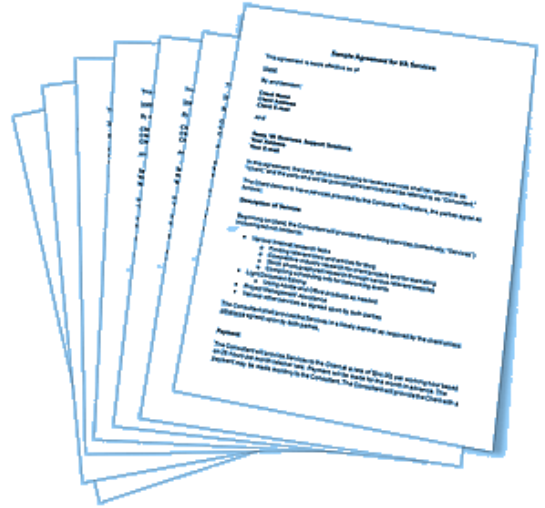
An official reduction or elimination of one's assessed valuation after completion of the original assessed value.

Appeal Process

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

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

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



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

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

Abatement applications can be found on the City's website at

<http://www.cityofportsmouth.com/assessors/abatements-state-lowmoderate-income-program>

or in the Assessor's Office within City Hall.

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

What makes an abatement successful?

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

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



Economic Profile

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

Quality of Life and Economic Assets

Settled in 1623, Portsmouth is the nation's 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:

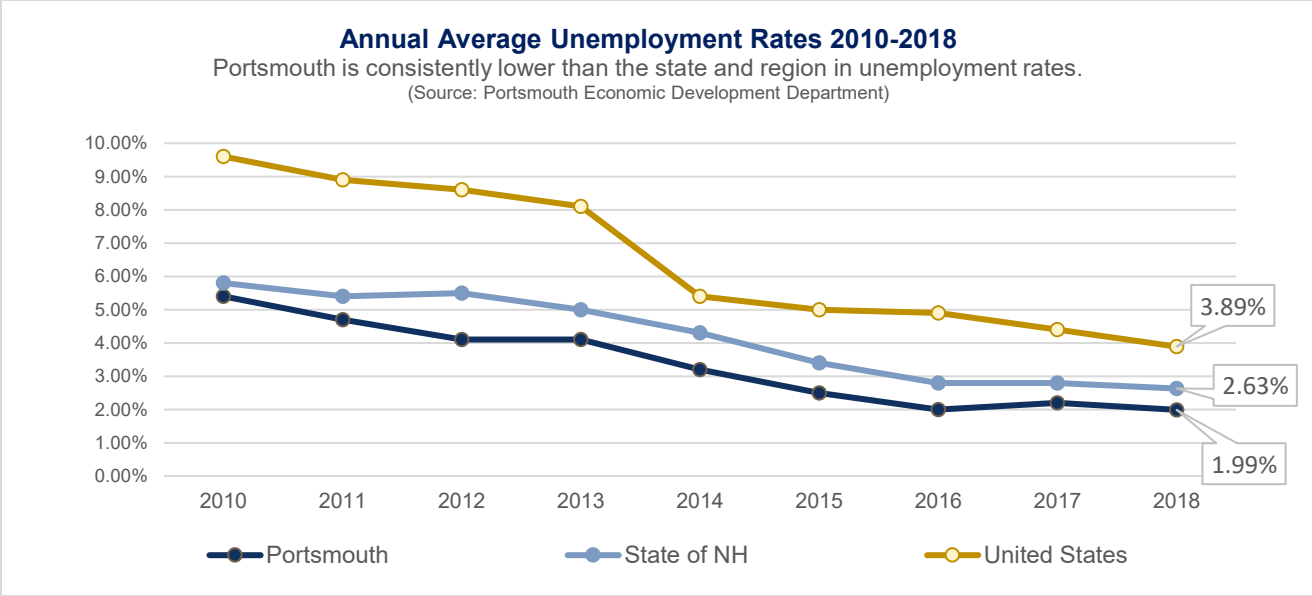


- Vibrant, walkable downtown
- Historic architecture
- Independent retail offerings and strong culinary destinations
- Low crime rate
- Excellent K-12 school system
- Strong creative arts and culture economy
- Easy access to the interstate highway to the Boston, MA and Portland, ME metro areas
- Home to Pease International Tradeport and Airport
- High resident educational attainment (57.9% 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 2018 second quarter was 33,090 compared to 32,396 at the end of the 2017 second quarter, indicating an increase of 694 jobs. The average weekly wage for those periods were \$1,230 and \$1,204 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.



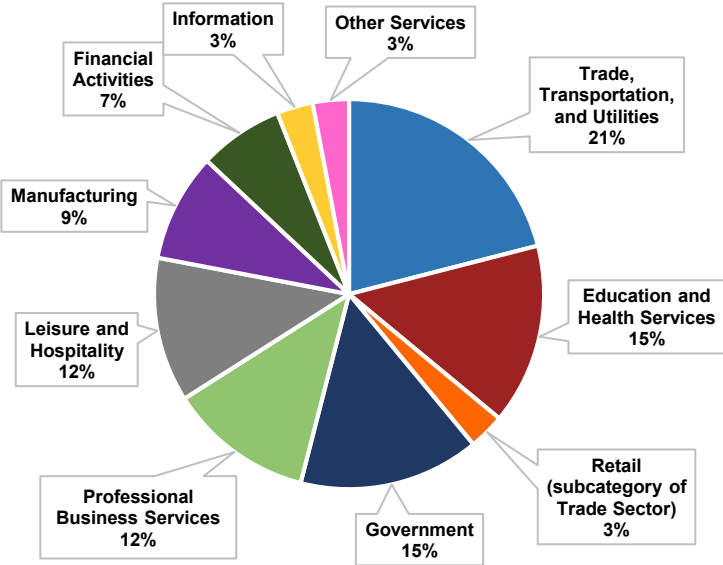


The City of Portsmouth continues to lead the region in low unemployment rates. The graph above compares the annual average unemployment rates of Portsmouth to the State and Nation from 2010-2018.

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).

Portsmouth NECTA Employment



Arts and Culture

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



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

School Enrollments

The Portsmouth Public School System serves approximately 2,672 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	1,013	531	1,128	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 300 companies and over 10,500 workers, many in well-paying technology and advanced manufacturing jobs with an estimated annual wage base of \$700 million. Indirect economic benefits of the Tradeport include 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. To date there has been a total of commercial/industrial development at Pease of 4.8 million square feet.

The Pease Development Authority (PDA) administers development of the Tradeport. Because the Tradeport is located primarily within the municipal boundaries of Portsmouth, the PDA and the City entered into a Municipal Services Agreement in 1998 for both the Airport and Non-Airport Districts. In accordance with the Agreement, the City received a total of \$7.0 million in FY19 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

2018 shows an economic impact of \$882,613,734. The Shipyard employs a total of 6,972 employees with a payroll of \$548 million up from 6,450 employees with a payroll of \$525 million in calendar year 2017. The shipyard purchased \$120 million of goods and services in 2018; an increase of \$15 million over calendar year 2017. Total contracted facility services purchased was \$169 million in 2018 up from \$79 million in 2017 making it a significant source of direct and indirect expenditures in the region.





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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.

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

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

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

BUDGETARY FUND STRUCTURE

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

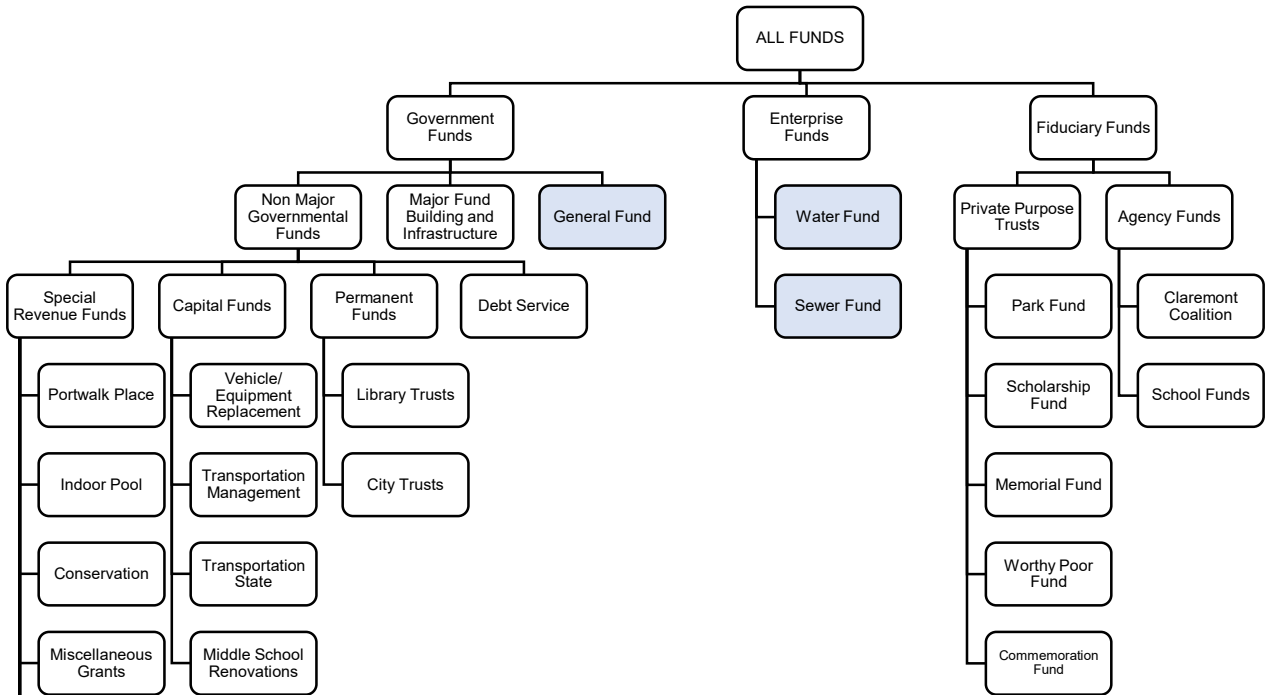
The fund structure in the audited financial statements include all Governmental Funds (General, Special Revenue, Capital Projects, Debt Service Fund and Permanent funds), Enterprise Funds (Water and Sewer) and Fiduciary Funds (Private Purpose Trusts and Agency Funds).

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.

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 facilities, parking enforcement, parking meter operations and parking administration funded by funds generated from these parking activities.

STORMWATER

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

PRESCOTT PARK

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



WATER FUND

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

SEWER FUND

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

BASIS OF ACCOUNTING – BUDGETARY BASIS OF ACCOUNTING

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

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

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

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

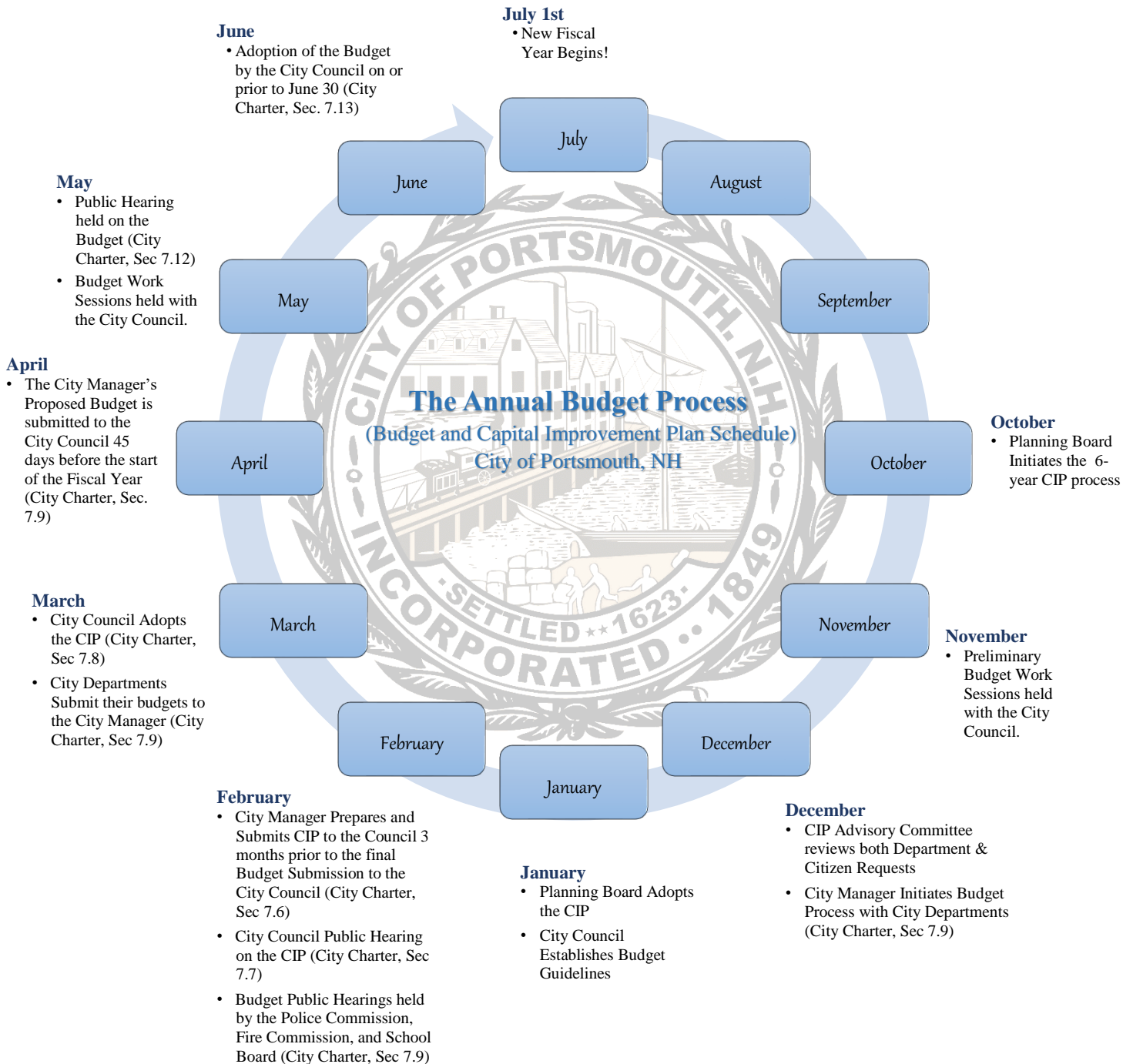
The Comprehensive Annual Financial Report (CAFR) displays the status of the City’s finances on the basis of “generally accepted accounting principles” (GAAP). The City in most cases, conforms to GAAP in references to the fund based financial statements, when preparing its budget. Exceptions are as follow:

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



THE BUDGET PROCESS

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



CAPITAL IMPROVEMENT PROGRAM PROCESS

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

OPERATING/NON-OPERATING BUDGET PROCESS

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

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

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

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

The City Council must adopt a final budget by June 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 2020 BUDGET SCHEDULE

The City of Portsmouth puts a high importance on receiving and utilizing Public Input through its Budget Process. Below is the FY20 Budget Schedule with Public Input Opportunities highlighted in **BLUE**.

September 2018

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

October 2018

15 Monday Citizen Submission Deadline for CIP Projects

29 Monday Departments Submission Deadline for CIP Projects

November 2018

1 Thursday 6:30pm City Council Work Session FY20 Budget - Police & General Government

7 Wednesday 6:30pm City Council Work Session FY20 Budget - Fire & School

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

28 Wednesday 6:30pm City Council Work Session FY20 Preliminary Budget - Summary/ Budget Schedule

December 2018

12 Wednesday 11:00 AM CIP Advisory Committee meets with Departments - *Prioritize Capital Requests*

20 Thursday 6:30 PM Planning Board Meeting - Adoption of the CIP - *CIP Presentation*

January 2019

14 Monday 6:30 PM City Council Work Session on CIP - *CIP Presentation*

16 Wednesday 6:30 PM City Council Work Session - Set Budget Guidelines

22 Tuesday 7:00 PM * School Board Public Hearing #1 on the proposed budget

February 2019

12 Tuesday 5:30 PM ** Fire Department Public Hearing on the proposed budget

12 Tuesday 7:00 PM School Board Public Hearing #2 on the proposed budget

13 Wednesday 7:00 PM Police Commission Public Hearing on the proposed budget

19 Tuesday 7:00 PM City Council Meeting - Public Hearing on the CIP - *No presentation*
- See presentation recorded from the January 14th City Council Work Session

March 2019

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

April 2019

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

May 2019

1 Wednesday 6:30 PM City Council Meeting - Public Hearing on Budget

8 Wednesday 6:30 PM City Council Work Session - Public Safety (Police and Fire) Budget Review/Listening Session

9 Thursday 6:30 PM City Council Work Session - School Department Budget Review/Listening Session

13 Monday 6:30 PM City Council Work Session - General Government Departments Budget Review/Listening Session

15 Wednesday 6:30 PM City Council Work Session - Water and Sewer Departments Budget Review/Listening Session

22 Wednesday 6:30 PM *** City Council Work Session - Budget Review

29 Wednesday 6:30 PM *** City Council Work Session - Budget Review Follow Up (if necessary)

June 2019

3 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:

* High School (50 Andrew Jarvis Drive)

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

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

EXPENDITURES BY FUNDS AND DEPARTMENTS

List of expenditures by Funds and Departments for the FY18 budget and actual, FY19 budget, and the FY20 City Manger's recommended budget, as well as the dollar and percent change over FY19.

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 WITH CITY MANAGER
RECOMMENDED BUDGET**

	FY18 BUDGET	FY19 BUDGET	FY20 City Manager Recommended	% CHANGE FROM FY19	\$\$ CHANGE FROM FY19
OPERATING BUDGET					
General Government	18,833,111	19,445,179	20,383,714	4.83%	938,535
Police	10,925,161	11,280,229	11,699,799	3.72%	419,570
Fire	8,685,087	8,966,305	9,263,571	3.32%	297,266
School	46,573,529	48,086,136	49,750,427	3.46%	1,664,291
Transfer to Indoor Pool	150,000	150,000	150,000	0.00%	0
Transfer to Prescott Park	30,479	60,000	89,000	48.33%	29,000
Collective Bargaining Contingency	0	0	1,120,000	-	1,120,000
Total Operating Budget	85,197,367	87,987,849	92,456,511	5.08%	4,468,662
NON-OPERATING BUDGET					
Debt Related Costs/TANS	275,000	272,000	272,000	0.00%	0
Debt Service Payments	13,085,154	13,603,712	15,277,934	12.31%	1,674,222
Overlay	950,000	1,000,000	1,000,000	0.00%	0
Property & Liability Ins	363,376	363,376	381,245	4.92%	17,869
County	5,466,000	5,741,466	5,741,466	0.00%	0
Contingency	250,000	300,000	300,000	0.00%	0
Rolling Stock	761,900	777,720	945,010	21.51%	167,290
IT Equipment Replacement	650,658	740,908	1,013,428	36.78%	272,520
Capital Outlay	1,985,000	1,635,000	1,810,000	10.70%	175,000
Middle School/Banfield Road Purchase	0	0	0	0.00%	0
Foundation Seacoast Health Land	1,269,148	1,286,114	0	-100.00%	(1,286,114)
Other General Non-Operating	491,317	587,062	842,356	43.49%	255,294
Total Non-Operating Budget	25,547,553	26,307,358	27,583,439	4.85%	1,276,081
Total Gross Budget	110,744,920	114,295,207	120,039,950	5.03%	5,744,743
REVENUES					
Municipal	13,879,982	14,630,108	15,816,906	8.11%	1,186,798
School	6,369,332	6,516,250	6,569,500	0.82%	53,250
State Revenues	1,576,077	1,736,067	1,744,000	0.46%	7,933
State Revenues-School Building Aid	1,836,305	1,836,305	1,863,246	1.47%	26,941
<i>Use of Fund Balance: Unassigned</i>					
Supplemental Appropriation	27,167	0	0	0.00%	0
Budget Process	231,000	0	0	0.00%	0
<i>Use of Fund Balance: Committed</i>					
Property Appraisal	150,000	150,000	150,000	0.00%	0
Debt Service Reserve	2,400,000	2,123,000	1,700,000	-19.92%	(423,000)
Supplemental Appropriation	1,269,148	1,286,114	0	-100.00%	(1,286,114)
Total	27,739,011	28,277,844	27,843,652	-1.54%	(434,192)
BUDGETED PROPERTY TAX LEVY	83,005,909	86,017,363	92,196,298	7.18%	6,178,935
War Service Credits	483,133	505,833	563,833	11.47%	58,000
Adequate Education Formula	(11,178,117)	(11,904,407)	(11,438,069)	-3.92%	466,338
State Education Tax	11,178,117	11,904,407	11,438,069	-3.92%	(466,338)
ASSESSED VALUATION WITH UTILITIES	5,468,344,022	5,567,674,277	5,617,674,277	0.90%	50,000,000
ASSESSED VALUATION NO UTILITIES	5,245,306,209	5,379,653,767	5,429,653,767	0.93%	50,000,000
MUNICIPAL & SCHOOL TAX RATE	12.22	12.64	13.45	6.42%	0.81
COUNTY TAX RATE	1.03	0.99	1.02	3.53%	0.03
STATE EDUCATION TAX RATE	2.13	2.21	2.11	-4.68%	(0.10)
COMBINED TAX RATE	15.38	15.84	16.58	4.69%	0.74



EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
GENERAL FUND						
GENERAL FUND OPERATING BUDGET						
GENERAL GOVERNMENT						
GENERAL ADMINISTRATION						
City Council	33,536	23,232	33,536	33,536	0	0.00%
City Manager	355,805	351,885	429,232	424,119	(5,113)	-1.19%
Human Resources	544,696	533,321	486,535	565,781	79,246	16.29%
City Clerk	252,711	235,637	258,332	265,868	7,536	2.92%
Elections	61,213	35,388	76,045	108,450	32,405	42.61%
Legal	621,254	599,410	672,092	707,628	35,536	5.29%
Information Technology	469,345	500,231	481,786	696,085	214,299	44.48%
FINANCE AND BENEFIT ADMINISTRATION						
General Government Benefit Admin	2,151,540	2,126,601	2,264,850	2,362,076	97,226	4.29%
Accounting, Assessing, Tax Collection	1,896,599	1,827,153	1,998,703	2,108,178	109,475	5.48%
OTHER GENERAL GOVERNMENT						
General Administration	891,772	705,494	865,472	876,868	11,396	1.32%
REGULATORY SERVICES						
Planning	822,166	802,980	849,088	830,374	(18,714)	-2.20%
Inspections	481,126	470,836	499,571	506,739	7,168	1.43%
Health	205,771	204,309	211,403	247,439	36,036	17.05%
PUBLIC WORKS	6,635,216	6,621,574	6,844,223	7,056,415	212,192	3.10%
COMMUNITY SERVICES						
Public Library	1,860,546	1,837,997	1,921,013	1,956,630	35,617	1.85%
Recreation	871,042	825,474	895,628	903,954	8,326	0.93%
Senior Services	158,757	152,818	163,909	220,959	57,050	34.81%
Public Welfare	339,950	264,619	295,373	301,973	6,600	2.23%
Outside Social Services	168,052	168,052	186,374	195,128	8,754	4.70%
EMERGENCY MANAGEMENT	12,014	2,284	12,014	15,514	3,500	29.13%
TOTAL GENERAL GOVERNMENT	18,833,111	18,289,294	19,445,179	20,383,714	938,535	4.83%
Police Department	10,925,161	10,913,953	11,280,229	11,699,799	419,570	3.72%
Fire Department	8,685,087	8,609,116	8,966,305	9,263,571	297,266	3.32%
School Department	46,573,529	46,573,031	48,086,136	49,750,427	1,664,291	3.46%
TOTAL POLICE, FIRE, SCHOOL	66,183,777	66,096,100	68,332,670	70,713,797	2,381,127	3.48%
TOTAL OPERATING DEPARTMENTS	85,016,888	84,385,393	87,777,849	91,097,511	3,319,662	3.78%
COLLECTIVE BARGAINING CONTINGENCY	0	0	0	1,120,000	1,120,000	
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	150,000	0	0.00%
TRANSFER TO PRESCOTT PARK	30,479	30,479	60,000	89,000	29,000	48.33%
TOTAL OPERATING	85,197,367	84,565,872	87,987,849	92,456,511	4,468,662	5.08%
GENERAL FUND NON-OPERATING BUDGET						
Debt Related Expenses	275,000	64,387	272,000	272,000	0	0.00%
Debt Service	13,085,154	12,768,094	13,603,712	15,277,934	1,674,222	12.31%
Overlay	950,000	950,000	1,000,000	1,000,000	0	0.00%
Property & Liability	363,376	365,199	363,376	381,245	17,869	4.92%
County Tax	5,466,000	5,629,133	5,741,466	5,741,466	0	0.00%
Contingency	250,000	250,000	300,000	300,000	0	0.00%
Rolling Stock	761,900	761,900	777,720	945,010	167,290	21.51%
IT Equipment Replacement	650,658	650,658	740,908	1,013,428	272,520	36.78%
Capital Outlay	1,985,000	1,985,000	1,635,000	1,810,000	175,000	10.70%
Use of Unassigned Fund Balance - Banfield Rd	0	0	0	0	0	
Use of Bond Premium - City Hall	1,269,148	1,269,148	1,286,114	0	(1,286,114)	-100.00%
Other General Non-Operating	491,317	470,302	587,062	842,356	255,294	43.49%
TOTAL NON-OPERATING	25,547,553	25,163,822	26,307,358	27,583,439	1,276,081	4.85%
TOTAL GENERAL FUND	110,744,920	109,729,695	114,295,207	120,039,950	5,744,743	5.03%



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
ENTERPRISE FUNDS						
WATER DIVISION						
Administration						
Administration	1,995,896	1,992,069	2,119,917	2,246,043	126,126	5.95%
Engineering	335,502	327,663	375,104	421,678	46,574	12.42%
Collective Bargaining Contingency	1,255	0	0	66,200	66,200	
Depreciation	1,780,000	1,701,629	1,850,000	2,095,000	245,000	13.24%
Interest on Debt	1,048,660	1,039,677	1,078,930	1,119,680	40,750	3.78%
sub-total	5,161,313	5,061,038	5,423,951	5,948,601	524,650	9.67%
Water Supply and Treatment						
Treatment Plant	1,433,388	1,507,044	1,543,520	1,668,015	124,495	8.07%
Laboratory	129,877	102,095	78,950	63,450	(15,500)	-19.63%
Wells	163,626	147,759	108,212	133,012	24,800	22.92%
Storage Tanks	18,750	28,242	31,750	33,100	1,350	4.25%
Booster Stations	88,500	59,087	78,000	71,500	(6,500)	-8.33%
sub-total	1,834,141	1,844,226	1,840,432	1,969,077	128,645	6.99%
Water Distribution						
Administration	292,829	337,935	659,390	654,023	(5,367)	-0.81%
Cross Connection	30,922	56,964	1,800	0	(1,800)	-100.00%
Mains	344,344	268,927	148,750	191,500	42,750	28.74%
Services	142,712	161,090	36,250	1,250	(35,000)	-96.55%
Hydrants	125,984	131,556	40,200	40,200	0	0.00%
Meters	188,950	206,571	274,951	276,150	1,199	0.44%
sub-total	1,125,741	1,163,042	1,161,341	1,163,123	1,782	0.15%
Total Water Division	8,121,195	8,068,306	8,425,724	9,080,801	655,077	7.77%
SEWER DIVISION						
Administration						
Administration	2,329,303	2,376,613	2,827,581	2,934,419	106,838	3.78%
Engineering	652,581	555,160	561,336	599,576	38,240	6.81%
Collective Bargaining Contingency	2,055	0	0	50,500	50,500	
Depreciation	2,010,000	2,121,758	2,400,000	2,400,000	0	0.00%
Interest on Debt	2,035,122	1,879,558	2,223,709	2,579,897	356,188	16.02%
sub-total	7,029,061	6,933,088	8,012,626	8,564,392	551,766	6.89%
Wastewater Treatment						
Treatment Plant	2,397,408	2,610,067	2,611,960	3,796,140	1,184,180	45.34%
Laboratory	83,000	154,866	93,000	128,000	35,000	37.63%
Lift Stations	715,717	687,949	775,681	777,776	2,095	0.27%
sub-total	3,196,125	3,452,882	3,480,641	4,701,916	1,221,275	35.09%
Wastewater Collection						
Administration	354,134	312,073	591,614	608,005	16,391	2.77%
Force Main	363,370	172,224	105,250	104,500	(750)	-0.71%
Interceptor	0	5,201	0	0	0	0.00%
Laterals	250,956	209,153	216,533	223,210	6,677	3.08%
sub-total	968,460	698,651	913,397	935,715	22,318	2.44%
Total Sewer Division	11,193,646	11,084,622	12,406,664	14,202,023	1,795,359	14.47%
TOTAL ENTERPRISE FUNDS	19,314,841	19,152,927	20,832,388	23,282,824	2,450,436	11.76%



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	CITY MANANGER \$\$ CHANGE	CITY MANAGER % CHANGE
SPECIAL REVENUE FUNDS						
PARKING AND TRANSPORTATION						
Parking Administration	981,946	1,058,009	1,352,467	1,498,949	146,482	10.83%
Foundry Place Parking Facility	0	0	343,835	515,775	171,940	50.01%
Hanover Street Parking Facility	612,232	504,497	655,287	596,944	(58,343)	-8.90%
Parking Enforcement	511,631	352,827	445,618	447,054	1,436	0.32%
Parking Meter Operations	206,454	273,993	246,445	282,059	35,614	14.45%
Parking Collection	219,379	231,296	234,301	240,034	5,733	2.45%
Public Transportation	542,407	519,083	558,910	578,595	19,685	3.52%
Snow Removal & Contingency	410,000	410,000	525,000	475,000	(50,000)	-9.52%
Debt Service	774,146	685,557	1,196,875	2,292,500	1,095,625	91.54%
Capital Outlay	635,000	635,000	1,135,000	610,000	(525,000)	-46.26%
Total Parking & Transportation	4,893,195	4,670,262	6,693,738	7,536,910	843,172	12.60%
STORMWATER						
	259,057	232,182	520,134	495,613	(24,521)	-4.71%
COMMUNITY DEVELOPMENT						
Administration	102,729	104,701	101,613	109,950	8,337	8.20%
PEDLP	1,600	0	1,600	0	(1,600)	-100.00%
Total CDBG	104,329	104,701	103,213	109,950	6,737	6.53%
ECONOMIC DEVELOPMENT-UDAG						
	333,819	205,232	248,025	265,119	17,094	6.89%
PRESCOTT PARK						
	267,552	242,471	294,050	324,250	30,200	10.27%
TOTAL SPECIAL REVENUE FUNDS	5,857,952	5,454,847	7,859,160	8,731,842	897,203	11.42%
TOTAL APPROPRIATED FUNDS	135,917,713	134,337,469	142,986,755	152,054,616	9,092,382	6.34%



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 2020 (Note: Beginning Unassigned Fund Balances/Net Position are estimated)
 (For Budgetary Purposes Only)

Revenues	Governmental Funds		Enterprise Funds		Total	% of Appropriated Funds
	General Fund	Special Revenue Funds*	Water Fund**	Sewer Fund**		
Local Fees, Licenses, Permits	1,539,700	8,050			1,555,800	0.93%
Other Local Sources	10,564,901	227,200			11,019,301	6.60%
Parking Revenues	2,412,305	6,799,070			16,010,445	9.59%
Interest & Penalties	1,300,000	10,000			1,320,000	0.79%
School Revenues	6,569,500	-			6,569,500	3.94%
State/Federal Revenues	3,607,246	109,950			3,827,146	2.29%
Fund Transfers		584,612			1,169,224	0.70%
Use of Reserves	1,850,000	992,959			3,835,918	2.30%
Property Tax	92,196,298	-			92,196,298	55.23%
Enterprise Fund Revenues			10,633,214	18,797,538	29,430,752	17.63%
Total Revenues	120,039,950	8,731,841	10,633,214	18,797,538	166,934,384	
Expenditures						
City Council	33,536	-			33,536	0.02%
City Manager	424,119	-			424,119	0.26%
Human Resources	565,781	-			565,781	0.35%
City Clerk	265,868	-			265,868	0.17%
Elections	108,450	-			108,450	0.07%
Legal	707,628	-			707,628	0.44%
Information Technology	696,085	-			696,085	0.43%
Finance	4,470,254	-			4,470,254	2.78%
General Administrative/Coll Bargaining	876,868	-			876,868	0.55%
Planning	830,374	-			830,374	0.52%
Inspection	506,739	-			506,739	0.32%
Public Health	247,439	-			247,439	0.15%
Public Works	7,056,415	8,356,772	9,080,801	14,202,023	47,052,783	29.26%
Public Library	1,956,630	-			1,956,630	1.22%
Recreation	903,954	-			903,954	0.56%
Senior Services	220,959	-			220,959	0.14%
Community Development		109,950			219,900	0.14%
Economic Development		265,119			530,238	0.33%
Public Welfare	301,973	-			301,973	0.19%
Outside Social Services	195,128	-			195,128	0.12%
Emergency Management	15,514	-			15,514	0.01%
Police Department	11,699,799	-			11,699,799	7.28%
Fire Department	9,263,571	-			9,263,571	5.76%
School Department	49,750,427	-			49,750,427	30.94%
Indoor Pool	150,000	-			150,000	0.09%
Prescott Park	89,000	-			89,000	0.06%
Collective Bargaining	1,120,000	-			1,120,000	0.70%
Non-Operating	27,583,439	-			27,583,439	17.16%
Total Expenditures	120,039,950	8,731,841	9,080,801	14,202,023	160,786,456	
FY 20 Net Increase (Decrease) in Unassigned Fund Balance/Unrestricted Net Position	-	-	1,552,413	4,595,515	6,147,928	
Estimated:						
Unassigned/Unrestricted Net Position Fund Balance - Beginning FY 20	15,152,953	648,377	9,865,222	26,229,947	51,896,500	
Fund Balance - Ending FY 20	15,152,953	648,377	11,417,635	30,825,462	58,044,428	
*Note: Special Revenue Fund Balances are Restricted not Unassigned Special Revenue Funds include: CDBG, UDAG, Parking/Transportation, Prescott Park and Stormwater						
**For this presentation Water and Sewer are displayed on a cash basis for Revenues and Expenditures						





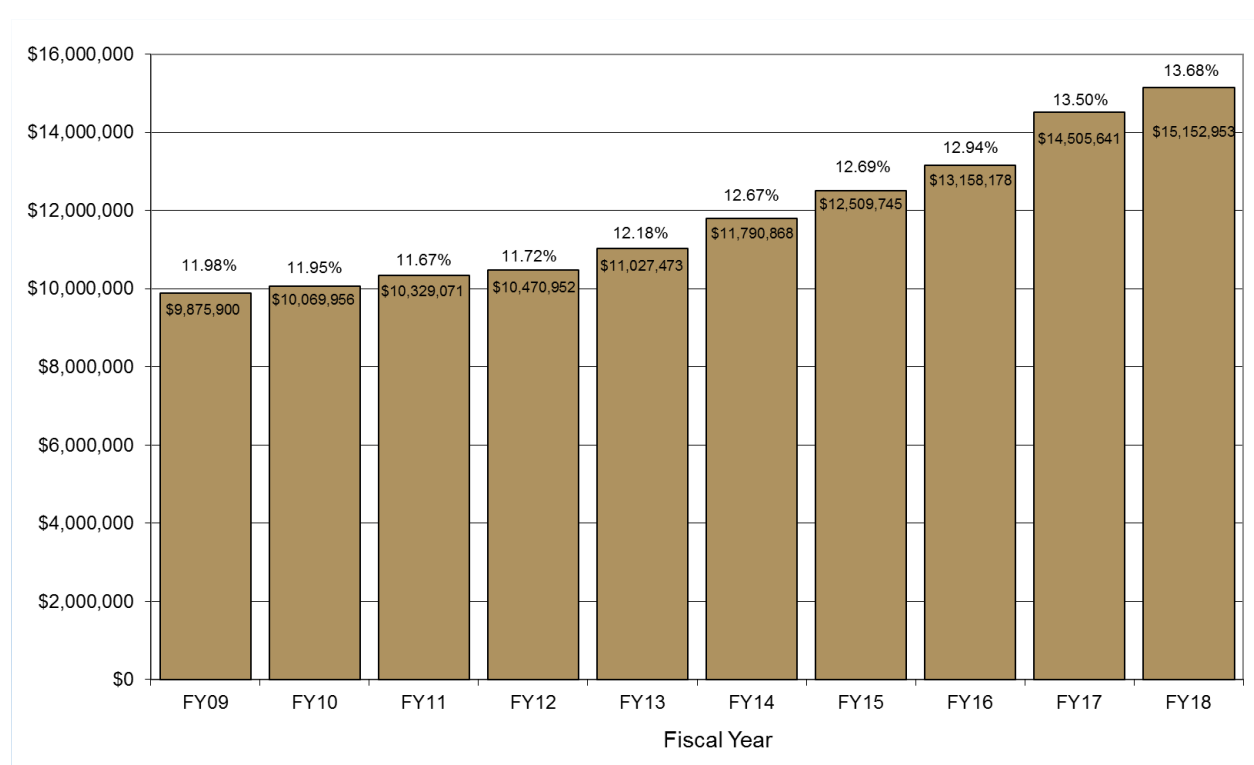
Financial Policies and Long-Term Financial Guidelines

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, 2018, the Unassigned Fund Balance is 13.68% of appropriations. The chart below shows the history of unassigned fund balance for the last 10 years.



BOND RATING

The City's current bond rating is AAA by Standard and Poor's Rating Group which they affirmed for a June 2018 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.

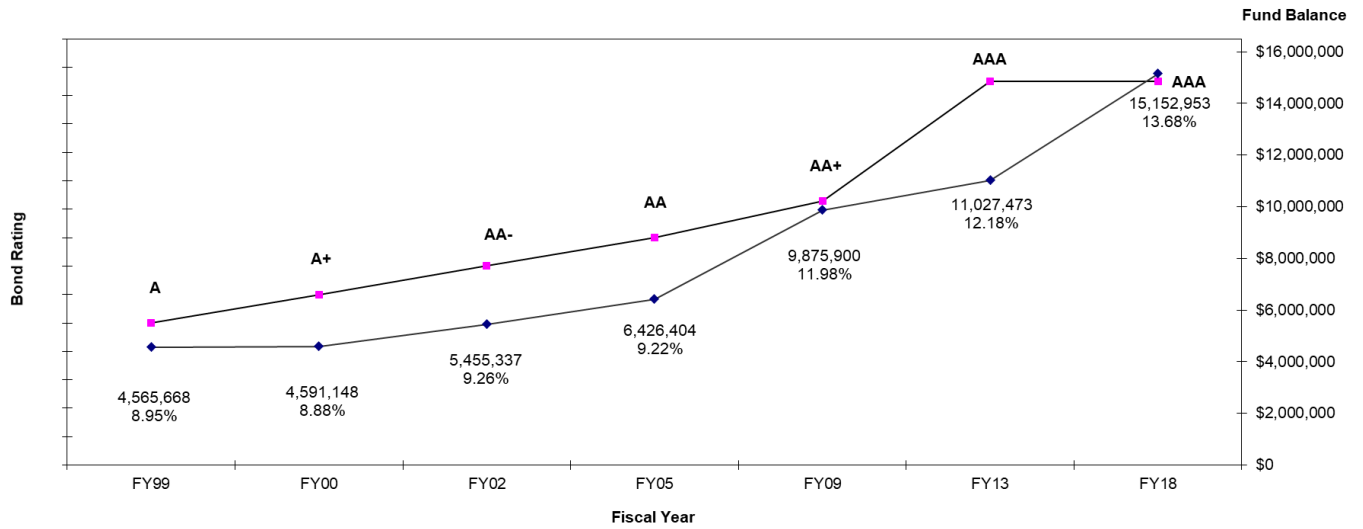
Table 1

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
2013-2018	6	AAA
2009-2012	4	AA+
2005-2008	4	AA
2002-2004	3	AA-
2000-2001	2	A+
1994-1999	6	A

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



LEAVE AT TERMINATION

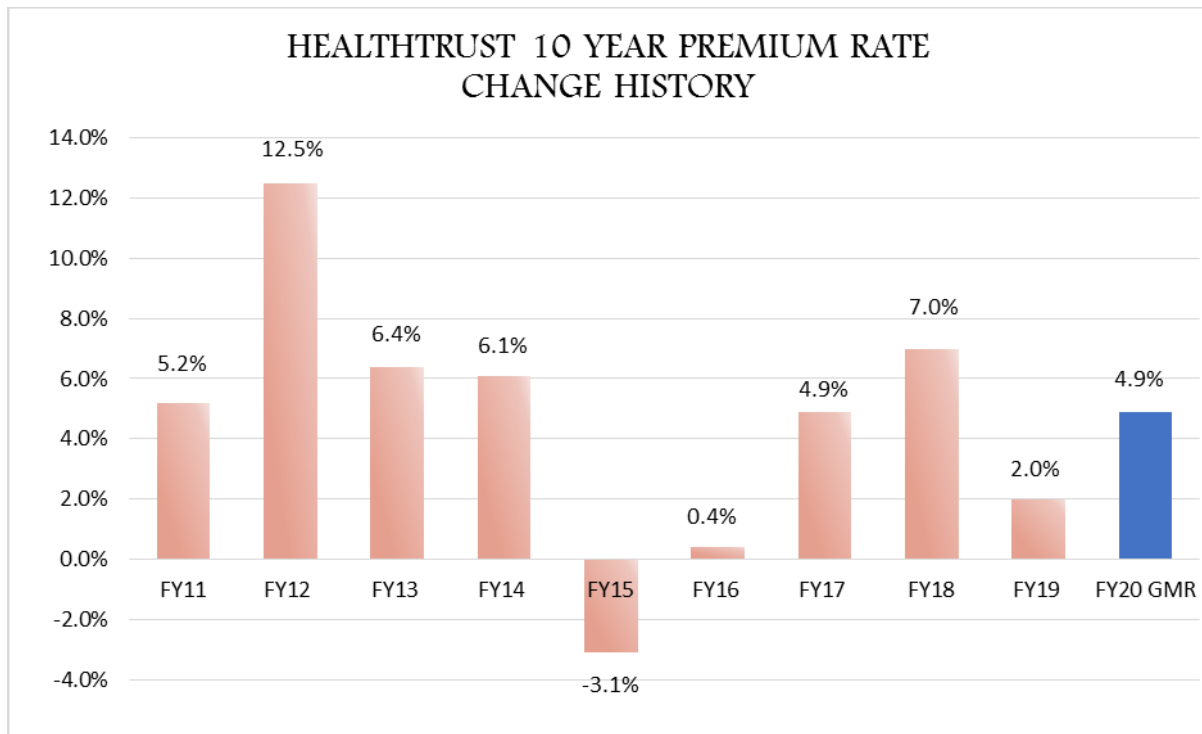
Leave at Termination is the amount owed to employees for accumulated sick and annual pay when they leave municipal services. In the mid 1990's, the trend of this liability predicted substantial future growth. The City has addressed in two methods the significant future liability.

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

HEALTH INSURANCE STABILIZATION RESERVE

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

HealthTrust announced the FY20 health insurance premium rates which results in a 4.9% Guaranteed Maximum rate increase over FY19. 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 FY20 is increasing 4.9%, the 10-year rolling average rate is 4.63%

INVESTMENT POLICY

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

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

PROPERTY VALUATION

New Hampshire State Statute RSA 75:8-a states “the assessors and/or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year beginning with the first year the Commissioner of the Department of Revenue Administration reviews the municipalities assessments pursuant to RSA 21-J:3 XXVI, the assessors and or selectman shall value all real estate within the municipality so that the assessments are valued in accordance with RSA 75:1” which states “ shall appraise all taxable property at its market value”. The 2018 valuation data update was effective April 1, 2018. 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 FY20 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 FY19” 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 Citywide goals.

ROLLING STOCK PROGRAM

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

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP), prepared by the Planning Board, and adopted by the City Council, identifies equipment, vehicles, building, information systems, transportation and Enterprise Fund infrastructure needs over a six-year period. The City Council reviews these projects and annually appropriates from Governmental and Enterprise Funds, capital outlay to be combined with grants, matching funds and other programs. All projects funded by long-term debt need separate authorization from City Council. The following is a funding summary for the FY20 Capital Improvement Plan. Detailed information for each project can found in Appendix II of this document.

Capital Improvement Plan FY 2020-2025 (FY 2020 Funding)

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY20 Total
GOVERNMENTAL FUNDS	\$1,810,000	\$0	\$12,550,000	\$2,604,000	\$1,373,428	\$3,250,000	\$21,587,428
WATER FUND	\$0	\$200,000	\$4,623,000	\$0	\$0	\$0	\$4,823,000
SEWER FUND	\$0	\$200,000	\$6,145,000	\$0	\$0	\$0	\$6,345,000
TOTAL	\$1,810,000	\$400,000	\$23,318,000	\$2,604,000	\$1,373,428	\$3,250,000	\$32,755,428



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 FY20 proposed budget includes a projected net debt 9.78% 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, 2018, the last completed independent audit, was 1.7%.

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 25 awards for the fiscal years ended June 30, 1988, 1989, and 1995-2017.

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 13 consecutive years; beginning July 1, 2006-2018. The Distinguished Budget Presentation Award is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision makers and citizens. The City of Portsmouth was the first and is one of only two communities in New Hampshire to receive the award.

AWARD FOR OUTSTANDING ACHIEVEMENT IN THE POPULAR ANNUAL FINANCIAL REPORTING

The City will seek annual renewal of the Government Finance Officers Association's award for outstanding achievement in the Popular Annual Financial Report (PAFR). The June 30, 2017 marks the first year the City has received this prestigious award. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of the state and local government popular reports.





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**CITY OF PORTSMOUTH
GENERAL FUND
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2018-2020**

	BUDGETED REVENUES FY 18	ACTUAL REVENUES FY 18	BUDGETED REVENUES FY 19	BUDGETED REVENUES FY 20	% CHANGE	\$ CHANGE
Local Fees, Licenses, Permits						
Other Fees	11,000	15,221	11,000	12,000	9.1%	1,000
Other Licenses	36,000	22,651	26,000	26,000	0.0%	-
Planning Board/HDC	65,000	110,648	65,000	65,000	0.0%	-
Board of Adjustments	42,000	40,175	42,000	42,000	0.0%	-
Site Review	40,000	69,307	40,000	40,000	0.0%	-
Building Permits-Portsmouth	300,000	594,047	400,000	500,000	25.0%	100,000
Building Permits-Pease	45,000	83,517	45,000	55,000	22.2%	10,000
Electrical Permits-Portsmouth	80,000	106,019	80,000	85,000	6.3%	5,000
Electrical Permits-Pease	15,000	23,100	15,000	15,000	0.0%	-
Plumbing Permits-Portsmouth	100,000	211,801	110,000	140,000	27.3%	30,000
Plumbing Permits-Pease	20,000	31,910	20,000	20,000	0.0%	-
Sign Permits	6,000	5,310	6,000	6,000	0.0%	-
Police Alarms	25,000	31,925	25,000	26,000	4.0%	1,000
Fire Inspections	-	-	-	90,000	-	90,000
Burning Permits	1,000	1,640	1,000	1,500	50.0%	500
Excavation Permit	35,000	46,440	35,000	40,000	14.3%	5,000
Flagging Permit	11,000	9,170	11,000	11,000	0.0%	-
Solid Waste	30,000	61,567	30,000	40,000	33.3%	10,000
Blasting Permits	-	425	-	100	-	100
New Driveway Permit	-	800	-	100	-	100
Outdoor Pool	25,000	23,942	25,000	25,000	0.0%	-
Recreation Department	200,000	227,948	200,000	220,000	10.0%	20,000
Boat Ramp Fees	10,000	8,995	10,000	10,000	0.0%	-
Food Permits	70,000	36,845	70,000	70,000	0.0%	-
Total Local Fees, Licenses and Permits	1,167,000	1,763,402	1,267,000	1,539,700	21.5%	272,700
Other Local Sources						
Timber Tax	500	508	500	500	0.0%	-
Payments in Lieu of Taxes	100,000	173,854	120,000	130,000	8.3%	10,000
Municipal Agent Fees	65,000	73,848	65,000	70,000	7.7%	5,000
Motor Vehicle Permits	4,140,000	4,733,632	4,350,000	4,730,000	8.7%	380,000
Title Applications	9,000	10,360	9,000	9,000	0.0%	-
Boat Registrations	10,000	12,740	10,000	10,000	0.0%	-
PDA Airport District	2,750,000	2,683,161	2,750,000	2,800,000	1.8%	50,000
Water/Sewer Overhead	1,160,462	1,160,462	1,186,312	1,221,901	3.0%	35,589
Sale of Municipal Property	5,000	-	5,000	5,000	0.0%	-
Misc Revenue	80,000	81,956	70,000	70,000	0.0%	-
Bond Premium	-	1,286,114	-	-	0.0%	-
Transfers from Other Funds	-	2,983	-	-	0.0%	-
Dog Licenses	15,000	19,048	15,000	17,000	13.3%	2,000
Marriage Licenses	2,200	2,142	2,200	2,200	0.0%	-
Certificates-Birth and Death-Marriage	21,000	30,063	25,000	26,000	4.0%	1,000
Rental of City Property	56,000	60,602	56,000	56,000	0.0%	-
Rental City Hall Complex	21,515	17,938	21,791	22,000	1.0%	209
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	-	490	-	300	0.0%	300
Police Outside Detail	125,000	184,907	140,000	150,000	7.1%	10,000
Fire Alarms	60,000	655	-	-	0.0%	-
Ambulance Fees-Portsmouth	820,000	794,639	850,000	870,000	2.4%	20,000
Welfare Dept Reimbursements	15,000	9,982	15,000	15,000	0.0%	-
Total Other Local Sources	9,815,677	11,700,083	10,050,803	10,564,901	5.1%	514,098
Interest & Penalties						
Interest on Taxes	200,000	88,770	200,000	200,000	0.0%	-
Interest on Investments	285,000	852,727	700,000	1,100,000	57.1%	400,000
Total Interest & Penalties	485,000	941,497	900,000	1,300,000	44.4%	400,000
School Revenues						
Tuition	6,356,282	6,649,622	6,503,250	6,556,500	0.8%	53,250
Other Sources	13,050	11,779	13,000	13,000	0.0%	-
Total School Revenues	6,369,332	6,661,400	6,516,250	6,569,500	0.8%	53,250



CITY OF PORTSMOUTH
GENERAL FUND
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES
FOR FISCAL YEARS 2018-2020

	BUDGETED REVENUES FY 18	ACTUAL REVENUES FY 18	BUDGETED REVENUES FY 19	BUDGETED REVENUES FY 20	% CHANGE	\$\$ CHANGE
Parking Revenues						
Parking Meter Fees	2,955,000	3,143,365	3,200,000	3,306,000	3.3%	106,000
Parking Metered Space Rental	80,000	116,845	90,000	90,000	0.0%	-
Parking Meter-In Dash	95,000	129,008	110,000	110,000	0.0%	-
High Hanover Parking Facility Revenue	2,400,000	2,398,497	2,400,000	2,561,875	6.7%	161,875
High Hanover Parking Facility Passes	1,350,000	1,422,440	1,645,500	1,852,500	12.6%	207,000
Foundry Place Parking Facility Revenue	-	-	337,500	214,000	-36.6%	(123,500)
Foundry Place Parking Facility Passes	-	-	126,700	340,500	168.7%	213,800
Vaughan St Parking Lot	-	7,500	-	-	0.0%	-
High Hanover Pass Reinstatement	2,500	4,980	2,500	2,500	0.0%	-
Foundry Place Pass Reinstatement	-	-	-	1,000	-	1,000
Parking Violations	715,000	875,592	727,742	715,000	-1.8%	(12,742)
Immobilization Administration Fee	15,000	17,240	15,000	15,000	0.0%	-
Summons Admin Fee	3,000	275	3,000	3,000	0.0%	-
Total Parking Revenues	7,615,500	8,115,741	8,657,942	9,211,375	6.4%	553,433
Transfer to Parking and Transportation	(5,203,195)	(5,703,436)	(6,245,637)	(6,799,070)	8.9%	(553,433)
General Fund Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	0.00%	-

State Revenues

Rooms and Meals Tax	1,111,000	1,109,504	1,107,000	1,122,000	1.4%	15,000
Highway Block Grant	427,000	435,979	427,000	435,000	1.9%	8,000
State Aid-Land Fill	38,077	38,077	37,067	-	-100.0%	(37,067)
Impact Aid	-	-	-	-	0.0%	-
Kindergarten Aid	-	-	165,000	187,000	100.0%	22,000
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	1,016,222	0.0%	-
Bonded Debt-Middle School	820,083	847,024	820,083	847,024	3.3%	26,941
Total State Revenues	3,412,382	3,446,806	3,572,372	3,607,246	1.0%	34,874
Use of Unassigned Fund Balance-Budgetary Process	231,000	231,000	-	-	0.0%	-
Use of Unassigned Fund Balance - Contractual Obligation Supplemental	27,167	27,167	-	-	0.0%	-
Use of Bond Premium - Municipal Complex	1,269,148	1,269,148	1,286,114	-	-100.0%	(1,286,114)
Use of Reserve for Property Appraisal	150,000	150,000	150,000	150,000	0.0%	-
Use of Reserve for Debt	2,400,000	2,400,000	2,123,000	1,700,000	-19.9%	(423,000)
Budgeted Property Tax Levy	83,005,909	83,314,595	86,017,363	92,196,298	7.2%	6,178,935
Total General Fund Revenues	110,744,920	114,317,403	114,295,207	120,039,950	5.0%	5,744,743

GENERAL FUND REVENUE SUMMARY

Municipal	13,879,982	16,817,287	14,630,108	15,816,906	8.1%	1,186,798
School Revenues	6,369,332	6,661,400	6,516,250	6,569,500	0.8%	53,250
State Revenues	3,412,382	3,446,806	3,572,372	3,607,246	1.0%	34,874
Use of Unassigned Fund Balance-Budgetary Process	231,000	231,000	-	-	0.0%	-
Use of Unassigned Fund Balance - Contractual Obligation Supplemental	27,167	27,167	-	-	0.0%	-
Use of Bond Premium - Municipal Complex	1,269,148	1,269,148	1,286,114	-	-100.0%	(1,286,114)
Use of Reserve for Property Appraisal	150,000	150,000	150,000	150,000	0.0%	-
Use of Reserve for Debt	2,400,000	2,400,000	2,123,000	1,700,000	-19.9%	(423,000)
Budgeted Property Tax Levy	83,005,909	83,314,595	86,017,363	92,196,298	7.2%	6,178,935
Total General Fund Revenues	110,744,920	114,317,403	114,295,207	120,039,950	5.0%	5,744,743



General Fund Revenue Descriptions and Trends

The City of Portsmouth divides general fund revenue sources into eight categories. The following table represents the budgeted general fund revenues by category for FY16 – FY20.

	Budget FY 16	Budget FY 17	Budget FY 18	Budget FY 19	Budget FY 20	FY 20 % of Total
Local Fees, Licenses, Permits	1,055,750	1,127,000	1,167,000	1,267,000	1,539,700	1%
Other Local Sources	8,512,185	9,271,270	9,815,677	10,050,803	10,564,901	9%
Interest & Penalties	300,000	315,000	485,000	900,000	1,300,000	1%
School Revenues	5,790,750	5,986,250	6,369,332	6,516,250	6,569,500	5%
Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	2%
State Revenues	3,269,732	3,325,723	3,412,382	3,572,372	3,607,246	3%
Use of Committed and Unassigned Fund Balance	2,223,500	4,539,300	4,077,315	3,559,114	1,850,000	2%
Property Taxes	78,131,980	80,485,995	83,005,909	86,017,363	92,196,298	77%
Total Revenue	101,696,202	107,462,843	110,744,920	114,295,207	120,039,950	

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

Local Fees, Licenses, Permits:

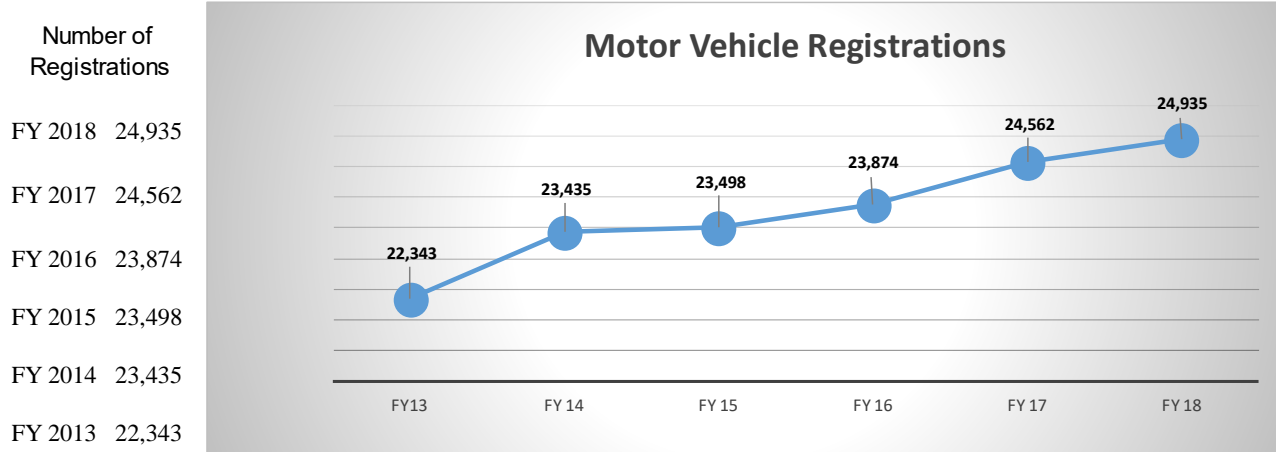
Revenue raised from locally administered fees, licenses and permits are collected by a variety of departments. Fees charged as well as statistics for each fee are listed in Appendix III of this budget document. Local fees are administered to recoup administrative costs associated with producing a specific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

Other Local Sources:

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



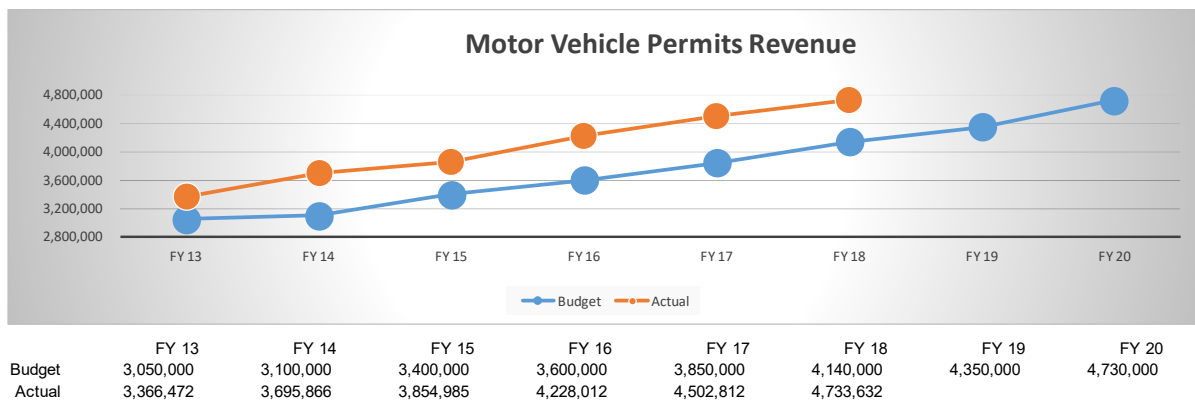
- **Motor Vehicle Permits** – RSA 261:153 Registration permits for motor vehicles are based on the year and list price of the vehicle. Following are registered vehicle numbers for previous fiscal years:



The state statute sets the Motor Vehicle fee as follows:

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

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

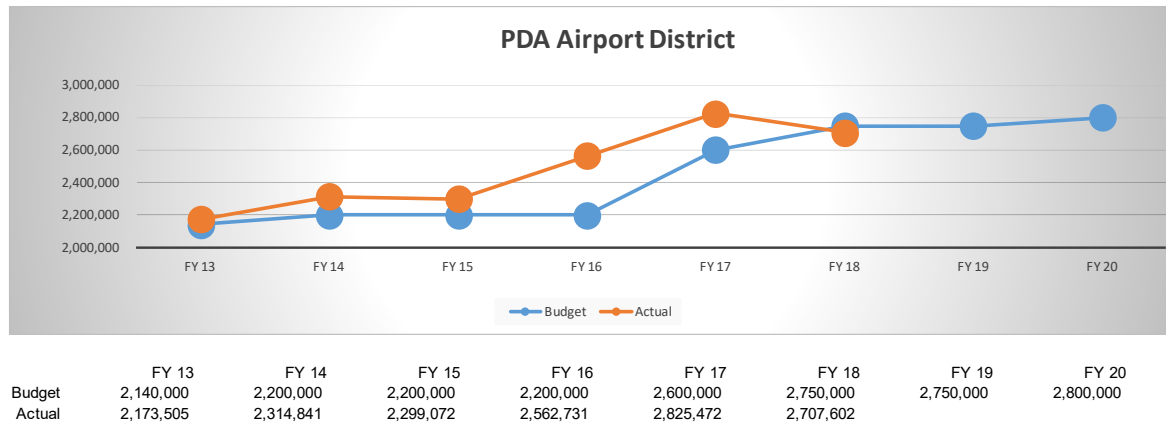


- **Title Applications** – RSA 261:4 For preparation, examination, record keeping and filing of application for certificate of title the city collects \$2 for each application



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

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



- **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.

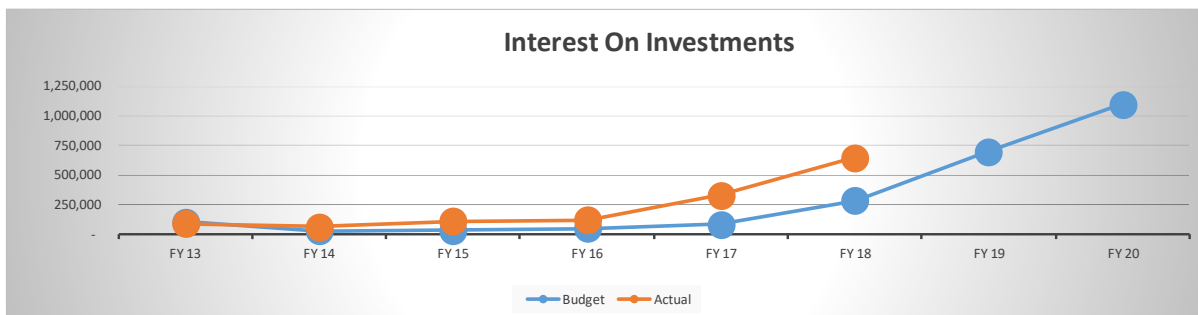
The amount directed to the trust in FY 18 was \$152,949.

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

Interest and Penalties:

- **Interest on Taxes** – RSA 76:13 & RSA 80:69 – Property taxes are received semiannually. A 8% per annum interest rate is charged upon all property taxes not received by the due date. The interest rate increases to 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.

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



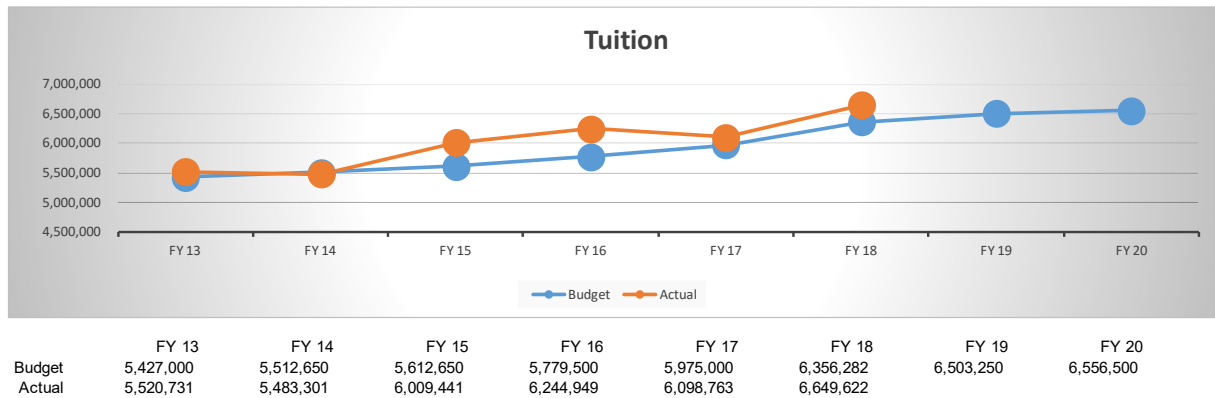
	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	105,000	30,000	35,000	50,000	85,000	285,000	700,000	1,100,000
Actual	92,119	64,485	111,198	120,314	331,973	650,000		



School Revenues:

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

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



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

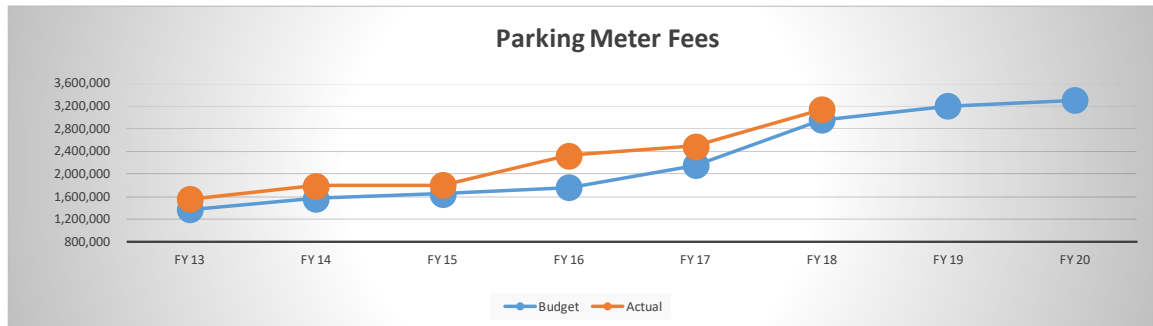
Parking Revenue:

- **Parking Metered Space Rental** - City Ordinance Chapter 7. The Department of Public Works may issue to a contractor or person 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. Residents receive \$0.50 hourly discount.



- **Parking Meter Fees** – City Ordinance Chapter 7 – There are approximately 850 metered parking spaces throughout the City charging either \$1.50 per hour or \$2.00 per hour in high occupancy spaces. Times and days of enforcement for the meters are as follows: Sunday noon-8pm and Monday through Saturday 9am to 8pm. New in 2019, Residents and visitors may also take advantage of ParkMobile, a smartphone-based parking payment application. ParkMobile can be used to initiate or extend (where permitted) parking sessions from the user’s personal device. Certified Residents are eligible to receive discounted parking rates through the use of the ParkMobile app.

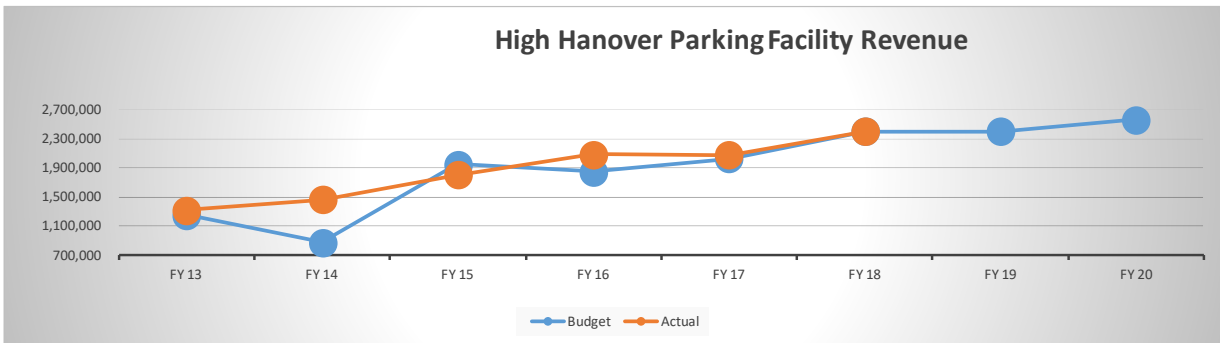
Parking Meter Fees revenue is determined using quantitative forecasting trend analysis.



	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	1,370,000	1,561,800	1,650,000	1,765,500	2,155,000	2,955,000	3,200,000	3,306,000
Actual	1,561,217	1,790,038	1,808,020	2,332,846	2,489,012	3,143,365		

- **High Hanover Parking Facility Revenue** – City Ordinance Chapter 7 - Revenue from non-pass customers in the High-Hanover Parking Facility. Estimated revenue has been calculated using an hourly rate of \$1.75 up from \$1.50 as presented in the fee schedule in Appendix III page III-34. Residents can park for free on Sundays.

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



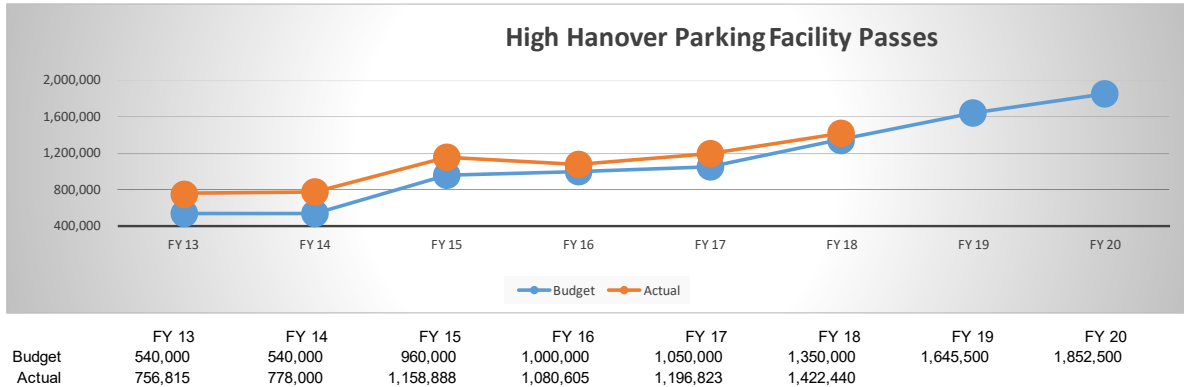
	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	1,250,000	876,250	1,950,000	1,850,000	2,025,000	2,400,000	2,400,000	2,561,875
Actual	1,318,963	1,464,658	1,803,655	2,084,032	2,074,328	2,398,497		

- **Foundry Place Parking Facility Revenue** – City Ordinance Chapter 7 – The City’s newest Parking Facility opened October 31, 2018. Hourly rates from non-pass customers in the Foundry Place Parking Facility have been approved by the Fee Committee at \$1.00 per hour which is no change from FY 19 (see Appendix III). Residents are able to park for free on Sundays.



- **High Hanover Parking Facility Passes** – City Ordinance Chapter 7 - The FY 20 fee schedule (see Appendix III page III-34) has proposed an increase having residence pay \$200 up from \$175 per month and all other pass holders \$225 up from \$200 per month. As of March 2019 there were 710 monthly pass holders, 490 non-residents and 220 residents.

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



- **Foundry Place Parking Facility Passes** – City Ordinance Chapter 7 - The City’s newest Parking Facility opened October 31, 2018. The FY 20 fee schedule (see Appendix III) has proposed, with approval of the Fee Committee, no change in the pass rates of monthly residents pass of \$100 and all other pass holders \$125 per month. As of March 2019 there were 201 monthly pass holders, 120 non-residents and 81 residents.
- **Pass Reinstatement** - City Ordinance Chapter 7 – An administration fee to reissue passes to leaseholders that have misplaced their original or when payment is not received by the due date.
- **Parking Violations** - City Ordinance Chapter 7 – Payments received from violations of parking ordinances.
- **Immobilization Administration Fee** - City Ordinance Chapter 7 – Reimbursement received from City expenses incurred to boot a vehicle.
- **Summons Administration Fee** - City Ordinance Chapter 7 – Any person or entity for which the City serves a summons for any traffic or parking offense is also liable to the City for a summons administration fee.
- **Transfer to Parking and Transportation Fund** – Amount transferred to parking and transportation fund for operations and capital needs of parking and transportation.

State Revenues:

- **Highway Block Grant** – RSA 235:23 – Each fiscal year, the State Department of Transportation Commissioner allocates an amount not less than 12% of the total toll revenue



and motor vehicle fees collected in the preceding fiscal year to a local highway aid fund. The fund is distributed to each community where ½ of the amount is based on the proportion which the mileage of regularly maintained class IV and V highways in each municipality bears to the total of such mileage in the state, and ½ of the amount is based on local community's population as a percentage of the state's population.

- **State Aid Landfill** – RSA 149-M-43 -The State of NH pays annually 20% of the annual amortization charges, meaning the principal and interest, on costs resulting from the closure of the Coakley Landfill. FY 2019 was the 20th and last Fiscal Year of receiving State Aid.
- **School Building Aid** – RSA 198-15 – The City receives aid in the amount of 55% on High School, 40% on Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **Kindergarten Aid** – RSA 198:48-c A grant of \$1,100 per Kindergarten pupil attending full-day kindergarten program
- **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 80% while distributing 20%.

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

	FY 2014(1)	FY 2015(2)	FY 2016(3)	FY 2017(2)	FY 2018(4)	FY 2019(4)
Rooms & Meals Tax Revenue (Increase from previous FY)	\$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%	\$343,811,441 5.00%
Previous FY Rooms & Meals Tax Revenue	\$253,979,816	\$262,825,456	\$274,600,560	\$293,276,401	\$312,952,341	\$327,428,361
Increase/Decrease	8.55%	3.48%	4.48%	6.80%	6.71%	4.63%
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	63,805,057	63,805,057	68,805,057	68,805,057
Total Amount to be Distributed (Increase from previous FY)	58,805,057 0.00%	63,805,057 8.50%	63,805,057 0.00%	68,805,057 7.84%	68,805,057 0.00%	68,805,057 0.00%
<u>Distributed by Population</u>						
Total Population	1,321,218	1,323,459	1,326,813	1,330,608	1,334,591	1,342,612
Portsmouth	21,273	21,280	21,463	21,496	21,524	21,898
Portsmouth %	1.61%	1.61%	1.62%	1.62%	1.61%	1.63%
Portsmouth \$ Share	946,823	1,025,926	1,032,133	1,111,547	1,109,504	1,122,057
<u>Distribution % (Goal 60% State 40% Local)</u> (Per RSA 78-A:26)						
State of NH	77.63%	76.76%	78.24%	78.01%	78.99%	79.99%
NH Communities	22.37%	23.24%	21.76%	21.99%	21.01%	20.01%

- (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 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total 8 Years
73,500	73,500	73,500	73,500	73,500	150,000	150,000	150,000	817,500

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

FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total 8 Years
2,500,000	1,500,000	1,500,000	1,500,000	1,700,000	2,400,000	2,123,000	1,700,000	14,923,000

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

General Fund Only: Bond Premium History

Fiscal Year	Bond Amount	Premium Received	Capital Project Utilization	Council Approved
FY 02	\$ 46,640,000	\$ 1,021,857	Use as Revenue to pay debt	Budget Process
FY 08	\$ 8,700,000	\$ 42,083	Use as Revenue to pay debt	Budget Process
FY 09	\$ 5,000,000	\$ 208,230	State Street project	12/7/2009
FY 10	\$ 16,800,000	\$ 512,701	Youth Recreation Center	4/18/2011
FY 11	\$ 28,900,000	\$ 1,977,974	6 Different Capital Projects-to reduce FY 13 Budget	5/21/2012
FY 12	\$ 17,325,000	\$ 2,391,926	Refunding of High School Debt-reduce debt	Reduce Issuance
FY 13	\$ 2,767,000	\$ 184,652	Municipal Complex Improvements	3/16/2015
FY 14	\$ 9,050,000	\$ 1,233,245	Municipal Complex Improvements	3/16/2015
FY 15	\$ 3,335,000	\$ 227,737	Refunding of Library Debt-reduce debt	Reduced Issuance
FY 15	\$ 4,225,000	\$ 358,492	Purchase Foundation Seacoast Land	8/15/2016
FY 16	\$ 13,648,000	\$ 1,540,767	Purchase Foundation Seacoast Land	8/15/2016
FY 17	\$ 12,860,000	\$ 1,219,889	Municipal Complex Improvements	12/18/2017
FY 18	\$ 11,750,000	\$ 1,286,114	Municipal Complex Improvements	12/16/2018
Total Premium		\$ 12,205,667		

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

FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Total 8 Years
-	247,000	755,500	650,000	915,800	231,000	-	-	2,799,300



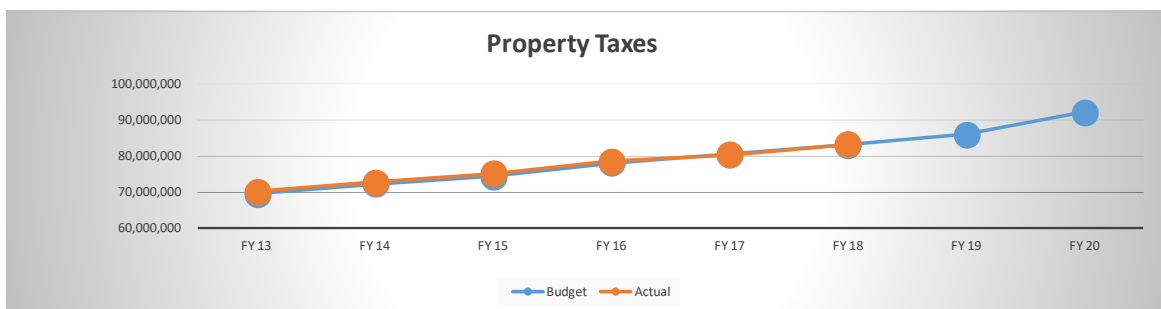
Property Taxes:

- **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 8,637 residential and commercial properties assessed taxes within the city. The amount of property tax levied is directly related to the amount of appropriation less all other revenues estimated. Budgeted property tax revenue is estimated to be \$92,196,298 in the FY20 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 14	FY 15	FY 16	FY 17	FY 18	FY 19
With Utilities	4,096,603,575	4,182,368,805	4,727,842,643	4,771,704,551	5,468,344,022	5,567,674,277
% change from previous FY	1.3%	2.1%	13.0%	0.9%	14.6%	1.8%
Without Utilities	3,917,159,080	4,010,764,710	4,535,259,027	4,586,279,780	5,245,306,209	5,379,653,767
% change from previous FY	1.2%	2.4%	13.1%	1.1%	14.4%	2.6%
State Equalized for Debt Limits	4,481,154,370	4,871,579,273	5,118,914,757	5,651,979,770	5,731,071,264	
% change from previous FY	5.7%	8.7%	5.1%	10.4%	1.4%	
% of County Value	10.64%	10.78%	11.08%	11.09%	11.64%	11.20%
Tax rate						
Town Rate	8.72	8.80	8.07	8.13	7.27	7.68
Local School	5.56	5.61	5.33	5.41	4.95	4.96
State School	2.49	2.53	2.31	2.41	2.13	2.21
County	1.14	1.16	1.08	1.09	1.03	0.99
Total Rate	17.91	18.10	16.79	17.04	15.38	15.84
% change from previous FY	2.1%	1.1%	-7.2%	1.5%	-9.7%	3.0%

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



	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	69,495,135	72,234,239	74,266,738	78,131,980	80,485,995	83,005,909	86,017,363	92,196,298
Actual	70,138,494	72,771,653	75,120,750	78,494,012	80,353,795	83,314,595		



CITY OF PORTSMOUTH
WATER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2018-2020

	BUDGETED REVENUES FY 18	ACTUAL REVENUES FY 18	BUDGETED REVENUES FY 19	BUDGETED REVENUES FY 20	% CHANGE	\$\$ CHANGE
WATER CONSUMPTION						
<i>(includes meter charges)</i>						
MUNICIPAL	216,248	175,003	216,654	220,570	1.8%	3,916
COMMERCIAL TYPE 1	3,293,685	3,385,762	3,314,546	3,381,549	2.0%	67,003
INDUSTRIAL TYPE 1	1,747,315	1,463,733	1,766,633	1,794,856	1.6%	28,223
RESIDENTIAL TYPE 1	2,765,392	2,581,960	2,772,155	2,825,696	1.9%	53,541
TOTAL WATER CONSUMPTION	8,022,640	7,606,458	8,069,988	8,222,671	1.9%	152,683
OTHER FEES						
HYDRANT RENTAL INCOME	234,000	234,000	260,000	286,000	10.0%	26,000
METER FEES	713,998	725,900	700,735	704,348	0.5%	3,613
UTILITY REVENUE	265,929	212,243	219,073	212,635	-2.9%	(6,438)
FIRE SERVICES	295,068	314,591	320,046	321,356	0.4%	1,310
JOB WORKED SERVICES	150,000	106,968	150,000	175,000	16.7%	25,000
BACKFLOW TESTING	88,000	65,560	88,000	88,000	0.0%	-
SERVICE CHARGES-SPECIAL	32,200	31,741	33,000	30,000	-9.1%	(3,000)
PENALTY INCOME	-	(21)	-	-	0.0%	-
CAPACITY USE SURCHARGE	130,000	100,620	115,000	100,000	-13.0%	(15,000)
MISCELLANEOUS BILLING	20,000	71,728	20,000	20,000	0.0%	-
TOTAL OTHER FEES	1,929,195	1,863,330	1,905,854	1,937,339	1.7%	31,485
STATE REVENUES						
HOUSEHOLD HAZARDOUS WASTE	3,000	-	-	-	0.0%	-
HOMELAND SECURITY	-	-	-	-	-	-
TOTAL STATE REVENUES	3,000	-	-	-	0.0%	-
SPECIAL AGREEMENTS						
STATE FORCE - 11238 TURNPIKE	-	-	-	-	0.0%	-
STRAWBERRY BANKE AGMT INTEREST	225	225	182	225	23.6%	43
DGWT - BREAKFAST HILL	-	23,930	-	-	0.0%	-
ISLINGTON ST CONNECTIONS	-	-	-	1,306	0.0%	1,306
AF - PEASE WELL TREATMENT	-	-	-	-	0.0%	-
AF - CARBON FILTRATION SYS	-	158,702	-	-	0.0%	-
AF - PEASE WELL DESIGN	-	1,057,090	-	-	0.0%	-
TOTAL SPECIAL AGREEMENTS	225	1,239,947	182	1,531	741.2%	1,349
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	89,000	200,146	155,000	300,000	93.5%	145,000
BOND PREMIUM AMORTIZATION	179,745	186,124	179,745	171,673	-4.5%	(8,072)
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	268,745	386,270	334,745	471,673	40.9%	136,928
TOTAL: FULL ACCRUAL REVENUES	10,223,805	11,096,004	10,310,769	10,633,214	3.1%	322,445
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(179,745)	(186,124)	(179,745)	(171,673)	-4.5%	8,072
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,165	2,165	2,208	2,252	2.0%	44
TOTAL CASH REQUIREMENT ADJUSTMENTS	(135,580)	(141,959)	(135,537)	(127,421)	-6.0%	8,116
TOTAL WATER FUND	10,088,225	10,954,045	10,175,232	10,505,793	3.2%	330,561



Water Fund Revenue Descriptions and Trends

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

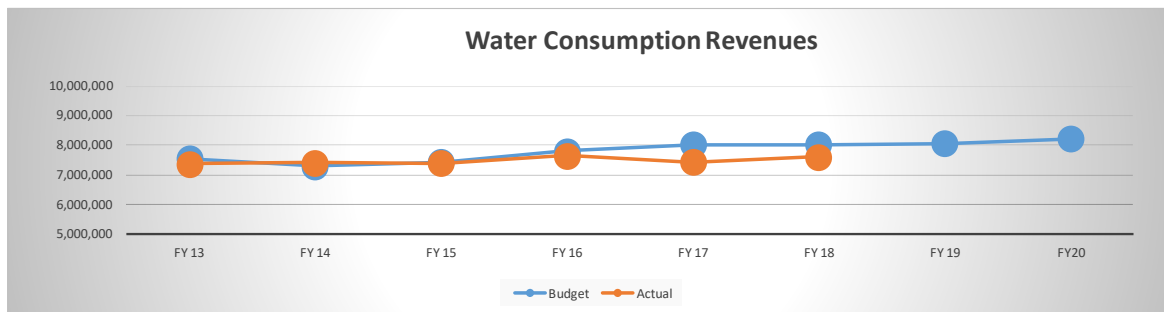
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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

Water Consumption Revenues:

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

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



	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	7,549,916	7,295,531	7,433,983	7,805,987	8,021,380	8,022,640	8,069,988	8,222,671
Actual	7,377,435	7,414,269	7,391,196	7,642,110	7,422,989	7,606,458		



Other Fees:

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$250 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 FY20 to \$275.

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 FY20 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 FY20 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
06/20/2018	Water Line and Pleasant St Imp	\$255,095.78



- **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 FY20.



CITY OF PORTSMOUTH
SEWER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2018-2020

	BUDGETED REVENUES FY 18	ACTUAL REVENUES FY 18	BUDGETED REVENUES FY 19	BUDGETED REVENUES FY 20	% CHANGE	\$\$ CHANGE
SEWER CONSUMPTION						
MUNICIPAL	170,000	174,583	177,000	185,154	4.6%	8,154
OTHER UTILITIES WATER	401,303	403,337	417,500	428,104	2.5%	10,604
COMMERCIAL TYPE 1	5,619,777	6,250,072	5,954,484	6,863,253	15.3%	908,769
INDUSTRIAL TYPE 1	3,600,653	2,646,244	4,070,109	3,361,973	-17.4%	(708,136)
RESIDENTIAL TYPE 1	5,838,674	5,637,938	6,014,017	6,042,203	0.5%	28,186
TOTAL SEWER CONSUMPTION	15,630,407	15,112,174	16,633,110	16,880,687	1.5%	247,577
MISCELLANEOUS FEES						
JOB WORKED SERVICES	5,000	1,743	5,000	5,000	0.0%	-
SEPTAGE	168,000	179,410	185,000	200,000	8.1%	15,000
PENALTY INCOME	-	-	-	-	0.0%	-
PERMITS	2,500	-	2,500	2,500	0.0%	-
CAPACITY USE SURCHARGE	90,000	126,775	90,000	110,000	22.2%	20,000
MISCELLANEOUS	60,000	14,762	50,000	40,000	-20.0%	(10,000)
TOTAL MISCELLANEOUS FEES	325,500	322,690	332,500	357,500	7.5%	25,000
STATE REVENUES						
HOUSEHOLD HAZARDOUS WASTE	-	-	-	-	0.0%	-
STATE AID GRANT PROGRAM	317,879	734,847	752,905	738,214	-2.0%	(14,691)
TOTAL STATE REVENUES	317,879	734,847	752,905	738,214	-2.0%	(14,691)
SPECIAL AGREEMENTS						
REV FROM SPECIAL AGREEMENTS	44,903	44,903	39,915	10,783	-73.0%	(29,132)
PEASE REIMBURSE SEWER LOAN	15,574	15,573	10,383	5,191	-50.0%	(5,192)
TOTAL SPECIAL AGREEMENTS	60,477	60,476	50,298	15,974	-68.2%	(34,324)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	160,000	402,278	300,000	600,000	100.0%	300,000
ASSISTANCE PROGRAM-USE OF NET POSITION	-	-	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	151,810	169,725	151,810	205,163	35.1%	53,353
USE OF UNRESTRICTED NET POSITION	-	-	-	-	0.0%	-
TOTAL OTHER FINANCING SOURCES	311,810	572,003	451,810	805,163	78.2%	353,353
TOTAL: FULL ACCRUAL REVENUES	16,646,073	16,802,190	18,220,623	18,797,538	3.2%	576,915
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(151,810)	(169,725)	(151,810)	(205,163)	35.1%	(53,353)
USE OF BOND PREMIUM FOR DEBT PAYMENT	0	0	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	204,135	204,135	109,123	114,351	4.8%	5,228
TOTAL CASH REQUIREMENT ADJUSTMENTS	214,873	196,958	119,861	71,736	-40.2%	(48,125)
TOTAL SEWER FUND	16,860,946	16,999,148	18,340,484	18,869,274	2.9%	528,790



Sewer Fund Revenue Descriptions and Trends

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

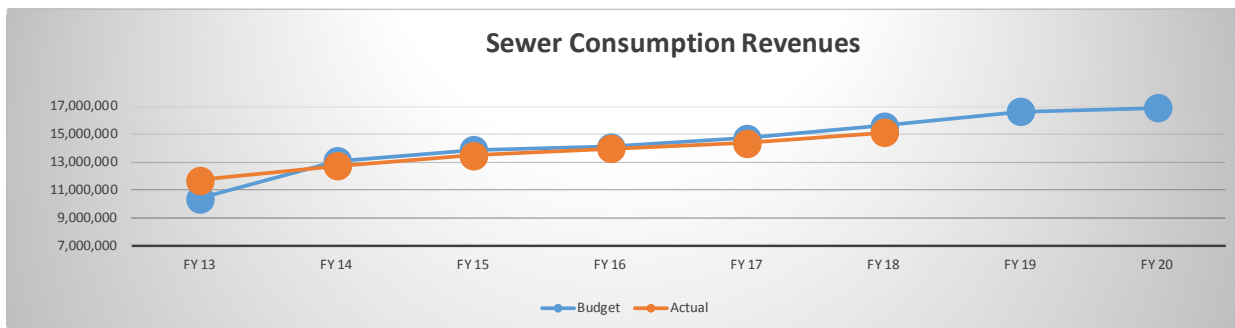
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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

Sewer Consumption Revenues:

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

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



	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Budget	10,389,358	13,100,514	13,899,608	14,126,590	14,710,029	15,630,407	16,633,110	16,880,687
Actual	11,706,016	12,762,016	13,505,770	13,979,561	14,358,111	15,112,173		



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 and Pumping Stations	\$248,172.10
06/20/2018	Sewer Lines and Pumping Stations	\$457,105.30

- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. In FY20, the City will not be utilizing unrestricted net position.



CITY OF PORTSMOUTH
SPECIAL REVENUE FUNDS
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2018-2020

	BUDGETED REVENUES FY 18	ACTUAL REVENUES FY 18	BUDGETED REVENUES FY 19	BUDGETED REVENUES FY 20	%% CHANGE	\$\$ CHANGE
Community Development						
CDBG Entitlement	102,729	104,701	101,613	109,950	8.2%	8,337
PEDLP	1,600	-	1,600	-	-100.0%	(1,600)
Total Community Development	104,329	104,701	103,213	109,950	6.5%	6,737
Urban Development Action Grant						
UDAG Interest	18,000	15,971	14,000	10,000	-28.6%	(4,000)
Use of Fund Balance-UDAG	315,819	189,261	234,025	255,119	9.0%	21,094
Total Economic Development-UDAG	333,819	205,232	248,025	265,119	6.9%	17,094
Parking and Transportation						
Portion of Total Parking Revenue	5,203,195	5,703,463	6,245,637	6,799,070	8.9%	553,433
Use of Bond Premium	-	-	448,101	304,480	-32.1%	(143,621)
Use of Reserve for Debt	-	-	-	433,360		433,360
Total Parking and Transportation	5,203,195	5,703,463	6,693,738	7,536,910	12.6%	843,172
Prescott Park						
Donations	1,000	1,074	1,000	1,000	0.0%	1,000
Weddings	7,050	7,950	7,050	7,050	0.0%	7,050
License Agreements	21,250	22,000	22,000	28,000	27.3%	28,000
Prescott Trust	182,000	174,434	183,000	178,200	-2.6%	178,200
Marine Maintenance Trust	20,773	15,582	21,000	21,000	0.0%	21,000
Bishop Trust	5,000	-	-	-	0.0%	-
Transfer from General Fund	30,479	30,479	60,000	89,000	48.3%	89,000
Total Prescott Park	267,552	251,519	294,050	324,250	10.3%	30,200
Transfer from General Fund	-	-	260,067	247,806	-4.7%	247,806
Transfer from Sewer Fund	-	-	260,067	247,806	-4.7%	247,806
Total Stormwater	-	-	520,134	495,612	-4.7%	495,612
Total Special Revenue Funds	5,908,895	6,264,914	7,859,160	8,731,841	11.1%	872,681



Special Revenue Fund Revenue Descriptions and Trends

Community Development:

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

Parking and Transportation:

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

Prescott Park:

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



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

Stormwater:

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





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

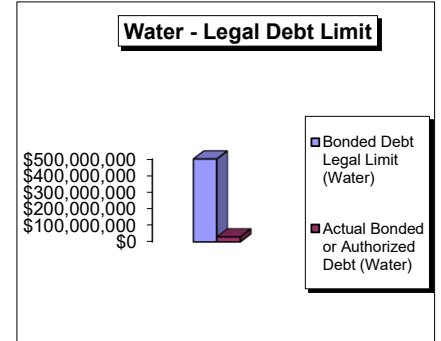
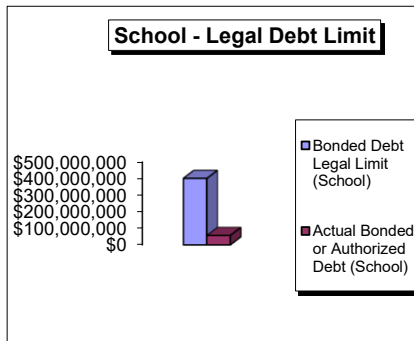
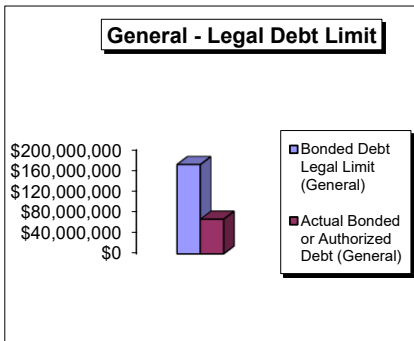
These pages display the outstanding debt balance of the General, Parking/Transportation, Debt Service, Water and Sewer Funds for the remaining years of outstanding payments. They also show the scheduled payments against these balances for those years.



CITY OF PORTSMOUTH, NEW HAMPSHIRE
Computation of Legal Debt Margin
As of June 30, 2018

Modified local assessed valuation	\$	5,486,753,322
Department of Revenue Administration inventory adjustment	\$	<u>244,317,942</u>
Equalized assessed valuation	\$	5,731,071,264
Adjustment: RSA 31-A	\$	<u>-</u>
Base valuation for debt limit (1)	\$	<u>5,731,071,264</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>\$171,932,138</u>	<u>\$401,174,988</u>	<u>\$573,107,126</u>
Gross bonded debt June 30	\$35,929,022	\$51,850,000	\$30,674,740
Less:			
Landfill (5)	\$245,522		
Sub-total	<u>\$35,683,500</u>	<u>\$51,850,000</u>	<u>\$30,674,740</u>
Authorized but unissued			
Deer Street Parking Facility	\$26,200,000		
Fire Boat	\$180,000		
2018 Streets & Sidewalks	\$4,750,000		
School Facilities		\$5,000,000	
Total Authorized unissued	<u>\$31,130,000</u>	<u>\$5,000,000</u>	<u>\$0</u>
Total debt applicable to limitation	<u>\$66,813,500</u>	<u>\$56,850,000</u>	<u>\$30,674,740</u>
% Debt used of limitation	39%	14%	5%
Legal Debt Margin	<u><u>\$105,118,638</u></u>	<u><u>\$344,324,988</u></u>	<u><u>\$542,432,386</u></u>
Legal Debt Margin %	61%	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

			FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
11/18/98 Coakley OU-1 20 yr	3,605,773								
Principal-Last Pmt FY 19	20 YR		180,289						
Interest-State recalculated interest starting in FY 15 saving \$62,049			1,532						
06/15/09 09 Improvements	2.96%	3,500,000							
Principal-Last Pmt FY 19	10 Yr		350,000						
Interest			17,500						
05/15/10 10 Improvements	2.48%	1,800,000							
Principal-Last Pmt FY 20	10 Yr		180,000	180,000					
Interest			16,200	8,100					
07/01/00 Coakley OU-2 20 yr	652,330								
Principal-Last Pmt FY 20	20 YR		32,617	32,617					
Interest-State recalculated interest starting in FY 15 saving \$14,961			665	333					
06/15/16 Fire Apparatus	1.13%	523,290							
Principal-Last Pmt FY 21	5 YR		105,000	105,000	100,000				
Interest			12,400	8,200	4,000				
12/14/11 11 Improvements	1.91%	6,400,000							
Principal-Last Pmt FY 22	10 YR		640,000	640,000	640,000	640,000			
Interest			96,000	76,800	48,000	16,000			
06/23/17 FY 17 Fire Apparatus	1.26%	400,000							
Principal-Last Pmt FY 22	5 YR		80,000	80,000	80,000	80,000			
Interest			12,800	9,600	6,400	3,200			
06/27/13 13 Improvements	1.69%	2,267,000							
Principal-Last Pmt FY 23	10 YR		225,000	225,000	225,000	225,000	225,000		
Interest			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	10 YR		575,000	575,000	575,000	575,000	575,000	575,000	
Interest			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	10 YR		350,000	350,000	345,000	345,000	345,000	345,000	345,000
Interest			90,100	76,100	62,100	55,200	41,400	27,600	13,800
06/23/15 Library-Refunded	2.09%	3,685,000							
Principal-Last Pmt FY 26	10 YR		345,000	340,000	340,000	330,000	325,000	320,000	320,000
Interest			81,950	68,250	58,050	49,700	39,875	30,200	19,000
06/15/16 16 Improvements	1.38%	6,100,000							
Principal-Last Pmt FY 26	10 YR		610,000	610,000	610,000	610,000	610,000	610,000	610,000
Interest			195,200	170,800	146,400	122,000	97,600	73,200	48,800
06/23/17 17 Fire Station 3 Improvements	1.62%	610,000							
Principal-Last Pmt FY 27	10 YR		65,000	60,000	60,000	60,000	60,000	60,000	60,000
Interest			21,800	19,200	16,800	14,400	12,000	9,600	7,200
06/23/17 17 Improvements	1.62%	6,850,000							
Principal-Last Pmt FY 27	10 YR		685,000	685,000	685,000	685,000	685,000	685,000	685,000
Interest			246,600	219,200	191,800	164,400	137,000	109,600	82,200
06/20/18 18 Improvements	2.23%	6,200,000							
Principal-Last Pmt FY 28	10 YR		620,000	620,000	620,000	620,000	620,000	620,000	620,000
Interest			305,694	279,000	248,000	217,000	186,000	155,000	124,000
06/15/16 Fire Station 2 Replacement-Refunded	1.56%	1,713,000							
Principal-Last Pmt FY 28	10 YR		175,000	175,000	175,000	171,500	170,000	170,000	170,000
Interest			61,660	54,660	47,660	40,660	33,800	27,000	20,200
06/15/16 Fire Station 2 Land-Refunded	1.56%	619,000							
Principal-Last Pmt FY 28	10 YR		65,000	65,000	65,000	63,500	60,000	60,000	60,000
Interest			22,240	19,640	17,040	14,440	11,900	9,500	7,100
06/15/16 Fire Station 2 Replacement-Refunded	1.56%	708,500							
Principal-Last Pmt FY 29	10 YR		75,000	75,000	75,000	70,000	70,000	70,000	70,000
Interest			29,840	26,090	23,840	22,340	19,540	16,740	13,940
Total General Fund-Gen Gov Issued Debt Principal Due			5,357,905	4,817,617	4,595,000	4,475,000	3,745,000	3,515,000	2,940,000
Total General Fund-Gen Gov Issued Debt Interest Due			1,401,182	1,206,723	1,005,340	819,090	643,365	487,190	336,240
Total General Fund-Gen Gov Issued Debt			6,759,087	6,024,339	5,600,340	5,294,090	4,388,365	4,002,190	3,276,240
Schools									
05/15/10 10 School Building Improvements	2.48%	500,000							
Principal-Last Pmt FY 20	10 Yr		50,000	50,000					
Interest			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		
Interest			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		1,700,000	1,690,000	1,680,000	1,665,000	1,650,000		
Interest			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			19,500	16,500	13,500	12,000	9,000	6,000	3,000

GENERAL FUND



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

			FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
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			16,000	14,000	12,000	10,000	8,000	6,000	4,000
06/20/18 18 Athletic Field Lighting	2.23%	550,000							
Principal-Last Pmt FY 28		10 Yr	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Interest			27,118	24,750	22,000	19,250	16,500	13,750	11,000
05/15/10 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			333,750	300,000	266,250	243,750	219,375	195,000	168,750
12/14/11 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			558,281	524,531	473,906	417,656	372,656	338,906	305,156
06/25/14 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			112,200	108,900	100,650	92,400	84,150	75,900	67,650
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			145,000	135,000	125,000	115,000	105,000	95,000	85,000
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			160,313	150,313	140,313	130,313	120,313	110,313	100,313
06/20/18 18 Elementary Schools Renovations	2.92%	5,000,000							
Principal-Last Pmt FY 38		20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest			201,845	192,188	179,688	167,188	154,688	142,188	129,688
Total General Fund-School Issued Debt Principal Due			4,770,000	4,760,000	4,700,000	4,685,000	4,670,000	2,970,000	2,970,000
Total General Fund-School Issued Debt Interest Due			1,887,406	1,708,031	1,504,006	1,309,856	1,124,181	983,056	874,556
Total General Fund-School Issued Debt			6,657,406	6,468,031	6,204,006	5,994,856	5,794,181	3,953,056	3,844,556
Total General Fund- Issued Debt Principal Due			10,127,905	9,577,617	9,295,000	9,160,000	8,415,000	6,485,000	5,910,000
Total General Fund-Issued Debt Interest Due			3,288,589	2,914,754	2,509,346	2,128,946	1,767,546	1,470,246	1,210,796
Total General Fund-Issued Debt			13,416,494	12,492,370	11,804,346	11,288,946	10,182,546	7,955,246	7,120,796

Issued Debt Related Revenues

GF	Use of Unused Bond Proceeds								
GF	Coakley Landfill State Aid	(37,067)							
GF	Use of Debt Reserve	(2,123,000)	(1,700,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)
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)	(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)	(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)	(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)	(66,000)
	Total Issued Debt Related Revenues-General Fund	(3,996,372)	(3,536,305)	(3,736,305)	(3,736,305)	(3,736,305)	(2,720,083)	(2,720,083)	(2,720,083)
	Total Net Issued Debt-General Fund	9,420,122	8,956,065	8,068,041	7,552,641	6,446,241	5,235,163	4,400,713	4,400,713

GENERAL FUND-Projected Future Debt

	Issued Difference Budgeted vs actual		(94,032)						
5 yr 3.75%	FY 18-FIRE BOAT	180,000		42,750	41,400	40,050	38,700	37,350	
	Authorized 04/16/18								
10 yr 3.75%	FY 18-MAPLEWOOD AVE COMPLETE STREET	450,000			61,875	60,188	58,500	56,813	55,125
10 yr 3.75%	FY 18-NORTH POND MULTI USE PATH	500,000			68,750	66,875	65,000	63,125	61,250
10 yr 3.75%	FY 18-NEW FRANKLIN/WOODBURY CORRIDOR IMPROVEME	500,000			68,750	66,875	65,000	63,125	61,250
10 yr 3.75%	FY 18-MCDONOUGH STREET IMPROVEMENTS	800,000		110,000	107,000	104,000	101,000	98,000	95,000
10 yr 3.75%	FY 18-ISLINGTON STREET-STREETSCAPE IMPROVEMENTS	2,500,000		343,750	334,375	325,000	315,625	306,250	296,875
FY 18	Authorized 07/10/17	4,750,000							
20 yr 3.75%	FY 19-Elementary Schools Upgrade	5,000,000	93,750	437,500	428,125	418,750	409,375	400,000	390,625
FY 19	Authorized 04/16/18								
20 yr 3.75%	FY 19-Multi-Purpose Recreation Fields	3,400,000		297,500	291,125	284,750	278,375	272,000	265,625
FY 19	Authorized 07/09/18								
5 yr 3.75%	FY 19-FIRE ENGINE #6	600,000	11,250	142,500	138,000	133,500	129,000	124,500	

GENERAL FUND



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

		<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>FY 25</u>	
10 yr 3.75%	FY 19-Fire Station One Renovation	325,000	6,094	44,688	43,469	42,250	41,031	39,813	38,594
10 yr 3.75%	FY 19-School Facilities Capital Improvements	500,000	9,375	68,750	66,875	65,000	63,125	61,250	59,375
20 yr 3.75%	FY 19-Prescott Park Facilities Capital Improvements	2,325,000	43,594	203,438	199,078	194,719	190,359	186,000	181,641
10 yr 3.75%	FY 19-Outdoor Pool	1,000,000	18,750	137,500	133,750	130,000	126,250	122,500	118,750
10 yr 3.75%	FY 19-City Hall Electrical Upgrades	600,000	11,250	82,500	80,250	78,000	75,750	73,500	71,250
10 yr 3.75%	FY 19-Citywide Bridge Improvements	350,000	6,563	48,125	46,813	45,500	44,188	42,875	41,563
10 yr 3.75%	FY 19-Longmeadow Road Extension	400,000	7,500	55,000	53,500	52,000	50,500	49,000	47,500
10 yr 3.75%	FY 19-Peverly Hill Road Improvements	2,200,000	41,250	302,500	294,250	286,000	277,750	269,500	261,250
10 yr 3.75%	FY 19-Market Street Gateway Improvement	1,700,000	31,875	233,750	227,375	221,000	214,625	208,250	201,875
FY 19	Authorized 08/06/18								
20 yr 3.75%	FY 20-Elementary Schools Upgrade	2,000,000		37,500	173,125	169,375	165,625	161,875	158,125
10 yr 3.75%	FY 20-Citywide Facilities Capital Improvements	1,000,000		18,750	135,625	131,875	128,125	124,375	120,625
10 yr 3.75%	FY 20-Citywide Sidewalk Reconstruction Program	800,000		15,000	108,500	105,500	102,500	99,500	96,500
10 yr 3.75%	FY 20-Citywide Bridge Improvements	2,000,000		37,500	271,250	263,750	256,250	248,750	241,250
10 yr 3.75%	FY 20-Maplewood Ave Bridge Replacemnt	500,000		9,375	67,813	65,938	64,063	62,188	60,313
10 yr 3.75%	FY 20-Cate St Connector	1,500,000		28,125	203,438	197,813	192,188	186,563	180,938
10 yr 3.75%	FY 20-Street Paving, Management and Rehabilitation	4,000,000		75,000	542,500	527,500	512,500	497,500	482,500
10 yr 3.75%	FY 20-Pease Tradeport Street Rehabilitation	750,000		14,063	101,719	98,906	96,094	93,281	90,469
	Total FY 20 New Bonding	12,550,000							
20 yr 3.75%	FY 21-School Facilities Capital Improvements	500,000			9,375	43,281	42,344	41,406	40,469
20 yr 3.75%	FY 21-Prescott Park Facilities Capital Improvements	1,750,000			32,813	151,484	148,203	144,922	141,641
10 yr 3.75%	FY 21-Recycling & Solid Waste Transfer Station	3,900,000			73,125	528,938	514,313	499,688	485,063
10 yr 3.75%	FY 21-Market Square Upgrade	1,000,000			18,750	135,625	131,875	128,125	124,375
10 yr 3.75%	FY 21-Islington Street Improvements Phase 1B & 2	640,000			12,000	86,800	84,400	82,000	79,600
10 yr 3.75%	FY 21-Coakley-Borthwick Connection Roadway	500,000			9,375	67,813	65,938	64,063	62,188
10 yr 3.75%	FY 21-Fleet Street Utilities Upgrade and Streetscape	800,000			15,000	108,500	105,500	102,500	99,500
	Total FY 21 New Bonding	9,090,000							
20 yr 3.75%	FY 22-New Police Station	11,000,000						962,500	941,875
10 yr 3.75%	FY 22-Historic Document Restoration, Preservation & Scanning	1,000,000				18,750	135,625	131,875	128,125
10 yr 3.75%	FY 22-Citywide Sidewalk Reconstruction Program	800,000				15,000	108,500	105,500	102,500
10 yr 3.75%	FY 22-Islington Street Improvements Phase 1B & 2	2,200,000				41,250	298,375	290,125	281,875
10 yr 3.75%	FY 22-Street Paving, Management and Rehabilitation	4,000,000				75,000	542,500	527,500	512,500
10 yr 3.75%	FY 22-Pease Tradeport Street Rehabilitation	750,000				14,063	101,719	98,906	96,094
	Total FY 22 New Bonding	8,750,000							
10 yr 3.75%	FY 23-Fire Ladder #2	850,000					15,938	115,281	112,094
20 yr 3.75%	FY 23-Elementary Schools Upgrade	1,000,000					18,750	86,563	84,688
20 yr 3.75%	FY 23-School Facilities Capital Improvements	2,500,000					46,875	216,406	211,719
10 yr 3.75%	FY 23-New Outdoor Recreation Fields	2,000,000					37,500	271,250	263,750
20 yr 3.75%	FY 23-Prescott Park Facilities Capital Improvements	1,750,000					32,813	151,484	148,203
10 yr 3.75%	FY 23-Citywide Facilities Capital Improvements	1,000,000					18,750	135,625	131,875
10 yr 3.75%	FY 23-Maplewood Ave Bridge Replacemnt	1,600,000					30,000	217,000	211,000
	Total FY 23 New Bonding	10,700,000							
10 yr 3.75%	FY 24-Fire Engine #4	650,000						12,188	88,156
20 yr 3.75%	FY 24-School Facilities Capital Improvements	500,000						9,375	43,281
10 yr 3.75%	FY 24-Greenland Rd Practice Field	500,000						9,375	67,813
10 yr 3.75%	FY 24-North Mill Pond Multi-Use Path	2,500,000						46,875	339,063
10 yr 3.75%	FY 24-US Route 1 New Side Path Construction	1,000,000						18,750	135,625
10 yr 3.75%	FY 24-Elwyn Park Sidewalks Phase I	1,000,000						18,750	135,625
10 yr 3.75%	FY 24-Banfield Rd Pedestrian Accomidations	500,000						9,375	67,813
10 yr 3.75%	FY 24-Citywide Sidewalk Reconstruction Program	800,000						15,000	108,500
10 yr 3.75%	FY 24-Street Paving, Management and Rehabilitation	4,000,000						75,000	542,500

BAN Interest	BAN Interest
175,000	275,000



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

	<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>FY 25</u>
10 yr 3.75% FY 24-Pease Tradeport Street Rehabilitation						14,063	101,719
10 yr 3.75% FY 24-Junkins Avenue						20,625	149,188
Total FY 24 New Bonding							
10 yr 3.75% FY 25-Fire Tower #5							22,500
20 yr 3.75% FY 25-School Facilities Capital Improvements							15,000
20 yr 3.75% FY 25-Prescott Park Facilities Capital Improvements							32,813
10 yr 3.75% FY 25-Bleachers/Grandstands							18,750
10 yr 3.75% FY 25-Maplewood Ave Downtown Complete Street							20,569
10 yr 3.75% FY 25-Peirce Island Bridge							15,000
10 yr 3.75% FY 25-Russell/Market Intersection Upgrades							18,750
10 yr 3.75% FY 25-Islington Street Improvements Phase 1B & 2							41,250
10 yr 3.75% FY 25-Pinehurst Road Improvements							5,625
10 yr 3.75% FY 25-Madison St Roadway Improvements							6,563
Total FY 25 New Bonding							
Total Projected Future Debt (FY20-FY25) Does not include FY 19							
Total General Fund-Projected Future Debt	187,218	2,785,563	4,459,166	5,636,616	6,816,413	8,569,975	9,913,497
Future Debt Related Revenues							
Total Future Debt Related Revenues-General Fund	-	-	-	-	-	-	-
Total Net Projected Future Debt-General Fund	187,218	2,785,563	4,459,166	5,636,616	6,816,413	8,569,975	9,913,497
Total Gross Issued and Projected Debt-General Fund	13,603,712	15,277,933	16,263,512	16,925,562	16,998,959	16,525,221	17,034,293
Total Debt Related Revenues Actual and Projected	(3,996,372)	(3,536,305)	(3,736,305)	(3,736,305)	(3,736,305)	(2,720,083)	(2,720,083)
Total Net Issued and Projected Debt-General Fund	9,607,340	11,741,628	12,527,207	13,189,257	13,262,654	13,805,138	14,314,210



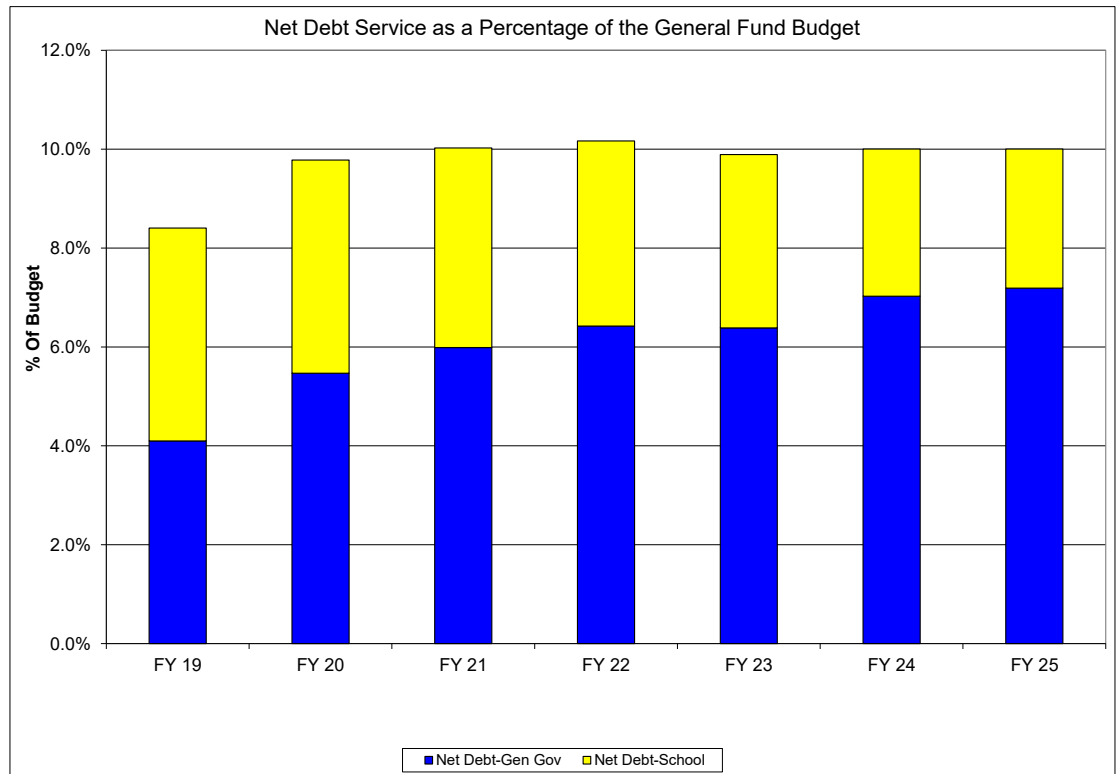
GENERAL FUND

**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 19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>
Total Gen Fund Without Debt Service	100,691,495	104,762,017	108,711,545	112,809,970	117,062,906	121,476,178	126,055,830
<small>(increase 3.77% in FY 20 and beyond)</small>							
Existing Debt Service-School	6,657,406	6,468,031	6,204,006	5,994,856	5,794,181	3,953,056	3,844,556
Existing Debt Service-Gen Gov	6,759,087	6,024,339	5,600,340	5,294,090	4,388,365	4,002,190	3,276,240
Projected Debt Service-School	103,125	543,750	677,500	696,406	746,094	976,875	1,003,281
Projected Debt Service-Gen Gov	84,093	2,241,813	3,781,666	4,940,209	6,070,319	7,593,100	8,910,216
Total Gross Debt Service	13,603,712	15,277,933	16,263,512	16,925,562	16,998,959	16,525,221	17,034,293
Debt Service Related Revenues-Schools	(1,836,305)	(1,836,305)	(1,836,305)	(1,836,305)	(1,836,305)	(820,083)	(820,083)
Debt Service Related Revenues-Gen Gov	(2,160,067)	(1,700,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)	(1,900,000)
Net Debt-School	4,924,226	5,175,476	5,045,201	4,854,958	4,703,970	4,109,848	4,027,755
Net Debt-Gen Gov	4,683,113	6,566,152	7,482,006	8,334,299	8,558,684	9,695,290	10,286,456
Total Net Debt	9,607,340	11,741,628	12,527,207	13,189,257	13,262,654	13,805,138	14,314,210
Total Projected General Fund Budget	114,295,207	120,039,950	124,975,057	129,735,532	134,061,865	138,001,399	143,090,123
Percentage Net Debt-School of Budget	4.31%	4.31%	4.04%	3.74%	3.51%	2.98%	2.81%
Percentage Net Debt-Gen Gov of Budget	4.10%	5.47%	5.99%	6.42%	6.38%	7.03%	7.19%
Total Percentage Net Debt Service of Budget:	8.41%	9.78%	10.02%	10.17%	9.89%	10.00%	10.00%



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

	<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 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 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	1,070,000	2,292,500	2,243,375	2,194,250	2,145,125	2,096,000
20 yr 3.75% High Hanover Upgrades	5,900,000			110,625	510,719	499,656	
Total Parking/Transportation Fund-Projected Future Debt	1,070,000	2,292,500	2,243,375	2,304,875	2,655,844	2,595,656	
<u>Future Debt Related Revenues</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	1,070,000	2,292,500	2,243,375	2,304,875	2,655,844	2,595,656	
Total Net Issued and Projected Debt-Parking/Transportation Fund	1,070,000	2,292,500	2,243,375	2,304,875	2,655,844	2,595,656	

PARKING and TRANSPORTATION FUND



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

	<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>FY 25</u>
<u>ISSUED DEBT</u>							
<u>DEBT SERVICE FUND-Issued Debt</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>FY 25</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	140,000	150,000	155,000	160,000	165,000	170,000
Interest	50,200	44,800	39,200	33,200	27,000	20,600	14,000
Total Debt Service Fund Issued Debt Principal Due	135,000	140,000	150,000	155,000	160,000	165,000	170,000
Total Debt Service Fund Issued Debt Interest Due	50,200	44,800	39,200	33,200	27,000	20,600	14,000
Total Debt Service Fund-Issued Debt	185,200	184,800	189,200	188,200	187,000	185,600	184,000
<u>Issued Debt Related Revenues</u>							
Properties Subject to Commerce Way Betterment Assessment	(185,200)	(184,800)	(189,200)	(188,200)	(187,000)	(185,600)	(184,000)
Total Net Issued Debt Service Fund	-	-	-	-	-	-	-



WATER FUND

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

			<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>FY 25</u>
ISSUED DEBT									
<u>WATER FUND-Issued Debt</u>									
05/15/02 02 SRF-Upgrade Motor Control Cente	3.98%	300,000							
Principal-Last Pmt FY 22		20 Year	15,000	15,000	15,000	15,000			
Interest			2,386	1,790	1,193	597			
05/15/02 02 SRF-Corrosion Control Program	3.80%	288,000							
Principal-Last Pmt FY 22		20 Year	14,400	14,400	14,400	14,400			
Interest			2,189	1,642	1,095	548			
11/01/02 03 SRF-Constitution Avenue	3.70%	4,800,000							
Principal-Last Pmt FY 23		20 Year	240,000	240,000	240,000	240,000	240,000		
Interest			44,448	35,559	26,669	17,780	8,890		
12/01/02 03 SRF-Spinney Tank	3.73%	1,162,560							
Principal-Last Pmt FY 23		20 Year	58,128	58,128	58,128	58,128	58,128		
Interest			10,836	8,669	6,502	4,335	2,168		
06/01/08 08 SRF-Madbury Treatment Plant-Des	2.49%	2,000,000							
Principal-Last Pmt FY 28		20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest			34,880	31,392	27,904	24,416	20,928	17,440	13,952
06/20/18 18 Pleasant St Water Line	2.23%	600,000							
Principal-Last Pmt FY 28		10 Year	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Interest			29,583	27,000	24,000	21,000	18,000	15,000	12,000
01/15/09 09 Madbury Treatment Plant-Refunde	1.56%	7,921,500							
Principal-Last Pmt FY 29		20 Year	840,000	795,000	795,000	795,000	795,000	795,000	790,000
Interest			335,010	293,010	269,160	253,260	221,460	189,660	157,860
02/01/12 12 SRF-Madbury Treatment Plant	2.72%	5,000,000							
Principal-Last Pmt FY 32		20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Interest			95,200	88,400	81,600	74,800	68,000	61,200	54,400
06/25/14 14 Hobbs Hill Water Tank	2.87%	3,500,000							
Principal-Last Pmt FY 34		20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Interest			119,000	115,500	106,750	98,000	89,250	80,500	71,750
06/23/15 15 Water Improvements	2.99%	4,800,000							
Principal-Last Pmt FY 35		20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000
Interest			139,200	129,600	120,000	115,200	105,600	96,000	86,400
06/15/16 16 Water Improvements	2.14%	4,100,000							
Principal-Last Pmt FY 36		20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000
Interest			118,900	110,700	102,500	94,300	86,100	77,900	69,700
06/23/17 17 Water Improvements	2.56%	2,250,000							
Principal-Last Pmt FY 37		20 Year	115,000	115,000	115,000	115,000	115,000	115,000	115,000
Interest			72,338	67,738	63,138	58,538	53,938	49,338	44,738
06/20/18 18 Water Improvements	2.92%	2,500,000							
Principal-Last Pmt FY 38		20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest			100,922	96,094	89,844	83,594	77,344	71,094	64,844
Total Water Fund Issued Debt Principal Due			2,437,528	2,392,528	2,392,528	2,392,528	2,363,128	2,065,000	2,060,000
Total Water Fund Issued Debt Interest Due			1,104,892	1,007,093	920,354	846,367	751,677	658,131	575,643
Total Water Fund-Issued Debt			3,542,420	3,399,621	3,312,882	3,238,895	3,114,805	2,723,131	2,635,643

PROJECTED FUTURE DEBT:

WATER FUND-Projected Future Debt

Issued/Refunded Difference Budgeted vs actual (6,506)

20 yr	FY16-New Castle Water Lines Improvements	3.75%	3,000,000						
10 yr	FY19-Annual Waterline Replacement	3.75%	500,000	68,750	66,875	65,000	63,125	61,250	59,375
20 yr	FY19-Water System Pressure and Storage	3.75%	2,200,000	192,500	188,375	184,250	180,125	176,000	171,875
Authorized 08/06/18									



WATER FUND

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

			<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>FY 25</u>
20 yr	FY20-Annual Waterline Replacement	3.75%	1,000,000		87,500	85,625	83,750	81,875	80,000
10 yr	FY20-Reservoir Management	3.75%	600,000		82,500	80,250	78,000	75,750	73,500
10 yr	FY20-Madbury Well 5	3.75%	750,000		103,125	100,313	97,500	94,688	91,875
10 yr	FY20-Water Transmission Main Replacement	3.75%	250,000		34,375	33,438	32,500	31,563	30,625
20 yr	FY20-Maplewood Ave Area Construction	3.75%	1,200,000		105,000	102,750	100,500	98,250	96,000
10 yr	FY20-Pleasant St Water Mains	3.75%	823,000		113,163	110,076	106,990	103,904	100,818
20 yr	FY21-New Groundwater Source	3.75%	1,250,000			109,375	107,031	104,688	102,344
20 yr	FY21-Water Transmission Main Replacement	3.75%	6,000,000		525,000	513,750	502,500	491,250	480,000
10 yr	FY21-Islington Street Phase 1B & 2	3.75%	650,000		89,375	86,938	84,500	82,063	79,625
10 yr	FY21-Newington Booster Tank Painting	3.75%	850,000		116,875	113,688	110,500	107,313	104,125
10 yr	FY21-Fleet St Utilities Upgradde and Streetsc	3.75%	800,000		110,000	107,000	104,000	101,000	98,000
20 yr	FY21-DPW Complex Improvements	3.75%	1,000,000			87,500	85,625	83,750	81,875
20 yr	FY22-Annual Waterline Replacement	3.75%	1,000,000				87,500	85,625	83,750
20 yr	FY22-New Groundwater Source	3.75%	1,250,000				109,375	107,031	104,688
20 yr	FY22-Willard Avenue Water Mains	3.75%	1,000,000				87,500	85,625	83,750
20 yr	FY22-Islington Street Phase 1B & 2	3.75%	2,200,000				192,500	188,375	184,250
20 yr	FY23-Well Station Improvements	3.75%	1,000,000					87,500	85,625
20 yr	FY23-Reservoir Management	3.75%	1,100,000					96,250	94,188
20 yr	FY23-Maplewood Ave Bridge Replacement	3.75%	1,100,000					96,250	94,188
20 yr	FY24-Annual Waterline Replacement	3.75%	1,000,000						87,500
	Total Projected		24,823,000						
	Total Projected Future Debt (FY20-FY25) Does not include pre FY 20								
	Total Water Fund-Projected Future Debt		(6,506)	261,250	780,913	1,799,826	2,233,396	2,459,873	2,487,849
	Total Issued and Projected Debt Water Fund		3,535,915	3,660,871	4,093,795	5,038,722	5,348,202	5,183,004	5,123,492



SEWER FUND

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

			FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
ISSUED DEBT									
SEWER FUND-Issued Debt									
12/21/00 01 SRF-Pease WWTP	1.02%	6,586,836							
Principal-Last Pmt FY 20		20 Year	321,450	321,450					
Interest-State recalculated interest starting in FY 15 total saving \$226,950			6,558	3,279					
06/11/02 02 SRF-Sewer Projects Phase 1	1.36%	4,931,361							
Principal-Last Pmt FY 22		20 Year	246,568	246,568	246,568	246,568			
Interest-State recalculated interest starting in FY 15 total saving \$197,808			13,413	10,060	6,707	3,353			
09/12/02 03 SRF-SSES - State Street	1.36%	1,500,433							
Principal-Last Pmt FY 23		20 Year	150,043	150,043	150,043	150,043			
Interest-State recalculated interest starting in FY 15 total saving \$27,268			8,162	6,122	4,081	2,041			
05/04/05 05 SRF-Sewer Projects Phase 2	1.87%	8,898,110							
Principal-Last Pmt FY 25		20 Year	444,905	444,905	444,905	444,905	444,905	444,905	444,905
Interest-State recalculated interest starting in FY 15 total saving \$504,176			58,238	49,918	41,599	33,279	24,959	16,639	8,320
06/15/16 16 Sewer System Improvements	2.01%	1,000,000							
Principal-Last Pmt FY 26		10 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Interest			32,000	28,000	24,000	20,000	16,000	12,000	8,000
06/15/17 17 Goose Bay and Pumping Stations	1.62%	900,000							
Principal-Last Pmt FY 27		10 Year	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Interest			32,400	28,800	25,200	21,600	18,000	14,400	10,800
12/01/08 09 SRF-Sewer Projects Phase 3	2.38%	5,508,137							
Principal-Last Pmt FY 28		20 Year	275,407	275,407	275,407	275,407	275,407	275,407	275,407
Interest-State recalculated interest starting in FY 15 total saving \$306,168			65,547	58,992	52,437	45,883	39,328	32,773	26,219
12/01/08 09 SRF-Lower Court Street Loan		688,562							
Principal-Last Pmt FY 28		20 Year	34,428	34,428	34,428	34,428	34,428	34,428	34,428
Interest-State recalculated interest starting in FY 15 total saving \$36,048			8,194	7,375	6,555	5,736	4,916	4,097	3,278
06/20/18 18 Sewer Line and Pump Station Improvements	2.23%	1,800,000							
Principal-Last Pmt FY 28		10 Year	180,000	180,000	180,000	180,000	180,000	180,000	180,000
Interest			88,750	81,000	72,000	63,000	54,000	45,000	36,000
01/01/11 11 SRF-Rye Line Pump Station Upgrades	2.58%	1,069,714							
Principal-Last Pmt FY 30		20 Year	53,486	53,486	53,486	53,486	53,486	53,486	53,486
Interest-State recalculated interest starting in FY 15 total saving \$25,456			16,585	15,203	13,821	12,439	11,057	9,674	8,292
01/01/11 11 SRF-201 Facilities Plan Updates	2.58%	1,000,000							
Principal-Last Pmt FY 30		20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest-State recalculated interest starting in FY 15 total saving \$24,288			15,504	14,212	12,920	11,628	10,336	9,044	7,752
12/16/11 12 SRF-LTCP Bartlett St. Area Sewer Ext	2.62%	5,290,233							
Principal-Last Pmt FY 31		20 Year	264,512	264,512	264,512	264,512	264,512	264,512	264,512
Interest-State recalculated interest starting in FY 15 total saving \$191,222			90,024	83,099	76,174	69,249	62,324	55,399	48,474
12/14/11 12 P.I.W.W.T.P. Prel. Eng and LTCP Imp	3.00%	3,000,000							
Principal-Last Pmt FY 32		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			74,438	69,938	63,188	55,688	49,688	45,188	40,688
03/19/12 12 LTCP Contract #3B and Cass St Area	2.31%	8,000,000							
Principal-Last Pmt FY 32		20 Year	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Interest			170,500	154,500	138,500	122,500	106,500	94,500	86,000
06/27/13 13 LTCP Contract #3C Lincoln Area	2.66%	3,929,000							
Principal-Last Pmt FY 33		20 Year	195,000	195,000	195,000	195,000	195,000	195,000	195,000
Interest			89,310	83,460	77,610	71,760	65,910	60,060	54,210
06/01/14 14 SRF-LTCP Contract #3C	3.35%	5,595,874							
Principal-Last Pmt FY 33		20 Year	279,794	279,794	279,794	279,794	279,794	279,794	279,794
Interest			140,680	131,302	121,923	112,544	103,166	93,787	84,408
06/25/14 14 Peirce Island WWTP	2.87%	10,000,000							
Principal-Last Pmt FY 34		20 Year	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Interest			340,000	330,000	305,000	280,000	255,000	230,000	205,000
06/25/14 14 Pease WWTP	2.87%	3,500,000							
Principal-Last Pmt FY 34		20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Interest			119,000	115,500	106,750	98,000	89,250	80,500	71,750
06/23/15 15 Pease WWTP	2.99%	1,000,000							
Principal-Last Pmt FY 35		20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest			29,000	27,000	25,000	24,000	22,000	20,000	18,000
06/15/16 16 Lafayette Rd Pumping Station	2.01%	3,000,000							
Principal-Last Pmt FY 36		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			87,000	81,000	75,000	69,000	63,000	57,000	51,000
06/15/17 17 Annual Sewerline	2.56%	2,500,000							
Principal-Last Pmt FY 37		20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
Interest			80,156	75,156	70,156	65,156	60,156	55,156	50,156
06/15/18 18 Annual Sewerline and Pumping Stations	2.92%	3,000,000							
Principal-Last Pmt FY 38		20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Interest			121,107	115,313	107,813	100,313	92,813	85,313	77,813
Total Interest savings from State recalculation FY 15 - FY 31 \$1,539,384									
Total Sewer Fund Issued Debt Principal Due			4,385,593	4,385,593	4,064,142	4,064,142	3,667,531	3,667,531	3,667,531
Total Sewer Fund Issued Debt Interest Due			1,686,566	1,569,227	1,426,433	1,287,168	1,148,402	1,020,531	896,159
Total Sewer Fund-Issued Debt			6,072,158	5,954,820	5,490,575	5,351,310	4,815,934	4,688,062	4,563,691



SEWER FUND

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

Issued Debt Related Revenues

	<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>FY 25</u>
SEWER Pease Development Authority	(126,672)	(121,481)					
SEWER Pease WWTP-State Aid C-595	(98,402)	(97,420)					
SEWER Phase I-State Aid	(77,994)	(76,989)	(75,983)	(74,977)			
SEWER Phase 2-State Aid C-706	(150,943)	(148,448)	(145,952)	(143,455)	(140,959)	(138,463)	(135,967)
SEWER Rye Line Pump Station C-876	(25,045)	(24,571)	(24,097)	(23,073)	(22,264)	(21,851)	(21,436)
SEWER Lincoln Area Contract 3B C-877	(90,049)	(88,377)	(86,149)	(83,921)	(81,692)	(79,463)	(77,235)
SEWER Lincoln Area Contract 3C C-878	(87,492)	(85,816)	(84,140)	(82,466)	(79,394)	(77,760)	(76,126)
SEWER Cass St Area C-879	(56,610)	(55,560)	(54,159)	(52,758)	(51,357)	(49,956)	(48,555)
SEWER Barlett Area C-860		(75,062)	(73,677)	(72,292)	(70,907)	(69,522)	(68,137)
SEWER Lincoln Area 3A C-861		(85,971)	(84,095)	(82,219)	(80,034)	(78,468)	(76,592)
Total Issued Debt Related Revenues-Sewer Fund	(713,207)	(859,695)	(628,252)	(615,161)	(531,607)	(515,483)	(504,048)
Total Net Issued Debt-Sewer Fund	5,358,951	5,095,125	4,862,323	4,736,149	4,284,327	4,172,579	4,059,643

SEWER FUND-Projected Future Debt

Issued Difference Budgeted vs actual

(17,857)

	<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>FY 25</u>
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					
	555,000	675,000	5,708,592	5,540,027	5,453,197	5,366,366	5,279,536
20 yr FY19-Pease Wastewater Treatment Plant	3.75%	7,200,000					
Authorized 04/02/18							
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
Authorized 08/06/18							
20 yr FY20-Annual Sewer Line Replacement	3.75%	1,000,000		87,500	85,625	83,750	81,875
20 yr FY20-Consent Mitigation	3.75%	4,400,000	385,000	376,750	368,500	360,250	352,000
10 yr FY20-Pleasant Street Sewers	3.75%	770,000	105,875	102,988	100,100	97,213	94,325
10 yr FY20-Maplewood Ave Area Reconstruction	3.75%	975,000	134,063	130,406	126,750	123,094	119,438
10 yr FY21-Pumping Station Upgrades	3.75%	500,000		68,750	66,875	65,000	63,125
10 yr FY21-Islington Street Phase 1B & 2	3.75%	650,000		89,375	86,938	84,500	82,063
20 yr FY21-DPW Complex Improvements	3.75%	1,000,000		87,500	85,625	83,750	81,875
20 yr FY21-Fleet Street Utilities Upgrade and Streetscape	3.75%	1,100,000		96,250	94,188	92,125	90,063
10 yr FY22-Long Term Control Plan	3.75%	550,000			75,625	73,563	71,500
20 yr FY22-Annual Sewer Line Replacement	3.75%	1,000,000			87,500	85,625	83,750
20 yr FY22-Willard Avenue Sewer Separation	3.75%	2,000,000			175,000	171,250	167,500
20 yr FY22-Islington Street Phase 1B & 2	3.75%	2,200,000			192,500	188,375	184,250
10 yr FY23-Pumping Station Upgrades	3.75%	500,000				68,750	66,875
20 yr FY23-Mechanic St. Pumping Station Upgrade	3.75%	1,000,000				87,500	85,625
20 yr FY23-Maplewood Avenue Bridge Replacement	3.75%	1,100,000				96,250	94,188
20 yr FY24-Annual Sewer Line Replacement	3.75%	1,000,000					87,500
20 yr FY24-Mechanic St. Pumping Station Upgrade	3.75%	9,000,000					787,500
10 yr FY24-Woodbury Avenue Sewer Separation	3.75%	250,000					34,375
10 yr FY25-Pumping Station Upgrades	3.75%	500,000					
Total Projected		38,295,000					
Total Projected Future Debt (FY19-FY24) Does not include pre FY 19							
Total Sewer Fund-Projected Future Debt	555,000	1,515,250	7,241,779	7,378,921	7,778,297	7,887,735	8,648,236



**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 20</u>	1	4,817,617	1,206,723	16%	16%	4,760,000	1,708,031	10%	10%	9,577,617	2,914,754	13%	13%
<u>FY 21</u>	2	4,595,000	1,005,340	16%	32%	4,700,000	1,504,006	10%	20%	9,295,000	2,509,346	12%	25%
<u>FY 22</u>	3	4,475,000	819,090	15%	47%	4,685,000	1,309,856	10%	30%	9,160,000	2,128,946	12%	37%
<u>FY 23</u>	4	3,745,000	643,365	13%	60%	4,670,000	1,124,181	10%	40%	8,415,000	1,767,546	11%	48%
<u>FY 24</u>	5	3,515,000	487,190	12%	72%	2,970,000	983,056	6%	46%	6,485,000	1,470,246	8%	56%
<u>FY 25</u>	6	2,940,000	336,240	10%	82%	2,970,000	874,556	6%	53%	5,910,000	1,210,796	8%	64%
<u>FY 26</u>	7	2,590,000	212,540	9%	91%	2,895,000	760,431	6%	59%	5,485,000	972,971	7%	71%
<u>FY 27</u>	8	1,660,000	109,040	6%	97%	2,845,000	647,900	6%	65%	4,505,000	756,940	6%	77%
<u>FY 28</u>	9	910,000	40,940	3%	100%	2,845,000	547,309	6%	71%	3,755,000	588,249	5%	82%
<u>FY 29</u>	10	68,500	2,740	0%	100%	2,790,000	448,663	6%	77%	2,858,500	451,403	4%	86%
<u>FY 30</u>	11					2,790,000	354,875	6%	83%	2,790,000	354,875	4%	89%
<u>FY 31</u>	12					2,040,000	257,338	4%	87%	2,040,000	257,338	3%	92%
<u>FY 32</u>	13					2,040,000	183,238	4%	91%	2,040,000	183,238	3%	95%
<u>FY 33</u>	14					915,000	131,325	2%	93%	915,000	131,325	1%	96%
<u>FY 34</u>	15					915,000	101,913	2%	95%	915,000	101,913	1%	97%
<u>FY 35</u>	16					750,000	72,188	2%	97%	750,000	72,188	1%	98%
<u>FY 36</u>	17					750,000	48,750	2%	98%	750,000	48,750	1%	99%
<u>FY 37</u>	18					500,000	25,000	1%	99%	500,000	25,000	1%	100%
<u>FY 38</u>	19					250,000	8,438	1%	100%	250,000	8,438	0%	100%

Totals	29,316,117	4,863,208			47,080,000	11,091,053			76,396,117	15,954,261		
Revenue	(11,200,000)				(14,726,873)				(25,926,873)			
Net Debt	18,116,117				32,353,127				50,469,244			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds			
		Principal	Interest		Principal	Interest			Principal	Interest		
<u>FY 20</u>	1		0%	0%	140,000	44,800	13%	13%	9,717,617	2,959,554	13%	13%
<u>FY 21</u>	2		0%	0%	150,000	39,200	13%	26%	9,445,000	2,548,546	12%	25%
<u>FY 22</u>	3		0%	0%	155,000	33,200	14%	40%	9,315,000	2,162,146	12%	37%
<u>FY 23</u>	4		0%	0%	160,000	27,000	14%	54%	8,575,000	1,794,546	11%	48%
<u>FY 24</u>	5		0%	0%	165,000	20,600	15%	69%	6,650,000	1,490,846	9%	56%
<u>FY 25</u>	6		0%	0%	170,000	14,000	15%	84%	6,080,000	1,224,796	8%	64%
<u>FY 26</u>	7		0%	0%	180,000	7,200	16%	100%	5,665,000	980,171	7%	72%
<u>FY 27</u>	8		0%	0%					4,505,000	756,940	6%	77%
<u>FY 28</u>	9		0%	0%					3,755,000	588,249	5%	82%
<u>FY 29</u>	10		0%	0%					2,858,500	451,403	4%	86%
<u>FY 30</u>	11								2,790,000	354,875	4%	89%
<u>FY 31</u>	12								2,040,000	257,338	3%	92%
<u>FY 32</u>	13								2,040,000	183,238	3%	95%
<u>FY 33</u>	14								915,000	131,325	1%	96%
<u>FY 34</u>	15								915,000	101,913	1%	97%
<u>FY 35</u>	16								750,000	72,188	1%	98%
<u>FY 36</u>	17								750,000	48,750	1%	99%
<u>FY 37</u>	18								500,000	25,000	1%	100%
<u>FY 38</u>	19								250,000	8,438	0%	100%

Totals	-	-			1,120,000	186,000			77,516,117	16,140,261		
Revenue					(1,120,000)	(186,000)			(27,046,873)			
Net Debt	0				0	0			50,469,244			



Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 20</u>	1	2,392,528	1,007,093	8%	8%	4,385,593	1,569,227	9%	9%	16,495,737	5,535,874	11%	11%
<u>FY 21</u>	2	2,392,528	920,354	8%	17%	4,064,142	1,426,433	9%	18%	15,901,670	4,895,334	10%	21%
<u>FY 22</u>	3	2,392,528	846,367	8%	25%	4,064,142	1,287,168	9%	27%	15,771,670	4,295,681	10%	32%
<u>FY 23</u>	4	2,363,128	751,677	8%	34%	3,667,531	1,148,402	8%	35%	14,605,659	3,694,626	10%	41%
<u>FY 24</u>	5	2,065,000	658,131	7%	41%	3,667,531	1,020,531	8%	43%	12,382,531	3,169,508	8%	49%
<u>FY 25</u>	6	2,060,000	575,643	7%	48%	3,667,531	896,159	8%	50%	11,807,531	2,696,599	8%	57%
<u>FY 26</u>	7	2,060,000	493,955	7%	56%	3,222,626	770,288	7%	57%	10,947,626	2,244,414	7%	64%
<u>FY 27</u>	8	2,060,000	413,467	7%	63%	3,122,626	651,549	7%	64%	9,687,626	1,821,956	6%	71%
<u>FY 28</u>	9	2,055,000	341,179	7%	70%	3,032,626	552,528	6%	70%	8,842,626	1,481,957	6%	76%
<u>FY 29</u>	10	1,891,500	269,541	7%	77%	2,542,791	452,670	5%	76%	7,292,791	1,173,614	5%	81%
<u>FY 30</u>	11	1,105,000	206,894	4%	81%	2,542,791	371,936	5%	81%	6,437,791	933,705	4%	85%
<u>FY 31</u>	12	1,105,000	174,994	4%	85%	2,439,305	289,906	5%	87%	5,584,305	722,237	4%	89%
<u>FY 32</u>	13	1,105,000	140,194	4%	89%	2,174,794	207,987	5%	91%	5,319,794	531,419	3%	93%
<u>FY 33</u>	14	855,000	105,238	3%	92%	1,624,794	141,806	3%	95%	3,394,794	378,369	2%	95%
<u>FY 34</u>	15	855,000	76,781	3%	95%	1,150,000	84,562	2%	97%	2,920,000	263,256	2%	97%
<u>FY 35</u>	16	680,000	47,869	2%	97%	475,000	42,688	1%	98%	1,905,000	162,744	1%	98%
<u>FY 36</u>	17	440,000	25,819	2%	99%	425,000	27,656	1%	99%	1,615,000	102,225	1%	99%
<u>FY 37</u>	18	235,000	12,013	1%	100%	275,000	14,188	1%	100%	1,010,000	51,200	1%	100%
<u>FY 38</u>	19	125,000	4,219	0%	100%	150,000	5,063	0%	100%	525,000	17,719	0%	100%
Totals		28,237,212	7,071,428			46,693,825	10,960,746			152,447,154	34,172,435		
Revenue						(6,490,510)				(33,537,383)	(186,000)		
Net Debt		28,237,212				40,203,315				118,909,771	33,986,435		





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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. As of April 2019, twelve (12) bargaining unit contracts will expire on June 30, 2019. Employees who are in the expired contracts and are eligible for a step increase will continue to receive step increases, however other wage adjustments will not be provided until new contracts are ratified.

General Government	Expires	Police	Expires	Fire	Expires	School	Expires
Professional Management Association (PMA)	6/30/2019	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 2020 proposed budget for all funds incorporates a net increase of 18.71 full-time and a net decrease of 7 part-time positions.

In FY20, various positions were reallocated from one fund to another where appropriate.

Following tables represent:

1. Position Change by Department and Fund for FY20.
2. Summary of Personnel Counts by Department and Funds: FY18 Actual; FY19 Actual; FY20 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	
City Manager's Office								
Administrative Assistant I	1.00							1.00
Secretary III	(1.00)							(1.00)
Total City Manager's Office	-	-	-	-	-	-	-	-
Human Resources								
Human Resource Administrator	1.00							1.00
Total Human Resources	1.00	-	-	-	-	-	-	1.00
Finance								
Administrative Assistant II	0.95							0.95
Administrative Assistant I	(0.95)							(0.95)
Total Finance	-	-	-	-	-	-	-	-
Planning								
Assistant City Manager	(0.10)							(0.10)
Total Planning	(0.10)	-	-	-	-	-	-	(0.10)
Health								
Health Inspector *	1.00							1.00
Total Health	1.00	-	-	-	-	-	-	1.00
Police								
Officers	2.00							2.00
Witness Advocate*	1.00							1.00
Animal Control Officer*	1.00							1.00
Total Police	4.00	-	-	-	-	-	-	4.00
Fire								
Fire Prevention Officer	1.00							1.00
Firefighter/Advanced EMT	3.00							3.00
Total Fire	4.00	-	-	-	-	-	-	4.00
Public Works- All Funds								
Assistant City Manager	(0.20)		(0.20)	(0.075)		(0.20)	(0.20)	(0.88)
Administrative Assistant II	0.25		0.25			0.25	0.25	1.00
Master Carpenter	1.00							1.00
Custodian Lead	(1.00)							(1.00)
Custodian 1	1.00							1.00
Laborer	(1.00)							(1.00)
Equipment Operator 1	1.00							1.00
Process Instrumentation Tech						0.50	0.50	1.00
GIS Specilaist II						0.50	0.50	1.00
CAD Technician						(0.50)	(0.50)	(1.00)
Treatment Operations Foreman						1.00	1.00	2.00
Utility Mechanic						0.50	0.50	1.00
Meter Reader						(0.50)	(0.50)	(1.00)
Assistant Chief Plant Operator							(1.00)	(1.00)
Plant Operator 1							1.00	1.00
Total Public Works	1.05	-	0.05	-	-	1.55	1.55	4.13
Library								
Librarian 1	1.00							1.00
Library Assistant 2	(1.00)							(1.00)
Total Library	-	-	-	-	-	-	-	-
School Department								
Teachers								-
Classroom & Regular Program Instructor	(0.34)							(0.34)
Special Programs	0.50							0.50
Pupil Support Programs	4.90							4.90
Other School Staff								-
Clerical	0.10							0.10
Food Service					0.21			0.21
Paraprofessional	(3.94)				1.35			(2.59)
Tutors	0.93							0.93
Maintenance	1.00							1.00
Total School Department	3.15	-	-	-	1.56	-	-	4.71
Community Development Block Grant								
Assistant City Manager					(0.025)			(0.03)
Administrative Assistant II					0.05			0.05
Administrative Assistant I					(0.05)			(0.05)
Total Community Development Block Grant	-	-	-	-	(0.03)	-	-	(0.03)
Total All Funds	14.10	-	0.05	-	1.54	1.55	1.55	18.71

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

FULL-TIME PERSONNEL

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS				
DEPARTMENT	FY 18 ACTUAL	FY19 ACTUAL	CITY MANAGER FY20 PROPOSED BUDGET	Change From FY19

GENERAL FUND

FULL-TIME PERSONNEL				
CITY MANAGER	2.00	3.00	3.00	0.00
HUMAN RESOURCES	3.00	2.00	3.00	1.00
CITY CLERK	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	5.36	5.64	5.64	0.00
INFORMATION TECHNOLOGY	1.00	1.00	1.00	0.00
FINANCE DEPARTMENT	21.28	24.23	24.23	0.00
PLANNING DEPARTMENT	8.525	8.55	8.45	(0.10)
INSPECTION DEPARTMENT	5.05	5.05	5.05	0.00
HEALTH DEPARTMENT	1.50	1.50	2.50	1.00
PUBLIC WORKS	56.75	54.00	55.05	1.05
LIBRARY	16.00	16.00	16.00	0.00
RECREATION DEPARTMENT	4.00	4.00	4.00	0.00
SENIOR SERVICES	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	89.00	89.00	93.00	4.00
FIRE DEPARTMENT	62.00	62.00	66.00	4.00
SCHOOL DEPARTMENT	371.31	378.88	382.03	3.15
GENERAL FUND - TOTAL FULL-TIME	651.78	659.85	673.95	14.10
% Change				2.14%

SPECIAL REVENUE FUNDS

FULL-TIME PERSONNEL				
SCHOOL DEPARTMENT	88.90	83.65	85.21	1.56
STORMWATER	0.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	17.21	25.46	25.51	0.05
PRESCOTT PARK	1.43	2.23	2.15	(0.08)
COMMUNITY DEVELOPMENT	1.15	1.13	1.10	(0.02)
UDAG	1.00	1.00	1.00	0.00
SPECIAL FUNDS - TOTAL FULL-TIME	109.69	118.47	119.97	1.50
% Change				1.27%

ENTERPRISE FUNDS

FULL-TIME PERSONNEL				
WATER FUND	26.45	27.70	29.25	1.55
SEWER FUND	33.55	32.30	33.85	1.55
ENTERPRISE FUNDS - TOTAL FULL-TIME	60.00	60.00	63.10	3.10
% Change				5.17%

TOTAL FULL-TIME-CITY OF PORTSMOUTH

*TOTAL FULL-TIME PERSONNEL	821.46	838.32	857.02	18.705
TOTAL FULL-TIME PERSONNEL % Change				2.23%

*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 18 ACTUAL	FY19 ACTUAL	CITY MANAGER FY19 PROPOSED BUDGET	Change From FY19

GENERAL FUND

<i>PART-TIME PERSONNEL*</i>				
HUMAN RESOURCES	2.00	2.00	2.00	0.00
LEGAL DEPARTMENT	3.00	4.00	4.00	0.00
FINANCE DEPARTMENT	2.00	1.00	1.00	0.00
INSPECTION DEPARTMENT	1.00	1.00	1.00	0.00
HEALTH DEPARTMENT	1.00	1.00	0.00	(1.00)
PUBLIC WORKS	1.25	1.25	1.25	0.00
LIBRARY	14.00	14.00	14.00	0.00
RECREATION (number of positions vary seasonally)	1.00	1.00	1.00	0.00
SENIOR SERVICES	2.00	2.00	2.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	31.00	31.00	30.00	(1.00)
FIRE DEPARTMENT	3.00	3.00	2.00	(1.00)
**SCHOOL DEPARTMENT	6.00	6.00	6.00	0.00
GENERAL FUND TOTAL - TOTAL PART-TIME	68.25	68.25	65.25	(3.00)
% Change				-4.4%

SPECIAL REVENUE FUNDS

<i>PART-TIME PERSONNEL*</i>				
PRESCOTT PARK	0.00	0.00	0.00	0.00
PARKING & TRANSPORTATION	35.25	47.25	43.25	(4.00)
SPECIAL FUNDS - TOTAL PART-TIME	35.25	47.25	43.25	(4.00)
% Change				-8.5%

ENTERPRISE FUNDS

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

TOTAL PART-TIME-CITY OF PORTSMOUTH

TOTAL PART-TIME PERSONNEL	103.75	115.75	108.75	(7.00)
TOTAL PART-TIME PERSONNEL % Change				-6.0%

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 2020 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

Deputy Public Works Director - \$120,300

50% Water, 50% Sewer

Engineer Supervisor (City Engineer) - \$109,007

50% Water, 50% Sewer

Facilities Manager - \$98,872

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Assistant City Attorney - \$85,487

64% Legal, 36% Parking

Assistant Engineer/Planner - \$84,646

50% Water, 50% Sewer

Controller/Enterprise Accountant - \$81,439

80% Finance 15% Prescott Park 5% CDBG

Environmental Planner/Sustainability Coordinator - \$81,316

25% Water, 25% Sewer, 30% Planning, 20% Coakley Landfill Trust

Gis Manager - \$79,722

50% Water, 50% Sewer

Scada Manager - 77,588

50% Water, 50% Sewer

Operations Manager - 77,588

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Principal Planner - \$77,436

50% Planning, 50% Parking And Transportation

Deputy Health Officer - \$77,588

40% Health, 60% Sewer

General Foreman - \$74,296

50% Water, 50% Sewer

Asset Management Coordinator - \$73,480

50% Water, 50% Sewer

Equipment Maintenance Foreman - \$69,755

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Public Information Officer - \$67,101

30% Water, 30% Sewer, 20% Public Works, 20% Parking

Assistant City Engineer - \$67,006

50% Water, 50% Sewer

Finance Assistant - \$63,843

48% Finance, 25% Water, 25% Sewer, 2% School

Utility Inspection And Maintenance Foreman - \$60,602

50% Sewer, 50% Stormwater

Lead Mechanic - \$53,614

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Administrative Assistant II - \$55,328

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Equipment Mechanic - \$53,163

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Process Instrumentation Tech - \$52,962

50% Water, 50% Sewer

Administrative Assistant II - \$52,962

95% Finance, 5% CDBG

GIS Specialist - \$52,710

50% Water, 50% Sewer

Stormwater Camera Operator - \$51,626

50% Sewer, 50% Stormwater

Special Project Coordinator - \$50,396

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Admin Clerk - \$49,208

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Utility Mechanic - \$48,280

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Utility Mechanic - \$48,280

75% Water, 25% Sewer

Utility Mechanic - \$48,280

75% Water, 25% Sewer

GIS Stormwater Tech - \$47,876

50% Water, 50% Stormwater

Equipment Mechanic - \$47,717

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Equipment Mechanic - \$47,620

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Dispatcher - \$46,988

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Stormwater Utility Mechanic - \$46,988

50% Sewer, 50% Stormwater

Utility Mechanic - \$46,988

50% Water, 50% Sewer

Administrative Assistant I - \$46,752

25% Public Works, 25% Water, 25% Sewer, 25% Parking

Utility Mechanic - \$45,730

50% Water, 50% Sewer

Utility Mechanic - Inventory Technician - \$43,247

30% Public Works, 30% Water, 30% Sewer, 10% Parking

Collections/ Billing Clerk - \$42,992

50% Water, 50% Sewer

Secretary (25 Hours/Week) - \$25,116

25% Public Works, 25% Water, 25% Sewer, 25% Parking





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City Council

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



City Council Members

- 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 FY20 is \$33,536. This represents no change from the FY19 budget.

<u>Budget Summary of Expenditures</u>				
	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
CITY COUNCIL				
01-710-101-51-110-400				
REGULAR SALARIES	16,800	13,975	16,800	16,800
SOCIAL SECURITY	1,042	866	1,042	1,042
MEDICARE	244	203	244	244
<i>Contractual Obligations</i>	<i>18,086</i>	<i>15,044</i>	<i>18,086</i>	<i>18,086</i>
PRINTING	500	-	500	500
MISCELLANEOUS SUPPLIES	1,000	894	1,000	1,000
OFFICE SUPPLIES	1,150	303	1,150	1,150
MAYOR'S EXPENSE	8,300	6,087	8,300	8,300
VISITING DIGNITARIES	3,000	903	3,000	3,000
SISTER CITIES	1,500	-	1,500	1,500
<i>Other Operating</i>	<i>15,450</i>	<i>8,187</i>	<i>15,450</i>	<i>15,450</i>
Total	33,536	23,232	33,536	33,536

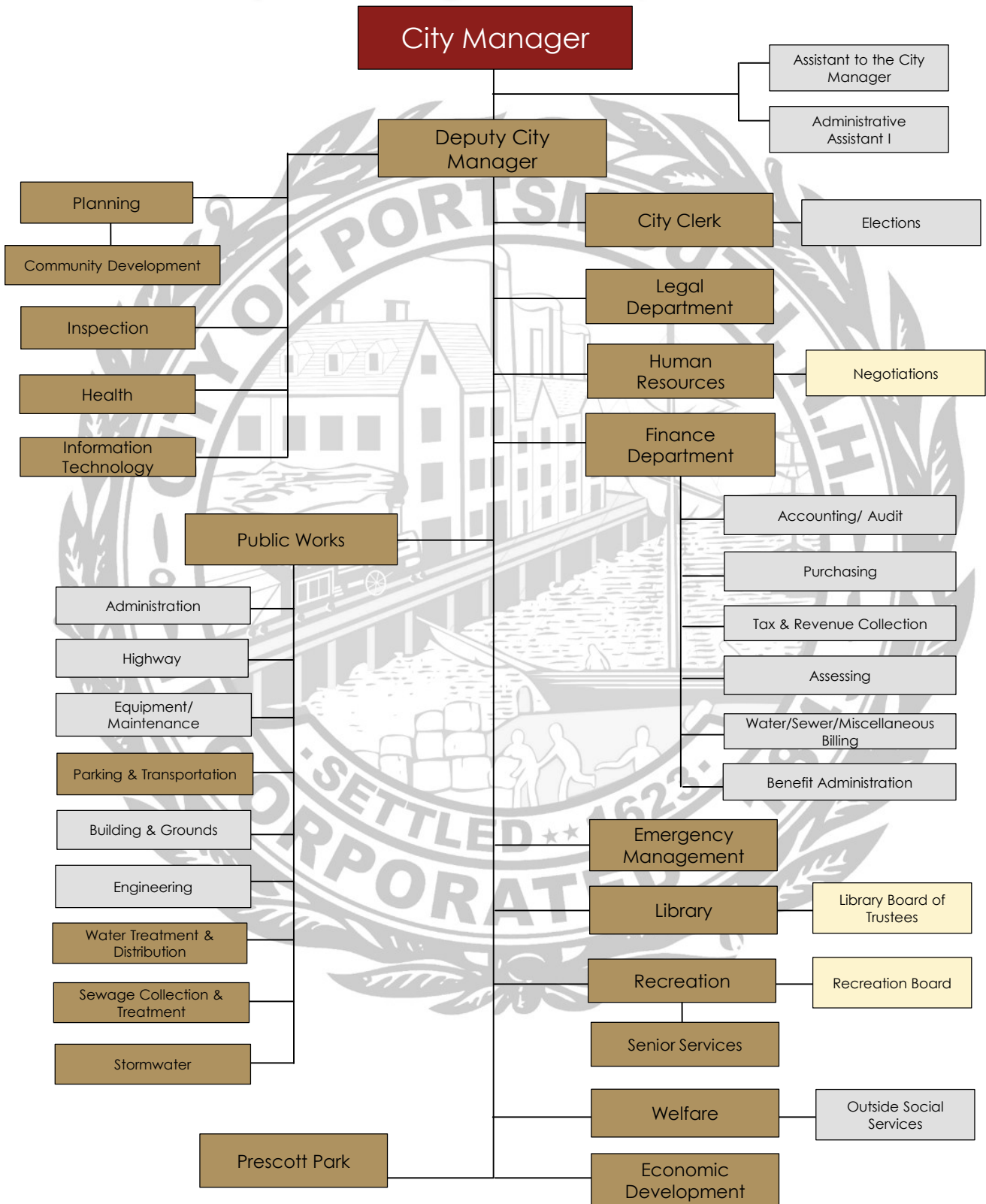




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City Manager's Department



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	FY18	FY19	FY20
City Manager	1	1	1
Assistant to the City Manager	1	1	1
Administrative Assistant I	0	0	1
Secretary III	0	1	0
Totals Full Time	2	3	3

Department Budget Comments

The City Manager's proposed budget for FY20 is \$424,119. This represents a decrease of \$5,113 or 1.19% from the FY19 budget as a result of a change in personnel.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
CITY MANAGER				
SALARIES	272,113	271,684	333,485	328,505
LONGEVITY	616	616	1,570	942
RETIREMENT	48,666	47,679	55,305	55,570
OTHER BENEFITS	16,070	15,639	20,532	20,262
<i>Contractual Obligations</i>	<i>337,465</i>	<i>335,618</i>	<i>410,892</i>	<i>405,279</i>
TRAINING/EDUCATION/CONFERENCES	3,000	3,000	3,000	3,500
PROFESSIONAL ORGANIZATION DUES	2,300	1,695	2,300	2,300
OTHER OPERATING	13,040	11,572	13,040	13,040
<i>Other Operating</i>	<i>18,340</i>	<i>16,267</i>	<i>18,340</i>	<i>18,840</i>
TOTAL	355,805	351,885	429,232	424,119



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>Citywide Goals Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> 	



<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 website and social media outlets.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote a Welcoming, Safe, and Diverse Community</i> • <i>Maintain Economic Stability</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote and Support Sustainable Practices</i> • <i>Promote a Welcoming, Safe, and Diverse Community</i> 	



Performance Measures

Percent of City Council Requests/
Inquiries completed:

Percent Completed in between Council Meetings:

FY17	FY18	FY19 (Est)
75%	75%	75%

Percent Requiring Further Research:

FY17	FY18	FY19 (Est)
25%	25%	25%

Percent of Resident Concerns Responded to:

Resident Phone Calls Returned within 24 hours

FY17	FY18	FY19 (Est)
95%	95%	95%

Requests for Service Completed within 48 hours

FY17	FY18	FY19 (Est)
95%	95%	95%

Maintain ICMA Credentialed Manager Status
(participate in professional development)

FY17	FY18	FY19 (Est)
Status Maintained	Status Maintained	Status Maintained

Special Events Processed

FY17	FY18	FY19 (Est)
32	46	50



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
CITY MANAGER			
		CITY MANAGER	178,949
		*Deferred Compensation	33,632
NON GRADE 13	.5A/11.5B	ASSISTANT TO THE CITY MANAGER	57,959
NON GRADE 9	G	ADMINISTRATIVE ASSISTANT I	57,965
		<hr/> TOTAL DEPARTMENT <hr/>	328,505

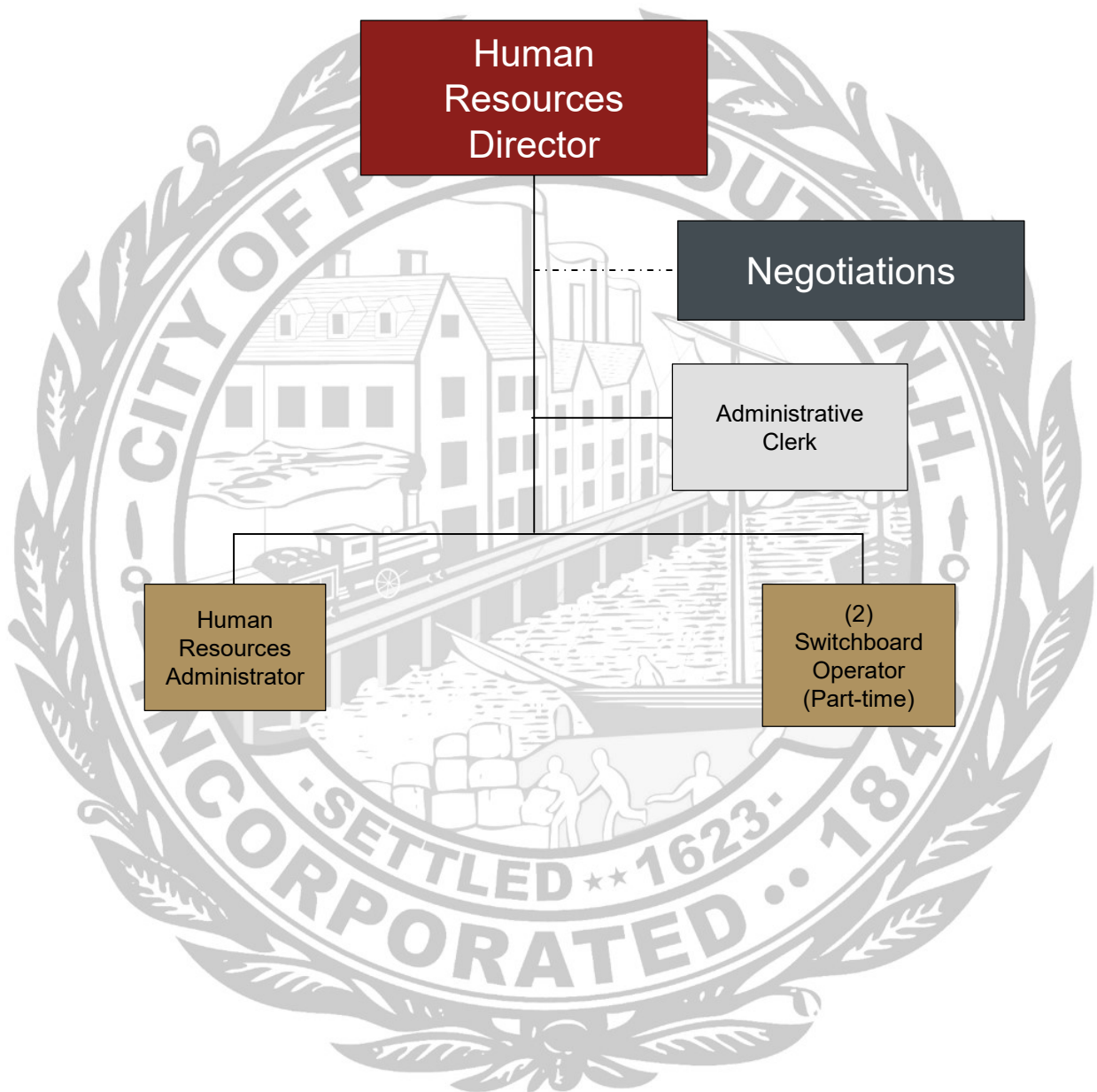
*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
CITY MANAGER					
01-711-102-51-110-400					
011001	REGULAR SALARIES	272,113	271,684	333,485	328,505
015001	LONGEVITY	616	616	1,570	942
022001	SOCIAL SECURITY	12,115	11,729	15,732	15,485
022501	MEDICARE	3,955	3,910	4,800	4,777
023001	RETIREMENT	48,666	47,679	55,305	55,570
043027	REPAIRS-OFFICE EQUIPMENT	1,000	1,000	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,300	1,695	2,300	2,300
057101	TRAVEL AND CONFERENCE	3,000	3,000	3,000	3,500
061003	MEETING SUPPLIES	500	182	500	500
062001	OFFICE SUPPLIES	1,740	1,262	1,740	1,740
067001	BOOKS & PERIODICALS	1,000	983	1,000	1,000
069003	EXECUTIVE EXPENSE	8,800	8,145	8,800	8,800
CM	Total	355,805	351,885	429,232	424,119



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

Positions Full Time	FY18	FY19	FY20
Human Resources Director	1	1	1
Human Resources Administrator	0	0	1
Secretary III	1	0	0
Administrative Clerk	1	1	1
Totals Full Time	3.00	2.00	3.00
Positions Part-Time	FY18	FY19	FY20
Switchboard Operator	2	2	2
Totals Part Time	2.00	2.00	2.00

Department Budget Comments

The FY20 proposed budget for the Human Resources Department is \$565,781, an increase of \$79,246 or 16.29% over FY19.

The majority of the increase in the department budget is due to an addition of one new full-time position and the result of contractual obligations related to salary and benefits.



Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
HUMAN RESOURCES				
SALARIES	200,955	176,800	147,802	206,840
PART-TIME SALARIES	29,628	29,268	31,815	32,701
LONGEVITY	1,848	1,848	1,257	-
RETIREMENT	23,079	20,390	16,963	23,104
WORKERS' COMPENSATION	162,455	162,800	168,110	176,811
OTHER BENEFITS	17,781	15,439	13,838	18,325
<i>Contractual Obligations</i>	<i>435,746</i>	<i>406,544</i>	<i>379,785</i>	<i>457,781</i>
TRAINING/EDUCATION/CONFERENCES	14,000	11,999	12,500	12,500
CONTRACTED SERVICES	76,000	98,296	76,000	76,000
PRINTING	2,000	480	1,500	1,500
PROFESSIONAL ORGANIZATION DUES	1,250	348	1,250	1,250
OTHER OPERATING	15,700	15,653	15,500	16,750
<i>Other Operating</i>	<i>108,950</i>	<i>126,777</i>	<i>106,750</i>	<i>108,000</i>
TOTAL	544,696	533,321	486,535	565,781



Programs and Services

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

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

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

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

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

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

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

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

- Advertise positions
- Conduct interviews
- Conduct background checks

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

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

Accomplishments

- ✓ Conducted a Classification and Compensation Study for all Professional Management and Non-Union employees.
- ✓ Created a monthly training program for Public Works Supervisors.
- ✓ Revised the Treatment Operators, Custodians and Laborers' salary structure in an effort to assist in recruitment and retention.



Goals and Objectives

<p>Goal #1:</p> <p><i>Update all Professional Management and Non-Union job descriptions.</i></p>	<p>Objectives:</p> <p>✓ <i>Review all PMA and Non-Union job descriptions to the Position Analysis Questionnaires the employees completed as part of the classification study and update the job descriptions as necessary.</i></p>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> 	
<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> <p>✓ <i>Continue to work with the School Department in assuming the function of legal compliance, employment and labor relations.</i></p>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<p>Goal #3:</p> <p><i>Continue developing supervisors by providing additional training.</i></p>	<p>Objectives:</p> <p>✓ <i>To expand upon the Supervisory Training Program by continuing to develop and provide trainings that are designed specific to the Supervisors.</i></p>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<p>Goal #4:</p> <p><i>Review and update all City Polices.</i></p>	<p>Objectives:</p> <p>✓ <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>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<p>Goal #5:</p> <p><i>Develop a classification system for the School Clericals</i></p>	<p>Objectives:</p> <p>✓ <i>Create a classification system for the School Clericals that will clearly define the different categories of clerical personnel.</i></p>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> 	



Performance Measures

Classification and Compensation

	FY17	FY18	FY19 (Est)
# of step increases	203	496	528
# of reclasses /promotions	29	46	42

Recruitment

	FY17	FY18	FY19 (Est)
# of Applications Reviewed/ Processed	961	2,994	4,584
# of Employees Hired Full and Part-Time	106	99	138
# of Interviews Conducted	181	189	354
# of Substitute Applications Processed	65	41	45
# of Criminal Backgrounds Conducted	286	229	318
Turn Over Rate	17%	10%	14%



FY20 BUDGETED POSITION AND SALARY DETAIL

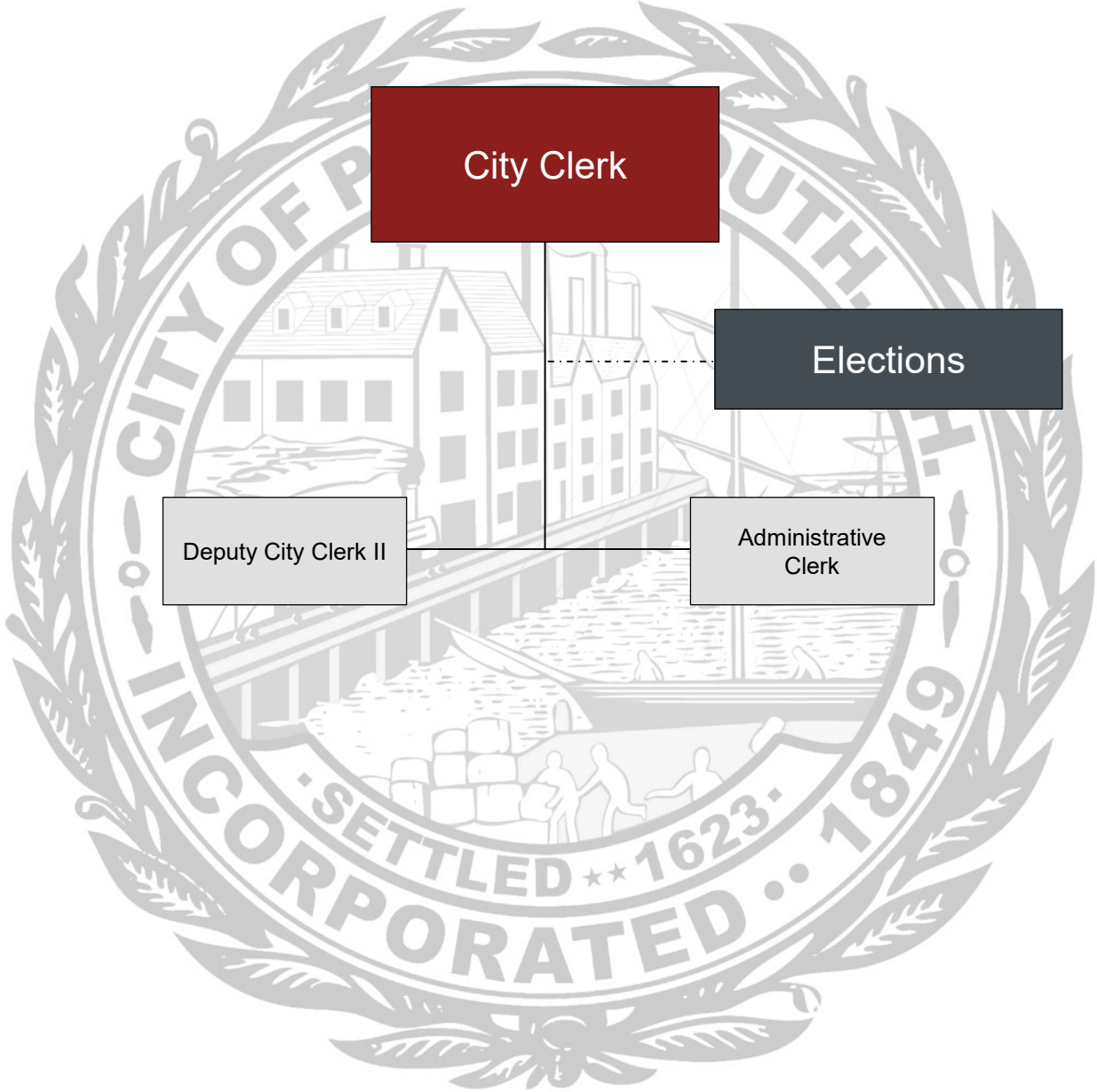
		<u>POSITION</u>	<u>SALARY</u>
HUMAN RESOURCES			
NON GRADE 23	C	HUMAN RESOURCES DIRECTOR	98,916
NON GRADE 13	C	HUMAN RESOURCES ADMINISTRATOR	60,936
NON GRADE 7	2B/10C	ADMINISTRATIVE CLERK	45,417
		EDUCATION STIPEND	1,571
TOTAL FULL TIME			206,840
NON GRADE 1	1C/11D	PT SWITCHBOARD (20HRS/WK)	19,042
NON GRADE 1	A	PT SWITCHBOARD (16.5 HR/WK)	13,659
TOTAL PART TIME			32,701
TOTAL DEPARTMENT			239,541



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
HUMAN RESOURCES					
HR Benefits					
01-709-104-51-110-405					
026001	WORKERS COMP TAIL CLAIMS	-	845	-	-
026002	INSURANCE-WORKERS COMP	162,455	161,955	168,110	176,811
HrBenefits	Sub Total	162,455	162,800	168,110	176,811
HR Admin					
01-709-610-51-110-405					
011001	REGULAR SALARIES	200,955	176,800	147,802	206,840
012001	PART TIME SALARIES	29,628	29,268	31,815	32,701
015001	LONGEVITY	1,848	1,848	1,257	-
022001	SOCIAL SECURITY	14,411	12,512	11,215	14,852
022501	MEDICARE	3,370	2,926	2,623	3,473
023001	RETIREMENT	23,079	20,390	16,963	23,104
033001	PROF SERVICES-TEMP	-	21,085	-	-
035002	PROF SERV- SUBSTANCE TEST	2,000	1,015	2,000	2,000
035004	OCCUPATIONAL HEALTH	-	295	-	-
039001	PROFESSIONAL SERVICES	76,000	76,916	76,000	76,000
039004	PROF/SERV-TEST NEW HIRES	2,000	2,393	2,000	3,500
043027	REPAIRS-OFFICE EQUIPMENT	1,200	-	-	-
054051	EDUCATION	12,000	11,999	12,000	12,000
055050	PRINTING	2,000	480	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	1,250	348	1,250	1,250
057101	TRAVEL AND CONFERENCE	2,000	-	500	500
061002	MISCELLANEOUS SUPPLIES	2,000	4,237	2,000	2,000
061003	MEETING SUPPLIES	500	836	500	500
062001	OFFICE SUPPLIES	3,500	3,101	3,500	3,500
062012	RETIREMENT GIFTS	1,250	1,471	2,250	2,000
067001	BOOKS & PERIODICALS	1,250	599	1,250	1,250
069001	RETIREMENT BENEFIT	2,000	2,000	2,000	2,000
HRADMIN		382,241	370,521	318,425	388,970
HR	Total	544,696	533,321	486,535	565,781



City Clerk's Office



Mission

To support the City's legislative bodies by recording and maintaining the official records and legislative history of the City; to consistently and efficiently serve our customers by recording and preserving the Vital Records of this community for the historical continuity that may be passed on for the future; to provide the highest quality service and responsiveness to the public, the City Council and City staff; and to ethically and impartially preserve and maintain the legislative record, provide public information, and administer and preserve the integrity of municipal, state and national elections.



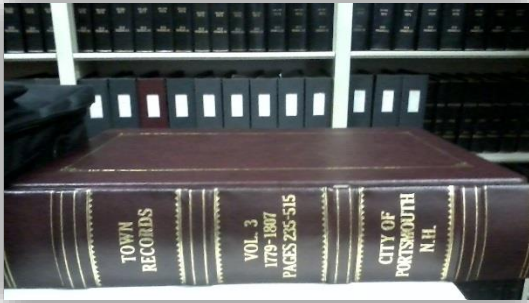
City Clerk/ Elections

Services Overview

- ✓ Oversight and creation of vital records
- ✓ Issue wide variety of permits and licenses
- ✓ Provide support services to the City Council
- ✓ Update the local Boards and Commissions list
- ✓ File and preserve all City Documents
- ✓ Administer and conduct Elections

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Clerk	1	1	1
Totals Full Time	3	3	3



Department Budget Comments

The proposed City Clerk budget for FY20 is \$265,868, a net increase of \$7,536 or 2.92% from FY19. This budget increase is the result of contractual increases to salaries and benefits as well as advertising costs.

The proposed Election budget for FY20 is \$108,450 a net increase of \$32,405 or 42.61% from FY19. In FY20, there will be two elections, the Municipal Election and Presidential Primary Election. This budget increase is the result of increases in salaries for all Ward Officials. Additional staffing will continue to be used at the elections for enhanced efficiencies at the polls and the handling of increased voter participation, processing of absentee ballots and reporting forms for the State.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
CITY CLERK				
SALARIES	195,260	184,642	199,200	205,709
OVERTIME	4,500	1,671	4,500	3,500
LONGEVITY	1,848	1,848	2,199	2,513
RETIREMENT	22,430	21,420	23,431	23,649
OTHER BENEFITS	15,423	13,946	15,752	16,197
<i>Contractual Obligations</i>	<i>239,461</i>	<i>223,527</i>	<i>245,082</i>	<i>251,568</i>
TRAINING/EDUCATION/CONFERENCES	2,150	1,493	2,150	1,950
ADVERTISING	4,300	5,060	4,300	5,500
PROFESSIONAL ORGANIZATION DUES	400	300	400	400
OTHER OPERATING	6,400	5,258	6,400	6,450
<i>Other Operating</i>	<i>13,250</i>	<i>12,110</i>	<i>13,250</i>	<i>14,300</i>
TOTAL	252,711	235,637	258,332	265,868



Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
ELECTION				
PART-TIME SALARIES	25,000	9,011	30,000	44,702
OVERTIME	-	-	-	4,000
RETIREMENT	-	-	-	447
OTHER BENEFITS	1,913	690	2,295	3,726
<i>Contractual Obligations</i>	26,913	9,700	32,295	52,875
TRAINING - ELECTIONS	-	-	-	3,125
ADVERTISING	500	450	500	500
PRINTING	4,000	2,960	1,500	4,000
OTHER OPERATING	29,800	22,278	41,750	47,950
<i>Other Operating</i>	34,300	25,688	43,750	55,575
TOTAL	61,213	35,388	76,045	108,450

Programs and Services

Office of the City Clerk-

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



Goals and Objectives

Goal #1:

Continue to provide staff assistance and services for reserving wedding ceremonies at Prescott Park and the utilization of the large pavilion at Four Tree Island

Objectives:

- ✓ *Provide support to customer's reserving usage of the sites*
- ✓ *Maintain and update reservation calendar to ensure accurate and timely information*
- ✓ *Communication with staff in the execution of availability of services to be delivered to customer's*

Citywide Goal Addressed:

- *Improve Public Outreach*



<p>Goal #2:</p> <p><i>Continued participation with the Division of Vital Records on the new NHVRINPlus phased software [ongoing]</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Identify implementation time with the Division of Vital Records</i> ✓ <i>Enhance the program and address longstanding deficiencies with existing system</i> ✓ <i>Improved reporting modules for gathering statistical data</i> ✓ <i>Develop and execute the training of staff</i>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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"> ✓ <i>Overview the continuation of this extensive project</i> ✓ <i>Enhance the conservation and long term storage of unique historic records</i> ✓ <i>Ensure the preservation of the City of Portsmouth historic records for future generations</i>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> • <i>Preserve And Restore Historic Structures And Artifacts</i> 	
<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"> ✓ <i>Respond timely and accurately to customer requests</i> ✓ <i>Communicate effectively and professionally to all customers</i> ✓ <i>Provide comprehensive and accurate information to meet customer's needs</i>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> 	
<p>Goal #5:</p> <p><i>Conduct and oversee the Municipal and Presidential Primary Elections</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Administer and preserve the integrity of all elections.</i> ✓ <i>Maintain and execute comprehensive training program for election officials on all aspects of election responsibilities</i> ✓ <i>Enact new election laws to ensure all election officials are educated</i>
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	



Performance Measures

Number of Requests Filled

	FY17	FY18	FY19 (Est)
Vital Records	5,137	5,266	5,325
Marriage Licenses	331	307	315
Permits & Licenses	3,273	3,154	3,200

Voter Statistics

FY17	FY18	FY19
<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>September 11, 2018</u> State Primary Election Total Registered Voters – 18,216 Percentage Voted – 28%
<u>November 11, 2016</u> General Election Total Registered Voters – 19,080 Percentage Voted – 71.0%		<u>November 6, 2018</u> State General Election Total Registered Voters – 19,416 Percentage Voted – 58%

Absentee Ballots Processed

FY17	FY18	FY19 (Est)
2,258	307	1,655



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
CITY CLERK			
NON GRADE 20	G	CITY CLERK	98,713
NON GRADE 11	F	DEPUTY CITY CLERK II	62,591
1386B GRADE 7	4C/8D	ADMIN CLERK	44,405
		<u>TOTAL DEPARTMENT</u>	<u>205,709</u>



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
CITY CLERK					
01-712-105-51-110-401					
011001	REGULAR SALARIES	195,260	184,642	199,200	205,709
014041	OVERTIME	4,500	1,671	4,500	3,500
015001	LONGEVITY	1,848	1,848	2,199	2,513
022001	SOCIAL SECURITY	12,500	11,303	12,766	13,127
022501	MEDICARE	2,923	2,643	2,986	3,070
023001	RETIREMENT	22,430	21,420	23,431	23,649
043027	REPAIRS-OFFICE EQUIPMENT	1,000	168	1,000	1,000
053001	ADVERTISING	4,300	5,060	4,300	5,500
054050	TRAINING	650	200	650	450
055002	BOOKBINDING	1,500	1,500	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	300	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,293	1,500	1,500
057102	TRAVEL REIMBURSEMENT	600	680	600	600
062001	OFFICE SUPPLIES	2,000	1,848	2,000	2,000
067001	BOOKS & PERIODICALS	300	284	300	350
068007	MATERIALS-LICENSES	1,000	778	1,000	1,000
Clerk	Total	252,711	235,637	258,332	265,868

ELECTIONS

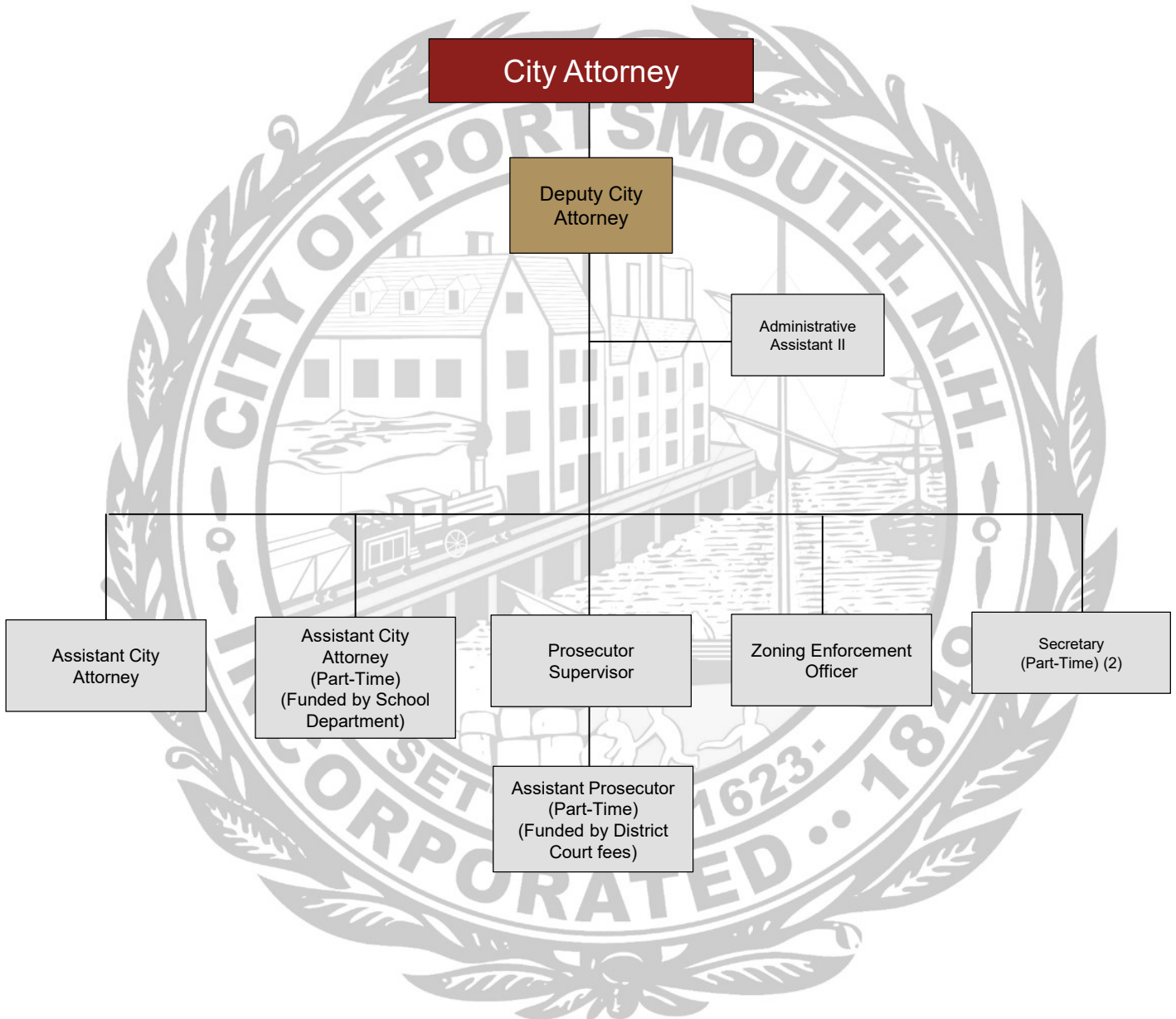
01-713-106-51-110-401

012001	PART TIME SALARIES	25,000	9,011	30,000	44,702
014041	OVERTIME	-	-	-	4,000
022001	SOCIAL SECURITY	1,550	559	1,860	3,020
022501	MEDICARE	363	131	435	706
023001	RETIREMENT	-	-	-	447
039002	PROF/SERVICES- WARD	15,000	8,368	20,000	30,000
043013	REPAIRS-VOTING	10,000	8,294	15,000	10,000
053001	ADVERTISING	500	450	500	500
054050	TRAINING	-	-	-	3,125
055050	PRINTING	4,000	2,960	1,500	4,000
061003	MEETING SUPPLIES	2,300	1,886	4,000	5,200
062001	OFFICE SUPPLIES	2,500	3,731	2,750	2,750
Election	Total	61,213	35,388	76,045	108,450

NOTE: TWO ELECTIONS IN FY20; NOVEMBER 2019 MUNICIPAL AND JAN/FEB PRESIDENTIAL PRIMARY ELECTION



Legal Department



Mission

It is our mission to constantly improve on the quality, efficiency and cost effectiveness of the legal services provided to the municipality. We recognize that the municipality operates in an increasingly complex legal milieu and that it is the primary objective of the City's Legal Department to assist municipal employees and officials in responding to the responsibilities and obligations created by that environment.



Legal Department

Services Overview

- ✓ Advise and represent all City departments and officials in all matters of a legal nature
- ✓ Interpret laws, statutes, regulations and ordinances
- ✓ Prepare, review and approve legal documents in which the City is a party
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct Circuit Court prosecutions
- ✓ Provide zoning enforcement services

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Assistant City Attorney	0.36	0.64	0.64
Prosecutor Supervisor	1	1	1
Zoning Enforcement Officer	1	1	1
Administrative Assistant II	1	1	1
Totals Full Time	5.36	5.64	5.64
Positions Part-Time	FY18	FY19	FY20
Assistant City Attorney (Position is funded by the School Department)	1	1	1
* Assistant Prosecutor (Position Funded by District Court Fees)	1	1	1
Secretary	1	2	2
Totals Part Time	3.00	4.00	4.00

Department Budget Comments

The Legal Department's FY20 proposed budget is \$707,628. The net increase of 35,536 or 5.29% over the FY19 is primarily due to the addition of a part-time Secretary authorized in the last quarter of FY19 as well as contractual obligations related to salary and benefits.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
LEGAL				
SALARIES	451,241	448,340	487,714	497,988
PART-TIME SALARIES	23,209	18,845	23,682	45,209
LONGEVITY	5,038	5,081	5,484	6,482
RETIREMENT	51,914	51,645	56,122	56,349
OTHER BENEFITS	36,681	34,955	39,540	42,050
<i>Contractual Obligations</i>	568,083	558,866	612,542	648,078
TRAINING/EDUCATION/CONFERENCES	8,500	1,803	7,500	7,500
CONTRACTED SERVICES	25,671	24,129	31,850	31,850
ADVERTISING	-	239	-	-
PRINTING	1,000	219	1,000	1,000
PROFESSIONAL ORGANIZATION DUES	6,000	4,513	6,000	6,000
OTHER OPERATING	12,000	9,641	13,200	13,200
<i>Other Operating</i>	53,171	40,544	59,550	59,550
TOTAL	621,254	599,410	672,092	707,628



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

Goal #1:

To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).

Objectives:

- ✓ *Continue to provide each department with any legal services which are needed, in the most efficient, timely, and cost effective manner possible.*
- ✓ *Increase Legal Department expertise in specialized areas of Law i.e. ADA, Superfund, Clean Air Act, FMLA, Special Education, etc.*
- ✓ *Reduce number of pending cases in litigation and avoid the filing of new items of litigation against the City by providing competent legal advice before issues become lawsuits.*
- ✓ *Conduct code enforcement activities.*

Citywide Goal Addressed:

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

Performance Measures

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

	FY17	FY18	FY19 (Est)
Knowledge	5	5	4.5
Availability	4.5	4.5	4.5
Overall Satisfaction	5	5	5



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
LEGAL DEPARTMENT			
NON GRADE 25	G	CITY ATTORNEY	126,080
NON GRADE 21	F	DEPUTY CITY ATTORNEY	101,590
NON GRADE 18	E	① ASSISTANT CITY ATTORNEY	54,712
NON GRADE 17	E	PROSECUTOR SUPERVISOR	81,439
PMA GRADE 13	G	ZONING ENFORCEMENT OFFICER	70,324
NON GRADE 11	G	ADMINISTRATIVE ASSISTANT II	63,843
TOTAL FULL TIME			497,988
<hr/>			
NONGRADE 5	A	SECRETARY (25HRS/WK)	25,116
NONGRADE 5	A	SECRETARY (20HRS/WK)	20,093
TOTAL PART TIME			45,209
<hr/>			
TOTAL DEPARTMENT			543,197
<hr/>			
ADDITIONAL PERSONNEL			
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY	50,263
		SCHOOL FUNDED POSITION	
NON GRADE 15	A	PT ASSISTANT PROSECUTOR	45,515
		FUNDED WITH DISTRICT COURT FEES	
TOTAL ADDITIONAL PERSONNEL			95,778
<hr/>			

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

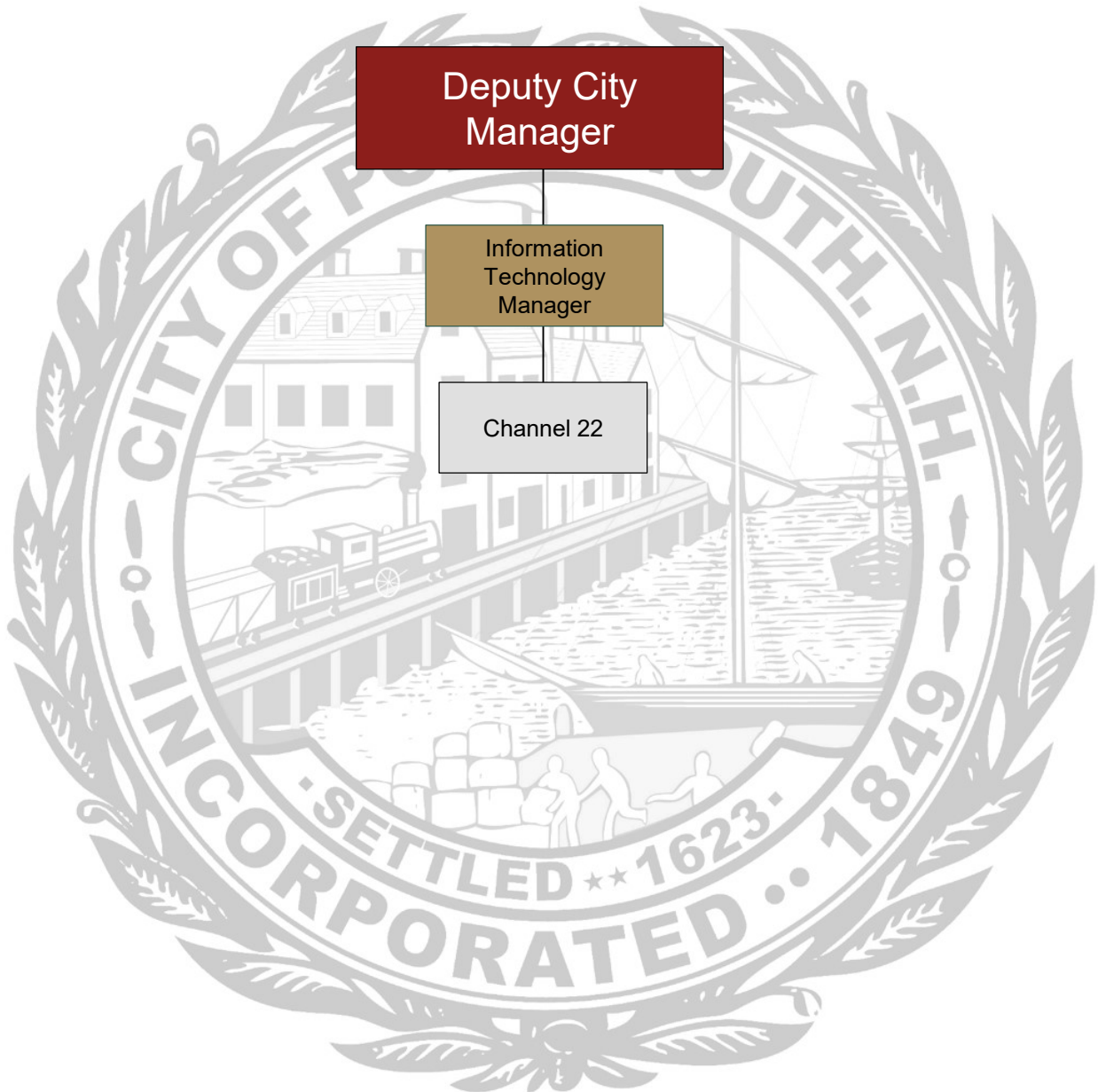
① 64% LEGAL, 36% PARKING



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
LEGAL DEPARTMENT					
01-715-107-51-110-404					
011001	REGULAR SALARIES	451,241	448,340	487,714	497,988
012001	PART TIME SALARIES	23,209	18,845	23,682	45,209
015001	LONGEVITY	5,038	5,081	5,484	6,482
022001	SOCIAL SECURITY	29,728	28,305	32,045	34,080
022501	MEDICARE	6,953	6,650	7,495	7,970
023001	RETIREMENT	51,914	51,645	56,122	56,349
032001	PROF SERVICES-O/S COUNSEL	23,371	23,371	30,000	30,000
032004	PROF SERVICES-COURT FEES	2,300	758	1,850	1,850
034103	TELEPHONE	1,500	941	1,200	1,200
043027	REPAIRS-OFFICE EQUIPMENT	1,000	725	1,000	1,000
053001	ADVERTISING	-	239	-	-
054050	TRAINING	5,000	1,137	4,000	4,000
055050	PRINTING	1,000	219	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	6,000	4,513	6,000	6,000
057101	TRAVEL AND CONFERENCE	3,500	666	3,500	3,500
062001	OFFICE SUPPLIES	3,500	3,469	4,000	4,000
067001	BOOKS & PERIODICALS	6,000	4,505	6,000	6,000
075001	FURNITURE AND FIXTURES	-	-	1,000	1,000
Legal	Total	621,254	599,410	672,092	707,628



Information Technology Department



Mission

The Information Technology Department supports and empowers City operations by providing access to a reliable, safe and secure network/communications environment and assisting end users in the daily use of information technology. IT plans for, evaluates, develops, implements, and maintains the infrastructure required to support City services.



Information Technology

Services Overview

- ✓ Information Technology
- ✓ Government Access Television Channel

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Information Technology Manager	1	1	1
Totals Full Time	1.00	1.00	1.00

Department Budget Comments

The Information Technology Department's FY20 proposed budget is \$696,085. This represents a net increase of 214,299 or 44.48% over the FY19.

The primary increases in Contracted Services and Software-Annual Maintenance totals \$206,933 is the result of the City responding to a pervasive virus attack in 2018 which led to several operational changes.

The City implements a hybrid in-house/outsourced approach to management and development of its information technology resources. The full-time IT Manager is responsible for managing the direction of all out-sourced IT providers, the City's website, the City Government Access Television Station, and all telephones (Cisco VOIP and various mobile providers).



A new end point management system has been installed, including remote, off-hours patching and monitoring, and 24/7 coverage of all mission critical applications is in place. The department has upgraded the Metropolitan Area Network, and implemented new network monitoring hardware and software systems, and increase cyber security awareness via monthly training with all employees.

The IT Department will continue to evaluate the most cost effective approach to providing comprehensive IT services to internal and external constituents.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
INFORMATION TECHNOLOGY				
SALARIES	75,958	75,959	77,478	81,439
LONGEVITY	924	924	943	943
RETIREMENT	8,749	8,749	8,924	9,202
OTHER BENEFITS	5,882	5,635	5,999	6,303
<i>Contractual Obligations</i>	<i>91,513</i>	<i>91,267</i>	<i>93,344</i>	<i>97,887</i>
TRAINING/EDUCATION/CONFERENCES	750	-	750	750
CONTRACTED SERVICES	224,000	222,682	224,000	360,000
OTHER OPERATING	153,082	186,282	163,692	237,448
<i>Other Operating</i>	<i>377,832</i>	<i>408,964</i>	<i>388,442</i>	<i>598,198</i>
TOTAL	469,345	500,231	481,786	696,085



Programs and Services

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

- Support and maintain all City servers, workstations and printers network infrastructure.
- Support the City's telephone system.
- Support the City's mobile and cellular devices – phones and tablets.
- Support all software applications.
- Support and maintain City e-mail system.
- Support 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.

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

<p>Goal #1: Upgrade computer systems</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Upgrade 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:</p> <ul style="list-style-type: none"> • Improve Public Outreach • Maintain Financial Stability 	



<p>Goal #2: Implement ERP Financial Management system</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Implement latest version of Pentamation ✓ Improve processing and reporting ✓ Improve systems reliability
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Maintain Financial Stability 	
<p>Goal 3: Implement a new VLAN structure</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Enhance the security of the current network ✓ Improve the Network monitoring of each endpoint ✓ Provide the reporting on network stability ✓ Create separate VLAN's for each Municipal building
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Improve Public Outreach • Maintain Financial Stability 	
<p>Goal 4: Maintain, upgrade and develop systems and software to support various administrative and communication services via the Information Technology Division</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ The following items are to be completed in FY20: <ul style="list-style-type: none"> • Work station replacement Public Works (30) and Library (17) • Server Upgrades • Implement new server to assist with backups
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Maintain Financial Stability 	
<p>Goal 5: Implement new servers and virtualize existing servers</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Enhance the availability of the servers ✓ Decrease operating costs ✓ Improve on data flow and improve stability ✓ Create a robust system with 24/7 uptime
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Improve Public Outreach 	

Performance Measures

<p><u>Percent increase in information downloaded via City's Website</u></p> <p>FY17 – 78%</p> <p>FY18 – 80%</p> <p>FY19 (Est) –82%</p>	<p><u>Average Bandwidth Utilization (*)</u></p> <p>FY17 – 40.0%</p> <p>FY18 – 40.0%</p> <p>FY19 (Est) – 40.0%</p>	<p><u>Server Availability</u></p> <p>FY17 – 99.5%</p> <p>FY18 – 99.5%</p> <p>FY19 (Est) – 99.5%</p>
<p><small>* 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.</small></p>		



FY20 BUDGETED POSITION AND SALARY DETAIL

INFORMATION TECHNOLOGY

PMA GRADE 17	E	IT MANAGER	81,439
		TOTAL DEPARTMENT	81,439



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
INFORMATION TECHNOLOGY					
01-717-204-51-110-411					
011001	REGULAR SALARIES	75,958	75,959	77,478	81,439
015001	LONGEVITY	924	924	943	943
022001	SOCIAL SECURITY	4,767	4,567	4,862	5,108
022501	MEDICARE	1,115	1,068	1,137	1,195
023001	RETIREMENT	8,749	8,749	8,924	9,202
034104	CELLULAR PHONES	18,000	17,839	18,000	24,000
034204	OUTSIDE IT SUPPORT	224,000	222,682	224,000	360,000
034206	SOFTWARE-ANNUAL MAINT	132,082	167,073	142,692	210,448
057101	TRAVEL AND CONFERENCE	750	-	750	750
062001	OFFICE SUPPLIES	2,500	1,370	2,500	2,500
067001	BOOKS & PERIODICALS	500	-	500	500
Info Technology	Total	469,345	500,231	481,786	696,085





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 six 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).*)

Collective Bargaining Contingency

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2019, eight (8) bargaining unit contracts will expire on June 30, 2019 or before. This line item is a contingency for the contracts in negotiations.

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.



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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GENERAL ADMINISTRATION

034103	TELEPHONE	50,000	55,901	50,000	50,000
055050	PRINTING	6,700	7,850	10,000	10,000
062010	COPYING SUPPLIES	6,500	4,496	7,000	7,000
062501	POSTAGE	82,000	60,205	90,000	70,000
012001	PART TIME SALARIES	-	2,430	-	-
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	7,500	7,500	7,500	7,500
016001	LEAVE AT TERMINATION	250,000	250,000	250,000	250,000
019002	UNANTICIPATED EXPENSES	4,333	-	34,173	75,000
022001	SOCIAL SECURITY	236	374	236	236
022501	MEDICARE	53	87	53	53
034301	GOVERNMENT ACCESS CHANNEL	50,000	28,540	50,000	50,000
041001	ELECTRICITY-STREET LIGHTS	315,000	204,551	245,000	245,000
056002	DUES MUNICIPAL ASSOC	27,350	27,583	28,410	28,979
062018	ST LIGHT SUPPLIES	30,000	2,987	30,000	20,000
081011	PARADES	10,000	8,348	10,000	10,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
041002	ELECTRICITY	-	329	-	-
062001	OFFICE SUPPLIES	1,000	1,195	2,000	2,000
041002	ELECTRICITY	45,000	37,016	45,000	45,000
GEN ADMIN	Total	891,772	705,494	865,472	876,868

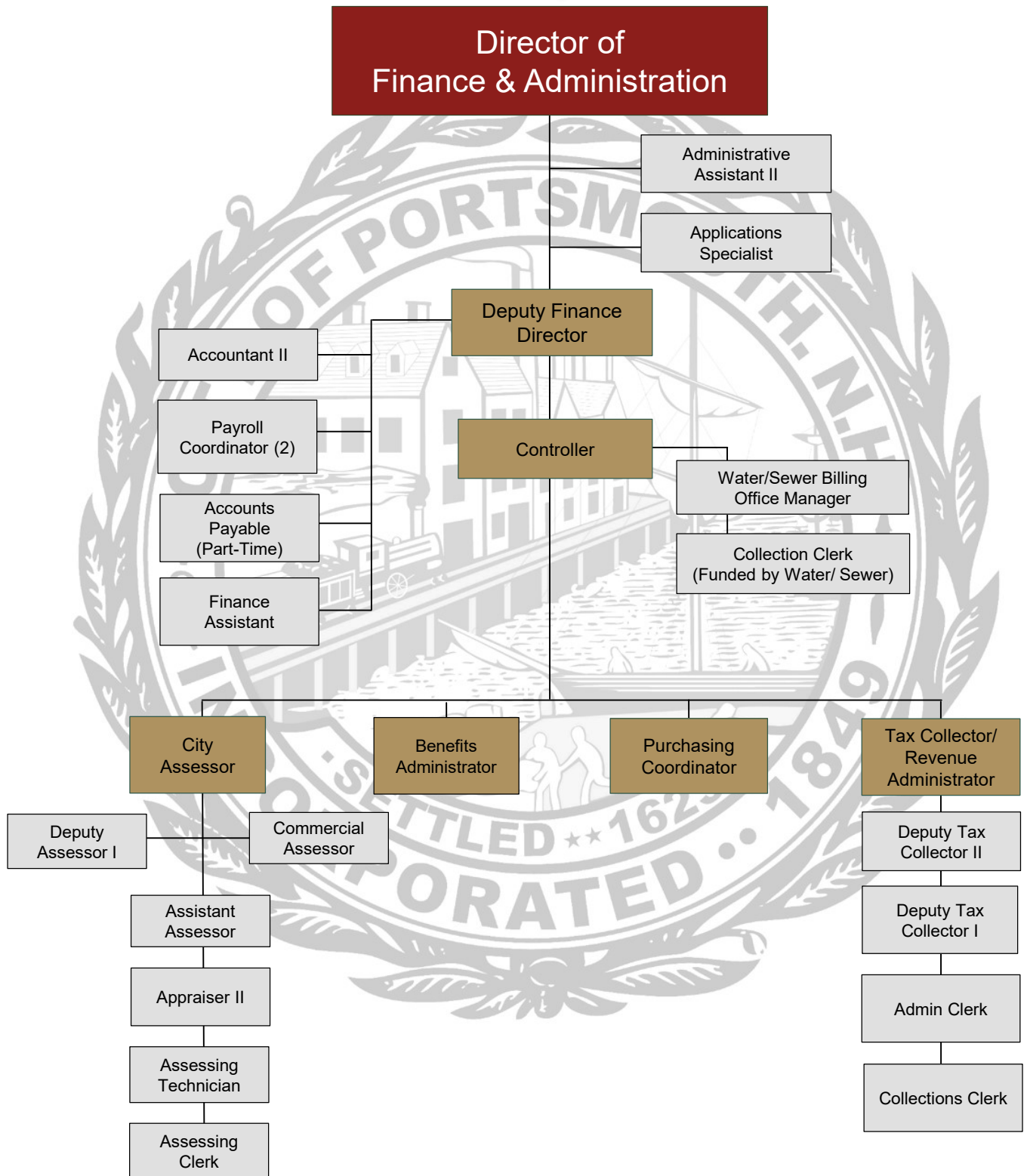
011065	COLL BARG CONTINGENCY	-	-	-	1,120,000
COLL BARG	Total	-	-	-	1,120,000

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	30,479	60,000	89,000
PRESCOTT	Total	30,479	30,479	60,000	89,000



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



Department Budget Comments

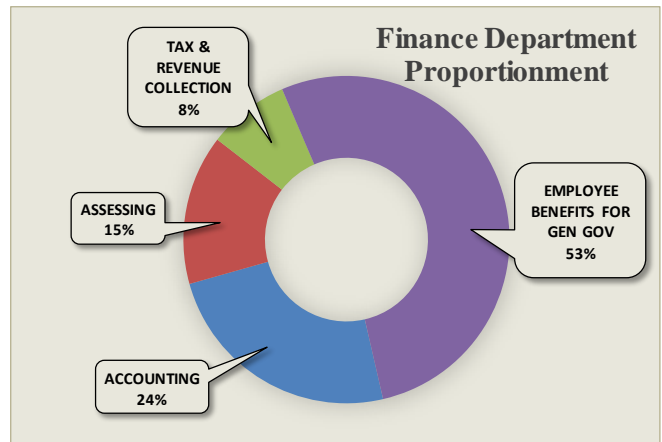
The Proposed budget for FY20 is \$4,470,254. This represents an overall net increase of \$206,701 or 4.85% from FY19.

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

The position of Benefit Administrator 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.

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	1
Accountant II	1	1	1
Purchasing Coordinator	1	1	1
Finance Assistant	0.48	0.48	0.48
Benefit Administrator	1	1	1
Application Specialist	0	1	1
Payroll Coordinator	2	2	2
Administrative Assistant II	0	0	0.95
Administrative Assistant I	0	0.95	0
City Assessor	1	1	1
Deputy Assessor	1	1	1
Commercial Assessor	0	1	1
Assistant Assessor	1	1	1
Assessing Technician	0	1	1
Appraiser II	1	1	1
Assessing Data Collector (Contract)	1	0	0
Assessing Account Clerk	1	1	1
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	1
Administrative Clerk	0	1	1
Collections Clerk	2	1	1
Controller/ Enterprise Accountant	0.80	0.80	0.80
Office Manager	0	1	1
Lead Billing Clerk	1	0	0
Collections Clerk (Funded by Water/Sewer Enterprise Funds)	1	1	1
Totals Full Time	21.28	24.23	24.23
Positions Part-Time	FY18	FY19	FY20
Administrative Assistant I	1	0	0
Account Clerk/ Accounts Payable	1	1	1
Totals Part Time	2.00	1.00	1.00



Budget Summary of Expenditures

	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FINANCE DEPARTMENT				
HEALTH INSURANCE	1,907,870	1,907,870	2,012,230	2,105,396
DENTAL INSURANCE	126,520	124,757	140,000	144,000
INSURANCE REIMBURSEMENT	55,000	38,393	55,000	55,000
LIFE AND DISABILITY	53,940	47,736	49,410	51,000
OTHER BENEFITS	8,210	7,845	8,210	6,680
<i>General Government Benefits</i>	2,151,540	2,126,601	2,264,850	2,362,076
SALARIES	1,322,869	1,300,149	1,499,989	1,583,620
PART-TIME SALARIES	49,062	47,995	35,157	26,721
OVERTIME	1,000	-	1,000	1,000
LONGEVITY	9,139	9,311	11,004	12,562
RETIREMENT	155,248	148,809	170,226	178,406
OTHER BENEFITS	107,350	100,211	118,357	124,273
<i>Contractual Obligations</i>	1,644,668	1,606,474	1,835,733	1,926,582
TRAINING/EDUCATION/CONFERENCES	10,325	7,454	10,425	14,985
CONTRACTED SERVICES	194,776	178,780	111,100	121,100
ADVERTISING	500	567	500	500
PRINTING	470	647	470	1,000
PROFESSIONAL ORGANIZATION DUES	4,465	4,243	4,965	4,545
OTHER OPERATING	41,395	28,987	35,510	39,466
<i>Other Operating</i>	251,931	220,679	162,970	181,596
TOTAL	4,048,139	3,953,754	4,263,553	4,470,254

The net increase of 4.85% is primarily the result of health insurance contribution to the Health Insurance Stabilization Fund, the position of the Commercial Assessor authorized in the last quarter of FY19, and other increase in salaries and benefits related to collective bargaining obligations..

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

Proposed Budget by Divisions	FY19	FY20	\$ CHANGE	% CHANGE
	BUDGET	CITY MANAGER RECOMMENDED	FROM FY19	FROM FY19
ACCOUNTING	1,084,388	1,083,919	(469)	-0.04%
ASSESSING	570,737	662,662	91,925	16.11%
TAX & REVENUE COLLECTION	343,578	361,597	18,019	5.24%
<i>TOTAL DIVISIONS</i>	1,998,703	2,108,178	109,475	5.48%
GENERAL GOVERNMENT				
EMPLOYEE BENEFITS	2,264,850	2,362,076	97,226	4.29%
<i>Total Finance Department</i>	4,263,553	4,470,254	206,701	4.85%



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

- Fiduciary responsibility for all City funds
- Prepare the City's annual budget document working with the City Manager and Department Heads to ensure timely submission to the City Council
- Prepare the City's 6-Year Capital Improvement Plan (CIP) in conjunction with the City's Planning Department
- Prepare the annual Comprehensive Annual Financial Report (CAFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Comprehensive Annual Financial Report
- Monitor and analyze the activities of the current fiscal year to project trends in both revenues and expenditures
- Prepare the documents required by the Department of Revenue Administration to set the City's tax rate
- Produce monthly summary reports and the audited annual financial statements that are submitted to the City Manager and City Council
- Prudently manage all City assets, including short- and long-term investments
- Prepare documentation and coordinate the sale of bonds to fund capital projects
- Administer the City's purchasing procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment
- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, and other miscellaneous bills
- Prepares bi-weekly payroll for General Government, Police, Fire and School departments internally and ensures compliance with state and federal tax laws
- Administer Property and Liability Insurance for the City
- Perform accounting functions for the Community Development Department and CDBG Funds
- Perform accounting functions for both Prescott Park and the Trustee of the Trust Funds
- Retain, preserve and restore historic City Financial Documents as well as oversee the City's Historic Document Permanent Record Facility

Assessing- Ensure the valuation of residential and commercial property in the City of Portsmouth is in accordance with City policies and State law. Office duties and procedures include the following:

- Oversee citywide revaluation efforts
- Inspect properties to update real estate records based on improvement as noted in building permits
- Prepare and certify city valuation to set the annual tax rate
- Revise property values as appropriate
- Prepare and certify the tax roll
- Respond to inquiries from the public



- Perform sales verifications
- Research deed transfers
- Process abatement requests
- Defend property values before the NH Superior Court and the Board of Tax and Land Appeals
- Complete equalization survey for the State of New Hampshire Department of Revenue Administration
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for GIS mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



Tax Collection- 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, motor vehicle, and other City billing, as required
- Process and post daily electronic transactions for water/sewer, property tax, and motor vehicle
- Provide assistance to the public with use of City's online and IVR payment process
- Perform monthly financial reconciliations of property tax, abatements, motor vehicle, and electronic payments received by City Departments
- Provide property tax information to residents, realtors, title companies, law firms, and banks
- Execute, record, release and research property tax liens
- Execute tax deed process
- Apply and/or refund property tax abatements with computed interest, where applicable
- Research and refund property tax overpayments
- Receive, record and reconcile property tax prepayments made up to 2 years in advance of billing
- Act as Municipal Agent 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.

<u>Goals and Objectives</u>		
Accounting	<p><i>Goal #1:</i></p> <p><i>Provide professional and accurate financial reporting.</i></p>	<p><i>Objectives:</i></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 2020 City of Portsmouth Budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award. The City has received thirteen (13) consecutive Distinguished Budget Presentation Awards from GFOA for its Fiscal Year beginning July 1, 2006 through July 1, 2018. ✓ Prepare annually the Comprehensive Annual Financial Report (CAFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY18 CAFR was submitted] The City has received a total of twenty-five (25) awards for Fiscal Years ending June 30, 1988, 1989 and twenty-three (23) consecutive years from 1995 to 2017. ✓ Prepared the City's second Popular Annual Financial Report (PAFR) and submitted it GFOA for consideration of the award for Popular Annual financial Reporting. The City has received an award for Fiscal Year ending June 30, 2017.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 		
Accounting	<p><i>Goal #2:</i></p> <p><i>Plan and pursue administrative improvements to expand services to City Departments. (ongoing)</i></p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> ✓ <i>Combine the function of the school payroll process within the Finance Department.</i> ✓ <i>Consolidating CDBG Treasury and Bookkeeping functions within the Finance Department.</i> ✓ <i>Consolidating Trustees of Trust Fund Treasury and Bookkeeping functions within the Finance Department.</i> ✓ <i>Improve and expand bulk purchasing protocols.</i> ✓ <i>Consolidate all billing and collection services in one division within Finance Department.</i>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 		



Assessing	<p>Goal #3:</p> <p><i>The Assessor's office will begin the process of annual updates.</i></p>	<p>Objectives</p> <ul style="list-style-type: none"> ✓ <i>Complete all building permit review throughout the City for permits completed as of April 1, 2019.</i> ✓ <i>Complete all subdivision and boundary line adjustments as of April 1, 2019.</i> ✓ <i>Complete new condominium complex review As of April 1, 2019.</i> ✓ <i>Complete sales review process for upcoming 2019 update.</i> ✓ <i>Begin commercial income and expense verification for 2019 update.</i>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
Assessing	<p>Goal #4:</p> <p><i>Import building permit information from View Permit to Assessing Software.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Streamline data entry by importing information from Building Inspection versus manual data entry from paper copies.</i>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> 	
Assessing	<p>Goal #5:</p> <p><i>Integrate all assessment information into the CAMA system.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Incorporate, assessing, planning, building inspection and GIS data into one electronic file for easier public access.</i>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> 	
Tax	<p>Goal #6:</p> <p><i>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.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Increase the value of the City of Portsmouth Tax Collection web pages by offering additional clear information. [ongoing]</i> ✓ <i>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)</i> ✓ <i>Review laws and procedures to help ensure consistent, accurate and efficient customer interactions. [ongoing]</i> ✓ <i>Provide residents with the ability to register snowmobiles and OHRVs at City Hall. (completed FY 16)</i> ✓ <i>Assist other City Departments in implementing central collection/payment systems and credit card processes at their counters. (ongoing)</i>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	



Tax	<p>Goal #7: <i>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.</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ <i>Offering residents the ability to view their bills, schedule automatic payments, flex payments and use additional forms of payment.</i> ✓ <i>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.</i> ✓ <i>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.</i> <p>Accomplishments:</p> <ul style="list-style-type: none"> • <i>Implemented the use of credit cards for recreation services.</i> • <i>Installed an ATM machine in City Hall on December 10, 2013.</i> • <i>Implement use of credit cards in City Hall February 22, 2016</i> <ul style="list-style-type: none"> ✓ <i>Offer residents the ability to opt for paperless billing. Software upgrades and City Council approval required.</i>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> • <i>Promote and Support Sustainable Practices</i> 	

Performance Measures

Accounting		
<u>Number of GFOA Budget Awards</u> FY18 –12 FY19 - 13 FY20 (Est) - 14	<u>Number of GFOA CAFR Awards</u> FY17 - 25 FY18 - 26 FY19 (Est) - 27	<u>Bond Rating Standard & Poor's</u> FY18 – AAA FY19 – AAA FY20 (Est) - AAA
Assessing – Measured by Tax Year (TY) April 1 st of Each Year		
<u>Number of Taxable Properties (Includes Airport District)</u> TY16 – 8,636 TY17 – 8,697 TY18 – 8,713	<u>Number of Sales</u> TY16 – 522 TY17 – 493 TY18 – 508	<u>Number of Deeds Recorded</u> TY16 – 914 TY17 – 809 TY18 – 878
<u>Number of Parcels Inspected</u> TY16 – 1,721 TY17 – 1,074 TY18 – 1,928	<u>Equalization Ratio (**)</u> TY16 – 86.6% TY17 – 97.0% TY18 – 91.3%	<u>Coefficient of Dispersion, Guidelines by the State of NH (***)</u> TY16– 9.5 TY17 – 6.9 TY18 – 6.3
Tax Collection		
<u>Percent of Current Taxes Collected</u> FY17 – 98.0 FY18 – 98.2 FY19 (Est) – 98.0	<u>Property Tax Accounts Billed</u> FY17 – 8,567 FY18 – 8,624 FY19 (Est) - 8,655	<u>Property Tax Accounts Liened for Current Year Taxes</u> FY17 – 113 FY18 – 110 FY 19 (Est) - 120
<u>Motor Vehicle Registrations</u> FY17 – 24,562 FY18 – 24,935 FY19 (Est) – 25,500	<u>Boat Registrations</u> FY17 – 412 FY18– 434 FY19 (Est) - 480	<u>ATV/ Snowmobile Registrations</u> FY17 – 20 FY18 – 33 FY19 (Est) - 35
<p><small>** 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.</small></p> <p><small>*** 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.</small></p> <p><small>**** Includes field inspections for Tax Year 2018 by Assessing Staff between April 1, 2017 and March 31, 2018.</small></p>		



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
FINANCE			
ACCOUNTING			
NON GRADE 26	G	DIRECTOR OF FINANCE AND ADMINISTRATION	132,083
PMA GRADE 20	F	DEPUTY FINANCE DIRECTOR	96,777
PMA GRADE 17	E	① CONTROLLER/ENTERPRISE ACCOUNTANT	65,151
PMA GRADE 15	C	APPLICATION SPECIALIST	67,125
PMA GRADE 13	F	ACCOUNTANT II	68,945
NON GRADE 13	E	BENEFITS ADMINISTRATOR	67,101
NON GRADE 11	E	PAYROLL COORDINATOR	60,916
NON GRADE 11	7B/5C	PAYROLL COORDINATOR	53,809
PMA GRADE 11	G	PURCHASING COORDINATOR	63,843
PMA GRADE 11	G	② FINANCE ASSISTANT	30,645
NON GRADE 11	B	③ ADMINISTRATIVE ASSISTANT II	50,089
PMA GRADE 9	7C/5D	OFFICE MANAGER	51,263
		EDUCATION STIPEND	4,399
TOTAL FULL TIME ACCOUNTING			812,146
NON GRADE 5	A	ACCOUNT CLERK/ACCOUNTS PAYABLE (28.25HRS/WK)	26,721
TOTAL PART TIME ACCOUNTING			26,721
ASSESSING			
NON GRADE 24	G	CERTIFIED ASSESSOR	119,861
PMA GRADE 19	C	COMMERCIAL ASSESSOR	81,470
PMA GRADE 15	3A/9B	DEPUTY ASSESSOR I	63,217
PMA GRADE 13	1.5B/10.5C	ASSISTANT ASSESSOR	60,578
PMA GRADE 13	F	APPRAISER II	68,945
PMA GRADE 7	6B/6C	ASSESSING TECHNICIAN	44,702
1386B GRADE 3	G	ASSESSING ACCOUNT CLERK	40,120
		EDUCATION STIPEND	1,571
TOTAL FULL TIME ASSESSING			480,464
TAX COLLECTION			
PMA GRADE 19	E	REVENUE ADMINISTRATOR	89,733
PMA GRADE 11	G	DEPUTY TAX COLLECTOR II	63,843
1386B GRADE 9	G	DEPUTY TAX COLLECTOR I	53,582
1386B GRADE 7	D	ADMIN CLERK	45,112
1386B GRADE 5	2B/10C	COLLECTIONS CLERK	38,740
TOTAL FULL TIME TAX COLLECTION			291,010
TOTAL FULL TIME			1,583,620
TOTAL PART TIME			26,721
TOTAL DEPARTMENT			1,610,341

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



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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BENEFIT ADMINISTRATION

01-700-104-51-110-405

011061	INSURANCE REIMBURSEMENT	55,000	38,393	55,000	55,000
021001	INSURANCE-HEALTH	1,907,870	1,907,870	2,012,230	2,105,396
021101	INSURANCE-DENTAL	126,520	124,757	140,000	144,000
021501	INSURANCE-LIFE	18,540	19,460	20,000	21,000
021601	INSURANCE-DISABILITY	35,400	28,275	29,410	30,000
022001	SOCIAL SECURITY	3,410	2,202	3,410	2,170
022501	MEDICARE	800	515	800	510
039007	PROFESSION SERVICES-FSA	4,000	5,128	4,000	4,000
Benefits	Total	2,151,540	2,126,601	2,264,850	2,362,076

ACCOUNTING

01-700-201-51-110-402

011001	REGULAR SALARIES	685,218	663,816	806,016	812,146
012001	PART TIME SALARIES	49,062	47,995	35,157	26,721
014041	OVERTIME	1,000	-	1,000	1,000
015001	LONGEVITY	6,131	6,148	7,150	8,694
022001	SOCIAL SECURITY	45,968	42,670	52,658	52,654
022501	MEDICARE	10,753	10,082	12,315	12,304
023001	RETIREMENT	80,125	76,242	90,852	91,800
030101	PROF SERVICES-AUDIT	45,000	40,193	48,000	48,000
039001	PROFESSIONAL SERVICES	95,176	86,343	10,000	10,000
043027	REPAIRS-OFFICE EQUIPMENT	500	500	500	500
053001	ADVERTISING	300	294	300	300
054050	TRAINING	1,000	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,740	1,605	2,740	2,000
057101	TRAVEL AND CONFERENCE	2,000	693	2,000	2,000
062001	OFFICE SUPPLIES	15,000	13,704	11,000	11,000
067001	BOOKS & PERIODICALS	700	520	700	800
075001	FURNITURE AND FIXTURES	3,000	3,000	3,000	3,000
Accounting	Total	1,043,673	993,805	1,084,388	1,083,919

ASSESSING DEPARTMENT

01-700-202-51-110-402

011001	REGULAR SALARIES	369,872	370,068	417,599	480,464
015001	LONGEVITY	1,734	1,890	2,241	1,934
022001	SOCIAL SECURITY	24,105	22,459	26,030	29,909
022501	MEDICARE	5,637	5,253	6,088	6,995
023001	RETIREMENT	44,053	42,329	47,739	53,884
039001	PROFESSIONAL SERVICES	50,000	50,000	50,000	60,000
039003	PROF/SERVICES-LICENSING	-	194	-	-
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	2,880
054050	TRAINING	5,000	5,004	5,000	5,400
055001	MICROFILMING	-	43	-	-
055050	PRINTING	240	420	240	300
056001	DUES PROFESSIONAL ORGANIZ	1,500	2,383	2,000	2,170
057101	TRAVEL AND CONFERENCE	-	-	-	3,950
057102	TRAVEL REIMBURSEMENT	2,800	1,455	2,800	500
062001	OFFICE SUPPLIES	3,500	2,725	3,000	3,500
067001	BOOKS & PERIODICALS	9,000	3,191	8,000	10,776
Assessing	Total	517,441	507,414	570,737	662,662



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
TAX COLLECTION					
01-700-203-51-110-402					
011001	REGULAR SALARIES	267,779	266,265	276,374	291,010
015001	LONGEVITY	1,274	1,274	1,613	1,934
022001	SOCIAL SECURITY	16,928	16,004	17,235	18,163
022501	MEDICARE	3,959	3,743	4,031	4,248
023001	RETIREMENT	31,070	30,238	31,635	32,722
039001	PROFESSIONAL SERVICES	4,600	2,245	3,100	3,100
043027	REPAIRS-OFFICE EQUIPMENT	455	-	455	455
053001	ADVERTISING	200	273	200	200
054050	TRAINING	2,325	1,756	2,425	2,635
055050	PRINTING	230	228	230	700
056001	DUES PROFESSIONAL ORGANIZ	225	255	225	375
062001	OFFICE SUPPLIES	6,000	3,178	5,500	5,500
067001	BOOKS & PERIODICALS	440	477	555	555
Tax	Total	335,485	325,935	343,578	361,597
TOTAL GENERAL GOVERNMENT BENEFITS		2,151,540	2,126,601	2,264,850	2,362,076
TOTAL FINANCE OPERATING BUDGET		1,896,599	1,827,153	1,998,703	2,108,178
TOTAL FINANCE DEPARTMENT		4,048,139	3,953,754	4,263,553	4,470,254



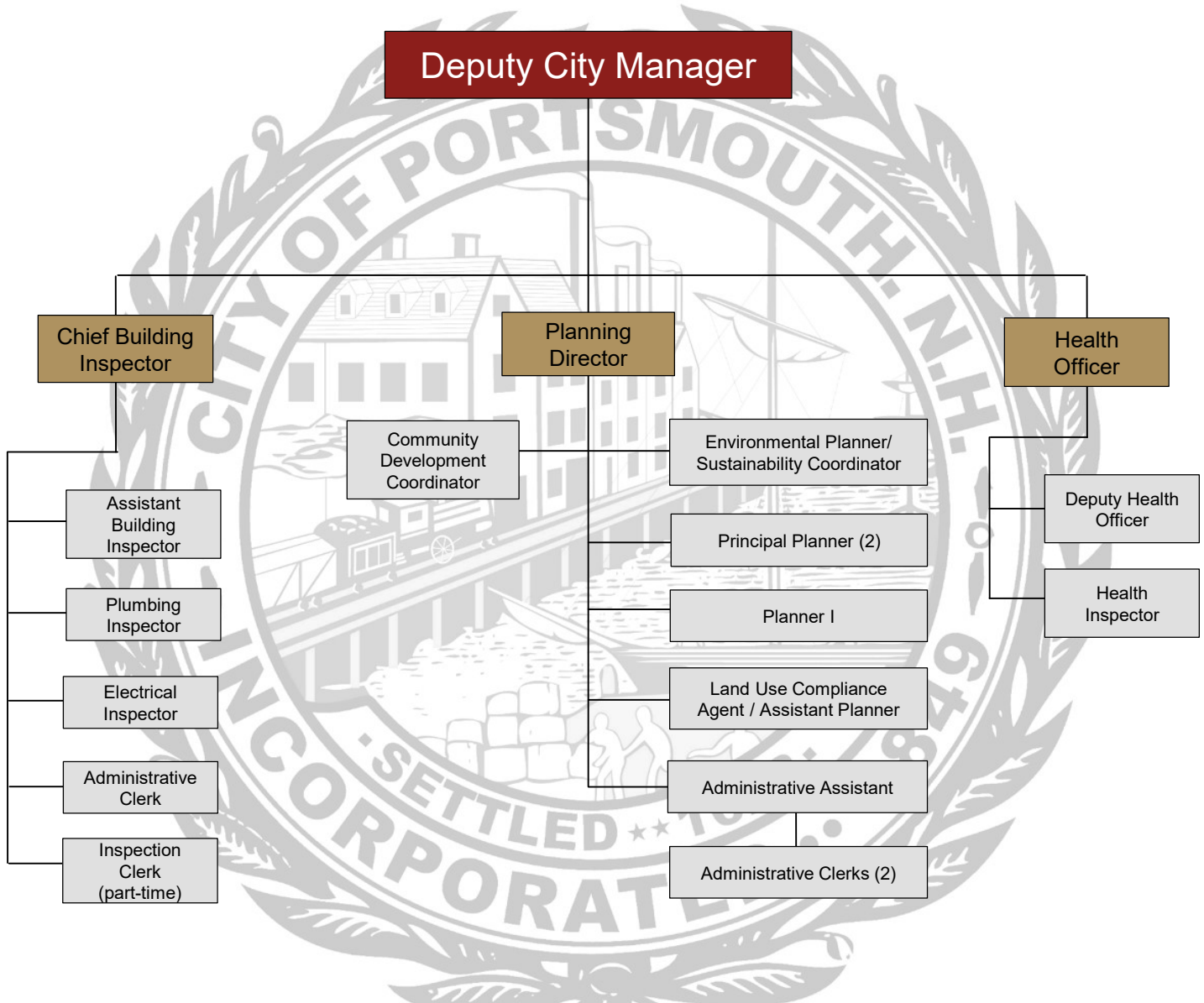


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Regulatory Services

Planning, Inspection and Health Departments



Inspection Dept. Mission

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

Planning Dept Mission

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

Health Dept Mission

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



Planning Department

Services Overview

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



Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Deputy City Manager	0.65	0.65	0.65
Assistant City Manager	0.075	0.10	0
Planning Director	1	1	1
Principal Planner	1.50	1.50	1.50
Environmental Planner/ Sustainability Coordinator	0.30	0.30	0.30
Planner I	1	1	1
Land Use Compliance Agent/ Assistant Planner	1	1	1
Administrative Assistant II	1	1	1
Administrative Clerk	2	2	2
Totals Full Time	8.525	8.55	8.45

Department Budget Comments

The Planning Department's proposed budget for FY20 is \$830,374, representing a net decrease of \$18,714 or 2.20% from the FY19 budget. The decrease is primarily due to staffing changes.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
PLANNING				
SALARIES	604,154	588,604	629,552	617,553
PART-TIME SALARIES	15,000	24,334	15,000	15,000
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	2,563	2,748	2,661	1,463
RETIREMENT	68,761	67,289	72,117	69,312
OTHER BENEFITS	47,676	46,094	49,627	48,617
<i>Contractual Obligations</i>	<i>739,654</i>	<i>729,068</i>	<i>770,457</i>	<i>753,445</i>
TRAINING/EDUCATION/CONFERENCES	8,000	6,941	8,000	8,000
CONTRACTED SERVICES	16,000	10,396	19,600	19,600
ADVERTISING	23,000	19,722	15,000	15,000
PRINTING	1,800	2,347	1,800	1,800
PROFESSIONAL ORGANIZATION DUES	18,312	19,394	18,481	18,575
OTHER OPERATING	15,400	15,113	15,750	13,954
<i>Other Operating</i>	<i>82,512</i>	<i>73,912</i>	<i>78,631</i>	<i>76,929</i>
TOTAL	822,166	802,980	849,088	830,374



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:

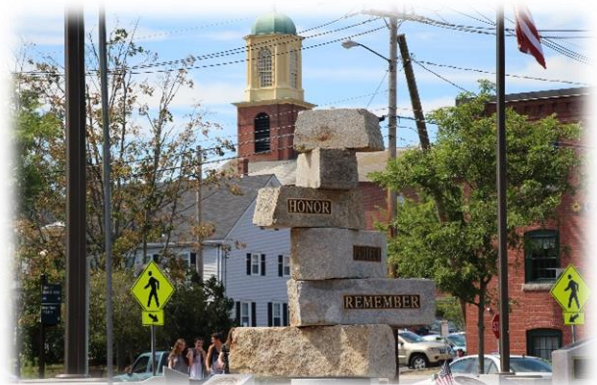
- Prepare studies and plans relating to natural resources and environmental quality.
- Maintain current environmental inventories and open space information.
- Track and report on sustainability efforts undertaken by City departments.
- Provide training in sustainability for City staff and assist with 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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote a Welcoming, Safe and Diverse Community</i> • <i>Promote regulation adherence and legislative development to protect city operations and assets</i>
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<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. <hr/> <p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote a Welcoming, Safe and Diverse Community</i> • <i>Promote regulation adherence and legislative development to protect city operations and assets</i>
<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. <hr/> <p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> • <i>Promote regulation adherence and legislative development to protect city operations and assets</i>



Performance Measures

Zoning Revisions and City Council Referrals Completed

	FY17	FY18	FY19 (Est)
Zoning Ordinance Amendments	2 (-71.4%)	2 (0%)	5 (+60%)
Zoning Map Revisions	1 (-75%)	1 (0%)	3 (+200%)
City Council Referrals	3 (-75%)	10 (+233.3%)	6 (-40%)
Projecting Sign Licenses		16 (%)	16 (0%)
Total		29	30 (+3.4%)

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

	FY17	FY18	FY19 (Est)
Building Permit Applications	616 (+37.1%)	1,230 (-2.9%)	1,212 (-1.5%)
Land Use Permit Applications	-	-	408
Sign Permit Applications	75 (-32.4%)	171 (+128%)	126 (-26.3%)
Historic District Commission			
Applications for Certificates of Approval (Public Hearings)	55 (-37.5%)	57 (+3.6%)	62 (+8.8%)
Applications for Certificates of Approval (Administrative Approvals)	113 (+18.9%)	124 (+9.7%)	116 (-6.5%)
Board of Adjustment			
Applications/ Petitions	105 (-11.8%)	105 (0%)	98 (-6.7%)
Planning Board			
Site Plan Review	64 (+255.6%)	26 (-59.4%)	18 (-30.8%)
Design Review	6 (+500%)	0 (-100%)	2 (+200%)
Preliminary Conceptual Consultation	6 (+100%)	4 (+33.3%)	4 (0%)
Subdivision / Lot Line Change	16 (-11.1%)	15 (-6.3%)	15 (0%)
Conditional Use Permits – Wetlands	27 (+58.8%)	20 (-25.9%)	30 (+50%)
Conditional Use Permits – Other	23	14 (-39.1%)	16 (14.3%)
Conservation Commission			
Conditional Use Permits – Wetlands	27 (+58.8%)	26 (-3.7%)	30 (+15.4%)
State Wetland Permits	22 (+10%)	16 (-27.3%)	20 (+25%)
Total	1,155 (-7.7%)	1,808 (+56.6%)	1,749 (-3.3%)



Major Planning Department Projects

	FY17	FY18	FY19 (Est)
Master Plan	Completed		
Wayfinding Program Implementation - Phase 2	Active	Completed	
Wayfinding Program Implementation - Phase 3			Start
Middle Street / Lafayette Road Bicycle Route Design and Construction	Active	Active	Completed
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	Active
Historic Properties Climate Change Vulnerability	Started	Active	Completed
Open Space and Recreation Plan			Start
Bicycle and Pedestrian Plan Update		Started	Completed
Walk Friendly Community Application			Started / Completed
Bicycle Friendly Community Application Renewal			Start / Complete
3-D Modeling Expansion			Start / Complete
North Mill Pond Multi-Use Path and Greenway Design			Started
Elwyn Park Sidewalks Feasibility and Design			Start
Elwyn Road Sidepath Design			Start
US Route 1 Sidepath Design			Start
Pease Residential Housing Study Committee			Start



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PLANNING			
NON GRADE 28	E	① DEPUTY CITY MANAGER	90,314
PMA GRADE 23	D	PLANNING DIRECTOR	103,859
PMA GRADE 16	E	PRINCIPAL PLANNER	77,588
PMA GRADE 16	G	③ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	24,395
PMA GRADE 16	.5D/11.5E	② PRINCIPAL PLANNER	38,718
PMA GRADE 14	E	PLANNER I	70,638
PMA GRADE 11	1A/11B	ADMINISTRATIVE ASSISTANT II	52,519
PMA GRADE 13	3C/9D	LAND USE COMPLIANCE/ASSISTANT PLANNER	63,194
1386B GRADE 7	G	ADMINISTRATIVE CLERK	48,649
1386B GRADE 7	9B/3C	ADMINISTRATIVE CLERK	41,474
		EDUCATION STIPENDS	6,205
TOTAL FULL TIME			617,553
MINUTE TAKERS			15,000
TOTAL PART TIME			15,000
TOTAL DEPARTMENT			632,553

- 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 30% PLANNING, 25% WATER, 25% SEWER, 20% THE COAKLEY LANDFILL TRUST



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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PLANNING DEPARTMENT
01-714-410-51-110-406

011001	REGULAR SALARIES	604,154	588,604	629,552	617,553
012001	PART TIME SALARIES	15,000	24,334	15,000	15,000
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	2,563	2,748	2,661	1,463
022001	SOCIAL SECURITY	38,639	37,357	40,220	39,402
022501	MEDICARE	9,037	8,737	9,407	9,215
023001	RETIREMENT	68,761	67,289	72,117	69,312
032004	PROF SERVICES-COURT FEES	200	24	200	200
033001	PROF SERVICES-TEMP	6,000	-	6,000	6,000
039001	PROFESSIONAL SERVICES	10,000	10,396	13,600	13,600
043027	REPAIRS-OFFICE EQUIPMENT	5,000	4,406	5,000	3,204
053001	ADVERTISING	23,000	19,722	15,000	15,000
054050	TRAINING	1,000	275	1,000	1,000
055050	PRINTING	1,800	2,347	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	2,500	3,582	2,500	2,500
056004	DUES ROCKINGHAM PLAN COMM	15,212	15,212	15,381	15,475
056008	ICLEI DUES	600	600	600	600
057101	TRAVEL AND CONFERENCE	7,000	6,666	7,000	7,000
057102	TRAVEL REIMBURSEMENT	1,600	236	1,600	1,600
061003	MEETING SUPPLIES	100	174	200	200
062001	OFFICE SUPPLIES	4,800	7,819	4,800	4,800
067001	BOOKS & PERIODICALS	1,600	631	1,600	1,600
075001	FURNITURE AND FIXTURES	500	224	750	750
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600

Planning	Total	822,166	802,980	849,088	830,374
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Inspection Department

Services Overview

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



Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Deputy City Manager	0.05	0.05	0.05
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
Totals Full Time	5.05	5.05	5.05
Positions Part-Time	FY18	FY19	FY20
Inspection Clerk	1	1	1
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The Inspection Department is proposing a budget of \$506,739 for FY20. This represents a net increase of \$7,168 or 1.43% from the FY19 budget due to contractual obligations and an increase in hours allocated for part time/back up plumbing and electrical

inspectors. These additional hours will provide qualified inspections during extended absences of main staff or during exceptionally busy periods. This need is confirmed by the significant increase in construction value (59% increase FY17 to FY18, from \$134,395,844 to \$214,023,272) as well as by the similarly significant increase in the number of inspections performed (22% increase FY17 to FY18, 4,930 to 6,025 inspections performed). FY19 numbers are also on track to match or exceed the measures identified for the previous year.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
INSPECTION				
SALARIES	365,814	365,830	375,104	376,033
PART-TIME SALARIES	23,363	27,365	30,782	35,882
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	616	616	628	1,778
RETIREMENT	41,870	41,702	42,929	42,369
OTHER BENEFITS	28,911	29,131	31,213	31,762
<i>Contractual Obligations</i>	<i>462,074</i>	<i>464,644</i>	<i>482,156</i>	<i>489,324</i>
TRAINING/EDUCATION/CONFERENCES	2,300	800	2,300	2,300
CONTRACTED SERVICES	6,637	1,636	5,000	5,000
ADVERTISING	1,000	-	1,000	1,000
PRINTING	2,000	777	2,000	2,000
PROFESSIONAL ORGANIZATION DUES	1,000	150	1,000	1,000
OTHER OPERATING	6,115	2,828	6,115	6,115
<i>Other Operating</i>	<i>19,052</i>	<i>6,191</i>	<i>17,415</i>	<i>17,415</i>
TOTAL	481,126	470,836	499,571	506,739



Programs and Services

Plan Review and Code Consulting - Review all documentation associated with each construction project. Discuss technical aspects of projects with clients and inform them of code design deficiencies.

Permit Issuance - Coordinate and process final documentation for building permit issuance. Issue permits to electricians, plumbers, mechanical and fire protection system installers. Review applications and issue sign permits.

Construction Inspections - Implement the series of construction inspections in all disciplines to insure code conformance of the various constructed elements. Record inspection findings and notify responsible parties of results.

Construction Completion - Perform final building and safety system inspections for all disciplines (building, electrical, plumbing, mechanical, and fire). Issue Certificates of Occupancy and Certificate of Completion upon successful final inspections.

Code Enforcement - Investigate claims of code violations including building, electrical, plumbing, mechanical and zoning matters.

Goals and Objectives

Goal #1:

Continue/complete the process for adopting the 2015 editions of the International Family of Construction Codes in anticipation of adoption by the State.

Objectives:

- ✓ *Author code amendments, conduct public input sessions and present to City Council new construction codes for adoption. This process will run concurrently with the State adoption of these same model codes.*

Citywide Goal Addressed:

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

Goal #2:

Maintain the accuracy and improve efficiency of Inspection Department services.

Objectives:

- ✓ *Increase efficiency of permit application process through utilization of enhanced IT system allowing permits to be applied for, paid for and issued online. Continue to update the website and department handouts to keep the public informed of our procedures and to assist in navigating them through the permit process.*
- ✓ *Continue to provide education and guidance to applicants and builders on recent changes to the all applicable model ICC codes including the International Energy Conservation Code.*

Citywide Goal Addressed:

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

Goal #3:

Work with Planning Department and Fire Prevention staff to evaluate and implement joint operating procedures.

Objectives:

- ✓ *Continue to implement more efficient permit process procedures and forms including the implementation of online permit application process utilizing new permitting software.*

Citywide Goal Addressed:

- *Improve Public Outreach*



Performance Measures

Total Inspections Completed

FY17 – 4,930
FY18 – 6,025
FY19 (Est) – 6,752

Total Building Permit Applications Processed

(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)
FY17 – 3,259
FY18 – 3,291
FY19 (Est) – 3,000

Total Construction Value Declared

(Building Permits)
FY17 - \$134,395,844
FY18 - \$214,023,272 (up over 59%!)
FY19 (Est) - \$212,000,000 *
* based on data from the first half of FY19

Total Construction Permit Fees Collected

(All Permits)
FY17 – \$1,027,194
FY18 – \$1,055,704
FY19 (Est.) - \$1,500,000*
*based on data from the first half of FY19

ISO Code Effectiveness Grading Classification

(Based on a 10 Point Scale with "1" Being the Highest)
FY17 – 4
FY18 – 4
FY19 (Est) - 4



FY20 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	75,959
PMA GRADE 15	E	ELECTRICAL INSPECTOR	73,926
1386B GRADE 7	E	ADMINISTRATIVE CLERK	47,347
		EDUCATION STIPEND	79
		TOTAL FULL TIME	376,033
1386B GRADE 5	A	INSEPTION CLERK (25HRS/WK)	23,643
		VARIOUS PART TIME INSPECTORS AS NEEDED	12,239
		TOTAL PART TIME	35,882
		TOTAL DEPARTMENT	411,915

① **FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**
 5% INSPECTION, 65% PLANNING, 10% HEALTH DEPARTMENT, 10% WATER, 10% SEWER



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
INSPECTION DEPARTMENT					
01-716-420-51-110-415					
011001	REGULAR SALARIES	365,814	365,830	375,104	376,033
012001	PART TIME SALARIES	23,363	27,365	30,782	35,882
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	616	616	628	1,778
022001	SOCIAL SECURITY	23,431	23,610	25,297	25,742
022501	MEDICARE	5,480	5,521	5,916	6,020
023001	RETIREMENT	41,870	41,702	42,929	42,369
033001	PROF SERVICES-TEMP	1,637	1,636	-	-
039001	PROFESSIONAL SERVICES	5,000	-	5,000	5,000
039003	PROF/SERVICES-LICENSING	515	-	515	515
043027	REPAIRS-OFFICE EQUIPMENT	400	663	400	400
053001	ADVERTISING	1,000	-	1,000	1,000
054050	TRAINING	500	200	500	500
055050	PRINTING	2,000	777	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	150	1,000	1,000
057101	TRAVEL AND CONFERENCE	1,800	600	1,800	1,800
057102	TRAVEL REIMBURSEMENT	500	21	500	500
061002	MISCELLANEOUS SUPPLIES	200	490	200	200
062001	OFFICE SUPPLIES	2,000	1,127	2,000	2,000
062002	ENGINEERING SUPPLIES	300	-	300	300
067001	BOOKS & PERIODICALS	1,700	98	1,700	1,700
075001	FURNITURE AND FIXTURES	500	429	500	500
Inspection	Total	481,126	470,836	499,571	506,739





Health Department

Services Overview

- ✓ Provide input and direction on community public health and environmental issues
- ✓ Provide Public Health Education
- ✓ Food Service Inspection and Permitting
- ✓ Inspect childcare centers, public & private schools
- ✓ Ensure compliance with food recalls & investigate food borne illness
- ✓ Investigate environmental complaints regarding quality of water, air, soil
- ✓ Communicable disease and emergency response
- ✓ Emergency response planning
- ✓ Investigate insanitary condition complaints

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Deputy City Manager	0.1	0.1	0.1
Health Officer	1	1	1
Deputy Health Officer	0.4	0.4	0.4
Health Inspector	0	0	1
Totals Full Time	1.50	1.50	2.50
Positions Part-Time	FY18	FY19	FY20
Health Inspector	1	1	0
Totals Part Time	1.00	1.00	0.00



Department Budget Comments

The Health Department's proposed budget for FY20 is \$247,439 representing an increase of \$36,036 or 17.05% from FY19. The net increase is primarily due to costs associated with contractual obligations and an increase of 12.5 hours per week to bring the Health Inspector position to full time. The Health Department budget funds 10% of the Deputy City Manager position, a Health Officer, who serves as Department Head, 40% of a Deputy Health Officer position, and a Health Inspector position.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT				
SALARIES	131,187	130,627	134,470	202,571
PART-TIME SALARIES	39,845	41,828	41,427	-
LONGEVITY	862	862	879	879
RETIREMENT	15,027	15,027	15,403	22,725
OTHER BENEFITS	13,150	12,962	13,524	15,564
<i>Contractual Obligations</i>	<i>200,071</i>	<i>201,306</i>	<i>205,703</i>	<i>241,739</i>
TRAINING/EDUCATION/CONFERENCES	3,000	1,031	3,000	3,000
PRINTING	200	527	200	200
PROFESSIONAL ORGANIZATION DUES	100	385	100	100
OTHER OPERATING	2,400	1,059	2,400	2,400
<i>Other Operating</i>	<i>5,700</i>	<i>3,003</i>	<i>5,700</i>	<i>5,700</i>
TOTAL	205,771	204,309	211,403	247,439



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 and participate in long term planning.
- Investigate food borne illness complaints, including providing food samples to the state public health laboratory for analysis.
- Collect food samples from various food services on a scheduled basis as required by the state laboratory.
- Investigate complaints regarding water, soil and air quality, lead paint, asbestos and other environmental hazards and contaminants.
- Monitor vector borne diseases and respond if appropriate.
- Participate in emergency and pandemic planning and response.
- Respond to communicable disease outbreaks in conjunction with the State of NH DHHS.
- Respond to complaints regarding pests of public health significance, insanitary living conditions and public health nuisances.
- Participate in Community Recovery planning and response.
- Participate in regional sheltering and plan for local sheltering, and agricultural and natural resources.
- Provide technical assistance.
- Communicate public health risks.
- Refer vulnerable residents and others to appropriate services.
- Participate in community health issues response.

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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	

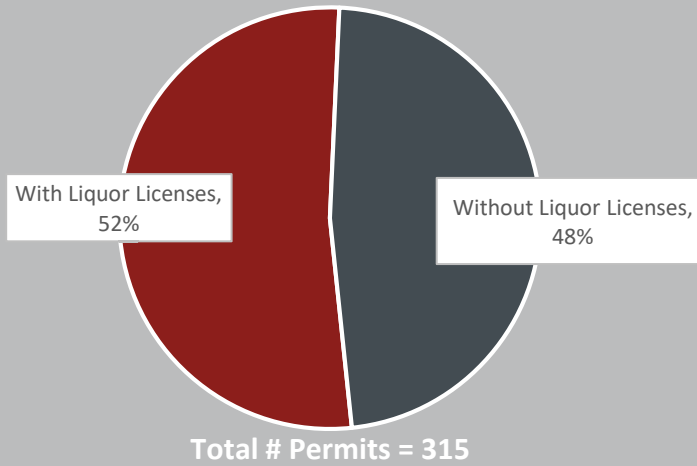


Performance Measures

Annual Food Service Permits
(Excludes summer and temporary events)
FY17 – 318
FY18 – 320
FY19 (Est) – 324

Food Permits & Liquor Licenses

October 2018
(permit year runs October - September)

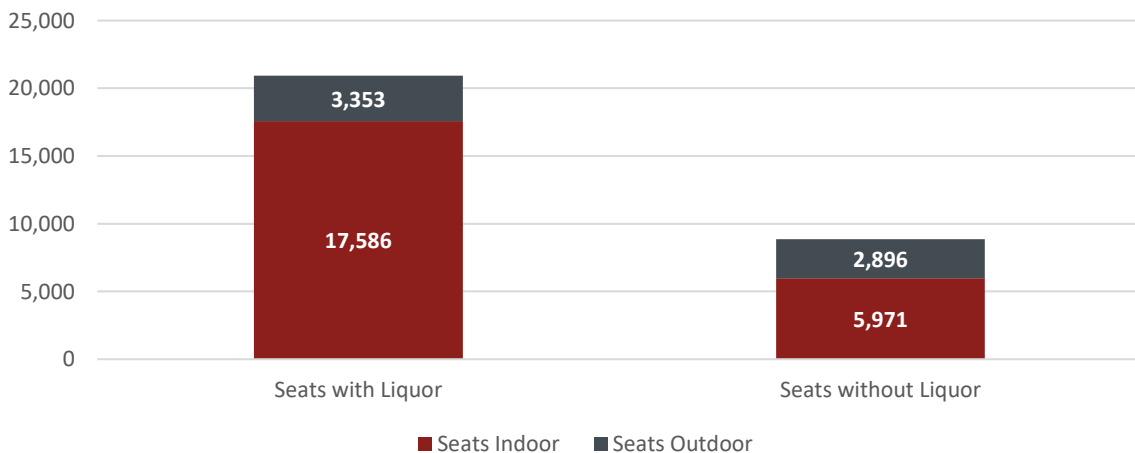


Temporary Events per Calendar Year
2018 – 37 events with 327 Food Vendors
2019 (Est.) – 38 events with 330 Food Vendors

*These numbers fluctuate yearly due to several factors including weather and multiple events occurring simultaneously.

Restaurant Seats With and Without Liquor

Total Seats = 29,806



FY20 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 20	D	HEALTH OFFICER	89,746
PMA GRADE 16	E	② DEPUTY HEALTH OFFICER	31,035
PMA GRADE 15	B	HEALTH INSPECTOR	63,969
		EDUCATION STIPENDS	3,927
		TOTAL FULL TIME	202,571
<hr/>			
		TOTAL DEPARTMENT	202,571

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



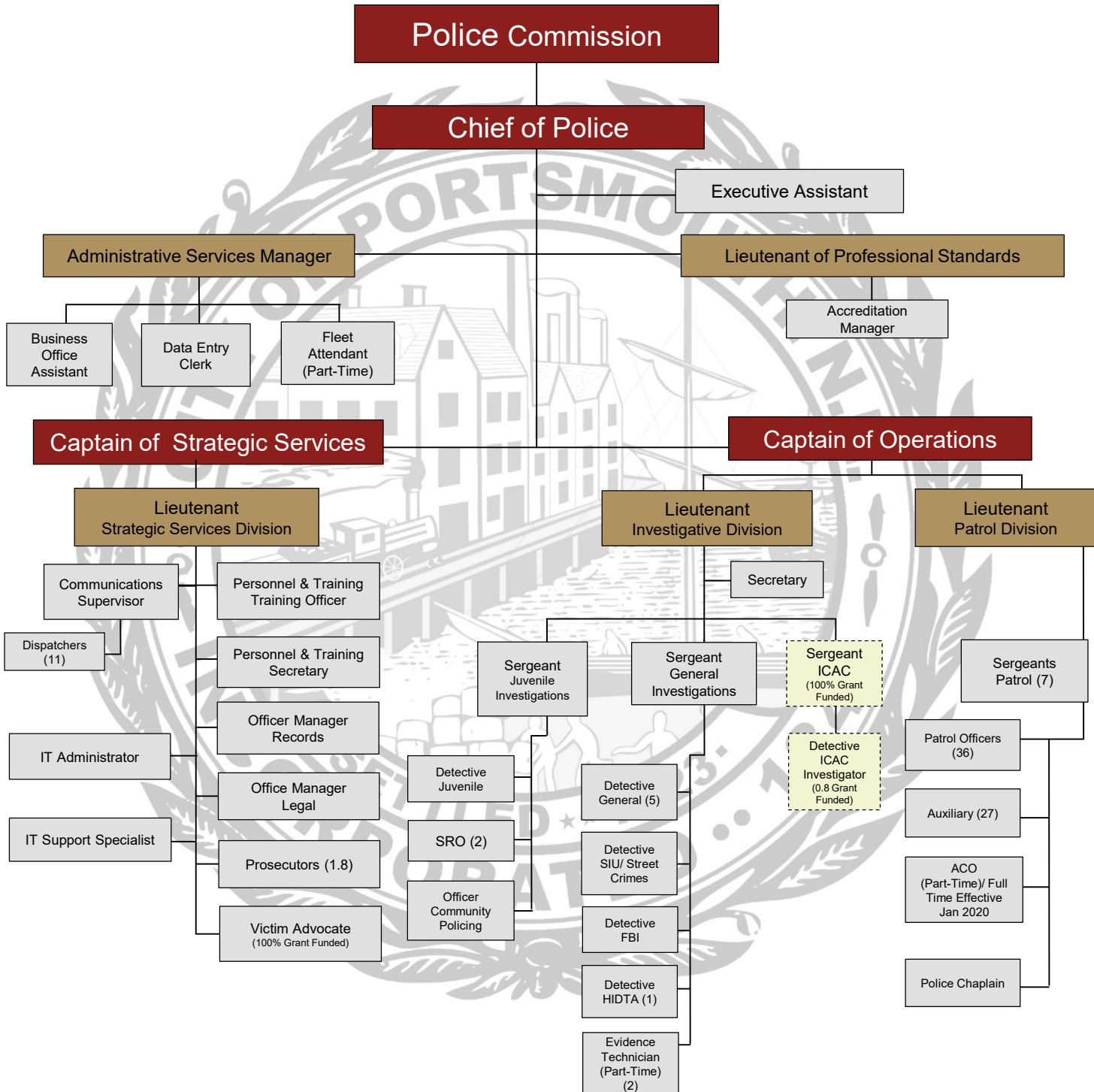
		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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HEALTH DEPARTMENT
01-790-430-51-110-435

011001	REGULAR SALARIES	131,187	130,627	134,470	202,571
012001	PART TIME SALARIES	39,845	41,828	41,427	-
015001	LONGEVITY	862	862	879	879
022001	SOCIAL SECURITY	10,657	10,505	10,960	12,614
022501	MEDICARE	2,493	2,457	2,564	2,950
023001	RETIREMENT	15,027	15,027	15,403	22,725
043018	REPAIRS-EQUIPMENT	250	-	250	250
055050	PRINTING	200	527	200	200
056001	DUES PROFESSIONAL ORGANIZ	100	385	100	100
057101	TRAVEL AND CONFERENCE	3,000	1,031	3,000	3,000
057102	TRAVEL REIMBURSEMENT	1,400	159	1,400	1,400
062001	OFFICE SUPPLIES	200	390	200	200
067001	BOOKS & PERIODICALS	-	53	-	-
074001	EQUIPMENT	550	457	550	550
HEALTH	TOTAL	205,771	204,309	211,403	247,439



Police Department



Mission

The Portsmouth Police Department actively works in partnership with the community to protect, prevent crime and respectfully, justly and compassionately help all people.

Community – Commitment - Compassion



Police Department

Services Overview

- ✓ Crime Prevention
- ✓ Community Safety
- ✓ Emergency Communications Center
- ✓ Records



Department Budget Comments

The Police Department's FY20 proposed budget is \$11,699,799; an increase of \$419,570 or 3.72% over FY20.

The Department's requested budget comprises increases associated with contractual salary and benefit obligations, overtime for training, as well as an increase in other operating to include training costs, service maintenance agreements, and equipment replacements.

Contractual Obligations:	\$169,626	1.51%
Other Operating:	\$103,086	0.91%
Initiatives-Staffing:	<u>\$146,858</u>	<u>1.30%</u>
 Sub-Total	 \$419,570	 3.72%

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Chief	1	1	1
Deputy Chief	0	0	0
Captain	1	2	2
Leiuutenants	4	5	5
Sergeants *	12	10	10
Officers **	48	48	50
Communications Manager	0	0	0
Communications Supervisor	1	1	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Administrative Manager	1	1	1
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Dispatchers	11	11	11
Office Manager - Records	1	1	1
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 System Support Assist.	1	1	1
Witness Advocate***	0	0	1
Accounting Clerk	1	1	1
Animal Control Officer^	0	0	1
Totals Full Time	89.00	89.00	93.00
<u>Positions Part-Time</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Witness Advocate ***	1	1	0
Youth Advocate	0	0	0
Animal Control Officer	1	1	0
Auto Maintenance	1	1	1
Evidence Technician	1	1	2
Secretary	0	0	0
Data Entry Clerk	0	0	0
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On Call	On Call	On Call
Totals Part Time	31.00	31.00	30.00
* 1 Sergeant – 100% Grant Funded ** 1 Detective – 80% Grant Funded ** 1 Detective SRO budgeted partially in Police & School ** 1 Officer budgeted partially in Police & Parking & Transportation Special Revenue Fund *** 1 Victim Advocate – 100% Grant Funded ^ 1 PT ACO increase to FT Eff Jan 2020			



Budget Summary of Expenditures

	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
POLICE DEPARTMENT				
SALARIES - UNIFORM	4,100,871	4,037,729	4,269,943	4,431,049
SALARIES - CIVILIAN	1,250,007	1,184,296	1,319,499	1,355,516
SHIFT DIFFERENTIAL	38,860	29,663	39,637	38,397
PART-TIME SALARIES	120,856	136,436	119,647	138,271
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
OVERTIME	532,073	627,498	542,632	571,920
HOLIDAY	176,873	173,412	186,288	191,532
LONGEVITY	37,920	38,976	41,285	42,969
SPECIAL DETAIL / EDUCATION STIPEND	151,456	144,255	124,020	126,043
RETIREMENT	1,614,868	1,600,124	1,673,438	1,677,593
HEALTH INSURANCE	1,643,982	1,643,982	1,658,908	1,735,715
DENTAL INSURANCE	90,520	84,898	91,689	96,437
INSURANCE REIMBURSEMENT	14,000	14,333	12,000	14,000
LEAVE AT TERMINATION	155,203	155,203	130,203	130,203
LIFE AND DISABILITY	6,762	5,104	5,949	6,104
WORKERS' COMPENSATION	193,944	193,944	204,441	171,274
OTHER BENEFITS	249,277	227,332	258,503	267,958
POLICE SERVICES-PARKING FUND	(80,000)	(80,000)	(60,000)	(60,000)
POLICE SERVICES-SCHOOL DEPT	-	(40,000)	-	-
<i>Contractual Obligations</i>	<i>10,301,072</i>	<i>10,180,685</i>	<i>10,621,682</i>	<i>10,938,581</i>
TRAINING/EDUCATION/CONFERENCES	73,469	81,590	78,669	98,528
GASOLINE	54,208	62,739	55,759	62,432
CONTRACTED SERVICES	36,652	33,895	37,701	39,333
ADVERTISING	2,867	1,500	3,450	3,553
PRINTING	5,654	3,028	5,816	5,989
PROFESSIONAL ORGANIZATION DUES	19,966	9,860	16,526	17,020
OTHER OPERATING	431,273	540,656	460,626	534,363
<i>Other Operating</i>	<i>624,089</i>	<i>733,268</i>	<i>658,547</i>	<i>761,218</i>
TOTAL	10,925,161	10,913,953	11,280,229	11,699,799

The major increase in contractual obligations impacting the FY20 budget includes salary step changes for an increase of \$108,021 (0.96%), training overtime increase of \$29,280 (0.26%) and health insurance increase in the amount of \$76,807 (.68%). There were savings offsets to these increases due to a reduction in the retirement rate for FY20 in the amount of \$19,743 and a lower Workers Compensation rate for a reduction of \$33,167.

The Other Operating increase reflects the addition of new software/computer service maintenance agreements for the added security required for the police department IT infrastructure, increases in equipment replacement, training tuition, gasoline, and general price increases on goods and services.

This budget is presented net of Federal and State Grants. In addition, \$49,225 is funded by the Portsmouth School Department for a portion of a School Resource Officer (SRO) and \$60,000 is funded in Parking and Transportation Special Revenue Fund for parking relating policing.

The Department is requesting the addition of the following positions for consideration. These positions are included in the 3.72% budget numbers provided.

Sworn Officer (Oct 2019 Hire)	\$52,906	0.47%
Sworn Officer (Oct 2019 Hire)	\$52,906	0.47%
PT Evidence Technician	\$29,932	0.27%
PT to FT (Eff. Jan 2020) Animal Control Officer	\$11,114	0.10%
	<u>\$148,858</u>	<u>1.30%</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

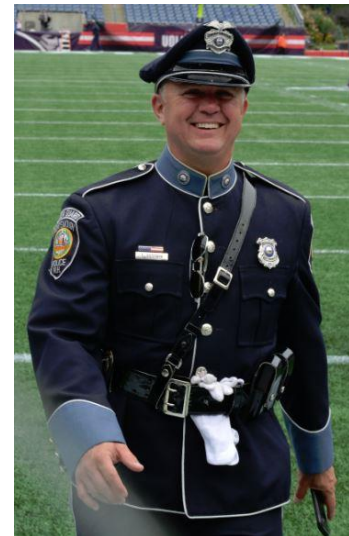
- Crime Stoppers Tip Line – Anonymous telephone line that encourages the reporting of crime/ criminal activity
- Internet Crimes Against Children (ICAC) Task Force – Investigations focus on offenders who utilize online communication systems such as real time chat, chat rooms, and e-mail as a medium to 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 45,000 and 55,000 computer-aided dispatch calls annually.
- Dispatches police, fire and EMS and the Department of the Public Works for the City.

Records

- Maintains the storage and retrieval of confidential case information
- Prepares the release of information to the media and the public.



Goals and Objectives

The department goals and objectives include a status code as follows:
P – Planning Stage, **A** – Action Stage, **E** – Evaluation Stage, **T** – Target Date for Completion

PATROL

Goal #1: Enhanced policing services	Objective: Increase directed patrol activities to tackle quality of life issues such as noise, disorderly conducts, etc. with an emphasis on the downtown area	A	T Ongoing
Goal #2: Increase and improve Community Policing Efforts	Objective: Expand public presentations to ensure residents are prepared for potential situations that may impact their safety (CRASE, ALICE, Self Defense)	A	T Ongoing
	Objective: Establish protocols/standard operating procedures that meet CALEA standards	A	T May 2019
	Objective: Develop additional “Walk With a Cop” and Cops with Kids, type activities to engage with the public and provide opportunities to communicate one-on-one.	A	T Ongoing
Goal #3: Increase presence in downtown area	Objective: Evaluate establishing a sub-station in the downtown area	P	T FY20
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 Ongoing
	Objective: Expand the abilities and cost savings to the department by investing in “Train the Trainer” initiatives to increase the ability of in-house trainers training staff vs. outside vendors	A	T FY19- FY20

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 Ongoing
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	T 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 – FY19 audit of the evidence storage area and review of CALEA requirements	E	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.	A	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	A	T Ongoing
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A/E	T Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A	T Ongoing
Information Technology & Communications			
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth	A	T FY20
Goal #2: Electronic management of department's files	Objective: Assemble records retention committee to evaluate and devise standard operating procedures to include federal and state guidelines.	A	T FY20
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T FY20
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	A	T FY20
Goal #2: Improve scheduling issues at the Court despite state cutbacks/ consolidations in courts/judges	Objective: Solicit stakeholders to become involved to resolve issues of court overtime/ wasted officer time	A	T Ongoing



Records			
Goal #1: Electronic management of files and forms	Objective: Scan closed defendant files into the electronic document imaging system and index	A	T Ongoing
	Objective: Create an electronic reporting system for low solvability incidents	A	T FY19
	Objective: Create electronic fillable forms for website	A	T FY20
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 FY19
	Objective: Implement strategic plan (5yr-2020-24	A	T FyFY19
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	E	T FY19
	Objective: Attain positive commission review & certification decision	E	T FY19
	Objective: Maintain compliance and re-accreditation	A	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 FY20
	Objective: Prepare a presentation for council/public	A	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	On-Hold
Goal #5: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY19
Goal #6: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into Pentamation	P	T FY20
Goal #7 Implement Drone Program (grant)	Objective: Establish standard operating procedures	P	T FY9-Y20
	Objective: Research and Purchase Drone	P	T FY19-20
	Objective: Schedule Training and Implement	P	T Fy19-20
Police Department Goals Addresses Citywide Goal: <ul style="list-style-type: none"> Promote 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)	FY18 Budget	FY19 Budget	FY20 Budget
Internet Crimes Against Children ^^	192,543	196,804	196,793
Victim Witness Advocate^	30,000	63,928	56,301
School Resource Officer*	40,000	49,225	49,225
Patrol Officer**	80,000	60,000	60,000
Police Prosecutor	0	0	0
TOTAL	342,543	369,957	362,319

Staffing	FY18 Budget	FY19 Budget	FY19 Budget
Administration			
Victim Witness Advocate^	.541	1.0	1.0
Bureau of Investigative Services			
Sergeant-ICAC^^	1.00	1.0	1.0
Detective-ICAC^^	0.80	.80	.80
Detective-SRO* (approx. FTE)	.50	.50	.50
Patrol Division			
Officer** (approx. FTE)	1.0	.75	.75
Prosecutor	0	0	0
TOTAL	3.84	4.05	4.05

^ VAWA-Grant Funds

^^ ICAC-Grant Funds

* Budgeted partially in Police & School

** Budgeted in Parking & Transportation



Performance Measures

Arrests – Group A			Arrests – Group B		
	2017	2018		2017	2018
Homicide	0	0	Bad Checks	17	12
Kidnapping	8	3	Curfew/ Loitering/ Vagrancy	1	0
Forcible/ Non-Forcible Sex Offenses	21	22	Disorderly Conduct	56	48
Robbery	6	5	Driving Under the Influence	74	76
Aggravated Assaults	23	25	Drunkenness	166	121
Simple Assaults/ Intimidation	315	286	Family Offenses, Nonviolent	12	15
Arson	3	3	Liquor Law Violations	22	27
Extortion / Blackmail	0	2	Runaway	14	9
Burglary	27	24	Trespass of Real Property	60	49
Larceny	263	315	All Other Offenses (Except Traffic)	333	294
MV Theft	19	22			
Counterfeiting/ Forgery	25	34	Totals	755	651
Fraud	130	163			
Embezzlement	6	3	Total Arrests Made in Both Groups A & B		
Stolen Property	17	13			
Damage/ Vandalism	210	153	Calendar 2016	Calendar 2017	
Drug/ Narcotics	219	161	2,061	1,906	
Pornography	8	9			
Gambling	0	0			
Prostitution	3	7			
Bribery	0	0			
Weapons Violations	3	5			
Totals	1,306	1,255			

Calls for Service

Calendar 2017	Calendar 2018
53,094	51,446

Total Motor Vehicle Stops

Calendar 2017	Calendar 2018
12,263	10,003



FY2020 BUDGETED POSITION AND SALARY DETAIL

<u>GRADE</u>		<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT			
RANKING PERSONNEL			
1	28G	CHIEF	148,533
2	4 TO 5	CAPTAIN	97,797
3	1 TO 2	CAPTAIN	95,207
4	6 TO 7	LIEUTENANT	91,560
5	6 TO 7	LIEUTENANT	91,386
6	5 TO 6	LIEUTENANT	90,685
7	1 TO 2	LIEUTENANT	87,230
8	1 TO 2	LIEUTENANT	87,230
9	7	SERGEANT	84,039
10	7	SERGEANT	84,039
11	7	SERGEANT	84,039
12	7	SERGEANT	84,039
13	7	SERGEANT - DETECTIVE- ICAC*	84,039
14	7	SERGEANT	84,039
15	6 TO 7	SERGEANT	83,472
16	4 TO 5	SERGEANT	81,802
17	3 TO 4	SERGEANT - DETECTIVE	81,521
18	1 TO 2	SERGEANT	79,853
19	UNFUNDED	DEPUTY CHIEF	0
20	UNFUNDED	CAPTAIN	0
TOTAL RANKING			1,620,508

NON RANKING PERSONNEL

* Sgt. for ICAC 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 IV	PATROL	67,893
13	MASTER IV	DETECTIVE	67,893
14	MASTER III TO MASTER IV	PATROL	66,157
15	MASTER II to MIII	PATROL	65,169
16	MASTER II to MIII	DETECTIVE-ICAC**	63,735
17	MASTER II to MIII	PATROL	63,735
18	MASTER II	DETECTIVE	63,735
19	MASTER II	DETECTIVE	63,735
20	MASTER II	PATROL	63,735
21	MASTER I to MASTER II	PATROL	62,508
22	MASTER I	PATROL	62,030
23	MASTER I	PATROL	62,030
24	MASTER I	PATROL	62,030
25	MAX II TO MASTER I	PATROL	61,014
26	MAX II TO MASTER I	PATROL	61,014
27	MAX II	PATROL	59,866
28	MAX I	PATROL	57,702
29	MAX I	PATROL	57,702
30	MAX I	PATROL	57,702
31	5 TO MAX I	PATROL	56,885
32	5	PATROL	56,295
33	5	PATROL	56,295
34	5	PATROL	56,295
35	5	PATROL	56,295



FY2020 BUDGETED POSITION AND SALARY DETAIL

<u>GRADE</u>		<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT			
36	5	PATROL	56,295
37	5	PATROL	56,295
38	5	PATROL	56,295
39	4 TO 5	PATROL	56,062
40	4 TO 5	PATROL	55,676
41	4 TO 5	PATROL	53,829
42	4 TO 5	PATROL	53,829
43	4 TO 5	PATROL	54,457
44	3 TO 4	PATROL	52,343
45	3 TO 4	PATROL	53,001
46	2 TO 3	PATROL	51,425
47	2 TO 3	PATROL	50,113
48	3 TO 4	PATROL	52,984
49	2	PATROL (OCT 2019 HIRE)	36,963
50	2	PATROL (OCT 2019 HIRE)	36,963
51	UNFUNDED	PATROL	0
TOTAL NON-RANKING PERSONNEL			2,994,793
FY20 PROJECTED GRANT/EXTERNAL FUNDING			(184,252)
TOTAL SWORN PERSONNEL			4,431,049

FULL-TIME CIVILIANS

* Detective split between Police and School Department

** Detective 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	15F TO 15G	COMMUNICATION SUPERVISOR	76,450
9	8	LEGAL SECRETARY/DETECTIVES	53,977
10	7	DISPATCHER	55,038
11	11F	BUSINESS ASSISTANT	61,915
12	7	OFFICE MANAGER - LEGAL	57,560
13	15G	ADMINISTRATIVE MANAGER	77,478
14	5 TO 6	DISPATCHER	52,655
15	4	ADMINISTRATIVE CLERK	40,573
16	5	DISPATCHER	51,630
17	4 TO 5	DISPATCHER	50,293
18	13D TO13E	ACCREDITATION MANAGER	64,614
19	5	DISPATCHER	51,630
20	4 TO 5	DISPATCHER	51,567
21	4	INFORMASTION SYSTEMS SUPPORT ASSISTANT	46,880
22	7C	VICTIME WITNESS ADVOCATE	45,774
23	1	ANIMAL CONTROL OFFICER (MID YR PT TO FT)	25,540
24	LEAD	DISPATCHER	62,055
25	2	DISPATCHER	45,114
26	UNFUNDED	CRIME ANALYST	0
27	UNFUNDED	IT MANAGER	0
28	UNFUNDED	ANIMAL CONTROL	0
29	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
FY20 PROJECTED GRANTS/EXTERNAL FUNDING			(45,774)
TOTAL FULL-TIME CIVILIANS			1,355,516

PART-TIME CIVILIANS

* Victim Advocate 100% grant funded



FY2020 BUDGETED POSITION AND SALARY DETAIL

<u>GRADE</u>	<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT		
n/a	PT AUTO MAINTENANCE	24,623
n/a	EVIDENCE TECH 1	35,493
n/a	EVIDENCE TECH 2	27,729
n/a	AUXILIARY POLICE	36,866
n/a	PT DISPATCHER - On call	13,560
UNFUNDED	PT DATA ENTRY CLERK (PT to FT FY17)	0
UNFUNDED	PT ANIMAL CONTROL OFFICER	0
UNFUNDED	FAMILY SERVICES SECRETARY	0
UNFUNDED	YOUTH ADVOCATE	0
FY20 PT PROJECTED GRANT/EXTERNAL FUNDING		0
TOTAL PART-TIME CIVILIAN		138,272
TOTAL CIVILIAN PERSONNEL		1,493,788
TOTAL ALL PERSONNEL		5,924,836



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
POLICE DEPARTMENT					
BENEFITS					
01-740-104-00-110-412					
011061	INSURANCE REIMBURSEMENT	14,000	14,333	12,000	14,000
016001	LEAVE AT TERMINATION	155,203	155,203	130,203	130,203
021001	INSURANCE-HEALTH	1,643,982	1,643,982	1,658,908	1,735,715
021101	INSURANCE-DENTAL	90,520	84,898	91,689	96,437
021501	INSURANCE-LIFE	4,643	3,528	4,143	4,267
021601	INSURANCE-DISABILITY	1,952	1,450	1,652	1,693
021602	INSURANCE-AD&D	167	126	154	144
022001	SOCIAL SECURITY	-	93	-	-
022501	MEDICARE	-	48	-	-
026002	INSURANCE-WORKERS COMP	193,944	193,944	204,441	171,274
Police Department Benefits		2,104,411	2,097,606	2,103,190	2,153,733
DETECTIVE DIVISION					
01-740-510-13-110-412					
011001	REGULAR SALARIES	50,679	51,697	53,977	53,977
011041	SALARIES UNIFORM PERSONNE	847,500	887,101	878,069	891,078
012001	PART TIME SALARIES	32,620	34,794	33,272	63,222
014041	OVERTIME	99,485	117,085	101,474	101,475
014042	O/T-EDUCATION	-	-	-	-
015001	LONGEVITY	10,568	10,568	11,376	12,012
017001	HOLIDAY PREMIUM PAY	39,243	39,531	41,009	41,590
018034	EDUCATION STIPEND	11,784	11,222	12,347	10,765
018042	SPECIAL DETAIL	28,883	29,293	31,220	31,220
022001	SOCIAL SECURITY	5,397	5,313	5,647	7,507
022501	MEDICARE	16,985	16,648	17,616	18,249
023001	RETIREMENT	5,836	6,731	6,217	6,107
023002	RET-POLICE OFFICER	319,109	321,896	330,738	323,387
034104	CELLULAR PHONES	1,340	2,750	1,378	1,420
034203	COMPUTER/SOFTWARE MAINT	618	3,897	637	655
039001	PROFESSIONAL SERVICES	1,339	1,962	1,377	1,419
043018	REPAIRS-EQUIPMENT	604	-	621	639
054050	TRAINING	4,612	5,913	4,744	5,887
055050	PRINTING	604	160	621	639
056001	DUES PROFESSIONAL ORGANIZ	567	1,020	583	600
057101	TRAVEL AND CONFERENCE	2,575	5,620	2,649	3,728
061002	MISCELLANEOUS SUPPLIES	3,017	7,250	3,103	3,196
061003	MEETING SUPPLIES	-	59	-	-
062001	OFFICE SUPPLIES	1,956	2,639	2,012	2,072
062007	COMPUTER/PRINTER SUPPLIES	1,960	1,261	2,016	2,077
067001	BOOKS & PERIODICALS	713	531	733	755
068001	CLOTHING ALLOWANCE	10,817	10,817	11,033	11,033
068002	CLOTHING	309	100	318	327
072006	CONSTRUCTION	-	758	-	-
074001	EQUIPMENT	2,575	767	2,649	4,728
074003	SOFTWARE	52	-	53	55
075001	FURNITURE AND FIXTURES	302	3,368	1,110	1,144
091006	TRANSFER FR SCHOOL	-	(40,000)	-	-
BIS		1,502,049	1,540,753	1,558,599	1,600,963

GENERAL PATROL
01-740-520-15-110-412

011041	SALARIES UNIFORM PERSONNE	2,780,805	2,685,304	2,909,002	3,047,661
011063	SHIFT DIFFERENTIAL	12,054	12,054	12,295	11,066
014041	OVERTIME	160,105	198,634	177,307	177,588
015001	LONGEVITY	14,926	15,706	16,481	17,065
017001	HOLIDAY PREMIUM PAY	122,459	118,723	130,236	134,727
018034	EDUCATION STIPEND	41,581	40,831	44,283	47,283
018042	SPECIAL DETAIL	2,256	2,256	2,301	2,582
022001	SOCIAL SECURITY	-	2	-	-



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
022501	MEDICARE	45,895	43,206	47,761	49,909
023001	RETIREMENT	-	(778)	-	-
023002	RET-POLICE OFFICER	931,515	907,136	969,397	978,552
043018	REPAIRS-EQUIPMENT	1,030	-	1,059	1,091
054050	TRAINING	7,464	11,720	7,678	7,908
055050	PRINTING	2,815	1,070	2,896	2,982
056001	DUES PROFESSIONAL ORGANIZ	412	350	424	436
057101	TRAVEL AND CONFERENCE	3,617	6,648	5,721	5,892
061002	MISCELLANEOUS SUPPLIES	4,403	3,920	4,529	4,665
062001	OFFICE SUPPLIES	1,057	811	1,087	1,120
062007	COMPUTER/PRINTER SUPPLIES	1,171	-	1,205	1,241
067001	BOOKS & PERIODICALS	1,030	588	1,059	1,091
068001	CLOTHING ALLOWANCE	37,654	34,062	38,405	40,033
068002	CLOTHING	7,968	8,125	8,196	8,035
074001	EQUIPMENT	9,369	6,615	16,137	16,621
075001	FURNITURE AND FIXTURES	972	3,189	1,000	1,030
091005	TRANSFER FROM PARKING	(80,000)	(80,000)	(60,000)	(60,000)
Patrol		4,110,558	4,020,172	4,338,459	4,498,578

ANIMAL CONTROL
01-740-520-16-110-412

011001	REGULAR SALARIES	-	-	-	25,539
012001	PART TIME SALARIES	16,814	19,781	17,493	-
014041	OVERTIME	334	0	341	341
015001	LONGEVITY	75	75	100	183
022001	SOCIAL SECURITY	1,110	1,231	1,153	1,657
022501	MEDICARE	250	288	260	378
023001	RETIREMENT	-	-	-	1,876
039001	PROFESSIONAL SERVICES	1,711	100	1,760	1,813
054050	TRAINING	937	654	964	993
055050	PRINTING	-	178	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	40	-	-
057101	TRAVEL AND CONFERENCE	-	135	-	-
061002	MISCELLANEOUS SUPPLIES	112	383	115	119
068001	CLOTHING ALLOWANCE	678	665	698	719
068002	CLOTHING	103	-	106	109
074001	EQUIPMENT	-	-	500	2,515
Animal Control		22,124	23,530	23,490	36,242

AUXILIARY
01-740-520-17-110-412

012001	PART TIME SALARIES	30,120	39,432	30,722	36,866
014041	OVERTIME	-	2,105	-	-
018042	SPECIAL DETAIL	3,750	1,882	3,750	3,750
022001	SOCIAL SECURITY	2,100	710	2,137	2,518
022501	MEDICARE	491	629	500	589
023001	RETIREMENT	-	163	-	-
023002	RET-POLICE OFFICER	-	238	-	-
054050	TRAINING	1,639	1,784	1,686	1,736
057101	TRAVEL AND CONFERENCE	-	42	-	-
068002	CLOTHING	3,090	4,170	3,178	3,274
074001	EQUIPMENT	1,148	14,014	1,181	1,217
Auxiliary		42,338	65,167	43,154	49,950

PATROL CANINE
01-740-520-18-110-412

014041	OVERTIME	3,804	1,749	3,880	3,880
018042	SPECIAL DETAIL	18,458	18,427	19,164	19,488
022501	MEDICARE	323	285	334	339



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
023002	RET-POLICE OFFICER	6,552	5,959	6,782	6,644
039001	PROFESSIONAL SERVICES	4,052	648	4,168	4,293
054050	TRAINING	1,030	1,964	1,059	1,091
056001	DUES PROFESSIONAL ORGANIZ	1,257	-	1,293	1,331
057101	TRAVEL AND CONFERENCE	-	375	-	-
061002	MISCELLANEOUS SUPPLIES	2,100	1,596	2,660	2,740
067001	BOOKS & PERIODICALS	240	-	247	254
068002	CLOTHING	234	-	241	248
074001	EQUIPMENT	144	-	148	153
074003	SOFTWARE	114	-	118	121
Canine		38,308	31,003	40,094	40,582

**EMERGENCY RESPONSE TEAM
01-740-520-19-110-412**

014041	OVERTIME	20,908	22,195	21,326	21,326
014042	O/T-EDUCATION	-	192	-	-
022001	SOCIAL SECURITY	-	47	-	-
022501	MEDICARE	303	315	309	309
023001	RETIREMENT	-	90	-	-
023002	RET-POLICE OFFICER	6,153	6,364	6,276	6,063
054050	TRAINING	773	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	5,665	5,000	5,827	6,002
057101	TRAVEL AND CONFERENCE	563	-	280	288
068002	CLOTHING	103	-	106	109
074001	EQUIPMENT	1,545	13,160	8,300	10,549
ERT		36,013	47,364	42,424	44,646

**FIELD TRAINING OFFICER
01-740-520-26-110-412**

014041	OVERTIME	17,734	5,493	14,088	14,088
022501	MEDICARE	257	86	204	204
023002	RET-POLICE OFFICER	5,219	1,639	4,146	4,005
054050	TRAINING	302	-	310	320
057101	TRAVEL AND CONFERENCE	297	-	1,000	1,030
061002	MISCELLANEOUS SUPPLIES	181	-	186	192
062001	OFFICE SUPPLIES	121	-	124	128
067001	BOOKS & PERIODICALS	361	357	371	382
FTO		24,472	7,576	20,429	20,349

**EXPLORERS
01-740-520-27-110-412**

014041	OVERTIME	1,000	380	1,000	1,000
022501	MEDICARE	15	234	15	15
023002	RET-POLICE OFFICER	294	182	294	284
068002	CLOTHING	-	-	-	3,000
EXP		1,309	796	1,309	4,299

**DISPATCH
01-740-530-00-110-412**

011001	REGULAR SALARIES	641,119	570,821	676,148	676,955
011063	SHIFT DIFFERENTIAL	26,806	17,609	27,342	27,331
012001	PART TIME SALARIES	13,036	11,004	13,561	13,560
014041	OVERTIME	71,320	122,050	72,746	82,747
015001	LONGEVITY	4,324	4,324	4,742	4,292
018032	TRAINING STIPEND	1,148	1,951	2,295	2,295
022001	SOCIAL SECURITY	47,567	41,997	50,009	50,651



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
022501	MEDICARE	11,016	10,181	11,583	11,733
023001	RETIREMENT	84,976	78,741	89,364	88,871
023002	RET-POLICE OFFICER	-	7,552	-	-
034101	PAGERS	512	-	527	542
034103	TELEPHONE	26,575	25,768	27,335	28,155
034104	CELLULAR PHONES	22,057	25,885	22,688	25,369
034203	COMPUTER/SOFTWARE MAINT	55,313	46,564	61,395	63,237
039001	PROFESSIONAL SERVICES	-	1,755	-	500
043012	REPAIRS-COMMUNICATION	1,810	2,014	1,862	1,917
043018	REPAIRS-EQUIPMENT	5,150	2,825	5,297	5,456
054050	TRAINING	3,153	2,789	3,243	4,840
056001	DUES PROFESSIONAL ORGANIZ	163	92	1,157	1,192
057101	TRAVEL AND CONFERENCE	2,634	1,938	3,209	4,805
061002	MISCELLANEOUS SUPPLIES	1,205	117	1,240	1,277
061003	MEETING SUPPLIES	352	-	362	373
062001	OFFICE SUPPLIES	505	76	519	535
062006	MOTOROLA POTABLE BATTERIE	3,800	3,732	8,908	9,176
062007	COMPUTER/PRINTER SUPPLIES	1,428	-	1,468	1,512
067001	BOOKS & PERIODICALS	562	29	578	596
068001	CLOTHING ALLOWANCE	7,461	4,987	7,764	7,764
068002	CLOTHING	585	903	602	620
074001	EQUIPMENT	3,198	2,135	3,290	3,788
075001	FURNITURE AND FIXTURES	2,186	8,802	2,248	2,316
TOTAL		1,039,961	996,640	1,101,482	1,122,405

**ADMINISTRATION
01-740-610-00-110-412**

011001	REGULAR SALARIES	348,319	351,882	364,996	372,464
011041	SALARIES UNIFORM PERSONNE	324,591	317,346	330,147	337,890
012001	PART TIME SALARIES	28,266	31,425	24,599	24,623
012041	COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
014041	OVERTIME	66,887	44,461	58,225	58,226
015001	LONGEVITY	4,273	4,549	4,569	5,160
017001	HOLIDAY PREMIUM PAY	8,624	8,617	8,290	8,383
018030	STIPEND	35,400	30,150	-	-
018034	EDUCATION STIPEND	3,662	3,662	3,735	3,735
022001	SOCIAL SECURITY	24,824	19,776	25,497	25,936
022501	MEDICARE	11,487	11,772	11,631	11,862
023001	RETIREMENT	41,819	41,143	43,534	43,611
023002	RET-POLICE OFFICER	115,317	119,063	115,047	113,407
034203	COMPUTER/SOFTWARE MAINT	1,600	-	1,646	1,695
039001	PROFESSIONAL SERVICES	13,695	18,501	14,087	14,510
043018	REPAIRS-EQUIPMENT	625	-	643	662
044002	RENTAL OTHER EQUIPMENT	10,542	8,967	10,844	11,169
053001	ADVERTISING	1,171	580	1,205	1,241
054050	TRAINING	14,245	5,553	14,652	23,092
055050	PRINTING	2,235	1,621	2,299	2,368
056001	DUES PROFESSIONAL ORGANIZ	6,459	2,384	6,644	6,843
057101	TRAVEL AND CONFERENCE	9,082	15,809	9,341	11,621
057103	COURT MILEAGE	-	(5)	-	-
061002	MISCELLANEOUS SUPPLIES	4,442	5,210	4,574	4,711
061003	MEETING SUPPLIES	625	1,050	643	662
062001	OFFICE SUPPLIES	4,310	3,279	4,433	4,566
062007	COMPUTER/PRINTER SUPPLIES	3,378	593	3,475	3,579
062010	COPYING SUPPLIES	2,343	2,101	2,410	2,483
062501	POSTAGE	6,160	5,074	6,337	6,527
063001	TIRES AND BATTERIES	-	26	-	-
063501	GASOLINE	-	488	-	-
066001	VEHICLE REPAIRS	-	186	-	-
067001	BOOKS & PERIODICALS	5,128	4,168	5,275	5,433
068001	CLOTHING ALLOWANCE	2,237	2,387	2,272	2,272
068002	CLOTHING	-	8	-	-



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
069004	CHIEF'S EXPENSE	2,343	1,304	2,410	2,483
072006	CONSTRUCTION	-	62,000	-	-
074001	EQUIPMENT	1,169	970	1,202	3,239
075001	FURNITURE AND FIXTURES	2,645	11,045	2,721	2,802
Administration		1,111,503	1,140,644	1,090,983	1,120,855

FLEET MAINTENANCE
01-740-610-06-110-412

043010	REPAIRS-VEHICLE BY OUTSID	59,672	21,993	46,379	47,770
063001	TIRES AND BATTERIES	9,006	7,406	9,264	9,542
063501	GASOLINE	54,208	62,251	55,759	62,432
066001	VEHICLE REPAIRS	4,216	3,402	4,336	4,466
066002	VEHICLE OUTFIT	13,891	17,898	14,288	14,716
Fleet Maintenance		140,993	112,950	130,026	138,926

PERSONNEL AND TRAINING
01-740-610-08-110-412

011001	REGULAR SALARIES	46,921	47,860	48,817	48,817
011041	SALARIES UNIFORM PERSONNE	147,975	147,978	152,725	154,420
014041	OVERTIME	11,094	9,370	9,315	11,317
014042	O/T-EDUCATION	63,731	81,089	69,005	75,005
014067	O/T BACKGROUND INVESTIGAT	10,508	6,648	8,718	10,718
015001	LONGEVITY	1,954	1,954	2,117	2,257
017001	HOLIDAY PREMIUM PAY	6,547	6,542	6,753	6,832
018034	EDUCATION STIPEND	2,592	2,592	2,624	2,624
018042	SPECIAL DETAIL	1,942	1,988	2,301	2,301
022001	SOCIAL SECURITY	3,643	2,943	3,778	3,781
022501	MEDICARE	4,263	4,249	4,384	4,557
023001	RETIREMENT	5,425	5,634	5,646	5,548
023002	RET-POLICE OFFICER	72,498	75,849	74,387	75,232
034203	COMPUTER/SOFTWARE MAINT	3,531	3,725	3,632	8,241
039001	PROFESSIONAL SERVICES	4,132	-	4,251	4,378
039009	PROF/SERV-HIRING	8,233	8,082	8,468	8,722
053001	ADVERTISING	1,696	920	2,245	2,312
054050	TRAINING	11,482	19,019	11,811	14,665
056001	DUES PROFESSIONAL ORGANIZ	5,443	428	598	616
057101	TRAVEL AND CONFERENCE	1,723	1,501	1,772	1,826
061002	MISCELLANEOUS SUPPLIES	2,575	4,807	2,649	2,728
061003	MEETING SUPPLIES	243	1,943	250	258
062001	OFFICE SUPPLIES	351	615	361	372
062007	COMPUTER/PRINTER SUPPLIES	752	920	773	797
067001	BOOKS & PERIODICALS	1,267	124	1,303	1,342
068001	CLOTHING ALLOWANCE	1,691	1,691	1,725	1,725
068002	CLOTHING	1,412	395	1,953	2,011
074001	EQUIPMENT	43,599	20,718	44,846	46,191
074003	SOFTWARE	-	-	5,000	5,150
075001	FURNITURE AND FIXTURES	546	1,834	562	578
Personnel and Training		467,769	461,415	482,769	505,321

AUTOMATED INFORMATION SYSTEMS
01-740-610-10-110-412

011001	REGULAR SALARIES	106,261	104,213	116,562	118,765
014041	OVERTIME	1,526	4,612	1,557	3,557
015001	LONGEVITY	850	850	900	950
022001	SOCIAL SECURITY	6,735	6,556	7,379	7,643
022501	MEDICARE	1,575	1,533	1,726	1,787
023001	RETIREMENT	12,638	12,453	13,825	14,383
034203	COMPUTER/SOFTWARE MAINT	60,748	69,401	62,485	105,880
039001	PROFESSIONAL SERVICES	562	195	578	596



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
043018	REPAIRS-EQUIPMENT	402	10,248	413	426
054050	TRAINING	6,815	-	7,010	7,220
056001	DUES PROFESSIONAL ORGANIZ	-	546	-	-
057101	TRAVEL AND CONFERENCE	58	126	1,059	1,091
061002	MISCELLANEOUS SUPPLIES	117	93	121	124
061003	MEETING SUPPLIES	89	-	91	94
062007	COMPUTER/PRINTER SUPPLIES	3,506	5,186	3,606	3,715
067001	BOOKS & PERIODICALS	230	10	236	243
074001	EQUIPMENT	-	61,409	1,500	1,545
074003	SOFTWARE	1,030	1,297	1,559	1,606
AIS		203,142	278,729	220,607	269,625

COMMUNITY RELATIONS
01-740-610-11-110-412

014041	OVERTIME	3,000	11,382	3,000	10,000
022001	SOCIAL SECURITY	-	1	-	-
022501	MEDICARE	44	161	44	145
023001	RETIREMENT	-	2	-	-
023002	RET-POLICE OFFICER	883	3,368	883	2,843
054050	TRAINING	-	329	-	-
061002	MISCELLANEOUS SUPPLIES	-	1,064	-	910
CR		3,927	16,307	3,927	13,898

RECORDS DIVISION
01-740-610-12-110-412

011001	REGULAR SALARIES	56,708	57,823	58,999	58,999
014041	OVERTIME	637	52	650	652
015001	LONGEVITY	950	950	1,000	1,050
022001	SOCIAL SECURITY	3,614	3,582	3,760	3,763
022501	MEDICARE	845	838	879	880
023001	RETIREMENT	6,634	6,697	6,902	6,780
034203	COMPUTER/SOFTWARE MAINT	569	-	585	602
039001	PROFESSIONAL SERVICES	2,928	2,653	3,012	3,102
043018	REPAIRS-EQUIPMENT	468	-	481	495
054050	TRAINING	468	-	481	495
061002	MISCELLANEOUS SUPPLIES	707	75	227	234
062001	OFFICE SUPPLIES	468	406	985	1,010
062007	COMPUTER/PRINTER SUPPLIES	1,171	216	1,205	1,241
067001	BOOKS & PERIODICALS	117	10	121	124
Records		76,284	73,302	79,287	79,427
POLICE		10,925,161	10,913,953	11,280,229	11,699,799



Fire Department

Board of Fire Commissioners

Fire Chief

Executive Assistant

Administrative Assistant
(Part-Time)

Deputy Fire Chief
Operations and
Training

Deputy Fire Chief
Community Risk
Reduction

A Shift

B Shift

C Shift

D Shift

Fire Prevention
Officers (2)

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
4 Firefighters

Station 3
Lieutenant
4 Firefighters

Station 3
Lieutenant
4 Firefighters

Station 3
Lieutenant
4 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
- ✓ Community Risk Reduction
- ✓ Emergency Management



Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Fire Chief	1	1	1
Deputy Fire Chief	2	2	2
Fire Prevention Officer	1	1	2
Executive Assistant	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	18	16	16
Firefighter/ Advanced EMT	20	22	25
Firefighter/ EMT	7	7	7
Totals Full Time	62.00	62.00	66.00
Positions Part-Time	FY18	FY19	FY20
P/T Secretary	1	1	1
P/T Fire Alarm Inspector	1	1	0
P/T Mechanic	1	1	1
Totals Part Time	3.00	3.00	2.00

Department Budget Comments

The FY20 Fire Department requested budget is \$9,263,571, an increase of \$297,266 or a 3.32% over FY19.

The most significant impacts to the budget are related to the addition of three (3) firefighters and one (1) fire prevention officer position, along with a significant increase in worker's compensation costs.

This recommended budget:

- 1) Strengthens the reliable delivery of essential emergency and non-emergency services and
- 2) Enhances the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement.

This budget does not include any cost of living (COLA) salary adjustments for shift personnel. The department is also seeking to implement inspection fees and increase current permitting fees to offset cost of the additional fire prevention officer.



Budget Summary of Expenditures

	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FIRE DEPARTMENT				
SALARIES	3,650,752	3,562,427	3,710,106	3,861,167
PART-TIME SALARIES	61,827	59,287	66,045	47,729
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	666,500	684,323	689,500	689,500
HOLIDAY	137,378	137,537	147,688	157,416
LONGEVITY	38,609	34,562	38,085	30,808
CERTIFICATION STIPENDS	277,547	258,469	268,692	299,457
RETIREMENT	1,537,354	1,492,501	1,564,945	1,519,057
HEALTH INSURANCE	1,276,243	1,276,243	1,346,054	1,408,377
DENTAL INSURANCE	67,006	61,625	68,547	70,124
INSURANCE REIMBURSEMENT	95,147	93,575	97,146	101,599
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
WORKERS' COMPENSATION	175,906	175,906	184,460	306,213
LIFE AND DISABILITY	26,754	19,388	27,200	28,109
OTHER BENEFITS	114,526	109,469	116,857	116,818
TRANSFER FROM PARKING	(50,000)	(50,000)	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>8,149,233</i>	<i>7,988,995</i>	<i>8,374,009</i>	<i>8,685,058</i>
TRAINING/EDUCATION/CONFERENCES	21,000	10,799	23,000	31,000
ELECTRICITY	55,000	39,187	55,000	48,000
NATURAL GAS	35,020	30,651	36,070	37,152
GASOLINE	58,000	36,290	58,000	58,000
CONTRACTED SERVICES	46,325	48,596	52,325	55,000
ADVERTISING	500	640	500	500
PRINTING	250	280	250	250
PROFESSIONAL ORGANIZATION DUES	13,901	12,768	13,901	13,901
OTHER OPERATING	305,858	440,910	353,250	334,710
<i>Other Operating</i>	<i>535,854</i>	<i>620,121</i>	<i>592,296</i>	<i>578,513</i>
TOTAL	8,685,087	8,609,116	8,966,305	9,263,571

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.



Community Risk Reduction -

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, two (2) Fire Prevention Officers.

Emergency Management-

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.

<u>Goals and Objectives</u>	
<p>Goal #1:</p> <p>The Department will strengthen reliable delivery of essential emergency and non-emergency services.</p>	<p>Objectives:</p> <ul style="list-style-type: none"> ✓ Increase on-duty available staffing by one firefighter per shift. ✓ Add one additional Fire Prevention Officer to Community Risk Reduction staff. ✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • Promote a Welcoming, Safe and Diverse Community 	
<p>Goal #2:</p> <p>The Department will enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement</p>	<p>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:</i></p> <ul style="list-style-type: none"> • Promote a Welcoming, Safe and Diverse Community 	



<p>Goal #3:</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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Promote a Welcoming, Safe and Diverse Community 	

Response Times (minutes)			
<i>Performance</i>	2016	2017	2018
Goal of 8 minutes or less for All Ambulance Incidents			
90% benchmark	8.9 min	10 min	9 min
50% (average)	6.2 min	5 min	5 min

Billable Services Collection Rates			
<i>76% Mean Collection Rate for Last 3 Years</i>			
	2016	2017	2018
Net Payments	\$945,628	\$899,076	\$996,818
Net Commitments	\$1,309,043	\$1,444,348	\$1,378,099
Collection Rate	72.2%	78.6%	77.0%

Overview of Activity – Calendar Year 2018

Total Number of Emergency Incidents – 4,892
 Fire Related Services – 1,407
 Emergency Medical Services – 3,485



FY2020 BUDGETED POSITION AND SALARY DETAIL

<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
FIRE DEPARTMENT		
27G	CHIEF	140,288
22C/D	DEPUTY FIRE CHIEF	97,727
22G	DEPUTY FIRE CHIEF	108,803
13G	EXECUTIVE ASSISTANT	70,324
TOTAL ADMINISTRATION		417,143
C	FIRE OFFICER/PARAMEDIC - CAPTAIN	77,374
B/C	FIRE OFFICER/PARAMEDIC - CAPTAIN	76,813
C	FIRE OFFICER/AEMT - CAPTAIN	77,374
A/B	FIRE OFFICER/PARAMEDIC - CAPTAIN	72,495
A/B	FIRE OFFICER/PARAMEDIC - CAPTAIN INSPECTOR	72,495
A	FIRE OFFICER - CPT INSPECTION ADTL	71,538
C	FIRE OFFICER - CAPTAIN INSPECTOR ADDITIONAL	67,672
C	FIRE OFFICER/PARAMEDIC - LIEUTENANT	67,672
A/B	FIRE OFFICER/PARAMEDIC - LIEUTENANT	63,077
A/B	FIRE OFFICER/PARAMEDIC - LIEUTENANT	62,314
C	FIRE OFFICER/PARAMEDIC - LIEUTENANT	67,672
C	FIRE OFFICER/PARAMEDIC - LIEUTENANT	67,672
C	FIRE OFFICER/PARAMEDIC - LIEUTENANT	67,672
C	FIRE OFFICER/BASIC - LIEUTENANT	65,701
TOTAL FIRE OFFICERS		977,541
F	FIREFIGHTER/PARAMEDIC	55,963
A/B	FIREFIGHTER/AEMT	44,486
E/F	FIREFIGHTER/PARAMEDIC	53,280
E/F	FIREFIGHTER/AEMT	53,156
F	FIREFIGHTER/BASIC	54,333
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/BASIC	54,333
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/AEMT	55,963
B/C	FIREFIGHTER/AEMT	46,653
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/PARAMEDIC	55,963
C/D	FIREFIGHTER/AEMT	48,182
A/B	FIREFIGHTER/PARAMEDIC	44,132
C/D	FIREFIGHTER/PARAMEDIC	45,537
F	FIREFIGHTER/BASIC	54,333



F	FIREFIGHTER/AEMT	55,963
A/B	FIREFIGHTER/AEMT	44,757
F	FIREFIGHTER/AEMT	55,963
C/D	FIREFIGHTER/AEMT	47,678
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/BASIC	54,333
A/B	FIREFIGHTER/AEMT	43,725
C/D	FIREFIGHTER/PARAMEDIC	49,543
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/BASIC	54,333
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/BASIC	54,333
F	FIREFIGHTER/PARAMEDIC	55,963
B/C	FIREFIGHTER/PARAMEDIC	46,884
F	FIREFIGHTER/AEMT	55,963
A/B	FIREFIGHTER/PARAMEDIC	43,399
F	FIREFIGHTER/PARAMEDIC	55,963
F	FIREFIGHTER/AEMT	55,963
F	FIREFIGHTER/AEMT	55,963
A	FIREFIGHTER/PARAMEDIC	42,819
A	FIREFIGHTER/PARAMEDIC	21,410
A	FIREFIGHTER/AEMT	21,410

TOTAL FIRE FIGHTERS **2,466,482**

0	P/T MECHANIC	20,000
0	P/T FIRE ALARM	0
7A	P/T ADMINISTRATIVE ASST.	27,729

TOTAL PART- TIME **47,729**

TOTAL ADMINISTRATION **417,143**

TOTAL FIREFIGHTERS & OFFICERS **3,444,024**

TOTAL PART-TIME **47,729**

TOTAL PERSONNEL **3,908,895**



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
FIRE DEPARTMENT					
FIRE FIGHTERS					
01-741-570-00-125-414					
011041	SALARIES UNIFORM PERSONNE	3,235,617	3,149,786	3,284,125	3,444,024
012033	PT SALARIES-VEHICLE MAINT	17,000	20,179	20,000	20,000
012054	PT SALARIES-ALARM MAINT	20,000	30,845	20,000	-
014031	O/T EMERGENCY RECALL	115,000	115,010	120,000	120,000
014032	O/T EARNED TIME LV COVERA	445,000	478,954	455,000	455,000
014033	O/T DISABILITY LEAVE COVE	25,000	35,186	27,000	27,000
014034	O/T WORKERS COMP COVERAGE	24,000	5,034	25,000	25,000
014042	O/T-EDUCATION	55,000	45,759	60,000	60,000
015001	LONGEVITY	34,887	30,867	34,082	26,002
017001	HOLIDAY PREMIUM PAY	137,378	137,537	147,688	157,416
018031	CERTIFICATION STIPEND	277,547	258,469	268,692	299,457
021001	INSURANCE-HEALTH	1,166,120	1,166,120	1,229,907	1,286,852
021101	INSURANCE-DENTAL	61,494	56,972	62,908	64,355
021501	INSURANCE-LIFE	7,377	5,996	7,488	7,852
021601	INSURANCE-DISABILITY	16,178	11,173	16,421	17,220
022001	SOCIAL SECURITY	1,240	1,263	1,240	-
022501	MEDICARE	63,230	60,488	65,197	67,714
023003	RET-FIREFIGHTER	1,409,738	1,372,770	1,433,897	1,405,173
036001	PROF SERVICE-CLEANING	14,000	13,047	14,000	14,000
039071	FIRE PREVENTION	3,000	3,544	3,000	3,000
054050	TRAINING	6,000	5,908	6,000	9,000
068001	CLOTHING ALLOWANCE	34,800	33,600	34,800	34,800
068003	PROTECTIVE CLOTHING	25,000	35,417	25,000	25,000
074001	EQUIPMENT	6,000	76,879	9,000	9,000
TOTAL		7,200,606	7,150,804	7,370,445	7,577,865

AMBULANCE

01-741-580-00-125-414

039003	PROF/SERVICES-LICENSING	2,500	3,320	2,500	2,500
043015	REPAIRS-FIRE EQUIPMENT	10,000	10,324	10,000	10,000
054050	TRAINING	8,000	669	8,000	13,000
061002	MISCELLANEOUS SUPPLIES	20,000	18,713	22,000	22,000
074001	EQUIPMENT	2,000	2,874	2,000	2,000
Ambulance		42,500	35,900	44,500	49,500

FIRE ADMINISTRATION

01-741-610-00-125-414

011001	REGULAR SALARIES	415,135	412,642	425,981	417,143
011061	INSURANCE REIMBURSEMENT	95,147	93,575	97,146	101,599
012001	PART TIME SALARIES	24,827	8,262	26,045	27,729
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	2,500	4,380	2,500	2,500
015001	LONGEVITY	3,722	3,695	4,003	4,806
016001	LEAVE AT TERMINATION	70,084	70,084	70,084	70,084
021001	INSURANCE-HEALTH	110,123	110,123	116,147	121,525
021101	INSURANCE-DENTAL	5,512	4,653	5,639	5,769
021501	INSURANCE-LIFE	1,002	773	1,031	951
021601	INSURANCE-DISABILITY	2,197	1,446	2,260	2,086
022001	SOCIAL SECURITY	6,036	5,236	6,192	6,362
022501	MEDICARE	7,870	7,531	8,078	6,592
023001	RETIREMENT	7,951	8,450	8,108	7,963
023003	RET-FIREFIGHTER	119,665	111,281	122,940	105,921
026002	INSURANCE-WORKERS COMP	175,906	175,906	184,460	306,213
031001	PROF SERVICES-ENERGY CONT	31,325	31,325	37,325	40,000
033001	PROF SERVICES-TEMP	-	4,224	-	-
034103	TELEPHONE	19,000	28,257	30,000	30,000
034104	CELLULAR PHONES	14,000	11,300	14,000	14,000



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
035001	PROF SERVICE-MEDICAL EXAM	2,500	4,017	3,000	3,000
039070	PROFESSIONAL SERVICES	1,000	-	1,000	1,000
041002	ELECTRICITY	55,000	39,187	55,000	48,000
041101	NATURAL GAS	35,020	30,651	36,070	37,152
041205	WATER /SEWER FEES	18,000	9,899	18,000	18,720
043001	REPAIRS-STRUCTURAL	20,000	16,075	25,000	27,000
043012	REPAIRS-COMMUNICATION	6,108	15,373	9,000	11,000
043018	REPAIRS-EQUIPMENT	45,000	24,116	50,000	25,000
043019	REPAIRS-SCBA	7,000	14,715	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	5,000	10,557	10,000	10,000
043024	REPAIRS-VEHICLE	70,000	115,945	75,000	76,740
053001	ADVERTISING	500	640	500	500
054051	EDUCATION	4,000	550	4,000	4,000
055050	PRINTING	250	280	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,867	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	3,000	3,671	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	18,837	15,000	15,000
061003	MEETING SUPPLIES	300	465	300	300
062001	OFFICE SUPPLIES	5,000	4,737	5,000	5,000
062004	PHOTO SUPPLIES	-	-	-	-
062501	POSTAGE	1,000	1,287	1,000	1,000
063601	DIESEL FUEL	58,000	36,290	58,000	58,000
064001	JANITORIAL SUPPLIES	4,000	5,683	6,000	6,000
067001	BOOKS & PERIODICALS	200	80	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	1,250	40	1,250	1,250
075001	FURNITURE AND FIXTURES	-	5,500	6,000	6,000
091005	TRANSFER FROM PARKING	(50,000)	(50,000)	(25,000)	(25,000)
099006	COPIER LEASE	4,000	2,956	4,000	4,000
Fire Administration		1,441,981	1,422,412	1,551,360	1,636,206
FIRE	Total	8,685,087	8,609,116	8,966,305	9,263,571





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 FY20 proposed budget for Emergency Management is \$15,514, this represents an increase of \$3,500.00 (or 29.13%) over FY19.

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

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT				
OVERTIME	6,000	1,115	6,000	6,000
RETIREMENT	1,914	1,681	1,914	1,914
OTHER BENEFITS	100	75	100	100
OTHER OPERATING	4,000	(587)	4,000	7,500
TOTAL	12,014	2,284	12,014	15,514

Programs and Services

Organization and Preparedness-

- Serve as coordinating agency for Citywide 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 Operations, Hazard Mitigation, and Continuity of Operation Plans ✓ Develop long-range recovery plans to address natural, technological and terrorism hazards
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Promote a Safe, Diverse and Affordable Community 	

Portsmouth Emergency Management Team

Emergency Management Director – John P. Bohenko, Portsmouth City Manager
 Emergency Management Coordinator- Vacant, Fire Chief

City Representatives

City Manager's Office - Nancy Colbert Puff
 Fire – Patrick Howe
 Police – Robert Merner
 Public Works - Peter Rice
 Schools - Steve Zadravec
 Human Resources - Vacant
 Health - Kim McNamara

Additional Resource Agencies

NH Homeland Security & Emergency Management
 Portsmouth Regional Hospital
 Portsmouth Housing Authority
 American Red Cross
 Community Development Services
 Community Resource Network
 Families First
 Foundation for Seacoast Health
 Pease –NH Air National Guard
 United Way of Greater Seacoast
 Ham Radio Operators
 Police & Fire Departments from Greenland, New Castle, Newington, North Hampton and Rye

Performance Measures

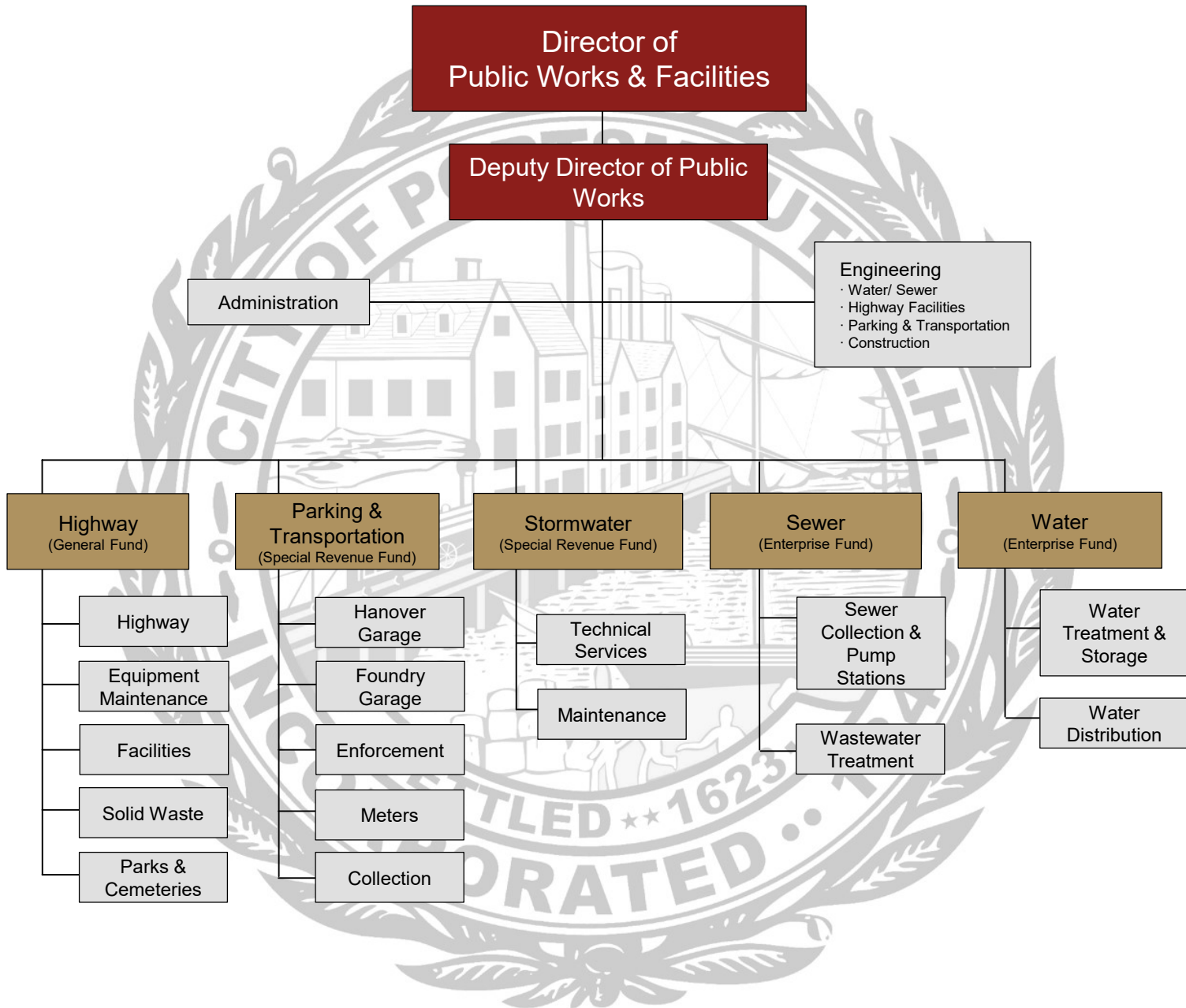
Completed Continuity of Operations Plan with assistance of all city departments.



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT					
01-744-590-00-100-416					
014041	OVERTIME	6,000	1,115	6,000	6,000
022501	MEDICARE	100	75	100	100
023003	RET-FIREFIGHTER	1,914	1,681	1,914	1,914
034103	TELEPHONE	1,000	(624)	1,000	1,000
043032	GENERATOR MAINTENANCE	-	-	-	3,500
061002	MISCELLANEOUS SUPPLIES	3,000	37	3,000	3,000
EM	Total	12,014	2,284	12,014	15,514



Public Works Department



Mission

Our mission is to provide municipal Public Works functions for the benefit of our citizens, businesses and visitors in an efficient and cost-effective manner within budgetary appropriations.



Public Works Department

Services Overview

- ✓ Administration
- ✓ Engineering
- ✓ Building Administration
- ✓ Rubbish Removal and Disposal
- ✓ Highway and Street Maintenance
- ✓ Snow Removal
- ✓ Sidewalks
- ✓ Bridge Repairs
- ✓ Equipment Maintenance Facility
- ✓ Tree Program
- ✓ Mosquito Control
- ✓ Parks and Cemeteries

Department Budget Comments

The Public Works Department's proposed budget is \$7,056,415 for FY20. This is an increase of \$212,192 or 3.10% from the FY19 budget.

The net increase of \$212,192 is mainly attributed to:

- Recycling \$70,000
- Highway Maintenance \$33,000
- Parks and Cemeteries \$15,000
- Events \$30,000

These increases were offset by a reduction in utilities costs.

Recycling: The cost of curbside recycling has been impacted by a shift in the global market for recyclable materials. Prior to the FY19 our average annual tipping fee for recycled material disposal was \$30/ton. However, given the market uncertainty at the time the FY19 budget was prepared using \$50/ton. Since that time the cost/ton has been tracking closer to \$80/ton. Assuming our annual tonnage of recyclable materials is approximately 2,400 tons an additional \$70,000 has been budgeted.

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Director of Public Works & Facilities	1	1	1
Assistant City Manager	0.2	0.2	0
Operations Manager	0.25	0.25	0.25
Public Information Officer	0.20	0.2	0.2
General Foreman	1	1	1
Solid Waste & Sustainability Coord.	1	1	1
Administrative Assistant II	0	0	0.25
Administrative Assistant I	0.25	0.25	0.25
Administrative Clerk	0.25	0.25	0.25
Dispatcher	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Construction Technician Supervisor	1	1	1
Construction Project Coordinator	1	1	1
Facilities Manager	1	0.25	0.25
Facility Foreman	1	1	1
Highway Foreman	1	1	1
Parks and Greenery Foreman	0	1	1
Tree Supervisor	0	1	1
Arborist	1	0	0
Electrician	1	1	1
Master Carpenter	0	0	1
Utility Mechanic	5	5.3	5.3
U/M - Pool Technician	1	1	1
Custodian Lead	2	2	1
Custodian 1	6	6	7
Truck Driver 1	7.3	6	6
Truck Driver 2	2	2	2
Recycling Truck Driver	1	1	1
Sanitation Laborer	5	5	5
Laborer	13	12	11
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0.0	0.3	0.3
Equipment Mechanic	1.2	0.9	0.9
Utility Mechanic - Inventory Technician	0.3	0.3	0.3
Equipment Operator 1	1	0	1
Totals Full Time	56.75	54.00	55.05
<u>Positions Part-Time</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Secretary	0.25	0.25	0.25
Note Taker	1	1	1
Number of Seasonal part-time positions varies throughout the year			
Number of part time engineering project manager positions varies throughout the year			
Totals Part Time	1.25	1.25	1.25



Budget Summary of Expenditures

	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
PUBLIC WORKS				
SALARIES	2,745,376	2,687,377	2,698,606	2,723,210
PART-TIME SALARIES	42,163	17,625	125,280	112,579
OVERTIME	328,000	364,498	322,000	332,000
LONGEVITY	19,277	18,288	17,423	16,152
RETIREMENT	353,081	342,861	346,865	343,070
OTHER BENEFITS	241,215	227,498	237,043	244,972
<i>Contractual Obligations</i>	<i>3,729,112</i>	<i>3,658,147</i>	<i>3,747,217</i>	<i>3,771,983</i>
TRAINING/EDUCATION/CONFERENCES	18,000	9,885	18,000	18,000
ELECTRICITY	205,000	154,730	205,000	190,000
NATURAL GAS	105,000	83,436	105,000	95,000
GASOLINE	180,000	139,618	180,000	160,000
CONTRACTED SERVICES	638,001	686,174	481,076	567,036
ROAD MAINTENANCE	100,000	225,000	100,000	133,000
RECYCLING	148,500	141,761	140,000	210,000
ADVERTISING	3,000	9,575	3,000	3,000
PRINTING	2,750	-	2,750	2,750
PROFESSIONAL ORGANIZATION DUES	4,000	4,422	4,000	4,000
OTHER OPERATING	1,501,853	1,508,826	1,598,113	1,653,840
TRANSFER TO STORMWATER	-	-	260,067	247,806
<i>Other Operating</i>	<i>2,906,104</i>	<i>2,963,427</i>	<i>3,097,006</i>	<i>3,284,432</i>
TOTAL	6,635,216	6,621,574	6,844,223	7,056,415

Highway Maintenance: Highway maintenance is budgeted based on our Annual Pavement Condition Report. Due to increasing materials costs our consultants recommended increasing our Highway Maintenance budget by \$100,000. To minimize the impact to the Department's budget this increase will be spread out over three years at \$33,000 per year.

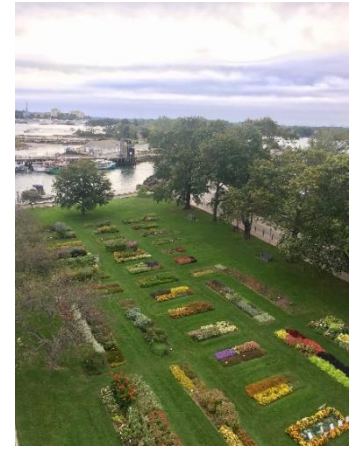
Parks and Cemeteries: The Department's Parks and Cemeteries work load has continued to increase with the addition of the Market Street Gateway, additional trees and green spaces and expanding resident expectations.

Public Events: Staffing of public events has changed due to the evolving risks associated with large crowds. In the past events were staffed with 2 to 3 people, today we are using 10 to 12 staff plus trucks and additional barricades. To cover the cost additional measures the FY20 budget has increased Highway Street Maintenance overtime by \$30,000.

The FY20 budget continues the transition from synthetic based products to organic products for weed, turf and mosquito control. In FY18 the City Council voted to change the Department's weed control and turf management programs to an organic based program. Staff have been exploring a wide range of organic products and alternative means of weed control including steam weed control. In FY19 the City received a grant from \$5,000 grant from Stonyfields to complete an Organic Transition Pilot Project at the City's Alumni Field. This effort is in conjunction with Osborne Organics, Inc., Beyond Pesticides and Stonyfield Organic. The goal of this pilot effort is to provide training to City Staff to assist the City in their effort to transition from its current turf management program to an organic based turf management program. The experience at the Alumni Field will assist in budgeting and scaling up to a citywide program. In addition to the pilot effort, the FY20 budget includes money for use of organic Mosquito control product Merus – 3 produced by Clark. This product uses natural pyrethrins from plant extract to control adult mosquitos. Using Merus for our night time spraying along roadways and organic mosquito larvicide brings the City of Portsmouth's mosquito control program up to 95% organic.



The Public Works Department's FY20 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 FY20 Budget includes a number of changes to staffing and programs including an additional heavy equipment operator to the Highway Maintenance group and an additional administrative assistant that will be split between the Water, Sewer, Parking, and Highway Divisions. In order to reduce the impact to the FY20 budget the heavy equipment operator has been budgeted to start in the 3rd quarter of FY 20. These proposed changes will add an additional 1.25 full time equivalent staff to the Highway Division.



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 FY19 the Department continued to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click N' Fix to manage, track, and respond to service requests in a timely manner. This application can be accessed via the City's Web site or by a smart phone application <http://cityofportsmouth.com/publicworks/clicknfix.html>.

In addition to improved communication with our residents, the Portsmouth Click N' Fix platform gives the Department a metric to measure effectiveness of service provided by our current staffing and resources levels. This data has been used to adjust the Department's tree program and solid waste program to reduce response time and improve service. The data collected via this application will continue to improve operations by giving management a data informed decision making tool to adjust staff and resources as needed to better address changing expectations.



The Department's on-going goals are to reduce use of synthetic compounds for weed and turf management, 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.

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 FY19, the Department began preliminary design of new athletic fields off of Campus Drive. The new athletic fields are anticipated to be constructed in FY20. In FY19 the Department continued the design of a new recycling facility on the property adjacent to the Department. This upgrade will improve safety at the transfer station and will allow transfer and consolidation of recycled materials and solid waste. This optimization would allow for greater operational flexibility to adjust to changing recycled materials commodity markets. The project will also include space for a swap shop to allow

residents that opportunity to increase recycling further.



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, Foundry Garage and the Indoor and Outdoor pools. In addition, the Department provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 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 (includes Pease Tradeport roads).

- Traffic Line Markings
- Traffic Sign Maintenance
- Traffic Signal Maintenance
- Weed Control
- Pavement Patching

Snow Removal- Clear and remove snow and ice from City roadways, sidewalks, and parking facilities.

Sidewalks- Repair and maintain over seventy-seven (77) miles of City sidewalks (brick, concrete, asphalt, and stone).



Bridge Repairs- Maintain fifteen (15) city owned bridges and implement the recommendations of the Bridge Evaluation Program.

Equipment Maintenance Facility - Maintain and repair the City's equipment fleet which includes lawnmowers, automobiles, pick-up trucks, small and large dump trucks, heavy equipment, and specialized equipment.

Tree Program - Provide maintenance, trimming, or removal/replacement services for public trees in coordination with the Trees and Greenery Committee.

Mosquito Control - The City contracts mosquito control which includes biological monitoring of pest and disease vector mosquito species, hydrological parameters of wetland mosquito breeding habitats, and monitoring the effectiveness of larviciding applications.

- Organic Larviciding program
- Organic Adulticiding program
- Catch Basin program



Parks and Cemeteries- Provide maintenance for twenty-three (23) playgrounds, parks/ball fields and seven (7) historic cemeteries.

- Grass Cutting
- Leaf and Debris Removal
- Ball Park Turf Spraying
- Turf Growth Retardant
- Field Setups for Seasonal Sporting Events
- Cemeteries Restoration
- Playground Equipment Repair and Maintenance



Goals and Objectives

Goal #1:

To maintain and improve the City's infrastructure, and meet Local, State, and Federal regulations.

Objectives:

- ✓ Incorporate the City Council adopted Complete Streets policy into future roadway and sidewalk upgrades.
- ✓ Continue to incorporate pavement management, storm drainage, and sidewalk data into a Geographic Information System.
- ✓ Continue to implement the recommendations of the pavement management system for streets and sidewalks in conjunction with the Water and Sewer master plans.
- ✓ Enhance the general appearance and conditions of the central business district through the installation of trees, lights, benches, trash receptacles, and pedestrian ways.
- ✓ Create Master Plans for stormwater management and municipal facilities for compliance with Federal rules and regulations.

Citywide Goals Addressed:

- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets
- Create a Bikeable and Walkable Community

Goal #2:

To provide a high level of service in a cost effective and efficient manner for municipal operations.

Objectives:

- ✓ Improve efficiency of facility maintenance services to extend the useful life of facilities and improve building esthetics.
- ✓ Provide training and instruction for the most efficient use of equipment and tools to improve overall departmental efficiency and optimize operational costs.
- ✓ Continue to refine the operations of the solid waste program to minimize collection and disposal costs.
- ✓ Continue to implement additional energy saving methods and equipment.
- ✓ Continue to provide funding and enhance the recycling program.
- ✓ Continue to replace traffic signalization equipment each year to improve intersection traffic flow and safety for both vehicles and pedestrians.

Citywide Goals Addressed:

- Promote a Welcoming, Safe and Diverse Community
- Maintain Financial Stability
- Create a Bikeable and Walkable City

Performance Measures

Solid Waste Disposal

	2017	2018	2019 (Estimate)		2017	2018	2019 (Estimate)
Solid Waste Disposal				Recycling			
Total Tonnage Collected	11,320	11,860	11,114	Total Tonnage Collected	4,153	4,140	3,913
Percentage Diverted From Landfill	55.7%	58%	56%	Metric Tons CO2 Emissions Prevented Through Recycling	13,082	13,040	12,328
Curbside Collection of MSW				Yard Waste/Composting			
Total Tonnage Collected	5,004	4,910	4,897	Total Tonnage Collected	2,162	2,811	2,303



FY20 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
NON GRADE 16	E	①	OPERATIONS MANAGER	19,397
SMA GRADE 15	.5F/11.5G		GENERAL FOREMAN	78,351
PMA GRADE 13	E	②	PUBLIC INFORMATION OFFICER	13,420
PMA GRADE 11	C	①	ADMIN ASSIST II	13,832
PMA GRADE 9	6A/6B	①	ADMIN ASSIST I	11,688
1386B GRADE 7	7G/5H	①	ADMIN CLERK	12,302
1386 GRADE 7	F	①	DISPATCHER	11,747
NON GRADE 7	E	①	SPECIAL PROJECT COORDINATOR	12,599
			EDUCATION STIPENDS	1,571
			ON CALL	1,700
			TOTAL ADMINISTRATION	308,690
<u>ENGINEERING</u>				
SMA GRADE 15	F		CONSTRUCTION TECHNICIAN SUPERVISOR	76,339
SMA GRADE 13	E		CONSTRUCTION PROJECT COORDINATOR	67,424
			TOTAL ENGINEERING	143,763
<u>FACILITIES ADMIN</u>				
PMA GRADE 21	E	①	FACILITIES MANAGER	24,718
SMA GRADE 14	4A/8B		FACILITY FOREMAN	60,241
1386 GRADE 7	2E/10F		UTILITY MECHANIC-POOL TECH	46,778
1386 GRADE 9	F		ELECTRICIAN	51,741
1386 GRADE 9	E		MASTER CARPENTER	50,357
1386 GRADE 5	G		CUSTODIAN I	43,851
1386 GRADE 5	3E/9F		CUSTODIAN I	42,392
1386 GRADE 5	F		CUSTODIAN I	42,667
1386 GRADE 5	5C/7D		CUSTODIAN I	38,798
			ON CALL	1,700
			TOTAL FACILITIES ADMIN	403,243
<u>CITY HALL</u>				
1386 GRADE 8	G		CUSTODIAN LEADMAN	50,668
1386 GRADE 5	3C/9D		CUSTODIAN I	39,109
1386 GRADE 5	E		CUSTODIAN I	41,535
1386 GRADE 5	3C/9D		CUSTODIAN I	39,109
			TOTAL CITY HALL	170,421
<u>SOLID WASTE</u>				
PMA GRADE 13	E		SOLID WASTE SUSTAINABILITY COORDINATOR	67,101
1386 GRADE 7	G		TRUCK DRIVER II	48,279
1386 GRADE 7	E		TRUCK DRIVER II	45,729
1386 GRADE 7	G		RECYCLING TRUCK DRIVER	48,279
1386 GRADE 6	E		SANITATION LABORER	43,587
1386 GRADE 6	3.5D/8.5E		SANITATION LABORER	42,989
1386 GRADE 6	E		TRUCK DRIVER I	43,587
1386 GRADE 6	G		TRUCK DRIVER I	46,017
1386 GRADE 6	11.5D/.5E		SANITATION LABORER	41,621
1386 GRADE 6	E		SANITATION LABORER	43,587
1386 GRADE 6	7C/5D		SANITATION LABORER	40,392
1386 GRADE 5	F		LABORER	42,677
			TOTAL SOLID WASTE	553,845
<u>STREET MAINTENANCE</u>				
SMA GRADE 13	E		HIGHWAY FOREMAN	67,424
1386 GRADE 8	6C		EQUIP OPER I (funded second half of the fiscal year)	21,794
1386 GRADE 7	F		UTILITY MECHANIC	46,988
1386 GRADE 7	F		UTILITY MECHANIC	46,988
1386 GRADE 7	1.5E/10.5F		UTILITY MECHANIC	46,831
1386 GRADE 6	F		TRUCK DRIVER I	44,785
1386 GRADE 6	5F/7G		TRUCK DRIVER I	45,504



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
1386 GRADE 5	G	LABORER	43,851
1386 GRADE 5	3C/9D	LABORER	39,109
1386 GRADE 5	E	LABORER	41,535
1386 GRADE 5	F	LABORER	42,677
1386 GRADE 5	5C/7D	LABORER	38,798
1386 GRADE 5	3C/9D	LABORER	39,109
1386 GRADE 5	4.5C/7.5D	LABORER	38,876
1386 GRADE 5	4C/8D	LABORER	38,953
		ON CALL	1,700
TOTAL STREET MAINTENANCE			644,922
<u>EQUIPMENT MAINTENANCE</u>			
SMA GRADE 14	3.5D/8.5E	③ EQUIPMENT MAINTENANCE FOREMAN	20,925
SMA GRADE 12	9A/3B	③ LEAD MECHANIC	16,804
1386 GRADE 9	1.5C/10.5D	③ EQUIPMENT MECHANIC	14,315
1386 GRADE 9	G	③ EQUIPMENT MECHANIC	15,949
1386 GRADE 9	2C/10D	③ EQUIPMENT MECHANIC	14,286
1386 GRADE 7	G	③ UTILITY MECHANIC	14,484
1386 GRADE 7	2C/10D	③ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,974
		ON CALL	7,800
TOTAL EQUIPMENT MAINTENANCE			117,537
<u>TREE PROGRAM</u>			
SMA GRADE 12	9B/3C	TREE SUPERVISOR	56,251
1386 GRADE 7	11.5D/.5E	UTILITY MECHANIC	43,676
1386 GRADE 6	E	TRUCK DRIVER I	43,587
		ON CALL	1,700
TOTAL TREE PROGRAM			145,214
<u>PARKS AND CEMETERIES</u>			
SMA GRADE 14	7C/5D	PARK AND GREENERY FOREMAN	65,567
1386 GRADE 7	10F/2G	UTILITY MECHANIC	47,203
1386 GRADE 6	E	TRUCK DRIVER I	43,587
1386 GRADE 5	6C/6D	LABORER	38,642
1386 GRADE 5	4.5C/7.5D	LABORER	38,876
		ON CALL	1,700
TOTAL PARKS AND CEMETERIES			235,575
TOTAL FULL TIME			2,723,210
NON GRADE 5	A	① SECRETARY (25HRS/WK)	6,279
		SEASONAL LABORERS	35,000
		ENGINEERING PROJECT MANAGERS	70,000
		PART TIME NOTE TAKER	1,300
TOTAL PART TIME			112,579
TOTAL DEPARTMENT			2,835,789

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



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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PUBLIC WORKS DEPARTMENT

ADMINISTRATION

01-751-610-51-111-419

011001	REGULAR SALARIES	298,295	278,875	311,622	308,690
012001	PART TIME SALARIES	5,863	5,688	7,280	7,579
014041	OVERTIME	25,000	14,761	25,000	-
015001	LONGEVITY	19,277	18,288	17,423	16,152
022001	SOCIAL SECURITY	21,603	18,998	22,402	20,610
022501	MEDICARE	5,052	4,455	5,239	4,820
023001	RETIREMENT	38,984	35,652	40,290	36,285
034103	TELEPHONE	16,500	23,176	19,000	23,000
034104	CELLULAR PHONES	10,000	8,313	10,000	8,000
034206	SOFTWARE-ANNUAL MAINT	10,723	13,346	10,723	18,600
035004	OCCUPATIONAL HEALTH	2,500	2,531	2,500	2,500
043027	REPAIRS-OFFICE EQUIPMENT	1,000	97	1,000	1,000
053001	ADVERTISING	3,000	9,575	3,000	3,000
054050	TRAINING	6,000	3,360	6,000	6,000
055050	PRINTING	2,000	-	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	4,000	4,422	4,000	4,000
057101	TRAVEL AND CONFERENCE	4,000	413	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,000	1,623	1,000	1,000
061001	FIRST AID	1,500	850	2,500	2,500
061003	MEETING SUPPLIES	500	209	500	750
062001	OFFICE SUPPLIES	6,000	4,418	6,000	6,000
062005	PRINTING SUPPLIES	300	187	300	400
062501	POSTAGE	2,000	905	2,000	2,000
067001	BOOKS & PERIODICALS	800	97	800	800
068003	PROTECTIVE CLOTHING	3,300	2,603	3,300	3,300
068022	MATERIALS-SAFETY	1,000	-	1,000	1,000
074003	SOFTWARE	-	15	-	-
099006	COPIER LEASE	2,850	1,738	2,850	2,850
		493,047	454,596	511,729	486,836

ENGINEERING

01-751-620-51-111-419

011001	REGULAR SALARIES	135,219	138,164	140,978	143,763
012001	PART TIME SALARIES	-	-	83,000	70,000
014041	OVERTIME	35,000	18,990	35,000	30,000
022001	SOCIAL SECURITY	10,554	9,553	10,911	15,113
022501	MEDICARE	2,468	2,234	2,552	3,535
023001	RETIREMENT	19,371	17,884	20,026	19,409
031002	PROF SERVICES-ENGINEERING	50,000	78,427	40,000	40,000
054050	TRAINING	1,500	350	1,500	1,500
057101	TRAVEL AND CONFERENCE	500	-	500	500
062001	OFFICE SUPPLIES	-	151	100	100
062002	ENGINEERING SUPPLIES	1,000	1,600	1,000	1,000
062003	MAPPING SUPPLIES	6,000	435	6,000	6,000
068003	PROTECTIVE CLOTHING	250	140	250	250
067001	BOOKS & PERIODICALS	300	50	300	300
		262,162	267,978	342,117	331,470

FACILITIES ADMINISTRATION

01-751-630-51-100-407

011001	REGULAR SALARIES	463,978	446,566	407,811	403,243
014041	OVERTIME	40,000	35,258	40,000	40,000
022001	SOCIAL SECURITY	31,247	29,250	27,764	27,481
022501	MEDICARE	7,308	6,841	6,493	6,427



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
023001	RETIREMENT	57,352	48,693	50,961	49,510
031001	PROF SERVICES-ENERGY CONT	168,000	149,900	150,000	151,880
039001	PROFESSIONAL SERVICES	5,000	23,702	5,000	25,000
043001	REPAIRS-STRUCTURAL	500	-	500	500
043002	REPAIRS-ELECTRICAL	3,600	-	3,600	3,600
043004	REPAIRS-PLUMBING	500	-	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	-	-	-
068003	PROTECTIVE CLOTHING	4,500	4,802	4,500	5,000
068004	MATERIALS-MAINTENANCE	500	58	500	500
		787,885	745,068	700,529	716,541

FACILITIES CITY HALL
01-751-630-51-110-407

011001	REGULAR SALARIES	166,735	162,292	172,692	170,421
014041	OVERTIME	20,000	16,385	20,000	20,000
022001	SOCIAL SECURITY	11,578	10,276	11,947	11,806
022501	MEDICARE	2,708	2,403	2,794	2,761
023001	RETIREMENT	21,250	19,617	21,928	21,270
041002	ELECTRICITY	165,000	122,832	165,000	150,000
041101	NATURAL GAS	80,000	59,053	80,000	70,000
041205	WATER /SEWER FEES	35,000	25,871	35,000	35,000
043001	REPAIRS-STRUCTURAL	15,000	50,237	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	8,430	10,000	10,000
043004	REPAIRS-PLUMBING	10,000	6,234	10,000	10,000
043005	REPAIRS-HEATING SYSTEM	4,000	333	4,000	4,000
043006	REPAIRS-BOILER	6,000	1,313	6,000	6,000
043007	REPAIRS-ELEVATOR	10,000	13,035	15,000	15,000
043008	REPAIRS-AIR CONDITION SYS	3,000	1,020	3,000	3,000
043032	GENERATOR MAINTENANCE	1,000	4,804	1,000	1,000
061001	FIRST AID	-	984	-	-
064001	JANITORIAL SUPPLIES	20,000	12,574	20,000	20,000
074001	EQUIPMENT	-	340	-	-
		581,271	518,032	593,361	565,258

FACILITIES PUBLIC WORKS
01-751-630-51-111-407

041002	ELECTRICITY	40,000	31,898	40,000	40,000
041101	NATURAL GAS	25,000	24,383	25,000	25,000
041205	WATER /SEWER FEES	15,000	12,992	15,000	20,000
043001	REPAIRS-STRUCTURAL	10,000	32,657	10,000	10,000
043002	REPAIRS-ELECTRICAL	3,500	6,296	3,500	3,500
043004	REPAIRS-PLUMBING	1,000	3,994	1,000	1,000
043007	REPAIRS-ELEVATOR	2,000	1,702	2,000	2,000
043032	GENERATOR MAINTENANCE	500	265	500	500
064001	JANITORIAL SUPPLIES	7,500	6,370	7,500	7,500
068016	MATERIALS	10,000	3,213	10,000	10,000
072014	PW FACILITY	-	286	-	-
		114,500	124,056	114,500	119,500

FACILITIES LIBRARY
01-751-630-51-112-407

043001	REPAIRS-STRUCTURAL	10,000	7,330	10,000	10,000
043002	REPAIRS-ELECTRICAL	5,000	4,491	5,000	5,000
043004	REPAIRS-PLUMBING	3,000	4,467	3,000	3,000
043006	REPAIRS-BOILER	6,000	-	6,000	6,000
043007	REPAIRS-ELEVATOR	2,500	1,455	2,500	2,500
043028	MAINTENANCE	10,000	-	10,000	10,000
064001	JANITORIAL SUPPLIES	7,000	6,449	7,000	7,000
		43,500	24,193	43,500	43,500



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
FACILITIES DOBLE CENTER					
01-751-630-51-121-407					
039001	PROFESSIONAL SERVICES	-	-	-	1,000
043001	REPAIRS-STRUCTURAL	-	-	-	1,000
043002	REPAIRS-ELECTRICAL	-	-	-	500
043004	REPAIRS-PLUMBING	-	-	-	500
064001	JANITORIAL SUPPLIES	-	-	-	5,000
		-	-	-	8,000
FACILITIES SPINNAKER POINT					
01-751-630-51-123-407					
039001	PROFESSIONAL SERVICES	60,000	34,044	25,200	25,200
043001	REPAIRS-STRUCTURAL	17,000	6,347	17,000	17,000
043002	REPAIRS-ELECTRICAL	4,000	2,587	4,000	4,000
043004	REPAIRS-PLUMBING	5,000	3,039	5,000	5,000
043007	REPAIRS-ELEVATOR	4,000	1,613	4,000	4,000
064001	JANITORIAL SUPPLIES	10,000	8,023	10,000	10,000
074001	EQUIPMENT	-	-	-	-
		100,000	55,654	65,200	65,200
FACILITIES OUTDOOR POOL					
01-751-630-51-992-407					
043001	REPAIRS-STRUCTURAL	4,000	5,790	4,000	4,000
043002	REPAIRS-ELECTRICAL	2,000	3,576	4,000	4,000
043004	REPAIRS-PLUMBING	1,000	4,347	1,000	1,000
043014	REPAIRS-OTHER	1,000	-	1,000	1,000
064001	JANITORIAL SUPPLIES	1,500	437	1,500	1,500
068016	MATERIALS	2,500	3,782	2,500	2,500
		12,000	17,931	14,000	14,000
SOLID WASTE					
01-751-640-32-100-426					
011001	REGULAR SALARIES	540,119	528,012	548,878	553,845
014041	OVERTIME	70,000	68,226	70,000	70,000
022001	SOCIAL SECURITY	37,827	35,380	38,370	38,678
022501	MEDICARE	8,847	8,274	8,974	9,047
023001	RETIREMENT	69,432	67,852	70,428	69,683
039400	RECYCLING BY CONTRACT	148,500	141,761	140,000	210,000
041302	MSW DISPOSAL	317,000	332,691	325,000	325,000
041303	YARD WASTE	30,000	28,111	30,000	30,000
041304	BULKY WASTE	-	22,112	27,000	27,000
041305	HOUSEHOLD HAZARDOUS WASTE	-	285	1,000	1,000
041306	VEHICLE TIRE DISPOSAL	2,400	377	2,400	2,400
041307	UNIVERSAL WASTE	10,000	19,870	40,000	40,000
043018	REPAIRS-EQUIPMENT	101,000	114,708	120,000	120,000
068003	PROTECTIVE CLOTHING	2,000	2,106	3,000	3,000
068024	RECYCLING SUPPLIES/MATERL	35,000	22,872	15,000	15,000
068036	SOLID WASTE MATERIALS	20,000	2,075	20,000	20,000
		1,392,125	1,394,714	1,460,050	1,534,653
HIGHWAY STREET MAINTENANCE					
01-751-640-41-100-420					
011001	REGULAR SALARIES	512,846	596,906	554,653	579,922
012001	PART TIME SALARIES	10,000	1,566	10,000	10,000
014041	OVERTIME	35,000	32,804	35,000	65,000
022001	SOCIAL SECURITY	34,586	37,390	37,178	40,605
022501	MEDICARE	8,089	8,744	8,695	9,496
023001	RETIREMENT	62,345	71,837	67,103	72,038
031002	PROF SERVICES-ENGINEERING	25,000	87,952	25,000	70,000
039075	TRAFFIC LINE MARKING	80,000	34,772	80,000	80,000



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
039081	ROAD MAINTENANCE	100,000	225,000	100,000	133,000
043003	REPAIRS-TRAFFIC SIGNS	15,000	12,020	15,000	15,000
043033	REPAIRS-BRIDGE	10,000	(1,331)	10,000	10,000
043051	MAINTENANCE-STORM DRAINS	-	2,779	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	700	1,000	1,000
055050	PRINTING	500	-	500	500
061001	FIRST AID	-	-	-	-
065002	WEED CONTROL	45,000	45,000	76,160	76,160
068003	PROTECTIVE CLOTHING	18,000	12,684	18,000	18,000
068018	MATERIALS-MARKET SQUARE	20,000	17,109	10,000	10,000
068020	MATERIALS-ROAD	40,000	97,037	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	25,000	14,243	25,000	25,000
068026	MATERIALS-SIDEWALK	25,000	3,202	25,000	25,000
068027	MATERIALS-BRIDGE	1,000	77	1,000	1,000
074067	LED STREET LIGHTS	10,000	-	5,000	5,000
		1,078,366	1,300,492	1,144,289	1,286,721

SNOW REMOVAL
01-751-640-42-100-420

011001	REGULAR SALARIES	65,000	108,737	65,000	65,000
014041	OVERTIME	75,000	163,799	75,000	85,000
018052	WATER/SEWER LABOR	10,000	-	10,000	-
022001	SOCIAL SECURITY	9,300	16,417	9,300	9,300
022501	MEDICARE	2,175	3,839	2,175	2,175
023001	RETIREMENT	17,070	31,015	17,070	16,755
039200	SNOW REMOVAL	36,376	128,377	36,376	36,376
043017	REPAIRS-PLOW DAMAGE	1,455	7,731	1,455	1,455
043024	REPAIRS-VEHICLE	21,826	111,180	21,826	21,826
068005	MATERIALS-SAND AND SALT	86,949	273,291	86,949	86,949
091002	TRANSFER-PARKING	-	(250,000)	-	-
		325,151	594,386	325,151	324,836

EQUIPMENT MAINTENANCE
01-751-640-45-100-420

011001	REGULAR SALARIES	113,487	113,621	115,017	117,537
011050	ANNUAL TOOL ALLOWANCE	1,400	350	1,400	1,400
014041	OVERTIME	10,000	4,738	10,000	10,000
022001	SOCIAL SECURITY	7,656	7,133	7,751	7,907
022501	MEDICARE	1,791	1,719	1,813	1,849
023001	RETIREMENT	14,053	13,886	14,227	14,246
043010	REPAIRS-VEHICLE BY OUTSID	25,000	19,015	25,000	40,000
043018	REPAIRS-EQUIPMENT	10,000	24,445	15,000	25,000
043024	REPAIRS-VEHICLE	120,000	103,023	120,000	120,000
054050	TRAINING	6,000	5,761	6,000	6,000
061001	FIRST AID	-	265	-	-
063001	TIRES AND BATTERIES	20,000	16,855	20,000	20,000
063501	GASOLINE	180,000	139,618	180,000	160,000
063701	LUBRICANTS	12,000	16,561	12,000	20,000
067001	BOOKS & PERIODICALS	500	77	500	500
068003	PROTECTIVE CLOTHING	5,000	4,457	5,000	5,000
068004	MATERIALS-MAINTENANCE	-	2,460	-	-
074002	IT-CITY	2,000	650	2,000	2,000
075001	FURNITURE AND FIXTURES	-	-	-	-
		528,887	474,634	535,708	551,439

TREE PROGRAM
01-751-640-46-100-420

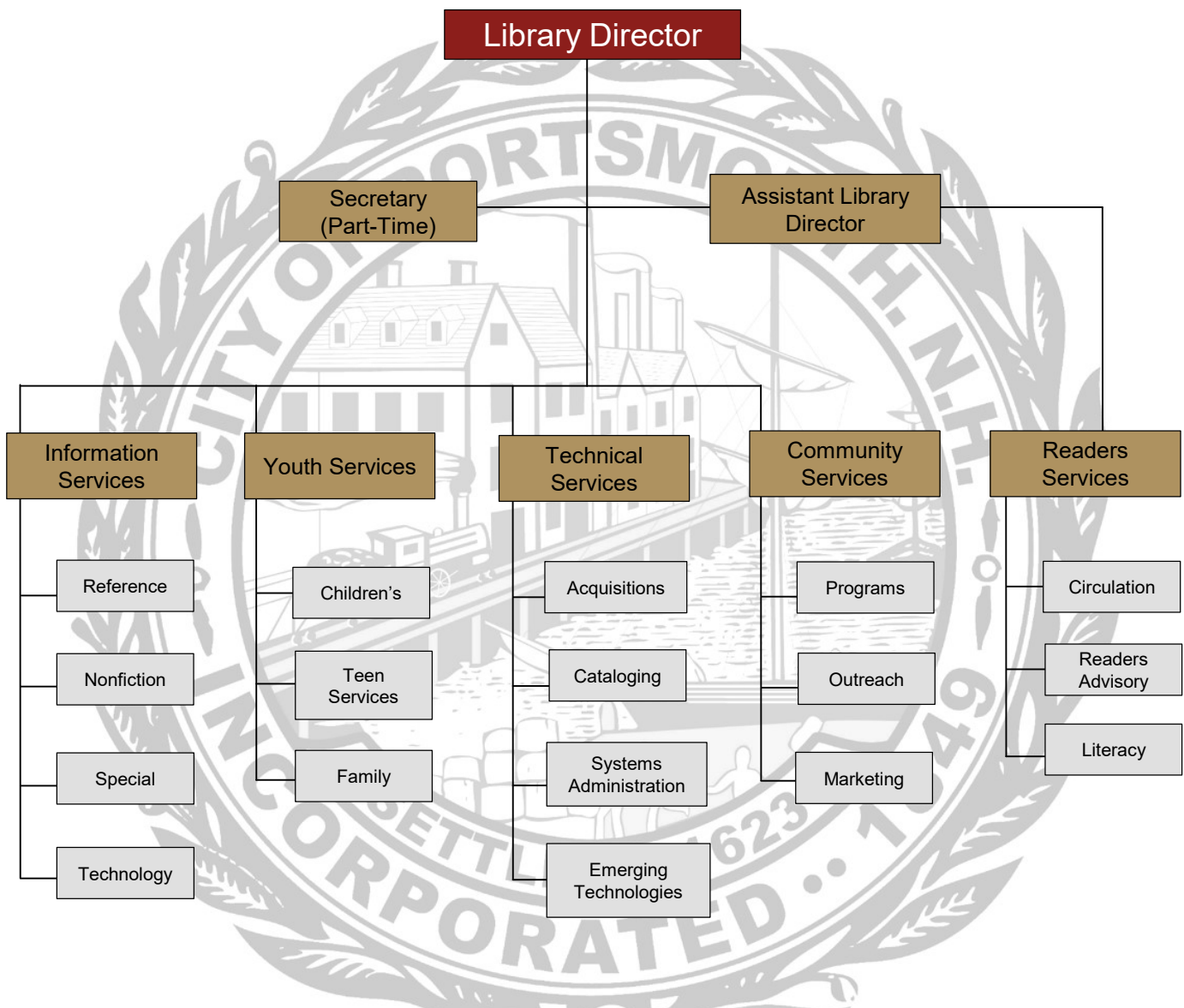
011001	REGULAR SALARIES	141,534	95,370	143,147	145,214
014041	OVERTIME	1,000	5,223	10,000	10,000
022001	SOCIAL SECURITY	8,837	6,084	9,495	9,624
022501	MEDICARE	2,067	1,372	2,221	2,251
023001	RETIREMENT	16,220	11,031	17,428	17,337



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
065001	TREE MAINTENANCE	5,000	16	5,000	5,000
068006	MATERIALS-TREE MAINTENANC	14,000	20,125	25,000	25,000
074001	EQUIPMENT	-	1,082	-	-
		188,658	140,302	212,291	214,426
MOSQUITO CONTROL					
01-751-640-47-100-420					
065003	LARVICIDING CONTRACT	57,547	57,547	35,000	36,400
065004	ADULTICIDING	28,578	28,578	42,000	43,680
		86,125	86,125	77,000	80,080
PARKS AND CEMETERIES					
01-751-640-48-132-420					
011001	REGULAR SALARIES	172,733	53,319	238,808	235,575
012001	PART TIME SALARIES	16,300	10,371	15,000	25,000
014041	OVERTIME	2,000	689	2,000	2,000
022001	SOCIAL SECURITY	11,844	3,847	15,860	16,280
022501	MEDICARE	2,770	900	3,709	3,807
023001	RETIREMENT	19,885	6,146	27,404	26,537
039021	CEMETERY PROGRAMS	50,000	29,345	40,000	55,000
041205	WATER /SEWER FEES	30,000	25,088	30,000	30,000
043001	REPAIRS-STRUCTURAL	1,500	1,987	1,500	1,500
043002	REPAIRS-ELECTRICAL	500	-	500	500
043004	REPAIRS-PLUMBING	500	-	500	500
043018	REPAIRS-EQUIPMENT	5,000	273	5,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	4,000	3,755	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	20,651	25,000	25,000
068017	MATERIALS-BASEBALL FIELDS	6,000	4,801	6,000	6,000
074001	EQUIPMENT	-	858	-	-
		382,482	191,229	444,731	466,149
STORMWATER					
01-751-640-49-100-420					
011001	REGULAR SALARIES	135,430	165,515	-	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	15,000	3,625	-	-
018051	STORM DRAIN MTCE-LABOR	-	-	-	-
022001	SOCIAL SECURITY	9,327	9,757	-	-
022501	MEDICARE	2,181	2,282	-	-
023001	RETIREMENT	17,119	19,248	-	-
031002	PROF SERVICES-ENGINEERING	40,000	31,000	-	-
039001	PROFESSIONAL SERVICES	-	-	-	-
041308	SLUDGE DISPOSAL	35,000	-	-	-
043018	REPAIRS-EQUIPMENT	1,000	-	-	-
043024	REPAIRS-VEHICLE	1,000	-	-	-
043051	MAINTENANCE-STORM DRAINS	2,500	400	-	-
068003	PROTECTIVE CLOTHING	500	356	-	-
074000	MACHINERY AND EQUIPMENT	-	-	-	-
091008	TRANSFER-STORMWATER	-	-	260,067	247,806
		259,057	232,182	260,067	247,806
PW	TOTAL	6,635,216	6,621,574	6,844,223	7,056,415



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	FY18	FY19	FY20
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	4	4	5
Library Assistant 3	2	2	2
Library Assistant 2	3	3	2
Library Assistant 1	1	1	1
Totals Full Time	16.00	16.00	16.00
Positions Part-Time	FY18	FY19	FY20
Library Assistant 3	2	2	2
Library Assistant 2	8	8	8
Library Assistant 1	3	3	3
Secretary	1	1	1
Totals Part Time	14.00	14.00	14.00

Department Budget Comments

The Library Department's proposed budget for FY20 is \$1,956,630. This represents a net increase of \$35,617 or 1.85% from FY19. *Details of net changes are described on the following page.*

Budget Summary of Expenditures

	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LIBRARY				
SALARIES	868,151	838,791	896,573	901,114
PART-TIME SALARIES	332,685	303,626	337,630	346,453
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	6,012	6,590	7,762	7,120
RETIREMENT	99,677	95,208	102,988	101,509
OTHER BENEFITS	92,439	84,862	95,125	96,099
<i>Contractual Obligations</i>	<i>1,400,464</i>	<i>1,329,077</i>	<i>1,441,578</i>	<i>1,453,795</i>
TRAINING/EDUCATION/CONFERENCES	5,400	6,675	7,800	7,960
ELECTRICITY	78,000	78,018	78,000	79,560
NATURAL GAS	10,000	8,312	11,000	10,000
CONTRACTED SERVICES	200	160	200	200
ADVERTISING	1,200	1,240	2,000	3,250
PRINTING	2,500	2,106	3,500	3,500
PROFESSIONAL ORGANIZATION DUES	3,100	1,711	3,200	3,275
OTHER OPERATING	359,682	410,697	373,735	395,090
<i>Other Operating</i>	<i>460,082</i>	<i>508,920</i>	<i>479,435</i>	<i>502,835</i>
TOTAL	1,860,546	1,837,997	1,921,013	1,956,630



- Materials Cost—The FY20 budget for library materials has been increased by \$21,000 to \$230,265 (or 10%). 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.



- State-of-the-Art Catalog Interface - The library migrated to a new automated library system in FY18 which will continue to provide cost savings in FY20. As a result, our computer/software maintenance line has been decreased by \$5,000 (or 9.5%.) This system runs the database and circulation systems and provides the state-of-the-art catalog interface for the public library and all of the Portsmouth public school libraries.

- Energy—The highly efficient heating, cooling and lighting systems installed in the Library make it possible to keep energy expenditures low. The FY20 budget for these systems has been decreased by \$2,440 (or -2.3%) from last year's budget.

- Borrowing Trends— Circulation of print and other traditional materials from the library remain high while usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses continues to grow. The Portsmouth Public Library continues to work with the NH Downloadables Consortium as well as make individual purchases in order to provide popular content for library patrons.



- Digital Literacy and Education—Continuing advances in technology in many areas, including the proliferation of mobile devices, bring ongoing challenges to our citizens. The Library has always been a trusted place for people to stay current, and in present times that often means staying on top of the technology used in everyday life. Library staff work daily with individuals and small groups on using technology for reading, listening, information gathering and daily activities.

- Programs—A central element in the place that the Library plays in the community is the presentation of informational and recreational programs for people of all ages. Increasingly, the library also hosts programs that provide the community with opportunities to discuss meaningful issues in a neutral, respectful environment. In addition to programs developed and presented directly by Library staff members, we partner with community groups to bring even broader and richer exhibits and programs to the public.

- Outreach—Also emphasized in the FY20 goals is reaching out into the community—to seniors, to children, to the schools, and to both groups and individuals.

Efficiencies in operations instituted over the past several years make it possible to maintain seven (7) days of service in house and 24/7 delivery of many services online. Further efficiency is accomplished with

1. Advances in the technology of the automation systems which provide better interfaces and allow for more self-service in circulation, account maintenance and in-house computer use, and
2. Cross training of staff members to respond to service needs efficiently without having to call in extra personnel.



The Library will continue to meet the challenges of the changing face of publishing with efficiency by

- 1) Shifting purchasing among media types,
- 2) Retrieving selected information on demand from online sources, and
- 3) Entering into purchasing and licensing agreements with other libraries in New Hampshire and New England for expansion into new formats of high customer demand at reduced costs.

Programs and Services

Administration-

- Building administration
- Budget preparation and analysis
- Program design and evaluation
- Staff training in changing customer needs
- Staff assignment and evaluation

Acquisitions-

- Book selection and purchasing
- Media selection and purchasing
- Downloadable content selection and purchasing
- Weeding of worn or outdated materials
- Periodical subscriptions
- Electronic database subscriptions



Materials Control and Access-

- OCLC cataloging
- Materials processing
- Preparation and ongoing maintenance of bibliographic database
- Online catalog (in house and remote access) design and operation
- Library web page
- Records management

Circulation-

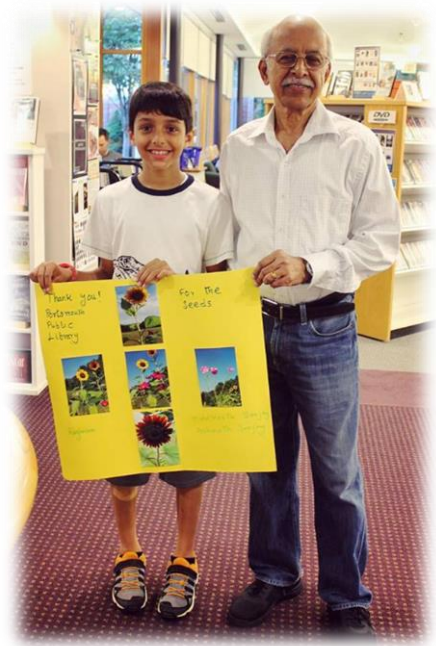
- Readers advisory to include communication with patrons in person, online, published reading recommendations
- Operation of Millennium Library System
- Processing of holds, reserves, patron notices
- Activity reports (prepare and analyze)
- Shelving and shelf maintenance
- Displays, bookmarks, and other patron notification

Public Programs and Community Building-

- Children's story times—infants through preschool
- Children's craft and music programs / holiday programs
- New baby book initiative
- Teen programs
- School visits—all grades both in library and in classroom
- Summer reading program



- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- Foreign affairs discussion group and speaker series
- New literacy programs/Digital literacy initiatives
- Library and computer instruction
- Book discussions
- Writers' group
- Language discussion groups
- Art exhibits/lectures
- 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>	
The Library is a Community Space	
<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
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> • <i>Provide a Diverse Educational Environment in which our Youth an Grow and Learn</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
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> • <i>Promote a Welcoming, Safe and Diverse Community</i> • <i>Promote and Support Sustainable Practices</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
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Promote a Welcoming, Safe and Diverse Community</i> 	



The Library is a Learning Center

Goal #1:

To continue to operate the Library as an information gathering resource

Objectives:

- ✓ 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

Citywide Goal Addressed:

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

Goal #2:

To provide a door to learning for young people and their parents, grandparents and caregivers

Objectives:

- ✓ 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

Citywide Goal Addressed:

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

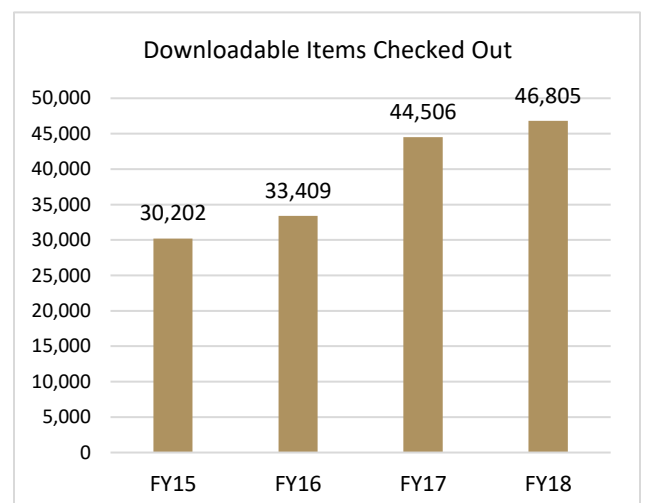
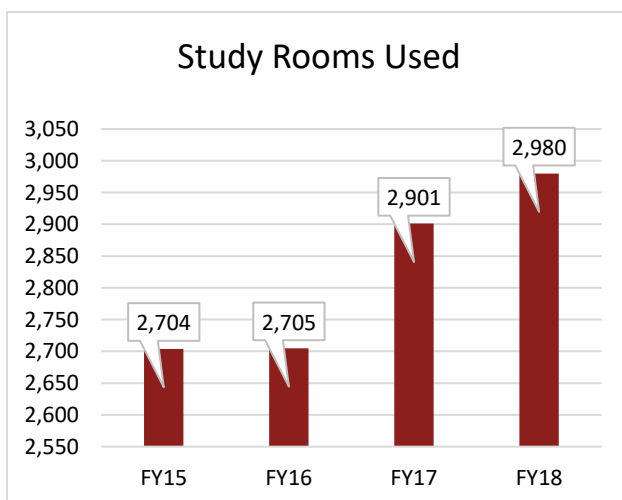
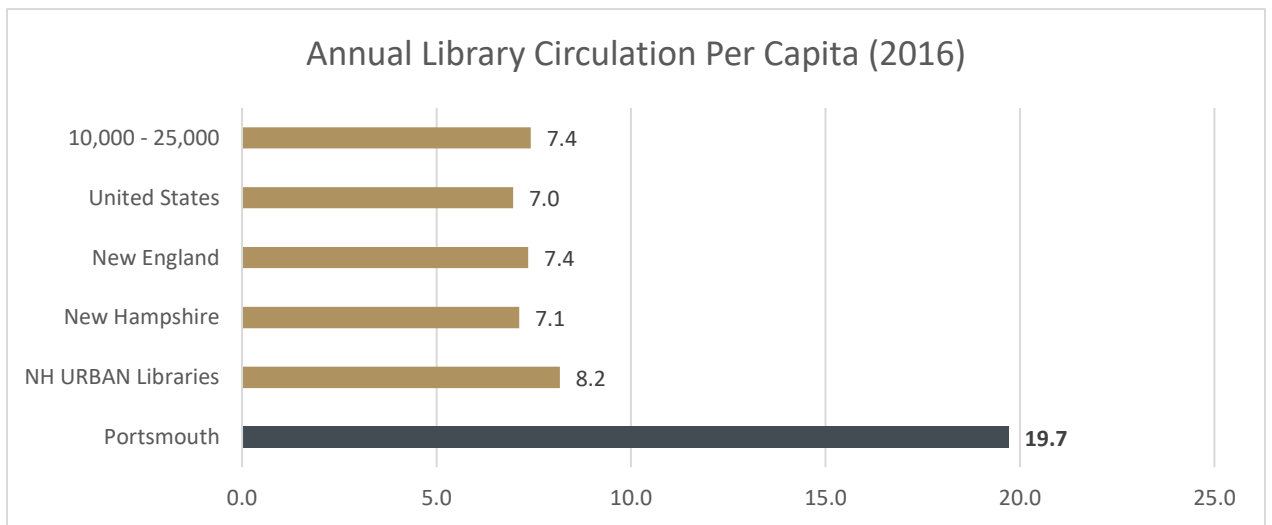
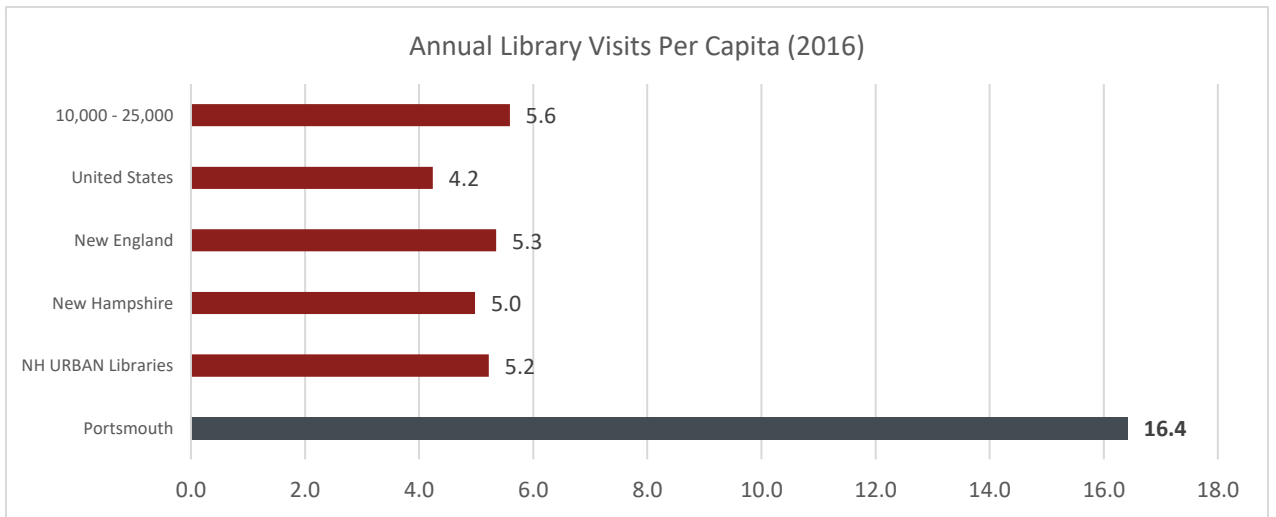
Performance Measures

	FY17	FY18	FY19 Estimated
Hours of Public Service per week	68.5	68.5	68.5
Visits to the Library	378,351	346,121	358,500
Circulation of Materials	411,840	413,120	418,000
Number of Downloads	44,506	46,805	49,000
Program Attendance	26,000	40,524	42,100
New Patrons Registered	1,648	1,701	1,725
Device Help Sessions	400	423	450
Meeting Room Use	2,005	2,217	2,275
Study Room Use	2,901	2,980	2,995
Museum Passes Borrowed	1,446	1,350	1,425



* For assessing the areas of success and areas for improvement, we compare the Portsmouth Public Library performance to state, regional and national activity. However, we weight most heavily the Library's performance as compared to other public libraries in the New Hampshire Urban Libraries Consortium (libraries serving populations of greater than 20,000)."

FY 2019 Library Statistics



FY20 BUDGETED POSITION AND SALARY DETAIL

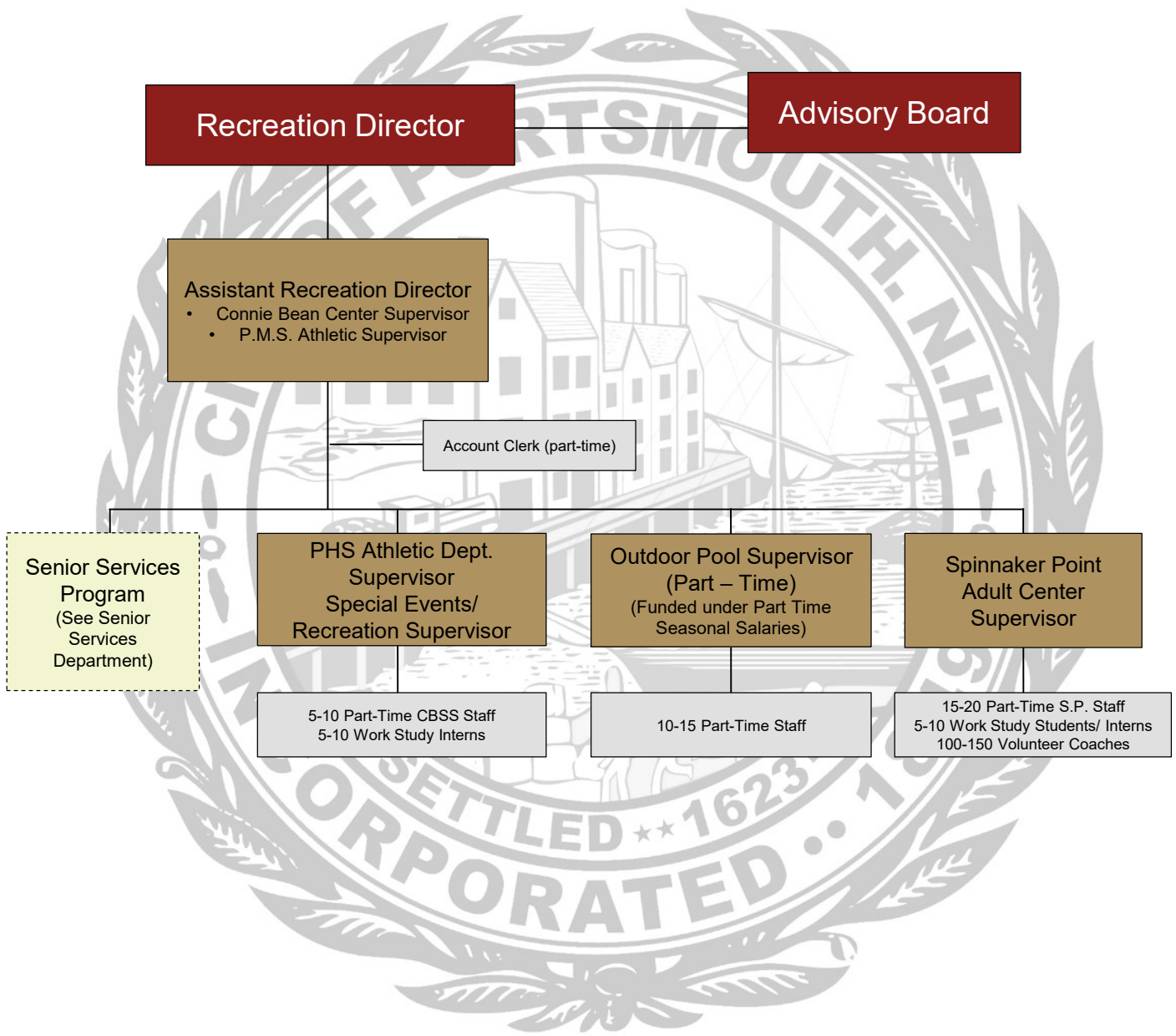
LIBRARY		POSITION	SALARY
PMA GRADE 22	F	LIBRARY DIRECTOR	106,671
PMA GRADE 18	E	ASSISTANT LIBRARY DIRECTOR	85,487
PMA GRADE 13A	9.5C/2.5D	LIBRARIAN II	56,891
PMA GRADE 13A	E	LIBRARIAN II	62,027
PMA GRADE 13A	E	LIBRARIAN II	62,027
PMA GRADE 13A	10.5E/1.5F	LIBRARIAN II	62,240
1386B GRADE 9	G	LIBRARIAN I	53,582
1386B GRADE 9	F	LIBRARIAN I	52,851
1386B GRADE 9	11.5B/.5C	LIBRARIAN I	45,205
1386B GRADE 9	5A/7B	LIBRARIAN I	44,228
1386B GRADE 9	A	LIBRARIAN I	42,992
1386B GRADE 6	H	LIBRARY ASSISTANT III	47,628
1386B GRADE 6	G	LIBRARY ASSISTANT III	46,352
1386B GRADE 4	H	LIBRARY ASSISTANT II	43,253
1386B GRADE 4	E	LIBRARY ASSISTANT II	40,968
1386B GRADE 2	H	LIBRARY ASSISTANT I	39,286
		EDUCATION STIPENDS	9,426
TOTAL FULL TIME			901,114
1386B GRADE 6	G	LIBRARY ASSISTANT III	30,896 25 HRS/WK
1386B GRADE 6	B	LIBRARY ASSISTANT III	18,221 17.5 HRS/WK
1386B GRADE 4	H	SECRETARY	34,609 30 HRS/WK
1386B GRADE 4	2A/10B	LIBRARY ASSISTANT II	19,670 21 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	18,023 20 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	18,023 20 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	22,529 25 HRS/WK
1386B GRADE 4	3B/9C	LIBRARY ASSISTANT II	24,517 25 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	20,276 22.5HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	13,517 15 HRS/WK
1386B GRADE 4	A	LIBRARY ASSISTANT II	18,023 20 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT I	20,475 25 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT I	8,190 10 HRS/WK
1386B GRADE 2	A	LIBRARY ASSISTANT I	8,190 10 HRS/WK
		LIBRARY PAGES	49,354
		TEMP WORKERS	21,940
TOTAL PART TIME			346,453
TOTAL DEPARTMENT			1,247,567



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
LIBRARY					
01-780-710-51-112-440					
011001	REGULAR SALARIES	868,151	838,791	896,573	901,114
012001	PART TIME SALARIES	332,685	303,626	337,630	346,453
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	6,012	6,590	7,762	7,120
022001	SOCIAL SECURITY	74,918	69,396	77,095	77,884
022501	MEDICARE	17,521	15,467	18,030	18,215
023001	RETIREMENT	99,677	95,208	102,988	101,509
034103	TELEPHONE	19,857	10,715	27,000	25,000
034203	COMPUTER/SOFTWARE MAINT	57,750	77,939	52,745	47,745
039001	PROFESSIONAL SERVICES	200	160	200	200
039017	PROF/SERV-BIBLIOGRAPHIC	10,000	11,136	11,500	12,225
041002	ELECTRICITY	78,000	78,018	78,000	79,560
041101	NATURAL GAS	10,000	8,312	11,000	10,000
041205	WATER /SEWER FEES	15,000	8,904	16,000	13,000
043026	REPAIRS-COMPUTER EQUIP	250	-	250	250
043027	REPAIRS-OFFICE EQUIPMENT	1,000	1,952	1,000	1,000
044002	RENTAL OTHER EQUIPMENT	3,000	3,894	3,200	5,000
053001	ADVERTISING	1,200	1,240	2,000	3,250
054050	TRAINING	3,000	1,434	3,000	3,060
055002	BOOKBINDING	700	-	750	765
055050	PRINTING	2,500	2,106	3,500	3,500
056001	DUES PROFESSIONAL ORGANIZ	3,100	1,711	3,200	3,275
057101	TRAVEL AND CONFERENCE	2,400	5,241	4,800	4,900
057102	TRAVEL REIMBURSEMENT	1,850	1,852	2,000	2,040
061001	FIRST AID	500	252	500	500
061003	MEETING SUPPLIES	500	36	500	500
062001	OFFICE SUPPLIES	2,000	1,629	2,000	2,040
062004	PHOTO SUPPLIES	500	-	500	500
062007	COMPUTER/PRINTER SUPPLIES	5,500	5,400	6,000	9,000
062010	COPYING SUPPLIES	725	989	725	750
062011	OPERATING SUPPLIES	4,300	6,752	4,300	4,400
062013	MATERIAL PROCESSING SUPPL	8,000	4,192	8,500	8,500
062014	MICROFORM SUPPLIES	250	-	250	255
062015	CHILDREN SERVICES SUPPLIE	1,500	1,479	1,500	1,530
062016	ARCHIVAL SUPPLIES	500	601	500	1,000
062501	POSTAGE	1,250	659	1,250	1,275
067002	BOOKS & MEDIA	135,500	135,113	130,500	140,500
067003	PERIODICALS	24,000	21,378	26,000	27,000
067004	MICROMEDIA COLLECTION	42,250	78,573	52,765	62,765
074001	EQUIPMENT	2,500	4,607	2,500	2,550
074002	IT-CITY	5,000	11,287	5,000	6,000
075001	FURNITURE AND FIXTURES	3,500	7,228	5,000	6,000
081042	LIBRARY PROGRAMS	12,000	14,130	11,000	13,000
LIBRARY	TOTAL	1,860,546	1,837,997	1,921,013	1,956,630



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	FY18	FY19	FY20
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Spinnaker Point Supervisor	1	1	1
Recreation Supervisor	1	1	1
Totals Full Time	4.00	4.00	4.00
Positions Part-Time	FY18	FY19	FY20
Account Clerk	1	1	1
Number of part-time positions vary throughout the year.			
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The total Recreation Department's FY20 proposed budget is \$903,954. This represents an increase of \$8,326 or 0.93% from FY19, primarily due to an increase in part-time salaries.



Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
RECREATION				
SALARIES	292,927	299,540	299,238	301,884
PART-TIME SALARIES	217,453	202,085	223,000	247,000
OVERTIME	4,000	-	4,000	4,000
LONGEVITY	7,390	7,390	7,853	7,853
RETIREMENT	34,631	34,929	35,402	35,044
OTHER BENEFITS	39,916	36,999	40,860	42,898
<i>Contractual Obligations</i>	596,317	580,943	610,353	638,679
TRAINING/EDUCATION/CONFERENCES	1,700	-	1,700	1,700
ELECTRICITY	91,400	84,134	96,400	91,400
NATURAL GAS	35,000	37,266	36,000	39,000
CONTRACTED SERVICES	4,200	3,402	4,500	4,500
PRINTING	3,000	3,554	3,800	4,300
PROFESSIONAL ORGANIZATION DUES	500	-	500	-
OTHER OPERATING	138,925	116,176	142,375	124,375
<i>Other Operating</i>	274,725	244,531	285,275	265,275
TOTAL	871,042	825,474	895,628	903,954



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.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.



	<ul style="list-style-type: none"> ✓ Create a balanced program between young and old, male and female, constant users and new participants, athletic activities and non-athletic activities.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Promote 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.
<p><i>Citywide Goal Addressed: :</i></p> <ul style="list-style-type: none"> • <i>Promote 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.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Promote 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.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Promote 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.
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Improve Public Outreach</i> 	



Performance Measures

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:
FY18 – 4%
FY19 – 5%
FY20 (Est.) – 5%

Percent increase/ (decrease) in long running Recreation Programs:
FY18 – 5%
FY19 – 4%
FY20 (Est.) – 5%



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
RECREATION			
PMA GRADE 19	G	RECREATION DIRECTOR	94,044
SMA GRADE 13	G	ASSIST RECREATION DIRECTOR	71,183
SMA GRADE 11	G	RECREATION SUPERVISOR	64,617
		EDUCATION STIPEND	1,571
		TOTAL FULL TIME COMM CENTER	231,415
SMA GRADE 13	4.5F/7.5G	SPINNAKER POINT SUPERVISOR	70,469
		TOTAL FULL TIME SPINNAKER POINT	70,469
		TOTAL FULL TIME	301,884
1386B GRADE 5	A	ACCOUNT CLERK (28HRS/WK)	26,485
		VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL	220,515
		TOTAL PART TIME	247,000
		TOTAL DEPARTMENT	548,884



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT
SPINNAKER POINT
01-785-720-07-122-439**

011001	REGULAR SALARIES	66,048	67,721	67,822	70,469
012001	PART TIME SALARIES	50,000	51,799	50,000	55,000
014041	OVERTIME	2,000	-	2,000	2,000
015001	LONGEVITY	1,540	1,540	1,885	1,885
022001	SOCIAL SECURITY	7,414	7,336	7,546	8,020
022501	MEDICARE	1,734	1,716	1,765	1,876
023001	RETIREMENT	7,919	7,882	8,160	8,305
034103	TELEPHONE	1,500	1,369	1,500	1,500
039001	PROFESSIONAL SERVICES	500	-	500	500
041002	ELECTRICITY	52,000	44,563	53,000	48,000
041101	NATURAL GAS	35,000	37,266	36,000	39,000
041205	WATER /SEWER FEES	14,000	16,152	15,000	17,000
043018	REPAIRS-EQUIPMENT	10,000	7,454	10,000	10,000
061001	FIRST AID	200	80	400	400
061002	MISCELLANEOUS SUPPLIES	7,000	3,542	8,000	6,000
062001	OFFICE SUPPLIES	2,000	292	2,000	1,000
063800	MATERIALS-CHEMICALS	6,000	3,573	7,000	6,000
068002	CLOTHING	625	-	800	800
075001	FURNITURE AND FIXTURES	-	28,887	-	-
Total Spinnaker		265,480	281,172	273,378	277,755

**CONNIE BEAN
01-785-720-21-124-439**

011001	REGULAR SALARIES	226,879	231,819	231,416	231,415
012001	PART TIME SALARIES	50,453	43,559	51,000	56,000
014041	OVERTIME	2,000	-	2,000	2,000
015001	LONGEVITY	5,850	5,851	5,968	5,968
022001	SOCIAL SECURITY	17,681	16,898	18,004	18,314
022501	MEDICARE	4,136	3,977	4,211	4,283
023001	RETIREMENT	26,712	27,047	27,242	26,739
034103	TELEPHONE	1,500	546	1,500	1,500
039077	BASKETBALL OFFICIALS	3,700	3,402	4,000	4,000
043018	REPAIRS-EQUIPMENT	700	-	700	700
054050	TRAINING	500	-	500	500
055050	PRINTING	2,700	3,554	3,500	4,000
056001	DUES PROFESSIONAL ORGANIZ	500	-	500	-
057101	TRAVEL AND CONFERENCE	1,200	-	1,200	1,200
057102	TRAVEL REIMBURSEMENT	2,500	1,534	2,500	2,000
061001	FIRST AID	250	76	400	400
061002	MISCELLANEOUS SUPPLIES	6,000	2,299	6,000	4,000
062001	OFFICE SUPPLIES	1,500	1,516	1,500	2,000
068002	CLOTHING	550	554	550	550
091006	TRANSFER FR SCHOOL	-	(10,000)	-	(10,000)
		355,311	332,630	362,691	355,569

**OUTDOOR POOL
01-785-730-24-992-439**

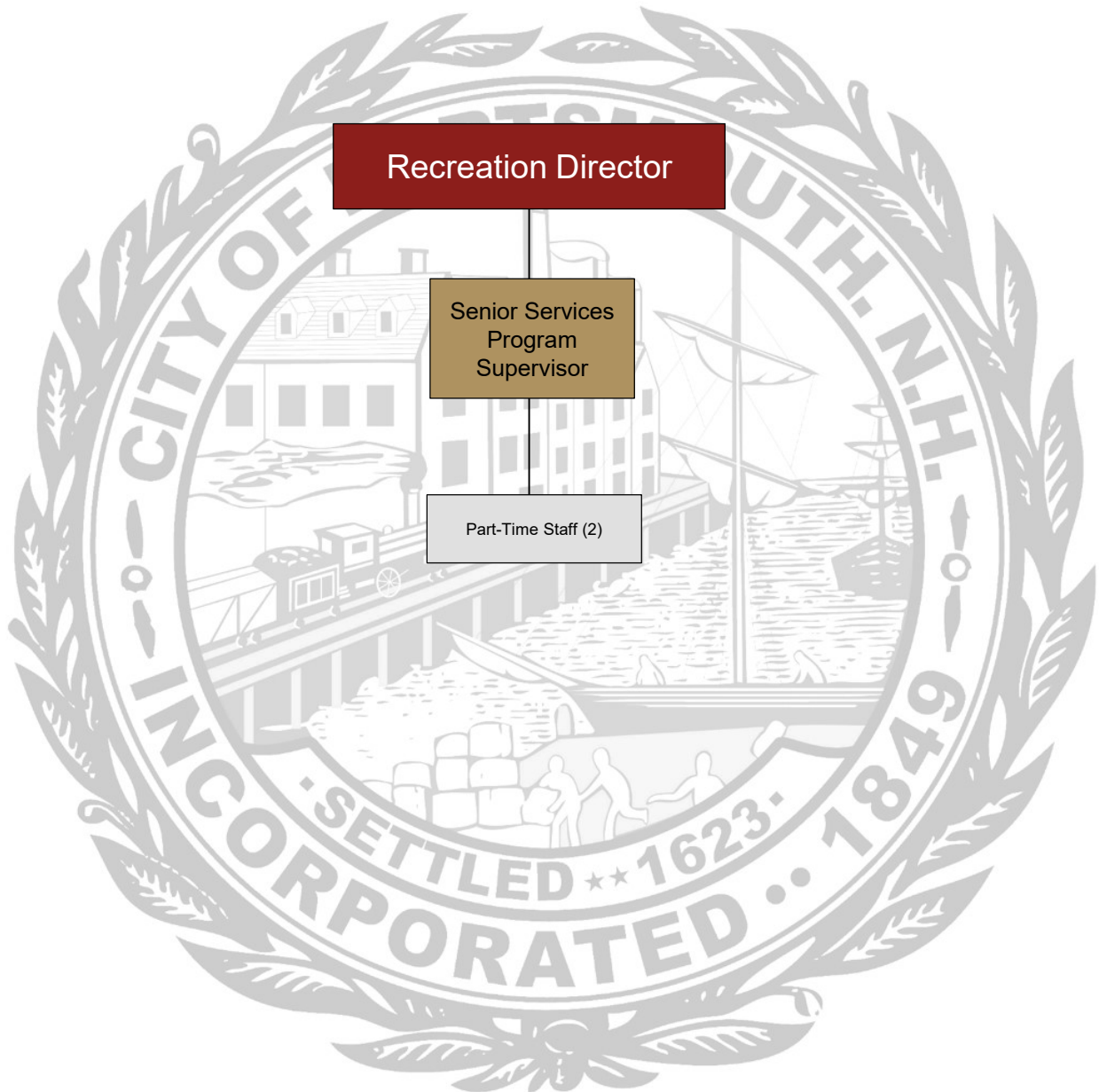
012001	PART TIME SALARIES	72,000	61,764	75,000	85,000
022001	SOCIAL SECURITY	4,464	2,918	4,650	5,270
022501	MEDICARE	1,044	715	1,088	1,233
034103	TELEPHONE	1,500	544	1,500	1,500
041002	ELECTRICITY	19,200	12,812	19,200	15,200
041205	WATER /SEWER FEES	45,000	29,295	45,000	40,000
061001	FIRST AID	500	406	500	500
061002	MISCELLANEOUS SUPPLIES	8,000	3,482	8,000	8,000



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
063800	MATERIALS-CHEMICALS	17,000	18,243	17,000	19,000
068002	CLOTHING	500	78	800	800
		169,208	130,258	172,738	176,503
SUMMER CAMPS					
01-785-740-00-131-439					
012001	PART TIME SALARIES	36,000	42,291	38,000	42,000
022001	SOCIAL SECURITY	2,232	2,622	2,356	2,604
022501	MEDICARE	522	613	551	609
041002	ELECTRICITY	20,000	26,484	24,000	28,000
044002	RENTAL OTHER EQUIPMENT	4,000	4,487	4,000	5,000
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	3,700	126	2,825	2,825
		66,854	76,623	72,132	81,438
BOAT LAUNCH					
01-785-750-00-900-439					
012001	PART TIME SALARIES	9,000	2,673	9,000	9,000
022001	SOCIAL SECURITY	558	166	558	558
022501	MEDICARE	131	39	131	131
041002	ELECTRICITY	200	274	200	200
044002	RENTAL OTHER EQUIPMENT	2,000	1,199	2,000	2,000
055050	PRINTING	300	-	300	300
061001	FIRST AID	100	-	100	100
061002	MISCELLANEOUS SUPPLIES	300	441	300	300
068002	CLOTHING	100	-	100	100
		12,689	4,792	12,689	12,689
SPECIAL PROGRAMS					
01-785-760-00-100-439					
044002	RENTAL OTHER EQUIPMENT	1,500	-	2,000	-
		1,500	-	2,000	-
RECREATION	TOTAL	871,042	825,474	895,628	903,954



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	FY18	FY19	FY20
Senior Services Supervisor	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part-Time	FY18	FY19	FY20
Senior Services Admin	2	2	2
Totals Part Time	2.00	2.00	2.00

Department Budget Comments



The Senior Services proposed budget for FY20 is \$220,959. This represents an increase of \$57,050 or 34.81% over FY19. The increase is primarily due to the utility costs associated with the acquisition of the Doble property at 125 Cottage Street.

The City implemented senior services programs in FY13 and has continued to increase services to the City's seniors. Since FY14 the City has been renting space at Community Campus for a temporary senior center and plans to move the Senior Activity Center to 125 Cottage Street in late FY 20 / early FY 21.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SENIOR SERVICES				
SALARIES	58,587	57,955	61,205	64,241
PART-TIME SALARIES	20,000	15,280	22,000	22,000
LONGEVITY	308	308	314	314
RETIREMENT	6,702	6,630	7,001	7,211
OTHER BENEFITS	6,035	5,333	6,389	6,621
<i>Contractual Obligations</i>	91,632	85,507	96,909	100,387
TRAINING/EDUCATION/CONFERENCES	300	375	300	300
ELECTRICITY	-	-	-	15,000
NATURAL GAS	-	-	-	30,000
PRINTING	6,000	11,096	6,000	10,000
PROFESSIONAL ORGANIZATION DUES	200	185	200	200
OTHER OPERATING	60,625	55,655	60,500	65,072
<i>Other Operating</i>	67,125	67,311	67,000	120,572
TOTAL	158,757	152,818	163,909	220,959



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. In 2018 the City of Portsmouth became an “Age-Friendly Community” and strives to make Portsmouth livable for all ages.

Senior Activity Center located at Community Campus

- Drop-in Lounge open Mon-Fri 9:00am-3:00pm. Complimentary coffee/tea, newspaper and wifi.
- Monthly social meal options available including the senior luncheon program 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 presentations offered.
- Special event days: Wellness Expo, ServiceLink onsite, Aging Mastery Program
- Falls prevention initiative in partnership with UNH, Seacoast Public Health Network and NH Falls Prevention Taskforce.



Educational Programs

- Lectures, Tea Club, Ukulele classes, art classes.
- Computer classes offered by Library staff.

Senior Transportation

- New in 2019, Transportation managed by COAST. Increased from 4 to 5 days days/week and from 8 to 12 hours per day.
- 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.

Citywide Goal Addressed:

- Promote A Welcoming, Safe and Diverse Community



<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.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote 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"> ✓ Renovate the Doble property (125 Cottage Street) as the future home of a Portsmouth senior/community center.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote 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.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote 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 for Portsmouth residents. ✓ Grow participation by continuing to foster and investigate appropriate partnerships. ✓ Grow volunteer driver program to support Senior Transportation program.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote a Welcoming, Safe and Diverse Community</i> 	

Performance Measures

Members
 FY18 – 1,000
 FY19 – 1,2000 (20% increase)
 FY20 (Est.) – 1,400 (16% increase)

Number of Senior Service Activities
 FY18 – 60
 FY19 – 70 (20% increase)
 FY 20 (Est) – 78 (11% increase)



FY20 BUDGETED POSITION AND SALARY DETAIL

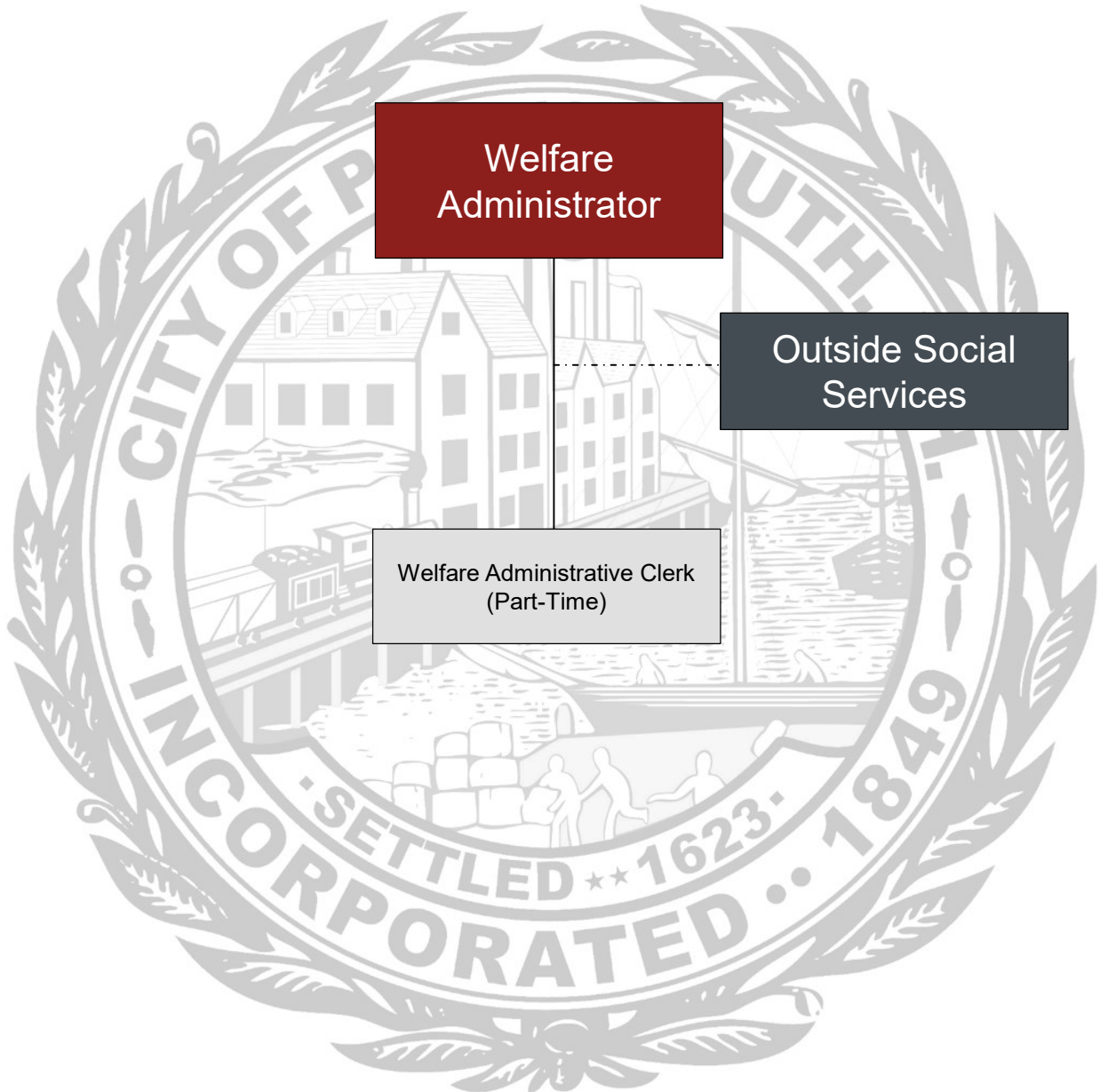
		<u>POSITION</u>	<u>SALARY</u>
SENIOR SERVICES			
SMA GRADE 12	E	SENIOR SERVICES SUPERVISOR	64,241
TOTAL FULL TIME			64,241
PT SENIOR SERVICES ADMIN (25HRS/WK)			16,250
PT SENIOR SERVICES ADMIN (2HRS/WK)			1,066
ADDITIONAL PART-TIME HOURS AS NEEDED			4,684
TOTAL PART TIME			22,000
TOTAL DEPARTMENT			86,241



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SENIOR SERVICES					
01-786-339-00-100-442					
011001	REGULAR SALARIES	58,587	57,955	61,205	64,241
012001	PART TIME SALARIES	20,000	15,280	22,000	22,000
015001	LONGEVITY	308	308	314	314
022001	SOCIAL SECURITY	4,891	4,322	5,178	5,366
022501	MEDICARE	1,144	1,011	1,211	1,255
023001	RETIREMENT	6,702	6,630	7,001	7,211
034103	TELEPHONE	3,000	2,897	3,000	3,000
041002	ELECTRICITY	-	-	-	15,000
041101	NATURAL GAS	-	-	-	30,000
041205	WATER /SEWER FEES	-	-	-	3,000
044005	RENT	35,000	27,786	35,000	35,172
055050	PRINTING	6,000	11,096	6,000	10,000
056001	DUES PROFESSIONAL ORGANIZ	200	185	200	200
057101	TRAVEL AND CONFERENCE	300	375	300	300
057102	TRAVEL REIMBURSEMENT	400	112	400	400
061001	FIRST AID	200	-	500	200
061002	MISCELLANEOUS SUPPLIES	4,500	6,724	5,000	5,000
061006	SR LUNCHES	12,000	11,771	14,000	14,000
062001	OFFICE SUPPLIES	3,800	2,424	800	2,500
062501	POSTAGE	1,600	2,141	1,600	1,600
068002	CLOTHING	125	-	200	200
074003	SOFTWARE	-	1,800	-	-
SENIOR SERVICES	TOTAL	158,757	152,818	163,909	220,959



Welfare Department



Welfare
Administrator

Outside Social
Services

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	FY18	FY19	FY20
Welfare Administrator	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part-Time	FY18	FY19	FY20
Welfare Administrative Clerk	1	1	1
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The total proposed Welfare Department budget for FY20 is \$301,973 which represents an increase of \$6,600 (2.23%) from FY 19. 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 reflecting no change from FY 19. 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. The Portsmouth area, as in the rest of the State of NH, continues to experience increasing rates of family homelessness.



Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT				
SALARIES	68,609	68,312	70,324	73,926
PART-TIME SALARIES	25,597	26,947	27,383	29,315
LONGEVITY	924	924	1,070	1,386
RETIREMENT	7,913	7,910	8,110	8,412
OTHER BENEFITS	7,277	7,273	7,556	8,004
<i>Contractual Obligations</i>	110,320	111,365	114,443	121,043
DIRECT ASSISTANCE	227,600	151,350	179,100	179,100
TRAINING/EDUCATION/CONFERENCES	200	145	200	200
PRINTING	75	-	75	75
PROFESSIONAL ORGANIZATION DUES	200	250	200	200
OTHER OPERATING	1,555	1,509	1,355	1,355
<i>Other Operating</i>	229,630	153,254	180,930	180,930
TOTAL	339,950	264,619	295,373	301,973



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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Maintain Financial Stability</i> 	

Performance Measures

Percent change over previous year for cost per in-office contact.

FY17 : +9.2%

FY18 : -18%

FY19 (Est.) : +13%



FY20 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
WELFARE			
PMA GRADE 15	E	WELFARE ADMINISTRATOR	73,926
TOTAL FULL TIME			73,926
1386B GRADE 7	6.5C/5.5D	ADMINISTRATIVE CLERK (25HRS/WK)	29,315
TOTAL PART TIME			29,315
TOTAL WELFARE			103,241



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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WELFARE DEPARTMENT

**DIRECT ASSISTANCE
01-792-770-25-110-436**

088001	FOOD	2,000	1,132	2,000	2,000
088002	PERSONAL GOODS	1,000	537	1,000	1,000
088003	SHELTER	200,000	119,210	150,000	150,000
088004	FUEL	1,500	2,759	2,000	2,000
088005	GAS LIGHT AND WATER	3,000	2,549	4,000	4,000
088006	MEDICAL	2,000	938	2,000	2,000
088007	TRANSPORTATION	2,000	1,180	2,000	2,000
088008	BURIALS	6,000	5,250	6,000	6,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	10,000	17,795	10,000	10,000
DIRASST		227,600	151,350	179,100	179,100

**WELFARE ADMINISTRATION
01-792-770-51-110-436**

011001	REGULAR SALARIES	68,609	68,312	70,324	73,926
012001	PART TIME SALARIES	25,597	26,947	27,383	29,315
015001	LONGEVITY	924	924	1,070	1,386
022001	SOCIAL SECURITY	5,898	5,894	6,124	6,487
022501	MEDICARE	1,379	1,379	1,432	1,517
023001	RETIREMENT	7,913	7,910	8,110	8,412
055050	PRINTING	75	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	250	200	200
057101	TRAVEL AND CONFERENCE	200	145	200	200
057102	TRAVEL REIMBURSEMENT	700	699	700	455
062001	OFFICE SUPPLIES	600	556	400	600
067001	BOOKS & PERIODICALS	255	255	255	300
WELADMIN		112,350	113,269	116,273	122,873
WELFARE	TOTAL	339,950	264,619	295,373	301,973





Outside Social Services

Services Overview

- ✓ Cross Roads House
- ✓ Central Veterans Council
- ✓ Richie McFarland Children's Center
- ✓ Seacoast Mental Health Center
- ✓ Area HomeCare & Family Services
- ✓ Rockingham Nutrition and Meals on Wheels
- ✓ Big Brothers/ Big Sisters of the Greater Seacoast
- ✓ RSVP
- ✓ Seacoast Community School
- ✓ Rockingham Community Action
- ✓ Haven
- ✓ Waypoint
- ✓ American Red Cross of NH and VT
- ✓ AIDS Response Seacoast
- ✓ Gather
- ✓ Community Services Program
- ✓ Greater Seacoast Community Health
- ✓ Seacoast Family Promise
- ✓ New Generation
- ✓ Seacoast Pathways
- ✓ CASA
- ✓ Cornerstone VNA
- ✓ One Sky Community Services

Department Budget Comments

The Outside Social Services budget request for FY 20 is \$195,128. This represents an increase of 4.7% change from the FY19 Budget.

Programs and Services

- **Cross Roads House (CRH):** Cross Roads House's mission is "to protect men, women, and children who are experiencing homelessness from exposure and hunger." As the largest shelter in the region, CRH provides both emergency and transitional shelter programs that offer case management help for individuals and families seeking to break the cycle of homelessness and return to permanent shelter. CRH collaborates with a multitude of other local agencies to connect residents to needed supportive services. Many agencies deliver services on-site at the shelter. CRH also provides on-site classes that help residents prepare for, and maintain both housing and employment.

Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers, who provide much needed post-shelter case management that helps them maintain their housing and supports in their new homes. CRH also administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals. In July, CRH opened a new facility, located on Greenleaf Ave. in Portsmouth. The building provides permanent, affordable housing space for 12



formerly homeless adults in single occupancy rooms, with shared common areas along with a unit for a caretaker.

Demand for shelter remains extremely high. Last year CRH provided shelter and services to 527 people, including 31 families with 58 children. Among those were 159 Portsmouth residents (includes transients from out of state). Overall, the emergency shelter program for individual adults operated beyond the shelter's normal capacity 84% of nights last fiscal year, and 100% of nights November 4, 2017-May 18, 2018. Many of these nights CRH was providing shelter to 20-30 single individuals beyond typical capacity.

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 from the immediate area. Since 2013, intakes to the shelter have been more efficiently processed through a centralized intake program called Coordinated Entry. Individuals seeking shelter 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 mission of the Richie McFarland Children's' Center is "to help young children reach their full developmental potential and to support their families through that process." RMCC clinicians and educators provide an array of developmental and therapeutic services for children with special needs, education and support to their families and guidance in accessing and coordinating community and health resources. Among the programs offered are Family-Centered Early Supports & Services (more commonly known as early intervention for children from birth to three years of age), Pediatric Therapies, Early Learning Groups, and Parent-Child Groups. City funding is requested to assist with general operating expenses to help fill the significant gap between the cost of providing services and the available revenues collected from all other sources. Financial support from each of the 24 towns in their catchment area results in approximately 5% of RMCC's annual budget. The organization bases its request on the number of children served, with an amount of \$300 per child. Last year RMCC provided services to 63 Portsmouth children and families continuing to represent the highest number of families served in the agency's catchment area. Of significance is that the increase in numbers of Portsmouth residents is up 43% over the past two years. City funds are requested to support RMCC staff in providing direct services to Portsmouth families.
- **Seacoast Mental Health Center:** Founded in 1963 Seacoast Mental Health Center (SMHC) is one of ten NH state-designated community mental health centers. Our service area includes the 24 communities in the eastern half of Rockingham County. We are 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 their 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 clinical services. SMHC provided services to 5688 individuals last year of which 902 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:** The Agency mission is "to provide non-medical in-home care services to low-income elderly and adults with disabilities or chronic illnesses, so they may remain in their homes for as long as possible." Services are free for income-eligible clients and include grocery shopping, laundry, light housekeeping, companionship and many more activities of daily living that clients cannot do for themselves. In FY18 services were provided to 148 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 helps older adults and people temporarily or permanently disabled live life better. Our clients enjoy fresh cooked meals delivered right to their homes by friendly folks. Flexible services with multiple meal choices, special diet meals, wellness checks and support help our clients improve their wellbeing, and maintain their independence.

We can support a person with ready to eat nutritious meals, and safety support for a year for what it costs for one day in a hospital, or ten days in a nursing home. We are part of the at home movement, enabling folks to live in their homes as they age rather than move to nursing facilities. Not only is it more cost effective, it is just a plain better way for people to age in place.

And it works. 97% of clients reported that Meals on Wheels benefits their health. 98% reported feeling safer knowing RNMOW is looking out for their safety and wellbeing. And for 81% of our clients, it is their main meal of the day.

Last year 250 Portsmouth residents received 27,074 ready to eat balanced meals, 19,470 safety checks, and 3,675 services. City funds requested will help support 3.8% of the cost of this program.

- **Big Brothers / Big Sisters of NH:** 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. Our 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 has been serving the Seacoast area since 1977. Last year, we served 38 Portsmouth children, and 72 Portsmouth residents volunteered as mentors.
- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** helps solve unmet community needs through volunteers and increases the health and independence of older adults through active, meaningful volunteerism. RSVP capitalizes on people's interests and skills to provide a wide range of services to Portsmouth's underserved and disadvantaged residents. In 2018, Friends RSVP coordinated volunteer placements of 513 seniors who contributed over 66,350 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 2018, Portsmouth directly received 7,623 hours served by Friends RSVP Volunteers to Portsmouth organizations and agencies. Volunteers directly served 1,981 Portsmouth residents by assisting in these important programs. These hours calculate to over \$187,000 in direct services and time provided to Portsmouth residents and agencies in need.
- **Seacoast Community School:** Seacoast Community School, previously known as Community Child Care Center, was founded in 1967. Our mission to provide nurturing care and exceptional education, to all children of the seacoast, has held steadfast through the decades, as has our commitment to low income families and their needs. The school strives to be a leader in innovative and accessible education for children eight weeks to twelve years old, and to promote understanding of the value and positive impact of high quality early education. Serving an average full time equivalent of over 300 children per day, activities include nationally accredited full day programs for infants, toddlers and preschoolers; half-day inclusive preschool options in collaboration with Portsmouth and Greenland Schools; and before and after school programming for grades K-5 in Portsmouth and Greenland. SCS works diligently to make all programs accessible to families and their children, regardless of socio-economic status. That said, the school gives priority of service to children from families in financial need as these are the



community members who benefit from our high quality early education and care the most. With the ability to access quality childcare, families are better able to gain and retain employment, receive job skill training, and maintain housing, food and other basic living necessities. SCS accepts New Hampshire State Childcare Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agency and private funders to establish additional scholarship options for families. With opportunities such as the Social Services Agency Grant, we work together to meet the needs of Portsmouth's most vulnerable citizens.

- **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 1,113 Portsmouth households received assistance valued at \$876,000 through RCA. This is not an unduplicated count; many households are represented in this count more than once depending on their variety of needs and the level of services required. Of these 1,113 households, 45 received \$69,000 of weatherization grants, 95 received \$51,000 in WIC benefits, 68 received \$24,000 in homeless prevention services, 289 received \$163,000 in Fuel Assistance grants, 372 households received \$140,500 in Electric Assistance discounts, 68 received \$152,000 in Adult Education services, 19 received \$171,000 in Head Start services, 55 received \$11,000 in emergency energy services, and 5 received \$14,500 in Asset Development & Financial services. In recent years we have been approved for City of Portsmouth Community Development Block Grants. With this year's grant of \$7,500 we assisted the Portsmouth Welfare Department by providing additional financial assistance to Portsmouth households at risk of homelessness. RCA staff works closely with the City, assisting residents at risk of losing housing and utility services, and with all major agencies serving Portsmouth (Cross Roads House, Portsmouth Housing Authority, Families First, Gather Food Pantry, Seacoast Mental Health Center, Haven, etc.). RCA operates a fully staffed and cross-trained Outreach Center in Portsmouth so that applications for critical "safety net" assistance to individuals and families can be expedited. Much of the service provided by RCA reduces clients' reliance on City Welfare funds. City funds are requested to underwrite the operations of the RCA Outreach Office

- **Haven:** For 40 years, HAVEN, the organization created by the merger of A Safe Place and Sexual Assault Support Services (SASS), has provided services to individuals impacted by domestic and sexual violence.

HAVEN's mission is to prevent sexual assault and domestic violence and to empower women, men, youth and families to heal from abuse and rebuild their lives. Services include providing 24-hour confidential emergency shelter and support services via a confidential 24-hour hotline and in-person accompaniments at hospitals, police, child advocacy centers and courts and a K-12 Safe Kids Strong Teens prevention education program aimed to prevent sexual abuse, bullying and teen dating violence. Most recently added to our services is our Housing First initiative, where we provide assistance to victims and survivors in need of safe, affordable housing. In addition, HAVEN's main office in Portsmouth is located at 20 International Drive at the Pease Tradeport allows those in need of assistance to access in-person support during office hours.



In FY2018, HAVEN assisted 170 Portsmouth residents through our 24 hour client services program, provided Portsmouth residents with 383 bed nights in our confidential shelter and reached 761 Portsmouth students and 103 teachers and other community members with our Safe Kids Strong Teens prevention education program.

- **Waypoint (formerly known as Child & Family Services of NH):**

Mission: We are dedicated to advancing the well-being of children and families by providing an array of social services to strengthen family life and promoting community commitment to the needs of children.

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: Waypoint is committed to enabling every child to flourish in a healthy, nurturing, self-sufficient family, supported by an involved community.

Waypoint is statewide with 15 regional offices. Our programs are based on current research, balanced with experience, creativity, and clinical skill. We go wherever the clients need us to be, with a majority of services being delivered in the home or in community settings. We travel 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.

Waypoint provides high quality programs and services to help children, youth, families and seniors meet the challenges they face at every age and stage of life. City funds are requested to subsidize the services provided to clients unable to pay because they are uninsured or underinsured and without CFS they would have no other alternatives.

Last year Waypoint served Portsmouth residents through eight Family Support and Services Programs: Early Supports and Services, Family Counseling, Individual Services, Healthy Family America (HFA), Integrated Home Based Services (IHB), Transitional Living/Runaway and Homeless Youth, Adoption, and Camp Spaulding.

Support from the city of Portsmouth will ensure that Portsmouth residents have the programs and services they need regardless of their income, and these services will improve the community as a whole.

- **American Red Cross of NH and VT:** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. Through its volunteers, donors and partners, the American Red Cross is always there in times of need, turning compassion into action so that all people affected by disaster receive care, shelter, and hope; our communities are prepared for disasters; everyone has access to safe, lifesaving blood and blood products; all armed services members and their families find support and comfort when needed; and there are always trained individuals nearby, ready to use their Red
- **AIDS Response Seacoast:** AIDS Response Seacoast (ARS) is a non-profit community-based HIV/AIDS Service Organization which has served the Seacoast area since 1987. Our mission is three-fold: to prevent the spread of HIV infection by promoting the avoidance of unsafe practices through education and prevention programs for individuals, groups and communities; to provide direct services for those living with HIV/AIDS through case management and other practical and emotional support services; and to advocate on HIV/AIDS issues on the local, state, and national level. ARS provides services throughout Rockingham and Strafford Counties in New Hampshire. All programs and services offered by ARS are provided free of charge.

The ARS Client Services Department provides advocacy and referrals to people living with HIV/AIDS and otherwise assists them in accessing complex medical and social service systems; obtaining housing, financial assistance, and home-based services as well as promoting healthy behaviors and emotional well-being. In addition, the Client Services Department also provides



access to mental health and substance abuse counseling; access to transportation to medical appointments; and a food pantry to help ensure food security.

- **Gather:** Established in 1816, Gather (formerly known as the Seacoast Family Food Pantry) is one of the oldest social service agencies in New Hampshire. Our mission 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. In addition to our Pantry Market (open 5 days each week/open shopping model), Gather provides holiday food distribution, innovative mobile programs (Meals 4 Seniors/Meals 4 Kids), a Community Supported Agriculture (CSA) program, fresh food delivery/support to smaller food pantries, referrals/community outreach and a new food re-purposing project (Pantry 2 Table) from food gleaned from local farms. In the past few years, Gather has experienced great successes, tremendous growth and improved capacity:

- Over **50,000** pounds per month of food provided to our community
- The total pounds of food distributed annually has grown more than **700% since 2013**.
- **300%** increase in the number of members shopping at our Pantry Market
- Over **20,000 pounds** of surplus food per month shared with the **20 local pantries** we help support
- **20+** Greater Seacoast community organizations partnering with us to assist food insecure families
- **450+ children** supported through our Meals 4 Kids (M4K) program at 7 sites throughout the Seacoast
- **150+ volunteers** actively supporting Gather on a regular basis
- **\$308,792** (\$25.52/hr.) value of the 12,100 volunteer hours provided by this community last year
- **50 homebound seniors** receiving delivered groceries and fresh made meals through our Meals 4 Seniors (**M4S**) program
- **350+ meals** created each week from **fresh rescue** food that would have gone to waste
- **500%+** increase in the number of children enrolled in **M4K** since 2014
- **55,000** meals provided to children through M4K last year
- **92%** increase in the number of **seniors** served since 2013
- **45 families** receiving fresh food through Gather's Community Supported Agriculture (CSA) program
- Grew **reserve fund of \$270,000** over past 3-4 years

It is important to note that Gather has seen a substantial increase in the number of children enrolled in our programs. In 2013, we were serving 75 children each week through our Meals 4 Kids program. This past summer we provided meals for more than 500 children during peak summer weeks. Funding from the City will enable us to support the Portsmouth community through our main emergency food distribution program as well as our specialty programs.

- **Community Services Program:** Community Services, located at the Community Campus in Portsmouth, runs a medication assistance program which is available to adults who are uninsured or underinsured, live in low-income households, and either live in Portsmouth or are patients at our Health Center in Portsmouth. The Long-Term Medication Assistance program served 60 people in 2018. The 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 \$75,000 worth in calendar year 2018. The City Welfare Department refers any new applicants requesting pharmacy assistance from the City before a City Welfare application is filed. The majority of patients utilizing the program are Portsmouth residents. A significant number of these individuals' prescription needs would be the financial responsibility of the City of Portsmouth, were long-term medication assistance not available through Community Services.



- Greater Seacoast Community Health, (formerly known as Families First Health & Support Center):** Greater Seacoast Community Health was created in January 2018 through the merger of two community health centers – Families First Health & Support Center, and Goodwin Community Health. Greater Seacoast Community Health is a community health center and family resource center serving the Seacoast region. Last year Greater Seacoast Community Health provided more than 1,500 low-income Portsmouth children and adults with affordable, accessible, comprehensive and prevention-focused health care, and parenting and family programs. Greater Seacoast Community Health provides general medical care for children and adults of all ages: prenatal care; dental care and education at our Health Centers and in Portsmouth schools; behavioral health counseling; substance abuse treatment, including medication-assisted recovery and intensive outpatient therapy for opioid addiction; family support and education in group and one-on-one settings; and mobile health and dental services. Greater Seacoast Community Health also holds two or 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. Greater Seacoast Community Health’s services not only help people stay healthier and improve their quality of life, but also save money for the City. Many of the City of Portsmouth’s welfare recipients are served by Greater Seacoast Community Health, which plays an essential role in returning welfare recipients to health, employability, and ultimately to independence. Greater Seacoast Community Health’s mission is to deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay. Portsmouth City funding is requested for salaries of Greater Seacoast Community Health nurse practitioners to continue to provide essential medical services to Portsmouth residents.
- Seacoast Family Promise :** Since its opening in 2003, Seacoast Family Promise (SFP) has successfully served 247 local families with young children all under the age of eighteen experiencing homelessness; 457 of the 777 total guests were children under the age of 18 with 233 of those being under the age of 5. SFP statistics tracked show that 90 % of families completing the program remain stable. Annually an average of 21 families are served and we receive as many as 400 referrals for shelter.

Seacoast Family Promise is a cost-efficient, effective community response to family homelessness. Utilizing otherwise underutilized buildings as “host” sites, families stay overnight in congregation buildings. With over 1,600 community volunteers and overnight services being provided SFP averages a 3 to 1 in-kind dollar value for every dollar raised.

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 and/or parenting young children. Our mission is to provide a safe and family-oriented place where women and their children who have found themselves without a home can re-gain their independence and become self-sufficient. They find themselves in crisis due to a variety of factors that can include but aren’t limited to: illness or disability; job loss; domestic violence; substance misuse disorder; generational poverty. Since our inception in 1987 we have helped more than 850 women, ages 18 to 42 years, and more than 525 children. Annually, up to 45 women and their children participate in the program. Entry into the program is offered to women who are homeless and pregnant, or new mothers, and is only possible through commitment to a rigorous continuum of care. New Generation is more than just a shelter – we offer full programming to help prepare women for long-term, independent living. In addition to education and job assistance, we help women with:

 - Parenting skills via our Nurturing Parenting Learning Program
 - Case Management
 - Financial literacy skills
 - Nutrition and meal preparation
 - Recovery support when needed
 - Securing permanent housing
 - Transportation to medical and counseling appointments



- **Seacoast Pathways**: Seacoast Pathways is a structured evidence-based recovery program for adults 18 and over living with mental illness who strive to re-engage with others and the community. Currently Seacoast Pathways has 105 members, 30 of which 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 Hospital's Behavioral Health Unit, and the Seacoast Mental Health Center in their Portsmouth and Exeter locations, and others including Seacoast NAMI support programs.

- **CASA**: Court Appointed Special Advocates (CASA) of New Hampshire strives to protect the rights of our state's most vulnerable children to live, learn and grow in the embrace of a loving family. Our trained volunteer advocates speak for the best interests of abused and neglected children who have come to the attention of New Hampshire's family courts.

A CASA volunteer is appointed to advocate for an abused or neglected child's best interests. The advocates become the "eyes and ears" of the court, making independent, objective recommendations to the judge based on the information they have gathered through meeting with the child and his or her parents, foster parents, social workers, school teachers, therapists and more.

In fiscal year 2018 (July 1, 2017 – June 30, 2018), 573 CASA volunteer advocates served 1,411 children from 867 families across the state. They traveled over than 607,000 miles and provided over 80,000 hours of their time. Since CASA of New Hampshire's inception in 1989, more than 10,000 New Hampshire children have had CASA volunteer advocate by their side.

- **Cornerstone VNA** was founded in 1913 to provide medical care to local community members in the comfort of their home. More than a century later, Cornerstone VNA continues to provide high quality care at home and offers a wide range of programs and services to meet the needs of patients and their families. Today, the team at Cornerstone VNA provides skilled nursing, rehabilitative therapies, social work as well as volunteer and support services through five distinct programs: Home Care, Hospice Care, Palliative Care, Life Care-Private Duty and Community Care.

Cornerstone VNA is committed to bringing services to people of all ages, so that families can stay together at home, even when facing the challenges of aging, surgical recovery, chronic or life-threatening illnesses or end of life care. Cornerstone VNA is proud to offer highly specialized care, which includes clinicians who are certified in Wound, Ostomy and Incontinence Care, Diabetes Management and Education, Behavioral Health, Intravenous Therapy, Chronic Care Management, Balance Therapy and Fall Prevention, and Maternal Wellness. Specialty services include a Telehealth Program, which is a sophisticated in-home health monitoring system for high-risk patients.

As a nonprofit organization, Cornerstone VNA continues to give back to the community by offering free educational programs, wellness clinics, and support groups throughout our service area. Cornerstone VNA currently serves 38 communities in Maine and New Hampshire, including the City of Portsmouth. In 2018, Cornerstone VNA provided compassionate care and support to more than 4,600 patients across our service area, traveling over 640,000 miles. Additionally, Cornerstone VNA provided nearly \$1,000,000 of free or unreimbursed care, of which \$39,012 of free or unreimbursed care was provided to Portsmouth residents.



Last year, collectively we provided services to 91 Portsmouth residents, with a combined total of 1,337 visits from all programs. At the Portsmouth Senior Center monthly clinic, we served 70 people throughout the year.

- **One Sky Community Services:** Since 1983, One Sky Community Services has been dedicated to *assisting people with developmental disabilities or acquired brain disorders to live as valued and participating members in their communities.* Today, One Sky serves around 1200 individuals and families throughout most of Rockingham County. One Sky Community Services is the initial contact point for all individuals and families requiring support and/or assistance within our service area. A large majority are underserved and disadvantaged, requiring financial support from Medicaid and Social Security. We determine eligibility for available funding, working with eligible individuals, families, and guardians, to identify specific service needs and supports, suggesting a variety of possible service providers within their community and helping to decide which ones to select, while monitoring the quality of care during the life of the client in our service.

From birth to age 3, we provide early supports and services to infants and children with developmental delays or established conditions such as Down syndrome. From ages 3 through 21 we help the families of children with developmental delays and disabilities obtain services and supports to ease the burden of caretaking and enable their children to participate as members of the community. Once an individual turns 21, we help them and their family/guardian to develop a plan for long-term support that will allow the person to live as independently as possible in their own community. Day services may enable the individual to remain in their own home with a family member who goes out to work, or in some cases, independently. Another option is placement with a state-certified “foster” home care provider, supplemented by in-home or community-based day services. We may also place an individual in a small group home with round-the-clock supervision. The people we serve currently receive all of these different kinds of services, either through the One Sky *Futures* service provider or the other 18+ major service provider partners throughout Rockingham County with whom we work.

Currently, there are 131 One Sky clients residing in the City of Portsmouth. All have varying degrees of services and supports depending on their medical and behavioral conditions and requirements.



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
OUTSIDE SOCIAL SERVICES					
01-793-780-51-100-437					
087001	CROSSROADS HOUSE	40,000	40,000	50,000	55,000
087002	CENTRAL VETERAN'S COUNCIL	1,000	1,000	1,000	1,000
087003	RICHIE MCFARLAND CHILDREN	5,000	5,000	6,000	8,000
087005	SEACOAST MENTAL HLTH CTR	10,000	10,000	10,000	10,000
087006	AREA HOMEMAKER/HOME HLTH	11,000	11,000	11,000	11,000
087008	MEALS ON WHEELS	7,500	7,500	10,000	10,000
087009	YMCA ACCESS PROGRAM	1,000	1,000	1,000	-
087010	SEACOAST BIG BROTH/SISTER	4,000	4,000	4,000	3,000
087012	RSVP	5,000	5,000	5,000	4,000
087013	SEACOAST COMMUNITY SCHOOL	19,545	19,545	19,545	19,545
087015	ROCKINGHAM COMM ACTION	20,000	20,000	21,500	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	1,000	1,000	1,000	1,000
087020	AIDS RESPONSE SEACOAST	5,857	5,857	5,000	5,000
087021	GATHER (FOOD PANTRY)	5,000	5,000	5,000	5,000
087023	COMMUNITY SERVICES	5,000	5,000	5,000	5,000
087024	GOODWIN (FAMILIES FIRST)	8,000	8,000	10,000	10,000
087025	FAMILY PROMISE	2,246	2,246	2,246	2,000
087026	NEW GENERATION	1,321	1,321	2,000	2,000
087028	SEACOAST PATHWAYS	1,000	1,000	2,000	2,000
087029	CASA	500	500	1,000	1,000
087031	CORNERSTONE VNA	-	-	-	2,500
087032	ONE SKY COMMUNITY SERVICE	-	-	-	2,500
OUTSIDE SOCIAL S TOTAL		168,052	168,052	186,374	195,128

NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--FY20 TOTAL \$280,128

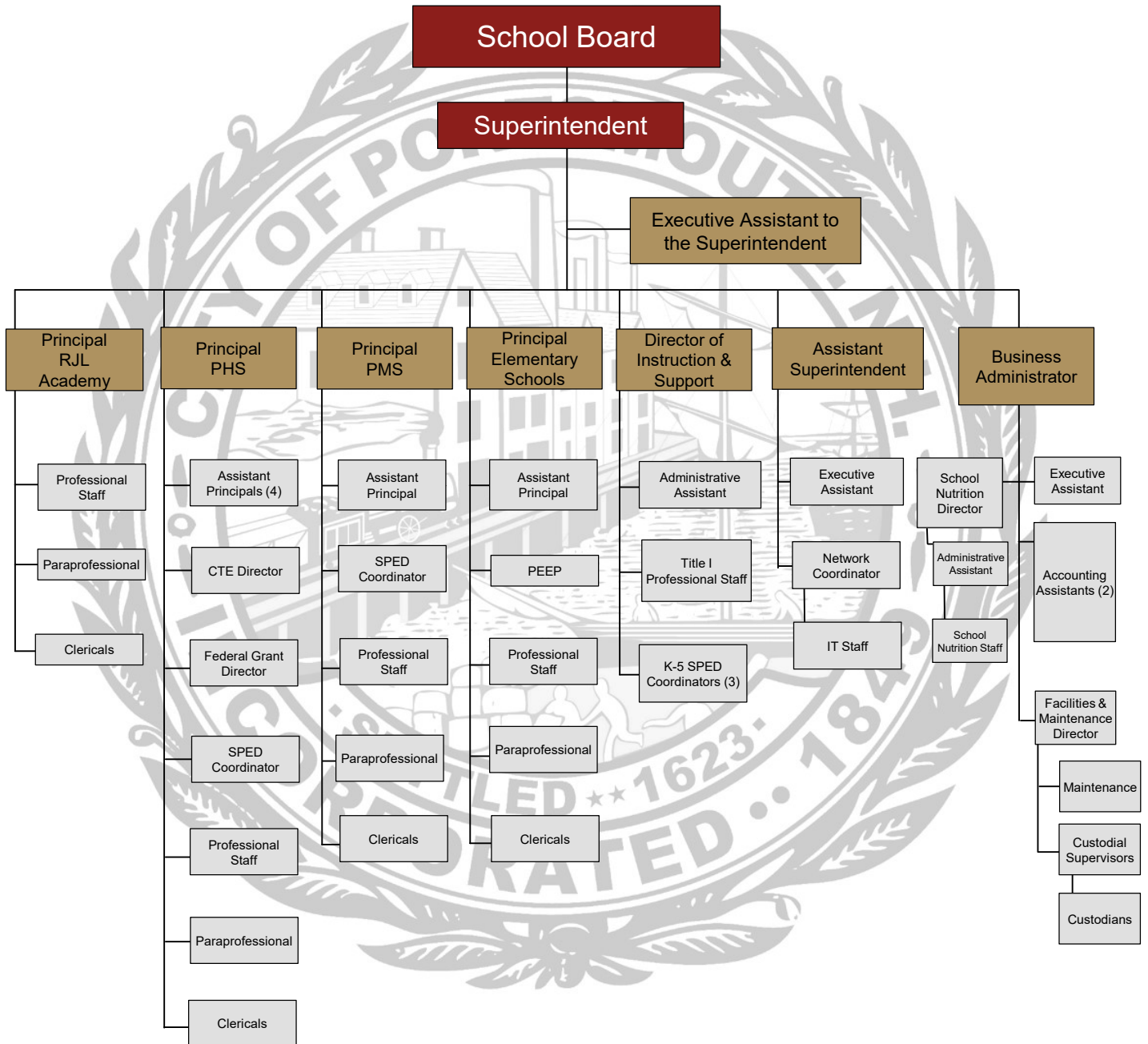


**Total City Grants to Social Service Agencies
Funded from General Fund and Community Development Block Grant (CDBG) Program**

Outside Social Services Agency	FY 2019			FY 2020		
	Welfare	CDBG	Total	Welfare	CDBG	Total
	Welfare Department Budget- City Manager Recommended	CDBG Budget- City Manager Recommended	Welfare Department and CDBG	Welfare Department Budget- City Manager Recommended	Citizens Advisory Committee CDBG Budget Recommended to City Manager	Welfare Department and CDBG
AIDS Response	\$5,000	\$10,000	\$15,000	\$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	\$1,000		\$1,000	\$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
Cornerstone VNA				\$2,500		\$2,500
Cross Roads House, Inc.	\$50,000	\$17,000	\$67,000	\$55,000	\$17,000	\$72,000
Friends Program/R S V P	\$5,000		\$5,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$5,000		\$5,000	\$5,000		\$5,000
Goodwin Health (formerly Families First Dental Program)		\$9,000	\$9,000		\$9,000	\$9,000
Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$13,000	\$25,000	\$12,000	\$13,000	\$25,000
Meals on Wheels	\$10,000		\$10,000	\$10,000		\$10,000
New Generations	\$2,000		\$2,000	\$2,000		\$2,000
New Hampshire Legal Assistance		\$2,500	\$2,500		\$2,500	\$2,500
New Heights, Adventures for Teens		\$6,000	\$6,000		\$6,000	\$6,000
One Sky Community Service				\$2,500		\$2,500
Portsmouth Housing Authority LTD, MC3 Program		\$6,000	\$6,000		\$6,000	\$6,000
Richie McFarland Children	\$6,000		\$6,000	\$8,000		\$8,000
Rockingham Community Action	\$21,500	\$7,500	\$29,000	\$21,500	\$7,500	\$29,000
Seacoast Big Brothers/Big Sisters	\$4,000		\$4,000	\$3,000		\$3,000
Seacoast Community School	\$19,545	\$10,000	\$29,545	\$19,545	\$9,000	\$28,545
Seacoast Family Promise	\$2,246		\$2,246	\$2,000		\$2,000
Seacoast Mental Health Center	\$10,000		\$10,000	\$10,000		\$10,000
Seacoast Pathways	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast YMCA	\$1,000		\$1,000	\$0		\$0
TOTAL Grants	\$186,374	\$86,000	\$272,374	\$195,128	\$85,000	\$280,128



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 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:

This past year the School Board retooled our goals. We have distilled them into three categories: Equity, Opportunity, and Community. Equity: We will look for the participation/results to look similar to our general population, and to not see underrepresentation, or lower results in economically disadvantaged groups. Opportunity: We will work to provide students with access to personalized educational pathways. Community: We will work purposefully to communicate the work of the district to achieve our goals and engage the community to support the innovation of these ideas. We were proud to pass an equity policy earlier this year. It helps to set clear expectations for everyone in the district that our goals are more than just words on a webpage. Our board members often reflect on presentations from building level administrators with an eye towards how we are actively working to insure equal opportunity, and equal outcomes for all. Success in our schools should be driven by the collective outcomes of all, rather than just the highest performing individuals.

Last year, in an effort to address this equity goal, two long term committees have been formed. One has reported back on the reintroduction of foreign language at the elementary level. Our budget this year includes funding for the first, of what we anticipate to be a total of three, elementary level foreign language teachers. This will allow us to revision what foreign language is, not as a class just for the successful, but rather an opportunity presented for all students to be exposed to new cultures and languages. The other committee looked at strengthening and expanding our preschool program. We are very pleased that in 2018 the City Council approved the funding of a Preschool Coordinator. Cindy Bishop joined us earlier this year and is already making strong progress with outreach to underserved families, and helping to ensure that more students receive preschool, and earlier intervention/identification of special needs. We believe strongly that this investment will pay dividends to our students and our schools.

The renovations and upgrades are starting to wrap up at our elementary schools. The work at Little Harbour and Dondero is now complete. While energy efficiency upgrades have already taken place at New Franklin, this summer will see the final work to complete the renovation/construction there as well. The City Council voted in 2000 on the bonding necessary to start the renovation of the high school. The City should be proud that in a 20-year period, all of our core school buildings have been updated to meet the educational learning needs of our students for years to come. Our Facilities Committee will soon be meeting to begin discussing what is to be done with the Sherburne School. This building is in need of every update imaginable, but we need to take a measured approach to determine what should be done. The Robert J Lister Academy is the only occupant of the building at this time, and it may be difficult to accept the high cost of renovating this building for this one small (though critically important) program. However, we believe that there are opportunities to better use the space, and perhaps find a permanent home for our PEEP Preschool program at the Sherburne School. We look forward to hearing from the committee in FY 20.

The performance of the students from our schools is something that our whole community can be proud of. We greatly appreciate the support of the City Council, and the public at large, for our school system. The backing of the community has allowed the School Board and the administration to focus on student outcomes and improving our schools each year. We appreciate our working relationship with the City 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,"



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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 20 School Department proposed budget is \$49,750,427 non-inclusive of any collective bargaining contingency, which represents a 3.46% increase over FY19. This budget maintains our existing programs and allows us to address some priority areas related to School Board goals. Most notably, this budget contains multiple measures designed to address goals of equity and opportunity in the Portsmouth schools.

The School Board’s goal on equity focuses on building supports to ensure all students have access to our most rigorous learning opportunities. This budget includes a Math Interventionist position at Portsmouth Middle School. Our data shows a gap in performance between students on free and reduced lunch compared to those who aren’t, as well as a gap in performance for our special education population. This position will help leverage established times for intervention to help close those gaps.

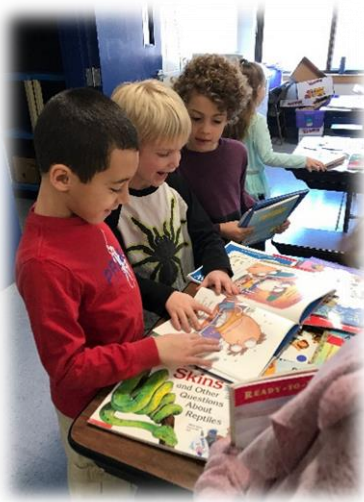
The budget also includes additional counseling and behavioral support at the elementary level, with a focus on social-emotional learning and behavioral interventions. Our schools continue to expand ways to support all students with a focus on academics as well as social-emotional learning, while increasingly utilizing trauma-informed approaches.

The School Board had established a study committee to research the feasibility and possible benefits of building an elementary World Language program. That committee presented a proposed program to the Board that would ultimately include three positions at the elementary level. Using a phased-in approach to the program, the Board has included one of the three positions in the FY 20 budget. This would allow expansion of World Language instruction to one or two grade levels in the 2019-2020 school year.

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Administrators	13.72	14.67	14.67
Teachers			
Classroom & Regular Program Instruction	182.36	186.22	185.88
Special Programs	22.30	23.30	23.8
Pupil Support Programs	44.30	44.90	49.8
Totals Full Time	248.96	254.42	259.48
Other School Department Full Time Staff			
Clerical	20.91	20.91	21.01
Paraprofessional	47.84	44.63	40.69
Tutors	1	5.37	6.3
School Custodians	25.88	26	25.88
Security	1	1	1
Technology Support	8	8	8
Maintenance	4	4	5
Totals Other Full Time Staff	108.63	109.79	107.88
Totals General Fund Full Time Staff	371.31	378.88	382.03
Grant and Other Funded Full Time			
Grant and Other Funded Full Time	88.9	83.65	85.21
Totals Grant and Other Funded Full Time	88.90	83.65	85.21
Total School Full Time	460.21	462.53	467.24
Positions Part Time			
Lunch Monitors	6	6	6
Total Part Time	6.00	6.00	6.00





The FY 20 budget also includes plans to sustain two notable positions requested in FY19.

The first 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. Second, the budget sustains funding for a Family Outreach Specialist, which is a position key to the Board's goal of expanding opportunities for preschool to families who struggle financially by engaging and connecting with community preschool partners.

Overall, the FY 20 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.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SCHOOL DEPARTMENT				
TEACHERS/ADMINISTRATORS	20,370,907	20,110,153	20,891,965	21,518,131
SALARIES	4,244,358	4,165,384	4,408,060	4,601,312
PART-TIME SALARIES	761,151	977,633	761,959	752,489
SCHOOL BOARD STIPENDS	14,000	13,700	14,000	14,000
OVERTIME	68,935	140,356	68,935	68,935
RETIREMENT	4,086,777	3,885,195	4,160,815	4,369,034
HEALTH INSURANCE	6,786,725	6,786,725	7,157,959	7,489,373
DENTAL INSURANCE	374,581	475,396	400,016	503,164
LEAVE AT TERMINATION	400,000	400,000	300,000	300,000
WORKERS' COMPENSATION	159,542	159,542	168,110	110,189
LIFE AND DISABILITY	188,139	197,315	197,639	206,439
PROFESSIONAL DEVELOPMENT	263,352	192,254	258,534	258,534
OTHER BENEFITS	2,014,430	1,933,561.58	2,052,863	2,109,446
COLLECTIVE BARGAINING	-	-	-	-
<i>Contractual Obligations</i>	39,732,897	39,437,214	40,840,855	42,301,046
TUITION	940,269	803,942	940,269	841,609
TRANSPORTATION	1,281,214	1,225,365	1,300,147	1,417,464
TRANSFER FROM PARKING & TRANS	(150,000)	(150,000)	(100,000)	(50,000)
CONTRACTED SERVICES	1,346,211	1,696,366	1,431,579	1,622,876
ADVERTISING	2,775	3,322	2,775	2,775
ELECTRICITY	832,943	653,156	765,943	712,901
NATURAL GAS	382,353	294,158	340,353	322,607
FUEL OIL	786	-	786	786
GASOLINE	13,000	9,685	12,500	12,500
STUDENT BOOKS / PERIODICALS	188,456	153,420	190,814	207,071
PROFESSIONAL ORGANIZATION DUES	37,314	39,634	38,494	42,438
PROPERTY & LIABILITY	139,820	139,820	125,913	110,815
OTHER OPERATING	1,825,491	2,256,206	2,195,708	2,205,539
<i>Other Operating</i>	6,840,632	7,125,074	7,245,281	7,449,381
TOTAL	46,573,529	46,562,289	48,086,136	49,750,427



Programs and Services

Instructional Programs- Includes all direct instructional programs and resources for regular classrooms, Art, Music, Physical Education, Computers and Technology, International Language, Special Education, English as a Second Language, Enrichment, Technical Careers, Business, Media, Athletics, Extra-Curricular and Adult Education. The total student population garnered from the General Fall Report of October 1, 2018, was 2,672.

- Regular Classroom Programs
- Full-Day Kindergarten
- Other Regular Instruction: Art, Music, Physical Education, Technology, International Language
- Special Education Programs
- English as a Second Language
- Enrichment Programs
- Career Technical Education Program Instruction
- Athletics and Extra-Curricular Activity



Support Services – Pupils- Includes all direct pupil support activities such as attendance, Guidance, School Psychologist, Health and Nursing, Reading and Math Specialists, Occupational and Physical Therapy, Speech and Audiology, Athletic Trainer, Lunchroom Monitors, Behavioral Specialists, and other related Pupil Support Staff.

- Attendance and Social Work
- Guidance, Health, and School Nurses
- Psychological Services
- Speech and Audiology
- Physical and Occupational Training Services
- Math and Reading Services
- Other Pupil Services, Security, and Behavioral Specialists



Support Services – Instructional- Includes all direct instructional support activities such as school libraries, system-wide Media support, City-School Library Project, Technology Plan for an instructional computer purchase, curriculum coordination and development, quality schools and strategic and long-range planning.

- Staff Development
- Technology Plan-Instructional, Technology Purchases
- Media/Library Services

Support Services- General Administration- Includes all administrative support activities such as the School Board, Superintendent and Assistant Superintendent's office, Program Directors, and School Administration.

- School Board
- Office of the Superintendent and Assistant Superintendent
- Special Area Administration: Program Directors for Student Services, Reading, Technology, Athletics, and Technical Careers
- School Administration, School Principals and Assistant Principals

Support Services- Business & Other- Includes all system support activity such as the school business office, building operations, system-wide maintenance, pupil transportation, technical, network and computer services, property and liability insurance, telephones, employee wellness programs, wage and contract settlement contingencies, and other system-wide costs. The total square footage for all seven (7) school buildings is 640,000 square feet. The total school property includes 114 acres.

- Business/Fiscal Services
- Other Business Services: Property Insurance, Telecommunications
- District-Wide Maintenance Services



- Building and Custodial Operations, Energy and Capital Improvements
- Equipment Repair and Maintenance
- Student Transportation: Daily Buses, After-School Programs, and Out-of-District Charters
- Planning, Research and Development, Staff Services
- Information Support Services and Technology Plan
- Other Support Services, Benefits

School Board Goals and Objectives

2018-2019

Goal #1 – Equity

For any given measure of enrichment, rigorous achievement or opportunity (AP Classes, World Language, Honors, Advanced Courses, SAT, Educational Trips, etc.) the achievement or enrollment of students on free and reduced lunch will be equal to the proportion of students on free and reduced lunch in the general population. The 2018-2019 goal is to reduce any existing gap in performance or participation by 20%.

Goal #2 – Opportunity

Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2018-2019 goal is for participation in these opportunities to increase by 10%.

Goal #3 – Community

Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2018-2019 goal is for 90% of parents and community members surveyed to respond positively on the attainment of this goal.

Performance Measures

The Portsmouth School District uses a number of assessment measures to monitor individual student progress and assess program effectiveness. The following graphs represent various components of student academic progress and postgraduate preparation. In general, Portsmouth continues to perform well above State and National averages on many indicators of student progress. New Hampshire utilizes the 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).

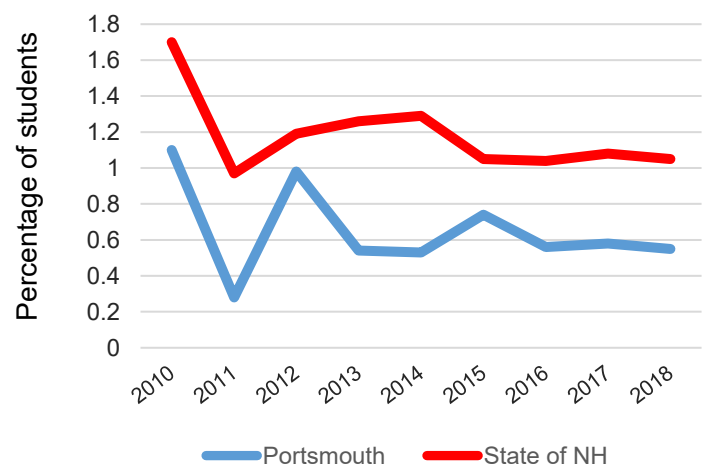
PHS Class of 2018 Postsecondary Education

4 Year College	69%
2 Year College	11%
Specialized Educational Programs	3%
Employment	14%
GAP Year	2%
Post Graduate Year	1%

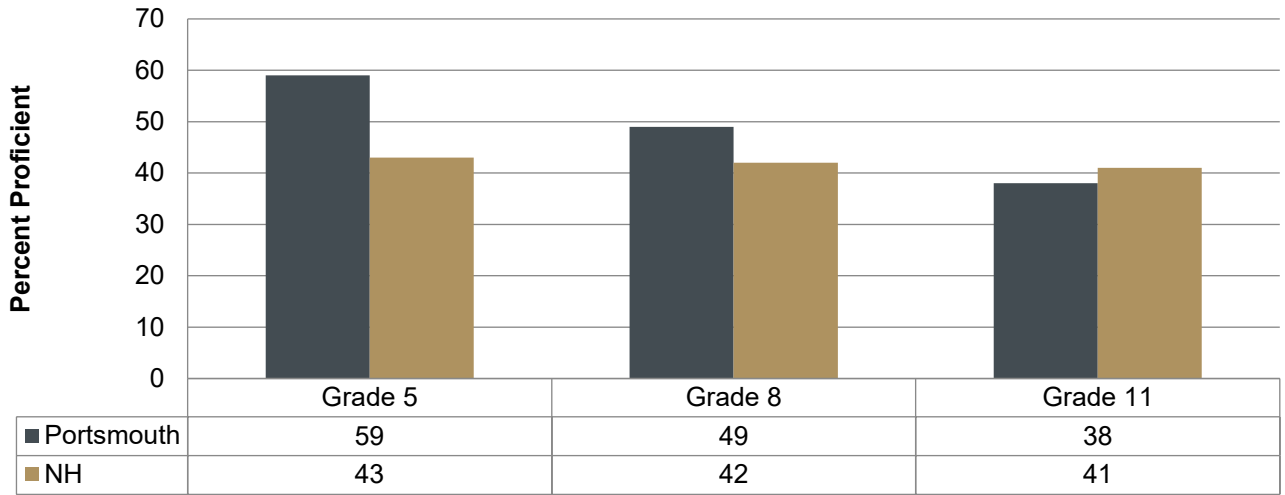
PHS Class of 2018 National Merit & Achievement Programs

Finalists - 5
Semi Finalists - 5
Commended Students - 3
National Hispanic Program - 1
Other Scholarship Winners - 2
Presidential Scholars Finalists - 2

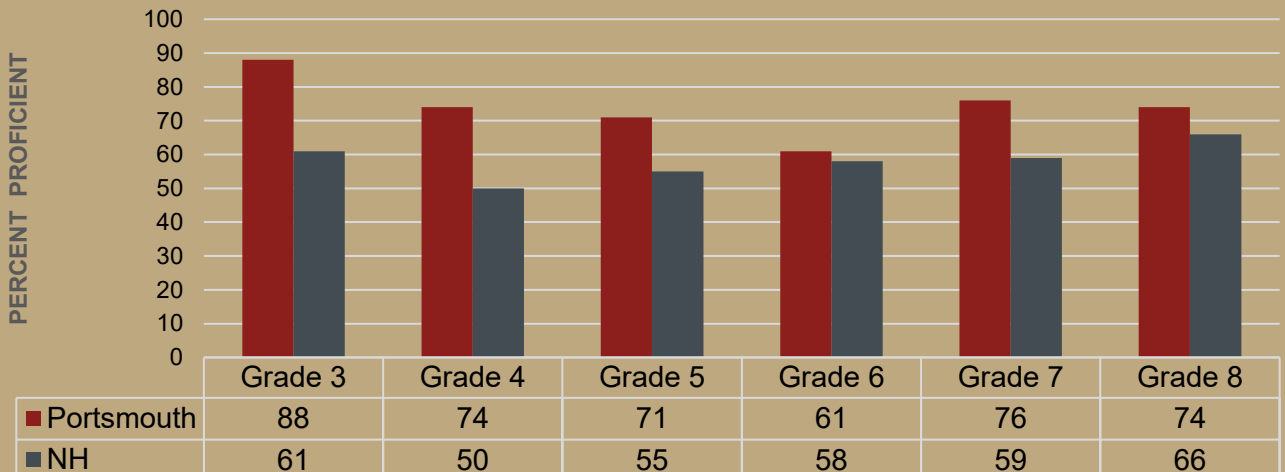
Annual Dropout Rate



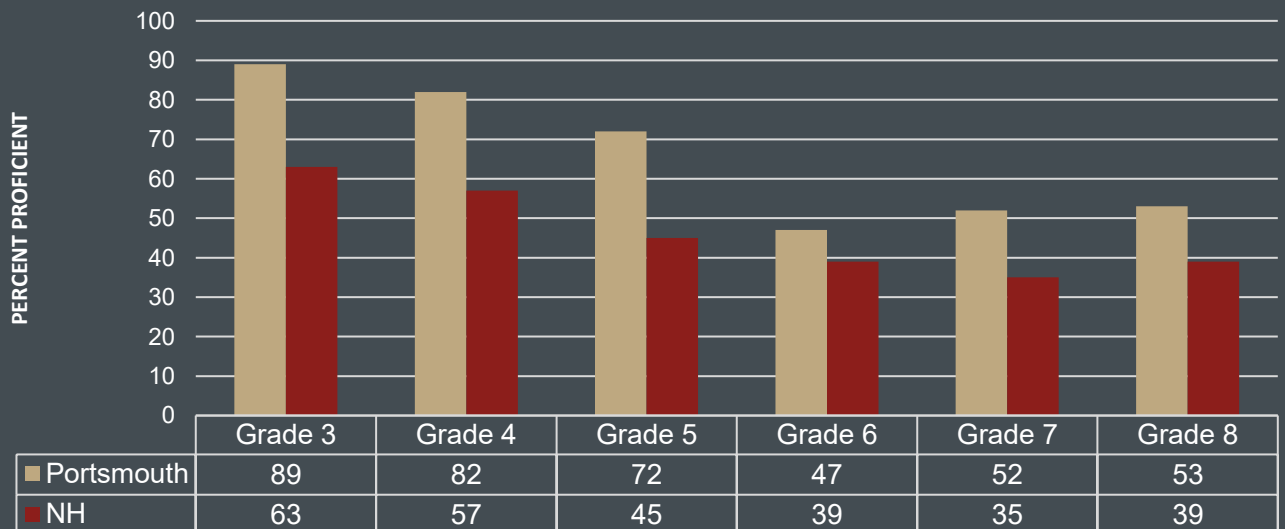
2018 Science SAS Proficiency Portsmouth/NH



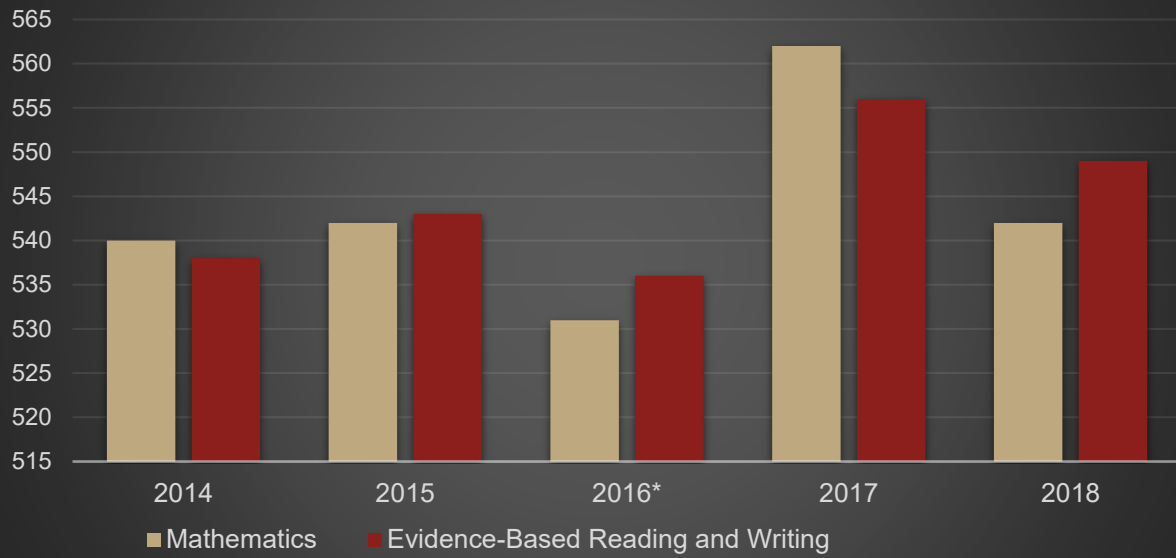
2018 English Language Arts SAS Assessment



2018 Mathematics SAS Assessment



Grade 11 Mean SAT Scores 2014-2018



* SAT Administered to all Juniors as state assessment beginning in 2016



PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF COMBINED FINANCIAL OPERATIONS
For Budget Year 2019-2020
(Based on Proforma Revenue & Expenditures Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
REVENUE:							
LOCAL	TAX APPROPRIATION	42,993,927 a	0	5,111,035	0	48,104,962 b	78.2%
	TUITION	6,556,500	812,035			7,368,535	12.0%
	OTHER	13,000	88,300		591,117	692,417	1.1%
	TRANSFER IN		868,366		60,000	928,366	1.5%
	GRANTS		116,187			116,187	0.2%
	Total Local Support					57,210,467	93.1%
STATE	SPED AID		140,000			140,000	0.2%
	SCHOOL BUILDING AID			1,863,246		1,863,246	3.0%
	REIMBURSEMENT				8,837	8,837	0.0%
	KINDERGARTEN AID	187,000				187,000	0.3%
	Total State Support					2,199,083	3.6%
FEDERAL	REIMBURSEMENT				300,000	300,000	0.5%
	GRANTS		1,141,835		44,732	1,186,567	1.9%
	MEDICAID		580,000			580,000	0.9%
	Total Federal Support					2,066,567	3.4%
TOTAL REVENUES		49,750,427	3,746,723	6,974,281	1,004,686	61,476,117	100.0%
EXPENDITURES:							
FOR ALL FUNDS	ELEMENTARY	19,170,858	1,035,152		366,710	20,572,720	33.5%
	MIDDLE SCHOOL	9,822,263	597,066		237,107	10,656,436	17.3%
	HIGH SCHOOL	19,828,940	2,114,505		400,869	22,344,314	36.3%
	TRANSFER OUT	928,366				928,366	1.5%
BONDED CAPITAL PROJECTS (CIP FUNDED)	INTEREST			1,708,031		1,708,031	2.8%
	DEBT REDUCTION			5,266,250		5,266,250	8.6%
TOTAL EXPENDITURES		49,750,427 c	3,746,723	6,974,281 b	1,004,686	61,476,117	100.0%

NOTES: a: Includes \$ 11,438,069 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 2019-2020**

(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				426,864	385,171				812,035	17.1%
	OTHER			591,117			69,300	10,000	9,000	679,417	14.3%
	TRANSFER IN		20,000	60,000	348,366	500,000				928,366	19.5%
	GRANTS		116,187							116,187	2.4%
STATE	CATASTROPHIC AID					140,000				140,000	2.9%
	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			300,000						300,000	6.3%
	GRANTS	1,141,835		44,732						1,186,567	25.0%
	MEDICAID					580,000				580,000	12.2%
TOTAL REVENUES		1,141,835	136,187	1,004,686	775,230	1,605,171	69,300	10,000	9,000	4,751,409	100.0%
EXPENDITURES:											
GENERAL FUND;		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS ;											
	ELEMENTARY	584,036	32,167	366,710		418,949				1,401,862	29.5%
	MIDDLE SCHOOL	55,454	27,167	237,107		510,445		4,000		834,173	17.6%
	HIGH SCHOOL	502,345	76,853	400,869	775,230	675,777	69,300	6,000	9,000	2,515,374	52.9%
TOTAL EXPENDITURES		1,141,835	136,187	1,004,686	775,230	1,605,171	69,300	10,000	9,000	4,751,409	100.0%



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

CENTRAL OFFICE

ADMINISTRATION	SUPERINTENDENT		154,253
	ASSISTANT SUPERINTENDENT		132,885
	TOTAL		287,138
	BUSINESS ADMINISTRATOR		123,827
	TOTAL		123,827
CLERICALS	EXEC ASST TO THE SUPERINTENDENT		58,441
	EXEC ASST TO THE ASST SUPERINTENDENT		52,430
	CLERICAL ASSISTANT	20%	9,812
	TOTAL		120,683
	EXEC ASST TO THE BUSINESS ADMINISTRATOR		51,032
	ACCOUNTING ASSISTANT		51,932
	ACCOUNTING ASSISTANT		51,963
	CLERICAL ASSISTANT	55%	26,984
	TOTAL		181,911
SPECIALIST	FAMILY OUTREACH		69,432
	TOTAL		69,432
ADMINISTRATIVE	ADMINISTRATIVE DEGREE,EXTRA DAY		7,784
	TOTAL		7,784
PROFESSIONALS	CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP		182,632
	TOTAL		182,632
CLERICALS	CLERICAL EXTRA DAY		500
	TOTAL		500
CUSTODIANS	CUSTODIAL, EXTRA DAY		500
	TOTAL		500
	TOTAL CENTRAL OFFICE		974,407

DONDERO SCHOOL

ADMINISTRATION	PRINCIPAL		113,838
	TOTAL		113,838
PROFESSIONALS	GRADE 1 TEACHER		48,809
	GRADE 1 TEACHER		58,718
	GRADE 1 TEACHER		64,252
	GRADE 2 TEACHER		54,934
	GRADE 2 TEACHER		64,252
	GRADE 2 TEACHER		64,982
	GRADE 2 TEACHER		79,189
	GRADE 3 TEACHER		69,499
	GRADE 3 TEACHER		62,604
	GRADE 3 TEACHER		81,961
	GRADE 4 TEACHER		83,647
	GRADE 4 TEACHER		80,279
	GRADE 4 TEACHER		52,944
	GRADE 5 TEACHER		61,005
	GRADE 5 TEACHER		80,219
	GRADE 5 TEACHER		74,406



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	KINDERGARTEN TEACHER	79,189
	KINDERGARTEN TEACHER	78,401
	KINDERGARTEN TEACHER	55,746
	<hr/> TOTAL	<hr/> 1,295,036 <hr/>
	GUIDANCE TEACHER	79,189
	<hr/> TOTAL	<hr/> 79,189 <hr/>
	ELEMENTARY LIBRARIAN	81,551
	<hr/> TOTAL	<hr/> 81,551 <hr/>
PARAPROFESSIONALS	LIBRARY PARA	29,693
	<hr/> TOTAL	<hr/> 29,693 <hr/>
MONITORS	LUNCHROOM MONITOR	3,497
	LUNCHROOM MONITOR	3,497
	<hr/> TOTAL	<hr/> 6,994 <hr/>
CLERICALS	SUBSTITUTE CALLING	2,100
	ELEMENTARY PRINCIPAL'S SECRETARY	39,073
	<hr/> TOTAL	<hr/> 41,173 <hr/>
CUSTODIANS	CUSTODIAL SUPERVISOR	47,354
	NIGHT SHIFT CUSTODIAN	44,306
	NIGHT SHIFT CUSTODIAN	43,243
	<hr/> TOTAL	<hr/> 134,903 <hr/>
	<hr/> TOTAL DONDERO SCHOOL	<hr/> 1,782,377 <hr/>
 LITTLE HARBOUR SCHOOL		
ADMINISTRATION	PRINCIPAL	111,720
	ASST PRINCIPAL	110,700
	<hr/> TOTAL	<hr/> 222,420 <hr/>
PROFESSIONALS	GRADE 1 TEACHER	83,647
	GRADE 1 TEACHER	87,369
	GRADE 1 TEACHER	74,406
	GRADE 2 TEACHER	88,433
	GRADE 2 TEACHER	79,189
	GRADE 2 TEACHER	83,647
	GRADE 2 TEACHER	63,334
	GRADE 3 TEACHER	86,746
	GRADE 3 TEACHER	80,279
	GRADE 3 TEACHER	79,189
	GRADE 3 TEACHER	68,144
	GRADE 4 TEACHER	79,189
	GRADE 4 TEACHER	81,961
	GRADE 4 TEACHER	80,279
	GRADE 4 TEACHER	88,866
	GRADE 4 TEACHER	61,871
	GRADE 5 TEACHER	81,961
	GRADE 5 TEACHER	81,551
	GRADE 5 TEACHER	81,961
	GRADE 5 TEACHER	64,664
	KINDERGARTEN TEACHER	62,604
	KINDERGARTEN TEACHER	75,194
	KINDERGARTEN TEACHER	87,369



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	KINDERGARTEN TEACHER		61,829
	TOTAL		1,863,682
	ELEMENTARY COMPUTER TEACHER		61,829
	TOTAL		61,829
	GUIDANCE COUNSELOR		72,496
	GUIDANCE COUNSELOR		57,210
	TOTAL		129,706
	ELEMENTARY LIBRARIAN		88,433
	TOTAL		88,433
PARAPROFESSIONALS	LIBRARY PARA	43%	9,714
	TOTAL		9,714
MONITORS	LUNCHROOM MONITORS		3,497
	LUNCHROOM MONITORS		3,497
	TOTAL		6,994
CLERICALS	SUBSTITUTE CALLING		2,465
	ELEMENTARY PRINCIPAL'S SECRETARY		37,026
	CLERICAL		18,449
	TOTAL		57,940
CUSTODIANS	CUSTODIAL SUPERVISOR		47,654
	NIGHT SHIFT CUSTODIAN		40,560
	NIGHT SHIFT CUSTODIAN		43,986
	CUSTODIAN	38%	16,124
	TOTAL		148,324
	TOTAL LITTLE HARBOUR SCHOOL		2,589,042
NEW FRANKLIN SCHOOL			
ADMINISTRATION	PRINCIPAL		122,697
	TOTAL		122,697
PROFESSIONALS	GRADE 1 TEACHER		75,194
	GRADE 1 TEACHER		81,117
	GRADE 1 TEACHER		78,401
	GRADE 2 TEACHER		54,324
	GRADE 2 TEACHER		73,284
	GRADE 3 TEACHER		88,433
	GRADE 3 TEACHER		81,117
	GRADE 3 TEACHER		54,324
	GRADE 3 TEACHER		71,963
	GRADE 4 TEACHER		80,279
	GRADE 4 TEACHER		79,189
	GRADE 4 TEACHER	50%	31,760
	GRADE 5 TEACHER		58,718
	GRADE 5 TEACHER		81,551
	GRADE 5 TEACHER	50%	40,559
	KINDERGARTEN TEACHER		83,647
	KINDERGARTEN TEACHER		78,648
	TOTAL		1,192,508
	GUIDANCE COUNSELOR		79,189



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	GUIDANCE COUNSELOR		89,878
	<u>TOTAL</u>		<u>169,067</u>
	ELEMENTARY LIBRARIAN		81,117
	<u>TOTAL</u>		<u>81,117</u>
PARAPROFESSIONALS	LIBRARY PARA		29,382
	<u>TOTAL</u>		<u>29,382</u>
MONITORS	LUNCH ROOM MONITORS		2,630
	LUNCH ROOM MONITORS		2,630
	<u>TOTAL</u>		<u>5,260</u>
CLERICALS	SUBSTITUTE CALLING		2,078
	ELEMENTARY PRINCIPAL'S SECRETARY		41,013
	<u>TOTAL</u>		<u>43,091</u>
CUSTODIANS	CUSTODIAL SUPERVISOR		48,170
	NIGHT SHIFT CUSTODIAN	50%	21,993
	NIGHT SHIFT CUSTODIAN		42,538
	<u>TOTAL</u>		<u>112,701</u>
	<u>TOTAL NEW FRANKLIN SCHOOL</u>		<u>1,755,823</u>
MIDDLE SCHOOL			
ADMINISTRATION	PRINCIPAL		115,626
	ASSISTANT PRINCIPAL		101,569
	<u>TOTAL</u>		<u>217,195</u>
PROFESSIONALS	SOCIAL STUDIES TEACHER		88,433
	ENGLISH TEACHER		69,609
	ENGLISH TEACHER		85,060
	MATH TEACHER		83,779
	GRADE 6 TEACHER		88,560
	SOCIAL STUDIES TEACHER		55,746
	SOCIAL STUDIES TEACHER		68,298
	ENGLISH TEACHER		89,935
	GRADE 6 TEACHER		81,117
	SOCIAL STUDIES TEACHER		85,154
	GRADE 6 TEACHER		61,829
	MATH TEACHER		85,683
	GRADE 6 TEACHER		79,189
	MATH TEACHER		88,001
	ENGLISH TEACHER		78,694
	SCIENCE TEACHER		50,227
	SPANISH TEACHER		85,683
	GRADE 6 TEACHER		83,779
	ENGLISH TEACHER		80,279
	GRADE 6 TEACHER		80,219
	SCIENCE TEACHER		60,082
	SCIENCE TEACHER		88,193
	GRADE 6 TEACHER		57,210
	FRENCH TEACHER		83,318
	SCIENCE TEACHER		63,110
	GRADE 6 TEACHER		57,210
	FRENCH TEACHER	25%	16,167
	MATH INTERVENTIONIST		54,324
	<u>TOTAL</u>		<u>2,048,888</u>



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	COMPUTER TEACHER		60,272
	TOTAL		60,272
	GUIDANCE COUNSELOR		87,083
	GUIDANCE COUNSELOR		81,336
	TOTAL		168,419
	SUMMER SCHOOL INSTRUCTORS		7,144
	TOTAL		7,144
	SATURDAY SCHOOL		3,501
	TOTAL		3,501
	LIBRARIAN	50%	33,483
	LIBRARIAN	50%	36,995
	TOTAL		70,478
PARAPROFESSIONALS	LIBRARY PARA	33%	9,587
	TOTAL		9,587
CLERICALS	SUBSTITUTE CALLING		3,454
	MIDDLE SCHOOL PRINCIPAL'S SECRETARY		46,751
	MIDDLE SCHOOL PRINCIPAL'S SECRETARY		39,801
	TOTAL		90,006
	MIDDLE SCHOOL GUIDANCE SECRETARY		40,623
	TOTAL		40,623
CUSTODIANS	CUSTODIAL SUPERVISOR		47,454
	NIGHT SHIFT CUSTODIAN		43,243
	NIGHT SHIFT CUSTODIAN		44,092
	NIGHT SHIFT CUSTODIAN		44,092
	NIGHT SHIFT CUSTODIAN		43,986
	CUSTODIAN		42,538
	TOTAL		265,405
	TOTAL MIDDLE SCHOOL		2,981,518
SENIOR HIGH SCHOOL			
ADMINISTRATION	PRINCIPAL		125,782
	ASSISTANT PRINCIPAL		114,390
	ASSISTANT PRINCIPAL		105,967
	TITLE PROJECTS DIRECTOR		93,923
	TOTAL		440,062
PROFESSIONALS	ENGLISH TEACHER		89,056
	ENGLISH TEACHER		87,369
	ENGLISH TEACHER		81,117
	ENGLISH TEACHER	75%	63,795
	ENGLISH TEACHER		80,219
	ENGLISH TEACHER		80,219
	ENGLISH TEACHER		81,117
	ENGLISH TEACHER		80,279
	ENGLISH TEACHER	75%	63,329



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

ENGLISH TEACHER		59,422
ENGLISH TEACHER	33%	18,421
ENGLISH TEACHER		85,661
TOTAL		870,004
FOREIGN LANGUAGE TEACHER		89,056
FOREIGN LANGUAGE TEACHER	75%	48,502
FOREIGN LANGUAGE TEACHER		84,216
FOREIGN LANGUAGE TEACHER		78,401
FOREIGN LANGUAGE TEACHER	25%	17,839
FOREIGN LANGUAGE TEACHER		85,334
FOREIGN LANGUAGE TEACHER		79,189
FOREIGN LANGUAGE TEACHER		88,822
TOTAL		571,359
MATH TEACHER		81,961
MATH TEACHER		89,056
MATH TEACHER		81,117
MATH TEACHER		80,219
MATH TEACHER		57,210
MATH TEACHER		80,219
MATH TEACHER		81,117
MATH TEACHER		81,117
MATH TEACHER		78,648
MATH TEACHER		92,588
MATH TEACHER		71,425
MATH TEACHER		84,216
MATH TEACHER		53,335
MATH TEACHER		47,387
TOTAL		1,059,615
SCIENCE TEACHER		93,833
SCIENCE TEACHER		83,647
SCIENCE TEACHER		73,990
SCIENCE TEACHER		88,191
SCIENCE TEACHER		83,126
SCIENCE TEACHER		69,995
SCIENCE TEACHER		84,839
SCIENCE TEACHER		89,056
SCIENCE TEACHER		83,126
SCIENCE TEACHER		68,766
SCIENCE TEACHER		85,661
SCIENCE TEACHER		59,422
SCIENCE TEACHER		89,878
TOTAL		1,053,530
SOCIAL STUDIES TEACHER		92,469
SOCIAL STUDIES TEACHER		85,060
SOCIAL STUDIES TEACHER		89,056
SOCIAL STUDIES TEACHER		73,990
SOCIAL STUDIES TEACHER		63,334
SOCIAL STUDIES TEACHER		54,324
SOCIAL STUDIES TEACHER		89,878
SOCIAL STUDIES TEACHER		85,060
SOCIAL STUDIES TEACHER		88,433
SOCIAL STUDIES TEACHER		81,099
TOTAL		802,703
COMPUTER TEACHER	75%	60,838
TOTAL		60,838



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	GUIDANCE COUNSELOR		92,032
	GUIDANCE COUNSELOR		94,684
	GUIDANCE COUNSELOR		88,120
	GUIDANCE COUNSELOR		84,509
	GUIDANCE COUNSELOR		81,117
	GUIDANCE COUNSELOR		89,609
	TOTAL		530,071
	SUMMER SCHOOL INSTRUCTORS		6,000
	TOTAL		6,000
CLERICALS	ATTENDANCE		3,468
	TOTAL		3,468
PROFESSIONALS	COUNSELOR		85,060
	TOTAL		85,060
	SATURDAY SCHOOL TUTOR		5,295
	IN SCHOOL SUSPENSION TUTOR		24,000
	TOTAL		29,295
SECURITY	SAFETY PROGRAM		47,554
	TOTAL		47,554
LIBRARY	LIBRARIAN		66,835
	LIBRARY TUTOR		35,837
	LIBRARY PARA	39%	9,587
	TOTAL		112,259
CLERICALS	HS ASSISTANT PRINCIPAL'S SECRETARY	84%	39,231
	ADM ASST TO THE HS PRINCIPAL		52,524
	HS SCHEDULING/GRADING COORD/FINANCE ASSISTANT	85%	52,524
	HS ASSISTANT PRINCIPAL'S SECRETARY	84%	39,371
	HS COMMUNICATIONS/RECEPTIONIST	82%	38,570
	SUBSTITUTE CALLING		5,088
	TOTAL		227,308
	HS GUIDANCE DEPT SECRETARY		46,378
	HS REGISTRAR		52,524
	TOTAL		98,902
CUSTODIANS	CUSTODIAL SUPERVISOR		53,437
	CUSTODIAN		43,986
	CUSTODIAN		42,538
	CUSTODIAN		42,646
	NIGHT SHIFT CUSTODIAN		44,560
	NIGHT SHIFT CUSTODIAN		40,560
	NIGHT SHIFT CUSTODIAN		44,198
	NIGHT SHIFT CUSTODIAN		42,538
	NIGHT SHIFT CUSTODIAN		47,146
	NIGHT SHIFT CUSTODIAN		36,691
	NIGHT SHIFT CUSTODIAN		43,986
	TOTAL		482,286
	TOTAL SENIOR HIGH		6,480,314

ART



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

PROFESSIONALS	DO ART TEACHER	80%	46,219
	<u>TOTAL</u>		<u>46,219</u>
	LH ART TEACHER		63,685
	<u>TOTAL</u>		<u>63,685</u>
	NF ART TEACHER	80%	44,046
	<u>TOTAL</u>		<u>44,046</u>
	PMS ART TEACHER		91,771
	PMS ART TEACHER		80,219
	<u>TOTAL</u>		<u>171,990</u>
	PHS ART TEACHER		57,210
	PHS ART TEACHER		81,961
	PHS ART TEACHER		78,401
	<u>TOTAL</u>		<u>217,572</u>
	<u>TOTAL ART</u>		<u>543,512</u>

PERFORMING ARTS

PROFESSIONALS	DO MUSIC TEACHER		58,718
	ELEM INSTRUM TEACHER	15%	14,934
	ELEM INSTRUM TEACHER	15%	13,105
	ELEM INSTRUM TEACHER	15%	13,012
	ELEM INSTRUM TEACHER	15%	11,456
	<u>TOTAL</u>		<u>111,225</u>
	LH MUSIC TEACHER		75,549
	<u>TOTAL</u>		<u>75,549</u>
	NF MUSIC TEACHER		78,847
	<u>TOTAL</u>		<u>78,847</u>
	PMS MUSIC TEACHER	52%	51,773
	PMS MUSIC TEACHER	85%	73,734
	PMS MUSIC TEACHER	60%	38,551
	PMS MUSIC TEACHER	85%	64,918
	<u>TOTAL</u>		<u>228,976</u>
	PHS MUSIC TEACHER	33%	32,856
	PHS MUSIC TEACHER	85%	74,264
	PHS MUSIC TEACHER	40%	25,701
	<u>TOTAL</u>		<u>132,821</u>
	PHS DRAMA TEACHER		51,781
	<u>TOTAL</u>		<u>51,781</u>
	<u>TOTAL PERFORMING ARTS</u>		<u>679,199</u>

PHYSICAL ED/ HEALTH ED



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

PROFESSIONALS	DO PHYS ED TEACHER		81,117
	<u>TOTAL</u>		<u>81,117</u>
	LH PHYS ED TEACHER		63,334
	<u>TOTAL</u>		<u>63,334</u>
	NF PHYS ED TEACHER		84,839
	<u>TOTAL</u>		<u>84,839</u>
	PMS PHYS ED TEACHER	67%	50,618
	PMS PHYS ED TEACHER	67%	56,240
	PMS PHYS ED TEACHER	67%	62,868
	<u>TOTAL</u>		<u>169,726</u>
	PMS HEALTH ED TEACHER	33%	24,931
	PMS HEALTH ED TEACHER	33%	27,701
	PMS HEALTH ED TEACHER	33%	30,965
	<u>TOTAL</u>		<u>83,597</u>
	PHS PHYS ED TEACHER		85,334
	PHS PHYS ED TEACHER		83,126
	PHS PHYS ED TEACHER	42%	27,830
	PHS PHYS ED TEACHER	42%	29,228
	<u>TOTAL</u>		<u>225,518</u>
	PHS HEALTH ED TEACHER	66%	58,366
	PHS HEALTH ED TEACHER	25%	20,279
	PHS HEALTH ED TEACHER	58%	38,433
	PHS HEALTH ED TEACHER	58%	40,362
	<u>TOTAL</u>		<u>157,440</u>
	ADAPTIVE PHYS ED TEACHER		86,505
	<u>TOTAL</u>		<u>86,505</u>
	<u>TOTAL PHYS ED</u>		<u>952,076</u>

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		71,963
	<u>TOTAL</u>		<u>308,761</u>
	PHS TECH CAREERS TEACHER		75,194
	PHS TECH CAREERS TEACHER		83,126
	PHS TECH CAREERS TEACHER		85,334
	PHS TECH CAREERS TEACHER		88,191
	PHS TECH CAREERS TEACHER		63,685
	PHS TECH CAREERS TEACHER		53,335
	PHS TECH CAREERS TEACHER	88%	47,738
	PHS TECH CAREERS TEACHER		80,219
	PHS TECH CAREERS TEACHER		84,216
	<u>TOTAL</u>		<u>661,038</u>



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

ADMINISTRATIVE	TECHNICAL CAREER DIRECTOR		103,332
	<u>TOTAL</u>		<u>103,332</u>
CLERICALS	TECH CAREERS CLERICAL		44,308
	<u>TOTAL</u>		<u>44,308</u>
	TOTAL TECH CAREERS		1,117,439
ATHLETICS			
CLERICALS	ATHLETIC DEPT CLERICAL		52,337
	<u>TOTAL</u>		<u>52,337</u>
	TOTAL ATHLETICS		52,337
HEALTH SERVICES			
PROFESSIONALS	DO NURSE		69,590
	<u>TOTAL</u>		<u>69,590</u>
	LH NURSE		83,647
	<u>TOTAL</u>		<u>83,647</u>
	NF NURSE		78,401
	<u>TOTAL</u>		<u>78,401</u>
	PMS NURSE		81,961
	<u>TOTAL</u>		<u>81,961</u>
	PHS NURSE		85,334
	PHS NURSE	60%	46,534
	<u>TOTAL</u>		<u>131,868</u>
	TOTAL HEALTH SERVICES		445,467
WELLNESS			
COORDINATORS	WELLNESS COORDINATOR	80%	67,671
	<u>TOTAL</u>		<u>67,671</u>
	FARM TO SCHOOL COORDINATOR	75%	37,705
	<u>TOTAL</u>		<u>37,705</u>
	TOTAL WELLNESS		105,376
MEDIA SERVICES			
TECHNICIANS	MEDIA TECHNICIAN III		63,195



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

TOTAL	63,195
TOTAL MEDIA SERVICES	63,195

ENRICHMENT

PROFESSIONALS	EL WORLD LANGUAGE TEACHER	54,324
TOTAL		54,324
TOTAL ENRICHMENT		54,324

SYSTEM-WIDE PSYCHOLOGIST

PROFESSIONALS	SYSTEM PSYCHOLOGIST	50%	44,217
	SYSTEM PSYCHOLOGIST		61,645
	BCBA		58,718
TOTAL			164,580
TOTAL PSYCHOLOGIST			164,580

READING INSTRUCTION

PROFESSIONALS	DO READING TEACHER		69,499
	DO READING TEACHER		63,519
	DO READING TEACHER	50%	43,373
TOTAL			176,391
	LH READING TEACHER		66,966
	LH READING TEACHER		83,126
	LH READING TEACHER	20%	10,864
	LH READING TEACHER		83,647
TOTAL			244,603
	NF READING TEACHER		77,162
TOTAL			77,162
	PMS READING TEACHER		77,556
TOTAL			77,556

TUTORS

	READING TUTOR	79%	29,204
	READING TUTOR	86%	26,842
	READING TUTOR	86%	31,061
	READING TUTOR	86%	30,474
TOTAL			117,581
TOTAL READING			693,293

PEEP

PROFESSIONALS	PEEP TEACHER		86,505
	PEEP TEACHER	80%	61,730
	PEEP TEACHER		99,357



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	TOTAL		247,592
PARAPROFESSIONALS	PEEP PARA	57%	16,366
	PEEP PARA	43%	9,571
	PEEP PARA	43%	13,016
	PEEP PARA	43%	12,274
	PEEP PARA	57%	13,945
	TOTAL		65,172
CLERICALS	SUBSTITUTE CALLING		2,250
	TOTAL		2,250
	TOTAL PEEP		315,014
SPED ELEMENTARY			
ADMINISTRATION	ELEM SPED DIRECTOR	33%	37,079
	TOTAL		37,079
PROFESSIONALS	DO SPED TEACHER		73,990
	DO SPED TEACHER		52,944
	TOTAL		126,934
	LH SPED TEACHER		81,961
	LH SPED TEACHER		78,401
	LH SPED TEACHER		78,252
	TOTAL		238,614
	NF SPED TEACHER		55,746
	NF SPED TEACHER		53,335
	NF SPED TEACHER		68,766
	CASE MANAGER		54,324
	TOTAL		232,171
PARAPROFESSIONALS	DO SPED PARA	93%	22,660
	DO SPED PARA	86%	25,136
	DO SPED PARA	93%	27,492
	DO SPED PARA	89%	25,572
	DO SPED PARA		29,893
	DO SPED PARA	89%	25,572
	DO SPED PARA	93%	27,647
	DO SPED PARA		29,693
	DO SPED PARA	93%	27,181
	DO SPED PARA	93%	27,647
	DO SPED PARA		29,693
	DO SPED PARA	93%	27,110
	DO SPED PARA		
	TOTAL		
	LH SPED PARA	93%	29,893
	LH SPED PARA	86%	20,917
	LH SPED PARA	93%	26,594
	LH SPED PARA		29,538
	LH SPED PARA	93%	27,847
	LH SPED PARA	93%	27,847
	LH SPED PARA	86%	20,917
	LH SPED PARA	86%	25,136
	LH SPED PARA	86%	19,811



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

	LH SPED PARA	93%	27,181
	LH SPED PARA	86%	20,917
	LH SPED PARA	93%	21,462
	TOTAL		298,060
	LH SPED TUTOR		39,304
	TOTAL		39,304
	NF SPED PARA	93%	26,594
	NF SPED PARA	93%	26,594
	NF SPED PARA	93%	26,594
	NF SPED PARA	93%	22,660
	NF SPED PARA	93%	22,660
	NF SPED PARA	93%	22,660
	NF SPED PARA	93%	21,462
	NF SPED PARA	86%	25,602
	TOTAL		194,826
	TOTAL ELEMENTARY SPECIAL EDUCATION		1,492,284
SPED MIDDLE			
ADMINISTRATION	PMS SPED DIRECTOR	33%	37,079
	TOTAL		37,079
PROFESSIONALS	MS SPED TEACHER		97,390
	MS SPED TEACHER		88,191
	MS SPED TEACHER		86,746
	MS SPED TEACHER		75,194
	MS SPED TEACHER		57,210
	MS SPED TEACHER		86,746
	MS SPED TEACHER		54,324
	TOTAL		545,801
PARAPROFESSIONALS	MS SPED PARA	93%	27,336
	MS SPED PARA	93%	22,660
	MS SPED PARA	93%	21,462
	MS SPED PARA	93%	22,660
	MS SPED PARA	93%	20,340
	TOTAL		114,458
	TOTAL MIDDLE SCHOOL SPECIAL EDUCATION		697,338
SPED SECONDARY			
ADMINISTRATION	PHS SPED DIRECTOR	34%	37,080
	TOTAL		37,080
PROFESSIONALS	PHS SPED TEACHER		62,604
	PHS SPED TEACHER		51,649
	PHS SPED TEACHER		55,787
	PHS SPED TEACHER		95,064
	PHS SPED TEACHER		69,609
	TOTAL		334,713



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

PARAPROFESSIONALS	PHS SPED PARA	93%	27,336
	TOTAL		27,336
CLERICALS	PHS SPED CLERICAL		49,080
	TOTAL		49,080
TOTAL HIGH SCHOOL SPECIAL EDUCATION			448,209

SPED SPEECH

PROFESSIONALS	DO SPEECH TEACHER	10%	60,272 7,919
	TOTAL		68,191
	PEEP SPEECH TEACHER	40% 80%	35,951 64,894
	TOTAL		100,845
	LH SPEECH TEACHER		80,219
	LH SPEECH TEACHER	20%	15,838
	TOTAL		96,057
	NF SPEECH TEACHER		90,553
	NF SPEECH TEACHER	10%	7,919
	TOTAL		98,472
	PMS SPEECH TEACHER		88,433
	TOTAL		88,433
	PHS SPEECH TEACHER	60%	53,927
	TOTAL		53,927
TOTAL SPEECH			505,925

OCCUPATIONAL THERAPY

PROFESSIONALS	ELEM OT TEACHER	50%	42,382
	ELEM OT TEACHER	33%	29,397
	ELEM OT TEACHER		65,596
	TOTAL		137,375
	PMS OT TEACHER	33%	29,397
	TOTAL		29,397
	PHS OT TEACHER	33%	29,397
	TOTAL		29,397
TOTAL OT			196,169

ENGLISH SECOND LANGUAGE



2019-2020 BUDGETED SALARY AND POSITION DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

PROFESSIONALS	ESL TEACHER	60%	38,111
	ESL TEACHER	75%	53,519
	ESL TEACHER		66,966
	ESL TEACHER		76,374
	ESL TEACHER	40%	21,729
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TOTAL			256,699
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TOTAL ESL			256,699

ADAPTIVE SERVICES

TUTOR	TUTOR SERVICES		8,000
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TOTAL			8,000
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TOTAL ADAPTIVE SERVICES			8,000

MAINTENANCE

MAINTENANCE SUPERVISOR		66,939	
MAINTENANCE		54,381	
MAINTENANCE		55,521	
MAINTENANCE		54,281	
MAINTENANCE		52,000	
<hr/>			
TOTAL			283,122
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TOTAL MAINTENANCE			283,122

TECHNOLOGY PLAN

TECHNICIANS	TECHNICIAN III		63,009
	TECHNICIAN III		62,759
	TECHNICIAN III		73,060
	TECHNICIAN III		73,544
	TECHNICIAN III		47,216
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TOTAL			319,588
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	NETWORK ADMINISTRATOR		93,236
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TOTAL			93,236

DATA MANAGEMENT

DATABASE ADMINISTRATOR		69,580	
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TOTAL			69,580
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TOTAL TECHNOLOGY SERVICES			482,404

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TOTAL			26,119,443
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26,119,443



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SYSTEM WIDE BENEFITS				
COST CENTER 100				
0211 HEALTH INSURANCE	6,786,725	6,786,725	7,157,959	7,489,373
0212 DENTAL INSURANCE	374,581	475,396	400,016	503,164
0213 LIFE INSURANCE	96,161	101,715	101,016	105,416
0214 DISABILITY INSURANCE	91,978	95,600	96,623	101,023
0220 F.I.C.A.	30,000	22,913	30,000	30,000
0231 RETIREMENT - NON-TEACHER	10,216	(5,336)	10,224	10,216
0232 RETIREMENT- TEACHER	61,056	78,573	61,056	61,056
0239 RETIREMENT SEVERENCE	400,000	400,000	300,000	300,000
0241 COURSE REIMB ADMINISTRATO	23,500	6,738	20,500	20,500
0242 COURSE REIMB TEACHERS	205,434	161,746	207,434	207,434
0243 COURSE REIMB CLERICALS	4,000	1,215	4,000	4,000
0244 COURSE REIMB PARAS	10,000	6,829	10,000	10,000
0245 COURSE REIMB TECHNICIANS	10,000	4,793	6,000	6,000
0250 UNEMPLOYMENT COMPENSATION	5,000	3,951	5,000	5,000
0260 WORKER'S COMP INSURANCE	159,542	159,542	168,110	110,189
0270 OTHER HEALTH BENEFITS/EAP	4,000	(1,531)	6,800	6,800
0280 CONFERENCE ALLOWANCE	10,418	10,933	10,600	10,600
0290 ASSOCIATION DUES	8,640	2,896	8,640	8,640
0840 CONTINGENCY	-	5,834	-	-
Total	8,291,251	8,318,531	8,603,978	8,989,411

DONDERO SCHOOL				
COST CENTER 102				
0101 ADMINISTRATIVE	111,605	111,605	113,837	113,838
0102 TEACHER	1,173,420	1,240,584	1,403,691	1,455,776
0105 CLERICAL	42,541	27,835	43,350	41,173
0106 PARAPROFESSIONAL	-	-	28,091	29,693
0107 MONITOR	6,856	7,525	6,994	6,994
0110 CUSTODIAL	123,670	121,317	130,102	134,903
0114 EXTRA-CURRICULA	10,736	8,355	10,956	10,956
0121 SUBSTITUTES PROF SHORT TE	19,637	31,750	19,637	19,637
0122 SUBSTITUTES PROF LONG TER	21,524	76,340	21,524	21,524
0127 SUBSTITUTES NON PROF SHOR	8,945	11,725	8,945	8,945
0131 OVERTIME - CLERICAL	322	1,342	322	322
0132 OVERTIME - PARA	-	527	-	-
0133 OVERTIME - CUSTODIAL	5,051	28,424	5,051	5,051
0220 F.I.C.A.	133,462	127,555	137,127	141,434
0231 RETIREMENT - NON-TEACHER	19,526	20,055	23,548	23,585
0232 RETIREMENT- TEACHER	263,189	243,415	265,345	281,341
0320 CONTRACT SERVICE;PUPILS	3,325	3,325	3,325	3,325
0430 REPAIRS & MAINTENANCE	5,200	3,406	250	250
0534 POSTAGE	1,200	257	1,200	600
0550 PRINTING	220	-	9,724	12,424
0610 GENERAL SUPPLIES	17,400	14,316	19,550	26,850
0641 BOOKS	8,050	8,581	16,504	19,450
0642 SOFTWARE	2,500	-	2,500	3,600
0644 PERIODICALS	-	2,035	660	660
0733 NEW EQUIPMENT	-	(108)	-	-
0737 REPLACEMENT EQUIPMNT	5,000	3,219	5,000	5,000
0810 DUES AND FEES	-	-	-	100
Total	1,983,379	2,093,384	2,277,233	2,367,431

LITTLE HARBOR SCHOOL				
COST CENTER 104				
0102 TEACHER	1,974,694	1,883,885	2,109,297	2,143,650
0106 PARAPROFESSIONAL	-	-	12,653	9,714
0121 SUBSTITUTES PROF SHORT TE	19,280	40,125	19,280	19,280
0132 OVERTIME - PARA	-	47	-	-
0122 SUBSTITUTES PROF LONG TER	22,114	19,553	22,114	22,114
0220 F.I.C.A.	188,822	187,571	199,134	203,356
0231 RETIREMENT - NON-TEACHER	23,002	24,123	23,542	23,657
0232 RETIREMENT- TEACHER	383,060	377,910	403,418	423,111
0320 CONTRACT SERVICE;PUPILS	3,325	3,500	3,325	3,325



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
0610 GENERAL SUPPLIES	35,884	24,808	37,134	40,534
0641 BOOKS	6,580	3,686	30,250	30,450
0644 PERIODICALS	852	-	1,352	1,352
0733 NEW EQUIPMENT	3,224	6,929	-	-
0737 REPLACEMENT EQUIPMNT	1,000	682	4,224	4,224
0642 SOFTWARE	-	-	-	600
0810 DUES & FEES	-	-	-	100
0127 SUBSTITUTES NON PROF SHOR	11,322	15,201	11,322	11,322
0114 EXTRA-CURRICULA	10,736	12,340	10,956	10,956
0596 CONF & MTGS OUT OF DISTRI	818	-	818	818
0107 MONITOR	6,856	7,632	6,994	6,994
0105 CLERICAL	57,358	80,833	58,456	57,940
0101 ADMINISTRATIVE	221,134	302,977	202,582	222,420
0131 OVERTIME - CLERICAL	475	3,946	475	475
0534 POSTAGE	855	577	855	855
0550 PRINTING	760	81	10,264	10,264
0110 CUSTODIAL	139,239	137,983	142,882	148,324
0133 OVERTIME - CUSTODIAL	5,051	12,196	5,051	5,051
0430 REPAIRS & MAINTENANCE	5,512	4,110	250	250
Total	3,121,953	3,150,693	3,316,628	3,401,136

**NEW FRANKLIN SCHOOL
COST CENTER 105**

0102 TEACHER	1,387,867	1,261,990	1,473,792	1,442,692
0106 PARAPROFESSIONAL	-	-	28,667	29,382
0121 SUBSTITUTES PROF SHORT TE	11,507	25,310	11,507	11,507
0122 SUBSTITUTES PROF LONG TER	13,217	6,388	13,217	13,217
0132 OVERTIME - PARA	-	1,137	-	-
0220 F.I.C.A.	129,865	123,788	139,638	137,402
0231 RETIREMENT - NON-TEACHER	17,655	17,697	21,274	21,481
0232 RETIREMENT- TEACHER	262,445	243,597	279,053	273,653
0320 CONTRACT SERVICE;PUPILS	1,800	850	1,800	1,800
0610 GENERAL SUPPLIES	15,535	16,477	16,390	19,790
0641 BOOKS	8,450	6,765	14,420	14,620
0642 SOFTWARE	1,800	-	1,800	2,400
0644 PERIODICALS	1,130	1,342	1,872	1,872
0733 NEW EQUIPMENT	1,500	1,500	1,000	1,000
0737 REPLACEMENT EQUIPMNT	2,000	2,108	2,500	2,500
0810 DUES & FEES	-	-	-	100
0127 SUBSTITUTES NON PROF SHOR	971	36,520	971	971
0114 EXTRA-CURRICULA	10,736	6,972	10,956	10,956
0107 MONITOR	5,156	4,077	5,260	5,260
0105 CLERICAL	42,245	42,667	43,048	43,091
0101 ADMINISTRATIVE	112,990	112,990	122,697	122,697
0131 OVERTIME - CLERICAL	214	412	214	214
0534 POSTAGE	715	452	715	715
0550 PRINTING	300	329	7,926	7,926
0110 CUSTODIAL	109,319	107,185	111,660	112,701
0133 OVERTIME - CUSTODIAL	3,369	4,944	3,369	3,369
0430 REPAIRS & MAINTENANCE	3,015	2,441	250	250
0550 PRINTING	-	-	-	-
Total	2,143,801	2,027,940	2,313,996	2,281,566



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	
MIDDLE SCHOOL					
COST CENTER 108					
0102	TEACHER	2,117,184	2,116,466	2,166,253	2,355,201
0121	SUBSTITUTES PROF SHORT TE	30,182	35,197	30,182	30,182
0122	SUBSTITUTES PROF LONG TER	34,617	23,313	34,617	34,617
0220	F.I.C.A.	216,432	213,401	219,382	235,567
0232	RETIREMENT- TEACHER	409,436	395,823	418,571	462,813
0610	GENERAL SUPPLIES	49,000	39,207	49,035	63,685
0641	BOOKS	28,050	20,721	32,280	30,900
0644	PERIODICALS	4,279	3,093	4,064	4,169
0733	NEW EQUIPMENT	2,150	630	2,000	1,000
0642	SOFTWARE	-	-	-	600
0810	DUES & FEES	1,305	840	1,305	1,320
0127	SUBSTITUTES NON PROF SHOR	2,085	22,548	2,085	2,085
0114	EXTRA-CURRICULA	24,886	24,666	24,176	24,176
0105	CLERICAL	124,214	125,741	127,596	130,629
0231	RETIREMENT - NON-TEACHER	43,132	45,656	44,350	44,990
0106	PARAPROFESSIONAL	27,819	25,997	3,501	13,088
0101	ADMINISTRATIVE	212,937	213,394	217,196	217,195
0534	POSTAGE	2,000	1,646	2,000	2,000
0550	PRINTING	300	-	18,444	18,344
0110	CUSTODIAL	248,072	275,302	255,387	265,405
0133	OVERTIME - CUSTODIAL	6,734	4,953	6,734	6,734
0430	REPAIRS & MAINTENANCE	6,802	9,073	300	300
Total		3,591,616	3,597,665	3,659,458	3,945,000

**SENIOR HIGH SCHOOL
COST CENTER 109**

0122	SUBSTITUTES PROF LONG TER	52,721	127,104	52,721	52,721
0220	F.I.C.A.	474,502	471,736	482,776	507,666
0232	RETIREMENT- TEACHER	905,080	892,190	919,054	995,128
0102	TEACHER	4,834,303	4,845,602	4,907,228	5,106,015
0550	PRINTING	10,800	8,840	60,050	61,250
0610	GENERAL SUPPLIES	51,256	36,937	46,900	57,400
0641	BOOKS	39,386	43,425	26,566	39,889
0644	PERIODICALS	7,548	6,137	7,748	8,015
0733	NEW EQUIPMENT	12,984	16,085	21,760	20,590
0810	DUES & FEES	5,025	5,087	5,205	5,470
0430	REPAIRS & MAINTENANCE	16,560	15,033	500	-
0642	SOFTWARE	10,625	11,357	11,380	12,180
0121	SUBSTITUTES PROF SHORT TE	45,960	89,292	45,960	30,960
0231	RETIREMENT - NON-TEACHER	100,475	97,509	102,183	105,533
0127	SUBSTITUTES NON PROF SHOR	7,489	6,913	7,489	7,489
0114	EXTRA-CURRICULA	39,927	39,731	40,721	44,528
0105	CLERICAL	315,872	321,974	322,120	329,678
0106	PARAPROFESSIONAL	39,080	36,183	52,409	74,719
0111	SECURITY	46,623	45,540	46,623	47,554
0135	OVERTIME - SECURITY	2,615	2,850	2,615	2,615
0320	CONTRACT SERVICE;PUPILS	2,089	1,237	1,839	1,839
0890	MISCELLANEOUS	10,755	12,690	14,000	14,000
0101	ADMINISTRATIVE	339,353	340,366	346,140	440,062
0131	OVERTIME - CLERICAL	2,103	1,508	2,103	2,103
0440	RENTALS	1,692	1,692	1,692	1,692
0534	POSTAGE	7,070	7,070	7,070	7,070
0580	TRAVEL	500	416	500	500
0110	CUSTODIAL	461,177	405,601	469,248	482,286
0133	OVERTIME - CUSTODIAL	15,433	31,353	15,433	15,433
Total		7,859,003	7,921,460	8,020,033	8,474,385



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
ART				
COST CENTER 110				
0102 TEACHER	626,864	553,556	535,800	543,512
0220 F.I.C.A.	47,955	40,977	40,988	41,579
0232 RETIREMENT- TEACHER	108,824	96,097	93,015	96,745
0610 GENERAL SUPPLIES	56,269	55,098	53,231	53,231
0733 NEW EQUIPMENT	2,500	3,620	5,900	3,000
0320 CONTRACT SERVICE;PUPILS	-	-	1,538	2,000
0430 REPAIRS & MAINTENANCE	400	-	1,000	1,000
Total	842,812	749,347	731,472	741,067
MUSIC				
COST CENTER 111				
0320 CONTRACT SERVICE;PUPILS	1,500	1,300	1,500	19,440
0102 TEACHER	521,361	465,686	545,665	679,199
0220 F.I.C.A.	40,260	35,567	42,125	57,119
0232 RETIREMENT- TEACHER	91,361	81,319	95,595	132,847
0610 GENERAL SUPPLIES	10,042	10,029	10,042	18,940
0641 BOOKS	2,350	1,493	2,350	4,241
0737 REPLACEMENT EQUIPMNT	1,000	52	7,000	21,000
0680 UNIFORMS/BOOTS	-	-	-	3,000
0114 EXTRA-CURRICULA	4,909	4,909	5,007	67,432
0550 PRINTING	-	-	-	800
0534 POSTAGE	400	-	400	400
0810 DUES & FEES	625	-	625	3,059
0430 REPAIRS & MAINTENANCE	1,500	1,560	1,500	12,000
0519 TRANSPORTATION	5,450	2,160	5,450	15,150
Total	680,758	604,075	717,259	1,034,627
PHYSICAL EDUCATION				
COST CENTER 112				
0102 TEACHER	685,872	684,420	706,022	952,076
0220 F.I.C.A.	52,470	50,444	54,010	72,833
0232 RETIREMENT- TEACHER	119,067	118,815	122,565	169,468
0610 GENERAL SUPPLIES	8,500	8,233	8,642	10,742
0644 PERIODICALS	142	-	-	200
0320 CONTRACT SERVICE;PUPILS	-	-	-	2,350
0430 REPAIRS & MAINTENANCE	5,120	3,007	5,120	5,120
Total	871,171	864,920	896,359	1,212,789
INSTRUMENTAL MUSIC				
COST CENTER 113				
0102 TEACHER	55,530	112,656	57,623	-
0220 F.I.C.A.	7,796	12,173	8,026	-
0232 RETIREMENT- TEACHER	17,690	25,440	18,215	-
0320 CONTRACT SERVICE;PUPILS	6,440	7,440	6,440	-
0610 GENERAL SUPPLIES	3,900	2,038	3,900	-
0641 BOOKS	1,000	38	1,000	-
0737 REPLACEMENT EQUIPMNT	21,000	20,073	15,000	-
0680 UNIFORMS/BOOTS	2,000	1,804	2,000	-
0810 DUES & FEES	2,434	2,025	2,434	-
0114 EXTRA-CURRICULA	46,373	47,985	47,303	-
0430 REPAIRS & MAINTENANCE	6,700	6,595	6,700	-
0519 TRANSPORTATION	9,700	9,342	9,700	-
Total	180,563	247,609	178,341	-



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	
TECHNICAL CAREERS					
COST CENTER 114					
0102	TEACHER	946,849	883,261	953,797	969,799
0220	F.I.C.A.	84,605	78,968	85,379	86,143
0232	RETIREMENT- TEACHER	184,464	172,892	186,071	192,550
0610	GENERAL SUPPLIES	20,500	22,544	23,650	22,150
0642	SOFTWARE	5,275	5,177	5,700	4,500
0733	NEW EQUIPMENT	5,250	4,627	5,000	3,900
0320	CONTRACT SERVICE;PUPILS	12,070	9,679	11,300	11,300
0440	RENTALS	500	351	500	500
0519	TRANSPORTATION	2,000	3	2,000	2,000
0534	POSTAGE	190	190	190	190
0550	PRINTING	200	284	200	200
0580	TRAVEL	200	192	200	200
0641	BOOKS	1,600	1,078	3,350	5,000
0644	PERIODICALS	345	45	285	335
0114	EXTRA-CURRICULA	6,756	6,756	6,892	8,615
0101	ADMINISTRATIVE	108,973	109,473	111,152	103,332
0105	CLERICAL	43,373	44,804	44,240	44,308
0131	OVERTIME - CLERICAL	-	1,722	-	-
0231	RETIREMENT - NON-TEACHER	4,936	5,295	5,035	4,949
0720	BUILDINGS	-	50,000	-	-
0430	REPAIRS & MAINTENANCE	3,115	3,292	2,800	2,800
Total		1,431,201	1,400,633	1,447,741	1,462,771
ATHLETICS					
COST CENTER 115					
0220	F.I.C.A.	21,518	21,427	22,316	22,396
0320	CONTRACT SERVICE;PUPILS	129,900	137,336	138,000	143,500
0113	COACHING	235,373	231,099	240,120	240,120
0231	RETIREMENT - NON-TEACHER	5,224	6,012	5,869	5,878
0232	RETIREMENT- TEACHER	40,861	10,726	41,685	42,742
0119	UNCLASSIFIED/UNAFFILIATED	-	1,983	-	-
0610	GENERAL SUPPLIES	83,000	83,204	95,000	96,000
0440	RENTALS	27,500	25,821	31,000	32,000
0810	DUES & FEES	16,400	18,804	17,400	20,400
0105	CLERICAL	45,613	49,325	51,286	52,337
0131	OVERTIME - CLERICAL	290	379	290	290
0430	REPAIRS & MAINTENANCE	12,000	4,178	14,000	14,000
0519	TRANSPORTATION	89,530	92,284	95,600	97,000
Total		707,209	682,578	752,566	766,663
DRAMA					
COST CENTER 116					
0610	GENERAL SUPPLIES	5,000	5,275	5,000	-
0102	TEACHER	33,496	33,496	49,287	-
0220	F.I.C.A.	3,696	3,504	4,927	-
0612	RETIREMENT- TEACHER	5,815	-	8,556	-
0641	BOOKS	890	575	890	-
0114	EXTRA-CURRICULA	14,824	15,923	15,122	-
0232	RETIREMENT- TEACHER	2,573	755	2,626	-
0320	CONTRACT SERVICE;PUPILS	11,500	12,978	11,500	-
0550	PRINTING	800	109	800	-
0430	REPAIRS & MAINTENANCE	3,800	3,750	3,800	-
Total		82,394	76,366	102,508	-



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
K-12 COMPUTER				
COST CENTER 117				
0610 GENERAL SUPPLIES	20,000	18,407	17,000	-
0102 TEACHER	192,751	231,880	199,864	-
0220 F.I.C.A.	14,746	17,554	15,289	-
0232 RETIREMENT- TEACHER	33,462	40,254	34,696	-
0642 SOFTWARE	3,000	3,167	3,000	-
0641 BOOKS	1,000	-	1,000	-
0810 DUES & FEES	500	-	500	-
Total	265,459	311,262	271,349	-
HEALTH INSTRUCTION				
COST CENTER 119				
0610 GENERAL SUPPLIES	2,050	2,088	2,100	-
0644 PERIODICALS	250	153	200	-
0320 CONTRACT SERVICE;PUPILS	1,750	1,250	1,750	-
0102 TEACHER	265,688	248,527	219,355	-
0220 F.I.C.A.	20,325	18,191	16,781	-
0232 RETIREMENT- TEACHER	46,124	30,312	38,080	-
Total	336,187	300,521	278,267	-
ENRICHMENT				
COST CENTER 130				
0114 EXTRA-CURRICULA	9,000	2,230	9,000	9,000
0119 UNCLASSIFIED/UNAFFILIATED	-	-	-	54,324
0220 F.I.C.A.	689	157	689	4,844
0232 RETIREMENT- TEACHER	1,562	347	1,562	11,272
0519 TRANSPORTATION	-	7,218	-	-
0580 TRAVEL	-	747	-	-
Total	11,251	10,699	11,251	79,440
DISTRICT -WIDE ASSESSMENT				
COST CENTER 131				
0320 CONTRACT SERVICE;PUPILS	19,435	16,983	19,435	19,435
Total	19,435	16,983	19,435	19,435
ELEMENTARY MATHEMATICS				
COST CENTER 132				
0320 CONTRACT SERVICE;PUPILS	25,000	24,991	25,000	15,000
0641 BOOKS	23,631	22,301	21,631	21,631
0610 GENERAL SUPPLIES	12,874	11,090	12,874	12,874
Total	61,505	58,381	59,505	49,505
HEALTH INSTRUCTION				
COST CENTER 134				
0102 TEACHER	460,392	465,970	409,929	445,467
0220 F.I.C.A.	35,219	34,700	31,359	34,079
0232 RETIREMENT- TEACHER	79,924	72,795	71,164	79,293
0320 CONTRACT SERVICE;PUPILS	800	800	800	800
0550 PRINTING	100	-	100	100
0610 GENERAL SUPPLIES	5,500	4,633	6,000	6,000
0644 PERIODICALS	100	-	105	-



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
0733	NEW EQUIPMENT	1,000	1,520	3,200	4,350
0430	REPAIRS & MAINTENANCE	800	-	500	500
Total		583,835	580,419	523,157	570,589
ELEMENTARY LIBRARY					
COST CENTER 135					
0102	TEACHER	249,945	165,507	-	-
0220	F.I.C.A.	24,374	17,616	-	-
0232	RETIREMENT- TEACHER	43,390	28,867	-	-
0106	PARAPROFESSIONAL	68,667	65,840	-	-
0231	RETIREMENT - NON-TEACHER	6,447	6,440	-	-
0610	GENERAL SUPPLIES	3,055	2,959	-	-
0641	BOOKS	23,784	23,421	-	-
0644	PERIODICALS	1,752	1,730	-	-
Total		421,414	312,380	-	-
MEDIA SERVICES					
COST CENTER 136					
0733	NEW EQUIPMENT	4,375	3,090	4,375	4,375
0320	CONTRACT SERVICE;PUPILS	285	250	285	285
0430	REPAIRS & MAINTENANCE	3,420	2,563	3,420	3,420
0737	REPLACEMENT EQUIPMNT	955	-	955	955
0610	GENERAL SUPPLIES	9,616	13,001	12,796	12,796
0108	TECHNICIAN	61,928	73,222	61,928	63,195
0220	F.I.C.A.	4,737	5,881	4,737	4,834
0231	RETIREMENT - NON-TEACHER	7,047	8,791	7,047	7,059
Total		92,363	106,799	95,543	96,919
SYSTEM-WIDE PSYCHOLOGIS					
COST CENTER 137					
0320	CONTRACT SERVICE;PUPILS	8,783	1,120	8,783	8,783
0102	TEACHER	140,436	98,032	179,829	164,580
0220	F.I.C.A.	10,743	7,419	13,757	12,590
0232	RETIREMENT- TEACHER	24,380	17,018	31,218	29,295
0310	CONTRACT SERVICE;ADMIN	3,000	2,500	3,000	3,000
0610	GENERAL SUPPLIES	1,435	2,816	2,500	2,500
0733	NEW EQUIPMENT	1,957	-	1,957	1,957
Total		190,734	128,906	241,044	222,705
INTERDISCIPLINARY MATRL					
COST CENTER 138					
0733	NEW EQUIPMENT	4,259	124	4,759	4,759
0641	BOOKS	1,879	1,171	1,879	1,879
0610	GENERAL SUPPLIES	13,771	12,208	11,271	11,271
Total		19,909	13,503	17,909	17,909
READING INSTRUCTION					
COST CENTER 139					
0102	TEACHER	566,774	535,167	560,045	575,712
0220	F.I.C.A.	51,624	46,172	51,068	53,037
0232	RETIREMENT- TEACHER	98,392	79,961	97,225	102,477
0320	CONTRACT SERVICE;PUPILS	-	6,875	-	-
0610	GENERAL SUPPLIES	9,855	4,257	9,855	9,855



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
0641 BOOKS	16,812	2,373	13,812	13,812
0104 TUTOR	-	51,473	-	-
0106 PARAPROFESSIONAL	108,051	38,732	107,518	117,581
0231 RETIREMENT - NON-TEACHER	12,296	-	12,236	13,134
0644 PERIODICALS	950	-	950	950
0580 TRAVEL	869	-	869	869
Total	865,623	765,010	853,578	887,427
PUPIL ENTITLEMENT				
COST CENTER 145				
0890 MISCELLANEOUS	3,525	3,006	3,525	3,525
Total	3,525	3,006	3,525	3,525
PEEP				
COST CENTER 150				
0121 SUBSTITUTES PROF SHORT TE	-	915	-	-
0220 F.I.C.A.	23,141	22,852	23,813	24,098
0232 RETIREMENT- TEACHER	41,662	41,661	42,709	44,071
0102 TEACHER	239,987	239,986	246,017	247,592
0106 PARAPROFESSIONAL	62,379	58,252	63,015	65,172
0127 SUBSTITUTES NON PROF SHOR	-	1,076	-	-
0132 OVERTIME - PARA	-	406	-	-
0320 CONTRACT SERVICE;PUPILS	7,310	50,072	7,310	7,310
0610 GENERAL SUPPLIES	950	1,125	950	950
0641 BOOKS	285	-	285	285
0733 NEW EQUIPMENT	475	101	475	475
0105 CLERICAL	129	801	2,250	2,250
0231 RETIREMENT - NON-TEACHER	-	51	-	-
0534 POSTAGE	74	81	74	74
0430 REPAIRS & MAINTENANCE	520	331	-	-
0440 RENTALS	-	-	50,000	-
Total	376,912	417,710	436,898	392,277
SPED ELEMENTARY				
COST CENTER 151				
0127 SUBSTITUTES NON PROF SHOR	4,327	-	2,206	2,206
0220 F.I.C.A.	104,484	100,995	118,154	114,329
0232 RETIREMENT- TEACHER	79,830	93,577	101,113	112,993
0610 GENERAL SUPPLIES	1,433	1,082	2,500	2,500
0641 BOOKS	2,160	457	2,160	2,160
0733 NEW EQUIPMENT	975	668	975	975
0102 TEACHER	423,857	502,186	545,737	597,719
0106 PARAPROFESSIONAL	863,840	778,826	921,295	818,182
0231 RETIREMENT - NON-TEACHER	16,269	20,630	20,866	13,271
0104 TUTOR	37,789	36,584	38,546	39,304
0119 UNCLASSIFIED/UNAFFILIATED	-	13,397	-	-
0320 CONTRACT SERVICE;PUPILS	19,720	47,378	19,720	75,480
0101 ADMINISTRATIVE	35,989	35,989	36,709	37,079
0534 POSTAGE	500	33	500	500
0519 TRANSPORTATION	200	-	200	200
Total	1,591,373	1,631,803	1,810,681	1,816,898



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED	
SPED MIDDLE					
COST CENTER 152					
0102	TEACHER	557,142	633,031	573,564	545,801
0106	PARAPROFESSIONAL	112,600	111,411	116,864	114,458
0127	SUBSTITUTES NON PROF SHOR	6,794	-	6,794	6,794
0220	F.I.C.A.	54,662	58,961	56,145	53,867
0231	RETIREMENT - NON-TEACHER	3,232	3,387	3,314	-
0232	RETIREMENT- TEACHER	103,317	116,508	105,944	103,753
0610	GENERAL SUPPLIES	3,521	1,814	3,521	3,521
0641	BOOKS	570	-	570	570
0642	SOFTWARE	1,000	239	1,000	1,000
0733	NEW EQUIPMENT	665	570	665	665
0114	EXTRA-CURRICULA	2,012	2,012	-	-
0119	UNCLASSIFIED/UNAFFILIATED	-	155	-	-
0320	CONTRACT SERVICE;PUPILS	5,981	5,308	5,981	16,981
0101	ADMINISTRATIVE	35,989	35,989	36,709	37,079
0580	TRAVEL	71	-	71	71
Total		887,556	969,386	911,142	884,560

SPED SECONDARY					
COST CENTER 153					
0102	TEACHER	382,498	283,684	325,497	334,713
0106	PARAPROFESSIONAL	26,138	26,006	26,661	27,336
0122	SUBSTITUTES PROF LONG TER	-	5,386	-	-
0127	SUBSTITUTES NON PROF SHOR	8,492	-	8,492	8,492
0220	F.I.C.A.	38,578	29,469	34,235	34,937
0232	RETIREMENT- TEACHER	73,188	48,989	63,072	65,164
0610	GENERAL SUPPLIES	2,988	1,344	2,988	2,988
0641	BOOKS	570	24	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	-	380	380
0114	EXTRA-CURRICULA	2,012	-	-	-
0119	UNCLASSIFIED/UNAFFILIATED	-	7,135	-	-
0231	RETIREMENT - NON-TEACHER	5,470	5,556	5,579	6,600
0320	CONTRACT SERVICE;PUPILS	7,292	4,637	7,292	7,292
0101	ADMINISTRATIVE	37,079	37,079	37,821	37,080
0105	CLERICAL	48,070	48,220	49,031	49,080
0519	TRANSPORTATION	304	-	304	304
Total		633,154	497,529	562,017	575,031

SPED SPEECH					
COST CENTER 156					
0320	CONTRACT SERVICE;PUPILS				
0102	TEACHER	497,914	491,735	482,442	505,925
0220	F.I.C.A.	38,090	36,590	36,906	38,703
0232	RETIREMENT- TEACHER	86,436	85,365	83,752	90,054
0320	CONTRACT SERVICE;PUPILS	1,500	675	1,500	1,500
0610	GENERAL SUPPLIES	2,705	1,298	2,705	2,705
0641	BOOKS	1,350	1,355	1,350	1,350
Total		627,995	617,017	608,655	640,237



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
OCCUPATIONAL THERAPY COST CENTER 157				
0102 TEACHER	175,580	190,581	196,168	196,169
0220 F.I.C.A.	13,432	14,358	15,007	15,007
0232 RETIREMENT- TEACHER	30,481	25,864	34,055	34,919
0610 GENERAL SUPPLIES	1,050	1,036	1,050	1,050
0641 BOOKS	400	506	400	400
0733 NEW EQUIPMENT	1,640	1,245	1,640	1,640
Total	222,583	233,590	248,320	249,185
ENGLISH SECOND LANGUAGE COST CENTER 159				
0102 TEACHER	223,528	224,964	236,971	256,699
0220 F.I.C.A.	17,100	16,430	18,128	19,637
0232 RETIREMENT- TEACHER	38,804	32,899	41,138	45,692
0610 GENERAL SUPPLIES	664	348	664	664
0641 BOOKS	1,216	-	1,216	1,216
Total	281,312	274,641	298,117	323,908
ADAPTIVE SERVICES COST CENTER 160				
0104 TUTOR	6,500	250	6,500	8,000
0220 F.I.C.A.	497	-	497	612
0231 RETIREMENT - NON-TEACHER	740	-	740	894
0320 CONTRACT SERVICE;PUPILS	1,000	2,103	2,000	3,000
0430 REPAIRS & MAINTENANCE	500	-	500	500
0561 TUITION;LEA IN-STATE	-	180	-	-
0610 GENERAL SUPPLIES	500	-	500	500
Total	9,737	2,533	10,737	13,506
OUT OF DISTRICT TUITION COST CENTER 165				
0320 CONTRACT SERVICE;PUPILS	725,331	996,383	840,331	924,266
0519 TRANSPORTATION	85,732	85,607	77,732	154,732
0564 TUITION	860,269	661,417	840,269	741,609
0561 TUITION;LEA IN-STATE	80,000	142,345	100,000	100,000
0580 TRAVEL	2,040	1,491	2,040	2,040
Total	1,753,372	1,887,243	1,860,372	1,922,647
CENTRAL OFFICE COST CENTER 170				
0121 SUBSTITUTES PROF SHORT TE	10,236	-	10,236	10,236
0122 SUBSTITUTES PROF LONG TER	10,742	-	10,742	10,742
0220 F.I.C.A.	55,761	51,949	65,255	71,088
0102 TEACHER	20,000	18,000	113,200	182,632
0231 RETIREMENT - NON-TEACHER	62,496	62,373	65,675	62,882
0232 RETIREMENT- TEACHER	27,102	25,741	48,690	61,351
0127 SUBSTITUTES NON PROF SHOR	709	-	709	709
0119 UNCLASSIFIED/UNAFFILIATED	-	-	-	69,432
0101 ADMINISTRATIVE	400,926	399,438	415,725	418,749
0105 CLERICAL	283,189	284,663	299,291	303,094
0131 OVERTIME - CLERICAL	2,278	1,269	2,278	2,278
0310 CONTRACT SERVICE;ADMIN	199,075	191,603	155,624	149,164
0440 RENTALS	1,600	3,633	1,600	1,600



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
0534 POSTAGE	5,800	5,149	5,800	5,800
0540 ADVERTISING	2,775	3,322	2,775	2,775
0550 PRINTING	3,000	2,425	8,000	10,500
0580 TRAVEL	1,965	-	1,965	1,965
0610 GENERAL SUPPLIES	7,635	3,908	7,635	7,635
0642 SOFTWARE	9,805	5,424	9,805	24,805
0644 PERIODICALS	1,000	915	1,000	1,000
0737 REPLACEMENT EQUIPMNT	2,150	389	2,150	2,150
0810 DUES & FEES	4,650	7,164	4,650	6,179
0840 CONTINGENCY	39,256	202,457	85,050	85,050
0110 CUSTODIAL	500	-	500	500
0430 REPAIRS & MAINTENANCE	5,210	3,067	250	250
Total	1,157,860	1,272,888	1,318,605	1,492,566

SCHOOL BOARD

COST CENTER 171

0109 SCHOOL BOARD	14,000	13,700	14,000	14,000
0131 OVERTIME - CLERICAL	3,000	1,386	3,000	3,000
0220 F.I.C.A.	1,301	1,150	1,301	1,301
0231 RETIREMENT - NON-TEACHER	341	158	341	335
0310 CONTRACT SERVICE;ADMIN	3,000	-	3,000	3,000
0610 GENERAL SUPPLIES	-	40	-	-
0810 DUES & FEES	6,375	5,714	6,375	6,375
0840 CONTINGENCY	2,350	4,110	2,350	2,350
Total	30,367	26,257	30,367	30,361

TECHNOLOGY PLAN

COST CENTER 177

0610 GENERAL SUPPLIES	26,173	21,123	26,173	26,173
0532 DATA LINES	42,000	20,588	42,000	42,000
0310 CONTRACT SERVICE;ADMIN	7,265	4,301	7,265	27,265
0642 SOFTWARE	69,999	70,931	69,999	69,999
0734 NEW INFO SYSTEMS EQUIPMNT	106,218	178,372	207,073	194,084
0580 TRAVEL	620	894	620	620
0720 BUILDINGS	22,895	14,028	22,895	22,895
0430 REPAIRS & MAINTENANCE	22,450	10,842	22,450	22,450
0108 TECHNICIAN	397,816	402,174	412,049	412,824
0220 F.I.C.A.	30,433	30,124	31,522	31,581
0231 RETIREMENT - NON-TEACHER	34,867	35,365	36,270	35,698
0232 RETIREMENT- TEACHER	15,872	15,868	16,189	16,596
0890 MISCELLANEOUS	2,000	2,000	2,000	2,000
Total	778,608	806,611	896,505	904,185

DATA PROCESSING

COST CENTER 178

0108 TECHNICIAN	56,879	68,268	69,579	69,580
0220 F.I.C.A.	4,351	5,200	5,324	5,323
0231 RETIREMENT - NON-TEACHER	6,473	7,769	7,763	7,772
0310 CONTRACT SERVICE;ADMIN	44,540	43,179	47,340	62,340
0610 GENERAL SUPPLIES	378	160	378	378
Total	112,621	124,576	130,384	145,393

LARGE EQUIPMENT

COST CENTER 179

0733 NEW EQUIPMENT	65,921	17,016	-	-
0440 RENTALS	-	40,112	-	-
Total	65,921	57,128	-	-



		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
TRAVEL - IN DISTRICT					
COST CENTER 180					
0220	F.I.C.A.	2,240	1,865	2,240	2,241
0580	TRAVEL	29,292	27,803	29,292	29,292
Total		31,532	29,668	31,532	31,533
WELLNESS					
COST CENTER 182					
0102	TEACHER	-	-	54,324	67,671
0220	F.I.C.A.	-	854	4,156	8,061
0232	RETIREMENT- TEACHER	-	-	9,431	18,756
0119	UNCLASSIFIED/UNAFFILIATED	-	11,169	-	37,705
0310	CONTRACT SERVICE;ADMIN	900	-	-	-
0596	CONF & MTGS OUT OF DISTRI	200	-	-	-
0610	GENERAL SUPPLIES	900	-	-	1,000
Total		2,000	12,024	67,910	133,193
PROPERTY INSURANCE					
COST CENTER 183					
0520	INSURANCE	139,820	139,820	125,913	110,815
Total		139,820	139,820	125,913	110,815
TELEPHONE					
COST CENTER 184					
0531	TELEPHONE;VOICE	43,876	29,032	43,876	32,876
0430	REPAIRS & MAINTENANCE	11,775	18,685	11,775	11,775
Total		55,651	47,717	55,651	44,651
ATHLETIC FIELDS					
COST CENTER 187					
0111	SECURITY	-	200	-	-
0220	F.I.C.A.	-	15	-	-
0231	RETIREMENT - NON-TEACHER	-	23	-	-
0310	CONTRACT SERVICE;ADMIN	35,495	53,298	34,635	44,635
0410	WATER/SEWAGE	6,508	11,990	7,368	8,368
0430	REPAIRS & MAINTENANCE	11,457	8,234	11,457	12,957
0610	GENERAL SUPPLIES	5,000	3,272	5,000	5,800
0890	MISCELLANEOUS	15,000	12,000	15,000	11,700
Total		73,460	89,032	73,460	83,460
MAINTENANCE					
COST CENTER 188					
0112	MAINTENANCE	224,800	219,100	242,466	283,122
0134	OVERTIME - MAINTENANCE	22,000	41,960	22,000	22,000
0220	F.I.C.A.	18,880	19,719	20,232	23,342
0231	RETIREMENT - NON-TEACHER	28,086	30,060	30,096	33,960
0310	CONTRACT SERVICE;ADMIN	55,800	65,015	57,461	61,461
0420	CLEANING/PLOWING	13,080	18,648	13,080	13,080
0430	REPAIRS & MAINTENANCE	377,177	665,793	508,678	551,882
0626	GASOLINE	13,000	9,685	12,500	12,500
0840	CONTINGENCY	9,050	10,564	9,050	10,550
0610	GENERAL SUPPLIES	73,259	85,169	80,597	80,620
0733	NEW EQUIPMENT	1,550	-	1,550	1,550
0737	REPLACEMENT EQUIPMNT	1,525	17,689	1,525	1,525
Total		838,207	1,183,401	999,235	1,095,592



	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
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**ENERGY
COST CENTER 189**

0410 WATER/SEWAGE	89,757	83,322	98,757	98,757
0621 NATURAL GAS	382,353	294,158	340,353	322,607
0622 ELECTRICITY	832,943	653,156	765,943	712,901
0623 FUEL OIL	786	-	786	786
Total	1,305,839	1,030,636	1,205,839	1,135,051

**PUPIL TRANSPORTATION
COST CENTER 195**

0519 TRANSPORTATION	880,348	799,759	890,544	913,152
0890 MISCELLANEOUS	(150,000)	(150,000)	(100,000)	(50,000)
0310 CONTRACT SERVICE;ADMIN	1,000	-	2,500	3,000
0519 TRANSPORTATION	149,250	157,778	150,250	151,920
0519 TRANSPORTATION	17,700	22,721	17,700	23,000
0519 TRANSPORTATION	7,600	9,134	7,600	9,000
0519 TRANSPORTATION	3,600	2,865	9,567	9,806
0519 TRANSPORTATION	27,700	20,287	27,700	25,000
0519 TRANSPORTATION	2,100	16,207	5,800	16,200
0519 TRANSPORTATION	-	-	-	-
Total	939,298	878,751	1,011,661	1,101,078

TOTAL SCHOOL DEPARTMENT	46,573,529	46,573,031	48,086,136	49,750,427
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Non-Operating Expenditures

Non-Operating expenditures consist of funding required for expenditures that are not directly attributed to the day to day operations of any one particular department.

Debt Related Services

Appropriations associated with principal and interest payments of issued long-term debt for the upcoming fiscal year, projected new bond payments, and bond issuance related expenditures.

Overlay

Appropriation for tax abatements.

Property & Liability Insurance

Property and liability coverage for all departments within the General Government, Police and Fire Department. The School Department appropriates Property & Liability premium separately.

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.

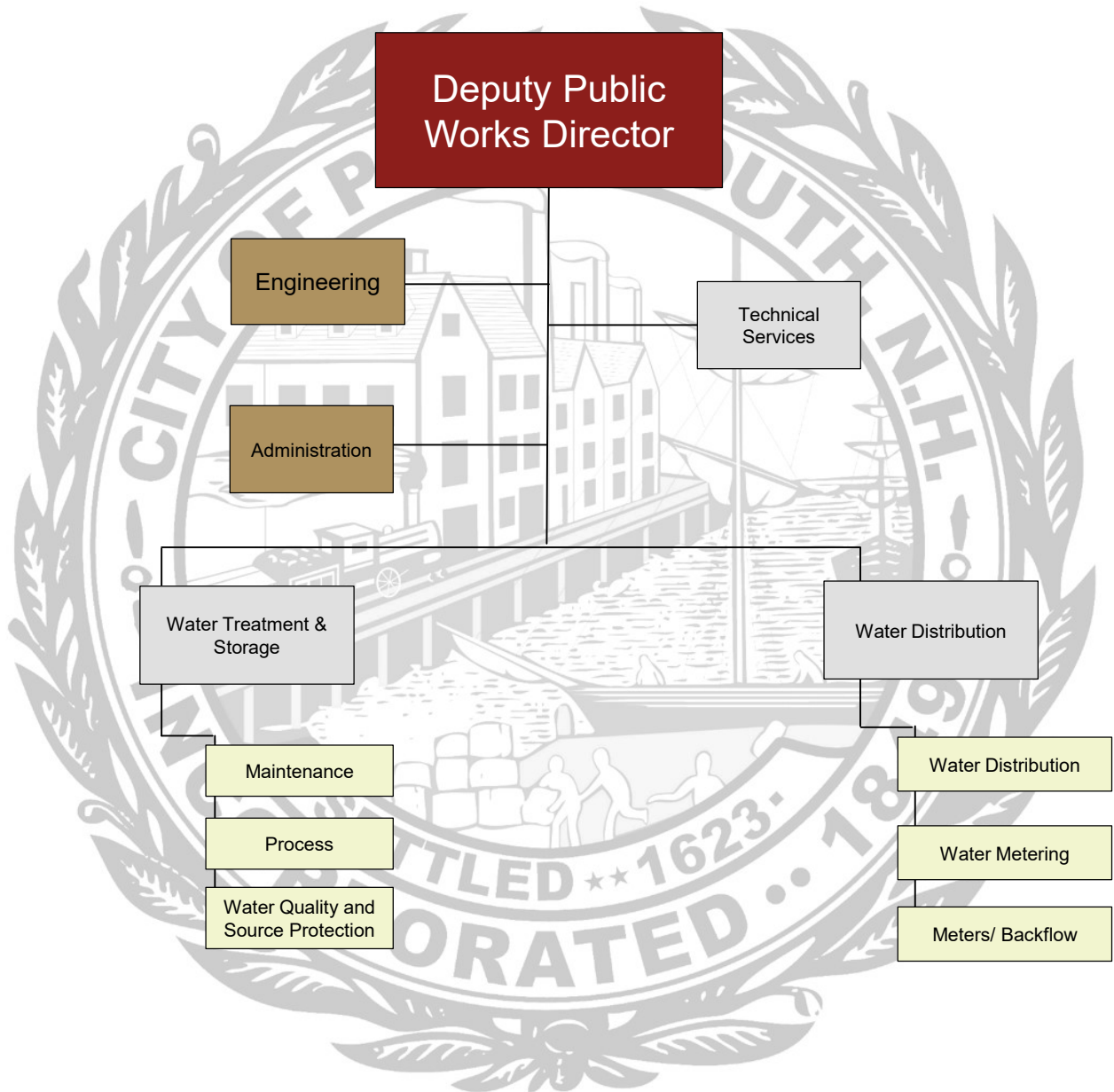


		FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
NON-OPERATING					
DEBT RELATED SERVICES					
034002	PROF SERVICE-BANK SERVICE	125,000	48,417	122,000	122,000
098101	INTEREST-TANS	150,000	15,971	150,000	150,000
TAN	Total	275,000	64,387	272,000	272,000
DEBT SERVICE					
098001	PRINICIPAL-BONDED DEBT	9,670,540	9,670,540	10,127,905	9,577,617
098010	PROJECTED NEW BOND PAYMNT	317,060	-	187,218	2,785,563
098102	INTEREST-BONDED DEBT	3,097,554	3,097,554	3,288,589	2,914,754
DEBT SERVICE	Total	13,085,154	12,768,094	13,603,712	15,277,934
OVERLAY					
01-735-320-51-100-650					
081002	OVERLAY	950,000	950,000	1,000,000	1,000,000
OVERLAY	Total	950,000	950,000	1,000,000	1,000,000
PROPERTY & LIABILITY INS					
01-738-350-51-100-409					
048001	PROPERTY INS-DEDUCTIBLES	6,000	7,000	6,000	6,000
048002	PROPERTY INSURANCE	357,376	358,199	357,376	375,245
PROPERTY	Total	363,376	365,199	363,376	381,245
COUNTY TAX					
01-737-360-51-100-675					
081003	COUNTY TAX	5,466,000	5,629,133	5,741,466	5,741,466
COUNTY TAX	Total	5,466,000	5,629,133	5,741,466	5,741,466
CONTINGENCY					
01-734-310-51-100-411					
081001	CONTINGENCY	250,000	250,000	300,000	300,000
CONTINGENCY	Total	250,000	250,000	300,000	300,000
ROLLING STOCK					
01-738-350-51-100-409					
099002	ROLLING STOCK	761,900	761,900	777,720	795,010
091009	TRANSFER-ROLLING STOCK SW	-	-	-	150,000
ROLLING STOCK	Total	761,900	761,900	777,720	945,010
IT EQUIPMENT REPLACEMENT					
01-738-350-51-100-409					
074041	IT UPGRADES/REPLACEMENTS	650,658	650,658	740,908	1,013,428
IT EQUIPMENT	TOTAL	650,658	650,658	740,908	1,013,428
CAPITAL OUTLAY					
01-795-370-00-100-452					
070000	CAPITAL OUTLAY	1,985,000	1,985,000	1,635,000	1,810,000
CAPITAL OUTLAY	TOTAL	1,985,000	1,985,000	1,635,000	1,810,000
USE OF BOND PREMIUM					
01-738-350-51-100-409					
072032	MUNICIPAL COMPLEX	1,269,148	1,269,148	1,286,114	-
071009	PURCHASE OF LAND	-	-	-	-
FUND BALANCE	TOTAL	1,269,148	1,269,148	1,286,114	-
OTHER GENERAL NON-OPERATING					
01-738-350-51-100-409					
031005	LANDFILL CLOSURE MONITORI	76,000	76,000	150,000	370,000
032009	PROPERTY VALUATION SERVIC	150,000	150,000	150,000	163,500
099006	COPIER LEASE	50,000	28,986	50,000	50,000
099007	LEASES	12,942	12,942	13,312	13,731
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	192,375	192,375	213,750	235,125
OTHER NON-OPER/	Total	491,317	470,302	587,062	842,356
TOTAL NON-OPERATING		25,547,553	25,163,822	26,307,358	27,583,439



Water Division

Enterprise Funds



Water Department Mission

The Portsmouth Water Division is a regional water system serving the communities of Portsmouth, Greenland, New Castle, Newington and portions of Durham, Madbury and Rye. The Division strives to provide quality drinking water and an adequate supply of water for fire protection and other customer needs. Through professionalism, expertise and efficient work practices, the division seeks to maintain and develop a sound infrastructure using the latest available cost effective treatment technologies and methods of production, storage and distribution. The division is committed to high environmental standards, the efficient use of water resources and controls through respect for natural resources and adaptation to the built environment.

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Deputy City Manager	0.1	0.1	0.1
Assistant City Manager	0.2	0.2	0
Deputy Public Works Director	0.5	0.5	0.5
City Engineer	0.5	0.5	0.5
Operations Manager	0.25	0.25	0.25
Facilities Manager	0.0	0.25	0.25
Public Information Officer	0.3	0.3	0.3
Assistant City Engineer/Planning	0	0.50	0.50
Assistant City Engineer	0.5	0.5	0.5
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25
Administrative Assistant II	0	0	0.25
Administrative Assistant I	0.25	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5
Dispatcher	0.25	0.25	0.25
SCADA Manager	0.5	0.5	0.5
Process Instrumentation Tech	0	0	0.5
GIS Manager	0	0.5	0.5
GIS Coordinator	0.5	0	0
GIS Stormwater Tech	0	0.5	0.5
GIS Specialist II	0	0	0.5
CAD Technician	0.5	0.5	0.0
Water Supply Operations Manager	1	1	1
Chief Plant Operator	0	1	1
Water Quality Specialist	1	1	1
Asst. Chief Plant Operator	1	0	0
Treatment Operations Foreman	0	0	1
Plant Operator 1	5	5	5
General Foreman	0.5	0.5	0.5
Water Foreman	1	1	1
Asset Management Coordinator	0	0.5	0.5
W/S Meter Billing Foreman	0.5	0	0
Assistant Foreman W/S	0	1	1
Equipment Operator 2	1	1	1
Equipment Operator 1	1	1	1
Utility Mechanic	4.0	3.3	3.8
Laborer	2	2	2
Meter Reader	0.5	0.5	0
Truck Driver 1	0.3	0	0
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0	0.3	0.3
Equipment Mechanic	1.2	0.9	0.9
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.3
Totals Full Time	26.45	27.70	29.25

Positions Part-Time	FY18	FY19	FY20
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25





Water Division – Enterprise Fund

Services Overview

- ✓ Water Assistance Programs
- ✓ Water Production
- ✓ Water Storage
- ✓ Water Distribution

The Water Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Water Division for FY20.

Budget Summary of Expenditures

WATER DEPARTMENT	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SALARIES	1,481,328	1,520,857	1,603,258	1,709,779
PART-TIME SALARIES	41,143	20,014	41,260	41,559
OVERTIME	79,800	121,545	79,800	79,800
LONGEVITY	10,593	10,370	11,471	12,033
HEALTH INSURANCE	472,000	400,963	483,000	556,390
DENTAL INSURANCE	29,100	45,802	27,670	34,000
INSURANCE REIMBURSEMENT	12,000	9,842	12,809	8,568
LEAVE AT TERMINATION	30,000	15,699	30,000	50,000
WORKERS' COMPENSATION	24,035	24,035	24,035	19,340
RETIREMENT	178,863	186,435	194,294	202,197
OTHER BENEFITS	164,023	215,276	233,014	237,278
COLLECTIVE BARGAINING CONTINGENCY	1,255	-	-	66,200
<i>Contractual Obligations</i>	2,524,140	2,570,838	2,740,611	3,017,144
CHEMICALS	350,000	282,415	325,000	340,000
REPAIRS & MAINTENANCE	258,550	302,600	230,250	231,900
ELECTRICITY	337,100	302,760	303,600	324,700
NATURAL GAS	-	-	-	500
PROPANE & FUEL OIL	29,212	31,447	29,212	29,212
GASOLINE & DIESEL	41,000	34,628	41,000	42,000
ADMINISTRATIVE OVERHEAD	580,231	580,231	593,156	650,676
SLUDGE/GRIT REMOVAL	125,000	124,366	130,000	145,000
PROF CONTRACTED SERVICES	234,450	249,930	252,950	238,280
INTEREST ON DEBT	1,048,660	1,039,677	1,078,930	1,119,680
PROPERTY TAXES	125,500	124,086	125,500	125,500
DEPRECIATION	1,780,000	1,701,629	1,850,000	2,095,000
EQUIPMENT	61,750	72,359	99,750	114,750
STOCK MATERIALS	262,700	253,083	263,700	263,700
ASSISTANCE PROGRAM	5,000	2,080	5,000	5,000
OTHER OPERATING	357,902	396,176	357,065	337,759
<i>Other Operating</i>	5,597,055	5,497,468	5,685,113	6,063,657
TOTAL FULL ACCRUAL BASIS	8,121,195	8,068,306	8,425,724	9,080,801
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(30,000)	(30,000)	(90,500)	(86,400)
CAPITAL OUTLAY	1,120,000	1,120,000	500,000	200,000
DEPRECIATION	(1,780,000)	(1,780,000)	(1,850,000)	(2,095,000)
PRINCIPAL-BONDED DEBT	2,142,528	2,142,528	2,252,528	2,392,528
ACCRUED INTEREST ADJ	27,002	27,002	19,457	(11,335)
PROJECTED PRINCIPAL DEBT	112,500	112,500	185,000	160,000
ROLLING STOCK	210,000	210,000	472,000	470,000
CASH ADJUSTMENT	1,802,030	1,802,030	1,488,485	1,029,793
TOTAL CASH REQUIREMENTS	9,923,225	9,870,336	9,914,209	10,110,594



Rate Stabilization Model and Rate Structure

When establishing the FY20 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 FY20 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 FY20 user rates reflect a 2% increase from the FY19 rates.

The rate increase of 2% for FY20 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 \$4.23 to \$4.32, the rate for the consumption over 10 units per month will be increased from \$5.10 to \$5.20.

The proposed water rates include \$2.87 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

FY20 Proposed Water Rates	
	Proposed Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$2.87
1st Tier water service rate	\$1.45
Total First Tier Rate	\$4.32
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$2.87
2nd Tier water service rate	\$2.34
Total Second Tier Rate	\$5.20
Irrigation Meter Rate	
1st Tier water service rate [0 - 10 units]	\$5.20
2nd Tier water service rate [11- 20 units]	\$9.81
3rd Tier water service rate [over 20 units]	\$12.11

The meter charge for FY20 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 2018 water consumption data. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial and residential customers. The 2012 analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Analysis of the 2018 data showed that these customers are still using 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

FY20 Water Rate

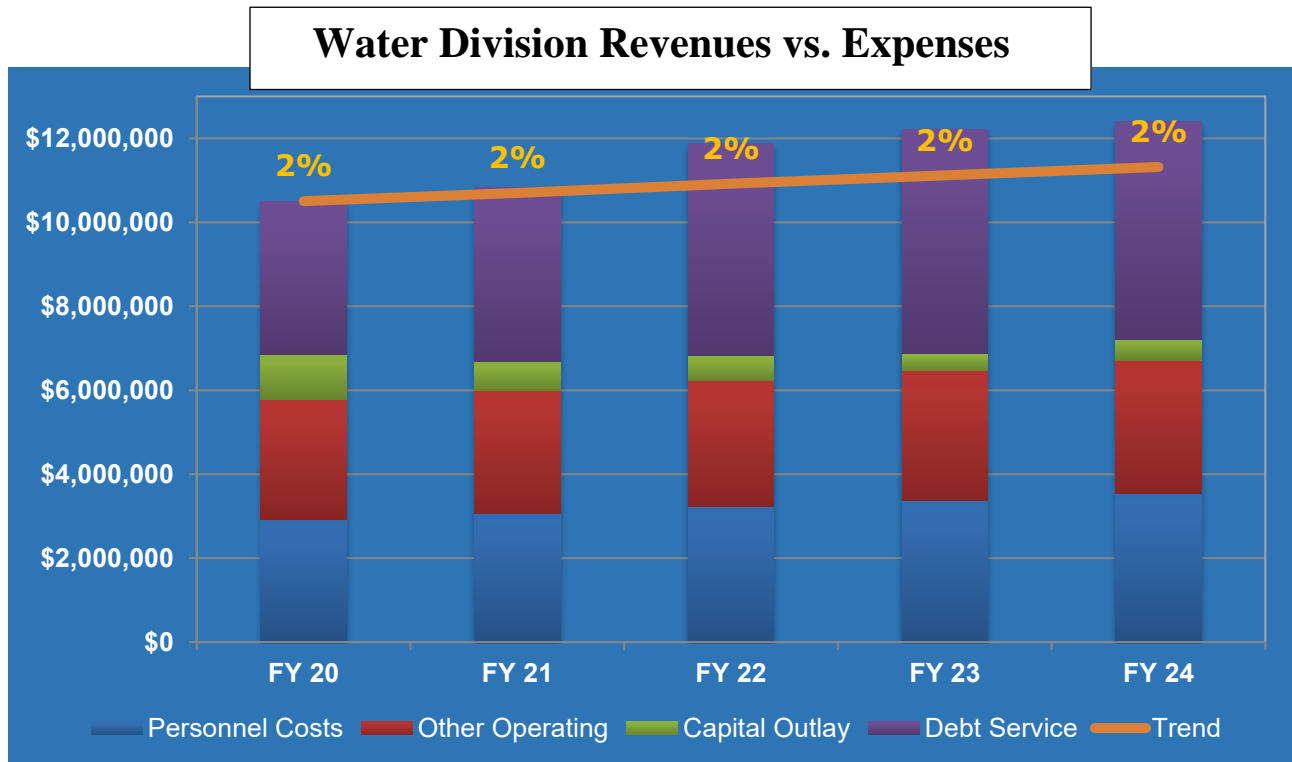
Average Residential Customer Bill
 Monthly Consumption in units
 (1unit = 100 cf = 748 gallons)

	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$2.87	5	\$14.35
1st Tier water service rates	\$1.45	5	\$7.25
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
Total Monthly Charge			\$26.55
Total Annual Charge			\$318.60

Average Daily Cost for Single Family Residential water customer = \$0.88

Rate Projections

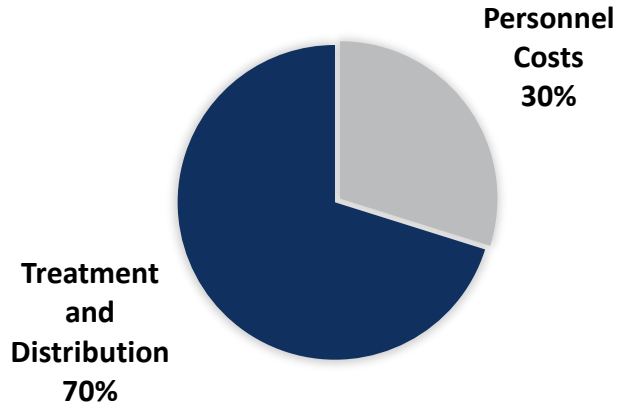
The following graphic provides the latest analysis of an annual projected rate increase of 2% from FY20 to FY24 as recommended by the Water and Sewer Rate model. The model includes projected operational costs in future years and also outlines anticipated debt service related to capital projects as approved annually in the City's Capital Improvement Plan.



Operating Costs – Cash Basis

Personnel costs represent 30% of the total cash requirements, while the remaining 70% represent costs related to the treatment and distribution of the water supply and facilities, which includes capital outlay and repayment of debt.

The City's Water Division continues to make significant changes to the operation of the system since the construction of the water treatment facility in Madbury in 2011. This LEED Silver Certified facility was designed to ensure a more sustainable operation of the water system's surface and groundwater sources of supply. Operations staff have successfully been able to utilize their surface and groundwater sources in an integrated manner which optimizes the use of surface water when quality and quantity is adequate and groundwater during peak operating periods. All of this information, combined with monthly tracking of weather, precipitation and water demand trends is updated and reported monthly through the City's Water Supply Update (<https://www.cityofportsmouth.com/publicworks/water/supply-status>)



Capital Projects

The table represents capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

These projects will be funded through water revenues.

Capital Outlay

<u>Project Name</u>	<u>Amount</u>
Well Stations Improvements	100,000
New Groundwater Service	100,000
TOTALS	\$200,000

Rolling Stock

<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
Transit Van	30,000
7400 SBA 6 Wheel w/plow & wing [year 1 of 2]	80,000
Loader/Backhoe (Year 2 of 3 funding)	50,000
10 Wheel Dump Truck (Year 3 of 3 funding)	120,000
Wheeled Excavator	65,000
Misc Equipment	125,000
TOTALS	\$470,000



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 FY20 expenses.

<i>WATER RATE CALCULATION</i>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	5,539,471	5,539,471
Property Taxes	125,500	125,500
Equipment & Minor Capital needs	114,750	114,750
Depreciation	2,095,000	
Interest on Debt	1,119,680	1,119,680
Accrued Interest		(11,335)
Principal on Debt		2,392,528
Projected Principal Debt		160,000
OPEB Liability	86,400	
Capital Projects		200,000
Rolling Stock		470,000
BUDGET RESOLUTION	9,080,801	
CASH REQUIREMENT		10,110,594
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	1,020,356	1,020,356
Special Agreements	1,531	1,531
Household Hazardous Waste	0	0
Meter Charges	704,348	704,348
Interest on Investments	300,000	300,000
Other Utility Revenue	212,635	212,635
<i>Sub Total</i>	2,238,870	2,238,870
Other Financing Sources-Cash		
Special Agreements		42,000
Strawbery Banke Agreement Principal		2,252
Bond Premium Amortization	171,673	
<i>Sub Total</i>	171,673	44,252
FULL ACCRUAL REVENUES	2,410,543	
ESTIMATED CASH		2,283,122
Required to be raised by User Rates		7,827,472
Rate Stabilization Reserve		395,199
TO BE RAISED BY USER RATES		\$8,222,671



User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,648,450	
Capital related Expenses	\$2.87	4,726,072

WATER METER RATES

TWO TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	471,916		
Rate/Anticipated Revenue		\$1.45	684,640
Capital Related Expenses		\$2.87	1,352,974
Total Tier 1 [0 - 10 units]		\$4.32	2,037,614
Billable Units at Tier 2	1,154,820		
Rate/Anticipated Revenue		\$2.34	2,696,552
Capital Related Expenses		\$2.87	3,310,845
Total Tier 2 [over 10 units]		\$5.20	6,007,397
Total Estimated User Revenues:	1,626,736		8,045,010

IRRIGATION METER RATES

THREE TIER INCLINING RATE STRUCTURE		(1 Unit equals 748 gallons of water)	
Billable Units at Tier 1	10,668		
Rate/Anticipated Revenue		\$2.34	24,910
Capital Related Expenses		\$2.87	30,585
Total Tier 1 [0 - 10 units]		\$5.20	55,496
Billable Units at Tier 2	5,027		
Rate/Anticipated Revenue		\$6.94	34,880
Capital Related Expenses		\$2.87	14,412
Total Tier 2 [11-20 units]		\$9.81	49,292
Billable Units at Tier 3	6,019		
Rate/Anticipated Revenue		\$9.24	55,616
Capital Related Expenses		\$2.87	17,257
Total Tier 3 [over 20 units]		\$12.11	72,873
Total Estimated User Revenues:	21,714		177,660
Total Estimated User Consumption and User Revenues	1,648,450		\$8,222,671

Total Estimated Consumption	1,648,450	Total to be raised by user rates	\$8,222,671
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Programs and Services

Water Assistance Programs- Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of \$300 for a financial hardship.



Water Production- Provide water production for two pressure zones supplying Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Operate and maintain Bellamy Reservoir (surface water supply).
- Operate and maintain 6 wells in Portsmouth pressure zone and 2 wells on Pease International Tradeport pressure zone (groundwater supply).
- Operate and maintain Madbury Water Treatment Facility and laboratory.
- Increase public awareness of best practices in watershed management near the Bellamy Reservoir. Coordinate this effort with local communities.
- Continue to develop inter-municipal and interconnection agreements with adjacent water systems to provide response to water system emergencies. Current interconnections exist with the Rye Water District. Portsmouth is currently investigating options for an interconnection with Dover.

Water Storage- Provide water storage capacity to meet peak water demands.

- Operate and maintain 5 storage tanks in two pressure zones.

Water Distribution- Provide water distribution to service Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Provide drinking water supply.
- Provide water for fire protection.
- Operate and maintain 190 miles of system piping ranging from 2” to 24”.
- Maintain 8,528 services from the main in the street to curb shutoff, install new services.
- Maintain and install hydrants (including biannual flushing program).
- Maintain, install, and read water meters and monitor them via the automated meter reading system infrastructure.
- Maintain and exercise valves.
- Perform backflow testing annually at low hazard facilities and twice a year at high hazard facilities.
- Produce annual quality report and continued customer outreach through website updates, news releases and facility tours.

Technical Services- Provide technical services to water division

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field survey work.
- Perform engineering inspections for water construction projects.
- Administer and operate the backflow and source water protection programs.
- Maintain and update the inventory of water system assets to utilize with ongoing maintenance and capital planning.

Goals and Objectives

Goal #1:

Continue operations based on conjunctive approach to water management balancing.

Objectives:

- ✓ Implement recommendations of the Water Supply Master Plan Study of water availability and conjunctive management to optimize the efficient use of the water systems surface and groundwater supplies.
- ✓ Continue to encourage and implement water efficiency measures through customer outreach and water efficiency programs, including the Water Efficiency Rebate Program which started in December 2014, the EPA’s WaterSense



	<p>program and the new irrigation meter ordinance.</p> <ul style="list-style-type: none"> ✓ 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

	FY17	FY18	FY19 (Est.)	FY20 (Projected)
Percent of unaccounted for water (Water Balance)	13.9%	14.0%	12.0%	10.0%
Number of water main breaks	22	20	20	20
Leak detections performed (miles)	49	65	60	60
Leaks Detected and Repaired	6	5	3	5
Precipitation (inches – water year – Oct to Sept)	48.6	36.2	49.9	48.5
Million Gallons Delivered (Surface and Groundwater)	1,531	1,604	1,600	1,625
Millions Gallons of Groundwater Treated	625	643	650	665
Millions Gallons of Surface Water Treated	906	961	950	960
Customer Water Meter Replacements	492	624	524	600
Backflow Prevention Device Tests	2,417	2,423	2,425	2,430
Water Efficiency Rebates – Low Flow Toilets	368	161	150	150
Water Efficiency Rebates – Washing Machines	24	26	25	25
Single-Family Res. (Average Gals. per month) *	3,834	3,834	3,834	3,834
Single-Family Res. (Average Units billed per month) *	5	5	5	5

* Note: Water Consumption analysis performed on 2012 and 2018 water use data. Next update will utilize 2021 consumption data.



FY20 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 245	E	①	DEPUTY PW DIRECTOR	60,150
PMA GRADE 21	E	③	FACILITIES MANAGER	24,718
NON GRADE 16	E	③	OPERATIONS MANAGER	19,397
PMA GRADE 13	E	⑥	PUBLIC INFORMATION OFFICER	20,130
PMA GRADE 11	G	⑦	FINANCE ASSISTANT	15,961
PMA GRADE 11	C	③	ADMIN ASSIST II	13,832
PMA GRADE 9	6A/6B	③	ADMIN ASSIST I	11,688
1386B GRADE 7	7G/5H	③	ADMIN CLERK	12,302
1386 GRADE 7	F	③	DISPATCHER	11,747
1386B GRADE 5	E	①	COLLECTIONS / BILLING CLERK	21,496
NON GRADE 7	E	③	SPECIAL PROJECT COORDINATOR	12,599
SMA GRADE 14	3.5D/8.5E	⑤	EQUIPMENT MAINTENANCE FOREMAN	20,925
SMA GRADE 12	9A/3B	⑤	LEAD MECHANIC	16,804
1386 GRADE 9	1.5C/10.5D	⑤	EQUIPMENT MECHANIC	14,315
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,949
1386 GRADE 9	2C/10D	⑤	EQUIPMENT MECHANIC	14,286
1386 GRADE 7	G	⑤	UTILITY MECHANIC	14,484
1386 GRADE 7	2C/10D	⑤	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,974
			<u>EDUCATION STIPENDS</u>	<u>2,192</u>
			<u>TOTAL ADMINISTRATION</u>	<u>349,843</u>
<u>ENGINEERING</u>				
PMA GRADE 23	E	①	ENGINEER SUPERVISOR	54,504
PMA GRADE 18	2.5D/9.5E	①	ASST. ENGINEER/PLANNER	42,323
PMA GRADE 16	.5A/11.5B	①	ASSISTANT CITY ENGINEER	33,503
PMA GRADE 16	E	①	SCADA MANAGER	38,794
PMA GRADE 16	F	①	GIS MANAGER	39,861
		④	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	
PMA GRADE 16	G			20,329
PMA GRADE 9	B	⑨	GIS STORMWATER TECH	23,938
PMA GRADE 9	D	①	GIS SPECIALIST	26,355
			<u>EDUCATION STIPENDS</u>	<u>1,178</u>
			<u>TOTAL ENGINEERING</u>	<u>280,785</u>
<u>WATER SUPPLY AND TREATMENT</u>				
PMA GRADE 21	7D/5E		WATER RESOURCES MANAGER	96,149
SMA GRADE 16	.5C/11.5D		CPO	74,149
PMA GRADE 12	A	①	PROCESS INSTRUMENTATION TECH	26,481
PMA GRADE 11	6A/6B		WATER QUALITY SPECIALIST	51,489
1386 GRADE 10	10F/2G		PLANT OPERATOR	54,557
1386 GRADE 10	10F/2G		PLANT OPERATOR	54,557
1386 GRADE 10	10E/2F		PLANT OPERATOR	53,096
1386 GRADE 10	10E/2F		PLANT OPERATOR	53,096
1386 GRADE 10	10F/2G		PLANT OPERATOR	54,557
			<u>EDUCATION STIPENDS</u>	<u>1,571</u>
			<u>ON CALL MONITORING</u>	<u>31,600</u>
			<u>TOTAL WATER SUPPLY AND TREATMENT</u>	<u>551,302</u>
<u>DISTRIBUTION</u>				
SMA GRADE 15	E	①	GEN FOREMAN	37,148
SMA GRADE 14	7.5F/4.5G	①	ASSET MANAGEMENT COORDINATOR	36,740
SMA GRADE 13	F		WATER FOREMAN	69,278
1386 GRADE 10	3C/9D		ASSISTANT FOREMAN	49,774
1386 GRADE 9	F		EQUIP OPER II	51,741
1386 GRADE 8	C		EQUIP OPER I	43,587
1386 GRADE 7	4C/8D		UTILITY MECHANIC	42,903
1386 GRADE 5	C		LABORER	37,708
1386 GRADE 5	4C/8D		LABORER	38,953
			<u>ON CALL DIFFERENTIAL</u>	<u>1,240</u>
			<u>TOTAL DISTRIBUTION</u>	<u>409,072</u>
<u>METERS</u>				
1386 GRADE 7	G	⑧	UTILITY MECHANIC	36,209
1386 GRADE 7	F	①	UTILITY MECHANIC	23,494
1386 GRADE 7	G	⑧	UTILITY MECHANIC	36,209
1386 GRADE 7	E	①	UTILITY MECHANIC	22,865
			<u>TOTAL METERS</u>	<u>118,777</u>



FY20 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
			TOTAL FULL TIME	1,709,779
NON GRADE 5	A	③	SECRETARY (25HRS/WK)	6,279
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	29,409
			TOTAL PART TIME	41,559
			TOTAL DEPARTMENT	1,751,338
ADDITIONAL PERSONNEL				
SMA GRADE 14	A		TREATMENT OPERATION FOREMAN	58,313
			FUNDED BY THE AIR FORCE	
			TOTAL ADDITIONAL PERSONNEL	58,313

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 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑧ 75% WATER, 25% SEWER
- ⑨ 50% WATER, 50% STORMWATER



				FY20	
		FY18	FY18	FY19	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

WATER DEPARTMENT

**ADMINISTRATION PORTSMOUTH
50-751-610-51-100-492**

011001	REGULAR SALARIES	312,160	309,722	344,543	349,843
011061	INSURANCE REIMBURSEMENT	12,000	9,842	12,809	8,568
011064	COLL BARG CONTINGENCY	1,255	-	-	66,200
012001	PART TIME SALARIES	5,863	9,181	5,980	6,279
014041	OVERTIME	4,000	5,672	4,000	4,000
015001	LONGEVITY	10,577	10,370	11,471	12,033
016001	LEAVE AT TERMINATION	30,000	15,699	30,000	50,000
021001	INSURANCE-HEALTH	472,000	400,963	483,000	556,390
021101	INSURANCE-DENTAL	29,100	45,802	27,670	34,000
021501	INSURANCE-LIFE	3,406	2,426	3,074	3,220
021601	INSURANCE-DISABILITY	6,314	4,508	5,675	6,000
021802	OPEB-HEALTH INS	15,000	15,350	20,500	15,000
021803	OPEB-MED SUSIDY	-	(1,257)	-	1,400
022001	SOCIAL SECURITY	21,365	21,013	23,485	23,605
022501	MEDICARE	4,997	4,914	5,492	5,520
023001	RETIREMENT	37,186	37,247	42,427	41,825
023004	OPEB-RETIREMENT LIAB ADJ	15,000	69,692	70,000	70,000
026002	INSURANCE-WORKERS COMP	24,035	24,035	24,035	19,340
030101	PROF SERVICES-AUDIT	7,200	6,431	8,700	8,700
031002	PROF SERVICES-ENGINEERING	10,000	10,268	10,000	10,000
032001	PROF SERVICES-O/S COUNSEL	20,000	10,605	20,000	20,000
033001	PROF SERVICES-TEMP	-	7,463	-	-
033002	ADMINISTRATIVE OVERHEAD	580,231	580,231	593,156	650,676
034001	LOCK BOXES	15,000	7,927	15,000	15,000
034103	TELEPHONE	500	571	500	500
034206	SOFTWARE-ANNUAL MAINT	56,418	44,126	56,418	21,475
035002	PROF SERV- SUBSTANCE TEST	750	390	750	750
035004	OCCUPATIONAL HEALTH	2,500	2,958	2,500	2,500
043028	MAINTENANCE	11,000	11,378	11,000	11,000
048002	PROPERTY INSURANCE	50,794	50,794	47,732	50,119
053001	ADVERTISING	3,300	2,226	3,300	3,300
054003	STATE CERTIFICATION	-	50	-	-
054050	TRAINING	3,000	1,955	3,000	3,000
055050	PRINTING	12,500	12,888	12,500	12,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	2,571	1,500	1,600
057101	TRAVEL AND CONFERENCE	2,500	4,773	2,500	2,700
061001	FIRST AID	1,900	33	1,900	1,900
062001	OFFICE SUPPLIES	4,000	4,724	4,000	4,000
062011	OPERATING SUPPLIES	-	83	-	-
062501	POSTAGE	28,800	22,684	28,800	28,800
063501	GASOLINE	40,000	32,146	40,000	40,000
067001	BOOKS & PERIODICALS	-	62	-	-
074000	MACHINERY AND EQUIPMENT	-	187	-	-
074003	SOFTWARE	-	50,499	-	-
075001	FURNITURE AND FIXTURES	-	455	-	-
081005	TAXES	125,500	124,086	125,500	125,500
086001	DEPRECIATION	1,780,000	1,701,629	1,850,000	2,095,000
088011	ASSISTANCE WATER/SEWER	5,000	2,080	5,000	5,000
092101	FINANCING FEES ON DEBT	10,500	12,246	12,000	20,000
098102	INTEREST-BONDED DEBT	1,048,660	1,039,677	1,078,930	1,119,680
		4,825,811	4,733,375	5,048,847	5,526,923

**ENGINEERING ADMIN PORTSMOUTH
50-751-610-52-100-492**

011001	REGULAR SALARIES	207,875	242,352	241,163	280,785
012001	PART TIME SALARIES	29,409	10,833	29,409	29,409
014041	OVERTIME	-	6	-	-
015001	LONGEVITY	16	-	-	-
022001	SOCIAL SECURITY	14,713	15,078	16,775	19,232
022501	MEDICARE	3,441	3,527	3,923	4,498
023001	RETIREMENT	23,658	27,580	27,444	31,364
031002	PROF SERVICES-ENGINEERING	20,000	22,037	20,000	20,000
033004	GROUNDWATER PROTECT PRGM	15,000	-	15,000	15,000
034103	TELEPHONE	1,840	1,090	1,840	1,840
034104	CELLULAR PHONES	1,800	1,414	1,800	1,800
039054	PROF/SERVICES-CONTRACT	10,000	1,500	10,000	10,000
043028	MAINTENANCE	-	-	-	-
054050	TRAINING	2,500	785	2,500	2,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	637	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,250	424	2,250	2,250
057102	TRAVEL REIMBURSEMENT	-	56	-	-
062001	OFFICE SUPPLIES	-	103	-	-
062007	COMPUTER/PRINTER SUPPLIES	500	16	500	500
062011	OPERATING SUPPLIES	500	225	500	500



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
067001	BOOKS & PERIODICALS	500	-	500	500
		335,502	327,663	375,104	421,678

TREATMENT PLANT PORTSMOUTH
50-751-650-54-180-492

011001	REGULAR SALARIES	401,056	417,074	463,318	535,502
011060	ON CALL MONITORING	15,800	15,457	31,600	15,800
014041	OVERTIME	15,000	19,956	29,000	29,000
022001	SOCIAL SECURITY	26,775	27,183	32,483	35,979
022501	MEDICARE	6,262	6,357	7,597	8,414
023001	RETIREMENT	49,145	51,493	59,622	64,820
031003	PROF SERVICES-SCADA	18,000	26,463	15,000	5,000
034103	TELEPHONE	13,200	7,330	13,200	10,000
034104	CELLULAR PHONES	8,800	5,529	5,000	5,000
039051	SECURITY/ALARMS	3,000	4,517	3,000	5,000
041002	ELECTRICITY	180,000	158,606	170,000	170,000
041103	PROPANE GAS	24,000	25,531	24,000	24,000
041301	RUBBISH REMOVAL	600	600	600	600
041308	SLUDGE DISPOSAL	125,000	124,366	130,000	145,000
043002	REPAIRS-ELECTRICAL	7,500	9,809	7,500	7,500
043005	REPAIRS-HEATING SYSTEM	3,500	30,764	6,000	6,000
043018	REPAIRS-EQUIPMENT	30,000	30,465	15,000	15,000
043024	REPAIRS-VEHICLE	9,500	16,434	9,500	9,500
043025	REPAIRS-BLDINGS & GROUNDS	12,000	1,912	12,000	15,000
043026	REPAIRS-COMPUTER EQUIP	500	-	500	500
043028	MAINTENANCE	15,000	7,592	15,000	15,000
043030	BELLAMY DAM	10,000	6,734	10,000	10,000
043031	SCADA EQUIPMENT	8,000	42,364	7,000	10,000
054003	STATE CERTIFICATION	600	550	600	600
054050	TRAINING	2,500	1,982	2,500	2,500
056007	OPERATIONAL PERMITS	750	-	500	500
057101	TRAVEL AND CONFERENCE	1,500	1,010	1,500	1,500
057102	TRAVEL REIMBURSEMENT	900	925	900	1,200
061001	FIRST AID	-	856	-	-
062001	OFFICE SUPPLIES	2,100	3,174	2,100	2,100
062007	COMPUTER/PRINTER SUPPLIES	500	467	500	500
062011	OPERATING SUPPLIES	5,500	3,911	5,500	5,500
063600	DIESEL FUEL	1,000	2,482	1,000	2,000
063800	MATERIALS-CHEMICALS	350,000	281,048	325,000	340,000
068002	CLOTHING	3,750	3,534	3,750	3,750
068003	PROTECTIVE CLOTHING	750	1,022	750	750
068030	TOOLS	4,000	4,282	4,000	4,000
072000	BUILDINGS	5,000	-	5,000	5,000
074000	MACHINERY AND EQUIPMENT	15,000	32,356	25,000	35,000
		1,376,488	1,374,136	1,445,520	1,547,515

TREATMENT PLANT PEASE
50-751-650-54-580-492

031003	PROF SERVICES-SCADA	3,000	658	3,000	5,000
039010	PROF/SERVICES-LAB TESTS	10,000	37,410	55,000	65,000
039051	SECURITY/ALARMS	500	-	500	500
041002	ELECTRICITY	28,000	32,174	28,000	34,000
041101	NATURAL GAS	-	-	-	500
041301	RUBBISH REMOVAL	100	-	-	-
043002	REPAIRS-ELECTRICAL	1,800	766	-	-
043018	REPAIRS-EQUIPMENT	6,000	10,198	3,000	5,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	75	1,500	1,500
043028	MAINTENANCE	1,000	31,316	2,000	3,000
074000	MACHINERY AND EQUIPMENT	5,000	20,310	5,000	6,000
		56,900	132,908	98,000	120,500

LABORATORY PORTSMOUTH
50-751-650-55-180-492

011001	REGULAR SALARIES	43,835	16,043	-	-
022001	SOCIAL SECURITY	2,718	995	-	-
022501	MEDICARE	636	233	-	-
023001	RETIREMENT	4,988	-	-	-
039010	PROF/SERVICES-LAB TESTS	57,000	60,540	57,000	40,000
043018	REPAIRS-EQUIPMENT	2,500	1,608	2,500	500
043028	MAINTENANCE	1,000	43	1,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	-	45	-	-



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
057102	TRAVEL REIMBURSEMENT	-	148	-	-
062001	OFFICE SUPPLIES	750	1,110	1,000	1,000
062011	OPERATING SUPPLIES	13,500	20,216	13,500	13,500
067001	BOOKS & PERIODICALS	200	-	200	200
068003	PROTECTIVE CLOTHING	250	-	250	250
074000	MACHINERY AND EQUIPMENT	2,500	1,115	3,500	6,000
		129,877	102,095	78,950	63,450

TREATMENT-WELLS PORTSMOUTH
50-751-650-56-171-492

014041	OVERTIME	14,000	15,611	-	-
022001	SOCIAL SECURITY	868	940	-	-
022501	MEDICARE	203	220	-	-
023001	RETIREMENT	1,593	1,777	-	-
039054	PROF/SERVICES-CONTRACT	-	2,290	-	-
041002	ELECTRICITY	62,500	55,686	40,000	62,000
041103	PROPANE GAS	3,212	3,863	3,212	3,212
043002	REPAIRS-ELECTRICAL	8,500	1,232	8,500	3,000
043018	REPAIRS-EQUIPMENT	15,000	18,677	10,000	18,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	660	7,500	3,000
043028	MAINTENANCE	40,000	40,094	28,000	28,000
043032	GENERATOR MAINTENANCE	1,500	1,194	2,000	7,000
062011	OPERATING SUPPLIES	1,250	1,112	1,500	800
063800	MATERIALS-CHEMICALS	-	1,367	-	-
074000	MACHINERY AND EQUIPMENT	7,500	3,035	7,500	8,000
		163,626	147,759	108,212	133,012

STORAGE TANKS PORTSMOUTH
50-751-650-57-177-492

041002	ELECTRICITY	4,000	5,771	4,000	6,000
043018	REPAIRS-EQUIPMENT	4,000	1,837	4,000	4,000
043025	REPAIRS-BLDINGS & GROUNDS	750	379	750	500
043028	MAINTENANCE	3,000	16,047	18,000	18,000
		11,750	24,035	26,750	28,500

STORAGE TANKS PEASE
50-751-650-57-577-492

041002	ELECTRICITY	1,600	3,770	1,600	2,700
043018	REPAIRS-EQUIPMENT	4,000	16	2,000	500
043025	REPAIRS-BLDINGS & GROUNDS	400	-	400	400
043028	MAINTENANCE	1,000	420	1,000	1,000
		7,000	4,207	5,000	4,600

BOOSTER STATION PORTSMOUTH
50-751-650-58-182-492

041002	ELECTRICITY	61,000	46,753	60,000	50,000
041103	PROPANE GAS	2,000	2,052	2,000	2,000
043018	REPAIRS-EQUIPMENT	6,000	-	2,000	4,000
043025	REPAIRS-BLDINGS & GROUNDS	5,000	7,729	1,000	500
043028	MAINTENANCE	5,000	711	5,000	5,000
043032	GENERATOR MAINTENANCE	500	1,758	2,000	2,000
062011	OPERATING SUPPLIES	-	50	-	-
074000	MACHINERY AND EQUIPMENT	9,000	34	6,000	8,000
		88,500	59,087	78,000	71,500

DISTRIBUTION-ADMIN PORTSMOUTH
50-751-660-51-100-492

011001	REGULAR SALARIES	133,711	173,945	404,927	409,072
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	10,000	13,361	43,800	43,800
022001	SOCIAL SECURITY	9,274	11,241	28,185	28,442
022501	MEDICARE	2,169	2,629	6,592	6,652
023001	RETIREMENT	16,354	21,315	51,065	50,586
034103	TELEPHONE	3,750	2,465	3,750	3,750
034104	CELLULAR PHONES	3,200	2,075	3,200	3,200
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	14,912	15,000	15,000
043018	REPAIRS-EQUIPMENT	10,000	1,130	10,000	10,000
043024	REPAIRS-VEHICLE	35,000	38,463	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	500	717	500	500
043028	MAINTENANCE	1,600	9,548	1,600	500
044002	RENTAL OTHER EQUIPMENT	1,000	600	1,000	1,000



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
054003	STATE CERTIFICATION	1,250	700	1,250	1,250
054050	TRAINING	1,500	4,655	3,000	3,500
057101	TRAVEL AND CONFERENCE	750	436	750	750
061001	FIRST AID	-	413	-	-
062001	OFFICE SUPPLIES	1,400	1,665	1,400	1,000
062011	OPERATING SUPPLIES	4,500	4,007	4,500	4,500
065051	GROUNDSKEEPING-DIG SAFE	4,500	3,921	4,500	4,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	6,500	4,820	6,500	6,500
068003	PROTECTIVE CLOTHING	1,850	381	1,850	1,500
068012	STOCK INVENTORY	1,000	4,967	-	-
068016	MATERIALS	7,500	(524)	8,500	-
068030	TOOLS	6,500	11,954	8,500	9,000
074000	MACHINERY AND EQUIPMENT	8,000	8,139	8,000	8,000
		292,829	337,935	659,390	654,023

DISTRIBUTION CROSSCONNECT
50-751-660-53-100-492

011001	REGULAR SALARIES	23,666	47,423	-	-
014041	OVERTIME	800	384	-	-
022001	SOCIAL SECURITY	1,517	2,741	-	-
022501	MEDICARE	355	641	-	-
023001	RETIREMENT	2,784	5,441	-	-
062001	OFFICE SUPPLIES	300	334	300	-
062011	OPERATING SUPPLIES	500	-	500	-
074000	MACHINERY AND EQUIPMENT	1,000	-	1,000	-
		30,922	56,964	1,800	-

DISTRIBUTION-MAINS PORTSMOUTH
50-751-660-61-100-492

011001	REGULAR SALARIES	144,323	119,181	-	-
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	20,000	46,201	-	-
022001	SOCIAL SECURITY	10,188	9,816	-	-
022501	MEDICARE	2,383	2,296	-	-
023001	RETIREMENT	18,700	18,820	-	-
039054	PROF/SERVICES-CONTRACT	10,000	2,950	10,000	10,000
039055	PROF/SERV-CONTRACT-BILLAB	-	617	-	-
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	5,000
068003	PROTECTIVE CLOTHING	750	-	750	-
068016	MATERIALS	133,000	69,046	133,000	176,500
		344,344	268,927	148,750	191,500

DISTRIBUTION-SERVICES PORTSMOUTH
50-751-660-62-100-492

011001	REGULAR SALARIES	81,442	73,330	-	-
014041	OVERTIME	8,000	6,128	-	-
022001	SOCIAL SECURITY	5,545	4,755	-	-
022501	MEDICARE	1,297	1,112	-	-
023001	RETIREMENT	10,178	9,042	-	-
068016	MATERIALS	35,000	66,724	35,000	-
074000	MACHINERY AND EQUIPMENT	1,250	-	1,250	1,250
		142,712	161,090	36,250	1,250

DISTRIBUTION-HYDRANTS PORTSMOUTH
50-751-660-63-100-492

011001	REGULAR SALARIES	46,067	37,621	-	-
014041	OVERTIME	5,000	11,570	-	-
022001	SOCIAL SECURITY	3,166	2,939	-	-
022501	MEDICARE	740	687	-	-
023001	RETIREMENT	5,811	5,598	-	-
039054	PROF/SERVICES-CONTRACT	50,000	47,471	25,000	25,000
068016	MATERIALS	12,200	25,669	12,200	12,200
068030	TOOLS	500	-	500	500
074000	MACHINERY AND EQUIPMENT	2,500	-	2,500	2,500
		125,984	131,556	40,200	40,200

DISTRIBUTION-METERS PORTSMOUTH
50-751-660-64-100-492

011001	REGULAR SALARIES	71,393	68,710	117,707	118,777
014041	OVERTIME	3,000	2,657	3,000	3,000
022001	SOCIAL SECURITY	4,612	4,247	7,483	7,550

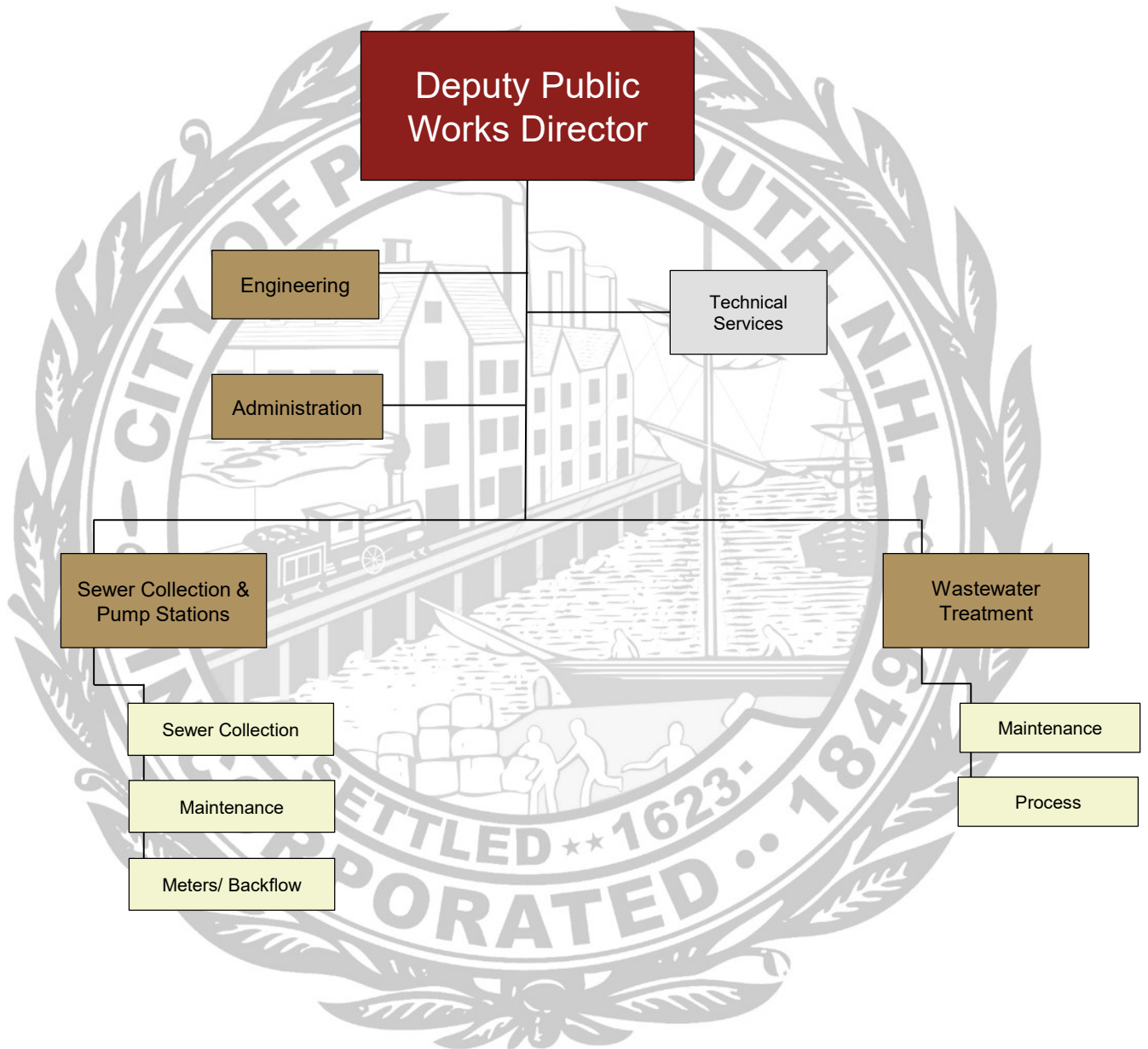


		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
022501	MEDICARE	1,079	993	1,750	1,766
023001	RETIREMENT	8,466	8,122	13,736	13,602
039054	PROF/SERVICES-CONTRACT	11,000	9,881	11,000	11,330
043018	REPAIRS-EQUIPMENT	8,500	12,577	8,500	8,500
062011	OPERATING SUPPLIES	750	33	1,625	1,625
068003	PROTECTIVE CLOTHING	150	-	150	-
068016	MATERIALS	75,000	92,168	75,000	75,000
074000	MACHINERY AND EQUIPMENT	5,000	7,182	35,000	35,000
		188,950	206,571	274,951	276,150
TOTAL WATER DIVISION		8,121,195	8,068,306	8,425,724	9,080,801
CASH REQUIREMENTS ADJUSTMENTS					
021802	OPEB-HEALTH INS	(30,000)	(30,000)	(90,500)	(86,400)
070000	CAPITAL OUTLAY	1,120,000	1,120,000	500,000	200,000
086001	DEPRECIATION	(1,780,000)	(1,780,000)	(1,850,000)	(2,095,000)
098001	PRINCIPAL-BONDED DEBT	2,142,528	2,142,528	2,252,528	2,392,528
098102	INTEREST-BONDED DEBT	27,002	27,002	19,457	(11,335)
098010	PROJECTED NEW BOND PAYMNT	112,500	112,500	185,000	160,000
099002	ROLLING STOCK	210,000	210,000	472,000	470,000
Total Cash Requirements Adjustment		1,802,030	1,802,030	1,488,485	1,029,793
TOTAL CASH REQUIREMENTS WATER		9,923,225	9,870,336	9,914,209	10,110,594



Sewer Division

Enterprise Funds



Sewer Department Mission

The Sewer Division's mission is to provide cost-effective, reliable and high-quality wastewater collection and treatment services to its customers. We are committed to operating and maintaining our facilities economically and safely while protecting the public health and the environment.

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Deputy City Manager	0.1	0.1	0.1
Assistant City Manager	0.2	0.2	0
Deputy Public Works Director	0.5	0.5	0.5
City Engineer	0.5	0.5	0.5
Operations Manager	0.25	0.25	0.25
Facilities Manager	0	0.25	0.25
Public Information Officer	0.3	0.3	0.3
Assistant City Engineer - Planning	0.0	0.5	0.5
Assistant City Engineer	0.5	0.5	0.5
Coordinator	0.25	0.25	0.25
Administrative Assistant II	0	0	0.25
Administrative Assistant I	0.25	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5
Dispatcher	0.25	0.25	0.25
Deputy Health Officer	0.6	0.6	0.6
SCADA Manager	0.5	0.5	0.5
SCADA Tech	1	1	1
Process Instrumentation Tech	0	0	0.5
Wastewater Project Manager	1	0	0
Wastewater Operations Manager	0	1	1
GIS Manager	0	0.5	0.5
GIS Coordinator	0.5	0	0
GIS Specialist II	0	0	0.5
CAD Technician	0.5	0.5	0.0
Chief Plant Operator	2	2	2
Asst. Chief Plant Operator	1	2	1
Treatment Operations Foreman	0	0	1
Plant Operator 1	7	7	8
Wastewater Lab Admin	1	0	0
General Foreman	0.5	0.5	0.5
Sewer Foreman	1	1	1
Asset Management Coordinator	0	0.5	0.5
W/S Meter Billing Foreman	0.5	0	0
Utility Insp. & Maint. Foreman	1	0.5	0.5
Lift Station Operator 1	2	2	2
Equipment Operator 2	0	1	1
Equipment Operator 1	1	0	0
Camera Operator	1	0.5	0.5
Utility Mechanic	3.5	2.8	3.3
Meter Reader	0.5	0.5	0
Truck Driver 1	1.3	1	1
Equipment Maintenance Foreman	0.3	0.3	0.3
Lead Mechanic	0	0.3	0.3
Equipment Mechanic	1.2	0.9	0.9
Utility Mechanic - Inventory Control Tech	0.3	0.3	0.3
Totals Full Time	33.55	32.3	33.85

Positions Part-Time	FY18	FY19	FY20
Secretary	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25





Sewer Division ~ Enterprise Fund

Services Overview

- ✓ Sewer Assistance Program
- ✓ Wastewater Collection
- ✓ Wastewater Treatment
- ✓ Technical Services

The Sewer Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Sewer Division for FY20.

Budget Summary of Expenditures

SEWER DEPARTMENT	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
SALARIES	1,853,299	1,633,755	1,952,418	2,097,796
PART-TIME SALARIES	41,143	19,918	41,260	41,559
OVERTIME	123,100	129,302	123,100	136,300
LONGEVITY	11,427	11,977	13,043	11,823
HEALTH INSURANCE	513,000	513,624	625,000	705,390
DENTAL INSURANCE	35,700	53,970	39,000	42,000
INSURANCE REIMBURSEMENT	24,140	17,447	16,810	4,500
LEAVE AT TERMINATION	30,000	36,628	30,000	50,000
WORKERS' COMPENSATION	14,458	14,458	18,911	25,155
RETIREMENT	226,215	201,426	239,592	252,081
OTHER BENEFITS	198,998	239,842	271,634	262,960
COLLECTIVE BARGAINING CONTINGENCY	2,055	-	-	50,500
<i>Contractual Obligations</i>	3,073,535	2,872,348	3,370,768	3,680,064
CHEMICALS	676,000	600,598	676,000	960,000
REPAIRS & MAINTENANCE	365,275	545,680	411,275	481,275
ELECTRICITY	457,500	445,274	457,500	761,000
NATURAL GAS	12,000	10,774	12,000	12,000
PROPANE & FUEL OIL	33,500	33,189	33,500	74,500
GASOLINE & DIESEL	50,350	30,828	50,350	50,350
ADMINISTRATIVE OVERHEAD	580,231	580,231	593,156	650,676
SLUDGE/GRIT REMOVAL	365,500	319,300	365,500	672,000
PROF CONTRACTED SERVICES	258,659	212,111	273,260	305,760
PERMITS EXPENSES/LEGAL FEES	425,000	494,601	425,000	275,000
INTEREST ON DEBT	2,035,122	1,879,558	2,223,709	2,579,897
DEPRECIATION	2,010,000	2,121,758	2,400,000	2,400,000
EQUIPMENT	158,000	269,616	137,000	147,500
STOCK MATERIAL	116,500	114,181	137,500	137,500
ASSISTANCE PROGRAM	20,000	4,382	20,000	20,000
TRANSFER TO STORMWATER	-	-	260,067	397,806
OTHER OPERATING	556,474	550,191	560,079	596,695
<i>Other Operating</i>	8,120,111	8,212,274	9,035,896	10,521,959
TOTAL FULL ACCRUAL BASIS	11,193,646	11,084,622	12,406,664	14,202,023
CASH REQUIREMENTS ADJUSTMENTS				
OPEB EXPENSES	(30,000)	(30,000)	(96,900)	(76,200)
CAPITAL OUTLAY	1,550,000	1,550,000	450,000	200,000
DEPRECIATION	(2,010,000)	(2,010,000)	(2,400,000)	(2,400,000)
PRINCIPAL-BONDED DEBT	3,845,593	3,845,593	4,055,593	4,385,593
ACCRUED INTEREST ADJ	(14,101)	(14,101)	(21)	(5,668)
PROJECTED PRINCIPAL DEBT	215,000	215,000	330,000	520,000
ROLLING STOCK	472,500	472,500	512,500	652,000
CASH ADJUSTMENT	4,028,992	4,028,992	2,851,172	3,275,725
TOTAL CASH REQUIREMENTS	15,222,638	15,113,614	15,257,836	17,477,748



Rate Stabilization Model and Rate Structure

When establishing the FY20 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 FY20 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 FY20 user rates reflect a 4% increase from the FY19 rates.

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$13.24 to \$13.77, the rate for the consumption over 10 units per month will be increased from \$14.56 to \$15.14.

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.

FY20 Proposed Sewer Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$6.61
First 10 units billed per month	\$7.15
Total First Tier Rate	\$13.77
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$6.61
Over 10 units billed per month	\$8.53
Total Second Tier Rate	\$15.14

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 2018 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.



FY20 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	\$6.61	5	\$33.05
1st Tier sewer service rates	\$7.15	5	\$35.80
Total Monthly Charge			\$68.85
Total Annual Charge			\$826.20

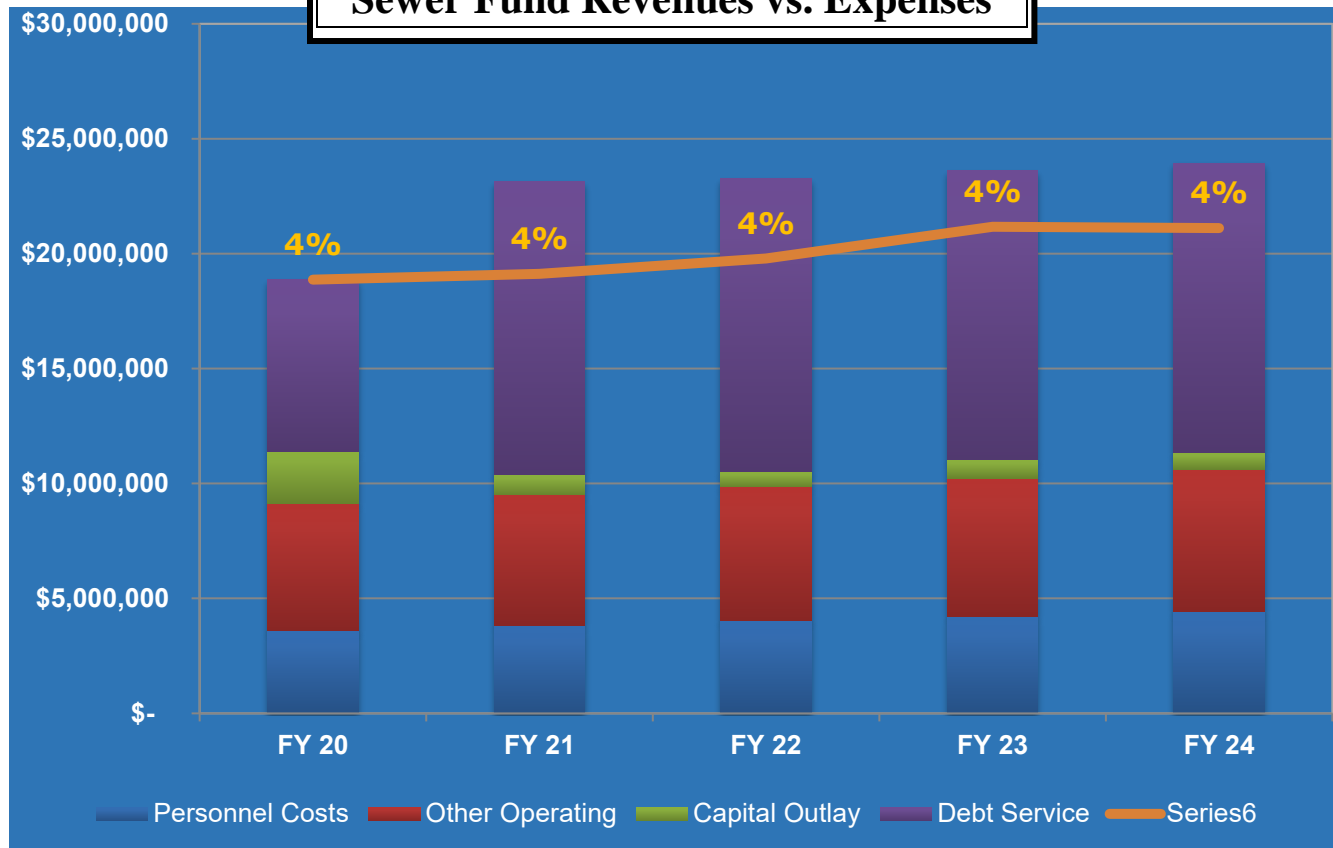
User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water and sewer system uses 5 units per month. Therefore, the adjacent table depicts the monthly and annual water charges for a residential customer using 5 units per month.

Average Daily Cost for Single Family Residential sewer customer = \$2.29

Rate Projections

The following graphic provides the latest analysis of projected rate increases of 4% each year from FY20 to FY24 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.

Sewer Fund Revenues vs. Expenses



Operating Costs – Cash Basis

Personnel costs for the Sewer Division represents 21% of the total cash requirements, the remaining 79% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

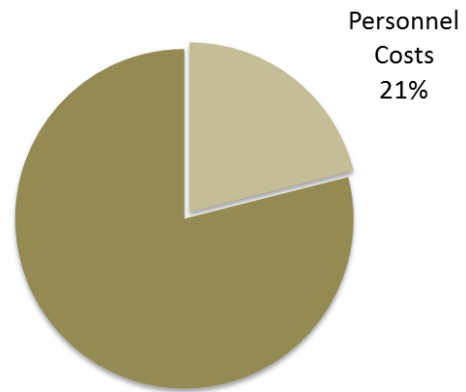
In FY19, the City continued to move forward with the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade. Public meetings and presentations were held with the City Council and other committees and organizations. A significant milestone was the March 7, 2016 meeting where

staff presented the option of the City financing a large portion of the project through the State of New Hampshire's State Revolving Loan Fund. The City Council initially approved up to \$75 million of use of funds from this program to pay for the construction upgrades and an additional \$6.9 million in FY18. Cost savings will be realized through principal forgiveness of 5% of the loan (approx. \$4.095 million total), an interest rate that is locked in at 2.23% over 20 years, and loan repayments which will commence one year after the completion of the project. This funding approach will allow the City to continue with predictable and stable sewer rate increases rather than having to absorb the cost of these upgrades in a shorter timeline.

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 began the first phase of construction in FY19, including a new headworks building (screening, grit removal, raw sewage pumping and odor control). Portions of the Pease facility have not been upgraded since its original construction in the 1950s. It is anticipated that the City will continue to complete the work in phases utilizing the recommendations of previous engineering evaluations. The Division continues to work with the Pease Development Authority to identify future needs for additional treatment capacity.



Collection
&
Treatment
79%

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>
Storm Drainage Improvements	100,000
Long Term Control Plan	100,000
TOTALS	\$200,000

Rolling Stock	
<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
4WD Backhoe/Loader (Year 1 of 3)	50,000
Skidsteer	75,000
10 Wheel Roll-off	75,000
F 150 4x4 w/plow	45,000
(2) Small Sedan	32,000
Forklift	85,000
Wheeled mini excavator	65,000
Misc Equipment (Pumps, Motors, Etc)	225,000
Transfer to Stormwater	150,000
TOTALS	\$802,000



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 FY20 expenses.

SEWER RATE CALCULATION		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	8,325,620	8,325,620
Permits/Legal Fees	275,000	275,000
Transfer to Stormwater	397,806	397,806
Equipment & Minor Capital needs	147,500	147,500
Depreciation	2,400,000	
Interest on Debt	2,579,897	2,579,897
Accrued Interest		(5,668)
Principal on Debt		4,385,593
Projected Principal Debt		520,000
OPEB Liability	76,200	
Capital Projects		200,000
Rolling Stock		652,000
BUDGET RESOLUTION	14,202,023	
CASH REQUIREMENT		17,477,748
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	357,500	357,500
State Aid Grant	738,214	738,214
Pease Reimbursement Interest on Debt	5,191	5,191
Special Agreements Interest on Debt	10,783	10,783
Interest on Investment	600,000	600,000
Use of Net Position	0	0
<i>Sub Total</i>	<u>1,711,688</u>	<u>1,711,688</u>
Other Financing Sources-Cash		
Pease Payback Towards Debt		116,290
Pease Aid Grant, Pease Principal		46,258
Special Agreements Principal Debt		114,351
Bond Premium Amortization	205,163	
<i>Sub Total</i>	<u>205,163</u>	<u>276,899</u>
FULL ACCRUAL REVENUES	1,916,851	
ESTIMATED CASH		1,988,587
Required to be raised by User Rates		15,489,161
Rate Stabilization Reserve		1,391,526
TO BE RAISED BY USER RATES		\$16,880,687



User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,148,426	
Capital related Expenses	\$6.61	7,593,608

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	370,712	
Rate/Anticipated Revenue		\$7.15
Capital Related Expenses		\$6.61
Total Tier 1 [0 - 10 units]		\$13.77
		5,103,478
Billable Units at Tier 2	777,714	
Rate/Anticipated Revenue		\$8.53
Capital Related Expenses		\$6.61
Total Tier 2 [over 10 units]		\$15.14
		11,777,209
Total Estimated User Revenues:	1,148,426	16,880,687

Total Estimated Consumption	1,148,426	Total to be raised by user rates	\$16,880,687
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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. ✓ Begin operation of BAF treatment system in December 2019. ✓ 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.
<i>Citywide Goal Addressed: Regulation Adherence and Supplemental Compliance Plan</i>	
<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.
<i>Citywide Goal Addressed: Public Outreach and Sustainability</i>	



<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>			
	FY18	FY19	FY20 (Estimated)
Linear Feet of wastewater pipe cleaned and inspected	26,135	30,000	32,500



FY20 BUDGETED POSITION AND SALARY DETAIL

SEWER DIVISION			POSITION	SALARY
<u>ADMINISTRATION</u>				
NON GRADE 28	E	②	DEPUTY CITY MANAGER	13,894
PMA GRADE 25	E	①	DEPUTY PW DIRECTOR	60,150
PMA GRADE 21	E	③	FACILITIES MANAGER	24,718
PMA GRADE 16	E	⑥	DEPUTY HEALTH OFFICER	46,553
NON GRADE 16	E	③	OPERATIONS MANAGER	19,397
PMA GRADE 13	E	⑦	PUBLIC INFORMATION OFFICER	20,130
PMA GRADE 11	G	⑧	FINANCE ASSISTANT	15,961
PMA GRADE 11	C	③	ADMIN ASSIST II	13,832
PMA GRADE 9	6A/6B	③	ADMIN ASSIST I	11,688
1386B GRADE 7	7G/5H	③	ADMIN CLERK	12,302
1386 GRADE 7	F	③	DISPATCHER	11,747
1386B GRADE 5	E	①	COLLECTIONS / BILLING CLERK	21,496
NON GRADE 7	E	③	SPECIAL PROJECT COORDINATOR	12,599
SMA GRADE 14	3.5D/8.5E	⑤	EQUIPMENT MAINTENANCE FOREMAN	20,925
SMA GRADE 12	9A/3B	⑤	LEAD MECHANIC	16,804
1386 GRADE 9	1.5C/10.5D	⑤	EQUIPMENT MECHANIC	14,315
1386 GRADE 9	G	⑤	EQUIPMENT MECHANIC	15,949
1386 GRADE 9	2C/10D	⑤	EQUIPMENT MECHANIC	14,286
1386 GRADE 7	G	⑤	UTILITY MECHANIC	14,484
1386 GRADE 7	2C/10D	⑤	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	12,974
			EDUCATION STIPENDS	3,134
			TOTAL ADMINISTRATION	397,338
<u>ENGINEERING</u>				
PMA GRADE 23	E	①	ENGINEER SUPERVISOR	54,504
PMA GRADE 16	E	①	SCADA MANAGER	38,794
PMA GRADE 18	2.5D/9.5E	①	ASST. ENGINEER/PLANNER	42,323
PMA GRADE 16	.5A/11.5B	①	ASSISTANT CITY ENGINEER	33,503
PMA GRADE 16	F	①	GIS MANAGER	39,861
PMA GRADE 16	G	④	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	20,329
PMA GRADE 12	9C/3D		SCADA TECH	59,036
PMA GRADE 9	D	①	GIS SPECIALIST	26,355
			EDUCATION STIPENDS	1,178
			TOTAL ENGINEERING	315,883
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	8D/4E		WW OPERATIONS MANAGER	95,760
SMA GRADE 16	C		CPO PEASE	70,783
SMA GRADE 16	D		CPO OF OPERATIONS PEIRCE ISLAND	74,296
SMA GRADE 14	B		TREATMENT OPERATION FOREMAN	61,205
PMA GRADE 12	A	①	PROCESS INSTRUMENTATION TECH	26,481
1386 GRADE 10	E		PLANT OPERATOR	52,854
1386 GRADE 10	E		PLANT OPERATOR	52,854
1386 GRADE 10	E		PLANT OPERATOR	52,854
1386 GRADE 10	10E/2F		PLANT OPERATOR	53,096
1386 GRADE 10	10E/2F		PLANT OPERATOR	53,096
1386 GRADE 10	10C/2D		PLANT OPERATOR	48,389
1386 GRADE 10	4A/8B		PLANT OPERATOR	45,012
1386 GRADE 10	6A/6B		PLANT OPERATOR	44,653
			EDUCATION STIPENDS	1,571
			ON CALL MONITORING	31,600
			TOTAL TREATMENT FACILITIES	764,504
<u>LIFT STATIONS</u>				
SMA GRADE 13	F		ACPO LIFT STATIONS	69,278
1386 GRADE 10	9.5B/2.5C		LIFT STATION OPERATOR	46,203
1386 GRADE 10	E		LIFT STATION OPERATOR	52,854
			ON CALL MONITORING	15,800
			TOTAL LIFT STATIONS	184,135
<u>COLLECTION</u>				
SMA GRADE 15	E	①	GEN FOREMAN	37,148
SMA GRADE 13	G		SEWER FOREMAN	71,183
SMA GRADE 14	7.5F/4.5G	①	ASSET MANAGEMENT COORDINATOR	36,740
SMA GRADE 13	2.5B/9.5C	⑨	UTILITY INSPECTION AND MAINTENANCE FOREMAN	30,301
1386 GRADE 9	1E/11F	⑨	CAMERA OPERATOR	25,813
1386 GRADE 7	F	⑨	UTILITY MECHANIC	23,494
1386 GRADE 9	E		EQUIP OPER II	50,357
1386 GRADE 7	G		UTILITY MECHANIC	48,279
1386 GRADE 6	4C/8D		TRUCK DRIVER I	40,882
			ON CALL DIFFERENTIAL	1,240
			TOTAL COLLECTION	365,437
<u>METERS</u>				
1386 GRADE 7	G	⑩	UTILITY MECHANIC	12,070



FY20 BUDGETED POSITION AND SALARY DETAIL

			POSITION	SALARY
1386 GRADE 7	F	①	UTILITY MECHANIC	23,494
1386 GRADE 7	G	⑩	UTILITY MECHANIC	12,070
1386 GRADE 7	E	①	UTILITY MECHANIC	22,865
TOTAL METERS				70,499
TOTAL FULL TIME				2,097,796
NON GRADE 5	A	③	SECRETARY (25HRS/WK)	6,279
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	29,409
TOTAL PART TIME				41,559
TOTAL DEPARTMENT				2,139,355

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION 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 60% SEWER, 40% HEALTH
- ⑦ 30% WATER, 30% SEWER, 20% PUBLIC WORKS, 20% PARKING
- ⑧ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑨ 50% SEWER, 50% STORMWATER
- ⑩ 75% WATER, 25% SEWER



	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

SEWER DEPARTMENT

ADMINISTRATION PORTSMOUTH

51-751-610-51-100-491

Account Title

011001	REGULAR SALARIES	357,766	371,349	391,060	397,338
011061	INSURANCE REIMBURSEMENT	24,140	17,447	16,810	4,500
011064	COLL BARG CONTINGENCY	2,055	-	-	50,500
012001	PART TIME SALARIES	5,863	9,103	5,980	6,279
014041	OVERTIME	5,000	4,781	5,000	5,000
015001	LONGEVITY	11,411	11,977	13,043	11,823
016001	LEAVE AT TERMINATION	30,000	36,628	30,000	50,000
021001	INSURANCE-HEALTH	513,000	513,624	625,000	705,390
021101	INSURANCE-DENTAL	35,700	53,970	39,000	42,000
021501	INSURANCE-LIFE	4,145	2,939	3,692	3,900
021601	INSURANCE-DISABILITY	7,791	5,454	6,824	7,160
021802	OPEB-HEALTH INS	15,000	14,082	26,900	15,000
021803	OPEB-MED SUSIDY	-	(1,055)	-	1,200
022001	SOCIAL SECURITY	25,059	26,139	26,777	26,346
022501	MEDICARE	5,860	6,113	6,263	6,162
023001	RETIREMENT	42,581	44,342	48,469	46,764
023004	OPEB-RETIREMENT LIAB ADJ	15,000	83,298	70,000	60,000
026002	INSURANCE-WORKERS COMP	14,458	14,458	18,911	25,155
030101	PROF SERVICES-AUDIT	6,659	5,948	12,760	12,760
031002	PROF SERVICES-ENGINEERING	47,500	2,184	47,500	47,500
032001	PROF SERVICES-O/S COUNSEL	275,000	274,970	275,000	125,000
033002	ADMINISTRATIVE OVERHEAD	580,231	580,231	593,156	650,676
034001	LOCK BOXES	7,500	6,302	7,500	7,500
034103	TELEPHONE	1,200	1,009	1,200	1,200
034206	SOFTWARE-ANNUAL MAINT	37,913	44,126	37,913	18,806
035002	PROF SERV- SUBSTANCE TEST	1,500	333	1,500	1,500
035004	OCCUPATIONAL HEALTH	2,500	3,446	2,500	2,500
039001	PROFESSIONAL SERVICES	-	9,037	-	-
039054	PROF/SERVICES-CONTRACT	25,000	10,162	25,000	25,000
043024	REPAIRS-VEHICLE	2,775	-	2,775	2,775
043028	MAINTENANCE	12,500	10,778	12,500	12,500
048002	PROPERTY INSURANCE	62,701	62,701	56,931	59,329
053001	ADVERTISING	3,000	2,406	3,000	3,000
054003	STATE CERTIFICATION	100	275	100	100
054050	TRAINING	1,250	1,780	1,250	1,250
055050	PRINTING	5,500	4,099	5,500	5,500
056001	DUES PROFESSIONAL ORGANIZ	500	580	500	500
057101	TRAVEL AND CONFERENCE	1,500	2,025	1,500	1,500
061001	FIRST AID	1,100	29	1,100	1,100
062001	OFFICE SUPPLIES	4,000	4,526	4,000	4,000
062011	OPERATING SUPPLIES	-	83	-	-
062501	POSTAGE	23,600	22,722	23,600	23,600
063501	GASOLINE	45,000	29,053	45,000	45,000
067001	BOOKS & PERIODICALS	-	62	-	-
074000	MACHINERY AND EQUIPMENT	7,500	821	7,500	7,500
074003	SOFTWARE	-	50,649	-	-
075001	FURNITURE AND FIXTURES	-	1,686	-	-
081004	ABATEMENTS	12,500	6,598	12,500	12,500
086001	DEPRECIATION	2,010,000	2,121,758	2,400,000	2,400,000
088011	ASSISTANCE WATER/SEWER	20,000	4,382	20,000	20,000
092101	FINANCING FEES ON DEBT	28,000	18,962	32,000	30,000
098102	INTEREST-BONDED DEBT	2,035,122	1,879,558	2,223,709	2,579,897
		6,376,480	6,377,929	7,191,223	7,567,010

ENGINEERING ADMIN PORTSMOUTH

51-751-610-52-100-491

011001	REGULAR SALARIES	347,700	250,556	271,059	315,883
012001	PART TIME SALARIES	29,409	10,816	29,409	29,409
014041	OVERTIME	-	6	-	-
015001	LONGEVITY	16	-	-	-
022001	SOCIAL SECURITY	23,382	15,645	18,629	21,408
022501	MEDICARE	5,468	3,658	4,357	5,007
023001	RETIREMENT	39,571	28,513	30,847	35,284
031002	PROF SERVICES-ENGINEERING	27,500	16,508	27,500	12,500
031006	PROF SRVCS-GREAT BAY	40,000	119,631	40,000	40,000
031009	CD MITIGATION	100,000	100,000	100,000	100,000
033001	PROF SERVICES-TEMP	10,000	-	10,000	10,000
034103	TELEPHONE	950	833	950	950
034104	CELLULAR PHONES	1,200	1,277	1,200	1,200
039054	PROF/SERVICES-CONTRACT	15,000	2,576	15,000	15,000



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
054003	STATE CERTIFICATION	260	-	260	260
054050	TRAINING	750	1,585	750	750
055003	UPDAING PLATS & MAPS	1,000	-	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,000	218	2,000	2,000
057101	TRAVEL AND CONFERENCE	1,050	2,793	1,050	1,600
062001	OFFICE SUPPLIES	1,700	373	1,700	1,700
062005	PRINTING SUPPLIES	1,500	-	1,500	1,500
062007	COMPUTER/PRINTER SUPPLIES	3,250	16	3,250	3,250
062011	OPERATING SUPPLIES	250	158	250	250
067001	BOOKS & PERIODICALS	125	-	125	125
074000	MACHINERY AND EQUIPMENT	500	-	500	500
		652,581	555,160	561,336	599,576

TRANSFER TO STORMWATER
51-751-640-49-100-491

091008	TRANSFER-STORMWATER	-	-	260,067	247,806
091009	TRANSFER-ROLLING STOCK SW	-	-	-	150,000
		-	-	260,067	397,806

TREATMENT PLANT PORTSMOUTH
51-751-670-54-181-491

011001	REGULAR SALARIES	252,764	421,799	362,870	441,411
011060	ON CALL MONITORING	15,800	39,255	15,800	15,800
014041	OVERTIME	60,000	61,863	60,000	60,000
022001	SOCIAL SECURITY	20,371	31,195	27,198	32,067
022501	MEDICARE	4,764	7,296	6,361	7,500
023001	RETIREMENT	37,391	58,761	49,921	57,772
034103	TELEPHONE	6,000	1,913	6,000	6,000
034104	CELLULAR PHONES	2,750	3,911	2,750	3,250
039001	PROFESSIONAL SERVICES	12,500	3,657	12,500	50,000
039051	SECURITY/ALARMS	500	170	500	1,500
041002	ELECTRICITY	96,500	95,708	96,500	400,000
041102	HEATING OIL	6,500	-	6,500	10,000
041103	PROPANE GAS	12,500	17,497	12,500	50,000
041205	WATER /SEWER FEES	82,500	82,039	82,500	82,500
041308	SLUDGE DISPOSAL	225,000	220,908	225,000	525,000
041309	GRIT AND GREASE REMOVAL	5,000	16,269	5,000	5,000
043001	REPAIRS-STRUCTURAL	5,000	2,606	5,000	5,000
043004	REPAIRS-PLUMBING	5,000	4,535	5,000	5,000
043018	REPAIRS-EQUIPMENT	25,000	31,594	25,000	25,000
043024	REPAIRS-VEHICLE	6,500	4,275	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	4,325	10,000	10,000
043027	REPAIRS-OFFICE EQUIPMENT	-	128	-	-
043028	MAINTENANCE	12,500	14,606	12,500	25,000
043031	SCADA EQUIPMENT	3,500	8,087	3,500	15,000
043032	GENERATOR MAINTENANCE	2,500	133	2,500	2,500
044002	RENTAL OTHER EQUIPMENT	59,700	-	59,700	59,700
054003	STATE CERTIFICATION	350	320	350	350
054050	TRAINING	3,000	4,025	3,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	500	1,150	500	1,000
057101	TRAVEL AND CONFERENCE	600	438	600	2,500
057102	TRAVEL REIMBURSEMENT	1,100	1,098	1,100	2,500
061001	FIRST AID	-	17	-	-
062001	OFFICE SUPPLIES	2,000	3,123	2,000	2,500
062011	OPERATING SUPPLIES	9,750	11,858	9,750	10,000
063800	MATERIALS-CHEMICALS	575,000	521,149	575,000	850,000
068002	CLOTHING	5,500	2,270	5,500	5,500
068003	PROTECTIVE CLOTHING	4,875	3,576	4,875	5,000
068030	TOOLS	3,000	4,341	3,000	4,000
074000	MACHINERY AND EQUIPMENT	22,500	16,142	22,500	22,500
		1,598,715	1,702,037	1,729,775	2,812,350

TREATMENT PLANT PEASE
51-751-670-54-581-491

011001	REGULAR SALARIES	220,677	48,169	271,876	291,493
011060	ON CALL MONITORING	15,800	5,770	15,800	15,800
014041	OVERTIME	14,000	7,394	14,000	20,000
022001	SOCIAL SECURITY	15,530	3,677	18,704	20,292
022501	MEDICARE	3,632	860	4,374	4,746
023001	RETIREMENT	28,504	6,980	34,331	36,559
031002	PROF SERVICES-ENGINEERING	12,500	10,825	12,500	12,500
034103	TELEPHONE	3,200	2,888	3,200	3,200
034104	CELLULAR PHONES	2,750	2,765	2,750	2,750



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
039001	PROFESSIONAL SERVICES	12,500	703	12,500	12,500
041002	ELECTRICITY	112,000	120,729	112,000	112,000
041103	PROPANE GAS	10,000	13,547	10,000	10,000
041205	WATER /SEWER FEES	13,750	12,394	13,750	13,750
041301	RUBBISH REMOVAL	1,350	2,138	2,400	5,000
041308	SLUDGE DISPOSAL	100,000	72,951	100,000	100,000
041309	GRIT AND GREASE REMOVAL	2,500	2,560	2,500	5,000
043002	REPAIRS-ELECTRICAL	7,500	29,629	7,500	10,000
043018	REPAIRS-EQUIPMENT	40,000	140,957	50,000	50,000
043024	REPAIRS-VEHICLE	6,500	2,248	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	15,000	117,836	25,000	50,000
043028	MAINTENANCE	15,000	28,560	15,000	20,000
043031	SCADA EQUIPMENT	3,500	11,266	5,000	20,000
043032	GENERATOR MAINTENANCE	2,000	2,955	2,000	5,000
054003	STATE CERTIFICATION	350	100	350	350
054050	TRAINING	3,000	1,224	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	500	249	500	500
057101	TRAVEL AND CONFERENCE	600	-	600	1,250
057102	TRAVEL REIMBURSEMENT	1,100	846	1,100	1,150
061001	FIRST AID	-	45	-	-
062001	OFFICE SUPPLIES	1,200	1,729	1,200	1,200
062011	OPERATING SUPPLIES	3,500	6,916	3,500	5,000
063601	DIESEL FUEL	600	318	600	600
063800	MATERIALS-CHEMICALS	101,000	79,450	101,000	110,000
068002	CLOTHING	4,400	1,643	4,400	4,400
068003	PROTECTIVE CLOTHING	1,250	1,266	1,250	1,250
068030	TOOLS	3,000	2,688	3,000	3,000
074000	MACHINERY AND EQUIPMENT	20,000	163,757	20,000	25,000
		798,693	908,030	882,185	983,790

LABORATORY PORTSMOUTH
51-751-670-55-181-491

014041	OVERTIME	-	14,673	-	-
022001	SOCIAL SECURITY	-	888	-	-
022501	MEDICARE	-	208	-	-
023001	RETIREMENT	-	1,670	-	-
039010	PROF/SERVICES-LAB TESTS	25,000	22,748	25,000	40,000
043018	REPAIRS-EQUIPMENT	2,000	3,112	2,000	2,000
043028	MAINTENANCE	1,500	687	1,500	1,500
062001	OFFICE SUPPLIES	500	498	500	500
062011	OPERATING SUPPLIES	10,000	14,260	10,000	15,000
074000	MACHINERY AND EQUIPMENT	5,000	12,281	5,000	5,000
		44,000	71,024	44,000	64,000

LABORATORY PEASE
51-751-670-55-581-491

011001	REGULAR SALARIES	-	4,992	-	-
022001	SOCIAL SECURITY	-	299	-	-
022501	MEDICARE	-	70	-	-
023001	RETIREMENT	-	568	-	-
039010	PROF/SERVICES-LAB TESTS	15,000	31,819	20,000	25,000
043018	REPAIRS-EQUIPMENT	4,500	1,337	4,500	4,500
043028	MAINTENANCE	4,500	539	4,500	4,500
062011	OPERATING SUPPLIES	10,000	35,347	15,000	25,000
074000	MACHINERY AND EQUIPMENT	5,000	8,872	5,000	5,000
		39,000	83,842	49,000	64,000

LIFT STATIONS PORTSMOUTH
51-751-670-65-141-491

011001	REGULAR SALARIES	162,683	162,972	166,596	168,335
011060	ON CALL MONITORING	15,800	1,934	31,600	15,800
014041	OVERTIME	15,600	14,330	15,600	18,000
022001	SOCIAL SECURITY	12,033	10,787	13,255	12,532
022501	MEDICARE	2,814	2,523	3,100	2,931
023001	RETIREMENT	22,087	20,397	24,330	22,578
031003	PROF SERVICES-SCADA	16,500	7,381	16,500	6,500
034103	TELEPHONE	600	543	600	600
034104	CELLULAR PHONES	2,750	2,077	2,750	2,750
039001	PROFESSIONAL SERVICES	10,000	37,073	10,000	10,000
039051	SECURITY/ALARMS	500	651	500	500
041002	ELECTRICITY	70,000	70,543	70,000	70,000
041101	NATURAL GAS	8,000	7,345	8,000	8,000
041103	PROPANE GAS	4,500	2,145	4,500	4,500



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
041205	WATER /SEWER FEES	6,000	6,745	6,000	3,000
041309	GRIT AND GREASE REMOVAL	8,000	6,613	8,000	12,000
043018	REPAIRS-EQUIPMENT	25,000	20,977	25,000	25,000
043024	REPAIRS-VEHICLE	6,500	87	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	21,459	30,000	30,000
043028	MAINTENANCE	4,500	3,325	4,500	10,000
043032	GENERATOR MAINTENANCE	10,000	11,447	10,000	13,000
054003	STATE CERTIFICATION	350	50	350	350
054050	TRAINING	1,800	3,219	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	500	214	500	500
057101	TRAVEL AND CONFERENCE	600	481	600	600
057102	TRAVEL REIMBURSEMENT	1,100	615	1,100	500
062001	OFFICE SUPPLIES	1,200	1,855	1,200	1,200
062011	OPERATING SUPPLIES	5,000	4,403	5,000	5,000
063601	DIESEL FUEL	1,000	-	1,000	1,000
068002	CLOTHING	3,300	-	3,300	3,300
068003	PROTECTIVE CLOTHING	1,000	-	1,000	1,000
068030	TOOLS	3,000	1,770	3,000	3,000
074000	MACHINERY AND EQUIPMENT	19,000	41,498	19,000	19,000
		451,717	465,460	495,181	479,776
LIFT STATION MECHANIC STREET					
51-751-670-65-142-492					
011001	REGULAR SALARIES	-	780	-	-
022001	SOCIAL SECURITY	-	45	-	-
022501	MEDICARE	-	11	-	-
023001	RETIREMENT	-	89	-	-
039054	PROF/SERVICES-CONTRACT	5,000	4,130	5,000	5,000
041002	ELECTRICITY	105,000	104,527	105,000	105,000
041101	NATURAL GAS	2,500	2,001	2,500	2,500
043018	REPAIRS-EQUIPMENT	12,500	7,519	20,000	20,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	3,668	7,500	7,500
043028	MAINTENANCE	5,000	5,509	5,000	5,000
043031	SCADA EQUIPMENT	3,500	928	3,500	8,000
043032	GENERATOR MAINTENANCE	2,000	6,918	2,000	6,000
062011	OPERATING SUPPLIES	1,500	3,945	1,500	500
063601	DIESEL FUEL	2,500	1,154	2,500	2,500
063800	MATERIALS-CHEMICALS	-	-	-	-
073000	OTHER IMPROVEMENTS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	7,500	3,163	7,500	18,000
		154,500	144,389	162,000	180,000
LIFT STATION DEER STREET					
51-751-670-65-143-491					
041002	ELECTRICITY	70,000	50,956	70,000	70,000
043018	REPAIRS-EQUIPMENT	10,000	11,372	10,000	10,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	951	2,500	2,500
043028	MAINTENANCE	5,000	3,521	5,000	5,000
043031	SCADA EQUIPMENT	1,000	270	1,000	1,000
043032	GENERATOR MAINTENANCE	2,000	1,920	2,000	8,000
062011	OPERATING SUPPLIES	2,000	111	2,000	500
063601	DIESEL FUEL	1,250	303	1,250	1,250
		93,750	69,403	93,750	98,250
LIFT STATIONS PEASE					
51-751-670-65-541-491					
041002	ELECTRICITY	4,000	2,811	4,000	4,000
041101	NATURAL GAS	1,500	1,429	1,500	1,500
041205	WATER /SEWER FEES	1,500	744	1,500	1,500
043018	REPAIRS-EQUIPMENT	3,500	3,064	3,500	3,500
043028	MAINTENANCE	750	344	750	750
043032	GENERATOR MAINTENANCE	2,000	305	2,000	2,000
062011	OPERATING SUPPLIES	500	-	500	500
074000	MACHINERY AND EQUIPMENT	1,000	-	10,000	5,000
074001	EQUIPMENT	1,000	-	1,000	1,000
		15,750	8,697	24,750	19,750



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

COLLECTION ADMINISTRATION PORTSMOUTH
51-751-680-51-100-491

011001	REGULAR SALARIES	165,025	154,770	356,330	365,437
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	17,000	14,123	26,300	26,300
022001	SOCIAL SECURITY	11,650	10,022	24,087	25,015
022501	MEDICARE	2,724	2,344	5,633	5,765
023001	RETIREMENT	20,714	19,220	43,543	44,467
034103	TELEPHONE	2,000	2,572	2,000	2,000
034104	CELLULAR PHONES	3,500	2,396	3,500	3,500
039054	PROF/SERVICES-CONTRACT	1,500	12,325	1,500	1,500
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	14,912	15,000	15,000
041308	SLUDGE DISPOSAL	25,000	-	25,000	25,000
043018	REPAIRS-EQUIPMENT	10,000	3,453	10,000	13,500
043024	REPAIRS-VEHICLE	35,000	32,053	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	892	1,500	1,500
043028	MAINTENANCE	1,250	11	1,250	1,250
054003	STATE CERTIFICATION	500	-	500	500
054050	TRAINING	1,500	812	200	2,000
061001	FIRST AID	-	413	-	-
062001	OFFICE SUPPLIES	1,000	1,470	1,000	1,000
062011	OPERATING SUPPLIES	6,250	7,438	6,250	6,250
065051	GROUNDSKEEPING-DIG SAFE	6,500	3,920	6,500	6,500
067001	BOOKS & PERIODICALS	150	-	150	150
068002	CLOTHING	5,000	2,079	5,000	5,000
068003	PROTECTIVE CLOTHING	1,000	131	1,000	1,000
068012	STOCK INVENTORY	-	5,896	-	-
068030	TOOLS	6,500	14,206	6,500	6,500
074000	MACHINERY AND EQUIPMENT	8,000	6,617	8,000	8,000
		354,134	312,073	591,614	608,005

COLLECTION METERS PORTSMOUTH
51-751-680-64-100-491

011001	REGULAR SALARIES	91,731	68,207	69,427	70,499
014041	OVERTIME	2,200	2,554	2,200	7,000
022001	SOCIAL SECURITY	5,824	4,212	4,441	4,805
022501	MEDICARE	1,362	985	1,039	1,124
023001	RETIREMENT	10,689	8,053	8,151	8,657
039054	PROF/SERVICES-CONTRACT	7,500	25,481	11,000	11,000
043018	REPAIRS-EQUIPMENT	10,000	-	8,500	8,500
062011	OPERATING SUPPLIES	2,500	33	1,625	1,625
068003	PROTECTIVE CLOTHING	150	-	150	-
068016	MATERIALS	54,000	82,342	75,000	75,000
074000	MACHINERY AND EQUIPMENT	65,000	17,286	35,000	35,000
		250,956	209,153	216,533	223,210

COLLECTION MAINS PORTSMOUTH
51-751-680-67-100-491

011001	REGULAR SALARIES	207,553	99,183	-	-
014041	OVERTIME	9,300	9,215	-	-
022001	SOCIAL SECURITY	13,445	6,346	-	-
022501	MEDICARE	3,144	1,484	-	-
023001	RETIREMENT	24,678	12,336	-	-
039054	PROF/SERVICES-CONTRACT	15,000	5,776	15,000	15,000
068003	PROTECTIVE CLOTHING	750	-	750	-
043018	REPAIRS-EQUIPMENT	3,500	2,021	3,500	3,500
043028	MAINTENANCE	15,000	4,024	15,000	15,000
044002	RENTAL OTHER EQUIPMENT	5,000	-	5,000	5,000
068016	MATERIALS	62,500	31,839	62,500	62,500
074000	MACHINERY AND EQUIPMENT	3,500	-	3,500	3,500
		363,370	172,224	105,250	104,500

COLLECTION-LATERALS PORTSMOUTH
51-751-680-69-100-491

011001	REGULAR SALARIES	-	4,019	-	-
014041	OVERTIME	-	364	-	-
022001	SOCIAL SECURITY	-	258	-	-
022501	MEDICARE	-	60	-	-
023001	RETIREMENT	-	499	-	-
		-	5,201	-	-

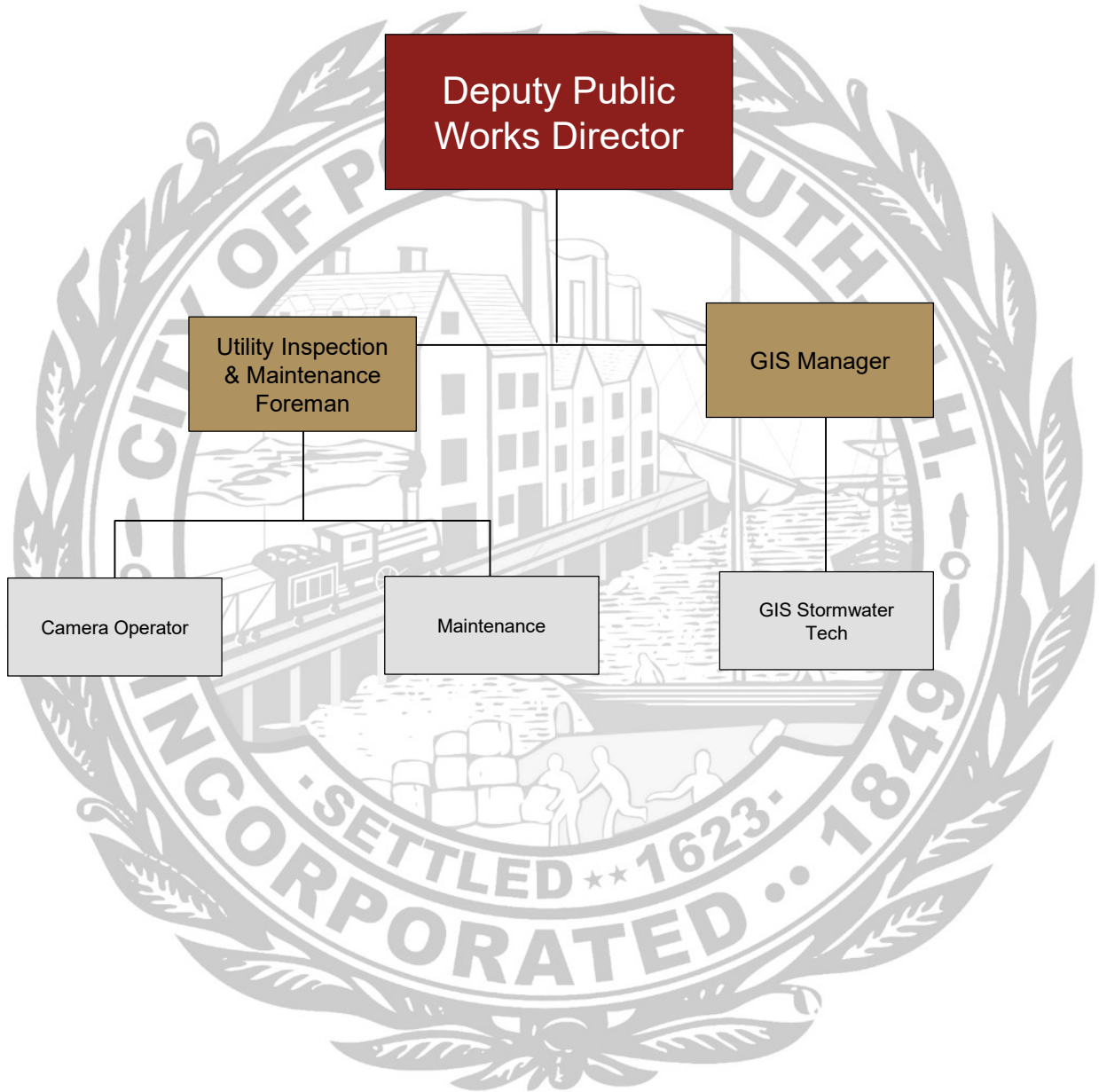


	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
TOTAL SEWER DIVISION	11,193,646	11,084,622	12,406,664	14,202,023
CASH REQUIREMENTS ADJUSTMENTS				
021802 OPEB-HEALTH INS	(30,000)	(30,000)	(96,900)	(76,200)
070000 CAPITAL OUTLAY	1,550,000	1,550,000	450,000	200,000
086001 DEPRECIATION	(2,010,000)	(2,010,000)	(2,400,000)	(2,400,000)
098001 PRINICIPAL-BONDED DEBT	3,845,593	3,845,593	4,055,593	4,385,593
098102 INTEREST-BONDED DEBT	(14,101)	(14,101)	(21)	(5,668)
098010 PROJECTED NEW BOND PAYMNT	215,000	215,000	330,000	520,000
099002 ROLLING STOCK	472,500	472,500	512,500	652,000
Total Cash Requirements Adjustment	4,028,992	4,028,992	2,851,172	3,275,725
TOTAL CASH REQUIREMENTS SEWER	15,222,638	15,113,614	15,257,836	17,477,748



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	FY18	FY19	FY20
Utility Inspection and Maintenance Foreman	0	0.50	0.50
Camera Operator	0	0.50	0.50
GIS Stormwater Tech	0	0.50	0.50
Utility Mechanics	0	1.50	1.50
Equipment Operator	0	1	1
Laborer	0	1	1
Totals Full Time	0.00	5.00	5.00

Department Budget Comments

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit went into effect. To ensure compliance with this new permit, the City created a Stormwater Special Revenue Fund. The proposed budget for FY20 of \$495,613 is funded by a transfer from the General Fund DPW department and the Sewer Division Enterprise Fund. This is a decrease of \$24,521 or 4.71% from FY19.

Prior to establishing this Fund, Stormwater functions were accounted for in the General Fund Public Works Department as well as the Sewer Enterprise Fund.

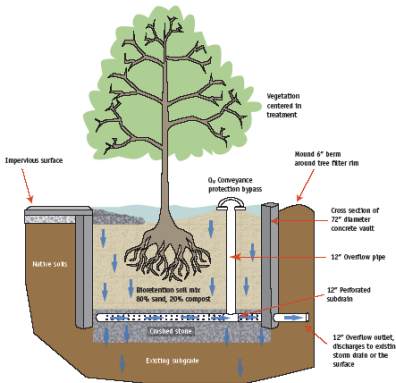
Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
STORMWATER				
SALARIES	135,430	165,515	235,290	236,000
OVERTIME	15,000	3,625	15,000	15,000
LONGEVITY	-	-	1,464	1,464
RETIREMENT	17,119	19,248	28,650	28,564
HEALTH/DENTAL	-	-	139,160	113,000
INSURANCE REIMBURSEMENT	-	-	-	1,000
OTHER BENEFITS	11,508	12,039	20,570	20,585
CONTRACTED SERVICES	75,000	31,000	75,000	75,000
OTHER OPERATING	5,000	756	5,000	5,000
TOTAL	259,057	232,182	520,134	495,613

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 have 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 have taken a pro-active approach to stormwater management. In 2007 the City completed a Stormwater Master Plan which outlined a series of actions to comply with the EPA's stormwater requirements. Actions completed included creating a stormwater ordinance, mapping and inspecting all of the City's stormwater infrastructure, adopting best management practices which incorporate

stormwater treatment, and increasing the funding for stormwater infrastructure. In addition, to explore options to fund these new efforts the City completed a Stormwater Utility Feasibility Study. This study explored the creation of a new 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 members.



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: <ul style="list-style-type: none"> • Improve Public Outreach • Promote and Support Sustainable Practices 	
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: <ul style="list-style-type: none"> • Improve Public Outreach • Promote and Support Sustainable Practices 	
Goal #3: Illicit Discharge Detection and Elimination	Objectives: <ul style="list-style-type: none"> ✓ Inspection of City's Outfall ✓ Canine Detection
Citywide Goals Addressed: <ul style="list-style-type: none"> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	
Goal #4: Construction Site Run-off Control	Objectives: <ul style="list-style-type: none"> ✓ Best Management Practices ✓ Siltation Control
Citywide Goals Addressed: <ul style="list-style-type: none"> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	
Goal #5: Post Construction Run-off Control	Objectives: <ul style="list-style-type: none"> ✓ Annual Inspection of Stormwater Controls
Citywide Goals Addressed: <ul style="list-style-type: none"> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	



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: <ul style="list-style-type: none"> • Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 	

<u>Performance Measures</u>				
Stormwater				
	FY18	FY19	FY20 (Estimate)	
<u>Catch Basins Cleaned</u>				<u>Tons of Material from Street Sweeping</u>
	1,000	1,250	1,250	328 350 350
<u>Tons of Material Cleaned from Catch Basins</u>				<u>Linear Feet of Drain Lines Cleaned</u>
	366	400	400	6,750 10,000 10,000
				<u>Linear Feet of Drain Lines Inspected</u>
				6,750 10,000 10,000
				<u>Drain Treatment Units Inspected/Cleaned</u>
				13 15 20



FY20 BUDGETED POSITION AND SALARY DETAIL

STORMWATER		<u>POSITION</u>	<u>SALARY</u>
SMA GRADE 13	2.5B/9.5C	① UTILITY INSPECTION AND MAINTENANCE FOREMAN	30,301
PMA GRADE 9	B	② GIS STORMWATER TECH	23,938
1386 GRADE 9	1E/11F	① CAMERA OPERATOR	25,813
1386 GRADE 8	G	EQUIP OPER I	50,675
1386 GRADE 7	F	① UTILITY MECHANIC	23,494
1386 GRADE 7	4C/8D	UTILITY MECHANIC	42,903
1386 GRADE 5	4.5C/7.5D	LABORER	38,876
<u>TOTAL DEPARTMENT</u>			<u>236,000</u>

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

- ① 50% SEWER, 50% STORMWATER
- ② 50% WATER, 50% STORMWATER



	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

STORMWATER

58-751-640-49-100-420

011001	REGULAR SALARIES	135,430.00	165,514.51	235,290.00	236,000.00
011061	INSURANCE REIMBURSEMENT	-	-	-	1,000.00
014041	OVERTIME	15,000.00	3,624.76	15,000.00	15,000.00
015001	LONGEVITY	-	-	1,464.00	1,464.00
021001	INSURANCE-HEALTH	-	-	133,000.00	106,000.00
021101	INSURANCE-DENTAL	-	-	6,160.00	7,000.00
021501	INSURANCE-LIFE	-	-	460.00	457.00
021601	INSURANCE-DISABILITY	-	-	850.00	850.00
022001	SOCIAL SECURITY	9,327.00	9,757.10	15,610.00	15,624.00
022501	MEDICARE	2,181.00	2,281.83	3,650.00	3,654.00
023001	RETIREMENT	17,119.00	19,248.39	28,650.00	28,564.00
031002	PROF SERVICES-ENGINEERING	40,000.00	31,000.00	40,000.00	40,000.00
041308	SLUDGE DISPOSAL	35,000.00	-	35,000.00	35,000.00
043018	REPAIRS-EQUIPMENT	1,000.00	-	1,000.00	1,000.00
043024	REPAIRS-VEHICLE	1,000.00	-	1,000.00	1,000.00
043051	MAINTENANCE-STORM DRAINS	2,500.00	400.00	2,500.00	2,500.00
068003	PROTECTIVE CLOTHING	500.00	355.54	500.00	500.00
074000	MACHINERY AND EQUIPMENT	-	-	-	-
TOTAL STORMWATER		259,057	232,182	520,134	495,613



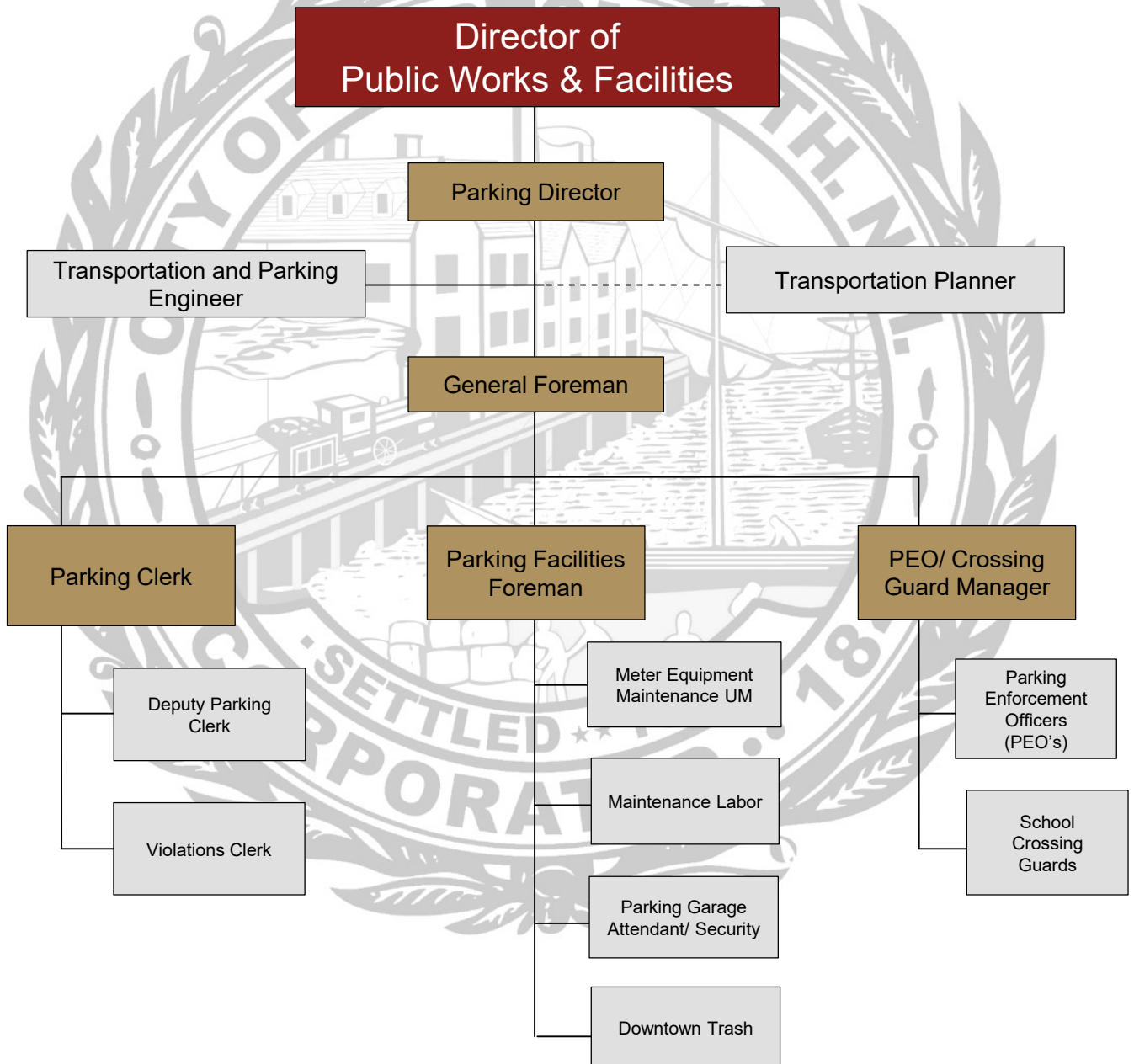


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Parking & Transportation

Special Revenue Fund



Mission

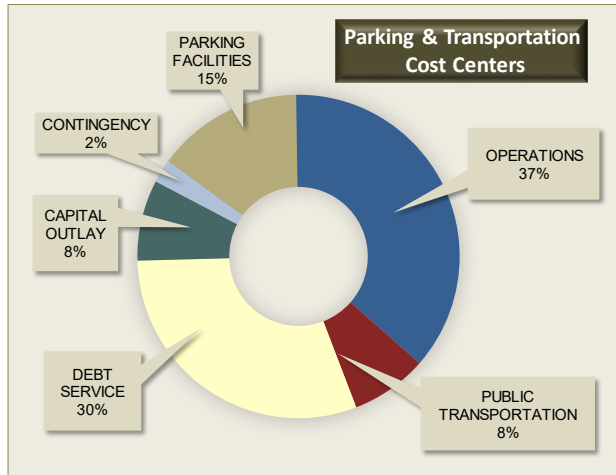
To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.



Parking & Transportation Division

Services Overview

- ✓ Parking Facilities and Services
- ✓ Traffic Operations, Planning & Safety Improvements
- ✓ Roadway and Bridge Design Projects
- ✓ Transit Facilities and Services



Department Budget Comments

The Parking and Transportation Division's total proposed budget for FY20 is \$7,536,910. This represents an Operating Budget of \$3,880,816 (52% of total budget) and Non-operating Budget of \$3,656,095 (48%).

As depicted in the donut chart above, Parking and Transportation is comprised of six (6) cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency.

This budget supports the existing level of service plus additional support for operational changes, new services, and increased debt service related to the Foundry Garage. 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.

Due to the changing needs and expectations the FY20 Budget sets aside \$175,000 in contingency. This includes \$50,000 for School busing, \$100,000 for a Neighborhood Parking Program Pilot and a \$25,000 transfer to the Fire Department.

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Director of Parking	1	1	1
Parking & Transportation Engineer	1	1	1
Principal Planner	0.5	0.5	0.5
Assistant City Manager	0.20	0.20	0.00
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Public Information Officer	0.20	0.20	0.20
Administrative Assistant II	0.00	0.00	0.25
Administrative Assistant I	0.25	0.25	0.25
Administrative Clerk	0.25	0.25	0.25
Dispatch	0.25	0.25	0.25
Special Projects Administrator	0.25	0.25	0.25
Facilities Manager	0.00	0.25	0.25
Parking General Foreman	0	1	1
Parking Foreman	0	2	2
Parking Clerk	1	1	1
Deputy Parking Clerk	1	1	1
Violation Clerk - Collections	1	1	1
Parking Garage Supervisor	1	0	0
Laborer	2	5	5
Truck Driver 1	0.1	1	1
Parking Garage Attendant/ Security	3	6.0	6
Account Clerk - Garage	1	1.0	1
Parking Enforcement Supervisor	1	1.0	1
Equipment Maintenance Foreman	0.1	0.1	0.1
Lead Mechanic	0.0	0.1	0.1
Equipment Mechanic	0.4	0.3	0.3
Utility Mechanic	1	0.1	0.1
Utility Mechanic - Inventory Control Tech	0.1	0.1	0.1
Totals Full Time	17.21	25.46	25.51
Positions Part-Time	FY18	FY19	FY20
Parking Enforcement	16	16	16
School Crossing Guards	6	6	6
Parking Garage Attendant	12	24	20
Account Clerk - Collection	1	1	1
Secretary	0.25	0.25	0.25
Number of Engineering Interns varies throughout the year.			
Number of Seasonal part-time positions varies throughout the year			
Totals Part Time	35.25	47.25	43.25



Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
PARKING & TRANSPORTATION				
OPERATING				
SALARIES	912,501	1,007,785	1,224,863	1,331,053
PART-TIME SALARIES	461,856	332,990	565,263	545,660
OVERTIME	53,000	67,871	84,500	104,500
LONGEVITY	7,897	7,495	9,827	9,666
RETIREMENT	110,562	114,163	150,123	161,704
HEALTH INSURANCE	273,000	250,459	430,200	443,500
DENTAL INSURANCE	16,600	15,258	24,700	26,000
WORKERS COMPENSATION	8,382	8,382	8,885	16,969
LIFE AND DISABILITY	5,878	4,741	7,581	8,000
OTHER BENEFITS	119,916	108,875	149,492	154,932
UTILITIES	52,550	50,383	73,225	108,425
POLICE SERVICES DOWNTOWN	80,000	80,000	60,000	60,000
CONTRACTED SERVICES	101,200	82,211	121,450	153,500
OTHER OPERATING	575,844	540,009	667,844	710,706
COLLECTIVE BARGAINING CONTINGENCY	2,456	-	-	46,200
<i>OPERATING</i>	2,781,642	2,670,622	3,577,953	3,880,815
NON OPERATING				
DEBT SERVICE	774,146	685,557	1,196,875	2,292,500
CAPITAL PROJECTS	325,000	325,000	800,000	275,000
ROLLING STOCK	310,000	310,000	335,000	335,000
TRANSPORTATION	542,407	519,083	558,910	578,595
CONTINGENCY	160,000	160,000	225,000	175,000
<i>NON OPERATING</i>	2,111,553	1,999,640	3,115,785	3,656,095
TOTAL	4,893,195	4,670,262	6,693,738	7,536,910

In FY19 the Parking and Transportation Division continued with the implementation of a series of operational changes to improve parking utilization data collection, customer service, and citation management. Changes continue to be based on the 2015 Walker Parking Consultants' Operational Study recommendations and Parking Industry Best Practices. In order to utilize real-time parking data to drive decision making, the City has expanded upon its agreement with Smarking, Inc., a data analytics firm specializing in aggregating parking information. The City utilizes real-time data from single space meters, multi-space meters, the Hanover and Foundry garages, the new ParkMobile pay by phone application, and the new citation management system to help the Division make data-driven recommendations. This enables the Division to more rapidly gauge behavioral responses to rate changes and other parking initiatives. The City will continue to use this information in its efforts to improve the level of service and parking experience for our customers.

Program goals from FY19 that have been met include:

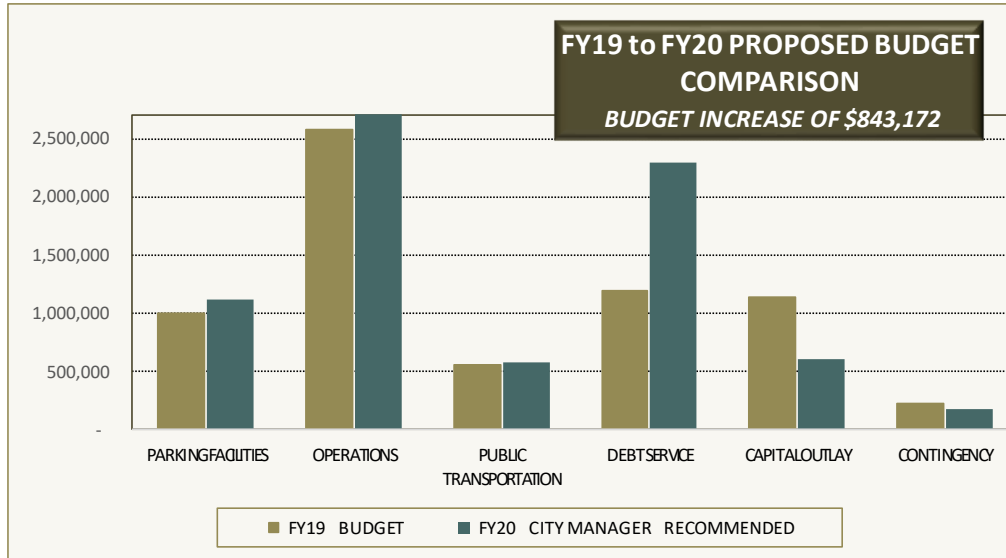
- Expanded Smarking data aggregation to include ParkMobile user data and the Foundry Garage
- Installation and integration of new Touch-screen Multi-space parking meters
- Partnered with new credit-card processor, resulting in annual savings
- Acceptance of American Express at all Parking locations
- Ongoing management of the Zagster Bike Share Program
- Completion and successful Grand Opening of opening of the Foundry Place Parking Garage
- Restructure of the Parking Division to expand management-level coverage throughout the week, decreasing response times and overtime costs while enhancing the consumer experience
- In December of 2018, the City launched new Citation Management Software with a citation appeal component designed to reduce/eliminate trips to the Parking Clerk's Office

- Data-driven decision to expand the High Occupancy Zone
- February 15, 2019 launch of the new ParkMobile Pay-by-Phone Application
 - Launched Resident Rate Program in concordance with the ParkMobile App launch
- Delivered on City Council mandate to develop a Neighborhood Parking Program



- Worked with Portsmouth Police and Fire Departments to develop a Traffic Demand Management blueprint for City-wide events, incorporating the Foundry Garage and including upgraded traffic direction and signage, web presence and enhanced ingress and egress routing
- Partnered with the Music Hall for event-specific discounted flat rate parking at the Foundry Garage

The Proposed FY20 budget of \$7,536,910 represents an increase of \$843,172. The following chart depicts the comparison from FY19 to the FY20 City Manager’s Proposed Budget.



The total proposed increase of \$843,172 is comprised of:

- 38% of the increase is related to the Operating Budget
 - Operating Costs and Staffing for the Foundry Garage (for a full year, as opposed to the FY19 Budget which was budgeted for just 6 months) as well as increase Administrative costs, including Salary COLA adjustments due to contractual obligations and increases to Health Insurance Premiums
- 62% of the increase is related to the Non-Operating Budget
 - Increase of debt service as a result of the bond issuance for the Foundry Garage.
 - Reduction for Capital Outlay
 - Reduction in Contingency

<u>FY20 Proposed Budget Increase</u>		
Parking Facilities	113,597	13%
Operations & Maintenance	189,265	22%
Public Transportation	19,685	2%
Debt Service	1,095,625	130%
Capital Outlay	(525,000)	-62%
Contingency	(50,000)	-6%
TOTAL	\$843,172	100%

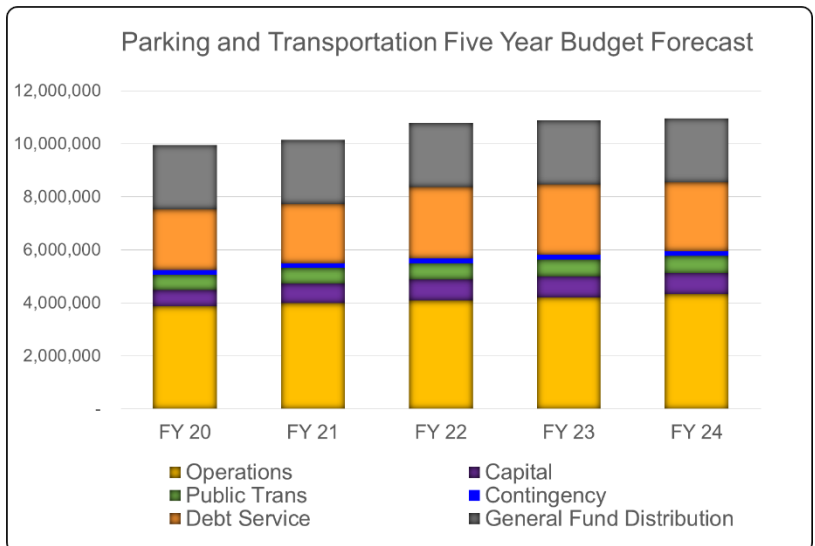
It is anticipated that future parking budgets will phase out or adjust the following budget items:

- \$60,000 for Police services in the downtown. This funding will be reduced in FY21.
- School busing is reduced to \$50,000 in FY20 and will be eliminated in FY21.
- \$25,000 for Fire Department services in the downtown. This funding will be eliminated in FY21.



Future Budget Projections

As part of FY20 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 FY20, the proposed budget includes an increase of \$1,095,625 to cover interest payments and establish a reserve for projected loss of revenue over three years as the Hanover Street Parking Garage undergoes major upgrades, closing portions of the facility for a period of years. Based on the bonded capital cost of \$23 million, the annual debt service increases in FY20 to just under \$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 (NHDOT) Municipally Managed Highway Program.
- Maintain the City's Capital Improvement Program for all transportation projects.



- Responsible for grant application of projects awarded through the Seacoast Metropolitan Planning Organization (SMPO), leveraging State and Federal funds.

Transit Facilities and Services:

- Coordinates the City's public transit services and facilities.
- Administers the contract with the Cooperative Alliance for Seacoast Transportation (COAST) for transportation within the city and region.
- Responsible for submitting grant applications for transit facilities, services, and amenities to the Federal Transit Administration (FTA) and COAST through the SMPO.



<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"> ✓ Develop and deliver the choice for Monthly users of the Foundry and Hanover garages to pay with secure Credit Card or ACH (Debit Card) transactions. This will allow for automated invoicing, payment and account updates, dramatically reducing Administration costs, while furthering the goal of streamlining the consumer interaction with the Parking Division. ✓ Continue to 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 testing of new Single-space meter sensor technology, streamlining the collection and enforcement processes. ✓ Administer the Neighborhood Parking Program, if so approved. ✓ Assess and report on shoulder and summer season occupancy percentages, with a view to recommend policies that ease demand and reduce congestion, while encouraging the use of all available modes of transportation. ✓ Participate in the ongoing RFQ/RFP process for a Micro-transit system
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Address Transportation and Parking Needs 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Address Transportation and Parking Needs 	



<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Address Transportation and Parking Needs 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • Address Transportation and Parking Needs 	

Transit Performance Measures

COAST ridership for routes that serve Portsmouth			
	FY 18	Estimated FY 19	Estimated FY 20
Portsmouth Trolleys (Routes 40 & 41)	96,286	74,399	75,142
Route 2 Regional Route	185,385	156,018	146,657
Regional ADA Services	17,034	35,108	35,459



GETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
PARKING & TRANSPORTATION			
<u>ADMINISTRATION</u>			
PMA GRADE 22	E	PARKING DIRECTOR	103,816
PMA GRADE 18	E	PARKING & TRANSPORTATION ENGINEER	85,487
PMA GRADE 21	E	② FACILITIES MANAGER	24,718
PMA GRADE 16	.5D/11.5E	① PRINCIPAL PLANNER	38,718
NON GRADE 18	E	⑤ ASSISTANT CITY ATTORNEY	30,775
NON GRADE 16	E	② OPERATIONS MANAGER	19,397
SMA GRADE 15	7C/5D	PARKING GARAGE GENERAL FOREMAN	68,824
PMA GRADE 11	C	② ADMIN ASSIST II	13,832
PMA GRADE 9	6A/6B	② ADMIN ASSIST I	11,688
1386B GRADE 7	7G/5H	② ADMIN CLERK	12,302
PMA GRADE 13	E	③ PUBLIC INFORMATION OFFICER	13,420
1386 GRADE 7	F	② DISPATCHER	11,747
NON GRADE 7	E	② SPECIAL PROJECT COORDINATOR	12,599
SMA GRADE 14	3.5D/8.5E	④ EQUIPMENT MAINTENANCE FOREMAN	6,980
SMA GRADE 12	9A/3B	④ LEAD MECHANIC	5,361
1386 GRADE 9	1.5C/10.5D	④ EQUIPMENT MECHANIC	4,772
1386 GRADE 9	G	④ EQUIPMENT MECHANIC	5,316
1386 GRADE 9	2C/10D	④ EQUIPMENT MECHANIC	4,762
1386 GRADE 7	2C/10D	④ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	4,325
1386 GRADE 7	G	④ UTILITY MECHANIC	4,828
		ON CALL	2,700
TOTAL ADMINISTRATION			486,367
<u>HANOVER GARAGE</u>			
SMA GRADE 12	7.5A/4.5B	PARKING FOREMAN	53,939
1386 GRADE 5	2C/10D	LABORER	39,265
1386 GRADE 5	E	LABORER	41,535
1386B GRADE 3	H	ACCOUNT CLERK	41,223
1386 GRADE 2	2.5C/9.5D	PARKING GARAGE ATTENDANT/SECURITY	33,919
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	36,930
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	36,930
		ON CALL	2,700
TOTAL HANOVER GARAGE			286,441
<u>FOUNDRY GARAGE</u>			
SMA GRADE 12	4A/8B	PARKING FOREMAN	54,697
1386 GRADE 5	E	LABORER	41,535
1386 GRADE 5	C	LABORER	37,708
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	35,943
1386 GRADE 2	2C/10D	PARKING GARAGE ATTENDANT/SECURITY	33,986
1386 GRADE 2	7C/5D	PARKING GARAGE ATTENDANT/SECURITY	33,315
		ON CALL	2,700
TOTAL FOUNDRY PLACE GARAGE			239,884
<u>ENFORCEMENT</u>			
SMA GRADE 11	E	PARKING ENFORCEMENT SUPERVISOR	61,205
		ON CALL	8,060
TOTAL PARKING ENFORCEMENT			69,265
<u>METERS</u>			
1386 GRADE 6	F	TRUCK DRIVER I	44,785
1386 GRADE 5	7C/5D	LABORER	38,486
TOTAL METER OPERATIONS			83,271
<u>COLLECTION</u>			
PMA GRADE 13	E	PARKING CLERK	67,101
PMA GRADE 9	3.5D/8.5E	DEPUTY PARKING CLERK	54,550
1386B GRADE 5	G	VIOLATIONS CLERK	44,174
TOTAL COLLECTION			165,825
TOTAL FULL TIME			1,331,053



GETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
<u>P/T ADMINISTRATION</u>			
NON GRADE 5	A	② SECRETARY (25HRS/WK)	6,279
		ENGINEERING INTERN	10,000
(6) PART TIME		SCHOOL CROSSING GUARDS	83,250
TOTAL PART TIME ADMINISTRATION			99,529
<u>P/T COLLECTION</u>			
NON GRADE 3	E	ACCOUNT CLERK (25HRS/WK)	25,519
TOTAL PART TIME COLLECTION			25,519
<u>P/T FOUNDRY GARAGE</u>			
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT	10,600
1386 GRADE 1	1.5A/10.5B	FOUNDRY PLACE ATTENDANT	17,693
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT	7,067
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT	14,134
TOTAL FOUNDRY PLACE ATTENDANT VACANIES			37,454
TOTAL FOUNDRY PLACE GARAGE ATTENDANTS			86,948
<u>P/T HANOVER GARAGE</u>			
1386 GRADE 1	D	HANOVER GARAGE ATTENDANT	17,144
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	8,480
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	10,600
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	7,067
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	9,894
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	8,834
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	13,427
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	5,300
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	10,600
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT	4,240
TOTAL HANOVER GARAGE ATTENDANTS			95,586
<u>P/T ENFORCEMENT</u>			
NON GRADE 2	F	PARKING ENFORCEMENT	25,688
NON GRADE 2	F	PARKING ENFORCEMENT	15,808
NON GRADE 2	F	PARKING ENFORCEMENT	18,772
NON GRADE 2	F	PARKING ENFORCEMENT	10,868
NON GRADE 2	B	PARKING ENFORCEMENT	2,085
NON GRADE 2	A	PARKING ENFORCEMENT	20,475
NON GRADE 2	A	PARKING ENFORCEMENT	13,887
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	9,919
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	11,903
NON GRADE 2	A	PARKING ENFORCEMENT	11,903
NON GRADE 2	A	PARKING ENFORCEMENT	13,887
NON GRADE 2	A	PARKING ENFORCEMENT	15,870
NON GRADE 2	A	PARKING ENFORCEMENT	11,903
TOTAL PARKING ENFORCEMENT			238,078
TOTAL PART TIME			545,660
TOTAL DEPARTMENT			1,876,713

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 64% LEGAL, 36% PARKING



				FY20
	FY18	FY18	FY19	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

PARKING AND TRANSPORTATION
FOUNDRY PLACE PARKING FACILITY
17-752-539-33-118-407

011001	REGULAR SALARIES	-	-	154,257	239,884
012001	PART TIME SALARIES	-	-	85,988	86,948
014041	OVERTIME	-	-	22,500	22,500
022001	SOCIAL SECURITY	-	-	16,290	21,659
022501	MEDICARE	-	-	3,810	5,066
023001	RETIREMENT	-	-	20,115	29,308
034103	TELEPHONE	-	-	750	3,000
036001	PROF SERVICE-CLEANING	-	-	750	5,000
039006	PROF/SERVICES-SECURITY	-	-	-	15,000
041002	ELECTRICITY	-	-	15,000	48,000
041205	WATER /SEWER FEES	-	-	5,625	5,625
043001	REPAIRS-STRUCTURAL	-	-	-	500
043002	REPAIRS-ELECTRICAL	-	-	-	500
043007	REPAIRS-ELEVATOR	-	-	-	8,000
043009	REPAIRS-PARKING CONTROL	-	-	-	3,335
043018	REPAIRS-EQUIPMENT	-	-	1,500	1,500
043024	REPAIRS-VEHICLE	-	-	750	2,000
043032	GENERATOR MAINTENANCE	-	-	375	1,000
053001	ADVERTISING	-	-	375	-
062001	OFFICE SUPPLIES	-	-	750	750
064001	JANITORIAL SUPPLIES	-	-	3,750	3,200
068003	PROTECTIVE CLOTHING	-	-	3,750	3,000
068016	MATERIALS	-	-	7,500	10,000
TOTAL		-	-	343,835	515,775

HIGH HANOVER PARKING FACILITY
17-752-540-33-117-407

011001	REGULAR SALARIES	221,806	206,699	297,112	286,441
012001	PART TIME SALARIES	139,989	110,654	116,656	95,586
014041	OVERTIME	25,000	34,805	30,000	30,000
015001	LONGEVITY	1,647	-	-	-
022001	SOCIAL SECURITY	24,084	21,160	27,514	25,546
022501	MEDICARE	5,632	4,949	6,435	5,974
023001	RETIREMENT	28,274	27,483	37,225	35,347
032009	PROPERTY VALUATION SERVIC	4,200	50	4,200	-
034103	TELEPHONE	1,350	1,062	1,350	1,350
036001	PROF SERVICE-CLEANING	1,000	-	1,000	1,000
039006	PROF/SERVICES-SECURITY	60,500	20,690	30,000	15,000
041002	ELECTRICITY	35,000	33,609	35,000	35,000
041101	NATURAL GAS	750	842	800	800
041205	WATER /SEWER FEES	10,000	4,929	10,000	7,000
043001	REPAIRS-STRUCTURAL	5,000	3,057	5,000	5,000
043002	REPAIRS-ELECTRICAL	2,000	2,502	2,000	2,000
043007	REPAIRS-ELEVATOR	4,000	3,109	4,000	4,000
043009	REPAIRS-PARKING CONTROL	4,000	1,372	5,000	7,500
043018	REPAIRS-EQUIPMENT	2,000	333	2,100	1,100
043024	REPAIRS-VEHICLE	2,500	4,996	5,000	6,000
043032	GENERATOR MAINTENANCE	1,000	265	1,000	1,000
053001	ADVERTISING	1,000	-	1,000	-
062001	OFFICE SUPPLIES	500	-	500	500
064001	JANITORIAL SUPPLIES	4,000	3,217	4,800	4,800
068003	PROTECTIVE CLOTHING	5,500	5,740	6,050	5,000
068016	MATERIALS	20,000	12,226	20,000	20,000
074001	EQUIPMENT	1,500	747	1,545	1,000
TOTAL		612,232	504,497	655,287	596,944

PARKING ENFORCEMENT
17-752-541-33-100-423

011001	REGULAR SALARIES	145,870	70,413	69,265	69,265
012001	PART TIME SALARIES	253,878	206,367	263,389	238,078
014041	OVERTIME	4,000	1,315	4,000	4,000
015001	LONGEVITY	2,143	3,174	-	-
022001	SOCIAL SECURITY	25,165	17,216	20,873	19,303
022501	MEDICARE	5,885	3,961	4,883	4,514
023001	RETIREMENT	17,090	8,067	8,338	8,184



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
034103	TELEPHONE	500	382	500	500
034206	SOFTWARE-ANNUAL MAINT	-	-	-	43,200
043018	REPAIRS-EQUIPMENT	1,500	1,477	3,300	3,300
043024	REPAIRS-VEHICLE	1,000	1,624	1,000	1,000
044000	RENTAL AND LEASES	12,600	17,850	27,720	12,600
061002	MISCELLANEOUS SUPPLIES	1,000	1,260	1,000	3,500
062005	PRINTING SUPPLIES	12,500	11,251	12,500	12,500
062006	MOTOROLA POTABLE BATTERIE	4,500	-	4,500	-
062501	POSTAGE	-	-	-	11,760
068003	PROTECTIVE CLOTHING	7,000	6,626	7,350	7,350
068004	MATERIALS-MAINTENANCE	5,000	1,639	5,000	3,500
074001	EQUIPMENT	10,000	203	10,000	2,500
075001	FURNITURE AND FIXTURES	2,000	-	2,000	2,000
TOTAL		511,631	352,827	445,618	447,054

PARKING METER OPERATION
17-752-542-33-100-423

011001	REGULAR SALARIES	106,652	108,212	133,604	83,271
014041	OVERTIME	20,000	29,439	24,000	24,000
015001	LONGEVITY	924	924	-	-
022001	SOCIAL SECURITY	7,910	8,313	9,771	6,651
022501	MEDICARE	1,850	1,944	2,285	1,555
023001	RETIREMENT	14,518	15,927	17,935	11,982
034206	SOFTWARE-ANNUAL MAINT	-	-	-	41,000
034210	METER-TRANSACTION FEE	-	38,500	40,000	80,000
043018	REPAIRS-EQUIPMENT	5,000	1,986	5,000	8,000
043020	REPAIRS-PARKING METERS	5,000	5,541	5,150	5,150
043024	REPAIRS-VEHICLE	2,500	-	2,500	2,000
062020	METER-SUPPLIES	-	-	4,000	6,000
068003	PROTECTIVE CLOTHING	500	236	500	750
068023	MATERIALS-PRK MTR INSTALL	1,100	1,948	1,200	1,200
074001	EQUIPMENT	500	500	500	500
074013	PARKING METERS	40,000	60,524	-	10,000
TOTAL		206,454	273,993	246,445	282,059

PARKING COLLECTION
17-752-543-33-100-423

011001	REGULAR SALARIES	153,620	172,014	159,137	165,825
012001	PART TIME SALARIES	-	-	-	25,519
014041	OVERTIME	2,000	860	2,000	2,000
015001	LONGEVITY	2,348	2,348	-	-
022001	SOCIAL SECURITY	9,794	10,614	9,990	11,987
022501	MEDICARE	2,291	2,482	2,337	2,803
023001	RETIREMENT	17,976	19,981	18,337	18,746
033001	PROF SERVICES-TEMP	-	2,018	10,000	2,000
034103	TELEPHONE	1,500	876	1,500	1,000
043027	REPAIRS-OFFICE EQUIPMENT	500	-	500	-
053001	ADVERTISING	-	223	-	-
055050	PRINTING	2,000	1,156	2,000	2,000
062001	OFFICE SUPPLIES	3,250	1,781	3,400	2,000
062010	COPYING SUPPLIES	2,000	2,046	3,000	1,500
062501	POSTAGE	20,000	13,113	20,000	2,500
067001	BOOKS & PERIODICALS	300	75	300	300
099006	COPIER LEASE	1,800	1,711	1,800	1,854
TOTAL		219,379	231,296	234,301	240,034

PARKING ADMINISTRATION
17-752-610-33-100-423

011001	REGULAR SALARIES	284,553	450,448	411,488	486,367
011061	INSURANCE REIMBURSEMENT	9,400	3,313	4,950	2,444
011064	COLL BARG CONTINGENCY	2,456	-	-	46,200
014041	OVERTIME	2,000	1,452	2,000	22,000
012001	PART TIME SALARIES	67,989	15,969	99,230	99,529
015001	LONGEVITY	835	1,050	9,827	9,666
021001	INSURANCE-HEALTH	273,000	250,459	430,200	443,500
021101	INSURANCE-DENTAL	16,600	15,258	24,700	26,000
021501	INSURANCE-LIFE	2,119	1,645	2,665	2,800
021701	INSURANCE-LTD	3,759	3,096	4,916	5,200



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
022001	SOCIAL SECURITY	22,616	28,303	32,705	38,440
022501	MEDICARE	5,289	6,620	7,649	8,990
023001	RETIREMENT	32,704	42,705	48,173	58,137
026002	INSURANCE-WORKERS COMP	8,382	8,382	8,885	16,969
034103	TELEPHONE	500	160	500	-
034104	CELLULAR PHONES	8,500	8,022	10,000	10,000
034204	OUTSIDE IT SUPPORT	-	-	-	5,000
034220	TRAFFIC SIGNAL OPS	-	-	-	1,200
041002	ELECTRICITY	800	473	800	2,000
043024	REPAIRS-VEHICLE	5,000	96	5,000	5,000
048002	PROPERTY INSURANCE	20,994	20,994	25,639	28,203
034206	SOFTWARE-ANNUAL MAINT	58,000	69,174	59,740	35,479
035004	OCCUPATIONAL HEALTH	2,500	3,587	2,500	2,500
039001	PROFESSIONAL SERVICES	33,000	17,367	33,000	33,000
039026	POLICE SERVICES DOWNTOWN	80,000	80,000	60,000	60,000
053001	ADVERTISING	2,000	2,569	2,000	3,300
054050	TRAINING	1,250	285	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,250	1,470	1,875	500
057101	TRAVEL AND CONFERENCE	3,600	3,691	4,000	2,000
057102	TRAVEL REIMBURSEMENT	2,500	294	2,500	2,000
061002	MISCELLANEOUS SUPPLIES	2,500	2,720	2,500	3,500
062001	OFFICE SUPPLIES	6,000	3,875	6,000	6,000
062501	POSTAGE	2,000	937	2,000	2,000
063501	GASOLINE	6,000	10,530	6,000	10,000
067001	BOOKS & PERIODICALS	1,000	122	1,000	500
068003	PROTECTIVE CLOTHING	1,500	66	2,000	2,000
068014	MATERIALS-CAPITAL OUTLAY	5,000	417	5,000	5,000
074001	EQUIPMENT	5,500	1,419	30,000	10,000
081150	REFUNDS	-	-	-	500
099006	COPIER LEASE	850	1,042	1,025	1,025
TOTAL		981,946	1,058,009	1,352,467	1,498,949
PUBLIC TRANSPORTATION					
17-752-544-33-100-423					
039027	SHUTTLE SERVICES	40,000	47,911	40,000	45,000
073030	DOWNTOWN LOOP	5,000	4,496	5,000	5,000
074008	TROLLEY MATCH	144,273	122,038	153,319	188,000
079028	BUS SHELTER/KIOSK	8,595	359	8,595	8,595
081006	COAST DUES	113,539	113,539	120,996	121,000
087014	SENIOR TRANSPORT	163,000	163,000	163,000	163,000
087030	ZAGSTER	68,000	67,739	68,000	48,000
TOTAL		542,407	519,083	558,910	578,595
DOWNTOWN SNOW REMOVAL					
17-752-640-42-100-420					
039200	SNOW REMOVAL	250,000	250,000	300,000	300,000
TOTAL		250,000	250,000	300,000	300,000
DEBT SERVICE					
17-752-302-51-100-447					
092101	FINANCING FEES ON DEBT	79,000	27,390	110,000	-
098001	PRINCIPAL-BONDED DEBT	-	-	350,000	1,310,000
098010	PROJECTED NEW BOND PAYMNT	36,979	-	-	-
098102	INTEREST-BONDED DEBT	658,167	658,167	736,875	982,500
TOTAL		774,146	685,557	1,196,875	2,292,500
CONTINGENCY					
17-752-310-51-102-423					
081001	CONTINGENCY	160,000	160,000	225,000	175,000
TOTAL		160,000	160,000	225,000	175,000



		FY18	FY18	FY19	FY20
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

CAPITAL PROJECTS
17-752-795-00-100-452

076001	VEHICLES-PW	310,000	310,000	335,000	335,000
079038	GARAGE STRUCTURAL IMPROV	50,000	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	300,000	100,000
079067	BIKE/PED PLAN IMPLEMENTAT	-	-	-	50,000
099008	PARKING LOT LEASES	60,000	60,000	60,000	60,000

TOTAL		635,000	635,000	1,135,000	610,000
Total Parking & Transportation		4,893,195	4,670,262	6,693,738	7,536,910



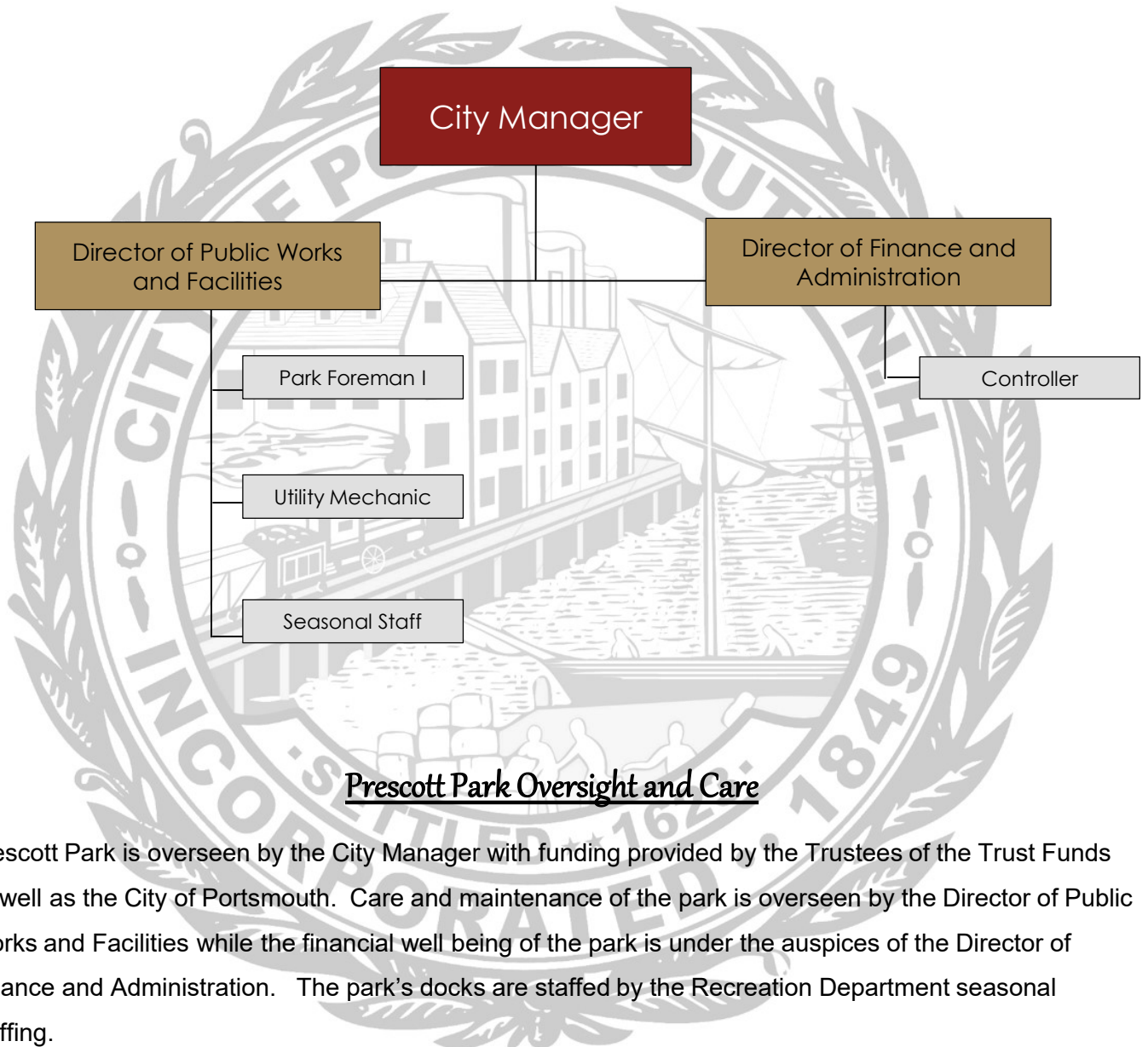


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Prescott Park

Special Revenue Fund



Prescott Park is overseen by the City Manager with funding provided by the Trustees of the Trust Funds as well as the City of Portsmouth. Care and maintenance of the park is overseen by the Director of Public Works and Facilities while the financial well being of the park is under the auspices of the Director of Finance and Administration. The park's docks are staffed by the Recreation Department seasonal staffing.

Mission

The mission of the Prescott Park Special Revenue Fund is to underwrite the operations required for the upkeep and administration of Prescott Park, which is within the management control of the City Manager. This work is carried out in accordance with the terms of the Josie F. Prescott Trust and related revenue sources, the deeds for the Park land, and directives of the Portsmouth City Council.



Prescott Park

Services Overview

- ✓ Maintenance 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	FY18	FY19	FY20
Assistant City Manager	0.075	0.075	0
Park Foreman 1	1	1	1
Utility Mechanic	0	1	1
Controller	0.15	0.15	0.15
Administrative Assistant	0.20	0	0
Totals Full Time	1.425	2.23	2.15
Positions Part-Time	FY18	FY19	FY20
Number of Seasonal part-time positions varies throughout the year			
Totals Part Time	0.00	0.00	0.00



Department Budget Comments

The Prescott Park proposed budget for FY20 is \$324,250, an increase of \$30,200 or 10.27% over FY19. These increases are due to increased part-time help, additional planting materials and professional services. 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	-	-	28,000	28,000
Transfer - General Fund	-	-	89,000	89,000
Transfer - Josie Prescott Trust	178,200	-	-	178,200
Transfer - Marine Maintenance Trust	-	21,000	-	21,000
Transfer - Bishop Flower Fund	-	-	-	-
TOTAL	178,200	21,000	125,050	324,250

Budget Summary of Expenditures

	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	59,036	3,735	55,704	118,475
PART-TIME SALARIES	30,000	14,560	15,440	60,000
OVERTIME	-	-	10,000	10,000
LONGEVITY	-	14	683	697
RETIREMENT	6,594	420	6,298	13,312
DENTAL INSURANCE	555	-	799	1,354
WORKERS' COMPENSATION	3,515	-	-	3,515
OTHER BENEFITS	6,811	1,400	5,495	13,706
<i>Contractual Obligations</i>	<i>106,511</i>	<i>20,129</i>	<i>94,419</i>	<i>221,059</i>
CONTRACTED SERVICES	11,000	-	-	11,000
GARDEN SUPPLIES	24,550	-	-	24,550
REPAIRS AND MAINTENANCE	12,500	-	-	12,500
UTILITIES	18,300	121	11,279	29,700
PROPERTY INSURANCE	-	-	3,045	3,045
OTHER OPERATING	5,339	750	16,307	22,396
<i>Other Operating</i>	<i>71,689</i>	<i>871</i>	<i>30,631</i>	<i>103,191</i>
TOTAL	178,200	21,000	125,050	324,250



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.

Goals and Objectives

Goal #1:

To ensure Prescott Park is available for park and recreational purposes

Objectives:

- ✓ Operate the Park in a manner which guarantees access by the public for parks and recreational purposes
- ✓ Ensure compliance with deed restrictions, City ordinances, and Park policies
- ✓ Administer agreements and monitor programming and services of Park licensees
- ✓ Communicate with the residents, park users, park visitors and others about Park activities, operations, future planning and other issues.

Citywide Goals Addressed:

- Promote A Welcoming, Safe and Diverse Community
- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets
- Improve Public Outreach



<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> • <i>Preserve and Restore Historic Structures and Artifacts</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> 	

<i>Performance Measures</i>			
Events			
	2017	2018	2019 (Estimate)
Weddings	34	31	30
Four Tree Island (Large Grill Reservation)	40	67	67



FY20 BUDGETED POSITION AND SALARY DETAIL

			<u>POSITION</u>	<u>SALARY</u>
PRESCOTT PARK				
<u>ADMINISTRATION</u>				
PMA GRADE 17	E	①	CONTROLLER/ENTERPRISE ACCOUNTANT	12,216
			EDUCATION STIPENDS	236
			TOTAL ADMINISTRATION	12,452
<u>BUILDING/GROUNDS</u>				
SMA GRADE 13	9B/3C		PARK FOREMAN I	59,036
1386 GRADE 7	F		UTILITY MECHANIC	46,988
			TOTAL BUILDING GROUNDS	106,024
			TOTAL FULL TIME	118,476
			PRESCOTT PARK - BUILDINGS AND GROUNDS - SEASONAL	45,440
			PRESCOTT PARK - BOAT DOCKS - SEASONAL	14,560
			TOTAL PART TIME	60,000
			TOTAL DEPARTMENT	178,476

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

① 80% FINANCE, 15% PRESCOTT PARK, 5% CDBG



	FY18	FY18	FY19	FY20 CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

PRESCOTT PARK

ADMINISTRATION

84-751-610-51-133-439

011001	REGULAR SALARIES	30,734	29,479	19,245	12,452
015001	LONGEVITY	477	514	115	47
022001	SOCIAL SECURITY	1,935	1,815	1,200	775
022501	MEDICARE	453	424	281	181
023001	RETIREMENT	3,552	3,413	2,203	1,396
034103	TELEPHONE	2,300	2,203	2,300	750
039001	PROFESSIONAL SERVICES	1,000	259	1,000	1,000
062001	OFFICE SUPPLIES	1,700	624	1,700	396
TOTAL		42,151	38,731	28,044	16,997

PARKS BUILDINGS & GROUNDS OPERATIONS

84-751-624-51-133-439

011001	REGULAR SALARIES	65,864	24,577	104,043	106,024
012001	PART TIME SALARIES	30,000	55,286	30,000	45,440
014041	OVERTIME	-	1,712	10,000	10,000
015001	LONGEVITY	-	-	-	650
021001	INSURANCE-HEALTH	20,699	3,158	-	-
021101	INSURANCE-DENTAL	764	127	2,725	1,353
022001	SOCIAL SECURITY	5,943	4,999	8,931	9,431
022501	MEDICARE	1,390	1,169	2,089	2,206
023001	RETIREMENT	11,410	2,882	16,392	11,915
026002	INSURANCE-WORKERS COMP	539	-	2,989	3,515
039001	PROFESSIONAL SERVICES	2,550	17,665	3,225	10,000
041002	ELECTRICITY	15,750	5,939	15,479	9,000
041101	NATURAL GAS	2,200	2,966	2,200	2,200
041205	WATER /SEWER FEES	20,800	18,425	17,500	16,100
043001	REPAIRS-STRUCTURAL	6,600	3,179	6,600	5,000
043002	REPAIRS-ELECTRICAL	-	2,879	-	3,000
043018	REPAIRS-EQUIPMENT	4,845	2,974	4,845	4,500
048002	PROPERTY INSURANCE	3,047	-	2,538	3,045
054050	TRAINING	-	-	500	500
056001	DUES PROFESSIONAL ORGANIZ	-	-	500	-
061002	MISCELLANEOUS SUPPLIES	10,000	33,230	10,000	15,200
062019	GARDENING SUPPLIES	23,000	18,748	24,450	24,550
068003	PROTECTIVE CLOTHING	-	1,298	1,000	2,000
081001	CONTINGENCY	-	-	-	-
TOTAL		225,401	201,212	266,006	285,629

BOAT DOCKS

84-785-755-00-133-439

012001	PART TIME SALARIES	-	1,252	-	14,560
022001	SOCIAL SECURITY	-	78	-	903
022501	MEDICARE	-	18	-	211
034103	TELEPHONE	-	-	-	750
041002	ELECTRICITY	-	-	-	1,000
041205	WATER /SEWER FEES	-	-	-	1,400
074002	IT-CITY	-	1,179	-	2,800
TOTAL		-	2,527	-	21,624

TOTAL PRESCOTT PARK		267,552	242,471	294,050	324,250
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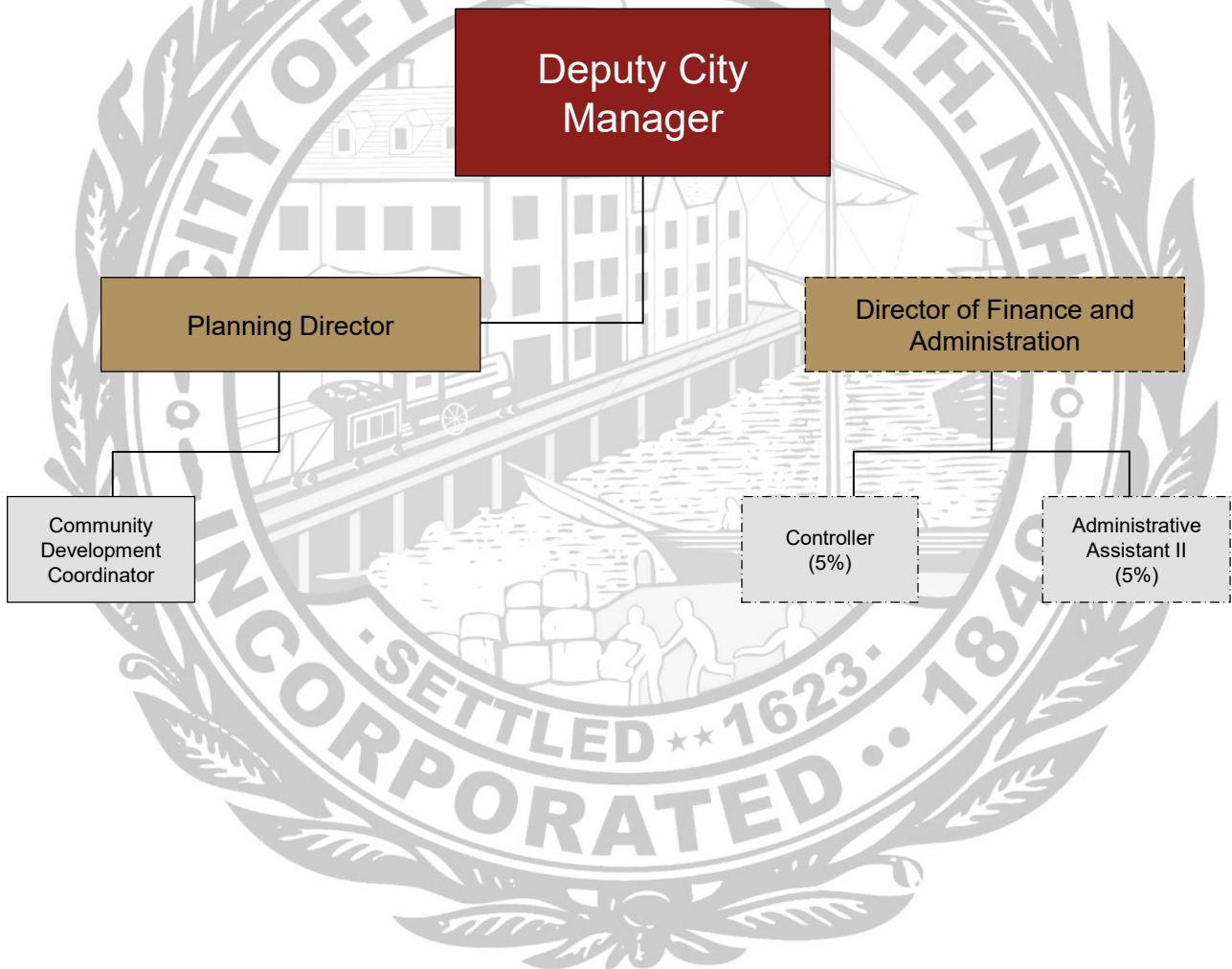


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Community Development Block Grant (CDBG)

Special Revenue Fund



Mission

To create a viable urban environment through the support of public facility and accessibility improvements, access to quality public services, homeownership assistance and improved housing conditions.



Community Development

Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG) Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ ADA Accessibility Improvement Projects
- ✓ Public Service Agency Grant Program
- ✓ Administration of the HomeTown Program for first-time homebuyers

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Assistant City Manager	0.05	0.025	0
Community Development Coordinator	1	1	1
Controller	0.05	0.05	0.05
Administrative Assistant II	0	0	0.05
Administrative Assistant I	0.05	0.05	0
Totals Full Time	1.15	1.13	1.10



Department Budget Comments

The FY20 proposed administrative budget for Community Development is \$109,950. This is an increase of \$6,737 or 6.53% from the FY19 budget. This budget includes salary and benefit and other general administration costs of the Community Development Block Grant (CDBG) Program. This increase is due to an adjusted administrative budget cap and modest increases in the federal grant award and program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction projects.

Budget Summary of Expenditures

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
CDBG				
SALARIES	79,151	82,533	78,624	84,240
PART-TIME SALARIES	1,925	1,986	1,977	-
LONGEVITY	31	31	62	16
RETIREMENT	9,230	9,396	9,179	9,193
HEALTH/DENTAL	-	-	-	-
OTHER FRINGE BENEFITS	6,205	5,883	6,171	6,296
OTHER OPERATING	7,787	4,872	7,200	10,205
TOTAL	104,329	104,701	103,213	109,950



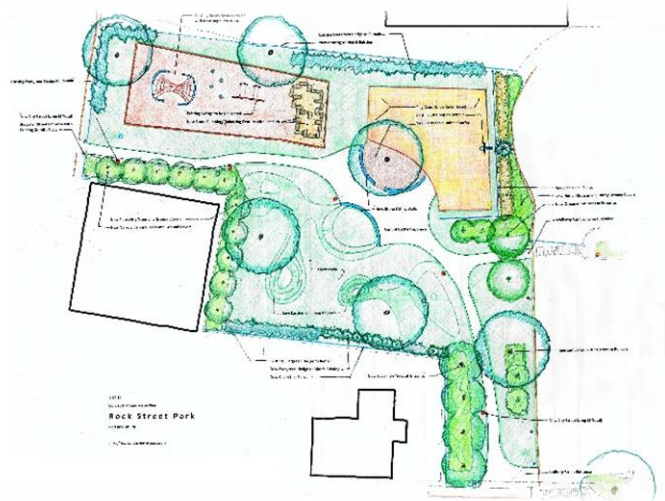
Programs and Services

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 \$545,000 in CDBG funds annually.

Public Facility and Accessibility Projects - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically-disabled.

Public Service Agency Grant Program - Community Development Block Grant funds are provided on a competitive basis to local public service agencies that provide housing, health, and other services to residents of Portsmouth who earn low or moderate incomes. Program funds are used to support operating costs such as salaries and utilities, or to subsidize client service fees.

HomeTown, First Time Homebuyers Program - This program is funded through the Portsmouth Housing Endowment Fund. It is a collaborative effort between the City of Portsmouth and Citizens Bank, N.A. (Portsmouth, NH) to provide homeownership opportunities to eligible Portsmouth households. Through this program, eligible Portsmouth households may receive down payment assistance, closing cost assistance, and/or low interest secondary loan financing.



Goals and Objectives

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:

- Promote 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 CDBG public facilities grant program. ✓ Fund CDBG-eligible public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> 	
<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 including the Portsmouth Housing Endowment Fund. ✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain and, where appropriate, expand the stock of affordable housing. ✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group.
<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> 	
<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>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> • <i>Promote A Welcoming, Safe and Diverse Community</i> 	

Performance Measures

<p>Number of persons benefitting from Public Service Agency Grant Program</p> <p style="text-align: center;">FY17 – 3,953 FY18 – 2,675 FY19 (Est) – 2,775</p>	<p>Number of persons benefitting from Public Facility Improvements</p> <p style="text-align: center;">FY17 – 8,852 FY18 – 4,817 FY19 (Est) – 5,000</p>
<p>Number of households benefitting from Housing Rehabilitation</p> <p style="text-align: center;">FY17 – 102 FY18 – 138 FY19 (Est) – 200</p>	<p>Number of households assisted through HomeTown, the City's First-Time Homebuyer Program</p> <p style="text-align: center;">FY17 – 2 FY18 – 5 FY19 (Est) – 6</p>
<p style="text-align: center;">Community Development Block Grant Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration.</p> <p style="text-align: center;">FY17 – Yes FY18 – Yes FY19 (Est) – Yes</p>	



FY20 BUDGETED POSITION AND SALARY DETAIL

COMMUNITY DEVELOPMENT		<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 15	E	COMMUNITY DEVELOPMENT COORDINATOR	73,926
PMA GRADE 17	E	① CONTROLLER/ENTERPRISE ACCOUNTANT	4,072
NON GRADE 11	B	② ADMINISTRATIVE ASSISTANT II	2,636
		EDUCATION STIPENDS	<u>1,650</u>
		<u>TOTAL DEPARTMENT</u>	<u>82,284</u>
		FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET	
		① 80% FINANCE, 15% PRESCOTT PARK, 5% CDBG	
		② 95% FINANCE, 5% CDBG	



	FY18	FY18	FY19	FY20
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

COMMUNITY DEVELOPMENT

ADMINISTRATION
20-789-411-51-100-002

011001	REGULAR SALARIES	79,151	82,533	78,624	82,284
011065	COLL BARG CONTINGENCY	-	-	-	1,956
012001	PART TIME SALARIES	1,925	1,986	1,977	-
015001	LONGEVITY	31	31	62	16
022001	SOCIAL SECURITY	5,029	4,768	5,001	5,103
022501	MEDICARE	1,176	1,115	1,170	1,193
023001	RETIREMENT	9,230	9,396	9,179	9,193
030101	PROF SERVICES-AUDIT	-	1,429	-	1,500
053001	ADVERTISING	1,000	1,063	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	1,239	1,100	750
057101	TRAVEL AND CONFERENCE	1,000	250	1,000	1,000
062001	OFFICE SUPPLIES	300	631	500	300
062010	COPYING SUPPLIES	300	21	300	250
062501	POSTAGE	700	170	700	250
081001	CONTINGENCY	1,887	69	1,000	5,155
TOTAL ADMINISTRATION		102,729	104,701	101,613	109,950

PEDLP
21-789-412-36-100-002

030101	PROF SERVICES-AUDIT	1,600	-	1,600	-
TOTAL PEDLP		1,600	-	1,600	-

TOTAL		104,329	104,701	103,213	109,950
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Economic Development/ UDAG

Special Revenue Fund

Program Funding

The City's economic development efforts are funded through monies previously repaid to the City from a Federal UDAG loan. UDAG is an acronym for Urban Development Action Grant, an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s. The Economic Development goals of the repaid funds were to establish public/private partnerships, stimulate economic development in the downtown districts, create jobs, increase tax revenues and ensure a steady income stream from the UDAG loan repayments. The City of Portsmouth Economic Development Commission established a budget policy for the Program which allows expenditures based on available funding and economic development program needs.

Mission

The City of Portsmouth's economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The City's Economic Development Commission (EDC) undertakes and makes recommendations to the City Council on a wide variety of issues including business development, public-private partnerships, workforce development, the enhancement and development of the commercial, industrial and central business districts, and business retention/attraction.



Economic Development/ UDAG

Services Overview

- ✓ Support to Economic Development Commission
- ✓ Business Assistance and Referral
- ✓ Public/ Private Partnerships for Economic Development
- ✓ Community Outreach, Liaison and Promotion
- ✓ Business and Economic Development Information
- ✓ Creative and Cultural Economy
- ✓ Business Attraction/Retention
- ✓ Special Projects

Position Summary Schedule

Positions Full Time	FY18	FY19	FY20
Economic Development Program Manager	1	1	1
Totals Full Time	1	1	1



Department Budget Comments

The proposed FY20 budget for UDAG is \$265,119. This represents a net increase of \$17,094, or 6.89% from FY19 budget. The net increase is due to a new demonstration project for the Worth Parking Lot, funding for an update to the Cultural Plan, and funds allocated by the City Council to the Portsmouth 400th celebration project.

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

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY20 CITY MANAGER RECOMMENDED
UDAG				
SALARIES	75,958	78,200	82,745	84,656
LONGEVITY	1,848	1,848	1,885	1,885
RETIREMENT	8,854	9,109	9,631	9,667
HEALTH/DENTAL	21,717	19,964	-	-
OTHER FRINGE BENEFITS	9,842	6,335	10,364	10,511
CONTINGENCY	30,000	3,656	30,000	30,000
JULY 4TH FIREWORKS	25,000	25,000	25,000	25,000
PARTNERSHIPS	150,000	55,000	78,000	93,000
OTHER OPERATING	10,600	6,120	10,400	10,400
TOTAL	333,819	205,232	248,025	265,119



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 organizations and creative economy businesses.

Community Outreach, Liaison and Promotion- Services include staff representation of City on local economic development boards, such as the Chamber Collaborative of Greater Portsmouth *Destination Portsmouth* Committee, Tenant Association at Pease, Regional Economic Development Center, Granite State Development Corporation and local business association meetings.

Business and Economic Development Information- Services include collection of real estate and economic data, preparation of annual economic development summary reports and dissemination and presentations on this information.

Creative and Cultural Economy- Services include liaisons to 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, implementation of the UNH Business Retention and Expansion Program findings, the Seacoast Manufacturing Roundtable and Career Pathways initiatives and redevelopment of the Federal McIntyre Building.



Goals and Objectives

Goal #1:

To promote and maintain high-quality, sustainable development and a balanced local economy.

Objectives:

- ✓ Promote redevelopment of existing retail and commercial areas into vibrant mixed-use centers supporting retail, research, office and commercial development through zoning and infrastructure planning.
- ✓ Advocate for zoning modifications that promote a balance between commercial and residential development in the Central Business District.
- ✓ Participate in efforts to increase options for more workforce housing in the City.

Citywide Goal Addressed:

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

Goal #2:

To provide assistance services related to business expansion, retention and relocation.

Objectives:

- ✓ Assist businesses through referrals to business assistance organizations such as the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Micro-Credit programs.
- ✓ Create programming in response to the UNH Business Retention and Expansion Program input and continue EDC business visitations/off-site meetings for outreach, appreciation, and knowledge of local business and workforce needs.
- ✓ Maintain partnership with UNH Small Business Development Center to continue presence in City Hall for assistance to the City's microenterprise and start-ups.
- ✓ Collaborate with NH Office of Business and Economic Affairs on outreach to business attraction and retention.

Citywide Goal Addressed:

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

Goal #3:

To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth's quality of life and revitalizes existing business areas.

Objectives:

- ✓ Continue to financially support the partnership between the City and the Greater Portsmouth Chamber Collaborative of Greater Portsmouth for tourism and business development.
- ✓ Maintain liaisons with the Pease Development Authority and Tenants Association, West End Business Association, 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.
- ✓ Collaboration in the Seacoast manufacturing roundtable and Career Pathway initiatives
- ✓ 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

Citywide Goal Addressed:

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



<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. ✓ Support and promote planning for the Portsmouth 400th anniversary effort. ✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.
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- Citywide Goal Addressed:**
- *Promote A Welcoming, Safe and Diverse Community*
 - *Support a Vibrant Economic Environment for Businesses to Grow & Thrive*

<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.
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- Citywide Goal Addressed:**
- *Promote A Welcoming, Safe and Diverse Community*
 - *Support a Vibrant Economic Environment for Businesses to Grow & Thrive*

<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. ✓ Collaborate in local and regional marketing opportunities. ✓ 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.
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- Citywide Goal Addressed:**
- *Promote A Welcoming, Safe and Diverse Community*
 - *Support a Vibrant Economic Environment for Businesses to Grow & Thrive*

Performance Measures

	FY 17	FY 18	Estimated FY 19
Responses to business relocation /start-up/retention and data inquiries	14	20	20
Participation in local economic development outreach events	45	48	46
Number of City Council referrals to EDC	2	2	2
Public/Private Partnerships Projects coordinated	5	5	5
Administration and Coordination of EDC Monthly Mtgs.	10	16	14
Special Activities/Projects/Contracts Managed	5	6	6
Cultural Activity Requests (Performance, photo shoots etc.)	12	18	20
Coordinate EDC business site visits	2	4	4
Business Retention Project Coordination/Visitation Events	4	8	6



FY20 BUDGETED POSITION AND SALARY DETAIL

UDAG		<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 17	5F/7G	ECONOMIC DEVELOPMENT MANAGER	84,656
<u>TOTAL DEPARTMENT</u>			<u>84,656</u>



	FY18	FY18	FY19	FY20	
	BUDGET	ACTUAL	BUDGET	CITY MANAGER	
				RECOMMENDED	
URBAN DEVELOPMENT ACTION GRANT (UDAG)					
25-789-413-51-100-002					
011001	REGULAR SALARIES	75,958	78,200	82,745	84,656
015001	LONGEVITY	1,848	1,848	1,885	1,885
019002	UNANTICIPATED EXPENSES	3,093	-	3,093	3,093
021001	INSURANCE-HEALTH	20,699	18,946	-	-
021101	INSURANCE-DENTAL	1,018	1,018	-	-
021501	INSURANCE-LIFE	473	149	473	473
021601	INSURANCE-DISABILITY	324	280	324	324
022001	SOCIAL SECURITY	4,824	4,786	5,247	5,366
022501	MEDICARE	1,128	1,119	1,227	1,255
023001	RETIREMENT	8,854	9,109	9,631	9,667
039078	FIREWORKS	25,000	25,000	25,000	25,000
041205	WATER /SEWER FEES	1,800	1,800	1,800	1,800
053001	ADVERTISING	5,000	2,781	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	648	800	800
057101	TRAVEL AND CONFERENCE	2,800	890	2,800	2,800
081001	CONTINGENCY	30,000	3,656	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	-	20,000	10,000
081067	400TH CELEBRATION	50,000	-	-	25,000
081069	BR&E PROJECT	15,000	-	3,000	3,000
TOTAL UDAG		333,819	205,232	248,025	265,119





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CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2020-2029



PUBLIC WORKS

POLICE

FIRE

SCHOOL

PARKING, STORMWATER, WATER, and SEWER



The Rolling Stock Program is intended to provide an overall schedule for the expenditure of City Funds on replacement of vehicles and equipment necessary to carry out daily city activities. All City departments with rolling stock requirements participate in the program to include Public Works, Police, Fire and School. Such a program serves to inform the City Council and the Community that certain expenditures for upgrading the existing equipment are to be expected in the years ahead. Even with this program's schedule, adjustments may be necessary in order to accommodate unforeseen circumstances.



**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Legal	CH001	Focus 4 door Sedan (white)	Ford	2012	1FAHP3E21CL156406	2012	\$ 13,335.00	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 (Y 2 of 2)	Ford	2011	1FDUF5HT1BEC54880	2011	\$ 34,296.00	8
Highway	H019	C20 4x4 Pick-up w/plow (yellow)	Chevrolet	2010	1GC5KVBG1AZ239500	2010	\$ 27,317.00	10
Highway	H020	Silverado 4x4 Utility Body (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	C2500 4x4 Pick-up (yellow) w/plow	Chevrolet	2010	1GC5KVBG0AZ239780	2010	\$ 27,317.00	10
Highway	H022	C3500 4x4 1-ton Dump (yellow) w/plow	Chevrolet	2009	1GBJK74K49F181203	2010	\$ 44,371.00	10
Highway	H023	F250 4x4 Utility Body (yellow) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H033	7600 10 wheel Roll-off (yellow) w/plow & spreader	International	2003	1HTWYAXT73J071660	2003	\$ 122,910.00	12
Highway	H034	C8500 6 wheel Dump truck (yel) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1357F404287	2007	\$ 109,189.00	12
Highway	H036	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT7BEC54883	2011	\$ 34,200.00	12
Highway	H037	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY6FHGR4449	2015	\$ 90,994.00	12
Highway	H038	F550 Flatbed Dump (yellow) w/plow	Ford	2012	1FDUF5HT4CEC99314	2013	\$ 38,867.00	12
Highway	H039	7400 Dump truck (yellow) w/plow, wing, & spreader	International	2010	1HTWDAAR6AJ266106	2010	\$ 120,427.00	12
Highway	H040	C8500 Hook Lift Body (yellow) w/P, W, & S	Chevrolet	2007	1GBP8C1327F405256	2008	\$ 63,000.00	12
Highway	H043	F450 Dur-A-Lift Aerial (white)	Ford	2008	1FDXF46YX8EE59063	2010	\$ 71,500.00	15
Highway	H044	LET 2-52 Packer (yellow)	Crane Carrier	2003	1CYCCE4833T045923	2003	\$ 174,992.00	8

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H045	7400 Packer (white) (year 2 of 3)	International	2007	3HTWGAZT47N406263	2008	\$ 132,194.00	8
Highway	H046	7400 Packer (white)	International	2007	3HTWGAZT27N472665	2008	\$ 132,194.00	8
Highway	H047							
Highway	H050	F550 4x4 1Ton Dump (yellow) 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	\$ 1.00	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	H068	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HTXBEA87743	2011	\$ 50,500.00	8
Highway	H072	Sidewalk Tractor	Trackless	2015	MT6-1881	2015	\$ 134,696.00	10
Highway	H074							
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
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 (yellow) w/plow	Chevrolet	2009	1GBJK74K89F181205	2010	\$ 46,512.00	8
Highway	H106	Utility Tractor (year 2 of 3)	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H111	Express Cargo Van (yellow)	Chevrolet	2008	1GCGG25C981228724	2009	\$ 16,373.00	8
Highway	H114	C8500 Flatbed Dump (yellow) w/plow, wing, & spreader	Chevrolet	2007	1GBS8C1367F403892	2007	\$ 109,189.00	12
Highway	H115	F-250 (yellow) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	8
Health	CH120	Focus 4 dr. (white)	Ford	2016	1FADP3F21GL320529	2017	\$ 15,646.00	10
Highway	H121	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT2FEA65483	2015	\$ 40,751.00	8
Health	CH124	Focus Hatchback (black)	Ford	2014	1FADP3D21EL421749	2015	\$ 15,412.00	10
Recreation	R125	Starcraft Multifunction Bus (white)(Rec)(Year 1 of 2)	Ford	2010	1FDEE3FL3ADA35082	2011	\$ 43,712.00	8
Enforcement	CH128	Equinox (white)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Recreation	R129	Transit Van (white)(Rec)	Ford	2019	NM0GS9F20K1388458	2019	\$ 25,286.00	8
Highway	H133	F750 Dump with Grapple (whi/blk)	Ford	2000	3FDXF75N2YMA03691	2003	\$ 71,000.00	10
Highway	H136	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Highway	H148	F350 pickup w/plow (yellow)	Ford	2019	1FT8X3B63KEC00099	2019	\$ 42,699.00	8
Highway	H151	4X4 1 Ton Dump (yellow) w/plow & spreader	Chevrolet	2009	1GBJK74K79E116027	2010	\$ 36,835.00	10
Assessing	CH156	Bolt (white)	Chevrolet	2019	1G1FY6S09K4103103	2019	\$ 30,520.00	10
Assessing	CH157	Focus 4-Door Sedan (gray) (Fin)	Ford	2011	1FAHP3EN4BW136691	2011	\$ 13,584.00	10
Assessing	CH158	Focus 4-Door Sedan (gray)(Fin)	Ford	2011	1FAHP3EN6BW136692	2011	\$ 13,584.00	10
Highway	H160	All Purpose Body (Yel)	Ford	1999	1FDXE40F9XHA70647	2013		10
Inspections	CH162	Focus	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
Inspections	CH164	Focus	Ford	2016	1FADP3F28GL320530	2017	\$ 15,646.00	10
Inspections	CH165	Focus	Ford	2016	1FADP3F21FL320532	2017	\$ 15,646.00	10
Prescott Park	PP1	Ranger	Ford	2011	1FTKR1AD6BPA51776	2011	\$ 10,984.00	15

City of Portsmouth

Public Works/Highway

Inventory

Vehicles

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Prescott Park	PP4	F-350 (STAKE TRUCK)	Ford	2008	1FDWF36588ED56574	2008	\$ 24,661.00	15
Misc Equipment	MISC	Equipment valued over \$10,000 - to include but not limited to: message boards, trailers, mowers, portable light sets, forklifts, chippers, etc.						

City of Portsmouth

Replacement Schedule Public Works/Highway

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
CH001			\$ 20,000.00							
H005			\$ 35,000.00							
H006						\$ 35,000.00				
H008			\$ 35,000.00							
H009		\$ 45,000.00								
H011							\$ 70,000.00			
H018	\$ 35,000.00								\$ 40,000.00	\$ 40,000.00
H019		\$ 35,000.00								
H020		\$ 50,000.00								
H021		\$ 40,000.00								
H022			\$ 50,000.00							
H023				\$ 40,000.00						
H033								\$ 50,000.00		
H034										\$ 75,000.00
H036				\$ 40,000.00						
H037						\$ 50,000.00	\$ 50,000.00			
H038						\$ 50,000.00				
H039			\$ 65,000.00	\$ 65,000.00						
H040										
H043					\$ 62,500.00	\$ 62,500.00				
H044						\$ 90,000.00	\$ 90,000.00	\$ 90,000.00		

City of Portsmouth

Replacement Schedule Public Works/Highway

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
H045	\$ 120,000.00	\$ 120,000.00						\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
H046		\$ 60,000.00	\$ 60,000.00	\$ 60,000.00						\$ 65,000.00
H047										
H050		\$ 35,000.00	\$ 40,000.00							
H051							\$ 50,000.00	\$ 60,000.00		
H052										
H053					\$ 25,000.00					
H055										
H056										
H068		\$ 60,000.00								
H072						\$ 75,000.00	\$ 75,000.00			
H074										
H082				\$ 75,000.00	\$ 80,000.00					
H084					\$ 75,000.00	\$ 75,000.00				
H085		\$ 40,000.00	\$ 60,000.00	\$ 80,000.00						
H086		\$ 40,000.00	\$ 60,000.00	\$ 80,000.00						
H092							\$ 35,000.00			
H093							\$ 35,000.00			
H102						\$ 50,000.00	\$ 50,000.00			
H105	\$ 70,000.00									
H106	\$ 35,000.00	\$ 40,000.00								\$ 50,000.00

City of Portsmouth

Replacement Schedule Public Works/Highway

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
H111	\$ 40,000.00								\$ 25,000.00	
H114					\$ 140,000.00					
H115					\$ 45,000.00					
CH120								\$ 35,000.00		
H121				\$ 45,000.00						
CH124						\$ 35,000.00				
R125	\$ 50,000.00	\$ 50,000.00								
H128		\$ 30,000.00								
H129									\$ 30,000.00	
H133									\$ 90,000.00	\$ 90,000.00
H136			\$ 45,000.00							
H148								\$ 45,000.00		
H151	\$ 80,000.00									
CH156										\$ 30,000.00
CH157				\$ 20,000.00						
CH158				\$ 20,000.00						
H160	\$ 25,000.00									
CH162								\$ 35,000.00		
CH164								\$ 35,000.00		
CH165								\$ 35,000.00		
PP1							\$ 20,000.00			

City of Portsmouth

Replacement Schedule Public Works/Highway

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
PP4				\$ 40,000.00						
MISC	\$ 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	\$ 25,000.00
TOTALS	\$ 480,000.00	\$ 670,000.00	\$ 495,000.00	\$ 590,000.00	\$ 452,500.00	\$ 547,500.00	\$ 500,000.00	\$ 505,000.00	\$ 305,000.00	\$ 470,000.00

Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

General Fund Fund portion of Stormwater:

	\$ 150,000	\$ 150,000	\$ 102,500	\$ 5,000	\$ 5,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 77,500	\$ 77,500
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Total General Fund	\$ 630,000	\$ 820,000	\$ 597,500	\$ 595,000	\$ 457,500	\$ 637,500	\$ 590,000	\$ 595,000	\$ 382,500	\$ 547,500
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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	Explorer	B&W - 9	Ford	2018	1FM5K8AR9JGA45986	2018	\$31,284.00	5
Police	18	Crwn Vic	B&W - 10	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	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	Escape	UM - 1	Ford	2018	1FMCU9J99JUB48334	2018	\$30,711.00	5+
Police	7	Escape	UM - 2	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
Police	12	Escape	UM -3	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
Police	19	Pathfinder	UM - 4	Nissan	2011	5N1AR1NBXBC633922	2014	\$19,999.00	5+
Police	25	Escape	UM - 5	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
Police	24	Escape	UM - 6	Ford	2018	1FMCU9J90JUB48335	2018	\$30,711.00	5+
Police	8	Explorer	UM - 7	Ford	2018	1FM5K8AR0JGA45987	2018	\$30,684.00	5+
Police	11	Van	UMV - 1	Chrysler	2010	2A4RR5D10AR252703	2012	\$23,377.00	5+
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	\$24,108.00	5+

(Scheduled for replacement in FY 2020)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	6	Traverse	UMA - 1	Chevy	2015	1GNKVFKD5FJ364681	2016	\$24,200.00	5+
Police	30	Edge	UMA - 2	Ford	2013	2FMDK3GC2DBA25236	2015	\$21,417.00	5+
Police	28	Fusion	UMA -3	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	20	Ranger	AC - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
Police	MC-1	Motorcycle	MC - 1	Harley D.	2017	1HD1FMC11HB687714	2017	\$17,500.00	2
Police	MC-2	Motorcycle	MC - 2	Harley D.	2018	1HD1FMM19GB660726	2018	\$17,250.00	2

City of Portsmouth
 Replacement Schedule
 Vehicles

Police Department

(Scheduled for funding in FY 2020)

City ID #	FY 2020	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
13			\$ 42,525.00					\$ 54,300.00		
5					\$ 46,900.00					\$ 59,900.00
4		\$ 40,500.00					\$ 51,700.00			
29	\$ 36,750.00					\$ 49,200.00				
2		\$ 59,000.00					\$ 51,700.00			
14				\$ 44,650.00					\$ 57,000.00	
15			\$ 42,525.00					\$ 54,300.00		
16	\$ 36,750.00					\$ 49,200.00				
17				\$ 44,650.00					\$ 57,000.00	
18			\$ 61,025.00					\$ 54,300.00		
21	\$ 36,750.00					\$ 49,200.00				
26		\$ 40,550.00					\$ 51,700.00			
3					\$ 46,900.00					\$ 59,900.00
22		\$ 40,550.00					\$ 51,700.00			
9	\$ 36,750.00					\$ 49,200.00				
10	\$ 36,750.00					\$ 49,200.00				
1				\$ 44,650.00					\$ 57,000.00	
7								\$ 54,300.00		
12									\$ 57,000.00	
19					\$ 46,900.00					
25									\$ 57,000.00	
24							\$ 51,700.00			
8				\$ 44,650.00						
11					\$ 46,900.00					

City of Portsmouth
 Replacement Schedule
 Vehicles

Police Department

(Scheduled for funding in FY 2020)

City ID #	FY 2020	FY 2021	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
27		\$ 40,500.00								
6			\$ 42,525.00					\$ 54,300.00		
30				\$ 44,650.00						\$ 59,900.00
28			\$ 42,525.00							\$ 59,000.00
20					\$ 46,900.00					
23										\$ 60,000.00
Motorcycle 1	\$ 11,260.00		\$ 12,415.00		\$ 13,670.00		\$ 15,100.00		\$ 16,650.00	
Motorcycle 2		\$ 11,825.00		\$ 13,040.00		\$ 14,370.00		\$ 15,850.00		\$ 17,500.00
TOTALS	\$ 195,010.00	\$ 232,925.00	\$ 243,540.00	\$ 236,290.00	\$ 248,170.00	\$ 260,370.00	\$ 273,600.00	\$ 287,350.00	\$ 301,650.00	\$ 316,200.00

City of Portsmouth
Inventory

Fire Department

Vehicles

(Scheduled for replacemet in FY 2020)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	FY Purcahsed	Cost	Useful Life
Fire	135	Wire Reel Trailer	*	Home Made	1998	NHTR116051	*	*	*
Fire	147	Pumper	E-6	E-One	1999	4S7CT8196XC031812	2000	242,800	17
Fire	148	Cargo Trailer	Haz Mat	Cargo	2000	4U01C2421YA004439	n/a	Mutual Aid	15
Fire	153	Utlity Bucket Truck	U-3	Ford	2002	1FDAF56F92EC71653	2003	68,800	10
Fire	155	Aerial Ladder	L-2	E-One	2005	4EN3AAA8551009086	2005	577,000	17
Fire	156	Trailer	TR-1	Cargo	2005	4U01C20285A024611	2005	6,000	15
Fire	157	Pick up	F-1	Ford	2003	3FTSF31S03MB41399	2006	40,000	15
Fire	158	Pumper	E-4	E-One	2006	4ENRAAA8X61001383	2007	375,000	17
Fire	163	Aerial Tower	T-5	Ferrara	2007	1F95081367H140470	2008	800,000	17
Fire	164	Pick Up	U-4	Ford	2008	1FTYR10DX8PB13295	2009	11,663	10
Fire	167	Trailer	Pod Trl	Cargo	2008	4U01C20298AP36027	n/a	Grant	15
Fire	168	Pumper	E-1	E-One	2011	4ENRAAA89B1006665	2011	433,854	17
Fire	169	SUV	C-2	Chevrolet	2012	1GNWKMEG2CR281033	2012	50,000	8
Fire	171	Ambulance	A-2	Ford	2013	1FDXE4FS5DDA34901	2013	150,000	8
Fire	173	Pick Up	U-1	Chevrolet	2014	1GC1KVCG5EF167561	2014	38,000	10
Fire	174	SUV	C-1	Chevrolet	2014	1GNSKAE07ER199835	2014	38,000	8
Fire	175	Pick Up	U-2	Chevrolet	2015	3GCUKREC5FG147101	2015	31,000	10
Fire	176	Ambulance	A-3	International	2014	1HTJSSKK4EH796451	2015	200,000	8
Fire	178	Pumper	E-3	E-One	2015	4EN6AHA82F2009600	2015	455,314	15
Fire	179	Rescue Boat	B-1	Zodiac	2016	XMPC635UD616	2016	20,618	15
Fire	180	Trailer	K SFE	Load Trail	2016		2016	5,985	15
Fire	181	Pick Up	Car 4	Chevrolet	2017	1GCHTCE32G1375214	2016	40,000	10
Fire	183	Ambulance	A-1	Ford	2017	1FDUF5HTXHEC82136	2017	206,868	8
Fire	*	Rescue Boat Trailer	*	EZ Load	2016	1ZEAAKHBXHA002618	2016	*	15
Fire	184	Rescue	R-7	E-One	2018	4EN6AAA89J1001662	2018	456,957	20
Fire	185	SUV	C-3	Chevrolet	2018	1GNSKFEC9JR304621	2018	38,608	8

City of Portsmouth
Replacement Schedule

(Scheduled for funding in FY 2020)

City ID	Dept ID	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Pay-As-You-Go											
135	*										
148	Haz Mat										
153	U-3										
156	TR-1		\$20,000								
157	F-1			\$70,000							
164	U-4		\$35,000								\$40,000
167	Pod Trl				\$20,000						
169	C-2				\$55,000						
171	A-2	\$85,000						\$90,000	\$90,000	\$90,000	
173	U-1					\$50,000					
174	C-1			\$55,000							
175	U-2							\$45,000			
176	A-3		\$85,000	\$85,000	\$85,000						\$90,000
179	B-1										
180	K SFE										
181	C-4								\$45,000		
183	A-1					\$85,000	\$90,000	\$90,000			
185	C-3								\$55,000		
*	*										
Total Pay-As You-Go Funding		\$85,000	\$140,000	\$210,000	\$160,000	\$135,000	\$90,000	\$225,000	\$190,000	\$90,000	\$130,000
Bonding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
147	E-6										
155	L-2				\$850,000						
158	E-4					\$650,000					
163	T-5						\$1,200,000				
168	E-1									\$650,000	
178	E-3										

Bonding		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
184	R-7										
Total Bonding		\$0	\$0	\$0	\$850,000	\$650,000	\$1,200,000	\$0	\$0	\$650,000	\$0
Grand Total		\$85,000	\$140,000	\$210,000	\$1,010,000	\$785,000	\$1,290,000	\$225,000	\$190,000	\$740,000	\$130,000

City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2020)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
School	2	F350 1 ton 4x4 with plow	Ford	2017	1FTRF3B69HEE99355	2017	32,692	10 YRS
School	3	F350 1 ton 4x4 with plow	Ford	2012	1FTRF3B66CEC99297	2013	26,101	10 YRS
School	4	F350 1 ton 4x4 with plow	Ford	2012	1FTRS3B68CEC99298	2013	26,101	10 YRS
School	5	F350 1 ton 4x4 with plow	Ford	2013	11FTBF3B62DEA93137	2013	26,101	10 YRS
School	6	Cargo Van (Food Service)	Ford	2011	1FTNE2W2BDA98928	2011	17,068	10 YRS
School	7	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	2012	1P9US1214MG120049	2013	4,500	10 years
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	10 years
School	15	F350 Ext. Cab 1 ton 4x4 with plow	Ford	2017	1FT8X3864HEE98929	2010	36,606	6 YRS
School	16	Utility Tractor 3520 with attachments	John Deere	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	2019 projected	3,000	10 YRS

City of Portsmouth
 Replaceme School Department

Vehicles (Scheduled for funding in FY 2020)

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2						\$ 48,000.00				
3			\$ 48,000.00							
4				\$ 48,000.00						
5				\$ 48,000.00						
6			\$ 26,000.00							
7					\$ 13,000.00					
8		\$ 12,500.00						\$ 13,000.00		
9		\$ 12,500.00						\$ 13,000.00		
10		\$ 52,000.00					\$ 52,000.00			
11					\$ 4,500.00					
12					\$ 9,500.00					
13									\$ 4,500.00	
14								\$ 24,000.00		
15								\$ 48,000.00		
16	\$ 35,000.00									
17		\$ 60,000.00								
18						\$ 22,000.00				
19						\$ 15,000.00				
20							\$ 4,500.00			
TOTALS	\$ 35,000.00	\$ 137,000.00	\$ 74,000.00	\$ 96,000.00	\$ 27,000.00	\$ 85,000.00	\$ 56,500.00	\$ 98,000.00	\$ 4,500.00	\$ -

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P001	Tahoe (black)	Chevrolet	2007	1GNFK13057J377473	2019	\$ -	5
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Tomcat Small Packer (white)	Sterling	2007	JLSCCD1S97K020959	2009	\$ 72,500.00	6
Parking	P024	Silverado 4x4 Flatbed (yellow) w/plow (Year 1 of 2)	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Parking	P057	600BAH Street Sweeper	TYMCO	2007	1GBM7F13X7F404539	2008	\$ 175,770.00	5
Parking	P058	624K-II Loader	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P064	242B2 Skid Steer Loader	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Utility/Sidewalk tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1996	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Utility Tractor	Trackless	2003	MT5T-2125	2003	\$ 72,000.00	10
Parking	P092	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01942	2017	\$ 28,294.00	10
Parking	P093	3400Y Sidewalk Tractor/Mower	Ventrac	2016	AK01941	2017	\$ 28,294.00	10
Parking	P101	Wheel Loader (Year 1 of 3)	Volvo	2007	P3707V61453	2007	\$ 117,556.00	10
Parking	P131	4x4 Utility Body (yel)	Ford	2016	1FDBF2B65GEA53810	2016	\$ 30,525.00	8
Parking	P132	F350 Pickup w/plow (yellow)	Ford	2019	1FTRF3B62KEC00098	2019	\$ 42,699.00	8
Parking	P137	Snowloader WK-800 (Year 1 of 3)	Snogo	2007	3939	2007	\$ 42,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10
Parking	P139	F150 Pick Up (yel)	Ford	2018	1FTMF1CB7JKE72415	2018	\$ 22,280.00	8
Parking	P142	Mobile Message Board	PCMS	2003	139UP081X3A003197	2003	\$ 14,000.00	10
Parking	P145	F 150 (yel)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	8
Parking	P147	Trailer-Advance TR5500-Pwr. Washer	Life	2011	105500000311004	2011	\$ 75,000.00	10
Parking	P161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Parking	TBD	Alternative Fuel Vehicle-Boot						

PARKING/TRANSPORTATION
- INVENTORY

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	TBD	Vehicle TBD						
Parking	TBD	Vehicle TBD						
Parking	MISC	Equipment valued over \$10,000 each - to include but not limited to: Power Washers, Snow Throwers, Message Boards, Snow Melters, Compressors, & Generators						

City of Portsmouth
Replacement Schedule

Parking/Transportation

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
P001			\$ 20,000.00	\$ 20,000.00						
P003				\$ 35,000.00						
P016			\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00				
P024	\$ 30,000.00	\$ 30,000.00							\$ 35,000.00	\$ 35,000.00
P057					\$ 50,000.00	\$ 50,000.00				\$ 65,000.00
P058				\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			
P064		\$ 100,000.00								\$ 50,000.00
P069				\$ 35,000.00						
P070					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
P071					\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		
P073	\$ 125,000.00						\$ 65,000.00	\$ 35,000.00	\$ 65,000.00	
P092								\$ 35,000.00		
P093								\$ 35,000.00		
P101	\$ 80,000.00	\$ 80,000.00	\$ 100,000.00						\$ 100,000.00	\$ 135,000.00
P131				\$ 35,000.00						
P132								\$ 45,000.00		
P137	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00							
P138				\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00			
P139								\$ 35,000.00		
P142									\$ 25,000.00	

City of Portsmouth
 Replacement Schedule

Parking/Transportation

Vehicles

(Scheduled for funding in FY20)

City ID #	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
P145			\$ 30,000.00							
P147		\$ 25,000.00	\$ 15,000.00	\$ 30,000.00						
P161			\$ 25,000.00							
ALT BOOT							\$ 30,000.00			
NEW PEO									\$ 30,000.00	
NEW PEO									\$ 30,000.00	
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	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00	\$ 335,000.00

City of Portsmouth

Inventory

Vehicles

Stormwater Division

(Scheduled for replacement in FY20)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Stormwater	SW042	Dump 108SD w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY2FHGR4450	2015	\$ 90,994	12
Stormwater	SW066	Vactor 2112-JD (white) (Year 1 of 2)	International	2007	1HTWGAZTX7J564805	2008	\$ 244,795	10
Stormwater	SW067	3-Wheel Mechanical Street Sweeper	Global	2013	1G9GM3HJ2DS462030	2013	\$ 172,000	5
Stormwater	SW166	CC10 Silverado Pickup	Chevrolet	2008	IGCEC14X38Z128802	2008	\$ 16,800	8
Stormwater	NEW20	F250 Utility Body w/plow	Ford					8
Stormwater	MISC	Equipment valued over \$10,000 to include but not limited to: Electrical Controls, Motors, trailers, compressors, & message boards.						

**City of Portsmouth
Replacement Schedule**

Stormwater Division

Vehicles

(Scheduled for funding in FY20)

City ID # *	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
SW042						\$ 50,000	\$ 50,000	\$ 50,000		
SW066	\$ 250,000	\$ 250,000				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
SW067			\$ 195,000			\$ 70,000	\$ 70,000	\$ 70,000		
SW166	\$ 40,000									\$ 45,000
NEW20		\$ 40,000							\$ 45,000	
MISC	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TOTALS	\$ 300,000	\$ 300,000	\$ 205,000	\$ 10,000	\$ 10,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 155,000	\$ 155,000

NOTE:

Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

City of Portsmouth

Inventory

Vehicles

Water Division

(Scheduled for replacement in FY20)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
METERS	W004	Transit Van (yellow)	Ford	2010	NM0LS7CN4AT036150	2011	\$ 19,599.00	10
TREATMENT	W007	Transit Van (white)	Ford	2018	1FDBF4XM2JKA76151	2018	\$ 35,945.00	8
DISTRIBUTION	W010	F-550 (yellow) w/plow	Ford	2016	1FDX0X5HT7GEA74838	2016	\$ 73,323.00	8
TREATMENT	W025	F-250 4x4 (w/plow) (white) w/plow	Ford	2010	1FTBF2B69BEB05825	2011	\$ 24,551.00	8
DISTRIBUTION	W026	F-150 pick-up (yellow)	Ford	2018	1FTFX1EG6JKE72887	2018	\$ 29,378.00	8
TREATMENT	W027	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT9FEA42315	2015	\$ 40,443.00	8
TREATMENT	W028	F-250 4x4 Supercab (w/ plow)	Ford	2010	1FT7X2B67BEB05826	2011	\$ 26,990.00	8
DISTRIBUTION	W029	F-150 3/4 ton Flat bed Pick-up	Ford	2008	1FTVF12518KD62762	2008	\$ 21,771.00	6
DISTRIBUTION	W030	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT5GEC57753	2017	\$ 73,476.00	8
DISTRIBUTION	W031	F-550 4x4 Utility Body pick-up w/plow	Ford	2016	1FD0X5HT7GEC57754	2017	\$ 73,476.00	8
TREATMENT	W032	Transit (yellow)	Ford	2018	NM0LS7E76J1358959	2018	\$ 27,159.00	8
DISTRIBUTION	W035	7400 SBA 6 WH.w/plow & wing (Year 1 of 2)	International	2009	1HTWCAZR39J142295	2011	\$ 107,000.00	8
DISTRIBUTION	W060	Loader/Backhoe (Year 2 of 3)	Caterpillar	2010	CAT0430EEMXB00174	2011	\$ 94,250.00	8
DISTRIBUTION	W061	Excavator 318	Caterpillar	2012	CATM318DJD8W00385	2013	\$ 208,709.18	10
TREATMENT	W063	TRACK LOADER-SVL90-2	KUBOTA	2015	14195	2015	\$ 57,700.00	8
DISTRIBUTION	W100	Mini Track Excavator U-55-4	KUBOTA	2015	25656	2016	\$ 82,364.00	12
DISTRIBUTION	W103	F150 4X4 (Yel)	Ford	2017	1FTMF1E81HKD49737	2017	\$ 24,057.00	8
DISTRIBUTION	W104	F550 Dump w/plow	Ford	2016	1FD0X5HT3GEC57752	2017	\$ 74,993.00	8
DISTRIBUTION	W108	M-2112 Dump truck (10 wheel) w/plow (Year 2 of 2)	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	8
DISTRIBUTION	W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	\$ 18,127.00	8
ADMINISTRATION	W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	\$ 18,985.00	9

City of Portsmouth

Inventory

Vehicles

Water Division

(Scheduled for replacement in FY20)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life	
ENGINEERING	W127	Escape (SUV) (black)	Ford	2010	1FMCU9C79AKC41802	2010	\$ 17,022.00	8	
ENGINEERING	W159	Equinox sedan (silver)	Chevrolet	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10	
TREATMENT	W159	Equinox (Silver)	Chevrolet	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10	
DISTRIBUTION	NEW	F350 (NO EXT. CAB/NO PLOW)	FORD						
DISTRIBUTION	NEW	Wheeled Excavator	TBD						
WATER	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

Water Division
(Scheduled for funding in FY20)

Vehicles

City ID # *	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029
W004	\$ 30,000									\$ 40,000
W007									\$ 55,000	
W010				\$ 45,000	\$ 45,000					
W025									\$ 35,000	
W026							\$ 45,000			
W027					\$ 45,000	\$ 45,000				
W028										\$ 35,000
W029								\$ 40,000		
W030				\$ 45,000	\$ 45,000					
W031				\$ 45,000	\$ 45,000					
W032							\$ 32,000			
W035	\$ 80,000	\$ 100,000								\$ 100,000
W060	\$ 50,000	\$ 50,000								\$ 55,000
W061		\$ 75,000	\$ 75,000	\$ 75,000						
W063			\$ 65,000							
W100							\$ 50,000	\$ 50,000		
W103						\$ 45,000				\$ 45,000
W104					\$ 45,000	\$ 45,000				
W108	\$ 120,000								\$ 85,000	\$ 85,000
W109			\$ 35,000							
W126								\$ 35,000		
W127								\$ 35,000		
W159			\$ 30,000							
New Dist.								\$ 45,000		
New Dist.	\$ 65,000									
MISC	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	

City of Portsmouth
 Replacement Schedule

Water Division
 (Scheduled for funding in FY20)

Vehicles

City ID # *	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029
TOTALS	\$ 470,000	\$ 375,000	\$ 355,000	\$ 360,000	\$ 375,000	\$ 285,000	\$ 277,000	\$ 355,000	\$ 325,000	
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029

**City of Portsmouth
Inventory
Vehicles**

Sewer Division

(Scheduled for replacement in FY20)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Engineering	S002	Explorer (Blk)	Ford	2018	1FM5K8D84JGB58201	2018	24917	10
Collections	S012	F-15 4x4 1/2 ton Pick-up (yellow) w/Plow	Ford	2013	1FTEX1EM3DKE46589	2013	\$ 21,387.00	10
Treatment	S013	Escape (SUV) white	Ford	2010	1FMCU9C7OAKC41801	2010	\$ 17,022.00	10
Treatment	S014	K-3500 4x4 1 ton pick-up dump body w/Plow	Chevrolet	2007	1GBJK34G17E162194	2008	\$ 37,100.00	8
Admin	S017	Focus	Ford	2014	1FADP3F29EL421718	2015	\$ 14,545.00	10
Stations	S041	K-3500 4x4 1T PU Utility body w/Plow	Chevrolet	2007	1GBJK34G27E160471	2008	\$ 47,856.53	8
Collections	S048	114 SD 10 Wheel Dump (Yel) w/Plow	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199.00	10
Treatment	S049	F-350 4x4 1 ton pick-up Utility Body	Ford	2008	1FDWF36528EE09978	2008	\$ 27,921.00	8
Collections	S059	4WD Backhoe/Loader (Year 1 of 3)	Caterpillar	2010	CAT0430ECMXB00216	2011	\$ 94,250.00	10
Treatment	S062	Skidsteer	Caterpillar	2005	ZSA01647	2005	\$ 49,179.00	8
Collections	S065	Vactor (white)	International	1997	1HTGMAAR2VH473609	1997	\$ 158,669.00	10
SCADA	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHKD49736	2018	\$ 23,547.00	10
Treatment	S078	LT-9500 10 wheel Roll-off	Sterling	2007	2FZHAZCV77AZ53401	2009	\$ 121,862.00	10
Stations	S123	F-150 4x4 w/Plow	Ford	2010	1FTVX1EV2AKE09201	2010	\$ 26,252.00	10
Engineering	S127	Escape (SUV)	Ford	2010	1FMCU9C79AKC41801	2010	\$ 17,022.00	10
Stations	S130	Tank Truck (Yel/Blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	\$ 208,916.00	10
Collections	S134	F-150 4X4 (white)	Ford	2012	1FTEX1EM6CFC28430	2013	\$ 26,894.00	8
Collections	S135	F-550 Camera Truck	Ford	2012	1FDUF5GT9CEC70358	2013	\$ 101,800.00	10
Treatment	S167	F250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225.00	10

City of Portsmouth
Inventory
Vehicles

Sewer Division
 (Scheduled for replacement in FY20)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Treatment	NEW 20	Small Sedan	TBD					
Treatment	NEW 20	Small Sedan	TBD					
Treatment	NEW 20	Forklift	TBD					
Collections	NEW 20	Wheeled Mini Excavator	TBD					
	MISC	Equipment valued over \$10,000 to include but not limited to: Elec. Controls, Pumps, Motors, Monitoring Equip., Valves, Trailers, Compressors, & Message Boards.						

**City of Portsmouth
Replacement Schedule**

Sewer Division

Vehicles

(Scheduled for funding in FY20)

City ID # *	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
S002									\$ 35,000	
S012				\$ 32,000						
S013		\$ 25,000								
S014									\$ 60,000	
S017						\$ 35,000				
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	\$ 75,000									\$ 40,000
S065					\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
S075									\$ 27,500	
S078	\$ 75,000									\$ 40,000
S123	\$ 45,000									
S127										
S130							\$ 70,000	\$ 70,000	\$ 70,000	
S134				\$ 40,000						
S135			\$ 200,000							
S167								\$ 35,000		
NEW Small Sedan	\$ 16,000									
NEW Small Sedan	\$ 16,000									
NEW FORKLIFT	\$ 85,000									
NEW EXCV.	\$ 65,000									
MISC	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTALS	\$ 652,000	\$ 300,000	\$ 475,000	\$ 297,000	\$ 395,000	\$ 430,000	\$ 465,000	\$ 520,000	\$ 572,500	\$ 405,000

Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

SEWER - REPLACEMENT SCHEDULE

**City of Portsmouth
Replacement Schedule**

Sewer Division

Vehicles

(Scheduled for funding in FY20)

City ID # *	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
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Sewer Fund potion of Stormwater:

	\$ 150,000	\$ 150,000	\$ 102,500	\$ 5,000	\$ 5,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 77,500	\$ 77,500
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Total Sewer	\$ 802,000	\$ 450,000	\$ 577,500	\$ 302,000	\$ 400,000	\$ 520,000	\$ 555,000	\$ 610,000	\$ 650,000	\$ 482,500
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CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



FY 2020 – FY2025

Planning Board Adopted: December 20, 2018

Conveyed to City Council: December 21, 2018

City Council Public Hearing: February 19, 2019

City Council Adopted: March 4, 2019



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SECTION I: INTRODUCTION

The Capital Improvement Plan (CIP) sets forth a multi-year schedule and financing strategies for accomplishing necessary public improvements. Careful development of and adherence to the CIP ensures that needed facilities are provided within the City's financial capability. In combination with the annual City budget, the CIP has a major impact on the allocation of fiscal resources, and is thus one of the most important documents considered by the City Council.

The purposes of the CIP are to:

1. Implement needed improvements on a scheduled basis
 - Provides a complete picture of the City's major development needs
 - Coordinates activities of various City departments and agencies
 - Assists in implementing recommendations of the City's Master Plan
2. Guide the allocation of fiscal resources
 - Establishes fiscal priorities for projects
 - Balances the use of funding sources
3. Help plan for future City expenditures
 - Discourages piecemeal improvements and duplication of expenditures
4. Ensure that needed facilities are provided within the City's financial capability:
 - Informs the taxpayers of anticipated future improvements
 - Helps to schedule major projects to reduce fluctuations in the tax rate

As used in the CIP, a capital improvement project is defined as a major fiscal expenditure that is made infrequently or is non-recurring, and that falls into one or more of the following categories:

1. Land acquisition;
2. Construction or expansion of a new public facility or public infrastructure;
3. Non-recurring rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
4. Design work or planning study related to a capital project or implementation of the Master Plan;
5. Any item or piece of equipment, non-vehicular in nature, that costs more than \$50,000 and has a life expectancy of 5 or more years; or
6. Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000.

The capital planning process is coordinated by the Finance and Planning Departments under the direction of the City Manager. Capital project requests are initially formulated by City department heads and submitted to the Finance Department. Members of the public may also submit project requests, which are reviewed by City departments and incorporated into the departmental requests as appropriate.

Each project request includes the following information:

1. Project type (one of the 6 categories listed above)
2. Project location and ward(s)
3. Proposed time frame:
 - (A) Implement within 3 years
 - (B) Implement within 4 to 6 years
 - (C) Implement after 6 years
 - (O) Ongoing allocations of funding are required for this project
4. Project justification (does the project meet one or more of the following criteria):
 - Identified in planning document or study
 - Addresses public health or safety need
 - Alleviates substandard conditions or deficiencies
 - Responds to federal or state requirement
 - Improves quality of existing services
 - Provides added capacity to existing services
 - Reduces long-term operating costs
 - Provides incentive to economic development
 - Eligible for matching funds with limited availability
5. Cost estimate and proposed funding sources
6. Impact on operating budget

After City department heads submit their capital project requests, a Subcommittee of the Planning Board meets with department representatives to review these requests. The Subcommittee then evaluates and prioritizes each request and makes recommendations to the Planning Board.

The following factors are considered when prioritizing projects:

1. Project requirements – Is the project required to meet legal, compliance, or regulatory requirements?
2. Timing – How soon does the project need to be implemented to address the needs identified?
3. Strategic alignment – To what extent is the project aligned with other city projects, policies, processes?
4. Public value – How much value does the outcome of this project provide to the general public? How much public support is there for implementing this project?
5. Finance planning – Is the project fundable in the time frame identified, are there available funding sources for this project?

The Finance Department incorporates the Subcommittee’s recommendations into a recommended Capital Improvement Plan which is reviewed and adopted by vote of the Planning Board in accordance with State statute. Finally, the Planning Board’s adopted CIP is conveyed to the City Council for public hearing and adoption in accordance with City Charter requirements.

SECTION II: METHOD OF FINANCING

Capital improvement projects are funded from a variety of sources. These include: General Fund (GF); Federal/State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRF) and Public Private Partnerships (PPP).

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund (approximately 2% of previous FY General Fund total Budget) to address City priorities. If the City has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the NH Department of Health and Human Services, U.S. Housing and Urban Development, NH Department of Environmental Services, and the NH Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The City also pursues non-governmental private grants when applicable.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project’s cost at a time. However, they do commit the City’s resources over a long

period of time and decrease the flexibility of how yearly revenues can be utilized. The City's bonding capacity is a limited resource. All projects that are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Revenues – The City has established two Enterprise Funds for Water and Sewer. The needs for these two divisions are met through the revenues raised from providing that particular service. Therefore, there is no impact on the City's tax rate. Additionally, the City has established a Parking and Transportation Fund (Special Revenue Fund). Revenues derived from the City's parking functions are transferred to this fund in order to operate the City's parking and traffic related activities.

State Revolving Loan Fund – This is a program offered through the NH Department of Environmental Services for the purpose of providing low interest rate funding for approved water pollution control projects. State approval of applications does not bind the City to any of the individual projects but does lock into a low interest rate loan. Upon completion of projects, the loan becomes a serial bond payable by the City of Portsmouth Sewer or Water Fund to the State of NH. Payback is over a five to ten year period and Enterprise Revenues are utilized for that purpose. In addition, the City applies for State Aid Grant funding to assist in repaying SRF loans up to 30% of the total project cost.

Public Private Partnership – This method of financing involves joint funding of a particular project between the City and one or more private sector or non-governmental partners. This method is used for projects that will benefit the partners and help to minimize costs to local taxpayers.

Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the City and a project's relative priority in terms of implementation. The Capital Improvement Plan seeks to maximize the potential benefits from all revenue sources.

Impact on Operating Budget

Description of box labeled “Impact on Operating Budget” is as follows:

1. Reduce – will generate revenue

The project will either generate some revenue to offset expenses.

2. Reduce – will reduce Operating Cost

The project will reduce operating costs

3. Negligible < \$5,001

The project will generate less than \$5,001 per year in increased operating expenditures.

4. Minimal \$5,001 to \$50,000

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

5. Moderate \$50,001 to \$100,000

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

6. High \$100,001 or more

The project will generate \$100,001 or more annually in increased operating expenditures.

Operating Budget Impact
FY 20-25 Capital Improvement Plan

The following projects will have an impact on operating budgets. All other Capital Projects will have negligible impact on operating budgets.

By Project:

Page Project:

II	27	BI-	15-	PD-	10	POLICE NEW FACILITY	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
						Personnel	0	0	0	0	47,000	48,000
						Operating	0	0	0	0	100,000	100,000
						Total	0	0	0	0	147,000	148,000

By building a new Police Facility this project will increase utility costs due to the increased size along with a possible increase to custodian/maintenance costs

II	28	BI-	08-	SC-	12	ELEMENTARY SCHOOLS UPGRADE	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
						Personnel	0	0	0	0	0	0
						Operating	0	20,000	20,000	20,000	20,000	20,000
						Total	0	20,000	20,000	20,000	20,000	20,000

Upgrading all three Elementary School buildings may increase utility costs.

II	32	BI-	12-	PW-	16	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
						Personnel	0	0	0	0	0	0
						Operating	10,000	10,000	10,000	10,000	10,000	10,000
						Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs

II	34	BI-	02-	PW-	21	CITYWIDE PLAYGROUND IMPROVEMENTS	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
						Personnel	0	0	0	0	0	0
						Operating	10,000	10,000	10,000	10,000	10,000	10,000
						Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs

II	35	BI-	02-	PW-	22	CITYWIDE PARK IMPROVEMENTS	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
						Personnel	0	0	0	0	0	0
						Operating	10,000	10,000	10,000	10,000	10,000	10,000
						Total	10,000	10,000	10,000	10,000	10,000	10,000

Operating budget impacts will include added maintenance and utility costs

II	36 BI-	19-	PL-	23	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMEN'	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	0	0	0	0
					Operating	0	0	5,000	5,000	5,000	5,000
					Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II	38 BI-	18-	PW-	25	EMERGENCY RESPONSE SHELTER	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	0	0	0	0
					Operating	0	0	0	20,000	20,000	20,000
					Total	0	0	0	20,000	20,000	20,000

Operating budget impacts will include added maintenance and utility costs

II	41 BI-	18-	PW-	29	RECYCLING & SOLID WASTE TRANSFER STATION	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	60,000	60,000	60,000	60,000
					Operating	0	0	40,000	40,000	40,000	40,000
					Total	0	0	100,000	100,000	100,000	100,000

Operating budget impacts will include added staff, maintenance and utility costs

II	53 IS-	20-	IT-	40	SERVER VIRTUALIZATION	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	0	0	0	0
					Operating	0	0	-15,000	-15,000	-15,000	-15,000
					Total	0	0	-15,000	-15,000	-15,000	-15,000

Reduction in the utility costs along with replacement costs for servers will reduce the operating budget.

II	54 IS-	18-	FD-	41	INCIDENT REPORTING AND DATA MANAGEMENT SYSTEM	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	0	0	0	0
					Operating	0	5,500	5,500	5,500	5,500	5,500
					Total	0	5,500	5,500	5,500	5,500	5,500

Operating budget impacts would include annual maintenance and licensing agreements.

II	55 IS-	17-	PD-	42	PUBLIC SAFETY RECORDS MGT/COMPUTER AIDED DISPATCH	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
					Personnel	0	0	0	0	0	0
					Operating	0	30,000	30,000	30,000	30,000	30,000
					Total	0	30,000	30,000	30,000	30,000	30,000

Operating budget impacts would include annual maintenance and licensing agreements.

II	64 TSM-18- PL- 57	ELWYN ROAD SIDEWALK EXTENSION/ SIDEPATH	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
		Personnel	0	0	0	0	0	0
		Operating	0	0	5,000	5,000	5,000	5,000
		Total	0	0	5,000	5,000	5,000	5,000

An increase to operating budgets for maintenance can be expected.

II	71 TSM-19- PL- 67	CATE STREET CONNECTOR	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
		Personnel	0	0	0	0	0	0
		Operating	0	0	5,000	5,000	5,000	50,000
		Total	0	0	5,000	5,000	5,000	50,000

Annual increased maintance can be expected with possible repair costs in future years.

Total CIP FY 20-25								
		Personnel	0	0	60,000	60,000	107,000	108,000
		Operating	30,000	85,500	125,500	145,500	245,500	290,500
		Total	30,000	85,500	185,500	205,500	352,500	398,500

Capital Improvement Plan Summary '20-'25

Budget Book *Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept #

FY 20 Distribution

FY '21 to FY '25 Schedule

		Enterprise							FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total Cost								
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total															
I. VEHICLE and EQUIPMENT SCHEDULE																							
<u>VEHICLES</u>																							
II	22	VE-	07-	FD-	01	AMBULANCE REPLACEMENT (Funded through Rolling Stock Line Item)					\$85,000					\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$90,000	\$515,000	
		VE-	15-	FD-	02	VEHICLE REPLACEMENT - FIRE LADDER #2										\$0							\$850,000
		VE-	14-	FD-	03	VEHICLE REPLACEMENT - FIRE ENGINE #4										\$0						\$650,000	\$650,000
		VE-	20-	FD-	04	VEHICLE REPLACEMENT - FIRE TOWER #5										\$0						\$1,200,000	\$1,200,000
<u>EQUIPMENT</u>																							
II	23	VE-	18-	FD-	05	FIRE PERSONAL PROTECTIVE EQUIPMENT REPLACEMENT	\$60,000									\$60,000							\$60,000
		VE-	20-	FD-	06	FIRE-HYDRAULIC RESCUE TOOL REPLACEMENT										\$0	\$95,000						\$95,000
II	24	VE-	20-	FD-	07	FIRE-EMERGENCY GENERATOR REPLACEMENT-STATION 1	\$100,000									\$100,000							\$100,000
I. TOTAL EQUIPMENT AND VEHICLE SCHEDULE							\$160,000	\$0	\$0	\$0	\$85,000	\$0	\$245,000	\$180,000	\$85,000	\$935,000	\$735,000	\$1,290,000	\$3,470,000				

II. BUILDINGS AND INFRASTRUCTURE																								
<u>VEHICLES</u>																								
		BI-	20-	FD-	08	FIRE AND RESCUE TRAINING FACILITY										\$0		\$50,000	\$50,000				\$100,000	
II	26	BI-	16-	PD-	09	POLICE NEW FACILITY-LAND ACQUISITION										\$0							\$0	
II	27	BI-	15-	PD-	10	POLICE NEW FACILITY										\$0		\$11,000,000					\$11,000,000	
		BI-	07-	SC-	11	SCHOOL FACILITIES CAPITAL IMPROVEMENTS										\$0	\$500,000		\$2,500,000	\$500,000	\$800,000		\$4,300,000	
II	28	BI-	08-	SC-	12	ELEMENTARY SCHOOLS UPGRADE			\$2,000,000							\$2,000,000	\$250,000	\$250,000	\$1,000,000				\$3,500,000	
II	29	BI-	17-	FL-	13	PERMANENT RECORDS STORAGE FACILITIES	\$50,000									\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$300,000	
II	30	BI-	18-	FL-	14	HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING	\$100,000									\$100,000	\$100,000	\$1,000,000					\$1,200,000	
II	31	BI-	95-	PL-	15	LAND ACQUISITION	\$25,000									\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		\$150,000	
II	32	BI-	12-	PW-	16	EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS	\$150,000									\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000		\$900,000	
		BI-	12-	PW-	17	CONSOLIDATED INDOOR RECREATION FACILITY										\$0		\$50,000					\$50,000	
		BI-	12-	PW-	18	NEW OUTDOOR RECREATION FIELDS										\$0			\$2,000,000				\$2,000,000	
		BI-	20-	PW-	19	GREENLAND ROAD PRACTICE FIELD										\$0				\$500,000			\$500,000	
II	33	BI-	00-	PW-	20	IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN	\$25,000									\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		\$150,000	
II	34	BI-	02-	PW-	21	CITYWIDE PLAYGROUND IMPROVEMENTS	\$100,000									\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$600,000	
II	35	BI-	02-	PW-	22	CITYWIDE PARK IMPROVEMENTS	\$100,000									\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$600,000	
II	36	BI-	19-	PL-	23	VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT	\$25,000									\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		\$150,000	
II	37	BI-	11-	PW-	24	PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS	\$125,000									\$125,000	\$1,750,000	\$1,875,000	\$2,925,000	\$875,000	\$2,775,000	\$975,000	\$1,875,000	\$11,300,000
II	38	BI-	18-	PW-	25	EMERGENCY RESPONSE SHELTER	\$50,000									\$50,000	\$50,000	\$50,000					\$150,000	
II	39	BI-	05-	PL-	26	MCINTYRE FEDERAL OFFICE BUILDING SITE REDEVELOPMENT	\$25,000									\$25,000	\$25,000						\$50,000	
II	40	BI-	04-	PW-	27	CITYWIDE TREE REPLACEMENT PROGRAM	\$20,000									\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$120,000	
		BI-	17-	PW-	28	RECYCLING & SOLID WASTE TOTES										\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	
II	41	BI-	18-	PW-	29	RECYCLING & SOLID WASTE TRANSFER STATION	\$250,000									\$250,000	\$3,900,000						\$4,150,000	

Capital Improvement Plan Summary '20-'25

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept #

FY 20 Distribution

FY '21 to FY '25 Schedule

		Enterprise						FY '20	FY '21	FY '22	FY '23	FY '24	FY '25		
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
	BI- 15- PW- 30							\$0						\$1,000,000	\$1,000,000
II 42	BI- 05- PW- 31	\$25,000						\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
	BI- 15- PW- 32							\$0	\$50,000		\$50,000			\$50,000	\$150,000
II 43	BI- 07- PW/NH- 33				\$400,000			\$400,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,300,000
II 44	BI- 01- PW- 34			\$1,000,000				\$1,000,000			\$1,000,000				\$2,000,000
II 45	BI- 15- PW- 35	\$100,000						\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	BI- 95- PW- 36							\$0	\$100,000	\$5,900,000	\$50,000	\$50,000	\$50,000	\$50,000	\$6,150,000
	BI- 20- PW- 37							\$0		\$30,000					\$30,000

II. TOTAL BUILDINGS AND INFRASTRUCTURE

\$1,170,000	\$0	\$3,000,000	\$400,000	\$0	\$1,750,000	\$6,320,000	\$9,200,000	\$20,505,000	\$10,725,000	\$3,325,000	\$5,075,000	\$55,150,000
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III. INFORMATION SYSTEMS MANAGEMENT

Total Cost

II 47	IS- 06- IT- 38					\$805,928		\$805,928	\$739,708	\$775,708	\$662,508	\$721,978	\$484,850	\$4,190,680
								\$0	\$75,000	\$75,000	\$50,000	\$50,000		\$250,000
II 53	IS- 20- IT- 40					\$75,000		\$75,000	\$175,000					\$250,000
II 54	IS- 18- FD- 41					\$32,500		\$32,500						\$32,500
II 55	IS- 17- PD- 42					\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000

III. TOTAL INFORMATION SYSTEMS MANAGEMENT

\$0	\$0	\$0	\$0	\$1,013,428	\$0	\$1,013,428	\$1,089,708	\$950,708	\$812,508	\$871,978	\$484,850	\$5,223,180
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IV. TRANSPORTATION MANAGEMENT

Total Cost

PARKING

II 58	TSM- 05- PW- 43					\$60,000		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
II 59	TSM- 12- PW- 44					\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
II 60	TSM- 08- PW- 45					\$45,000		\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000

BICYCLE/PEDESTRIAN

Capital Improvement Plan Summary '20-'25

Budget Book *Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept #

FY 20 Distribution

FY '21 to FY '25 Schedule

		Enterprise						FY '20	FY '21	FY '22	FY '23	FY '24	FY '25		
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
	TSM- 15-	PL/NH- 46	HAMPTON BRANCH RAIL TRAIL (NH SEACOAST GREENWAY)						\$0	\$406,000	\$780,000			\$1,186,000	
II 61	TSM- 15-	PL- 47	BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	
	TSM- 08-	PL- 48	WAYFINDING SYSTEM						\$0	\$350,000				\$350,000	
	TSM- 17-	PL- 49	NORTH MILL POND MULTI-USE PATH						\$0	\$200,000		\$500,000	\$2,500,000	\$3,200,000	
II 62	TSM- 19-	PL 50	HODGSON BROOK						\$0				\$25,000	\$25,000	
	TSM- 08-	PL/NH- 51	US ROUTE 1 NEW SIDEPATH CONSTRUCTION						\$0	\$130,000	\$295,000		\$1,000,000	\$1,425,000	
	TSM- 16-	PL/NH- 52	US RT1 CROSSWALKS AND SIGNALS						\$0	\$50,000	\$110,000	\$110,000		\$270,000	
II 63	TSM- 16-	PL- 53	MAPLEWOOD AVE DOWNTOWN COMPLETE STREET					\$34,000	\$34,000	\$33,000		\$35,000	\$1,749,000	\$1,851,000	
	TSM- 15-	PW- 54	MARKET SQUARE UPGRADE						\$0	\$1,000,000				\$1,000,000	
	TSM- 19-	PW- 55	SAGAMORE AVENUE SIDEWALK						\$0	\$250,000				\$250,000	
	TSM- 17-	PL- 56	ELWYN PARK SIDEWALKS PHASE I						\$0	\$150,000	\$150,000		\$1,000,000	\$1,300,000	
II 64	TSM- 18-	PL- 57	ELWYN ROAD SIDEWALK EXTENSION/ SIDEPATH				\$30,000		\$150,000	\$850,000				\$1,000,000	
	TSM- 18-	PW- 58	BANFIELD ROAD PEDESTRIAN ACCOMODATIONS						\$0				\$500,000	\$500,000	
II 65	TSM- 95-	PW- 59	CITYWIDE SIDEWALK RECONSTRUCTION PROGRAM						\$800,000		\$800,000		\$800,000	\$2,400,000	
<u>INTERSECTION/SIGNALS</u>															
II 67	TSM- 10-	PW- 60	CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM				\$100,000		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	
II 68	TSM- 11-	PW- 61	CITYWIDE INTERSECTION IMPROVEMENTS				\$100,000		\$100,000		\$100,000	\$100,000		\$300,000	
	TSM- 16-	PW- 62	RUSSELL/MARKET INTERSECTION UPGRADES						\$0				\$1,000,000	\$1,000,000	
<u>BRIDGES</u>															
	TSM- 17-	PW/NH- 63	PEIRCE ISLAND BRIDGE REPLACEMENT						\$0				\$4,100,000	\$4,100,000	
II 69	TSM- 18-	PW- 64	CITYWIDE BRIDGE IMPROVEMENTS				\$150,000		\$2,150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$2,400,000	
II 70	TSM- 10-	PW- 65	MAPLEWOOD AVENUE BRIDGE REPLACEMENT						\$500,000			\$8,000,000		\$8,500,000	
	TSM- 08-	PW/NH- 66	CATE STREET BRIDGE REPLACEMENT						\$0					\$0	
<u>ROADWAY</u>															
II 71	TSM- 19-	PL- 67	CATE STREET CONNECTOR					\$1,500,000	\$1,500,000					\$3,000,000	
	TSM- 20-	PL- 68	COAKLEY-BORTHWICK CONNECTOR ROADWAY						\$0	\$1,000,000				\$1,000,000	
II 72	TSM- 03-	PW- 69	ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2						\$0	\$640,000	\$2,300,000			\$2,940,000	
II 73	TSM- 11-	PW- 70	TRANSPORTATION PLAN STUDIES AND DESIGNS						\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	
II 74	TSM- 16-	PW/NH- 71	PEVERLY HILL ROAD IMPROVEMENTS						\$2,050,000					\$2,050,000	
	TSM- 20-	PW- 72	FLEET STREET UTILITIES UPGRADES AND STREETScape						\$0	\$800,000				\$800,000	
II 75	TSM- 94-	PW- 73	STREET PAVING, MANAGEMENT AND REHABILITATION					\$4,000,000	\$4,000,000		\$4,000,000			\$12,000,000	
II 77	TSM- 11-	PW- 74	PEASE INTERNATIONAL TRADEPORT ROADWAY REHABILITATIONS					\$750,000	\$750,000	\$750,000		\$750,000		\$2,250,000	
	TSM- 15-	PW- 75	JUNKINS AVENUE						\$0			\$150,000	\$1,100,000	\$1,250,000	
	TSM- 20-	PW- 76	PINEHURST ROAD IMPROVEMENTS						\$0				\$300,000	\$300,000	
	TSM- 20-	PW- 77	MADISON STREET ROADWAY IMPROVEMENTS						\$0				\$350,000	\$350,000	
IV. TOTAL TRANSPORTATION MANAGEMENT			\$380,000	\$0	\$9,550,000	\$2,204,000	\$275,000	\$1,500,000	\$13,909,000	\$6,284,000	\$9,710,000	\$9,220,000	\$12,175,000	\$7,949,000	\$59,247,000

Capital Improvement Plan Summary '20-'25

Budget Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept #

FY 20 Distribution

FY '21 to FY '25 Schedule

	Enterprise						FY '20 Total	FY '21	FY '22	FY '23	FY '24	FY '25	
	GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP							
I. EQUIPMENT AND VEHICLE SCHEDULE	\$160,000	\$0	\$0	\$0	\$85,000	\$0	\$245,000	\$180,000	\$85,000	\$935,000	\$735,000	\$1,290,000	\$3,470,000
II. BUILDING & INFRASTRUCTURE	\$1,170,000	\$0	\$3,000,000	\$400,000	\$0	\$1,750,000	\$6,320,000	\$9,200,000	\$20,505,000	\$10,725,000	\$3,325,000	\$5,075,000	\$55,150,000
III. INFORMATION MANAGEMENT SYSTEMS	\$0	\$0	\$0	\$0	\$1,013,428	\$0	\$1,013,428	\$1,089,708	\$950,708	\$812,508	\$871,978	\$484,850	\$5,223,180
IV. TRANSPORTATION MANAGEMENT PLAN	\$380,000	\$0	\$9,550,000	\$2,204,000	\$275,000	\$1,500,000	\$13,909,000	\$6,284,000	\$9,710,000	\$9,220,000	\$12,175,000	\$7,949,000	\$59,247,000
CAPITAL CONTINGENCY	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
SUBTOTALS	\$1,810,000	\$0	\$12,550,000	\$2,604,000	\$1,373,428	\$3,250,000	\$21,587,428	\$16,853,708	\$31,350,708	\$21,792,508	\$17,206,978	\$14,898,850	\$123,690,180

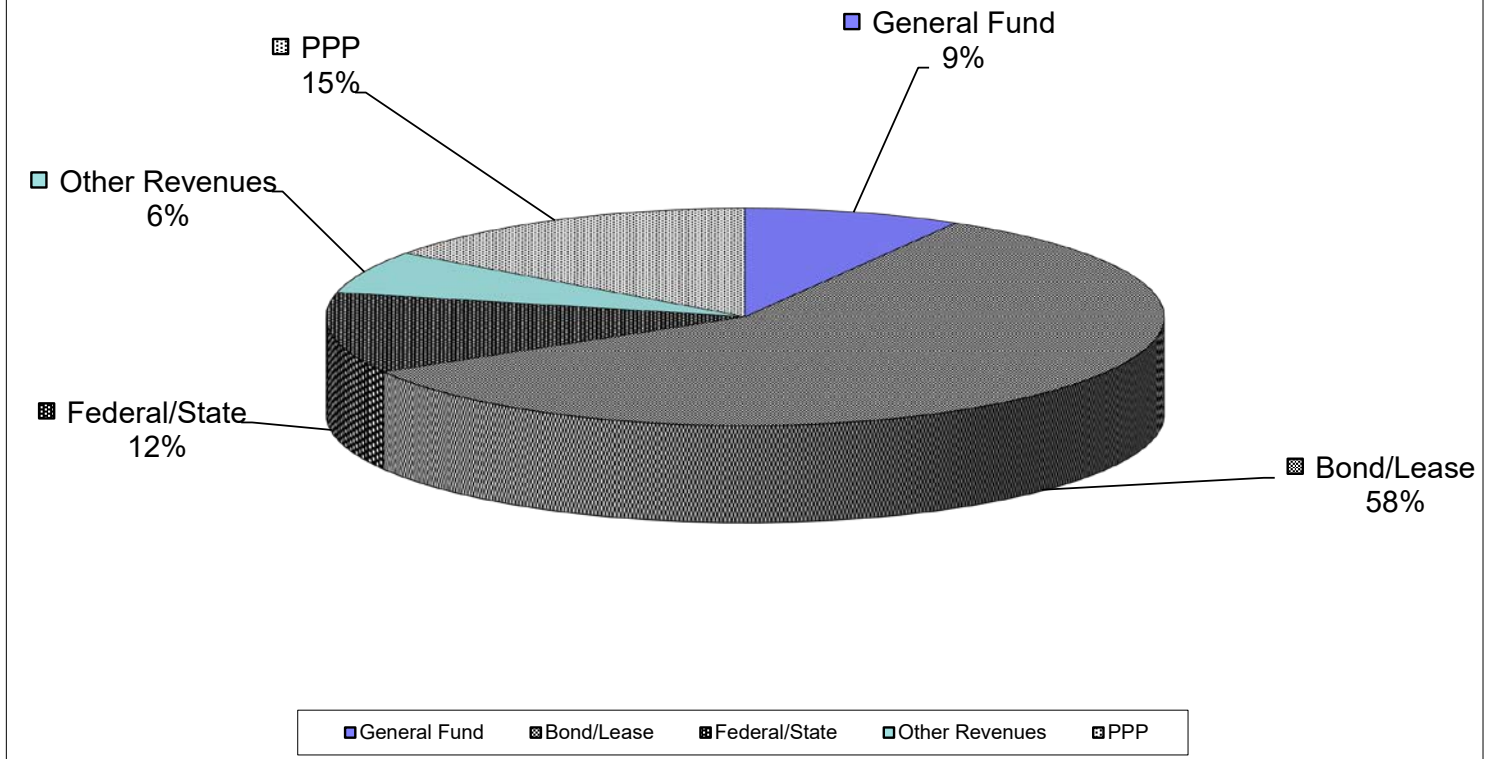
ENTERPRISE FUNDS

WATER FUND	\$0	\$200,000	\$4,623,000	\$0	\$0	\$0	\$4,823,000	\$10,950,000	\$5,750,000	\$3,300,000	\$1,200,000	\$200,000	\$26,223,000
SEWER FUND	\$0	\$200,000	\$6,145,000	\$0	\$0	\$0	\$6,345,000	\$5,250,000	\$5,000,000	\$19,510,000	\$9,600,000	\$650,000	\$46,355,000
V. TOTAL ENTERPRISE FUNDS	\$0	\$400,000	\$10,768,000	\$0	\$0	\$0	\$11,168,000	\$16,200,000	\$10,750,000	\$22,810,000	\$10,800,000	\$850,000	\$72,578,000

GRAND TOTAL:

\$1,810,000	\$400,000	\$23,318,000	\$2,604,000	\$1,373,428	\$3,250,000	\$32,755,428	\$33,053,708	\$42,100,708	\$44,602,508	\$28,006,978	\$15,748,850	\$196,268,180
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FY 2020 CIP Distribution (Non-Enterprise Funds)



	General Fund	Bond/Lease	Federal/State	Other Revenues	PPP	Totals
Amount	\$1,810,000	\$12,550,000	\$2,604,000	\$1,373,428	\$3,250,000	\$21,587,428
% of Total	8%	58%	12%	6%	15%	

Capital Improvements
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General Fund, Capital Outlay Projects Only FYs 14-20

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	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY's 14-19 (6 Prior years)
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	CIP Advisory Committee 12/12/2018	CIP Advisory Committee Recommended
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I. EQUIPMENT AND VEHICLE SCHEDULE (VE)

	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY's 14-19 (6 Prior years)	CIP Advisory Committee 12/12/2018	CIP Advisory Committee Recommended	
II 23 FIRE PROTECTIVE EQUIPMENT REPLACEMENT					\$60,000	\$60,000	\$120,000	\$60,000	\$60,000	
FIRE-HYDRAULIC RESCUE TOOL REPLACEMENT							\$0	\$95,000	\$0	
II 24 FIRE-EMERGENCY GENERATOR REPLACEMENT-STATION 1							\$0	\$100,000	\$100,000	
VEHICLE REPLACEMENT - FIRE ENGINE REPAIR						\$60,000	\$60,000		\$0	
THERMAL IMAGING CAMERA					\$22,000	\$24,000	\$46,000		\$0	
POLICE GYM EQUIPMENT					\$20,000	\$20,000	\$40,000		\$0	
DURABLE MEDICAL EQUIPMENT				\$61,000			\$61,000		\$0	
RECORDS PRESERVATION				\$44,000			\$44,000		\$0	
REPLACE VOTING BOOTHS				\$52,400			\$52,400		\$0	
MUNICIPAL FIRE ALARM SYSTEM: REPAIRS AND IMPROVEMENTS		\$30,000	\$30,000				\$60,000		\$0	
TRAFFIC PRE-EMPTION SYSTEM UPGRADES		\$30,000					\$30,000		\$0	
RESTORATION - 1870 AMOSKEAG STEAM ENGINE #3	\$25,000						\$25,000		\$0	
SCBA REPLACEMENT PROGRAM	\$100,000						\$100,000		\$0	
RADIO SYSTEM IMPROVEMENTS	\$35,000						\$35,000		\$0	
Total Equipment and Vehicle	\$160,000	\$60,000	\$30,000	\$157,400	\$102,000	\$164,000	\$673,400	\$255,000	-\$95,000	\$160,000

II. BUILDINGS AND INFRASTRUCTURE (BI)

II 29 PERMANENT RECORDS STORAGE FACILITY					\$50,000	\$50,000	\$100,000	\$50,000	\$50,000
II 30 HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING					\$50,000	\$88,000	\$138,000	\$100,000	\$100,000
II 31 LAND ACQUISITION	\$25,000			\$25,000	\$0		\$50,000	\$25,000	\$25,000
II 32 EXSISTING OUTDOOR RECREATION FIELD IMPROVEMENTS						\$75,000	\$75,000	\$150,000	\$150,000
II 33 IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN PROJECT	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000		\$125,000	\$25,000	\$25,000
II 34 CITYWIDE PLAYGROUND IMPROVEMENTS	\$37,500	\$50,000	\$50,000	\$25,000	\$37,500		\$200,000	\$100,000	\$100,000
II 35 CITYWIDE PARK IMPROVEMENTS	\$37,500	\$50,000	\$50,000	\$25,000	\$37,500		\$200,000	\$100,000	\$100,000
II 36 VAUGHAN-WORTH BRIDGE STRETEGIC VISION DEVELOPMENT						\$25,000	\$25,000	\$25,000	\$25,000
II 37 PRESCOTT PARK: FACILITIES CAPITAL IMPROVEMENTS		\$87,500	\$80,000	\$80,000	\$80,000	\$50,000	\$377,500	\$125,000	\$125,000
II 38 EMERGENCY RESPONSE SHELTER						\$50,000	\$50,000	\$50,000	\$50,000

Capital Improvements
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Taken from Capital Improvement Plan 2020-2025
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Budget Book PAGE	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY's 14-19	Department	CIP	CIP
								Request FY 20	Advisory Committee 12/12/2018	Advisory Committee Recommended
II 39			\$25,000		\$25,000	\$50,000	\$100,000	\$25,000		\$25,000
II 40	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$20,000		\$20,000
II 41						\$100,000	\$100,000	\$250,000		\$250,000
II 42	\$10,000	\$50,000	\$40,000	\$40,000	\$40,000		\$180,000	\$25,000		\$25,000
II 45		\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$850,000	\$100,000		\$100,000
						\$25,000	\$25,000			\$0
					\$50,000	\$25,000	\$75,000			\$0
						\$50,000	\$50,000			\$0
						\$50,000	\$50,000			\$0
						\$50,000	\$50,000			\$0
			\$50,000	\$25,000	\$25,000		\$100,000			\$0
			\$50,000	\$50,000			\$100,000			\$0
		\$75,000	\$100,000				\$175,000			\$0
					\$50,000		\$50,000			\$0
			\$50,000		\$50,000		\$100,000			\$0
			\$50,000				\$50,000			\$0
			\$10,000				\$10,000			\$0
			\$15,000				\$15,000			\$0
		\$50,000	\$50,000				\$100,000			\$0
	\$75,000	\$100,000	\$50,000				\$225,000			\$0
		\$50,000					\$50,000			\$0
	\$25,000						\$25,000			\$0
	\$50,000	\$50,000					\$100,000			\$0
		\$50,000					\$50,000			\$0
	\$100,000						\$100,000			\$0
	\$75,000						\$75,000			\$0
	\$100,000						\$100,000			\$0
Total Buildings and Infrastructure	\$580,000	\$707,500	\$915,000	\$515,000	\$740,000	\$908,000	\$4,365,500	\$1,170,000	\$0	\$1,170,000

Capital Improvements
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Request 12/12/2018 Recommended
FY 20

FY 14 FY 15 FY 16 FY 17 FY 18 FY 19 Total
FY's 14-19

IV. TRANSPORTATION MANAGEMENT (TSM)

	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY's 14-19	Department Request FY 20	CIP Advisory Committee 12/12/2018	CIP Advisory Committee Recommended
SAGAMORE AVE SIDEWALKS							\$0	\$250,000	-\$250,000	\$0
II 64 ELWYN ROAD SIDEWALK EXTENSION							\$0	\$30,000		\$30,000
II 67 CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$100,000		\$100,000
II 68 CITYWIDE INTERSECTION IMPROVEMENTS	\$100,000		\$100,000		\$100,000		\$300,000	\$100,000		\$100,000
II 69 CITYWIDE BRIDGE IMPROVEMENTS					\$100,000		\$100,000	\$150,000		\$150,000
BICYCLE/PEDESTRIAN PLAN IMPLEMENTATION		\$50,000			\$50,000	\$30,000	\$130,000			\$0
SPINNEY ROAD NEW SIDEWALK CONSTRUCTION	\$100,000		\$125,000			\$175,000	\$400,000			\$0
RUSSELL-MARKET INTERSECTION UPGRADES						\$200,000	\$200,000			\$0
LONGMEADOW ROAD EXTENSION	\$100,000	\$25,000	\$75,000	\$50,000			\$250,000			\$0
HAMPTON BRANCH RAIL TRAIL		\$150,000	\$56,000	\$113,000	\$225,000		\$544,000			\$0
MARKET SQUARE UPGRADE		\$50,000	\$50,000				\$100,000			\$0
ELWYN PARK SIDEWALKS PHASE I					\$20,000		\$20,000			\$0
WOODBURY AVE/MARKET ST PEDESTRIAN INTERSECTION IMPROVEMENT					\$219,000		\$219,000			\$0
LED STREETLIGHT CONVERSION					\$181,000		\$181,000			\$0
SIGN INVENTORY					\$45,000		\$45,000			\$0
CHESTNUT STREET PEDESTRIAN CONNECTOR				\$50,000	\$50,000		\$100,000			\$0
BANFIELD ROAD IMPROVMENTS		\$50,000					\$50,000			\$0
BRIDGE MASTER PLAN IMPLEMENTATION				\$75,000			\$75,000			\$0
NORTH MILL POND MULTI-USE PATH				\$100,000			\$100,000			\$0
INTERSECTION UPGRADE: AT-GRADE CROSSING		\$76,800	\$77,000	\$30,000			\$183,800			\$0
NEW FRANKLIN/WOODBURY CORRIDOR IMPROVEMENTS				\$80,000			\$80,000			\$0
MARKET ST GATEWAY IMPROVEMENTS		\$120,000		\$117,000			\$237,000			\$0
ISLINGTON STREET-STREETSCAPE IMPROVEMENTS		\$100,000		\$200,000			\$300,000			\$0
PEVERLY HILL ROAD IMPROVEMENTS				\$300,000			\$300,000			\$0
DOWNTOWN MAPLEWOOD AVE COMPLETE STREET			\$167,000				\$167,000			\$0
MIDDLE ST BICYCLE LANES	\$25,000	\$25,000					\$50,000			\$0
DOWNTOWN SIGNAGE AND PEDESTRIAN WAYFINDING SYSTEM	\$100,000						\$100,000			\$0
ATLANTIC HEIGHTS NEIGHBORHOOD EMERGENCY ACCESS ROUTE		\$50,000					\$50,000			\$0
Total Transportation Management	\$525,000	\$796,800	\$750,000	\$1,215,000	\$1,090,000	\$505,000	\$4,881,800	\$630,000	-\$250,000	\$380,000

**Capital Improvements
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FY 20

FY 14 FY 15 FY 16 FY 17 FY 18 FY 19 Total
FY's 14-19

SUMMARY

TOTALS PER SECTION

I.	EQUIPMENT AND VEHICLE SCHEDULE	\$160,000	\$60,000	\$30,000	\$157,400	\$102,000	\$164,000	\$673,400	\$255,000	-\$95,000	\$160,000
II.	BUILDING & INFRASTRUCTURE	\$580,000	\$707,500	\$915,000	\$515,000	\$740,000	\$908,000	\$4,365,500	\$1,170,000	\$0	\$1,170,000
IV.	TRANSPORTATION MANAGEMENT PLAN	\$525,000	\$796,800	\$750,000	\$1,215,000	\$1,090,000	\$505,000	\$4,881,800	\$630,000	-\$250,000	\$380,000
v.	CAPITAL CONTINGENCY	\$100,000	\$35,700	\$70,000	\$112,600	\$53,000	\$58,000	\$429,300	\$100,000	\$0	\$100,000
	TOTAL	\$1,365,000	\$1,600,000	\$1,765,000	\$2,000,000	\$1,985,000	\$1,635,000	\$10,350,000	\$2,155,000	-\$345,000	\$1,810,000

Fiscal Year	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 19
Budget	\$90,556,268	\$93,085,137	\$98,615,159	\$101,696,202	\$107,462,843	\$110,744,920	\$114,295,207	\$114,295,207
Percentage of previous FY Budget	1.51%	1.72%	1.79%	1.97%	1.85%	1.48%	1.89%	1.58%
					6 yr total	\$10,350,000		
					ave	\$1,725,000		

I. VEHICLES AND EQUIPMENT



VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)

Evaluation Criteria	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.

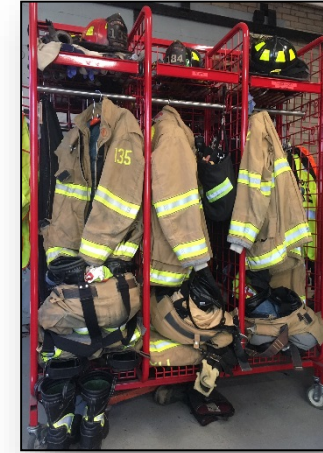
Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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	\$90,000	\$515,000	\$610,000	\$1,125,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$90,000	\$515,000	\$610,000	\$1,125,000

VE-18-FD-05: 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 (will reduce Operating Costs)



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 third year of a 3 year replacement program.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$60,000						\$60,000	\$120,000	\$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	\$0	\$0	\$0	\$0	\$0	\$60,000	\$120,000	\$180,000

VE-20-FD-07: EMERGENCY GENERATOR REPLACEMENT – STATION 1

Department	Fire Department
Project Location	Fire Station 1 (170 Court St)
Project Type	Equipment (non-vehicular)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study:	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project replaces the close to forty year old, 30kW emergency generator at the 170 Court Street Fire Station. A 2018 evaluation revealed the station's maximum demand is 50kW. When considering the National Electric Code's 25% safety factor requirement, a minimum of a 80kW generator is recommended. This upgrade is crucial in providing reliable backup power. It also insures the station is operational especially in times of emergency or inclement weather.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)

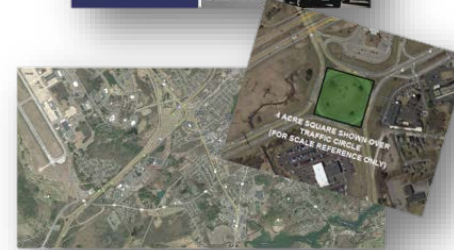
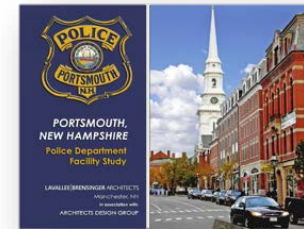
		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000						\$100,000	\$0	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

II. BUILDINGS AND INFRASTRUCTURE



BI-16-PD-09: POLICE NEW FACILITY - LAND ACQUISITION

Department	Police Department
Project Location	To Be Determined
Project Type	Acquisition of Land
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the design and construction of a new facility after a site and conceptual design are complete.

Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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-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 provide asbestos removal, air handling infrastructure upgrades and security upgrades to New Franklin Elementary School. The 2023 placeholder will be used to replace the exterior windows at Dondero Elementary.

Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$2,000,000			\$1,000,000			\$3,000,000	\$20,000,000	\$23,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,000,000	\$250,000	\$250,000	\$1,000,000	\$0	\$0	\$3,500,000	\$20,000,000	\$23,500,000

BI-17-FI-13: PERMANENT RECORDS 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: Many City records are required by law to be preserved and held indefinitely. In FY18, the CIP funded the rehabilitation of the first document storage area to construct a permanent record facility within City Hall. This Permanent Records Room features a new waterless Fire Suppression System, local temperature control and monitoring, humidity monitoring and archival shelving for many of the City's oldest and most important records not located in the City Clerk's vault.

The City's Archive Room houses records from many departments including the City Clerk, Finance, Planning, Public Works, and the Fire Department. The facility also features a separate document quarantine area for documents contaminated with mold, red rot or maladies that may potentially spread to healthy documents. The documents in this room range from the 1700's to current permanent records. City Staff are looking to continue this momentum for the many more documents awaiting improved storage conditions within 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	

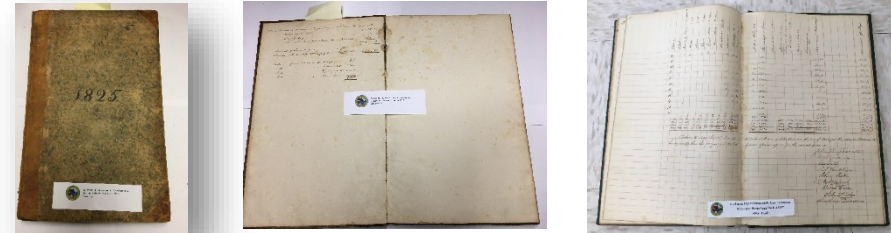
Useful Website Links:

- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$150,000	\$450,000
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	\$150,000	\$450,000

BI-18-FI-14: HISTORIC DOCUMENT RESTORATION, PRESERVATION AND SCANNING

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	New Construction/ Refurbishment
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). These documents are aging and many are showing signs of deterioration. The requested funds will be utilized to preserve these documents as well as scan them for preservation purposes to digital format (pdf) and/or microfilm. The monies requested fund both City Clerk (\$50,000) and Finance Department (\$50,000) Archival Records preservation.

The Finance Department currently oversees the City's archival space for permanent records that are not held in the City Clerk's Vault. These records cover many departments, including Finance, and range in age from 20 – 200+ years old. This project funds the preservation of documents held in the quarantine part of this archival space, documents currently afflicted with mold or red rot, afflictions that hasten their deterioration. A list of documents with current preservation needs can be found in the FY20-25 CIP in Appendix III. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$1.5 million dollars and with the current funding (\$50,000 per year) take over 30 years to complete.

Useful Website Links:

- [FY19-24 CIP page](#)

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	

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	26%	\$100,000	\$100,000					\$200,000	\$148,000	\$348,000
Fed/ State	0%							\$0	\$9,966	\$0
Bond/ Lease	74%			\$1,000,000				\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$100,000	\$100,000	\$1,000,000	\$0	\$0	\$0	\$1,200,000	\$157,966	\$1,348,000

BI-95-PL-15: LAND ACQUISITION

Department	Planning Department
Project Location	Citywide
Project Type	Acquisition of Land
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Master Plan 2005	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	Y



Description: This project funds the purchase of land that has been determined should be municipally owned. For the most part, ownership is usually sought to secure environmentally sensitive areas to purchase the development rights to a particular parcel, or for some municipal use. Funds can be used as match for other grants and may be used in conjunction with the Conservation Fund.

Useful Website Links:

- [Planning Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$50,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$50,000	\$200,000

BI-12-PW-16: EXISTING OUTDOOR RECREATION FIELD IMPROVEMENTS

Department	Public Works Department
Project Location	Various Locations
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Recreations Needs Study; 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.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$75,000	\$975,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000	\$75,000	\$975,000

BI-00-PW-20: IMPLEMENTATION OF PEIRCE ISLAND MASTER PLAN

Department	Public Works Department
Project Location	Peirce Island
Project Type	Rehabilitation of Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Peirce Island Master Plan 1999	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: A Master Plan for Peirce Island was finalized in December 1999 and it detailed a range of capital improvement projects that support recreational activities on the twenty-seven (27)-acre City-Owned island. This project identifies funding to continue investments on the Island to promote the vision in the 1999 plan, which will continue after the completion of the Wastewater Treatment Plant. Previous projects completed under the plan include upgrades to the outdoor pool area, trail construction, installation of picnic tables and interpretive signs, reconstruction of the boat ramp, signage upgrades and shorefront landscaping.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$150,000	\$300,000
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	\$150,000	\$300,000

BI-02-PW-21: CITYWIDE PLAYGROUND IMPROVEMENTS

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project provides funding for continued investment in the City's playgrounds in order to maintain the level of service resulting from many extensive investments in the playground facilities in past years. Funding will be used for playground equipment replacements as well as upgrading furnishings and other amenities as needed. In the coming years, specific upgrades are envisioned for Rock Street Park, replacement of aged equipment and further pursuing integrated (natural) and inclusive (accessible) play.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$200,000	\$800,000
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	\$200,000	\$800,000

BI-02-PW-22: CITYWIDE PARK IMPROVEMENTS

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Description: This project provides funding for the City's Parks. In recent years, investment in new City parks (e.g. Memorial Park and Harborwalk Park) and community discussions about existing park facilities (e.g. Sagamore Creek, Prescott Park, and Vaughan Mall) have highlighted the need to continually invest in existing Park facilities in the same manner as ongoing investments to playgrounds are made through this Plan. Funding will be used to perform drainage, walkway, landscaping, and lighting improvements as well as furnishing and signage upgrades in existing Park facilities citywide.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

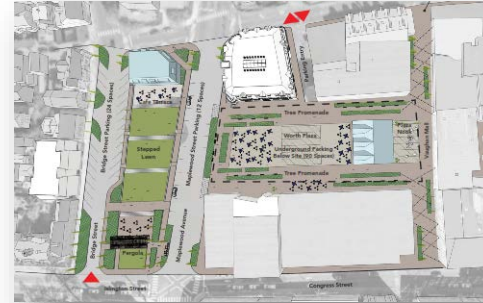
Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$200,000	\$800,000
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	\$200,000	\$800,000

BI-19-PL-23: VAUGHAN-WORTH-BRIDGE STRATEGIC VISION DEVELOPMENT

Department	Planning Department
Project Location	Publicly-owned land & Rights of Way between Foundry Place Garage, Islington Street & Vaughan Mall
Project Type	Design work or planning study
Commence FY	FY19
Priority	C (Can be placed on hold for after 6 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Strategic Planning Committee for Vaughan-Worth-Bridge Revitalization

A City of Portsmouth Blue Ribbon Committee

Final Report and Recommendations



Councilor Rebecca Perkins, Chair
 Councilor Nancy Pearson
 Vince Lombardi (HDC Member)
 Dexter Legg (Planning Board Member)
 Everett Eaton (EDC Member)
 Barbara DeStefano (Downtown Resident)
 Jay McSharry (Downtown Business)
 Assistant City Manager David Moore, Ex-officio Member

November 29, 2017

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 2017, the City Council adopted a strategic vision for the area encompassing the Vaughan Mall, Worth Lot and Bridge Street Lot. The Vision is to transform the surface parking and Vaughan Mall into new and renewed public spaces. This project identifies funding to take steps to develop this vision, which may include concept development; design development and site analysis; and funding for interim demonstration projects to illustrate the Vision as well as progressing the vision to master plan level design.

Useful Website Links:

- [Vaughan-Worth Bridge Revitalization](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$25,000	\$175,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$25,000	\$175,000

BI-11-PW-24: PRESCOTT PARK FACILITIES CAPITAL IMPROVEMENTS

Department	Public Works Department
Project Location	Prescott Park
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: In 2017, the City Council adopted the [Prescott Park Master Plan](#). In addition to restructuring services and developing new park policies, the Master Plan calls for extensive park-wide reconfiguration. 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 serve the public into future. The Master Plan is anticipated to be funded through fundraising and donations; grant-support; and other funding. Preliminary design and permitting will begin in FY 2018.

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:

- [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	8%	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000	\$377,500	\$1,127,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	54%		\$1,750,000		\$1,750,000		\$1,750,000	\$5,250,000	\$2,325,000	\$7,575,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	38%	\$1,750,000	\$1,050,000	\$750,000	\$900,000	\$850,000		\$5,300,000	\$0	\$5,300,000
	Totals	\$1,875,000	\$2,925,000	\$875,000	\$2,775,000	\$975,000	\$1,875,000	\$11,300,000	\$2,702,500	\$14,002,500

BI-18-PW-25: EMERGENCY RESPONSE SHELTER

Department	Public Works 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:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000				\$150,000	\$50,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$150,000	\$50,000	\$200,000

BI-05-PL-26: MCINTYRE FEDERAL OFFICE BUILDING SITE REDEVELOPMENT – PLANNING & IMPLEMENTATION

Department	Planning Department
Project Location	80 Daniel Street
Project Type	Other (explained below)
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

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: Throughout 2018, the City's work to control the redevelopment of this prominent downtown parcel intensified with an extensive public participation process and selection of development partner. Following the submittal of an application to the National Park Service and its acceptance, additional work will be associated with implementing the application and overseeing the redevelopment partnership agreements. This project provides additional funding for these purposes.

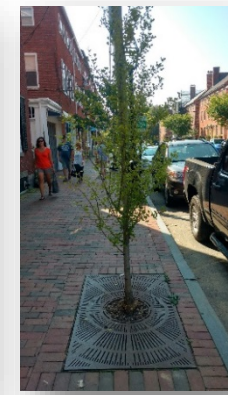
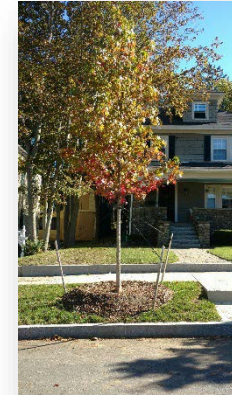
Useful Website Links:

- [McIntyre Project Page](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000					\$50,000	\$100,000	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$150,000

BI-04-PW-27: CITYWIDE TREE REPLACEMENT PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Upgrade Existing Facilities
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City of Portsmouth 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$140,000	\$260,000
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	\$140,000	\$260,000

BI-18-PW-29: RECYCLING & SOLID WASTE TRANSFER STATION

Department	Public Works
Project Location	Public Works Department Peverly Hill Road
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The purpose of this project is to design and build a new recycling center at the Public Works Department. The new recycling center will improve safety and the experience of residents dropping material off, while adding infrastructure to consolidate recycling and solid waste for more efficient transport. The project is in the preliminary design phase and an updated cost estimate will be developed.

Useful Website Links:

- [Public Works Homepage](#)
- [Solid Waste and Recycling Info](#)
 - [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	8%	\$250,000						\$250,000	\$100,000	\$350,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	92%		\$3,900,000					\$3,900,000	\$0	\$3,900,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$250,000	\$3,900,000	\$0	\$0	\$0	\$0	\$4,150,000	\$100,000	\$4,250,000

BI-05-PW-31: HISTORIC CEMETERY IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (Ongoing and Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Cemetery Existing Conditions Assessment and Restoration Plan (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	
Eligible for Matching Funds with Limited Availability	



Description: The City owns several historic burial grounds and cemeteries at various locations throughout the City and is responsible for the continual upkeep and maintenance of the grounds, headstones, hill, ledger, chest tombs, cemetery walls and other related structures. The City carried out an assessment of these valuable historic resources and created a prioritized list of restoration and repair projects which will be carried out over a multi-year period.

Useful Website Links:

- [Public Works Homepage](#)
- [Portsmouth Historic Cemeteries](#)
 - [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$180,000	\$330,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
Donation	0%							\$0	\$0	\$0
	Totals	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000	\$180,000	\$330,000

BI-07-PW/NH-33: SOUND BARRIERS IN RESIDENTIAL AREA ALONG I-95

Department	Public Works
Project Location	I-95 Corridor
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The purpose of this project is to mitigate sound pollution in neighborhoods along Interstate 95, including the Pannaway Manor Neighborhood. Federal funding requiring a local match will be pursued in cooperation with the State of New Hampshire. Effective January 1, 2019, the City Council adopted local regulations to reduce highway noise as required in order to be eligible for Federal funding matches.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	18%		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000	\$100,000	\$600,000
Fed/ State	82%	\$400,000	\$480,000	\$480,000	\$480,000	\$480,000	\$480,000	\$2,800,000	\$0	\$2,800,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000	\$3,300,000	\$100,000	\$3,400,000

BI-01-PW-34: CITYWIDE FACILITIES CAPITAL IMPROVEMENTS

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: Facility Condition Assessment 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: The Public Works Department is responsible for the maintenance of all municipal facilities. These facilities are wide ranging and serve multiple uses. Due to age and usage, many facilities need to be updated.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	1%							\$0	\$50,000	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$1,000,000			\$1,000,000			\$2,000,000	\$2,000,000	\$4,000,000
Other	0%							\$0	\$0	\$0
Revenues	1%							\$0	\$30,000	\$30,000
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$0	\$2,000,000	\$2,080,000	\$4,080,000

BI-15-PW-35: 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	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Stormwater Master Plan 2007	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The City owns and maintains approximately 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. Drainage improvements are replaced programmatically as part of specific capital projects, roadway reconstruction and prior to annual paving. In addition to pipe work, the existing stormwater ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events. The costs for this item are split between the general fund and the sewer enterprise fund.

Useful Website Links:

- [Public Works Homepage](#)
- [Stormwater Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$850,000	\$1,450,000
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	\$850,000	\$1,450,000

III. INFORMATION SYSTEMS



IS-06-IT-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Department	IT Department
Project Location	citywide
Project Type	Equipment (non vehicular)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The Information Technology Upgrades Replacements incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments technology needs. The replacement/ upgrade of computers, servers and other technology upgrades follow by location for FY20.

Useful Website Links:

- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$805,928	\$739,708	\$775,708	\$662,508	\$721,978	\$484,850	\$4,190,680	\$2,834,466	\$7,025,146
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$805,928	\$739,708	\$775,708	\$662,508	\$721,978	\$484,850	\$4,190,680	\$2,834,466	\$7,025,146

IS-06-IT-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Computers/Notebooks

(Costs include installation)

Location	Inventory	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
City Hall	102		50	52	-		
Public Works	67	30				37	30
Library	95	45	17	45	17	47	17
Recreation	11	11					11
Police	121	25	25	25	25	25	25
Fire	19	2	2	2	16	2	2
Total Computers	415	113	94	124	58	111	85

<u>Cost of Replacement</u>	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
City Hall		\$45,000	\$46,800			
Public Works	\$33,300				\$41,070	\$33,300
Library	\$40,500	\$15,300	\$40,500	\$15,300	\$40,500	\$15,300
Recreation	\$11,000					\$11,000
Police	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500	\$42,500
Fire	\$2,800	\$2,800	\$2,800	\$12,600	\$2,800	\$2,800

Computers/Notebooks Cost per Year **\$130,100** **\$105,600** **\$132,600** **\$70,400** **\$126,870** **\$104,900**

IS-06-IT-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Servers

(Costs include installation and software)

Location	Inventory	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Citywide	28	4	4	4	4	4	4
Public Works							
Recreation							
Police	9	2	2	2	2	2	2
Fire							
Total Servers	37	6	6	6	6	6	6

<u>Cost of Replacement</u>	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
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-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Other Technology Replacements and Upgrades

Location	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Citywide						
Plotter City Hall (1)		\$5,000				
Microsoft Office/Exchange (320 Citywide)	\$75,000	\$25,000		\$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			\$25,000			\$15,000
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			\$80,000			\$15,000
Finance Software/Hardware		\$50,000				
Total City Hall	\$112,000	\$117,000	\$140,000	\$112,000	\$110,000	\$140,000
Public Works						
Network Cameras		\$20,000	\$20,000			
Radios (80)	\$20,000					\$20,000
WAN Switches (2)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Public Works	\$30,000	\$30,000	\$30,000	\$10,000	\$10,000	\$30,000
Library						
Projectors (1)		\$15,000				
WAN Switches (1)	\$5,000					
HD Video Magnifier with Text-to-Speech				\$3,500		
Total Library	\$5,000	\$15,000	\$0	\$3,500	\$0	\$0

IS-06-IT-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Other Technology Replacements and Upgrades

Location	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
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	\$5,000	\$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)	\$3,000	\$0	\$3,000	\$0	\$3,000	\$0
Scanners (14)	\$800	\$800	\$800	\$800	\$800	\$800
Microsoft "Office Std" Licenses (100)	\$30,900	\$0	\$0	\$0	\$0	\$0
Microsoft "WinSvrSTD Core (76) & CAL (100) Licenses	\$9,820	\$0	\$0	\$0	\$0	\$0
Dispatch Center Equipment Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$0
Total Police	\$380,078	\$336,358	\$339,358	\$336,358	\$339,358	\$336,358

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 Switches (3)	\$15,000					\$15,000
Projectors (5)		\$2,000			\$2,000	\$2,000
Total Fire	\$40,750	\$27,750	\$25,750	\$25,750	\$27,750	\$42,750

School Department						
Wifi Access Points	\$15,000	\$15,000	\$5,000	\$5,000		\$15,000
Classroom LCD Projectors					\$15,000	
Virtual Desktop Interface (VDI) Expansion	\$15,000	\$30,000	\$15,000	\$15,000	\$15,000	\$15,000
Printers	\$20,000	\$5,000	\$0			
Firewall					\$30,000	
LAN Network Switches	\$10,000	\$10,000	\$10,000	\$10,000		
WAN Switches (6)		\$0	\$30,000	\$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	\$627,828	\$586,108	\$595,108	\$547,608	\$547,108	\$609,108
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IS-06-IT-38: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

Totals by Location

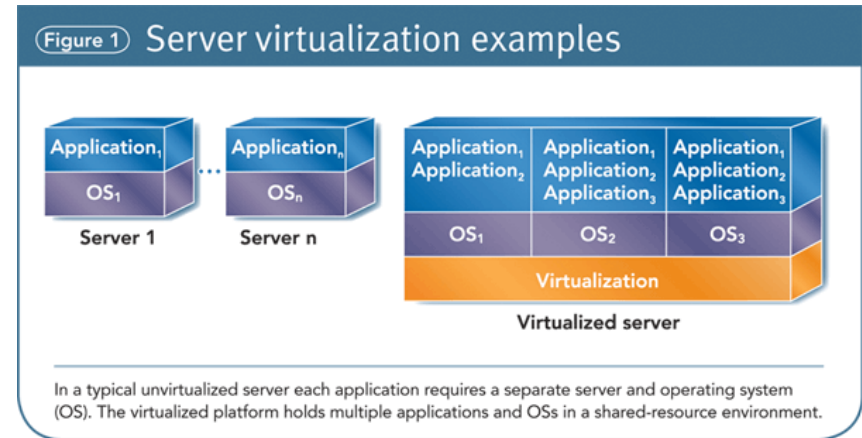
	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Citywide	\$144,000	\$194,000	\$218,800	\$144,000	\$142,000	\$172,000
Public Works	\$63,300	\$30,000	\$30,000	\$10,000	\$51,070	\$63,300
Library	\$45,500	\$30,300	\$40,500	\$15,300	\$40,500	\$0
Recreation	\$11,000	\$0	\$0	\$0	\$0	\$11,000
Police	\$438,578	\$394,858	\$397,858	\$394,858	\$397,858	\$133,000
Fire	\$43,550	\$30,550	\$28,550	\$38,350	\$30,550	\$45,550
School	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000

Total Information Technology Replacement and Upgrades \$805,928 \$739,708 \$775,708 \$662,508 \$721,978 \$484,850

IS-20-IT-40: SERVER VIRTUALIZATION

Department	IT Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	
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: Continuity of Operations Plan (COOP)	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	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



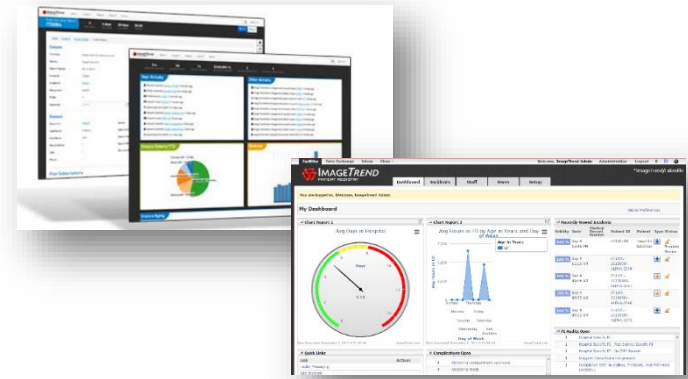
Description: The City maintains approx. 25 physical servers. Virtualization will allow multiple servers to run on one physical server, thereby reducing management costs, energy costs, and hardware replacement costs, while creating redundancy within the network. This step is critical en route to implementing our Continuity of Operations Plan (COOP), and will be the backbone of enabling the provision of services from off-site locations.

- Useful Website Links:
- [Benefits of Virtualization](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$75,000	\$175,000					\$250,000	\$0	\$250,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$75,000	\$175,000	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000

IS-18-FD-41: 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$32,500						\$32,500	\$19,500	\$52,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$32,500	\$0	\$0	\$0	\$0	\$0	\$32,500	\$19,500	\$52,000

IS-17-PD-42: 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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

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IV. TRANSPORTATION MANAGEMENT



TSM-05-PW-43: FREE PUBLIC PARKING/SHARED LOT AGREEMENTS

Department	Public Works – Parking and Transportation Division
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City makes available free long-term parking to citizens and visitors in close proximity to Downtown Portsmouth. The City maintains shared lot agreements with a number of private company owners, including the Masonic Association and Connect Community Church.

Useful Website Links:

- [Public Works Homepage](#)
- [Park Portsmouth](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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	16%							\$0	\$104,500	\$104,500
Revenues (Parking)	84%	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$197,000	\$557,000
PPP	0%							\$0	\$0	\$0
	Totals	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000	\$301,500	\$661,500

TSM-12-PW-44: PARKING LOT PAVING

Department	Public Works: Parking and Transportation Division
Project Location	Citywide
Project Type	Paving and Lot Upgrades
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: Similar to streets, parking lots require maintenance and periodic repaving. The City owns metered parking lots (Bridge Street, Worth Lot, Court Street and Memorial Bridge Lot) and six (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](#)
 - [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$1,250,000	\$1,850,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$1,250,000	\$1,850,000

TSM-08-PW-45: PARKING METERS

Department	Public Works – Parking and Transportation Division
Project Location	Downtown Business District
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: After a successful pilot program, the City has replaced its aging multi-space parking meters with updated technology, allowing for a greatly enhanced user experience. Additionally, this new technology has allowed for enhanced data collection and reporting metrics, more credit card acceptance options and site-specific messaging. These funds cover the continued replacement of meters as needed.

Useful Website Links:

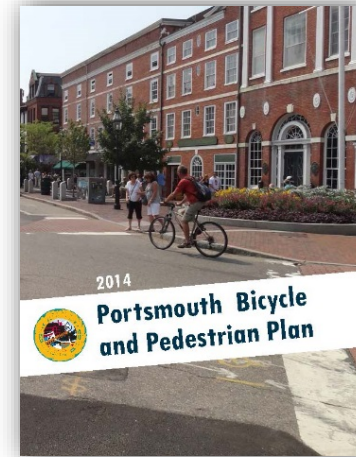
- [Public Works Homepage](#)
- [Park Portsmouth](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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-47: 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 Citywide bicycle and pedestrian networks.

- Useful Website Links:
- [Planning Department Homepage](#)
 - [Bicycle & Pedestrian Planning](#)
 - [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	9%							\$0	\$130,000	\$130,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	70%							\$0	\$1,000,000	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	21%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$0	\$300,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$1,130,000	\$1,430,000

TSM-19-PL-50: 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

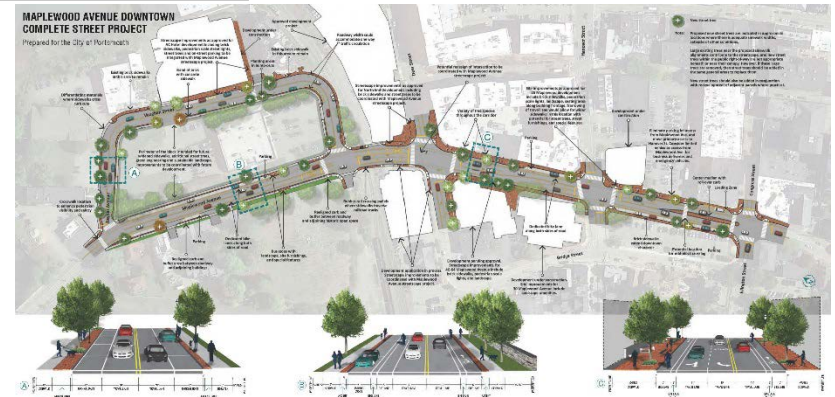
Useful Website Links:

- [Planning Department Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%						\$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	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$0	\$25,000

TSM-16-PL-53: MAPLEWOOD AVE DOWNTOWN COMPLETE STREET

Department	Planning Department and Public Works
Project Location	Maplewood Ave from Congress St to Raynes Ave
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Bicycle and Pedestrian Plan 2014 , Maplewood Ave Feasibility Study	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	Y

Description: This project will be the implementation of design plans for this corridor that were completed in 2019. The goals are to enhance the comfort, appeal, and safety of this approximately 1/4 mile corridor. Project is for final engineering and construction and will include sidewalk widening, bike lanes, crosswalk improvements, travel lane reductions, and as well as any related underground utility work and roadway reconstruction. Aspects of this project will be done in partnership with local developers and may include the Vaughan St / Raynes Ave loop depending on funding availability. State funding has been allocated for this project in the NHDOT 2019-2028 Ten Year Plan.

Useful Website Links:

- [Public Works Homepage](#)
- [Planning Department Homepage](#)
- [2019-2028 NHDOT Ten Year Plan](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	6%							\$0	\$167,000	\$167,000
Fed/ State	28%	\$34,000	\$33,000		\$35,000		\$652,000	\$754,000	\$0	\$754,000
Bond/ Lease	57%						\$1,097,000	\$1,097,000	\$450,000	\$1,547,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	9%							\$0	\$250,000	\$250,000
	Totals	\$34,000	\$33,000	\$0	\$35,000	\$0	\$1,749,000	\$1,851,000	\$867,000	\$2,718,000

TSM-18-PL-57: ELWYN ROAD SIDEWALK EXTENSION/SIDEPATH

Department	Planning Department & Public Works
Project Location	Elwyn Park (from Route 1 to Tucker's Cove)
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study - Bicycle and Pedestrian Plan 2014	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project will add a multi-use side path for bicycles and pedestrians along Elwyn Road, extending from Route 1 to Harding Road, and continue with an on-road bicycle route to the Rye line. The first phase from Route 1 to Harding Road has been awarded federal Congestion Mitigation and Air Quality Funds (CMAQ). The City will provide the required local match of 20%.

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage • FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	20%	\$30,000	\$170,000					\$200,000	\$0	\$200,000
Fed/ State	80%	\$120,000	\$680,000					\$800,000	\$0	\$800,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$850,000	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000

TSM-95-PW-59: CITYWIDE SIDEWALK RECONSTRUCTION PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Sidewalk Condition Index 2018 (in development)	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: The Public Works Department created and conducted a conditional sidewalk assessment of City maintained sidewalks. The assessment contains detailed information on 77 miles of sidewalk, not including those within parks, fields and other City maintained facilities. The results give City staff a clear depiction of the overall conditions. This project consists of sidewalks identified as being in poor to fair condition. Reconstruction work is based on need and coordinated with other street improvements.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$800,000		\$800,000		\$800,000		\$2,400,000	\$2,400,000	\$4,800,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$800,000	\$0	\$800,000	\$0	\$800,000	\$0	\$2,400,000	\$2,400,000	\$4,800,000

TSM-95-PW-59 : Citywide Sidewalk Reconstruction Program

PROPOSED CAPITAL IMPROVEMENTS – SIDEWALKS

Fiscal Years 2020 and 2021

PROPOSED CAPITAL IMPROVEMENTS ON EXISTING SIDEWALKS:

- Bartlett St.
- Creek Area
- Kensington Rd.
- Lawrence St.
- Maple Haven Area
- Pannaway Area
- State St.
- Summit Ave
- Willard Ave
- Miscellaneous

The list above represents a backlog of high priority sidewalk projects as identified by the Conditional Sidewalk Assessment and other capital projects. The amount of work completed depends on available funds and construction bid prices.

TSM-10-PW-60: CITYWIDE TRAFFIC SIGNAL UPGRADE PROGRAM

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



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.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage • FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$1,200,000

TSM-11-PW-61: CITYWIDE INTERSECTION IMPROVEMENTS

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	
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: The Parking and Traffic Safety (PTS) Committee receives numerous requests from neighborhoods throughout the City regarding traffic volumes, motor vehicle speeds, and pedestrian safety. A majority of these requests deal with street intersections, which would be enhanced with minor modifications to the geometry of the streets at the intersections. This project would fund improvements to various intersections involving realignment, curbing, signage and other traffic calming methods. These slight modifications would improve safety for both pedestrian and motor vehicle traffic. The Greenleaf Avenue and Lafayette Road intersection has been identified as a difficult intersection, which needs improvement.

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage • FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	100%	\$100,000		\$100,000		\$100,000		\$300,000	\$300,000	\$600,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$100,000	\$0	\$100,000	\$0	\$300,000	\$300,000	\$600,000

TSM-18-PW-64: CITYWIDE BRIDGE IMPROVEMENTS

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: Citywide Bridge Master Plan (in development)	Y
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	Y
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 FY20 funds are based on the Bridge Master Plan recommendations for the highest priority repairs including Kearsarge Way Bridge and Market Street Bridges over North Mill Pond.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	18%	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000	\$100,000	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	82%	\$2,000,000						\$2,000,000	\$350,000	\$2,350,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$2,400,000	\$450,000	\$2,850,000

TSM-10-PW-65: MAPLEWOOD AVENUE BRIDGE REPLACEMENT

Department	Public Works
Project Location	Maplewood Avenue
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Citywide Bridge Master Plan (in development)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: This project is the replacement of the Maplewood Avenue Bridge at the North Mill Pond. Previous planning for this project as an out-year has been expedited due to the critical need for replacement identified in the Bridge Master Plan. The City is working to obtain the 80% DOT state bridge aid funds for this project. If state bridge aid funds are not available, general obligation bonding will be needed to complete this project. It will include new sea walls and replacement of water and sewer utilities, which are covered in other element sheets.

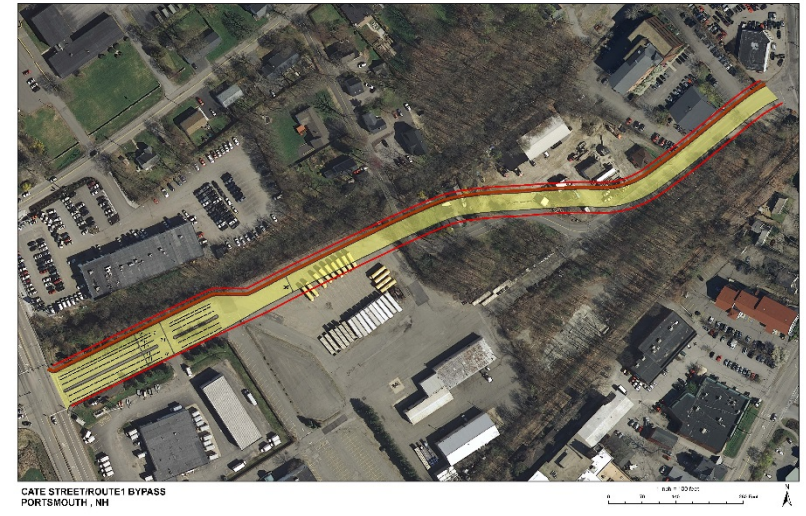
Useful Website Links:
<ul style="list-style-type: none"> Public Works Homepage FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	75%				\$6,400,000			\$6,400,000	\$0	\$6,400,000
Bond/ Lease	25%	\$500,000			\$1,600,000			\$2,100,000	\$0	\$2,100,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$0	\$8,000,000	\$0	\$0	\$8,500,000	\$0	\$8,500,000

TSM-19-PL-67: CATE STREET CONNECTOR

Department	Planning Department & Public Works
Project Location	Cate Street
Project Type	Other (Explained Below)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: This project will provide direct access from Bartlett Street at the Railroad Bridge to Route 1 Bypass at Borthwick Avenue traffic signal. Providing this connector will eliminate an existing truck route and reduce through traffic in the Creek Neighborhood.

Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	50%	\$1,500,000						\$1,500,000	\$0	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	50%	\$1,500,000						\$1,500,000	\$0	\$1,500,000
	Totals	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000

TSM-03-PW-69: ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2

Department	Public Works
Project Location	Islington Street from Albany Street to Congress Street
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Islington Street Corridor Improvement Action Plan 2009 & 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	
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. This project was broken up into phases including Phase 1A from Route 1 Bypass to Albany St (underway), 1B from Albany St to Dover St and Phase 2 from Dover St to Congress St. The project includes water, sewer, drainage and streetscape modifications.

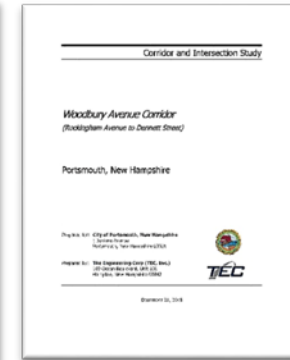
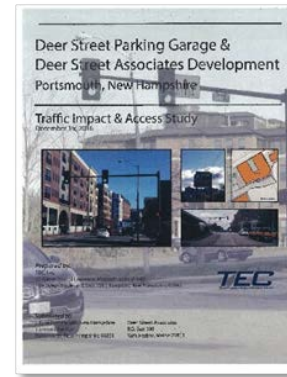
Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	7%			\$100,000				\$100,000	\$400,000	\$500,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	93%		\$640,000	\$2,200,000				\$2,840,000	\$3,500,000	\$6,340,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$640,000	\$2,300,000	\$0	\$0	\$0	\$2,940,000	\$3,900,000	\$6,840,000

TSM-11-PW-70: TRANSPORTATION PLAN STUDIES AND DESIGNS

Department	Public Works
Project Location	Citywide
Project Type	Design work or planning study
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	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 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.

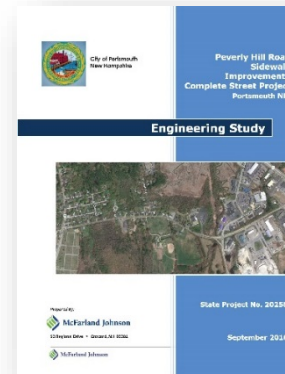
Useful Website Links:

- [Public Works Homepage](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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-16-PW/NH-71: PEVERLY HILL ROAD IMPROVEMENTS

Department	Public Works
Project Location	Peverly Hill Road
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 – 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 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. Preliminary design is underway.

- Useful Website Links:
- [Public Works Homepage](#)
 - [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 19-24	6 PY's Funding	Totals
GF	6%							\$0	\$300,000	\$300,000
Fed/ State	50%	\$2,050,000						\$2,050,000	\$450,000	\$2,500,000
Bond/ Lease	44%							\$0	\$2,200,000	\$2,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,050,000	\$0	\$0	\$0	\$0	\$0	\$2,050,000	\$2,950,000	\$5,000,000

TSM-94-PW-73: STREET PAVING, MANAGEMENT AND REHABILITATION

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: Pavement Management Index 2018 (in development)	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	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: The City began a Pavement Condition Management Program in 1993. An annual report updating the City’s pavement management system is completed as part of this program. City road conditions are evaluated, the road network conditions and budget requirements are analyzed, and road-paving programs are developed. The report provides recommended funding to maintain street conditions at the current level. These are capital costs. They are implemented over a two-year period with an expected life of 20 years. The Public Works operational budget includes maintenance work costs with an expected life of 10 years.

Useful Website Links:
<ul style="list-style-type: none"> • Public Works Homepage • FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$4,000,000		\$4,000,000		\$4,000,000		\$12,000,000	\$8,500,000	\$20,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$4,000,000	\$0	\$4,000,000	\$0	\$4,000,000	\$0	\$12,000,000	\$8,500,000	\$20,500,000

TSM-94-PW-73 : ROADWAY: Street Paving, Management and Rehabilitation

PROPOSED CAPITAL IMPROVEMENTS – STREETS

Fiscal Years 2020 and 2021

STREETS LISTING:

- Banfield Rd.
- Bartlett St (Islington St. to Dennett St.)
- Chapel St. (Daniel St. to Bow St.)
- Clough Dr.
- Creek Area
- Dennett St. (Woodbury Ave to Maplewood Ave)
- Edmond Ave
- Gosling Rd (Rte 16 to Woodbury Ave)
- High St.
- Ladd St.
- Little Harbor Rd.
- Market St. (Railroad to Submarine Way)
- Michael Succi Dr.
- Morning St.
- New Castle Ave.
- South St. (Junkins Ave to Marcy St.)
- Union St. (Middle St. to Islington St.)
- Miscellaneous

The list above represents a backlog of high priority pavement projects as identified by the Pavement Management Index and other capital projects. The amount of work completed depends on available funds and construction bid prices.

TSM-11-PW-74: PEASE INTERNATIONAL TRADEPORT ROADWAY REHABILITATION

Department	Public Works
Project Location	Pease International Tradeport
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Description: Per the Municipal Service Agreement between the City of Portsmouth and Pease Development Authority, the City will provide public work services in the non-airfield area of the Pease International Tradeport. Services include maintaining and repairing roads, streets, bridges and sidewalks. On the following page are the streets and roads that need improvements.

Useful Website Links:
<ul style="list-style-type: none"> Public Works Homepage FY19-24 CIP page

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$750,000		\$750,000		\$750,000		\$2,250,000	\$3,500,000	\$5,750,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$0	\$750,000	\$0	\$750,000	\$0	\$2,250,000	\$3,500,000	\$5,750,000

TSM-11-PW-74 : ROADWAY: Pease International Tradeport Roadway Rehabilitation

PEASE INTERNATIONAL TRADEPORT
Fiscal Years 2020 and 2021

STREETS LISTING:

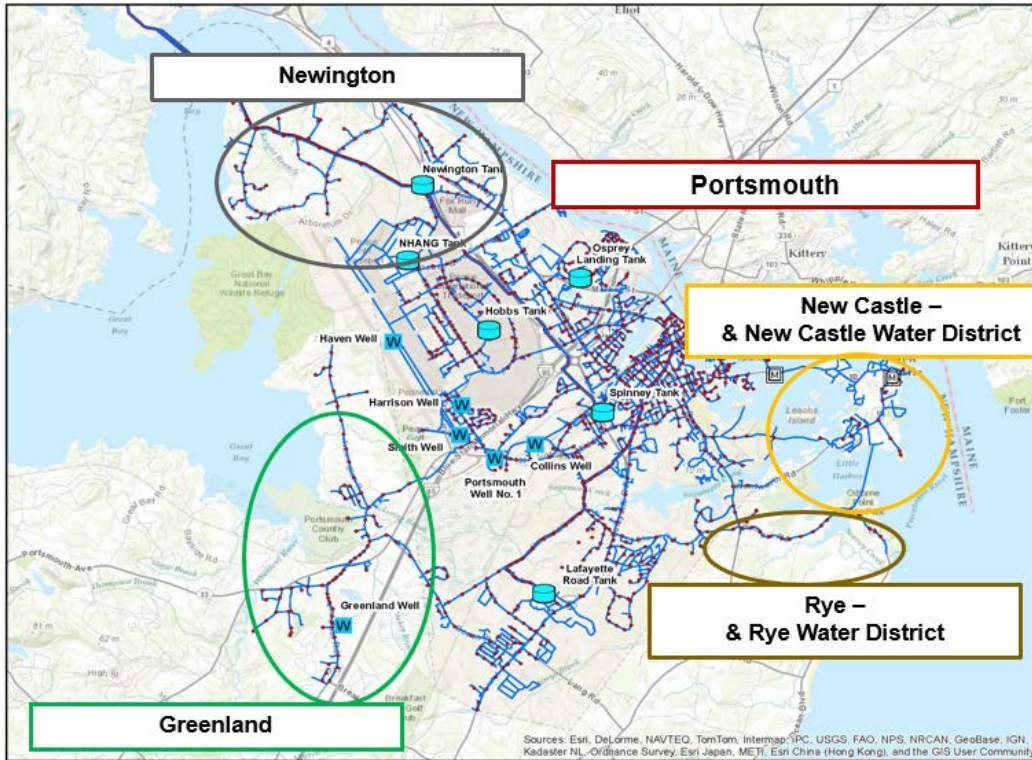
- Arboretum Dr.
- Airline Ave.
- Durham St.
- International Dr.
- Manchester Square
- New Hampshire Ave.
- Newfields St.
- Pease Blvd.
- Rochester Ave.
- Rye St.
- Miscellaneous

The list above represents a backlog of high priority pavement projects in the Pease International Tradeport as identified by the Pavement Management Index and other capital projects. The amount of work completed depends on available funds and construction bid prices.

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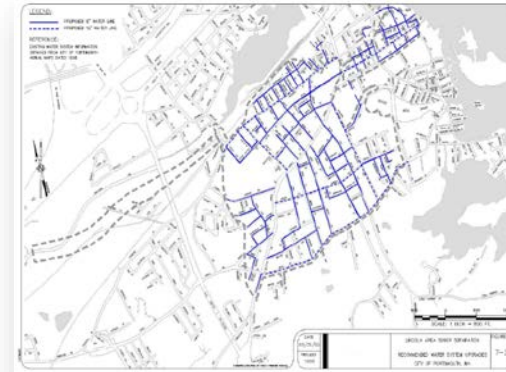
V. ENTERPRISE FUNDS

WATER



EF-02-WD-78: ANNUAL WATER LINE REPLACEMENT

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Water System Master Plan 2013	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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	42%	\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000	\$4,650,000	\$7,650,000
Other	0%							\$0	\$0	\$0
Revenues	58%							\$0	\$10,590,000	\$10,590,000
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$3,000,000	\$15,240,000	\$18,240,000

EF-08-WD-79: WELL STATIONS IMPROVEMENTS

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 – Water System Master Plan 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	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 and 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	37%				\$1,000,000			\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	63%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$1,100,000	\$1,700,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$1,100,000	\$100,000	\$100,000	\$1,600,000	\$1,100,000	\$2,700,000

EF-15-WD-80: RESERVOIR MANAGEMENT

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 – Water System Master Plan 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, water quality improvements and the purchase of land or conservation easements for the protection of the Bellamy Reservoir.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	74%	\$600,000			\$1,100,000			\$1,700,000	\$0	\$1,700,000
Other	0%							\$0	\$0	\$0
Revenues	26%		\$100,000	\$100,000		\$100,000	\$100,000	\$400,000	\$200,000	\$600,000
PPP	0%							\$0	\$0	\$0
	Totals	\$600,000	\$100,000	\$100,000	\$1,100,000	\$100,000	\$100,000	\$2,100,000	\$200,000	\$2,300,000

EF-18-WD-81: MADBURY WELLS

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Water System Master Plan 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	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



Description: The project consists of well improvements at the Madbury Water Treatment Plant. This includes a new well #5 building to house meters, controls, valving and chemical feed equipment and improvements to existing wells and buildings for well #3 & #4.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$750,000						\$750,000	\$0	\$750,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$0	\$0	\$0	\$0	\$0	\$750,000	\$0	\$750,000

EF-18-WD-82: NEW GROUNDWATER SOURCE

Department	Public Works
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Water System Master Plan 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](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$100,000						\$100,000	\$250,000	\$350,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$1,250,000	\$1,250,000	\$0	\$0	\$0	\$2,600,000	\$250,000	\$2,850,000

EF-18-WD-83: WATER TRANSMISSION MAIN REPLACEMENT

Department	Public Works
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – Newington Transmission Main Alternative Draft Report 2017	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: This project consists of design and construction of water transmission mains beneath Little Bay to replace existing mains, which are over 60 years old. Preliminary investigations of the existing water mains and valves have identified degraded conditions. Due to the importance of this water main, this project is necessary to ensure water is continuously supplied from Madbury to Portsmouth and service is not disrupted.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	96%	\$250,000	\$6,000,000					\$6,250,000	\$0	\$6,250,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$250,000	\$6,000,000	\$0	\$0	\$0	\$0	\$6,250,000	\$250,000	\$6,500,000

EF-03-WD-86: ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2

Department	Public Works
Project Location	Islington Street from Albany Street to Congress Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed 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 work related to reconstruction on Islington Street. This project was broken up into phases including Phase 1A from Route 1 Bypass to Albany St (underway), 1B from Albany St to Dover St and Phase 2 from Dover St to Congress St. The project includes water, sewer, drainage and streetscape modifications. Funding for water main improvements will come from the enterprise fund.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	9%			\$100,000				\$100,000	\$500,000	\$600,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	91%		\$650,000	\$2,200,000				\$2,850,000	\$3,500,000	\$6,350,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$650,000	\$2,300,000	\$0	\$0	\$0	\$2,950,000	\$4,000,000	\$6,950,000

EF-18-WD-87: PLEASANT STREET WATER MAINS

Department	Public Works
Project Location	Pleasant Street (from Court Street to Marcy Street)
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
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 City bid the Pleasant Street reconstruction project in the spring of 2018. The project includes a number of side streets (Livermore, Wentworth, Melcher, Franklin, Whidden and Richmond), which also require utility replacement. This project builds off of the recently completed roadway project. The available budget from previous years' capital funds only covered the costs to build Pleasant Street. These funds will be used to complete construction of the side streets and will be shared with the sewer enterprise fund.

Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$823,000						\$823,000	\$600,000	\$1,423,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$823,000	\$0	\$0	\$0	\$0	\$0	\$823,000	\$600,000	\$1,423,000

EF-20-WD-88: MAPLEWOOD AVENUE AREA RECONSTRUCTION

Department	Public Works
Project Location	Maplewood Avenue Side Street (Cutts, Central, Leslie, Beechwood, Ashland)
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study:	
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	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The City bid the Maplewood Avenue Reconstruction Project in the spring of 2018. The project originally included a number of side streets (Cutts, Central, Leslie, Beechwood, Ashland) which also require utility reconstruction. The available budget from previous years' capital funds only covered the costs to build Maplewood Avenue. These funds will be used to complete construction of the side streets and will be shared with the sewer enterprise fund.

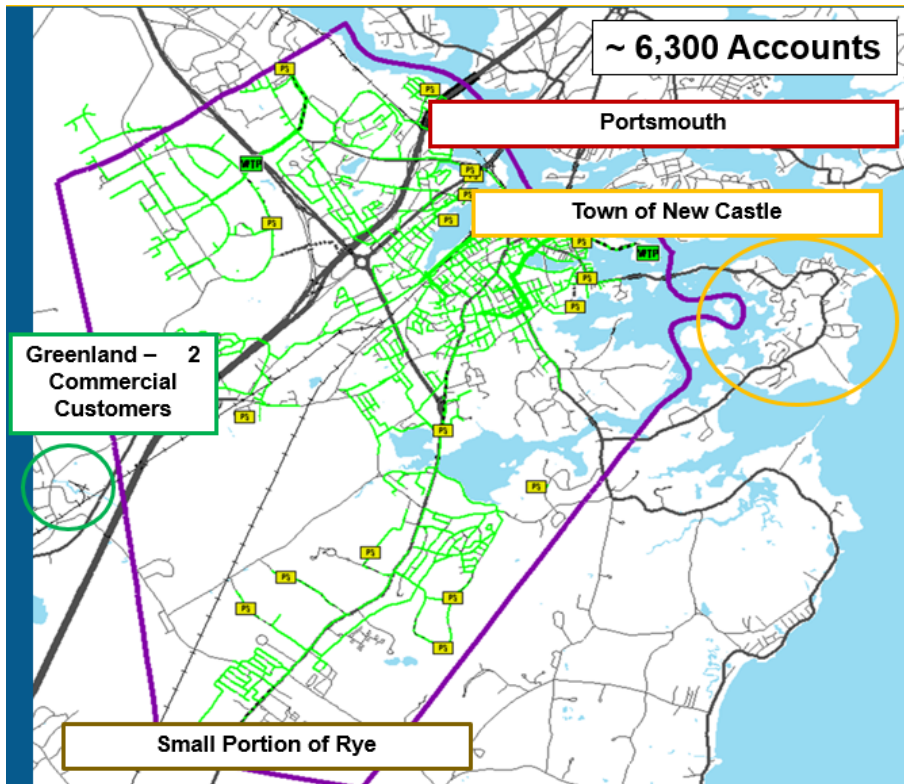
Useful Website Links:

- [Public Works Homepage](#)
- [Water Department](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,200,000						\$1,200,000	\$0	\$1,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000

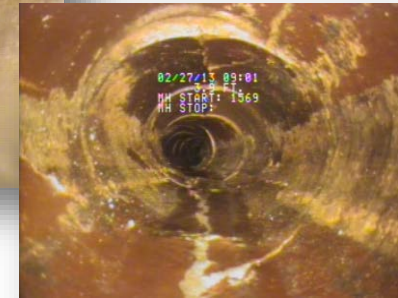
V. ENTERPRISE FUNDS

SEWER



EF-12-SD-92: ANNUAL SEWER LINE REPLACEMENT

Department	Public Works
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	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](#)
- [Sewer Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	65%	\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000	\$6,000,000	\$9,000,000
Other	0%							\$0	\$0	\$0
Revenues	35%							\$0	\$4,750,000	\$4,750,000
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$3,000,000	\$10,750,000	\$13,750,000

EF-18-SD-93: 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)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Consent Decree Second Modification 2016 & Sagamore Ave Sewer Extension Preliminary Design Report 2018 (in development)	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	Y
Eligible for Matching Funds with Limited Availability	



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. Capital projects include implementing a \$500,000 green infrastructure stormwater project (previously funded) and construction of a low-pressure sewer system on Sagamore Avenue north and south of Sagamore Creek.

Useful Website Links:

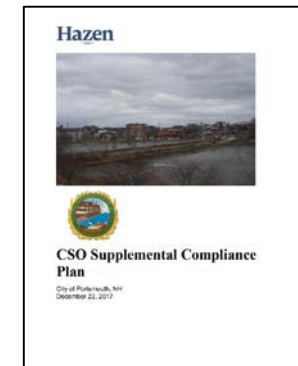
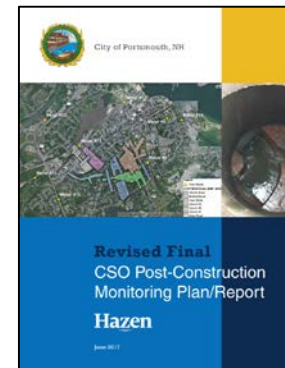
- [Public Works Department](#)
- [Sewer Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$4,400,000						\$4,400,000	\$800,000	\$5,200,000
Other	0%							\$0	\$0	\$0
Revenues	2%							\$0	\$100,000	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$4,400,000	\$0	\$0	\$0	\$0	\$0	\$4,400,000	\$900,000	\$5,300,000

EF-16-SD-94: 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 2016 & Post Construction Monitoring Plan 2017 & CSO Supplemental Compliance Plan 2017	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](#)
- [Sewer Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	22%			\$550,000				\$550,000	\$0	\$550,000
Other	0%							\$0	\$0	\$0
Revenues	78%	\$100,000	\$100,000	\$50,000	\$250,000	\$250,000	\$50,000	\$800,000	\$1,200,000	\$2,000,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$600,000	\$250,000	\$250,000	\$50,000	\$1,350,000	\$1,200,000	\$2,550,000

EF-20-SD-98: CITYWIDE STORM DRAINAGE IMPROVEMENTS

Department	Public Works
Project Location	Citywide
Project Type	Construction or expansion of a Public Facility, Street, or Utility
Commence FY	2020
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Stormwater Master Plan 2007	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	Y
Eligible for Matching Funds with Limited Availability	

Description: The City owns and maintains approximately 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. Drainage improvements are replaced programmatically as part of specific capital projects, roadway reconstruction and prior to annual paving. In addition to pipe work, the existing stormwater ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events. The costs for this item are split between the general fund and the sewer enterprise fund.

Useful Website Links:

- [Public Works Homepage](#)
- [Sewer Department](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	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%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$0	\$600,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$0	\$600,000

EF-03-SD-101: ISLINGTON STREET IMPROVEMENTS PHASE 1B & 2

Department	Public Works
Project Location	Islington Street from Albany Street to Congress Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: CSO Supplemental Compliance Plan 2017	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: This project funds work related to reconstruction on Islington Street. This project was broken up into phases including Phase 1A from Route 1 Bypass to Albany St (underway), 1B from Albany St to Dover St and Phase 2 from Dover St to Congress St. The project includes water, sewer, drainage and streetscape modifications. Funding for sewer separation and other improvements will come from the enterprise fund. Phases 1A and 1B are required by the City's Supplemental Compliance Plan for sewer separation.

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)
- [FY19-24 CIP page](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	9%			\$100,000				\$100,000	\$500,000	\$600,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	91%		\$650,000	\$2,200,000				\$2,850,000	\$3,500,000	\$6,350,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$650,000	\$2,300,000	\$0	\$0	\$0	\$2,950,000	\$4,000,000	\$6,950,000

EF-18-SD-102: PLEASANT STREET SEWERS

Department	Public Works
Project Location	Pleasant Street (from Court Street to Marcy Street)
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
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 City bid the Pleasant Street reconstruction project in the spring of 2018. The project includes a number of side streets (Livermore, Wentworth, Melcher, Franklin, Whidden and Richmond), which also require utility replacement. This project builds off of the recently completed roadway project. The available budget from previous years' capital funds only covered the costs to build Pleasant Street. These funds will be used to complete construction of the side streets and will be shared with the water enterprise fund.

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	77%	\$770,000						\$770,000	\$150,000	\$920,000
Other	0%							\$0	\$0	\$0
Revenues	23%							\$0	\$275,000	\$275,000
PPP	0%							\$0	\$0	\$0
	Totals	\$770,000	\$0	\$0	\$0	\$0	\$0	\$770,000	\$425,000	\$1,195,000

EF-20-SD-103: MAPLEWOOD AVENUE AREA RECONSTRUCTION

Department	Public Works
Project Location	Maplewood Avenue Side Streets (Cutts, Central, Leslie, Beechwood, Ashland)
Project Type	Rehabilitation of a Facility
Commence FY	2018
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,000)



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	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 City bid the Maplewood Avenue Reconstruction Project in the spring of 2018. The project originally included a number of side streets (Cutts, Central, Leslie, Beechwood, Ashland) which also require reconstruction. The available budget from previous years' capital funds only covered the costs to build Maplewood Avenue. These funds will be used to complete construction of the side streets and will be shared with the water enterprise fund.

Useful Website Links:

- [Public Works Homepage](#)
- [Sewer Department](#)

		FY20	FY21	FY22	FY23	FY24	FY25	Totals 20-25	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$975,000						\$975,000	\$0	\$975,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$975,000	\$0	\$0	\$0	\$0	\$0	\$975,000	\$0	\$975,000

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CITY OF PORTSMOUTH
PROPOSED SCHEDULE OF FEES
FISCAL YEAR 2020



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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 24, 2019
RE: FY '20 Fee Schedule
CC: John P. Bohenko, City Manager
Judie Belanger, Finance Director

The Fee Committee met twice; November 7, 2018 and January 28, 2019 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 3rd requesting the acceptance of the fee schedule in conjunction with all other budgetary resolutions, which will make the fees effective July 1, 2019.

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 are the Departments with approved Fee Committee changes and the page in the fee schedule.

Department	Fee Schedule Page
Fire Department	III-22
Public Works	III-25
Parking/Transportation Divisions	III-33
Water/Sewer Divisions	III-36
Library	III-41
Prescott Park	III-42

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 2019-2020, Appendix III. Thank you.

Statistics On Local Fees Governed
by the Fee Committee and Local Ordinance:
Chapter 1, Article XVI.

GENERAL FUND

FY 2019 Budget	\$114,295,207
Fees as a percentage of total General Fund Revenues:	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

Department	FY 19 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	\$37,000	38	11	28.9%	17	44.7%
Planning	\$147,000	53	45	84.9%	50	94.3%
Inspection	\$676,000	72	5	6.9%	70	97.2%
Police	\$25,000	13	0	0.0%	11	84.6%
Fire	\$1,000	34	32	94.1%	32	94.1%
Public Works	\$76,000	37	20	54.1%	33	89.2%
Recreation	\$235,000	20	11	55.0%	18	90.0%
Health	\$70,000	26	10	38.5%	24	92.3%
Total Local Fees, Licenses and Permits						
Portion of GF	\$1,267,000	303	136	44.9%	258	85.1%

PARKING

Department	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
*Parking / Transportation					
Total Parking /Trans	28	26	92.9%	28	100.0%

*Note:
Parking Violations and Parking Meters are governed under different Ordinance than
local ordinance: Chapter 1, Article XVI.

ENTERPRISE FUNDS

Total ash Requirements	\$28,515,716
Revenue from Fees	\$1,963,566
	% of FY 2019 Total

Department	Water / Sewer Budgeted Revenue	# of Fees charged	Changed Since 2014	% Changed	Changed Since 2002	% Changed
Water / Sewer	6.89%	91	68	74.7%	80	87.9%

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	71	71	100.0%	71	100.0%
Recreation	30	0	0.0%	29	96.7%
Total City Fees	527	305	57.9%	470	89.2%

**City of Portsmouth
Fee Schedule
Finance Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 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	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
				* (Indicates change from current fee)
	Chapter 6: Article I Section 109C			
	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	\$1.00
	Chapter 6: Article I Section 110B			
	Licenses-Gen. Provisions-Transfer of license			
No Initial license fee charged	Transfer of License	Pre FY 02	\$10.00 Per Occurrence	\$10.00
	Chapter 6: Article II Section 201			
	Billiards and Bowling			
FY 18 there were 5 license issued for \$1,125	License	FY 14	\$25.00 Per Year, Per Table or Lane	\$25.00
	Chapter 6: Article III Section 302			
	Model Slot Car Racing			
No licenses issued	License	Pre FY 02	\$25.00 Per Year	\$25.00
	Chapter 6: Article IV Section 403C			
	Coin Operated Amusement Devices			
FY 18 there were 10 licenses issued for \$6,015.	License	FY 03	\$75.00 For each of the first 30 machines, per year	\$75.00
		FY 03	\$10.00 For each machine over 30, per year	\$10.00
	Chapter 6: Article V Section 502			
	Boxing and Wrestling			
No licenses issued	License	Pre FY 02	\$10.00 Each Day	\$10.00
	Chapter 6: Article VI Section 602			
	Dancing			
No licenses issued	License	Pre FY 02	\$10.00 Per Dance	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

**Suggested
FY 2020
Schedule**

NOTES

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 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	\$30.00	
	Carnivals (For Operation)	Pre FY 02	\$125.00 Per Day	\$125.00	
	Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
	Circus (For Operation)	Pre FY 02	\$125.00 Per Day	\$125.00	
	Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
	Fairs (For Operation)	Pre FY 02	\$10.00 Per Day	\$10.00	
	Including Each Amusement Device	Pre FY 02	\$5.00 Per Day	\$5.00	
	Temporary Structures	Pre FY 02	\$10.00 Per Day	\$10.00	
	<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	\$75.00	
<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	\$300.00	
	License to exhibit in any hall	Pre FY 02	\$50.00 Not to exceed per day	\$50.00	
<u>Chapter 6: Article XIII Section 1315</u>					
Hawkers and Peddlers					
FY 18 there were 11 license issued for \$2,750	License	Pre FY 02	\$250.00 Per Year	\$250.00	

**City of Portsmouth
Fee Schedule
City Clerk**

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
				* (Indicates change from current fee)
	Chapter 6: Article XIV Section 1402			
	Pawn Brokers			
FY 18 there were 2 license issued for \$100	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 18 there were 70 licenses issued for \$9,141	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 2019 Schedule	Suggested FY 2020 Schedule
* (Indicates change from current fee)				
FY 18 collections of \$1,420 with 284 occurrences	Notarization	FY 05	\$5.00 Per Document	\$5.00
FY 18 collections of \$400 with 20 occurrences	Tag day, permits	FY 18	\$20.00	\$20.00
FY 18 collections of \$375 with 5 occurrences	Ward checklist	FY 18	\$75.00 per set	\$75.00
FY 18 collections of \$0 with 0 occurrences	Ward checklist for individual wards	FY 18	\$25.00	\$25.00
FY 18 collections of \$910 with 20 occurrences	Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00
FY 18 collections of \$0 with 0 occurrences	Ordinance Books	Pre FY 02	\$100.00	\$100.00
FY 18 collections of \$0 with 0 occurrences	Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00
FY 18 collections of \$70 with 14 occurrences	Voter certification	FY 05	\$5.00	\$5.00
FY 18 collections of \$2,548 with 8 occurrences	Voter History Disk	FY 18	\$125.00 per election	\$125.00
FY 18 collections of \$15 with 3 occurrences	Articles of agreement filing	Pre FY 02	\$5.00	\$5.00
FY 18 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 2019 Schedule	Suggested FY 2020 Schedule
PLANNING BOARD				
The Planning Department reported the following application numbers and fees for FY 18:				
Applications:				
Site Plan Review	26			
Subdivision	8			
Lot Line revisions	7			
Wetland Conditional Use	20			
Non-Wetland Conditional Use	14			
HDC	222			
Preliminary Conceptual Consultation	4			
Design Review	2			
Board of Adjustment	105			
Revenues:				
Planning Board/HDC	\$110,648			
Board of Adjustment	\$40,175			
Site Review	\$69,307			
	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 2019 Schedule</u>	<u>Suggested FY 2020 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
	FY 15	\$10.00	\$10.00
Total application fee shall not exceed (cap)	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 2019 Schedule</u>	<u>Suggested FY 2020 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 2019 Schedule	Suggested FY 2020 Schedule
	Chapter 8: Article I Section 106 A			
	Street Obstructions (thirty working days or less)			
	Please see Public Works for more than 30 working days fee			
	Initial	FY 11	\$50.00	\$50.00
	Extension	FY 11	\$25.00	* Delete

FY 18 there were 63 permits issued for \$3,150

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			
	Minimum Fee-Residential	FY 07	\$50.00	\$50.00
Permits				
Residential 1,876	Special Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Commercial 1,247	Emergency Inspection Fee	FY 07	\$60.00 Per Hour	\$60.00
Value	Minimum Fee-Commercial	FY 16	\$100.00	\$100.00
\$211,585,486				
Fees	Fire Sprinkler Systems	FY 16	\$100.00 \$5,000 or less in fire sprinkler system cost	Moved to Fire
\$1,073,105.00		FY 16	\$10.00 each additional \$1,000 in fire system sprinkler cost	Moved to Fire
	Fire Alarm Systems:	FY 16	\$100.00 \$5,000 or less in fire alarm system cost	Moved to Fire
		FY 16	\$10.00 each additional \$1,000 in fire alarm system cost	Moved to Fire
Inspections	Flat Rate Permits	FY 06	\$35.00	\$35.00
2,480	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 structure	\$10.00

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<u>over 2,000sf</u>			
General Renovations			
Residential Rates,	FY 04	\$7.00 per \$1,000 of renovation cost	\$7.00
New Construction, Renovation/Remodel and Additions			
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
 Chapter 12: Part I Section 109.7			
International Building Code-			
and			
Chapter 12: Part II Section R109.5			
International Residential Code-			
Reinspection Fee	FY 07	\$100.00 Per Reinspection	\$100.00
 Chapter 12: Part I Section 108.4			
International Building Code-			
and			
Chapter 12: Part II Section R108.7			
International Residential Code-			
Fee for Nonpermitted Work			
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure 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

City of Portsmouth
 Fee Schedule
 Inspection Department

* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
<p><u>Chapter 12: Part I Section 110.6</u> International Building Code-</p>			
and			
<p><u>Chapter 12: Part II Section R110.6</u> International Residential Code-</p>			
Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00
<p><u>Chapter 12: Part I Section 106.3.6</u> International Building Code-</p>			
<p>Outside Plan Review Services (adjustment to permit) (for all applicable building permits meaning building,electric, plumbing, mechanical or fire protection permits)</p>			
	FY 14	-20%	-20%
ELECTRICAL FEES:			
<p><u>Chapter 12: Part I Section 108.2</u> International Building Code-</p>			
and			
<p><u>Chapter 12: Part II Section R108.2</u> International Residential Code-</p>			
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 for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00
<p>Residential-Service Equipment</p>			
Single Phase	FY 18	\$50.00 up to & including 100 Amps.	\$50.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
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
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	\$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	\$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	\$15.00
Each \$1000.00 of electrical construction cost from			
\$15,000.01 & over	FY 07	\$10.00 Rate per Thousand Dollars of Contract	\$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

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<p>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.</p>			
	FY 07	\$100.00	\$100.00

Chapter 14: Section 102A E
Housing Code

City does not currently collect fee or issue certificate

<u>Certificate of Occupancy</u>	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)			

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<u>Water Heater, etc.....)</u>	<u>FY 10</u>	<u>\$5.00 per Gas Appliance</u>	<u>\$5.00</u>
<u>Air Distribution System:</u>	<u>FY 10</u>	<u>\$5.00 per Register</u>	<u>\$5.00</u>
<u>Minimum Permit Fee</u>	<u>FY 07</u>	<u>\$50.00</u>	<u>\$50.00</u>
Commercial rate:			
<u>Required Plan Review Fee</u>	<u>FY 04</u>	<u>\$50.00 Plumbing</u>	<u>\$50.00</u>
<u>(Per contractor and for each revision of plans)</u>	<u>FY 04</u>	<u>\$50.00 Mechanical</u>	<u>\$50.00</u>
<u>Minimum Permit Fee:</u>	<u>FY 04</u>	<u>\$50.00</u>	<u>\$50.00</u>
Commercial-Contract Cost Fee Method			
<u>First \$5000.00 of electrical construction cost from</u>			
<u>\$0.01 to \$5,000.00</u>	<u>FY 07</u>	<u>\$25.00 Rate per Thousand Dollars of Contract</u>	<u>\$25.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>			
<u>\$5,000.01 to \$10,000.00</u>	<u>FY 07</u>	<u>\$20.00 Rate per Thousand Dollars of Contract</u>	<u>\$20.00</u>
<u>Next \$5000.00 of electrical construction cost from</u>			
<u>\$10,000.01 to \$15,000.00</u>	<u>FY 07</u>	<u>\$15.00 Rate per Thousand Dollars of Contract</u>	<u>\$15.00</u>
<u>Each \$1000.00 of electrical construction cost from</u>			
<u>\$15,000.01 & over</u>	<u>FY 07</u>	<u>\$10.00 Rate per Thousand Dollars of Contract</u>	<u>\$10.00</u>
Commercial Range & Duct Extinguishing System:			
<u>Base Permit Fee (Per System):</u>	<u>FY 06</u>	<u>\$150.00</u>	<u>\$150.00</u>
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.			
	<u>FY 13</u>	<u>\$300.00</u>	<u>\$300.00</u>
<u>Special Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00 Per hour</u>	<u>\$60.00</u>
<u>Emergency Inspection Fee</u>	<u>FY 07</u>	<u>\$60.00 Per Hour</u>	<u>\$60.00</u>

Chapter 15, Part I of II: Section 107.1.2.4
International Plumbing 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 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Chapter 15, Part II of II: Section 107.6</u>			
<u>International Mechanics Code</u>			
<u>Reinspection Fee</u>	<u>FY 07</u>	<u>\$100.00</u>	<u>\$100.00</u>
<u>Chapter 15, Part I of II: Section 108.8</u>			
<u>International Plumbing Code</u>			
<u>Work Commencing Before Permit Issuance</u>			
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			
	<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
	<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
	<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
	<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>
<u>Commencing work before permit issuance</u>			
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 .			
	<u>FY 04</u>	<u>(1) 200%</u>	<u>(1) 200%</u>
	<u>FY 07</u>	<u>(2) \$300</u>	<u>(2) \$300</u>
	<u>FY 07</u>	<u>(3) \$300</u>	<u>(3) \$300</u>
	<u>FY 07</u>	<u>(4) \$300</u>	<u>(4) \$300</u>

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
Chapter 5: Article VIII Section 802				
FY 18 Police-Unfounded Emergency Calls	Alarm Systems Service Charge			
were as follows:				
Occurrences	Revenue			
688	No charge	Police-Unfounded Emergency calls	Pre FY 02 No Charge	0-3 Occurrences per calendar year No Charge
92	\$6,900.00	Police-Unfounded Emergency calls	FY 08 \$75.00	4th Occurrence per calendar year \$75.00
62	\$4,650.00	Police-Unfounded Emergency calls	FY 08 \$75.00	5th Occurrence per calendar year \$75.00
40	\$3,000.00	Police-Unfounded Emergency calls	FY 08 \$75.00	6th Occurrence per calendar year \$75.00
28	\$2,800.00	Police-Unfounded Emergency calls	FY 08 \$100.00	7th Occurrence per calendar year \$100.00
19	\$2,850.00	Police-Unfounded Emergency calls	FY 10 \$150.00	8th Occurrence per calendar year \$150.00
10	\$2,000.00	Police-Unfounded Emergency calls	FY 10 \$200.00	9th Occurrence per calendar year \$200.00
30	\$9,000.00	Police-Unfounded Emergency calls	FY 08 \$300.00	10th-15th Occurrences per calendar year \$300.00
2	\$800.00	Police-Unfounded Emergency calls	FY 09 \$400.00	16th-20th Occurrences per calendar year \$400.00
0	\$0.00	Police-Unfounded Emergency calls	FY 10 \$500.00	21th-25th Occurrences per calendar year \$500.00
0	\$0.00	Police-Unfounded Emergency calls	FY 10 \$1,000.00	Each Occurrences 26 or over per calendar year \$1,000.00
971	\$32,000.00			
		Fire-Unfounded Emergency calls	Pre FY 02 No Charge	0-2 Occurrences per January to June Move to Fire
		Fire-Unfounded Emergency calls	Pre FY 02 \$50.00	Each Occurrence over 2 per January to June Move to Fire
Total calls by FY		Fire-Unfounded Emergency calls	Pre FY 02 No Charge	0-2 Occurrences per July to December Move to Fire
FY 17	1,052	Fire-Unfounded Emergency calls	Pre FY 02 \$50.00	Each Occurrence over 2 per July to December Move to Fire
FY 16	1,149			
FY 15	1,149			
FY 14	1,095			
FY 13	973			
FY 12	1,005			
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 2019 Schedule</u>	<u>Suggested FY 2020 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	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
Chapter 5: Article IV Section 406 Petroleum Inspector				
N/A	Compensation	Pre FY 02	\$0.32 per 1,000 gallons	* Delete
			(not to exceed the sum	
			of \$2.00 per tanker)	
			(minimum fee shall not be less than \$1.00)	

Chapter 5: Article IX Section F403.2

FY 17 there were 134 permits issued for \$1,340	Open Burning	FY 13	\$10.00 Inspection Fee	\$10.00
	Copy of incident report	Pre FY 02	\$10.00	\$10.00
FY 17 there were 16 reports researched for \$400	Environmental Reports and Research	FY 06	\$25.00	\$25.00

INSPECTION FEES

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit

PLACE OF ASSEMBLY

Occupancy Less than 50	N/A Annually	* \$50.00
Occupancy 51 to 100	N/A Annually	* \$100.00
Occupancy 101 to 300	N/A Annually	* \$200.00
Occupancy 301 to 1000	N/A Annually	* \$300.00
Occupancy 1001 and above	N/A Annually	* \$500.00

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
DAYCARE				
An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.	Daycare Center: (12 plus or 5 plus under 2 years old)		N/A Every 3 years in conjunction with State licensing	* \$100.00
A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.	APARTMENT BUILDING		N/A Every three years	* \$100.00
	per dwelling unit		N/A Every three years	* \$5.00
A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.	HOTEL		N/A Annually	* \$100.00
	per room		N/A Annually	* \$2.50
Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis,	ROOMING HOUSE		N/A Annually	* \$100.00
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.	Educational		N/A Annually	* \$100.00
Residential Placements, Foster Care, Adoptions, Family	STATE REQUIRED DWELLING UNIT		N/A Every three years	* \$30.00
	INSPECTIONS		in conjunction with State Licensing	*
Inspections required for the licensing of healthcare	HEALTH FACILITIES		N/A Inspections related to State licensing	* \$100.00
	per bed		N/A	* \$2.50
RE-INSPECTION				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
	First Occurrence		N/A	* \$300.00
	Second Occurrence		N/A	* \$400.00
	Third and Additional Occurrences		N/A	* \$500.00

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>		<u>Suggested FY 2020 Schedule</u>
Fire Sprinkler Systems	FY 16	\$100.00	\$5,000 or less in fire sprinkler system cost	* Delete
	FY 16	\$10.00	each additional \$1,000 in fire system sprinkler cost	* Delete
Fire Alarm Systems:	FY 16	\$100.00	\$5,000 or less in fire alarm system cost	* Delete
	FY 16	\$10.00	each additional \$1,000 in fire alarm system cost	* Delete
Fire Sprinkler Systems	FY 16	N/A	per application	* \$50.00
	FY 16	N/A	per sq. ft. of protected area	* \$0.05
Fire Alarm Systems:	FY 16	N/A	per application	* \$50.00
	FY 16	N/A	per sq. ft. of protected area	* \$0.05

Chapter 5: Article VIII Section 802

Alarm Systems Service Charge

Fire-Unfounded Emergency calls	FY 20	N/A	Malicious	* \$300.00
Fire-Unfounded Emergency calls	FY 20	N/A	0-3 Occurrences per calendar year	* No Charge
Fire-Unfounded Emergency calls	FY 20	N/A	4th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A	5th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A	6th Occurrence per calendar year	* \$200.00
Fire-Unfounded Emergency calls	FY 20	N/A	Each Occurrences 7 or over per calendar year	* \$300.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
FY 20 New Permit	Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 20	N/A	Application/Permit Fee * \$50.00
	City Council Policy 2018-02 Encumbrance of City Property (31 working days or more) Any City land that includes unmetered parking spaces, travel ways, loading zones and sidewalks	FY 19	\$0.05 per square foot per day	\$0.05
	(Above Fee will be doubled if the encumbrance period extends beyond its term) (Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)			
	Any other City land/right of way not included above	FY 19	\$400.00 per each 400 square feet for 1st 30 days	\$400.00
		FY 19	\$200.00 each additional 30 day period	\$200.00
FY 18 - 4 permits	Blasting Permit	FY 18	\$100.00	\$100.00
FY 18 - 16 permits	New Driveway Permit	FY 18	\$50.00	\$50.00
Occurrences 144	FY18 Revenue \$46,440	FY 15	\$200.00 1st 100 sf.	\$200.00
		FY 17	\$400.00 Expedited Permit (within 3 business days)	\$400.00
		FY 15	\$100.00 each additional 100 sf.	\$100.00
166	\$4,150	FY 14	\$25.00	\$25.00
44	\$2,200	FY 17	\$50.00 Expedited Permit (within 3 business days)	\$50.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

NOTES	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	Suggested
				<u>FY 2020 Schedule</u>
	Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits			
	Cone	FY 15	\$1.50 ea/ per event	\$1.50
	Trash/Recycling Receptacle	FY 15	\$2.00 ea/ per event	\$2.00
	Wood Barricade	FY 15	\$2.00 ea/ per event	\$2.00
	Metal Barricade	FY 15	\$4.00 ea/ per event	\$4.00
	Sign	FY 15	\$5.00 ea/ per event	\$5.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	Maps			
	Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50 Each Print	\$0.50
	11 x 17 (B & W)	PRE FY 02	\$0.50 Each Print	\$0.50
	22 x 34 (B & W)	FY 09	\$10.00 Each Print	\$10.00
	24 x 36 (B & W)	FY 09	\$10.00 Each Print	\$10.00
	44 x 34 (B & W)	FY 09	\$20.00 Each Print	\$20.00
	Plot existing maps: 8 1/2 x 11	FY 06	\$5.00 Each Print	\$5.00
	11 x 17	FY 06	\$5.00 Each Print	\$5.00
	22 x 34	PRE FY 02	\$10.00 Each Print	\$10.00
	24 x 36	PRE FY 02	\$10.00 Each Print	\$10.00
	44 x 34	PRE FY 02	\$20.00 Each Print	\$20.00
	Utility/Geodetic Control Map- for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00
	by Email	FY 09	\$0.00	\$0.00
	on Cd	FY 09	\$10.00	\$10.00
	Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00
	Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00
	Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00

Occurrence	FY18 Revenue
316	\$1,580.00
503	\$5,030.00
736	\$7,360.00
121	\$605.00
249	\$6,225.00

Disposal of Tires	FY 04	\$5.00 per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00 per unit	\$10.00
CFC Removal	FY 17	\$20.00 per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00 per tank	\$5.00
Yard Waste Disposal (contractors)	FY 15	\$25.00	\$25.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
RECREATION-SPINNAKER PT.				
Calendar Year Information:				
	2018 Members	2017 Members		
Adult	623	638		
Sr. Citizen	665	632		
Other	161	184		
FY Revenue	\$227,948	\$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 2019 Schedule	Suggested FY 2020 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 2019
Schedule

Suggested
FY 2020
Schedule

maintenance fee (placed in maintenance fund)
Non-Resident participants in co-sponsored
(non-swim team) programs
(placed in maintenance fund)

FY 06 \$200.00 per team

\$200.00

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 fees collected:	
FY 16	FY 17
\$9,710	\$9,170

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

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

NOTES

Description

Fiscal Year
Last Adjusted

FY 2019
Schedule

Suggested
FY 2020
Schedule

HEALTH

FY 18 Health Permits were as follows:

# of Permits	Fees Collected
3	\$1,500.00
8	\$3,600.00
18	\$7,200.00
43	\$15,050.00
19	\$5,700.00
34	\$8,160.00
30	\$5,400.00
108	\$13,500.00
	\$60,110.00
2	\$250.00
8	\$4,000.00
4	\$320.00
34	\$1,700.00
14	\$2,800.00
Individual occurrences not tracked	
Individual occurrences not tracked	
Individual occurrences not tracked	

Class	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 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 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
2	\$300.00	V Limited Events (1 to 4 events per year)	FY 10	\$40.00 (additional thereafter)	\$40.00
24	\$3,360.00	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
		Y Fundraiser Permit	FY 10	No Fee	No Fee
		These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.			
		Y Fundraiser Permit	FY 14	\$200.00 per event	\$200.00
		Z Inspection Fees:			
		Family Day Care & Foster Care	FY 16	\$10.00 Every 3 years	\$10.00
		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 2019 Schedule	Suggested FY 2020 Schedule
Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.				
Chapter 6: Article XIII Section 1307				
Vendor from Motor Vehicle				
FY 18- 0 permits issued \$0	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 19	\$12.00 space per day	* \$20.00
	Valet Station- from High Occupancy Metered Parking Spaces	FY 19	\$20.00 space per day	* \$30.00
	Valet - from Commercial Loading Zone	FY 19	\$675.00 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 16 \$130,575	FY 17 \$143,966	FY 18 \$116,845	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 19	\$5.00 Per Snow Ban Event	\$5.00
	Parking Facility			
	Resident Snow Ban Rate for Parking in Foundry Place	FY 19	\$3.00 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 Adjuster	FY 2019 Schedule	Suggested FY 2020 Schedule
HIGH HANOVER PARKING FACILITY:		Chapter 7: Article IV Section 402 C		
Hourly rate revenue:		High Hanover Parking Facility		
FY 16 \$2,084,032	FY 17 \$2,489,012	FY 18	\$1.50 Hourly Rate	* \$1.75
Monthly pass revenue:		FY 13	Free Resident-Sunday	Free
FY 16 \$1,080,605	FY 17 \$1,196,823	FY 19	\$175.00 Monthly 24 hr-Resident Pass	* \$200.00
Pass Reinstatement revenue:		FY 19	\$200.00 Monthly-24 hr-All other Passes	* \$225.00
FY 16 \$2,955	FY 17 \$3,870	FY 17	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
Monthly passes as of Dec 18 as follows:		FY 16	\$100.00 Garage Pass Deposit	\$100.00
Resident 220	Non-Resident 486	FY 08	\$15.00 Pass Reinstatement Fee-Passholders	\$15.00
Total Passes 706		FY 16	\$5.00 Special Event Parking	* Delete

FOUNDRY PLACE PARKING FACILITY:

Facility opened October 31, 2018

Chapter 7: Article IV Section 402 L	
Foundry Place Parking Facility	
Rates	FY 19 \$1.00 Hourly Rate \$1.00
	FY 19 Free Resident-Sunday Free
	FY 19 \$100.00 Monthly 24 hr-Resident Pass \$100.00
	FY 19 \$125.00 Monthly-24 hr-All other Passes \$125.00
	FY 19 20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate 20 Hrs@ Hr rate
	FY 19 \$100.00 Garage Pass Deposit \$100.00
	FY 19 \$15.00 Pass Reinstatement Fee-Passholders \$15.00
	FY 19 \$5.00 Special Event Parking \$5.00

Foundry Place rates are a Pilot Program. All rates will be reviewed after operations begin at the facility.

Electric Vehicle Charging	
Current Locations-City Hall, High Hanover Parking Facility and Fondry Place Parking Facility	
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.	
FY 20	N/A hourly first 4 hours \$1.25
FY 20	N/A hourly thereafter \$3.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	FY 2019 Schedule	Suggested FY 2020 Schedule
	Chapter 7: Article IV Section 408 Boat launch			
FY 18 - 0 permits issued	Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00 Nightly	\$15.00
	Chapter 7: Article VI Section 604 Truck Loading/Unloading Zones			
FY 18 - 67 permits issued for \$3,350	Commercial Loading Zone Permit	FY 18	\$50.00 Annually	* \$100.00
	Chapter 7: Article IX Section 903 Summons Administration Fee			
Revenue: FY 16 FY 17 FY 18 \$200 \$350 \$275	Summons Administration Fee	FY 16	\$150.00	\$150.00
	Chapter 7: Article X Section 1004B Towing			
Revenue: FY 16 FY 17 FY 18 \$22,885 \$18,920 \$17,240	Immobilization Administration Fee	FY 15	\$150.00	\$150.00
	Residential Neighborhood Parking	N/A	TBD	TBD

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 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				
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	FY19	\$100.00 Per visit	\$100.00

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 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	\$36.26 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 19	\$19.65 monthly	* \$19.90
	5"	FY 19	\$35.33 monthly	* \$35.60
	6"	FY 19	\$57.07 monthly	* \$57.41
	8"	FY 19	\$121.62 monthly	* \$121.99
	10"	FY 19	\$218.71 monthly	* \$219.13
	12"	FY 19	\$353.27 monthly	* \$353.71
1,040	\$234,000		Hydrant Rentals to Municipalities per hydrant	* \$275.00
1,182	\$65,010		Backflow Test	FY 15 \$55.00 per device each occurrence \$55.00
			Backflow Test (Repeat-within 15 days)	* FY 20 N/A n/c
			Backflow Test (Repeat-beyond 15 days)	* FY 20 N/A per occurrence \$75.00
Occurrences not tracked individually			Backflow Permits and Inspection	FY 19 \$100.00 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

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

NOTES	Description	Fiscal Year Last Adjusted	Suggested FY 2019 Schedule	Suggested FY 2020 Schedule
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
1,885 M gals \$179,410	Dumping Fees per 1,000 gals	FY 19	\$75.00 per 1,000 gallons	\$75.00
Occurrences not tracked individually	Recreation Vehicles *Non-Resident*	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	\$100.00 per visit	\$100.00
224 \$3,353	Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00 per hour	\$15.00
	Pump Truck	FY 20	N/A per hour	* \$150.00
32 \$1,600	Backhoe	FY 16	\$50.00 per hour	\$50.00
61 \$4,575	Excavator	FY 16	\$75.00 per hour	\$75.00
116 \$5,775	Dump	FY 16	\$50.00 per hour	\$50.00
	Compressor	FY 17	\$20.00 per hour	\$20.00
26 \$650	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
8 \$1,200	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 <u>Last Adjusted</u>	Suggested FY 2019 <u>Schedule</u>	Suggested FY 2020 <u>Schedule</u>
FY18	\$100,620	Water - Capacity Improvement Multiplier (CIM) EDU = equivalent dwelling unit		
	1"	FY 19	\$1,300.00 per EDU New Service	\$1,300.00
	1 1/2"	FY 19	\$2,600.00 per EDU New Service	\$2,600.00
	2"	FY 19	\$4,160.00 per EDU New Service	\$4,160.00
	3"	FY 19	\$8,320.00 per EDU New Service	\$8,320.00
	4"	FY 19	\$13,000.00 per EDU New Service	\$13,000.00
	6"	FY 19	\$26,000.00 per EDU New Service	\$26,000.00
	8"	FY 19	\$41,600.00 per EDU New Service	\$41,600.00
	10"	FY 19	\$62,400.00 per EDU New Service	\$62,400.00
FY18	\$126,775	Sewer - Capacity Improvement Multiplier (CIM) EDU = equivalent dwelling unit		
	1"	FY 19	\$1,800.00 per EDU New Service	\$1,800.00
	1 1/2"	FY 19	\$3,600.00 per EDU New Service	\$3,600.00
	2"	FY 19	\$5,760.00 per EDU New Service	\$5,760.00
	3"	FY 19	\$11,520.00 per EDU New Service	\$11,520.00
	4"	FY 19	\$18,000.00 per EDU New Service	\$18,000.00
	6"	FY 19	\$36,000.00 per EDU New Service	\$36,000.00
	8"	FY 19	\$57,600.00 per EDU New Service	\$57,600.00
	10"	FY 19	\$86,400.00 per EDU New Service	\$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 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
LIBRARY				
FY 18 Library Card collections of \$32,990	Non-Resident Library Card	FY 15	\$90.00	* \$100.00
	Non-Resident Library Card-1/2 year	FY 15	\$50.00	* \$55.00
	Non-Resident Library Card-Senior Rate	FY 15	\$80.00	* \$90.00
	Non-Resident Library Card-Senior Rate 1/2 year	FY 15	\$45.00	* \$50.00

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space. Non-profit organizations and state agencies are included in these provisions.”

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

NOTES

**Suggested
FY 2020
Schedule**

Description

Fiscal Year FY 2019
Last Adjusted Schedule

Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

HOURLY RATE WOODEN DOCKS

HOURLY RATE WOODEN DOCKS

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 19	\$4.00 Per Hour	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00 Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00 Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00 Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 19	\$10.00 Per Hour	\$10.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$8.00 Per Hour	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00 Per Hour	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00 Per Hour	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00 Per Hour	\$19.00
For craft over fifty (50) ft overall	FY 19	\$23.00 Per Hour	\$23.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$3.00 Per Hour	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00 Per Hour	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00 Per Hour	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00 Per Hour	\$8.00
For craft over fifty (50) ft overall	FY 19	\$8.00 Per Hour	\$8.00

Fiscal Year 2018 revenue collected was \$ 67,997.

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year</u> <u>Last Adjusted</u>	<u>FY 2019</u> <u>Schedule</u>	<u>Suggested</u> <u>FY 2020</u> <u>Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)		<u>HOURLY RATE WOODEN DOCKS</u>	
Craft up to twenty (20) ft in length overall	FY 19	\$5.00 Per Hour	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00 Per Hour	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00 Per Hour	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00 Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 19	\$13.00 Per Hour	\$13.00
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>	
RESIDENT (May 1-Sep 30)			
Craft up to twenty (20) ft in length overall	FY 19	\$4.00 Per Hour	* Delete
Craft up to twenty (20) ft in length overall		per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00 Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$16.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00 Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00 Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft over fifty (50) ft overall	FY 19	\$10.00 Per Hour	* Delete
For craft over fifty (50) ft overall		per 4 hours-over 4 hrs pay daily rate	* \$36.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule		Suggested FY 2020 Schedule
NON-RESIDENT (May 1-Sep 30)		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		
Craft up to twenty (20) ft in length overall	FY 19	\$8.00	Per Hour	* Delete
Craft up to twenty (20) ft in length overall			per 4 hours-over 4 hrs pay daily rate	* \$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00	Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$64.00
For craft over fifty (50) ft overall	FY 19	\$23.00	Per Hour	* Delete
For craft over fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$72.00
RESIDENT (Oct 1-Apr 30)		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		
Craft up to twenty (20) ft in length overall	FY 19	\$3.00	Per Hour	* Delete
Craft up to twenty (20) ft in length overall			per 4 hours-over 4 hrs pay daily rate	* \$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00	Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$28.00
For craft over fifty (50) ft overall	FY 19	\$8.00	Per Hour	* Delete
For craft over fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$32.00

City of Portsmouth
 Fee Schedule
 Prescott Park

* (Indicates change from current fee)

NOTES

Description	Fiscal Year Last Adjusted	FY 2019 Schedule		Suggested FY 2020 Schedule
NON-RESIDENT (Oct 1-Apr 30)		<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>		
Craft up to twenty (20) ft in length overall	FY 19	\$5.00	Per Hour	* Delete
Craft up to twenty (20) ft in length overall			per 4 hours-over 4 hrs pay daily rate	* \$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00	Per Hour	* Delete
For craft twenty-one (21) ft to forty (30) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	Per Hour	* Delete
For craft thirty-one (31) ft to forty (40) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	Per Hour	* Delete
For craft over forty-one (41) ft to fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$32.00
For craft over fifty (50) ft overall	FY 19	\$13.00	Per Hour	* Delete
For craft over fifty (50) ft overall			per 4 hours-over 4 hrs pay daily rate	* \$44.00
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	* \$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$35.00	Per Day	* \$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00	Per Day	* \$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00	Per Day	* \$60.00
For craft over fifty (50) ft overall	FY 15	\$60.00	Per Day	* \$72.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

NOTES

**Suggested
FY 2020
Schedule**

Description

Fiscal Year FY 2019
Last Adjusted Schedule

NON-RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 15	\$40.00	Per Day	*	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$60.00	Per Day	*	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$80.00	Per Day	*	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$100.00	Per Day	*	\$120.00
For craft over fifty (50) ft overall	FY 15	\$120.00	Per Day	*	\$144.00

RESIDENT (Oct 1-Apr 30)

Craft up to twenty (20) ft in length overall	FY 15	\$15.00	Per Day	*	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 15	\$18.00	Per Day	*	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$20.00	Per Day	*	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$25.00	Per Day	*	\$30.00
For craft over fifty (50) ft overall	FY 15	\$30.00	Per Day	*	\$36.00

NON-RESIDENT (Oct 1-Apr 30)

Craft up to twenty (20) ft in length overall	FY 15	\$20.00	Per Day	*	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 15	\$30.00	Per Day	*	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 15	\$40.00	Per Day	*	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 15	\$50.00	Per Day	*	\$60.00
For craft over fifty (50) ft overall	FY 15	\$60.00	Per Day	*	\$72.00

Park Property-Seasonal Rental Docking Fees

RESIDENT (April 2 - November 1)	FY 15	\$110.00	Per Season per boat foot	*	\$122.00
	FY 17	\$1,500.00	Per Season Minimum	*	\$1,675.00
NON-RESIDENT (April 2 - November 1)	FY 15	\$135.00	Per Season per boat foot	*	\$150.00
	FY 17	\$1,850.00	Per Season Minimum	*	\$2,050.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

NOTES

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2019 Schedule</u>	<u>Suggested FY 2020 Schedule</u>
Park Property-Docking Utility Access Fees			
Dock Utility Access:			
Resident	FY 15	\$10.00 per Day	\$10.00
	FY 17	\$250.00 Per Season	\$250.00
Non Resident	FY 15	\$10.00 per Day	\$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

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CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



APPENDIX IV



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**City of Portsmouth
Expenditure Account Structure**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

FUND

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	<u>PURCHASED PROPERTY SERVICE</u>
	041000 <u>ELECTRICITY</u>
	041100 <u>HEAT AND OIL</u>
	041200 <u>WATER AND SEWER</u>
	041300 <u>RUBBISH</u>
	043000 <u>REPAIRS AND MAINTENANCE</u>
	044000 <u>RENTAL AND LEASES</u>
	048000 <u>INSURANCE</u>
050000	<u>OTHER PURCHASED SERVICE</u>
	053000 <u>ADVERTISING</u>
	054000 <u>EDUCATION AND TRAINING</u>
	055000 <u>PRINTING</u>
	056000 <u>DUES AND SUBSCRIPTIONS</u>
	057100 <u>TRAVEL AND CONFERENCE</u>
060000	<u>SUPPLIES</u>
	061000 <u>GENERAL SUPPLIES</u>
	062000 <u>OFFICE SUPPLIES</u>
	062500 <u>POSTAGE</u>
	063000 <u>MAINTENANCE AND REPAIR</u>
	063500 <u>GASOLINE</u>
	063600 <u>DIESEL FUEL</u>
	063700 <u>LUBRICANTS</u>
	063800 <u>CHEMICALS</u>
	064000 <u>CUSTODIAL AND HOUSEKEEPING</u>
	065000 <u>GROUNDSKEEPING</u>
	066000 <u>VEHICLE REPAIRS</u>
	067000 <u>BOOKS & PERIODICALS</u>
	068000 <u>MATERIALS</u>
	069000 <u>OTHER MISCELLANEOUS</u>
070000	<u>CAPITAL OUTLAY</u>
	071000 <u>LAND</u>
	072000 <u>BUILDINGS</u>
	073000 <u>OTHER IMPROVEMENTS</u>
	074000 <u>EQUIPMENT</u>
	075000 <u>FURNITURE AND FIXTURES</u>
	076000 <u>VEHICLES</u>

**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.

MILLS – One mill equals 1/1,000 of \$1, or \$1 of tax for every \$1,000 of value.

MISSION STATEMENTS – Broad, general statements which summarize the aims and values of an organization.

MODIFICATION FACTOR (MOD FACTOR) – The mod factor is used when determining workers compensation premiums. The mod factor is a value that compares the claim profile of the employer to the claim profile that would be expected of an employer of similar size payroll in the same in the same industry. A value of 1.00 is average, meaning the frequency and severity of actual losses equaled the expected losses. A mod factor greater than 1.00 means the employer experienced worse than expected losses during the rating period, and a mod factor of less than 1.00 indicates the employer’s losses were better than expected for the rating period.

MODIFIED ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred.

MUNICIPAL SERVICE AGREEMENT – An agreement between the City of Portsmouth, the Town of Newington and the Pease Development Authority to provide municipal services in the airport district of the Pease Development Authority.

NET POSITION – The residual of all other financial statement elements presented in a statement of financial position.

NON-OPERATING BUDGET – Expenditures that are not directly attributed to the day to day operations of any one particular department: TANS, Debt Services, Contingency, Overlay, County Tax, Capital Outlay.

OBJECTIVES - The goal intended to be attained (and which is believed to be attainable) by the City of Portsmouth.

OPERATING BUDGET – Expenditures that are directly attributed to the day to day operations of a particular department: Salaries, Benefits, Supplies, Utilities, etc.

OVERLAY – An appropriation to fund potential tax abatements.

PARTIAL UPDATE – the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the Municipality's general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report.

PEASE DEVELOPMENT AUTHORITY (PDA)– A body politic and corporate of the State of New Hampshire located in Rockingham County, New Hampshire.

PERFORMANCE MEASURE – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

PROPOSED BUDGET – The operating and capital budgets submitted to the City Council by the City Manager.

RESERVE FOR DEBT – Account where retained earnings are set aside to satisfy outstanding debts.

RESERVE FOR PROPERTY APPRAISAL – Account where retained earnings are set aside to cover property appraisals.

RESTRICTED NET POSITION- One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability or deferred inflow of resources relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability/deferred inflow of resources or if the liability will be liquidated with the restricted assets reported.

RETAINED EARNING- The accumulated equity balance in an enterprise or internal service fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

REVALUATION – means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either a Full Revaluation, Full Statistical Revaluation, Cyclical Revaluation, or Partial Update.

REVENUE – The income received by the City in support of a program of services to the community; includes such items as property taxes, fees, user charges, grants, fines,

interest income and miscellaneous revenue.

REVISED STATUTES ANNOTATED (RSA) – The State of New Hampshire’s statutes.

ROLLING STOCK - The equipment available for use as transportation, such as vehicles owned by the City of Portsmouth.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes.

SUSTAINABILITY – Development which meets the needs of the present without compromising the ability of future generations to meet their own needs; to the use of ecosystems and their resources in a manner that satisfies current needs while allowing them to persist I the long term.

TAX LEVY - Taxes that are imposed and collected.

TAX RATE – The amount of tax levied for each \$1,000 of assessed value.

UNASSIGNED FUND BALANCE – A fund balance that has not been selected or assigned to a specific purpose.

UNRESTRICTED NET POSITION – One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It is the difference between total net position and its two other components (net investment in capital assets and restricted net position).

URBAN DEVELOPMENT ACTION GRANT (UDAG) – An economic development initiative established by the US Department of Housing and Urban Development (HUD) in the early 1980’s whose goals were to establish public/private partnerships that would stimulate economic development in communities’ downtown districts.

USER FEES – The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Abbreviations / Acronyms

ACO – Animal Control Officer
ACS – American Community Survey
ADA – Americans with Disability Act
AFI – Alpha Flying Inc.
AFSCME – American Federation of State, County and Municipal Employees
AMR – Automated Meter Reading
APC – Atlas Pilatus Center Inc.
ARC – American Red Cross
ARRA – American Recovery and Reinvestment Act
ARS – AIDS Response Seacoast
ATM – Automated Teller Machine
ATV – All Terrain Vehicle
ATSDR – Agency for Toxic Substances and Disease Registry

BAF – Biologically Aerated Filters
BBBSNH – Big Brothers, Big Sisters of New Hampshire
BBH – Bureau of Behavioral Health
BFC – Bicycle Friendly Community
BIS – Bureau of Investigated Service
BTLA – Board of Tax & Land Appeal

CAD – Computer Aid Design
CAFR – Comprehensive Annual Financial Report
CALEA – The Commission on Accreditation for Law Enforcement Association
CAMA – Computer Aided Mass Appraisal
CAW – Coastal Adaptation Workgroup
CBC – Central Business District
CBERN – Chemical, Biological, Explosive, Radiological, Nuclear
CCC – Connect Community Church
CDBG – Community Development Block Grant
CDC – Center for Disease Control
CDP – Community Diversion Program
CDRW – Compact Disc Re-Writable
CEDS – Comprehensive Economic Strategy
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
COD – Coefficient of Dispersion
COLA – Cost of Living Adjustment
COLL BARG – Collective Bargaining
CPI – Consumers Price Index
CPI-U – Consumer Price Index-Urban
CREAT – Climate Resilience Evaluation and Awareness Tool
CRH – Cross Roads House
CSO – Combined Sewer Overflow
CST – Crime Scene Team
CTE – Career Technical Education

DAF – Dissolved Air Flootation
DES – Department of Environmental Services
DO – Dondero School
DOT – Department of Transportation
DSA – Deer Street Associates

ECC – Emergency Communications Center
EDC – Economic Development Commission
EMO – Emergency Management Office
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EPA – Environmental Protection Agency
ERZ – Economic Revitalization Zones
ESF – Emergency Support Functions
ESOL – English as a Second Language
EST – Estimated

FEMA – Federal Emergency Management Agency
FICA – Federal Insurance Contribution Act
FMLA – Family and Medical Leave Act
FOG – Fats, Oil, and Grease
FS – Family Services
FT – Full Time
FTA – Federal Transit Administration
FTE – Full Time Equivalent
FTO – Field Training Officer
FTZ – Foreign Trade Zone
FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles
GASB – Government Accounting Standards Board
GFOA – Governmental Finance Officers Association
GIS – Geographic Information Systems
GMR – Guaranteed Maximum Rate
GPTMA – Greater Portsmouth Transportation Management Association
GSA – General Services Administration

HAZ-MAT – Hazardous Materials
HDC – Historic District Commission
HIDTA – High Intensity Drug Trafficking Areas
HM – Hazardous Materials
HR – Human Resources
HRS – Hours
HUD – United States Department of Housing and Urban Development
HVAC – Heating, Ventilating and Air Conditioning

IBPO – International Brotherhood of Police Officers
ICAC – Internet Crimes Against Children
ICC – International Code Council
ICLEI – International Clearinghouse on Sustainable Development and Environmental Protection/ Local Government's for Sustainability
ICMA – International City Managers Association
IRS – Internal Revenue Service
ISO – Insurance Service Officer
ISSA – Information Systems Security Association
IT – Information Technology
IVR – Interactive Voice Response

JBC – Joint Budget Committee

LED – Light Emitting Diode

LEED – Leadership in Energy and Environmental Design

LEOP – Local Emergency Operations Plan

LGC – Local Government Center

LH – Little Harbor School

LPG – Liquefied Petroleum Gas

LTCP – Long Term Control Plan

MAAP – Municipal Agent Automation Project

MAN – Metropolitan Area Network

MEP – Manufacturing Extension Partnership

MOD – Modification factor

MPO – Metropolitan Planning Organization

MS4 – Municipal Separate Storm Sewer Systems

MSGP – Multi-sector General Permit

MSW – Municipal Solid Waste

MUTCD – Manual on Uniform Traffic Control Devices

NAMI – National Alliance on Mental Illness

NECAP – New England Common Assessment Program

NECHPS – Northeast Collaborative for High Performance Schools

NEMSN – New England Municipal Sustainability Network

NEPBA – New England Police Benevolent Association

NEWWA – New England Water Works Association

NF – New Franklin School

NFPA – National Fire Protection Association

NHDES – New Hampshire Department of Environmental Services

NHDHHS – New Hampshire Department of Health and Human Services

NHDOT – New Hampshire Department of Transportation

NHFSTFF – New Hampshire Fire Standards & Training Fire Fighters

NHRS – New Hampshire Retirement System

NOAA – National Oceanic and Atmospheric Administration

NON – Non-union

NPS – National Park Service

NPDES – National Pollutant Discharge Elimination System

OCLC – Online Computer Library Center

OPEB – Other Post Employment Benefits

OT – Overtime

OU-2 – Operable Unit 2

OW – Outside Work

PACA – Portsmouth Arts and Cultural Alliance

PAEPT – Portsmouth Area Emergency Planning Team

PAFR – Popular Annual Financial Report

PDA – Pease Development Authority

PEAK – Program for Elementary Age Kids

PEDLP – Portsmouth Economic Development Loan Program

PEEP – Portsmouth Early Education Program

PFC – Perfluorochemicals

PFAS – Perfluorooctanesulfonic acid

PFOA – Perfluorooctanoic acid

PFOS – Perfluorooctanesulfonic acid

PHS – Portsmouth High School

PHS – Portsmouth Historical Society

PIWWTF – Peirce Island Wastewater Treatment Plant Facility
PLC – Professional Learning Communities
PMA – Professional Management Association
PMS – Portsmouth Middle School
PNSY- Portsmouth Naval Shipyard
PPAF – Prescott Park Arts Festival
PPD – Portsmouth Police Department
PPL – Portsmouth Public Library
PPDTV – Portsmouth Police Department Television
PREP – Piscataqua Region Estuary Partnership
PT – Part Time
PTS – Parking, Traffic, and Safety Committee
PULA- Public Undeveloped Lands Assessment

RCA – Rockingham Community Action
RDC – Redundant Dispatch Center
REC – Renewable Energy Credits
RFI – Request For Information
RFP – Request For Proposal
RFQ – Request For Qualifications
RJL – Robert J. Lister Academy
RMCC – Richie McFarland Children’s Center
RMS – Records Management System
RNMWP – Rockingham Nutrition and Meals on Wheels Program
RSA – Revised Statutes Annotated
RSVP – Retired and Senior Volunteer Program

S&P – Standard & Poor’s
SAC – Senior Activities Center
SAG – State Aid Grant
SASS – Sexual Assault Support Services
SAT – Suite of Assessments
SBAC – Smarter Balanced Assessment Consortium
SBDC – Small Business Development Center
SCADA – System Control and Data Acquisition
SCS – Seacoast Community School
SELF – Service Above Self Scholarship
SELT – Southeast Land Trust
SFFP – Seacoast Family Food Pantry
SFP – Seacoast Family Promise
SIPP – Save the Indoor Portsmouth Pool
SIU – Special Investigative Unit
SMA – Supervisory Management Alliance
SMHC – Seacoast Mental Health Center
SMPO – Seacoast Metropolitan Planning Organization
SPED – Special Education
SRF – State Revolving Fund
SRO – School Resource Officer
SUV – Sport Utility Vehicle
SWEPT – Statewide Education Property Taxes
SWPPP – Storm Water Pollution Prevention Plans

TCP/IP – Transmission Control Protocol/Internet Protocol
TQP – Teacher Quality Panel
TY- Tax Year

UDAG – Urban Development Action Grant

UNH – University of New Hampshire
UPS – United Parcel Service
USDA – United States Department of Agriculture
USEPA – United States Environmental Protection Agency

VDI – Virtual Desktop Interface
VLAN – Virtual Local Area Network
VOIP – Voice Over Internet Protocol

WFC – Walking Friendly Community
WK – Week
WMP – Wastewater Master Plan
WWTF – Wastewater Treatment Facility

YMCA – Youth Men's Cristian Association