

# Proposed Annual Budget Fiscal Year 2022

(July 1, 2021 - June 30, 2022)

City of Portsmouth, New Hampshire



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# City of Portsmouth, New Hampshire Proposed Annual Budget 2021 – 2022

## Directory of Officials

### City Council

Rick Becksted, Mayor  
Jim Splaine, Assistant Mayor

Deaglan McEachern  
Peter Whelan  
Cliff Lazenby

Esther Kennedy  
Petra Huda  
John K. Tabor Jr.  
Paige Trace

### Board of Education

Stephen Zdravec, Superintendent  
Kristin Jeffrey, Chair  
Tara Kennedy, Vice Chair

Ann M. Walker  
Pip Clews  
Margaux Peabody

Nancy Novelline Clayburgh  
Hope Van Epps  
Brian French  
Jeffrey Landry

### Police Commission

Mark Newport, Police Chief  
Stefany Shaheen, Chair  
Joseph Onosko  
Thomas Hart

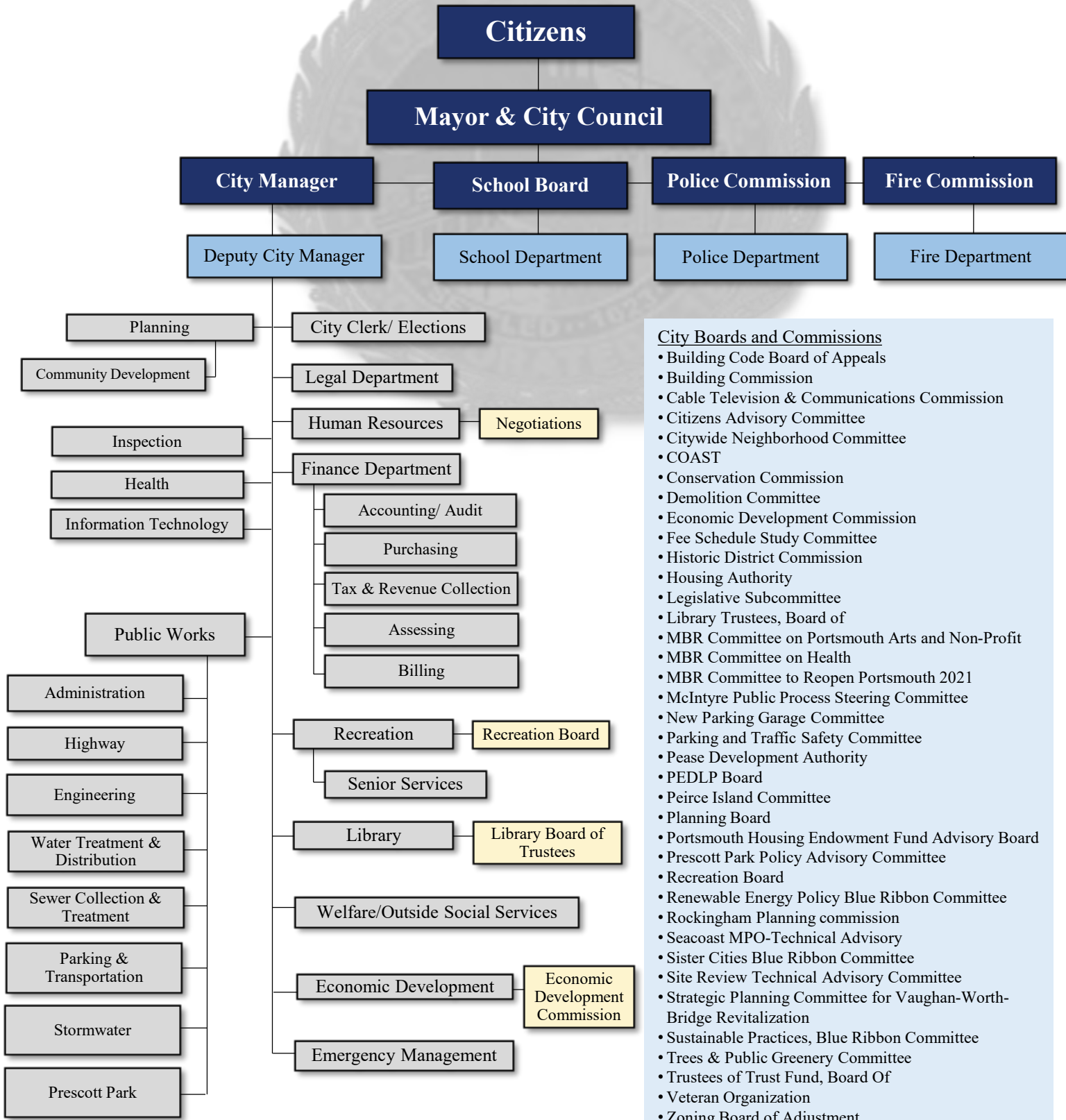
### Fire Commission

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

### Principal Executive Officers

Karen Conard, City Manager  
Vacant, 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  
Kelly Harper, Human Resources Director  
Nancy Bates, Revenue Administrator  
Rosann Maurice-Lentz, City Assessor  
Todd Henley, 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 Manager

# City of Portsmouth, New Hampshire Citywide Organizational Chart



- City Boards and Commissions**
- Building Code Board of Appeals
  - Building Commission
  - Cable Television & Communications Commission
  - Citizens Advisory Committee
  - Citywide Neighborhood Committee
  - COAST
  - Conservation Commission
  - Demolition Committee
  - Economic Development Commission
  - Fee Schedule Study Committee
  - Historic District Commission
  - Housing Authority
  - Legislative Subcommittee
  - Library Trustees, Board of
  - MBR Committee on Portsmouth Arts and Non-Profit
  - MBR Committee on Health
  - MBR Committee to Reopen Portsmouth 2021
  - McIntyre Public Process Steering Committee
  - New Parking Garage Committee
  - Parking and Traffic Safety Committee
  - Pease Development Authority
  - PEDLP Board
  - Peirce Island Committee
  - Planning Board
  - Portsmouth Housing Endowment Fund Advisory Board
  - Prescott Park Policy Advisory Committee
  - Recreation Board
  - Renewable Energy Policy Blue Ribbon Committee
  - Rockingham Planning commission
  - Seacoast MPO-Technical Advisory
  - Sister Cities Blue Ribbon Committee
  - Site Review Technical Advisory Committee
  - Strategic Planning Committee for Vaughan-Worth-Bridge Revitalization
  - Sustainable Practices, Blue Ribbon Committee
  - Trees & Public Greenery Committee
  - Trustees of Trust Fund, Board Of
  - Veteran Organization
  - Zoning Board of Adjustment

MBR = Mayor's Blue Ribbon (Committee)





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Portsmouth**

**New Hampshire**

For the Fiscal Year Beginning

**July 1, 2020**

*Christopher P. Morrill*

Executive Director

*The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to The City of Portsmouth, New Hampshire for its annual budget for the fiscal year beginning July 1, 2020. 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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# Where to Find Important Documents on CityofPortsmouth.com

## City of Portsmouth (Citywide)

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

## Finance Department

- Current and Past Budget Documents  
<https://www.cityofportsmouth.com/finance/proposedadopted-budgets-and-cafr-reports>
- FY20 Comprehensive Annual Financial Report  
<http://files.cityofportsmouth.com/finance/fy20/CAFR20.pdf>
- FY20 Popular Annual Financial Report (PAFR)  
<http://files.cityofportsmouth.com/finance/fy20/PAFR20.pdf>
- Online Bill Payments  
<https://www.cityofportsmouth.com/city/pay-my-bill>

## Public Works Department

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

## Department of Public Works - Parking Division

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

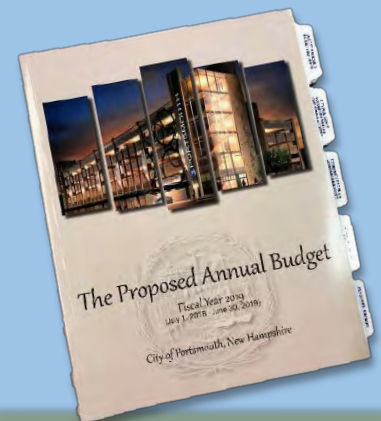
## Planning Department

- Capital Improvement Plan 2022-2027  
[http://files.cityofportsmouth.com/files/planning/cip/DRAFT\\_CityCouncilCIP\\_FY22FY27.pdf](http://files.cityofportsmouth.com/files/planning/cip/DRAFT_CityCouncilCIP_FY22FY27.pdf)



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

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



If you are looking for physical copies of:

- The Proposed Budget;
- Capital Improvement Plan (CIP);
- Comprehensive Annual Financial Report; and
- Popular Annual Financial Report (PAFR)

You can find them at the City Clerk's Office or at the Public Library (Reference Section) for Public Review.





Karen S. Conard  
City Manager

## CITY OF PORTSMOUTH

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

**To:** Honorable Mayor Rick Becksted and City Council Members  
**From:** Karen S. Conard, City Manager  
**Date:** April 29, 2021  
**Re:** Fiscal Year 2022 Budget Message

In accordance with Article VII of the City Charter, I hereby submit the Fiscal Year 2022 Proposed Budget document for all appropriated City funds: General, Water, Sewer, Parking and Transportation, Community Development, Economic 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 FY22 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.

To say that the last year has presented its challenges due to the COVID-19 pandemic would truly be an understatement. However, I am pleased to report that the City's response, from caring for our most vulnerable populations to preparing a prudent and effective budget for this current fiscal year, demonstrates the City's financial and operational resilience. It is these key strengths that will guide us to continued financial and operational success in FY22 and beyond.

The pandemic brought to our doorstep a challenge like none we have ever experienced, and hopefully will never see again in our lifetimes. The City responded nimbly and even was able to anticipate managing a budget in unprecedented times because of our strong, long-standing financial management practices firmly in place. With vaccines in arms or on their way, we look forward to FY22 and how Portsmouth demonstrates its continued resilience as a leader for prudent fiscal management (with our recently reaffirmed AAA bond rating) among our peers statewide.

In light of the uncertainties which were ahead of us as a result of the pandemic, we planned conservatively and proceeded accordingly throughout the FY21 budget process. While keeping essential services in place such as public safety, emergency assistance, education, solid waste and recycling pickup, road maintenance and other essential day-to-day operations, it is important to mention the pandemic-induced, strategic measures and temporary reductions that City staff and City Council chose to take resulted in a nearly flat budget with FY20 and a 16-cent reduction in the tax rate. The major contributors were:

- Delay of bond issues for necessary capital projects that were already underway or authorized to commence;



- Delay of a number of capital outlay projects, vehicle and equipment purchases, and information technology equipment that was identified in the Capital Improvement Plan (CIP);
- Drastic reduction in summer recreational offerings as a result of COVID-19;
- Closure of the Indoor Pool and Spinnaker Point Adult Recreation Center as a result of COVID-19;
- Removal of the proposed Elementary World Language Teacher;
- Reduction in various public works services such as weed control, mosquito control, recycling and solid waste materials, as well as reductions in the traffic line marking program; and
- Various reductions in supplies, materials, and training/conferences.

As a result of the City's excellent financial position and long-term financial planning, these provisional measures were achievable to assist us through this unprecedented period. Although we are not "out of the woods" as COVID-19 is still a critical concern, we are working to re-open our schools, recreational programs and library, and continue to support our infrastructure needs as we resume a multi-year budgeting strategy beginning with the FY22 budget process. Continued efforts to maintain another year with a flat budget to FY20 is not sustainable without jeopardizing current services, delaying more capital project and rolling stock replacement needs, and deferring necessary maintenance to the City's infrastructure.

In January 2021, I provided the City Council with highlights of potential budgetary impacts facing FY22, which included increases associated with contractual and legal obligations as well as inflationary increases to continue the same services, coupled with an extraordinary increase in our contribution to the retirement system of more than 20%, which I address later in this message. The consensus of the City Council was to maintain the same level of services and reduce expenditures outside of contractual obligations associated with our 16 collective bargaining agreements. Each department has worked diligently, preparing their proposed budget keeping in mind the spirit of the "zero-based" directive and providing the current services as requested by the Council.

## *Proposed General Fund Budget*

The FY22 proposed budget that I present to you and the citizens of Portsmouth looks forward, sustaining the level of municipal services and working to restore important, planned investments in rolling stock and information technology upgrades and replacements, while providing the funding for capital improvements and honoring legal and contractual commitments.

The steps in my strategy to put forth a responsible proposed budget for FY22 are as follows:

- 1) As requested by the City Council, fund all services currently provided to the taxpayers of Portsmouth. This effort will increase the Operating Budget for all city funds.
- 2) Reduce the overall number of Full-Time Equivalent (FTE) employees (down 3.8).
- 3) Lower all operating expenses not related to salaries and benefits to zero wherever possible (down 2.5% from FY21).
- 4) Restore full funding for the Portsmouth Indoor Pool.
- 5) Support the operation and maintenance needs of the McIntyre property.



- 6) Restore and honor the commitments as presented and adopted in the FY22 - 27 Capital Improvement Plan (CIP), along with essential vehicle and equipment purchases that were delayed in the FY21 budget.
- 7) Restore the increases per the rate stabilization model for the Water and Sewer funds.

### The Operating Budget

The proposed Operating Budget, which represents the largest portion of the total budget, finances the services provided by the General Government, Police, Fire, and School Departments. These departments work diligently to establish a conservative budget that fulfills their responsibility to the citizens' needs and services that they expect. The proposed budget, which I submit as prepared by each department as shown in the following table, includes funding set aside for four of the sixteen collective bargaining agreements that have not yet been settled for FY22. The total proposed budget for these departments is \$98,079,067. This is an increase of \$3,298,497, or 3.48% from FY21.

<i>FY22 PROPOSED DEPARTMENT BUDGETS</i>	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED BUDGET	\$ Change from FY21	% Change from FY21
GENERAL GOVERNMENT	\$20,896,449	\$21,570,621	\$674,171	3.23%
POLICE	12,152,363	12,688,965	536,602	4.42%
FIRE	9,624,468	10,048,849	424,381	4.41%
SCHOOL	52,102,298	53,662,632	1,560,334	2.99%
COLL BARGAINING CONTINGENCY	4,991	108,000	103,009	2063.90%
<i>Total Department</i>	\$94,780,569	\$98,079,067	\$3,298,497	3.48%

The increase of nearly \$3.3 million, or 3.48% from FY21, is primarily from salary and benefits associated with Collective Bargaining Agreements.

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***By far, the largest impact for the FY22 proposed budget came from the New Hampshire Retirement System (NHRS), when they announced a significant employer contribution rate increase to municipalities statewide.***

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The NHRS employer contribution rate increased by 19.2% for Police Officers, 9.6% for Fire Officers, 18.1% for Teachers, and 25.9% for all other personnel. For FY22, \$1,651,989, or 90% of the increase in the retirement appropriation, is directly related to the increases in the employer contribution rates.

	FY21 Budget	FY22 Budget	\$ Difference from FY21	% Difference from FY21
General Fund Retirement	\$8,905,410	\$10,726,795	\$1,821,385	20.45%
Retirement Due to rate Increase		\$1,651,898	\$1,651,989	18.55%
Retirement with No Rate Increase		\$9,074,897	\$169,396	1.90%

If the contribution rates did not increase, the proposed retirement increase would have increased by \$169,396, or 1.9% over FY21, for increases related to salaries associated with cost of living adjustments (COLA) and applicable step increases.



In keeping with the desire of the City Council to achieve no increase in operating outside of collective bargaining obligations, the overall net change in other operating appropriations for the departments *decreased* by \$390,982, or 2.5% over FY21.

The total FY22 Proposed Operating Budget includes the General Fund obligations to the Indoor Pool and Prescott Park maintenance. In addition, the City will take possession of the McIntyre Federal Building, which will require maintenance throughout the fiscal year. These factors bring the total Operating Budget to \$98,886,553 which represents an increase of \$3,931,639 or 4.14% over FY21.

<i>Total Operating Budget</i>	FY21 BUDGET	FY22 BUDGET	\$ Difference	% Difference
Salaries and Benefits	79,168,672	82,858,152	3,689,479	4.66%
Other Department Operating	15,611,897	15,220,915	(390,982)	-2.50%
<i>Total Department Proposed Budget</i>	<i>94,780,569</i>	<i>98,079,067</i>	<i>3,298,497</i>	<i>3.48%</i>
Transfer to Indoor Pool	75,000	150,000	75,000	100%
Transfer to Prescott Park	99,344	177,486	78,142	79%
McIntyre Building Maintenance	-	480,000	480,000	
<i>Total Transfers/Other</i>	<i>174,344</i>	<i>807,486</i>	<i>633,142</i>	<i>363.16%</i>
<b>TOTAL</b>	<b>94,954,913</b>	<b>98,886,553</b>	<b>3,931,639</b>	<b>4.14%</b>

In short, if it were not for the NHRS rate increase coupled with the addition of the McIntyre Building and increases to the Indoor Pool and Prescott Park line items, the increase to the total Operating Budget would have been 1.73%.

### **The Non-Operating Budget**

For FY22, approximately 87% of the Non-Operating Budget includes legal obligation expenditures associated with Debt Service, Overlay, Rockingham County Tax, Property & Liability, and Landfill Closure Monitoring Fees. The remaining 13% funds the continued initiative of investing in the City’s programs and infrastructure needs, as identified in the CIP and the Rolling Stock and IT Equipment Replacement programs.

The budget adjustments that I have mentioned above will result in an increase in the Non-Operating Budget of \$1,212,055 or 5.02%.

Major increases in the Non-Operating Budget include:

- Debt Service obligation of \$527,450;
- Rockingham County Tax obligation of \$113,998;
- Rolling Stock Replacement Program increase of \$157,000 over FY21 (which saw a steep reduction over FY20);
- Information Technology Equipment Replacement Program increase of \$419,600; and
- Capital Outlay increase of \$204,000.





**The City Manager’s recommended overall General Fund budget, including Operating and Non-Operating, for FY22 is \$124,259,033, representing an overall net increase of \$5,143,694 or 4.32% over FY21.**

<i>FY22 PROPOSED</i>	FY21	FY22		
<i>TOTAL BUDGET</i>	BUDGET	CITY MANAGER	\$	%
		RECOMMENDED	Change	Change
<i>Operating</i>	\$94,954,913	\$98,886,553	\$3,931,639	4.14%
<i>Non-Operating</i>	\$24,160,425	\$25,372,480	\$1,212,055	5.02%
<b>Total Proposed Budget</b>	<b>\$119,115,338</b>	<b>\$124,259,033</b>	<b>\$5,143,694</b>	<b>4.32%</b>

### Estimated Revenues

Although we make every effort to continue to find additional revenue sources, in the state of New Hampshire, property taxes remain the primary funding source for local and county governments. For FY22, we do not anticipate a reduction in Rooms and Meals Tax, Highway Block Grant or Building Aid from the state. However, Municipal Aid, which was a two-year subsidy, comes to an end for FY22. Although many of our local revenues remain strong, overall revenues are estimated to decrease by just over \$900,000 or 4.4% from FY21.

The major estimated decline in revenue is primarily from the following:

- Lowered interest on investments by \$400,000;
- Reduction in tuition by \$193,320 due to declining enrollments; and
- Loss of the state Municipal Aid in the amount of \$205,234.

### Tax Rate

The proposed budget as presented will result in an estimated tax rate of \$15.36, an increase of 66 cents or 4.48% over FY21.

The estimated tax rate would result in an annual increase of \$313.00, or \$26.00 per month, for the median single family residential home valued at \$474,900.

26 cents of the proposed tax rate increase is the result of the retirement employer contribution rate increase.

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

### Water and Sewer User Rate

As mentioned earlier, I am recommending that we get back on track with the rate stabilization model (first implemented in FY2014) for addressing long-term financial planning for the water and sewer capital needs. In FY21, there was no increase in the water user rates. However, the



City Council did vote to increase by 4% the sewer user rates, in accordance with the rate stabilization model. For FY22, I am proposing that there be a 2% increase in the water and a 4% in sewer user rates. More detail is provided in the Water and Sewer Enterprise Fund sections of this document regarding the Water and Sewer proposed FY22 budget, rate study, and services.

## **CARES ACT / Federal Aid**

The City of Portsmouth has received in excess of \$2.8 million in federal funds to reimburse for a variety of costs incurred due to the COVID-19 pandemic from providing stipends to first responders, CDBG projects such as senior/disabled transportation, eligible public services, eligible public facility improvement, school technology devices and food transportation for our students, adaptations to our facilities including election locations, and personal protection equipment (PPE) to provide a safe environment for our employees and citizens.

In addition, the federal government recently passed the American Rescue Plan Act, with guidance and eligibility requirements still to be determined. As of the date of this message, the City of Portsmouth stands to receive \$13.29 million. City Staff are closely monitoring this evolving situation, and will work closely with the Council to consider all potential opportunities for funding and eligibility.

## **Conclusion**

This continues to be an unsettling time, from both a public health and a financial perspective. Despite the challenges imposed on us by the pandemic, Portsmouth is very fortunate to have implemented a number of long-term financial policies, that in turn have positioned the City well with our very strong financial status as evidenced by our strong fund balance and our April 2021 reaffirmed AAA bond rating by Standards & Poor's. If it were not for the support of the City Council through the years, past efforts of these essential long-term financial planning policies such as the Unassigned Fund Balance Ordinance, Leave at Termination and Health Stabilization Funds, Debt Service Planning Policies, and Rate Stabilization Policies for both the Water and Sewer Funds, we would not have been able to weather the pandemic storm as well as we have and continued the services that the citizens have come to deserve and expect. We must continue to be cautious, while moving forward and making decisions that will protect the City's financial position.

It bears repeating that we have much to be proud of in the City of Portsmouth. We have received many accolades and achieved many accomplishments over the past year and years, and I would encourage you to visit the Citywide Recognitions & Accomplishments section of this budget document. I am particularly grateful to the City staff who have worked diligently throughout this very difficult time. Our dedicated employees continue to serve our citizens by educating our students and maintaining operations in the best manner possible. I am very proud to work with such hard-working and professional individuals who truly care about the work they do and the citizens for whom they work.

I would like to thank all of the Department Heads and the Finance team who have worked tirelessly in preparing this budget during this very challenging year, and I look forward with working with the City Council and the public throughout the Fiscal Year 2022 budget process.



# City Manager's Fiscal Year 2022 Proposed Budget Highlights

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

## GENERAL FUND

The following is a summary of major expenditures categories for the FY20 budget and actual, FY21 budget, FY22 Department Request, FY22 City Manager's recommended budget, as well as the dollar and percentage change over FY21.

TOTAL GENERAL FUND	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY21	CM % CHANGE FROM FY21
SALARIES	44,671,271	43,752,470	45,666,195	46,800,679	1,134,484	2.48%
PART TIME SALARIES	1,880,199	1,814,543	2,081,088	1,995,098	(85,990)	-4.13%
CITY COUNCIL/COMMISSIONS	41,600	41,025	41,850	41,850	0	0.00%
OVERTIME	1,692,855	1,780,592	1,702,957	1,746,324	43,367	2.55%
HOLIDAY	352,833	334,594	358,639	359,904	1,265	0.35%
LONGEVITY (EXCLUDING SCHOOL)	139,313	136,888	138,137	140,246	2,109	1.53%
CERTIFICATION STIPENDS	315,258	275,745	311,387	348,704	37,317	11.98%
SPECIAL DETAIL/EDUCATION STIPEND	142,593	137,278	151,793	161,210	9,417	6.20%
RETIREMENT	8,698,533	8,354,981	8,905,410	10,726,795	1,821,385	20.45%
HEALTH INSURANCE	12,738,861	12,738,861	13,377,308	13,660,846	283,538	2.12%
DENTAL INSURANCE	813,725	867,646	905,805	907,187	1,382	0.15%
INSURANCE REIMBURSEMENT	170,599	120,828	120,996	137,924	16,928	13.99%
LEAVE AT TERMINATION	750,287	750,287	750,287	1,000,287	250,000	33.32%
LIFE AND DISABILITY	291,652	268,772	291,250	287,608	(3,642)	-1.25%
WORKERS' COMPENSATION	764,487	760,665	799,411	825,669	26,258	3.28%
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	258,534	175,370	258,534	258,534	0	0.00%
OTHER BENEFITS	3,281,764	3,117,148	3,387,634	3,436,287	48,653	1.44%
COLLECTIVE BARGAINING CONTINGENCY	-	-	4,991	108,000	103,009	-
POLICE SERVICES - FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES - SCHOOL DEPT	-	(49,225)	-	-	0	0.00%
FIRE SERVICES - FROM PARKING	(25,000)	-	(25,000)	(25,000)	0	0.00%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>76,919,364</b>	<b>75,318,468</b>	<b>79,168,672</b>	<b>82,858,152</b>	<b>3,689,479</b>	<b>4.66%</b>
TRAINING/EDUCATION/CONFERENCES	214,498	121,759	211,873	209,333	(2,540)	-1.20%
ELECTRICITY	1,426,861	1,236,044	1,372,936	1,330,328	(42,608)	-3.10%
NATURAL GAS	534,545	369,951	520,925	460,226	(60,699)	-11.65%
GASOLINE	292,932	247,307	300,700	289,200	(11,500)	-3.82%
DIRECT ASSISTANCE	179,100	268,868	354,600	352,600	(2,000)	-0.56%
OUTSIDE SOCIAL SERVICES	195,128	195,128	199,033	199,033	0	0.00%
CONTRACTED SERVICES	1,773,483	1,743,671	1,605,407	1,631,186	25,779	1.61%
ROAD MAINTENANCE & STRIPING PROGRAM	213,000	157,690	266,000	266,000	0	0.00%
RECYCLING	210,000	228,688	314,000	310,000	(4,000)	-1.27%
SOLID & YARD WASTE	355,000	468,319	410,000	418,000	8,000	1.95%
PUPIL TRANSPORTATION	1,417,464	1,163,405	1,497,419	1,309,698	(187,721)	-12.54%
TRANSFER FROM PARKING & TRANS (SCHOOL)	(50,000)	-	(50,000)	(50,000)	0	0.00%
SPECIAL ED TUITION & SERVICES	1,889,221	2,612,894	2,425,597	2,660,602	235,005	9.69%
PROFESSIONAL ORGANIZATION DUES	144,848	133,285	148,730	148,886	156	0.10%
STUDENT BOOKS/PERIODICALS	207,071	127,736	195,476	176,926	(18,550)	-9.49%
PROPERTY & LIABILITY (SCHOOL ONLY)	110,815	101,107	113,493	119,068	5,575	4.91%
TRANSFER TO STORMWATER	247,806	247,806	277,707	311,993	34,286	12.35%
OTHER OPERATING	5,675,243	5,578,707.09	5,448,001	5,077,836	(370,165)	-6.79%
<b>TOTAL OTHER OPERATING</b>	<b>15,037,015</b>	<b>15,002,365</b>	<b>15,611,897</b>	<b>15,220,915</b>	<b>(390,982)</b>	<b>-2.50%</b>
<b>TOTAL DEPARTMENT BUDGET</b>	<b>91,956,379</b>	<b>90,320,834</b>	<b>94,780,569</b>	<b>98,079,067</b>	<b>3,298,497</b>	<b>3.48%</b>
TRANSFER TO INDOOR POOL	150,000	150,000	75,000	150,000	75,000	100.00%
TRANSFER TO PRESCOTT PARK	89,000	89,000	99,344	177,486	78,142	78.66%
MCINTYRE BUILDING MAINTENANCE	-	-	-	480,000	480,000	
<b>TOTAL OPERATING BUDGET</b>	<b>92,195,379</b>	<b>90,559,834</b>	<b>94,954,913</b>	<b>98,886,553</b>	<b>3,931,639</b>	<b>4.14%</b>
DEBT RELATED EXPENSES	272,000	18,728	120,000	128,000	8,000	6.67%
DEBT SERVICE	14,199,496	13,900,885	13,150,440	13,669,890	519,450	3.95%
CONTINGENCY	300,000	300,000	300,000	300,000	0	0.00%
OVERLAY	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%
ROCKINGHAM COUNTY TAX	5,741,466	5,561,364	5,699,880	5,813,878	113,998	2.00%
PROPERTY & LIABILITY (EXCLUDING SCHOOL)	375,245	372,181	391,514	411,090	19,576	5.00%
ROLLING STOCK	883,260	883,260	427,500	584,500	157,000	36.73%
IT EQUIPMENT REPLACEMENT	1,013,428	1,013,428	774,608	1,194,208	419,600	54.17%
LANDFILL CLOSURE- COAKLEY/JONES	370,000	370,000	385,000	348,000	(37,000)	-9.61%
HYDRANTS	235,125	235,125	265,500	277,875	12,375	4.66%
OTHER NON-OPERATING	243,231	221,634	369,983	165,039	(204,944)	-55.39%
CAPITAL OUTLAY	1,810,000	1,810,000	1,276,000	1,480,000	204,000	15.99%
<b>TOTAL NON-OPERATING</b>	<b>26,443,251</b>	<b>25,686,606</b>	<b>24,160,425</b>	<b>25,372,480</b>	<b>1,212,055</b>	<b>5.02%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>118,638,630</b>	<b>116,246,439</b>	<b>119,115,338</b>	<b>124,259,033</b>	<b>5,143,694</b>	<b>4.32%</b>



# Components of the General Fund

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

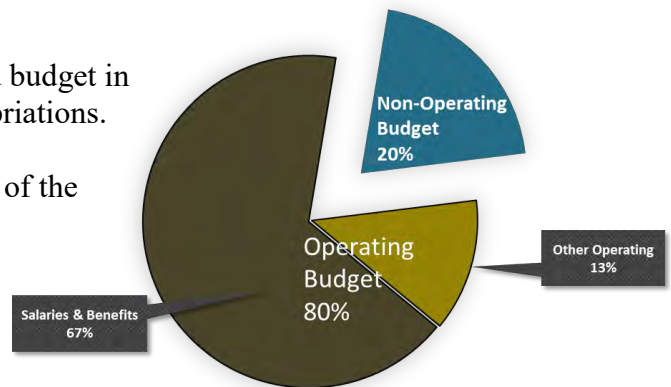
- Operating Budget**  
**Expenditures Associated with:**
- General Government Departments
  - Police Department
  - Fire Department
  - School Department
  - Transfers to Other Funds
  - McIntyre Building Maintenance
  - Collective Bargaining Contingency

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

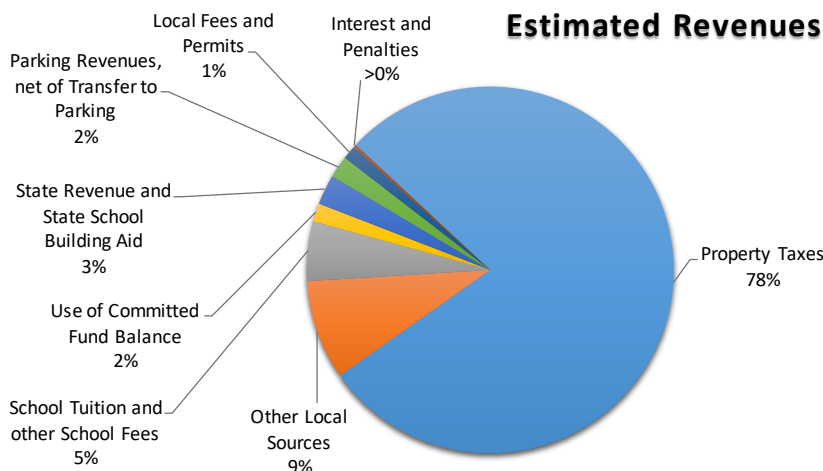
## Balanced Budget

The FY22 annual budget of \$124,259,033 is a balanced budget in which total anticipated revenues equal budgeted appropriations.

**Expenditures:** The total proposed budget is comprised of the Operating Budget of \$98,886,553 or 80% and the Non-Operating portion of \$25,372,480 or 20%. **Salaries and Benefits represents 67% of the total proposed budget.**



**Revenues:** Property Taxes are Portsmouth’s largest funding source at 78% of total revenues. The remaining 22% are from local and state revenues.



<b>EXPENDITURES:</b>	
OPERATING	98,886,553
NON-OPERATING	25,372,480
<b>PROPOSED BUDGET</b>	<b>124,259,033</b>
<b>REVENUES:</b>	
1) LOCAL FEES AND PERMITS	1,507,600
2) OTHER LOCAL SOURCES	10,927,060
3) NET PARKING REVENUES	2,412,305
4) INTEREST / PENALTIES	320,549
5) SCHOOL TUITION / OTHER	6,523,880
6) STATE REVENUE	3,298,195
7) USE OF RESERVES	2,000,000
<b>REVENUES</b>	<b>26,989,589</b>
<b>PROPERTY TAX LEVY</b>	<b>97,269,444</b>
<b>TOTAL REVENUES</b>	<b>\$ 124,259,033</b>



# Proposed Operating Budget

The Police, Fire, and School Departments each submitted their proposed FY22 budget as approved by their respective elected governing bodies.

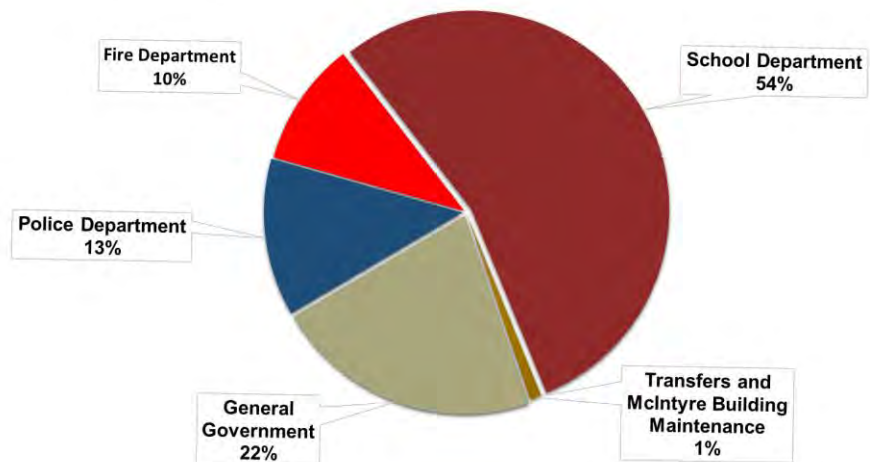
The Operating Budget for the departments of General Government, Police, Fire, and School of \$97,971,067 represents an increase of \$3,195,488 or 3.37% over FY21.

<b>FY22 PROPOSED OPERATING BUDGET</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED BUDGET</b>	<b>\$ Change from FY21</b>	<b>% Change from FY21</b>
GENERAL GOVERNMENT	\$20,896,449	\$21,570,621	\$674,171	3.23%
POLICE	12,152,363	12,688,965	536,602	4.42%
FIRE	9,624,468	10,048,849	424,381	4.41%
SCHOOL	52,102,298	53,662,632	1,560,334	2.99%
COLL BARGAINING CONTINGENCY	4,991	108,000	103,009	-
<i>Total Department</i>	\$94,780,569	\$98,079,067	\$3,298,497	3.48%
TRANSFER TO INDOOR POOL	75,000	150,000	75,000	100.0%
TRANSFER TO PRESCOTT PARK	99,344	177,486	78,142	78.7%
MCINTYRE BUILDING MAINTENANCE	-	480,000	480,000	
<i>Total Other</i>	\$174,344	\$807,486	\$633,142	363.2%
<b>TOTAL OPERATING</b>	\$94,954,913	\$98,886,553	\$3,931,639	4.14%

The Total Operating Budget of \$98,886,553 represents an increase of \$3,931,639 or 4.14% over FY21 and includes:

- ✓ Funding of \$150,000 for the operations related to the Indoor Pool,
- ✓ Funding of \$177,486 for operations of Prescott Park, and
- ✓ Funding of \$480,000 for the maintenance of the McIntyre building.

**Operating Budget 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 FY20 Budget, FY20 Actual, FY21 Budget, and the FY22 City Manager’s Recommended Budget as well as the dollar and percent change over FY21. [Detailed information regarding each of these major departments is located in their respective sections of this document.]

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

**Other Benefits:**

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

**Other Operating:**

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

### *General Government*

The General Government includes services provided by the following departments:

City Council	Legal	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 FY22 budget for the General Government is \$21,570,621. This is an increase of \$674,171 or 3.23% from FY21.

GENERAL GOVERNMENT	FY20	FY20	FY21	FY22	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY21	CHANGE FROM FY21
SALARIES	8,363,050	8,057,945	8,482,909	8,973,585	490,676	5.78%
PART-TIME SALARIES	940,752	844,418	1,078,619	996,751	(81,868)	-7.59%
CITY COUNCIL/TRUSTEES	20,400	20,025	20,650	20,650	0	0.00%
OVERTIME	362,500	326,526	359,500	352,800	(6,700)	-1.86%
LONGEVITY	64,564	62,685	62,132	65,210	3,078	4.95%
RETIREMENT	1,003,717	945,697	1,026,504	1,311,959	285,455	27.81%
HEALTH INSURANCE	2,105,396	2,105,396	2,190,243	2,208,282	18,039	0.82%
DENTAL INSURANCE	144,000	131,414	147,159	141,392	(5,767)	-3.92%
INSURANCE REIMBURSEMENT	55,000	17,894	25,000	25,000	0	0.00%
LEAVE AT TERMINATION	250,000	250,000	250,000	350,000	100,000	40.00%
LIFE AND DISABILITY	51,000	42,353	51,747	44,000	(7,747)	-14.97%
WORKERS' COMPENSATION	176,811	175,927	193,073	204,510	11,437	5.92%
OTHER BENEFITS	749,978	686,729	783,253	797,985	14,732	1.88%
<b>TOTAL CONTRACTUAL OBLIGATIONS</b>	<b>14,287,168</b>	<b>13,667,007</b>	<b>14,670,789</b>	<b>15,492,124</b>	<b>821,334</b>	<b>5.60%</b>
TRAINING/EDUCATION/CONFERENCES	84,970	52,001	80,160	69,415	(10,745)	-13.40%
ELECTRICITY	665,960	562,275	616,900	628,900	12,000	1.95%
NATURAL GAS	174,000	95,649	150,500	132,500	(18,000)	-11.96%
GASOLINE	160,000	140,565	160,000	150,000	(10,000)	-6.25%
WELFARE DIRECT ASSISTANCE	179,100	268,868	354,600	352,600	(2,000)	-0.56%
OUTSIDE SOCIAL SERVICES	195,128	195,128	199,033	199,033	0	0.00%
CONTRACTED SERVICES	1,104,486	1,146,260	956,391	977,858	21,467	2.24%
ROAD MAINTENANCE	213,000	157,690	266,000	266,000	0	0.00%
RECYCLING	210,000	228,688	314,000	310,000	(4,000)	-1.27%
SOLID & YARD WASTE	355,000	468,319	410,000	418,000	8,000	1.95%
PROFESSIONAL ORGANIZATION DUES	70,824	66,903	70,555	71,140	585	0.83%
TRANSFER TO STORMWATER	247,806	247,806	277,707	311,993	34,286	12.35%
OTHER OPERATING	2,587,630	2,313,651	2,369,814	2,191,058	(178,756)	-7.54%
<b>TOTAL OTHER OPERATING</b>	<b>6,247,904</b>	<b>5,943,805</b>	<b>6,225,660</b>	<b>6,078,497</b>	<b>(147,163)</b>	<b>-2.36%</b>
<b>TOTAL GENERAL GOVERNMENT</b>	<b>20,535,072</b>	<b>19,610,812</b>	<b>20,896,449</b>	<b>21,570,621</b>	<b>674,171</b>	<b>3.23%</b>





## Police Department

The City Manager's recommended FY22 budget for the Police Department is \$12,688,965. This is an increase of \$536,602 or 4.42% from FY21.

POLICE DEPARTMENT	FY20	FY20	FY21	FY22	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY21	CHANGE FROM FY21
SALARIES - UNIFORM	4,466,488	4,425,674	4,618,824	4,658,340	39,516	0.86%
SALARIES - CIVILIAN	1,388,227	1,241,303	1,387,884	1,393,857	5,973	0.43%
SHIFT DIFFERENTIAL	39,304	30,836	39,391	40,926	1,535	3.90%
PART-TIME SALARIES	139,229	114,696	150,667	147,136	(3,531)	-2.34%
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600	0	0.00%
OVERTIME	571,920	718,171	584,976	614,543	29,567	5.05%
HOLIDAY	195,417	187,882	199,486	201,334	1,848	0.93%
LONGEVITY	43,810	41,808	45,140	42,459	(2,681)	-5.94%
SPECIAL DETAIL / EDUCATION STIPEND	142,593	137,278	151,793	161,210	9,417	6.20%
RETIREMENT	1,711,448	1,702,249	1,752,056	2,126,317	374,261	21.36%
HEALTH INSURANCE	1,735,715	1,735,715	1,805,664	1,789,474	(16,190)	-0.90%
DENTAL INSURANCE	96,437	108,890	127,686	129,566	1,880	1.47%
INSURANCE REIMBURSEMENT	14,000	17,011	14,000	12,000	(2,000)	-14.29%
LEAVE AT TERMINATION	130,203	130,203	130,203	180,203	50,000	38.40%
LIFE AND DISABILITY	6,104	11,366	14,030	14,271	241	1.72%
WORKERS' COMPENSATION	171,274	170,418	132,600	126,138	(6,462)	-4.87%
OTHER BENEFITS	273,812	253,374	281,914	279,242	(2,672)	-0.95%
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
POLICE SERVICES-SCHOOL DEPT	-	(49,225)	-	-	-	-
<b>Contractual Obligations</b>	<b>11,069,581</b>	<b>10,921,150</b>	<b>11,379,914</b>	<b>11,860,616</b>	<b>480,702</b>	<b>4.22%</b>
					0	
TRAINING/EDUCATION/CONFERENCES	98,528	48,766	100,713	108,918	8,205	8.15%
GASOLINE	62,432	55,620	70,200	70,700	500	0.71%
CONTRACTED SERVICES	39,333	25,502	43,640	44,077	437	1.00%
PROFESSIONAL ORGANIZATION DUES	17,020	13,880	17,006	17,177	171	1.01%
OTHER OPERATING	543,905	506,293	540,890	587,477	46,587	8.61%
<b>Other Operating</b>	<b>761,218</b>	<b>650,060</b>	<b>772,449</b>	<b>828,349</b>	<b>55,900</b>	<b>7.24%</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>11,830,799</b>	<b>11,571,211</b>	<b>12,152,363</b>	<b>12,688,965</b>	<b>536,602</b>	<b>4.42%</b>

## Fire Department

The City Manager's recommended FY22 budget for the Fire Department is \$10,048,849. This is an increase of \$424,381 or 4.41% from F21.

FIRE DEPARTMENT	FY20	FY20	FY21	FY22	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY21	CHANGE FROM FY21
SALARIES	3,898,675	3,768,839	4,032,282	4,201,630	169,348	4.20%
PART-TIME SALARIES	47,729	47,035	48,873	49,419	546	1.12%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	689,500	642,517	689,500	709,500	20,000	2.90%
HOLIDAY	157,416	146,712	159,153	158,570	(583)	-0.37%
LONGEVITY	30,939	32,395	30,865	32,577	1,712	5.55%
CERTIFICATION STIPENDS	315,258	275,745	311,387	348,704	37,317	11.98%
RETIREMENT	1,548,288	1,449,800	1,578,681	1,792,086	213,405	13.52%
HEALTH INSURANCE	1,408,377	1,408,377	1,465,134	1,319,345	(145,789)	-9.95%
DENTAL INSURANCE	70,124	64,052	72,718	72,939	221	0.30%
INSURANCE REIMBURSEMENT	101,599	85,923	81,996	100,924	18,928	23.08%
LEAVE AT TERMINATION	70,084	70,084	70,084	170,084	100,000	142.69%
WORKERS' COMPENSATION	306,213	304,682	358,871	361,577	2,706	0.75%
LIFE AND DISABILITY	28,109	19,456	19,414	20,226	812	4.18%
TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	118,226	113,537	128,442	132,433	3,991	3.11%
<b>Contractual Obligations</b>	<b>8,769,137</b>	<b>8,432,753</b>	<b>9,026,000</b>	<b>9,448,614</b>	<b>422,614</b>	<b>4.68%</b>
TRAINING/EDUCATION/CONFERENCES	31,000	20,992	31,000	31,000	0	0.00%
ELECTRICITY	48,000	45,077	48,000	48,000	0	0.00%
NATURAL GAS	37,152	26,665	38,267	38,267	0	0.00%
GASOLINE	58,000	42,955	58,000	58,000	0	0.00%
CONTRACTED SERVICES	55,000	46,554	53,000	54,767	1,767	3.33%
PROFESSIONAL ORGANIZATION DUES	13,901	12,681	13,901	13,901	0	0.00%
OTHER OPERATING	335,460	515,125	356,300	356,300	0	0.00%
<b>Other Operating</b>	<b>578,513</b>	<b>710,049</b>	<b>598,468</b>	<b>600,235</b>	<b>1,767</b>	<b>0.30%</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>9,347,650</b>	<b>9,142,802</b>	<b>9,624,468</b>	<b>10,048,849</b>	<b>424,381</b>	<b>4.41%</b>



## School Department

The City Manager's recommended FY22 budget for the School Department is \$53,662,632. This is an increase of \$1,560,334 or 2.99% from FY21.

SCHOOL DEPARTMENT	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY21	% CHANGE FROM FY21
TEACHERS/ADMINISTRATORS	21,902,242	21,736,244	22,347,675	22,927,357	579,682	2.59%
SALARIES	4,613,285	4,491,630	4,757,230	4,604,984	(152,246)	-3.20%
PART-TIME SALARIES	752,489	808,394	802,929	801,792	(1,137)	-0.14%
SCHOOL BOARD STIPEND	14,000	13,900	14,000	14,000	0	0.00%
OVERTIME	68,935	93,379	68,981	69,481	500	0.72%
RETIREMENT	4,435,080	4,257,235	4,548,169	5,496,433	948,264	20.85%
HEALTH INSURANCE	7,489,373	7,489,373	7,916,267	8,343,745	427,478	5.40%
DENTAL INSURANCE	503,164	563,291	558,242	563,290	5,048	0.90%
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	110,189	109,638	114,867	133,444	18,577	16.17%
LIFE AND DISABILITY	206,439	195,597	206,059	209,111	3,052	1.48%
PROFESSIONAL DEVELOPMENT	258,534	175,370	258,534	258,534	0	0.00%
OTHER BENEFITS	2,139,748	2,063,507	2,194,025	2,226,627	32,602	1.49%
<b>Contractual Obligations</b>	<b>42,793,478</b>	<b>42,297,557</b>	<b>44,086,978</b>	<b>45,948,798</b>	<b>1,861,820</b>	<b>4.22%</b>
SPECIAL ED TUITION & SERVICES	1,889,221	2,612,894	2,425,597	2,660,602	235,005	9.69%
TRANSPORTATION	1,417,464	1,163,405	1,497,419	1,309,698	(187,721)	-12.54%
TRANSFER FROM PARKING & TRANS	(50,000)	-	(50,000)	(50,000)	0	0.00%
CONTRACTED SERVICES	574,664	525,354	552,376	554,484	2,108	0.38%
ELECTRICITY	712,901	628,692	708,036	653,428	(54,608)	-7.71%
NATURAL GAS	323,393	247,637	332,158	289,459	(42,699)	-12.86%
GASOLINE	12,500	8,167	12,500	10,500	(2,000)	-16.00%
STUDENT BOOKS / PERIODICALS	207,071	127,736	195,476	176,926	(18,550)	-9.49%
PROFESSIONAL ORGANIZATION DUES	43,103	39,821	47,268	46,668	(600)	-1.27%
PROPERTY & LIABILITY	110,815	101,107	113,493	119,068	5,575	4.91%
OTHER OPERATING	2,208,248	2,243,638	2,180,997	1,943,001	(237,996)	-10.91%
<b>Other Operating</b>	<b>7,449,380</b>	<b>7,698,451</b>	<b>8,015,320</b>	<b>7,713,834</b>	<b>(301,486)</b>	<b>-3.76%</b>
<b>TOTAL</b>	<b>50,242,858</b>	<b>49,996,009</b>	<b>52,102,298</b>	<b>53,662,632</b>	<b>1,560,334</b>	<b>2.99%</b>

## Operating Budget

### Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which twelve (12) contracts have been ratified for FY22. The remaining four (4) will expire at the end of the current fiscal year and will be entering negotiations. (See table below).

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



**Salaries**

Per all collective bargaining agreements, Cost of Living Adjustments (COLA) shall be determined by the 10-year rolling average of the November-November Boston-Cambridge-Newton MA-NH CPI with a floor of 2% and a ceiling of 5%. This year the CPI was reported at .40%, making the 10-year rolling average 1.80%.

Per the contract provision, salaries for settled contracts will increase by a 2% COLA with the exception of Teachers which will increase by a 2.5% COLA.

CONSUMER PRICE INDEX	
CPI-U (NOV. TO NOV. BOSTON-CAMBRIDGE-NEWTON, MA-NH)	
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%
FY 21	2.12%
<b>FY 22</b>	<b>0.40%</b>
<b>10 Year Average</b>	<b>1.80%</b> FY 2022 salaries use 2%

**Retirement**

The New Hampshire Retirement System (NHRS) announced an increase of the employer’s contribution rates for FY22 & FY23. Funding for 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. FY22 marks the first, of the two year certification period.

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

RETIREMENT-EMPLOYER CONTRIBUTION RATES				
	FY21 Rates	FY22 Rates	Rate Change	% Change
<b>GROUP I</b>				
Employees	11.17%	14.06%	2.89%	25.9%
Teachers	17.80%	21.02%	3.22%	18.1%
<b>GROUP II</b>				
Police	28.43%	33.88%	5.45%	19.2%
Fire	30.09%	32.99%	2.90%	9.6%

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

The following table displays the FY22 retirement increase of \$1,821,385 or 20.45% over FY21. The net change is due to salary adjustments including step increases, and the employer contribution rate increase.



RETIREMENT APPROPRIATION						
	FY21 Budget	FY22 Proposed Budget	\$ Change From FY21	% Change From FY21	Increase Due To NHRS Rate Increase	% Change From FY21
General Government	\$1,026,504	\$1,311,959	\$285,455	27.81%	\$271,417	26%
Police Department	1,752,056	2,126,317	374,261	21.36%	\$351,891	20%
Fire Department	1,578,681	1,792,086	213,405	13.52%	\$158,078	10%
School Department	4,548,169	5,496,433	948,264	20.85%	\$870,602	19%
	\$8,905,410	\$10,726,795	\$1,821,385	20.45%	\$1,651,989	19%

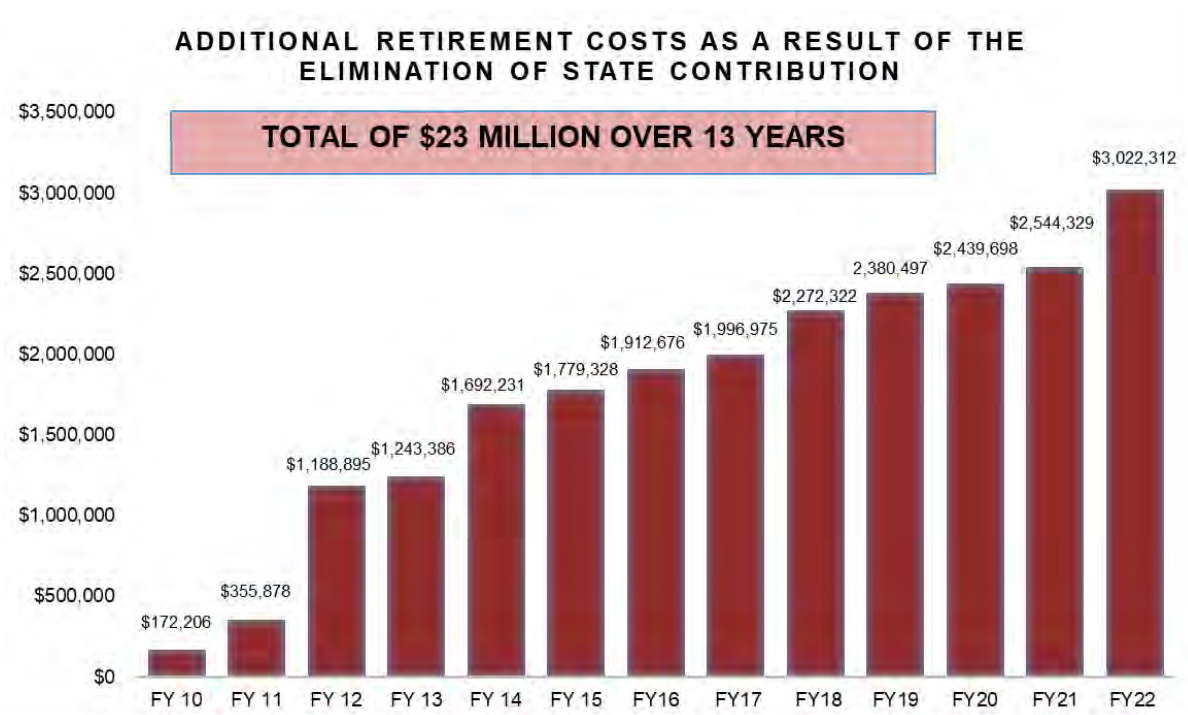
*For FY22, \$1,651,989 or 90% of the increase in the retirement appropriation for the General Government, Police, Fire, and School Departments is directly related to the increase in the contribution rates established by the New Hampshire Retirement System.*

*If NHRS did not increase the employer contribution rates for FY22, the retirement appropriation would have increased by \$169,396 or by 2% over FY21.*

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

The City of Portsmouth has been forced to pay the portion of the retirement contribution that was historically paid by the State of New Hampshire. Prior to FY10, the State contributed 35% of employer contributions for Teachers, Police and Fire personnel and reduced this contribution to 30% in FY10, 25% in FY11 and 0% in FY12 and for all subsequent years.

*The result of the elimination of State contributions will cost the City of Portsmouth’s tax payers an estimate of \$3 Million for FY22 alone and a total of \$23 Million over 13 years as depicted in the chart below.*

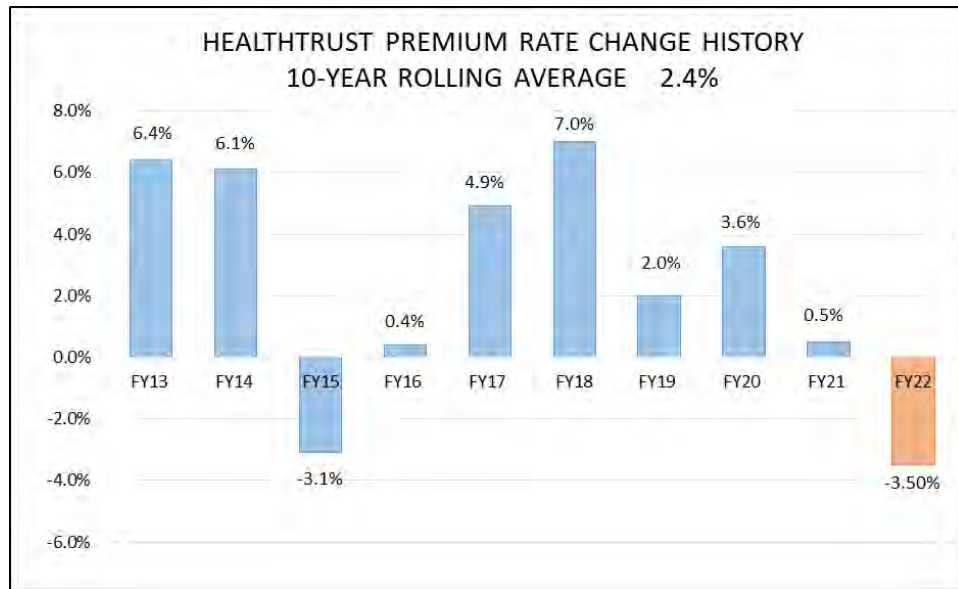


## Health Insurance

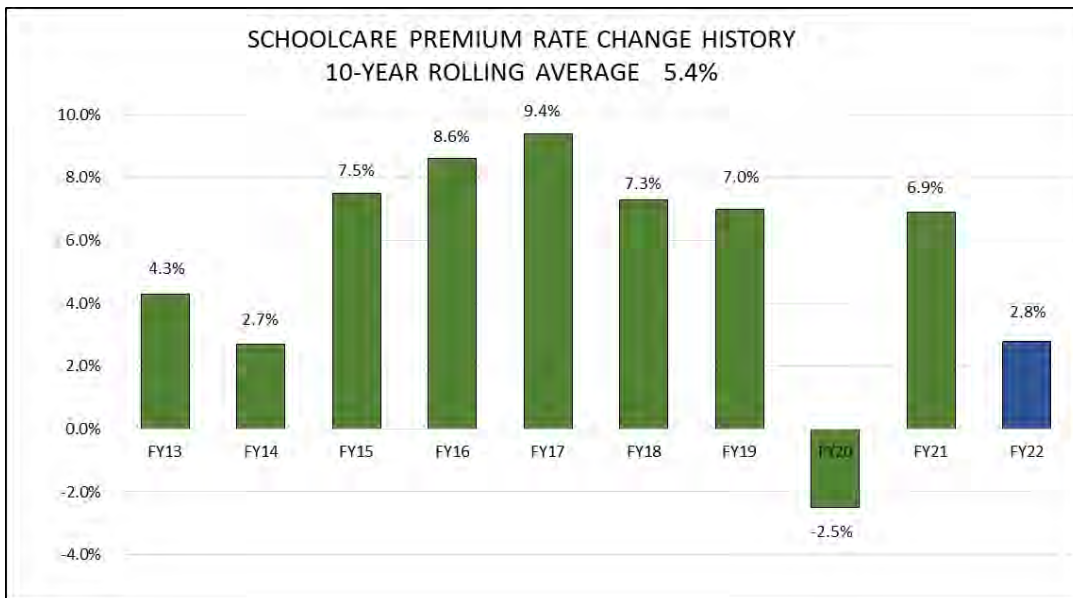
Due to collective bargaining agreements, the City offers HealthTrust Products supported by Blue Cross to employees in the General Government, Police and Fire Department and SchoolCare Products supported by Cigna to employees in the School Department.

**The Health Insurance Stabilization Fund Policy was created in 2002 in order to avoid large spikes within each department's annual budget.** [Detailed information on the Health Insurance Stabilization Fund Policy can be found in the Financial Policies and Guidelines section of the budget document.]

HealthTrust announced a decrease of 3.5% for health premium for FY22 making the 10-year rolling average 2.4%.



SchoolCare announced its premiums for FY22 with an increase of 2.8% over FY21 making the 10-year rolling average increase 5.4%.



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

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*For FY22, the annual appropriation for health premiums were recalibrated to reflect:*

- \* The decrease in health premiums from HealthTrust in both FY21 and FY22,*
  - \* Employee demographics changes, and*
  - \* Adjustments per the collective bargaining agreements-increase in employee contributions.*
- 

The total FY22 estimated health insurance premium for General Government, Police, Fire and School Department is projected at just over \$15.2 million.

The City employees' share represents approximately \$1.6 million or 10% of the total cost. This is an overall percentage increase from prior year due to the increase share of the employees' contribution per the collective bargaining agreements.

The City's contribution represents approximately \$13.6 million or 90% of the total cost. This is an overall percentage decrease from prior year due to the increase share of the employees' contribution per the collective bargaining agreements.

The proposed health insurance appropriations for FY22 from the operating budget is \$13,660,846 or an overall increase of \$283,538 or 2.12% over FY21. The allocation of this appropriation is depicted in the following table.

<b>HEALTH INSURANCE</b>	<b>FY21 Budget</b>	<b>FY22 \$ Change</b>	<b>FY 22 Proposed Budget</b>	<b>FY22 % Change</b>
General Government	2,190,243	18,039	2,208,282	0.82%
Police Department	1,805,664	(16,190)	1,789,474	-0.90%
Fire Department	1,465,134	(145,789)	1,319,345	-9.95%
School	7,916,267	427,478	8,343,745	5.40%
<b>Total General Fund</b>	<b>\$13,377,308</b>	<b>\$283,538</b>	<b>\$13,660,846</b>	<b>2.12%</b>

The School Department's appropriation utilized the 10-year rolling average of 5.4%.





### ***Leave at Termination***

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

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

General Government, Police, Fire and School Departments annually budget a fixed amount for each fiscal year determined by an actuarial study and periodic review, which is transferred into the fund where this liability is paid. Upon current review, the FY22 appropriations has been adjusted to fund both the short-term and long-term liability.

The appropriation by department is shown in the table below:

	FY21 BUDGET	FY22 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	250,000	350,000	100,000	40.0%
POLICE	130,203	180,203	50,000	38.4%
FIRE	70,084	170,084	100,000	142.7%
SCHOOL	300,000	300,000	0	0.0%
<b>TOTAL GENERAL FUND</b>	<b>750,287</b>	<b>1,000,287</b>	<b>250,000</b>	<b>33.3%</b>

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*Approximately 10% of General Fund employees remain eligible for the sick leave payout upon termination.*

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### ***Workers’ Compensation***

Although the overall increase to Workers’ Compensation premiums increased for FY22 by \$26,258 or 3.3% for the General Fund, the allocation of the premium to the Fire Department pays the lion share. This is as a result of legislation. A brief summary of the bills follows:

- 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.

	FY21 BUDGET	FY22 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	193,073	204,510	11,437	5.9%
POLICE	132,600	126,138	(6,462)	-4.9%
FIRE	358,871	361,577	2,706	0.8%
SCHOOL	114,867	133,444	18,577	16.2%
<b>TOTAL</b>	<b>\$799,411</b>	<b>\$825,669</b>	<b>\$26,258</b>	<b>3.3%</b>

ESTIMATED INCREASE	\$26,258
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### *Total Salaries and Benefits*

The total proposed FY22 budget for salaries and benefits is \$82,858,152. This represents an increase of \$3,689,479 or 4.66% over FY21, which include increases in cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with collective bargaining agreements.

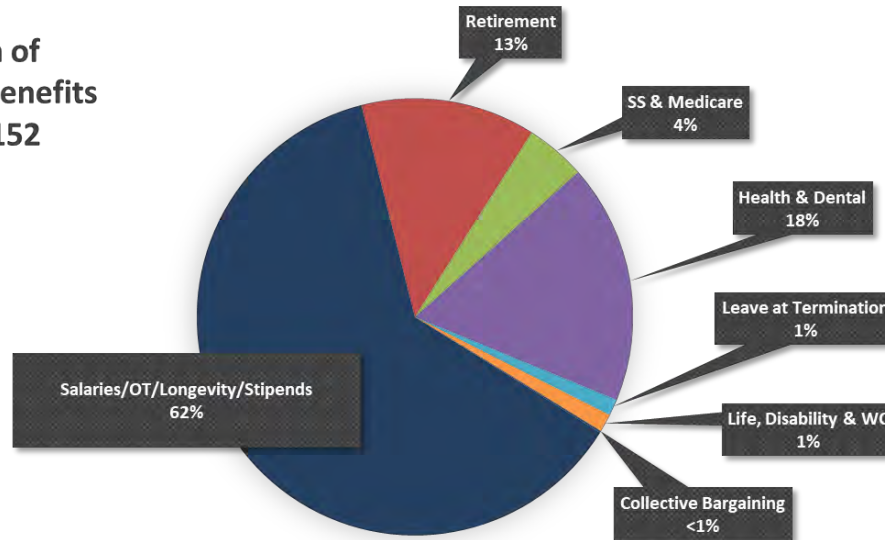
The major impact to salaries and benefits is caused by the rate increase for retirement assigned by the NHRS and equates to \$1,651,989. If the retirement rates did not change, the increase to salaries and benefits would have increased by \$2,037,490 or 2.57%, which is in line with the collective bargaining obligations as depicted in the table below.

<i>FY 22 PROPOSED SALARIES &amp; BENEFITS General Government, Police, Fire and School Dept.</i>	FY21 BUDGET	FY22 BUDGET	\$ Difference from FY21	% Difference from FY21
Salaries/Stipends/Holiday/OT	\$ 50,452,046	\$ 51,594,015	\$ 1,141,969	2.26%
Health & Dental Insurance	14,404,109	14,705,957	301,848	2.10%
Leave at Termination	750,287	1,000,287	250,000	33.32%
Retirement	8,905,410	10,726,795	1,821,385	20.45%
Workers Compensation	799,411	825,669	26,258	3.28%
Collective Bargaining Contingency	4,991	108,000	103,009	2063.90%
Other Benefits	3,852,418	3,897,429	45,011	1.17%
<i>Total Salaries and Benefits</i>	<i>\$79,168,672</i>	<i>\$82,858,152</i>	<i>\$3,689,479</i>	<i>4.66%</i>
Retirement increase related to NHRS rate increase		\$1,651,989	\$1,651,989	
FY22 Proposed Budget without the impact to the retirement rate increase		\$81,206,163	\$2,037,490	2.57%

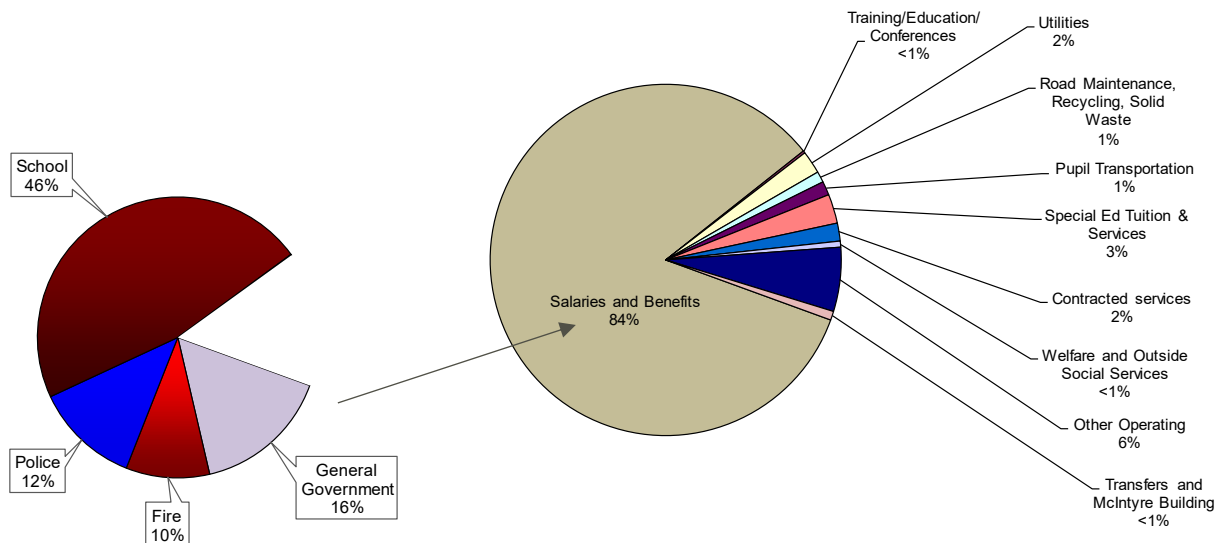


The allocation of total salaries and benefits is represented in the pie graph below.

**Allocation of Salaries and Benefits  
\$82,858,152**



While salaries and benefits of \$82,858,152 represents 84% of the total *Operating Budget* of \$98,886,553, the remaining \$16,028,401 or 16% is comprised of non-salary and benefit costs such as utilities, contracted services, building and equipment repairs and maintenance, supplies, welfare assistance, outside social services, special needs tuition, pupil transportation, transfers to other funds, the maintenance of the McIntyre building and other charges.



Salaries and benefits make up 66.7% of the **total** proposed budget of \$124,259,033.



## Non-Operating Budget

The Non-Operating Budget of \$25,372,480 represents an increase of \$1,212,055 or 5.02% over FY21. The FY21 Non-Operating Budget was scaled back in excess of \$4 million to account for the unknowns due to the Pandemic.

Non-Operating budget consists of expenditures for the following:

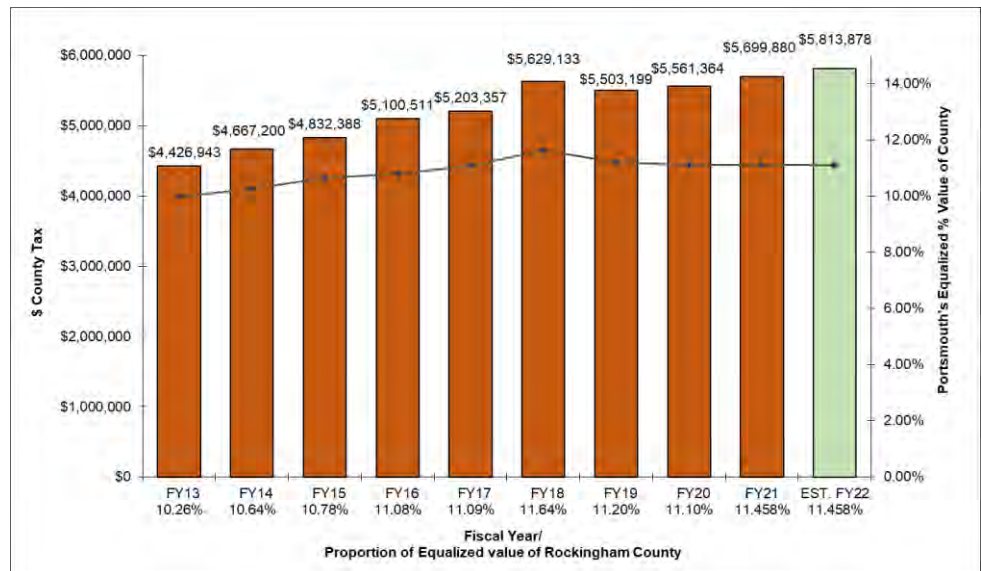
<i>PROPOSED FY22 BUDGET</i>	FY21 BUDGET	FY22 CITY MANAGER PROPOSED BUDGET	\$ CHANGE FROM FY21	% CHANGE FROM FY21
Debt Service and Related Exp	13,270,440	13,797,890	527,450	3.97%
Contingency	300,000	300,000	-	0.00%
Overlay	1,000,000	1,000,000	-	0.00%
Rockingham County Tax	5,699,880	5,813,878	113,998	2.00%
Property & Liability (excluding School)	391,514	411,090	19,576	5.00%
Rolling Stock	427,500	584,500	157,000	36.73%
IT Equipment Replacement	774,608	1,194,208	419,600	54.17%
Landfill Closure-Coakley/Jones	385,000	348,000	(37,000)	-9.61%
Hydrants	265,500	277,875	12,375	4.66%
Other Non-Operating	369,983	165,039	(204,944)	-55.39%
Capital Outlay	1,276,000	1,480,000	204,000	15.99%
<i>Total Non-Operating</i>	\$24,160,425	<b>\$25,372,480</b>	<b>\$1,212,055</b>	<b>5.02%</b>

### County Tax

In FY22, it is estimated that Portsmouth will pay approximately \$5.8 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 FY22

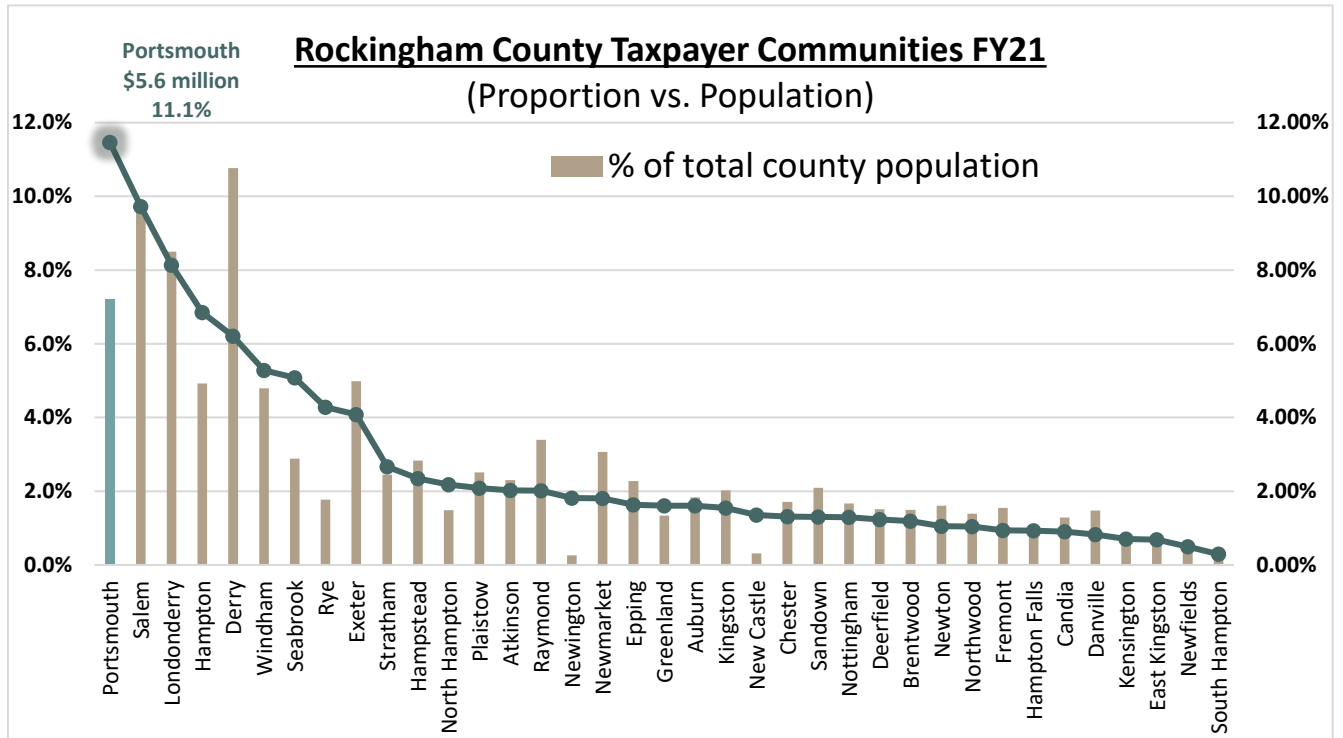
Tax Obligation is calculated by:

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



*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.*





### Capital Outlay

The City Council adopted the six year Capital Improvement Plan which includes Capital Outlay appropriations of \$1,480,000. This is 1.24% of the current fiscal year appropriation, which is below the policy goal of *annually budgeting 2% of the current year's appropriation for Capital Outlay*.



**The Average expenditure for Capital Outlay over a 10-year period including the proposed FY22 budget is \$1,593,850 per year.**

The following lists the recommended projects identified in the CIP to be funded with Capital Outlay appropriations and the reductions recommended by the City Manager. Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2022-2027 can be viewed and downloaded at the following link:





The following lists the recommended projects identified in the CIP to be funded with Capital Outlay appropriations and the reductions recommended by the City Manager. Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2022-2027 can be viewed and downloaded at the following link:

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

**Capital Improvements  
Fiscal Year 2022  
Taken from Capital Improvement Plan 2022-2027**

Budget Book	City Council Adopted	
PAGE	2/22/2021	
II- 26	Fire - Hydraulic Rescue Tool Replacement	\$30,000
II- 28	Station 1 Overhead Door	\$100,000
II- 33	Permanent Records Storage Facilities	\$50,000
II- 34	Permanent/Historic Document Restoration, Preservation and Scanning	\$50,000
II- 35	Diversity, Equity, and Inclusion Strategic Plan	\$25,000
II- 36	McIntyre Federal Office Building Redevelopment	\$25,000
II- 37	PHA Court Street Project Driveway	\$82,000
II- 41	Citywide Trees and Public Greenery Program	\$20,000
II- 42	Prescott Park: Master Plan Implementation	\$125,000
II- 43	Prescott Park: Facilities Capital Improvements	\$50,000
II- 44	City Hall HVAC Improvements	\$150,000
II- 60	PHA Court St. Pedestrian and Park Improvements	\$173,000
II- 61	Greenland Rd./Middle Rd. Corridor Traffic Calming and Bike/Ped Improvements	\$50,000
II- 62	US Route 1 New Side Path Construction	\$130,000
II- 67	Citywide Bridge Improvements	\$50,000
II- 68	South St. at Middle Rd. Pedestrian Accommodations & Traffic Calming	\$20,000
II- 89	Citywide Storm Drainage Improvements	\$250,000
	Capital Contingency	\$100,000
<b>TOTAL</b>		<b>\$1,480,000</b>



## ***Rolling Stock***

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

The following table lists the vehicles and equipment identified for FY22 per the Rolling Stock Program for all City Funds: General, Water, Sewer, and Parking & Transportation Funds.

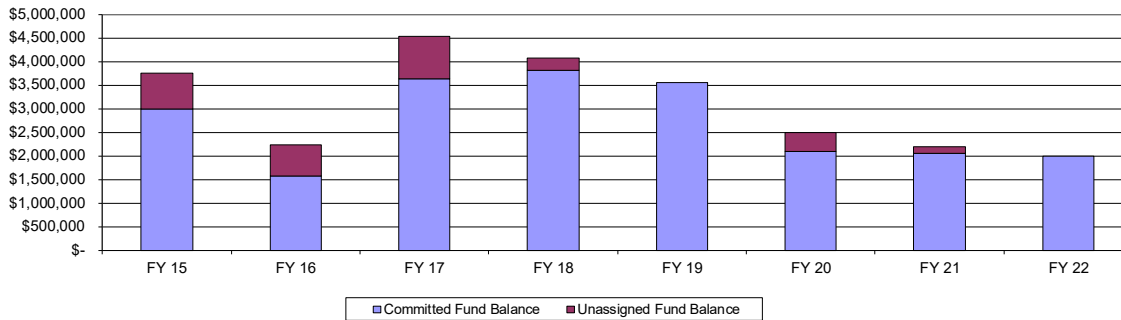
<b><u>Rolling Stock Requests</u></b> <b><u>FY 22</u></b>		<b>FY 22</b> <b>Department</b> <b>Request</b>
<b><u>Public Works</u></b>		
C3500 4x4 1-Ton Dump (yellow) with plow	85,000	
F550 4x4 1Ton Dump (yellow) with plow	85,000	
7400 Packer (Year 1 of 3)	95,000	
F550 4x4 1-Ton Dump (yellow) with plow	85,000	
	<b>Total Public Works</b>	<b>350,000</b>
<b><u>Police</u></b>		
Explorer	44,750	
Explorer	44,750	
	<b>Total Police</b>	<b>89,500</b>
<b><u>Fire</u></b>		
Ambulance (Year 2 of 3 funding)	85,000	
	<b>Total Fire</b>	<b>85,000</b>
<b><u>School</u></b>		
Dumpbody 3500 Pickup Truck with plow	60,000	
	<b>Total School</b>	<b>60,000</b>
	<b>TOTAL GENERAL</b>	<b>584,500</b>
<b><u>Parking/Transportation</u></b>		
Wheel Loader (Year 2 of 2)	130,000	
	<b>TOTAL PARKING</b>	<b>130,000</b>
<b><u>Water</u></b>		
Loader/Backhoe Year (3 of 3)	50,000	
Excavator 318 (Year 2 of 2)	75,000	
Escape (SUV) (black)	35,000	
Equinox (silver)	35,000	
Misc Equipment	100,000	
	<b>TOTAL WATER</b>	<b>295,000</b>
<b><u>Sewer</u></b>		
4WD Backhoe/Loader (Year 3 of 3)	50,000	
F-550 Camera Truck	200,000	
Misc Equipment	200,000	
	<b>TOTAL SEWER</b>	<b>450,000</b>
	<b>TOTAL CITY OF PORTSMOUTH</b>	<b>1,459,500</b>



## Use of Fund Balance

While property taxes remain the City of Portsmouth's major source of funding for the services provided by the General Government, Police, Fire and School Departments, the City has diligently utilized other sources of revenue to 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 FY22, the use of \$2,000,000 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 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total FY15-FY22
Committed Fund Balance	2,991,397	1,573,500	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,000,000	21,716,660
Unassigned Fund Balance	755,500	650,000	915,800	258,167	-	400,000	150,000	-	3,129,467
<b>Total Use of Fund Balance</b>	<b>3,746,897</b>	<b>2,223,500</b>	<b>4,539,300</b>	<b>4,077,316</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,200,000</b>	<b>2,000,000</b>	<b>24,846,127</b>
<b>Average Use Per Year</b>									<b>3,105,766</b>

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

	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total use of Fund Balance FY 15-FY22
<b>Committed</b>									
Reserve Tax Appraisal - Budgeted	73,500	73,500	73,500	150,000	150,000	150,000	150,000	100,000	920,500
Reserve-Bond Premium - Supplemental	1,417,897		1,850,000	1,269,149	1,286,114				5,823,160
Reserve for future Debt Service - Budgeted	1,500,000	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	14,973,000
<b>Use of Committed Fund Balance</b>	<b>2,991,397</b>	<b>1,573,500</b>	<b>3,623,500</b>	<b>3,819,149</b>	<b>3,559,114</b>	<b>2,100,000</b>	<b>2,050,000</b>	<b>2,000,000</b>	<b>21,716,660</b>
<b>Unassigned</b>									
McIntyre Design							150,000		150,000
Capital Outlay - Budgeted	200,000		250,000	231,000		400,000			1,081,000
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
<b>Use of Unassigned Fund Balance</b>	<b>755,500</b>	<b>650,000</b>	<b>915,800</b>	<b>258,167</b>	<b>-</b>	<b>400,000</b>	<b>150,000</b>	<b>-</b>	<b>3,129,467</b>
<b>Total Use of Fund Balance</b>	<b>3,746,897</b>	<b>2,223,500</b>	<b>4,539,300</b>	<b>4,077,316</b>	<b>3,559,114</b>	<b>2,500,000</b>	<b>2,200,000</b>	<b>2,000,000</b>	<b>24,846,127</b>
Average Use FY15-FY22 (8 Years)									<b>3,105,766</b>



## 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

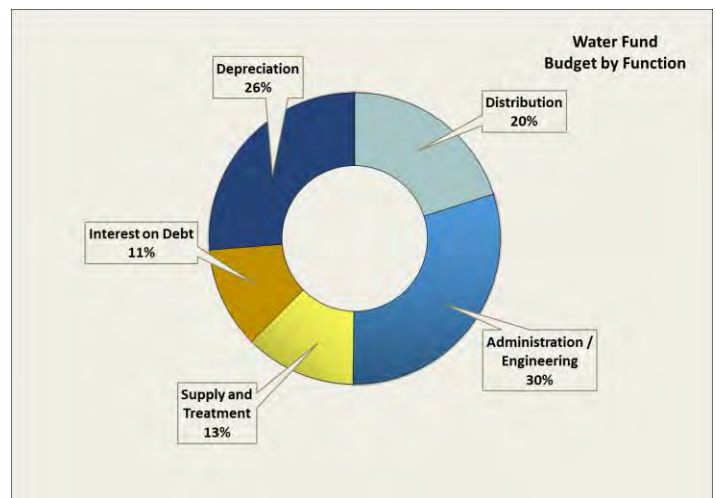
### Total Appropriation

Appropriations on a full accrual basis of accounting for the Water Enterprise Fund total \$9,941,953. This is an increase of \$939,537 or 10.4% from the FY21 budget. The following table is a summary of major expense categories for the FY20 budget and actual, FY21 budget and the proposed FY22 budget primarily due to personnel costs, professional services and depreciation.

Water Fund	FY20 Budget	FY20 Actual	FY21 Budget	FY22 City Manager Recommended	% Change	\$ Change
<b>EXPENSES</b>						
<i>Operations and Maintenance Expenses</i>						
Personnel Costs	3,009,344	2,975,160	2,931,209	3,152,846	7.56%	221,637
Chemicals	340,000	323,332	350,000	334,000	-4.57%	(16,000)
Electricity	324,700	350,921	373,200	399,600	7.07%	26,400
Natural Gas	500	281	5,160	5,000	-3.10%	(160)
Propane & Fuel Oil	29,212	29,850	36,000	32,000	-11.11%	(4,000)
Gasoline & Diesel	42,000	34,407	42,500	34,200	-19.53%	(8,300)
Repairs & Maintenance	246,100	195,928	199,650	215,400	7.89%	15,750
Prof Services: Contract, Lab Testing	241,080	102,078	197,580	277,580	40.49%	80,000
Stock Materials	263,700	289,229	305,000	315,000	3.28%	10,000
Assistance Program	5,000	1,304	7,500	7,500	0.00%	0
Other Operating	1,094,235	1,055,467	1,092,400	1,219,715	11.65%	127,315
<i>Operations and Maintenance Subtotal</i>	<i>5,595,871</i>	<i>5,357,958</i>	<i>5,540,199</i>	<i>5,992,841</i>	<i>8.17%</i>	<i>452,642</i>
<i>Non-Operating Expenses</i>						
Interest on Debt	1,139,680	1,085,169	1,055,217	1,145,612	8.57%	90,395
Property Taxes	125,500	131,062	135,000	138,500	2.59%	3,500
Depreciation	2,095,000	2,056,796	2,200,000	2,610,000	18.64%	410,000
Equipment	124,750	87,752	72,000	55,000	-23.61%	(17,000)
<i>Non-Operating Expenses Subtotal</i>	<i>3,484,930</i>	<i>3,360,780</i>	<i>3,462,217</i>	<i>3,949,112</i>	<i>14.06%</i>	<i>486,895</i>
<b>TOTAL</b>	<b>9,080,801</b>	<b>8,718,738</b>	<b>9,002,416</b>	<b>9,941,953</b>	<b>10.44%</b>	<b>939,537</b>

### 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.



## 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.

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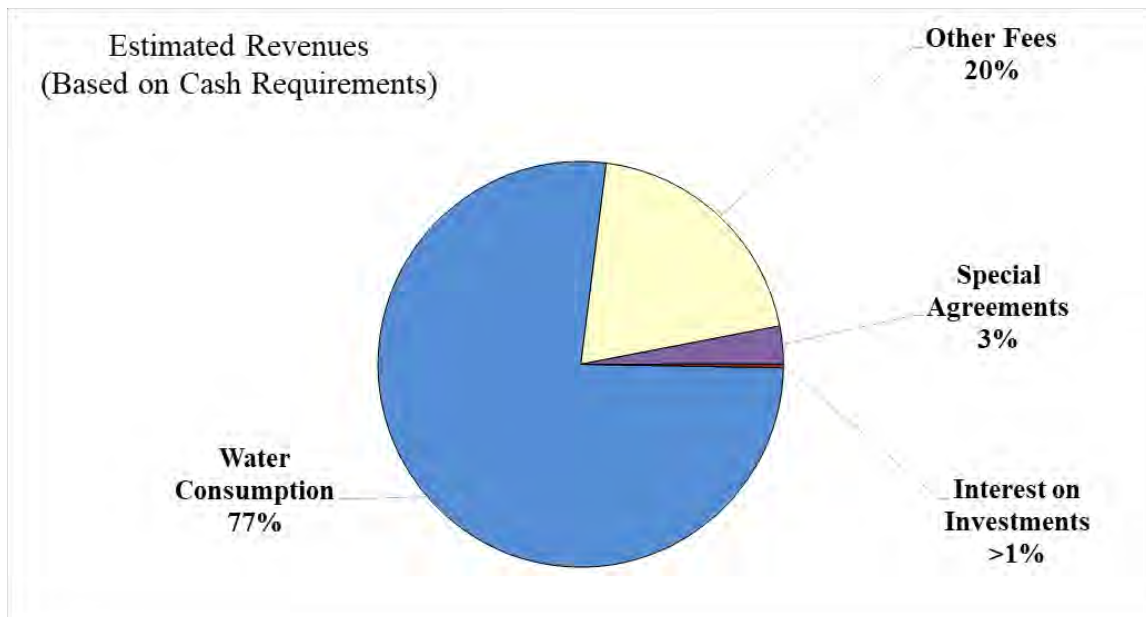
*There are no Capital Outlay Water fund projects requested for FY22.*

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## 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 \$10,377,764 plus rate stabilization reserve for a total estimated collection of \$10,857,544 is depicted in the following pie chart.

➤ \$8,332,074	Water Consumption
➤ 2,166,253	Other Fees
➤ 326,217	Special Agreements
➤ <u>33,000</u>	Interest on Investments
<b>\$10,857,544</b>	<b>Total</b>



# SEWER ENTERPRISE FUND

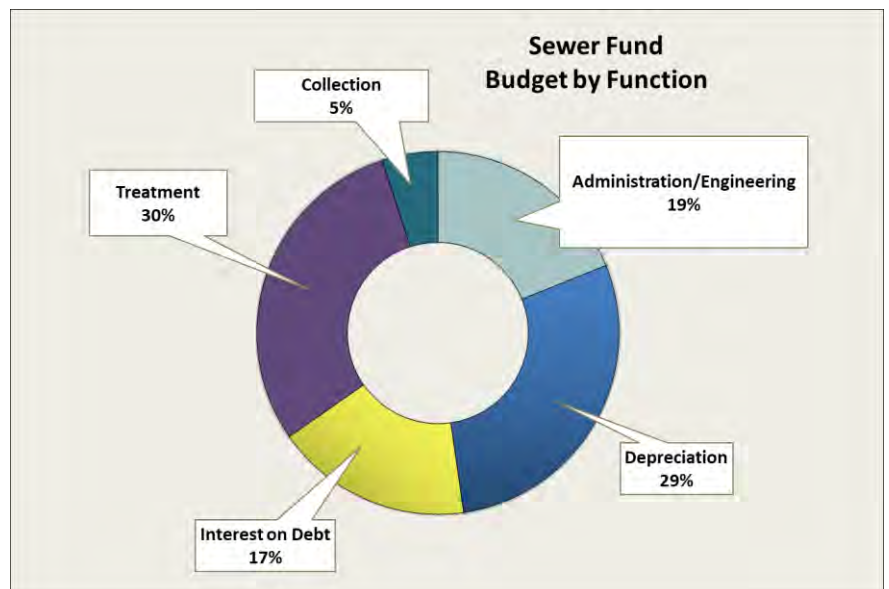
## Total Appropriation

Appropriations on a full accrual basis of accounting for the Sewer Enterprise Fund total \$19,269,492. This is a **decrease** of \$32,272 or .17% from FY21. The following table is a summary of major expense categories for the FY20 budget and actual, FY21 budget and the proposed FY22 budget.

Sewer Fund	FY20 Budget	FY20 Actual	FY21 Budget	FY22 City Manager Recommended	% change	\$ Change
<b>EXPENSES</b>						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,672,264	3,119,667	3,749,615	3,855,729	2.8%	106,114
Chemicals	960,000	745,320	1,205,000	1,215,000	0.8%	10,000
Electricity	761,000	614,996	796,500	890,500	11.8%	94,000
Natural Gas	12,000	9,368	12,000	10,500	-12.5%	(1,500)
Propane & Fuel Oil	74,500	64,278	97,500	97,500	0.0%	0
Gasoline & Diesel	50,350	29,831	31,350	31,350	0.0%	0
Repairs & Maintenance	485,775	474,796	694,750	698,000	0.5%	3,250
Prof Services: Contract, Lab Testing	313,560	263,972	312,250	422,250	35.2%	110,000
Stock Materials	137,500	98,475	137,500	132,000	-4.0%	(5,500)
Other Operating	1,883,371	1,531,148	2,100,811	2,059,786	-2.0%	(41,025)
GOFERR Reimbursement	0	(12,581)	0	0		0
<i>-General Operations</i>	<i>8,350,320</i>	<i>6,939,268</i>	<i>9,137,276</i>	<i>9,412,615</i>	<i>3.0%</i>	<i>275,339</i>
Permit Expenses/Legal Fees	275,000	349,322	425,000	375,000	-11.8%	(50,000)
Transfer to Stormwater	397,806	397,806	277,707	311,993	12.3%	34,286
<i>Total Operations and Maintenance Subtotal</i>	<i>9,023,126</i>	<i>7,686,397</i>	<i>9,839,983</i>	<i>10,099,608</i>	<i>2.6%</i>	<i>259,625</i>
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	2,579,897	2,550,745	4,100,031	3,387,634	-17.4%	(712,397)
Depreciation	2,400,000	2,550,063	5,150,000	5,550,000	7.8%	400,000
Equipment	199,000	171,195	211,750	232,250	9.7%	20,500
<i>Non-Operating Expenses Subtotal</i>	<i>5,178,897</i>	<i>5,272,003</i>	<i>9,461,781</i>	<i>9,169,884</i>	<i>-3.1%</i>	<i>(291,897)</i>
<b>TOTAL</b>	<b>14,202,023</b>	<b>12,958,399</b>	<b>19,301,764</b>	<b>19,269,492</b>	<b>-0.17%</b>	<b>(32,272)</b>

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

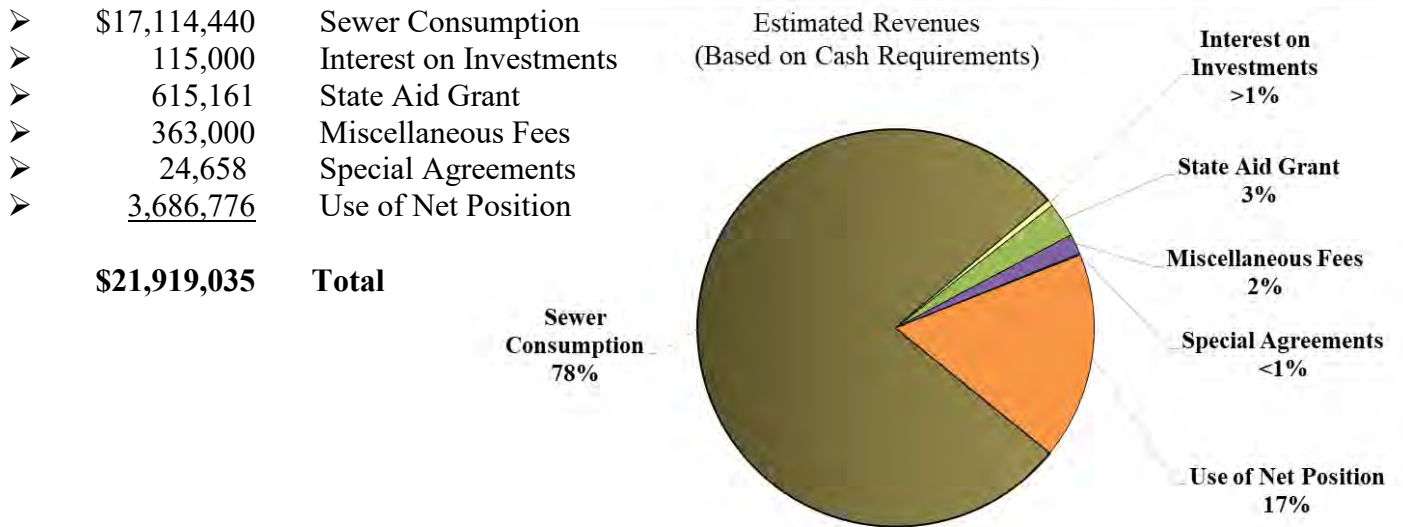
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, engineering and GIS services.
2. Depreciation
3. Interest on Debt
4. Collection: Force mains, laterals, and meter reading.
5. Treatment: Peirce Island Treatment Plant, Pease Treatment Plant, 2 laboratories, and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





## Revenues

Adjustments from the Full Accrual to Cash Requirements is itemized on the rate model calculation sheet in the Sewer Division section of this document. Cash requirements of \$21,919,035 would be funded from the following sources to meet these cash requirements:



## 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 FY22 CIP process for a total of \$450,000.

**Sewer Fund  
Capital Outlay Projects  
Fiscal Year 2022**

Appendix II Page:	CIP #		Sewer Revenues
II-79	EF-16-SD-88	Long Term Control Plan Related Projects	100,000
II-87	COM-10-PW-96	Maplewood Avenue Bridge	100,000
II-89	COM-15-PW-97	Citywide Storm Drain Improvements	250,000
<b>Total Sewer Fund Capital Outlay</b>			<b>\$450,000</b>

Details for each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2022-2027 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 \$6,457,388. This is an increase of \$493,551 or 8.28% from the FY21 budget. The following table is a summary of major expenditure categories for the FY20 budget and actual, FY21 budget and the proposed FY22 budget.

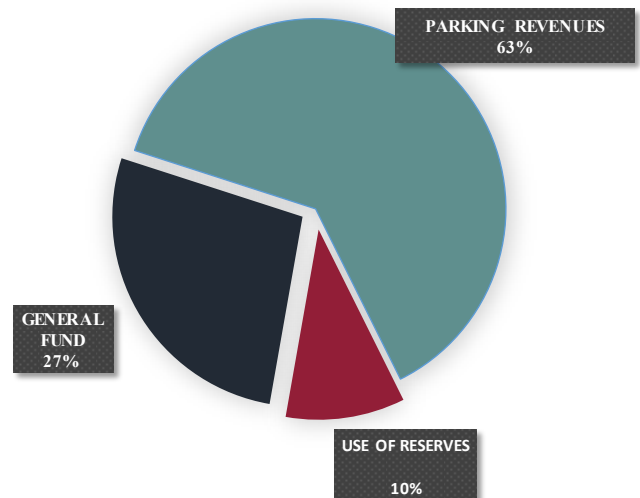
	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
<b>OPERATING</b>						
PERSONNEL COSTS	2,842,984	2,463,841	2,757,208	2,779,068	0.79%	21,860
UTILITIES	108,425	94,541	101,500	84,001	-17.24%	(17,499)
METER COLLECTION (Police)	60,000	60,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	158,700	72,506	133,000	109,800	-17.44%	(23,200)
OTHER OPERATING	710,706	608,067	693,816	698,362	0.66%	4,546
<b>TOTAL OPERATING</b>	<b>3,880,815</b>	<b>3,298,955</b>	<b>3,745,524</b>	<b>3,731,231</b>	<b>-0.38%</b>	<b>(14,293)</b>
<b>NON OPERATING</b>						
DEBT SERVICE	2,292,500	1,775,040	1,781,313	1,823,813	2.39%	42,500
CAPITAL PROJECTS	275,000	-	-	65,000		65,000
ROLLING STOCK	335,000	-	-	130,000		130,000
TRANSPORTATION	578,595	478,932	362,000	510,344	40.98%	148,344
CONTINGENCY	175,000	-	75,000	197,000	162.67%	122,000
<b>TOTAL NON-OPERATING</b>	<b>3,656,095</b>	<b>2,253,973</b>	<b>2,218,313</b>	<b>2,726,157</b>	<b>22.89%</b>	<b>507,844</b>
<b>TOTAL PARKING/TRANSP</b>	<b>7,536,910</b>	<b>5,552,928</b>	<b>5,963,837</b>	<b>6,457,388</b>	<b>8.28%</b>	<b>493,551</b>

#### Revenues

Expenditures for the Parking and Transportation fund are funded 100% from parking related revenues. Parking revenues in excess of Parking and Transportation operations are reported in the General Fund. The table and pie graph below display the distribution of revenues between the General and Parking and Transportation Funds.

#### Estimated FY22 Revenues

- \$2,783,750 Parking Meter Fees
- 2,664,150 Parking Facilities-Transient
- 1,711,500 Parking Facilities-Passes
- 600,000 Parking Violations
- 211,500 Other Revenues
- 898,793 Use of Parking Fund Reserves
- \$8,869,693 TOTAL**

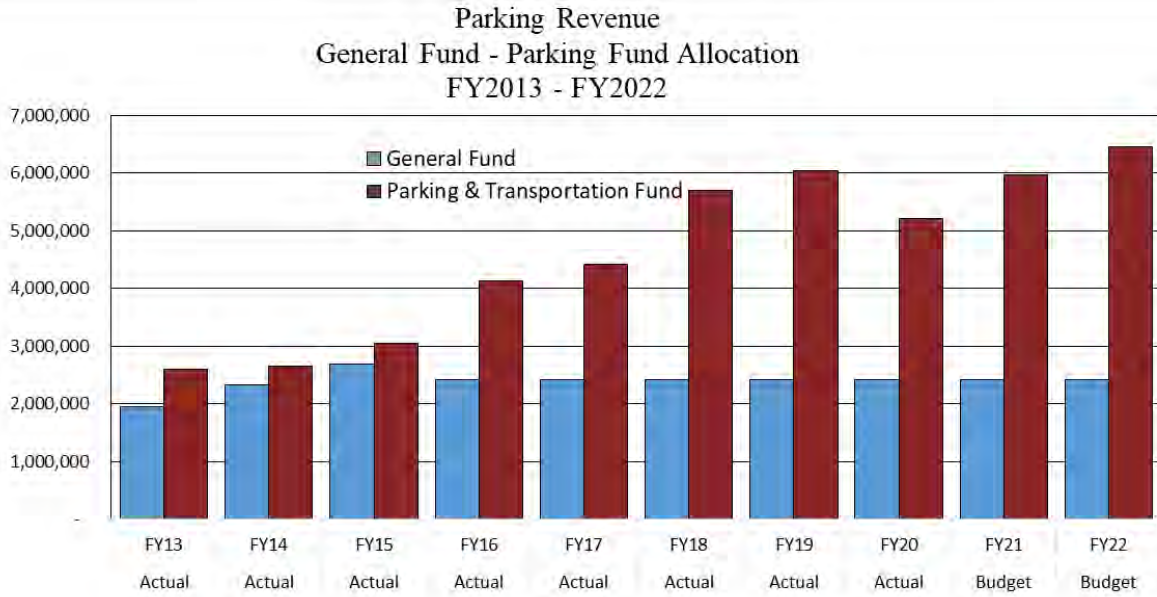


#### Revenue Distribution:

Retained in the General Fund	\$2,412,305	27%
Parking & Transportation	\$5,558,595	63%
Use of Parking Fund Reserves	\$898,793	10%



## Ten Year History of Parking Revenue Distribution



<u>Parking Revenue</u>	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual
<b>Total Parking Revenue</b>	<b>4,554,963</b>	<b>4,987,095</b>	<b>5,740,301</b>	<b>6,546,572</b>	<b>6,833,791</b>
Total for Parking & Transportation Fund	2,601,462	2,659,858	3,044,195	4,134,267	4,421,486
Total for General Fund	1,935,705	2,327,237	2,693,106	2,412,305	2,412,305

	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budgeted	FY 22 Estimated	10 Year Total	%%
<b>Total Parking Revenue</b>	<b>8,115,741</b>	<b>8,444,481</b>	<b>7,622,242</b>	<b>8,376,142</b>	<b>8,869,693</b>	<b>70,091,021</b>	<b>100%</b>
Total for Parking & Transportation Fund	5,703,436	6,032,176	5,209,937	5,963,837	6,457,388	46,228,042	66%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	23,842,183	34%



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

The FY22 Budget reflects a continued distribution of \$2,412,305 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table lists these services, including the revenue retained in the General Fund.

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

	FY20	FY21	FY22
Revenues Retained in the General Fund	2,412,305	2,412,306	2,412,305
Transportation Programs	530,695	590,000	510,344
Salaries & Benefits	627,350	634,134	637,013
Paving Parking Lots	100,000	150,000	-
Snow Removal	300,000	300,000	300,000
Transportation Services	100,000		100,000
School Bus Support	50,000	50,000	50,000
Police Services Support	60,000	60,000	60,000
Fire Services Support	25,000	25,000	25,000
Zagster Bikeshare Program	48,000		
Plan Studies	20,000		
Bike/Ped Plan Implementation	50,000	50,000	-
<b>Total</b>	<b>\$4,323,350</b>	<b>\$4,271,440</b>	<b>\$4,094,662</b>
<b>Tax Rate Offset</b>	<b>70¢</b>	<b>68¢</b>	<b>64¢</b>

***For FY22, Services provided by parking revenues will offset Property Taxes by 64¢.***

***For the median single family home valued at \$474,900, this equates to a tax offset of \$304.***

\* 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 FY22 for a total of \$65,000.

**Parking & Transportation  
Capital Outlay Projects  
Fiscal Year 2022**

**Appendix II**

Page:	CIP #		Parking Revenues
II-59	BI-08-PW-50	Parking Meters	65,000
<b>Total Parking &amp; Transportation Fund Capital Outlay</b>			<b>\$65,000</b>

Detail on each of these projects can be found in Appendix II of this document. In addition, the complete Capital Improvement Plan FY 2022-2027 can be viewed and downloaded at the following link: <https://www.cityofportsmouth.com/planportsmouth/capital-improvement-plan>





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# 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 a Safe, Welcoming, and Diverse Community

The City of Portsmouth’s goal is to create a welcoming, safe and diverse community for residents, businesses and visitors. To achieve this goal, the City continues to implement a variety of plans, policies and initiatives, include the following:

- ❖ In October 2020, the City officially opened the new [Senior Activity Center](#), located at the former Paul A. Doble Army Center. Due to the COVID-19 pandemic, the Center has provided remote programming and assistance and intends to resume standard programs as soon as it is safe to do so in FY21-22.
- ❖ In June 2020, the Portsmouth City Council passed [Resolution #13-2020](#), a resolution declaring Portsmouth to be a Racial Justice Municipality. Included in the resolution are several commitments the City will implement, including:
  - Employing and regularly reviewing best practices to support racial justice;
  - Providing regular racial bias training – starting with Diversity, Equity and Inclusion training for all staff and Board/Commission members;
  - Highlighting the City's role in Black History as a regular part of civic awareness and education in our schools;
  - Engaging in dialogues with stakeholders for racial justice; and
  - Cooperating with other efforts to improve equity and inclusion and welcoming diversity throughout our community.
- ❖ In April 2017, the Portsmouth City Council passed Resolution #9-2017, “Resolution Affirming Portsmouth as a Welcoming Community” that promoted policies and programs to foster inclusion for all.
- ❖ [Police](#) and [Fire](#) personnel serve and protect our community through fire and crime cessation and prevention for its residents and businesses. These Public Safety departments strive to maintain an active role within the community through community programs and life safety skills classes offered to the public.





- During the pandemic, the Emergency Management team works with the City Health Department and other essential staff to provide services and guidance on COVID-19 protocols.
- [Portsmouth Police Department \(PPD\)](#) utilizes full-time as well as Auxiliary (part-time) Police Officers as well as non-sworn civilians including dispatchers and administration staff to maintain safety and security in the city through uniformed officers, police K-9, motorcycle patrol, animal control, members of the Seacoast Emergency Response Team (SERT), and Police Explorer Post. The Police Department also features an Investigative Division responsible for major crime investigations, juvenile investigations, Crime Stoppers, crime analysis and undercover narcotics unit.
- The [PPD](#) follows the model of community policing to bring the community together for proactive problem-solving in a proactive rather than reactive manner. At a time of social questioning, Community Policing continues to demonstrate that developing and maintaining partnerships is essential to sustaining dialogues that prevent the conditions that can produce crime and disorder. The police work within the community to build trust with residents and lower anxieties amongst the more vulnerable populations.
- The [Portsmouth Fire Department](#) provides a full time, all-hazards fire protection, hazardous materials response, fire prevention, special rescue and advanced life support services organization through three fire stations staffed 24 hours per day.
- The [Fire](#) Department also provides residential and commercial safety inspections, fire extinguisher and safety classes as well as fire station tours in an effort to keep the City safe and better educate the public on potential fire and safety hazards. The Portsmouth Fire Department also acted as vaccinators for the City of Portsmouth through the COVID-19 Pandemic.
- ❖ The [Portsmouth Public Library](#) acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all who want to read, learn or connect with the community. The Library continues to take a flexible approach to providing online and in-person services, programming and a wide range of digital resources in order to maintain a safe environment during the pandemic for residents and staff.
- ❖ The [Parking and Traffic Safety Committee](#) addresses traffic safety and budgetary issues within the City in support of policy and complementary goals such as Eco-Municipality and “Complete Streets” initiatives.





## 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 which it can institute to become a more sustainable community. The City's commitments and goals are led by:

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





## 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. Objectives detailed in the City's Bicycle and Pedestrian Plan are being realized and are identified in the City's Capital Improvement Plan (CIP). Initiatives include:

- ❖ Bicycle and Pedestrian Plan, 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
- ❖ 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
- ❖ The City is also continuing citywide traffic signal upgrades and refinements such as Maplewood Avenue Downtown, and is working with NHDOT on the US Route 1 Corridor Project that will include a side path and signals/crosswalks for pedestrians.



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## 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 is met with multi-departmental collaboration among Parking, Planning, Public Works and Public Safety Departments, along with the Parking and Traffic Safety Committee that provides guidance for City Council policy decisions. The City's Parking Division utilizes parking data and citation management in order to better manage the City's available parking locations and maximize Parking revenues. City policies and capital improvement projects create safer roadways, through complete street design, wayfinding 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 alongside ongoing capital expenditure on street, sidewalk and parking lot maintenance.
- ❖ Implementation of programs and technology such as the FY21 PARIS and Stay & Pay programs to streamline Parking operations and support Resident and Downtown Workforce parking programs, with continued focus on occupancy at the City's Foundry Place Garage.





## Improve Public Outreach

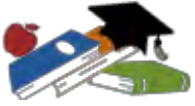
The City's public outreach objective is to keep residents informed about City initiatives, projects and public meetings while providing the opportunity for residents to participate in their government by providing input and feedback on important City projects and activities. This is especially challenging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

- ❖ The City's website [www.cityofportsmouth.com](http://www.cityofportsmouth.com) – including a Calendar, News items, banners, a notification capability and FAQs.
- ❖ Many of the City's services, such as paying bills, obtaining absentee ballots, scheduling inspections and other business can now be accomplished online.
  - [Click N' Fix mobile application](#) allows residents to communicate and report infrastructure concerns to the [City's Public Works Department](#) in a reliable and convenient manner.
  - Portsmouth's [Planning, Inspection, Health and Public Works Departments](#) use [ViewPoint Cloud Software](#), an online permitting center that allows customers to apply, monitor the status of their application online, and receive notifications when the applications are reviewed and processed.
  - The City maintains an [Interactive Project Map](#) on the City website that provides updates and detailed information regarding infrastructure projects occurring throughout the City.
- ❖ The City Manager's e-newsletter Advisory publishes on Mondays and Wednesdays (sign up on the city's website at <https://www.cityofportsmouth.com/city/welcome-portsmouths-community-newsletter>.)
- ❖ The City of Portsmouth public access channel (Channel 22) provides live streaming of key municipal meetings which are then archived on the City [YouTube Channel](#) and posted on the appropriate Department and Committee pages.
  - In the absence of in-person meetings, Zoom broadcasts of all public meetings allow the public to observe and participate.
  - Public Information Sessions on specific Department of Public Works (DPW) projects, initiatives such as the Prescott Park Master Plan Implementation and McIntyre Project, offer detailed briefings and formal feedback opportunities for public input.
- ❖ [DPW Stormwater Division](#) outreach initiatives, the [Safe Water Advisory Group](#), a [UNH Capstone project](#) and a collaboration with Strawberry Banke Museum on the issue of sea level rise all increase community awareness on these issues and provide mechanisms for participation and feedback.



- ❖ Launched in 2020 to address the challenges of the pandemic, the [Mayor's Blue Ribbon Committees on Reopening Portsmouth 2021](#), on [Health](#) and on [Arts and Nonprofits](#) provide platforms for resident and business participation and feedback to City government.
- ❖ The [Citywide Neighborhood Committee](#) (CNC) provides another avenue for residents to discuss their interests and concerns with the City. The CNC hosts quarterly ward specific public meetings as well as monthly general interest meetings.
- ❖ Residents are invited to participate in visioning sessions and dialogues whenever the City undertakes such major projects as the McIntyre Building. The City's collaboration with Portsmouth Listens facilitates those dialogues.
- ❖ Residents subscribe to the Code RED Community Alert System [<https://www.cityofportsmouth.com/police/community-alert-system>] messaging capability that provides telephone, email and text alerts about snow parking bans and similar urgent advisories.
- ❖ Numerous city departments and divisions maintain social media accounts to post timely messages and information:
  - Department of Public Works ([@PortsmouthDPW](#))
  - Fire Department ([@portsmouthnhfd](#))
  - Police Department ([@portsmouthnhpd](#))
  - School Department ([@Porsschools](#))
  - Parking Division ([@ParkPortsmouth](#))
  - Portsmouth Public Library ([@portsmouthlibnh](#))
  - Portsmouth Planning Department ([@PlanPortsmouth](#))
  - Recreation Department ([@PortsmouthRec](#))
  - Senior Services ([@SeniorActivity](#)),
  - DPW-Wastewater Division ([@Portswastewater](#))
  - Combined Sewer Overflow Group ([@PortsmouthCSOs](#))





## 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 2020-2021 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 2020-2021 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a long-range goal of eliminating all gaps by 2023 (Portsmouth 400).
- ❖ Goal #2 – Opportunity
  - Expand opportunities for all students to access personalized learning pathways (intervention, enrichment, extended learning opportunities, internships, career pathways, etc.) and monitor for student success. The 2021-2022 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.
- ❖ Goal #3 – Community
  - Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2021-2022 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.
- ❖ Goal #4 – Student Wellness
  - Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, schoolwide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.







## Build and Maintain a Robust and Authentic Infrastructure

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 Capital Improvement Plan, contains a six-year plan of the City's future capital needs and estimated costs of these capital items.

- ❖ The City's Planning Department spearheads the implementation of the City's Master Plan document and guides land use and zoning boards in regards to current and future development. The department provides plans and reports for City projects and also advises City residents on available resources.
  - ❖ Portsmouth's Public Works Department works to build and maintain the City's infrastructure of streets, sidewalks, parks, buildings/facilities and water, sewer and stormwater systems. The Department of Public Works is responsible for realizing many of the projects in the CIP and in Planning Department initiatives such as Complete Streets program. Additional initiatives include:
    - Pavement Management Index and 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.
  - ❖ 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.
- 





## Support a Vibrant Economic Environment for Businesses to Grow and Thrive

The City of Portsmouth strives 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 with several foreign trade zones, a world-class cultural and culinary destination, home to the Pease International Tradeport and Airport and excellent education institutions. Through the cooperation and support of the Economic Development Commission (EDC), comprised of the City Manager, representatives from the City Council, the Economic Development Manager and local business representatives, the EDC creates policies, goals and objectives for the Portsmouth community at large.

The Economic Development Department works in conjunction with the Chamber Collaborative of Greater Portsmouth, the Small Business Development Center, the NH Business and Industry Alliance and the State's Congressional delegation to leverage available resources and assistance on behalf of the City's businesses and industries.

The Citizen Response Task Force and successor Blue Ribbon Committees on Reopening Portsmouth, Health and Arts and Nonprofits implement creative and careful solutions for addressing the impacts of the pandemic.



## Adhere to Regulations and Advance Legislation to Protect City Operations and Assets

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





## Maintain Financial Stability

The City follows specific financial policies and long-term financial guidelines to manage its financial and budgetary affairs. By doing so, the City ensures that its financial resources are responsibly stewarded to meet the current and future needs of the citizens of the City of Portsmouth. The City has created several approaches to maintain and improve fiscal stability. *(These policies are described in the **Financial Policies** section of this document).*

- ❖ Unassigned Fund Balance Ordinance
- ❖ Bond Rating
- ❖ Leave at Termination
- ❖ Health Insurance Stabilization Reserve
- ❖ Investment Policy
- ❖ Property Valuation
- ❖ Performance Measures
- ❖ Rolling Stock 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 has prioritized the maintenance and preservation of its historic character and assets through numerous means.






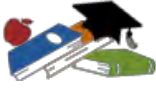



- ❖ The City’s Historic District Commission guides property owners within the City’s Historic District to prevent compromise of the City’s most historic and oldest structures.
- ❖ Reflecting the City’s *Historic Properties Climate Change Vulnerability Study* the Prescott Park Master Plan Implementation work calls for specific resiliency efforts to mitigate flooding in the historic South End and to preserve the historic Shaw Warehouse.
- ❖ The City maintains seven historic cemeteries/burying grounds that serve as a vital commemoration of the City’s 400-year history.
- ❖ The City has included the restoration and preservation of City historic documents in the Capital Improvement Plan to provide funding for both preservation and digitization of the City’s historic documents. In addition, in FY18, FY19, FY20, and FY21 the City received New Hampshire State Library Conservation Plate Grant Awards (“MoosePlate” grants) to preserve and restore historic Portsmouth documents on a vastly accelerated schedule.





- ❖ The City has resumed planning efforts for the celebration of the City's 400<sup>th</sup> anniversary in 2023.
- ❖ The Department of Public Works is responsible for the installation and maintenance of all public art and historical signage in the City. DPW worked with several Blue Ribbon Committees and the Parks & Greenery Committee to protect public art, in particular the African Burying Ground Memorial Park, Prescott Park, Peirce Island, Goodwin Park, Haven Park, the new Paul McEachern Park (North Mill Pond) and John P. Bohenko Gateway Park.



# Portsmouth FY22 Citywide Initiatives

<p>Promote a Safe, Welcoming and Diverse Community</p> 	<ul style="list-style-type: none"> <li>• Diversity, Equity &amp; Inclusion Efforts</li> <li>• Portsmouth Emergency Management Team</li> <li>• Implementation of the Fire Department Strategic Plan</li> </ul>
<p>Promote and Support Sustainable Practices</p> 	<ul style="list-style-type: none"> <li>• Open Space Plan</li> <li>• Tree City</li> <li>• Conservation Land Acquisition Street Gateway Improvement Project</li> <li>• Single-Use Plastics Ordinances</li> <li>• Public Library Sustainability Practices</li> <li>• School Department Sustainability Efforts</li> <li>• Blue Ribbon Committee on Sustainable Policing</li> </ul>
<p>Create a Bikeable and Walkable Community</p> 	<ul style="list-style-type: none"> <li>• Neighborhood Traffic-Calming Efforts</li> <li>• Bicycle/Pedestrian Plan</li> <li>• Traffic Signal Upgrades</li> <li>• Wayfinding Project</li> <li>• Trail Development</li> </ul>
<p>Address Transportation and Parking Needs</p> 	<ul style="list-style-type: none"> <li>• Preparing Hanover Garage Renovations</li> <li>• Downtown Workforce Parking Program</li> <li>• Streets, Sidewalk, Parking Lot Maintenance</li> </ul>
<p>Improve Public Outreach</p> 	<ul style="list-style-type: none"> <li>• Stormwater Division Outreach “Think Blue”</li> <li>• Portsmouth Public Library Public Outreach Efforts</li> <li>• Public Outreach – CityofPortsmouth.com</li> <li>• Public Outreach – Advisory &amp; Citywide Neighborhood Committee</li> <li>• Public Outreach – Other Platforms</li> <li>• Financial Documents</li> </ul>
<p>Provide a Diverse Educational Environment in which our Youth can Grow and Learn</p> 	<ul style="list-style-type: none"> <li>• School Department Education Initiatives</li> <li>• Portsmouth Public Library Youth Learning Opportunities</li> </ul>
<p>Build and Maintain a Robust and Authentic Infrastructure</p> 	<ul style="list-style-type: none"> <li>• Citywide Bridge Improvements</li> <li>• Upgrades Work to the Municipal Building</li> <li>• Islington Street Corridor Storm Drainage</li> <li>• Fleet Street Consent Decree</li> <li>• Stormwater BMPs/UNH Capstone Project</li> <li>• IT Disaster Recovery Site</li> </ul>
<p>Support a Vibrant Economic Environment for Businesses to Grow and Thrive</p> 	<ul style="list-style-type: none"> <li>• Economic Development Commission, NH SBDC, Chamber collaborative Initiatives</li> <li>• Blue Ribbon Committee on Reopening, on Health and on Arts &amp; Nonprofits</li> <li>• Community Development</li> </ul>
<p>Adhere to Regulations and Advance Legislation to Protect Operations and Assets</p> 	<ul style="list-style-type: none"> <li>• Mayor’s Roundtable &amp; New Hampshire Municipal Association</li> <li>• Legislative Subcommittee</li> </ul>



<p><i>Maintain Financial Stability</i></p> 	<ul style="list-style-type: none"> <li>• See – “Financial Policies and Guidelines” section of this document.</li> </ul>
<p><i>Preserve and Restore Historic Structures and Artifacts</i></p> 	<ul style="list-style-type: none"> <li>• Special Collections and Historic Preservation at PPL</li> <li>• Historic Municipal Document Restoration, Preservation and Scanning Initiative</li> <li>• Portsmouth 400<sup>th</sup> Celebration</li> <li>• Art and Monument Stewardship</li> </ul>





# Citywide Initiatives

The following Citywide Initiatives were submitted by city department heads as actions toward goals put forth by the City Council for the 2021 fiscal year.



## ❖ **Diversity, Equity and Inclusion**

Having declared itself a Racial Justice Municipality in FY20, Portsmouth continues to implement hiring and training practices across all departments and throughout City government to realize the goals of that declaration.

*Citywide Goal(s) Addressed:*

- *Promote a Safe, Welcoming and Diverse Community*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *All City Departments*



## ❖ **Portsmouth Emergency Management Team**

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

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

*Citywide Goal(s) Addressed:*

- *Promote a Safe, Welcoming and Diverse Community*

*Major City Departments Involved:*

- *Emergency Management Department*



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



In April 2015, the Fire Department completed a self-assessment study which evaluated and recommended opportunities to guide and inform budget decisions, operations, and strategic planning. The Fire Chief has since introduced a five-year staffing initiative that will maintain and strengthen the reliable delivery of essential emergency



and non-emergency services in light of the increase demand for services, the concurrent request for services, and the expansive growth and development in the city. The goal by FY25 is to have a minimum of 15 firefighters and officers on duty at all times (currently there is a minimum of 13 firefighters and officers on duty at all times). This will ensure there is an appropriately staffed fire engine and ambulance at all three of the City’s fire stations.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Portsmouth Fire Department*



❖ **Open Space Plan**

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

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*
- *Create a Bikeable and Walkable Community*

*Major City Departments Involved:*

- *Planning Department*



❖ **Tree City**

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

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Highway Division*



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

The City Water Division Bellamy Reservoir Source Protection Plan has identified 15 key parcels in the Bellamy watershed for protection. Each was ranked by the City on the basis of parcel size, percent wetlands, development potential, slope, length of shoreline,

proximity to water supply intake and aesthetics. After acquiring the Duffy property, ranked as the second most-valuable parcel, in FY21, the Water Division continues to collaborate with the town of Madbury, the Seacoast Land Trust and private property owners to protect land surrounding the reservoir, Portsmouth's supply of fresh water.

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Planning Department*
- 



❖ **Single-Use Plastics Ordinances**

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

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *City Manager's Office*
- 



❖ **Public Library Sustainability Practices**

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

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



- The library began to use compostable cups during FY20 for library programming.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Portsmouth Public Library*

❖ **School Department Sustainability Efforts**

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



- 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 hands-on outdoor educational opportunities. They also provide harvests for “Try-Its” and lunch line offerings. All school gardens and school grounds are pesticides-free.
- Elementary School “Try-Its” is a collaborative effort lead by the PTAs at the schools with support from the Nutrition Department and Clippers Farm to School Program, that provides students with tastings of new foods to expand their palettes and knowledge of agriculture across the globe.
- The Middle School has a new outdoor classroom where students can congregate in the garden for environmental instruction.
- All schools in the district compost and recycle in their cafeterias and have water stations sized for filling reusable bottles.
- Robert J. Lister Academy has a kitchen, school garden, aquaponics set up, community pollinator walk, and maple sugar shack, all of which are frequently used as educational settings.
- Portsmouth High School is rated energy smart by the EPA. The high school boasts a pollinator garden and vegetable gardens that provide students the opportunity through classes and after-school gatherings to grow harvests for cafeteria meals and the CTE culinary program. The Eco-Club is an active and effective partner with the city and others encouraging single-use plastics and Styrofoam reduction in our schools and community.





*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*



❖ **Blue Ribbon Committee on Sustainable Policing**

During the creation of the 2005 Master Plan for Portsmouth, the community expressed a strong desire “to become more sustainable and ecologically friendly in order to safeguard the future.” One step was adopting the Mayor's Blue Ribbon Committee on Sustainable Practices recommendation that Portsmouth declare itself an Eco-Municipality. In 2007, the City Council voted unanimously to accept that recommendation and signed a resolution declaring Portsmouth's Eco-Municipality commitment and desire to become more sustainable. The resolution stated that Portsmouth would use the four sustainability principles from The Natural Step <https://thenaturalstep.org/approach/> to guide thoughtful, insightful decisions that benefit the community as a whole.

In FY21, the Sustainability Committee introduced the Project Drawdown tools. In FY22, the committee will work to consider how to incorporate them into the city’s Eco-Municipality Declaration and commitment to the four core principles of being an Eco-municipality:

- Reduce dependence upon fossil fuels and extracted underground metals and minerals;
- Reduce dependence on chemicals and other manufactured substances that can accumulate in nature;
- Reduce dependence on activities that harm life-sustaining eco-systems; and
- Meet the hierarchy of present and future human needs fairly and efficiently.

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Planning Department*
- *School Department*



❖ **Neighborhood Traffic-Calming Efforts**

The City of Portsmouth prioritizes convenient, safe and accessible streets and roadways for all transportation users. As traffic safety issues arise, the Neighborhood Traffic Calming Program provides a mechanism for neighborhood groups to work with the City. It is intended to ensure that all neighborhood stakeholders are provided the opportunity to be involved. FY22 projects include:

- Aldrich Road



- Bartlett Street
- Middle Road

*Citywide Goal(s) Addressed:*

- *Create a Bikeable and Walkable Community*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Planning Department*
- *Public Works Department*



❖ **Bicycle / Pedestrian Plan**

The City adopted the Bicycle and Pedestrian Plan in 2014 after analyzing the needs and deficiencies in routes used by residents as pedestrians and cyclists, and continues to implement the recommended guidelines and standards for bicycle and pedestrian facilities. In FY22 the City will continue to identify and prioritize infrastructure improvements.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Planning Department*



❖ **Traffic Signal Upgrades**

In FY21, the City upgraded the traffic signals for pedestrian crossings at the three downtown intersections of Maplewood Avenue and cross streets. In FY22, the plan addresses the Miller/Summer/Middle Street intersection. The signal upgrade provides the following benefits:

- Improves pedestrian access to and from the Foundry Parking Garage
- Complies with ADA accessibility requirements for pedestrian traffic signals
- Shortens pedestrian wait times by up to 80 seconds
- Improves traffic flow, shortening the wait-time for stopped traffic by 30 seconds
- Reduces the number of pedestrians crossing against the signal (jaywalking)
- Helps reduce delays caused by the closure of a lane on Congress Street to allow for outdoor dining

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Public Works Department – Highway Department*







### ❖ Wayfinding Project

The phased implementation of the wayfinding program continues. Implementation steps include the fabrication and installation of consistent and visible parking signs and directionals, interior and exterior enhancements to the parking garage, and development of mobile-friendly (internet and smartphone) wayfinding components.

*Citywide Goal(s) Addressed:*

- *Create a Bikeable and Walkable Community*

*Major City Departments Involved:*

- *Planning Department*



### ❖ Trail Development

The Elwyn Road Side Path Project seeks to create a separated path for shared use by bicycles and pedestrians along the north side of Elwyn Road running from Route 1 on the western end to Harding Road on the eastern. That area is now defined by the land of the Urban Forestry Center which surrounds the buildings associated with the historic Langdon Farm. The south side of Elwyn Road includes the Elwyn Park neighborhood. The project will also provide cross-walks and connections to the multi-use path across the road at intersections from this neighborhood. This project is being funded in part from grant funds provided by the Federal Highway Administration through the Congestion Mitigation and Air Quality (CMAQ) program administered by the New Hampshire Department of Transportation (NHDOT).

*Citywide Goal(s) Addressed:*

- *Create a Bikeable and Walkable Community*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Planning Department*



### ❖ Preparing Hanover Garage Renovations

The Parking Division continues to prepare for scheduled major repairs/renovations to the High Hanover Parking Garage. The project is anticipated to take three years, and will reduce the facility's operating capacity by 30% each year. Preparations include plans for displacement of regular users of the facility, as well as mitigating the financial ramifications and expenses associated with these necessary repairs.

*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

*Major City Departments Involved:*

- *Public Works Department – Parking Division*





### ❖ **Downtown Workforce Parking Program**

Qualified employees of downtown Portsmouth businesses can park in the Foundry Place Garage for \$3 per 10-hour parking session, rather than the per-hour parking rate. To benefit, an employee of a Downtown Portsmouth business must show a photo ID and current proof of paycheck issued by a downtown business, and submit the application form in person at the Foundry Parking Garage office. Each employee is eligible to buy up to 20 parking stickers per month.

*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

*Major City Departments Involved:*

- *Public Works Department – Parking Division*



### ❖ **Streets, Sidewalk, Parking Lot Maintenance**

The Capital Improvement Plan includes an ongoing schedule for maintaining the City’s streets, sidewalks and parking lots for the safety and convenience of the community.

*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*

*Major City Departments Involved:*

- *Public Works Department*



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

- Postcard campaign focusing on: lawn care, yard waste and pet waste, with consistent “Think Blue” branding and web page links for more information;
- Safe Water Advisory Group (City Council Advisory Committee) meets monthly in collaboration with the Water/Stormwater Division to raise public awareness of the Great Bay Watershed and residents’ impact; and
- Strawberry Banke Museum exhibit, opening FY22, “Water Has a Memory: Preserving Strawberry Banke and Portsmouth from Sea Level Rise.” Strawberry Banke has worked since 2013 with the City of Portsmouth exploring how predicted sea level rise will affect Portsmouth’s built geography. The exhibit is a direct collaboration with the City’s Planning and Public Works Departments to explain the impact and suggest what members of the public can do to help.



*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*
- *Promote and Support Sustainable Practices*

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

*Major City Departments Involved:*

- *Public Works Department – Sewer Division*



❖ **Portsmouth Public Library Public Outreach Efforts**

Building on past efforts, Portsmouth Public Library staff have worked during the pandemic to find alternate methods of connecting with the public. These include:

- Offering a robust schedule of free online events to the public, with over 10,000 attendees between March 2020 and March 2021.
- Broadcasting on PPMtv, including staff-created content both informative and entertaining, and a long interview with the library's Community Relations Librarian.
- Offering the library's parking lot as a pickup location for Gather.
- Launching a Little Free Libraries program in partnership with local scout Loreley Godfrey, with installation scheduled in May 2021. These Little Free Libraries will be maintained and stocked by library staff on a monthly basis, and confirmed locations include Osprey Landing, Wamesit Place, The Pines / Arbor View Apartments, the Senior Activity Center, Cross Roads House, Gather, Gosling Meadows and Families First with more to be added.
- Providing digital youth programming directly to elementary schools.
- Maintaining a vibrant, consistent and responsive social media presence, widely regarded as a model among New England libraries.
- Serving as a pickup location for local initiatives such as AARP Tax Aide and the distribution of Red Cross flags to show support for essential workers.



*Citywide Goal(s) Addressed:*

- *Improving Public Outreach*

*Major City Departments Involved:*

- *Portsmouth Public Library*



❖ **Public Outreach – CityofPortsmouth.com**

The City's Public Information Officer maintains the City website with particular focus on homepage banners, news releases and City calendar to keep residents informed.

*Citywide Goal(s) Addressed:*

- *Improving Public Outreach*

*Major City Departments Involved:*

- *All Departments*





❖ **Public Outreach – Advisory & Citywide Neighborhood Committee**

The City’s Public Information Officer publishes a twice-weekly City Manager’s Advisory which is shared via social media, by email to regional media and the Citywide Neighborhood Committees and archived on the website maintains the City website with particular focus on homepage banners, news releases and City calendar to keep residents informed.

The PIO also provides Channel 22 communications and liaises with Blue Ribbon Committees and the Citywide Neighborhood Committee.

*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*

*Major City Departments Involved:*

- *Office of the City Manager*



❖ **Public Outreach – Other Platforms**

Portsmouth provides a variety of online capabilities for two-way communication between residents and Departments who can assist them, including:

- Click ‘n Fix allows residents to request assistance from DPW. By entering an issue in Click ‘n Fix it automatically becomes part of the work-order process.
- CodeRED for snow parking bans and other emergency communications. Residents subscribe to receive notices by email, text, voicemail or TDD.
- ViewPoint streamlines the process for the community to apply for licenses and inspection requirements.

*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*

*Major City Departments Involved:*

- *Public Works Department*
- *Planning & Inspection Departments*
- *Parking, Fire and Police Departments*



❖ **Financial Documents**

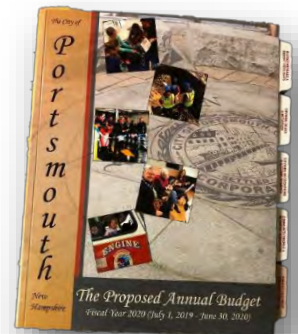
*Comprehensive Annual Financial Report, PAFR and Budget Presentation Awards* -The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth Certificates of Achievement for the publication of “a readable and efficiently organized” financial reports whose contents conform to program standards.” Such reports must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements.

*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*

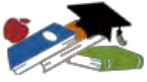
*Major City Departments Involved:*

- *Finance Department*





## ❖ School Department Education Initiatives



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

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



### *Citywide Goal(s) Addressed:*

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

### *Major City Departments Involved:*

- *Portsmouth School Department*



## ❖ Portsmouth Public Library Youth Learning Opportunities



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

Youth and Teen Programming - The Portsmouth Public Library offers a variety of programming for youth and teens. Multiple virtual story times are available weekly to build early literacy skills for children under the age of five. Emerging readers have the opportunity to practice reading in a safe and supportive environment by reading to one of our licensed reading dogs. The Library currently has four book clubs for youth and teens. These book clubs allow a space for students to read and discuss diverse literature. The Teen Advisory Board is an opportunity for teens to take on a leadership role at the library through event planning and volunteering. In addition to these, and other, virtual programs, the youth services department continues to provide the Portsmouth community with weekly take and make activities. Currently, the Library has distributed over 2,000 kits. These activities are often STEAM activities, and allow youth and teens a chance to disconnect from technology.



Outreach - In the past year, youth services librarians have partnered with various community organizations, and will continue to do so moving forward. Librarians present weekly virtual story times for the preschool at Gosling Meadows as well as at the Program for Elementary Age Kids through the Seacoast Community School (PEAK). Additionally, the Library has worked with Little Harbour School and New Franklin School to provide enrichment activities for their students including Escape Room Design and Word Games. The Library supported the Children's Museum of New Hampshire in pursuance of a grant through the NH Libraries + Children's Museum Partnership: Bridging the Remote Learning Gap" program, funded by the Roger R. and Theresa S. Thompson Endowment Fund. As a result of this grant, the museum is providing the Library with five months of take home projects for elementary students. These outreach opportunities allow the Library to better connect with community members.



Collection and Other Resources - The Library provides youth and teens resources to succeed in school and life. Since March 2020, youth services librarians have curated more than 400 book bundles for youth and teens. These bundles contain books for recreational reading as well as academic research projects. The library offers a variety of databases to assist students with research, and the youth services staff are available to point patrons to quality resources. The library recognizes the importance of a diverse collection. Youth services librarians are





currently conducting an in-depth diversity audit of the teen fiction collection. Once completed, this data will be utilized in collection development.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Portsmouth School Department*

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❖ **Citywide Bridge Improvements**



The City completed engineering inspections of the Maplewood Avenue bridge, identified by the ongoing citywide bridge evaluation program as a priority candidate for rehabilitation while awaiting the NH DOT participation necessary for complete replacement. In the interim, the City finalized repair plans, specifications, and bid documents for the bridge deck and sidewalks so that construction can begin in Spring 2021.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Addresses 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*

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❖ **Upgrades Work to the Municipal Buildings**



In FY22, the Department of Public Works plans to continue upgrades to the City's municipal buildings, including upgrades to the electrical service, HVAC and emergency backup for servers at City Hall.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Public Works Department*

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❖ **Islington Street Corridor Storm Drainage**



The Islington Street Corridor Project work includes replacement of underground utilities (water/sewer drain), roadway reconstruction, curbing and sidewalk installations, and landscaping improvements (ornamental lighting, street trees, benches, etc.) and will be a large step forward in the revitalization of the West End neighborhood. The goal of this



project is to create a "complete street" and will include improvements to the streetscape, traffic signals, utilities, bicycle/pedestrian facilities, transit and vehicular roadway.

The Department of Public Works commenced seasonal construction on the Islington Street Corridor Project, Phase 1B in April 2021. This work will continue sewer-water line separation between Albany Street and Dover Street. Work is expected to take most of the construction season and be completed in October.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department*



❖ **Fleet Street Consent Decree**

This project includes water, sewer, drainage, and streetscape modifications on Fleet Street from Court Street to Hanover Street. This project also includes a larger study for combined sewer separation and utility corridor design for the area of Market Square to Maplewood Avenue. In addition to roadway and sidewalk reconstruction, this project will include sewer separation in this area in accordance with the goals of the City's ongoing Combined Sewer Overflow Long Term Control Plan. Construction of this project is required to be completed as part of the City's Environmental Protection Agency's Supplemental Compliance Plan for combined sewer overflow by October 2023.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department*



❖ **Stormwater BMPs/UNH Capstone Project**

The Department of Public Works' Water and Sewer Divisions continues to advance work done by four environmental engineering students from the UNH Capstone project, evaluating and implementing Stormwater Best Management Practices (BMPs). Importantly, the students started utilizing the Pollutant Tracking & Accounting Project (PTAP) application, which was recently proposed by the EPA as a requirement of all Site Plan Review Regulations for communities including Portsmouth who are following MS4 permit requirements for discharges from separated storm/sewer systems. The Stormwater BMPs adopted by the City of Portsmouth use the PTAP application to evaluate their effectiveness in limiting nitrogen and other pollutant levels in the City's stormwater discharges.

*Citywide Goal(s) Addressed:*



- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Water & Sewer Divisions*



❖ **IT Disaster Recovery Site**

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. Addressing its responsibility for maintaining the infrastructure required to support City services, the Department is completing the creation of a remote disaster recovery location in FY22.

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*

*Major City Departments Involved:*

- *IT Department*
- *Public Works Department*



❖ **Economic Development Commission, NH SBDC, Chamber Collaborative Initiatives**

The value of collaborations across the region were evident in responding to COVID-19 economic challenges and remain even more valuable to recovery. The Economic Development Manager partners with the Chamber to provide information and resources to the business community and to assess their needs. Two-way communication and immediate response are key to the resiliency planning the NHSBDC recommends. By collaborating on the NH Resilience Survey and on Seacoast Strong initiatives led by the Portsmouth Chamber Collaborative, businesses in Portsmouth are positioned to take advantage of opportunities, especially funding, as they arise.

*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment*

*Major City Departments Involved:*

- *Economic Development Department*



❖ **Blue Ribbon Committees on Reopening, Health and Arts & Nonprofits**

The Economic Development Manager continues to provide support to the members of the Blue Ribbon Committees that have evolved from the Citizen Response Task Force. Converting on-street and lot parking spaces into outdoor dining opportunities remain as creative solutions for attracting the businesses and visitors that make Portsmouth a four-season destination. Collaborative destination marketing, combined with cautious health guidance, position Portsmouth for success in FY22 restoring its economic vibrancy.



*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment*
- *Promote a Safe and Welcoming Community*

*Major City Departments Involved:*

- *Economic Development Department*
- *Planning Department*
- *Health Department*
- *Inspection Department*



❖ **Community Development**

Portsmouth benefits greatly from the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program. The City receives over \$520,000 each year in CDBG funding, and received another \$490,000 in CDBG funds through the CARES Act. CDBG projects are designed primarily to benefit extremely low- to moderate- income households and individuals, and includes projects such as social services and public facility improvements.

*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment*
- *Promote a Safe and Welcoming Community*

*Major City Departments Involved:*

- *Economic Development Department*
- *Planning Department*
- *Community Development Department*



❖ **Mayor's Roundtable & New Hampshire Municipal Association**

Mayor Becksted is an active participant of the Mayors' Roundtable of mayors from the 13 cities throughout New Hampshire. The City Manager takes a similar role with the NH Municipal Association and with an ad hoc alliance of Seacoast town managers.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Legal Department*
- *City Manager's Office*
- *City Council*



❖ **Legislative Subcommittee**

The City adheres to local, state and federal laws and regulations while also identifying opportunities to help shape the laws that impact Portsmouth residents. The government



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

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Legal Department*
- *City Manager's Office*
- *City Council*

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



The Portsmouth Public Library continues to support the collection, preservation and accessibility of Portsmouth's history. The Special Collections staff does this continually by maintaining local history vertical files, family history records, and digital collections. Staff assists patrons with genealogy research near and far, assists history researchers by providing access to library and city records, creates educational public exhibits containing local history and artifacts, and digitizes local collections to provide broader access to historically important collections.



<https://Portsmouthexhibits.org> captures and shares artifacts, photographs, manuscripts, and collections. This database will eventually become part of the NH repository of the Digital Public Library of America (DPLA). Much work has been done to bring existing metadata up to DPLA standards, as well as to create metadata for collections added to our site.

During this Covid year, while several projects have been on hold, much of the above work has been given more attention, moving projects along at a faster pace. The Library has received, taken on deposit and processed several collections and gifts, providing inventories, finding aids, digital images and records, as well safe archival housing. New collections such as the Portsmouth Poet Laureate Program archives (on deposit), the Helen Pearson drawings portfolio (gift), the Higgins-Shouse family photographs (digital), Haven School PTA collection (gift), the Seacoast LGBTQ+ collection (deposit), have all had processing and preservation attention, digitization, and/or





inventories and finding aids worked on. Existing items in the collection, such as the Helen Pearson bookplate collection, the Barnabee collection, the Grand Army of the Republic ledger, amongst other, have all received some long-needed attention and digitization. Much of this work may be viewed at <https://portsmouthexhibits.org/>.



Special Collections staff recognized the significance and importance of capturing this year in Portsmouth's history. A "Community Diary: Covid-19 Pandemic 2020" project was established, allowing community members to share stories, thoughts, photos, etc., to capture the social, economic, and personal experiences of our residents. This is on-going at <https://www.cityofportsmouth.com/library/communitydiary>.

Reference and Special Collections staff has also continued, and in fact, increased focus on local history programming, offering one or more educational programs each month on a local topic with local experts and authors. These talks continued to draw astonishingly large attendance virtually, bringing together long-time residents who share amazing life stories, newcomers who are eager to connect with the local history, and visitors from afar who long to visit or return to Portsmouth. In addition, our long-running popular monthly Genealogy Workshop, has grown steadily. This year, programming included experts in the field from afar for our virtual sessions. Our local genealogists have greatly benefitted from new topics and perspectives.

*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*

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

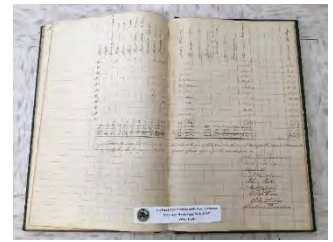


The Finance Department currently oversees the City's archival space for permanent records that are not held in the City Clerk's Vault. These records cover many departments, including Finance, and range in age from 20 to 200+ years old. By law, the City is required to keep certain types of documents on a permanent basis (i.e. tax warrants, assessing documents, city council records, etc.). The preservation of these documents is not only required by the laws of the state of New Hampshire, but are vital to the preservation of Portsmouth's history. The preservation of these documents also calls for the renovation of additional space within City Hall for the proper storage of permanent records in a secure facility that is climate controlled as well as protected with a waterproof fire protection system. This initiative both protects and preserves





documents that were deteriorating and makes many of them available to the public in digital format. NH State Library “Moose Plate” grants have helped accelerate the timetable for this project.



*Citywide Goal(s) Addressed:*

- *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*

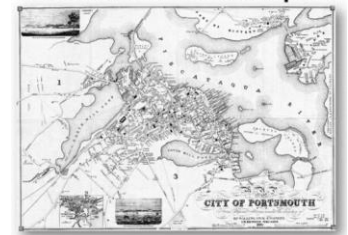


❖ **Portsmouth 400<sup>th</sup> Celebration**

The Portsmouth 400<sup>th</sup> Committee will be reinvigorating the planning for the 2023 anniversary through:

- Steering committee and leadership;
- Development of the “400 Years in 101 Objects” book/website/exhibit project;
- Development of promotional materials; and
- The Portsmouth Public Library programming, including a series on Portsmouth’s pre-settlement history.

**PORTSMOUTH400**



*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*

*Major City Departments Involved:*

- *Economic Development Manager*



❖ **Art and Monument Stewardship**

The Portsmouth Department of Public Works is responsible for maintaining all of the City’s public works of art, ranging from Jerome Meadows’ fragile ceramic tiles embedded in the African Burying Ground Memorial to the massive steel sculpture by Terrence Parker commissioned for the Foundry Place Garage. DPW also maintains the City’s historic cemeteries and the retaining walls that protect the Historic District. Projects in FY22 include the evaluation of the implementation of the Prescott Park Master Plan and the restoration of the 95 Mechanic Street seawall and public wharf.

*Citywide Goal(s) Addressed:*

- *Preserve and Restore Historic Structures and Artifacts*

*Major City Departments Involved:*

- *Public Works Department*



# Citywide Recognitions and Accomplishments

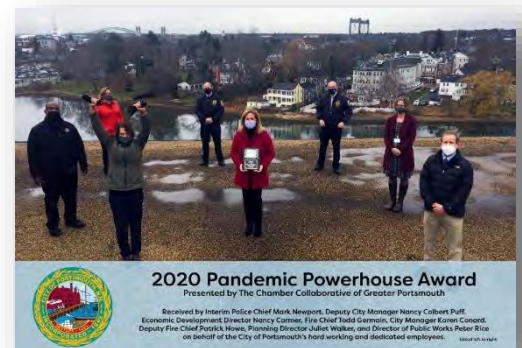
The following items are recognitions and awards received by the City of Portsmouth as well as a list of major accomplishments completed by City staff in the previous year. The listed Citywide Accomplishments are a response to Citywide Goals, and these applicable goals are listed at the end of each project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



## Recognitions

### ❖ Chamber Collaborative of Greater Portsmouth: Pandemic Powerhouse

The annual Chamber Collaborative of Greater Portsmouth award ceremony, held virtually, culminated in the Pandemic Powerhouse Award, given to “the person or business that faced the pandemic with the ‘hell or high water’ attitude to make it their business to help other businesses — they won’t let the pandemic get them down.” The 2020 Pandemic Powerhouse award went to the City staff of Portsmouth for its responsive and immediate assistance to the City’s Business Community.



### ❖ Tree City USA FY20 Award & Tree City USA Growth Awards



The Arbor Day Foundation awarded the City of Portsmouth’s Department of Public Works with its 21<sup>st</sup> Tree City USA designation as well as its 2<sup>nd</sup> Tree Growth Award.

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

In addition to being named a Tree City USA, the City’s Department of Public Works’ Parks and Greenery Division was awarded a second consecutive Tree Growth Award, due to its high-achieving levels of education, partnerships, planning and management, as well as tree planting and maintenance. In FY20, residents helped create a #TreeCityHug video that was shared with the Arbor Day Foundation.



❖ **Water Fluoridation Quality Award**

Each year, the CDC recognizes water systems that achieve optimal fluoridation levels for all 12 months with its annual Quality Award and once again has honored the City of Portsmouth DPW Water Division with the Water Fluoridation Quality Award for its water fluoridation achievement. The NH State Oral Health Program, (within DHHS) has a five-year cooperative grant from the CDC and has issued water quality awards since 2014. Portsmouth received this award last year and this year.



❖ **National League of Cities (NLC) Community Resiliency Grant**

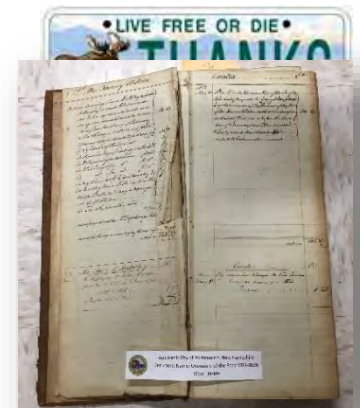
The NLC selected the City of Portsmouth and its collaboration with the NH Coastal Adaptation Workshop (NHCAW) as one of eight communities to participate in the national 2021 Leadership in Community Resilience (LCR) program. NLC awarded a \$10,000 grant to the City to support engagement with NHCAW and residents and for new research, training and education materials.



The NLC said, “The public sector is increasingly embracing a holistic resilience approach as a proactive framework to reduce coastal risk, protect frontline communities from disproportionate harm and improve public services. The purpose of the LCR program is to develop and advance the emerging city-level models for pursuing resilience objectives and foster partnerships with community-based organizations.” The City of Portsmouth Coastal Resilience Initiative, launched in 2011, was one of the first coastal hazards vulnerability assessments completed in the region. The findings of that detailed assessment resulted in the inclusion of “resilience” as a priority in the City’s Master Plan, subsequent vulnerability assessment work related to the city’s historic resources, and the adoption of new floodplain regulations.

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

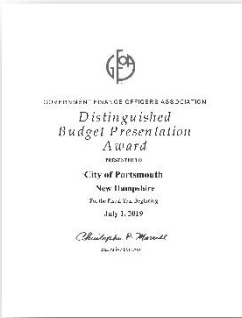
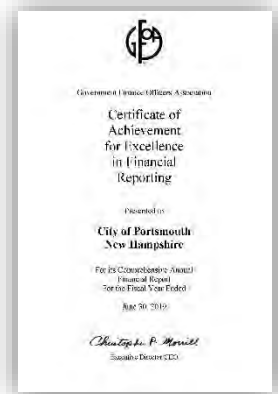
For the fourth year in a row, the City of Portsmouth’s Finance Department received a New Hampshire State Library Conservation License Plate Grant Award (“Moose Plate Grant”). The City of Portsmouth has accepted a \$9,760 grant from the New Hampshire State Library for the preservation and digitization of nine volumes of documents, dated 1853 to 1885. In a long-term effort to preserve many of the City’s historical documents, in FY18 the City completed construction of a new archives for the storage of the City’s permanent records. These efforts are part of a 20-year, \$3 million Capital Improvement Plan project to preserve more than 500 documents of historical and legal significance. Grant funds allow the City to shorten the timeframe of this project so that some of the more damaged books, some of the City’s oldest treasures, are preserved. The City has received three additional Moose Plate Grants to preserve and



digitize the City’s archival records. The New Hampshire State Library’s Conservation License Plate Grant Program, is a state funded program made possible by the New Hampshire Moose License Plates. Grants are available to municipalities and other public institutions that keep safe publicly owned documents that are deemed significant to New Hampshire’s state history.

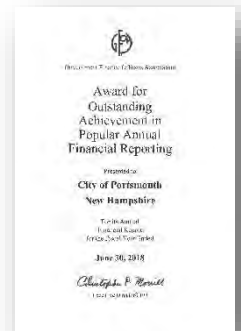
❖ **GFOA Awards**

*Comprehensive Annual Financial Report Award* - The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth its 27<sup>th</sup> Certificate of Achievement for Excellence in Financial Reporting Award for the Comprehensive Annual Financial Report. The Certificate of Achievement recognizes the publication of “a readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards.” Such reports must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements.



*Budget Presentation Award* - The City received the GFOA’s Distinguished Budget Presentation Award for the 15th consecutive year for the Budget Document for Fiscal Year 20. The City has received awards for its budget document for the fiscal years beginning July 1, 2006. The award recognizes the City’s budget documents as “proficient as a policy document, a financial plan, an operations guide and a communication device.”

*PAFR Award* - For the third consecutive year, the City of Portsmouth received the GFOA’s Popular Annual Financial Report Award (PAFR). This award recognizes the publication of “a document that extracts information from their Comprehensive Annual Financial Report to produce a high quality Popular Annual Financial Report specifically designed to be readily accessible and easily understandable to the general public and other interested parties without requiring a background in public finance.”



❖ **Bond Ratings**



In April 2021, the City of Portsmouth’s AAA bond rating was affirmed by Standard & Poor’s Rating Group (S&P), rating the City’s very strong economy, very strong management, with strong financial policies and practices, very strong flexibility and liquidity and very strong institutional framework score. S&P stated that it rated Portsmouth with a 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 the lowest possible interest rates when financing its capital projects.





❖ **Notable Media Accolades**

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

- Getaway Mavens, “20 Most Popular Destinations in the Northeast US, 2020.”  
<https://www.getawaymavens.com/most-popular-destinations-in-the-northeast-us-2020/>
- Getaway Mavens, “Portsmouth NH: Seaport, Shopping and Full-On Culinary Scene”  
[https://www.getawaymavens.com/portsmouth-nh/?fbclid=IwAR3DpDsgVINgg1ITDfr0-sO4e8\\_O9yP8EcALF8E7DGTdJtf2pBzciv37HfA](https://www.getawaymavens.com/portsmouth-nh/?fbclid=IwAR3DpDsgVINgg1ITDfr0-sO4e8_O9yP8EcALF8E7DGTdJtf2pBzciv37HfA)
- Prevention Magazine, “26 Charming Christmas Towns You Have to Visit”  
<https://www.prevention.com/life/g35030825/best-christmas-towns/>
- Frommers “Best Places 2021: Great Authors on Our America” <https://www.frommers.com/slideshows/848442-best-places-2021-great-authors-on-our-america>
- MSN, “10 Most Charming Small Towns in NH” <https://www.msn.com/en-us/travel/tripideas/the-10-most-charming-small-towns-in-new-hampshire/ss-BB1eBpGj?li=BBnb7Kw>
- Culture Trip, “10 Most Beautiful Towns in NH” <https://theculturetrip.com/north-america/usa/new-hampshire/articles/the-10-most-beautiful-towns-in-new-hampshire/>
- Thrillist.com, “Must Visit Town in Every State: Portsmouth”  
<https://www.thrillist.com/travel/nation/best-small-towns-in-america>
- “Awesome Places to Retire”  
<https://blog.cheapism.com/awesome-places-to-retire/#close>
- “Most Christmas-y Towns in All 50 States”  
<https://blog.cheapism.com/best-christmas-towns-18356/>
- TravelAwaits.com, “11 Must Visit Small Towns in NH”  
<https://www.travelawaits.com/2553285/quaint-towns-in-new-hampshire/>



# Accomplishments

## ❖ Living with the Pandemic

The COVID-19 pandemic presented challenges like none before, although the City activated the Emergency Plan created nine years before. In early March 2020, following the Governor’s “Stay At Home” order that closed City buildings and sent staff to work at home (with a presciently-implemented technology capability), staff focused on the top priorities of managing the health impacts of the pandemic: flattening the infection rate curve, collecting and allocating PPE, monitoring vulnerable populations and ensuring the continuity of City services to residents while protecting staff.

- **Portsmouth Public Library** staff worked to be adaptable and resilient while finding alternate methods of providing services while the building was closed.

- Since March 2020, the library has offered a large variety of services, online, and when possible, in person. A Chat function was quickly added to the website and continues to be monitored.
- Since June 2020, curbside pickup of books, media, games, magazines and more has been available to all.
- Printing, through a printer app or via email has, been in place since June 2020.
- In October 2020, new safety precautions including an improved air system allowed us to open briefly for browsing and staff were thrilled to see the public again in the building. A return to this phase is eagerly anticipated by all.
- Programming, both ongoing (World Affairs, Language Groups, Storytimes) and series (Genealogy, local history and more) or one-time programs began via Zoom in April 2020 and have offered a respite from enforced isolation for many.

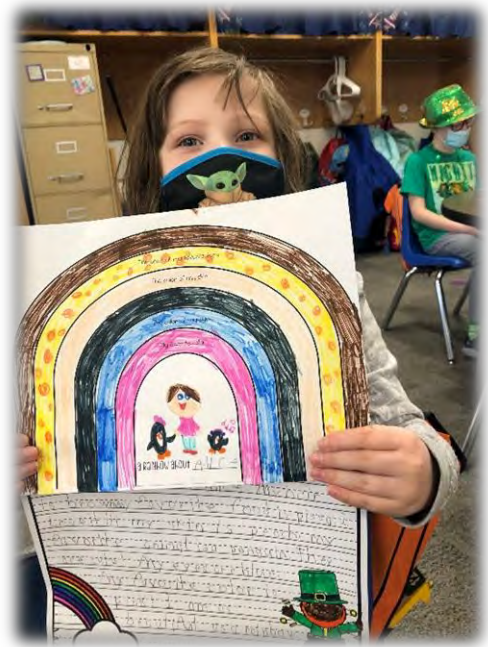
- **Portsmouth School Department**

The Portsmouth School Department responded quickly to the COVID pandemic beginning in March 2020. As school buildings closed, within two days there was a meal distribution system activated to get meals to all students. Within the same two days, teachers shifted their instructional approach to remote learning. We also distributed hotspots and technology to families in need.





As the 2020-2021 school year began, our staff again rose to the occasion by planning instruction for a hybrid model and engaging students in multiple ways. As a district, we set up remote learning pods in partnership with the City at the new Senior Center and Community Campus to help parents who struggled with supporting the remote portion of their children’s learning. Throughout the pandemic, we have had strong partnerships with other City departments to provide the safest and most effective learning model to our students.



*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *All Departments*



❖ **Diversity, Equity and Inclusion**

In 2020, the City Council declared Portsmouth a Racial Justice Municipality. As part of the commitment to that resolution, all City staff, Council, boards and commissions have received Diversity, Equity and Inclusion training. Ongoing programs and training continue to support Portsmouth’s aspirational goals.

*Citywide Goal(s) Addressed:*

- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *All Departments*



❖ **Promoting a Welcoming, Safe and Diverse Community at the Portsmouth Public Library**

In the summer of 2020, Portsmouth Public Library launched a new internal working group, TIDE: the Taskforce on Inclusion, Diversity and Equity. Led by Special Collections Librarian Katie Czajkowski, the group meets twice monthly to discuss reading material and continue their education, as well as identify target areas for improvement in the Library's collections, policies, and procedures. For example, as a result of TIDE conversations, Library staff have undertaken a diversity audit to make sure that all voices are represented in its collection.

The Library has also made many accessibility improvements in the area of digital services, including providing captioning on social media and online events.



Library staff have been integral to the City's internal working group on Diversity, Equity and Inclusion, and its outreach efforts to connect with local organizations and promote Portsmouth as a Racial Justice Municipality.

The Library hosts Standing Up to Racism, a popular 3-week online course which will have been run seven times by April 2021, and Indigenous Stories, an ongoing online lecture series which brings 75 - 200 attendees per event. In conjunction with the Black Heritage Trail of NH, the library is planning a large-scale series of programs in June with speakers and a community-wide read.



Throughout the pandemic, Library staff have been dedicated to preserving as many services as possible, including Curbside Pickup, which has been available since June 2020. As we emerge from the pandemic, Library staff look forward to once again fulfilling the library's role as a "third space," where all members of our community are welcome.

*Citywide Goal(s) Addressed:*

- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *The Portsmouth Public Library*
- 



❖ **Drawdown Portsmouth Initiative**

In 2007, the City Council voted unanimously to declare Portsmouth an Eco-Municipality and signed a resolution which fully acknowledges Portsmouth's commitment and desire to become a more sustainable municipality by reducing dependence on fossil fuels and activities that harm life-sustaining eco-systems. The public Zoom discussion in October 2020, led by the Portsmouth Sustainability Committee, introduced the Project Drawdown tools and to consider how to incorporate them into the city's 2007 Eco-Municipality Declaration and commitment to the four core principles of being an Eco-Municipality:

- Reduce dependence upon fossil fuels and extracted underground metals and minerals;
- Reduce dependence on chemicals and other manufactured substances that can accumulate in nature;
- Reduce dependence on activities that harm life-sustaining eco-systems; and
- Meet the hierarchy of present and future human needs fairly and efficiently.

*Citywide Goal(s) Addressed:*

- *Promote and Support Sustainable Practices*
- *Promote a Welcoming, Safe and Diverse Community*

*Major City Departments Involved:*

- *Planning Department*
  - *Public Works Department*
- 





## ❖ **Bellamy Reservoir Water Protection**



Taking another significant step in its effort to protect the City of Portsmouth’s surface water supply by conserving lands surrounding the Bellamy Reservoir, the City’s Department of Public Works Water Division has partnered with Southeast Land Trust (SELT) to purchase a conservation easement on approximately 107 acres owned by Mary Ellen Duffy, adjacent to the Reservoir. The easement was obtained through the combined efforts of the City, SELT and the Town of Madbury to coordinate due diligence activities and prepare the easement

documents. With their help, the City applied for and received a \$287,000 grant from the New Hampshire Groundwater and Drinking Water Trust Fund and approximately \$11,500 from the Great Bay Resource Protection Partnership. The Portsmouth City Council authorized the use of \$287,300 from the City’s Water Enterprise Fund to complete the purchase of the Duffy easement.

The protection of the Bellamy Reservoir is a high priority for the City of Portsmouth because the Reservoir is the primary supply of the fresh water treated at the City’s Madbury Water Treatment Facility and delivered to regional communities around the Seacoast. Conserving land that surrounds or includes wetlands, rivers, streams and larger bodies of water (including the Reservoir) protects water resources from the pressures of development and helps the municipal water system provide quality drinking water.

### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

### *Major City Departments Involved:*

- *Public Works Department – Water Division*
- 

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



Strawbery Banke Museum, one of the most at-risk sites in Portsmouth, is testing ways to protect the historic houses, their contents and archaeological treasures underground from further damage. This exhibit, developed in 2020, is the result of a partnership between Strawberry Banke, the City and other key organizations from around the Seacoast who are actively involved with measuring, analyzing, and adapting to the impacts of climate change and sea level rise on the community. This exhibit also invites visitors to “Think Blue” and consider what they can do to spread the word, share stories, and become part of the solution.

### *Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

### *Major City Departments Involved:*

- *Public Works Department – Water Division*
- 



❖ **Pedestrian Crossing Signal Upgrades**



Pedestrians and motorists downtown at the intersections of Maplewood Avenue and Deer Street, Hanover Street and Congress Street experienced changes in the pedestrian-crossing patterns due to an upgrade in the traffic signals. The Parking and Traffic Safety Committee (PTSC) recommended the changes in December 2019. The signal upgrade provides the following benefits:



- Improves pedestrian access to and from the Foundry Parking Garage;
- Complies with ADA accessibility requirements for pedestrian traffic signals;
- Shortens pedestrian wait times by up to 80 seconds;
- Improves traffic flow, shortening the wait-time for stopped traffic by 30 seconds;
- Reduces the number of pedestrians crossing against the signal (jaywalking); and
- Helps reduce delays caused by the closure of a lane on Congress Street to allow for outdoor dining.

*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 – Highway Department*
- 

❖ **Maplewood Avenue Complete Streets Project**



This project, completed in 2020, included a comprehensive full road reconstruction and underground utility replacement in Maplewood Avenue from Woodbury Avenue to the Maplewood Avenue Bridge over the Route 1 Bypass. The utility component includes replacement of water and sewer and drain improvements as needed throughout the project area. The streetscape design on Maplewood incorporates the use of "Complete Street" components to improve safe access for pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities. The Cutts Street/Central Avenue, Leslie Drive, and Fairview Drive neighborhoods are included in the design, including utility and roadway improvements.



*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 – Highway Department*
- 







❖ **Street and Sidewalk Improvements**

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



In FY21 the DPW completed work on:

- Islington Street Complete Streets Phase 1A
- Banfield Road drainage, sidewalk preparation and paving
- Corporate and International Drive paving at Pease
- Gosling Road paving
- Bow Street sidewalk and paving
- Parrott Ave lot paving
- Maplewood Avenue traffic signal replacement
- Maplewood Avenue and side streets Complete Streets
- Market & Kearsarge Bridges decks and repaving
- South Street and Pleasant Street area repaving, including:
  - Melcher Street reconstruction
  - Livermore Street reconstruction
  - Richmond Street reconstruction
  - Franklin Street reconstruction



*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 – Highway Division*



❖ **“Stay and Pay” and PARIS Garage Parking Software**

In FY21, the Department of Public Works’ Parking Division enhanced the “Pay by Plate” technology in the on-street parking kiosks by adopting a “Stay & Pay” program that gives users of on-street and surface lot parking the convenience of not having to move their vehicles after the time limit for the space has expired. The Stay & Pay program applies to all metered on-street and surface lot parking, and is available in the ParkMobile app, the EasyPark devices and at the meters. The program also recognized resident parking discounts.



In addition, in FY21, the DPW Parking Division activated a new online account management and payment system for the High/Hanover and Foundry Place Garage monthly parking account holders. Accessible through ParkPortsmouth.com, the PARIS Online Portal provides



the ability for monthly parkers at the Hanover Garage to view a detailed account history and take advantage of the convenience of touch-free online payment.

*Citywide Goal(s) Addressed:*

- *Address Transportation and Parking Needs*
- *Build and Maintain a Robust and Authentic Infrastructure*
- *Maintain Financial Stability*

*Major City Departments Involved:*

- *Public Works Department – Parking Division*



❖ **Portsmouth Ensures Public Outreach**

The Public Information Officer maintains two-way communication with the residents, businesses and stakeholders of the City across a variety of channels: City website, twice-weekly City Manager’s Advisory, social media, Channel 22, emergency communications channels and media relations. Content comes from City staff, City Council, Boards, Commissions and Blue Ribbon Committees.

Throughout the pandemic, the City supplied residents with the most current information on the local impact of the pandemic and available resources for assistance and relief across all communications channels from Channel 22 to a daily City Manager’s Advisory, which was also shared by 23 surrounding towns. Beginning in April, a special Sunday edition featured a new work each week by Portsmouth Poet Laureate Tammi Truax. The story received national media attention through Associated Press, CNN, the *New York Times* and NHPR.

*Citywide Goal(s) Addressed:*

- *Improve Public Outreach*

*Major City Departments Involved:*

- *City Manager’s Office*
- *Public Works Department – Highway Division*



❖ **Peirce Island Wastewater Treatment Facility Upgrade**



Having met the December 31, 2019 milestone to achieve substantial completion of the Biological Aerated Filter (BAF), the central component of the new Peirce Island wastewater treatment process upgrade, in FY20, the City completed construction of the BAF treatment system for secondary level treatment requirements and nitrogen removal. Additional treatment processes added in FY20 included raw wastewater screening, aerated grit removal, Chemically Enhanced Primary Treatment (CEPT) for wet weather events, BAF influent

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





*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Sewer Division*
- 



❖ **Great Bay Total Nitrogen Permit & Intermunicipal Agreement**

In March 2021, the City Council authorized the City to opt into the Environmental Protection Agency’s Great Bay Total Nitrogen General Permit (GBTN Permit) to provide both greater flexibility over the long term for meeting regulatory compliance and a more collaborative framework for protecting and promoting water quality throughout the Great Bay Estuary watershed. Benefits include:



- The EPA and NH Department of Environmental Services strongly encourage this permit structure.
- The Permit puts the City of Portsmouth in compliance for nitrogen limits on City wastewater discharge by setting a combined limit of 341 lb/day on the combined nitrogen discharge from the Pease and the new Peirce Island Wastewater Treatment facilities (instead of needing to comply with individual limits for each facility).
- The Adaptive Management Framework offered by the Permit allows the City greater flexibility in tracking, assessing and adjusting to the Permit requirements.
- The Permit parameters facilitate how City operations address water treatment issues.

The City also adopted an Intermunicipal Agreement with a membership group comprised of other towns who have opted-in to the GBTN Permit that allows the members to share the responsibility for many of the Adaptive Management Framework requirements each permittee is obligated to perform, including:

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

*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Sewer Division*
- 



❖ **Community Development Accomplishments**

In FY20, the City completed the following projects to benefit City residents:



- **Senior Activity Center** – Funding for this project came from a combination of sources, including planning and design monies from the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Program and funds from the Daniel Street Trust. Working together with the Community Development and Public Works Departments, the Senior Services Division of the Recreation Department has successfully completed an adaptive reuse of the former Doble facility which expands the space available to the current Senior Center from 2,400 sq. ft. to 12,000 sq. ft.. The new Center has increased the number of activity/classrooms available for programs from 2 to 7, including a 3,500 sq. ft. Assembly Hall, incorporating some of the design features recommended by the National Council on Aging.
- Complete renovation of the restrooms in Discover Portsmouth, the former public library leased to the Portsmouth Historical Society.
- Transportation for disabled residents.
- Partnership with Operation Blessing to create a warming center.



*Citywide Goal(s) Addressed:*

- *Build and Maintain a Robust and Authentic Infrastructure*
- *Promote and Support Sustainable Practices*

*Major City Departments Involved:*

- *Public Works Department – Highway Division*
- *Community Development Department*
- *Recreation Department*
- *Office of the City Manager*

**Initiatives to Relieve the Impact of the Pandemic**



- **The Clipper Strong Fund**  
Recognizing that much of the City’s character is defined by the small businesses that comprise over 91% of the local economy, Mayor Becksted established the Clipper Strong Fund, and appointed Councilors Esther Kennedy and John Tabor along with members of the community to a committee to collect and distribute donations. After collecting more than \$40,000, the Committee collected and distributed 250 Clipper Strong Care Packages (containing masks, a touchless thermometer and CDC customer guidelines signage), and provided nineteen \$500 grants to small businesses who used the funds for COVID related expenses.



- **The Citizen Response Task Force**

This group included 19 representatives from the business community, restaurant owners and managers, non-profit organizations from the arts and health services, citizens, members of the Economic Development Commission, health care professionals, and City staff members including the City Manager and Health Officer. The Task Force formed three subcommittees:

- **Streets:** To look at creative alternatives for using spaces in the “public realm” including partially-closed downtown streets;
- **Bridge Street:** To close and reconfigure the Bridge Street Lot to allow for a performance/outdoor dining popup venue; and
- **Health:** To assist the Health Department in providing information to the public on COVID-19-related health topics such as mask-wearing, testing and ventilation.



The Task Force worked with DPW, Fire, Police, Inspections, Planning and the Health Department to turn concepts and related costs into practical reality. These groups were reorganized as three Mayor’s Blue Ribbon Committees: Reopening Portsmouth, Health and Arts & Nonprofits and continued their work into Summer 2021.

- **Economic Development Partnership Initiatives**

The Economic Development Manager partnered with the Chamber Collaborative of Greater Portsmouth and the NH Small Business Development Center to conduct business resilience surveys to determine and address the needs of small businesses in Portsmouth. The City also acted with the Economic Development Commission to identify services and resources to assist city businesses throughout the pandemic.

*Citywide Goal(s) Addressed:*

- *Support a Vibrant Economic Environment for Businesses to Grow and Thrive*
- *Promote a Safe, Welcoming and Diverse Community*

*Major City Departments Involved:*

- *Economic Development Department*
- *Office of the City Manager*

❖ **Prescott Park & Four Tree Island Public Art**

The Department of Public Works is responsible for maintaining all of the City’s public works of art, ranging from Jerome Meadows’ fragile ceramic tiles embedded in the African Burying Ground Memorial to the massive steel sculpture by Terrence Parker commissioned for the Foundry Place Garage. One of the works that received special attention from DPW Facilities engineers in FY21 was the Cabot Lyford sculpture, *My Mother the Wind*, that has stood on Four Tree Island for 45 years. Now the newly stabilized base for the sculpture ensures its presence on the waterfront for visitors to Four



Tree Island to enjoy for years to come. DPW engineers were able to reposition stones that had rolled away from the original base of the sculpture and pour a new concrete footing.

In FY21, the City of Portsmouth also acquired the red granite sculpture, *Odyssey*, by Richard Erdman of VT. The sculpture was placed as the centerpiece of the Prescott Park formal garden fountain in honor of Michael Warhurst, who tended the park gardens for 43 years. Donated by the non-profit Friends of Prescott Park, the sculpture was carved from a five-ton block of Italian madora red granite and weighs 600 pounds.

*Citywide Goal(s) Addressed:*

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

*Major City Departments Involved:*

- *Public Works Department – Prescott Park Division*





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# Portsmouth at a glance. . .



Photo by Getty Images

## City Government

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

## Location

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

## Land

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

## Transportation & Road Access

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

## Driving Distance to Selected Cities

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





# City Infrastructure

## Emergency Services

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

## City School System

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

## Culture and Recreation

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

## Eco Municipality Assets

- Recycling Program: Mandatory
- Recycling Centers: 1
- LED Streetlights: 1,600
- Electric Charging Stations: 5/7 plugs
- Solar Panel Arrays: 2
- City Biodiesel Vehicles: 80

- City Open Space: 94 undeveloped parcels (932 acres)

## Public Works Department

- Miles of Streets: 105 miles/136 miles maintained
- Miles of Sidewalk: 74
- Number of Bridges: 15
- Number of Municipal Buildings: 8 (approximately 286,426 square feet)
- Playgrounds / parks/ ballfields: 23
- Historic Cemeteries/Burial Grounds: 7
- Adopt a Spot Gardens: 55
- Greenspace Maintained: 80+acres

## Parking and Transportation

- Parking Garages: 2 (1,503 spaces)
  - Foundry Place: 600
  - Hanover: 903
- Metered Parking Spots: 843
- City Owned Parking Lots: 10
- City Owned Free Lots: 5 lots/715 spaces
- Private Parking Lots with City Agreements: 5 lots/224 spaces
- Bike Racks: 39
- Public Transit Options: 5

## Water Infrastructure

- Miles of water mains: 189
- Number of water treatment plants: 1
- Number of service connections: 8,261
- Storage capacity in gallons, water (millions of gallons): 11
- Maximum daily capacity of treatment (millions of gallons): 4.5
- Number of fire hydrants: 1, 028

## Sewer Infrastructure

- Miles of sewer mains: 112
- Number of service connections: 6,459
- Number of wastewater treatment plants: 2



# Demographics

**Population**  
CITY  
**22,206**

(2019)  
NH Data Center

## Elections

Total Registered Voters (FY21) – 21,563

## Households

Number of Housing Units – 10,615  
Number of Households – 10,063  
Average Household Size – 2.07  
(Source: US Census 2015-2019)

## Labor Force (Annual Average 2018)

Civilian labor force – 14,061 (64.5%)  
Employed – 13,783 (63.2%)  
(Source: NHES-ELMI)

## Income, Inflation Adjusted 2019

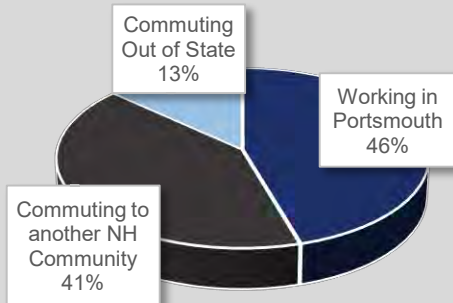
Per capita income - \$50,351  
Median Family Income - \$105,821  
Median Household Income - \$78,027  
Median Earnings, full time  
Male - \$66,932  
Female - \$52,977

Individuals Below Poverty Level – 6.1%  
(source NHES Community Profile, Portsmouth 2018 and ACS 2019)

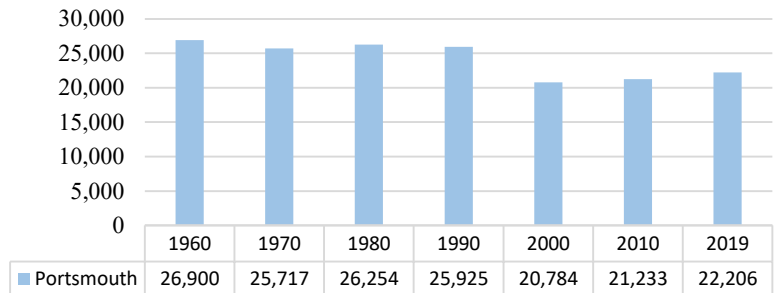
## Geography

Population per square mile, 2018 – 1,396  
Land area in square miles, 2017 – 15.7  
(Source, U.S. Census 2019)

Where do the Residents of Portsmouth Work?  
(Source ACS Survey 2018)



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



## Educational Attainment

Population 25+ Years

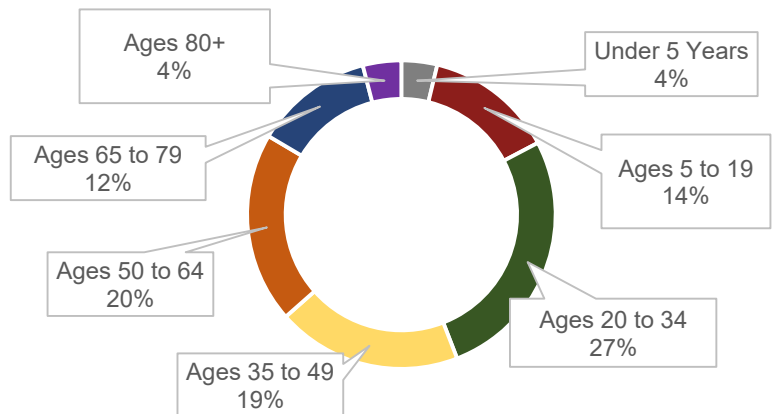
High School Graduate or higher – 95.8%

Bachelor's Degree or Higher – 58.6%

Graduate or Professional Degree – 23.9%

(source: ACS survey 2019)

## Population by Age Group (Source: ACS survey 2019)



**49.2%**  
of Portsmouth  
City residents are  
Male

**50.8%**  
of Portsmouth  
City residents are  
Female

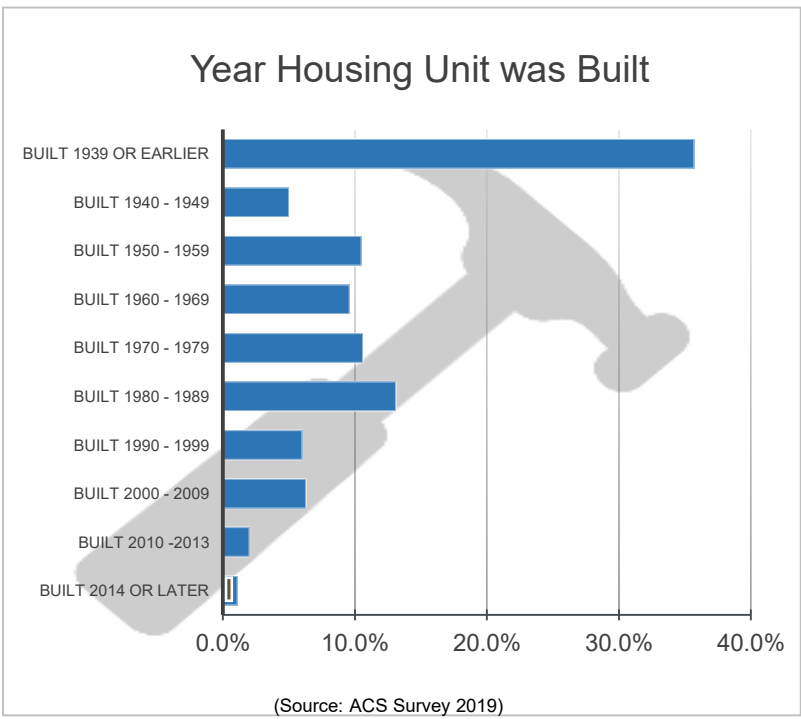
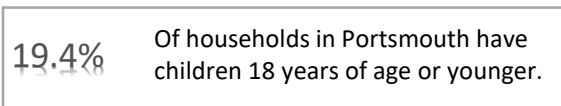
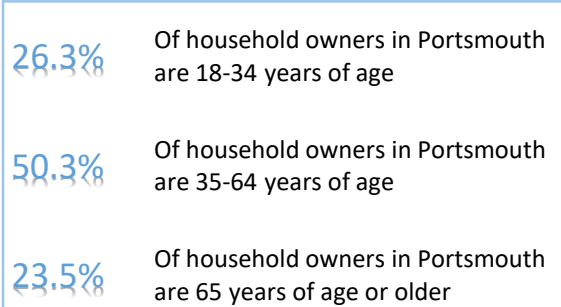
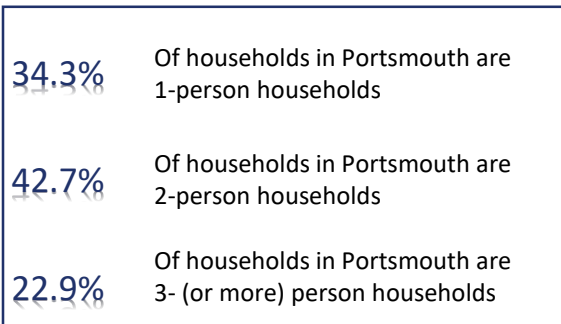


# Housing Demographics



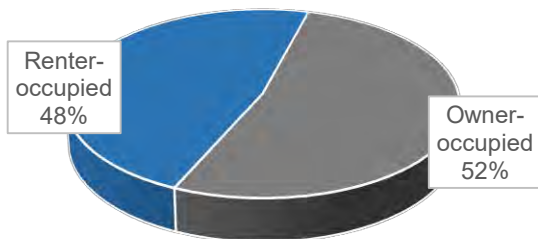
(Source: American Community Survey Data 2019)

- Number of Housing Units – 10,615
  - Number of Occupied Housing Units – 10,063
  - Number of Households – 10,063
  - Average Household Size – 2.07 persons
  - Number of Families – 5,106
  - Average Family Size - 2.69 persons
  - Median Gross Rent - \$1,305
- (Source: ACS Survey 2019)



## Portsmouth Housing Unit by Occupancy

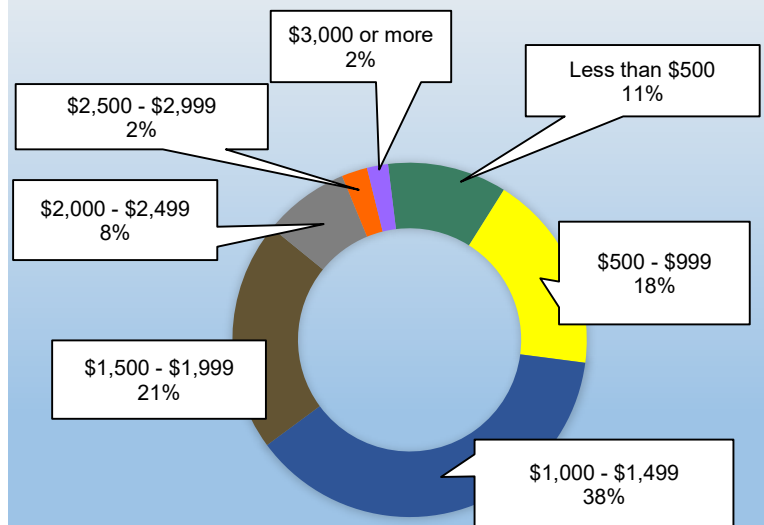
(Source: American Community Survey Data 2019)



Total Units Occupied: 10,063

## Portsmouth Rent Prices

(Source ACS Survey 2018)



# Economic Indicators

## Portsmouth Median Property Values

**Median Single Residential Home Property Value: \$474,900**

### Type

- Commercial \* - \$651,050
- Residential \*\* - \$426,350

### Residential Stratified

- Single Family - \$474,900
- Mobile Homes - \$72,800
- Condos - \$341,150
- Multi-Family (<8) - \$624,300

As of April 1, 2020

\* Does not include Pease Airport

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

## Mean (Average) Property Values

### Type

- Commercial \* - \$1,774,180
- Residential \*\* - \$491,975

### Residential Stratified

- Single Family - \$553,056
- Mobile Homes - \$107,859
- Condos - \$426,981
- Multi-Family (<8) - \$650,346

As of April 1, 2020

\* Does not include Pease Airport

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

## Portsmouth Parcel Count (% of Total Taxable Parcel Count)

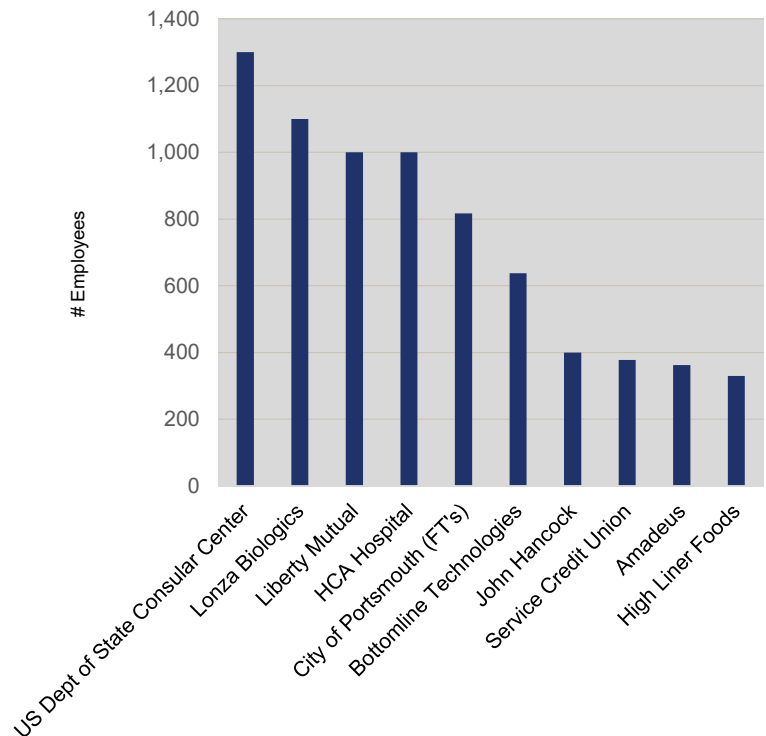
- **Residential – 83.9% \*\***
  - Single Family – 56.2%
  - Mobile Homes – 3.5%
  - Condos – 31.2%
  - Multi-Family (< 8) – 6.6%
- **Commercial – 16.1% \***
  - Utilities – 0.3%

\* Does not include Pease Airport

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

(source: Portsmouth Assessors Office, TY2020 (FY2021).

## 10 Largest Employers in Portsmouth 2020



## Top 10 Taxpayers 2020 (FY 2021)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.81%
HCA Health Services	Medical Building	1.38%
Arbor View & The Pines LLC	Apartment Complex	0.86%
Northern Utilities Inc.	Utility	0.75%
Hanover Apartments LLC	Apartment Complex	0.68%
Liberty Mutual Insurance	Office Building	0.57%
Service Credit Union	Office Building	0.56%
Vaughan Street Hotel LLC	Hotel	0.54%
Port Owner Harbor LLC (formerly Harborside Association)	Hotel	0.53%
Kanerd Development LLC	Office Building	0.52%



# Property Tax

Tax Rate 2020 Tax Year (FY2021)	
<b>\$14.70 (per \$1,000)</b>	
Municipal	- \$6.83
County	- \$0.90
Local Education	- \$5.07
State Education	\$1.90

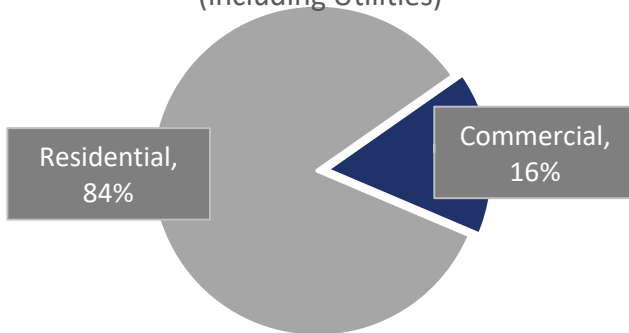
The total taxable parcel count for Tax Year 2020 (Fiscal Year 2021) is 8,859. Commercial properties make up 16.1% of the total City parcel count while comprising 42.2% of the total assessed value of the City. Respectively the Residential properties make up 83.9% of the total parcel count while comprising 57.7% of the total assessed value for Portsmouth.

Total Valuation Before Exemptions TY2020 (FY21)		
	Total	Count
Commercial *	\$ 2,674,409,270	1,427
Residential **	\$ 3,656,359,305	4,432
<b>Totals</b>	<b>\$6,330,768,575</b>	<b>8,859</b>

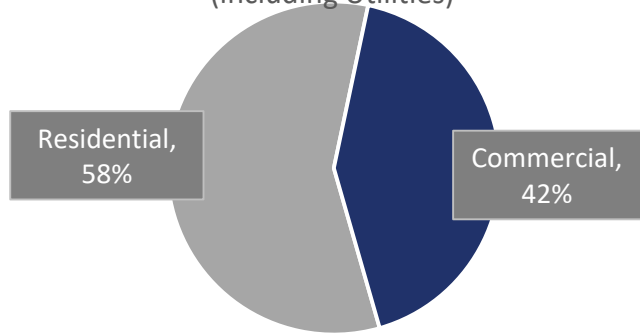
\* Includes Pease Non Airport & Utilities, does not include Pease Airport

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

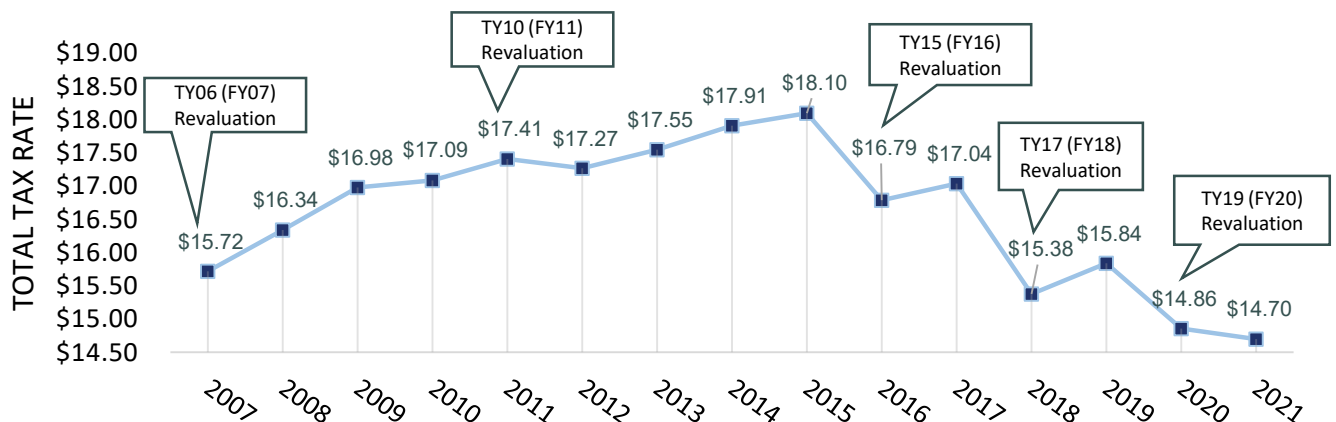
Residential vs. Commercial Properties by Percent of Taxable Parcel Count (including Utilities)



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



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



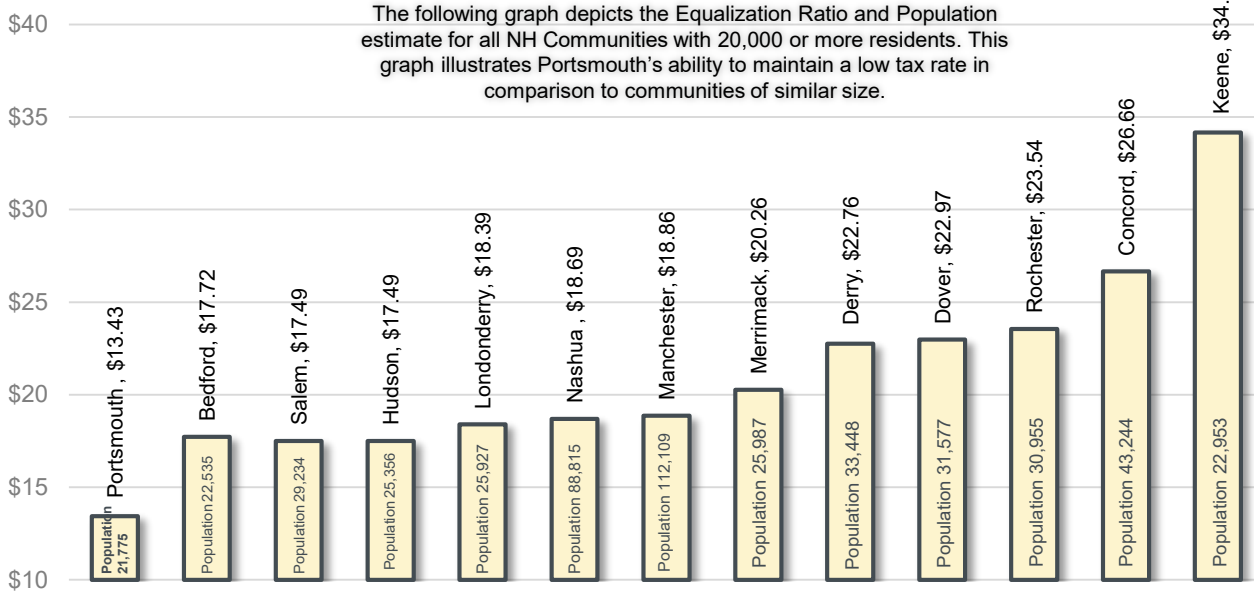
TY = Tax Year – April 1<sup>st</sup>  
 FY = Fiscal Year – July 1<sup>st</sup> – June 30<sup>th</sup>



# 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.

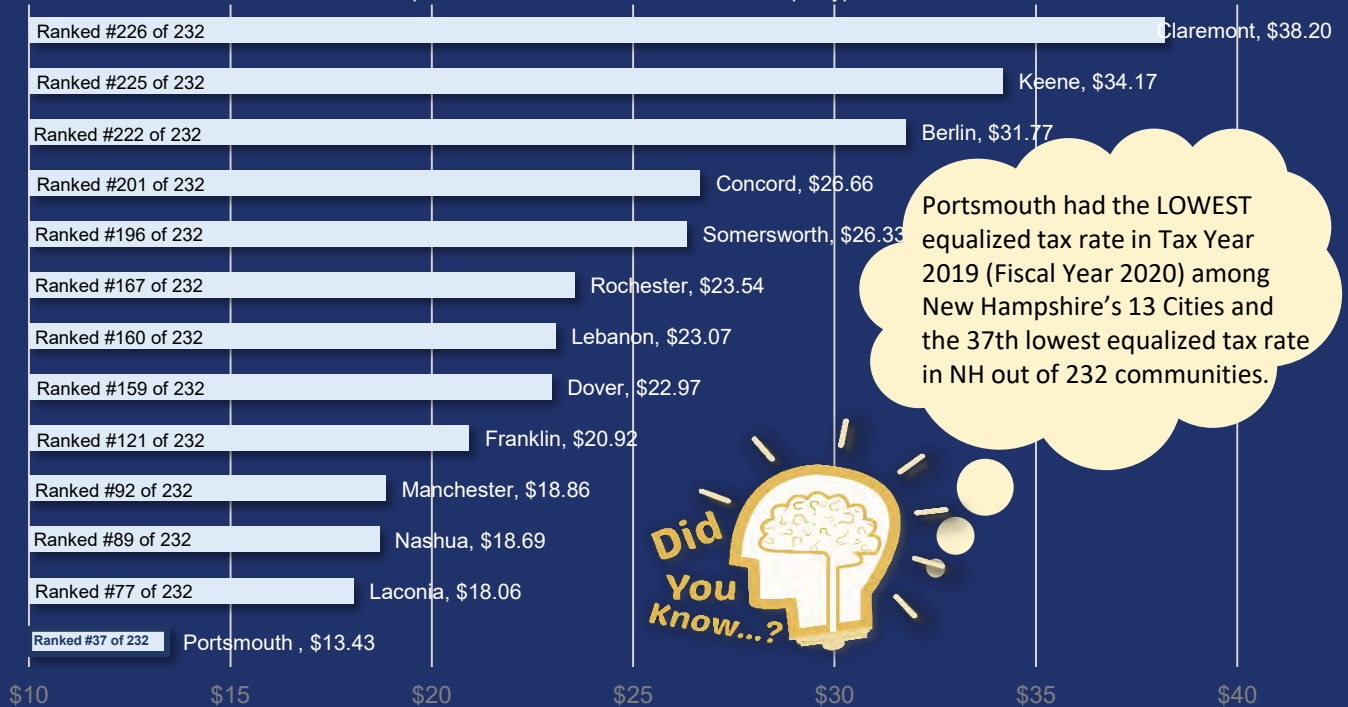
## Total Equalized Tax Rate TY2019 (FY2020) For NH Communities with 20,000+ Residents



Population information used in the above graph was gathered from the NH U.S. Census ACS Surveys (2019).

## Total Equalized Tax Rate 2019 (FY 2020) for NH's 13 Cities

The following graph depicts the Equalization Ratio and 2019 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.





# 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](http://cityofportsmouth.com/assessors/elderly-disabled).

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

### Elderly Exemption (RSA 72:39-a)

Age 65 or over as of April 1<sup>st</sup> of the year applying and a resident of New Hampshire for three consecutive years (as of April 1<sup>st</sup>). The property on which the exemption is claimed must be the applicant's principal place of abode.

#### **Elderly Exemption Amount off Assessed Valuation**

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

#### **Elderly Income Limit**

- (Single) - \$43,928
- (Married) - \$60,400

#### **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 1<sup>st</sup>. The property on which the exemption is claimed must be the applicant's principal place of abode.

#### **Exemption Amount off Assessed Valuation - \$235,000**

#### **Disabled Income Limit**

- (Single) - \$43,928
- (Married) - \$60,400

#### **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?

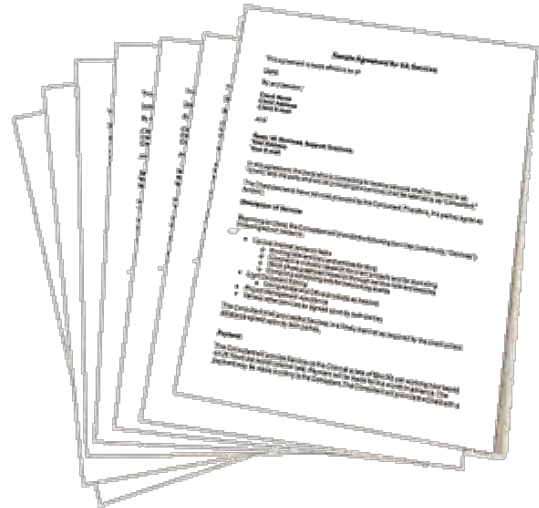
**An official reduction or elimination of one's assessed valuation after completion of the original assessed value.**

## 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 1<sup>st</sup> following the notice of tax.

**Filing a tax abatement does not delay the collection of any contested taxes; taxes should be paid as assessed. If 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 1<sup>st</sup> following the notice of tax.

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

or in the Assessor's Office within City Hall.

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

## What makes an abatement successful?

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

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



# Economic Profile

The City of Portsmouth (population: 22,206) is a seaport community on the Piscataqua River which divides New Hampshire and Maine. It is a regional economic and cultural hub for seacoast New Hampshire, lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine.

## *Quality of Life and Economic Assets*

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

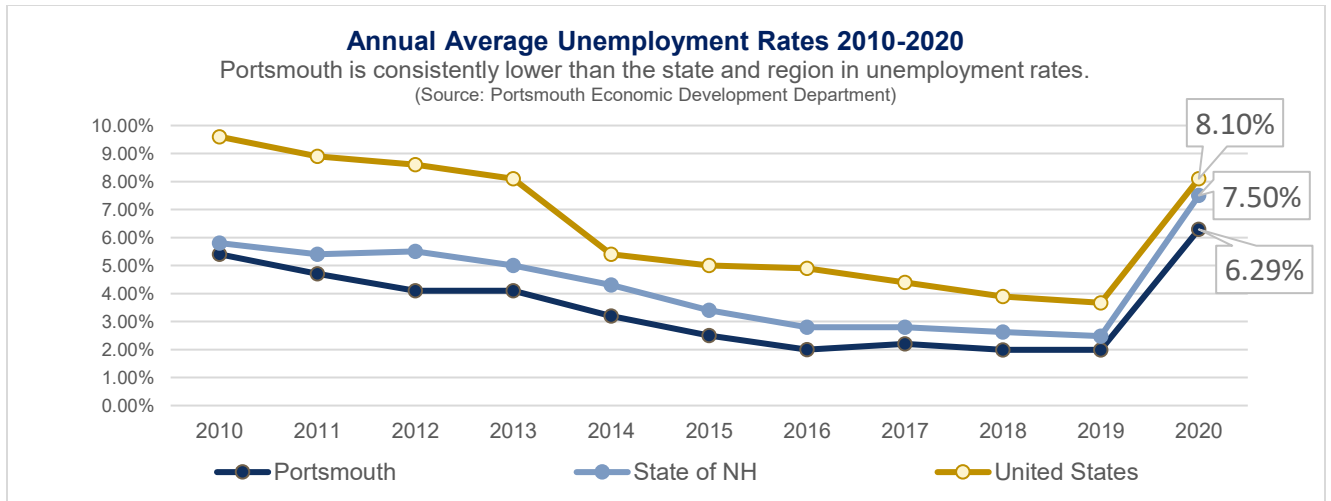
- Vibrant, walkable downtown
- Historic architecture
- Independent retail offerings and strong culinary destinations
- Low crime rate
- Excellent K-12 school system
- Strong creative arts and cultural economy
- Easy access to the interstate highway to the Boston, MA and Portland, ME metro areas
- Home to Pease International Tradeport and Airport
- High resident educational-attainment 58.6% of Portsmouth residents over the age of 25 have a college bachelor's degree or higher (Source: US Census)



## *Workforce*

According to the NH Employment Security Office, Portsmouth's total public and private average quarterly employment at the end of the 2020 second quarter was 29,248 (compared to 33,795 at the end of the 2019 second quarter indicating a decrease of 4,547 jobs). The average weekly wage for those periods were \$1,436 and \$1,338 respectively. In June 2020, Portsmouth had a resident workforce of 13,430 some of which work locally and some who commute out of the city. Portsmouth companies employ over double the number of resident workers.

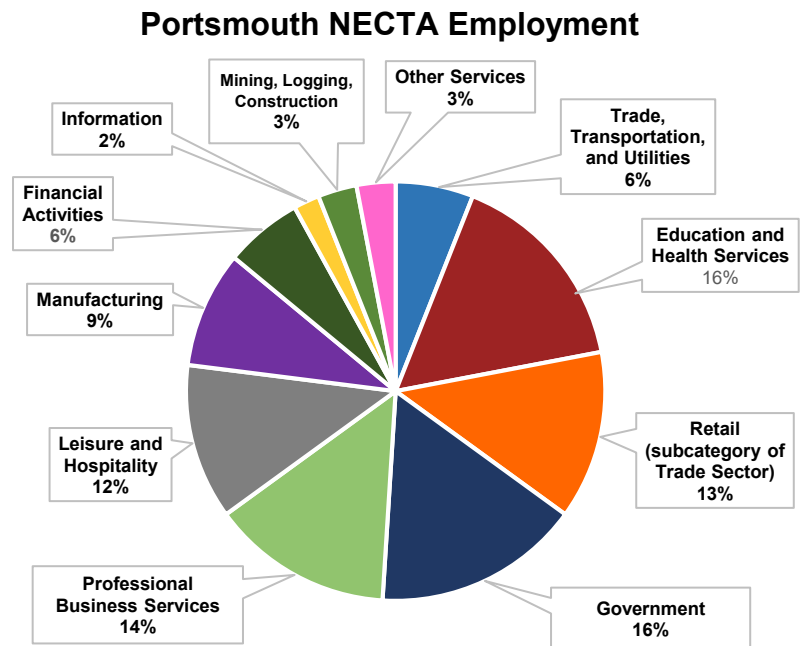




The City of Portsmouth continues to lead the region in low unemployment rates. The graph above compares the annual average unemployment rates of Portsmouth to the State and Nation from 2010-2020 even during the COVID 19 pandemic.

### ***Portsmouth Business Sectors by Employment***

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



### ***Arts and Culture***

Portsmouth also serves as the cultural and culinary destination for the region. This has resulted in a significant creative economy of for-profit and non-profit businesses ranging from theatres



and museums to galleries and design/architectural firms. The most recent Economic Impact study of this sector in 2016 by Americans for the Arts 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 2,634 students in grades K-12. The School Department includes a preschool program, three elementary schools (K-5), one middle school (6-8), one high school (9-12), and one alternative high school program (9-12). The high school also includes a Career Technical Education program available to students in grades 9-12.



Education and Child Care				
<small>(source: NHES Community Profile, Portsmouth 2017 and ACS Survey 2012-2016)</small>				
	Elementary	Middle/ Junior High	High School	Private/ Parochial
# of Schools	3	1	1	1
Grade Levels	P, K-5	6-8	9-12	P, K, 1-8
Total Enrollment	921	525	1,078	169
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2015 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 20 Total Capacity – 1,291			

*\*Enrollment numbers as of 10/2/2019*

**Post-Secondary**

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





## ***Utilities***

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

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

## ***Transportation Services***

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

Pease International Airport is located within the City of Portsmouth. Manchester-Boston Regional Airport is located approximately one hour west and Portland International Airport in Portland, Maine is located one hour north of Portsmouth. Amtrak passenger rail link service is now available between Portland, ME and Boston, MA with stops in Dover, Exeter and Durham, NH. Regional bus service is provided by COAST



(Cooperative Alliance for Seacoast Transportation). Using Portsmouth as one terminus, COAST serves the region with frequent service.

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



# Unique Economic Drivers

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

## *Pease International Tradeport*



Pease International Tradeport is a former Air Force Base that was redeveloped as an international business park within the City of Portsmouth in the late 1990's. It is conveniently located off Interstate 95, just 50 miles from the major cities of Boston, Portland and Manchester. In FY 2020, \$7 million dollars was paid to the City in exchange for municipal services provided to the Tradeport as per the Municipal Services Agreement.

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

In a 2020 report to the City's Economic Development Commission, Paul Brean, the Pease Development Authority Executive Director reported the following activity at the Tradeport:

- 4.9 million square feet of commercial/industrial space has been developed at Pease since 1992.
- 270+ companies now employ over 10,750 direct hires with another 5,125 indirect hires employed by from vendors/contractors to Pease-based companies.
- Annual wages are estimated at \$700 million.
- Meals and rooms taxes are estimated at \$16 million.
- Municipal services fees paid to the City are \$6.6 million annually.
- Inventory of developable land is shrinking with 3 parcels under option totaling 19.5 acres and 2 un-optioned totally 5.6 acres currently available.
- On the airport side of the Tradeport there are 10 parcels totaling 143 acres available for aviation-related use.
- Current vacancy rate is 2.3%.

Mr. Brean reported that the impact of COVID 19 on Tradeport businesses has been both positive and negative. The sectors most negatively impacted include academia, transportation, childcare, fitness and hospitality. On the positive side, there has been an increase in corporate hangar demand and an uptick in interest around aerospace industry. Private airlines are seeing an increase in demand as passengers seek alternatives to commercial passenger carriers.

The success of Lonza in the biopharmaceutical sector and its work with Moderna on a COVID 19 vaccine have generated interest in the Tradeport from other bio/pharma companies. In addition to this work, Lonza continues work on expansion cell therapy and mono 1 products with



a phased \$200M capital improvement investment including > 1M square feet in office manufacturing/ warehousing plus two (4) story parking facilities. Initially 150 new skilled jobs will be created with the potential for another 250 future hires.

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

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

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

### ***The Port of New Hampshire***

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



### ***Foreign Trade Zone (FTZ)***

New Hampshire has one Foreign Trade Zone (FTZ) consisting of five (5) distinct sites, three (3) of which are located in Portsmouth: 1,095 acres at the Tradeport, 10 acres at the Port, and 50 acres at the Portsmouth Industrial Park. A Foreign Trade Zone 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 most current regional economic impact report of the PNSY for calendar year 2019 shows an economic impact of \$1,159,014,069, up from \$882,613,734 in

2018. The Shipyard employs a total of 7,310 employees with a payroll of \$595 million up from 6,972 employees with a payroll of \$548 million in calendar year 2018. The shipyard purchased \$123 million of goods and services in 2019; an increase of \$3 million over calendar year 2018. Total contracted facility services purchased was \$169 million in 2019 up from \$169 million in 2018 making it a significant source of direct and indirect expenditures in the region.





# Budget Document

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## A GUIDE TO THE BUDGET DOCUMENT

The City of Portsmouth is a municipal corporation governed by a City Council, including a mayor and eight 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; the Community Development, Parking & Transportation, Stormwater, Prescott Park, and Economic Development Funds (Special Revenue Funds); and the Water and Sewer Funds (Enterprise Funds).

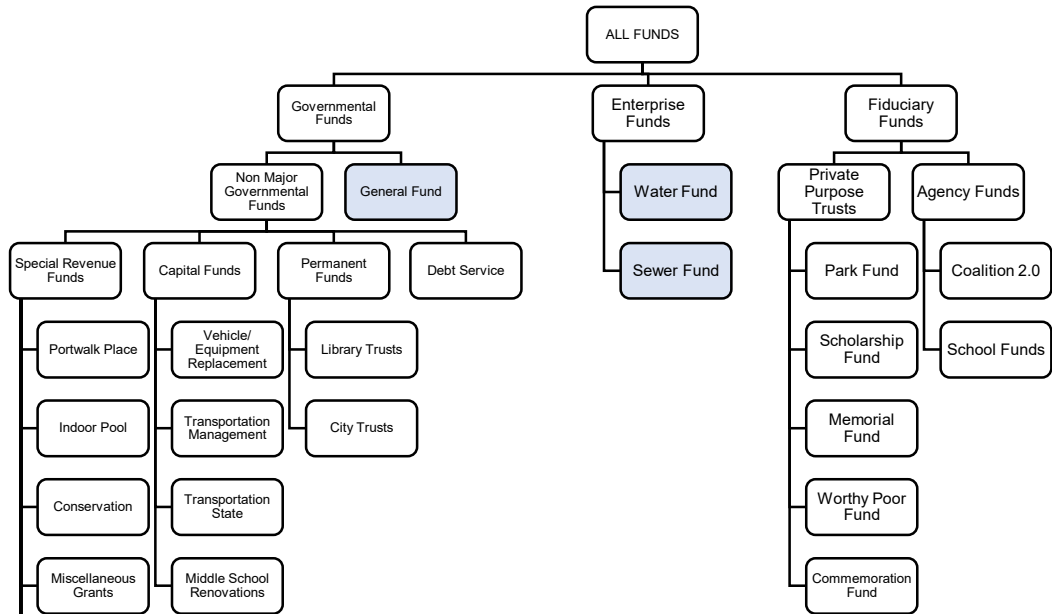
The fund structure in the audited financial statements include all Governmental Funds (General, Special Revenue, Capital Projects, Debt Service Fund and Permanent funds), Enterprise Funds (Water and Sewer) and Fiduciary Funds (Private Purpose Trusts and Agency Funds).

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	✓	✓				
IT			✓			
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 (CDBG) Funds as received from the Federal Government through the New Hampshire Office of State Planning. Current grants are mainly designed for City of Portsmouth economic development, housing rehabilitation, public service, and public facilities.

### **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, which is funded by parking system user fees including parking passes, on street and garage parking and parking fines. It accounts for operations of the City's parking facilities, parking enforcement, parking meter operations and parking administration funded by funds generated from these parking activities.

### **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.

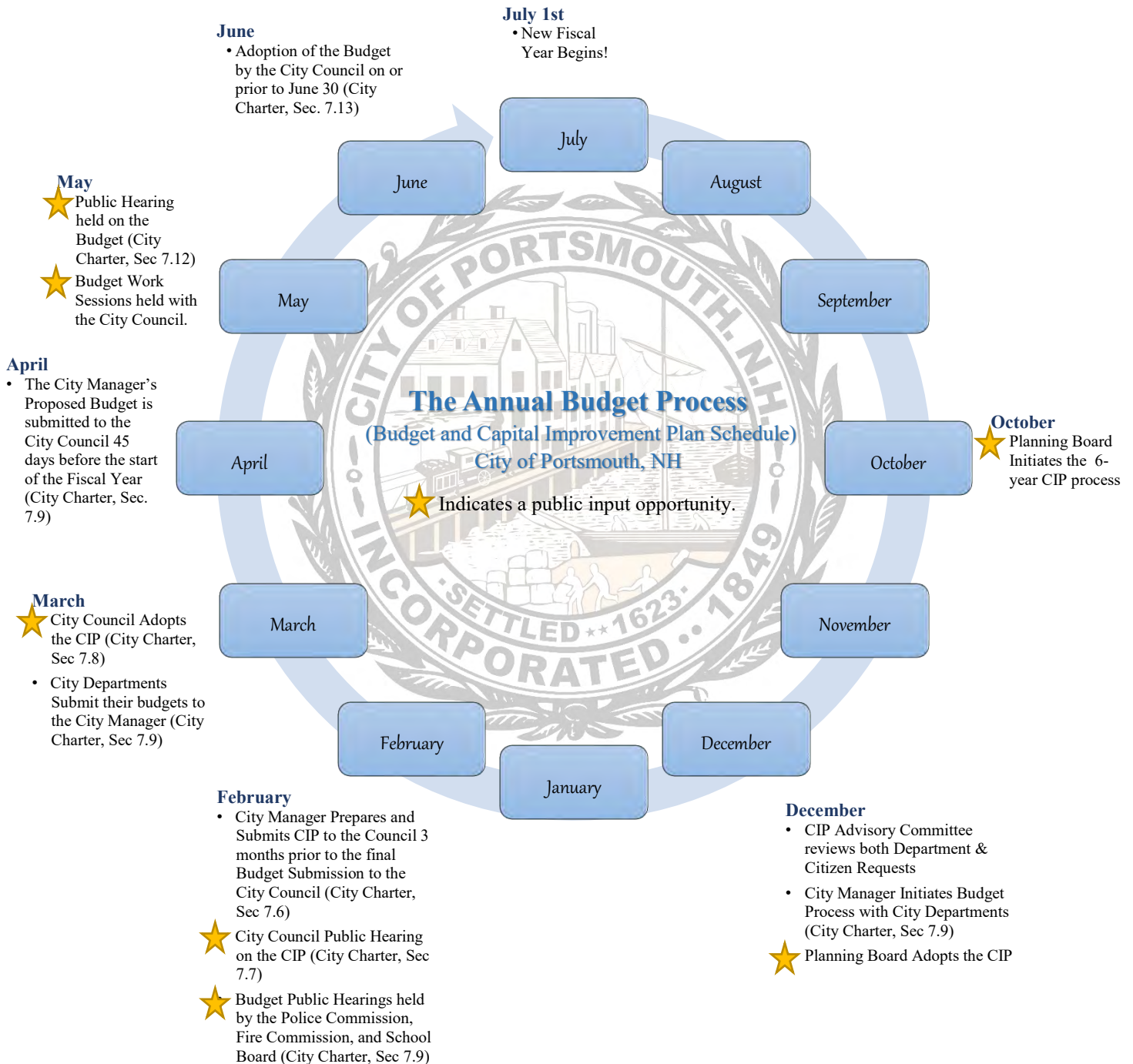
The Comprehensive Annual Financial Report displays the status of the City’s finances on the basis of “Generally Accepted Accounting Principles” (GAAP). The City in most cases, conforms to GAAP in references to the fund based financial statements, when preparing its budget. Exceptions are as follows:

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



# THE BUDGET PROCESS

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





## ***CAPITAL IMPROVEMENT PROGRAM PROCESS***

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

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

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

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

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

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

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

The City Council must adopt a final budget by June 30<sup>th</sup>. If the City Council takes no action on or prior to June 30<sup>th</sup>, the budget submitted by the City Manager is deemed to have been adopted by the City Council per the City Charter.

**The City will adopt a balanced budget, by fund, for all funds maintained by the City, in which total anticipated revenues will equal budgeted expenditures for each fund.**

Once the budget is adopted, no appropriations shall be made for any purpose not included in the annual budget as adopted unless voted by a two-thirds majority of the City Council after a public hearing is held to discuss said appropriation.



## FY 2022 BUDGET SCHEDULE

### September 2020

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

### October 2020

15 Thursday 4:30PM Citizen Submission Deadline for CIP Projects  
30 Friday Departments Submission Deadline for CIP Projects

### November 2020

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

### December 2020

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

### January 2021

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

### February 2021

8 Monday 7:00 PM **City Council Meeting- Public Hearing on the CIP - No presentation**  
*- See presentation recorded from the January 13th City Council Work Session*  
9 Tuesday 6:00 PM \* Fire Commission Public Hearing on the proposed budget  
9 Tuesday 7:00 PM School Board Public Hearing #2 on the proposed budget  
24 Wednesday 4:00 PM Police Commission Public Hearing on the proposed budget

### March 2021

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

### April 2021

30 Friday **Proposed Budget document to be submitted to the City Council**

### May 2021

10 Monday 6:30 PM **City Council Meeting - Public Hearing on Budget**  
11 Tuesday 6:30 PM **City Council Work Session - Public Safety (Police and Fire) Budget Review/Listening Session**  
12 Wednesday 6:30 PM **City Council Work Session - School Department Budget Review/Listening Session**  
13 Thursday 6:30 PM **City Council Work Session - General Government & Parking Departments/Listening Session**  
19 Wednesday 6:30 PM **City Council Work Session - Water, Sewer, and Stormwater Departments/Listening Session**  
24 Monday 6:30 PM **City Council Work Session - Budget Review**  
27 Thursday 6:30 PM **City Council Work Session - Budget Review Follow Up (if necessary)**

### June 2021

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

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

\* The intention is to hold the meeting at Fire Station 2 (3010 Lafayette Road) - Please visit the City's website prior to the meeting in the event it will be held by zoom.

*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.*

Revised December 3, 2020





# Fund Summaries

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## ***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 FY20 budget and actual, FY21 budget, and the FY22 City Manger's recommended budget, as well as the dollar and percent change over FY21.

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

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



**GENERAL FUND BUDGET SUMMARY - FY2022**  
**TAX CALCULATION**

	FY20	FY21	FY22	\$\$	%
	BUDGET	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY21	CHANGE FROM FY21
<b>OPERATING BUDGET</b>					
General Government	20,535,072	20,896,449	21,570,621	674,171	3.23%
Police	11,830,799	12,152,363	12,688,965	536,602	4.42%
Fire	9,347,650	9,624,468	10,048,849	424,381	4.41%
School	50,242,858	52,102,298	53,662,632	1,560,334	2.99%
Collective Bargaining	0	4,991	108,000	103,009	
<b>Total Department Operating Budget</b>	<b>91,956,379</b>	<b>94,780,569</b>	<b>98,079,067</b>	<b>3,298,497</b>	<b>3.48%</b>
Transfer to Indoor Pool	150,000	75,000	150,000	75,000	100.00%
Transfer to Prescott Park	89,000	99,344	177,486	78,142	78.66%
McIntyre Building Maintenance		0	480,000	480,000	
<b>Total Transfers/Other</b>	<b>239,000</b>	<b>174,344</b>	<b>807,486</b>	<b>633,142</b>	<b>363.16%</b>
<b>Total Operating Budget</b>	<b>92,195,379</b>	<b>94,954,913</b>	<b>98,886,553</b>	<b>3,931,639</b>	<b>4.14%</b>
<b>NON-OPERATING EXPENSE</b>					
Debt Related Costs/TANS	272,000	120,000	128,000	8,000	6.67%
Debt Service Payments	14,199,496	13,150,440	13,669,890	519,450	3.95%
Overlay	1,000,000	1,000,000	1,000,000	0	0.00%
Property & Liability Ins	381,245	397,514	417,090	19,576	4.92%
County	5,741,466	5,699,880	5,813,878	113,998	2.00%
Contingency	300,000	300,000	300,000	0	0.00%
Rolling Stock	883,260	427,500	584,500	157,000	36.73%
IT Equipment Replacement	1,013,428	774,608	1,194,208	419,600	54.17%
Capital Outlay	1,810,000	1,276,000	1,480,000	204,000	15.99%
Other General Non-Operating	842,356	1,014,483	784,914	(229,569)	-22.63%
<b>Total Non-Operating Budget</b>	<b>26,443,251</b>	<b>24,160,425</b>	<b>25,372,480</b>	<b>1,212,055</b>	<b>5.02%</b>
<b>Total Gross Budget</b>	<b>118,638,630</b>	<b>119,115,338</b>	<b>124,259,033</b>	<b>5,143,694</b>	<b>4.32%</b>
<b>REVENUES</b>					
Municipal	15,816,906	15,495,226	15,167,514	(327,712)	-2.11%
School	6,569,500	6,717,200	6,523,880	(193,320)	-2.88%
State Revenues	1,744,000	1,732,234	1,541,000	(191,234)	-11.04%
State Revenues-School Building Aid	1,863,246	1,757,195	1,757,195	0	0.00%
<u>Use of Fund Balance: Unassigned</u>					
Budget Process	400,000	0	0	0	
<u>Use of Fund Balance: Committed</u>					
Property Appraisal	150,000	150,000	100,000	(50,000)	-33.33%
Debt Service Reserve	1,950,000	1,900,000	1,900,000	0	0.00%
Supplemental Appropriation	0	150,000		(150,000)	
<b>Total</b>	<b>28,493,652</b>	<b>27,901,855</b>	<b>26,989,589</b>	<b>(912,266)</b>	<b>-3.27%</b>
<b>BUDGETED PROPERTY TAX LEVY</b>	<b>90,144,978</b>	<b>91,213,483</b>	<b>97,269,444</b>	<b>6,055,960</b>	<b>6.64%</b>
War Service Credits	540,883	546,825	546,825	0	0.00%
Adequate Education Formula	(11,438,069)	(11,597,138)	(12,043,851)	(446,713)	3.85%
State Education Tax	11,438,069	11,597,138	12,043,851	446,713	3.85%
<b>Total Property Taxes Assessed</b>	<b>90,685,861</b>	<b>91,760,308</b>	<b>97,816,269</b>	<b>6,055,960</b>	<b>6.60%</b>
ASSESSED VALUATION WITH UTILITIES	6,151,840,476	6,301,589,965	6,391,589,965	90,000,000	1.43%
ASSESSED VALUATION NO UTILITIES	5,981,852,063	6,119,299,314	6,209,299,314	90,000,000	1.47%
<b>MUNICIPAL &amp; SCHOOL TAX RATE</b>	<b>12.05</b>	<b>11.90</b>	<b>12.51</b>	<b>0.61</b>	<b>5.13%</b>
<b>COUNTY TAX RATE</b>	<b>0.90</b>	<b>0.90</b>	<b>0.91</b>	<b>0.01</b>	<b>1.07%</b>
<b>STATE EDUCATION TAX RATE</b>	<b>1.91</b>	<b>1.90</b>	<b>1.94</b>	<b>0.04</b>	<b>2.09%</b>
<b>COMBINED TAX RATE</b>	<b>14.86</b>	<b>14.70</b>	<b>15.36</b>	<b>0.66</b>	<b>4.48%</b>



# EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>GENERAL FUND</b>						
<b>GENERAL FUND OPERATING BUDGET</b>						
<b>GENERAL GOVERNMENT</b>						
<b>GENERAL ADMINISTRATION</b>						
City Council	33,536	22,298	28,755	28,755	0	0.00%
City Manager	425,515	421,295	425,701	530,271	104,570	24.56%
General Government Benefits	2,538,887	2,479,311	2,614,134	2,630,096	15,962	0.61%
Human Resources	474,334	440,616	492,189	509,479	17,290	3.51%
City Clerk	271,995	265,175	279,940	295,078	15,138	5.41%
Elections	108,450	80,467	121,564	115,554	(6,010)	-4.94%
Legal	736,430	731,938	831,964	881,392	49,428	5.94%
Information Technology	698,045	687,911	698,879	698,832	(47)	-0.01%
<b>FINANCE</b>						
Accounting, Assessing, Tax Collection	2,086,089	2,020,315	2,114,926	2,342,775	227,849	10.77%
<b>OTHER GENERAL GOVERNMENT</b>						
General Administration	811,690	746,105	833,657	980,917	147,260	17.66%
<b>REGULATORY SERVICES</b>						
Planning	842,966	803,765	822,371	741,573	(80,798)	-9.82%
Inspections	539,621	532,836	566,495	624,425	57,930	10.23%
Health	252,317	158,568	267,089	331,020	63,931	23.94%
<b>PUBLIC WORKS</b>	7,095,875	6,722,590	6,996,155	6,996,155	0	0.00%
<b>COMMUNITY SERVICES</b>						
Public Library	1,970,708	1,922,443	1,987,855	1,996,199	8,344	0.42%
Recreation	911,720	819,611	892,167	935,342	43,175	4.84%
Senior Services	222,490	150,776	226,963	232,358	5,395	2.38%
Public Welfare	303,762	394,149	484,597	489,287	4,690	0.97%
Outside Social Services	195,128	195,128	199,033	199,033	0	0.00%
<b>EMERGENCY MANAGEMENT</b>	15,514	15,514	12,014	12,080	66	0.55%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>20,535,072</b>	<b>19,610,812</b>	<b>20,896,449</b>	<b>21,570,621</b>	<b>674,171</b>	<b>3.23%</b>
Police Department	11,830,799	11,571,211	12,152,363	12,688,965	536,602	4.42%
Fire Department	9,347,650	9,142,802	9,624,468	10,048,849	424,381	4.41%
School Department	50,242,858	49,996,009	52,102,298	53,662,632	1,560,334	2.99%
<b>TOTAL POLICE, FIRE, SCHOOL</b>	<b>71,421,307</b>	<b>70,710,022</b>	<b>73,879,129</b>	<b>76,400,446</b>	<b>2,521,317</b>	<b>3.41%</b>
<b>TOTAL OPERATING DEPARTMENTS</b>	<b>91,956,379</b>	<b>90,320,833</b>	<b>94,775,578</b>	<b>97,971,067</b>	<b>3,195,488</b>	<b>3.37%</b>
<b>COLLECTIVE BARGAINING CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>4,991</b>	<b>108,000</b>	<b>103,009</b>	
<b>TRANSFER TO INDOOR POOL</b>	<b>150,000</b>	<b>150,000</b>	<b>75,000</b>	<b>150,000</b>	<b>75,000</b>	100.00%
<b>TRANSFER TO PRESCOTT PARK</b>	<b>89,000</b>	<b>89,000</b>	<b>99,344</b>	<b>177,486</b>	<b>78,142</b>	78.66%
<b>MCINTYRE BUILDING MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>480,000</b>	<b>480,000</b>	
<b>TOTAL OPERATING</b>	<b>92,195,379</b>	<b>90,559,833</b>	<b>94,954,913</b>	<b>98,886,553</b>	<b>3,931,639</b>	<b>4.14%</b>
<b>GENERAL FUND NON-OPERATING BUDGET</b>						
Debt Related Expenses	272,000	18,728	120,000	128,000	8,000	6.67%
Debt Service	14,199,496	13,900,885	13,150,440	13,669,890	519,450	3.95%
Overlay	1,000,000	1,000,000	1,000,000	1,000,000	0	0.00%
Property & Liability	381,245	378,181	397,514	417,090	19,576	4.92%
County Tax	5,741,466	5,561,364	5,699,880	5,813,878	113,998	2.00%
Contingency	300,000	300,000	300,000	300,000	0	0.00%
Rolling Stock	883,260	883,260	427,500	584,500	157,000	36.73%
IT Equipment Replacement	1,013,428	1,013,428	774,608	1,194,208	419,600	54.17%
Capital Outlay	1,810,000	1,810,000	1,276,000	1,480,000	204,000	15.99%
Other General Non-Operating	842,356	820,759	1,014,483	784,914	(229,569)	-22.63%
<b>TOTAL NON-OPERATING</b>	<b>26,443,251</b>	<b>25,686,606</b>	<b>24,160,425</b>	<b>25,372,480</b>	<b>1,212,055</b>	<b>5.02%</b>
<b>TOTAL GENERAL FUND</b>	<b>118,638,630</b>	<b>116,246,439</b>	<b>119,115,338</b>	<b>124,259,033</b>	<b>5,143,694</b>	<b>4.32%</b>





	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>ENTERPRISE FUNDS- FULL ACCRUAL</b>						
<b>WATER DIVISION</b>						
<b>Administration</b>						
Administration	2,252,884	2,078,025	2,176,282	2,251,446	75,164	3.45%
Engineering	428,419	410,678	426,189	459,499	33,310	7.82%
Collective Bargaining Contingency	8,260	0	0	900	900	
Depreciation	2,095,000	2,056,796	2,200,000	2,610,000	410,000	18.64%
Interest on Debt	1,119,680	1,085,169	1,026,717	1,115,612	88,895	8.66%
Air Force Reimbursement	0	50,741	0	281,827	281,827	
sub-total	5,904,243	5,681,409	5,829,188	6,719,284	890,096	15.27%
<b>Water Supply and Treatment</b>						
Treatment Plant	1,687,955	1,635,664	1,707,950	1,666,442	(41,508)	-2.43%
Laboratory	63,450	61,548	58,500	66,000	7,500	12.82%
Wells	133,012	89,930	127,700	135,200	7,500	5.87%
Storage Tanks	33,100	9,332	17,600	15,600	(2,000)	-11.36%
Booster Stations	71,500	95,346	85,100	112,500	27,400	32.20%
sub-total	1,989,017	1,891,821	1,996,850	1,995,742	(1,108)	-0.06%
<b>Water Distribution</b>						
Administration	678,441	694,152	677,490	715,947	38,457	5.68%
Mains	191,500	219,899	220,000	229,000	9,000	4.09%
Services	1,250	0	0	0	0	
Hydrants	40,200	0	0	0	0	
Meters	276,150	231,457	278,888	281,980	3,092	1.11%
sub-total	1,187,541	1,145,508	1,176,378	1,226,927	50,549	4.30%
<b>Total Water Division</b>	<b>9,080,801</b>	<b>8,718,738</b>	<b>9,002,416</b>	<b>9,941,953</b>	<b>939,537</b>	<b>10.44%</b>
<b>SEWER DIVISION</b>						
<b>Administration</b>						
Administration	2,942,047	2,686,574	2,704,292	2,904,139	199,847	7.39%
Engineering	595,679	482,387	754,447	741,909	(12,538)	-1.66%
Collective Bargaining Contingency	0	0	0	900	900	
Depreciation	2,400,000	2,550,063	5,150,000	5,550,000	400,000	7.77%
Interest on Debt	2,579,897	2,550,745	4,100,031	3,387,634	(712,397)	-17.38%
sub-total	8,517,623	8,269,769	12,708,770	12,584,582	(124,188)	-0.98%
<b>Wastewater Treatment</b>						
Treatment Plant	3,813,225	3,078,904	4,717,447	4,741,079	23,632	0.50%
Laboratory	128,000	173,578	143,325	143,325	0	0.00%
Lift Stations	792,584	717,373	806,486	844,277	37,791	4.69%
sub-total	4,733,809	3,969,856	5,667,258	5,728,681	61,423	1.08%
<b>Wastewater Collection</b>						
Administration	846,091	629,846	843,736	869,979	26,243	3.11%
Mains	104,500	88,929	82,000	86,250	4,250	5.18%
sub-total	950,591	718,775	925,736	956,229	30,493	3.29%
<b>Total Sewer Division</b>	<b>14,202,023</b>	<b>12,958,399</b>	<b>19,301,764</b>	<b>19,269,492</b>	<b>(32,272)</b>	<b>-0.17%</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>23,282,824</b>	<b>21,677,137</b>	<b>28,304,180</b>	<b>29,211,445</b>	<b>907,265</b>	<b>3.21%</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
<b>SPECIAL REVENUE FUNDS</b>						
<b>PARKING AND TRANSPORTATION</b>						
Parking Administration	1,479,661	1,291,375	1,279,434	1,254,886	(24,548)	-1.92%
Foundry Place Parking Facility	519,073	363,383	407,346	424,797	17,451	4.28%
Hanover Street Parking Facility	608,392	592,323	600,249	618,362	18,113	3.02%
Parking Enforcement	448,508	333,717	419,484	428,618	9,134	2.18%
Parking Meter Operations	283,392	171,303	320,906	321,333	427	0.13%
Parking Collection	241,789	246,854	258,382	213,822	(44,560)	-17.25%
Engineering	0	0	159,723	169,413	9,690	6.07%
Public Transportation	578,595	478,932	362,000	510,344	148,344	40.98%
Snow Removal & Contingency	300,000	300,000	300,000	300,000	0	0.00%
Debt Service	2,292,500	1,775,040	1,781,313	1,823,813	42,500	2.39%
Contingency	175,000	0	75,000	197,000	122,000	162.67%
Capital Outlay	610,000	0	0	195,000	195,000	
<b>Total Parking &amp; Transportation</b>	<b>7,536,910</b>	<b>5,552,928</b>	<b>5,963,837</b>	<b>6,457,388</b>	<b>493,551</b>	<b>8.28%</b>
<b>STORMWATER</b>	<b>495,613</b>	<b>495,607</b>	<b>555,415</b>	<b>623,986</b>	<b>68,571</b>	<b>12.35%</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>	<b>109,950</b>	<b>109,047</b>	<b>116,767</b>	<b>121,246</b>	<b>4,479</b>	<b>3.84%</b>
<b>ECONOMIC DEVELOPMENT-UDAG</b>	<b>265,119</b>	<b>190,112</b>	<b>245,387</b>	<b>247,743</b>	<b>2,356</b>	<b>0.96%</b>
<b>PRESCOTT PARK</b>	<b>324,250</b>	<b>309,167</b>	<b>341,044</b>	<b>407,713</b>	<b>66,669</b>	<b>19.55%</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>8,731,842</b>	<b>6,656,861</b>	<b>7,222,450</b>	<b>7,858,076</b>	<b>635,626</b>	<b>8.80%</b>
<b>TOTAL APPROPRIATED FUNDS</b>	<b>150,653,296</b>	<b>144,580,437</b>	<b>154,641,968</b>	<b>161,328,554</b>	<b>6,686,586</b>	<b>4.32%</b>



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 2022 (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	1,507,600	-	-	-	1,507,600	0.91%
Other Local Sources	10,927,060	17,027	-	-	10,944,087	6.62%
Parking Revenues	2,412,305	5,558,595	-	-	7,970,900	4.82%
Interest & Penalties	320,549	9,000	-	-	329,549	0.20%
School Revenues	6,523,880	-	-	-	6,523,880	3.95%
State/Federal Revenues	3,298,195	121,246	-	-	3,419,441	2.07%
Fund Transfers	-	1,014,672	-	-	1,014,672	0.61%
Use of Reserves	2,000,000	1,137,536	-	-	3,137,536	1.90%
Property Tax	97,269,444	-	-	-	97,269,444	58.83%
Enterprise Fund Revenues	-	-	11,031,375	22,194,742	33,226,117	20.10%
<b>Total Revenues</b>	<b>124,259,033</b>	<b>7,858,076</b>	<b>11,031,375</b>	<b>22,194,742</b>	<b>165,343,226</b>	
<b>Expenditures</b>						
City Council	28,755	-	-	-	28,755	0.02%
City Manager	530,271	-	-	-	530,271	0.33%
Human Resources	3,139,575	-	-	-	3,139,575	1.95%
City Clerk	295,078	-	-	-	295,078	0.18%
Elections	115,554	-	-	-	115,554	0.07%
Legal	881,392	-	-	-	881,392	0.55%
Information Technology	698,832	-	-	-	698,832	0.43%
Finance	2,342,775	-	-	-	2,342,775	1.45%
General Administrative	980,917	-	-	-	980,917	0.61%
Planning	741,573	-	-	-	741,573	0.46%
Inspection	624,425	-	-	-	624,425	0.39%
Public Health	331,020	-	-	-	331,020	0.21%
Public Works	6,996,155	7,489,087	9,941,953	19,269,492	43,696,687	27.09%
Public Library	1,996,199	-	-	-	1,996,199	1.24%
Recreation	935,342	-	-	-	935,342	0.58%
Senior Services	232,358	-	-	-	232,358	0.14%
Community Development	-	121,246	-	-	121,246	0.08%
Economic Development	-	247,743	-	-	247,743	0.15%
Public Welfare	489,287	-	-	-	489,287	0.30%
Outside Social Services	199,033	-	-	-	199,033	0.12%
Emergency Management	12,080	-	-	-	12,080	0.01%
Police Department	12,688,965	-	-	-	12,688,965	7.87%
Fire Department	10,048,849	-	-	-	10,048,849	6.23%
School Department	53,662,632	-	-	-	53,662,632	33.26%
Indoor Pool	150,000	-	-	-	150,000	0.09%
Prescott Park	177,486	-	-	-	177,486	0.11%
Collective Bargaining	108,000	-	-	-	108,000	0.07%
McIntyre	480,000	-	-	-	480,000	0.30%
Non-Operating	25,372,480	-	-	-	25,372,480	15.73%
<b>Total Expenditures</b>	<b>124,259,033</b>	<b>7,858,076</b>	<b>9,941,953</b>	<b>19,269,492</b>	<b>161,328,554</b>	
FY 22 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	-	1,089,422	2,925,250	(4,529,629)	
Estimated:						
Unassigned/Unrestricted Net Position Fund Balance - Beginning FY 22	16,152,597	-	7,363,484	28,553,715	52,069,796	
Fund Balance - Ending FY 22	16,152,597	-	8,452,906	31,478,965	47,540,167	
*Note: Special Revenue Fund Balances are Restricted not Unassigned Special Revenue Funds include: CDBG, UDAG, Parking/Transportation, Prescott Park and Stormwater						





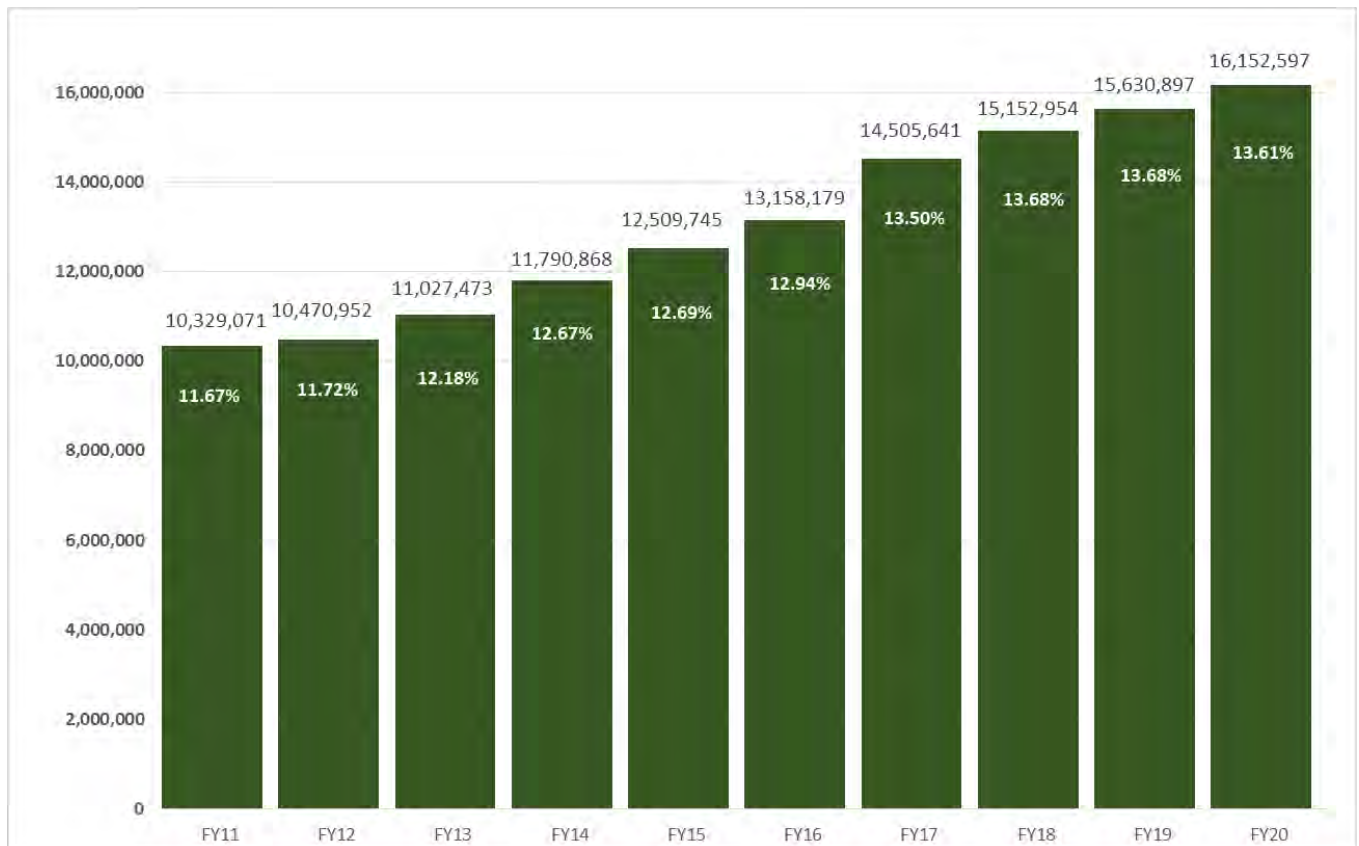
# Financial Policies and Long-Term Financial Guidelines

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, 2020, the Unassigned Fund Balance is 13.61% of appropriations. The chart below shows the history of unassigned fund balance for the last 10 years.



## BOND RATING

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

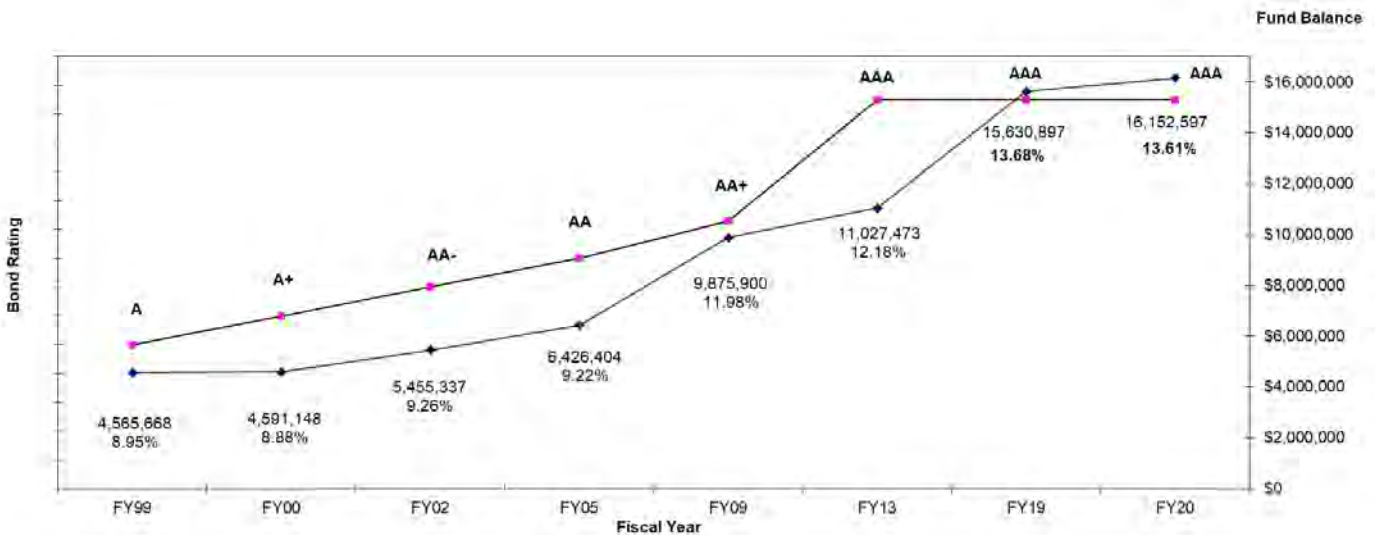
Table 1

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

Table 2

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

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



## ***LEAVE AT TERMINATION***

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

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

This stabilization fund has substantially reduced the future liability of the City. As of June 30, 2020, the General Fund liability for sick payout for eligible employees and annual leave for all employees is \$5.7 Million. Approximately 10% of all employees remain eligible for sick leave payout upon termination.

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

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

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

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

The City has addressed this issue with the following approaches.

1. The City negotiated with all labor agreements to share in the cost of health insurance premiums. Every employee contributes a percentage of their medical plan cost. This reduces the City's liability.





2. The City created the Health Insurance Stabilization Reserve to stabilize annual budgetary spikes that often negatively impact the operating budget. Generally, the appropriation amount is determined in accordance with the average increase of Health Insurance rates provided by HealthTrust and SchoolCare over 10 years with periodic review. This rate is then added to the prior fiscal year budgetary appropriation. The Health Insurance Stabilization Reserve has been established in the General Fund from operating surplus from previous years. In the event premiums spike higher than the appropriation, the reserve subsidizes this shortfall. A policy has been established that the utilization of this reserve in any given year shall not be in excess of 25% of its balance.

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

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### ***INVESTMENT POLICY***

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

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

### ***PROPERTY VALUATION***

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

### ***PERFORMANCE MEASURES***

The FY22 Budget document includes a performance measures section in each departmental narrative. The departments use their performance measures to better communicate departmental progress and/or efficiencies achieved within the department.



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

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

***ROLLING STOCK PROGRAM***

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

***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 FY22 Capital Improvement Plan. Detailed information for each project can found in Appendix II of this document.

**Capital Improvement Plan FY 2022-2027 (FY 2022 Funding)**

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY22 Total
GOVERNMENTAL FUNDS	\$1,480,000	\$0	\$22,500,000	\$33,000	\$1,349,208	\$1,050,000	\$26,412,208
WATER FUND	\$0	\$0	\$12,000,000	\$0	\$0	\$0	\$12,000,000
SEWER FUND	\$0	\$450,000	\$12,450,000	\$0	\$0	\$0	\$12,900,000
<b>TOTAL</b>	<b>\$1,480,000</b>	<b>\$450,000</b>	<b>\$46,950,000</b>	<b>\$33,000</b>	<b>\$1,349,208</b>	<b>\$1,050,000</b>	<b>\$51,312,208</b>

***GENERAL FUND ANNUAL CAPITAL OUTLAY***

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



## ***DEBT SERVICE PLANNING***

The City's Debt Service planning goals are to keep the debt burden and operational debt costs at manageable levels 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 FY22 proposed budget includes a projected net debt 8.06% 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, 2020, the last completed independent audit, was 1.6%.

## ***MUNICIPAL FEE REVIEW PROCESS***

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

## ***ENTERPRISE FUND POLICIES FOR RATE SETTING***

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

## ***UDAG BUDGET POLICY***

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



## ***COMPREHENSIVE ANNUAL FINANCIAL REPORT 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 27 awards for the fiscal years ended June 30, 1988, 1989, and 1995-2019.

## ***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 15 consecutive years; beginning July 1, 2006-2020. 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, 2019 marks the third year the City has received this prestigious award. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of the state and local government popular reports.

## ***COMPLIANCE TO POLICY AND GUIDELINES***

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





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**CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2022**

	BUDGETED REVENUES FY 20	ACTUAL REVENUES FY 20	BUDGETED REVENUES FY 21	BUDGETED REVENUES FY 22	%% CHANGE	\$\$ CHANGE
<b>Local Fees, Licenses, Permits</b>						
Other Fees	12,000	16,566	12,000	12,000	0.0%	-
Other Licenses	26,000	7,535	26,000	12,000	-53.8%	(14,000)
Planning Board/HDC	65,000	145,187	80,000	80,000	0.0%	-
Board of Adjustments	42,000	34,081	45,000	45,000	0.0%	-
Site Review	40,000	22,633	35,000	35,000	0.0%	-
Building Permits-Portsmouth	500,000	625,918	540,000	540,000	0.0%	-
Building Permits-Pease	55,000	71,695	55,000	55,000	0.0%	-
Electrical Permits-Portsmouth	85,000	119,228	105,000	105,000	0.0%	-
Electrical Permits-Pease	15,000	32,055	15,000	15,000	0.0%	-
Plumbing Permits-Portsmouth	140,000	241,760	154,000	154,000	0.0%	-
Plumbing Permits-Pease	20,000	19,475	20,000	20,000	0.0%	-
Sign Permits	6,000	4,865	6,000	6,000	0.0%	-
Police Alarms	26,000	19,050	30,000	30,000	0.0%	-
Fire Inspections	90,000	121,503	95,000	105,000	10.5%	10,000
Fire-Misc	1,500	795	1,500	1,500	0.0%	-
Excavation Permit	40,000	48,347	50,000	50,000	0.0%	-
Flagging Permit	11,000	6,300	9,000	9,000	0.0%	-
Solid Waste	40,000	56,517	50,000	55,000	10.0%	5,000
Blasting Permits	100	100	100	100	0.0%	-
New Driveway Permit	100	650	3,000	3,000	0.0%	-
Outdoor Pool	25,000	22,881	-	10,000	0.0%	10,000
Recreation Department	220,000	198,000	120,000	90,000	-25.0%	(30,000)
Boat Ramp Fees	10,000	10,860	10,000	10,000	0.0%	-
Food Permits	70,000	70,765	75,000	65,000	-13.3%	(10,000)
<b>Total Local Fees, Licenses and Permits</b>	<b>1,539,700</b>	<b>1,896,767</b>	<b>1,536,600</b>	<b>1,507,600</b>	<b>-1.9%</b>	<b>(29,000)</b>
<b>Other Local Sources</b>						
Timber Tax	500	73	500	500	0.0%	-
Payments in Lieu of Taxes	130,000	203,745	175,600	190,000	8.2%	14,400
Municipal Agent Fees	70,000	74,385	72,000	72,000	0.0%	-
Motor Vehicle Permits	4,730,000	4,835,658	4,850,000	4,900,000	1.0%	50,000
Title Applications	9,000	9,328	9,000	9,000	0.0%	-
Boat Registrations	10,000	9,726	10,000	10,000	0.0%	-
PDA Airport District	2,750,000	2,765,894	2,680,000	2,680,000	0.0%	-
Water/Sewer Overhead	1,301,352	1,301,352	1,384,172	1,418,368	2.5%	34,196
Sale of Municipal Property	5,000	29,284	5,000	5,000	0.0%	-
Misc Revenue	70,000	109,020	67,000	70,000	4.5%	3,000
Transfers from Other Funds	-	759	-	-	0.0%	-
Dog Licenses	17,000	17,524	17,000	17,000	0.0%	-
Marriage Licenses	2,200	1,736	2,200	2,200	0.0%	-
Certificates-Birth and Death-Marriage	26,000	28,018	27,000	27,000	0.0%	-
Rental of City Property	56,000	84,009	70,000	70,000	0.0%	-
Rental City Hall Complex	22,000	21,205	21,000	20,692	-1.5%	(308)
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	300	420	300	300	0.0%	-
Police Outside Detail	150,000	149,672	160,000	160,000	0.0%	-
Ambulance Fees-Portsmouth	870,000	1,027,490	900,000	900,000	0.0%	-
Health and Human Services-Covid	-	31,699	-	-	0.0%	-
Welfare Dept Reimbursements	15,000	8,618	15,000	15,000	0.0%	-
<b>Total Other Local Sources</b>	<b>10,594,352</b>	<b>11,069,614</b>	<b>10,825,772</b>	<b>10,927,060</b>	<b>0.9%</b>	<b>101,288</b>
<b>Interest &amp; Penalties</b>						
Interest on Taxes	170,549	164,713	170,549	170,549	0.0%	-
Interest on Investments	1,100,000	1,205,712	550,000	150,000	-72.7%	(400,000)
<b>Total Interest &amp; Penalties</b>	<b>1,270,549</b>	<b>1,370,425</b>	<b>720,549</b>	<b>320,549</b>	<b>-55.5%</b>	<b>(400,000)</b>
<b>School Revenues</b>						
Tuition	6,556,500	6,525,420	6,704,200	6,510,880	-2.9%	(193,320)
Other Sources	13,000	5,565	13,000	13,000	0.0%	-
<b>Total School Revenues</b>	<b>6,569,500</b>	<b>6,530,984</b>	<b>6,717,200</b>	<b>6,523,880</b>	<b>-2.9%</b>	<b>(193,320)</b>





CITY OF PORTSMOUTH  
GENERAL FUND  
COMPARISON BUDGETED, ACTUAL AND ESTIMATED REVENUES  
FOR FISCAL YEARS 2020-2022

	BUDGETED REVENUES FY 20	ACTUAL REVENUES FY 20	BUDGETED REVENUES FY 21	BUDGETED REVENUES FY 22	% CHANGE	\$ CHANGE
<b>Parking Revenues</b>						
Parking Meter Fees	3,306,000	2,774,217	2,029,175	2,783,750	37.2%	754,575
Parking Metered Space Rental	90,000	127,850	46,591	150,000	222.0%	103,409
Parking Meter-In Dash	110,000	75,975	46,072	50,000	8.5%	3,928
EV Charging Stations	-	5,621	4,000	5,500	-	-
High Hanover Parking Facility Revenue	2,561,875	1,885,976	1,458,701	2,456,500	68.4%	997,799
High Hanover Parking Facility Passes	1,852,500	1,506,888	1,337,700	1,377,900	3.0%	40,200
Foundry Place Parking Facility Revenue	214,000	173,811	114,640	207,650	81.1%	93,010
Foundry Place Parking Facility Passes	340,500	298,907	301,780	333,600	10.5%	31,820
High Hanover Pass Reinstatement	2,500	2,345	900	500	-44.4%	(400)
Foundry Place Pass Reinstatement	1,000	1,500	700	500	-28.6%	(200)
Parking Violations	715,000	768,952	405,350	600,000	48.0%	194,650
Immobilization Administration Fee	15,000	150	6,144	5,000	-18.6%	(1,144)
Summons Admin Fee	3,000	50	250	-	-100.0%	(250)
<b>Total Parking Revenues</b>	<b>9,211,375</b>	<b>7,622,242</b>	<b>5,752,003</b>	<b>7,970,900</b>	<b>38.6%</b>	<b>2,218,897</b>
<b>Transfer to Parking and Transportation</b>	<b>(6,799,070)</b>	<b>(5,209,937)</b>	<b>(3,339,698)</b>	<b>(5,558,595)</b>	<b>66.4%</b>	<b>(2,218,897)</b>
<b>General Fund Parking Revenues</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>2,412,305</b>	<b>0.00%</b>	<b>-</b>
<b>State Revenues</b>						
Rooms and Meals Tax	1,122,000	1,124,349	1,125,000	1,125,000	0.0%	-
Highway Block Grant	435,000	452,678	402,000	416,000	3.5%	14,000
State-Municipal Aid	-	205,234	205,234	-	-	(205,234)
Kindergarten Aid	187,000	38,223	-	-	0.0%	-
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	1,016,222	0.0%	-
Bonded Debt-Middle School	847,024	847,024	740,973	740,973	0.0%	-
<b>Total State Revenues</b>	<b>3,607,246</b>	<b>3,683,731</b>	<b>3,489,429</b>	<b>3,298,195</b>	<b>-5.5%</b>	<b>(191,234)</b>
<b>Budgetary Use of Unassigned Fund Balance</b>	<b>400,000</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supplemental Use of Unassigned Fund Balance</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>(150,000)</b>
<b>Use of Reserve for Property Appraisal</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>100,000</b>	<b>-33.3%</b>	<b>(50,000)</b>
<b>Use of Reserve for Debt</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>0.0%</b>	<b>-</b>
<b>Budgeted Property Tax Levy</b>	<b>90,144,978</b>	<b>90,409,634</b>	<b>91,213,483</b>	<b>97,269,444</b>	<b>6.6%</b>	<b>6,055,960</b>
<b>Total General Fund Revenues</b>	<b>118,638,630</b>	<b>119,873,459</b>	<b>119,115,338</b>	<b>124,259,033</b>	<b>4.3%</b>	<b>5,293,694</b>

**GENERAL FUND REVENUE SUMMARY**

Municipal	15,816,906	16,749,110	15,495,226	15,167,514	-2.1%	(327,712)
School Revenues	6,569,500	6,530,984	6,717,200	6,523,880	-2.9%	(193,320)
<b>State Revenues</b>	<b>3,607,246</b>	<b>3,683,731</b>	<b>3,489,429</b>	<b>3,298,195</b>	<b>-5.5%</b>	<b>(191,234)</b>
Budgetary Use of Unassigned Fund Balance	400,000	400,000	-	-	0.0%	-
Supplemental Use of Unassigned Fund Balance	-	-	150,000	-	-	(150,000)
Use of Reserve for Property Appraisal	150,000	150,000	150,000	100,000	-33.3%	(50,000)
Use of Reserve for Debt	1,950,000	1,950,000	1,900,000	1,900,000	0.0%	-
<b>Budgeted Property Tax Levy</b>	<b>90,144,978</b>	<b>90,409,634</b>	<b>91,213,483</b>	<b>97,269,444</b>	<b>6.6%</b>	<b>6,055,960</b>
<b>Total General Fund Revenues</b>	<b>118,638,630</b>	<b>119,873,459</b>	<b>119,115,338</b>	<b>124,259,033</b>	<b>4.3%</b>	<b>5,143,694</b>



## General Fund Revenue Descriptions and Trends

The City of Portsmouth divides general fund revenue sources into eight categories. The following table represents the budgeted general fund revenues by category for FY18 – FY22.

	Budget FY 18	Budget FY 19	Budget FY 20	Budget FY 21	Budget FY 22	FY 22 % of Total
<b>Local Fees, Licenses, Permits</b>	1,167,000	1,267,000	1,539,700	1,536,600	1,507,600	1%
<b>Other Local Sources</b>	9,815,677	10,050,803	10,594,352	10,825,772	10,927,060	9%
<b>Interest &amp; Penalties</b>	485,000	900,000	1,270,549	720,549	320,549	0%
<b>School Revenues</b>	6,369,332	6,516,250	6,569,500	6,717,200	6,523,880	5%
<b>Parking Revenues</b>	2,412,305	2,412,305	2,412,305	2,412,305	2,412,305	2%
<b>State Revenues</b>	3,412,382	3,572,372	3,607,246	3,489,429	3,298,195	3%
<b>Use of Committed and Unassigned Fund Balance</b>	4,077,315	3,559,114	2,500,000	2,200,000	2,000,000	2%
<b>Property Taxes</b>	83,005,909	86,017,363	90,144,978	91,213,483	97,269,444	78%
<b>Total Revenue</b>	110,744,920	114,295,207	118,638,630	119,115,338	124,259,033	

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

### Local Fees, Licenses, Permits:

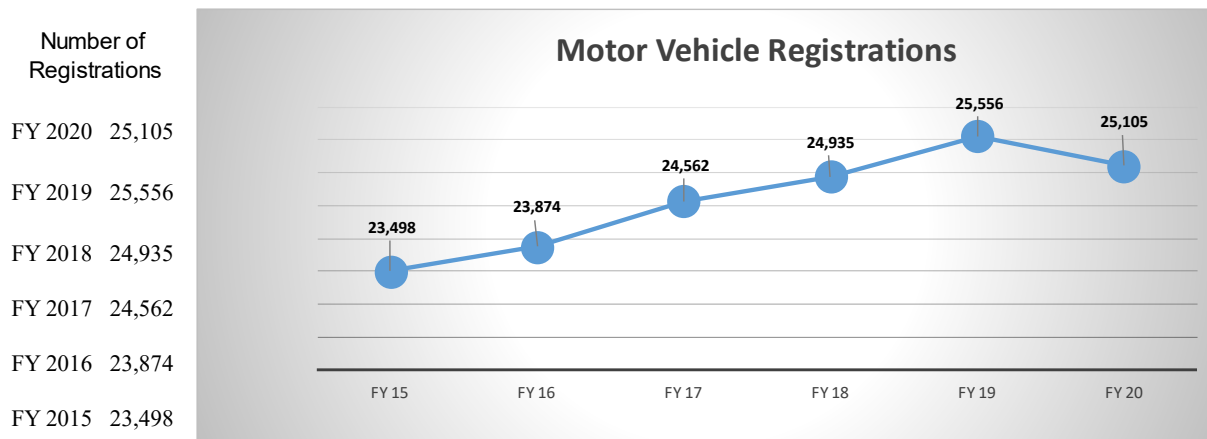
Revenue raised from locally administered fees, licenses and permits are collected by a variety of departments. Fees charged as well as statistics for each fee are listed in Appendix III of this budget document. Local fees are administered to recoup administrative costs associated with producing a specific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

### Other Local Sources:

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



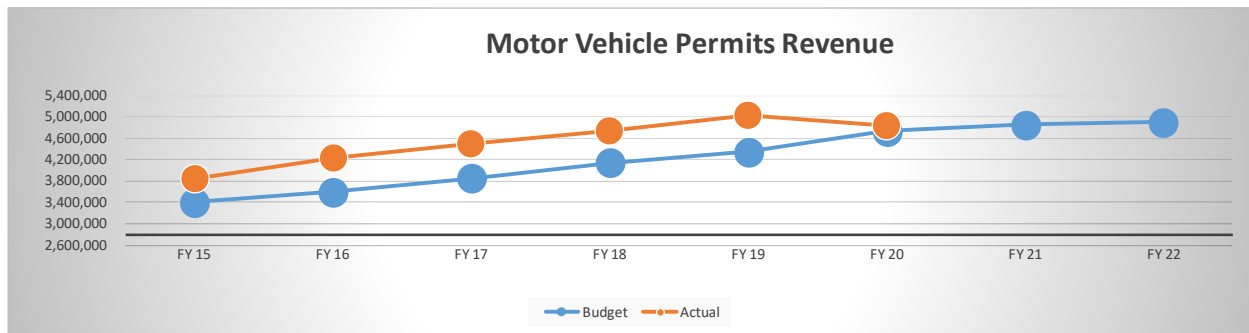
- **Motor Vehicle Permits** – RSA 261:153 Registration permits for motor vehicles are based on the year and list price of the vehicle. Following are registered vehicle numbers for previous fiscal years:



The state statute sets the Motor Vehicle fee as follows:

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

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



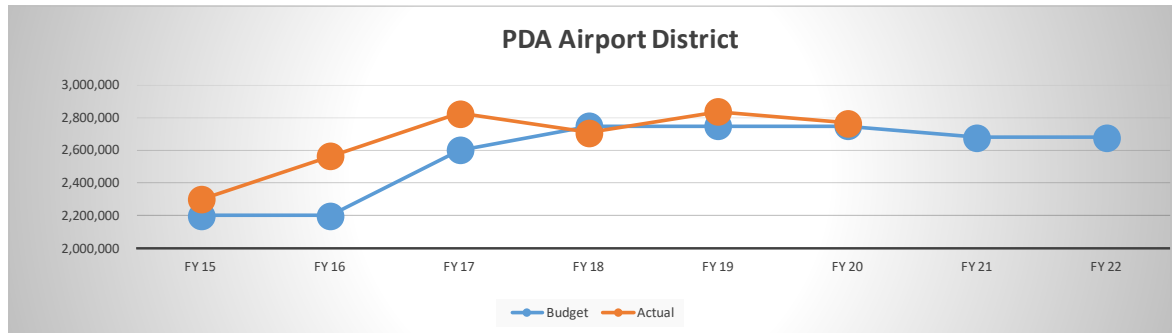
	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	3,400,000	3,600,000	3,850,000	4,140,000	4,350,000	4,730,000	4,850,000	4,900,000
Actual	3,854,985	4,228,012	4,502,812	4,733,632	5,018,306	4,835,658		

- **Title Applications** – RSA 261:4 For preparation, examination, record keeping and filing of application for certificate of title the city collects \$2 for each application
- **Boat Agent and Collection Fees** – RSA 270-E \$5.00 fee charged for each boat registration processed. RSA 72-A:4 \$1.00 fee charged for the collection of each boat fee as set forth by RSA 72-A:3.



- **PDA Airport District** - RSA 12-G - A Municipal Service Agreement (MSA) effective July 1, 1998 allows for a service cost to be collected by the City on property within the Airport District of the Pease Development Authority (PDA). The Service Cost is an amount equal to the amount that would have been paid annually as Property Tax but excluding any school tax component in respect to such property. The City Council voted November 16, 2015 to accept a partial waiver of the Municipal Service Fee on the property occupied by the General Services Administration (GSA). The GSA will pay \$0.75 per square foot versus payment based on value.

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



	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	2,200,000	2,200,000	2,600,000	2,750,000	2,750,000	2,750,000	2,680,000	2,680,000
Actual	2,299,072	2,562,731	2,825,472	2,707,602	2,836,535	2,765,894		

- **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 FY20 was \$135,754.

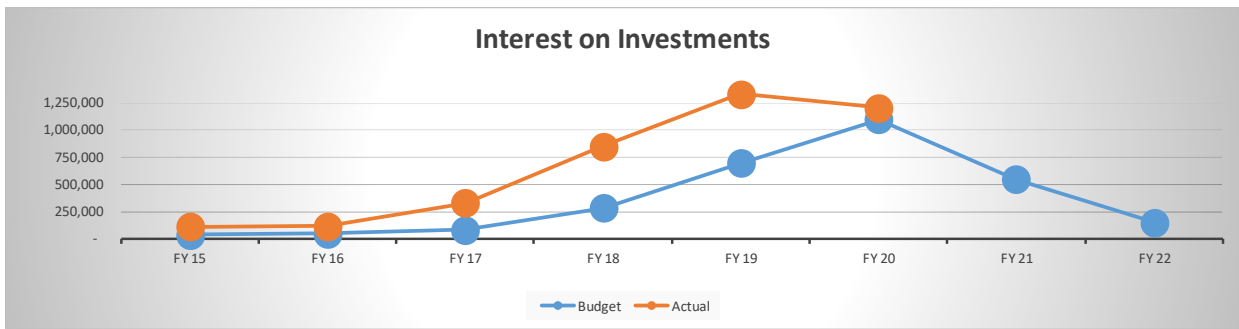


- **Hand Gun Permits** – RSA 159:6 Revenues received when the Chief of Police issues a Hand Gun Permit, if the applicant is a suitable person to be licensed.
- **Police Outside Detail** – The overhead portion received from the rate charged to vendors when a police detail is used.
- **Ambulance Fees** – City Ordinance Chapter 5: Article VI Section 601 – Establishes the rate for which emergency medical services shall be charged by the Fire Department.
- **Welfare Dept. Reimbursements** – RSA 165 – Reimbursements come from federal or state agencies if a welfare recipient becomes eligible for retroactive Social Security or Medicaid; from liens on legal settlements and on real property; from other New Hampshire towns which may be financially responsible for the recipient; or directly from recipients if they become able to reimburse.

**Interest and Penalties:**

- **Interest on Taxes** – RSA 76:13 & RSA 80:69 – Property taxes are received semiannually. A 8% per annum interest rate is charged upon all property taxes not received by the due date. The interest rate increases to 14% per annum, upon the execution of a real estate tax lien, to the time of payment in full.
- **Interest on Investments** – The amount of interest earned from deposits.

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



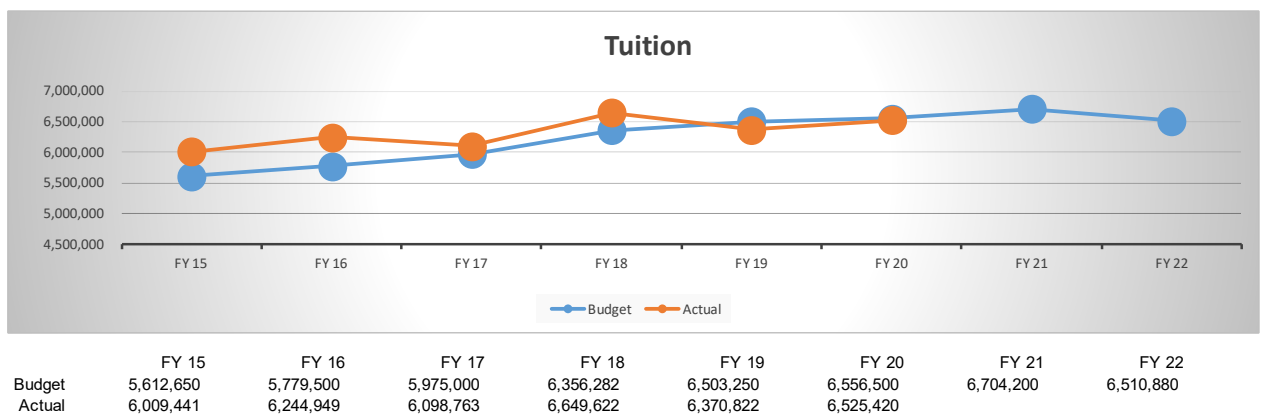
	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	35,000	50,000	85,000	285,000	700,000	1,100,000	550,000	150,000
Actual	111,198	120,314	331,973	852,726	1,336,087	1,205,712		



## School Revenues:

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

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



- **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 actively engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work (\$50 per day for High Occupancy space and \$35 per day for all others).
- **Parking Meter-In Dash** - City Ordinance Chapter 7. The EasyPark in-dash meter affords a parker the convenience of paying for parking only for the time elapsed while their vehicle occupies the parking space. The user needs to first contact the City’s third party vendor, purchase the meter device, and then buy time in advance to load it onto the device. Qualified residents receive discounted parking rates through the use of the EasyPark device.
- **Parking Meter Fees** – City Ordinance Chapter 7 – There are 843 metered parking spaces throughout the City. Under the Stay and Pay pricing ordinance (effective August 17, 2020),

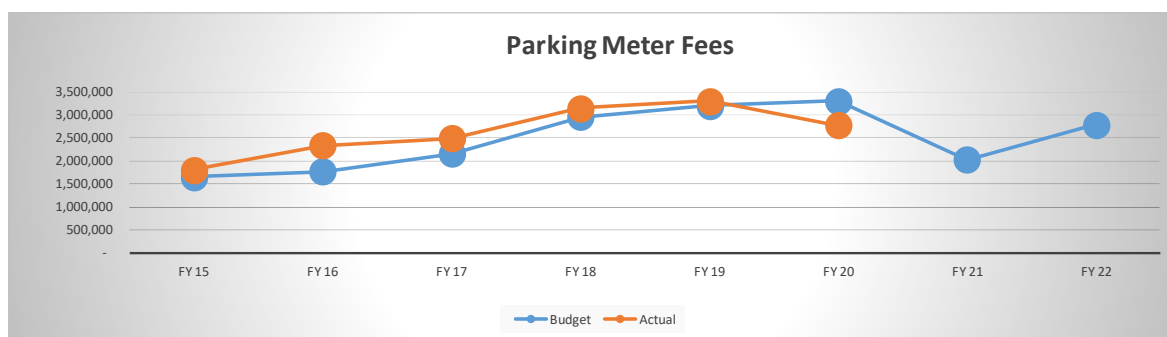




for high-occupancy zoned spaces, the City charges \$2.00 per hour for each of the first three hours, and \$5.00 per hour thereafter. For non-high occupancy zones, the City charges \$1.50 per hour for each of the first three hours, and \$3.00 per hour thereafter. Payment for resident and visitor use of City Parking inventory is enforced as follows: Monday through Saturday 9am to 8pm, and Sunday from noon-8pm.

New in 2019, Residents and visitors may also take advantage of ParkMobile, a smartphone-based parking payment application. ParkMobile can be used to initiate and/or extend active parking sessions through the user’s personal device. Qualified Residents are eligible to receive discounted parking rates through the use of the ParkMobile app.

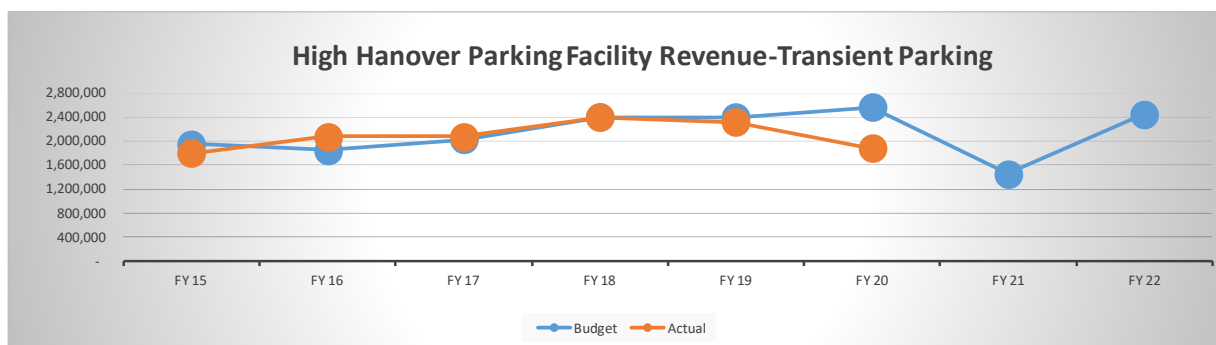
*Parking Meter Fees revenue is determined using quantitative forecasting trend analysis.*



	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	1,650,000	1,765,500	2,155,000	2,955,000	3,200,000	3,306,000	2,029,175	2,783,750
Actual	1,808,020	2,332,846	2,489,012	3,143,365	3,300,786	2,774,217		

- **High Hanover Parking Facility Revenue – Transient Parking** – City Ordinance Chapter 7 Transient Parking relates to revenue from non-monthly pass (transient) customers in the High-Hanover Parking Facility. Estimated revenue has been calculated using an hourly rate of \$2.00, as presented in the fee schedule in Appendix III. Qualified residents can park for \$5.00 all day on Sundays.

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

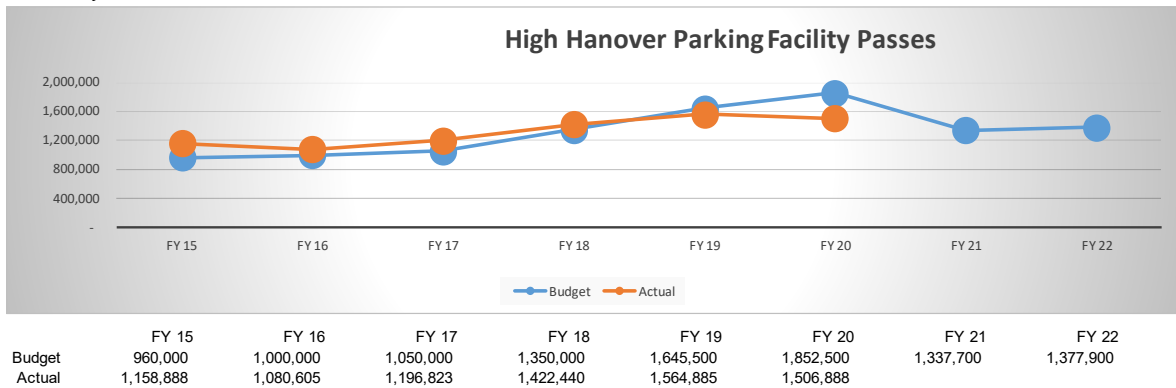


	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	1,950,000	1,850,000	2,025,000	2,400,000	2,400,000	2,561,875	1,458,701	2,456,500
Actual	1,803,655	2,084,032	2,074,328	2,398,497	2,321,821	1,885,976		



- **Foundry Place Parking Facility Revenue – Transient Parking** – City Ordinance Chapter 7 Transient Parking relates to revenue from non-pass (transient) customers in the Foundry Place Parking Facility. Rates are set at \$1.00 per hour, which saw no change from FY21 (see Appendix III). Qualified residents are able to park for free on Sundays.
- **High Hanover Parking Facility Revenue-Monthly Passes** – City Ordinance Chapter 7 - City Ordinance Chapter 7 - The FY22 fee schedule (see Appendix III) represents no change, keeping the resident monthly rate at \$200, and the non-resident monthly rate at \$275 per month. As of February 2021 there were 423 monthly pass holders, 259 non-residents and 164 residents.

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

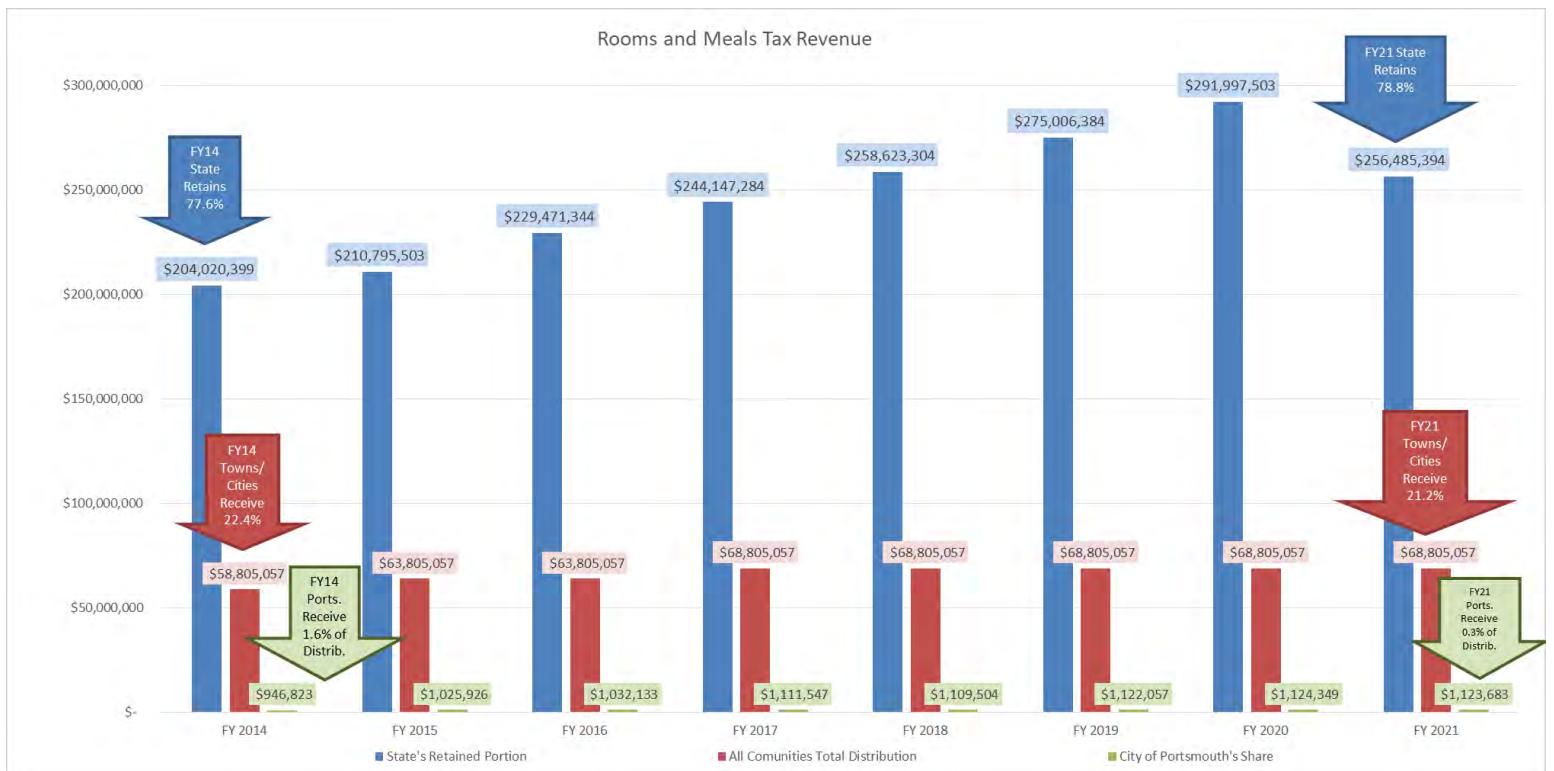


- **Foundry Place Parking Facility Revenue-Monthly Passes** – City Ordinance Chapter 7 - The City’s newest Parking Facility opened October 31, 2018. The FY22 fee schedule (see Appendix III) has proposed no change in the pass rates for a monthly resident pass, \$100 per month, and non-resident at \$125 per month. As of February 2021 there were 243 monthly pass holders, 146 non-residents and 97 residents.
- **Late Fee** - 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 immobilize (boot) a vehicle.
- **Summons Administration Fee** - City Ordinance Chapter 7 – Any person or entity for which the City serves a summons for any traffic or parking offense is also liable to the City for a summons administration fee.
- **Transfer to Parking and Transportation Fund** – 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.
- **School Building Aid** – RSA 198-15 – The City receives aid in the amount of 55% on High School, 40% on Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **Municipal Aid** – Fiscal Year 2020-2021 biennial state budget, unrestricted aid to cities and town. There will be no Municipal Aid to be distributed to municipalities in biennial 2022-2023.
- **Rooms and Meals Tax** – RSA 78 –A – Disposition of revenue from the State is based on local community’s population as a percentage of the state population. The goal of the RSA is for the State to distribute 40% of the tax collected to communities while keeping 60%. Currently the State keeps approximately 79% while distributing 21%.



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

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Rooms & Meals Tax Revenue (Increase from previous FY)	\$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%	\$360,802,560 4.94%	\$325,290,451 -9.84%
Previous FY Rooms & Meals Tax Revenue	\$262,825,456	\$274,600,560	\$293,276,401	\$312,952,341	\$327,428,361	\$343,811,441	\$360,802,560
Increase/Decrease	3.48%	4.48%	6.80%	6.71%	4.63%	5.00%	4.94%
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	63,805,057	63,805,057	68,805,057	68,805,057	68,805,057	68,805,057
Total Amount to be Distributed (Increase from previous FY)	FY 2015 63,805,057 8.50%	FY 2016 63,805,057 0.00%	FY 2017 68,805,057 7.84%	FY 2018 68,805,057 0.00%	FY 2019 68,805,057 0.00%	FY 2020 68,805,057 0.00%	FY 2021 68,805,057 0.00%
<b><u>Distributed by Population</u></b>							
Total Population	1,323,459	1,326,813	1,330,608	1,334,591	1,342,612	1,356,265	1,359,518
Portsmouth	21,280	21,463	21,496	21,524	21,898	22,166	22,206
Portsmouth %	1.61%	1.62%	1.62%	1.61%	1.63%	1.63%	1.63%
Portsmouth \$ Share	1,025,926	1,032,133	1,111,547	1,109,504	1,122,057	1,124,349	1,123,683
<b><u>Distribution % (Goal 60% State 40% Local)</u></b> (Per RSA 78-A:26)							
State of NH	76.76%	78.24%	78.01%	78.99%	79.99%	80.93%	78.85%
NH Communities	23.24%	21.76%	21.99%	21.01%	20.01%	19.07%	21.15%
<b>Portsmouth Share of Total Meals and Rooms collected</b>	<b>0.37%</b>	<b>0.35%</b>	<b>0.36%</b>	<b>0.34%</b>	<b>0.33%</b>	<b>0.31%</b>	<b>0.35%</b>

**Use of Committed and Unassigned Fund Balance:**

- **Use of Committed Fund Balance for Property Appraisal** – The use of Reserve for

FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total 8 Years
73,500	73,500	73,500	150,000	150,000	150,000	150,000	100,000	920,500

Property Appraisal is used to offset revaluation expenditures incurred in the budget year.

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

FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total 8 Years
1,500,000	1,500,000	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	14,973,000

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

Unassigned

FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Total 8 Years
755,500	650,000	915,800	231,000	-	400,000	150,000	-	3,102,300



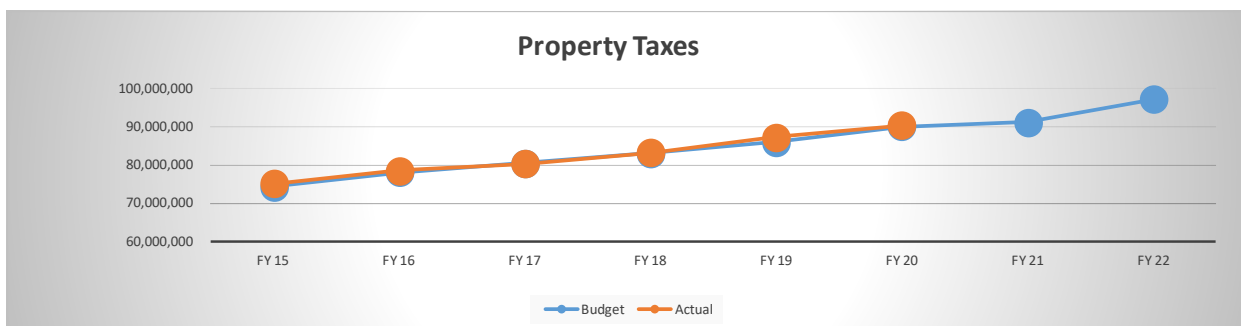
## Property Taxes:

- **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 8,850 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 \$97,269,444 in the FY22 proposed budget.
- The Tax Assessor is mandated to assess all property at its market value as of April 1 of each year making a tax year April 1 to March 31 while the Fiscal Year is July 1 to June 30. The City issues tax bills twice a year which are due December 1<sup>st</sup> and June 1<sup>st</sup>.



Assessed Value	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
With Utilities	4,727,842,643	4,771,704,551	5,468,344,022	5,567,674,277	6,151,840,476	6,301,589,965
% change from previous FY	13.0%	0.9%	14.6%	1.8%	10.5%	2.4%
Without Utilities	4,535,259,027	4,586,279,780	5,245,306,209	5,379,653,767	5,981,852,063	6,119,299,314
% change from previous FY	13.1%	1.1%	14.4%	2.6%	11.2%	2.3%
State Equalized for Debt Limits	5,118,914,757	5,651,979,770	5,731,071,264	6,073,124,791	6,714,405,427	
% change from previous FY	5.1%	10.4%	1.4%	6.0%	10.6%	
% of County Value	11.08%	11.09%	11.64%	11.20%	11.06%	11.46%
Tax rate						
Town Rate	8.07	8.13	7.27	7.68	7.22	6.83
Local School	5.33	5.41	4.95	4.96	4.83	5.07
State School	2.31	2.41	2.13	2.21	1.91	1.90
County	1.08	1.09	1.03	0.99	0.90	0.90
Total Rate	16.79	17.04	15.38	15.84	14.86	14.70
% change from previous FY	-7.2%	1.5%	-9.7%	3.0%	-6.2%	-1.1%

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



### PROPERTY TAXES

	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	74,266,738	78,131,980	80,485,995	83,005,909	86,017,363	90,144,978	91,213,483	97,269,444
Actual	75,120,750	78,494,012	80,353,795	83,314,595	87,267,079	90,409,634		



CITY OF PORTSMOUTH  
WATER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2020-2022

	BUDGETED REVENUES FY 20	ACTUAL REVENUES FY 20	BUDGETED REVENUES FY 21	BUDGETED REVENUES FY 22	% CHANGE	\$\$ CHANGE
<b>WATER CONSUMPTION</b>						
<i>(includes meter charges)</i>						
MUNICIPAL	220,570	220,428	214,837	221,099	2.9%	6,262
COMMERCIAL TYPE 1	3,381,549	3,141,702	3,347,468	3,396,593	1.5%	49,125
INDUSTRIAL TYPE 1	1,794,856	1,312,009	1,522,835	1,390,161	-8.7%	(132,674)
RESIDENTIAL TYPE 1	2,825,696	2,868,685	2,553,288	3,324,221	30.2%	770,933
<b>TOTAL WATER CONSUMPTION</b>	<b>8,222,671</b>	<b>7,542,824</b>	<b>7,638,428</b>	<b>8,332,074</b>	<b>9.1%</b>	<b>693,646</b>
<b>OTHER FEES</b>						
HYDRANT RENTAL INCOME	286,000	286,000	312,000	338,000	8.3%	26,000
METER FEES	704,348	704,498	718,784	717,184	-0.2%	(1,599)
UTILITY REVENUE	212,635	200,829	194,059	250,098	28.9%	56,039
FIRE SERVICES	321,356	390,427	406,101	411,471	1.3%	5,370
JOB WORKED SERVICES	175,000	59,254	175,000	195,000	11.4%	20,000
BACKFLOW TESTING	88,000	64,775	88,500	88,500	0.0%	-
SERVICE CHARGES-SPECIAL	30,000	19,769	30,000	30,000	0.0%	-
CAPACITY USE SURCHARGE	100,000	56,940	100,000	100,000	0.0%	-
MISCELLANEOUS BILLING	20,000	24,221	31,000	36,000	16.1%	5,000
<b>TOTAL OTHER FEES</b>	<b>1,937,339</b>	<b>1,806,713</b>	<b>2,055,443</b>	<b>2,166,253</b>	<b>5.4%</b>	<b>110,810</b>
<b>SPECIAL AGREEMENTS</b>						
STRAWBERRY BANKE AGMT INTEREST	225	138	93	47	-49.5%	(46)
ISLINGTON ST CONNECTIONS	1,306	4,527	1,393	-	-100.0%	(1,393)
GBRPP - WATER SUPPLY GRANT	-	3,500	-	-	0.0%	-
PEASE WELL CONSTRUCTION	-	6,724,550	-	-	0.0%	-
AF - OPERATIONS	-	50,741	-	281,827	0.0%	281,827
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>1,531</b>	<b>6,783,456</b>	<b>1,486</b>	<b>281,874</b>	<b>18868.6%</b>	<b>(1,439)</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	300,000	272,348	145,000	33,000	-77.2%	(112,000)
BOND PREMIUM AMORTIZATION	171,673	190,003	190,000	218,174	14.8%	28,174
SALE OF MUNICIPAL PROPERTY	-	10,075	-	-	0.0%	-
CAPITAL CONTRIBUTION	-	52,000	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>471,673</b>	<b>524,426</b>	<b>335,000</b>	<b>251,174</b>	<b>-25.0%</b>	<b>(83,826)</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>10,633,214</b>	<b>16,657,419</b>	<b>10,030,358</b>	<b>11,031,375</b>	<b>10.0%</b>	<b>719,191</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(171,673)	(190,003)	(190,000)	(218,174)	14.8%	(28,174)
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,252	2,122	2,297	2,343	2.0%	46
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>(127,421)</b>	<b>(145,881)</b>	<b>(145,703)</b>	<b>(173,831)</b>	<b>19.3%</b>	<b>(28,128)</b>
<b>TOTAL WATER FUND</b>	<b>10,505,793</b>	<b>16,511,538</b>	<b>9,884,655</b>	<b>10,857,544</b>	<b>9.8%</b>	<b>691,063</b>





## Water Fund Revenue Descriptions and Trends

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

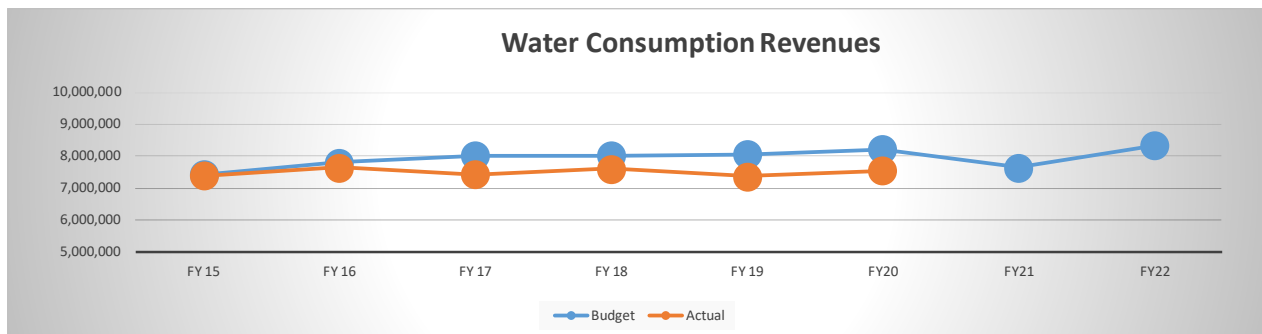
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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

### Water Consumption Revenues:

- **Water Consumption Revenues-** City Ordinance Chapter 16- Revenue generated from water consumption by customers. 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 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	7,433,983	7,805,987	8,021,380	8,022,640	8,069,988	8,222,671	7,638,428	8,332,074
Actual	7,391,196	7,642,110	7,422,989	7,606,458	7,373,695	7,542,824		



## **Other Fees:**

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$300 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 FY22 to \$325.

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 FY22 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 FY22 from this program.

### **Other Financing Sources:**

- **Interest on Investments** – The amount of interest earned from deposits.
- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. The Water District will not be utilizing use of unrestricted net position in FY22.



CITY OF PORTSMOUTH  
SEWER FUND  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2020-2022

	BUDGETED REVENUES FY 20	ACTUAL REVENUES FY 20	BUDGETED REVENUES FY 21	BUDGETED REVENUES FY 22	% CHANGE	\$\$ CHANGE
<b>SEWER CONSUMPTION</b>						
MUNICIPAL	185,154	217,865	185,647	199,649	7.5%	14,002
OTHER UTILITIES WATER	428,104	427,242	457,243	472,549	3.3%	15,306
COMMERCIAL TYPE 1	6,863,253	6,556,913	6,844,893	7,169,460	4.7%	324,567
INDUSTRIAL TYPE 1	3,361,973	2,459,172	2,905,543	2,623,070	-9.7%	(282,473)
RESIDENTIAL TYPE 1	6,042,203	6,008,678	5,942,183	6,649,712	11.9%	707,529
<b>TOTAL SEWER CONSUMPTION</b>	<b>16,880,687</b>	<b>15,669,870</b>	<b>16,335,509</b>	<b>17,114,440</b>	<b>4.8%</b>	<b>778,932</b>
<b>MISCELLANEOUS FEES</b>						
JOB WORKED SERVICES	5,000	-	8,000	8,000	0.0%	-
SEPTAGE	200,000	290,815	210,000	175,000	-16.7%	(35,000)
PENALTY INCOME	-	-	-	-	0.0%	-
PERMITS	2,500	14,275	20,000	20,000	0.0%	-
CAPACITY USE SURCHARGE	110,000	71,640	110,000	110,000	0.0%	-
MISCELLANEOUS	40,000	194,973	50,000	50,000	0.0%	-
<b>TOTAL MISCELLANEOUS FEES</b>	<b>357,500</b>	<b>571,703</b>	<b>398,000</b>	<b>363,000</b>	<b>-8.8%</b>	<b>(35,000)</b>
<b>STATE REVENUES</b>						
STATE AID GRANT PROGRAM	738,214	697,327	628,252	615,161	-2.1%	(13,091)
<b>TOTAL STATE REVENUES</b>	<b>738,214</b>	<b>697,327</b>	<b>628,252</b>	<b>615,161</b>	<b>-2.1%</b>	<b>(13,091)</b>
<b>SPECIAL AGREEMENTS</b>						
REV FROM SPECIAL AGREEMENTS	10,783	10,783	5,365	3,194	-40.5%	(2,171)
PEASE REIMBURSE SEWER LOAN	5,191	-	-	-	0.0%	-
<b>TOTAL SPECIAL AGREEMENTS</b>	<b>15,974</b>	<b>10,783</b>	<b>5,365</b>	<b>3,194</b>	<b>-40.5%</b>	<b>(2,171)</b>
<b>OTHER FINANCING SOURCES</b>						
INTEREST ON INVESTMENTS	600,000	791,307	325,000	115,000	-64.6%	(210,000)
LONZA - CAPITAL CONTRIBUTION	-	137,780	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	205,163	264,553	264,553	297,171	12.3%	32,618
LOSS ON DISPOSED ASSET	-	(1,690,184)	-	-	0.0%	-
USE OF UNRESTRICTED NET POSITION	-	-	-	3,686,776	0.0%	3,686,776
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>805,163</b>	<b>(496,544)</b>	<b>589,553</b>	<b>4,098,947</b>	<b>595.3%</b>	<b>3,509,394</b>
<b>TOTAL: FULL ACCRUAL REVENUES</b>	<b>18,797,538</b>	<b>16,453,139</b>	<b>17,956,679</b>	<b>22,194,742</b>	<b>23.6%</b>	<b>4,238,063</b>
<b>CASH REQUIREMENT ADJUSTMENTS</b>						
BOND PREMIUM AMORTIZATION	(205,163)	(264,553)	(264,553)	(297,171)	12.3%	(32,618)
PEASE AID GRANT, PEASE PRINCIPAL	46,258	46,258	0	0	0.0%	-
PEASE PAYBACK TOWARDS DEBT	116,290	116,290	0	0	0.0%	-
SPECIAL AGREEMENT- L/T ACCTS REC	114,351	109,123	120,999	21,464	-82.3%	(99,535)
<b>TOTAL CASH REQUIREMENT ADJUSTMENTS</b>	<b>71,736</b>	<b>7,118</b>	<b>(143,554)</b>	<b>(275,707)</b>	<b>92.1%</b>	<b>(132,153)</b>
<b>TOTAL SEWER FUND</b>	<b>18,869,274</b>	<b>16,460,257</b>	<b>17,813,125</b>	<b>21,919,035</b>	<b>23.0%</b>	<b>4,105,910</b>



## Sewer Fund Revenue Descriptions and Trends

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

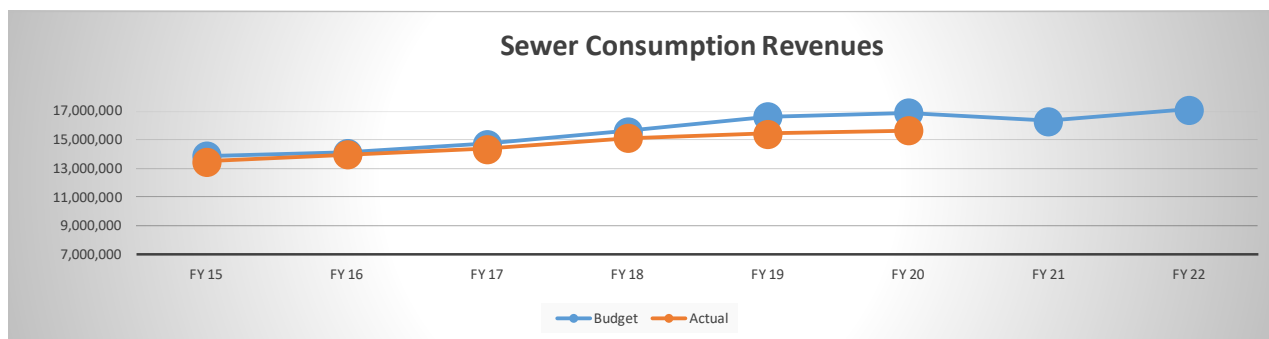
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Budget	13,899,608	14,126,590	14,710,029	15,630,407	16,633,110	16,880,687	16,335,509	17,114,440
Actual	13,505,770	13,979,561	14,358,111	15,112,173	15,439,020	15,669,870		



### **Miscellaneous Fees:**

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

### **State Revenues:**

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

### **Special Agreements:**

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

### **Other Financing Sources:**

- **Interest on Investments** – The amount of interest earned from deposits.
- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year.





CITY OF PORTSMOUTH  
SPECIAL REVENUE FUNDS  
ESTIMATED AND ACTUAL REVENUES  
FOR FISCAL YEARS 2020-2022

	BUDGETED REVENUES FY 20	ACTUAL REVENUES FY 20	BUDGETED REVENUES FY 21	BUDGETED REVENUES FY 22	%% CHANGE	\$\$ CHANGE
<b>Community Development</b>						
CDBG Entitlement	109,950	109,047	116,767	121,246	3.8%	4,479
<b>Total Community Development</b>	<b>109,950</b>	<b>109,047</b>	<b>116,767</b>	<b>121,246</b>	<b>3.8%</b>	<b>4,479</b>
<b>Urban Development Action Grant</b>						
UDAG Interest	10,000	16,228	9,000	9,000	0.0%	-
Use of Fund Balance-UDAG	255,119	166,384	236,387	238,743	1.0%	2,356
<b>Total Economic Development-UDAG</b>	<b>265,119</b>	<b>182,612</b>	<b>245,387</b>	<b>247,743</b>	<b>1.0%</b>	<b>2,356</b>
<b>Parking and Transportation</b>						
Portion of Total Parking Revenue	6,799,070	5,209,936	3,339,698	5,558,595	66.4%	2,218,897
Use of Bond Premium	304,480	304,480	-	-		-
Use of Reserve	433,360	433,360	2,624,139	898,793		(1,725,346)
<b>Total Parking and Transportation</b>	<b>7,536,910</b>	<b>5,947,776</b>	<b>5,963,837</b>	<b>6,457,388</b>	<b>8.3%</b>	<b>493,551</b>
<b>Prescott Park</b>						
Donations	1,000	1,344	906	1,500	65.6%	1,500
Weddings	7,050	2,250	6,000	6,000	0.0%	6,000
License Agreements	28,000	16,500	28,594	9,527	-66.7%	9,527
Prescott Trust	178,200	178,200	185,200	192,200	3.8%	192,200
Marine Maintenance Trust	21,000	21,000	21,000	21,000	0.0%	21,000
Transfer from General Fund	89,000	89,000	99,344	177,486	78.7%	177,486
<b>Total Prescott Park</b>	<b>324,250</b>	<b>308,294</b>	<b>341,044</b>	<b>407,713</b>	<b>19.5%</b>	<b>66,669</b>
Transfer from General Fund	247,806	247,806	277,707	311,993	12.3%	311,993
Transfer from Sewer Fund	247,806	247,806	277,707	311,993	12.3%	311,993
<b>Total Stormwater</b>	<b>495,612</b>	<b>495,612</b>	<b>555,414</b>	<b>623,986</b>	<b>12.3%</b>	<b>623,986</b>
<b>Total Special Revenue Funds</b>	<b>8,731,841</b>	<b>7,043,341</b>	<b>7,222,449</b>	<b>7,858,076</b>	<b>8.8%</b>	<b>635,627</b>



## 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

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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**

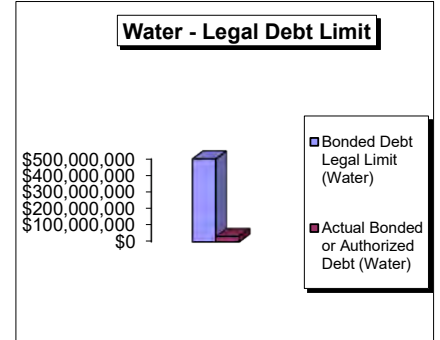
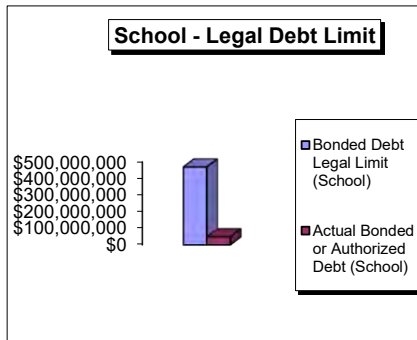
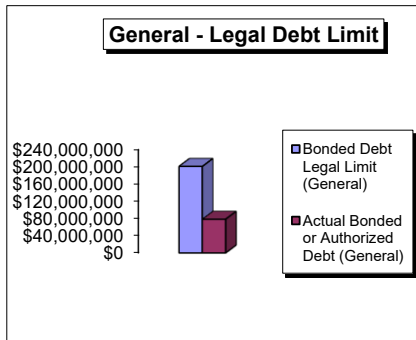
These pages display the outstanding debt balance of the General, Parking/Transportation, Debt Service, Water and Sewer Funds for the remaining years of outstanding payments. They also show the scheduled payments against these balances for those years.



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
Computation of Legal Debt Margin  
As of June 30, 2020

Modified local assessed valuation	\$	6,170,543,376
Department of Revenue Administration inventory adjustment	\$	<u>543,862,051</u>
Equalized assessed valuation	\$	6,714,405,427
Adjustment: RSA 31-A	\$	<u>-</u>
<b>Base valuation for debt limit (1)</b>	<b>\$</b>	<b><u>6,714,405,427</u></b>

	<u>3.0% of base (General Debt)</u>	<u>7.0% of base (School Debt) (2)</u>	<u>10% of base (Water Fund) (3) (4)</u>
<b>Bonded debt limit -</b>	<u>\$201,432,163</u>	<u>\$470,008,380</u>	<u>\$671,440,543</u>
Gross bonded debt June 30	\$52,648,499	\$46,975,000	\$28,104,684
Less:			
Landfill (5)			
Sub-total	<u>\$52,648,499</u>	<u>\$46,975,000</u>	<u>\$28,104,684</u>
Authorized but unissued			
2018 Streets & Sidewalks	\$1,450,000		
2019 Multi Purpose fields	\$3,400,000		
2019 Streets & Sidewalks	\$6,525,000		
2019 Senior Center	\$2,500,000		
2020 Fire Apparatus	\$1,400,000		
2020 Streets & Sidewalks	\$10,550,000		
2020 Elementary School Upgrade		\$2,000,000	
2020 Waterline Replacements			\$4,623,000
Total Authorized unissued	<u>\$25,825,000</u>	<u>\$2,000,000</u>	<u>\$4,623,000</u>
<b>Total debt applicable to limitation</b>	<b><u>\$78,473,499</u></b>	<b><u>\$48,975,000</u></b>	<b><u>\$32,727,684</u></b>
<b>% Debt used of limitation</b>	<b>39%</b>	<b>10%</b>	<b>5%</b>
Legal Debt Margin	<u><u>\$122,958,664</u></u>	<u><u>\$421,033,380</u></u>	<u><u>\$638,712,859</u></u>
Legal Debt Margin %	61%	90%	95%



- (1) The equalization of all taxable property in the State of New Hampshire is conducted annually by the New Hampshire Department of Revenue Administration under the provisions of RSA 21-J: 3(XIII).
- (2) Subject to a separate debt limit of 7% of the City's base valuation per RSA 33:4-a
- (3) Enterprise funds.
- (4) Subject to a separate debt limit of 10% of the City's base valuation per RSA 33:5-a.
- (5) Exempt per RSA 33:5-b.



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

Bond Rating			FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>ISSUED DEBT</b>									
<b>GENERAL FUND-Issued Debt</b>									
<b>General Government</b>									
AAA	06/15/16	Fire Apparatus	523,290						
		Principal-Last Pmt FY 21	5 YR	100,000					
		Interest		4,000					
AA+	12/14/11	11 Improvements	6,400,000						
		Principal-Last Pmt FY 22	10 YR	640,000	640,000				
		Interest		48,000	16,000				
AAA	06/23/17	FY 17 Fire Apparatus	400,000						
		Principal-Last Pmt FY 22	5 YR	80,000	80,000				
		Interest		6,400	3,200				
AAA	06/27/13	13 Improvements	2,267,000						
		Principal-Last Pmt FY 23	10 YR	225,000	225,000	225,000			
		Interest		20,250	13,500	6,750			
AAA	06/25/14	14 Improvements	5,750,000						
		Principal-Last Pmt FY 24	10 YR	575,000	575,000	575,000	575,000		
		Interest		115,000	86,250	57,500	28,750		
AAA	06/20/19	18 Fire Boat	\$180,000(\$164,000)						
		Principal-Last Pmt FY 24	5 YR	35,000	35,000	30,000	25,000		
		Interest		6,250	4,500	2,750	1,250		
AAA	06/20/19	19 Fire Apparatus	\$600,000(\$544,000)						
		Principal-Last Pmt FY 24	5 YR	110,000	110,000	105,000	105,000		
		Interest		21,500	16,000	10,500	5,250		
AAA	06/23/15	15 Improvements	3,475,000						
		Principal-Last Pmt FY 25	10 YR	345,000	345,000	345,000	345,000	345,000	
		Interest		62,100	55,200	41,400	27,600	13,800	
AAA	06/23/15	Library-Refunded	3,685,000						
		Principal-Last Pmt FY 26	10 YR	340,000	330,000	325,000	320,000	320,000	315,000
		Interest		58,050	49,700	39,875	30,200	19,000	6,300
AAA	06/15/16	16 Improvements	6,100,000						
		Principal-Last Pmt FY 26	10 YR	610,000	610,000	610,000	610,000	610,000	610,000
		Interest		146,400	122,000	97,600	73,200	48,800	24,400
AAA	06/23/17	17 Fire Station 3 Improvements	610,000						
		Principal-Last Pmt FY 27	10 YR	60,000	60,000	60,000	60,000	60,000	60,000
		Interest		16,800	14,400	12,000	9,600	7,200	4,800
AAA	06/23/17	17 Improvements	6,850,000						
		Principal-Last Pmt FY 27	10 YR	685,000	685,000	685,000	685,000	685,000	685,000
		Interest		191,800	164,400	137,000	109,600	82,200	54,800
AAA	06/20/18	18 Improvements (Part I)	6,200,000						
		Principal-Last Pmt FY 28	10 YR	620,000	620,000	620,000	620,000	620,000	620,000
		Interest		248,000	217,000	186,000	155,000	124,000	93,000
		City Field Lighting	600,000						
		Bi-Annual Sidewalk Improvements	800,000						
		Lafayette/Andrew Jarvis Intersection	800,000						
		Hoover/Taft Drainage	250,000						
		Pleasant Street	750,000						
		Bi-Annual Citywide Street Paving	3,000,000						
AAA	06/15/16	Fire Station 2 Replacement-Refunded	1,713,000						
		Principal-Last Pmt FY 28	10 YR	175,000	171,500	170,000	170,000	170,000	170,000
		Interest		47,660	40,660	33,800	27,000	20,200	13,400
AAA	06/15/16	Fire Station 2 Land-Refunded	619,000						
		Principal-Last Pmt FY 28	10 YR	65,000	63,500	60,000	60,000	60,000	60,000
		Interest		17,040	14,440	11,900	9,500	7,100	4,700
AAA	06/15/16	Fire Station 2 Replacement-Refunded	708,500						
		Principal-Last Pmt FY 29	10 YR	75,000	70,000	70,000	70,000	70,000	70,000
		Interest		23,840	22,340	19,540	16,740	13,940	11,140
AAA	06/20/19	FY 18 Improvements (Part II)	\$3,300,000(\$2,802,000)						
		Principal-Last Pmt FY 29	10 YR	285,000	285,000	285,000	285,000	280,000	275,000
		Interest		125,750	111,500	97,250	83,000	68,750	54,750
		McDonough Street	800,000						
		Islington Street	2,500,000						
AAA	06/20/19	FY 19 Improvements (Part I)	\$2,375,000(\$2,018,000)						
		Principal-Last Pmt FY 29	10 YR	205,000	205,000	205,000	205,000	205,000	200,000
		Interest		90,250	80,000	69,750	59,500	49,250	39,000
		Fire Station One Renovation	325,000						
		Citywide Bridge Upgrades	350,000						
		Market St Gateway	1,700,000						
AAA	04/06/21	FY 18 Improvements (Part III)	\$500,000(\$425,600)						

GENERAL FUND





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

Bond Rating			<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
	Principal-Last Pmt FY 31	10 YR		45,600	45,000	45,000	45,000	45,000	40,000
	Interest			17,180	16,000	14,200	12,400	10,600	8,800
	North Mill Pond Mutli Use Path	500,000							
AAA	<b>04/06/21 FY 19 Improvements (Part II)</b>	<b>\$5,900,814(\$5,406,700)</b>							
	Principal-Last Pmt FY 41	20 YR		276,700	275,000	275,000	275,000	275,000	275,000
	Interest			158,613	153,488	142,488	131,487	120,488	109,488
	Multi-Purpose Fields	2,840,000							
	City Hall Electrical Upgrades	600,000							
	Longmeadow Road Extension	400,000							
	Senior Center	2,060,815							
AAA	<b>04/06/21 FY 20 Improvements (Part I)</b>	<b>\$6,600,000(\$6,044,400)</b>							
	Principal-Last Pmt FY 41	20 YR		304,400	315,000	315,000	315,000	310,000	310,000
	Interest			177,802	172,288	159,688	147,088	134,488	122,088
	Citywide Facility Improvements	1,000,000							
	Bi-Annual Sidewalk Improvements	400,000							
	Citywide Bridge Improvements	1,200,000							
	Maplewood Ave Bridge Improvements	500,000							
	Cate St Connector	1,500,000							
	Bi-Annual Citywide Street Paving	2,000,000							
AAA	<b>04/06/21 FY 21 Improvements (Part I)</b>	<b>\$400,000(\$364,000)</b>							
	Principal-Last Pmt FY 41	20 YR		19,000	20,000	20,000	20,000	20,000	20,000
	Interest			10,986	10,638	9,838	9,038	8,238	7,438
	Police Station Upgrades	400,000							
	<b>Total General Fund-Gen Gov Issued Debt Principal Due</b>		5,230,000	5,755,700	5,025,000	4,790,000	4,080,000	3,715,000	2,780,000
	<b>Total General Fund-Gen Gov Issued Debt Interest Due</b>		1,249,090	1,395,672	1,176,028	962,403	754,252	580,103	426,853
	<b>Total General Fund-Gen Gov Issued Debt</b>		6,479,090	7,151,372	6,201,028	5,752,403	4,834,252	4,295,103	3,206,853



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

Bond Rating			FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>Schools</b>									
AAA	06/27/13	13 School Building Improvements	500,000						
		Principal-Last Pmt FY 23	10 Yr	50,000	50,000	50,000			
		Interest		4,500	3,000	1,500			
AA+	05/17/12	High School Renovations-Refunding	17,325,000						
		Principal-Last Pmt FY 23	10 YR	1,680,000	1,665,000	1,650,000			
		Interest		166,200	99,300	33,000			
AAA	06/23/15	15 School Field Lighting	750,000						
		Principal-Last Pmt FY 25	10 Yr	75,000	75,000	75,000	75,000	75,000	
		Interest		13,500	12,000	9,000	6,000	3,000	
AAA	06/15/16	16 School Building Improvements	500,000						
		Principal-Last Pmt FY 26	10 Yr	50,000	50,000	50,000	50,000	50,000	50,000
		Interest		12,000	10,000	8,000	6,000	4,000	2,000
AAA	06/20/18	18 Athletic Field Lighting	550,000						
		Principal-Last Pmt FY 28	10 Yr	55,000	55,000	55,000	55,000	55,000	55,000
		Interest		22,000	19,250	16,500	13,750	11,000	8,250
AAA	06/20/19	19 School Building Improvements	\$500,000(\$426,000)						
		Principal-Last Pmt FY 29	10 Yr	45,000	45,000	45,000	45,000	45,000	40,000
		Interest		19,000	16,750	14,500	12,250	10,000	7,750
AA+	05/15/10	10 Middle School Renovation(refunded for FY 22)	\$15,000,000						
		Principal-Last Pmt FY 30	20 YR	750,000					
		Interest		266,250					
AAA	04/06/21	10 Middle School Renovation-Refunding	5,773,500						
		Principal-Last Pmt FY 30	9 YR		648,500	640,000	645,000	640,000	640,000
		Interest			234,938	217,800	192,200	166,400	140,800
AA+	12/14/11	11 Middle School Renovation	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
		Interest		473,906	417,656	372,656	338,906	305,156	265,781
AAA	06/25/14	14 Middle School Renovation	3,300,000						
		Principal-Last Pmt FY 34	20 YR	165,000	165,000	165,000	165,000	165,000	165,000
		Interest		100,650	92,400	84,150	75,900	67,650	59,400
AAA	06/15/16	16 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 36	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		125,000	115,000	105,000	95,000	85,000	75,000
AAA	06/23/17	17 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 37	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		140,313	130,313	120,313	110,313	100,313	90,313
AAA	06/20/18	18 Elementary Schools Renovations	5,000,000						
		Principal-Last Pmt FY 38	20 YR	250,000	250,000	250,000	250,000	250,000	250,000
		Interest		179,688	167,188	154,688	142,188	129,688	117,188
AAA	06/20/19	19 Elementary Schools Renovations	\$5,000,000(\$4,508,500)						
		Principal-Last Pmt FY 39	20 YR	230,000	225,000	225,000	225,000	225,000	225,000
		Interest		173,344	161,844	150,594	139,344	128,094	116,844
AAA	04/06/21	20 Elementary Schools Renovations	\$2,000,000(\$1,833,000)						
		Principal-Last Pmt FY 41	20 YR		93,000	95,000	95,000	95,000	95,000
		Interest			53,804	52,100	48,300	44,500	40,700
AAA	04/06/21	21 School Facilities Improvements	\$500,000(\$454,800)						
		Principal-Last Pmt FY 41	20 YR		24,800	25,000	25,000	25,000	25,000
		Interest			13,776	13,300	12,300	11,300	9,300
<b>Total General Fund-School Issued Debt Principal Due</b>			4,975,000	4,971,300	4,950,000	3,255,000	3,250,000	3,170,000	3,120,000
<b>Total General Fund-School Issued Debt Interest Due</b>			1,696,350	1,547,218	1,353,100	1,192,450	1,066,100	934,325	804,394
<b>Total General Fund-School Issued Debt</b>			6,671,350	6,518,518	6,303,100	4,447,450	4,316,100	4,104,325	3,924,394
<b>Total General Fund- Issued Debt Principal Due</b>			10,205,000	10,727,000	9,975,000	8,045,000	7,330,000	6,885,000	5,900,000
<b>Total General Fund-Issued Debt Interest Due</b>			2,945,440	2,942,890	2,529,128	2,154,853	1,820,352	1,514,428	1,231,246
<b>Total General Fund-Issued Debt</b>			13,150,440	13,669,890	12,504,128	10,199,853	9,150,352	8,399,428	7,131,246
<b>Issued Debt Related Revenues</b>									
GF	Use of Unused Bond Proceeds								
GF	Use of Debt Reserve		(1,900,000)	(1,900,000)	(1,700,000)	(1,600,000)	(1,500,000)	(1,400,000)	(932,387)
GF	School Building Aid (High School 55%)		(1,016,222)	(1,016,222)	(1,016,222)				
GF	School Building Aid on \$40.8m (Middle School 40%)		(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
<b>Total Issued Debt Related Revenues-General Fund</b>			<b>(3,657,196)</b>	<b>(3,657,196)</b>	<b>(3,457,196)</b>	<b>(2,340,974)</b>	<b>(2,240,974)</b>	<b>(2,140,974)</b>	<b>(1,673,361)</b>
<b>Total Net Issued Debt-General Fund</b>			<b>9,493,244</b>	<b>10,012,694</b>	<b>9,046,932</b>	<b>7,858,879</b>	<b>6,909,378</b>	<b>6,258,454</b>	<b>5,457,885</b>



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

Bond  
Rating

	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
<b><u>GENERAL FUND-Projected Future Debt</u></b>							
Issued Difference Budgeted vs actual							
10 yr 1.75%	FY 18-MAPLEWOOD AVE COMPLETE STREET	450,000					3,938
10 yr 3.75%	FY 18-NEW FRANKLIN/WOODBURY CORRIDOR II	500,000					
<b>FY 18</b>	<b>Authorized 07/10/17</b>	<b>950,000</b>					
20 yr 2.5%	FY 19-Multi-Purpose Recreation Fields	560,000	42,000	41,300	40,600	39,900	39,200
	issue \$2,840,000 FY 21, \$560,000 FY 22						
<b>FY 19</b>	<b>Authorized 07/09/18</b>	<b>560,000</b>					
20 yr 2.5%	FY 19-Prescott Park Facilities Capital Improvements	2,325,000	174,375	171,469	168,563	165,656	162,750
20 yr 2.5%	FY 19-Outdoor Pool	1,000,000	75,000	73,750	72,500	71,250	70,000
20 yr 2.5%	FY 19-Peverly Hill Road Improvements	2,200,000	165,000	162,250	159,500	156,750	154,000
<b>FY 19</b>	<b>Authorized 08/06/18</b>	<b>5,525,000</b>					
20 yr 2.5%	FY 20-Citywide Sidewalk Reconstruction Program	400,000	30,000	29,500	29,000	28,500	28,000
	issue \$400,000 FY 21, \$400,000 FY 22						
20 yr 2.5%	FY 20-Citywide Bridge Improvements	800,000	60,000	59,000	58,000	57,000	56,000
	issue \$1,200,000 FY 21, \$800,000 FY 22						
20 yr 2.5%	FY 20-Street Paving, Management and Rehabilitation	2,000,000	150,000	147,500	145,000	142,500	140,000
	issue \$2,000,000 FY 21, \$2,000,000 FY 22						
20 yr 2.5%	FY 20-Pease Tradeport Street Rehabilitation	750,000	56,250	55,313	54,375	53,438	52,500
<b>FY 20</b>	<b>Authorized 07/15/19</b>	<b>3,950,000</b>					
10 yr 1.75%	FY 21-Ladder #2	1,400,000	164,500	162,050	159,600	157,150	154,700
	<b>Authorized 04/06/2020</b>						
20 yr 2.5%	FY 21-School Facilities Capital Improvements	500,000	37,500	36,875	36,250	35,625	35,000
	issue \$500,000 FY 21, \$500,000 FY 22						
20 yr 2.5%	FY 21-Outdoor Pool Upgrades	2,000,000	150,000	147,500	145,000	142,500	140,000
20 yr 2.5%	FY 21-Islington Street Improvements Phase 1B & 2	1,640,000	123,000	120,950	118,900	116,850	114,800
	<b>Authorized 12/07/20</b>						
	<b>Total FY 21 New Bonding</b>	<b>5,540,000</b>					



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

Bond Rating		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
20 yr 2.5%	FY 22-New Police Station	1,400,000		98,000	96,600	95,200	93,800	92,400
20 yr 2.5%	FY 22-Police Station Upgrades	400,000		30,000	29,500	29,000	28,500	28,000
20 yr 2.5%	FY 22-Elementary Schools Upgrade	1,100,000		82,500	81,125	79,750	78,375	77,000
20 yr 2.5%	FY 22-Prescott Park Facilities Capital Improvements	1,750,000		131,250	129,063	126,875	124,688	122,500
20 yr 2.5%	FY 22-Banfield Rd Pedestrian Accommodations	500,000		37,500	36,875	36,250	35,625	35,000
20 yr 2.5%	FY 22-Citywide Sidewalk Reconstruction Program	800,000		60,000	59,000	58,000	57,000	56,000
20 yr 2.5%	FY 22-Street Paving, Management and Rehabilitation	4,000,000		300,000	295,000	290,000	285,000	280,000
20 yr 2.5%	FY 22-Pease Tradeport Street Rehabilitation	750,000		56,250	55,313	54,375	53,438	52,500
20 yr 2.5%	FY 22-Maplewood Avenue Bridge Replacement	1,000,000		75,000	73,750	72,500	71,250	70,000
20 yr 2.5%	FY22-Islington Street Phase 2	2,200,000		172,500	169,625	166,750	163,875	161,000
20 yr 2.5%	FY 22 Willard Avenue	1,200,000		90,000	88,500	87,000	85,500	84,000
20 yr 2.5%	FY 22 Union St	1,000,000		75,000	73,750	72,500	71,250	70,000
	<b>Total FY 22 New Bonding</b>	<b>16,100,000</b>						
				BAN Interest				
20 yr 2.5%	FY 23-New Police Station	39,200,000			300,000	2,940,000	2,891,000	2,842,000
20 yr 2.5%	FY 23-Police Station Upgrades	400,000			30,000	29,500	29,000	28,500
20 yr 2.5%	FY 23-School Facilities Capital Improvements	2,500,000			187,500	184,375	181,250	178,125
20 yr 2.5%	FY 23-Elementary Schools Upgrade	1,500,000			112,500	110,625	108,750	106,875
20 yr 2.5%	FY 23-New Outdoor Fields	3,000,000			225,000	221,250	217,500	213,750
20 yr 2.5%	FY 23-Citywide Facilities Capital Improvements	1,000,000			75,000	73,750	72,500	71,250
20 yr 2.5%	FY 23-Downtown Aerial Utilities Undergrounding	1,000,000			75,000	73,750	72,500	71,250
	<b>Total FY 23 New Bonding</b>	<b>48,600,000</b>						
20 yr 2.5%	FY 24-Police Station Upgrades	400,000				30,000	29,500	29,000
20 yr 2.5%	FY 24-School Facilities Capital Improvements	1,000,000				75,000	73,750	72,500
20 yr 2.5%	FY 24-Prescott Park Facilities Capital Improvements	1,750,000				131,250	129,063	126,875
20 yr 2.5%	FY 24-Greenland Rd/Middle Rd Bike Lanes and Traff	585,000				43,875	43,144	42,413
20 yr 2.5%	FY 24-US Route 1 New Side Path Construction	1,000,000				75,000	73,750	72,500
20 yr 2.5%	FY 24-Elwyn Park Sidewalks traffic Calming	1,500,000				112,500	110,625	108,750
20 yr 2.5%	FY 24-Market Square Upgrade	1,000,000				75,000	73,750	72,500
20 yr 2.5%	FY 24-Banfield Rd Pedestrian Accommodations	500,000				37,500	36,875	36,250
20 yr 2.5%	FY 24-Citywide Sidewalk Reconstruction Program	800,000				60,000	59,000	58,000
20 yr 2.5%	FY 24-Cate St Bridge Replacement	1,500,000				112,500	110,625	108,750
20 yr 2.5%	FY 24-Street Paving, Management and Rehabilitation	4,000,000				300,000	295,000	290,000
20 yr 2.5%	FY 24-Pease Tradeport Street Rehabilitation	750,000				56,250	55,313	54,375
20 yr 2.5%	FY 24-Junkins Avenue	1,100,000				82,500	81,125	79,750
20 yr 2.5%	FY 24-Fleet Street Utilities and Streetscape	2,000,000				150,000	147,500	145,000
	<b>Total FY 24 New Bonding</b>	<b>17,885,000</b>						
10 yr 2.5%	FY 25-Fire Engine #4	765,000					89,888	88,549
20 yr 2.5%	FY 25-Police Station Upgrades	400,000					30,000	29,500
20 yr 2.5%	FY 25-School Facilities Capital Improvements	800,000					60,000	59,000
20 yr 2.5%	FY 25-Greenland Road Practice Field	500,000					37,500	36,875
20 yr 2.5%	FY 25-Outdoor Pool House	2,500,000					187,500	184,375
20 yr 2.5%	FY25-Leary Field-Bleachers/Grandstand	1,000,000					75,000	73,750
20 yr 2.5%	FY 25-Pinehurst Road Improvements	300,000					22,500	22,125
20 yr 2.5%	FY 25-Madison St Roadway Improvements	350,000					26,250	25,813
20 yr 2.5%	FY 25-Islington Creek Neighborhood Reconstruction	500,000					37,500	36,875
	<b>Total FY 25 New Bonding</b>	<b>7,115,000</b>						
20 yr 2.5%	FY 26-Police Station Upgrades	400,000						30,000
20 yr 2.5%	FY 26-Elementary Schools Upgrade	5,000,000						375,000
20 yr 2.5%	FY 26-Prescott Park Facilities Capital Improvements	1,750,000						131,250
20 yr 2.5%	FY 26-City Hall HVAC Improvements	1,500,000						112,500
20 yr 2.5%	FY 26-Recycling & Solid Waste Transfer Station	5,400,000						405,000
20 yr 2.5%	FY 26-Citywide Facilities Capital Improvements	1,000,000						75,000
20 yr 2.5%	FY 26-Downtown Aerial Utilities Undergrounding	2,500,000						187,500
20 yr 2.5%	FY 26-Market St Side Path	1,853,000						138,975



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

Bond Rating			<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
20 yr 2.5%	FY 26-Maplewood Ave Downtown Complete Street	2,370,000							177,750
20 yr 2.5%	FY 26-Citywide Sidewalk Reconstruction Program	800,000							60,000
20 yr 2.5%	FY 26-Coakley-Borthwick Connector Roadway	1,000,000							75,000
20 yr 2.5%	FY 26-Street Paving, Management and Rehabilitation	4,000,000							300,000
20 yr 2.5%	FY 26-Pease Tradeport Street Rehabilitation	1,000,000							75,000
	<b>Total FY 26 New Bonding</b>	<b>28,573,000</b>							
20 yr 2.5%	FY 27-School Facilities Capital Improvements	1,000,000							
20 yr 2.5%	FY 27-Hampton Branch Rail Trail (NH Seacoast gree	880,000							
20 yr 2.5%	FY 27-Islington Creek Neighborhood Reconstruction	800,000							
	<b>Total FY 27 New Bonding</b>	<b>2,680,000</b>							
	<b>Total Projected FY 22-27</b>	<b>120,953,000</b>							
	<b>Total Authorized Unissued</b>	<b>16,525,000</b>							
	<b>Total General Fund-Projected Future Debt</b>	-	-	-	2,435,625	3,400,556	7,330,113	7,773,075	9,787,536
	<b>Future Debt Related Revenues</b>								
	<b>Total Future Debt Related Revenues-General Fund</b>	-	-	-	-	-	-	-	-
	<b>Total Net Projected Future Debt-General Fund</b>	-	-	-	2,435,625	3,400,556	7,330,113	7,773,075	9,787,536
	<b>Total Gross Issued and Projected Debt-General Fund</b>	13,150,440	13,669,890	14,939,753	13,600,409	16,480,465	16,172,503	16,918,783	
	<b>Total Debt Related Revenues Actual and Projected</b>	(3,657,196)	(3,657,196)	(3,457,196)	(2,340,974)	(2,240,974)	(2,140,974)	(1,673,361)	
	<b>Total Net Issued and Projected Debt-General Fund</b>	9,493,244	10,012,694	11,482,557	11,259,435	14,239,491	14,031,529	15,245,422	



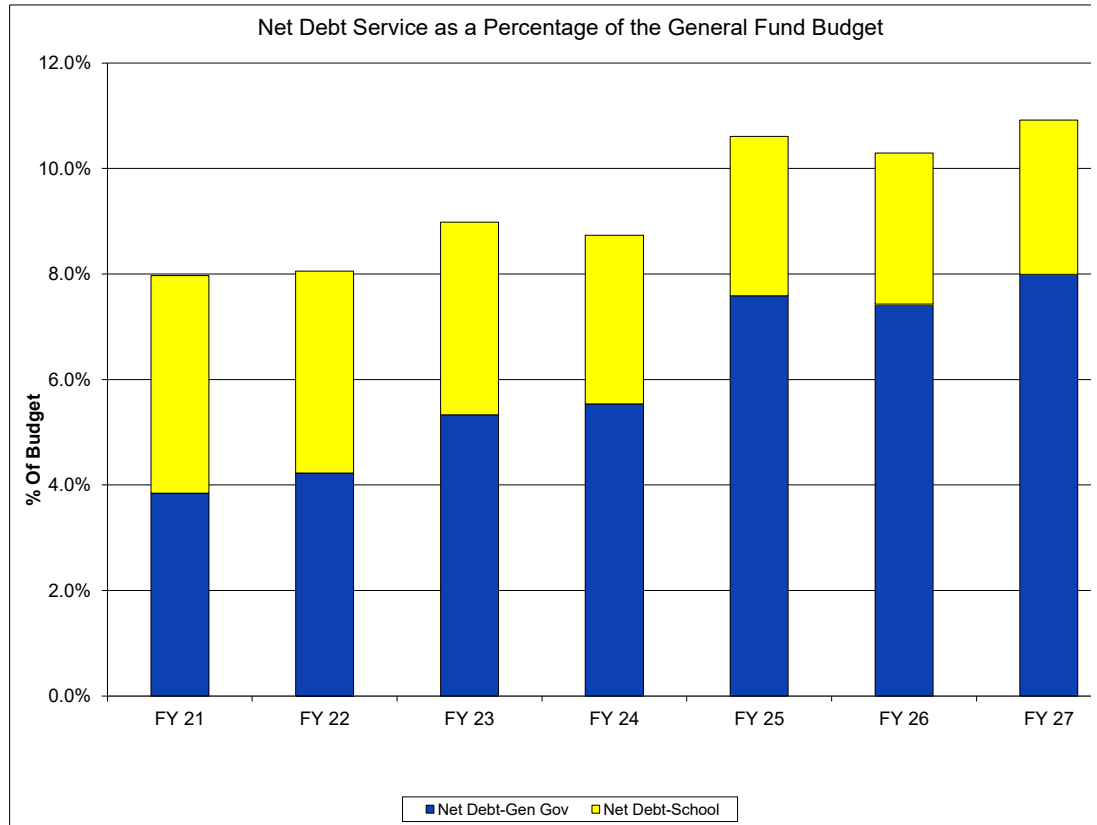
**GENERAL FUND**

**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 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
Total Gen Fund Without Debt Service	105,964,898	110,589,143	112,911,515	115,282,657	117,703,592	120,175,368	122,699,050
<i>(increase 3.21% in FY 23 and beyond)</i>							
Existing Debt Service-School	6,671,350	6,518,518	6,303,100	4,447,450	4,316,100	4,104,325	3,924,394
Existing Debt Service-Gen Gov	6,479,090	7,151,372	6,201,028	5,752,403	4,834,252	4,295,103	3,206,853
Projected Debt Service-School	-	-	120,000	418,000	486,000	537,750	903,500
Projected Debt Service-Gen Gov	-	-	2,315,625	2,982,556	6,844,113	7,235,325	8,884,036
<b>Total Gross Debt Service</b>	<b>13,150,440</b>	<b>13,669,890</b>	<b>14,939,753</b>	<b>13,600,409</b>	<b>16,480,465</b>	<b>16,172,503</b>	<b>16,918,783</b>
Debt Service Related Revenues-Schools	(1,757,196)	(1,757,196)	(1,757,196)	(740,974)	(740,974)	(740,974)	(740,974)
Debt Service Related Revenues-Gen Gov	(1,900,000)	(1,900,000)	(1,700,000)	(1,600,000)	(1,500,000)	(1,400,000)	(932,387)
Net Debt-School	4,914,154	4,761,322	4,665,904	4,124,476	4,061,126	3,901,101	4,086,920
Net Debt-Gen Gov	4,579,090	5,251,372	6,816,653	7,134,959	10,178,365	10,130,428	11,158,502
<b>Total Net Debt</b>	<b>9,493,244</b>	<b>10,012,694</b>	<b>11,482,557</b>	<b>11,259,435</b>	<b>14,239,491</b>	<b>14,031,529</b>	<b>15,245,422</b>
Total Projected General Fund Budget	119,115,338	124,259,033	127,851,267	128,883,065	134,184,057	136,347,870	139,617,833
Percentage Net Debt-School of Budget	4.13%	3.83%	3.65%	3.20%	3.03%	2.86%	2.93%
Percentage Net Debt-Gen Gov of Budget	3.84%	4.23%	5.33%	5.54%	7.59%	7.43%	7.99%
	<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
<b>Total Percentage Net Debt Service of Budget:</b>	<b>7.97%</b>	<b>8.06%</b>	<b>8.98%</b>	<b>8.74%</b>	<b>10.61%</b>	<b>10.29%</b>	<b>10.92%</b>





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

Bond	Rating		<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>	
<b><u>ISSUED DEBT</u></b>										
<b><u>PARKING &amp; TRANSPORTATION FUND-Issued Debt</u></b>										
AAA	06/20/19	19 Foundry Parking Garage	\$26,200,000(\$23,149,000)							
		Principal-Last Pmt FY 39	20 Yr	890,000	935,000	980,000	1,025,000	1,080,000	1,130,000	1,195,000
		Interest		891,313	846,813	800,063	751,063	699,813	645,813	589,313
<b>Total Parking/Trans Fund Issued Debt Principal Due</b>				890,000	935,000	980,000	1,025,000	1,080,000	1,130,000	1,195,000
<b>Total Parking/Trans Fund Issued Debt Interest Due</b>				891,313	846,813	800,063	751,063	699,813	645,813	589,313
<b>Total Parking/TransFund-Issued Debt</b>				1,781,313	1,781,813	1,780,063	1,776,063	1,779,813	1,775,813	1,784,313
<b><u>PROJECTED FUTURE DEBT:</u></b>										
Actual to Budgeted adjustment										
<b><u>PARKING/TRANSPORTATION FUND-</u></b>										
<b><u>Projected Future Debt</u></b>										
20 yr 2.5%	FY 22	High Hanover Upgrades	6,300,000	BAN Interest 25,000	BAN Interest 50,000	472,500	464,625	456,750	448,875	
<b>Total Parking/Transportation Fund-Projected Future Debt</b>				-	25,000	50,000	472,500	464,625	456,750	448,875
<b><u>Future Debt Related Revenues</u></b>										
<b>Total Future Debt Related Revenues-Parking/Transportation Fund</b>				-	-	-	-	-	-	-
<b>Total Net Projected Future Debt-Parking/Transportation Fund</b>				-	25,000	50,000	472,500	464,625	456,750	448,875
<b>Total Net Issued and Projected Debt-Parking/Transportation Fund</b>				1,781,313	1,806,813	1,830,063	2,248,563	2,244,438	2,232,563	2,233,188

PARKING and TRANSPORTATION FUND



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

Bond	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
Rating							
<b><u>ISSUED DEBT</u></b>							
<b><u>DEBT SERVICE FUND-Issued Debt</u></b>							
	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
AAA 06/15/16 Commerce Way-Betterment 1.39% 1,524,710							
Principal-Last Pmt FY 26	150,000	155,000	160,000	165,000	170,000	180,000	
Interest	39,200	33,200	27,000	20,600	14,000	7,200	
<b>Total Debt Service Fund Issued Debt Principal Due</b>	<b>150,000</b>	<b>155,000</b>	<b>160,000</b>	<b>165,000</b>	<b>170,000</b>	<b>180,000</b>	<b>-</b>
<b>Total Debt Service Fund Issued Debt Interest Due</b>	<b>39,200</b>	<b>33,200</b>	<b>27,000</b>	<b>20,600</b>	<b>14,000</b>	<b>7,200</b>	<b>-</b>
<b>Total Debt Service Fund-Issued Debt</b>	<b>189,200</b>	<b>188,200</b>	<b>187,000</b>	<b>185,600</b>	<b>184,000</b>	<b>187,200</b>	<b>-</b>
<b><u>Issued Debt Related Revenues</u></b>							
Properties Subject to Commerce Way Betterment Assessment	(189,200)	(188,200)	(187,000)	(185,600)	(184,000)	(187,200)	
<b>Total Net Issued Debt Service Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**WATER FUND**

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

**Bond CASH BASIS**

Rating			<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
<b><u>ISSUED DEBT</u></b>									
<b><u>WATER FUND-Issued Debt</u></b>									
SRF	<b>05/15/02 02 SRF-Upgrade Motor Control Center</b>	<b>300,000</b>							
	Principal-Last Pmt FY 22	20 Year	15,000	15,000					
	Interest		1,193	597					
SRF	<b>05/15/02 02 SRF-Corrosion Control Program</b>	<b>288,000</b>							
	Principal-Last Pmt FY 22	20 Year	14,400	14,400					
	Interest		1,095	548					
SRF	<b>11/01/02 03 SRF-Constitution Avenue</b>	<b>4,800,000</b>							
	Principal-Last Pmt FY 23	20 Year	240,000	240,000	240,000				
	Interest		26,669	17,780	8,890				
SRF	<b>12/01/02 03 SRF-Spinney Tank</b>	<b>1,162,560</b>							
	Principal-Last Pmt FY 23	20 Year	58,128	58,128	58,128				
	Interest		6,502	4,335	2,168				
SRF	<b>06/01/08 08 SRF-Madbury Treatment Plant-Design</b>	<b>2,000,000</b>							
	Principal-Last Pmt FY 28	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Interest		27,904	24,416	20,928	17,440	13,952	10,464	6,976
AAA	<b>06/20/18 18 Pleasant St Water Line</b>	<b>600,000</b>							
	Principal-Last Pmt FY 28	10 Year	60,000	60,000	60,000	60,000	60,000	60,000	60,000
	Interest		24,000	21,000	18,000	15,000	12,000	9,000	6,000
AA+	<b>01/15/09 09 Madbury Treatment Plant-Refunded</b>	<b>7,921,500</b>							
	Principal-Last Pmt FY 29	20 Year	795,000	795,000	795,000	795,000	790,000	790,000	790,000
	Interest		269,160	253,260	221,460	189,660	157,860	126,260	94,660
AAA	<b>06/20/19 19 Annual Waterline Replacement</b>	<b>\$500,000(\$426,000)</b>							
	Principal-Last Pmt FY 29	10 Year	45,000	45,000	45,000	45,000	45,000	40,000	40,000
	Interest		19,000	16,750	14,500	12,250	10,000	7,750	5,750
SRF	<b>02/01/12 12 SRF-Madbury Treatment Plant</b>	<b>5,000,000</b>							
	Principal-Last Pmt FY 32	20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		81,600	74,800	68,000	61,200	54,400	47,600	40,800
AAA	<b>06/25/14 14 Hobbs Hill Water Tank</b>	<b>3,500,000</b>							
	Principal-Last Pmt FY 34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		106,750	98,000	89,250	80,500	71,750	63,000	54,250
AAA	<b>06/23/15 15 Water Improvements</b>	<b>4,800,000</b>							
	Principal-Last Pmt FY 35	20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000
	Interest		120,000	115,200	105,600	96,000	86,400	76,800	69,600
AAA	<b>06/15/16 16 Water Improvements</b>	<b>4,100,000</b>							
	Principal-Last Pmt FY 36	20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000
	Interest		102,500	94,300	86,100	77,900	69,700	61,500	53,300
AAA	<b>06/23/17 17 Water Improvements</b>	<b>2,250,000</b>							
	Principal-Last Pmt FY 37	20 Year	115,000	115,000	115,000	115,000	115,000	115,000	115,000
	Interest		63,138	58,538	53,938	49,338	44,738	40,138	35,538
AAA	<b>06/20/18 18 Water Improvements</b>	<b>2,500,000</b>							
	Principal-Last Pmt FY 38	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		89,844	83,594	77,344	71,094	64,844	58,594	52,344
AAA	<b>06/20/19 19 Annual Waterline Replacement</b>	<b>\$2,200,000(\$1,981,400)</b>							
	Principal-Last Pmt FY 39	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Interest		76,394	71,394	66,394	61,394	56,394	51,394	46,394
AAA	<b>04/06/21 20 Water System Upgrades</b>	<b>\$4,023,000(\$3,633,000)</b>							
	Principal-Last Pmt FY 41	20 Year		188,000	190,000	190,000	190,000	185,000	185,000
	Interest			106,553	103,025	95,425	87,825	80,225	72,825
	Annual Waterline Replacement	<b>1,000,000</b>							
	Madbury Well #5	<b>750,000</b>							
	Water Transmission Main Replacement	<b>250,000</b>							
	Maplewood Ave Waterline	<b>1,200,000</b>							
	Pleasant St Water Mains	<b>823,000</b>							
AAA	<b>04/06/21 21 Water System Upgrades</b>	<b>\$2,750,000(\$2,516,000)</b>							
	Principal-Last Pmt FY 41	20 Year		136,000	135,000	135,000	130,000	130,000	130,000
	Interest			74,547	71,900	66,500	61,100	55,900	50,700
	New Groundwater Source	<b>500,000</b>							
	Water Transmission Main Replacement	<b>600,000</b>							
	Islington St Phase 1B	<b>1,650,000</b>							



**WATER FUND**

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

**Bond CASH BASIS**

Rating		<u>FY 21</u>	<u>FY 22</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>	<u>FY 27</u>
	<b>Total Water Fund Issued Debt Principal Due</b>	2,537,528	2,861,528	2,833,128	2,535,000	2,525,000	2,515,000	2,515,000
	<b>Total Water Fund Issued Debt Interest Due</b>	1,015,748	1,115,611	1,007,496	893,700	790,962	688,624	589,136
	<b>Total Water Fund-Issued Debt</b>	3,553,276	3,977,139	3,840,624	3,428,700	3,315,962	3,203,624	3,104,136
<b><u>PROJECTED FUTURE DEBT:</u></b>								
<b><u>WATER FUND-Projected Future Debt</u></b>								
Issued/Refunded Difference Budgeted vs actual								
20 yr 2.5%	FY16-New Castle Water Lines Improvements	3,000,000						
20 yr 2.5%	FY20-Reservoir Management	600,000		45,000	44,250	43,500	42,750	42,000
<b>FY 20</b>	<b>Authorized 07/15/19</b>	<b>600,000</b>						
20 yr 2.5%	FY21-Water Storage Tanks Painting	850,000		63,750	62,688	61,625	60,563	59,500
<b>FY 21</b>	<b>Authorized 12/07/20</b>	<b>850,000</b>						
	<b>Total FY 21 New Bonding</b>	<b>850,000</b>						
20 yr 2.5%	FY22-Annual Waterline Replacement	1,000,000		75,000	73,750	72,500	71,250	70,000
20 yr 2.5%	FY22-Water Transmission Main Replacement	5,400,000		405,000	398,250	391,500	384,750	378,000
20 yr 2.5%	FY22-Islington Street Phase 2	2,300,000		172,500	169,625	166,750	163,875	161,000
20 yr 2.5%	FY22-Willard Avenue Water Mains	1,800,000		135,000	132,750	130,500	128,250	126,000
20 yr 2.5%	FY 22 Union St	1,500,000		112,500	110,625	108,750	106,875	105,000
	<b>Total FY 22 New Bonding</b>	<b>12,000,000</b>						
20 yr 2.5%	FY23-Well Station Improvements	1,000,000			75,000	73,750	72,500	71,250
20 yr 2.5%	FY23-New Groundwater Source	2,000,000		150,000	147,500	145,000	142,500	140,000
20 yr 2.5%	FY23-Water Storage Tanks Painting	350,000		26,250	25,813	25,375	24,938	24,500
20 yr 2.5%	FY23-Maplewood Ave Bridge Replacement	1,100,000		82,500	81,125	79,750	78,375	77,000
	<b>Total FY 23 New Bonding</b>	<b>4,450,000</b>						
20 yr 2.5%	FY24-Annual Waterline Replacement	1,000,000				75,000	73,750	72,500
20 yr 2.5%	FY24-Fleet St Utilities Upgrade and Streetscape	2,000,000				150,000	147,500	145,000
	<b>Total FY 24 New Bonding</b>	<b>3,000,000</b>						
20 yr 2.5%	FY25-Water Storage Tanks Improvements	400,000					30,000	29,500
20 yr 2.5%	FY 25-Islington Creek Neighborhood Reconstructi	500,000					37,500	36,875
	<b>Total FY 25 New Bonding</b>	<b>900,000</b>						
20 yr 2.5%	FY26-Annual Waterline Replacement	1,000,000						75,000
20 yr 2.5%	FY26-Well Station Improvements	700,000						52,500
20 yr 2.5%	FY26-Reservoir Management	1,000,000						75,000
20 yr 2.5%	FY26-Madbury Water Treatment Plant Facility Imp	650,000						48,750
	<b>Total FY 26 New Bonding</b>	<b>3,350,000</b>						
20 yr 2.5%	FY27-Water Storage Tanks Improvements	4,000,000						
20 yr 2.5%	FY 27-DPW Complex Improvements	1,000,000						
20 yr 2.5%	FY 27-Islington Creek Neighborhood Reconstructi	800,000						
	<b>Total FY 27 New Bonding</b>	<b>5,800,000</b>						
	<b>Total Projected FY 22-27</b>	<b>29,500,000</b>						
	<b>Total Authorized Unissued</b>	<b>1,450,000</b>						
	<b>Total Water Fund-Projected Future Debt</b>	<b>-</b>	<b>-</b>	<b>1,008,750</b>	<b>1,325,688</b>	<b>1,528,313</b>	<b>1,569,688</b>	<b>1,793,688</b>
	<b>Total Issued and Projected Debt Water Fund</b>	<b>3,553,276</b>	<b>3,977,139</b>	<b>4,849,374</b>	<b>4,754,388</b>	<b>4,844,275</b>	<b>4,773,312</b>	<b>4,897,824</b>



SEWER FUND

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

Bond CASH BASIS

Rating

		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>SEWER FUND-Issued Debt</b>								
SRF	06/11/02 02 SRF-Sewer Projects Phase 1	4,931,361						
	Principal-Last Pmt FY 22	20 Year	246,568	246,568				
	Interest-State recalculated interest starting in FY 15 total saving \$197,808		6,707	3,353				
SRF	09/12/02 03 SRF-SSES - State Street	1,500,433						
	Principal-Last Pmt FY 23	20 Year	150,043	150,043				
	Interest-State recalculated interest starting in FY 15 total saving \$27,268		4,081	2,041				
SRF	05/04/05 05 SRF-Sewer Projects Phase 2	8,898,110						
	Principal-Last Pmt FY 25	20 Year	444,905	444,905	444,905	444,905		
	Interest-State recalculated interest starting in FY 15 total saving \$504,176		41,599	33,279	24,959	16,639	8,320	
AAA	06/15/16 16 Sewer System Improvements	1,000,000						
	Principal-Last Pmt FY 26	10 Year	100,000	100,000	100,000	100,000	100,000	
	Interest		24,000	20,000	16,000	12,000	8,000	4,000
AAA	06/15/17 17 Goose Bay and Pumping Stations	900,000						
	Principal-Last Pmt FY 27	10 Year	90,000	90,000	90,000	90,000	90,000	90,000
	Interest		25,200	21,600	18,000	14,400	10,800	7,200
SRF	12/01/08 09 SRF-Sewer Projects Phase 3	5,508,137						
	Principal-Last Pmt FY 28	20 Year	275,407	275,407	275,407	275,407	275,407	275,407
	Interest-State recalculated interest starting in FY 15 total saving \$306,168		52,437	45,883	39,328	32,773	26,219	19,664
SRF	12/01/08 09 SRF-Lower Court Street Loan	688,562						
	Principal-Last Pmt FY 28	20 Year	34,428	34,428	34,428	34,428	34,428	34,428
	Interest-State recalculated interest starting in FY 15 total saving \$36,048		6,555	5,736	4,916	4,097	3,278	2,458
AAA	06/20/18 18 Sewer Line and Pump Station Improvements	1,800,000						
	Principal-Last Pmt FY 28	10 Year	180,000	180,000	180,000	180,000	180,000	180,000
	Interest		72,000	63,000	54,000	45,000	36,000	27,000
AAA	06/20/19 19 Consent Decree-Union St-Annual Sewerline	\$1,361,100(\$1,600,000)						
	Principal-Last Pmt FY 29	10 Year	140,000	140,000	140,000	140,000	135,000	135,000
	Interest		60,750	53,750	46,750	39,750	32,750	25,750
SRF	01/01/11 11 SRF-Rye Line Pump Station Upgrades	1,069,714						
	Principal-Last Pmt FY 30	20 Year	53,486	53,486	53,486	53,486	53,486	53,486
	Interest-State recalculated interest starting in FY 15 total saving \$25,456		13,821	12,439	11,057	9,674	8,292	6,910
SRF	01/01/11 11 SRF-201 Facilities Plan Updates	1,000,000						
	Principal-Last Pmt FY 30	20 Year	50,000	50,000	50,000	50,000	50,000	50,000
	Interest-State recalculated interest starting in FY 15 total saving \$24,288		12,920	11,628	10,336	9,044	7,752	6,460
SRF	12/16/11 12 SRF-LTCP Bartlett St. Area Sewer Ext	5,290,233						
	Principal-Last Pmt FY 31	20 Year	264,512	264,512	264,512	264,512	264,512	264,512
	Interest-State recalculated interest starting in FY 15 total saving \$191,222		76,174	69,249	62,324	55,399	48,474	41,549
AA+	12/14/11 12 P.I.W.W.T.P. Prel. Eng and LTCP Imp	3,000,000						
	Principal-Last Pmt FY 32	20 Year	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		63,188	55,688	49,688	45,188	40,688	35,438
AA+	03/19/12 12 LTCP Contract #3B and Cass St Area	8,000,000						
	Principal-Last Pmt FY 32	20 Year	400,000	400,000	400,000	400,000	400,000	400,000
	Interest		138,500	122,500	106,500	94,500	86,000	76,750
AAA	06/27/13 13 LTCP Contract #3C Lincoln Area	3,929,000						
	Principal-Last Pmt FY 33	20 Year	195,000	195,000	195,000	195,000	195,000	195,000
	Interest		77,610	71,760	65,910	60,060	54,210	48,360
SRF	06/01/14 14 SRF-LTCP Contract #3C	5,595,874						
	Principal-Last Pmt FY 33	20 Year	279,794	279,794	279,794	279,794	279,794	279,794
	Interest		121,923	112,544	103,166	93,787	84,408	75,029
AAA	06/25/14 14 Peirce Island WWTP	10,000,000						
	Principal-Last Pmt FY 34	20 Year	500,000	500,000	500,000	500,000	500,000	500,000
	Interest		305,000	280,000	255,000	230,000	205,000	180,000
AAA	06/25/14 14 Pease WWTP	3,500,000						
	Principal-Last Pmt FY 34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		106,750	98,000	89,250	80,500	71,750	63,000
AAA	06/23/15 15 Pease WWTP	1,000,000						
	Principal-Last Pmt FY 35	20 Year	50,000	50,000	50,000	50,000	50,000	50,000
	Interest		25,000	24,000	22,000	20,000	18,000	16,000
AAA	06/15/16 16 Lafayette Rd Pumping Station	3,000,000						
	Principal-Last Pmt FY 36	20 Year	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		75,000	69,000	63,000	57,000	51,000	45,000
AAA	06/15/17 17 Annual Sewerline	2,500,000						
	Principal-Last Pmt FY 37	20 Year	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		70,156	65,156	60,156	55,156	50,156	45,156
AAA	06/15/18 18 Annual Sewerline and Pumping Stations	3,000,000						
	Principal-Last Pmt FY 38	20 Year	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		107,813	100,313	92,813	85,313	77,813	70,313
AAA	06/20/19 19 Pease Wastewater Treatment Plant	\$6,490,000(\$7,200,000)						
	Principal-Last Pmt FY 39	20 Year	325,000	325,000	325,000	325,000	325,000	325,000
	Interest		249,944	233,694	217,444	201,194	184,944	168,694
AAA	04/06/21 20 Sewer System Upgrades	\$2,745,000(\$2,432,300)						
	Principal-Last Pmt FY 41	20 Year		127,300	130,000	130,000	130,000	120,000
	Interest			71,320	68,900	63,700	58,500	53,300
	Annual Sewerline Replacement	1,000,000						
	Pleasant St Sewerline	770,000						
	Maplewood Ave Sewerline	975,000						
AAA	04/06/21 21 Sewer System Upgrades	\$5,250,000(\$4,816,700)						
	Principal-Last Pmt FY 41	20 Year		246,700	245,000	245,000	240,000	240,000
	Interest			140,601	136,000	126,200	116,400	106,800
	Mechanic St Pump Station Force Main	3,600,000						
	Islington St Phase 1B	1,650,000						
Total Interest savings from State recalculation FY 15 - FY 31		\$1,539,384						
Total Sewer Fund Issued Debt Principal Due		4,529,142	4,903,142	4,507,531	4,507,531	4,502,531	4,042,626	3,942,626
Total Sewer Fund Issued Debt Interest Due		1,737,127	1,786,532	1,617,496	1,451,375	1,288,753	1,124,832	968,692
Total Sewer Fund-Issued Debt		6,266,269	6,689,674	6,125,027	5,958,906	5,791,284	5,167,458	4,911,318

SEWER FUND



SEWER FUND

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

Bond CASH BASIS

Rating

		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>Issued Debt Related Revenues</b>								
Pease Development Authority								
Pease WWTP-State Aid C-595								
	Phase I-State Aid	(75,983)	(74,977)					
	Phase 2-State Aid C-706	(145,952)	(143,455)	(140,959)	(138,463)	(135,967)		
	Rye Line Pump Station C-876	(24,097)	(23,073)	(22,264)	(21,851)	(21,436)	(21,021)	(20,607)
	Lincoln Area Contract 3B C-877	(86,149)	(83,921)	(81,692)	(79,463)	(77,235)	(75,006)	(72,777)
	Lincoln Area Contract 3C C-878	(84,140)	(82,466)	(79,394)	(77,760)	(76,126)	(74,492)	(72,860)
	Cass St Area C-879	(54,159)	(52,758)	(51,357)	(49,956)	(48,555)	(47,154)	(45,753)
	Bartlett Area C-860	(73,677)	(72,292)	(70,907)	(69,522)	(68,137)	(66,752)	(65,367)
	Lincoln Area 3A C-861	(84,095)	(82,219)	(80,344)	(78,468)	(76,592)	(74,716)	(72,841)
<b>Total Issued Debt Related Revenues-Sewer Fund</b>		<b>(628,252)</b>	<b>(615,161)</b>	<b>(531,607)</b>	<b>(515,483)</b>	<b>(504,048)</b>	<b>(359,141)</b>	<b>(350,205)</b>
<b>Total Net Issued Debt-Sewer Fund</b>		<b>5,638,017</b>	<b>6,074,513</b>	<b>5,593,420</b>	<b>5,443,423</b>	<b>5,287,236</b>	<b>4,808,317</b>	<b>4,561,113</b>

		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>SEWER FUND-Projected Future Debt</b>								
Issued Difference Budgeted vs actual								
30 yr	FY17-P.I.W.W.T.P. Upgrades	75,000,000						
	Authorized 03/14/16							
30 yr	FY18-Peirce Island Wastewater treatment Plant	6,900,000						
	Authorized 07/19/17							
	less Principal Forgiveness (5%)	(4,095,000)						
	<b>Total SRF</b>	<b>77,805,000</b>	751,000	4,149,600	4,097,730	4,045,860	3,993,990	3,942,120
20 yr	FY20-Consent Mitigation (SRF)	4,400,000	15,542	45,000	1,850	292,600	288,420	284,240
	Authorized 07/15/19							
	less Principal Forgiveness (5%)	(220,000)						
FY 20	<b>Total SRF</b>	<b>4,180,000</b>						
20 yr 2.5%	FY22-Annual Sewer Line Replacement	500,000			37,500	36,875	36,250	35,625
20 yr 2.5%	FY22-Pease Wastewater Treatment Facility	1,500,000			112,500	110,625	108,750	106,875
20 yr 2.5%	FY22-Pumping Station Upgrades	750,000			56,250	55,313	54,375	53,438
20 yr 2.5%	FY22-Mechanic St Pumping Station	2,000,000			150,000	147,500	145,000	142,500
20 yr 2.5%	FY22-Marjorie St Pumping Station	1,000,000			75,000	73,750	72,500	71,250
20 yr 2.5%	FY22-Sewer Service for Sagamore Ave Sewer Extension	300,000			22,500	22,125	21,750	21,375
20 yr 2.5%	FY22-Islington Street Phase 2	2,300,000			172,500	169,625	166,750	163,875
20 yr 2.5%	FY22-Willard Avenue Sewer Separation	3,000,000			225,000	221,250	217,500	213,750
20 yr 2.5%	FY 22 Union St	1,100,000			82,500	81,125	79,750	78,375
	<b>Total FY 22 New Bonding</b>	<b>12,450,000</b>						
20 yr 2.5%	FY23-Sewer Service for Sagamore Ave Sewer Extensio	300,000			22,500	22,125	21,750	21,375
	<b>Total FY 23 New Bonding</b>	<b>300,000</b>						
20 yr 2.5%	FY24-Annual Sewer Line Replacement	500,000				37,500	36,875	36,250
20 yr 2.5%	FY24-Pumping Station Upgrades	1,000,000				75,000	73,750	72,500
20 yr 2.5%	FY24-Woodbury Avenue Sewer Separation	250,000				18,750	18,438	18,125
20 yr 2.5%	FY24-Sewer Service for Sagamore Ave Sewer Extensio	300,000				22,500	22,125	21,750
20 yr 2.5%	FY24-Fleet Street Utilities Upgrades ans Streetscape	2,600,000				195,000	191,750	188,500
	<b>Total FY 24 New Bonding</b>	<b>4,650,000</b>						
20 yr 2.5%	FY25-Long Term Control Related Projects	300,000					22,500	22,125
20 yr 2.5%	FY25-Sewer Service for Sagamore Ave Sewer Extensio	300,000					22,500	22,125
20 yr 2.5%	FY 25-Islington Creek Neighborhood Reconstruction	500,000					37,500	36,875
	<b>Total FY 25 New Bonding</b>	<b>1,100,000</b>						
20 yr 2.5%	FY26-Annual Sewer Line Replacement	500,000						37,500
20 yr 2.5%	FY26-Pumping Station Upgrades	500,000						37,500
20 yr 2.5%	FY26-Sewer Service for Sagamore Ave Sewer Extensio	300,000						22,500
	<b>Total FY 26 New Bonding</b>	<b>1,300,000</b>						
20 yr 2.5%	FY 27-DPW Complex Improvements	1,000,000						
20 yr 2.5%	FY27-Sewer Service for Sagamore Ave Sewer Extensio	200,000						
20 yr 2.5%	FY 27-Islington Creek Neighborhood Reconstruction	800,000						
	<b>Total FY 27 New Bonding</b>	<b>2,000,000</b>						
<b>Total Projected FY 22-27</b>		<b>21,800,000</b>						
<b>Total Authorized Unissued (includes SRF)</b>		<b>81,985,000</b>						
<b>Total Sewer Fund-Projected Future Debt</b>		<b>766,542</b>	<b>4,194,600</b>	<b>5,033,330</b>	<b>5,279,148</b>	<b>5,555,910</b>	<b>5,560,610</b>	<b>5,578,935</b>
<b>Total Net Projected Future Debt-Sewer Fund</b>		<b>766,542</b>	<b>4,194,600</b>	<b>5,033,330</b>	<b>5,279,148</b>	<b>5,555,910</b>	<b>5,560,610</b>	<b>5,578,935</b>
<b>Total Gross Issued and Projected Debt-Sewer</b>		<b>7,032,811</b>	<b>10,884,274</b>	<b>11,158,357</b>	<b>11,238,053</b>	<b>11,347,194</b>	<b>10,728,068</b>	<b>10,490,253</b>
<b>Total Net Issued and Projected Debt-Sewer Fund</b>		<b>6,404,559</b>	<b>10,269,113</b>	<b>10,626,750</b>	<b>10,722,570</b>	<b>10,843,146</b>	<b>10,368,927</b>	<b>10,140,048</b>

SEWER FUND



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

City of Portsmouth

**Outstanding Debt Service by Fiscal Year**

Fiscal Year	General Fund-Gen Gov				General Fund-School				Total General Fund				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 22</u>	1	5,755,700	1,395,672	16%	16%	4,971,300	1,547,218	11%	11%	10,727,000	2,942,890	13%	13%
<u>FY 23</u>	2	5,025,000	1,176,028	14%	30%	4,950,000	1,353,100	11%	23%	9,975,000	2,529,128	13%	26%
<u>FY 24</u>	3	4,790,000	962,403	13%	43%	3,255,000	1,192,450	8%	30%	8,045,000	2,154,853	10%	36%
<u>FY 25</u>	4	4,080,000	754,252	11%	54%	3,250,000	1,066,100	8%	38%	7,330,000	1,820,352	9%	45%
<u>FY 26</u>	5	3,715,000	580,103	10%	64%	3,170,000	934,325	7%	45%	6,885,000	1,514,428	9%	54%
<u>FY 27</u>	6	2,780,000	426,853	8%	72%	3,120,000	804,394	7%	52%	5,900,000	1,231,246	7%	61%
<u>FY 28</u>	7	2,025,000	305,978	6%	77%	3,120,000	684,478	7%	60%	5,145,000	990,456	6%	68%
<u>FY 29</u>	8	1,163,500	215,253	3%	81%	3,055,000	566,506	7%	67%	4,218,500	781,759	5%	73%
<u>FY 30</u>	9	640,000	160,963	2%	82%	3,020,000	455,744	7%	74%	3,660,000	616,706	5%	78%
<u>FY 31</u>	10	635,000	132,163	2%	84%	2,380,000	345,231	5%	79%	3,015,000	477,394	4%	81%
<u>FY 32</u>	11	595,000	106,763	2%	86%	2,380,000	257,531	5%	85%	2,975,000	364,294	4%	85%
<u>FY 33</u>	12	590,000	94,863	2%	87%	1,250,000	198,256	3%	88%	1,840,000	293,119	2%	87%
<u>FY 34</u>	13	590,000	85,275	2%	89%	1,250,000	158,056	3%	90%	1,840,000	243,331	2%	90%
<u>FY 35</u>	14	575,000	75,688	2%	91%	1,085,000	120,356	3%	93%	1,660,000	196,044	2%	92%
<u>FY 36</u>	15	575,000	65,625	2%	92%	1,085,000	88,525	3%	95%	1,660,000	154,150	2%	94%
<u>FY 37</u>	16	575,000	55,563	2%	94%	835,000	56,100	2%	97%	1,410,000	111,663	2%	96%
<u>FY 38</u>	17	570,000	45,500	2%	95%	585,000	30,863	1%	99%	1,155,000	76,363	1%	97%
<u>FY 39</u>	18	570,000	34,100	2%	97%	330,000	13,475	1%	99%	900,000	47,575	1%	98%
<u>FY 40</u>	19	570,000	22,700	2%	98%	110,000	4,400	0%	100%	680,000	27,100	1%	99%
<u>FY 41</u>	20	565,000	11,300	2%	100%	110,000	2,200	0%	100%	675,000	13,500	1%	100%
<b>Totals</b>		<b>36,384,200</b>	<b>6,707,039</b>			<b>43,311,300</b>	<b>9,879,309</b>			<b>79,695,500</b>	<b>16,586,348</b>		
Revenue		(9,032,387)				(9,742,128)				(18,774,515)			
<b>Net Debt</b>		<b>27,351,813</b>				<b>33,569,172</b>				<b>60,920,985</b>			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 22</u>	1	935,000	846,813	4%	4%	155,000		19%	19%	11,817,000	3,789,703	12%	12%
<u>FY 23</u>	2	980,000	800,063	5%	9%	160,000		19%	38%	11,115,000	3,329,190	11%	22%
<u>FY 24</u>	3	1,025,000	751,063	5%	14%	165,000		20%	58%	9,235,000	2,905,915	9%	32%
<u>FY 25</u>	4	1,080,000	699,813	5%	19%	170,000		20%	78%	8,580,000	2,520,165	8%	40%
<u>FY 26</u>	5	1,130,000	645,813	5%	24%	180,000		22%	100%	8,195,000	2,160,240	8%	48%
<u>FY 27</u>	6	1,195,000	589,313	6%	30%					7,095,000	1,820,559	7%	55%
<u>FY 28</u>	7	1,250,000	529,563	6%	35%					6,395,000	1,520,018	6%	61%
<u>FY 29</u>	8	1,315,000	467,063	6%	42%					5,533,500	1,248,821	5%	67%
<u>FY 30</u>	9	1,375,000	401,313	6%	48%					5,035,000	1,018,019	5%	72%
<u>FY 31</u>	10	1,435,000	346,313	7%	55%					4,450,000	823,706	4%	76%
<u>FY 32</u>	11	1,495,000	288,913	7%	62%					4,470,000	653,206	4%	80%
<u>FY 33</u>	12	1,525,000	255,275	7%	69%					3,365,000	548,394	3%	84%
<u>FY 34</u>	13	1,590,000	194,275	7%	76%					3,430,000	437,606	3%	87%
<u>FY 35</u>	14	1,625,000	150,550	8%	84%					3,285,000	346,594	3%	90%
<u>FY 36</u>	15	1,675,000	103,831	8%	92%					3,335,000	257,981	3%	94%
<u>FY 37</u>	16	1,250,000	53,581	6%	98%					2,660,000	165,244	3%	96%
<u>FY 38</u>	17	260,000	16,081	1%	99%					1,415,000	92,444	1%	98%
<u>FY 39</u>	18	265,000	8,281	1%	100%					1,165,000	55,856	1%	99%
<u>FY 40</u>	19									680,000	27,100	1%	99%
<u>FY 41</u>	20									675,000	13,500	1%	100%
<b>Totals</b>		<b>21,405,000</b>	<b>7,147,913</b>			<b>830,000</b>	<b>-</b>			<b>101,930,500</b>	<b>23,734,261</b>		
Revenue						(830,000)	0			(19,604,515)			
<b>Net Debt</b>		<b>21,405,000</b>				<b>0</b>	<b>0</b>			<b>82,325,985</b>			





Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 22</u>	1	2,861,528	1,115,611	9%	9%	4,903,142	1,786,532	9%	9%	<b>19,581,670</b>	<b>6,691,846</b>	11%	11%
<u>FY 23</u>	2	2,833,128	1,007,496	9%	18%	4,507,531	1,617,496	9%	18%	<b>18,455,659</b>	<b>5,954,182</b>	10%	20%
<u>FY 24</u>	3	2,535,000	893,700	8%	26%	4,507,531	1,451,375	9%	27%	<b>16,277,531</b>	<b>5,250,990</b>	9%	29%
<u>FY 25</u>	4	2,525,000	790,962	8%	34%	4,502,531	1,288,753	9%	35%	<b>15,607,531</b>	<b>4,599,880</b>	8%	38%
<u>FY 26</u>	5	2,515,000	688,624	8%	42%	4,042,626	1,124,832	8%	43%	<b>14,752,626</b>	<b>3,973,696</b>	8%	46%
<u>FY 27</u>	6	2,515,000	589,136	8%	50%	3,942,626	968,692	8%	50%	<b>13,552,626</b>	<b>3,378,387</b>	7%	53%
<u>FY 28</u>	7	2,505,000	495,673	8%	58%	3,842,626	830,472	7%	58%	<b>12,742,626</b>	<b>2,846,163</b>	7%	60%
<u>FY 29</u>	8	2,336,500	403,085	7%	65%	3,347,791	691,914	6%	64%	<b>11,217,791</b>	<b>2,343,820</b>	6%	66%
<u>FY 30</u>	9	1,515,000	319,738	5%	70%	3,227,791	572,730	6%	70%	<b>9,777,791</b>	<b>1,910,486</b>	5%	71%
<u>FY 31</u>	10	1,510,000	269,888	5%	75%	3,124,305	461,500	6%	76%	<b>9,084,305</b>	<b>1,555,094</b>	5%	76%
<u>FY 32</u>	11	1,510,000	218,888	5%	79%	2,859,794	352,181	5%	82%	<b>8,839,794</b>	<b>1,224,275</b>	5%	81%
<u>FY 33</u>	12	1,255,000	175,581	4%	83%	2,309,794	271,487	4%	86%	<b>6,929,794</b>	<b>995,462</b>	4%	84%
<u>FY 34</u>	13	1,255,000	138,250	4%	87%	1,835,000	195,393	4%	90%	<b>6,520,000</b>	<b>771,250</b>	4%	88%
<u>FY 35</u>	14	1,080,000	101,713	3%	91%	1,160,000	138,731	2%	92%	<b>5,525,000</b>	<b>587,038</b>	3%	91%
<u>FY 36</u>	15	835,000	71,538	3%	93%	1,110,000	108,056	2%	94%	<b>5,280,000</b>	<b>437,575</b>	3%	94%
<u>FY 37</u>	16	630,000	49,631	2%	95%	960,000	78,538	2%	96%	<b>4,250,000</b>	<b>293,413</b>	2%	96%
<u>FY 38</u>	17	520,000	33,738	2%	97%	830,000	53,363	2%	97%	<b>2,765,000</b>	<b>179,544</b>	1%	97%
<u>FY 39</u>	18	390,000	20,669	1%	98%	680,000	31,500	1%	99%	<b>2,235,000</b>	<b>108,025</b>	1%	99%
<u>FY 40</u>	19	295,000	11,800	1%	99%	360,000	14,300	1%	99%	<b>1,335,000</b>	<b>53,200</b>	1%	99%
<u>FY 41</u>	20	295,000	5,900	1%	100%	355,000	7,100	1%	100%	<b>1,325,000</b>	<b>26,500</b>	1%	100%
<b>Totals</b>		<b>31,716,156</b>	<b>7,401,619</b>			<b>52,408,090</b>	<b>12,044,944</b>			<b>186,054,746</b>	<b>43,180,824</b>		
Revenue						(5,002,563)				(24,607,078)			0
<b>Net Debt</b>		<b>31,716,156</b>				<b>47,405,527</b>				<b>161,447,668</b>	<b>43,180,824</b>		





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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 2021, four (4) bargaining unit contracts will expire on June 30, 2021. 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)	6/30/2022	Ranking Officers Association	6/30/2023	Fire Officers Association	6/30/2023	Principals/Directors	6/30/2022
Supervisory Management Alliance (SMA)	6/30/2022	Portsmouth Patrolman Association	6/30/2023	FireFighter Association	6/30/2023	Association of Portsmouth's Teachers	6/30/2022
AFSCME Local 1386B Library & Clericals	6/30/2021	Civilians	6/30/2023			Clerical Employees	6/30/2022
AFSCME Local 1386 Public Works	6/30/2022					Custodial	6/30/2021
						Cafeteria	6/30/2021
						Paraprofessionals	6/30/2021
						Custodial Supervisors	6/30/2022

## **PERSONNEL SUMMARY**

***The Fiscal Year 2022 proposed budget for all funds incorporates a net decrease of 3.80 full-time positions.***

Following tables represent:

1. Position Change by Department and Fund for FY22.
2. Summary of Personnel Counts by Department and Funds: FY20 Actual; FY21 Actual; FY22 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	
<b>City Manager's Department</b>								
Deputy City Manager	0.80							0.80
Administrative Assistant II	1.00							1.00
Administrative Assistant I	(1.00)							(1.00)
<b>Total City Manager</b>	<b>0.80</b>	-	-	-	-	-	-	<b>0.80</b>
<b>Finance</b>								
Controller	1.00							1.00
<b>Total Finance</b>	<b>1.00</b>	-	-	-	-	-	-	<b>1.00</b>
<b>Planning</b>								
Deputy City Manager	(0.65)							(0.65)
<b>Total Planning</b>	<b>(0.65)</b>	-	-	-	-	-	-	<b>(0.65)</b>
<b>Inspection</b>								
Deputy City Manager	(0.05)							(0.05)
Plans Examiner/ Assistant Building Code Inspector	1.00							1.00
<b>Total Inspection</b>	<b>0.95</b>	-	-	-	-	-	-	<b>0.95</b>
<b>Health</b>								
Deputy City Manager	(0.10)							(0.10)
Deputy Health Officer	0.60							0.60
<b>Total Health</b>	<b>0.50</b>	-	-	-	-	-	-	<b>0.50</b>
<b>Department of Public Works - All Divisions</b>								
Deputy Health Officer							(0.60)	(0.60)
Construction Project Coordinator	(1.00)							(1.00)
Laborer	1.00							1.00
Violations Clerk			(1.00)					(1.00)
<b>Total Department of Public Works - All Divisions</b>	<b>-</b>	<b>-</b>	<b>(1.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.60)</b>	<b>(1.60)</b>
<b>Police</b>								
IT Manager	1.00							1.00
Operations Manager	1.00							1.00
Office Manager - Records/ Legal/ Investigative	2.00							2.00
Information System Support assist	(1.00)							(1.00)
Legal Secretary / Paralegal	(2.00)							(2.00)
Administrative Manager	(1.00)							(1.00)
<b>Total Police</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire</b>								
Firefighter/Paramedic	4.00							4.00
Firefighter/Advanced EMT	(3.00)							(3.00)
Firefighter/EMT	(1.00)							(1.00)
<b>Total Fire</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Recreation</b>								
Administrative Clerk	1.00							1.00
<b>Total Recreation</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.00</b>
<b>School Department</b>								
Teachers:								
Classroom & Regular Program Instructor	(1.66)							(1.66)
Pupil Support Programs	(1.45)							(1.45)
Other School Staff:								
Clerical	(0.89)							(0.89)
Paraprofessional	(0.70)							(0.70)
Tutors	(0.10)							(0.10)
Security	(1.00)							(1.00)
<b>Total School Department</b>	<b>(5.80)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5.80)</b>
<b>Total All Funds</b>	<b>(2.20)</b>	<b>-</b>	<b>(1.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.60)</b>	<b>(3.80)</b>



## FULL-TIME PERSONNEL

<b>SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS</b>				
DEPARTMENT	FY20 ACTUAL	FY21 ACTUAL	CITY MANAGER FY22 PROPOSED BUDGET	Change From FY21

### GENERAL FUND

<b>FULL-TIME PERSONNEL</b>				
CITY MANAGER	3.00	3.00	3.80	0.80
HUMAN RESOURCES	4.00	4.00	4.00	0.00
CITY CLERK	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	6.64	6.64	6.64	0.00
INFORMATION TECHNOLOGY	1.00	1.00	1.00	0.00
FINANCE DEPARTMENT	24.33	22.33	23.33	1.00
PLANNING DEPARTMENT	8.45	7.45	6.80	(0.65)
INSPECTION DEPARTMENT	5.05	5.05	6.00	0.95
HEALTH DEPARTMENT	2.50	2.50	3.00	0.50
PUBLIC WORKS	52.85	53.60	53.60	0.00
LIBRARY	16.00	16.00	16.00	0.00
RECREATION DEPARTMENT	4.00	4.00	5.00	1.00
SENIOR SERVICES	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	93.00	92.00	92.00	0.00
FIRE DEPARTMENT	66.00	66.00	66.00	0.00
SCHOOL DEPARTMENT	380.34	379.90	374.10	(5.80)
<b>GENERAL FUND - TOTAL FULL-TIME</b>	<b>672.16</b>	<b>668.47</b>	<b>666.27</b>	<b>(2.20)</b>
<b>% Change</b>				<b>-0.33%</b>

### SPECIAL REVENUE FUNDS

<b>FULL-TIME PERSONNEL</b>				
SCHOOL DEPARTMENT	85.92	85.85	85.85	0.00
STORMWATER	5.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	25.31	24.06	23.06	(1.00)
PRESCOTT PARK	2.15	2.15	2.15	0.00
COMMUNITY DEVELOPMENT (CDBG)	1.00	1.00	1.00	0.00
ECONOMIC DEVELOPMENT (UDAG)	1.00	1.00	1.00	0.00
<b>SPECIAL FUNDS - TOTAL FULL-TIME</b>	<b>120.38</b>	<b>119.06</b>	<b>118.06</b>	<b>(1.00)</b>
<b>% Change</b>				<b>-0.84%</b>

### ENTERPRISE FUNDS

<b>FULL-TIME PERSONNEL</b>				
WATER FUND	28.95	29.20	29.20	0.00
SEWER FUND	34.55	34.80	34.20	(0.60)
<b>ENTERPRISE FUNDS - TOTAL FULL-TIME</b>	<b>63.50</b>	<b>64.00</b>	<b>63.40</b>	<b>(0.60)</b>
<b>% Change</b>				<b>-0.94%</b>

### TOTAL FULL-TIME-CITY OF PORTSMOUTH

<b>*TOTAL FULL-TIME PERSONNEL</b>	<b>856.04</b>	<b>851.53</b>	<b>847.73</b>	<b>(3.80)</b>
<b>TOTAL FULL-TIME PERSONNEL % Change</b>				<b>-0.45%</b>

\*Prior Proposed Budget Documents did not include Full-Time School Personnel funded by Grants and Other sources.  
 Prior year totals have been adjusted accordingly.



## PART-TIME PERSONNEL

<b>SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS</b>				
DEPARTMENT	FY20 ACTUAL	FY21 ACTUAL	CITY MANAGER FY22 PROPOSED BUDGET	Change From FY21

### GENERAL FUND

<b><i>PART-TIME PERSONNEL*</i></b>				
HUMAN RESOURCES	2.00	2.00	2.00	0.00
LEGAL DEPARTMENT	3.00	3.00	3.00	0.00
FINANCE DEPARTMENT	0.00	1.00	1.00	0.00
PLANNING DEPARTMENT	0.00	1.00	1.00	0.00
INSPECTION DEPARTMENT	1.00	2.00	1.00	(1.00)
PUBLIC WORKS	0.25	0.25	0.25	0.00
LIBRARY	14.00	14.00	14.00	0.00
RECREATION (number of positions vary seasonally)	1.00	1.00	0.00	(1.00)
SENIOR SERVICES	2.00	2.00	2.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	30.00	30.00	30.00	0.00
FIRE DEPARTMENT	2.00	2.00	2.00	0.00
SCHOOL DEPARTMENT	6.00	6.00	6.00	0.00
<b>GENERAL FUND TOTAL - TOTAL PART-TIME</b>	<b>62.25</b>	<b>65.25</b>	<b>63.25</b>	<b>(2.00)</b>
<b>% Change</b>				<b>-3.1%</b>

### SPECIAL REVENUE FUNDS

<b><i>PART-TIME PERSONNEL*</i></b>				
PARKING & TRANSPORTATION	49.25	47.25	49.25	2.00
COMMUNITY DEVELOPMENT	1.00	1.00	1.00	0.00
<b>SPECIAL FUNDS - TOTAL PART-TIME</b>	<b>50.25</b>	<b>48.25</b>	<b>50.25</b>	<b>2.00</b>
<b>% Change</b>				<b>4.1%</b>

### ENTERPRISE FUNDS

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

### TOTAL PART-TIME-CITY OF PORTSMOUTH

<b>TOTAL PART-TIME PERSONNEL</b>	<b>113.0</b>	<b>114.0</b>	<b>114.0</b>	<b>0.00</b>
<b>TOTAL PART-TIME PERSONNEL % Change</b>				<b>0.0%</b>

**NOTE:**

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

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



## Fiscal Year 2022 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.

- |  |  |
|--|--|
| <p><b>Deputy Public Works Director - \$128,918</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Deputy City Manager - \$127,371</b><br/>① 80% City Manager's Department, 10% Water Division, 10% Sewer Division</p> <p><b>Engineer Supervisor (City Engineer) - \$117,064</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Facilities Manager - \$105,128</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Controller/Enterprise Accountant - \$96,380</b><br/>③ 85% Finance Department, 15% Prescott Park Division</p> <p><b>Assistant City Attorney - \$91,826</b><br/>② 64% Legal Department, 36% Parking Division</p> <p><b>Operations Manager - \$90,916</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Assistant Engineer/Planner - \$90,914</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Environmental Planner/ Sustainability Coordinator - \$86,513</b><br/>⑥ 30% Planning Department, 25% Water Division, 25% Sewer Division, 20% Coakley Landfill Trust</p> <p><b>GIS Manager - \$83,358</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>SCADA Manager - \$83,014</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Principal Planner \$82,532</b><br/>⑤ 50% Planning Department, 50% Parking Division</p> <p><b>General Foreman - \$78,948</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Asset Management Coordinator - \$78,576</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Assistant City Engineer - \$78,134</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Equipment Maintenance Foreman - \$77,287</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Business Administrator - \$71,392</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Utility Inspection and Maintenance Foreman - \$70,962</b><br/>⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>Finance Assistant - \$67,948</b><br/>④ 48% Finance Department, 2% School Department, 25% Water Division, 25% Sewer Division</p> <p><b>Business Administrator (Regulatory Compliance) - \$65,834</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> | <p><b>Process Instrumentation Tech - \$62,224</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>GIS Specialist II - \$59,444</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Stormwater Camera Opeartor - \$57,096</b><br/>⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>Equipment Mechanic - \$56,763</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>GIS Stormwater Tech - \$56,052</b><br/>⑪ 50% Water Division, 50% Stormwater Division</p> <p><b>Dispatcher II (Public Works) - \$55,244</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Special Project Coordinator - \$53,912</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Equipment Mechanic - \$53,763</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Utility Mechanic - \$53,427</b><br/>⑩ 75% Water, 25% Sewer</p> <p><b>Utility Mechanic - \$53,426</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Utility Mechanic - \$53,247</b><br/>⑩ 75% Water, 25% Sewer</p> <p><b>Equipment Mechanic - \$52,377</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Stormwater Utility Mechanic - \$52,054</b><br/>⑫ 50% Sewer Division, 50% Stormwater Division</p> <p><b>Equipment Mechanic - \$51,630</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Admin Clerk - \$51,120</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p><b>Utility Mechanic - Inventory Technician - \$47,386</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Collections/Billing Clerk - \$44,562</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Utility Mechanic - \$44,078</b><br/>⑨ 50% Water Division, 50% Sewer Division</p> <p><b>Equipment Mechanic - \$43,890</b><br/>⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p><b>Part-Time Secretary (25 Hours/Week) - \$27,824</b><br/>⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> |
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# City Council

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



## City Council Members

- Rick Becksted, Mayor
- Jim Splaine, Assistant Mayor
- Deaglan McEachern
- Peter Whelan
- Cliff Lazenby
- Esther Kennedy
- Petra Huda
- John K. Tabor Jr.
- Paige Trace

## Department Budget Comments

The proposed City Council budget for FY22 is \$28,755. This represents no change from the FY21 budget.

### Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY COUNCIL</b>				
CITY COUNCIL STIPEND	16,800	16,425	17,050	17,050
OTHER BENEFITS	1,286	1,257	1,305	1,305
<i>Contractual Obligations</i>	<i>18,086</i>	<i>17,682</i>	<i>18,355</i>	<i>18,355</i>
<b>OTHER OPERATING</b>				
<i>Other Operating</i>	<i>15,450</i>	<i>4,616</i>	<i>10,400</i>	<i>10,400</i>
<b>TOTAL</b>	<b>33,536</b>	<b>22,298</b>	<b>28,755</b>	<b>28,755</b>



## Board/Committee Appointments of the Council

<i>Mayor Rick Becksted</i>	<ul style="list-style-type: none"> <li>• Economic Development Commission (Ex-Officio)</li> <li>• Legislative Subcommittee</li> <li>• Vaughan Mall Blue Ribbon Committee</li> </ul>
<i>Assistant Mayor Splaine</i>	<ul style="list-style-type: none"> <li>• Economic Development Commission</li> <li>• Citywide Neighborhood Blue Ribbon Committee</li> <li>• Sister Cities Blue Ribbon Committee</li> </ul>
<i>Councilor McEachern</i>	<ul style="list-style-type: none"> <li>• Legislative Subcommittee</li> <li>• McIntyre Project Subcommittee</li> <li>• Recreation Board</li> <li>• Rockingham Planning Commission</li> </ul>
<i>Councilor Whelan</i>	<ul style="list-style-type: none"> <li>• McIntyre Project Subcommittee</li> <li>• Parking and Traffic Safety Committee</li> <li>• Planning Board</li> </ul>
<i>Councilor Lazenby</i>	<ul style="list-style-type: none"> <li>• Economic Development Commission</li> <li>• Sustainable Practices Blue Ribbon Committee</li> </ul>
<i>Councilor Kennedy</i>	<ul style="list-style-type: none"> <li>• Legislative Subcommittee</li> <li>• Pease Development Authority, Port Subcommittee (Council Rep)</li> <li>• Peirce Island Committee</li> <li>• Veteran Organization</li> </ul>
<i>Councilor Huda</i>	<ul style="list-style-type: none"> <li>• African Burying Ground Stewardship Blue Ribbon Committee</li> <li>• Fee Schedule Study Committee</li> <li>• Prescott Park Blue Ribbon Committee</li> </ul>
<i>Councilor Tabor</i>	<ul style="list-style-type: none"> <li>• Fee Schedule Study Committee</li> <li>• McIntyre Project Subcommittee</li> <li>• Pease Development Authority (Council Rep)</li> <li>• Rockingham Planning Commission</li> </ul>
<i>Councilor Trace</i>	<ul style="list-style-type: none"> <li>• Historic District Commission</li> <li>• Legislative Subcommittee</li> <li>• McIntyre Project Subcommittee</li> </ul>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY COUNCIL</b>					
<b>01-710-101-51-110-400</b>					
011001	REGULAR SALARIES	16,800	16,425	17,050	17,050
022001	SOCIAL SECURITY	1,042	1,018	1,057	1,057
022501	MEDICARE	244	238	248	248
055050	PRINTING	500	-	250	250
061002	MISCELLANEOUS SUPPLIES	1,000	584	1,000	1,000
062001	OFFICE SUPPLIES	1,150	482	1,150	1,150
069002	MAYOR'S EXPENSE	8,300	3,435	5,000	5,000
069005	VISITING DIGNITARIES	3,000	-	2,000	2,000
069009	SISTER CITIES	1,500	115	1,000	1,000
CC	Total	<b>33,536</b>	<b>22,298</b>	<b>28,755</b>	<b>28,755</b>

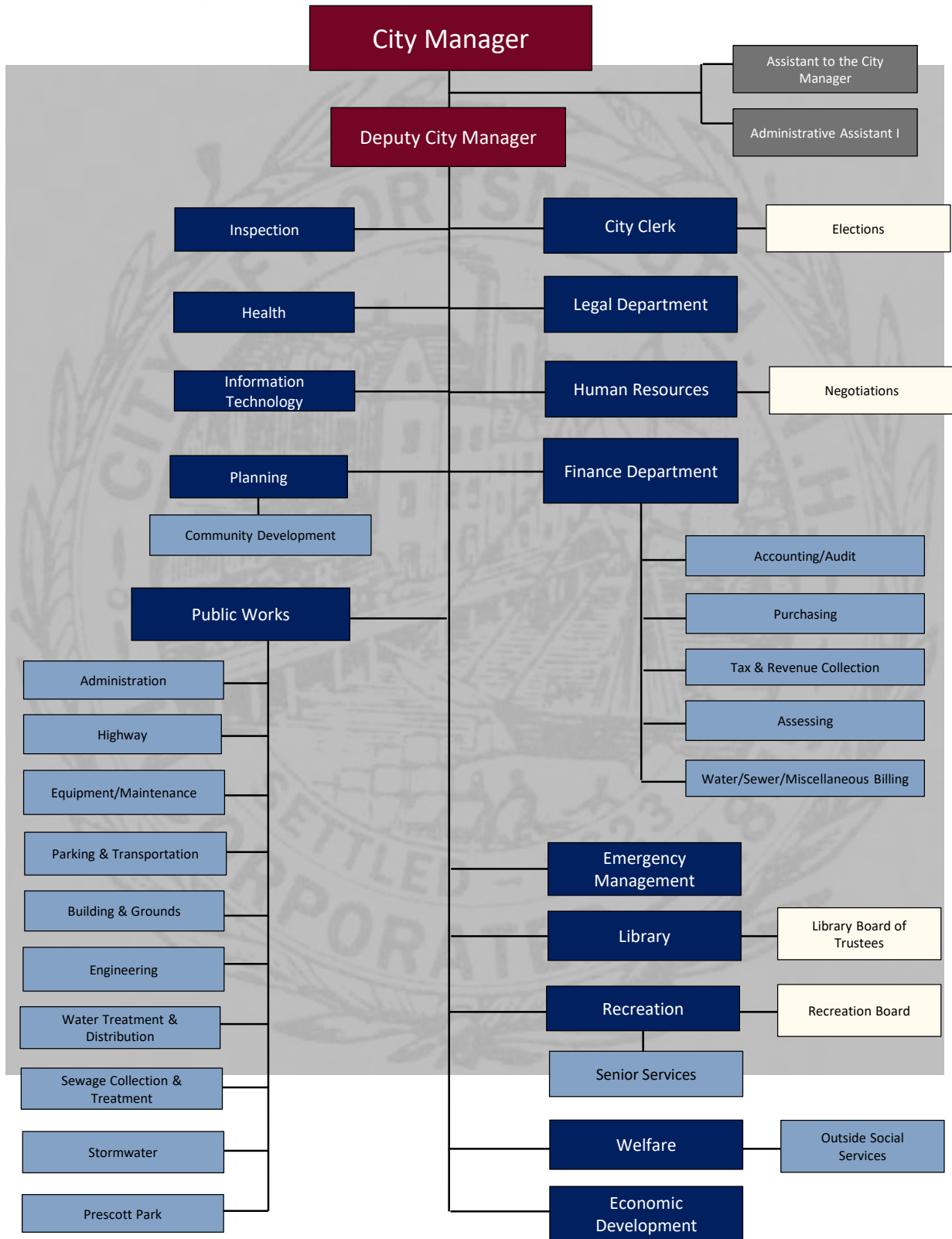




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# City Manager's Department



## Mission

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





# City Manager Department



## Services Overview

- ✓ Serve as the Chief Executive and Administrative Officer for the City 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	FY20	FY21	FY22
City Manager	1	1	1
Deputy City Manager	0	0	0.8
Assistant to the City Manager	1	1	1
Administrative Assistant II	0	0	1
Administrative Assistant I	1	1	0
<b>Totals Full Time</b>	<b>3</b>	<b>3</b>	<b>3.8</b>

Note: 80% of the The Deputy City Manager position was reallocated to the City Manager's Department beginning in FY22 from the Planning, Inspection and Health Departments.

## Department Budget Comments

The City Manager's proposed budget for FY22 is \$530,271. This represents an increase of \$104,570 or 24.56% from the FY21 budget. The net change in the City Manager's budget is due to the reallocation of the Deputy City Manager's position to the City Manager's Department as well as changes in benefits related to staffing.

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>				
SALARIES	329,664	343,270	313,632	424,961
LONGEVITY	961	961	980	1,000
RETIREMENT	55,699	42,455	65,904	61,976
OTHER BENEFITS	20,351	20,552	31,135	28,484
<i>Contractual Obligations</i>	<b>406,675</b>	<b>407,238</b>	<b>411,651</b>	<b>516,421</b>
TRAINING/EDUCATION/CONFERENCES	3,500	2,996	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	2,300	1,685	3,000	3,000
OTHER OPERATING	13,040	9,375	7,050	6,850
<i>Other Operating</i>	<b>18,840</b>	<b>14,057</b>	<b>14,050</b>	<b>13,850</b>
<b>TOTAL</b>	<b>425,515</b>	<b>421,295</b>	<b>425,701</b>	<b>530,271</b>





## Programs and Services

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

- 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

### Goal #1:

*Maintain high standards of responsiveness to City Councilors and residents and promote public involvement in City projects.*

### Objectives:

- ✓ 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.

### Performance Measure #1 Percent of City Council Requests/ Inquiries Completed

	FY19	FY20	FY21 (Est)
Completed In between Council Meeting	85%	75%	75%
Requiring Further Research	25%	40%	40%

### Performance Measure #2 Percent of Residents' Concerns Responded To

	FY19	FY20	FY21 (Est)
Within 24 Hours	95%	95%	95%
Within 48 Hours	95%	90%	95%

### Citywide Goals Addressed:

- Improve Public Outreach 
- Adhere to Regulations and Advance Legislation to Protect City Operations and Assets 



<p><b>Goal #2:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with the City Council, Planning Board and City staff to implement the City's Master Plan.</li> <li>✓ Implement economic development goals and objectives as described in the City's Master Plan.</li> <li>✓ Continue to carry out Council intentions regarding special events, which attract visitors and contribute to Portsmouth's vibrant and diverse economic base.</li> </ul>					
	<p><i>Performance Measure #1 – Special Events Processed</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>FY19</th> <th>FY20</th> <th>FY21 (Est)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">58</td> <td style="text-align: center;">50</td> <td style="text-align: center;">35</td> </tr> </tbody> </table>	FY19	FY20	FY21 (Est)	58	50
FY19	FY20	FY21 (Est)				
58	50	35				

**Citywide Goal Addressed:**

- *Maintain Financial Stability* 

<p><b>Goal #3:</b></p> <p><i>Improve and expand opportunities for increasing public communication.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue the publication of the City Advisory as well as annual reports, including the annual Popular Annual Financial Report (PAFR).</li> <li>✓ 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.</li> </ul>
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**Citywide Goal Addressed:**

- *Improve Public Outreach* 



<p><b>Goal #4:</b></p> <p><i>Work with Portsmouth's Legislative Delegation to monitor legislative activity in the New Hampshire General Court.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Work with the Coalition Communities and continue to update the City Council on developments related to education funding in the state.</li> </ul>
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**Citywide Goal Addressed:**



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

<p><b>Goal #5:</b></p> <p><i>Support the City's art and culture businesses and the important contributions they make to the City's economic vitality.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue implementation of the City's Percent for Art Ordinance</li> <li>✓ Work with new Mayor's Blue Ribbon Committee on Arts and Nonprofits</li> <li>✓ Engage the arts and cultural community in planning efforts for the Portsmouth 400<sup>th</sup> Anniversary as appropriate</li> <li>✓ Seek input on the best City mechanism for ongoing arts advocacy and cultural planning.</li> </ul>
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**Citywide Goal Addressed:**

- *Promote a Safe, Welcoming, and Diverse Community* 
- *Maintain Financial Stability* 



<p><b>Goal #6:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with local officials, residents, businesses, and City staff to further incorporate sustainable practices in governmental policies and operations.</li> <li>✓ 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.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support Sustainable Practices </li> <li>• Promote a Welcoming, Safe, and Diverse Community </li> </ul>	

Additional Performance Measures

Maintain ICMA Participation		
FY19	FY20	FY21 (Est)
Status Maintained	CM is ICMA Member	Status Maintained



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>CITY MANAGER</b>		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
		CITY MANAGER	168,300
		STIPEND	5,400
		*Deferred Compensation	19,477
NON GRADE 28	B	① DEPUTY CITY MANAGER	101,897
NON GRADE 13	6.5B/5.5C	ASSISTANT TO THE CITY MANAGER	63,084
NON GRADE 11	F	ADMINISTRATIVE ASSISTANT II	65,469
		EDUCATION STIPEND	1,334
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>424,961</u></b>

NOTE: 90% OF THE DEPUTY CITY MANAGER POSITION WAS REALLOCATED FROM PLANNING, INSPECTION, AND HEALTH FOR FY22.

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

① 80% CITY MANAGER, 10% WATER, 10% SEWER

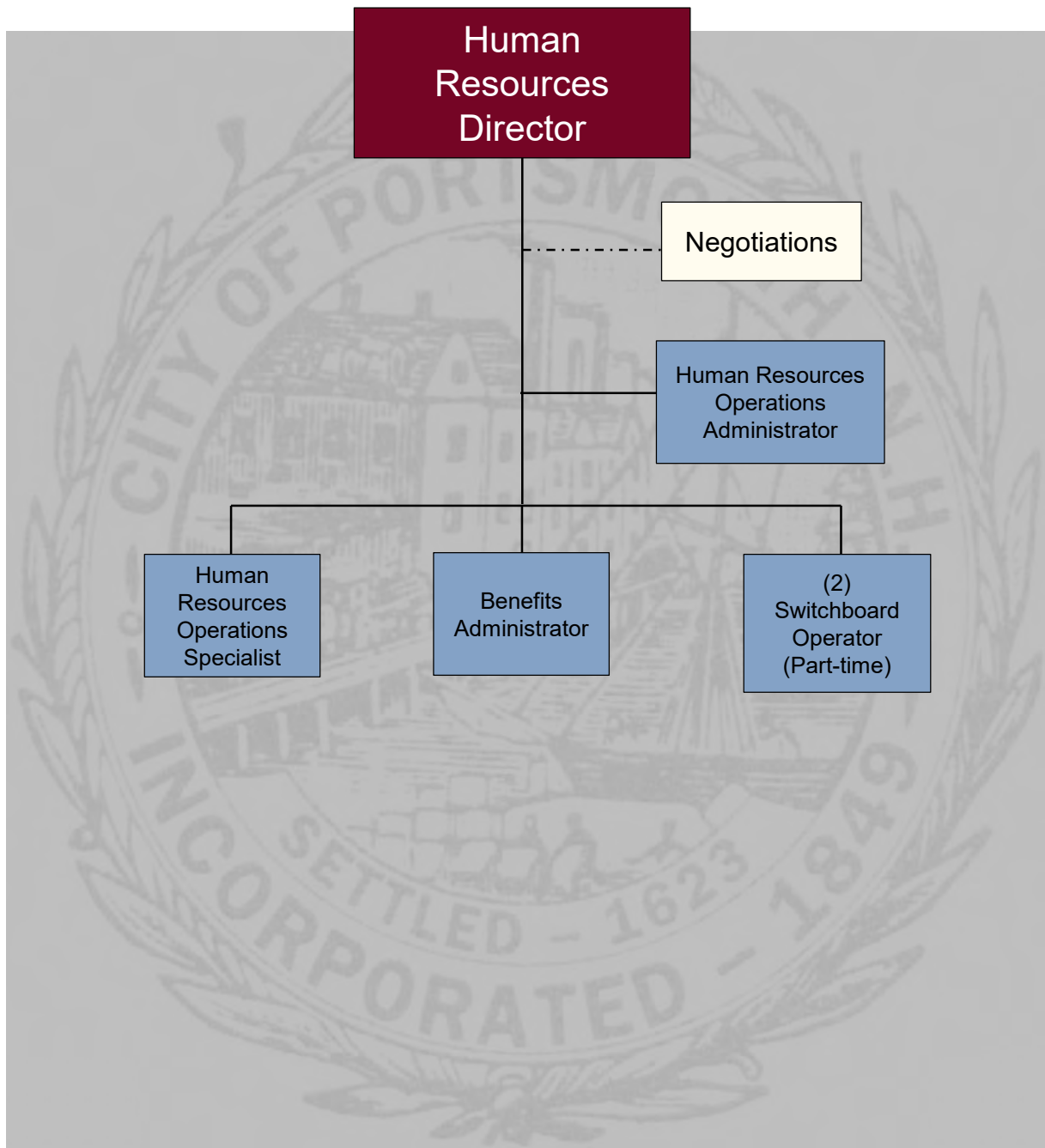
\*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION.



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY MANAGER</b>					
<b>01-711-102-51-110-400</b>					
011001	REGULAR SALARIES	329,664	287,507	313,632	424,961
012001	PART TIME SALARIES	-	55,763	-	-
015001	LONGEVITY	961	961	980	1,000
022001	SOCIAL SECURITY	15,557	15,662	24,754	22,590
022501	MEDICARE	4,794	4,890	6,381	5,894
023001	RETIREMENT	55,699	42,455	65,904	61,976
044006	PRINTING LEASE/MAINT	1,000	2,293	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	2,300	1,685	3,000	3,000
057101	TRAVEL AND CONFERENCE	3,500	2,996	4,000	4,000
061003	MEETING SUPPLIES	500	203	350	350
062001	OFFICE SUPPLIES	1,740	2,168	1,500	1,500
067001	BOOKS & PERIODICALS	1,000	949	700	500
069003	EXECUTIVE EXPENSE	8,800	3,763	3,500	3,500
CM	Total	<b>425,515</b>	<b>421,295</b>	<b>425,701</b>	<b>530,271</b>



# Human Resources Department



## Mission

The mission of the Human Resources Department is to attract, select, develop and retain an effective City workforce and to administer the policies, contracts, rules and legal requirements related to City employment in a manner that will achieve a fair and equitable employment system.





# Human Resources Department

## Services Overview

- ✓ Labor Relations
- ✓ Risk Management
- ✓ Training and Development
- ✓ Benefits Administration
- ✓ Legal Compliance
- ✓ Recruitment and Selection

## Position Summary Schedule

Positions Full Time	FY20	FY21	FY22
Human Resources Director	1	1	1
Benefits Administrator	1	1	1
Human Resources Operations Specialist	1	1	1
Human Resources Operations Administrator	1	1	1
<b>Totals Full Time</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
Positions Part-Time	FY20	FY21	FY22
Switchboard Operator	2	2	2
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



## Department Budget Comments

The FY22 proposed budget for the Human Resources Department Administration is \$509,479, an increase of \$17,290 or 3.51% over FY21. The FY22 budget increase is associated with collective bargaining obligations and the increase to the retirement cost (27.5% increase from FY21).

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>HUMAN RESOURCES</b>				
SALARIES	278,855	246,603	284,296	288,000
PART-TIME SALARIES	32,701	35,837	35,067	39,757
LONGEVITY	321	320	327	333
RETIREMENT	30,665	25,753	31,792	40,540
OTHER BENEFITS	23,792	20,764	24,457	25,099
<i>Contractual Obligations</i>	<b>366,334</b>	<b>329,278</b>	<b>375,939</b>	<b>393,729</b>
TRAINING/EDUCATION/CONFERENCES	12,500	12,138	17,500	17,500
CONTRACTED SERVICES	76,000	84,787	76,000	76,000
PROFESSIONAL ORGANIZATION DUES	1,250	458	500	500
OTHER OPERATING	18,250	13,955	22,250	21,750
<i>Other Operating</i>	<b>108,000</b>	<b>111,338</b>	<b>116,250</b>	<b>115,750</b>
<b>TOTAL</b>	<b>474,334</b>	<b>440,616</b>	<b>492,189</b>	<b>509,479</b>





The FY22 proposed budget for General Government Benefits is \$2,630,096, an increase of \$15,962 or 0.61% over FY21. The increase in the budget is primarily the result of the workers' compensation (5.9% increase) premiums.

<u>Budget Summary of Expenditures</u>				
	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>GENERAL GOVERNMENT BENEFITS</b>				
HEALTH INSURANCE	2,105,396	2,105,396	2,190,243	2,208,282
DENTAL INSURANCE	144,000	131,414	147,159	141,392
INSURANCE REIMBURSEMENT	55,000	17,894	25,000	25,000
LIFE AND DISABILITY	51,000	42,353	51,747	44,000
WORKERS' COMPENSATION	176,811	175,927	193,073	204,510
OTHER BENEFITS	6,680	6,327	6,912	6,912
TOTAL	2,538,887	2,479,311	2,614,134	2,630,096

## 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
- Chair the Joint Loss Management Committee
- Represent the City in unemployment hearings
- Handle all Property & Liability claims

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

**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 Police).

- Advertise positions
- Conduct interviews
- Conduct background checks
- Conduct reference 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 and update salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions
- Establish classifications for new positions



**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
- Hold presentations for those nearing retirement, to educate them on the process

## Accomplishments

- ✓ Created and implemented 60 day engagement interviews for all new hires.
- ✓ Researched and coordinated DEI Training for all Management and Supervisors.
- ✓ Provided mandatory training for all employees on harassment.
- ✓ Updated IT policies and Harassment policy.
- ✓ Implemented training onboarding plan for all new hires and those hired within the last three years.
- ✓ Joined the Diversity Workforce Coalition and participating in the NH Workforce Diversity Group.
- ✓ Engaged employees by creating a quarterly HR Newsletter and Employee of the Month program.
- ✓ Designed new employee badge and established new door security program for City Hall.

## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>Review Long Term Disability provider for the School Department.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Get rates to compare costs for Long Term Disability coverage for the School Department.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p><i>Complete Negotiations for eight (8) expiring collective bargaining agreements.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Ensure consistency in the collective bargaining contracts.</i></li> <li>✓ <i>Review Health Insurance offered.</i></li> <li>✓ <i>Update to reflect gender inclusive language.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> </ul>	



**Goal #3:**  
Amend all current job descriptions to reflect current job duties and updated gender identity, ADA and DEI language.

**Objectives:**

- ✓ Review current job descriptions for gender inclusive, ADA and DEI Language.
- ✓ Continue to promote the importance of understanding each employee's job specific duties.

**Performance Measurements:**

Job Descriptions Developed, Reviewed and Updated

	FY19	FY20	FY21 (Est)
# of Job Descriptions	N/A	60	90

**Citywide Goal Addressed:**

- Maintain Financial Stability 
- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 
- Promote a Welcoming, Safe and Diverse Community 

**Goal #4:**  
Continue developing supervisors and employees by providing additional training.

**Objectives:**

- ✓ Continue to promote training and mandate certain trainings once a quarter.
- ✓ Research and provide DEI training for new hires.

**Performance Measurement:**

Number of Trainings

	FY19	FY20	FY21 (Est)
# of Employees trained	N/A	132	591

**Citywide Goal Addressed:**

- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets 
- Promote a Welcoming, Safe and Diverse Community 

**Goal #5:**  
Evaluate all City Policies.

**Objectives:**

- ✓ Review all city policies to ensure compliance with existing and changing laws. Update the policies as required and develop new policies if necessary.
- ✓ Policy automation to ensure compliance with all of our employees.

**Performance Measurement**

Policies Reviewed and Updated

	FY19	FY20	FY21 (Est)
# of Policies Reviewed and Updated	N/A	4	10

**Citywide Goal Addressed:**

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



## Additional Performance Measures

### Recruitment

	<b>FY19</b>	<b>FY20</b>	<b>FY21 (Est)</b>
# of Applications Reviewed/ Processed	4,482	2,274	828
# of Employees Hired Full and Part-Time	154	88	70
# of Substitute Applications Processed	35	30	22
# of Criminal Backgrounds Conducted, includes School	239	185	154
# of FT New Hire Orientations Conducted, includes School	75	122	83



**FY22 BUDGETED POSITION AND SALARY DETAIL**

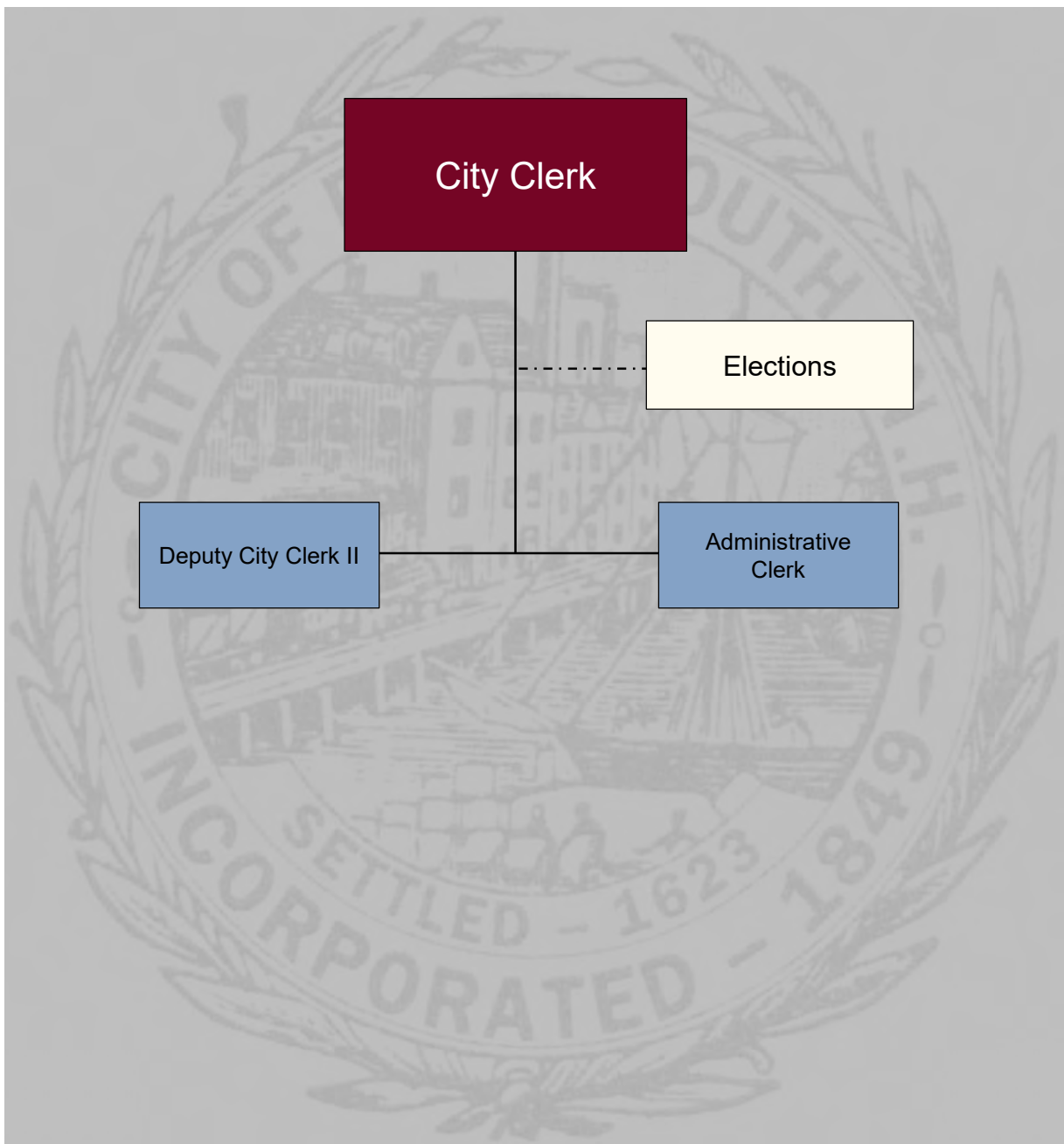
		<u>POSITION</u>	<u>SALARY</u>
<b>HUMAN RESOURCES</b>			
NON GRADE 23	4B/8C	HUMAN RESOURCES DIRECTOR	103,460
NON GRADE 13	6.5B/5.5C	BENEFITS ADMINISTRATOR	63,084
NON GRADE 13	9.5C/2.5D	HUMAN RESOURCES OPERATIONS SPECIALIST	63,543
NON GRADE 11	7.5C/4.5D	HUMAN RESOURCES OPERATIONS ADMINISTRATOR	57,913
<b>TOTAL FULL TIME</b>			<b>288,000</b>
NON GRADE 1	1E/11F	PT SWITCHBOARD (21HRS/WK)	22,629
NON GRADE 1	A	PT SWITCHBOARD (19.5 HR/WK)	17,128
<b>TOTAL PART TIME</b>			<b>39,757</b>
<b>TOTAL DEPARTMENT</b>			<b>327,757</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>BENEFIT ADMINISTRATION</b>					
<b>01-707-104-51-110-405</b>					
011061	INSURANCE REIMBURSEMENT	55,000	17,894	25,000	25,000
021001	INSURANCE-HEALTH	2,105,396	2,105,396	2,190,243	2,208,282
021101	INSURANCE-DENTAL	144,000	131,414	147,159	141,392
021501	INSURANCE-LIFE	21,000	14,784	23,747	16,000
021601	INSURANCE-DISABILITY	30,000	27,569	28,000	28,000
022001	SOCIAL SECURITY	2,170	1,109	1,550	1,550
022501	MEDICARE	510	259	362	362
026002	INSURANCE-WORKERS COMP	176,811	175,927	193,073	204,510
039007	PROFESSION SERVICES-FSA	4,000	4,960	5,000	5,000
<b>HRBENEFITS</b>	<b>Total</b>	<b>2,538,887</b>	<b>2,479,311</b>	<b>2,614,134</b>	<b>2,630,096</b>
<b>HR Admin</b>					
<b>01-709-610-51-110-405</b>					
011001	REGULAR SALARIES	278,855	246,603	284,296	288,000
012001	PART TIME SALARIES	32,701	35,837	35,067	39,757
015001	LONGEVITY	321	320	327	333
022001	SOCIAL SECURITY	19,337	16,829	19,821	20,342
022501	MEDICARE	4,455	3,936	4,636	4,757
023001	RETIREMENT	30,665	25,753	31,792	40,540
033001	PROF SERVICES-TEMP	-	8,133	-	-
035002	PROF SERV- SUBSTANCE TEST	2,000	2,823	2,000	2,000
035004	OCCUPATIONAL HEALTH	-	187	-	-
039001	PROFESSIONAL SERVICES	76,000	76,468	76,000	76,000
039004	PROF/SERV-TEST NEW HIRES	3,500	1,277	6,500	6,500
044006	PRINTING LEASE/MAINT	1,500	1,225	1,500	1,500
053001	ADVERTISING	-	460	-	-
054051	EDUCATION	12,000	12,000	17,000	17,000
055050	PRINTING	1,500	547	750	500
056001	DUES PROFESSIONAL ORGANIZ	1,250	458	500	500
057101	TRAVEL AND CONFERENCE	500	138	500	500
061002	MISCELLANEOUS SUPPLIES	2,000	1,983	2,000	2,000
061003	MEETING SUPPLIES	500	914	500	500
062001	OFFICE SUPPLIES	2,000	2,772	2,000	1,750
062012	RETIREMENT GIFTS	2,000	1,696	2,000	2,000
067001	BOOKS & PERIODICALS	1,250	-	-	-
069001	RETIREMENT BENEFIT	2,000	-	-	-
075001	FURNITURE AND FIXTURES	-	259	5,000	5,000
<b>HR</b>	<b>Total</b>	<b>474,334</b>	<b>440,616</b>	<b>492,189</b>	<b>509,479</b>



# City Clerk's Office



## Mission

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



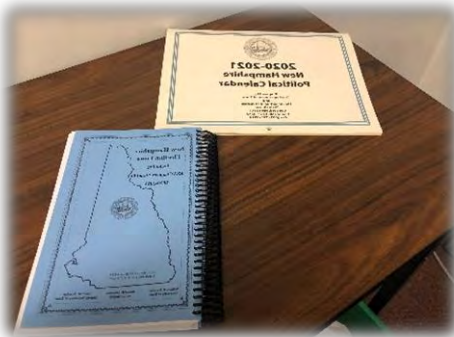




# City Clerk/ Elections

## Services Overview

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



## Position Summary Schedule

Positions Full Time	FY20	FY21	FY22
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Clerk	1	1	1
<b>Totals Full Time</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Department Budget Comments

The proposed City Clerk FY22 Budget is \$295,078, a net increase of \$15,138 or 5.41% from FY21 due primarily to an increase in contractual obligations as well as the printing lease/maintenance and advertising line items.

The proposed Election budget for FY22 is \$115,554 a net decrease of \$6,010 or 4.94% from FY21. In FY22, there will be one election, the Municipal Election and the 10 year verification of the voter checklist. The primary change in this budget is due to the printing of Municipal ballots and the 10 year voter verification process which requires the notification in writing to various voters that would be impacted by the process. This budget is decreasing overall which is the result of one election. Additional staffing will continue to be used at

the elections for enhanced efficiencies at the polls and the handling of increased voter participation, processing of absentee ballots and reporting forms for the State.

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY CLERK</b>				
SALARIES	211,254	211,381	215,767	220,008
OVERTIME	3,500	828	3,500	3,500
LONGEVITY	2,593	2,593	2,615	2,667
RETIREMENT	23,789	23,993	24,784	31,800
OTHER BENEFITS	16,559	15,762	16,974	17,303
<i>Contractual Obligations</i>	<b>257,695</b>	<b>254,558</b>	<b>263,640</b>	<b>275,278</b>
TRAINING/EDUCATION/CONFERENCES	1,950	1,122	1,950	1,950
PROFESSIONAL ORGANIZATION DUES	400	395	400	400
OTHER OPERATING	11,950	9,101	13,950	17,450
<i>Other Operating</i>	<b>14,300</b>	<b>10,618</b>	<b>16,300</b>	<b>19,800</b>
<b>TOTAL</b>	<b>271,995</b>	<b>265,175</b>	<b>279,940</b>	<b>295,078</b>



## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>ELECTION</b>				
PART-TIME SALARIES	44,702	22,764	57,000	57,000
OVERTIME	4,000	2,110	4,000	4,000
RETIREMENT	447	228	447	562
OTHER BENEFITS	3,726	1,899	4,667	4,667
<i>Contractual Obligations</i>	<i>52,875</i>	<i>27,002</i>	<i>66,114</i>	<i>66,229</i>
TRAINING - ELECTIONS	3,125	2,725	3,750	2,575
ADVERTISING	-	-	-	-
OTHER OPERATING	52,450	50,740	51,700	46,750
<i>Other Operating</i>	<i>55,575</i>	<i>53,465</i>	<i>55,450</i>	<i>49,325</i>
<b>TOTAL</b>	<b>108,450</b>	<b>80,467</b>	<b>121,564</b>	<b>115,554</b>






## 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

<p><b>Goal #1:</b></p> <p><i>Conduct the 10-year Verification of Voter Checklist</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Assist the Board of Registrars with notification to voters</i></li> <li>✓ <i>Hold public sessions for voters to re-register to vote in compliance with RSA 654:39</i></li> <li>✓ <i>Update voter checklist based on the guidelines for the verification of the checklist</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p><i>Serving on the Vital Records Improvement Fund Advisory Committee</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Work with officials to incorporate and implement findings of the Committee</i></li> <li>✓ <i>Communicate initiatives and carry out intentions of the Committee</i></li> <li>✓ <i>Enhance reporting of objectives to the Town &amp; City Clerk's</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p><i>Continued participation with the Division of Vital Records on the new NHVRIN Plus phased software [ongoing]</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Identify implementation time with the Division of Vital Records</i></li> <li>✓ <i>Enhance the program and address longstanding deficiencies with existing system</i></li> <li>✓ <i>Improved reporting modules for gathering statistical data</i></li> <li>✓ <i>Develop and execute the training of staff</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> <li>• <i>Preserve And Restore Historic Structures And Artifacts</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p><i>Maintain a high level of customer and professional service</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Respond timely and accurately to customer requests</i></li> <li>✓ <i>Communicate effectively and professionally to all customers</i></li> <li>✓ <i>Provide comprehensive and accurate information to meet customer's needs</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	



<p><b>Goal #5:</b></p> <p><i>Utilize technology for effective, efficient, and transparent practices</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Implementation of additional documents accessible on the web site</i></li> <li>✓ <i>Develop proficient methods for completion of documents on-line</i></li> <li>✓ <i>Provide comprehensive resourceful methods for researching records</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i></li> </ul>	



<u>Performance Measures</u>																			
<p><b>Number of Requests Filled</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">FY19</th> <th style="text-align: center;">FY20</th> <th style="text-align: center;">FY21 (Est)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Vital Records</td> <td style="text-align: center;">4,908</td> <td style="text-align: center;">4,747</td> <td style="text-align: center;">4,525</td> </tr> <tr> <td style="text-align: center;">Marriage Licenses</td> <td style="text-align: center;">284</td> <td style="text-align: center;">248</td> <td style="text-align: center;">230</td> </tr> <tr> <td style="text-align: center;">Permits &amp; Licenses</td> <td style="text-align: center;">2,514</td> <td style="text-align: center;">3,104</td> <td style="text-align: center;">2,600</td> </tr> </tbody> </table>					FY19	FY20	FY21 (Est)	Vital Records	4,908	4,747	4,525	Marriage Licenses	284	248	230	Permits & Licenses	2,514	3,104	2,600
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<p><b>Voter Statistics</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 33%;">FY19</th> <th style="width: 33%;">FY20</th> <th style="width: 33%;">FY21</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 5px;"> <u>September 11, 2018</u>            State Primary Election            Total Registered Voters – 18,216            Percentage Voted – 28%         </td> <td style="text-align: left; padding: 5px;"> <u>November 5, 2019</u>            Municipal Election            Total Registered Voters – 18,895            Percentage Voted – 30.8%         </td> <td style="text-align: left; padding: 5px;"> <u>September 8, 2020</u>            State Primary Election            Total Registered Voters – 19,685            Percentage Voted – 32%         </td> </tr> <tr> <td style="text-align: left; padding: 5px;"> <u>November 6, 2018</u>            State General Election            Total Registered Voters – 19,416            Percentage Voted – 58%         </td> <td style="text-align: left; padding: 5px;"> <u>February 11, 2020</u>            Presidential Primary Election            Total Registered Voters – 19,950            Percentage Voted – 60%         </td> <td style="text-align: left; padding: 5px;"> <u>November 3, 2020</u>            Presidential/State General Election            Total Registered Voters – 21,563            Percentage Voted – 69%         </td> </tr> </tbody> </table>				FY19	FY20	FY21	<u>September 11, 2018</u> State Primary Election Total Registered Voters – 18,216 Percentage Voted – 28%	<u>November 5, 2019</u> Municipal Election Total Registered Voters – 18,895 Percentage Voted – 30.8%	<u>September 8, 2020</u> State Primary Election Total Registered Voters – 19,685 Percentage Voted – 32%	<u>November 6, 2018</u> State General Election Total Registered Voters – 19,416 Percentage Voted – 58%	<u>February 11, 2020</u> Presidential Primary Election Total Registered Voters – 19,950 Percentage Voted – 60%	<u>November 3, 2020</u> Presidential/State General Election Total Registered Voters – 21,563 Percentage Voted – 69%							
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**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>CITY CLERK</b>			
NON GRADE 20	H	CITY CLERK	104,983
NON GRADE 11	G	DEPUTY CITY CLERK II	66,615
1386B GRADE 7	E	ADMINISTRATIVE CLERK	48,410
<b><u>TOTAL DEPARTMENT</u></b>			<b><u>220,008</u></b>



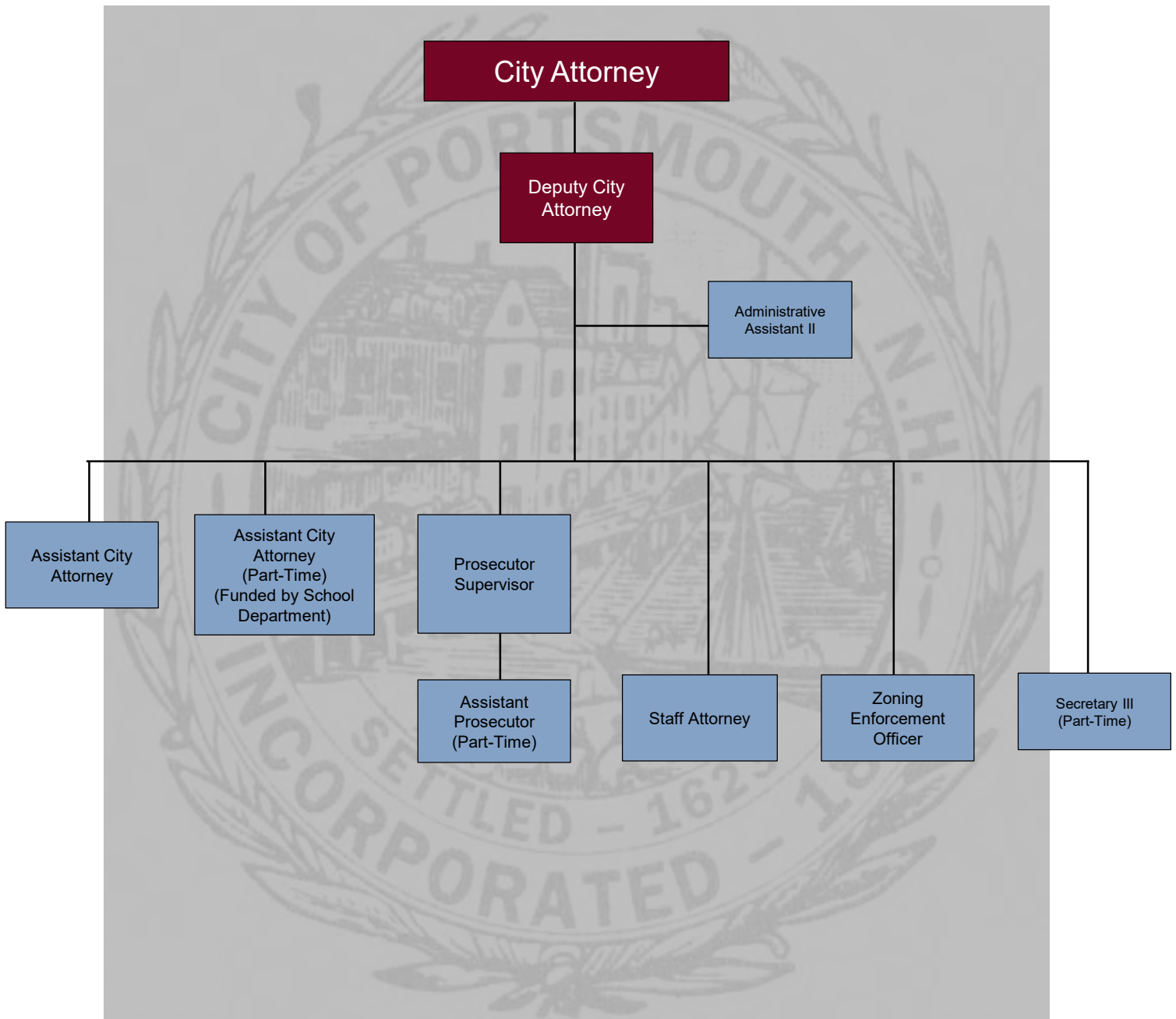
		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>CITY CLERK</b>					
<b>01-712-105-51-110-401</b>					
011001	REGULAR SALARIES	211,254	211,381	215,767	220,008
014041	OVERTIME	3,500	828	3,500	3,500
015001	LONGEVITY	2,593	2,593	2,615	2,667
022001	SOCIAL SECURITY	13,471	12,774	13,757	14,023
022501	MEDICARE	3,088	2,988	3,218	3,280
023001	RETIREMENT	23,789	23,993	24,784	31,800
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	500
044006	PRINTING LEASE/MAINT	1,000	107	1,000	3,500
053001	ADVERTISING	5,500	4,505	7,500	8,000
054050	TRAINING	450	225	450	450
055002	BOOKBINDING	1,500	1,500	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	395	400	400
057101	TRAVEL AND CONFERENCE	1,500	897	1,500	1,500
057102	TRAVEL REIMBURSEMENT	600	419	600	600
062001	OFFICE SUPPLIES	2,000	1,327	2,000	2,000
067001	BOOKS & PERIODICALS	350	279	350	350
068007	MATERIALS-LICENSES	1,000	963	1,000	1,000
Clerk	Total	<b>271,995</b>	<b>265,175</b>	<b>279,940</b>	<b>295,078</b>

<b>ELECTIONS</b>					
<b>01-713-106-51-110-401</b>					
012001	PART TIME SALARIES	44,702	22,764	57,000	57,000
014041	OVERTIME	4,000	2,110	4,000	4,000
022001	SOCIAL SECURITY	3,020	1,539	3,782	3,782
022501	MEDICARE	706	360	885	885
023001	RETIREMENT	447	228	447	562
039002	PROF/SERVICES- WARD	30,000	26,550	32,250	17,750
043013	REPAIRS-VOTING	10,000	10,706	10,000	10,000
053001	ADVERTISING	500	653	500	500
054050	TRAINING	3,125	2,725	3,750	2,575
055050	PRINTING	4,000	5,720	450	10,000
061003	MEETING SUPPLIES	5,200	4,618	5,500	5,500
062001	OFFICE SUPPLIES	2,750	2,492	3,000	3,000
Election	Total	<b>108,450</b>	<b>80,467</b>	<b>121,564</b>	<b>115,554</b>

NOTE: THERE WILL BE ONE ELECTION IN FY22, NOVEMBER 2, 2021 (MUNICIPAL ELECTION). IN ADDITION WE WILL BE WRAPPING UP THE 10-YEAR VERIFICATION PROCESS OF THE VOTER CHECKLIST.



# Legal Department



## Mission

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







# Legal Department

## Services Overview

- ✓ Advise and represent all City departments and officials in all matters of a legal nature
- ✓ Interpret laws, statutes, regulations and ordinances
- ✓ Prepare, review and approve legal documents in which the City is a party
- ✓ Support meetings of public bodies, including City Council, subcommittees and commissions
- ✓ Prepare ordinances
- ✓ Collect debts due to the City
- ✓ Conduct Circuit Court prosecutions
- ✓ Prepare deeds and easements
- ✓ Prepare agreements and contracts
- ✓ Provide zoning enforcement services

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
City Attorney	1	1	1
Deputy City Attorney	1	1	1
Assistant City Attorney	0.64	0.64	0.64
Prosecutor Supervisor	1	1	1
Staff Attorney	1	1	1
Zoning Enforcement Officer	1	1	1
Administrative Assistant II	1	1	1
<b>Totals Full Time</b>	<b>6.64</b>	<b>6.64</b>	<b>6.64</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Assistant Prosecutor	1	1	1
Secretary	1	0	0
Secretary III	0	1	1
Assistant City Attorney (Position is funded by the School Department)	1	1	1
<b>Totals Part Time</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

## Department Budget Comments

The Legal Department's FY22 proposed budget is \$881,392, an increase of \$49,428 or 5.94% due primarily to the significant increase in employer retirement contribution rates (\$20,470). The proposed budget also consists of increases due to salary and benefit obligations, including retirement, and an adjustment to the classification of the Staff Attorney position to reflect that a member of the Legal Department passed the New Hampshire Bar Exam. The increases in contractual obligations also include salary step changes, COLA and insurance. Savings were realized by reducing operating expenses not related to salary and benefits. Operating expenses were reduced to \$53,156 – a decrease of \$959 or a 1.8% reduction.

## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED</b>
<b>LEGAL</b>				
SALARIES	540,843	537,799	578,861	604,242
PART-TIME SALARIES	25,116	35,993	77,646	79,739
LONGEVITY	6,587	5,476	5,437	5,754
RETIREMENT	61,493	60,563	65,266	85,736
OTHER BENEFITS	42,841	43,291	50,639	52,765
<i>Contractual Obligations</i>	<i>676,880</i>	<i>683,122</i>	<i>777,849</i>	<i>828,236</i>
TRAINING/EDUCATION/CONFERENCES	7,500	2,063	5,500	5,500
CONTRACTED SERVICES	31,850	30,111	31,000	31,000
PROFESSIONAL ORGANIZATION DUES	6,000	6,109	5,495	5,130
OTHER OPERATING	14,200	10,533	12,120	11,526
<i>Other Operating</i>	<i>59,550</i>	<i>48,816</i>	<i>54,115</i>	<i>53,156</i>
<b>TOTAL</b>	<b>736,430</b>	<b>731,938</b>	<b>831,964</b>	<b>881,392</b>






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

- Represent the City in litigation as necessary
- Interpret laws, statutes, regulations and ordinances
- Prepare, review, and approve contracts, agreements, bid documents, leases, bonds and other legal documents to which the City is a party
- Prepare or assist with the preparation of ordinances
- Collect or assist in the collection of debts due to the City
- Conduct or oversee District Court prosecutions
- Provide zoning enforcement services
- Coordinate and respond to public record requests
- Support all City departments as requested or required in implementation of their obligations
- Implement an open door policy with respect to City Officials and citizens alike
- Prosecution Staff handled 1,030 cases as the result of new arrests in 2019 (the latest year statistics are available). Of those cases, 805 were resolved in 2019 with 15 having been found not guilty.
- Legal staff attended an estimated 112 meetings of elected and appointed public bodies which include, but are not limited to:
  - City Council meetings / special meetings / work sessions
  - McIntyre Subcommittee
  - Pease Housing Committee
  - African Burying Ground Stewardship Committee
  - Cable Television and Communications Commission Fee Committee
  - Sagamore Sewer Project public meetings
  - Parking Traffic & Safety
  - Public meetings on Health/Building Code updates
  - EDC meetings
  - Legislative Subcommittee meetings



## Goals and Objectives

<p><b>Goal #1:</b></p> <p><i>To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Continue to provide each department with any legal services which are needed, in the most efficient, timely, and cost effective manner possible.</i></li> <li>✓ <i>Increase Legal Department expertise in specialized areas of Law i.e. Superfund, Clean Water Act, FMLA, Special Education, etc.</i></li> <li>✓ <i>Reduce number of pending cases in litigation and avoid the filing of new items of litigation against the City by providing competent legal advice before issues become lawsuits.</i></li> <li>✓ <i>Conduct code enforcement activities.</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	
<p><b>Goal #2</b></p> <p><i>Ensure compliance with the obligations of RSA 91-A, the Right-To-Know law.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Provide public access to governmental records</i></li> <li>✓ <i>Continuously work on improving lines of communication to the public</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i></li> </ul> 	
<p><b>Goal #3</b></p> <p><i>To provide the best service at the highest quality to Council, boards, staff and the public at the most cost effective manner possible.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Implement the open door policy to enhance collaboration, consistency, effective communication, responsiveness and trust</i></li> <li>✓ <i>Strict adherence to ethical standards</i></li> <li>✓ <i>Efficiently utilize legal expertise to provide high quality work and legal advice</i></li> <li>✓ <i>Assert a balance between the transparency of City operations and the confidentiality of attorney client privilege</i></li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	



## Performance Measures

The Legal Department has concluded that the important measurement of Legal Department performance is the level of satisfaction in our work perceived by our clients.



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

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>
Knowledge of Legal Staff	4.5	4.9	5.0
Availability of Legal Staff	4.5	4.7	4.8
Response time commensurate with priority of issue	*	*	4.9
Adherence to ethical standards	*	*	5.0
Overall Satisfaction	5	4.7	5.0

*\*Not measured prior to FY21*



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>LEGAL DEPARTMENT</b>			
NON GRADE 25	H	CITY ATTORNEY	133,818
NON GRADE 21	H	DEPUTY CITY ATTORNEY	110,200
NON GRADE 18	F	② ASSISTANT CITY ATTORNEY	58,769
NON GRADE 17	G	PROSECUTOR SUPERVISOR	89,014
NON GRADE 17	6A/6B	STAFF ATTORNEY	73,042
PMA GRADE 13	H	ZONING ENFORCEMENT OFFICER	74,835
NON GRADE 11	1D/11E	ADMINISTRATIVE ASSISTANT II	64,564
<b>TOTAL FULL TIME</b>			<b>604,242</b>
<hr/>			
NON GRADE 15	A	PT ASSISTANT PROSECUTOR (28HRS/WK)	47,364
NONGRADE 8	.5A/11.5B	SECRETARY III (25HRS/WK)	32,375
<b>TOTAL PART TIME</b>			<b>79,739</b>
<hr/>			
<b>TOTAL DEPARTMENT</b>			<b>683,981</b>
<hr/>			
<b>ADDITIONAL PERSONNEL</b>			
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY	53,337
SCHOOL FUNDED POSITION			
<b>TOTAL ADDITIONAL PERSONNEL</b>			<b>53,337</b>
<hr/>			

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

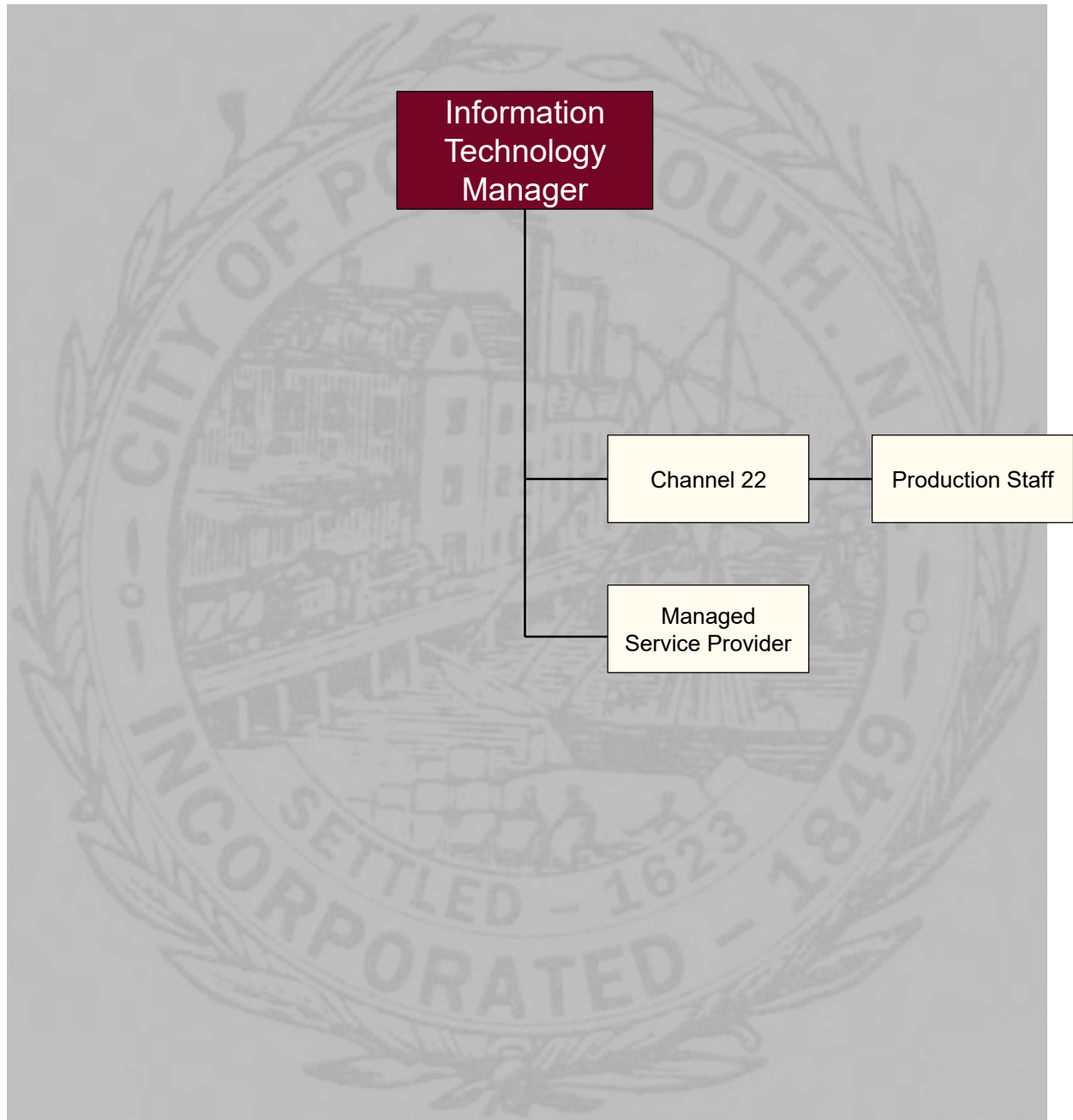
② 64% LEGAL, 36% PARKING



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>LEGAL DEPARTMENT</b>					
<b>01-715-107-51-110-404</b>					
011001	REGULAR SALARIES	540,843	537,799	578,861	604,242
012001	PART TIME SALARIES	25,116	35,993	77,646	79,739
015001	LONGEVITY	6,587	5,476	5,437	5,754
022001	SOCIAL SECURITY	34,721	35,067	41,041	42,764
022501	MEDICARE	8,120	8,224	9,598	10,001
023001	RETIREMENT	61,493	60,563	65,266	85,736
032001	PROF SERVICES-O/S COUNSEL	30,000	30,000	30,000	30,000
032004	PROF SERVICES-COURT FEES	1,850	21	1,000	1,000
033001	PROF SERVICES-TEMP	-	90	-	-
034103	TELEPHONE	1,200	1,020	1,000	1,000
044006	PRINTING LEASE/MAINT	1,000	1,343	1,920	1,500
054050	TRAINING	4,000	1,641	4,000	4,000
055050	PRINTING	1,000	491	200	400
056001	DUES PROFESSIONAL ORGANIZ	6,000	6,109	5,495	5,130
057101	TRAVEL AND CONFERENCE	3,500	422	1,500	1,500
062001	OFFICE SUPPLIES	4,000	2,150	3,500	3,000
067001	BOOKS & PERIODICALS	6,000	5,529	5,000	5,126
075001	FURNITURE AND FIXTURES	1,000	-	500	500
Legal	Total	<b>736,430</b>	<b>731,938</b>	<b>831,964</b>	<b>881,392</b>



# 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	FY20	FY21	FY22
Information Technology Manager	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The Information Technology Department's FY22 proposed budget is \$698,832. This represents a net decrease of \$47 or -0.01% over the FY21 Budget.

The primary reductions are related to decreases in the use of certain software vendor applications, cellular data changes and a reduction in outside managed IT support. These changes assisted in keeping the IT budget to zero percent.



The City implements a hybrid in-house/outsourced approach to IT support. To ensure that the outsourced IT support is current, the department has created an RFP process to ensure that IT services are kept within industry standards and pricing. Hardware purchases are awarded on a lowest bid and/or state pricing. There is one full-time IT Manager who is responsible for managing the direction of all outsourced IT providers, the City's website, the City Government Access Television Station, and all telephones (Cisco VOIP and various mobile providers). The IT Manager is also responsible for ensuring that all IT projects are successfully implemented and available to address any concerns that might arise on a project or address any concerns with the current outsourced IT Support.

The department has successfully continues to run a state-of-the-art Hybrid Hypervisor, saving on hardware costs, maintenance and electricity (Photo Above), upgraded another location of the Metropolitan Area Network to a 20 GB connection, continuing monitoring the network software systems, and continued with cyber security awareness via monthly training with all employees. The IT Department continues to evaluate the most cost effective approach to providing comprehensive IT services, including cost-effective options for Software As A Service (SAAS) vs. on premises hosting.

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>INFORMATION TECHNOLOGY</b>				
SALARIES	83,068	83,942	85,768	89,014
LONGEVITY	962	961	980	1,000
RETIREMENT	9,387	9,484	9,690	12,656
OTHER BENEFITS	6,430	6,070	6,636	6,886
<i>Contractual Obligations</i>	<i>99,847</i>	<i>100,456</i>	<i>103,074</i>	<i>109,556</i>
TRAINING/EDUCATION/CONFERENCES	750	460	-	200
CONTRACTED SERVICES	360,000	356,611	343,779	338,722
OTHER OPERATING	237,448	230,383	252,026	250,354
<i>Other Operating</i>	<i>598,198</i>	<i>587,455</i>	<i>595,805</i>	<i>589,276</i>
<b>TOTAL</b>	<b>698,045</b>	<b>687,911</b>	<b>698,879</b>	<b>698,832</b>



## 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.
- 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.
- Support for 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: training employees on use of system, resolving problems/complaints, maintenance, and monitoring calls for business purposes.

## Goals and Objectives

<p><b>Goal #1:</b> <i>Upgrade computer systems</i></p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Upgrade workstations:</i> <ul style="list-style-type: none"> <li>• <i>City Hall 50 Systems</i></li> <li>• <i>Improve performance to optimize user productivity</i></li> <li>• <i>Ensure ability to run current applications</i></li> <li>• <i>Maintain reliability of systems</i></li> </ul> </li> </ul>										
	<p><i>Performance Measurement #1: Information Technology Server Availability</i></p> <table border="1"> <thead> <tr> <th><i>FY19</i></th> <th><i>FY20</i></th> <th><i>FY21(Est)</i></th> <th><i>FY22 (Est)</i></th> </tr> </thead> <tbody> <tr> <td><i>99.5%</i></td> <td><i>99.5%</i></td> <td><i>99.6%</i></td> <td><i>99.7%</i></td> </tr> </tbody> </table>				<i>FY19</i>	<i>FY20</i>	<i>FY21(Est)</i>	<i>FY22 (Est)</i>	<i>99.5%</i>	<i>99.5%</i>	<i>99.6%</i>
<i>FY19</i>	<i>FY20</i>	<i>FY21(Est)</i>	<i>FY22 (Est)</i>								
<i>99.5%</i>	<i>99.5%</i>	<i>99.6%</i>	<i>99.7%</i>								
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> <li>• <i>Maintain Financial Stability</i> </li> </ul>											



<p><b>Goal #2:</b> Create a redundant backup center</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Implement a secure backup center to enable the City Operations run if City Hall is damaged</li> <li>✓ Improve redundancy</li> <li>✓ Improve network connections</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Maintain Financial Stability </li> </ul>	
<p><b>Goal 3:</b> Update existing network switches and cabling</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Increase the network speed currently between locations</li> <li>✓ Improve the Network monitoring of each location</li> <li>✓ Provide easy access to reporting on network stability</li> <li>✓ Remove and replace existing data cables</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
<p><b>Goal 4:</b> Maintain, upgrade and support various communications services via the Information Technology Division</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ The following items are to be completed in FY21: <ul style="list-style-type: none"> <li>• Maintain the current Network to ensure of 24/7 continued access</li> <li>• Upgrade Work stations at the Library (40) and City Hall (10)</li> <li>• Review and upgrade communications to remote locations</li> <li>• Implement a new redundant backup center</li> </ul> </li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>	
<p><b>Goal 5:</b> Reengineer the current MAN (Metropolitan Area Network) to create a secondary fail over site to support all the existing sites are currently being supported by the existing site</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Enhance the availability access for remote locations</li> <li>✓ Decrease downtime in case of a disaster</li> <li>✓ Continued data flow and improve stability in case of a disaster</li> <li>✓ Create a robust system with 24/7 uptime</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> <li>• Maintain Financial Stability </li> </ul>	

### Additional Performance Measures

	FY19	FY20	FY21 (Est)
Information Technology Antivirus	85%	92%	95%
Information Technology Device Health	85%	95%	98%
Information Technology Patch Management	85%	96%	98%



FY22 BUDGETED POSITION AND SALARY DETAIL

**INFORMATION TECHNOLOGY**

PMA GRADE 17	G	IT MANAGER	89,014
<hr/>			
TOTAL DEPARTMENT			<b>89,014</b>
<hr/>			



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>INFORMATION TECHNOLOGY</b>					
<b>01-717-204-51-110-411</b>					
011001	REGULAR SALARIES	83,068	83,942	85,768	89,014
015001	LONGEVITY	962	961	980	1,000
022001	SOCIAL SECURITY	5,211	4,920	5,378	5,581
022501	MEDICARE	1,219	1,151	1,258	1,305
023001	RETIREMENT	9,387	9,484	9,690	12,656
034104	CELLULAR PHONES	24,000	20,225	24,000	18,600
034204	OUTSIDE IT SUPPORT	360,000	356,611	343,779	338,722
034206	SOFTWARE-ANNUAL MAINT	210,448	219,897	227,526	231,504
057101	TRAVEL AND CONFERENCE	750	460	-	200
062001	OFFICE SUPPLIES	2,500	328	500	200
067001	BOOKS & PERIODICALS	500	-	-	50
081166	GOFERR REIMBURSEMENT	-	(10,067)	-	-
Info Technology	Total	<b>698,045</b>	<b>687,911</b>	<b>698,879</b>	<b>698,832</b>





# General Administration

General Administration incorporates operating expenditures that are not directly attributed to the operation of any one department. The General Administration section is divided into 7 areas:

## City Hall

These expenditures are incurred by departments that are located in City Hall: City Manager, City Council, Legal, Planning, Inspection, Health, Community Development, 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
- Minute Taker
- Overtime for July 4<sup>th</sup> Fireworks
- Social Security & Medicare for Commissioner Stipend
- Government Access Channel 22
- Professional Services for Public Outreach
- Electricity-Street Lights
- Dues Municipal Association
- Street Light Supplies
- Christmas Parade
- Shipyard Association
- Electricity (School athletic Fields lighting)

## General Government

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

- Leave at Termination
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- Printing (*Printing of the Annual Budget, the 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 2021, four (4) bargaining unit contracts will expire on June 30, 2021. 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. Currently, the City is in negotiations to continue this agreement.

## 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.

## McIntyre Building

These moneys were identified to cover the cost of maintaining the McIntyre building once the City takes over operation and maintenance responsibility. Costs are based on the building's operating history as well as a comparison to other buildings of that size. Operations include utilities (gas, electrical, water and sewer), operation of heating and ventilation, basic maintenance and security.



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>GENERAL ADMINISTRATION</b>					
034103	TELEPHONE	50,000	65,472	66,000	66,000
055050	PRINTING	10,000	8,191	10,000	12,000
062010	COPYING SUPPLIES	7,000	5,749	7,000	7,000
062501	POSTAGE	70,000	58,286	70,000	60,000
012001	PART TIME SALARIES	-	-	45,000	-
012003	MINUTE TAKER	-	-	-	3,000
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	7,500	7,500	-	7,500
016001	LEAVE AT TERMINATION	250,000	250,000	250,000	350,000
019002	UNANTICIPATED EXPENSES	9,822	3,000	26,557	75,000
022001	SOCIAL SECURITY	236	223	3,026	4,092
022501	MEDICARE	53	52	706	957
034301	GOVERNMENT ACCESS CHANNEL	50,000	50,000	50,000	50,000
039001	PROFESSIONAL SERVICES	-	-	-	20,000
041001	ELECTRICITY-STREET LIGHTS	245,000	201,574	195,000	210,000
056002	DUES MUNICIPAL ASSOC	28,979	28,416	29,268	29,268
062018	ST LIGHT SUPPLIES	20,000	1,584	18,000	18,000
081011	PARADES	10,000	8,903	10,000	10,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
062001	OFFICE SUPPLIES	2,000	1,368	2,000	2,000
041002	ELECTRICITY	45,000	49,687	45,000	50,000
<b>GEN ADMIN</b>	<b>Total</b>	<b>811,690</b>	<b>746,105</b>	<b>833,657</b>	<b>980,917</b>
011064	COLL BARG CONTINGENCY	-	-	4,991	108,000
<b>COLL BARG</b>	<b>Total</b>	<b>-</b>	<b>-</b>	<b>4,991</b>	<b>108,000</b>
091004	TRANSFER-INDOOR POOL	150,000	150,000	75,000	150,000
<b>INDOOR POOL</b>	<b>Total</b>	<b>150,000</b>	<b>150,000</b>	<b>75,000</b>	<b>150,000</b>
091007	TRANSFER-PRESCOTT PARK	89,000	89,000	99,344	177,486
<b>PRESCOTT</b>	<b>Total</b>	<b>89,000</b>	<b>89,000</b>	<b>99,344</b>	<b>177,486</b>
072101	MCINTYRE BUILDING	-	-	-	480,000
<b>MCINTYRE BUILDING</b>	<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>480,000</b>



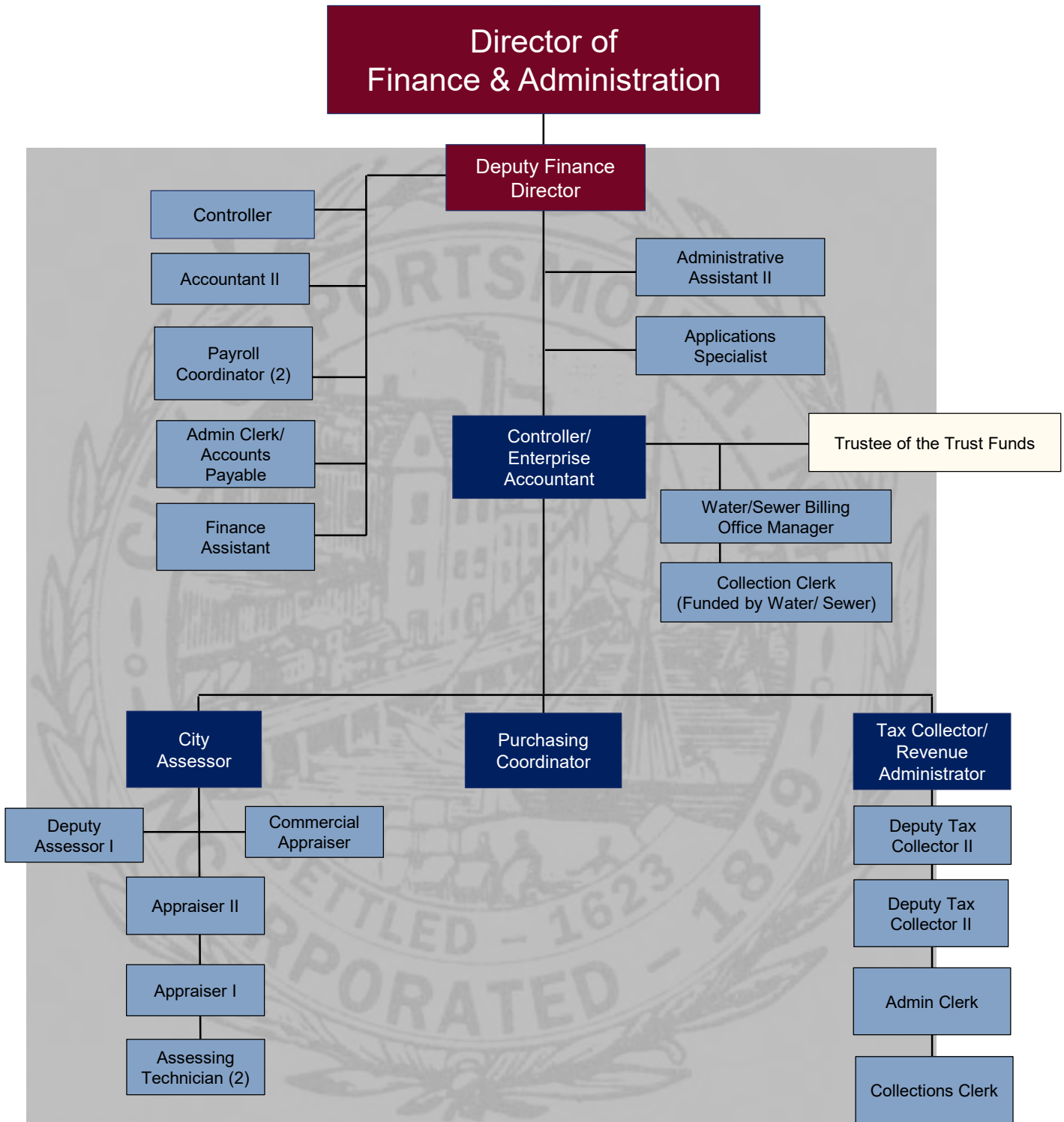




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# Finance Department



## 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
- ✓ Purchasing



## Department Budget Comments

The Finance Department is comprised of three major divisions: Accounting, Assessing, and Tax & Revenue Collection.

The Proposed budget for FY22 is \$2,342,775. This represents an overall net increase of \$227,849 or 10.77% from FY21.

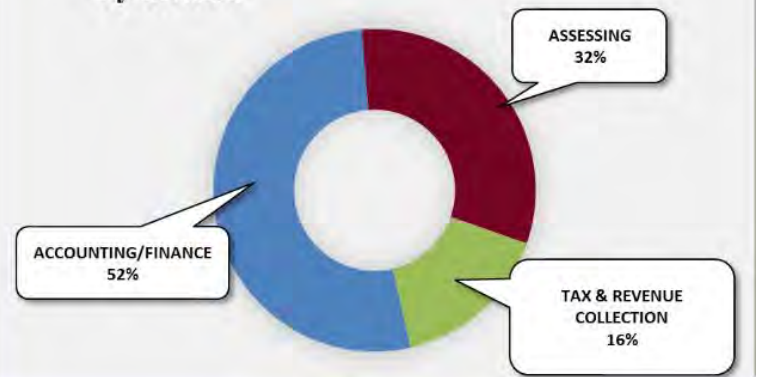
The increase of \$227,849 is primarily due to contractual obligations as follows:

- 35% due to COLA and step increases,
- 21% due to retirement rate increase,
- 5% due to retirement related to COLA and step increases, and
- 39% due to a Controller position which is essential for succession planning.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	1
Controller/ Enterprise Accountant	0.85	0.85	0.85
Controller	0	0	1
Application Specialist	1	1	1
Accountant II	1	1	1
Payroll Coordinator	2	2	2
Purchasing Coordinator	1	1	1
Finance Assistant	0.48	0.48	0.48
Administrative Assistant II	1	1	1
Office Manager	1	1	1
Account Clerk/ Accounts Payable	1	0	0
Certified City Assessor	1	1	1
Deputy Assessor I	1	1	1
Commercial Appraiser	1	1	1
Appraiser II	1	1	1
Appraiser I	1	1	1
Assessing Technician	1	2	2
Administrative Assistant I	1	0	0
Assessing Account Clerk	1	0	0
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	1
Administrative Clerk	1	1	1
Collections Clerk	1	1	1
<b>Totals Full Time</b>	<b>24.33</b>	<b>22.33</b>	<b>23.33</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Account Clerk/ Accounts Payable	0	1	1
<b>Totals Part Time</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

## Finance Department By Division



## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>FINANCE DEPARTMENT</b>				
SALARIES	1,588,542	1,540,150	1,579,438	1,729,624
PART-TIME SALARIES	6,804	6,785	34,087	33,248
OVERTIME	1,000	322	500	500
LONGEVITY	12,810	12,869	11,431	13,606
RETIREMENT	178,490	172,880	180,187	245,169
OTHER BENEFITS	122,847	114,520	125,078	135,938
<i>Contractual Obligations</i>	<i>1,910,493</i>	<i>1,847,526</i>	<i>1,930,721</i>	<i>2,158,085</i>
TRAINING/EDUCATION/CONFERENCES	14,185	7,988	12,640	14,940
CONTRACTED SERVICES	115,100	108,102	118,100	118,300
PROFESSIONAL ORGANIZATION DUES	4,545	4,147	4,850	5,550
OTHER OPERATING	41,766	52,552	48,615	45,900
<i>Other Operating</i>	<i>175,596</i>	<i>172,789</i>	<i>184,205</i>	<i>184,690</i>
<b>TOTAL</b>	<b>2,086,089</b>	<b>2,020,315</b>	<b>2,114,926</b>	<b>2,342,775</b>

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

	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED	\$ CHANGE	% CHANGE
ACCOUNTING/FINANCE	1,061,909	1,226,647	164,738	15.51%
ASSESSING	697,093	740,247	43,154	6.19%
TAX & REVENUE COLLECTION	355,924	375,881	19,957	5.61%
<b>Total Finance Department</b>	<b>2,114,926</b>	<b>2,342,775</b>	<b>227,849</b>	<b>10.77%</b>

## Programs and Services

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

- Fiduciary responsibility for all City funds
- Prepare the City's annual budget document working with the City Manager and Department Heads to ensure timely submission to the City Council
- Prepare the City's 6-Year Capital Improvement Plan (CIP) in conjunction with the City's Planning Department
- Prepare the annual Comprehensive Annual Financial Report (CAFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Comprehensive Annual Financial Report
- Monitor and analyze the activities of the current fiscal year to project trends in both revenues and expenditures
- Prepare the documents required by the Department of Revenue Administration to set the City's tax rate
- Produce monthly summary reports of revenues and expenditures in accordance with the City Charter
- Prepare documentation and coordinate the sale of bonds to fund capital projects



- Administer the City's purchasing procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment
- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, and other miscellaneous bills
- Prepares bi-weekly payroll for General Government, Police, Fire and School departments internally and ensures compliance with state and federal tax laws
- Perform accounting functions for both Prescott Park and the Trustee of the Trust Funds
- Supports and implements all financial applications for general ledger, payroll, utility billing, tax billing, credit card processing, and lock box processing
- Retain, preserve and restore historic City Financial Documents as well as oversee the City's Historic Document Permanent Record Facility

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

- Oversee citywide revaluation efforts
- Inspect properties to update real estate records based on improvement as noted in building permits
- Prepare and certify city valuation to set the annual tax rate
- Revise property values as appropriate
- Prepare and certify the tax roll
- Respond to inquiries from the public
- Perform sales verifications
- Research deed transfers
- Process abatement requests
- Defend property values before the NH Superior Court and the Board of Tax and Land Appeals
- Complete equalization survey for the State of New Hampshire Department of Revenue Administration
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for GIS mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



**Tax Collection-** Tax Collection office serves residents, nonresidents and all City departments, and ensures accurate collection and timely deposits of City and State monies in a professional and courteous manner. Services include, but are not limited to the following:

- Collect, post and deposit property tax, water and sewer, accounts receivable, motor vehicle, boat and ATV/snowmobile payments
- Collect, post and deposit revenues from all City departments
- Administer implementation of Payment Center (central collections software) to City Departments












- Research unidentified payments
- Administer City's electronic payment program for water/sewer, property tax, motor vehicle, and other City billing, as required
- Process and post daily electronic transactions for water/sewer, property tax, and motor vehicle
- Provide assistance to the public with use of City's online and IVR payment process
- Perform monthly financial reconciliations of property tax, abatements, motor vehicle, and electronic payments received by City Departments
- Provide property tax information to residents, realtors, title companies, law firms, and banks
- Execute, record, release and research property tax liens
- Execute tax deed process
- Apply and/or refund property tax abatements with computed interest, where applicable
- Research and refund property tax overpayments
- Receive, record and reconcile property tax prepayments made up to 2 years in advance of billing
- Act as Municipal Agent and Boat Agent for the State of NH Department of Safety, Division of Motor Vehicles
- Act as OHRV and Snowmobile Agent for State of NH Fish and Game Department
- Electronically transfer 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



## Goals and Objectives



<i>Accounting</i>	<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"> <li>✓ Maintain compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)</li> <li>✓ Prepare and present required financial documents to appropriate boards and the City Council per City Charter requirements</li> <li>✓ Submit the FY 2021 City of Portsmouth Budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award.</li> <li>✓ Prepare annually the Comprehensive Annual Financial Report (CAFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY19 CAFR was submitted]</li> <li>✓ Prepared the City's Popular Annual Financial Report (PAFR) and submitted it GFOA for consideration of the award for Popular Annual financial Reporting.</li> </ul>
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		<p><i>Performance Measurement #1 – Number of GFOA Budget Awards</i></p> <table border="1"> <thead> <tr> <th>FY18</th> <th>FY19</th> <th>FY20</th> <th>FY21</th> <th>FY22 (Est)</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> </tbody> </table> <p><i>Performance Measurement #2 – Number of GFOA CAFR Awards</i></p> <table border="1"> <thead> <tr> <th>FY18</th> <th>FY19</th> <th>FY20</th> <th>FY21</th> <th>FY22 (Est)</th> </tr> </thead> <tbody> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> </tbody> </table> <p><i>Performance Measurement #1 – Number of GFOA PAFR Awards</i></p> <table border="1"> <thead> <tr> <th>FY18</th> <th>FY19</th> <th>FY20</th> <th>FY21</th> <th>FY22 (Est)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table>	FY18	FY19	FY20	FY21	FY22 (Est)	12	13	14	15	16	FY18	FY19	FY20	FY21	FY22 (Est)	26	27	28	29	30	FY18	FY19	FY20	FY21	FY22 (Est)	1	2	3	4	5
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Accounting	<p><i>Goal #2:</i></p> <p><i>Preserve and protect permanent and historic financial documents for future generations.</i></p>	<p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>✓ Build and Maintain archival space that will enable the preservation of permanent financial documents.</li> <li>✓ Create a safe environment for all damaged documents and fund the eventual restoration of the documents.</li> <li>✓ Build a more thorough document retention and disposition schedule to account for documents not listed in NH RSA 33a to better enable staff to properly store and dispose of documents.</li> <li>✓ Digitalize permanent and non-permanent documents where appropriate.</li> <li>✓ Make digitalized historic documents available as appropriate to the public through a partnership with the Portsmouth Public Library</li> <li>✓ Assist other City Staff with Archival needs and Record Retention documentation.</li> </ul> <p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li><i>Preserve and Restore Historic Structures and Artifacts</i> </li> <li><i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> <li><i>Improve Public Outreach</i> </li> </ul>																														
Accounting	<p><i>Goal #3:</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"> <li>✓ <i>Continue Trustees of Trust Fund Treasury and Bookkeeping functions within the Finance Department.</i></li> <li>✓ <i>Improve and expand bulk purchasing protocols.</i></li> <li>✓ <i>Consolidate all billing and collection services in one division within Finance Department.</i></li> </ul> <p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li><i>Maintain Financial Stability</i> </li> <li><i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>																														







Assessing	<p><b>Goal #4:</b> The Assessor's office will begin the process of annual updates.</p>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>✓ Complete all building permit review throughout the City for permits completed as of April 1st.</li> <li>✓ Complete all subdivision and boundary line adjustments as of April 1st.</li> <li>✓ Complete new condominium complex review As of April 1st.</li> <li>✓ Complete sales review process for upcoming update.</li> <li>✓ Begin commercial income and expense verification for update.</li> </ul>																							
		<p><b>Performance Measurement #1- Number of Sales</b> TY= Tax Year</p> <table border="1"> <thead> <tr> <th>TY17</th> <th>TY18</th> <th>TY19</th> <th>TY20</th> </tr> </thead> <tbody> <tr> <td>493</td> <td>508</td> <td>476</td> <td>542</td> </tr> </tbody> </table> <p><b>Performance Measurement #2- Number of Deeds Recorded</b> TY= Tax Year</p> <table border="1"> <thead> <tr> <th>TY17</th> <th>TY18</th> <th>TY19</th> <th>TY20</th> </tr> </thead> <tbody> <tr> <td>809</td> <td>878</td> <td>891</td> <td>980</td> </tr> </tbody> </table> <p><b>Performance Measurement #3- Number of Parcels Inspected</b> TY= Tax Year</p> <table border="1"> <thead> <tr> <th>TY17</th> <th>TY18</th> <th>TY19</th> <th>TY20</th> </tr> </thead> <tbody> <tr> <td>1,074</td> <td>1,928</td> <td>2,422</td> <td>2,712</td> </tr> </tbody> </table>	TY17	TY18	TY19	TY20	493	508	476	542	TY17	TY18	TY19	TY20	809	878	891	980	TY17	TY18	TY19	TY20	1,074	1,928	2,422
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Assessing	<p><b>Goal #5:</b> Integrate all assessment information into the CAMA system.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Incorporate, assessing, planning, building inspection and GIS data into one electronic file for easier public access.</li> </ul>																							
	<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> </ul>																								
Tax	<p><b>Goal #6:</b> To expand payment method options for taxpayers and residents, and offer more secure, seamless and easy to use payment methods citywide.</p>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>✓ Expand online payment acceptance to departments which do not currently accept online payments.</li> <li>✓ Offer payment via PayPay and Venmo</li> <li>✓ Research and implement touchless payment methods such as Apple Pay and Google Pay</li> <li>✓ Upgrade credit card swipe technology to more secure Chip and Pin readers</li> <li>✓ Re-engineer online payment process and rework website verbiage for more ease-of-use and better understanding.</li> <li>✓ Promote the increased use of online and touchless payment methods to reduce foot traffic in City Hall and provide a convenient and safe payment environment for our tax payers and residents.</li> </ul>																							



		<p><b>Performance Measurement #1- # of Departments added online to payment processing (strategic measure)</b></p> <table border="1"> <thead> <tr> <th>FY2019</th> <th>FY2020</th> <th>FY2021 (Est.)</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9</td> <td>9</td> </tr> </tbody> </table> <p><b>Performance Measurement #2 – Number of online payments – All Departments (Current Year vs. Prior Year) (strategic measure)</b></p> <table border="1"> <thead> <tr> <th>FY2019</th> <th>FY2020</th> <th>FY2021 (Est.)</th> </tr> </thead> <tbody> <tr> <td>31,918</td> <td>37,311</td> <td>42,000</td> </tr> </tbody> </table> <p><b>Performance Measure #3 – Number of chip and pin installations (operational measures)</b></p> <table border="1"> <thead> <tr> <th>FY2019</th> <th>FY2020</th> <th>FY2021 (Est.)</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>17</td> </tr> </tbody> </table>	FY2019	FY2020	FY2021 (Est.)	6	9	9	FY2019	FY2020	FY2021 (Est.)	31,918	37,311	42,000	FY2019	FY2020	FY2021 (Est.)	0	0	17						
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<b>Tax</b>	<p><b>Goal #7:</b> <i>Maintain a high collection rate while providing accurate, efficient, customer centered service to our taxpayers and residents.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Update and consolidate software systems and manual Excel spreadsheets in order to realize more efficient and accurate cash receipting</i></li> <li>✓ <i>Participate in NHTCA, DMV, NHMA and PRIMEX training pertaining to tax collection, Motor Vehicle Registration and public interaction.</i></li> </ul> <p><b>Performance Measurement #1- Percentage of current taxes collected (operational measure)</b></p> <table border="1"> <thead> <tr> <th>FY19</th> <th>FY20</th> <th>FY21 Est</th> </tr> </thead> <tbody> <tr> <td>97.9%</td> <td>98.4%</td> <td>97%</td> </tr> </tbody> </table> <p><b>Performance Measurement #2 – Property Tax Accounts Billed (operational measure)</b></p> <table border="1"> <thead> <tr> <th>FY19</th> <th>FY20</th> <th>FY21 Est</th> </tr> </thead> <tbody> <tr> <td>8,655</td> <td>8,588</td> <td>8,859</td> </tr> </tbody> </table> <p><b>Performance Measurement #3 – Property Tax accounts Liened (operational measure)</b></p> <table border="1"> <thead> <tr> <th>FY19</th> <th>FY20</th> <th>FY21 Est</th> </tr> </thead> <tbody> <tr> <td>101</td> <td>125</td> <td>135</td> </tr> </tbody> </table> <p><b>Performance Measurement #4 – Number of properties deeded (operational measure)</b></p> <table border="1"> <thead> <tr> <th>FY19</th> <th>FY20</th> <th>FY21 Est</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Maintain Financial Stability</i> </li> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i> </li> </ul>	FY19	FY20	FY21 Est	97.9%	98.4%	97%	FY19	FY20	FY21 Est	8,655	8,588	8,859	FY19	FY20	FY21 Est	101	125	135	FY19	FY20	FY21 Est	0	0	0
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Tax	<p><b>Goal #8:</b></p> <p>Increase accessibility to Tax Department services and promote understanding of the Tax Collection process.</p>	<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>✓ Install a counter area that can accommodate wheelchairs and customers require seating.</li> <li>✓ Continue to improve website verbiage and written resources for the Tax Office.</li> <li>✓ Offer educational opportunities for taxpayers and residents such as a brief video on understanding your tax bill and a brief video on the tax collection process.</li> </ul>
	<p>Citywide Goal Addressed:</p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> <li>• Promote a Safe, Welcoming, and Diverse Community </li> </ul>	

## Additional Performance Measures

Accounting		
<u>Bond Rating</u> <u>Standard &amp; Poor's</u> FY19 – AAA FY20 – AAA FY21 – AAA		
Assessing – Measured by Tax Year (TY) April 1 <sup>st</sup> of Each Year		
<u>Number of Taxable Properties</u> <u>(Includes Airport District)</u> TY18 – 8,713 TY19 – 8,815 TY20 – 8,935	<u>Equalization Ratio (**)</u> TY17 – 97.0% TY18 – 91.3% TY19 – 93.07% TY20 – 91.8%	<u>Coefficient of Dispersion,</u> <u>Guidelines by the State of NH (***)</u> TY18 – 6.3 TY19 – 5.06 TY20 – 6.27
Tax Collection		
<u>Motor Vehicle Registrations</u> FY19 – 25,556 FY20 – 25,105 FY21 (Est) – 25,000	<u>Boat Registrations</u> FY19– 439 FY20 – 404 FY21 (Est) - 450	<u>ATV/ Snowmobile Registrations</u> FY19 – 37 FY20 – 21 FY21 (Est) - 37
<p>** The Coefficient of Dispersion (C.O.D.) is a statistic, which measures equity, or proportionality, among taxpayers. The Assessing Division's C.O.D. compares very favorably by exceeding the national standards recommended by the N.H. Department of Revenue for each type of property. TY 2020 has been estimated.</p> <p>*** The equalization ratio indicates the relationship between assessed value and market value. This ratio is determined for each municipality every year by the NH Department of Revenue Administration, through a study of the qualified sales that occurred within the municipality during the previous year. TY 2020 has been estimated.</p> <p>**** Includes field inspections for Tax Year 2020 by Assessing Staff.</p>		



**FY22 BUDGETED POSITION AND SALARY DETAIL**

			<u>POSITION</u>	<u>SALARY</u>
<b>FINANCE</b>				
<b>ACCOUNTING</b>				
NON GRADE 26	H		DIRECTOR OF FINANCE AND ADMINISTRATION	140,191
PMA GRADE 20	H		DEPUTY FINANCE DIRECTOR	104,983
PMA GRADE 19	F	③	CONTROLLER/ENTERPRISE ACCOUNTANT	81,923
PMA GRADE 17	6A/6B		CONTROLLER	73,042
PMA GRADE 15	1D/11E		APPLICATIONS SPECIALIST	78,323
PMA GRADE 13	G		ACCOUNTANT II	73,367
NON GRADE 13	E		PAYROLL COORDINATOR	71,391
NON GRADE 13	C		PAYROLL COORDINATOR	64,754
PMA GRADE 11	6.5B/5.5C		PURCHASING COORDINATOR	57,278
PMA GRADE 11	H	④	FINANCE ASSISTANT	32,615
PMA GRADE 11	D		ADMINISTRATIVE ASSISTANT II	61,734
PMA GRADE 9	7E/5F		OFFICE MANAGER	59,100
			EDUCATION STIPEND	8,085
			<b>TOTAL FULL TIME ACCOUNTING</b>	<b>906,786</b>
NON GRADE 7	A		ACCOUNT CLERK/ACCOUNTS PAYABLE (28.25HRS/WK)	33,248
			<b>TOTAL PART TIME ACCOUNTING</b>	<b>33,248</b>
<b>ASSESSING</b>				
PMA GRADE 24	H		CERTIFIED ASSESSOR	127,447
PMA GRADE 15	4.5C/7.5D		DEPUTY ASSESSOR I	73,553
PMA GRADE 19	E		COMMERCIAL APPRAISER	95,425
PMA GRADE 13	9G/3H		APPRAISER II	73,734
PMA GRADE 11	2.5B/9.5C		APPRAISER I	58,211
PMA GRADE 7	6B/6C		ASSESSING TECHNICIAN	47,498
PMA GRADE 7	1.5B/10.5C		ASSESSING TECHNICIAN	48,367
			EDUCATION STIPEND	1,667
			<b>TOTAL FULL TIME ASSESSING</b>	<b>525,902</b>
<b>TAX COLLECTION</b>				
PMA GRADE 19	11D/1E		REVENUE ADMINISTRATOR	91,260
PMA GRADE 11	H		DEPUTY TAX COLLECTOR II	67,947
1386B GRADE 9	G		DEPUTY TAX COLLECTOR II	54,778
1386B GRADE 7	2.5C/9.5D		ADMIN CLERK	45,647
1386B GRADE 5	4.5A/7.5B		COLLECTIONS CLERK	37,304
			<b>TOTAL FULL TIME TAX COLLECTION</b>	<b>296,936</b>
			<b>TOTAL DEPARTMENT</b>	<b>1,762,872</b>

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

- ③ 85% FINANCE, 15% PRESCOTT PARK
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL



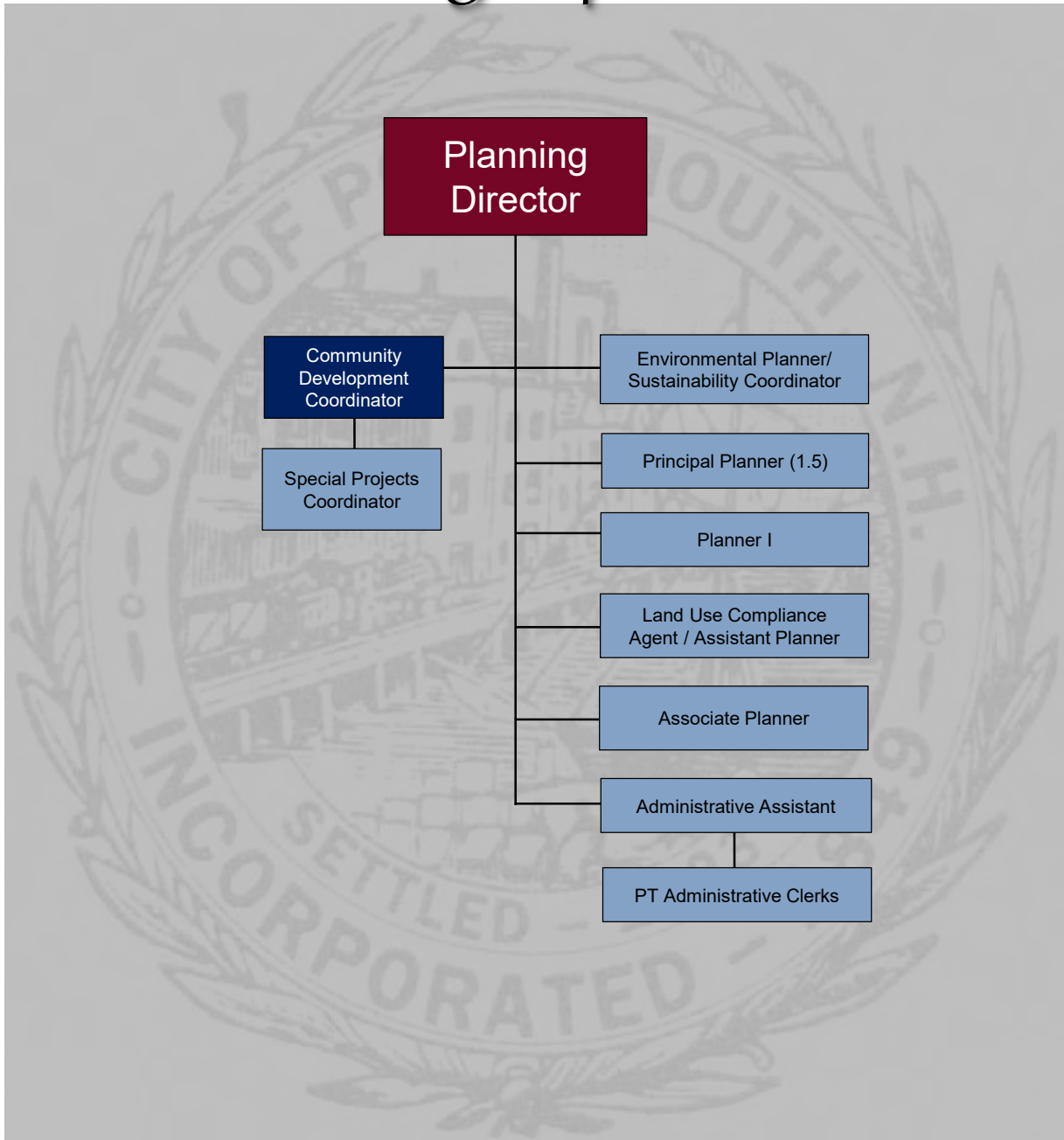
		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>ACCOUNTING</b>					
<b>01-700-201-51-110-402</b>					
011001	REGULAR SALARIES	799,411	797,275	787,086	906,786
012001	PART TIME SALARIES	6,804	6,785	34,087	33,248
014041	OVERTIME	1,000	322	500	500
015001	LONGEVITY	8,848	8,680	7,755	8,909
022001	SOCIAL SECURITY	50,620	48,546	52,000	58,865
022501	MEDICARE	11,828	11,471	12,180	13,767
023001	RETIREMENT	90,631	90,316	90,021	128,817
030101	PROF SERVICES-AUDIT	48,000	48,000	50,000	50,000
039001	PROFESSIONAL SERVICES	10,000	3,878	5,000	5,000
044006	PRINTING LEASE/MAINT	500	4,333	1,000	1,000
053001	ADVERTISING	300	200	-	-
054050	TRAINING	200	90	200	200
056001	DUES PROFESSIONAL ORGANIZ	2,000	1,887	2,000	2,000
057101	TRAVEL AND CONFERENCE	2,000	2,415	2,000	2,000
061003	MEETING SUPPLIES	-	44	-	-
062001	OFFICE SUPPLIES	14,800	19,890	17,525	15,000
067001	BOOKS & PERIODICALS	800	553	555	555
<b>Accounting</b>	<b>Total</b>	<b>1,047,742</b>	<b>1,044,684</b>	<b>1,061,909</b>	<b>1,226,647</b>
<b>ASSESSING DEPARTMENT</b>					
<b>01-700-202-51-110-402</b>					
011001	REGULAR SALARIES	495,049	469,039	504,269	525,902
015001	LONGEVITY	1,996	1,996	1,998	3,000
022001	SOCIAL SECURITY	30,594	28,286	31,389	32,792
022501	MEDICARE	7,155	6,615	7,341	7,669
023001	RETIREMENT	54,790	52,615	57,386	74,364
039001	PROFESSIONAL SERVICES	54,000	54,000	60,000	60,000
044006	PRINTING LEASE/MAINT	2,880	1,146	2,292	2,580
054050	TRAINING	5,400	2,442	5,400	6,950
055050	PRINTING	300	173	-	-
056001	DUES PROFESSIONAL ORGANIZ	2,170	1,815	2,580	3,280
057101	TRAVEL AND CONFERENCE	3,950	1,839	2,950	3,700
057102	TRAVEL REIMBURSEMENT	500	857	1,500	1,500
062001	OFFICE SUPPLIES	3,500	4,759	3,500	3,500
067001	BOOKS & PERIODICALS	10,776	12,302	16,488	15,010
075001	FURNITURE AND FIXTURES	-	1,468	-	-
<b>Assessing</b>	<b>Total</b>	<b>673,060</b>	<b>639,352</b>	<b>697,093</b>	<b>740,247</b>



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>TAX COLLECTION</b>					
<b>01-700-203-51-110-402</b>					
011001	REGULAR SALARIES	294,082	273,835	288,083	296,936
015001	LONGEVITY	1,966	1,966	1,678	1,697
014041	OVERTIME	-	227	-	-
022001	SOCIAL SECURITY	18,356	15,886	17,967	18,515
022501	MEDICARE	4,294	3,715	4,202	4,330
023001	RETIREMENT	33,069	29,950	32,780	41,988
039001	PROFESSIONAL SERVICES	3,100	2,224	3,100	3,300
044006	PRINTING LEASE/MAINT	455	217	-	-
053001	ADVERTISING	200	-	-	-
054050	TRAINING	2,635	1,201	2,090	2,090
055050	PRINTING	700	3,721	700	700
056001	DUES PROFESSIONAL ORGANIZ	375	445	270	270
062001	OFFICE SUPPLIES	5,500	2,479	4,500	5,500
067001	BOOKS & PERIODICALS	555	411	555	555
<b>Tax</b>	<b>Total</b>	<b>365,287</b>	<b>336,279</b>	<b>355,924</b>	<b>375,881</b>
<b>TOTAL FINANCE DEPARTMENT</b>		<b>2,086,089</b>	<b>2,020,315</b>	<b>2,114,926</b>	<b>2,342,775</b>



# Planning Department



## Planning Dept Mission

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







# Planning Department

## Services Overview

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



## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Deputy City Manager	0.65	0.65	0.00
Planning Director	1	1	1
Principal Planner	1.50	1.5	1.5
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	0	0
Associate Planner	0	1	1
<b>Totals Full Time</b>	<b>8.45</b>	<b>7.45</b>	<b>6.80</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Administrative Clerk	0	1	1
<b>Totals Part Time</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

Note: The Deputy City Manager position was reallocated to the City Manager's Department starting in FY22

## Department Budget Comments

The Planning Department's proposed budget for FY22 is \$741,573, representing a net *decrease* of \$80,798 or 9.83% from the FY21 budget. The net budget decrease is due to the removal of salary and benefits for the Deputy City Manager position, which has been incorporated into the City Manager's budget.

## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED</b>
<b>PLANNING</b>				
SALARIES	628,128	618,177	606,127	527,375
PART-TIME SALARIES	15,000	11,819	34,520	34,910
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	1,485	1,485	1,373	1,399
RETIREMENT	70,496	69,216	68,026	74,557
OTHER BENEFITS	49,428	46,511	49,229	43,236
<i>Contractual Obligations</i>	<i>766,037</i>	<i>747,209</i>	<i>760,775</i>	<i>682,977</i>
TRAINING/EDUCATION/CONFERENCES	8,000	7,301	4,500	4,500
CONTRACTED SERVICES	19,600	-	10,000	5,000
PROFESSIONAL ORGANIZATION DUES	18,575	18,578	18,642	18,642
OTHER OPERATING	30,754	30,677	28,454	30,454
<i>Other Operating</i>	<i>76,929</i>	<i>56,556</i>	<i>61,596</i>	<i>58,596</i>
<b>TOTAL</b>	<b>842,966</b>	<b>803,765</b>	<b>822,371</b>	<b>741,573</b>



The only line item increase outside of salaries and benefits is advertising, which covers the legal notices and abutter letters that are required for all applications to land use boards and commissions. Although this is a cost associated with the Planning Department, most of the costs incurred are billed to the applicants and reimbursed to the City. All other non-salaried line items were either reduced or maintained at FY21 levels.

## Programs and Services

### **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 (CIP).



### **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><b>Goal #1:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Prepare and update the Master Plan.</li> <li>✓ 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.</li> <li>✓ Identify appropriate uses and development standards for residential neighborhoods and commercial and industrial districts.</li> <li>✓ Participate in regional land use, transportation and environmental planning programs and initiatives.</li> </ul> <hr/> <p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> <li>• <i>Promote regulation adherence and legislative development to protect city operations and assets</i> </li> <li>• <i>Preserve and Restore Historic Structures and Artifacts</i> </li> <li>• <i>Support Building and Maintaining a Robust and Authentic Infrastructure</i> </li> <li>• <i>Create a Bikeable and Walkable Community</i> </li> <li>• <i>Promote and Support Sustainable Practices</i> </li> </ul>
<p><b>Goal #2:</b></p> <p>Carry out Master Plan strategies and monitor progress toward implementation.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with City departments and land use boards, other public agencies, and private/nonprofit partners to implement the Master Plan.</li> <li>✓ Review and revise the Zoning Ordinance and other land use regulations to promote the goals of the Master Plan.</li> <li>✓ Develop new standards and guidelines as recommended by the Master Plan, including building design review regulations and street design standards.</li> <li>✓ Assist and administer land use reviews in conjunction with the Pease Development Authority.</li> </ul> <hr/> <p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> <li>• <i>Promote regulation adherence and legislative development to protect city operations and assets</i> </li> <li>• <i>Preserve and Restore Historic Structures and Artifacts</i> </li> <li>• <i>Support Building and Maintaining a Robust and Authentic Infrastructure</i> </li> </ul>
<p><b>Goal #3:</b></p> <p>Provide professional service to the public, other departments, and governmental agencies.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain a professional, responsive and service-oriented staff to meet the public's needs in a complex regulatory environment.</li> <li>✓ Provide educational and training opportunities for staff, land use boards and commissions.</li> <li>✓ Participate in the development of information systems, including mapping systems and data management.</li> <li>✓ Ensure public access to relevant planning documents, data and information.</li> </ul>





Citywide Goal Addressed:

- Promote a Welcoming, Safe and Diverse Community
- Promote regulation adherence and legislative development to protect city operations and assets
- Improve Public Outreach



## Performance Measures

### Zoning Revisions and City Council Referrals Completed

	FY19	FY20	FY21 (Est)
Zoning Ordinance Amendments	8 (+300%)	2 (-50%)	2
Zoning Map Revisions	4 (+300%)	0 (-100%)	0
City Council Referrals	30 (+200%)	10 (-66.7%)	48 (+380%)
Projecting Sign Licenses	25 (+56.3%)	25	25
<b>Total</b>	<b>67 (+1.3%)</b>	<b>37 (-44.8%)</b>	<b>75 (+103%)</b>

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

	FY19	FY20	FY21 (Est)
Building Permit Applications	1,222 (-0.7%)	632 (-48.3%)	644 (+0.2%)
Land Use Permit Applications	471	176 (-62.6%)	197 (+11.9%)
Sign Permit Applications	140 (-18.1%)	69 (-50.7%)	77 (+11.6%)
Historic District Commission			
Certificates of Approval (Public Hearings)	44 (-22.8%)	53 (+20.4%)	53
Certificates of Approval (Administrative Approvals)	116 (-6.5%)	100 (+13.8%)	126 (+26%)
Board of Adjustment			
Applications/ Petitions	95 (-9.5%)	80 (-15.8%)	107 (+33.8%)
Planning Board			
Site Plan Review	17 (-34.6%)	21 (+23.5%)	18 (-14.3%)
Design Review	1 (+100%)	4 (+300%)	2 (-50%)
Preliminary Conceptual Consultation	7 (+75%)	9 (+28.6%)	11 (+22.2%)
Subdivision / Lot Line Change	14 (-6.7%)	16 (+14.3%)	11 (-31.3%)
Conditional Use Permits – Wetlands	30 (+50%)	19 (-36.7%)	12 (-36.8%)
Conditional Use Permits – Other	19 (+35.7%)	13 (-31.6%)	5 (-61.5%)



Conservation Commission			
Conditional Use Permits – Wetlands	30 (+15.4%)	19 (-36.7%)	12 (-36.8%)
State Wetland Permits	11 (-31.3%)	9 (-18.2%)	3 (-66.7%)
<b>Total</b>	<b>2,217</b> <b>(+22.6%)</b>	<b>1,220</b> <b>(-45%)</b>	<b>1,278</b> <b>(-4.8%)</b>

Major Planning Department Projects			
	FY19	FY20	FY21 (Est)
Wayfinding Program Implementation - Phase 3	Start	Active	Completed
Middle Street / Lafayette Road Bicycle Route Phase 2	Completed	Active	Active
NH Seacoast Greenway (Hampton Branch) Rail Trail	Active	Active	Active
Maplewood Ave Downtown Complete Street	Completed		
Market Square Upgrade			Start
Historic Properties Climate Change Vulnerability	Completed		
Open Space and Recreation Plan	Start	Completed	
Bicycle and Pedestrian Plan Update	Completed		
Walk Friendly Community Application	Started / Completed		
Bicycle Friendly Community Application Renewal	Started / Completed		
3-D Modeling Expansion	Started / Completed		
North Mill Pond Multi-Use Path and Greenway	Start	Active	Active
Elwyn Road Sidepath Design	Start	Active	Active
US Route 1 Sidepath Design		Start	Active
Pease Residential Housing Study Committee	Start	Completed	
Trail Development			Start



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>PLANNING</b>			
PMA GRADE 23	F	PLANNING DIRECTOR	117,063
PMA GRADE 16	4F/8G	PRINCIPAL PLANNER	83,083
PMA GRADE 16	H	⑥ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	25,954
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	41,266
PMA GRADE 14	D	PLANNER I	71,391
PMA GRADE 13	E	LAND USE COMPLIANCE/ASSISTANT PLANNER	71,392
PMA GRADE 11	1C/11D	ADMINISTRATIVE ASSISTANT II	61,489
PMA GRADE 9	3A/9B	ASSOCIATE PLANNER	50,236
		EDUCATION STIPENDS	5,501
		<b>TOTAL FULL TIME</b>	<b>527,375</b>
1386B GRADE 7	A	PT ADMINISTRATIVE CLERK (18.75HRS/WK)	19,910
		MINUTE TAKERS	15,000
		<b>TOTAL PART TIME</b>	<b>34,910</b>
		<b>TOTAL DEPARTMENT</b>	<b>562,285</b>

Note: The Deputy City Manager position was re-allocated to the City Manager's Department for FY22  
**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**

- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑥ 30% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER, 20% THE COAKLEY LANDFILL TRUST

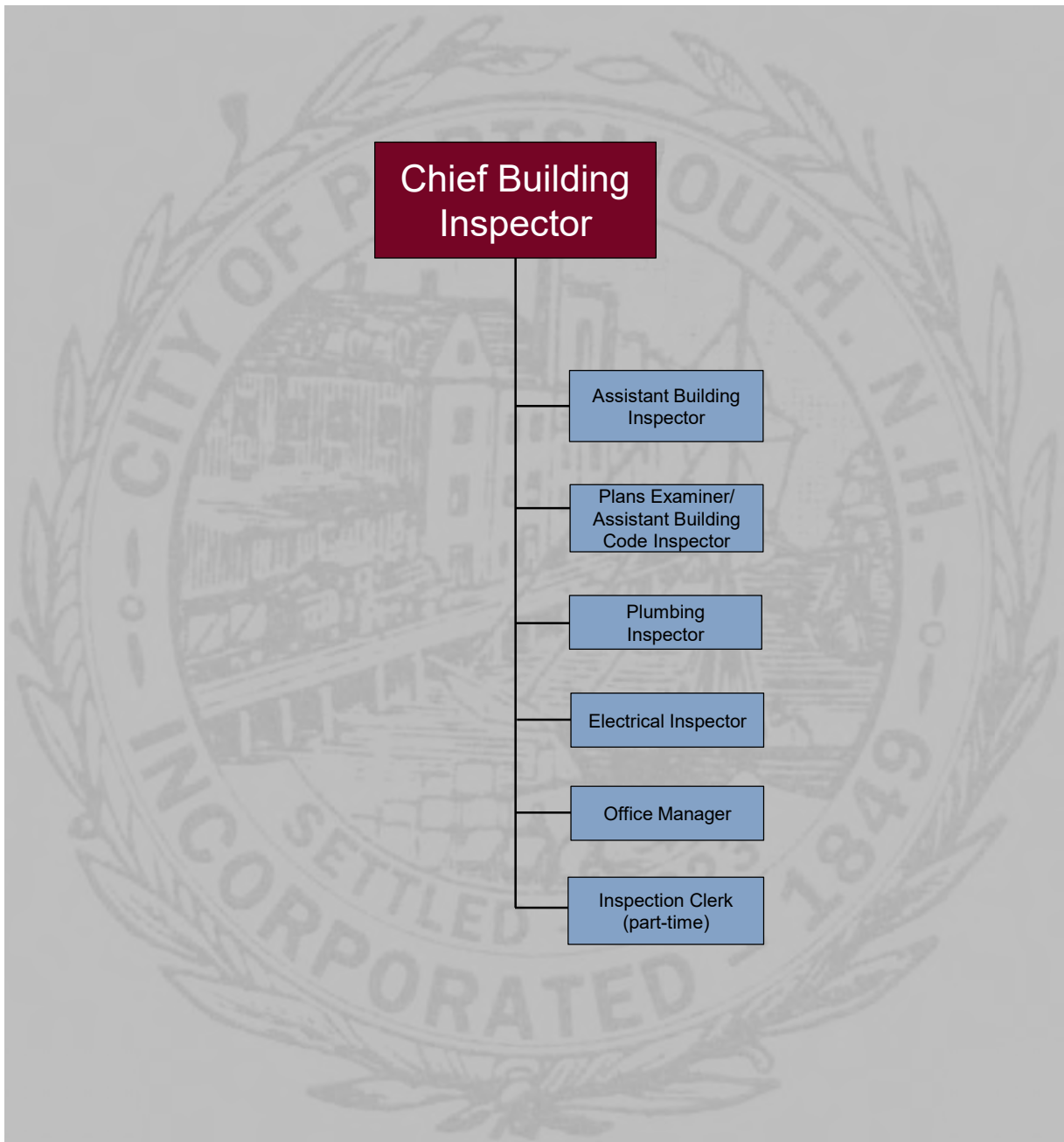




		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>PLANNING DEPARTMENT</b>					
<b>01-714-410-51-110-406</b>					
011001	REGULAR SALARIES	628,128	618,177	606,127	527,375
012001	PART TIME SALARIES	15,000	11,819	34,520	34,910
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	1,485	1,485	1,373	1,399
022001	SOCIAL SECURITY	40,059	37,649	39,898	35,041
022501	MEDICARE	9,369	8,863	9,331	8,195
023001	RETIREMENT	70,496	69,216	68,026	74,557
032004	PROF SERVICES-COURT FEES	200	164	200	200
033001	PROF SERVICES-TEMP	6,000	-	-	-
039001	PROFESSIONAL SERVICES	13,600	-	10,000	5,000
044006	PRINTING LEASE/MAINT	3,204	3,155	3,204	3,204
053001	ADVERTISING	15,000	20,617	16,000	18,000
054050	TRAINING	1,000	1,537	1,000	1,000
055050	PRINTING	1,800	2,474	1,800	1,800
056001	DUES PROFESSIONAL ORGANIZ	2,500	3,103	2,500	2,500
056004	DUES ROCKINGHAM PLAN COMM	15,475	15,475	15,542	15,542
056008	ICLEI DUES	600	-	600	600
057101	TRAVEL AND CONFERENCE	7,000	5,765	3,500	3,500
057102	TRAVEL REIMBURSEMENT	1,600	280	350	350
061002	MISCELLANEOUS SUPPLIES	-	12,794	-	-
061003	MEETING SUPPLIES	200	60	-	-
062001	OFFICE SUPPLIES	4,800	1,226	3,800	3,800
067001	BOOKS & PERIODICALS	1,600	850	1,000	1,000
075001	FURNITURE AND FIXTURES	750	250	500	500
081166	GOFERR REIMBURSEMENT	-	(12,794)	-	-
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	<b>842,966</b>	<b>803,765</b>	<b>822,371</b>	<b>741,573</b>



# Inspection Department



## Inspection Dept. Mission

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





# Inspection Department

## Services Overview

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

## Department Budget Comments

The Inspection Department is proposing a budget of \$624,425 for FY22. This represents a net increase of \$57,930 or 10.23% from the FY21 budget. The increase in the inspection budget is primarily due to the requested addition of a full time building inspector which is needed to keep up with the significant increase in permitting activity. This is supported by a review of the first three quarters of FY21 compared to the same period of FY20. The total permitted construction value for FY20, end of the 3<sup>rd</sup> quarter was \$121,734,922 with associated fees collected of \$839,732. For FY21, at the end of the 3<sup>rd</sup> quarter, the total permitted construction value was \$180,180,708 with associated fees collected of \$1,445,297. This represents a 72% increase in fees collected. FY21's 4<sup>th</sup> quarter is on the same projected path. Additionally, it is anticipated that this last quarter will represent an even larger increase in activity (from the previous year) based on the large projects currently under review.

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Deputy City Manager	0.05	0.05	0.00
Chief Building Inspector	1	1	1
Assistant Building Inspector	1	1	1
Plans Examiner/Asst Building Code Inspector	0	0	1
Plumbing Inspector	1	1	1
Electrical Inspector	1	1	1
Office Manager	1	1	1
<b>Totals Full Time</b>	<b>5.05</b>	<b>5.05</b>	<b>6.00</b>
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
PT Plumbing Inspector	0	1	0
PT Inspection Clerk	1	1	1
<b>Totals Part Time</b>	<b>1.00</b>	<b>2.00</b>	<b>1.00</b>

Note: The Deputy City Manager position was reallocated to the City Manager's Department starting in FY22

## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED</b>
<b>INSPECTION</b>				
SALARIES	382,608	378,633	387,707	470,868
PART-TIME SALARIES	59,082	71,626	89,174	36,354
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	1,840	1,840	1,744	1,332
RETIREMENT	43,108	42,510	43,621	66,602
OTHER BENEFITS	34,068	33,644	36,729	39,019
<i>Contractual Obligations</i>	<i>522,206</i>	<i>528,253</i>	<i>560,475</i>	<i>615,675</i>
TRAINING/EDUCATION/CONFERENCES	2,300	405	870	1,000
CONTRACTED SERVICES	5,000	-	2,000	2,000
PROFESSIONAL ORGANIZATION DUES	1,000	260	500	500
OTHER OPERATING	9,115	3,918	2,650	5,250
<i>Other Operating</i>	<i>17,415</i>	<i>4,583</i>	<i>6,020</i>	<i>8,750</i>
<b>TOTAL</b>	<b>539,621</b>	<b>532,836</b>	<b>566,495</b>	<b>624,425</b>



## Programs and Services

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

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

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

**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 implementation of the recently adopted 2015 edition of the International Family of Construction Codes and start preparation for the state's prospective adoption of the 2018 edition.*

### 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 as it pertains to the 2018 code edition.*

### 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*



<p><b>Goal #3:</b></p> <p><i>Work with Planning Department and Fire Prevention staff to evaluate and implement joint operating procedures.</i></p>	<p><b>Objectives:</b></p> <p>✓ <i>Continue to implement more efficient permit process procedures and forms including the implementation of online permit application process utilizing new permitting software.</i></p>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>Improve Public Outreach </li> </ul>	

## Performance Measures

### **Total Inspections Completed**

FY18 – 6,025  
 FY19 – 6,672  
 FY20 – 6,292  
 \*FY21 (est.) – 6,000

### **Total Building Permit Applications Processed**

(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)

FY18 – 3,291  
 FY19 – 2,873  
 FY20 – 2,779  
 \*FY21 (est.) – 2,800

### **Total Construction Value Declared**

(Building Permits)  
 FY18 - \$214,023,272  
 FY19 - \$157,936,790  
 FY20 - \$151,047,073.  
 \*FY21 (est.) - \$250,000,000

### **Total Construction Permit Fees Collected**

(All Permits)  
 FY18 – \$1,055,704  
 FY19 – \$1,607,252  
 FY20 - \$1,114,996  
 \*FY21 (est.) - \$1,700,000.

### **ISO Code Effectiveness Grading Classification**

(Based on a 10 Point Scale with “1” Being the Highest)

FY18 – 4  
 FY19 – 4  
 FY20 – 4

\*FY21 numbers based on actual Q1 and Q2 FY 21 data which represent a 55% increase (in Construction Costs) from previous year (FY20) Q1 and Q2 totals.



**FY22 BUDGETED POSITION AND SALARY DETAIL**

**SALARY**

**INSPECTION DEPARTMENT**

PMA GRADE 20	4E/8F	CHIEF BUILDING INSPECTOR	100,820
PMA GRADE 16	6E/6F	ASSISTANT BUILDING INSPECTOR	82,945
PMA GRADE 16	C	PLANS EXAMINER/ASST. BUILDING INSPECTOR	74,859
PMA GRADE 15	E	PLUMBING INSPECTOR	78,635
PMA GRADE 15	3E/9F	ELECTRICAL INSPECTOR	79,225
PMA GRADE 9	7.5C/4.5D	OFFICE MANAGER	54,384
		EDUCATION STIPEND	0
		<b><u>TOTAL FULL TIME</u></b>	<b><u>470,868</u></b>
1386B GRADE 5	A	PT INSPECTION CLERK (25HRS/WK)	24,115
		VARIOUS PART TIME INSPECTORS AS NEEDED	12,239
		<b><u>TOTAL PART TIME</u></b>	<b><u>36,354</u></b>
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>507,222</u></b>

NOTE: THE DEPUTY CITY MANAGER POSITION WAS RE-ALLOCATED TO THE CITY MANAGER'S DEPARTMENT FOR FY22.

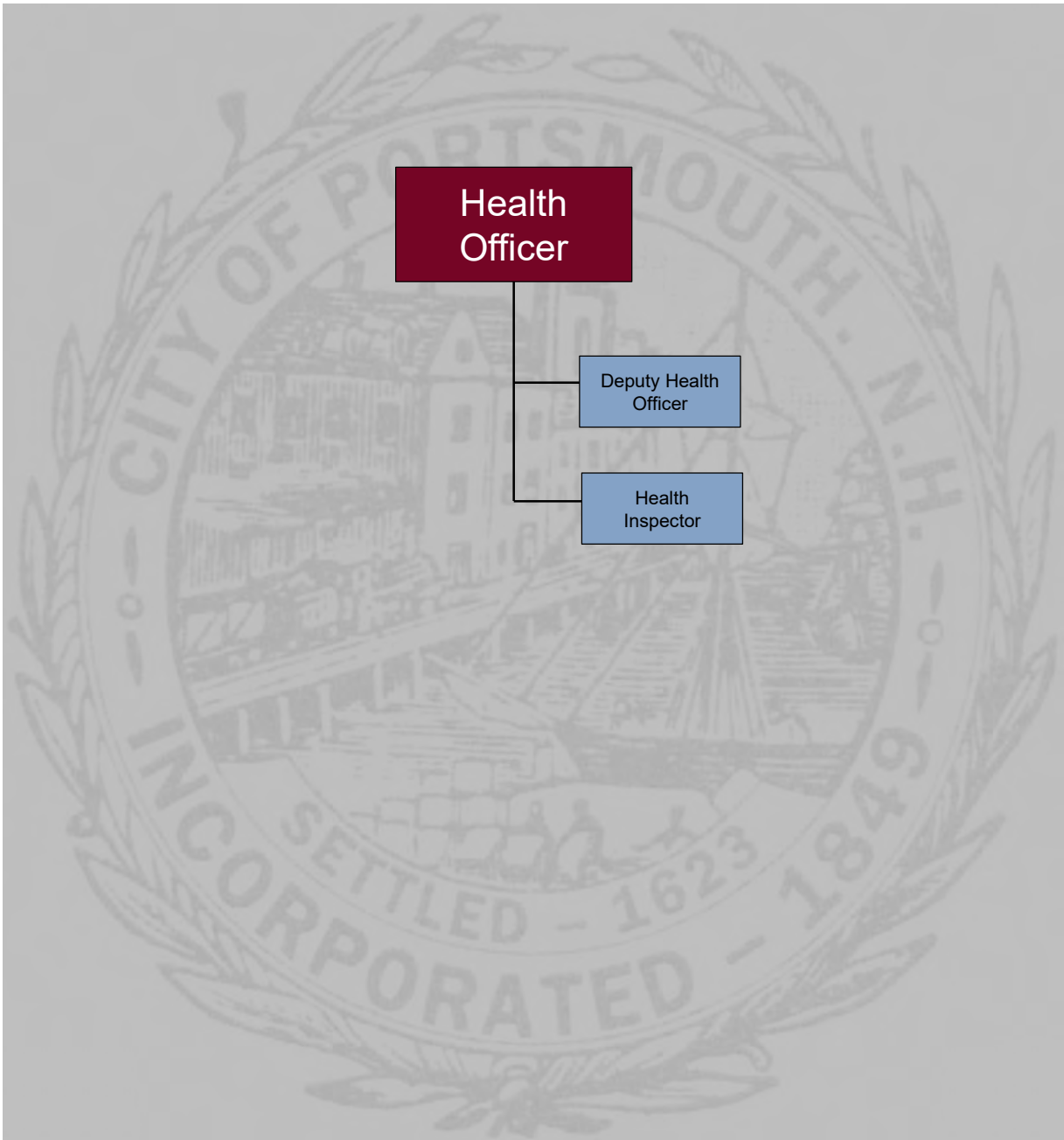


		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>INSPECTION DEPARTMENT</b>					
<b>01-716-420-51-110-415</b>					
011001	REGULAR SALARIES	382,608	378,633	387,707	470,868
012001	PART TIME SALARIES	59,082	71,626	89,174	36,354
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	1,840	1,840	1,744	1,332
022001	SOCIAL SECURITY	27,612	27,264	29,767	31,623
022501	MEDICARE	6,456	6,380	6,962	7,396
023001	RETIREMENT	43,108	42,510	43,621	66,602
039001	PROFESSIONAL SERVICES	5,000	-	2,000	2,000
039003	PROF/SERVICES-LICENSING	515	-	750	750
044006	PRINTING LEASE/MAINT	400	447	400	400
053001	ADVERTISING	1,000	-	500	1,000
054050	TRAINING	500	-	370	500
055050	PRINTING	2,000	89	-	-
056001	DUES PROFESSIONAL ORGANIZ	1,000	260	500	500
057101	TRAVEL AND CONFERENCE	1,800	405	500	500
057102	TRAVEL REIMBURSEMENT	500	35	-	500
061002	MISCELLANEOUS SUPPLIES	200	-	-	200
062001	OFFICE SUPPLIES	2,000	587	1,000	1,000
062002	ENGINEERING SUPPLIES	300	-	-	-
067001	BOOKS & PERIODICALS	1,700	2,760	-	1,000
074001	EQUIPMENT	-	-	-	400
075001	FURNITURE AND FIXTURES	500	-	-	-
Inspection	Total	<b>539,621</b>	<b>532,836</b>	<b>566,495</b>	<b>624,425</b>





# Health Department



## Health Dept Mission

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





# Health Department

## Services Overview

- ✓ Provide 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	FY20	FY21	FY22
Deputy City Manager	0.1	0.1	0
Health Officer	1	1	1
Deputy Health Officer	0.4	0.4	1
Health Inspector	1	1	1
<b>Totals Full Time</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>

Note: The Deputy City Manager position was reallocated to the City Manager's Department starting in FY22. The Deputy Health Officer was reallocated to be fully funded in the Health Department (from the Sewer Division) in FY22.



## Department Budget Comments

The Health Department's proposed budget for FY22 is \$331,020 representing an increase of \$63,931 or 23.94% from FY21. The net increase is due to costs associated with contractual obligations and reallocation of positions. 10% of the Deputy City Manager position that had been funded through the Health Department was reallocated to the City Manager's budget. 60% of the Deputy Health Officer position that had been funded through the DPW – Sewer Division has been reallocated to the Health Department, which now funds

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>HEALTH DEPARTMENT</b>				
SALARIES	206,622	199,609	219,345	265,862
PART-TIME SALARIES	-	-	-	-
LONGEVITY	940	1,259	1,568	2,333
RETIREMENT	23,180	22,437	24,676	37,708
OTHER BENEFITS	15,875	14,967	16,900	20,517
<i>Contractual Obligations</i>	<i>246,617</i>	<i>238,272</i>	<i>262,489</i>	<i>326,420</i>
TRAINING/EDUCATION/CONFERENCES	3,000	2,366	3,000	3,000
PROFESSIONAL ORGANIZATION DUES	100	105	100	100
OTHER OPERATING	2,600	(82,174)	1,500	1,500
<i>Other Operating</i>	<i>5,700</i>	<i>(79,704)</i>	<i>4,600</i>	<i>4,600</i>
<b>TOTAL</b>	<b>252,317</b>	<b>158,568</b>	<b>267,089</b>	<b>331,020</b>



100% of Health Department positions. The Health Department budget funds a Health Officer, who serves as Department Head, a Deputy Health Officer, and a Health Inspector position.

The City's Health Department plays a significant role in environmental and community issues affecting local public health. The Health Officer serves on the State Health Assessment (SHA) and State Health Improvement Plan (SHIP) Advisory Council to assess and improve the health of NH residents. Additionally, the Health Officer also serves on the United States Air Force's Restoration Advisory Board (RAB) regarding aquifer restoration at the former Pease Air Force Base and is also a member of the Commission on the Seacoast Cancer Cluster Investigation which is charged with ensuring local coordination to address emerging health and environmental concerns in the Seacoast.



The Department also works on many issues facing our community including service gaps to our vulnerable populations on the state and local level. The Department also responds to issues concerning the living conditions of the disabled, children, seniors and adults; environmental contamination; and human exposure to environmental hazards.

The Health Department has been involved in regional and statewide pandemic planning for 17 years. Beginning in March of 2020, the department has been operating under their emergency management responsibilities and taken a lead role in the Covid-19 pandemic response on multiple levels, fulfilling multiple roles. The department has also been operating on a regional response level by identifying vulnerable populations and coordinating vaccination response for those groups throughout the 23 town Seacoast Public Health Network Region. The department has also served as a resource for reliable and timely dissemination of vital information to a wide audience.

The Department is responsible for licensing and inspecting over 300 food service establishments ranging from mobile carts, seasonal vendors, manufactured foods facilities and convenience stores to full scale restaurants seating over 500. The Health Department also licenses and inspects approximately 30 Farmers' Market vendors and numerous year-round festivals and events that draw thousands of visitors. Furthermore, the explosion of applied sustainability principles and locally produced foods has created a rapidly growing and complex novel foods industry that requires the application of numerous federal and state regulations, and food safety practices and processes far beyond the traditional role of food-service inspections. The pandemic however, curtailed much of this activity for 2020, but new challenges arose such as permitting outdoor dining and planning safe operations of critical services.

Education and training in multiple scientific disciplines are vital for department staff to meet the growing complexity and demands of food protection, public health, environmental health and emergency response planning on a local level, particularly with diminishing state and federal resources. Department staff must remain competent and prepared to respond to increasingly sophisticated routine duties as well as City and regional outbreaks, exposures and disasters. Environmental challenges such as climate change, emerging pathogens and emerging contaminants, as well as changing demographics play an ever increasing role in our understanding of public health and population protection. The education and training of department staff, and relationships built with other emergency response and human service agencies during this ongoing emergency planning have proven invaluable in this pandemic.

## Programs and Services

### **Environmental Health-**

- Participate in response to public health crises and issues of local environmental health concerns
- Emergency and pandemic planning and response.
- Inspect food service operations and conduct consultations for prospective new establishments.
- Review and approve food service floor plans and issue food service permits.
- Evaluate, permit and ensure compliance with Special Processes operations.



- Investigate complaints related to failed septic systems, sewer back-ups and improperly disposed trash.
- Respond to fires and injuries in restaurants and in other food service establishments.
- Inspect in-home daycares and daycare centers, residential care facilities, nursery schools, and foster homes.
- Inspect public and private schools, and adult entertainment venues.
- Ensure compliance with state and federal food recalls, including proper removal of recall items by stores.
- Advocate for our underserved and vulnerable populations and participate in long term planning.
- Investigate food borne illness complaints, including providing food samples to the state public health laboratory for analysis.
- Collect food samples from various food services on a scheduled basis as required by the state laboratory.
- Investigate complaints regarding water, soil and air quality, lead paint, asbestos and other environmental hazards and contaminants.
- Monitor vector borne diseases and respond if appropriate.
- Respond to communicable disease outbreaks in conjunction with the State of NH DHHS.
- Respond to complaints regarding pests of public health significance, insanitary living conditions and public health nuisances.
- Participate in Community Recovery planning and response.
- Participate in regional sheltering and plan for local sheltering, and agricultural and natural resources.
- Provide technical assistance.
- Communicate public health risks.
- Refer vulnerable residents and others to appropriate services.
- Participate in community health issues response.

## Goals and Objectives

### *Goal #1:*

*Protect and promote food safety through food service inspection of establishments and enforcement of local, state and federal food safety regulations and through education.*



### *Objectives:*

- ✓ *Conduct regular inspections of all permanent and temporary food establishments utilizing an electronic documentation system to maximize efficiency and ease of reporting.*
- ✓ *Respond to food borne illnesses and outbreaks as reported by the NH DHHS, Communicable Disease and Control Bureau and public complaints related to local food service establishments.*
- ✓ *Offer food safety education to local food service workers.*

### *Citywide Goal Addressed:*

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



<p><b>Goal #2:</b></p> <p><i>Ensure public health and safety by monitoring and addressing potential public health hazards.</i></p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Respond to and investigate public complaints related to potential public health hazards, including environmental and water quality hazards and communicable diseases.</i></li> <li>✓ <i>Respond to notifications by governmental agencies and regulators that a public health issue exists.</i></li> <li>✓ <i>Represent local public health concerns regarding emerging environmental health risks.</i></li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i></li> </ul> <div style="text-align: right;">   </div>	

<p><u>Performance Measures</u></p>																				
<p>Annual Food Service Permits (Excludes summer and temporary events)</p>																				
<table border="1"> <tr> <th style="padding: 5px;"><i>FY19</i></th> <th style="padding: 5px;"><i>FY20</i></th> <th style="padding: 5px;"><i>FY21 (to date)</i></th> </tr> <tr> <td style="text-align: center; padding: 5px;">324</td> <td style="text-align: center; padding: 5px;">294*</td> <td style="text-align: center; padding: 5px;">282*</td> </tr> </table>	<i>FY19</i>	<i>FY20</i>	<i>FY21 (to date)</i>	324	294*	282*	<table border="1"> <tr> <th style="padding: 5px;"><i>FY19</i></th> <th style="padding: 5px;"><i>FY20</i></th> <th style="padding: 5px;"><i>FY21 (to date)</i></th> </tr> <tr> <td style="text-align: center; padding: 5px;">324</td> <td style="text-align: center; padding: 5px;">294*</td> <td style="text-align: center; padding: 5px;">282*</td> </tr> </table>	<i>FY19</i>	<i>FY20</i>	<i>FY21 (to date)</i>	324	294*	282*	<table border="1"> <tr> <th style="padding: 5px;"><i>FY19</i></th> <th style="padding: 5px;"><i>FY20</i></th> <th style="padding: 5px;"><i>FY21 (to date)</i></th> </tr> <tr> <td style="text-align: center; padding: 5px;">324</td> <td style="text-align: center; padding: 5px;">294*</td> <td style="text-align: center; padding: 5px;">282*</td> </tr> </table>	<i>FY19</i>	<i>FY20</i>	<i>FY21 (to date)</i>	324	294*	282*
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324	294*	282*																		
<p><i>*Lower food permit inspection numbers are due to the COVID-10 pandemic</i></p>																				



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
<b>HEALTH DEPARTMENT</b>			
PMA GRADE 20	F	HEALTH OFFICER	101,154
PMA GRADE 16	G	DEPUTY HEALTH OFFICER	84,816
PMA GRADE 15	D	HEALTH INSPECTOR	74,891
		EDUCATION STIPENDS	5,001
<b><u>TOTAL FULL TIME</u></b>			<b><u>265,862</u></b>
<b><u>TOTAL DEPARTMENT</u></b>			<b><u>265,862</u></b>

NOTE: THE DEPUTY CITY MANAGER POSITION WAS RE-ALLOCATED TO THE CITY MANAGER'S DEPARTMENT FOR FY:

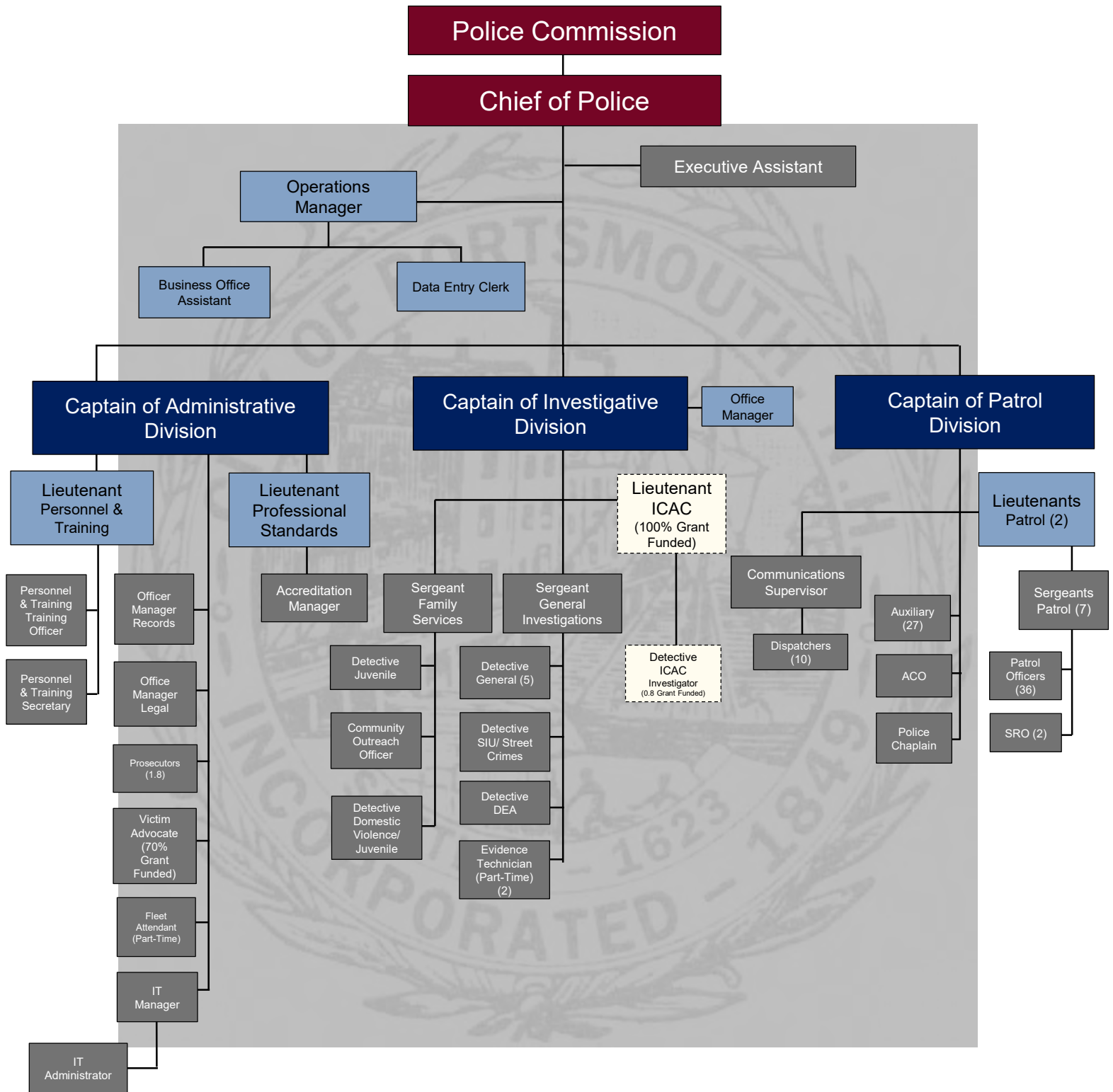


		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>HEALTH DEPARTMENT</b>					
<b>01-790-430-51-110-435</b>					
011001	REGULAR SALARIES	206,622	199,609	219,345	265,862
015001	LONGEVITY	940	1,259	1,568	2,333
022001	SOCIAL SECURITY	12,866	12,122	13,697	16,628
022501	MEDICARE	3,009	2,844	3,203	3,889
023001	RETIREMENT	23,180	22,437	24,676	37,708
043018	REPAIRS-EQUIPMENT	250	80	150	150
055050	PRINTING	200	-	100	100
056001	DUES PROFESSIONAL ORGANIZ	100	105	100	100
057101	TRAVEL AND CONFERENCE	3,000	2,366	3,000	3,000
057102	TRAVEL REIMBURSEMENT	1,400	-	800	800
062001	OFFICE SUPPLIES	200	158	150	150
067001	BOOKS & PERIODICALS	-	14	-	-
074001	EQUIPMENT	550	5,173	300	300
081166	GOFERR REIMBURSEMENT	-	(87,599)	-	-
HEALTH	<b>TOTAL</b>	<b>252,317</b>	<b>158,568</b>	<b>267,089</b>	<b>331,020</b>





# 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 FY22 proposed budget is \$12,688,965; an increase of \$536,602 or 4.42% over FY21.

The Department's requested budget is comprised of increases associated with contractual salary and benefit obligations in the amount of \$99,344 or 0.82%. This figure includes the reclassification of two positions in the IT and Business areas resulting in a net increase of \$4,271, and an increase in OT/applicable benefits of \$26,357 to accommodate the new training requirements provided in the governor's executive order - Commission on Law Enforcement Accountability Community and Transparency. In FY22 the mandatory training hours will increase six (6) hours per officer. Although several sworn officers will accomplish the training on-duty, 48 patrol officers and 27 Auxiliary officers will accomplish the training on overtime (straight time for auxiliary).

Per the Executive Order, sworn training hours will increase by six hours, per officer, each year between FY22 to FY24 to meet the state's new mandatory "base training" hour requirements, 24 hours by 1/1/2024.

The budget increase includes \$29,469 for medical, dental, life, and disability insurance and reflects a \$6,462 decrease in Worker's Compensation insurance.

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Chief	1	1	1
Deputy Chief	0	0	0
Captain	2	3	3
Leutenants	5	5	5
Sergeants *	10	9	9
Officers **	50	50	50
Communications Supervisor	1	1	1
IT Manager	0	0	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Operations Manager	0	0	1
Administrative Manager	1	1	0
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Dispatchers	11	10	10
Office Manager - Records/Legal/Investigative	1	1	3
Sr. Secretary	1	1	1
Legal Secretary/ Paralegal	2	2	0
Information System Support Assist.	1	1	0
Witness Advocate***	1	1	1
Accounting Clerk	1	1	1
Animal Control Officer	1	1	1
<b>Totals Full Time</b>	<b>93.00</b>	<b>92.00</b>	<b>92.00</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Witness Advocate ***	0	0	0
Animal Control Officer	0	0	0
Auto Maintenance	1	1	1
Evidence Technician	2	2	2
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On Call	On Call	On Call
<b>Totals Part Time</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>
* 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 – 70% Grant Funded			



The primary impact to the police FY22 budget is the resulting increase from the New Hampshire Retirement System's bi-annual rate review. In FY22, the sworn retirement rate will increase from 28.43% to 33.88% (additional \$306,489) and the civilian rate will increase from 11.17% to 14.06% (additional \$45,402). The result is an *additional* impact of \$351,891 or 2.90% to the retirement line directly related to the rate increase alone.

Lastly, there is an increase of approximately \$55,898 in other operating expenses. This is comprised of primarily tuition and additions to the software maintenance lines, as well as small increases in the other areas such as gasoline, supplies, and hiring. The addition of \$32,400 for email licenses and \$5,700 in K9 annual training materials rounds out the increases in other operating.

Contractual Obligations (includes old Retirement Rate) :	\$ 99,344	0.82%
Health/Dental/Life/Disability/WC	\$ 29,469	0.24%
Retirement Rate Increase Impact	\$351,891	2.90%
Other Operating:	\$ 55,898	0.46%
Total	\$536,602	4.42%

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 the Parking & Transportation Special Revenue Fund for parking related policing.

<u>Budget Summary of Expenditures</u>				
	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>				
SALARIES - UNIFORM	4,466,488	4,425,674	4,618,824	4,658,340
SALARIES - CIVILIAN	1,388,227	1,241,303	1,387,884	1,393,857
SHIFT DIFFERENTIAL	39,304	30,836	39,391	40,926
PART-TIME SALARIES	139,229	114,696	150,667	147,136
COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
OVERTIME	571,920	718,171	584,976	614,543
HOLIDAY	195,417	187,882	199,486	201,334
LONGEVITY	43,810	41,808	45,140	42,459
SPECIAL DETAIL / EDUCATION STIPEND	142,593	137,278	151,793	161,210
RETIREMENT	1,711,448	1,702,249	1,752,056	2,126,317
HEALTH INSURANCE	1,735,715	1,735,715	1,805,664	1,789,474
DENTAL INSURANCE	96,437	108,890	127,686	129,566
INSURANCE REIMBURSEMENT	14,000	17,011	14,000	12,000
LEAVE AT TERMINATION	130,203	130,203	130,203	180,203
LIFE AND DISABILITY	6,104	11,366	14,030	14,271
WORKERS' COMPENSATION	171,274	170,418	132,600	126,138
OTHER BENEFITS	273,812	253,374	281,914	279,242
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)
POLICE SERVICES-SCHOOL DEPT	-	(49,225)	-	-
<i>Contractual Obligations</i>	<i>11,069,581</i>	<i>10,921,150</i>	<i>11,379,914</i>	<i>11,860,616</i>
TRAINING/EDUCATION/CONFERENCES	98,528	48,766	100,713	108,918
GASOLINE	62,432	55,620	70,200	70,700
CONTRACTED SERVICES	39,333	25,502	43,640	44,077
PROFESSIONAL ORGANIZATION DUES	17,020	13,880	17,006	17,177
OTHER OPERATING	543,905	506,293	540,890	587,477
<i>Other Operating</i>	<i>761,218</i>	<i>650,060</i>	<i>772,449</i>	<i>828,349</i>
<b>TOTAL</b>	<b>11,830,799</b>	<b>11,571,211</b>	<b>12,152,363</b>	<b>12,688,965</b>



## Programs and Services

### Crime Prevention

- Maintain active visible patrol by uniformed officers
- Enforce state laws and city ordinances
- Educate the public in ways to improve and enhance the security of their lives and property.
- Aggressively investigate all crime both reported and discovered.
- Conduct narcotic investigations to include undercover operations, work with informants, debrief individuals arrested by uniformed officers, coordinate activities with the NH Attorney General's Drug Task Force and the Drug Enforcement Agency.



### Community Safety

- Crime Stoppers Tip Line – Anonymous telephone line that encourages the reporting of crime/criminal activity
- Internet Crimes Against Children (ICAC) Task Force – Investigations focus on offenders who utilize online communication systems such as real time chat, chat rooms, and e-mail as a medium to solicit children for in-person meetings and subsequent sexual activity.
- National Night Out – Designed to heighten crime and drug prevention awareness.
- Explorers Program – This award winning program has been in place for many years and gives the youth of our community a chance to look at the career of policing first hand.



### Emergency Communications Center

- Handles approximately 73,000 phone calls and between 45,000 and 55,000 computer-aided dispatch calls annually.
- Dispatches police, fire and EMS and the Department of the Public Works for the City.

### Records

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

## 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	T	T Ongoing
	Objective: Develop additional "Walk With a Cop" and Cops with Kids, type activities to engage with the public and provide opportunities to communicate one-on-one.	A	T Ongoing
Goal #3: Increase presence in downtown area	Objective: Evaluate establishing a sub-station in the downtown area	P	T FY22
Goal #4: Improve and increase traffic and safety initiatives.	Objective: Secure grant funding for targeted traffic issues	AET	T Ongoing
	Objective: Maintain focus on speeding issues throughout the city to mitigate them	AET	T Ongoing
Goal #5: Expanded staff abilities, knowledge and professional career growth	Objective: Connect with individual employees to identify and cultivate personal goals through applicable training, community & department related activities, and work product to provide a path for career potential within the department mission.	A	T Ongoing Maintenance
	Objective: Expand the abilities and cost savings to the department by investing in "Train the Trainer" initiatives to increase the ability of in-house trainers training staff vs. outside vendors	A	Ongoing Maintenance
<b>INVESTIGATIVE</b>			
Goal #1: Expanded collaborations to combat crime	Objective: Pursue grant opportunities to help fund new enforcement initiatives	A	T Ongoing
	Objective: Schedule active shooter response between the police department, school staff, and regional response annually.	A	Completed a large scale school training FY20. Ongoing
Goal #2: Combat drug influx/drug overdoses	Objective: Expand SIU (Special Investigative Unit) drug enforcement capabilities with the State and Federal agencies	A	T Ongoing
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	Completed FY20 Ongoing
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	Completed FY20 to include major audit per CALEA requirements
	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	A	T FY22
Goal #6: Increased skills and knowledge of Crime Scene Team (CST)	Objective: Expand knowledge of team members to further assist in crime scene investigations	A	T Ongoing
Goal #7: Staffing succession plan for computer crimes investigations	Objective: Execute the 2-yr training process.	A	T Ongoing to include more than one detective





<b>OPERATIONS SUPPORT (P&amp;T, IT, Communications, Prosecution, Records)</b>				
<b>Personnel &amp; Training</b>				
Goal #1: To have no vacant positions	Objective: Backfill current vacancies from resignations, retirements, promotions (Dispatchers, Officers, Aux Officers)	A		T Ongoing
Goal #2 Recruitment of Quality Candidates	Objective: Prepare strategy to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally.	A		Protocol completed FY20 - Ongoing
Goal #3 : Methodical and cost effective training	Objective: Training officer will conduct on-going monthly roll call training	A		T Ongoing
	Objective: Train sworn staff individually in 2-day active shooter response annually	A		T Ongoing
	Objective: Increase hosted training for "free seats" for staff while complying with CJIS mandates	A		With the improvements to the Training Room in FY20, the department has attracted more training. Ongoing
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A/E		Achieved CALEA Accreditation at the end of FY19. FY20 starts the next 4-yr re-accreditation cycle. Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A		T Ongoing
<b>Information Technology &amp; Communications</b>				
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth	A		T FY20 On target to pick a system by end of FY21
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 FY21
	Objective: Assist divisions with documentation evaluation, indexing, and training	A		T FY21
Goal #3: Improve dispatch operations	Objective: Increase training opportunities for staff to include CRASE training, APCO classes, and attainment of certifications	A		Completed Ongoing
Goal #4: Improve IT redundancies for mission critical components.	Objective: Complete PPD specific manuals/tutorials/training guides for IT cross-training.	A		T FY21
<b>Prosecution</b>				
Goal #1: Improved efficiencies between the court office, other legal entities, and officers	Objective: Evaluate court calendar systems to improve officer notification of court commitments	A		T FY21. On target to resolve with new Records Mgmt System
Goal #2:	Objective: Solicit stakeholders to become involved	A		T Ongoing



Improve scheduling issues at the Court despite state cutbacks/ consolidations in courts/judges	to resolve issues of court overtime/ wasted officer time		
<b>Records</b>			
Goal #1: Electronic management of files and forms	Objective: Scan closed defendant files into the electronic document imaging system and index	A	T Ongoing
	Objective: Create an electronic reporting system for low solvability incidents	A	T FY21
	Objective: Create electronic fillable forms for website	A	T FY21
<b>ADMINISTRATION</b>			
Goal #1: Make a strategic plan to meet the needs of the community and the department	Objective: Define detailed scope / direction and establish measures for a 5-year plan	A	Completed and now update annually
	Objective: Implement strategic plan (5yr-2022-26)	A	T FYFY21
Goal #2: Attain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete self-assessment	E	Completed Ongoing for next 4yr cycle reaccrdition
	Objective: Complete on-site assessment	E	Completed Ongoing for next 4yr cycle reaccrdition
	Objective: Attain positive commission review & certification decision	E	Completed
	Objective: Maintain compliance and re-accreditation	A	T ongoing
Goal #3: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY21 with CIP Plan
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY22
	Objective: Prepare a presentation for council/public	A	T FY22
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 Currently utilizing a National Guard Crime Analyst at no cost
Goal #5: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY21
Goal #6: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into Pentamation	P	T FY22
Goal #7 Implement Drone Program (grant)	Objective: Establish standard operating procedures	E	Completed FY20 Updates Ongoing
	Objective: Schedule Training and Implement	E	Completed FY20 Ongoing
Police Department Goals Address Citywide Goal			
<ul style="list-style-type: none"> <li>Promote a Welcoming, Safe and Diverse Community </li> </ul>			





## Grants and External Funding

The Police Department pursues grants and external funding to pay for salaries, benefits, overtime, equipment, training, and supplies. These funds come from a variety of sources including state and federal agencies and local sources. Below is a summary of the projected **salary and benefits portions only** that these funds support:



### Grants/External Funding

Program (Salary/Benefits Only)	FY20 Budget	FY21 Budget	FY22 Budget
Internet Crimes Against Children ^^	196,793	213,896	232,309
Victim Witness Advocate^	56,301	50,334	52,468
School Resource Officer*	49,225	49,225	49,225
Patrol Officer**	60,000	60,000	60,000
Police Prosecutor	0	0	0
<b>TOTAL</b>	<b>362,319</b>	<b>373,455</b>	<b>394,002</b>

Staffing	FY19 Budget	FY20 Budget	FY21 Budget
<b>Administration</b>			
Victim Witness Advocate^	1.0	1.0	.70
<b>Bureau of Investigative Services</b>			
Sergeant-ICAC^^	1.0	1.0	1.0
Detective-ICAC^^	.80	.80	.80
Detective-SRO* (approx. FTE)	.50	.50	.50
<b>Patrol Division</b>			
Officer** (approx. FTE)	.75	.75	.75
<b>Prosecutor</b>	0	0	0
<b>TOTAL</b>	<b>3.84</b>	<b>4.05</b>	<b>3.75</b>

^ VAWA and VOCA -Grant Funds (requires a match)

^^ ICAC-Grant Funds

\* Budgeted partially in Police & School

\*\* Budgeted in Parking & Transportation



## Performance Measures

Arrests – Group A			Arrests – Group B		
	2019	2020 *		2019	2020 *
Homicide	0	0	Bad Checks	14	5
Kidnapping	7	3	Curfew/ Loitering/ Vagrancy	1	1
Forcible/ Non-Forcible Sex Offenses	24	26	Disorderly Conduct	60	31
Robbery	2	1	Driving Under the Influence	59	60
Aggravated Assaults	17	15	Drunkenness	119	71
Simple Assaults/ Intimidation	319	209	Family Offenses, Nonviolent	14	10
Arson	1	2	Liquor Law Violations	26	24
Extortion / Blackmail	2	5	Runaway	8	8
Burglary	28	18	Trespass of Real Property	45	46
Larceny	321	221	All Other Offenses (Except Traffic)	281	243
MV Theft	22	19			
Counterfeiting/ Forgery	31	8	Totals	627	499*
Fraud	163	135			
Embezzlement	6	5			
Stolen Property	14	16			
Damage/ Vandalism	133	150			
Drug/ Narcotics	121	61			
Pornography	12	7			
Gambling	0	0			
Prostitution	6	1			
Bribery	0	0			
Weapons Violations	5	6			
Totals	1,234	908*			

<b>Total Arrests Made in Both Groups A &amp; B</b>	
Calendar 2019	Calendar 2020
1,861	1407*

### Calls for Service

Calendar 2019	Calendar 2020*
49,404	32,781*

### Total Motor Vehicle Stops

Calendar 2019	Calendar 2020*
9,235	5,842*

\* Statistics reflect COVID-19 measures and are not indicative of normal police activity.



**2021-2022 BUDGETED POSITION AND SALARY DETAIL**

POLICE DEPARTMENT	POSITION	SALARY
		Department Request FY22
1	28G TO 28H	CHIEF 152,823
2	2 TO 3	CAPTAIN 101,952
3	2 TO 3	CAPTAIN 101,952
4	1 TO 2	CAPTAIN - DETECTIVE 100,499
5	7	LIEUTENANT 97,339
6	3 TO 4	LIEUTENANT - DETECTIVE- ICAC* 94,429
7	3 TO 4	LIEUTENANT 94,433
8	2 TO 3	LIEUTENANT 93,409
9	1 TO 2	LIEUTENANT 92,026
10	7	SERGEANT 89,183
11	7	SERGEANT 89,183
12	6 TO 7	SERGEANT - DETECTIVE 88,561
13	3 TO 4	SERGEANT 86,444
14	2 TO 3	SERGEANT 85,549
15	2 TO 3	SERGEANT - DETECTIVE 85,549
16	1 TO 2	SERGEANT 84,366
17	1 TO 2	SERGEANT 84,282
18	1 TO 2	SERGEANT 84,214
19	UNFUNDED	DEPUTY CHIEF 0
20	UNFUNDED	CAPTAIN 0
<b>TOTAL RANKING</b>		<b>1,706,193</b>

\* Lt. for ICAC 100% ICAC grant funded

1	MASTER IV	DETECTIVE 72,048
2	MASTER IV	DETECTIVE 72,048
3	MASTER IV	DETECTIVE* 72,048
4	MASTER IV	PATROL 72,048
5	MASTER IV	PATROL 72,048
6	MASTER IV	DETECTIVE 72,048
7	MASTER IV	PATROL 72,048
8	MASTER IV	PATROL 72,048
9	MASTER IV	PATROL 72,048
10	MASTER IV	PATROL 72,048
11	MASTER IV	DETECTIVE 72,048
12	MASTER IV	PATROL 72,048
13	MASTER IV	DETECTIVE - ICAC** 72,048
14	MASTER IV	PATROL 72,048
15	MASTER III to MIV	DETECTIVE 70,335
16	MASTER II to MASTER III	DETECTIVE 68,713
17	MASTER II	PATROL 67,636
18	MASTER I to MASTER II	DETECTIVE 66,843
19	MASTER I to MASTER II	PATROL 66,843
20	MAX II	DETECTIVE 63,530
21	MAX II	PATROL 63,530
22	MAX II	PATROL 63,530
23	MAX I	PATROL 61,234
24	MAX I	PATROL 61,234
25	MAX I	PATROL 61,234
26	5 TO MAX I	PATROL 60,171
27	5 TO MAX I	PATROL 60,171
28	5	PATROL 59,740
29	5	PATROL 59,740
30	5	PATROL 59,740
31	5	PATROL 59,740



**2021-2022 BUDGETED POSITION AND SALARY DETAIL**

<b>POLICE DEPARTMENT</b>		<b>POSITION</b>	<b>SALARY</b>
			<b>Department Request FY22</b>
32	5	PATROL	59,740
33	5	PATROL	59,740
34	5	PATROL	59,740
35	4 TO 5	PATROL	58,078
36	5	PATROL	59,740
37	5	PATROL	59,740
38	3 TO 4	PATROL	55,087
39	3 TO 4	PATROL	55,087
40	2 TO 3	PATROL	54,417
41	2 TO 3	PATROL	54,417
42	2 TO 3	PATROL	53,950
43	2 TO 3	PATROL	52,969
44	4 TO 5	PATROL	58,847
45	4 TO 5	PATROL	58,847
46	4 TO 5	PATROL	57,698
47	3 TO 4	PATROL	55,244
48	2 TO 3	PATROL	52,859
49	2 TO 3	PATROL	52,300
50	2 TO 3	PATROL	52,300
51	UNFUNDED	PATROL	0
<b>TOTAL NON-RANKING PERSONNEL</b>			<b>3,153,439</b>
<b>FY22 PROJECTED GRANT/EXTERNAL FUNDING</b>			<b>(201,293)</b>
<b>TOTAL SWORN PERSONNEL</b>			<b>4,658,339</b>

\* Detective split between Police and School Department

\*\* Detective 80% ICAC grant funded

1	8	OFFICE MANAGER - RECORDS	63,238
2	17C	IT MANAGER	78,564
3	LEAD	DISPATCHER	66,513
4	8	SR. SECRETARY-PERSONNEL	52,324
5	8	OFFICE MANAGER - DETECTIVES	61,696
6	11G	BUSINESS ASSISTANT	66,615
7	18C	OPERATIONS MANAGER	86,587
8	LEAD	DISPATCHER	66,513
9	LEAD	DISPATCHER	66,513
10	13E	EXECUTIVE ASSISTANT	71,391
11	6	ADMINISTRATIVE CLERK	47,460
12	5	DISPATCHER	55,339
13	5	DISPATCHER	55,339
14	7D TO 7E	VICTIME WITNESS ADVOCATE	52,337
15	3 TO 4	DISPATCHER	52,106
16	5	ANIMAL CONTROL OFFICER	46,359
17	2 TO 3	DISPATCHER	49,120
18	2	OFFICE MANAGER - LEGAL	50,072
19	5	IT ADMINISTRATOR	70,516
20	1 TO 2	DISPATCHER	47,780
21	2	DISPATCHER	48,355
22	2	DISPATCHER	48,355
23	13B TO 13C	ACCREDITATION MANAGER	62,335
24	15B TO 15C	COMMUNICATION SUPERVISOR	68,856
25	UNFUNDED	CRIME ANALYST	0



**2021-2022 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>POLICE DEPARTMENT</b>			<b>Department Request FY22</b>
26	UNFUNDED	ACCOUITING CLERK	0
27	UNFUNDED	IT MANAGER	0
28	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
		<b>FY22 PROJECTED GRANTS/EXTERNAL FUNDING</b>	<b>(40,428)</b>
		<b>TOTAL FULL-TIME CIVILIANS</b>	<b>1,393,857</b>
<i>* Victim Advocate ~70% grant funded</i>			
	n/a	PT AUTO MAINTENANCE	26,391
	7A	EVIDENCE TECH 2	29,424
	7A	EVIDENCE TECH 1	37,663
	n/a	AUXILIARY POLICE	39,123
	n/a	PT DISPATCHER - On call	14,535
	UNFUNDED	PT DATA ENTRY CLERK (PT to FT FY17)	0
	UNFUNDED	PT ANIMAL CONTROL OFFICER	0
	UNFUNDED	FAMILY SERVICES SECRETARY	0
	UNFUNDED	YOUTH ADVOCATE	0
		<b>FY22 PT PROJECTED GRANT/EXTERNAL FUNDING</b>	<b>0</b>
		<b>TOTAL PART-TIME CIVILIAN</b>	<b>147,136</b>
		<b>TOTAL CIVILIAN PERSONNEL</b>	<b>1,540,993</b>
		<b>TOTAL ALL PERSONNEL</b>	<b>6,199,332</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>POLICE DEPARTMENT</b>					
<b>BENEFITS</b>					
<b>01-740-104-00-110-412</b>					
011061	INSURANCE REIMBURSEMENT	14,000	16,837	14,000	12,000
016001	LEAVE AT TERMINATION	130,203	130,203	130,203	180,203
021001	INSURANCE-HEALTH	1,735,715	1,735,715	1,805,664	1,789,474
021101	INSURANCE-DENTAL	96,437	108,890	127,686	129,566
021501	INSURANCE-LIFE	4,267	9,120	12,082	11,972
021601	INSURANCE-DISABILITY	1,693	2,099	1,804	2,155
021602	INSURANCE-AD&D	144	148	144	144
022001	SOCIAL SECURITY	-	444	-	-
022501	MEDICARE	-	244	-	-
026002	INSURANCE-WORKERS COMP	171,274	170,418	132,600	126,138
<b>Police Department Benefits</b>		<b>2,153,733</b>	<b>2,174,116</b>	<b>2,224,183</b>	<b>2,251,652</b>

<b>DETECTIVE DIVISION</b>					
<b>01-740-510-13-110-412</b>					
011001	REGULAR SALARIES	55,332	55,757	56,438	61,696
011041	SALARIES UNIFORM PERSONNE	912,585	1,031,595	1,001,059	941,504
012001	PART TIME SALARIES	63,222	52,639	72,379	67,087
014041	OVERTIME	101,475	67,605	103,503	105,573
015001	LONGEVITY	12,260	13,339	14,281	13,375
017001	HOLIDAY PREMIUM PAY	42,541	45,382	46,444	43,782
018034	EDUCATION STIPEND	13,311	14,984	16,446	16,412
018042	SPECIAL DETAIL	31,933	32,488	34,875	37,845
022001	SOCIAL SECURITY	7,608	6,628	8,304	8,187
022501	MEDICARE	18,649	18,445	20,284	19,412
023001	RETIREMENT	6,288	6,316	6,420	14,341
023002	RET-POLICE OFFICER	330,764	341,468	359,630	408,831
034104	CELLULAR PHONES	1,420	-	-	-
034203	COMPUTER/SOFTWARE MAINT	655	3,700	-	-
039001	PROFESSIONAL SERVICES	1,419	2,595	1,447	1,461
043018	REPAIRS-EQUIPMENT	639	-	-	-
044002	RENTAL OTHER EQUIPMENT	-	7,590	-	-
054050	TRAINING	5,887	9,109	6,004	6,064
055050	PRINTING	639	88	150	152
056001	DUES PROFESSIONAL ORGANIZ	600	521	612	618
057101	TRAVEL AND CONFERENCE	3,728	3,700	5,000	5,050
061002	MISCELLANEOUS SUPPLIES	3,196	5,486	4,260	4,303
061003	MEETING SUPPLIES	-	14	-	-
062001	OFFICE SUPPLIES	2,072	2,055	2,114	2,135
062007	COMPUTER/PRINTER SUPPLIES	2,077	3,120	3,118	3,149
067001	BOOKS & PERIODICALS	755	620	670	677
068001	CLOTHING ALLOWANCE	11,285	11,283	12,326	11,709
068002	CLOTHING	327	100	334	337
074001	EQUIPMENT	4,728	3,428	4,823	4,871
074003	SOFTWARE	55	2,990	-	-
075001	FURNITURE AND FIXTURES	1,144	2,905	1,167	1,178
091006	TRANSFER FR SCHOOL	-	(49,225)	-	-
<b>BIS</b>		<b>1,636,594</b>	<b>1,696,722</b>	<b>1,782,088</b>	<b>1,779,749</b>

<b>GENERAL PATROL</b>					
<b>01-740-520-15-110-412</b>					
011041	SALARIES UNIFORM PERSONNE	3,054,718	2,966,956	3,122,775	3,199,266
011063	SHIFT DIFFERENTIAL	11,287	12,337	11,513	13,048
014041	OVERTIME	177,588	278,782	181,139	184,762
015001	LONGEVITY	17,400	14,995	16,798	14,891
017001	HOLIDAY PREMIUM PAY	137,356	130,377	138,081	141,414
018034	EDUCATION STIPEND	52,936	50,835	56,612	56,774
018042	SPECIAL DETAIL	2,582	2,548	-	2,272
022001	SOCIAL SECURITY	-	(235)	-	-
022501	MEDICARE	50,900	48,481	51,198	52,496



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
023002	RET-POLICE OFFICER	997,973	982,148	1,003,840	1,226,601
039001	PROFESSIONAL SERVICES	-	80	1,000	1,010
043018	REPAIRS-EQUIPMENT	1,091	-	-	-
054050	TRAINING	7,908	7,276	12,000	12,120
055050	PRINTING	2,982	2,524	3,042	3,072
056001	DUES PROFESSIONAL ORGANIZ	436	225	1,000	1,010
057101	TRAVEL AND CONFERENCE	5,892	3,757	10,000	10,100
061002	MISCELLANEOUS SUPPLIES	4,665	2,205	8,000	8,080
061003	MEETING SUPPLIES	-	-	-	-
062001	OFFICE SUPPLIES	1,120	2,200	1,142	1,153
062007	COMPUTER/PRINTER SUPPLIES	1,241	3,916	3,500	3,535
067001	BOOKS & PERIODICALS	1,091	1,025	500	505
068001	CLOTHING ALLOWANCE	40,801	39,141	41,650	42,483
068002	CLOTHING	8,035	14,923	7,349	7,423
074001	EQUIPMENT	16,621	17,269	16,953	17,123
075001	FURNITURE AND FIXTURES	1,030	-	2,550	2,575
091005	TRANSFER FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)
<b>Patrol</b>		<b>4,535,653</b>	<b>4,521,764</b>	<b>4,630,642</b>	<b>4,941,713</b>

**ANIMAL CONTROL**  
**01-740-520-16-110-412**

011001	REGULAR SALARIES	26,130	11,255	45,224	46,359
012001	PART TIME SALARIES	-	15,645	-	-
014041	OVERTIME	341	35	347	354
015001	LONGEVITY	186	128	314	375
022001	SOCIAL SECURITY	1,710	1,659	2,903	2,979
022501	MEDICARE	390	388	669	686
023001	RETIREMENT	1,970	1,309	5,114	6,606
039001	PROFESSIONAL SERVICES	1,813	-	1,000	1,010
054050	TRAINING	993	-	1,013	1,023
061002	MISCELLANEOUS SUPPLIES	119	64	121	123
068001	CLOTHING ALLOWANCE	736	682	750	743
068002	CLOTHING	109	-	111	112
074001	EQUIPMENT	2,515	-	2,565	2,591
<b>Animal Control</b>		<b>37,012</b>	<b>31,165</b>	<b>60,131</b>	<b>62,961</b>

**AUXILIARY**  
**01-740-520-17-110-412**

012001	PART TIME SALARIES	36,866	25,195	38,356	39,123
014041	OVERTIME	-	3,081	-	1,000
018042	SPECIAL DETAIL	3,750	1,624	3,750	3,750
022001	SOCIAL SECURITY	2,518	1,375	2,611	2,720
022501	MEDICARE	589	429	611	636
023001	RETIREMENT	-	(12)	-	-
023002	RET-POLICE OFFICER	-	539	-	-
054050	TRAINING	1,736	-	1,671	1,688
057101	TRAVEL AND CONFERENCE	-	-	100	101
068002	CLOTHING	3,274	5,750	3,339	3,373
074001	EQUIPMENT	1,217	480	1,241	1,253
<b>Auxiliary</b>		<b>49,950</b>	<b>38,462</b>	<b>51,679</b>	<b>53,644</b>





		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>PATROL CANINE</b>					
<b>01-740-520-18-110-412</b>					
014041	OVERTIME	3,880	5,752	3,958	4,037
018042	SPECIAL DETAIL	19,488	18,872	20,276	26,639
022501	MEDICARE	339	344	351	445
023002	RET-POLICE OFFICER	6,644	6,997	6,890	10,393
039001	PROFESSIONAL SERVICES	4,293	709	4,379	4,423
054050	TRAINING	1,091	2,295	1,700	1,717
056001	DUES PROFESSIONAL ORGANIZ	1,331	90	370	374
057101	TRAVEL AND CONFERENCE	-	1,355	-	-
061002	MISCELLANEOUS SUPPLIES	2,740	1,495	2,795	2,823
067001	BOOKS & PERIODICALS	254	-	-	-
068002	CLOTHING	248	-	253	255
074001	EQUIPMENT	153	-	500	6,205
074003	SOFTWARE	121	-	-	-
<b>Canine</b>		<b>40,582</b>	<b>37,910</b>	<b>41,472</b>	<b>57,311</b>
<b>EMERGENCY RESPONSE TEAM</b>					
<b>01-740-520-19-110-412</b>					
014041	OVERTIME	21,326	40,396	26,753	27,833
022001	SOCIAL SECURITY	-	87	-	-
022501	MEDICARE	309	566	388	404
023001	RETIREMENT	-	103	-	-
023002	RET-POLICE OFFICER	6,063	11,220	7,606	9,430
056001	DUES PROFESSIONAL ORGANIZ	6,002	5,000	6,000	6,060
057101	TRAVEL AND CONFERENCE	288	17	100	101
061002	MISCELLANEOUS SUPPLIES	-	(91)	100	101
068002	CLOTHING	109	-	-	-
074001	EQUIPMENT	10,549	-	10,760	10,868
<b>ERT</b>		<b>44,646</b>	<b>57,298</b>	<b>51,707</b>	<b>54,797</b>
<b>FIELD TRAINING OFFICER</b>					
<b>01-740-520-26-110-412</b>					
014041	OVERTIME	14,088	7,315	10,000	10,404
022501	MEDICARE	204	102	145	151
023002	RET-POLICE OFFICER	4,005	2,080	2,843	3,525
054050	TRAINING	320	-	-	-
057101	TRAVEL AND CONFERENCE	1,030	-	1,051	1,061
061002	MISCELLANEOUS SUPPLIES	192	-	196	198
062001	OFFICE SUPPLIES	128	-	-	-
067001	BOOKS & PERIODICALS	382	-	390	393
<b>FTO</b>		<b>20,349</b>	<b>9,496</b>	<b>14,625</b>	<b>15,732</b>
<b>EXPLORERS</b>					
<b>01-740-520-27-110-412</b>					
014041	OVERTIME	1,000	1,342	2,020	2,101
022501	MEDICARE	15	(184)	29	30
023002	RET-POLICE OFFICER	284	319	574	712
068002	CLOTHING	3,000	-	1,500	1,515
<b>EXP</b>		<b>4,299</b>	<b>1,477</b>	<b>4,123</b>	<b>4,358</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>DISPATCH</b>					
<b>01-740-530-00-110-412</b>					
011001	REGULAR SALARIES	692,028	552,982	643,193	624,791
011063	SHIFT DIFFERENTIAL	28,017	18,500	27,878	27,878
012001	PART TIME SALARIES	13,900	1,604	14,178	14,535
014041	OVERTIME	82,747	146,468	84,401	86,088
015001	LONGEVITY	4,376	3,524	3,281	1,608
018032	TRAINING STIPEND	2,500	2,493	2,611	2,611
022001	SOCIAL SECURITY	51,849	41,487	48,822	47,590
022501	MEDICARE	12,011	10,050	11,311	11,020
023001	RETIREMENT	90,971	78,026	85,547	104,814
023002	RET-POLICE OFFICER	-	7,029	-	-
034101	PAGERS	542	538	553	559
034103	TELEPHONE	28,155	29,722	30,166	30,468
034104	CELLULAR PHONES	25,369	24,488	25,876	26,135
034203	COMPUTER/SOFTWARE MAINT	63,237	72,087	71,000	73,710
039001	PROFESSIONAL SERVICES	500	1,559	2,600	2,626
043012	REPAIRS-COMMUNICATION	1,917	-	1,956	1,975
043018	REPAIRS-EQUIPMENT	5,456	1,518	3,065	3,096
054050	TRAINING	4,840	1,399	4,937	4,986
056001	DUES PROFESSIONAL ORGANIZ	1,192	608	1,216	1,228
057101	TRAVEL AND CONFERENCE	4,805	1,840	4,901	4,950
061002	MISCELLANEOUS SUPPLIES	1,277	307	800	808
061003	MEETING SUPPLIES	373	-	200	202
062001	OFFICE SUPPLIES	535	473	545	551
062006	MOTOROLA POTABLE BATTERIE	9,176	-	8,859	8,948
062007	COMPUTER/PRINTER SUPPLIES	1,512	-	1,543	1,558
067001	BOOKS & PERIODICALS	596	32	100	101
068001	CLOTHING ALLOWANCE	7,948	7,230	7,403	7,577
068002	CLOTHING	620	629	1,200	1,212
074001	EQUIPMENT	3,788	1,000	3,864	3,903
075001	FURNITURE AND FIXTURES	2,316	2,400	2,362	2,386
<b>TOTAL</b>		<b>1,142,553</b>	<b>1,007,994</b>	<b>1,094,368</b>	<b>1,097,914</b>

**ADMINISTRATION**  
**01-740-610-00-110-412**

011001	REGULAR SALARIES	374,927	378,856	394,181	396,369
011041	SALARIES UNIFORM PERSONNE	341,677	314,925	348,423	348,183
016001	LEAVE AT TERMINATION	-	174	-	-
012001	PART TIME SALARIES	25,241	19,612	25,754	26,391
012041	COMMISSIONER STIPEND	3,600	3,500	3,600	3,600
014041	OVERTIME	58,226	57,653	59,388	60,576
015001	LONGEVITY	5,232	5,932	6,290	6,730
017001	HOLIDAY PREMIUM PAY	8,551	7,529	8,476	8,646
018030	STIPEND	5,000	4,750	4,750	4,500
018034	EDUCATION STIPEND	5,433	5,834	6,885	4,884
022001	SOCIAL SECURITY	26,175	27,589	30,452	26,802
022501	MEDICARE	12,001	12,402	13,117	12,241
023001	RETIREMENT	43,944	47,915	50,025	56,439
023002	RET-POLICE OFFICER	115,026	124,330	117,544	139,561
034203	COMPUTER/SOFTWARE MAINT	1,695	9,419	11,320	12,533
039001	PROFESSIONAL SERVICES	14,510	2,864	14,800	14,948
043018	REPAIRS-EQUIPMENT	662	-	676	682
044002	RENTAL OTHER EQUIPMENT	1,800	2,024	1,836	1,854
044006	PRINTING LEASE/MAINT	9,369	7,909	9,556	9,652
053001	ADVERTISING	1,241	338	1,000	1,010
054050	TRAINING	23,092	804	13,554	20,889
055050	PRINTING	2,368	2,455	2,415	2,440
056001	DUES PROFESSIONAL ORGANIZ	6,843	6,976	6,980	7,050
057101	TRAVEL AND CONFERENCE	11,621	4,159	11,854	11,972
057103	COURT MILEAGE	-	40	-	-
061002	MISCELLANEOUS SUPPLIES	4,711	17,104	5,300	5,353



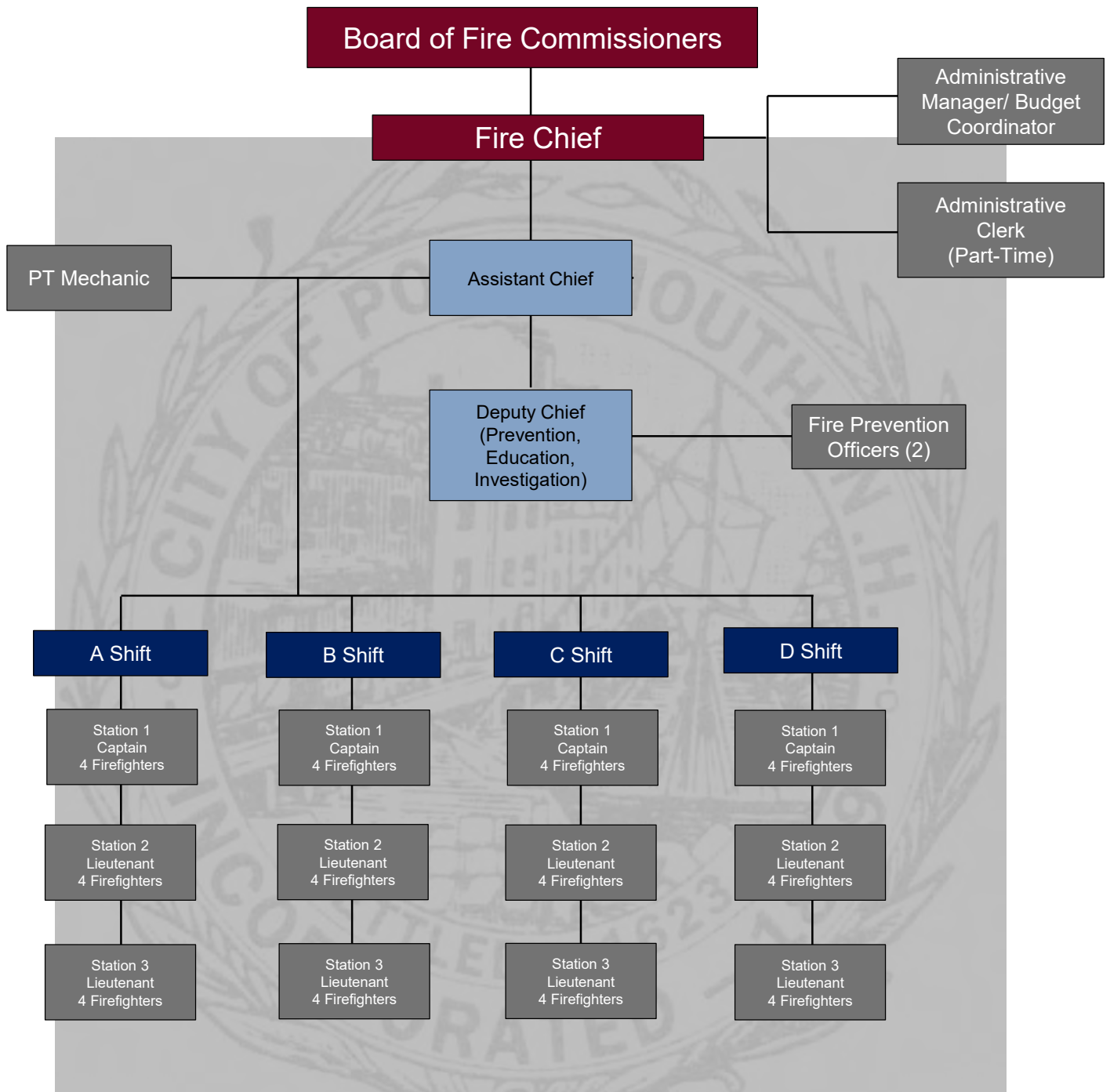
		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
061003	MEETING SUPPLIES	662	966	800	808
062001	OFFICE SUPPLIES	4,566	6,294	4,657	4,704
062007	COMPUTER/PRINTER SUPPLIES	3,579	3,907	3,651	3,687
062010	COPYING SUPPLIES	2,483	2,544	2,532	2,558
062501	POSTAGE	6,527	4,462	6,000	6,060
063501	GASOLINE	-	-	200	-
067001	BOOKS & PERIODICALS	5,433	3,869	5,000	5,050
068001	CLOTHING ALLOWANCE	2,308	1,529	2,346	2,901
068002	CLOTHING	-	100	-	-
069004	CHIEF'S EXPENSE	2,483	315	2,000	2,020
072006	CONSTRUCTION	-	6,500	-	-
074001	EQUIPMENT	3,239	1,950	3,303	3,336
075001	FURNITURE AND FIXTURES	2,802	5,613	2,858	2,887
<b>Administration</b>		<b>1,137,027</b>	<b>1,103,145</b>	<b>1,181,523</b>	<b>1,217,316</b>
<b>FLEET MAINTENANCE</b>					
<b>01-740-610-06-110-412</b>					
043010	REPAIRS-VEHICLE BY OUTSID	47,770	24,305	38,725	39,113
063001	TIRES AND BATTERIES	9,542	6,782	9,733	9,830
063501	GASOLINE	62,432	55,620	70,000	70,700
066001	VEHICLE REPAIRS	4,466	1,935	4,000	4,040
066002	VEHICLE OUTFIT	14,716	36,460	15,011	15,161
<b>Fleet Maintenance</b>		<b>138,926</b>	<b>125,102</b>	<b>137,469</b>	<b>138,844</b>
<b>PERSONNEL AND TRAINING</b>					
<b>01-740-610-08-110-412</b>					
011001	REGULAR SALARIES	50,042	49,850	51,043	52,324
011041	SALARIES UNIFORM PERSONNE	157,508	112,198	146,567	169,387
014041	OVERTIME	11,317	10,968	11,541	11,772
014042	O/T-EDUCATION	75,005	84,283	76,505	95,960
014067	O/T BACKGROUND INVESTIGAT	10,718	8,158	10,932	11,151
015001	LONGEVITY	2,306	1,840	1,980	2,914
017001	HOLIDAY PREMIUM PAY	6,969	4,594	6,485	7,492
018034	EDUCATION STIPEND	3,313	2,334	3,859	3,420
018042	SPECIAL DETAIL	2,347	515	1,729	2,103
022001	SOCIAL SECURITY	3,874	3,065	3,954	4,053
022501	MEDICARE	4,637	3,854	4,508	5,173
023001	RETIREMENT	5,715	5,690	5,835	7,535
023002	RET-POLICE OFFICER	76,366	63,479	73,536	102,717
034203	COMPUTER/SOFTWARE MAINT	8,241	4,350	3,000	3,030
039001	PROFESSIONAL SERVICES	4,378	1,637	1,000	1,010
039009	PROF/SERV-HIRING	8,722	12,502	14,000	14,140
053001	ADVERTISING	2,312	295	1,000	1,010
054050	TRAINING	14,665	10,963	14,958	15,108
056001	DUES PROFESSIONAL ORGANIZ	616	460	628	635
057101	TRAVEL AND CONFERENCE	1,826	1,629	2,000	2,020
061002	MISCELLANEOUS SUPPLIES	2,728	8,174	5,000	5,050
061003	MEETING SUPPLIES	258	247	263	265
062001	OFFICE SUPPLIES	372	627	500	505
062007	COMPUTER/PRINTER SUPPLIES	797	1,466	800	808
067001	BOOKS & PERIODICALS	1,342	129	200	202
068001	CLOTHING ALLOWANCE	1,759	1,759	1,795	1,830
068002	CLOTHING	2,011	-	2,051	2,072
074001	EQUIPMENT	46,191	28,413	47,115	47,586
074003	SOFTWARE	5,150	-	500	505
075001	FURNITURE AND FIXTURES	578	624	1,600	1,616
<b>Personnel and Training</b>		<b>512,063</b>	<b>424,104</b>	<b>494,884</b>	<b>573,393</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>AUTOMATED INFORMATION SYSTEMS</b>					
<b>01-740-610-10-110-412</b>					
011001	REGULAR SALARIES	129,288	130,270	136,115	149,080
014041	OVERTIME	3,557	1,281	3,627	1,853
015001	LONGEVITY	974	974	1,046	1,333
022001	SOCIAL SECURITY	8,328	7,865	8,760	9,456
022501	MEDICARE	1,947	1,839	2,049	2,211
023001	RETIREMENT	15,617	14,798	16,408	21,811
034203	COMPUTER/SOFTWARE MAINT	105,880	74,714	98,000	131,356
039001	PROFESSIONAL SERVICES	596	253	250	253
043018	REPAIRS-EQUIPMENT	426	540	800	808
054050	TRAINING	7,220	-	7,365	7,438
056001	DUES PROFESSIONAL ORGANIZ	-	-	200	202
057101	TRAVEL AND CONFERENCE	1,091	342	2,000	2,020
061002	MISCELLANEOUS SUPPLIES	124	110	127	128
061003	MEETING SUPPLIES	94	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	3,715	8,444	5,000	5,050
067001	BOOKS & PERIODICALS	243	11	100	101
074001	EQUIPMENT	1,545	12,252	2,000	2,020
074003	SOFTWARE	1,606	2,030	1,638	1,655
075001	FURNITURE AND FIXTURES	-	-	500	505
<b>AIS</b>		<b>282,251</b>	<b>255,722</b>	<b>285,985</b>	<b>337,280</b>
<b>COMMUNITY RELATIONS</b>					
<b>01-740-610-11-110-412</b>					
014041	OVERTIME	10,000	5,054	10,200	10,404
022001	SOCIAL SECURITY	-	7	-	-
022501	MEDICARE	145	71	148	151
023001	RETIREMENT	-	14	-	-
023002	RET-POLICE OFFICER	2,843	1,402	2,900	3,525
061002	MISCELLANEOUS SUPPLIES	910	-	910	919
<b>CR</b>		<b>13,898</b>	<b>6,547</b>	<b>14,158</b>	<b>14,999</b>
<b>RECORDS DIVISION</b>					
<b>01-740-610-12-110-412</b>					
011001	REGULAR SALARIES	60,480	62,333	61,690	63,238
014041	OVERTIME	652	-	662	675
015001	LONGEVITY	1,076	1,076	1,150	1,233
022001	SOCIAL SECURITY	3,872	3,848	4,077	4,179
022501	MEDICARE	905	900	953	977
023001	RETIREMENT	6,975	7,080	7,344	9,476
034203	COMPUTER/SOFTWARE MAINT	602	-	614	621
039001	PROFESSIONAL SERVICES	3,102	3,305	3,164	3,196
043018	REPAIRS-EQUIPMENT	495	-	505	510
054050	TRAINING	495	120	505	510
056001	DUES PROFESSIONAL ORGANIZ	-	75	-	-
061002	MISCELLANEOUS SUPPLIES	234	22	764	771
062001	OFFICE SUPPLIES	1,010	483	505	510
062007	COMPUTER/PRINTER SUPPLIES	1,241	936	1,266	1,278
067001	BOOKS & PERIODICALS	124	11	127	128
<b>Records</b>		<b>81,263</b>	<b>80,188</b>	<b>83,326</b>	<b>87,302</b>
<b>POLICE</b>		<b>Total</b>	<b>11,830,799</b>	<b>11,571,211</b>	<b>12,152,363</b>
					<b>12,688,965</b>



# Fire Department



## Mission

Provide quality emergency, life safety and prevention services for our citizens, businesses and visitors, with the highest level of valor, integrity, commitment, teamwork and community involvement.

## Vision

The vision of the Portsmouth Fire Department is to be a recognized leader in the fire service, respected by our citizens for anticipating and responding to their ever changing needs. The department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.





# Fire Department

## Services Overview

- ✓ Fire Protection
- ✓ Emergency Medical Services
- ✓ Hazardous Materials and Disaster Response
- ✓ Marine and Waterfront Fire and Medical Response
- ✓ Community Services
- ✓ Community Risk Reduction
- ✓ Emergency Management



## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Fire Chief	1	1	1
Assistant Chief	0	1	1
Deputy Fire Chief	2	1	1
Fire Prevention Officer	2	2	2
Administrative Manager/ Budget Coordinator	0	1	1
Executive Assistant	1	0	0
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	16	20	24
Firefighter/ Advanced EMT	25	23	20
Firefighter/ EMT	7	5	4
<b>Totals Full Time</b>	<b>66.00</b>	<b>66.00</b>	<b>66.00</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
P/T Admin Clerk	1	1	1
P/T Mechanic	1	1	1
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## Department Budget Comments

The FY22 Fire Department requested budget is \$10,048,849, an increase of \$424,381 or a 4.41% over FY21.

The most significant impacts to the budget are related to a significant increase in NH Retirement System contributions which are 13.10% over FY21 and cost of living (COLA) adjustments per adopted collective bargaining agreements.

This recommended budget:

- 1) Strengthens and ensures the reliable delivery of essential emergency and non-emergency services with an emphasis on training and
- 2) Continues to enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement.



## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>				
SALARIES	3,898,675	3,768,839	4,032,282	4,201,630
PART-TIME SALARIES	47,729	47,035	48,873	49,419
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	689,500	642,517	689,500	709,500
HOLIDAY	157,416	146,712	159,153	158,570
LONGEVITY	30,939	32,395	30,865	32,577
CERTIFICATION STIPENDS	315,258	275,745	311,387	348,704
RETIREMENT	1,548,288	1,449,800	1,578,681	1,792,086
HEALTH INSURANCE	1,408,377	1,408,377	1,465,134	1,319,345
DENTAL INSURANCE	70,124	64,052	72,718	72,939
INSURANCE REIMBURSEMENT	101,599	85,923	81,996	100,924
LEAVE AT TERMINATION	70,084	70,084	70,084	170,084
WORKERS' COMPENSATION	306,213	304,682	358,871	361,577
LIFE AND DISABILITY	28,109	19,456	19,414	20,226
OTHER BENEFITS	118,226	113,537	128,442	132,433
TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>8,769,137</i>	<i>8,432,753</i>	<i>9,026,000</i>	<i>9,448,614</i>
TRAINING/EDUCATION/CONFERENCES	31,000	20,992	31,000	31,000
ELECTRICITY	48,000	45,077	48,000	48,000
NATURAL GAS	37,152	26,665	38,267	38,267
GASOLINE	58,000	42,955	58,000	58,000
CONTRACTED SERVICES	55,000	46,554	53,000	54,767
PROFESSIONAL ORGANIZATION DUES	13,901	12,681	13,901	13,901
OTHER OPERATING	335,460	515,125	356,300	356,300
<i>Other Operating</i>	<i>578,513</i>	<i>710,049</i>	<i>598,468</i>	<i>600,235</i>
<b>TOTAL</b>	<b>9,347,650</b>	<b>9,142,802</b>	<b>9,624,468</b>	<b>10,048,849</b>

## Programs and Services

### Fire Protection -

- Fire response and mitigation services – two (2) staffed engines, one (1) staffed ladder truck, two (2) staffed ambulances.

### Emergency Medical Services-

- Ambulance response and transport – two (2) staffed units.
- Advanced EMT and Paramedic level response and care.

### Hazardous Materials and Disaster Response-

- Initial hazardous materials response, identification and containment services – Certified HM operations, decontamination and technician level personnel. Support to and from Regional HAZ-MAT team.
- Special rescue: building collapse, confined space, heights rescue and mass casualty response – NH FST Certified Technical and Confined Space Rescue personnel.





**Marine and Waterfront Fire and Medical Response-**

- Fire, medical and environmental response and mitigation services – one (1) 26’ rigid hull inflatable stationed at the NH Port Authority and one (1) 14’ Zodiac rescue boat, available year round, both staffed through on-duty personnel.

**Community Services-**

- Investigation and safety services – through on-duty and staff personnel.
- Includes, but not limited to, wires down, odor investigations, burn permits, burst pipes, flooded basements, lift assists and evaluation of minor medical issues.


**Community Risk Reduction -**

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, two (2) Fire Prevention Officers.


**Emergency Management-**

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.



<u>Goals and Objectives</u>	
<p><b>Goal #1:</b></p> <p>The Department will strengthen reliable delivery of essential emergency and non-emergency services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Increase on-duty available staffing by one firefighter per shift.</li> <li>✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city.</li> <li>✓ Continue to utilize and train on innovative concepts and equipment to increase efficiency and reduce injuries.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community</li> </ul> 	
<p><b>Goal #2:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Conduct plans review on 100% of construction or renovation projects involving fire protection or fire alarm features.</li> <li>✓ Implement fire and injury prevention initiatives through public education that focus on the City’s high risk populations.</li> <li>✓ 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.</li> </ul>



<p><b>Goal #3:</b></p> <p>The Department will provide effective, efficient and customer-centered services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Promote opportunities to receive honest input and feedback from citizens, business owners and elected officials on operations of the Department.</li> <li>✓ Maintain 90% customer satisfaction level.</li> <li>✓ Identify process improvements and implement cost-saving changes.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote a Welcoming, Safe and Diverse Community </li> <li>• Improve Public Outreach </li> </ul>	

<u>Performance Measure</u>			
<b>Response Times (minutes)</b>			
<i>Performance</i>	2018	2019	2020
<b>Goal of 8 minutes or less for All Ambulance Incidents</b>			
90% benchmark	9 min	9 min	9 min
50% (average)	5 min	5 min	5 min
<b>Billable Services Collection Rates</b>			
<i>76% Mean Collection Rate for Last 3 Years</i>			
	2017	2018	2019
Net Payments	\$899,076	\$996,818	\$1,004,003
Net Commitments	\$1,444,348	\$1,378,099	\$1,409,582
Collection Rate	61.6%	72.3%	71.2%

**Overview of Activity – Fiscal Year 2020**  
 Fire/Rescue Related Services – 2,591  
 Emergency Medical Services – 3,297



**2021-2022 BUDGETED POSITION AND SALARY DETAIL**

**FIRE DEPARTMENT**

<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
27/F	CHIEF	141,832
23/E-F	ASSISTANT FIRE CHIEF	110,756
22/D-E	DEPUTY FIRE CHIEF	116,676
15/E-F	ADMINISTRATIVE MANAGER/ BUDGET COORDINATOR	79,010
F	FIRE OFFICER/ PARAMEDIC - CPT	82,109
F	FIRE OFFICER/ PARAMEDIC - CPT	82,109
D/E	FIRE OFFICER/ PARAMEDIC - CPT	77,707
F	FIRE OFFICER/ PARAMEDIC - CPT	82,109
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
F	FIRE OFFICER/ PARAMEDIC - CPT INSPECTOR	82,109
F	FIRE OFFICER/ AEMT - CPT INSPECTOR	82,109
A/B	FIRE OFFICER/ PARAMEDIC - LT	66,754
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
C	FIRE OFFICER/ PARAMEDIC - LT	71,814
B/C	FIRE OFFICER/ AEMT - LT	69,420
F	FIRE FIGHTER/PARAMEDIC	60,278
D/E	FIRE FIGHTER/PARAMEDIC	56,263
C/D	FIRE FIGHTER/AEMT	51,538
F	FIRE FIGHTER/PARAMEDIC	60,278
F	FIRE FIGHTER/AEMT	60,278
B/C	FIRE FIGHTER/AEMT	51,023
F	FIRE FIGHTER/PARAMEDIC	60,278
A/B	FIRE FIGHTER/PARAMEDIC	47,073
F	FIRE FIGHTER/PARAMEDIC	60,278
B/C	FIRE FIGHTER/AEMT	49,737
F	FIRE FIGHTER/PARAMEDIC	60,278
B/C	FIRE FIGHTER/AEMT	49,439
F	FIRE FIGHTER/AEMT	60,278
A/B	FIRE FIGHTER/AEMT	47,121
F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHTER/AEMT	60,278
A/B	FIRE FIGHTER/PARAMEDIC	47,840
F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHTER/PARAMEDIC	60,278
B/C	FIRE FIGHTER/PARAMEDIC	51,126
D/E	FIRE FIGHTER/PARAMEDIC	56,148
F	FIRE FIGHTER/PARAMEDIC	60,278
F	FIRE FIGHTER/PARAMEDIC	60,278
C/D	FIRE FIGHTER/PARAMEDIC	52,895
D/E	FIRE FIGHTER/PARAMEDIC	54,601
F	FIRE FIGHTER/ BASIC	58,522
F	FIRE FIGHTER/AEMT	60,278
C/D	FIRE FIGHTER/AEMT	53,655
F	FIRE FIGHTER/AEMT	60,278
E/F	FIRE FIGHTER/PARAMEDIC	57,182
E/F	FIRE FIGHTER/PARAMEDIC	59,407
A/B	FIRE FIGHTER/PARAMEDIC	46,976
F	FIRE FIGHTER/ BASIC	58,522
C/D	FIRE FIGHTER/PARAMEDIC	52,407



F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHER/ BASIC	58,522
B/C	FIRE FIGHTER/PARAMEDIC	50,756
B/C	FIRE FIGHTER/AEMT	49,634
F	FIRE FIGHTER/PARAMEDIC	60,278
F	FIRE FIGHER/ BASIC	58,522
F	FIRE FIGHTER/PARAMEDIC	60,278
B/C	FIRE FIGHTER/AEMT	49,943
D/E	FIRE FIGHTER/PARAMEDIC	56,206
F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHTER/AEMT	60,278
F	FIRE FIGHTER/AEMT	60,278
A/B	FIRE FIGHTER/PARAMEDIC	46,879
<b>TOTAL FULL TIME</b>		<b>4,201,630</b>
	PART TIME MECHANIC	20,000
	PART TIME FIRE ALARM	-
7A	PART TIME ADMINISTRATIVE ASSISTANT	29,419
<b>TOTAL PART TIME</b>		<b>49,419</b>
<b>TOTAL DEPARTMENT</b>		<b>4,251,049</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>FIRE DEPARTMENT</b>					
<b>FIRE FIGHTERS</b>					
<b>01-741-570-00-125-414</b>					
011041	SALARIES UNIFORM PERSONNE	3,481,532	3,356,097	3,608,227	3,753,356
012033	PT SALARIES-VEHICLE MAINT	20,000	22,136	20,000	20,000
014031	O/T EMERGENCY RECALL	120,000	133,674	120,000	120,000
014032	O/T EARNED TIME LV COVERA	455,000	349,934	455,000	455,000
014033	O/T DISABILITY LEAVE COVE	27,000	75,892	27,000	27,000
014034	O/T WORKERS COMP COVERAGE	25,000	21,710	25,000	25,000
014042	O/T-EDUCATION	60,000	57,667	60,000	80,000
015001	LONGEVITY	26,133	26,949	24,983	26,244
017001	HOLIDAY PREMIUM PAY	157,416	146,712	159,153	158,570
018031	CERTIFICATION STIPEND	315,258	275,745	311,387	348,704
021001	INSURANCE-HEALTH	1,286,852	1,286,852	1,338,712	1,188,245
021101	INSURANCE-DENTAL	64,355	58,118	66,736	66,736
021501	INSURANCE-LIFE	7,852	6,047	6,062	6,306
021601	INSURANCE-DISABILITY	17,220	11,217	11,186	11,635
022501	MEDICARE	69,122	62,550	70,365	73,310
023003	RET-FIREFIGHTER	1,434,404	1,337,685	1,460,193	1,654,541
036001	PROF SERVICE-CLEANING	14,000	15,229	14,000	15,767
039071	FIRE PREVENTION	3,000	5,737	3,000	3,000
054050	TRAINING	9,000	5,064	9,000	9,000
068001	CLOTHING ALLOWANCE	34,800	36,041	42,000	42,000
068003	PROTECTIVE CLOTHING	25,000	40,840	25,000	25,000
074001	EQUIPMENT	9,000	15,565	9,000	9,000
<b>TOTAL</b>		<b>7,661,944</b>	<b>7,347,460</b>	<b>7,866,004</b>	<b>8,118,414</b>

<b>AMBULANCE</b>					
<b>01-741-580-00-125-414</b>					
039003	PROF/SERVICES-LICENSING	2,500	2,950	2,500	2,500
043015	REPAIRS-FIRE EQUIPMENT	10,000	11,194	12,580	12,580
054050	TRAINING	13,000	13,098	13,000	13,000
061002	MISCELLANEOUS SUPPLIES	22,000	18,998	22,000	22,000
074001	EQUIPMENT	2,000	78,683	2,000	2,000
Ambulance		<b>49,500</b>	<b>124,923</b>	<b>52,080</b>	<b>52,080</b>

<b>FIRE ADMINISTRATION</b>					
<b>01-741-610-00-125-414</b>					
011001	REGULAR SALARIES	417,143	412,742	424,055	448,274
011061	INSURANCE REIMBURSEMENT	101,599	85,923	81,996	100,924
012001	PART TIME SALARIES	27,729	24,899	28,873	29,419
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	2,500	3,641	2,500	2,500
015001	LONGEVITY	4,806	5,446	5,882	6,333
016001	LEAVE AT TERMINATION	70,084	70,084	70,084	170,084
021001	INSURANCE-HEALTH	121,525	121,525	126,422	131,100
021101	INSURANCE-DENTAL	5,769	5,934	5,982	6,203
021501	INSURANCE-LIFE	951	765	761	803
021601	INSURANCE-DISABILITY	2,086	1,427	1,405	1,482
022001	SOCIAL SECURITY	6,362	6,487	6,778	7,183
022501	MEDICARE	6,592	7,559	7,949	8,590
023001	RETIREMENT	7,963	8,610	11,085	14,076
023003	RET-FIREFIGHTER	105,921	103,505	107,403	123,469
026002	INSURANCE-WORKERS COMP	306,213	304,682	358,871	361,577
031001	PROF SERVICES-ENERGY CONT	40,000	31,325	38,000	38,000



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
034103	TELEPHONE	30,000	30,811	30,000	30,000
034104	CELLULAR PHONES	14,000	11,418	14,000	14,000
035001	PROF SERVICE-MEDICAL EXAM	3,000	11,347	3,000	3,000
039070	PROFESSIONAL SERVICES	1,000	-	1,000	1,000
041002	ELECTRICITY	48,000	45,077	48,000	48,000
041101	NATURAL GAS	37,152	26,665	38,267	38,267
041205	WATER /SEWER FEES	18,720	9,949	18,720	18,720
043001	REPAIRS-STRUCTURAL	27,000	8,256	27,000	27,000
043012	REPAIRS-COMMUNICATION	11,000	17,105	11,000	11,000
043018	REPAIRS-EQUIPMENT	25,000	25,207	25,000	25,000
043019	REPAIRS-SCBA	7,000	14,899	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	10,000	3,190	5,000	5,000
043024	REPAIRS-VEHICLE	76,740	181,226	100,000	100,000
044006	PRINTING LEASE/MAINT	4,000	2,855	4,000	4,000
053001	ADVERTISING	500	338	500	500
054051	EDUCATION	4,000	1,658	4,000	4,000
055050	PRINTING	250	129	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,780	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	5,000	1,172	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	27,513	15,000	15,000
061003	MEETING SUPPLIES	300	863	300	300
062001	OFFICE SUPPLIES	5,000	5,281	5,000	5,000
062501	POSTAGE	1,000	1,306	1,000	1,000
063601	DIESEL FUEL	58,000	42,955	58,000	58,000
064001	JANITORIAL SUPPLIES	6,000	6,954	6,000	6,000
067001	BOOKS & PERIODICALS	200	187	200	200
068001	CLOTHING ALLOWANCE	1,350	900	1,350	1,350
068002	CLOTHING	1,250	6,652	1,250	1,250
075001	FURNITURE AND FIXTURES	6,000	4,461	6,000	6,000
081166	GOFERR REIMBURSEMENT	-	(28,790)	-	-
091005	TRANSFER FROM PARKING	(25,000)	-	(25,000)	(25,000)
<b>Fire Administration</b>		<b>1,636,206</b>	<b>1,670,420</b>	<b>1,706,384</b>	<b>1,878,355</b>
<b>FIRE</b>	<b>Total</b>	<b>9,347,650</b>	<b>9,142,802</b>	<b>9,624,468</b>	<b>10,048,849</b>





# 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 FY22 proposed budget for Emergency Management is \$12,080, this represents an increase of \$66 or 0.55% over FY21.

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

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>				
OVERTIME	6,000	11,842	6,000	6,000
RETIREMENT	1,914	3,875	1,914	1,980
OTHER BENEFITS	100	191	100	100
OTHER OPERATING	7,500	(393)	4,000	4,000
<b>TOTAL</b>	<b>15,514</b>	<b>15,514</b>	<b>12,014</b>	<b>12,080</b>

## Programs and Services



### **Organization and Preparedness-**

- Serve as coordinating agency for Citywide emergency preparedness for natural and man-made disasters
- Organize, administer and attend training sessions designed to fulfill the mission
- Publish and disseminate materials and emergency response plans to appropriate agencies and first responders





## Goals and Objectives

<p><b>Goal #1:</b></p> <p>Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Assist in maintaining school emergency plans</li> <li>✓ Maintain the City's Emergency Operations, Hazard Mitigation, and Continuity of Operation Plans</li> <li>✓ Develop long-range recovery plans to address natural, technological and terrorism hazards</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</i></li> </ul> 	
<p><b>Goal #2:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Participate in monthly Emergency Services/Management meetings</li> <li>✓ Provide training for all members of the Emergency Operations Staff</li> <li>✓ Participate in drills and graded exercises for Seabrook Station Emergency Planning Zone</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcome, Safe and Diverse Community</i></li> </ul> 	

## Portsmouth Emergency Management Team

Emergency Management Director – Karen Conard, Portsmouth City Manager  
 Emergency Management Coordinator- Todd Germain, Fire Chief

### City Representatives

City Manager's Office – Deputy City Manager  
 Fire – William McQuillen  
 Police – Mark Newport  
 Public Works - Peter Rice  
 Schools - Steve Zadravec  
 Human Resources – Kelly Harper  
 Health - Kim McNamara

### Additional Resource Agencies

NH Homeland Security & Emergency Management  
 Portsmouth Regional Hospital  
 Portsmouth Housing Authority  
 American Red Cross  
 Community Development Services  
 Community Resource Network  
 Families First  
 Foundation for Seacoast Health  
 Pease –NH Air National Guard  
 United Way of Greater Seacoast  
 Ham Radio Operators  
 Police & Fire Departments from Greenland, New Castle, Newington, North Hampton and Rye

## Performance Measures

Participated in 100% of scheduled emergency workshops and graded exercises for Seabrook Station.

Completed Continuity of Operations Plan with assistance of all city departments.



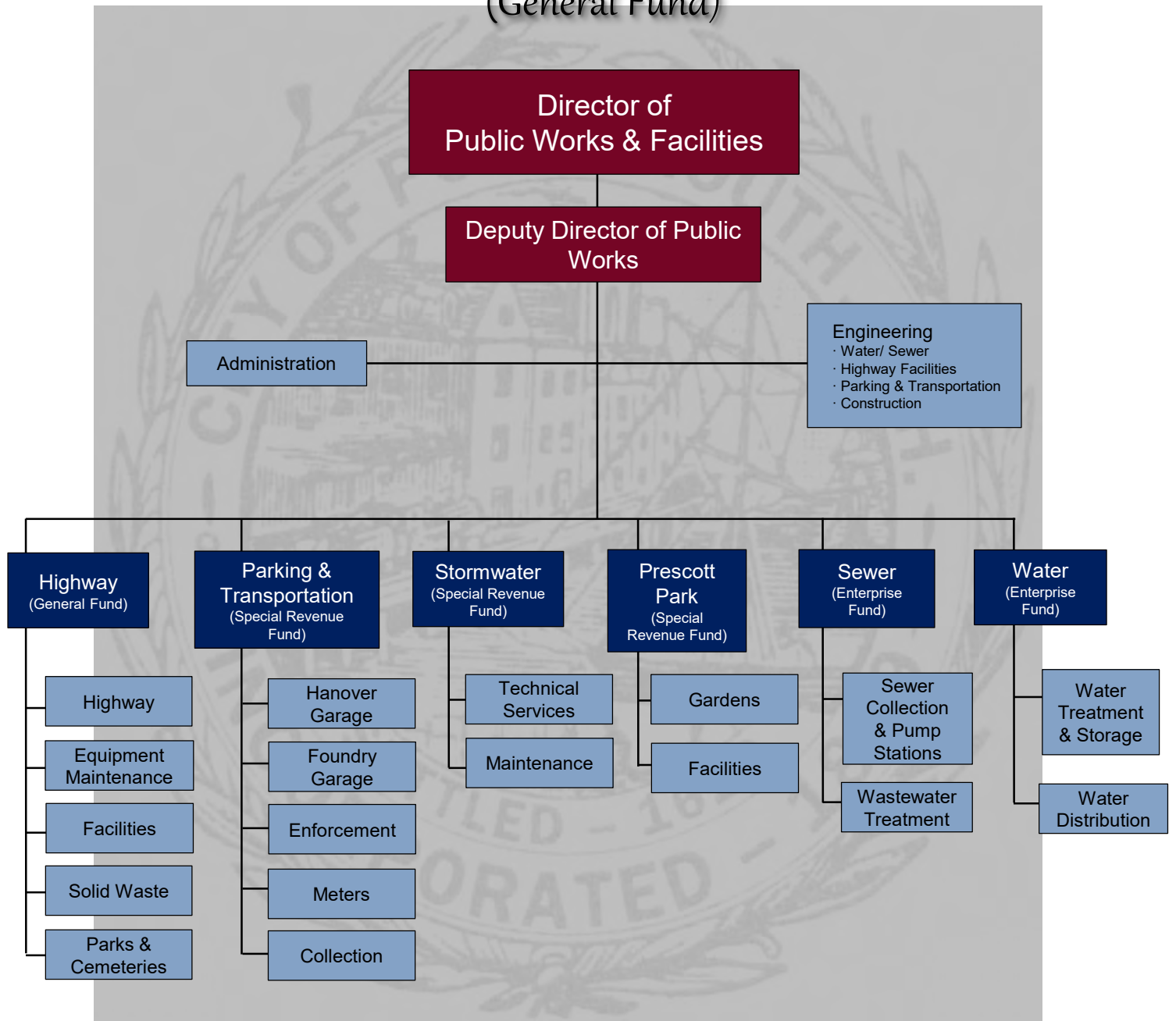
		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>EMERGENCY MANAGEMENT</b>					
<b>01-744-590-00-100-416</b>					
014041	OVERTIME	6,000	11,763	6,000	6,000
022001	SOCIAL SECURITY	-	33	-	-
023001	RETIREMENT	-	46	-	-
022501	MEDICARE	100	191	100	100
023003	RET-FIREFIGHTER	1,914	3,875	1,914	1,980
034103	TELEPHONE	1,000	-	1,000	1,000
043032	GENERATOR MAINTENANCE	3,500	-	-	-
061002	MISCELLANEOUS SUPPLIES	3,000	-	3,000	3,000
081166	GOFERR REIMBURSEMENT	-	(393)	-	-
<b>EM</b>	<b>Total</b>	<b>15,514</b>	<b>15,514</b>	<b>12,014</b>	<b>12,080</b>



# Public Works Department

## Highway Division

(General Fund)



### Mission

Our mission is to provide municipal Public Works functions for the benefit of our citizens, businesses and visitors in an efficient and cost-effective manner within budgetary appropriations.





# Department of Public Works – Highway Division

## Services Overview

- ✓ Administration
- ✓ Engineering
- ✓ Building Administration
- ✓ Rubbish Removal and Disposal
- ✓ Highway and Street Maintenance
- ✓ Snow Removal
- ✓ Sidewalks
- ✓ Bridge Repairs
- ✓ Equipment Maintenance Facility
- ✓ Tree Program
- ✓ Mosquito Control
- ✓ Parks and Cemeteries

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Director of Public Works & Facilities	1	1	1
Operations Manager	0.25	0.25	0.25
General Foreman	1	1	1
Business Administrator	0.25	0.25	0.25
Administrative Assistant II	0.25	0.00	0.00
Administrative Clerk	0.25	0.25	0.25
Dispatcher II	0.25	0.25	0.25
Special Project Coordinator	0.25	0.25	0.25
Construction Technician Supervisor	1	1	1
Construction Project Coordinator	1	1	0
Facilities Manager	0.25	0.25	0.25
Facility Foreman	1	1	1
Utility Mechanic - Pool Technician	1	1	1
Electrician	1	1	1
Master Carpenter	1	1	1
Laborer	11	11	12
Custodian 1	7	8	8
Custodian Leadman	1	1	1
Truck Driver 2	2	2	2
Recycling Truck Driver	1	1	1
Truck Driver 1	6	6	6
Sanitation Laborer	5	5	5
Highway Foreman	1	1	1
Utility Mechanic	5	5	5
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.5
Utility Mechanic - Inventory Technician	0.3	0.3	0.3
Tree Supervisor	1	1	1
Parks and Greenery Foreman	1	1	1
<b>Totals Full Time</b>	<b>52.85</b>	<b>53.60</b>	<b>53.60</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Secretary	0.25	0.25	0.25
Number of Seasonal part-time positions varies throughout the year			
Number of part time engineering project manager positions varies throughout the year			
<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

## Department Budget Comments

The Public Works Department's (Highway Division) proposed FY22 budget is \$6,996,155. This is a zero increase in budget from FY21 and a decrease from FY20 by approximately \$100,000. This zero increase budget is in response to the COVID-19 Pandemic which continues to place strain on City resources.

It is understood significant cuts are necessary to meet the extenuating circumstances of the Covid-19 pandemic. However, continued reductions or zero increases in the Highway Division's budget are not sustainable. Continued reductions in funding will lead to deferred maintenance, a decline in the level of service provided by the Highway Division, increased emergency repairs, and additional costs to the taxpayers over time. This budget and future reduced budgets will hamper the Highway Division's ability to respond to changing policy objectives, resident expectations, and emergencies.



This zero increase budget was achieved despite increases in retirement, salaries and benefits, and regulatory required stormwater costs greater than \$160,000. These increases were offset by reductions in professional services, overtime, facilities, energy, and minor reductions across other budget line items.

<u>Budget Summary of Expenditures</u>				
	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION</b>				
SALARIES	2,741,683	2,538,452	2,769,522	2,805,605
PART-TIME SALARIES	112,579	109,273	67,831	76,956
OVERTIME	332,000	302,105	337,000	322,000
LONGEVITY	19,017	17,870	18,198	20,333
RETIREMENT	350,501	319,291	349,591	442,600
OTHER BENEFITS	250,463	217,482	249,854	247,716
<i>Contractual Obligations</i>	<i>3,806,243</i>	<i>3,504,473</i>	<i>3,791,997</i>	<i>3,915,210</i>
TRAINING/EDUCATION/CONFERENCES	18,000	6,158	18,000	7,600
ELECTRICITY	190,000	167,046	180,000	175,000
NATURAL GAS	95,000	60,451	90,000	75,000
GASOLINE	160,000	140,565	160,000	150,000
CONTRACTED SERVICES	492,236	559,455	370,812	381,636
ROAD MAINTENANCE & STRIPING PROGRAM	213,000	157,690	266,000	266,000
RECYCLING	210,000	228,688	314,000	310,000
SOLID AND YARD WASTE	355,000	468,319	410,000	418,000
PROFESSIONAL ORGANIZATION DUES	4,000	4,651	5,000	4,500
OTHER OPERATING	1,304,590	1,177,286	1,112,639	981,216
TRANSFER TO STORMWATER	247,806	247,806	277,707	311,993
<i>Other Operating</i>	<i>3,289,632</i>	<i>3,218,116</i>	<i>3,204,158</i>	<i>3,080,945</i>
<b>TOTAL</b>	<b>7,095,875</b>	<b>6,722,590</b>	<b>6,996,155</b>	<b>6,996,155</b>

**Contracted Services** - The Department continues to bring contracted services in-house whenever possible and improve operational efficiency which has resulted in a savings of \$76,000 in the proposed FY22 budget. This reduction in contracted services is the result of the Department's effort to hire and train skilled staff. These efforts have allowed the Division to cut contracted services for Heating Ventilation and Air Conditioning maintenance, tree services, and contracted paving and crack sealing services. The FY22 Contracted Services Budget shows an increase of \$10,824 due to the inclusion of Snow Removal contracted services which were previously not reflected in the budget. Excluding Snow Removal the actual contracted services budget was reduced by ~17%.

**Overtime**— In FY22 overtime has been reduced by \$15,000 reflecting the reduction in event activity due to Covid.

**Facilities**— Investments made in upgrades to Spinnaker Point in FY21 have resulted in operational cost reductions of \$28,700. These capital projects included replacement of the main building's roof, rehabilitation of the men's and women's locker rooms, replacement of the pool's chlorinator, rehabilitation of the entryway bathroom, and painting of the first floor. Additional capital investments in the facility's HVAC system will be necessary, but are not part of this operating budget.

Continued effort to improve operational efficiencies and competitive selection of energy providers has resulted in a reduction of electricity and natural gas of \$20,000.

These savings and additional minor reductions across other budget line items have allowed the Department's Highway Division to propose a zero increase to its FY22 budget.

**Recycling**: The uncertainty in the commodities markets has made it challenging to anticipate recycling costs. Since FY19, the average annual tipping fee for recycled material disposal has risen from ~ \$30/ton to ~\$130/ton. Further complicating the process is the changing makeup of total tonnage of the solid waste vs recycling. At the time of this budget preparation recycling expenditures were tracking lower than originally projected and therefore recycling was reduced by \$4,000.





**Solid Waste:** The solid waste tipping fee has increased from \$69/ton to \$72.45/ton this increase and a projected slight decrease in tons collected results in an anticipated increase to solid waste disposal cost of \$8,000.

**Highway Maintenance:** Highway maintenance is budgeted based on our Annual Pavement Condition Report. Due to increasing materials costs and our consultant's recommendation to maintain the level of service, an increase in our Highway Maintenance budget of \$84,000 was

planned in FY22. To minimize the impact to the Division's budget this increase has been deferred and is anticipated to be spread out over a number of years starting in FY23. The FY22 budget does not include an increase in highway maintenance.

**Traffic Markings:** The City has historically contracted the painting of City street markings including double yellow lines, and fog lines. Increased crosswalks, directional arrows, stop bars and other street markings has led to a backlog of work the Division is not able to complete annually. This year's Traffic marking contract includes crosswalks, directional arrows, stop bars, and other street markings exclusive of the Downtown Business District which will be done with City Staff. The FY22 budget does not include an increase in the traffic markings line item.

The Department of Public Works Highway Division's FY22 budget contains no new initiatives. The budget maintains the level of services while at the same time adding facility and grounds maintenance of the Portsmouth Senior Activity Center, additional green space along the Market Street Gateway, and the new athletic fields off of Campus Drive. The FY22 budget continues the transition from synthetic based products to organic products for weed, turf, and mosquito control. In FY20 staff worked in conjunction with Osborne Organics, Inc., Beyond Pesticides, and Stonyfield Organic to develop operating procedures for the Alumni field off of Market Street. The continued success of this program has led to the reduction in a number of turf management related costs which is reflected in this year's budget.

In FY22 the Department and its Highway Division continued to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click N' Fix to manage, track, and respond to service requests in a timely manner. This application can be accessed via the City's Web site or by a smart phone application <http://cityofportsmouth.com/publicworks/clicknfix.html>.



In addition to improved communication with our residents, the Portsmouth Click N' Fix platform gives the Department's various Divisions a metric to measure effectiveness of service provided by our current staffing and resources levels. This data has been used to adjust the Highway Division's tree program and solid waste program to reduce response time and improve service. The data collected via this application will continue to improve operations by giving management a data informed decision making tool to adjust staff and resources as needed to better address changing expectations.

In FY20, the Department began construction of new athletic fields off of Campus Drive. The new athletic fields are anticipated to be completed in FY21.

The Public Works Department's Highway Division FY22 budget reflects our Department's mission to provide municipal services for the benefit of our residents, businesses and visitors in an environmentally sustainable and cost-effective manner. This zero budget allows the Highway Division to maintain its core functions at acceptable levels while adding





maintenance of additional facilities and parks and addressing increasingly complex issues and challenges facing the City.

## Programs and Services

**Administration-** Provide overall guidance and direction of work tasks and division resources, supervision of outside consultant/contractor work, and development of special projects.

- Supervise all Public Works functions
- Issue Excavation, Flagging, Blasting, and Driveway Permits
- Oversee Accounts Payable/Receivable
- Negotiate and Bid Utilities, Electric, Natural Gas, and Fuels
- Administer Traffic Control Permits

**Engineering-** Supply engineering services for the design, contract documents, and construction inspection of all City Public Works projects, which includes water, sewer, stormwater, highway, public facilities, and transportation. In addition, provide engineering assistance to other City Departments.

**Building Administration-** Responsible for cleaning, providing utilities, and maintaining municipal buildings and facilities including the Municipal Complex, Public Works facility, Library, Spinnaker Point, Portsmouth Senior Activity Center, Hanover Parking Garage, Foundry Garage and the Indoor and Outdoor pools. In addition, the Highway Division provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 286,268 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).

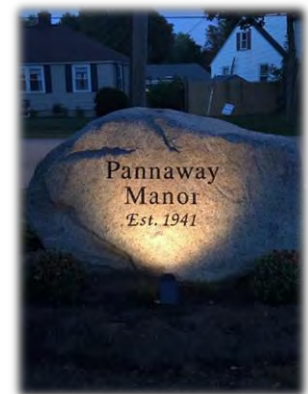
- Traffic Line Markings
- Traffic Sign Maintenance
- Traffic Signal Maintenance
- Weed Control
- Pavement Patching

**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 as needed
- Catch Basin program

**Parks and Cemeteries-** Provide maintenance for twenty-four (24) playgrounds, parks/ball fields and seven (7) historic cemeteries.

- Grass Cutting
- Leaf and Debris Removal
- Ball Park Turf Spraying
- Turf Growth Retardant
- Field Setups for Seasonal Sporting Events
- Cemeteries Restoration
- Playground Equipment Repair and Maintenance



## Goals and Objectives

### Goal #1:

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* 
- *Create a Bikeable and Walkable City* 
- *Maintain Financial Stability* 

### Goal #3:

To increase public outreach and solicitation of public input.

### Objectives:


- ✓ Continue to improve on public awareness on how to access Highway Division services.
- ✓ Maintain the Divisions web site presence in an up to date and accurate state.
- ✓ Take opportunities to solicit public input to better inform decision making.
- ✓ Review timeliness of response to public inquiries.

### Performance Measurement:

#### Click and Fix

FY2019	FY2020	2021 (Estimate)
1,315	1,125	1,156

### Citywide Goals Addressed:

- *Improving public outreach* 



<p><b>Goal #4:</b> Continue to explore and implement Sustainable practices when practicable.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work with other Departments to support the implementation of sustainable practices</li> <li>✓ Continue to explore and implement when practicable sustainable public works operations.</li> </ul>		
<p><i>Performance Measure:</i></p>			
	2019	2020	2021 (Estimate)
<b>Recycling</b>			
Total Tonnage Collected	3,366	2,871	3,469
Metric Tons CO2 Emissions Prevented Through Recycling	10,601	9,045	10,927
<b>Yard Waste/Composting</b>			
Total Tonnage Collected	2,450	2,655	2,638
<p><i>Citywide Goals Addressed:</i> <i>Sustainable practices</i></p>			



<u>Additional Performance Measures</u>			
<b>Solid Waste Disposal</b>			
	2019	2020	2021 (Estimate)
<b>Solid Waste Disposal</b>			
Total Tonnage Collected	11,236	11,526	11,551
Percentage Diverted From Landfill	52%	48%	53%
<b>Curbside Collection of MSW</b>			
Total Tonnage Collected	5,421	6,000	5,444



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PUBLIC WORKS</b>			
<u>ADMINISTRATION</u>			
NON GRADE 26	H	DIRECTOR OF PUBLIC WORKS AND FACILITIES	140,191
NON GRADE 18	E	⑦ OPERATIONS MANAGER	22,729
SMA GRADE 15	G	GENERAL FOREMAN	83,350
PMA GRADE 13	E	⑦ BUSINESS ADMINSTRATOR	17,848
1386B GRADE 7	H	⑦ ADMIN CLERK	12,780
1386 GRADE 9	F	⑦ DISPATCHER II	13,811
PMA GRADE 7	6E/6F	⑦ SPECIAL PROJECT COORDINATOR	13,478
		EDUCATION STIPENDS	1,667
		ON CALL	2,275
		<b>TOTAL ADMINISTRATION</b>	<b>308,129</b>
 <u>ENGINEERING</u>			
SMA GRADE 15	F	CONSTRUCTION TECHNICIAN SUPERVISOR	81,119
		<b>TOTAL ENGINEERING</b>	<b>81,119</b>
 <u>FACILITIES ADMIN</u>			
PMA GRADE 21	E	⑦ FACILITIES MANAGER	26,282
SMA GRADE 13	7.5B/4.5C	FACILITY FOREMAN	63,075
1386 GRADE 7	3.5C/8.5D	UTILITY MECHANIC - POOL TECHNICIAN	45,862
1386 GRADE 9	C	ELECTRICIAN	48,766
1386 GRADE 9	E	MASTER CARPENTER	53,765
1386 GRADE 5	4.5D/7.5E	LABORER	43,542
1386 GRADE 5	3C/9D	CUSTODIAN I	41,720
1386 GRADE 5	6C/6D	CUSTODIAN I	41,218
1386 GRADE 5	F	CUSTODIAN I	45,553
1386 GRADE 5	F	CUSTODIAN I	45,553
1386 GRADE 5	E	CUSTODIAN I	44,334
		<b>TOTAL FACILITIES ADMIN</b>	<b>499,670</b>
 <u>CITY HALL</u>			
1386 GRADE 8	G	CUSTODIAN LEADMAN	54,152
1386 GRADE 5	E	CUSTODIAN I	44,334
1386 GRADE 5	E	CUSTODIAN I	44,334
1386 GRADE 5	E	CUSTODIAN I	44,334
		<b>TOTAL CITY HALL</b>	<b>187,154</b>
 <u>SOLID WASTE</u>			
1386 GRADE 7	G	TRUCK DRIVER II	51,557
1386 GRADE 7	E	TRUCK DRIVER II	48,834
1386 GRADE 7	G	RECYCLING TRUCK DRIVER	51,557
1386 GRADE 6	E	TRUCK DRIVER I	46,530
1386 GRADE 6	5.5C/6.5D	SANITATION LABORER	43,347
1386 GRADE 6	C	SANITATION LABORER	42,204
1386 GRADE 6	G	TRUCK DRIVER I	49,125
1386 GRADE 6	4.5C/7.5D	SANITATION LABORER	43,523
1386 GRADE 6	E	SANITATION LABORER	46,530
1386 GRADE 6	4.5D/7.5E	SANITATION LABORER	45,699
1386 GRADE 5	F	LABORER	45,553
		<b>TOTAL SOLID WASTE</b>	<b>514,459</b>
 <u>STREET MAINTENANCE</u>			
SMA GRADE 13	C	HIGHWAY FOREMAN	65,009
1386 GRADE 7	5.5F/6.5G	UTILITY MECHANIC	50,924
1386 GRADE 7	F	UTILITY MECHANIC	50,177
1386 GRADE 7	F	UTILITY MECHANIC	50,177
1386 GRADE 6	F	TRUCK DRIVER I	47,810
1386 GRADE 6	G	TRUCK DRIVER I	49,125
1386 GRADE 5	G	LABORER	46,806
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	F	LABORER	45,553
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	C	LABORER	40,212
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	4.5D/7.5E	LABORER	43,542
		ON CALL	2,275
		<b>TOTAL STREET MAINTENANCE</b>	<b>668,946</b>



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>PUBLIC WORKS</b>			<u>POSITION</u>	<u>SALARY</u>
<u>EQUIPMENT MAINTENANCE</u>				
SMA GRADE 14	F	⑧	EQUIPMENT MAINTENANCE FOREMAN	23,186
1386 GRADE 9	E	⑧	EQUIPMENT MECHANIC	16,129
1386 GRADE 9	6.5D/5.5E	⑧	EQUIPMENT MECHANIC	15,713
1386 GRADE 9	G	⑧	EQUIPMENT MECHANIC	17,029
1386 GRADE 9	10D/2E	⑧	EQUIPMENT MECHANIC	15,489
1386 GRADE 9	C	⑧	EQUIPMENT MECHANIC	14,630
1386 GRADE 7	7.5D/4.5E	⑧	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	14,214
			ON CALL	4,550
<b>TOTAL EQUIPMENT MAINTENANCE</b>				<b>120,940</b>
<u>TREE PROGRAM</u>				
SMA GRADE 13	D		TREE SUPERVISOR	68,260
1386 GRADE 7	2.5D/9.5E		UTILITY MECHANIC	48,349
1386 GRADE 6	E		TRUCK DRIVER I	46,530
			ON CALL	2,275
<b>TOTAL TREE PROGRAM</b>				<b>165,414</b>
<u>PARKS AND CEMETERIES</u>				
SMA GRADE 14	E		PARK AND GREENERY FOREMAN	75,218
1386 GRADE 7	G		UTILITY MECHANIC	51,557
1386 GRADE 6	E		TRUCK DRIVER I	46,530
1386 GRADE 5	2D/10E		LABORER	43,982
1386 GRADE 5	C		LABORER	40,212
			ON CALL	2,275
<b>TOTAL PARKS AND CEMETERIES</b>				<b>259,774</b>
<b>TOTAL FULL TIME</b>				<b>2,805,605</b>
NON GRADE 5	1.5A/10.5B	⑦	SECRETARY (25HRS/WK)	6,956
			SEASONAL LABORERS	35,000
			ENGINEERING PROJECT MANAGERS	35,000
<b>TOTAL PART TIME</b>				<b>76,956</b>
<b>TOTAL DEPARTMENT</b>				<b>2,882,561</b>

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

- ⑦ 25% PUBLIC WORKS, 25% WATER, 25% SEWER, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION**

**ADMINISTRATION  
01-751-610-51-111-419**

011001	REGULAR SALARIES	309,571	266,467	315,115	308,129
012001	PART TIME SALARIES	7,579	7,664	7,831	6,956
014041	OVERTIME	-	13,530	20,000	14,000
015001	LONGEVITY	19,017	17,870	18,198	20,333
022001	SOCIAL SECURITY	21,164	17,891	22,391	21,674
022501	MEDICARE	4,950	4,243	5,237	5,067
023001	RETIREMENT	37,282	32,849	39,465	48,150
034103	TELEPHONE	23,000	24,498	23,000	24,500
034104	CELLULAR PHONES	8,000	8,501	8,000	8,500
034206	SOFTWARE-ANNUAL MAINT	18,600	24,817	24,270	20,000
035004	OCCUPATIONAL HEALTH	2,500	2,344	2,500	2,500
039001	PROFESSIONAL SERVICES	5,200	13,123	7,800	10,000
043027	REPAIRS-OFFICE EQUIPMENT	311	1,094	1,000	1,100
044006	PRINTING LEASE/MAINT	4,039	2,738	4,039	2,750
053001	ADVERTISING	3,000	2,251	7,000	2,000
054050	TRAINING	6,000	4,111	6,000	4,000
055050	PRINTING	2,000	266	500	300
056001	DUES PROFESSIONAL ORGANIZ	4,000	4,651	5,000	4,500
057101	TRAVEL AND CONFERENCE	4,000	1,396	4,000	1,300
057102	TRAVEL REIMBURSEMENT	1,000	574	1,000	1,300
061001	FIRST AID	2,500	2,232	2,000	1,800
061003	MEETING SUPPLIES	750	46	750	500
062001	OFFICE SUPPLIES	5,500	3,225	5,200	4,000
062005	PRINTING SUPPLIES	400	74	400	100
062501	POSTAGE	2,000	841	2,000	1,000
067001	BOOKS & PERIODICALS	800	741	800	600
068003	PROTECTIVE CLOTHING	3,300	2,548	3,300	2,600
068022	MATERIALS-SAFETY	1,000	481	1,000	500
075001	FURNITURE AND FIXTURES	-	405	-	-
081166	GOFERR REIMBURSEMENT	-	(4,753)	-	-
		<b>497,463</b>	<b>456,719</b>	<b>537,796</b>	<b>518,159</b>

**ENGINEERING  
01-751-620-51-111-419**

011001	REGULAR SALARIES	146,638	148,628	149,571	81,119
012001	PART TIME SALARIES	70,000	55,230	35,000	35,000
014041	OVERTIME	30,000	27,074	20,000	18,000
022001	SOCIAL SECURITY	15,291	14,057	14,853	8,315
022501	MEDICARE	3,576	3,601	3,474	1,945
023001	RETIREMENT	19,730	19,626	18,941	13,936
031002	PROF SERVICES-ENGINEERING	40,000	33,445	20,000	35,000
054050	TRAINING	1,500	140	1,500	200
057101	TRAVEL AND CONFERENCE	500	129	500	100
062001	OFFICE SUPPLIES	100	75	100	100
062002	ENGINEERING SUPPLIES	1,000	71	1,000	500
062003	MAPPING SUPPLIES	6,000	-	3,000	500
068003	PROTECTIVE CLOTHING	250	110	250	250
067001	BOOKS & PERIODICALS	300	-	300	-
075001	FURNITURE AND FIXTURES	-	787	-	-
		<b>334,885</b>	<b>302,973</b>	<b>268,489</b>	<b>194,965</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>FACILITIES ADMINISTRATION</b>					
<b>01-751-630-51-100-407</b>					
011001	REGULAR SALARIES	404,962	293,672	440,667	499,670
014041	OVERTIME	40,000	15,377	35,000	20,000
022001	SOCIAL SECURITY	27,587	18,094	29,801	32,220
022501	MEDICARE	6,452	3,965	6,970	7,535
023001	RETIREMENT	49,702	37,732	53,691	73,066
031001	PROF SERVICES-ENERGY CONT	151,880	151,880	152,000	76,000
039001	PROFESSIONAL SERVICES	25,000	25,991	15,000	25,000
043001	REPAIRS-STRUCTURAL	500	6,200	-	-
043002	REPAIRS-ELECTRICAL	3,600	-	-	-
043004	REPAIRS-PLUMBING	500	-	-	-
043005	REPAIRS-HEATING SYSTEM	1,000	-	-	-
043012	REPAIRS-COMMUNICATION	1,000	-	-	-
043016	REPAIRS-CLOCK MAINTENANCE	900	200	900	300
068003	PROTECTIVE CLOTHING	5,000	3,840	5,000	4,350
068004	MATERIALS-MAINTENANCE	500	310	-	200
		<b>718,583</b>	<b>557,261</b>	<b>739,029</b>	<b>738,341</b>
<b>FACILITIES CITY HALL</b>					
<b>01-751-630-51-110-407</b>					
011001	REGULAR SALARIES	181,426	179,631	182,225	187,154
014041	OVERTIME	20,000	18,985	20,000	20,000
022001	SOCIAL SECURITY	12,489	11,980	12,539	12,844
022501	MEDICARE	2,921	2,763	2,932	3,004
023001	RETIREMENT	22,500	19,111	22,589	29,126
041002	ELECTRICITY	150,000	128,068	140,000	135,000
041101	NATURAL GAS	70,000	40,158	65,000	50,000
041205	WATER /SEWER FEES	35,000	22,970	30,000	25,000
043001	REPAIRS-STRUCTURAL	15,000	246,009	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	22,548	10,000	10,000
043004	REPAIRS-PLUMBING	10,000	9,719	10,000	10,000
043005	REPAIRS-HEATING SYSTEM	4,000	3,849	4,000	4,000
043006	REPAIRS-BOILER	6,000	507	6,000	5,000
043007	REPAIRS-ELEVATOR	15,000	24,575	15,000	20,000
043008	REPAIRS-AIR CONDITION SYS	3,000	340	3,000	2,000
043032	GENERATOR MAINTENANCE	1,000	4,709	3,000	5,000
064001	JANITORIAL SUPPLIES	20,000	20,386	18,000	20,000
074001	EQUIPMENT	-	2,980	-	-
		<b>578,336</b>	<b>759,286</b>	<b>559,285</b>	<b>553,128</b>
<b>FACILITIES PUBLIC WORKS</b>					
<b>01-751-630-51-111-407</b>					
041002	ELECTRICITY	40,000	38,979	40,000	40,000
041101	NATURAL GAS	25,000	20,294	25,000	25,000
041205	WATER /SEWER FEES	20,000	10,084	15,000	15,000
043001	REPAIRS-STRUCTURAL	10,000	27,647	10,000	30,000
043002	REPAIRS-ELECTRICAL	3,500	3,222	3,500	3,500
043004	REPAIRS-PLUMBING	1,000	1,556	1,000	1,600
043007	REPAIRS-ELEVATOR	2,000	1,717	2,000	2,000
043032	GENERATOR MAINTENANCE	500	265	500	500
064001	JANITORIAL SUPPLIES	7,500	7,818	7,500	7,500
068016	MATERIALS	10,000	3,414	8,000	5,000
		<b>119,500</b>	<b>114,996</b>	<b>112,500</b>	<b>130,100</b>





		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>FACILITIES LIBRARY</b>					
<b>01-751-630-51-112-407</b>					
043001	REPAIRS-STRUCTURAL	10,000	27,878	10,000	15,000
043002	REPAIRS-ELECTRICAL	5,000	4,117	5,000	4,500
043004	REPAIRS-PLUMBING	3,000	1,465	3,000	2,500
043006	REPAIRS-BOILER	6,000	1,082	6,000	1,500
043007	REPAIRS-ELEVATOR	2,500	4,292	2,500	4,000
043028	MAINTENANCE	10,000	6	10,000	3,500
064001	JANITORIAL SUPPLIES	7,000	6,028	7,000	6,500
		<b>43,500</b>	<b>44,868</b>	<b>43,500</b>	<b>37,500</b>
<b>FACILITIES DOBLE CENTER</b>					
<b>01-751-630-51-121-407</b>					
039001	PROFESSIONAL SERVICES	1,000	829	1,000	1,000
043001	REPAIRS-STRUCTURAL	1,000	26	1,000	1,000
043002	REPAIRS-ELECTRICAL	500	-	500	500
043004	REPAIRS-PLUMBING	500	-	500	500
064001	JANITORIAL SUPPLIES	5,000	-	7,000	5,000
		<b>8,000</b>	<b>855</b>	<b>10,000</b>	<b>8,000</b>
<b>FACILITIES SPINNAKER POINT</b>					
<b>01-751-630-51-123-407</b>					
039001	PROFESSIONAL SERVICES	25,200	4,865	25,000	15,000
043001	REPAIRS-STRUCTURAL	17,000	5,493	17,000	5,500
043002	REPAIRS-ELECTRICAL	4,000	2,619	4,000	2,700
043004	REPAIRS-PLUMBING	5,000	933	5,000	2,000
043007	REPAIRS-ELEVATOR	4,000	1,487	4,000	2,000
064001	JANITORIAL SUPPLIES	10,000	9,449	10,000	10,000
		<b>65,200</b>	<b>24,846</b>	<b>65,000</b>	<b>37,200</b>
<b>FACILITIES OUTDOOR POOL</b>					
<b>01-751-630-51-992-407</b>					
043001	REPAIRS-STRUCTURAL	4,000	623	4,000	4,000
043002	REPAIRS-ELECTRICAL	4,000	-	4,000	4,000
043004	REPAIRS-PLUMBING	1,000	788	1,000	1,500
043014	REPAIRS-OTHER	1,000	888	1,000	1,000
064001	JANITORIAL SUPPLIES	1,500	995	1,500	1,000
068016	MATERIALS	2,500	1,152	2,500	2,800
		<b>14,000</b>	<b>4,447</b>	<b>14,000</b>	<b>14,300</b>
<b>SOLID WASTE</b>					
<b>01-751-640-32-100-426</b>					
011001	REGULAR SALARIES	566,267	507,573	506,514	514,459
014041	OVERTIME	70,000	68,208	70,000	70,000
022001	SOCIAL SECURITY	39,449	33,893	35,744	36,236
022501	MEDICARE	9,228	7,985	8,359	8,475
023001	RETIREMENT	71,071	64,346	64,397	82,175
039400	RECYCLING BY CONTRACT	210,000	228,688	314,000	310,000
041302	MSW DISPOSAL	325,000	396,551	350,000	358,000
041303	YARD WASTE	30,000	71,768	60,000	60,000
041304	BULKY WASTE	27,000	167	27,000	8,000
041305	HOUSEHOLD HAZARDOUS WASTE	1,000	284	1,000	500



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
041306	VEHICLE TIRE DISPOSAL	2,400	1,505	2,400	1,500
041307	UNIVERSAL WASTE	40,000	10,403	40,000	12,000
043018	REPAIRS-EQUIPMENT	120,000	112,146	120,000	120,000
068003	PROTECTIVE CLOTHING	3,000	1,743	3,000	2,500
068024	RECYCLING SUPPLIES/MATERL	15,000	8,067	1,000	6,000
068036	SOLID WASTE MATERIALS	20,000	391	-	-
		<b>1,549,415</b>	<b>1,513,719</b>	<b>1,603,414</b>	<b>1,589,845</b>

#### HIGHWAY STREET MAINTENANCE

##### 01-751-640-41-100-420

011001	REGULAR SALARIES	558,437	596,015	584,088	618,946
012001	PART TIME SALARIES	10,000	-	-	10,000
014041	OVERTIME	65,000	49,458	65,000	50,000
022001	SOCIAL SECURITY	41,753	37,941	40,863	42,095
022501	MEDICARE	9,765	8,874	9,557	9,845
023001	RETIREMENT	74,107	72,149	72,503	94,054
031002	PROF SERVICES-ENGINEERING	70,000	60,891	30,000	30,000
039075	TRAFFIC LINE MARKING	80,000	80,303	100,000	100,000
039081	ROAD MAINTENANCE	133,000	77,387	166,000	166,000
043003	REPAIRS-TRAFFIC SIGNS	15,000	11,993	15,000	12,000
043033	REPAIRS-BRIDGE	10,000	(1,261)	-	-
044002	RENTAL OTHER EQUIPMENT	1,000	105	1,000	250
055050	PRINTING	500	517	500	725
065002	WEED CONTROL	76,160	79,560	-	-
068003	PROTECTIVE CLOTHING	18,000	14,388	16,000	15,000
068018	MATERIALS-MARKET SQUARE	10,000	2,653	10,000	10,000
068020	MATERIALS-ROAD	40,000	23,379	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	25,000	32,048	25,000	31,500
068026	MATERIALS-SIDEWALK	25,000	3,065	15,000	8,000
068027	MATERIALS-BRIDGE	1,000	-	1,000	500
074067	LED STREET LIGHTS	5,000	960	-	-
		<b>1,268,722</b>	<b>1,150,425</b>	<b>1,191,511</b>	<b>1,238,915</b>

#### SNOW REMOVAL

##### 01-751-640-42-100-420

011001	REGULAR SALARIES	65,000	32,887	65,000	50,000
014041	OVERTIME	85,000	77,973	85,000	100,000
022001	SOCIAL SECURITY	9,300	6,639	9,300	9,300
022501	MEDICARE	2,175	1,553	2,175	2,175
023001	RETIREMENT	16,755	12,383	16,755	21,090
039200	SNOW REMOVAL	36,376	75,702	36,376	105,000
043017	REPAIRS-PLOW DAMAGE	1,455	2,132	1,455	2,000
043024	REPAIRS-VEHICLE	21,826	94,355	21,826	112,000
068005	MATERIALS-SAND AND SALT	86,949	186,184	86,949	210,000
091002	TRANSFER-PARKING	-	(300,000)	-	(300,000)
		<b>324,836</b>	<b>189,809</b>	<b>324,836</b>	<b>311,565</b>

#### EQUIPMENT MAINTENANCE

##### 01-751-640-45-100-420

011001	REGULAR SALARIES	120,859	140,559	116,166	120,940
011050	ANNUAL TOOL ALLOWANCE	1,800	821	1,800	1,000
014041	OVERTIME	10,000	8,468	10,000	10,000
022001	SOCIAL SECURITY	8,113	8,853	7,822	8,118
022501	MEDICARE	1,897	2,085	1,829	1,899
023001	RETIREMENT	14,617	16,951	14,093	18,410
043010	REPAIRS-VEHICLE BY OUTSID	40,000	48,651	40,000	50,000
043018	REPAIRS-EQUIPMENT	25,000	16,920	25,000	23,000



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
043024	REPAIRS-VEHICLE	120,000	105,927	120,000	115,000
054050	TRAINING	6,000	382	6,000	2,000
063001	TIRES AND BATTERIES	20,000	14,281	20,000	16,000
063401	EV CHARGING STATION	-	150	-	150
063501	GASOLINE	160,000	140,565	160,000	150,000
063701	LUBRICANTS	20,000	11,884	20,000	14,000
067001	BOOKS & PERIODICALS	500	-	200	100
068003	PROTECTIVE CLOTHING	5,000	3,677	5,000	4,200
074002	IT EQUIPMENT	2,000	-	2,000	2,000
		<b>555,786</b>	<b>520,175</b>	<b>549,910</b>	<b>536,817</b>

**TREE PROGRAM  
01-751-640-46-100-420**

011001	REGULAR SALARIES	147,429	137,518	156,190	165,414
014041	OVERTIME	10,000	10,029	10,000	10,000
022001	SOCIAL SECURITY	9,760	8,830	10,304	10,876
022501	MEDICARE	2,283	2,080	2,410	2,544
023001	RETIREMENT	17,584	16,481	18,563	24,663
065001	TREE MAINTENANCE	5,000	3,567	5,000	2,941
068006	MATERIALS-TREE MAINTENANC	25,000	13,637	15,000	15,000
074001	EQUIPMENT	-	234	1,000	500
		<b>217,056</b>	<b>192,376</b>	<b>218,467</b>	<b>231,938</b>

**MOSQUITO CONTROL  
01-751-640-47-100-420**

065003	LARVICIDING CONTRACT	36,400	36,400	-	26,136
065004	ADULTICIDING	43,680	43,600	26,136	-
		<b>80,080</b>	<b>80,000</b>	<b>26,136</b>	<b>26,136</b>

**PARKS AND CEMETERIES  
01-751-640-48-132-420**

011001	REGULAR SALARIES	241,094	235,501	253,986	259,774
012001	PART TIME SALARIES	25,000	46,379	25,000	25,000
014041	OVERTIME	2,000	13,005	2,000	10,000
022001	SOCIAL SECURITY	16,622	17,267	17,421	18,276
022501	MEDICARE	3,888	4,065	4,074	4,273
023001	RETIREMENT	27,153	27,663	28,594	37,930
039021	PARKS & CEMETERY PROGRAMS	55,000	110,385	55,000	56,000
041205	WATER /SEWER FEES	30,000	36,847	20,000	40,000
043001	REPAIRS-STRUCTURAL	1,500	276	1,500	500
043002	REPAIRS-ELECTRICAL	500	71	500	500
043004	REPAIRS-PLUMBING	500	85	500	500
043018	REPAIRS-EQUIPMENT	5,000	84	5,000	1,000
043025	REPAIRS-BLDINGS & GROUNDS	4,000	5,158	4,000	3,500
055050	PRINTING	250	-	-	-
065005	BALLPARK TURF SPRAYING	23,700	1,180	5,000	2,500
065010	TURF GROWTH RETARDANT	5,500	-	-	-
068004	MATERIALS-MAINTENANCE	25,000	56,832	25,000	50,000
068017	MATERIALS-BASEBALL FIELDS	6,000	7,232	6,000	7,500
074001	EQUIPMENT	-	-	1,000	-
		<b>472,707</b>	<b>562,028</b>	<b>454,575</b>	<b>517,253</b>

**STORMWATER  
01-751-640-49-100-420**

091008	TRANSFER-STORMWATER	247,806	247,806	277,707	311,993
		<b>247,806</b>	<b>247,806</b>	<b>277,707</b>	<b>311,993</b>
PW	<b>TOTAL</b>	<b>7,095,875</b>	<b>6,722,590</b>	<b>6,996,155</b>	<b>6,996,155</b>

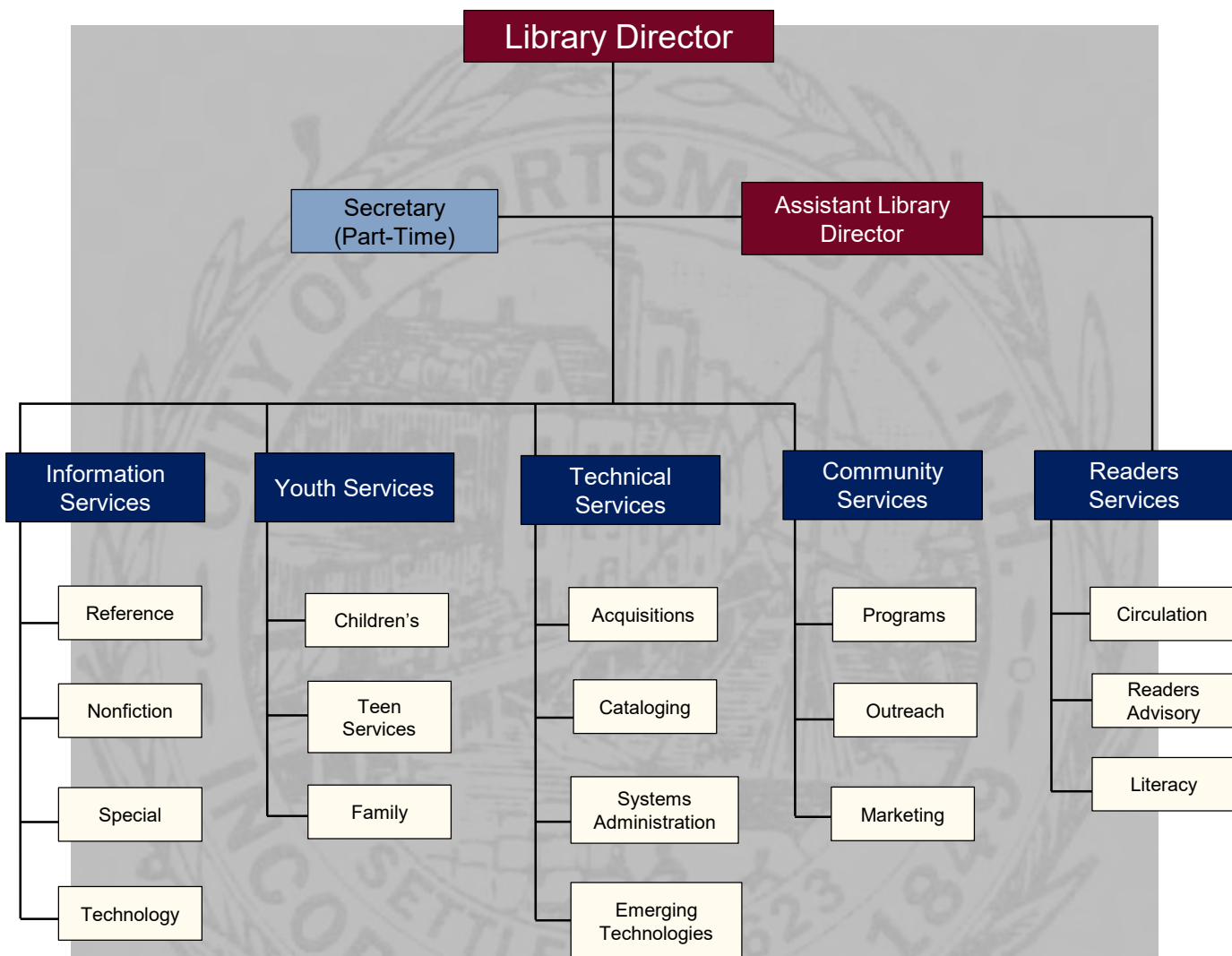




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# Public Library



## 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

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	5	5	5
Library Assistant 3	2	2	2
Library Assistant 2	2	2	2
Library Assistant 1	1	1	1
<b>Totals Full Time</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Secretary	1	1	1
Library Assistant 3	2	2	2
Library Assistant 2	8	8	8
Library Assistant 1	3	3	3
Number of Part Time Library Pages varies throughout the year.			
Number of Part Time Library Temporary Workers varies throughout the year.			
<b>Totals Part Time</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

## Department Budget Comments

The Library Department's proposed budget for FY22 is \$1,996,199. This represents a net increase of \$8,344 or 0.42% from FY21. *Details of net changes are described on the following page.*

## Budget Summary of Expenditures

	<u>FY20</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>CITY MANAGER RECOMMENDED</u>
<b>LIBRARY</b>				
SALARIES	912,797	894,241	949,777	970,217
PART-TIME SALARIES	346,453	310,936	349,336	343,996
OVERTIME	1,500	1,818	1,500	1,500
LONGEVITY	7,308	7,307	7,543	7,452
RETIREMENT	102,819	100,066	107,000	137,579
OTHER BENEFITS	96,996	89,675	100,074	101,222
<i>Contractual Obligations</i>	<i>1,467,873</i>	<i>1,404,043</i>	<i>1,515,230</i>	<i>1,561,966</i>
TRAINING/EDUCATION/CONFERENCES	7,960	6,013	6,250	4,750
ELECTRICITY	79,560	70,546	68,500	68,500
NATURAL GAS	10,000	7,163	8,500	8,500
CONTRACTED SERVICES	200	1,382	200	200
PROFESSIONAL ORGANIZATION DUES	3,275	1,453	2,400	2,400
OTHER OPERATING	401,840	431,843	386,775	349,883
<i>Other Operating</i>	<i>502,835</i>	<i>518,400</i>	<i>472,625</i>	<i>434,233</i>
<b>TOTAL</b>	<b>1,970,708</b>	<b>1,922,443</b>	<b>1,987,855</b>	<b>1,996,199</b>



- Materials Cost— Recognizing the fiscal expectations for the upcoming fiscal year, the FY22 budget for library materials has been decreased by \$35,492 (or 15.8%) from the FY21 materials budget. While this will require reductions in some popular collections and downloadable services, we will strive to continue to provide cardholders with an outstanding collection and allow library selectors to tailor 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 FY22. 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. F22 utilities budgets will remain unchanged from last year's budget which had been reduced by 16.4% from FY20.

- Borrowing Trends— While cardholders borrowed fewer print and other traditional materials from the library due in large part to limited in-person browsing opportunities, our system of curbside pickup of materials was tremendously popular. Additionally, usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses grew substantially. 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.

With the onset of COVID, the library made an incredibly successful transition to offering hundreds of programs for all ages online using Zoom. For many programs, we had over 200 attendees, more than would fit in our wonderful Levenson Room! Story hours were offered online. Local history and genealogy lectures were offered online. Even our weekly meditation group continued to meet using Zoom.

Increasingly, the library also hosts programs that provide the community with opportunities to discuss meaningful issues in a neutral, respectful environment. In particular, our Standing Up To Racism 3-week series was so popular, we offered it five times and have plans to continue offering it going forward.

In addition to programs developed and presented directly by Library staff members, we partner with community groups to bring even broader and richer exhibits and programs to the public. One highly successful example of a series of





programs in which the library partnered with a community organization is our Indigenous Stories series. Crucial to the success of the series has been our partnership with the Indigenous New Hampshire Collaborative Collective.

- Outreach—Also emphasized in the FY22 goals is reaching out into the community—to seniors, to children, to the schools, and to both groups and individuals.

While COVID conditions led to a reduced number of hours the library was open for in-person browsing, the library continued to offer 24/7 delivery of an extensive variety of services online. Further efficiency is accomplished with

1. Advances in the technology of the automation systems which provide better interfaces and allow for more self-service in circulation, account maintenance and in-house computer use, and
2. Cross training of staff members to respond to service needs efficiently without having to call in extra personnel.

The Library 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-***

- Curbside pickup services
- Readers advisory to include communication with patrons in person, online, published reading recommendations
- Operation of Koha Library System
- Processing of holds, reserves, patron notices
- Activity reports (prepare and analyze)
- Shelving and shelf maintenance
- Displays, bookmarks, and other patron notification



### ***Public Programs and Community Building-***

- Children's story times—infants through preschool
- Children's craft and music programs / holiday programs
- New baby book initiative
- Teen programs
- School visits—all grades both in library and in classroom
- Summer reading program
- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- Standing Up To Racism series
- Foreign affairs discussion group and speaker series
- New literacy programs/Digital literacy initiatives
- Library and computer instruction
- Book discussions
- Writers' group
- Language discussion groups
- Art exhibits/lectures
- Local History lectures
- Genealogy workshops
- Meeting rooms/study rooms/collaborative work space



### ***Reference Service -***

- Direct patron assistance—in person, by phone, electronic (email or web-assisted)
- Published assistance—on paper and electronic



- Interlibrary loan
- Document delivery
- Purchase on request

**Preservation Activities -**

- Art objects - documentation, restoration, cleaning, display
- Paper collection - books and loose papers - preservation and patron assistance
- Local history clipping and indexing
- Microform
- Genealogy databases
- Digital collections ([www.portsmouthexhibits.org](http://www.portsmouthexhibits.org)) and publications
- Collecting of personal histories
- Archival collections



**Computer Services and Training-**

- Library supplied public computers
- Research
- Internet access, word processing, spreadsheet programs, office applications
- Instruction in general computer use and in use of electronic library services; one-on-one and group instruction
- Informative and entertaining in-house computer programs for children and adults
- Wireless network
- Production station— 2 flatbed scanners, color and black and white laser printers
- Library web page, enhanced catalog
- Interactive web; communication; social media
- Mobile services



**Services to schools-**

- Operation and continued enhancement of Koha integrated library system
- Intra-system loans
- Book talks, children's programs
- Cooperative planning and training
- Teacher lending program



# Goals and Objectives

## The Library is a Community Space

### Goal #1:

To ensure that the Library provides a place for the community to gather for a broad range of activities

### Objectives:

- ✓ 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

### Citywide Goal Addressed:

- *Improve Public Outreach* 
- *Provide a Diverse Educational Environment in which our Youth can Grow and Learn* 

### Goal #2:

To operate the Library as a community partner

### Objectives:

- ✓ Contribute assistance and support to the City, its business, its services, its sustainability

### Citywide Goal Addressed:

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


### Goal #3:

Ensure that the Library is a place for recreation, relaxation, and enjoyment

### Objectives:

- ✓ Provide materials for pleasure reading, listening and viewing—tangible and virtual
- ✓ Design and deliver programs and opportunities for informal gathering

### Citywide Goal Addressed:

- *Promote a Welcoming, Safe and Diverse Community* 



## 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* 

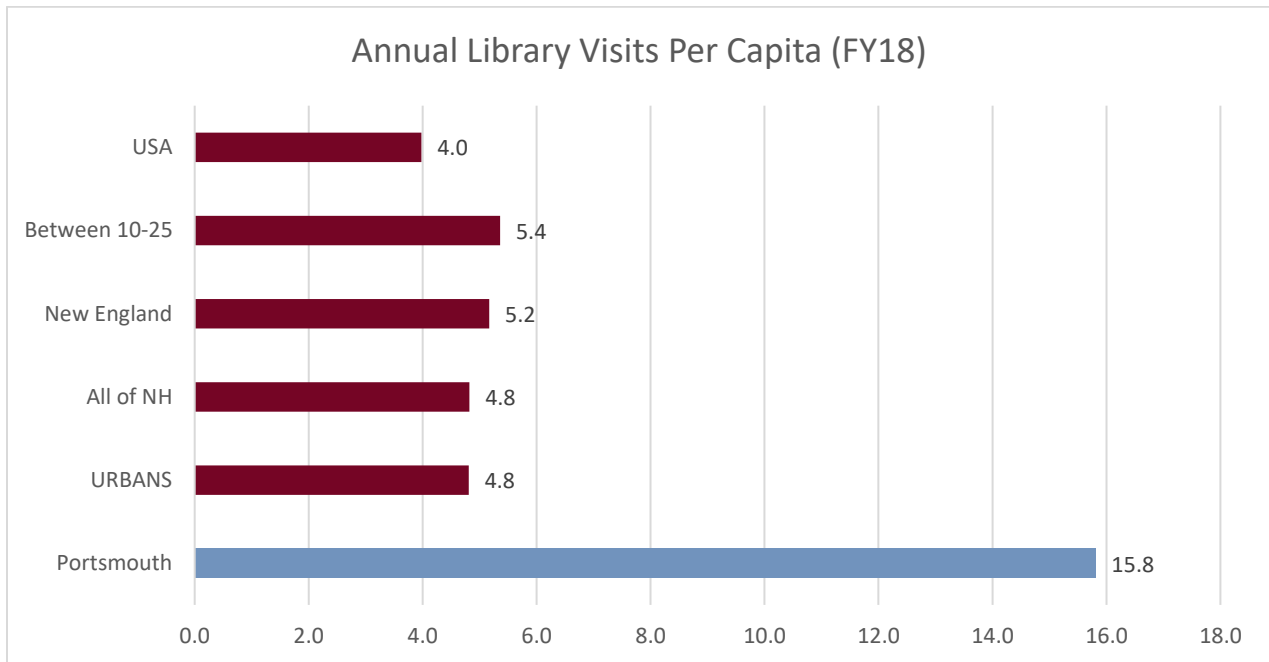


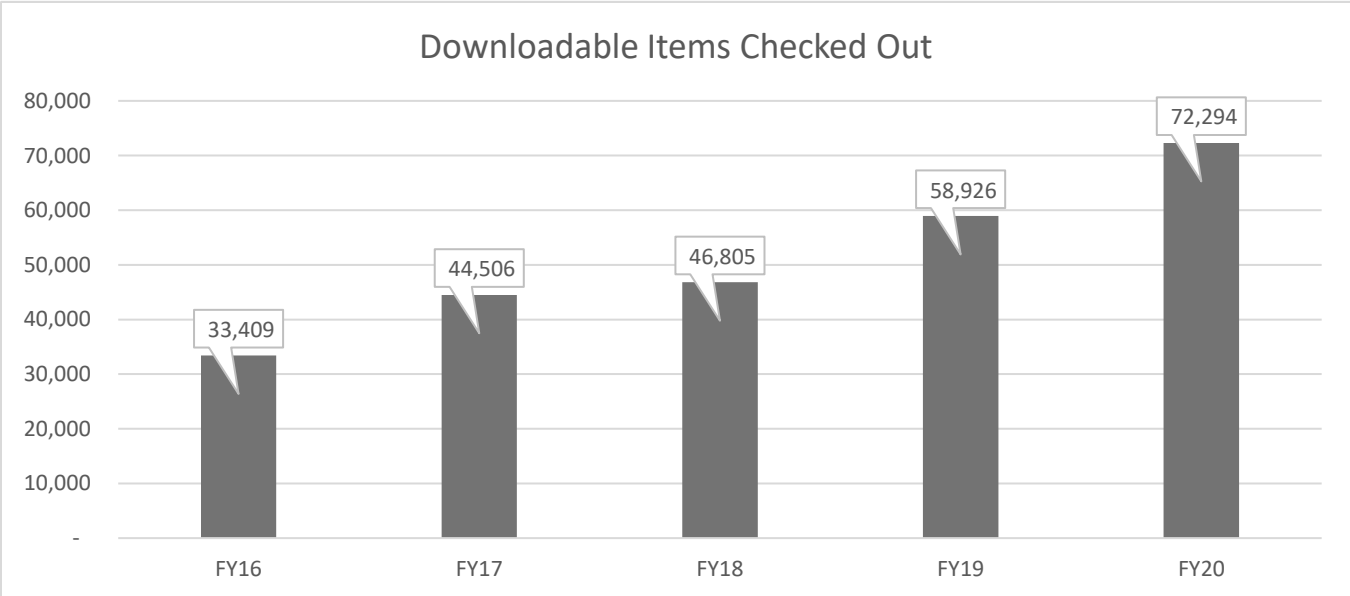
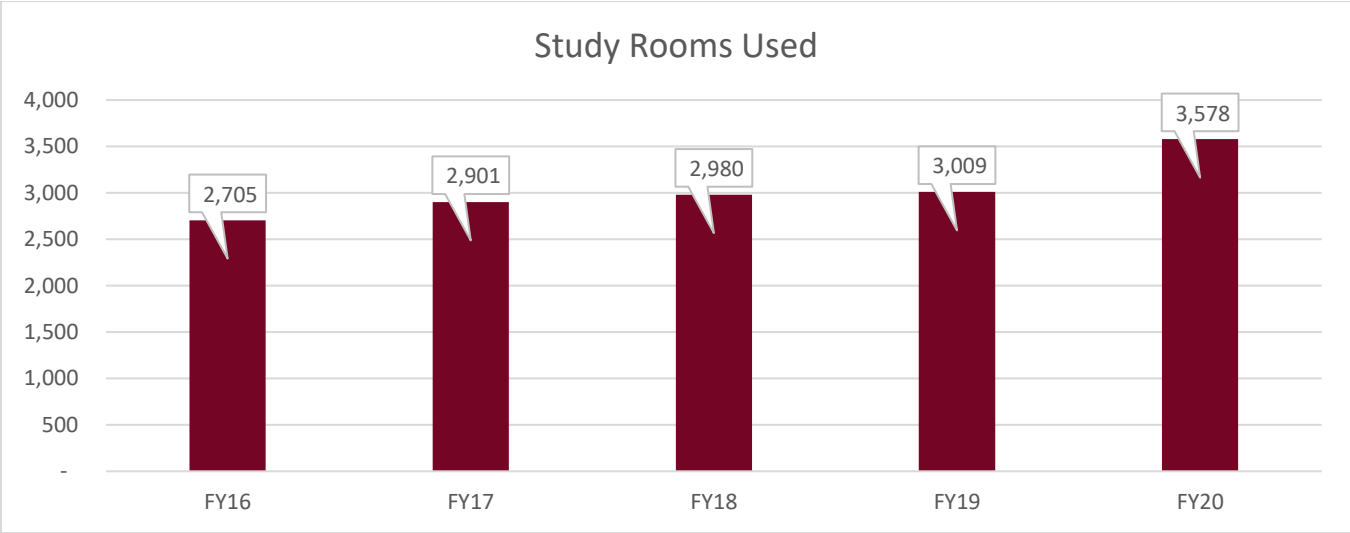
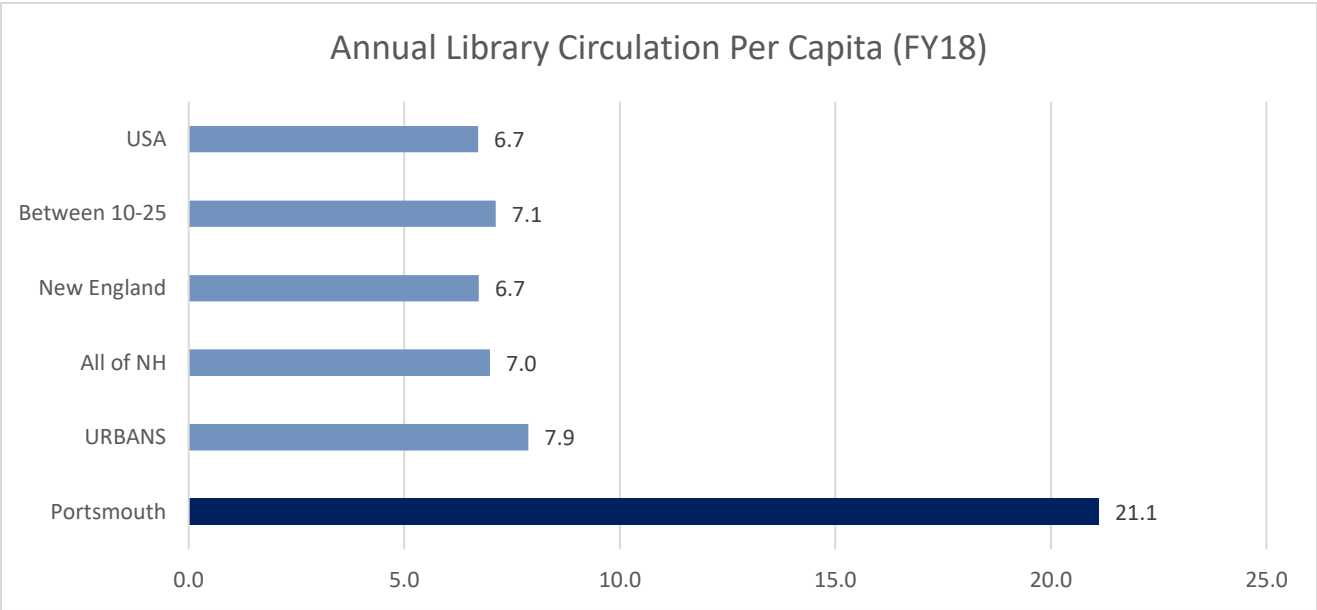
## Performance Measures

	FY19	FY20	FY21 Estimated
Hours of Public Service per week	68.5	Varied	Will vary
Visits to the Library	340,580	272,485	241,673
Circulation of Materials	435,022	347,502	325,049
Number of Downloads	58,926	72,294	90,525
In-Person Program Attendance	37,282	28,827	14,252
Online Program Attendance		2,124	9,789
New Patrons Registered	2,389	2,143	2,131
Device Help Sessions	398	300	145
Meeting Room Use	2,259	1,695	873
Study Room Use	3,009	3,578	1,750
Museum Passes Borrowed	1,351	909	500

\* For assessing the areas of success and areas for improvement, we compare the Portsmouth Public Library performance to state, regional and national activity. However, we weight most heavily the Library's performance as compared to other public libraries in the New Hampshire Urban Libraries Consortium (libraries serving populations of greater than 20,000)."

## FY 2021 Library Statistics







**FY22 BUDGETED POSITION AND SALARY DETAIL**

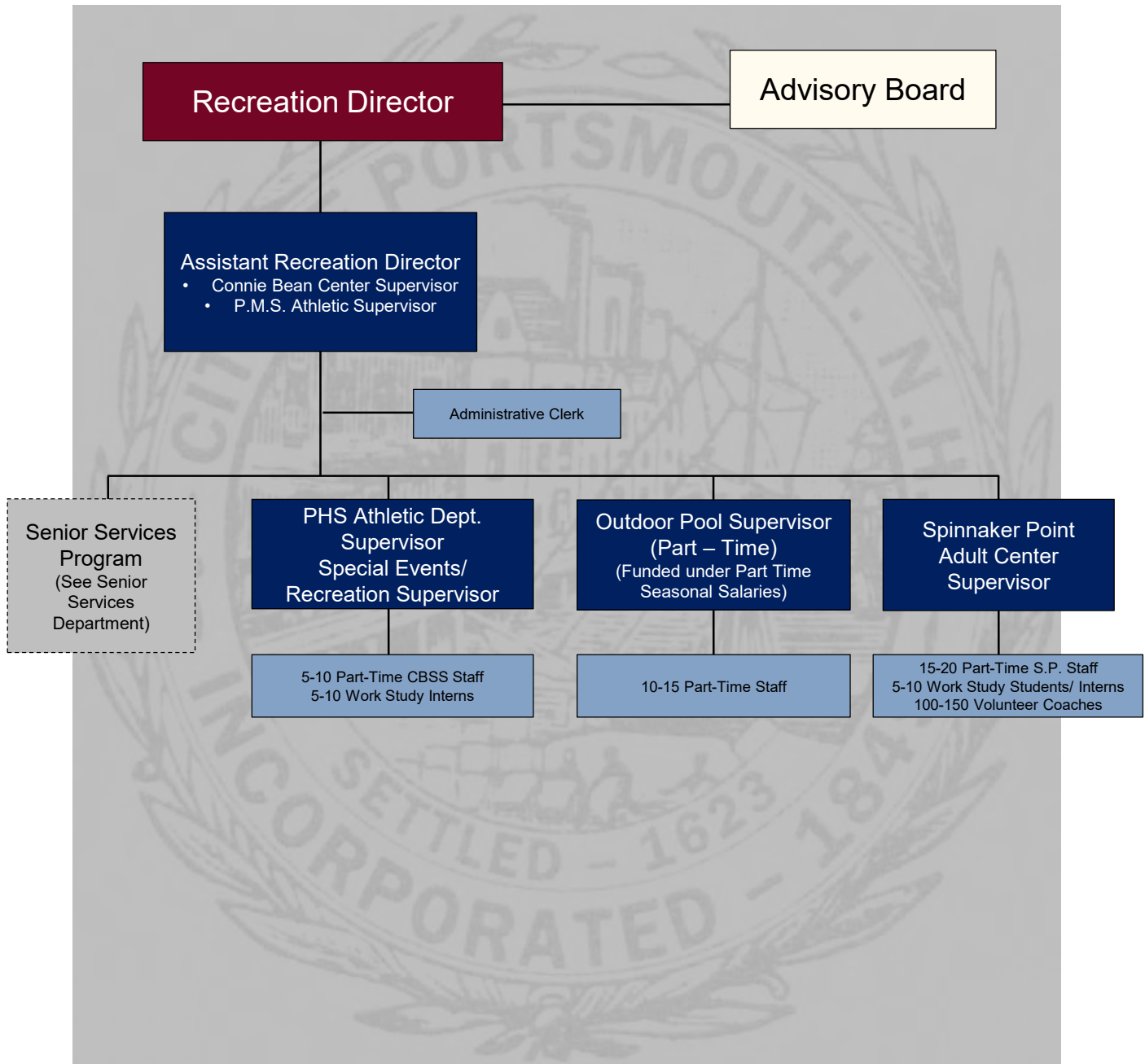
<b>LIBRARY</b>		<b>POSITION</b>	<b>SALARY</b>
PMA GRADE 22	G	LIBRARY DIRECTOR	113,442
PMA GRADE 18	2E/10F	ASSISTANT LIBRARY DIRECTOR	91,674
PMA GRADE 13	3.5C/8.5D	LIBRARIAN II	67,048
PMA GRADE 13	E	LIBRARIAN II	72,105
PMA GRADE 13	11E/1F	LIBRARIAN II	71,451
PMA GRADE 13	F	LIBRARIAN II	72,105
1386B GRADE 9	G	LIBRARIAN I	54,778
1386B GRADE 9	2.5A/9.5B	LIBRARIAN I	45,587
1386B GRADE 9	11.5D/.5E	LIBRARIAN I	50,869
1386B GRADE 9	5C/7D	LIBRARIAN I	49,756
1386B GRADE 9	C	LIBRARIAN I	48,346
1386B GRADE 6	H	LIBRARY ASSISTANT III	48,718
1386B GRADE 6	G	LIBRARY ASSISTANT III	47,414
1386B GRADE 4	H	LIBRARY ASSISTANT II	44,248
1386B GRADE 4	F	LIBRARY ASSISTANT II	42,469
1386B GRADE 2	H	LIBRARY ASSISTANT I	40,205
		EDUCATION STIPENDS	10,002
<b>TOTAL FULL TIME</b>			<b>970,217</b>
1386B GRADE 6	G	PT LIBRARY ASSISTANT III (25HRS/WK)	31,603
1386B GRADE 6	C	PT LIBRARY ASSISTANT III (20HRS/WK)	21,258
1386B GRADE 4	A	PT SECRETARY (30HRS/WK)	27,581
1386B GRADE 4	C	PT LIBRARY ASSISTANT II (21HRS/WK)	21,283
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,387
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,387
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (25HRS/WK)	22,984
1386B GRADE 4	3D/9E	PT LIBRARY ASSISTANT II (25HRS/WK)	27,603
1386B GRADE 4	4A/8B	PT LIBRARY ASSISTANT II (22.5HRS/WK)	21,374
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (15HRS/WK)	13,790
1386B GRADE 4	A	PT LIBRARY ASSISTANT II (20HRS/WK)	18,387
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (26HRS/WK)	21,713
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,176
1386B GRADE 2	A	PT LIBRARY ASSISTANT I (5HRS/WK)	4,176
		PT LIBRARY PAGES	49,354
		PT TEMP WORKERS	21,940
<b>TOTAL PART TIME</b>			<b>343,996</b>
<b>TOTAL DEPARTMENT</b>			<b>1,314,213</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>LIBRARY</b>					
<b>01-780-710-51-112-440</b>					
011001	REGULAR SALARIES	912,797	894,241	949,777	970,217
012001	PART TIME SALARIES	346,453	310,936	349,336	343,996
014041	OVERTIME	1,500	1,818	1,500	1,500
015001	LONGEVITY	7,308	7,307	7,543	7,452
022001	SOCIAL SECURITY	78,611	72,678	81,106	82,036
022501	MEDICARE	18,385	16,997	18,968	19,186
023001	RETIREMENT	102,819	100,066	107,000	137,579
034103	TELEPHONE	25,000	20,300	19,500	19,500
034203	COMPUTER/SOFTWARE MAINT	47,745	43,228	47,750	47,750
039001	PROFESSIONAL SERVICES	200	1,382	200	200
039017	PROF/SERV-BIBLIOGRAPHIC	12,225	9,915	13,000	13,000
041002	ELECTRICITY	79,560	70,546	68,500	68,500
041101	NATURAL GAS	10,000	7,163	8,500	8,500
041205	WATER /SEWER FEES	13,000	7,411	8,750	8,750
043026	REPAIRS-COMPUTER EQUIP	250	-	100	100
043027	REPAIRS-OFFICE EQUIPMENT	-	-	700	700
044002	RENTAL OTHER EQUIPMENT	696	-	-	-
044006	PRINTING LEASE/MAINT	5,304	7,067	5,200	5,200
053001	ADVERTISING	3,250	909	1,500	1,500
054050	TRAINING	3,060	494	2,250	2,250
055002	BOOKBINDING	765	-	765	765
055050	PRINTING	3,500	1,498	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	3,275	1,453	2,400	2,400
057101	TRAVEL AND CONFERENCE	4,900	5,519	4,000	2,500
057102	TRAVEL REIMBURSEMENT	2,040	1,089	2,000	1,000
061001	FIRST AID	500	242	500	500
061003	MEETING SUPPLIES	500	74	100	100
062001	OFFICE SUPPLIES	2,040	2,330	1,750	1,750
062004	PHOTO SUPPLIES	500	-	-	-
062007	COMPUTER/PRINTER SUPPLIES	9,000	8,281	7,500	7,500
062010	COPYING SUPPLIES	750	1,643	1,000	1,000
062011	OPERATING SUPPLIES	4,400	5,816	5,000	5,000
062013	MATERIAL PROCESSING SUPPL	8,500	5,600	5,500	5,500
062014	MICROFORM SUPPLIES	255	-	3,000	3,000
062015	CHILDREN SERVICES SUPPLIE	1,530	2,836	3,750	3,750
062016	ARCHIVAL SUPPLIES	1,000	216	1,000	1,000
062501	POSTAGE	1,275	1,104	1,370	1,370
067002	BOOKS & MEDIA	140,500	157,499	135,500	115,000
067003	PERIODICALS	27,000	21,575	21,875	16,875
067004	MICROMEDIA COLLECTION	62,765	94,835	67,765	62,773
074001	EQUIPMENT	2,550	4,878	2,800	2,800
074002	IT EQUIPMENT	6,000	8,266	5,600	3,200
075001	FURNITURE AND FIXTURES	6,000	10,524	6,000	3,000
081042	LIBRARY PROGRAMS	13,000	15,320	16,000	16,000
081166	GOFERR REIMBURSEMENT	-	(613)	-	-
LIBRARY	<b>TOTAL</b>	<b>1,970,708</b>	<b>1,922,443</b>	<b>1,987,855</b>	<b>1,996,199</b>



# Recreation Department



## Mission

Because we believe that recreation plays a vital role in the health development and life of both the individual and the community, we aim to utilize, maintain and expand the recreation and leisure resources available to our community. We will attempt to involve all segments of the community and the Recreation Department in planning activities, be they individuals, community agencies, or citizen boards. We will provide leisure time opportunities and recreation experiences for all residents in safe and healthful conditions, which are enjoyable and productive for each and every individual involved.





# Recreation Department

## Services Overview

- ✓ Connie Bean Community Center
- ✓ Spinnaker Point Recreation Center
- ✓ Outdoor Pool
- ✓ Special Programs
- ✓ Senior Citizen Programs
- ✓ Indoor Pool (Not funded through General Fund)

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Spinnaker Point Supervisor	1	1	1
Recreation Supervisor	1	1	1
Administrative Clerk	0	0	1
<b>Totals Full Time</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Account Clerk	1	1	0
Number of part-time positions vary throughout the year.			
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>

## Department Budget Comments

The Recreation Department's FY22 proposed budget is \$935,342. This represents an increase of \$43,175 or 4.8% from FY21, due to the change of the Account Clerk position from a part time to a full time position as well as a return to pre-COVID funding levels for summer and other programs impacted during the pandemic.



## Budget Summary of Expenditures

	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>CITY MANAGER RECOMMENDED</b>
<b>RECREATION</b>				
SALARIES	308,234	319,595	318,100	350,325
PART-TIME SALARIES	247,000	197,572	207,585	208,967
OVERTIME	4,000	-	4,000	4,000
LONGEVITY	8,008	8,009	8,169	6,208
STIPENDS	-	-	-	-
RETIREMENT	35,793	36,784	36,891	50,690
OTHER BENEFITS	43,410	39,663	41,148	43,567
<i>Contractual Obligations</i>	<i>646,445</i>	<i>601,622</i>	<i>615,892</i>	<i>663,757</i>
TRAINING/EDUCATION/CONFERENCES	1,700	-	1,700	1,400
ELECTRICITY	91,400	73,422	93,400	90,400
NATURAL GAS	39,000	28,035	39,000	36,000
CONTRACTED SERVICES	4,500	5,814	4,500	5,000
PROFESSIONAL ORGANIZATION DUES	-	460	-	750
OTHER OPERATING	128,675	110,258	137,675	138,035
<i>Other Operating</i>	<i>265,275</i>	<i>217,989</i>	<i>276,275</i>	<i>271,585</i>
<b>TOTAL</b>	<b>911,720</b>	<b>819,611</b>	<b>892,167</b>	<b>935,342</b>



## 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**

- Mother/Son dance, Father/Daughter dance.
- City Easter Egg Hunt.
- Summer vacation camps (9 weeks).
- Fall soccer programs/Winter basketball programs/Spring baseball programs.
- 22 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"> <li>✓ Create a balanced program between young and old, male and female, constant users and new participants, athletic activities and non-athletic activities.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b> 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 new Senior Activity Center.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to improve neighborhood parks and playgrounds.</li> <li>✓ Improve and/or upgrade youth and recreation facilities in the city through a citywide needs assessment.</li> <li>✓ Expand and improve the new Senior Activities Center.</li> </ul>
<p><i>Citywide Goal Addressed :</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b> 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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide a safe and comfortable atmosphere for all patrons at all facilities.</li> <li>✓ 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.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #4:</b> 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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Work cooperatively with all responsible community service agencies aimed at meeting the needs of residents of Portsmouth.</li> <li>✓ 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.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal # 5:</b> 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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Improve staff literacy and competence in all areas of computer programming and technology.</li> <li>✓ Improve inter-facility communications.</li> <li>✓ Incorporate new software programming to facilitate credit card payments and on line registration.</li> </ul>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> <li>• <i>Improve Public Outreach</i> </li> </ul>	

Performance Measures

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:  
FY20 – 4%  
FY21 – (100%) (Covid)  
FY22 (Est.) – Pre-Covid Levels

Percent increase/ (decrease) in long running Recreation Programs:  
FY20 – 5%  
FY21– (95%) (Covid)  
FY22 (Est.) – Pre-Covid Levels



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>RECREATION</b>			
PMA GRADE 19	9.5B/2.5C	RECREATION DIRECTOR	83,291
SMA GRADE 14	G	ASSIST RECREATION DIRECTOR	79,411
SMA GRADE 12	G	RECREATION SUPERVISOR*	72,127
1386B GRADE 7	A	ADMINISTRATIVE CLERK	39,827
<b>TOTAL FULL TIME COMM CENTER</b>			<b>274,656</b>
SMA GRADE 13	G	SPINNAKER POINT SUPERVISOR	75,669
<b>TOTAL FULL TIME SPINNAKER POINT</b>			<b>75,669</b>
<b>TOTAL FULL TIME</b>			<b>350,325</b>
VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL			208,967
<b>TOTAL PART TIME</b>			<b>208,967</b>
<b>TOTAL DEPARTMENT</b>			<b>559,292</b>

\*RECREATION SUPERVISOR CURRENTLY HAS A MOU WITH THE SCHOOL DEPARTMENT TO ACT AS THE FULL TIME ATHLETIC DIRECTOR. POSITION IS PAID A STIPEND FROM THE SCHOOL AND THE CITY PAYS THE FULL SALARY FOR THE POSITION OF RECREATION SUPERVISOR.



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT  
SPINNAKER POINT  
01-785-720-07-122-439**

011001	REGULAR SALARIES	71,878	79,348	74,059	75,669
012001	PART TIME SALARIES	55,000	45,264	56,000	56,000
014041	OVERTIME	2,000	-	2,000	2,000
015001	LONGEVITY	1,922	1,602	1,961	2,000
022001	SOCIAL SECURITY	8,109	7,643	8,309	8,411
022501	MEDICARE	1,896	1,788	1,943	1,967
023001	RETIREMENT	8,466	9,007	8,715	11,201
034103	TELEPHONE	1,500	1,557	1,500	3,500
039001	PROFESSIONAL SERVICES	500	-	500	500
041002	ELECTRICITY	48,000	35,495	48,000	45,000
041101	NATURAL GAS	39,000	28,035	39,000	36,000
041205	WATER /SEWER FEES	17,000	19,850	23,000	23,000
043018	REPAIRS-EQUIPMENT	10,000	2,905	10,000	8,000
044006	PRINTING LEASE/MAINT	85	839	85	1,260
061001	FIRST AID	400	266	400	400
061002	MISCELLANEOUS SUPPLIES	6,000	6,188	6,000	5,400
062001	OFFICE SUPPLIES	915	310	915	1,000
063800	MATERIALS-CHEMICALS	6,000	4,534	6,000	5,500
068002	CLOTHING	800	-	800	800
<b>Total Spinnaker</b>		<b>279,471</b>	<b>244,631</b>	<b>289,187</b>	<b>287,608</b>

**CONNIE BEAN  
01-785-720-21-124-439**

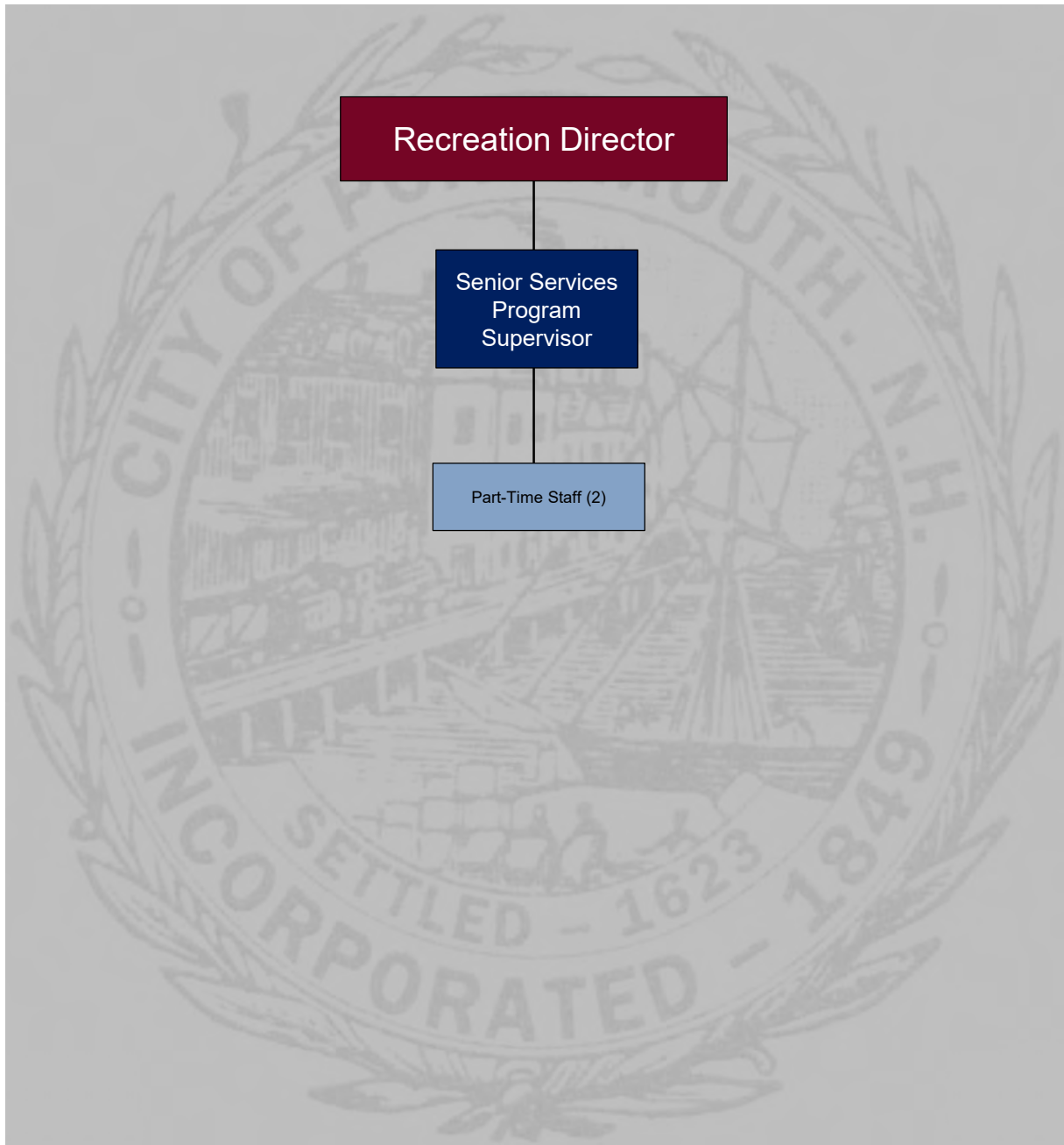
011001	REGULAR SALARIES	236,356	240,247	244,041	274,656
012001	PART TIME SALARIES	56,000	45,905	56,530	28,167
014041	OVERTIME	2,000	-	2,000	2,000
015001	LONGEVITY	6,086	6,407	6,208	4,208
022001	SOCIAL SECURITY	18,641	17,894	19,144	19,160
022501	MEDICARE	4,359	4,198	4,478	4,481
023001	RETIREMENT	27,327	27,776	28,176	39,489
034103	TELEPHONE	1,500	546	1,500	3,200
039077	BASKETBALL OFFICIALS	4,000	5,814	4,000	4,500
043018	REPAIRS-EQUIPMENT	700	-	700	200
044006	PRINTING LEASE/MAINT	300	1,079	300	1,700
054050	TRAINING	500	-	500	500
055050	PRINTING	4,000	3,356	4,000	4,000
056001	DUES PROFESSIONAL ORGANIZ	-	460	-	750
057101	TRAVEL AND CONFERENCE	1,200	-	1,200	900
057102	TRAVEL REIMBURSEMENT	2,000	1,929	2,000	2,000
061001	FIRST AID	400	107	400	400
061002	MISCELLANEOUS SUPPLIES	4,000	1,867	4,000	4,000
062001	OFFICE SUPPLIES	1,700	999	1,700	1,700
068002	CLOTHING	550	1,160	550	950
091006	TRANSFER FR SCHOOL	(10,000)	(10,000)	(10,000)	(10,000)
		<b>361,619</b>	<b>349,743</b>	<b>371,426</b>	<b>386,961</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>OUTDOOR POOL</b>					
<b>01-785-730-24-992-439</b>					
012001	PART TIME SALARIES	85,000	62,469	85,000	77,800
022001	SOCIAL SECURITY	5,270	3,873	5,270	4,824
022501	MEDICARE	1,233	906	1,233	1,128
034103	TELEPHONE	1,500	540	1,500	700
041002	ELECTRICITY	15,200	11,631	15,200	15,200
041205	WATER /SEWER FEES	40,000	42,696	40,000	40,000
061001	FIRST AID	500	-	500	500
061002	MISCELLANEOUS SUPPLIES	8,000	3,658	8,000	6,000
063800	MATERIALS-CHEMICALS	19,000	20,131	22,000	22,000
068002	CLOTHING	800	-	800	800
		<b>176,503</b>	<b>145,904</b>	<b>179,503</b>	<b>168,952</b>
<b>SUMMER CAMPS</b>					
<b>01-785-740-00-131-439</b>					
012001	PART TIME SALARIES	42,000	39,095	5,055	42,000
022001	SOCIAL SECURITY	2,604	2,424	314	2,604
022501	MEDICARE	609	567	74	609
041002	ELECTRICITY	28,000	26,097	30,000	30,000
044002	RENTAL OTHER EQUIPMENT	5,000	2,555	5,000	5,000
061001	FIRST AID	400	-	400	400
061002	MISCELLANEOUS SUPPLIES	2,825	261	2,825	2,825
		<b>81,438</b>	<b>70,998</b>	<b>43,668</b>	<b>83,438</b>
<b>BOAT LAUNCH</b>					
<b>01-785-750-00-900-439</b>					
012001	PART TIME SALARIES	9,000	4,839	5,000	5,000
022001	SOCIAL SECURITY	558	300	310	310
022501	MEDICARE	131	70	73	73
041002	ELECTRICITY	200	199	200	200
044002	RENTAL OTHER EQUIPMENT	2,000	1,627	2,000	2,000
055050	PRINTING	300	195	300	300
061001	FIRST AID	100	-	100	100
061002	MISCELLANEOUS SUPPLIES	300	1,105	300	300
068002	CLOTHING	100	-	100	100
		<b>12,689</b>	<b>8,335</b>	<b>8,383</b>	<b>8,383</b>
<b>SPECIAL PROGRAMS</b>					
<b>01-785-760-00-100-439</b>					
RECREATION	TOTAL	<b>911,720</b>	<b>819,611</b>	<b>892,167</b>	<b>935,342</b>



# Senior Services Department



## Mission

To positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, community involvement, creativity and life-long learning.





# Senior Services

## Services Overview

- ✓ Senior Activity Center
- ✓ Wellness Programs
- ✓ Education Programs
- ✓ Senior Transportation
- ✓ Additional Senior Services



Cottage Street in a 13,000 sq foot building. Due to this move, and the increase of activity space, the senior services division anticipates an increase in the hours of operation and part time staff at the new facility. Additionally there will be an increase in utilities. Other budgetary increases are due to contractual obligations of staff.

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Senior Services Supervisor	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Senior Services Admin	2	2	2
<b>Totals Part Time</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

## Department Budget Comments

The Senior Services proposed budget for FY22 is \$232,358. This represents an increase of \$5,395 or 2.38% over FY21.

The City implemented senior services programs in FY13 and has continued to increase services to the City's seniors. From FY14 – FY20 the City rented 2,400 sq foot space at Community Campus for a temporary senior center. As of FY21 the Senior Activity Center is now permanently located at 125

## Budget Summary of Expenditures

	<u>FY20</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>CITY MANAGER RECOMMENDED</u>
<b>SENIOR SERVICES</b>				
SALARIES	65,525	66,881	70,148	71,673
PART-TIME SALARIES	22,000	12,125	50,000	50,351
OVERTIME	-	-	-	800
LONGEVITY	320	320	327	327
RETIREMENT	7,355	7,506	7,872	10,236
OTHER BENEFITS	6,718	5,755	9,216	9,421
<i>Contractual Obligations</i>	<i>101,918</i>	<i>92,587</i>	<i>137,563</i>	<i>142,808</i>
TRAINING/EDUCATION/CONFERENCES	300	170	300	300
ELECTRICITY	15,000	-	35,000	35,000
NATURAL GAS	30,000	-	13,000	13,000
PROFESSIONAL ORGANIZATION DUES	200	185	200	200
OTHER OPERATING	75,072	57,834	40,900	41,050
<i>Other Operating</i>	<i>120,572</i>	<i>58,189</i>	<i>89,400</i>	<i>89,550</i>
<b>TOTAL</b>	<b>222,490</b>	<b>150,776</b>	<b>226,963</b>	<b>232,358</b>



## Programs and Services

As part of the Recreation Department, the Senior Activity Center/Senior Services offers a variety of programs, activities and services to promote healthy aging. In 2018 the City of Portsmouth became an “Age-Friendly Community” and strives to make Portsmouth livable for all ages.

### Senior Activity Center

- Drop-in Lounge with complimentary coffee/tea, snacks, newspaper and wifi.
- Monthly social meal options available including the senior luncheon program, annual cookout, Thanksgiving luncheon and holiday party. Off-site breakfast and lunches are also offered.
- Senior newsletters are mailed to homes as well as email distribution.
- Passive and active recreation opportunities offered throughout the week.



### Wellness Programs

- Variety of fitness classes available each week (during 2020 - 2021 we were able to offer many fitness and wellness classes online via Zoom).
- Wellness clinics (blood pressure, balance testing, Wellness Expo)
- Falls prevention workshops and trainings partnership with UNH, Seacoast Public Health Network and NH Falls Prevention Taskforce.



### Educational Programs

- Lectures, Ukulele classes, Art Classes, computer classes

### Senior Transportation

- Senior Transportation managed by COAST. 5 days/week operating from 8 to 12 hours per day. Free medical rides. Work to increase awareness of program and ridership.
- Funding for Senior Transportation comes from the Parking and Transportation Fund.



### Additional Senior Services

- Staff provides resource information.
- Meeting room space available
- Creation of “Friends of Portsmouth Senior Activity Center”.
- Senior Subcommittee of Recreation Board

## 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 and education.

### Citywide Goal Addressed:

- Promote A Welcoming, Safe and Diverse Community



<p><b>Goal #2:</b></p> <p>Continue to offer a senior gathering space</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Host a drop-in center with programming for ages 50+.</li> <li>✓ Have a dedicated hub for seniors to find informal and formal activities, services and programs.</li> <li>✓ Provide a warm, welcoming environment with a feeling of safety and inclusivity.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p>Continue synergy with Recreation Department's goals.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to work with the Senior Sub Committee of the Recreation Board to support senior services.</li> <li>✓ Continue to work cooperatively with Recreation Department to provide year round activities for older adults.</li> <li>✓ Maximize Recreation Department membership database and email list to find connection between facilities and activities.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p>Provide a comprehensive transportation element</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Support transportation partner to provide Senior Transportation for Portsmouth residents.</li> <li>✓ Grow participation by continuing to foster and investigate appropriate partnerships.</li> <li>✓ Grow volunteer driver program to support Senior Transportation program.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> <li>• <i>Address Transportation and Parking Needs</i> </li> </ul>	

## Performance Measures

**Members**  
 FY20 – 1,400  
 FY21 – 1,500 (7% increase)  
 FY22 (Est) – 1,650 (10% increase)

**Number of Senior Service Activities**  
 FY20 – 65  
 FY 21 – 30 (given the pandemic, we were still able to offer several programs & services)  
 FY 22 (Est) – 50 (66%)





**FY22 BUDGETED POSITION AND SALARY DETAIL**

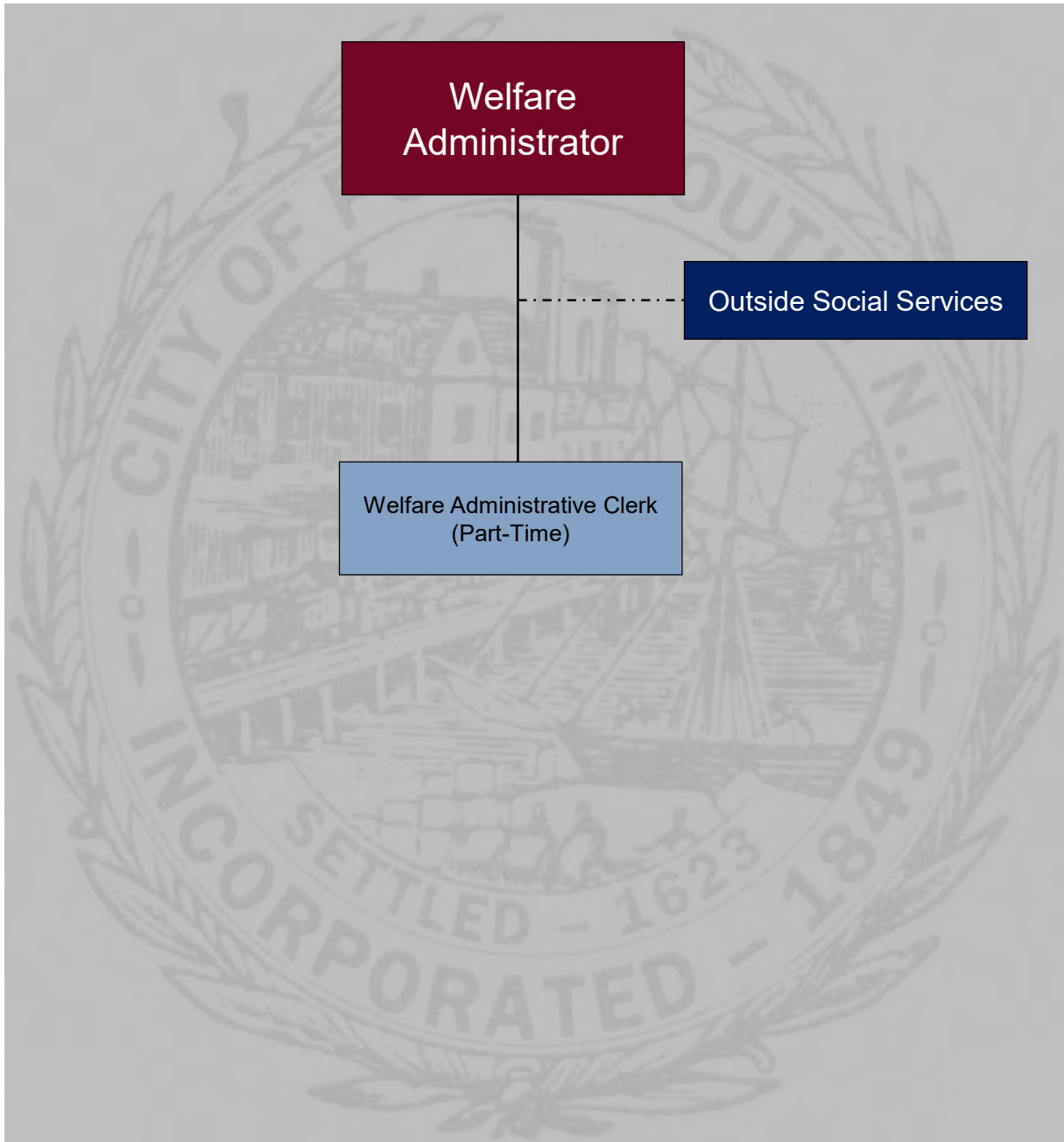
		<u>POSITION</u>	<u>SALARY</u>
<b>SENIOR SERVICES</b>			
SMA GRADE 13	E	SENIOR SERVICES SUPERVISOR	71,673
<b>TOTAL FULL TIME</b>			<b>71,673</b>
PT SENIOR SERVICES ADMIN (25HRS/WK)			16,900
PT SENIOR SERVICES ADMIN (2HRS/WK)			1,092
ADDITIONAL PART-TIME HOURS AS NEEDED			32,359
<b>TOTAL PART TIME</b>			<b>50,351</b>
<b>TOTAL DEPARTMENT</b>			<b>122,024</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>SENIOR SERVICES</b>					
<b>01-786-339-00-100-442</b>					
011001	REGULAR SALARIES	65,525	66,881	70,148	71,673
012001	PART TIME SALARIES	22,000	12,125	50,000	50,351
014041	OVERTIME	-	-	-	800
015001	LONGEVITY	320	320	327	327
022001	SOCIAL SECURITY	5,445	4,664	7,469	7,635
022501	MEDICARE	1,273	1,091	1,747	1,786
023001	RETIREMENT	7,355	7,506	7,872	10,236
034103	TELEPHONE	3,000	3,207	3,000	3,000
041002	ELECTRICITY	15,000	-	35,000	35,000
041101	NATURAL GAS	30,000	-	13,000	13,000
041205	WATER /SEWER FEES	3,000	-	3,000	3,000
044005	RENT	35,172	36,588	-	-
044006	PRINTING LEASE/MAINT	-	-	-	5,000
055050	PRINTING	10,000	4,068	10,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	200	185	200	200
057101	TRAVEL AND CONFERENCE	300	170	300	300
057102	TRAVEL REIMBURSEMENT	400	151	400	400
061001	FIRST AID	200	178	200	200
061002	MISCELLANEOUS SUPPLIES	5,000	(125)	5,000	5,000
061006	SR LUNCHES	14,000	11,434	15,000	15,000
062001	OFFICE SUPPLIES	2,500	542	2,500	2,500
062501	POSTAGE	1,600	1,792	1,600	1,600
068002	CLOTHING	200	-	200	350
SENIOR SERVICES	<b>TOTAL</b>	<b>222,490</b>	<b>150,776</b>	<b>226,963</b>	<b>232,358</b>



# Welfare Department



## Mission

It is the mission of the Welfare Department to provide appropriate and timely assistance to qualified individuals. This office seeks to promote independence through guidance and referrals while recognizing the need to balance the City's financial interests with the needs of welfare applicants. Maintaining an active role in the community of organizations, businesses and agencies that provide services to Portsmouth residents assures that all forms of support are utilized to the fullest for our community.





# Welfare

## Services Overview

- ✓ Client Services
- ✓ Community Relations
- ✓ Information and Referral

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Welfare Administrator	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Positions Part-Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Welfare Administrative Clerk	1	1	1
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

## Department Budget Comments

The proposed Welfare Department budget for FY22 is \$489,287 which represents an increase of \$4,690 (0.97%) from FY21. 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 \$352,600 reflects a 1% decrease from FY 21. The onset of COVID 19 greatly changed the complexion of the Welfare Dept. Initially, families and individuals were affected by an abrupt loss of income. The Federal Government quickly stepped in, providing unemployed workers with expanded Employment Security benefits, stimulus payments and other benefits available through a wide range of other agencies. These benefits provided the very low and low wage earner with a livable wage and the ability to be self-sufficient, many for the first time, greatly reducing the need for assistance. While the number of requests has decreased, the cost per request remains static.



## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED</b>
<b>WELFARE DEPARTMENT</b>				
SALARIES	75,405	76,212	77,864	80,811
PART-TIME SALARIES	29,315	29,688	31,373	32,473
LONGEVITY	1,412	1,412	1,440	1,466
RETIREMENT	8,581	8,656	8,843	11,568
OTHER BENEFITS	8,119	8,124	8,467	8,779
<i>Contractual Obligations</i>	<i>122,832</i>	<i>124,092</i>	<i>127,987</i>	<i>135,097</i>
DIRECT ASSISTANCE	179,100	268,868	354,600	352,600
TRAINING/EDUCATION/CONFERENCES	200	95	200	200
PROFESSIONAL ORGANIZATION DUES	200	-	200	200
OTHER OPERATING	1,430	1,094	1,610	1,190
<i>Other Operating</i>	<i>180,930</i>	<i>270,057</i>	<i>356,610</i>	<i>354,190</i>
<b>TOTAL</b>	<b>303,762</b>	<b>394,149</b>	<b>484,597</b>	<b>489,287</b>



## Programs and Services




### Client Services-

- Determine qualified applicants, process requests for service, and make referrals.
- Administer emergency assistance funding based on State law and City ordinance.
- Conduct periodic follow-up of clients.
- Monitor changing federal/state laws and regulations.
- Facilitate responsiveness of agencies to Department referrals.

### Community Relations-

- Actively participate in local social service networks.
- Advise City Manager on appropriate funding levels for social service agencies.
- Advocate for the interests of Department recipients and the City.

## Goals and Objectives

<p><b>Goal #1:</b></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><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Refine and improve applicant qualification process.</li> <li>✓ Take active role in social service networks.</li> <li>✓ Leverage existing resources and explore new avenues to maintain cost per-in office contact and other expenses</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p><b>Goal #2:</b></p> <p>To work closely with Federal, State, and local agencies and charities to maximize services and benefits available to Portsmouth residents.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Monitor changing Federal/ State laws and regulations.</li> <li>✓ Participate in the NH Local Welfare Administrators Association.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p><b>Goal #3:</b></p> <p>To review social service agencies' City budget requests and to advise the City Manager regarding funding levels for agencies.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Review Outside Social Service fund requests.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Maintain Financial Stability </li> </ul>	

## Performance Measures

Percent change over previous year for cost per in-office contact.

FY19 : +12%

FY20 : +22%

FY21 (Est.) : +1%



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>WELFARE</b>			
PMA GRADE 15	G	WELFARE ADMINISTRATOR	80,811
<b>TOTAL FULL TIME</b>			<b>80,811</b>
1386B GRADE 7	6.5E/5.5F	PT ADMINISTRATIVE CLERK (25HRS/WK)	32,473
<b>TOTAL PART TIME</b>			<b>32,473</b>
<b>TOTAL WELFARE</b>			<b>113,284</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>WELFARE DEPARTMENT</b>					
<b>DIRECT ASSISTANCE</b>					
<b>01-792-770-25-110-436</b>					
081166	GOFERR REIMBURSEMENT	-	(11,420)	-	-
088001	FOOD	2,000	385	1,500	1,000
088002	PERSONAL GOODS	1,000	308	1,000	500
088003	SHELTER	150,000	203,313	270,000	270,000
088004	FUEL	2,000	1,505	2,000	2,000
088005	GAS LIGHT AND WATER	4,000	762	1,000	1,000
088006	MEDICAL	2,000	184	1,000	1,000
088007	TRANSPORTATION	2,000	669	2,000	1,000
088008	BURIALS	6,000	4,500	6,000	6,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	10,000	68,661	70,000	70,000
DIRASST		<b>179,100</b>	<b>268,868</b>	<b>354,600</b>	<b>352,600</b>
<b>WELFARE ADMINISTRATION</b>					
<b>01-792-770-51-110-436</b>					
011001	REGULAR SALARIES	75,405	76,212	77,864	80,811
012001	PART TIME SALARIES	29,315	29,688	31,373	32,473
015001	LONGEVITY	1,412	1,412	1,440	1,466
022001	SOCIAL SECURITY	6,580	6,584	6,862	7,115
022501	MEDICARE	1,539	1,540	1,605	1,664
023001	RETIREMENT	8,581	8,656	8,843	11,568
044006	PRINTING LEASE/MAINT	135	156	135	135
055050	PRINTING	75	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	-	200	200
057101	TRAVEL AND CONFERENCE	200	95	200	200
057102	TRAVEL REIMBURSEMENT	455	447	500	250
062001	OFFICE SUPPLIES	465	212	600	400
067001	BOOKS & PERIODICALS	300	279	300	330
WELADMIN		<b>124,662</b>	<b>125,281</b>	<b>129,997</b>	<b>136,687</b>
WELFARE	<b>TOTAL</b>	<b>303,762</b>	<b>394,149</b>	<b>484,597</b>	<b>489,287</b>







# 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
- ✓ 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 FY22 is \$199,033. This represents no change from the previous budget.

## Programs and Services

- **Cross Roads House (CRH):** Cross Roads House's mission is "to protect men, women, and children who are experiencing homelessness from exposure and hunger." As the largest shelter in the region, CRH provides both emergency and transitional shelter programs that offer case management help for individuals and families seeking to break the cycle of homelessness and return to permanent housing. CRH collaborates with a multitude of other local agencies to connect residents to needed supportive services. Several agencies deliver wrap around services either on-site, in their own offices, or via telehealth. CRH also provides on-site classes that help residents prepare for and maintain both housing and employment. Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers, who provide much needed post-shelter case management that helps them maintain their housing and supports in their new homes. CRH also administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals. Additionally, CRH operates a facility, located on Greenleaf Ave. in Portsmouth that provides permanent, affordable housing space for 12 formerly homeless adults in single occupancy rooms, with shared common areas along with a unit for a caretaker.



Last year we provided 37,560 bed nights of shelter to 364 people, including 27 families with 62 children. Resident ages range from newborn to senior citizen. Among those were 101 residents of the City of Portsmouth, who stayed for 9,056 bed nights (includes transients from out of state). During that same time period, our emergency shelter for single adults operated beyond our normal capacity 77% of nights, and 100% of nights from October 23, 2019-May 6, 2020. Based on self-reported data gathered at intake, all our residents would be considered low income.

CRH programs save money from Portsmouth's Welfare budget by decreasing the need for more costly housing alternatives (i.e. hotel rooms). CRH policy limits the number of nights of shelter offered to people from outside of New Hampshire, which increases available space for those referred by the City of Portsmouth Welfare Department.

- **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 45 Portsmouth children and families continuing to represent the highest number of families served in our agency's catchment area. City funds are requested to support RMCC staff in providing direct services to Portsmouth families.
- **Seacoast Mental Health Center:**  
The Seacoast Mental Health Center (SMHC) is one of ten NH state-designated community mental health centers. The mission of SMHC is *to provide a broad, comprehensive array of high quality, effective and accessible mental health services to residents of the eastern half of Rockingham County.* Communities included in our catchment area are: Brentwood, Deerfield, East Kingston, Epping, Exeter, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, New Castle, Newfields, Newington, Newmarket, North Hampton, Northwood, Nottingham, Portsmouth, Raymond, Rye, Seabrook, South Hampton, and Stratham.

Last fiscal year we provided services to nearly 5947 children, adolescents, adults, and families.

We are mandated to provide evaluations and treatment for severe and persistent mental illnesses, such as bipolar disorder and schizophrenia, as well as depression, anxiety and other mental health illnesses to children, adolescents, and their families; adults; as well as to the distinct elderly demographic. We exist to help our clients reach their sustainable recovery goals regardless of their ability to pay. In order to better meet the community's needs and our own client's needs, in 2017 we expanded our Substance Use Disorder Treatment Services to include Medication Assisted Treatment (Suboxone).

Services include but, are not limited to: individual and group therapy; couples and family therapy; psychiatric services; specialized services for children, adolescents, adults, elders; psychological and neuropsychological assessments and testing; support services, including targeted case management, supported employment, and community/home-based services; and consultation/educational services for community organizations and businesses to name a few. In addition, we manage a 24/7 supervised group home for 8 adults who have a serious and persistent mental illness who are unable to live independently.



Emergency Crisis Intervention and Stabilization services are available 24 hours a day, seven days a week, 365 days a year. These services are provided on an outpatient basis by our emergency clinicians and our staff psychiatrists. We also see Emergency Services patients in the Emergency Room at Exeter Hospital.

Our goal is to offer services that empower a family unit and/or an individual to build upon health, community, and resilience within a collaborative treatment model. From identifying emerging needs and creating services to meet those needs, to collaborating with local organizations to improve the delivery of our mental health services, we create an extensive support system for individuals that we serve.

- **Area HomeCare & Family Services:** The Agency mission is “to provide non-medical in-home care services to low-income elderly and adults with disabilities or chronic illnesses, so they may remain in their homes for as long as possible.” Services are free for income-eligible clients and include grocery shopping, laundry, light housekeeping, companionship and many more activities of daily living clients cannot do for themselves. In FY20 services were provided to 136 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. Normally, our clients enjoy freshly cooked meals at our luncheon centers or delivered right to their homes by friendly folks. Our services: multiple meal choices, special diet meals, wellness checks and support help our clients improve their wellbeing, and maintain their independence. We have been fortunate to locate to the new Portsmouth Senior Activity Center, and be part of an array of activities, teamwork, and services to better serve Portsmouth’s adult population.

Covid-19 and its dangers have dominated 2020. When the pandemic arrived, we closed our community centers for luncheons, while still providing home delivery of meals. We changed aspects of our service: adding personal protective equipment, following state guidelines, physically distancing, while still delivering meals. We have added grab n go meals (pick up meals at the Portsmouth Activity Center) until we are able to reopen our community luncheons. We also were able to add additional eligibility for home delivery of meals to include older adults who wanted to shelter at home from Covid-19.

*“I can’t thank you all enough for the selfless support you’ve given me through this horrible pandemic. ...The food you are providing me is helping greatly to keep me away from the grocery stores. My highest gratitude for the food you bring to me, and checking on me when you show up at my doorstep.”*

Family and friends also gain peace of mind. *“A huge thank you to have these lovely folks deliver meals to my parents during most of this last year. It has provided me comfort in knowing that they are receiving nutritious meals every day and also having someone check on them on a daily basis. I call every day, but live an hour away.”*

And people are pleased how it works for them. 98% of clients reported that Meals on Wheels benefits their health. 99% reported feeling safer knowing RNMOW is looking out for their safety and wellbeing. And for 86% of our clients, it is their main meal of the day. 92% reported that the overall service is excellent to very good.



Last year 235 Portsmouth residents received 38,095 ready to eat balanced meals with a wellness check, a 12% increase over the year before; with continued, and increased meals and residents even during the pandemic. City funds requested will help support 3.5% of the cost of this program.

- **Big Brothers / Big Sisters of NH:** Big Brothers Big Sisters of New Hampshire (BBBSNH): Every child has potential, and the presence of a caring adult role model can help youth reach their fullest potential. Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As an evidence-based program, the youth we serve achieve positive outcomes including more confidence in school, better social relationships, and avoidance of risky behaviors. BBBSNH supports children between the ages of 6 and 18, and has been serving the Seacoast area since 1977. Last year, we served 34 Portsmouth children, and 47 Portsmouth residents volunteered as mentors. Five Portsmouth youth are on our waiting list for a mentor.
- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** – helps solve unmet community needs through volunteers and increases the health and independence of older adults through active, meaningful volunteerism. RSVP capitalizes on people’s interests and skills to provide a wide range of services to Portsmouth’s underserved and disadvantaged residents. In 2020, Friends RSVP coordinated volunteer placements of 516 seniors who contributed 24,270 hours of service throughout the total program area during a global pandemic. Friends RSVP coordinators work with volunteers in the Portsmouth region to continually serve the needs of individuals and organizations. In 2020, **Portsmouth received 2,953 hours** served by Friends RSVP Volunteers to Portsmouth organizations and agencies. **Volunteers directly served 3,869 Portsmouth residents** by assisting in these important programs. These hours calculate to over **\$72,467 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.

During the recent COVID19 crisis that started in March 2020, our school reopened to finish the 2019-20 school year and went on to provide continuous service to seacoast families throughout the pandemic. We opened a special morning program to accommodate public school half day schedules, expanded our low income population, offered more scholarships to all families, and continually employed over 50 faculty and administrators every day. We did this with minimal cases in the student body and faculty due to strict adherence to safety protocols.



- **Rockingham Community Action:** RCA is a component of Southern New Hampshire Services, Inc. (SNHS). The mission of RCA/SNHS is to provide activities designed to assist low-income participants, including the elderly poor, to secure and retain meaningful employment, attain an adequate education, and make better use of available income; to ameliorate the causes of poverty within the community; to meet urgent and immediate individual and family needs, including health, nutrition, housing and employment-related assistance; and to address the problems and barriers which block the achievement of self-sufficiency. 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 1,120 Portsmouth households received assistance valued at \$1,088,326 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 1,120 households:

35 received \$120,965 of Weatherization Grants  
 69 received \$36,899 in WIC benefits  
 69 received \$38,303 in Homeless Prevention services  
 306 received \$224,266 in Fuel Assistance grants  
 359 households received \$161,453 in Electric Assistance discount  
 60 received \$46,761 in Adult Education services  
 20 received \$190,155 in Head Start services  
 47 received \$10,863 in Emergency Energy services.  
 Summer Food Program served 1,325 meals to Portsmouth children valued at \$5,257.

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 of 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, a housing assistance program for survivors and a K-12 Safe Kids Strong Teens prevention education program aimed to prevent sexual abuse, bullying and teen dating violence. Most recently added to our services is our Housing First initiative, where we provide assistance to victims and survivors in need of safe, affordable housing. In addition, HAVEN's main office in Portsmouth, located at 20 International Drive at the Pease Tradeport, allows those in need of assistance to access in-person support during office hours. In FY2020, HAVEN assisted 162 Portsmouth residents with support services through our 24 hour client services program, provided Portsmouth residents with 421 bed nights in our confidential shelter and reached 1,355 Portsmouth students and 157 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.

Waypoint is statewide with 14 regional offices, with two offices in the Seacoast area. 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 1.3 million 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 provided 1,830 hours of care and served 72 Portsmouth residents through eight Family Support and Services Programs: Early Supports and Services, Family Counseling, Individual Services (ISO)/Integrated Home Based Services (IHB), Healthy Family America (HFA), Parent Aide, 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:** In the past year, the area American Red Cross responded to 19 disaster cases, assisting 72 residents of Rockingham County. Most commonly, these incidents were home fires. Red Cross workers were on the scene to provide food, clothing, lodging, emotional support, and more to families during their hours of greatest need. Our teams also provide Mass Care to first responders. Things like food, water, and warm drinks strengthen the brave men and women of your local Fire and Police Departments as they answer the call to keep your residents safe.

**Home Fire Campaign**

Last year, Red Cross staff and volunteers worked throughout Rockingham County to educate residents on fire, safety and preparedness. We installed 324 free smoke alarms in homes and helped families develop emergency evacuation plans.

**Service to the Armed Forces** - We proudly assisted 243 of Rockingham County's Service Members, veterans and their families by providing emergency communications and other services, including counseling and financial assistance.

**Blood Drives** - During the last fiscal year, we collected 10,900 pints of lifesaving blood in Rockingham County.

**Training Services** - Last year, 2,408 Rockingham residents were taught a variety of important lifesaving skills such as First Aid, CPR, Babysitting Skills and Water Safety.

**Volunteer Services** - Rockingham County is home to 108 American Red Cross Volunteers. We have volunteers from all walks of life, who are trained and empowered to respond to disasters in the middle of the night, to teach safety courses, to help at our many blood drives, and so much more. The American Red Cross is proud that 90% of its staff is made up of volunteers; they are truly the heart and soul of our organization.



- **AIDS Response Seacoast:** AIDS Response Seacoast (ARS) is a non-profit community-based HIV/AIDS Service Organization which has served the Seacoast area since 1987. Our mission is three-fold: to prevent the spread of HIV infection by promoting the avoidance of unsafe practices through education and prevention programs for individuals, groups and communities; to provide direct services for those living with HIV/AIDS through case management and other practical and emotional support services; and to advocate on HIV/AIDS issues on the local, state, and national level. ARS provides services throughout Rockingham and Strafford Counties in New Hampshire. All programs and services offered by ARS are provided free of charge.

The ARS Client Services Department provides advocacy and referrals to people living with HIV/AIDS and otherwise assists them in accessing complex medical and social service systems; obtaining housing, financial assistance, and home-based services as well as promoting healthy behaviors and emotional well-being. In addition, the Client Services Department also provides access to mental health and substance abuse counseling; access to transportation to medical appointments; and a food pantry to help ensure food security.

- **Gather:** Gather is one of the oldest social service agencies in New Hampshire. We began in 1816 by a small group of women whose goal was to feed the families of fishermen in Portsmouth, NH. Gather's mission is to make the Greater Seacoast a hunger-free community. To do this we: distribute nourishing food to people who do not have enough to eat; take a leadership role in building an equitable and sustainable regional food system; and galvanize public support for ending hunger.

Gather is also the Seacoast's only preventative health-focused food pantry. What makes our organization unique is our unwavering commitment to meeting the hunger needs of this community through the provision of fresh, healthy and nutritious food (e.g., fruits, vegetables, whole grains, protein). Our focus is not only to provide food and basic necessities but to inspire, encourage and teach our individuals and families how to make nutritionally sound food choices and prepare healthy meals.

Gather is located in Portsmouth, NH and provides services throughout the Greater Seacoast. In addition to our Pantry Market (open shopping model 5 days each week), Gather provides innovative mobile programs (Meals 4 Seniors, Meals 4 Kids, Mobile Markets), a Community Supported Agriculture (CSA) program, support to smaller food pantries, gleaning, referrals/community outreach and a food re-purposing project. We are currently serving more than 2800 individuals each month through our Pantry Market. With the help of our 170+ volunteers, we have provided nearly 2 million pounds of food to this community this past year.

For the past several years, Gather has been laser-focused on developing ways to reach and feed this community's most vulnerable members. We learned that the most efficient and effective way to reach people in need, especially those in more rural/less populated areas, was to provide mobile food delivery directly where these residents live and play. This approach is used to reduce and often eliminate the transportation and other access barriers many individuals face when trying to receive emergency food. To reach as many vulnerable people as possible, Gather has steadily increased our internal capacity (e.g., refrigerated storage, volunteers, fleet of delivery vehicles) and developed key partnerships in several high need communities.

To support smaller pantries and ensure healthy food reaches all hungry residents, Gather has also taken a leadership role in the region and made the reduction of food waste a priority. Our organization currently leads the activities of NH Gleans and facilitates the activities of the Food Providers Network (FPN). The FPN (a Gather project) is comprised of local food pantries and soup kitchens working together to share excess food and resources to ensure residents have barrier-free access to nutritious food. NH Gleans is a network of organizations working to reduce food waste and increase the availability of fresh and local produce that is distributed to those needing it most. Because of our relationships, partnerships and existing capacity, Gather regularly provides fresh produce and other food to dozens of smaller food pantries in the area.





- Greater Seacoast Community Health, (formerly known as Families First Health & Support Center):** Greater Seacoast Community Health (hereafter Greater Seacoast) is a network of community health centers, including Families First Health & Support Center, Goodwin Community Health, and Lilac City Pediatrics. Strafford County Public Health Network and SOS Recovery Community Organization also are affiliated with Greater Seacoast. Greater Seacoast's mission is to deliver innovative, compassionate, integrated health services and support that are accessible to all in our community, regardless of ability to pay. Last year Greater Seacoast provided more than 1,105 low-income Portsmouth children and adults with affordable, accessible, comprehensive, and prevention-focused health care and parenting and family programs. Greater Seacoast provides general medical care for children and adults of all ages; prenatal care; dental care and education at our Health Centers and in Portsmouth schools; behavioral health counseling for children and adults; substance abuse treatment, including medication-assisted recovery and intensive outpatient therapy for opioid addiction; family support and education in group and one-on-one settings; and mobile health and dental services. Greater Seacoast holds medical clinics at Cross Roads House, at two Portsmouth churches, and Margeson Apartments. Greater Seacoast's services not only help people stay healthier and improve their quality of life, but also save money for the City. Many City of Portsmouth welfare recipients are served by Greater Seacoast, which plays an essential role in returning welfare recipients to health, employability, and ultimately to independence. Portsmouth City funding is requested for the salaries of Greater Seacoast primary care staff to continue to provide essential medical services to Portsmouth residents.
- Seacoast Family Promise :** Seacoast Family Promise: Established as a New Hampshire 501 (c) (3) nonprofit in 2001 Seacoast Family Promise (SFP) has become a leader in the Seacoast Region serving families with children experiencing homelessness and affiliate of the national Family Promise program SFP is one of over 282 affiliates nationwide.

Seacoast Family Promise has served 272 families comprised of 835 adults and children. Of the 855 individuals 352 have been adults, 502 have been children under the age of 18 and 260 have been children under the age of five years. Ninety percent (90%) of the family graduates of Seacoast Family Promise remain financially stable and in housing.

Through a "neighbor helping neighbor" network of over 1,700 trained and back ground checked community volunteers from businesses, organizations, community groups, faith communities, schools and the community at large, and 24 underutilized faith community buildings, overnight, safe, family shelter Seacoast Family Promise provides mentoring, homework assistance, evening meals and an evening place for families to rest and re-group for their next day.

During the day families arrive at the Day Center where professional staff provide intensive case management, goal setting, provide resources for medical, dental and mental health issues, resume writing, interview skills, and employment and training resources. Families study financial planning, budgeting, savings management and priority financial spending. Seacoast Family Promise also provides parenting classes, literacy training for infant through age 5 years, nutrition education and acts a liaison with local schools to ensure that the youth experiencing homelessness can maintain their education.

Volunteer adults although not caregivers to the SFP children are fully screened, trained and undergo national registry back ground checks. Adults in the program also undergo comprehensive background checks and drug and alcohol screenings.

In 2018 SFP purchased and renovated a home with two affordable apartments. In 2020 SFP purchased a house for overnight shelter in response to the impact of COVID-19. In our recent Strategic Plan for 2021-2023 SFP addressed and is planning to research more affordable housing options.



- **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 1,000 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. 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.

- **Cornerstone VNA:** We deeply appreciate the City of Portsmouth's ongoing support of Cornerstone VNA, your local independent nonprofit visiting nurse association serving Strafford, Belknap, Carroll and Rockingham Counties in NH and York County in ME. Being mission driven, we are committed to bringing services *to people of all ages regardless of their ability to pay*, so that families can stay together at home, even when facing the challenges of aging, surgical recovery, chronic or life-threatening illnesses or end of life care. We provide advanced care at home through five programs: **Home Care, Hospice Care, Palliative Care, Life Care-Private Duty, and Community Care.**



As a healthcare organization, we are very involved in emergency preparedness planning to ensure that we are able to continue providing care to our patients in the event of emergencies. Due to these important planning efforts, we are proud to share that we were very well-prepared when COVID-19 arrived. Thanks to technology investments, our office staff quickly transitioned to working remotely, and our field staff continued providing exceptional care to our patients, navigating each day with an increased focus on infection control. All of this was possible because we have a very strong team, and generous donors and municipalities who believe in, and support, our mission.

Although 2020 presented some unique challenges, we are pleased to share some notable accomplishments:

- ✓ On October 15th, we broke ground on a significant capital project to expand our building and renovate our existing space. Since moving to 178 Farmington Road in Rochester, NH in 2001, we have experienced significant growth, particularly in the last decade. Once our project is completed, our staff will benefit from well-designed spaces that will foster better communication and collaboration, as well as enhanced professional development through our improved training rooms. All of this will translate into better patient care, improved community support, and a team that is prepared for future growth. Funding to support this project will come from low interest loans as well as donations from individuals, local businesses, foundations, and fundraising events.
- ✓ This year, we welcomed several new medical providers to our growing Palliative Care (PC) Team. In addition to our PC Manager and Nurse Practitioner (NP), we added a PC Medical Director, two additional NPs and a PC Support Nurse. PC is a growing specialty program that provides specialized medical care for people with a serious illness, with a focus on providing symptom management and patient education. Although PC is underfunded, Cornerstone VNA believes in this program because it provides improved quality of life and decreases the need for emergency room visits or re-hospitalizations. What is unique about our PC program, is that our new Medical Director, Dr. Andrew Kunkemueller, is able to provide hospital-based (at Portsmouth Regional Hospital and Frisbie Memorial Hospital) consultations, care and support to patients with complex illnesses. Through this hospital partnership, our PC Team is able to provide an extra layer of support to local physicians.
- ✓ Due to COVID-19, we created two very special virtual Hospice Memorial Services, which engaged and touched more families than ever before. We also hosted monthly virtual Caregiver Cafés throughout the year as well.

It is our privilege provide trusted, compassionate and expert health care to members of your community and we are pleased to share the number of visits by program in **2020**.

<b>Service</b>	<b>City of Portsmouth</b>	<b>Total Agency</b>
<b>Home Care/Perinatal</b>	• 1,469	• 65,275
<b>Hospice Care</b>	• 335	• 18,350
<b>Life Care/Support Services</b>	• 101	• 6,651
<b>Palliative Care</b>	• 133	• 1,083

We encourage the residents of Portsmouth to call Cornerstone VNA at 800-691-1133 if they have any questions. We are here to help you or your loved ones receive expert care at home.

- **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.



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>OUTSIDE SOCIAL SERVICES</b>					
<b>01-793-780-51-100-437</b>					
087001	CROSSROADS HOUSE	55,000	55,000	60,000	60,000
087002	CENTRAL VETERAN'S COUNCIL	1,000	1,000	750	750
087003	RICHIE MCFARLAND CHILDREN	8,000	8,000	8,000	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	10,000	10,000	10,700	10,700
087010	SEACOAST BIG BROTH/SISTER	3,000	3,000	3,000	3,000
087012	RSVP	4,000	4,000	4,000	4,000
087013	SEACOAST COMMUNITY SCHOOL	19,545	19,545	21,500	21,500
087015	ROCKINGHAM COMM ACTION	21,500	21,500	21,500	21,500
087017	HAVEN	12,000	12,000	12,000	12,000
087018	WAY POINT	2,083	2,083	2,083	2,083
087019	AMERICAN RED CROSS	1,000	1,000	1,000	1,000
087020	AIDS RESPONSE SEACOAST	5,000	5,000	5,000	5,000
087021	GATHER (FOOD PANTRY)	5,000	5,000	5,000	5,000
087023	COMMUNITY SERVICES	5,000	5,000	-	-
087024	GOODWIN (FAMILIES FIRST)	10,000	10,000	10,000	10,000
087025	FAMILY PROMISE	2,000	2,000	2,000	2,000
087026	NEW GENERATION	2,000	2,000	2,000	2,000
087028	SEACOAST PATHWAYS	2,000	2,000	2,000	2,000
087029	CASA	1,000	1,000	1,500	1,500
087032	ONE SKY COMMUNITY SERVICE	2,500	2,500	2,500	2,500
087033	CORNERSTONE VNA	2,500	2,500	3,500	3,500
<b>OUTSIDE SOCIAL SERVICES</b>		<b>TOTAL</b>	<b>195,128</b>	<b>195,128</b>	<b>199,033</b>
				<b>199,033</b>	<b>199,033</b>

NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--FY22 TOTAL \$279,533



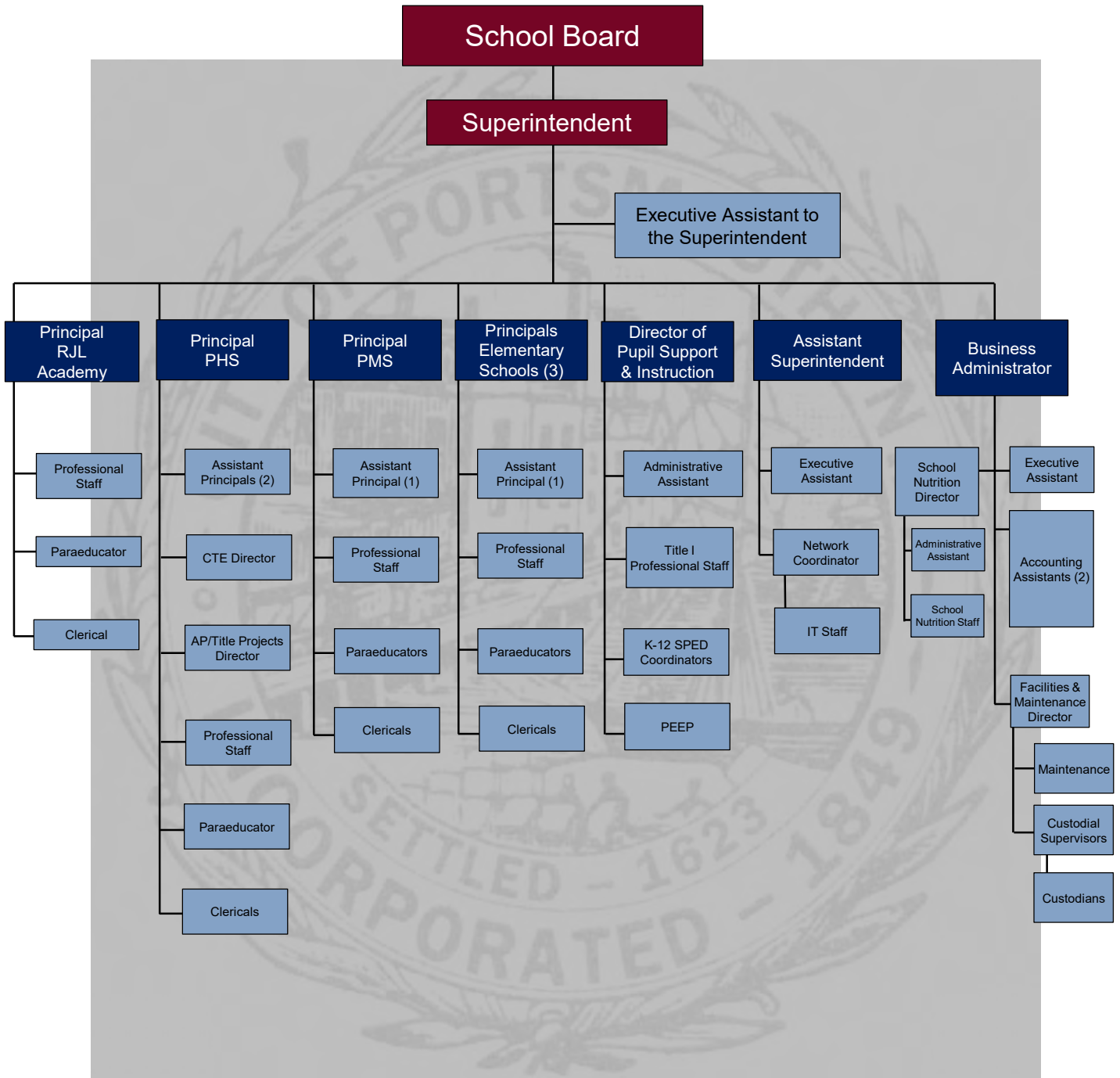
**Total City Grants to Social Service Agencies FY 22**  
**Funded from General Fund and Community Development Block Grant (CDBG) Program\***

Outside Social Services  Agency	FY 2021			FY 2022		
	Welfare	CDBG	Total	Welfare	CDBG	Total
	Welfare Department Budget- City Manager Recommended	CDBG Budget Recommended	Welfare Department and CDBG	Welfare Department Budget- City Manager Recommended	Citizens Advisory Committee CDBG Budget Recommended to City Manager	Welfare Department and CDBG
AIDS Response Seacoast	\$5,000	\$9,925	\$14,925	\$5,000	\$8,700	\$13,700
American Red Cross	\$1,000		\$1,000	\$1,000		\$1,000
Area HomeMaker/Home HLTH CTR (Formerly - Area Homecare & Family Services)	\$11,000		\$11,000	\$11,000		\$11,000
CASA, Child Support/GAL Services	\$1,500		\$1,500	\$1,500		\$1,500
Central Veterans Council	\$750		\$750	\$750		\$750
Chase Home for Children (New Program - 90 Day Reunification Program)		\$4,800	\$4,800		\$5,000	\$5,000
COAST**		\$175,000	\$175,000		n/a	\$0
Cornerstone VNA	\$3,500		\$3,500	\$3,500		\$3,500
Cross Roads House, Inc.	\$60,000	\$17,000	\$77,000	\$60,000	\$15,000	\$75,000
Fair Housing Activities (formerly New Hampshire Legal Assistance)		\$2,000	\$2,000		\$2,300	\$2,300
Friends Program/R S V P	\$4,000		\$4,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$5,000		\$5,000	\$5,000		\$5,000
Greater Seacoast Community Health (formerly Families First Dental Program) - Dental		\$8,400	\$8,400		\$8,000	\$8,000
Greater Seacoast Community Health (formerly Families First) - Behavioral Health		\$5,000	\$5,000		n/a	\$0
Greater Seacoast Community Health-Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$13,000	\$25,000	\$12,000	\$11,000	\$23,000
Meals on Wheels	\$10,700		\$10,700	\$10,700		\$10,700
New Generations	\$2,000		\$2,000	\$2,000		\$2,000
One Sky Community Service	\$2,500		\$2,500	\$2,500		\$2,500
Portsmouth Housing Authority LTD, MC3 Program		\$5,725	\$5,725		n/a	\$0
Richie McFarland Children	\$8,000		\$8,000	\$8,000		\$8,000
Rockingham Community Action	\$21,500	\$7,500	\$29,000	\$21,500	\$7,500	\$29,000
Seacoast Big Brothers/Big Sisters	\$3,000		\$3,000	\$3,000		\$3,000
Seacoast Community School	\$21,500	\$8,500	\$30,000	\$21,500	\$8,500	\$30,000
Seacoast Family Promise	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Mental Health Center	\$10,000		\$10,000	\$10,000		\$10,000
Seacoast Mental Health Center (REAP Program)					\$7,500	\$7,500
Seacoast Pathways	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Public Health Network, Phone Access Program					\$7,000	\$7,000
Way Point	\$2,083		\$2,083	\$2,083		\$2,083
<b>TOTAL Grants</b>	<b>\$199,033</b>	<b>\$256,850</b>	<b>\$455,883</b>	<b>\$199,033</b>	<b>\$80,500</b>	<b>\$279,533</b>

\*May be adjusted after final CDBG allocation, receipt of which is anticipated after the printing of the FY 22 Budget Book. \*\*Special CDBG waiver to fund only in FY 21 Budget line item to return to DPW/Parking in FY22 and beyond



# Portsmouth School Department



## Mission

“The purpose of the Portsmouth schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.”





# School Department

## Services Overview

- ✓ Instructional Programs
- ✓ Support Services – Pupils
- ✓ Support Services – Instructional
- ✓ Support Services – General Administration
- ✓ Support Services – Business & Other

## Department Budget Comments

The FY22 proposed School Department budget is \$53,662,632, which represents an increase of \$1,560,334 (or 2.99% increase) over FY21. The Portsmouth School Department is recognized for its high-quality educational services and impressive student achievements.

The School Department continues to leverage areas of efficiency, particularly in the area of energy. With the City's support, multiple building upgrade projects have included energy-saving measures such as LED lighting, expansion of solar energy, and more efficient heating systems. As a result, our energy usage has seen a steady decline.

The FY22 Budget reflects contractual increases in salary, driven primarily by a 2.5% increase in salary for teachers and administrators. The budget also

includes a significant increase in state retirement contributions. The rate for teacher retirement contributions increased 18.1% and the rate for other employee contributions increased 25.9%. This, along with a health insurance increase of 5.4%, resulted in a “status quo” services budget with an overall increase of 5.2%.



With a net reduction of 5.8 FTEs and \$301,486 (-3.8%) from operating, the School Department budget was reduced to a 2.99% increase. Overall, the FY 22 Budget allows a continuation of high-quality programming while

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Administrators	15.41	14.64	14.64
<b>Teachers</b>			
Classroom & Regular Program Instruction	184.45	184.01	182.35
Special Programs	23.8	23.8	23.8
Pupil Support Programs	49.27	49.27	47.82
<b>Totals Teachers Full Time</b>	<b>257.52</b>	<b>257.08</b>	<b>253.97</b>
<b>Other School Department Full Time Staff</b>			
Clerical	21.05	21.05	20.16
Paraprofessional	41.05	41.82	41.12
Tutors	5.3	5.3	5.2
School Custodians	26.01	26.01	26.01
Security	1	1	0
Technology Support	8	8	8
Maintenance	5	5	5
<b>Totals Other Full Time Staff</b>	<b>107.41</b>	<b>108.18</b>	<b>105.49</b>
<b>Totals General Fund Full Time Staff</b>	<b>380.34</b>	<b>379.90</b>	<b>374.10</b>
<b>Grant and Other Funded Full Time</b>			
Grant and Other Funded Full Time	85.92	85.85	85.85
<b>Totals Grant and Other Funded Full Time</b>	<b>85.92</b>	<b>85.85</b>	<b>85.85</b>
<b>Total School Full Time</b>	<b>466.26</b>	<b>465.75</b>	<b>459.95</b>
<u>Positions Part Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Lunch Monitors	6	6	6
<b>Total Part Time</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>





moving forward with District goals and priorities. The School Board continues a strategic focus on aligning budget requests with specific goals and targeted improvements in our schools, while also expanding efficiencies and additional sources of revenue.

### Budget Summary of Expenditures

	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
<b>SCHOOL DEPARTMENT</b>				
TEACHERS/ADMINISTRATORS	21,902,242	21,736,244	22,347,675	22,927,357
SALARIES	4,613,285	4,491,630	4,757,230	4,604,984
PART-TIME SALARIES	752,489	808,394	802,929	801,792
SCHOOL BOARD STIPENDS	14,000	13,900	14,000	14,000
OVERTIME	68,935	93,379	68,981	69,481
RETIREMENT	4,435,080	4,257,235	4,548,169	5,496,433
HEALTH INSURANCE	7,489,373	7,489,373	7,916,267	8,343,745
DENTAL INSURANCE	503,164	563,291	558,242	563,290
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000
WORKERS' COMPENSATION	110,189	109,638	114,867	133,444
LIFE AND DISABILITY	206,439	195,597	206,059	209,111
PROFESSIONAL DEVELOPMENT	258,534	175,370	258,534	258,534
OTHER BENEFITS	2,139,748	2,063,507	2,194,025	2,226,627
<i>Contractual Obligations</i>	42,793,478	42,297,557	44,086,978	45,948,798
SPECIAL ED TUITION & SERVICES	1,889,221	2,612,894	2,425,597	2,660,602
TRANSPORTATION	1,417,464	1,163,405	1,497,419	1,309,698
TRANSFER FROM PARKING & TRANS	(50,000)	-	(50,000)	(50,000)
CONTRACTED SERVICES	574,664	525,354	552,376	554,484
ELECTRICITY	712,901	628,692	708,036	653,428
NATURAL GAS	323,393	247,637	332,158	289,459
GASOLINE	12,500	8,167	12,500	10,500
STUDENT BOOKS / PERIODICALS	207,071	127,736	195,476	176,926
PROFESSIONAL ORGANIZATION DUES	43,103	39,821	47,268	46,668
PROPERTY & LIABILITY	110,815	101,107	113,493	119,068
OTHER OPERATING	2,208,248	2,243,638	2,180,997	1,943,001
<i>Other Operating</i>	7,449,380	7,698,451	8,015,320	7,713,834
<b>TOTAL</b>	<b>50,242,858</b>	<b>49,996,009</b>	<b>52,102,298</b>	<b>53,662,632</b>

### 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, 2020, was 2,527.

- Regular Classroom Programs
- Full-Day Kindergarten
- Other Regular Instruction: Art, Music, Physical Education, Technology, and International Language
- Special Education Programs
- English as a Second Language
- Enrichment Programs
- Career Technical Education Program Instruction
- Athletics and Extra-Curricular Activities



**Support Services – Pupils** - Includes all direct pupil support activities such as attendance, Guidance, School Psychologist, Health and Nursing, Reading and Math Specialists, Occupational and Physical Therapy, Speech and Audiology, Athletic Trainer, Lunchroom Monitors, Behavioral Specialists, and other related Pupil Support Staff.

- Attendance and Social Work
- Guidance, Health, and School Nurses
- Psychological Services
- Speech and Audiology
- Physical and Occupational Training Services
- Math and Reading Services
- Other Pupil Services, Security, and Behavioral Specialists



**Support Services – Instructional** - Includes all direct instructional support activities such as school libraries, system-wide media support, City-School Library Project, Technology Plan for an instructional computer purchase, curriculum coordination and development, strategic, and long-range planning.

- Staff Development
- Technology Plan-Instructional and Technology Purchases
- Media/Library Services

**Support Services – General Administration** - Includes all administrative support activities such as the School Board, Superintendent and Assistant Superintendent's Office, Program Directors, and School Administration.

- School Board
- Office of the Superintendent and Assistant Superintendent
- Special Area Administration: Program Directors for Student Services, Reading, Technology, Athletics, and Technical Careers
- School Administration: School Principals, and School Assistant Principals



**Support Services – Business & Other** - Includes all system support activity such as the Business Office, building operations, system-wide maintenance, pupil transportation, technical, network and computer services, property and liability insurance, telephones, employee wellness programs, wage and contract settlement contingencies, and other system-wide costs. The total square footage for all seven (7) school buildings is 640,000 square feet. The total school property includes 114 acres.

- Business/Fiscal Services
- Other Business Services: Property Insurance and Telecommunications
- District-Wide Maintenance Services
- Building and Custodial Operations
- Energy and Capital Improvements
- Equipment Repair and Maintenance
- Student Transportation: Daily Buses, After-School Programs, and Out-of-District Charters
- Planning, Research and Development, and Staff Services
- Information Support Services and Technology Plan
- Other Support Services and Benefits



## *School Board Goals and Objectives*

### **Goal #1 – Equity**

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 2020-2021 goal is to reduce any existing gap in performance or participation as measured by the Equity and Opportunity Index, with a goal of eliminating all gaps by 2023.

### **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 2020-2021 goal is for expanded participation specifically in the areas of preschool, extended learning opportunities (ELOs), and dual enrollment college-level classes.

### **Goal #3 – Community**

Clearly and purposefully communicate the work in the district to achieve our goals and engage the community in generating support and innovation to further this work and expand equity and opportunity. The 2020-2021 goal is to get feedback from a majority of households, and for 90% of parents surveyed to respond positively that they feel knowledgeable about district goals and priorities with avenues for engagement.

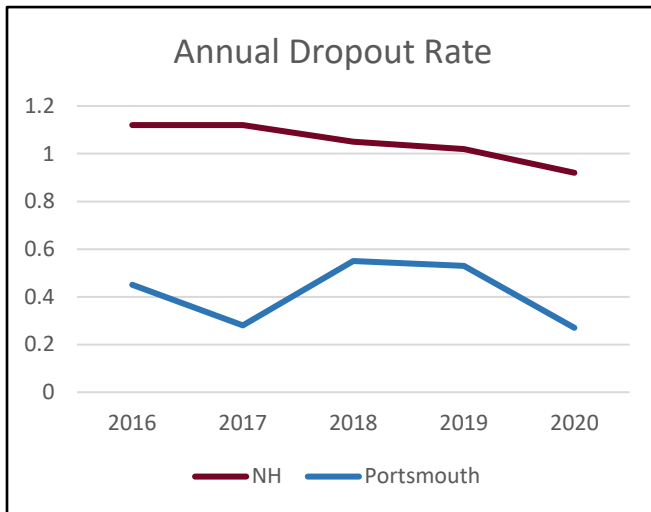
### **Goal #4 – Student Wellness**

Establish baseline indicators for social and emotional learning (SEL) at each level and expand strategies for supporting all learners for success in schools. These strategies will include trauma-informed, schoolwide systems of support to improve the mental health, substance prevention, and overall wellbeing of all Portsmouth students.



## 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.



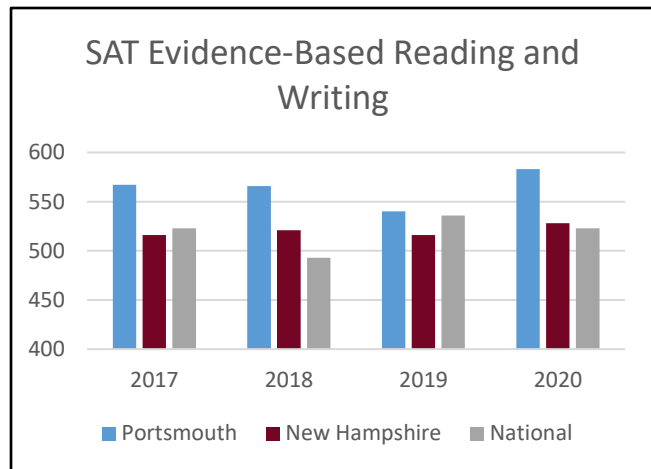
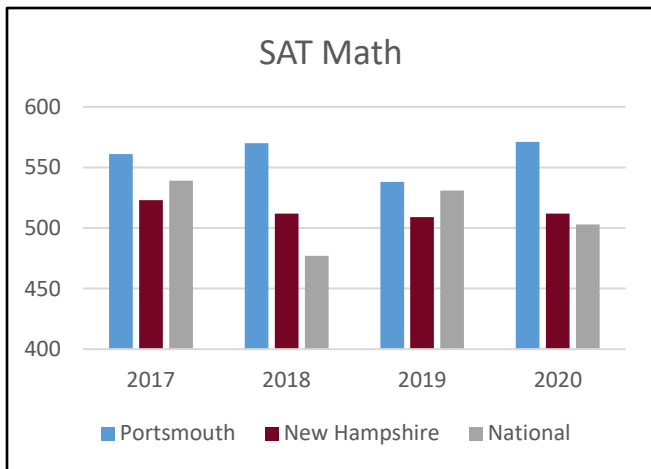
### PHS Class of 2020 Postsecondary Education

4 Year College	66%
2 Year College	16%
Employment	10%
Specialized Educational Programs	2%
Military	2%
Post Graduate Year	4%

### PHS Class of 2020 National Merit & Achievement Programs

Finalists - 1
Commended Students – 2
US Presidential Scholar Nominations-2



**PORTSMOUTH SCHOOL DEPARTMENT  
SUMMARY OF COMBINED FINANCIAL OPERATIONS**

**For Budget Year 2021-2022**

(Based on Pro Forma Revenue & Expenditure Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
<b>REVENUES:</b>							
<b>LOCAL</b>	TAX APPROPRIATION	47,138,752 a	0	4,873,754	0	52,012,506 b	79.5%
	TUITION	6,510,880	928,922			7,439,802	11.4%
	OTHER	13,000	87,800		635,100	735,900	1.1%
	TRANSFER IN		1,022,871		60,000	1,082,871	1.7%
	GRANTS		121,366			121,366	0.2%
	<b>Total Local Support</b>					<b>61,392,445</b>	<b>93.9%</b>
<b>STATE</b>	SPECIAL ED AID		290,000			290,000	0.4%
	SCHOOL BUILDING AID			1,757,196		1,757,196	2.7%
	REIMBURSEMENT				9,214	9,214	0.0%
	KINDERGARTEN AID					0	0.0%
	<b>Total State Support</b>					<b>2,056,410</b>	<b>3.1%</b>
<b>FEDERAL</b>	REIMBURSEMENT				300,000	300,000	0.5%
	GRANTS		1,251,800		36,106	1,287,906	2.0%
	MEDICAID		360,000			360,000	0.6%
	<b>Total Federal Support</b>					<b>1,947,906</b>	<b>3.0%</b>
<b>TOTAL REVENUES</b>		<b>53,662,632</b>	<b>4,062,759</b>	<b>6,630,950</b>	<b>1,040,420</b>	<b>65,396,761</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>							
<b>FOR ALL FUNDS</b>	ELEMENTARY	20,609,171	1,074,815		400,562	22,084,548	33.8%
	MIDDLE SCHOOL	11,208,530	709,306		221,364	12,139,200	18.6%
	HIGH SCHOOL	20,762,060	2,278,638		418,494	23,459,192	35.9%
	TRANSFER OUT	1,082,871				1,082,871	1.7%
<b>BONDED CAPITAL PROJECTS (CIP FUNDED)</b>	INTEREST			1,550,950		1,550,950	2.4%
	DEBT REDUCTION			5,080,000		5,080,000	7.8%
<b>TOTAL EXPENDITURES</b>		<b>53,662,632</b> c	<b>4,062,759</b>	<b>6,630,950</b> b	<b>1,040,420</b>	<b>65,396,761</b>	<b>100.0%</b>

- NOTES:
- a: Includes \$ 12,043,851 of Statewide Education Property Tax collected locally
  - b: Debt service is part of the City Capital Fund and is included here for memo purposes only
  - c: Budget Recommended by the Portsmouth School Board



**PORTSMOUTH SCHOOL DEPARTMENT  
SUMMARY OF SPECIAL REVENUE PROGRAMS  
For Budget Year 2021-2022**  
(Based on Pro Forma Revenue & Expenditure Estimates)

		Fund 2	Fund 3	Fund 4	Fund 7	Fund 7	Fund 7	Fund 7	Fund 7	TOTAL	%
		FEDERAL "PASS THRU" GRANTS	LOCAL GRANTS	FOOD SERVICE	TUITION "RJLA"	TUITION SPED	TUITION "LITTLE- CLIPPER"	FEES SUMMER SCHOOL	FEES DRAMA		
<b>REVENUES:</b>											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				543,619	385,303				928,922	18.2%
	OTHER			635,100			68,800	10,000	9,000	722,900	14.2%
	TRANSFER IN		20,000	60,000	352,871	650,000				1,082,871	21.2%
	GRANTS		121,366							121,366	2.4%
STATE	CATASTROPHIC AID					290,000				290,000	5.7%
	SCHOOL BUILDING AID									0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			9,214						9,214	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT			300,000						300,000	5.9%
	GRANTS	1,251,800		36,106						1,287,906	25.2%
	MEDICAID					360,000				360,000	7.1%
<b>TOTAL REVENUES</b>		<b>1,251,800</b>	<b>141,366</b>	<b>1,040,420</b>	<b>896,490</b>	<b>1,685,303</b>	<b>68,800</b>	<b>10,000</b>	<b>9,000</b>	<b>5,103,179</b>	<b>100.0%</b>
<b>EXPENDITURES:</b>											
GENERAL FUND		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS											
	ELEMENTARY	643,143	34,450	400,562		397,222				1,475,377	28.9%
	MIDDLE SCHOOL	136,965	28,550	221,364		539,791		4,000		930,670	18.2%
	HIGH SCHOOL	471,692	78,366	418,494	896,490	748,290	68,800	6,000	9,000	2,697,132	52.9%
<b>TOTAL EXPENDITURES</b>		<b>1,251,800</b>	<b>141,366</b>	<b>1,040,420</b>	<b>896,490</b>	<b>1,685,303</b>	<b>68,800</b>	<b>10,000</b>	<b>9,000</b>	<b>5,103,179</b>	<b>100.0%</b>



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

**CENTRAL OFFICE**

ADMINISTRATION	SUPERINTENDENT	160,485
	ASSISTANT SUPERINTENDENT	143,276
	<b>TOTAL</b>	<b>303,761</b>
	BUSINESS ADMINISTRATOR	126,021
	<b>TOTAL</b>	<b>126,021</b>
CLERICALS	EXEC ASST TO THE SUPERINTENDENT	65,092
	EXEC ASST TO THE ASST SUPERINTENDENT	55,887
	CLERICAL ASSISTANT	12,137
	<b>TOTAL</b>	<b>133,116</b>
	EXEC ASST TO THE BUSINESS ADMINISTRATOR	54,834
	ACCOUNTING ASSISTANT	56,909
	ACCOUNTING ASSISTANT	56,941
	CLERICAL ASSISTANT	31,991
	<b>TOTAL</b>	<b>200,675</b>
SPECIALIST	FAMILY OUTREACH	36,926
	<b>TOTAL</b>	<b>36,926</b>
ADMINISTRATIVE	ADMINISTRATIVE DEGREE,EXTRA DAY	7,917
	<b>TOTAL</b>	<b>7,917</b>
PROFESSIONALS	CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING EXP	131,452
	<b>TOTAL</b>	<b>131,452</b>
CLERICALS	CLERICAL EXTRA DAY	500
	<b>TOTAL</b>	<b>500</b>
CUSTODIANS	CUSTODIAL, EXTRA DAY	500
	<b>TOTAL</b>	<b>500</b>
	<b>TOTAL CENTRAL OFFICE</b>	<b>940,868</b>

**DONDERO SCHOOL**

ADMINISTRATION	PRINCIPAL	121,993
	<b>TOTAL</b>	<b>121,993</b>
PROFESSIONALS	GRADE 1 TEACHER	57,533
	GRADE 1 TEACHER	66,303
	GRADE 1 TEACHER	73,331
	GRADE 1 TEACHER	63,709
	GRADE 2 TEACHER	72,548
	GRADE 2 TEACHER	76,829
	GRADE 2 TEACHER	84,862
	GRADE 3 TEACHER	80,582
	GRADE 3 TEACHER	73,026
	GRADE 3 TEACHER	89,639
	GRADE 4 TEACHER	89,639
	GRADE 4 TEACHER	87,393
	GRADE 4 TEACHER	60,525
	GRADE 5 TEACHER	68,854
	GRADE 5 TEACHER	85,966
	GRADE 5 TEACHER	84,862
	KINDERGARTEN TEACHER	86,029
	KINDERGARTEN TEACHER	70,295



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	KINDERGARTEN TEACHER	84,862
	<hr/>	
	TOTAL	<hr/> 1,456,787 <hr/>
	GUIDANCE TEACHER	84,862
	<hr/>	
	TOTAL	<hr/> 84,862 <hr/>
	ELEMENTARY LIBRARIAN	87,393
	<hr/>	
	TOTAL	<hr/> 87,393 <hr/>
PARAPROFESSIONALS	LIBRARY PARA	27,724
	<hr/>	
	TOTAL	<hr/> 27,724 <hr/>
MONITORS	LUNCHROOM MONITOR	3,744
	LUNCHROOM MONITOR	3,744
	<hr/>	
	TOTAL	<hr/> 7,488 <hr/>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	42,989
	<hr/>	
	TOTAL	<hr/> 42,989 <hr/>
CUSTODIANS	CUSTODIAL SUPERVISOR	50,804
	NIGHT SHIFT CUSTODIAN	45,267
	NIGHT SHIFT CUSTODIAN	41,330
	<hr/>	
	TOTAL	<hr/> 137,401 <hr/>
	<hr/>	
	<b>TOTAL DONDERO SCHOOL</b>	<b><hr/>1,966,637<hr/></b>
<b>LITTLE HARBOUR SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	127,272
	ASST PRINCIPAL	110,859
	<hr/>	
	TOTAL	<hr/> 238,131 <hr/>
PROFESSIONALS	GRADE 1 TEACHER	94,546
	GRADE 1 TEACHER	95,169
	GRADE 1 TEACHER	86,029
	GRADE 1 TEACHER	72,775
	GRADE 2 TEACHER	94,546
	GRADE 2 TEACHER	84,862
	GRADE 2 TEACHER	89,639
	GRADE 2 TEACHER	71,457
	GRADE 3 TEACHER	94,546
	GRADE 3 TEACHER	87,393
	GRADE 3 TEACHER	84,862
	GRADE 3 TEACHER	76,829
	GRADE 4 TEACHER	84,862
	GRADE 4 TEACHER	87,832
	GRADE 4 TEACHER	86,029
	GRADE 4 TEACHER	97,413
	GRADE 5 TEACHER	87,832
	GRADE 5 TEACHER	87,393
	GRADE 5 TEACHER	87,832
	KINDERGARTEN TEACHER	79,255
	KINDERGARTEN TEACHER	84,862
	KINDERGARTEN TEACHER	93,361
	<hr/>	
	TOTAL	<hr/> 1,909,324 <hr/>





**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	ELEMENTARY COMPUTER TEACHER	70,295
	<u>TOTAL</u>	<u>70,295</u>
	GUIDANCE COUNSELOR	81,845
	GUIDANCE COUNSELOR	65,375
	<u>TOTAL</u>	<u>147,220</u>
	ELEMENTARY LIBRARIAN	71,206
	<u>TOTAL</u>	<u>71,206</u>
MONITORS	LUNCHROOM MONITORS	3,744
	LUNCHROOM MONITORS	3,744
	<u>TOTAL</u>	<u>7,488</u>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	42,989
	<u>TOTAL</u>	<u>42,989</u>
CUSTODIANS	CUSTODIAL SUPERVISOR	50,575
	NIGHT SHIFT CUSTODIAN	44,076
	NIGHT SHIFT CUSTODIAN	41,330
	CUSTODIAN	17,659
	<u>TOTAL</u>	<u>153,640</u>
	<b><u>TOTAL LITTLE HARBOUR SCHOOL</u></b>	<b><u>2,640,293</u></b>
<b>NEW FRANKLIN SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	132,201
	<u>TOTAL</u>	<u>132,201</u>
PROFESSIONALS	GRADE 1 TEACHER	86,029
	GRADE 1 TEACHER	84,862
	GRADE 1 TEACHER	84,862
	GRADE 2 TEACHER	79,290
	GRADE 2 TEACHER	86,927
	GRADE 2 TEACHER	84,017
	GRADE 3 TEACHER	68,069
	GRADE 3 TEACHER	62,924
	GRADE 4 TEACHER	86,927
	GRADE 4 TEACHER	84,862
	GRADE 4 TEACHER	86,029
	GRADE 5 TEACHER	89,081
	GRADE 5 TEACHER	86,928
	KINDERGARTEN TEACHER	91,447
	KINDERGARTEN TEACHER	62,093
	KINDERGARTEN TEACHER	84,060
	<u>TOTAL</u>	<u>1,308,407</u>
	GUIDANCE COUNSELOR	84,862
	GUIDANCE COUNSELOR	61,308
	<u>TOTAL</u>	<u>146,170</u>
	ELEMENTARY LIBRARIAN	61,308
	<u>TOTAL</u>	<u>61,308</u>



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

PARAPROFESSIONALS	LIBRARY PARA	29,967
	<u>TOTAL</u>	<u>29,967</u>
MONITORS	LUNCH ROOM MONITORS	3,744
	LUNCH ROOM MONITORS	3,744
	<u>TOTAL</u>	<u>7,488</u>
CLERICALS	ELEMENTARY PRINCIPAL'S SECRETARY	42,989
	<u>TOTAL</u>	<u>42,989</u>
CUSTODIANS	CUSTODIAL SUPERVISOR	51,661
	NIGHT SHIFT CUSTODIAN	25,831
	NIGHT SHIFT CUSTODIAN	43,497
	<u>TOTAL</u>	<u>120,989</u>
	<b><u>TOTAL NEW FRANKLIN SCHOOL</u></b>	<b><u>1,849,519</u></b>
<b>MIDDLE SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	131,342
	ASSISTANT PRINCIPAL	108,845
	<u>TOTAL</u>	<u>240,187</u>
PROFESSIONALS	SOCIAL STUDIES TEACHER	94,546
	ENGLISH TEACHER	82,754
	ENGLISH TEACHER	90,931
	MATH TEACHER	89,529
	GRADE 6 TEACHER	94,431
	SOCIAL STUDIES TEACHER	62,924
	SOCIAL STUDIES TEACHER	76,526
	ENGLISH TEACHER	95,806
	GRADE 6 TEACHER	86,927
	SOCIAL STUDIES TEACHER	93,956
	MATH TEACHER	91,554
	GRADE 6 TEACHER	84,862
	MATH INTERVENTIONIST	93,956
	ENGLISH TEACHER	88,362
	SCIENCE TEACHER	61,308
	SPANISH TEACHER	91,554
	GRADE 6 TEACHER	89,529
	ENGLISH TEACHER	86,029
	GRADE 6 TEACHER	91,802
	SCIENCE TEACHER	69,872
	SCIENCE TEACHER	58,216
	GRADE 6 TEACHER	64,590
	FRENCH TEACHER	90,026
	SCIENCE TEACHER	53,874
	GRADE 6 TEACHER	65,375
	MATH INTERVENTIONIST	87,393
	MATH TEACHER	68,069
	<u>TOTAL</u>	<u>2,204,701</u>
	COMPUTER TEACHER	68,069
	<u>TOTAL</u>	<u>68,069</u>
	GUIDANCE COUNSELOR	93,046
	GUIDANCE COUNSELOR	87,162
	<u>TOTAL</u>	<u>180,208</u>



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	SUMMER SCHOOL INSTRUCTORS	5,500
	<u>TOTAL</u>	<u>5,500</u>
	LIBRARIAN	38,845
	LIBRARIAN	42,009
	<u>TOTAL</u>	<u>80,854</u>
PARAPROFESSIONALS	LIBRARY PARA	11,476
	<u>TOTAL</u>	<u>11,476</u>
CLERICALS	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	44,671
	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	44,671
	<u>TOTAL</u>	<u>89,342</u>
	MIDDLE SCHOOL GUIDANCE SECRETARY	42,989
	<u>TOTAL</u>	<u>42,989</u>
CUSTODIANS	CUSTODIAL SUPERVISOR	50,904
	NIGHT SHIFT CUSTODIAN	44,834
	NIGHT SHIFT CUSTODIAN	44,942
	NIGHT SHIFT CUSTODIAN	44,942
	NIGHT SHIFT CUSTODIAN	44,942
	CUSTODIAN	43,497
	<u>TOTAL</u>	<u>274,061</u>
	<b><u>TOTAL MIDDLE SCHOOL</u></b>	<b><u>3,197,387</u></b>
<b>SENIOR HIGH SCHOOL</b>		
ADMINISTRATION	PRINCIPAL	134,794
	ASSISTANT PRINCIPAL	122,867
	ASSISTANT PRINCIPAL	113,558
	TITLE PROJECTS DIRECTOR	107,877
	<u>TOTAL</u>	<u>479,096</u>
PROFESSIONALS	ENGLISH TEACHER	95,169
	ENGLISH TEACHER	93,361
	ENGLISH TEACHER	87,832
	ENGLISH TEACHER	93,914
	ENGLISH TEACHER	85,966
	ENGLISH TEACHER	86,927
	ENGLISH TEACHER	87,832
	ENGLISH TEACHER	95,047
	ENGLISH TEACHER	74,793
	ENGLISH TEACHER	72,548
	ENGLISH TEACHER	91,471
	<u>TOTAL</u>	<u>964,860</u>
	FOREIGN LANGUAGE TEACHER	95,169
	FOREIGN LANGUAGE TEACHER	79,737
	FOREIGN LANGUAGE TEACHER	90,931
	FOREIGN LANGUAGE TEACHER	84,017
	FOREIGN LANGUAGE TEACHER	20,689
	FOREIGN LANGUAGE TEACHER	91,447
	FOREIGN LANGUAGE TEACHER	86,029
	FOREIGN LANGUAGE TEACHER	96,622
	<u>TOTAL</u>	<u>644,641</u>
	MATH TEACHER	64,590



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	MATH TEACHER	95,169
	MATH TEACHER	86,927
	MATH TEACHER	85,966
	MATH TEACHER	66,158
	MATH TEACHER	85,966
	MATH TEACHER	87,832
	MATH TEACHER	87,832
	MATH TEACHER	84,060
	MATH TEACHER	99,327
	MATH TEACHER	79,952
	MATH TEACHER	90,931
	MATH TEACHER	60,635
	MATH TEACHER	55,917
	<hr/>	
	TOTAL	<hr/> 1,131,262 <hr/>
	SCIENCE TEACHER	99,946
	SCIENCE TEACHER	89,639
	SCIENCE TEACHER	66,372
	SCIENCE TEACHER	95,991
	SCIENCE TEACHER	89,081
	SCIENCE TEACHER	79,290
	SCIENCE TEACHER	90,649
	SCIENCE TEACHER	66,303
	SCIENCE TEACHER	89,081
	SCIENCE TEACHER	79,737
	SCIENCE TEACHER	61,308
	SCIENCE TEACHER	66,303
	SCIENCE TEACHER	95,991
	<hr/>	
	TOTAL	<hr/> 1,069,691 <hr/>
	SOCIAL STUDIES TEACHER	98,461
	SOCIAL STUDIES TEACHER	90,519
	SOCIAL STUDIES TEACHER	95,169
	SOCIAL STUDIES TEACHER	82,273
	SOCIAL STUDIES TEACHER	74,595
	SOCIAL STUDIES TEACHER	95,991
	SOCIAL STUDIES TEACHER	92,738
	SOCIAL STUDIES TEACHER	100,512
	SOCIAL STUDIES TEACHER	89,081
	<hr/>	
	TOTAL	<hr/> 819,339 <hr/>
	COMPUTER TEACHER	43,464
	<hr/>	
	TOTAL	<hr/> 43,464 <hr/>
	GUIDANCE COUNSELOR	98,218
	GUIDANCE COUNSELOR	68,069
	GUIDANCE COUNSELOR	65,414
	GUIDANCE COUNSELOR	91,576
	GUIDANCE COUNSELOR	26,948
	GUIDANCE COUNSELOR	95,794
	<hr/>	
	TOTAL	<hr/> 446,019 <hr/>
	SUMMER SCHOOL INSTRUCTORS	6,000
	<hr/>	
	TOTAL	<hr/> 6,000 <hr/>
PROFESSIONALS	COUNSELOR	90,931
	<hr/>	
	TOTAL	<hr/> 90,931 <hr/>
	SATURDAY SCHOOL TUTOR	5,509
	IN SCHOOL SUSPENSION TUTOR	24,970
	<hr/>	
	TOTAL	<hr/> 30,479 <hr/>



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

LIBRARY	LIBRARIAN	69,637
	LIBRARY TUTOR	35,837
	LIBRARY PARA	11,476
	<hr/> TOTAL	<hr/> 116,950
CLERICALS	HS ASSISTANT PRINCIPAL'S SECRETARY	43,173
	ADM ASST TO THE HS PRINCIPAL	57,470
	HS SCHEDULING/GRADING COORD/FINANCE ASSISTANT	57,470
	HS ASSISTANT PRINCIPAL'S SECRETARY	43,322
	HS COMMUNICATIONS/RECEPTIONIST	31,018
	<hr/> TOTAL	<hr/> 232,453
	HS GUIDANCE DEPT SECRETARY	51,017
	HS REGISTRAR	57,470
	<hr/> TOTAL	<hr/> 108,487
	CUSTODIANS	CUSTODIAL SUPERVISOR
CUSTODIAN		35,319
CUSTODIAN		43,497
CUSTODIAN		43,497
NIGHT SHIFT CUSTODIAN		45,417
NIGHT SHIFT CUSTODIAN		44,076
NIGHT SHIFT CUSTODIAN		45,051
NIGHT SHIFT CUSTODIAN		43,387
NIGHT SHIFT CUSTODIAN		50,799
NIGHT SHIFT CUSTODIAN		37,399
NIGHT SHIFT CUSTODIAN		41,330
<hr/> TOTAL		<hr/> 487,074
<hr/> <b>TOTAL SENIOR HIGH</b>		<hr/> <b>6,670,746</b> <hr/>
<b>ART</b>		
PROFESSIONALS	DO ART TEACHER	55,912
	<hr/> TOTAL	<hr/> 55,912
	LH ART TEACHER	72,403
	<hr/> TOTAL	<hr/> 72,403
	NF ART TEACHER	50,301
	<hr/> TOTAL	<hr/> 50,301
	PMS ART TEACHER	99,571
	PMS ART TEACHER	85,966
	<hr/> TOTAL	<hr/> 185,537
	PHS ART TEACHER	64,590
	PHS ART TEACHER	87,832
	PHS ART TEACHER	84,017
	<hr/> TOTAL	<hr/> 236,439
	<hr/> <b>TOTAL ART</b>	<hr/> <b>600,592</b> <hr/>
<b>PERFORMING ARTS</b>		
PROFESSIONALS	DO MUSIC TEACHER	66,303



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	ELEM INSTRUM TEACHER	15,530
	ELEM INSTRUM TEACHER	14,005
	ELEM INSTRUM TEACHER	13,911
	ELEM INSTRUM TEACHER	12,730
	<hr/> <b>TOTAL</b> <hr/>	<b>122,479</b>
	LH MUSIC TEACHER	80,961
	<hr/> <b>TOTAL</b> <hr/>	<b>80,961</b>
	NF MUSIC TEACHER	74,477
	<hr/> <b>TOTAL</b> <hr/>	<b>74,477</b>
	PMS MUSIC TEACHER	53,835
	PMS MUSIC TEACHER	78,828
	PMS MUSIC TEACHER	43,999
	PMS MUSIC TEACHER	72,133
	<hr/> <b>TOTAL</b> <hr/>	<b>248,795</b>
	PHS MUSIC TEACHER	34,165
	PHS MUSIC TEACHER	79,357
	PHS MUSIC TEACHER	29,333
	<hr/> <b>TOTAL</b> <hr/>	<b>142,855</b>
	PHS DRAMA TEACHER	58,869
	<hr/> <b>TOTAL</b> <hr/>	<b>58,869</b>
	<hr/> <b>TOTAL PERFORMING ARTS</b> <hr/>	<b>728,436</b> <hr/>
<b>PHYSICAL ED/ HEALTH ED</b>		
<b>PROFESSIONALS</b>	DO PHYS ED TEACHER	86,927
	<hr/> <b>TOTAL</b> <hr/>	<b>86,927</b>
	LH PHYS ED TEACHER	73,026
	<hr/> <b>TOTAL</b> <hr/>	<b>73,026</b>
	NF PHYS ED TEACHER	90,649
	<hr/> <b>TOTAL</b> <hr/>	<b>90,649</b>
	PMS PHYS ED TEACHER	53,921
	PMS PHYS ED TEACHER	59,733
	PMS PHYS ED TEACHER	66,565
	<hr/> <b>TOTAL</b> <hr/>	<b>180,219</b>
	PMS HEALTH ED TEACHER	27,041
	PMS HEALTH ED TEACHER	29,956
	PMS HEALTH ED TEACHER	33,382
	<hr/> <b>TOTAL</b> <hr/>	<b>90,379</b>
	PHS PHYS ED TEACHER	91,447
	PHS PHYS ED TEACHER	89,081
	PHS PHYS ED TEACHER	31,330
	PHS PHYS ED TEACHER	31,322
	<hr/> <b>TOTAL</b> <hr/>	<b>243,180</b>
	PHS HEALTH ED TEACHER	43,464



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	PHS HEALTH ED TEACHER	43,266
	PHS HEALTH ED TEACHER	43,254
	<hr/>	
	TOTAL	129,984
	<hr/>	
	ADAPTIVE PHYS ED TEACHER	94,183
	<hr/>	
	TOTAL	94,183
	<hr/>	
	<b>TOTAL PHYS ED</b>	<b>988,547</b>
	<hr/>	

**TECHNICAL CAREERS**

PROFESSIONALS	PMS TECH CAREERS TEACHER	74,575
	PMS TECH CAREERS TEACHER	94,431
	PMS TECH CAREERS TEACHER	84,060
	PMS TECH CAREERS TEACHER	61,308
	<hr/>	
	TOTAL	314,374

	PHS TECH CAREERS TEACHER	82,690
	PHS TECH CAREERS TEACHER	89,081
	PHS TECH CAREERS TEACHER	91,447
	PHS TECH CAREERS TEACHER	95,991
	PHS TECH CAREERS TEACHER	72,403
	PHS TECH CAREERS TEACHER	60,635
	PHS TECH CAREERS TEACHER	59,199
	PHS TECH CAREERS TEACHER	85,966
	PHS TECH CAREERS TEACHER	79,702
	PHS TECH CAREERS TEACHER	41,308
	<hr/>	
	TOTAL	758,422

ADMINISTRATIVE	TECHNICAL CAREER DIRECTOR	108,845
	<hr/>	
	TOTAL	108,845

CLERICALS	TECH CAREERS CLERICAL	48,558
	<hr/>	
	TOTAL	48,558

	<hr/>	
	<b>TOTAL TECH CAREERS</b>	<b>1,230,199</b>
	<hr/>	

**ATHLETICS**

CLERICALS	ATHLETIC DEPT CLERICAL	57,338
	<hr/>	
	TOTAL	57,338

	<hr/>	
	<b>TOTAL ATHLETICS</b>	<b>57,338</b>
	<hr/>	

**HEALTH SERVICES**

PROFESSIONALS	DO NURSE	74,575
	<hr/>	
	TOTAL	74,575

	LH NURSE	89,639
	<hr/>	
	TOTAL	89,639

	NF NURSE	84,017
	<hr/>	
	TOTAL	84,017



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	PMS NURSE	72,775
<hr/>		
	TOTAL	72,775
<hr/>		
	PHS NURSE	91,447
	PHS NURSE	52,436
<hr/>		
	TOTAL	143,883
<hr/>		
	<b>TOTAL HEALTH SERVICES</b>	<b>464,889</b>
<hr/>		

**WELLNESS**

COORDINATORS	WELLNESS COORDINATOR	88,967
<hr/>		
	TOTAL	88,967
<hr/>		
	<b>TOTAL WELLNESS</b>	<b>88,967</b>
<hr/>		

**MEDIA SERVICES**

TECHNICIANS	MEDIA TECHNICIAN III	67,162
<hr/>		
	TOTAL	67,162
<hr/>		
	<b>TOTAL MEDIA SERVICES</b>	<b>67,162</b>
<hr/>		

**SYSTEM-WIDE PSYCHOLOGIST**

PROFESSIONALS	SYSTEM PSYCHOLOGIST	47,273
	SYSTEM PSYCHOLOGIST	72,775
	BCBA	79,737
<hr/>		
	TOTAL	199,785
<hr/>		
	<b>TOTAL PSYCHOLOGIST</b>	<b>199,785</b>
<hr/>		

**READING INSTRUCTION**

PROFESSIONALS	DO READING TEACHER	81,749
	DO READING TEACHER	84,862
	DO READING TEACHER	51,934
<hr/>		
	TOTAL	218,545
<hr/>		
	LH READING TEACHER	78,535
	LH READING TEACHER	89,091
	LH READING TEACHER	61,308
<hr/>		
	TOTAL	228,934
<hr/>		
	NF READING TEACHER	97,413
<hr/>		
	TOTAL	97,413
<hr/>		
	PMS READING TEACHER	89,081
<hr/>		
	TOTAL	89,081
<hr/>		

**TUTORS**





**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	READING TUTOR	26,190
	READING TUTOR	32,374
	READING TUTOR	22,792
	READING TUTOR	28,518
	<hr/>	
	TOTAL	<hr/> 109,874 <hr/>
	<hr/>	
	<b>TOTAL READING</b>	<b>743,847</b> <hr/> <hr/>
<b>PEEP</b>		
PROFESSIONALS	PEEP TEACHER	94,183
	PEEP TEACHER	67,890
	PEEP TEACHER	99,320
	<hr/>	
	TOTAL	<hr/> 261,393 <hr/>
PARAPROFESSIONALS	PEEP PARA	16,692
	PEEP PARA	13,434
	PEEP PARA	13,434
	PEEP PARA	13,118
	PEEP PARA	16,692
	<hr/>	
	TOTAL	<hr/> 73,370 <hr/>
	<hr/>	
	<b>TOTAL PEEP</b>	<b>334,763</b> <hr/> <hr/>
<b>SPED ELEMENTARY</b>		
ADMINISTRATION	ELEM SPED DIRECTOR	39,339
	<hr/>	
	TOTAL	<hr/> 39,339 <hr/>
PROFESSIONALS	DO SPED TEACHER	84,374
	DO SPED TEACHER	59,740
	DO SPED TEACHER	61,308
	<hr/>	
	TOTAL	<hr/> 205,422 <hr/>
	LH SPED TEACHER	89,639
	LH SPED TEACHER	87,487
	LH SPED TEACHER	86,029
	<hr/>	
	TOTAL	<hr/> 263,155 <hr/>
	NF SPED TEACHER	63,709
	NF SPED TEACHER	84,017
	NF SPED TEACHER	79,737
	CASE MANAGER	91,346
	<hr/>	
	TOTAL	<hr/> 318,809 <hr/>
PARAPROFESSIONALS	DO SPED PARA	28,197
	DO SPED PARA	28,197
	DO SPED PARA	25,038
	DO SPED PARA	27,124
	DO SPED PARA	20,207
	DO SPED PARA	21,891
	DO SPED PARA	28,355
	DO SPED PARA	27,724
	DO SPED PARA	28,197
	DO SPED PARA	30,487
	DO SPED PARA	30,442
	DO SPED PARA	30,442



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	<b>TOTAL</b>	<b>326,301</b>
	LH SPED PARA	28,400
	LH SPED PARA	25,038
	LH SPED PARA	21,324
	LH SPED PARA	28,400
	LH SPED PARA	26,837
	LH SPED PARA	21,891
	LH SPED PARA	25,038
	LH SPED PARA	27,724
	LH SPED PARA	27,724
	LH SPED PARA	23,102
	LH SPED PARA	27,125
	LH SPED PARA	30,284
	LH SPED PARA	28,400
	<b>TOTAL</b>	<b>341,287</b>
	NF SPED PARA	27,124
	NF SPED PARA	27,124
	NF SPED PARA	27,124
	NF SPED PARA	27,124
	NF SPED PARA	26,111
	NF SPED PARA	27,124
	NF SPED PARA	27,124
	NF SPED PARA	27,124
	<b>TOTAL</b>	<b>215,979</b>
	<b>TOTAL ELEMENTARY SPECIAL EDUCATION</b>	<b>1,710,292</b>
<b>SPED MIDDLE</b>		
ADMINISTRATION	PMS SPED DIRECTOR	39,339
	<b>TOTAL</b>	<b>39,339</b>
PROFESSIONALS	MS SPED TEACHER	103,307
	MS SPED TEACHER	91,997
	MS SPED TEACHER	92,738
	MS SPED TEACHER	84,862
	MS SPED TEACHER	64,590
	MS SPED TEACHER	92,738
	<b>TOTAL</b>	<b>530,232</b>
PARAPROFESSIONALS	MS SPED PARA	21,891
	MS SPED PARA	27,124
	MS SPED PARA	21,891
	MS SPED PARA	27,124
	MS SPED PARA	27,124
	<b>TOTAL</b>	<b>125,154</b>
	<b>TOTAL MIDDLE SCHOOL SPECIAL EDUCATION</b>	<b>694,725</b>
<b>SPED SECONDARY</b>		
ADMINISTRATION	PHS SPED DIRECTOR	40,531
	<b>TOTAL</b>	<b>40,531</b>
PROFESSIONALS	PHS SPED TEACHER	70,674



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

	PHS SPED TEACHER	89,065
	PHS SPED TEACHER	64,445
	PHS SPED TEACHER	101,118
	PHS SPED TEACHER	78,398
	<hr/>	
	TOTAL	<hr/> 403,700 <hr/>
PARAPROFESSIONALS	PHS SPED PARA	27,881
	<hr/>	
	TOTAL	<hr/> 27,881 <hr/>
CLERICALS	PHS SPED CLERICAL	53,784
	<hr/>	
	TOTAL	<hr/> 53,784 <hr/>
	<hr/>	
	<b>TOTAL HIGH SCHOOL SPECIAL EDUCATION</b>	<b><hr/>525,896<hr/></b>
<b>SPED SPEECH</b>		
PROFESSIONALS	DO SPEECH TEACHER	68,069
	<hr/>	
	TOTAL	<hr/> 68,069 <hr/>
	PEEP SPEECH TEACHER	69,542
	<hr/>	
	TOTAL	<hr/> 69,542 <hr/>
	LH SPEECH TEACHER	85,966
	<hr/>	
	TOTAL	<hr/> 85,966 <hr/>
	NF SPEECH TEACHER	97,413
	<hr/>	
	TOTAL	<hr/> 97,413 <hr/>
	PMS SPEECH TEACHER	94,546
	<hr/>	
	TOTAL	<hr/> 94,546 <hr/>
	PHS SPEECH TEACHER	95,991
	<hr/>	
	TOTAL	<hr/> 95,991 <hr/>
	<hr/>	
	<b>TOTAL SPEECH</b>	<b><hr/>511,527<hr/></b>
<b>OCCUPATIONAL THERAPY</b>		
PROFESSIONALS	ELEM OT TEACHER	20,765
	ELEM OT TEACHER	42,009
	ELEM OT TEACHER	74,575
	<hr/>	
	TOTAL	<hr/> 137,349 <hr/>
	PMS OT TEACHER	20,765
	<hr/>	
	TOTAL	<hr/> 20,765 <hr/>
	PHS OT TEACHER	21,395
	<hr/>	
	TOTAL	<hr/> 21,395 <hr/>
	<hr/>	
	<b>TOTAL OT</b>	<b><hr/>179,509<hr/></b>

**ENGLISH SECOND LANGUAGE**



**2021-2022 BUDGETED SALARY AND POSITION DETAIL**

**Note: Salaries include Longevity and Advanced Degree Stipends where applicable**

<b>PROFESSIONALS</b>	ESL TEACHER	43,529
	ESL TEACHER	62,066
	ESL TEACHER	71,763
	ESL TEACHER	84,017
	ESL TEACHER	37,289
	<b>TOTAL</b>	<b>298,664</b>
	<b>TOTAL ESL</b>	<b>298,664</b>
<b>ADAPTIVE SERVICES</b>		
TUTOR	TUTOR SERVICES	9,000
	<b>TOTAL</b>	<b>9,000</b>
	<b>TOTAL ADAPTIVE SERVICES</b>	<b>9,000</b>
<b>MAINTENANCE</b>		
	MAINTENANCE SUPERVISOR	77,640
	MAINTENANCE	57,788
	MAINTENANCE	59,028
	MAINTENANCE	57,788
	MAINTENANCE	56,865
	<b>TOTAL</b>	<b>309,109</b>
	<b>TOTAL MAINTENANCE</b>	<b>309,109</b>
<b>TECHNOLOGY PLAN</b>		
TECHNICIANS	TECHNICIAN III	66,967
	TECHNICIAN III	66,699
	TECHNICIAN III	77,633
	TECHNICIAN III	78,144
	TECHNICIAN III	61,414
	<b>TOTAL</b>	<b>350,857</b>
	NETWORK ADMINISTRATOR	98,947
	<b>TOTAL</b>	<b>98,947</b>
<b>DATA MANAGEMENT</b>		
	DATABASE ADMINISTRATOR	73,840
	<b>TOTAL</b>	<b>73,840</b>
	<b>TOTAL TECHNOLOGY SERVICES</b>	<b>523,644</b>
	<b>TOTAL</b>	<b>27,532,341</b>

27,532,341



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS  
COST CENTER 100**

0211	HEALTH INSURANCE	7,489,373	7,489,373	7,916,267	8,343,745
0212	DENTAL INSURANCE	503,164	563,291	558,242	563,290
0213	LIFE INSURANCE	105,416	93,874	101,727	101,727
0214	DISABILITY INSURANCE	101,023	101,724	104,332	107,384
0220	FICA	30,000	26,182	30,000	30,000
0231	RETIREMENT NON-TEACHER	10,216	-	10,216	10,216
0232	RETIREMENT TEACHER	61,056	60,927	61,056	61,056
0239	RETIREMENT SEVERENCE	300,000	300,000	300,000	300,000
0241	COURSE REIMB ADMIN	20,500	7,123	20,500	20,500
0242	COURSE REIMB TEACHERS	207,434	147,467	207,434	207,434
0243	COURSE REIMB CLERICALS	4,000	730	4,000	4,000
0244	COURSE REIMB PARAS	10,000	4,216	10,000	10,000
0245	COURSE REIMB TECHNICIANS	6,000	6,000	6,000	6,000
0250	UNEMPLOYMENT COMPENSATION	5,000	-	5,000	5,000
0260	WORKER'S COMP INSURANCE	110,189	109,638	114,867	133,444
0270	OTHER HEALTH BENEFITS/EAP	6,800	5,161	6,800	6,800
0280	CONFERENCE ALLOWANCE	10,600	9,834	10,600	10,600
0290	ASSOCIATION DUES	8,640	3,166	8,640	8,640
0840	CONTINGENCY	-	7,000	-	-
<b>Total</b>		<b>8,989,411</b>	<b>8,935,706</b>	<b>9,475,681</b>	<b>9,929,836</b>

**DONDERO SCHOOL  
COST CENTER 102**

0101	ADMINISTRATIVE	116,058	116,114	119,017	121,993
0102	TEACHER	1,486,250	1,497,375	1,560,407	1,629,042
0105	CLERICAL	42,390	40,774	41,633	42,989
0106	PARAPROFESSIONAL	29,693	28,407	27,735	27,724
0107	MONITOR	6,994	7,921	7,344	7,488
0110	CUSTODIAL	136,213	122,871	138,852	137,401
0114	EXTRA-CURRICULA	10,956	5,561	12,903	12,903
0121	SUBS PROF - SHORT TERM	19,637	22,573	19,637	19,637
0122	SUBS PROF - LONG TERM	21,524	28,993	21,524	21,524
0127	SUBS NONPROF - SHORT TERM	8,945	3,601	8,945	8,945
0131	OVERTIME - CLERICAL	322	-	322	322
0133	OVERTIME - CUSTODIAL	5,051	12,231	5,051	5,051
0220	FICA	144,129	140,576	150,201	155,683
0231	RETIREMENT NON-TEACHER	23,867	20,109	23,859	30,017
0232	RETIREMENT TEACHER	287,160	287,920	301,237	370,782
0320	CONTRACT SERVICE;PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	600	396	400	400
0550	PRINTING	12,424	15,106	12,564	12,564
0610	GENERAL SUPPLIES	26,850	19,938	28,200	24,200
0641	BOOKS	19,450	17,857	22,000	19,400
0642	SOFTWARE	3,600	-	3,600	3,600
0644	PERIODICALS	660	294	660	660
0737	REPLACEMENT EQUIPMNT	5,000	3,693	5,000	-
0810	DUES AND FEES	100	-	100	100
<b>Total</b>		<b>2,411,448</b>	<b>2,392,309</b>	<b>2,514,766</b>	<b>2,656,000</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**LITTLE HARBOUR SCHOOL  
COST CENTER 104**

0101	ADMINISTRATIVE	226,758	211,801	225,197	238,131
0102	TEACHER	2,188,523	2,073,501	2,232,070	2,198,045
0105	CLERICAL	59,652	66,905	66,658	42,989
0106	PARAPROFESSIONAL	9,714	-	-	-
0107	MONITOR	6,994	8,625	7,344	7,488
0110	CUSTODIAL	148,988	129,705	148,131	153,640
0114	EXTRA-CURRICULA	10,956	8,938	12,903	12,903
0121	SUBS PROF - SHORT TERM	19,280	35,071	19,280	19,280
0122	SUBS PROF - LONG TERM	22,114	45,032	22,114	22,114
0127	SUBS NONPROF - SHORT TERM	11,322	7,108	11,322	11,322
0131	OVERTIME - CLERICAL	475	1,818	475	475
0133	OVERTIME - CUSTODIAL	5,051	7,773	5,051	5,051
0220	FICA	207,303	193,235	210,421	207,430
0231	RETIREMENT NON-TEACHER	23,922	20,450	24,610	28,424
0232	RETIREMENT TEACHER	431,869	407,750	439,694	514,800
0320	CONTRACT SERVICE;PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	855	143	855	855
0550	PRINTING	10,264	22,059	19,577	19,577
0596	CONF/MTGS OUT OF DISTRICT	818	-	818	818
0610	GENERAL SUPPLIES	40,534	29,471	40,534	30,534
0641	BOOKS	30,450	14,173	17,740	14,740
0642	SOFTWARE	600	-	600	600
0644	PERIODICALS	1,352	387	1,352	1,352
0737	REPLACEMENT EQUIPMNT	4,224	5,182	7,000	-
0810	DUES & FEES	100	-	100	100
<b>Total</b>		<b>3,465,693</b>	<b>3,289,128</b>	<b>3,517,421</b>	<b>3,534,243</b>

**NEW FRANKLIN SCHOOL  
COST CENTER 105**

0101	ADMINISTRATIVE	125,090	125,150	128,194	132,201
0102	TEACHER	1,472,892	1,471,017	1,501,366	1,515,885
0105	CLERICAL	44,364	38,609	40,843	42,989
0106	PARAPROFESSIONAL	29,382	29,992	29,982	29,967
0107	MONITOR	5,260	5,793	7,344	7,488
0110	CUSTODIAL	114,115	112,838	117,694	120,989
0114	EXTRA-CURRICULA	10,956	7,223	12,903	12,903
0121	SUBS PROF - SHORT TERM	11,507	19,554	11,507	11,507
0122	SUBS PROF - LONG TERM	13,217	43,857	13,217	13,217
0127	SUBS NONPROF - SHORT TERM	971	27,037	971	971
0131	OVERTIME - CLERICAL	214	-	214	214
0132	OVERTIME - PARA	-	303	-	-
0133	OVERTIME - CUSTODIAL	3,369	4,239	3,369	3,369
0220	FICA	140,102	141,379	142,875	144,719
0231	RETIREMENT NON-TEACHER	21,781	16,431	21,459	27,774
0232	RETIREMENT TEACHER	279,454	279,303	292,360	349,142
0320	CONTRACT SERVICE;PUPILS	1,800	-	1,800	1,800
0430	REPAIRS & MAINTENANCE	250	-	250	150
0534	POSTAGE	715	141	500	300
0550	PRINTING	7,926	11,690	7,944	7,944
0610	GENERAL SUPPLIES	19,790	14,620	20,340	19,235
0641	BOOKS	14,620	7,574	14,065	11,900
0642	SOFTWARE	2,400	-	2,400	2,900
0644	PERIODICALS	1,872	788	2,092	2,550
0733	NEW EQUIPMENT	1,000	650	-	-
0737	REPLACEMENT EQUIPMNT	2,500	2,540	3,500	300
0810	DUES & FEES	100	-	100	-
<b>Total</b>		<b>2,325,647</b>	<b>2,360,727</b>	<b>2,377,289</b>	<b>2,460,414</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>MIDDLE SCHOOL COST CENTER 108</b>				
0101 ADMINISTRATIVE	221,431	222,015	227,079	240,187
0102 TEACHER	2,404,504	2,366,036	2,482,630	2,539,332
0105 CLERICAL	134,490	132,260	137,958	132,331
0106 PARAPROFESSIONAL	13,088	11,122	14,982	11,476
0110 CUSTODIAL	266,799	305,767	272,254	274,061
0114 EXTRA-CURRICULA	24,176	22,245	30,906	30,906
0121 SUBS PROF - SHORT TERM	30,182	36,539	30,182	30,182
0122 SUBS PROF - LONG TERM	34,617	19,751	34,617	34,617
0127 SUBS NONPROF - SHORT TERM	2,085	26,624	2,085	2,085
0132 OVERTIME - PARA	-	42	-	-
0133 OVERTIME - CUSTODIAL	6,734	4,304	6,734	6,734
0220 FICA	240,066	233,508	247,821	252,600
0231 RETIREMENT NON-TEACHER	45,577	49,555	46,574	58,087
0232 RETIREMENT TEACHER	472,344	451,213	488,457	590,756
0430 REPAIRS & MAINTENANCE	300	-	300	300
0534 POSTAGE	2,000	1,187	2,000	2,000
0550 PRINTING	18,344	20,744	20,849	20,849
0610 GENERAL SUPPLIES	63,685	48,278	62,511	43,211
0641 BOOKS	30,900	21,910	28,400	24,750
0642 SOFTWARE	600	-	600	600
0644 PERIODICALS	4,169	2,225	6,724	5,754
0733 NEW EQUIPMENT	1,000	3,472	3,000	1,550
0810 DUES & FEES	1,320	-	1,204	1,854
<b>Total</b>	<b>4,018,411</b>	<b>3,978,796</b>	<b>4,147,867</b>	<b>4,304,222</b>

<b>HIGH SCHOOL COST CENTER 109</b>				
0101 ADMINISTRATIVE	448,645	463,288	467,030	479,096
0102 TEACHER	5,156,055	5,074,117	5,139,298	5,285,844
0105 CLERICAL	339,420	331,678	345,029	340,940
0106 PARAPROFESSIONAL	74,719	80,001	77,979	77,792
0110 CUSTODIAL	485,365	420,998	501,777	487,074
0111 SECURITY	49,048	48,723	50,463	-
0114 EXTRA-CURRICULA	44,528	39,887	47,328	48,501
0121 SUBS PROF - SHORT TERM	30,960	169,383	30,960	30,960
0122 SUBS PROF - LONG TERM	52,721	-	52,721	52,721
0127 SUBS NONPROF - SHORT TERM	7,489	7,850	7,489	7,489
0131 OVERTIME - CLERICAL	2,103	83	2,103	2,103
0133 OVERTIME - CUSTODIAL	15,433	32,112	15,433	15,433
0135 OVERTIME - SECURITY	2,615	5,854	2,615	2,615
0220 FICA	513,246	498,352	515,633	522,546
0231 RETIREMENT NON-TEACHER	107,132	101,592	111,189	130,193
0232 RETIREMENT TEACHER	1,005,564	993,113	1,006,357	1,221,992
0320 CONTRACT SERVICE;PUPILS	1,839	918	1,839	1,839
0430 REPAIRS & MAINTENANCE	-	242	-	-
0440 RENTALS	1,691	1,692	1,692	1,360
0534 POSTAGE	7,070	7,070	7,070	6,570
0550 PRINTING	61,250	67,011	64,629	63,829
0580 TRAVEL	500	314	500	500
0610 GENERAL SUPPLIES	57,400	60,815	62,630	42,950
0641 BOOKS	39,889	26,123	36,279	31,779
0642 SOFTWARE	12,180	11,668	12,180	21,310
0644 PERIODICALS	8,015	7,484	10,445	13,927
0733 NEW EQUIPMENT	20,590	12,694	6,150	4,400
0810 DUES & FEES	5,470	5,830	5,610	5,560
0890 MISCELLANEOUS	14,000	19,404	14,000	13,000
<b>Total</b>	<b>8,564,937</b>	<b>8,488,296</b>	<b>8,596,428</b>	<b>8,912,323</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>ART</b>				
<b>COST CENTER 110</b>				
0102 TEACHER	554,889	543,981	578,052	600,592
0220 FICA	42,449	40,423	44,224	45,948
0232 RETIREMENT TEACHER	98,770	96,752	102,896	126,247
0610 GENERAL SUPPLIES	53,231	44,698	53,231	53,628
0733 NEW EQUIPMENT	3,000	-	3,900	-
0320 CONTRACT SERVICE;PUPILS	2,000	250	2,000	2,000
0430 REPAIRS & MAINTENANCE	1,000	-	2,600	1,000
<b>Total</b>	<b>755,339</b>	<b>726,104</b>	<b>786,903</b>	<b>829,415</b>

<b>PERFORMING ARTS</b>				
<b>COST CENTER 111</b>				
0102 TEACHER	693,416	701,970	705,485	728,436
0114 EXTRA-CURRICULA	67,432	53,111	69,603	69,603
0220 FICA	58,207	57,046	59,300	61,056
0232 RETIREMENT TEACHER	135,377	119,458	137,970	167,756
0320 CONTRACT SERVICE;PUPILS	19,440	17,370	19,440	19,440
0430 REPAIRS & MAINTENANCE	12,000	7,161	20,000	17,000
0519 TRANSPORTATION	15,150	10,090	17,150	17,150
0534 POSTAGE	400	373	400	400
0550 PRINTING	800	94	800	800
0610 GENERAL SUPPLIES	18,940	27,067	18,939	18,939
0641 BOOKS	4,241	1,562	4,241	4,241
0680 UNIFORMS/BOOTS	3,000	1,523	3,000	3,000
0733 NEW EQUIPMENT	-	-	-	-
0737 REPLACEMENT EQUIPMNT	21,000	21,317	21,000	3,000
0810 DUES & FEES	3,059	2,405	3,059	3,059
<b>Total</b>	<b>1,052,462</b>	<b>1,020,546</b>	<b>1,080,387</b>	<b>1,113,880</b>

<b>PHYSICAL EDUCATION</b>				
<b>COST CENTER 112</b>				
0102 TEACHER	972,007	967,520	1,004,601	988,547
0220 FICA	74,358	71,143	76,856	75,626
0232 RETIREMENT TEACHER	173,015	162,638	178,822	207,797
0320 CONTRACT SERVICE;PUPILS	1,750	542	1,850	1,150
0430 REPAIRS & MAINTENANCE	5,120	3,272	5,220	5,320
0610 GENERAL SUPPLIES	11,342	11,396	11,410	11,280
0644 PERIODICALS	200	157	225	250
<b>Total</b>	<b>1,237,792</b>	<b>1,216,668</b>	<b>1,278,984</b>	<b>1,289,970</b>





	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>TECHNICAL CAREERS</b>				
<b>COST CENTER 114</b>				
0101 ADMINISTRATIVE	105,347	104,202	106,191	108,845
0102 TEACHER	990,100	942,067	1,000,081	1,072,796
0105 CLERICAL	45,617	46,966	47,081	48,558
0114 EXTRA-CURRICULA	8,615	4,225	8,787	6,477
0131 OVERTIME - CLERICAL	-	666	-	-
0220 FICA	87,949	82,919	88,907	94,608
0231 RETIREMENT NON-TEACHER	5,095	5,320	5,259	6,828
0232 RETIREMENT TEACHER	196,522	179,749	198,482	249,745
0320 CONTRACT SERVICE;PUPILS	11,300	5,943	11,050	11,750
0430 REPAIRS & MAINTENANCE	2,800	2,102	3,825	2,825
0440 RENTALS	500	270	500	500
0519 TRANSPORTATION	2,000	-	2,000	2,000
0534 POSTAGE	190	190	190	190
0550 PRINTING	200	18	250	250
0580 TRAVEL	200	-	200	100
0610 GENERAL SUPPLIES	22,150	16,636	22,150	17,650
0641 BOOKS	5,000	3,593	5,000	2,200
0642 SOFTWARE	4,500	1,920	3,525	6,050
0644 PERIODICALS	335	-	335	205
0720 BUILDINGS	-	-	-	-
0733 NEW EQUIPMENT	3,900	2,308	4,050	2,500
<b>Total</b>	<b>1,492,320</b>	<b>1,399,093</b>	<b>1,507,863</b>	<b>1,634,077</b>
<b>ATHLETICS</b>				
<b>COST CENTER 115</b>				
0105 CLERICAL	53,884	53,883	55,600	57,338
0113 COACHING	240,120	168,595	272,846	272,846
0119 UNCLASSIFIED/UNAFFILIATED	-	450	-	-
0131 OVERTIME - CLERICAL	290	-	290	290
0220 FICA	22,514	17,086	25,151	25,284
0231 RETIREMENT NON-TEACHER	6,051	6,442	6,243	8,103
0232 RETIREMENT TEACHER	42,742	7,132	48,570	57,354
0320 CONTRACT SERVICE;PUPILS	143,500	119,065	120,500	118,500
0430 REPAIRS & MAINTENANCE	14,000	6,084	14,000	14,000
0440 RENTALS	32,000	23,339	29,000	26,000
0519 TRANSPORTATION	97,000	74,585	104,000	104,000
0610 GENERAL SUPPLIES	96,000	62,192	101,000	90,000
0810 DUES & FEES	20,400	23,314	24,400	24,400
<b>Total</b>	<b>768,501</b>	<b>562,168</b>	<b>801,600</b>	<b>798,115</b>
<b>ENRICHMENT</b>				
<b>COST CENTER 130</b>				
0114 EXTRA-CURRICULA	9,000	3,164	9,000	9,000
0220 FICA	689	226	689	689
0232 RETIREMENT TEACHER	1,602	186	1,602	1,892
<b>Total</b>	<b>11,291</b>	<b>3,576</b>	<b>11,291</b>	<b>11,581</b>
<b>DISTRICT -WIDE ASSESSMENT</b>				
<b>COST CENTER 131</b>				
0320 CONTRACT SERVICE;PUPILS	19,435	16,588	19,435	16,935
<b>Total</b>	<b>19,435</b>	<b>16,588</b>	<b>19,435</b>	<b>16,935</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>ELEMENTARY MATHEMATICS</b>				
<b>COST CENTER 132</b>				
0320 CONTRACT SERVICE;PUPILS	15,000	12,975	15,000	13,000
0610 GENERAL SUPPLIES	12,874	9,207	12,874	11,874
0641 BOOKS	21,631	19,072	21,631	18,631
<b>Total</b>	<b>49,505</b>	<b>41,255</b>	<b>49,505</b>	<b>43,505</b>
<b>HEALTH SERVICES</b>				
<b>COST CENTER 134</b>				
0102 TEACHER	454,792	453,617	447,688	464,889
0220 FICA	34,792	32,698	34,251	35,567
0232 RETIREMENT TEACHER	80,952	72,295	79,691	97,723
0320 CONTRACT SERVICE;PUPILS	800	418	800	800
0430 REPAIRS & MAINTENANCE	500	-	500	500
0550 PRINTING	100	-	100	100
0610 GENERAL SUPPLIES	6,000	5,183	7,350	7,350
0644 PERIODICALS	-	286	-	-
0733 NEW EQUIPMENT	4,350	314	3,000	3,000
<b>Total</b>	<b>582,286</b>	<b>564,811</b>	<b>573,380</b>	<b>609,929</b>
<b>MEDIA SERVICES</b>				
<b>COST CENTER 136</b>				
0108 TECHNICIAN	65,063	71,885	65,811	67,162
0220 FICA	4,977	5,492	5,035	5,138
0231 RETIREMENT NON-TEACHER	7,268	8,060	7,352	9,443
0320 CONTRACT SERVICE;PUPILS	285	-	285	285
0430 REPAIRS & MAINTENANCE	3,420	2,141	3,420	3,420
0610 GENERAL SUPPLIES	12,796	8,136	12,796	10,796
0733 NEW EQUIPMENT	4,375	1,995	5,330	5,330
0737 REPLACEMENT EQUIPMNT	955	-	-	-
<b>Total</b>	<b>99,139</b>	<b>97,709</b>	<b>100,029</b>	<b>101,574</b>
<b>SYSTEM-WIDE PSYCHOLOGIST</b>				
<b>COST CENTER 137</b>				
0102 TEACHER	168,025	181,170	191,230	199,785
0220 FICA	12,854	13,612	14,630	15,284
0232 RETIREMENT TEACHER	29,908	32,248	34,039	41,995
0310 CONTRACT SERVICE;ADMIN	3,000	-	10,000	10,000
0320 CONTRACT SERVICE;PUPILS	8,783	-	10,000	10,000
0610 GENERAL SUPPLIES	2,500	3,236	2,500	2,500
0733 NEW EQUIPMENT	1,957	-	1,957	1,957
<b>Total</b>	<b>227,027</b>	<b>230,267</b>	<b>264,356</b>	<b>281,521</b>
<b>INTERDISCIPLINARY MATRL</b>				
<b>COST CENTER 138</b>				
0610 GENERAL SUPPLIES	11,271	9,092	11,271	9,071
0641 BOOKS	1,879	1,650	1,879	1,879
0733 NEW EQUIPMENT	4,759	1,335	4,759	3,959
<b>Total</b>	<b>17,909</b>	<b>12,077</b>	<b>17,909</b>	<b>14,909</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>READING INSTRUCTION</b>					
<b>COST CENTER 139</b>					
0102	TEACHER	587,762	621,034	612,704	633,973
0104	TUTOR	-	51,560	-	-
0106	PARAPROFESSIONAL	117,581	40,000	119,616	109,874
0220	FICA	53,959	52,476	56,025	56,907
0231	RETIREMENT NON-TEACHER	13,134	4,500	13,362	15,449
0232	RETIREMENT TEACHER	104,621	97,725	109,064	133,263
0580	TRAVEL	869	-	869	869
0610	GENERAL SUPPLIES	9,855	3,732	9,855	8,255
0641	BOOKS	13,812	581	13,812	12,412
0644	PERIODICALS	950	-	950	950
<b>Total</b>		<b>902,543</b>	<b>871,608</b>	<b>936,257</b>	<b>971,952</b>
<b>PUPIL ENTITLEMENT</b>					
<b>COST CENTER 145</b>					
0890	MISCELLANEOUS	3,525	2,973	3,255	3,150
<b>Total</b>		<b>3,525</b>	<b>2,973</b>	<b>3,255</b>	<b>3,150</b>
<b>PEEP</b>					
<b>COST CENTER 150</b>					
0102	TEACHER	252,775	253,966	261,639	261,393
0105	CLERICAL	2,316	-	-	-
0106	PARAPROFESSIONAL	65,172	54,734	87,758	73,370
0121	SUBS PROF - SHORT TERM	-	1,694	-	-
0127	SUBS NONPROF - SHORT TERM	-	157	-	-
0220	FICA	24,499	23,589	26,729	25,610
0231	RETIREMENT NON-TEACHER	7	-	-	-
0232	RETIREMENT TEACHER	44,994	45,206	46,572	54,945
0320	CONTRACT SERVICE;PUPILS	7,310	3,561	47,310	49,310
0534	POSTAGE	74	31	74	74
0550	PRINTING	-	289	-	-
0610	GENERAL SUPPLIES	950	202	950	950
0641	BOOKS	285	-	285	285
0733	NEW EQUIPMENT	475	-	475	475
<b>Total</b>		<b>398,857</b>	<b>383,430</b>	<b>471,792</b>	<b>466,412</b>
<b>SPED ELEMENTARY</b>					
<b>COST CENTER 151</b>					
0101	ADMINISTRATIVE	37,802	37,443	38,379	39,339
0102	TEACHER	610,231	611,208	679,493	787,386
0104	TUTOR	39,304	36,614	-	-
0106	PARAPROFESSIONAL	818,182	811,457	879,128	883,567
0119	UNCLASSIFIED/UNAFFILIATED	-	1,980	-	-
0127	SUBS NONPROF - SHORT TERM	2,206	-	2,206	2,206
0220	FICA	115,341	109,506	122,341	131,008
0231	RETIREMENT NON-TEACHER	13,271	14,106	11,711	21,098
0232	RETIREMENT TEACHER	115,390	115,272	127,783	173,780
0320	CONTRACT SERVICE;PUPILS	75,480	77,698	107,775	112,260
0519	TRANSPORTATION	200	84	200	200
0534	POSTAGE	500	-	500	500
0610	GENERAL SUPPLIES	2,500	1,572	2,500	2,500
0641	BOOKS	2,160	785	2,160	2,160
0733	NEW EQUIPMENT	975	-	975	975
0810	DUES & FEES	-	-	-	300
<b>Total</b>		<b>1,833,542</b>	<b>1,817,724</b>	<b>1,975,151</b>	<b>2,157,279</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**SPED MIDDLE  
COST CENTER 152**

0101	ADMINISTRATIVE	37,802	37,443	38,379	39,339
0102	TEACHER	557,226	553,135	571,522	530,232
0106	PARAPROFESSIONAL	114,458	110,888	128,140	125,154
0119	UNCLASSIFIED/UNAFFILIATED	-	4,234	-	-
0127	SUBS NONPROF - SHORT TERM	6,794	-	6,794	6,794
0220	FICA	54,796	52,853	56,980	53,667
0231	RETIREMENT NON-TEACHER	-	29	-	-
0232	RETIREMENT TEACHER	105,947	105,259	108,563	119,725
0320	CONTRACT SERVICE;PUPILS	16,981	16,043	16,981	14,381
0519	TRANSPORTATION	-	-	2,000	2,000
0580	TRAVEL	71	552	71	71
0610	GENERAL SUPPLIES	3,521	3,538	3,521	3,521
0641	BOOKS	570	465	570	570
0642	SOFTWARE	1,000	-	1,000	1,000
0733	NEW EQUIPMENT	665	260	665	665
0810	DUES & FEES	-	-	-	300
<b>Total</b>		<b>899,831</b>	<b>884,698</b>	<b>935,186</b>	<b>897,419</b>

**SPED SECONDARY  
COST CENTER 153**

0101	ADMINISTRATIVE	37,803	38,577	39,542	40,531
0102	TEACHER	341,720	340,674	356,029	403,700
0105	CLERICAL	50,530	50,540	52,149	53,784
0106	PARAPROFESSIONAL	27,336	28,093	27,905	27,881
0119	UNCLASSIFIED/UNAFFILIATED	-	2,035	-	-
0127	SUBS NONPROF - SHORT TERM	8,492	-	8,492	8,492
0220	FICA	35,639	33,255	37,036	40,882
0231	RETIREMENT NON-TEACHER	6,762	5,645	5,935	7,563
0232	RETIREMENT TEACHER	66,572	66,082	70,413	93,378
0320	CONTRACT SERVICE;PUPILS	7,292	1,742	7,292	12,780
0519	TRANSPORTATION	304	-	3,755	3,755
0610	GENERAL SUPPLIES	2,988	2,234	2,988	2,988
0641	BOOKS	570	142	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	217	380	380
0810	DUES & FEES	-	-	-	300
<b>Total</b>		<b>586,483</b>	<b>569,238</b>	<b>612,581</b>	<b>697,079</b>

**SPED SPEECH  
COST CENTER 156**

0102	TEACHER	516,515	486,383	514,475	511,527
0220	FICA	39,513	36,735	39,361	39,135
0232	RETIREMENT TEACHER	91,939	86,528	91,580	107,527
0320	CONTRACT SERVICE;PUPILS	1,500	653	-	-
0610	GENERAL SUPPLIES	2,705	126	2,705	2,705
0641	BOOKS	1,350	242	1,350	1,350
<b>Total</b>		<b>653,522</b>	<b>610,666</b>	<b>649,471</b>	<b>662,244</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**OCCUPATIONAL THERAPY  
COST CENTER 157**

0102	TEACHER	200,275	274,754	169,074	179,509
0220	FICA	15,321	20,505	12,935	13,734
0232	RETIREMENT TEACHER	35,649	41,137	30,097	37,734
0320	CONTRACT SERVICE;PUPILS	-	3,779	-	-
0610	GENERAL SUPPLIES	1,050	70	1,050	1,050
0641	BOOKS	400	65	400	400
0733	NEW EQUIPMENT	1,640	-	1,640	1,640
<b>Total</b>		<b>254,335</b>	<b>340,310</b>	<b>215,196</b>	<b>234,067</b>

**ENGLISH SECOND LANGUAGE  
COST CENTER 159**

0102	TEACHER	262,073	278,136	287,455	298,664
0220	FICA	20,048	20,878	21,991	22,848
0232	RETIREMENT TEACHER	46,649	36,191	51,167	62,780
0610	GENERAL SUPPLIES	664	-	664	664
0641	BOOKS	1,216	-	1,216	1,216
<b>Total</b>		<b>330,650</b>	<b>335,205</b>	<b>362,493</b>	<b>386,172</b>

**ADAPTIVE SERVICES  
COST CENTER 160**

0104	TUTOR	8,000	2,517	9,000	9,000
0220	FICA	612	-	689	689
0231	RETIREMENT NON-TEACHER	894	-	1,006	1,266
0320	CONTRACT SERVICE;PUPILS	3,000	2,069	5,000	10,000
0430	REPAIRS & MAINTENANCE	500	-	500	500
0561	TUITION LEA IN-STATE	-	-	-	-
0610	GENERAL SUPPLIES	500	-	500	500
<b>Total</b>		<b>13,506</b>	<b>4,586</b>	<b>16,695</b>	<b>21,955</b>

**OUT OF DISTRICT TUITION  
COST CENTER 165**

0320	CONTRACT SERVICE;PUPILS	924,266	1,412,069	1,120,089	1,058,871
0519	TRANSPORTATION	154,732	145,424	154,732	115,000
0564	TUITION	741,609	983,025	956,150	1,238,000
0561	TUITION LEA IN-STATE	100,000	133,705	145,000	145,000
0580	TRAVEL	2,040	1,238	2,040	2,040
<b>Total</b>		<b>1,922,647</b>	<b>2,675,460</b>	<b>2,378,011</b>	<b>2,558,911</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
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**CENTRAL OFFICE  
COST CENTER 170**

0101	ADMINISTRATIVE	423,756	519,385	426,899	437,699
0102	TEACHER	182,632	83,750	149,551	131,452
0105	CLERICAL	312,052	312,571	325,023	334,291
0110	CUSTODIAL	500	-	500	500
0119	UNCLASSIFIED/UNAFFILIATED	69,432	70,982	72,402	36,926
0121	SUBS PROF - SHORT TERM	10,236	-	9,605	9,605
0122	SUBS PROF - LONG TERM	10,742	-	11,184	11,184
0127	SUBS NONPROF - SHORT TERM	709	-	898	898
0131	OVERTIME - CLERICAL	2,278	316	2,324	2,324
0220	FICA	72,157	72,705	76,381	73,818
0231	RETIREMENT NON-TEACHER	64,152	77,010	65,907	85,320
0232	RETIREMENT TEACHER	61,812	50,989	64,102	68,223
0310	CONTRACT SERVICE;ADMIN	149,164	169,046	153,168	149,001
0430	REPAIRS & MAINTENANCE	250	-	250	200
0440	RENTALS	1,600	-	800	-
0534	POSTAGE	5,800	4,448	5,800	4,100
0540	ADVERTISING	2,775	1,910	2,875	2,550
0550	PRINTING	10,500	10,373	11,285	11,285
0580	TRAVEL	1,965	491	1,965	1,865
0610	GENERAL SUPPLIES	7,635	6,691	7,796	6,960
0642	SOFTWARE	24,805	33,906	24,805	22,805
0644	PERIODICALS	1,000	320	1,000	1,000
0737	REPLACEMENT EQUIPMNT	2,150	-	2,150	1,950
0810	DUES & FEES	6,179	2,533	6,320	5,320
0840	CONTINGENCY	85,050	209,646	85,050	85,050
<b>Total</b>		<b>1,509,331</b>	<b>1,627,074</b>	<b>1,508,040</b>	<b>1,484,326</b>

**SCHOOL BOARD  
COST CENTER 171**

0109	SCHOOL BOARD	14,000	13,900	14,000	14,000
0131	OVERTIME - CLERICAL	3,000	1,198	3,000	3,000
0220	FICA	1,301	1,150	1,301	1,301
0231	RETIREMENT NON-TEACHER	335	134	336	422
0310	CONTRACT SERVICE;ADMIN	3,000	-	3,000	1,500
0610	GENERAL SUPPLIES	-	60	-	-
0810	DUES & FEES	6,375	5,714	6,375	6,275
0840	CONTINGENCY	2,350	1,712	2,350	1,800
<b>Total</b>		<b>30,361</b>	<b>23,868</b>	<b>30,362</b>	<b>28,298</b>

**TECHNOLOGY PLAN  
COST CENTER 177**

0108	TECHNICIAN	425,024	426,965	437,855	449,804
0220	FICA	32,514	31,946	33,496	34,411
0231	RETIREMENT NON-TEACHER	37,061	37,069	38,074	49,331
0232	RETIREMENT TEACHER	16,596	16,928	17,267	20,799
0310	CONTRACT SERVICE;ADMIN	27,265	12,425	15,765	15,765
0430	REPAIRS & MAINTENANCE	22,450	13,629	22,450	19,450
0532	DATA LINES	42,000	11,679	42,000	35,000
0580	TRAVEL	620	277	620	620
0610	GENERAL SUPPLIES	26,173	459	-	-
0642	SOFTWARE	69,999	96,797	77,699	36,209
0720	BUILDINGS	22,895	25,599	26,816	6,816
0734	NEW INFO SYSTEMS EQUIPMNT	194,084	199,214	149,036	140,526
0890	MISCELLANEOUS	2,000	2,000	2,000	2,000
<b>Total</b>		<b>918,681</b>	<b>874,987</b>	<b>863,078</b>	<b>810,731</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>DATA PROCESSING</b>					
<b>COST CENTER 178</b>					
0108	TECHNICIAN	71,636	70,974	72,392	73,840
0220	FICA	5,480	5,409	5,538	5,649
0231	RETIREMENT NON-TEACHER	8,001	7,928	8,087	10,382
0310	CONTRACT SERVICE;ADMIN	62,340	60,923	57,340	57,340
0610	GENERAL SUPPLIES	378	61	378	378
<b>Total</b>		<b>147,835</b>	<b>145,294</b>	<b>143,735</b>	<b>147,589</b>
<b>TRAVEL - IN DISTRICT</b>					
<b>COST CENTER 180</b>					
0220	FICA	2,241	1,659	2,225	2,175
0580	TRAVEL	29,292	23,688	29,017	28,363
<b>Total</b>		<b>31,533</b>	<b>25,347</b>	<b>31,242</b>	<b>30,538</b>
<b>WELLNESS</b>					
<b>COST CENTER 182</b>					
0102	TEACHER	69,088	85,373	86,918	88,967
0119	UNCLASSIFIED/UNAFFILIATED	37,705	41,785	44,049	-
0220	FICA	8,169	8,961	10,020	6,806
0232	RETIREMENT TEACHER	19,008	15,460	23,313	18,701
0580	TRAVEL	-	131	-	-
0610	GENERAL SUPPLIES	1,000	377	1,000	1,000
<b>Total</b>		<b>134,970</b>	<b>152,087</b>	<b>165,300</b>	<b>115,474</b>
<b>PROPERTY INSURANCE</b>					
<b>COST CENTER 183</b>					
0520	INSURANCE	110,815	101,107	113,493	119,068
<b>Total</b>		<b>110,815</b>	<b>101,107</b>	<b>113,493</b>	<b>119,068</b>
<b>TELEPHONE</b>					
<b>COST CENTER 184</b>					
0531	TELEPHONE VOICE	32,876	28,544	28,480	27,480
0430	REPAIRS & MAINTENANCE	11,775	1,310	6,371	5,371
<b>Total</b>		<b>44,651</b>	<b>29,853</b>	<b>34,851</b>	<b>32,851</b>
<b>ATHLETIC FIELDS</b>					
<b>COST CENTER 187</b>					
0111	SECURITY	-	225	-	-
0220	FICA	-	17	-	-
0231	RETIREMENT NON-TEACHER	-	25	-	-
0310	CONTRACT SERVICE;ADMIN	44,635	63,786	44,635	61,673
0410	WATER/SEWAGE	8,368	14,936	8,368	10,368
0430	REPAIRS & MAINTENANCE	12,957	2,425	12,957	8,957
0610	GENERAL SUPPLIES	5,800	-	5,800	3,800
0890	MISCELLANEOUS	11,700	-	15,038	-
<b>Total</b>		<b>83,460</b>	<b>81,415</b>	<b>86,798</b>	<b>84,798</b>



	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>MAINTENANCE</b>				
<b>COST CENTER 188</b>				
0112 MAINTENANCE	292,805	277,924	298,819	309,109
0134 OVERTIME - MAINTENANCE	22,000	22,482	22,000	22,500
0220 FICA	24,083	22,658	24,543	25,369
0231 RETIREMENT NON-TEACHER	35,042	33,761	35,836	46,625
0310 CONTRACT SERVICE;ADMIN	61,461	45,105	74,819	68,819
0420 CLEANING/PLOWING	13,080	15,673	13,500	15,900
0430 REPAIRS & MAINTENANCE	551,882	673,413	569,322	588,444
0610 GENERAL SUPPLIES	80,620	107,336	80,620	56,756
0626 GASOLINE	12,500	8,167	12,500	10,500
0642 SOFTWARE	-	-	-	13,550
0733 NEW EQUIPMENT	1,550	880	1,550	3,200
0737 REPLACEMENT EQUIPMNT	1,525	1,376	1,525	2,200
0840 CONTINGENCY	10,550	21,510	11,550	-
<b>Total</b>	<b>1,107,098</b>	<b>1,230,284</b>	<b>1,146,584</b>	<b>1,162,972</b>
<b>ENERGY</b>				
<b>COST CENTER 189</b>				
0410 WATER/SEWAGE	98,757	63,418	94,857	82,181
0621 NATURAL GAS	322,607	247,637	331,372	288,459
0622 ELECTRICITY	712,901	628,692	708,036	653,428
0623 FUEL OIL	786	-	786	1,000
<b>Total</b>	<b>1,135,051</b>	<b>939,748</b>	<b>1,135,051</b>	<b>1,025,068</b>
<b>PUPIL TRANSPORTATION</b>				
<b>COST CENTER 195</b>				
0310 CONTRACT SERVICE;ADMIN	3,000	-	3,000	6,237
0519 TRANSPORTATION	1,148,078	933,222	1,213,582	1,065,593
0890 MISCELLANEOUS	(50,000)	-	(50,000)	(50,000)
<b>Total</b>	<b>1,101,078</b>	<b>933,222</b>	<b>1,166,582</b>	<b>1,021,830</b>
<b>TOTAL SCHOOL DEPARTMENT</b>	<b>50,242,858</b>	<b>49,996,009</b>	<b>52,102,298</b>	<b>53,662,632</b>







# 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.

## Litigation

Appropriation for legal fees associated with litigation.

## 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.



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>NON-OPERATING</b>					
<b>DEBT RELATED SERVICES</b>					
034002	PROF SERVICE-BANK SERVICE	122,000	2,500	100,000	108,000
098101	INTEREST-TANS	150,000	16,228	20,000	20,000
TAN	Total	<b>272,000</b>	<b>18,728</b>	<b>120,000</b>	<b>128,000</b>
<b>DEBT SERVICE</b>					
098001	PRINCIPAL-BONDED DEBT	10,510,117	10,510,117	10,205,000	10,727,000
098010	PROJECTED NEW BOND PAYMNT	298,611	-	-	-
098102	INTEREST-BONDED DEBT	3,390,768	3,390,768	2,945,440	2,942,890
DEBT SERVICE	Total	<b>14,199,496</b>	<b>13,900,885</b>	<b>13,150,440</b>	<b>13,669,890</b>
<b>OVERLAY</b>					
<b>01-735-320-51-100-650</b>					
081002	OVERLAY	1,000,000	1,000,000	1,000,000	1,000,000
OVERLAY	Total	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>PROPERTY &amp; LIABILITY INS</b>					
<b>01-738-350-51-100-409</b>					
048001	PROPERTY INS-DEDUCTIBLES	6,000	6,000	6,000	6,000
048002	PROPERTY INSURANCE	375,245	372,181	391,514	411,090
PROPERTY	Total	<b>381,245</b>	<b>378,181</b>	<b>397,514</b>	<b>417,090</b>
<b>COUNTY TAX</b>					
<b>01-737-360-51-100-675</b>					
081003	COUNTY TAX	5,741,466	5,561,364	5,699,880	5,813,878
COUNTY TAX	Total	<b>5,741,466</b>	<b>5,561,364</b>	<b>5,699,880</b>	<b>5,813,878</b>
<b>CONTINGENCY</b>					
<b>01-734-310-51-100-411</b>					
081001	CONTINGENCY	300,000	300,000	300,000	300,000
CONTINGENCY	Total	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>ROLLING STOCK</b>					
<b>01-738-350-51-100-409</b>					
099002	ROLLING STOCK	733,260	733,260	427,500	584,500
091009	TRANSFER-ROLLING STOCK SW	150,000	150,000	-	-
ROLLING STOCK	Total	<b>883,260</b>	<b>883,260</b>	<b>427,500</b>	<b>584,500</b>
<b>IT EQUIPMENT REPLACEMENT</b>					
<b>01-738-350-51-100-409</b>					
074041	IT UPGRADES/REPLACEMENTS	1,013,428	1,013,428	774,608	1,194,208
IT EQUIPMENT	TOTAL	<b>1,013,428</b>	<b>1,013,428</b>	<b>774,608</b>	<b>1,194,208</b>
<b>CAPITAL OUTLAY</b>					
<b>01-795-370-00-100-452</b>					
070000	CAPITAL OUTLAY	1,810,000	1,810,000	1,276,000	1,480,000
CAPITAL OUTLAY	TOTAL	<b>1,810,000</b>	<b>1,810,000</b>	<b>1,276,000</b>	<b>1,480,000</b>



		FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>OTHER GENERAL NON-OPERATING</b>					
<b>01-738-350-51-100-409</b>					
031005	LANDFILL CLOSURE MONITORI	370,000	370,000	370,000	333,000
031010	JONES AVE LANDFILL	-	-	15,000	15,000
032009	PROF SERV-CERTIFICATION	163,500	163,500	150,000	100,000
044006	PRINTING LEASE/MAINT	50,000	28,403	40,000	35,000
072101	MCINTYRE BUILDING	-	-	150,000	-
099006	COPIER LEASE	-	-	-	-
099007	LEASES	13,731	13,731	13,983	14,039
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	235,125	235,125	265,500	277,875
<b>OTHER NON-OPERATING Total</b>		<b>842,356</b>	<b>820,759</b>	<b>1,014,483</b>	<b>784,914</b>
<b>TOTAL NON-OPERATING</b>		<b>26,443,251</b>	<b>25,686,606</b>	<b>24,160,425</b>	<b>25,372,480</b>





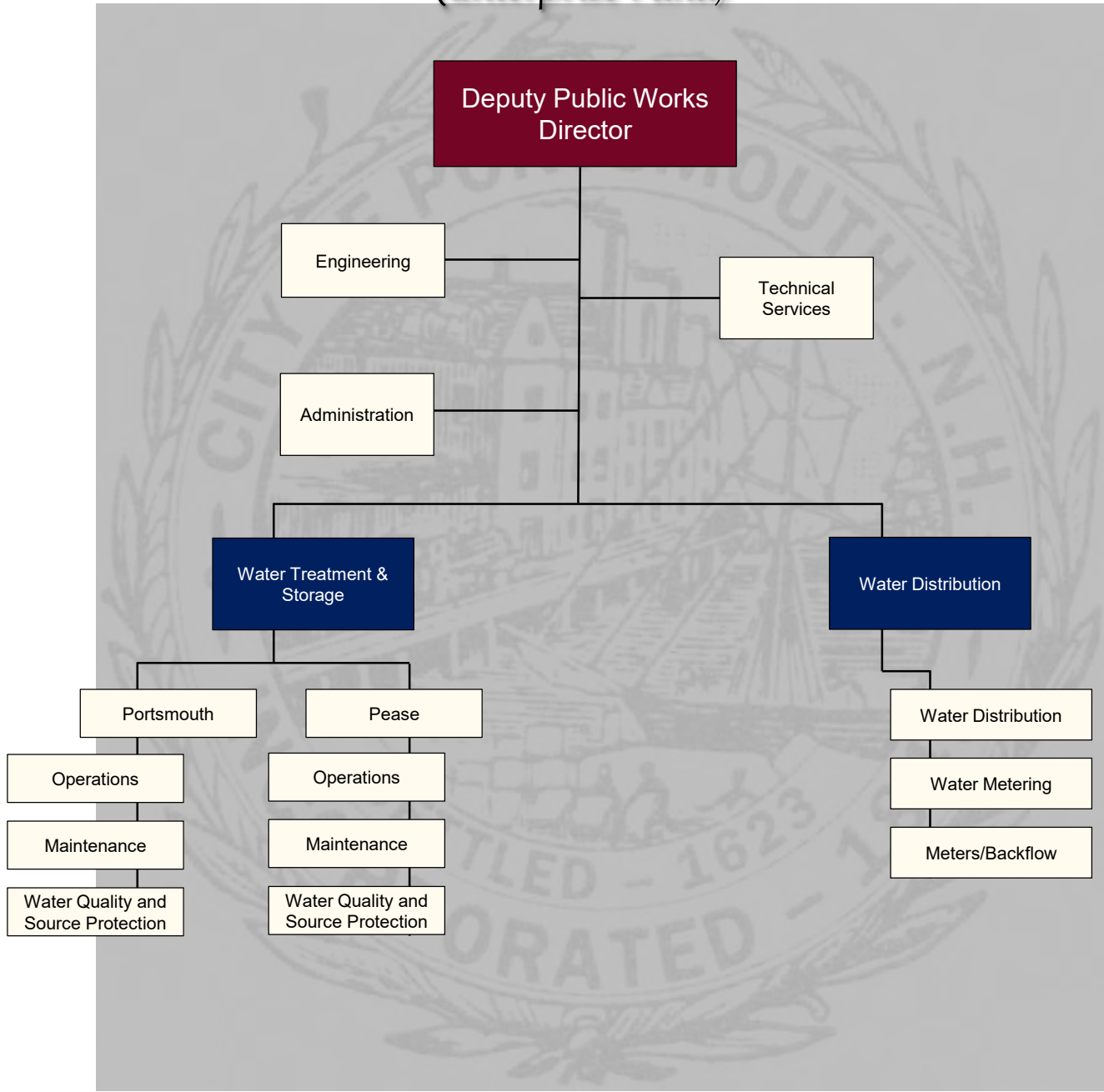
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# Public Works Department

## Water Division

(Enterprise Fund)



### Water Department Mission

The Portsmouth Water Division is a regional water system serving the communities of Portsmouth, Greenland, New Castle, Newington and portions of Durham, Madbury and Rye. The Division strives to provide quality drinking water and an adequate supply of water for fire protection and other customer needs. Through professionalism, expertise and efficient work practices, the division seeks to maintain and develop a sound infrastructure using the latest available cost effective treatment technologies and methods of production, storage and distribution. The division is committed to high environmental standards, the efficient use of water resources and controls through respect for natural resources and adaptation to the built environment.



## Water Division Position Summary Schedule

Positions Full Time	FY20	FY21	FY22	Positions Part-Time	FY20	FY21	FY22
Deputy City Manager	0.1	0.1	0.1	Secretary	0.25	0.25	0.25
Deputy Public Works Director	0.5	0.5	0.5	Number of part-time laborers vary throughout the year.			
Facilities Manager	0.25	0.25	0.25	Number of part-time engineering interns vary throughout the year.			
Operations Manager	0.25	0.25	0.25	<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
Business Administrator	0.25	0.75	0.75				
Finance Assistant	0.25	0.25	0.25				
Administrative Assistant II	0.25	0.00	0.00				
Admin Clerk	0.25	0.25	0.25				
Dispatcher II	0.25	0.25	0.25				
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5				
Special Projects Coordinator	0.25	0.25	0.25				
Equipment Maintenance Foreman	0.3	0.3	0.3				
Equipment Mechanic	1.5	1.5	1.5				
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.3				
City Engineer (Engineer Supervisor)	0.5	0.5	0.5				
Assistant City Engineer/Planner	0.5	0.5	0.5				
Assistant City Engineer	0.5	0.5	0.5				
SCADA Manager	0.5	0.5	0.5				
GIS Manager	0.5	0.5	0.5				
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25				
GIS Stormwater Tech	0.5	0.5	0.5				
GIS Specialist II	0.5	0.5	0.5				
Water Resource Manager	1	1	1				
Chief Plant Operator (CPO)	1	1	1				
Process Instrumentation Tech	0.5	0.5	0.5				
Water Quality Specialist	1	1	1				
Treatment Operations Foreman	1	1	1				
Plant Operator	5	5	5				
General Foreman	0.5	0.5	0.5				
Asset Management Coordinator	0.5	0.5	0.5				
Water Foreman	1	1	1				
Assistant Foreman L2	1	1	1				
Equipment Operator II L2	1	1	1				
Equipment Operator I	1	1	1				
Utility Mechanic L1	1	1	1				
Laborer	2	2	2				
Utility Mechanic L2	2.5	2.5	2.5				
<b>Totals Full Time</b>	<b>28.95</b>	<b>29.20</b>	<b>29.20</b>				





# 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 FY22.

## Budget Summary of Expenditures

WATER DEPARTMENT	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
SALARIES	1,749,706	1,829,776	1,790,342	1,925,794
PART-TIME SALARIES	41,559	13,297	22,131	42,236
OVERTIME	79,800	138,756	80,800	95,000
LONGEVITY	13,064	13,753	14,754	14,668
HEALTH INSURANCE	556,390	433,135	480,000	437,485
DENTAL INSURANCE	34,000	26,345	32,000	31,913
INSURANCE REIMBURSEMENT	8,568	5,881	10,500	10,000
LEAVE AT TERMINATION	50,000	62,464	40,000	40,000
WORKERS' COMPENSATION	19,340	19,243	20,186	28,992
RETIREMENT	207,643	221,162	210,656	287,591
OTHER BENEFITS	154,614	158,051	155,840	168,767
COLLECTIVE BARGAINING CONTINGENCY	8,260	-	-	900
<i>Contractual Obligations</i>	2,922,944	2,921,864	2,857,209	3,083,346
CHEMICALS	340,000	323,332	350,000	334,000
REPAIRS & MAINTENANCE	246,100	195,928	199,650	215,400
ELECTRICITY	324,700	350,921	373,200	399,600
NATURAL GAS	500	281	5,160	5,000
PROPANE & FUEL OIL	29,212	29,850	36,000	32,000
GASOLINE & DIESEL	42,000	34,407	42,500	34,200
ADMINISTRATIVE OVERHEAD	650,676	650,676	592,086	709,184
SLUDGE/GRIT REMOVAL	145,000	141,481	150,000	150,000
PROF CONTRACTED SERVICES	241,080	102,078	197,580	277,580
EQUIPMENT	124,750	87,752	72,000	55,000
STOCK MATERIALS	263,700	289,229	305,000	315,000
PRINCIPAL-BONDED DEBT	2,392,528	2,392,528	2,537,528	2,861,528
INTEREST ON DEBT	1,128,345	1,073,834	1,044,248	1,104,395
PROPERTY TAXES	125,500	131,062	135,000	138,500
PROJECTED PRINCIPAL DEBT	160,000	160,000	-	-
CAPITAL OUTLAY	200,000	200,000	250,000	-
ROLLING STOCK	470,000	470,000	360,000	295,000
ASSISTANCE PROGRAM	5,000	1,304	7,500	7,500
OTHER OPERATING	298,559	263,310	350,314	360,531
<i>Other Operating</i>	7,187,650	6,897,974	7,007,766	7,294,418
CASH REQUIREMENTS	10,110,594	9,819,838	9,864,975	10,377,764



## Rate Stabilization Model and Rate Structure

The Water Division utilizes a rate model which was implemented in fiscal year 2014 and is annually reviewed and updated. The rate model serves as a tool to allow for long-term planning. This comprehensive rate model includes a rate stabilization reserve policy which allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

The City's water rate structure is a two tiered inclining rate, meaning, the first 10 units (a unit is 100 cubic feet of water or 748 gallons) of water consumed each month is billed using one rate, and water consumed greater than 10 units per month is billed at a higher rate. This rate structure provides an equitable method of financing of water operations. The large volume users have a greater impact on system production capacities, storage volume and pipe sizing. Therefore, a second tier at the higher rate captures the additional costs incurred to serve them.

A City ordinance allows both residential and commercial customers to install irrigation meters. This ordinance language requires new irrigation customers to install water efficient irrigation systems. Irrigation usage for both residential and commercial customers have a third tier for any consumption beyond 20 units per month to further promote efficiencies.

## Water User Rates

**The FY22 user rates reflect a 2% increase from the FY21 rates.**

The proposed water rate for the first 10 units of water consumed per month will increase from \$4.32 to \$4.40, the rate for the consumption over 10 units per month will increase from \$5.20 to \$5.30.

The proposed water rates include \$2.92 per unit which is directly related to the capital needs and debt repayments for long-term borrowing. The rates for water usage and irrigation consumption are depicted in the adjacent tables.

<b>FY22 Proposed Water Rates</b>	
	Proposed Rate (per unit)
<b>First Tier Rate (10 units or less per month)</b>	
Capital Related Rate, per unit billed	\$2.92
1st Tier water service rate	\$1.48
<b>Total First Tier Rate</b>	<b>\$4.40</b>
<b>Second Tier Rate (over 10 units per month)</b>	
Capital Related Rate, per unit billed	\$2.92
2nd Tier water service rate	\$2.38
<b>Total Second Tier Rate</b>	<b>\$5.30</b>
<b>Irrigation Meter Rate</b>	
1st Tier water service rate [0 - 10 units]	\$5.30
2nd Tier water service rate [11- 20 units]	\$10.00
3rd Tier water service rate [over 20 units]	\$12.34

The meter charge for FY22 will remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

<b>Water Meter Charge</b>	
<u>Meter Size</u>	<u>Monthly Rate</u>
5/8"	\$4.95
3/4"	\$4.95
1"	\$8.27
1 1/2"	\$14.25
2"	\$22.91
3"	\$36.26
4"	\$68.74
6"	\$120.27
8"	\$168.01
10"	\$252.02





Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2018 usage. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

### FY22 Water Rate

Average Residential Customer Bill  
 Monthly Consumption in units  
 (1unit = 100 cf = 748 gallons)

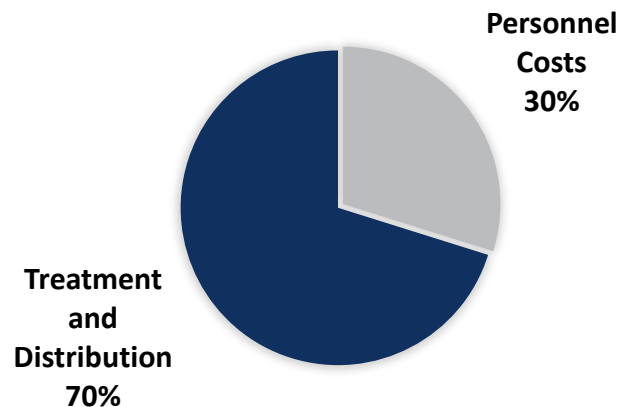
	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$2.92	5	\$14.60
1st Tier water service rates	\$1.48	5	\$7.40
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
<b>Total Monthly Charge</b>			<b>\$26.95</b>
<b>Total Annual Charge</b>			<b>\$323.40</b>

Average Daily Cost for Single Family Residential water customer = \$0.90

### 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 below represents capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

These projects will be funded through water revenues.

### **Capital Outlay**

<b><u>Project Name</u></b>	<b><u>Amount</u></b>
No Capital Outlay projects were funded in FY22.	
<b>TOTALS</b>	<b>\$0</b>

### **Rolling Stock**

<b><u>Vehicle &amp; Equipment Replacement</u></b>	<b><u>Amount</u></b>
Loader/Backhoe Year (3 of 3)	50,000
Excavator 318 (Year 2 of 2)	75,000
Escape (SUV) (black)	35,000
Equinox (silver)	35,000
Misc Equipment	100,000
<b>TOTALS</b>	<b>\$295,000</b>



## Budget and Rate Summary – Water Division

As an Enterprise Fund, the Water Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments, from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY22 expenses.

<b><i>WATER RATE CALCULATION</i></b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	5,923,341	5,923,341
Property Taxes	138,500	138,500
Equipment & Minor Capital needs	55,000	55,000
Depreciation	2,610,000	
Interest on Debt	1,145,612	1,145,612
Accrued Interest		(41,217)
Principal on Debt		2,861,528
Projected Principal Debt		0
OPEB Liability	69,500	
Capital Projects		0
Rolling Stock		295,000
<b>BUDGET RESOLUTION</b>	9,941,953	
<b>CASH REQUIREMENT</b>		10,377,764
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	1,198,971	1,198,971
Special Agreements	281,874	281,874
Meter Charges	717,184	717,184
Interest on Investments	33,000	33,000
Other Utility Revenue	250,098	250,098
<i>Sub Total</i>	2,481,127	2,481,127
<b>Other Financing Sources-Cash</b>		
Special Agreements		42,000
Strawbery Banke Agreement Principal		2,343
Bond Premium Amortization	218,174	
<i>Sub Total</i>	218,174	44,343
<b>FULL ACCRUAL REVENUES</b>	2,699,301	
<b>ESTIMATED CASH</b>		2,525,470
Required to be raised by User Rates		7,852,294
Rate Stabilization Reserve		479,780
<b>TO BE RAISED BY USER RATES</b>		<b>\$8,332,074</b>



## *User Rates*

<b>CASH REQUIRED FOR NET CAPITAL COSTS</b>		
<b>Total Estimated Billable Units</b>	1,624,340	
<b>Capital related Expenses</b>	\$2.92	4,740,703

### **WATER METER RATES**

<b>TWO TIER INCLINING RATE STRUCTURE</b>		<b>(1 Unit equals 748 gallons of water)</b>	
Billable Units at Tier 1	471,808		
Rate/Anticipated Revenue		\$1.48	698,167
Capital Related Expenses		\$2.92	1,376,992
<b>Total Tier 1 [0 - 10 units]</b>		<b>\$4.40</b>	2,075,159
Billable Units at Tier 2	1,116,772		
Rate/Anticipated Revenue		\$2.38	2,658,519
Capital Related Expenses		\$2.92	3,259,344
<b>Total Tier 2 [over 10 units]</b>		<b>\$5.30</b>	5,917,863
<b>Total Estimated User Revenues:</b>	<b>1,588,580</b>		<b>7,993,022</b>

### **IRRIGATION METER RATES**

<b>THREE TIER INCLINING RATE STRUCTURE</b>		<b>(1 Unit equals 748 gallons of water)</b>	
Billable Units at Tier 1	12,480		
Rate/Anticipated Revenue		\$2.38	29,709
Capital Related Expenses		\$2.92	36,423
<b>Total Tier 1 [0 - 10 units]</b>		<b>\$5.30</b>	66,133
Billable Units at Tier 2	6,165		
Rate/Anticipated Revenue		\$7.08	43,639
Capital Related Expenses		\$2.92	17,993
<b>Total Tier 2 [11-20 units]</b>		<b>\$10.00</b>	61,632
Billable Units at Tier 3	17,115		
Rate/Anticipated Revenue		\$9.42	161,337
Capital Related Expenses		\$2.92	49,951
<b>Total Tier 3 [over 20 units]</b>		<b>\$12.34</b>	211,288
<b>Total Estimated User Revenues:</b>	<b>35,760</b>		<b>339,052</b>
<b>Total Estimated User Consumption and User Revenues</b>	<b>1,624,340</b>		<b>\$8,332,074</b>

<b>Total Estimated Consumption</b>	<b>1,624,340</b>	<b>Total to be raised by user rates</b>	<b>\$8,332,074</b>
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## *Programs and Services*

**Water Assistance Programs-** Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of \$300 for a financial hardship.



**Water Production-** Provide water production for two public drinking water systems, one supplying Portsmouth, Newington, Greenland, New Castle, and portions of Rye, Madbury, and Durham, the other supplying the Pease International Tradeport.

- Operate and maintain Bellamy Reservoir (surface water supply).
- Operate and maintain 6 wells in Portsmouth pressure zone and 3 wells on Pease International Tradeport pressure zone (groundwater supply).
- Operate and maintain Madbury and Pease Water Treatment Facilities and laboratory.
- Increase public awareness of best practices in watershed management near the Bellamy Reservoir. Coordinate this effort with local communities.
- Continue to develop inter-municipal and interconnection agreements with adjacent water systems to provide response to water system emergencies. Current interconnections exist with the Rye Water District. Portsmouth is currently investigating options for an interconnection with Dover.

**Water Storage-** Provide water storage capacity to meet peak water demands.

- Operate and maintain 3 storage tanks in Portsmouth and two in Pease.

**Water Distribution-** Provide water distribution to service Portsmouth, Newington, Greenland, New Castle, Pease International Tradeport and portions of Rye, Madbury, and Durham.

- Provide drinking water supply.
- Provide water for fire protection.
- Operate and maintain 190 miles of system piping ranging from 2” to 24”.
- Maintain 8,528 services from the main in the street to curb shutoff, install new services.
- Maintain and install hydrants (including biannual flushing program).
- Maintain, install, and read water meters and monitor them via the automated meter reading system infrastructure.
- Maintain and exercise valves.
- Perform backflow testing annually at low hazard facilities and twice a year at high hazard facilities.
- Produce annual quality report and continued customer outreach through website updates, news releases and facility tours.

**Technical Services-** Provide technical services to water division

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field survey work.
- Perform engineering inspections for water construction projects.
- Administer and operate the backflow and source water protection programs.
- Maintain and update the inventory of water system assets to utilize with ongoing maintenance and capital planning.

## Goals and Objectives

### *Goal #1:*

Continue operations based on conjunctive approach to water management balancing.

### *Objectives:*

- ✓ Implement recommendations of the Water Supply Master Plan Study of water availability and conjunctive management to optimize the efficient use of the water systems surface and groundwater supplies.
- ✓ Continue to encourage and implement water efficiency measures through customer outreach and water efficiency programs, including the Water Efficiency Rebate Program which started in December 2014, the EPA’s WaterSense



	<p>program and the new irrigation meter ordinance.</p> <ul style="list-style-type: none"> <li>✓ Provide adequate training and operational direction to staff to achieve operator certifications at or above required standards.</li> <li>✓ Continue to develop and implement new standard operating procedures within the Water Division to optimize staff utilization, duties and operating efficiency.</li> <li>✓ 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.</li> <li>✓ Continue to improve water meter accounting and tracking of unaccounted-for water through meter calibrations, water use audits and leak detection efforts.</li> </ul>
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*Citywide Goal Addressed:*

- *Promote and Support Sustainable Practices* 

<p><b>Goal #2:</b></p> <p>Continue steps to improve water quality, water quantity and system security.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Continue upgrade of SCADA system water supply control and security applications.</li> <li>✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate.</li> </ul>
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*Citywide Goal Addressed:*

- *Promote and Support Sustainable Practices* 

<p><b>Goal #3:</b></p> <p>Develop sustainable funding strategies</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Implement recommendations of rate study with focus on fair, equitable and sustainable funding utilizing the rate model as a guide.</li> <li>✓ Implement water asset management and operational maintenance program database information systems to improve system operations and long-term capital planning needs.</li> <li>✓ Implement the recommendations of the Water Supply Study for improved capital planning and operations.</li> </ul>
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*Citywide Goal Addressed:*

- *Promote and Support Sustainable Practices* 
- *Maintain Financial Stability* 



## Performance Measures

	FY19	FY20	FY21 (Projected)
Water Balance (annual)	12%	6%	6%
Number of water main breaks	23	20	24
Leak detections performed (miles)	50	60	60
Leaks Detected and Repaired	3	5	5
DigSafe Tickets (locating)	1,125	2,996	2,394
DigSafe Labor Hours	1,271	1,810	1,750
Precipitation (inches – water year – Oct to Sept)	39.8	36.3	38.6
Hydrant Flushing (weeks – Spring and Fall)	16	16	20
Hydrant Flushing Labor Hours	1,800	1,800	1,600
Million Gallons Delivered (Surface and Groundwater)	1,460	1,500	1,426
Millions Gallons of Groundwater Supply (annual)	638	595	567
Millions Gallons of Surface Water Supply (annual)	822	865	859
Customer Water Meter Replacements	898	959	950
Radio-reader replacements	Not tracked	1,333	1,400
Total Meter Work Orders	Not tracked	4,671	4,750
Backflow Prevention Device Tests	2,323	2,350	2,383
Meter Testing (in-house)	Not tracked	521	550
Meter Testing (large field)	Not tracked	78	75
Water Efficiency Rebates – Low Flow Toilets	79	102	85
Water Efficiency Rebates – Washing Machines	36	68	55
Single-Family Res. (Average Gals. per month) *	3,834	3,834	3,834
Single-Family Res. (Average Units billed per month) *	5	5	5

\* Note: Water Consumption analysis performed on 2012 and 2017 water use data. Next update will utilize 2021 consumption data.



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>WATER DIVISION</b>			
<u>ADMINISTRATION</u>			
NON GRADE 28	B	① DEPUTY CITY MANAGER	12,737
PMA GRADE 25	F	⑨ DEPUTY PW DIRECTOR	64,459
PMA GRADE 21	E	⑦ FACILITIES MANAGER	26,282
NON GRADE 18	E	⑦ OPERATIONS MANAGER	22,729
PMA GRADE 13	E	⑦ BUSINESS ADMINSTRATOR	17,848
PMA GRADE 13	8C/4D	⑨ BUSINESS ADMINSTRATOR (REGULATORY COMPLIANCE)	32,917
PMA GRADE 11	H	④ FINANCE ASSISTANT	16,987
1386 GRADE 9	F	⑦ DISPATCHER II	13,811
1386B GRADE 7	H	⑦ ADMIN CLERK	12,780
PMA GRADE 7	6E/6F	⑦ SPECIAL PROJECT COORDINATOR	13,478
1386B GRADE 5	F	⑨ COLLECTIONS / BILLING CLERK	22,281
SMA GRADE 14	F	⑧ EQUIPMENT MAINTENANCE FOREMAN	23,186
1386 GRADE 9	E	⑧ EQUIPMENT MECHANIC	16,129
1386 GRADE 9	6.5D/5.5E	⑧ EQUIPMENT MECHANIC	15,713
1386 GRADE 9	G	⑧ EQUIPMENT MECHANIC	17,029
1386 GRADE 9	10D/2E	⑧ EQUIPMENT MECHANIC	15,489
1386 GRADE 9	C	⑧ EQUIPMENT MECHANIC	14,630
1386 GRADE 7	7.5D/4.5E	⑧ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	14,217
EDUCATION STIPENDS			2,251
<b>TOTAL ADMINISTRATION</b>			<b>374,953</b>
<u>ENGINEERING</u>			
PMA GRADE 23	F	⑨ ENGINEER SUPERVISOR	58,532
PMA GRADE 18	E	⑨ ASST. ENGINEER/PLANNER	45,457
PMA GRADE 16	1.5C/10.5D	⑨ ASSISTANT CITY ENGINEER	39,067
PMA GRADE 16	5E/7F	⑨ SCADA MANAGER	41,507
PMA GRADE 16	G	⑨ GIS MANAGER	41,679
PMA GRADE 16	H	⑥ ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,628
PMA GRADE 9	D	⑪ GIS STORMWATER TECH	28,026
PMA GRADE 9	F	⑨ GIS SPECIALIST II	29,722
EDUCATION STIPENDS			1,251
<b>TOTAL ENGINEERING</b>			<b>306,869</b>
<u>WATER SUPPLY AND TREATMENT</u>			
PMA GRADE 21	E	WATER RESOURCES MANAGER	105,130
SMA GRADE 16	.5E/11.5F	CPO	85,048
PMA GRADE 12	11C/1D	⑨ PROCESS INSTRUMENTATION TECH	31,112
PMA GRADE 11	6C/6D	WATER QUALITY SPECIALIST	60,264
1386 GRADE 10	G	PLANT OPERATOR	59,339
1386 GRADE 10	G	PLANT OPERATOR	59,339
1386 GRADE 10	F	PLANT OPERATOR	57,750
1386 GRADE 10	F	PLANT OPERATOR	57,750
1386 GRADE 10	6D/6E	PLANT OPERATOR	54,589
EDUCATION STIPENDS			1,667
ON CALL MONITORING			18,620
<b>TOTAL WATER SUPPLY AND TREATMENT</b>			<b>590,608</b>
<u>DISTRIBUTION</u>			
SMA GRADE 15	E	⑨ GENERAL FOREMAN	39,474
PMA GRADE 14	H	⑨ ASSET MANAGEMENT COORDINATOR	39,288
SMA GRADE 13	F	WATER FOREMAN	73,644
1386 GRADE 10	3E/9F	ASSISTANT FOREMAN L2	59,486
1386 GRADE 9	F	EQUIP OPER II L2	57,095
1386 GRADE 8	1.5C/10.5D	EQUIP OPER I	48,278
1386 GRADE 7	5.5D/6.5E	UTILITY MECHANIC L1	48,596
1386 GRADE 5	6C/6D	LABORER	41,016
1386 GRADE 5	C	LABORER	40,016
ON CALL DIFFERENTIAL			1,240
<b>TOTAL DISTRIBUTION</b>			<b>448,133</b>
<u>METERS</u>			
1386 GRADE 7	G	⑩ UTILITY MECHANIC L2	40,070
1386 GRADE 7	G	⑨ UTILITY MECHANIC L2	26,713
1386 GRADE 7	G	⑩ UTILITY MECHANIC L2	40,070
1386 GRADE 7	C	⑨ UTILITY MECHANIC L2	22,039





**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<b>POSITION</b>	<b>SALARY</b>
		TOTAL METERS	128,892
		<b>TOTAL FULL TIME</b>	<b>1,849,455</b>
NON GRADE 5	1.5A/10.5B	⑦ SECRETARY (25HRS/WK)	6,956
		SEASONAL LABORERS	5,871
		ENGINEERING INTERNS	29,409
		<b>TOTAL PART TIME</b>	<b>42,236</b>
		<b>TOTAL DEPARTMENT</b>	<b>1,891,691</b>
<b>ADDITIONAL PERSONNEL</b>			
SMA GRADE 14	7.5D/4.5E	TREATMENT OPERATION FOREMAN	72,979
		ON CALL MONITORING	3,360
		FUNDED BY THE AIR FORCE	
		<b>TOTAL ADDITIONAL PERSONNEL</b>	<b>76,339</b>

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

- ① 80% CITY MANAGER, 10% WATER, 10% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑨ 50% WATER, 50% SEWER
- ⑩ 75% WATER, 25% SEWER
- ⑪ 50% WATER, 50% STORMWATER



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**WATER DEPARTMENT**

**ADMINISTRATION PORTSMOUTH  
50-751-610-51-100-492**

011001	REGULAR SALARIES	346,777	374,310	348,582	374,953
011061	INSURANCE REIMBURSEMENT	8,568	5,881	10,500	10,000
011064	COLL BARG CONTINGENCY	8,260	-	-	900
012001	PART TIME SALARIES	6,279	6,385	6,531	6,956
014041	OVERTIME	4,000	5,774	4,000	4,000
015001	LONGEVITY	13,064	13,753	14,754	14,668
016001	LEAVE AT TERMINATION	50,000	62,464	40,000	40,000
021001	INSURANCE-HEALTH	556,390	424,126	480,000	413,000
021101	INSURANCE-DENTAL	34,000	25,730	32,000	30,000
021501	INSURANCE-LIFE	3,220	2,740	2,974	3,202
021601	INSURANCE-DISABILITY	6,000	5,096	5,405	5,824
021802	OPEB-HEALTH INS EXP	15,000	4,550	15,000	8,000
021803	OPEB-MED SUBSIDY EXP	1,400	1,414	9,000	1,500
022001	SOCIAL SECURITY	23,960	24,432	23,172	25,456
022501	MEDICARE	5,603	5,423	5,421	5,953
023001	RETIREMENT	42,463	44,766	41,032	56,749
023004	OPEB-RETIREMENT LIAB ADJ	70,000	47,332	50,000	60,000
026002	INSURANCE-WORKERS COMP	19,340	19,243	20,186	28,992
030101	PROF SERVICES-AUDIT	8,700	8,700	10,000	10,000
031002	PROF SERVICES-ENGINEERING	10,000	600	10,000	10,000
032001	PROF SERVICES-O/S COUNSEL	20,000	4,205	20,000	10,000
033002	ADMINISTRATIVE OVERHEAD	650,676	650,676	592,086	709,184
034001	LOCK BOXES	15,000	3,078	15,000	15,000
034103	TELEPHONE	500	647	1,000	500
034206	SOFTWARE-ANNUAL MAINT	21,475	33,381	56,620	55,077
035002	PROF SERV- SUBSTANCE TEST	750	811	750	750
035004	OCCUPATIONAL HEALTH	2,500	2,588	2,500	2,500
039001	PROFESSIONAL SERVICES	7,800	18,553	7,800	20,000
043024	REPAIRS-VEHICLE	-	-	-	500
043028	MAINTENANCE	11,000	8,023	10,000	7,500
044006	PRINTING LEASE/MAINT	3,500	2,577	3,500	3,000
048002	PROPERTY INSURANCE	50,119	49,618	48,269	50,682
053001	ADVERTISING	3,300	1,279	2,500	1,000
054050	TRAINING	3,000	733	2,250	2,250
055050	PRINTING	12,500	13,063	20,000	7,500
056001	DUES PROFESSIONAL ORGANIZ	1,600	2,018	1,750	1,500
057101	TRAVEL AND CONFERENCE	2,700	793	4,250	4,250
061001	FIRST AID	1,900	3,045	450	2,250
062001	OFFICE SUPPLIES	500	8,760	6,000	7,500
062501	POSTAGE	28,800	25,222	42,000	35,000
063501	GASOLINE	40,000	32,688	40,000	30,000
075001	FURNITURE AND FIXTURES	-	1,984	-	250
081005	TAXES	125,500	131,062	135,000	138,500
081166	GOFERR REIMBURSEMENT	-	(3,805)	-	-
086001	DEPRECIATION	2,095,000	2,056,796	2,200,000	2,610,000
088011	ASSISTANCE WATER/SEWER	5,000	1,304	7,500	7,500
092101	FINANCING FEES ON DEBT	20,000	-	28,500	30,000
098102	INTEREST-BONDED DEBT	1,119,680	1,085,169	1,026,717	1,115,612
		<b>5,475,824</b>	<b>5,219,991</b>	<b>5,402,999</b>	<b>5,977,958</b>

**ENGINEERING ADMIN PORTSMOUTH  
50-751-610-52-100-492**

011001	REGULAR SALARIES	286,452	320,001	297,921	306,869
012001	PART TIME SALARIES	29,409	6,912	15,600	29,409
014041	OVERTIME	-	6	-	-
022001	SOCIAL SECURITY	19,586	19,353	20,294	20,849
022501	MEDICARE	4,581	4,526	4,746	4,876
023001	RETIREMENT	32,001	35,744	33,278	43,146
031002	PROF SERVICES-ENGINEERING	20,000	60	20,000	20,000
033004	GROUNDWATER PROTECT PRGM	15,000	17,682	15,000	15,000
034103	TELEPHONE	1,840	1,146	850	850
034104	CELLULAR PHONES	1,800	2,434	2,250	2,250



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
039054	PROF/SERVICES-CONTRACT	10,000	1,910	10,000	10,000
044006	PRINTING LEASE/MAINT	500	212	500	500
054050	TRAINING	2,500	-	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	112	1,250	1,250
057101	TRAVEL AND CONFERENCE	2,250	426	750	750
062007	COMPUTER/PRINTER SUPPLIES	-	117	1,250	1,250
062011	OPERATING SUPPLIES	500	38	250	250
067001	BOOKS & PERIODICALS	500	-	250	250
		<b>428,419</b>	<b>410,678</b>	<b>426,189</b>	<b>459,499</b>

**TREATMENT PLANT PORTSMOUTH**  
**50-751-650-54-180-492**

011001	REGULAR SALARIES	545,960	530,770	558,191	571,988
011060	ON CALL MONITORING	22,120	18,015	20,410	18,620
014041	OVERTIME	29,000	46,141	30,000	30,000
022001	SOCIAL SECURITY	37,020	35,777	37,733	38,478
022501	MEDICARE	8,659	8,367	8,825	8,999
023001	RETIREMENT	66,696	65,430	67,981	87,257
031003	PROF SERVICES-SCADA	5,000	7,653	9,000	13,700
034103	TELEPHONE	10,000	8,161	7,000	7,000
034104	CELLULAR PHONES	5,000	10,478	7,000	8,000
039051	SECURITY/ALARMS	5,000	514	5,000	3,000
041002	ELECTRICITY	170,000	159,230	175,000	175,000
041103	PROPANE GAS	24,000	28,450	28,000	28,000
041301	RUBBISH REMOVAL	600	600	600	600
041308	GRIT DISPOSAL	145,000	141,481	150,000	150,000
043002	REPAIRS-ELECTRICAL	7,500	7,938	4,000	4,000
043005	REPAIRS-HEATING SYSTEM	6,000	18,146	6,000	4,000
043018	REPAIRS-EQUIPMENT	15,000	6,525	15,000	20,000
043024	REPAIRS-VEHICLE	9,500	6,853	11,000	10,000
043025	REPAIRS-BLDINGS & GROUNDS	15,000	5,815	15,000	15,000
043026	REPAIRS-COMPUTER EQUIP	500	-	500	500
043028	MAINTENANCE	15,000	15,883	15,000	15,000
043030	BELLAMY DAM	10,000	15,135	10,000	10,000
043031	SCADA EQUIPMENT	10,000	13,486	10,000	8,000
043032	GENERATOR MAINTENANCE	-	-	-	3,000
044006	PRINTING LEASE/MAINT	500	324	450	450
054003	STATE CERTIFICATION	600	650	2,700	500
054050	TRAINING	2,500	2,690	500	3,150
056007	OPERATIONAL PERMITS	500	-	1,500	1,500
057101	TRAVEL AND CONFERENCE	1,500	1,666	2,500	2,500
057102	TRAVEL REIMBURSEMENT	1,200	1,519	1,000	1,000
061001	FIRST AID	-	-	-	-
062001	OFFICE SUPPLIES	2,100	3,352	3,000	3,000
062007	COMPUTER/PRINTER SUPPLIES	-	-	-	-
062011	OPERATING SUPPLIES	5,500	4,090	6,000	6,000
063600	DIESEL FUEL	2,000	1,719	2,500	2,500
063800	MATERIALS-CHEMICALS	340,000	323,332	350,000	330,000
067001	BOOKS & PERIODICALS	-	-	400	400
068002	CLOTHING	3,750	3,567	4,000	-
068003	PROTECTIVE CLOTHING	750	1,432	800	5,400
068030	TOOLS	4,000	3,205	4,000	4,000
072000	BUILDINGS	5,000	2,621	-	-
074000	MACHINERY AND EQUIPMENT	35,000	38,057	35,000	20,000
		<b>1,567,455</b>	<b>1,539,071</b>	<b>1,605,590</b>	<b>1,610,542</b>

**TREATMENT PLANT PEASE**  
**50-751-650-54-580-492**

031003	PROF SERVICES-SCADA	5,000	-	-	5,000
039010	PROF/SERVICES-LAB TESTS	65,000	14,460	46,200	7,800
039051	SECURITY/ALARMS	500	-	-	1,000
041002	ELECTRICITY	34,000	35,225	48,000	20,000
041101	NATURAL GAS	500	281	5,160	-
043002	REPAIRS-ELECTRICAL	-	164	-	-
043018	REPAIRS-EQUIPMENT	5,000	1,589	2,000	1,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	-	-	-
043028	MAINTENANCE	3,000	43,842	1,000	2,000



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
043032	GENERATOR MAINTENANCE	-	-	-	500
062001	OFFICE SUPPLIES	-	-	-	600
062011	OPERATING SUPPLIES	-	-	-	10,000
063800	MATERIALS-CHEMICALS	-	-	-	4,000
068030	TOOLS	-	-	-	2,000
074000	MACHINERY AND EQUIPMENT	6,000	1,031	-	2,000
		<b>120,500</b>	<b>96,593</b>	<b>102,360</b>	<b>55,900</b>

**LABORATORY PORTSMOUTH**  
**50-751-650-55-180-492**

039010	PROF/SERVICES-LAB TESTS	40,000	38,316	40,000	50,000
043018	REPAIRS-EQUIPMENT	500	238	500	1,000
043028	MAINTENANCE	2,000	1,130	2,000	5,000
062001	OFFICE SUPPLIES	1,000	1,267	-	-
062011	OPERATING SUPPLIES	13,500	9,658	16,000	10,000
067001	BOOKS & PERIODICALS	200	-	-	-
068003	PROTECTIVE CLOTHING	250	110	-	-
074000	MACHINERY AND EQUIPMENT	6,000	10,828	-	-
		<b>63,450</b>	<b>61,548</b>	<b>58,500</b>	<b>66,000</b>

**TREATMENT-WELLS PORTSMOUTH**  
**50-751-650-56-171-492**

041002	ELECTRICITY	62,000	52,024	35,000	40,000
041103	PROPANE GAS	3,212	1,401	5,000	4,000
043002	REPAIRS-ELECTRICAL	3,000	3,234	3,500	2,000
043018	REPAIRS-EQUIPMENT	18,000	7,641	5,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	3,000	3,700	3,000	10,000
043028	MAINTENANCE	28,000	7,053	26,000	35,000
043032	GENERATOR MAINTENANCE	7,000	1,257	7,000	1,000
062011	OPERATING SUPPLIES	800	1,071	1,200	1,200
074000	MACHINERY AND EQUIPMENT	8,000	12,550	12,000	10,000
041002	ELECTRICITY	-	-	30,000	30,000
		<b>133,012</b>	<b>89,930</b>	<b>127,700</b>	<b>135,200</b>

**STORAGE TANKS PORTSMOUTH**  
**50-751-650-57-177-492**

041002	ELECTRICITY	6,000	5,540	6,000	6,000
043018	REPAIRS-EQUIPMENT	4,000	-	-	-
043025	REPAIRS-BLDINGS & GROUNDS	500	-	-	-
043028	MAINTENANCE	18,000	-	6,000	6,000
		<b>28,500</b>	<b>5,540</b>	<b>12,000</b>	<b>12,000</b>

**STORAGE TANKS PEASE**  
**50-751-650-57-577-492**

041002	ELECTRICITY	2,700	3,791	3,600	3,600
043018	REPAIRS-EQUIPMENT	500	-	-	-
043025	REPAIRS-BLDINGS & GROUNDS	400	-	-	-
043028	MAINTENANCE	1,000	-	2,000	-
		<b>4,600</b>	<b>3,791</b>	<b>5,600</b>	<b>3,600</b>

**BOOSTER STATION PORTSMOUTH**  
**50-751-650-58-182-492**

041002	ELECTRICITY	50,000	87,950	75,600	97,000
041103	PROPANE GAS	2,000	-	3,000	-
043018	REPAIRS-EQUIPMENT	4,000	1,117	1,500	6,000
043025	REPAIRS-BLDINGS & GROUNDS	500	978	-	2,000
043028	MAINTENANCE	5,000	2,641	1,000	3,000
043032	GENERATOR MAINTENANCE	2,000	450	2,000	2,000
063600	DIESEL FUEL	-	-	-	500



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
074000	MACHINERY AND EQUIPMENT	8,000	2,210	2,000	2,000
		<b>71,500</b>	<b>95,346</b>	<b>85,100</b>	<b>112,500</b>

**DISTRIBUTION-ADMIN PORTSMOUTH**  
**50-751-660-51-100-492**

011001	REGULAR SALARIES	429,620	443,821	435,741	448,133
012001	PART TIME SALARIES	5,871	-	-	5,871
014041	OVERTIME	43,800	81,104	43,800	50,000
022001	SOCIAL SECURITY	29,717	31,210	30,096	31,248
022501	MEDICARE	6,952	7,362	7,038	7,308
023001	RETIREMENT	52,881	58,625	53,565	70,037
034103	TELEPHONE	3,750	2,615	2,700	2,700
034104	CELLULAR PHONES	3,200	3,795	3,500	3,100
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	19,106	15,000	15,000
043018	REPAIRS-EQUIPMENT	10,000	3,772	10,000	5,000
043024	REPAIRS-VEHICLE	35,000	29,987	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	500	563	1,500	1,500
043028	MAINTENANCE	500	48	500	500
044002	RENTAL OTHER EQUIPMENT	1,000	1,000	1,000	1,000
044004	RENTAL STORAGE UNIT	-	-	2,000	5,000
044006	PRINTING LEASE/MAINT	700	738	700	700
054003	STATE CERTIFICATION	1,250	1,100	1,250	1,250
054050	TRAINING	3,500	2,572	3,500	3,500
057101	TRAVEL AND CONFERENCE	750	-	500	100
062001	OFFICE SUPPLIES	300	634	300	1,000
062011	OPERATING SUPPLIES	4,500	1,152	1,500	1,500
065051	GROUNDSKEEPING-DIG SAFE	4,500	4,600	5,300	5,000
067001	BOOKS & PERIODICALS	150	-	-	-
068002	CLOTHING	6,500	4,348	4,500	-
068003	PROTECTIVE CLOTHING	1,500	1,016	1,500	5,500
068012	STOCK INVENTORY	-	(18,235)	-	-
068016	MATERIALS	-	(333)	-	-
068030	TOOLS	9,000	7,910	9,000	9,000
074000	MACHINERY AND EQUIPMENT	8,000	5,642	8,000	7,000
		<b>678,441</b>	<b>694,152</b>	<b>677,490</b>	<b>715,947</b>

**DISTRIBUTION-MAINS PORTSMOUTH**  
**50-751-660-61-100-492**

039054	PROF/SERVICES-CONTRACT	10,000	1,028	10,000	1,500
044002	RENTAL OTHER EQUIPMENT	5,000	-	-	2,500
068016	MATERIALS	176,500	218,871	210,000	225,000
		<b>191,500</b>	<b>219,899</b>	<b>220,000</b>	<b>229,000</b>

**DISTRIBUTION-METERS PORTSMOUTH**  
**50-751-660-64-100-492**

011001	REGULAR SALARIES	118,777	116,098	129,497	128,892
014041	OVERTIME	3,000	3,841	3,000	3,000
022001	SOCIAL SECURITY	7,550	7,005	8,215	8,177
022501	MEDICARE	1,766	1,655	1,921	1,912
023001	RETIREMENT	13,602	13,397	14,800	18,544
039054	PROF/SERVICES-CONTRACT	11,330	3,195	11,330	11,330
043018	REPAIRS-EQUIPMENT	8,500	13,489	8,500	8,500
062011	OPERATING SUPPLIES	1,625	758	1,625	6,625
068016	MATERIALS	75,000	70,691	95,000	90,000
074000	MACHINERY AND EQUIPMENT	35,000	1,327	5,000	5,000
		<b>276,150</b>	<b>231,457</b>	<b>278,888</b>	<b>281,980</b>



				FY22	
		FY20	FY20	FY21	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

**AIR FORCE REIMBURSEMENT**  
**50-998-650-54-580-492**

011001	REGULAR SALARIES	-	25,767	-	72,979
011060	ON CALL MONITORING	-	995	-	3,360
014041	OVERTIME	-	1,890	-	8,000
021001	INSURANCE-HEALTH	-	9,009	-	24,485
021101	INSURANCE-DENTAL	-	615	-	1,913
021501	INSURANCE-LIFE	-	-	-	10
021601	INSURANCE-DISABILITY	-	-	-	23
022001	SOCIAL SECURITY	-	1,705	-	5,229
022501	MEDICARE	-	399	-	1,223
023001	RETIREMENT	-	3,200	-	11,858
031002	PROF SERVICES-ENGINEERING	-	-	-	5,000
031011	PROF SERVICE-FILTER MEDIA	-	-	-	50,000
039010	PROF/SERVICES-LAB TESTS	-	-	-	50,000
041002	ELECTRICITY	-	7,160	-	28,000
041101	NATURAL GAS	-	-	-	5,000
043024	REPAIRS-VEHICLE	-	-	-	250
043028	MAINTENANCE	-	-	-	2,000
044002	RENTAL OTHER EQUIPMENT	-	-	-	9,297
062011	OPERATING SUPPLIES	-	-	-	1,000
063501	GASOLINE	-	-	-	1,200
074000	MACHINERY AND EQUIPMENT	-	-	-	1,000
		-	<b>50,741</b>	-	<b>281,827</b>

<b>TOTAL WATER DIVISION</b>	<b>9,080,801</b>	<b>8,718,738</b>	<b>9,002,416</b>	<b>9,941,953</b>
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**CASH REQUIREMENTS ADJUSTMENTS**

021802	OPEB-HEALTH INS EXP	(86,400)	(53,296)	(74,000)	(69,500)
070000	CAPITAL OUTLAY	200,000	200,000	250,000	-
086001	DEPRECIATION	(2,095,000)	(2,056,796)	(2,200,000)	(2,610,000)
098001	PRINCIPAL-BONDED DEBT	2,392,528	2,392,528	2,537,528	2,861,528
098102	INTEREST-BONDED DEBT	(11,335)	(11,335)	(10,969)	(41,217)
098010	PROJECTED NEW BOND PAYMNT	160,000	160,000	-	-
099002	ROLLING STOCK	470,000	470,000	360,000	295,000
<b>Total Cash Requirements Adjustment</b>		<b>1,029,793</b>	<b>1,101,101</b>	<b>862,559</b>	<b>435,811</b>

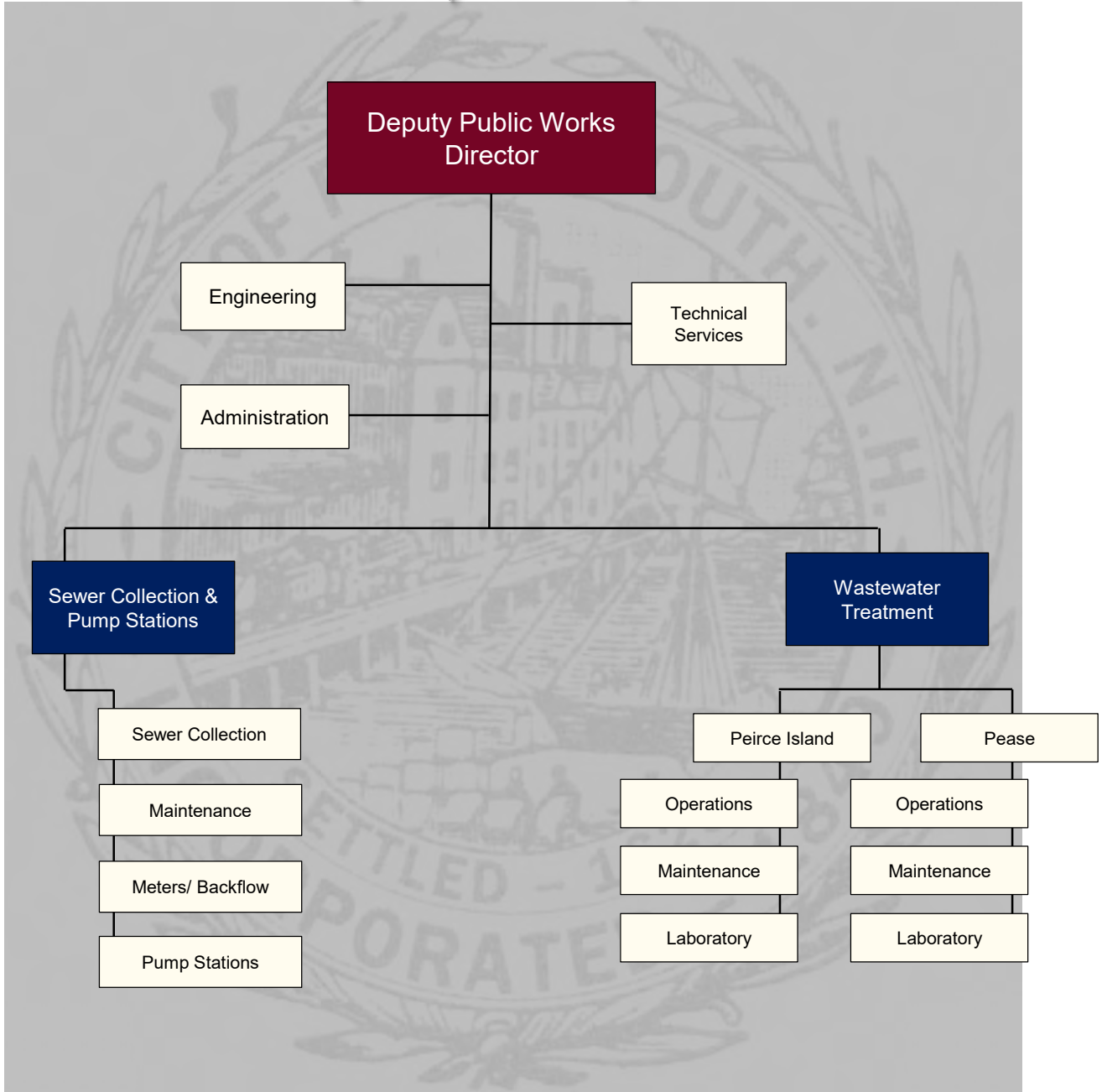
<b>TOTAL CASH REQUIREMENTS WATER</b>	<b>10,110,594</b>	<b>9,819,839</b>	<b>9,864,975</b>	<b>10,377,764</b>
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# Public Works Department

## Sewer Division

(Enterprise Fund)



### Sewer Department Mission

The Sewer Division's mission is to provide cost-effective, reliable and high-quality wastewater collection and treatment services to its customers. We are committed to operating and maintaining our facilities economically and safely while protecting the public health and the environment.



## Sewer Division Position Summary Schedule

Positions Full Time	FY20	FY21	FY22	Positions Part-Time	FY20	FY21	FY22
Deputy City Manager	0.1	0.1	0.1	Secretary	0.25	0.25	0.25
Deputy Public Works Director	0.5	0.5	0.5	Number of part-time laborers vary throughout the year.			
Facilities Manager	0.25	0.25	0.25	Number of part-time engineering interns vary throughout the year.			
Deputy Health Officer	0.6	0.6	0	<b>Totals Part Time</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
Operations Manager	0.25	0.25	0.25				
Business Administrator	0.25	0.75	0.75				
Finance Assistant	0.25	0.25	0.25				
Administrative Assistant II	0.25	0.00	0.00				
Admin Clerk	0.25	0.25	0.25				
Dispatcher II	0.25	0.25	0.25				
Collections Billing Clerk (Water/Sewer)	0.5	0.5	0.5				
Special Project Coordinator	0.25	0.25	0.25				
Equipment Maintenance Foreman	0.3	0.3	0.3				
Equipment Mechanic	1.5	1.5	1.5				
Utility Mechanic - Inventory Control Tech	0.3	0.3	0.3				
City Engineer (Engineer Supervisor)	0.5	0.5	0.5				
Assistant City Engineer - Planner	0.5	0.5	0.5				
Assistant City Engineer	0.5	0.5	0.5				
SCADA Manager	0.5	0.5	0.5				
GIS Manager	0.5	0.5	0.5				
Environmental Planner/Sustainability Coordinator	0.25	0.25	0.25				
SCADA Tech	1	1	1				
GIS Specialist II	0.5	0.5	0.5				
Wastewater Operations Manager	1	1	1				
Chief Plant Operator (CPO)	2	2	2				
Treatment Operations Foreman	2	2	2				
Process Instrumentation Tech	0.5	0.5	0.5				
Plant Operator 1	8	8	8				
Asst. Chief Plant Operator (ACPO) Lift Stations	1	1	1				
Lift Station Operator 1	2	2	2				
General Foreman	0.5	0.5	0.5				
Sewer Foreman	1	1	1				
Asset Management Coordinator	0.5	0.5	0.5				
Utility Inspection & Maintenance Foreman	0.5	0.5	0.5				
Camera Operator	0.5	0.5	0.5				
Utility Mechanic	3.0	3.0	3.0				
Equipment Operator 2	1	1	1				
Truck Driver 1	1	1	1				
<b>Totals Full Time</b>	<b>34.55</b>	<b>34.80</b>	<b>34.20</b>				







# Sewer Division ~ Enterprise Fund

## Services Overview

- ✓ Sewer Assistance Program
- ✓ Wastewater Collection
- ✓ Wastewater Treatment
- ✓ Technical Services

The Sewer Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Sewer Division for FY22.

## Budget Summary of Expenditures

SEWER DEPARTMENT	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
SALARIES	2,131,795	1,788,309	2,261,647	2,302,659
PART-TIME SALARIES	41,559	20,552	22,131	42,236
OVERTIME	136,300	126,616	154,000	152,000
LONGEVITY	12,501	12,778	15,061	16,175
HEALTH INSURANCE	705,390	553,216	650,000	588,000
DENTAL INSURANCE	42,000	43,674	42,000	40,000
INSURANCE REIMBURSEMENT	4,500	13,389	9,500	5,010
LEAVE AT TERMINATION	50,000	73,653	32,000	32,000
WORKERS' COMPENSATION	25,155	25,029	30,146	32,750
RETIREMENT	256,841	215,731	269,828	348,103
OTHER BENEFITS	190,023	157,251	199,302	203,396
COLLECTIVE BARGAINING CONTINGENCY	-	-	0	900
<i>Contractual Obligations</i>	3,596,064	3,030,199	3,685,615	3,763,229
CHEMICALS	960,000	745,320	1,205,000	1,215,000
REPAIRS & MAINTENANCE	485,775	474,796	694,750	698,000
ELECTRICITY	761,000	614,996	796,500	890,500
NATURAL GAS	12,000	9,368	12,000	10,500
PROPANE & FUEL OIL	74,500	64,278	97,500	97,500
GASOLINE & DIESEL	50,350	29,831	31,350	31,350
ADMINISTRATIVE OVERHEAD	650,676	650,676	592,086	709,184
SLUDGE/GRIT REMOVAL	672,000	380,025	960,500	810,000
PROF CONTRACTED SERVICES	313,560	263,972	312,250	422,250
PERMITS EXPENSES/LEGAL FEES	275,000	349,322	425,000	375,000
EQUIPMENT	199,000	171,195	211,750	232,250
STOCK MATERIAL	137,500	98,475	137,500	132,000
PRINCIPAL-BONDED DEBT	4,385,593	4,385,593	4,529,142	4,903,142
INTEREST ON DEBT	2,574,229	2,545,077	2,503,570	3,283,035
PROJECTED PRINCIPAL DEBT	520,000	520,000	-	2,593,500
CAPITAL OUTLAY	200,000	200,000	350,000	450,000
ROLLING STOCK	652,000	652,000	405,000	450,000
ASSISTANCE PROGRAM	20,000	3,801	7,500	7,500
TRANSFER TO STORMWATER	397,806	397,806	277,707	311,993
GOFERR REIMBURSEMENT	-	(12,581)	-	-
OTHER OPERATING	540,695	496,646	540,725	533,102
<i>Other Operating</i>	13,881,684	13,040,595	14,089,830	18,155,806
CASH REQUIREMENTS	17,477,748	16,070,793	17,775,445	21,919,035



## Rate Stabilization Model and Rate Structure

The Sewer Division utilizes a 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.

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 FY22 user rates reflect a 4% increase from the FY21 rates.**

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$14.32 to \$14.89, the rate for the consumption over 10 units per month will be increased from \$15.75 to \$16.38.

The proposed sewer rates include \$10.25 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

<b>FY22 Proposed Sewer Rates</b>	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$10.25
First 10 units billed per month	\$4.64
<b>Total First Tier Rate</b>	<b>\$14.89</b>
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$10.25
Over 10 units billed per month	\$6.13
<b>Total Second Tier Rate</b>	<b>\$16.38</b>

The sewer rate is strongly impacted by the capital costs associated with Federal and State regulatory issues. Future capital upgrades associated with these mandates are currently being planned as the City continues with the Long Term Control Plan sewer separation program 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 2018 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.

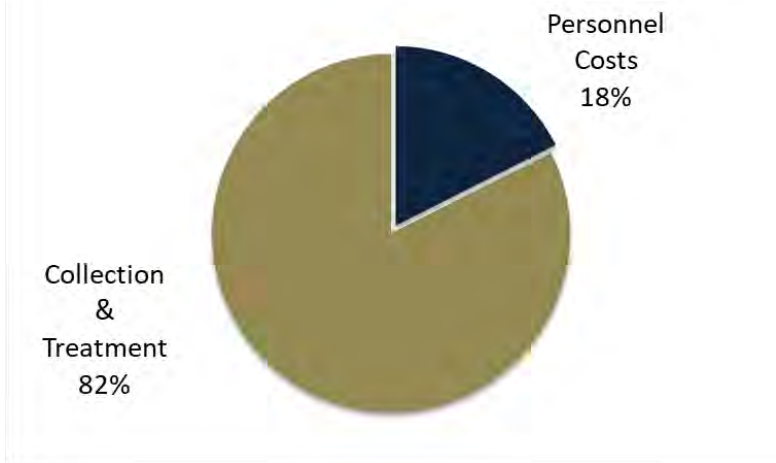


<b>FY22 Sewer Rate</b>			
Average Residential Customer Bill			
Monthly Consumption in units (1unit = 100 cf = 748 gallons)			
	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$10.25	5	\$51.25
1st Tier sewer service rates	\$4.64	5	\$23.20
<b>Total Monthly Charge</b>			<b>\$74.45</b>
<b>Total Annual Charge</b>			<b>\$893.40</b>

User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water and sewer system uses 5 units per month. Therefore, the adjacent table depicts the monthly and annual water charges for a residential customer using 5 units per month.

Average Daily Cost for Single Family Residential sewer customer = \$2.48

**Operating Costs – Cash Basis**



Personnel costs for the Sewer Division represents 18% of the total cash requirements, the remaining 82% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY20, 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, recently updated to be locked in over a 30 year period which will reduce annual payments by over \$1.4 million a year. Loan repayments will commence one year after the completion of the project, saving four years of payments on the loan. This funding approach allowed the City to continue with predictable and stable sewer rate increases rather than having to absorb the cost of these upgrades in a shorter timeline.

Work on the facility upgrade construction began in the fall of 2016. The biological treatment system components were completed as required by the City’s Consent Decree with the Environmental Protection Agency (EPA) and the facility will be fully operational by FY22.

To support its wastewater NPDES permits and as agreed in the Consent Decree Second Modification, the Sewer Division continued to support scientific research of the receiving water bodies through studies including water quality monitoring in the Piscataqua River. The City continued with efforts to work with the EPA, the DES, and other communities in the Great Bay watershed to ensure regulatory requirements are based on sound science and when necessary, legally challenge the regulators to document that their requirements are justified. This work led to a novel watershed approach for a Great Bay Total Nitrogen Permit which will involve the surrounding regulated communities.



The Pease Wastewater Treatment Facility Upgrade completed construction of 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. Design is currently underway to determine other necessary upgrades for the facility to meet treatment and compliance requirements in the future. It is anticipated that the City will continue to complete the work in phases utilizing the recommendations of the ongoing and previous engineering evaluations. The Division will continue to work with the Pease Development Authority to identify future needs for additional treatment capacity.

**Capital Projects**

The table below represents capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

These projects will be funded through sewer revenues.

<b>Capital Outlay</b>	
<b><u>Project Name</u></b>	<b><u>Amount</u></b>
Long Term Control Plan Related Projects	100,000
Maplewood Avenue Bridge	100,000
Citywide Stormdrain Improvements	250,000
<b>TOTALS</b>	<b>\$450,000</b>

<b>Rolling Stock</b>	
<b><u>Vehicle &amp; Equipment Replacement</u></b>	<b><u>Amount</u></b>
4WD Backhoe/Loader (Year 3 of 3)	50,000
F-550 Camera Truck	200,000
Misc Equipment	200,000
<b>TOTALS</b>	<b>\$450,000</b>



## Budget and Rate Summary – Sewer Division

As an Enterprise Fund, the Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY22 expenses.

<b>SEWER RATE CALCULATION</b>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	9,320,115	9,320,115
Permits/Legal Fees	375,000	375,000
Transfer to Stormwater	311,993	311,993
Equipment & Minor Capital needs	232,250	232,250
Depreciation	5,550,000	
Interest on Debt	3,387,634	3,387,634
Accrued Interest		(104,599)
Principal on Debt		4,903,142
Projected Principal Debt		2,593,500
OPEB Liability	92,500	
Capital Projects		450,000
Rolling Stock		450,000
<b>BUDGET RESOLUTION</b>	<b>19,269,492</b>	
<b>CASH REQUIREMENT</b>		<b>21,919,035</b>
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
<b>NON-User Fee- Revenues</b>		
Fees	363,000	363,000
State Aid Grant	615,161	615,161
Special Agreements Interest on Debt	3,194	3,194
Interest on Investment	115,000	115,000
Use of Net Position	0	3,686,776
<i>Sub Total</i>	1,096,355	4,783,131
<b>Other Financing Sources-Cash</b>		
Special Agreements Principal Debt		21,464
Bond Premium Amortization	297,171	
<i>Sub Total</i>	297,171	21,464
<b>FULL ACCRUAL REVENUES</b>	<b>1,393,526</b>	
<b>ESTIMATED CASH</b>		<b>4,804,595</b>
Required to be raised by User Rates		<b>17,114,440</b>
Rate Stabilization Reserve		<b>0</b>
<b>TO BE RAISED BY USER RATES</b>		<b>\$17,114,440</b>



## *User Rates*

CASH REQUIRED FOR NET CAPITAL COSTS		
<b>Total Estimated Billable Units</b>	1,079,390	
<b>Capital related Expenses</b>	\$10.25	11,064,516

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	378,866	
Rate/Anticipated Revenue	\$4.64	1,757,418
Capital Related Expenses	\$10.25	3,883,645
<b>Total Tier 1 [0 - 10 units]</b>	<b>\$14.89</b>	5,641,063
Billable Units at Tier 2	700,524	
Rate/Anticipated Revenue	\$6.13	4,292,506
Capital Related Expenses	\$10.25	7,180,871
<b>Total Tier 2 [over 10 units]</b>	<b>\$16.38</b>	11,473,377
<b>Total Estimated User Revenues:</b>	<b>1,079,390</b>	<b>17,114,440</b>

<b>Total Estimated Consumption</b>	<b>1,079,390</b>	<b>Total to be raised by user rates</b>	<b>\$17,114,440</b>
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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><b>Goal #1:</b></p> <p>Operate new Peirce Island Wastewater Treatment Facility to meet compliance with Great Bay Total Nitrogen and NPDES permit requirements.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Complete construction and startup of the Peirce Island Wastewater facility upgrades..</li> <li>✓ Implement recommendations for staffing changes to address the needs for operating more complex treatment systems and stringent discharge permit regulations.</li> <li>✓ Continue work on Combined Sewer Overflow Long Term Control Plan (LTCP) and assess future needs via the ongoing Inflow and Infiltration Study.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets </li> </ul>	
<p><b>Goal #2:</b></p> <p>Continue operations improvement program in both collection and treatment areas.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue implementation of asset management program for programed maintenance.</li> <li>✓ Continue video line inspection program to refine sewer pipe assets.</li> <li>✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach.</li> <li>✓ Confirm all necessary Industrial Discharge Permits are in place and are monitored and billed.</li> <li>✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption.</li> <li>✓ Continue preventative maintenance program.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Improve Public Outreach </li> <li>• Promote and Support Sustainable Practices </li> </ul>	



<p><b>Goal #3:</b></p> <p>Minimize impacts to the City's waterways from combined sewer overflow.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue updating Inflow and Infiltration study information throughout the City.</li> <li>✓ Address illicit sanitary discharges to the drainage system.</li> <li>✓ Implement a series of projects to reduce inflow and infiltration.</li> <li>✓ Upgrade pump stations and rehabilitate sewers.</li> <li>✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP).</li> <li>✓ Continue evaluation of stormwater options for operations facilities.</li> <li>✓ Continue implementation of water efficiency program to reduce base flows to sewer and treatment systems.</li> </ul>
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*Citywide Goal Addressed:*

- *Promote and Support Sustainable Practices*



## Performance Measures

	FY19	FY20	FY21 (Estimate)
Linear Feet of wastewater pipe cleaned and inspected	26,135	23,042	25,000
DigSafe Tickets (locating)	928	993	1,050
DigSafe Labor Hours	1,221	1,306	1,380





**FY22 BUDGETED POSITION AND SALARY DETAIL**

			<u>POSITION</u>	<u>SALARY</u>
<b>SEWER DIVISION</b>				
<u>ADMINISTRATION</u>				
NON GRADE 28	B	①	DEPUTY CITY MANAGER	12,737
PMA GRADE 25	F	⑨	DEPUTY PW DIRECTOR	64,459
PMA GRADE 21	E	⑦	FACILITIES MANAGER	26,282
NON GRADE 18	E	⑦	OPERATIONS MANAGER	22,729
PMA GRADE 13	E	⑦	BUSINESS ADMINISTRATOR	17,848
PMA GRADE 11	H	④	FINANCE ASSISTANT	16,987
PMA GRADE 13	8C/4D	⑨	BUSINESS ADMINSTRATOR (REGULATORY COMPLIANCE)	32,917
1386B GRADE 7	H	⑦	ADMIN CLERK	12,780
1386 GRADE 9	F	⑦	DISPATCHER II	13,811
1386B GRADE 5	F	⑨	COLLECTIONS / BILLING CLERK	22,281
PMA GRADE 7	6E/6F	⑦	SPECIAL PROJECT COORDINATOR	13,478
SMA GRADE 14	F	⑧	EQUIPMENT MAINTENANCE FOREMAN	23,186
1386 GRADE 9	E	⑧	EQUIPMENT MECHANIC	16,129
1386 GRADE 9	6.5D/5.5E	⑧	EQUIPMENT MECHANIC	15,713
1386 GRADE 9	G	⑧	EQUIPMENT MECHANIC	17,029
1386 GRADE 9	10D/2E	⑧	EQUIPMENT MECHANIC	15,489
1386 GRADE 9	C	⑧	EQUIPMENT MECHANIC	14,630
1386 GRADE 7	7.5D/4.5E	⑧	UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	14,217
			EDUCATION STIPENDS	2,251
			<b>TOTAL ADMINISTRATION</b>	<b>374,953</b>
<u>ENGINEERING</u>				
PMA GRADE 23	F	⑨	ENGINEER SUPERVISOR	58,532
PMA GRADE 18	E	⑨	ASST. ENGINEER/PLANNER	45,457
PMA GRADE 16	1.5C/10.5D	⑨	ASSISTANT CITY ENGINEER	39,067
PMA GRADE 16	5E/7F	⑨	SCADA MANAGER	41,507
PMA GRADE 16	G	⑨	GIS MANAGER	41,679
PMA GRADE 16	H	⑥	ENVIRONMENTAL PLANNER/ SUSTAINABILITY COORDINATOR	21,628
PMA GRADE 12	9E/3F		SCADA TECH	68,479
PMA GRADE 9	F	⑨	GIS SPECIALIST II	29,722
			EDUCATION STIPENDS	1,251
			<b>TOTAL ENGINEERING</b>	<b>347,322</b>
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	E		WW OPERATIONS MANAGER	105,130
SMA GRADE 16	E		CPO OF OPERATIONS PEASE	82,864
SMA GRADE 16	8C/4D		CPO OF OPERATIONS PEIRCE ISLAND	76,413
SMA GRADE 14	6B/6C		TREATMENT OPERATION FOREMAN-PEASE	66,600
SMA GRADE 14	6B/6C		TREATMENT OPERATION FOREMAN-PIERCE ISLAND	66,600
PMA GRADE 12	11C/1D	⑨	PROCESS INSTRUMENTATION TECH	31,112
1386 GRADE 10	E		PLANT OPERATOR L2	58,326
1386 GRADE 10	E		PLANT OPERATOR	56,205
1386 GRADE 10	A		PLANT OPERATOR	46,240
1386 GRADE 10	F		PLANT OPERATOR	57,750
1386 GRADE 10	9E/3F		PLANT OPERATOR	56,591
1386 GRADE 10	8.5C/3.5D		PLANT OPERATOR L2	53,844
1386 GRADE 10	1.5A/10.5B		PLANT OPERATOR	48,263
1386 GRADE 10	A		PLANT OPERATOR	46,240
			ON CALL MONITORING	43,960
			<b>TOTAL TREATMENT FACILITIES</b>	<b>896,138</b>
<u>LIFT STATIONS</u>				
SMA GRADE 13	F		ACPO LIFT STATIONS	73,644
1386 GRADE 10	9.5D/2.5E		LIFT STATION OPERATOR	54,086
1386 GRADE 10	F		LIFT STATION OPERATOR	57,680
			ON CALL MONITORING	21,980
			<b>TOTAL LIFT STATIONS</b>	<b>207,390</b>
<u>COLLECTION</u>				
SMA GRADE 15	E	⑨	GENERAL FOREMAN	39,474
SMA GRADE 13	G		SEWER FOREMAN	75,669
PMA GRADE 14	H	⑨	ASSET MANAGEMENT COORDINATOR	39,288
SMA GRADE 13	2.5D/9.5E	⑫	UTILITY INSPECTION AND MAINTENANCE FOREMAN	35,481
1386 GRADE 9	F	⑫	CAMERA OPERATOR	28,548
1386 GRADE 7	F	⑫	UTILITY MECHANIC	26,027
1386 GRADE 9	E		EQUIP OPER II L2	55,624
1386 GRADE 7	G		UTILITY MECHANIC L1	52,346
1386 GRADE 6	E		TRUCK DRIVER I	46,303
			ON CALL DIFFERENTIAL	2,630
			<b>TOTAL COLLECTION</b>	<b>401,390</b>



**FY22 BUDGETED POSITION AND SALARY DETAIL**

			<u>POSITION</u>	<u>SALARY</u>
<b>METERS</b>				
1386 GRADE 7	G	⑩	UTILITY MECHANIC L2	13,357
1386 GRADE 7	G	⑨	UTILITY MECHANIC L2	26,713
1386 GRADE 7	G	⑩	UTILITY MECHANIC L2	13,357
1386 GRADE 7	C	⑨	UTILITY MECHANIC L2	22,039
<b>TOTAL METERS</b>				<b>75,466</b>
<b>TOTAL FULL TIME</b>				<b>2,302,659</b>
<b>NON GRADE 5</b>				
	1.5A/10.5B	⑧	SECRETARY (25HRS/WK)	6,956
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	29,409
<b>TOTAL PART TIME</b>				<b>42,236</b>
<b>TOTAL DEPARTMENT</b>				<b>2,344,895</b>

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

- ① 80% CITY MANAGER, 10% WATER, 10% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 25% WATER, 25% SEWER, 30% PLANNING, 20% COAKLEY LANDFILL TRUST
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑨ 50% WATER, 50% SEWER
- ⑩ 75% WATER, 25% SEWER
- ⑫ 50% SEWER, 50% STORMWATER



	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**SEWER DEPARTMENT**

**ADMINISTRATION PORTSMOUTH  
51-751-610-51-100-491**

Account Title	FY20	FY20	FY21	FY22	
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	
011001	REGULAR SALARIES	395,878	287,916	398,597	374,953
011061	INSURANCE REIMBURSEMENT	4,500	13,389	9,500	5,010
011064	COLL BARG CONTINGENCY	-	-	0	900
012001	PART TIME SALARIES	6,279	6,135	6,531	6,956
014041	OVERTIME	5,000	5,506	5,000	5,000
015001	LONGEVITY	12,501	12,778	15,061	16,175
016001	LEAVE AT TERMINATION	50,000	73,653	32,000	32,000
021001	INSURANCE-HEALTH	705,390	553,216	650,000	588,000
021101	INSURANCE-DENTAL	42,000	43,674	42,000	40,000
021501	INSURANCE-LIFE	3,900	3,509	3,756	3,815
021601	INSURANCE-DISABILITY	7,160	6,526	6,831	6,948
021802	OPEB-HEALTH INS EXP	15,000	4,174	15,000	8,000
021803	OPEB-MED SUBSIDY EXP	1,200	2,452	9,000	2,500
022001	SOCIAL SECURITY	26,547	20,081	26,010	25,302
022501	MEDICARE	6,209	6,223	6,085	5,917
023001	RETIREMENT	47,126	34,969	45,082	56,400
023004	OPEB-RETIREMENT LIAB ADJ	60,000	82,842	40,000	82,000
026002	INSURANCE-WORKERS COMP	25,155	25,029	30,146	32,750
030101	PROF SERVICES-AUDIT	12,760	12,760	9,000	9,000
031002	PROF SERVICES-ENGINEERING	47,500	7,445	47,500	135,000
032001	PROF SERVICES-O/S COUNSEL	125,000	227,322	125,000	125,000
033002	ADMINISTRATIVE OVERHEAD	650,676	650,676	592,086	709,184
034001	LOCK BOXES	7,500	1,768	6,500	6,500
034103	TELEPHONE	1,200	1,124	1,200	1,200
034206	SOFTWARE-ANNUAL MAINT	18,806	35,531	67,341	66,260
035002	PROF SERV- SUBSTANCE TEST	1,500	668	750	750
035004	OCCUPATIONAL HEALTH	2,500	2,516	2,500	2,500
039001	PROFESSIONAL SERVICES	7,800	18,553	7,500	20,000
039054	PROF/SERVICES-CONTRACT	25,000	11,966	15,000	15,000
043024	REPAIRS-VEHICLE	2,775	-	1,250	1,250
043028	MAINTENANCE	12,500	11,051	12,000	4,500
044006	PRINTING LEASE/MAINT	3,000	2,934	3,000	2,500
048002	PROPERTY INSURANCE	59,329	58,736	64,359	67,576
053001	ADVERTISING	3,000	752	2,500	2,500
054003	STATE CERTIFICATION	100	-	150	-
054050	TRAINING	1,250	2,803	1,350	1,350
055050	PRINTING	5,500	6,657	13,000	13,000
056001	DUES PROFESSIONAL ORGANIZ	500	462	500	500
057101	TRAVEL AND CONFERENCE	1,500	394	1,750	1,750
061001	FIRST AID	1,100	576	250	750
062001	OFFICE SUPPLIES	1,000	2,762	4,500	3,000
062501	POSTAGE	23,600	24,679	37,000	34,500
063501	GASOLINE	45,000	29,151	27,500	27,500
074000	MACHINERY AND EQUIPMENT	7,500	602	2,500	2,000
075001	FURNITURE AND FIXTURES	-	3,591	-	250
081004	ABATEMENTS	12,500	-	12,500	12,500
081166	GOFERR REIMBURSEMENT	-	(12,581)	-	-
086001	DEPRECIATION	2,400,000	2,550,063	5,150,000	5,550,000
088011	ASSISTANCE WATER/SEWER	20,000	3,801	7,500	7,500
092101	FINANCING FEES ON DEBT	30,000	-	20,000	27,100
098102	INTEREST-BONDED DEBT	2,579,897	2,550,745	4,100,031	3,387,634
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	<b>7,524,138</b>	<b>7,389,576</b>	<b>11,676,616</b>	<b>11,530,680</b>	



	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**ENGINEERING ADMIN PORTSMOUTH**  
**51-751-610-52-100-491**

011001	REGULAR SALARIES	311,986	271,349	336,339	347,322
012001	PART TIME SALARIES	29,409	14,417	15,600	29,409
022001	SOCIAL SECURITY	21,408	17,242	22,676	23,357
022501	MEDICARE	5,007	4,032	5,303	5,463
023001	RETIREMENT	35,284	30,310	37,569	48,833
031002	PROF SERVICES-ENGINEERING	12,500	8,123	12,500	12,500
031006	PROF SRVCS-GREAT BAY	40,000	22,000	200,000	250,000
031009	CD MITIGATION	100,000	100,000	100,000	-
033001	PROF SERVICES-TEMP	10,000	-	-	-
034103	TELEPHONE	950	867	950	990
034104	CELLULAR PHONES	1,200	2,434	1,575	2,100
039054	PROF/SERVICES-CONTRACT	15,000	10,500	15,000	15,000
044006	PRINTING LEASE/MAINT	285	188	285	285
054003	STATE CERTIFICATION	260	-	300	300
054050	TRAINING	750	-	650	650
055003	UPDAING PLATS & MAPS	1,000	-	-	-
056001	DUES PROFESSIONAL ORGANIZ	2,000	340	1,250	1,250
057101	TRAVEL AND CONFERENCE	1,600	420	1,950	1,950
062001	OFFICE SUPPLIES	1,415	31	500	500
062005	PRINTING SUPPLIES	1,500	-	250	250
062007	COMPUTER/PRINTER SUPPLIES	3,250	117	1,250	1,250
062011	OPERATING SUPPLIES	250	9	-	-
067001	BOOKS & PERIODICALS	125	-	250	250
074000	MACHINERY AND EQUIPMENT	500	7	250	250
		<b>595,679</b>	<b>482,387</b>	<b>754,447</b>	<b>741,909</b>

**TRANSFER TO STORMWATER**  
**51-751-640-49-100-491**

091008	TRANSFER-STORMWATER	247,806	247,806	277,707	311,993
091009	TRANSFER-ROLLING STOCK SW	150,000	150,000	-	-
		<b>397,806</b>	<b>397,806</b>	<b>277,707</b>	<b>311,993</b>

**TREATMENT PLANT PORTSMOUTH**  
**51-751-670-54-181-491**

011001	REGULAR SALARIES	445,398	301,947	451,092	473,822
011060	ON CALL MONITORING	18,960	19,741	20,410	21,980
014041	OVERTIME	60,000	42,525	52,000	52,000
022001	SOCIAL SECURITY	32,511	21,568	32,457	33,964
022501	MEDICARE	7,604	5,044	7,591	7,943
023001	RETIREMENT	58,571	40,468	58,475	77,021
034103	TELEPHONE	6,000	7,439	6,000	7,446
034104	CELLULAR PHONES	3,250	4,971	5,000	5,000
039001	PROFESSIONAL SERVICES	50,000	27,079	50,000	50,000
039051	SECURITY/ALARMS	1,500	468	1,500	1,500
041002	ELECTRICITY	400,000	243,767	400,000	445,000
041101	NATURAL GAS	-	1,758	-	-
041102	HEATING OIL	10,000	-	-	-
041103	PROPANE GAS	50,000	53,338	80,000	80,000
041205	WATER /SEWER FEES	82,500	133,336	82,500	50,000
041308	GRIT DISPOSAL	525,000	254,652	800,000	650,000
041309	GRIT AND GREASE REMOVAL	5,000	21,260	15,000	15,000
043001	REPAIRS-STRUCTURAL	5,000	326	-	-
043004	REPAIRS-PLUMBING	5,000	3,701	-	500
043018	REPAIRS-EQUIPMENT	25,000	3,656	50,000	50,000
043021	REPAIRS-FIRE ALARM SYS	-	-	1,000	1,000
043024	REPAIRS-VEHICLE	6,500	12,252	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	1,078	5,500	10,000



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
043028	MAINTENANCE	25,000	28,418	150,000	150,000
043031	SCADA EQUIPMENT	15,000	11,774	5,000	5,000
043032	GENERATOR MAINTENANCE	2,500	2,828	2,500	3,000
044002	RENTAL OTHER EQUIPMENT	59,700	13,874	-	-
044006	PRINTING LEASE/MAINT	-	251	500	500
054003	STATE CERTIFICATION	350	200	350	350
054050	TRAINING	5,000	4,801	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	315	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,500	355	4,500	4,500
057102	TRAVEL REIMBURSEMENT	2,500	1,452	2,500	2,500
062001	OFFICE SUPPLIES	2,500	2,518	2,500	5,000
062011	OPERATING SUPPLIES	10,000	15,273	10,000	15,000
063800	MATERIALS-CHEMICALS	850,000	646,430	1,090,000	1,100,000
068002	CLOTHING	5,500	2,671	3,500	-
068003	PROTECTIVE CLOTHING	5,000	1,622	4,500	8,000
068030	TOOLS	4,000	1,829	5,000	5,000
074000	MACHINERY AND EQUIPMENT	22,500	21,788	50,000	50,000
		<b>2,820,844</b>	<b>1,956,773</b>	<b>3,462,375</b>	<b>3,394,026</b>

**TREATMENT PLANT PEASE  
51-751-670-54-581-491**

011001	REGULAR SALARIES	295,563	350,779	368,434	378,356
011060	ON CALL MONITORING	18,960	18,541	20,410	21,980
014041	OVERTIME	20,000	35,365	40,000	40,000
022001	SOCIAL SECURITY	20,740	24,461	26,588	27,301
022501	MEDICARE	4,851	5,721	6,218	6,385
023001	RETIREMENT	37,367	45,067	47,902	61,911
031002	PROF SERVICES-ENGINEERING	12,500	23,525	25,000	25,000
034103	TELEPHONE	3,200	2,327	3,200	3,200
034104	CELLULAR PHONES	2,750	5,104	5,000	5,000
039001	PROFESSIONAL SERVICES	12,500	8,502	-	10,000
041002	ELECTRICITY	112,000	136,826	150,000	195,000
041103	PROPANE GAS	10,000	10,136	15,000	15,000
041205	WATER /SEWER FEES	13,750	14,463	13,500	13,500
041301	RUBBISH REMOVAL	5,000	-	5,000	5,000
041308	GRIT DISPOSAL	100,000	68,226	100,000	100,000
041309	GRIT AND GREASE REMOVAL	5,000	8,831	10,000	10,000
043002	REPAIRS-ELECTRICAL	10,000	20,922	25,000	25,000
043018	REPAIRS-EQUIPMENT	50,000	115,803	100,000	100,000
043024	REPAIRS-VEHICLE	6,500	35	3,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	50,000	31,390	75,000	75,000
043028	MAINTENANCE	20,000	17,571	20,000	20,000
043031	SCADA EQUIPMENT	20,000	20,099	20,000	25,000
043032	GENERATOR MAINTENANCE	5,000	1,253	5,000	9,000
044006	PRINTING LEASE/MAINT	470	428	470	470
054003	STATE CERTIFICATION	350	150	350	350
054050	TRAINING	3,000	1,540	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	500	450	1,000	1,000
057101	TRAVEL AND CONFERENCE	1,250	175	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,150	665	1,500	1,500
062001	OFFICE SUPPLIES	1,200	2,370	1,400	3,000
062011	OPERATING SUPPLIES	4,530	9,544	-	-
063601	DIESEL FUEL	600	-	600	600
063800	MATERIALS-CHEMICALS	110,000	98,890	115,000	115,000
068002	CLOTHING	4,400	2,969	3,000	-
068003	PROTECTIVE CLOTHING	1,250	5,480	1,500	4,500
068030	TOOLS	3,000	3,202	4,000	4,000
074000	MACHINERY AND EQUIPMENT	25,000	31,325	35,000	35,000
		<b>992,381</b>	<b>1,122,131</b>	<b>1,255,072</b>	<b>1,347,053</b>



FY20  
BUDGET

FY20  
ACTUAL

FY21  
BUDGET

CITY MANAGER  
RECOMMENDED

**LABORATORY PORTSMOUTH**  
**51-751-670-55-181-491**

039010	PROF/SERVICES-LAB TESTS	40,000	30,359	40,000	40,000
043018	REPAIRS-EQUIPMENT	2,000	35,000	2,000	2,000
043028	MAINTENANCE	1,500	-	1,500	1,500
062001	OFFICE SUPPLIES	500	573	325	325
062011	OPERATING SUPPLIES	15,000	16,836	15,000	15,000
074000	MACHINERY AND EQUIPMENT	5,000	16,257	5,000	5,000
		<b>64,000</b>	<b>99,025</b>	<b>63,825</b>	<b>63,825</b>

**LABORATORY PEASE**  
**51-751-670-55-581-491**

039010	PROF/SERVICES-LAB TESTS	25,000	44,954	45,000	45,000
043018	REPAIRS-EQUIPMENT	4,500	609	4,500	4,500
043028	MAINTENANCE	4,500	255	-	-
062011	OPERATING SUPPLIES	25,000	26,979	25,000	25,000
074000	MACHINERY AND EQUIPMENT	5,000	1,756	5,000	5,000
		<b>64,000</b>	<b>74,553</b>	<b>79,500</b>	<b>79,500</b>

**LIFT STATIONS PORTSMOUTH**  
**51-751-670-65-141-491**

011001	REGULAR SALARIES	174,477	174,226	178,453	185,410
011060	ON CALL MONITORING	22,120	19,021	20,410	21,980
014041	OVERTIME	18,000	25,846	30,000	30,000
022001	SOCIAL SECURITY	13,305	13,160	14,190	14,718
022501	MEDICARE	3,112	3,078	3,319	3,442
023001	RETIREMENT	23,970	24,473	25,564	33,377
031003	PROF SERVICES-SCADA	6,500	9,842	10,000	10,000
034103	TELEPHONE	600	558	600	600
034104	CELLULAR PHONES	2,750	8,134	2,800	5,000
039001	PROFESSIONAL SERVICES	10,000	13,804	10,000	10,000
039051	SECURITY/ALARMS	500	852	650	650
041002	ELECTRICITY	70,000	75,574	80,000	80,000
041101	NATURAL GAS	8,000	5,491	8,000	7,000
041103	PROPANE GAS	4,500	804	2,500	2,500
041205	WATER /SEWER FEES	3,000	3,758	3,000	4,000
041309	GRIT AND GREASE REMOVAL	12,000	-	10,500	10,000
043018	REPAIRS-EQUIPMENT	25,000	24,269	25,000	30,000
043024	REPAIRS-VEHICLE	6,500	480	5,500	3,000
043025	REPAIRS-BLDINGS & GROUNDS	30,000	24,120	30,000	37,000
043028	MAINTENANCE	10,000	9,108	10,000	10,000
043032	GENERATOR MAINTENANCE	13,000	7,578	13,000	13,000
054003	STATE CERTIFICATION	350	125	200	200
054050	TRAINING	1,800	1,615	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	500	215	200	300
057101	TRAVEL AND CONFERENCE	600	-	600	600
057102	TRAVEL REIMBURSEMENT	500	498	500	500
062001	OFFICE SUPPLIES	1,200	1,469	1,500	1,500
062011	OPERATING SUPPLIES	5,000	2,845	5,000	5,000
063601	DIESEL FUEL	1,000	137	1,000	1,000
068002	CLOTHING	3,300	213	500	500
068003	PROTECTIVE CLOTHING	1,000	790	1,000	1,000
068030	TOOLS	3,000	1,683	3,000	2,000
074000	MACHINERY AND EQUIPMENT	19,000	29,191	20,000	34,000
		<b>494,584</b>	<b>482,954</b>	<b>518,986</b>	<b>560,277</b>



	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

**LIFT STATION MECHANIC STREET**  
**51-751-670-65-142-492**

039054	PROF/SERVICES-CONTRACT	5,000	-	5,000	5,000
041002	ELECTRICITY	105,000	104,279	115,000	115,000
041101	NATURAL GAS	2,500	1,059	2,500	2,000
043018	REPAIRS-EQUIPMENT	20,000	16,278	30,000	30,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	8,560	7,500	7,500
043028	MAINTENANCE	5,000	4,274	6,000	6,000
043031	SCADA EQUIPMENT	8,000	8,000	8,000	10,000
043032	GENERATOR MAINTENANCE	6,000	2,623	6,000	6,000
062011	OPERATING SUPPLIES	500	738	1,000	1,000
063601	DIESEL FUEL	2,500	543	1,000	1,000
074000	MACHINERY AND EQUIPMENT	18,000	5,210	12,000	12,000
		<b>180,000</b>	<b>151,563</b>	<b>194,000</b>	<b>195,500</b>

**LIFT STATION DEER STREET**  
**51-751-670-65-143-491**

041002	ELECTRICITY	70,000	51,220	48,000	52,000
043018	REPAIRS-EQUIPMENT	10,000	12,364	10,000	8,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	718	2,500	2,500
043028	MAINTENANCE	5,000	961	5,000	2,500
043031	SCADA EQUIPMENT	1,000	-	1,000	4,000
043032	GENERATOR MAINTENANCE	8,000	2,904	6,000	5,000
062011	OPERATING SUPPLIES	500	983	500	500
063601	DIESEL FUEL	1,250	-	1,250	1,250
		<b>98,250</b>	<b>69,150</b>	<b>74,250</b>	<b>75,750</b>

**LIFT STATIONS PEASE**  
**51-751-670-65-541-491**

041002	ELECTRICITY	4,000	3,329	3,500	3,500
041101	NATURAL GAS	1,500	1,060	1,500	1,500
041205	WATER /SEWER FEES	1,500	1,280	1,500	500
043018	REPAIRS-EQUIPMENT	3,500	2,681	3,500	2,500
043028	MAINTENANCE	750	-	750	500
043032	GENERATOR MAINTENANCE	2,000	355	2,000	1,000
062011	OPERATING SUPPLIES	500	-	500	250
074000	MACHINERY AND EQUIPMENT	5,000	5,000	5,000	2,500
074001	EQUIPMENT	1,000	-	1,000	500
		<b>19,750</b>	<b>13,705</b>	<b>19,250</b>	<b>12,750</b>

**COLLECTION ADMINISTRATION PORTSMOUTH**  
**51-751-680-51-100-491**

011001	REGULAR SALARIES	373,944	261,531	390,357	401,410
012001	PART TIME SALARIES	5,871	-	-	5,871
014041	OVERTIME	26,300	14,712	22,000	20,000
022001	SOCIAL SECURITY	25,543	16,482	25,930	26,491
022501	MEDICARE	5,889	3,883	6,064	6,196
023001	RETIREMENT	45,418	30,847	46,060	59,250
034103	TELEPHONE	2,000	2,745	2,500	2,800
034104	CELLULAR PHONES	3,500	3,800	3,100	4,080
039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	1,500
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	21,882	15,000	15,000
041308	GRIT DISPOSAL	25,000	27,057	25,000	25,000
043018	REPAIRS-EQUIPMENT	13,500	723	5,000	5,000
043024	REPAIRS-VEHICLE	35,000	19,042	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	563	1,500	1,500
043028	MAINTENANCE	1,250	2,749	1,250	-



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
044004	RENTAL STORAGE UNIT	-	-	2,000	5,100
044006	PRINTING LEASE/MAINT	745	738	745	745
054003	STATE CERTIFICATION	500	-	-	-
054050	TRAINING	2,000	2,360	2,000	2,000
062001	OFFICE SUPPLIES	1,000	1,235	1,000	1,000
062011	OPERATING SUPPLIES	5,505	621	7,500	5,000
065051	GROUNDSKEEPING-DIG SAFE	6,500	4,600	6,500	6,500
067001	BOOKS & PERIODICALS	150	-	-	-
068002	CLOTHING	5,000	1,910	3,000	-
068003	PROTECTIVE CLOTHING	1,000	408	1,000	4,000
068012	STOCK INVENTORY	-	(13,739)	-	-
068030	TOOLS	6,500	5,690	7,500	7,500
074000	MACHINERY AND EQUIPMENT	8,000	2,632	3,500	-
		<b>618,115</b>	<b>412,469</b>	<b>615,006</b>	<b>640,943</b>
<b>COLLECTION METERS PORTSMOUTH</b>					
<b>51-751-680-64-100-491</b>					
011001	REGULAR SALARIES	74,509	83,259	77,145	75,446
014041	OVERTIME	7,000	2,662	5,000	5,000
022001	SOCIAL SECURITY	5,054	5,055	5,093	4,988
022501	MEDICARE	1,183	1,188	1,191	1,166
023001	RETIREMENT	9,105	9,597	9,176	11,311
039054	PROF/SERVICES-CONTRACT	11,000	33,376	11,000	11,000
043018	REPAIRS-EQUIPMENT	8,500	591	8,500	8,500
062011	OPERATING SUPPLIES	1,625	441	1,625	6,625
068016	MATERIALS	75,000	64,974	75,000	70,000
074000	MACHINERY AND EQUIPMENT	35,000	16,234	35,000	35,000
		<b>227,976</b>	<b>217,377</b>	<b>228,730</b>	<b>229,036</b>
<b>COLLECTION MAINS PORTSMOUTH</b>					
<b>51-751-680-67-100-491</b>					
039054	PROF/SERVICES-CONTRACT	15,000	-	5,000	5,000
043018	REPAIRS-EQUIPMENT	3,500	362	1,000	1,000
043028	MAINTENANCE	15,000	42,808	10,000	11,250
044002	RENTAL OTHER EQUIPMENT	5,000	10,938	-	-
068016	MATERIALS	62,500	33,501	62,500	62,000
074000	MACHINERY AND EQUIPMENT	3,500	1,320	3,500	7,000
		<b>104,500</b>	<b>88,929</b>	<b>82,000</b>	<b>86,250</b>
<b>TOTAL SEWER DIVISION</b>		<b>14,202,023</b>	<b>12,958,399</b>	<b>19,301,764</b>	<b>19,269,492</b>
<b>CASH REQUIREMENTS ADJUSTMENTS</b>					
021802	OPEB-HEALTH INS EXP	(76,200)	(89,468)	(64,000)	(92,500)
070000	CAPITAL OUTLAY	200,000	200,000	350,000	450,000
086001	DEPRECIATION	(2,400,000)	(2,550,063)	(5,150,000)	(5,550,000)
098001	PRINCIPAL-BONDED DEBT	4,385,593	4,385,593	4,529,142	4,903,142
098102	INTEREST-BONDED DEBT	(5,668)	(5,668)	(1,596,461)	(104,599)
098010	PROJECTED NEW BOND PAYMNT	520,000	520,000	-	2,593,500
099002	ROLLING STOCK	652,000	652,000	405,000	450,000
<b>Total Cash Requirements Adjustment</b>		<b>3,275,725</b>	<b>3,112,394</b>	<b>(1,526,319)</b>	<b>2,649,543</b>
<b>TOTAL CASH REQUIREMENTS SEWER</b>		<b>17,477,748</b>	<b>16,070,793</b>	<b>17,775,445</b>	<b>21,919,035</b>

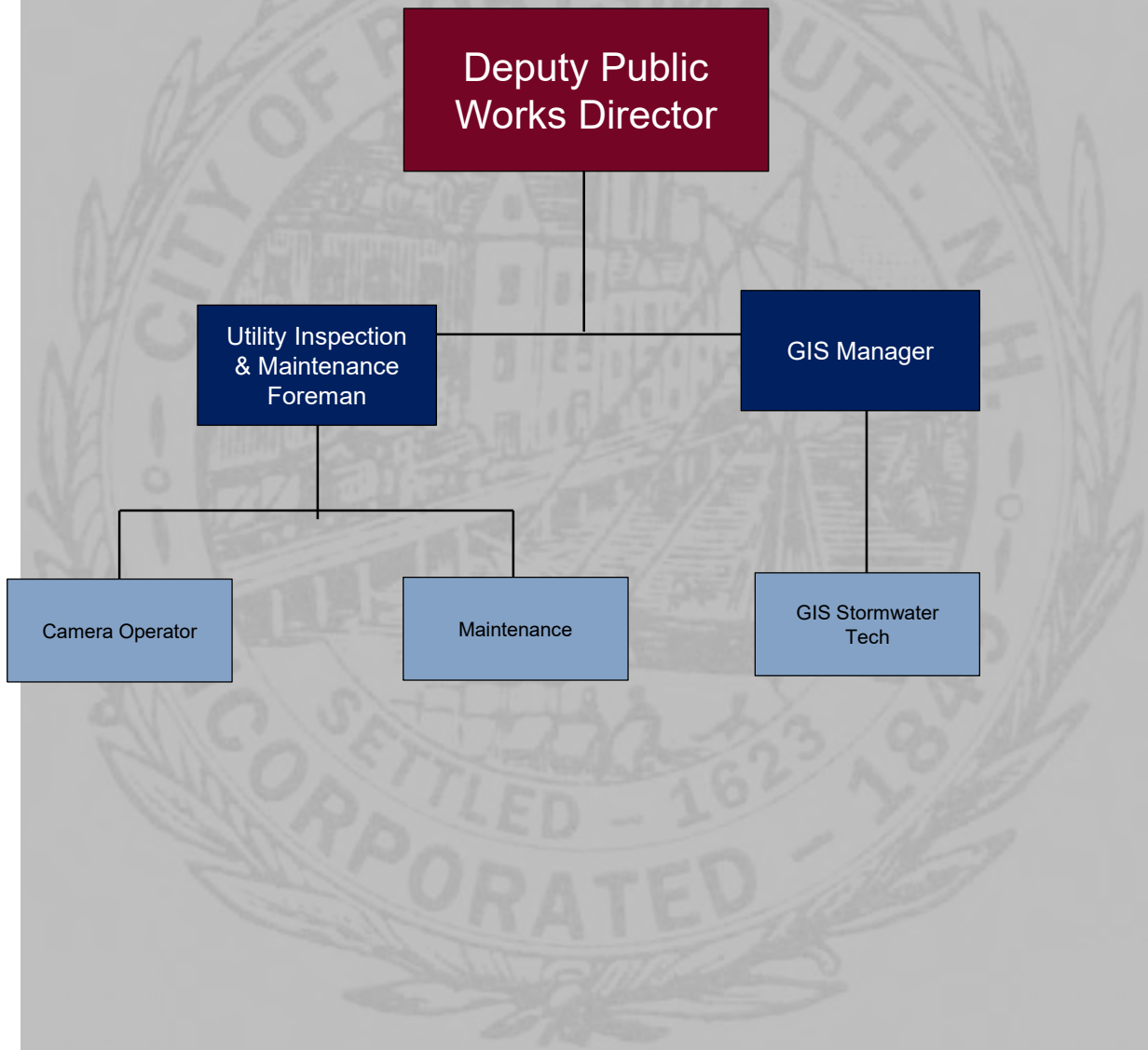




# Public Works Department

## Stormwater Division

(Special Revenue Fund)



### Mission

The City of Portsmouth's Stormwater Program is dedicated to improving water quality in our drainage areas together with reducing flooding hazards through comprehensive planning, public education, and management of our stormwater and combined sewer/stormwater systems. The program focuses on continued Best Management Practices to ensure compliance with Stormwater Permits issued by the Environmental Protection Agency. Our efforts include working with regional partners, communities and other stakeholders on stormwater pollution prevention related issues and permitting requirements that focus on controlling runoff, minimizing discharge of pollutants to receiving waters, improving public health and safety, and promoting efficient water resource use.





# Stormwater

## Services Overview

- ✓ Administration
- ✓ Stormwater Collection
- ✓ Stormwater Treatment
- ✓ Technical Services

## Position Summary Schedule

Positions Full Time	FY20	FY21	FY22
Utility Inspection and Maintenance Foreman	0.50	0.50	0.50
GIS Stormwater Tech	0.50	0.50	0.50
Camera Operator	0.50	0.50	0.50
Equipment Operator I	1	1	1
Utility Mechanic	0.50	0.50	0.50
Utility Mechanic L1	1.00	1.00	1.00
Laborer	1	1	1
<b>Totals Full Time</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## Department Budget Comments

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit went into effect. To ensure compliance with this new permit, the City created a Stormwater Division of the Department of Public Works. The proposed FY22 budget of \$623,986 is funded equally by a transfer from the General Fund DPW department and the Sewer Division Enterprise Fund. The FY 22 budget is an increase of \$68,571 from FY21 (or 12.3%). The budget increase is primarily attributed to meeting regulatory requirements for increased lab testing \$38,500, anticipated repairs to aging equipment \$12,500, and contractual obligations.

Prior to establishing this Division, Stormwater functions were accounted for in the General Fund Public Works Department as well as the Sewer Enterprise Fund.

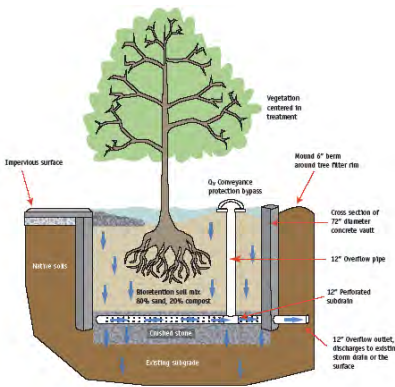
## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>STORMWATER</b>				
SALARIES	236,000	218,330	251,092	261,568
OVERTIME	15,000	15,139	20,000	20,000
LONGEVITY	1,464	1,685	1,857	2,060
RETIREMENT	28,564	26,267	30,488	40,516
HEALTH/DENTAL	113,000	65,357	92,900	90,000
INSURANCE REIMBURSEMENT	1,000	1,001	995	4,534
OTHER BENEFITS	20,585	18,123	22,083	23,308
CONTRACTED SERVICES	75,000	107,423	78,000	103,000
OTHER OPERATING	5,000	42,281	58,000	79,000
<b>TOTAL</b>	<b>495,613</b>	<b>495,607</b>	<b>555,415</b>	<b>623,986</b>

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 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 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

- ✓ Flyer distributed during Household Hazardous Waste Collection Days
- ✓ Mailer with Leaf Collection Information distributed in Fall 2019
- ✓ "Pick up after your Pet" information distributed with all dog licenses
- ✓ Updated Information on Website
- ✓ Public Informational Meeting held in November 2019

### Citywide Goals Addressed:

- Promote and Support Sustainable Practices 
- Improve Public Outreach 



### Goal #2: Public Participation



### Objectives:

- ✓ Public Involvement in pre-construction process
- ✓ Coastal Resilience Initiative Public Forum
- ✓ Every Drop "Pick up after your Pet" messaging through dog licensing and website

### Citywide Goals Addressed:


- Promote and Support Sustainable Practices 
- Improve Public Outreach 

### Goal #3: Illicit Discharge Detection and Elimination





### Objectives:

- ✓ Inspection of City's Outfall
- ✓ GIS inventory of structures

### Citywide Goals Addressed:

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



<b>Goal #4: Construction Site Run-off Control</b>	<b>Objectives:</b> ✓ Best Management Practices ✓ Siltation Control
<b>Citywide Goals Addressed:</b> <ul style="list-style-type: none"> <li>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</li> </ul> 	
<b>Goal #5: Post Construction Run-off Control</b>	<b>Objectives:</b> ✓ Annual Inspection of Stormwater Controls
<b>Citywide Goals Addressed:</b> <ul style="list-style-type: none"> <li>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</li> </ul> 	
<b>Goal #6: Pollution Prevention and Good Housekeeping for Municipal Operations</b>  	<b>Objectives:</b> ✓ Street Sweeping ✓ Catch Basin Cleaning ✓ Household Hazardous Waste Collection Days ✓ Litter Control and Disposal
<b>Citywide Goals Addressed:</b> <ul style="list-style-type: none"> <li>Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets</li> </ul> 	

<b>Performance Measures</b>							
<b>Stormwater (Tracked and Reported Annually per MS4 Compliance Data)</b>							
	2019	2020	2021 (Estimate)		2019	2020	2021 (Estimate)
<b>Tons of Material Cleaned from Catch Basins</b>				Street Sweeping (tons)	363	350	325
Catch Basin Cleaning (tons)	400	257	300	Drain Lines Inspected (feet)	9,190	10,000	10,000
Catch Basins Cleaned	1,250	1,224	1200	Drain Lines Cleaned (feet)	9,190	10,000	10,000
				Treatment Units Inspected / Cleaned	10/4	15/5	15/5



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>STORMWATER</b>		<b>POSITION</b>	<b>SALARY</b>
SMA GRADE 13	2.5D/9.5E	⑫ UTILITY INSPECTION AND MAINTENANCE FOREMAN	35,481
PMA GRADE 9	D	⑪ GIS STORMWATER TECH	28,026
1386 GRADE 9	F	⑫ CAMERA OPERATOR	28,548
1386 GRADE 8	G	EQUIP OPER I	54,103
1386 GRADE 7	F	⑫ UTILITY MECHANIC	26,027
1386 GRADE 7	1.5C/10.5D	UTILITY MECHANIC L1	49,367
1386 GRADE 5	C	LABORER	40,016
		<b>TOTAL DEPARTMENT</b>	<b>261,568</b>

**FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY**

- ⑪ 50% WATER, 50% STORMWATER
- ⑫ 50% SEWER, 50% STORMWATER



				FY22			
				FY20	FY20	FY21	CITY MANAGER
				BUDGET	ACTUAL	BUDGET	RECOMMENDED
<b>STORMWATER</b>							
011001	5875164049100420	REGULAR SALARIES	236,000	218,330	251,092	261,568	
011061	5875164049100420	INSURANCE REIMBURSEMENT	1,000	1,001	995	4,534	
014041	5875164049100420	OVERTIME	15,000	15,139	20,000	20,000	
015001	5875164049100420	LONGEVITY	1,464	1,685	1,857	2,060	
021001	5875164049100420	INSURANCE-HEALTH	106,000	62,064	87,000	84,000	
021101	5875164049100420	INSURANCE-DENTAL	7,000	3,293	5,900	6,000	
021501	5875164049100420	INSURANCE-LIFE	457	300	427	450	
021601	5875164049100420	INSURANCE-DISABILITY	850	559	775	814	
022001	5875164049100420	SOCIAL SECURITY	15,624	13,992	16,923	17,866	
022501	5875164049100420	MEDICARE	3,654	3,272	3,958	4,178	
023001	5875164049100420	RETIREMENT	28,564	26,267	30,488	40,516	
031002	5875164049100420	PROF SERVICES-ENGINEERING	40,000	72,259	40,000	25,000	
039001	5875164049100420	PROFESSIONAL SERVICES	-	519	2,000	3,500	
039010	5875164049100420	PROF/SERVICES-LAB TESTS	-	-	1,000	39,500	
041308	5875164049100420	GRIT DISPOSAL	35,000	34,645	35,000	35,000	
043018	5875164049100420	REPAIRS-EQUIPMENT	1,000	10,397	7,500	20,000	
043024	5875164049100420	REPAIRS-VEHICLE	1,000	8,301	7,500	10,000	
043051	5875164049100420	MAINTENANCE-STORM DRAINS	2,500	23,350	37,500	40,000	
054050	5875164049100420	TRAINING	-	-	2,000	2,000	
057101	5875164049100420	TRAVEL AND CONFERENCE	-	-	500	500	
063501	5875164049100420	GASOLINE	-	-	-	1,000	
068002	5875164049100420	CLOTHING	-	-	100	-	
068003	5875164049100420	PROTECTIVE CLOTHING	500	150	400	3,000	
074000	5875164049100420	MACHINERY AND EQUIPMENT	-	83	2,500	2,500	
<b>TOTAL STORMWATER</b>			-	<b>495,613</b>	<b>495,607</b>	<b>555,415</b>	<b>623,986</b>





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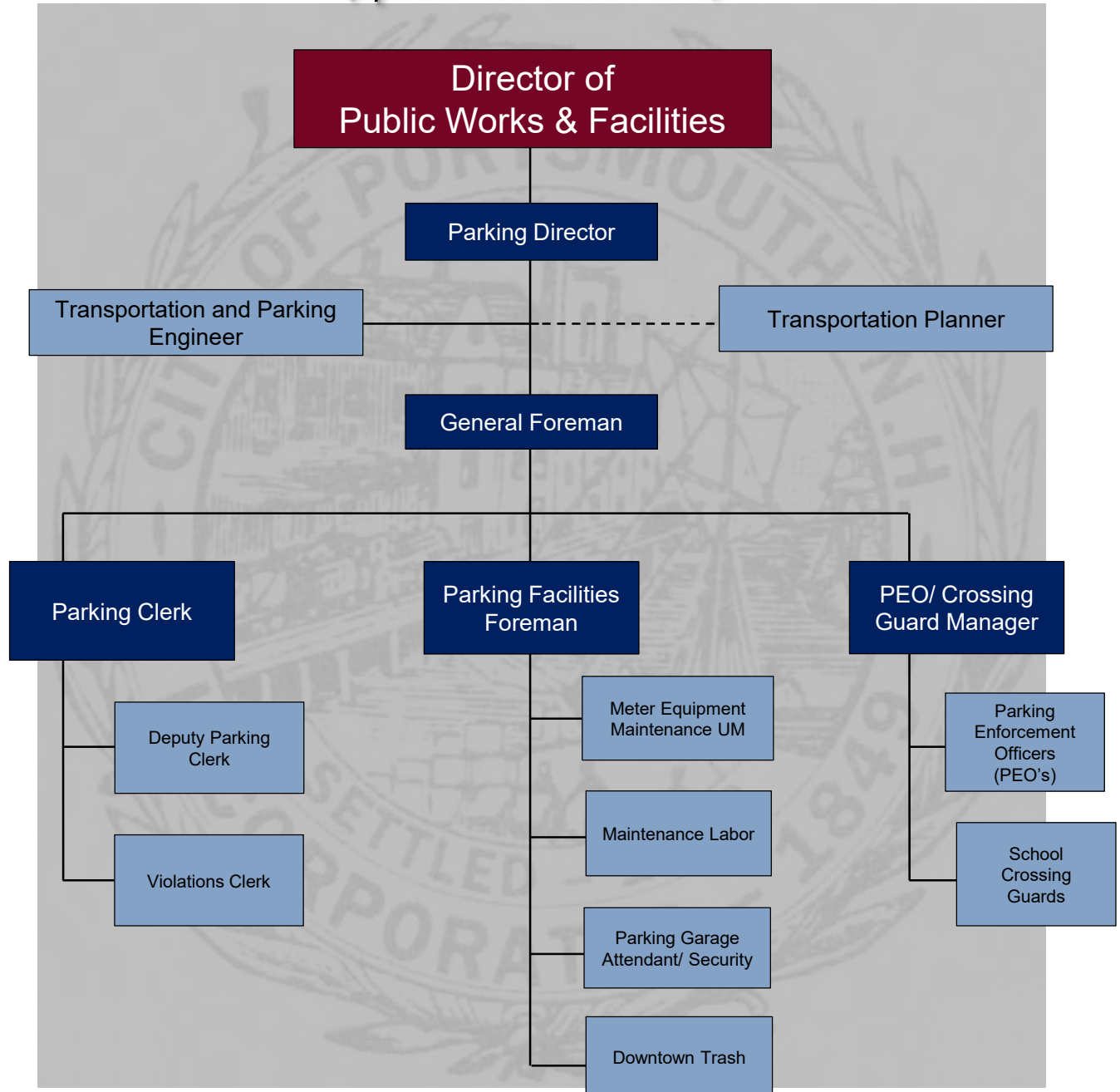




# Public Works Department

## Parking and Transportation Division

(Special Revenue Fund)



### Mission

To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.

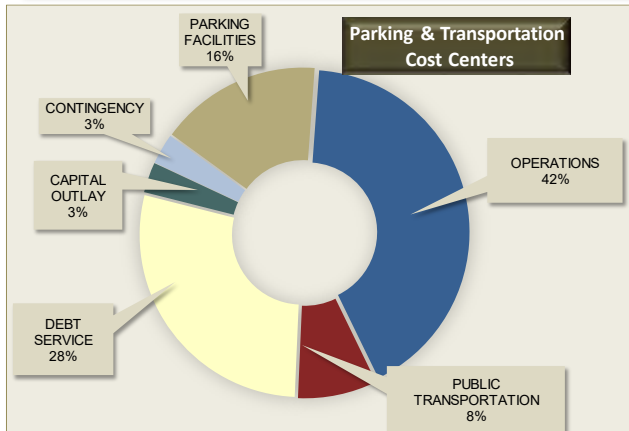




# Department of Public Works-Parking & Transportation Division

## Services Overview

- ✓ Parking Facilities and Services
- ✓ Traffic Operations, Planning & Safety Improvements
- ✓ Roadway and Bridge Design Projects
- ✓ Transit Facilities and Services



## Department Budget Comments

The Parking and Transportation Division's proposed budget for FY22 is \$6,457,388. This represents an Operating Budget of \$3,731,231 (57.78% of total budget) and Non-operating Budget of \$2,726,157 (42.22%).

As depicted in the donut chart above, Parking and Transportation is comprised of six (6) cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency.

This budget supports the existing level of service plus additional support for operational changes, new services, and debt service related to the Foundry Garage. Operational changes include introducing the Stay & Pay pricing structure, eliminating nearly all time-related parking constraints, and the re-purposing of portions of the City's downtown Parking inventory to facilitate contact-less restaurant patronage and provide outdoor event venues.

## Position Summary Schedule

Positions Full Time	FY20	FY21	FY22
Parking Director	1	1	1
Facilities Manager	0.25	0.25	0.25
Principal Planner	0.5	0.5	0.5
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Business Administrator	0.25	0.25	0.25
Parking Garage General Foreman	1	1	1
Administrative Assistant II	0.25	0.00	0.00
Administrative Clerk	0.25	0.25	0.25
Dispatcher II	0.25	0.25	0.25
Special Project Coordinator	0.25	0.25	0.25
Equipment Maintenance Foreman	0.1	0.1	0.1
Equipment Mechanic	0.5	0.5	0.5
Utility Mechanic - Inventory Control Tech	0.1	0.1	0.1
Parking & Transportation Engineer	1	1	1
Parking Foreman I	2	2	2
Laborer	5	4	4
Account Clerk - Garage	1	1	1
Parking Garage Attendant/ Security	5	5	5
Parking Enforcement Supervisor	1	1	1
Truck Driver 1	1	1	1
Parking Clerk	1	1	1
Deputy Parking Clerk	1	1	1
Violation Clerk - Collections	2	2	1
<b>Totals Full Time</b>	<b>25.31</b>	<b>24.06</b>	<b>23.06</b>
Positions Part-Time	FY20	FY21	FY22
Parking Enforcement	16	14	14
School Crossing Guards	11	11	11
Parking Garage Attendant	20	20	20
Parking Garage Attendant/Security	0	0	1
Account Clerk - Garage	1	1	1
Engineering Technician	1	1	1
Secretary	0.25	0.25	0.25
Notetaker	0	0	1
Number of Seasonal part-time positions varies throughout the year			
<b>Totals Part Time</b>	<b>49.25</b>	<b>47.25</b>	<b>49.25</b>



## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>PARKING &amp; TRANSPORTATION</b>				
<b>OPERATING</b>				
SALARIES	1,357,629	1,253,591	1,343,220	1,329,116
PART-TIME SALARIES	545,660	429,724	562,451	589,231
OVERTIME	104,500	69,598	90,000	79,000
LONGEVITY	10,164	9,127	11,259	10,641
RETIREMENT	165,305	148,340	162,183	200,602
HEALTH INSURANCE	445,944	374,374	381,152	353,000
DENTAL INSURANCE	26,000	21,922	24,170	23,000
WORKERS COMPENSATION	16,969	16,884	21,416	30,940
LIFE AND DISABILITY	8,000	6,240	7,210	6,964
OTHER BENEFITS	154,955	134,040	154,675	154,224
UTILITIES	108,425	94,541	101,500	84,001
POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
CONTRACTED SERVICES	158,700	72,506	133,000	109,800
OTHER OPERATING	710,706	608,067	693,816	698,362
COLLECTIVE BARGAINING CONTINGENCY	7,858	-	(528)	2,350
<i>OPERATING</i>	<b>3,880,815</b>	<b>3,298,955</b>	<b>3,745,524</b>	<b>3,731,231</b>
<b>NON OPERATING</b>				
DEBT SERVICE	2,292,500	1,775,040	1,781,313	1,823,813
CAPITAL PROJECTS	275,000	-	-	65,000
ROLLING STOCK	335,000	-	-	130,000
TRANSPORTATION	578,595	478,932	362,000	510,344
CONTINGENCY	175,000	-	75,000	197,000
<i>NON OPERATING</i>	<b>3,656,095</b>	<b>2,253,973</b>	<b>2,218,313</b>	<b>2,726,157</b>
<b>TOTAL</b>	<b>7,536,910</b>	<b>5,552,928</b>	<b>5,963,837</b>	<b>6,457,388</b>

For FY21, the Pandemic created a need for a new, reduced budget and a re-purposing of some of the City's downtown Parking inventory. The Parking and Transportation Division moved forward with a series of adjustments, reflective of the need to reduce costs without sacrificing service levels. Operational recommendations continue to be driven by the 2015 Walker Parking Consultants' Operational Study, as well as Parking Industry Best Practices. The City continues to retain the services of Smarking, Inc., a data analytics firm specializing in aggregating Parking information from the City's various meters and garages. The system compiles real-time data from single space meters, multi-space meters, the Hanover and Foundry garages, the ParkMobile pay-by-phone application, and the citation management system to help the Division make data-driven recommendations. This data is highly useful when determining the realized costs of re-purposing Parking inventory to alternative uses, and in tracking the success of the Stay & Pay pricing model.

The Stay & Pay pricing model has achieved multiple positive outcomes. Roughly 9% of Residents and visitors wishing to remain in a single space for an extended period are choosing to do so. This means the City is still realizing its goal of 'turning' spaces over at the 3<sup>rd</sup> hour for 91% of users, making the space available for the next prospective visitor. Both the Foundry and Hanover Parking Facilities have seen increases in the Length of Stay metric, leading to an increase in revenue per transaction of 32% system-wide. All of these positive outcomes have helped offset the negative impact of a dramatic drop in traffic due to the Covid-19 pandemic.

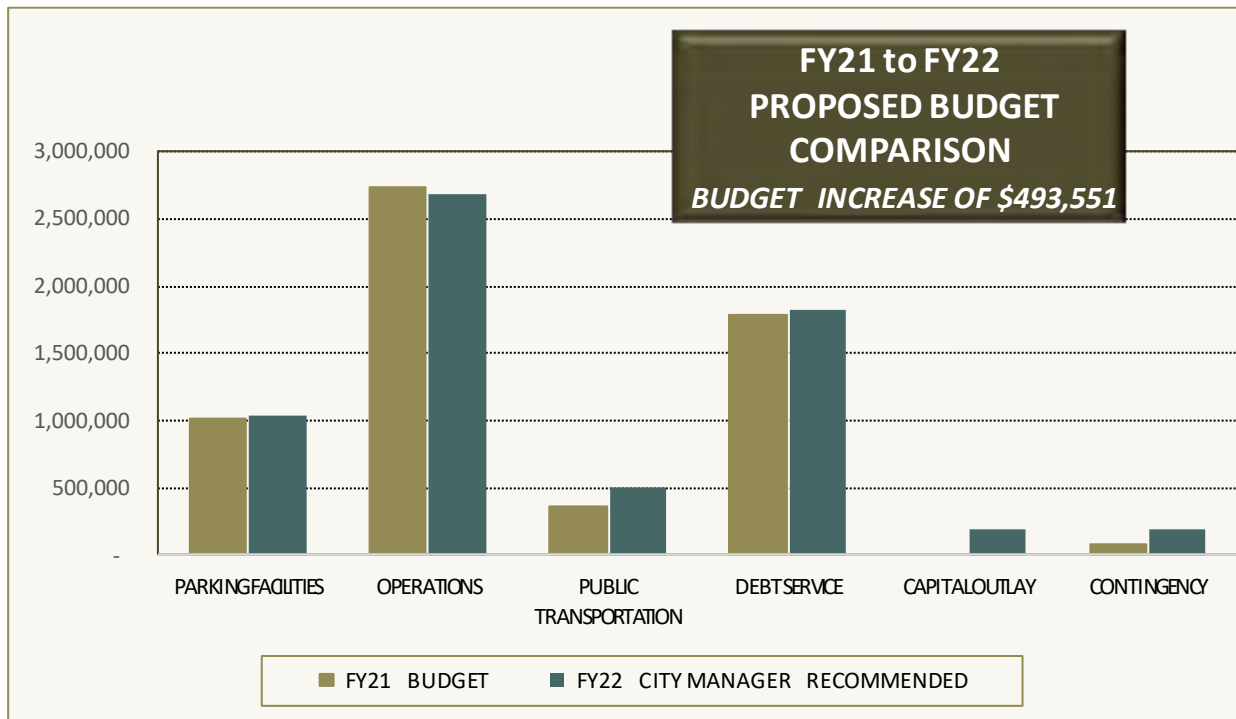
Program goals from FY21 that have been met include:

- Despite a 39% reduction in overall transactions, a Year-to-Year revenue comparison with (pre-COVID) FY20 shows Portsmouth at 69% vs. FY20 actuals, leading the nation in terms of Parking-related economic recovery
- Restructure of the Parking Division to create a Transportation Engineering budget unit to enhance clarity and transparency during the budgeting process
- Cross-training multiple staff members to reduce overtime and increase flexibility
- Enhanced the Division's web and social media presence through Twitter and Instagram



- Expanded the Downtown Workforce Parking Program, providing reduced-rate parking for certified employees of downtown Portsmouth businesses at the Foundry Place Garage
- Reduction in unused inventory (and associated leasing costs) through the cancellation of the Connect Community Church and Isles of Shoals parking lot lease agreements
- Monthly users of both City-owned parking garages may now access and manage their parking accounts online, including an option for contactless payment.
- Upgraded Maplewood Avenue pedestrian signals to provide sufficient crossing times and concurrent phasing with through traffic
- Coordinated municipally-managed design and construction of the Woodbury Avenue traffic signal improvement project from Gosling Road to Market Street.

The Proposed FY22 budget of \$6,457,388 represents an increase of \$493,551 (8.28%) vs the FY21 reduced budget. The following chart depicts the comparison from FY21 to the FY22 Proposed Budget.



Parking Facilities	35,564
Operations & Maintenance	(49,857)
Public Transportation	148,344
Debt Service	42,500
Capital Outlay	195,000
Contingency	122,000
<b>TOTAL</b>	<b>\$493,551</b>



## Programs and Services

### **Parking Facilities and Services:**

- Operates and maintains downtown public parking facilities and surrounding surface lots
- Responsible for the operation, maintenance, collection, and enforcement of electronic parking meters
- Administers the parking appeals and adjudication process
- Conducts short-term and long-term parking planning studies
- Develops and implements parking projects and programs
- Assists with Snow Plowing and Removal operations
- Downtown Solid Waste Collection and Removal
- Downtown Sweeping and Trash Removal



### **Traffic Operations, Planning and Safety Improvements:**

- In coordination with the Highway Division of the Public Works Department, upgrades City traffic signals, signs, and pavement markings in accordance with City standards and the Manual on Uniform Traffic Control Devices (MUTCD)
- Staffs the Technical Advisory Committee
- Provides technical reviews of all traffic studies relating to public and private developments and events
- Responsible for traffic calming as well as vehicle, pedestrian, and bicycle safety improvement projects
- Staffs the Parking & Traffic Safety Committee



### **Roadway and Bridge Design Projects:**

- Manages federally funded roadway and bridge projects under the New Hampshire Department of Transportation's (NHDOT) Municipally Managed Highway Program
- Maintain the City's Capital Improvement Program for all transportation projects
- Responsible for grant application of projects awarded through the Seacoast Metropolitan Planning Organization (SMPO), leveraging State and Federal funds.







### **Transit Facilities and Services:**

- Coordinates the City's public transit services and facilities
- Administers the contract with the Cooperative Alliance for Seacoast Transportation (COAST) for transportation within the city and region
- Responsible for submitting grant applications for transit facilities, services, and amenities to the Federal Transit Administration (FTA) and COAST through the SMPO





## Goals and Objectives

<p><b>Goal #1:</b></p> <p>Prepare for the Hanover Garage Restoration Project</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ The High Hanover Parking Garage, built in 1985, is scheduled for an extensive renovation and maintenance project. It is anticipated that the facility's available Parking inventory will be reduced up to 30% for each of the project's anticipated three years. The Parking Division has worked since the Foundry Place Garage opened to reduce the anticipated impact of this impending necessary upgrade to Hanover.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Address Transportation and Parking Needs </li> <li>• Support the Building and Maintenance of a Robust and Authentic Infrastructure </li> </ul>	
<p><b>Goal #2:</b></p> <p>Continue to provide outstanding customer service and related programs to support the Parking and Transportation policies of the City.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ <u>As public events return to Portsmouth</u>, provide enhanced event shuttle systems and wayfinding while continuing to research additional options and programs</li> <li>✓ Revisit partnerships with local hotels and theatres regarding use of the Foundry Place Garage</li> <li>✓ Continue to expand knowledge and use of the Downtown Employee Parking Program at Foundry Place Garage</li> <li>✓ Continue to update and repair signage throughout the City</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Address Transportation and Parking Needs </li> <li>• Improve Public Outreach </li> </ul>	
<p><b>Goal #3:</b></p> <p>Provide public transportation services that serve public needs under current fiscal constraints.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue collaborating with COAST and other public transportation providers to improve efficiency and quality of public transportation services.</li> </ul>
<p><b>Citywide Goal Addressed:</b></p> <ul style="list-style-type: none"> <li>• Address Transportation and Parking Needs </li> <li>• Promote a Safe and Welcoming Community </li> </ul>	
<p><b>Goal #4:</b></p> <p>Develop and maintain a safe, efficient, and integrated multi-modal transportation system that reflects economic, environmental, and social considerations.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to compile database of crash statistics, traffic volumes, speeds, and vehicle classes utilizing traffic counters, police records, and consultants' studies.</li> <li>✓ Continue to assist in the implementation of the City's comprehensive Bicycle and Pedestrian Plan.</li> <li>✓ Coordinate municipally-managed design and construction of the Peverly Hill Road sidewalk project.</li> <li>✓ Coordinate additional upgrades to downtown pedestrian signals to provide sufficient crossing times and concurrent phasing with through traffic where possible.</li> </ul>



	<ul style="list-style-type: none"> <li>✓ Continue working with various neighborhoods regarding design and construction of traffic calming improvements.</li> <li>✓ Continue with the implementation of the City's wayfinding program.</li> <li>✓ Coordinate municipally-managed design and construction of the Islington Street corridor project.</li> <li>✓ Coordinate Phase II of the municipally-managed design and construction of the Woodbury Avenue corridor safety improvement project from Rockingham Avenue to Dennett Street.</li> <li>✓ Upon completion of the Cate Street connector, coordinate study to evaluate traffic flow with a view to recommend upgrades to Woodbury Ave and Bartlett Street.</li> </ul>
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*Citywide Goal Addressed:*

- Address Transportation and Parking Needs
- Create a Bikeable and Walkable Community



## Transit Performance Measures

### COAST ridership for routes that serve Portsmouth

	FY 19	FY 20	Estimated FY 21
Portsmouth Trolleys (Routes 40 & 41)	80,729	57,098	35,586
Route 2 Regional Route	185,385	141,077	41,629
Regional ADA Services	17,033	13,301	8,716



**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<u>POSITION</u>	<u>SALARY</u>
<b>PARKING &amp; TRANSPORTATION</b>			
<u>ADMINISTRATION</u>			
PMA GRADE 22	E	PARKING DIRECTOR	110,387
PMA GRADE 21	E	⑦ FACILITIES MANAGER	26,282
PMA GRADE 16	E	⑤ PRINCIPAL PLANNER	41,266
NON GRADE 18	F	② ASSISTANT CITY ATTORNEY	33,057
NON GRADE 18	E	⑦ OPERATIONS MANAGER	22,729
PMA GRADE 13	E	⑦ BUSINESS ADMINISTRATOR	17,848
SMA GRADE 15	7E/5F	PARKING GARAGE GENERAL FOREMAN	79,853
1386B GRADE 7	H	⑦ ADMIN CLERK	12,780
1386 GRADE 9	F	⑦ DISPATCHER II	13,811
PMA GRADE 7	6E/6F	⑦ SPECIAL PROJECT COORDINATOR	13,478
SMA GRADE 14	F	⑨ EQUIPMENT MAINTENANCE FOREMAN	7,729
1386 GRADE 9	E	⑨ EQUIPMENT MECHANIC	5,376
1386 GRADE 9	6.5D/5.5E	⑨ EQUIPMENT MECHANIC	5,238
1386 GRADE 9	G	⑨ EQUIPMENT MECHANIC	5,676
1386 GRADE 9	10D/2E	⑨ EQUIPMENT MECHANIC	5,163
1386 GRADE 9	C	⑨ EQUIPMENT MECHANIC	4,877
1386 GRADE 7	7.5D/4.5E	⑨ UTILITY MECHANIC INVENTORY CONTROL TECHNICIAN	4,738
<b>TOTAL ADMINISTRATION</b>			<b>410,288</b>
<u>ENGINEERING</u>			
PMA GRADE 18	11E/1F	PARKING & TRANSPORTATION ENGINEER	90,993
<b>TOTAL ENGINEERING</b>			<b>90,993</b>
<u>HANOVER GARAGE</u>			
SMA GRADE 12	7.5C/4.5D	PARKING FOREMAN I	63,128
1386 GRADE 5	E	LABORER	44,334
1386 GRADE 5	E	LABORER	44,334
1386B GRADE 3	H	ACCOUNT CLERK	42,173
1386 GRADE 2	7D/5E	PARKING GARAGE ATTENDANT/SECURITY	37,315
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	39,437
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	39,437
<u>ON CALL</u>			<u>3,100</u>
<b>TOTAL HANOVER GARAGE</b>			<b>313,258</b>
<u>FOUNDRY GARAGE</u>			
SMA GRADE 12	9C/3D	PARKING FOREMAN I	62,741
1386 GRADE 5	7C/5D	LABORER	41,050
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	38,381
1386 GRADE 2	8D/4E	PARKING GARAGE ATTENDANT/SECURITY	37,163
<u>ON CALL</u>			<u>3,100</u>
<b>TOTAL FOUNDRY PLACE GARAGE</b>			<b>182,435</b>
<u>ENFORCEMENT</u>			
SMA GRADE 12	E	PARKING ENFORCEMENT SUPERVISOR	68,318
<u>ON CALL</u>			<u>3,100</u>
<b>TOTAL PARKING ENFORCEMENT</b>			<b>71,418</b>
<u>METERS</u>			
1386 GRADE 6	E	TRUCK DRIVER I	46,530
1386 GRADE 5	6D/6E	LABORER	43,278
<b>TOTAL METER OPERATIONS</b>			<b>89,808</b>
<u>COLLECTION</u>			
PMA GRADE 13	G	PARKING CLERK	73,367
PMA GRADE 9	E	DEPUTY PARKING CLERK	58,855
1386B GRADE 5	7.5B/4.5C	VIOLATIONS CLERK	38,694
<b>TOTAL COLLECTION</b>			<b>170,916</b>





**FY22 BUDGETED POSITION AND SALARY DETAIL**

		<b>POSITION</b>	<b>SALARY</b>
		<b>TOTAL FULL TIME</b>	<b>1,329,116</b>
<b><u>P/T ADMINISTRATION</u></b>			
NON GRADE 5	1.5A/10.5B	⑦ SECRETARY (25HRS/WK)	6,956
		PART TIME NOTE TAKER	1,300
(11) PART TIME		SCHOOL CROSSING GUARDS	92,500
		<b>TOTAL PART TIME ADMINISTRATION</b>	<b>100,756</b>
<b><u>P/T ENGINEERING</u></b>			
		ENGINEERING INTERN	10,000
		<b>TOTAL PART TIME ENGINEERING</b>	<b>10,000</b>
<b><u>P/T FOUNDRY GARAGE</u></b>			
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (15HRS/WK)	11,305
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (24HRS/WK)	18,089
1386 GRADE 1	A	FOUNDRY PLACE ATTENDANT (16HRS/WK)	12,059
NON GRADE 3	G	ACCOUNT CLERK (25HRS/WK)	28,429
NON GRADE 2	C	FOUNDRY PLACE ATTENDANT/SECURITY (16HRS/WK)	14,851
		FOUNDRY PLACE ATTENDANT VACANIES	37,454
		<b>TOTAL FOUNDRY PLACE GARAGE ATTENDANTS</b>	<b>122,187</b>
<b><u>P/T HANOVER GARAGE</u></b>			
1386 GRADE 1	E	HANOVER GARAGE ATTENDANT (20HRS/WK)	18,320
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (20HRS/WK)	15,074
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (9HRS/WK)	6,783
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (16HRS/WK)	12,059
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (14HRS/WK)	10,552
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (12.5HRS/WK)	9,421
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (15HRS/WK)	11,305
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (15HRS/WK)	11,305
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (10HRS/WK)	7,537
1386 GRADE 1	A	HANOVER GARAGE ATTENDANT (16HRS/WK)	12,059
		<b>TOTAL HANOVER GARAGE ATTENDANTS</b>	<b>114,415</b>
<b><u>P/T ENFORCEMENT</u></b>			
NON GRADE 2	5G/7H	PARKING ENFORCEMENT (26HRS/WK)	27,668
NON GRADE 2	G	PARKING ENFORCEMENT (15HRS/WK)	15,777
NON GRADE 2	F	PARKING ENFORCEMENT (14HRS/WK)	14,472
NON GRADE 2	A	PARKING ENFORCEMENT (27HRS/WK)	22,741
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,634
NON GRADE 2	A	PARKING ENFORCEMENT (20HRS/WK)	16,846
NON GRADE 2	A	PARKING ENFORCEMENT (18.5HRS/WK)	15,582
NON GRADE 2	A	PARKING ENFORCEMENT (23HRS/WK)	19,372
NON GRADE 2	A	PARKING ENFORCEMENT (29HRS/WK)	24,426
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,634
NON GRADE 2	A	PARKING ENFORCEMENT (20HRS/WK)	16,846
NON GRADE 2	A	PARKING ENFORCEMENT (27HRS/WK)	22,741
NON GRADE 2	A	PARKING ENFORCEMENT (15HRS/WK)	12,634
		PARKING ENFORCEMENT	7,500
		<b>TOTAL PARKING ENFORCEMENT</b>	<b>241,873</b>
		<b>TOTAL PART TIME</b>	<b>589,231</b>
		<b>TOTAL DEPARTMENT</b>	<b>1,918,347</b>

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

- ② 64% LEGAL, 36% PARKING
- ⑤ 50% PARKING AND TRANSPORTATION, 50% PLANNING
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑨ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

**PARKING AND TRANSPORTATION**  
**FOUNDRY PLACE PARKING FACILITY**  
**17-752-539-33-118-407**

011001	REGULAR SALARIES	242,660	167,284	173,733	182,435
012001	PART TIME SALARIES	86,948	92,284	114,814	122,187
014041	OVERTIME	22,500	11,688	-	10,000
022001	SOCIAL SECURITY	21,831	16,361	17,890	19,507
022501	MEDICARE	5,106	3,847	4,756	4,562
023001	RETIREMENT	29,618	20,653	19,403	27,056
034103	TELEPHONE	3,000	2,966	3,000	3,000
034206	SOFTWARE-ANNUAL MAINT	-	-	4,800	4,800
036001	PROF SERVICE-CLEANING	5,000	-	-	-
039006	PROF/SERVICES-SECURITY	15,000	-	-	-
041002	ELECTRICITY	48,000	35,545	40,000	25,000
041205	WATER /SEWER FEES	5,625	986	2,000	1,500
043001	REPAIRS-STRUCTURAL	500	357	-	-
043002	REPAIRS-ELECTRICAL	500	25	-	-
043007	REPAIRS-ELEVATOR	8,000	5,527	8,000	8,000
043009	REPAIRS-PARKING CONTROL	3,335	226	4,000	3,000
043018	REPAIRS-EQUIPMENT	1,500	367	1,500	1,500
043024	REPAIRS-VEHICLE	2,000	-	2,000	2,000
043032	GENERATOR MAINTENANCE	1,000	575	1,000	1,000
043034	REPAIRS-GARAGE EQUIPMENT	-	165	-	-
062001	OFFICE SUPPLIES	750	102	750	300
064001	JANITORIAL SUPPLIES	3,200	2,644	3,200	3,200
068003	PROTECTIVE CLOTHING	3,000	225	1,500	750
068016	MATERIALS	10,000	1,557	5,000	5,000
<b>TOTAL</b>		<b>519,073</b>	<b>363,383</b>	<b>407,346</b>	<b>424,797</b>

**HIGH HANOVER PARKING FACILITY**  
**17-752-540-33-117-407**

011001	REGULAR SALARIES	296,076	318,016	302,560	313,258
012001	PART TIME SALARIES	95,586	78,496	104,620	114,415
014041	OVERTIME	30,000	29,245	30,000	25,000
015001	LONGEVITY	-	-	23	-
022001	SOCIAL SECURITY	26,143	25,172	27,107	28,066
022501	MEDICARE	6,114	5,915	6,339	6,564
023001	RETIREMENT	36,423	39,825	37,150	47,559
034103	TELEPHONE	1,350	1,070	1,000	1,000
034206	SOFTWARE-ANNUAL MAINT	-	-	7,200	4,800
036001	PROF SERVICE-CLEANING	1,000	-	-	-
039006	PROF/SERVICES-SECURITY	15,000	10,044	500	500
041002	ELECTRICITY	35,000	35,095	35,000	30,000
041101	NATURAL GAS	800	904	1,000	1,000
041205	WATER /SEWER FEES	7,000	4,497	6,000	6,000
043001	REPAIRS-STRUCTURAL	5,000	5,621	-	-
043002	REPAIRS-ELECTRICAL	2,000	982	-	-
043007	REPAIRS-ELEVATOR	4,000	2,889	4,000	4,500
043009	REPAIRS-PARKING CONTROL	7,500	10,454	10,000	7,000
043018	REPAIRS-EQUIPMENT	1,100	511	500	1,000
043024	REPAIRS-VEHICLE	6,000	1,528	1,000	1,500
043032	GENERATOR MAINTENANCE	1,000	265	1,000	1,000
062001	OFFICE SUPPLIES	500	-	250	100
062501	POSTAGE	-	-	-	100
064001	JANITORIAL SUPPLIES	4,800	3,559	4,000	4,000
068003	PROTECTIVE CLOTHING	5,000	5,592	6,000	6,000
068016	MATERIALS	20,000	12,316	15,000	15,000
074001	EQUIPMENT	1,000	327	-	-
<b>TOTAL</b>		<b>608,392</b>	<b>592,323</b>	<b>600,249</b>	<b>618,362</b>



				FY22
	FY20	FY20	FY21	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

**PARKING ENFORCEMENT**

**17-752-541-33-100-423**

011001	REGULAR SALARIES	70,489	76,295	69,936	71,418
012001	PART TIME SALARIES	238,078	169,125	233,986	241,873
014041	OVERTIME	4,000	1,191	-	4,000
022001	SOCIAL SECURITY	19,379	15,250	18,843	19,672
022501	MEDICARE	4,531	3,570	4,407	4,601
023001	RETIREMENT	8,321	6,872	7,812	10,604
034103	TELEPHONE	500	386	500	500
034206	SOFTWARE-ANNUAL MAINT	43,200	30,165	45,000	43,200
043018	REPAIRS-EQUIPMENT	3,300	221	500	500
043024	REPAIRS-VEHICLE	1,000	1,013	1,000	-
044000	RENTAL AND LEASES	12,600	-	-	-
061002	MISCELLANEOUS SUPPLIES	3,500	1,029	1,000	750
062005	PRINTING SUPPLIES	12,500	8,305	10,000	5,000
062501	POSTAGE	11,760	11,103	14,000	14,000
068003	PROTECTIVE CLOTHING	7,350	7,922	10,000	10,000
068004	MATERIALS-MAINTENANCE	3,500	(1,153)	1,000	1,000
074001	EQUIPMENT	2,500	1,177	1,500	1,500
075001	FURNITURE AND FIXTURES	2,000	1,247	-	-
<b>TOTAL</b>		<b>448,508</b>	<b>333,717</b>	<b>419,484</b>	<b>428,618</b>

**PARKING METER OPERATION**

**17-752-542-33-100-423**

011001	REGULAR SALARIES	84,391	37,798	85,726	89,808
012001	PART TIME SALARIES	-	92	-	-
014041	OVERTIME	24,000	5,193	30,000	25,000
022001	SOCIAL SECURITY	6,721	2,704	7,175	7,118
022501	MEDICARE	1,572	632	1,678	1,665
023001	RETIREMENT	12,108	4,950	12,927	16,142
034206	SOFTWARE-ANNUAL MAINT	41,000	52,222	41,000	68,400
034210	METER-TRANSACTION FEE	80,000	31,165	80,000	61,800
043018	REPAIRS-EQUIPMENT	8,000	23,341	32,000	32,000
043020	REPAIRS-PARKING METERS	5,150	6,251	12,000	12,000
043024	REPAIRS-VEHICLE	2,000	523	2,000	2,000
062020	METER-SUPPLIES	6,000	1,176	3,000	2,000
068003	PROTECTIVE CLOTHING	750	912	1,200	1,200
068023	MATERIALS-PRK MTR INSTALL	1,200	3,356	1,200	1,200
074001	EQUIPMENT	500	987	1,000	1,000
074013	PARKING METERS	10,000	-	10,000	-
<b>TOTAL</b>		<b>283,392</b>	<b>171,303</b>	<b>320,906</b>	<b>321,333</b>



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

**PARKING COLLECTION**  
**17-752-543-33-100-423**

011001	REGULAR SALARIES	167,295	182,305	210,293	170,916
012001	PART TIME SALARIES	25,519	22,035	-	-
014041	OVERTIME	2,000	355	-	-
015001	LONGEVITY	-	-	10	-
022001	SOCIAL SECURITY	12,081	12,358	13,039	10,597
022501	MEDICARE	2,825	2,890	3,049	2,478
023001	RETIREMENT	18,915	20,415	23,491	24,031
033001	PROF SERVICES-TEMP	2,000	395	-	-
034103	TELEPHONE	1,000	778	1,000	800
044006	PRINTING LEASE/MAINT	1,500	1,150	1,500	1,500
055050	PRINTING	2,000	1,120	1,000	1,000
062001	OFFICE SUPPLIES	2,000	827	1,000	800
062010	COPYING SUPPLIES	-	139	200	200
062501	POSTAGE	2,500	1,464	1,500	1,500
067001	BOOKS & PERIODICALS	300	-	300	-
099006	COPIER LEASE	1,854	626	2,000	-
<b>TOTAL</b>		<b>241,789</b>	<b>246,854</b>	<b>258,382</b>	<b>213,822</b>

**PARKING ADMINISTRATION**  
**17-752-610-33-100-423**

011001	REGULAR SALARIES	496,718	471,894	411,838	410,288
011061	INSURANCE REIMBURSEMENT	2,444	2,488	7,500	8,000
011064	COLL BARG CONTINGENCY	7,858	-	(528)	2,350
014041	OVERTIME	22,000	21,927	30,000	15,000
012001	PART TIME SALARIES	99,529	67,692	99,031	100,756
015001	LONGEVITY	10,164	9,127	11,225	10,641
021001	INSURANCE-HEALTH	443,500	371,886	373,652	345,000
021101	INSURANCE-DENTAL	26,000	21,922	24,170	23,000
021501	INSURANCE-LIFE	2,800	2,195	2,559	2,471
021701	INSURANCE-LTD	5,200	4,045	4,651	4,493
022001	SOCIAL SECURITY	39,431	34,201	34,695	33,770
022501	MEDICARE	9,221	11,140	8,114	7,898
023001	RETIREMENT	59,920	55,626	51,445	62,416
026002	INSURANCE-WORKERS COMP	16,969	16,884	21,416	30,940
034103	TELEPHONE	-	769	800	1,600
034104	CELLULAR PHONES	10,000	9,271	10,000	11,000
034204	OUTSIDE IT SUPPORT	5,000	-	2,000	2,000
034220	TRAFFIC SIGNAL OPS	1,200	1,051	-	-
035002	PROF SERV- SUBSTANCE TEST	-	-	-	250
041002	ELECTRICITY	2,000	3,256	2,500	5,501
043024	REPAIRS-VEHICLE	5,000	1,403	2,000	3,500
044006	PRINTING LEASE/MAINT	1,070	1,351	1,070	1,070
048002	PROPERTY INSURANCE	28,203	27,921	26,816	28,157
034206	SOFTWARE-ANNUAL MAINT	35,479	26,546	41,280	41,585
035004	OCCUPATIONAL HEALTH	2,500	2,472	2,500	2,500
039001	PROFESSIONAL SERVICES	38,200	28,431	30,000	20,000
039026	POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
053001	ADVERTISING	3,300	-	-	-
054050	TRAINING	2,000	270	-	-
056001	DUES PROFESSIONAL ORGANIZ	500	290	-	-
057101	TRAVEL AND CONFERENCE	2,000	893	-	-
057102	TRAVEL REIMBURSEMENT	2,000	225	500	500
061002	MISCELLANEOUS SUPPLIES	3,500	777	1,000	750
062001	OFFICE SUPPLIES	4,930	2,270	3,000	3,000
062501	POSTAGE	2,000	853	700	700
063501	GASOLINE	10,000	14,259	15,000	15,000
067001	BOOKS & PERIODICALS	500	197	-	-
068003	PROTECTIVE CLOTHING	2,000	346	500	750



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
068014	MATERIALS-CAPITAL OUTLAY	5,000	106	-	-
074001	EQUIPMENT	10,000	16,369	-	-
075001	FURNITURE AND FIXTURES	-	405	-	-
081150	REFUNDS	500	158	-	-
099006	COPIER LEASE	1,025	460	-	-
<b>TOTAL</b>		<b>1,479,661</b>	<b>1,291,375</b>	<b>1,279,434</b>	<b>1,254,886</b>
<b>ENGINEERING</b>					
<b>17-752-620-33-100-423</b>					
011001	REGULAR SALARIES	-	-	89,134	90,993
012001	PART TIME SALARIES	-	-	10,000	10,000
022001	SOCIAL SECURITY	-	-	6,146	6,262
022501	MEDICARE	-	-	1,437	1,464
023001	RETIREMENT	-	-	9,956	12,794
034204	OUTSIDE IT SUPPORT	-	-	1,000	1,000
034220	TRAFFIC SIGNAL OPS	-	-	3,400	3,400
039001	PROFESSIONAL SERVICES	-	-	20,000	25,000
056001	DUES PROFESSIONAL ORGANIZ	-	-	150	-
057101	TRAVEL AND CONFERENCE	-	-	750	750
067001	BOOKS & PERIODICALS	-	-	375	375
068003	PROTECTIVE CLOTHING	-	-	375	375
068014	MATERIALS-CAPITAL OUTLAY	-	-	3,250	3,250
074001	EQUIPMENT	-	-	13,750	13,750
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>159,723</b>	<b>169,413</b>
<b>PUBLIC TRANSPORTATION</b>					
<b>17-752-544-33-100-423</b>					
039027	SHUTTLE SERVICES	45,000	36,409	-	-
073030	DOWNTOWN LOOP	5,000	3,907	-	-
074008	TROLLEY MATCH	188,000	108,554	200,000	-
079028	BUS SHELTER/KIOSK	8,595	-	-	-
081006	COAST DUES	121,000	118,832	150,000	347,344
087014	SENIOR TRANSPORT	163,000	163,000	12,000	163,000
087030	ZAGSTER	48,000	48,230	-	-
<b>TOTAL</b>		<b>578,595</b>	<b>478,932</b>	<b>362,000</b>	<b>510,344</b>
<b>DOWNTOWN SNOW REMOVAL</b>					
<b>17-752-640-42-100-420</b>					
039200	SNOW REMOVAL	300,000	300,000	300,000	300,000
<b>TOTAL</b>		<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>
<b>DEBT SERVICE</b>					
<b>17-752-302-51-100-447</b>					
092101	FINANCING FEES ON DEBT	-	-	-	17,000
098001	PRINCIPAL-BONDED DEBT	1,310,000	854,000	890,000	935,000
098010	PROJECTED NEW BOND PAYMNT	-	-	-	25,000
098102	INTEREST-BONDED DEBT	982,500	921,040	891,313	846,813
<b>TOTAL</b>		<b>2,292,500</b>	<b>1,775,040</b>	<b>1,781,313</b>	<b>1,823,813</b>
<b>CONTINGENCY</b>					
<b>17-752-310-51-102-423</b>					
039033	FIRE SERVICES	-	-	-	25,000
051901	STUDENT TRANSPORTATION	-	-	-	50,000
081001	CONTINGENCY	175,000	-	75,000	-
087031	NEIGHBORHOOD PARKING PRO	-	-	-	100,000
099008	PARKING LOT LEASES	-	-	-	22,000
<b>TOTAL</b>		<b>175,000</b>	<b>-</b>	<b>75,000</b>	<b>197,000</b>



	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

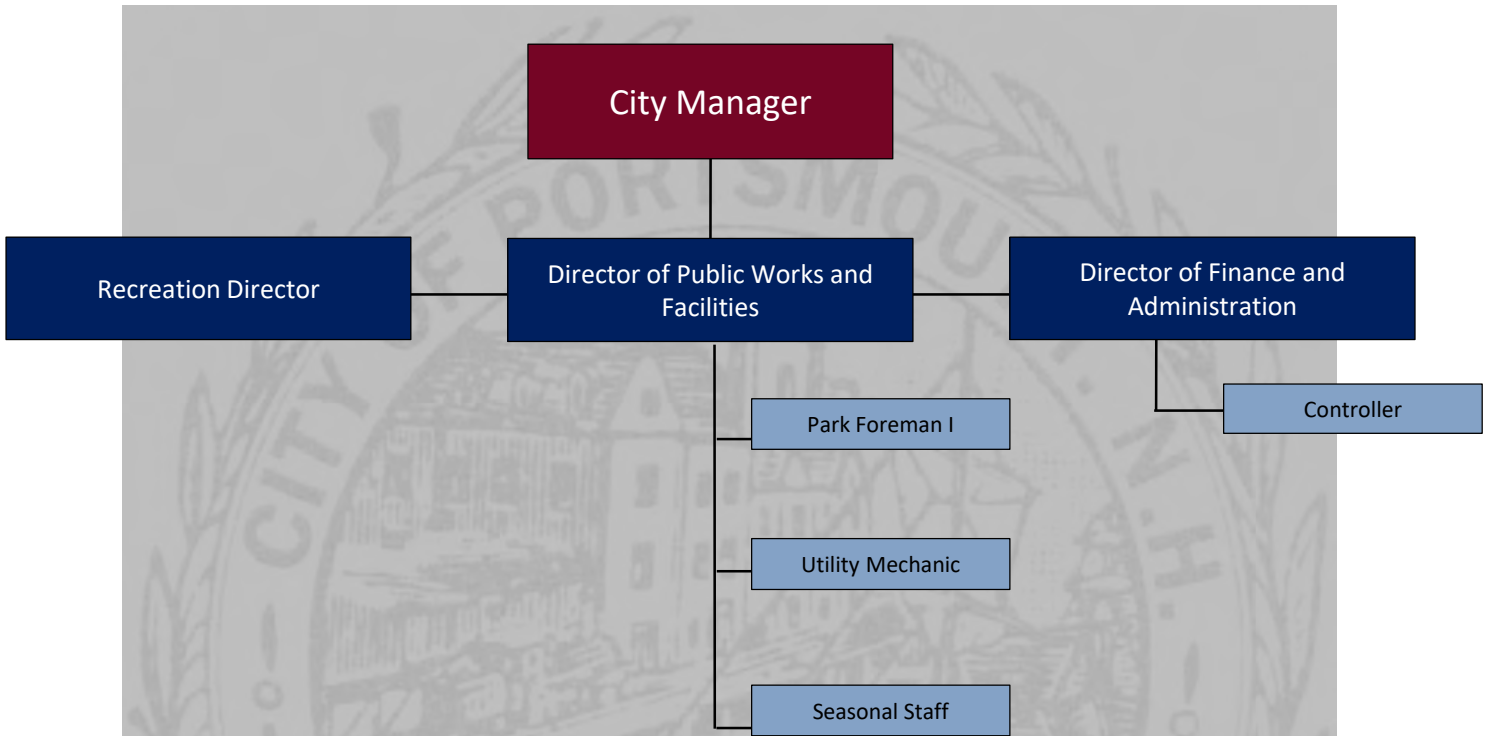
**CAPITAL PROJECTS**  
**17-752-795-00-100-452**

072060	FOUNDRY PLACE PARK FACILI	-	-	-	-
076001	VEHICLES-PW	335,000	-	-	130,000
079039	MULTI SPACE METER	45,000	-	-	65,000
079046	PLAN STUDIES	20,000	-	-	-
079057	PAVING PARKING LOTS	100,000	-	-	-
079067	BIKE/PED PLAN IMPLEMENTAT	50,000	-	-	-
099008	PARKING LOT LEASES	60,000	-	-	-
<b>TOTAL</b>		<b>610,000</b>	<b>-</b>	<b>-</b>	<b>195,000</b>
<b>Total Parking &amp; Transportation</b>		<b>7,536,910</b>	<b>5,552,928</b>	<b>5,963,837</b>	<b>6,457,388</b>



# Prescott Park

(Special Revenue Fund)



## Prescott Park Oversight and Care

Prescott Park is overseen by the City Manager with funding provided by the Trustees of the Trust Funds as well as the City of Portsmouth. Care and maintenance of the park is overseen by the Director of Public Works and Facilities while the financial well being of the park is under the auspices of the Director of Finance and Administration. The park's docks are staffed by the Recreation Department seasonal staffing.

## Mission

The mission of the Prescott Park Special Revenue Fund is to underwrite the operations required for the upkeep and administration of Prescott Park, which is within the management control of the City Manager. This work is carried out in accordance with the terms of the Josie F. Prescott Trust and related revenue sources, the deeds for the Park land, and directives of the Portsmouth City Council.





# Prescott Park

## Services Overview

- ✓ Maintenances of Park Grounds
- ✓ Maintenance of Park Facilities
- ✓ Docking Services
- ✓ Stewardship of Historic Resources
- ✓ Permitting and Scheduling of Special Events
- ✓ Administration of Park License Agreements
- ✓ Capital Planning and Project Management

## Position Summary Schedule

<u>Positions Full Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Controller	0.15	0.15	0.15
Park Foreman 1	1	1	1
Utility Mechanic	1	1	1
<b>Totals Full Time</b>	<b>2.15</b>	<b>2.15</b>	<b>2.15</b>
<u>Positions Part-Time</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Number of Seasonal part-time positions varies throughout the year			
<b>Totals Part Time</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Department Budget Comments

The Prescott Park proposed budget for FY22 is \$407,713, an increase of \$66,669 or 19.5% over FY21. These increases are primarily due to providing adequate summer staff, increased costs for plant material, and the annual cleaning of the dock.

## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 BUDGET</b>
SALARIES	118,476	123,072	129,221	135,377
PART-TIME SALARIES	60,000	66,231	74,840	112,205
OVERTIME	10,000	4,854	10,000	8,000
LONGEVITY	697	750	814	986
RETIREMENT	13,311	14,373	15,556	20,298
DENTAL INSURANCE	1,353	1,354	1,353	1,500
WORKERS COMP	3,515	3,497	5,190	5,315
OTHER BENEFITS	13,707	14,574	16,379	19,627
<i>Contractual Obligations</i>	<b>221,059</b>	<b>228,705</b>	<b>253,353</b>	<b>303,308</b>
CONTRACTED SERVICES	11,000	5,163	5,000	13,400
DUES PROFESSIONAL ORGANIZATION	-	-	-	-
TRAINING	500	-	500	-
GARDEN SUPPLIES	24,550	32,927	25,000	33,000
REPAIRS AND MAINTENANCE	12,500	6,507	10,500	10,000
UTILITIES	29,700	21,599	24,600	26,256
PROPERTY INSURANCE	3,045	3,015	5,363	5,631
CONTINGENCY	-	-	-	-
OTHER OPERATING	21,896	11,252	16,728	16,118
<i>Other Operating</i>	<b>103,191</b>	<b>80,462</b>	<b>87,691</b>	<b>104,405</b>
<b>TOTAL</b>	<b>324,250</b>	<b>309,167</b>	<b>341,044</b>	<b>407,713</b>





Prescott Park is funded from various sources, including the Josie F. Prescott Trust, the Marine Maintenance Trust (for costs associated with the Dock services and facilities), and a transfer from the General Fund. Other revenues which defray the impact on the General Fund include, fees associated with weddings, license agreements with large park users, and donations from the use of Four Tree Island and other purposes. This year's budget does not include costs associated with the Prescott Park Master Plan implementation. That project is shown separately as an on-going Capital Improvements Project. Additional information about that capital project can be found at the City's Web site at following link. <https://www.cityofportsmouth.com/prescottpark/prescott-park-master-plan-implementation-committee>

<i>FY22 Budget Summary of Revenues</i>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	1,500	1,500
Weddings	-	-	6,000	6,000
License Agreements	-	-	9,527	9,527
Transfer - General Fund	-	-	177,486	177,486
Transfer - Josie Prescott Trust	192,200	-	-	192,200
Transfer - Marine Maintenance Trust	-	21,000	-	21,000
Transfer - Bishop Flower Fund	-	-	-	-
<b>TOTAL</b>	<b>192,200</b>	<b>21,000</b>	<b>194,513</b>	<b>407,713</b>

<i>FY22 Budget Expenditure Breakdown</i>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	60,335	-	75,042	135,377
PART-TIME SALARIES	48,683	14,840	48,682	112,205
OVERTIME	4,000	-	4,000	8,000
LONGEVITY	-	-	986	986
RETIREMENT	-	-	20,298	20,298
DENTAL INSURANCE	-	-	1,500	1,500
WORKERS' COMPENSATION	-	-	5,315	5,315
OTHER BENEFITS	-	1,135	18,492	19,627
<i>Contractual Obligations</i>	<i>113,018</i>	<i>15,975</i>	<i>174,315</i>	<i>303,308</i>
CONTRACTED SERVICES	13,400	-	-	13,400
GARDEN SUPPLIES	20,000	-	13,000	33,000
REPAIRS AND MAINTENANCE	10,000	-	-	10,000
UTILITIES	19,301	1,557	5,398	26,256
PROPERTY INSURANCE	5,631	-	-	5,631
OTHER OPERATING	10,850	3,468	1,800	16,118
<i>Other Operating</i>	<i>79,182</i>	<i>5,025</i>	<i>20,198</i>	<i>104,405</i>
<b>TOTAL</b>	<b>192,200</b>	<b>21,000</b>	<b>194,513</b>	<b>407,713</b>



## Programs and Services

### Maintenance of Park Buildings and Grounds-

- Prescott Park includes over 10 acres of invaluable park space and public access to the Piscataqua River. The Park is made up of a number of unique and beloved spaces and historic buildings as well as the Prescott Formal Garden, Four Tree Island, docks, multiple wooden piers extending into the river, flower gardens and open lawn areas. An extensive array of infrastructure underground and along the water's edge in the form of seawalls and fencing also make up the Park. A full-time Park Foreman, utility mechanic and seasonal part-time staff, ensure the upkeep of the Park and all its components.



### Coordination of special and permitted events-

- In addition to the non-profit organizations who operate in the Park, a number of special events and other permitted activities take place in the park. Examples of these activities include Yoga in the Park, the Fairy House Tour, and other activities such as formal events in the Public Forum area. Permissions for these types of events are processed through the City Manager's office.



### Docking Services-

- The Park has two docking structures (North and South Docks) which are available for public use. Slips are designated for seasonal boaters, hourly rental and overnight docking for transient boaters. The dock slips are also used for docking for special visiting vessels offering public programs or services.

### Administration, Capital Planning and Project Management-

- In addition to the regular maintenance of the park grounds and facilities, the administration of park license agreements, policies, and services as well as planning for large scale capital improvements are also part of the Park responsibilities. Major investments in the Park are planned as a result of the Prescott Park Master Plan adopted by the City Council in 2017.



## Goals and Objectives

### Goal #1:

To ensure Prescott Park is available for park and recreational purposes

### Objectives:

- ✓ Operate the Park in a manner which guarantees access by the public for parks and recreational purposes
- ✓ Ensure compliance with deed restrictions, City ordinances, and Park policies
- ✓ Administer agreements and monitor programming and services of Park licensees
- ✓ Communicate with the residents, park users, park visitors and others about Park activities, operations, future planning and other issues.

### Citywide Goals Addressed:

- Promote Regulation Adherence and Legislative Development to Protect City Operations and Assets
- Promote A Welcoming, Safe and Diverse Community



- *Improve Public Outreach* 



**Goal #2:**

To maintain Prescott Park's buildings, grounds, and various other facilities in a historically-sensitive manner

**Objectives:**

- ✓ 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

**Citywide Goal Addressed:**

- *Preserve and Restore Historic Structures and Artifacts* 
- *Promote A Welcoming, Safe and Diverse Community* 


**Goal #3:**

Provide high quality and safe docking services to the boating public

**Objectives:**

- ✓ Maintain the dock facilities and plan for future capital needs to maintain services
- ✓ Operate the docking facilities to maximize access for the public

**Citywide Goal Addressed:**

- *Promote A Welcoming, Safe and Diverse Community* 

Performance Measures

**Events**

	2019	2020	2021 (Estimate)
Weddings	18	22	20
Four Tree Island (Large Grill Reservation)	73	66	75



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>PRESCOTT PARK</b>			<u>POSITION</u>	<u>SALARY</u>
<u>ADMINISTRATION</u>				
PMA GRADE 19	F	③	CONTROLLER/ENTERPRISE ACCOUNTANT	14,457
			EDUCATION STIPENDS	250
<b>TOTAL ADMINISTRATION</b>				<b>14,707</b>
<u>BUILDING/GROUNDS</u>				
SMA GRADE 13	9D/3E		PARK FOREMAN I	69,113
1386 GRADE 7	G		UTILITY MECHANIC	51,557
<b>TOTAL BUILDING GROUNDS</b>				<b>120,670</b>
<b>TOTAL FULL TIME</b>				<b>135,377</b>
PT - SEASONAL - PRESCOTT PARK BUILDINGS/GROUNDS				97,365
PT - SEASONAL - PRESCOTT PARK BOAT DOCKS				14,840
<b>TOTAL PART TIME</b>				<b>112,205</b>
<b>TOTAL DEPARTMENT</b>				<b>247,582</b>

② **FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**  
85% FINANCE, 15% PRESCOTT PARK



	FY20	FY20	FY21	FY22 CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

**PRESCOTT PARK**

**ADMINISTRATION**

**84-751-610-51-133-439**

011001	REGULAR SALARIES	12,452	12,507	14,278	14,707
015001	LONGEVITY	47	-	49	50
022001	SOCIAL SECURITY	775	800	888	915
022501	MEDICARE	181	187	208	214
023001	RETIREMENT	1,396	1,481	1,600	2,075
034103	TELEPHONE	750	510	600	600
039001	PROFESSIONAL SERVICES	1,000	-	-	-
062001	OFFICE SUPPLIES	396	30	250	250
<b>TOTAL</b>		<b>16,997</b>	<b>15,515</b>	<b>17,873</b>	<b>18,811</b>

**PARKS BUILDINGS & GROUNDS OPERATIONS**

**84-751-624-51-133-439**

011001	REGULAR SALARIES	106,024	110,564	114,943	120,670
012001	PART TIME SALARIES	45,440	54,155	60,000	97,365
014041	OVERTIME	10,000	4,854	10,000	8,000
015001	LONGEVITY	650	750	765	936
021101	INSURANCE-DENTAL	1,353	1,354	1,353	1,500
022001	SOCIAL SECURITY	9,431	10,252	11,466	14,072
022501	MEDICARE	2,206	2,410	2,682	3,291
023001	RETIREMENT	11,915	12,893	13,956	18,223
026002	INSURANCE-WORKERS COMP	3,515	3,497	5,190	5,315
039001	PROFESSIONAL SERVICES	10,000	5,163	5,000	13,400
041002	ELECTRICITY	9,000	4,909	6,000	5,500
041101	NATURAL GAS	2,200	2,830	1,500	3,200
041205	WATER /SEWER FEES	16,100	12,241	15,000	15,999
043001	REPAIRS-STRUCTURAL	5,000	2,118	4,000	4,000
043002	REPAIRS-ELECTRICAL	3,000	1,348	2,000	3,000
043018	REPAIRS-EQUIPMENT	4,500	3,041	4,500	3,000
048002	PROPERTY INSURANCE	3,045	3,015	5,363	5,631
054050	TRAINING	500	-	500	-
061002	MISCELLANEOUS SUPPLIES	15,200	5,504	10,000	10,000
062019	GARDENING SUPPLIES	24,550	32,927	25,000	33,000
068003	PROTECTIVE CLOTHING	2,000	1,725	2,500	1,800
081001	CONTINGENCY	-	-	-	-
<b>TOTAL</b>		<b>285,629</b>	<b>275,550</b>	<b>301,718</b>	<b>367,902</b>

**BOAT DOCKS**

**84-785-755-00-133-439**

012001	PART TIME SALARIES	14,560	12,076	14,840	14,840
022001	SOCIAL SECURITY	903	749	920	920
022501	MEDICARE	211	175	215	215
034103	TELEPHONE	750	855	750	840
041002	ELECTRICITY	1,000	985	1,000	800
041205	WATER /SEWER FEES	1,400	633	1,100	757
074002	IT EQUIPMENT	2,800	2,628	2,628	2,628
<b>TOTAL</b>		<b>21,624</b>	<b>18,102</b>	<b>21,453</b>	<b>21,000</b>

<b>TOTAL PRESCOTT PARK</b>	<b>324,250</b>	<b>309,167</b>	<b>341,044</b>	<b>407,713</b>
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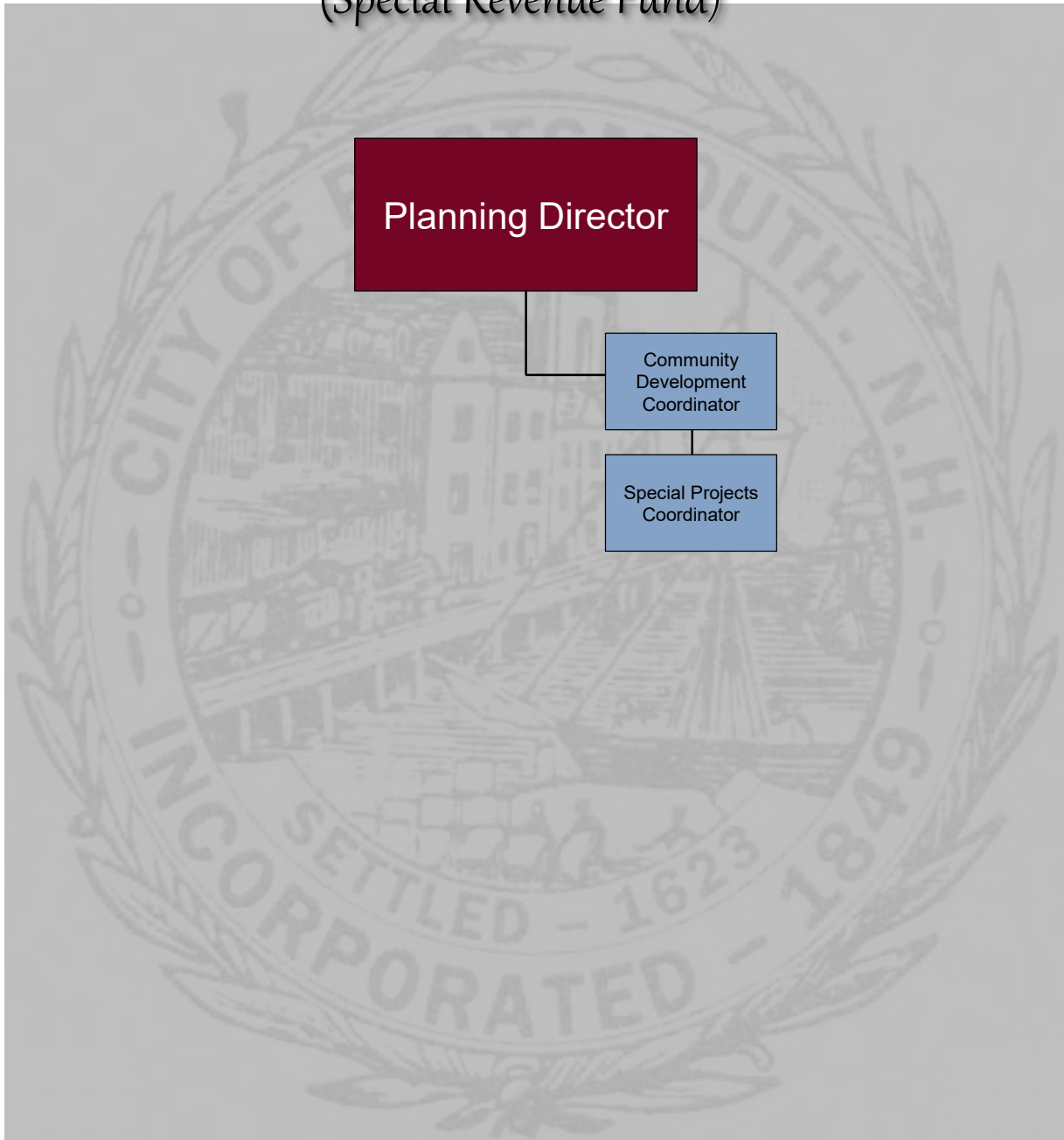
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# Community Development Block Grant (CDBG)

(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) Annual Entitlement Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ ADA Accessibility Improvement Projects
- ✓ Public Service Agency Grant Program
- ✓ Administration of CDBG Disaster Relief Funds, if any
- ✓ Administration of the Hometown Program for First-Time Homebuyers

## Position Summary Schedule

<b>Positions Full Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Community Development Coordinator	1	1	1
<b>Totals Full Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Positions Part Time</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
PT Special Projects Coordinator	1	1	1
<b>Totals Part Time</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## Department Budget Comments

The FY22 proposed administrative budget for Community Development is \$121,246. This represents an increase of \$4,479 or 3.8% from the FY21 budget. The budget includes salary and benefit and other general administration costs of the Community Development Block Grant (CDBG) Program. This increase is due to a program expansion to include administration of additional programs and grant funds to prepare, prevent and respond to COVID-19 and a modest rise in anticipated CDBG program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction costs.

## Budget Summary of Expenditures

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY21 BUDGET</b>	<b>FY22 CITY MANAGER RECOMMENDED</b>
<b>CDBG</b>				
SALARIES	83,930	80,544	78,727	80,302
PART-TIME SALARIES	-	9,809	18,170	18,537
LONGEVITY	17	-	327	333
RETIREMENT	9,378	9,083	8,830	11,337
OTHER FRINGE BENEFITS	6,420	6,746	7,513	7,587
OTHER OPERATING	10,205	2,866	3,200	3,150
<b>TOTAL</b>	<b>109,950</b>	<b>109,047</b>	<b>116,767</b>	<b>121,246</b>





## Programs and Services

**U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG)** – The primary purpose of the CDBG program is to develop viable communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for residents who earn low or moderate incomes. The City of Portsmouth receives and administers approximately \$525,000 annual in CDBG entitlement funds. Additional CDBG funds may be made available to the City for disaster relief and urgent needs, such as through the CARES Act to prepare, prevent and respond to COVID-19.

**Public Facility and Accessibility Projects** - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically disabled.



**Public Service Agency Grant Program** - 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><b>Goal #2:</b></p> <p>Support improvements to government and non-profit public facilities that primarily serve individuals and families earning low to moderate incomes.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Provide funding for public facility improvements to nonprofit agencies through the CDBG public facilities grant program.</li> <li>✓ Fund CDBG-eligible public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons.</li> </ul>
<p><b>Citywide Goal Addressed:</b>          ✓ <i>Promote a Welcoming, Safe and Diverse Community</i> </p>	
	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Administer HomeTown, the City of Portsmouth First Time Homebuyer Program in coordination with program partners including the Portsmouth Housing Endowment Fund.</li> <li>✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain and, where appropriate, expand the stock of affordable housing.</li> <li>✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group.</li> </ul>
<p><b>Goal #4:</b></p> <p>Ensure that individuals with disabilities have equal access to public facilities and services.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to carry out projects that remove architectural barriers and improve access to public facilities for people with disabilities.</li> </ul>
<p><b>Citywide Goal Addressed:</b>  <i>Promote a Welcoming, Safe and Diverse Community</i> </p>	
<p><b>Goal #5:</b></p> <p>Support activities that prepare, prevents and respond to disasters and urgent needs.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Administer CDBG funds made available through the CARES Act and/or other disaster relief grants by funding activities including economic development, social services and public facility improvements that prepare, prevent and respond to COVID-19 or other eligible disasters and urgent needs as defined by HUD.</li> </ul>
<p><b>Citywide Goal Addressed:</b>  <i>Promote a Welcoming, Safe and Diverse Community</i> </p>	



Performance Measures

Community Development Block Grant Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration.

FY19 – Yes  
 FY20 – Yes  
 FY21 (Est) – Yes

Number of households benefiting from Housing Rehabilitation		
FY19	FY20	FY 21(est.)
195	134	125

Number of households assisted through HomeTown, the City's First-Time Homebuyer Program		
FY19	FY20	FY 21(est.)
4	5	6

Number of persons benefitting from Public Facility Improvements		
FY19	FY20	FY 21(est.)
5437	6223	22,000

Number of persons benefitting from Public Service Agency Grant Program		
FY19	FY20	FY 21(est.)
2,675	2,841	22,000



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>COMMUNITY DEVELOPMENT</b>		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
PMA GRADE 15	E	COMMUNITY DEVELOPMENT COORDINATOR	78,635
		EDUCATION STIPENDS	1,667
<b><u>TOTAL FULL TIME</u></b>			<b><u>80,302</u></b>
PMA GRADE 7	A	SPECIAL PROJECTS COORDINATOR(15.75HRS/WK)	18,537
<b><u>TOTAL PART TIME</u></b>			<b><u>18,537</u></b>
<b><u>TOTAL DEPARTMENT</u></b>			<b><u>98,839</u></b>



	FY20	FY20	FY21	FY22
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

**COMMUNITY DEVELOPMENT**

**HOUSING REHAB**  
**20-789-411-38-100-002**

011001	REGULAR SALARIES	-	-	5,511	-
022001	SOCIAL SECURITY	-	-	342	-
022501	MEDICARE	-	-	80	-
023001	RETIREMENT	-	-	616	-
<b>TOTAL HOUSING REHAB</b>		-	-	<b>6,549</b>	-

**ADMINISTRATION**  
**20-789-411-51-100-002**

011001	REGULAR SALARIES	83,930	80,544	73,216	80,302
011065	COLL BARG CONTINGENCY	-	-	-	-
012001	PART TIME SALARIES	-	9,809	18,170	18,537
015001	LONGEVITY	17	-	327	333
022001	SOCIAL SECURITY	5,202	5,482	5,686	6,149
022501	MEDICARE	1,218	1,264	1,405	1,438
023001	RETIREMENT	9,378	9,083	8,214	11,337
030101	PROF SERVICES-AUDIT	1,500	1,205	-	-
053001	ADVERTISING	1,000	854	1,000	1,000
056001	DUES PROFESSIONAL ORGANIZ	750	550	750	750
057101	TRAVEL AND CONFERENCE	1,000	85	1,000	1,000
062001	OFFICE SUPPLIES	300	-	200	200
062010	COPYING SUPPLIES	250	-	-	-
062501	POSTAGE	250	172	250	200
081001	CONTINGENCY	5,155	-	-	-
<b>TOTAL ADMINISTRATION</b>		<b>109,950</b>	<b>109,047</b>	<b>110,218</b>	<b>121,246</b>
<b>TOTAL</b>		<b>109,950</b>	<b>109,047</b>	<b>116,767</b>	<b>121,246</b>





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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	FY20	FY21	FY22
Economic Development Program Manager	1	1	1
<b>Totals Full Time</b>	<b>1</b>	<b>1</b>	<b>1</b>



## Department Budget Comments

The proposed FY22 budget for UDAG is \$247,743. This represents a net increase of \$2,356 or 0.96% from the FY21 budget. The net increase is due to funds allocated to Portsmouth 400<sup>th</sup> planning..

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.

*NOTE on COVID -19 Pandemic Impacts:* Many Portsmouth businesses and the associated workforce have been significantly impacted by the COVID 19 pandemic; particularly the restaurant, retail, lodging arts/cultural and transportation sectors. This has resulted in a shift economic development activities to respond to business needs and is reflected in the typical performance activity noted in this budget summary.

## Budget Summary of Expenditures

	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY22 CITY MANAGER RECOMMENDED
<b>UDAG</b>				
SALARIES	86,369	87,293	89,014	90,795
LONGEVITY	1,923	1,922	1,961	2,333
RETIREMENT	9,863	9,965	10,162	13,094
HEALTH/DENTAL	-	-	-	-
OTHER FRINGE BENEFITS	8,564	7,028	10,850	7,921
CONTINGENCY	30,000	12,974	45,000	20,000
JULY 4TH FIREWORKS	25,000	25,000	25,000	25,000
PARTNERSHIPS	93,000	40,000	53,000	80,000
OTHER OPERATING	10,400	5,930	10,400	8,600
<b>TOTAL</b>	<b>265,119</b>	<b>190,112</b>	<b>245,387</b>	<b>247,743</b>





## 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 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 the City's Cultural organizations and to local creative economy industries. Services also include interfacing with local cultural institutions, such as museums, theatres, historic homes, marketing professionals and filmmakers wishing to film in the City.

**Special Projects-** Project management of special development projects and activities such as Blue Ribbon Committee on Sister City and Citizen Diplomacy, Market Street Gateway Improvements, Vaughan Mall Improvement Project, African Burying Ground Stewardship Committee, implementation of the UNH Business Retention and Expansion Program findings, Clipper Strong Fund, Seacoast Manufacturing Roundtable and the Career Pathways effort.

## Goals and Objectives







### Goal #1:

To promote and maintain high-quality, sustainable development and a








### Objectives:

- ✓ Promote redevelopment of existing retail and commercial areas into vibrant mixed-use centers supporting retail, research, office and commercial development through zoning and infrastructure planning.
- ✓ Participate in efforts to increase options for more workforce housing in the City.



<p>balanced local economy.</p>	
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #2:</b></p> <p>To provide assistance services related to business expansion, retention and relocation.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ Maintain partnership with UNH Small Business Development Center to continue presence in City Hall for assistance to the City's microenterprise and start-ups.</li> <li>✓ Collaborate with NH Office of Business and Economic Affairs on outreach to business attraction and retention.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #3:</b></p> <p>To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth's quality of life and revitalizes existing business areas.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Continue to financially support the partnership between the City and the Greater Portsmouth Chamber Collaborative of Greater Portsmouth for tourism and business development.</li> <li>✓ Maintain liaisons with the Pease Development Authority and Tenants Association, West End Business Association, the University of New Hampshire, Great Bay Community College, SBDC, NH Tech Alliance, Regional Economic Development Center, and local, county and state business and real estate organizations.</li> <li>✓ Collaboration in the Seacoast manufacturing roundtable Business Education Committee at Portsmouth High School.</li> <li>✓ Develop an outreach and assistance program targeted to property owners and businesses in local Economic Revitalization Zones.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• <i>Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive</i> </li> <li>• <i>Promote a Welcoming, Safe and Diverse Community</i> </li> </ul>	
<p><b>Goal #4:</b></p> <p>To support the local creative economy and cultural community including those related to cultural tourism.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Promote and sustain the contribution the arts and culture sector makes to the local economy. Incorporate this into city marketing efforts.</li> <li>✓ Support and assist in the Americans for the Arts Economic Prosperity Study</li> <li>✓ Support and promote planning for the Portsmouth 400<sup>th</sup> anniversary effort.</li> <li>✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.</li> </ul>



<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive </li> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	
<p><b>Goal #5:</b></p> <p>To collect, develop, maintain and disseminate information on the local economy.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Participate in the update of the regional Comprehensive Economic Strategy (CEDS) update by Regional Economic Development Center.</li> <li>✓ Prepare reports on economic indicators as required for city finance reports and for use by businesses and the public and for presentations.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive </li> <li>• Promote a Welcoming, Safe and Diverse Community </li> <li>• Improve Public Outreach </li> </ul>	
<p><b>Goal #6:</b></p> <p>To promote Portsmouth as an ideal location to live and locate a business.</p>	<p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain the economic development database and website for promotion of the City as an excellent business location.</li> <li>✓ Collaborate in local and regional marketing opportunities.</li> <li>✓ Work with the Pease Development Authority, the Chamber Collaborative of Greater Portsmouth, the Discover Portsmouth Center, the NH Division of Business and Economic Affairs, media representatives and site selection professionals to promote Portsmouth as the optimum business location site.</li> <li>✓ Continue regional economic development alliances to promote seacoast NH for advance manufacturing and knowledge-based industries.</li> </ul>
<p><b>Citywide Goals Addressed:</b></p> <ul style="list-style-type: none"> <li>• Support a Vibrant Economic Environment for Businesses to Grow &amp; Thrive </li> <li>• Promote a Welcoming, Safe and Diverse Community </li> </ul>	

## Performance Measures

	FY19	FY20	FY 21 (Est.)
Response to business relocation/ start-up/ retention and data inquiries.	20	15	20
Number of City Council referrals to EDC	2	1	1
Administration and Coordination of EDC Monthly Meetings	14	14	13
Coordinate EDC Business Site Visits	2	3	3
Public/Private Partnerships Projects coordinated	5	5	5
Special Activities/Projects/Contracts	8	8	8
Cultural Activity Requests (performance, photo shoots, etc.)	20	19	15
LCHIP Projects Managed		2	2
Regional Economic Development Initiatives		5	5



<i>Art Acquisition Projects</i>		3	2
<i>Business Retention Case management</i>		4	7
<i>Workforce Development Projects</i>		2	2
<i>COVID -19 Business Response Activity</i> <ul style="list-style-type: none"> <li>• <i>City Staff Emergency Mgt. Team</i></li> <li>• <i>Clipper Strong Fund/Buy Local Media Campaign</i></li> <li>• <i>Chamber Chat Live Participation</i></li> <li>• <i>CARES Act Resource/Webinars/Business Visits</i></li> <li>• <i>Mayors Business Reopening Committee</i></li> <li>• <i>Mayors Blue Ribbon Committee on the Arts/Nonprofits</i></li> </ul>	-	-	-



**FY22 BUDGETED POSITION AND SALARY DETAIL**

<b>UDAG</b>		<b><u>POSITION</u></b>	<b><u>SALARY</u></b>
PMA GRADE 17	H	ECONOMIC DEVELOPMENT MANAGER	90,795
		<b><u>TOTAL DEPARTMENT</u></b>	<b><u>90,795</u></b>



		FY20	FY20	FY21	FY22
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED
<b>URBAN DEVELOPMENT ACTION GRANT (UDAG)</b>					
<b>25-789-413-51-100-002</b>					
011001	REGULAR SALARIES	86,369	87,293	89,014	90,795
015001	LONGEVITY	1,923	1,922	1,961	2,333
019002	UNANTICIPATED EXPENSES	1,011	-	3,093	-
021501	INSURANCE-LIFE	473	166	473	473
021601	INSURANCE-DISABILITY	324	309	324	324
022001	SOCIAL SECURITY	5,475	5,311	5,641	5,774
022501	MEDICARE	1,281	1,242	1,319	1,350
023001	RETIREMENT	9,863	9,965	10,162	13,094
039078	FIREWORKS	25,000	25,000	25,000	25,000
041205	WATER /SEWER FEES	1,800	-	1,800	-
053001	ADVERTISING	5,000	4,256	5,000	5,000
056001	DUES PROFESSIONAL ORGANIZ	800	725	800	800
057101	TRAVEL AND CONFERENCE	2,800	937	2,800	2,800
073102	PRESCOTT PARK WARHURST SC	7,500	7,500	-	-
081001	CONTINGENCY	22,500	5,474	45,000	20,000
081028	TOURISM/HI TECH PARTNERSH	40,000	40,000	40,000	40,000
081030	ART AGENCY	15,000	-	-	-
081065	ENTREPRENEUR START UP	10,000	-	10,000	-
081067	400TH CELEBRATION	25,000	-	-	30,000
081069	BR&E PROJECT	3,000	-	3,000	5,000
088099	COVID-RECOVERY/RESILINCY	-	-	-	5,000
062501	POSTAGE	-	12	-	-
<b>TOTAL UDAG</b>		<b>265,119</b>	<b>190,112</b>	<b>245,387</b>	<b>247,743</b>



# CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2022-2031



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 FY22)

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	H004	Fusion (black)	Ford	2009	3FAHP07Z49R114671	2020	\$ 1.00	5
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	H010	Explorer (Black)	Ford	2014	1FM5K8AR2EGB19738	2020	\$ 1.00	5
Highway	H011	F-550 4x4 (yellow) w/plow	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	12
Highway	H015	4'x8' Flatbed Trailer	Carry-On	2006	4YMUL08146V011548	2008	\$ 700.00	20
Highway	H018	F550 Dump(wht) w/plow	Ford	2020	1FDUF5HN1LDA00823	2020	\$ 73,181.85	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	GR64F Rolloff (white)	Mack	2021	1M2GR3GC1MM019687	2020	\$ 298,435.00	12
Highway	H034	Granite 42B Dump	Mack	2020	1M2GR1AC1LM001413	2020	\$ 232,984.00	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 (yellow) w/plow, wing, & spreader	International	2010	1HTWDAAR6AJ266106	2010	\$ 120,427.00	12

**City of Portsmouth  
Inventory  
Vehicles**

**Public Works/Highway**

(Scheduled for replacement in FY22)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
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	Granite 64B Packer (White)	Mack	2020	1M2GR3GC5LM018184	2020	\$ 267,150.00	8
Highway	H045	7400 Packer (white)	International	2007	3HTWGAZT47N406263	2008	\$ 132,194.00	8
Highway	H050	F550 4x4 1Ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT3BEC54881	2011	\$ 34,296.00	8
Highway	H051	Bucket Truck (white)	Freightliner	2020	1FVACXFE3LHLE3818	2020	\$ 180,891.00	12
Highway	H054	Forklift	International	1983	3336022456	2000	\$ 14,000.00	20
Highway	H055	130G Grader	Caterpillar	1985	7GB00959	1996	\$ 20,000.00	15
Highway	H056	Roller-C747B	Hypac	2001	101170515602	2001	\$ 1.00	20
Highway	H068	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HTXBEA87743	2011	\$ 50,500.00	8
Highway	H072	Sidewalk Tractor	Trackless	2015	MT6-1881	2015	\$ 134,696.00	10
Highway	H076	Compressor	Atlas	2014	4500A1014ER047276	2015	\$ 15,583.00	20
Highway	H082	Sidewalk Tractor	Trackless	2013	MT6-1700	2013	\$ 151,291.00	10
Highway	H084	Sidewalk Tractor	Trackless	2013	MT6-1721	2013	\$ 151,291.00	10
Highway	H085	7400 Packer (Year 1 of 3)	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer	International	2012	1HTWGAZT3CJ453023	2014	\$ 153,819.00	8
Highway	H087	Forklift	Toyota	2018	62519	2019	\$ 30,651.00	20
Highway	H095	Tractor	Kubota	2014	52471	2015	\$ 17,380.00	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 (Final Year of funding 2023)	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10

**City of Portsmouth  
Inventory  
Vehicles**

**Public Works/Highway**

(Scheduled for replacement in FY22)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H107	Utility Trailer	Carry-On	2004	4YMUL18294V008205	2004	\$ 1,500.00	20
Highway	H110	Chipper	Morbark	2016	4S8SZ1615GW025594	2016	\$ 57,750.00	20
Highway	H111	Express Cargo Van (yellow)	Chevrolet	2008	1GCGG25C981228724	2009	\$ 16,373.00	8
Highway	H112	Utility Trailer-Greenspace	Big Tex	2016	16VAX1012G3007043	2017	\$ 1,500.00	20
Highway	H114	GR42B Flatbed w/plow, wing, & spreader	Mack	2020	1M2GR1ACXLM001412	2021	\$ 181,330.00	12
Highway	H115	F-250 (yellow) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	8
Highway	H116	Utility Trailer-Greenspace	Cargo	2001	4U01C18241A001805	2020	\$ 1.00	10
Highway	H117	Trailer_CONFIRM WE STILL OWN	Loadrite	2014	5A4HRAT20E2010005	2015	\$ 5,450.00	20
Highway	H118A	Hot Top Box	Stepp	2018	4S9PHT4Y0JS127075	2018	\$ 100,729.00	20
Highway	H118B	Hot Top Box	HDME	1995	NHTR0092881	1995	\$ 1.00	20
Highway	H119	Landscape Trailer	Mass	1999	1M9FL1413XD441003	1999	\$ 1,646.00	20
Highway	H120	Cargo Trailer (white)	Diamond	2020	54NBE2028L1076897	2020	\$ 6,400.00	10
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)	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 (white)	Ford	2020	3ALACXFC6LDME9202	2020	\$ 163,280.00	10
Highway	H136	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Prescott Park	PP139	AgriSUV	Kawasaki	1996	JK1AFGC12RD501699	2003	\$ 3,587.00	10

**City of Portsmouth  
Inventory  
Vehicles**

**Public Works/Highway**

(Scheduled for replacement in FY22)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H140	Ballfield Rake	Smithco	2003		2004	\$ 7,995.00	20
Highway	H141	Message Board	Solar	2015	4GM1M0913F1454406	2015	\$ 15,450.00	10
Highway	H142	Message Board	PCMS	2009	139UP081X3A003197	2010	\$ 14,000.00	10
Highway	H144	Utility Trailer-Recycling	Geneva	2003	4BEUS14183VNMC213	2003	\$ 5,000.00	20
Highway	H148	F350 pickup w/plow (yellow)	Ford	2019	1FT8X3B63KEC00099	2019	\$ 42,699.00	8
Highway	H149	Utility Trailer-Signs/Lines	Carry-On	2005	4YMUL10145V058319	2006	\$ 2,000.00	20
Highway	H151	4X4 1 Ton Dump (yellow) w/plow & spreader	Chevrolet	2009	1GBJK74K79E116027	2010	\$ 36,835.00	10
Highway	H154	Light Tower	RAJLY	2015	5UAA1LK17FV003653	2015	\$ 2,017.00	10
Highway	H155	Light Tower	RAJLY	2015	5UAA1LK15FV003652	2015	\$ 2,017.00	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	\$ 1.00	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
Prescott Park	PP4	F-350 (Stake Truck) Placeholder						

**City of Portsmouth  
Replacement Schedule**

**Vehicles**

(Scheduled for replacement in FY22)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
CH001		\$ 20,000								
H004						\$ 30,000				
H005		\$ 35,000								
H006				\$ 35,000						
H008		\$ 35,000								\$ 45,000
H009			\$ 30,000							
H010						\$ 30,000				
H011					\$ 70,000					
H015							\$ 1,500			
H018							\$ 40,000	\$ 40,000		
H019										\$ 45,000
H020			\$ 40,000							
H021										\$ 45,000
H022	\$ 85,000									
H023		\$ 40,000								
H033						\$ 50,000				
H034							\$ 75,000			
H036		\$ 40,000								
H037				\$ 50,000	\$ 50,000					
H038				\$ 50,000						
H039										

**City of Portsmouth  
Replacement Schedule**

**Vehicles**

(Scheduled for replacement in FY22)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
H040			\$ 35,000	\$ 35,000						
H043			\$ 62,500	\$ 62,500						
H044			\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500				
H045						\$ 95,000	\$ 95,000	\$ 95,000		
H050	\$ 85,000								\$ 95,000	
H051									\$ 95,000	\$ 95,000
H054					\$ 35,000					
H055					\$ 50,000	\$ 50,000				
H056							\$ 35,000	\$ 35,000		
H068		\$ 85,000							\$ 95,000	
H072				\$ 75,000	\$ 75,000					
H076										
H082			\$ 80,000	\$ 75,000						
H084			\$ 75,000	\$ 75,000						
H085	\$ 95,000	\$ 95,000	\$ 95,000					\$ 50,000	\$ 50,000	\$ 100,000
H086		\$ 95,000	\$ 95,000	\$ 95,000				\$ 50,000	\$ 50,000	\$ 100,000
H095				\$ 25,000						
H102				\$ 50,000	\$ 50,000					
H105									\$ 85,000	
H106		\$ 40,000								\$ 50,000
H107			\$ 2,000							

**City of Portsmouth  
Replacement Schedule**

**Vehicles**

(Scheduled for replacement in FY22)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
H111							\$ 25,000			
H112										
H114					\$ 140,000					\$ 70,000
H115			\$ 45,000							
H116										\$ 2,000
H117										
H118A										
H118B										
H119								\$ 3,500		
H120									\$ 7,500	
CH120						\$ 35,000				
H121		\$ 45,000								
CH124				\$ 35,000						
R125								\$ 55,000	\$ 55,000	
CH128		\$ 30,000								
R129						\$ 32,000				
H133							\$ 90,000	\$ 90,000		
H136	\$ 85,000							\$ 45,000	\$ 45,000	
PP139							\$ 4,000			
H140										
H141				\$ 20,000						

**City of Portsmouth  
Replacement Schedule**

**Vehicles**

(Scheduled for replacement in FY22)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
H148						\$ 45,000				
H149				\$ 2,500						
H151								\$ 50,000	\$ 50,000	\$ 100,000
H154										
H155										
CH156								\$ 30,000		
CH157		\$ 20,000								
CH158		\$ 20,000								
H160			\$ 40,000							
CH162							\$ 35,000			
CH164							\$ 35,000			
CH165							\$ 35,000			
PP1					\$ 20,000					
PP4		\$ 40,000								
<b>TOTALS</b>	<b>\$ 350,000</b>	<b>\$ 640,000</b>	<b>\$ 667,000</b>	<b>\$ 752,500</b>	<b>\$ 557,500</b>	<b>\$ 434,500</b>	<b>\$ 470,500</b>	<b>\$ 543,500</b>	<b>\$ 627,500</b>	<b>\$ 652,000</b>



**City of Portsmouth  
Replacement Schedule**

**Vehicles** (Scheduled for replacement in FY22)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
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Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

General Fund Fund portion of Stormwater:

	\$ -	\$ 115,000	\$ 70,000	\$ 27,500	\$ 80,000	\$ 80,000	\$ 80,000	\$ 55,000	\$ 52,500	\$ 52,500
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<b>Total General Fund</b>	<b>\$ 350,000</b>	<b>\$ 755,000</b>	<b>\$ 737,000</b>	<b>\$ 780,000</b>	<b>\$ 637,500</b>	<b>\$ 514,500</b>	<b>\$ 550,500</b>	<b>\$ 598,500</b>	<b>\$ 680,000</b>	<b>\$ 704,500</b>
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City of Portsmouth  
Inventory  
Vehicles

**Police Department**

(Scheduled for replacement in FY 2022)

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	Auction FY21 (FY21\$)	5
Police	5	Explorer	BLK LP - 2	Ford	2018	1FM5K8AR0JGA45987	2018	\$30,684.00	5+
Police	4	Explorer	B&W - 3	Ford	2016	1FM5K8AR0GGB44611	2016	Auction FY21 (FY21\$)	5
Police	29	Explorer	B&W - 4	Ford	2020	1FM5K8AB0LGC94361	2021	\$34,422.00	5
Police	2	Crwn Vic	B&W - 5	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	10
Police	14	Explorer	B&W - 6	Ford	2020	1FM5K8AB2LGC94362	2021	Auction FY21	5
Police	15	Explorer	B&W - 7	Ford	2020	1FM5K8AB5LGB12847	2020	\$35,884.00	5
Police	16	Explorer	B&W - 8	Ford	2020	1FM5K8AB9LGC94360	2021	\$34,422.00	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	10
Police	21	Explorer	B&W - 11	Ford	2014	1FM5K8AR9EGA70909	2020-used	\$13,001.00	5
Police	26	Explorer	B&W - 12 (Spvr)	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
Police	3	Explorer	B&W - 13	Ford	2020	1FM5K8AB3LGB12846	2020	\$35,884.00	5
Police	22	Explorer	B&W - 14	Ford	2020	1FM5K8AB4LGC94363	2021	\$34,422.00	5
Police	9	Explorer	B&W - 15	Ford	2014	1FM5K8AR0EGB19740	2014	Auction FY21 (FY21\$)	5
Police	10	Explorer	BLK LP- 16	Ford	2020	1FM5K8AB9LGB12849	2020	\$35,884.00	5
Police	31	Explorer	B&W	Ford	2020	1FM5K8AB7:GB12848	2020	\$35,884.00	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	2017	1FMCU9G92HUA74045	2020	\$16,999.00	5
Police	11	Acadia	UMV - 1	GMC	2019	1GKKNULS5KZ110382	2020-used	\$26,999.00	5+

City of Portsmouth  
 Inventory  
 Vehicles

**Police Department**

(Scheduled for replacement in FY 2022)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	\$24,108.00	5+
Police	6	Traverse	UMA - 1	Chevy	2015	1GNKVFKD5FJ364681	2016	\$24,200.00	5+
Police	30	Edge	UMA - 2	Ford	2013	2FMDK3GC2DBA25236	2015	\$21,417.00	5+
Police	28	Fusion	UMA -3	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	20	Ranger	AC - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	23	Evidence Van	EV - 1	Ford	2010	1FDWE3FLXADA64244	2010	xx	5+
Police	32	Transit Drone Van	DRN - 1	Ford	2019	1FTYR2CM1KKA73713	2020	\$29,980.00	10+
Police	33	Transit ICAC Van	ICAC-1	Ford	2020	1FTYE2C87LKB21683	2020	\$40,916.00	10+
Police	MC-1	Motorcycle	MC - 1	Harley D.	2019	1HD1FMP1XKB672503	2019	\$17,500.00	2
Police	MC-2	Motorcycle	MC - 2	Harley D.	2018	1HD1FMC13JB672508	2018	\$17,500.00	2
BW-Black & White LP-Low Profile BW UM-Unmarked UMA- Unmarked Adm EV-Evidence AC-Animal Control DRN-Drone Van ICAC-ICAC Van									
* Delay in production of new model resulted in no delivery in FY19 of cars ordered (expected 12/2019)									

City of Portsmouth  
 Replacement Schedule  
 Vehicles

(Scheduled for replacement in FY 2022)

City ID #	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
13					\$ 49,200.00					\$ 62,900.00
5		\$ 46,900.00					\$ 54,300.00			
4					\$ 49,200.00					\$ 62,900.00
29					\$ 49,200.00					\$ 62,900.00
2	\$ 44,750.00					\$ 51,700.00				
14					\$ 49,200.00					\$ 62,900.00
15				\$ 46,800.00					\$ 59,900.00	
16					\$ 49,200.00					\$ 62,900.00
17		\$ 46,900.00					\$ 54,300.00			
18	\$ 44,750.00					\$ 51,700.00				
21		\$ 46,900.00					\$ 54,300.00			
26						\$ 51,700.00				
3				\$ 46,800.00					\$ 59,900.00	
22						\$ 51,700.00				
9						\$ 51,700.00				
10				\$ 46,800.00					\$ 59,900.00	
31				\$ 46,800.00					\$ 59,900.00	
1			\$ 44,500.00					\$ 57,000.00		
7			\$ 44,500.00						\$ 59,900.00	
12			\$ 44,500.00							
19								\$ 57,000.00		
25							\$ 54,300.00			
24			\$ 44,500.00							
8			\$ 44,500.00							

City of Portsmouth  
 Replacement Schedule  
 Vehicles

(Scheduled for replacement in FY 2022)

City ID #	FY 2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
11		\$ 46,900.00								
27										
6		\$ 46,900.00								
30							\$ 54,300.00			
28										
20				\$ 46,800.00						
23								\$ 57,000.00		
32								\$ 57,000.00		
33								\$ 57,000.00		
Motorcycle 1			\$ 13,670.00		\$ 15,100.00		\$ 16,650.00		\$ 17,500.00	
Motorcycle 2		\$ 13,040.00		\$ 14,370.00		\$ 15,850.00		\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
<b>TOTALS</b>	<b>\$ 89,500.00</b>	<b>\$ 247,540.00</b>	<b>\$ 236,170.00</b>	<b>\$ 248,370.00</b>	<b>\$ 261,100.00</b>	<b>\$ 274,350.00</b>	<b>\$ 288,150.00</b>	<b>\$ 302,500.00</b>	<b>\$ 334,500.00</b>	<b>\$ 332,000.00</b>

**City of Portsmouth  
Inventory**

**Fire Department**

**Vehicles**

(Scheduled for replacemet in FY 2022)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	Fiscal Year Purchased	Cost	Useful Life
Fire	135	Wire Reel Trailer	*	Home Made	1998	NHTR116051	*	*	*
Fire	147	Pumper	E-6	E-One	1999	To Be Replaced in FY20			
Fire	148	Cargo Trailer	Haz Mat	Cargo	2000	4U01C2421YA004439	n/a	Mutual Aid	15
Fire	155	Aerial Ladder	L-2	E-One	2005	4EN3AAA8551009086	2005	577,000	17
Fire	156	Trailer	TR-1	Cargo	2005	4U01C20285A024611	2005	6,000	15
Fire	157	Pick up	F-1	Ford	2003	3FTSF31SO3MB41399	2006	40,000	15
Fire	158	Pumper	E-4	E-One	2006	4ENRAAA8X61001383	2007	375,000	17
Fire	163	Aerial Tower	T-5	Ferrara	2007	1F95081367H140470	2008	800,000	17
Fire	164	Pick Up	U-4	Ford	2008	1FTYR10DX8PB13295	2009	11,663	10
Fire	167	Trailer	Pod Trl	Cargo	2008	4U01C20298AP36027	n/a	Grant	15
Fire	168	Pumper	E-6	E-One	2011	4ENRAAA89B1006665	2011	433,854	17
Fire	169	SUV	C-3	Chevrolet	2012	1GNWKMEG2CR281033	2012	50,000	8
Fire	173	Pick Up	U-1	Chevrolet	2014	1GC1KVCG5EF167561	2014	38,000	10
Fire	174	SUV	C-1	Chevrolet	2014	1GNSKAE07ER199835	2014	38,000	8
Fire	175	Pick Up	U-2	Chevrolet	2015	3GCUKREC5FG147101	2015	31,000	10
Fire	176	Ambulance	A-3	International	2014	1HTJSSKK4EH796451	2015	200,000	8
Fire	178	Pumper	E-3	E-One	2015	4EN6AHA82F2009600	2015	455,314	15
Fire	179	Rescue Boat	B-1	Zodiac	2016	XMPC635UD616	2016	20,618	15
Fire	180	Trailer	K SFE	Load Trail	2016	4ZECH202XG1107351	2016	5,985	15
Fire	181	Pick Up	Car 4	Chevrolet	2017	1GCHTCE32G1375214	2016	40,000	10
Fire	183	Ambulance	A-1	Ford	2017	1FDUF5HTXHEC82136	2017	206,868	8
Fire	*	Rescue Boat Trailer	*	EZ Load	2016	1ZEAAKHBXHA002618	2016	*	15
Fire	184	Rescue	R-7	E-One	2018	4EN6AAA89J1001662	2018	456,957	20
Fire	185	SUV	C-2	Chevrolet	2018	1GNSKFEC9JR304621	2018	38,608	8
Fire	186	Rescue Boat	M-1	Rib-Craft	2019	Hull#URK78153I819	2019	175,000	10
Fire	*	Boat Trailer	*	Load Right	2019	5A4AH4W28J2010880	2019	*	10
Fire	187	Ambulance	A-2	Ford	2019	1FDUF5HT8KDA22766	2020	226,364	8
Fire	188	Pumper	E-1	E-One	2020	4EN6AHA88L2002999	2020	549,825	15
Fire	189	SUV	C-5	Chevrolet	2020	2GNAXSEVXL6205554	2020	25,000	10

**City of Portsmouth  
Replacement Schedule**

(Scheduled for funding in FY 2022)

City ID #	Dept ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
<b>Pay-As-You-Go</b>											
135	Trailor										
148	Haz Mat										
156	TR-1		\$20,000								
157	F-1						\$75,000				
164	U-4			\$35,000					\$40,000		
167	Pod Trl		\$20,000								
169	C-3		\$55,000								
173	U-1			\$50,000							
174	C-1		\$55,000								
175	U-2					\$45,000					
176	A-3	\$85,000	\$95,000							\$110,000	\$110,000
179	B-1										
180	K SFE										
181	C-4						\$45,000				
183	A-1			\$95,000	\$100,000	\$100,000					
185	C-2						\$55,000				
189	C-5									\$28,000	
187	A-2						\$100,000	\$100,000	\$100,000		
<b>Total Pay-As You-Go Funding</b>		<b>\$85,000</b>	<b>\$245,000</b>	<b>\$180,000</b>	<b>\$100,000</b>	<b>\$145,000</b>	<b>\$275,000</b>	<b>\$100,000</b>	<b>\$140,000</b>	<b>\$138,000</b>	<b>\$110,000</b>

		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030	FY2031
Bonding											
147	E-6										
155	L-2										
158	E-4				\$765,000						
163	T-5										
168	E-6							\$650,000			
178	E-3										
188	E-1										
184	R-7										
186	Marine 1									\$200,000	
<b>Total Bonding</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$765,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>
<b>Grand Total</b>		<b>\$85,000</b>	<b>\$245,000</b>	<b>\$180,000</b>	<b>\$865,000</b>	<b>\$145,000</b>	<b>\$275,000</b>	<b>\$750,000</b>	<b>\$140,000</b>	<b>\$338,000</b>	<b>\$110,000</b>



City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2022)

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	Xmark Navigator Mower	EXMARK	2019	NVS730AKC48000	2019	12,799	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	10 YRS
School	12	Grounds Utility Vehicle AMT 626	John Deere	2016	S1MOHPXGSKGM41671	2016	8,180	10 YRS
School	13	Utility Trailer	PS-12	2012	1P9US1214MG120049	2013	4,500	10 YRS
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	10 YRS
School	15	F350 Ext. Cab 1 ton 4x4 with plow	Ford	2017	1FT8X3864HEE98929	2017	36,606	10 YRS
School	16	Utility Tractor 3520 with attachments	John Deere	2019	1LV4066RPKK406174	2019	70,100	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
School	21	Ford Transit 7 Pass. Van (RJLA)	Ford	2019	1FMZK1ZM3KKB09195	2019	27,889	10 YRS
School	22	Ford E250 7 Pass. Van (RJLA)	Ford	2011	1FTNE2EW2BDA98928	2011	18,890	10 YRS

City of Portsmouth  
Replacement Schedule

Vehicles (Scheduled for funding in FY 2022)

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
2				\$ 48,000.00						
3		\$ 48,000.00								
4		\$ 48,000.00								
5			\$ 48,000.00							
6				\$ 28,000.00						
7					\$ 14,000.00					
8						\$ 14,000.00				
9		\$ 13,500.00					\$ 13,000.00			
10		\$ 55,000.00								
11					\$ 8,500.00				\$ 55,000.00	
12			\$ 9,500.00							
13							\$ 6,500.00			
14						\$ 24,000.00				
15					\$ 48,000.00					
16								\$ 85,000.00		
17	\$ 60,000.00									\$ 65,000.00
18				\$ 22,000.00						
19			\$ 25,000.00							
20						\$ 4,500.00				
21							\$ 32,000.00			
22		\$ 30,000.00								
<b>TOTALS</b>	<b>\$ 60,000.00</b>	<b>\$ 194,500.00</b>	<b>\$ 82,500.00</b>	<b>\$ 98,000.00</b>	<b>\$ 70,500.00</b>	<b>\$ 42,500.00</b>	<b>\$ 38,500.00</b>	<b>\$ 85,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 65,000.00</b>

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY22)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P001	Tahoe (black)	Chevrolet	2007	1GNFK13057J377473	2019	\$ -	5
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Small Packer (white)	Chevrolet	2020	JALEEW167L7300738	2020	\$ 117,940.00	6
Parking	P024	Silverado 4x4 Flatbed (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Parking	P046	7400 Packer (white)	International	2007	3HTWGAST27N472665	2008	\$ 132,194.00	8
Parking	P057	ReGen Sweeper	Chevrolet	2019	1G9GA3HP2KS462006	2020	\$ 239,800.00	5
Parking	P060	Sidewalk Tractor	Trackless	2019	MT5T22937	2019	\$ 123,950.00	10
Parking	P064	242B2 Skid Steer Loader	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Utility/Sidewalk tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1995	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Utility Tractor	Trackless	2020	MT5T-2150-7	2020	\$ 124,500.00	10
Parking	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 2 of 2)	Volvo	2007	P3707V61453	2007	\$ 117,556.00	10
Parking	P102	624K-II Loader	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P113	Utility Trailer	Carry-On	2011	4YMUL0811BV009007	2011	\$ 597.00	20
Parking	P130	F550 (white)	Ford	2020	1FDUF5HN7LKA00793	2020	\$ 83,481.00	8
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	Snogo	2007	3939	2007	\$ 42,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY22)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P139	F150 Pick Up (yel)	Ford	2018	1FTMF1CB7JKE72415	2018	\$ 22,280.00	8
Parking	P140	Mobile Message Board	Solar Tech	2019	4GM2M1316K1462349	2019	\$ 19,450.00	10
Parking	P142	Mobile Message Board	PCMS	2003	139UP081X3A003197	2003	\$ 14,000.00	10
Parking	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

City of Portsmouth

Replacement Schedule      Parking/Transportation

Vehicles      (Scheduled for funding in FY21)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
P001										
P003				\$ 35,000						
P016			\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000				\$ 200,000
P024		\$ 85,000						\$ 35,000	\$ 35,000	
P046		\$ 160,000	\$ 125,000					\$ 150,000	\$ 150,000	\$ 50,000
P057				\$ 100,000	\$ 100,000				\$ 65,000	\$ 65,000
P060						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
P064		\$ 100,000							\$ 50,000	\$ 50,000
P069			\$ 35,000							
P070				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
P071				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
P073						\$ 65,000	\$ 35,000	\$ 65,000		
P092										
P093										
P101	\$ 130,000						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
P102			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000				
P130						\$ 50,000	\$ 50,000			
P131			\$ 35,000							
P132							\$ 45,000			
P137			\$ 50,000							
P138				\$ 40,000	\$ 40,000	\$ 40,000	\$ 35,000			
P139							\$ 35,000			
P140								\$ 25,000		
P142			\$ 25,000							

City of Portsmouth

Replacement Schedule      Parking/Transportation

Vehicles      (Scheduled for funding in FY21)

City ID #	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
P145			\$ 30,000							
P147										
P161		\$ 25,000								
<b>TOTALS</b>	<b>\$ 130,000</b>	<b>\$ 370,000</b>	<b>\$ 395,000</b>	<b>\$ 370,000</b>	<b>\$ 335,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 375,000</b>	<b>\$ 400,000</b>	<b>\$ 415,000</b>

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY22

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
ADMIN	W001	Edge (black)	Ford	2019	2FMPK4G97KBB04468	2019	\$ 28,929.00	8
ADMIN	W002	Edge (black)	Ford	2019	2FMPK4G95KBB04467	2019	\$ 28,929.00	8
ADMIN	H002	Explorer (black)	Ford	2018	1FM5K8D84JGB58201	2018	\$ 24,917.00	8
ENGINEERING	W003	Edge (black)	Ford	2019	2FMPK4G95KBC03144	2109	\$ 28,929.00	8
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 (white) w/plow	Ford	2020	1FDBF2B62LEC63257	2020	\$ 64,790.00	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	2020	1FT7X2BN1LEC48697	2020	\$ 45,007.00	8
DISTRIBUTION	W029	F-250	Ford	2019	1FDBF2B6XKEC63215	2019	\$ 27,235.00	8
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	International	2009	1HTWCAZR39J142295	2011	\$ 107,000.00	8
STORMWATER	W053	F-150 (Yel)	Ford	2019	1FTFX1E43KKE25081	2020	\$ 28,401.00	8
DISTRIBUTION	W060	Loader/Backhoe Year (3 of 3)	Caterpillar	2010	CAT0430EEMXB00174	2011	\$ 94,250.00	8
DISTRIBUTION	W061	Excavator 318 (Year 2 of 2)	Caterpillar	2012	CATM318DJD8W00385	2013	\$ 208,709.18	10
TREATMENT	W063	Track Loader-SVL90-2	Kubota	2015	14195	2015	\$ 57,700.00	10
DISTRIBUTION	W079	Utility Trailer (construction)	Eagle	2018	112H8V350JL082749	2018	\$ 20,395.00	20
DISTRIBUTION	W080	Compressor	Atlas	2014	4500A1018ER047278	2018	\$ 15,583.00	20

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY22

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
DISTRIBUTION	W081A	Compressor	Chicago Pneumatic	1996	225888	1996	\$ 12,945.00	20
DISTRIBUTION	W100	Mini Track Excavator U-55-4	Kubota	2015	25656	2016	\$ 82,364.00	12
DISTRIBUTION	W100T	T16DT Trailer (W100)	Towmaster	2016	4KNTT1627GL161190	2016	\$ 10,700.00	20
DISTR/COLL	W101	Mini Wheeled Loader (W/S)	Volvo	2019	VCEEW60EP00312208	2020	\$ 77,661.00	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	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	8
ADMIN	W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	\$ 18,127.00	8
ADMIN	W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	\$ 18,985.00	9
ENGINEERING	W127	Escape (SUV) (black)	Ford	2010	1FMCU9C79AKC41802	2010	\$ 17,022.00	8
DISTRIBUTION	W143	Mobile Message Board	SolarTech	2019	4GM2M1312K1462350	2019	\$ 19,450.00	10
TREATMENT	W150	Utility Trailer (Well Supplies)	Homemade	2016	5HABE1010GN042792	2016	\$ 2,995.00	20
TREATMENT	WT156	Utility Trailer	PJ	2008	3CVU8131882125365	2008	\$ 2,000.00	20
TREATMENT	W159	Equinox (silver)	Chevrolet	2011	2CNFLCEC6B6444544	2012	\$ 21,900.00	10
TREATMENT	WT163	Trailer (Track Loader)	PJ	2013	4P5CC222XD3003769	2013	\$ 5,000.00	20
METERS	NEW	Transit	Ford					8
	MISC	Equipment valued over \$10,000 to include but not limited to: Elec. Controls, Pumps, Motors, Monitoring Equip., Valves, Trailers, Compressors, & Message Boards.						



City of Portsmouth										
Replacement Schedule										
Vehicles										
Scheduled for funding in FY22										
City ID # *	FY 2022	FY 2023	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
W001						\$ 30,000				
W002						\$ 30,000				
W003						\$ 30,000				
W004							\$ 40,000			
W007							\$ 55,000			
W010			\$ 45,000	\$ 45,000						
W025							\$ 35,000			
W026					\$ 45,000					
W027			\$ 45,000	\$ 45,000						
W028						\$ 40,000				
W029						\$ 40,000				
W030		\$ 45,000	\$ 45,000							
W031			\$ 45,000	\$ 45,000						
W032					\$ 35,000					
W035						\$ 75,000	\$ 75,000	\$ 75,000		
W053							\$ 40,000			
W060	\$ 50,000							\$ 55,000	\$ 55,000	
W061	\$ 75,000						\$ 50,000	\$ 50,000	\$ 50,000	50,000
W063				\$ 65,000						70,000
W100					\$ 50,000	\$ 50,000				
W100T										
W101										45,000
W103				\$ 45,000						
W104		\$ 45,000	\$ 45,000							
W108						\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	
W109		\$ 35,000								
W126					\$ 35,000					

<b>City of Portsmouth</b>										
<b>Replacement Schedule</b>										
<b>Vehicles</b>	<b>Scheduled for funding in FY22</b>									
<b>City ID # *</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY2025</b>	<b>FY2026</b>	<b>FY2027</b>	<b>FY2028</b>	<b>FY2029</b>	<b>FY2030</b>	<b>FY2031</b>
<b>W127</b>	\$ 35,000									
<b>W143</b>									\$ 25,000	
<b>W159</b>	\$ 35,000									
<b>W163</b>										
<b>New Meter Transit</b>								\$ 45,000		
<b>MISC</b>	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	150,000
<b>TOTALS</b>	<b>\$ 295,000</b>	<b>\$ 275,000</b>	<b>\$ 375,000</b>	<b>\$ 395,000</b>	<b>\$ 315,000</b>	<b>\$ 510,000</b>	<b>\$ 510,000</b>	<b>\$ 440,000</b>	<b>\$ 345,000</b>	<b>315,000</b>

**City of Portsmouth**  
**Inventory**  
**Vehicles**

**Sewer Division**  
(Scheduled for replacement in FY22)

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	\$ 24,917	10
Lift Stations	S011	F-150 4X4 (white)	Ford	2020	1FTFX1E4XLFC24014	2021	\$ 36,732	10
Collections	S012	F-15 4x4 1/2 ton Pick-up (Yel) w/Plow	Ford	2013	1FTEX1EM3DKE46589	2013	\$ 21,387	10
Treatment	S013	Escape (SUV) (White)	Ford	2010	1FMCU9C7OAKC41801	2010	\$ 17,022	10
Treatment	S014	F550 Dump w/plow	Ford	2019	1FDUF5HY4KEC25823	2019	\$ 37,100	8
Treatment	S015	Fusion (White)	Ford	2020	3FA6P0T95LR263370	2020	\$ 23,380	10
Admin	S017	Focus (White)	Ford	2014	1FADP3F29EL421718	2015	\$ 14,545	10
Stations	S041	F550 Pickup	Ford	2019	1FDUF5HY4KEC00100	2020	\$ 36,999	8
Collections	S048	114 SD 10 Wheel Dump (Yel) w/Plow	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199	10
Treatment	S049	F550 Pickup	Ford	2019	1FD0X5HY1KEC00101	2019	\$ 40,053	8
Collections	S059	4WD Backhoe/Loader (Year 3 of 3)	Caterpillar	2010	CAT0430ECMXB00216	2011	\$ 94,250	10
Treatment	S062	Skidsteer 289D3	Caterpillar	2020	CAT0289DLJX902243	2020	\$ 83,900	10
Collections	S065	Vactor (white)	Mack	2020	1M2GR3GC5LM0181136	2020	\$ 481,962	10
SCADA	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHGD49736	2018	\$ 23,547	10
Collections	SC075	Compressor	Atlas	2016	4500A101XGR053151	2018	\$ 18,475	10
Collections	S076	Hot Jet & Trailer	Misc	2018	58LMU1222JA001555	2019	\$ 29,595	10
Treatment	S078	LT-9500 10 wheel Roll-off	Sterling	2007	2FZHAZCV77AZ53401	2009	\$ 121,862	10
Treatment	S099	908M Wheeled Loader	Caterpillar	2020	CAT0908MJH8804424	2020	\$ 124,341	10
Collections	S116	Utility Trailer	Carry On	2014	4YMCL1429EV024360	2014	\$ 4,400	10

**City of Portsmouth  
Inventory  
Vehicles**

**Sewer Division**  
(Scheduled for replacement in FY22)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Stations	S123	F-150 4x4 w/Plow	Ford	2010	1FTVX1EV2AKE09201	2010	\$ 26,252	10
Engineering	S127	Escape (SUV)	Ford	2010	1FMCU9C79AKC41801	2010	\$ 17,022	10
Stations	S130	Tank Truck (Yel/Blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	\$ 208,916	10
Collections	S134	F-150 4X4 (white)	Ford	2012	1FTEX1EM6CFC28430	2013	\$ 26,894	8
Collections	S135	F-550 Camera Truck	Ford	2012	1FDUF5GT9CEC70358	2013	\$ 101,800	10
Treatment	S143	Trailer	Superior	2003	4M8UZ10193D001960	2003	\$ 1,125	20
Treatment	S167	F250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225	10
Treatment	NEW 21	Small Sedan: WWOPS MGR	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

Vehicles

City ID # *	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
S002								\$ 35,000	
S011									
S012		\$ 32,000							
S013									\$ 28,000
S014								\$ 55,000	
S015									\$ 25,000
S017				\$ 35,000					-
S041						\$ 45,000	\$ 45,000		
S048			\$ 70,000	\$ 70,000	\$ 70,000				
S049						\$ 45,000	\$ 45,000		
S059	\$ 50,000								\$ 100,000
S062								\$ 40,000	
S065		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000		
S075								\$ 27,500	
SC075							\$ 20,000		
S076								\$ 30,000	
S078								\$ 40,000	-
S099							\$ 50,000	\$ 50,000	\$ 50,000
S116								\$ 4,000	
S123									
S127									-
S130				\$ 52,500	\$ 52,500	\$ 52,500	\$ 52,500		
S134		\$ 40,000							

City of Portsmouth  
Replacement Schedule

Vehicles

City ID # *	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
S135	\$ 200,000								\$ 85,000
S143		\$ 1,500							
S167						\$ 35,000			
MISC	\$ 200,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
<b>TOTALS</b>	<b>\$ 450,000</b>	<b>\$ 398,500</b>	<b>\$ 395,000</b>	<b>\$ 482,500</b>	<b>\$ 447,500</b>	<b>\$ 502,500</b>	<b>\$ 537,500</b>	<b>\$ 506,500</b>	<b>\$ 513,000</b>

Stormwater Rolling Stock to be funded 50% by General Fund, 50% Sewer Fund

Sewer Fund portion of Stormwater:

		\$ 115,000	\$ 115,000	\$ 77,500	\$ 85,000	\$ 85,000	\$ 77,500	\$ 77,500	\$ 52,500
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<b>Total Sewer</b>	<b>\$ 450,000</b>	<b>\$ 513,500</b>	<b>\$ 510,000</b>	<b>\$ 560,000</b>	<b>\$ 532,500</b>	<b>\$ 587,500</b>	<b>\$ 615,000</b>	<b>\$ 584,000</b>	<b>\$ 565,500</b>
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# CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



## FY 2022 – FY2027

Planning Board Adopted: December 17, 2020

Conveyed to City Council: January 7, 2021

City Council Public Hearing: February 8, 2021

City Council Adopted: March 22, 2021



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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 22-27 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:  
Budget Book  
Page

Project:

30	BI-	15-	PD-	08	<b>New Police Department Facility</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	48,000	49,000	50,000
					Operating	0	0	0	100,000	100,000	100,000
					<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148,000</b>	<b>149,000</b>	<b>150,000</b>

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

32	BI-	08-	SC-	11	<b>Elementary Schools Upgrade</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	0	0
					Operating	0	20,000	20,000	20,000	20,000	20,000
					<b>Total</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

Upgrading all three Elementary School buildings may increase utility costs.

38	BI-	12-	PW-	23	<b>New Outdoor Recreation Fields</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	10,000	10,000	10,000	10,000
					Operating	0	0	20,000	20,000	20,000	20,000
					<b>Total</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

Operating budget impacts will include added maintenance and utility costs

39	BI-	20-	PW-	24	<b>Greenland Road Practice Field</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	10,000	10,000
					Operating	0	0	0	0	500	500
					<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,500</b>	<b>10,500</b>

Operating budget impacts will include added maintenance and utility costs

40	BI-	22-	PW-	26	<b>Outdoor Pool House</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	0	0
					Operating	0	0	0	0	10,000	10,000
					<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>

Operating budget impacts will include added maintenance and utility costs

42	BI-	19-	PW-	31	<b>Prescott Park Master Plan Implementation</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	50,000	50,000	75,000	50,000	100,000
					Operating	0	30,000	30,000	60,000	60,000	90,000
					Total	0	80,000	80,000	135,000	110,000	190,000

Operating budget impacts will include maintenance costs

44	BI-	21-	PW-	34	<b>City Hall HVAC Improvements</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	10,000	10,000	10,000	10,000	10,000	10,000
					Operating	10,000	10,000	10,000	10,000	10,000	10,000
					Total	20,000	20,000	20,000	20,000	20,000	20,000

Operating budget impacts will include maintenance and utility costs

45	BI-	18-	PW-	35	<b>Recycling &amp; Solid Waste Transfer Station</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	0	50,000
					Operating	0	0	0	0	0	100,000
					Total	0	0	0	0	0	150,000

Operating budget impacts will include maintenance and utility costs

46	BI-	95-	PW-	42	<b>Hanover Parking Facility</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					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 maintenance costs

61	TSM-	21-	PL-	56	<b>Greenland Rd/Middle Rd Corridor Traffic Calming and Bicycle/Pedestrian Improvements</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	5,000	5,000
					Operating	0	0	0	0	5,000	5,000
					Total	0	0	0	0	10,000	10,000

Operating budget impacts will include maintenance costs

62	TSM-	08-	PL/NH-	58	<b>US Route 1 New Side Path Construction</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	5,000	5,000	5,000
					Operating	0	0	0	5,000	5,000	5,000
					Total	0	0	0	10,000	10,000	10,000

Operating budget impacts will include maintenance costs

78	EF-	12-	SD-	87	<b>Pease Wastewater Treatment Facility</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	0	0
					Operating	0	0	0	0	0	200,000
					Total	0	0	0	0	0	200,000

An increase in chemicals, electricity and sludge disposal will occur.

82	EF-	22-	SD-	92	<b>Marjorie Street Wastewater Pumping Station</b>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
					Personnel	0	0	0	0	0	0
					Operating	0	28,000	28,000	28,000	28,000	28,000
					Total	0	28,000	28,000	28,000	28,000	28,000

Operating budget impacts will include maintenance and utility costs

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					Total CIP FY 22-27						
					Personnel	10,000	60,000	70,000	148,000	139,000	240,000
					Operating	20,000	98,000	118,000	253,000	268,500	598,500
					Total	30,000	158,000	188,000	401,000	407,500	838,500





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**FY 22 Distribution**

**FY '23 to FY '27 Schedule**

		Enterprise						FY '22	FY '23	FY '24	FY '25	FY '26	FY '27
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
	BI- 12- PW- 22	Consolidated Indoor Recreation Facility Study Update						\$0	\$50,000				\$50,000
II- 38	BI- 12- PW- 23	New Outdoor Recreation Fields						\$0	\$3,000,000				\$3,000,000
II- 39	BI- 20- PW- 24	Greenland Road Practice Field						\$0			\$500,000		\$500,000
	BI- 00- PW- 25	Implementation of the Peirce Island Master Plan						\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
II- 40	BI- 22- PW- 26	Outdoor Pool House						\$0			\$2,500,000		\$2,500,000
	BI- 02- PW- 27	Citywide Playground Improvements						\$0	\$150,000			\$10,000	\$200,000
	BI- 02- PW- 28	Citywide Park & Monument Improvements						\$0	\$100,000		\$100,000		\$100,000
	BI- 21 PW 29	Paul McEachern Park						\$0			\$20,000	\$200,000	\$220,000
II- 41	BI- 04- PW- 30	Citywide Tree & Public Greenery Program						\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
II- 42	BI- 19- PW- 31	Prescott Park: Master Plan Implementation						\$125,000	\$1,750,000				\$1,050,000
II- 43	BI- 11- PW- 32	Prescott Park: Facilities Capital Improvement						\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	BI- 18- PW- 33	Emergency Response Needs						\$0	\$50,000				\$50,000
II- 44	BI- 21 PW- 34	City Hall HVAC Improvements						\$150,000				\$1,500,000	\$1,650,000
II- 45	BI- 18- PW- 35	Recycling & Solid Waste Transfer Station						\$0				\$5,400,000	\$5,400,000
	BI- 15- PW- 36	Leary Field - Bleachers/Grandstands						\$0			\$1,100,000		\$1,100,000
	BI- 05- PW- 37	Historic Cemetery Improvements						\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	BI- 15- PW- 38	Citywide Retaining Walls Repairs and Improvements						\$0	\$50,000		\$50,000		\$50,000
	BI- 07- PW/NH- 39	Sound Barriers in Residential Area Along I-95						\$0	\$580,000	\$580,000	\$580,000	\$580,000	\$580,000
	BI- 01- PW- 40	Citywide Facilities Capital Improvements						\$0	\$1,000,000			\$1,000,000	\$2,000,000
	BI- 21 PW- 41	Downtown Aerial Utilities Undergrounding						\$0	\$1,000,000			\$5,000,000	\$6,000,000
II- 46	BI- 95- PW- 42	Hanover Parking Facility - Capital Improvements						\$6,300,000					\$6,300,000

**II. TOTAL BUILDINGS AND INFRASTRUCTURE**

\$677,000	\$0	\$10,950,000	\$0	\$0	\$1,050,000	\$12,677,000	\$51,025,000	\$5,175,000	\$7,470,000	\$21,385,000	\$2,525,000	\$100,257,000
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**FY '23 to FY '27 Schedule**

Enterprise						FY '22	FY '23	FY '24	FY '25	FY '26	FY '27
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total					

**III. INFORMATION SYSTEMS MANAGEMENT**

Total Cost

II- 48	IS- 06-	IT-	43	Information Technology Upgrades and Replacements					\$619,208		\$619,208	\$779,408	\$718,208	\$902,208	\$747,408	\$693,208	\$4,459,648
(Funded through General Fund-Other General Non-Operating)																	
II- 54	IS- 20-	IT-	44	Continuity of Operations (COOP)					\$100,000		\$100,000						\$100,000
(Funded through General Fund-Other General Non-Operating)																	
II- 55	IS- 21	FI	45	Financial Software Upgrade					\$175,000		\$175,000	\$175,000	\$175,000	\$175,000			\$700,000
(Funded through General Fund-Other General Non-Operating)																	
II- 56	IS- 21	FI	46	Records Retention Software					\$50,000		\$50,000	\$50,000					\$100,000
(Funded through General Fund-Other General Non-Operating)																	
II-	IS- 21	EM	47	Emergency Management Operations Center A/V Upgrade					\$0		\$0	\$30,000					\$30,000
(Funded through General Fund-Other General Non-Operating)																	
II- 57	IS- 17-	PD-	48	Public Safety Records Mgt/Computer Aided Dispatch					\$250,000		\$250,000	\$250,000	\$250,000	\$200,000			\$950,000
(Funded through General Fund-Other General Non-Operating)																	

**III. TOTAL INFORMATION SYSTEMS MANAGEMENT**

\$0	\$0	\$0	\$0	\$1,194,208	\$0	\$1,194,208	\$1,284,408	\$1,143,208	\$1,277,208	\$747,408	\$693,208	\$6,339,648
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**IV. TRANSPORTATION MANAGEMENT**

Total Cost

**PARKING**

TSM- 12-	PW-	49	Parking Lot Paving						\$0		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
II- 59	TSM- 08-	PW-	50	Parking Meters					\$65,000		\$65,000	\$45,000	\$45,000	\$45,000	\$45,000	\$290,000

**BICYCLE/PEDESTRIAN**

TSM- 15-	PL/NH-	51	Hampton Branch Rail Trail (NH Seacoast Greenway)						\$0				\$403,000		\$880,000	\$1,283,000
TSM- 15-	PL-	52	Bicycle/Pedestrian Plan Implementation						\$0		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
II- 60	TSM- 21	PL-	53	PHA Court Street Project Pedestrian and Park Improvement	\$173,000				\$173,000							\$173,000
TSM- 21	PL-	54	Middle St. Bike Lanes Connection to Downtown						\$0		\$10,000	\$26,000		\$191,000		\$227,000
TSM- 08-	PL-	55	Wayfinding System						\$0		\$350,000					\$350,000

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**FY 22 Distribution**

**FY '23 to FY '27 Schedule**

		Enterprise							FY '22	FY '23	FY '24	FY '25	FY '26	FY '27
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total						
II-	61	TSM- 21	PL-	56	Greenland Rd/Middle Rd Corridor Traffic Calming and Bicycle/Pe	\$50,000								\$635,000
		TSM- 21	PL-	57	Market Street Side Path			\$0			\$160,000	\$1,853,000		\$2,013,000
II-	62	TSM- 08-	PL/NH-	58	US Route 1 New Side Path Construction	\$130,000					\$295,000	\$1,000,000		\$1,425,000
		TSM- 16-	PL/NH-	59	US Route 1 Crosswalks and Signals			\$0	\$50,000	\$110,000	\$110,000			\$270,000
II-	63	TSM- 16-	PL-	60	Maplewood Ave Downtown Complete Street			\$33,000			\$35,000		\$3,022,000	\$3,090,000
		TSM- 17-	PL-	61	Elwyn Park Traffic Calming and Pedestrian Improvements			\$0	\$160,000	\$1,500,000				\$1,660,000
		TSM- 15-	PW-	62	Market Square Upgrade			\$0		\$1,000,000				\$1,000,000
		TSM- 19-	PW-	63	Sagamore Avenue Sidewalk			\$0	\$250,000					\$250,000
II-	64	TSM- 18-	PW-	64	Banfield Road Pedestrian Accommodations & Traffic Calming			\$500,000			\$500,000			\$1,000,000
II-	65	TSM- 95-	PW-	65	Citywide Sidewalk Reconstruction Program			\$800,000			\$800,000		\$800,000	\$2,400,000
<b>INTERSECTION/SIGNALS</b>														
		TSM- 10-	PW-	66	Citywide Traffic Signal Upgrade Program			\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
		TSM- 11-	PW-	67	Citywide Intersection Improvements			\$0		\$100,000			\$100,000	\$200,000
		TSM- 16-	PL-	68	Russell/Market Intersection Upgrade			\$0					\$236,042	\$236,042
<b>BRIDGES</b>														
II-	67	TSM- 18-	PW-	69	Citywide Bridge Improvements	\$50,000			\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
		TSM- 08-	PW-	70	Cate Street Bridge Replacement			\$0	\$100,000	\$1,500,000				\$1,600,000
<b>ROADWAY</b>														
		TSM- 20-	PL-	71	Coakley-Borthwick Connector Roadway			\$0					\$1,000,000	\$1,000,000
II-	68	TSM- 21	PW-	72	South St. at Middle Rd. Pedestrian Accommodations and Traffic C	\$20,000			\$20,000		\$230,000			\$250,000
II-	69	TSM- 94-	PW-	73	Street Paving, Management and Rehabilitation			\$4,000,000	\$4,000,000	\$4,000,000			\$4,000,000	\$12,000,000
II-	71	TSM- 11-	PW-	74	Pease International Tradeport Roadway Rehabilitation			\$750,000	\$750,000	\$750,000			\$1,000,000	\$2,500,000
		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**

\$423,000	\$0	\$6,050,000	\$33,000	\$65,000	\$0	\$6,571,000	\$1,760,000	\$13,631,000	\$1,718,000	\$12,597,042	\$1,275,000	\$37,552,042
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FY 22 Distribution

FY '23 to FY '27 Schedule

		Enterprise						FY '22	FY '23	FY '24	FY '25	FY '26	FY '27				
		GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total						Total Cost			
<b>V. ENTERPRISE FUNDS</b>																	
<b>Water</b>																	
II-	74	EF-	02-	WD-	78	Annual Water Line Replacement		\$1,000,000				\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000		
		EF-	08-	WD-	79	Well Station Improvements						\$0	\$1,000,000	\$700,000	\$1,700,000		
		EF-	15-	WD-	80	Reservoir Management						\$0	\$1,000,000	\$1,000,000			
		EF-	18-	WD-	81	New Groundwater Source						\$0	\$2,000,000	\$2,000,000			
II-	75	EF-	18-	WD-	82	Water Transmission Main Replacement		\$5,400,000				\$5,400,000			\$5,400,000		
		EF-	20-	WD-	83	Water Storage Tanks Painting						\$0	\$350,000	\$350,000			
		EF-	22	WD-	84	Water Storage Tanks Improvements						\$0	\$100,000	\$400,000	\$4,500,000		
		EF-	22	WD-	85	Madbury Water Treatment Plant - Facility Repair and Improvements						\$0		\$650,000	\$125,000	\$775,000	
<b>Water Subtotals:</b>																	
			\$0	\$0	\$6,400,000	\$0	\$0	\$0	\$6,400,000	\$3,450,000	\$1,000,000	\$400,000	\$3,350,000	\$4,125,000	\$18,725,000		
<b>Sewer</b>																	
II-	77	EF-	12-	SD-	86	Annual Sewer Line Replacement		\$500,000				\$500,000	\$500,000	\$500,000	\$1,500,000		
II-	78	EF-	12	SD-	87	Pease Wastewater Treatment Facility		\$1,500,000				\$1,500,000	\$12,000,000		\$13,500,000		
II-	79	EF-	16-	SD-	88	Long Term Control Plan Related Projects		\$100,000				\$100,000	\$300,000		\$400,000		
II-	80	EF-	17-	SD-	89	Wastewater Pumping Station Improvements		\$750,000				\$750,000	\$1,000,000	\$500,000	\$2,250,000		
II-	81	EF-	13-	SD-	90	Mechanic Street Pumping Station Upgrade		\$2,000,000				\$2,000,000			\$2,000,000		
		EF-	20-	SD-	91	Woodbury Avenue Sewer Separation						\$0	\$60,000	\$250,000	\$310,000		
II-	82	EF-	22	SD-	92	Marjorie Street Wastewater Pumping Station		\$1,000,000				\$1,000,000			\$1,000,000		
II-	83	EF-	22	SD-	93	Sewer Service Funding for Sagamore Ave. Area Sewer Extension		\$300,000				\$300,000	\$300,000	\$300,000	\$300,000	\$200,000	\$1,700,000
<b>Sewer Subtotals:</b>																	
			\$0	\$100,000	\$6,050,000	\$0	\$0	\$0	\$6,150,000	\$12,360,000	\$2,050,000	\$600,000	\$1,300,000	\$200,000	\$22,660,000		
<b>V. TOTAL ENTERPRISE FUNDS</b>																	
			\$0	\$100,000	\$12,450,000	\$0	\$0	\$0	\$12,550,000	\$15,810,000	\$3,050,000	\$1,000,000	\$4,650,000	\$4,325,000	\$41,385,000		

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**FY 22 Distribution**

**FY '23 to FY '27 Schedule**

Enterprise							FY '22	FY '23	FY '24	FY '25	FY '26	FY '27
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total						

**VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)**

Project ID	COM	PW	Year	Project Name	GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '22 Total	FY '23	FY '24	FY '25	FY '26	FY '27	
<b>II- 85</b>																	
<b>COM- 03- PW- 94 Islington Street Improvements Phase 2</b>																	
				General Government			\$2,300,000				\$2,300,000					\$2,300,000	
				Water Fund			\$2,300,000				\$2,300,000					\$2,300,000	
				Sewer Fund			\$2,300,000				\$2,300,000					\$2,300,000	
				<b>Total Project</b>		\$0	\$0	\$6,900,000	\$0	\$0	\$0	\$6,900,000	\$0	\$0	\$0	\$0	\$6,900,000
<b>COM- 20- PW- 95 Fleet Street Utilities Upgrade and Streetscape</b>																	
				General Government							\$0		\$2,000,000			\$2,000,000	
				Water Fund							\$0		\$2,000,000			\$2,000,000	
				Sewer Fund							\$0		\$2,600,000			\$2,600,000	
				<b>Total Project</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,600,000	\$0	\$0	\$6,600,000	
<b>II- 87</b>																	
<b>COM- 10- PW- 96 Maplewood Avenue Bridge</b>																	
				General Government			\$1,000,000				\$1,000,000					\$1,000,000	
				Water Fund							\$0					\$0	
				Sewer Fund			\$100,000				\$100,000					\$100,000	
				<b>Total Project</b>		\$0	\$100,000	\$1,000,000	\$0	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$0	\$1,100,000
<b>II- 89</b>																	
<b>COM- 15- PW- 97 Citywide Storm Drainage Improvements</b>																	
				General Government		\$250,000					\$250,000	\$150,000	\$200,000	\$250,000	\$300,000		\$1,150,000
				Water Fund							\$0						\$0
				Sewer Fund			\$250,000				\$250,000	\$150,000	\$200,000	\$250,000	\$300,000		\$1,150,000
				<b>Total Project</b>		\$250,000	\$250,000	\$0	\$0	\$0	\$500,000	\$300,000	\$400,000	\$500,000	\$600,000	\$0	\$2,300,000
<b>II- 91</b>																	
<b>COM- 19- PW- 98 Willard Avenue</b>																	
				General Government			\$1,200,000				\$1,200,000						\$1,200,000
				Water Fund			\$1,800,000				\$1,800,000						\$1,800,000
				Sewer Fund			\$3,000,000				\$3,000,000						\$3,000,000
				<b>Total Project</b>		\$0	\$0	\$6,000,000	\$0	\$0	\$0	\$6,000,000	\$0	\$0	\$0	\$0	\$6,000,000

**Cap Capital Improvement Plan Summary '22-'27**

**CIP CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page Page** Type \*Year Dept. #

**FY 22 Distribution**

**FY '23 to FY '27 Schedule**

Enterprise								FY '22	FY '23	FY '24	FY '25	FY '26	FY '27
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
<b>COM- 20 PW 99 DPW Complex Improvements</b>													
	General Government					\$0							\$0
	Water Fund					\$0						\$1,000,000	\$1,000,000
	Sewer Fund					\$0						\$1,000,000	\$1,000,000
	<b>Total Project</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
<b>II- 93 COM- 17- PW- 100 Union Street Reconstruction</b>													
	General Government		\$1,000,000			\$1,000,000							\$1,000,000
	Water Fund		\$1,500,000			\$1,500,000							\$1,500,000
	Sewer Fund		\$1,100,000			\$1,100,000							\$1,100,000
	<b>Total Project</b>	\$0	\$3,600,000	\$0	\$0	\$3,600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600,000
<b>COM- 22 PW 101 Islington Creek Neighborhood Reconstruction</b>													
	General Government					\$0				\$500,000		\$800,000	\$1,300,000
	Water Fund					\$0				\$500,000		\$800,000	\$1,300,000
	Sewer Fund					\$0				\$500,000		\$800,000	\$1,300,000
	<b>Total Project</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$2,400,000	\$3,900,000
<b>TOTAL COMBINED PROJECTS (General Fund-Water Fund-Sewer Fund)</b>													
	General Government	\$250,000	\$0	\$5,500,000	\$0	\$0	\$5,750,000	\$150,000	\$2,200,000	\$750,000	\$300,000	\$800,000	\$9,950,000
	Water Fund	\$0	\$0	\$5,600,000	\$0	\$0	\$5,600,000	\$0	\$2,000,000	\$500,000	\$0	\$1,800,000	\$9,900,000
	Sewer Fund	\$0	\$350,000	\$6,400,000	\$0	\$0	\$6,750,000	\$150,000	\$2,800,000	\$750,000	\$300,000	\$1,800,000	\$12,550,000
	<b>Total Project</b>	\$250,000	\$350,000	\$17,500,000	\$0	\$0	\$18,100,000	\$300,000	\$7,000,000	\$2,000,000	\$600,000	\$4,400,000	\$32,400,000

**Cap Capital Improvement Plan Summary '22-'27**

**CIP CIP Book** \* Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

**Page Page** Type \*Year Dept. #

**SUMMARY**

I.	EQUIPMENT AND VEHICLE SCHEDULE
II.	BUILDING & INFRASTRUCTURE
III.	INFORMATION MANAGEMENT SYSTEMS
IV.	TRANSPORTATION MANAGEMENT PLAN
V.	ENTERPRISE FUNDS
VI.	COMBINED FUND PROJECTS
	CAPITAL CONTINGENCY
	<b>SUBTOTALS</b>

**TOTALS PER SECTION**

**FY 22 Distribution**

**FY '23 to FY '27 Schedule**

Enterprise							FY '22	FY '23	FY '24	FY '25	FY '26	FY '27	
GF	Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	Total							
	\$30,000	\$0	\$0	\$90,000	\$0	<b>\$120,000</b>	\$165,000	\$275,000	\$1,045,000	\$210,000	\$100,000	<b>\$1,915,000</b>	
	\$677,000	\$0	\$10,950,000	\$0	\$1,050,000	<b>\$12,677,000</b>	\$51,025,000	\$5,175,000	\$7,470,000	\$21,385,000	\$2,525,000	<b>\$100,257,000</b>	
	\$0	\$0	\$0	\$1,194,208	\$0	<b>\$1,194,208</b>	\$1,284,408	\$1,143,208	\$1,277,208	\$747,408	\$693,208	<b>\$6,339,648</b>	
	\$423,000	\$0	\$6,050,000	\$33,000	\$65,000	<b>\$6,571,000</b>	\$1,760,000	\$13,631,000	\$1,718,000	\$12,597,042	\$1,275,000	<b>\$37,552,042</b>	
	\$0	\$100,000	\$12,450,000	\$0	\$0	<b>\$12,550,000</b>	\$15,810,000	\$3,050,000	\$1,000,000	\$4,650,000	\$4,325,000	<b>\$41,385,000</b>	
	\$250,000	\$350,000	\$17,500,000	\$0	\$0	<b>\$18,100,000</b>	\$300,000	\$7,000,000	\$2,000,000	\$600,000	\$4,400,000	<b>\$32,400,000</b>	
	\$100,000	\$0	\$0	\$0	\$0	<b>\$100,000</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	<b>\$600,000</b>	
	<b>\$1,480,000</b>	<b>\$450,000</b>	<b>\$46,950,000</b>	<b>\$33,000</b>	<b>\$1,349,208</b>	<b>\$1,050,000</b>	<b>\$51,312,208</b>	<b>\$70,444,408</b>	<b>\$30,374,208</b>	<b>\$14,610,208</b>	<b>\$40,289,450</b>	<b>\$13,418,208</b>	<b>\$220,448,690</b>

**TOTALS BY FUNDING TYPE:**

GOVERNMENTAL FUNDS
WATER FUND
SEWER FUND
<b>TOTAL BY FUNDING TYPE</b>

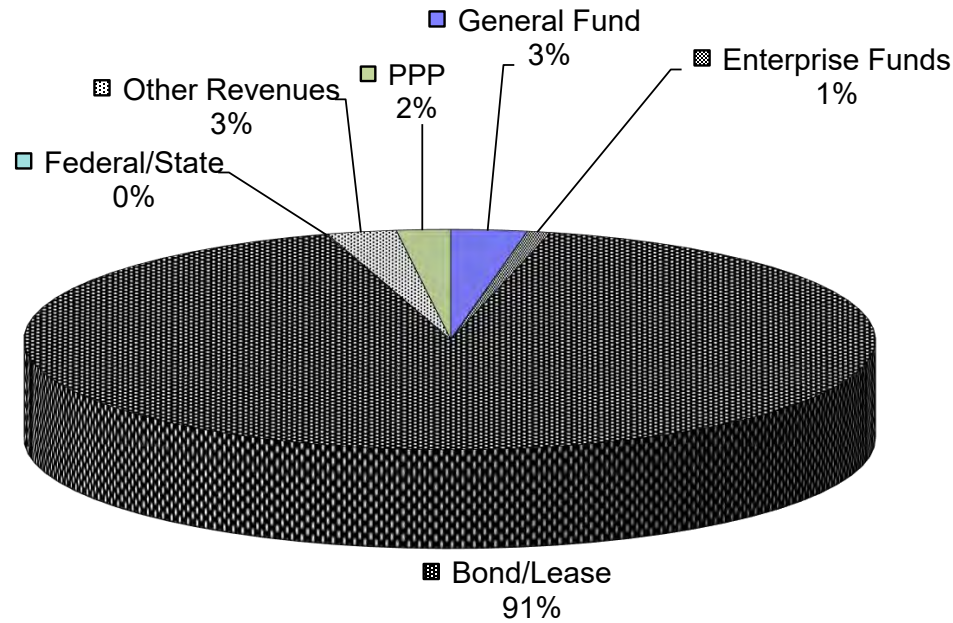
\$1,480,000	\$0	\$22,500,000	\$33,000	\$1,349,208	\$1,050,000	<b>\$26,412,208</b>	\$54,484,408	\$22,524,208	\$12,360,208	\$35,339,450	\$5,493,208	<b>\$156,613,690</b>
\$0	\$0	\$12,000,000	\$0	\$0	\$0	<b>\$12,000,000</b>	\$3,450,000	\$3,000,000	\$900,000	\$3,350,000	\$5,925,000	<b>\$28,625,000</b>
\$0	\$450,000	\$12,450,000	\$0	\$0	\$0	<b>\$12,900,000</b>	\$12,510,000	\$4,850,000	\$1,350,000	\$1,600,000	\$2,000,000	<b>\$35,210,000</b>
<b>\$1,480,000</b>	<b>\$450,000</b>	<b>\$46,950,000</b>	<b>\$33,000</b>	<b>\$1,349,208</b>	<b>\$1,050,000</b>	<b>\$51,312,208</b>	<b>\$70,444,408</b>	<b>\$30,374,208</b>	<b>\$14,610,208</b>	<b>\$40,289,450</b>	<b>\$13,418,208</b>	<b>\$220,448,690</b>

**Other/Revenue**

Rolling Stock	\$90,000
IT Upgrades/Replacements	\$1,194,208
Parking Capital Outlay	\$65,000
<b>Total Other/Revenue</b>	<b>\$1,349,208</b>



## FY 2022 CIP Distribution



General Fund
  Enterprise Funds
  Bond/Lease
  Federal/State
  Other Revenues
  PPP

	General Fund	Enterprise Funds	Bond/Lease	Federal/State	Other Revenues	PPP	Total
Amount	\$1,480,000	\$450,000	\$46,950,000	\$33,000	\$1,349,208	\$1,050,000	\$51,312,208
% of Total	3%	1%	91%	0%	3%	2%	

**Capital Improvements  
Fiscal Year 2022  
Taken from Capital Improvement Plan 2022-2027  
General Fund, Capital Outlay Projects Only FYs 16-22**

Department Request  
FY 22

Advisory Committee  
Adjusted  
12/2/2020

City Council  
Approved  
3/22/2021

PAGE		FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total FY's 16-21			
<b>I. EQUIPMENT AND VEHICLE SCHEDULE (VE)</b>											
	Fire Protective Equipment Replacement			\$60,000	\$60,000	\$60,000	\$0	\$180,000			\$0
<b>II- 26</b>	Fire - Hydraulic Rescue Tool Replacement					\$0	\$30,000	\$30,000	\$30,000		\$30,000
	Fire - Emergency Generator Replacement - Station 1					\$100,000	\$0	\$100,000			\$0
	Vehicle Replacement - Fire Engine Repair				\$60,000	\$0	\$0	\$60,000			\$0
	Thermal Imaging Camera			\$22,000	\$24,000	\$0	\$0	\$46,000			\$0
	Police Gym Equipment			\$20,000	\$20,000	\$0	\$0	\$40,000			\$0
	Durable Medical Equipment		\$61,000			\$0	\$0	\$61,000			\$0
	Records Preservation		\$44,000			\$0	\$0	\$44,000			\$0
	Replace Voting Booths		\$52,400			\$0	\$0	\$52,400			\$0
	Municipal Fire Alarm System: Repairs and Improvements	\$30,000				\$0	\$0	\$30,000			\$0
	Traffic Pre-emption System Upgrades					\$0	\$0	\$0			\$0
	Restoration - 1870 Amoskeag Steam Engine #3					\$0	\$0	\$0			\$0
	SCBA Replacement Program					\$0	\$0	\$0			\$0
	Radio System Improvements					\$0	\$0	\$0			\$0
	<b>Total Equipment and Vehicle</b>	<b>\$30,000</b>	<b>\$157,400</b>	<b>\$102,000</b>	<b>\$164,000</b>	<b>\$160,000</b>	<b>\$30,000</b>	<b>\$643,400</b>	<b>\$30,000</b>	<b>0</b>	<b>\$30,000</b>

**II. BUILDINGS AND INFRASTRUCTURE (BI)**

<b>II- 28</b>	Station 1 Overhead Door						\$0	\$0	\$100,000		\$100,000
<b>II- 33</b>	Permanent Records Storage Facilities			\$50,000	\$50,000	\$50,000	\$0	\$150,000	\$100,000	(50,000)	\$50,000
<b>II- 34</b>	Permanent/Historic Document Restoration, Preservation and Scanning			\$50,000	\$88,000	\$100,000	\$0	\$238,000	\$100,000	(50,000)	\$50,000
<b>II- 35</b>	Diversity, Equity, and Inclusion Strategic Plan							\$0	\$50,000	(25,000)	\$25,000
<b>II- 36</b>	McIntyre Federal Office Building Redevelopment	\$25,000		\$25,000	\$50,000	\$25,000	\$25,000	\$150,000	\$25,000		\$25,000
<b>II- 37</b>	PHA Court Street Project Driveway							\$0	\$82,000		\$82,000
<b>II- 41</b>	Citywide Trees and Public Greenery Program	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$10,000	\$110,000	\$20,000		\$20,000
<b>II- 42</b>	Prescott Park: Master Plan Implementation							\$0	\$125,000		\$125,000
<b>II- 43</b>	Prescott Park: Facilities Capital Improvements	\$80,000	\$80,000	\$80,000	\$50,000	\$125,000	\$0	\$415,000	\$50,000		\$50,000
	Emergency Response Needs				\$50,000	\$50,000	\$0	\$100,000	\$50,000	(50,000)	\$0
<b>II- 44</b>	City Hall HVAC Improvements							\$0	\$150,000		\$150,000
	Historic Cemetery Improvements	\$40,000	\$40,000	\$40,000		\$25,000	\$0	\$145,000	\$25,000	(25,000)	\$0

**Capital Improvements  
Fiscal Year 2022  
Taken from Capital Improvement Plan 2022-2027  
General Fund, Capital Outlay Projects Only FYs 16-22**

PAGE	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total FY's 16-21	Department	Advisory	City	
								Request	Committee	Council	
								FY 22	Adjusted 12/2/2020	Approved 3/22/2021	
	Sound Barriers in Residential Area Along I-95	\$50,000		\$50,000		\$0	\$100,000			\$0	
	Elementary Schools Upgrade						\$200,000			\$0	
	Library Furniture - Seating						\$25,000			\$0	
	Vaughan-Worth Bridge Strategic Vision Development				\$25,000	\$25,000	\$25,000			\$0	
	Land Acquisition		\$25,000	\$0		\$25,000	\$0			\$0	
	Existing Outdoor Recreation Field Improvements				\$75,000	\$150,000	\$0			\$0	
	Implementation of Peirce Island Master Plan Project	\$25,000	\$25,000	\$25,000		\$25,000	\$0			\$0	
	Citywide Playground Improvements	\$50,000	\$25,000	\$37,500		\$100,000	\$0			\$0	
	Citywide Park Improvements	\$50,000	\$25,000	\$37,500		\$100,000	\$0			\$0	
	PHA Court Street Project Electrical Infrastructure						\$120,000			\$0	
	Recycling & Solid Waste Transfer Station				\$100,000	\$250,000	\$0			\$0	
	Climate Resilience Planning				\$25,000	\$0	\$0			\$0	
	Land Use Regulation Revision			\$50,000	\$25,000	\$0	\$0			\$0	
	Pannaway Manor Gateway Park				\$50,000	\$0	\$0			\$0	
	Recycling & Solid Waste Totes				\$50,000	\$0	\$0			\$0	
	City Hall Complex Electrical Upgrades				\$50,000	\$0	\$0			\$0	
	Implementation of Sagamore Creek Parcel Conceptual Master Plan	\$50,000	\$25,000	\$25,000		\$0	\$0			\$0	
	Reuse of Paul A. Doble Army Reserve Center	\$50,000	\$50,000			\$0	\$0			\$0	
	Retaining Walls Repair and Improvements	\$100,000				\$0	\$0			\$0	
	Open Space Plan			\$50,000		\$0	\$0			\$0	
	Municipal Complex Storage Building Replacement	\$50,000				\$0	\$0			\$0	
	Historic Markers Replacement Project	\$10,000				\$0	\$0			\$0	
	Fire Station Lighting Improvements	\$15,000				\$0	\$0			\$0	
	Bleacher/Grandstands	\$50,000				\$0	\$0			\$0	
	Master Plan Planning Process	\$50,000				\$0	\$0			\$0	
	<b>Total Buildings and Infrastructure</b>	<b>\$715,000</b>	<b>\$315,000</b>	<b>\$540,000</b>	<b>\$708,000</b>	<b>\$1,070,000</b>	<b>\$505,000</b>	<b>\$3,853,000</b>	<b>\$877,000</b>	<b>-\$200,000</b>	<b>\$677,000</b>

**Capital Improvements  
Fiscal Year 2022  
Taken from Capital Improvement Plan 2022-2027  
General Fund, Capital Outlay Projects Only FYs 16-22**

Department Request  
FY 22  
Advisory Committee  
Adjusted  
12/2/2020  
City Council  
Approved  
3/22/2021

PAGE		FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total FY's 16-21			
<b>IV. TRANSPORTATION MANAGEMENT (TSM)</b>											
II- 60	PHA Court St. Pedestrian and Park Improvements							\$0	\$173,000		\$173,000
II- 61	Greenland Rd./Middle Rd. Corridor Traffic Calming and Bike/Ped Improvements							\$0	\$50,000		\$50,000
II- 62	US Route 1 New Side Path Construction							\$0	\$130,000		\$130,000
II- 67	Citywide Bridge Improvements			\$100,000		\$150,000	\$0	\$250,000	\$50,000		\$50,000
II- 68	South St. at Middle Rd. Pedestrian Accomodations & Traffic Calming							\$0	\$20,000		\$20,000
	Elwyn Park Traffic Calming and Pedestrian Improvements			\$20,000		\$0	\$0	\$20,000			\$0
	Trail Development Projects					\$0	\$5,000	\$5,000			\$0
	Elwyn Road Sidepath					\$0	\$170,000	\$170,000			\$0
	Citywide Traffic Signal Upgrade Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000			\$0
	Cate Street Connector						\$366,000	\$366,000			\$0
	Elwyn Road Sidewalk Extension					\$30,000	\$0	\$30,000			\$0
	Citywide Intersection Improvements	\$100,000		\$100,000		\$100,000	\$0	\$300,000			\$0
	Bicycle/Pedestrian Plan Implementation			\$50,000	\$30,000	\$0	\$0	\$80,000			\$0
	Spinney Road New Sidewalk Construction	\$125,000			\$175,000	\$0	\$0	\$300,000			\$0
	Russell-Market Intersection Upgrades				\$200,000	\$0	\$0	\$200,000			\$0
	Longmeadow Road Extension	\$75,000	\$50,000			\$0	\$0	\$125,000			\$0
	Hampton Branch Rail Trail	\$56,000	\$113,000	\$225,000		\$0	\$0	\$394,000			\$0
	Market Square Upgrade	\$50,000				\$0	\$0	\$50,000			\$0
	Woodbury Ave/Market St. Pedestrian Intersection Improvement			\$219,000		\$0	\$0	\$219,000			\$0
	LED Streetlight Conversion			\$181,000		\$0	\$0	\$181,000			\$0
	Sign Inventory			\$45,000		\$0	\$0	\$45,000			\$0
	Chestnut Street Pedestrian Connector		\$50,000	\$50,000		\$0	\$0	\$100,000			\$0
	Bridge Master Plan Implementation		\$75,000			\$0	\$0	\$75,000			\$0
	North Mill Pond Multi-Use Path		\$100,000			\$0	\$0	\$100,000			\$0
	Intersection Upgrade: At-Grade Crossing	\$77,000	\$30,000			\$0	\$0	\$107,000			\$0
	New Franklin/Woodbury Corridor Improvements		\$80,000			\$0	\$0	\$80,000			\$0
	Market Street Gateway Improvements		\$117,000			\$0	\$0	\$117,000			\$0
	Islington Street - Streetscape Improvements		\$200,000			\$0	\$0	\$200,000			\$0
	Pevery Hill Road Improvements		\$300,000			\$0	\$0	\$300,000			\$0
	Downtown Maplewood Ave Complete Street	\$167,000				\$0	\$0	\$167,000			\$0
<b>Total Transportation Management</b>		<b>\$750,000</b>	<b>\$1,215,000</b>	<b>\$1,090,000</b>	<b>\$505,000</b>	<b>\$380,000</b>	<b>\$641,000</b>	<b>\$4,581,000</b>	<b>\$423,000</b>	<b>0</b>	<b>\$423,000</b>

**Capital Improvements  
Fiscal Year 2022  
Taken from Capital Improvement Plan 2022-2027  
General Fund, Capital Outlay Projects Only FYs 16-22**

PAGE	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	Total FY's 16-21	Department	Advisory	City
								Request FY 22	Committee Adjusted 12/2/2020	Council Approved 3/22/2021

**VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)**

II- 89	CITYWIDE STORM DRAINAGE IMPROVEMENTS	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$1,000,000	\$250,000		\$250,000
<b>Total Combined Fund Projects</b>		<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,000,000</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$250,000</b>

**SUMMARY**

**TOTALS PER SECTION**

I. EQUIPMENT AND VEHICLE SCHEDULE	\$30,000	\$157,400	\$102,000	\$164,000	\$160,000	\$30,000	\$643,400	\$30,000	0	\$30,000
II. BUILDING & INFRASTRUCTURE	\$715,000	\$315,000	\$540,000	\$708,000	\$1,070,000	\$505,000	\$3,853,000	\$877,000	(200,000)	\$677,000
IV. TRANSPORTATION MANAGEMENT PLAN	\$750,000	\$1,215,000	\$1,090,000	\$505,000	\$380,000	\$641,000	\$4,581,000	\$423,000	0	\$423,000
VI. COMBINED FUND PROJECTS	\$200,000	\$200,000	\$200,000	\$200,000	\$100,000	\$100,000	\$1,000,000	\$250,000	\$0	\$250,000
V. CAPITAL CONTINGENCY	\$70,000	\$112,600	\$53,000	\$58,000	\$100,000	\$0	\$393,600	\$100,000	0	\$100,000
<b>TOTAL</b>	<b>\$1,765,000</b>	<b>\$2,000,000</b>	<b>\$1,985,000</b>	<b>\$1,635,000</b>	<b>\$1,810,000</b>	<b>\$1,276,000</b>	<b>\$10,471,000</b>	<b>\$1,680,000</b>	<b>(200,000)</b>	<b>\$1,480,000</b>

Fiscal Year	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	Average	FY 21
Budget	\$98,615,159	\$101,696,202	\$107,462,843	\$110,744,920	\$114,295,207	\$118,638,630		\$119,115,338
Percentage of previous FY Budget		1.79%	1.97%	1.85%	1.48%	1.58%	1.08%	1.62%
					6 yr total	\$10,471,000		
					ave	\$1,745,167		

# I. VEHICLES AND EQUIPMENT



**VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM**

Department	Fire Department
Project Location	<a href="#">Station 2</a> (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: <a href="#">Self-Assessment of FD Operations: April 2015</a>	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 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

## Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY21-FY26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	100%	\$90,000	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$580,000	\$580,000	\$1,160,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$90,000	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$580,000	\$580,000	\$1,160,000

## VE-20-FD-03: HYDRAULIC RESCUE TOOL REPLACEMENT

Department	Fire Department
Project Location	All Fire Stations
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 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	
Eligible for Matching Funds with Limited Availability	

**Description:** This project would provide for the replacement of the department's compliment of gas-powered hydraulic rescue tools, most commonly referred to as "jaws of life", with new generation battery-powered rescue tools. The replacement is recommended based on the age of current equipment along with the advantage of more compact, versatile, powerful and cordless technology for emergency extrications from vehicles and other entrapments.

Useful Website Links:

- [Portsmouth Fire Department Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$30,000						\$30,000	\$30,000	\$60,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000	\$60,000



# II. BUILDINGS AND INFRASTRUCTURE



**BI-22-FD-06: STATION 1 OVERHEAD DOOR REPLACEMENT**

Department	Fire Department
Project Location	<a href="#">Fire Station 1</a> <a href="#">170 Court Street</a>
Project Type	Rehabilitation of a Facility
Commence FY	2022
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 Serve Growth	
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 would replace the six overhead apparatus bay doors at Station 1. The existing doors are 12 years old and in constant need of repair due to their weight and continuous use. The weight of the doors is also beginning to cause structural and safety issues with the building. A newer, lighter style of door is available that would provide better insulation value with less stress to building infrastructure. These doors will also meet HDC requirements.

## Useful Website Links:

- [Portsmouth Fire Department Homepage](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	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

## BI-16-PD-07: POLICE NEW FACILITY - LAND ACQUISITION

Department	Police Department
Project Location	To Be Determined
Project Type	Land Acquisition
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Police Dept. Facility Study</a>	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. In the FY15 CIP, \$50,000 was set aside for a site location selection study.

### Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
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-08: NEW POLICE DEPARTMENT FACILITY**

Department	Police Department
Project Location	To Be Determined
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Police Department Facility Study</a>	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	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 design and construction of a new facility after a site selection study and conceptual design are complete. Note: The cost estimates provided are based on those provided in a prior study and the pricing is escalated to the current year.

## Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,400,000	\$39,200,000					\$40,600,000	\$0	\$40,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,400,000	\$39,200,000	\$0	\$0	\$0	\$0	\$40,600,000	\$0	\$40,600,000

**BI-21-PD-09: POLICE FACILITY DEFICIENCIES & REPAIR PROJECT**

Department	Police Department
Project Location	Police Department
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

**Description:** A 2014 space needs study of the police facility identified deficiencies in space allocated to the police department as well as deficiencies in function. In addition, a 2018 public presentation provided insight into some of the unique needs and requirements of a police facility. Although a funding request for a new facility has been included in the CIP plan since the space needs study was completed, citywide costs have to be prioritized. A new police facility is still on the list. Over the years, the current facility has fallen into disrepair, and the space needed for staff and police functions is overcrowded, insufficient, and inefficient. Major overhauls of multiple areas are needed including, but not limited to: security, ADA compliance, IT infrastructure and control room, evidence processing and submittal areas, restructure and renovation of detectives, restructure and renovation of all locker rooms, temperature and humidity control in specified areas, equipment storage, archive space upgrades, additional garage/vehicle evidence bays, upgrades to walls, lighting and flooring-to include asbestos abatement and paint, electrical, and plumbing upgrades. Although facility, space and operational efficiencies will still be a major issue after this project, as defined in the space needs study, this project addresses immediate facility deficiencies until a new police facility is approved. The 400K allocated in FY21 was used to upgrade the security in the parking lot (approx.: 150K) and the balance was used on the municipal complex HVAC upgrade.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

## Useful Website Links:

- [Portsmouth Police Department Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000		\$2,000,000	\$400,000	\$2,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$0	\$2,000,000	\$400,000	\$2,400,000

**BI-08-SC-11: 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:** This appropriation continues upgrading of the infrastructure of our Elementary Schools. Work in 2022 will address identified building safety concerns and complete air handling upgrades at New Franklin Elementary School. Planned projects for 2023 will be repair and replacement of exterior windows at Dondero and Little Harbour Elementary Schools. Renovation of the New Franklin interior is projected for 2026.

## Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 21-26	6 PY's Funding	Totals
GF	1%							\$0	\$200,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%	\$1,100,000	\$1,500,000			\$5,000,000		\$7,600,000	\$22,000,000	\$29,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,100,000	\$1,500,000	\$0	\$0	\$5,000,000	\$0	\$7,600,000	\$22,200,000	\$29,800,000



## BI-17-FI-12: 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 [Inergen® Gas Fire Suppression System \(nitrogen 52%/argon 40%/carbon dioxide 8%\)](#), 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 CURRENT AND HISTORIC records from many departments including the City Clerk, Finance, Planning, Public Works, Tax, Assessing, Human Resources, Trustees, 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.

The current year's funding would help the continued expansion of storage for permanent records as well as any upgrades that are required to create or maintain document storage for permanent records (heat/cooling systems, dehumidification, lighting, fire suppression, security, etc.).

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:

- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	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-13: PERMANENT/HISTORIC DOCUMENT RESTORATION, PRESERVATION & 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/a) 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 20-300+ 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 Appendix III. The total amount of funds needed to preserve the contaminated documents, overtime, will exceed \$3 million dollars and with the current funding (\$100,000 per year) take over 20 years to complete.

The funding for FY21 was cut during the budget process. In order to best maintain trajectory and dedication to the City's archival records, we request that funding remain in the budget for FY22, to not only fund the program but to maintain eligibility for future grants.

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:

- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$550,000	\$248,000	\$798,000
Fed/ State	0%							\$0	\$34,136	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$550,000	\$282,136	\$798,000



**BI-22-PL-16: DIVERSITY, EQUITY AND INCLUSION STRATEGIC PLAN**

Department	Planning Department
Project Location	1 Junkins Ave
Project Type	Design work or planning study
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Following up on City Council's resolution declaring Portsmouth to be a Racial Justice Municipality, the City has established an internal working group to spearhead organizational change toward becoming a place where all feel welcomed, valued, respected, and heard. This funding would engage consulting assistance to assist the workgroup in defining and prioritizing actions to realize this goal, resulting in a strategic plan that will guide the City into the future. "Diverse" was one of the primary Planning Themes of the 2025 Master Plan, as the community indicated a strong desire to be "A City that welcomes residents of all ages, backgrounds, and economic levels, and supports a wide variety of businesses."

## Useful Website Links:

- [Racial Justice Municipality](#)
  - [Master Plan 2025](#)
- [Planning Department Homepage](#)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Master Plan 2025</a> ("Diverse" is 1 of 5 plan themes); <a href="#">City Council "Racial Justice Municipality" Resolution</a>	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	

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	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	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000

## BI-05-PL-19: MCINTYRE FEDERAL OFFICE BUILDING REDEVELOPMENT

Department	Planning Department
Project Location	<a href="#">80 Daniel Street</a>
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: <a href="#">Master Plan 2025</a>	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	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The City is working to acquire the McIntyre site through the Historic Monument Program. Following the submittal of an application to the National Park Service and its acceptance, additional work will be associated with implementing the application and overseeing the redevelopment partnership agreements. This project provides additional funding for these purposes.

Useful Website Links:

- [McIntyre Project Page](#)
- [Planning Department Homepage](#)
- [CIP 21-26 Project Page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%	\$25,000	\$25,000					\$50,000	\$150,000	\$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	\$0	\$0	\$0	\$0	\$50,000	\$150,000	\$200,000

**BI-21-PL-20: PORTSMOUTH HOUSING AUTHORITY COURT STREET PROJECT DRIVEWAY**

Department	Planning Department/Public Works Department
Project Location	<a href="#">160 Court Street</a>
Project Type	Rehabilitation of a Facility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This is a request from the Portsmouth Housing Authority for improvements related to construction of new residential apartments at 160 Court Street as approved by the Planning Board. This project will install a new driveway around the rear of the building to enable access by the Fire Department to Court Street. The scope of work includes installation of a retaining wall, stormwater management, and site lighting along the driveway.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Planning Board Site Plan Approval	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	Y
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

## Useful Website Links:

- [Planning Department Homepage](#)
  - [Public Works Homepage](#)
- [Portsmouth Housing Authority](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$82,000						\$82,000	\$0	\$82,000
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	\$82,000	\$0	\$0	\$0	\$0	\$0	\$82,000	\$0	\$82,000

**BI-12-PW-23: NEW OUTDOOR RECREATION FIELDS**

Department	Public Works Department/ Recreation Department
Project Location	<a href="#">100 Campus Drive/ 680 Peverly Hill Road</a>
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



**Description:** Project will fund the design and construction of additional fields and related amenities at the property behind the City's Public Works facility. Previous funding was utilized to acquire the land and complete construction of the first field. The project is being constructed in phases due to projected costs. Funding is identified for a second and third phase to realize the site's full potential for adding to the City field inventories.

## Useful Website Links:

- [Project Homepage](#)
- [Department of Public Works Projects Page](#)
- [Public Works Homepage](#)
- [Recreation Department's Homepage](#)
- [FY21-26 CIP page](#)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Comprehensive Recreation Needs Study 2010</a> ; 2015 Recreation Field Report	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$3,000,000					\$3,000,000	\$5,150,000	\$8,150,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$3,000,000	\$0	\$0	\$0	\$0	\$3,000,000	\$5,150,000	\$8,150,000

**BI-20-PW-24: GREENLAND ROAD PRACTICE FIELD**

Department	Public Works Department/ Recreation Department
Project Location	Route 33
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2025
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Comprehensive Recreation Needs Study 2010</a> , 2015 Recreation Field Report	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:** Project will provide a grass practice field for various activities. The property will also provide parking and access to the NH Seacoast Greenway Route.

## Useful Website Links:

- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%				\$500,000			\$500,000	\$0	\$500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000	\$0	\$500,000



**BI-22-PW-26: OUTDOOR POOL HOUSE**

Department	Public Works Department
Project Location	<a href="#">Pierce Island</a>
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



**Description:** This project would fund the construction of a new pool house at the Peirce Island pool. Prior to construction of the new pool house, the pool liner and filter system will be replaced.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study:	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

## Useful Website Links:

- [Department of Public Works Projects Page](#)
- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%				\$2,500,000			\$2,500,000	\$0	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$2,500,000	\$0	\$0	\$2,500,000	\$0	\$2,500,000

**BI-04-PW-30: CITYWIDE TREE & PUBLIC GREENWAY PROGRAM**

Department	Public Works Department
Project Location	Citywide
Project Type	Other (explained below)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	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:** The City of Portsmouth received recognition as a Tree City USA for over twenty years. The City has a long tradition of caring for urban forests. The City Arborist and the [Trees and Public Greenery Committee](#) administers this program. The program focuses on proactive plantings, managing street tree planting projects, inspecting, pruning or removing hazardous trees in the right-of-way, and provides information and resources to residents, homeowners and builders.

## Useful Website Links:

- [Trees & Public Greenery Committee](#)
- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$110,000	\$230,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	\$110,000	\$230,000

## BI-19-PW-31: PRESCOTT PARK MASTER PLAN IMPLEMENTATION

Department	Public Works Department
Project Location	<a href="#">Prescott Park</a>
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	High (\$100,001 or more)



**Description:** The City Council adopted [the Prescott Park Master Plan](#) in 2017. The Master Plan calls for extensive park-wide reconfiguration, restructuring services and developing new park policies. Renovation to the park presents opportunities to plan for climate adaptation, preserve antique historic structures, accommodate performances and event space, and ensure iconic Portsmouth places continue to serve the public. The Master Plan will likely be funded through fundraising, donations, grant support programs and special funding.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Prescott Park Master Plan 2017</a>	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:

- [Project Page](#)
- [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [Department of Public Works Projects Page](#)
  - [Public Works Homepage](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	5%	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000		\$625,000	\$0	\$625,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	64%	\$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	30%	\$1,050,000	\$750,000	\$900,000	\$850,000			\$3,550,000	\$0	\$3,550,000
	Totals	\$2,925,000	\$875,000	\$2,775,000	\$975,000	\$1,875,000	\$0	\$9,425,000	\$2,325,000	\$11,750,000



## BI-11-PW-32: PRESCOTT PARK FACILITIES CAPITAL IMPROVEMENTS

Department	Public Works Department
Project Location	<a href="#">Prescott Park</a>
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,000)



**Description:** The City of Portsmouth is responsible for the care and maintenance of Prescott Park and Four Tree Island. Among the abundant gardens and green space, there are several historic buildings, access ways, foot paths, plazas, fountains, park furnishings and marine infrastructure. They need significant rehabilitation or upgrades. In 2017, a master plan was completed identifying changes to the park. However, there are several projects that require funding. These projects include: various improvements to the Shaw & Sheafe Warehouses, upgrade and replacement of paved surfaces, replacement of perimeter fencing along the waterfront, dock repairs, electrical and lighting rehabilitation, and irrigation and fountain improvements.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Prescott Park Master Plan 2017</a>	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](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$415,000	\$715,000
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	\$415,000	\$715,000

## **BI-21-PW-34: CITY HALL HVAC IMPROVEMENTS**

Department	Public Works Department
Project Location	<a href="#">1 Junkins Ave</a>
Project Type	Rehabilitation of a Facility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: HVAC Study 2019	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	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 would replace the failing, antiquated heating and air conditioning system at City Hall. The existing system is deteriorating and does not provide reliable, controlled, heating and cooling for the facility. The current piping for heating and cooling is made of black iron, remnant from a past conversion from an old steam system to a hot water system. This system is not suitable for forced hot water heating. Problematic issues include pipe corrosion, heavy condensation and leaks, which can contribute to mold growth and results in additional maintenance. Recently, as an emergency repair, the most corroded pipes have been replaced to avoid catastrophic leaks. Also, the existing system has no ability to isolate different parts of the building when servicing equipment or making repairs, meaning the entire heating system must be shut down, when a simple repair needs to be made.

#### Useful Website Links:

- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	9%	\$150,000						\$150,000	\$0	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	91%					\$1,500,000		\$1,500,000	\$0	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$0	\$0	\$0	\$1,500,000	\$0	\$1,650,000	\$0	\$1,650,000

**BI-18-PW-35: RECYCLING & SOLID WASTE TRANSFER STATION**

Department	Public Works Department
Project Location	<a href="#">Peeverly Hill Road</a>
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2019
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	High (\$100,001 or more)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: DPW Master Complex Summary July 2020 (draft) Recycling Facility Basis of Design Report March 2020 (draft)	Y
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, increase efficiency (by adding infrastructure so recycling and solid waste materials can be consolidated for transport), provide additional disposal options, and cost savings. The project is in the preliminary design phase. As requested by residents, the new facility will include a swap shop.

## Useful Website Links:

- [Public Works Homepage](#)
- [Solid Waste and Recycling Info](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	6%							\$0	\$350,000	\$350,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	94%					\$5,400,000		\$5,400,000	\$0	\$5,400,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$0	\$0	\$5,400,000	\$0	\$5,400,000	\$350,000	\$5,750,000

## BI-95-PW-42: HANOVER PARKING FACILITY – CAPITAL IMPROVEMENTS

Department	Public Works – Parking and Transportation Division
Project Location	<a href="#">Hanover Street</a>
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Structural Evaluation 2015</a> ; <a href="#">Hanover Street Parking Facility Condition Appraisal Update 2018</a>	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	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 maintenance at the Hanover Parking Garage. Funding is allocated on a scheduled basis for renovation needs to the original structure. A structural evaluation was completed in 2015 and updated in 2018 by Walker Consultants, identifying the upgrades necessary to continue using the facility.

### Useful Website Links:

- [Public Works Homepage](#)
  - [Park Portsmouth](#)
- [Hanover Parking Garage](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease (Parking)	93%	\$6,300,000						\$6,300,000	\$0	\$6,300,000
Other	0%							\$0	\$0	\$0
Revenues (Parking)	7%							\$0	\$450,000	\$450,000
PPP	0%							\$0	\$0	\$0
	Totals	\$6,300,000	\$0	\$0	\$0	\$0	\$0	\$6,300,000	\$450,000	\$6,750,000

# III. INFORMATION SYSTEMS



## IS-06-IT-43: 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	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 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 FY21.

### Useful Website Links:

- [IT Department](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	100%	\$619,208	\$779,408	\$718,208	\$902,208	\$747,408	\$693,208	\$4,459,648	\$3,573,302	\$8,032,950
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$619,208	\$779,408	\$718,208	\$902,208	\$747,408	\$693,208	\$4,459,648	\$3,573,302	\$8,032,950

# IS-06-IT-43: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

## Computers/Notebooks

(Costs include installation)

Location	Inventory	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
City Hall	102	50	50				10
Public Works	67			37	30		
Library	95		-	40	50		40
Recreation	11				11		
Police	121	25	25	25	25	25	25
Fire	19	2	19	2	2	19	2
<b>Total Computers</b>	<b>415</b>	<b>77</b>	<b>94</b>	<b>104</b>	<b>118</b>	<b>44</b>	<b>77</b>

<u>Cost of Replacement</u>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
City Hall	\$50,000	\$50,000			\$50,000	\$10,000
Public Works			\$37,000	\$30,000		
Library			\$40,000	\$50,000		\$40,000
Recreation				\$11,000		
Police	\$45,500	\$45,500	\$45,500	\$45,500	\$45,500	\$45,500
Fire	\$2,800	\$19,000	\$2,800	\$2,800	\$19,000	\$2,800
<b>Computers/Notebooks Cost per Year</b>	<b>\$98,300</b>	<b>\$114,500</b>	<b>\$125,300</b>	<b>\$139,300</b>	<b>\$114,500</b>	<b>\$98,300</b>

**IS-06-IT-43: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS**

**Servers**

(Costs include installation and software)

Location	Inventory	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
City Hall Server Room	3	-	-	-	3	-	-
Public Works							
Library	1			1			
Police	10	2	2	2	2	2	2
Fire							
<b>Total Servers</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>2</b>

<u>Cost of Replacement</u>	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
Citywide	\$0	\$0	\$0	\$150,000	\$0	\$0
Public Works	\$0	\$0	\$0	\$0	\$0	\$0
Library	\$0	\$0	\$5,000	\$0	\$0	\$0
Police	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
Fire	\$0	\$0	\$0	\$0	\$0	\$0
<b>Servers Cost per Year</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$21,000</b>	<b>\$166,000</b>	<b>\$16,000</b>	<b>\$16,000</b>



# IS-06-IT-43: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

## Other Technology Replacements and Upgrades

Location	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>Citywide</b>						
Plotter City Hall (1)	\$0	\$0	\$10,000	\$0	\$0	\$0
Microsoft Office/Exchange (320 Citywide)	\$30,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Spam Filter (300 Hardware/Software)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Channel 22 technology equipment	\$0	\$0	\$0	\$25,000	\$25,000	\$0
Network Management System (City Wide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion	\$0	\$80,000	\$0	\$15,000	\$15,000	\$0
<b>Total City Hall</b>	<b>\$70,000</b>	<b>\$195,000</b>	<b>\$125,000</b>	<b>\$155,000</b>	<b>\$155,000</b>	<b>\$115,000</b>
<b>Public Works</b>						
Radios (80)					\$20,000	\$20,000
WAN Switches (2)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total Public Works</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
<b>Library</b>						
A/V Unit (1)		\$15,000				
WAN Switches (1)	\$3,000			\$3,000		\$5,000
<b>Total Library</b>	<b>\$3,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$5,000</b>

# IS-06-IT-43: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS

## Other Technology Replacements and Upgrades

Location	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
<b>Police</b>						
Radios-portable (154)	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
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
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)	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Comm Center-Radio System Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
<b>Total Police</b>	<b>\$343,158</b>	<b>\$340,158</b>	<b>\$343,158</b>	<b>\$340,158</b>	<b>\$343,158</b>	<b>\$340,158</b>
<b>Fire</b>						
Radios- portable (55)	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Radios- mobile (44)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Printers (13)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
WAN Swtiches (3)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>Total Fire</b>	<b>\$28,750</b>	<b>\$28,750</b>	<b>\$28,750</b>	<b>\$28,750</b>	<b>\$28,750</b>	<b>\$28,750</b>
<b>School Department</b>						
Wifi Access Points	\$20,000	\$15,000	\$15,000		\$5,000	\$30,000
Classroom LCD Projectors	\$15,000			\$15,000	\$10,000	\$30,000
Virtual Desktop Interface (VDI) Expansion		\$15,000	\$15,000	\$15,000	\$15,000	
Printers		\$0				
Firewall				\$30,000		
LAN Network Switches	\$15,000	\$30,000				
WAN Switches (6)	\$0		\$30,000		\$30,000	
<b>Total School</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>Other Technology Replacement/Upgrades Cost per Year</b>	<b>\$549,908</b>	<b>\$648,908</b>	<b>\$566,908</b>	<b>\$596,908</b>	<b>\$616,908</b>	<b>\$578,908</b>

# **IS-06-IT-43: INFORMATION TECHNOLOGY UPGRADES AND REPLACEMENTS**

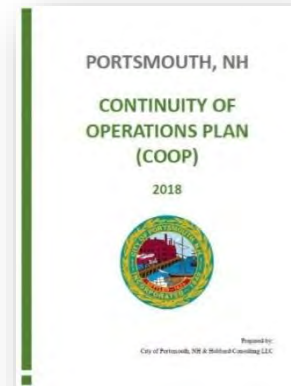
## **Totals by Location**

	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>
Citywide	\$120,000	\$245,000	\$125,000	\$305,000	\$205,000	\$125,000
Public Works	\$10,000	\$10,000	\$47,000	\$40,000	\$30,000	\$30,000
Library	\$3,000	\$15,000	\$45,000	\$53,000	\$0	\$45,000
Recreation	\$0	\$0	\$5,000	\$11,000	\$0	\$0
Police	\$404,658	\$401,658	\$404,658	\$401,658	\$404,658	\$401,658
Fire	\$31,550	\$47,750	\$31,550	\$31,550	\$47,750	\$31,550
School	\$50,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>Total Information Technology Replacement and Upgrades</b>	<b>\$619,208</b>	<b>\$779,408</b>	<b>\$718,208</b>	<b>\$902,208</b>	<b>\$747,408</b>	<b>\$693,208</b>

## IS-20-IT-44: CONTINUITY OF OPERATIONS (COOP)

Department	IT Department
Project Location	To Be Determined
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: Continuity of Operations Plan (COOP)	Y
Improves Quality of Existing Services	
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	



**Description:** This project is a critical need to provide redundancy in City IT operations, and will enable the City to operate essential functions in the event that City Hall is damaged or out of service for a period of time.

The project includes: Reengineering the current network (MAN) to create a secondary access location for an emergency failover, add a virtualized server and build the capacity to operate at an alternate location.

Useful Website Links:

- [COOP: What is Continuity of Operations?](#)
  - [IT Department](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$100,000						\$100,000	\$150,000	\$250,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$150,000	\$250,000

**IS-21-FI-45: FINANCIAL SOFTWARE UPGRADE**

Department	Finance Department
Project Location	City Hall
Project Type	Equipment (non-vehicular)
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This project is a planned upgrade to the existing financial software. Due to the size and cost of this project, it is recommended that this be spread out over 3-4 years, with an implementation date in FY 24. This upgrade will enable the City financial department and other departments to streamline their current process and offer more services to the residents.

The project includes: upgraded software and hardware, review all the 3<sup>rd</sup> party software and with the goal of streamlining as much as possible with one main application.

## Useful Website Links:

- [City of Portsmouth - Finance Department](#)
  - [IT Department](#)
  - [FY21-26 CIP page](#)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$175,000	\$175,000	\$175,000	\$175,000			\$700,000	\$0	\$700,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$175,000	\$175,000	\$175,000	\$175,000	\$0	\$0	\$700,000	\$0	\$700,000

## IS-21-FI-46: RECORD RETENTION SOFTWARE

Department	Finance Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** This project is the purchase of a Records Management Software intended to house permanent (and eventually all) citywide digital records with the capacity to aid in the legal retention and proper care of long term digital files.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Serve Growth	Y
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

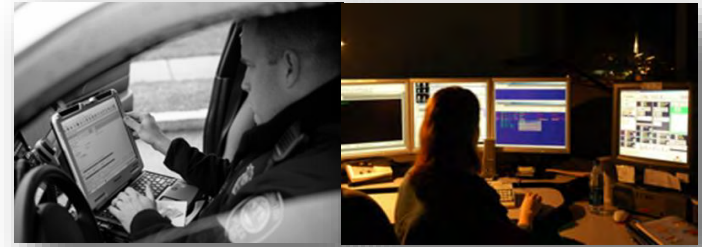
Useful Website Links:

- [City of Portsmouth - Finance Department](#)
  - [IT Department](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$50,000	\$50,000					\$100,000	\$0	\$100,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000

**IS-17-PD-48: PUBLIC SAFETY RECORDS MGMT./COMPUTER AIDED DISPATCH SYSTEM**

Department	Police Department
Project Location	To Be Determined
Project Type	Other (explained below)
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The current RMS/CAD systems 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](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (GF Non Operating)	100%	\$250,000	\$250,000	\$250,000	\$200,000			\$950,000	\$150,000	\$1,100,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$250,000	\$250,000	\$250,000	\$200,000	\$0	\$0	\$950,000	\$150,000	\$1,100,000

# IV. TRANSPORTATION MANAGEMENT





## TSM-08-PW-50: PARKING METERS

Department	Public Works – Parking and Transportation Division
Project Location	Downtown Business District
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City has replaced aging multi-space parking meters with updated technology. This allows for an enhanced user experience. Funding covers meter replacement and/or upgrades.

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	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

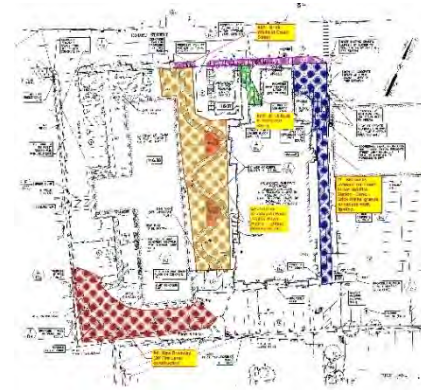
Useful Website Links:

- [Public Works Homepage](#)
- [Park Portsmouth](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$65,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$290,000	\$225,000	\$515,000
PPP	0%							\$0	\$0	\$0
Totals		\$65,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$290,000	\$225,000	\$515,000

# TSM-21-PL-53: PORTSMOUTH HOUSING AUTHORITY COURT STREET PROJECT PEDESTRIAN AND PARK IMPROVEMENTS

Department	Planning Department/Public Works Department
Project Location	<a href="#">160 Court Street</a>
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** Request from Portsmouth Housing Authority for pedestrian and community space amenities associated with new residential apartments at 160 Court Street per plans approved by the Planning Board. The project will create a new public pedestrian connection across Portsmouth Housing Authority Property to Court Street along east side of Portsmouth Housing Authority Property, upgrade and widen brick sidewalks along Court Street between 140 Court Street and 160 Court Street frontage, and construct an internal courtyard/park.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: 160 Court Street Site Plan	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	

Useful Website Links:

- [Planning Department Homepage](#)
  - [Public Works Homepage](#)
  - [Portsmouth Housing Authority](#)
    - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$173,000						\$173,000	\$0	\$173,000
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	\$173,000	\$0	\$0	\$0	\$0	\$0	\$173,000	\$0	\$173,000

**TSM-21-PL-56: GREENLAND RD/MIDDLE RD CORRIDOR TRAFFIC CALMING AND BICYCLE/PEDESTRIAN IMPROVEMENTS**

Department	Planning Department
Project Location	<a href="#">Middle Road and Greenland Road</a> from Spinney Road to Harvard Street
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2022
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Bicycle and Pedestrian Plan 2014</a>	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	
Eligible for Matching Funds with Limited Availability	

**Description:** This project would complete a link in the City's bicycle network while also providing traffic calming treatments to slow traffic and improve pedestrian safety for the residential neighborhoods along Middle Road. Proposed improvements include bicycle lanes along Middle Road, a shared use path along the north side of Greenland Road, and traffic calming measures between Peverly Hill Road and Spinney Road.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Planning Department Homepage</a></li> <li>• <a href="#">Bicycle &amp; Pedestrian Planning</a> <ul style="list-style-type: none"> <li>• <a href="#">FY21-26 CIP page</a></li> </ul> </li> </ul>

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	8%	\$50,000						\$50,000	\$0	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	92%			\$585,000				\$585,000	\$0	\$585,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$0	\$585,000	\$0	\$0	\$0	\$635,000	\$0	\$635,000

# TSM-08-PL/NH-58: US ROUTE 1 NEW SIDE PATH CONSTRUCTION

Department	Planning Department and Public Works
Project Location	<a href="#">US Route 1 from Andrew Jarvis to Elwyn Rd</a>
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



**Description:** This project calls for creation of a walkable and bike-able connection for neighborhoods and destinations along Route 1 through construction of ten ft. sidepaths on each side of road in available NH DOT right-of-way. This will be a phased project, the first phase of which will extend from the intersection of Elwyn Road/Peveryly Hill Road to Heritage Ave to correspond with the NHDOT Route 1 Corridor Project. Most of the project falls within NHDOT jurisdiction, and requires coordination and permission from the state agency to implement and maintain. A separate but related project would add ADA-Compliant crosswalks and actuated pedestrian signals to cross Lafayette Rd at key intersections.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Bicycle and Pedestrian Plan 2014</a>	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

Useful Website Links:

- [US Route 1 Corridor Project \(NHDOT\)](#)
  - [Public Works Projects Page](#)
  - [Public Works Homepage](#)
- [Planning Department Homepage](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	30%	\$130,000	\$295,000					\$425,000	\$0	\$425,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	70%			\$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	\$130,000	\$295,000	\$1,000,000	\$0	\$0	\$0	\$1,425,000	\$0	\$1,425,000

# TSM-16-PL-60: MAPLEWOOD AVE DOWNTOWN COMPLETE STREET

Department	Planning Department and Public Works
Project Location	<a href="#">Maplewood Ave from Congress St</a> to Raynes Ave
Project Type	Rehabilitation of a Facility
Commence FY	2026
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Maplewood Ave Downtown Complete Street Project Page</a> , <a href="#">Bicycle and Pedestrian Plan 2014</a> , <a href="#">Maplewood Ave Feasibility Study</a>	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, which include sidewalk widening, bike lanes, crosswalk improvements, travel lane reductions, and roadway reconstruction. The goals are to enhance the comfort, appeal, and safety of this approximately 1/4 mile corridor. Aspects of this project will be done in partnership with local developers. Remaining City project funding is for final engineering and construction. State funding has been allocated for this project in the [NHDOT 2019-2028 Ten Year Plan](#).

Useful Website Links:

- [Maplewood Ave Downtown Complete Street Project Page](#)
  - [2019-2028 NHDOT Ten Year Plan](#)
  - [Public Works Homepage](#)
- [Planning Department Homepage](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	4%							\$0	\$167,000	\$167,000
Fed/ State	19%	\$33,000		\$35,000		\$652,000		\$720,000	\$34,000	\$754,000
Bond/ Lease	71%					\$2,370,000		\$2,370,000	\$450,000	\$2,820,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	6%							\$0	\$250,000	\$250,000
	Totals	\$33,000	\$0	\$35,000	\$0	\$3,022,000	\$0	\$3,090,000	\$901,000	\$3,991,000



# TSM-18-PW-64: BANFIELD ROAD PEDESTRIAN ACCOMMODATIONS AND TRAFFIC CALMING

Department	Public Works Department
Project Location	<a href="#">Banfield Road</a>
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Banfield Road Conceptual Design &amp; Master Plan Summary 2016</a>	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 phased project includes traffic calming measures and pedestrian accommodations on Banfield Road, from Ocean Road to Peverly Hill Road. These improvements were identified in the [2015 Banfield Road Master Plan](#).

The Banfield Road culvert project is currently underway and allows for the future construction of sidewalks from Ocean Road to the Hampton Branch Rail Trail. Traffic calming has been identified as a priority by residents.

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Banfield Road Improvements Project</a></li> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY21-26 CIP page</a></li> </ul>

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$500,000		\$500,000				\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$500,000	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000

# TSM-95-PW-65: CITYWIDE SIDEWALK RECONSTRUCTION PROGRAM

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: <a href="#">Sidewalk Condition Index 2018</a>	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	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The Public Works Department completed a conditional sidewalk assessment of City maintained sidewalks. The assessment contains detailed information on 77 miles of sidewalk. These sidewalks are not included in parks, fields and other City maintained facilities. The results give staff a clear depiction of the overall conditions. This project consists of sidewalks identified as poor to fair condition. Reconstruction work is based on need. Reconstruction work is coordinated with other street and utility improvement projects.

Useful Website Links:

- [Roads & Sidewalks Project Page](#)
- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	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-65: Citywide Sidewalk Reconstruction Program

### PROPOSED CAPITAL IMPROVEMENTS FOR FISCAL YEAR 2022

#### PROPOSED CAPITAL IMPROVEMENTS ON EXISTING SIDEWALKS:

- Bartlett St
- Kensington Rd
- Lawrence St
- Maple Haven Area
- Mendum Avenue
- 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-18-PW-69: CITYWIDE BRIDGE IMPROVEMENTS

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Citywide Bridge Evaluation 2018</a>	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:** Project provides maintenance for City bridges. Typical bridge maintenance includes sealing the concrete surfaces, replacing the pavement surfaces and membranes, and maintaining or upgrading railing systems and fences. Funds are based on recommendations in the Bridge Master Plan.

Useful Website Links:

- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	19%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$250,000	\$550,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	81%							\$0	\$2,350,000	\$2,350,000
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	\$2,600,000	\$2,900,000

# TSM-21-PW-72: SOUTH STREET AT MIDDLE ROAD PEDESTRIAN ACCOMMODATIONS AND TRAFFIC CALMING

Department	Public Works Department
Project Location	South Street between Middle Road and Monroe Street, and Middle Road between Spinney Road and South Street
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2025
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The residents of South Street and Middle Road are requesting traffic calming measures between Spinney Road and Monroe Street. These measures may include reconfiguring the intersection of South Street and Middle Road to limit vehicle speeds when turning onto South Street. In addition, the project may include construction of curbing and sidewalk along the south side of Middle Road and South Street, and installation of a pedestrian crosswalk at the intersection. These improvements would improve safety and access for pedestrians destined for Portsmouth High School and area playgrounds.

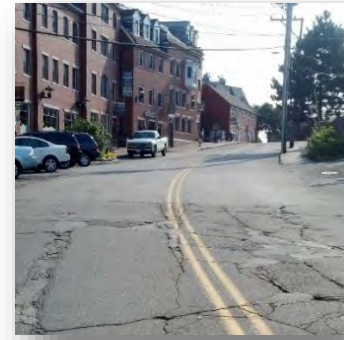
Evaluation Criteria	Satisfy
Identified in Planning Document or Study	
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Homepage</a></li> <li>• <a href="#">FY21-26 CIP page</a></li> </ul>

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$20,000		\$230,000				\$250,000	\$0	\$250,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$20,000	\$0	\$230,000	\$0	\$0	\$0	\$250,000	\$0	\$250,000

# TSM-94-PW-73: STREET PAVING, MANAGEMENT AND REHABILITATION

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: Pavement Management Index 2020 (draft)	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 current levels. These are capital costs. They are implemented over a two-year period with an expected life of 20 years. The Public Works operational budget includes maintenance costs with an expected life of 10 years.

Useful Website Links:

- [Department of Public Works Projects Page](#)
  - [Roads & Sidewalks Project Page](#)
  - [Public Works Homepage](#)
    - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	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	\$10,000,000	\$22,000,000
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	\$10,000,000	\$22,000,000

## TSM-94-PW-73: ROADWAY: Street Paving, Management and Rehabilitation

### PROPOSED CAPITAL IMPROVEMENTS FISCAL YEAR 2022

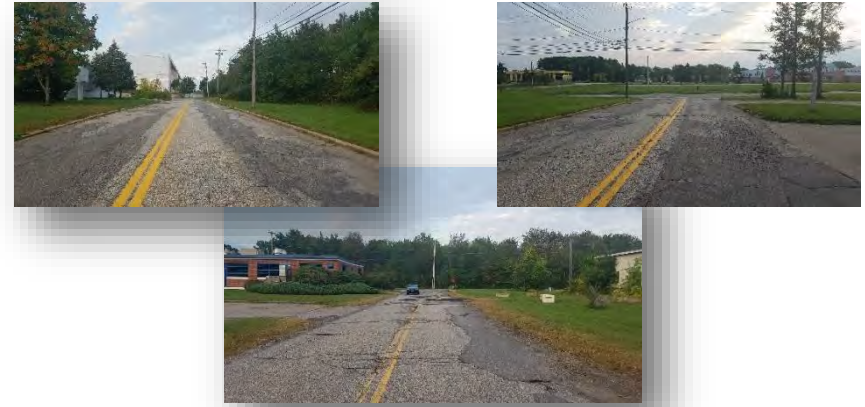
#### STREETS LISTING:

- Bartlett St (Islington St to Dennett St)
- Chapel St (Daniel St to Bow St)
- Clough Dr
- Edmond Ave
- High St
- Ladd St
- Marcy St (South St to New Castle Ave)
- Michael Succi Dr
- Morning St
- New Castle Ave
- 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 Department
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: Pavement Management Index 2020 (draft)	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:** 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:

- [Department of Public Works Projects Page](#)
  - [Roads & Sidewalks Project Page](#)
  - [Public Works Homepage](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 21-26	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$750,000		\$750,000		\$1,000,000		\$2,500,000	\$3,750,000	\$6,250,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$0	\$750,000	\$0	\$1,000,000	\$0	\$2,500,000	\$3,750,000	\$6,250,000

## TSM-11-PW-74: ROADWAY: Pease International Tradeport Roadway Rehabilitation

### PEASE INTERNATIONAL TRADEPORT FOR FISCAL YEAR 2022

#### STREETS LISTING:

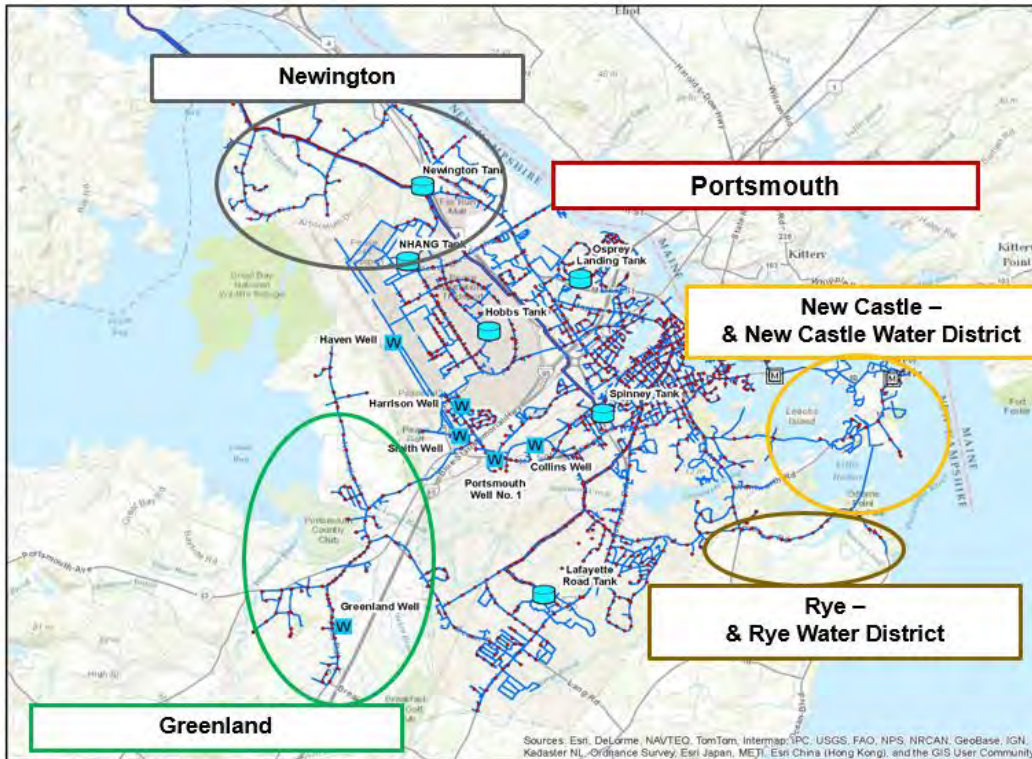
- Arboretum Dr
- Airline Ave
- Durham St
- New Hampshire Ave
- Newfields St
- Pease Blvd
- Rochester Ave
- Rye St
- Miscellaneous

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.



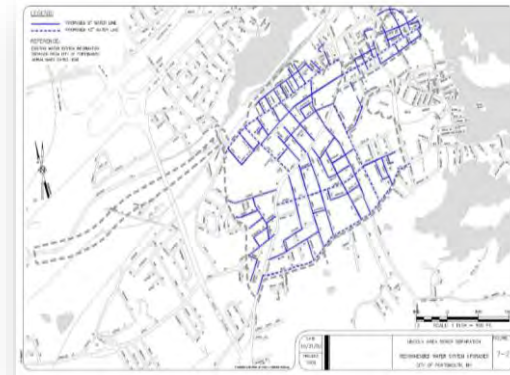
# V. ENTERPRISE FUNDS

## WATER



## EF-02-WD-78: ANNUAL WATER LINE REPLACEMENT

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Upgrade 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 – <a href="#">Water System Master Plan 2013</a>	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](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	85%	\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000	\$5,500,000	\$8,500,000
Other	0%							\$0	\$0	\$0
Revenues	15%							\$0	\$1,500,000	\$1,500,000
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$3,000,000	\$7,000,000	\$10,000,000



## EF-18-WD-82: WATER TRANSMISSION MAIN REPLACEMENT

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	2015
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study – <a href="#">Newington Transmission Main Alternative Report 2017</a>	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. Previous funding was used for permitting and design, and FY22 funds will be used for construction.

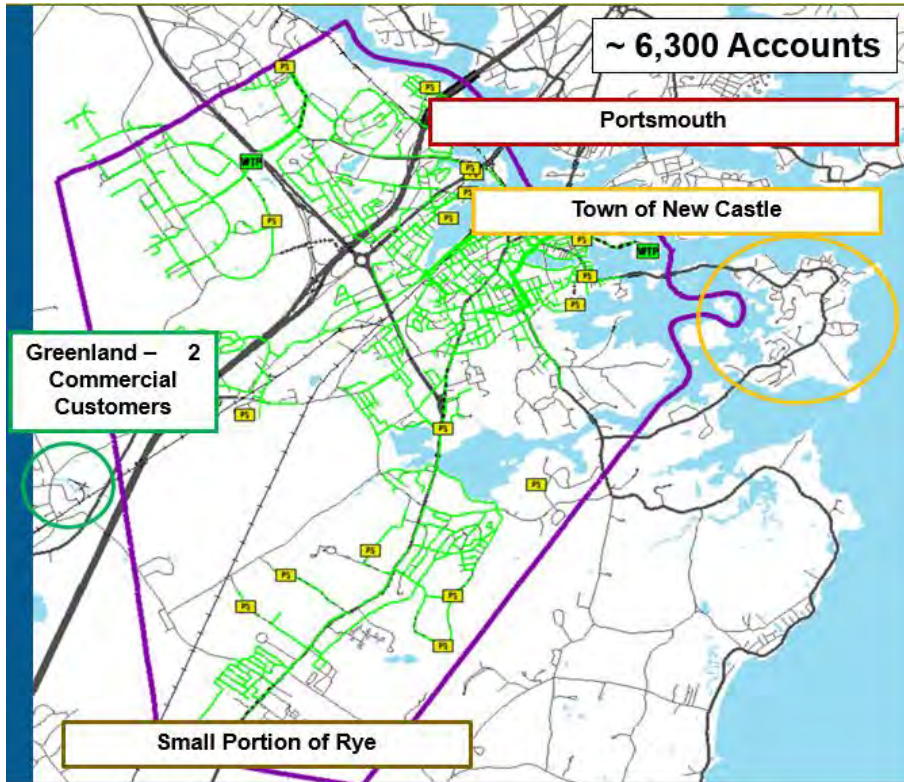
### Useful Website Links:

- [Water Projects Page](#)
- [Water Department](#)
- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	96%	\$5,400,000						\$5,400,000	\$850,000	\$6,250,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$5,400,000	\$0	\$0	\$0	\$0	\$0	\$5,400,000	\$1,100,000	\$6,500,000

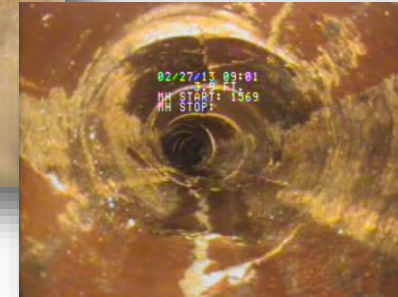
# V. ENTERPRISE FUNDS

## SEWER



**EF-12-SD-86: ANNUAL SEWER LINE REPLACEMENT**

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	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 115 miles of pipe. Many of the older pipes are 50 to 100 years old, undersized and at the end of their design life. Pipes are replaced programmatically as part of sewer specific capital projects, roadway reconstruction and prior to annual paving. This item will fund the purchase of pipes and associated materials used to replace those pipes.

## Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	81%	\$500,000		\$500,000		\$500,000		\$1,500,000	\$7,000,000	\$8,500,000
Other	0%							\$0	\$0	\$0
Revenues	19%							\$0	\$2,000,000	\$2,000,000
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$0	\$500,000	\$0	\$500,000	\$0	\$1,500,000	\$9,000,000	\$10,500,000

## EF-12-SD-87: PEASE WASTEWATER TREATMENT FACILITY

Department	Public Works – Sewer Division
Project Location	Pease WWTF at Corporate Dr
Project Type	Upgrade of Existing Facilities
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,000 or more)



**Description:** In 2019 the City submitted a wastewater permit renewal application to the Environmental Protection Agency (EPA) requesting an increase in design flow rate from 1.2 million gallons per day to 1.7 million gallons per day. This increase in flow rate at the treatment facility will support the build out of the Pease International Tradeport and provide capacity at the treatment facility for Lonza Biologics intended expansion. Planning for this upgrade has begun but full design and construction will not take place until the full details of an updated permit are provided by the EPA. The costs and timing of this work is dependent upon the issuance of that permit, which is anticipated in FY22. Replacement of aged equipment is underway with previous funding.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Pease Wastewater Facility NPDES Permit Renewal 2019</a>	
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	

### Useful Website Links:

- [Pease Wastewater Treatment Facility](#)
  - [Sewer Department](#)
  - [Public Works Department](#)
  - [FY21-26 CIP page](#)

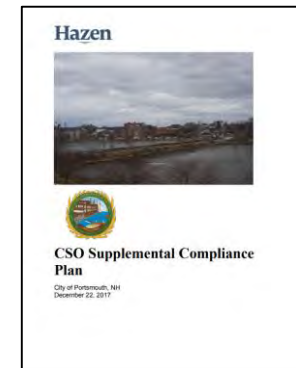
		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	42%	\$1,500,000						\$1,500,000	\$7,750,000	\$9,250,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$850,000	\$850,000
PPP	54%		\$12,000,000					\$12,000,000	\$0	\$12,000,000
	Totals	\$1,500,000	\$12,000,000	\$0	\$0	\$0	\$0	\$13,500,000	\$8,600,000	\$22,100,000



## EF-16-SD-88: LONG TERM CONTROL PLAN RELATED PROJECTS

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study - <a href="#">Infiltration and Inflow Study 2016</a> & <a href="#">Post Construction Monitoring Plan 2017</a> & <a href="#">CSO Supplemental Compliance Plan 2017</a>	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:

- [Sewer Department](#)
- [Public Works Department](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	18%				\$300,000			\$300,000	\$0	\$300,000
Other	0%							\$0	\$0	\$0
Revenues	82%	\$100,000						\$100,000	\$1,300,000	\$1,400,000
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$0	\$300,000	\$0	\$0	\$400,000	\$1,300,000	\$1,700,000

## EF-17-SD-89: WASTEWATER PUMPING STATION IMPROVEMENTS

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Rehabilitation of Existing Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



**Description:** The City owns and operates twenty (20) wastewater pumping stations. The projected life span of a pumping station is twenty (20) years. This project plans for the replacement or major rehabilitation of pumping stations and/or force mains that have not been included as separate projects in the CIP. The work will follow the recommendations detailed in the Wastewater Pumping Station Master Plan dated 2019. The City anticipates using FY22 funding to evaluate the Deer Street pumping station force mains.

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Wastewater Pump Station Master Plan 2019</a>	Y
Improves Quality of Existing Services	
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

### Useful Website Links:

- [Projects Page – Department of Public Works](#)
  - [Sewer Department](#)
  - [Public Works Department](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	96%	\$750,000		\$1,000,000		\$500,000		\$2,250,000	\$4,600,000	\$6,850,000
Other	0%							\$0	\$0	\$0
Revenues	4%							\$0	\$250,000	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$750,000	\$0	\$1,000,000	\$0	\$500,000	\$0	\$2,250,000	\$4,850,000	\$7,100,000

**EF-13-SD-90: MECHANIC STREET PUMPING STATION UPGRADE**

Department	Public Works – Sewer Division
Project Location	<a href="#">113 Mechanic Street</a>
Project Type	Upgrade of Existing Facilities
Commence FY	2022
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: <a href="#">Wastewater Pump Station Master Plan 2019</a> , Lifespan Evaluation (ongoing)	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

**Description:** The Mechanic Street Wastewater Pumping Station is the largest in the City and is in need of a comprehensive upgrade. In order to delay the cost of this significant project there is an ongoing study to determine if the life span of the station can be extended for up to 10 years with a less costly interim project. Funding for the comprehensive upgrade is not shown. Replacement of this station will include consideration for a site master plan to address the park, adjacent property (95 Mechanic St), and water access.

## Useful Website Links:

- [Public Works Department](#)
- [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	98%	\$2,000,000						\$2,000,000	\$500,000	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	2%							\$0	\$50,000	\$50,000
PPP	0%							\$0	\$0	\$0
	Totals	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$550,000	\$2,550,000

## EF-22-SD-92: MARJORIE STREET WASTEWATER PUMPING STATION

Department	Public Works – Sewer Division
Project Location	Majorie Street
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2022
Priority	A
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	
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:** Construction of a new wastewater pumping station at the end of Marjorie Street will allow the City to abandon an existing gravity sewer pipeline that crosses the property at 150 Greenleaf Avenue. The City has been unable to secure the necessary rights to allow the existing gravity pipeline to remain in place. The total cost of this work is estimated to be \$1.65 million. Additional funding will be used from previous funding for the [EF-17-SD-96 \(CIP FY 21-26\)](#) Wastewater Pumping Station Improvements that were originally set aside for a different project.

### Useful Website Links:

- [Sewer Department](#)
- [Public Works Department](#)
- [FY21-26 CIP page](#)

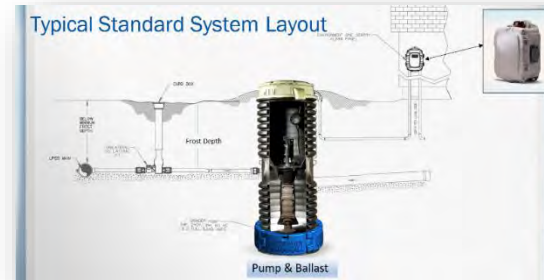
		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,000,000						\$1,000,000	\$0	\$1,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000



## EF-22-SD-93: SEWER SERVICE FUNDING FOR SAGAMORE AVENUE AREA SEWER EXTENSION

Department	Public Works – Sewer Division
Project Location	Portions of Sagamore Ave and Wentworth House Rd; Cliff Rd, Walker Bungalow Rd and Sagamore Grove
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2022
Priority	A
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	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 has approached this project in order to obtain pricing for the private side work for converting existing septic systems to a pumped sewer connection. The costs for this work will become available once the project bids are received and the City Council concludes on the final cost proposal. This item sets aside funds in anticipation of City Council action. The City Council previously authorized \$4.4M under previous CIP Item ([EF-16-SD-94 from FY20-25 Consent Decree Mitigation](#)) for installation of sewer lines in the roadway and some private side work.

### Useful Website Links:

- [Sagamore Ave Sewer Extension Project Page](#)
  - [Sewer Department](#)
  - [Public Works Department](#)
  - [FY21-26 CIP page](#)

		FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$200,000	\$1,700,000	\$0	\$1,700,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$200,000	\$1,700,000	\$0	\$1,700,000

# VI. COMBINED FUNDING



**COM-03-PW-94**

**ISLINGTON STREET IMPROVEMENTS PHASE 2**  
**Combined: General Fund-Water Fund-Sewer Fund**

Department	Public Works Department
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: <a href="#">Long Term Control Plan Update 2010</a> ; <a href="#">CSO Supplemental Compliance Plan 2017</a>	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	

Useful Website Links:
<ul style="list-style-type: none"> <li>• <a href="#">Public Works Department</a></li> <li>• <a href="#">Sewer Department</a></li> <li>• <a href="#">FY21-26 CIP page</a></li> </ul>



**Description:** This project funds work related to reconstruction on Islington Street. It will be completed in phases. Phase 1A is from the Route 1 Bypass to Albany Street and was previously funded. Phase 1B is from Albany Street to Dover Street and funding was identified in FY21. Phase 2 is from Dover Street to Congress Street and is estimated to cost an additional \$6.9 million in FY27.

The project includes water, sewer, drainage and streetscape modifications. Funding for this work will come from the water and sewer enterprise funds and the general fund (property taxes).

Phases 1A and 1B are required by the City’s Supplemental Compliance Plan for sewer separation.

**ISLINGTON STREET IMPROVEMENTS PHASE 2**  
**Combined: General Fund-Water Fund-Sewer Fund**

			FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	1%							\$0	\$200,000	\$200,000
	GF-Bond/ Lease	37%	\$2,300,000						\$2,300,000	\$4,640,000	\$6,940,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	29%	\$2,300,000						\$2,300,000	\$3,150,000	\$5,450,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	32%	\$2,300,000						\$2,300,000	\$3,650,000	\$5,950,000
	PPP	0%							\$0	\$0	\$0

Total General Fund	39%	\$2,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,300,000	\$4,840,000	\$7,140,000
Total Water Fund	29%	\$2,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,300,000	\$3,150,000	\$5,450,000
Total Sewer Fund	32%	\$2,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,300,000	\$3,650,000	\$5,950,000

<b>Totals</b>		<b>\$6,900,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,900,000</b>	<b>\$11,640,000</b>	<b>\$18,540,000</b>
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## COM-10-PW-96

Department	Public Works Department
Project Location	Maplewood Avenue
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: <a href="#">Citywide Bridge Evaluation 2018</a>	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	

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)
- [FY21-26 CIP page](#)

## MAPLEWOOD AVENUE BRIDGE

Combined: General Fund-Water Fund-Sewer Fund



**Description:** This project is for the rehabilitation of the Maplewood Avenue Bridge at North Mill Pond. After a recent evaluation it was determined that a rehabilitation of the arch with an adhered lining system will allow the City to extend the lifespan of the bridge without the cost of a full replacement. The work will include resurfacing of the roadway, resetting the curb and reconstruction of the sidewalks, but will not address the sea walls or utilities. Extending the timeframe for full replacement will improve the City's chance of obtaining the 80% NHDOT State Bridge Aid Program funds for this work.

When the bridge is replaced, work will include the sea walls and reconstruction of the water, sewer, and aerial utilities.

Combined: General Fund-Water Fund-Sewer Fund

			FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	83%	\$1,000,000						\$1,000,000	\$500,000	\$1,500,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	6%							\$0	\$100,000	\$100,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	11%	\$100,000						\$100,000	\$100,000	\$200,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0

Total General Fund	83%	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$500,000	\$1,500,000
Total Water Fund	6%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Total Sewer Fund	11%	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$200,000

<b>Totals</b>		<b>\$1,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,100,000</b>	<b>\$700,000</b>	<b>\$1,800,000</b>
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# COM-15-PW-97

# CITYWIDE STORM DRAINAGE IMPROVEMENTS

Combined: General Fund-Water Fund-Sewer Fund

Department	Public Works Department
Project Location	Citywide
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	Ongoing
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Stormwater Master Plan 2007</a>	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 61 miles of storm drains, 4,700 catch basins and 450 drain outfalls. Many of these structures are failing and need upgrades. Drainage improvements are replaced programmatically as part of specific capital projects, roadway reconstruction and prior to annual paving. In addition to pipe work, the existing stormwater ponds and swales need to be dredged of deposited materials to regain capacity to handle future storm events.

FY22 funding has identified funds for a new Stormwater Master Plan. The previous Stormwater Master Plan was completed in 2007.

Funding for this work will come from the sewer enterprise fund and the general fund (property taxes).

**Project Listing:**

- West Road Culvert Pipes Rehabilitation
- Edmond Avenue Culvert Repair Project

Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)
- [FY21-26 CIP page](#)

**COM-15-PW-97**

**CITYWIDE STORM DRAINAGE IMPROVEMENTS**

Combined: General Fund-Water Fund-Sewer Fund

			FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
General Fund	Fed/State	0%							\$0	\$0	\$0
	GF-Capital Outlay	61%	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000		\$1,150,000	\$1,000,000	\$2,150,000
	GF-Bond/ Lease	0%							\$0	\$0	\$0
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	39%	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000		\$1,150,000	\$200,000	\$1,350,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0

Total General Fund	61%	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$0	\$1,150,000	\$1,000,000	\$2,150,000
Total Water Fund	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sewer Fund	39%	\$250,000	\$150,000	\$200,000	\$250,000	\$300,000	\$0	\$1,150,000	\$200,000	\$1,350,000

<b>Totals</b>		<b>\$500,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$500,000</b>	<b>\$600,000</b>	<b>\$0</b>	<b>\$2,300,000</b>	<b>\$1,200,000</b>	<b>\$3,500,000</b>
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## COM-19-PW-98

## WILLARD AVENUE

Combined: General Fund-Water Fund-Sewer Fund

Department	Public Works Department
Project Location	Willard Avenue, Orchard Street, Ash Street (Willard to Orchard)
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: <a href="#">Long Term Control Plan Update 2010</a>	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	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 the City's ongoing combined sewer separation program. The project includes water, sewer and drainage upgrades along with streetscape modifications on Willard Avenue, Orchard Street, and a portion of Ash Street. A portion of Willard Avenue has already been reconstructed following sewer separation in 2015. This project will also complete this area of the Lincoln Avenue area drainage basin to Middle Street.

Permitting and design were funded previously. FY22 funds will be used for construction.

Funding for this work will come from the water and sewer enterprise funds. Road restoration and sidewalks will be completed using available general funds allocated for annual paving and sidewalks.

### Useful Website Links:

- [Public Works Department](#)
- [Sewer Department](#)
- [FY21-26 CIP page](#)

Combined: General Fund-Water Fund-Sewer Fund

			FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	19%	\$1,200,000						\$1,200,000	\$0	\$1,200,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	2%							\$0	\$150,000	\$150,000
	Bond/Lease	29%	\$1,800,000						\$1,800,000	\$0	\$1,800,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	2%							\$0	\$150,000	\$150,000
	Bond/Lease	48%	\$3,000,000						\$3,000,000	\$0	\$3,000,000
	PPP	0%							\$0	\$0	\$0

Total General Fund	19%	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000	\$0	\$1,200,000
Total Water Fund	31%	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$150,000	\$1,950,000
Total Sewer Fund	50%	\$3,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000,000	\$150,000	\$3,150,000

<b>Totals</b>		<b>\$6,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000,000</b>	<b>\$300,000</b>	<b>\$6,300,000</b>
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## COM-17-PW-100

Department	Public Works Department
Project Location	Union Street from Middle Street to State Street
Project Type	Rehabilitation of Existing Facilities
Commence FY	2017
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Satisfy
Identified in Planning Document or Study: <a href="#">Long Term Control Plan Update 2010: CSO Supplemental Compliance Plan 2017</a>	Y
Improves Quality of Existing Services	Y
Provides Added Capacity to Existing Services	
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	Y
Alleviates Substandard Conditions or Deficiencies	Y
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	

### Useful Website Links:

- [Wastewater & Sewer Projects Page](#)
  - [Public Works Department](#)
  - [Sewer Department](#)

## UNION STREET RECONSTRUCTION

Combined: General Fund-Water Fund-Sewer Fund



**Description:** This project is part of the City's Long Term Control Plan in accordance with the EPA Supplemental Compliance Plan. The project includes water, sewer, drainage and streetscape modifications on Union Street from Middle Street to State Street. The project will also address side streets, including Coffins Court and sections of Austin Street. Additional sewer funding will be used from the previous CIP sewer project (EF-17-SD-95 Union Street Reconstruction).

Combined: General Fund-Water Fund-Sewer Fund

			FY22	FY23	FY24	FY25	FY26	FY27	Totals 22-27	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	22%	\$1,000,000						\$1,000,000	\$0	\$1,000,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	34%	\$1,500,000						\$1,500,000	\$0	\$1,500,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	3%							\$0	\$150,000	\$150,000
	Bond/Lease	40%	\$1,100,000						\$1,100,000	\$700,000	\$1,800,000
	PPP	0%							\$0	\$0	\$0

Total General Fund	22%	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000
Total Water Fund	34%	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$0	\$1,500,000
Total Sewer Fund	44%	\$1,100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$850,000	\$1,950,000

<b>Totals</b>		<b>\$3,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,600,000</b>	<b>\$850,000</b>	<b>\$4,450,000</b>
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CITY OF PORTSMOUTH  
PROPOSED SCHEDULE OF FEES  
FISCAL YEAR 2022



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The City of Portsmouth Fee Schedule is governed by City Ordinance Chapter 1 Article XVI: Adoption of Fees by Budget Resolution

This ordinance was adopted for the purpose of creating a more efficient system for the City to adopt and adjust municipal fees.

To the extent permitted by law and notwithstanding any ordinance previously adopted to the contrary, all municipal fees, whether established by ordinance or otherwise shall be adopted and may be amended by resolution during the annual budget adoption process.

Any municipal fee which is not in the final resolution adopted during the annual budget process, or any municipal fee which is determined to require a process other than adoption by annual budget resolution, shall remain at the level at which it was last validly adopted by the City.

Fee revenue in the General Fund raises approximately 1% of total General Fund Revenue.

Following are the FY 22 Departments with recommended fee changes:

<b>Department</b>	<b>Page</b>
<b>Fire</b>	33
<b>Public Works</b>	36
<b>Parking/Transportation</b>	51
<b>Water/Sewer</b>	55,56

Statistics On Local Fees Governed  
by the Fee Committee and Local Ordinance:  
Chapter 1, Article XVI.

**GENERAL FUND**

FY 2021 Budget	\$119,115,338
Fees as a percentage of total General Fund Revenues: 1%	

**Local Fees, Licenses, Permits portion of Budgeted Revenues:**

Department	FY 21 General Fund		Changed		Changed	
	Revenues From Fees	# of Fees charged	Since 2016	% Changed	Since 2002	% Changed
Finance	\$0	10	2	20.0%	3	30.0%
City Clerk	\$38,000	38	7	18.4%	19	50.0%
Planning	\$160,000	52	19	36.5%	49	94.2%
Inspection	\$895,000	71	4	5.6%	70	98.6%
Police	\$30,000	13	0	0.0%	11	84.6%
Fire	\$96,500	32	30	93.8%	30	93.8%
Public Works	\$112,100	50	26	52.0%	46	92.0%
Recreation	\$130,000	21	0	0.0%	18	85.7%
Health	\$75,000	29	20	69.0%	28	96.6%

**Total Local Fees, Licenses and Permits**

<b>Portion of GF</b>	<b>\$1,536,600</b>	<b>316</b>	<b>108</b>	<b>34.2%</b>	<b>274</b>	<b>86.7%</b>
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**PARKING**

	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
*Parking / Transportation					
<b>Total Parking /Trans</b>	<b>34</b>	<b>31</b>	<b>91.2%</b>	<b>34</b>	<b>100.0%</b>

\*Note:  
Parking Violations and Parking Meters are governed under different Ordinance than local ordinance: Chapter 1, Article XVI.

**ENTERPRISE FUNDS**

Total Cash Requirements	\$28,319,100
Revenue from Fees	\$2,046,384
% of FY 2021 Total	

Department	Water / Sewer Budgeted Revenue	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
<b>Water / Sewer</b>	<b>7.23%</b>	<b>92</b>	<b>54</b>	<b>58.7%</b>	<b>81</b>	<b>88.0%</b>

**SPECIAL REVENUE FUNDS**

Department	# of Fees charged	Changed Since 2016	% Changed	Changed Since 2002	% Changed
<b>Library</b>	<b>4</b>	<b>4</b>	<b>100.0%</b>	<b>4</b>	<b>100.0%</b>
<b>Prescott Park</b>	<b>71</b>	<b>69</b>	<b>97.2%</b>	<b>71</b>	<b>100.0%</b>
<b>Recreation</b>	<b>30</b>	<b>0</b>	<b>0.0%</b>	<b>29</b>	<b>96.7%</b>

<b>Total City Fees</b>		<b>547</b>	<b>266</b>	<b>48.6%</b>	<b>493</b>	<b>90.1%</b>
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**City of Portsmouth  
Fee Schedule  
Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
Non Sufficient Funds check processing fee	Pre FY 02	\$30.00	\$30.00 per check	\$30.00
(1) Any copy made for non-City use	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
(1) all subsequent pages	Pre FY 02	\$0.50	\$0.50 all subsequent pages	\$0.50
(1) USB Drive for transfer of electronic files	FY 18	\$8.00	\$8.00	\$8.00
(1) Note: City records subject to Right to Know requests can be viewed at City Hall or downloaded free onto personal USB drives.				
All copies made on 11 x 17 pages.	Pre FY 02	\$0.50	\$0.50 per copy	\$0.50
Tax bills prepared for parties other than owners.	Pre FY 02	\$2.00	\$2.00 1st copy	\$2.00
Tax Card/Tax Map from laser printer (Free to property owner)	FY 04	\$1.00	\$1.00 Each Print	\$1.00
Standard Assessing mailing list file	Pre FY 02	\$75.00	\$75.00	\$75.00

**City of Portsmouth  
 Fee Schedule  
 Finance Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
* (Indicates change from current fee)				
<b><u>Chapter 6: Article I Section 109C</u></b>				
Licenses-Gen. Provisions- Duties of licensee				
<b>Change Location of Licensed Business</b>	<b>Pre FY 02</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Per Occurrence</b>
				<b>\$1.00</b>
<b><u>Chapter 6: Article I Section 110B</u></b>				
Licenses-Gen. Provisions-Transfer of license				
<b>Transfer of License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Occurrence</b>
				<b>\$10.00</b>
<b><u>Chapter 6: Article II Section 201</u></b>				
Billiards and Bowling				
<b>License</b>	<b>FY 14</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per Year, Per Table or Lane</b>
				<b>\$25.00</b>
<b><u>Chapter 6: Article III Section 302</u></b>				
Model Slot Car Racing				
<b>License</b>	<b>Pre FY 02</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>Per Year</b>
				<b>\$25.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>* (Indicates change from current fee)</b>					
<b><u>Chapter 6: Article IV Section 403C</u></b>					
<b>Coin Operated Amusement Devices</b>					
<b>License</b>	<b>FY 03</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>For each of the first 30 machines, per year</b>	<b>\$75.00</b>
	<b>FY 03</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>For each machine over 30, per year</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article V Section 502</u></b>					
<b>Boxing and Wrestling</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Each Day</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article VI Section 602</u></b>					
<b>Dancing</b>					
<b>License</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>Per Dance</b>	<b>\$10.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article IX Section 901C12</u></b>				
<b>Circus License</b>				
<b>Amusement Devices</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00 Per Day</b>	<b>\$30.00</b>
<b>Carnivals (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00 Per Day</b>	<b>\$125.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>Circus (For Operation)</b>	<b>Pre FY 02</b>	<b>\$125.00</b>	<b>\$125.00 Per Day</b>	<b>\$125.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>Fairs (For Operation)</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00 Per Day</b>	<b>\$10.00</b>
<b>Including Each Amusement Device</b>	<b>Pre FY 02</b>	<b>\$5.00</b>	<b>\$5.00 Per Day</b>	<b>\$5.00</b>
<b>Temporary Structures</b>	<b>Pre FY 02</b>	<b>\$10.00</b>	<b>\$10.00 Per Day</b>	<b>\$10.00</b>
<b><u>Chapter 6: Article IX Section 902</u></b>				
<b>Circus License</b>				
<b>Total fee for Circus license shall not be less than</b>	<b>Pre FY 02</b>	<b>\$75.00</b>	<b>\$75.00 Per Day</b>	<b>\$75.00</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<b><u>Chapter 6: Article X Section 1003</u></b>				
Theatricals, Parades, Open Air Meetings				
<b>License</b>	<b>Pre FY 02</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>Not to exceed per day</b>
<b>License to exhibit in any hall</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Not to exceed per day</b>
<b><u>Chapter 6: Article XIII Section 1315</u></b>				
Hawkers and Peddlers				
<b>License</b>	<b>Pre FY 02</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>Per Year</b>
<b><u>Chapter 6: Article XIV Section 1402</u></b>				
Pawn Brokers				
<b>License</b>	<b>FY 14</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>
<b><u>Chapter 6: Article XV Section 1502</u></b>				
Roller Skating Rinks				
<b>License</b>	<b>Pre FY 02</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>
<b><u>Chapter 6: Article XVI Section 1608</u></b>				
Magazine Subscription Solicitors				
<b>License</b>	<b>FY 06</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>Per Year</b>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>* (Indicates change from current fee)</b>				
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00	Each Obstruction (including Restaurant Table) <u>\$75.00</u>
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Restaurant Chairs	FY 18	\$10.00	\$10.00	Each Restaurant Chair <u>\$10.00</u>
<u>Non-ordinance-City Council Policy No. 2012-02</u>				
Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services				
	FY 12	\$10.00	\$10.00	per square foot-6 month season-no proration <u>\$10.00</u>
	FY 12	\$2,000.00	\$2,000.00	minimum fee <u>\$2,000.00</u>

**City of Portsmouth  
Fee Schedule  
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
				* (Indicates change from current fee)
Notarization	FY 05	\$5.00	\$5.00 Per Document	\$5.00
Tag day, permits	FY 18	\$20.00	\$20.00	\$20.00
Ward checklist	FY 18	\$75.00	\$75.00 per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00	\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00	\$50.00
Ordinance Books	Pre FY 02	\$100.00	\$100.00	\$100.00
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00	\$50.00
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	\$125.00
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00



**City Clerk  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Other Fees</b>	<b>\$12,834</b>	<b>\$15,221</b>	<b>\$16,897</b>	<b>\$16,566</b>	<b>\$12,000</b>
<b>Other Licenses</b>	<b>\$25,072</b>	<b>\$22,651</b>	<b>\$22,500</b>	<b>\$7,535</b>	<b>\$26,000</b>
<b>Total City Clerk Revenue from Fees</b>	<b>\$37,906</b>	<b>\$37,872</b>	<b>\$39,397</b>	<b>\$24,101</b>	<b>\$38,000</b>

License	FY 19 Issued	FY 20 Issued	FY 19 Revenue	FY 20 Revenue
Change Location of Licensed Business	0	0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	\$0	\$0
Billiards and Bowling	5	3	\$1,125	\$275
Model Slot Car Racing	0	0	\$0	\$0
Coin Operated Amusement Devices	8	3	\$4,400	\$1,275
Boxing and Wrestling	0	0	\$0	\$0
Dancing	0	0	\$0	\$0
Circus				
Amusement Devices	0	0	\$0	\$0
Carnivals (For Operation)	0	0	\$0	\$0
Including Each Amusement Device	0	0	\$0	\$0
Fairs (For Operation)	0	0	\$0	\$0
Including Each Amusement Device	0	0	\$0	\$0
Temporary Structures	0	0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	\$0	\$0
Hawkers and Peddlers	10	5	\$2,500	\$1,250
Pawn Brokers	2	3	\$100	\$150
Roller Skating Rinks	0	0	\$0	\$0
Magazine Subscription Solicitors	0	0	\$0	\$0
Sidewalk Obstructions	0	0	\$0	\$0
Obstruction (including Restaurant Table)	75	41	\$10,980	\$3,415
<b>Other</b>				
Notarization	332	279	\$1,660	\$1,395
Tag day, permits	25	6	\$500	\$120
Ward checklist	2	0	\$150	\$0
Ward checklist for individual wards	0	0	\$0	\$0
Event permit	29	8	\$1,450	\$400
Ordinance Books	0	0	\$0	\$0
Ordinance book supplements	0	0	\$0	\$0
Voter certification	7	4	\$35	\$20
Voter History Disk	7	13	\$875	\$1,625
Articles of agreement filing	4	4	\$20	\$20
Restricted Property Listing	0	0	\$0	\$0

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>PLANNING BOARD</b>				
<b>Preapplication review (site plan or subdivision)</b>				
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00	\$200.00
Design Review	FY 18	\$500.00	\$500.00	\$500.00
<b><u>SUBDIVISIONS</u></b>				
Subdivision application (residential)	FY 15	\$500.00	\$500.00	\$500.00
Plus Per Lot	FY 15	\$200.00	\$200.00	\$200.00
Subdivision application (non-residential)	FY 15	\$700.00	\$700.00	\$700.00
Plus Per Lot	FY 15	\$300.00	\$300.00	\$300.00
Subdivision Amendment				
Administrative Approval	FY 21	N/A	\$200.00	\$200.00
TAC or Planning Board Approval	FY 21	N/A	\$500.00	\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00	\$250.00
Lot Line Revision Amendment				
Administrative Approval	FY 21	N/A	\$100.00	\$100.00
TAC or Planning Board Approval	FY 21	N/A	\$150.00	\$150.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>MISCELLANEOUS</b>				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY18	\$250.00	\$250.00	\$250.00
<b>Wetland Conditional Use Permit</b>				
<b>Area of disturbance in wetland or wetland buffer:</b>				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	\$100.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 15	\$1,000.00	\$1,000.00	\$1,000.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)	FY 18	\$200.00	\$200.00	\$200.00
<b>PLANNING-BOARD OF ADJUSTMENT</b>				
Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	\$150.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
5-and over	FY 15	\$250.00	\$250.00	\$250.00
For each unit over 4	FY 15	\$50.00	\$50.00	\$50.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Residential application-accessory structure only	FY 11	\$50.00	\$50.00	\$50.00
Non-residential applications	FY 12	\$300.00	\$300.00	\$300.00
<b>In Addition:</b>				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	\$50.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>PLANNING-SITE PLAN REVIEW</b>				
All developments	FY 14	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of site costs and per 1,000 square feet of site development area	Pre FY 02	\$5.00	\$5.00	\$5.00
	FY 15	\$10.00	\$10.00	\$10.00
Total application fee shall not exceed (cap)	FY 08	\$15,000.00	\$15,000.00	\$15,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	\$200.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
<b>PLANNING-HISTORIC DISTRICT</b>				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00

**City of Portsmouth  
Fee Schedule  
Planning Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Amendment to Certificate of Approval</b>				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
<b>Signs</b>	FY 15	\$100.00	\$100.00	\$100.00
<b>PLANNING DEPARTMENT - ZONING PERMITS</b>				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00

**PLANNING DEPARTMENT**  
**Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Planning Board</b>	\$89,330	\$110,648	\$79,937	\$145,187	\$80,000
<b>Board of Adjustments</b>	\$53,930	\$40,175	\$37,909	\$34,081	\$45,000
<b>Site Review</b>	\$75,344	\$69,307	\$39,619	\$22,633	\$35,000
<b>Total Planning Department</b>	\$218,604	\$220,130	\$157,465	\$201,901	\$160,000

The Planning Department reported the following application numbers:

	FY 17	FY 18	FY 19	FY 20
Site Plan Review	64	26	17	21
Subdivision/Lot Line revisions	16	15	14	16
Wetland Conditional Use	27	20	30	19
Non-Wetland Conditional Use	23	14	19	13
HDC	168	222	184	198
Preliminary Conceptual Consultation	6	4	7	11
Design Review	6	2	1	6
Board of Adjustment		105	95	80

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<u>Chapter 8: Article I Section 106 A</u>				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
Initial	FY 11	\$50.00	\$50.00	\$50.00

**BUILDING PERMIT FEES:**

Chapter 12: Part I Section 108.2

International Building Code-

and

Chapter 12: Part II Section R108.2

International Residential Code-

Note: All Construction Permit Fees rounded up to the nearest \$5.00

Minimum Fee-Residential	FY 07	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Minimum Fee-Commercial	FY 16	\$100.00	\$100.00	\$100.00
Flat Rate Permits	FY 06	\$35.00	\$35.00	\$35.00
<u>Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.</u>				
Demolition Permits	FY 06	\$50.00	\$50.00 For structures up to 2,000 SF floor area	\$50.00
	FY 04	\$10.00	\$10.00 per \$1,000 of demolition cost for structures over 2,000sf	\$10.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>General Renovations</b>				
Residential Rates,	FY 04	\$7.00	\$7.00 per \$1,000 of renovation cost	\$7.00
<b>New Construction, Renovation/Remodel and Additions</b>				
Commercial Rates	FY 04	\$10.00	\$10.00 per \$1,000 of renovation cost	\$10.00
<b>Sign Permits-Minimum Fee</b>	FY 04	\$50.00	\$50.00	\$50.00
Special Event Sign	FY 07	\$35.00	\$35.00 per single event	\$35.00
Fee per sq ft of sign area (Permanent or Temporary)	FY 04	\$1.00	\$1.00	\$1.00
 <b>Chapter 12: Part I Section 109.7</b>				
International Building Code-				
	and			
<b>Chapter 12: Part II Section R109.5</b>				
International Residential Code-				
Reinspection Fee	FY 07	\$100.00	\$100.00 Per Reinspection	\$100.00



**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<u>Chapter 12: Part I Section 108.4</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R108.7</u> International Residential Code-				
<b>Fee for Nonpermitted Work</b>				
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) <b>200%</b> of regular permit fee or(2) <b>\$300.00</b> whichever is greater. If the regular permit fee is over(3) <b>\$300.00</b> , the permit fee shall be the regular fee plus(4) <b>\$300.00</b> .				
	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300
<u>Chapter 12: Part I Section 110.6</u> International Building Code-				
and				
<u>Chapter 12: Part II Section R110.6</u> International Residential Code-				
<b>Fee for Certificate of Use and Occupancy</b>	FY 07	\$100.00	\$100.00	\$100.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<u>Chapter 12: Part I Section 106.3.6</u>				
International Building Code-				
Outside Plan Review Services (adjustment to permit) (for all applicable building permits meaning building,electric, plumbing, mechanical or fire protection permits)	FY 14	-20%	-20%	-20%

**ELECTRICAL FEES:**

Chapter 12: Part I Section 108.2

International Building Code-

and

Chapter 12: Part II Section R108.2

International Residential Code-

Plan Review Fee	FY 04	\$50.00	\$50.00	\$50.00
Special Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Emergency Inspection Fee	FY 07	\$60.00	\$60.00 Per Hour	\$60.00
Reinspection fees	FY 07	\$100.00	\$100.00 Each additional inspection after the sec for the same item(s)	\$100.00
Minimum Electric Permit Fee	FY 07	\$50.00	\$50.00	\$50.00
<b>Residential-Service Equipment</b>				
Single Phase	FY 18	\$50.00	\$50.00 up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07		Meters (each)	
<b>Lighting Fixtures, Power Utilization Equipment &amp; Outlets</b>				
	FY 04	\$1.00	\$1.00 Each Device	\$1.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Pad Mounted Generators:</b>				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00
<b>All fees shall be rounded up to the nearest</b>				
\$5.00 with a minimum fee of \$50.00. (Commercial)	FY 04	\$50.00	\$50.00	\$50.00
<b>Commercial-Contract Cost Fee Method</b>				
<b>First \$5000.00 of electrical construction cost from</b>				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
<b>Next \$5000.00 of electrical construction cost from</b>				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
<b>Next \$5000.00 of electrical construction cost from</b>				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
<b>Each \$1000.00 of electrical construction cost from</b>				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00
 <b>Chapter 12: Part I Section 109.7</b>				
International Building Code-				
and				
<b>Chapter 12: Part II Section R109.5</b>				
International Residential Code-				
 <b>Reinspection fees</b>				
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 <b>\$100.00</b> reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.				
	FY 07	\$100.00	\$100.00	\$100.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Chapter 14: Section 102A E</b>				
Housing Code				
<b>Certificate of Occupancy</b>	Pre FY 02	\$1.00	\$1.00 Per Building (Good for 3 years)	\$1.00
<div style="border: 1px solid black; padding: 2px; width: fit-content;">                     City does not currently collect fee or issue certificate                 </div>				

**PLUMBING/MECHANICAL PERMIT FEES:**

**Chapter 15, Part I of II: Section 106.6.2**  
International Plumbing Code &  
**Chapter 15, Part II of II: Section 106.5.2**  
International Mechanics Code

Residential rate:				
Fee per fixture (plumbing or gas)	Pre FY 02	\$5.00	\$5.00 Each	\$5.00
Water distribution piping (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Waste and vent piping (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Septic System (per dwelling)	FY 07	\$30.00	\$30.00 Each	\$30.00
Gas distribution piping (per gas meter)	FY 07	\$30.00	\$30.00 Each	\$30.00
Heating & Cooling Equipment: (Boiler, Furnace, Airhandlers, Unit Heaters, Condenser, Gas Logs, Fireplace Inserts, Solid Fuel Stoves, etc...)	FY 10	\$20.00	\$20.00 per Mechanical Equipment	\$20.00
Gas Appliance: (Cloths Dryers, Range/Oven Water Heater, etc....)	FY 10	\$5.00	\$5.00 per Gas Appliance	\$5.00
Air Distribution System:	FY 10	\$5.00	\$5.00 per Register	\$5.00
Minimum Permit Fee	FY 07	\$50.00	\$50.00	\$50.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>Commercial rate:</b>					
<b>Required Plan Review Fee</b>	FY 04	\$50.00	\$50.00	Plumbing	\$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical	\$50.00
<b>Minimum Permit Fee:</b>	FY 04	\$50.00	\$50.00		\$50.00
<b>Commercial-Contract Cost Fee Method</b>					
<b>First \$5000.00 of electrical construction cost from</b>					
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Value	\$25.00
<b>Next \$5000.00 of electrical construction cost from</b>					
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Value	\$20.00
<b>Next \$5000.00 of electrical construction cost from</b>					
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Value	\$15.00
<b>Each \$1000.00 of electrical construction cost from</b>					
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Value	\$10.00
<b>Commercial Range &amp; Duct Extinguishing System:</b>					
<b>Base Permit Fee (Per System):</b>	FY 06	\$150.00	\$150.00		\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if system fails the inspection, a reinspection shall be scheduled after paying a \$150 fee. This procedure and fee shall be repeated for each failed inspection or incomplete system visit.					
	FY 13	\$300.00	\$300.00		\$300.00
<b>Special Inspection Fee</b>	FY 07	\$60.00	\$60.00	Per hour	\$60.00
<b>Emergency Inspection Fee</b>	FY 07	\$60.00	\$60.00	Per Hour	\$60.00

**City of Portsmouth  
Fee Schedule  
Inspection Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 15, Part I of II: Section 107.1.2.4</u></b>				
<b>International Plumbing Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

<b><u>Chapter 15, Part II of II: Section 107.6</u></b>				
<b>International Mechanics Code</b>				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

**Chapter 15, Part I of II: Section 108.8**  
**International Plumbing Code**

**Work Commencing Before Permit Issuance**

Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**Commencing work before permit issuance**

Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**INSPECTION DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Total Inspection Department</b>	<b>\$1,027,194</b>	<b>\$1,055,703</b>	<b>\$1,607,252</b>	<b>\$1,114,996</b>	<b>\$895,000</b>
	FY 17	FY 18	FY 19	FY 20	
<b>Permits</b>					
<b>Residential</b>	<b>1,876</b>	<b>1525</b>	<b>1896</b>	<b>1679</b>	
<b>Commercial</b>	<b>1,247</b>	<b>344</b>	<b>977</b>	<b>955</b>	
<b>Value</b>	<b>\$211,585,486</b>	<b>\$104,938,106</b>	<b>\$157,936,179</b>	<b>\$134,866,113</b>	
<b>Inspections</b>	<b>2,480</b>	<b>2683</b>	<b>6672</b>	<b>6292</b>	

**City of Portsmouth  
Fee Schedule  
Police Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 5: Article VIII Section 802</u></b>					
<b>Alarm Systems Service Charge</b>					
<u>Police-Unfounded Emergency calls</u>	<u>Pre FY 02</u>	<u>No Charge</u>	<u>No Charge</u>	<u>0-3 Occurrences per calendar year</u>	<u>No Charge</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 08</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>4th Occurrence per calendar year</u>	<u>\$75.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 08</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>5th Occurrence per calendar year</u>	<u>\$75.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 08</u>	<u>\$75.00</u>	<u>\$75.00</u>	<u>6th Occurrence per calendar year</u>	<u>\$75.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 08</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>7th Occurrence per calendar year</u>	<u>\$100.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 10</u>	<u>\$150.00</u>	<u>\$150.00</u>	<u>8th Occurrence per calendar year</u>	<u>\$150.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 10</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>9th Occurrence per calendar year</u>	<u>\$200.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 08</u>	<u>\$300.00</u>	<u>\$300.00</u>	<u>10th-15th Occurrences per calendar year</u>	<u>\$300.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 09</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>16th-20th Occurrences per calendar year</u>	<u>\$400.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 10</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>21th-25th Occurrences per calendar year</u>	<u>\$500.00</u>
<u>Police-Unfounded Emergency calls</u>	<u>FY 10</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>Each Occurrences 26 or over per calendar year</u>	<u>\$1,000.00</u>

**Chapter 7: Article V Section 504**

**Bicycles**

<u>License</u>	<u>Pre FY 02</u>	<u>No Charge</u>	<u>No Charge</u>		<u>No Charge</u>
<u>U-Visa research</u>	<u>FY 13</u>	<u>\$150.00</u>	<u>\$150.00</u>		<u>\$150.00</u>



**POLICE DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Police Alarms</b>	<b>\$30,100</b>	<b>\$31,925</b>	<b>\$37,125</b>	<b>\$19,050</b>	<b>\$30,000</b>
<b>Alarm Systems Service Charge</b>					
<b>Police-Unfounded Emergency calls</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	
0-3 Occurrences per calendar year	765	688	708	660	
4th Occurrence per calendar year	91	92	76	75	
5th Occurrence per calendar year	60	62	53	51	
6th Occurrence per calendar year	39	40	35	40	
7th Occurrence per calendar year	29	28	23	28	
8th Occurrence per calendar year	21	19	17	19	
9th Occurrence per calendar year	18	10	9	17	
10th-15th Occurrences per calendar year	29	30	23	22	
16th-20th Occurrences per calendar year	0	2	7	8	
21th-25th Occurrences per calendar year	0	0	0	0	
Each Occurrences 26 or over per calendar year	0	0	0	0	
Total Calls	1052	971	951	920	

**City of Portsmouth  
Fee Schedule  
Fire Department**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 5: Article IX Section F403.2</u></b>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

**INSPECTION FEES**

**PLACE OF ASSEMBLY**

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

Occupancy Less than 50	FY 20	\$50.00	\$50.00	Annually	\$50.00
Occupancy 51 to 100	FY 20	\$100.00	\$100.00	Annually	\$100.00
Occupancy 101 to 300	FY 20	\$200.00	\$200.00	Annually	\$200.00
Occupancy 301 to 1000	FY 20	\$300.00	\$300.00	Annually	\$300.00
Occupancy 1001 and above	FY 20	\$500.00	\$500.00	Annually	\$500.00

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
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**DAYCARE**

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

**Daycare Center:**

<b>(12 plus or 5 plus under 2 years old)</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every 3 years in conjunction with State licensing	<b>\$100.00</b>
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**APARTMENTS**

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

<b>APARTMENT BUILDING</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Every three years	<b>\$100.00</b>
<b>per dwelling unit</b>	<b>FY 20</b>	<b>\$5.00</b>	<b>\$100.00</b>	Every three years	<b>\$100.00</b>

**HOTEL**

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

<b>HOTEL</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b>	Annually	<b>\$100.00</b>
<b>per room</b>	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	Annually	<b>\$2.50</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>ROOMING HOUSE</b>				
Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants; excluding one- and two- family homes				
<b>ROOMING HOUSE</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b> Annually	<b>\$100.00</b>
<b>EDUCATIONAL</b>				
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
<b>Educational</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b> Annually	<b>\$100.00</b>
<b>STATE REQUIRED DWELLING UNIT</b>				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
<b>STATE REQUIRED DWELLING UNIT INSPECTIONS</b>	<b>FY 20</b>	<b>\$30.00</b>	<b>\$30.00</b> Every three years in conjunction with State Licensing	<b>\$30.00</b>
<b>HEALTH FACILITIES</b>				
Inspections required for the licensing of healthcare facilities by NH DHHS				
<b>HEALTH FACILITIES per bed</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00</b> Inspections related to State licensing	<b>\$100.00</b>
	<b>FY 20</b>	<b>\$2.50</b>	<b>\$2.50</b>	<b>\$2.50</b>

**City of Portsmouth  
Fee Schedule  
Fire Department**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>RE-INSPECTION</b>				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
<b>First Occurrence</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Second Occurrence</b>	<b>FY 20</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Third and Additional Occurrences</b>	<b>FY 20</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>Fire Sprinkler Systems</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>
<b>Fire Alarm Systems:</b>	<b>FY 20</b>	<b>\$50.00</b>	<b>\$50.00</b> per application	<b>\$50.00</b>
	<b>FY 20</b>	<b>\$0.05</b>	<b>\$0.05</b> per sq. ft. of protected area	<b>\$0.05</b>
<b>Hot Work Permit-1 day</b>	<b>FY 22</b>	<b>N/A</b>	<b>N/A</b>	<b>* \$50.00</b>
<b>Hot Work Permit-per week</b>	<b>FY 22</b>	<b>N/A</b>	<b>N/A</b>	<b>* \$100.00</b>
<b>Chapter 5: Article VIII Section 802</b>				
<b>Alarm Systems Service Charge</b>				
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b> Malicious	<b>\$300.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>No Charge</b>	<b>No Charge</b> 0-3 Occurrences per calendar year	<b>No Charge</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b> 4th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b> 5th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$200.00</b>	<b>\$200.00</b> 6th Occurrence per calendar year	<b>\$200.00</b>
<b>Fire-Unfounded Emergency calls</b>	<b>FY 20</b>	<b>\$300.00</b>	<b>\$300.00</b> Each Occurrences 7 or over per calendar year	<b>\$300.00</b>

**FIRE DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Fire Misc Fees</b>	<b>\$1,290</b>	<b>\$1,640</b>	<b>\$1,485</b>	<b>\$795</b>	<b>\$1,500</b>
<b>Fire Inspections</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$121,503</b>	<b>\$95,000</b>
<b>Total Fire Department</b>	<b>\$1,290</b>	<b>\$1,640</b>	<b>\$1,485</b>	<b>\$122,298</b>	<b>\$96,500</b>

Fire Stats	FY 17	FY 18	FY 19	FY 20
Environmental reports	16	25	14	19

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
	UPDATE			
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 20	\$50.00	\$50.00	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	\$0.05	per square foot per day \$0.05
(Above Fee will be doubled if the encumbrance period extends beyond its term)				
(Metered parking spaces having their own fee- please see Parking Fees-Temporary Meter Parking Space Permit)				
Any other City land/right of way not included above	FY 19	\$400.00	\$400.00	per each 400 square feet for 1st 30 days \$400.00
	FY 19	\$200.00	\$200.00	each additional 30 day period \$200.00
Blasting Permit	FY 18	\$100.00	\$100.00	\$100.00
	2 permits in FY 19			
New Driveway Permit	FY 18	\$50.00	\$50.00	\$50.00
	15 permits in FY 19			

**City of Portsmouth  
Fee Schedule  
Public Works**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>FY 2022 Schedule</u>	<u>Suggested</u>
UPDATE					
Excavation Permit	FY21	\$200.00	\$250.00	1st 100 sf.	\$250.00
	93 permits in FY 19				
	FY21	\$400.00	\$500.00	Expedited Permit (within 3 business days)	\$500.00
30 permits in FY 19					
Flagging Permit	FY21	\$100.00	\$150.00	each additional 100 sf.	\$150.00
	FY 14	\$25.00	\$25.00		\$25.00
	192 permits in FY 19				
	FY 17	\$50.00	\$50.00	Expedited Permit (within 3 business days)	\$50.00
79 permits in FY 19					
<b>Roadway &amp; Utility Excavation Contractor Permit</b>					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	N/A	N/A	Initial Certification	* \$50.00
	FY22	N/A	N/A	Annual Fee: Certification Renewal	* \$25.00
	FY22	N/A	N/A	Annual Fee; Additional Certifications	* \$25.00
	FY22	N/A	N/A	Recertification following Suspension	* \$500.00
<b>Rental Fees-Note: The following rental fees will be waived for Portsmouth based Non-Profits</b>					
Cone	FY 15	\$1.50	\$1.50	ea/ per event	* Delete
Trash/Recycling Receptacle	FY 15	\$2.00	\$2.00	ea/ per event	* Delete
Wood Barricade	FY 15	\$2.00	\$2.00	ea/ per event	* Delete
Metal Barricade	FY 15	\$4.00	\$4.00	ea/ per event	* Delete
Sign	FY 15	\$5.00	\$5.00	ea/ per event	* Delete



**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
UPDATE				
<b>Maps</b>				
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print \$0.50
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print \$0.50
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print \$20.00
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print \$5.00
11 x 17	FY 06	\$5.00	\$5.00	Each Print \$5.00
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print \$20.00
Utility/Geodetic Control Map-				
for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00	\$0.00
by Email	FY 09	\$0.00	\$0.00	\$0.00
on Cd	FY 09	\$10.00	\$10.00	\$10.00
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00	\$10.00
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00	\$50.00
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00	\$100.00

**City of Portsmouth  
Fee Schedule  
Public Works**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
UPDATE					
<b>Disposal of Tires</b>	<b>FY 04</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per tire</b>	<b>\$5.00</b>
	464 occurrences in FY 19				
<b>Disposal of Electronics</b>	<b>FY 15</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>per unit</b>	<b>\$10.00</b>
	1,030 occurrences in FY 19				
<b>CFC Removal</b>	<b>FY 17</b>	<b>\$20.00</b>	<b>\$20.00</b>	<b>per unit</b>	<b>\$20.00</b>
	845 occurrences in FY 19				
<b>Propane Tanks (20# &amp; larger)</b>	<b>FY 18</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per tank</b>	<b>\$5.00</b>
	154 occurrences in FY 19				
<b>Yard Waste Disposal (contractors)</b>	<b>FY21</b>	<b>\$25.00</b>	<b>\$50.00</b>		<b>\$50.00</b>
	307 occurrences in FY 19				
<b>Bulky Waste Pick-Up</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each event</b>	<b>\$5.00</b>
<b>Disposal of following whether pick-up or drop-off:</b>					
<b>Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)</b>					
	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Clothes Washer</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Clothes Dryer</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Mattresses</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Box Springs</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Dishwasher</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$5.00</b>	<b>each</b>	<b>\$5.00</b>
<b>Cooking Range</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$10.00</b>	<b>each</b>	<b>\$10.00</b>
<b>Refrigerators</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$20.00</b>	<b>each</b>	<b>\$20.00</b>

<b>PUBLIC WORKS DEPARTMENT</b>	Actual	Actual	Actual	Actual	Budget
<b>Revenues from fees</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 21</b>
<b>Excavation Permit</b>	<b>\$36,625</b>	<b>\$46,440</b>	<b>\$55,960</b>	<b>\$48,347</b>	<b>\$50,000</b>
<b>Flagging Permit</b>	<b>\$11,991</b>	<b>\$9,170</b>	<b>\$5,625</b>	<b>\$6,300</b>	<b>\$9,000</b>
<b>Solid Waste</b>	<b>\$51,775</b>	<b>\$61,566</b>	<b>\$60,554</b>	<b>\$56,517</b>	<b>\$50,000</b>
<b>Blasting Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>\$200</b>	<b>\$100</b>	<b>\$100</b>
<b>New Driveway Permit</b>	<b>N/A</b>	<b>N/A</b>	<b>\$950</b>	<b>\$650</b>	<b>\$3,000</b>
<b>Total Public Works Department</b>	<b>\$100,391</b>	<b>\$117,176</b>	<b>\$123,289</b>	<b>\$111,914</b>	<b>\$112,100</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>RECREATION-SPINNAKER PT.</b>				
<b>Adult Resident</b>	<b>FY 14</b>	<b>\$216.00</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
<b>Senior Citizen Resident</b>	<b>FY 14</b>	<b>\$108.00</b>	<b>\$108.00 per year</b>	<b>\$108.00</b>
<b>Adult Non-Resident</b>	<b>FY 14</b>	<b>\$432.00</b>	<b>\$432.00 per year</b>	<b>\$432.00</b>
<b>Senior Citizen Non-Resident</b>	<b>FY 14</b>	<b>\$216.00</b>	<b>\$216.00 per year</b>	<b>\$216.00</b>
<b>Daily Guest Fee Resident</b>	<b>PRE FY 02</b>	<b>\$5.00</b>	<b>\$5.00 per day</b>	<b>\$5.00</b>
<b>Daily Guest Fee Non-Resident</b>	<b>FY 12</b>	<b>\$10.00</b>	<b>\$10.00 per day</b>	<b>\$10.00</b>

Calendar Year Information:			
	2017	2018	2019
	Members	Members	Members
Adult	638	623	577
Sr. Citizen	632	665	758
Other	184	161	215

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>RECREATION-INDOOR POOL</b>				
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.				
<b>5 &amp; Under, Resident</b>	<b>FY 11</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>per session</b>
<b>5 &amp; Under, Non-Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per session</b>
<b>5 &amp; Under, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>per year</b>
<b>5 &amp; Under, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00</b>	<b>per year</b>
<b>6-17, Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per session</b>
<b>6-17, Non-Resident</b>	<b>PRE FY 02</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>per session</b>
<b>6-17, Resident/Membership</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>per year</b>
<b>6-17, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00</b>	<b>per year</b>
<b>18-59, Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per session</b>
<b>18-59, Non-Resident</b>	<b>FY 11</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>per session</b>
<b>18-59, Resident/Membership</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>per year</b>
<b>18-59, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$540.00</b>	<b>\$540.00</b>	<b>per year</b>
<b>Senior Citizen, Resident</b>	<b>FY 11</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>per session</b>
<b>Senior Citizen, Non-Resident</b>	<b>FY 11</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>per session</b>
<b>Senior Citizen, Resident/Membership</b>	<b>FY 11</b>	<b>\$240.00</b>	<b>\$240.00</b>	<b>per year</b>
<b>Senior Citizen, Non-Resident/Membership</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>per year</b>
<b>First Adult, Resident/Family Rate</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>per year</b>
<b>First Adult, Non-Resident/Family Rate</b>	<b>FY 11</b>	<b>\$540.00</b>	<b>\$540.00</b>	<b>per year</b>
<b>Second Adult, Resident/Family Rate</b>	<b>FY 11</b>	<b>\$180.00</b>	<b>\$180.00</b>	<b>per year</b>
<b>Second Adult, Non-Resident/Family Rate</b>	<b>FY 11</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>per year</b>

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
Maximum Per Family, Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	\$720.00
Maximum Per Family, Non-Resident/Family Rate	FY 11	\$720.00	\$720.00 per year	\$720.00
<b>Swimming Lessons (rates based on a 8 lesson Session)</b>				
Resident Member	FY 11	\$30.00	\$30.00	\$30.00
Resident Non-Member	FY 11	\$45.00	\$45.00	\$45.00
Non-Resident Member	FY 11	\$65.00	\$65.00	\$65.00
Non-Resident Non-Member	FY 11	\$100.00	\$100.00	\$100.00
Pool Rental	FY 11	\$150.00	\$150.00 per hour	\$150.00
per staff	FY 09	\$40.00	\$40.00	\$40.00
New Member Processing Fee	FY 11	\$25.00	\$25.00	\$25.00

**City of Portsmouth  
Fee Schedule  
Recreation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>RECREATION-OUTDOOR POOL</b>					
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00	per day	\$0.00
18 & Under, Non-Resident	FY 12	\$2.00	\$2.00	per day	\$2.00
19 & Over, Resident	FY 12	\$2.00	\$2.00	per day	\$2.00
19 & Over, Non-Resident	FY 12	\$4.00	\$4.00	per day	\$4.00
<b>RECREATION-MISCELLANEOUS</b>					
Field/Gym-Organized Teams(all inclusive)	FY 14	\$30.00	\$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		\$20.00
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00	per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00	per person	\$20.00
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00		\$60.00
Room Rental	PRE FY 02	\$10.00	\$10.00		\$10.00
Peirce Island Boat Launch:					
Boat Launch (Non-Resident)	FY 14	\$150.00	\$150.00	per season	\$150.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00	per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00	per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$75.00	\$75.00	per season	\$75.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00	per launch	\$50.00

**RECREATION DEPARTMENT  
General Fund Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Outdoor Pool</b>	\$33,067	\$23,941	\$24,322	\$22,881	\$0
<b>Spinnaker Point</b>	\$240,141	\$227,948	\$241,703	\$198,000	\$120,000
<b>Boat Ramp Fees</b>	\$9,170	\$8,995	\$7,935	\$10,860	\$10,000
<b>Total General Fund Recreation Fee Revenue</b>	<b>\$282,378</b>	<b>\$260,884</b>	<b>\$273,960</b>	<b>\$231,741</b>	<b>\$130,000</b>
<b>Special Revenue Fund Fee Revenue</b>					
	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	
<b>Indoor Pool</b>	\$451,001	\$443,543	\$428,315	\$337,720	
<b>Total Recreation Revenue from Fees</b>	<b>\$733,379</b>	<b>\$704,427</b>	<b>\$702,275</b>	<b>\$569,461</b>	



City of Portsmouth  
 Fee Schedule  
 Health Department

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>HEALTH</b>				
<b>Class</b>				
A4 Restaurants (400 + seating capacity)	FY21	\$500.00	\$650.00	Annually
A3 Restaurants (300-399 seating capacity)	FY21	\$450.00	\$600.00	Annually
A2 Restaurants (200-299 seating capacity)	FY21	\$400.00	\$550.00	Annually
A1 Restaurants (100-199 seating capacity)	FY21	\$350.00	\$450.00	Annually
B Restaurants (76-99 seating capacity)	FY21	\$300.00	\$350.00	Annually
C Restaurants (51-75 seating capacity)	FY21	\$240.00	\$300.00	Annually
D Restaurants (26-50 seating capacity)	FY21	\$180.00	\$275.00	Annually
E Restaurants (0-25 seating capacity)	FY21	\$125.00	\$200.00	Annually
E Bakeries	FY21	\$125.00	\$200.00	Annually
E Markets or stores with less than 2 food preparation areas selling prepared foods and inc. fish markets, seafood stores and fish processing facilities	FY21	\$125.00	\$200.00	Annually
E Catering	FY21	\$125.00	\$150.00	Annually
F Supermarkets	FY21	\$500.00	\$650.00	Annually
G Bed and Breakfast Operations	FY21	\$80.00	\$125.00	Annually
G Nursing Home (Food Service)	FY21	\$80.00	\$100.00	Annually
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$50.00	\$100.00	Annually
M Mobile Food Operations	FY 12	\$200.00	\$200.00	Annually

**City of Portsmouth  
Fee Schedule  
Health Department**

\* (Indicates change from current fee)

	<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
T	Temporary Food Permit (Portsmouth business with food service permit exempt)	FY 14	\$125.00	\$125.00	(up to two (2) weeks before the day of the event) \$125.00
		PRE FY 02	\$100.00	\$100.00	(additional thereafter) \$100.00
TT	Sampling for non potentially hazardous foods (14 days or less) (Portsmouth business with food service permit exempt)	FY 10	\$15.00	\$15.00	(up to four (4) weeks before the day of the event) \$15.00
		FY 10	\$40.00	\$40.00	(additional thereafter) \$40.00
V	Limited Events (1 to 4 events per year)	FY 14	\$150.00	\$150.00	\$150.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00	Annually \$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00	per event \$200.00
	Inspection Fees:				
	Family Day Care & Foster Care	FY 16	\$10.00	\$10.00	Every 3 years \$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00	Every 3 years \$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21	N/A	\$70.00	Annually \$70.00
AB	Temporary Event Coordinator Application	FY 21	N/A	\$100.00	per event \$100.00

**HEALTH DEPARTMENT  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Health Permits</b>	<b>\$56,145</b>	<b>\$36,845</b>	<b>\$80,380</b>	<b>\$70,765</b>	<b>\$75,000</b>

FY 20 Health Permits were as follows:

# of Permits	Fees Collected	
4	\$2,000.00	Restaurants (400 + seating capacity)
7	\$2,800.00	Restaurants (300-399 seating capacity)
17	\$6,800.00	Restaurants (200-299 seating capacity)
40	\$14,000.00	Restaurants (100-199 seating capacity)
19	\$5,700.00	Restaurants (76-99 seating capacity)
35	\$8,400.00	Restaurants (51-75 seating capacity)
25	\$4,500.00	Restaurants (26-50 seating capacity)
101	\$13,500.00	Restaurants (0-25 seating capacity)
3	\$375.00	Catering
6	\$3,000.00	Supermarkets
4	\$320.00	Bed and Breakfast Operations
13	\$650.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
13	\$2,600.00	Mobile Food Operations
43	\$5,375.00	Temporary Food Permit
0	\$0.00	Limited Events (1 to 4 events per year)
16	\$2,240.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
12	\$0.00	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>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.</b>				
<b>Sign Permit-Private Parking Lot</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$50.00 per intitial issue</b>	<b>\$50.00</b>
<b>Chapter 6: Article XIII Section 1307</b>				
<b>Vendor from Motor Vehicle</b>				
<b>Vendor From Motor Vehicle Permit April 15- November 15</b>	<b>FY 10</b>	<b>\$5,000.00</b>	<b>\$5,000.00 Minimum Bid</b>	<b>\$5,000.00</b>
<b>Motorcycle Parking Market Square on Pleasant St Summer season (April 1-November30) in designated Motorcycle spaces</b>				
<b>Residents</b>	<b>FY 21</b>	<b>N/A \$</b>	<b>1.00 reduction per Hour of post Hi-Occ rates</b>	<b>\$ 1.00</b>
<b>Non-Residents</b>	<b>FY 21</b>	<b>N/A \$</b>	<b>0.50 reduction per Hour of post Hi-Occ rates</b>	<b>\$ 0.50</b>
<b>Valet Parking</b>				
<b>Valet Station - from non High Occupancy Metered Parking Spaces</b>	<b>FY 20</b>	<b>\$20.00</b>	<b>\$20.00 space per day</b>	<b>\$20.00</b>
<b>Valet Station- from High Occupancy Metered Parking Spaces</b>	<b>FY 20</b>	<b>\$30.00</b>	<b>\$30.00 space per day</b>	<b>\$30.00</b>
<b>Valet - from Commercial Loading Zone</b>	<b>FY 19</b>	<b>\$675.00</b>	<b>\$675.00 annually</b>	<b>\$675.00</b>
<small>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.</small>				
<b>Chapter 7: Article I Section 114A</b>				
<b>Construction Permit</b>				
<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$35.00</b>	<b>\$35.00 Per Day</b>	<b>\$35.00</b>
<b>Temporary Metered Parking Space Permit</b>	<b>FY 18</b>	<b>\$50.00</b>	<b>\$50.00 High Occupancy Space Per Day</b>	<b>\$50.00</b>

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Chapter 7: Article III Section 321G</b>				
<b>Snow Emergency-Parking Ban</b>				
Resident Snow Ban Rate for Parking in High Hanover Parking Facility	FY 19	\$5.00	\$5.00 Per Snow Ban Event	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place	FY 19	\$3.00	\$3.00 Per Snow Ban Event	\$3.00
<b>Parking Facility</b>				
<b>Chapter 7: Article IV Section 402 C</b>				
<b>High Hanover Parking Garage</b>				
Rates	FY21	\$1.75	\$2.00 Hourly Rate	\$2.00
	FY21		\$5.00 Resident-Sunday-Maximum	\$5.00
	FY 20	\$200.00	\$200.00 Monthly 24 hr-Resident Pass	\$200.00
	FY21	\$225.00	\$275.00 Monthly-24 hr-All other Passes	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00 Garage Pass Deposit	\$100.00
	FY 08	\$15.00	\$15.00 Pass late Fee	\$15.00

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Chapter 7: Article IV Section 402 L</b>				
<b>Foundry Place Parking Garage</b>				
<b>Rates</b>	<b>FY 19</b>	<b>\$1.00</b>	<b>\$1.00</b>	<b>Hourly Rate</b>
	<b>FY 19</b>	<b>Free</b>	<b>Free</b>	<b>Resident-Sunday</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Monthly 24 hr-Resident Pass</b>
	<b>FY 19</b>	<b>\$125.00</b>	<b>\$125.00</b>	<b>Monthly-24 hr-All other Passes</b>
	<b>FY 19</b>	<b>20 Hrs@ Hr rate</b>	<b>20 Hrs@ Hr rate</b>	<b>Lost Ticket Fee/Max Daily rate</b>
	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>Garage Pass Deposit</b>
	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Pass Late Fee</b>
	<b>FY 19</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>Special Event Parking</b>
	<b>FY21</b>	<b>\$5.00</b>	<b>\$3.00</b>	<b>Special Event Parking</b>
<b>Downtown Employee HOURLY Parking Program:</b>				
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed				
	<b>FY 21</b>	<b>N/A</b>	<b>\$ 3.00</b>	<b>per use: Maximum allowable days: 20 10 Hour pass</b>
				<b>\$ 3.00</b>
<b>Electric Vehicle Charging</b>				
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage				
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.				
	<b>FY 20</b>	<b>\$1.25</b>	<b>\$1.25</b>	<b>hourly first 4 hours</b>
	<b>FY 20</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>hourly thereafter</b>
<b>Chapter 7: Article IV Section 408</b>				
<b>Boat launch</b>				
<b>Peirce Island Overnight Boat Launch Parking</b>	<b>FY 19</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>Nightly</b>

**City of Portsmouth  
Fee Schedule  
Parking / Transportation**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 7: Article VI Section 604</u></b>				
<b>Truck Loading/Unloading Zones</b>				
<b>Commercial Loading Zone Permit</b>	<b>FY 20</b>	<b>\$100.00</b>	<b>\$100.00 Annually</b>	<b>* \$250.00</b>
<b><u>Chapter 7: Article IX Section 903</u></b>				
<b>Summons Administration Fee</b>				
<b>Summons Administration Fee</b>	<b>FY 16</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b><u>Chapter 7: Article X Section 1004B</u></b>				
<b>Towing</b>				
<b>Immobilization Administration Fee</b>	<b>FY 15</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>\$150.00</b>
<b>Residential Neighborhood Parking</b>	<b>N/A</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>

**PARKING / TRANSPORTATION DIVISION**  
**Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21
<b>Construction Permit</b>	\$143,966	\$116,845	\$123,090	\$127,850	\$46,591
<b>Foundry Place Parking Garage Hourly</b>	N/A	N/A	\$71,690	\$173,811	\$114,640
<b>Foundry Place Parking Garage Passes</b>	N/A	N/A	\$185,240	\$298,907	\$301,780
<b>Hanover Parking Garage Hourly</b>	\$2,489,012	\$2,398,497	\$2,321,821	\$1,885,976	\$1,458,701
<b>Hanover Parking Garage Passes</b>	\$1,196,823	\$1,422,440	\$1,564,885	\$1,506,888	\$1,337,700
<b>Hanover Parking Garage Passes Reinstatement</b>	\$3,870	\$4,980	\$4,445	\$2,345	\$900
<b>Foundry Place Parking Garage Passes Reinstatement</b>	N/A	N/A	\$2,070	\$1,500	\$700
<b>Immobilization Admin Fee</b>	\$18,920	\$17,240	\$7,350	\$150	\$6,144
<b>Summons Admin Fee</b>	\$350	\$275	\$225	\$50	\$250
<b>Total Parking/Transportation Fee Revenue</b>	<b>\$3,829,801</b>	<b>\$3,937,782</b>	<b>\$4,280,816</b>	<b>\$3,997,477</b>	<b>\$3,267,406</b>

Note: 1) Parking revenues are recorded in both the General Fund and the Special Revenue Parking/Trans Fund.  
 2) Parking Meters and Parking Violations are administered through ordinance not the fee schedule.

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20
<b>Vendor From Motor Vehicle</b>				
Permits	1	0	1	1
Revenue	\$5,500	\$0	\$2,500	\$2,500
<b>Hanover Parking Garage Monthly Passes Issued</b>				
Resident	221	220	202	201
Non-Resident	529	486	453	459
Total	750	706	655	660
<b>Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)</b>				
Resident	N/A	N/A	102	78
Non-Resident	N/A	N/A	226	157
Total	0	0	328	235
<b>Peirce Island Overnight Parking</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>
Permits	1	0	0	0
Revenue	\$0	\$0	\$0	\$0
<b>Commercial Loading Zone permit</b>				
Permits	67	71	39	30
Revenue	\$3,350	\$3,550	\$3,900	\$1,500



**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 11: Article II Section 204</u></b>					
<b>Private Sewage Disposal</b>					
<b>Inspection Fee</b>	<b>PRE FY 02</b>	<b>N/A</b>	<b>N/A</b>		<b>N/A</b>
<b><u>Chapter 11: Article II Section 205</u></b>					
<b>Storm Water Connection Permit Fee (Dependent upon revision of ordinance)</b>					
<b>Stormwater Connection Permit</b>	<b>FY 21</b>	<b>\$250.00</b>	<b>\$150.00</b>	<b>New Customer</b>	<b>\$150.00</b>
<b>Stormwater Connection Fee</b>	<b>FY 21</b>	<b>N/A</b>	<b>\$250.00</b>	<b>New Customer</b>	<b>\$250.00</b>
<b>Industrial Discharge Permit Fee, Including Permit Renewals</b>					
<b>Class 1, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>		<b>Consultant Based Fee</b>
<b>Class 2, Permit</b>	<b>FY 08</b>	<b>Consultant Based Fee</b>	<b>Consultant Based Fee</b>		<b>Consultant Based Fee</b>
<b>Class 3, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>
<b>Class 4, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>
<b>Class 5, Permit</b>	<b>FY 08</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>per permit</b>	<b>\$500.00</b>

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
Oil and Grease Trap Permit Fee	FY 15	\$150.00	\$150.00	New Customer (inspection included)	\$150.00
Oil and Grease Trap Permit Renewal Fee	FY 15	\$75.00	\$75.00	Annual	\$75.00
Re-Inspection Fee	FY19	\$100.00	\$100.00	Per visit	\$100.00

**WATER and SEWER FEES**

Finance Charge, Unpaid balances after due date	PRE FY 02	18% annual	18% annual		18% annual
Turn On	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Delinquent Tag	FY 19	\$25.00	\$25.00	After threshold of \$150	\$25.00
Turn Off	FY 16	\$40.00	\$40.00	per occurrence	\$40.00
Final Billing Request	FY 14	\$40.00	\$40.00	per occurrence	\$40.00
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$1,500.00	per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	per occurrence	\$10.00
Frozen Meter Repairs =< 1 1/2"	FY 15	\$50.00	\$50.00	per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.					
Emergency Callout	FY 19	\$300.00	\$300.00	per occurrence	\$300.00
Based on current wages + benefits Minimum callout=4 hours overtime per union contracts					
Meter Testing <1 1/2"	FY 14	\$50.00	\$50.00	per occurrence	\$50.00
Meter Testing >=1 1/2"	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
When requested by customer, (if meter test fails no charge to customer)					
Water Services Application Fee	FY 15	\$150.00	\$150.00	per occurrence	\$150.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00	Annually	\$25.00
Meter Reading System Repairs	FY 17	\$60.00	\$60.00	per occurrence	\$60.00
Plus cost of parts					
Meter Rental (any size)	FY 20	\$10.00	\$10.00	daily	\$10.00
Water Services Application Fee					
5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95	monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27	monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25	monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91	monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26	monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74	monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27	monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01	monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02	monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00	per Test	\$200.00
	FY 17	\$100.00	\$100.00	per Visit	\$100.00
Fire Services, Fee per Month					
1"	FY 08	\$2.55	\$2.55	monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82	monthly	\$3.82
2"	FY 08	\$5.09	\$5.09	monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64	monthly	\$7.64
3"	FY 08	\$12.22	\$12.22	monthly	\$12.22
4"	FY21	\$19.90	\$20.84	monthly	* \$21.82
5"	FY21	\$35.60	\$37.48	monthly	* \$39.46
6"	FY21	\$57.41	\$60.54	monthly	* \$63.84
8"	FY21	\$121.99	\$129.02	monthly	* \$136.46

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
10"	FY21	\$219.13	\$232.02	monthly	* \$245.67
12"	FY21	\$353.71	\$374.77	monthly	* \$397.08
Hydrant Rentals to Municipalities per hydrant	FY21	\$275.00	\$300.00	Annually	* \$325.00
<b>Roadway &amp; Utility Excavation Contractor Permit</b>					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	N/A	N/A	Initial Certification	* \$50.00
	FY22	N/A	N/A	Annual Fee: Certification Renewal	* \$25.00
	FY22	N/A	N/A	Annual Fee; Additional Certifications	* \$25.00
	FY22	N/A	N/A	Recertification following Suspension	* \$500.00
Backflow Test	FY 15	\$55.00	\$55.00	per device each occurrence	\$55.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	per LB	\$0.17
Pease	FY 15	\$0.17	\$0.17	per LB	\$0.17
Dumping Fees per 1,000 gals	FY 19	\$75.00	\$75.00	per 1,000 gallons	\$75.00
Recreation Vehicles *Non-Resident*	FY 17	\$30.00	\$30.00	per visit	\$30.00
Sewer Connection Permits, as req'd ENV-WQ 703.07	FY 15	\$150.00	\$150.00	new customer	\$150.00
Sewer Connection Fees	FY 15	\$350.00	\$350.00	new customer	\$350.00

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>Sewer Re-inspection Fee</b>	<b>FY 19</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>per visit</b>	<b>\$100.00</b>
<b>Equipment Rate (Water &amp; Sewer)</b>					
<b>- Pick Up</b>	<b>FY 12</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>per hour</b>	<b>\$15.00</b>
<b>Pump Truck</b>	<b>FY 20</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>per hour</b>	<b>\$150.00</b>
<b>Backhoe</b>	<b>FY 16</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>per hour</b>	<b>\$50.00</b>
<b>Excavator</b>	<b>FY 16</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>per hour</b>	<b>\$75.00</b>
<b>Dump</b>	<b>FY 16</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>per hour</b>	<b>\$50.00</b>
<b>Compressor</b>	<b>FY 17</b>	<b>\$20.00</b>	<b>\$20.00</b>	<b>per hour</b>	<b>\$20.00</b>
<b>Tapping</b>	<b>FY17</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>per hour</b>	<b>\$25.00</b>
<b>Pump</b>	<b>FY 14</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>per hour</b>	<b>\$15.00</b>
<b>Roller</b>	<b>FY 16</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>per hour</b>	<b>\$30.00</b>
<b>Loader</b>	<b>FY 16</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>per hour</b>	<b>\$60.00</b>
<b>Steamer</b>	<b>FY 14</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>per hour</b>	<b>\$15.00</b>
<b>Vactor</b>	<b>FY 17</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>per hour</b>	<b>\$150.00</b>
<b>Paver</b>	<b>FY 17</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>per hour</b>	<b>\$65.00</b>
<b>TV Camera Vehicle</b>	<b>FY 17</b>	<b>\$150.00</b>	<b>\$150.00</b>	<b>per hour</b>	<b>\$150.00</b>
<b>Water - Capacity Improvement Multiplier (CIM)</b>					
<b>EDU = equivalent dwelling unit</b>					
<b>1"</b>	<b>FY 19</b>	<b>\$1,300.00</b>	<b>\$1,300.00</b>	<b>per EDU New Service</b>	<b>\$1,300.00</b>
<b>1 1/2"</b>	<b>FY 19</b>	<b>\$2,600.00</b>	<b>\$2,600.00</b>	<b>per EDU New Service</b>	<b>\$2,600.00</b>
<b>2"</b>	<b>FY 19</b>	<b>\$4,160.00</b>	<b>\$4,160.00</b>	<b>per EDU New Service</b>	<b>\$4,160.00</b>
<b>3"</b>	<b>FY 19</b>	<b>\$8,320.00</b>	<b>\$8,320.00</b>	<b>per EDU New Service</b>	<b>\$8,320.00</b>
<b>4"</b>	<b>FY 19</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>per EDU New Service</b>	<b>\$13,000.00</b>
<b>6"</b>	<b>FY 19</b>	<b>\$26,000.00</b>	<b>\$26,000.00</b>	<b>per EDU New Service</b>	<b>\$26,000.00</b>
<b>8"</b>	<b>FY 19</b>	<b>\$41,600.00</b>	<b>\$41,600.00</b>	<b>per EDU New Service</b>	<b>\$41,600.00</b>
<b>10"</b>	<b>FY 19</b>	<b>\$62,400.00</b>	<b>\$62,400.00</b>	<b>per EDU New Service</b>	<b>\$62,400.00</b>

**City of Portsmouth  
Fee Schedule  
Water / Sewer Divisions**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>					
EDU = equivalent dwelling unit					
1"	FY 19	\$1,800.00	\$1,800.00	per EDU New Service	\$1,800.00
1 1/2"	FY 19	\$3,600.00	\$3,600.00	per EDU New Service	\$3,600.00
2"	FY 19	\$5,760.00	\$5,760.00	per EDU New Service	\$5,760.00
3"	FY 19	\$11,520.00	\$11,520.00	per EDU New Service	\$11,520.00
4"	FY 19	\$18,000.00	\$18,000.00	per EDU New Service	\$18,000.00
6"	FY 19	\$36,000.00	\$36,000.00	per EDU New Service	\$36,000.00
8"	FY 19	\$57,600.00	\$57,600.00	per EDU New Service	\$57,600.00
10"	FY 19	\$86,400.00	\$86,400.00	per EDU New Service	\$86,400.00

**WATER AND SEWER DIVISION  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20	Budget FY 21	
<b>Hydrant Rentals to Municipalities</b>						
Permits	1040	1040	1040	1040		
Revenue	\$208,000	\$234,000	\$260,000	\$286,000	\$312,000	Water Only
<b>Backflow Test</b>						
Permits	1683	1182	2102	1111		
Revenue	\$92,565	\$65,010	\$115,610	\$64,775	\$88,500	Water Only
<b>Dumping Fees per 1,000 gals</b>						
M gallons	1696	1885	2193	1740		
Revenue	\$163,060	\$179,410	\$214,310	\$290,815	\$210,000	Sewer Only
<b>Water - Capacity Improvement Multiplier (CIM)</b>	\$47,580	\$100,620	\$61,400	\$56,940	\$100,000	
<b>Sewer - Capacity Improvement Multiplier (CIM)</b>	\$56,880	\$126,775	\$58,770	\$71,640	\$110,000	

Note: Revenue recorded in Enterprise Funds.

**City of Portsmouth  
Fee Schedule  
Library**

**\* (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>LIBRARY</b>				
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-1/2 year	FY 20	\$55.00	\$55.00	\$55.00
Non-Resident Library Card-Senior Rate	FY 20	\$90.00	\$90.00	\$90.00
Non-Resident Library Card-Senior Rate 1/2 year	FY 20	\$50.00	\$50.00	\$50.00

Businesses located within the city are eligible for a free Portsmouth Public Library Business card, whether the business owns or rents space.

Non-profit organizations and state agencies are included in these provisions.



**Library  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20
<b>Library Cards</b>	<b>\$31,570</b>	<b>\$32,990</b>	<b>\$35,408</b>	<b>\$32,169</b>

Note: Revenue recorded in a Special Revenue Fund.

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b><u>Chapter 8: Article II Section 202 E 7 b</u></b>					
<b>Park Property-Per Hour Docking Fees</b>					
<b><u>HOURLY RATE WOODEN DOCKS</u></b>			<b><u>HOURLY RATE - WOODEN DOCKS</u></b>		
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 19	\$4.00	\$4.00	Per Hour	\$4.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00	\$6.00	Per Hour	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
			<b><u>HOURLY RATE - WOODEN DOCKS</u></b>		
Craft up to twenty (20) ft in length overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$11.00	\$11.00	Per Hour	\$11.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	\$15.00	Per Hour	\$15.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	\$19.00	Per Hour	\$19.00
For craft over fifty (50) ft overall	FY 19	\$23.00	\$23.00	Per Hour	\$23.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
			<b><u>HOURLY RATE - WOODEN DOCKS</u></b>		
Craft up to twenty (20) ft in length overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$3.00	\$3.00	Per Hour	\$3.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft over fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
			<b><u>HOURLY RATE - WOODEN DOCKS</u></b>		

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour	\$5.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour	\$8.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour	\$9.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	\$10.00
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour	\$13.00
<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>					
<b>RESIDENT (May 1-Sep 30)</b>			<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>		
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$20.00	\$20.00	per 4 hours-over 4 hrs pay daily rate	\$20.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	per 4 hours-over 4 hrs pay daily rate	\$36.00
<b>NON-RESIDENT (May 1-Sep 30)</b>			<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>		
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$40.00	\$40.00	per 4 hours-over 4 hrs pay daily rate	\$40.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$64.00	\$64.00	per 4 hours-over 4 hrs pay daily rate	\$64.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	per 4 hours-over 4 hrs pay daily rate	\$72.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>RESIDENT (Oct 1-Apr 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 20	\$8.00	\$8.00	per 4 hours-over 4 hrs pay daily rate	\$8.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					<b><u>4 HOUR MINIMUM RATE - CEMENT DOCK</u></b>
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	\$12.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	\$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$28.00	\$28.00	per 4 hours-over 4 hrs pay daily rate	\$28.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	\$32.00
For craft over fifty (50) ft overall	FY 20	\$44.00	\$44.00	per 4 hours-over 4 hrs pay daily rate	\$44.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>Park Property-Per Day Docking Fees</b>					
<b>(to be paid in advance)</b>					
<b>RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$42.00	\$42.00	Per Day	\$42.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00
<b>NON-RESIDENT (May 1-Sep 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$96.00	\$96.00	Per Day	\$96.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$120.00	\$120.00	Per Day	\$120.00
For craft over fifty (50) ft overall	FY 20	\$144.00	\$144.00	Per Day	\$144.00
<b>RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$18.00	\$18.00	Per Day	\$18.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$22.00	\$22.00	Per Day	\$22.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$24.00	\$24.00	Per Day	\$24.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$30.00	\$30.00	Per Day	\$30.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00

**City of Portsmouth  
Fee Schedule  
Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>		<u>Suggested FY 2022 Schedule</u>
<b>NON-RESIDENT (Oct 1-Apr 30)</b>					
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	Per Day	\$24.00
For craft twenty-one (21) ft to forty (30) ft overall	FY 20	\$36.00	\$36.00	Per Day	\$36.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	\$48.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	\$60.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	\$72.00
<b>Park Property-Seasonal Rental Docking Fees</b>					
<b>RESIDENT (April 2 - November 1)</b>	FY 20	\$122.00	\$122.00	Per Season per boat foot	\$122.00
	FY 20	\$1,675.00	\$1,675.00	Per Season Minimum	\$1,675.00
<b>NON-RESIDENT (April 2 - November 1)</b>	FY 20	\$150.00	\$150.00	Per Season per boat foot	\$150.00
	FY 20	\$2,050.00	\$2,050.00	Per Season Minimum	\$2,050.00
<b>Park Property-Docking Utility Access Fees</b>					
<b>Dock Utility Access:</b>					
Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 21	\$250.00	\$275.00	Per Season	\$275.00
Non Resident	FY 15	\$10.00	\$10.00	per Day	\$10.00
	FY 21	\$250.00	\$275.00	Per Season	\$275.00

**City of Portsmouth  
 Fee Schedule  
 Prescott Park**

\* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2020 Schedule</u>	<u>FY 2021 Schedule</u>	<u>Suggested FY 2022 Schedule</u>
<b>Park Property-Wedding Reservation Fee</b>				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
<b>Weddings which include 1-10 participants in total</b>	<b>FY 21</b>	<b>\$150.00</b>	<b>\$175.00</b>	<b>\$175.00</b>
<b>Weddings which include 11-74 participants in total</b>	<b>FY 21</b>	<b>\$375.00</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>Weddings which include more than 74 participants in total</b>	<b>FY 21</b>	<b>\$750.00</b>	<b>\$775.00</b>	<b>\$775.00</b>

**Prescott Park  
Revenues from fees**

	Actual FY 17	Actual FY 18	Actual FY 19	Actual FY 20
<b>Dock Fees (Marine Maintenance Trust)</b>	<b>\$63,931</b>	<b>\$67,997</b>	<b>\$68,259</b>	<b>\$57,944</b>
<b>Weddings</b>			<b>\$5,625</b>	<b>\$2,250</b>

Note: Revenue recorded in a Special Revenue Fund.



# CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



APPENDIX IV



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**City of Portsmouth  
Expenditure Account Structure**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

**FUND**

<b>XX-</b>	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
<b>Fund(2)</b>	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

01	GENERAL FUND
17	PARKING FUND
20	CDBG
21	PEDLP
25	UDAG
50	WATER FUND
51	SEWER FUND
58	STORMWATER
84	PRESCOTT PARK

**DEPARTMENT**

XX-	<b>-XXX-</b>	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	<b>Dept(3)</b>	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

700	FINANCE
707	BENEFITS
709	HUMAN RESOURCES
710	CITY COUNCIL
711	CITY MANAGER
712	CITY CLERK
713	ELECTIONS
714	PLANNING
715	LEGAL
716	INSPECTION
717	INFORMATION TECHNOLOGY
733	DEBT SERVICE
734	CONTINGENCY
735	OVERLAY

**City of Portsmouth  
Expenditure Account Structure**

736 GENERAL ADMINISTRATION  
 737 COUNTY TAX  
 738 OTHER NON-OPERATING  
 740 POLICE  
 741 FIRE  
 744 CIVIL DEFENSE  
 751 PUBLIC WORKS  
 752 PARKING/TRANSPORTATION  
 753 STORMWATER  
 780 LIBRARY  
 785 RECREATION  
 786 SENIOR SERVICES  
 789 COMMUNITY DEVELOPMENT  
 790 HEALTH  
 792 WELFARE  
 793 OUTSIDE SOCIAL SERVICES  
 794 EDUCATION  
 795 CAPITAL OUTLAY

**DIVISION**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)
		101				
		102				
		104				
		105				
		106				
		107				
		201				
		202				
		203				
		204				
		301				
		302				
		303				
		304				
		310				

**City of Portsmouth  
Expenditure Account Structure**

320	OVERLAY
339	SENIOR SERVICES
350	GENERAL ADMINISTRATIVE
360	COUNTY TAX
370	CAPITAL OUTLAY
410	PLANNING
411	CDBG
412	REVOLVING LOANS
413	UDAG
414	HOUSING FUNDS
416	MICRO LOAN PROGRAM
420	INSPECTION
430	HEALTH
510	DETECTIVES
520	PATROL
530	DISPATCH
540	PARKING GARAGE
541	PARKING ENFORCEMENT
542	PARKING METERS
543	PARKING COLLECTIONS
544	PUBLIC TRANSPORTATION
550	CROSSING GUARDS
570	FIRE FIGHTERS
580	AMBULANCE
590	CIVIL DEFENSE
610	ADMINISTRATION
620	ENGINEERING
630	BUILDINGS
640	HIGHWAYS
642	COLLECTIONS (STORMWATER)
644	TREATMENT (STORMWATER)
650	WATER SUPPLY & TREATMENT
660	WATER DISTRIBUTION
670	WASTEWATER TREATMENT
680	WASTEWATER COLLECTION
710	LIBRARY
720	COMMUNITY CENTERS
730	SWIMMING POOL
740	PLAYGROUNDS

**City of Portsmouth  
Expenditure Account Structure**

750 BOAT LAUNCH  
760 SPECIAL PROGRAMS  
770 WELFARE  
780 OUTSIDE SOCIAL SERVICES  
810 SCHOOL

**SUB-DIVISION**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	<b>-XX- Sub-Div(2)</b>	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
			00	UNALLOCATED		
			08	PERSONNEL & TRAINING		
			09	SPINNAKER POINT ADULT CNT		
			10	AIS		
			11	COMMUNITY RELATIONS		
			12	RECORDS		
			13	BIS		
			14	FAMILY SERVICES		
			15	GENERAL		
			16	ANIMAL CONTROL		
			17	AUXILIARY		
			18	CANINE		
			19	ERT		
			20	ACCIDENT TEAM		
			21	CONNIE BEAN CENTER		
			22	JFK CENTER		
			23	INDOOR POOL		
			24	OUTDOOR POOL		
			25	DIRECT ASSISTANCE		
			26	FIELD TRAINING OFFICE		
			27	EXPLORER		
			28	SRO		
			29	EIO		
			30	DARE		
			31	RUBBISH COLLECTION		
			32	RUBBISH DISPOSAL		
			33	PARKING		
			34	PUBLIC SERVICE		

**City of Portsmouth  
Expenditure Account Structure**

35	PUBLIC FACILITIES
36	ECON DEV LOAN PROGRAM
37	NON-PROFIT LOAN PROGRAM
38	HOUSING REHAB
39	SPECIAL NEEDS LOAN PROGRAM
40	HOUSING ENDOW LOAN PROGRAM
41	STREET MAINTENANCE
41	HIGHWAYS ST MTCE PEASE
42	SNOW REMOVAL
43	SIDEWALKS
44	BRIDGE REPAIRS
45	EQUIPMENT MAINTENANCE
46	TREE PROGRAM
47	MOSQUITO CONTROL
48	PARKS & CEMETERIES
49	STREET CLEANING
50	MICRO LOAN PROGRAM
51	ADMINISTRATION
52	ENGINEERING
53	CROSS CONNECTION
54	TREATMENT PLANT
55	LABORATORY PORTSMOUTH
56	WELLS
57	WATER STORAGE TANK
58	BOOSTER STATION PORTS
61	MAINS
62	SERVICES
63	HYDRANTS
64	METERS
65	LIFT STATION
66	FILTER BUILDING
67	FORCE MAINS
68	INTERCEPTOR
69	LATERALS
70	MISCELLANEOUS COSTS
71	PRELIMINARY DESIGN
72	ENGINEERING DESIGN
73	SURVEY
74	RECORD DRAWING

**City of Portsmouth  
Expenditure Account Structure**

75 CADASTRAL  
76 INSPECTION  
77 BORING  
78 ADMINISTRATION  
79 STARTUP

**LOCATION**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	<b>-XXX- Location(3)</b>	-XXX- State(3)	-XXXXXX Object(6)
				100		PORTSMOUTH-UNALLOCATED
				110		CITY HALL/SEYBOLT
				111		PUBLIC WORKS FACILITY
				112		LIBRARY
				115		POLICE STATION
				120		SCHOOL-HIGH SCHOOL
				122		SPINNAKER POINT ADULT CNT
				123		JFK CENTER
				124		CONNIE BEAN CENTER
				125		CENTRAL FIRE STATION
				131		PLAYGROUNDS
				132		PARKS
				133		PRESCOTT PARK
				141		LIFT STATIONS PORTSMOUTH
				142		LIFT STATION MECHANIC ST
				143		LIFT STATION DEER ST
				171		WELLS-PORTSMOUTH
				177		TANKS-PORTSMOUTH
				180		LABORATORY PORTSMOUTH
				181		PIERCE ISLAND TRTMT PLANT
				182		BOOSTER STATION PORTS
				192		INDOOR POOL
				500		PEASE-UNALLOCATED
				541		LIFT STATIONS PEASE
				542		LIFT STATION RYE STREET
				571		WELLS-PEASE
				577		TANKS-PEASE
				580		LABORATORY PEASE



**City of Portsmouth  
Expenditure Account Structure**

581	PEASE SEWER TRTMT PLANT
582	BOOSTER STATION PEASE
900	PIERCE ISLAND UNALLOCATED
992	OUTDOOR POOL

**STATE**

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-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

**City of Portsmouth  
Expenditure Account Structure**

428	SEWAGE COLL & DISPOSAL
429	WATER ADMINISTRATION
430	WATER SERVICE
431	WATER TREATMENT, CONSERV
432	ELECTRICAL OPERATIONS
433	HEALTH ADMINISTRATION
434	PEST CONTROL
435	HEALTH AGENCIES & OTHER
436	WELFARE DIRECT ASSISTANCE
437	OUTSIDE SOC SERVICE ADMIN
438	WELFARE VENDOR PMTS & OTH
439	PARKS AND RECREATION
440	LIBRARY
441	PATRIOTIC PURPOSES
442	OTHER CULTURE & RECREATION
443	CONSERVATION ADMIN & PURC
444	OTHER CONSERVATION
445	REDEVELOPMENT & HOUSING
446	ECONOMIC DEVELOPMENT
447	PRINCIPAL LONG TERM BONDS
448	INTEREST LONG TERM BONDS
449	INTEREST TANS
450	OTHER DEBT SERVICE
451	CAPITAL OUTLAY-LAND
452	CAP OUTLAY-MACH,VEH,EQUIP
453	CAP OUTLAY-BUILDINGS
454	CAP OUTLAY-IMPROVEMENTS
455	OP TRANSOUT-SPEC REV FUND
456	OP TRANSOUT-CAP PROJ FUND
457	OP TRANSOUT-ENTERP FUND
458	OP TRANSOUT-ELECTRIC
459	OP TRANSOUT-AIRPORT
460	OP TRANSOUT-CAP RESV FUND
461	OP TRANSOUT-EXP TR FUND
462	OP TRANSOUT-HLTH MTCE
463	OP TRANSOUT-NONEXPD TRUST
464	OP TRANSOUT-AGENCY FUNDS
465	STORMWATER
491	SEWER

**City of Portsmouth  
Expenditure Account Structure**

492 WATER  
600 SCHOOL  
650 OVERLAY  
675 COUNTY TAX

**OBJECT**

XX- Fund(2)      -XXX- Dept(3)      -XXX- Div(3)      -XX- Sub-Div(2)      -XXX- Location(3)      -XXX- State(3)      -XXXXXX Object(6)

**010000 SALARIES**

---

011000 REGULAR SALARIES

---

012000 PART TIME SALARIES

---

014000 OVERTIME

---

015000 LONGEVITY

---

016000 LEAVE AT TERMINATION

---

017000 HOLIDAY PREMIUM PAY

---

018000 OTHER PAY

---

019000 ANTICIPATED EXPENSES

---

**020000 EMPLOYEE BENEFITS**

---

021000 INSURANCE-HEALTH

---

021100 INSURANCE-DENTAL

---

021500 INSURANCE-LIFE

---

021600 INSURANCE-DISABILITY

---

021700 INSURANCE-LTD

---

021800 INS CONTRACTUAL STIPEND

---

022000 SOCIAL SECURITY

---

022200 FICA

---

022500 MEDICARE

---

023000 RETIREMENT

---

025000 UNEMPLOYMENT COMPENSATION

---

026000 INSURANCE-WORKERS COMP

---

029000 FRINGE BENEFITS

---

**030000 PROFESSIONAL SERVICE**

---

030100 PROF SERVICES-AUDIT

---

031000 PROF SERVICES-ENGINEERING

---

City of Portsmouth  
Expenditure Account Structure

	032000	PROF SERVICE-LEGAL
	033000	MANAGEMENT SERVICE
	034000	BANK SERVICES
	034100	TELEPHONE
	034200	DATA PROCESSING
	034300	TELEVISION
	035000	MEDICAL SERVICE
	036000	CUSTODIAL SERVICE
	039000	OTHER PROFESSIONAL SERVICE
040000		PURCHASED PROPERTY SERVICE
	041000	ELECTRICITY
	041100	HEAT AND OIL
	041200	WATER AND SEWER
	041300	RUBBISH
	043000	REPAIRS AND MAINTENANCE
	044000	RENTAL AND LEASES
	048000	INSURANCE
050000		OTHER PURCHASED SERVICE
	053000	ADVERTISING
	054000	EDUCATION AND TRAINING
	055000	PRINTING
	056000	DUES AND SUBSCRIPTIONS
	057100	TRAVEL AND CONFERENCE
060000		SUPPLIES
	061000	GENERAL SUPPLIES
	062000	OFFICE SUPPLIES
	062500	POSTAGE
	063000	MAINTENANCE AND REPAIR
	063500	GASOLINE
	063600	DIESEL FUEL
	063700	LUBRICANTS
	063800	CHEMICALS
	064000	CUSTODIAL AND HOUSEKEEPING
	065000	GROUNDSKEEPING
	066000	VEHICLE REPAIRS

**City of Portsmouth  
Expenditure Account Structure**

	<b>067000</b>	<b>BOOKS &amp; PERIODICALS</b>
	<b>068000</b>	<b>MATERIALS</b>
	<b>069000</b>	<b>OTHER MISCELLANEOUS</b>
<b>070000</b>	<b>CAPITAL OUTLAY</b>	
	<b>071000</b>	<b>LAND</b>
	<b>072000</b>	<b>BUILDINGS</b>
	<b>073000</b>	<b>OTHER IMPROVEMENTS</b>
	<b>074000</b>	<b>EQUIPMENT</b>
	<b>075000</b>	<b>FURNITURE AND FIXTURES</b>
	<b>076000</b>	<b>VEHICLES</b>
	<b>078000</b>	<b>SRF PROJECTS</b>
	<b>079000</b>	<b>TRANSPORTATION MANAGEMENT</b>
<b>080000</b>	<b>OTHER CHARGES AND EXPENSES</b>	
	<b>081000</b>	<b>OTHER CHARGES AND EXPENSES</b>
	<b>086000</b>	<b>DEPRECIATION</b>
	<b>087000</b>	<b>OUTSIDE SERVICE</b>
	<b>088000</b>	<b>ASSISTANCE</b>
	<b>089000</b>	<b>SCHOOL EXPENDITURES</b>
<b>090000</b>	<b>OTHER FINANCIAL USES</b>	
	<b>091000</b>	<b>TRANSFER TO SPECIAL REV FUND</b>
	<b>098000</b>	<b>DEBT SERVICE-PRINCIPAL</b>
	<b>098100</b>	<b>DEBT SERVICE-INTEREST</b>
	<b>099000</b>	<b>LEASES</b>



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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 EXPENDITURE** – Costs associated with acquiring, upgrading, and maintaining physical assets such as property, land, plants, buildings, technology, or equipment.

**CAPITAL IMPROVEMENT PLAN (CIP)** – A six-year plan of proposed capital expenditures for long-term improvements to the City’s facilities including, water, sewer, parking facilities etc.; identifies each project and source of funding.

**COMMITTED FUND BALANCE** – Amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)** – An annual Federal grant received from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities.

**COMPENSATED ABSENCES** – An accrued employee’s right to receive compensation for future absences attributable to service already rendered (i.e.: vacation and sick leave).

**COMPREHENSIVE ANNUAL FINANCIAL REPORT** – 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 in 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*

**AARP** – American Association of Retired Persons  
**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  
**BMP** – Best Management Practices  
**BTLA** – Board of Tax & Land Appeal

**CAD** – Computer Aid Design  
**CALEA** – The Commission on Accreditation for Law Enforcement Association  
**CAMA** – Computer Aided Mass Appraisal  
**CARES** – Coronavirus Aid, Relief, and Economic Security (Act)  
**CAW** – Coastal Adaptation Workgroup  
**CBC** – Central Business District  
**CBERN** – Chemical, Biological, Explosive, Radiological, Nuclear  
**CCC** – Connect Community Church  
**CDBG** – Community Development Block Grant  
**CDC** – Center for Disease Control  
**CDP** – Community Diversion Program  
**CDRW** – Compact Disc Re-Writable  
**CEDS** – Comprehensive Economic Strategy  
**CEPT** – Chemically Enhanced Primary Treatment  
**CFAI** – Commission on Fire Accreditation International  
**CFC** – Chlorofluorocarbon  
**CFS** – Child and Family Services of New Hampshire  
**CIBOR** – Commercial Investment Board of Realtors (NH)  
**CIM** – Capacity Improvement Multiplier  
**CIP** – Capital Improvement Plan  
**CJIS** – Criminal Justice Information Services  
**CMAQ** – Congestion Mitigation and Air Quality  
**CO<sub>2</sub>** – 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  
**DEI** – Diversity, Equity and Inclusion  
**DES** – Department of Environmental Services  
**DO** – Dondero School  
**DOT** – Department of Transportation  
**DPLA** – Digital Public Library of America  
**DSA** – Deer Street Associates

**ECC** – Emergency Communications Center  
**EDC** – Economic Development Commission  
**ELO** – Extended Learning Opportunity  
**EMO** – Emergency Management Office  
**EMS** – Emergency Medical Services  
**EMT** – Emergency Medical Technician  
**EPA** – Environmental Protection Agency  
**ERZ** – Economic Revitalization Zones  
**ESF** – Emergency Support Functions  
**ESOL** – English as a Second Language  
**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  
**GOFERR** – Governor's Office for Emergency Relief and Recovery  
**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

**LCR** – Leadership in Community Resilience  
**LED** – Light Emitting Diode  
**LEED** – Leadership in Energy and Environmental Design  
**LEOP** – Local Emergency Operations Plan  
**LGBTQ+** – Lesbian, Gay, Bisexual and Transgender  
**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  
**NHCAW** – New Hampshire Coastal Adaptation Workshop  
**NHDES** – New Hampshire Department of Environmental Services  
**NHDHHS** – New Hampshire Department of Health and Human Services  
**NHDOT** – New Hampshire Department of Transportation  
**NHFSTFF** – New Hampshire Fire Standards & Training Fire Fighters  
**NHRS** – New Hampshire Retirement System  
**NH SBDC** – New Hampshire Small Business Development Center  
**NHSG** – New Hampshire Seacoast Greenway  
**NLC** – National League of Cities  
**NOAA** – National Oceanic and Atmospheric Administration  
**NON** – Non-union  
**NPS** – National Park Service  
**NPDES** – National Pollutant Discharge Elimination System

**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  
**PIO** – Public Information Officer  
**PIWWTF** – Peirce Island Wastewater Treatment Plant Facility  
**PLC** – Professional Learning Communities  
**PMA** – Professional Management Association  
**PMS** – Portsmouth Middle School  
**PNSY** – Portsmouth Naval Shipyard  
**PPAF** – Prescott Park Arts Festival  
**PPD** – Portsmouth Police Department  
**PPL** – Portsmouth Public Library  
**PPDTV** – Portsmouth Police Department Television  
**PPMtv** – Portsmouth Public Media Television  
**PREP** – Piscataqua Region Estuary Partnership  
**PT** – Part Time  
**PTA** – Parent Teacher Association  
**PTAP** – Pollutant Tracking & Accountability Project  
**PTS** – Parking, Traffic, and Safety Committee  
**PULA** – Public Undeveloped Lands Assessment

**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  
**SAAS** – Software as a Service  
**SAC** – Senior Activities Center  
**SAG** – State Aid Grant  
**SASS** – Sexual Assault Support Services  
**SAT** – Suite of Assessments  
**SBAC** – Smarter Balanced Assessment Consortium  
**SBDC** – Small Business Development Center  
**SCADA** – System Control and Data Acquisition  
**SCS** – Seacoast Community School  
**SEL** – Social Emotional Learning

**SELF** – Service Above Self Scholarship  
**SELT** – Southeast Land Trust  
**SFFP** – Seacoast Family Food Pantry  
**SFP** – Seacoast Family Promise  
**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  
**STEAM** – Science, Technology, Engineering, Art, and Mathematics  
**SUV** – Sport Utility Vehicle  
**SWEPT** – Statewide Education Property Taxes  
**SWPPP** – Storm Water Pollution Prevention Plans

**TCP/IP** – Transmission Control Protocol/Internet Protocol  
**TDD** – Telecommunications Device for the Deaf  
**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





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