

City of Portsmouth, New Hampshire



Portsmouth as an Eco-Municipality

Fiscal Year 2024 Proposed Annual Budget

July 1, 2023 – June 30, 2024



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City of Portsmouth, New Hampshire Proposed Annual Budget 2023-2024

Directory of Officials

City Council

Deaglan McEachern, Mayor
JoAnna Kelley, Assistant Mayor

John Tabor
Josh Denton
Beth Moreau

Andrew Bagley
Vincent Lombardi
Rich Blalock
Kate Cook

Board of Education

Zach McLaughlin, Superintendent
Nancy Novelline Clayburgh, Chair
Margaux Peabody, Vice Chair

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

Elizabeth Barrett
Lisa Rapaport
Brian French
Kerry Nolte

Police Commission

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

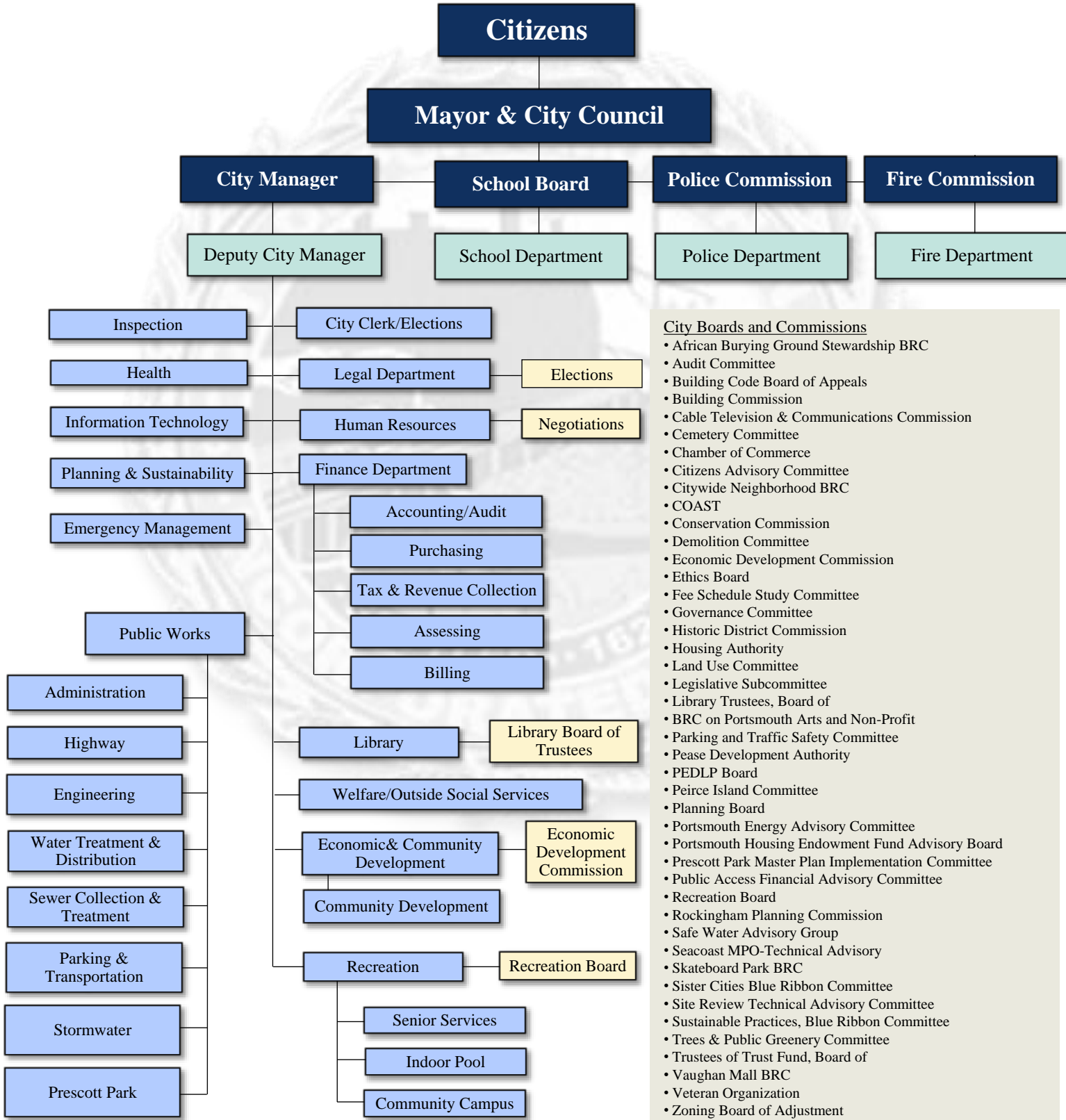
Fire Commission

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

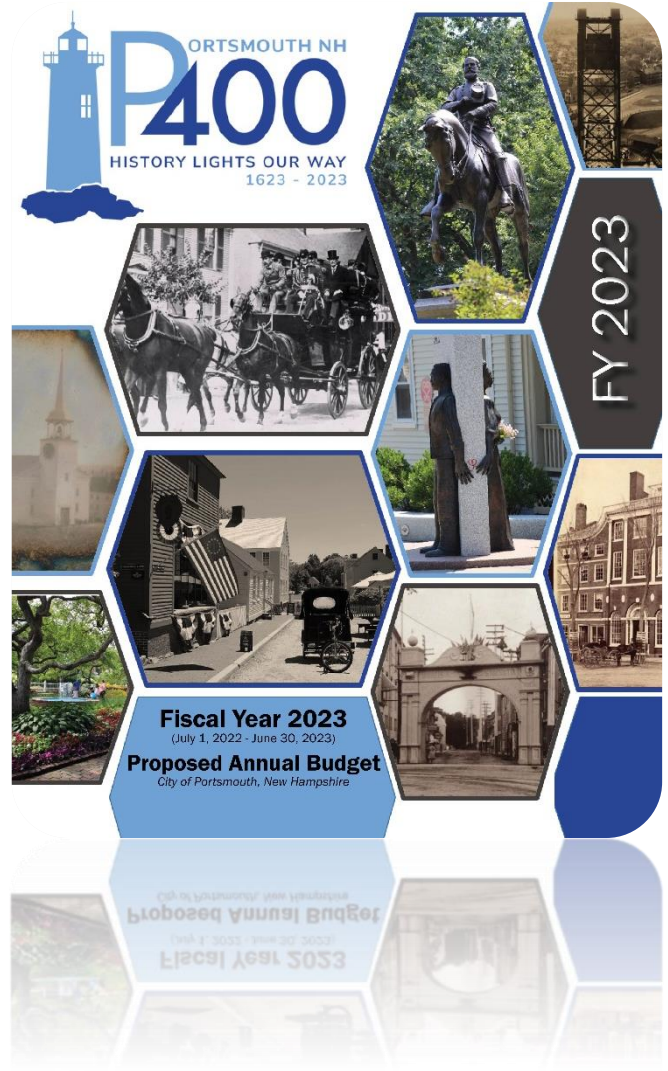
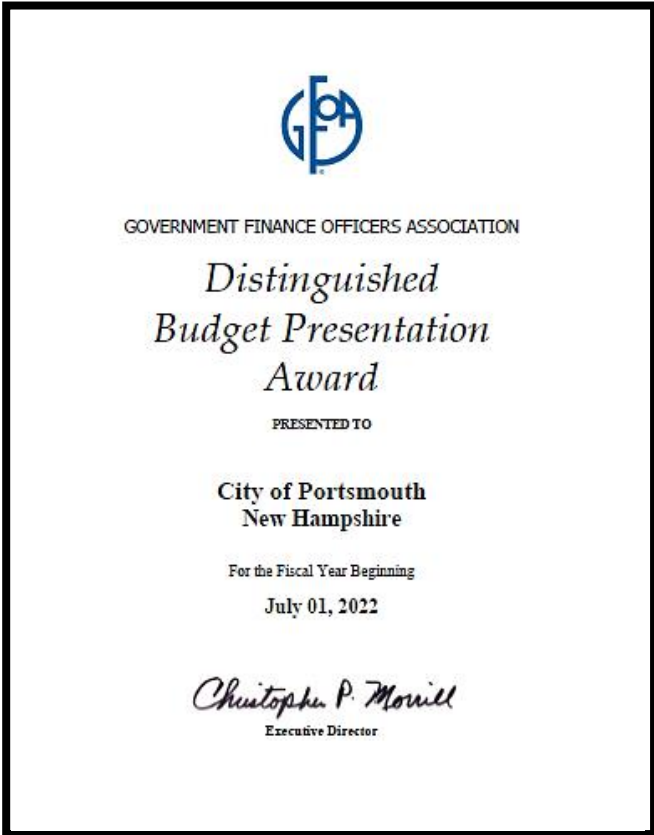
Principal Executive Officers

Karen Conard, City Manager
Suzanne Woodland, Deputy City Manager/Regulatory Counsel
Sean Clancy, Assistant City Manager for Economic Development
Susan Morrell, City Attorney
Patricia Ainsworth, Chief Information Officer
Judith Belanger, Director of Finance and Administration
Andrew Purgiel, Deputy Finance Director
Peter Rice, Director of Public Works and Facilities
Brian Goetz, Deputy Public Works Director
Kelli Barnaby, City Clerk
Kelly Harper, Human Resources Director
Nancy Bates, Revenue Administrator
Rosann Maurice-Lentz, City Assessor
Todd Henley, Recreation Director
Christine Friese, Library Director
Shanti Wolph, Chief Building Inspector
Kimberly McNamara, Public Health Director
Peter Britz, Planning & Sustainability Director
Ellen Tully, Welfare Administrator

City of Portsmouth, New Hampshire Citywide Organizational Chart



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



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, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

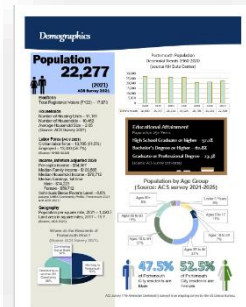
This award is valid for a period of one year only. We believe our current budget continues to conform to its eligibility for another award.



How to Read the Budget

(Where To Find The Information You Need)

- **Budget Message & Budget Highlights** – The first significant section of the proposed Budget document is the City Manager’s Budget Message followed by the Budget Highlights Section. This is an important introduction of understanding the budget challenges, operational changes, and the City’s financial plan Citywide.
- **Strategic Planning/ Goals & Initiatives** – This section shares the City’s mission, vision and strategic goals. Each goal is identified with an icon that is presented throughout the Budget document, linking Department goals and objectives back to the Strategic Plan adopted by the City Council.
- **Citywide Recognitions & Accomplishments** – This section provides information on City awards received and major City project accomplishments from the prior fiscal year.
- **Community Profile & Economic Indicators** – This section provides the reader with an understanding of the City’s statistics, including demographic data, economic indicators, tax and assessing information along with the City’s overall unique economic profile.
- **Budget Document & Budget Process** – This section provides a breakdown of the Budget document, including major fund information, Budget process, and the Budget calendar.
- **Fund Summaries** – This section features the Tax Rate calculation for the FY22 Budget, FY23 Budget and the Proposed FY24 Budget, along with expenditures by Funds and Departments for the **General Fund, Enterprise Fund and Special Revenue Funds**.
- **Financial Policies & Guidelines** – This section includes the City’s Financial Policies and Long-Term Financial Guidelines, with which the preparation of the annual budget and financial statements acts in accordance.
- **Revenues** – This section provides the reader with a better understanding of all City and applicable State revenues and illustrates major revenue trends.
- **Debt Service** – This section provides a detailed long-term debt service forecast model and computation of legal debt margin for current and projected bonds and SRF loans Citywide.
- **Personnel Summary** - This section features a summary of Citywide positions and full-time equivalents (FTEs) by Department and details position changes in the FY24 Proposed Budget. Also provided is a list of all positions that are allocated over multiple Departments and Funds.



- **City Departments** – Each Department includes an organizational chart, services provided, budget summary of expenditures, personnel information, line item detail, goals & objectives and performance measurements.
(Look at What You Can Find in Each Department's Budget Section)

City Manager's Department

Department Organizational Chart

Department Mission Statement

A list of services offered by the Department.

A personnel headcount for that department for:

- Last fiscal year (FY22);
- Current fiscal year (FY23); and
- Next (proposed) fiscal year (FY24).

Overview of the Department's budget

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

City Manager Department

Services Overview

- ✓ Serve as the Chief Executive and Administrative Officer for the City of Portsmouth
- ✓ Manage City-owned real-estate
- ✓ Provide an annual budget to the City Council
- ✓ Promote public relations and community engagement
- ✓ Represent and represent the City's interests
- ✓ Support interdepartmental initiatives
- ✓ Support the City's Arts & Culture

Personnel Summary Schedule

Position Title	FY22	FY23	FY24
City Manager	1.0	1.0	1.0
Deputy City Manager	0.8	0.8	0.8
Assistant City Manager	1.1	1.1	1.1
Administrative Assistant	1.1	1.1	1.1
Communication Director	0.0	1.0	1.0
Public Pool Time	0.0	4.0	4.0

Department Budget Comments

The City Manager's proposed budget for FY24 is \$227,501. This represents an increase of \$4,004 or 1.74% from the FY23 budget. The net change in the City Manager's budget is due to the creation of the position of Director of Communications and Community Engagement, which will require and require the City's public communication efforts and promote community engagement across the City. Of note, effective FY24, the Deputy City Manager will recognize her primary responsibility to the City Manager's Department and relinquish her Deputy City Attorney title. She will however still act as Regulatory Counsel for the City and as such will consult with the Legal Department on an as-needed basis.

Budget Summary of Expenditures

	FY22 BUDGET	FY23 ACTUAL	FY23 BUDGET	FY24 RECOMMENDATION
CITY MANAGER				
SALARIES	424,981	412,774	408,000	506,881
CONTRACTS	1,000	1,000	1,000	2,250
RETIREMENT	81,079	82,819	84,354	75,711
EMPLOYEE BENEFITS	18,845	28,800	35,000	30,250
ADDITIONAL CHARGES	21,221	25,200	25,000	25,000
TRAVEL/CONFERENCE/WORKSHOPS	4,000	2,700	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	3,000	1,480	3,000	3,000
OTHER OPERATIONS	4,000	7,700	8,000	8,000
TOTAL	557,126	552,773	557,354	655,291

Programs and Services

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

- Carrying out policy decisions of the City Council, and executing all programs and projects of the City.
- Informing the Council of the City's needs and ongoing conditions and making such reports as may be required by law, requested by Council, or requested by the Manager.
- Participating in discussions that come before the City Council.
- Supervising all Department Heads and appointing, disciplining and removing all municipal employees in the administrative service of the City, and
- Presenting to the City Council an operating budget, a budget statement, and a long-range capital plan, which outlines the immediate and long-range financial plans and projects.

Goals and Objectives

Goal #1: Maintain effective responsiveness to City Councilors

Objective: Respond timely responses to all City Council directives and requests for service.

Performance Measure: Percent of City Council Requests Requested Completed Within 24 Hours

FY22	FY23	FY24 (Est)	FY25 (Forecast)
90%	95%	95%	95%

Citywide Goal Addressed

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

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

Department goals & objectives for FY24

Citywide Goal(s) Addressed by this Department Goal

Corresponding Performance Measure (to each Department Goal)

- **Appendices** – This section contains 5 Appendices: I) Rolling Stock Replacement Program; II) Capital Improvement Plan Summary of long-term planning for major capital needs; III) Fee Schedule which is adopted annually; IV) Format of Accounts; and V) Glossary and Acronyms



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City of Portsmouth, New Hampshire

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

City of Portsmouth (Citywide)

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

Finance Department

- Current and Past Budget Documents
<https://www.cityofportsmouth.com/finance/proposedadopted-budgets-and-financial-reports>
- FY22 Annual Comprehensive Financial Report
<https://files.cityofportsmouth.com/finance/fy22/ACFR22.pdf>
- FY22 Popular Annual Financial Report (PAFR)
<https://files.cityofportsmouth.com/finance/fy22/PAFR22.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>

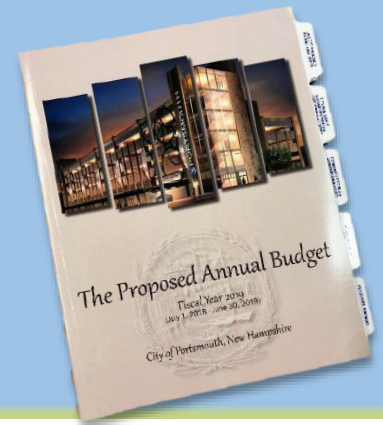
Planning Department

- Capital Improvement Plan 2024-2029
<https://www.cityofportsmouth.com/sites/default/files/2023-01/CIP%2024-29%20-%20City%20Council%20Document%20-%201-18-23-compressed.pdf>



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

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



If you are looking for physical copies of:

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

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



Karen S. Conard
City Manager

CITY OF PORTSMOUTH

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

To: Honorable Mayor Deaglan McEachern and City Council Members
From: Karen S. Conard, City Manager
Date: April 28, 2023
Re: Fiscal Year 2024 Budget Message

Pursuant to Article VII of the City Charter, I am pleased to present to you the Fiscal Year 2024 Proposed Budget for all appropriated City funds: General, Water, Sewer, Parking and Transportation, Community Development, Indoor Pool, Community Campus, Stormwater and Prescott Park. This budget document also includes the City's FY24 Rolling Stock Replacement Program, a summary of the Capital Improvement Plan, the FY24 Fee Schedule, Citywide goals and accomplishments and an outline of priorities for the coming year.

The City continues in its proud tradition of providing high-quality services to our citizenry through public safety, emergency assistance, education, solid waste and recycling pickup, road maintenance and other essential day-to-day operations. This speaks very highly of the dedication, drive, and professionalism of the City's workforce, as we are always focused on responsive service delivery. Salary adjustments were a priority in FY23 and continue to be a budgetary consideration for FY24. We see the positive effects of these adjustments on staff retention and our ability to hire. A competitive labor market continues to make hiring and retention a challenge. FY23 saw the addition of two new Department Head roles – Chief Information Officer and Director of Communications & Community Engagement – to fulfill the goals of the City Council to provide more timely communications, transparency, and to stand up an in-house Information Technology department.

The continued implementation of long-term financial policies and planning, put into place decades ago, also played an integral part in our ability to navigate the challenges of this past year. The City continues to maintain a very strong financial position, demonstrated by our fiscal stability and maintenance of our "AAA" bond rating by Standards & Poor's rating agency. In their summary from June 2022, when awarding the City's 10th consecutive "AAA" rating, S&P noted,

"Portsmouth's credit profile is underpinned by the city's strong management team and longstanding financial policies and practices, which continues to support its positive operating performance and very strong reserve levels as it recovers from the pandemic."

They went on to state that the "AAA" rating reflected their opinion of the City's strong economy, proficient management with formalized policies and practices, adequate budgetary performance bolstered by robust reserve levels, and adequate debt and contingent liability profile.

Strategic Planning

As we began the FY24 budget process following last year’s adoption of a comprehensive Strategic Plan, the City Council met for a work session in January. I shared the anticipated high-level budget impacts in relation to the Citywide goals and key initiatives. Out of that session came the Council’s guidelines for constructing the overall budget. The Council then held a retreat in February to assess progress toward the stated goals in FY23 and to set new goals for FY24, including:

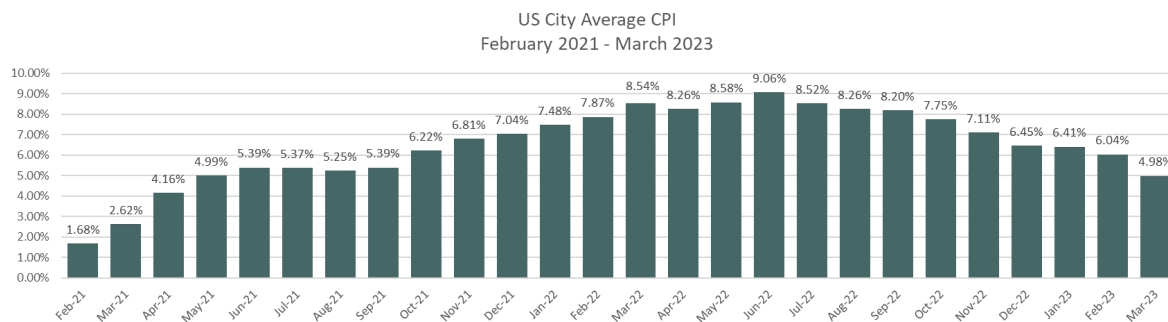
- ❖ Deliverables from the Governance and Land Use Committees;
- ❖ Obligation of ARPA funds;
- ❖ Continued efforts to address Stormwater Utility;
- ❖ Launch of Portsmouth Community Power;
- ❖ Roll out of FlashVote surveys;
- ❖ 2023 Outdoor Dining Policy and the creation and adoption of an Ordinance;
- ❖ Cultural Plan Initiative;
- ❖ Climate Action Plan Initiative; and
- ❖ Preparation for the 2035 Master Plan.

Please see details in the **Strategic Planning, Citywide Goals, and Initiatives** section of this document.

The Budget Environment

FY23 served as a transitional year, after successfully withstanding the economic impacts of COVID-19. We were fortunate with many years of long-term financial planning to establish a strong fund balance, coupled with receipt of federal funds which aided Portsmouth in not only maintaining services, but enhancing them. The City purchased Community Campus, funded the Economic Development position through the operating budget and began the process of implementing a robust IT Department. In addition, we were able to sustain essential municipal services and began to restore important planned investments in our infrastructure, rolling stock, information technology upgrades and replacements, new initiatives, and programs.

As we prepare for Fiscal Year 2024, we face historic inflationary pressures, affecting materials, construction, wages, and utility costs. As inflation appears to ease as shown in the chart below, it remains volatile and three times higher than it was two years ago.



Bureau of Labor Statistics, Consumer Price Index for U.S. city average, all urban consumers, not seasonally adjusted from February 2021 to March 2023)

Timing could not have been better in FY23, when the City was fortunate to receive two one-time revenue sources to provide property tax relief to our residents. The State granted a 7.5% rate reduction from retirement contributions back to communities and a *hold harmless* State Adequate Education Grant from the Statewide Education Property Tax (SWEPT). Together, these one-time revenue sources totaled nearly \$4 million.

FY23	Revenue Received	Tax Rate Effect
Adequate Education Grant	\$3,285,215	.51
NH Retirement (HB 1221 One Time Employer Contribution Reimbursement)	\$624,195	.10
Total	\$3,909,410	.61

These one-time funds, in addition to the use of ARPA monies and increased meals and room tax contributions, provided essential relief to taxpayers last year, keeping the tax rate increase for FY23 to \$.17 or a 1.1% increase over FY22.

For FY24, the budget must be carefully prepared to overcome the revenue loss created from the one-time revenue resources and replace those funds in a way that does not overly burden taxpayers.

General Fund FY24 Proposed Budget

During the January 2023 budget work session, the City Council provided a directive of achieving a budget increase of no more than 4.5%, excluding the additional costs of ramping up the Information Technology Department. Working closely with each Department to prioritize their needs to continue essential services while facing economic pressures, my goal was to submit a budget that met the City Council’s directive and responsibly utilize resources that would result in minimizing the tax burden without jeopardizing the City’s strong financial position or hinder the progress of providing municipal services. As a result, the FY24 Proposed Budget, both Operating and Non-Operating, is presented at \$137,283,375, a net increase of \$4,858,464 or 3.67%, which is notably below the directive and **below the rate of inflation**.

FY24 PROPOSED TOTAL BUDGET	FY23 BUDGET	FY24 CITY MANAGER PROPOSED BUDGET	\$ CHANGE FROM FY23	% CHANGE FROM FY23
<i>Operating</i>	\$106,135,183	\$111,675,612	\$5,540,429	5.22%
<i>Non-Operating</i>	\$26,289,728	\$25,607,763	(\$681,965)	-2.59%
Total Proposed Budget	\$132,424,911	\$137,283,375	\$4,858,464	3.67%

Operating Budget Highlights

The total Proposed Operating Budget, which represents 81% of the **total** budget, is \$111,675,612 which represents an increase of \$5,540,429 or 5.22% over FY23. The Operating Budget finances the services provided by the General Government, Police, Fire, and School Departments as well as General Fund obligations to the Indoor Pool, Prescott Park, and Community Campus.

FY24 PROPOSED OPERATING BUDGET	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED BUDGET	\$ CHANGE FROM FY23	% CHANGE FROM FY23
General Government	\$23,695,511	\$25,761,255	\$2,065,744	8.72%
Police Department	13,321,137	13,392,993	71,856	0.54%
Fire Department	10,355,485	10,460,307	104,822	1.01%
School Department	57,980,007	60,577,961	2,597,954	4.48%
Collective Bargaining Contingency	-	563,000	563,000	
Total of Departments	\$105,352,140	\$110,755,516	\$5,403,376	5.13%
Transfer to Indoor Pool	150,000	200,000	50,000	33.3%
Transfer to Prescott Park	272,255	243,653	(28,602)	-10.5%
Transfer to Community Campus	360,788	476,443	115,655	32.1%
Total Other	\$783,043	\$920,096	137,053.00	17.5%
TOTAL OPERATING	\$106,135,183	\$111,675,612	\$5,540,429	5.22%

Salaries and Benefits – The proposed Salaries and Benefits portion of the budget for General Government, Police, Fire, and School Department is \$92,178,689, which represents an increase of \$3,148,614 or 3.54% over FY23 and includes costs associated with:

- Health, Dental, Workers’ Compensation, and Life & Disability premiums;
- Additional Personnel of net 8.16 FTE’s (See detail in [Personnel Summary](#) section of this document);
 - [Legal Department](#) – Staff Attorney;
 - [Finance Department](#) – Deputy Finance Director;
 - [Information Technology](#) – IT Engineer and IT Project Manager;
 - [Planning & Sustainability](#) – Associate Planner;
 - [Recreation](#) – Recreation Supervisor and Indoor Pool Full-Time Lifeguard (Special Revenue Fund);
 - [Police](#) – Social Worker and Dispatcher;
 - [School](#) – Math Tutor and Social Worker;
- Step increase for all personnel not yet on top step; and
- 3% COLA for the ten (10) settled Collective Bargaining Agreements.

The City has a total of sixteen (16) collective bargaining units, of which ten (10) contracts have been ratified for FY24 and increases associated with these contracts are included in the respective Departments. For the remaining six (6) contracts that will expire at the end of the current Fiscal Year, I have included an appropriation of \$563,000 anticipating settlement during the fiscal year.

On a positive note, the [New Hampshire Retirement System \(NHRS\)](#) announced a rate decrease for employer contributions for FY24 and FY25 as depicted in the following table:

RETIREMENT-EMPLOYER CONTRIBUTION RATES				
	FY23	FY24	Rate	%
	Rates	Rates	Change	Change
GROUP I				
Employees	14.06%	13.53%	-0.53%	-3.8%
Teachers	21.02%	19.64%	-1.38%	-6.6%
GROUP II				
Police	33.88%	31.28%	-2.60%	-7.7%
Fire	32.99%	30.35%	-2.64%	-8.0%

This decrease in the rates for retirement contribution by the City resulted in a decrease of \$364,773 or -3.11% in the Proposed FY24 Budget from the prior year.

It is the City’s hope that the Senate incorporates SB 114 into the State budget and is approved by the Legislature and Governor. At the time this document went to print, SB 114 was tabled but the Senate can add it back into its budget. The bill is similar to a bill last year that obligated the State to pay 7.5% of employer retirement contributions (for last fiscal year only). This was for teachers, firefighters, and police. SB 114 provides the same one-time 7.5% state contribution for the same classes of employees. If passed, there would be cost savings in the FY24 budget.

Together, Salaries and Benefits including Collective Bargaining Contingency reflect an increase of 4.17% over the prior year.

	FY23 BUDGET	FY24 PROPOSED BUDGET	\$ CHANGE FROM FY23	% Change FROM FY23
Salaries and Benefits all Departments	\$89,030,075	\$92,178,689	\$3,148,614	3.54%
Collective Bargaining Contingency		\$563,000	\$563,000	
Total Salaries and Benefits	\$89,030,075	\$92,741,689	\$3,711,614	4.17%

Ramp-up of Information Technology (IT) Department

The re-organization from an outsourced managed services provider to a more robust in-house Department is necessary to provide greater security and enhanced technology to the City’s IT network infrastructure. The ramp-up of the IT Department began in FY23 when we hired a Chief Information Officer (CIO) and two support technicians. This effort continues in FY24 with investments in personnel and much-needed IT infrastructure.

Non-Operating Budget Highlights

For FY24, the Proposed Non-Operating Budget is \$25,607,763. This is a decrease of \$681,965 or -2.59% from the prior year. Approximately 84% of the Non-Operating Budget includes expenditures associated with Debt Service, Overlay, Rockingham County Tax, Property & Liability, Landfill Closure Monitoring Fees and other Legal Obligations. The remaining 16% funds the continued investment in the City’s programs and infrastructure needs, as identified in the CIP.

Capital Investments – American Rescue Plan Act (ARPA) Funds

In 2021, the City was awarded a one-time allocation of \$12.88 Million in ARPA funds, which allows the City to invest in eligible capital projects and equipment. To date, 58.2% of these funds have been allocated for eligible projects by current and previous City Council actions. The City has until December 2024 to obligate the remaining monies, and until December 2026 to spend the funds.

In March 2023, the City Council adopted the 2023-2029 Capital Improvement Plan (CIP) and identified \$155,000 in eligible projects to be paid for from ARPA funds.

Capital Outlay projects identified in the CIP- Voted by City Council		FY 24 Budget
Cardiac Monitors (Fire)		125,000
Library Courtyard		30,000
Total		155,000

As mentioned earlier, and keeping mindful of the taxpayers, I recommend utilizing more of the ARPA resources to minimize the tax burden. Working closely with the City Departments, I recommend the use of an additional \$604,000 of ARPA funds as follows, bringing the total use of ARPA funds for FY24 to \$759,000.

Capital Outlay projects identified in the CIP- City Manager Recommended		FY 24 Budget
Personal Protective Clothing Replacement (Fire)		70,000
Library Courtyard - <i>To fully fund the project</i>		30,000
Citywide Storm Drainage Improvements		200,000
Total		300,000

IT Upgrades/Replacements identified in the CIP- City Manager Recommended		FY 24 Budget
1) Information Technology Upgrades and Replacements		204,000
2) Expansion and Improvement of Network		50,000
3) Cybersecurity Enhancements		50,000
Total		304,000
Total City Manager Recommended		\$604,000

Estimated Revenues

Estimated revenues, excluding Property Tax levy and use of fund balance, are estimated to result in a net decrease of \$2,773,244. Major estimated changes in revenue include:

- (\$4,416,222) net decrease in State Revenues as follows:
 - (\$3,121,000) from the Adequate Education Grant;
 - (\$650,000) from State Retirement Reimbursement;
 - (\$1,016,222) School Building Aid, with FY23 being the last of 20 years of funding for the High School construction; and
 - \$371,000 increase in Rooms and Meals Tax and Highway Block Grant.
- \$1,642,978 net increase in estimated revenues from Local Fees, Licenses, Permits, Interest on Investments, Parking and School Tuition.

Use of Fund Balance

Each year, the City utilizes fund balance to help mitigate the effects of property taxes. This year, due to the loss of \$3,909,410 from state revenues, as mentioned earlier, I am proposing to use \$2 million from Unassigned Fund Balance. This results in a total of use of Fund Balance \$4,428,379, a \$978,379 increase from FY23. Historically, the City has used an average of approximately \$3.8 million over the last eight years. This tactic will provide a smoother transition to absorb the loss of those State funds without reducing services. See further details in the Highlights Section of this document.

Tax Rate

We recognize that taxpayers expect and deserve a high level of City services. With the budget as presented, this will result in an *estimated* tax rate of \$16.13, which represents an increase of \$.93 or 6.13% over FY23. The estimated tax rate would result in an annual increase of \$447, or \$37 per month, for the median single family residential home valued at \$480,100.

Median Single Family Residential Home

\$480,100

Tax Rate Increase	Annual Increase	Monthly Increase
0.93	\$447.00	\$37.00

The chart below shows a comparison of the Social Security Cost of Living Adjustment (COLA) over the last two years as compared to the City of Portsmouth Property Tax Rate Increase.

	Calendar 2022	Calendar 2023	2 Year Increase	2 year Average Increase
Social Security COLA Increase	5.90%	8.70%	14.60%	7.30%
	FY 2023	FY 2024	2 Year Increase	2 year Average Increase
Portsmouth Tax Rate Increase	1.10%	6.13%	7.23%	3.62%

Please note that the tax rate is set by the New Hampshire Department of Revenue Administration (DRA) in the Fall, once all state revenues, property valuation, and county tax obligation are finalized. The City typically announces the final tax rate for the Fiscal Year in November and issues tax bills for the first half of the Fiscal Year due in December.

Water and Sewer Enterprise Funds

The Water and Sewer Divisions are strongly impacted by the capital costs associated with Federal and State regulatory issues and the ongoing need to upgrade and maintain its infrastructure. The City’s comprehensive rate model, first implemented in Fiscal Year 2014, created a financial plan to address the current and future major capital requirements while mitigating unexpected spikes in

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

Water and Sewer User Rates for Fiscal Year 2024

Water Division – The FY24 user rates for water consumption reflect a 4.5% increase over FY23 rates. Inflation is a major driver of this increase, as we continue to face rising costs in chemicals, materials, project costs, as well as pending costs associated with EPA PFAS regulations.

Sewer Division – The FY24 user rates for Sewer, based on water consumption, also reflect a 4.5% increase over FY23 rates. As with the Water Division, inflation has driven up the costs for chemicals, materials, and project costs. This rate increase also forecasts future costs associated with the Pease wastewater treatment facility permit and upgrades.

However, this increase is less than the 6% increase which was anticipated in the rate model prior to receiving positive news from the State. In addition to the low interest rate of 2%, 30-year NH State Revolving Fund (SRF) loan program that the City was able to obtain for the construction of the Peirce Island Wastewater Treatment Facility Upgrades, we recently received notice of an award of a \$35 million State Aid Grant (SAG) to offset the payment of the loan. This grant is amortized and paid over the life of the SRF loan.

Conclusion

The FY24 Budget combines years of intentional, long-term financial planning with our carefully considered responses to opportunities and challenges. It remains my privilege to lead a City that has achieved stellar ratings in the financial realm and the enduring support of our residents and businesses, as we strive to achieve and implement creative, effective, and efficient solutions that keep us all moving forward.

We have much to be proud of in the City of Portsmouth. We have received many accolades and accomplished much in the last year. I would encourage you to visit the Citywide Recognitions & Accomplishments section of this Budget document to learn more about the good work achieved by the hardworking, professional, and dedicated staff.

I would like to thank the Finance team and all the Department Heads who worked tirelessly in preparing this budget, setting new goals and metrics while continuing to serve the community in a professional and respectful manner. We look forward to working with the City Council and the public throughout the Fiscal Year 2024 Budget process.

City Manager's Fiscal Year 2024 Proposed Budget Highlights

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

GENERAL FUND

The following is a summary of major expenditures categories for the FY22 budget and actual, FY23 budget, and FY24 City Manager's recommended budget, as well as the dollar and percentage change over FY23.

TOTAL GENERAL FUND	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	CM \$ CHANGE FROM FY23	CM % CHANGE FROM FY23
SALARIES	46,872,370	45,212,641	51,561,884	53,837,419	2,275,535	4.41%
PART TIME SALARIES	1,977,022	1,902,114	2,107,941	2,271,440	163,499	7.76%
CITY COUNCIL/COMMISSIONS	41,850	40,125	41,850	41,850	0	0.00%
OVERTIME	1,746,324	2,426,467	1,935,709	2,036,684	100,975	5.22%
HOLIDAY	359,904	334,131	384,936	376,524	(8,412)	-2.19%
LONGEVITY (EXCLUDING SCHOOL)	140,018	129,945	133,799	146,013	12,214	9.13%
CERTIFICATION STIPENDS	348,704	308,830	382,939	356,970	(25,969)	-6.78%
SPECIAL DETAIL/EDUCATION STIPEND	161,210	155,451	169,378	169,657	279	0.16%
RETIREMENT	10,741,768	10,381,490	11,738,481	11,373,708	(364,773)	-3.11%
HEALTH INSURANCE	13,010,845	13,010,845	13,413,468	14,030,265	616,797	4.60%
DENTAL INSURANCE	907,188	871,607	916,104	973,190	57,086	6.23%
INSURANCE REIMBURSEMENT	137,924	120,580	138,174	157,080	18,906	13.68%
LEAVE AT TERMINATION	1,000,287	1,000,287	1,000,287	1,000,287	0	0.00%
LIFE AND DISABILITY	287,608	258,940	299,840	315,516	15,676	5.23%
WORKERS' COMPENSATION	825,669	824,433	823,388	911,936	88,548	10.75%
PROFESSIONAL DEVELOPMENT (SCHOOL ONLY)	258,534	241,476	258,534	275,135	16,601	6.42%
OTHER BENEFITS	3,460,104	3,258,939	3,808,363	3,990,015	181,652	4.77%
POLICE SERVICES - FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
FIRE SERVICES - FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
COLLECTIVE BARGAINING CONTINGENCY	23,629	-	-	563,000	563,000	
TOTAL SALARIES AND BENEFITS	82,215,958	80,393,303	89,030,075	92,741,689	3,711,614	4.17%
TRAINING/EDUCATION/CONFERENCES	195,333	186,205	225,338	315,318	89,980	39.93%
ELECTRICITY	1,330,328	1,340,908	1,392,501	1,608,456	215,955	15.51%
NATURAL GAS	460,226	425,841	461,797	542,031	80,234	17.37%
GASOLINE	289,200	366,948	372,810	367,810	(5,000)	-1.34%
DIRECT ASSISTANCE	352,600	97,781	255,350	259,600	4,250	1.66%
OUTSIDE SOCIAL SERVICES	199,033	199,033	213,950	233,250	19,300	9.02%
CONTRACTED SERVICES	1,666,089	1,757,596	1,581,961	1,961,433	379,472	23.99%
ROAD MAINTENANCE & STRIPING PROGRAM	266,000	208,175	216,000	216,000	0	0.00%
RECYCLING	310,000	77,113	250,000	264,000	14,000	5.60%
SOLID & YARD WASTE	418,000	495,627	525,000	548,000	23,000	4.38%
PUPIL TRANSPORTATION	1,309,698	1,438,197	1,456,948	1,644,623	187,675	12.88%
TRANSFER FROM PARKING & TRANS (SCHOOL)	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
SPECIAL ED TUITION & SERVICES	2,660,602	2,970,231	2,908,602	3,369,246	460,644	15.84%
PROFESSIONAL ORGANIZATION DUES	149,786	139,101	155,229	162,564	7,335	4.73%
STUDENT BOOKS/PERIODICALS	175,226	135,692	179,616	174,432	(5,184)	-2.89%
PROPERTY & LIABILITY (SCHOOL ONLY)	119,068	90,093	135,771	147,811	12,040	8.87%
TRANSFER TO STORMWATER	311,993	311,993	321,788	334,044	12,256	3.81%
OTHER OPERATING	5,049,927	5,409,912	5,719,404	5,915,209	195,805	3.42%
TOTAL OTHER OPERATING	15,213,109	15,600,446	16,322,065	18,013,827	1,691,762	10.36%
TOTAL DEPARTMENT BUDGET	97,429,067	95,993,749	105,352,140	110,755,516	5,403,376	5.13%
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	200,000	50,000	33.33%
TRANSFER TO PRESCOTT PARK	177,486	177,486	272,255	243,653	(28,602)	-10.51%
MCINTYRE BUILDING MAINTENANCE	480,000	480,000	-	-	0	
TRANSFER TO COMMUNITY CAMPUS	116,000	116,000	360,788	476,443	115,655	32.06%
TOTAL OPERATING BUDGET	98,352,553	96,917,235	106,135,183	111,675,612	5,540,429	5.22%
DEBT RELATED EXPENSES	128,000	80,511	120,000	120,000	0	0.00%
DEBT SERVICE	13,669,890	13,559,330	13,629,821	13,060,206	(569,615)	-4.18%
CONTINGENCY	300,000	300,000	300,000	300,000	0	0.00%
OVERLAY	1,000,000	319,038	1,000,000	1,000,000	0	0.00%
ROCKINGHAM COUNTY TAX	5,813,878	5,677,887	5,730,000	5,730,000	0	0.00%
PROPERTY & LIABILITY (EXCLUDING SCHOOL)	417,090	416,692	437,645	393,307	(44,338)	-10.13%
ROLLING STOCK	584,500	584,500	601,000	877,000	276,000	45.92%
IT EQUIPMENT REPLACEMENT	1,194,208	1,194,208	1,109,158	1,172,336	63,178	5.70%
LANDFILL CLOSURE- COAKLEY/JONES	348,000	348,000	115,000	115,000	0	0.00%
PORTSMOUTH NH 400TH CELEBRATION	-	-	150,000	31,000	(119,000)	
OTHER NON-OPERATING	436,914	426,060	462,104	488,914	26,810	5.80%
FUND BALANCE: SKATEBOARD PARK	2,200,000	200,000	-	-	0	
FUND BALANCE : MCINTYRE ENG/DESIGN	400,000	400,000	150,000	-	(150,000)	-100.00%
FUND BALANCE : MCINTYRE SETTLEMENT	500,000	500,000	1,000,000	500,000	(500,000)	-50.00%
FUND BALANCE : DSA	-	-	500,000	-	(500,000)	-100.00%
CAPITAL OUTLAY	1,080,000	1,080,000	985,000	1,820,000	835,000	84.77%
TOTAL NON-OPERATING	28,072,480	25,086,226	26,289,728	25,607,763	(681,965)	-2.59%
TOTAL GENERAL FUND BUDGET	\$126,425,033	\$122,003,461	\$132,424,911	\$137,283,375	\$4,858,464	3.67%

Components of the General Fund

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

Operating Budget
Expenditures Associated with:

- General Government Departments
- Police Department
- Fire Department
- School Department
- Transfers to Other Funds
- Collective Bargaining Contingency

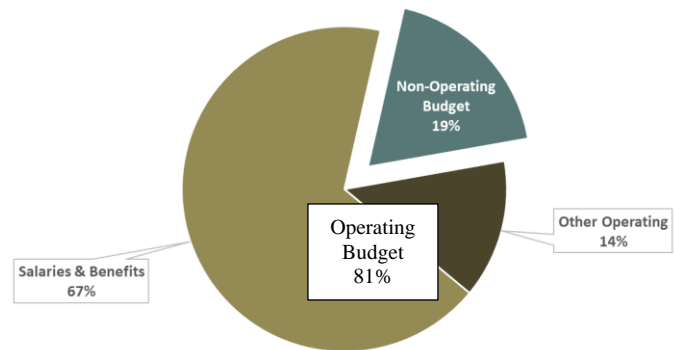
Non-Operating Budget
Expenditures Associated with:

- Debt Service
- Capital Outlay
- Rockingham County Tax
- Rolling Stock – Vehicles & Equipment
- Overlay
- Contingency
- Other General Non-Operating

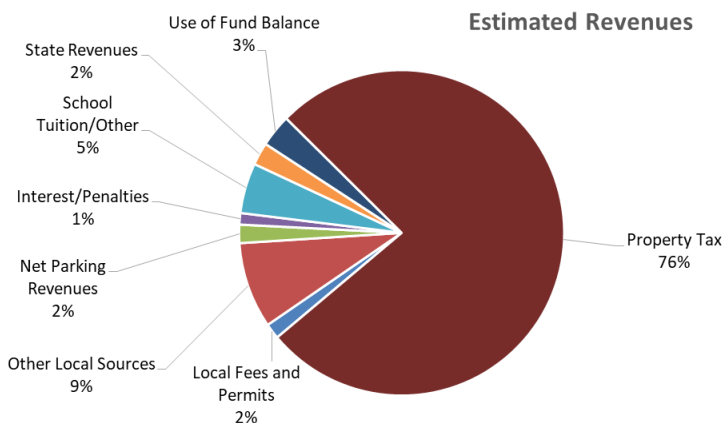
Balanced Budget

The FY24 annual budget of \$137,283,375 is a balanced budget in which total anticipated revenues equal budgeted appropriations.

Expenditures: The total proposed budget is comprised of the Operating Budget of \$111,675,612 and the Non-Operating portion of \$25,607,763; 81% and 19% of total budget respectively. **Salaries and Benefits (including collective bargaining contingency) represent 67% of the total proposed budget.**



Revenues: Property taxes are Portsmouth’s largest funding source at 76% of total revenues. The remaining 24% are from local and state revenues.



EXPENDITURES:	
OPERATING	111,675,612
NON-OPERATING	25,607,763
PROPOSED BUDGET	\$137,283,375
REVENUES:	
1) LOCAL FEES AND PERMITS	2,111,600
2) OTHER LOCAL SOURCES	11,753,766
3) NET PARKING REVENUES	2,500,000
4) INTEREST / PENALTIES	1,570,000
5) SCHOOL TUITION / OTHER	6,863,400
6) STATE REVENUES	3,081,973
7) USE OF FUND BALANCE	4,428,379
REVENUES	\$32,309,118
PROPERTY TAX LEVY	\$104,974,257
TOTAL REVENUES	\$137,283,375

Proposed Operating Budget

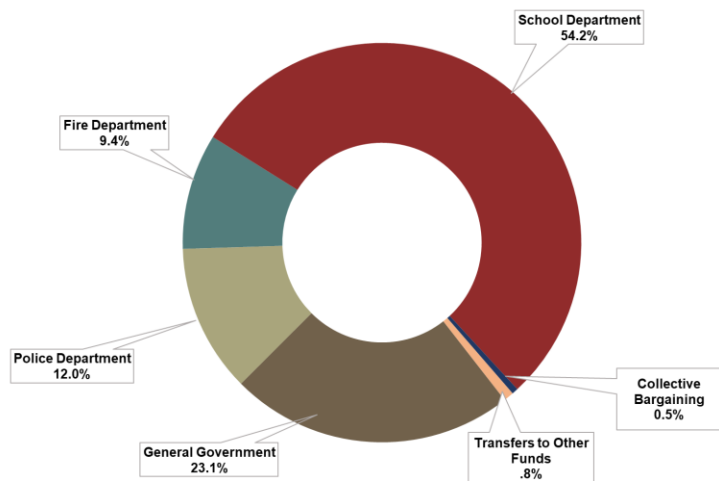
The Police, Fire, and School Departments submitted their respective proposed FY24 budget as approved by their respective elected governing bodies.

The Operating Budget for the departments of General Government, Police, Fire, and School of \$110,755,516 (*excluding transfers*) represents an increase of \$5,403,376 or 5.13% over FY23.

FY24 PROPOSED OPERATING BUDGET	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED BUDGET	\$ CHANGE FROM FY23	% CHANGE FROM FY23
General Government	\$23,695,511	\$25,761,255	\$2,065,744	8.72%
Police Department	13,321,137	13,392,993	71,856	0.54%
Fire Department	10,355,485	10,460,307	104,822	1.01%
School Department	57,980,007	60,577,961	2,597,954	4.48%
Collective Bargaining Contingency	-	563,000	563,000	
Total of Departments	\$105,352,140	\$110,755,516	\$5,403,376	5.13%
Transfer to Indoor Pool	150,000	200,000	50,000	33.3%
Transfer to Prescott Park	272,255	243,653	(28,602)	-10.5%
Transfer to Community Campus	360,788	476,443	115,655	32.1%
Total Other	\$783,043	\$920,096	137,053.00	17.5%
TOTAL OPERATING	\$106,135,183	\$111,675,612	\$5,540,429	5.22%

The Total Operating Budget of \$111,675,612 represents an increase of \$5,540,429 or 5.22% over FY23 and includes:

Operating Budget by Department



- ✓ Funding of \$200,000 for the operations related to the Indoor Pool;
- ✓ Funding of \$243,653 for the operations of Prescott Park;
- ✓ Funding of \$476,443 for the operations of Community Campus; and
- ✓ Collective Bargaining Contingency of \$563,000 for unsettled contracts.

The next four tables summarize major expenditures for each of the four components of the Operating Budget: General Government, Police, Fire and School Departments. The tables provide the FY22 Budget and Actual, FY23 Budget, and the FY24 City Manager’s Recommended Budget as well as the dollar and percent change over FY23. *[Detailed information regarding each of these major departments is located in their respective sections of this document.]*

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

Other Benefits:

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

Other Operating:

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

General Government

The General Government includes services provided by the following departments:

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

The total proposed City Manager recommended FY24 budget for the General Government is \$25,761,255. This is an increase of \$2,065,744 or 8.72% from FY23 which includes an initiative to implement an in-house Information Technology Department along with substantial necessary upgrades. Without this initiative, General Government would have increased by \$1,375,267 or 5.8% over FY23.

GENERAL GOVERNMENT	FY22	FY22	FY23	FY24	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY23	CHANGE FROM FY23
SALARIES	8,992,024	8,543,938	10,514,371	11,489,673	975,302	9.28%
PART-TIME SALARIES	978,675	811,220	1,076,281	1,214,487	138,206	12.84%
CITY COUNCIL/TRUSTEES	20,650	17,850	20,650	20,650	0	0.00%
OVERTIME	352,800	348,777	390,800	394,300	3,500	0.90%
LONGEVITY	64,982	64,216	61,988	81,812	19,824	31.98%
RETIREMENT	1,324,734	1,255,828	1,531,460	1,609,030	77,570	5.07%
HEALTH INSURANCE	2,096,570	2,096,570	2,094,791	2,138,782	43,991	2.10%
DENTAL INSURANCE	141,393	133,599	141,393	182,159	40,766	28.83%
INSURANCE REIMBURSEMENT	25,000	24,448	25,000	20,000	(5,000)	-20.00%
LEAVE AT TERMINATION	350,000	350,000	350,000	350,000	0	0.00%
LIFE AND DISABILITY	44,000	39,045	48,737	55,500	6,763	13.88%
WORKERS' COMPENSATION	204,510	204,510	172,755	188,463	15,708	9.09%
OTHER BENEFITS	817,727	730,115	947,102	1,028,329	81,227	8.58%
TOTAL CONTRACTUAL OBLIGATIONS	15,413,065	14,620,116	17,375,328	18,773,185	1,397,857	8.05%
TRAINING/EDUCATION/CONFERENCES	55,415	43,045	75,930	128,445	52,515	69.16%
ELECTRICITY	628,900	586,680	648,375	705,400	57,025	8.80%
NATURAL GAS	132,500	102,490	127,925	130,500	2,575	2.01%
GASOLINE	150,000	157,351	195,000	190,000	(5,000)	-2.56%
WELFARE DIRECT ASSISTANCE	352,600	97,781	255,350	259,600	4,250	1.66%
OUTSIDE SOCIAL SERVICES	199,033	199,033	213,950	233,250	19,300	9.02%
CONTRACTED SERVICES	1,012,761	982,862	908,899	1,272,070	363,171	39.96%
ROAD MAINTENANCE	266,000	208,175	216,000	216,000	0	0.00%
RECYCLING	310,000	77,113	250,000	264,000	14,000	5.60%
SOLID & YARD WASTE	418,000	495,627	525,000	548,000	23,000	4.38%
PROFESSIONAL ORGANIZATION DUES	71,140	65,943	74,143	77,548	3,405	4.59%
STORMWATER	311,993	311,993	321,788	334,044	12,256	3.81%
OTHER OPERATING	2,162,349	2,424,136	2,507,823	2,629,213	121,390	4.84%
TOTAL OTHER OPERATING	6,070,691	5,752,230	6,320,183	6,988,070	667,887	10.57%
TOTAL GENERAL GOVERNMENT	\$21,483,756	\$20,372,345	\$23,695,511	\$25,761,255	\$2,065,744	8.72%

Police Department

The City Manager's recommended FY24 budget for the Police Department is \$13,392,993. This is an increase of \$71,856 or .54% from FY23. This proposed budget does not include COLA adjustments for the three (3) Collective Bargaining Agreements which are currently in negotiations.

POLICE DEPARTMENT	FY22	FY22	FY23	FY24	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY23	CHANGE FROM FY23
SALARIES - UNIFORM	4,658,340	4,337,459	5,000,734	4,969,439	(31,295)	-0.63%
SALARIES - CIVILIAN	1,393,857	1,145,967	1,413,574	1,580,263	166,689	11.79%
SHIFT DIFFERENTIAL	40,926	29,781	41,739	41,179	(560)	-1.34%
PART-TIME SALARIES	147,136	95,857	160,098	171,669	11,571	7.23%
COMMISSIONER STIPEND	3,600	3,400	3,600	3,600	0	0.00%
OVERTIME	614,543	930,646	669,448	700,123	30,675	4.58%
HOLIDAY	201,334	188,073	216,413	208,346	(8,067)	-3.73%
LONGEVITY	42,459	36,018	40,519	34,499	(6,020)	-14.86%
SPECIAL DETAIL / EDUCATION STIPEND	161,210	155,451	169,378	169,657	279	0.16%
RETIREMENT	2,126,317	2,018,096	2,279,621	2,128,398	(151,223)	-6.63%
HEALTH INSURANCE	1,654,004	1,654,004	1,642,046	1,676,529	34,483	2.10%
DENTAL INSURANCE	129,566	111,156	130,252	129,150	(1,102)	-0.85%
INSURANCE REIMBURSEMENT	12,000	9,980	12,250	18,250	6,000	48.98%
LEAVE AT TERMINATION	180,203	180,203	180,203	180,203	0	0.00%
LIFE AND DISABILITY	14,271	10,894	15,251	15,708	457	3.00%
WORKERS' COMPENSATION	126,138	126,138	133,655	151,317	17,662	13.21%
OTHER BENEFITS	279,242	257,444	296,570	306,307	9,737	3.28%
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%
Contractual Obligations	11,725,146	11,230,568	12,345,351	12,424,637	79,286	0.64%
TRAINING/EDUCATION/CONFERENCES	108,918	109,949	115,008	119,959	4,951	4.30%
GASOLINE	70,700	139,229	91,910	91,910	0	0.00%
CONTRACTED SERVICES	44,077	76,955	56,516	52,773	(3,743)	-6.62%
PROFESSIONAL ORGANIZATION DUES	17,177	13,681	17,346	17,396	50	0.29%
OTHER OPERATING	587,477	691,339	695,006	686,318	(8,688)	-1.25%
Other Operating	828,349	1,031,154	975,786	968,356	(7,430)	-0.76%
TOTAL POLICE DEPARTMENT	\$12,553,495	\$12,261,722	\$13,321,137	\$13,392,993	\$71,856	0.54%

Fire Department

The City Manager's recommended FY24 budget for the Fire Department is \$10,460,307. This is an increase of \$104,822 or 1.01% from FY23. This proposed budget does not include COLA adjustments for the two (2) Collective Bargaining Agreements which are currently in negotiations.

FIRE DEPARTMENT	FY22	FY22	FY23	FY24	CM \$	CM %
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED	CHANGE FROM FY23	CHANGE FROM FY23
SALARIES	4,201,630	3,931,959	4,472,043	4,481,696	9,653	0.22%
PART-TIME SALARIES	49,419	21,312	21,227	20,000	(1,227)	-5.78%
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	0	0.00%
OVERTIME	709,500	1,054,626	805,980	872,780	66,800	8.29%
HOLIDAY	158,570	146,058	168,523	168,178	(345)	-0.20%
LONGEVITY	32,577	29,711	31,292	29,702	(1,590)	-5.08%
CERTIFICATION STIPENDS	348,704	308,830	382,939	356,970	(25,969)	-6.78%
RETIREMENT	1,792,086	1,790,980	1,921,043	1,784,844	(136,199)	-7.09%
HEALTH INSURANCE	1,086,917	1,086,917	1,061,916	1,084,216	22,300	2.10%
DENTAL INSURANCE	72,939	67,557	73,169	75,876	2,707	3.70%
INSURANCE REIMBURSEMENT	100,924	86,152	100,924	118,830	17,906	17.74%
LEAVE AT TERMINATION	170,084	170,084	170,084	170,084	0	0.00%
WORKERS' COMPENSATION	361,577	360,341	383,534	415,848	32,314	8.43%
LIFE AND DISABILITY	20,226	18,087	23,401	23,575	174	0.74%
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)	0	0.00%
OTHER BENEFITS	132,433	121,203	136,439	137,572	1,133	0.83%
Contractual Obligations	9,216,186	9,172,419	9,731,114	9,718,771	(12,343)	-0.13%
TRAINING/EDUCATION/CONFERENCES	31,000	33,210	34,400	66,914	32,514	94.52%
ELECTRICITY	48,000	46,038	48,000	55,000	7,000	14.58%
NATURAL GAS	38,267	28,398	39,415	40,597	1,182	3.00%
GASOLINE	58,000	58,401	75,400	75,400	0	0.00%
CONTRACTED SERVICES	54,767	61,886	55,555	56,384	829	1.49%
PROFESSIONAL ORGANIZATION DUES	13,901	12,761	13,901	13,901	0	0.00%
OTHER OPERATING	356,300	399,438	357,700	433,340	75,640	21.15%
Other Operating	600,235	640,133	624,371	741,536	117,165	18.77%
TOTAL FIRE DEPARTMENT	\$9,816,421	\$9,812,552	\$10,355,485	\$10,460,307	\$104,822	1.01%

School Department

The City Manager’s recommended FY24 budget for the School Department is \$60,577,961. This is an increase of \$2,597,954 or 4.48% from FY23. This proposed budget does not include COLA adjustments for Paraeducators’ Collective Bargaining Agreements which is currently in negotiations.

SCHOOL DEPARTMENT	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	\$ CHANGE FROM FY23	% CHANGE FROM FY23
TEACHERS/ADMINISTRATORS	22,927,357	22,889,242	25,054,653	26,191,153	1,136,500	4.54%
SALARIES	4,658,236	4,334,294	5,064,770	5,084,016	19,246	0.38%
PART-TIME SALARIES	801,792	973,724	850,335	865,284	14,949	1.76%
SCHOOL BOARD STIPEND	14,000	15,275	14,000	14,000	0	0.00%
OVERTIME	69,481	92,418	69,481	69,481	0	0.00%
RETIREMENT	5,498,631	5,316,586	6,006,357	5,851,436	(154,921)	-2.58%
HEALTH INSURANCE	8,173,354	8,173,354	8,614,715	9,130,738	516,023	5.99%
DENTAL INSURANCE	563,290	559,294	571,290	586,005	14,715	2.58%
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000	0	0.00%
WORKERS' COMPENSATION	133,444	133,444	133,444	156,308	22,864	17.13%
LIFE AND DISABILITY	209,111	190,915	212,451	220,733	8,282	3.90%
PROFESSIONAL DEVELOPMENT	258,534	241,476	258,534	275,135	16,601	6.42%
OTHER BENEFITS	2,230,702	2,150,178	2,428,252	2,517,807	89,555	3.69%
Contractual Obligations	45,837,932	45,370,200	49,578,282	51,262,096	1,683,814	3.40%
SPECIAL ED TUITION & SERVICES	2,660,602	2,970,231	2,908,602	3,369,246	460,644	15.84%
TRANSPORTATION	1,309,698	1,438,197	1,456,948	1,644,623	187,675	12.88%
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)	0	0.00%
CONTRACTED SERVICES	554,484	635,892	560,991	580,206	19,215	3.43%
ELECTRICITY	653,428	708,190	696,126	848,056	151,930	21.83%
NATURAL GAS	289,459	294,953	294,457	370,934	76,477	25.97%
GASOLINE	10,500	11,967	10,500	10,500	0	0.00%
STUDENT BOOKS / PERIODICALS	175,226	135,692	179,616	174,432	(5,184)	-2.89%
PROFESSIONAL ORGANIZATION DUES	47,568	46,716	49,839	53,719	3,880	7.79%
PROPERTY & LIABILITY	119,068	90,093	135,771	147,811	12,040	8.87%
OTHER OPERATING	1,943,801	1,895,000	2,158,875	2,166,338	7,463	0.35%
Other Operating	7,713,834	8,176,930	8,401,725	9,315,865	914,140	10.88%
TOTAL	\$53,551,766	\$53,547,130	\$57,980,007	\$60,577,961	2,597,954	4.48%

Operating Budget

Employee Relations

The City of Portsmouth has a total of sixteen (16) collective bargaining units of which ten (10) contracts have been ratified for FY24. The remaining six (6) 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)	6/30/2025	Ranking Officers Association	6/30/2023	Fire Officers Association	6/30/2023	Principals/Directors	6/30/2025
Supervisory Management Alliance (SMA)	6/30/2025	Portsmouth Patrolman Association	6/30/2023	FireFighter Association	6/30/2023	Association of Portsmouth's Teachers	6/30/2024
AFSCME Local 1386B Library & Clericals	6/30/2025	Civilians	6/30/2023			Clerical Employees	6/30/2024
AFSCME Local 1386A Public Works	6/30/2025					Custodial	6/30/2025
For the six (6) expired contracts, an appropriation for Collective Bargaining Contingency is included in the FY24 Proposed Budget to reserve funds until such time as these contracts are ratified.							
						Cafeteria	6/30/2025
						Paraeducators	6/30/2023
						Custodial Supervisors	6/30/2026

Salaries

Per the ratified 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 3% and a ceiling of 5% for FY24 only.

This year the CPI was reported at **7%**, making the 10-year rolling average 2.55%.

Per the contract provision, salaries for settled contracts will increase by a **3%** COLA and are reflected in the proposed department budgets.

The FY24 Proposed Budget has a Collective Bargaining Contingency appropriation of \$563,000 for the six (6) contracts that have not yet been negotiated.

CONSUMER PRICE INDEX	
CPI-U (NOV. TO NOV. BOSTON-CAMBRIDGE-NEWTON, MA-NH)	
FY 15	0.92%
FY 16	1.60%
FY 17	0.84%
FY 18	1.26%
FY 19	2.86%
FY 20	3.15%
FY 21	2.12%
FY 22	0.40%
FY 23	5.31%
FY 24	7.00%
10 Year Average	2.55%

Retirement

Funding for the New Hampshire Retirement System (NHRS) comes from investment earnings, employee contributions, and employer contributions. The employee contribution rates are set by NH State Statute. NHRS sets the employer contribution rate every two years based upon an actuarial valuation to ensure adequate funding for future pension liabilities. FY24 marks the first of the two-year certification period. Rates for FY24 & FY25 decreased per the table below.

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

RETIREMENT-EMPLOYER CONTRIBUTION RATES				
	FY23	FY24	Rate	%
	Rates	Rates	Change	Change
GROUP I				
Employees	14.06%	13.53%	-0.53%	-3.8%
Teachers	21.02%	19.64%	-1.38%	-6.6%
GROUP II				
Police	33.88%	31.28%	-2.60%	-7.7%
Fire	32.99%	30.35%	-2.64%	-8.0%

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

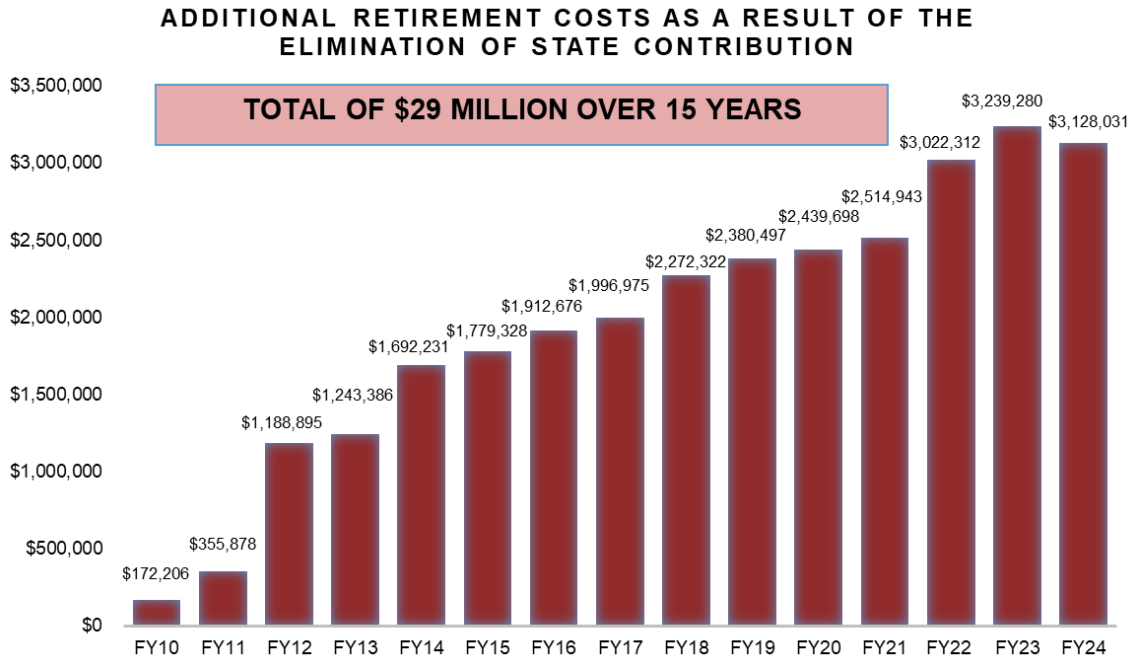
As a result of the decrease in the employer contribution rates, the FY24 Proposed Budget of \$11,373,708 for retirement represents a decrease of \$364,773 or 3.11% from FY23 as shown in the following table. The net reduction does not include retirement associated with the six (6) Collective Bargaining Units currently in negotiations.

RETIREMENT APPROPRIATION				
	FY23	FY24		
	Budget	Proposed		
		Budget	\$ Change	% Change
General Government	1,531,460	1,609,030	77,570	5.07%
Police Department	2,279,621	2,128,398	(151,223)	-6.63%
Fire Department	1,921,043	1,784,844	(136,199)	-7.09%
School Department	6,006,357	5,851,436	(154,921)	-2.58%
Total	\$11,738,481	\$11,373,708	(\$364,773)	-3.11%

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 taxpayers an estimate of \$3.1 Million for FY24 alone and a total of \$29 Million over 15 years as depicted in the chart below.

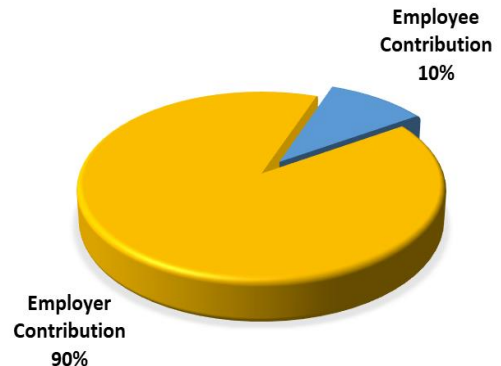


Health Insurance

Per the Collective Bargaining Agreements, the City offers HealthTrust Products supported by Blue Cross to employees in the General Government, Police and Fire Department and SchoolCare Products supported by Cigna to employees in the School Department.

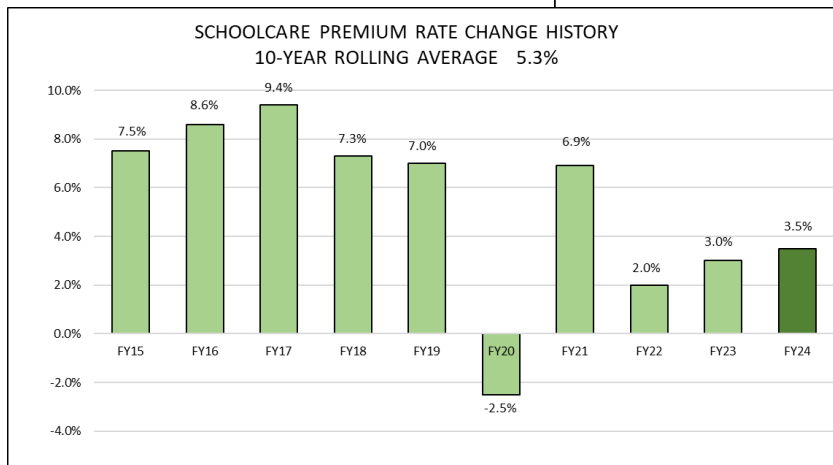
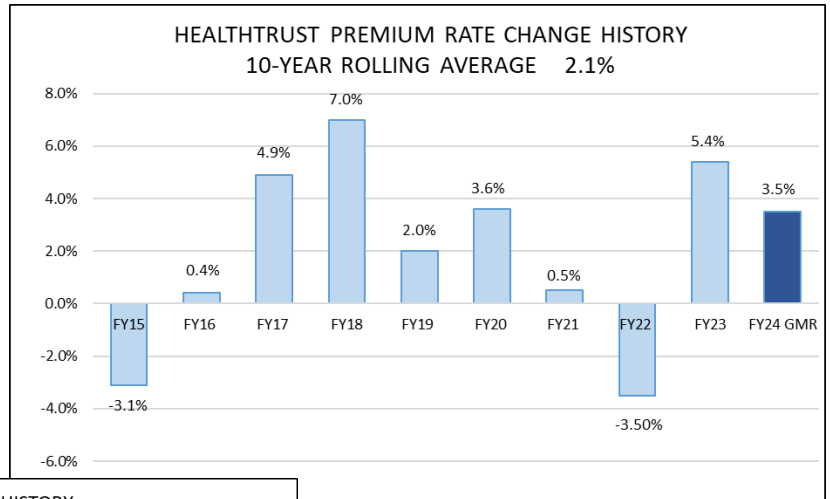
Both **HealthTrust** and **SchoolCare** set the premiums for FY24 with an increase of 3.5% over FY23.

- ✓ For FY24, the estimated total health insurance premium for General Government, Police, Fire and School Departments is projected at just under **\$17.6 million**.
- ✓ The City employees’ share represents approximately **\$1.79 million** or 10% of the total cost. Per each employee’s collective bargaining union contracts, employee contributions range from 6%-20%.
- ✓ The City’s contribution represents approximately **\$15.8 million** or 90% of the total cost.



Health Insurance Stabilization Reserve Policy - The Health Insurance Stabilization Reserve Policy was created in 2002 from operating surplus from previous years. The intent of the policy is to avoid large spikes within each department’s annual budget by determining the appropriation amount by increasing the prior year’s budget by the average change of the premiums over a ten-year period. At the close of each year, any shortfall would be subsidized from the reserves; any surplus would increase the reserves. *[Detailed information on the Health Insurance Stabilization Fund Policy can be found in the Financial Polices and Guidelines section of the budget document.]*

HealthTrust- The premium increase of 3.5% over FY23 results in the 10-year rolling average increase of 2.1%.



SchoolCare- The premium increase of 3.5% over FY23 results in the 10-year rolling average increase of 5.3%.

The proposed health insurance appropriations for FY24 for General Government, Police, and Fire Departments increased over FY23 by the 10-year average of 2.1% while the School Department increased by the 10-year average of 5.3% *plus* the cost of additional staff to lessen the impact to reserves. The total proposed FY24 appropriation for health insurance is \$14,030,265, an increase of \$616,795 or 4.6% over FY23. With this appropriation, it is anticipated that the City would utilize approximately \$1,775,741 from the Health Stabilization Reserve to fund the total cost of the premiums as depicted in the following table.

HEALTH INSURANCE			FY24 Change	FY24 Proposed Budget	FY24 Estimated City Cost	Health Ins Stabilization Reserve
	% Change	FY23 Budget				
General Government	2.1%	2,094,791	43,991	2,138,782	2,753,650	(614,868)
Police Department	2.1%	1,642,046	34,483	1,676,529	1,726,000	(49,471)
Fire Department	2.1%	1,061,916	22,300	1,084,216	1,153,000	(68,784)
School	6.0%	8,614,715	516,021	9,130,738	10,173,356	(1,042,618)
Total General Fund		\$13,413,468	\$616,795	\$14,030,265	\$15,806,006	(\$1,775,741)

Leave at Termination

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

Leave at Termination Stabilization Reserve Policy – The Leave at Termination Reserve Policy was created in 1999 from operating surplus from previous years. The intent of the policy is to avoid large spikes within each department’s annual by budgeting a fixed amount for each fiscal year determined by an analysis and periodic review. The appropriation is then transferred into a Leave at Termination Fund where this liability is paid. At the close of each year, any shortfall would be subsidized from the reserves; any surplus would increase the reserves. *[Detailed information on the Leave at Termination Stabilization Fund Policy can be found in the Financial Policies and Guidelines section of the budget document.]*

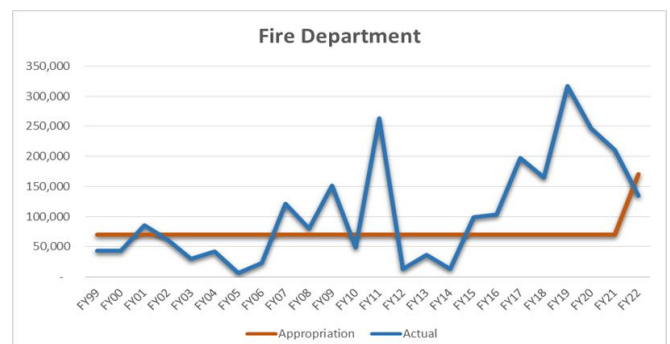
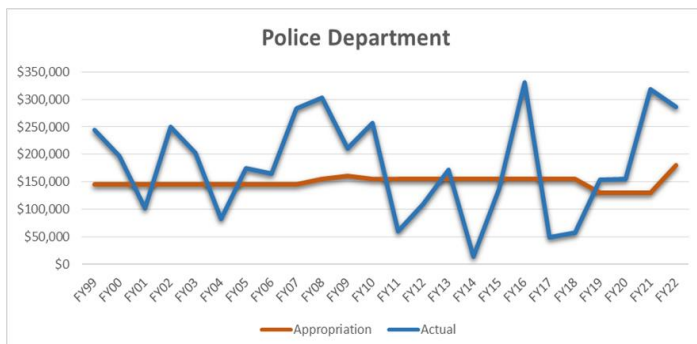
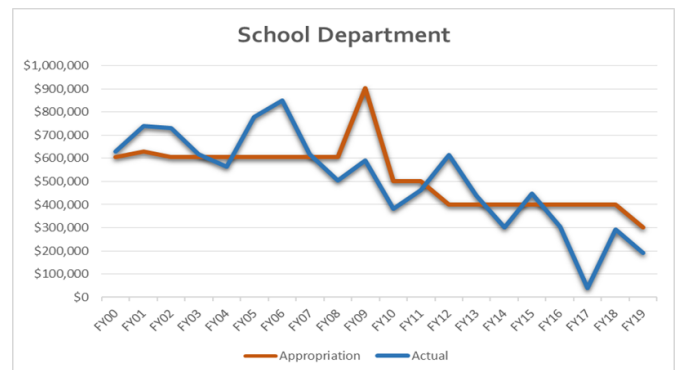
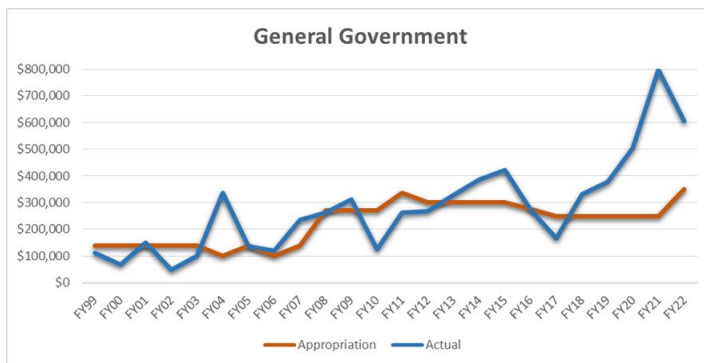
The last adjustment to Leave at Termination was performed in FY22. The appropriation for FY24, as shown in the table, represents no increase from FY23.

<i>Leave At Termination</i>	FY24 BUDGET
GENERAL GOVERNMENT	350,000
POLICE	180,203
FIRE	170,084
SCHOOL	300,000
TOTAL GENERAL FUND	\$1,000,287

As of June 30, 2022,

7.86% of General Fund employees remain eligible for the sick leave payout upon termination.

The following charts display the history of actual Leave Payout versus the Annual Appropriation and how this policy mitigated budgetary spikes and valleys for the General Government, School, Police and Fire Departments.



Workers' Compensation

Workers' Compensation premium for FY24 increased from the prior year by 10.8% for the General Fund. The total City-wide Workers' Compensation premium increased by 8% and is allocated to each fund as follows.

<i>WORKERS' COMPENSATION</i>	FY23 BUDGET	FY24 PROPOSED BUDGET	\$ CHANGE	% CHANGE
GENERAL GOVERNMENT	172,755	188,463	15,708	9.1%
POLICE	133,655	151,317	17,662	13.2%
FIRE	383,534	415,848	32,314	8.4%
SCHOOL	133,444	156,308	22,864	17.1%
TOTAL GENERAL FUND	\$823,388	\$911,936	\$88,548	10.8%
INDOOR POOL	4,056	4,352	296	7.3%
PARKING	54,120	46,935	(7,185)	-13.3%
WATER	35,574	39,656	4,082	11.5%
SEWER	49,631	43,456	(6,175)	-12.4%
STORMWATER	7,631	5,210	(2,421)	-31.7%
PRESCOTT PARK	5,274	5,868	594	11.3%
Total Other Funds	\$156,286	\$145,477	(\$10,809)	-6.9%
Total All Funds	\$979,674	\$1,057,413	\$77,739	8%



The Fire Department pays the highest share of the premium as a result of the following legislation:

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

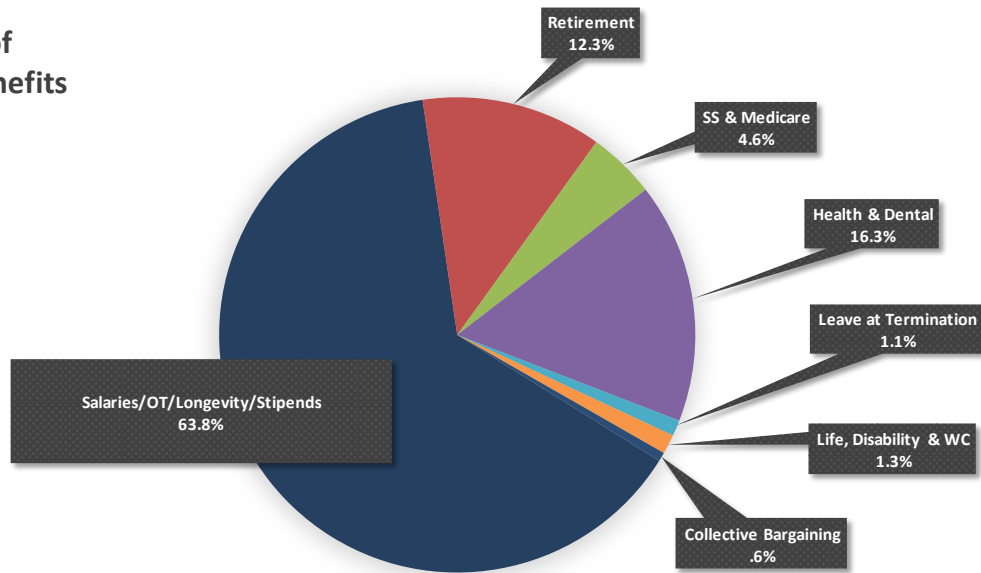
Total Salaries and Benefits

The total proposed FY24 budget for salaries and benefits is \$92,741,689. This represents an increase of \$3,711,614 or 4.17% over FY23, which include increases in cost-of-living adjustments (COLA), health insurance premiums, leave at termination, retirement, federal taxes, and other benefits associated with collective bargaining agreements. Total Salaries and Benefits include Collective Bargaining Contingency for the six (6) unsettled agreements.

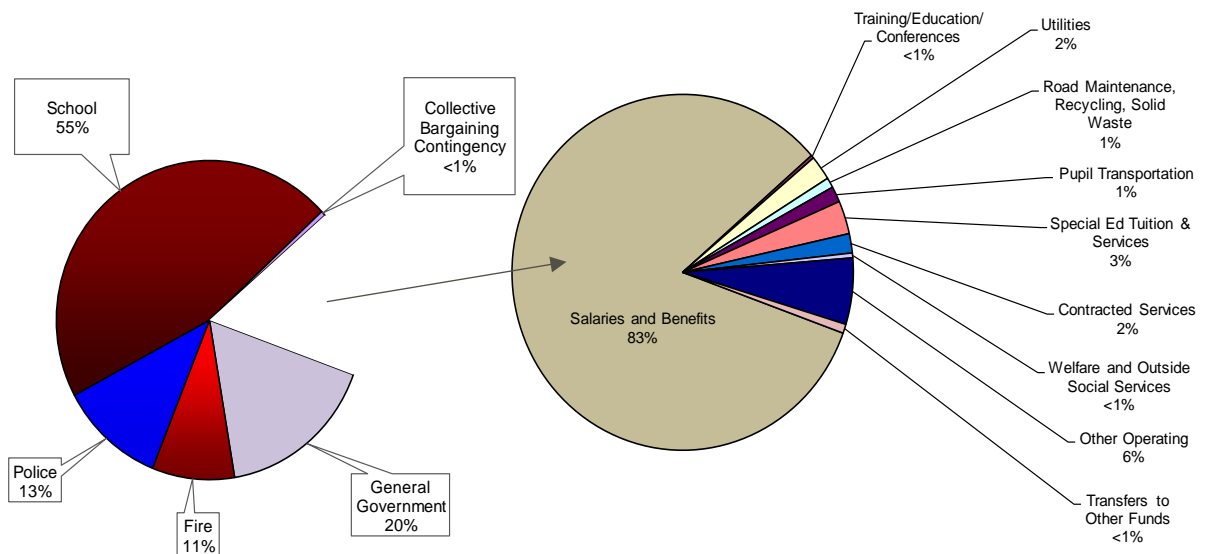
<i>FY 24 PROPOSED</i>	FY23	FY24	\$	%
<i>SALARIES & BENEFITS</i>	BUDGET	BUDGET	Difference	Difference
<i>General Government, Police, Fire and School Departments</i>			from FY23	from FY23
Salaries/Stipends/Holiday/OT	\$56,718,436	\$59,236,557	\$2,518,121	4.44%
Health & Dental Insurance	14,467,746	15,160,535	692,789	4.79%
Leave at Termination	1,000,287	1,000,287	0	0.00%
Retirement	11,738,481	11,373,708	(364,773)	-3.11%
Workers Compensation	823,388	911,936	88,548	10.75%
Other Benefits	4,281,737	4,495,666	213,929	5.00%
Collective Bargaining Contingenc	-	563,000	563,000	
<i>Total Salaries and Ben</i>	<i>\$89,030,075</i>	<i>\$92,741,689</i>	<i>\$3,711,614</i>	<i>4.17%</i>

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

Allocation of Salaries and Benefits



While Salaries and Benefits of \$92,741,689 represents 83% of the total *Operating Budget* of \$111,675,612, the remaining \$18,933,923 or 17% is comprised of non-salary and benefit costs such as utilities, contracted services, building and equipment repairs and maintenance, supplies, welfare assistance, outside social services, special needs tuition, pupil transportation, and transfers to other funds.



*Salaries and benefits make up 68% of the **total** proposed budget of \$137,283,375.*

Non-Operating Budget

The Non-Operating Budget of \$25,607,763 represents a net decrease of \$681,965 or -2.59% from FY23 primarily due to:

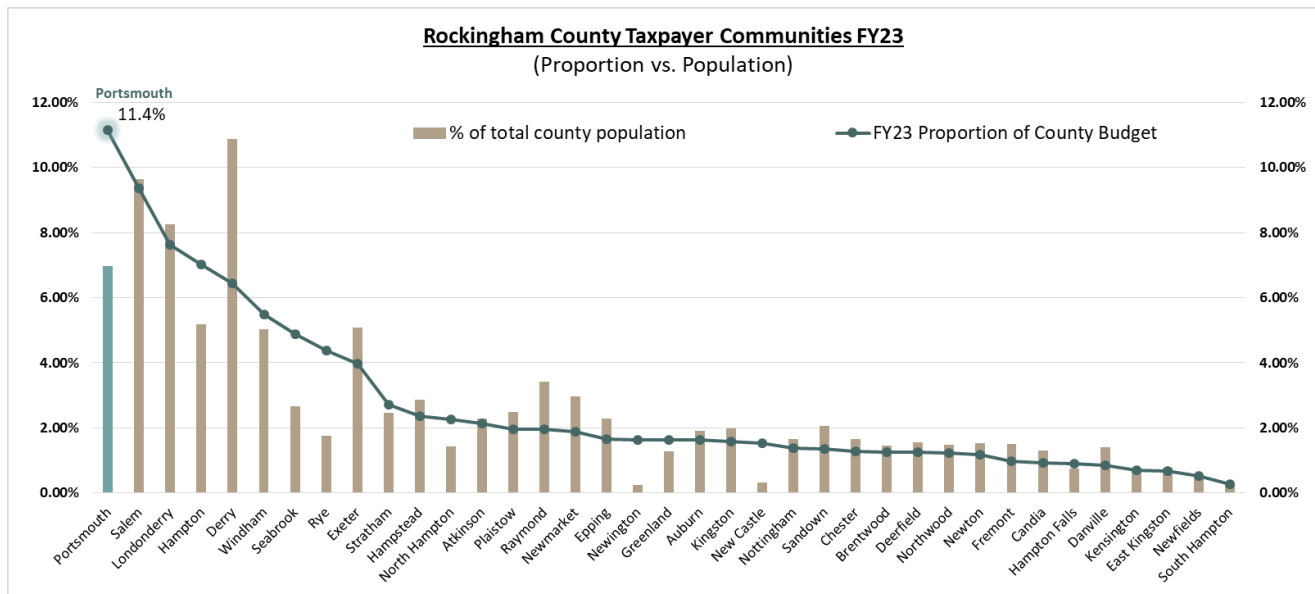
- Decrease in Debt Service, and
- Elimination of the use of Fund Balance that was appropriated in FY23.

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

<i>NON-OPERATING BUDGET</i>	FY23 BUDGET	FY24 PROPOSED BUDGET	\$ CHANGE FROM FY23	% CHANGE FROM FY23
Debt Service and Related Exp	13,749,821	13,180,206	(569,615)	-4.14%
Overlay	1,000,000	1,000,000	-	0.00%
Property & Liability (excluding School)	437,645	393,307	(44,338)	-10.13%
Rockingham County Tax	5,730,000	5,730,000	-	0.00%
Contingency	300,000	300,000	-	0.00%
Rolling Stock	601,000	877,000	276,000	45.92%
IT Equipment Replacement	1,109,158	1,172,336	63,178	5.70%
Capital Outlay	985,000	1,820,000	835,000	84.77%
Landfill Closure-Coakley/Jones	115,000	115,000	-	0.00%
Portsmouth 400th Celebration	150,000	31,000	(119,000)	-79.33%
Other Non-Operating	462,104	488,914	26,810	5.80%
McIntyre Eng/Design	150,000	-	(150,000)	-100.00%
McIntyre Settlement	1,000,000	500,000	(500,000)	-50.00%
DSA Settlement	500,000	-	(500,000)	-100.00%
TOTAL NON-OPERATING	\$26,289,728	\$25,607,763	(\$681,965)	-2.59%

County Tax

The City of Portsmouth is annually assessed its portion of the Rockingham County budget based on the City's share of the equalization of property values for the entire county. While the City of Portsmouth has the 4th largest population (7.2% of county population) of the 37 communities in Rockingham County, it contributes the largest amount of County Tax (FY23 11.14%) as depicted in the following graph.

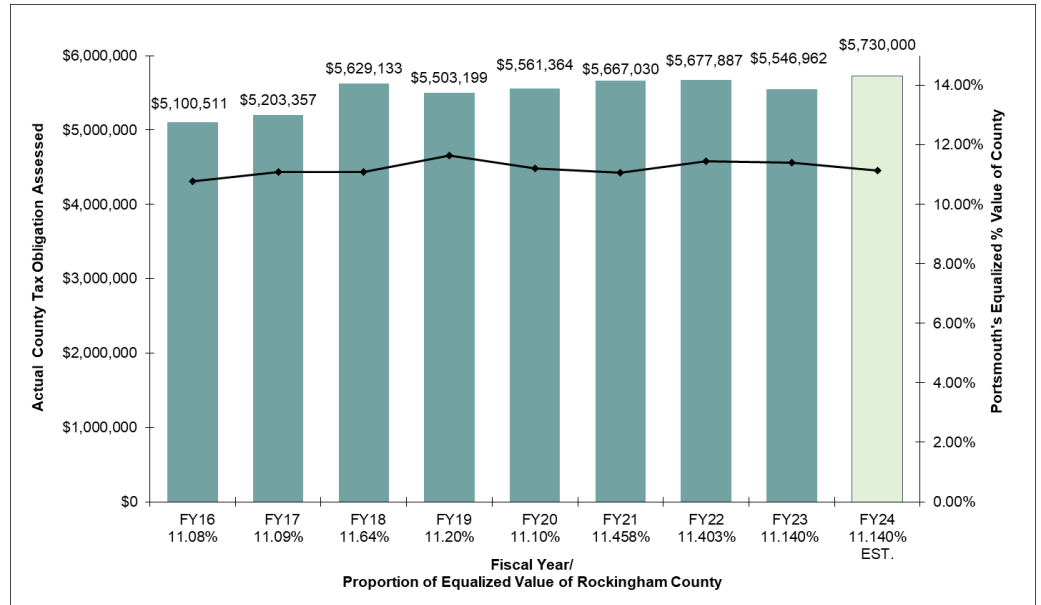


It is estimated that Portsmouth will pay approximately \$5.7 million to Rockingham County in FY24. However, the proportion of the City’s share, which determines the actual amount due to the County, is established by the Department of Revenue just prior to setting the tax rate in the Fall.

The following table depicts the actual property tax obligation and the equalized assessed value proportion history of the City of Portsmouth to Rockingham County for the last eight (8) years as well as the estimated tax for FY24.

Tax Obligation is calculated by:

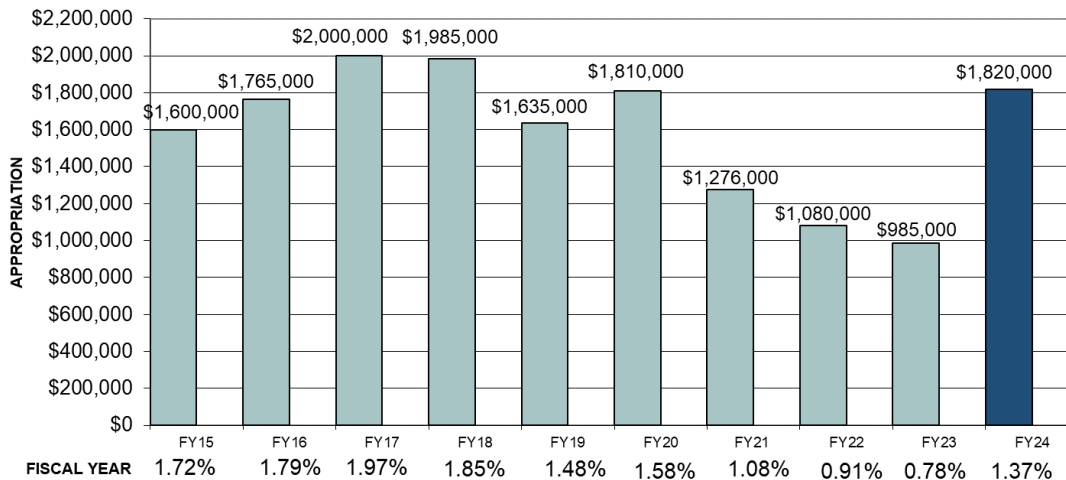
- 1. The County’s Adopted Budget; and**
- 2. Proportion of all 37 communities in Rockingham County based on equalized value.**



Capital Improvement Plan (CIP)

The City Council adopted the six-year Capital Improvement Plan (CIP) which includes Capital Outlay and Information Technology Upgrades and Replacements.

The City Manager’s recommended proposed Capital Outlay appropriation is \$1,820,000. This represents 1.37% of the current fiscal year appropriation, which is below the policy goal of *annually budgeting no more than 2% of the current year’s appropriation for Capital Outlay*.



The average expenditure for Capital Outlay over a 10-year period including the proposed FY24 budget is \$1,595,600 per year.

The following table lists the Capital Outlay projects adopted by the City Council of \$2,120,000. The City Manager recommends the use of \$300,000 of ARPA Grant funds for certain eligible projects as identified in the following table. Details on each of these projects can be found in Appendix II of this document.

Budget Page	Capital Outlay FY24	City Council Adopted 3/6/2023	Recommended Use of ARPA Funds	City Manager Recommended
II 30	Personal Protective Clothing Replacement (Fire)	\$70,000	(\$70,000)	\$0
II 31	SCBA Replacement Program	\$185,000		\$185,000
II 34	Brine Equipment	\$55,000		\$55,000
II 36	Fire Station Security Upgrade	\$20,000		\$20,000
II 40	Library Courtyard Renovation	\$30,000	(\$30,000)	\$0
II 45	Permanent/Historic Document Restoration, Preservation and Scanning	\$50,000		\$50,000
II 46	Disposition of Municipal Records	\$25,000		\$25,000
II 49	Trail Development Projects	\$25,000		\$25,000
II 52	City of Portsmouth Master Plan Update	\$150,000		\$150,000
II 54	Existing Outdoor Recreation Field Improvements	\$75,000		\$75,000
II 55	Additional Outdoor Recreation Fields	\$100,000		\$100,000
II 57	Citywide Playground Improvements	\$75,000		\$75,000
II 59	Community Campus Facility Needs	\$200,000		\$200,000
II 60	Citywide Park & Monument Improvements	\$50,000		\$50,000
II 61	Citywide Trees and Public Greenery Program	\$20,000		\$20,000
II 63	Prescott Park: Facilities Capital Improvements	\$50,000		\$50,000
II 64	Historic Cemetery Improvements	\$40,000		\$40,000
II 86	Market Square Upgrades	\$100,000		\$100,000
II 90	Citywide Traffic Signal Upgrade Program	\$100,000		\$100,000
II 91	Citywide Intersection Improvements	\$100,000		\$100,000
II 92	Traffic Calming (formerly) South St. at Middle Rd. Pedestrian Accommodations & Traffic Calming	\$300,000		\$300,000
II 117	Citywide Storm Drainage Improvements	\$200,000	(\$200,000)	\$0
	Capital Contingency	\$100,000		\$100,000
	TOTAL	\$2,120,000	(\$300,000)	\$1,820,000

The following table lists the Information Technology Upgrades and Replacement adopted by the City Council of \$1,626,336. The City Manager recommends a reduction of \$150,000 and the use of \$304,000 of ARPA Grant funds for certain eligible upgrades as identified in the following table.

Budget Page	Information Technology Upgrade & Equipment Replacements	City Council Adopted 3/6/2023	Recommended Use of ARPA Funds	City Manager Adjusted	City Manager Recommended
II 71	Citywide Information Technology Upgrades & Equipment Replacements	\$1,056,558	(\$204,000)		\$852,558
II 77	Expansion and Improvement of Network	\$50,000	(\$50,000)		\$0
II 78	Cybersecurity Enhancements	\$50,000	(\$50,000)		\$0
II 79	Fire Department Software Upgrade	\$169,778			\$169,778
II 80	Financial Software Upgrades	\$300,000		(\$150,000)	\$150,000
	TOTAL	\$1,626,336	(\$304,000)	(\$150,000)	\$1,172,336

The total Capital Improvement Plan FY 2024-2029 for all Citywide projects can be viewed and downloaded at the following link:

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

Rolling Stock

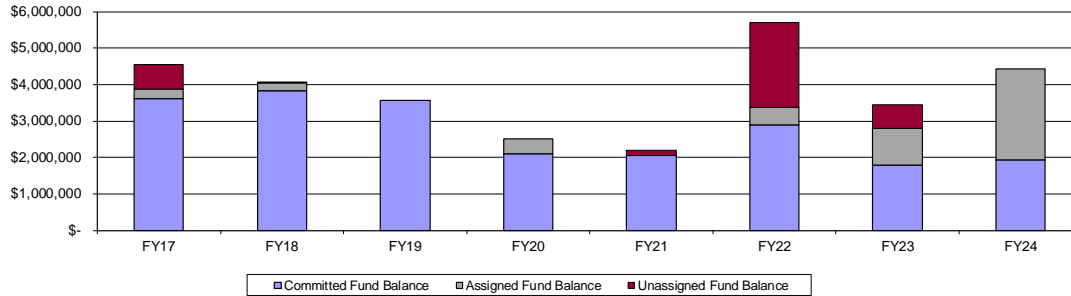
The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is in [Appendix I](#) of this budget document.

The following table lists the vehicles and equipment identified for FY24 per the Rolling Stock Program for the General Fund. This table identifies vehicles that will be funded in the General Fund.

	FY23 ARPA	FY23 General Fund	FY24 Department Request	\$ Change from FY23	% Change from FY23
<u>Public Works</u>					
F250 Pick-up w/plow			30,000		
F550 w/plow			100,000		
7400 Packer (Year 3 of 3)			95,000		
7400 Packer (Year 2 of 3)			95,000		
Ranger Pick-up			85,000		
Total Public Works	0	375,000	405,000	30,000	8%
<u>Police</u>					
Explorer (3)			138,000		
Van			70,000		
Motor Cycle			15,000		
Total Police	187,600	0	223,000	223,000	
<u>Fire</u>					
Pick-up			60,000		
Ambulance (Year 1 of 3 funding)			95,000		
Total Fire	280,000	0	155,000	155,000	
<u>School</u>					
F350 1 ton 4x4 w/ plow			52,000		
60" Mower			12,000		
Scissor Lift			30,000		
Total School	0	96,000	94,000	(2,000)	-2%
General Fund 50% of Stormwater		130,000	0	(130,000)	
TOTAL GENERAL FUND/ARPA	\$467,600	\$601,000	\$877,000	\$276,000	46%

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 minimize the impact to the tax rate. Another resource 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 FY24, the use of \$4,428,379 is scheduled to be utilized from Fund Balance to help offset the loss of the one-time revenues received from the State for the FY23 Budget which will not be realized in FY24. The annual use of Fund Balance is depicted in the table below:



Use of:	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total FY17-FY24
Committed Fund Balance	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	1,928,379	21,780,142
Assigned Fund Balance	250,000	231,000	-	400,000	-	480,000	1,000,000	2,500,000	4,861,000
Unassigned Fund Balance	665,800	27,167	-	-	150,000	2,316,000	650,000	-	3,808,967
Total Use of Fund Balance	\$4,539,300	\$4,077,316	\$3,559,114	\$2,500,000	\$2,200,000	\$5,696,000	\$3,450,000	\$4,428,379	\$30,450,109
Average Use Per Year									\$3,806,264

The City has historically used Fund Balance to offset taxes - both through the budget process and/or supplemental appropriations. The average use over the last eight years is \$3,806,264 per year.

Budgeted use of Fund Balance and Supplemental Appropriations

	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24 Proposed	Total use of Fund Balance FY 17-FY24
Committed									
Reserve Tax Appraisal - Budgeted	73,500	150,000	150,000	150,000	150,000	100,000	100,000	100,000	973,500
Reserve-Bond Premium - Supplemental	1,850,000	1,269,149	1,286,114						4,405,263
Reserve for future Debt Service - Budgeted	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	1,700,000	15,373,000
Supplemental-McIntyre Settlement						500,000			500,000
Reserve-Bond Premium								128,379	128,379
Design/Engineering-McIntyre						400,000			400,000
Use of Committed Fund Balance	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	1,928,379	21,780,142
Assigned									
McIntyre Operations - Budgeted						480,000			480,000
McIntyre Settlement							1,000,000	500,000	1,500,000
Budgetary Use								2,000,000	2,000,000
Capital Outlay - Budgeted	250,000	231,000		400,000					881,000
Use of Assigned Fund Balance	250,000	231,000	-	400,000	-	480,000	1,000,000	2,500,000	4,861,000
Unassigned									
Supplemental-Deer Street Associates							500,000		500,000
Community Campus Operation-Supplemental						116,000			116,000
Skateboard Park-Supplemental						2,200,000			2,200,000
McIntyre Design (Supplemental in FY 23)					150,000		150,000		300,000
Collective Bargaining - Supplemental	265,800	27,167							292,967
Middle School Upgrades - Supplemental									-
Purchase Land-850 Banfield Road - Supplemental	400,000								400,000
Use of Unassigned Fund Balance	665,800	27,167	-	-	150,000	2,316,000	650,000	-	3,808,967
Total Use of Fund Balance	\$4,539,300	\$4,077,316	\$3,559,114	\$2,500,000	\$2,200,000	\$5,696,000	\$3,450,000	\$4,428,379	\$30,450,109

Average Use FY17-FY24 (8 Years)

\$3,806,264

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 is presented in the Departmental section of this document where more detail and rate information is described.

WATER ENTERPRISE FUND

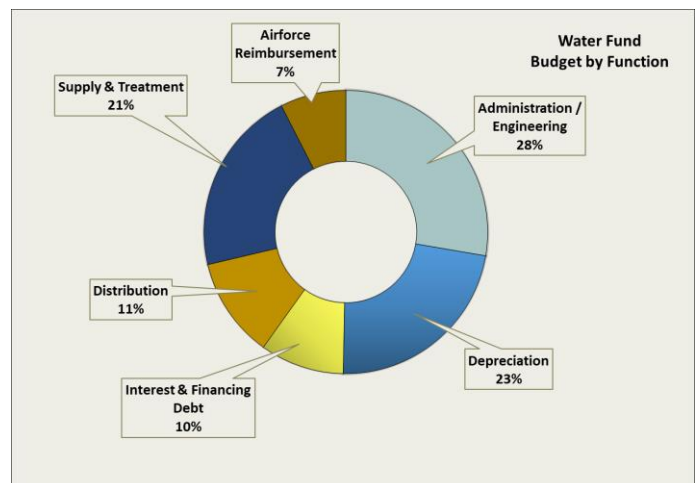
Total Appropriation

Appropriations on a Full Accrual basis of accounting for the Water Enterprise Fund total \$11,944,697. This is an increase of \$522,472 or 4.57% from the FY23 budget. The following table is a summary of major expense categories for the FY22 budget and actual, FY23 budget and the proposed FY24.

Water Fund	FY22 Budget	FY22 Actual	FY23 Budget	FY24 City Manager Recommended	% Change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,152,846	2,875,381	3,535,720	3,865,197	9.32%	329,477
Chemicals	334,000	484,587	504,000	588,000	16.67%	84,000
Electricity	399,600	331,010	387,000	412,900	6.69%	25,900
Natural Gas	5,000	5,823	6,000	6,200	3.33%	200
Propane & Fuel Oil	32,000	37,286	42,000	47,075	12.08%	5,075
Gasoline & Diesel	34,200	54,162	50,550	56,500	11.77%	5,950
Repairs & Maintenance	215,400	196,957	185,700	241,000	29.78%	55,300
Prof Services: Contract, Lab Testing	277,580	235,254	728,080	818,673	12.44%	90,593
Stock Materials	315,000	292,706	340,000	360,000	5.88%	20,000
Assistance Program	7,500	750	7,500	1,500	-80.00%	(6,000)
Other Operating	1,226,715	1,268,338	1,364,638	1,489,493	9.15%	124,855
<i>Operations and Maintenance Subtotal</i>	5,999,841	5,782,253	7,151,188	7,886,538	10.28%	735,350
<u>Non-Operating Expenses</u>						
Interest on Debt	1,145,612	1,135,890	1,270,537	1,145,559	-9.84%	(124,978)
Property Taxes	138,500	108,660	138,500	138,500	0.00%	0
Depreciation	2,610,000	2,202,290	2,810,000	2,700,000	-3.91%	(110,000)
Equipment	48,000	72,077	52,000	74,100	42.50%	22,100
<i>Non-Operating Expenses Subtotal</i>	3,942,112	3,518,917	4,271,037	4,058,159	-4.98%	(212,878)
TOTAL	\$9,941,953	\$9,301,170	\$11,422,225	\$11,944,697	4.57%	\$522,472

The Water Fund budget consists of six (6) major functions:

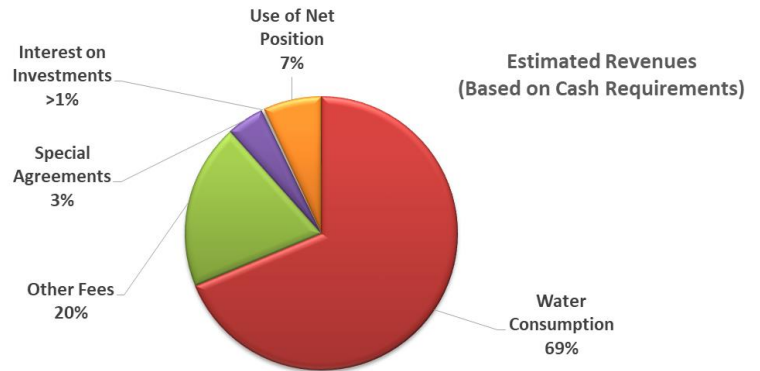
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, GIS services, and engineering;
2. Depreciation;
3. Interest and Financing Debt;
4. Distribution: Services, hydrants, mains, meters, meter reading and cross connections;
5. Supply and Treatment: Madbury Treatment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



Revenues

Adjustments from the Full Accrual to Cash Requirements are itemized on the rate model calculation sheet in the Water Division section of this document. Cash requirements of \$12,392,452 plus rate stabilization reserve for a total estimated collection of \$12,666,536 are depicted in the following pie chart.

- \$8,972,644 Water Consumption
- 2,485,010 Other Fees
- 938,882 Special Agreements
- 270,000 Interest on Investments
- \$12,666,536 Total**



Capital Outlay

The Water Division, through the Capital Improvement Plan (CIP), requests funds from revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the CIP is approved, the funds for the capital projects are requested through the budget process. There were no projects funded with Capital Outlay for FY24. [Detail on each capital project can be found in Appendix II of this document.]

Appendix II
Page:

CIP #

**Water Fund
Capital Outlay Projects
Fiscal Year 2024**

Water Revenues

There are no Budgeted Water Capital Outlay Projects for FY 24

Total Water Fund Capital Outlay \$0

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 FY24 per the Rolling Stock Program for the Water Fund.

FY24 WATER DIVISION REQUEST

F550 w/plow	115,000
F550 Utility Body w/plow (Year 2 of 2)	45,000
F550 Utility Body w/plow (Year 1 of 2)	55,000
Misc Equipment	<u>100,000</u>
TOTAL	\$315,000

SEWER ENTERPRISE FUND

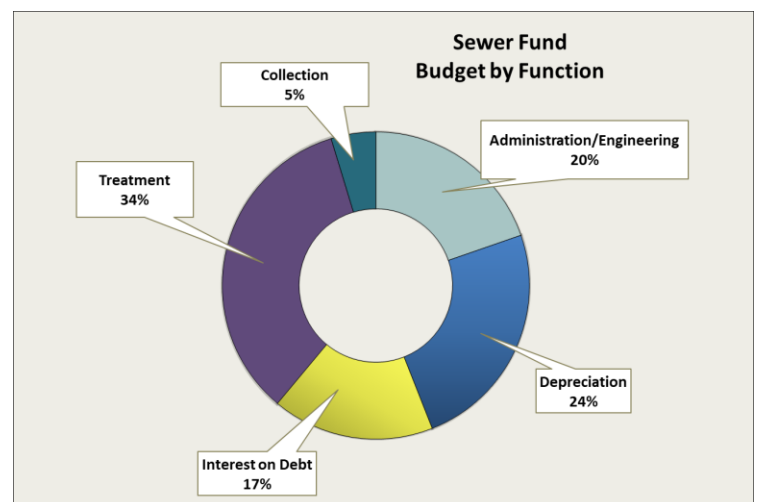
Total Appropriation

Appropriations on a Full Accrual basis of accounting for the Sewer Enterprise Fund total \$21,684,216. This is an increase of \$1,063,349 or 5.16% from FY23. The following table is a summary of major expense categories for the FY22 budget and actual, FY23 budget and the proposed FY24 budget.

Sewer Fund	FY22 Budget	FY22 Actual	FY23 Budget	FY24 City Manager Recommended	% change	\$ Change
EXPENSES						
<u>Operations and Maintenance Expenses</u>						
Personnel Costs	3,855,729	3,584,070	4,413,553	4,669,085	5.8%	255,532
Chemicals	1,215,000	1,344,099	1,625,000	1,985,000	22.2%	360,000
Electricity	890,500	709,223	873,500	928,500	6.3%	55,000
Natural Gas	10,500	7,925	10,500	3,500	-66.7%	(7,000)
Propane & Fuel Oil	97,500	92,652	128,750	153,750	19.4%	25,000
Gasoline & Diesel	31,350	45,683	46,850	47,050	0.4%	200
Repairs & Maintenance	698,000	698,445	676,585	668,050	-1.3%	(8,535)
Prof Services: Contract, Lab Testing	422,250	501,534	557,200	563,665	1.2%	6,465
Stock Materials	132,000	105,657	132,000	152,000	15.2%	20,000
Other Operating	2,059,786	1,934,691	2,190,317	2,375,194	8.4%	184,877
-General Operations	9,412,615	9,023,978	10,654,255	11,545,794	8.4%	891,539
Permit Expenses/Legal Fees	375,000	449,185	375,000	375,000	0.0%	0
Transfer to Stormwater	311,993	311,993	451,789	469,044	3.8%	17,255
<i>Total Operations and Maintenance Subtotal</i>	10,099,608	9,785,156	11,481,044	12,389,838	7.9%	908,794
<u>Non-Operating Expenses</u>						
Interest on Debt/Financing Fees	3,387,634	3,120,478	3,557,073	3,698,628	4.0%	141,555
Depreciation	5,550,000	5,047,923	5,300,000	5,275,000	-0.5%	(25,000)
Equipment	232,250	264,606	282,750	320,750	13.4%	38,000
<i>Non-Operating Expenses Subtotal</i>	9,169,884	8,433,007	9,139,823	9,294,378	1.7%	154,555
TOTAL	\$19,269,492	\$18,218,162	\$20,620,867	\$21,684,216	5.16%	\$1,063,349

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

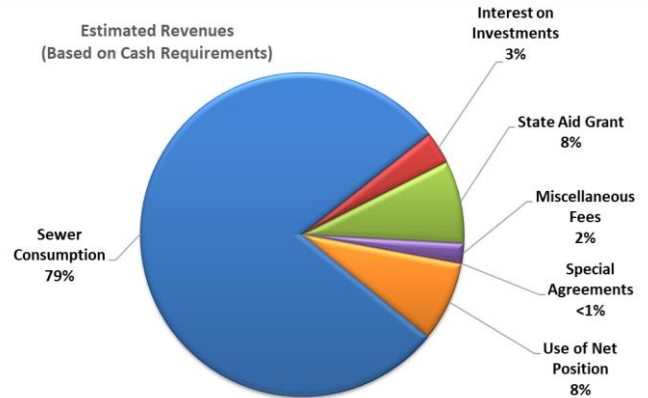
1. Administration/Engineering: Costs related to employee benefits, administrative overhead, engineering and GIS services;
2. Depreciation;
3. Interest on Debt;
4. Collection: Force mains, laterals and meter reading; and
5. Treatment: Peirce Island Treatment Facility, Pease Treatment Facility, 2 laboratories, and 22 pump stations.



Revenues

Adjustments from the Full Accrual to Cash Requirements are itemized on the rate model calculation sheet in the Sewer Division section of this document. Cash requirements of \$24,700,040 would be funded from the following sources to meet these cash requirements:

➤	\$19,398,260	Sewer Consumption
➤	800,000	Interest on Investments
➤	2,036,149	State Aid Grant
➤	500,000	Miscellaneous Fees
➤	8,506	Special Agreements
➤	<u>1,957,125</u>	Use of Net Position
	\$24,700,040	Total



Capital Outlay

The Sewer Division, through the Capital Improvement Plan (CIP), requests funds from revenues to support the pay-as-you-go policy of the City in regard to capital improvements. Once the CIP is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects that were approved during the FY24 CIP process for a total of \$200,000. [Detail on each of these projects can be found in Appendix II of this document.]

Appendix II		Sewer Fund Capital Outlay Projects Fiscal Year 2024		Sewer Revenues
Page:	CIP #			
II	117	Citywide Stormdrain Improvements		200,000
		Total Sewer Fund Capital Outlay		\$200,000

Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in Appendix I of this budget document. The following table lists the vehicles and equipment identified for FY24 per the Rolling Stock Program for the Sewer Fund.

FY24 SEWER DIVISION REQUEST

10 Wheel Dump w/plow	70,000
Vactor (Year 2 of 5)	135,000
Misc Equipment	200,000
Sewer 50% of Stormwater	<u>135,000</u>
TOTAL	\$540,000

PARKING AND TRANSPORTATION SPECIAL REVENUE FUND

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

Total Appropriation

The total proposed appropriations for the Parking and Transportation Fund is \$8,893,146. This is an increase of \$1,031,423 or 13.12% from the FY23 budget. *[Detail of budget changes can be found in the Parking & Transportation section of this budget document.]* The following table is a summary of major expenditure categories for the FY22 budget and actual, FY23 budget and the proposed FY24 budget.

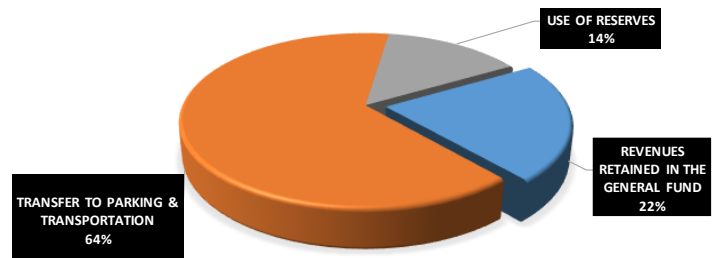
	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	% CHANGE	\$ CHANGE
OPERATING						
PERSONNEL COSTS	2,779,068	2,430,731	3,347,208	3,607,739	7.78%	260,531
UTILITIES	84,001	116,712	109,216	129,269	18.36%	20,053
METER COLLECTION (Police)	60,000	60,000	60,000	60,000	0.00%	-
CONTRACTED SERVICES	152,900	192,106	228,915	315,935	38.01%	87,020
OTHER OPERATING	655,262	647,413	968,224	1,010,911	4.41%	42,687
TOTAL OPERATING	3,731,231	3,446,962	4,713,563	5,123,854	8.70%	410,291
NON OPERATING						
DEBT SERVICE	1,823,813	1,781,908	1,861,063	2,438,063	31.00%	577,000
CAPITAL PROJECTS	65,000	65,000	250,000	200,000	-20.00%	(50,000)
ROLLING STOCK	130,000	130,000	387,000	387,000	0.00%	-
TRANSPORTATION	510,344	501,073	553,097	647,229	17.02%	94,132
CONTINGENCY	197,000	97,143	97,000	97,000	0.00%	-
TOTAL NON-OPERATING	2,726,157	2,575,124	3,148,160	3,769,292	19.73%	621,132
TOTAL PARKING/TRANSP	\$6,457,388	\$6,022,086	\$7,861,723	\$8,893,146	13.12%	\$1,031,423

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 FY24 Revenues

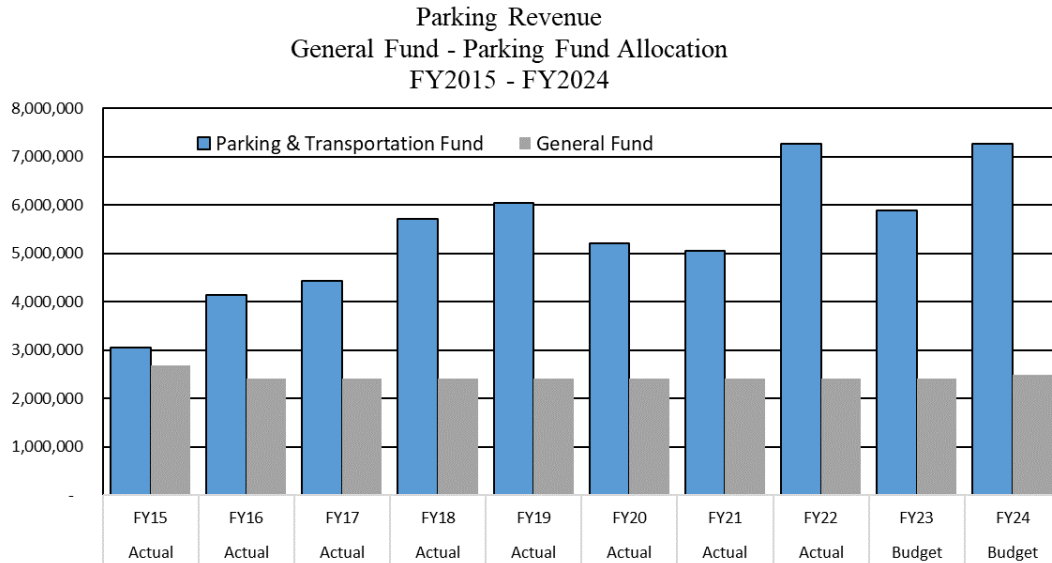
- \$4,460,000 Parking Meter Fees
- 2,750,000 Parking Facilities-Transient
- 1,600,000 Parking Facilities-Passes
- 900,000 Parking Violations
- 57,500 Other Revenues
- 30,480 Use of Reserve-BAN Premium
- 1,595,166 Use of Parking Fund Reserves
- \$11,393,146 Total Estimated Revenues
- (\$2,500,000) Retained in the General Fund
- \$8,893,146 Total Parking & Transportation



Revenue Distribution:

Retained in the General Fund	\$2,500,000	22%
Parking & Transportation	\$7,267,500	64%
Use of Parking Fund Reserves	\$1,625,646	14%

Ten Year History of Parking Revenue Distribution



Parking Revenue	FY15	FY16	FY17	FY18	FY19
	Actual	Actual	Actual	Actual	Actual
Total Parking Revenue	5,740,301	6,546,572	6,833,791	8,115,741	8,444,481
Total for Parking & Transportation Fund	3,044,195	4,134,267	4,421,486	5,703,436	6,032,176
Total for General Fund	2,693,106	2,412,305	2,412,305	2,412,305	2,412,305

	FY20	FY21	FY22	FY23	FY24	10 Year Total	%
	Actual	Actual	Actual	Budgeted	Estimated		
Total Parking Revenue	7,622,242	7,465,181	9,675,127	8,294,100	9,767,500	78,505,036	100%
Total for Parking & Transportation Fund	5,209,937	5,052,876	7,262,822	5,881,795	7,267,500	54,010,490	69%
Total for General Fund	2,412,305	2,412,305	2,412,305	2,412,305	2,500,000	24,491,546	31%

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

The FY24 Budget reflects a continued distribution of \$2,500,000 from parking related revenues to the General Fund. In addition, the Parking and Transportation Division provides services which are typically funded in the General Fund. The following table lists these services, including the revenue retained in the General Fund.

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

	FY21	FY22	FY23	FY24
Revenues Retained in the General Fund	2,412,305	2,412,305	2,412,305	2,500,000
1 Transportation Programs	590,000	510,344	553,097	647,229
Salaries & Benefits	534,134	637,013	631,424	970,409
Paving Parking Lots	150,000	-	150,000	-
Snow Removal	300,000	300,000	300,000	300,000
2 Transportation Services	-	100,000	100,000	-
School Bus Support	50,000	50,000	50,000	50,000
Police Services Support	60,000	60,000	60,000	60,000
Fire Services Support	25,000	25,000	25,000	25,000
Bike/Ped Plan Implementation	50,000	-	50,000	50,000
Total	\$4,171,439	\$4,094,662	\$4,331,826	\$4,602,638
Tax Rate Offset	66¢	64¢	67¢	70¢

For FY24, services provided by parking revenues will offset Property Taxes by 70¢.

For the median single family home valued at \$480,100, this equates to a tax offset of \$336.

1. COAST Dues, Senior Transportation, Trolley Match, Shuttle Services, and Downtown Loop
2. Funding for innovative transportation programs

Capital Outlay

The Parking & Transportation Fund, through the Capital Improvement Plan (CIP), requests funds from parking revenues to support the pay-as-you-go policy of the City in regards to capital improvements. Once the CIP is approved, the funds for the capital projects are requested through the budget process. The following is a list of projects the department is requesting in FY24 for a total of \$250,000. [Detail on each of these projects can be found in Appendix II of this document.]

**Parking & Transportation
Capital Outlay Projects
Fiscal Year 2024**

Appendix II Page:	CIP #		Parking Revenues
II	52	City of Portsmouth Master Plan Update	100,000
II	68	Level 2 and Level 3 EV Charging Stations	50,000
II	82	Parking Meters	50,000
II	83	Bicycle/Pedestrian Plan Implementation	50,000
Total Parking & Transportation Fund Capital Outlay			\$250,000

Rolling Stock

The Rolling Stock program provides a schedule of the replacement of vehicles and equipment necessary to carry out daily City activities. The complete 10-year schedule is located in Appendix I of this budget document. The following table lists the vehicles and equipment identified for FY24 per the Rolling Stock Program for the Parking & Transportation Fund.

FY24 PARKING & TRANSPORTATION REQUEST

Packer (Year 2 of 2)	107,000
Loader (Year 1 of 4)	50,000
Snowloader (Year 2 of 4)	60,000
F150 w/plow	70,000
Advance Power Washer	<u>100,000</u>
TOTAL	\$387,000

Strategic Planning, Citywide Goals & Initiatives

The Strategic Planning Process



The intention of this section is to provide the public with a clear understanding of how the City’s Strategic Planning Process works. Derived directly from the Mission and Vision, the Strategic Plan informs the development of Organizational Goals. Departments use these Goals to develop the Initiatives that the City prioritizes for the year. This process is intended to be transparent and

informed by public input at various stages along the way.



In February 2023, The City Council held their Strategic Planning Retreat to evaluate progress on FY23 Initiatives, as laid out in the Strategic Plan, and to update Initiatives for FY24.

The Strategic Plan, which focuses on citizen engagement, collaboration, affordability, communication, delivery of services, good governance and

sustainability is integrated throughout the FY24 Budget Document and is illustrated in each Department’s goals and objectives and informs how new budgetary requests have been prioritized.

This year, the Strategic Planning Process continued to expand its efforts to provide timely information and opportunities for interactive public input sessions via the City’s robust hybrid meeting capabilities (in-person and Zoom) which give the ability to include a wider audience in the public outreach process.

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

Planning Documents

- ***Capital Improvement Plan (CIP)***, a six-year Capital Planning Tool organized by project type that provides project descriptions, justifications, anticipated timelines, associated studies and planning documents, and funding source details. The CIP process uses Strategic Plan Goals to help prioritize projects, and resident engagement in advance of CIP Planning Board action. <https://portsnh.co/cip>
- ***Recreational Needs Study***: Recently completed, this study lays out a vision for Portsmouth's Recreation program that is: community building and supporting; accessible, equitable, and connected; multi-generational; diverse, and focused on the health and wellbeing of all Portsmouth residents. <https://portsnh.co/recneeds2023>
- ***Climate Action Plan***, a plan to define and prioritize the actions needed from City staff, leadership, and those who live, work, and play in Portsmouth to make meaningful commitments to ensure it becomes a more climate friendly and resilient community for generations to come. This will act as a foundational pillar for the City's new Master Plan. <https://portsnh.co/climatefuture>
- ***Cultural Plan***, a process of inclusive community consultation and decision-making designed to help Portsmouth's leaders identify cultural resources and think strategically about how these resources can help the community to achieve its civic goals and create a rich cultural environment for all. This will also act as a foundational pillar for the City's new Master Plan. <https://portsnh.co/2023CulturalPlan>
- ***Citywide Master Plan***, a planning document to guide land use and development within Portsmouth. Under New Hampshire state law, the Planning Board is required to prepare and periodically amend and update the Master Plan. The Planning Board adopted Portsmouth's current Master Plan 2025 in February 2017 will kick off the next Master Plan in 2024. <https://portsnh.co/masterplan>

New Committees, Boards, and Commissions of Note

- ***Governance Committee***, created for the purpose of reviewing the City Charter, Council Ordinances, Council Rules, and Council Policies and to make recommendations on potential policy changes to the City Council. <https://portsnh.co/governctc>
- ***Land Use Committee***, created to study diversifying Land Use Regulations within the City and to make recommendations on potential policy changes to the City Council. The purpose is to review all current zoning and policies surrounding housing and development to encourage sustainable, diverse, and affordable development including expanded multi-modal transportation. <https://portsnh.co/landuse>

Quality of Life Documents

- *[Bike/Pedestrian Plan](#)*, adopted in 2014, the plan analyzes needs and deficiencies, provides guidelines and standards for bicycle and pedestrian facilities. It also identifies and prioritizes infrastructure improvements. <https://portsnh.co/bikepedplan>
- *[Open Space Plan](#)*, adopted in 2020, supports the Master Plan goal to manage existing open spaces and acquire additional spaces for passive recreation and environmental preservation. In addition to prioritizing land for protection and stewardship guidance, the Plan identifies opportunities to expand connections between open spaces, neighborhoods, and trails, integrating climate resiliency objectives as appropriate. <https://portsnh.co/openspace2020>
- *[Complete Streets Policy](#)*, adopted in 2013, is the City commitment to “approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users” and to use the best and latest design standards available. These efforts include traffic-calming initiatives, annual sidewalk, and paving projects, and gateway corridor improvement projects. <https://portsnh.co/completestreets>

Budget/Financial Documents

- *[The City’s Annual Budget Document](#)*, serves as a value statement, a valuable communication tool, and a planning document for the upcoming year’s proposed budget expenditures for all City Departments. Each Department has selected and prioritized its goals and objectives to align with the Strategic Plan Goals which are identified in each Department’s Budget section. These Department-specific goals and objectives are measured by performance metrics to illustrate progress towards these department goals. <https://portsnh.co/budgets>

FY24 Goals

These Goals are reviewed and evaluated every year by the City Council and Senior Staff to ensure they remain relevant to the City and adhere to City priorities. A Strategic Plan is only valuable as a living document that reflects targeted goals and the ongoing adjustments needed to accomplish them. Goals for FY24 include:

- ❖ Deliverables from the Governance and Land Use Committees;
- ❖ Obligation of ARPA funds (<https://portsnh.co/arpa>);
- ❖ Continued efforts to address Stormwater Utility (<https://portsnh.co/stormwater>);
- ❖ Launch of Portsmouth Community Power (<https://portsnh.co/communitypower>);
- ❖ Roll out of FlashVote surveys (<https://portsnh.co/flashvote>);
- ❖ Outdoor Dining Policy and the creation and adoption of an Ordinance;
- ❖ Cultural Plan Initiative (<https://portsnh.co/2023CulturalPlan>);
- ❖ Climate Action Plan Initiative (<https://portsnh.co/climatefuture>); and
- ❖ Preparation for the 2035 Master Plan.

Citywide Goals & Initiatives

Mission Statement

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

Vision Statement

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



City Council Goals



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

This goal represents an ongoing effort to be more transparent and gain input from the entire community – especially those that have been traditionally underserved. There is a focus on improved methods of distributing information to make processes clearer, gather input, help inform decisions, and reach community members “where they are.” Recent efforts include the Recreation Needs Study Process, coupled with the growth of programming at the new Community Campus Recreation Facility. The City has partnered with FlashVote to obtain scientific and statistically relevant polling data, along with other informational surveys.

The City has reinstated Student Government Day, giving Portsmouth High School (PHS) Students the experience of a “day in the life” of City Council and Senior Staff. The City has also continued its involvement in the Student Learning Program at PHS, where students volunteer time in various departments to fulfil their service hours requirements.

In 2023 Portsmouth celebrates the 400th Anniversary of its settlement by Europeans in 1623. For many years prior, it was the land of the Wabanaki tribal nations and was visited by European commercial fisherman. The celebrations honor the city’s diverse and dynamic social, political, intellectual, cultural, economic, and spiritual history, from the time of the early Native American settlements to the present. The goal is to bring the community

together to create opportunities to celebrate and tell their stories through programs, events, exhibits, and legacy projects.



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

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

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

In FY23, the City formally established the Economic Development role. The EDC held a retreat to activate and coordinate efforts with the new Assistant City Manager for Economic Development. They conducted a Business Retention and Expansion Survey (updating data from 2017) to better understand the needs and plans for businesses within the City.



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

The **COVID Recovery Task Force** is completing its work and will sunset this year. A newly formed **Mayor's Blue Ribbon Task Force on Historical Archives** was created to study the establishment of a private/public partnership to properly archive historical documents relating to the City of Portsmouth. <https://portsnh.co/historicalarchives>

The Portsmouth Arts & Nonprofits Committee continues to work with the City to foster an environment that supports and nurtures local arts, cultural, and historic preservation organizations and, where possible, identify resources that could aid in their success.

- ❖ We are anticipating the results of the nationwide **American for the Arts Economic Impact Study**, conducted in 2022, which will allow Portsmouth to quantify the local impact of direct and indirect consumer spending on arts and culture in Portsmouth. This study provides these organizations with hard data to make the case for the economic impacts that robust arts and culture infrastructure provide to the City.
- ❖ **Cultural Plan Subcommittee:** The City Council approved funding to review, update and replace the 2002 Cultural Plan for the City as a community process in which all the community plays a role. This is a foundational document for the City’s Master Plan. <https://portsnh.co/2023CulturalPlan>
- ❖ Following the recommendations of the Governance Committee, the Portsmouth City Council has directed the creation of a new **Public Art Review Committee (PARC)** to assist the City in reviewing proposals for public art and conducting practical assessments of the feasibility of installing and maintaining such art works in the public sphere. <https://portsnh.co/publicart>



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

Since declaring itself an Eco-Municipality in 2007 and joining the International Council on Local Environmental Initiatives (ICLEI), the City and the Portsmouth community have expressed a strong desire to become more sustainable and ecologically friendly to safeguard its future. A priority is to identify new opportunities to become a more sustainable community. Working toward that goal, the City has combined the Planning and Sustainability Departments, launched the **Climate Action Plan**, and **Community Power Initiative**. <https://portsnh.co/ecomuni>



Diversify and Enhance the Supply of Housing Choices

In January 2022, the City Council created a Land Use Committee to review all current zoning and policies surrounding housing and development to encourage sustainable, diverse, and affordable development.

Supported by a two-year grant, our Housing Navigator is working with Planning & Sustainability staff, the Land Use Committee, and professional service consultants to implement a work plan focused on increasing the supply and diversity of affordable housing.

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

- ❖ Increase diversity of housing types and price points.
- ❖ Identify affordable housing opportunities Citywide.
- ❖ Remove regulatory barriers for housing diversification in neighborhoods (e.g., Accessory Dwelling Units), while considering context-sensitive design and impacts to traffic, on-street parking, and other infrastructure impacts.
- ❖ Restructure incentives to deliver greater public benefit in workforce housing construction.
- ❖ Identify other regulatory updates whereby the right density can be conditioned with performance standards.
- ❖ Identify and maximize partnerships, coalitions, and funding opportunities to deliver affordable housing.
- ❖ Establish two Working Groups within the Committee: Supported Market and Regulatory.
- ❖ For more information, see: <https://portsnh.co/landuse>



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

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

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



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

The City's public outreach objectives are to keep the residents informed, and to create opportunities for residents to participate in their government by providing input and feedback. The Director of Communications & Community Engagement, the Public Information Officer, and the Chief Information Officer work together with City Departments and City Government to provide current, accurate information to citizens and the media, to provide opportunities for residents to have their voices heard, and the mechanisms with which to do so, including:

- ❖ The City formally established the Director of Communications & Community Engagement and Chief Information Officer roles.
- ❖ The recently redesigned City Newsletter is published every Monday. Sign up at: <https://portsnh.co/newsletter>.
- ❖ The City of Portsmouth Public Access Channel (Channel 22) and the City's YouTube Channel provide live streaming and archived municipal meetings. (<https://www.youtube.com/user/CityofPortsmouth>)
- ❖ Public Information Sessions on specific DPW projects offer detailed briefings and formal feedback opportunities for public input. Whenever the City undertakes a major project, residents are invited to participate in visioning sessions and dialogues.
- ❖ The City's Community Engagement Report, updated annually, reflects the new communications channels and initiatives and is used as a key performance measure.
- ❖ 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.
- ❖ To see all the ways to get connected, visit: <https://portsnh.co/connect>

Organizational Goals



Welcome and Support Diversity in the Workplace and Community

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

- ❖ In June 2020, the Portsmouth City Council passed [Resolution #13-2020](#), declaring Portsmouth to be a Racial Justice Municipality. Included in the resolution are several

commitments that the City has begun to implement. <https://portsnh.co/racialjustice>

- ❖ In October 2020, the City officially opened the new Senior Activity Center (<https://portsnh.co/seniorcenter>) in a greatly expanded space, with increased activity rooms, and a large Assembly Hall. The Center incorporates many design features recommended by the National Council on Aging. In March 2022, the City purchased Community Campus (<https://portsnh.co/communitycampus>) and the Recreation Department took over the facility as its managing department, allowing them to expand their offerings and provide high-quality programming and facilities.
- ❖ The [Portsmouth Public Library](#) acts as a gateway to reading, information, culture, community activities and self-directed learning, serving all within the community. Like the City as a whole, the Library is dedicated to diversity, equity and inclusion. Leadership in this area includes the establishment of the Taskforce for Inclusion, Diversity and Equity (TIDE), which meets weekly to discuss and combat racism in the building, collections, and profession.



Maintain Financial Stability

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

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



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

The City adheres to local, state, and federal laws and regulations while also identifying opportunities to help shape the laws that impact Portsmouth residents. The City of Portsmouth is governed by Federal laws such as the Clean Water Act, as well as State regulations and statutes relative to taxation, building codes and public health. The City plays an active role working with our federal and state legislative delegations on matters

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



Deliver Services and Programs with Courtesy, Professionalism and Efficiency

In terms of maintaining the quality of life Portsmouth residents expect, City Department Heads and their staff work hard to deliver services diligently and faithfully. The City of Portsmouth serves as the gold standard for other municipalities in the state due in large part to the City's long-standing, stable and predictable financial status and also due to the professional, loyal, hard-working and dedicated City staff. Those in essential service roles continue to deliver the high-quality level of service that residents and businesses have come to expect and enjoy.



Maintain and Improve Infrastructure to Meet Needs of the Community

Municipalities depend on their infrastructures, the way a living organism depends on its skeleton, nervous system, circulatory system and brain. Without safe, efficient, functioning water, stormwater and sewer networks, bridges, streets and sidewalks, parking lots, garages, utility conduit and the interconnected "operating system" of knowledge, experience and resources, a city would not thrive. Infrastructure is the framework by which a City delivers the services its residents, business and visitors depend on. One glance at the City's Capital Improvement Plan (CIP) will reveal just how complex an organism our infrastructure has become. By following the CIP process, that identifies and advances projects residents demand, maintenance schedules allow and resources support, the City of Portsmouth achieves consistently high marks for its quality of life. The infrastructure keeps the City's heart beating.

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

School Board and Charter Commission Goals



Provide an Educational Environment that Maintains School Board Goals and supports its Pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth

The Portsmouth School Department works in collaboration with the City on many initiatives. These include projects in energy efficiency, sustainability, and connectivity. Students are encouraged to be active participants in projects aligned with City goals. The School Board has adopted strategic goals as well, many of which are also aligned with citywide goals and initiatives and is committed to establishing targeted and universal strategies to increase the educational opportunities and outcomes for all students, and closing any “opportunity gaps” between student populations, particularly when it comes to socioeconomic status. The following goals are the primary focus for the 2022-2023 school year:

- ❖ **Guiding Pillar #1 – Equity**
For any given measure of enrichment, rigorous achievement or opportunity, 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. Work to reduce any identified gap in performance or participation as quickly as practical and address systemic change to eliminate all gaps.
- ❖ **Guiding Pillar #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.
- ❖ **Guiding Pillar #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.
- ❖ **Guiding Pillar #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 well-being of all Portsmouth students.








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

[Police](#) and [Fire](#) personnel serve and protect our community through various crime and fire cessation and prevention for residents and businesses alike. These critical Public Safety departments strive to maintain an active role within the community through community programs and life safety skills classes offered to the public.

- ❖ [Portsmouth Police Department \(PPD\)](#) utilizes full-time as well as Auxiliary (part-time) Police Officers as well as non-sworn civilians including dispatchers and administration staff to maintain safety and security in the city through uniformed officers, police K-9, motorcycle patrol, animal control, members of the Seacoast Emergency Response Team (SERT), and Police Explorer Post. The Police Department also features an Investigative Division responsible for major crime investigations, juvenile investigations, Crime Stoppers, crime analysis and undercover narcotics unit.
 - ❖ The [PPD](#) follows the model of community policing to bring the community together for proactive problem-solving in a proactive rather than reactive manner. At a time of social questioning, Community Policing continues to demonstrate that developing and maintaining partnerships is essential to sustaining dialogues that prevent the conditions that can produce crime and disorder. The police work within the community to build trust with residents and lower anxieties amongst the more vulnerable populations.
 - ❖ The [Portsmouth Fire Department](#) provides a full time, all-hazards fire protection, hazardous materials response, fire prevention, special rescue and advanced life support services organization through three fire stations staffed 24 hours per day.
 - ❖ The [Fire](#) Department also provides residential and commercial safety inspections, fire extinguisher and safety classes as well as fire station tours in an effort to keep the City safe and better educate the public on potential fire and safety hazards. The Portsmouth Fire Department also acted as vaccinators for the City of Portsmouth through the COVID-19 Pandemic.
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Portsmouth FY24 Citywide Initiatives

<p><i>Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth</i></p> 	<ul style="list-style-type: none"> • Resident Engagement • Citywide Neighborhood Committee Dialogue • Public Information Outreach • Portsmouth Energy Advisory Committee (PEAC) • Skateboard Park Plan • Recreation Needs Study • Youth Group Engagement
<p><i>Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces</i></p> 	<ul style="list-style-type: none"> • Economic & Community Development Collaboration • COVID-19 Recovery Task Force
<p><i>Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community</i></p> 	<ul style="list-style-type: none"> • Arts & Nonprofits Committee • Portsmouth 400th
<p><i>Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community</i></p> 	<ul style="list-style-type: none"> • Climate Action Plan • Tree City USA • Portsmouth Public Library Sustainability Practices • School Department Sustainability Efforts • Conservation Land Acquisition • Open Space Plan • Edmond Avenue Sewer Separation Project
<p><i>Diversify and Enhance the Supply of Housing Choices</i></p> 	<ul style="list-style-type: none"> • Housing Supply Diversification and Enhancement
<p><i>Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process</i></p> 	<ul style="list-style-type: none"> • Enhance Trust, Transparency, and Responsiveness within City Government
<p><i>Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed</i></p> 	<ul style="list-style-type: none"> • Stormwater Division Outreach “Think Blue” • Financial Reports – Public Outreach and Education
<p><i>Welcome and Support Diversity in the Workplace and Community</i></p> 	<ul style="list-style-type: none"> • Diversity, Equity & Inclusion Citywide

<p><i>Maintain Financial Stability</i></p> 	<ul style="list-style-type: none"> • See – “Financial Policies and Guidelines” section of this document.
<p><i>Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment</i></p> 	<ul style="list-style-type: none"> • Legislative Subcommittee • Special Collections and Historic Preservation at PPL • Archive Committee • Historic Municipal Document Restoration, Preservation and Scanning Initiative
<p><i>Delivery Services and Programs with Courtesy, Professionalism and Efficiency</i></p> 	<ul style="list-style-type: none"> • Information Technology Infrastructure
<p><i>Maintain and Improve Infrastructure to Meet Needs of the Community</i></p> 	<ul style="list-style-type: none"> • PlanPortsmouth – Master Plan 2025 • Prescott Park Master Plan Implementation • City Facilities • Islington Street Corridor Storm Drainage Improvement • Fleet Street • Union Street Sewer Separation • Sagamore Avenue Sewer Extension Project • Wastewater Treatment • Municipal Alliance for Adaptive Management (MAAM) • PFAS Treatment Piloting at Pease • Water Main Across Little Bay • Collins and Greenland Well Treatment • Neighborhood Traffic-Calming Efforts • Sound Barriers • Hanover Garage Renovation • Street and Sidewalk Improvements • Maplewood Avenue Bridge over North Mill Pond, Structural Repairs
<p><i>Protect the Community Through Fire Protection and Crime Prevention for its Residents and Businesses</i></p> 	<ul style="list-style-type: none"> • Portsmouth Emergency Management Team • Police Department Initiatives • Community Policing Facility Evaluation

Citywide Initiatives



❖ **Resident Engagement**

In support of the City Council's goal to facilitate more engagement with residents in neighborhoods across the City, this initiative seeks to hold City Council and other public meetings in various City-owned facilities. To accomplish this, the City continues to install necessary technological upgrades to Community Campus, the Senior Center, the Department of Public Works, and Fire Station 2 to allow for hybrid and recorded meetings.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All Citywide Departments*



❖ **Citywide Neighborhood Committee Dialogue**

The Citywide Neighborhood Committee (CNC) continues to host forums in rotation in each of the Wards, to facilitate two-way dialogue among residents, City Council, and City staff.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All Citywide Departments*



❖ **Public Information Outreach**

The Director of Communications and Community Engagement is coordinating the Communications Team with the Chief Information Officer (CIO) and Public Information Officer (PIO) to implement best practices. Effective surveys and listening sessions and successful outreach campaigns such as Think Blue, Portsmouth Community Power, and the Climate Action Plan, model an approach for future efforts such as the Cultural Plan and Master Plan and meet residents' needs and expectations.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



❖ **Portsmouth Energy Advisory Committee (PEAC)**

As the Portsmouth Community Power program moves into its implementation phase in the summer of 2023, the PEAC will continue to share the program’s successes with residents as well as communicate the opportunities and benefits they derive as Portsmouth begins to manage its electricity supply through participation in the Community Power Coalition of NH.



Citywide Goal(s) Addressed:

- ❖ *Invite and Honor Input from the Community; and Encourage Increased Participation/Engagement of Youth*
- ❖ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed*
- ❖ *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

Major City Departments Involved:

- ❖ *City Manager’s Department*
- ❖ *Public Library*
- ❖ *Public Works*
- ❖ *Recreation Department*
- ❖ *Planning & Sustainability*



❖ **Skateboard Park Plan**

The City created a Master Plan for a parcel of land in the city that was formerly known as the “Stump Dump.” The phased plan includes a 20,000-square-foot Skateboard Park with lighting for evening activities and safety. Future plans may include a pump track, playground/splash pad, field, open recreational space, additional parking, and access to a rail trail. A ground breaking is anticipated late 2023.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Department of Public Works*
- ❖ *Recreation Department*



❖ **Recreation Needs Study**

An updated Recreation Needs Study was conducted by the City to gain continued guidance in future programming, and offer opinions on facilities-related decisions. Through public surveys and workshops, residents were able to suggest new ideas, new facilities or field needs, and comment on what they felt the City was lacking in recreation assets. This information is being used to assist in the development of future recreation Capital Improvement Plan (CIP) proposals, as well as programming for all ages.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Department of Public Works*
- ❖ *Recreation Department*



❖ **Youth Group Engagement**

The City continues to engage with Portsmouth High School and its youth groups (such as the Eco-Club), the Public Library's Youth Services Division, and the student participants on the Board and Pillar Teams of the Portsmouth NH 400th.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



❖ **Economic and Community Development Collaboration**

The Economic and Community Development Department within the City collaborates with the Seacoast Economic Development Stakeholders to share best practices when engaging employers specifically around the issues of employee attraction and retention. The department looks to deploy funds from NH Business and & Economic Affairs department to educate and encourage employers to respond to the tight labor market and economic headwinds of a lack of workforce housing through novel and creative approaches. Its intent is to create and leverage a relationship management database for business and industry to capture data digitally and lay the groundwork for efficient and effective two-way communication with our local business and industry constituents.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *City Manager's Department*
- ❖ *Economic & Community Development Department*
- ❖ *Information Technology*



❖ **COVID-19 Recovery Task Force**

The implementation of outcomes of the COVID-19 Recovery Task Force includes a focus on businesses and non-profits’ needs and recovery progress and a review of public health guidance and actions, in conjunction with the City’s Public Health Profile and assessment.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *City Manager’s Department*
- ❖ *Economic & Community Development Department*
- ❖ *Health Department*



❖ **Governance Committee**

City staff continues to work in support roles to implement best practices recommended by the Governance Committee related to City Boards, Commissions, and Committees.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All City Departments*



❖ **Land Use Considerations**

The City continues to implement recommendations, as authorized, from the City Council Land Use Committee, Planning Department, Planning Board, and other land use boards.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All City Departments*



❖ **Arts & Nonprofits Committee**

The City strives to support and encourage the Portsmouth Arts & Nonprofits Committee initiatives including:



- Completion of the Americans for the Arts - Arts and Economic Prosperity6 (AEP6) study;
- Leverage results of AEP6 through distribution and education of the general business community;
- Revision of the 2002 Cultural Plan; and
- Evaluating potential ARPA funding for the proposed grants to individual artists impacted by the pandemic and for advancing the concept of work/life space.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Economic & Community Development Department*



❖ **Portsmouth NH 400th**

As the second half of the 400th Anniversary year unfolds, FY24 initiatives will continue to support and advocate for Portsmouth NH 400 efforts including:

- Facilitating the realization of PNH400 Pillar team events and programs;
- Producing Signature events and Legacy projects such as the “400 Trees for the 400th and the Bohenko Gateway Park sculpture garden, as appropriate; and
- Encouraging Staff support (e.g., School, Library, and Recreation Department) for PNH400 initiatives.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All City Departments*



❖ **Climate Action Plan**

Given the urgency for action to respond to the impacts of a changing climate, the City has initiated the process to develop a plan that will identify impacts, strategies and actions consistent with the vision, themes, and goals identified in the City's Master Plan and Renewable Energy Policy. The City has hired a contractor who has begun collaborating with staff, utilizing input from the Sustainability Committee, to craft a plan rich with community engagement to provide a strategic framework for measuring, planning, and reducing greenhouse gas emissions and related climate impacts. This plan will address climate impacts communitywide with direction and involvement to include both municipal staff and officials as well as community members.



Citywide Goal(s) Addressed:

- ❖ *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- ❖ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*

Major City Departments Involved:

- ❖ *Planning Department*

- ❖ *Public Works Department*
- ❖ *City Manager's Department*



❖ **Tree City USA**

Every year the Department of Public Works - Parks & Greenery Division, along with the City's Trees & Greenery Committee, continues the City's Arbor Day Foundation goals. Portsmouth has achieved Tree City USA recognition for over twenty years by meeting the program's four (4) requirements: a tree board or department, a tree-care ordinance, an annual community forestry budget of at least two dollars per capita, and an Arbor Day observance and proclamation.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Portsmouth Public Library Sustainability Practices**

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

- The Library maintains raised bed gardens, first started in 2009 growing different vegetables, flowers, and grains annually. They are used for a variety of programming purposes.
- The pollinator garden was planted, not only to help the gardens at the library but also to demonstrate 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 for all staff printers and photocopiers.
- The Library continues its composting initiative for library programming and now uses compostable hot cups, plates, and silverware as well.



Citywide Goal(s) Addressed:

- ❖ *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- ❖ *Provide an Educational Environment that Maintains School Board Goals and Supports its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- ❖ *Portsmouth Public Library*



❖ **PlanPortsmouth – Master Plan 2025**

The Planning & Sustainability Department works with the City’s Planning Board, Zoning Board of Adjustment, Historic District Commission, Technical Advisory Committee, Conservation Commission, various other City Departments, property owners, and developers to manage growth in the City in accordance with the City’s Master Plan. Funding is proposed in the FY24 Capital Improvement Plan (CIP) to begin an update of the City’s current Master Plan.



Citywide Goal(s) Addressed:

- ❖ *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- ❖ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*

Major City Departments Involved:

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



❖ **Conservation Land Acquisition**

The City Water Division Bellamy Reservoir Source Protection Plan has identified fifteen (15) key parcels in the Bellamy watershed for preservation. Each parcel was ranked by the City based on size, percent wetlands, development potential, slope, length of shoreline, proximity to water supply intake, and aesthetics. The Water Division continues to collaborate with the town of Madbury, the Seacoast Land Trust (SELT), and private property owners to protect the land surrounding the reservoir, Portsmouth’s primary water supply.

The Department of Public Works continues to work on initiatives such as a walking and biking trail to connect the public to the East Coast Greenway trail, which is scheduled to begin construction by the New Hampshire Department of Transportation (NHDOT) in late 2023.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Planning and Sustainability Department*



❖ **Open Space Plan**

The City’s Open Space Plan provides a blueprint to improve open space land for public access, use, and stewardship, and to improve connectivity between open space assets citywide. The Open Space Plan complements the green street initiatives and sustainable site development initiatives incorporated in the City.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Planning and Sustainability Department*



❖ **Housing Supply Diversification and Enhancement**

The City Council strives to support the diversification and enhancement of housing choices available to current and future city residents. To address housing needs and support the efforts to engage the community on this topic, and through the state grant from InvestNH, the City is implementing the “Housing Navigator” initiative to:

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

Citywide Goal(s) Addressed:

- ❖ *Diversify and Enhance the Supply of Housing Choices*

Major City Departments Involved:

- ❖ *All City Departments*



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

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



- Supporting and implementing, as appropriate, the recommendations of the City Council Governance Committee;
- Supporting and implementing, as appropriate and in conjunction with land use boards, the recommendations of the City Council Land Use Committee;
- Assisting the Citywide Neighborhood Committee, City Council, and other Boards, Commissions, and Committees in engaging dialogues with the neighborhoods;
- Streamlining public information, messaging, and content in formats residents prefer and ensure information reaches as many residents as possible in accessible formats; and
- Identifying and engaging more channels for two-way dialogues to ensure residents feel heard in informing Council policy and staff implementation.

Citywide Goal(s) Addressed:

- ❖ *Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent, and Responsive Process*
- ❖ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- ❖ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed*

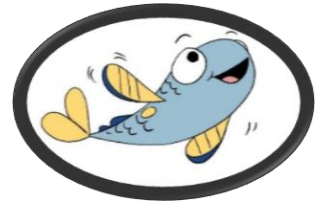
Major City Departments Involved:

- ❖ *All City Departments*



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

The City’s Stormwater Division of the Department of Public Works continues to create and implement informative and engaging public information campaigns such as:



- Postcard and video campaigns focusing on lawn care, yard waste, and pet waste, with consistent “Think Blue” branding and web page links for more information;
- Participation in citywide events including Earth Day with Seacoast sustainability and *Keeping History Above Water* conference;
- Household hazardous waste collection days offered in April and October; and
- Quarterly Safe Water Advisory Group (City Council Advisory Committee) meetings in collaboration with the Water and Stormwater Divisions to raise public awareness of the Great Bay Watershed and residents’ impact.

Citywide Goal(s) Addressed:

- ❖ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- ❖ *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*

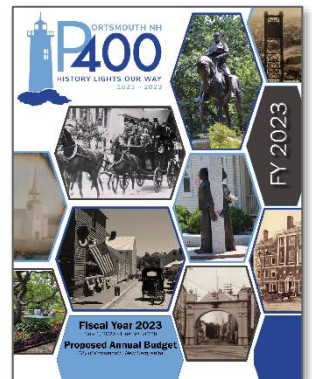
Major City Departments Involved:

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



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

Continue to publish the *Annual Comprehensive Financial Report (ACFR)*, *Popular Annual Financial Report (PAFR)*, and *Budget Document* in accordance with the best practices and criteria established by the Government Finance Officers Association of the United States and Canada (GFOA) award programs.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Finance Department*



❖ **Diversity, Equity, and Inclusion Citywide**

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

- Identifying and promoting examples of Portsmouth as a Racial Justice Municipality;
- Assisting the School Board and Charter Commission in efforts to realize their goals for “closing opportunity gaps;”
- Ensuring diversity, equity, and inclusion in the Portsmouth NH 400 programs and events;
- Modeling diversity hiring, retention, and advancement principles at all levels; and
- Continuing training in Diversity, Equity, and Inclusion (DEI) training to Staff and Governance.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All City Departments*



❖ **Legislative Subcommittee**

The City Council Legislative Subcommittee plays an active role in working with our local and federal legislative delegations to help shape the laws that impact City residents and businesses. The City Council adopts Legislative Principles that identify legislative issues of interest to the City. Legislative Subcommittee members and staff offer testimony before NH House and Senate Committees on legislation that supports these Legislative Principles. In addition to providing written and live testimony, the Legislative Subcommittee meets with our local legislative delegation to identify and debate legislative issues of interest to the City and to discuss current and proposed legislation. The Committee also collaborates with staff to provide information on legislative issues to our federal and local legislative delegation and the public. Within this framework, the City adheres to local ordinances, state statutes, and federal laws and regulations and is bound by these laws and the City Charter.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *All City Departments*



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

The Portsmouth Public Library continues to support the collection, preservation, and accessibility of Portsmouth’s history. The Special Collection staff maintains local history vertical files, family history records, and physical and digital collections. Staff assists patrons with genealogy research, both in-person and remotely, and history research, providing access to library and city records. Library staff create educational public exhibits containing artifacts and information from the collection, provide local history and genealogy programming, and digitize local collections to provide broader access to historically important collections.



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

Educational programs welcome expert speakers presenting on local topics. Local history and genealogy programs in particular garner large groups. The Library continues to offer some of these events in-person, online, or as a hybrid, creating the opportunity for connection between long-time residents who share life stories, newcomers who are eager to connect with the local history, and visitors from afar who long to visit or return to Portsmouth.

Citywide Goal(s) Addressed:

- ❖ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- ❖ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*
- ❖ *Provide an Educational Environment that maintains School Boards Goals and Supports its Pillars of Opportunity, Equity, Student Wellness, and a Strong Sense of Community to Every Youth*

Major City Departments Involved:

- ❖ *Portsmouth Public Library*



❖ **Archive Committee**

The Mayor-appointed Public/Private Archives Task Force was established in FY23 to explore the work the needs of the City and key materials-holders.



Citywide Goal(s) Addressed:

- ❖ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- ❖ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*

Major City Departments Involved:

- ❖ *Finance Department*
- ❖ *City Clerk Departments*



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

The Finance Department continues to oversee 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 state law but is vital to the preservation of Portsmouth’s history. The preservation of these documents also calls for the proper storage of permanent records in a secure facility that is climate controlled and 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 helped accelerate the timetable for this important and ongoing project.



Citywide Goal(s) Addressed:

- ❖ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- ❖ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*

Major City Departments Involved:

- ❖ *Finance Department*
- ❖ *City Clerk Departments*



❖ **Prescott Park Master Plan Implementation**

The Prescott Park Master Plan Implementation Committee approved the plan to move forward on Phase 1A, addressing resiliency and infrastructure initiatives for the park. The City expects to raise the historic Shaw Warehouse and move it toward higher ground at the Marcy Street end of Water Street. New stormwater infrastructure and upgraded electric service will be installed under a raised Water Street. A future component is to raise the sea wall against anticipated sea level rise.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



❖ **City Facilities**

The City’s Department of Public Works (DPW) is responsible for all maintenance and improvements to City facilities. In FY24, these will include continued repairs and renovations at City Hall (including the Police Department remediation), the Public



Library, Recreation (indoor and outdoor pools), the Community Campus, the DPW Recycling Center, and the City’s fuel depot.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Islington Street Corridor Storm Drainage Improvement**

The Islington Street Corridor Project work includes the replacement of underground utilities (water sewer drain), roadway reconstruction, curbing and sidewalk installations, and landscaping improvements (ornamental lighting, street trees, benches, etc.). Seasonal construction on the Islington Street Corridor Project, Phase 2 began at the end of FY23 and continues in FY24.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Fleet Street**

The scope of the Fleet Street project has increased to cover areas of lower Congress Street and Vaughan Mall. The City is also working on stormwater outfall upgrades which must be completed to accommodate increased flows that will be generated by the separation of stormwater from the sanitary sewer. The first phase of the Fleet Street Project begins in the FY23-FY24 construction season.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Union Street Sewer Separation**

The Union Street Sewer Separation work commenced in the spring of 2023 and will continue in the construction season of FY24. This project is part of the City’s Wastewater Master Plan and Long-Term Control Plan. Separating wastewater from stormwater is an ongoing responsibility under the Consent Decree agreement between the City of Portsmouth and the Environmental Protection Agency (EPA) and the New Hampshire Department of Environmental Services (NHDES). The project is designed to help reduce combined sewer overflows (CSOs) when single pipe configurations flood with stormwater during heavy rain events.

Citywide Goal(s) Addressed:

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

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Sagamore Avenue Sewer Extension Project**



The City received an extension in December 2022 of the Consent Decree modification to complete the extension of public sewer services to the southern portions of Sagamore Avenue and the surrounding area installing a low-pressure sewer system (LPSS). Having completed the North side of this project in the FY23 construction season and the private residence connections during the winter, the South Side construction started at the end of FY23 and continues into FY24.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Edmond Avenue Sewer Separation Project**



The Edmond Avenue Sewer Separation Project is part of the overall Consent Decree by which the City works to improve water quality in the Great Bay Watershed and comply with the limits identified in permits from the Environmental Protection Agency (EPA) and the New Hampshire Department of Environmental Services (NHDES) to discharge treated water to the Piscataqua River through the National Pollutant Discharge Elimination System (NPDES).

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **Wastewater Treatment**



The City of Portsmouth owns and operates the Peirce Island Wastewater Treatment Facility (WWTF) and the Pease WWTF. These WWTFs operate with permits from the U.S. Environmental Protection Agency (EPA) and the New Hampshire Department of Environmental Services (NHDES) to discharge treated water to the Piscataqua River through the National Pollutant Discharge Elimination System (NPDES). The City continues to report compliance and exceptions to its permits to ensure its regulatory requirements are met.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department - Wastewater Division*



❖ **Municipal Alliance for Adaptive Management (MAAM)**



The City is an active participant in the Municipal Alliance for Adaptive Management (MAAM), a membership group comprised of other towns that have opted-in to the Intermunicipal Agreement under the Environmental Protection Agency’s Great Bay Total Nitrogen General Permit (GBTN Permit). MAAM is working to implement an adaptive management framework to provide greater long-term flexibility for meeting regulatory compliance and a more collaborative framework for protecting and promoting water quality throughout the Great Bay Estuary watershed. In FY24, work will continue on the MAAM website with a consistent dashboard where all the signatories can report their progress.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department*



❖ **PFAS Treatment Piloting at Pease**



The City continues to be at the forefront of exploring and testing options for the treatment of perfluoroalkyl and polyfluorinated substances (PFAS) in drinking water. Since the Air Force contamination at Pease was discovered in 2014, City staff and their engineering consultants have run treatment pilots to identify evolving best practices. The Pease Water Treatment Facility that opened in June 2021 included resin and activated carbon filters. A pilot program continues at that facility to explore the use of other filter media. Periodic PFAS testing provides comparative performance data.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department – Water Division*



❖ **Water Main Across Little Bay**



The City continues to work with the Towns of Durham and Newington to secure easements to allow the design and construction of a 24-inch water transmission main beneath Little Bay to replace existing mains. Once agreements are in hand by the end of FY23, this project will begin. Its completion will ensure water is continuously supplied from Madbury to Portsmouth and service is not disrupted.

Citywide Goal(s) Addressed:

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

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

Major City Departments Involved:

- ❖ *Public Works Department – Water Division*



❖ **Collins and Greenland Well Treatment**

Funds for a second well adjacent to the Collins Well and treatment at the Greenland Well are budgeted in FY24 to protect the Portsmouth Drinking Water System.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department – Water Division*



❖ **Neighborhood Traffic-Calming Efforts**

The City 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 so all neighborhood stakeholders have the opportunity to be involved. The City holds public information meetings, joins Citywide Neighborhood Committee Forums, and conducts neighborhood surveys. FY24 projects include:



- Pannaway Manor sidewalks;
- Maple Haven safety improvements;
- Elwyn Road Sidepath;
- Bartlett Street mini-roundabout;
- Peverly Hill Road – following NH DOT review and approval;
- Woodbury Avenue (Bartlett to Market Street) sidewalk and median islands; and
- Greenleaf Road – Lafayette Road intersection.

Citywide Goal(s) Addressed:

- ❖ *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- ❖ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- ❖ *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*



Major City Departments Involved:

- ❖ *Public Works Department – Highway Department*



❖ **Sound Barriers**

The Pannaway Manor and Rockingham Avenue neighborhoods met the New Hampshire Department of Transportation (NH DOT) criteria for the construction of a sound barrier between homes there and nearby Interstate 95 as part of the FY24 project that will allow

the use of I-95 shoulders from about the Portsmouth traffic circle to the Maine/New Hampshire border during peak volume periods. Because that project is adding capacity to the highway, the sound barrier projects qualify for funding. The New Franklin School area did not meet NHDOT criteria but was the subject of an FY23 sound study that will guide further action.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department – Highway Department*



❖ **Hanover Garage Renovation**

In FY24, the City moves into year two of this three-year project. This significant upgrade to the Hanover Parking Garage is intended to extend its useful life and provide parking for the foreseeable future.



Citywide Goal(s) Addressed:

- ❖ *Maintain and Improve Infrastructure to Meet the Needs of the Community*
- ❖ *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*

Major City Departments Involved:

- ❖ *Public Works Department – Parking Division*



❖ **Street and Sidewalk Improvements**

The City continues its Citywide Sidewalk Reconstruction Program and Pavement Management and Rehabilitation Long-Range Plan by investing in the vital infrastructure of its streets and sidewalks. The following Road Paving Projects started at the end of FY23 will be completed in FY24:

- Banfield Road final paving;
- Little Harbor Road final paving;
- Dearborn Street final paving;
- Upper Court Street from Middle to Pleasant Streets;
- Mirona Road;
- Boyd Road;
- Elwyn Park Phase 2 (Coolidge, Taft, Grant, Taft, Garfield from Hoover to McKinley and Nixon Park);
- Bridge Street Parking Lot;
- Worth Parking Lot;
- Middle Street & Middle Road intersection;
- Market Street from Bow Street to Market Square; and
- Pease Tradeport: Corporate Drive.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department – Highway Division*



❖ **Maplewood Avenue Bridge over North Mill Pond Structural Repairs:**

This project includes repairs to the culvert, sidewalks, guardrails, and lighting. Significant improvement to this bridge is identified as a priority for NHDOT, but the cost exceeds the currently available funding through the NHDOT State Bridge Aid Program (which provides 80 percent funding).

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Public Works Department – Highway Division*



❖ **Information Technology (IT) Infrastructure**

The FY23 budget included resources to bring the City’s IT Department in-house. The Chief Information Officer continues to lead the effort to upgrade City software and offsite Disaster Recovery backup and to stand up the in-house team.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *IT Department*



❖ **Portsmouth Emergency Management Team**

The Fire, Police, and Health Department, and City Manager work together to keep the community protected and informed with coordinated plans, drills, and regular communication. The Health Department will implement practices to address the Health Needs Study findings. The City continues to evaluate facilities including the Community Campus as emergency shelters.



Citywide Goal(s) Addressed:

- ❖ *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses*
- ❖ *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*

Major City Departments Involved:

- ❖ *Emergency Management Department*



❖ **Police Department Initiatives**

In FY24, the Police Department will move forward with the following initiatives:

- Implement a new Computer-Aided Dispatch/Records Management System (CADS/RMS) to replace the obsolete 2001 system. Data migration and training starts in FY24 and will take 18-24 months;

- Improve the Portsmouth Resident Advocacy Group recommendation on data gathering/analysis. Dependent on the CADS/RMS system data, this will enable reviews of encounter and prosecution outcome data for any unconstitutional elements;
- Implement a Mobile Crisis Response Team partnering with the state Rapid Response Access Point/Mobile Crisis Response Team for calls for service with a mental health component. Once screened, some calls may need just the Team and not need a police response or may allow a transition from PD to the Team;
- Move forward on the 30x30 Advancing Women in Policing Initiative – Portsmouth PD signed a pledge with a coalition of police leaders, researchers, and professional organizations across the US to advance the representation and experiences of women in all ranks of policing with the goal of reaching a proportion of 30% women among sworn staff by 2030;
- Public Safety Training including CRASE/ALICE/Fraud Awareness. Personal Safety and Bank Safety; and
- Community Events include Coffee (Cocoa) with a Cop, Shop With a Cop, National Walk to School Day, and PD presence at the Senior Summer Picnic, National Night Out, Veterans Breakfast and the Senior Thanksgiving Luncheon.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Portsmouth Police Department*



❖ **Community Policing Facility Evaluation**

In FY24, the City’s Police Department is moving forward with the following:

- Complete the space needs evaluation for the new police station;
- Work with the City Council and Police Commission to confirm the site selection; and
- Begin the design process for a new or renovated police facility.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- ❖ *Portsmouth Police Department*



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Citywide Recognitions, Awards, Grants and Accomplishments for Fiscal Year 2023

Recognitions & Awards

Tree City USA Award & Tree City USA Growth Awards

[The Arbor Day Foundation](#) awarded the City of Portsmouth's Department of Public Works with its 23rd [Tree City USA](#) designation as well as its fifth [Tree Growth Award](#).

Portsmouth has achieved the Tree City USA recognition by meeting the program's four (4) 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 group was awarded the Tree Growth Award due to its high levels of education, partnerships, planning and management, as well as tree planting and maintenance.

For Arbor Day 2023 in conjunction with the Portsmouth NH 400th, the Parks & Greenery Division planted 200 of the "400 Trees for the 400th" in different locations around the City. Portsmouth Rotary awarded \$30,000 in celebration of its 100th anniversary to the City for a playground accessibility project and the purchase of 100 of the 400 trees.

Age Friendly City



The City of Portsmouth continues to be recognized as an Age Friendly Community through the American Association of Retired Persons' (AARP) Livable Community initiative since 2018. Age

Friendly efforts strive to support people of all ages and improve the quality of life for the very young, the very old, and everyone in between.

A community benefits from the adoption of policies and programs that increase health and wellness programming, feature transportation options, enable access to key services, and provide opportunities to participate in social activities. Well-designed, age-friendly communities make for happier, healthier residents of all ages.

Portsmouth's current demographic includes a citywide population of 22,277 (*ACS Survey 2021*), with 37% ages 50 and older. The City of Portsmouth supports a Senior Activity Center to coordinate activities, partnerships, and programs that support an aging population.



Department of Public Works – Wastewater Division

Peirce Island and Pease Wastewater Treatment Facilities received the following recognitions:

Peirce Island Wastewater Treatment Facility

- Associated Builders and Contractors of New Hampshire and Vermont (ABC NH/VT) Excellence in Construction Award and Chairman’s Award
- *Engineering News Record New England* “Best Project” Award

Pease Wastewater Treatment

- New Hampshire Chapter of the American Council of Engineering Companies (ACEC-NH) Engineering Excellence Awards
- Dave Lovely, Pease Wastewater Treatment Facility Plant Operator, was awarded the 2022 Environmental Protection Agency (EPA) Regional Wastewater Treatment Plant Operator of the Year

Department of Public Works - Water Division

The Water Division received the ACEC-NH Engineering Excellence Awards for Portsmouth Stormwater Treatment and Maplewood Avenue Neighborhood Complete Streets Project.

Inspections Department

Timothy Metivier, Assistant Building Inspector, was awarded the 2022 New Hampshire Building Officials Association Code Official of the Year.

Assessing Department

Chuck Reese, Commercial Assessor, was awarded the Lawton B. Chandler Award for 2022 from the NH Assessors Association for outstanding contribution and involvement on behalf of municipal officials “encouraging others to follow.”

School Department

Congratulations to Portsmouth’s students in the following areas:

Portsmouth High School Career Technical Education Center

- 45th Annual SkillsUSA NH Leadership & Skills Competition - three gold medals and two bronze medals were awarded. The three gold medalists participated in the June national SkillsUSA conference in Atlanta, Georgia with 6,500 other contestants.
- Careers in Education, “Educators Rising NH” - eight students ranked top three for their respective focus areas.

Portsmouth High School Debate Team

- Four students qualified for the 2023 National Public Forum Debate tournament.
- The team won 11 paired rounds at Boston Latin against 435 students from 30 Massachusetts schools.
- The team won three pairs at NH Debate League tournament featuring 30 students from three schools.
- April 2023 NH Debate League - qualifier for Coolidge Cup National Debate July 1-2.

Portsmouth High School Trivia Team

- Won the 40th Anniversary Granite State Challenge Championship. The last time PHS won this title was 30 years ago.

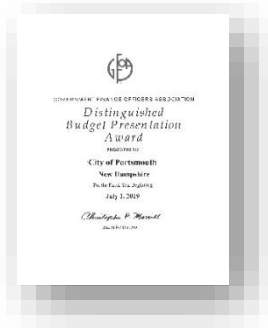
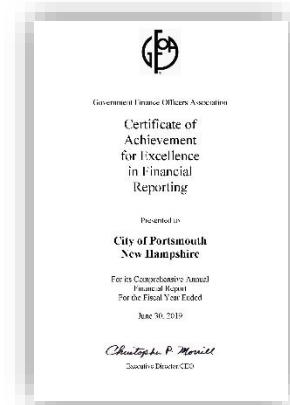
- Won the Maine Quiz Bowl which earned them a place in the Quiz Bowl Nationals in Atlanta, Georgia.

Athletic Department

- Thomas Kozikowski, named New Hampshire Interscholastic Athletic Association (NHIAA) Division I Athletic Director of the Year.

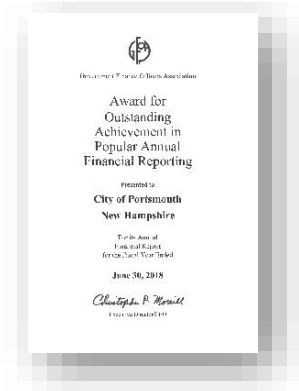
Government Finance Officers Association (GFOA) Awards

Annual Comprehensive Financial Report Award (ACFR) - The Government Finance Officers Association of the United States and Canada (GFOA) awarded the City of Portsmouth its 29th Certificate of Achievement for Excellence in Financial Reporting for the fiscal year-ended June 30, 2021 ACFR. The Certificate of Achievement recognizes the publication of “a readable and efficiently organized Annual Comprehensive 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 17th consecutive year for the Proposed Budget Document for fiscal year beginning July 1, 2021 (FY22). The award recognizes the City’s budget documents as “proficient as a policy document, a financial plan, an operations guide and a communication device.”

Popular Annual Financial Report (PAFR) Award - The City received the GFOA’s Popular Annual Financial Report (PAFR) Award for the fifth consecutive year for fiscal year-ended June 30, 2021 report. This award recognizes the publication of “a document that extracts information from their Annual Comprehensive 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.”



Triple Crown Medallion - The City of Portsmouth received its fourth consecutive GFOA Triple Crown Medallion for achieving all three (3) awards for exceptional financial reporting: the City’s FY23 Budget Document, the FY21 Annual Comprehensive Financial Report and the FY21 Popular Annual Financial Report.

Bond Ratings

Standard & Poor's (S&P), the national rating agency, completed another municipal bond credit rating review in June 2022 and affirmed the City's AAA rating, the highest rating possible with S&P. The City has maintained this rating since 2013. In their summary, S&P noted, "The 'AAA' rating on the City's General Obligation (GO) bonds is underpinned by the city's strong management team that uses long-term financial planning to mitigate risks from one-time economic shocks such as those that occurred at the onset of the pandemic. We rate the city higher than the nation because we believe Portsmouth can maintain better credit characteristics than the nation in a stress scenario based on its predominantly locally derived revenue base," they continued. "We consider Portsmouth's economy very strong."



Notable Media Accolades

In the past year, Portsmouth was recognized by the following media:

- Travel + Leisure, 10 Best Places to Live on the East Coast – Portsmouth #2 (Feb 2023): <https://www.travelandleisure.com/best-places-to-live-on-the-east-coast-7107398>;
- TheTravel.com 10 Most Beautiful NH Towns You Should Visit (Feb 2023): <https://www.thetravel.com/most-beautiful-towns-in-new-hampshire/>;
- Travel2Next.com, Things To Do in Portsmouth NH: <https://travel2next.com/things-to-do-in-portsmouth-nh/>;
- Yankee, Holiday Winter Weekend in Portsmouth (Nov/Dec 2022): <https://newengland.com/yankee-magazine/travel/holiday-winter-weekend-in-portsmouth-new-hampshire/>;
- WhereverFamily.com, Romantic Dining in Portsmouth (Dec 2022) <https://whereverfamily.com/romantic-dining-for-couples-in-portsmouth-new-hampshire/>;
- Country Living, 40 of the Prettiest American Towns to Visit in Winter (#2) (Oct 2022): <https://www.countryliving.com/life/travel/g41403207/american-towns-to-visit-in-the-winter/>;
- AAA, 6 ways to celebrate the holidays outdoors with family (Oct 2022): <https://www.ace.aaa.com/publications/travel/us-destinations/new-england/outdoor-holiday-activities.html?zip=92626>;
- US News & World Report, Top Romantic Getaways in NH (Nov 2022): <https://travel.usnews.com/features/top-romantic-getaways-in-new-hampshire>;
- House Beautiful, 44 Best Cities That Look Like Europe (Sep 2022): <https://www.housebeautiful.com/lifestyle/g4384/american-towns-that-look-like-europe/>;
- FamilyTravel.com Best New England Coastal Towns for Family Travel (Sep 2022): <https://livability.com/best-places/2022-top-100-best-places-to-live-in-the-us/>;
- Livability.com Top 100 Places to Live in the US (Jul 2022): <https://livability.com/best-places/2022-top-100-best-places-to-live-in-the-us/>; and
- Conde Nast Traveler Best Things to Do in Portsmouth (June 2022): <https://www.cntraveler.com/story/where-to-eat-stay-and-play-in-portsmouth-new-hampshire>.

Grant Awards

The City diligently seeks out grants through Federal and NH State Agencies to fund capital projects and services. For FY23, the City has received the following grants:

American Rescue Plan Act (ARPA) Funds

The American Rescue Plan Act (ARPA) of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. The City of Portsmouth has received \$12.88 million in ARPA funds.

The FY23 Budget, along with previous City Council actions, allocated approximately 58.2% of those funds for eligible projects. The City has until December 2024 to obligate the remaining monies, and until December 2026 to spend the funds.

Department of Public Works

- Water Division: NHDES Local Source Water Protection Program Grant \$25,000 for assistance with the purchase of a conservation easement; and
- Wastewater Division: NHDES - NH State Aid Grant (SAG) Peirce Island WWTF Upgrade \$35,031,456, payable over the life of the State Revolving Fund (SRF) loan for the construction of the Peirce Island WWTF.

Police Department

- Violence Against Women Act Grant, NH Department of Justice, Victim Witness Advocate position \$25,025;
- NH Department of Safety Grant \$53,510.66;
- ARPA DOJ Grant for NH Internet Crimes Against Children Task Force \$700,000;
- Department of Justice Programs Internet Crimes Against Children Grant \$377,882;
- Department of Justice Programs Bulletproof Vest Program Grant \$11,883; and
- USPCA AKC Reunite K9 Grant \$7,500.

Fire Department

- Federal Department of Homeland Security's FY21 Assistance to Firefighters Grant \$333,294.54;
- Emergency Management Performance Grant \$39,955;
- NH Department of Safety, Division of Homeland Security, Emergency Management Performance Grant \$5,500; and
- Governor's Office of Relief & Recovery ARPA SFRF Locality Equipment Matching Program Grant \$50,000.

General Government

- NH Moose Plate Grant for preservation of historic City documents \$9,682;
- NH Moose Plate Grant for delineating wetlands within the City limits \$20,000;
- NH Moose Plate Grant for preservation work on the wall facing North Mill Pond in North Cemetery \$20,000;
- InvestNH Municipal Planning & Housing Opportunity Grant \$82,000; and
- NHDES Critical Flood Risk Infrastructure Grant \$275,000.

School Department

The School Department provides application, implementation, and reporting each year for a series of federal grants that are allocated annually to school districts by formula, and the School Department also pursues additional funding opportunities from public and private sources.

- Title I, Part A (Improving the Academic Achievement of the Disadvantaged) allocation of \$432,194;
- Title II, Part A (Supporting Effective Instruction) allocation of \$83,902;
- Title IV, Part A (Student Support and Academic Enrichment) allocation of \$46,150;
- Title IV, Part B (21st Century Community Learning Centers) allocation of \$92,950;
- IDEA (Supporting Instruction for Students with Disabilities) allocation of \$578,543;
- IDEA Preschool (Supporting Instruction for Preschool Students with Disabilities) allocation of \$13,428;
- Perkins V (Strengthening Career and Technical Education) allocation of \$67,649; and
- NHSAFE Grants (Security Action for Education) \$27,650 for PHS and \$7,650 for Portsmouth Middle School.

Accomplishments

The following are Citywide Accomplishments in response to the Citywide Goals.



Community Campus Acquisition

The acquisition and opening of the Community Campus have brought many improvements for the Recreation Department and its programming. Early in FY23, the Recreation Department moved its offices to the Community Campus to better coordinate its activities. In addition, with coordination with the School Department, the Recreation Department established new afterschool programming with all three Portsmouth elementary schools having bus service directly to the Community Campus. The Recreation Department also added new special events such as an annual Fall Festival and one-time Pop-Ups including a magic show, and worked with Keller Williams Coastal Realty to fix the trail system and boardwalk bridges on the property surrounding the Campus.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Recreation Department*





Athletic Field Lights

The Portsmouth Recreation Athletic Field, which is an artificial turf field adjacent to the Community Campus, had lighting installed in September 2022 and now provides extra playing time in the evenings year-round. The project also created electrical outlets at the field for special events.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Recreation Department*



Kayak Racks at Boat Launch

Newly installed kayak racks on Peirce Island are now open to the residents of Portsmouth. The racks allow patrons to store their kayak or paddleboard at Peirce Island for the season at a reduced rate. The racks are located adjacent to the boat launch for safe storage and easy access to the water.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Recreation Department*



Economic Development Partnership & Collaboration

The Economic Development office partnered with the Chamber Collaborative of Greater Portsmouth to promote tourism including a specific campaign to highlight our Arts and Culture venues which resulted in hotel occupancy returning to pre-pandemic levels.



Associated businesses including restaurants enjoyed high levels of patronage and support across our various visitor seasons (Summer, Fall, and Winter Holidays). The Economic Development office partnered with the University of New Hampshire (UNH) Survey Center to conduct a Business Retention and Expansion (BR&E) survey. The BR&E survey results will inform the Economic Development Commission (EDC) in future efforts and initiatives.

The Economic Development Department continues to collect and share survey data, initiatives from NH Small Business Development Center, the Rockingham Planning Commission, Chamber Collaborative, Business & Industry Association, and other Non-Governmental Organizations (NGOs) as well as public-private partnerships (PPP) to collaborate on solutions to issues such as workforce hiring and retention, affordable housing and “Live, Work Play” NH.

Citywide Goal(s) Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*
- *Leverage Local Resources and Partnerships to Improve and Support the Needs of Residents, Nonprofits, Arts and Culture Community*

Major City Departments Involved:

- *City Manager’s Department*
- *Economic & Community Development Department*



Portsmouth NH 400th Anniversary

January 1, 2023, marked the start of the City’s year-long 400th anniversary, an occasion being celebrated under the auspices of the nonprofit 501c3 PortsmouthNH 400th, Inc. with oversight by the City Manager.



The goal of Portsmouth NH 400th, Inc. is to give the community an inclusive opportunity to tell the stories that are important to them, through programs, events, exhibits, and legacy projects. Portsmouth NH 400th celebrates the diverse and animated social, political, intellectual, cultural, economic, and spiritual history of Portsmouth, from before its settlement in 1623 to the present. A key intention is for the Portsmouth NH 400th, Inc. team to engage the next generation(s) in exploring what the City’s 2023 legacy might be and deciding how they might steward Portsmouth and its story beyond 2023. Key initiatives include:

- Legacy Projects: *A History of Portsmouth NH in 101 Objects*, the *Portsmouth Time Machine* illustrated history for Grade 3 and up, a commemorative book, a maritime-themed sculpture garden in Bohenko Gateway Park, and an Oral History Project conducted by Portsmouth High School students.
- Support of citywide initiatives and events including the 10th annual national Keeping History Above Water Conference, co-hosted by the City of Portsmouth Planning & Sustainability Department and the Department of Public Works Water, Stormwater, and Wastewater Divisions, Strawberry Banke Museum, and the UNH Earth Sciences Center.

Citywide Goal(s) Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Maintain and Improve Infrastructure to Meet the Needs of the Community*

Major City Departments Involved:

- *City Manager*
- *Portsmouth Public Library*
- *Public Works Department*
- *Recreation Department*
- *School Department*

PlanPortsmouth



In FY23, the Planning and Sustainability Department worked with the City’s Planning Board, Zoning Board of Adjustment, Historic District Commission, Technical Advisory Committee, Conservation Commission, other City Departments, property owners, and developers to manage growth in the City according to the City’s Master Plan. Major projects included:

- | | |
|---|--|
| <ul style="list-style-type: none"> • 261 Banfield Road, Banfield Woods; • 105 Bartlett Street; • Brick Market – Pleasant & Daniel Streets; • 200 Chase Drive; • 70 & 80 Corporate Drive (Lonza); • 160 Court St (Portsmouth Housing Authority); | <ul style="list-style-type: none"> • 30 and 50 Cate Street; • Hodgdon Way, West End Yards; • Foundry Place Community Space (Lot 2); • 165 Deer Street (Lot 3); • 157-161 Deer Street (Lot 5); • 89 & 99 Foundry Place (Lot 6); • 53 Green Street; |
|---|--|

- 1400 Lafayette Road;
- 46-64 Maplewood Avenue;
- 145 Maplewood Avenue;
- McIntyre Federal Building, Daniel Street;
- 83 Peverly Hill Road; Parsons Woods;
- 3400 Lafayette Road, Juniper Commons;
- 1 & 31 Raynes Avenue and 203 Maplewood Avenue;
- 266-278 State Street; and
- Russell Street Development.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

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



North Mill Pond

Park and Greenway -The City has received funds from the New Hampshire Department of Environmental Services Aquatic Resources Mitigation Fund and as part of a development incentive from the AC Hotel combined with City funds to construct a new park and trail segment of the North Mill Pond Greenway Trail and a living shoreline project.

Living Shoreline - The Planning and Sustainability Department is working with the NH Coastal Program, Great Bay Stewards, and the University of New Hampshire with funds provided by National Oceanic and Atmospheric Administration’s (NOAA) Office for Coastal Management to pilot two projects including fringe salt marsh restoration at North Mill Pond and a rip rap replacement with fringe marsh creation at Cutt’s Cove.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Planning & Sustainability Department*
-



Street and Sidewalk Improvements

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

Projects completed in FY23:

- Middle Road from Urban Compact to Peverly Hill Road;
- Dodge, Harvard, Princeton, and Greenland Road Neighborhoods;
- Newcastle Avenue and Marcy Street area from South Street, east;
- International Drive;
- Corporate Drive;
- Bridge Street Parking Lot;
- New Hampshire Avenue (from International Drive to Pease Boulevard);
- Maplewood Avenue (from Dennett Street to the railroad tracks);
- Kearsarge Way and various locations in Atlantic Heights;
- Banfield Road (paving, traffic calming, culvert replacement, and sidewalk work);
- Cutts Street, Central Avenue, and Leslie Drive utility upgrades and road paving;

- Hodgdon Way new road constructed, connecting to the Route 1 By-pass;
- Route 33 paving from Peverly Hill Road to Oxford Avenue;
- Arboretum Drive paving;
- Durham Street paving;
- South Street from Junkins Avenue to Middle Road;
- Islington Street Complete Street Phase 1B;
- Dennett Street paving;
- Maplewood Avenue sidewalks;
- Sagamore Avenue sidewalks;
- Little Harbor Road paving;
- Marcy Street from South Street to New Castle Avenue paving; and
- State Street sidewalks and paving.



Neighborhood Traffic-Calming Efforts

- Lang Road-Route 1 intersection (Longmeadow Road extension);
- Bartlett-Cate Street intersection; and
- Middle Road-Middle Street intersection.

Projects in process at the end of FY23 included:

- Islington Street Phase 2;
- Sagamore Avenue reconstruction as part of Sagamore Sewer Extension Project;
- Pannaway Manor sidewalk project;
- Union Street sewer separation project; and
- Greenleaf-Lafayette Road intersection.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Highway Department*

Portsmouth Addresses Transportation and Parking Needs



The Parking Division completed the following projects in FY23:

- Replaced the metered-parking EasyPark program with the ParkMobile smartphone app that provides more convenience and flexibility alongside the Portsmouth Resident Parking Discount Program.
- Converted the McIntyre Building parking lot to City parking, increasing the off-street parking inventory by 86 spaces.
- Studied commercial usage of the City’s Loading Zones, leading to the decision to convert this inventory to regular parking during non-commercial hours. Residents and visitors are able to make use of 23 additional spaces in Zone A, and 16 in Zone B, an overall increase in parking inventory of 39 spaces.
- Renovated the Bridge Street Parking Lot to support electric vehicle charging stations.
- Completed the first year of a significant \$6.3 million upgrade to the Hanover Parking Garage to extend its useful life. To date, the project contractors have completed



structural maintenance and upgrades to steel structural beams and columns as well as precast floor slabs on Level Three and portions of Level Two.

- The Islington Creek Neighborhood Parking Program (NPP) pilot launched on August 4, 2021, and was extended beyond its original end date of February 4, 2022, to December 6, 2022, to collect and report feedback on the program, including the results of a survey of NPP pilot participants. That feedback will inform the City Council consideration of future neighborhood parking programs.
- Parking Division implements initiatives, as directed by the Parking & Traffic Safety Committee (PTSC), that are designed to improve pedestrian and vehicular safety and traffic flow, consistent with the City’s Bicycle and Pedestrian Plan. The Parking Division also collects and provides data on parking and traffic to PTSC to recommend adjustments to benefit both users and revenues from City parking resources. In FY23, the Division initiated a Parking Needs Study to inform the land use boards, PTSC, and the Planning & Sustainability Department a better understanding of how parking needs should be considered in their various initiatives.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Highway Department – Parking & Transportation*



Portsmouth Energy Advisory Committee and Portsmouth Community Power

In August 2021, City Council voted to approve the creation of the Portsmouth Energy Advisory Committee (PEAC) to research the risks and opportunities of a Community Power program for Portsmouth under RSA 53-E, which allows towns and cities to aggregate their customer demand and purchase electricity in bulk for savings and a more rapid shift to renewables. In April 2022, the City Council approved a motion for Portsmouth to become a member of the Community Power Coalition of NH (CPCNH), joining more than a dozen other communities in an electricity supply purchase co-op. During FY23, the PEAC conducted four (4) public hearings and created the Portsmouth Community Power Electric Aggregation Plan in anticipation of going live with the procurement program in June 2023.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Planning & Sustainability Department*



Dover-Portsmouth Water System Interconnection Reservoir

The Cities of Dover and Portsmouth have worked together to establish an emergency public water system interconnection utilizing the General Sullivan pedestrian bridge to provide an additional critical link for emergency water supply to the Seacoast region benefiting numerous communities, including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. In approving funds, NHDES agreed with Portsmouth and Dover that it is critical for the interconnection to be incorporated into the overall bridge design before it is finalized, and the project is ready for bidding.



Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Water Division*
-



Madbury Well Improvements

The replacement of Well #4 in Madbury along with the newly permitted Well #5 was recently completed. This process involved testing, permitting, and the construction of new water mains, a water meter and treatment building and all associated controls, metering, and pumping equipment. The wells will continue to help the water system expand our integrated water system management. Between the Portsmouth and Pease systems, there are now ten (10) wells and one (1) surface water treatment facility.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Water Division*
-



Collins Wellfield Improvement

Because the capacity of the existing Collins Well had declined and historical data indicated greater yield potential from this aquifer, the City drilled Collins Well #2, performed well pump testing, and obtained permitting for this additional source. In addition, the Collins Wellfield allowed Collins Well #2 to be fully connected to the water distribution system.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Water Division*
-



Sewer Force Main Repairs on Peirce Island for Mechanic Street Wastewater Pumping Station

In FY21, the City addressed a sewer force main failure in the pipes that carry wastewater from the Mechanic Street Wastewater Pumping Station to the Peirce Island Wastewater Treatment Facility. The interim solution, a surface force main along Peirce Island Road, was replaced with permanent force mains. This project also allowed for the enhancement of the public trails on Peirce Island to increase access to the scenic overlook behind the new Wastewater Treatment Facility.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Wastewater Division*
-



Mechanic Street Wastewater Pumping Station Repair

The City of Portsmouth’s Mechanic Street Pump Station experienced an equipment failure in January that left only one (1) of the station’s three (3) pumps operational. The City mobilized two temporary engine-driven backup pumps connected with large temporary pipes to the existing infrastructure that provide the required flows to the Peirce Island Wastewater Treatment Facility, ensure redundancy, and manage high flow events. The main pumps were moved off-site for refurbishment. This emergency repair project addressed the immediate equipment need. A larger upgrade of the station was in design at the end of FY23.

Citywide Goal(s) Addressed:

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

Major City Departments Involved:

- *Public Works Department – Wastewater Division*



Sagamore Avenue Sewer Extension Project

This project is part of the City’s ongoing effort to meet its regulatory requirements under a Consent Decree and to make continuing investments in improving the water quality of Sagamore Creek, currently an impaired waterbody. The City completed installation of a low-pressure sewer service on the North side of the project in December of 2022, with private residence connections beginning in 2023 which will continue into FY 24. Construction of the low-pressure sewer service on South side of the project will soon be underway and continue into FY24 with an anticipated completion date of December 2023.

Citywide Goal(s) Addressed:

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

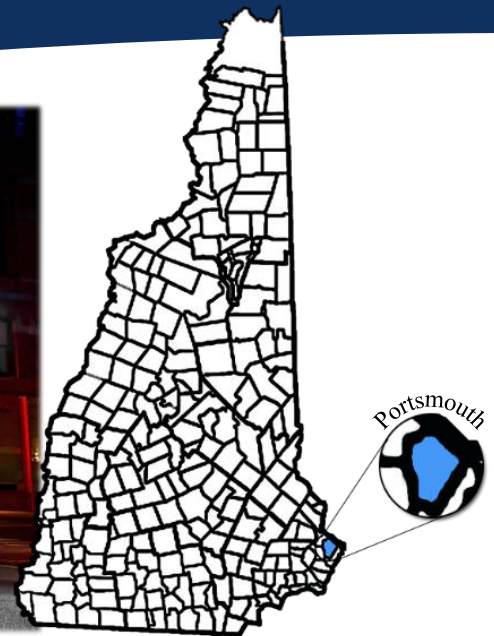
Major City Departments Involved:

- *Public Works Department – Water Division*



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Portsmouth at a glance. . .



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: 35
 - 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: 14

Culture and Recreation

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

Eco Municipality Assets

- Recycling Centers: 1
- LED Streetlights: 1,600
- Electric Charging Stations: 5
- Solar Panel Arrays: 2
- City Biodiesel Vehicles: 82
- 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: 9 (approximately 362,145 square feet)
- Playgrounds / Parks / Ballfields: 26
- Historic Cemeteries/Burial Grounds: 8
- Adopt a Spot Gardens: 25
- Greenspace Maintained: 114+ acres

Parking and Transportation

- Parking Garages: 2 (1,491 spaces)
 - Foundry Place: 600
 - Hanover: 891
- Metered Street Parking Spots: 695
- City-Owned Parking Lots: 12
- City-Owned Free Lots: 7 lots/639 spaces
- Private Parking Lots with City Agreements: 2 lots/78 spaces
- Bike Racks: 39
- Public Transit Options: 5

Water Infrastructure

- Miles of water mains: 190
- Number of water treatment plants: 1
- Number of service connections: 8,626
- Storage capacity in gallons, water (millions of gallons): 11
- Maximum daily capacity of treatment (millions of gallons): 4.0
- Number of fire hydrants: 1,035

Sewer Infrastructure

- Miles of sewer mains: 107
- Number of service connections: 6,751
- Number of wastewater treatment plants: 2
- Maximum daily capacity of treatment (millions of gallons): 25.3

Demographics

Population 22,277



(2021)
ACS Survey 2021

Elections

Total Registered Voters (FY23) – 17,673

Households

Number of Housing Units – 11,161
Number of Households – 10,462
Average Household Size – 2.05
(Source: ACS Survey 2021)

Labor Force (ACS 2021)

Civilian labor force – 13,705 (61.5%)
Employed – 13,300 (59.7%)
(Source: NHES-ELMI)

Income, Inflation Adjusted 2020

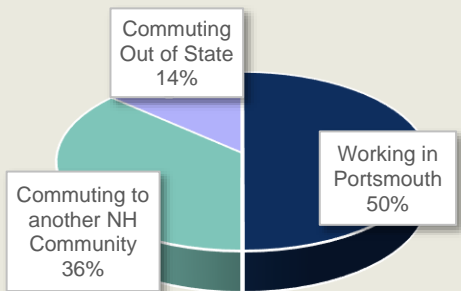
Per capita income - \$54,967
Median Family Income - \$109,565
Median Household Income - \$78,712
Median Earnings, full time
Male - \$74,223
Female - \$59,712

Individuals Below Poverty Level – 6.6%
(source NHES Community Profile, Portsmouth 2021 and ACS 2021)

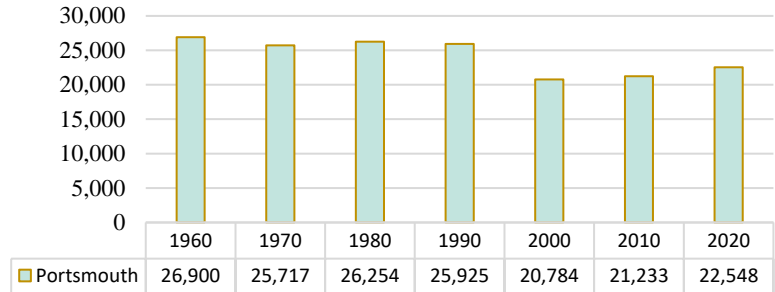
Geography

Population per square mile, 2021 – 1,420.7
Land area in square miles, 2017 – 15.7
(Source, ACS 2021)

Where do the Residents of
Portsmouth Work?
(Source ACS Survey 2021)



Portsmouth Population
Decennial Trends 1960-2020
(source NH Data Center)



Educational Attainment

Population 25+ Years

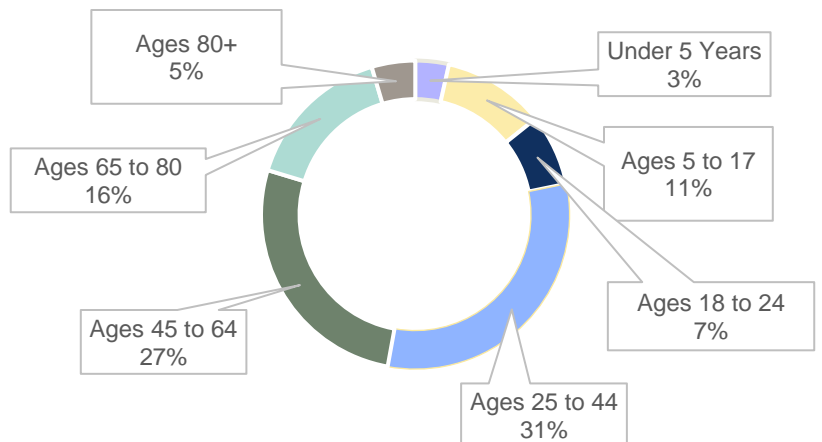
High School Graduate or higher – 97.2%

Bachelor's Degree or Higher – 62.8%

Graduate or Professional Degree – 23.3%

(source: ACS survey 2021-2025)

Population by Age Group (Source: ACS survey 2021-2025)



47.5%

of Portsmouth
City residents are
Male

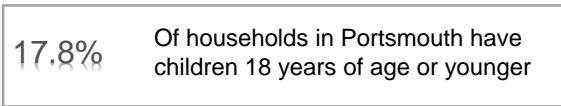
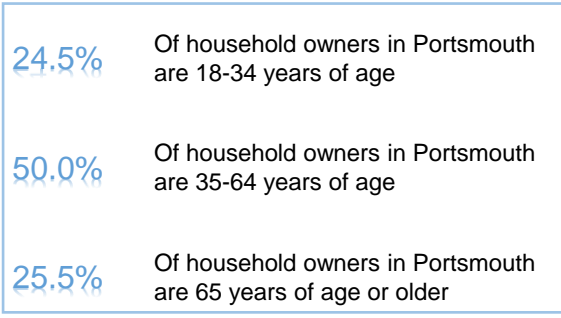
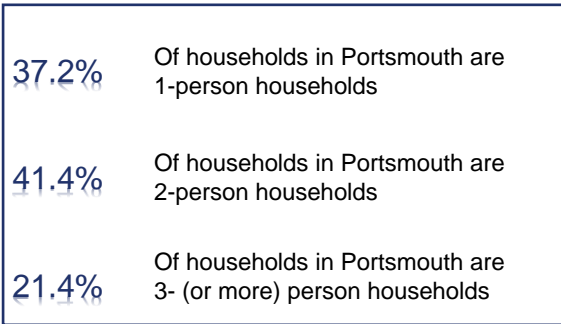
52.5%

of Portsmouth
City residents are
Female



Housing Demographics

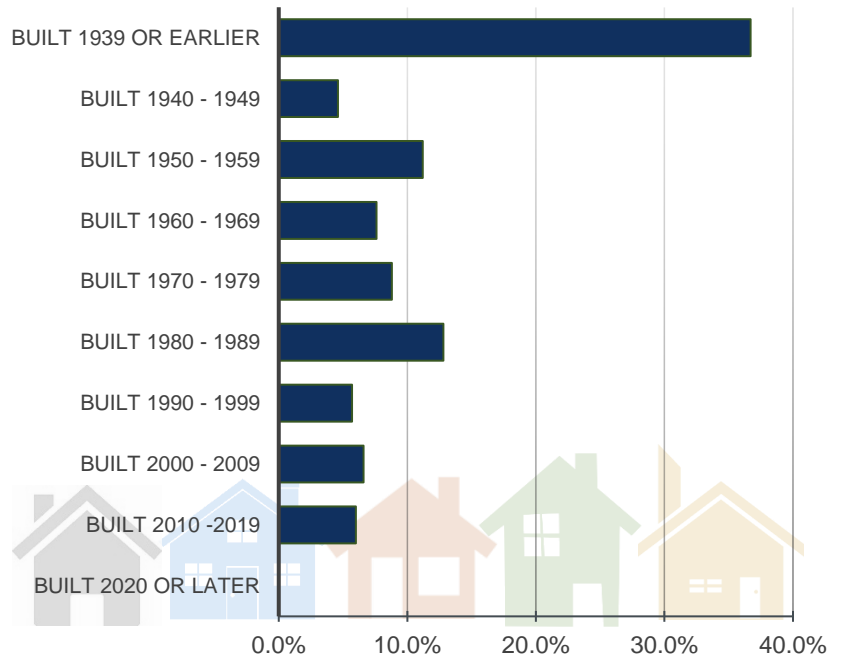
- Number of Housing Units – 11,093
 - Number of Occupied Housing Units – 10,427
 - Number of Households – 10,462
 - Average Household Size – 2.05 persons
 - Number of Families – 5,348
 - Average Family Size - 2.73 persons
 - Median Gross Rent - \$1,499
- (Source: ACS Survey 2021)



(Source: American Community Survey Data 2021)

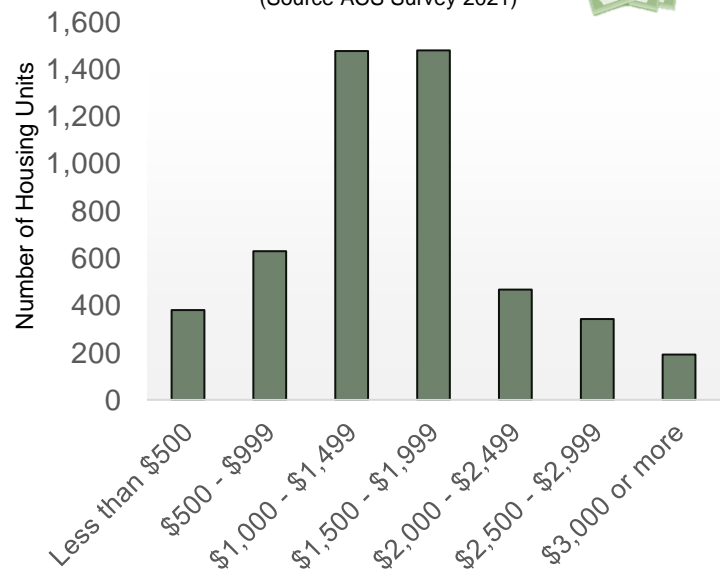
Year Housing Unit was Built

(Source: ACS Survey 2021)



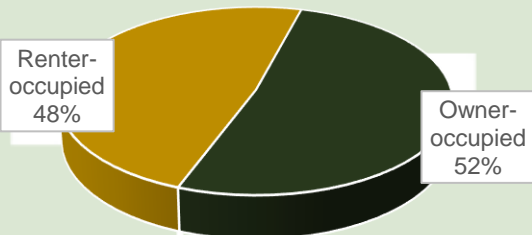
Portsmouth Rent Prices

(Source ACS Survey 2021)



Portsmouth Housing Unit by Occupancy

(Source: American Community Survey Data 2021)



Economic Indicators

Portsmouth Median Property Values

Median Single Residential Home Property Value:
\$480,100

Type

- Commercial * - \$648,700
- Residential ** - \$432,700

Residential Stratified

- Single Family - \$480,100
- Mobile Homes - \$83,350
- Condos - \$357,600
- Multi-Family (<8) - \$589,600

As of April 1, 2022

* Does not include Pease Airport

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

Mean (Average) Property Values

(Fiscal Year 2023/Tax Year 2022)

Type

- Commercial * - \$1,940,707
- Residential ** - \$500,952

Residential Stratified

- Single Family - \$559,771
- Mobile Homes - \$115,800
- Condos - \$442,243
- Multi-Family (<8) - \$657,352

As of April 1, 2022

* Does not include Pease Airport

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

Portsmouth Parcel Count

(% of Total Taxable Parcel Count)

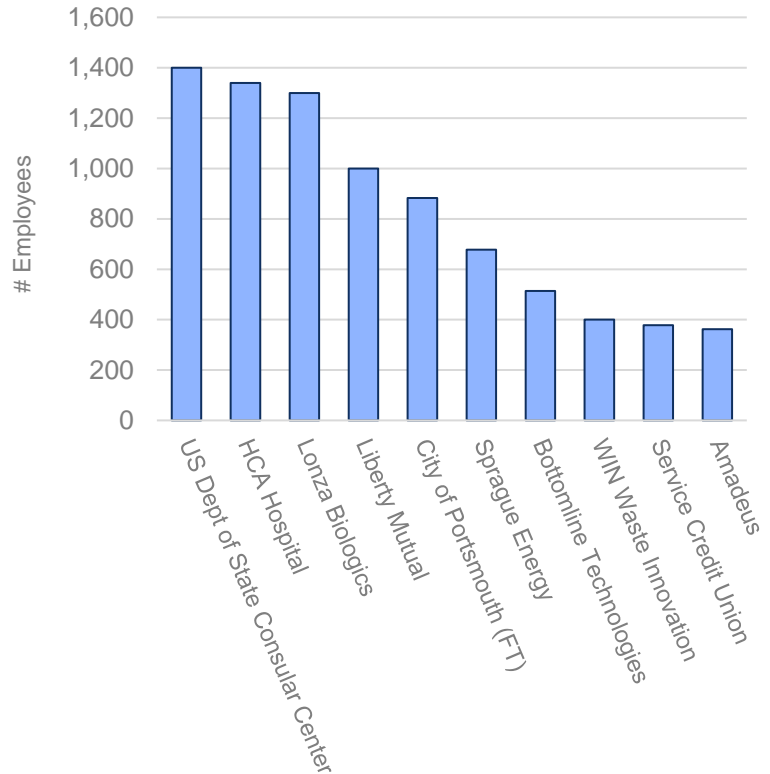
- **Residential – 84.16% ****
 - Single Family – 35.98%
 - Mobile Homes – 0.47%
 - Condos – 16.9%
 - Multi-Family (< 8) – 4.31%
- **Commercial – 15.84% ***
 - Utilities – 2.91%

* Does not include Pease Airport

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

(source: Portsmouth Assessors Office, TY2022 (FY2023).

10 Largest Employers in Portsmouth 2022



Top 10 Taxpayers TY2022 (FY 2023)

Company	Business Type	Percentage of Total Taxable Assessed Value
Public Service of New Hampshire	Utility	1.90%
HCA Health Services	Medical Building	1.42%
Arbor View & The Pines LLC	Apartment Complex	0.91%
Cate Street Development LLC	Mixed Use	0.78%
Northern Utilities Inc.	Utility	0.77%
Hanover Apartments LLC	Apartment Complex	0.66%
Service Credit Union	Office Building	0.56%
Liberty Mutual Insurance	Office Building	0.56%
Vaughan Street Hotel LLC	Hotel	0.53%
Port Owner Harbor LLC	Hotel	0.52%

Property Tax

Tax Rate 2022 Tax Year (FY2023) \$15.20 (per \$1,000)
Municipal - \$7.59
County - \$0.85
Local Education - \$5.40
State Education \$1.36

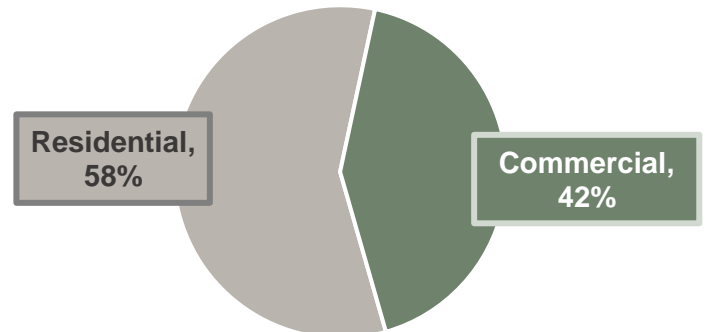
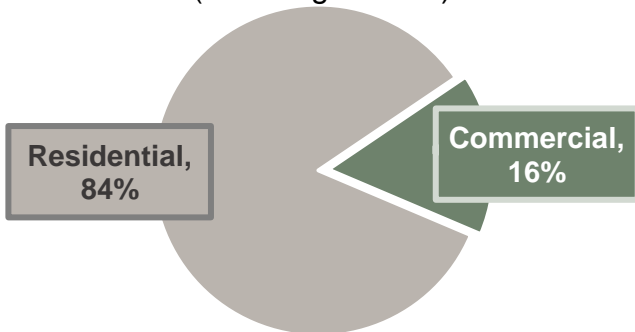
The total taxable parcel count for Tax Year 2022 (Fiscal Year 2023) is 8,950. Commercial properties make up 16% of the total City parcel count while comprising 42% of the total assessed value of the City. Respectively the Residential properties make up 84% of the total parcel count while comprising 58% of the total assessed value for Portsmouth.

Total Valuation Before Exemptions TY2022 (FY23)		
	Total	Count
Commercial *	\$ 2,751,922,983	1,418
Residential **	\$ 3,772,671,596	7,532
Totals	\$ 6,425,834,917	8,950

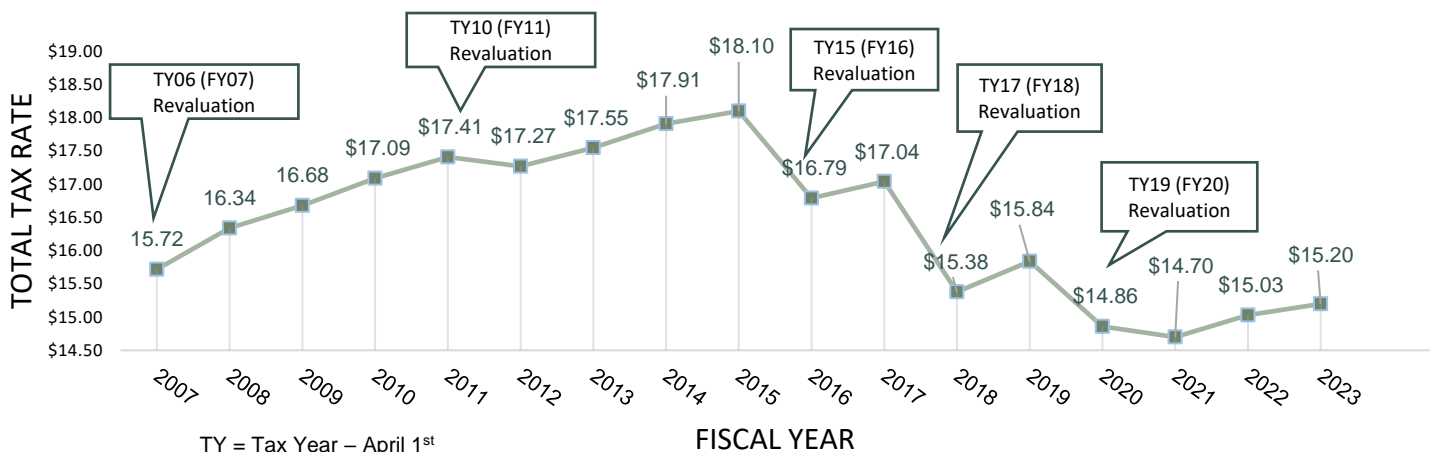
* Includes Pease Non-Airport & Utilities, does not include Pease Airport
 ** Includes single family, condos, multifamily units, mobile homes, and vacant land

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

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



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

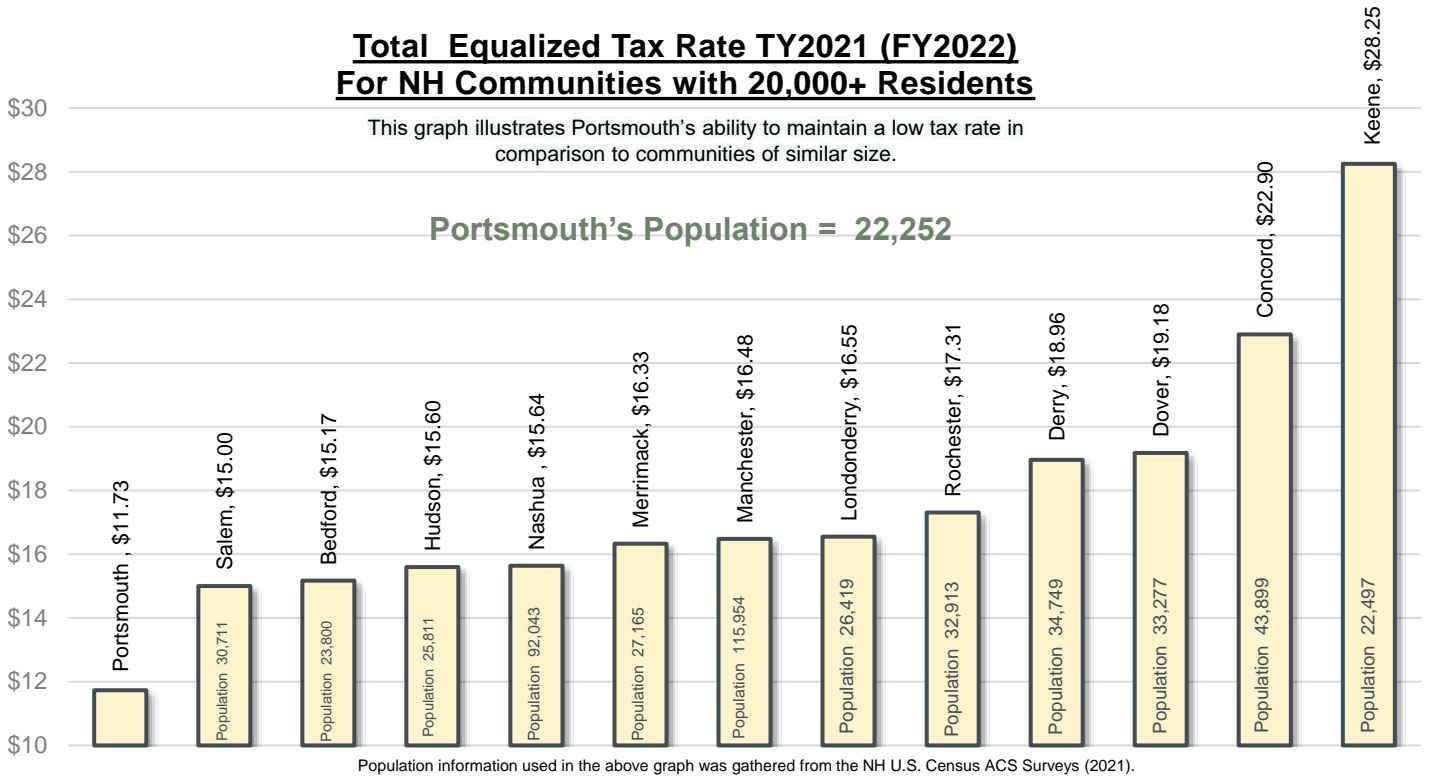


TY = Tax Year – April 1st
 FY = Fiscal Year – July 1st – June 30th

Equalized Tax Rate Information

The two graphs below compare the equalized tax rates of New Hampshire Communities with over 20,000 residents (top graph) as well as New Hampshire's Thirteen (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.

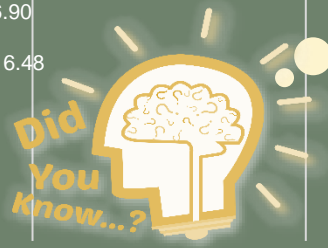
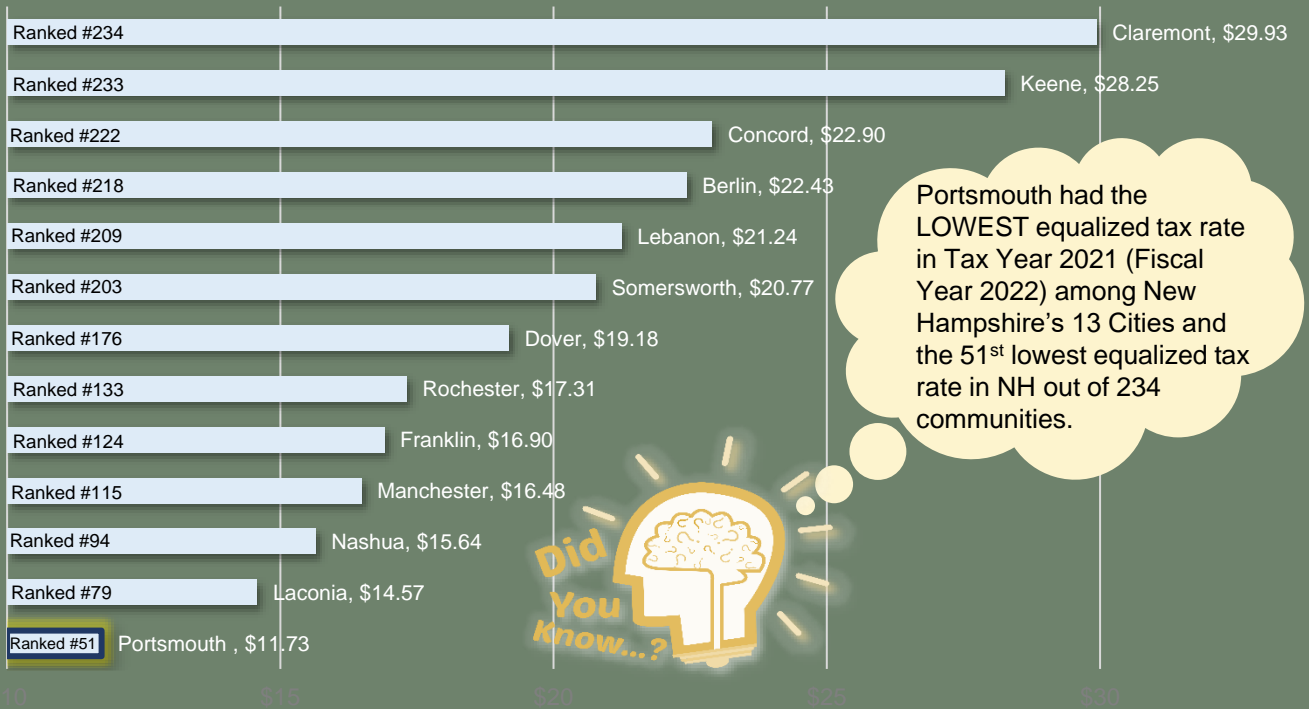
Total Equalized Tax Rate TY2021 (FY2022) For NH Communities with 20,000+ Residents



Population information used in the above graph was gathered from the NH U.S. Census ACS Surveys (2021).

Total Equalized Tax Rate 2021 (FY 2022) for NH's 13 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

Filing Deadline for all Exemptions and Credits is April 15th

Veterans' Tax Credits

Optional Veteran's Tax Credit RSA 72:28 - \$750

- 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 - \$750

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

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

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

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

Veteran killed or died while on active duty.

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

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

Combat Service RSA 72:28-c - \$500

Veteran killed or died while on active duty.

For information on qualifications and how to apply please visit the City's Website at <https://www.cityofportsmouth.com/assessors/tax-credits-veterans>.

Elderly and Disabled Exemptions

Elderly Exemption (RSA 72:39-a)

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

Elderly Exemption Amount off Assessed Valuation

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

Elderly Income Limit

- Single - \$50,137
- Married - \$68,598

Elderly Asset Limit

- Single or Married - \$500,000

Disabled Exemption (RSA 72:37-b)

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

Exemption Amount off Assessed Valuation - \$235,000

Disabled Income Limit

- Single - \$50,137
- Married - \$68,598

Disabled Asset Limit

- Single or Married - \$500,000

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

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

Who Qualifies for this deferral?

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

What is a tax deferral?

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

Blind Exemption (RSA 72:37)

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

Blind Exemption Amount - \$25,000

Find more info about qualifications and how to apply visit the city's website at [cityofportsmouth.com/assessors/elderly-disabled](https://www.cityofportsmouth.com/assessors/elderly-disabled).

Alternative Energy Exemptions

Solar Exemption (RSA 72:62)

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

<https://www.cityofportsmouth.com/assessors/solar-energy-systems-exemption> for more information

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

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

<https://files.cityofportsmouth.com/files/assessors/Wind-PoweredEnergySystemsExemption.pdf> for more information.

Tax Abatements

What is an abatement?

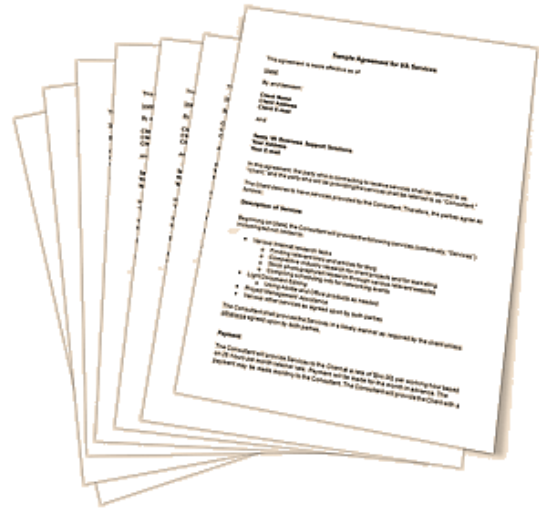
An official reduction or elimination of one's assessed valuation after completion of the original assessed value.

Abatement Process

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

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

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



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

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

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

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

or in the Assessor's Office within City Hall.

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

What makes an abatement successful?

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

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

Economic Profile

The City of Portsmouth (population: 22,277) 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, which lies 57 miles north of Boston, Massachusetts, and 51 miles south of Portland, Maine.

Quality of Life and Economic Assets

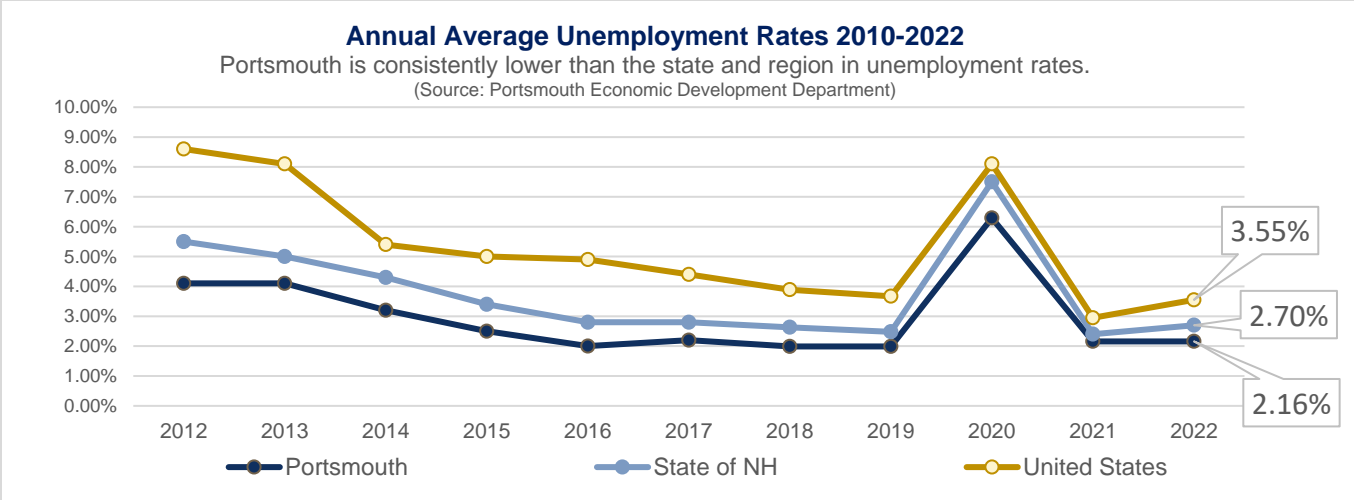
Settled in 1623, Portsmouth is the nation's 3rd-oldest city with a rich heritage as a working seaport and the home of the State's only deep-water port. Portsmouth has an authentic New England appeal that is unique. Contributing to that allure are the following attributes:

- 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; and
- High resident educational-attainment 62.8% of Portsmouth residents over the age of 25 have a college bachelor's degree or higher (Source: US Census).



Workforce

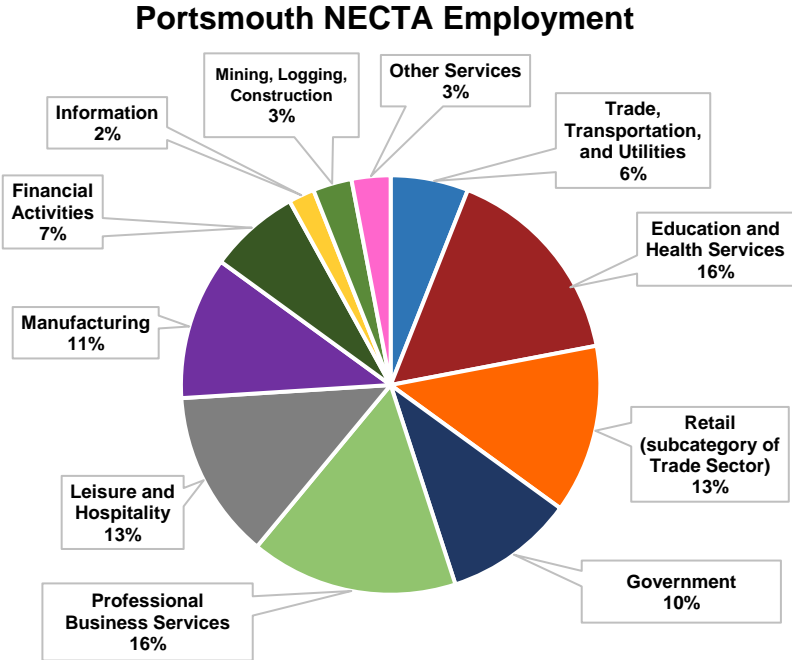
According to the New Hampshire Employment Security Office, Portsmouth's total public and private average quarterly employment at the end of the 2021 third quarter was 33,888 (compared to 32,254 at the end of the 2020 third quarter indicating an increase of 1,634 jobs). The average weekly wage for those periods was \$1,698 and \$1,609 respectively. In December 2021, Portsmouth had a resident workforce of 13,712, with some working 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 with low unemployment rates (2.16%). The graph above compares the annual average unemployment rates of Portsmouth (2.16%), to the State of New Hampshire (2.70%), and the Nation (3.55%) from 2012 to 2022.

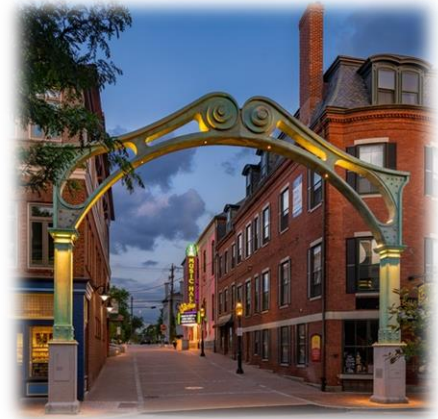
Portsmouth Business Sectors by Employment

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 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: New Hampshire Economic & Labor Market Information Bureau).



Arts and Culture

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



The contributions of these institutions and organizations is significantly higher than the arts and cultural contribution of similarly sized cities. These organizations, along with many year-round cultural offerings, make Portsmouth a preferred tourist destination. A new AFTA survey is underway and scheduled for completion in the calendar year 2023.

School Enrollments

The Portsmouth Public School System serves approximately 2,527 students in grades K-12. The School Department includes a preschool program, three elementary schools (K-5), one middle school (6-8), one high school (9-12), and one alternative high school program (9-12). The high school also includes a Career Technical Education program available to students in grades 9-12.



Education and Child Care				
(source: New Hampshire Employment Security (NHES) Community Profile, Portsmouth 2022)				
	Elementary	Middle/ Junior High	High School	Private/ Parochial
# of Schools	3	1	1	2
Grade Levels	P, K, 1-5	6-8	9-12	P, K, 1-8
Total Enrollment	924	525	1,078	261
Career Technology Centers	Portsmouth Career Tech Center #19			
Nearest Community College	Great Bay Community College			
Nearest College or University	University of New Hampshire			
2022 NH Licensed Child Care Facilities (DHHS Bureau of Licensing)	Total Facilities – 14 Total Capacity – 1,227			

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 serving our area through robust online services. These institutions include Granite State College and Southern New Hampshire University.

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.

New for FY24 is the launch of Portsmouth Community Power. As a new member of the Community Power Coalition of New Hampshire, our residents will enjoy lower rates and more green energy choices. The City Council adopted this plan in February 2023, with a plan to launch in June.

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 offered between Portland, ME, and Boston, MA with stops in Dover, Exeter, and Durham, New Hampshire. 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 state pier accommodates 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 1990s. It is conveniently located off Interstate 95, just 50 miles from the major cities of Boston, Portland, and Manchester. In FY 2022, approximately \$8 million dollars was paid to the City in exchange for municipal services provided to the Tradeport as per the Municipal Services

Agreement. Along with serving as 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.

Pease Tradeport Statistics:

- 4.9 million square feet of commercial/industrial space developed 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; and
- Meals and Rooms taxes are estimated at \$15 million.

In FY23, Tradeport businesses continued to be impacted both positively and negatively. 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 in the 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 has fueled expansion as well as generated interest in the Tradeport from other bio/pharma companies. Lonza most recently announced an expansion to include three new buildings consisting of one million square feet and will provide a portion of this space for a client company.

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. The Tradeport features a diversity of services including the New Hampshire Air National Guard (NHANG) 15th Refueling Division of the National Guard, 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.

A construction project that will add capacity for 12,000 additional passengers and include an additional gate and jet bridge, a two-lane security checkpoint, and better baggage screening, will commence in FY24.

The Air National Guard is a critical component of the facility, and the delivery of twelve new KC-46A refuelers was completed in 2022. The City of Portsmouth continues to enjoy the additional traffic to the base and to the local economy with the new hires and the visiting pilots scheduled to train on the new plane simulators.

The Port of New Hampshire

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



Foreign Trade Zone (FTZ)

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

Portsmouth Naval Shipyard (PNSY)



The Portsmouth Naval Shipyard (PNSY) is located in Kittery, Maine, just across the Piscataqua River from the City. It is a major submarine maintenance and repair facility as well as the U.S. government's oldest continuously operating naval shipyard. It is also the largest regional employer with a highly-skilled, technical workforce. The Seacoast Shipyard Association's most current regional economic impact report of the PNSY for the calendar year 2021 shows an economic impact of \$1,322,611,898, an increase of nearly 40% from \$948 million in 2020.

The shipyard's civilian payroll, which the Navy hopes to increase by 1,200 workers in the next two years, was \$670.7 million in 2021. The shipyard's contract services, including building maintenance, military construction projects, and utilities, reached over \$469 million, a sizable hike from the \$87 million-plus in 2020, the first pandemic year. The premier ongoing construction project at the shipyard is the expansion of Dry Dock I, where the Navy's attack submarines are repaired, maintained, and modernized – key responsibilities of the shipyard's mission.

Scheduled for completion in 2028, the \$1.7 billion project will double the size of Dry Dock I and allow for a total of three Los Angeles-class and Virginia-class attack submarines to be worked on simultaneously.

The shipyard's military payroll reached \$48.7 million in 2021, a year-over-year dip of less than \$1 million compared to 2020. Navy members comprise the bulk of the 2021 total with nearly \$32 million in payroll, while Coast Guard members were paid about \$17 million. The shipyard spent more than \$133.7 million on goods and services in 2021, according to the report.



Budget Document

A GUIDE TO THE BUDGET DOCUMENT

The City of Portsmouth is a municipal corporation governed by a City Council, including a Mayor and eight Councilors, 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 are primarily 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 six special revenue funds detailed in this document, which require a budget and are a part of the budget adoption

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

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

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

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, Stormwater and Prescott Park. Such a program serves to inform the City Council and the community that certain expenditures for upgrading the existing equipment are to be expected in the years ahead. The Rolling Stock Program detail is located in Appendix I of this document.

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

BUDGETARY FUND STRUCTURE

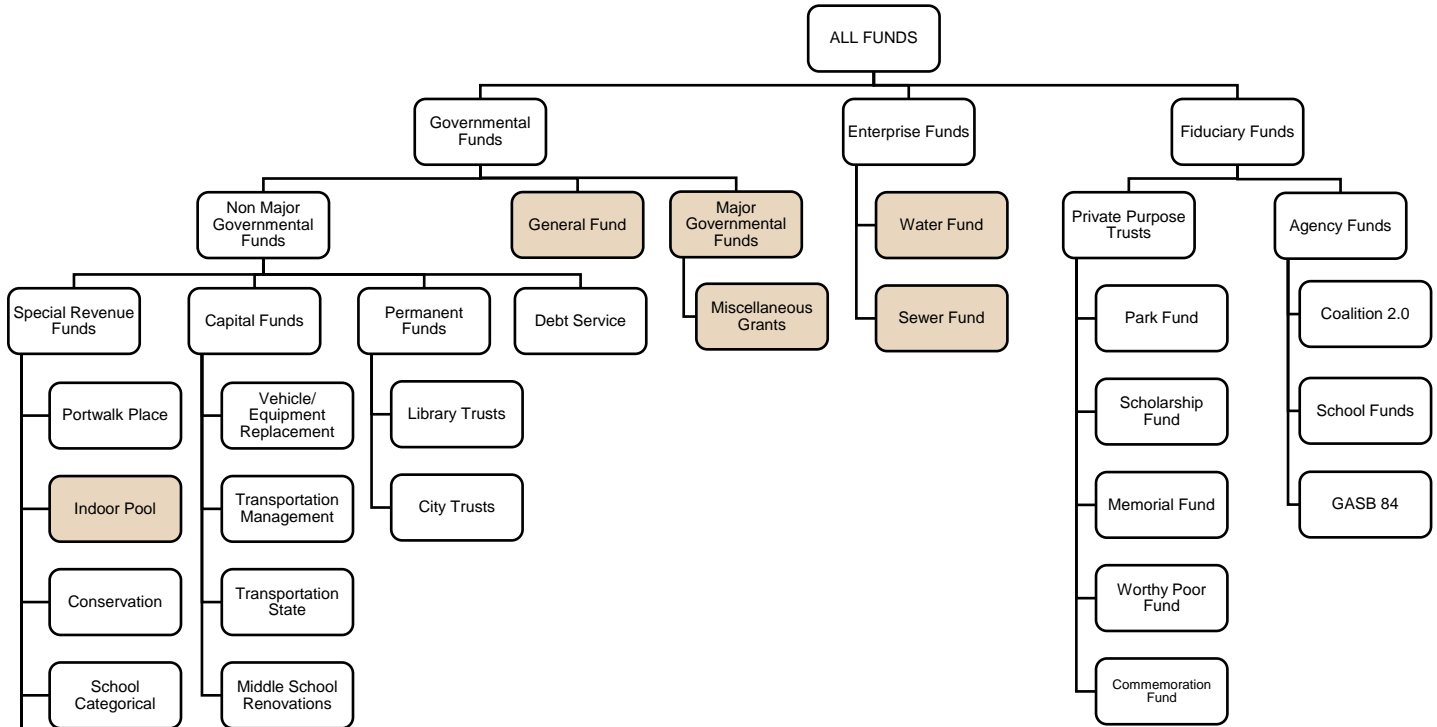
The City's budgetary fund structure (appropriated funds) which are included in this document are: the General Fund; the Community Development, Parking & Transportation, Community Campus, Indoor Pool, Stormwater, and Prescott Park Funds (Special Revenue Funds); and the Water and Sewer Funds (Enterprise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

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

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

Flow of Audited Funds

(Tan Highlighted Funds Represented in Budget Document)



Department / Fund Relationship						
Department Expenditures Within Funds						
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 & Sustainability	✓	✓				
Inspection	✓					
Public Health	✓					
Police Department	✓	✓	✓			
Fire Department	✓	✓	✓			
Emergency Management	✓	✓	✓			
Public Works*	✓	✓	✓		✓	
Public Library	✓	✓		✓		
Recreation	✓	✓		✓		✓
Senior Services	✓	✓				
Public Welfare	✓	✓				
Outside Social Services	✓					
School Department	✓	✓	✓			✓
Community Development		✓		✓		✓
Economic Development	✓					
Indoor Pool		✓				
Community Campus		✓	✓			

* Public Works Department includes: Highway, Water, Sewer, Stormwater, Parking/Transportation, and Prescott Park Divisions

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:

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.

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 Funds.

PARKING AND TRANSPORTATION

The Parking and Transportation Fund is a Special Revenue Fund, which is funded by parking system user fees including parking passes, on street and garage parking and parking fines. It accounts for operations of the City's parking facilities, parking enforcement, parking meter operations and parking administration funded by funds generated from these parking activities.

PRESCOTT PARK

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

COMMUNITY CAMPUS

Community Campus was purchased in March 2022 from The Foundation for Seacoast Health. The campus consists of a 72,000 square foot building on 34 acres. The building houses many nonprofits that benefit the community and the Seacoast region. Future plans call for the transfer of some School Department functions and Recreation activities. This fund will facilitate the operations of the building being funded by rental income and transfers from the General Fund.

INDOOR POOL

Prior to FY 2011, the Indoor Pool was supported in full with appropriations from the General Fund along with associated revenues also being recorded in the General Fund. From FY11 through FY22, a nonprofit organization named Save the Indoor Portsmouth Pool (SIPP), by way of an agreement with the City, funded the operations and capital needs of the Indoor Pool with a General Fund transfer of \$150,000 to a Special Revenue Fund as well as user fees and donations. Portsmouth never relinquished ownership of the pool. In FY23, the city re-established the operations of the pool with operating revenues and expenditures recorded in a Special Revenue Fund.

COMMUNITY DEVELOPMENT BLOCK GRANT

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 activities, housing rehabilitation, social service agencies, and public facilities. The Community Development Division is a division of the Economic & Community Development Department.

BASIS OF ACCOUNTING – BUDGETARY BASIS OF ACCOUNTING

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

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

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

For Enterprise Funds, the City of Portsmouth prepares its budgets using the accrual basis, which results in an accounting measure that records the substances of transactions or events,

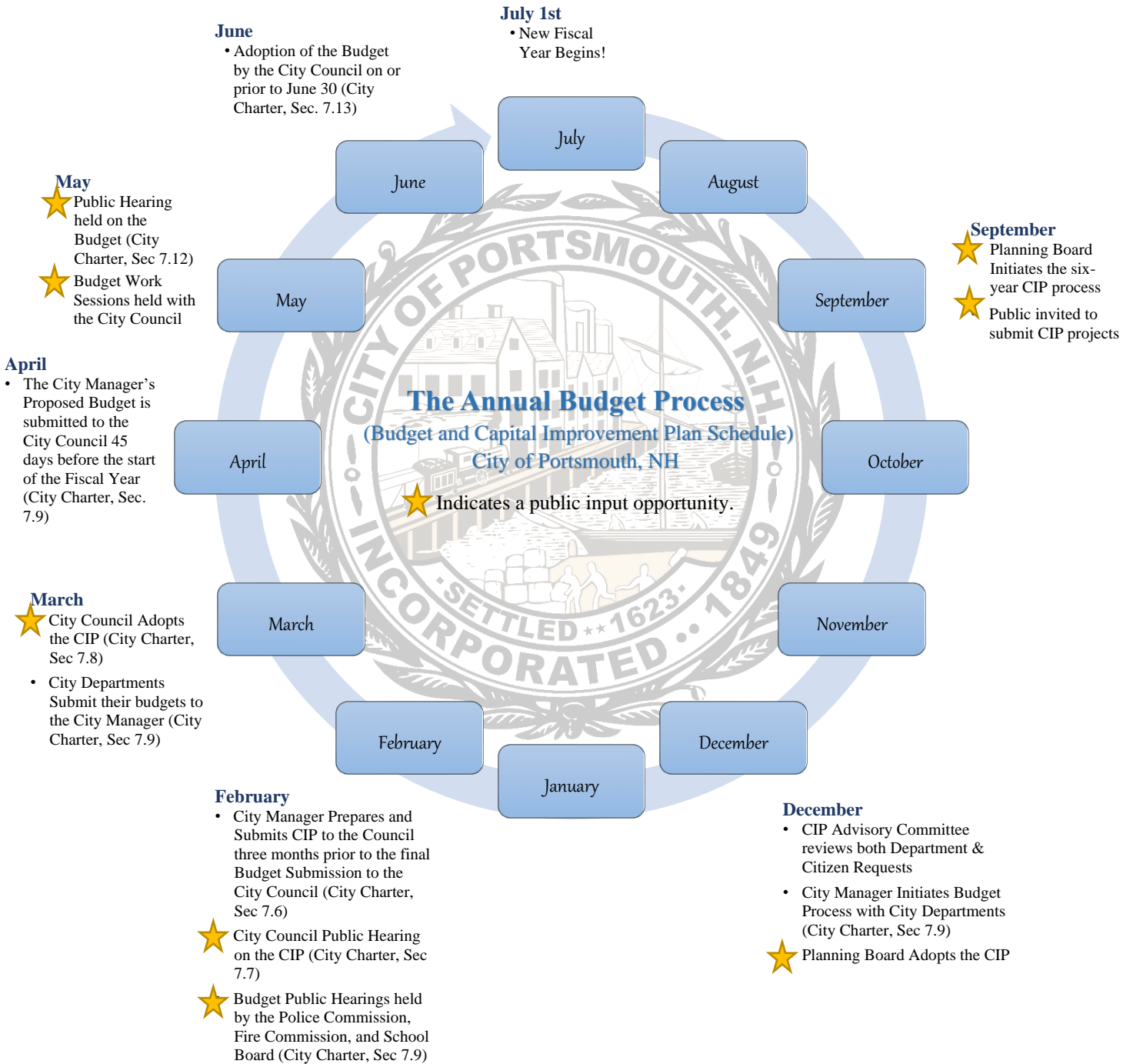
not merely cash inflows or outflows. It recognizes non-cash transactions at the time they occur, taking into account not only accruals, but also deferrals, allocations and amortizations.

The Annual Comprehensive 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. Rockingham County Property Tax is recorded as a Property Tax Revenue and County Tax Expenses in the budget and as an Addition and Deduction in the Statement of Changes in Fiduciary Net Position - Custodial Funds, according to GAAP.
3. Compensated absences are accrued as earned by employees using GAAP and recorded as expenditures as used in the budget.
4. A settlement payment accrued in full during FY22 according to GAAP is budgeted annually as an expense. FY24 will be the final payment.
5. 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.
6. Transfers in and out are recorded as revenue and expenditures in the budget.

THE BUDGET PROCESS

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



CAPITAL IMPROVEMENT PROGRAM PROCESS

The Capital Improvement Plan (CIP) is prepared by the Planning Board according to State statute. The intent of the CIP is to classify capital projects according to their priority and need, and schedule those improvements over a six-year time period. The CIP process begins in early Fall. City departments evaluate their six-year capital needs, including projects submitted by the public, 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 represents the only impact to the proposed budget and may be revised by the City Council during the budget approval process.

BUDGET PROCESS – LEGAL LEVEL OF BUDGET CONTROL

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

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

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

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

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

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

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

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

FY 2024 BUDGET SCHEDULE

August 2022

18	Thursday	7:00 PM	**	Planning Board Meeting - Presentation on CIP Process and Schedule
22	Monday	7:00 PM	**	City Council Meeting - Presentation on CIP Process and Schedule

September 2022

30	Friday	1:00 PM		Citizen Submission Deadline for CIP Projects
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October 2022

7	Friday			Departments Submission Deadline for CIP Projects
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November 2022

3	Thursday	6:00 PM	**	City Council Citizens Requests Subcommittee ~ <i>Review the Citizens Request Projects</i>
17	Thursday	7:00 PM		Planning Board Public Information Meeting on CIP

December 2022

5	Monday		**	CIP Advisory Committee meets with Departments - <i>Prioritize Capital Requests</i>
15	Thursday	6:00 PM		Planning Board Meeting - Adoption of the CIP - <i>CIP Presentation</i>

January 2023

12	Thursday	6:00 PM		City Council Work Session - Audit
18	Wednesday	6:00 PM		City Council Work Session on CIP - <i>CIP Presentation</i>
24	Tuesday	7:00 PM		School Board Public Hearing #1 on the proposed budget
25	Wednesday	6:00 PM		City Council Budget Work Session

February 2023

6	Monday	7:00 PM		City Council Meeting- Public Hearing on the CIP - <i>No presentation</i> <i>- See presentation recorded from the January 18th City Council Work Session</i>
14	Tuesday	6:00 PM	*	Fire Commission Public Hearing on the proposed budget
14	Tuesday	7:00 PM		School Board Public Hearing #2 on the proposed budget
15	Wednesday	5:30 PM		Police Commission Public Hearing on the proposed budget

March 2023

6	Monday	7:00 PM		City Council - Adoption of the CIP
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May 2023

1	Monday			Proposed Budget document submitted to the City Council
8	Monday	6:00 PM		City Council Meeting - Public Hearing on Budget
15	Monday	9:00 AM	***	City Council Work Session - Public Safety (Police and Fire, School Department), General Government, Parking & Transportation, Water, Sewer and Stormwater Departments Budget Review/Listening Sessions
18	Thursday	TBD		City Council Public Dialogue - FY24 Budget
22	Monday	6:00 PM		City Council Work Session - Budget Review

June 2023

5	Monday	7:00 PM		City Council Meeting - Continuation of Public Hearing on the Proposed Budget and Adoption of the Budget
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All Meetings, Work Sessions, and Public Hearings will be held via zoom with the exception of the following:

- * Fire Station 2 (3010 Lafayette Road)
- ** Conference Room A, City Hall
- *** Levenson Room, Portsmouth Public Library

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



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Fund Summaries

Tax Rate Calculation, Expenditures by Funds and Departments, and the Combined Statement of Revenues and Expenditures and Changes in Fund Balance & Net Position

CALCULATION OF PROPERTY TAX RATE

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

The preparation of the Annual General Fund Proposed Budget includes a calculation of the *estimated* property tax rate or *Ad Valorem*, which is a tax levied in proportion to the value of property.

The following page provides the property tax levy, (*the difference between the gross appropriations and estimated revenues*), and the calculation of the estimated tax rate based on:

- The City Manager’s Proposed FY24 Budget,
- Estimated County Tax Obligation,
- Estimated Local and State Revenues, and
- Estimated taxable Property Valuation

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



EXPENDITURES BY FUNDS AND DEPARTMENTS

List of expenditures by Funds and Departments for the FY22 budget and actual, FY23 budget, and the FY24 City Manger’s recommended budget, as well as the dollar and percent change over FY23.

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

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

GENERAL FUND BUDGET SUMMARY - FY 2024

TAX CALCULATION

	FY22 BUDGET	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	\$\$ CHANGE FROM FY23	% CHANGE FROM FY23
OPERATING BUDGET					
General Government	21,483,756	23,695,511	25,761,255	2,065,744	8.72%
Police	12,553,495	13,321,137	13,392,993	71,856	0.54%
Fire	9,816,421	10,355,485	10,460,307	104,822	1.01%
School	53,551,766	57,980,007	60,577,961	2,597,954	4.48%
Collective Bargaining	23,629	0	563,000	563,000	
Department Operating Budget	97,429,067	105,352,140	110,755,516	5,403,376	5.13%
Transfer to Indoor Pool	150,000	150,000	200,000	50,000	33.33%
Transfer to Prescott Park	177,486	272,255	243,653	(28,602)	-10.51%
Transfer to McIntyre Building	480,000	0	0	0	
Transfer to Community Campus	116,000	360,788	476,443	115,655	32.06%
Total Transfers/Other	923,486	783,043	920,096	137,053	17.50%
Total Operating Budget	98,352,553	106,135,183	111,675,612	5,540,429	5.22%
NON-OPERATING EXPENSE					
Debt Related Costs/TANS	128,000	120,000	120,000	0	0.00%
Debt Service Payments	13,669,890	13,629,821	13,060,206	(569,615)	-4.18%
Overlay	1,000,000	1,000,000	1,000,000	0	0.00%
Property & Liability Ins	417,090	437,645	393,307	(44,338)	-10.13%
Rockingham County Tax	5,813,878	5,730,000	5,730,000	0	0.00%
Contingency	300,000	300,000	300,000	0	0.00%
Rolling Stock	584,500	601,000	877,000	276,000	45.92%
IT Equipment Replacement	1,194,208	1,109,158	1,172,336	63,178	5.70%
Capital Outlay	1,080,000	985,000	1,820,000	835,000	84.77%
Skateboard Park	2,200,000	0	0	0	
McIntyre Eng/Design	400,000	150,000	0	(150,000)	-100.00%
McIntyre Settlement	500,000	1,000,000	500,000	(500,000)	-50.00%
DSA Settlement	0	500,000	500,000	(500,000)	-100.00%
Other General Non-Operating	784,914	727,104	634,914	(92,190)	-12.68%
Total Non-Operating Budget	28,072,480	26,289,728	25,607,763	(681,965)	-2.59%
Total Gross Budget	126,425,033	132,424,911	137,283,375	4,858,464	3.67%
REVENUES					
Municipal	15,467,514	16,409,810	17,935,366	1,525,556	9.30%
School	6,523,880	6,745,978	6,863,400	117,422	1.74%
State Revenues	1,541,000	5,741,000	2,341,000	(3,400,000)	-59.22%
State Revenues-School Building Aid	1,757,195	1,757,195	740,973	(1,016,222)	-57.83%
<i>Use of Fund Balance</i>					
Budget Process	480,000	1,000,000	2,500,000	1,500,000	150.00%
Property Appraisal	100,000	100,000	100,000	0	0.00%
Debt Service Reserve	1,900,000	1,700,000	1,700,000	0	0.00%
Use of Bond Premium			128,379	128,379	
Supplemental Appropriation	3,216,000	650,000	0	(650,000)	-100.00%
Total	30,985,589	34,103,983	32,309,118	(1,794,865)	-5.26%
BUDGETED PROPERTY TAX LEVY	95,439,444	98,320,928	104,974,257	6,653,329	6.77%
War Service Credits	521,416	537,499	537,499	0	0.00%
Adequate Education Formula	(12,043,851)	(8,597,476)	(11,410,459)	(2,812,983)	32.72%
State Education Tax	12,043,851	8,597,476	11,410,459	2,812,983	32.72%
Total Property Taxes Assessed	95,960,860	98,858,427	105,511,756	6,653,329	6.73%
ASSESSED VALUATION WITH UTILITIES	6,398,641,017	6,493,196,779	6,563,196,779	70,000,000	1.08%
ASSESSED VALUATION NO UTILITIES	6,206,197,538	6,303,308,294	6,373,308,294	70,000,000	1.11%
MUNICIPAL & SCHOOL TAX RATE	12.20	12.99	13.46	0.47	3.63%
COUNTY TAX RATE	0.89	0.85	0.88	0.03	3.42%
STATE EDUCATION TAX RATE	1.94	1.36	1.79	0.43	31.64%
COMBINED TAX RATE	15.03	15.20	16.13	0.93	6.13%

EXPENDITURES BY FUNDS AND DEPARTMENTS

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
GENERAL FUND						
GENERAL FUND OPERATING BUDGET						
GENERAL GOVERNMENT						
GENERAL ADMINISTRATION						
City Council	28,755	25,953	28,755	28,755	0	0.00%
City Manager	530,271	505,768	611,427	657,081	45,654	7.47%
General Government Benefits	2,532,385	2,516,492	2,507,588	2,609,434	101,846	4.06%
Human Resources	495,479	483,709	505,107	535,596	30,489	6.04%
City Clerk	296,048	276,228	320,577	338,364	17,787	5.55%
Elections	115,554	47,675	98,950	114,457	15,507	15.67%
Legal	881,392	729,670	986,421	1,047,669	61,248	6.21%
Information Technology	762,044	761,963	1,232,899	1,923,376	690,477	56.00%
Economic Development	0	0	187,975	179,226	(8,749)	-4.65%
FINANCE						
Accounting, Assessing, Tax Collection	2,347,777	2,165,992	2,471,737	2,815,617	343,880	13.91%
OTHER GENERAL GOVERNMENT						
General Administration	877,408	792,948	941,333	1,094,874	153,541	16.31%
REGULATORY SERVICES						
Planning and Sustainability	742,002	731,360	831,370	899,035	67,665	8.14%
Inspections	645,319	645,127	807,376	823,451	16,075	1.99%
Health	349,590	342,814	433,545	495,412	61,867	14.27%
PUBLIC WORKS	6,996,470	6,767,952	7,501,796	7,781,410	279,614	3.73%
COMMUNITY SERVICES						
Public Library	2,013,602	2,010,011	2,284,101	2,377,672	93,571	4.10%
Recreation	936,204	933,089	1,045,684	1,129,843	84,159	8.05%
Senior Services	232,358	196,068	251,890	246,401	(5,489)	-2.18%
Public Welfare	489,985	234,432	403,450	412,252	8,802	2.18%
Outside Social Services	199,033	199,033	213,950	233,250	19,300	9.02%
EMERGENCY MANAGEMENT	12,080	6,122	29,580	18,080	(11,500)	-38.88%
TOTAL GENERAL GOVERNMENT	21,483,756	20,372,404	23,695,511	25,761,255	2,065,744	8.72%
Police Department	12,553,495	12,261,722	13,321,137	13,392,993	71,856	0.54%
Fire Department	9,816,421	9,812,552	10,355,485	10,460,307	104,822	1.01%
School Department	53,551,766	53,547,130	57,980,007	60,577,961	2,597,954	4.48%
TOTAL POLICE, FIRE, SCHOOL	75,921,682	75,621,404	81,656,629	84,431,261	2,774,632	3.40%
COLLECTIVE BARGAINING CONTINGENCY	23,629	0	0	563,000	563,000	
TOTAL OPERATING DEPARTMENTS	97,429,067	95,993,807	105,352,140	110,755,516	5,403,376	5.13%
TRANSFER TO INDOOR POOL	150,000	150,000	150,000	200,000	50,000	33.33%
TRANSFER TO PRESCOTT PARK	177,486	177,486	272,255	243,653	(28,602)	-10.51%
TRANSFER TO MCINTYRE	480,000	480,000	0	0	0	
TRANSFER TO COMMUNITY CAMPUS	116,000	116,000	360,788	476,443	115,655	32.06%
TOTAL TRANSFERS	923,486	923,486	783,043	920,096	137,053	17.50%
TOTAL OPERATING	98,352,553	96,917,293	106,135,183	111,675,612	5,540,429	5.22%
GENERAL FUND NON-OPERATING BUDGET						
Debt Related Expenses	128,000	80,511	120,000	120,000	0	0.00%
Debt Service	13,669,890	13,559,330	13,629,821	13,060,206	(569,615)	-4.18%
Overlay	1,000,000	319,038	1,000,000	1,000,000	0	0.00%
Property & Liability	417,090	416,692	437,645	393,307	(44,338)	-10.13%
County Tax	5,813,878	5,677,887	5,730,000	5,730,000	0	0.00%
Contingency	300,000	300,000	300,000	300,000	0	0.00%
Rolling Stock	584,500	584,500	601,000	877,000	276,000	45.92%
IT Equipment Replacement	1,194,208	1,194,208	1,109,158	1,172,336	63,178	5.70%
Capital Outlay	1,080,000	1,080,000	985,000	1,820,000	835,000	84.77%
Skateboard Park	2,200,000	200,000	0	0	0	
McIntyre Eng/Design	400,000	400,000	150,000	0	(150,000)	-100.00%
McIntyre Settlement	500,000	500,000	1,000,000	500,000	(500,000)	-50.00%
DSA Settlement	0	0	500,000	0	(500,000)	-100.00%
Other General Non-Operating	784,914	774,060	727,104	634,914	(92,190)	-12.68%
TOTAL NON-OPERATING	28,072,480	25,086,226	26,289,728	25,607,763	(681,965)	-2.59%
TOTAL GENERAL FUND	126,425,033	122,003,520	132,424,911	137,283,375	4,858,464	3.67%

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
ENTERPRISE FUNDS- FULL ACCRUAL						
WATER DIVISION						
Administration						
Administration	2,252,305	1,953,970	2,501,414	2,758,294	256,880	10.27%
Engineering	459,499	462,047	538,727	549,421	10,694	1.99%
Collective Bargaining Contingency	41	0	0	0	0	
Depreciation	2,610,000	2,202,290	2,810,000	2,700,000	(110,000)	-3.91%
Interest on Debt	1,115,612	1,097,947	1,265,537	1,145,559	(119,978)	-9.48%
Air Force Reimbursement	281,827	207,952	780,729	896,882	116,153	14.88%
sub-total	6,719,284	5,924,206	7,896,407	8,050,156	153,749	1.95%
Water Supply and Treatment						
Treatment Plant	1,666,442	1,858,015	1,958,821	2,184,410	225,589	11.52%
Laboratory	66,000	55,037	60,000	60,000	0	0.00%
Wells	135,200	76,281	81,200	127,500	46,300	57.02%
Storage Tanks	15,600	9,426	12,000	13,500	1,500	12.50%
Booster Stations	112,500	105,026	99,300	145,400	46,100	46.42%
sub-total	1,995,742	2,103,785	2,211,321	2,530,810	319,489	14.45%
Water Distribution						
Administration	715,947	797,630	766,996	808,518	41,522	5.41%
Mains	229,000	202,533	251,500	270,000	18,500	7.36%
Meters	281,980	273,017	296,001	285,213	(10,788)	-3.64%
sub-total	1,226,927	1,273,180	1,314,497	1,363,731	49,234	3.75%
Total Water Division	9,941,953	9,301,170	11,422,225	11,944,697	522,472	4.57%
SEWER DIVISION						
Administration						
Administration	2,904,998	2,896,650	3,207,336	3,411,344	204,008	6.36%
Engineering	741,909	670,683	828,432	858,368	29,936	3.61%
Collective Bargaining Contingency	41	0	0	0	0	
Depreciation	5,550,000	5,047,923	5,300,000	5,275,000	(25,000)	-0.47%
Interest on Debt	3,387,634	3,120,478	3,557,073	3,698,628	141,555	3.98%
sub-total	12,584,582	11,735,733	12,892,841	13,243,340	350,499	2.72%
Wastewater Treatment						
Treatment Plant	4,741,079	4,802,442	5,633,997	6,271,726	637,729	11.32%
Laboratory	143,325	135,795	150,825	186,250	35,425	23.49%
Lift Stations	844,277	796,270	937,579	962,374	24,795	2.64%
sub-total	5,728,681	5,734,507	6,722,401	7,420,350	697,949	10.38%
Wastewater Collection						
Administration	869,979	712,460	919,375	937,776	18,401	2.00%
Mains	86,250	35,463	86,250	82,750	(3,500)	-4.06%
sub-total	956,229	747,922	1,005,625	1,020,526	14,901	1.48%
Total Sewer Division	19,269,492	18,218,162	20,620,867	21,684,216	1,063,349	5.16%
TOTAL ENTERPRISE FUNDS	29,211,445	27,519,332	32,043,092	33,628,913	1,585,821	4.95%

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	CITY MANAGER \$\$ CHANGE	CITY MANAGER % CHANGE
SPECIAL REVENUE FUNDS						
PARKING AND TRANSPORTATION						
Parking Administration	1,252,581	1,202,698	1,704,280	1,883,514	179,234	10.52%
Foundry Place Parking Facility	424,797	346,780	465,171	533,926	68,755	14.78%
Hanover Street Parking Facility	619,411	586,196	647,559	733,743	86,184	13.31%
Parking Enforcement	428,618	320,581	519,083	574,588	55,505	10.69%
Parking Meter Operations	321,333	325,201	480,532	467,392	(13,140)	-2.73%
Parking Collection	215,078	207,561	217,658	228,654	10,996	5.05%
Engineering	169,413	157,944	279,280	402,037	122,757	43.95%
Neighborhood Parking Program	0	0	100,000	0	(100,000)	-100.00%
Public Transportation	510,344	501,073	553,097	647,229	94,132	17.02%
Snow Removal & Contingency	300,000	300,000	300,000	300,000	0	0.00%
Debt Service	1,823,813	1,781,908	1,861,063	2,438,063	577,000	31.00%
Contingency	197,000	97,143	97,000	97,000	0	0.00%
Capital Outlay	195,000	195,000	637,000	587,000	(50,000)	-7.85%
Total Parking & Transportation	6,457,388	6,022,086	7,861,723	8,893,146	1,031,423	13.12%
STORMWATER	623,986	489,568	643,577	803,088	159,511	24.79%
COMMUNITY DEVELOPMENT BLOCK GRANT	121,246	109,964	136,433	150,608	14,175	10.39%
COMMUNITY CAMPUS	0	174,373	804,217	925,311	121,094	15.06%
INDOOR POOL	0	502,432	596,251	633,652	37,401	6.27%
PRESCOTT PARK	407,713	395,062	526,310	568,886	42,576	8.09%
TOTAL SPECIAL REVENUE FUNDS	7,610,333	7,693,485	10,568,511	11,974,691	1,406,180	13.31%
TOTAL APPROPRIATED FUNDS	163,246,811	157,216,337	175,036,514	182,886,979	7,850,465	4.49%

GENERAL FUND REVENUE & EXPENDITURE FORECAST

	FY23 Amended Budget	FY24 Proposed Budget	% Change FY23-FY24	FY25 Forecast	FY25 % Change Forecast	FY26 Forecast	FY26 % Change Forecast	Assumptions
Revenues								
Property Taxes	98,320,928	104,974,257	6.8%	115,297,903	9.8%	121,029,270	5.0%	
Licenses and permits	1,888,300	2,111,600	11.8%	2,196,064	4.0%	2,283,907	4.0%	Trend of 4% each year
Other Local Sources	11,237,714	11,753,766	4.6%	11,988,841	2.0%	12,228,618	2.0%	Prior trending and Council policy
Parking Revenues	2,412,305	2,500,000	3.6%	2,500,000	0.0%	2,500,000	0.0%	Level Funding for General Fund
Interest & Penalties	871,491	1,570,000	80.2%	1,570,000	0.0%	1,570,000	0.0%	Trend Analysis
School Revenues	6,745,978	6,863,400	1.7%	7,000,668	2.0%	7,140,681	2.0%	Avg increase of 2%
State Revenues	7,498,195	3,081,973	-58.9%	3,081,973	0.0%	3,081,973	0.0%	Based on Legislation
Use of Fund Balance: To reduce taxes	3,450,000	4,428,379	28.4%	1,600,000	-63.9%	1,600,000	0.0%	supplementals and Budget process
Total Revenues and Other Sources	\$132,424,911	\$137,283,375	3.7%	\$145,235,449	5.8%	\$151,434,449	4.3%	
Expenditures								
<i>Operating Budget</i>								
General Government	23,695,511	25,761,255	8.7%	26,972,034	4.7%	28,239,719	4.7%	Average increase from FY 19-23
Police Department	13,321,137	13,392,993	0.5%	13,935,409	4.1%	14,499,793	4.1%	Average increase from FY 19-23
Fire Department	10,355,485	10,460,307	1.0%	10,834,786	3.6%	11,222,671	3.6%	Average increase from FY 19-23
School Department	57,980,007	60,577,961	4.5%	63,291,854	4.5%	66,127,329	4.5%	Average increase from FY 19-23
Collective Bargaining	-	563,000		578,314	2.7%	594,044	2.7%	CPI Average from FY19-23
Transfer to other funds	783,043	920,096	17.5%	963,341	4.7%	1,008,618	4.7%	Average increase from FY 19-23 (Gen Gov)
Total Operating	106,135,183	111,675,612	5.2%	116,575,737	4.4%	121,692,174	4.4%	
<i>Non-Operating Budget</i>								
Debt Service and Related Costs	13,749,821	13,180,206	-4.1%	16,397,278	24.4%	17,128,985	4.5%	Debt Service Schedule
Overlay	1,000,000	1,000,000	0.0%	1,000,000	0.0%	1,000,000	0.0%	Level Funded
Rockingham County Tax	5,730,000	5,730,000	0.0%	5,784,435	1.0%	5,839,387	1.0%	Average increase from FY 19-23
Contingency, Rolling Stock & IT equipment Replacement	2,010,158	2,349,336	16.9%	2,466,803	5.0%	2,590,143	5.0%	Trend Analysis
Capital Outlay	985,000	1,820,000	84.8%	1,911,000	5.0%	2,006,550	5.0%	Trend Analysis
Use of Fund Balance Non-Operating	1,650,000	500,000	-69.7%	-	-100.0%	-	-	supplementals and Budget process
Other General Non-Operating	1,164,749	1,028,221	-11.7%	1,100,196	7.0%	1,177,210	7.0%	Average increase from FY 19-23
Total Non-Operating	26,289,728	25,607,763	-2.6%	28,659,712	11.9%	29,742,275	3.8%	
Total Operating and Non-Operating	\$132,424,911	\$137,283,375	3.7%	\$145,235,449	5.8%	\$151,434,449	4.3%	

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

WATER FUND

	FY23 Amended Budget	FY24 Proposed Budget	% Change FY23-FY24	FY25 Forecast	FY25 % Change Forecast	FY26 Forecast	FY26 % Change Forecast	
Estimated Revenues								
Consumption	8,417,078	8,972,644	6.6%	9,376,413	4.5%	9,798,352	4.5%	Consumption trend
Other Fees	2,405,250	2,485,010	3.3%	2,559,560	3.0%	2,636,347	3.0%	Estimate of Assessed Fees
Special Agreements	822,729	938,882	14.1%	967,048	3.0%	996,060	3.0%	Current Agreements
Interest on Investments	33,000	270,000	718.2%	270,000	0.0%	270,000	0.0%	Market Trends
Total Revenues and Other Sources	\$11,678,057	\$12,666,536	8.5%	\$13,173,022	4.0%	\$13,700,758	4.0%	
Expenses								
Personnel Costs	3,466,220	3,795,697	9.5%	3,966,503	4.5%	4,144,996	4.5%	Contractual Agreements
Other Operating	3,805,968	4,233,941	11.2%	4,424,468	4.5%	4,623,569	4.5%	Trend Analysis
Debt Service	4,493,625	4,047,814	-9.9%	4,953,467	22.4%	5,210,495	5.2%	Debt Service Schedule
Capital Outlay/Rolling Stock	475,000	315,000	-33.7%	330,750	5.0%	347,288	5.0%	Trend Analysis
Total Water Expenses	\$12,240,813	\$12,392,452	1.2%	\$13,675,189	10.4%	\$14,326,348	4.8%	
Change in Net Position	-\$562,756	\$274,084		(\$502,167)		(\$625,589)		

SEWER FUND

	FY23 Amended Budget	FY24 Proposed Budget	% Change FY23-FY24	FY25 Forecast	FY25 % Change Forecast	FY26 Forecast	FY26 % Change Forecast	
Estimated Revenues								
Consumption	18,197,169	19,398,260	6.6%	20,271,182	4.5%	21,183,385	4.5%	Consumption Trends
Other Fees	481,500	500,000	3.8%	515,000	3.0%	530,450	3.0%	Estimate of Assessed Fees
State Aid Grants	570,780	2,036,149	256.7%	2,001,776	-1.7%	1,833,105	-8.4%	Actual Amortization
Special Agreements	24,237	8,506	-64.9%	8,506	0.0%	-	-100.0%	Current Agreements
Interest on Investments	115,000	800,000	595.7%	800,000	0.0%	800,000	0.0%	Market Trends
Total Revenues and Other Sources	\$19,388,686	\$22,742,915	17.3%	\$23,596,464	3.8%	\$24,346,940	3.2%	
Expenses								
Personnel Costs	4,321,053	4,576,585	5.9%	4,782,531	4.5%	4,997,745	4.5%	Contractual Agreements
Other Operating	7,350,241	8,041,503	9.4%	8,403,371	4.5%	8,781,522	4.5%	Trend Analysis
Debt Service	11,055,604	11,476,952	3.8%	12,336,144	7.5%	12,266,202	-0.6%	Debt Service Schedule
Capital Outlay/Rolling Stock	735,000	605,000	-17.7%	635,250	5.0%	667,013	5.0%	Trend Analysis
Total Water Expenses	\$23,461,898	\$24,700,040	5.3%	\$26,157,295	5.9%	\$26,712,483	2.1%	
Change in Net Position	(\$4,073,212)	(\$1,957,125)		(\$2,560,831)		(\$2,365,542)		

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 2024 (Note: Beginning Unassigned Fund Balances/Net Position are estimated)
(For Budgetary Purposes Only)

	Governmental Funds		Enterprise Funds		Total
	General Fund	Total Special Revenue Funds*	Water Fund**	Sewer Fund**	
Revenues					
Local Fees, Licenses, Permits	2,111,600	887,869	-	-	2,999,469
Other Local Sources	11,753,766	-	-	-	11,753,766
Parking Revenues	2,500,000	7,267,500	-	-	9,767,500
Interest & Penalties	1,570,000	-	-	-	1,570,000
School Revenues	6,863,400	-	-	-	6,863,400
State/Federal Revenues	3,081,973	150,608	-	-	3,232,581
Fund Transfers	-	1,908,068	-	-	1,908,068
Use of Reserves	4,428,379	1,760,646	-	1,957,125	8,146,150
Property Tax	104,974,257	-	-	-	104,974,257
Enterprise Fund Revenues	-	-	12,666,536	22,742,915	35,409,451
Total Revenues	137,283,375	11,974,691	12,666,536	24,700,040	186,624,642
Expenditures					
City Council	28,755	-	-	-	28,755
City Manager	657,081	-	-	-	657,081
Human Resources	3,145,030	-	-	-	3,145,030
City Clerk	338,364	-	-	-	338,364
Elections	114,457	-	-	-	114,457
Legal	1,047,669	-	-	-	1,047,669
Information Technology	1,923,376	-	-	-	1,923,376
Economic Development	179,226	-	-	-	179,226
Finance	2,815,617	-	-	-	2,815,617
General Administrative	1,094,874	-	-	-	1,094,874
Planning and Sustainability	899,035	-	-	-	899,035
Inspection	823,451	-	-	-	823,451
Public Health	495,412	-	-	-	495,412
Public Works	7,781,410	10,991,856	12,392,452	24,700,040	55,865,758
Public Library	2,377,672	-	-	-	2,377,672
Recreation	1,129,843	832,227	-	-	1,962,070
Senior Services	246,401	-	-	-	246,401
Community Development	-	150,608	-	-	150,608
Public Welfare	412,252	-	-	-	412,252
Outside Social Services	233,250	-	-	-	233,250
Emergency Management	18,080	-	-	-	18,080
Police Department	13,392,993	-	-	-	13,392,993
Fire Department	10,460,307	-	-	-	10,460,307
School Department	60,577,961	-	-	-	60,577,961
Indoor Pool	200,000	-	-	-	200,000
Prescott Park	243,653	-	-	-	243,653
Community Campus	476,443	-	-	-	476,443
Collective Bargaining	563,000	-	-	-	563,000
Non-Operating	25,607,763	-	-	-	25,607,763
Total Expenditures	137,283,375	11,974,691	12,392,452	24,700,040	186,350,558
FY 24 Net Increase (Decrease) in Unassigned Fund Balance/ Unrestricted Net Position	-	-	274,084	-	274,084
Estimated: Unassigned/Unrestricted Net Position Fund Balance - Beginning FY 24	17,156,799	6,172,028	5,423,491	25,084,916	53,837,234
Estimated Use of Fund Balance: Unassigned/Unrestricted Net Position Fund Balance - Ending FY 24	17,156,799	4,411,382	5,697,575	23,127,791	50,393,547

*Note: Special Revenue Fund Balances are Restricted/Committed not Unassigned

Special Revenue Funds include: Indoor Pool, Community Campus, Parking/Transportation, Prescott Park and Stormwater.

**Note: Enterprise Funds are displayed using the cash basis of accounting.



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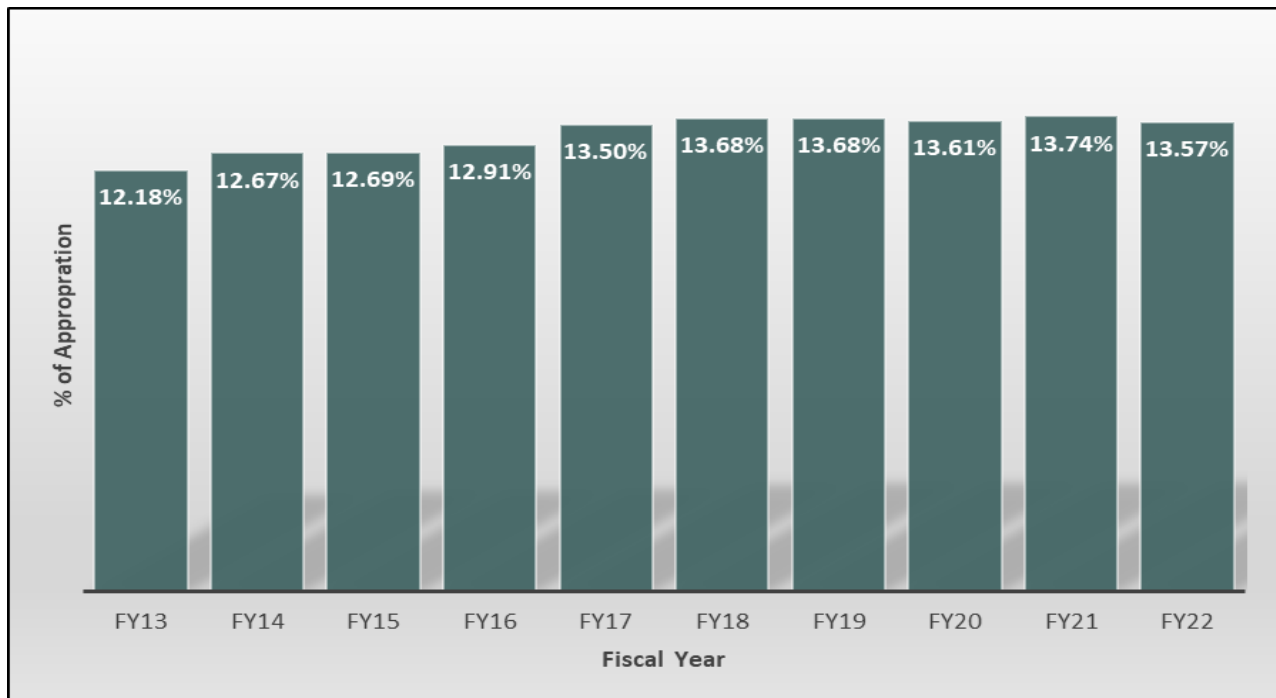
Financial Policies and Long-Term Financial Guidelines

The following section outlines 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 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

In Fiscal Year 1998, the City Council adopted 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, 2022, the Unassigned Fund Balance of \$17,156,799 represents 13.57% 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 of AAA by Standard and Poor's Rating Group was affirmed for the 10th time as part of the June 2022 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 a 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.

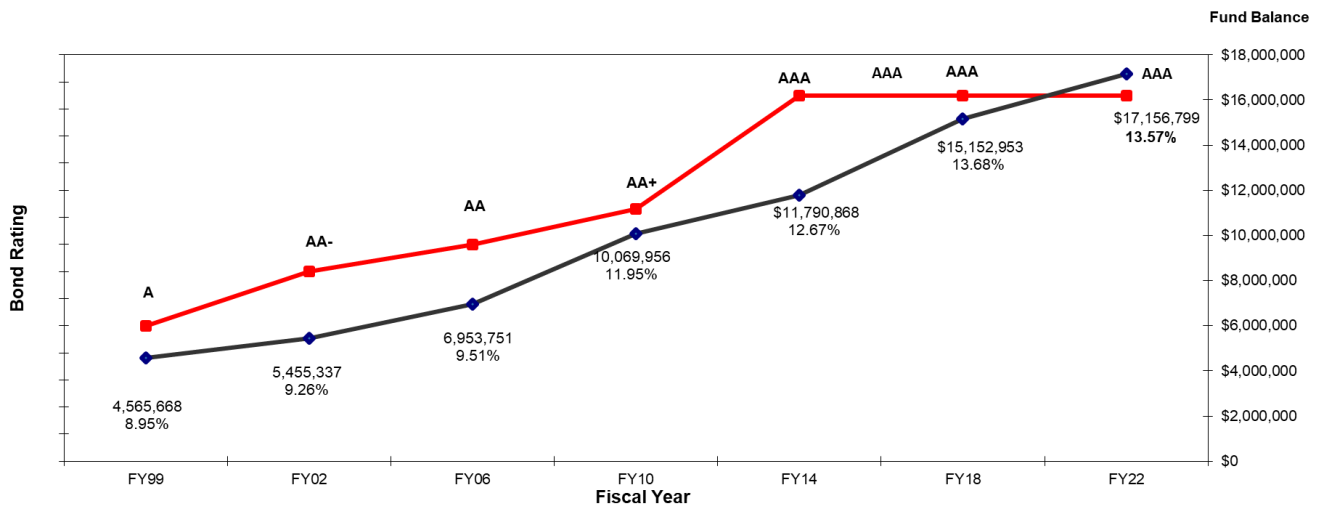
Table 1

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
2013-2022	10	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

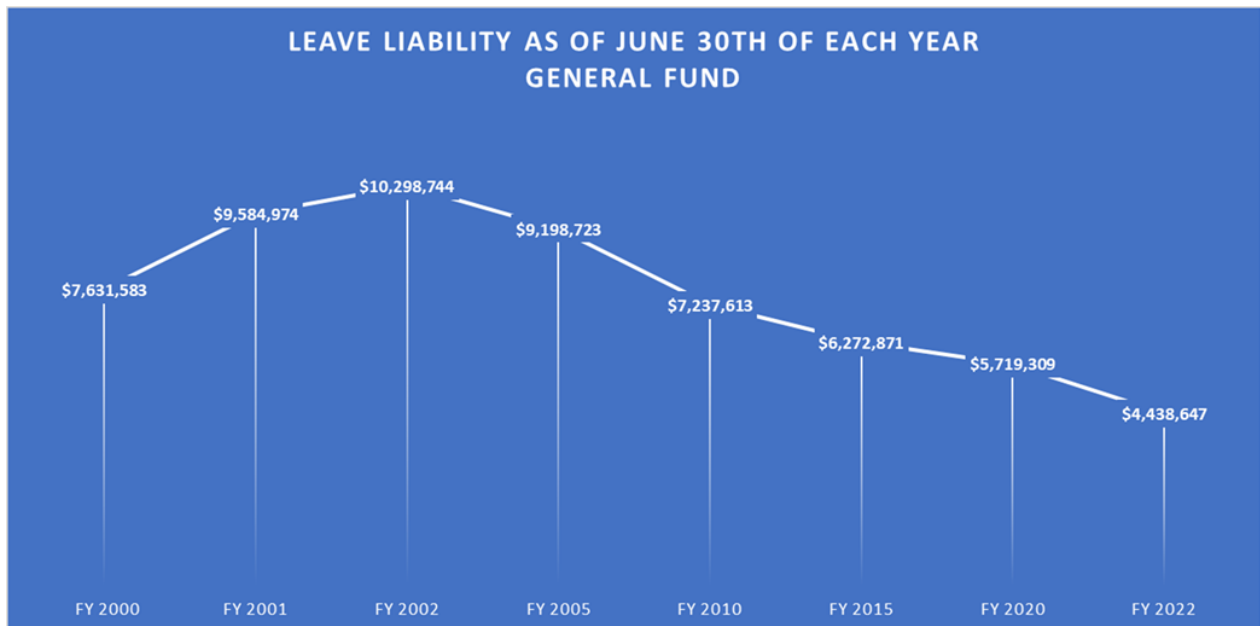
Leave at Termination is the amount owed to employees for accumulated sick and annual pay when they leave municipal services. In the mid 1990's, the trend of this liability predicted substantial future growth. The City has addressed with two methods the significant future liability.

1. ***Reduce Future Liability:*** The City eliminated future growth in this liability by negotiating in all labor agreements that new employees can no longer accumulate and cash-out unlimited sick leave. Thus, the liability can be capped, and it is now possible to estimate reductions of this liability through attrition.
2. ***Stabilizing the General Fund Annual Operating Budget:*** The Leave at Termination Reserve for the General Fund, which was created in fiscal year 1999, eliminated annual budget spikes which negatively impacted the operating budget associated with sick leave pay owed to employees upon termination. General Government, Police, Fire and School Departments annually budget a fixed amount for each fiscal year determined by an actuarial study and periodic review, which is transferred into a Leave at Termination Fund where this liability is paid. These departments build a fund balance, which is carried over from year to year to fund future liabilities, thus stabilizing the annual operating budget. In the event there is a short fall at fiscal year-end, this short fall is subsidized by Committed Fund Balance-Reserve for Leave at Termination. In the event there is a surplus at year-end, the surplus replenishes the Committed Fund Balance-Reserve for Leave at Termination.

As of June 30, 2022, total liability for earned sick payout for eligible employees and annual leave for all employees is:

- General Fund - \$4.4 Million.
- Enterprise Funds - \$.563 Million.

The following chart illustrates the leave liability for the General Fund decreasing over time. This



is in direct correlation with the phasing out of employees' ability to cash-out unlimited accumulated sick leave upon termination. [Detailed information and annual budget allocation are addressed in the Budget Highlights section of this budget document].

HEALTH INSURANCE STABILIZATION RESERVE

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

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

The City has addressed this issue with the following approaches:

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

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

INVESTMENT POLICY

The City of Portsmouth recognizes an investment program as one aspect of sound public financial management. The investment program aims to match 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 overall yield.

In accordance with New Hampshire State Statues, the City Council adopts annually an Investment Policy pursuant to RSA 48:16, which authorizes the City Treasurer as custodian of City funds to invest funds not immediately needed for the purpose of expenditure. The statue specifically identifies eligible investments instruments as defined as follows:

1. The Public Investment Pool established pursuant to RSA 383:22; and
2. Deposits including money market accounts, certificates of deposits, or repurchase agreements, and all other types of interest-bearing accounts, of federally insured banks chartered under the laws of New Hampshire, or in obligations outside of the state fully guaranteed as to principal and interest by the United States government.

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 FY24 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 based on life cycle costing, which has reduced costs in 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 be 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, buildings, 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 the City Council. The following is a funding summary for the FY24 Capital Improvement Plan. Detailed information for each project can be found in Appendix II of this document.

Capital Improvement Plan FY 2024-2029 (FY 2024 Funding)

	GF	Enterprise Funds	Bond/Lease	Federal/State	Other/Revenues	PPP	FY24 Total
GOVERNMENTAL FUNDS	\$1,820,000	\$0	\$20,300,000	\$859,000	\$2,802,336	\$185,350	\$25,966,686
WATER FUND	\$0	\$0	\$9,276,500	\$0	\$0	\$0	\$9,276,500
SEWER FUND	\$0	\$200,000	\$6,915,000	\$0	\$0	\$0	\$7,115,000
TOTAL	\$1,820,000	\$200,000	\$36,491,500	\$859,000	\$2,802,336	\$185,350	\$42,358,186

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 FY24 proposed budget includes a projected net debt of 7.74% 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, 2022, the last completed independent audit, was 1.3%.

MUNICIPAL FEE REVIEW PROCESS

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 departments' 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

In FY14, the City implemented a rate model to review annually the water and sewer rates for current as well as future years. The rate model serves as a tool to allow for long-term planning. Prudent financial planning will result in predictable and stable rate increases, which will generate revenues adequate to cover operating expenses, meet the legal requirements of bond covenants and State Revolving Fund (SRF) loans, and allow adequate capital replacement as well as reserve funding of future capital needs and Federal mandates. This policy would increase, or

utilize, net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

***ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)
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.

DISTINGUISHED BUDGET PRESENTATION AWARD

The City will seek annual renewal of the Government Finance Officers Association’s Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award is designed to encourage governments to prepare budget documents of the highest quality to meet the needs of decision makers and citizens. The City of Portsmouth was the first and is one of only two communities in New Hampshire to receive the award.

AWARD FOR OUTSTANDING ACHIEVEMENT IN THE POPULAR ANNUAL FINANCIAL REPORTING (PAFR)

The City will seek annual renewal of the Government Finance Officers Association’s award for outstanding achievement in the Popular Annual Financial Report (PAFR). The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of the state and local government popular reports.

COMPLIANCE TO POLICY AND GUIDELINES

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



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Revenues

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

	BUDGETED REVENUES FY22	ACTUAL REVENUES FY22	BUDGETED REVENUES FY23	BUDGETED REVENUES FY24	% CHANGE	\$ CHANGE
Local Fees, Licenses, Permits						
Other Fees	12,000	16,760	12,000	13,000	8.3%	1,000
Other Licenses	12,000	13,755	12,000	12,000	0.0%	-
Planning Department	160,000	212,442	170,000	175,000	2.9%	5,000
Inspection Department	1,195,000	1,270,718	1,195,000	1,295,000	8.4%	100,000
Police Alarms	30,000	37,025	30,000	30,000	0.0%	-
Fire Inspections	105,000	103,848	105,000	105,000	0.0%	-
Fire-Misc	1,500	-	1,500	-	-100.0%	(1,500)
Excavation Permit	50,000	97,500	70,000	75,000	7.1%	5,000
Flagging Permit	9,000	10,600	9,200	10,000	8.7%	800
Solid Waste	55,000	89,189	75,000	76,000	1.3%	1,000
Blasting Permits	100	100	100	100	0.0%	-
New Driveway Permit	3,000	450	1,500	500	-66.7%	(1,000)
Outdoor Pool	10,000	14,300	15,000	15,000	0.0%	-
Recreation Department	90,000	179,308	100,000	175,000	75.0%	75,000
Boat Ramp Fees	10,000	19,398	12,000	20,000	66.7%	8,000
Rentals-Recreation	-	5,345	-	10,000		10,000
Food Permits	65,000	94,961	80,000	100,000	25.0%	20,000
Total Local Fees, Licenses and Permits	1,807,600	2,165,698	1,888,300	2,111,600	11.8%	223,300
Other Local Sources						
Timber Tax	500	-	100	100	0.0%	-
Payments in Lieu of Taxes	190,000	184,943	190,000	190,000	0.0%	-
Municipal Agent Fees	72,000	76,455	73,000	74,000	1.4%	1,000
Motor Vehicle Permits	4,900,000	5,000,874	4,950,000	5,000,000	1.0%	50,000
Title Applications	9,000	9,476	9,000	9,000	0.0%	-
Boat Registrations	10,000	16,539	11,000	15,000	36.4%	4,000
PDA Airport District	2,680,000	2,825,878	2,750,000	2,945,000	7.1%	195,000
Water/Sewer Overhead	1,418,368	1,418,368	1,604,422	1,749,330	9.0%	144,908
Sale of Municipal Property	5,000	53,625	5,000	6,000	20.0%	1,000
Misc Revenue	70,000	434,912	70,000	70,000	0.0%	-
Bond Premium	-	132,611	-	-		-
Transfers from Other Funds	-	3,000	-	-	0.0%	-
Dog Licenses	17,000	18,487	17,000	17,000	0.0%	-
Marriage Licenses	2,200	1,918	2,200	22,000	900.0%	19,800
Certificates-Birth and Death-Marriage	27,000	29,848	30,000	30,000	0.0%	-
GASB 87 Lease Interest	-	6,946	-	9,099		9,099
Rental of City Property	70,000	133,200	50,000	50,000	0.0%	-
Rental City Hall Complex	20,692	20,101	20,692	21,937	6.0%	1,245
Cable Franchise Fee	360,000	360,000	360,000	360,000	0.0%	-
Hand Gun Permits	300	330	300	300	0.0%	-
Police Outside Detail	160,000	413,712	170,000	250,000	47.1%	80,000
Ambulance Fees-Portsmouth	900,000	860,223	910,000	920,000	1.1%	10,000
Welfare Dept Reimbursements	15,000	75,361	15,000	15,000	0.0%	-
Total Other Local Sources	10,927,060	12,076,806	11,237,714	11,753,766	4.6%	516,052
Interest & Penalties						
Interest on Taxes	170,549	168,752	171,000	170,000	-0.6%	(1,000)
Interest on Investments	150,000	201,845	700,491	1,400,000	99.9%	699,509
Total Interest & Penalties	320,549	370,597	871,491	1,570,000	80.2%	698,509
School Revenues						
Tuition	6,510,880	6,577,471	6,711,920	6,783,400	1.1%	71,480
Other Sources	13,000	258,372	34,058	80,000	134.9%	45,942
Total School Revenues	6,523,880	6,835,842	6,745,978	6,863,400	1.7%	117,422

BUDGETED REVENUES FY22	ACTUAL REVENUES FY22	BUDGETED REVENUES FY23	BUDGETED REVENUES FY24	%% CHANGE	\$\$ CHANGE
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Parking Revenues

Parking Meter Fees	2,783,750	3,769,231	3,250,000	4,310,000	32.6%	1,060,000
Parking Metered Space Rental	150,000	258,935	150,000	150,000	0.0%	-
Parking Meter-In Dash	50,000	21,680	-	-	0.0%	-
EV Charging Stations	5,500	10,624	10,000	15,000	50.0%	5,000
Parking-Area Service Agreements	-	48,900	50,000	35,000	0.0%	(15,000)
High Hanover Parking Facility Revenue	2,456,500	2,549,787	1,909,000	2,350,000	23.1%	441,000
High Hanover Parking Facility Passes	1,377,900	1,304,841	1,265,100	1,150,000	-9.1%	(115,100)
Foundry Place Parking Facility Revenue	207,650	327,813	502,000	400,000	-20.3%	(102,000)
Foundry Place Parking Facility Passes	333,600	393,844	451,500	450,000	-0.3%	(1,500)
High Hanover Pass Reinstatement	500	1,241	750	750	0.0%	-
Foundry Place Pass Reinstatement	500	1,775	750	750	0.0%	-
Parking Violations	600,000	980,874	700,000	900,000	28.6%	200,000
Immobilization Administration Fee	5,000	5,614	5,000	6,000	20.0%	1,000
Total Parking Revenues	7,970,900	9,675,160	8,294,100	9,767,500	17.8%	1,473,400
Transfer to Parking and Transportation	(5,558,595)	(7,262,855)	(5,881,795)	(7,267,500)	23.6%	(1,385,705)
General Fund Parking Revenues	2,412,305	2,412,305	2,412,305	2,500,000	3.64%	87,695

State Revenues

Rooms and Meals Tax	1,125,000	1,639,197	1,550,000	1,900,000	22.6%	350,000
Highway Block Grant	416,000	426,293	420,000	441,000	5.0%	21,000
State Aid-Retirement	-	-	650,000	-	-100.0%	(650,000)
Adequate Education	-	-	3,121,000	-	-100.0%	(3,121,000)
Bonded Debt-High School	1,016,222	1,016,222	1,016,222	-	-100.0%	(1,016,222)
Bonded Debt-Middle School	740,973	740,974	740,973	740,973	0.0%	-
Total State Revenues	3,298,195	3,822,686	7,498,195	3,081,973	-58.9%	(4,416,222)
Budgetary Use of Unassigned Fund Balance	480,000	480,000	1,000,000	2,500,000	150.0%	1,500,000
Supplemental Use of Unassigned Fund Balance	3,216,000	3,216,000	650,000	-	-100.0%	(650,000)
Use of Committed Fund Balance-Bond Premium	-	-	-	128,379	-	128,379
Use of Reserve for Property Appraisal	100,000	100,000	100,000	100,000	0.0%	-
Use of Reserve for Debt	1,900,000	1,900,000	1,700,000	1,700,000	0.0%	-
Budgeted Property Tax Levy	95,439,444	95,252,785	98,320,928	104,974,257	6.8%	6,653,329
Total General Fund Revenues	126,425,033	128,632,720	132,424,911	137,283,375	3.7%	4,858,464

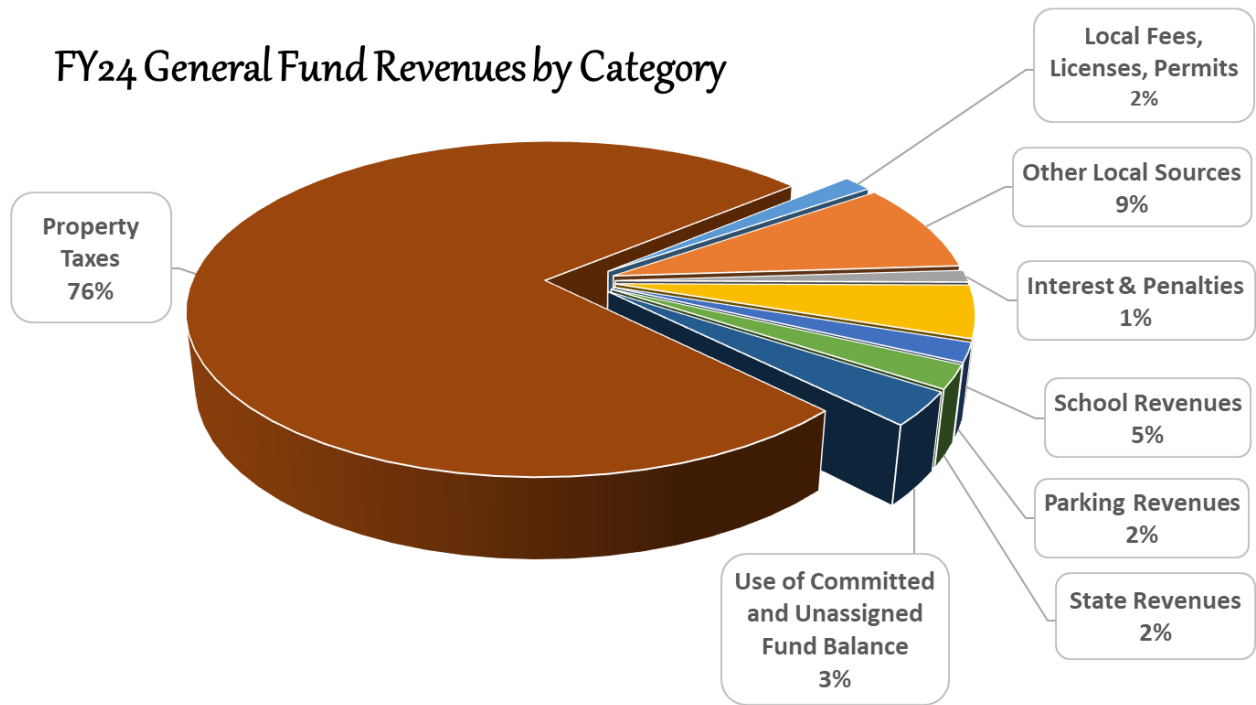
GENERAL FUND REVENUE SUMMARY

Municipal Revenues	15,467,514	17,025,406	16,409,810	17,935,366	9.3%	1,525,556
School Revenues	6,523,880	6,835,842	6,745,978	6,863,400	1.7%	117,422
State Revenues	3,298,195	3,822,686	7,498,195	3,081,973	-58.9%	(4,416,222)
Use of Fund Balance	5,696,000	5,696,000	3,450,000	4,428,379	28.4%	978,379
Budgeted Property Tax Levy	95,439,444	95,252,785	98,320,928	104,974,257	6.8%	6,653,329
Total General Fund Revenues	126,425,033	128,632,720	132,424,911	137,283,375	3.7%	4,858,464

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 FY20 – FY24.

	Budget FY20	Budget FY21	Budget FY22	Budget FY23	Budget FY24	FY24 % of Total
Local Fees, Licenses, Permits	1,539,700	1,536,600	1,807,600	1,888,300	2,111,600	2%
Other Local Sources	10,594,352	10,825,772	10,927,060	11,237,714	11,753,766	9%
Interest & Penalties	1,270,549	720,549	320,549	871,491	1,570,000	1%
School Revenues	6,569,500	6,717,200	6,523,880	6,745,978	6,863,400	5%
Parking Revenues	2,412,305	2,412,305	2,412,305	2,412,305	2,500,000	2%
State Revenues	3,607,246	3,489,429	3,298,195	7,498,195	3,081,973	2%
Use of Committed and Unassigned Fund Balance	2,500,000	2,200,000	5,696,000	3,450,000	4,428,379	3%
Property Taxes	90,144,978	91,213,483	95,439,444	98,320,928	104,974,257	76%
Total Revenue	118,638,630	119,115,338	126,425,033	132,424,911	137,283,375	



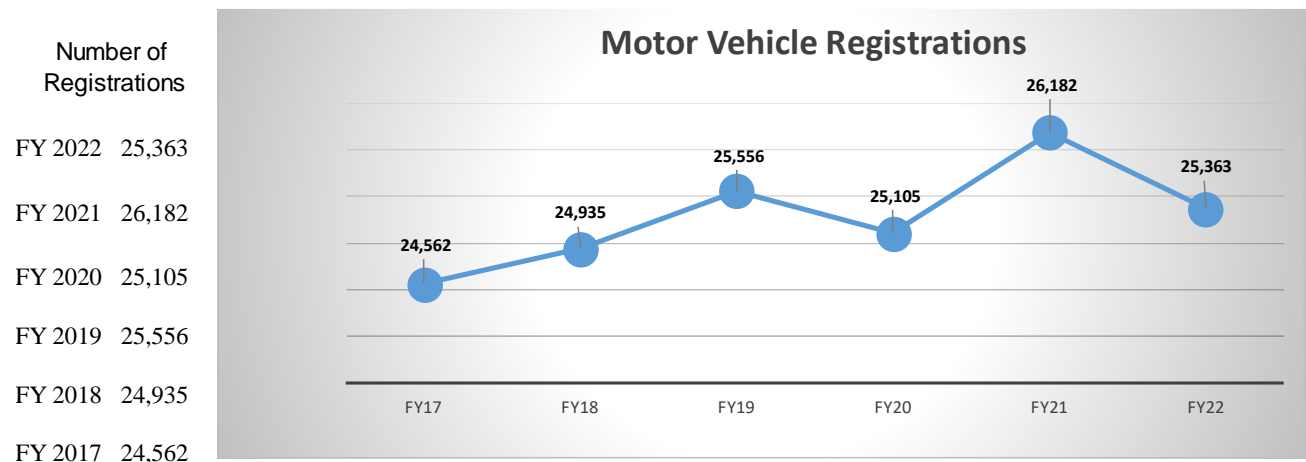
Major Revenue Sources for the City are property taxes, school tuition, parking related revenues, Pease Development Authority airport district, Motor Vehicle Permits and Building Inspection Permits. The following includes descriptions of all General Fund revenues as well as budget to actual trends (graphed) 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:

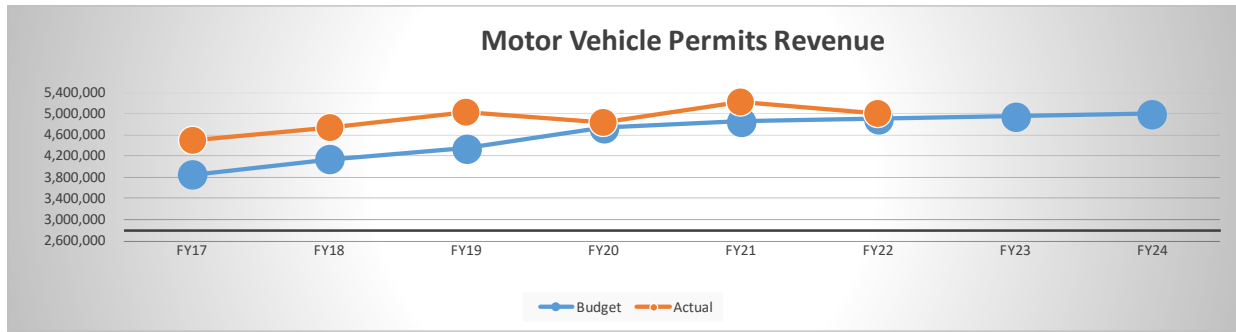
- **Payment In Lieu of Taxes (PILOT)** - Payments made to the city by otherwise nontaxable entities; these payments help alleviate the financial impact created by the entity.
- **Motor Vehicle Permit Preparation Fees** – RSA 261:152 \$2.00 Clerk fee charged for each motor vehicle registration. RSA 261:74-d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

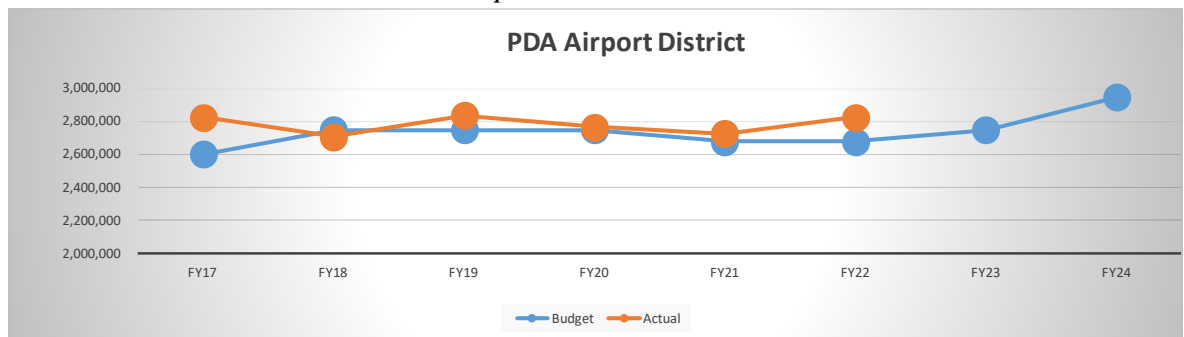
Revenue produced is a direct product of how many vehicles are registered, the vehicle's value and age. Revenue is determined using quantitative forecasting trend analysis.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	3,850,000	4,140,000	4,350,000	4,730,000	4,850,000	4,900,000	4,950,000	5,000,000
Actual	4,502,812	4,733,632	5,018,306	4,835,658	5,226,849	5,000,874		

- **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 on 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.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	2,600,000	2,750,000	2,750,000	2,750,000	2,680,000	2,680,000	2,750,000	2,945,000
Actual	2,825,472	2,707,602	2,836,535	2,765,894	2,726,229	2,825,878		

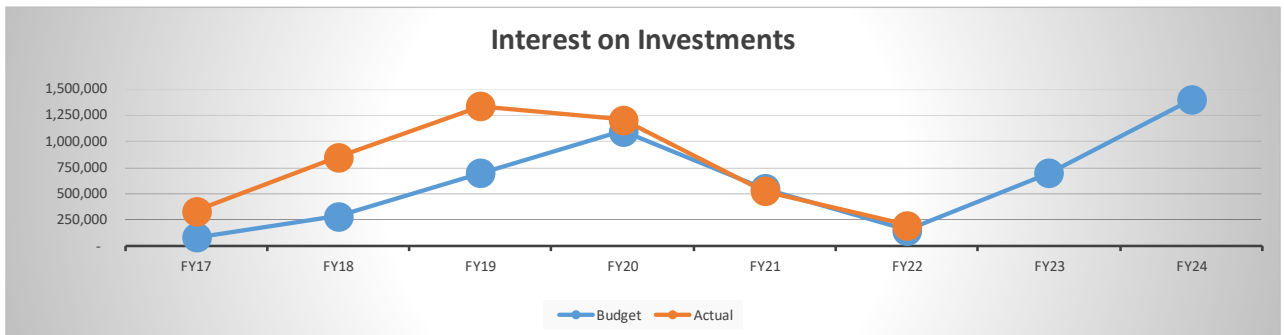
- **Water/Sewer Overhead** – A calculation of Water/Sewer Departments usage of General Government employees and office space to which is reimbursed to the General Fund from the Enterprise Funds. The 9% increase in FY24 is due to the increase in the Information Technology Department budgets caused by restructuring of the department.
- **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 on 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 FY22 was \$135,000. The FY23 amount will be directed to the trust in May of 2023.
- **Handgun Permits** – RSA 159:6 Revenues received when the Chief of Police issues a Handgun Permit if the applicant is a suitable person to be licensed.
- **Police Outside Detail** – The overhead portion received from the rate charged to vendors when a police detail is used.
- **Ambulance Fees** – City Ordinance Chapter 5: Article VI Section 601 – Establishes the rate for which emergency medical services shall be charged by the Fire Department.
- **Welfare Dept. Reimbursements** – RSA 165 – Reimbursements come from federal or state agencies if a welfare recipient becomes eligible for retroactive Social Security or Medicaid; from liens on legal settlements and on real property, from other New Hampshire towns which may be financially responsible for the recipient, or directly from recipients if they become able to reimburse.

Interest and Penalties:

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

- **Interest on Investments** – The amount of interest earned from deposits.

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

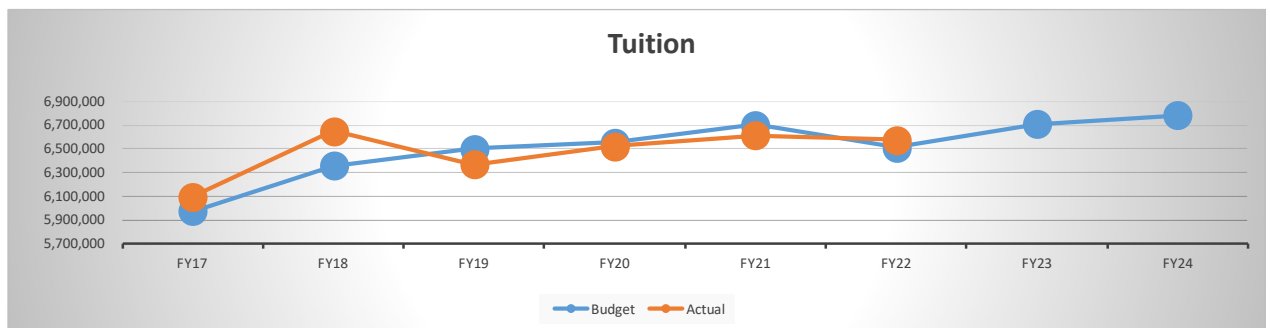


	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	85,000	285,000	700,000	1,100,000	550,000	150,000	700,491	1,400,000
Actual	331,973	852,726	1,336,087	1,205,712	526,494	201,845		

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 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.



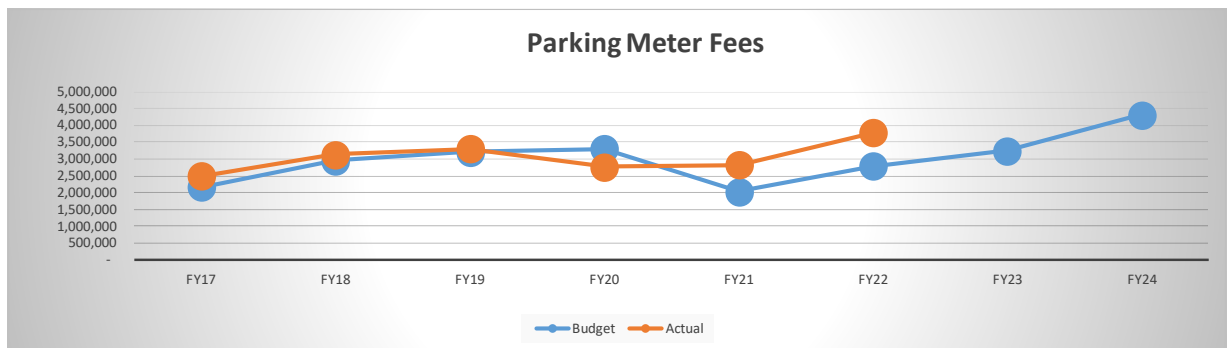
	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	5,975,000	6,356,282	6,503,250	6,556,500	6,704,200	6,510,880	6,711,920	6,783,400
Actual	6,098,763	6,649,622	6,370,822	6,525,420	6,613,787	6,577,471		

- **Other Sources** – The majority of revenue produced in Other Sources is received from rent charged to organizations for utilizing school buildings for special functions. The increase in FY24 is due to the expected Dental Premium Holiday announced by the insurance carrier. A premium holiday is a refund from a previous fiscal year premium payment due to cost avoidance.

Parking Revenue:

- **Parking Meter Fees** – City Ordinance Chapter 7 – There are 929 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 the City Parking inventory is enforced as follows: Monday through Saturday 9am to 8pm, and Sunday from noon-8pm.
- **ParkMobile Smartphone App** - Residents and visitors may take advantage of ParkMobile, a smartphone-based parking payment application. ParkMobile can be downloaded for free at the app store and is used to initiate and/or extend active parking sessions through the user’s personal device. Qualified Residents are eligible to receive discounted parking rates using the ParkMobile app.

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

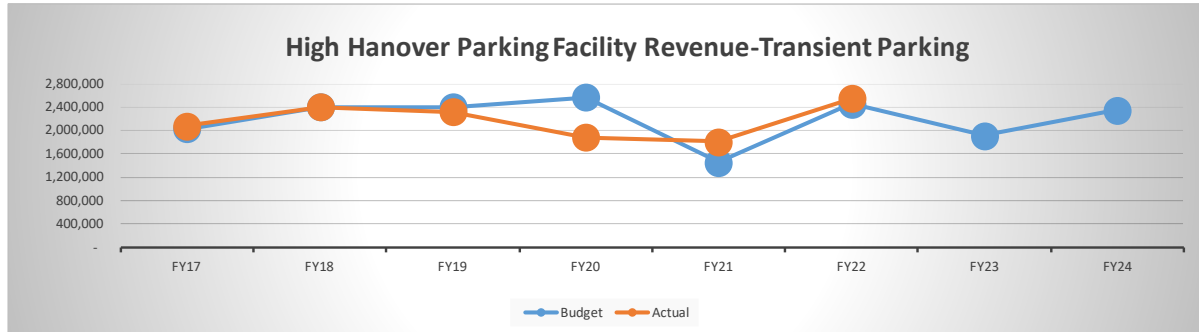


	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	2,155,000	2,955,000	3,200,000	3,306,000	2,029,175	2,783,750	3,250,000	4,310,000
Actual	2,489,012	3,143,365	3,300,786	2,774,217	2,824,415	3,769,231		

- **Parking Metered Space Rental** - City Ordinance Chapter 7. The Department of Public Works may issue to a contractor or person actively engaged in construction and repair work, a temporary permit for exclusive use of a metered parking space for the parking of a vehicle or other equipment being used in construction or repair work (\$50 per day for High Occupancy space and \$35 per day for all others).
- **Parking Meter-In Dash** - City Ordinance Chapter 7. No longer used.

- **High Hanover Parking Facility Revenue – Transient Parking** – City Ordinance Chapter 7 Transient Parking refers to revenue from non-monthly pass (transient) customers in the High-Hanover Parking Facility. Estimated revenue has been calculated using an hourly rate of \$2.00, as presented in the fee schedule in Appendix III. Qualified residents can park for \$5.00 all day on Sundays. A rehabilitation project during FY23-24-25 will close 33% of spaces each year.

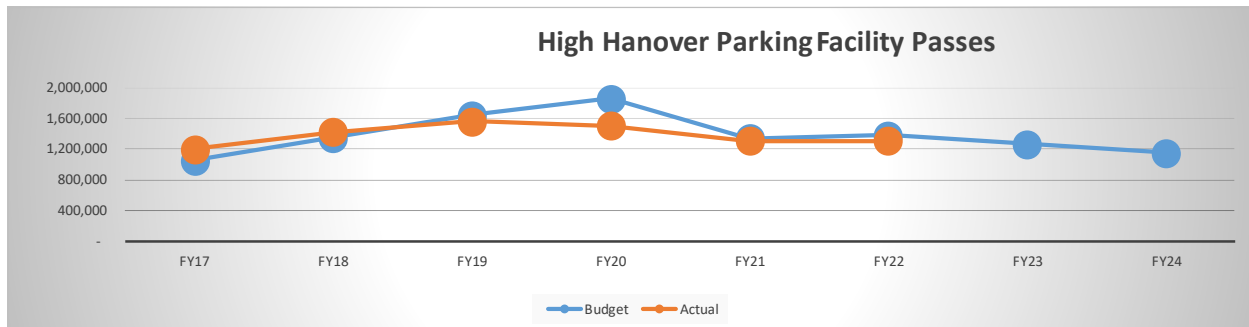
As with Parking Meters, Parking Garage revenue is determined using quantitative forecasting trend analysis.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	2,025,000	2,400,000	2,400,000	2,561,875	1,458,701	2,456,500	1,909,000	2,350,000
Actual	2,074,328	2,398,497	2,321,821	1,885,976	1,805,836	2,549,787		

- **High Hanover Parking Facility Revenue – Monthly Passes** – City Ordinance Chapter 7 - City Ordinance Chapter 7 - The FY24 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 2023, there were 400 monthly pass holders, 282 non-residents and 118 residents. A rehabilitation project during FY23-24-25 will close 33% of spaces each year.

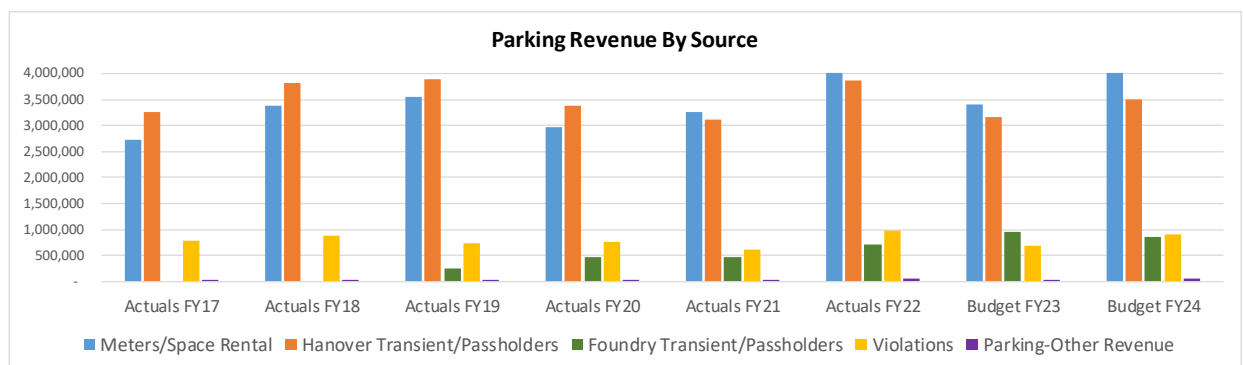
High Hanover Parking Facility Pass revenue is determined using quantitative forecasting trend analysis.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	1,050,000	1,350,000	1,645,500	1,852,500	1,337,700	1,377,900	1,265,100	1,150,000
Actual	1,196,823	1,422,440	1,564,885	1,506,888	1,308,849	1,304,841		

- **Foundry Place Parking Facility Revenue – Transient Parking** – City Ordinance Chapter 7
Transient Parking refers to revenue from non-pass (transient) customers in the Foundry Place Parking Facility. FY24 rates are set at \$1.00 per hour, which saw no change from FY23 (see Appendix III). Qualified residents can park for free on Sundays.
- **Foundry Place Parking Facility Revenue-Monthly Passes** – City Ordinance Chapter 7 -
The FY24 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 2023, there were 343 monthly pass holders, 221 non-residents and 122 residents.
- **Pass Reinstatement Fee** - City Ordinance Chapter 7 – An administration fee to re-issue passes to leaseholders that have misplaced their original card or when payment is not received by the due date.
- **Parking Violations** - City Ordinance Chapter 7 – Payments received from violations of parking ordinances.
- **Immobilization Administration Fee** - City Ordinance Chapter 7 – Reimbursement received from City expenses incurred to immobilize (boot) a vehicle.
- **Transfer to Parking and Transportation Fund** – Annually, any revenue more than \$2,500,000 is recorded in the Parking & Transportation Fund for operations and capital needs.

The table below depicts the total history of Parking and Transportation Revenue by category.



	Actuals FY17	Actuals FY18	Actuals FY19	Actuals FY20	Actuals FY21	Actuals FY22	Budget FY23	Budget FY24
Meters/Space Rental	2,727,659	3,389,217	3,552,522	2,978,042	3,249,526	4,049,846	3,405,000	4,460,000
Hanover Transient/Passholders	3,271,151	3,820,937	3,886,706	3,392,864	3,114,686	3,854,628	3,174,100	3,500,000
Foundry Transient/Passholders	-	-	256,930	472,718	475,844	721,657	953,500	850,000
Violations	796,841	875,592	734,233	768,952	611,556	980,874	700,000	900,000
Parking-Other Revenue	38,140	29,995	14,090	9,666	13,569	68,155	16,500	57,500
Total Parking Revenue	6,833,791	8,115,741	8,444,481	7,622,242	7,465,181	9,675,160	8,249,100	9,767,500

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% for the High School (the City received its last High School Building Aid in FY 23 of \$1,016,222), 40% for the Middle School and 30% on Elementary school portions of principal payments made during the fiscal year on debt attributed to those schools.
- **State Aid-Retirement** – The State made a one-time payment in FY 23 totaling \$624,196 which represented 7.5% of the City’s FY22 retirement costs for Police, Fire and Teachers. As of the printing of this budget, this revenue will not be available in FY 24.
- **Adequate Education Grant** – The State Budget included a one-year reduction (FY23) in the Statewide Education Property Tax (SWEPT) of \$100 million. The SWEPT is a State tax that supports the Education Trust Fund. The State requires local governments to collect this property tax in their jurisdiction, based on calculations conducted by the Department of Revenue Administration, to raise money to support local public education and offset a certain portion of the State’s statutory obligation to fund local public education under the education funding formula. The State does not collect any revenue from SWEPT; all money is raised and retained locally. The State calculates the amount to be collected by each jurisdiction based on an estimate of taxable property value statewide and the target amount to be collected statewide. While the reduction of \$100 million in the targeted amount to be raised by SWEPT is primarily a revenue source change for the Education Trust Fund, it functionally provides more resources from other Education Trust Fund revenue sources to local governments, potentially relieving upward pressure on local property taxes.

The State Budget included a provision that provides an estimated \$15.3 million to communities that have traditionally had excess SWEPT, which included Portsmouth, for FY23 only. These communities generate more revenue than is needed to support the State’s Adequate Education Aid obligations when the SWEPT statewide rate is applied to their communities. Under current law, these communities can keep those excess SWEPT dollars locally, rather than paying them to the State under this tax, if the dollars are used to support education. The estimated \$15.3 million appropriated in the State Budget will provide aid to these communities to offset the loss of excess SWEPT revenue, which is beyond the amount obligated to these communities by the State under the Adequate Education Aid formula.

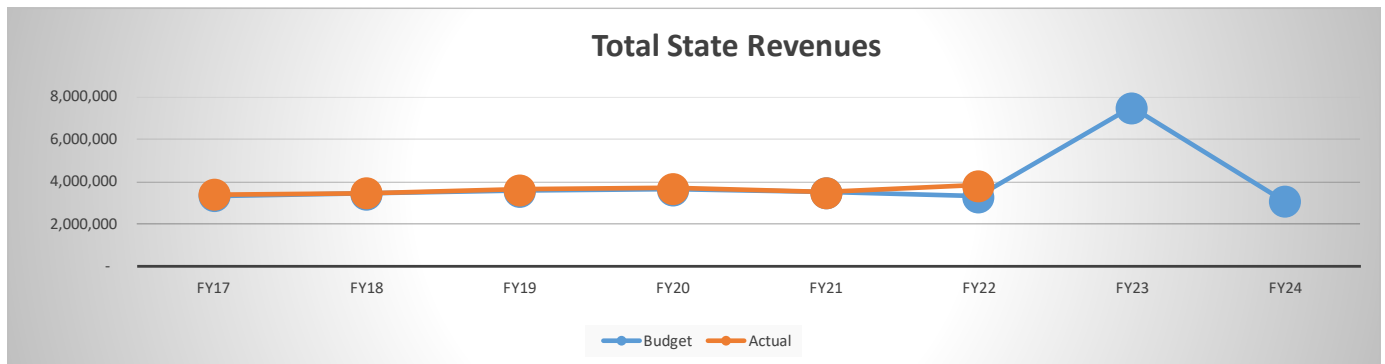
This revenue of \$3,121,000 for Portsmouth was for one fiscal year only, FY23.

- **Rooms and Meals Tax** – RSA 78 –A:26 – Disposition of revenue from the State is based on local community’s population as a percentage of the state population. The RSA states disposition levels of 30% of the tax collected to communities, leaving 70% for the State. This law changed for the December 2021 disposition. The previous law was for a goal of 40% disposition to communities which was never obtained.

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

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Rooms & Meals Tax Revenue after Administration and deduction (Increase from previous FY)	\$327,428,361 4.63%	\$343,811,441 5.00%	\$360,802,560 4.94%	\$325,290,451 -9.84%	\$333,812,506 2.62%	\$403,416,449 20.85%
Previous FY Rooms & Meals Tax Revenue	\$312,952,341	\$327,428,361	\$343,811,441	\$360,802,560	\$325,290,451	\$333,812,506
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total Amount to be Distributed (Increase from previous FY)	68,805,057 0.00%	68,805,057 0.00%	68,805,057 0.00%	68,805,057 0.00%	100,143,752 45.55%	121,024,935 20.85%
<u>Distributed by Population</u>						
Total Population	1,334,591	1,342,612	1,356,265	1,359,518	1,377,529	1,388,779
Portsmouth	21,524	21,898	22,166	22,206	22,548	22,252
Portsmouth %	1.61%	1.63%	1.63%	1.63%	1.64%	1.60%
Portsmouth \$ Share	1,109,504	1,122,057	1,124,349	1,123,683	1,639,197	1,938,850
(Per RSA 78-A:26) State of NH	78.99%	79.99%	80.93%	78.85%	70.00%	70.00%
NH Communities	21.01%	20.01%	19.07%	21.15%	30.00%	30.00%
Portsmouth Share of Total Meals and Rooms collected	0.34%	0.33%	0.31%	0.35%	0.49%	0.48%

FY 2022 distribution to Communities set at 30% after deductions for both Administration and the Education Trust



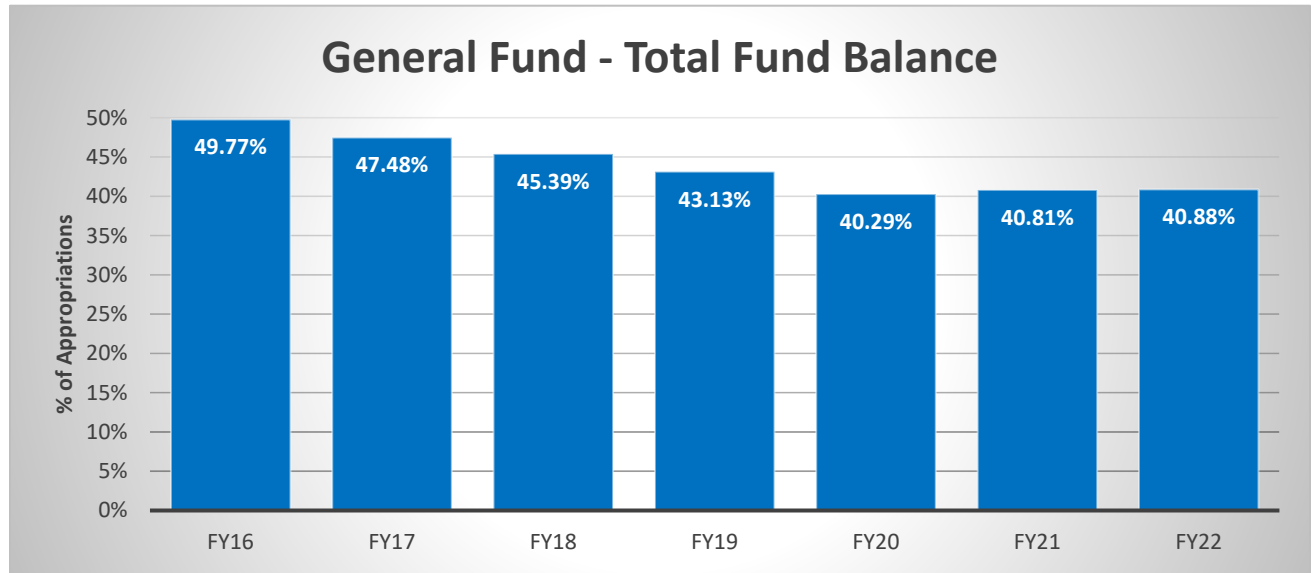
	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	3,325,723	3,412,382	3,572,372	3,607,246	3,489,429	3,298,195	7,498,195	3,081,973
Actual	3,388,764	3,446,806	3,634,810	3,683,731	3,504,393	3,822,686		

Fund Balance:

Annually, the City utilizes Fund Balance to offset property taxes. The use of Fund Balance from Committed, Assigned and Unassigned Fund Balance is appropriated during the budget process. Once the budget is adopted, a supplemental appropriation from Fund Balance may be made for a

specific project after a public hearing and a two-thirds (2/3) majority vote by the City Council. This supplemental appropriation amends the adopted budget.

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



Budgetary and Supplemental Use of Committed, Assigned and Unassigned

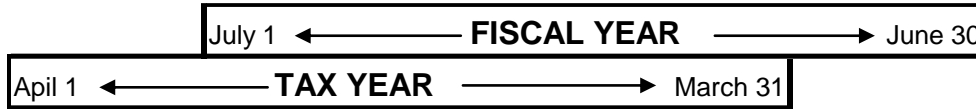
	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Balance FY17-FY24
Committed									
Reserve Tax Appraisal - Budgeted	73,500	150,000	150,000	150,000	150,000	100,000	100,000	100,000	973,500
Reserve-Bond Premium - Supplemental	1,850,000	1,269,149	1,286,114						4,405,263
Reserve-Bond Premium - Budgeted								128,379	128,379
Reserve for future Debt Service - Budgeted	1,700,000	2,400,000	2,123,000	1,950,000	1,900,000	1,900,000	1,700,000	1,700,000	15,373,000
Settlement-McIntyre						500,000			500,000
Design/Engineering-McIntyre						400,000			400,000
Use of Committed Fund Balance	3,623,500	3,819,149	3,559,114	2,100,000	2,050,000	2,900,000	1,800,000	1,928,379	21,780,142
Assigned									
McIntyre Operations - Budgeted						480,000			480,000
Settlement-McIntyre							1,000,000	500,000	1,500,000
Capital Outlay - Budgeted	250,000	231,000		400,000					881,000
Budgeted Use of Fund Balance								2,000,000	2,000,000
Use of Assigned Fund Balance	250,000	231,000	-	400,000	-	480,000	1,000,000	2,500,000	4,861,000
Unassigned									
Community Campus Operation-Supplemental						116,000			116,000
Skateboard Park-Supplemental						2,200,000			2,200,000
McIntyre Design					150,000		150,000		300,000
Collective Bargaining - Supplemental	265,800	27,167							292,967
DSA Settlement-Supplemental							500,000		500,000
Purchase Land-850 Banfield Road - Supp	400,000								400,000
Use of Unassigned Fund Balance	665,800	27,167	-	-	150,000	2,316,000	650,000	-	3,808,967
Total Use of Fund Balance	4,539,300	4,077,316	3,559,114	2,500,000	2,200,000	5,696,000	3,450,000	4,428,379	30,450,109
	Average Use FY17-FY24 (8 Years)								3,806,264

Property Taxes:

- **Property Taxes** – Property Taxes are Portsmouth’s largest revenue source. The city levies and collects taxes according to state law. Property Taxes are an ad valorem tax (Latin for according to value). There are approximately 8,900 residential and commercial properties

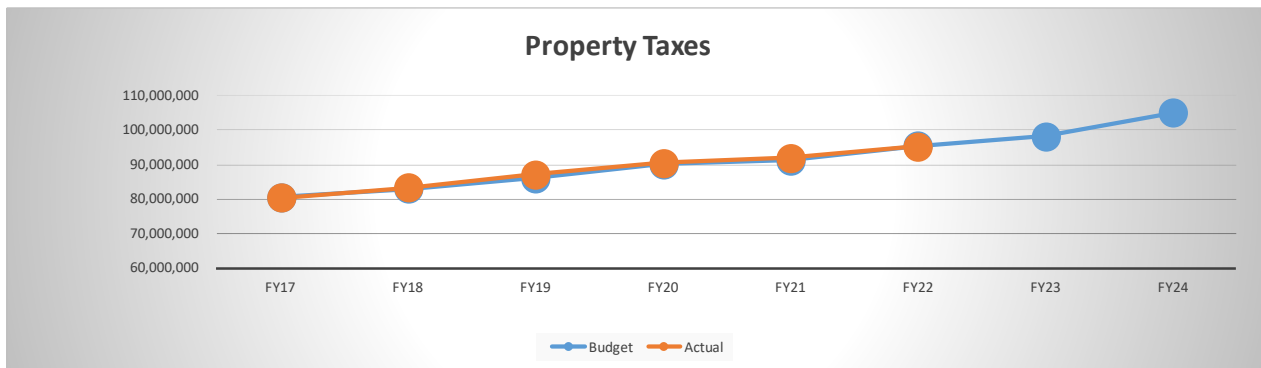
assessed taxes within the city. The amount of property tax levied is directly related to the amount of appropriation less all other revenues estimated. Budgeted property tax revenue is estimated to be \$104,974,257 in the FY24 proposed budget.

- The Tax Assessor is mandated to assess all property at its market value as of April 1 of each year making a tax year April 1 to March 31 while the Fiscal Year is July 1 to June 30. The City issues tax bills twice a year which are due December 1st and June 1st.



Assessed Value	FY18	FY19	FY20	FY21	FY22	FY23
With Utilities	5,468,344,022	5,567,674,277	6,151,840,476	6,301,589,965	6,398,641,017	6,493,196,779
% change from previous FY	14.6%	1.8%	10.5%	2.4%	1.5%	1.5%
Without Utilities	5,245,306,209	5,379,653,767	5,981,852,063	6,119,299,314	6,206,197,538	6,303,308,294
% change from previous FY	14.4%	2.6%	11.2%	2.3%	1.4%	1.6%
State Equalized for Debt Limits	5,731,071,264	6,073,124,791	6,714,405,427	7,119,904,456	8,082,803,530	
% change from previous FY	1.4%	6.0%	10.6%	6.0%	13.5%	
% of County Value	11.64%	11.20%	11.06%	11.46%	11.40%	11.40%
Tax Rate						
Town Rate	7.27	7.68	7.22	6.83	7.02	7.59
Local School	4.95	4.96	4.83	5.07	5.18	5.40
State School	2.13	2.21	1.91	1.90	1.94	1.36
County	1.03	0.99	0.90	0.90	0.89	0.85
Total Rate	15.38	15.84	14.86	14.70	15.03	15.20
% change from previous FY	-9.7%	3.0%	-6.2%	-1.1%	2.2%	1.1%

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



PROPERTY TAXES

	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	80,485,995	83,005,909	86,017,363	90,144,978	91,213,483	95,439,444	98,320,928	104,974,257
Actual	80,353,795	83,314,595	87,267,079	90,409,634	91,963,715	95,252,785		

CITY OF PORTSMOUTH
WATER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2022-2024

	BUDGETED REVENUES FY22	ACTUAL REVENUES FY22	BUDGETED REVENUES FY23	BUDGETED REVENUES FY24	%% CHANGE	\$\$ CHANGE
WATER CONSUMPTION						
MUNICIPAL	221,099	127,902	225,521	235,670	4.5%	10,148
COMMERCIAL TYPE 1	3,396,593	3,329,091	3,464,525	3,747,551	8.2%	283,027
INDUSTRIAL TYPE 1	1,390,161	1,377,943	1,417,964	1,531,447	8.0%	113,483
RESIDENTIAL TYPE 1	3,324,221	2,760,121	3,309,068	3,457,976	4.5%	148,908
TOTAL WATER CONSUMPTION	8,332,074	7,595,058	8,417,078	8,972,644	6.6%	555,566
OTHER FEES						
HYDRANT RENTAL INCOME	338,000	338,000	364,000	400,500	10.0%	36,500
METER FEES	717,184	708,264	727,942	729,402	0.2%	1,461
UTILITY REVENUE	250,098	116,456	255,100	265,303	4.0%	10,203
FIRE SERVICES	411,471	495,510	528,449	586,804	11.0%	58,355
JOB WORKED SERVICES	195,000	79,813	195,000	150,000	-23.1%	(45,000)
BACKFLOW TESTING	88,500	97,790	128,760	121,000	-6.0%	(7,760)
SERVICE CHARGES-SPECIAL	30,000	27,606	30,000	32,000	6.7%	2,000
CAPACITY USE SURCHARGE	100,000	153,870	121,000	140,000	15.7%	19,000
MISCELLANEOUS BILLING	36,000	112,796	55,000	60,000	9.1%	5,000
TOTAL OTHER FEES	2,166,253	2,130,105	2,405,250	2,485,010	3.3%	79,759
SPECIAL AGREEMENTS						
PEASE WELL CONSTRUCTION	-	255,518	-	-	0.0%	-
AF - OPERATIONS	281,827	205,076	780,729	896,882	0.0%	116,153
TOTAL SPECIAL AGREEMENTS	281,827	460,595	780,729	896,882	14.9%	-
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	33,000	38,845	33,000	270,000	718.2%	237,000
BOND PREMIUM AMORTIZATION	218,174	218,174	218,174	245,204	12.4%	27,030
LGC PREMIUM HOLIDAY	-	42,450	-	-	0.0%	-
TOTAL OTHER FINANCING SOURCES	251,174	299,469	251,174	515,204	105.1%	264,030
TOTAL: FULL ACCRUAL REVENUES	11,031,328	10,485,227	11,854,231	12,869,740	8.6%	899,355
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(218,174)	(218,174)	(218,174)	(245,204)	12.4%	(27,030)
USE OF UNRESTRICTED NET POSITION	-	-	563,116	-	-100.0%	(563,116)
SPECIAL AGREEMENT - CON EDISON	42,000	42,000	42,000	42,000	0.0%	-
SPECIAL AGREEMENT - STRAWBERRY BANKE	2,343	2,343	0	0	-	-
TOTAL CASH REQUIREMENT ADJUSTMENTS	(173,831)	(173,831)	386,942	(203,204)	-152.5%	(590,146)
TOTAL WATER FUND	10,857,497	10,311,396	12,241,173	12,666,536	3.5%	309,209

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:

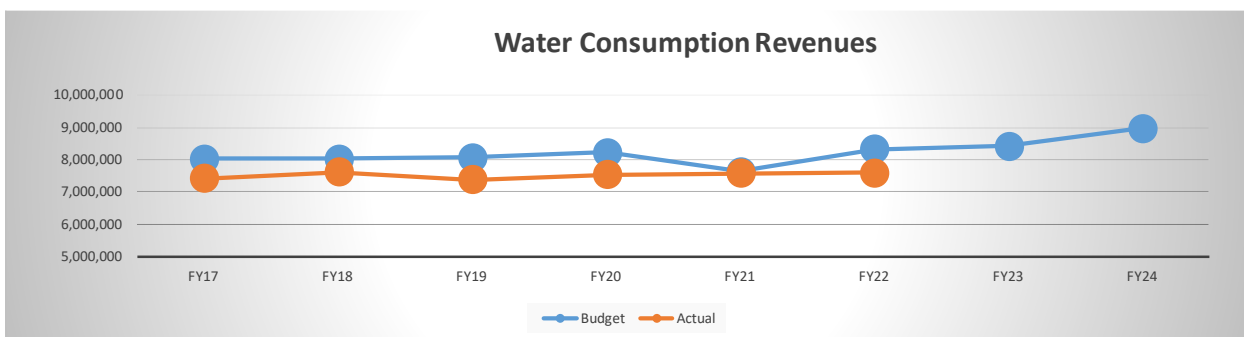
- 1) Water Consumption Revenues
- 2) Other Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

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.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	8,021,380	8,022,640	8,069,988	8,222,671	7,638,428	8,332,074	8,417,078	8,972,644
Actual	7,422,989	7,606,458	7,373,695	7,542,824	7,569,161	7,595,058		

Other Fees:

- **Public Hydrant Fees** - Revenues generated for providing water for public fire service to all municipalities served by the Water Division. The \$350 per public hydrant is collected from the following towns: Greenland, Newington, Madbury, New Castle, Rye, and the City of Portsmouth General Fund. There is a recommended increase in fee for FY24 to \$375.

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

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

Monthly Meter Charge Fee

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

- **Utility Revenue** – Revenue generated through wholesale utility agreements with the Rye and New Castle Water Districts.
- **Private Fire Service** – City Ordinance Chapter 16 - Many commercial and residential properties have a water service connection for their fire sprinkler system. The fee is based on the size of the fire service pipe entering the property. The Water Fund has increased the **anticipated revenue generated from this source based on a reassessment by the Water Rate Study which recommended that the fees for the larger services be incrementally increased over multiple years.**
- **Job Worked Services** – City Ordinance Chapter 16- Services rendered by the Water division maintenance department for the repair or construction of services in which an identified customer will be responsible for the costs. Services billed to individual customers include repair of vehicular damage to City property, repair of water service on private property, upgrade to existing service at property. Services are rendered on demand, thus making the revenue unpredictable from year to year. The fund has had revenues of \$60,000-\$200,000 over the past five years.
- **Backflow Testing Fees** – City Ordinance Chapter 16- It shall be the duty of the customer-user at any premises 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 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 FY24 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 FY24 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 unrestricted net position in FY24.

CITY OF PORTSMOUTH
SEWER FUND
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2022-2024

	BUDGETED REVENUES FY22	ACTUAL REVENUES FY22	BUDGETED REVENUES FY23	BUDGETED REVENUES FY24	%% CHANGE	\$\$ CHANGE
SEWER CONSUMPTION						
MUNICIPAL	199,649	202,029	207,635	220,093	6.0%	12,458
OTHER UTILITIES WATER	472,549	481,677	491,451	520,938	6.0%	29,487
COMMERCIAL TYPE 1	7,169,460	6,890,178	7,456,238	7,903,613	6.0%	447,374
INDUSTRIAL TYPE 1	2,623,070	2,978,873	3,126,144	3,422,973	9.5%	296,830
RESIDENTIAL TYPE 1	6,649,712	6,375,807	6,915,701	7,330,643	6.0%	414,942
TOTAL SEWER CONSUMPTION	17,114,440	16,928,563	18,197,169	19,398,260	6.6%	1,201,091
MISCELLANEOUS FEES						
JOB WORKED SERVICES	8,000	169	8,000	5,000	-37.5%	(3,000)
SEPTAGE	175,000	102,805	150,000	150,000	0.0%	-
PERMITS	20,000	17,663	20,000	20,000	0.0%	-
CAPACITY USE SURCHARGE	110,000	181,020	243,500	275,000	12.9%	31,500
MISCELLANEOUS	50,000	31,368	60,000	50,000	-16.7%	(10,000)
TOTAL MISCELLANEOUS FEES	363,000	333,024	481,500	500,000	3.8%	18,500
STATE REVENUES						
STATE AID GRANT PROGRAM	615,161	660,291	570,780	2,036,149	256.7%	1,465,369
TOTAL STATE REVENUES	615,161	660,291	570,780	2,036,149	256.7%	1,465,369
SPECIAL AGREEMENTS						
REV FROM SPECIAL AGREEMENTS	3,194	3,193	2,175	1,116	-48.7%	(1,059)
TOTAL SPECIAL AGREEMENTS	3,194	3,193	2,175	1,116	-48.7%	(1,059)
OTHER FINANCING SOURCES						
INTEREST ON INVESTMENTS	115,000	120,204	115,000	800,000	595.7%	685,000
ASSISTANCE PROGRAM-USE OF NET POSITION	-	-	-	-	0.0%	-
LONZA - CAPITAL CONTRIBUTION	-	7,066	-	-	0.0%	-
BOND PREMIUM AMORTIZATION	297,171	398,087	297,171	332,469	11.9%	35,298
SALE - MUNICIPAL PROPERT	-	-	-	-	0.0%	-
LGC PREMIUM HOLIDAY	-	51,195	-	-	0.0%	-
PSNH-REBATE	-	114,690	-	-	0.0%	-
SRF DEBT FORGIVENESS	-	4,034,039	-	-	0.0%	-
TOTAL OTHER FINANCING SOURCES	4,098,947	4,725,281	412,171	1,132,469	174.8%	(1,395,789)
TOTAL: FULL ACCRUAL REVENUES	22,194,742	22,650,352	19,663,795	23,067,994	17.3%	1,288,112
CASH REQUIREMENT ADJUSTMENTS						
BOND PREMIUM AMORTIZATION	(297,171)	(398,087)	(297,171)	(332,469)	11.9%	(35,298)
USE OF UNRESTRICTED NET POSITION	3,686,776	-	4,073,212	1,957,125	0.0%	(2,116,087)
PEASE AID GRANT, PEASE PRINCIPAL	0	0	-	-	0.0%	-
PEASE PAYBACK TOWARDS DEBT	0	0	-	-	0.0%	-
SPECIAL AGREEMENT- L/T ACCTS REC	21,464	21,464	22,062	7,390	-66.5%	(14,672)
TOTAL CASH REQUIREMENT ADJUSTMENTS	3,411,069	(376,623)	3,798,103	1,632,046	-57.0%	(2,166,057)
TOTAL SEWER FUND	21,919,035	22,273,729	23,461,898	24,700,040	5.3%	1,238,142

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:

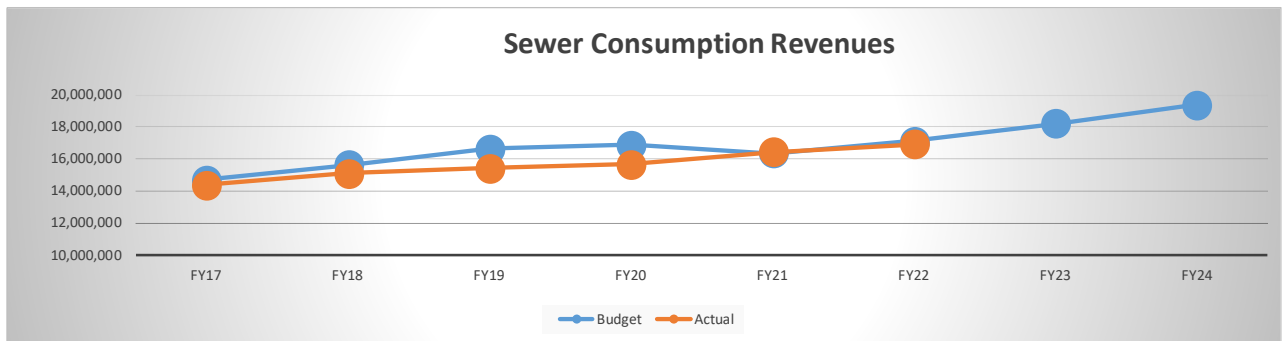
- 1) Sewer Consumption Revenues
- 2) Miscellaneous Fees
- 3) State Revenues
- 4) Special Agreements
- 5) Other Financing Sources

The 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 like 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.



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Budget	14,710,029	15,630,407	16,633,110	16,880,687	16,335,509	17,114,440	18,197,169	19,398,260
Actual	14,358,111	15,112,173	15,439,020	15,669,870	16,432,360	16,928,563		

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 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 term of each agreement is based on system improvements and the financing needs of the customer. The annual revenue budget amount equals the annual payment due from all customers for the fiscal year.

Other Financing Sources:

- **Interest on Investments** – The amount of interest earned from deposits.
- **Budgetary Use of Unrestricted Net Position** – The budgeted use of fund balance is typically used to stabilize rate increases from year to year. The Sewer District will be utilizing \$1,957,125 of unrestricted net position in FY24.

**CITY OF PORTSMOUTH
SPECIAL REVENUE FUNDS
ESTIMATED AND ACTUAL REVENUES
FOR FISCAL YEARS 2022-2024**

	BUDGETED REVENUES FY22	ACTUAL REVENUES FY22	BUDGETED REVENUES FY23	BUDGETED REVENUES FY24	% CHANGE	\$\$ CHANGE
Stormwater						
Transfer from General Fund	311,993	311,993	321,789	334,044	3.8%	12,255
Transfer from Sewer Fund	311,993	311,993	321,789	334,044	3.8%	12,255
Misc Revenue	-	5,875	-	-	0.0%	-
Use of Reserves	-	-	-	135,000	100.0%	135,000
Total Stormwater	623,986	629,861	643,578	803,088	24.8%	159,510
Parking and Transportation						
Portion of Total Parking Revenue	5,558,595	7,262,855	5,881,795	7,267,500	23.6%	1,385,705
Misc Revenue	-	42,983	-	-	-	-
BAN Premium	-	30,480	-	-	-	-
Use of Reserve-BAN Premium	-	-	-	30,480	-	30,480
Use of Reserve	898,793	-	1,979,928	1,595,166	-19.4%	(384,762)
Total Parking and Transportation	6,457,388	7,336,318	7,861,723	8,893,146	13.1%	1,031,423
Prescott Park						
Donations	1,500	300	4,000	4,000	0.0%	-
Weddings	6,000	3,525	4,000	4,000	0.0%	-
Misc Revenue	-	5,434	-	-	-	-
License Agreements	9,527	9,527	20,155	32,349	60.5%	12,194
Prescott Trust	192,200	192,200	203,900	204,000	0.0%	100
Marine Maintenance Trust	21,000	21,000	22,000	23,000	4.5%	1,000
Transfer from Parking/Transportation Fund	-	-	-	60,000	-	60,000
Transfer from General Fund	177,486	177,486	272,255	241,537	-11.3%	(30,718)
Total Prescott Park	407,713	409,472	526,310	568,886	8.1%	42,576
Community Development						
CDBG Entitlement	121,246	121,246	136,433	150,608	10.4%	14,175
Total Community Development	121,246	121,246	136,433	150,608	10.4%	14,175
Indoor Pool						
Indoor Pool Memberships	-	61,584	291,992	189,652	-35.0%	(102,340)
Swim Lessons	-	158,354	71,085	160,000	125.1%	88,915
Pool Rentals	-	24,252	71,230	70,000	-1.7%	(1,230)
Daily Pass	-	5,162	10,400	12,000	15.4%	1,600
Merchandise /Other Revenue	-	2,648	1,544	2,000	29.5%	456
Transfer from General Fund	-	150,000	150,000	200,000	33.3%	50,000
Total Indoor Pool	-	402,000	596,251	633,652	6.3%	37,401
Community Campus						
Rental Income/Other Revenue	-	119,730	408,429	413,868	1.3%	5,439
Transfer - School Department Utilities	-	-	35,000	35,000	0.0%	-
Transfer from General Fund	-	116,000	360,788	476,443	32.1%	115,655
Total Community Campus	-	235,730	804,217	925,311	15.1%	121,094
Total Special Revenue Funds	7,610,333	9,134,627	10,568,512	11,974,691	13.3%	1,406,179

Special Revenue Fund Revenue Descriptions and Trends

Stormwater:

- **City of Portsmouth General Fund Transfer and Sewer Fund Transfer** – Historically, Stormwater expenditures have been distributed between both the General Fund and the Sewer Fund. In FY19, the creation of a Special Revenue Fund for Stormwater related expenditures was created. Funding for the expenditures will be divided evenly by transfers from both the General Fund and Sewer Fund.

Parking and Transportation:

- **Parking Revenues** - A portion of total parking-related revenues are budgeted to cover expenditure for the Parking and Transportation Division of Public Works.
- **Use of Reserve-BAN Premium** – BAN premium received in June 2022.
- **Use of Reserves** – The Hanover Parking Facility will be under a rehabilitation project from FY23 through FY25. During this project approximately 1/3 or 300 parking spaces will be unavailable for use. An expected reduction in revenue has been anticipated and the use of reserves will be needed.

Prescott Park:

- **Donations** – Estimated donations given for the park.
- **Weddings** – Revenue collected for reserving the Park for weddings. Fees vary dependent upon wedding size.
- **License Agreements** – Amounts raised from official agreements for use of Park grounds and facilities.
- **Josie F. Prescott Trust** – The Josie F. Prescott 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 FY18, these historic contributions from the General Fund will take the form of a “General Fund” transfer.

Community Development:

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

Indoor Pool:

- **Indoor Pool Memberships** – Resident and Non-Resident annual fees to be a member of the Indoor Pool.
- **Swim Lessons** – Fee paid by members and non-members for an eight-lesson session.
- **Pool Rentals** – Per hour rental of the Indoor Pool facility.
- **Daily Pass** – Per day pass to use the Indoor Pool facility.
- **Merchandise** – Cost of goods sold at the Indoor Pool facility.
- **Transfer from the General Fund** – Annual contribution for the operations of the Indoor Pool facility.

Community Campus:

- **Rental Income** – Rental fee paid by non-profits to use the Community Campus facility.
- **Transfer School Department Utilities** – the School Department will be transferring its RJ Lister Academy operations to the Community Campus for the second half of the FY24 school year. This transfer will cover utilities for this transition period.
- **Transfer from the General Fund** – Annual contribution for the operations of the Community Campus.



Debt Service

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

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

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

LONG-TERM DEBT SERVICE FORECAST MODEL

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

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

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

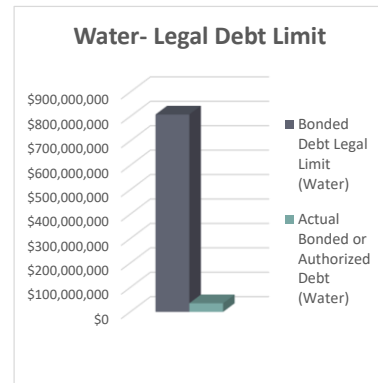
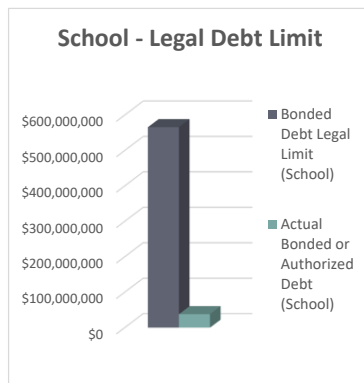
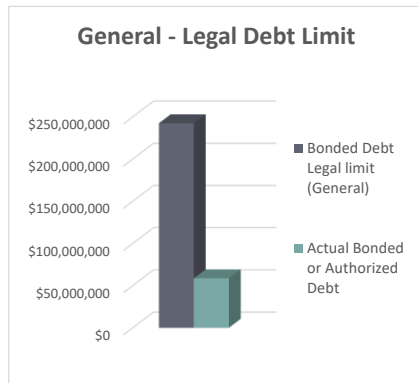
LONG TERM DEBT OUTSTANDING BALANCES

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, 2022

Modified local assessed valuation	\$ 6,425,834,917
Department of Revenue Administration inventory adjustment	<u>\$ 1,656,968,613</u>
Equalized assessed valuation	\$ 8,082,803,530
Adjustment: RSA 31-A	<u>\$ -</u>
Base valuation for debt limit (1)	<u><u>\$ 8,082,803,530</u></u>

	<u>3.0% of base (General Debt)</u>	<u>7.0% of base (School Debt) (2)</u>	<u>10% of base (Water Fund) (3) (4)</u>
Bonded debt limit -	<u>\$242,484,106</u>	<u>\$565,796,247</u>	<u>\$808,280,353</u>
Gross bonded debt June 30	\$58,733,600	\$37,998,300	\$35,514,028
Less:			
Landfill (5)			
Sub-total	<u>\$58,733,600</u>	<u>\$37,998,300</u>	<u>\$35,514,028</u>
Authorized but unissued			
2019 Streets & Sidewalks	\$4,775,000		
2018 Streets and Sidewalks	\$950,000		
FY20 Steet/sidewalks/facilities	\$800,000		
FY20 Fire Apparatus	\$58,635		
FY21 Outdoor Pool/Islington St	\$2,000,000		
Prescott park and Streets/sidewalks	\$8,300,000		
Parking Garage	\$6,300,000		
Policy Facility	\$1,400,000		
Community Campus	\$8,423,821		
FY20 Water infrastructure upgrades			\$850,000
FY21 Water infrastructure upgrades			\$7,300,000
Total Authorized unissued	<u>\$33,007,456</u>	<u>\$0</u>	<u>\$8,150,000</u>
Total debt applicable to limitation	<u>\$91,741,056</u>	<u>\$37,998,300</u>	<u>\$43,664,028</u>
% Debt used of limitation	38%	7%	5%
Legal Debt Margin	<u><u>\$150,743,050</u></u>	<u><u>\$527,797,947</u></u>	<u><u>\$764,616,325</u></u>
Legal Debt Margin %	62%	93%	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			<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
ISSUED DEBT									
GENERAL FUND-Issued Debt									
General Government									
AAA	06/27/13	13 Improvements	2,267,000						
		Principal-Last Pmt FY23	10 YR	225,000					
		Interest		6,750					
AAA	06/25/14	14 Improvements	5,750,000						
		Principal-Last Pmt FY24	10 YR	575,000	575,000				
		Interest		57,500	28,750				
AAA	06/20/19	18 Fire Boat	\$180,000(\$164,000)						
		Principal-Last Pmt FY24	5 YR	30,000	25,000				
		Interest		2,750	1,250				
AAA	06/20/19	19 Fire Apparatus	\$600,000(\$544,000)						
		Principal-Last Pmt FY24	5 YR	105,000	105,000				
		Interest		10,500	5,250				
AAA	06/23/15	15 Improvements	3,475,000						
		Principal-Last Pmt FY25	10 YR	345,000	345,000	345,000			
		Interest		41,400	27,600	13,800			
AAA	06/23/15	Library-Refunded	3,685,000						
		Principal-Last Pmt FY26	10 YR	325,000	320,000	320,000	315,000		
		Interest		39,875	30,200	19,000	6,300		
AAA	06/15/16	16 Improvements	6,100,000						
		Principal-Last Pmt FY26	10 YR	610,000	610,000	610,000	610,000		
		Interest		97,600	73,200	48,800	24,400		
AAA	06/23/17	17 Fire Station 3 Improvements	610,000						
		Principal-Last Pmt FY27	10 YR	60,000	60,000	60,000	60,000	60,000	
		Interest		12,000	9,600	7,200	4,800	2,400	
AAA	06/23/17	17 Improvements	6,850,000						
		Principal-Last Pmt FY27	10 YR	685,000	685,000	685,000	685,000	685,000	
		Interest		137,000	109,600	82,200	54,800	27,400	
AAA	06/20/18	18 Improvements (Part I)	6,200,000						
		Principal-Last Pmt FY28	10 YR	620,000	620,000	620,000	620,000	620,000	620,000
		Interest		186,000	155,000	124,000	93,000	62,000	31,000
		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 FY28	10 YR	170,000	170,000	170,000	170,000	165,000	165,000
		Interest		33,800	27,000	20,200	13,400	6,600	3,300
AAA	06/15/16	Fire Station 2 Land-Refunded	619,000						
		Principal-Last Pmt FY28	10 YR	60,000	60,000	60,000	60,000	60,000	55,000
		Interest		11,900	9,500	7,100	4,700	2,300	1,100
AAA	06/15/16	Fire Station 2 Replacement-Refunded	708,500						
		Principal-Last Pmt FY29	10 YR	70,000	70,000	70,000	70,000	70,000	70,000
		Interest		19,540	16,740	13,940	11,140	8,340	5,540
AAA	06/20/19	FY 18 Improvements (Part II)	\$3,300,000(\$2,802,000)						
		Principal-Last Pmt FY29	10 YR	285,000	285,000	280,000	275,000	275,000	275,000
		Interest		97,250	83,000	68,750	54,750	41,000	27,250
		McDonough Street	800,000						
		Islington Street	2,500,000						

GENERAL FUND

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

Bond Rating			FY23	FY24	FY25	FY26	FY27	FY28	FY29
AAA	06/20/19 FY 19 Improvements (Part I)	\$2,375,000(\$2,018,000)							
	Principal-Last Pmt FY29	10 YR	205,000	205,000	205,000	200,000	200,000	195,000	185,000
	Interest		69,750	59,500	49,250	39,000	29,000	19,000	9,250
	Fire Station One Renovation	325,000							
	Citywide Bridge Upgrades	350,000							
	Market St Gateway	1,700,000							
AAA	04/06/21 FY 18 Improvements (Part III)	\$500,000(\$425,600)							
	Principal-Last Pmt FY31	10 YR	45,000	45,000	45,000	45,000	40,000	40,000	40,000
	Interest		16,000	14,200	12,400	10,600	8,800	7,000	5,200
	North Mill Pond Multi Use Path	500,000							
AAA	06/23/22 FY 21 Fire Apparatus	\$1,342,080.36(\$1,188,500)							
	Principal-Last Pmt FY32	10 YR	118,500	120,000	120,000	120,000	120,000	120,000	120,000
	Interest		56,980	52,350	46,350	40,350	34,350	28,350	22,350
	Ladder #2	1,342,080							
AAA	04/06/21 FY 19 Improvements (Part II)	\$5,900,814(\$5,406,700)							
	Principal-Last Pmt FY41	20 YR	275,000	275,000	275,000	275,000	275,000	275,000	275,000
	Interest		153,488	142,488	131,487	120,488	109,488	97,113	84,738
	Multi-Purpose Fields	2,840,000							
	City Hall Electrical Upgrades	600,000							
	Longmeadow Road Extension	400,000							
	Senior Center	2,060,815							
AAA	04/06/21 FY 20 Improvements (Part I)	\$6,600,000(\$6,044,400)							
	Principal-Last Pmt FY41	20 YR	315,000	315,000	315,000	310,000	310,000	310,000	305,000
	Interest		172,288	159,688	147,088	134,488	122,088	108,138	94,188
	Citywide Facility Improvements	1,000,000							
	Bi-Annual Sidewalk Improvements	400,000							
	Citywide Bridge Improvements	1,200,000							
	Maplewood Ave Bridge Improvements	500,000							
	Cate St Connector	1,500,000							
	Bi-Annual Citywide Street Paving	2,000,000							
AAA	04/06/21 FY 21 Improvements (Part I)	\$400,000(\$364,000)							
	Principal-Last Pmt FY41	20 YR	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Interest		10,638	9,838	9,038	8,238	7,438	6,538	5,638
	Police Station Upgrades	400,000							
AAA	06/23/22 FY 19 Improvements (Part III)	\$750,000(\$694,000)							
	Principal-Last Pmt FY42	20 YR	34,000	35,000	35,000	35,000	35,000	35,000	35,000
	Interest		29,590	28,563	26,813	25,063	23,313	21,563	19,813
	Prescott Park Master Plan Improvements	750,000							
AAA	06/23/22 FY 20 Improvements (Part II)	\$750,000(\$694,000)							
	Principal-Last Pmt FY42	20 YR	34,000	35,000	35,000	35,000	35,000	35,000	35,000
	Interest		29,590	28,563	26,813	25,063	23,313	21,563	19,813
	Pease Tradeport Street Rehab	750,000							
AAA	06/23/22 FY 21 Improvements (Part II)	\$1,640,000(\$1,518,500)							
	Principal-Last Pmt FY42	20 YR	78,500	80,000	80,000	80,000	75,000	75,000	75,000
	Interest		64,796	62,343.76	58,343.76	54,343.76	50,343.76	46,593.76	42,843.76
	Islington Street Phase 1B	1,640,000							
AAA	06/23/22 FY 22 Improvements (Part I)	\$3,100,000(\$2,865,100)							
	Principal-Last Pmt FY42	20 YR	150,100	155,000	155,000	150,000	150,000	145,000	145,000
	Interest		122,820	118,106	110,356	102,606	95,106	87,606	80,356
	Police Station Upgrades	400,000							
	Banfield Road Pedestrian Accommodations	500,000							
	Willard Ave Reconstruction	1,200,000							
	Union Street Reconstruction	1,000,000							
	Total General Fund-Gen Gov Issued Debt Principal Due		5,440,100	5,215,000	4,505,000	4,135,000	3,195,000	2,435,000	1,573,500
	Total General Fund-Gen Gov Issued Debt Interest Due		1,479,804	1,252,328	1,022,927	827,528	653,278	511,653	400,428
	Total General Fund-Gen Gov Issued Debt		6,919,904	6,467,328	5,527,927	4,962,528	3,848,278	2,946,653	1,973,928
	Schools								
AAA	06/27/13 13 School Building Improvements	500,000							
	Principal-Last Pmt FY23	10 Yr	50,000						
	Interest		1,500						
AA+	05/17/12 High School Renovations-Refunding	17,325,000							
	Principal-Last Pmt FY23	10 YR	1,650,000						
	Interest		33,000						
AAA	06/23/15 15 School Field Lighting	750,000							
	Principal-Last Pmt FY25	10 Yr	75,000	75,000	75,000				
	Interest		9,000	6,000	3,000				

GENERAL FUND

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

Bond Rating			FY23	FY24	FY25	FY26	FY27	FY28	FY29
AAA	06/15/16 16 School Building Improvements	500,000							
	Principal-Last Pmt FY26	10 Yr	50,000	50,000	50,000	50,000			
	Interest		8,000	6,000	4,000	2,000			
AAA	06/20/18 18 Athletic Field Lighting	550,000							
	Principal-Last Pmt FY28	10 Yr	55,000	55,000	55,000	55,000	55,000	55,000	
	Interest		16,500	13,750	11,000	8,250	5,500	2,750	
AAA	06/20/19 19 School Building Improvements	\$500,000(\$426,000)							
	Principal-Last Pmt FY29	10 Yr	45,000	45,000	45,000	40,000	40,000	40,000	35,000
	Interest		14,500	12,250	10,000	7,750	5,750	3,750	1,750
AAA	04/06/21 10 Middle School Renovation-Refunding	5,773,500							
	Principal-Last Pmt FY 30	10 YR	640,000	645,000	640,000	640,000	640,000	640,000	640,000
	Interest		217,800	192,200	166,400	140,800	115,200	86,400	57,600
AAA	12/14/21 11 Middle School Renovation-Refunding	9,430,000							
	Principal-Last Pmt FY32	10 YR	900,000	915,000	925,000	935,000	940,000	950,000	955,000
	Interest		449,000	403,625	357,625	311,125	264,250	217,000	169,375
AAA	06/25/14 14 Middle School Renovation	3,300,000							
	Principal-Last Pmt FY34	20 YR	165,000	165,000	165,000	165,000	165,000	165,000	165,000
	Interest		84,150	75,900	67,650	59,400	51,150	46,200	39,600
AAA	06/15/16 16 Elementary Schools Renovations	5,000,000							
	Principal-Last Pmt FY36	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		105,000	95,000	85,000	75,000	65,000	60,000	55,000
AAA	06/23/17 17 Elementary Schools Renovations	5,000,000							
	Principal-Last Pmt FY37	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		120,313	110,313	100,313	90,313	80,313	70,313	65,313
AAA	06/20/18 18 Elementary Schools Renovations	5,000,000							
	Principal-Last Pmt FY38	20 YR	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		154,688	142,188	129,688	117,188	104,688	92,188	79,688
AAA	06/20/19 19 Elementary Schools Renovations	\$5,000,000(\$4,508,500)							
	Principal-Last Pmt FY39	20 YR	225,000	225,000	225,000	225,000	225,000	225,000	225,000
	Interest		150,594	139,344	128,094	116,844	105,594	94,344	83,094
AAA	04/06/21 20 Elementary Schools Renovations	\$2,000,000(\$1,833,000)							
	Principal-Last Pmt FY41	20 YR	95,000	95,000	95,000	95,000	95,000	95,000	90,000
	Interest		52,100	48,300	44,500	40,700	36,900	32,625	28,350
AAA	04/06/21 21 School Facilities Improvements (Part I)	\$500,000(\$454,800)							
	Principal-Last Pmt FY41	20 YR	25,000	25,000	25,000	25,000	25,000	25,000	25,000
	Interest		13,300	12,300	11,300	10,300	9,300	8,175	7,050
AAA	06/23/22 21 School Facilities Improvements (Part II)	\$500,000(\$459,800)							
	Principal-Last Pmt FY42	20 YR	24,800	25,000	25,000	25,000	25,000	25,000	25,000
	Interest		19,912	19,125	17,875	16,625	15,375	14,125	12,875
AAA	06/23/22 22 Elementary Schools Renovations	\$1,100,000(\$1,018,500)							
	Principal-Last Pmt FY42	20 YR	53,500	55,000	55,000	55,000	50,000	50,000	50,000
	Interest		43,499	41,813	39,063	36,313	33,563	31,063	28,563
Total General Fund-School Issued Debt Principal Due			4,803,300	3,125,000	3,130,000	3,060,000	3,010,000	3,020,000	2,960,000
Total General Fund-School Issued Debt Interest Due			1,492,855	1,318,106	1,175,506	1,032,606	892,581	758,931	628,256
Total General Fund-School Issued Debt			6,296,155	4,443,106	4,305,506	4,092,606	3,902,581	3,778,931	3,588,256
Total General Fund- Issued Debt Principal Due			10,243,400	8,340,000	7,635,000	7,195,000	6,205,000	5,455,000	4,533,500
Total General Fund-Issued Debt Interest Due			2,972,659	2,570,434	2,198,434	1,860,134	1,545,859	1,270,584	1,028,684
Total General Fund-Issued Debt			13,216,059	10,910,434	9,833,434	9,055,134	7,750,859	6,725,584	5,562,184
Issued Debt Related Revenues									
GF	Use of Unused Bond Proceeds								
GF	Use of Debt Reserve		(1,700,000)	(1,700,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,232,386)
GF	School Building Aid (High School 55%)		(1,016,222)						
GF	School Building Aid on \$40.8m (Middle School 40%)		(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
Total Issued Debt Related Revenues-General Fund			(3,457,196)	(2,440,974)	(2,240,974)	(2,240,974)	(2,240,974)	(2,240,974)	(1,973,360)
Total Net Issued Debt-General Fund			9,758,863	8,469,460	7,592,460	6,814,160	5,509,885	4,484,610	3,588,824

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

Bond Rating			<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
GENERAL FUND-Projected Future Debt									
	Issued Difference Budgeted vs actual		139,988						
10 yr 5.0%	FY18-Maplewood Ave Complete Street	450,000			65,250	63,225	61,200	59,175	57,150
10 yr 5.0%	FY18-New Franklin/Woodbury Corridor Improvement	500,000			72,500	70,250	68,000	65,750	63,500
FY18	Authorized 07/10/17								
		950,000							
20 yr 5.0%	FY19-Outdoor Pool	1,000,000			100,000	97,500	95,000	92,500	90,000
20 yr 5.0%	FY19-Prescott Park Master Plan Improvements issue \$750,000 FY 22, \$1,575,000 FY 22	1,575,000			157,500	153,563	149,625	145,688	141,750
20 yr 5.0%	FY19-Peverly Hill Road Improvements	2,200,000			220,000	214,500	209,000	203,500	198,000
FY19	Authorized 08/06/18								
		4,775,000							
20 yr 5.0%	FY20-Citywide Bridge Improvements issue \$1,200,000 FY 21, \$800,000 FY 23	800,000			80,000	78,000	76,000	74,000	72,000
FY20	Authorized 07/15/19								
		800,000							
20 yr 5.0%	FY21-Outdoor Pool Upgrades Authorized 12/07/20	2,000,000			200,000	195,000	190,000	185,000	180,000
	Total FY 21 New Bonding	2,000,000							
20 yr 5.0%	FY22-Prescott Park Master Plan Improvements	1,750,000			175,000	170,625	166,250	161,875	157,500
20 yr 5.0%	FY22-Citywide Sidewalk Reconstruction Program	800,000		80,000	78,000	76,000	74,000	72,000	70,000
20 yr 5.0%	FY22-Street Paving, Management and Rehabilitation	4,000,000		400,000	390,000	380,000	370,000	360,000	350,000
20 yr 5.0%	FY22-Pease Tradeport Street Rehabilitation	750,000		75,000	73,125	71,250	69,375	67,500	65,625
20 yr 5.0%	FY22-Maplewood Avenue Bridge Replacement	1,000,000			100,000	97,500	95,000	92,500	90,000
	Authorized 08/02/21								
	Total FY22 New Bonding	8,300,000							
	FY22 Community Campus BAN Interest		BAN Interest 273,774	BAN Interest 315,893					
	Bond	8,423,821		128,379	842,382	821,323	800,263	779,203	758,144
	Authorized 04/18/22								
20 yr 5.0%	FY22-New Police Station Authorized 04/04/22	1,400,000		140,000	136,500	133,000	129,500	126,000	122,500
	Total FY22 New Bonding	1,400,000							
20 yr 5.0%	FY23-Police Station Upgrades	400,000		40,000	39,000	38,000	37,000	36,000	35,000
20 yr 5.0%	FY23-School Facilities Capital Improvements	1,600,000		160,000	156,000	152,000	148,000	144,000	140,000
20 yr 5.0%	FY23-Elementary Schools Upgrade	1,500,000		150,000	146,250	142,500	138,750	135,000	131,250
20 yr 5.0%	FY23-Greenland Road Recreation Facility	1,805,000		180,500	175,988	171,475	166,963	162,450	157,938
20 yr 5.0%	FY23-Outdoor Pool	2,000,000			200,000	195,000	190,000	185,000	180,000
20 yr 5.0%	FY23-City Fuel Station Upgrades	1,000,000		100,000	97,500	95,000	92,500	90,000	87,500
20 yr 5.0%	FY23-Citywide Facilities Capital Improvements	1,000,000		100,000	97,500	95,000	92,500	90,000	87,500
20 yr 5.0%	FY23-Downtown Aerial Utilities Undergrounding	2,500,000			250,000	243,750	237,500	231,250	225,000
20 yr 5.0%	FY23-Bartlett Street Utilities Upgrades and Streetsca	800,000			80,000	78,000	76,000	74,000	72,000
	Authorized 07/11/22	12,605,000							

GENERAL FUND

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

Bond Rating			<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
20 yr 5.0%	FY23-Greenland Road Recreation Facility (Additional Funding)	1,083,500			108,350	105,641	102,933	100,224	97,515
	Authorized 04/17/23								
20 yr 5.0%	FY23-New Police Station	2,800,000		280,000	273,000	266,000	259,000	252,000	245,000
	as of 03/20/23 not authorized								
	Total FY23 New Bonding	16,488,500							
20 yr 5.0%	FY24-Police Station Upgrades	400,000			40,000	39,000	38,000	37,000	36,000
20 yr 5.0%	FY24-School Facilities Capital Improvements	550,000			55,000	53,625	52,250	50,875	49,500
20 yr 5.0%	FY24-Fit-Up of Community Campus Space for R.JLA	1,800,000			180,000	175,500	171,000	166,500	162,000
20 yr 5.0%	FY24-Land Acquisition	500,000			50,000	48,750	47,500	46,250	45,000
20 yr 5.0%	FY24-South Mill Pond Playground	600,000			60,000	58,500	57,000	55,500	54,000
20 yr 5.0%	FY24-Outdoor Pool	1,500,000			150,000	146,250	142,500	138,750	135,000
20 yr 5.0%	FY24-Citywide Facilities Capital Improvements	500,000			50,000	48,750	47,500	46,250	45,000
20 yr 5.0%	FY24-Elwyn Park Sidewalks Traffic Calming	1,500,000			150,000	146,250	142,500	138,750	135,000
20 yr 5.0%	FY24-Borthwick Avenue Bike Path	400,000			40,000	39,000	38,000	37,000	36,000
20 yr 5.0%	FY24-Sagamore Avenue Sidewalk	300,000			30,000	29,250	28,500	27,750	27,000
20 yr 5.0%	FY24-Citywide Sidewalk Reconstruction Program	800,000			80,000	78,000	76,000	74,000	72,000
20 yr 5.0%	FY24-Street Paving, Management and Rehabilitation	4,000,000			400,000	390,000	380,000	370,000	360,000
20 yr 5.0%	FY24-Pease Tradeport Street Rehabilitation	3,200,000			320,000	312,000	304,000	296,000	288,000
20 yr 5.0%	FY24-Edmond Ave	1,050,000			105,000	102,375	99,750	97,125	94,500
20 yr 5.0%	FY24-Islington St	2,500,000			250,000	243,750	237,500	231,250	225,000
20 yr 5.0%	FY24-Union St	700,000			70,000	68,250	66,500	64,750	63,000
	Total FY24 New Bonding	20,300,000							
10 yr 4.5%	FY25-Fire Engine #4	800,000				116,000	112,400	108,800	105,200
	Authorized 11/14/22								
20 yr 5.0%	FY25-New Police Facility	3,800,000				400,000	800,000	3,800,000	3,705,000
20 yr 5.0%	FY25-School Facilities Capital Improvements	650,000				65,000	63,375	61,750	60,125
20 yr 5.0%	FY25-Land Acquisition	500,000				50,000	48,750	47,500	46,250
20 yr 5.0%	FY25-Additional Outdoor Recreation Field	3,000,000				300,000	292,500	285,000	277,500
20 yr 5.0%	FY25-Prescott Park Master Plan Improvements	1,750,000				175,000	170,625	166,250	161,875
20 yr 5.0%	FY25-Citywide Facilities Capital Improvements	500,000				50,000	48,750	47,500	46,250
20 yr 5.0%	FY25-Mechanic Street Wharf/Pier	1,000,000				100,000	97,500	95,000	92,500
20 yr 5.0%	FY25-Russell/Market Intersection Upgrade	2,200,000				220,000	214,500	209,000	203,500
20 yr 5.0%	FY25-Cate St Bridge Replacement	1,500,000				150,000	146,250	142,500	138,750
20 yr 5.0%	FY25-The Creek Neighborhood Reconstruction	500,000				50,000	48,750	47,500	46,250
	Total FY25 New Bonding	50,400,000							
20 yr 5.0%	FY26-School Facilities Capital Improvements	650,000					65,000	63,375	61,750
20 yr 5.0%	FY26-Elementary Schools Upgrade	3,000,000					300,000	292,500	285,000
20 yr 5.0%	FY26-Leary Field-Bleachers/Grandstand	1,000,000					100,000	97,500	95,000
20 yr 5.0%	FY26-City Hall HVAC Improvements	500,000					50,000	48,750	47,500
20 yr 5.0%	FY26-Citywide Facilities Capital Improvements	1,000,000					100,000	97,500	95,000
20 yr 5.0%	FY26-Market St Side Path	400,000					40,000	39,000	38,000
20 yr 5.0%	FY26-US Route 1 New Side Path Construction	1,000,000					100,000	97,500	95,000
20 yr 5.0%	FY26-Greenland Rd/Middle Rd Bike Ped Improvemer	585,000					58,500	57,038	55,575
20 yr 5.0%	FY26-Coakley-Borthwick Connector Roadway	1,000,000					100,000	97,500	95,000
20 yr 5.0%	FY26-Fleet Street Utilities Upgrades/Streetscape	2,000,000					200,000	195,000	190,000
20 yr 5.0%	FY26-Chapel Street	340,000					34,000	33,150	32,300
	Total FY26 New Bonding	11,475,000							
20 yr 5.0%	FY27-School Facilities Capital Improvements	1,000,000						100,000	97,500
20 yr 5.0%	FY27-Citywide Facilities Capital Improvements	500,000						50,000	48,750
20 yr 5.0%	FY27-The Creek Neighborhood Reconstruction	800,000						80,000	78,000
	Total FY27 New Bonding	2,300,000							

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

Bond Rating			<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
10 yr 4.5%	FY28-Fire Tower #5	1,500,000							
20 yr 5.0%	FY28-Prescott Park Master Plan Improvements	1,750,000							175,000
20 yr 5.0%	FY28-Citywide Facilities Capital Improvements	500,000							50,000
10 yr 4.5%	FY28-Citywide Sidewalk Reconstruction Program	800,000							116,000
10 yr 4.5%	FY28-Street Paving, Management and Rehabilitation	4,000,000							580,000
10 yr 4.5%	FY28-Pease Tradeport Street Rehabilitation	1,000,000							145,000
Total FY28 New Bonding		8,050,000							
10 yr 4.5%	FY29-Fire Engine #6	800,000							
20 yr 5.0%	FY29-Elementary Schools Upgrade	2,000,000							
20 yr 5.0%	FY29-Land Acquisition	500,000							
20 yr 5.0%	FY29 South Mill Pond Playground	900,000							
20 yr 5.0%	FY29-Greenland Road Recreation Facility	6,100,000							
20 yr 5.0%	FY29-Outdoor Pool House	3,250,000							
20 yr 5.0%	FY29-Prescott Park Master Plan Improvements	1,750,000							
20 yr 5.0%	FY29-City Hall HVAC Improvements	1,000,000							
20 yr 5.0%	FY29-Recycling & Solid Waste Transfer Station	7,500,000							
20 yr 5.0%	FY29-Citywide Facilities Capital Improvements	1,000,000							
20 yr 5.0%	FY29-Downtown Aerial Utilities Undergrounding	2,500,000							
20 yr 5.0%	FY29-Hampton Branch Rail Trail (NH Seacoast greer	880,000							
10 yr 4.5%	FY29-Citywide Sidewalk Reconstruction Program	400,000							
10 yr 4.5%	FY29-Street Paving, Management and Rehabilitation	2,000,000							
10 yr 4.5%	FY29-Pease Tradeport Street Rehabilitation	500,000							
10 yr 4.5%	FY29-Junkins Avenue	1,100,000							
10 yr 4.5%	FY29-Pinehurst Road Improvements	300,000							
10 yr 4.5%	FY29-Madison St Roadway Improvements	350,000							
10 yr 4.5%	FY29-The Creek Neighborhood Reconstruction	1,000,000							
Total FY29 New Bonding		33,030,000							
Total Projected CIP FY 24-29		127,755,000							
Total Projected not Authorized FY 23		2,800,000							
Total Authorized Unissued FY 18-22		39,253,821							
Total Projected Debt Service		169,808,821							
Total General Fund-Projected Future Debt			413,762	2,149,772	6,563,845	8,073,851	9,422,758	12,425,477	13,163,446
Future Debt Related Revenues									
Total Future Debt Related Revenues-General Fund			-	-	-	-	-	-	-
Total Net Projected Future Debt-General Fund			413,762	2,149,772	6,563,845	8,073,851	9,422,758	12,425,477	13,163,446
Total Gross Issued and Projected Debt-General Fund			13,629,821	13,060,206	16,397,278	17,128,985	17,173,617	19,151,061	18,725,630
Total Debt Related Revenues Actual and Projected			(3,457,196)	(2,440,974)	(2,240,974)	(2,240,974)	(2,240,974)	(2,240,974)	(1,973,360)
Total Net Issued and Projected Debt-General Fund			10,172,625	10,619,232	14,156,304	14,888,011	14,932,643	16,910,087	16,752,270

GENERAL FUND

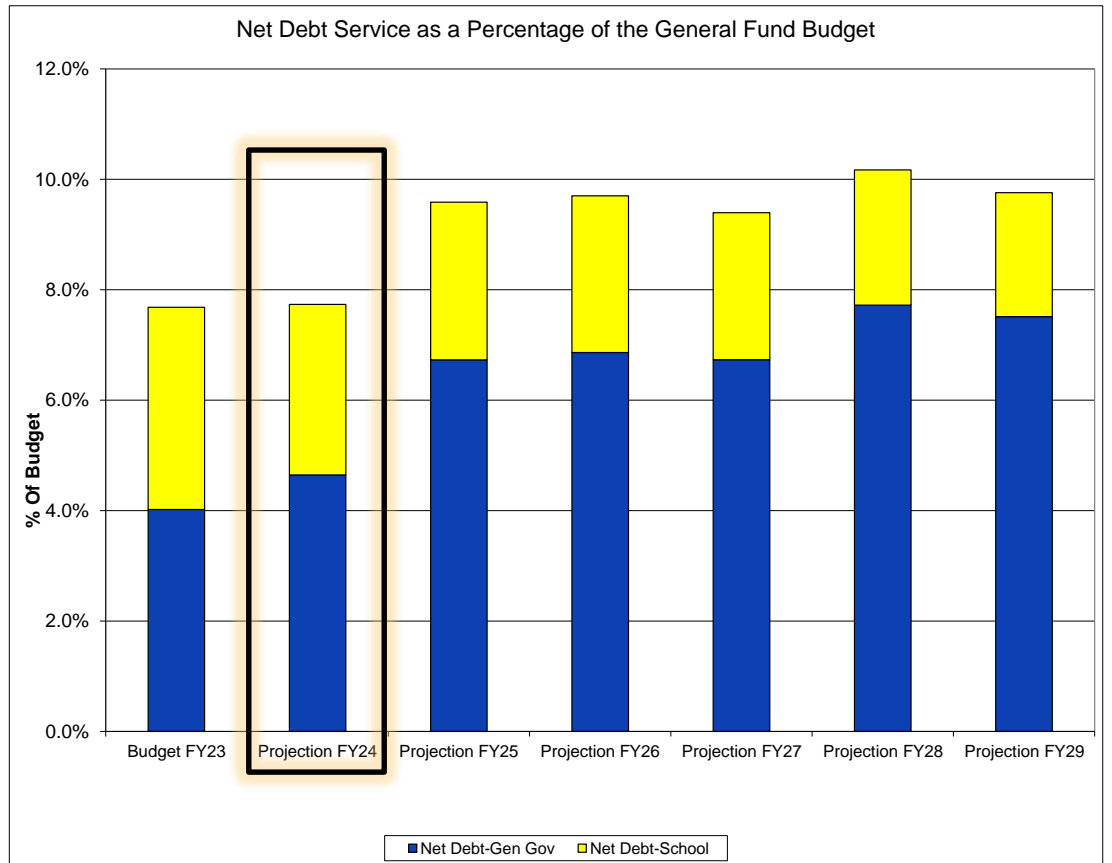
GENERAL FUND

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

City of Portsmouth

Net Debt Service as a Percentage of the General Fund Budget

	<u>Budget FY23</u>	<u>Projection FY24</u>	<u>Projection FY25</u>	<u>Projection FY26</u>	<u>Projection FY27</u>	<u>Projection FY28</u>	<u>Projection FY29</u>
Total Gen Fund Without Debt Service	118,795,090	124,223,169	129,192,096	134,359,780	139,734,171	145,323,538	151,136,479
Increase FY 24 and beyond:							
4.00%							
Existing Debt Service-School	6,296,155	4,443,106	4,305,506	4,092,606	3,902,581	3,778,931	3,588,256
Existing Debt Service-Gen Gov	6,919,904	6,467,328	5,527,927	4,962,528	3,848,278	2,946,653	1,973,928
Projected Debt Service-School	310,000	537,250	588,625	938,375	1,014,000	987,125	960,250
Projected Debt Service-Gen Gov	103,762	1,612,522	5,755,220	6,920,976	8,199,758	11,234,852	12,005,196
Total Gross Debt Service	13,629,821	13,060,206	16,177,278	16,914,485	16,964,617	18,947,561	18,527,630
Debt Service Related Revenues-Schools	(1,757,196)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)	(740,974)
Debt Service Related Revenues-Gen Gov	(1,700,000)	(1,700,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,232,386)
Net Debt-School	4,848,959	4,239,382	4,153,157	4,290,007	4,175,607	4,025,082	3,807,532
Net Debt-Gen Gov	5,323,666	6,379,850	9,783,147	10,383,504	10,548,036	12,681,505	12,746,738
Total Net Debt	10,172,625	10,619,232	13,936,304	14,673,511	14,723,643	16,706,587	16,554,270
Total Projected General Fund Budget	132,424,911	137,283,375	145,369,374	151,274,265	156,698,788	164,271,099	169,664,109
Percentage Net Debt-School of Budget	3.66%	3.09%	2.86%	2.84%	2.66%	2.45%	2.24%
Percentage Net Debt-Gen Gov of Budget	4.02%	4.65%	6.73%	6.86%	6.73%	7.72%	7.51%
	Budget FY23	Projection FY24	Projection FY25	Projection FY26	Projection FY27	Projection FY28	Projection FY29
Total Percentage Net Debt Service of Budget:	7.68%	7.74%	9.59%	9.70%	9.40%	10.17%	9.76%



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

Bond Rating		FY23	FY24	FY25	FY26	FY27	FY28	FY29
ISSUED DEBT								
	PARKING & TRANSPORTATION FUND-Issued Debt	FY23	FY24	FY25	FY26	FY27	FY28	FY29
AAA	<u>06/20/19 19 Foundry Parking Garage</u>	\$26,200,000(\$23,149,000)						
	Principal-Last Pmt FY39	20 Yr	980,000	1,025,000	1,080,000	1,130,000	1,195,000	1,250,000
	Interest		800,063	751,063	699,813	645,813	589,313	529,563
	Total Parking/Trans Fund Issued Debt Principal Due	980,000	1,025,000	1,080,000	1,130,000	1,195,000	1,250,000	1,315,000
	Total Parking/Trans Fund Issued Debt Interest Due	800,063	751,063	699,813	645,813	589,313	529,563	467,063
	Total Parking/TransFund-Issued Debt	1,780,063	1,776,063	1,779,813	1,775,813	1,784,313	1,779,563	1,782,063
PROJECTED FUTURE DEBT:								
	Actual to Budgeted adjustment							
	PARKING/TRANSPORTATION FUND- Projected Future Debt	FY23	FY24	FY25	FY26	FY27	FY28	FY29
			BAN Interest					
20 yr 4.5%	FY22 High Hanover Facility-Capital Improvements	6,300,000	65,000	630,000	614,250	598,500	582,750	567,000
	Authorized 08/02/21							
20 yr 5.0%	FY24-Foundry Place parking Offices	1,250,000		125,000	121,875	118,750	115,625	112,500
20 yr 5.0%	FY26-Market Square Upgrades	1,000,000				100,000	97,500	95,000
20 yr 5.0%	FY28-Market Square Upgrades	1,000,000						100,000
	Total Parking/Transportation Fund-Projected Future Debt	65,000	630,000	739,250	720,375	801,500	780,125	858,750
	Future Debt Related Revenues	FY23	FY24	FY25	FY26	FY27	FY28	FY29
	Total Future Debt Related Revenues-Parking/Transportation Fund	-	-	-	-	-	-	-
	Total Net Projected Future Debt-Parking/Transportation Fund	65,000	630,000	739,250	720,375	801,500	780,125	858,750
	Total Net Issued and Projected Debt-Parking/Transportation Fund	1,845,063	2,406,063	2,519,063	2,496,188	2,585,813	2,559,688	2,640,813

PARKING and TRANSPORTATION FUND

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

Bond		<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
Rating								
ISSUED DEBT								
	<u>DEBT SERVICE FUND-Issued Debt</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
AAA	<u>06/15/16 Commerce Way-Betterment 1.39% 1,524,710</u>							
	Principal-Last Pmt FY26	160,000	165,000	170,000	180,000			
	Interest	27,000	20,600	14,000	7,200			
	Total Debt Service Fund Issued Debt Principal Due	160,000	165,000	170,000	180,000	-	-	-
	Total Debt Service Fund Issued Debt Interest Due	27,000	20,600	14,000	7,200	-	-	-
	Total Debt Service Fund-Issued Debt	187,000	185,600	184,000	187,200	-	-	-
	<u>Issued Debt Related Revenues</u>							
	Properties Subject to Commerce Way Betterment Assessment	(187,000)	(185,600)	(184,000)	(187,200)			
	Total Net Issued Debt Service Fund	-	-	-	-	-	-	-

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

Bond CASH BASIS

Rating			FY23	FY24	FY25	FY26	FY27	FY28	FY29	
	WATER FUND-Issued Debt									
SRF	11/01/02 03 SRF-Constitution Avenue	4,800,000								
	Principal-Last Pmt FY23	20 Year	240,000							
	Interest		8,890							
SRF	12/01/02 03 SRF-Spinney Tank	1,162,560								
	Principal-Last Pmt FY23	20 Year	58,128							
	Interest		2,168							
SRF	06/01/08 08 SRF-Madbury Treatment Plant-Design	2,000,000								
	Principal-Last Pmt FY28	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
	Interest		20,928	17,440	13,952	10,464	6,976	3,488		
AAA	06/20/18 18 Pleasant St Water Line	600,000								
	Principal-Last Pmt FY28	10 Year	60,000	60,000	60,000	60,000	60,000	60,000	60,000	
	Interest		18,000	15,000	12,000	9,000	6,000	3,000		
AA+	01/15/09 09 Madbury Treatment Plant-Refunded	7,921,500								
	Principal-Last Pmt FY29	20 Year	795,000	795,000	790,000	790,000	790,000	790,000	790,000	786,500
	Interest		221,460	189,660	157,860	126,260	94,660	63,060	31,460	
AAA	06/20/19 19 Annual Waterline Replacement	\$500,000(\$426,000)								
	Principal-Last Pmt FY29	10 Year	45,000	45,000	45,000	40,000	40,000	40,000	40,000	35,000
	Interest		14,500	12,250	10,000	7,750	5,750	3,750	1,750	
SRF	02/01/12 12 SRF-Madbury Treatment Plant	5,000,000								
	Principal-Last Pmt FY32	20 Year	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
	Interest		68,000	61,200	54,400	47,600	40,800	34,000	27,200	
AAA	06/25/14 14 Hobbs Hill Water Tank	3,500,000								
	Principal-Last Pmt FY34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		89,250	80,500	71,750	63,000	54,250	49,000	42,000	
AAA	06/23/15 15 Water Improvements	4,800,000								
	Principal-Last Pmt FY35	20 Year	240,000	240,000	240,000	240,000	240,000	240,000	240,000	240,000
	Interest		105,600	96,000	86,400	76,800	69,600	62,400	55,200	
AAA	06/15/16 16 Water Improvements	4,100,000								
	Principal-Last Pmt FY36	20 Year	205,000	205,000	205,000	205,000	205,000	205,000	205,000	205,000
	Interest		86,100	77,900	69,700	61,500	53,300	49,200	45,100	
AAA	06/23/17 17 Water Improvements	2,250,000								
	Principal-Last Pmt FY37	20 Year	115,000	115,000	115,000	115,000	115,000	110,000	110,000	110,000
	Interest		53,938	49,338	44,738	40,138	35,538	30,938	28,738	
AAA	06/20/18 18 Water Improvements	2,500,000								
	Principal-Last Pmt FY38	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		77,344	71,094	64,844	58,594	52,344	46,094	39,844	
AAA	06/20/19 19 Annual Waterline Replacement	\$2,200,000(\$1,981,400)								
	Principal-Last Pmt FY39	20 Year	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Interest		66,394	61,394	56,394	51,394	46,394	41,394	36,394	
AAA	04/06/21 20 Water System Upgrades (Part I)	\$4,023,000(\$3,633,000)								
	Principal-Last Pmt FY41	20 Year	190,000	190,000	190,000	185,000	185,000	180,000	180,000	180,000
	Interest		103,025	95,425	87,825	80,225	72,825	64,500	56,400	
	Annual Waterline Replacement	1,000,000								
	Madbury Well #5	750,000								
	Water Transmission Main Replacement	250,000								
	Maplewood Ave Waterline	1,200,000								
	Pleasant St Water Mains	823,000								
AAA	04/06/21 21 Water System Upgrades	\$2,750,000(\$2,516,000)								
	Principal-Last Pmt FY41	20 Year	135,000	135,000	130,000	130,000	130,000	130,000	130,000	130,000
	Interest		71,900	66,500	61,100	55,900	50,700	44,850	39,000	
	New Groundwater Source	500,000								
	Water Transmission Main Replacement	600,000								
	Islington St Phase 1B	1,650,000								
AAA	06/23/22 20 Water System Upgrades (Part II)	\$600,000(\$552,800)								
	Principal-Last Pmt FY42	20 Year	27,800	30,000	30,000	30,000	30,000	30,000	30,000	30,000
	Interest		23,829.67	22,981.26	21,481.26	19,981.26	18,481.26	16,981.26	15,481.26	
	Reservoir Management									
AAA	06/23/22 22 Water System Upgrades (Part I)	\$6,600,000(\$6,106,600)								
	Principal-Last Pmt FY42	20 Year	311,600	315,000	315,000	315,000	315,000	310,000	305,000	
	Interest		260,784	251,131	235,381	219,631	203,881	188,131	172,631	
	Annual Waterline Replacement	1,000,000								
	Islington Street Phase 2	2,300,000								
	Willard Avenue Reconstruction	1,800,000								
	Union Street Reconstruction	1,500,000								
	Total Water Fund Issued Debt Principal Due		3,172,528	2,880,000	2,870,000	2,860,000	2,860,000	2,845,000	2,671,500	
	Total Water Fund Issued Debt Interest Due		1,292,110	1,167,813	1,047,825	928,237	811,499	700,786	591,198	
	Total Water Fund-Issued Debt		4,464,638	4,047,813	3,917,825	3,788,237	3,671,499	3,545,786	3,262,698	

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

Bond CASH BASIS

Rating

			FY23	FY24	FY25	FY26	FY27	FY28	FY29
PROJECTED FUTURE DEBT:									
WATER FUND-Projected Future Debt									
	Issued/Refunded Difference Budgeted vs actual		23,986						
20 yr 5.0%	FY21-Water Storage Tanks Painting	850,000			85,000	82,875	80,750	78,625	76,500
FY 21	Authorized 12/07/20								
	Total FY 21 New Bonding	850,000							
20 yr 5.0%	FY22-Water Transmission Main Replacement	7,300,000			730,000	711,750	693,500	675,250	657,000
FY 22	Authorized 08/23/21								
	Total FY 22 New Bonding	7,300,000							
30 yr 5.5%	FY23-Well Station Improvements	1,000,000			88,333	86,500	84,667	82,833	81,000
30 yr 5.5%	FY23-Water Storage Tanks Painting	350,000			30,917	30,275	29,633	28,992	28,350
30 yr 5.5%	FY23-Bartlett Street Utilities Upgrades and Street	800,000			70,667	69,200	67,733	66,267	64,800
FY 23	Authorized 07/11/22								
	Total FY 23 New Bonding	2,150,000							
30 yr 5.5%	FY24-Annual Waterline Replacement	1,000,000			88,333	86,500	84,667	82,833	81,000
30 yr 5.5%	FY24-New Groundwater Source	2,000,000			176,667	173,000	169,333	165,667	162,000
30 yr 5.5%	FY24-Greenland Well PFAS Treatment	2,500,000			220,833	216,250	211,667	207,083	202,500
30 yr 5.5%	FY24-Dover Water Emergency Interconnection	1,726,500			152,508	149,342	146,177	143,012	139,847
30 yr 5.5%	FY24-Edmond Ave	500,000			44,167	43,250	42,333	41,417	40,500
30 yr 5.5%	FY24-Islington 2c	850,000			75,083	73,525	71,967	70,408	68,850
30 yr 5.5%	FY24-Union St	700,000			61,833	60,550	59,267	57,983	56,700
	Total FY 24 New Bonding	9,276,500							
30 yr 5.5%	FY25-Water Storage Tanks Improvements	400,000				35,333	34,600	33,867	33,133
30 yr 5.5%	FY25-Madbury Water Treatment Plant Facility Imp	650,000				57,417	56,225	55,033	53,842
30 yr 5.5%	FY 25-The Creek Neighborhood Reconstruction	500,000				44,167	43,250	42,333	41,417
	Total FY 25 New Bonding	1,550,000							
30 yr 5.5%	FY26-Annual Waterline Replacement	1,000,000					88,333	86,500	84,667
30 yr 5.5%	FY26-Well Station Improvements	700,000					61,833	60,550	59,267
30 yr 5.5%	FY26-Reservoir Management	1,000,000					88,333	86,500	84,667
30 yr 5.5%	FY26-Fleet Street Utilities Upgrades/Streetscape	2,000,000					176,667	173,000	169,333
30 yr 5.5%	FY26-Chapel Street	330,000					29,150	28,545	27,940
30 yr 5.5%	FY 26-DPW Complex Improvements	1,000,000					88,333	86,500	84,667
	Total FY 26 New Bonding	6,030,000							
30 yr 5.5%	FY27-Water Storage Tanks Improvements	4,000,000						353,333	346,000
30 yr 5.5%	FY 27-The Creek Neighborhood Reconstruction	800,000						70,667	69,200
	Total FY 27 New Bonding	4,800,000							
30 yr 5.5%	FY28-Annual Waterline Replacement	1,000,000							88,333
	Total FY 28 New Bonding	1,000,000							
30 yr 5.5%	FY 29-The Creek Neighborhood Reconstruction	1,000,000							
	Total FY 29 New Bonding	1,000,000							
	Total Projected FY 24-29	23,656,500							
	Total Authorized Unissued	10,300,000							
	Total Water Fund-Projected Future Debt		23,986	-	1,824,341	1,919,934	2,408,419	2,777,198	2,801,512
	Total Issued and Projected Debt Water Fund		4,488,624	4,047,813	5,742,165	5,708,170	6,079,917	6,322,984	6,064,209

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

Bond Rating			FY23	FY24	FY25	FY26	FY27	FY28	FY29
SRF	05/04/05 05 SRF-Sewer Projects Phase 2	8,898,110							
	Principal-Last Pmt FY25	20 Year	444,905	444,905	444,905				
	Interest-State recalculated interest starting in FY 15 total saving \$504,176		24,959	16,639	8,320				
AAA	06/15/16 16 Sewer System Improvements	1,000,000							
	Principal-Last Pmt FY26	10 Year	100,000	100,000	100,000	100,000			
	Interest		16,000	12,000	8,000	4,000			
AAA	06/15/17 17 Goose Bay and Pumping Stations	900,000							
	Principal-Last Pmt FY27	10 Year	90,000	90,000	90,000	90,000	90,000		
	Interest		18,000	14,400	10,800	7,200	3,600		
SRF	12/01/08 09 SRF-Sewer Projects Phase 3	5,508,137							
	Principal-Last Pmt FY28	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		39,328	32,773	26,219	19,664	13,109	6,555	
SRF	12/01/08 09 SRF-Lower Court Street Loan	688,562							
	Principal-Last Pmt FY28	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		4,916	4,097	3,278	2,458	1,639	819	
AAA	06/20/18 18 Sewer Line and Pump Station Improvements	1,800,000							
	Principal-Last Pmt FY28	10 Year	180,000	180,000	180,000	180,000	180,000	180,000	
	Interest		54,000	45,000	36,000	27,000	18,000	9,000	
AAA	06/20/19 19 Consent Decree-Union St-Annual Sewerline	\$1,600,000(\$1,361,100)							
	Principal-Last Pmt FY29	10 Year	140,000	140,000	140,000	135,000	135,000	125,000	120,000
	Interest		46,750	39,750	32,750	25,750	19,000	12,250	6,000
SRF	01/01/11 11 SRF-Rye Line Pump Station Upgrades	1,069,714							
	Principal-Last Pmt FY30	20 Year	53,486	53,486	53,486	53,486	53,486	53,486	53,486
	Interest-State recalculated interest starting in FY 15 total saving \$25,456		11,057	9,674	8,292	6,910	5,528	4,146	2,764
SRF	01/01/11 11 SRF-201 Facilities Plan Updates	1,000,000							
	Principal-Last Pmt FY30	20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Interest-State recalculated interest starting in FY 15 total saving \$24,288		10,336	9,044	7,752	6,460	5,168	3,876	2,584
SRF	12/16/11 12 SRF-LTCP Bartlett St. Area Sewer Ext	5,290,233							
	Principal-Last Pmt FY31	20 Year	264,512	264,512	264,512	264,512	264,512	264,512	264,512
	Interest-State recalculated interest starting in FY 15 total saving \$191,222		62,324	55,399	48,474	41,549	34,625	27,700	20,775
AAA	12/14/21 21 P.I.W.W.T.P. Prel. Eng and LTCP Imp-Refunding	1,260,000							
	Principal-Last Pmt FY32	10 YR	120,000	120,000	125,000	125,000	125,000	125,000	130,000
	Interest		60,000	54,000	47,875	41,625	35,375	29,125	22,750
AAA+	03/19/12 12 LTCP Contract #3B and Cass St Area	8,000,000							
	Principal-Last Pmt FY32	20 Year	400,000	400,000	400,000	400,000	400,000	400,000	400,000
	Interest		106,500	94,500	86,000	76,750	66,000	54,000	42,000
AAA	06/27/13 13 LTCP Contract #3C Lincoln Area	3,929,000							
	Principal-Last Pmt FY33	20 Year	195,000	195,000	195,000	195,000	195,000	195,000	195,000
	Interest		65,910	60,060	54,210	48,360	42,510	36,660	30,810
SRF	06/01/14 14 SRF-LTCP Contract #3C	5,595,874							
	Principal-Last Pmt FY33	20 Year	279,794	279,794	279,794	279,794	279,794	279,794	279,794
	Interest		103,166	93,787	84,408	75,029	65,651	56,272	46,893
AAA	06/25/14 14 Peirce Island WWTP	10,000,000							
	Principal-Last Pmt FY34	20 Year	500,000	500,000	500,000	500,000	500,000	500,000	500,000
	Interest		255,000	230,000	205,000	180,000	155,000	140,000	120,000
AAA	06/25/14 14 Pease WWTP	3,500,000							
	Principal-Last Pmt FY34	20 Year	175,000	175,000	175,000	175,000	175,000	175,000	175,000
	Interest		89,250	80,500	71,750	63,000	54,250	49,000	42,000
AAA	06/23/15 15 Pease WWTP	1,000,000							
	Principal-Last Pmt FY35	20 Year	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Interest		22,000	20,000	18,000	16,000	14,500	13,000	11,500
AAA	06/15/16 16 Lafayette Rd Pumping Station	3,000,000							
	Principal-Last Pmt FY36	20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		63,000	57,000	51,000	45,000	39,000	36,000	33,000
AAA	06/15/17 17 Annual Sewerline	2,500,000							
	Principal-Last Pmt FY37	20 Year	125,000	125,000	125,000	125,000	125,000	125,000	125,000
	Interest		60,156	55,156	50,156	45,156	40,156	35,156	32,656
AAA	06/15/18 18 Annual Sewerline and Pumping Stations	3,000,000							
	Principal-Last Pmt FY38	20 Year	150,000	150,000	150,000	150,000	150,000	150,000	150,000
	Interest		92,813	85,313	77,813	70,313	62,813	55,313	47,813
AAA	06/20/19 19 Pease Wastewater Treatment Plant	\$7,200,000(\$6,490,000)							
	Principal-Last Pmt FY39	20 Year	325,000	325,000	325,000	325,000	325,000	325,000	325,000
	Interest		217,444	201,194	184,944	168,694	152,444	136,194	119,944
AAA	04/06/21 20 Sewer System Upgrades	\$2,745,000(\$2,432,300)							
	Principal-Last Pmt FY41	20 Year	130,000	130,000	130,000	120,000	120,000	120,000	120,000
	Interest		68,900	63,700	58,500	53,300	48,500	43,100	37,700
	Annual Sewerline Replacement		1,000,000						
	Pleasant St Sewerline		770,000						
	Maplewood Ave Sewerline		975,000						

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

Bond CASH BASIS

Rating			FY23	FY24	FY25	FY26	FY27	FY28	FY29
AAA	04/06/21 21 Sewer System Upgrades	\$5,250,000(\$4,816,700)							
	Principal-Last Pmt FY41	20 Year	245,000	245,000	240,000	240,000	240,000	240,000	240,000
	Interest		136,000	126,200	116,400	106,800	97,200	86,400	75,600
	Mechanic St Pump Station Force Main	3,600,000							
	Islington St Phase 1B	1,650,000							
AAA	06/23/22 22 Sewer System Upgrades (Part I)	\$8,900,000(\$8,232,200)							
	Principal-Last Pmt FY42	20 Year	422,200	425,000	425,000	425,000	420,000	420,000	415,000
	Interest		351,729	338,613	317,363	296,113	274,863	253,863	232,863
	Annual Sewerline Replacement	500,000							
	Mechanic Street Pumping Station	2,000,000							
	Islington Street Phase 2	2,300,000							
	Willard Avenue Reconstruction	3,000,000							
	Union Street Reconstruction	1,100,000							
SRF	04/01/22 22 SRF-PI WWTP Upgrades	\$80,883,042\$(76,838,889.88)							
	Principal-Last Pmt FY51	30 Year	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694	2,557,694
	Interest		1,483,235	1,432,309	1,381,155	1,330,001	1,278,847	1,227,693	1,176,539
Total Interest savings from State recalculation FY 15 - FY 31 \$1,539,384									
Total Sewer Fund Issued Debt Principal Due			7,457,425.65	7,460,225.65	7,460,225.65	7,000,320.17	6,895,320.17	6,795,320.25	6,300,485.19
Total Sewer Fund Issued Debt Interest Due			3,462,772	3,231,108	2,994,458	2,757,133	2,527,777	2,316,121	2,104,191
Total Sewer Fund-Issued Debt			10,920,198	10,691,334	10,454,684	9,757,453	9,423,097	9,111,442	8,404,676
Issued Debt Related Revenues			FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
	Phase 2-State Aid C-706		(140,959)	(138,463)	(135,967)				
	Rye Line Pump Station C-876		(22,264)	(21,851)	(21,436)	(21,021)	(20,607)	(20,192)	(19,778)
	Lincoln Area Contract 3B C-877		(81,692)	(79,463)	(77,235)	(75,006)	(72,777)	(70,549)	(68,878)
	Lincoln Area Contract 3C C-878		(79,394)	(77,760)	(76,126)	(74,492)	(72,860)	(71,226)	(69,592)
	Cass St Area C-879		(51,357)	(49,956)	(48,555)	(47,154)	(45,753)	(44,352)	(43,301)
	Bartlett Area C-860		(70,907)	(69,522)	(68,137)	(66,752)	(65,367)	(63,982)	(62,597)
	Lincoln Area 3A C-861		(80,344)	(78,468)	(76,592)	(74,716)	(72,841)	(70,965)	(69,089)
	Peirce Island WWTP C-900		(43,863)	(42,595)	(42,088)	(40,820)	(39,552)	(38,285)	(37,017)
	Peirce Island WWTP C-959		(2,171,484)	(1,478,071)	(1,455,640)	(1,433,144)	(1,410,647)	(1,392,581)	(1,370,084)
Total Issued Debt Related Revenues-Sewer Fund			(2,742,264)	(2,036,149)	(2,001,776)	(1,833,105)	(1,800,404)	(1,772,132)	(1,740,336)
Total Net Issued Debt-Sewer Fund			8,177,934	8,655,185	8,452,908	7,924,348	7,622,693	7,339,310	6,664,340

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

Bond

Rating

SEWER FUND-Projected Future Debt

Issued Difference Budgeted vs actual

	FY17-P.I.W.W.T.P. Upgrades	75,000,000							
	SRF issued FY 22 @ 2%	(73,983,043)							
30 yr 5.5%	Balance of Authorization (non SRF)	1,016,957	56,801	89,831	87,967	86,102	84,238	82,374	80,509
	Authorized 03/14/16								

30 yr 2.536%	FY20-Consent Mitigation (SRF)	4,400,000							
	Authorized 07/15/19								
	less Principal Forgiveness (15%)	(660,000)							
FY 20	Total SRF	3,740,000	45,000	219,513	216,352	213,190	210,028	206,867	203,705

30 yr 2.536%	FY22-Pease Wastewater Treatment Facility-possible SRF	1,500,000							
	Authorized 08/02/21								
	First \$75,000 Forgiveness	(75,000)							
	Sub Total	1,425,000							
	10% Forgiveness thereafter	(142,500)							
	Total SRF	1,282,500	6,565	75,274	74,190	73,106	72,022	70,938	69,854

20 yr 5.0%	FY22-Pumping Station Upgrades	750,000			75,000	73,125	71,250	69,375	67,500
20 yr 5.0%	FY22-Marjorie St Pumping Station	1,000,000			100,000	97,500	95,000	92,500	90,000
20 yr 5.0%	FY22-Sewer Service for Sagamore Ave Sewer Extension	300,000		30,000	29,250	28,500	27,750	27,000	26,250
FY 22	Authorized 08/02/21								
	Total FY 22 New Bonding	2,050,000							

30 yr 5.5%	FY23-Annual Sewer Line Replacement	500,000		44,167	43,250	42,333	41,417	40,500	39,583
30 yr 5.5%	FY23-Pease Wastewater Treatment Facility	550,000			48,583	47,575	46,567	45,558	44,550
30 yr 5.5%	FY23-Pumping Station Upgrades	800,000			70,667	69,200	67,733	66,267	64,800
30 yr 5.5%	FY23-Sewer Main for Sagamore Avenue Area Sewer Extension	2,500,000		220,833	216,250	211,667	207,083	202,500	197,917
30 yr 5.5%	FY23-Bartlett Street Utilities Upgrades and Streetscape	800,000			70,667	69,200	67,733	66,267	64,800

Total Fleet Street authorization \$2,200,000 split between SRF and Bonding:									
30 yr 2.536%	FY23-Fleet Street Utilities Upgrades/Streetscape-SRF	1,680,500							
	less Principal Forgiveness (10%)	(168,050)							
	Total SRF	1,512,450							
30 yr 5.5%	FY23-Fleet Street Utilities Upgrades/Streetscape-Non SRF	519,500			88,771	87,492	86,214	84,935	83,657
FY 23	Authorized 07/11/22								
	Total FY 23 New Bonding	8,381,950							

30 yr 5.5%	FY23-Sewer Service for Sagamore Ave Sewer Extension	1,200,000		106,000	103,800	101,600	99,400	97,200	95,000
FY 23	Authorized 08/22/22								
	Total FY 23 New Bonding	8,381,950							

30 yr 5.5%	FY24-Annual Sewer Line Replacement	1,000,000			88,333	86,500	84,667	82,833	81,000
30 yr 5.5%	FY24-Long Term Control Related Projects	300,000			26,500	25,950	25,400	24,850	24,300
30 yr 5.5%	FY24-Woodbury Avenue Sewer Separation	250,000			22,083	21,625	21,167	20,708	20,250
30 yr 5.5%	FY24-Sewer Service for Sagamore Ave Sewer Extension	365,000			32,242	31,573	30,903	30,234	29,565
30 yr 5.5%	FY24-Fleet Street Utilities Upgrades/Streetscape	2,000,000			176,667	173,000	169,333	165,667	162,000
30 yr 5.5%	FY24 Edmond Ave	200,000			17,667	17,300	16,933	16,567	16,200
30 yr 5.5%	FY24 Islington	2,100,000			185,500	181,650	177,800	173,950	170,100
30 yr 5.5%	FY24 Union St	700,000			61,833	60,550	59,267	57,983	56,700
	Total FY 24 New Bonding	6,915,000							

30 yr 5.5%	FY25-Pease Wastewater Treatment Facility-SRF	20,000,000				200,000	400,000	600,000	1,766,667
	SRF-No Principal forgiveness at this time-1% admin fee FY26-FY28 first full payment in FY29								
30 yr 5.5%	FY25-Wastewater Reuse at Pease WWTF	2,000,000				176,667	173,000	169,333	165,667
30 yr 5.5%	FY25-Pumping Station Upgrades	500,000				44,167	43,250	42,333	41,417
30 yr 5.5%	FY25-Sewer Service for Sagamore Ave Sewer Extension	365,000				32,242	31,573	30,903	30,234
30 yr 5.5%	FY25-Peirce Island Wastewater Treatment Facility	1,900,000				167,833	164,350	160,867	157,383
30 yr 5.5%	FY 25-The Creek Neighborhood Reconstruction	500,000				44,167	43,250	42,333	41,417
	Total FY 25 New Bonding	25,265,000							

30 yr 5.5%	FY26-Annual Sewer Line Replacement	1,000,000					88,333	86,500	84,667
30 yr 5.5%	FY26-Long Term Control Related Projects	1,000,000					88,333	86,500	84,667
30 yr 5.5%	FY26-Sewer Service for Sagamore Ave Sewer Extension	365,000					32,242	31,573	30,903
30 yr 5.5%	FY26-Fleet Street Utilities Upgrades/Streetscape	3,000,000					265,000	259,500	254,000
30 yr 5.5%	FY26-Chapel Street	330,000					29,150	28,545	27,940
30 yr 5.5%	FY26-DPW Complex Improvements	1,000,000					88,333	86,500	84,667
	Total FY 26 New Bonding	6,695,000							

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

Bond
CASH BASIS

Rating			<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>
30 yr 5.5%	FY27-Wastewater Reuse at Pease WWTF	6,300,000						556,500	544,950
30 yr 5.5%	FY27-Long Term Control Related Projects	1,000,000						88,333	86,500
30 yr 5.5%	FY27-Pumping Station Upgrades	500,000						44,167	43,250
30 yr 5.5%	FY27-Sewer Service for Sagamore Ave Sewer Extension	365,000						32,242	31,573
30 yr 5.5%	FY27-Peirce Island Wastewater Treatment Facility	3,000,000						265,000	259,500
30 yr 5.5%	FY 27-The Creek Neighborhood Reconstruction	800,000						70,667	69,200
	Total FY 27 New Bonding	11,965,000							
30 yr 5.5%	FY28-Annual Sewer Line Replacement	1,000,000							88,333
30 yr 5.5%	FY28-Long Term Control Related Projects	1,000,000							88,333
30 yr 5.5%	FY28-Sewer Service for Sagamore Ave Sewer Extension	365,000							32,242
	Total FY 28 New Bonding	2,365,000							
30 yr 5.5%	FY29-Pumping Station Upgrades	500,000							
30 yr 5.5%	FY29-Sewer Service for Sagamore Ave Sewer Extension	365,000							
30 yr 5.5%	FY 29-The Creek Neighborhood Reconstruction	1,000,000							
	Total FY 29 New Bonding	1,865,000							
	Total Projected FY 24-29	55,070,000							
	Total Authorized Unissued (includes SRF)	16,471,407							
	Total Sewer Fund-Projected Future Debt		135,437	785,618	1,881,460	2,508,750	3,252,704	4,449,900	5,743,827
	Total Net Projected Future Debt-Sewer Fund		135,437	785,618	1,881,460	2,508,750	3,252,704	4,449,900	5,743,827
	Total Gross Issued and Projected Debt-Sewer	11,055,635	11,476,952	12,336,144	12,266,202	12,675,801	13,561,342	14,148,503	
	Total Net Issued and Projected Debt-Sewer Fund	8,313,371	9,440,803	10,334,368	10,433,097	10,875,397	11,789,210	12,408,167	

**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 24</u>	1	5,215,000	1,252,328	16%	16%	3,125,000	1,318,106	9%	9%	8,340,000	2,570,434	13%	13%
<u>FY 25</u>	2	4,505,000	1,022,927	14%	30%	3,130,000	1,175,506	9%	19%	7,635,000	2,198,434	12%	24%
<u>FY 26</u>	3	4,135,000	827,528	13%	43%	3,060,000	1,032,606	9%	28%	7,195,000	1,860,134	11%	35%
<u>FY 27</u>	4	3,195,000	653,278	10%	53%	3,010,000	892,581	9%	37%	6,205,000	1,545,859	9%	45%
<u>FY 28</u>	5	2,435,000	511,653	8%	61%	3,020,000	758,931	9%	46%	5,455,000	1,270,584	8%	53%
<u>FY 29</u>	6	1,573,500	400,428	5%	66%	2,960,000	628,256	9%	55%	4,533,500	1,028,684	7%	60%
<u>FY 30</u>	7	1,050,000	325,638	3%	69%	2,935,000	505,119	9%	64%	3,985,000	830,756	6%	66%
<u>FY 31</u>	8	1,040,000	276,338	3%	72%	2,300,000	384,669	7%	71%	3,340,000	661,006	5%	71%
<u>FY 32</u>	9	1,000,000	230,688	3%	75%	2,305,000	289,594	7%	78%	3,305,000	520,281	5%	77%
<u>FY 33</u>	10	880,000	202,588	3%	78%	1,325,000	225,444	4%	82%	2,205,000	428,031	3%	80%
<u>FY 34</u>	11	880,000	178,500	3%	81%	1,325,000	181,494	4%	86%	2,205,000	359,994	3%	83%
<u>FY 35</u>	12	860,000	154,413	3%	83%	1,155,000	140,044	3%	89%	2,015,000	294,456	3%	86%
<u>FY 36</u>	13	860,000	134,731	3%	86%	1,155,000	105,850	3%	93%	2,015,000	240,581	3%	89%
<u>FY 37</u>	14	855,000	115,050	3%	89%	905,000	71,063	3%	96%	1,760,000	186,113	3%	92%
<u>FY 38</u>	15	850,000	95,188	3%	91%	655,000	43,375	2%	97%	1,505,000	138,563	2%	94%
<u>FY 39</u>	16	850,000	73,988	3%	94%	400,000	23,538	1%	99%	1,250,000	97,525	2%	96%
<u>FY 40</u>	17	850,000	52,788	3%	97%	180,000	12,013	1%	99%	1,030,000	64,800	2%	98%
<u>FY 41</u>	18	845,000	31,238	3%	99%	180,000	7,275	1%	100%	1,025,000	38,513	2%	99%
<u>FY 42</u>	19	270,000	9,788	1%	100%	70,000	2,538	0%	100%	340,000	12,325	1%	100%
Totals		32,148,500	6,549,072			33,195,000	7,798,000			65,343,500	14,347,072		
Revenue		(8,932,386)				(6,227,736)				(15,160,122)			
Net Debt		23,216,114				26,967,264				50,183,378			

Fiscal Year	Parking/Transportation Fund				Debt Service Fund				Total Governmental Funds				
	Principal	Interest			Principal	Interest			Principal	Interest			
<u>FY 24</u>	1	1,025,000	751,063	5%	5%	165,000	20,600	32%	32%	9,530,000	3,342,096	11%	11%
<u>FY 25</u>	2	1,080,000	699,813	6%	11%	170,000	14,000	33%	65%	8,885,000	2,912,246	10%	22%
<u>FY 26</u>	3	1,130,000	645,813	6%	17%	180,000	7,200	35%	100%	8,505,000	2,513,146	10%	32%
<u>FY 27</u>	4	1,195,000	589,313	6%	23%					7,400,000	2,135,171	9%	40%
<u>FY 28</u>	5	1,250,000	529,563	6%	29%					6,705,000	1,800,146	8%	48%
<u>FY 29</u>	6	1,315,000	467,063	7%	36%					5,848,500	1,495,746	7%	55%
<u>FY 30</u>	7	1,375,000	401,313	7%	43%					5,360,000	1,232,069	6%	61%
<u>FY 31</u>	8	1,435,000	346,313	7%	50%					4,775,000	1,007,319	6%	67%
<u>FY 32</u>	9	1,495,000	288,913	8%	58%					4,800,000	809,194	6%	72%
<u>FY 33</u>	10	1,525,000	255,275	8%	66%					3,730,000	683,306	4%	77%
<u>FY 34</u>	11	1,590,000	194,275	8%	74%					3,795,000	554,269	4%	81%
<u>FY 35</u>	12	1,625,000	150,550	8%	82%					3,640,000	445,006	4%	86%
<u>FY 36</u>	13	1,675,000	103,831	9%	91%					3,690,000	344,413	4%	90%
<u>FY 37</u>	14	1,250,000	53,581	6%	97%					3,010,000	239,694	4%	93%
<u>FY 38</u>	15	260,000	16,081	1%	99%					1,765,000	154,644	2%	95%
<u>FY 39</u>	16	265,000	8,281	1%	100%					1,515,000	105,806	2%	97%
<u>FY 40</u>	17									1,030,000	64,800	1%	98%
<u>FY 41</u>	18									1,025,000	38,513	1%	100%
<u>FY 42</u>	19									340,000	12,325	0%	100%
Totals		19,490,000	5,501,038			515,000	41,800			85,348,500	19,889,910		
Revenue						(515,000)	(41,800)			(15,675,122)			
Net Debt		19,490,000				0	0			69,673,378			

Fiscal Year	Water Fund				Sewer Fund				Total City of Portsmouth				
		Principal	Interest		Principal	Interest			Principal	Interest			
<u>FY 24</u>	1	2,880,000	1,167,813	9%	9%	7,460,226	3,231,108	6%	6%	19,870,226	7,741,017	8%	8%
<u>FY 25</u>	2	2,870,000	1,047,825	9%	18%	7,460,226	2,994,458	6%	12%	19,215,226	6,954,528	8%	16%
<u>FY 26</u>	3	2,860,000	928,237	9%	27%	7,000,320	2,757,133	6%	18%	18,365,320	6,198,515	8%	24%
<u>FY 27</u>	4	2,860,000	811,499	9%	35%	6,895,320	2,527,777	6%	24%	17,155,320	5,474,447	7%	31%
<u>FY 28</u>	5	2,845,000	700,786	9%	44%	6,795,320	2,316,121	6%	29%	16,345,320	4,817,053	7%	38%
<u>FY 29</u>	6	2,671,500	591,198	8%	53%	6,300,485	2,104,191	5%	34%	14,820,485	4,191,135	6%	44%
<u>FY 30</u>	7	1,850,000	491,100	6%	58%	6,180,486	1,911,853	5%	39%	13,390,486	3,635,022	6%	50%
<u>FY 31</u>	8	1,845,000	424,500	6%	64%	6,077,000	1,727,844	5%	44%	12,697,000	3,159,663	5%	55%
<u>FY 32</u>	9	1,845,000	356,750	6%	70%	5,812,488	1,546,121	5%	49%	12,457,488	2,712,065	5%	60%
<u>FY 33</u>	10	1,590,000	300,044	5%	75%	5,277,488	1,397,424	4%	53%	10,597,488	2,380,774	4%	65%
<u>FY 34</u>	11	1,585,000	245,963	5%	79%	4,802,694	1,249,676	4%	57%	10,182,694	2,049,907	4%	69%
<u>FY 35</u>	12	1,410,000	192,925	4%	84%	4,122,694	1,121,360	3%	61%	9,172,694	1,759,291	4%	73%
<u>FY 36</u>	13	1,160,000	151,613	4%	87%	4,072,694	1,025,862	3%	64%	8,922,694	1,521,887	4%	76%
<u>FY 37</u>	14	955,000	118,738	3%	90%	3,922,694	931,521	3%	67%	7,887,694	1,289,952	3%	80%
<u>FY 38</u>	15	845,000	91,469	3%	93%	3,787,694	841,017	3%	70%	6,397,694	1,087,129	3%	82%
<u>FY 39</u>	16	715,000	67,025	2%	95%	3,637,694	754,001	3%	73%	5,867,694	926,832	2%	85%
<u>FY 40</u>	17	620,000	46,781	2%	97%	3,317,694	671,647	3%	76%	4,967,694	783,228	2%	87%
<u>FY 41</u>	18	615,000	29,100	2%	99%	3,312,694	598,793	3%	79%	4,952,694	666,405	2%	89%
<u>FY 42</u>	19	320,000	11,600	1%	100%	2,957,694	526,039	2%	81%	3,617,694	549,964	2%	90%
<u>FY 43</u>	20					2,557,694	460,385	2%	83%	2,557,694	460,385	1%	91%
<u>FY 44</u>	21					2,557,694	409,231	2%	85%	2,557,694	409,231	1%	93%
<u>FY 45</u>	22					2,557,694	358,077	2%	87%	2,557,694	358,077	1%	94%
<u>FY 46</u>	23					2,557,694	306,923	2%	90%	2,557,694	306,923	1%	95%
<u>FY 47</u>	24					2,557,694	255,769	2%	92%	2,557,694	255,769	1%	96%
<u>FY 48</u>	25					2,557,694	204,616	2%	94%	2,557,694	204,616	1%	97%
<u>FY 49</u>	26					2,557,694	153,462	2%	96%	2,557,694	153,462	1%	98%
<u>FY 50</u>	27					2,557,694	102,308	2%	98%	2,557,694	102,308	1%	99%
<u>FY 51</u>	28					2,557,694	51,154	2%	100%	2,557,694	51,154	1%	100%
Totals		32,341,500	7,774,962			122,212,853	32,535,868			239,902,853	60,200,740		
Revenue						(37,640,594)				(53,315,716)	(41,800)		
Net Debt		32,341,500				84,572,259				186,587,137	60,158,940		



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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. The intent is to attract, retain, and motivate qualified personnel to meet organizational requirements, maintain a competitive pay structure for all jobs, increase productivity and efficiency, and further organizational goals and objectives. The City also believes in balancing this with an equitably based system within the organizational pay structure. This philosophy needs to be maintained, while simultaneously being fair to the taxpayers of the community.

COLLECTIVE BARGAINING UNITS

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2023, six (6) bargaining unit contracts will expire (shaded) on June 30, 2023.

PERSONNEL SUMMARY

The Fiscal Year 2024 proposed budget for all funds incorporates a net increase of 9.06 full-time positions.

	Full Time Equivalent
General Fund	8.16
Special Revenue Funds	0.00
Enterprise Funds	0.90
Total	9.06

General Government	Expires
Professional Management Association (PMA)	6/30/2025
Supervisory Management Alliance (SMA)	6/30/2025
AFSCME Local 1386B Library & Clericals	6/30/2025
AFSCME Local 1386 Public Works	6/30/2025

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

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

School	Expires
Principals/Directors	6/30/2025
Association of Portsmouth's Teachers	6/30/2024
Clerical Employees	6/30/2024
Custodial	6/30/2025
Cafeteria	6/30/2025
Paraeducators	6/30/2023
Custodial Supervisors	6/30/2026

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

Following tables represent:

1. Position Change by Department and Fund for FY24.
2. Summary of Personnel Counts by Department and Funds: FY22 Actual; FY23 Actual; FY24 City Manager's Proposed Budget.

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

Includes Only New Positions and Inter Department Transfers or Inter Fund Transfers

Department/Position	Governmental Funds				Enterprise Funds		Total
	General Fund	Indoor Pool	Parking & Trans	Grants/ Other	Water	Sewer	
City Manager's Department							
Deputy City Manager (to Water/Sewer)	(0.20)						(0.20)
Total City Manager	(0.20)	-	-	-	-	-	(0.20)
Legal							
Staff Attorney	1.00						1.00
Zoning Enforcement Officer (to Parking)	(0.50)						(0.50)
Victim Witness Advocate (from Police)	1.00						1.00
Total Legal	1.50	-	-	-	-	-	1.50
Information Technology							
IT Engineer	1.00						1.00
IT Project Engineer	1.00						1.00
Total Information Technology	2.00	-	-	-	-	-	2.00
Finance							
Deputy Finance Director	1.00						1.00
Total Finance	1.00	-	-	-	-	-	1.00
Planning & Sustainability							
Associate Planner	0.50						0.50
Total Planning	0.50	-	-	-	-	-	0.50
Public Works-All Divisions							
Director of Public Works & Facilities	(0.30)		0.10		0.10	0.10	-
Deputy City Manager (from City Manager)					0.10	0.10	0.20
Zoning Enforcement Officer (from Legal)			0.50				0.50
Associate Planner					0.25	0.25	0.50
Water Quality Specialist I					1.00		1.00
Utility Mechanic (position eliminated)					(0.50)	(0.50)	(1.00)
Total Public Works	(0.30)	-	0.60	-	0.95	(0.05)	1.20
Recreation							
Lifeguard		1.00					1.00
Recreation Supervisor	1.00						1.00
Total Recreation	1.00	1.00	-	-	-	-	2.00
Police							
Social Worker	1.00						1.00
Dispatcher	1.00						1.00
Victim Witness Advocate (to Legal)	(1.00)						(1.00)
Total Police	1.00	-	-	-	-	-	1.00
School Department							
Teachers:							
Classroom & Regular Program Instructor	(0.84)			(1.60)			(2.44)
Special Programs	1.00						1.00
Pupil Support Programs	0.50						0.50
Other School Staff:							-
Tutors	1.00						1.00
Total School Department	1.66	-	-	(1.60)	-	-	0.06
Total All Funds	8.16	1.00	0.60	(1.60)	0.95	(0.05)	9.06

Blue Highlighted = New Position
Red Highlighted = Position Eliminated

FULL-TIME PERSONNEL

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS					
DEPARTMENT	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	CITY MANAGER FY24 PROPOSED BUDGET	Change From FY23

GENERAL FUND

FULL-TIME PERSONNEL					
CITY MANAGER	3.00	3.80	4.80	4.60	(0.20)
HUMAN RESOURCES	4.00	4.00	4.00	4.00	0.00
CITY CLERK	3.00	3.00	3.00	3.00	0.00
LEGAL DEPARTMENT	6.64	6.64	6.64	8.14	1.50
INFORMATION TECHNOLOGY	1.00	1.00	6.00	8.00	2.00
ECONOMIC DEVELOPMENT*	N/A	N/A	1.00	1.00	0.00
FINANCE DEPARTMENT	22.33	23.33	22.33	23.33	1.00
PLANNING & SUSTAINABILITY DEPARTMENT	7.45	6.80	7.30	7.80	0.50
INSPECTION DEPARTMENT	5.05	7.00	8.00	8.00	0.00
HEALTH DEPARTMENT	2.50	3.00	4.00	4.00	0.00
PUBLIC WORKS	53.60	53.85	54.85	54.55	(0.30)
LIBRARY	16.00	17.00	16.00	16.00	0.00
RECREATION DEPARTMENT	4.00	5.00	5.00	6.00	1.00
SENIOR SERVICES	1.00	1.00	1.00	1.00	0.00
WELFARE DEPARTMENT	1.00	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	92.00	91.00	94.00	95.00	1.00
FIRE DEPARTMENT	66.00	66.00	66.00	66.00	0.00
SCHOOL DEPARTMENT	379.90	374.10	381.54	383.20	1.66
GENERAL FUND - TOTAL FULL-TIME	668.47	667.52	686.46	694.62	8.16
% Change					1.19%

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

SPECIAL REVENUE FUNDS

FULL-TIME PERSONNEL					
SCHOOL DEPARTMENT	85.92	85.85	90.45	88.85	(1.60)
STORMWATER	5.00	5.00	5.00	5.00	0.00
PARKING & TRANSPORTATION	23.06	26.31	27.31	27.91	0.60
PRESCOTT PARK	2.15	2.15	3.15	3.15	0.00
COMMUNITY CAMPUS **	N/A	1.00	1.00	1.00	0.00
INDOOR POOL ***	N/A	1.00	1.00	2.00	1.00
COMMUNITY DEVELOPMENT (CDBG)	1.00	1.00	1.00	1.00	0.00
ECONOMIC DEVELOPMENT (UDAG) *	1.00	1.00	0.00	0.00	0.00
SPECIAL FUNDS - TOTAL FULL-TIME	118.13	123.31	128.91	128.91	(0.00)
% Change					0.00%

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

** Community Campus was added as a Special Revenue Fund for FY23

*** Indoor Pool was added as a Special Revenue Fund for FY23

ENTERPRISE FUNDS

FULL-TIME PERSONNEL					
WATER FUND	29.20	29.45	29.70	30.65	0.95
SEWER FUND	34.80	35.45	37.20	37.15	(0.05)
ENTERPRISE FUNDS - TOTAL FULL-TIME	64.00	64.90	66.90	67.80	0.90
% Change					1.35%

TOTAL FULL-TIME-CITY OF PORTSMOUTH

*TOTAL FULL-TIME PERSONNEL	850.60	855.73	882.27	891.33	9.06
TOTAL FULL-TIME PERSONNEL % Change					1.03%

*Prior Proposed Budget Documents did not include Full-Time School Personnel funded by Grants and Other sources.

Prior year totals have been adjusted accordingly.

PART-TIME PERSONNEL

SUMMARY OF PERSONNEL COUNTS BY DEPARTMENT AND FUNDS					
DEPARTMENT	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	CITY MANAGER FY24 PROPOSED BUDGET	Change From FY23

GENERAL FUND

<i>PART-TIME PERSONNEL*</i>					
HUMAN RESOURCES	2.00	2.00	0.00	0.00	0.00
LEGAL DEPARTMENT	3.00	3.00	4.00	4.00	0.00
FINANCE DEPARTMENT	0.00	1.00	1.00	1.00	0.00
PLANNING DEPARTMENT	0.00	1.00	2.00	2.00	0.00
INSPECTION DEPARTMENT	2.00	0.00	0.00	0.00	0.00
PUBLIC WORKS	0.25	0.25	0.25	0.25	0.00
LIBRARY	14.00	13.00	14.00	14.00	0.00
RECREATION (number of positions vary seasonally)	1.00	0.00	0.00	0.00	0.00
SENIOR SERVICES	2.00	4.00	4.00	6.00	2.00
WELFARE DEPARTMENT	1.00	1.00	1.00	1.00	0.00
POLICE DEPARTMENT	30.00	30.00	30.00	30.00	0.00
FIRE DEPARTMENT	2.00	2.00	1.00	1.00	0.00
SCHOOL DEPARTMENT	6.00	6.00	6.00	6.00	0.00
GENERAL FUND TOTAL - TOTAL PART-TIME	63.25	63.25	63.25	65.25	2.00
% Change					3.2%

SPECIAL REVENUE FUNDS

<i>PART-TIME PERSONNEL*</i>					
PARKING & TRANSPORTATION	48.25	49.25	49.25	48.25	(1.00)
COMMUNITY DEVELOPMENT	1.00	1.00	1.00	1.00	0.00
SPECIAL FUNDS - TOTAL PART-TIME	49.25	50.25	50.25	49.25	(1.00)
% Change					-2.0%

ENTERPRISE FUNDS

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

TOTAL PART-TIME-CITY OF PORTSMOUTH

TOTAL PART-TIME PERSONNEL	113.0	114.0	114.0	115.0	1.00
TOTAL PART-TIME PERSONNEL % Change					0.9%

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 2024 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>Deputy City Manager/ Regulatory Counsel - \$165,409
 ① 60% City Manager's Department, 20% Water Division, 20% Sewer Division</p> <p>Director of Public Works and Facilities - \$153,251
 ⑭ 70% Public Works Highway Division, 10% Water Division, 10% Sewer Division, 10% Parking Division</p> <p>Director of Water Resources/ Deputy Public Works Director - \$143,416
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Facilities Manager - \$114,924
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>City Engineer - \$112,416
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Controller/Enterprise Accountant - \$112,271
 ③ 85% Finance Department, 15% Prescott Park Division</p> <p>Senior Assistant City Attorney - \$107,202
 ② 64% Legal Department, 36% Parking Division</p> <p>Operations Director - \$104,268
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>GIS & Stormwater Manager- \$102,138
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>SCADA Manager - \$100,526
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Assistant City Engineer/Planner - \$99,190
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Fleet General Foreman - \$94,953
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Planning Manager - \$94,686
 ⑤ 50% Planning Department, 50% Parking Division</p> <p>Project Manager - \$94,572
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>General Foreman - \$91,490
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Administrative Manager (Public Works) - \$86,356
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>Utility Inspection and Maintenance Foreman - \$85,628
 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p>Project Manger - \$84,050
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Process Instrumentation Tech - \$81,868
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Zoning Enforcement Officer - \$81,806
 ⑬ 50% Legal Department, 50% Parking Division</p> <p>Finance Assistant - \$78,043
 ④ 48% Finance Department, 2% School Department, 25% Water Division, 25% Sewer Division</p> <p>Planner II - \$77,969
 ⑮ 80% Planning Department, 20% Coakley Landfill Trust</p> <p>Equipment Mechanic Technician - \$75,350
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> | <p>Equipment Mechanic Technician - \$71,370
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Business Administrator - Regulatory - \$71,082
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>GIS Specialist - \$67,440
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>SCADA Tech - \$65,052
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Operational Support Coordinator - \$64,688
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>Camera Operator - L2 - \$62,238
 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p>Administrative Assistant I - \$61,656
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>Associate Planner - \$61,275
 ⑥ 50% Planning Department, 25% Water Division, 25% Sewer Division</p> <p>Equipment Mechanic Technician - \$61,163
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Equipment Mechanic Technician - \$60,642
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Special Project Coordinator - \$59,228
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>GIS Stormwater Tech - \$59,328
 ⑪ 50% Water Division, 50% Stormwater Division</p> <p>Utility Mechanic - L2 - \$58,228
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Utility Mechanic - L2 - \$58,227
 ⑩ 75% Water Division, 25% Sewer Division</p> <p>Administrative Clerk - \$57,008
 ⑦ 25% Public Works - Highway Division, 25% Water Division, 25% Sewer Division, 25% Parking Division</p> <p>Utility Mechanic - L2 - \$56,726
 ⑫ 50% Sewer Division, 50% Stormwater Division</p> <p>Inventory Management Specialist - \$55,577
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Water/Sewer Billing Lead - \$53,872
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Utility Mechanic - L2 - \$51,530
 ⑨ 50% Water Division, 50% Sewer Division</p> <p>Utility Mechanic - L2 - \$49,631
 ⑩ 75% Water Division, 25% Sewer Division</p> <p>Equipment Mechanic Laborer - \$43,961
 ⑧ 30% Public Works - Highway Division, 30% Water Division, 30% Sewer Division, 10% Parking Division</p> <p>Part-Time Office Manager (25 Hours/Week) - \$42,892
 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

Deaglan McEachern, Mayor
 JoAnna Kelley, Assistant Mayor
 John Tabor
 Josh Denton
 Beth Moreau
 Andrew Bagley
 Vincent Lombardi
 Rich Blalock
 Kate Cook



Department Budget Comments

The proposed City Council budget for FY24 is \$28,755. This represents no change from the FY23 budget.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
CITY COUNCIL				
CITY COUNCIL STIPEND	17,050	14,550	17,050	17,050
OTHER BENEFITS	1,305	1,113	1,305	1,305
<i>Contractual Obligations</i>	18,355	15,663	18,355	18,355
OTHER OPERATING				
<i>Other Operating</i>	10,400	10,289	10,400	10,400
TOTAL	28,755	25,953	28,755	28,755

Board/Committee Appointments of the Council

<i>Mayor Deaglan McEachern</i>	*The Mayor appoints the City Councilors as members to the Committees listed below.
<i>Assistant Mayor JoAnna Kelley</i>	<ul style="list-style-type: none"> • African Burying Ground Stewardship Blue Ribbon Committee • Economic Development Commission • Land Use Committee • Legislative Subcommittee • Prescott Park Master Plan Implementation Committee • Sister City Blue Ribbon Committee • Trees and Public Greenery Committee
<i>Councilor John Tabor</i>	<ul style="list-style-type: none"> • Audit Committee • Fee Committee • Governance Committee • Legislative Subcommittee • Neighborhood Steering Committee • Mayor's Blue Ribbon Energy Advisory Committee
<i>Councilor Josh Denton</i>	<ul style="list-style-type: none"> • Fee Schedule Study Committee • Sustainable Practices Blue Ribbon Committee • Veterans Organization
<i>Councilor Beth Moreau</i>	<ul style="list-style-type: none"> • Land Use Committee • Planning Board • Rockingham Planning Commission
<i>Councilor Andrew Bagley</i>	<ul style="list-style-type: none"> • Chamber of Commerce • Parking and Traffic Safety Committee • Vaughan Mall Blue Ribbon Committee
<i>Councilor Vincent Lombardi</i>	<ul style="list-style-type: none"> • Economic Development Commission • Governance Committee • Historical Archives Blue Ribbon Committee Task Force • Pease Development Authority • Safe Water Advisory Group Committee • Public Access Financial Advisory Committee
<i>Councilor Rich Blalock</i>	<ul style="list-style-type: none"> • Historic District Commission • Land Use Committee • Recreation Board • Safe Water Advisory Group Committee • Skateboard Park Blue Ribbon Committee
<i>Councilor Kate Cook</i>	<ul style="list-style-type: none"> • Audit Committee • Governance Committee • Legislative Subcommittee • Sustainable Practices Blue Ribbon Committee • Mayor's Blue Ribbon Energy Advisory Committee • Portsmouth Arts & Non-Profit Committee

Goals and Objectives

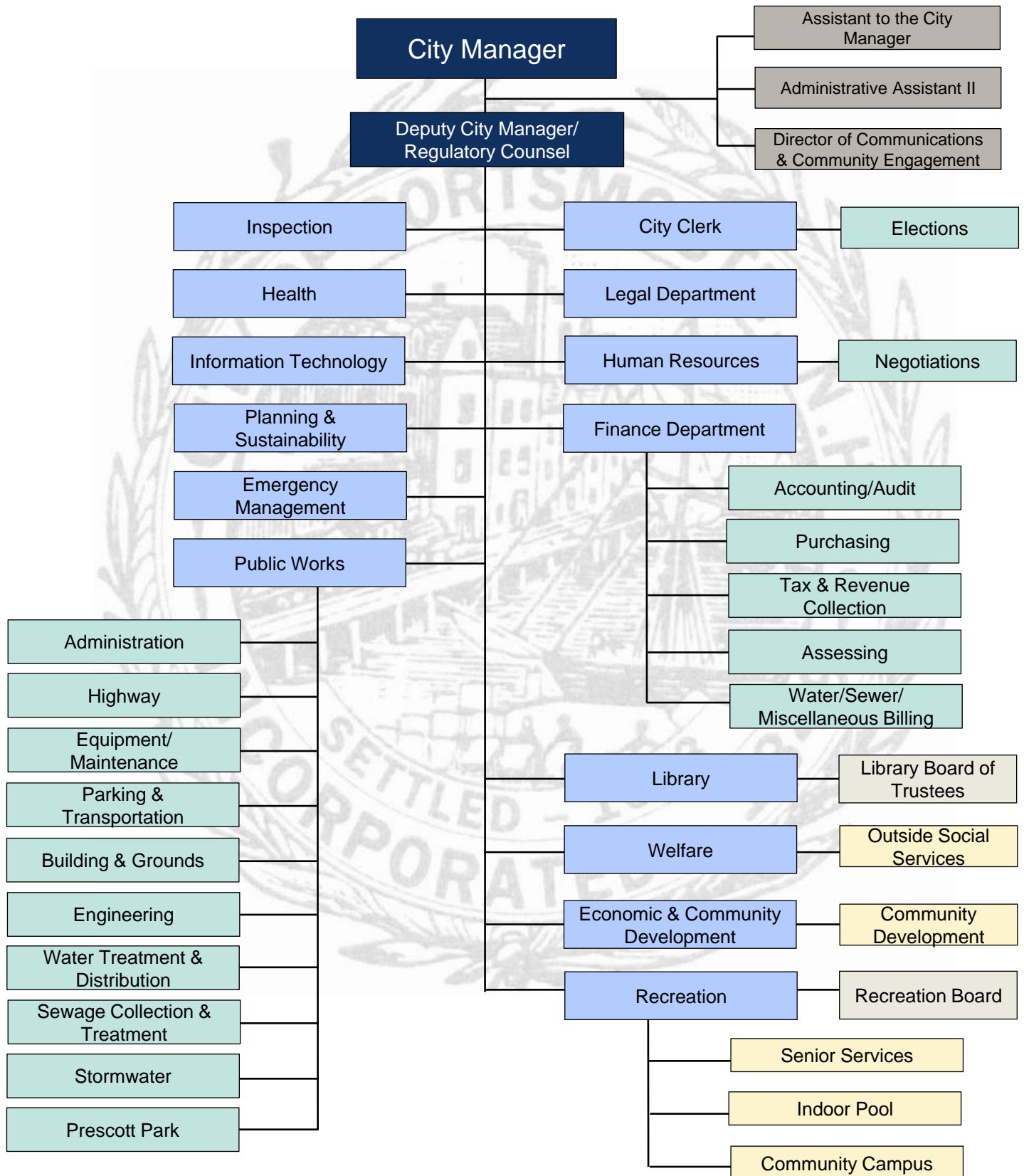
City Council Goals and Objectives are highlighted as part of the Citywide Goals – Illustrated within the “Strategic Planning/ Goals & Initiatives Section”

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
CITY COUNCIL					
01-710-101-51-110-400					
011001	REGULAR SALARIES	17,050	14,550	17,050	17,050
022001	SOCIAL SECURITY	1,057	902	1,057	1,057
022501	MEDICARE	248	211	248	248
055050	PRINTING	250	236	-	-
061002	MISCELLANEOUS SUPPLIES	1,000	845	1,000	1,000
062001	OFFICE SUPPLIES	1,150	637	1,150	1,150
069002	MAYOR'S EXPENSE	5,000	6,810	6,000	6,000
069005	VISITING DIGNITARIES	2,000	1,762	1,250	1,250
069009	SISTER CITIES	1,000	-	1,000	1,000
CC	Total	28,755	25,953	28,755	28,755



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City Manager's Department



Mission

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



City Manager Department

Services Overview

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



Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
City Manager	1	1	1
Deputy City Manager	0.8	0.8	0.6
Assistant to the City Manager	1	1	1
Administrative Assistant II	1	1	1
Communications Director	0	1	1
Totals Full Time	3.8	4.8	4.6

Note: 60% of the The Deputy City Manager position is allocated from the City Manager's Budget, 20% from Water and 20% from Sewer

Department Budget Comments

The City Manager's proposed budget for FY24 is \$657,081. This represents an increase of \$45,654 or 7.47% from the FY23 budget. The net change in the City Manager's budget is due to the creation of the position of Director of Communications and Community Engagement, which will improve and expand the City's public communication efforts and promote community engagement across the City. Of note, effective FY24, the Deputy City Manager will recognize her primary responsibility to the City Manager's Department and relinquish her Deputy City Attorney title. She will however still act as Regulatory Counsel for the City and as such will consult with the Legal Department on an as-needed basis.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
CITY MANAGER				
SALARIES	424,961	412,774	496,962	530,667
LONGEVITY	1,000	1,000	1,837	2,232
RETIREMENT	61,976	52,919	64,354	72,101
OTHER BENEFITS	28,484	28,803	35,424	39,231
<i>Contractual Obligations</i>	<i>516,421</i>	<i>495,497</i>	<i>598,577</i>	<i>644,231</i>
TRAINING/EDUCATION/CONFERENCES	4,000	2,703	4,000	4,000
PROFESSIONAL ORGANIZATION DUES	3,000	1,860	3,000	3,000
OTHER OPERATING	6,850	5,709	5,850	5,850
<i>Other Operating</i>	<i>13,850</i>	<i>10,272</i>	<i>12,850</i>	<i>12,850</i>
TOTAL	530,271	505,768	611,427	657,081

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

- Carrying out policy decisions of the City Council, and overseeing all property owned by the City;
- Informing the Council of the City's needs and ongoing conditions and making such reports as may be required by law, requested by Council, or judged necessary by the Manager;
- Participating in discussions that come before the City Council;
- Supervising all Department Heads and appointing, disciplining and removing all municipal employees in the administrative service of the City, and
- Providing to the City Council an operating budget, a budget statement, and a long-range capital plan, which outline the immediate and long-range financial plans and projects.

Goals and Objectives



Goal #1: Maintain effective responsiveness to City Councilors

Objectives:

- ✓ Ensure timely responses to all City Council directives and requests for service.

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

FY21	FY22	FY23 (Est)	FY24 (Forecast)
95%	95%	95%	95%

Citywide Goal Addressed:

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



Goal #2: Maintain effective responsiveness to community members and stakeholders

Objectives:

- ✓ Ensure timely responses to all resident questions and calls for service.
- ✓ Identify effective and innovative means for soliciting public input and engaging the public in the work of the City, reaching out to all members of the community, and determining how best to ensure as many voices are included and heard as possible.

Performance Measure: Percent of Residents' Concerns Completed Within 24-48 Hours

FY21	FY22	FY23 (Est)	FY24 (Forecast)
95%	95%	95%	95%

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*



Goal #3: Work with City staff, including the newly established Director of Communications and Community Engagement, to ensure high quality presentations, memoranda, press releases and other information to keep City Council members and the public informed



Objectives:

- ✓ Successfully convey City information via various methods to the City Council and public



Performance Measure: Number of Press Releases Prepared for the Public

FY21	FY22	FY23 (Est)	FY24 (Forecast)
132	104	160	175

Citywide Goals Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Deliver Services and Programs with Courtesy, Professionalism and Efficiency



Goal #4: Improve and expand opportunities for increasing public communication through the addition of the Director of Communications and Community Engagement



Objectives:

- ✓ Continue the publication of the weekly City Newsletter as well as annual reports including the Popular Annual Financial Report (PAFR).
- ✓ Coordinate the reinstatement of Student Government Day (with the City Clerk).
- ✓ Continue the efforts to update and inform the public about activities, programs, and services through tools such as Government Channel 22, YouTube Channel, the City’s website, and social media outlets.
- ✓ Maintain and enhance the ability to both disseminate and collect information from the community as a means to gauge success or ways to improve the delivery of City services.



Performance Measures:

	FY21	FY22	FY23 (Est)	FY24 (Forecast)
Overall views on YouTube	50,148	60,900	73,200	80,000
Visits to City website	3,625,640	3,155,651	2,620,000	2,888,000

Citywide Goals Addressed:

- Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth
- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Deliver Services and Programs with Courtesy, Professionalism and Efficiency



Goal #5: Participate in and Staff the City's Various Boards, Committees and Commissions

Objectives:

- ✓ Work with the City Council, Legislative Subcommittee, Economic Development Committee, Land Use Boards, Governance Committee, and various other Committees to monitor developments of key initiatives and make recommendations to ensure successful City operations
- ✓ Work with regional, state, and federal partners such as the Municipal Alliance for Adaptive Management to remain in regulatory compliance and improve coordination



Performance Measure: Number of Boards and Committees staffed by City Management

FY21	FY22	FY23 (Est)	FY24 (Forecast)
11	11	14	14

Citywide Goals Addressed:

- *Identify and Promote Strategies for Local Businesses Retention and Preservation of Affordable Commercial Space*
- *Proactively Pursue the Integration of Sustainability, Resilience and Climate Change Mitigation Actions Throughout City Government and Community*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*



Goal #6: Continue to support open space, sustainability, and climate change mitigation initiatives

Objectives:

- ✓ Retitled the Planning Department to Planning and Sustainability Department.
- ✓ Continue to collaborate with local officials, residents, businesses, and City staff to further incorporate sustainable practices in governmental policies and operations.
- ✓ Continue to work with the Conservation Commission, the Planning Board, the City Council, local and regional land trusts, and residents to implement environmental protection and open space initiatives.
- ✓ Work with Department Heads to identify specific climate change mitigation opportunities.
- ✓ Implement newly launched Climate Action Plan.



Performance Measure: Community Spaces Constructed in the City of Portsmouth:

FY21	FY22	FY23 (Est)	FY24 (Forecast)
6	4	3	3

Performance Measure: Newly Created Parks and Greenways in the City of Portsmouth:

FY21	FY22	FY23 (Est)	FY24 (Forecast)
3	7	1	3

Performance Measure: Newly Created Conservation Easements/Protections in the City of Portsmouth:

FY21	FY22	FY23 (Est)	FY24 (Forecast)
1	2	2	4

Citywide Goals Addressed:

- *Proactively Pursue the Integration of Sustainability, Resilience and Climate Change Mitigation Actions Throughout City Government and Community*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*



Goal #7: Support Fiscal Stability and Compliance

Objectives:

- ✓ Work with the Finance Department to maintain strong fiscal policies to support the City's favorable bond rating.

Performance Measure: Status of the City's Bond Rating

FY21	FY22	FY23 (Est)	FY24 (Forecast)
AAA	AAA	AAA	AAA

Citywide Goals Addressed:

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



Goal #8: Support Diversity in the Workplace

Objectives

- ✓ Work with the Human Resources Department to provide leadership in hiring, promotion and succession planning across all departments.
- ✓ Maintain authenticity and respect in discourse with the community through City involvement in and promotion of community efforts.

Citywide Goals Addressed:

- *Welcome and Support Diversity in the Workplace and Community*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness, and a Strong Sense of Community (to Every Youth)*

Additional Performance Measures

Maintain ICMA Participation

FY21	FY22	FY23 (Est)	FY24 (Forecast)
Status maintained	Status maintained	Status maintained	Status maintained



FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
CITY MANAGER			
		CITY MANAGER	179,564
		STIPEND	5,400
NON GRADE 28	1F/11G	① DEPUTY CITY MGR/REGULATORY COUNSEL	99,245
NON GRADE 20	8B/4C	COMMUNICATIONS DIRECTOR	96,151
NON GRADE 13	6.5D/5.5E	ASSISTANT TO THE CITY MANAGER	76,029
NON GRADE 11	H	ADMINISTRATIVE ASSISTANT II	74,277
TOTAL DEPARTMENT			530,666

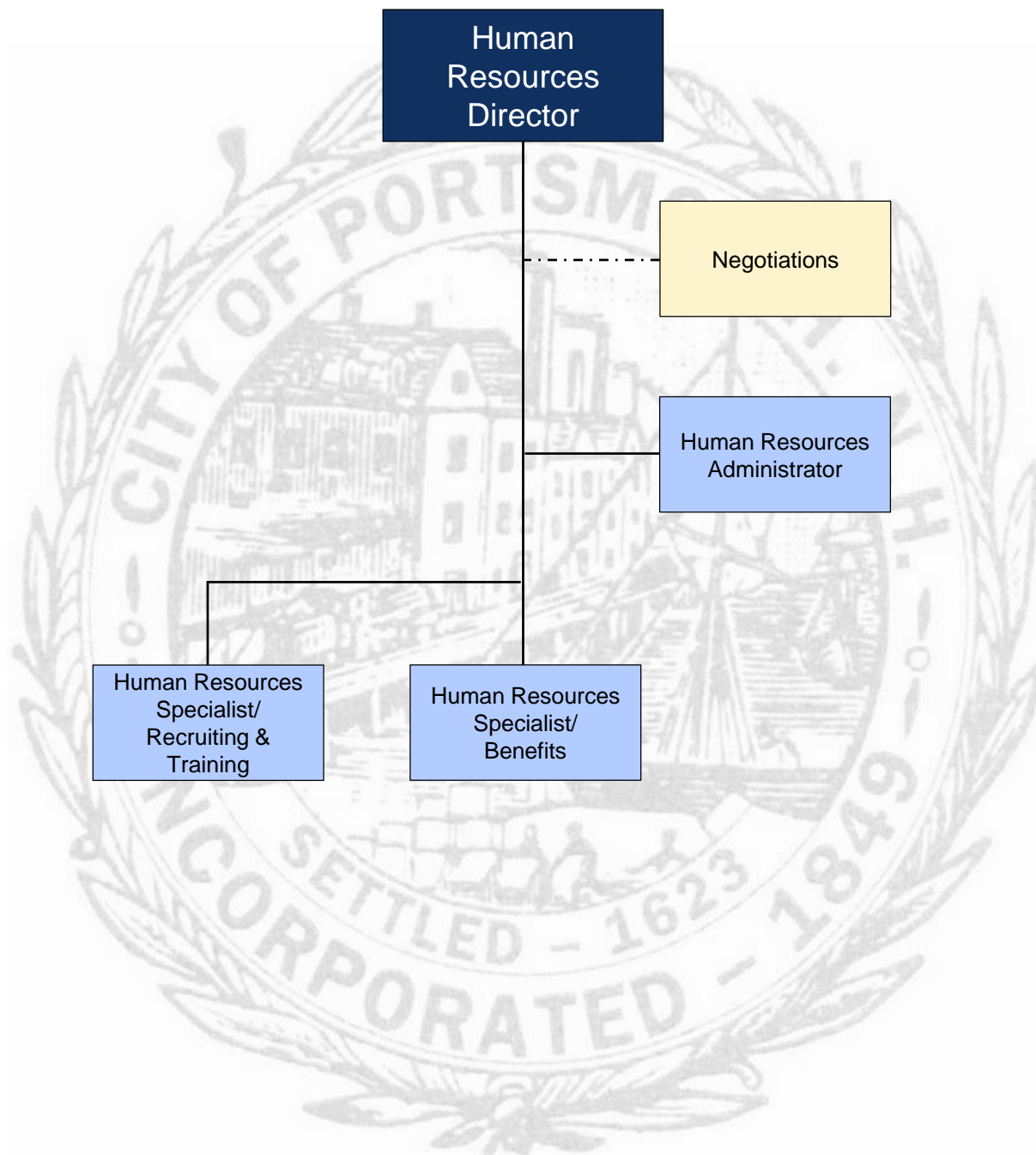
FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET

① 60% CITY MANAGER, 20% WATER, 20% SEWER

*PER IRS REGULATIONS, SALARY INCLUDES DEFERRED COMPENSATION.

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
CITY MANAGER					
01-711-102-51-110-400					
011001	REGULAR SALARIES	424,961	412,774	496,962	530,667
015001	LONGEVITY	1,000	1,000	1,837	2,232
022001	SOCIAL SECURITY	22,590	23,025	28,190	31,504
022501	MEDICARE	5,894	5,779	7,234	7,727
023001	RETIREMENT	61,976	52,919	64,354	72,101
044006	PRINTING LEASE/MAINT	1,000	1,018	-	-
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,860	3,000	3,000
057101	TRAVEL AND CONFERENCE	4,000	2,703	4,000	4,000
061003	MEETING SUPPLIES	350	200	350	350
062001	OFFICE SUPPLIES	1,500	676	1,500	1,500
067001	BOOKS & PERIODICALS	500	568	500	500
069003	EXECUTIVE EXPENSE	3,500	3,248	3,500	3,500
CM	Total	530,271	505,768	611,427	657,081

Human Resources Department



Mission

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



Human Resources Department

Services Overview

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

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Human Resources Director	1	1	1
Human Resources Specialist / Benefit Administor	1	1	1
HumanResources Specialist / Recruiting & Training	1	1	1
Human Resources Administrator	1	1	1
Totals Full Time	4.00	4.00	4.00
Positions Part-Time	FY22	FY23	FY24
Sw itchboard Operator	2	0	0
Totals Part Time	2.00	0.00	0.00

Department Budget Comments

The FY24 proposed budget for the Human Resources Department Administration is \$535,596, an increase of \$30,489 or 6.04% from FY23. The FY24 budget increase is due to the continued cost associated with salaries and benefits to attract and retain staff.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
HUMAN RESOURCES				
SALARIES	288,000	267,352	328,191	354,844
PART-TIME SALARIES	39,757	39,114	-	-
LONGEVITY	333	333	340	698
RETIREMENT	40,540	37,762	46,191	48,105
OTHER BENEFITS	25,099	22,600	25,135	27,199
<i>Contractual Obligations</i>	<i>393,729</i>	<i>367,162</i>	<i>399,857</i>	<i>430,846</i>
TRAINING/EDUCATION/CONFERENCES	3,500	2,315	3,500	5,500
CONTRACTED SERVICES	76,000	85,119	78,000	78,000
PROFESSIONAL ORGANIZATION DUES	500	169	500	500
OTHER OPERATING	21,750	28,944	23,250	20,750
<i>Other Operating</i>	<i>101,750</i>	<i>116,547</i>	<i>105,250</i>	<i>104,750</i>
TOTAL	495,479	483,709	505,107	535,596

The FY24 proposed budget for General Government Benefits is \$2,609,434 an increase of \$101,846 or 4.06% over FY23. The increase in the budget is primarily the result of the health and dental insurance rate increases.

<u>Budget Summary of Expenditures</u>				
	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
GENERAL GOVERNMENT BENEFITS				
HEALTH INSURANCE	2,096,570	2,096,570	2,094,791	2,138,782
DENTAL INSURANCE	141,393	133,599	141,393	182,159
INSURANCE REIMBURSEMENT	25,000	24,448	25,000	20,000
LIFE AND DISABILITY	44,000	39,045	48,737	55,500
WORKERS' COMPENSATION	204,510	204,510	172,755	188,463
OTHER BENEFITS	20,912	18,319	24,912	24,530
TOTAL	2,532,385	2,516,492	2,507,588	2,609,434

Programs and Services

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

- Administer and negotiate sixteen (16) collective bargaining agreements
- Administer and negotiate seven (7) individual employee contracts
- Represent the City on all grievances and arbitrations

Risk Management – Administration of workers compensation and unemployment claims for the city, including the School Department.

- Administer workers compensation for the City and School
- Conduct annual safety inspections
- Serve on the Joint Loss Management Committee and organize meetings
- Represent the City in unemployment hearings
- Manage all Property & Liability claims

Training and Development – Determine training needs within the organization; designs, conducts, coordinates and implements training and education programs for employee development. All new hires must complete the following trainings within ninety (90) days from hire date.

- Preventing Workplace Harassment for Employees
- Handling Conflict – Employee Guide
- Ethics & Code of Conduct
- Slip, Trip, and Fall Prevention
- Back Injury Prevention

Managers or Supervisors are required to complete a more robust mandatory training within ninety (90) days from hire date.

- Preventing Employment Discrimination for Managers and Supervisors
- Creating a Bully Free Workplace – Manager Edition
- Avoiding Wrongful Termination
- Accident Investigation: Preventing Injuries and Improving Safety in the Workplace
- Employee Privacy: Balancing a Manager's Right to Know
- Preventing Workplace Violence – Managers Edition



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

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

Communication – Keep employees informed by communicating regularly to all stakeholders. Effective communication increases productivity, which benefits employees and the municipality. Proper communication techniques can boost employee morale to create a positive work atmosphere.

- Quarterly Newsletters
- Monthly Wellness Tips
- 60 Day Engagement Interviews
- Exit Interviews
- Display all valuable information through the HR Webpage
- Coordinate new hire, 25-year anniversary, and retirement receptions



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

- Advertise positions
- Conduct interviews
- Conduct background checks
- Conduct reference checks
- Attend job fairs, promoting the City
- Partner with organizations to advertise positions and increase inclusivity

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

- Administer step system
- Develop and update salary schedules
- Conduct position evaluations
- Participate in salary surveys
- Develop job descriptions
- Establish classifications for new positions
- Salary and Position Budget Coordination across departments

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

- Administer insurance programs including: health, dental, life, long-term disability insurance programs
- Leave tracking and reporting
- Administer flexible spending accounts
- Educate on wellness programs
- Affordable Care Act compliance
- File Life and Disability claims
- Hold presentations for those nearing retirement, to educate them on the process
- Work with NHRS on retiree paperwork



Goals and Objectives



Goal #1: Complete Negotiations for six (6) expiring collective bargaining agreements.

Objectives:

- ✓ *Ensure consistency in the collective bargaining contracts.*
- ✓ *Review wages across the board to be in line with other comparable cities.*
- ✓ *Update to reflect inclusive language.*
- ✓ *Ensure the Harrassment and Discrimination policy is included in all.*

Citywide Goal Addressed:

- *Maintain Financial Stability*



Goal #2: Amend all current job descriptions to reflect current job duties and updated gender identity, ADA and DEI language



Objectives:

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



Performance Measurements:

Job Descriptions Developed, Reviewed and Updated

	FY21	FY22	FY23 (Est)
# Of Job Descriptions	68	62	77

Citywide Goal Addressed:

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Welcome and Support Diversity in the Workplace and Community*



Goal #3: Continue developing supervisors and employees by providing additional training.

Objectives:

- ✓ *Continue to promote training and mandate certain trainings once a quarter.*
- ✓ *Increase succession planning*
- ✓ *Implement an annual review process*



Performance Measurement:

	FY21	FY22	FY23 (Est)
# Of Employees trained	174	190	280

Citywide Goal Addressed:

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Welcome and Support Diversity in the Workplace and Community*



Goal #4: Continuous evaluation of all City Human Resources (HR) Policies.

Objectives:

- ✓ Review all city HR 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 our employees.

Performance Measurement

Policies Reviewed and Updated

	FY21	FY22	FY23 (Est)
# Of Policies Reviewed and Updated	5	5	5

Citywide Goal Addressed:

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

Additional Performance Measures

Recruitment

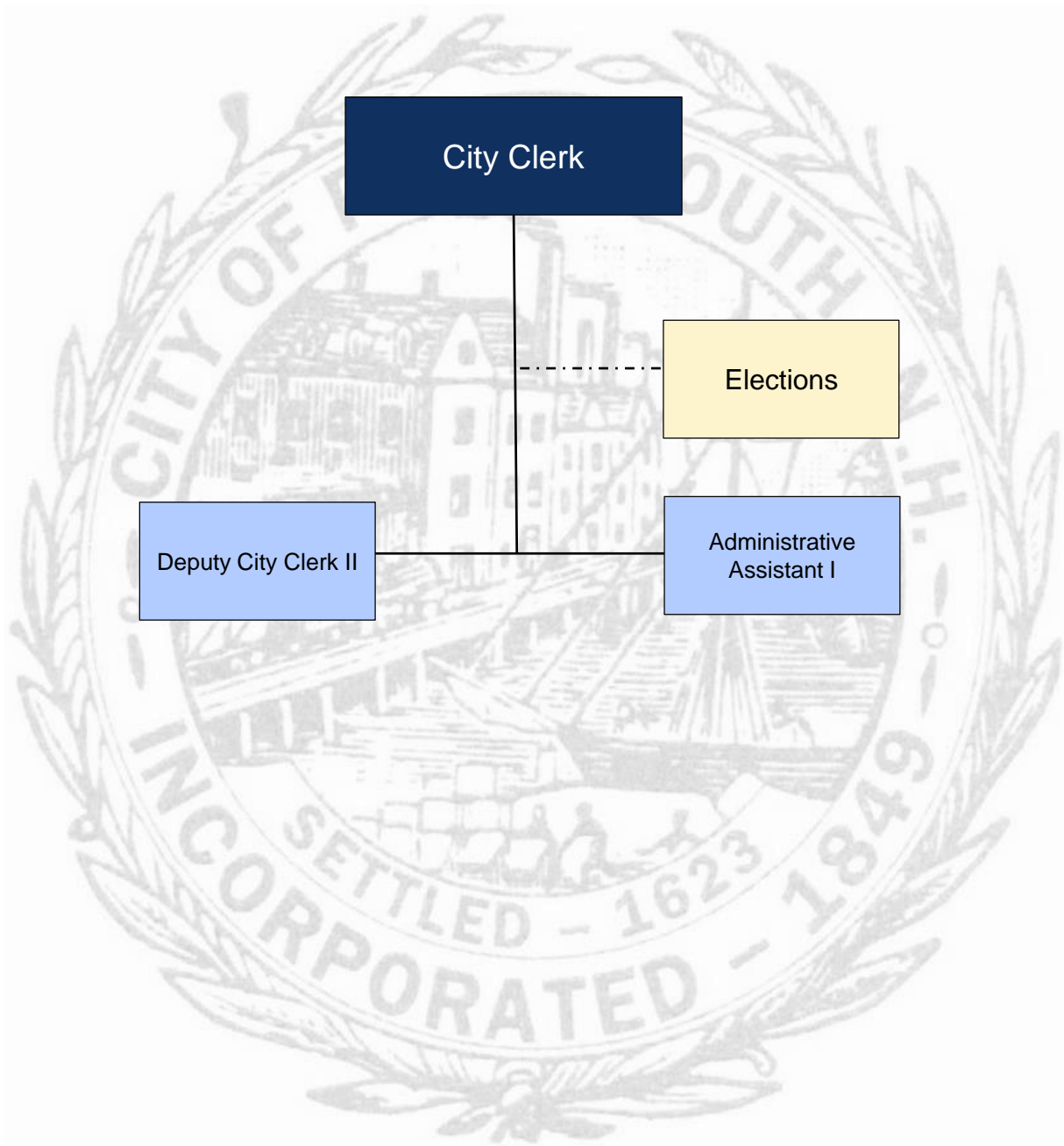
	FY21	FY22	FY23 (Est)
# Of Applications Reviewed/ Processed-City Only	892	1,333	1,244
# Of Employees Hired Full and Part-Time, includes School	174	276	309
# Of Substitute Applications Processed	33	241	217
# Of Criminal Backgrounds Conducted, includes School	110	275	309
# Of New Hire Orientations Conducted, includes School	61	190	280
Turnover Rate City	14%	21%	9%
Turnover Rate School	11%	8%	11%

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
HUMAN RESOURCES			
NON GRADE 23	4D/8E	HUMAN RESOURCES DIRECTOR	124,691
NON GRADE 15	C	HUMAN RESOURCES SPECIALIST / BENEFITS	77,969
NON GRADE 15	6B/6C	HUMAN RESOURCES SPECIALIST / RECRUITING AND TRAINING	76,113
NON GRADE 13	D	HUMAN RESOURCES ADMINISTRATOR	74,326
		EDUCATION STIPEND	1,745
		TOTAL DEPARTMENT	354,844

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
BENEFIT ADMINISTRATION					
01-707-104-51-110-405					
011061	INSURANCE REIMBURSEMENT	25,000	24,448	25,000	20,000
021001	INSURANCE-HEALTH	2,096,570	2,096,570	2,094,791	2,138,782
021101	INSURANCE-DENTAL	141,393	133,599	141,393	182,159
021501	INSURANCE-LIFE	16,000	13,979	17,224	19,600
021601	INSURANCE-DISABILITY	28,000	25,067	31,513	35,900
022001	SOCIAL SECURITY	1,550	1,500	1,550	1,240
022501	MEDICARE	362	351	362	290
026002	INSURANCE-WORKERS COMP	204,510	204,510	172,755	188,463
039007	PROFESSION SERVICES-FSA	5,000	4,300	5,000	5,000
054051	EDUCATION	14,000	12,169	18,000	18,000
HRBENEFITS	Total	2,532,385	2,516,492	2,507,588	2,609,434
HR Admin					
01-709-610-51-110-405					
011001	REGULAR SALARIES	288,000	267,352	328,191	354,844
012001	PART TIME SALARIES	39,757	39,114	-	-
015001	LONGEVITY	333	333	340	698
022001	SOCIAL SECURITY	20,342	18,316	20,370	22,044
022501	MEDICARE	4,757	4,284	4,765	5,155
023001	RETIREMENT	40,540	37,762	46,191	48,105
033001	PROF SERVICES-TEMP	-	12,000	-	-
035002	PROF SERV- SUBSTANCE TEST	2,000	2,001	3,000	3,000
035004	OCCUPATIONAL HEALTH	-	56	-	-
039001	PROFESSIONAL SERVICES	76,000	73,063	78,000	78,000
039004	PROF/SERV-TEST NEW HIRES	6,500	15,303	7,500	7,500
044006	PRINTING LEASE/MAINT	1,500	1,971	-	-
053001	ADVERTISING	-	-	1,000	1,000
054050	TRAINING	3,000	2,265	3,000	5,000
055050	PRINTING	500	-	500	500
056001	DUES PROFESSIONAL ORGANIZ	500	169	500	500
057101	TRAVEL AND CONFERENCE	500	50	500	500
061002	MISCELLANEOUS SUPPLIES	2,000	1,716	2,000	1,500
061003	MEETING SUPPLIES	500	123	500	500
062001	OFFICE SUPPLIES	1,750	1,061	1,750	1,750
062012	RETIREMENT GIFTS	2,000	1,875	2,000	2,000
075001	FURNITURE AND FIXTURES	5,000	4,894	5,000	3,000
HR	Total	495,479	483,709	505,107	535,596

City Clerk's Office



Mission

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



City Clerk/ Elections

Services Overview

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

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
City Clerk	1	1	1
Deputy City Clerk II	1	1	1
Administrative Assistant I	0	1	1
Administrative Clerk	1	0	0
Totals Full Time	3	3	3

Department Budget Comments

The proposed City Clerk FY24 Budget is \$338,364, a net increase of \$17,787 or 5.55% over FY23 due primarily to contractual obligations.



Budget Summary of Expenditures

	<u>FY22</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>CITY MANAGER RECOMMENDED</u>
CITY CLERK				
SALARIES	220,805	207,344	241,940	256,719
OVERTIME	3,500	3,093	3,500	3,500
LONGEVITY	2,667	2,666	2,722	3,140
RETIREMENT	31,912	29,953	34,881	35,632
OTHER BENEFITS	17,364	15,800	18,984	20,148
<i>Contractual Obligations</i>	<i>276,248</i>	<i>258,857</i>	<i>302,027</i>	<i>319,139</i>
TRAINING/EDUCATION/CONFERENCES	1,950	1,365	1,950	3,000
PROFESSIONAL ORGANIZATION DUES	400	290	400	400
OTHER OPERATING	17,450	15,717	16,200	15,825
<i>Other Operating</i>	<i>19,800</i>	<i>17,372</i>	<i>18,550</i>	<i>19,225</i>
TOTAL	296,048	276,228	320,577	338,364

The proposed Election budget for FY24 is \$114,457 a net increase of \$15,507 or 15.67% from FY23. In FY24, there will be two elections, the Municipal Election and the Presidential Primary Election. The primary change in this budget is due to a programming and printing for the Municipal Election and an increase in food costs. Additional staffing will continue to be used for enhanced efficiencies at the polls and the handling of increased voter participation, processing absentee ballots and the completion of reporting forms for the Primary.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
ELECTION				
PART-TIME SALARIES	57,000	12,031	25,000	25,000
OVERTIME	4,000	198	8,000	8,000
RETIREMENT	562	28	1,125	1,082
OTHER BENEFITS	4,667	935	2,525	2,525
<i>Contractual Obligations</i>	<i>66,229</i>	<i>13,192</i>	<i>36,650</i>	<i>36,607</i>
TRAINING - ELECTIONS	2,575	-	6,000	6,250
CONTRACTED SERVICES	-	-	-	-
ADVERTISING	-	-	-	-
OTHER OPERATING	46,750	34,483	56,300	71,600
<i>Other Operating</i>	<i>49,325</i>	<i>34,483</i>	<i>62,300</i>	<i>77,850</i>
TOTAL	115,554	47,675	98,950	114,457

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.
- 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.



- Register voters, assist voters in updating voter registration forms with party affiliation changes, address changes, etc.
- Record voter history for all voters that cast ballots in each election.
- Preserve voter checklists as required under state statute and permanently safeguarding election results for their historical significance.

Goals, Objectives, and Performance Measurements



Department Goal #1: Continued Development and implementation of informational voter campaign

Objectives:

- ✓ *Enhance voter awareness and engagement*
- ✓ *Maintain and expand our comprehensive training program for election officials*
- ✓ *Evaluate essential and unique staffing demands for each distinctive election*

Performance Measurement:

- ✓ *Continued participation in Secretary of State election courses*
- ✓ *Conduct additional training sessions for election officials with a focus on statute changes*
- ✓ *Augment Voter Registration Drives out in the community*
- ✓ *Enhancement of gathering election statistical data*

Citywide Goal Addressed:

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



Goal #2: Continue Serving on the Vital Records Improvement Fund Advisory Committee

Objectives:

- ✓ *Work with officials to incorporate and implement findings of the Committee*
- ✓ *Communicate initiatives and carry out intentions of the Committee*
- ✓ *Enhance reporting of objectives to the Town & City Clerk's Association*

Performance Measurement:

- ✓ *Continued participation in Division of Vital Records Growth and Development*
- ✓ *Determine the need for improvements and automation of the processing of vital records*
- ✓ *Ensure that funds are allocated for software applications, development and preservation efforts*

Citywide Goal Addressed:

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



Goal #3: Continuously Enhance the Legislative Process of the City Council

Objectives:

- ✓ Development of public submittal process for agenda items
- ✓ Promotional Guide on City Council Roles and Legislative Process
- ✓ Creation of web page containing Adopted Resolutions by the City Council to augment information to the public

Performance Measurement:

Website Traffic

	FY19	FY20	FY21	FY22	FY23 (Est)
City Clerk Homepage Unique Page Views	9,908	12,463	26,959	30,446	32,450
Voting Information Unique Page Views	11,485	15,936	30,943	18,433	31,250
Total Page Views	53,055	64,251	121,336	82,573	95,750

Citywide Goal Addressed:

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



Goal #4: Maintain and deliver a high level of customer and professional services

Objectives:

- ✓ Utilization of available technologies to meet a wide variety of customer requests
- ✓ Communicate effectively and professionally to all customers
- ✓ Maintain specialized skills to support community members and individuals seeking our services and assistance
- ✓ Provide comprehensive and accurate information to meet customer's needs

Performance Measurement:

Number of Requests Filled

	FY21	FY22	FY23 (Est)
Vital Records	5,292	5,098	4,985
Marriage Licenses	286	274	265
Permits & Licenses	2,801	3,108	3,135

Citywide Goal Addressed:

- Deliver Services and Programs with Courtesy, Professionalism and Efficiency



Goal #5: Utilize technology for effective, efficient, and transparent practices

Objectives:

- ✓ Continue to restructure webpage to include directory of highly requested documents
- ✓ Gauging the effectiveness of our on-line content
- ✓ Provide comprehensive resourceful methods for researching documents

Performance Measurement: Future Measurements include:

- ✓ Creation of a customer satisfaction brief survey

Citywide Goal Addressed:

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

Additional Performance Measures

Maintain Professional Participation with International Institute of Municipal Clerks (Member since 1995), New England Association of City and Town Clerks (Member since 1995), and New Hampshire City and Town Clerks Association (Member since 1991)

FY21	FY22	FY23
City Clerk Maintained status	City Clerk Maintained Status	City Clerk Maintained status

Voter Statistics

FY21	FY22	FY23
<u>September 8, 2020</u> State Primary Election Total Registered Voters – 19,685 Percentage Voted – 32%	<u>November 2, 2021</u> Municipal Election Total Registered Voters – 16,300 Percentage Voted – 37.4%	<u>September 13, 2022</u> State Primary Election Total Registered Voters – 16,362 Percentage Voted – 24%
<u>November 3, 2020</u> Presidential/State General Election Total Registered Voters – 21,563 Percentage Voted – 69%		<u>November 8, 2022</u> State General Election Total Registered Voters – 17,673 Percentage Voted – 67%

Absentee Ballots Processed

FY21	FY22	FY23 (Est)
9,986	406	2,033

FY24 BUDGETED POSITION AND SALARY DETAIL

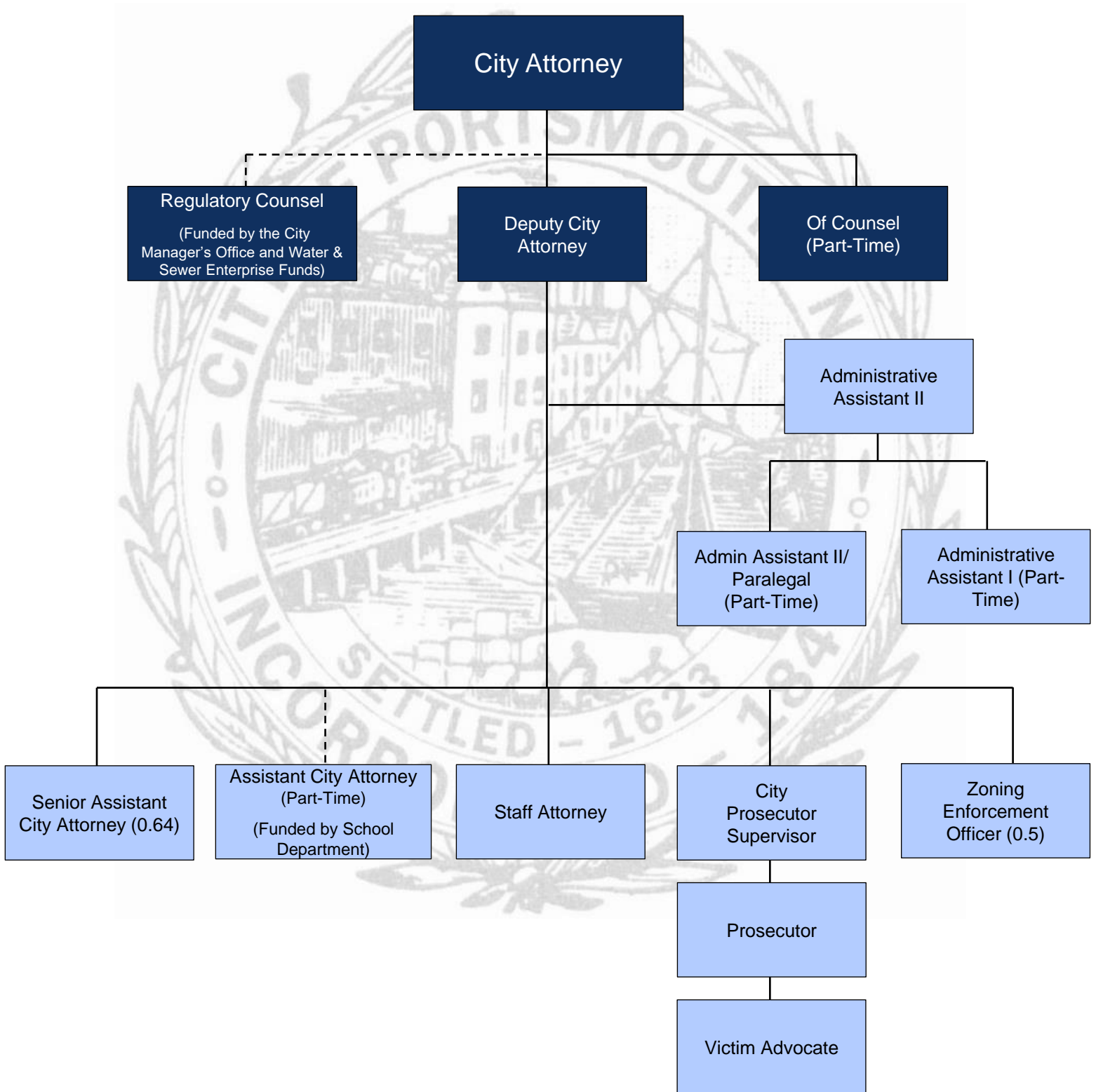
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
CITY CLERK			
NON GRADE 21	H	CITY CLERK	120,466
NON GRADE 13	F	DEPUTY CITY CLERK II	78,823
NON GRADE 9	4B/8C	ADMIN ASSISTANT I	57,430
		<u>TOTAL DEPARTMENT</u>	<u>256,719</u>

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
CITY CLERK					
01-712-105-51-110-401					
011001	REGULAR SALARIES	220,805	207,344	241,940	256,719
014041	OVERTIME	3,500	3,093	3,500	3,500
015001	LONGEVITY	2,667	2,666	2,722	3,140
022001	SOCIAL SECURITY	14,072	12,819	15,386	16,328
022501	MEDICARE	3,292	2,981	3,598	3,820
023001	RETIREMENT	31,912	29,953	34,881	35,632
043027	REPAIRS-OFFICE EQUIPMENT	500	595	500	500
044006	PRINTING LEASE/MAINT	3,500	1,885	-	-
053001	ADVERTISING	8,000	8,475	10,000	10,000
054050	TRAINING	450	275	450	1,000
055002	BOOKBINDING	1,500	1,459	1,500	1,500
056001	DUES PROFESSIONAL ORGANIZ	400	290	400	400
057101	TRAVEL AND CONFERENCE	1,500	1,090	1,500	2,000
057102	TRAVEL REIMBURSEMENT	600	345	600	-
062001	OFFICE SUPPLIES	2,000	1,355	2,000	2,000
067001	BOOKS & PERIODICALS	350	383	400	425
068007	MATERIALS-LICENSES	1,000	1,219	1,200	1,400
Clerk	Total	296,048	276,228	320,577	338,364

ELECTIONS					
01-713-106-51-110-401					
012001	PART TIME SALARIES	57,000	12,031	25,000	25,000
014041	OVERTIME	4,000	198	8,000	8,000
022001	SOCIAL SECURITY	3,782	758	2,046	2,046
022501	MEDICARE	885	177	479	479
023001	RETIREMENT	562	28	1,125	1,082
039002	PROF/SERVICES- WARD	17,750	15,323	35,500	35,500
043013	REPAIRS-VOTING	10,000	10,149	10,000	15,000
053001	ADVERTISING	500	244	500	500
054050	TRAINING	2,575	-	6,000	6,250
055050	PRINTING	10,000	4,417	500	5,500
061003	MEETING SUPPLIES	5,500	3,335	6,800	12,100
062001	OFFICE SUPPLIES	3,000	1,014	3,000	3,000
081170	CARES ACT-ELECTIONS	-	-	-	-
Election	Total	115,554	47,675	98,950	114,457

NOTE: THERE WILL BE TWO ELECTIONS IN FY24, MUNICIPAL ELECTION ON NOVEMBER 7, 2023 AND A PRESIDENTIAL PRIMARY ELECTION; DATE TO BE DETERMINED.

Legal Department



Mission

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



Legal Department

Services Overview

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

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
City Attorney	1	1	1
Deputy City Attorney	1	0	1
Senior Assistant City Attorney	0	0	0.64
Assistant City Attorney	0.64	1.64	0
City Prosecutor Supervisor	1	1	1
Staff Attorney	1	0	1
Prosecutor	0	1	1
Zoning Enforcement Officer	1	1	0.5
Administrative Assistant II	1	1	1
Victim Witness Advocate	0	0	1
Totals Full Time	6.64	6.64	8.14
Positions Part-Time	FY22	FY23	FY24
Of Counsel	0	1	1
Assistant Prosecutor	1	0	0
Admin Assistant II / Paralegal	0	1	1
Administrative Assistant I	0	0	1
Secretary III	1	1	0
Assistant City Attorney (Position is funded by the School Department)	1	1	1
Totals Part Time	3.00	4.00	4.00

*Retitled position, from Deputy City Manager/ Deputy City Attorney to Deputy City Manager / Regulatory Counsel. This position is now funded by the City Manager's office.

Department Budget Comments

The Legal Department's FY24 proposed budget totals \$1,047,669, an increase of \$61,248 or 6.21% over FY23.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
LEGAL				
SALARIES	604,242	496,356	615,138	669,766
PART-TIME SALARIES	79,739	65,808	167,055	153,253
LONGEVITY	5,754	5,661	2,690	2,075
RETIREMENT	85,736	70,103	86,838	97,740
OTHER BENEFITS	52,765	38,193	60,045	67,004
<i>Contractual Obligations</i>	<i>828,236</i>	<i>676,121</i>	<i>931,766</i>	<i>989,838</i>
TRAINING/EDUCATION/CONFERENCES	5,500	2,827	6,500	8,100
CONTRACTED SERVICES	31,000	35,524	32,000	32,000
PROFESSIONAL ORGANIZATION DUES	5,130	4,715	5,055	6,355
OTHER OPERATING	11,526	10,482	11,100	11,376
<i>Other Operating</i>	<i>53,156</i>	<i>53,549</i>	<i>54,655</i>	<i>57,831</i>
TOTAL	881,392	729,670	986,421	1,047,669

A substantial portion of this increase is due to the renewed proposed hiring of a staff attorney to accommodate the change in work responsibility over the last two years of the Deputy City Attorney, who moved into the Deputy City Manager role. This position was unfunded last year when the Deputy City Attorney became the Deputy City Manager. The Deputy City Manager will still act as our Regulatory Counsel and will be available for consultations, but the primary responsibility is with the City Manager's Office. This is a critical loss of expertise and experience for the Department. Over the last year, there has been an increase in the demands upon the Legal Department due to this change and the ever-increasing demands for legal services from the City departments. The proposed budget renews funds for the Deputy City Attorney position, which will be filled by a promotion. It also creates a new title of Senior Assistant City Attorney.

The proposed budget is also increased due to the transition of the Victim Witness Advocate in the Prosecution Unit from the Police Department's budget to the Legal Department. The Victim Witness Advocate position is partially funded (65%) with Federal Grant monies.

We have offset those increases with savings in other areas. The budget reflects a reduction in the hours of the Of-Counsel position, from 25 hours to 15 hours per week. In addition, the Public Works Department agreed to fund 50% of the salary for our Zoning Enforcement Officer, given the amount of work he completes for the Parking & Transportation Department.

Other increases in the proposed budget result from small increments in salary increases for our part-time staff and promotions for the current Legal staff. The salary increases are also a reflection of the cost of living, step increases, and benefit obligations negotiated in other contractual obligations.



In honor of Robert Sullivan's 40 years of service to the City of Portsmouth as City Attorney, Mayor McEachern and City Manager Karen Conard announced that the City Council had renamed the Peirce Island Boat Launch, the Peirce Island Robert P. Sullivan Boat Launch, upon his retirement, at the September 19, 2022 City Council

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.
- Represent the School Department in Circuit Court.
- Provide zoning enforcement services.
- Coordinate and respond to public record requests.
- Support all City departments as requested or required in implementation of their obligations.
- Implement an open-door policy with respect to City Officials and citizens alike.
- Prosecute cases in the Circuit Court arising from arrests and charges brought by the Police Department. Between July 2022 and December 2022, the City Prosecution office handled 378 new charges. In addition to prosecuting any new criminal offenses that result from arrest, the Prosecution Unit also handles Fugitive from Justice cases, bail revocation motions and hearings, competency hearings, and numerous post-conviction matters, including Motions to Impose and/or Bring Forward, review hearings, and Probation Violations
- Attend meetings of elected and appointed public bodies. Between July 2022 and February 2023, legal staff attended an estimated 86 public body meetings and are projected to attend over 130 such meetings in the remainder of the Fiscal year. These public bodies include, but are not limited to:
 - City Council meetings / special meetings / work sessions.
 - Land Use Boards, as needed.
 - Legislative Subcommittee meetings.
 - Various blue ribbon task force groups, commissions and committees such as: Cemetery Committee; Cable and Broadband Internet Commission; Governance Committee; Fee Committee; Parking Traffic & Safety Committee meetings as needed; Audit Committee; School Department IEP and 504 Plan meetings; School Policy Committee; Joint Board Meeting of Coalition Communities 2.0; Coakley Executive Committee meetings.



Attorney McCourt arguing at the Supreme Court.

Goals and Objectives



Goal #1: To provide the greatest possible scope of legal services of both an advisory and a representative nature to all departments, officials and employees of the City, including the charter departments (Police, School and Fire).



Objectives:

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

Performance Measures

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

	FY21	FY22	FY23 (Est)	FY24 (Projection)
Knowledge of Legal Staff	5.0	5.0	5.0	5.0
Availability of Legal Staff	4.7	4.7	4.2	4.8
Response time commensurate with priority of issue	4.5	4.5	4.5	4.6
Adherence to ethical standards	5.0	5.0	5.0	5.0
Overall Satisfaction	4.8	4.8	4.7	4.9

Citywide Goal Addressed:

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



Goal #2: Ensure compliance with the obligations of RSA 91-A, the Right-To-Know law.



Objectives:

- ✓ Provide public access to governmental records
- ✓ Continuously work on improving lines of communication to the public
- ✓ Provide advice to all departments regarding their obligations under the Right to Know law

Performance Measures: The Legal Department provides an initial response within five days for 100% of Right-To-Know requests and seeks to follow-up within 30-90 days, depending on the nature of the request.

	FY21	FY22	FY23 (Estimated)	FY24 (Projected)
RTK Requests responded to	53/100%	101/100%	119/100%	130/100%

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment



Goal #3: To provide the best service at the highest quality to Council, boards, staff and the public at the most cost effective manner possible.



Objectives:

- ✓ Implement the open door policy to enhance collaboration, consistency, effective communication, responsiveness and trust
- ✓ Strict adherence to ethical standards
- ✓ Efficiently utilize legal expertise to provide high quality work and legal advice
- ✓ Assert a balance between the transparency of City operations and the confidentiality of attorney client privilege

Performance Measures: The Legal Department attends 100% of Council meetings; returns 100% of phone calls and communications and supports 100% of board and committee meetings invited to, where up to four attorneys may attend Council meetings or work sessions.

Citywide Goal Addressed:

- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency
- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process



Goal #4: Work with Portsmouth’s Legislative Delegation to monitor legislative activity in the New Hampshire General Court.



- ✓ *Work with the City Council and the Legislative Subcommittee to monitor developments of key legislative initiatives in the State Legislature and to communicate the impacts of the legislation on Portsmouth.*
- ✓ *Work with the Coalition Communities and continue to update the City Council on developments related to education funding in the State.*

Citywide Goal Addressed:

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Goal #5: To provide the highest level of student wellness, safety and equity.



Objectives:

- ✓ *Represent the Portsmouth School Department in special education matters.*
- ✓ *Provide support for IEP and 504 teams*
- ✓ *Mediation to keep the School District and parents out of litigation*
- ✓ *Represent the School District in abuse and neglect cases in Family Court, advocate the educational needs and track the progress of these students*
- ✓ *Facilitate the Policy Committee of the School Board, prepare agenda and minutes and draft policies for consideration by the full School Board.*
- ✓ *Work directly with donors, the AG’s office and Trustees to draft new scholarships, manage requests and create guidelines.*

Performance Measures:

	FY21**	FY22**	FY23** (Est)	FY24** (Projected)
Number of IEP Teams (on-call to support)*	350/100%	350/100%	350/100%	350/100%
Number of 504 plans (available for consult)*	300/100%	300/100%	300/100%	300/100%
Family Court caseload handled in-house	26/100%	30/100%	32/100%	34/100%

**Numbers stay consistent from year to year*

***Percentage reflects work handled by in-house Legal staff.*

Citywide Goal Addressed:

- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Goal #6: To serve, represent and protect the City of Portsmouth as it continues to maintain a high quality of services for its residents and visitors.

Objectives:

- ✓ Ensure effective legal protection for the City through review of contracts, easements, and other legal documents
- ✓ Save the City money using in-house attorneys
- ✓ Respond to City Council and other requests in as timely a manner as possible

Performance Measures:

	FY21**	FY22**	FY23*** (Estimated)
Contracts reviewed or drafted	62/100%	74/100%	65/100%
Bids/RFPs/RFQs reviewed or drafted	40/100%	46/100%	47/100%

*Not measured

**Percentage reflects work handled by in-house Legal staff.

***Partial year

Citywide Goal Addressed:

- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



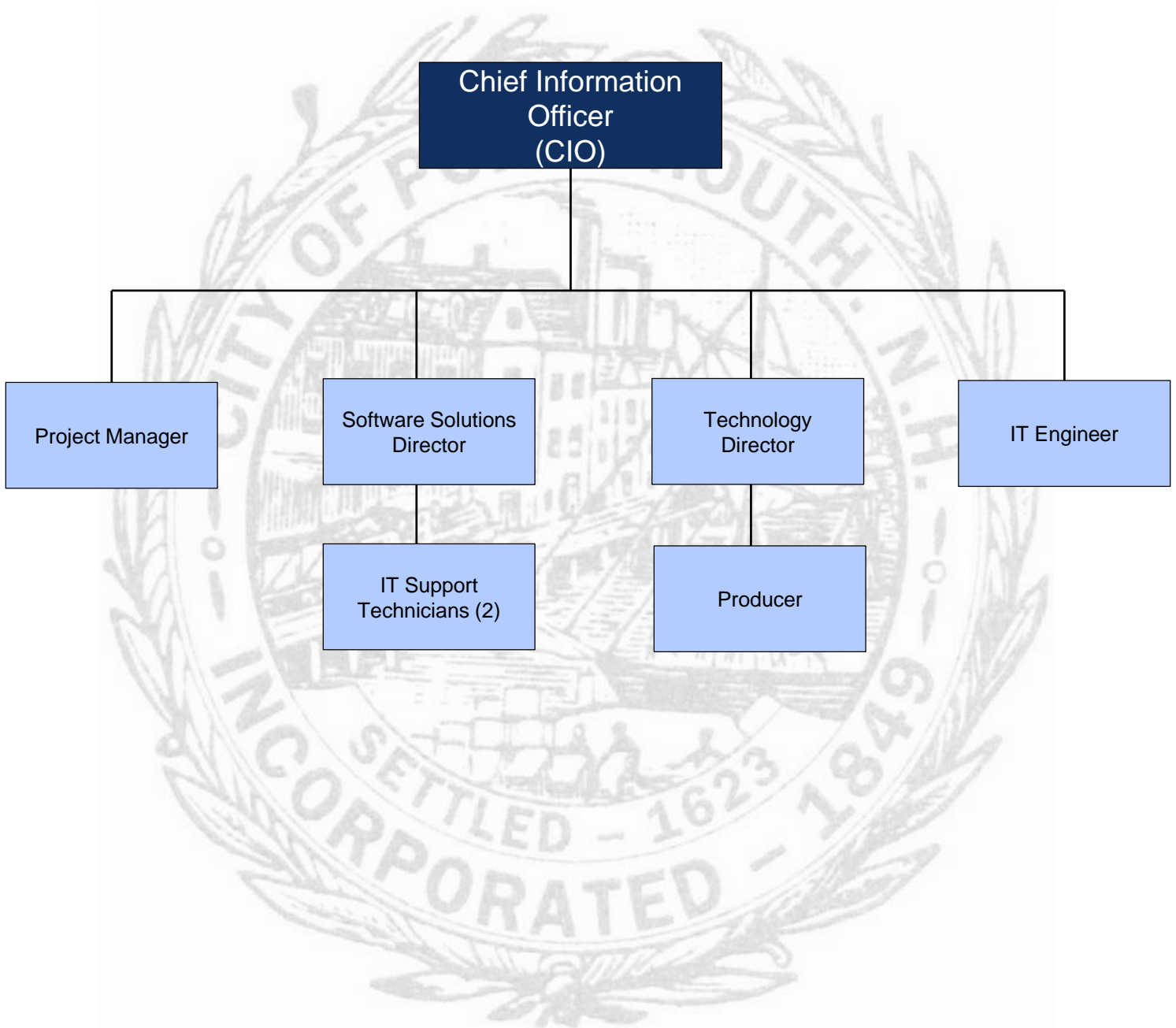
Mayor Deaglan McEachern and Assistant City Attorney Jane Ferrini at the Statehouse

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
LEGAL DEPARTMENT			
NON GRADE 25	1D/11E	CITY ATTORNEY	139,001
NON GRADE 21	6A/6B	DEPUTY CITY ATTORNEY	96,911
NON GRADE 19	F	CITY PROSECUTOR SUPERVISOR	105,358
NON GRADE 19	G	② SENIOR ASSISTANT CITY ATTORNEY	68,609
NON GRADE 17	6B/6C	PROSECUTOR	83,839
NON GRADE 17	6A/6B	STAFF ATTORNEY <i>(Funded 75% of the Year)</i>	59,885
PMA GRADE 13	H	⑬ ZONING ENFORCEMENT OFFICER	40,903
NON GRADE 11	E	ADMINISTRATIVE ASSISTANT II	70,860
NON GRADE 7	C	* VICTIM WITNESS ADVOCATE	55,184
		FY 24 PROJECTED GRANT/EXTERNAL FUNDING	(50,784)
		TOTAL FULL TIME	669,766
NON GRADE 25	H	OF COUNSEL (15HRS/WK)	58,514
NON GRADE 11	C	ADMINISTRATIVE ASSISTANT II / PARALEGAL (30HRS/WK)	51,418
NON GRADE 9	F	ADMINISTRATIVE ASSISTANT I (25HRS/WK)	43,321
		TOTAL PART TIME	153,253
		TOTAL DEPARTMENT	823,019
NON GRADE 24	A	PT ASSISTANT CITY ATTORNEY SCHOOL FUNDED POSITION	58,317
		TOTAL ADDITIONAL PERSONNEL	58,317
		* PARTIALLY GRANT FUNDED WHICH INCLUDES BENEFITS	
		FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET	
		② 64% LEGAL, 36% PARKING	
		⑬ 50% LEGAL, 50% PARKING	

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
LEGAL DEPARTMENT					
01-715-107-51-110-404					
011001	REGULAR SALARIES	604,242	496,356	615,138	669,766
012001	PART TIME SALARIES	79,739	65,808	167,055	153,253
015001	LONGEVITY	5,754	5,661	2,690	2,075
022001	SOCIAL SECURITY	42,764	30,181	48,663	54,304
022501	MEDICARE	10,001	8,012	11,382	12,700
023001	RETIREMENT	85,736	70,103	86,838	97,740
032001	PROF SERVICES-O/S COUNSEL	30,000	35,000	30,000	30,000
032004	PROF SERVICES-COURT FEES	1,000	449	2,000	2,000
033001	PROF SERVICES-TEMP	-	75	-	-
034103	TELEPHONE	1,000	941	1,000	1,000
043027	REPAIRS-OFFICE EQUIPMENT	-	11	-	-
044006	PRINTING LEASE/MAINT	1,500	2,383	-	-
053001	ADVERTISING	-	676	-	-
054050	TRAINING	4,000	2,716	5,000	6,000
055050	PRINTING	400	-	400	400
056001	DUES PROFESSIONAL ORGANIZ	5,130	4,715	5,055	6,355
057101	TRAVEL AND CONFERENCE	1,500	111	1,500	2,100
062001	OFFICE SUPPLIES	3,000	2,124	3,500	3,500
067001	BOOKS & PERIODICALS	5,126	4,047	5,200	5,476
075001	FURNITURE AND FIXTURES	500	300	1,000	1,000
Legal	Total	881,392	729,670	986,421	1,047,669

Information Technology Department



Mission

The Information Technology Department supports and empowers City operations by providing access to a reliable, safe and security network/communications environment and assisting end users in the daily use of information technology. IT is focused on advancing technology across all departments to improve service to citizens, increasing productivity and effectiveness of City departments while improving the security posture of all systems.



Information Technology

Services Overview

- ✓ Information Technology
- ✓ Government Access Television Channel

Department Budget Comments

The Information Technology Department's (IT) FY24 proposed budget is \$1,923,376. This represents an increase of \$690,477 or 56.00% over FY23.

The increase to the IT budget is primarily related to the transition from an outsourced managed service provider to an inhouse IT team. The goal is to bring the City's information technology up to best of breed for municipalities. This will be accomplished by building a team of experienced technical staff and providing them with state of art tools to accomplish their mission. In FY23 a Chief Information Officer and two support technicians were hired bringing the IT team to 6 employees. The team also includes two skilled Tier 3 technical contractors who will resolve the most challenging technical issues, guide us through complex projects and advance the skillsets of the inhouse team. In FY24 new positions of Project Manager and IT Engineer will complete the team for the foreseeable future.

Position Summary Schedule

<u>Positions Full Time</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
Chief Information Officer	0	1	1
IT Engineer	0	0	1
IT Project Manager	0	0	1
Technology Director	1	1	1
Software Solutions Director	0	1	1
Support Technician	0	2	2
Producer	0	1	1
Totals Full Time	1.00	6.00	8.00



Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
INFORMATION TECHNOLOGY				
SALARIES	112,437	112,818	531,401	719,283
LONGEVITY	1,000	1,000	1,361	1,395
RETIREMENT	15,950	16,003	74,907	97,508
OTHER BENEFITS	8,678	8,254	40,757	55,132
<i>Contractual Obligations</i>	<i>138,065</i>	<i>138,075</i>	<i>648,426</i>	<i>873,318</i>
TRAINING/EDUCATION/CONFERENCES	200	-	6,500	31,500
CONTRACTED SERVICES	373,425	363,808	210,979	540,440
OTHER OPERATING	250,354	260,080	366,994	478,118
<i>Other Operating</i>	<i>623,979</i>	<i>623,888</i>	<i>584,473</i>	<i>1,050,058</i>
TOTAL	762,044	761,963	1,232,899	1,923,376

New monitoring tools will give IT staff the ability to see issues emerging in the network and critical systems before they fail, avoiding downtime which impacts productivity in all departments. Ideally issues will be resolved before users even see them thanks to the monitoring and alerting tools.

The inhouse IT team has already markedly improved technical support for staff. In FY24, IT looks forward to deploying new cloud-based applications to streamline work, improve productivity and provide easy access to decision making data.

Contracted services (Outside IT Support) will always be a line item. When challenging technical issues arise requiring skills beyond that of the inhouse staff we rely on expert level outside technical skill sets. This is typical of all IT teams even at very large organizations. When new core systems are deployed such as O365, firewalls or SANs, Outside IT Support specializing in the technology at hand are required for initial setup, configuration, and testing. Once the Engineer is hired, some of this outsourced work will be done in house but there will always be necessary escalations from the Engineer to these Tier 3 technical resources. In FY24 we will continue the current process of examining, optimizing, reconfiguring and at times replacing core assets that have caused performance issues and impacted productivity. The Outsource IT Support is also responsible for training in house staff on new or reconfigured systems so more work can be done in house.

During FY24 the CIO will work with Department Heads to develop a multi-year strategic IT plan which will serve as a roadmap for continued advancement in years to come. That plan will include an overall emphasis to move applications to the cloud and reduce risk by strengthening and securing the network architecture.

Of particular importance among strategic IT initiatives is the implementation of a new financial system. This new system will automate manual tasks improving accuracy and productivity. It will deliver reporting to support data driven executive level decision making. This transformative project will take several years from start to finish. The time to start is now.

Over the long-term, the City will evolve its IT infrastructure to a model that can better accommodate the changing needs and increased demands of City departments and ensure resilience and regulatory compliance in our complex and threatening environment. A core imperative is to improve the everyday experience of residents who interface with municipal services across a variety of platforms.

Programs and Services

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

- Monitoring, maintaining and improving the network infrastructure to reduce institutional risk
- Securing the City's network infrastructure from attack
- Supporting all software applications
- Ensuring data backups are cloud based, complete and optimized for speedy data restoration
- Supporting a fully functional offsite Disaster Recovery location for mission critical applications
- Working with departments to identify new applications to improve business processes
- Administering and supporting the City's telephone system
- Deploying and supporting mobile and cellular devices
- Partnering with library staff to provide one-on-one, classroom and seminar-style application training

Public Communication and on-line services- The IT Department facilitates and administers e-government services to the residents of Portsmouth via local cable broadcasts. IT will play a critical role in advancing channels of communication between the Council, city staff and the citizens of Portsmouth. These include:

- Partner with the director of communications and community engagement on a continuous basis to advance the use of technology
- Develop and maintain the City's website, social media accounts and web services
- Support on-line payment processes for property tax bills, utility bills, parking violations, dog licenses and motor vehicle registration renewals.
- Support, maintain and publish webcasts of City meetings and functions
- Support, maintain and publish Channel 22 Local Government Access Television Channel

Goals and Objectives



Goal #1: Improve network performance and reliability

Objectives:

- ✓ Improve network monitoring to resolve technical issues prior to user impact
- ✓ Provide easy access to reporting on network health to IT team
- ✓ Ensure internet access keeps pace with demand as more critical applications are moved to a cloud environment
- ✓ Ensure all network components are current technology

Performance Measures

Network Unplanned Downtime	FY23	FY24
	unknown	Establish baseline

Demonstrate continuous improvement each year with a long-term goal of achieve 99.9% uptime.

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to Meet Needs of the community
- Meet or exceed State and Federal Legal/Regulatory requirements



Goal #2: Increase use of technology by City Council, boards, commissions and committees

Objectives:

- ✓ Improve efficiencies in distribution of meeting material
- ✓ Advance sustainable practices through paper reduction
- ✓ Increase transparency and public participation through technology

Performance Measures

- ✓ Feedback from City Council, boards, commissions and committees
- ✓ Feedback from the Portsmouth community

Citywide Goal Addressed:

- Proactively Pursue the Integration of Sustainability, Resilience and Climate Change
- Continuously Enhance City Council Best Practices to Deliver a Trust, Transparent and Responsive Process



Goal #3: Establish and require continuous training of all IT staff

Objectives:

- ✓ IT staff will be knowledgeable and skilled in new technologies as they emerge
- ✓ Strengthen in house technical skills to control reliance on outside consultants
- ✓ Succession planning
- ✓ Staff retention

Performance Measures:

Technical knowledge advancement and 100% participation in technical training

FY22	FY23 (Estimated)	FY24 (Projected)
*New Measurement, no prior year statistics exist.	3 staff	8 staff

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to meet needs of the community
- Meet or exceed State and Federal Legal/Regulatory Requirements



Goal #4: Improve response time to helpdesk requests

Objectives:

- ✓ Ensure tickets are resolved in a timely manner
- ✓ Improve communications between helpdesk and users
- ✓ Deploy tools necessary to support the speedy resolution of issues
- ✓ Build robust knowledge base of end user self-service documentation
- ✓ Collect helpdesk data including volume, type and time to resolution of tickets
- ✓ Formulate baseline metrics for performance measurement

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to meet needs of the Community
- Meet or Exceed State and Federal Legal/Regulatory Requirements



Goal #5: Leverage technology to improve citizen's experience working with all city departments and enabling open lines of communication between the City and citizens

Objectives:

- ✓ Work with all departments to advance citizen facing applications
- ✓ Partner with director of communications to enhance technology enabled communication between the city and citizens

Performance Measures

City Staff and Citizen Annual Satisfaction Survey

**New Performance Measurement – no analytics for FY23 – timeline of projected analytics described below.*

FY23 (Estimated)	FY24 (Projected)
Develop surveys	Establish baseline metrics

Citywide Goal Addressed:

- Maintain and Improve Infrastructure to meet needs of the Community



Goal #6: Manage projects effectively and efficiently



Objectives:

- ✓ *Develop a portfolio of current projects which includes a formal business case, budgetary estimates with contingency, timelines and milestones clearly defined*
- ✓ *Reach out to departments to identify needs, possible technology solutions and guide department heads in decision making*
- ✓ *Develop project portfolio executive summaries so directors and above have a full view of all projects underway*
- ✓ *Manage projects in a professional way that is inclusive and transparent*
- ✓ *Develop and maintain excellent technical documentation including helpdesk aids*

Citywide Goal Addressed:

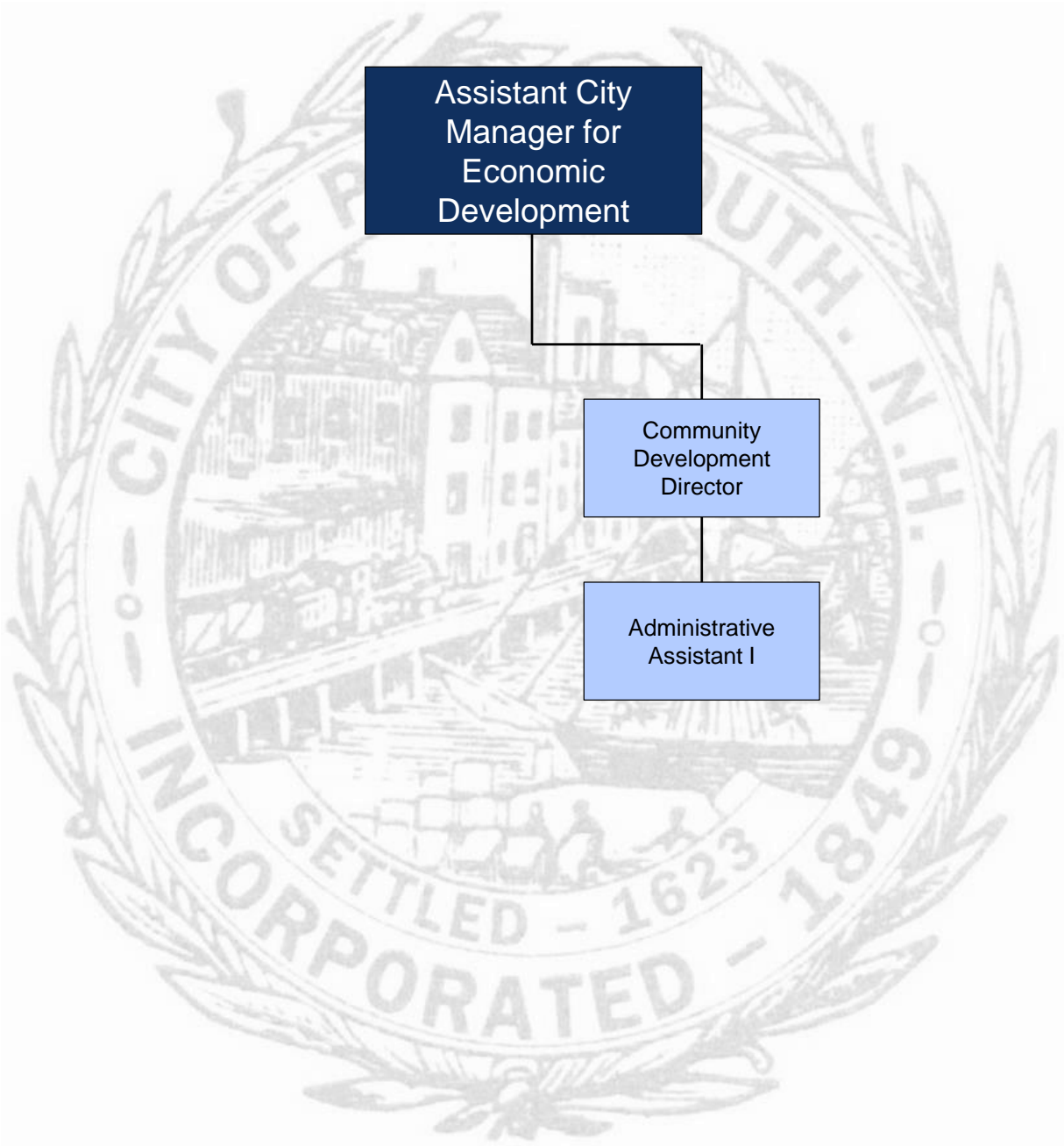
- *Maintain and Improve Infrastructure to meet needs of the Community*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements*

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
INFORMATION TECHNOLOGY			
NON GRADE 27	E	CHIEF INFORMATION OFFICER	153,510
NON GRADE 21	E	ENGINEER <i>(Fund 75% of the Year)</i>	86,192
PMA GRADE 17	H	TECHNOLOGY DIRECTOR	99,253
PMA GRADE 16	E	SOFTWARE SOLUTIONS DIRECTOR	90,221
NON GRADE 16	C	PROJECT MANAGER <i>(Fund 75% of the Year)</i>	61,375
PMA GRADE 15	6D/6E	SUPPORT TECHNICIAN	83,914
PMA GRADE 15	6C/6D	SUPPORT TECHNICIAN	79,918
PMA GRADE 9	C	PRODUCER	58,356
		EDUCATION STIPEND	6,544
		TOTAL DEPARTMENT	719,283

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
INFORMATION TECHNOLOGY					
01-717-204-51-110-411					
011001	REGULAR SALARIES	112,437	112,818	531,401	719,283
015001	LONGEVITY	1,000	1,000	1,361	1,395
022001	SOCIAL SECURITY	7,033	6,690	33,032	44,682
022501	MEDICARE	1,645	1,564	7,725	10,450
023001	RETIREMENT	15,950	16,003	74,907	97,508
034104	CELLULAR PHONES	18,600	19,248	19,600	25,440
034204	OUTSIDE IT SUPPORT	373,425	363,808	210,979	540,440
034206	SOFTWARE-ANNUAL MAINT	231,504	240,632	343,894	450,178
057101	TRAVEL AND CONFERENCE	200	-	6,500	30,000
057102	TRAVEL REIMBURSEMENT	-	-	-	1,500
062001	OFFICE SUPPLIES	200	200	1,000	1,000
067001	BOOKS & PERIODICALS	50	-	500	500
075001	FURNITURE AND FIXTURES	-	-	2,000	1,000
081166	GOFERR REIMBURSEMENT	-	-	-	-
Info Technology	Total	762,044	761,963	1,232,899	1,923,376

Economic & Community Development



Mission

The City of Portsmouth’s Economic Development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The City’s Economic Development Commission (EDC) undertakes and makes recommendations to the City Council on a wide variety of issues including business development, public-private partnerships, workforce development, the enhancement and development of the commercial, industrial and central business districts, and business retention/attraction.



Economic & Community Development

Services Overview

- ✓ Oversight of Community Development Special Revenue Fund.
- ✓ 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

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Assistant City Manager for Economic Development	0	1	1
Totals Full Time	0	1	1

* In FY23 this department was moved from a Special Revenue Fund to the General Fund



Department Budget Comments

The proposed FY24 Economic Development budget is \$179,226 which is a decrease of \$8,626 or -4.59% from FY23.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
ECONOMIC DEVELOPMENT				
SALARIES	-	-	98,194	101,132
RETIREMENT	-	-	13,806	13,683
OTHER BENEFITS	-	-	7,512	7,736
<i>Contractual Obligations</i>	-	-	119,512	122,551
TRAINING/EDUCATION/CONFERENCES	-	-	2,800	2,800
PROFESSIONAL ORGANIZATION DUES	-	-	800	800
OTHER OPERATING	-	-	64,863	53,075
<i>Other Operating</i>	-	-	68,463	56,675
TOTAL	-	-	187,975	179,226

Program Funding Description

Prior to FY23, the City's Economic Development efforts were funded through monies previously repaid to the City from a federal Urban Development Action Grant (UDAG). This grant program was an economic development initiative established by the US Department of Housing and Urban Development (HUD) in the 1980s for urban infill projects. Starting in FY23, the City's economic development program was and will continue to be funded through the City's General Fund. In FY23, Economic Development incorporated

the Community Development Block Grant (CDBG) division which was previously managed within the Planning & Sustainability Department. The budget for CDBG is located in the special revenue fund section in this budget document.

Economic development program objectives are:

1. To stimulate diverse economic development through business attraction and retention and public/private partnerships.
2. To facilitate workforce training and the creation of high-quality jobs.
3. To maintain a vibrant, equitable community with a superior quality of life.
4. To be a cultural hub for the creative economy.
5. To increase commercial property tax revenues through sustainable development.

Programs and Services

Support to Economic Development Commission- Services include staff support to City Economic Development Commission (EDC) and oversight of economic development activities in accordance with the EDC mission.

Business Assistance and Referral- Services include working with individuals and businesses wishing to expand or relocate within the community, as well as working with businesses needing access to business finance, workforce development assistance and business start-up and other resources.

Public/Private Partnerships for Economic Development- Services include facilitation and oversight of partnerships with the business community, such as the partnership with Chamber Collaborative of Greater Portsmouth for tourism and business development, with UNH for the Business Retention and Attraction Project and advocacy of local arts and culture organizations and creative economy businesses.

Community Outreach, Liaison and Promotion- Services include staff representation of City at business events and on local economic development boards, such as the Chamber Collaborative of Greater Portsmouth *Destination Portsmouth* Committee, Regional Economic Development Center, the Seacoast Economic Development Stakeholders Group and at local business association meetings.

Business and Economic Development Information- Services include collection of real estate and economic data, preparation of annual economic development summary reports and dissemination and presentations on this information.

Creative and Cultural Economy- Services include liaisons to the NH Council on the Arts, the City's Arts and Non-Profits Committee, Public Art Review Committee, cultural organizations and to local creative economy businesses. Services also include interfacing with local cultural institutions, such as museums, theatres, historic homes, marketing professionals and filmmakers and participation and the Americans for the Arts Economic Prosperity Study.

Special Projects- Provide support for city wide efforts impacting the business community. Examples include: increasing the housing supply, promoting increased visitor and tourism attraction during shoulder seasons. Executing Phase II of the UNH Business Retention and Expansion Program, and regional workforce attraction and retention education efforts on behalf of local employers. Supporting civic infrastructure projects through communication of value to existing and potential business community members.



Goals and Objectives

Goal #1: To promote and maintain high-quality, sustainable development and a balanced local economy.

Objectives:

- ✓ Promote redevelopment of existing retail and commercial areas into vibrant mixed-use centers supporting retail, research, office and commercial development through zoning and infrastructure planning.
- ✓ Participate in efforts to increase options for more workforce housing in the City.

Performance Measurements:

- *Renewed State approval of Pease and Corporate Drive Economic Revitalization Zones..*
- *Attended 32 weekly Seacoast Economic Development Stakeholders meetings on topics related to continued economic recovery from the pandemic for seacoast businesses including business outreach, collaboration on communication of state and federal relief resources and creation of a workforce development initiative for seacoast businesses.*
- *Attended 2 Workforce House Coalition and 1 NH Housing Fincance Authority seminars.*
- *Coordinated the 2022 Resiliency Survey and Report of Portsmouth's businesses in collaboration with SBDC and UNH Survey Center.*

Citywide Goals Addressed:

- *Diversify and Enhance the Supply of Housing Choices*
- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*



Goal #2:

To provide assistance services related to business expansion, retention and relocation.

Objectives:

- ✓ Assist businesses through referrals to business assistance organizations such the Small Business Development Center (SBDC), SCORE, NH Works, the Manufacturing Extension Partnership (MEP) and federal procurement assistance and the Center for Women's Enterprise NH.
- ✓ Create programming in response to the UNH Business Retention and Expansion Program input and continue EDC business visitations/off-site meetings for outreach, appreciation, and knowledge of local business and workforce needs.
- ✓ Maintain partnership with UNH Small Business Development Center to continue presence in City Hall for assistance to the City's microenterprise and start-ups.
- ✓ Collaborate with NH Office of Business and Economic Affairs on outreach and business attraction and retention.

Performance Measurements:

- *Extended the city partnership with NH Small Business Development Center for location of a business advising office in City Hall.*
- *Responded to 15 business relocation/ start-up/ retention and data inquiries.*
- *Attended 3 quarterly meetings for preparation of the Rockingham Comprehensive Economic Development Strategy*
- *Launched the 2023 Phase 2 of the Economic Development Commission's Business Retention and Expansion Survey with EDC subcommittee in collaboration with UNH Survey Center.*
- *Attended 3 webinars and 4 events on creative measures to increase workforce housing.*



Citywide Goals Addressed:

- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*
- *Diversify and Enhance the Supply of Housing Choices*



Goal #3: To promote and manage public/private partnerships aimed at fostering economic development that complements Portsmouth's quality of life and revitalizes existing business areas.

Objectives:

- ✓ Continue to financially support the partnership between the City and the Greater Portsmouth Chamber Collaborative of Greater Portsmouth for tourism and business development.
- ✓ Maintain liaisons with the Pease Development Authority and Tenants Association, West End Business Association, the University of New Hampshire, Great Bay Community College, SBDC, NH Tech Alliance, Regional Economic Development Center, and local, county and state business and real estate organizations.
- ✓ Collaboration in the Seacoast manufacturing roundtable Business Education Committee at Portsmouth High School.
- ✓ Develop an outreach and assistance program targeted to property owners and businesses in local Economic Revitalization Zones (ERZ).

Performance Measurements:

- *Renewed annual partnership between the City and the Chamber Collaborative of Greater Portsmouth (CCGP) for support and promotion of the city's tourism sector.*
- *Continued participation in the Seacoast Manufacturing Roundtable Steering Committee with the Chamber Collaborative of Greater Portsmouth (CCGP), Great Bay Community College and Bangor Savings Bank and coordinated 2 manufacturers roundtables.*
- *Attended 3 quarterly Business Education Committee meetings at Portsmouth High School and toured Portsmouth High School Career Technical Center with Economic Development Commission.*

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Identify and Promote Strategies for Local Business Retention and Preservation of Affordable Commercial Spaces*



Goal #4: To support the local creative economy and cultural community including those related to cultural tourism.

Objectives:

- ✓ Promote and sustain the contribution the arts and culture sector makes to the local economy. Incorporate this into city marketing efforts.
- ✓ Support and assist in the Americans for the Arts Economic Prosperity Study
- ✓ Advocate for the continuation of events and initiatives that make downtown vibrant and economically diverse.

Performance Measures:

- *Coordinated a marketing campaign to promote Portsmouth's arts and culture venues and opportunities in response to losses incurred during pandemic.*
- *Contracted with Americans for the Arts to undertake the 2022/23 Arts and Economic Prosperity 6® Survey and with consultant to administer survey process.*

- *Attended 12 Blue Ribbon Committee on Arts and Non-Profits meetings as City Manager's Committee liaison.*
- *Managed 12 requests for performances and filming in the public realm.*
- *Managed 1 public art acquisition project.*

Citywide Goals Addressed:

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

Goal #5: To collect, develop, maintain and disseminate information on the local economy.

Objectives:

- ✓ Participate in the update of the regional Comprehensive Economic Strategy (CEDS) update by Regional Economic Development Center.
- ✓ Prepare reports on economic indicators as required for city finance reports and for use by businesses and the public and for presentations.

Performance Measurements:

- *Prepared 3 Economic Conditions Reports for the Citywide Budget, CFR document, municipal bond rating meetings and the NH Demographic Profile*
- *Collected and reported on Colliers Quaterly Real Estate Market Reports for Office and Industrial properties and the annual Economic Impact Reports of the Portsmouth Naval Shipyard Association.*

Citywide Goals Addressed:

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



Goal #6: To promote Portsmouth as an ideal location to live and locate a business.

Objectives:

- ✓ Maintain the economic development database and website for promotion of the City as an excellent business location.
- ✓ Collaborate in local and regional marketing opportunities.
- ✓ Work with the Pease Development Authority, the Chamber Collaborative of Greater Portsmouth, the Discover Portsmouth Center, the NH Division of Business and Economic Affairs, media representatives and site selection professionals to promote Portsmouth as the optimum business location site.
- ✓ Continue regional economic development alliances to promote seacoast NH for advanced manufacturing and knowledge-based industries.

City Promotional Performance Measures:

- *Purchased cooperative regional ad in the New England Patriots yearbook for 2022 season with six seacoast cities and the Pease Tradeport.*
- *Purchased advertisement in national business relocation publication*
- *Made 3 presentations to local business groups*

Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*

Other Economic Development Activity

	<i>FY 22</i>	<i>FY23 (Est)</i>
<i>Response to business relocation/ start-up/ retention and data inquiries.</i>	15	25
<i>Number of City Council referrals to EDC</i>	2	3
<i>Administration and Coordination of EDC Monthly Meetings</i>	12	12
<i>Coordinate EDC Business Site Visits</i>	2	4
<i>Public/Private Partnerships Projects coordinated</i>	0	1
<i>Special Activities/Projects/Contracts</i>	2	3
<i>LCHIP Projects Managed</i>	2	1

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
ECONOMIC & COMMUNITY DEVELOPMENT			
PMA GRADE 18	E	ASSISTANT CITY MANAGER FOR ECONOMIC DEVELOPMENT	99,387
		EDUCATION STIPEND	1,745
		<u>TOTAL DEPARTMENT</u>	<u>101,132</u>

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
ECONOMIC DEVELOPMENT					
01-718-413-51-100-446					
011001	REGULAR SALARIES	-	-	98,194	101,132
022001	SOCIAL SECURITY	-	-	6,088	6,270
022501	MEDICARE	-	-	1,424	1,466
023001	RETIREMENT	-	-	13,806	13,683
053001	ADVERTISING	-	-	5,000	5,000
055050	PRINTING	-	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	-	-	800	800
057101	TRAVEL AND CONFERENCE	-	-	2,800	2,800
061003	MEETING SUPPLIES	-	-	500	500
062001	OFFICE SUPPLIES	-	-	500	500
081028	TOURISM/HI TECH PARTNERSH	-	-	40,000	40,000
081069	BR&E PROJECT	-	-	5,000	5,000
081171	MEDICAL DEVICE CLSTR DEV	-	-	8,000	-
081180	AMERICA FOR THE ARTS	-	-	5,788	2,000
ECON DEV	Total	-	-	187,975	179,226



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 Council, City Manager, Legal, Planning & Sustainability, Inspection, Health, Economic & 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
- Office Supplies (*Government required forms such as W2s, and 1099s*)
- Part-time Minute Takers
- Interns
- Police Overtime for July 4th Fireworks
- Social Security & Medicare for Commissioner Stipend
- Government Access Channel 22
- Professional Services for Public Outreach
- Electricity-City Street Lights
- Dues for the NH Municipal Association
- City Street Light Supplies
- Christmas Parade
- Shipyard Association
- Electricity (School athletic Fields lighting)

General Government

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

- Leave at Termination
- Printing (*Printing of the Annual Budget, the Annual Comprehensive Financial Report (ACFR), and the Popular Annual Financial Report (PAFR).*)

Collective Bargaining Contingency

The City of Portsmouth has a total of sixteen (16) collective bargaining units. As of April 2023, six (6) bargaining unit contracts will expire on June 30, 2023. This appropriation is for the anticipation of these contracts settling during FY24. *[See Highlight Section of this document for information.]*

TRANSFERS TO OTHER FUNDS

Indoor Pool

On July 1, 2022, the maintenance and operations of the City's Indoor Pool returned to the City after a long-time agreement with Save the Indoor Portsmouth Pool (SIPP). This line item represents a transfer (contribution) from the General Fund to the Indoor Pool Special Revenue Fund. *[See Indoor Pool Special Revenue Fund in this budget document for more detail.]*

Prescott Park

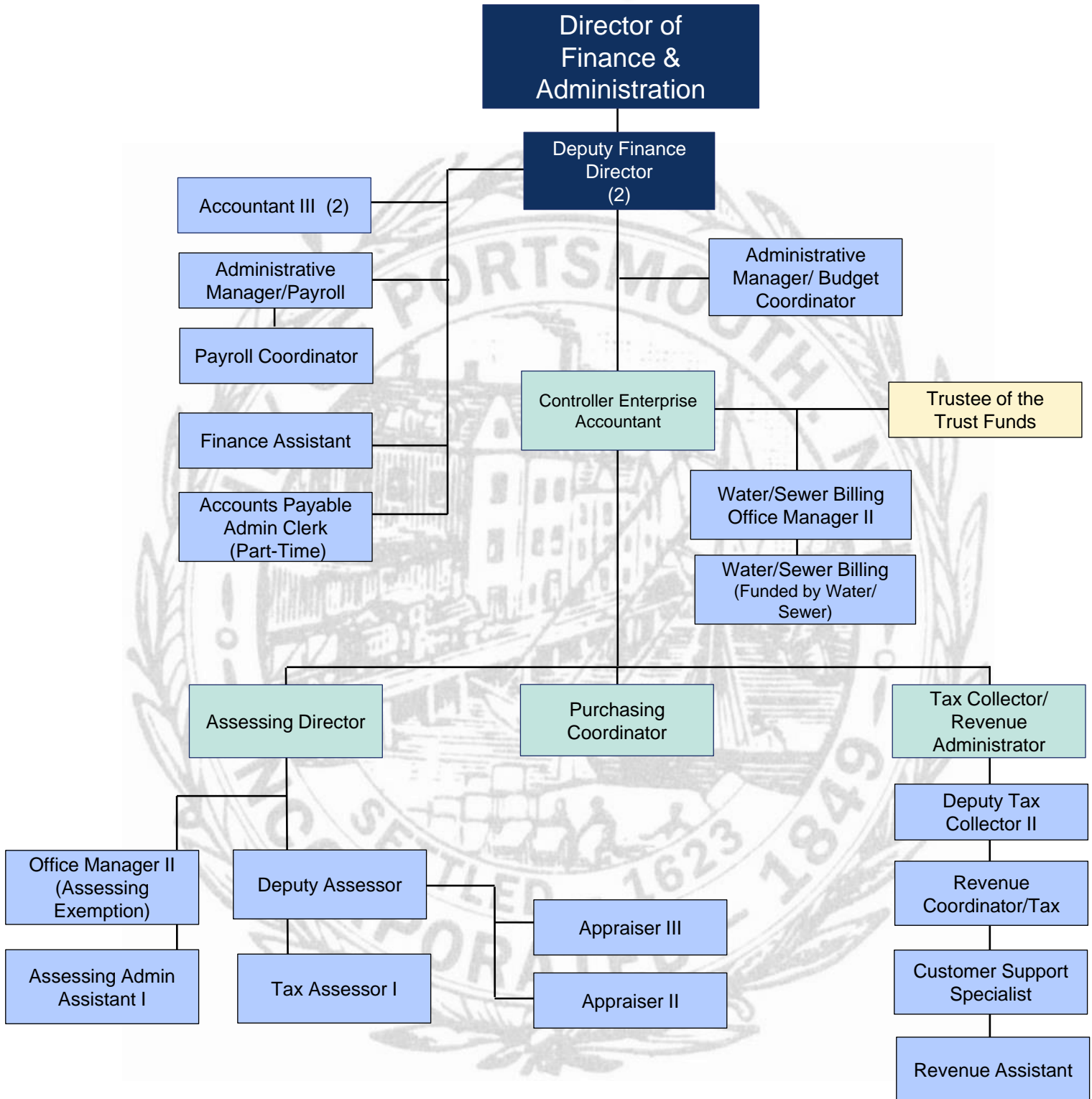
On February 6, 2017 the City Council adopted the Prescott Park Master Plan recommended by the Blue Ribbon Committee on Prescott Park. As a result, the creation of a special revenue fund was established in FY18 to account for all the revenues and expenses for the operations of the park. This line item represents a transfer (contribution) from the General Fund to the Prescott Park Special Revenue Fund. *[See Prescott Park Special Revenue Fund in this budget document for more detail.]*

Community Campus

The City purchased the Community Campus on March 14, 2022. The General Fund will transfer funds to Special Revenue Fund for the operations of the facility. *[See Community Campus Special Revenue Fund in this budget document for more detail.]*

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
GENERAL ADMINISTRATION					
034103	TELEPHONE	66,000	64,829	75,000	75,000
055050	PRINTING	12,000	9,721	12,000	14,000
062010	COPYING SUPPLIES	7,000	7,359	8,425	8,500
062501	POSTAGE	60,000	53,434	71,000	71,000
012003	MINUTE TAKER	3,000	-	3,000	30,000
012004	INTERN	-	-	-	32,000
012041	COMMISSIONER STIPEND	3,600	3,300	3,600	3,600
014041	OVERTIME	7,500	7,500	7,500	7,500
016001	LEAVE AT TERMINATION	350,000	350,000	350,000	350,000
019002	UNANTICIPATED EXPENSES	-	-	33,113	125,000
022001	SOCIAL SECURITY	4,092	205	4,092	4,067
022501	MEDICARE	957	48	957	957
034301	GOVERNMENT ACCESS CHANNEL	21,491	12,702	30,000	30,000
039001	PROFESSIONAL SERVICES	20,000	20,000	20,000	20,000
041001	ELECTRICITY-STREET LIGHTS	210,000	157,395	210,000	195,000
056002	DUES MUNICIPAL ASSOC	29,268	28,984	30,146	30,750
062018	ST LIGHT SUPPLIES	18,000	1,572	18,000	18,000
081011	PARADES	10,000	8,865	10,000	11,000
081012	SHIPYARD ASSOCIATION	2,500	2,500	2,500	2,500
062001	OFFICE SUPPLIES	2,000	790	2,000	2,000
074001	EQUIPMENT	-	(25)	-	-
041002	ELECTRICITY	50,000	63,768	50,000	64,000
GEN ADMIN	Total	877,408	792,948	941,333	1,094,874
011064	COLL BARG CONTINGENCY	23,629	-	-	563,000
011065	COLL BARG CONTINGENCY	-	-	-	-
011066	FIRE SALARY ADJUSTMENT	-	-	-	-
COLL BARG	Total	23,629	-	-	563,000
091004	TRANSFER-INDOOR POOL	150,000	150,000	150,000	200,000
INDOOR POOL	Total	150,000	150,000	150,000	200,000
091007	TRANSFER-PRESCOTT PARK	177,486	177,486	272,255	243,653
PRESCOTT	Total	177,486	177,486	272,255	243,653
072101	MCINTYRE BUILDING	480,000	480,000	-	-
MCINTYRE BUILDING	Total	480,000	480,000	-	-
091012	TRANSFER-COMMUNITY CAMPUS	116,000	116,000	360,788	476,443
COMMUNITY CAMPUS	Total	116,000	116,000	360,788	476,443

Finance Department



Mission

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



Finance Department

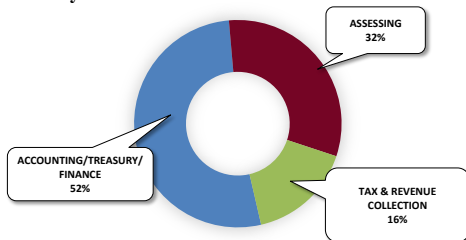
Services Overview

- ✓ Finance / Treasury / Accounting
 - Procurement
 - Water/Sewer billing
- ✓ Assessing
- ✓ Tax & Revenue Collection

Department Budget Comments

The Finance Department is comprised of three major divisions: Finance & Treasury / Accounting, Assessing, and Tax & Revenue Collection.

Finance Department
By Division



The Proposed budget for FY24 is \$2,815,617. This represents an overall net increase of \$343,880 or 13.91% from FY23.

The net increase of \$343,880 is primarily due to:

- \$284,121 increase for Salaries and Benefits due to a proposed additional Deputy Finance Director, one (1) additional FTE 75% funded, various position reclassifications, COLA adjustments, and other contractual obligations.
- \$30,800 increase in Contractual Services:
 - \$25,000 increase for the Finance Department's portion for the Independent Auditing services; and
 - \$5,800 increase for OPEB actuary analysis, GASB implementation, and Title research for lien purposes as required by law.
- \$28,959 increases in Training & Education, Subscriptions, and other operating expenditures.

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Accounting			
Director of Finance & Administration	1	1	1
Deputy Finance Director	1	1	2
Controller/ Enterprise Accountant	0.85	0.85	0.85
Accountant III	2	2	2
Application Specialist	1	0	0
Administrative Manager/Payroll	1	1	1
Payroll Coordinator	1	1	1
Purcurement Coordinator	1	1	1
Finance Assistant	0.48	0.48	0.48
Administrative Manager/Budget Coordinator	0	1	1
Business Administrator	1	0	0
Office Manager II	0	1	1
Office Manager	1	0	0
Assessing			
Assessing Director	1	1	1
Deputy Assessor	0	0	1
Commerical Appraiser	1	0	0
Tax Assessor II	1	1	0
Tax Assessor I	0	1	1
Appraiser III	1	1	1
Appraiser II	0	1	1
Appraiser I	1	0	0
Office Manager II - Exemption/Credit Coordinator	0	1	1
Administrative Assistant I - Assessing	0	1	1
Assessing Technicians	2	0	0
Tax Collection			
Tax Collector/ Revenue Administrator	1	1	1
Deputy Tax Collector II	1	1	1
Deputy Tax Collector I	1	1	0
Revenue Coordinator	0	1	1
Office Manager	0	0	1
Revenue Assistant	0	0	1
Administrative Clerk	1	0	0
Collections Clerk	1	1	0
Totals Full Time	23.33	22.33	23.33
Positions Part-Time			
Account Clerk/ Accounts Payable	1	1	1
Totals Part Time	1.00	1.00	1.00

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
FINANCE DEPARTMENT				
SALARIES	1,733,896	1,586,297	1,817,284	2,048,616
PART-TIME SALARIES	33,248	33,841	36,989	46,913
OVERTIME	500	-	500	500
LONGEVITY	13,613	13,320	14,572	16,763
RETIREMENT	245,565	224,985	257,458	279,513
OTHER BENEFITS	136,265	118,194	143,010	161,629
<i>Contractual Obligations</i>	<i>2,163,087</i>	<i>1,976,637</i>	<i>2,269,813</i>	<i>2,553,934</i>
TRAINING/EDUCATION/CONFERENCES	14,940	8,696	17,300	23,290
CONTRACTED SERVICES	118,300	133,788	133,500	164,300
PROFESSIONAL ORGANIZATION DUES	5,550	3,950	6,060	6,365
OTHER OPERATING	45,900	42,920	45,064	67,728
<i>Other Operating</i>	<i>184,690</i>	<i>189,354</i>	<i>201,924</i>	<i>261,683</i>
TOTAL	2,347,777	2,165,992	2,471,737	2,815,617

Programs and Services

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

- Fiduciary responsibility for maintaining the City's financial resources including collecting, monitoring, and investing revenues for all funds.
- Budget function provides financial planning and administration of the annual budget, the Capital Improvement Plan, project tracking, and long-term financial planning and analysis.
 - Prepare the City's annual budget document working with the City Manager and Department Heads to ensure timely submission to the City Council
 - Prepare the City's 6-Year Capital Improvement Plan (CIP) in conjunction with the City's Planning Department
- Prepare the Annual Comprehensive Financial Report (ACFR) in conjunction with the annual audit
- Prepare the City's Popular Annual Financial Report (PAFR) in conjunction with the Annual Comprehensive Financial Report (ACFR)
- Monitor and analyze the activities of the current fiscal year to project trends in both revenues and expenditures
- Prepare the documents required by the Department of Revenue Administration to set the City's tax rate
- Produce monthly summary reports of revenues and expenditures in accordance with the City Charter
- Prepare documentation and coordinate the sale of bonds to fund capital projects
- Administer the City's procurement procedures in accordance with the City of Portsmouth Purchasing Manual, which ensures the efficient means for procurement of materials, supplies and equipment



- Administer billing and collection services for Water and Sewer bills, Police Outside Detail, Health Permits, and other miscellaneous bills
- Prepares bi-weekly payroll for General Government, Police, Fire and School Departments internally and ensures compliance with state and federal tax laws
- Perform accounting functions for the Trustee of the Trust Funds
- Supports and implements all financial applications for general ledger, payroll, utility billing, tax billing, credit card processing, and lock box processing
- Retain, preserve, and restore historic City Financial Documents as well as oversee the City's Historic Document Permanent Record Facility



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

- Oversee citywide revaluation efforts
- Inspect properties to update real estate records based on improvement as noted in building permits
- Prepare and certify city valuation to set the annual tax rate
- Revise property values as appropriate
- Prepare and certify the tax roll
- Respond to inquiries from the public
- Perform sales verifications
- Research deed transfers
- Process abatement requests
- Defend property values before the NH Superior Court and the Board of Tax and Land Appeals
- Complete equalization survey for the State of New Hampshire Department of Revenue Administration
- Review applications for exemptions, credits, charitable, religious and educational exempt status
- Review current use, timber tax and gravel tax applications
- Prepare updates for Geographic Information System (GIS) mapping changes
- Review and value changes submitted by the City's planning department for subdivision, boundary line adjustments, etc.
- Review and value new condo conversions submitted to the City
- Perform field reviews as needed



Tax Collection- Tax Collection office serves residents, nonresidents, and all City departments, and ensures accurate collection and timely deposits of City and State monies in a professional and courteous manner. Services include, but are not limited to the following:

- Collect, post and deposit property tax, water and sewer, accounts receivable, motor vehicle, boat, and ATV/snowmobile payments
- Collect, post and deposit revenues from all City departments
- Administer implementation of Payment Center (central collections software) to City Departments
- Research unidentified payments



- Administer City's electronic payment program for water/sewer, property tax, motor vehicle, and other City billing, as required
- Process and post daily electronic transactions for water/sewer, property tax, and motor vehicle
- Provide assistance to the public with use of City's online and IVR payment process
- Perform monthly financial reconciliations of property tax, abatements, motor vehicle, and electronic payments received by City Departments
- Provide property tax information to residents, realtors, title companies, law firms, and banks
- Execute, record, release, and research property tax liens
- Execute tax deed process
- Apply and/or refund property tax abatements with computed interest, where applicable
- Research and refund property tax overpayments
- Receive, record and reconcile property tax prepayments made up to 2 years in advance of billing
- Act as Municipal Agent and Boat Agent for the State of NH Department of Safety, Division of Motor Vehicles
- Act as OHRV and Snowmobile Agent for State of NH Fish and Game Department
- Electronically transfer the State portion of motor vehicle transactions to the State
- Determine residency for motor vehicle title application and registration purposes
- Process motor vehicle titles and registrations, boat registrations, ATV/snowmobile registrations, and issue decals and plates
- Manage and be accountable for motor vehicle and boat decal and plate inventory
- Understand and adhere to City policies and applicable State laws
- Prepare month- and year-end property tax and motor vehicle reports
- Respond to in-person, phone and email inquiries



Goals and Objectives

Accounting Division

Goal #1: Provide professional and accurate financial reporting.

Objectives:

- ✓ Maintain compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- ✓ Prepare and present required financial documents to appropriate boards and the City Council per City Charter requirements
- ✓ Submit the FY24 City of Portsmouth Proposed Budget Document to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Award
- ✓ Prepare the Annual Comprehensive Financial Report (ACFR) and submit to GFOA for consideration of the Certificate of Achievement for Excellence in Financial Reporting. [FY22 ACFR was submitted]
- ✓ Prepare the City's Popular Annual Financial Report (PAFR) and submit it to GFOA for consideration of the award for Popular Annual financial Reporting. [FY22 PAFR was submitted]



Performance Measurements:

- *Number of GFOA Budget Presentation Awards*

<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Est)</i>
13	14	15	16	17

- *Number of GFOA Annual Comprehensive Financial Report Awards*

<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Est)</i>
26	27	28	29	N/A

- *Number of GFOA Popular Annual Financial Reports (PAFR) Awards*

<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Est)</i>
2	3	4	5	N/A

Citywide Goal Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



Goal #2: Preserve and protect permanent and historic financial documents for future generations.



Objectives:

- ✓ Build and Maintain archival space that will enable the preservation of permanent financial documents.
- ✓ Create a safe environment for all damaged documents and fund the eventual restoration of the documents.
- ✓ Build a more thorough document retention and disposition schedule to account for documents not listed in NH RSA 33a to better enable staff to properly store and dispose of documents.
- ✓ Digitalize permanent and non-permanent documents where appropriate.
- ✓ Make digitalized historic documents available as appropriate to the public through a partnership with the Portsmouth Public Library
- ✓ Assist other City Staff with Archival needs and Record Retention documentation.



Performance Measurements:

Number of Documents Restored – Funded through the Capital Improvement Plan Process (Capital Overlay)

<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
33	30	0	16	19	11

**FY21 Funding was removed during the budget process due to the COVID-19 pandemic*

Number of Documents Restored – Funded through the New Hampshire State Moose Plate Grant

<i>FY19</i>	<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23</i>	<i>FY24 (Est)</i>
5	2	9	2	6	N/A

Citywide Goal Addressed:

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

- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



Goal #3: Plan and pursue administrative improvements to expand services to City Departments. (ongoing)



Objectives:

- ✓ Continue Trustees of Trust Fund Treasury and Bookkeeping functions within the Finance Department.
- ✓ Improve and expand bulk purchasing protocols.
- ✓ Consolidate all billing and collection services in one division within Finance Department.



Citywide Goal Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



Goal #4: Continuous evaluation of all City Financial Policies.

Objectives:

- ✓ Review all city financial 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 our employees.

Performance Measurement

Policies Reviewed and Updated

	FY21	FY22	FY23 (Est)
# Of Policies Reviewed and Updated	1	2	18+

Citywide Goal Addressed:

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



Assessing Division

Goal #5: Continuous process of in-house review and data maintenance.

Objectives

- ✓ Complete all building permit review throughout the City for permits completed as of April 1st.
- ✓ Complete all subdivision and boundary line adjustments as of April 1st.
- ✓ Complete new condominium complex review as of April 1st.
- ✓ Complete sales review process for mandated TY24/FY25 Statistical Revaluation.
- ✓ Begin commercial income and expense verification for mandated TY24/FY25 Statistical Revaluation.
- ✓ Begin data collection process in-house.
- ✓ *Complete neighborhood review for mandated TY24/FY25 Statistical Revaluation.*

Performance Measurement #1- Number of Sales (TY= Tax Year)

TY19	TY20	TY21	TY22	TY23 (Est)
476	542	597	549	550

Performance Measurement #2- Number of Deeds Recorded (TY= Tax Year)

TY19	TY20	TY21	TY22	TY23 (Est)
891	980	832	951	960

Performance Measurement #3- Number of Parcels Inspected (TY= Tax Year)

TY19	TY20	TY21	TY22	TY23 (Est)
2,422	2,712	2,529	2537	2600

Citywide Goal Addressed:

- Continuously Enhance City Council Best Practices to Deliver a Trusted, Transparent and Responsive Process
- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Deliver Services and Programs with Courtesy Professionalism and Efficiency



Tax Division

Goal #6: Consolidate all City-wide revenue streams into the central collection process.

Objectives

- ✓ Implementation of our new Municipal Technology Solutions (MTS) Cash Receipting system- completed
- ✓ Develop and implement electronic data bridges and imports to pull revenue from specialized software into the central collection software – partially completed

Citywide Goal Addressed:

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





Goal #7:
 Maintain a high collection rate while providing accurate, efficient, customer centered service to our taxpayers and residents.



Objectives

- ✓ Update staff roles to increase focus on communication and support for electronic payment options (in progress)
- ✓ Participate in NHTCA, DMV, NHMA and PRIMEX training pertaining to tax collection, Motor Vehicle Registration and public interaction (ongoing).



Performance Measurement #1- Percentage of current taxes collected (operational measure)

FY21	FY22	FY23 Est
97.8%	99.4%	98%

Performance Measurement #2 – Property Tax Accounts Billed (operational measure)

FY21	FY22	FY23 Est
8,859	8,878	8,951

Performance Measurement #3 – Property Tax accounts Liened (operational measure)

FY21	FY22	FY23 Est
127	125	125

Performance Measurement #4 – Number of properties deeded (operational measure)

FY21	FY22	FY23 Est
0	0	0

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed.
- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency



Goal #8: Increase accessibility to Tax Department services and promote understanding of the Tax Collection process.



Objectives

- ✓ Install a counter area that can accommodate wheelchairs and customers requiring seating.
- ✓ Implement paperless billing – tax and water/sewer.
- ✓ Continue to improve website verbiage and written resources for the Tax Office (ongoing).
- ✓ Offer educational opportunities for taxpayers and residents.



Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping them Informed.
- Maintain Financial Stability
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment
- Delivery Services and Programs with Courtesy Professionalism and Efficiency

Additional Performance Measures

Accounting

Bond Rating
Standard & Poor's
 FY20 – AAA
 FY21 – AAA
 FY22 – AAA

Assessing – Measured by Tax Year (TY) April 1st of Each Year

<u>Number of Taxable Properties</u> <u>(Includes Airport District)</u>	<u>Equalization Ratio (**)</u>	<u>Coefficient of Dispersion,</u> <u>Guidelines by the State of NH (***)</u>
TY19 – 8,815	TY18 – 91.3%	TY18 – 6.3
TY20 – 8,935	TY19 – 93.07%	TY19 – 5.8
TY21 – 8,939	TY20 – 92.0%	TY20 – 6.4
TY22 – 9,027	TY21 – 83.8	TY21 – 10.8
TY23 (Est) – 9,127	TY22 (Est)– 72.6	TY 22(Est)- 10.7
	TY23 (Est) – 67.0	TY23 (Est) – 10.6

Tax Collection

<u>Motor Vehicle Registrations</u>	<u>Boat Registrations</u>	<u>ATV/ Snowmobile Registrations</u>
FY21 – 26,182	FY21 – 545	FY21 – 51
FY22 – 25,363	FY22 – 585	FY22 – 44
FY23 (Est) – 26,100	FY23 (Est) - 600	FY23 (Est) - 45

** 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.

*** 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.

**** Includes field inspections for Tax Year 2020 by Assessing Staff.



FY24 BUDGETED POSITION AND SALARY DETAIL

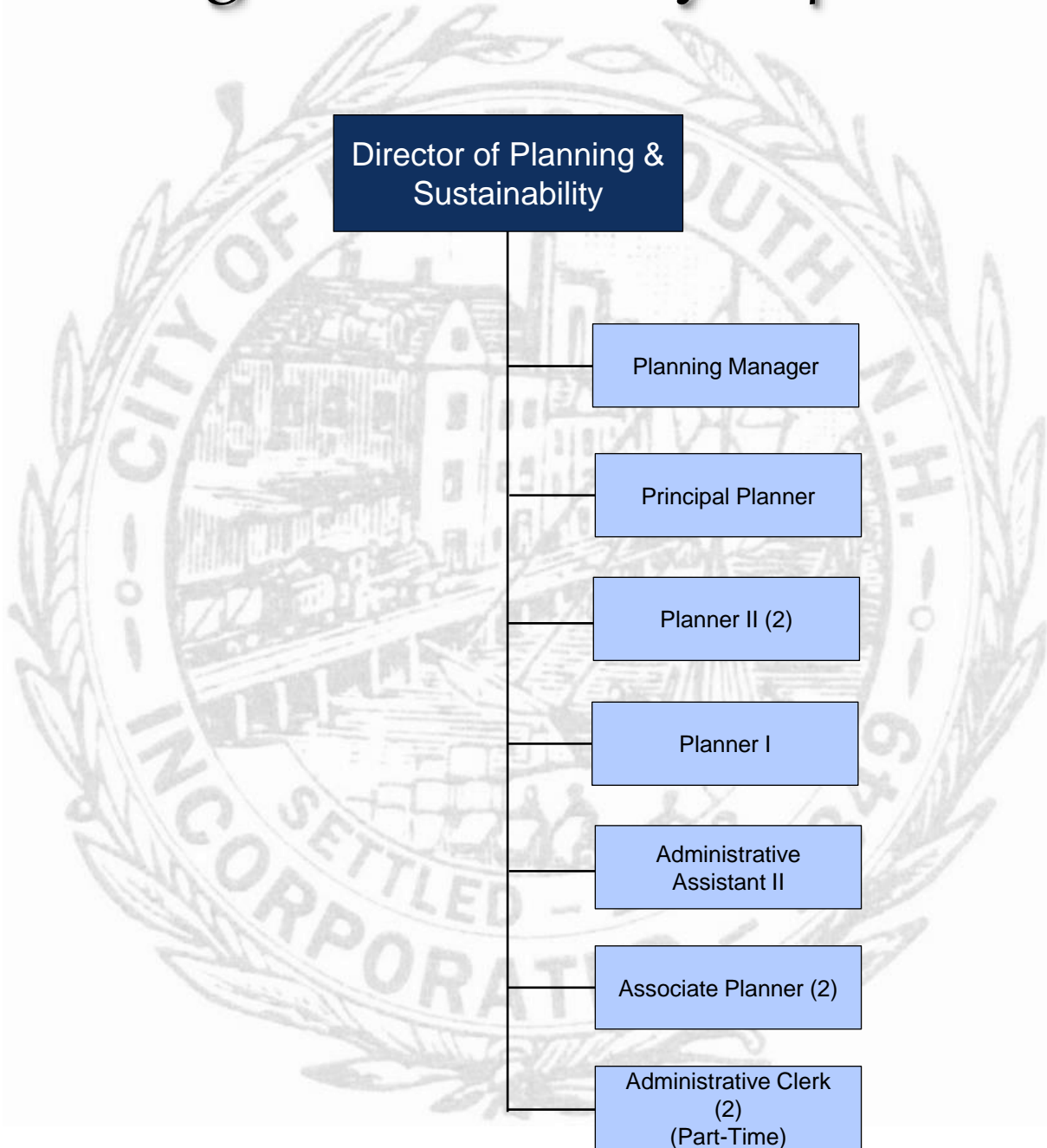
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
FINANCE			
ACCOUNTING			
NON GRADE 26	H	DIRECTOR OF FINANCE AND ADMINISTRATION	153,251
PMA GRADE 24	E	DEPUTY FINANCE DIRECTOR	132,909
NON GRADE 24	B	DEPUTY FINANCE DIRECTOR (<i>Fund 75% of the Year</i>)	86,109
PMA GRADE 20	1.5F/10.5G	③ CONTROLLER/ENTERPRISE ACCOUNTANT	95,430
PMA GRADE 15	8F/4G	ACCOUNTANT III	87,327
PMA GRADE 15	.5C/11.5D	ACCOUNTANT III	81,705
NON GRADE 15	8E/4F	ADMINISTRATIVE MANAGER/PAYROLL	86,247
NON GRADE 15	C	ADMINISTRATIVE MANAGER/BUDGET COORDINATOR	77,969
PMA GRADE 13	E	④ FINANCE ASSISTANT	37,460
NON GRADE 13	E	PAYROLL COORDINATOR	78,042
PMA GRADE 11	1D/11E	OFFICE MANAGER II	70,578
PMA GRADE 11	C	PROCUREMENT COORDINATOR	64,272
		EDUCATION STIPEND	8,027
		TOTAL FULL TIME ACCOUNTING	1,059,326
NON GRADE 7	E	ACCOUNT CLERK/ACCOUNTS PAYABLE (30 HRS/WK)	46,913
		TOTAL PART TIME ACCOUNTING	46,913
ASSESSING			
PMA GRADE 24	H	ASSESSING DIRECTOR	139,319
PMA GRADE 20	C	TAX ASSESSOR III	99,304
PMA GRADE 19	D	TAX ASSESSOR II/COMMERCIAL	99,347
PMA GRADE 15	E	APPRAISER III	85,961
PMA GRADE 13	7.5B/4.5C	APPRAISER II	68,680
PMA GRADE 11	9D/3E	OFFICE MANAGER II	68,329
PMA GRADE 9	9D/3E	ASSESSING ADMINISTRATIVE ASSISTANT I	62,040
		EDUCATION STIPEND	1,745
		TOTAL FULL TIME ASSESSING	624,725
TAX COLLECTION			
PMA GRADE 20	E	REVENUE ADMINISTRATOR	109,483
PMA GRADE 13	E	DEPUTY TAX COLLECTOR II	78,042
PMA GRADE 11	4B/8C	REVENUE COORDINATOR/TAX	63,252
PMA GRADE 9	E	OFFICE MANAGER	64,338
PMA GRADE 7	6A/6B	REVENUE ASSISTANT	49,451
		TOTAL FULL TIME TAX COLLECTION	364,566
		TOTAL DEPARTMENT	2,095,530

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

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
ACCOUNTING					
01-700-201-51-110-402					
011001	REGULAR SALARIES	906,786	817,551	903,600	1,059,326
012001	PART TIME SALARIES	33,248	33,841	36,989	46,913
014041	OVERTIME	500	-	500	500
015001	LONGEVITY	8,909	8,949	8,916	10,486
022001	SOCIAL SECURITY	58,865	48,894	58,900	69,268
022501	MEDICARE	13,767	12,092	13,776	16,200
023001	RETIREMENT	128,817	116,285	128,229	144,813
030101	* PROF SERVICES-AUDIT	50,000	50,000	60,000	85,000
039001	PROFESSIONAL SERVICES	5,000	20,620	10,200	15,700
044006	PRINTING LEASE/MAINT	1,000	1,000	-	-
053001	ADVERTISING	-	383	-	-
054050	TRAINING	200	85	750	750
056001	DUES PROFESSIONAL ORGANIZ	2,000	1,765	2,425	2,700
057101	TRAVEL AND CONFERENCE	2,000	2,012	2,000	2,500
062001	OFFICE SUPPLIES	15,000	11,666	15,000	15,000
067001	BOOKS & PERIODICALS	555	707	620	1,035
075001	FURNITURE AND FIXTURES	-	3,000	600	600
Accounting	Total	1,226,647	1,128,851	1,242,505	1,470,791
<i>*Note: Total cost for Professional Services-Audit is shared with other funds.</i>					
ASSESSING DEPARTMENT					
01-700-202-51-110-402					
011001	REGULAR SALARIES	525,902	469,143	579,870	624,725
015001	LONGEVITY	3,000	2,666	3,402	3,487
022001	SOCIAL SECURITY	32,792	28,377	36,164	38,949
022501	MEDICARE	7,669	6,637	8,459	9,109
023001	RETIREMENT	74,364	66,336	81,977	84,997
039001	PROFESSIONAL SERVICES	60,000	60,000	60,000	60,000
044006	PRINTING LEASE/MAINT	2,580	2,106	-	-
054050	TRAINING	6,950	4,723	8,750	11,200
055050	PRINTING	-	467	1,250	1,000
056001	DUES PROFESSIONAL ORGANIZ	3,280	2,150	3,510	3,500
057101	TRAVEL AND CONFERENCE	3,700	880	3,700	5,200
057102	TRAVEL REIMBURSEMENT	1,500	263	1,500	1,500
062001	OFFICE SUPPLIES	3,500	3,019	3,500	3,500
067001	BOOKS & PERIODICALS	15,010	15,660	16,469	38,588
075001	FURNITURE AND FIXTURES	-	1,483	-	-
Assessing	Total	740,247	663,910	808,551	885,755
TAX COLLECTION					
01-700-203-51-110-402					
011001	REGULAR SALARIES	301,208	299,603	333,814	364,565
015001	LONGEVITY	1,704	1,705	2,254	2,790
022001	SOCIAL SECURITY	18,780	17,988	20,837	22,776
022501	MEDICARE	4,392	4,207	4,874	5,327
023001	RETIREMENT	42,384	42,364	47,252	49,703
039001	PROFESSIONAL SERVICES	3,300	3,168	3,300	3,600
053001	ADVERTISING	-	104	-	-
054050	TRAINING	2,090	995	2,100	3,640
055050	PRINTING	700	-	150	450
056001	DUES PROFESSIONAL ORGANIZ	270	35	125	165
057101	TRAVEL AND CONFERENCE	-	-	-	-
062001	OFFICE SUPPLIES	5,500	2,603	5,500	5,500
067001	BOOKS & PERIODICALS	555	460	475	555
Tax	Total	380,883	373,231	420,681	459,071
TOTAL FINANCE DEPARTMENT		2,347,777	2,165,992	2,471,737	2,815,617

Planning & Sustainability Department



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 & Sustainability Department

Services Overview

- ✓ Community Planning
- ✓ Environmental Planning and Sustainability
- ✓ Land Use Management/Development Review
- ✓ Transportation Planning and Coordination
- ✓ Communication and Climate Action Planning



Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Director of Planning and Sustainability	0	0.8	1
Planning Director	1	0	0
Planning Manager	0	0.5	0.5
Principal Planner	1.5	1	1
Environmental Planner/ Sustainability Coordinator	0.30	0	0
Planner II	0	2.0	1.8
Planner I	1	0	1
Development Compliance Planner	1	1	0
Administrative Assistant II	1	1	1
Associate Planner	1	1	1.5
Totals Full Time	6.80	7.30	7.80
Positions Part-Time	FY22	FY23	FY24
Administrative Clerk	1	2	2
Totals Part Time	1.00	2.00	2.00

Department Budget Comments

The Planning Department's proposed budget for FY24 is \$899,035, representing a net increase of \$67,665 or 8.14% from the FY23 budget. The net budget increase is due to the addition of one new staff person and other staff promotions.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
PLANNING & SUSTAINABILITY				
SALARIES	527,375	480,433	598,175	651,634
PART-TIME SALARIES	35,308	31,507	36,555	42,097
OVERTIME	1,500	-	1,500	1,500
LONGEVITY	1,399	1,267	1,939	3,314
RETIREMENT	74,557	67,983	84,588	88,817
OTHER BENEFITS	43,267	38,077	48,821	53,440
<i>Contractual Obligations</i>	<i>683,406</i>	<i>619,266</i>	<i>771,578</i>	<i>840,802</i>
TRAINING/EDUCATION/CONFERENCES	4,500	4,850	7,000	6,500
CONTRACTED SERVICES	5,200	49,419	6,200	5,800
PROFESSIONAL ORGANIZATION DUES	18,642	18,220	19,142	18,683
OTHER OPERATING	30,254	39,606	27,450	27,250
<i>Other Operating</i>	<i>58,596</i>	<i>112,094</i>	<i>59,792</i>	<i>58,233</i>
TOTAL	742,002	731,360	831,370	899,035

The only line item increases are under contractual obligations which include salaries and associated expenses. These increases cover the addition of a new position, associate environmental planner, and promotions: environmental planner/sustainability coordinator to director of planning and sustainability, principal planner to planning manager, development compliance planner to Planner I, Planner I to Planner II. All other non-salaried line items were either reduced or maintained at FY23 levels.

Programs and Services

Community Planning –

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

- Coordinate and implement comprehensive community planning efforts to be responsive to community needs and values, and the community vision articulated in the City of Portsmouth Master Plan.
- Prepare, coordinate and assist in assessments and studies relating to land use, urban design, housing, economic development, natural resource protection, open space and recreation, historic preservation, and municipal facilities and services.
- Prepare, coordinate and assist in special studies, such as for street corridors and facility improvements.
- Participate in regional planning entities including the Rockingham Planning Commission.
- Assist the Finance Department and Planning Board in preparing the annual Capital Improvement Plan (CIP).



Land Use Management/ Development Review–

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

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



Transportation Planning and Coordination –

The Department coordinates planning for all transportation modes:

- Prepare and implement policies and plans relating to transportation, street design, wayfinding, transit and parking.
- Plan and implement bicycle and pedestrian projects and programs, including the Bicycle and Pedestrian Plan and the Safe Routes to School program.
- Assist municipal committees charged with transportation and parking responsibilities.
- Advance local and regional transportation objectives by supporting regional transportation entities including the Rockingham Planning Commission Metropolitan Planning Organization (MPO), the Cooperative Alliance for Seacoast Transportation (COAST) and CommuteSMARTseacoast (a Transportation Management Agency).



Environmental Planning and Sustainability –

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

- Prepare studies and plans relating to natural resources and environmental quality.
- Complete work on the City's first Climate Action Plan with a consultant extensive community engagement.
- Maintain current environmental inventories and open space information.
- Track and report on sustainability efforts undertaken by City departments.
- Provide training in sustainability for City staff and assist with community sustainability outreach.
- Work to integrate sustainability, resilience, and climate change mitigation actions throughout city government and community.
- Assist City departments in preparing and complying with state and federal permit applications.
- Represent the City in regional environmental organizations including the USEPA's New England Municipal Sustainability Network (NEMSN) and the Coastal Adaptation Workgroup (CAW).
- Provide staff support to the Blue Ribbon Committee on Sustainable Practices and Renewable Energy Committee.
- Provide staff coordinator role for Coakley Superfund Remediation effort on behalf of the Coakley Land Group.



Communication and Public Information –

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

- Assist City land use agencies to improve community service by preparing guidelines and manuals.
- Maintain and expand educational opportunities for citizen board members and staff through regional and State forums.
- Involve a diversity of stakeholders, hard to reach populations, and those most affected by city decisions in the decision making process.

- Inventory housing needs and develop strategies to address shortfalls in workforce and lower income housing needs citywide.
- Continue to identify and implement tools and strategies for improved community involvement.

Goals and Objectives

Goal #1: Coordinate and implement comprehensive community planning efforts to be responsive to community needs and consistent with federal and state laws and regulations.

Objectives:

- ✓ Prepare Climate Action Plan.
- ✓ Begin Master Plan update process.
- ✓ Carry out studies and prepare specific plans relating to land use, transportation, urban design, natural resource protection, environmental resilience and sustainability and related aspects of the City's physical development.
- ✓ Through the addition of a housing navigator develop market analysis to understand housing market, provide educational material and develop regulatory enhancements to increase supply of workforce housing.
- ✓ Use a diversity of tools to involve the community in the development of comprehensive planning documents particularly hard to reach populations and those most impacted by the policies, programs, and initiatives.

Performance Measurements:

Housing Supply and Diversity

	FY21	FY22	FY23 (Est)
Single Family	4,178	4,183	4,190
Mobile Homes	260	260	260
Condos	2,388	2431	2442
Multi Family <8 Units	489	590	706
Accessory Dwelling Units	11	13	13
Work Force Housing Approved	117 total (all years)	117	136

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

	FY21	FY22	FY23 (Est)
Building Permit Applications	1,014 (+60%)	964 (-4.9%)	1632 (+69%)
Land Use Permit Applications	210 (+16.2)	174 (-17.1%)	336 (+93%)
Sign Permit Applications	108 (+56.5%)	91 (-15.7%)	172 (+89%)

Planning Board			
Site Plan Review	21 (0%)	20 (-4.8%)	20 (0)
Design Review	1 (-75%)	2 (+100%)	1 (-100%)
Preliminary Conceptual Consultation	10 (+11.1%)	7 (-30%)	2 (-71%)
Subdivision / Lot Line Change	13 (-18.8%)	17 (+23.5%)	12 (-30%)
Conditional Use Permits – Wetlands	28 (+47.4%)	20 (-28.6%)	48 (+140%)
Conditional Use Permits – Other	11 (-18.2%)	18 (+61.1%)	16 (-11%)

Historic District Commission			
Certificates of Approval (Public Hearings)	52 (-1.9%)	51 (-1.9%)	80 (+57%)
Certificates of Approval (Administrative Approvals)	149 (+49.0%)	100 (-32.9%)	216 (+116%)

Board of Adjustment			
Applications/ Petitions	127 (+58.8%)	100 (-21.3%)	196 (+196%)

Conservation Commission			
Conditional Use Permits – Wetlands	28 (+47.4%)	20 (-28.6%)	48 (+240%)
State Wetland Permits	26 (+188%)	12 (-53.8%)	20 (+166%)
Total	1,798 (+47.4%)	1,496 (-16.8%)	2796 (+87%)

Citywide Goal Addressed:

- *Welcome and support diversity in the workplace and community.*
- *Diversify and Enhance the Supply of Housing Choices*
- *Proactively pursue the integration of sustainability, resilience, and climate change mitigation actions throughout the government and community.*
- *Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment.*
- *Consistently communicate with community members and stakeholders respecting channels of communication they prefer and keeping them informed.*



Goal #2: Carry out Master Plan strategies and monitor progress toward implementation.

Objectives:

- ✓ Work with City departments and land use boards, other public agencies, and private/nonprofit partners to implement the Master Plan.
- ✓ Review and revise the Zoning Ordinance and other land use regulations to promote the goals of the Master Plan.
- ✓ Develop new standards and guidelines as recommended by the Master Plan, including building design review regulations and street design standards- seek input from stakeholders and other community members impacted by regulatory change.
- ✓ Develop and implement a schedule for regulatory amendments that implement the community vision and City Council goals.
- ✓ Assist and administer land use reviews in conjunction with the Pease Development Authority.
- ✓ Land Use Committee Support- staff will actively engage and support:
 - Development and adoption of regulations that support affordable housing development; and
 - Coordination with regional housing partners to facilitate the development and preservation of affordable housing.
- ✓ Infill Design Guidelines for Historic District
 - Staff will seek opportunities to leverage city funding with grant funding to contract for professional services to begin developing historic district design guidelines.
- ✓ Zoning Amendment Work Plan
 - In consultation with the Land Use Committee and City Council, develop annual work plan of zoning amendments;
 - Works with Planning Board, stakeholders and the community to recommend amendments for adoption.

Performance Measurements :In FY23 performance measurements for these new goals will include:

- ✓ *Percent of implementation (Master Plan Strategies)*
- ✓ *Percent of Professional Services leveraged with Grant Funding*

Citywide Goal Addressed:

- *Diversify and Enhance the Supply of Housing Choices*
- *Proactively pursue the integration of sustainability, resilience, and climate change mitigation actions throughout the government and community.*
- *Meet or exceed state and federal legal/regulatory requirements including those for a safe and healthy community and environment.*
- *Invite and honor input from the community and encourage increased participation/engagement of youth.*
- *Consistently communicate with community members and stakeholders respecting channels of communication they prefer and keeping them informed.*

FY24 BUDGETED POSITION AND SALARY DETAIL

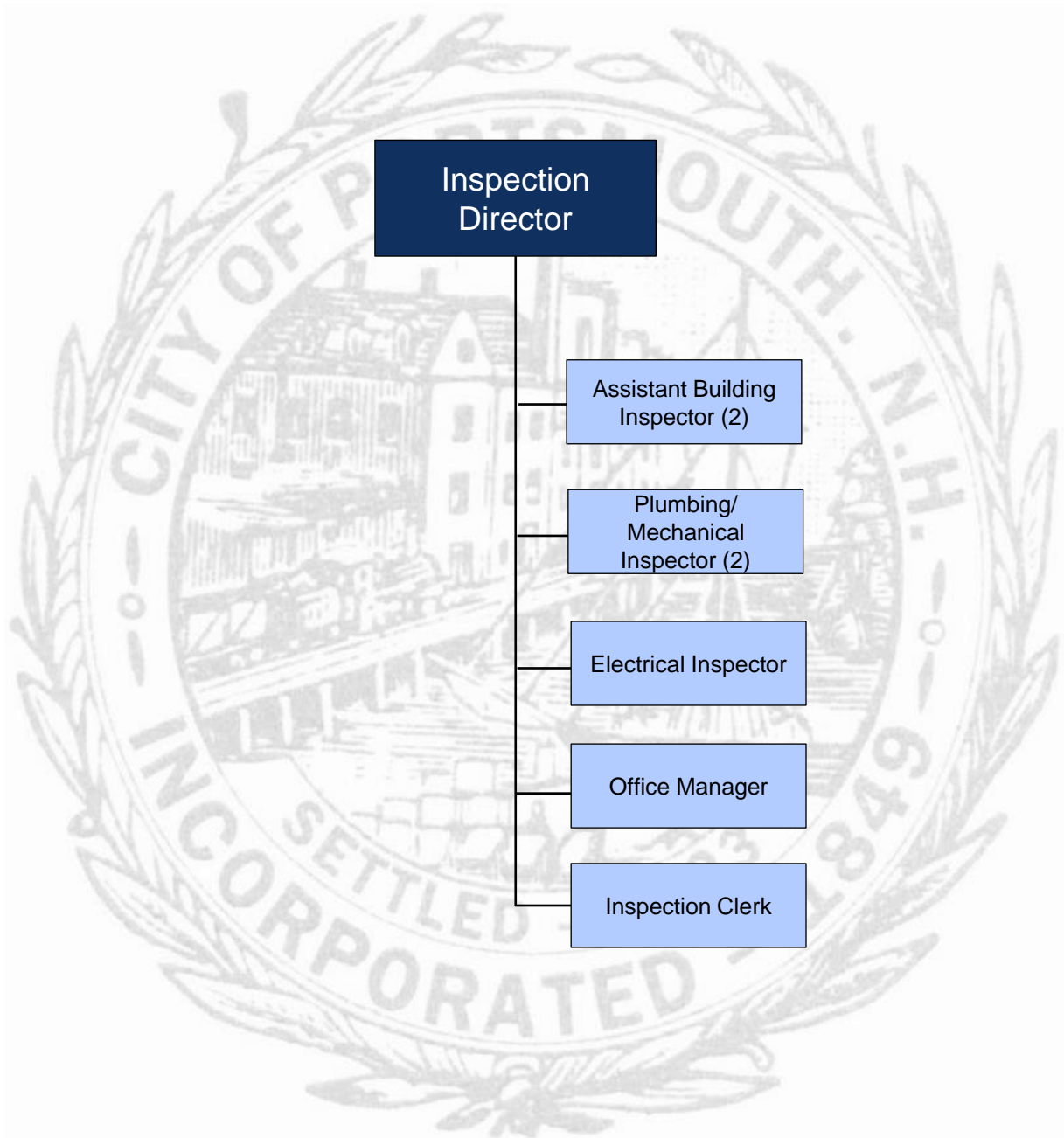
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PLANNING			
PMA GRADE 23	6D/6E	DIRECTOR OF PLANNING AND SUSTAINABILITY	123,685
PMA GRADE 17	E	⑤ PLANNING MANAGER	47,343
PMA GRADE 16	G	PRINCIPAL PLANNER	92,718
PMA GRADE 14	E	PLANNER I	81,944
PMA GRADE 15	5.5C/6.5D	PLANNER II	80,081
PMA GRADE 15	C	⑮ PLANNER II	62,375
PMA GRADE 11	3.5C/8.5D	ADMINISTRATIVE ASSISTANT II	66,548
PMA GRADE 9	D	⑥ ASSOCIATE PLANNER	30,637
PMA GRADE 9	3C/9D	ASSOCIATE PLANNER	60,545
		EDUCATION STIPENDS	5,758
		TOTAL FULL TIME	651,634
1386B GRADE 7	1.5B/10.5C	PT ADMINISTRATIVE CLERK (18.75HRS/WK)	24,334
1386B GRADE 7	A	PT ADMINISTRATIVE CLERK (15HRS/WK)	17,763
		TOTAL PART TIME	42,097
		TOTAL DEPARTMENT	693,731

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

- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER
- ⑮ 80% PLANNING, 20% THE COAKLEY LANDFILL TRUST

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
PLANNING AND SUSTAINABILITY DEPARTMENT					
01-714-410-51-110-406					
011001	REGULAR SALARIES	527,375	480,433	598,175	651,634
012001	PART TIME SALARIES	35,308	31,507	36,555	42,097
014041	OVERTIME	1,500	-	1,500	1,500
015001	LONGEVITY	1,399	1,267	1,939	3,314
022001	SOCIAL SECURITY	35,066	30,860	39,568	43,310
022501	MEDICARE	8,201	7,217	9,253	10,130
023001	RETIREMENT	74,557	67,983	84,588	88,817
032004	PROF SERVICES-COURT FEES	200	-	200	200
032013	PROF/SERV-DESIGN REVIEW T	-	30,400	-	-
039001	PROFESSIONAL SERVICES	5,000	19,019	6,000	5,600
044006	PRINTING LEASE/MAINT	3,204	3,796	-	-
053001	ADVERTISING	18,000	26,439	18,000	18,000
054050	TRAINING	1,000	770	1,000	1,000
055050	PRINTING	1,800	1,763	2,200	2,000
056001	DUES PROFESSIONAL ORGANIZ	2,500	2,678	3,000	2,470
056004	DUES ROCKINGHAM PLAN COMM	15,542	15,542	15,542	15,563
056008	ICLEI DUES	600	-	600	650
057101	TRAVEL AND CONFERENCE	3,500	4,080	6,000	5,500
057102	TRAVEL REIMBURSEMENT	350	61	350	350
061003	MEETING SUPPLIES	-	65	-	-
062001	OFFICE SUPPLIES	3,800	5,008	3,800	3,800
067001	BOOKS & PERIODICALS	1,000	433	1,000	1,000
075001	FURNITURE AND FIXTURES	500	442	500	500
081010	CONSERVATION COMMISSION	1,600	1,600	1,600	1,600
Planning	Total	742,002	731,360	831,370	899,035

Inspection Department



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
- ✓ Life Safety Inspections
- ✓ Code Enforcement

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Inspections Director	1	1	1
Assistant Building Inspector	1	2	2
Plumbing/Mechanical Inspector	2	2	2
Electrical Inspector	1	1	1
Office Manager I	1	1	1
Inspection Clerk	1	1	1
Totals Full Time	7.00	8.00	8.00



Department Budget Comments

The Inspection Department is proposing a budget of \$823,451 for FY24. This represents a net increase of \$16,075 or 1.99% from the FY23 budget. The increase in the inspection budget is primarily due to the COLA and collective bargaining obligations.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
INSPECTION				
SALARIES	509,697	501,507	648,019	668,539
PART-TIME SALARIES	12,239	-	-	-
OVERTIME	1,500	7,376	1,500	-
LONGEVITY	999	1,000	1,020	1,047
RETIREMENT	72,015	71,689	91,466	90,595
OTHER BENEFITS	40,119	37,655	49,769	51,223
<i>Contractual Obligations</i>	<i>636,569</i>	<i>619,226</i>	<i>791,774</i>	<i>811,404</i>
TRAINING/EDUCATION/CONFERENCES	1,000	140	2,880	2,880
CONTRACTED SERVICES	2,000	19,859	-	-
PROFESSIONAL ORGANIZATION DUES	500	625	590	590
OTHER OPERATING	5,250	5,276	12,132	8,577
<i>Other Operating</i>	<i>8,750</i>	<i>25,900</i>	<i>15,602</i>	<i>12,047</i>
TOTAL	645,319	645,127	807,376	823,451

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.

Life Safety Inspections - Perform joint inspections with the Fire Prevention Unit to better protect the property/business owners, tenants, and the City as a whole.

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



Goals and Objectives



Goal #1: Ongoing preparation for the State's triennial adoption of the most recent Building and Fire Codes.

Objectives:

- ✓ Attend code amendment trainings.
- ✓ City sponsored trainings available to the public.
- ✓ Conduct internal code review and present to City Council new construction codes and proposed amendments for adoption. This process will run concurrently with the State adoption of these same model codes as it pertains to the most recent edition.

Performance Measures:

Building Codes are updated and adopted approximately every three (3) years by the State and then implemented at the local level. Successful integration of the codes will be achieved through the aforementioned objectives, as well as by updating the City Ordinances, updating the Inspection Department website, and messaging through the City's newsletter.

Citywide Goal Addressed:

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



Goal #2: Increased effectiveness of office and field staff through education and cross training.

Objectives:

- ✓ Mandatory training for staff covering communication strategies and community relations.
- ✓ Improve on messaging and community outreach through our website and newsletter.
- ✓ Continue to hold weekly cross departmental informational meetings.

✓ *Make trainings available to the public as well as contractors and developers.*

Performance Measures:

Number of trainings and cross departmental meetings:

<i>FY21</i>	<i>FY22</i>	<i>FY23 (Estimated)</i>	<i>FY24 (Forecast)</i>
<i>N/A</i>	<i>26</i>	<i>56</i>	<i>62</i>

Additionally, success will be measured by public response i.e. survey, email, telecommunications, and word of mouth

Citywide Goal Addressed:

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



Goal #3: Convey to the public a welcoming, accessible, high functioning Inspection Department

Objectives:

- ✓ *Perform plan review, permit approval, and inspections in a timely and efficient manner.*
- ✓ *Enhanced interdepartmental collaboration is critical for an efficient approval process.*
- ✓ *Promote by way of social media, website, and newsletter that the Inspection Department is fully staffed, open for business and eager to help in any way possible.*

Performance Measures:

Number of permits approved:

<i>FY21</i>	<i>FY22</i>	<i>FY23 (Estimated)</i>	<i>FY24 Forecast</i>
<i>4,228</i>	<i>4,353</i>	<i>5,646</i>	<i>4,742</i>

Citywide Goal Addressed:

- *Maintain Financial Stability*

Additional Operational Performance Measures

Total Inspections Completed

FY20 – 6,292
FY21 – 6,719
FY22 – 7,807
FY23 – 10,714 (est.)

Total Building Permit Applications Processed

(Including Building Electrical, Plumbing/ Mechanical & Fire Protection Systems)

FY20 – 2,779
FY21 – 4,228
FY22 – 4,353
FY23 – 5,646 (est.)

Total Construction Value Declared

(Building Permits)

FY20 – \$151,047,073
FY21 – \$212,826,565
FY22 – \$144,822,449
FY23 -- \$237,884,710 (est.)

Total Construction Permit Fees Collected

(All Permits)

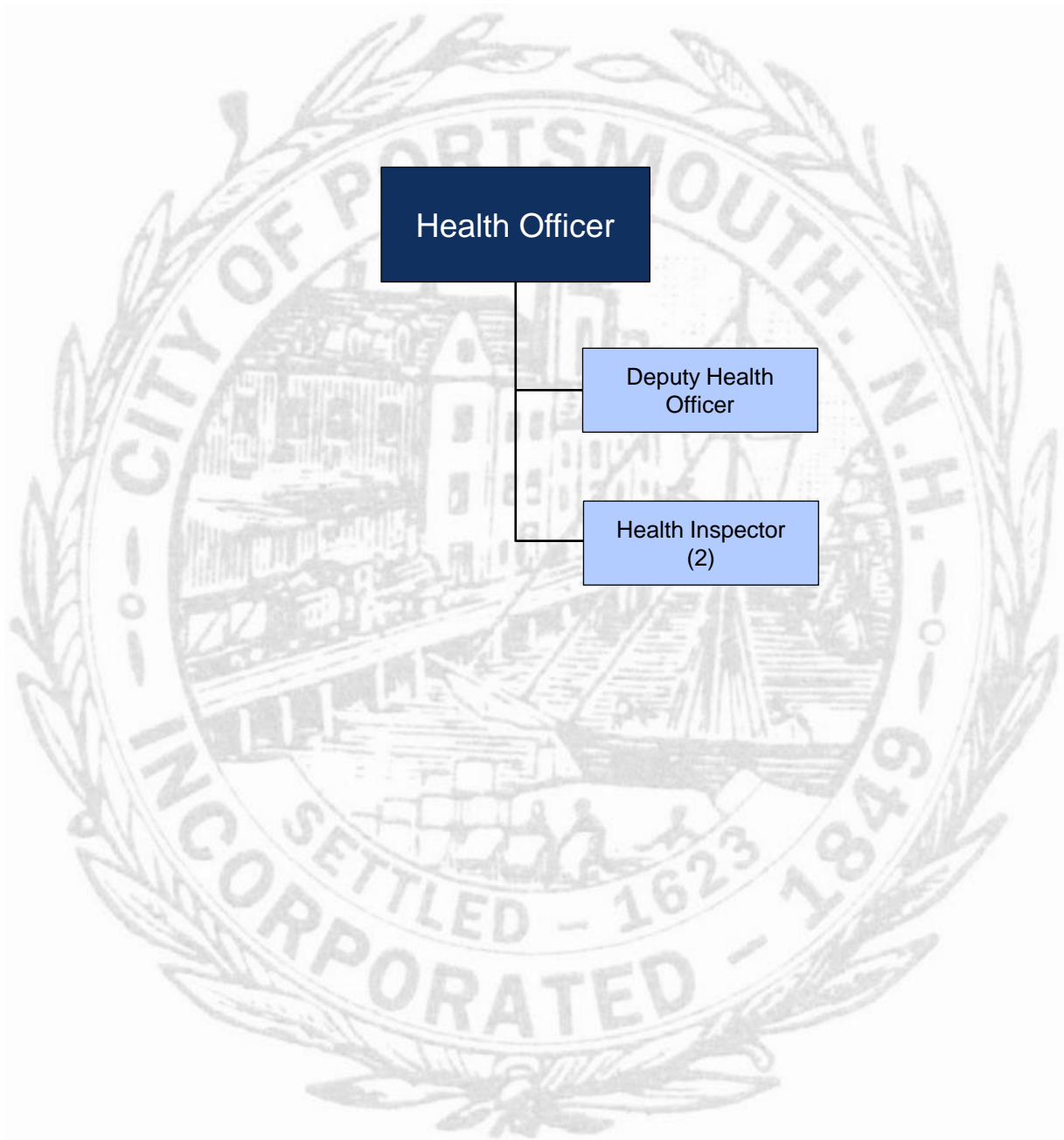
FY20 – \$1,114,996
FY21 – \$1,773,397
FY22 – \$1,270,678
FY23 -- \$1,317,704 (est.)

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
INSPECTION DEPARTMENT			
PMA GRADE 22	E	INSPECTIONS DIRECTOR	120,670
PMA GRADE 16	F	ASSISTANT BUILDING INSPECTOR	91,123
PMA GRADE 16	E	ASSISTANT BUILDING INSPECTOR	90,221
PMA GRADE 15	9F/3G	ELECTRICAL INSPECTOR	87,200
PMA GRADE 15	E	PLUMBING/MECHANICAL INSPECTOR	85,961
PMA GRADE 15	2C/10D	PLUMBING/MECHANICAL INSPECTOR	81,218
PMA GRADE 9	7.5E/4.5F	OFFICE MANAGER I	64,579
1386B GRADE 5	7.5D/4.5E	INSPECTION CLERK	47,567
TOTAL FULL TIME			668,539
TOTAL DEPARTMENT			668,539

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
INSPECTION DEPARTMENT					
01-716-420-51-110-415					
011001	REGULAR SALARIES	509,697	501,507	648,019	668,539
012001	PART TIME SALARIES	12,239	-	-	-
014041	OVERTIME	1,500	7,376	1,500	-
015001	LONGEVITY	999	1,000	1,020	1,047
022001	SOCIAL SECURITY	32,515	30,518	40,335	41,514
022501	MEDICARE	7,604	7,137	9,434	9,709
023001	RETIREMENT	72,015	71,689	91,466	90,595
033001	PROF SERVICES-TEMP	-	19,859	-	-
039001	PROFESSIONAL SERVICES	2,000	-	-	-
039003	PROF/SERVICES-LICENSING	750	345	750	750
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
044006	PRINTING LEASE/MAINT	400	700	-	-
053001	ADVERTISING	1,000	-	500	-
054050	TRAINING	500	140	2,880	2,880
055050	PRINTING	-	369	-	-
056001	DUES PROFESSIONAL ORGANIZ	500	625	590	590
057101	TRAVEL AND CONFERENCE	500	-	-	-
057102	TRAVEL REIMBURSEMENT	500	-	-	-
061002	MISCELLANEOUS SUPPLIES	200	-	200	200
062001	OFFICE SUPPLIES	1,000	1,747	1,000	1,300
062002	ENGINEERING SUPPLIES	-	-	-	-
067001	BOOKS & PERIODICALS	1,000	1,495	7,882	4,327
074001	EQUIPMENT	400	-	1,400	1,400
075001	FURNITURE AND FIXTURES	-	620	400	600
Inspection	Total	645,319	645,127	807,376	823,451

Health Department



Mission

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



Health Department

Services Overview

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

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Health Officer	1	1	1
Deputy Health Officer	1	1	1
Health Inspector	1	2	2
Totals Full Time	3.00	4.00	4.00



Department Budget Comments

The Health Department's proposed budget for FY24 is \$495,412 representing an increase of \$61,867 or 14.27% from FY23. The net increase is due to costs associated with contractual obligations and fully funding a Health Inspector position for a full year, as well as increased departmental costs. The Health Department budget funds a Health Officer, who serves as Department Head, a Deputy Health Officer, and two Health Inspectors.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
HEALTH DEPARTMENT				
SALARIES	281,119	277,705	350,027	399,817
PART-TIME SALARIES	-	-	-	-
LONGEVITY	2,333	2,333	2,381	2,441
RETIREMENT	39,853	39,479	49,575	54,426
OTHER BENEFITS	21,685	21,191	26,962	30,773
<i>Contractual Obligations</i>	<i>344,990</i>	<i>340,709</i>	<i>428,945</i>	<i>487,457</i>
TRAINING/EDUCATION/CONFERENCES	3,000	914	3,000	4,000
PROFESSIONAL ORGANIZATION DUES	100	155	300	1,005
OTHER OPERATING	1,500	1,036	1,300	2,950
<i>Other Operating</i>	<i>4,600</i>	<i>2,105</i>	<i>4,600</i>	<i>7,955</i>
TOTAL	349,590	342,814	433,545	495,412



The City's Health Department plays a significant role in environmental and community issues affecting local public health. The Health Officer serves on the State Health Assessment (SHA) and State Health Improvement Plan (SHIP) Advisory Council to assess and improve the health of NH residents. The Health Officer also serves on the United States Air Force's Restoration Advisory Board (RAB) regarding aquifer restoration at the former Pease Air Force Base. She also serves on the Safe Water Advisory Group (SWAG) and the Community Care Team (CCT). The Health Officer is also overseeing a Community Health Profile and Needs Assessment.

In FY23, the Department continued to hold Covid-19 vaccine and booster clinics as the state wound down mobile vaccination services. The Department will continue to work towards pandemic recovery; addressing community health needs, including equity and inclusion for all Portsmouth residents; and future public health and emergency planning.

Although the Health Department is known mostly for food service regulation, food service is only a portion of the department's responsibilities. The Department also responds to issues concerning the living conditions of residents, particularly those of vulnerable persons. There has been a marked rise in insanitary living conditions of these populations as pandemic seclusion, lack of housekeeping and personal care services have left some residents in unhealthy conditions for an extended period of time. The Department also responds to environmental contamination, human exposure to environmental hazards and serves as a resource for reliable and timely dissemination of vital information to a wider regional audience.

The Department is responsible for licensing and inspecting food service establishments ranging from mobile carts, seasonal vendors, manufactured foods facilities and convenience stores to full scale restaurants seating over 500. This includes floor plan review, pre-purchase walk-through inspections, final construction inspections, food sampling for the NH Food Protection Food Sampling Initiative, food safety education (both in-establishment and classes), product recalls, and foodborne illness outbreak investigations. Currently there are 34,926 food service seats under Department license. This does not include temporary events. This includes 26,502 seats under liquor license, and 11,651 outdoor seats. These numbers have all increased, reflecting a recovery from pandemic lows. These numbers are self-reported and fluid, and are expected to fluctuate as outdoor dining season arrives. However given that these seats may turn over multiple times a day, the food safety aspects of our regulatory programs have a significant effect on our local public health and economy. The Health Department also licenses and inspects approximately 30 Farmers' Market vendors and numerous year-round festivals and events that draw thousands of visitors. Furthermore, the explosion of applied sustainability principles and locally produced foods has created a rapidly growing and complex novel foods industry that requires the application of numerous federal and state regulations, and food safety practices and processes far beyond the traditional role of food-service inspections. The pandemic created the redesign of many food service operations. As the Covid-19 virus becomes endemic, and vaccination and treatments are now widely available, the Health Department is able to move from our public health emergency response mode to community recovery efforts, including routine food service licensing and inspection services.



The Health Department is taking several steps to increase efficiency, provide public health information, and promote a "health in all policies" approach to community planning, outreach and development.

Education and training in multiple scientific disciplines are vital for department staff to meet the growing complexity and demands of food protection, public health, environmental health and emergency response planning on a local level, particularly with diminishing state and federal resources. Department staff must remain competent and prepared to respond to increasingly sophisticated routine duties as well as City and regional outbreaks, exposures and disasters. Environmental challenges such as climate change, emerging pathogens and emerging contaminants, as well as changing demographics play an ever increasing role in our understanding of public health and population protection. The education and training of department staff, and relationships built with other emergency response and human service agencies have proven invaluable.

Programs and Services

Environmental Health-

- Participate in response to public health crises and issues of local environmental health concerns
- Public and Environmental Health Planning
- Emergency and pandemic planning and response.
- Inspect food service operations and conduct consultations for prospective new establishments.
- Review and approve food service floor plans and issue food service permits.
- Evaluate, permit and ensure compliance with Special Processes operations.
- Investigate complaints related to failed septic systems, sewer back-ups and improperly disposed trash.
- Respond to fires and injuries in restaurants and in other food service establishments.
- Inspect in-home daycares and daycare centers, residential care facilities, nursery schools, and foster homes.
- Inspect public and private schools, daycares and foster homes, and adult entertainment venues.
- Ensure compliance with state and federal food recalls, including proper removal of recall items by stores.
- Advocate for our underserved and vulnerable populations and participate in long term planning.
- Investigate food borne illness complaints, including providing food samples to the state public health laboratory for analysis.
- Collect food samples from various food services on a scheduled basis as required by the state laboratory.
- Investigate complaints regarding water, soil and air quality, lead paint, asbestos and other environmental hazards and contaminants.
- Monitor vector borne diseases and respond if appropriate.
- Respond to communicable disease outbreaks in conjunction with the State of NH DHHS.
- Respond to complaints regarding pests of public health significance, insanitary living conditions and public health nuisances.
- Participate in Community Recovery planning and response.
- Participate in regional sheltering and plan for local sheltering, and agricultural and natural resources.
- Provide technical assistance.
- Communicate public health risks.



Goals and Objectives



Goal #1: Protect and promote food safety through food service inspection of establishments and enforcement of local, state and federal food safety regulations and through education.

Objectives:

- ✓ Conduct regular inspections of all permanent and temporary food establishments utilizing an electronic documentation system to maximize efficiency and ease of reporting.
- ✓ Respond to food borne illnesses and outbreaks as reported by the NH DHHS, Communicable Disease and Control Bureau and public complaints related to local food service establishments.
- ✓ Offer food safety education to local food service workers.

Performance Measurement:

Annual Food Service Permits (Excludes summer and temporary events)

FY21	FY22	FY23 (Est)
282*	291*	298

*Lower food permit inspection numbers are due to the COVID-19 pandemic

Citywide Goal Addressed:

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



Goal #2: Ensure public and environmental health improvement by monitoring and addressing community health issues and needs and participating in planning/development of potential solutions.

Objectives:

- ✓ Respond to and investigate public complaints related to potential public health hazards, including environmental and water quality hazards and communicable diseases.
- ✓ Respond to notifications by governmental agencies and regulators that a public health issue exists.
- ✓ Represent local public health concerns and emerging environmental health risks on local, state and federal public health assessment, planning and response groups
- ✓ Identify and Advocate for all vulnerable populations
- ✓ Oversee the completion of a Community Health Profile and Needs Assessment

Performance Measurement:

- ✓ A community Health Profile and Needs Assessment will be completed by June 30, 2023 that includes vulnerable populations identified, and proposals for their health & wellbeing through actions that can be taken or supported on a municipal level..

Citywide Goals Addressed:

- Invite and Honor Input from the community and Encourage Increased Participation/Engagement of Youth
- Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community
- Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community
- Diversify and Enhance the Supply of Housing Choices
- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Welcome and Support Diversity in the Workplace and Community
- Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and healthy Community and Environment
- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



FY24 BUDGETED POSITION AND SALARY DETAIL

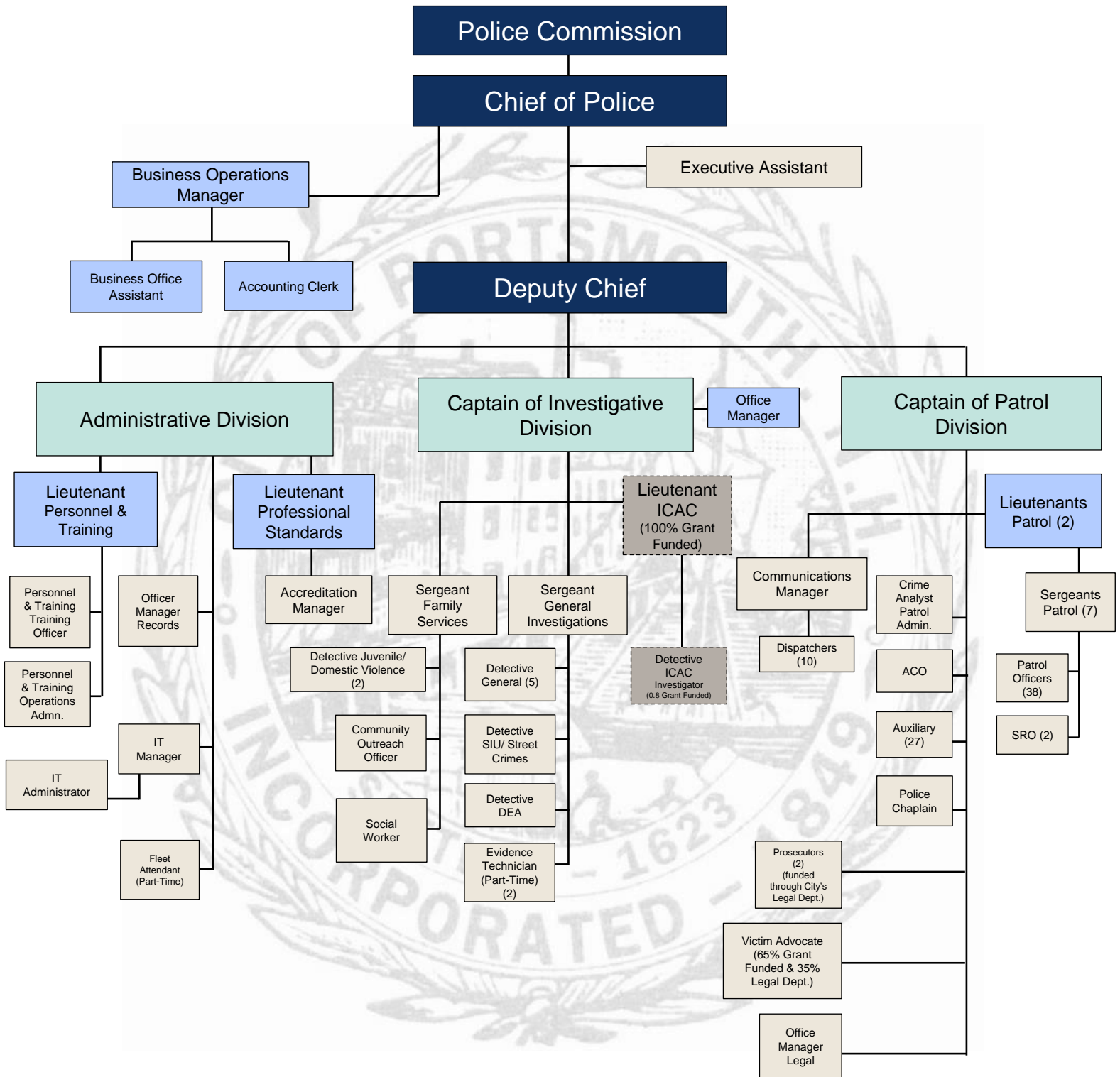
	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
HEALTH DEPARTMENT			
PMA GRADE 22	2F/10G	HEALTH OFFICER	123,654
PMA GRADE 20	2D/10E	DEPUTY HEALTH OFFICER	108,614
PMA GRADE 15	F	HEALTH INSPECTOR	86,820
PMA GRADE 15	8B/4C	HEALTH INSPECTOR	75,494
		EDUCATION STIPENDS	5,235
		TOTAL DEPARTMENT	399,817

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
HEALTH DEPARTMENT					
01-790-430-51-110-435					
011001	REGULAR SALARIES	281,119	277,705	350,027	399,817
015001	LONGEVITY	2,333	2,333	2,381	2,441
022001	SOCIAL SECURITY	17,574	17,175	21,851	24,940
022501	MEDICARE	4,111	4,017	5,111	5,833
023001	RETIREMENT	39,853	39,479	49,575	54,426
043018	REPAIRS-EQUIPMENT	150	150	100	100
055050	PRINTING	100	85	-	100
056001	DUES PROFESSIONAL ORGANIZ	100	155	300	1,005
057101	TRAVEL AND CONFERENCE	3,000	914	3,000	4,000
057102	TRAVEL REIMBURSEMENT	800	42	750	1,500
062001	OFFICE SUPPLIES	150	369	150	150
067001	BOOKS & PERIODICALS	-	-	-	300
074001	EQUIPMENT	300	389	300	300
075001	FURNITURE AND FIXTURES	-	-	-	500
HEALTH	TOTAL	349,590	342,814	433,545	495,412



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Police Department



Mission

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

Community – Commitment – Compassion



Police Department

Services Overview

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



Department Budget Comments

The Police Department's FY24 proposed budget is \$13,392,993. This represents an increase of \$71,856 or 0.54% over FY23.

The Police Department has three (3) unsettled contracts. This budget does not include a COLA for the impacted salary and applicable benefits for these agreements. It does include a COLA for a few employees outside of union contracts. Funds have been budgeted in the collective bargaining contingency fund until these contracts are settled.

The NH Retirement employer rate for FY24 went down for both sworn (from 33.88% to 31.28%) and civilian staff (from 14.06% to 13.53%). In addition, the department had several long-term employees retire, and the backfill for those positions net a reduction in staffing costs.

No COLA, reduced employer contributions to the NHRS, and employee retirements, net an initial reduction moving into the FY24 budget of *approximately* \$223,000 or 1.67%, after step increases were calculated, insurance premiums increased for Health (increase of \$34,483) and Worker's Compensation (increase of \$17,662).

The following FY24 budget includes the following increases:

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Chief	1	1	1
Deputy Chief	0	1	1
Captain	3	2	2
Leiu tenants	5	5	5
Sergeants *	9	9	9
Officers **	50	52	52
Communications Manager	1	1	1
IT Manager	1	1	1
IT Administrator	1	1	1
Executive Assistant	1	1	1
Business Operations Manager	1	1	1
Administrative Manager	0	0	0
Business Assistant	1	1	1
Accreditation Manager	1	1	1
Social Worker	0	0	1
Dispatchers	9	9	10
Office Manager - Records/Legal/Investigative	3	3	3
Crime Analyst/ Patrol Support	0	1	1
P&T Operations Admn	0	1	1
Sr. Secretary	1	0	0
Legal Secretary/ Paralegal	0	0	0
Information System Support Assist.	0	0	0
Witness Advocate***	1	1	0
Accounting Clerk	1	1	1
Animal Control Officer	1	1	1
Totals Full Time	91.00	94.00	95.00
Positions Part-Time	FY22	FY23	FY24
Witness Advocate ***	0	0	0
Animal Control Officer	0	0	0
Auto Maintenance	1	1	1
Evidence Technician	2	2	2
Auxiliary Police (# of Positions)	27	27	27
Dispatcher	On Call	On Call	On Call
Totals Part Time	30.00	30.00	30.00
** 1 Detective – 80% Grant Funded			

- **Delay Hires \$120,963 or 0.91%:** Two (2) officers and one (1) Crime Analyst were approved positions in FY23 to start in January 2023 and April 2023 respectively. In **FY24**, the added impact of \$78,454 for the two officers and \$42,509 for the crime analyst are included in the budget to make the positions whole (12-month).
- **Market Adjustment \$44,536 or 0.33%:** The civilian union received a half-year 4% pay scale adjustment in FY23. This amount reflects the full FY24 costs.
- **FTE Increase \$82,423 or 0.62%:** This request includes the addition of the 10th dispatcher (\$16,609.65 delay hire to 4/1/24) that was removed by clerical error in FY23, and a Social Worker (\$65,813.59 delay hire to 10/1/23). Both these amounts are exclusive of health insurance costs from the Health Stabilization Fund outside the department budget.
- **Upgrade Position \$12,417 or 0.09%:** The Communications Supervisor position is requested to be upgraded to the Communications Manager pay grade. Recruiting for the Communications Center (Dispatch) has been extremely challenging. Returning the paygrade for this position to that paid in 2015 will assist the department in attracting candidates.
- **Training Increase \$40,621 or 0.31%:** This is the final increase related to the training requirements provided in the Governor's Executive Order - Commission on Law Enforcement Accountability Community and Transparency. The department has incrementally added sworn training hours between FY22 and FY24 to meet the state's mandatory "base training" hour requirements of 24 hours per officer. In FY22, six (6) hours of training OT per officer was budgeted. In FY23, \$40,345 was budgeted for an additional nine (9) hours of training OT. In FY24, the final phase, the remaining nine (9) hours will be budgeted. Please note: although several sworn officers will accomplish the training on-duty, 50 patrol officers and 27 Auxiliary officers accomplish the training on overtime (straight time for auxiliary).
- **Other Operating- reduction of \$-7,425 or -0.84%:** Increase highlights include \$8,000 for social media archive software, \$2,500 costs for the new comfort dog, Mason, and \$10,000 telephone costs that have increased incrementally over the past few years, as well as minor increases in training, uniform outfit, and copying supplies. These costs have been off-set by reductions in lines such as computer/software costs associated with the email migration in FY23, and some equipment costs for a net reduction of \$7,425.

This budget presented is net of Federal and State Grants. In addition, the School Department funds \$49,225 for a portion of a School Resource Officer (SRO) and the Parking & Transportation Special Revenue Fund supports \$60,000 for downtown and parking related policing.

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
POLICE DEPARTMENT				
SALARIES - UNIFORM	4,658,340	4,337,459	5,000,734	4,969,439
SALARIES - CIVILIAN	1,393,857	1,145,967	1,413,574	1,580,263
SHIFT DIFFERENTIAL	40,926	29,781	41,739	41,179
PART-TIME SALARIES	147,136	95,857	160,098	171,669
COMMISSIONER STIPEND	3,600	3,400	3,600	3,600
OVERTIME	614,543	930,646	669,448	700,123
HOLIDAY	201,334	188,073	216,413	208,346
LONGEVITY	42,459	36,018	40,519	34,499
SPECIAL DETAIL / EDUCATION STIPEND	161,210	155,451	169,378	169,657
RETIREMENT	2,126,317	2,018,096	2,279,621	2,128,398
HEALTH INSURANCE	1,654,004	1,654,004	1,642,046	1,676,529
DENTAL INSURANCE	129,566	111,156	130,252	129,150
INSURANCE REIMBURSEMENT	12,000	9,980	12,250	18,250
LEAVE AT TERMINATION	180,203	180,203	180,203	180,203
LIFE AND DISABILITY	14,271	10,894	15,251	15,708
WORKERS' COMPENSATION	126,138	126,138	133,655	151,317
OTHER BENEFITS	279,242	257,444	296,570	306,307
POLICE SERVICES-PARKING FUND	(60,000)	(60,000)	(60,000)	(60,000)
<i>Contractual Obligations</i>	<i>11,725,146</i>	<i>11,230,568</i>	<i>12,345,351</i>	<i>12,424,637</i>
TRAINING/EDUCATION/CONFERENCES	108,918	109,949	115,008	119,959
GASOLINE	70,700	139,229	91,910	91,910
CONTRACTED SERVICES	44,077	76,955	56,516	52,773
PROFESSIONAL ORGANIZATION DUES	17,177	13,681	17,346	17,396
OTHER OPERATING	587,477	691,339	695,006	686,318
<i>Other Operating</i>	<i>828,349</i>	<i>1,031,154</i>	<i>975,786</i>	<i>968,356</i>
TOTAL	12,553,495	12,261,722	13,321,137	13,392,993

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 Seacoast'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	A	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 FY24
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	A	T Ongoing

Goal #5: Expanded staff abilities, knowledge and professional career growth	Objective: Connect with individual employees to identify and cultivate personal goals through applicable training, community & department related activities, and work product to provide a path for career potential within the department mission. A total of 15hrs per office have been added between FY22-FY23 per the Executive Order. The final 9hrs per officer will be added in FY24	A	T Ongoing Maintenance Addition of Exec. Order training starting FY22
	Objective: Expand the abilities and cost savings to the department by investing in "Train the Trainer" initiatives to increase the ability of in-house trainers training staff vs. outside vendors	A	Ongoing Maintenance
Goal #6 Implement Drone Program	Objective: Maintain and update changes to standard operating procedures as per changing laws and regulations	A	T Ongoing
	Objective: Schedule Training and Implement for established members of the team and new members	A	T Ongoing
INVESTIGATIVE			
Goal #1: Expanded collaborations to combat crime	Objective: Pursue grant opportunities to help fund new enforcement initiatives In FY23 the department received the COB community outreach grant as a "traffic safety mentor" that focuses on underserved populations, such as the elderly, limited English speaking residents, and new drivers, on the safe use of our transportation system	A	T Ongoing
	Objective: Schedule active shooter response between the police department, school staff, and regional response annually.	A	T Ongoing
Goal #2: Combat drug influx/drug overdoses	Objective: Expand SIU (Special Investigative Unit) drug enforcement capabilities with the State and Federal agencies	A	T Ongoing
Goal #3 : Improve crime investigation and case resolution	Objective: Implement recommendations from the evaluation of caseload-to-detective ratio to mitigate backlog.	A	Ongoing Re- evaluation annually due to staffing issues
Goal #4: Resolve unsolved homicides	Objective: Engage other agencies, experts, and temporary staff to resolve the investigations of seven homicide victims	A	T Ongoing
Goal #5: Advanced evidence storage and property processing	Objective: Research and propose updates to the disposal of bio-hazardous waste and forensic chemicals generated through investigations.	A	T FY24
Goal #6: Increased skills and knowledge of Crime Scene Team (CST)	Objective: Expand knowledge of team members to further assist in crime scene investigations	A	T Ongoing
Goal #7: Staffing succession plan for computer crimes investigations	Objective: Execute the 2-yr training process.	A	T Ongoing to include more than one detective

ADMINISTRATION			
Professional Standards			
Goal #1: Attain CALEA Certification (Council on Accreditation of Law Enforcement Agencies)	Objective: Complete self-assessment	E	T Jan 2023 Completed
	Note: Achieved CALEA Accreditation at the end of FY19		
	FY20 started the next 4-yr re-accreditation cycle		
	Objective: Complete on-site assessment	E	T Feb 2023 Completed
	Objective: Attain positive commission review & certification decision	E	T May 2023 to achieve official Re- Accreditation Award
	Objective: Maintain compliance and re-accreditation	A	T Next 4-yr accreditation cycle will begin Feb 2023
Personnel & Training			
Goal #1: To have no vacant positions	Objective: Backfill current vacancies from resignations, retirements, promotions (Dispatchers, Officers, Aux Officers)	A	T Ongoing
Goal #2 Recruitment of Quality Candidates	Objective: Utilize strategies to recruit quality officers nationally due to the dwindling numbers of those seeking a law enforcement career locally and nationally.	A	T Ongoing
Goal #3 : Methodical and cost effective training	Objective: Training officer will conduct on-going monthly roll call training	A	T Ongoing
	Objective: Train sworn staff individually in 2-day active shooter response annually	A	T Ongoing
	Objective: Increase hosted training for "free seats" for staff while complying with CJIS mandates. COVID impacted this objective in the past.	A	T Ongoing
Goal #4: Update policies and procedures	Objective: Review and update as needed to comply with CALEA	A/E	T Ongoing
Goal #5: Enhance intern program	Objective: Recruit interns for assist in areas of law enforcement and administrative programs	A	T Ongoing
Information Technology & Communications			
Goal #1: Improved communication center interactive systems and equipment	Objective: Evaluate dispatch (CAD)/records management system (RMS) for a product that better meets the department's needs/growth	AE	T FY23 Chose a vendor & negotiating a contract
	Implementation to take 18-24 months after contract signed		
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 FY24
	Objective: Assist divisions with documentation evaluation, indexing, and training	A	T FY24
Goal #3:	Objective: Increase training opportunities for staff	A	T Ongoing

Improve dispatch operations	to include CRASE training, APCO classes, and attainment of certifications		
Goal #4: Improve IT redundancies for mission critical components.	Objective: Complete PPD specific manuals/tutorials/training guides for IT cross-training.	A	T On-going
Prosecution			
Goal #1: Improved efficiencies between the court office, other legal entities, and officers	Objective: Evaluate court calendar systems to improve officer notification of court commitments	A	T FY23-25. Specifications included in CAD/RMS system identified under the IT section of goals
Goal #2: Improve scheduling issues at the Court despite state cutbacks/consolidations in courts/judges	Objective: Solicit stakeholders to become involved to resolve issues of court overtime/ wasted officer time	A	T Ongoing
Records			
Goal #1: Electronic management of files and forms	Objective: Scan closed defendant files into the electronic document imaging system and index	A	T Ongoing
	Objective: Create an electronic reporting system for low solvability incidents	A	T FY23-25 with new CAD/RMS System
	Objective: Create electronic fillable forms for website	A	T FY24
BUSINESS/FACILITIES			
Goal #1: Make a strategic plan to meet the needs of the community and the department	Objective: Define detailed scope / direction and establish measures for a 5-year plan	A	T Ongoing updated annually
	Objective: Implement strategic plan (5yr-2024-28)	A	T FY24
Goal #2: Improve Police facilities	Objective: Evaluate renovation vs new construction options	E	T FY23-25 with CIP Plan
	Objective: Conduct a site evaluation and produce concept drawings	P	T FY23-25
	Objective: Prepare a presentation for council/public	A	T FY23-25
Goal #3: Improve data driven policing strategies	Objective: Restore Crime Analyst position to complete in-depth analysis to assist investigations, strategic planning, and patrolling.	P	T FY23 Delay hire Qtr 4 restoration of this position
Goal #4: Improve Public Reporting	Objective: Re-establish monthly report that will update the public statistically	P	T FY24
Goal #5: Effective Business Office operations.	Objective: Migrate False alarm billing/receivables into FinancePlus	P	T FY24
Police Department Goals Address Citywide Goal			
<ul style="list-style-type: none"> Protect the Community Through Fire and Crime Cessation and prevention for its Residents and Businesses 			

Grants and External Funding

The Police Department pursues grants and external funding to pay for salaries, benefits, overtime, equipment, training, and supplies. These funds come from a variety of sources including state and federal agencies and local sources. Below is a summary of the projected **salary and benefits portions only** that these funds support:



Grants/External Funding

Program (Salary/Benefits Only)	FY22 Budget	FY23 Budget	FY24 Budget
Internet Crimes Against Children ^^	232,309	239,010	245,895
Victim Witness Advocate^	52,468	49,784	0
School Resource Officer*	49,225	49,225	49,225
Patrol Officer**	60,000	60,000	60,000
Police Prosecutor	0	0	
TOTAL	394,002	398,019	355,120

Staffing	FY22 Budget	FY23 Budget	FY24 Budget
Administration			
Victim Witness Advocate^	.70	.65	0.00
Bureau of Investigative Services			
Sergeant-ICAC^^	1.0	1.0	1.0
Detective-ICAC^^	.80	.80	.80
Detective-SRO* (approx. FTE)	.50	.50	.50
Patrol Division			
Officer** (approx. FTE)	.75	.75	.70
Prosecutor	0	0	0
TOTAL	3.75	3.70	3.0

^ VAWA and VOCA -Grant position transferred to Legal Department (requires a match)

^^ ICAC-Grant Funds

* Budgeted partially in Police & School

** Budgeted in Parking & Transportation

Performance Measures

Arrests – Group A			Arrests – Group B		
	2021 *	2022		2021 *	2022
Homicide, Non-Negligent Manslaughter, Negligent Manslaughter	2	0	Bad Checks	6	10
Kidnapping	3	1	Curfew/ Loitering/ Vagrancy	4	2
Forcible/ Non-Forcible Sex Offenses	39	27	Disorderly Conduct	59	71
Robbery	1	2	Driving Under the Influence	85	98
Aggravated Assaults	27	28	Drunkenness	106	115
Simple Assaults/ Intimidation	279	325	Family Offenses, Nonviolent	5	20
Arson	2	2	Liquor Law Violations	37	26
Extortion / Blackmail	3	8	Runaway	7	14
Burglary	11	14	Trespass of Real Property	62	45
Larceny	303	262	All Other Offenses (Except Traffic)	321	296
MV Theft	17	18			
Counterfeiting/ Forgery	6	11	Totals	692*	697
Fraud	122	133			
Embezzlement	1	4	Total Arrests Made in Both Groups A & B		
Stolen Property	8	13	Calendar 2021*	Calendar 2022*	
Damage/ Vandalism	157	166	1754*	1780	
Drug/ Narcotics	69	52			
Pornography	8	14			
Gambling	0	0			
Prostitution	0	0			
Bribery	0	0			
Weapons Violations	4	3			
Totals	1062	1083			

Calls for Service

Calendar 2021*	Calendar 2022*
35,589*	45,092

Total Motor Vehicle Stops

Calendar 2021*	Calendar 2022
6,414*	8,723

* Statistics reflect COVID-19 measures and are not indicative of normal police activity.

2023-2024 BUDGETED POSITION AND SALARY DETAIL

POLICE DEPARTMENT		STEP	POSITION	SALARY
1	Contract	Contract	CHIEF	158,578
2	Contract	Contract	DEPUTY CHIEF	142,525
3	PPROA	2 to 3	CAPTAIN	107,551
4	PPROA	1 to 2	CAPTAIN-DETECTIVE	107,201
5	PPROA	5 to 6	LIEUTENANT - DETECTIVE- ICAC*	102,242
6	PPROA	3 to 4	LIEUTENANT	99,636
7	PPROA	2 to 3	LIEUTENANT	98,555
8	PPROA	2 to 3	LIEUTENANT	98,539
9	PPROA	1 to 2	LIEUTENANT	98,219
10	PPROA	7	SERGEANT	94,651
11	PPROA	7	SERGEANT	94,651
12	PPROA	3 to 4	SERGEANT	91,514
13	PPROA	3 to 4	SERGEANT	91,252
14	PPROA	3 to 4	SERGEANT	91,171
15	PPROA	2 to 3	SERGEANT-DETECTIVE	90,227
16	PPROA	2 to 3	SERGEANT	90,206
17	PPROA	2 to 3	SERGEANT	90,203
18	PPROA	1 to 2	SERGEANT	89,691
19	PPROA	UNFUNDED	CAPTAIN	0
20	PPROA	UNFUNDED	SERGEANT	0
			TOTAL RANKING	1,836,613

* Lt. for ICAC 100% ICAC grant funded

1	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
2	PPPU NEPBA Local 11	MASTER IV	OFFICER-TRAINING	76,466
3	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
4	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
5	PPPU NEPBA Local 11	MASTER IV	PATROL	76,466
6	PPPU NEPBA Local 11	MASTER IV	DETECTIVE-ICAC***	76,466
7	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
8	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
9	PPPU NEPBA Local 11	MASTER IV	DETECTIVE	76,466
10	PPPU NEPBA Local 11	MASTER II	DETECTIVE	71,784
11	PPPU NEPBA Local 11	MASTER	PATROL	69,863
12	PPPU NEPBA Local 11	MASTER	PATROL	69,863
13	PPPU NEPBA Local 11	MAX II	PATROL **	67,426
14	PPPU NEPBA Local 11	MAX II	PATROL	67,426
15	PPPU NEPBA Local 11	MAX I	PATROL	64,989
16	PPPU NEPBA Local 11	MAX I	PATROL	64,989
17	PPPU NEPBA Local 11	MAX I	PATROL	64,989
18	PPPU NEPBA Local 11	MAX I	PATROL	64,989
19	PPPU NEPBA Local 11	MAX I	PATROL	64,989
20	PPPU NEPBA Local 11	5 to MAX I	DETECTIVE	64,830
21	PPPU NEPBA Local 11	5	PATROL	63,403
22	PPPU NEPBA Local 11	5	PATROL	63,403
23	PPPU NEPBA Local 11	5	PATROL	63,403
24	PPPU NEPBA Local 11	5	PATROL	63,403
25	PPPU NEPBA Local 11	5	PATROL	63,403
26	PPPU NEPBA Local 11	4 TO 5	PATROL	63,088
27	PPPU NEPBA Local 11	4 TO 5	PATROL	63,088
28	PPPU NEPBA Local 11	4 TO 5	PATROL	62,532
29	PPPU NEPBA Local 11	5	PATROL	63,403
30	PPPU NEPBA Local 11	5	PATROL	63,403
31	PPPU NEPBA Local 11	5	PATROL	63,403
32	PPPU NEPBA Local 11	5	PATROL	63,403
33	PPPU NEPBA Local 11	4 TO 5	PATROL	61,225
34	PPPU NEPBA Local 11	5	PATROL	63,403
35	PPPU NEPBA Local 11	3 TO 4	PATROL	60,055

2023-2024 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
POLICE DEPARTMENT			
36	3 TO 4	PATROL	59,275
37	3 TO 4	PATROL	59,275
38	4 TO 5	PATROL	61,737
39	3 TO 4	PATROL	58,729
40	3 TO 4	PATROL	58,231
41	2 TO 3	PATROL	57,628
42	2 TO 3	PATROL	57,628
43	2 TO 3	PATROL	57,628
44	2 TO 3	PATROL	55,964
45	2 TO 3	PATROL	55,964
46	2 TO 3	PATROL	55,624
47	2 TO 3	PATROL	55,624
48	2 TO 3	PATROL	56,762
49	2 TO 3	PATROL	56,762
50	2 TO 3	PATROL	56,762
51	2 TO 3	DETECTIVE	56,762
52	2 TO 3	DETECTIVE	56,762
TOTAL NON-RANKING PERSONNEL			3,345,465
FY24 PROJECTED GRANT/EXTERNAL FUNDING			(212,640)
TOTAL SWORN PERSONNEL			4,969,438

** Officer split between Police and School Department

*** Detective 80% ICAC grant funded

1	PMA Grade 17	F	IT MANAGER	95,633
2	PPCEA	8	OFFICE MANAGER - DETECTIVES	67,116
3	NON GRADE 18	F	OPERATIONS MANAGER	100,380
4	NON GRADE 13	E to F	EXECUTIVE ASSISTANT	78,210
5	PPCEA	8	ADMINISTRATIVE CLERK	52,920
6	PPCEA	LEAD	DISPATCHER	70,592
7	PPCEA	4 to 5	DISPATCHER	57,320
8	PPCEA	6	ANIMAL CONTROL OFFICER	51,170
9	PPCEA	4	OFFICE MANAGER - LEGAL	58,530
10	NON GRADE 13	D to E	ACCREDITATION MANAGER	75,112
11	PPCEA	5	IT ADMINISTRATOR	74,840
12	NON GRADE 11	B to C	OPERATIONS ADMINISTRATOR	62,730
13	NON GRADE 11	E	BUSINESS OFFICE ASSISTANT	70,860
14	PPCEA	3 to 4	DISPATCHER	55,762
15	PPCEA	3 to 4	OFFICE MANAGER-RECORDS	57,490
16	PPCEA	2 to 3	DISPATCHER	53,065
17	PPCEA	2 to 3	DISPATCHER	52,524
18	PPCEA	2 to 3	DISPATCHER	52,524
19	PPCEA	2 to 3	DISPATCHER	52,524
20	PPCEA	LEAD	DISPATCHER	70,592
21	PPCEA	LEAD	DISPATCHER	70,592
22	PMA Grade 17	B TO C	COMMUNICATIONS MANAGER	83,823
23	PPCEA	2 to 3	CRIME ANALYST/PATROL SUPPORT	49,785
24	PPCEA	2 to 3	DISPATCHER #10 - Request (delay hire 4/1/24)	13,131
25	PPCEA-New	1	SOCIAL WORKER - Request (delay hire 10/1/23)	53,040
26	PPCEA	UNFUNDED	DISPATCHER #11	0
27	PPCEA	UNFUNDED	DISPATCHER #12	0
28	PPCEA	UNFUNDED	ACCOUNTING CLERK	0
29	PPCEA	UNFUNDED GRANT	LEGAL SECRETARY - ICAC ADM	0
30	NON GRADE 7	MOVED TO LEGAL DEPT FY24	VICTIM WITNESS ADVOCATE	0
FY24 PROJECTED GRANTS/EXTERNAL FUNDING			0	

2023-2024 BUDGETED POSITION AND SALARY DETAIL

POLICE DEPARTMENT	STEP	POSITION	SALARY
		TOTAL FULL-TIME CIVILIANS	1,580,262
PPCEA	n/a	PT AUTO MAINTENANCE	28,020
NON GRADE 7	E	EVIDENCE TECH 2	39,099
NON GRADE 7	C to D	EVIDENCE TECH 1	47,603
	n/a	AUXILIARY POLICE	41,522
	n/a	PT DISPATCHER - On call	15,425
	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
		FY24 PT PROJECTED GRANT/EXTERNAL FUNDING	0
		TOTAL PART-TIME CIVILIAN	171,669
		TOTAL CIVILIAN PERSONNEL	1,751,930
		TOTAL ALL PERSONNEL	6,721,369

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
POLICE DEPARTMENT					
BENEFITS					
01-740-104-00-110-412					
011061	INSURANCE REIMBURSEMENT	12,000	9,980	12,250	18,250
016001	LEAVE AT TERMINATION	180,203	180,203	180,203	180,203
021001	INSURANCE-HEALTH	1,654,004	1,654,004	1,642,046	1,676,529
021101	INSURANCE-DENTAL	129,566	111,156	130,252	129,150
021501	INSURANCE-LIFE	11,972	8,835	12,707	12,881
021601	INSURANCE-DISABILITY	2,155	1,902	2,381	2,702
021602	INSURANCE-AD&D	144	157	163	125
022001	SOCIAL SECURITY	-	143	-	-
022501	MEDICARE	-	144	-	-
026002	INSURANCE-WORKERS COMP	126,138	126,138	133,655	151,317
Police Department Benefits		2,116,182	2,092,663	2,113,657	2,171,157
DETECTIVE DIVISION					
01-740-510-13-110-412					
011001	REGULAR SALARIES	61,696	62,126	64,535	120,156
011041	SALARIES UNIFORM PERSONNE	941,504	996,176	1,083,898	963,683
011063	SHIFT DIFFERENTIAL	-	526	-	-
012001	PART TIME SALARIES	67,087	42,623	76,804	86,702
014041	OVERTIME	105,573	84,834	110,411	110,411
015001	LONGEVITY	13,375	11,114	14,862	11,620
017001	HOLIDAY PREMIUM PAY	43,782	43,298	50,108	44,767
018034	EDUCATION STIPEND	16,412	13,875	17,930	17,417
018042	SPECIAL DETAIL	37,845	31,814	36,674	33,043
022001	SOCIAL SECURITY	8,187	6,679	8,957	13,024
022501	MEDICARE	19,412	18,022	21,872	20,895
023001	RETIREMENT	14,341	10,491	15,613	23,044
023002	RET-POLICE OFFICER	408,831	396,591	462,116	385,043
034203	COMPUTER/SOFTWARE MAINT	-	2,364	-	-
039001	PROFESSIONAL SERVICES	1,461	2,162	1,476	2,000
054050	TRAINING	6,064	9,606	6,125	6,125
055050	PRINTING	152	1,509	153	500
056001	DUES PROFESSIONAL ORGANIZ	618	765	624	624
057101	TRAVEL AND CONFERENCE	5,050	6,113	5,100	5,100
061002	MISCELLANEOUS SUPPLIES	4,303	6,649	4,346	4,346
062001	OFFICE SUPPLIES	2,135	1,801	2,156	1,600
062007	COMPUTER/PRINTER SUPPLIES	3,149	5,190	3,181	3,181
067001	BOOKS & PERIODICALS	677	306	684	684
068001	CLOTHING ALLOWANCE	11,709	11,809	13,343	12,427
068002	CLOTHING	337	1,842	341	340
074001	EQUIPMENT	4,871	11,312	9,920	7,920
074003	SOFTWARE	-	3,618	-	2,000
075001	FURNITURE AND FIXTURES	1,178	6,108	1,190	1,190
091006	TRANSFER FR SCHOOL	-	(49,225)	-	-
BIS		1,779,749	1,740,097	2,012,419	1,877,842
GENERAL PATROL					
01-740-520-15-110-412					
011041	SALARIES UNIFORM PERSONNE	3,199,266	2,879,001	3,362,308	3,429,996
011063	SHIFT DIFFERENTIAL	13,048	13,199	13,848	13,848
014041	OVERTIME	184,762	232,485	193,228	193,228
014042	O/T-EDUCATION	-	182	-	-
015001	LONGEVITY	14,891	14,776	14,486	10,819
017001	HOLIDAY PREMIUM PAY	141,414	129,776	148,528	151,443
018034	EDUCATION STIPEND	56,774	55,963	58,877	62,637
018042	SPECIAL DETAIL	2,272	8,323	2,592	5,004
022001	SOCIAL SECURITY	-	16	-	-
022501	MEDICARE	52,496	46,709	55,098	56,216
023001	RETIREMENT	-	1,279	-	-
023002	RET-POLICE OFFICER	1,226,601	1,127,852	1,287,395	1,212,718
039001	PROFESSIONAL SERVICES	1,010	-	3,020	-
054050	TRAINING	12,120	19,036	17,242	17,242
055050	PRINTING	3,072	3,824	3,103	2,103
056001	DUES PROFESSIONAL ORGANIZ	1,010	415	1,020	1,020

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
057101	TRAVEL AND CONFERENCE	10,100	15,220	10,201	10,201
061002	MISCELLANEOUS SUPPLIES	8,080	7,868	8,161	7,161
062001	OFFICE SUPPLIES	1,153	530	1,165	2,165
062007	COMPUTER/PRINTER SUPPLIES	3,535	2,710	3,570	3,570
067001	BOOKS & PERIODICALS	505	446	510	510
068001	CLOTHING ALLOWANCE	42,483	39,561	45,950	46,921
068002	CLOTHING	7,423	28,298	7,497	9,497
074001	EQUIPMENT	17,123	44,175	27,294	27,294
075001	FURNITURE AND FIXTURES	2,575	3,785	2,601	2,601
091005	TRANSFER FROM PARKING	(60,000)	(60,000)	(60,000)	(60,000)
Patrol		4,941,713	4,615,429	5,207,694	5,206,194
ANIMAL CONTROL					
01-740-520-16-110-412					
011001	REGULAR SALARIES	46,359	46,394	49,202	51,170
014041	OVERTIME	354	66	361	361
015001	LONGEVITY	375	375	438	492
022001	SOCIAL SECURITY	2,979	2,788	3,145	3,271
022501	MEDICARE	686	653	725	754
023001	RETIREMENT	6,606	6,598	6,979	6,990
023002	RET-POLICE OFFICER	-	22	-	-
039001	PROFESSIONAL SERVICES	1,010	-	1,020	520
054050	TRAINING	1,023	430	1,033	533
056001	DUES PROFESSIONAL ORGANIZ	-	60	-	50
057101	TRAVEL AND CONFERENCE	-	32	-	50
061002	MISCELLANEOUS SUPPLIES	123	195	123	124
068001	CLOTHING ALLOWANCE	743	713	743	736
068002	CLOTHING	112	-	114	114
074001	EQUIPMENT	2,591	16	2,617	1,617
Animal Control		62,961	58,343	66,500	66,782
AUXILIARY					
01-740-520-17-110-412					
012001	PART TIME SALARIES	39,123	21,968	41,522	41,522
014041	OVERTIME	1,000	3,253	1,046	1,046
018042	SPECIAL DETAIL	3,750	1,750	3,750	3,750
022001	SOCIAL SECURITY	2,720	910	2,869	2,872
022501	MEDICARE	636	286	671	672
023002	RET-POLICE OFFICER	-	297	-	-
054050	TRAINING	1,688	200	1,704	1,704
057101	TRAVEL AND CONFERENCE	101	162	102	102
068002	CLOTHING	3,373	410	3,406	2,000
074001	EQUIPMENT	1,253	13,410	1,266	1,266
Auxiliary		53,644	42,646	56,336	54,934
PATROL CANINE					
01-740-520-18-110-412					
014041	OVERTIME	4,037	11,258	4,222	4,222
014042	O/T-EDUCATION	-	416	-	-
018042	SPECIAL DETAIL	26,639	20,044	26,585	25,046
022501	MEDICARE	445	440	447	424
023001	RETIREMENT	-	5	-	-
023002	RET-POLICE OFFICER	10,393	10,767	10,437	9,155
039001	PROFESSIONAL SERVICES	4,423	4,656	4,467	5,000
054050	TRAINING	1,717	1,450	1,734	1,734
056001	DUES PROFESSIONAL ORGANIZ	374	50	377	377
057101	TRAVEL AND CONFERENCE	-	64	-	-
061002	MISCELLANEOUS SUPPLIES	2,823	1,059	2,851	3,851
068002	CLOTHING	255	-	258	500
074001	EQUIPMENT	6,205	9,881	6,267	6,267
Canine		57,311	60,090	57,645	56,576

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
EMERGENCY RESPONSE TEAM					
01-740-520-19-110-412					
014041	OVERTIME	27,833	21,109	29,108	29,108
014042	O/T-EDUCATION	-	129	-	-
022001	SOCIAL SECURITY	-	6	-	-
022501	MEDICARE	404	296	422	422
023001	RETIREMENT	-	16	-	-
023002	RET-POLICE OFFICER	9,430	7,163	9,862	9,105
056001	DUES PROFESSIONAL ORGANIZ	6,060	5,000	6,120	6,120
057101	TRAVEL AND CONFERENCE	101	654	102	-
061002	MISCELLANEOUS SUPPLIES	101	2,251	102	-
074001	EQUIPMENT	10,868	16,063	10,976	10,976
ERT		54,797	52,687	56,692	55,731
FIELD TRAINING OFFICER					
01-740-520-26-110-412					
014041	OVERTIME	10,404	7,543	10,881	10,881
022501	MEDICARE	151	105	158	158
023001	RETIREMENT	-	2	-	-
023002	RET-POLICE OFFICER	3,525	2,556	3,686	3,403
054050	TRAINING	-	-	-	2,000
057101	TRAVEL AND CONFERENCE	1,061	371	1,072	1,575
061002	MISCELLANEOUS SUPPLIES	198	-	200	200
062001	OFFICE SUPPLIES	-	-	-	-
067001	BOOKS & PERIODICALS	393	-	397	397
FTO		15,732	10,577	16,394	18,614
EXPLORERS					
01-740-520-27-110-412					
014041	OVERTIME	2,101	-	2,197	2,197
022501	MEDICARE	30	-	32	32
023002	RET-POLICE OFFICER	712	-	745	687
054050	TRAINING	-	570	-	1,000
068002	CLOTHING	1,515	1,637	1,530	1,530
EXP		4,358	2,207	4,504	5,446

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
DISPATCH					
01-740-530-00-110-412					
011001	REGULAR SALARIES	624,791	400,278	600,413	632,447
011063	SHIFT DIFFERENTIAL	27,878	16,582	27,891	27,331
012001	PART TIME SALARIES	14,535	10,813	14,833	15,425
014041	OVERTIME	86,088	390,584	87,853	87,853
015001	LONGEVITY	1,608	1,447	1,750	219
018032	TRAINING STIPEND	2,611	6,764	2,612	2,560
018034	EDUCATION STIPEND	-	1,667	1,701	1,786
022001	SOCIAL SECURITY	47,590	44,267	46,026	48,051
022501	MEDICARE	11,020	11,691	10,687	11,159
023001	RETIREMENT	104,814	95,279	101,544	102,043
023002	RET-POLICE OFFICER	-	17,485	-	-
023003	RET-FIREFIGHTER	-	13,533	-	-
034101	PAGERS	559	-	564	1,000
034103	TELEPHONE	30,468	41,979	30,773	40,773
034104	CELLULAR PHONES	26,135	27,622	30,396	31,356
034203	COMPUTER/SOFTWARE MAINT	73,710	81,665	74,447	74,447
039001	PROFESSIONAL SERVICES	2,626	-	2,652	2,652
043012	REPAIRS-COMMUNICATION	1,975	250	1,995	1,995
043018	REPAIRS-EQUIPMENT	3,096	3,797	3,127	3,127
054050	TRAINING	4,986	1,531	5,036	5,036
055050	PRINTING	-	12	-	-
056001	DUES PROFESSIONAL ORGANIZ	1,228	440	1,240	1,240
057101	TRAVEL AND CONFERENCE	4,950	1,072	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	808	5,101	816	1,000
061003	MEETING SUPPLIES	202	-	204	204
062001	OFFICE SUPPLIES	551	439	556	556
062006	MOTOROLA POTABLE BATTERIE	8,948	2,380	9,037	9,037
062007	COMPUTER/PRINTER SUPPLIES	1,558	3,558	1,574	1,574
067001	BOOKS & PERIODICALS	101	-	102	102
068001	CLOTHING ALLOWANCE	7,577	4,276	6,996	7,178
068002	CLOTHING	1,212	1,695	1,224	1,224
074001	EQUIPMENT	3,903	5,819	6,442	6,442
075001	FURNITURE AND FIXTURES	2,386	-	2,409	2,409
TOTAL		1,097,914	1,192,028	1,079,900	1,125,226

ADMINISTRATION
01-740-610-00-110-412

011001	REGULAR SALARIES	396,369	389,021	430,640	485,797
011041	SALARIES UNIFORM PERSONNE	348,183	325,193	391,246	400,739
012001	PART TIME SALARIES	26,391	20,454	26,939	28,020
012041	COMMISSIONER STIPEND	3,600	3,400	3,600	3,600
014041	OVERTIME	60,576	53,246	62,998	62,998
015001	LONGEVITY	6,730	6,030	6,521	7,788
017001	HOLIDAY PREMIUM PAY	8,646	8,094	10,468	4,401
018030	STIPEND	4,500	5,500	5,000	5,000
018034	EDUCATION STIPEND	4,884	4,289	7,616	7,840
022001	SOCIAL SECURITY	26,802	28,919	32,864	33,293
022501	MEDICARE	12,241	12,420	14,457	14,622
023001	RETIREMENT	56,439	63,685	70,137	68,279
023002	RET-POLICE OFFICER	139,561	136,156	158,219	147,467
034203	COMPUTER/SOFTWARE MAINT	12,533	15,986	12,659	12,659
039001	PROFESSIONAL SERVICES	14,948	29,085	15,097	18,117
043018	REPAIRS-EQUIPMENT	682	-	689	689
044002	RENTAL OTHER EQUIPMENT	1,854	1,623	1,873	1,873
044006	PRINTING LEASE/MAINT	9,652	8,454	9,748	9,748
053001	ADVERTISING	1,010	139	1,020	520
054050	TRAINING	20,889	15,361	21,098	21,098
055050	PRINTING	2,440	587	2,464	2,464
056001	DUES PROFESSIONAL ORGANIZ	7,050	6,876	7,120	7,120
057101	TRAVEL AND CONFERENCE	11,972	11,175	12,092	12,092
057103	COURT MILEAGE	-	144	-	-
061002	MISCELLANEOUS SUPPLIES	5,353	12,612	5,407	5,407

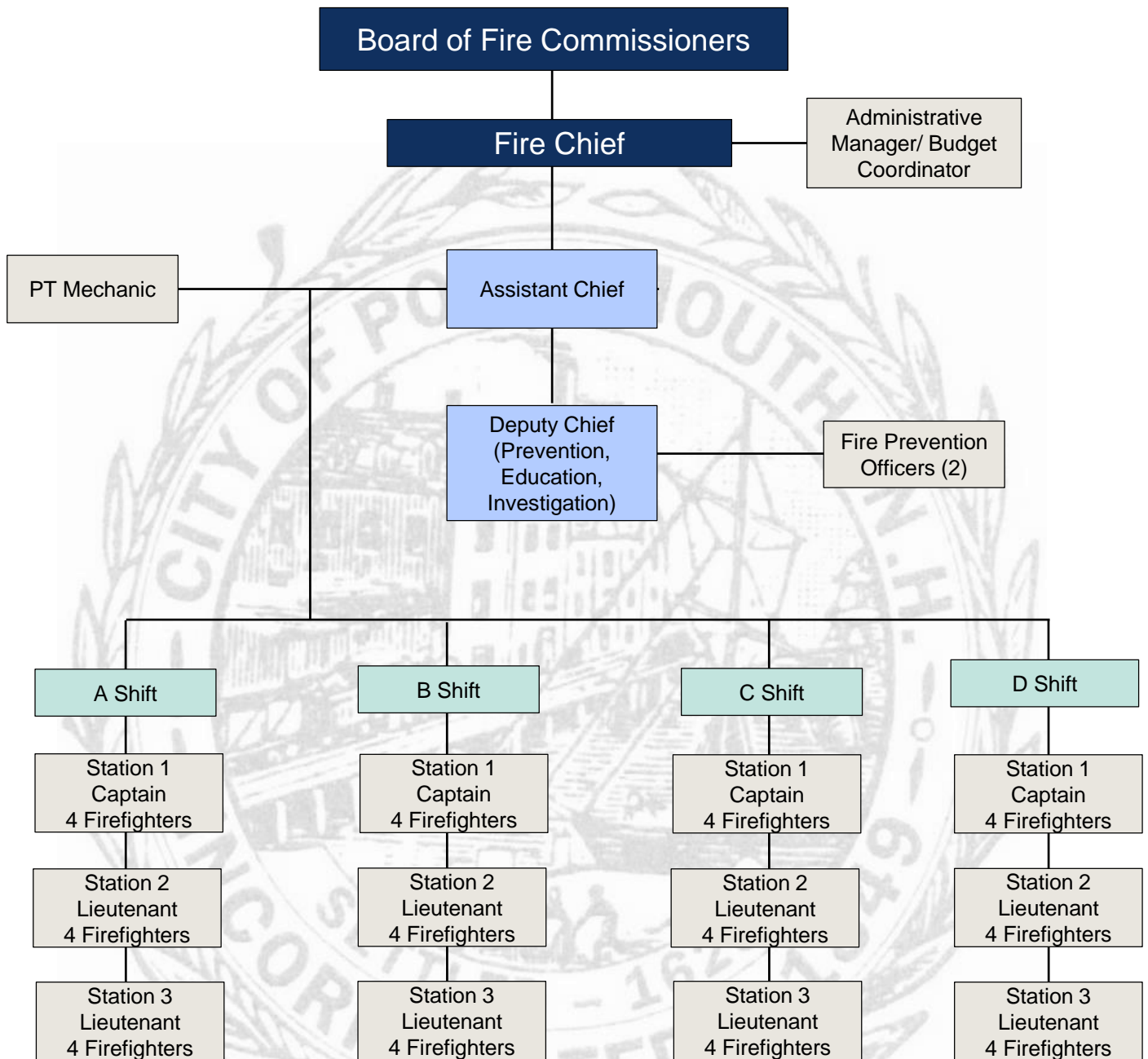
		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
061003	MEETING SUPPLIES	808	1,864	816	816
062001	OFFICE SUPPLIES	4,704	3,041	4,751	4,751
062007	COMPUTER/PRINTER SUPPLIES	3,687	646	3,724	3,724
062010	COPYING SUPPLIES	2,558	1,600	2,583	3,583
062501	POSTAGE	6,060	4,373	6,121	6,121
063501	GASOLINE	-	408	-	-
067001	BOOKS & PERIODICALS	5,050	3,712	5,101	5,101
068001	CLOTHING ALLOWANCE	2,901	2,901	3,079	3,079
068002	CLOTHING	-	1,478	-	500
069004	CHIEF'S EXPENSE	2,020	2,387	2,040	2,040
072006	CONSTRUCTION	-	445	-	-
074001	EQUIPMENT	3,336	11,422	3,370	2,370
075001	FURNITURE AND FIXTURES	2,887	3,612	2,916	2,916
081031	FEMA REIMBURSEMENT	-	-	-	-
Administration		1,217,316	1,196,336	1,344,473	1,396,632
FLEET MAINTENANCE					
01-740-610-06-110-412					
043010	REPAIRS-VEHICLE BY OUTSID	39,113	17,371	51,355	51,355
063001	TIRES AND BATTERIES	9,830	7,671	9,928	9,928
063501	GASOLINE	70,700	138,821	91,910	91,910
066001	VEHICLE REPAIRS	4,040	2,152	4,080	4,080
066002	VEHICLE OUTFIT	15,161	35,355	15,313	15,313
Fleet Maintenance		138,844	201,371	172,586	172,586
PERSONNEL AND TRAINING					
01-740-610-08-110-412					
011001	REGULAR SALARIES	52,324	44,604	56,598	62,730
011041	SALARIES UNIFORM PERSONNE	169,387	136,563	163,282	175,021
014041	OVERTIME	11,772	10,388	12,311	12,311
014042	O/T-EDUCATION	95,960	102,285	129,709	160,384
014067	O/T BACKGROUND INVESTIGAT	11,151	9,811	11,662	11,662
015001	LONGEVITY	2,914	942	1,101	1,817
017001	HOLIDAY PREMIUM PAY	7,492	6,905	7,309	7,735
018034	EDUCATION STIPEND	3,420	3,759	3,449	2,982
018042	SPECIAL DETAIL	2,103	1,703	2,592	2,592
022001	SOCIAL SECURITY	4,053	2,619	3,769	3,889
022501	MEDICARE	5,173	4,408	5,626	6,340
023001	RETIREMENT	7,535	6,478	7,958	8,487
023002	RET-POLICE OFFICER	102,717	92,109	110,856	117,145
034203	COMPUTER/SOFTWARE MAINT	3,030	445	3,060	3,060
039001	PROFESSIONAL SERVICES	1,010	12,440	11,020	6,720
039009	PROF/SERV-HIRING	14,140	19,744	14,281	14,281
044002	RENTAL OTHER EQUIPMENT	-	1,200	-	-
053001	ADVERTISING	1,010	9,032	1,020	2,020
054050	TRAINING	15,108	24,761	15,259	15,259
055050	PRINTING	-	535	-	-
056001	DUES PROFESSIONAL ORGANIZ	635	75	641	641
057101	TRAVEL AND CONFERENCE	2,020	615	2,040	4,040
061002	MISCELLANEOUS SUPPLIES	5,050	17,728	5,104	4,100
061003	MEETING SUPPLIES	265	-	268	268
062001	OFFICE SUPPLIES	505	769	510	510
062007	COMPUTER/PRINTER SUPPLIES	808	209	816	816
067001	BOOKS & PERIODICALS	202	112	204	204
068001	CLOTHING ALLOWANCE	1,830	1,930	1,943	1,943
068002	CLOTHING	2,072	3,873	2,093	3,093
074001	EQUIPMENT	47,586	42,106	48,062	48,062
074003	SOFTWARE	505	-	510	510
075001	FURNITURE AND FIXTURES	1,616	230	1,632	1,632
Personnel and Training		573,393	558,378	624,685	680,254

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
AUTOMATED INFORMATION SYSTEMS					
01-740-610-10-110-412					
011001	REGULAR SALARIES	149,080	147,794	159,513	170,473
014041	OVERTIME	1,853	4	1,891	1,891
015001	LONGEVITY	1,333	1,333	1,361	1,744
022001	SOCIAL SECURITY	9,456	8,542	10,091	10,795
022501	MEDICARE	2,211	1,998	2,360	2,525
023001	RETIREMENT	21,811	21,051	22,885	23,557
034203	COMPUTER/SOFTWARE MAINT	131,356	127,629	200,969	180,182
039001	PROFESSIONAL SERVICES	253	1,473	255	255
043018	REPAIRS-EQUIPMENT	808	14,411	816	816
054050	TRAINING	7,438	800	7,513	7,513
055050	PRINTING	-	24	-	-
056001	DUES PROFESSIONAL ORGANIZ	202	-	204	204
057101	TRAVEL AND CONFERENCE	2,020	-	2,040	2,040
061002	MISCELLANEOUS SUPPLIES	128	2,351	129	129
061003	MEETING SUPPLIES	-	-	-	-
062001	OFFICE SUPPLIES	-	350	-	-
062007	COMPUTER/PRINTER SUPPLIES	5,050	10,742	5,101	5,101
067001	BOOKS & PERIODICALS	101	25	102	102
074001	EQUIPMENT	2,020	4,616	2,040	2,040
074003	SOFTWARE	1,655	4,648	1,671	1,671
075001	FURNITURE AND FIXTURES	505	191	510	510
AIS		337,280	347,981	419,451	411,548
COMMUNITY RELATIONS					
01-740-610-11-110-412					
011041	SALARIES UNIFORM PERSONNE	-	-	-	-
014041	OVERTIME	10,404	2,943	10,881	10,881
022001	SOCIAL SECURITY	-	7	-	-
022501	MEDICARE	151	41	158	158
023001	RETIREMENT	-	16	-	-
023002	RET-POLICE OFFICER	3,525	960	3,686	3,403
061002	MISCELLANEOUS SUPPLIES	919	9,308	929	928
061003	MEETING SUPPLIES	-	-	-	-
CR		14,999	13,274	15,654	15,370
RECORDS DIVISION					
01-740-610-12-110-412					
011001	REGULAR SALARIES	63,238	55,751	52,673	57,490
014041	OVERTIME	675	108	689	689
015001	LONGEVITY	1,233	-	-	-
022001	SOCIAL SECURITY	4,179	3,356	3,308	3,607
022501	MEDICARE	977	789	774	844
023001	RETIREMENT	9,476	7,705	7,503	7,872
034203	COMPUTER/SOFTWARE MAINT	621	-	627	627
039001	PROFESSIONAL SERVICES	3,196	7,397	3,228	3,228
043018	REPAIRS-EQUIPMENT	510	-	515	515
054050	TRAINING	510	713	515	515
055050	PRINTING	-	12	-	-
056001	DUES PROFESSIONAL ORGANIZ	-	150	-	-
061002	MISCELLANEOUS SUPPLIES	771	64	780	779
062001	OFFICE SUPPLIES	510	1,007	515	515
062007	COMPUTER/PRINTER SUPPLIES	1,278	561	1,291	1,291
067001	BOOKS & PERIODICALS	128	-	129	129
075001	FURNITURE AND FIXTURES	-	-	-	-
Records		87,302	77,614	72,547	78,101
POLICE		Total	12,553,495	12,261,722	13,321,137
					13,392,993



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Fire Department



Mission

Provide quality emergency, life safety and prevention services for our citizens, businesses and visitors, with the highest level of valor, integrity, commitment, teamwork and community involvement.

Vision

The vision of the Portsmouth Fire Department is to be a recognized leader in the fire service, respected by our citizens for anticipating and responding to their ever changing needs. The department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer services and satisfaction in a professional and caring manner.



Fire Department

Services Overview

- ✓ Fire Protection & Suppression
- ✓ Emergency Medical Services
- ✓ Hazardous Materials and Disaster Response
- ✓ Marine and Waterfront Fire and Medical Response
- ✓ Community Services
- ✓ Community Risk Reduction
- ✓ Emergency Management



Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Fire Chief	1	1	1
Assistant Chief	1	1	1
Deputy Fire Chief	1	1	1
Fire Prevention Officer	2	2	2
Administrative Manager/ Budget Coordinator	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter/ Paramedic	24	24	25
Firefighter/ Advanced EMT	20	22	22
Firefighter/ EMT	4	2	1
Totals Full Time	66.00	66.00	66.00
Positions Part-Time	FY22	FY23	FY24
P/T Admin Clerk	1	0	0
P/T Mechanic	1	1	1
Totals Part Time	2.00	1.00	1.00

Department Budget Comments

The FY24 Fire Department requested budget is \$10,460,307. This is an increase of \$104,822 or a 1.01% over FY23.

The most relative impacts to the budget are increases in utility costs, and contracted services and increase in coverage accounts (ET, DL, WC, Recall.), and step increases per adopted collective bargaining agreements.

This recommended budget:

- 1) Strengthens and ensures the reliable delivery of essential emergency and non-emergency services, and
- 2) Continues to enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement.
- 3) Maintains current level of service and facilities

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
FIRE DEPARTMENT				
SALARIES	4,201,630	3,931,959	4,472,043	4,481,696
PART-TIME SALARIES	49,419	21,312	21,227	20,000
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
OVERTIME	709,500	1,054,626	805,980	872,780
HOLIDAY	158,570	146,058	168,523	168,178
LONGEVITY	32,577	29,711	31,292	29,702
CERTIFICATION STIPENDS	348,704	308,830	382,939	356,970
RETIREMENT	1,792,086	1,790,980	1,921,043	1,784,844
HEALTH INSURANCE	1,086,917	1,086,917	1,061,916	1,084,216
DENTAL INSURANCE	72,939	67,557	73,169	75,876
INSURANCE REIMBURSEMENT	100,924	86,152	100,924	118,830
LEAVE AT TERMINATION	170,084	170,084	170,084	170,084
WORKERS' COMPENSATION	361,577	360,341	383,534	415,848
LIFE AND DISABILITY	20,226	18,087	23,401	23,575
OTHER BENEFITS	132,433	121,203	136,439	137,572
TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
<i>Contractual Obligations</i>	<i>9,216,186</i>	<i>9,172,419</i>	<i>9,731,114</i>	<i>9,718,771</i>
TRAINING/EDUCATION/CONFERENCES	31,000	33,210	34,400	66,914
ELECTRICITY	48,000	46,038	48,000	55,000
NATURAL GAS	38,267	28,398	39,415	40,597
GASOLINE	58,000	58,401	75,400	75,400
CONTRACTED SERVICES	54,767	61,886	55,555	56,384
PROFESSIONAL ORGANIZATION DUES	13,901	12,761	13,901	13,901
OTHER OPERATING	356,300	399,438	357,700	433,340
<i>Other Operating</i>	<i>600,235</i>	<i>640,133</i>	<i>624,371</i>	<i>741,536</i>
TOTAL	9,816,421	9,812,552	10,355,485	10,460,307

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.
- Collaboration with US Coast Guard and other agencies on River



Community Services-

- Investigation and safety services – through on-duty and staff personnel.
- Includes, but not limited to, wires down, odor investigations, burn permits, burst pipes, flooded basements, lift assists and evaluation of minor medical issues.

Community Risk Reduction -

- Life safety, fire education, occupancy inspection, fire code enforcement, fire investigation services – one (1) Deputy Fire Chief, two (2) Fire Prevention Officers.



Emergency Management-

- Local and regional emergency preparedness, response, recovery and mitigation for man-made and natural disasters.
- Radiological emergency response program (Seabrook Station) and regional health planning.
- Fire Chief serves as the Emergency Management Coordinator, support from department and City staff.

Goals and Objectives



Goal #1: The Department will strengthen reliable delivery of essential emergency and non-emergency services.

Objectives:

- ✓ Ensure that the deployment and distribution of personnel, apparatus and fire stations supports equal coverage to all areas of the city.
- ✓ Continue to utilize and train on innovative concepts and equipment to increase efficiency and reduce injuries.
- ✓ Strive to recruit and retain high quality, experienced personnel by offering competitive compensation packages and a positive work environment.



Performance Measurements:

Response Times (minutes)

<i>Performance</i>	Calendar Year 2020	Calendar Year 2021	Calendar Year 2022
Goal of 8 minutes or less for All Ambulance Incidents			
90% benchmark 9 minutes or less	94%	91.5%	94.3%
50% (average) 5 minutes or less	32.4%	33%	36.5%

Organization Goals Addressed:

- *Meet or Exceed State and Federal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses.*



Goal #2: The Department will enhance the safety of the city's citizens, property owners, workforce, and visitors through comprehensive education and code enforcement



Objectives:

- ✓ Conduct plans review on 100% of construction or renovation projects involving fire protection or fire alarm features.
- ✓ Implement fire and injury prevention initiatives through public education that focus on the City's high risk populations
- ✓ Ensure compliance with applicable fire and life safety laws, codes and standards through annual inspections of 100% of the City's place of assembly occupancies.

Performance Measurements:

<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
Contractor Consults – 693	Contractor Consults – 744	Contractor Consults - 872
Total Inspections – 790	Total Inspections – 826	Total Inspections - 1027

Citywide Goals Addressed:

- *Meet or Exceed State and Federal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses.*



Goal #3: The Department will provide effective, efficient and customer-centered services.

Objectives:

- ✓ Promote opportunities to receive honest input and feedback from citizens, business owners and elected officials on operations of the Department.
- ✓ Maintain interaction and relationships with at-risk members of our community.
- ✓ Identify process improvements and implement cost-saving changes.

Training and recertification hours of personnel:

2022 Performance 2894 hours of training and education, 7.9 hours daily

The Fire Department has modified shift schedule and software for tracking these activities and is committed to monitor and improve these metrics moving forward to improve safety of personnel, and better service delivery

Organizational Goal Addressed:

- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*
- *Protect the Community Through Fire and Crime Cessation and Prevention for its Residents and Businesses.*

Performance Measure

Overview of Activity – Fiscal Year 2023

Fire/Rescue Related Services – 2892
 Emergency Medical Services – 3635

FY23 BUDGETED POSITION AND SALARY DETAIL

<u>UNION</u>	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
FIRE DPEARTMENT			
<u>ADMINISTRATION</u>			
CONTRACT - GRADE 27	F/G	CHIEF	157,306
CONTRACT - PMA GRADE 23	E/F	ASSISTANT FIRE CHIEF	127,758
CONTRACT - PMA GRADE 22	H	DEPUTY FIRE CHIEF	128,157
NON UNION GRADE 15	G/H	ADMINISTRATIVE MANAGER	89,223
		TOTAL ADMINISTRATION	502,444
<u>FIRE OFFICERS</u>			
FIRE OFFICER	F/F-10	FIRE OFFICER/PARAMEDIC - CPT	88,125
FIRE OFFICER	F	FIRE OFFICER/PARAMEDIC - CPT	87,144
FIRE OFFICER	E/F	FIRE OFFICER/PARAMEDIC - CPT	82,962
FIRE OFFICER	F	FIRE OFFICER/PARAMEDIC - CPT	87,144
FIRE OFFICER	F	FIRE OFFICER/PARAMEDIC - CPT INSPECTOR	87,144
FIRE OFFICER	F	FIRE OFFICER/AEMT - CPT INSPECTOR	87,144
FIRE OFFICER	B/C	FIRE OFFICER/PARAMEDIC - LT	72,958
FIRE OFFICER	C	FIRE OFFICER/PARAMEDIC - LT	76,217
FIRE OFFICER	C	FIRE OFFICER/AEMT - LT	76,217
FIRE OFFICER	C-10	FIRE OFFICER/PARAMEDIC - LT	77,360
FIRE OFFICER	C	FIRE OFFICER/PARAMEDIC - LT	76,217
FIRE OFFICER	C-10	FIRE OFFICER/PARAMEDIC - LT	77,360
FIRE OFFICER	C	FIRE OFFICER/PARAMEDIC - LT	76,217
FIRE OFFICER	A/B	FIRE OFFICER/PARAMEDIC - LT	71,238
		TOTAL FIRE OFFICERS	1,123,450
<u>FIRE FIGHTERS</u>			
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	51,877
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	50,746
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	60,374
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	D/E	FIRE FIGHTER/AEMT	58,793
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	C/D	FIRE FIGHTER/PARAMEDIC	55,728
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	C/D	FIRE FIGHTER/PARAMEDIC	56,477
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	51,877
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	60,374
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/PARAMEDIC	54,243
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	52,587
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/BASIC	62,110
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	52,587
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974

FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	50,300
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	51,417
FIREFIGHTER	E/F	FIRE FIGHTER/PARAMEDIC	62,574
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	50,970
FIREFIGHTER	A/B	FIRE FIGHTER/PARAMEDIC	51,193
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	51,417
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	58,793
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	D/E	FIRE FIGHTER/PARAMEDIC	59,056
FIREFIGHTER	F	FIRE FIGHTER/PARAMEDIC	63,974
FIREFIGHTER	B/C	FIRE FIGHTER/AEMT	52,587
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	F	FIRE FIGHTER/AEMT	63,974
FIREFIGHTER	A/B	FIRE FIGHTER/AEMT	50,300
FIREFIGHTER	A/B	FIRE FIGHTER/PARAMEDIC	50,076
		TOTAL FIRE FIGHTERS	2,855,802
TOTAL FULL TIME			4,481,696
		P/T Mechanic	20,000
		P/T Fire Alarm	0
		P/T Administrative Asst.	0
TOTAL PART TIME			20,000
TOTAL DEPARTMENT			4,501,696

	FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
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FIRE DEPARTMENT

**FIRE FIGHTERS
01-741-570-00-125-414**

011041	SALARIES UNIFORM PERSONNE	3,753,356	3,481,730	3,988,325	3,979,252
012033	PT SALARIES-VEHICLE MAINT	20,000	15,609	20,000	20,000
014031	O/T EMERGENCY RECALL	120,000	352,859	158,980	200,780
014032	O/T EARNED TIME LV COVERA	455,000	544,462	505,000	530,000
014033	O/T DISABILITY LEAVE COVE	27,000	48,158	32,000	32,000
014034	O/T WORKERS COMP COVERAGE	25,000	43,665	30,000	30,000
014042	O/T-EDUCATION	80,000	65,483	80,000	80,000
015001	LONGEVITY	26,244	23,378	24,918	23,396
017001	HOLIDAY PREMIUM PAY	158,570	146,058	168,523	168,178
018031	CERTIFICATION STIPEND	348,704	308,830	382,939	356,970
021001	INSURANCE-HEALTH	978,225	978,225	955,724	975,794
021101	INSURANCE-DENTAL	66,736	61,974	66,736	69,205
021501	INSURANCE-LIFE	6,306	5,576	8,615	8,595
021601	INSURANCE-DISABILITY	11,635	10,363	12,364	12,336
022501	MEDICARE	73,310	70,484	78,777	79,208
023003	RET-FIREFIGHTER	1,654,541	1,654,725	1,775,710	1,645,681
036001	PROF SERVICE-CLEANING	15,767	19,429	16,555	17,384
039071	FIRE PREVENTION	3,000	4,528	3,000	5,000
054050	TRAINING	9,000	15,068	9,000	16,514
068001	CLOTHING ALLOWANCE	42,000	36,082	42,000	42,000
068003	PROTECTIVE CLOTHING	25,000	43,493	25,000	25,000
074001	EQUIPMENT	9,000	27,764	9,000	9,000
TOTAL		7,908,394	7,957,944	8,393,166	8,326,293

**AMBULANCE
01-741-580-00-125-414**

039003	PROF/SERVICES-LICENSING	2,500	2,778	2,500	3,250
043015	REPAIRS-FIRE EQUIPMENT	12,580	7,948	12,580	12,580
054050	TRAINING	13,000	15,000	16,400	41,400
061002	MISCELLANEOUS SUPPLIES	22,000	21,085	22,000	46,000
074001	EQUIPMENT	2,000	3,777	2,000	2,000
Ambulance		52,080	50,588	55,480	105,230

**FIRE ADMINISTRATION
01-741-610-00-125-414**

011001	REGULAR SALARIES	448,274	450,229	483,718	502,444
011061	INSURANCE REIMBURSEMENT	100,924	86,152	100,924	118,830
012001	PART TIME SALARIES	29,419	5,703	1,227	-
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600
014041	OVERTIME	2,500	-	-	-
015001	LONGEVITY	6,333	6,333	6,374	6,306
016001	LEAVE AT TERMINATION	170,084	170,084	170,084	170,084
021001	INSURANCE-HEALTH	108,692	108,692	106,192	108,422
021101	INSURANCE-DENTAL	6,203	5,583	6,433	6,671
021501	INSURANCE-LIFE	803	757	994	1,085
021601	INSURANCE-DISABILITY	1,482	1,391	1,428	1,559
022001	SOCIAL SECURITY	7,183	5,491	5,653	5,842
022501	MEDICARE	8,590	7,796	8,659	9,172
023001	RETIREMENT	14,076	11,339	12,143	12,262
023003	RET-FIREFIGHTER	123,469	124,916	133,190	126,901
026002	INSURANCE-WORKERS COMP	361,577	360,341	383,534	415,848
031001	PROF SERVICES-ENERGY CONT	38,000	39,133	38,000	38,000
034103	TELEPHONE	30,000	31,175	30,000	31,200
034104	CELLULAR PHONES	14,000	27,379	14,000	14,640
034206	SOFTWARE-ANNUAL MAINT	-	-	-	35,000
035001	PROF SERVICE-MEDICAL EXAM	3,000	14,164	3,000	7,000
039070	PROFESSIONAL SERVICES	1,000	3,325	1,000	1,000
041002	ELECTRICITY	48,000	46,038	48,000	55,000
041101	NATURAL GAS	38,267	28,398	39,415	40,597
041205	WATER /SEWER FEES	18,720	12,602	18,720	18,720
043001	REPAIRS-STRUCTURAL	27,000	26,434	27,000	27,000
043012	REPAIRS-COMMUNICATION	11,000	14,402	11,000	11,000
043018	REPAIRS-EQUIPMENT	25,000	27,910	25,000	23,500
043019	REPAIRS-SCBA	7,000	10,221	7,000	7,000
043021	REPAIRS-FIRE ALARM SYS	5,000	1,093	5,000	5,000
043024	REPAIRS-VEHICLE	100,000	77,516	100,000	106,200

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
044006	PRINTING LEASE/MAINT	4,000	2,640	4,000	4,000
053001	ADVERTISING	500	1,104	500	500
054051	EDUCATION	4,000	3,142	4,000	4,000
055050	PRINTING	250	280	250	250
056001	DUES PROFESSIONAL ORGANIZ	3,000	1,860	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	10,901	10,901	10,901	10,901
057101	TRAVEL AND CONFERENCE	5,000	-	5,000	5,000
061002	MISCELLANEOUS SUPPLIES	15,000	15,227	15,000	15,000
061003	MEETING SUPPLIES	300	942	300	300
062001	OFFICE SUPPLIES	5,000	4,205	5,000	5,000
062004	PHOTO SUPPLIES	-	-	-	-
062501	POSTAGE	1,000	1,145	1,000	1,000
063601	DIESEL FUEL	58,000	58,401	75,400	75,400
064001	JANITORIAL SUPPLIES	6,000	6,534	6,000	6,000
067001	BOOKS & PERIODICALS	200	-	200	200
068001	CLOTHING ALLOWANCE	1,350	1,350	1,350	1,350
068002	CLOTHING	1,250	10,271	2,650	6,000
075001	FURNITURE AND FIXTURES	6,000	2,822	6,000	6,000
091005	TRANSFER FROM PARKING	(25,000)	(25,000)	(25,000)	(25,000)
Fire Administration		1,855,947	1,804,020	1,906,839	2,028,784
FIRE	Total	9,816,421	9,812,552	10,355,485	10,460,307



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 FY24 proposed budget for Emergency Management is \$18,080 this represents a decrease of \$11,500 or -38.88% over FY23. The notable decrease over FY23 is due to a reduction in monies requested for Personal Protective Equipment (PPE) for this upcoming fiscal year.

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. EMO office was successful in obtaining grants to upgrade the physical facilities in EOC and Local Emergency Operations plans in FY23.

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

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT				
OVERTIME	6,000	1,694	6,000	6,000
RETIREMENT	1,980	2,444	1,980	1,980
OTHER BENEFITS	100	96	100	100
OTHER OPERATING	4,000	1,829	21,500	10,000
TOTAL	12,080	6,063	29,580	18,080

Programs and Services

Organization and Preparedness-

- Serve as coordinating agency for Citywide emergency preparedness for natural and man-made disasters
- Organize, administer and attend training sessions designed to fulfill the mission
- Publish and disseminate materials and emergency response plans to appropriate agencies and first responders

Goals and Objectives



Goal #1: Maintain and revise local emergency response plans to meet federal requirements for grant funding and emergency preparedness.

Objectives:

- ✓ Assist in maintaining school emergency plans
- ✓ Maintain the City's Emergency Operations, Hazard Mitigation, and Continuity of Operation Plans
- ✓ Develop long-range recovery plans to address natural, technological and terrorism hazards

Performance Measurement:

- *City passed graded exercise for Federal Emergency Management Agency in FY2023 for simulated radiological emergency response in all areas.*

Organizational Goal Addressed:

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



Goal #2: Insure readiness of the City's Emergency Management team to respond to, coordinate and mitigate emergencies of a magnitude that would require activation of the Emergency Operations Center.

Objectives:

- ✓ Participate in monthly Emergency Services/Management meetings
- ✓ Provide training for all members of the Emergency Operations Staff
- ✓ Participate in drills and graded exercises for Seabrook Station Emergency Planning Zone

Performance Measurements:

Participated in biennial Radiological Emergency Preparedness exercises designed to respond to emergencies originating at Seabrook Nuclear Power Plant. The group will participate again in FY2024.

Citywide Goal Addressed:

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

Portsmouth Emergency Management Team

Emergency Management Director – Karen Conard, Portsmouth City Manager
Emergency Management Coordinator- William McQuillen, Fire Chief

City Representatives

City Manager's Office – Suzanne Woodland
Fire – Jason Gionet
Police – Mark Newport
Public Works - Peter Rice
Schools – Zach McLaughlin
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

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT					
01-744-590-00-100-416					
014041	OVERTIME	6,000	1,694	6,000	6,000
023001	RETIREMENT	-	58	-	
022501	MEDICARE	100	96	100	100
023003	RET-FIREFIGHTER	1,980	2,444	1,980	1,980
034103	TELEPHONE	1,000	1,362	1,000	1,000
043032	GENERATOR MAINTENANCE	-	-	-	5,000
061002	MISCELLANEOUS SUPPLIES	3,000	467	3,000	3,000
068038	PPE	-	-	17,500	1,000
EM	Total	12,080	6,122	29,580	18,080

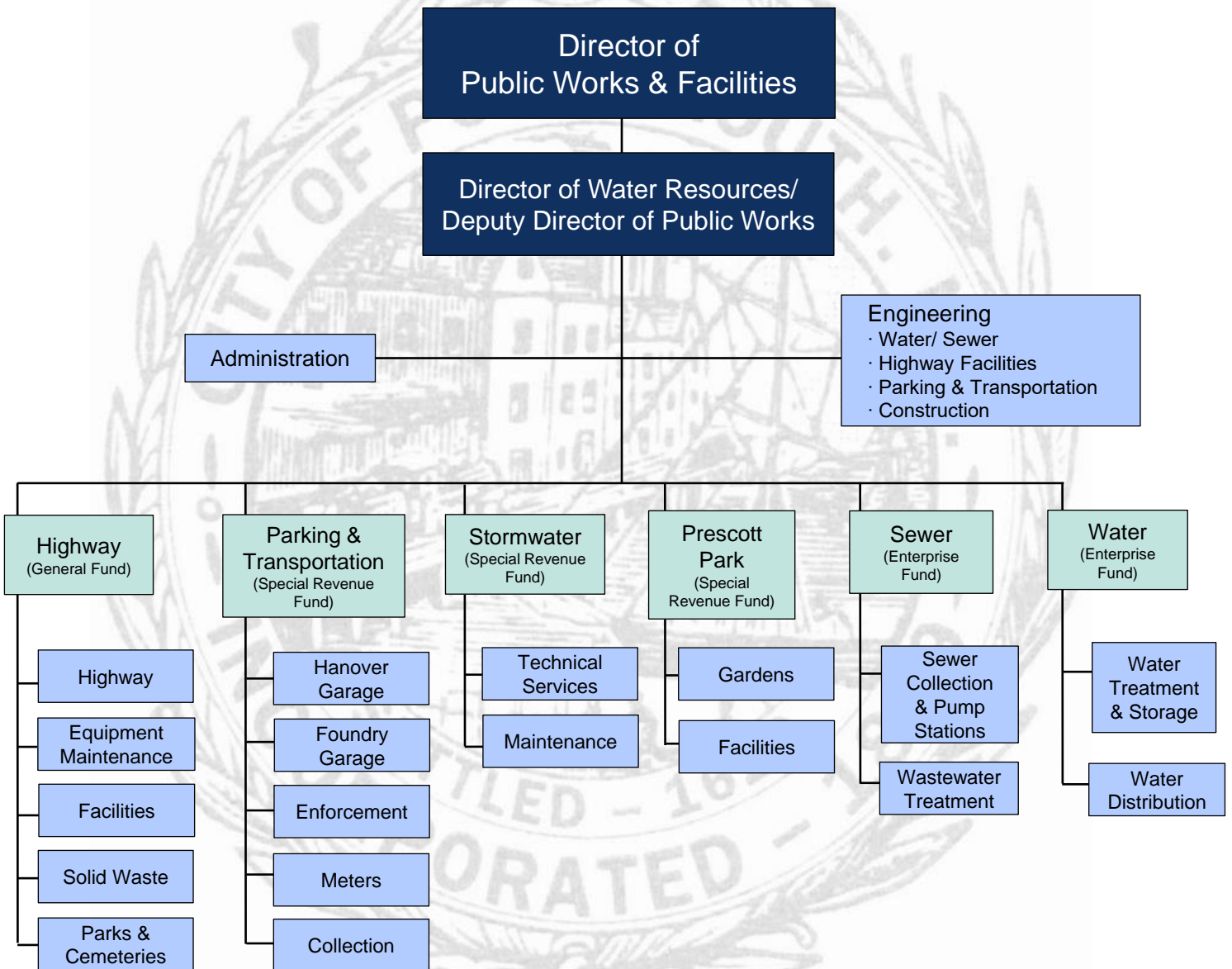


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Public Works Department

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, sustainable, and cost-effective manner within budgetary appropriations.



Department of Public Works – Highway Division

Services Overview

- ✓ [Administration](#)
- ✓ [Engineering](#)
- ✓ [Building Administration](#)
- ✓ [Rubbish Removal and Disposal](#)
- ✓ [Highway and Street Maintenance](#)
- ✓ [Snow Removal](#)
- ✓ [Sidewalks](#)
- ✓ [Bridge Repairs](#)
- ✓ [Equipment Maintenance Facility](#)
- ✓ [Tree Program](#)
- ✓ [Mosquito Control](#)
- ✓ [Parks and Cemeteries](#)

Department Budget Comments

The Public Works Department's (Highway Division) proposed FY24 budget is \$7,781,410. The increase of \$279,614 represents a 3.73% increase in budget from FY23. The increases to this budget are primarily market driven including contractual obligations, increases to utilities and fuel, anticipated increases to recycling and solid waste disposal, and increases to contracted landscaping maintenance. In addition, this budget captures the Department's expenditures for the Indoor Pool, previously paid by the non-profit Save the Indoor Portsmouth Pool, Inc. (SIPP).

This budget reflects continued impacts from the COVID-19 pandemic and fallout from the on-going war in Ukraine. Further reductions to the Highway Division's budget will not support the level of service expected by our residents. Continued reductions in funding will lead to increased deferred maintenance, a decline in the level of service provided by the Highway Division, increased emergency repairs, and additional costs to the taxpayers over time. This Highway Division budget seeks to respond to changing policy objectives, resident expectations, and emergencies.

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Director of Public Works & Facilities	1	1	0.7
Operations Manager	0.25	0.25	0.25
General Foreman	1	1	1
Business Administrator	0.25	0.25	0.25
Administrative Assistant I	0.25	0.25	0.25
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
Facilities Manager	0.25	0.25	0.25
Facility Foreman	1	1	1
Custodial Foreman	0	0	1
Utility Mechanic - Pool Technician	1	1	1
Electrician	1	1	0
Master Carpenter	1	1	1
Laborer	12	11	11.3
Custodian 1	8	8	8
Custodian Leadman	1	1	1
Truck Driver II	2	2	4
Recycling Truck Driver	1	1	1
Truck Driver II	6	6	4
Sanitation Laborer	5	6	6
Highway Foreman	1	1	1
Equipment Operator I	0	1	1
Utility Mechanic	5	3	3
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.2
Inventory Management Specialist	0.0	0.0	0.3
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.0
Tree Supervisor/ Arborist	1	1	1
Arborist Technician	0	1	1
Assistant Foreman - Parks & Greenery	0	1	1
Parks and Greenery Foreman	1	1	1
Totals Full Time	53.85	54.85	54.55
Positions Part-Time	FY22	FY23	FY24
Office Manager	0.25	0.25	0.25
Number of Seasonal part-time positions varies.			
Totals Part Time	0.25	0.25	0.25

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION				
SALARIES	2,805,861	2,729,320	3,090,321	3,227,034
PART-TIME SALARIES	76,956	122,422	78,596	45,723
OVERTIME	322,000	325,476	354,000	359,000
LONGEVITY	20,336	20,510	21,255	33,189
RETIREMENT	442,636	432,048	487,366	489,681
OTHER BENEFITS	247,736	234,179	273,075	282,366
<i>Contractual Obligations</i>	<i>3,915,525</i>	<i>3,863,954</i>	<i>4,304,613</i>	<i>4,436,993</i>
TRAINING/EDUCATION/CONFERENCES	7,600	15,961	7,800	21,800
ELECTRICITY	175,000	178,180	175,000	208,000
NATURAL GAS	75,000	62,886	70,000	80,000
GASOLINE	150,000	157,351	195,000	190,000
CONTRACTED SERVICES	381,636	273,054	423,020	423,750
ROAD MAINTENANCE & STRIPING PROGRAM	266,000	208,175	216,000	216,000
RECYCLING	310,000	77,113	250,000	264,000
SOLID AND YARD WASTE	418,000	495,627	525,000	548,000
PROFESSIONAL ORGANIZATION DUES	4,500	3,870	4,500	5,000
OTHER OPERATING	981,216	1,119,788	1,009,075	1,053,823
TRANSFER TO STORMWATER	311,993	311,993	321,788	334,044
<i>Other Operating</i>	<i>3,080,945</i>	<i>2,903,998</i>	<i>3,197,183</i>	<i>3,344,417</i>
TOTAL	6,996,470	6,767,952	7,501,796	7,781,410

Utility Prices: Due to national and international issues, Electric and Natural Gas supply costs increased over the previous year. To address these increases, utility budget lines in the FY 24 Highway Division budget have been increased by \$43,000 (17.6%). These budget line items cover the electrical and natural gas for the City Hall complex including the Police Department, School Department Central Office, and the Public Works building.

Contracted Services: The Department continues to bring contracted services in-house to improve operational efficiency whenever possible. Adjustments this year include reductions to engineering, environmental testing, and small projects with increases in mosquito control (\$4,800) and the Market Street Bohenko Park and Route1 Lafayette Road gateway landscaping maintenance (\$20,000).

Overtime: In FY24 overtime increased by \$5,000 (1.6%). This increase reflects the anticipated additional cost associated with contractual obligations (i.e. salary adjustments) not additional hours worked.

Facilities: The Highway Division's Facilities Group is responsible for the maintenance of all City Facilities. In FY24 the Facilities Group will continue to address deferred maintenance and capital projects including upgrades to the Outdoor Pool, Prescott Park, the Community Campus, and City Hall. This year's budget reflects an additional facility, the City's Indoor Pool. Previously costs associated with the Indoor Pool's maintenance were carried by the nonprofit Save the Portsmouth Indoor Pool Inc.. This \$46,400 increase is offset by a comparable reduction in the Indoor Pool special revenue fund's budget.

Recycling and Solid Waste: The collection of recycling and solid waste is a core function of the Department of Public Works. Staffing the collections operation is a constant challenge which often requires moving staff from other operations groups to maintain collection when staff are out sick or on vacation.

The commodities markets continue to fluctuate making it challenging to anticipate recycling costs. Since FY19, the average annual tipping fee for recycled material disposal has risen from ~ \$30/ton to a high of \$130/ton. The recycling commodity markets remain volatile and the cost per ton of mixed recycling is currently ~\$130/ton. Further complicating the process is the changing makeup of the total tonnage of solid waste vs recycling. Given these continued uncertainties and projected costs the recycling budget line was increased by \$14,000.



The solid waste tipping fee has increased from \$76.07/ton to \$79.87/ton. This increase and a projected slight increase in tons collected results in an anticipated increase to solid waste disposal cost of \$23,000.



Highway Road Maintenance: Highway Road maintenance is budgeted based on our Annual Pavement Condition Report which grades the condition of our roadways. The City's Pavement Condition Index (PCI) for the year 2022 shows the overall condition of the City's streets at 81 out of 100. This is the highest PCI score since the City began monitoring its pavement condition. The bulk of road maintenance funding is through the City's Capital plan. The FY24 budget does not include increases to the maintenance lines.

Outreach: The Department and its Highway Division continues to use web-based applications to improve service and communication with residents. The Department created on-line permits for blasting, flagging, excavation, and driveways. The Department continues to use Click N' Fix to manage, track, and respond to service requests in a timely manner. This application can be accessed via the City's Web site or by a smart phone application

<http://cityofportsmouth.com/publicworks/clicknfix.html>.

In addition to improved communication with our residents, the Portsmouth Click N' Fix platform gives the Department's various Divisions a metric to measure effectiveness of service provided by our current staffing and resources levels. This data has been used to adjust the Highway Division's tree program and solid waste program to reduce response time and improve service. The data collected via this application will continue to improve operations by giving management a data informed decision-making tool to adjust staff and resources as needed to better address changing expectations.

Summary: The Department of Public Works Highway Division's FY24 budget contains no new initiatives. This budget strives to maintain the current level of services provided to the residents.

The Public Works Department's Highway Division FY24 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 3.73% budget increase allows the Highway Division to maintain its core functions at acceptable levels while 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 Fuel
- 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 Community Campus, Municipal Complex, Public Works facility, Library, Spinnaker Point, Portsmouth Senior Activity Center, Hanover Parking Garage, Foundry Garage and the Indoor and Outdoor pools. In addition, the Highway Division provides assistance with capital projects at City owned facilities that include the Players Ring, Discover Portsmouth Building, Prescott Park, and the South Meeting House. Overall the Department maintains over 400,000 sq. ft. of buildings as well as provides assistance to Fire, Police, and School on an as needed basis, including:

- Custodial Services
- Carpentry
- Plumbing
- Electrical
- HVAC

Rubbish Removal and Disposal- Collection, transportation, disposal, and processing of residential waste, recyclables and compostables. Curbside collection provided to over 5,000 households as well as drop off collection at the residential Recycling Center on Peverly Hill Road. Approximately 11,000 tons of material is collected annually. Approximately 5,000 tons of the City's waste is landfilled, 2,000 tons are composted, and almost 4,000 tons are recycled.

- Bulky Waste Collection/Disposal

- Yard Waste Collection/Disposal
- Household Hazardous Waste Collection Days
- Curbside Rubbish Collection/Disposal
- Curbside Recycling Collection/Disposal
- Appliances and CFC (freon) Removal
- Electronics Recycling
- Tire/Battery Recycling
- Motor Oil/Cooking Oil Recycling
- Books, Clothing, and Footwear
- Bicycles
- Food Waste
- Mobility Devices (i.e., Crutches)



Highway and Street Maintenance- Provide maintenance of approximately 136 miles of City roadways (includes Pease Tradeport roads).

- Traffic Line Markings
- Traffic Sign Maintenance
- Traffic Signal Maintenance
- Weed Control
- Pavement Patching

Snow Removal- Clear and remove snow and ice from City roadways, sidewalks, and parking facilities.

Sidewalks- Repair and maintain over seventy-seven (77) miles of City sidewalks (brick, concrete, asphalt, and stone).

Bridge Repairs- Maintain fifteen (15) city owned bridges and implement the recommendations of the Bridge Evaluation Program.

Equipment Maintenance Facility - Maintain and repair the City's equipment fleet which includes lawnmowers, automobiles, pick-up trucks, small and large dump trucks, heavy equipment, and specialized equipment.



Tree Program - Provide maintenance, trimming, or removal/replacement services for public trees in coordination with the Trees and Greenery Committee.

Mosquito Control - The City contracts mosquito control which includes biological monitoring of pest and disease vector mosquito species, hydrological parameters of wetland mosquito breeding habitats, and monitoring the effectiveness of larvicide applications.

- Organic Larviciding program
- Organic Adulticiding program as needed

Parks and Cemeteries- Provide maintenance for twenty-four (24) playgrounds, parks/ball fields and seven (7) historic cemeteries.

- Grass Cutting
- Leaf and Debris Removal
- Ball Park Turf Spraying
- Turf Growth Retardant
- Field Setups for Seasonal Sporting Events
- Cemeteries Restoration
- Playground Equipment Repair and Maintenance



Goals and Objectives

Goal #1: Maintain and improve the City's infrastructure, and meet Local, State, and Federal regulations.

Objectives:

- ✓ Incorporate the City Council adopted Complete Streets policy into future roadway and sidewalk upgrades.
- ✓ Continue to incorporate pavement management, storm drainage, and sidewalk data into a Geographic Information System.
- ✓ Continue to implement the recommendations of the pavement management system for streets and sidewalks in conjunction with the Water and Sewer master plans.
- ✓ Enhance the general appearance and conditions of the central business district through the installation of trees, lights, benches, trash receptacles, and pedestrian ways.
- ✓ Create Master Plans for stormwater management and municipal facilities for compliance with Federal rules and regulations.



Performance Measurement:

Pavement Management Index

	FY21	FY22	FY23 (Estimate)
Goal	76	76	76
Actual	81	81	81

Citywide Goals Addressed:

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Goal #2: Provide a high level of service in a cost effective and efficient manner for municipal operations.

Objectives:

- ✓ Improve efficiency of facility maintenance services to extend the useful life of facilities and improve building esthetics.
- ✓ Provide training and instruction for the most efficient use of equipment and tools to improve overall departmental efficiency and optimize operational costs.
- ✓ Continue to refine the operations of the solid waste program to minimize collection and disposal costs.
- ✓ Continue to implement additional energy saving methods and equipment.
- ✓ Continue to provide funding and enhance the recycling program.
- ✓ Continue to replace traffic signalization equipment each year to improve intersection traffic flow and safety for both vehicles and pedestrians.

Performance Measurement:

CO2 Reduced Through Recycling

	FY21	FY22	FY23 (Estimate)
Recycling			
Total Tonnage Collected	2,519	2,974	3,200
Metric Tons CO2 Emissions Prevented Through Recycling	7,936	9,368	10,080

Citywide Goals Addressed:

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



Goal #3: Increase public outreach and solicitation of public input.

Objectives:

- ✓ Continue to improve on public awareness on how to access Highway Division services.
- ✓ Maintain the Division's web site presence in an up to date and accurate state.
- ✓ Take opportunities to solicit public input to better inform decision making.
- ✓ Review timeliness of response to public inquiries.

Performance Measurement:

Click and Fix Requests Completed

FY21	FY22	FY23 (Estimate)
1,140	1,115	1,100

Participation in Citywide Neighborhood Committee meetings

FY21	FY22	FY23 (Estimate)
4	3	4

Citywide Goals Addressed:

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



Goal #4: Continue to explore and implement sustainable practices when practicable.

Objectives:

- ✓ Work with other Departments to support the implementation of sustainable practices
- ✓ Continue to explore and implement when practicable sustainable public works operations.

Performance Measurement:

Number of Trees Planted

	FY21	FY22	FY23 (Estimate)
<i>Trees Planted</i>	100	100	400
<i>Cost</i>	\$5,725*	\$9659	\$25,000

In FY19 staff assumed responsibility for planting operations. The City realized ~\$15,000 in savings, while tree plantings increased from ~30/year to ~100/year.

Application of Compost Tea

	FY21	FY22	FY23 (Estimate)
<i>Acres Treated</i>	15	10 + 300 Street Trees	12
<i>Avoided Cost Estimate</i>	<i>Previous bid for Organic Management ~\$269,000</i>		
<i>Additional Benefits</i>	<i>No environmental impact, benefits the soil biology, mammals, & fish in the Piscataqua river.</i>		

Yard Waste/Composting

	FY21	FY22	FY23 (Estimate)
<i>Total Tonnage Collected</i>	1,887	1,768	1,820

Synthetic Oil Use in Vehicles

	FY21	FY22	FY23 (Estimate)
<i>Service Interval</i>	4,000 mi	4,000 mi	4,000 mi

Citywide Goals Addressed:

- *Maintain Financial Stability*
- *Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*

Additional Performance Measures

Solid Waste Disposal

	FY21	FY22	FY23 (Estimate)
<u>Solid Waste Disposal</u>			
Total Tonnage Collected	10,002	10,753	10,900
Percentage Diverted From Landfill	41%	42%	43%
<u>Curbside Collection of MSW</u>			
Total Tonnage Collected	5,990	4,385	5,000

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS				
<u>ADMINISTRATION</u>				
NON GRADE 26	H	⑭	DIRECTOR OF PUBLIC WORKS AND FACILITIES	107,276
NON GRADE 20	D	⑦	OPERATIONS DIRECTOR	26,067
SMA GRADE 16	H		GENERAL FOREMAN	94,953
NON GRADE 15	6.5E/5.5F	⑦	ADMINISTRATIVE MANAGER-PW	21,589
PMA GRADE 9	10.5D/1.5E	⑦	ADMINISTRATIVE ASSISTANT I	15,414
PMA GRADE 9	5.5E/6.5F	⑦	OPERATIONAL SUPPORT COORDINATOR	16,172
PMA GRADE 7	F	⑦	SPECIAL PROJECT COORDINATOR	14,807
1386B GRADE 7	I	⑦	ADMINISTRATIVE CLERK	14,252
			EDUCATION STIPENDS	1,221
			ON CALL	2,340
			TOTAL ADMINISTRATION	314,091
<u>ENGINEERING</u>				
SMA GRADE 16	H		CONSTRUCTION TECHNICIAN SUPERVISOR	94,953
			TOTAL ENGINEERING	94,953
<u>FACILITIES ADMIN</u>				
SMA GRADE 14	7.5D/4.5E		FACILITY FOREMAN	79,778
SMA GRADE 14	7.5A/4.5B		CUSTODIAL FOREMAN	68,915
PMA GRADE 21	E	⑦	FACILITIES MANAGER	28,731
1386 GRADE 9	2.5C/9.5D		MASTER CARPENTER	55,420
1386 GRADE 7	10D/2E		UTILITY MECHANIC - POOL TECHNICIAN	51,265
1386 GRADE 5	E		CUSTODIAN I	48,464
1386 GRADE 5	5.5C/6.5D		CUSTODIAN I	45,149
1386 GRADE 5	F		CUSTODIAN I	49,797
1386 GRADE 5	5.5C/6.5D		LABORER	45,149
1386 GRADE 5	C		CUSTODIAN	43,958
1386 GRADE 5	C		CUSTODIAN	43,958
			ON CALL	17,550
			TOTAL FACILITIES ADMIN	578,134
<u>CITY HALL</u>				
1386A GRADE 8	G		CUSTODIAN LEADMAN	59,197
1386 GRADE 5	E		CUSTODIAN I	48,464
1386 GRADE 5	E		CUSTODIAN I	48,464
1386 GRADE 5	E		CUSTODIAN I	48,464
			ON CALL	5,850
			TOTAL CITY HALL	210,439

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
<u>SOLID WASTE</u>			
1386 GRADE 7	G	TRUCK DRIVER II	56,360
1386 GRADE 7	F	TRUCK DRIVER II	54,851
1386 GRADE 7	G	RECYCLING TRUCK DRIVER	56,360
1386 GRADE 7	G	TRUCK DRIVER II	56,360
1386 GRADE 7	C	TRUCK DRIVER II	48,420
1386 GRADE 6	7D/5E	SANITATION LABORER	49,452
1386 GRADE 6	C	SANITATION LABORER	46,136
1386 GRADE 6	E	SANITATION LABORER	50,865
1386 GRADE 6	C	SANITATION LABORER	46,136
1386 GRADE 6	C	SANITATION LABORER	46,136
1386 GRADE 6	1C/11D	SANITATION LABORER	48,251
1386 GRADE 5	7.5F/4.5G	LABORER	50,310
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TOTAL SOLID WASTE			609,637
<u>STREET MAINTENANCE/ SNOW REMOVAL</u>			
SMA GRADE 14	E	HIGHWAY FOREMAN	82,225
1386 GRADE 8	F	EQUIPMENT OPERATOR I	57,560
1386 GRADE 7	G	UTILITY MECHANIC	56,360
1386 GRADE 7	F	UTILITY MECHANIC	54,851
1386 GRADE 6	E	TRUCK DRIVER I	49,384
1386 GRADE 6	G	TRUCK DRIVER I	53,701
1386 GRADE 5	G	LABORER	51,166
1386 GRADE 5	E	LABORER	48,464
1386 GRADE 5	7D/5E	LABORER	47,118
1386 GRADE 5	7.5F/4.5G	LABORER	50,310
1386 GRADE 5	8.5E/3.5F	LABORER	48,853
1386 GRADE 5	7.5C/4.5D	LABORER	44,782
1386 GRADE 5	6.5C/5.5D	LABORER	44,966
1386 GRADE 5	E	LABORER	48,464
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ON CALL			36,540
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TOTAL STREET MAINTENANCE			774,744
<u>EQUIPMENT MAINTENANCE</u>			
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	28,486
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,411
1386A GRADE 13	2C/10D	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,349
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	22,605
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,056
1386A GRADE 5	6A/6B	⑧ EQUIPMENT MECHANIC LABORER	13,187
PMA GRADE 9	B	⑧ INVENTORY MANAGEMENT SPECIALIST	16,673
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ON CALL			3,510
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TOTAL EQUIPMENT MAINTENANCE			142,277
<u>TREE PROGRAM</u>			
SMA GRADE 15	3A/9B	GREENARY FOREMAN/TREE SUPERVISOR	73,664
1386A GRADE 13	1A/11B	ARBORIST TECHNICIAN	61,408
1386 GRADE 9	2E/10F	EQUIPMENT OPERATOR II	60,120
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ON CALL			2,340
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TOTAL TREE PROGRAM			197,532

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PUBLIC WORKS			
<u>PARKS AND CEMETERIES</u>			
SMA GRADE 15	2F/10G	PARKS AND GREENERY FOREMAN	88,437
1386A GRADE 10	G	ASSISTANT FOREMAN-PARKS AND GREENERY	65,185
1386 GRADE 6	E	TRUCK DRIVER I	50,865
1386 GRADE 7	E	UTILITY MECHANIC-GREENSPACES	53,383
1386 GRADE 5	C	LABORER	42,677
		ON CALL	4,680
		TOTAL PARKS AND CEMETERIES	305,227
		TOTAL FULL TIME	3,227,034
NON GRADE 9	E	⑦ OFFICE MANAGER (25HRS/WK)	10,723
		SEASONAL LABORERS	35,000
		TOTAL PART TIME	45,723
		TOTAL DEPARTMENT	3,272,757

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
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
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DEPARTMENT OF PUBLIC WORKS - HIGHWAY DIVISION

**ADMINISTRATION
01-751-610-51-111-419**

011001	REGULAR SALARIES	308,385	306,684	346,292	314,091
012001	PART TIME SALARIES	6,956	14,471	8,596	10,723
014041	OVERTIME	14,000	13,218	10,000	14,000
015001	LONGEVITY	20,336	20,510	21,255	33,189
022001	SOCIAL SECURITY	21,690	21,226	23,941	23,064
022501	MEDICARE	5,071	4,975	5,599	5,394
023001	RETIREMENT	48,186	47,007	53,083	48,881
034103	TELEPHONE	24,500	17,430	18,000	19,000
034104	CELLULAR PHONES	8,500	8,695	7,500	11,120
034206	SOFTWARE-ANNUAL MAINT	20,000	22,404	22,000	25,408
035002	PROF SERV- SUBSTANCE TEST	-	-	3,600	3,750
035004	OCCUPATIONAL HEALTH	2,500	2,531	2,500	-
039001	PROFESSIONAL SERVICES	10,000	5,262	10,000	5,000
043027	REPAIRS-OFFICE EQUIPMENT	1,100	466	1,000	1,000
044006	PRINTING LEASE/MAINT	2,750	1,885	4,500	3,660
053001	ADVERTISING	2,000	3,240	2,000	2,500
054050	TRAINING	4,000	5,552	4,000	15,000
055050	PRINTING	300	106	300	300
056001	DUES PROFESSIONAL ORGANIZ	4,500	3,870	4,500	5,000
057101	TRAVEL AND CONFERENCE	1,300	4,445	1,500	2,500
057102	TRAVEL REIMBURSEMENT	1,300	283	1,500	1,000
061001	FIRST AID	1,800	1,673	2,000	2,000
061003	MEETING SUPPLIES	500	95	500	660
062001	OFFICE SUPPLIES	4,000	4,174	4,800	4,500
062004	PHOTO SUPPLIES	-	-	-	-
062005	PRINTING SUPPLIES	100	112	100	100
062501	POSTAGE	1,000	568	1,000	1,000
067001	BOOKS & PERIODICALS	600	-	500	500
068003	PROTECTIVE CLOTHING	2,600	1,398	2,500	2,500
068022	MATERIALS-SAFETY	500	305	500	500
		518,474	512,585	563,566	556,340

**ENGINEERING
01-751-620-51-111-419**

011001	REGULAR SALARIES	81,119	82,331	86,094	94,953
012001	PART TIME SALARIES	35,000	89,818	35,000	-
014041	OVERTIME	18,000	16,239	25,000	25,000
022001	SOCIAL SECURITY	8,315	11,497	9,058	7,437
022501	MEDICARE	1,945	2,689	2,119	1,739
023001	RETIREMENT	13,936	13,790	15,620	16,230
031002	PROF SERVICES-ENGINEERING	35,000	4,679	35,000	20,000
054050	TRAINING	200	-	200	200
057101	TRAVEL AND CONFERENCE	100	-	100	100
062001	OFFICE SUPPLIES	100	-	100	100
062002	ENGINEERING SUPPLIES	500	56	500	500
062003	MAPPING SUPPLIES	500	-	500	500
068003	PROTECTIVE CLOTHING	250	105	250	250
		194,965	221,204	209,541	167,009

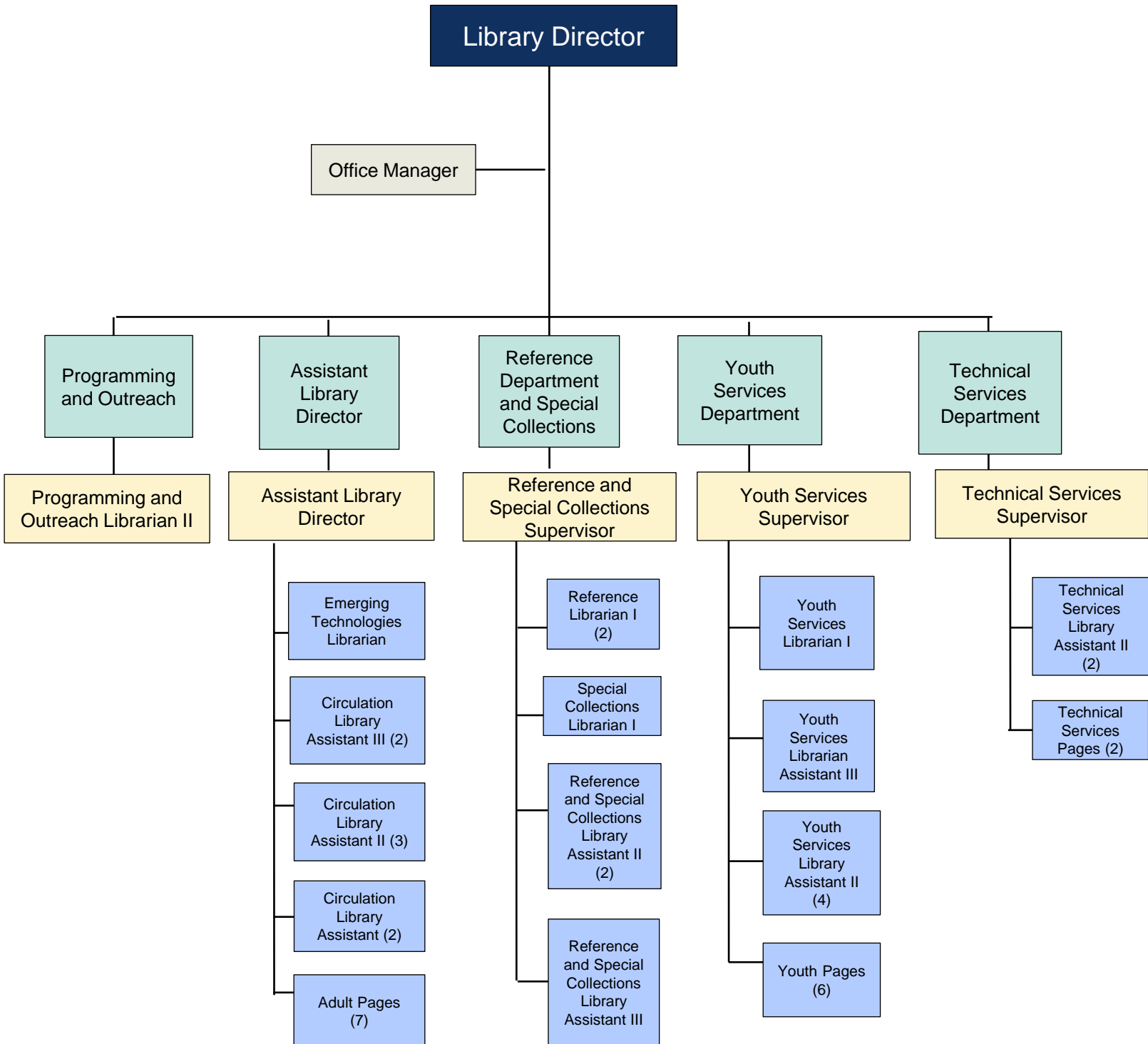
		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
FACILITIES ADMINISTRATION					
01-751-630-51-100-407					
011001	REGULAR SALARIES	499,670	444,150	540,030	578,134
014041	OVERTIME	20,000	49,388	26,000	30,000
022001	SOCIAL SECURITY	32,220	28,418	35,094	37,704
022501	MEDICARE	7,535	6,851	8,208	8,818
023001	RETIREMENT	73,066	69,181	79,584	82,281
031001	PROF SERVICES-ENERGY CONT	76,000	-	-	-
039001	PROFESSIONAL SERVICES	25,000	59,492	25,000	15,000
039058	PROF/SERV ENVIRO TEST	-	-	30,000	12,000
043004	REPAIRS-PLUMBING	-	181	-	-
043005	REPAIRS-HEATING SYSTEM	-	346	-	-
043012	REPAIRS-COMMUNICATION	-	360	-	-
043016	REPAIRS-CLOCK MAINTENANCE	300	1,000	1,000	1,000
068003	PROTECTIVE CLOTHING	4,350	4,669	4,600	6,000
068004	MATERIALS-MAINTENANCE	200	844	2,200	2,200
068030	TOOLS	-	-	5,000	5,000
		738,341	664,879	756,716	778,137
FACILITIES CITY HALL					
01-751-630-51-110-407					
011001	REGULAR SALARIES	187,154	193,513	198,631	210,439
014041	OVERTIME	20,000	21,788	20,000	25,000
022001	SOCIAL SECURITY	12,844	12,776	13,556	14,597
022501	MEDICARE	3,004	2,988	3,171	3,414
023001	RETIREMENT	29,126	30,315	30,740	31,855
031007	PROF SERV-BUILDING ASSESS	-	1,151	-	-
041002	ELECTRICITY	135,000	138,264	135,000	158,000
041101	NATURAL GAS	50,000	42,975	45,000	55,000
041205	WATER /SEWER FEES	25,000	65,047	25,000	25,000
043001	REPAIRS-STRUCTURAL	15,000	40,267	15,000	15,000
043002	REPAIRS-ELECTRICAL	10,000	7,220	20,000	20,000
043004	REPAIRS-PLUMBING	10,000	9,769	20,000	20,000
043005	REPAIRS-HEATING SYSTEM	4,000	44,810	12,000	12,000
043006	REPAIRS-BOILER	5,000	23,234	5,000	5,000
043007	REPAIRS-ELEVATOR	20,000	34,160	15,000	15,000
043008	REPAIRS-AIR CONDITION SYS	2,000	18,345	6,000	6,000
043032	GENERATOR MAINTENANCE	5,000	1,573	5,000	5,000
061001	FIRST AID	-	117	-	-
064001	JANITORIAL SUPPLIES	20,000	22,711	20,000	20,000
		553,128	711,023	589,098	641,305
FACILITIES PUBLIC WORKS					
01-751-630-51-111-407					
041002	ELECTRICITY	40,000	39,916	40,000	50,000
041101	NATURAL GAS	25,000	19,912	25,000	25,000
041205	WATER /SEWER FEES	15,000	12,067	15,000	13,000
043001	REPAIRS-STRUCTURAL	30,000	23,233	45,000	45,000
043002	REPAIRS-ELECTRICAL	3,500	3,168	3,500	3,500
043004	REPAIRS-PLUMBING	1,600	3,012	2,000	2,000
043007	REPAIRS-ELEVATOR	2,000	1,985	2,000	2,000
043032	GENERATOR MAINTENANCE	500	265	500	500
064001	JANITORIAL SUPPLIES	7,500	9,281	8,500	8,500
068016	MATERIALS	5,000	2,894	5,000	5,000
072014	PW FACILITY	-	220	-	-
074001	EQUIPMENT	-	2,577	-	-
075001	FURNITURE AND FIXTURES	-	515	-	-
		130,100	119,044	146,500	154,500
FACILITIES LIBRARY					
01-751-630-51-112-407					
043001	REPAIRS-STRUCTURAL	15,000	894	15,000	15,000
043002	REPAIRS-ELECTRICAL	4,500	6,610	4,500	4,500
043004	REPAIRS-PLUMBING	2,500	3,941	3,000	3,000
043006	REPAIRS-BOILER	1,500	25,316	2,500	2,500
043007	REPAIRS-ELEVATOR	4,000	1,902	3,500	3,500
043028	MAINTENANCE	3,500	16,792	7,500	7,500
064001	JANITORIAL SUPPLIES	6,500	5,123	5,500	5,500
065001	TREE MAINTENANCE	-	-	-	-
		37,500	60,577	41,500	41,500

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
FACILITIES DOBLE CENTER					
01-751-630-51-121-407					
039001	PROFESSIONAL SERVICES	1,000	281	5,000	5,000
043001	REPAIRS-STRUCTURAL	1,000	1,981	5,000	5,000
043002	REPAIRS-ELECTRICAL	500	724	500	500
043004	REPAIRS-PLUMBING	500	3,374	500	500
064001	JANITORIAL SUPPLIES	5,000	2,294	2,500	2,500
		8,000	8,654	13,500	13,500
FACILITIES SPINNAKER POINT					
01-751-630-51-123-407					
039001	PROFESSIONAL SERVICES	15,000	13,608	15,000	15,000
043001	REPAIRS-STRUCTURAL	5,500	7,526	5,500	5,500
043002	REPAIRS-ELECTRICAL	2,700	5,663	2,700	2,700
043004	REPAIRS-PLUMBING	2,000	20,300	2,000	2,000
043007	REPAIRS-ELEVATOR	2,000	2,279	2,000	2,000
064001	JANITORIAL SUPPLIES	10,000	8,189	8,500	8,500
074001	EQUIPMENT	-	-	-	-
		37,200	57,563	35,700	35,700
FACILITIES INDOOR POOL					
01-751-630-51-192-407					
039001	PROFESSIONAL SERVICES	-	-	-	26,400
043001	REPAIRS-STRUCTURAL	-	-	-	5,000
043002	REPAIRS-ELECTRICAL	-	-	-	2,000
043004	REPAIRS-PLUMBING	-	-	-	1,500
043014	REPAIRS-OTHER	-	-	-	-
043018	REPAIRS-EQUIPMENT	-	-	-	2,500
064001	JANITORIAL SUPPLIES	-	-	-	4,000
068016	MATERIALS	-	-	-	5,000
		-	-	-	46,400
FACILITIES OUTDOOR POOL					
01-751-630-51-992-407					
043001	REPAIRS-STRUCTURAL	4,000	3,546	4,000	4,000
043002	REPAIRS-ELECTRICAL	4,000	932	4,000	4,000
043004	REPAIRS-PLUMBING	1,500	1,883	1,000	1,000
043014	REPAIRS-OTHER	1,000	354	1,000	1,000
064001	JANITORIAL SUPPLIES	1,000	994	2,800	2,800
068016	MATERIALS	2,800	245	1,000	1,000
		14,300	7,955	13,800	13,800
SOLID WASTE					
01-751-640-32-100-426					
011001	REGULAR SALARIES	514,459	514,057	594,459	609,637
014041	OVERTIME	70,000	72,647	95,000	95,000
022001	SOCIAL SECURITY	36,236	34,632	42,747	43,687
022501	MEDICARE	8,475	8,099	9,998	10,217
023001	RETIREMENT	82,175	82,671	96,939	95,337
039400	RECYCLING BY CONTRACT	310,000	77,113	250,000	264,000
041302	MSW DISPOSAL	358,000	424,025	450,000	473,000
041303	YARD WASTE	60,000	71,602	75,000	75,000
041304	BULKY WASTE	8,000	1,008	-	-
041305	HOUSEHOLD HAZARDOUS WASTE	500	166	500	500
041306	VEHICLE TIRE DISPOSAL	1,500	1,108	1,500	2,000
041307	UNIVERSAL WASTE	12,000	4,039	40,000	40,000
043018	REPAIRS-EQUIPMENT	120,000	87,360	120,000	120,000
068003	PROTECTIVE CLOTHING	2,500	5,984	2,500	6,000
068036	SOLID WASTE MATERIALS	-	1,263	-	-
068024	RECYCLING SUPPLIES/MATERL	6,000	302	9,000	9,000
091011	TRANSFER PARKING-RECYCLIN	-	-	(100,000)	(100,000)
		1,589,845	1,386,077	1,687,643	1,743,378

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER RECOMMENDED
HIGHWAY STREET MAINTENANCE					
01-751-640-41-100-420					
011001	REGULAR SALARIES	618,946	635,277	677,319	739,744
012001	PART TIME SALARIES	10,000	-	-	-
014041	OVERTIME	50,000	28,315	50,000	40,000
022001	SOCIAL SECURITY	42,095	38,546	45,094	48,344
022501	MEDICARE	9,845	9,015	10,546	11,306
023001	RETIREMENT	94,054	93,687	102,262	105,499
031002	PROF SERVICES-ENGINEERING	30,000	500	30,000	30,000
039075	TRAFFIC LINE MARKING	100,000	126,163	100,000	100,000
039081	ROAD MAINTENANCE	166,000	82,012	116,000	116,000
043003	REPAIRS-TRAFFIC SIGNS	12,000	10,233	12,000	12,000
044002	RENTAL OTHER EQUIPMENT	250	-	250	250
055050	PRINTING	725	-	725	725
068003	PROTECTIVE CLOTHING	15,000	14,478	16,000	17,800
068018	MATERIALS-MARKET SQUARE	10,000	10,290	10,000	10,000
068020	MATERIALS-ROAD	40,000	19,845	40,000	40,000
068021	MATERIALS-TRAFFIC SIGNS	31,500	30,942	30,000	30,000
068026	MATERIALS-SIDEWALK	8,000	8,251	10,000	10,000
068027	MATERIALS-BRIDGE	500	1,650	2,000	2,000
		1,238,915	1,109,204	1,252,196	1,313,668
SNOW REMOVAL					
01-751-640-42-100-420					
011001	REGULAR SALARIES	50,000	44,319	35,000	35,000
014041	OVERTIME	100,000	88,458	100,000	100,000
022001	SOCIAL SECURITY	9,300	7,920	8,370	8,370
022501	MEDICARE	2,175	1,852	1,958	1,958
023001	RETIREMENT	21,090	18,668	18,981	18,266
039200	SNOW REMOVAL	105,000	101,222	105,000	105,000
043017	REPAIRS-PLOW DAMAGE	2,000	3,745	4,000	4,000
043024	REPAIRS-VEHICLE	112,000	74,104	115,200	115,200
068005	MATERIALS-SAND AND SALT	210,000	223,879	210,000	210,000
091002	TRANSFER-PARKING	(300,000)	(300,000)	(300,000)	(300,000)
		311,565	264,167	298,509	297,794
EQUIPMENT MAINTENANCE					
01-751-640-45-100-420					
011001	REGULAR SALARIES	120,940	129,581	142,331	142,277
011050	ANNUAL TOOL ALLOWANCE	1,000	1,350	1,800	2,000
014041	OVERTIME	10,000	7,332	8,000	8,000
022001	SOCIAL SECURITY	8,118	8,186	9,433	9,317
022501	MEDICARE	1,899	1,915	2,206	2,179
023001	RETIREMENT	18,410	19,250	21,390	20,332
043010	REPAIRS-VEHICLE BY OUTSID	50,000	56,280	53,000	49,000
043018	REPAIRS-EQUIPMENT	23,000	16,571	24,500	30,500
043024	REPAIRS-VEHICLE	115,000	137,505	118,100	116,000
054050	TRAINING	2,000	5,964	2,000	4,000
063001	TIRES AND BATTERIES	16,000	18,738	20,000	20,000
063401	EV CHARGING STATION	150	-	150	150
063501	GASOLINE	150,000	157,351	195,000	190,000
063701	LUBRICANTS	14,000	27,462	17,500	20,500
067001	BOOKS & PERIODICALS	100	-	100	100
068003	PROTECTIVE CLOTHING	4,200	4,388	4,200	6,300
068004	MATERIALS-MAINTENANCE	-	115	-	-
068030	TOOLS	-	-	-	2,600
074002	IT EQUIPMENT	2,000	76	2,000	250
		536,817	592,063	621,710	623,505

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
TREE PROGRAM					
01-751-640-46-100-420					
011001	REGULAR SALARIES	165,414	168,536	181,892	197,532
014041	OVERTIME	10,000	10,179	10,000	10,000
022001	SOCIAL SECURITY	10,876	10,898	11,898	12,867
022501	MEDICARE	2,544	2,549	2,783	3,009
023001	RETIREMENT	24,663	25,214	26,981	28,079
065001	TREE MAINTENANCE	2,941	-	7,500	15,500
068006	MATERIALS-TREE MAINTENANC	15,000	9,128	15,000	7,000
074001	EQUIPMENT	500	407	500	1,150
		231,938	226,911	256,554	275,137
MOSQUITO CONTROL					
01-751-640-47-100-420					
065003	LARVICIDING CONTRACT	26,136	26,136	26,920	31,600
		26,136	26,136	26,920	31,600
PARKS AND CEMETERIES					
01-751-640-48-132-420					
011001	REGULAR SALARIES	259,774	210,872	288,273	305,227
012001	PART TIME SALARIES	25,000	18,133	35,000	35,000
014041	OVERTIME	10,000	17,913	10,000	12,000
022001	SOCIAL SECURITY	18,276	14,424	20,663	21,838
022501	MEDICARE	4,273	3,373	4,833	5,107
023001	RETIREMENT	37,930	32,264	41,786	42,921
039001	PROFESSIONAL SERVICES	-	-	75,000	95,000
039021	PARKS & CEMETERY PROGRAMS	56,000	58,192	60,000	60,000
041205	WATER /SEWER FEES	40,000	31,956	50,000	50,000
043001	REPAIRS-STRUCTURAL	500	297	1,000	1,000
043002	REPAIRS-ELECTRICAL	500	1,781	2,000	3,000
043004	REPAIRS-PLUMBING	500	945	500	2,000
043018	REPAIRS-EQUIPMENT	1,000	533	5,000	2,500
043025	REPAIRS-BLDINGS & GROUNDS	3,500	2,152	2,500	4,000
065005	BALLPARK TURF SPRAYING	2,500	1,495	2,500	2,500
068004	MATERIALS-MAINTENANCE	50,000	67,127	55,000	55,000
068017	MATERIALS-BASEBALL FIELDS	7,500	22,812	11,500	16,000
074001	EQUIPMENT	-	3,650	1,000	1,000
		517,253	487,917	666,555	714,093
STORMWATER					
01-751-640-49-100-420					
091008	TRANSFER-STORMWATER	311,993	311,993	321,788	334,044
		311,993	311,993	321,788	334,044
PW	TOTAL	6,996,470	6,767,952	7,501,796	7,781,410

Public Library



Mission

To engage, educate, empower, and enrich our community through creative and dedicated service to all.



Public Library

Services Overview

- ✓ [Administration](#)
- ✓ [Technical Services: Acquisitions & Cataloging](#)
- ✓ [Circulation](#)
- ✓ [Public Programs and Community Building](#)
- ✓ [References Service](#)
- ✓ [Local History and Preservation Activities](#)
- ✓ [Computer Services and Training](#)
- ✓ [Services to Schools](#)

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Library Director	1	1	1
Assistant Library Director	1	1	1
Librarian 2	4	4	4
Librarian 1	5	4	4
Library Assistant 3	2	2	2
Library Assistant 2	3	4	4
Library Assistant 1	1	0	0
Totals Full Time	17.00	16.00	16.00
Positions Part-Time	FY22	FY23	FY24
Secretary	1	1	1
Librarian 1	0	1	1
Library Assistant 3	2	2	2
Library Assistant 2	7	8	8
Library Assistant 1	3	2	2
Number of Part Time Library Pages varies throughout the year.			
Number of Part Time Library Temporary Workers varies throughout the year.			
Totals Part Time	13.00	14.00	14.00

Department Budget Comments

The Library Department's proposed budget for FY24 is \$2,377,672. This represents a net increase of \$93,571 or 4.10% from FY23. *Details of net changes are described on the following page.*

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
LIBRARY				
SALARIES	980,025	958,761	1,118,295	1,112,188
PART-TIME SALARIES	348,991	281,042	388,052	496,275
OVERTIME	1,500	546	1,500	1,500
LONGEVITY	7,540	7,112	7,309	10,465
RETIREMENT	138,958	136,525	158,393	152,098
OTHER BENEFITS	102,355	92,296	115,922	124,030
<i>Contractual Obligations</i>	<i>1,579,369</i>	<i>1,476,281</i>	<i>1,789,471</i>	<i>1,896,556</i>
TRAINING/EDUCATION/CONFERENCES	4,750	3,201	4,800	6,825
ELECTRICITY	68,500	73,176	71,925	85,000
NATURAL GAS	8,500	5,712	8,925	9,500
CONTRACTED SERVICES	200	-	200	5,780
PROFESSIONAL ORGANIZATION DUES	2,400	1,622	2,400	2,400
OTHER OPERATING	349,883	450,020	406,380	371,611
<i>Other Operating</i>	<i>434,233</i>	<i>533,730</i>	<i>494,630</i>	<i>481,116</i>
TOTAL	2,013,602	2,010,011	2,284,101	2,377,672

- Materials Cost— Visits continue to increase monthly, bringing higher demand for new items. Periodicals, but all materials in general, are increasing in cost by 5-25%. We anticipate higher costs and demands for our downloadable options (books, films, music, magazines) and research and educational databases, And we continue to provide an outstanding collection in a variety of formats to match evolving patron preferences.



- State-of-the-Art Catalog Interface - The library's automated library system will continue to provide cost savings in FY23. This system runs the database and circulation systems and provides the catalog interface for the public library and all of the Portsmouth public school libraries.

- Energy—The highly efficient heating, cooling and lighting systems continue to keep energy expenditures low. F24 utilities budgets does, however, reflect anticipated rates of inflation in some utilities.



- Borrowing Trends— Borrowing has increased steadily since fully re-opening in FY22. Usage of downloadable materials including ebooks, audiobooks, magazines, newspapers and online courses continues strong. The Portsmouth Public Library continues to work with the NH Downloadables Consortium, which now includes magazines in its collection and subscribes to additional downloadable services in order to provide popular content for library patrons, including Hoopla (books, music, movies and comic books) and Kanopy (films). The library actively participates in the Interlibrary Loan system coordinated by the state library which leverages the collections held by New Hampshire libraries.

- 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 currently that often means staying on top of the technology used in everyday life. Library staff continue to assist individuals with their technologies for reading, listening, information gathering and daily activities.

- Programs—A central element in the place that the library plays in the community is the presentation of informational and recreational programs for people of all ages.

Our programs, while sometimes a hybrid of on-site and online, have in large part returned to in-person in our meeting rooms. Local history and genealogy topics continue to hold pride of place in our lineups. Many ongoing library programs have been meeting for over 6 years: Weekly Meditation celebrates 8 years, now in-person and online; Language discussion groups, now 6 languages strong, is in its 7th year, and the World Affairs group enters its 6th year in 2023.

New and one-time programs of great diversity range from knitting and embroidery instruction to Astrology 101. We continue to seek out and support strong partnerships with local groups such as the Black Heritage Trail of New Hampshire (Elinor Williams Hooker Tea Talks) and Portsmouth Music & Arts Center (Guitar Sundays).

Exhibits are a point of pride for the library, hosting local artists including SPLASH! the spring show of artists in Portsmouth schools K-12 and the annual Ikebana show.

Outreach—FY24 goals include continuing outreach to all sectors of the community— including seniors, children, schools, and other identified groups and individuals as a big part of the strategic plan happening in calendar year 2023

Programs and Services

Administration-

- Building administration
- Budget preparation and analysis
- Services design and evaluation
- Professional Staff Development
- Staff assignment and evaluation
- Internal and external communications
- Statistics analysis

Technical Services

- Purchasing of all loanable materials
- Media & downloadable purchasing
- Materials processing and cataloging
- Library systems management
- Online catalog (in house and remote access) design and operation
- Repair & removal of materials
- Periodical subscriptions management
- Electronic database subscriptions
- Records management

Adult Services

- Reader's advisory providing reading recommendations
- Operation of Koha Library System
- Processing of holds, reserves, patron notices
- Shelving and shelf maintenance
- Displays, bookmarks, booklists
- Curbside pickup services

Youth Services

- Children's story times—infants through preschool



- Children’s craft and music programs / holiday programs
- Teen programs
- School visits—all grades both in library and in classroom
- Summer reading program
- Youth Book discussions

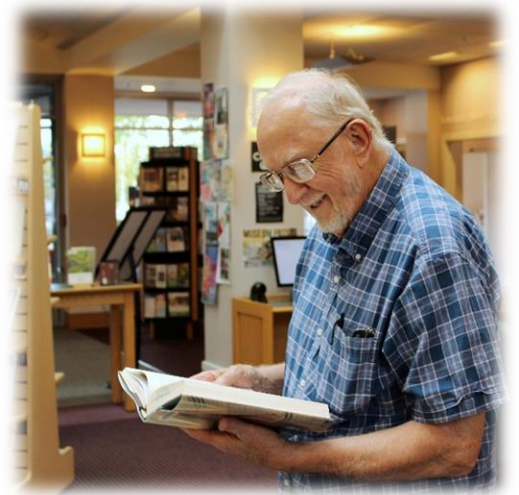
Reference Service -

- Direct patron assistance—in person, by phone, electronic (email or web-assisted)
- Interlibrary loan (materials held by other libraries)
- Library web page
- Device training
- Public computers with Internet access, word processing, spreadsheet programs, office applications, scanning, faxing and printing
- Research assistance



Special Collections Activities -

- Art objects - documentation, restoration, cleaning, display
- Paper collection - books and loose papers - preservation and patron assistance
- Local history clipping and indexing
- Microform
- Genealogy databases
- Digital collections (www.portsmouthexhibits.org) and publications
- Collecting of personal histories
- Archival collections



Public Programs and Community Building-

- Adult informative programs (history, literature, poetry, humor, music, sports)
- Self-development programs (retirement, personal finance, safety, fitness, health)
- Community forums and panel discussions
- World affairs discussion group and speaker series
- Library and computer instruction
- Adult and youth book discussions
- Language discussion groups in 6 languages
- Art exhibits/lectures
- Local History lectures
- Genealogy workshops
- Meeting rooms/study rooms/collaborative work space

Computer Services and Training-

- Public computers
- 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 and wireless printing
- Production station— 2 flatbed scanners, color and black and white laser printers
- Mobile services



Services to schools-

- Operation and continued enhancement of Koha integrated library system
 - Intra-system loans
 - Book talks, children’s programs
 - Cooperative planning and training
 - Teacher lending program



Goals and Objectives

Goal #1: A New Strategic Plan for the Library

Objectives:

- ✓ Identify and pursue a variety of communication strategies to inform the new plan
- ✓ Identify methods for reaching the greatest cross section of citizens
- ✓ Increase newsletter subscriptions and social media followers

Performance Measures - As a new goal, performance measurements for FY23 will be measuring:

- ✓ Number of residents replying to surveys; **4th quarter FY23**
- ✓ Participating in forums and chats in FY2023: **4th quarter FY and 1st quarter of FY24**
- ✓ Number of new subscribers and followers: **FY23 Est 2,184 new cardholders**
- ✓ A new 3 or 5-year Strategic Plan; **Due 2nd quarter FY24, in process**

Citywide Goals Addressed:

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





Goal #2: Continue to pursue diversity, equity and inclusion initiatives around staffing, spaces, collections, programs and services.

Objectives:

- ✓ Continue to explore new programming topics to reach a broad and diverse segment of our population
- ✓ Continue the library's TIDE (Taskforce on Inclusion, Diversity and Equity) to inform library programs and services
- ✓ Maintain and improve best practices on the library website for accessibility and effective communications
- ✓ Analyze diversity audits and further develop selection strategies for diverse collection development

Performance Measures - As a new goal, performance measurements for FY23 will be:

- ✓ Program feedback forms and attendance;
- ✓ Diversity audits of collections, programs, and displays: **Implementation of Collection HQ for ongoing collection assessment**
- ✓ TIDE report. **Q3 FY2023**

Citywide Goals Addressed:

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



Goal #3: Maintain and continue to develop a wide variety of partnerships with local organizations in programming, outreach and services

Objectives:

- ✓ Continue to explore and provide programs and outreach for youth birth to 18
- ✓ Participate in P400 including library programming and preservation of Portsmouth history
- ✓ Identify, pursue and maintain a broad array of community partnerships to inform our programs and services

Performance Measures –

- *Hosting P400 events including: 101 Objects Book Release and speaker series; throughout 2023*
- *Hosting P400 planning meetings – throughout 2023*

Number of Youth Programs

FY20	FY21	FY22	FY23 (Estimate)
927*	567**	489	661

** The library closed in March of 2020 and started online events within weeks (3/4 of the way through FY20).*

*** The library continued online, hybrid and outdoor programs throughout FY2021 , FY2022, and into FY2023*

Number Adult and All-age programs;

FY20	FY21	FY22	FY23 (Estimate)
634	566	583	610



Citywide Goals Addressed:

- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Provide an Educational Environment that Affords Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*



Goal #4: Continue exploring ways to support new and existing businesses

Objectives:

- ✓ Continue to partner with strong, connected local and regional organizations supporting businesses
- ✓ Explore additional programs, services and resources for entrepreneurs and business owners
- ✓ Maintain a space that easily allows collaboration and business activity

Performance Measures - As a new goal, performance measurements for FY23 will be:

- ✓ Business-related programs;
- ✓ Reference statistics / use of business and legal reference; Implementation of Westlaw **FY 2023 estimate of Total Reference questions: 8000.**

Citywide Goals Addressed:

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



Goal #5: Maintain high customer service levels throughout the library

Objectives:

- ✓ Continue to provide programs and services year round for all ages in a variety of formats
- ✓ Continue to update professional skills related to library services for all staff as appropriate
- ✓ Update catalog education and training

Performance Measures - As a new goal, performance measurements for FY23 will be measuring:

- ✓ Community feedback; **Q4 2023 in Strategic Plan**
- ✓ New in FY24: Professional Development and training records

Citywide Goals Addressed:

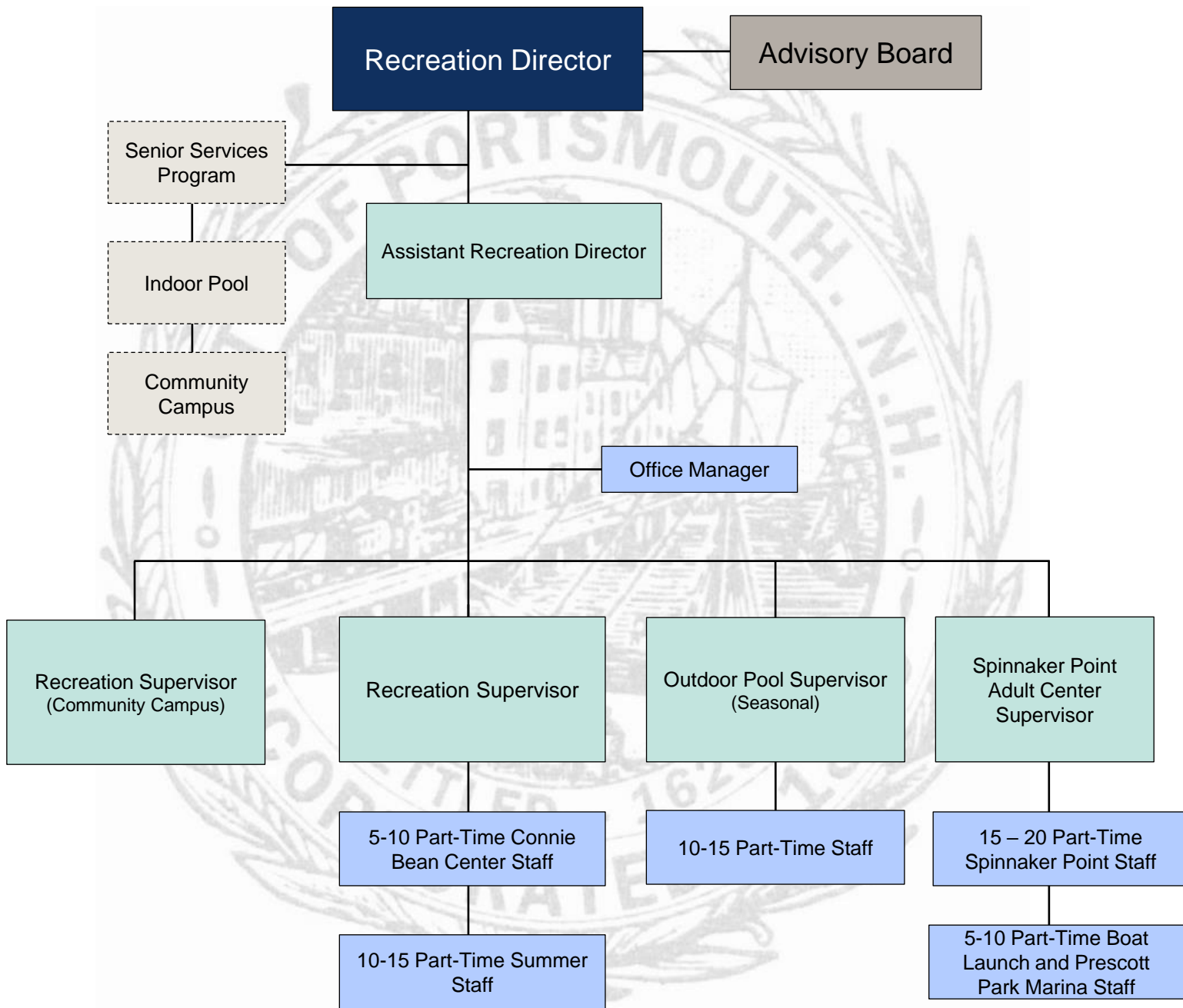
- *Deliver Services and Programs with Courtesy, Professionalism and Efficiency*

FY24 BUDGETED POSITION AND SALARY DETAIL

LIBRARY	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PMA GRADE 22	8E/4F	LIBRARY DIRECTOR	121,072
PMA GRADE 18	9E/3F	ASSISTANT LIBRARY DIRECTOR	99,635
PMA GRADE 13	H	LIBRARIAN II	81,806
PMA GRADE 13	G	LIBRARIAN II	80,202
PMA GRADE 13	E	LIBRARIAN II	78,042
PMA GRADE 13	1.5D/10.5E	LIBRARIAN II	77,578
1386B GRADE 10	E	LIBRARIAN I	62,404
1386B GRADE 10	E	LIBRARIAN I	62,404
1386B GRADE 10	3.5C/8.5D	LIBRARIAN I	58,607
1386B GRADE 10	4B/8C	LIBRARIAN I	55,704
1386B GRADE 8	4H/8I	LIBRARY ASSISTANT III	59,540
1386B GRADE 8	1.5E/10.5F	LIBRARY ASSISTANT III	57,304
1386B GRADE 6	I	LIBRARY ASSISTANT II	54,331
1386B GRADE 6	.5F/11.5G	LIBRARY ASSISTANT II	52,837
1386B GRADE 6	4B/8C	LIBRARY ASSISTANT II	45,920
1386B GRADE 6	I	LIBRARY ASSISTANT II	54,332
		EDUCATION STIPENDS	10,470
		TOTAL FULL TIME	1,112,188
PMA GRADE 9	2A/10B	PT OFFICE MANAGER (30HRS/WK)	44,109
1386B GRADE 10	H	PT LIBRARIAN I (30HRS/WK)	51,998
1386B GRADE 8	G	PT LIBRARY ASSISTANT III (25HRS/WK)	38,802
1386B GRADE 8	H	PT LIBRARY ASSISTANT III (20HRS/WK)	31,461
1386B GRADE 6	4E/8F	PT LIBRARY ASSISTANT II (22.5HRS/WK)	31,154
1386B GRADE 6	E	PT LIBRARY ASSISTANT II (25HRS/WK)	34,295
1386B GRADE 6	E	PT LIBRARY ASSISTANT II (20HRS/WK)	27,436
1386B GRADE 6	6B/6C	PT LIBRARY ASSISTANT II (20HRS/WK)	24,293
1386B GRADE 6	1.5B/10.5C	PT LIBRARY ASSISTANT II (25HRS/WK)	30,922
1386B GRADE 6	7.5A/4.5B	PT LIBRARY ASSISTANT II (20HRS/WK)	22,995
1386B GRADE 6	4B/8C	PT LIBRARY ASSISTANT II (26HRS/WK)	31,838
1386B GRADE 6	A	PT LIBRARY ASSISTANT II (10HRS/WK)	11,286
1386B GRADE 4	E	PT LIBRARY ASSISTANT I (5HRS/WK)	6,230
1386B GRADE 4	1.5B/10.5C	PT LIBRARY ASSISTANT I (5HRS/WK)	5,617
		PT LIBRARY PAGES	81,900
		PT TEMP WORKERS	21,940
		TOTAL PART TIME	496,275
		TOTAL DEPARTMENT	1,608,463

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
LIBRARY					
01-780-710-51-112-440					
011001	REGULAR SALARIES	980,025	958,761	1,118,295	1,112,188
012001	PART TIME SALARIES	348,991	281,042	388,052	496,275
014041	OVERTIME	1,500	546	1,500	1,500
015001	LONGEVITY	7,540	7,112	7,309	10,465
022001	SOCIAL SECURITY	82,954	74,802	93,953	100,521
022501	MEDICARE	19,401	17,494	21,969	23,509
023001	RETIREMENT	138,958	136,525	158,393	152,098
034103	TELEPHONE	19,500	19,604	19,500	19,745
034203	COMPUTER/SOFTWARE MAINT	47,750	45,477	50,183	54,947
039001	PROFESSIONAL SERVICES	200	-	200	5,780
039017	PROF/SERV-BIBLIOGRAPHIC	13,000	16,931	13,650	16,790
041002	ELECTRICITY	68,500	73,176	71,925	85,000
041101	NATURAL GAS	8,500	5,712	8,925	9,500
041205	WATER /SEWER FEES	8,750	9,762	9,187	9,187
043026	REPAIRS-COMPUTER EQUIP	100	-	-	-
043027	REPAIRS-OFFICE EQUIPMENT	700	-	500	500
044006	PRINTING LEASE/MAINT	5,200	5,276	5,200	5,200
053001	ADVERTISING	1,500	20	1,575	1,250
054050	TRAINING	2,250	1,116	2,250	2,000
055002	BOOKBINDING	765	25	800	1,500
055050	PRINTING	1,500	96	1,575	545
056001	DUES PROFESSIONAL ORGANIZ	2,400	1,622	2,400	2,400
057101	TRAVEL AND CONFERENCE	2,500	2,084	2,550	4,825
057102	TRAVEL REIMBURSEMENT	1,000	48	750	500
061001	FIRST AID	500	261	300	250
061003	MEETING SUPPLIES	100	-	100	-
062001	OFFICE SUPPLIES	1,750	5,870	-	-
062007	COMPUTER/PRINTER SUPPLIES	7,500	559	7,875	7,875
062010	COPYING SUPPLIES	1,000	148	1,050	700
062011	OPERATING SUPPLIES	5,000	11,636	7,090	7,425
062013	MATERIAL PROCESSING SUPPL	5,500	4,472	5,775	5,775
062014	MICROFORM SUPPLIES	3,000	5,750	5,800	5,800
062015	CHILDREN SERVICES SUPPLIE	3,750	5,259	3,940	3,940
062016	ARCHIVAL SUPPLIES	1,000	53	1,050	1,102
062501	POSTAGE	1,370	1,298	12,865	1,400
067002	BOOKS & MEDIA	115,000	173,029	130,000	110,000
067003	PERIODICALS	16,875	22,355	17,715	20,460
067004	MICROMEDIA COLLECTION	62,773	81,516	65,900	71,270
074001	EQUIPMENT	2,800	2,837	15,000	2,950
074002	IT EQUIPMENT	3,200	7,633	5,000	2,000
075001	FURNITURE AND FIXTURES	3,000	6,684	4,500	2,500
081042	LIBRARY PROGRAMS	16,000	23,422	19,500	18,000
LIBRARY	TOTAL	2,013,602	2,010,011	2,284,101	2,377,672

Recreation Department



Mission

Because we believe that recreation plays a vital role in the health development and life of both the individual and the community, we aim to utilize, maintain and expand the recreation and leisure resources available to our community. We will attempt to involve all segments of the community and the Recreation Department in planning activities, be they individuals, community agencies, or citizen boards. We will provide leisure time opportunities and recreation experiences for all residents in safe and healthful conditions, which are enjoyable and productive for each and every individual involved.



Recreation Department

Services Overview

- ✓ Connie Bean Community Center: Youth Programs & Sports
- ✓ Spinnaker Point Recreation Center: Adult Programs & Sports
- ✓ Outdoor Pool
- ✓ Special Events & Programs
- ✓ Senior Citizen Programs (Senior Activity Center)
- ✓ Boat Launch
- ✓ Field & Court Management
- ✓ Indoor Pool (Not funded through General Fund)
- ✓ Community Campus (Not funded through General Fund)

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Recreation Director	1	1	1
Assistant Recreation Director	1	1	1
Spinnaker Point Supervisor	1	1	1
Recreation Supervisor	1	1	2
Office Manager	0	1	1
Administrative Clerk	1	0	0
Totals Full Time	5.00	5.00	6.00
Positions Part-Time	FY22	FY23	FY24
Account Clerk	0	0	0
Number of part-time positions vary throughout the year.			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Recreation Department's FY23 proposed budget is \$1,129,843. This represents an increase of \$84,159 or 8.05% from FY22, due to the addition of a second full-time Recreation Supervisor, energy costs, contractual obligations, competitive part-time wages, and the continued expansion of recreation programming and events.



Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
RECREATION				
SALARIES	351,122	359,421	380,378	455,416
PART-TIME SALARIES	208,967	177,549	247,025	251,015
OVERTIME	4,000	2,894	6,000	6,000
LONGEVITY	6,212	6,212	2,381	3,503
STIPENDS	-	-	-	-
RETIREMENT	50,690	52,042	54,661	62,904
OTHER BENEFITS	43,628	39,016	47,604	54,770
<i>Contractual Obligations</i>	<i>664,619</i>	<i>637,133</i>	<i>738,049</i>	<i>833,608</i>
TRAINING/EDUCATION/CONFERENCES	1,400	-	1,400	1,400
ELECTRICITY	90,400	91,190	106,450	121,400
NATURAL GAS	36,000	25,383	36,000	30,000
CONTRACTED SERVICES	5,000	2,291	5,000	2,000
PROFESSIONAL ORGANIZATION DUES	750	1,038	750	1,200
OTHER OPERATING	138,035	176,054	158,035	140,235
<i>Other Operating</i>	<i>271,585</i>	<i>295,955</i>	<i>307,635</i>	<i>296,235</i>
TOTAL	936,204	933,089	1,045,684	1,129,843

Programs and Services

Connie Bean Community Center

- Daily recreation and enrichment programs.
- Organized youth sports leagues, grades K-12.
- Other active and passive programs for infants through high school.
- Camps and vacation programs.

Spinnaker Point Recreation Center

- Fitness center for adults 18+ (fitness equipment, weights, indoor track, basketball court, volleyball, dance, yoga, tai-chi, pickleball, karate, exercise classes, spin classes, swimming pool, hot tub, steam, sauna).
- Organized adult sports leagues (basketball, volleyball, etc.).

Indoor Pool

- Over 100 hours per week of swim programs, family swims, lap swimming, etc.
- Swim lessons for over 1,000 city residents.
- Swim teams for all ages.

Outdoor Pool

- Swim lessons to over 700 Portsmouth children per year.
- Adult and family open swims.

Special Events & Programs

- Special Event Dances.
- Easter Egg Hunt.
- Independence Day Fireworks.
- Fall Family Fun Fest and Halloween events.
- Summer Day Camps (8 weeks).
- Senior citizen and family day trips.
- Sports camps (basketball, soccer, baseball, field hockey, softball, etc).
- Prescott Park Marina management (April-November).

Senior Citizen Programs (for more information see the Senior Services Department pages)

- Daily drop-in programs and lounge.
- Monthly/Quarterly newsletter.
- Additional meals and transportation for seniors.
- Additional senior programming through library, recreation departments and other senior citizen stakeholders throughout the community.

Boat Launch

- Staffed water access for 6 months.
- Motorized and non-motorized access.
- Peirce Island Ambassador program.

Field & Court Management

- Rental and programming for multiple fields including turf field complex.
- Rental and programming for outdoor basketball, tennis, volleyball, and pickleball courts.



Community Campus

- Daily recreation and enrichment programs for all ages.
- Youth & adult sports leagues.

Goals and Objectives



Goal #1: Provide affordable, diversified, year-round activities for residents and others.

Objectives:

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.
- ✓ Create a balanced program between young and old, male and female, constant users and new participants, athletic activities and non-athletic activities.
- ✓ Increase the number of new participants by 6% in FY24.

Performance Measures:

Number of Program Participants

FY20	FY21	FY22	FY23 (Estimate)
N/A	877	2268	2750

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth



Goal #2: Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary, including incorporating new elements into our parks/playgrounds.

Objectives:

- ✓ Continue to improve neighborhood parks and playgrounds.
- ✓ Improve and/or upgrade youth and recreation facilities in the city through a citywide needs assessment.
- ✓ Increase the number of new programs by 5%

Performance Measurements:

Number of Programs Offered

FY20	FY21	FY22	FY23 (Estimate)
39	22	89	105

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth
- Maintain and improve infrastructure to meet the needs of the community



Goal #3: Satisfy the different tastes and interests of individuals and age groups including active, passive, educational, cultural, social and athletic forms of leisure time interests.



Objectives:

- ✓ Provide a safe and comfortable atmosphere for all patrons at all facilities.
- ✓ Carry on an active public relations campaign and encourage individuals and groups to actively participate in the planning and control of their programs and Recreation Department.
- ✓ Increase newsletter and social media followers by 4%

Performance Measurements:

Number of Subscribers/Followers

	FY20	FY21	FY22	FY23 (Estimate)
Newsletter	N/A	N/A	8018	9000
Social Media	992	1112	1997	2400

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth
- Consistently communicate with community members and stakeholders, respecting channels of communication they prefer and keeping them informed



Goal #4:

Promote and support all forms of neighborhood recreation carried on by this agency and/or any other responsible community service agency in order to accommodate the vast population residing outside of the downtown area.

Objectives:

- ✓ Work cooperatively with all responsible community service agencies aimed at meeting the needs of residents of Portsmouth.
- ✓ Foster a lively interest and a healthy attitude toward beneficial and productive leisure time interests that will have carryover value into the home, school and community.
- ✓ Establish a co-sponsored program series with local agencies or city department.

Citywide Goal Addressed:

- Invite and honor input from the community and encourage increased participation/engagement of youth



Goal # 5: Maintain professional integrity and quality leadership by seeking out competent employees and by involving the staff in training sessions, workshops and other job related training experiences.

Objectives:

- ✓ Improve staff literacy and competence in all areas of computer programming and technology.
- ✓ Improve inter-facility communications.
- ✓ Incorporate new software programming to facilitate credit card payments and on line registration.
- ✓ Have all staff attend at least one job-related training or conference in the Fiscal Year

Number of Trainings Attended by Staff

<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Estimate)</i>
<i>N/A</i>	<i>N/A</i>	<i>10</i>	<i>14</i>

Citywide Goal Addressed:

- *Deliver services and programs with courtesy, professionalism, and efficiency*

Additional Performance Measures

Percent increase/ (decrease) in memberships and program participation at Spinnaker Point Recreation Center:
 FY21 – (100%) *
 FY22 – 75%*
 FY23 (Estimated) – 5%
 FY24 (Forecasted) – 2%

*Spinnaker Point reopened at the start of FY22 after being shut down since March 2020. Membership numbers continue to climb, and the goal is to reach pre-COVID numbers in the next few years.

Percent increase/ (decrease) in long running Recreation Programs:
 FY21– (95%) (COVID-19)*
 FY22 – 80%*
 FY23 (Estimated) – 10%
 FY24 (Forecast) – 5%

*Programs were cancelled and/or cut back due to COVID-19 through early FY22. Looking to expand and get back to normal pre-COVID numbers and continue to expand.

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
RECREATION			
PMA GRADE 21	C	RECREATION DIRECTOR	104,239
PMA GRADE 17	1C/11D	ASSIST RECREATION DIRECTOR	89,820
PMA GRADE 15	9B/3C	RECREATION SUPERVISOR I	75,184
PMA GRADE 15	C	RECREATION SUPERVISOR I (<i>MID-YEAR HIRE - SALARY REPRESENTS 1/1-6/30</i>)	38,985
PMA GRADE 9	6B/6C	OFFICE MANAGER	56,967
TOTAL FULL TIME COMM CENTER			365,195
PMA GRADE 16	E	RECREATION SUPERVISOR II	90,221
TOTAL FULL TIME SPINNAKER POINT			90,221
TOTAL FULL TIME			455,416
VARIOUS PART-TIME POSITIONS BOTH YEAR ROUND AND SEASONAL			251,015
TOTAL PART TIME			251,015
TOTAL DEPARTMENT			706,431

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
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**RECREATION DEPARTMENT
SPINNAKER POINT
01-785-720-07-122-439**

011001	REGULAR SALARIES	75,669	84,423	83,422	90,221
011060	ON CALL MONITORING	-	175	-	-
012001	PART TIME SALARIES	56,000	53,167	68,765	68,765
014041	OVERTIME	2,000	1,937	2,500	2,500
015001	LONGEVITY	2,000	1,667	2,041	2,452
022001	SOCIAL SECURITY	8,411	8,523	9,484	10,164
022501	MEDICARE	1,967	1,993	2,218	2,377
023001	RETIREMENT	11,201	12,401	12,368	12,877
034103	TELEPHONE	3,500	4,042	3,500	3,500
039001	PROFESSIONAL SERVICES	500	-	500	-
041002	ELECTRICITY	45,000	37,370	45,000	54,000
041101	NATURAL GAS	36,000	25,383	36,000	30,000
041205	WATER /SEWER FEES	23,000	18,703	23,000	23,000
043018	REPAIRS-EQUIPMENT	8,000	14,695	8,000	4,000
044006	PRINTING LEASE/MAINT	1,260	1,421	1,260	1,260
061001	FIRST AID	400	384	400	100
061002	MISCELLANEOUS SUPPLIES	5,400	3,648	6,000	2,000
062001	OFFICE SUPPLIES	1,000	58	1,000	1,000
063800	MATERIALS-CHEMICALS	5,500	4,316	5,500	5,500
068002	CLOTHING	800	216	800	-
		287,608	274,522	311,758	313,716

**CONNIE BEAN
01-785-720-21-124-439**

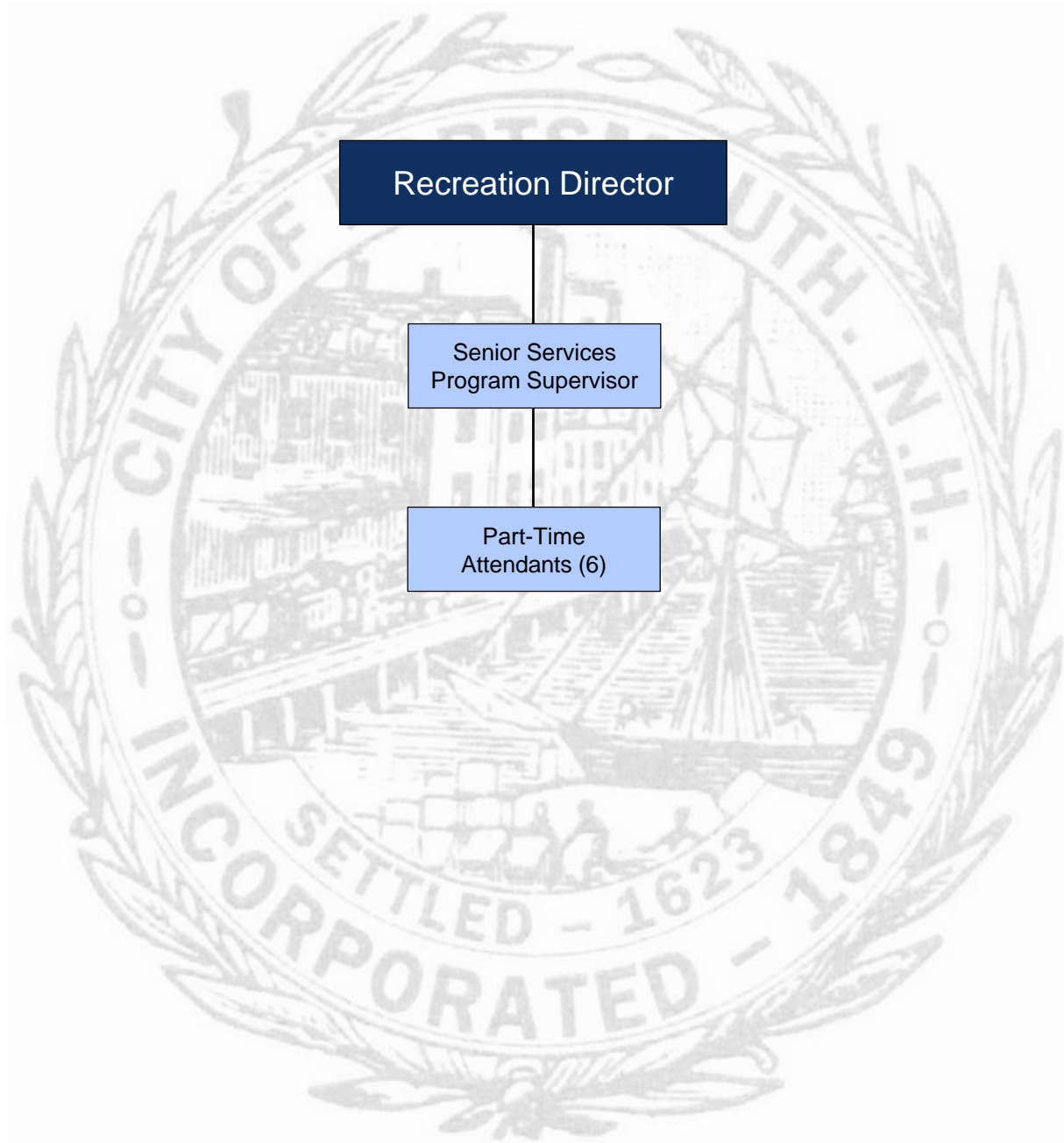
011001	REGULAR SALARIES	275,453	274,998	296,956	365,195
012001	PART TIME SALARIES	28,167	22,343	34,912	35,000
014041	OVERTIME	2,000	957	3,500	3,500
015001	LONGEVITY	4,212	4,545	340	1,051
022001	SOCIAL SECURITY	19,209	16,480	20,696	25,094
022501	MEDICARE	4,493	4,227	4,840	5,869
023001	RETIREMENT	39,489	39,641	42,293	50,027
034103	TELEPHONE	3,200	4,055	3,200	3,200
039077	BASKETBALL OFFICIALS	4,500	2,291	4,500	2,000
043018	REPAIRS-EQUIPMENT	200	186	200	-
044006	PRINTING LEASE/MAINT	1,700	1,930	2,000	2,000
054050	TRAINING	500	-	500	500
055050	PRINTING	4,000	5,549	4,500	1,000
056001	DUES PROFESSIONAL ORGANIZ	750	1,038	750	1,200
057101	TRAVEL AND CONFERENCE	900	-	900	900
057102	TRAVEL REIMBURSEMENT	2,000	3,011	2,000	2,000
061001	FIRST AID	400	166	400	1,000
061002	MISCELLANEOUS SUPPLIES	4,000	12,703	4,500	4,500
062001	OFFICE SUPPLIES	1,700	541	1,700	1,000
068002	CLOTHING	950	675	950	-
091006	TRANSFER FR SCHOOL	(10,000)	-	-	-
		387,823	395,336	429,637	505,036

**OUTDOOR POOL
01-785-730-24-992-439**

012001	PART TIME SALARIES	77,800	57,744	86,749	87,000
022001	SOCIAL SECURITY	4,824	3,580	5,084	5,394
022501	MEDICARE	1,128	837	1,189	1,262
034103	TELEPHONE	700	848	800	800
041002	ELECTRICITY	15,200	14,394	15,200	18,000
041205	WATER /SEWER FEES	40,000	41,712	40,000	40,000
061001	FIRST AID	500	325	500	400
061002	MISCELLANEOUS SUPPLIES	6,000	2,856	6,000	4,000
063800	MATERIALS-CHEMICALS	22,000	20,470	22,000	22,000
068002	CLOTHING	800	-	800	-
		168,952	142,766	178,322	178,856

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
SUMMER CAMPS					
01-785-740-00-131-439					
012001	PART TIME SALARIES	42,000	35,895	48,664	52,000
022001	SOCIAL SECURITY	2,604	2,226	2,852	3,224
022501	MEDICARE	609	520	667	754
041002	ELECTRICITY	30,000	39,167	46,000	49,000
044002	RENTAL OTHER EQUIPMENT	5,000	13,620	12,500	13,000
061001	FIRST AID	400	-	400	-
061002	MISCELLANEOUS SUPPLIES	2,825	408	2,825	825
		83,438	91,836	113,908	118,803
BOAT LAUNCH					
01-785-750-00-900-439					
012001	PART TIME SALARIES	5,000	8,225	7,935	8,250
022001	SOCIAL SECURITY	310	510	465	512
022501	MEDICARE	73	119	109	120
041002	ELECTRICITY	200	258	250	400
044002	RENTAL OTHER EQUIPMENT	2,000	3,460	2,500	3,500
055050	PRINTING	300	-	300	50
061001	FIRST AID	100	25	100	100
061002	MISCELLANEOUS SUPPLIES	300	1,031	300	500
068002	CLOTHING	100	-	100	-
		8,383	13,629	12,059	13,432
SPECIAL PROGRAMS					
01-785-760-00-100-439					
074002	IT EQUIPMENT	-	15,000	-	-
		-	15,000	-	-
RECREATION	TOTAL	936,204	933,089	1,045,684	1,129,843

Senior Services Department



Mission

To positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, community involvement, creativity and life-long learning.



Senior Services

Services Overview

- ✓ Senior Activity Center
- ✓ Health & Wellness Programs
- ✓ Education & Enrichment
- ✓ Senior Transportation
- ✓ Age-Friendly Portsmouth



City's seniors. From FY14 through FY20, the City rented a 2,400 sq. foot space at Community Campus for a temporary senior center. In FY21 (July 2020), the Senior Activity Center moved to its permanent 13,000 sq. ft. location at 125 Cottage Street (amid the pandemic). In May 2021, the newly renovated Senior Activity Center opened its doors to the public. Due to the increased citizen demand for programs as well as increased available space for programming in the new facility, the senior services division has increased the hours of operation and the part-time staff at the facility.

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Senior Services Supervisor	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part-Time	FY22	FY23	FY24
Senior Services Attendants	4	4	6
Totals Part Time	4.00	4.00	6.00

Department Budget Comments

The Senior Services proposed budget for FY24 is \$246,401. This represents a decrease of \$5,489 or -2.18%. This is due to projections of building operating expenses. With the establishment of the Senior Activity Center building and running a full menu of programs over the past year and a half, assessment of line items was adjusted appropriately.

The City implemented senior services programs in FY13 and has continued to increase services to the

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SENIOR SERVICES				
SALARIES	71,673	72,733	79,450	78,911
PART-TIME SALARIES	50,351	15,092	58,373	55,000
OVERTIME	800	-	800	800
LONGEVITY	327	333	681	-
RETIREMENT	10,236	10,273	11,379	10,785
OTHER BENEFITS	9,421	6,395	10,657	10,305
CONTRACTED SERVICES	-	-	-	-
<i>Contractual Obligations</i>	<i>142,808</i>	<i>104,827</i>	<i>161,340</i>	<i>155,801</i>
TRAINING/EDUCATION/CONFERENCES	300	-	300	300
ELECTRICITY	35,000	22,972	35,000	32,000
NATURAL GAS	13,000	8,510	13,000	11,000
PROFESSIONAL ORGANIZATION DUES	200	145	300	300
OTHER OPERATING	41,050	59,615	41,950	47,000
<i>Other Operating</i>	<i>89,550</i>	<i>91,242</i>	<i>90,550</i>	<i>90,600</i>
TOTAL	232,358	196,068	251,890	246,401

Programs and Services

As part of the Recreation Department, the Senior Activity Center/Senior Services offers a variety of programs, activities and services to promote healthy aging. In 2018 the City of Portsmouth became an “Age-Friendly Community” and strives to make Portsmouth livable for all ages.

Senior Activity Center

- Drop-in Lounge with complimentary coffee, snacks, newspaper, music and Wi-Fi.
- Lunch programs; grab & go, senior social lunch, annual cookout, Thanksgiving luncheon, Veterans Breakfast, Afternoon Sock Hop (new in FY23) and holiday party. Off-site lunch trips and pop-up breakfast out trips are also offered.
- Senior newsletter on website, emailed and mailed.
- Fitness, health & wellness, field trips, social, enriching activities offered throughout each month.



Health & Wellness Programs

- Variety of fitness classes available each week
- Wellness clinics (blood pressure, balance testing, hearing, etc)
- Guest speakers on healthy topics like Brain Health, Falls Prevention, etc.
- Partnership with UNH Occupational Health students for 9-week health education program.
- Nutritional meals served weekly; Gather Mobile Market site 2x month.



Enriching & Educational Programs

- Device help (Saturdays added, new in FY23)
- Games, movies, knitting, social groups (ie: Dull Men’s Club)
- Guest speakers on interesting topics like photography, fraud protection, local historians, humanities lectures, etc.
- Ukulele & Fiddle group, watercolor classes, Zentangle
- Seasonal art shows, Veterans Afternoon Coffee (new in FY23)
- Trips



Senior Transportation

- Senior Transportation serviced by COAST / Triplink. Offered to Portsmouth residents five days per week. Free medical rides, low-cost shopping trips, senior activity center stop.
- Promote ridership, resource information, connect service to residents.
- Funding for Senior Transportation comes from the Parking and Transportation Fund.

Additional Senior Services

- Resource information
- Free book program
- PPE distribution, vaccination site, blood drives, warming/cooling stations
- Portsmouth Meals on Wheels site
- Tax-Aide on site with AARP
- Meeting space available

Goals and Objectives



Goal #1: Enrich the community by promoting healthy aging.

Objectives:

- ✓ Create and distribute print and online newsletter highlighting activities and services for seniors.
- ✓ Continue to collaborate with community organizations to enhance senior programming and education.
- ✓ Build Age Friendly Portsmouth initiative

Performance Measurements:

	FY21	FY22	FY23 (Est)	FY24 (Forecast)
Newsletter email list	900	1,389	1,600	1,800

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.
- Consistently communicate with community members and stakeholders, respecting channels of communication and keeping them informed.



Goal #2: Continue to offer a senior gathering space

Objectives:

- ✓ Dedicated hub for seniors to gather including activity space and drop in lounge.
- ✓ Promote and provide social, educational and physical opportunities for healthy aging.
- ✓ Build and reinforce community partnerships to support programs and services offered by center.
- ✓ Provide a warm, welcoming environment with a feeling of safety and inclusivity.
- ✓ Warming/Cooling Center, vaccination station and blood drive site.

Performance Measurements:

	FY21	FY22	FY23 (Estimate)	FY24 (Forecast)
Number of Programs	30	52	65	75
% increase		73.3%	25.0%	15.4%

	FY21	FY22	FY23 (Estimate)	FY24 (Forecast)
Number of Members	N/A *	1,000 *	1,500	1,600
	Center was Closed during Covid FY21	Building re-opened to public May '21		

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.
- Leverage local resources and partnerships to improve and support needs of residents, nonprofits, arts & culture community.





Goal #3: Continue synergy with Recreation Department's goals.

Objectives:

- ✓ Continue to work with the Recreation Board to support senior services.
- ✓ Continue to work cooperatively with Recreation Department to provide year-round activities for older adults as well as intergenerational activities.
- ✓ Increase intergenerational programs

Performance Measurements:

	FY21	FY22	FY23 (Estimate)	FY24 (Forecast)
Number of Joint Rec Programs	0	2	4	6

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.



Goal #4: Provide a comprehensive transportation element

Objectives:

- ✓ Support transportation partner to provide Senior Transportation for Portsmouth residents.
- ✓ Grow participation through promotion and education.
- ✓ Understand barriers to utilizing a transportation service.

Performance Measurements:

	FY21	FY22	FY23 (Estimate)	FY24 (Forecast)
Rides	4,970	6,187	6,250	
% increase	2.7%	24% *	1%	

**During FY21, at the height of the pandemic, ridership was down. In FY22 ridership resumed which explains the larger percentage increase from FY21 to FY22.*

Citywide Goal Addressed:

- Deliver services and programs with courtesy, professionalism and efficiency.
- Maintain and improve infrastructure to meet needs of community.

Additional Performance Measures

Number of Senior Center Memberships:
 FY21 – N/A * The Center was closed during Covid FY21
 FY22 – 1,000 * Building re-opened to public May '21
 FY23 (Est) – 6% increase
 FY24 (Forecast) – 5% increase

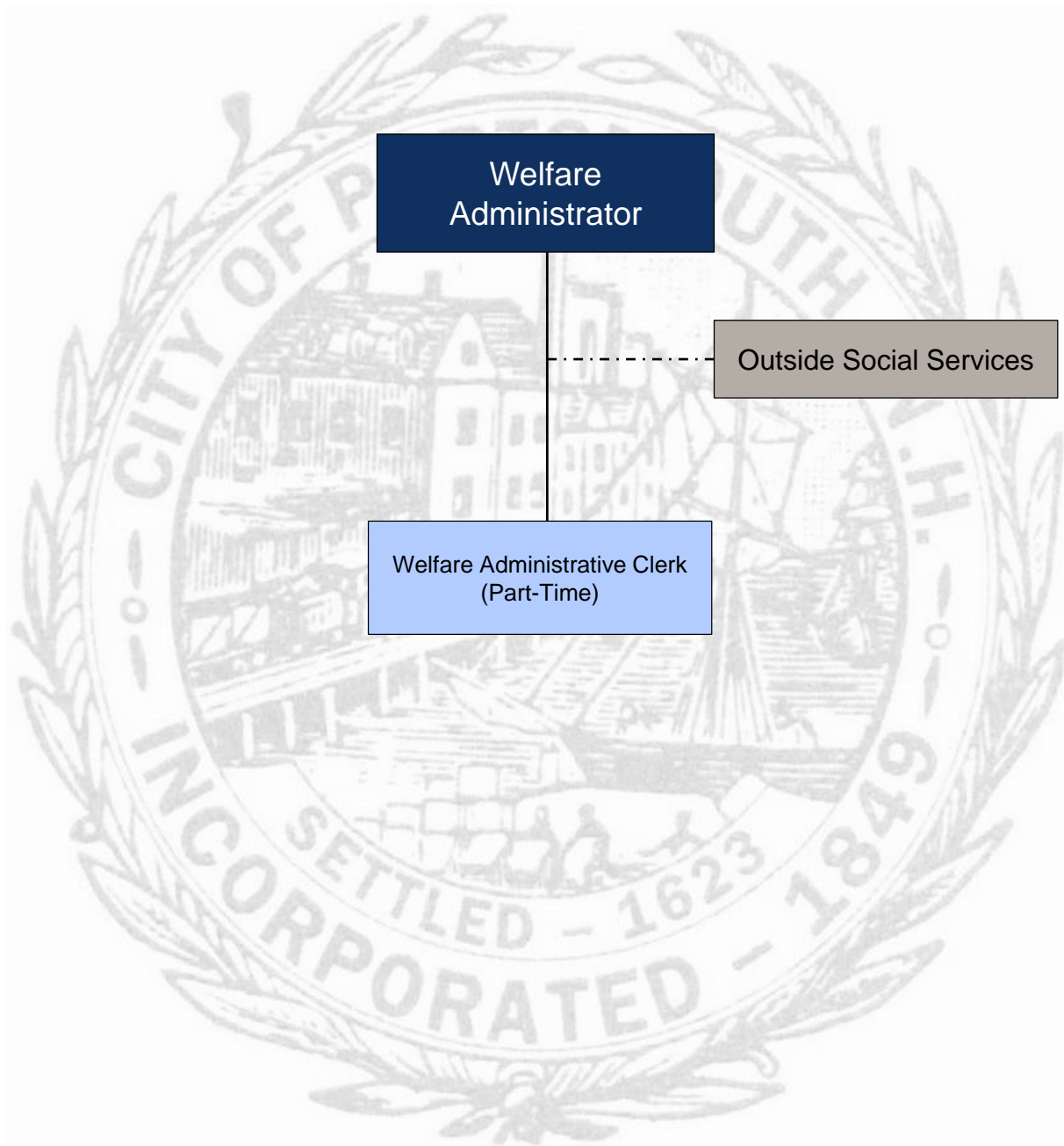
Number of Senior Service Activities:
 FY 21 – 30 (given the pandemic, we were still able to offer several virtual programs & remote services)
 FY22 – 52 programs
 FY23 (Est) – 30% increase
 FY24 (Forecast) – 20% increase

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
SENIOR SERVICES			
PMA GRADE 16	9B/3C	SENIOR SERVICES SUPERVISOR	78,911
		TOTAL FULL TIME	78,911
		ADDITIONAL PART-TIME HOURS AS NEEDED	55,000
		TOTAL PART TIME	55,000
		TOTAL DEPARTMENT	133,911

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
SENIOR SERVICES					
01-786-339-00-100-442					
011001	REGULAR SALARIES	71,673	72,733	79,450	78,911
012001	PART TIME SALARIES	50,351	15,092	58,373	55,000
014041	OVERTIME	800	-	800	800
015001	LONGEVITY	327	333	681	-
022001	SOCIAL SECURITY	7,635	5,183	8,637	8,352
022501	MEDICARE	1,786	1,212	2,020	1,953
023001	RETIREMENT	10,236	10,273	11,379	10,785
034103	TELEPHONE	3,000	2,206	3,000	3,000
041002	ELECTRICITY	35,000	22,972	35,000	32,000
041101	NATURAL GAS	13,000	8,510	13,000	11,000
041205	WATER /SEWER FEES	3,000	-	3,000	3,000
044005	RENT	-	-	-	-
044006	PRINTING LEASE/MAINT	5,000	2,477	5,000	5,000
055050	PRINTING	5,000	-	5,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	200	145	300	300
057101	TRAVEL AND CONFERENCE	300	-	300	300
057102	TRAVEL REIMBURSEMENT	400	-	400	800
061001	FIRST AID	200	384	200	200
061002	MISCELLANEOUS SUPPLIES	5,000	12,616	5,000	5,000
061006	SR LUNCHESES	15,000	27,890	15,000	21,000
062001	OFFICE SUPPLIES	2,500	1,358	1,500	3,000
062501	POSTAGE	1,600	1,946	3,000	3,000
068002	CLOTHING	350	298	350	-
074001	EQUIPMENT	-	6,440	-	1,000
075001	FURNITURE AND FIXTURES	-	4,000	-	-
099006	COPIER LEASE	-	-	500	-
SENIOR SERVICES	TOTAL	232,358	196,068	251,890	246,401

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

Positions Full Time	FY22	FY23	FY24
Welfare Administrator	1	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part-Time	FY22	FY23	FY24
Welfare Administrative Clerk	1	1	1
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The proposed Welfare Department budget for FY24 is \$412,252 which represents an increase of \$8,802 or 2.18% from FY23. 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 \$259,600 reflects an increase of \$4,250 or 1.66% from FY 23. The onset of COVID 19 greatly changed the complexion of the Welfare Dept. In the last year, several programs, most notably the Emergency Rental Assistance Program have significantly decreased the need for our citizens to seek help in the Welfare Department. These benefits have provided the very low and low wage earner to be self-sufficient, greatly reducing the number of requests for assistance. The bulk of this assistance will be exhausted by the end of FY 23.



Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT				
SALARIES	80,811	81,117	87,483	90,107
PART-TIME SALARIES	33,119	32,814	35,636	37,211
LONGEVITY	1,469	1,469	1,500	1,550
RETIREMENT	11,568	11,592	12,492	12,380
OTHER BENEFITS	8,828	8,745	9,534	9,859
<i>Contractual Obligations</i>	<i>135,795</i>	<i>135,737</i>	<i>146,645</i>	<i>151,107</i>
DIRECT ASSISTANCE	352,600	97,781	255,350	259,600
TRAINING/EDUCATION/CONFERENCES	200	75	200	300
PROFESSIONAL ORGANIZATION DUES	200	300	200	200
OTHER OPERATING	1,190	539	1,055	1,045
<i>Other Operating</i>	<i>354,190</i>	<i>98,695</i>	<i>256,805</i>	<i>261,145</i>
TOTAL	489,985	234,432	403,450	412,252

Programs and Services

Client Services-

- Determine qualified applicants, process requests for service, and make referrals.
- Administer emergency assistance funding based on State law and City ordinance.
- Conduct periodic follow-up of clients.
- Monitor changing federal/state laws and regulations.
- Facilitate responsiveness of agencies to Department referrals.

Community Relations-

- Actively participate in local social service networks.
- Advise City Manager on appropriate funding levels for social service agencies.
- Advocate for the interests of Department recipients and the City.

Goals and Objectives



Goal #1:

To assist individuals in Portsmouth, in accordance with New Hampshire Law and the Welfare Guidelines adopted by the City Council, who are temporarily unable to provide for their own documented shelter, food, medication, utility, or other emergency needs.

Objectives:

- ✓ Refine and improve applicant qualification process.
- ✓ Take active role in social service networks.
- ✓ Leverage existing resources and explore new avenues to maintain cost per-in office contact and other expenses

Performance Measurement:

Percent change over previous year for cost per in-office contact.

FY21	FY22	FY23 (Est.)
+4%	-3%	-18%

Citywide Goal Addressed:

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



Goal #2:

To work closely with Federal, State, and local agencies and charities to maximize services and benefits available to Portsmouth residents.

Objectives:

- ✓ Monitor changing Federal/ State laws and regulations.
- ✓ Participate in the NH Local Welfare Administrators Association.

Citywide Goal Addressed:

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



Goal #3:
To review social service agencies' City budget requests and to advise the City Manager regarding funding levels for agencies.

Objectives:
✓ Review Outside Social Service fund requests.

Performance Measurement:

Social Services Funding

FY21	FY22	FY23	FY24 (Proposed)
199,033	199,033	213,950	233,250

Citywide Goal Addressed:
• *Maintain Financial Stability*

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
WELFARE			
PMA GRADE 15	H	WELFARE ADMINISTRATOR	90,107
		TOTAL FULL TIME	90,107
1386B GRADE 7	6.5G/5.5H	PT ADMINISTRATIVE CLERK (25HRS/WK)	37,211
		TOTAL PART TIME	37,211
		TOTAL WELFARE	127,318

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
WELFARE DEPARTMENT					
DIRECT ASSISTANCE					
01-792-770-25-110-436					
088001	FOOD	1,000	-	750	1,000
088002	PERSONAL GOODS	500	-	250	250
088003	SHELTER	270,000	10,972	115,000	175,000
088004	FUEL	2,000	-	1,000	2,000
088005	GAS LIGHT AND WATER	1,000	200	1,000	2,000
088006	MEDICAL	1,000	-	250	250
088007	TRANSPORTATION	1,000	573	1,000	1,000
088008	BURIALS	6,000	6,000	6,000	8,000
088009	OTHER EXPENSES	100	-	100	100
088010	EMERGENCY SHELTER	70,000	20,036	70,000	70,000
088012	COORDINATED RESPONSE INIT	-	60,000	60,000	-
DIRASST		352,600	97,781	255,350	259,600
WELFARE ADMINISTRATION					
01-792-770-51-110-436					
011001	REGULAR SALARIES	80,811	81,117	87,483	90,107
012001	PART TIME SALARIES	33,119	32,814	35,636	37,211
015001	LONGEVITY	1,469	1,469	1,500	1,550
022001	SOCIAL SECURITY	7,155	7,088	7,727	7,990
022501	MEDICARE	1,673	1,658	1,807	1,869
023001	RETIREMENT	11,568	11,592	12,492	12,380
044006	PRINTING LEASE/MAINT	135	73	-	-
055050	PRINTING	75	-	75	75
056001	DUES PROFESSIONAL ORGANIZ	200	300	200	200
057101	TRAVEL AND CONFERENCE	200	75	200	300
057102	TRAVEL REIMBURSEMENT	250	-	250	300
062001	OFFICE SUPPLIES	400	154	400	250
067001	BOOKS & PERIODICALS	330	312	330	420
WELADMIN		137,385	136,651	148,100	152,652
WELFARE	TOTAL	489,985	234,432	403,450	412,252



Outside Social Services

Services Overview

- ✓ [Cross Roads House](#)
- ✓ [Central Veterans Council](#)
- ✓ [Seacoast Mental Health Center](#)
- ✓ [Area HomeCare & Family Services](#)
- ✓ [Rockingham Nutrition and Meals on Wheels](#)
- ✓ [Big Brothers/ Big Sisters of the Greater Seacoast](#)
- ✓ [RSVP](#)
- ✓ [Seacoast Community School](#)
- ✓ [Rockingham Community Action](#)
- ✓ [Haven](#)
- ✓ [Waypoint](#)
- ✓ [American Red Cross of NH and VT](#)
- ✓ [AIDS Response Seacoast](#)
- ✓ [Gather](#)
- ✓ [Greater Seacoast Community Health](#)
- ✓ [Seacoast Family Promise](#)
- ✓ [New Generation](#)
- ✓ [Seacoast Pathways](#)
- ✓ [CASA](#)
- ✓ [Cornerstone VNA](#)
- ✓ [One Sky Community Services](#)
- ✓ [Krempels Center](#)

Department Budget Comments

The Outside Social Services budget request for FY24 is \$233,250. This represents an increase of 9.02% from the previous budget.

Programs and Services

- **Cross Roads House (CRH)**: For 40 years, Cross Roads House has been providing shelter and supportive services to individuals and families in the NH Seacoast area who are experiencing homelessness. We are guided by our mission, to meet the immediate needs of the region's homeless and to provide them with the tools and guidance they need to successfully return to permanent housing. Cross Roads House is open and staffed 24 hours a day, 365 days a year. In our Fiscal Year ending June 30, 2022, we provided shelter to 427 people for 26,644 bed nights, including 17 families with 35 children.

CRH connects people experiencing homelessness and partner agencies before shelter entry. CRH has 24/7 live phone access to emergency overnight shelter, to our waitlist for longer-term shelter, and to information and referral for community resources. CRH staff coordinate entry into shelter with referring outreach partners from SOS and Safe Harbor Recovery Centers, Waypoint (youth), Seacoast Mental Health Center, and Community Action Partnership of Strafford County. CRH

participates on three regional Community Care teams to identify those in need of shelter and the appropriate services for them. 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.

CRH provides material needs, safety and stabilizing support directly and with partner agencies upon entry. Case management is available immediately. Within a week, access is available to on-site services such as Families First Health Center, Safe Harbor recovery support center, visiting nurses, and COAST transit services. School-age children are provided transportation to their most recent so that they experience little disruption to their pre-shelter schedule.

Beyond the shelter and supportive services provided at the main shelter building, former CRH residents can work with Housing Stability Case Managers for post-shelter case support to maintain their housing. CRH administers a HUD funded Housing First/Permanent Supportive Housing Program for chronically homeless individuals and operates a permanent, affordable housing space for 12 formerly homeless adults in single occupancy rooms with shared common areas.

Additionally, in December of 2022, Cross Roads House became the designated Emergency Overnight Warming Center for Rockingham County, providing shelter during extreme weather to anyone in need of safe shelter. This “shelter within the shelter” service is offered based on a specific set of weather criteria and is posted to all human services agencies when open.

Cross Roads House provides a vital service to the great NH Seacoast area with access to critical emergency shelter, assistance in finding stable housing, partnerships with local agencies, and post-shelter case management support, all with the purpose of getting unhoused individuals and families stabilized and into permanent housing where they can thrive as contributing members of our community.

- **Central Veterans Council:** City funds are requested for decoration of gravesites and upkeep of cemeteries.
- **Seacoast Mental Health Center:** The mission of Seacoast Mental Health Center, Inc. (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. Services are provided to children, adolescents, adults, older adults, caregivers, and families, regardless of their ability to pay. SMHC’s goal is to empower a family unit and/or individual to build upon health, community, and resilience within a collaborative treatment model where services are designed to meet patients where they are both physically and psychologically.

SMHC is 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.

Examples of specific services include Individual, Family, and Group Therapy; Functional Support Services (FSS); Targeted Case Management (TCM); Housing Support and Homelessness Services; Supported Employment; Substance-use Disorder (SUD) Treatment; Psychiatry; and Emergency/Mobile Crisis Services.

In FY22, SMHC provided 160,583 unique services to 6,425 children, adolescents, adults, and families. 973 of these patients were residents of Portsmouth.

SMHC has two office locations (Portsmouth and Exeter) and one 24-hour staffed, 8-bed group home (Greenland) for adults living with severe and persistent mental illness. Both offices offer 24/7 coverage for behavioral health crises via Emergency Services clinicians, who also staff the Exeter Hospital Emergency Department for such services. As of January 1, 2022, emergency

services operations were expanded to include community-based mobile crisis teams in conjunction with the State implemented Rapid Response Access Point.

SMHC offers in-person and telehealth regular office hours and co-locates staff in seven primary care offices, as well as provides co-located support at Cross Roads House and in 28 different educational settings, including Portsmouth Public Schools, throughout the twenty-four town catchment region.

As a member of the New Hampshire Community Behavioral Health Association, (NHCBA), SMHC is also tasked with raising awareness about the critical nature of mental healthcare and advocating for a strong, well-funded behavioral health system in NH.

- **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 our clients cannot do for themselves. In FY22 services were provided to 125 Portsmouth residents. More than 99% 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 financial need. Project HairCare provides free hair care services to those clients who have no other means of getting this service. This program has afforded 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 homemaker services to the many Portsmouth residents in need who wish to remain in their homes.
- **Meals on Wheels:** Rockingham Nutrition & Meals on Wheels (RNMOW) helps older and/or disabled adults maintain their health, well-being, and independence. This means support in two areas essential to helping our clients “age in place” at home— nutritious meals and transportation.

We provide hot, nutritious meals both in a community setting and via home delivery in all cities and towns of Rockingham County. In our most recent fiscal year, RNMOW served 48,874 meals to 362 Portsmouth residents—an average of 134 meals per day. In doing so, we also provided 44,574 wellness checks to at-risk citizens every week of the year, Monday through Friday, with provisions for weekend service for those who need it. We offer a variety of meal choices to our clients, hot meals, targeted diet plans for many medical conditions, and peace of mind to families and neighbors. All at a fraction of the cost of assisted living or nursing home care.

While our clients’ nutritional needs are important, we know that we are also delivering a crucial serving of human interaction that can counteract the feelings of isolation and loneliness that many of our clients feel. 98% of our clients told us in our last survey that our program helped them to feel safer and healthier. 86% told us that their RNMOW meal was the main meal of their day. And the caring, personal connection that develops between our clients and our staff is hard to describe in words. It *matters*.

- **Big Brothers / Big Sisters of NH:** The mission of Big Brothers Big Sisters of New Hampshire is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our vision is that all youth have the opportunity to achieve their fullest potential. The capacity of a caring and supportive adult to inspire that potential is profound. An evidence-based program, the youth in our program achieve positive outcomes such as, increased confidence in school, better social relationships, and avoidance of risk behaviors. Big Brothers Big Sisters of NH serves all youth between the ages of 6 and 18 and has been serving the Seacoast area since 1977. In 2022, BBBSNH served 26 Portsmouth youth and 34 Portsmouth residents volunteered as mentors for 60 Portsmouth residents involved in the program. Currently, there are two youth from Portsmouth on our waiting list with in need of a mentor.

- **RSVP: Friends RSVP - Retired and Senior Volunteer Program:** –helps solve unmet community needs through volunteers and increases the health and independence of older adults through active, meaningful volunteerism. RSVP capitalizes on people’s interests and skills to provide a wide range of services to Portsmouth’s underserved and disadvantaged residents. In 2022, Friends RSVP coordinated volunteer placements of 260 seniors who contributed 38,334 hours of service throughout the total program area despite the challenges of COVID-19. Friends RSVP coordinators work with volunteers in the Portsmouth region to continually serve the needs of individuals and organizations. In 2022, **Portsmouth received 2,000 hours** served by Friends RSVP Volunteers to Portsmouth organizations and agencies. **Volunteers directly served 3,100 Portsmouth residents** by assisting in these important programs. These hours represent a value of over **\$51,520 in direct services and time provided to Portsmouth residents** and agencies in need.
- **Seacoast Community School:** Seacoast Community School (SCS), previously known as Community Child Care Center, was founded in 1967. Our mission to provide nurturing care and exceptional education to all children of the seacoast has held steadfast through the decades, as has our commitment to low income families and their needs. The school strives to be a leader in innovative and accessible education for children eight weeks to twelve years old, and to promote understanding of the value and positive impact of high quality early education. Serving an average full time equivalent of over 240 children per day, activities include nationally accredited full day programs for infants, toddlers and preschoolers; half-day inclusive preschool options in collaboration with Portsmouth Schools; and after school programming for grades K-5 in Portsmouth and Greenland.

SCS works diligently to make all programs accessible to families and their children, regardless of socio-economic status. That said, the school gives priority of service to children from families in financial need as these are the community members who benefit from our high quality early education and care the most. With the ability to access quality child care, 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 Child Care Scholarship reimbursement, and partners with the City of Portsmouth as well as other local agencies 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 COVID19 pandemic, our school reopened to finish the 2019-20 school year in-person and went on to provide continuous service to seacoast families throughout the pandemic. We opened a special morning program to accommodate public school half day schedules, expanded our low income population, offered more scholarships to all families, and continually employed over 50 faculty and administrators every day. We continue to adhere to strict safety protocols to reduce our student and faculty COVID cases. Seacoast Community School continues to strive to provide accessibility to quality early childhood education to all children of the seacoast. We have been able to increase enrollment by around 100 students in comparison to 2020 and pandemic restrictions.

- **Rockingham Community Action:** The mission of Rockingham Community Action, a program of Southern NH Services, is to support individuals and families with low incomes with direct services, to work to prevent more families from falling into poverty and/or homelessness, and to assist at-risk families in finding long-term solutions to their economic needs. This is accomplished by offering a variety of services to address people’s immediate needs, providing the tools and skills to help achieve self-reliance and improve long term quality of life, and working in partnership with the community and other service providers to address the root causes of poverty.

In addition to serving as an important ‘port of entry’ for RCA and other social services, RCA’s Resource Centers provide a number of direct services to **low-income households:**

1) Fuel/Electric Assistance Programs: RCA staff screen and enroll households in federal LIHEAP (Low Income Heating & Energy Assistance Program, aka ‘fuel assistance’ and state Electric Assistance programs.

2) Crisis Services: RCA staff provide emergency grants, often working in cooperation with municipal welfare, for households facing eviction, foreclosure and/or utility terminations.

3) Food Pantries: RCA staff assist households who are critically low on food with donated and purchased perishable, non-perishable, meat and dairy food items. We work cooperatively with other small community pantries to assure the widest availability of these resources. We also receive, from organizations and individuals, many cash donations which are used to fill in gaps as they arise in our food stocks or to purchase food 'gift cards' for area grocery stores. We stock personal care and cleaning items. And we attempt to keep a supply of diapers and related supplies for children and adults at our sites, as well.

4) Financial Capability: RCA employs dedicated staff who are responsible for holding free tax preparation geared at the Earned Income Tax Credit (EITC) eligible tax payer, providing one on one financial coaching, credit repair, financial crisis interventions, workshops and access to partner financial services. Staff also works at filling the void in financial stability programming when a need presents itself ie working with town assistance offices to help fill out Property Tax Relief forms.

5) Head Start, WIC, Child Care Aware of NH (helping independent childcare providers maintain excellence in training and care provision), Workforce Development and Adult Basic Education help to create access to healthy homes, education for the Whole Family and increased employment opportunities.

6) Homeless Outreach/Intervention Program: RCA staff assist homeless individuals and families with identifying shelter needs, arranging emergency transportation to shelters, and arranging alternative shelter.

7) NH DP-8 Low & Income Homeowners Property Tax Relief applications: RCA staff contact eligible County resident homeowners and assist in the completion of this application to receive a State property tax refund check.

- **Haven:** For over 40 years, HAVEN, the organization created by the merger of A Safe Place and Sexual Assault Support Services (SASS), has provided services to Portsmouth residents impacted by domestic and sexual violence.

HAVEN's mission is to prevent sexual assault and domestic violence and to empower women, men, youth and families to heal from abuse and rebuild their lives. Services include providing 24-hour confidential emergency shelter and support services via a confidential 24-hour hotline and in-person accompaniments at hospitals, police, child advocacy centers and courts, a housing assistance program for survivors and a K-12 Safe Kids Strong Teens prevention education program aimed to prevent sexual abuse, bullying and teen dating violence. Most recently added to our services is our Housing First initiative, where we provide assistance to victims and survivors in need of safe, affordable housing. In addition, HAVEN's main office in Portsmouth (located at 20 International Drive at the Pease Tradeport) allows those in need of assistance to access in-person support during office hours.

- **Waypoint:** Waypoint is dedicated to advancing the well-being of children and families by providing an array of social services to strengthen family life and promoting community commitment to the needs of children. Waypoint has several programs that that serve Portsmouth including Individual Services/Integrated Home-Based Services, Partners in Health, Healthy Family America, Parent Aide, and services for Homeless Youth. Specific to the request for funding is the Family-Centered Early Supports & Services (more commonly known as early intervention for children from birth to three years of age). These services are designed to help young children reach their full developmental potential and to support their families through that process. Programs are based on current research, balanced with experience, and clinical skill. Staff provide an array of developmental and therapeutic services for children with special needs, education and support to their families and guidance in accessing and coordinating community and health resources.

City funds are requested for Family-Centered Early Supports and Services to help fill the significant gap between the cost of providing services and the available revenues collected from all other sources. The request is based on the number of children served. Last year Waypoint provided services to 67 Portsmouth children and families continuing to represent the highest number of families served in our catchment area. City funds are requested to support staff in providing direct services to Portsmouth families.

- ✓ **American Red Cross of NH and VT:** The mission of the American Red Cross is to prevent and alleviate suffering in the face of disaster by mobilizing the power of volunteers and the generosity of donors. Locally, our most common disaster responses are for home fires. We provide emergency food, shelter, clothing, and financial assistance in the immediate aftermath to ensure that victims' immediate needs are met as they begin their long journey of recovery. We also deploy staff and volunteers all over the country to support mass care efforts in the wake of large-scale national disasters such as hurricanes and wildfires. In addition to our disaster response work, we also facilitate the collection and distribution of lifesaving blood and blood products for local hospitals; we offer supportive services to active and veteran members of our military and their families, such as emergency communications and resiliency trainings; and we ensure the safety of our communities by offering First Aid & CPR, babysitting, and aquatics training courses throughout our network. With your support, the American Red Cross will continue to work hard to keep the residents of Portsmouth, safer, stronger, and healthier in a variety of ways.
- **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 misuse counseling; access to transportation to medical appointments; and a food pantry to help ensure food security.

- **Gather:** Gather is one of the oldest social service agencies in New Hampshire. We began in 1816 by a small group of women whose goal was to feed the families of fishermen in Portsmouth, NH. Gather's mission is to make the Greater Seacoast a hunger-free community. To do this we: distribute nourishing food to people who do not have enough to eat; take a leadership role in building an equitable and sustainable regional food system; and galvanize public support for ending hunger.

Gather is also the Seacoast's only preventative health-focused food pantry. What makes our organization unique is our unwavering commitment to meeting the hunger needs of this community through the provision of fresh, healthy and nutritious food (e.g., fruits, vegetables, whole grains, protein). Our focus is not only to provide food and basic necessities but to inspire, encourage and teach our individuals and families how to make nutritionally sound food choices and prepare healthy meals.

Gather is located in Portsmouth, NH and provides services throughout the Greater Seacoast. In addition to our Pantry Market (open shopping model 5 days each week), Gather provides innovative mobile programs (Meals 4 Seniors, Meals 4 Kids, Mobile Markets), a Community Supported Agriculture (CSA) program, support to smaller food pantries, gleaning, referrals/community outreach and a food re-purposing project. We are currently serving nearly 2,300 individuals each month through our Pantry Market. With the help of our 300+ volunteers, we have provided nearly 1.8 million pounds of food to the greater Seacoast area this past year.

For the past several years, Gather has been laser-focused on developing ways to reach and feed this community's most vulnerable members. We learned that the most efficient and effective way to reach people in need, especially those in more rural/less populated areas, was to provide mobile food delivery directly where these residents live and play. This approach is used to reduce and often eliminate the transportation and other access barriers many individuals face when trying to receive emergency food. To reach as many vulnerable people as possible, Gather has steadily increased our internal capacity (e.g., refrigerated storage, volunteers, fleet of delivery vehicles) and developed key partnerships in several high need communities.

To support smaller pantries and ensure healthy food reaches all hungry residents, Gather has also taken a leadership role in the region and made the reduction of food waste a priority. Our organization currently leads the activities of NH Gleans and facilitates the activities of the Food Providers Network (FPN). The FPN (a Gather project) is comprised of local food pantries and soup kitchens working together to share excess food and resources to ensure residents have barrier-free access to nutritious food. NH Gleans is a network of organizations working to reduce food waste and increase the availability of fresh and local produce that is distributed to those needing it most. Because of our relationships, partnerships and existing capacity, Gather regularly provides fresh produce and other food to dozens of smaller food pantries in the area.

- **Greater Seacoast Community Health.:** Greater Seacoast Community Health (Greater Seacoast) is a network of community health centers, including Families First Health & Support Center and Goodwin Community Health. 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 1,037 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; family support and education in group and one-on-one settings. And Greater Seacoast offers mobile health services in several communities; the mobile team conducts weekly medical clinics at Cross Roads House and St. John's Episcopal Church in Portsmouth. Greater Seacoast's services help people stay healthier, improve their quality of life, and save money for the city. Many City of Portsmouth welfare recipients are served by Greater Seacoast, which is essential in returning welfare recipients to health, employability, and 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:** Turning 20 years old in 2023, Seacoast Family Promise (SFP), is a safe family shelter serving the seacoast region of New Hampshire and York County in Maine. SFP provides food, clothing, shelter, and referrals to community services for medical, dental and mental health needs. Also, comprehensive programming such as case management, individual and family counseling, trauma informed care, financial literacy, budgeting, parenting, employment/educational search, housing search, good tenancy, and an aftercare program "Home Again" which provides ongoing services to ensure lasting self-sufficiency. SFP has a 90% non-recurrent homeless rate among program graduates.
- **New Generation:** New Generation provides emergency and transitional housing as well as aftercare services to pregnant women, single mothers and their children who are experiencing or transitioning out of homelessness.

New Generation programs and services fulfill a broad range of essential needs for pregnant women and mothers of small children. Our services include providing shelter and food, parenting

education, case management, life-skills coaching, and financial counseling, transportation, and aftercare services

- **Seacoast Pathways:** Seacoast Pathways is a structured evidence-based recovery program for adults 18 and over living with mental illness who strive to re-engage with others and the community. The mission of Seacoast Pathways is to support adults living with mental illness on their paths to recovery while ending social and economic isolation. The program follows the Clubhouse International Model of Psychosocial Rehabilitation and provides opportunities to utilize strengths, interests and skill development to get back on track for employment, education, improved housing and wellness – all hallmarks of mental health recovery. Participants, called members, work side-by-side with staff to operate the clubhouse and volunteer for clerical work, reception, lunch preparation, and planning and organizing activities. Art, music, writing, yoga, and nutrition are incorporated for wellness and learning. Members are actively supported in their employment, housing, and educational goals by increasing skills, pursuing resources, and finding fellowship with others. Membership is free and for life. Seacoast Pathways connects closely with Portsmouth Hospital's Behavioral Health Unit, and the Seacoast Mental Health Center in their Portsmouth and Exeter locations, and others including Seacoast NAMI support programs.
- **CASA:** Court Appointed Special Advocates (CASA) of New Hampshire provides a voice for abused and neglected children and youth by empowering a statewide network of trained volunteers to advocate on their behalf so they can thrive in safe, permanent homes. It is our goal to have trained advocates available for 100% of cases.

A CASA volunteer is appointed to advocate for an abused or neglected child's best interests. The advocates become the "eyes and ears" of the court, making independent, objective recommendations to the judge based on the information they have gathered through meeting with the child and his or her parents, foster parents, social workers, school teachers, therapists and more.

The ongoing substance misuse crisis and now the ever changing COVID-19 pandemic have led to a scarcity of resources available to support children in need. Without someone to focus on these children and ensure that their needs and best interests are being met, the futures of many abused and neglected children are threatened by a lack of help, stability, and support. Parents are facing increased stress regarding care for their child while working, confronting economic instability and job loss, and feeling even more food and housing-insecure.

We have begun seeing an increase in the number of cases due to the COVID-19 pandemic. During the first four months of FY 23, CASA had to refuse more cases than all of FY 22. Not only is there an increase in the number of cases but, we have begun to see an increase in the severity of the cases being brought to our attention. We are seeing some of the most severe neglect of children ever witnessed. Children and families have clearly struggled during these seemingly endless months of isolation.

In fiscal year 2022 (July 1, 2021 – June 30, 2022), CASA volunteers advocated served 1,552 children from 956 families across the state; 17 children were from the City of Portsmouth. Volunteers traveled more than 518,000 miles and provided over 89,000 hours of their time. Since CASA of New Hampshire's inception in 1989, more than 10,000 New Hampshire children have had CASA volunteer advocates by their side.

- **Cornerstone VNA:** Founded in 1913, Cornerstone Visiting Nurse Association is an independent nonprofit home, health and hospice organization serving New Hampshire and Maine.

Cornerstone VNA cares for people of all ages, so that families can stay together at home, even when facing the challenges of aging, surgical recovery, chronic or life-threatening illnesses or end of life care. Our skilled team offers the highest quality nursing, rehabilitative therapies, social work, volunteer and support services through five distinct programs: Home Care, Hospice Care, Palliative Care, Life Care-Private Duty, and Community Care.

As a nonprofit organization, Cornerstone VNA is committed to giving back to the community by providing wellness clinics, trainings, support groups, and educational programs. Additionally,

through our “Circle of Caring” program, we have wonderful volunteers who provide friendly home visits to individuals in need or respite care to support caregivers.

Cornerstone VNA places great value on transforming the home health care experience and is proud to provide care for all ages, from birth through end of life. We are committed to the philosophy that the needs of each patient are best served by the thoughtful integration of specialized programs and services delivered by a multidisciplinary team of professionals. With our deep commitment to providing high quality care, Cornerstone VNA continues to be recognized for excellence, and many of our clinicians have

Our Mission: To promote the optimum level of well-being, independence and dignity of those living in the community by providing trusted, compassionate and expert health care.

Our Vision: We envision our community achieving their highest quality of life through full access to our health care services and resources.

Our Values:

- ✓ **Trust:** We can rely on each other’s character, ability, and truthfulness, so our patients can rely on us.
 - ✓ **Respect:** We have a high regard for the diversity, abilities, feelings, and viewpoints of our colleagues and patients.
 - ✓ **Understand:** We carefully listen to each other and our patients before seeking to be understood.
 - ✓ **Support:** We encourage and assist each other, so we can support our patients, their families, and our community.
 - ✓ **Teach:** We share our experience and knowledge, so we can learn from and teach each other and our patients.
- **One Sky Community Services:** Incorporated in 1983, One Sky is a comprehensive service area agency (one of ten in New Hampshire) serving over 1300 individuals and families yearly throughout most of Rockingham County including the City of Portsmouth where we serve roughly 85 individuals and families.

One Sky is required to operate under state-mandated rules and regulations and is the primary point of contact for any individual living within our service area, with a Developmental Disability or an Acquired Brain Disorder, requiring supports, and services. We determine eligibility for available funding, work with eligible individuals and their guardians to identify specific service needs, suggest a variety of possible service providers, help the individual and guardian decide which ones to select, and monitor the quality of care throughout their life and tenure with One Sky.

We continue to establish and strengthen long-term collaborations and partnerships within the communities we serve to help foster better inclusion and heightened awareness to the needs and goals of our clients.

One Sky is the sole resource of Medicaid for those with Developmental Disabilities and acquired brain disorders, our influence on their lives can be impactful not only on the quality of their life, but in terms of the comprehensive level of services and supports provided to them. This in turn alleviates the need for available town services and programs.

The services and supports One Sky delivers are unique and comprehensive for human services. Clients and their families are very supportive and pleased with what we provide. They look to us for solutions and to assist them with emergencies, as well as with crucial and essential needs. One Sky will do whatever it takes to meet their needs through advocacy for change at the state level, fundraising, meeting with community leaders, and much more.

- **Krepels Center**: Krepels Center is a nonprofit organization dedicated to improving the quality of life of people living with acquired brain injury through evidence-based programming, shared experiences, and support in a welcoming community. Located at the Community Campus in Portsmouth, NH, Krepels Center's programs are unique; the Center is the only one of its kind in the northeast and one of only a handful in the country providing post-rehab, community-based programming for people living with the chronic effects of their injury. Krepels Center has served brain injury survivors in Portsmouth and surrounding communities since 2000, providing therapeutic programming and peer-to-peer social connection for a population that is often homebound, socially marginalized, economically disadvantaged, and with poor quality of life outcomes. In 2022, Krepels Center supported 11 brain injury survivors and their families, both at the Community Campus and via a new online program.

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
OUTSIDE SOCIAL SERVICES					
01-793-780-51-100-437					
087001	CROSSROADS HOUSE	60,000	60,000	65,000	75,000
087002	CENTRAL VETERAN'S COUNCIL	750	750	750	750
087003	RICHIE MCFARLAND CHILDREN	8,000	8,000	-	-
087005	SEACOAST MENTAL HLTH CTR	10,000	10,000	12,500	12,500
087006	AREA HOMEMAKER/HOME HLTH	11,000	11,000	11,000	11,000
087008	MEALS ON WHEELS	10,700	10,700	10,700	15,000
087010	SEACOAST BIG BROTH/SISTER	3,000	3,000	3,000	3,000
087012	RSVP	4,000	4,000	4,000	4,000
087013	SEACOAST COMMUNITY SCHOOL	21,500	21,500	24,000	24,000
087015	ROCKINGHAM COMM ACTION	21,500	21,500	21,500	21,500
087017	HAVEN	12,000	12,000	12,000	12,000
087018	WAY POINT	2,083	2,083	12,000	12,000
087019	AMERICAN RED CROSS	1,000	1,000	1,000	1,000
087020	AIDS RESPONSE SEACOAST	5,000	5,000	5,000	5,000
087021	GATHER (FOOD PANTRY)	5,000	5,000	5,500	6,500
087024	GOODWIN (FAMILIES FIRST)	10,000	10,000	10,000	10,000
087025	FAMILY PROMISE	2,000	2,000	2,000	2,000
087026	NEW GENERATION	2,000	2,000	2,500	3,500
087028	SEACOAST PATHWAYS	2,000	2,000	2,000	3,000
087029	CASA	1,500	1,500	2,000	3,000
087032	ONE SKY COMMUNITY SERVICE	2,500	2,500	2,500	2,500
087033	CORNERSTONE VNA	3,500	3,500	5,000	5,000
087035	KREMPPELS	-	-	-	1,000
OUTSIDE SOCIAL SERVICES		199,033	199,033	213,950	233,250

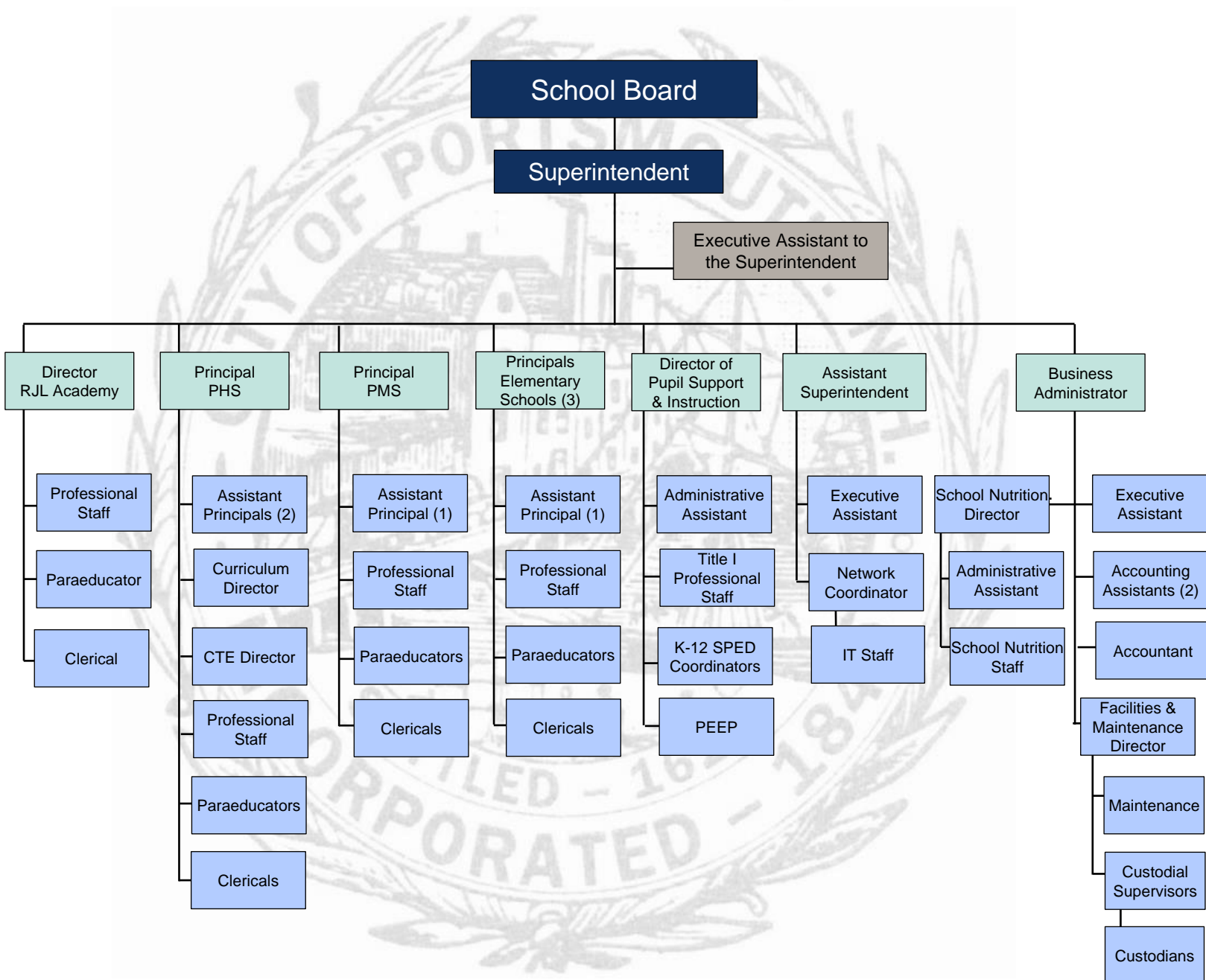
NOTE: CHART ON NEXT PAGE COMBINES TOTAL CITY GRANTS PROVIDED TO SOCIAL SERVICES--TOTAL \$314,750

Total City Grants to Social Service Agencies FY 24
Funded from General Fund and Community Development Block Grant (CDBG) Program

Outside Social Services Agency	FY 2023			FY 2024		
	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 Recommended CDBG Budget*	Welfare Department and CDBG
AIDS Response Seacoast	\$5,000	\$9,000	\$14,000	\$5,000	\$9,500	\$14,500
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	\$2,000		\$2,000	\$3,000		\$3,000
Central Veterans Council	\$750		\$750	\$750		\$750
Chase Home for Children (New Program - 90 Day Reunification Program)		\$5,000	\$5,000		\$0	\$0
Cornerstone VNA	\$5,000		\$5,000	\$5,000		\$5,000
Cross Roads House, Inc.	\$65,000	\$18,500	\$83,500	\$75,000	\$18,500	\$93,500
Fair Housing Activities (formerly New Hampshire Legal Assistance)		\$3,500	\$3,500		\$3,500	\$3,500
Friends Program/R S V P	\$4,000		\$4,000	\$4,000		\$4,000
Gather (formerly Seacoast Family Food Pantry)	\$5,500		\$5,500	\$6,500		\$6,500
Greater Seacoast Community Health (formerly Families First Dental Program) - Dental		\$9,000	\$9,000		\$10,000	\$10,000
Greater Seacoast Community Health-Goodwin Health	\$10,000		\$10,000	\$10,000		\$10,000
HAVEN-Violence Prevention and Support Services	\$12,000	\$14,500	\$26,500	\$12,000	\$5,000	\$17,000
Krepfels				\$1,000		\$1,000
Meals on Wheels	\$10,700		\$10,700	\$15,000		\$15,000
New Generations	\$2,500		\$2,500	\$3,500		\$3,500
One Sky Community Service	\$2,500		\$2,500	\$2,500		\$2,500
Operation Blessing					\$15,000	\$15,000
Richie McFarland Children (merged with Waypoint)			\$0			\$0
Rockingham Community Action	\$21,500	\$7,500	\$29,000	\$21,500	\$10,000	\$31,500
Seacoast Big Brothers/Big Sisters	\$3,000	\$5,000	\$8,000	\$3,000	\$0	\$3,000
Seacoast Community School	\$24,000	\$9,500	\$33,500	\$24,000	\$10,000	\$34,000
Seacoast Family Promise	\$2,000		\$2,000	\$2,000		\$2,000
Seacoast Mental Health Center	\$12,500		\$12,500	\$12,500		\$12,500
Seacoast Pathways	\$2,000		\$2,000	\$3,000		\$3,000
Way Point	\$12,000		\$12,000	\$12,000		\$12,000
TOTAL Grants	\$213,950	\$81,500	\$295,450	\$233,250	\$81,500	\$314,750

*At the time of this budget book printing, the CDBG allocations for public services have not yet been approved by HUD; these amounts are subject to change upon HUD approval.

Portsmouth School Department



Mission

“The purpose of the Portsmouth schools is to educate all students by challenging them to become thinking, responsible, contributing citizens who continue to learn throughout their lives.”



School Department

Services Overview

- ✓ [Instructional Programs](#)
- ✓ [Support Services – Pupils](#)
- ✓ [Support Services – Instructional](#)
- ✓ [Support Services – General Administration](#)
- ✓ [Support Services – Business & Other](#)

Department Budget Comments

The Portsmouth School Department continues to be recognized for its high-quality educational services and impressive student achievements. The School Department consists of an inclusive preschool program, three K-5 elementary schools, a middle school, a high school, and one alternative high school program. The School Department also accepts students in the middle school through tuition agreements with Newington and New Castle, and has an Authorized Regional Enrollment Area (AREA) tuition agreement for high school with Rye, Greenland, Newington, and New Castle.

The FY24 proposed School Department budget is \$60,577,961, which represents an increase of \$2,597,954 or 4.48% increase over FY23. This increase is driven in large part by negotiated cost of living increases to salaries and wages of staff, contracted increases in energy and student transportation costs, rising expenditures for out-of-district special education placements, and the net addition of one and one-half positions shifted from federal funds to the local budget. This budget request is in coordination with the School Department's continuing use of ESSER funds (Elementary and Secondary School Emergency Relief Funds) for COVID-related expenses.

The FY 24 proposed budget was developed to reflect a commitment to the School Department's guiding pillars of equity, opportunity, community, and student wellness. Included in the overall increase are counseling and math support positions that help to address student mental health as well as learning loss in math. The School Department will maintain a social worker position and high school math intervention position with the ESSER funds to reinforce those focuses of student support.

Overall, the FY24 Budget allows a continuation of high-quality programming while moving forward in addressing the School Board goals of completing a Strategic Planning initiative and implementing a district Communications Plan. The School Board continues a strategic focus on aligning budget requests with specific goals and targeted improvements in our schools, while also expanding efficiencies and additional sources of revenue.

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Administrators	14.64	15.64	15.64
Teachers			
Classroom & Regular Program Instruction	182.35	182.85	182.01
Special Programs	23.80	24.80	25.80
Pupil Support Programs	47.82	50.76	51.26
Totals Teachers Full Time	253.97	258.41	259.07
Other School Department Full Time Staff			
Clerical	20.16	20.16	20.16
Paraprofessional	41.12	43.12	43.12
Tutors	5.20	5.20	6.20
School Custodians	26.01	26.01	26.01
Security	0.00	0.00	0.00
Technology Support	8.00	8.00	8.00
Maintenance	5.00	5.00	5.00
Totals Other Full Time Staff	105.49	107.49	108.49
Totals General Fund Full Time Staff	374.10	381.54	383.20
Grant and Other Funded Full Time			
Grant and Other Funded Full Time	85.85	90.45	88.85
Totals Grant and Other Funded Full Time	85.85	90.45	88.85
Total School Full Time	459.95	471.99	472.05
Positions Part Time	FY22	FY23	FY24
Lunch Monitors	6	6	6
Total Part Time	6.00	6.00	6.00

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SCHOOL DEPARTMENT				
TEACHERS/ADMINISTRATORS	22,927,357	22,889,242	25,054,653	26,191,153
SALARIES	4,658,236	4,334,294	5,064,770	5,084,016
PART-TIME SALARIES	801,792	973,724	850,335	865,284
SCHOOL BOARD STIPENDS	14,000	15,275	14,000	14,000
OVERTIME	69,481	92,418	69,481	69,481
RETIREMENT	5,498,631	5,316,586	6,006,357	5,851,436
HEALTH INSURANCE	8,173,354	8,173,354	8,614,715	9,130,738
DENTAL INSURANCE	563,290	559,294	571,290	586,005
LEAVE AT TERMINATION	300,000	300,000	300,000	300,000
WORKERS' COMPENSATION	133,444	133,444	133,444	156,308
LIFE AND DISABILITY	209,111	190,915	212,451	220,733
PROFESSIONAL DEVELOPMENT	258,534	241,476	258,534	275,135
OTHER BENEFITS	2,230,702	2,150,178	2,428,252	2,517,807
<i>Contractual Obligations</i>	45,837,932	45,370,200	49,578,282	51,262,096
SPECIAL ED TUITION & SERVICES	2,660,602	2,970,231	2,908,602	3,369,246
TRANSPORTATION	1,309,698	1,438,197	1,456,948	1,644,623
TRANSFER FROM PARKING & TRANS	(50,000)	(50,000)	(50,000)	(50,000)
CONTRACTED SERVICES	554,484	635,892	560,991	580,206
ELECTRICITY	653,428	708,190	696,126	848,056
NATURAL GAS	289,459	294,953	294,457	370,934
GASOLINE	10,500	11,967	10,500	10,500
STUDENT BOOKS / PERIODICALS	175,226	135,692	179,616	174,432
PROFESSIONAL ORGANIZATION DUES	47,568	46,716	49,839	53,719
PROPERTY & LIABILITY	119,068	90,093	135,771	147,811
OTHER OPERATING	1,943,801	1,895,000	2,158,875	2,166,338
<i>Other Operating</i>	7,713,834	8,176,930	8,401,725	9,315,865
TOTAL	53,551,766	53,547,130	57,980,007	60,577,961

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, and Extra-Curricular. The total student population from the General Fall Report of October 1, 2022, was 2,482.

- 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



Goals and Objectives

School Board Goals, Objectives, and Guiding Pillars

Goals & Objectives

Goal #1: Strategic Planning

Objectives:

The Portsmouth School Board currently does not have a strategic plan or a K-12 curriculum plan. Our School Board has several long-standing goals for the district, but these have not been revisited in quite some time. Portsmouth School District started the 2022-2023 school year with a new superintendent, a new assistant superintendent, a new high school principal, a new curriculum director at our high school, and a new program director at our alternative high school. We, therefore, find this an appropriate and exciting time to partner with a vendor to develop a 3-5 year strategic plan that can be implemented for the 2023-2024 school year.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Goal #2: Communication

Objectives:

The Portsmouth School Board believes that district success relies on effective two-way communication with and between stakeholders. The Board recognizes that effective District communications will be shaped by four guiding principles: clarity, credibility, reliability, and connectivity. To create an effective partnership amongst all stakeholders, the School Board will approve a plan that focuses on communication that will:

1. Help the school district advance its strategic vision.
2. Build strong trust-based relationships with district stakeholders.
3. Thoughtfully select the appropriate tool for each message and audience.
4. Empower the district to accurately present itself to stakeholders.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*

Guiding Pillars

Guiding Pillar #1: Equity

For any given measure of enrichment, rigorous achievement or opportunity, 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. Work to reduce any identified gap in performance or participation as quickly as practical and address system change to eliminate all gaps.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*



Guiding Pillar #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.

Citywide Goals Addressed:

- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*



Guiding Pillar #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.



Citywide Goals Addressed:



- *Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community*
- *Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed*
- *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- *Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth*



Guiding Pillar #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.

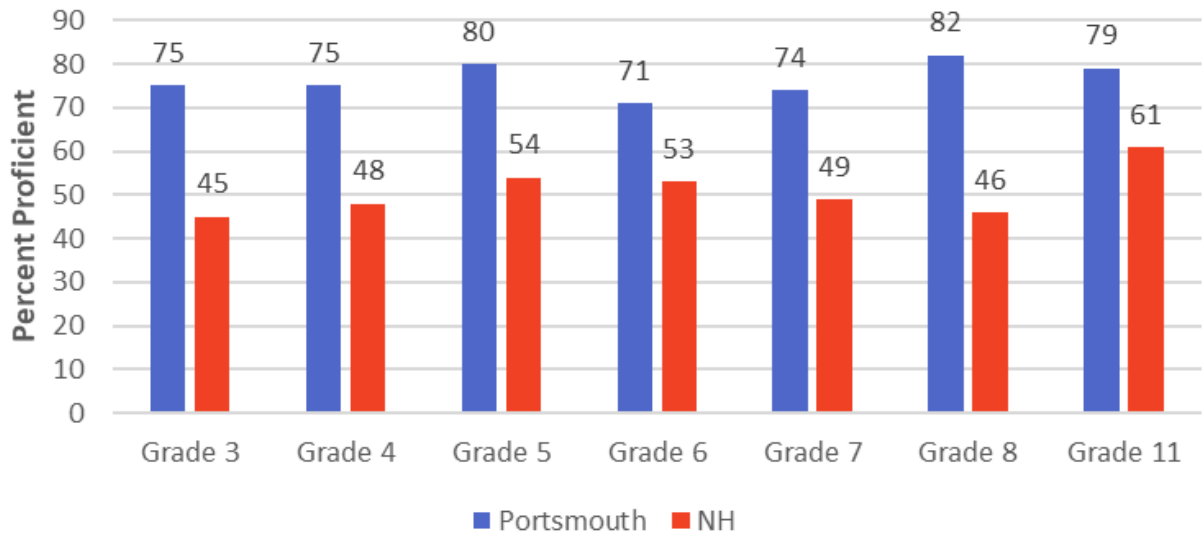
Citywide Goals Addressed:

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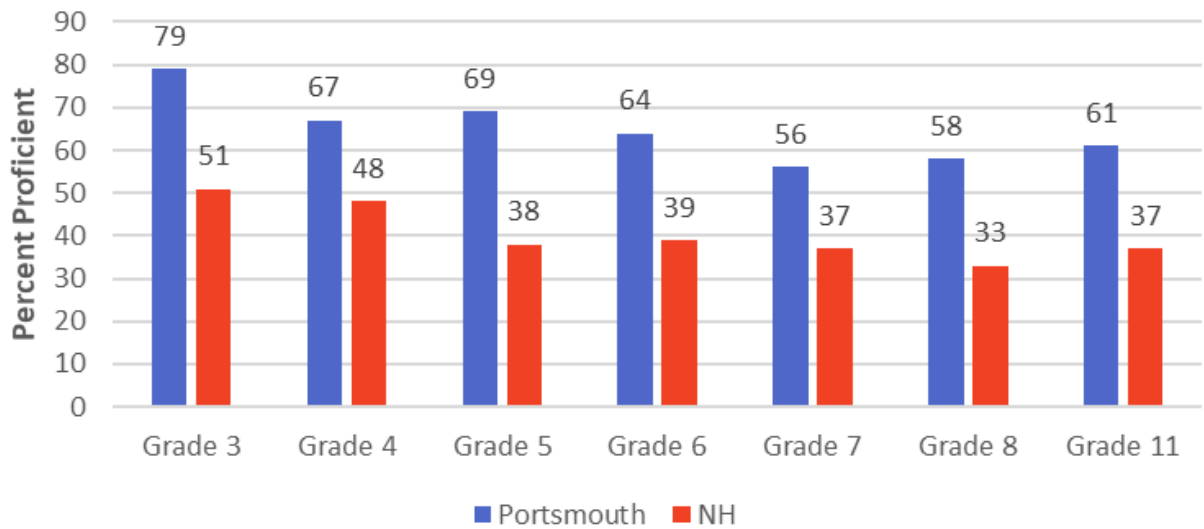
Performance Measures

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.

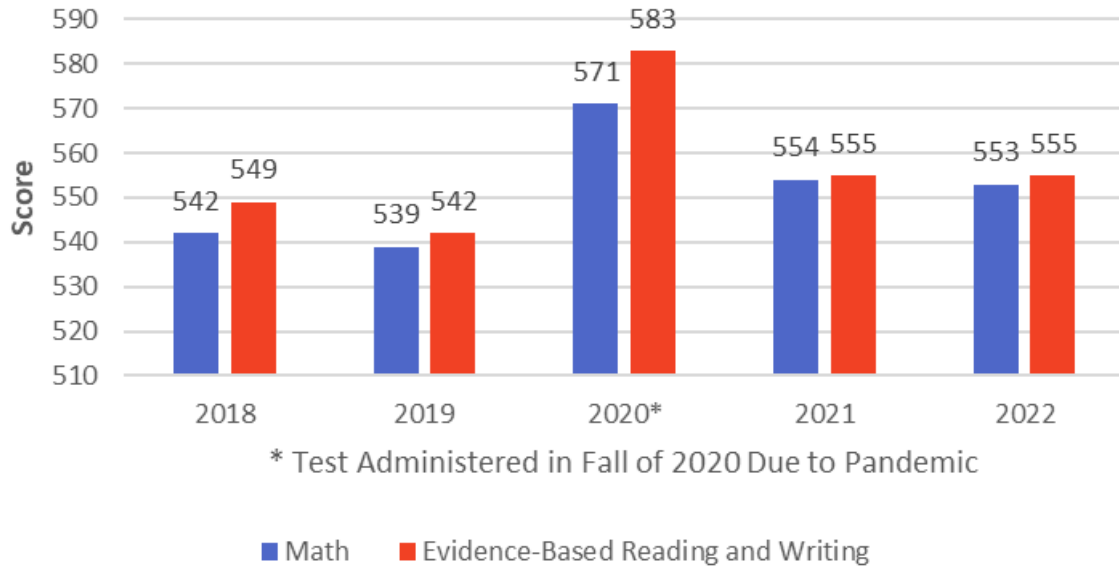
2022 English Language Arts State Assessment Proficiency Portsmouth/NH



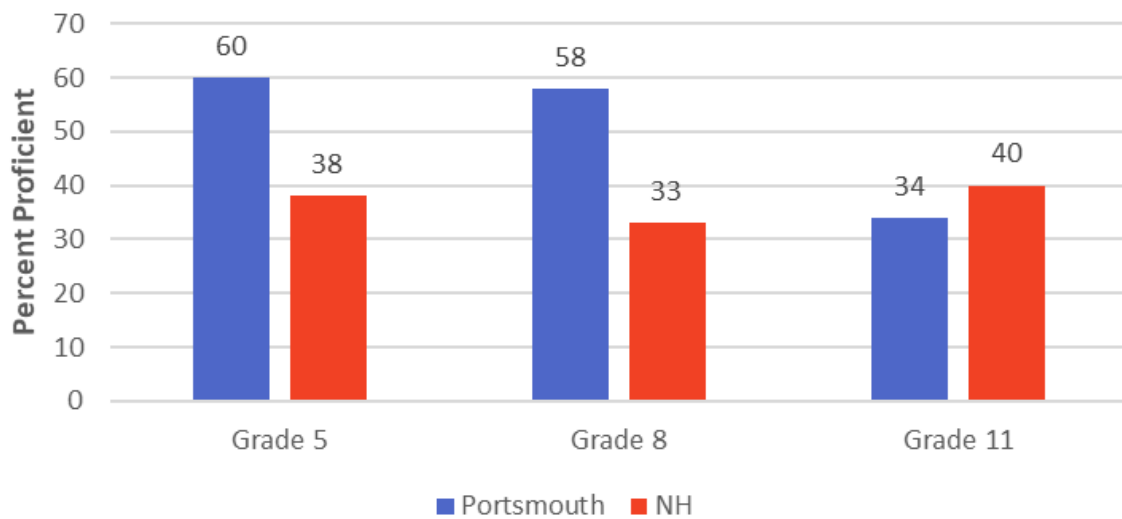
2022 Mathematics State Assessment Proficiency Portsmouth/NH



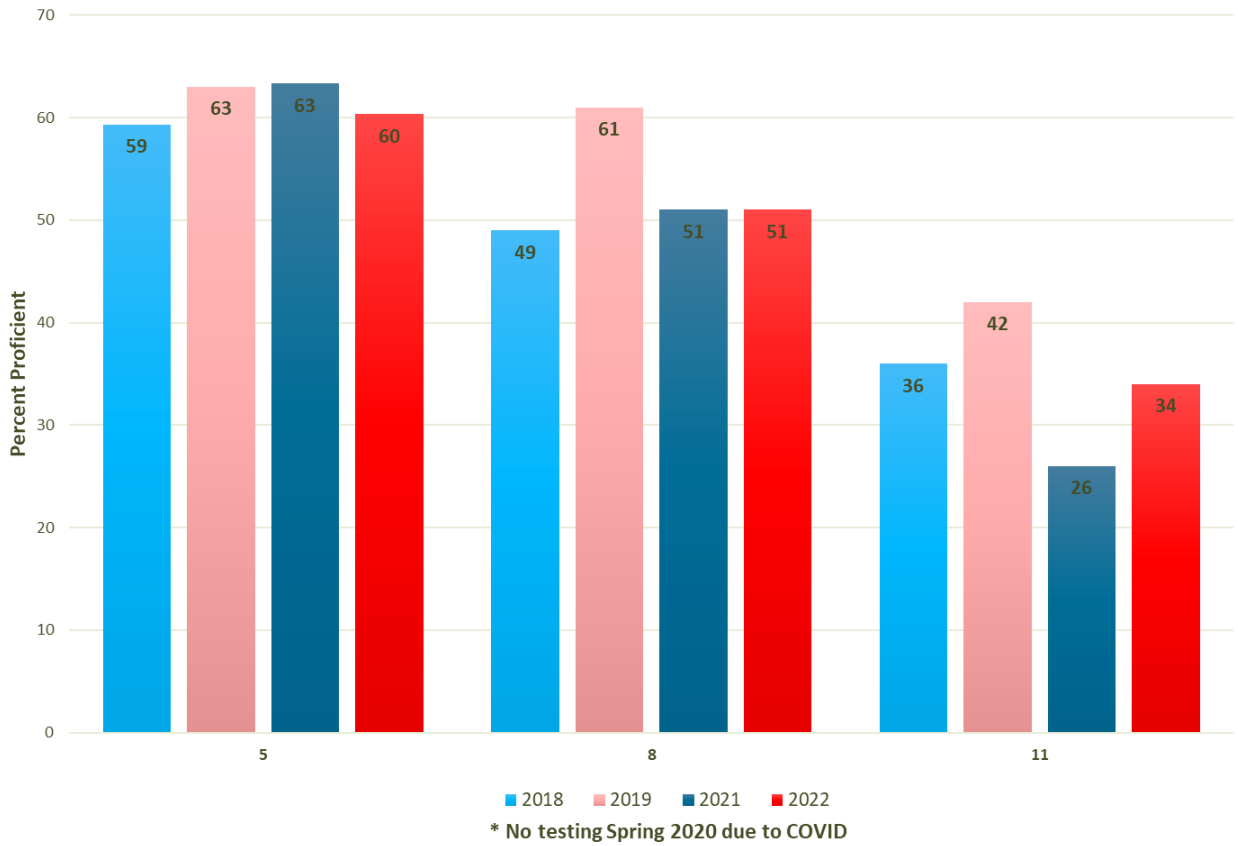
Grade 11 Mean SAT Scores 2018 -2022



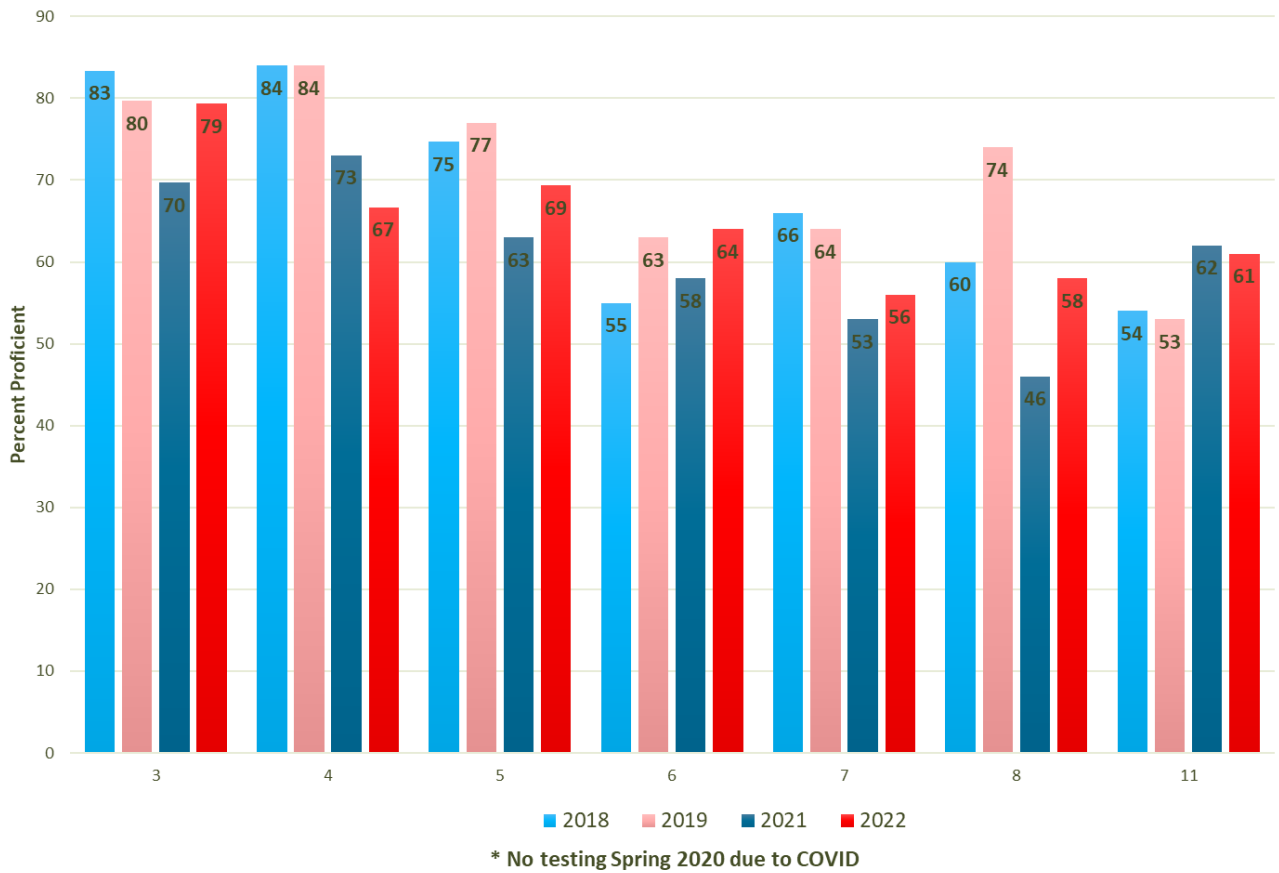
2022 Science State Assessment Proficiency Portsmouth/NH



NHSAS Science: Year-to-Year Comparison



NHSAS Math: Year-to-Year Comparison



**PORTSMOUTH SCHOOL DEPARTMENT
SUMMARY OF COMBINED FINANCIAL OPERATIONS
For Budget Year 2023-2024**

(Based on Pro Forma Revenue & Expenditure Estimates)

		GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	SPECIAL REVENUE-FOOD SERVICE	TOTAL FUNDS	%
REVENUES:							
LOCAL	TAX APPROPRIATION	53,714,561 a	0	4,012,133	0	57,726,694 b	81.2%
	TUITION	6,783,400	1,004,092			7,787,492	11.0%
	OTHER	80,000	234,110		668,700	982,810	1.4%
	TRANSFER IN		1,040,515		50,000	1,090,515	1.5%
	GRANTS		183,677			183,677	0.3%
	Total Local Support					67,771,188	95.4%
STATE	SPECIAL ED AID		450,000			450,000	0.6%
	SCHOOL BUILDING AID			740,973		740,973	1.0%
	REIMBURSEMENT				9,777	9,777	0.0%
	KINDERGARTEN AID					0	0.0%
	Total State Support					1,200,750	1.7%
FEDERAL	REIMBURSEMENT				358,000	358,000	0.5%
	GRANTS		1,305,200		34,153	1,339,353	1.9%
	MEDICAID		380,000			380,000	0.5%
	Total Federal Support					2,077,353	2.9%
TOTAL REVENUES		60,577,961	4,597,594	4,753,106	1,120,630	71,049,291	100.0%
EXPENDITURES:							
FOR ALL FUNDS							
	ELEMENTARY	23,308,953	1,306,040		447,599	25,062,592	35.3%
	MIDDLE SCHOOL	12,058,337	836,399		231,778	13,126,514	18.5%
	HIGH SCHOOL	24,120,156	2,455,155		441,253	27,016,564	38.0%
	TRANSFER OUT	1,090,515				1,090,515	1.5%
BONDED CAPITAL PROJECTS (CIP FUNDED)							
	INTEREST			1,318,106		1,318,106	1.9%
	DEBT REDUCTION			3,125,000		3,125,000	4.4%
	PROJECTED FUTURE DEBT			310,000		310,000	0.4%
TOTAL EXPENDITURES		60,577,961 c	4,597,594	4,753,106 b	1,120,630	71,049,291	100.0%

NOTES: a: Includes \$ 11,410,459 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 2023-2024**
(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		
REVENUES:											
LOCAL	TAX APPROPRIATION									0	0.0%
	TUITION				606,770	397,322				1,004,092	17.6%
	OTHER			668,700	140,110		72,000	12,000	10,000	902,810	15.8%
	TRANSFER IN		20,000	50,000	370,515	650,000				1,090,515	19.1%
	GRANTS		183,677							183,677	3.2%
STATE	CATASTROPHIC AID					450,000				450,000	7.9%
	SCHOOL BUILDING AID									0	0.0%
	DRIVERS EDUCATION AID									0	0.0%
	REIMBURSEMENT			9,777						9,777	0.2%
	ADEQUATE EDUCATION GRANT									0	0.0%
FEDERAL	REIMBURSEMENT			358,000						358,000	6.3%
	GRANTS	1,305,200		34,153						1,339,353	23.4%
	MEDICAID					380,000				380,000	6.6%
TOTAL REVENUES		1,305,200	203,677	1,120,630	1,117,395	1,877,322	72,000	12,000	10,000	5,718,224	100.0%
EXPENDITURES:											
GENERAL FUND		0	0	0	0	0	0	0	0	0	
CATEGORICAL FUNDS											
	ELEMENTARY	762,366	46,840	447,599		496,834				1,753,639	30.7%
	MIDDLE SCHOOL	168,591	34,897	231,778		628,911		4,000		1,068,177	18.7%
	HIGH SCHOOL	374,243	121,940	441,253	1,117,395	751,577	72,000	8,000	10,000	2,896,408	50.7%
TOTAL EXPENDITURES		1,305,200	203,677	1,120,630	1,117,395	1,877,322	72,000	12,000	10,000	5,718,224	100.0%

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

CENTRAL OFFICE	FTE	AFFILIATION	POSITION	SALARY
ADMINISTRATION	1.00	CONTRACT	SUPERINTENDENT	177,675
	1.00	N/A	ASSISTANT SUPERINTENDENT	155,603
	1.00	N/A	BUSINESS ADMINISTRATOR	142,122
CLERICALS	1.00	N/A	EXEC ASST TO THE SUPERINTENDENT	78,984
	1.00	CLERICAL	EXEC ASST TO THE ASST SUPERINTENDENT	63,843
	0.75	CLERICAL	EXEC ASST TO THE BUSINESS ADMINISTRATOR	45,747
	2.00	CLERICAL	ACCOUNTING ASSISTANT	128,107
SPECIALISTS	1.00	N/A	DISTRICT ACCOUNTANT	70,000
ADMINISTRATIVE	*		ADMINISTRATIVE DEGREE, EXTRA DAY	8,571
PROFESSIONALS	*		CENTRAL OFFICE, DEGREE, EXTRA DAY, MOVING	144,874
CLERICALS	*		CLERICAL, EXTRA DAY	500
CUSTODIANS	*		CUSTODIAL, EXTRA DAY	500
TOTAL CENTRAL OFFICE				1,016,526

DONDERO SCHOOL

ADMINISTRATION	1.00	ADMINISTRATOR	PRINCIPAL	141,846
PROFESSIONALS	3.00	PROF	GRADE 1 TEACHER	220,246
	3.00	PROF	GRADE 2 TEACHER	235,022
	3.00	PROF	GRADE 3 TEACHER	293,289
	3.00	PROF	GRADE 4 TEACHER	269,554
	3.00	PROF	GRADE 5 TEACHER	269,044
	4.00	PROF	KINDERGARTEN TEACHER	328,321
	1.00	PROF	GUIDANCE COUNSELOR	96,723
	1.00	PROF	ELEMENTARY LIBRARIAN	99,684
PARAEDUCATORS	0.93	PARA	LIBRARY PARA	29,369
MONITORS	*	N/A	LUNCHROOM MONITORS	10,936
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	49,276
CUSTODIANS	1.00	CUSTODIAL SUPER	CUSTODIAL SUPERVISOR	55,382
	2.00	CUSTODIAL	NIGHT SHIFT CUSTODIAN	97,905
TOTAL DONDERO SCHOOL				2,196,597

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

LITTLE HARBOUR SCHOOL	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
ADMINISTRATION	1.00	ADMINISTRATOR	PRINCIPAL	140,081
	0.92	ADMINISTRATOR	ASST PRINCIPAL	129,086
PROFESSIONALS	4.00	PROF	GRADE 1 TEACHER	385,688
	4.00	PROF	GRADE 2 TEACHER	388,739
	3.00	PROF	GRADE 3 TEACHER	300,628
	4.00	PROF	GRADE 4 TEACHER	388,868
	3.00	PROF	GRADE 5 TEACHER	295,106
	3.00	PROF	KINDERGARTEN TEACHER	304,888
	1.00	PROF	INTERVENTIONIST	78,681
	2.00	PROF	GUIDANCE COUNSELOR	166,013
	1.00	PROF	ELEMENTARY LIBRARIAN	80,935
MONITORS	*	N/A	LUNCHROOM MONITORS	10,936
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	50,114
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	55,202
	2.00	CUSTODIAL	NIGHT SHIFT CUSTODIAN	90,087
	0.38	CUSTODIAL	CUSTODIAN	21,798
TOTAL LITTLE HARBOUR SCHOOL				2,886,850

NEW FRANKLIN SCHOOL

ADMINISTRATION	1.00	ADMINISTRATOR	PRINCIPAL	144,517
PROFESSIONALS	2.00	PROF	GRADE 1 TEACHER	195,422
	2.00	PROF	GRADE 2 TEACHER	185,876
	2.00	PROF	GRADE 3 TEACHER	167,630
	3.00	PROF	GRADE 4 TEACHER	292,145
	3.00	PROF	GRADE 5 TEACHER	274,177
	3.00	PROF	KINDERGARTEN TEACHER	264,068
	1.00	PROF	READING TEACHER	97,711
	2.00	PROF	GUIDANCE COUNSELOR	189,345
	1.00	PROF	ELEMENTARY LIBRARIAN	65,652

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
PARAEDUCATORS	1.00	PARA	LIBRARY PARA	31,628
MONITORS	*	N/A	LUNCH ROOM MONITORS	10,936
CLERICALS	0.88	CLERICAL	ELEMENTARY PRINCIPAL'S SECRETARY	50,150
CUSTODIANS	1.00	CUSTODIAL SUPER	CUSTODIAL SUPERVISOR	56,240
	1.63	CUSTODIAL	NIGHT SHIFT CUSTODIAN	73,549
TOTAL NEW FRANKLIN SCHOOL				2,099,046

MIDDLE SCHOOL

ADMINISTRATION	1.00	ADMINISTRATOR	PRINCIPAL	143,577
	0.95	ADMINISTRATOR	ASSISTANT PRINCIPAL	123,379
PROFESSIONALS	8.00	PROF	GRADE 6 TEACHER	758,527
	8.00	PROF	GRADE 7 TEACHER	674,160
	8.00	PROF	GRADE 8 TEACHER	716,620
	1.00	PROF	MATH INTERVENTIONIST	101,660
	1.00	PROF	FRENCH TEACHER	104,322
	1.00	PROF	SPANISH TEACHER	101,433
	0.50	PROF	ITALIAN TEACHER (ELEM)	32,398
	1.00	PROF	COMPUTER TEACHER	75,794
	3.00	PROF	GUIDANCE COUNSELOR	290,848
	1.00	PROF	LIBRARIAN	92,667
	*		SUMMER SCHOOL INSTRUCTORS	5,500
PARAEDUCATORS	0.39	PARA	LIBRARY PARA	13,829
	1.00	TUTOR	MATH TUTOR	36,212
CLERICALS	1.76	CLERICAL	MIDDLE SCHOOL PRINCIPAL'S SECRETARY	98,123
	0.88	CLERICAL	MIDDLE SCHOOL GUIDANCE SECRETARY	49,276
CUSTODIANS	1.00	CUST SUPER	CUSTODIAL SUPERVISOR	55,545
	4.00	CUST	NIGHT SHIFT CUSTODIAN	187,359
	1.00	CUST	CUSTODIAN	45,261
TOTAL MIDDLE SCHOOL				3,706,490

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
SENIOR HIGH SCHOOL				
ADMINISTRATION	1.00	ADMINISTRATOR	PRINCIPAL	150,885
	0.95	ADMINISTRATOR	ASSISTANT PRINCIPAL	134,314
	0.95	ADMINISTRATOR	CURRICULUM DIRECTOR	127,191
	0.92	ADMINISTRATOR	ASSISTANT PRINCIPAL	126,415
PROFESSIONALS	10.66	PROF	ENGLISH TEACHER	1,071,098
	7.25	PROF	FOREIGN LANGUAGE TEACHER	722,691
	14.00	PROF	MATH TEACHER	1,274,258
	13.00	PROF	SCIENCE TEACHER	1,136,921
	9.00	PROF	SOCIAL STUDIES TEACHER	904,251
	0.50	PROF	COMPUTER TEACHER	48,362
	5.31	PROF	GUIDANCE COUNSELOR	527,229
	*		SUMMER SCHOOL INSTRUCTORS	6,000
	1.00	PROF	COUNSELOR	58,377
	*		SATURDAY SCHOOL TUTOR	5,730
	0.93		IN SCHOOL SUSPENSION TUTOR	28,718
LIBRARY	1.00	PROF	LIBRARIAN	79,220
	1.00	N/A	LIBRARY TUTOR	39,454
	0.39	PARA	LIBRARY PARA	13,829
CLERICALS	1.00	CLERICAL	ADM ASST TO THE HS PRINCIPAL	60,996
	1.00	CLERICAL	HS BUSINESS OFFICE ASSISTANT	64,071
	1.70	CLERICAL	HS ASSISTANT PRINCIPAL'S SECRETARY	94,782
	0.82	CLERICAL	HS COMMUNICATIONS/RECEPTIONIST	44,909
	0.82	CLERICAL	HS GUIDANCE DEPT SECRETARY	43,607
	1.00	CLERICAL	HS REGISTRAR	59,222
CUSTODIANS	2.00	CUST SUPER	CUSTODIAL SUPERVISOR	117,828
	3.00	CUSTODIAL	CUSTODIAN	141,331
	6.00	CUSTODIAL	NIGHT SHIFT CUSTODIAN	272,429
TOTAL SENIOR HIGH				7,354,118

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

ART	FTE	AFFILIATION	POSITION	SALARY
PROFESSIONALS	0.80	PROF	DO ART TEACHER	62,260
	1.00	PROF	LH ART TEACHER	80,806
	0.80	PROF	NF ART TEACHER	55,968
	2.00	PROF	PMS ART TEACHER	202,943
	3.00	PROF	PHS ART TEACHER	267,805
TOTAL ART				669,782

PERFORMING ARTS

PROFESSIONALS	1.10	PROF	DO MUSIC TEACHER	83,800
	1.10	PROF	LH MUSIC TEACHER	105,648
	1.10	PROF	NF MUSIC TEACHER	97,418
	2.40	PROF	PMS MUSIC TEACHER	217,954
	2.30	PROF	PHS MUSIC TEACHER	237,823
	1.00	PROF	PHS DRAMA TEACHER	51,866
TOTAL PERFORMING ARTS				794,509

PHYSICAL ED/ HEALTH ED

PROFESSIONALS	1.00	PROF	DO PHYS ED TEACHER	97,711
	1.00	PROF	LH PHYS ED TEACHER	86,651
	1.00	PROF	NF PHYS ED TEACHER	100,445
	2.00	PROF	PMS PHYS ED TEACHER	183,809
	1.00	PROF	PMS HEALTH ED TEACHER	92,181
	2.84	PROF	PHS PHYS ED TEACHER	273,123
	1.66	PROF	PHS HEALTH ED TEACHER	144,757
	1.00	PROF	ADAPTIVE PHYS ED TEACHER	104,228
TOTAL PHYS ED				1,082,905

TECHNICAL CAREERS

PROFESSIONALS	4.00	PROF	PMS TECH CAREERS TEACHER	365,708
	10.00	PROF	PHS TECH CAREERS TEACHER	855,759
ADMINISTRATION	0.95	ADMINISTRATOR	TECHNICAL CAREER DIRECTOR	123,379
CLERICALS	0.85	CLERICAL	TECH CAREERS CLERICAL	51,847
TOTAL TECH CAREERS				1,396,693

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
ATHLETICS				
ADMINISTRATION	1.00	ADMINISTRATOR	ATHLETIC DIRECTOR	122,743
CLERICALS	1.00	CLERICAL	ATHLETIC DEPT CLERICAL	64,491
TOTAL ATHLETICS				187,234

HEALTH SERVICES

PROFESSIONALS	1.00	PROF	DO NURSE	83,230
	1.00	PROF	LH NURSE	99,684
	1.00	PROF	NF NURSE	100,621
	1.00	PROF	PMS NURSE	80,935
	1.60	PROF	PHS NURSE	161,471
TOTAL HEALTH SERVICES				525,941

WELLNESS

COORDINATORS	1.00	PROF	WELLNESS COORDINATOR	95,671
TOTAL WELLNESS				95,671

MEDIA SERVICES

TECHNICIANS	1.00	PROF	MEDIA TECHNICIAN III	76,246
TOTAL MEDIA SERVICES				76,246

SYSTEM-WIDE PSYCHOLOGIST

PROFESSIONALS	1.50	PROF	SYSTEM PSYCHOLOGIST	135,346
	2.00	PROF	BCBA	162,803
TOTAL PSYCHOLOGIST				298,149

READING INSTRUCTION

PROFESSIONALS	3.00	PROF	DO READING TEACHER	297,376
	3.00	PROF	LH READING TEACHER	291,005
	1.00	PROF	NF READING TEACHER	108,319
	1.00	PROF	PMS READING TEACHER	101,660
TUTORS	3.27	N/A	READING TUTOR	126,888
TOTAL READING				925,248

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
PEEP				
PROFESSIONALS	2.80	PROF	PEEP TEACHER	292,030
PARAEDUCATORS	3.43	PARA	PEEP PARA	96,446
TOTAL PEEP				388,476

SPED ELEMENTARY

ADMINISTRATION	0.33	ADMINISTRATOR	ELEM SPED DIRECTOR	44,484
PROFESSIONALS	4.00	PROF	DO SPED TEACHER	326,522
	4.00	PROF	LH SPED TEACHER	371,298
	4.00	PROF	NF SPED TEACHER	333,360
PARAEDUCATORS	12.12	PARA	DO SPED PARA	381,661
	9.98	PARA	LH SPED PARA	307,706
	8.30	PARA	NF SPED PARA	251,963
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	32,000
TOTAL ELEMENTARY SPECIAL EDUCATION				2,048,994

SPED MIDDLE

ADMINISTRATION	0.33	ADMINISTRATOR	PMS SPED DIRECTOR	44,484
PROFESSIONALS	6.00	PROF	MS SPED TEACHER	537,642
PARAEDUCATORS	4.65	PARA	MS SPED PARA	128,182
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	16,000
TOTAL MIDDLE SCHOOL SPECIAL EDUCATION				726,308

SPED SECONDARY

ADMINISTRATION	0.34	ADMINISTRATOR	PHS SPED DIRECTOR	45,832
PROFESSIONALS	5.00	PROF	PHS SPED TEACHER	454,810
PARAEDUCATORS	0.93	PARA	PHS SPED PARA	30,780

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
CLERICALS	0.94	CLERICAL	PHS SPED CLERICAL	60,517
SUMMER SCHOOL	*		SUMMER SCHOOL INSTRUCTORS	12,000
TOTAL HIGH SCHOOL SPECIAL EDUCATION				603,939

SPED SPEECH

PROFESSIONALS	1.50	PROF	DO SPEECH TEACHER	117,277
	1.00	PROF	PEEP SPEECH TEACHER	64,796
	1.00	PROF	LH SPEECH TEACHER	96,723
	1.50	PROF	NF SPEECH TEACHER	149,802
	1.00	PROF	PMS SPEECH TEACHER	84,236
	1.00	PROF	PHS SPEECH TEACHER	106,204
TOTAL SPEECH				619,038

OCCUPATIONAL THERAPY

PROFESSIONALS	2.00	PROF	ELEM OT TEACHER	168,426
	0.50	PROF	PMS OT TEACHER	43,195
	0.50	PROF	PHS OT TEACHER	35,026
TOTAL OT				246,647

ENGLISH SECOND LANGUAGE

PROFESSIONALS	3.85	PROF	ESL TEACHER	326,173
PARAEDUCATORS	1.00	PARA	ESL PARA	26,572
TOTAL ESL				352,745

ADAPTIVE SERVICES

TUTORS	*		TUTOR SERVICES	12,000
TOTAL ADAPTIVE SERVICES				12,000

MAINTENANCE

MAINTENANCE	1.00	N/A	MAINTENANCE SUPERVISOR	101,917
	4.00	N/A	MAINTENANCE	251,824
TOTAL MAINTENANCE				353,741

FY24 BUDGETED POSITION AND SALARY DETAIL

Note: Salaries include Longevity and Advanced Degree Stipends where applicable

SCHOOL DEPARTMENT

	<u>FTE</u>	<u>AFFILIATION</u>	<u>POSITION</u>	<u>SALARY</u>
TECHNOLOGY PLAN				
TECHNICIANS	5.00	N/A	TECHNICIAN III	414,176
	1.00	N/A	NETWORK ADMINISTRATOR	112,406
TOTAL				526,582

DATA MANAGEMENT

TECHNICIANS	1.00	N/A	DATABASE ADMINISTRATOR	84,694
TOTAL				84,694
TOTAL TECHNOLOGY SERVICES				611,276

SCHOOL DEPARTMENT	TOTAL	31,275,169
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	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
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**SYSTEM WIDE BENEFITS
COST CENTER 100**

0211	HEALTH INSURANCE	8,173,354	8,173,354	8,614,715	9,130,738
0212	DENTAL INSURANCE	563,290	559,294	571,290	586,005
0213	LIFE INSURANCE	101,727	80,974	101,727	99,693
0214	DISABILITY INSURANCE	107,384	109,940	110,724	121,040
0220	FICA	30,000	22,322	30,000	30,600
0231	RETIREMENT NON-TEACHER	10,216	16,681	10,216	10,824
0232	RETIREMENT TEACHER	61,056	65,028	61,056	62,848
0239	RETIREMENT SEVERENCE	300,000	300,000	300,000	300,000
0241	COURSE REIMB ADMIN	20,500	16,077	20,500	23,520
0242	COURSE REIMB TEACHERS	207,434	211,556	207,434	219,015
0243	COURSE REIMB CLERICALS	4,000	448	4,000	4,000
0244	COURSE REIMB PARAS	10,000	2,221	10,000	12,000
0245	COURSE REIMB TECHNICIANS	6,000	-	6,000	6,000
0250	UNEMPLOYMENT COMPENSATION	5,000	-	5,000	5,000
0260	WORKER'S COMP INSURANCE	133,444	133,444	133,444	156,308
0270	OTHER HEALTH BENEFITS/EAP	6,800	4,315	6,800	6,200
0280	CONFERENCE ALLOWANCE	10,600	11,174	10,600	10,600
0290	ASSOCIATION DUES	8,640	5,437	8,640	8,640
0840	CONTINGENCY	-	7,000	-	-
Total		9,759,445	9,719,264	10,212,146	10,793,031

**DONDERO SCHOOL
COST CENTER 102**

0101	ADMINISTRATIVE	121,993	121,993	129,473	141,846
0102	TEACHER	1,629,042	1,618,942	1,741,092	1,811,883
0105	CLERICAL	42,989	43,089	48,146	49,276
0106	PARAPROFESSIONAL	28,832	21,363	28,835	29,369
0107	MONITOR	7,488	9,592	7,740	10,936
0110	CUSTODIAL	137,401	126,753	148,507	153,287
0114	EXTRA-CURRICULA	12,903	6,692	13,157	13,420
0121	SUBS PROF - SHORT TERM	19,637	54,726	19,637	19,637
0122	SUBS PROF - LONG TERM	21,524	26,363	21,524	21,524
0127	SUBS NONPROF - SHORT TERM	8,945	7,387	8,945	8,945
0131	OVERTIME - CLERICAL	322	-	322	322
0133	OVERTIME - CUSTODIAL	5,051	17,361	5,051	5,051
0220	FICA	155,768	153,181	166,194	173,313
0231	RETIREMENT NON-TEACHER	30,173	26,324	32,461	32,109
0232	RETIREMENT TEACHER	370,782	361,166	396,899	386,350
0320	CONTRACT SERVICE;PUPILS	3,325	3,325	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	400	358	600	600
0550	PRINTING	12,564	18,774	13,520	14,520
0610	GENERAL SUPPLIES	24,200	21,884	24,200	24,000
0641	BOOKS	19,400	16,874	19,800	20,250
0642	SOFTWARE	3,600	-	3,600	3,600
0644	PERIODICALS	660	-	660	660
0737	REPLACEMENT EQUIPMNT	-	107	5,000	5,000
0810	DUES AND FEES	100	-	100	100
Total		2,657,349	2,656,255	2,839,038	2,929,573

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
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**LITTLE HARBOUR SCHOOL
COST CENTER 104**

0101	ADMINISTRATIVE	238,131	238,131	261,327	269,167
0102	TEACHER	2,198,045	2,207,609	2,374,559	2,389,546
0105	CLERICAL	42,989	42,736	48,146	50,114
0107	MONITOR	7,488	3,260	7,740	10,936
0110	CUSTODIAL	153,640	119,941	158,337	167,087
0114	EXTRA-CURRICULA	12,903	17,244	13,157	13,420
0121	SUBS PROF - SHORT TERM	19,280	39,081	19,280	19,280
0122	SUBS PROF - LONG TERM	22,114	7,167	22,114	22,114
0127	SUBS NONPROF - SHORT TERM	11,322	4,095	11,322	11,322
0131	OVERTIME - CLERICAL	475	563	475	475
0133	OVERTIME - CUSTODIAL	5,051	2,877	5,051	5,051
0220	FICA	207,430	199,700	223,500	226,329
0231	RETIREMENT NON-TEACHER	28,424	23,761	29,810	30,136
0232	RETIREMENT TEACHER	514,800	516,763	556,831	524,809
0320	CONTRACT SERVICE;PUPILS	3,325	-	3,325	3,325
0430	REPAIRS & MAINTENANCE	250	-	250	250
0534	POSTAGE	855	125	500	500
0550	PRINTING	19,577	26,453	21,000	21,000
0596	CONF/MTGS OUT OF DISTRICT	818	-	600	600
0610	GENERAL SUPPLIES	30,534	20,724	27,234	27,234
0641	BOOKS	14,740	7,444	14,240	14,240
0642	SOFTWARE	600	-	600	600
0644	PERIODICALS	1,352	217	1,152	1,152
0737	REPLACEMENT EQUIPMNT	-	-	9,500	9,500
0810	DUES & FEES	100	-	100	100
Total		3,534,243	3,477,889	3,810,150	3,818,287

**NEW FRANKLIN SCHOOL
COST CENTER 105**

0101	ADMINISTRATIVE	132,201	132,201	140,307	144,517
0102	TEACHER	1,515,885	1,498,922	1,665,432	1,732,026
0105	CLERICAL	42,989	42,989	48,960	50,150
0106	PARAPROFESSIONAL	31,163	36,046	31,790	31,628
0107	MONITOR	7,488	6,196	7,740	10,936
0110	CUSTODIAL	120,989	98,948	126,196	129,789
0114	EXTRA-CURRICULA	12,903	7,529	13,157	13,420
0121	SUBS PROF - SHORT TERM	11,507	45,775	11,507	11,507
0122	SUBS PROF - LONG TERM	13,217	31,494	13,217	13,217
0127	SUBS NONPROF - SHORT TERM	971	21,253	971	971
0131	OVERTIME - CLERICAL	214	-	214	214
0132	OVERTIME - PARA	-	-	-	-
0133	OVERTIME - CUSTODIAL	3,369	4,052	3,369	3,369
0220	FICA	144,811	144,068	157,812	163,847
0231	RETIREMENT NON-TEACHER	27,942	24,915	29,601	29,112
0232	RETIREMENT TEACHER	349,142	336,433	382,335	371,192
0320	CONTRACT SERVICE;PUPILS	1,800	1,800	1,800	1,800
0430	REPAIRS & MAINTENANCE	150	-	250	-
0534	POSTAGE	300	261	285	285
0550	PRINTING	7,944	10,102	9,124	9,374
0610	GENERAL SUPPLIES	19,235	20,811	18,400	18,650
0641	BOOKS	11,900	10,076	12,400	11,950
0642	SOFTWARE	2,900	2,900	3,100	3,300
0644	PERIODICALS	2,550	3,548	2,750	2,650
0733	NEW EQUIPMENT	-	-	7,500	7,600
0737	REPLACEMENT EQUIPMNT	300	555	2,500	2,500
0810	DUES & FEES	-	-	-	-
Total		2,461,870	2,480,872	2,690,717	2,764,004

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	
MIDDLE SCHOOL					
COST CENTER 108					
0101	ADMINISTRATIVE	240,187	240,686	254,915	266,956
0102	TEACHER	2,539,332	2,504,621	2,754,069	2,953,929
0104	TUTOR	-	2,850	-	-
0105	CLERICAL	132,331	130,592	141,224	147,399
0106	PARAPROFESSIONAL	13,025	14,225	13,687	50,041
0110	CUSTODIAL	274,061	258,386	287,958	288,165
0114	EXTRA-CURRICULA	30,906	36,115	37,270	38,016
0121	SUBS PROF - SHORT TERM	30,182	62,122	30,182	30,182
0122	SUBS PROF - LONG TERM	34,617	29,178	34,617	34,617
0127	SUBS NONPROF - SHORT TERM	2,085	4,577	2,085	2,085
0133	OVERTIME - CUSTODIAL	6,734	3,329	6,734	6,734
0220	FICA	252,718	244,851	272,554	292,091
0231	RETIREMENT NON-TEACHER	58,087	54,603	61,291	64,745
0232	RETIREMENT TEACHER	590,756	559,399	641,224	640,052
0430	REPAIRS & MAINTENANCE	300	440	300	300
0534	POSTAGE	2,000	834	2,000	2,000
0550	PRINTING	20,849	19,073	20,849	21,260
0610	GENERAL SUPPLIES	43,211	33,926	52,351	57,755
0641	BOOKS	24,750	20,292	23,000	18,880
0642	SOFTWARE	600	200	350	800
0644	PERIODICALS	5,754	1,719	5,337	5,337
0733	NEW EQUIPMENT	1,550	-	1,000	-
0810	DUES & FEES	1,854	1,075	2,875	2,075
Total		4,305,889	4,223,092	4,645,872	4,923,419

HIGH SCHOOL					
COST CENTER 109					
0101	ADMINISTRATIVE	479,096	480,766	508,981	538,805
0102	TEACHER	5,285,844	5,343,098	5,612,479	5,828,407
0105	CLERICAL	340,940	329,503	336,622	367,587
0106	PARAPROFESSIONAL	82,550	91,083	87,415	87,731
0110	CUSTODIAL	487,074	404,609	521,672	531,588
0114	EXTRA-CURRICULA	48,501	53,805	62,048	63,289
0121	SUBS PROF - SHORT TERM	30,960	173,884	30,960	30,960
0122	SUBS PROF - LONG TERM	52,721	-	52,721	52,721
0127	SUBS NONPROF - SHORT TERM	7,489	6,964	7,489	7,489
0131	OVERTIME - CLERICAL	2,103	1,323	2,103	2,103
0133	OVERTIME - CUSTODIAL	15,433	38,853	15,433	15,433
0135	OVERTIME - SECURITY	2,615	-	2,615	2,615
0220	FICA	522,911	516,292	553,908	575,955
0231	RETIREMENT NON-TEACHER	130,862	119,939	135,804	136,257
0232	RETIREMENT TEACHER	1,221,992	1,232,420	1,302,749	1,262,956
0320	CONTRACT SERVICE;PUPILS	1,839	1,875	3,839	3,839
0430	REPAIRS & MAINTENANCE	-	-	-	500
0440	RENTALS	1,360	4,644	1,800	1,800
0534	POSTAGE	6,570	6,559	6,570	3,000
0550	PRINTING	63,829	58,515	62,829	62,829
0580	TRAVEL	500	-	500	500
0610	GENERAL SUPPLIES	42,950	26,203	57,150	62,225
0641	BOOKS	31,779	23,351	32,829	42,160
0642	SOFTWARE	21,310	11,693	15,630	21,857
0644	PERIODICALS	13,927	19,666	15,545	5,150
0733	NEW EQUIPMENT	4,400	7,285	9,700	6,540
0810	DUES & FEES	5,560	5,060	5,810	5,710
0890	MISCELLANEOUS	13,000	30,958	13,000	13,000
Total		8,918,115	8,988,349	9,458,201	9,733,006

		FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
ART					
COST CENTER 110					
0102	TEACHER	600,592	603,230	644,491	669,782
0220	FICA	45,948	44,247	49,305	51,241
0232	RETIREMENT TEACHER	126,247	126,603	135,475	131,548
0610	GENERAL SUPPLIES	53,628	52,439	57,228	58,246
0320	CONTRACT SERVICE;PUPILS	2,000	350	2,000	2,000
0430	REPAIRS & MAINTENANCE	1,000	-	1,400	1,400
Total		829,415	826,870	889,899	914,217

PERFORMING ARTS					
COST CENTER 111					
0102	TEACHER	728,436	679,940	764,918	794,509
0114	EXTRA-CURRICULA	69,603	65,951	70,128	71,527
0220	FICA	61,056	56,423	63,889	66,259
0232	RETIREMENT TEACHER	167,756	155,026	175,531	170,097
0320	CONTRACT SERVICE;PUPILS	19,440	16,570	19,440	19,440
0430	REPAIRS & MAINTENANCE	17,000	15,490	17,000	16,000
0519	TRANSPORTATION	17,150	15,317	17,150	17,150
0534	POSTAGE	400	-	400	400
0550	PRINTING	800	390	800	800
0610	GENERAL SUPPLIES	18,939	26,642	18,939	19,939
0641	BOOKS	4,241	1,910	4,241	4,241
0680	UNIFORMS/BOOTS	3,000	741	3,000	3,000
0737	REPLACEMENT EQUIPMNT	3,000	3,056	24,000	24,000
0810	DUES & FEES	3,059	1,855	3,059	3,059
Total		1,113,880	1,039,310	1,182,495	1,210,421

PHYSICAL EDUCATION					
COST CENTER 112					
0102	TEACHER	988,547	970,587	1,038,404	1,082,905
0220	FICA	75,626	71,148	79,441	82,845
0232	RETIREMENT TEACHER	207,797	204,018	218,276	212,687
0320	CONTRACT SERVICE;PUPILS	1,150	779	1,150	1,150
0430	REPAIRS & MAINTENANCE	5,320	5,420	6,100	6,700
0610	GENERAL SUPPLIES	11,280	11,597	11,175	11,800
0644	PERIODICALS	250	245	250	250
Total		1,289,970	1,263,793	1,354,796	1,398,337

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
TECHNICAL CAREERS				
COST CENTER 114				
0101 ADMINISTRATIVE	108,845	108,845	115,520	123,379
0102 TEACHER	1,072,796	1,059,455	1,165,196	1,221,467
0105 CLERICAL	48,558	48,619	43,805	51,847
0114 EXTRA-CURRICULA	6,477	5,865	7,801	9,177
0131 OVERTIME - CLERICAL	-	176	-	-
0220 FICA	94,608	91,763	101,925	107,551
0231 RETIREMENT NON-TEACHER	6,828	6,861	6,159	7,015
0232 RETIREMENT TEACHER	249,745	246,796	271,745	265,933
0320 CONTRACT SERVICE;PUPILS	11,750	7,103	10,750	10,750
0430 REPAIRS & MAINTENANCE	2,825	1,432	3,600	3,600
0440 RENTALS	500	408	500	750
0519 TRANSPORTATION	2,000	760	2,000	2,000
0534 POSTAGE	190	150	190	190
0550 PRINTING	250	-	250	250
0580 TRAVEL	100	-	100	100
0610 GENERAL SUPPLIES	17,650	21,710	27,500	30,500
0641 BOOKS	2,200	1,651	500	1,500
0642 SOFTWARE	6,050	3,791	10,732	6,332
0644 PERIODICALS	205	-	280	280
0720 BUILDINGS	-	-	-	-
0733 NEW EQUIPMENT	2,500	1,254	2,500	2,500
Total	1,634,077	1,606,639	1,771,053	1,845,121
ATHLETICS				
COST CENTER 115				
0101 ADMINISTRATIVE	-	-	106,885	122,743
0105 CLERICAL	57,338	58,477	62,576	64,491
0113 COACHING	272,846	248,188	298,867	308,265
0119 UNCLASSIFIED/UNAFFILIATED	-	2,410	-	-
0131 OVERTIME - CLERICAL	290	912	290	290
0220 FICA	25,284	23,582	35,852	37,931
0231 RETIREMENT NON-TEACHER	8,103	8,770	8,839	8,765
0232 RETIREMENT TEACHER	57,354	13,889	87,873	84,653
0320 CONTRACT SERVICE;PUPILS	118,500	132,576	74,100	74,700
0430 REPAIRS & MAINTENANCE	14,000	13,537	14,000	14,000
0440 RENTALS	26,000	26,199	29,000	29,000
0519 TRANSPORTATION	104,000	117,794	104,000	104,000
0610 GENERAL SUPPLIES	90,000	79,601	101,000	101,000
0810 DUES & FEES	24,400	24,598	24,400	24,400
Total	798,115	750,534	947,682	974,238
ENRICHMENT				
COST CENTER 130				
0114 EXTRA-CURRICULA	9,000	13,575	9,000	9,000
0220 FICA	689	46	689	689
0232 RETIREMENT TEACHER	1,892	126	1,892	1,768
Total	11,581	13,747	11,581	11,457
DISTRICT -WIDE ASSESSMENT				
COST CENTER 131				
0320 CONTRACT SERVICE;PUPILS	16,935	21,251	19,435	40,452
Total	16,935	21,251	19,435	40,452

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
ELEMENTARY MATHEMATICS				
COST CENTER 132				
0320 CONTRACT SERVICE;PUPILS	13,000	14,340	13,000	-
0610 GENERAL SUPPLIES	11,874	5,151	12,929	12,929
0641 BOOKS	18,631	9,275	21,576	21,576
Total	43,505	28,766	47,505	34,505
HEALTH SERVICES				
COST CENTER 134				
0102 TEACHER	464,889	468,185	506,101	525,941
0220 FICA	35,567	33,964	38,719	40,237
0232 RETIREMENT TEACHER	97,723	87,107	106,385	103,296
0320 CONTRACT SERVICE;PUPILS	800	800	1,500	1,500
0430 REPAIRS & MAINTENANCE	500	-	500	600
0550 PRINTING	100	-	-	-
0610 GENERAL SUPPLIES	7,350	6,139	6,750	7,000
0644 PERIODICALS	-	-	-	650
0733 NEW EQUIPMENT	3,000	2,990	3,000	3,000
Total	609,929	599,185	662,955	682,224
MEDIA SERVICES				
COST CENTER 136				
0108 TECHNICIAN	67,162	79,637	73,987	76,246
0220 FICA	5,138	6,151	5,661	5,833
0231 RETIREMENT NON-TEACHER	9,443	11,382	10,403	10,317
0320 CONTRACT SERVICE;PUPILS	285	-	285	285
0430 REPAIRS & MAINTENANCE	3,420	2,085	3,420	3,420
0610 GENERAL SUPPLIES	10,796	11,282	11,796	11,796
0733 NEW EQUIPMENT	5,330	4,036	6,330	6,330
0737 REPLACEMENT EQUIPMNT	-	-	-	-
Total	101,574	114,573	111,882	114,227
SYSTEM-WIDE PSYCHOLOGIST				
COST CENTER 137				
0102 TEACHER	199,785	211,733	286,885	298,149
0220 FICA	15,284	15,905	21,947	22,809
0232 RETIREMENT TEACHER	41,995	42,404	60,304	58,557
0310 CONTRACT SERVICE;ADMIN	10,000	59	10,000	15,000
0320 CONTRACT SERVICE;PUPILS	10,000	23,718	14,000	19,000
0610 GENERAL SUPPLIES	2,500	4,441	2,500	2,500
0733 NEW EQUIPMENT	1,957	-	1,957	1,957
Total	281,521	298,260	397,593	417,972
INTERDISCIPLINARY MATRL				
COST CENTER 138				
0610 GENERAL SUPPLIES	9,071	8,818	11,271	11,271
0641 BOOKS	1,879	744	1,879	1,879
0733 NEW EQUIPMENT	3,959	360	4,759	4,759
Total	14,909	9,922	17,909	17,909

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED	
READING INSTRUCTION					
COST CENTER 139					
0102	TEACHER	633,973	723,918	768,356	798,360
0104	TUTOR	-	63,718	-	-
0106	PARAPROFESSIONAL	114,828	1,033	125,221	126,888
0220	FICA	57,286	60,893	68,361	70,783
0231	RETIREMENT NON-TEACHER	16,145	-	17,607	17,168
0232	RETIREMENT TEACHER	133,263	149,871	161,510	156,800
0580	TRAVEL	869	-	-	-
0610	GENERAL SUPPLIES	8,255	7,588	9,955	9,955
0641	BOOKS	12,412	13,256	14,381	14,381
0644	PERIODICALS	950	-	1,150	1,150
Total		977,981	1,020,277	1,166,541	1,195,485
PUPIL ENTITLEMENT					
COST CENTER 145					
0890	MISCELLANEOUS	3,150	2,856	3,150	3,000
Total		3,150	2,856	3,150	3,000
PEEP					
COST CENTER 150					
0102	TEACHER	261,393	263,510	281,432	292,030
0106	PARAPROFESSIONAL	82,040	52,945	99,718	96,446
0121	SUBS PROF - SHORT TERM	-	4,428	-	-
0127	SUBS NONPROF - SHORT TERM	-	175	-	-
0220	FICA	26,273	24,382	29,158	29,719
0232	RETIREMENT TEACHER	54,945	55,433	59,158	57,355
0320	CONTRACT SERVICE;PUPILS	49,310	15,650	9,310	19,310
0534	POSTAGE	74	11	74	74
0610	GENERAL SUPPLIES	950	(9)	950	950
0641	BOOKS	285	286	285	285
0733	NEW EQUIPMENT	475	-	475	475
Total		475,745	416,810	480,560	496,644
SPED ELEMENTARY					
COST CENTER 151					
0101	ADMINISTRATIVE	39,339	39,339	41,751	44,484
0102	TEACHER	787,386	825,053	1,001,942	1,051,180
0106	PARAPROFESSIONAL	908,493	898,527	979,587	953,330
0119	UNCLASSIFIED/UNAFFILIATED	-	1,532	-	-
0127	SUBS NONPROF - SHORT TERM	2,206	-	2,206	2,206
0220	FICA	132,915	129,638	154,952	156,919
0231	RETIREMENT NON-TEACHER	21,607	25,375	20,393	18,168
0232	RETIREMENT TEACHER	173,780	181,598	219,693	215,465
0320	CONTRACT SERVICE;PUPILS	112,260	162,285	135,260	145,260
0519	TRANSPORTATION	200	154	200	600
0534	POSTAGE	500	-	500	-
0580	TRAVEL	-	64	-	-
0610	GENERAL SUPPLIES	2,500	3,659	2,500	2,500
0641	BOOKS	2,160	269	2,160	2,160
0733	NEW EQUIPMENT	975	6,457	975	975
0810	DUES & FEES	300	690	300	1,000
Total		2,184,621	2,274,641	2,562,419	2,594,247

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
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**SPED MIDDLE
COST CENTER 152**

0101	ADMINISTRATIVE	39,339	39,339	41,751	44,484
0102	TEACHER	530,232	479,476	524,002	549,642
0106	PARAPROFESSIONAL	130,134	129,313	137,924	132,182
0119	UNCLASSIFIED/UNAFFILIATED	-	4,355	-	-
0127	SUBS NONPROF - SHORT TERM	6,794	-	6,794	6,794
0220	FICA	54,048	48,742	54,352	56,084
0231	RETIREMENT NON-TEACHER	-	103	-	-
0232	RETIREMENT TEACHER	119,725	109,181	119,228	116,853
0320	CONTRACT SERVICE;PUPILS	14,381	47,686	24,381	24,381
0519	TRANSPORTATION	2,000	105	2,000	2,000
0580	TRAVEL	71	-	71	71
0610	GENERAL SUPPLIES	3,521	1,783	3,521	3,521
0641	BOOKS	570	2,061	570	570
0642	SOFTWARE	1,000	558	1,000	1,000
0733	NEW EQUIPMENT	665	523	665	665
0810	DUES & FEES	300	-	300	300
Total		902,780	863,224	916,559	938,547

**SPED SECONDARY
COST CENTER 153**

0101	ADMINISTRATIVE	40,531	40,531	43,016	45,832
0102	TEACHER	403,700	394,797	446,081	462,810
0105	CLERICAL	53,784	53,959	59,069	60,517
0106	PARAPROFESSIONAL	28,992	63,651	34,369	34,780
0119	UNCLASSIFIED/UNAFFILIATED	-	3,885	-	-
0127	SUBS NONPROF - SHORT TERM	8,492	-	8,492	8,492
0220	FICA	40,967	41,217	45,215	46,852
0231	RETIREMENT NON-TEACHER	7,563	7,597	8,306	8,188
0232	RETIREMENT TEACHER	93,378	91,627	103,115	100,009
0320	CONTRACT SERVICE;PUPILS	12,780	12,433	12,780	12,780
0519	TRANSPORTATION	3,755	-	3,755	3,755
0610	GENERAL SUPPLIES	2,988	1,662	2,988	2,988
0641	BOOKS	570	-	570	570
0644	PERIODICALS	95	-	95	95
0733	NEW EQUIPMENT	380	-	380	380
0810	DUES & FEES	300	-	300	300
Total		698,275	711,359	768,531	788,348

**SPED SPEECH
COST CENTER 156**

0102	TEACHER	511,527	501,163	594,224	619,038
0220	FICA	39,135	37,667	45,461	47,359
0232	RETIREMENT TEACHER	107,527	105,344	124,909	121,582
0320	CONTRACT SERVICE;PUPILS	-	3,550	-	-
0610	GENERAL SUPPLIES	2,705	1,171	2,705	2,705
0641	BOOKS	1,350	1,440	1,350	1,350
Total		662,244	650,335	768,649	792,034

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
OCCUPATIONAL THERAPY COST CENTER 157				
0102 TEACHER	179,509	186,867	236,520	246,647
0220 FICA	13,734	13,967	18,095	18,870
0232 RETIREMENT TEACHER	37,734	30,245	49,718	48,443
0320 CONTRACT SERVICE;PUPILS	-	2,600	-	3,000
0610 GENERAL SUPPLIES	1,050	2,307	1,050	1,050
0641 BOOKS	400	1,039	400	400
0733 NEW EQUIPMENT	1,640	-	1,640	1,640
Total	234,067	237,025	307,423	320,050
ENGLISH SECOND LANGUAGE COST CENTER 159				
0102 TEACHER	298,664	334,822	311,182	326,173
0106 PARAPROFESSIONAL	-	1,019	25,902	26,572
0220 FICA	22,848	25,355	25,788	26,986
0231 RETIREMENT NON-TEACHER	-	-	3,642	1,876
0232 RETIREMENT TEACHER	62,780	58,173	65,411	64,061
0610 GENERAL SUPPLIES	664	-	664	664
0641 BOOKS	1,216	-	1,216	1,216
Total	386,172	419,369	433,805	447,548
ADAPTIVE SERVICES COST CENTER 160				
0104 TUTOR	9,000	483	9,000	12,000
0220 FICA	689	-	689	918
0231 RETIREMENT NON-TEACHER	1,266	-	1,266	1,624
0320 CONTRACT SERVICE;PUPILS	10,000	2,285	13,000	13,000
0430 REPAIRS & MAINTENANCE	500	-	500	500
0561 TUITION LEA IN-STATE	-	-	-	-
0610 GENERAL SUPPLIES	500	205	500	500
Total	21,955	2,973	24,955	28,542
OUT OF DISTRICT TUITION COST CENTER 165				
0320 CONTRACT SERVICE;PUPILS	1,058,871	1,125,222	1,125,871	1,193,515
0519 TRANSPORTATION	115,000	204,581	207,560	277,000
0564 TUITION	1,238,000	1,443,953	1,419,000	1,779,000
0561 TUITION LEA IN-STATE	145,000	136,516	145,000	145,000
0580 TRAVEL	2,040	107	2,040	2,040
Total	2,558,911	2,910,380	2,899,471	3,396,555
CENTRAL OFFICE COST CENTER 170				
0101 ADMINISTRATIVE	437,699	444,149	467,938	483,971
0102 TEACHER	131,452	36,419	133,401	144,874
0103 SPECIALIST	-	-	-	70,000
0105 CLERICAL	334,291	283,665	390,896	317,181
0110 CUSTODIAL	500	-	500	500
0119 UNCLASSIFIED/UNAFFILIATED	36,926	-	37,665	-
0121 SUBS PROF - SHORT TERM	9,605	-	9,605	9,605
0122 SUBS PROF - LONG TERM	11,184	-	11,184	11,184
0127 SUBS NONPROF - SHORT TERM	898	94	898	898
0131 OVERTIME - CLERICAL	2,324	1,484	2,324	2,324
0220 FICA	73,818	56,561	80,668	79,605
0231 RETIREMENT NON-TEACHER	85,320	96,912	91,521	93,106
0232 RETIREMENT TEACHER	68,223	22,485	75,897	65,034

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
0310 CONTRACT SERVICE;ADMIN	149,001	150,915	149,001	154,958
0430 REPAIRS & MAINTENANCE	200	-	200	200
0534 POSTAGE	4,100	2,947	4,600	3,400
0540 ADVERTISING	2,550	4,306	2,550	4,250
0550 PRINTING	11,285	11,314	11,285	12,260
0580 TRAVEL	1,865	1,784	1,865	1,865
0610 GENERAL SUPPLIES	6,960	4,277	7,460	6,870
0642 SOFTWARE	22,805	27,751	24,805	24,805
0644 PERIODICALS	1,000	330	1,000	450
0737 REPLACEMENT EQUIPMNT	1,950	1,431	1,950	1,800
0810 DUES & FEES	5,320	7,274	6,320	10,210
0840 CONTINGENCY	85,050	26,359	85,050	75,050
Total	1,484,326	1,180,459	1,598,583	1,574,400
SCHOOL BOARD				
COST CENTER 171				
0109 SCHOOL BOARD	14,000	15,275	14,000	14,000
0131 OVERTIME - CLERICAL	3,000	467	3,000	3,000
0220 FICA	1,301	1,202	1,301	1,301
0231 RETIREMENT NON-TEACHER	422	66	422	406
0310 CONTRACT SERVICE;ADMIN	1,500	17,561	31,500	31,500
0610 GENERAL SUPPLIES	-	1,215	-	-
0810 DUES & FEES	6,275	6,164	6,275	6,465
0840 CONTINGENCY	1,800	1,442	1,800	1,800
Total	28,298	43,393	58,298	58,472
TECHNOLOGY PLAN				
COST CENTER 177				
0108 TECHNICIAN	449,804	449,799	508,312	526,582
0220 FICA	34,411	33,580	38,886	40,284
0231 RETIREMENT NON-TEACHER	49,331	61,101	56,125	56,039
0232 RETIREMENT TEACHER	20,799	2,935	22,940	22,077
0310 CONTRACT SERVICE;ADMIN	15,765	17,131	15,765	15,765
0430 REPAIRS & MAINTENANCE	19,450	16,689	22,450	21,400
0532 DATA LINES	35,000	12,044	35,000	30,085
0580 TRAVEL	620	104	620	840
0642 SOFTWARE	36,209	79,050	89,729	89,729
0720 BUILDINGS	6,816	18,368	6,816	21,816
0734 NEW INFO SYSTEMS EQUIPMNT	140,526	152,591	135,676	130,480
0890 MISCELLANEOUS	2,000	-	2,000	2,000
Total	810,731	843,393	934,319	957,097
DATA PROCESSING				
COST CENTER 178				
0108 TECHNICIAN	73,840	73,839	82,197	84,694
0220 FICA	5,649	5,619	6,289	6,480
0231 RETIREMENT NON-TEACHER	10,382	10,382	11,557	11,460
0310 CONTRACT SERVICE;ADMIN	57,340	66,099	67,320	67,698
0610 GENERAL SUPPLIES	378	-	378	-
Total	147,589	155,939	167,741	170,332
TRAVEL - IN DISTRICT				
COST CENTER 180				
0220 FICA	2,175	1,659	2,175	2,175
0580 TRAVEL	28,363	23,359	28,363	28,363
Total	30,538	25,018	30,538	30,538

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
WELLNESS				
COST CENTER 182				
0102 TEACHER	88,967	90,915	92,023	95,671
0220 FICA	6,806	6,685	7,040	7,319
0232 RETIREMENT TEACHER	18,701	19,110	19,344	18,790
0610 GENERAL SUPPLIES	1,000	1,058	1,000	1,000
Total	115,474	117,769	119,407	122,780
PROPERTY INSURANCE				
COST CENTER 183				
0520 INSURANCE	119,068	90,093	135,771	147,811
Total	119,068	90,093	135,771	147,811
TELEPHONE				
COST CENTER 184				
0531 TELEPHONE VOICE	27,480	31,080	28,480	28,480
0430 REPAIRS & MAINTENANCE	5,371	2,224	6,371	6,371
Total	32,851	33,305	34,851	34,851
ATHLETIC FIELDS				
COST CENTER 187				
0310 CONTRACT SERVICE;ADMIN	61,673	84,206	61,673	67,673
0410 WATER/SEWAGE	10,368	13,707	10,368	10,368
0430 REPAIRS & MAINTENANCE	8,957	7,319	10,957	10,957
0610 GENERAL SUPPLIES	3,800	1,643	3,800	3,800
Total	84,798	106,875	86,798	92,798
MAINTENANCE				
COST CENTER 188				
0112 MAINTENANCE	309,109	281,268	343,327	353,741
0134 OVERTIME - MAINTENANCE	22,500	21,020	22,500	22,500
0220 FICA	25,369	22,614	27,986	28,783
0231 RETIREMENT NON-TEACHER	46,625	42,400	51,436	50,906
0310 CONTRACT SERVICE;ADMIN	68,819	81,769	64,319	64,319
0420 CLEANING/PLOWING	15,900	12,941	15,500	15,500
0430 REPAIRS & MAINTENANCE	588,444	610,393	617,944	617,944
0610 GENERAL SUPPLIES	56,756	80,724	75,756	75,756
0626 GASOLINE	10,500	11,967	10,500	10,500
0642 SOFTWARE	13,550	4,268	13,550	13,550
0733 NEW EQUIPMENT	3,200	1,587	3,200	3,200
0737 REPLACEMENT EQUIPMNT	2,200	-	4,200	4,200
0840 CONTINGENCY	-	10,131	-	-
Total	1,162,972	1,181,082	1,250,218	1,260,899
ENERGY				
COST CENTER 189				
0410 WATER/SEWAGE	82,181	71,918	82,181	81,748
0621 NATURAL GAS	288,459	294,953	293,457	369,934
0622 ELECTRICITY	653,428	708,190	696,126	848,056
0623 FUEL OIL	1,000	-	1,000	1,000
Total	1,025,068	1,075,060	1,072,764	1,300,738

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
PUPIL TRANSPORTATION				
COST CENTER 195				
0310 CONTRACT SERVICE;ADMIN	6,237	17,441	17,464	15,727
0519 TRANSPORTATION	1,065,593	1,099,486	1,120,283	1,238,118
0890 MISCELLANEOUS	(50,000)	(50,000)	(50,000)	(50,000)
Total	1,021,830	1,066,926	1,087,747	1,203,845
TOTAL SCHOOL DEPARTMENT	53,551,766	53,547,130	57,980,007	60,577,961



Non-Operating Expenditures

Non-Operating expenditures consist of funding required for expenditures that are not directly attributed to the day to day operations of any one particular department.

Debt Related Services & Debt Service

Appropriations associated with principal and interest payments of issued long-term debt for the upcoming fiscal year, projected new bond payments, and bond issuance related expenditures.

Overlay

Appropriation for tax abatements.

Property & Liability Insurance

Property and liability coverage for all departments within the General Government, Police and Fire Department. The School Department appropriates Property & Liability premium separately.

County Tax

The City of Portsmouth is located in Rockingham County of the State of New Hampshire. The State of New Hampshire requires communities under RSA 29:11 to assess and collect property taxes for the operations of the county. The amount to be collected for the county is contingent on the proportion the City's assessed valued as it relates to the whole county. This is an estimated appropriation. The actual county obligation is calculated by the State of NH prior to setting the tax rate in October-November.

Contingency

A non-operating line item of the budget used by the City Manager and City Council, for unanticipated expenditures not regularly budgeted for in the annual budget.

Rolling Stock

Funding for replacement of vehicles and equipment for Public Works, Police, Fire, School Departments as well as Prescott Park as identified in the Rolling Stock replacement plan located in Appendix I of this document.

Information Technology (IT) Upgrade and Equipment Replacement

Funding for Information Technology upgrades and replacements incorporates the General Government, Police, Fire and School Departments technology needs. A complete inventory and schedule of replacements are located Appendix II, Capital Improvement Plan and on the City's website.

Capital Outlay

Capital Outlay is the appropriation for pay-as-you-so capital projects identified in the Capital Improvement Plan adopted each fiscal year before the annual budget is submitted to the City Council from the City Manager.

Fund Balance

Use of Fund Balance for Non-Operating expenditures identified during the budget process or by way of a supplemental appropriation after budget adoption.

Other General Non-Operating Expenditures

Other various line items related to the non-operating portion of the budget such as landfill closures monitoring costs, hydrants, leases, and professional services related to revaluation.

		FY22 BUDGET	FY22 ACTUAL	FY23 Budget	FY24 CITY MANAGER RECOMMENDED
NON-OPERATING					
DEBT RELATED SERVICES					
034002	PROF SERVICE-BANK SERVICE	108,000	60,511	120,000	120,000
098101	INTEREST-TANS	20,000	20,000	-	-
TAN	Total	128,000	80,511	120,000	120,000
DEBT SERVICE					
098001	PRINCIPAL-BONDED DEBT	10,727,000	10,727,000	10,243,400	8,468,379
098010	PROJECTED NEW BOND PAYMNT	110,560	-	139,988	2,021,393
098102	INTEREST-BONDED DEBT	2,832,330	2,832,330	3,246,433	2,570,434
DEBT SERVICE	Total	13,669,890	13,559,330	13,629,821	13,060,206
OVERLAY					
01-735-320-51-100-650					
081002	OVERLAY	1,000,000	319,038	1,000,000	1,000,000
OVERLAY	Total	1,000,000	319,038	1,000,000	1,000,000
PROPERTY & LIABILITY INS					
01-738-350-51-100-409					
048001	PROPERTY INS-DEDUCTIBLES	6,000	5,601	6,000	6,000
048002	PROPERTY INSURANCE	411,090	411,091	431,645	387,307
PROPERTY	Total	417,090	416,692	437,645	393,307
COUNTY TAX					
01-737-360-51-100-675					
081003	COUNTY TAX	5,813,878	5,677,887	5,730,000	5,730,000
COUNTY TAX	Total	5,813,878	5,677,887	5,730,000	5,730,000
CONTINGENCY					
01-734-310-51-100-411					
081001	CONTINGENCY	300,000	300,000	300,000	300,000
CONTINGENCY	Total	300,000	300,000	300,000	300,000
ROLLING STOCK					
01-738-350-51-100-409					
099002	ROLLING STOCK	584,500	584,500	471,000	877,000
091009	TRANSFER-ROLLING STOCK SW	-	-	130,000	-
ROLLING STOCK	Total	584,500	584,500	601,000	877,000
IT EQUIPMENT REPLACEMENT					
01-738-350-51-100-409					
074041	IT UPGRADES/REPLACEMENTS	1,194,208	1,194,208	1,109,158	1,172,336
IT EQUIPMENT	TOTAL	1,194,208	1,194,208	1,109,158	1,172,336
CAPITAL OUTLAY					
01-795-370-00-100-452					
070000	CAPITAL OUTLAY	1,080,000	1,080,000	985,000	1,820,000
CAPITAL OUTLAY	TOTAL	1,080,000	1,080,000	985,000	1,820,000
USE OF FUND BALANCE					
01-738-350-51-100-409					
072114	SKATEBOARD PARK	2,200,000	200,000	-	-
SKATEBOARD PARK	TOTAL	2,200,000	200,000	-	-
USE OF FUND BALANCE					
01-738-350-51-100-409					
081176	MCINTYRE-DESIGN	400,000	400,000	150,000	-
MCINTYRE DESIGN	TOTAL	400,000	400,000	150,000	-
USE OF FUND BALANCE					
01-738-350-51-100-409					
081175	MCINTYRE-SETTLEMENT	500,000	500,000	1,000,000	500,000
MCINTYRE SETTLEMENT	TOTAL	500,000	500,000	1,000,000	500,000
USE OF FUND BALANCE					
01-738-350-51-100-409					
081177	DSA SETTLEMENT	-	-	500,000	-
DEER STREET ASSOCIATES	TOTAL	-	-	500,000	-

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	Budget	CITY MANAGER
					RECOMMENDED
OTHER GENERAL NON-OPERATING					
01-738-350-51-100-409					
031005	LANDFILL CLOSURE MONITORI	333,000	333,000	100,000	100,000
031010	JONES AVE LANDFILL	15,000	15,000	15,000	15,000
032009	PROF SERV-CERTIFICATION	100,000	100,000	100,000	100,000
044006	PRINTING LEASE/MAINT	35,000	23,602	49,815	48,000
081067	400TH CELEBRATION	-	-	150,000	31,000
099007	LEASES	14,039	14,583	14,039	14,039
099011	GREENLEAF LEASE	10,000	10,000	10,000	10,000
099009	HYDRANTS	277,875	277,875	288,250	316,875
OTHER NON-OPERATING	Total	784,914	774,060	727,104	634,914
TOTAL NON-OPERATING		28,072,480	25,086,226	26,289,728	25,607,763

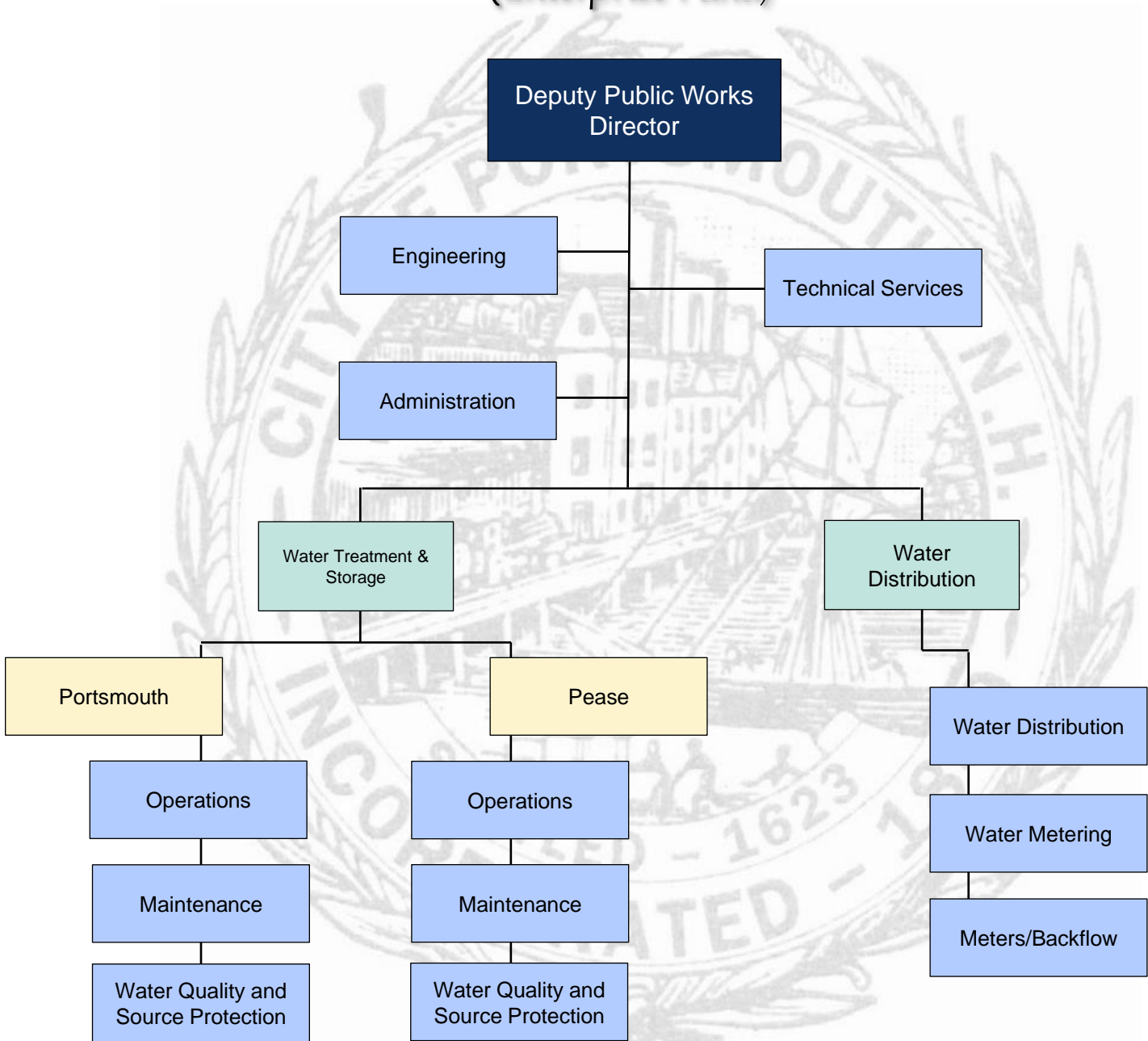


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Public Works Department

Water Division

(Enterprise Fund)



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	FY22	FY23	FY24
Deputy City Manager	0.1	0.1	0.2
Director of Public Works	0.0	0.0	0.1
Deputy Public Works Director	0.5	0.5	0.5
City Engineer (Engineer Supervisor)	0.5	0.5	0.0
City Engineer	0.0	0.0	0.5
Facilities Manager	0.25	0.25	0.25
Operations Manager	0.25	0.25	0.25
Administrative Manager	0.00	0.00	0.25
Business Administrator	0.75	0.75	0.50
Assistant City Engineer/Planner	0.5	0.5	0.5
Assistant City Engineer	0.5	0.0	0.0
Project Manager	0.0	0.5	1.0
Environmental Planner/Sustainability Coordinator	0.25	0.00	0.00
Associate Planner	0.00	0.00	0.25
Admin Assistant I	0.25	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Projects Coordinator	0.25	0.25	0.25
Water/Sewer Billing Lead	0.5	0.5	0.5
Dispatcher II	0.25	0.25	0.25
SCADA Manager	0.5	0.5	0.5
Process Instrumentation Tech	0.5	0.5	0.0
SCADA Tech	0.0	0.5	0.5
SCADA Tech II	0.0	0.0	0.5
GIS/Stormwater Manager	0.5	0.5	0.5
GIS Stormwater Tech	0.5	0.5	0.5
GIS Specialist	0.5	0.5	0.5
Water Resource Manager	1	1	1
Chief Plant Operator (CPO)	1	1	2
Water Quality Specialist II	0	1	1
Water Quality Specialist I	1	0	1
Treatment Operations Foreman	1	2	1
Plant Operator I	5	4	4
General Foreman	0.5	0.5	0.5
Water Foreman	1	1	1
Asset Management Coordinator	0.5	0.5	0.0
Assistant Foreman W/S	1	1	0
Equipment Operator II	1	1	1
Equipment Operator I	1	1	1
Utility Mechanic	4.5	4.5	4.0
Laborer	1	1	2.3
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.2
Utility Mechanic - Inventory Control Technician	0.3	0.3	0.0
Inventory Management Specialist	0.0	0.0	0.3
Totals Full Time	29.45	29.70	30.65
Positions Part-Time	FY22	FY23	FY24
Office Manager	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25



Water Division – Enterprise Fund

Services Overview

- ✓ [Water Assistance Programs](#)
- ✓ [Water Production](#)
- ✓ [Water Storage](#)
- ✓ [Water Distribution](#)
- ✓ [Technical Services](#)

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 FY24.

Budget Summary of Expenditures

	FY22	FY22	FY23	FY24
WATER DEPARTMENT	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
SALARIES	1,926,495	1,834,534	2,156,452	2,351,655
PART-TIME SALARIES	42,236	35,713	46,535	56,594
OVERTIME	95,000	154,094	112,000	134,500
LONGEVITY	14,673	13,716	12,855	15,105
HEALTH INSURANCE	437,485	433,050	456,385	555,750
DENTAL INSURANCE	31,913	30,249	29,923	41,230
INSURANCE REIMBURSEMENT	10,000	5,101	6,220	5,100
LEAVE AT TERMINATION	40,000	(36,730)	100,000	50,000
WORKERS' COMPENSATION	28,992	28,992	35,574	39,656
RETIREMENT	287,690	286,325	321,629	339,110
OTHER BENEFITS	168,821	160,571	188,647	206,997
COLLECTIVE BARGAINING CONTINGENCY	41	-	-	-
<i>Contractual Obligations</i>	3,083,346	2,945,616	3,466,220	3,795,697
CHEMICALS	334,000	484,587	504,000	588,000
REPAIRS & MAINTENANCE	215,400	196,957	185,700	241,000
ELECTRICITY	399,600	331,010	387,000	412,900
NATURAL GAS	5,000	5,823	6,000	6,200
PROPANE & FUEL OIL	32,000	37,286	42,000	47,075
GASOLINE & DIESEL	34,200	54,162	50,550	56,500
ADMINISTRATIVE OVERHEAD	709,184	709,184	802,211	874,665
SLUDGE/GRIT REMOVAL	150,000	173,980	165,000	160,000
PROF CONTRACTED SERVICES	277,580	235,254	728,080	818,673
EQUIPMENT	48,000	72,077	52,000	74,100
STOCK MATERIALS	315,000	292,706	340,000	360,000
PRINCIPAL-BONDED DEBT	2,861,528	2,861,528	2,833,128	2,880,000
INTEREST ON DEBT	1,104,395	1,094,673	1,300,497	1,167,814
PROPERTY TAXES	138,500	108,660	138,500	138,500
PROJECTED PRINCIPAL DEBT	-	-	360,000	-
CAPITAL OUTLAY	-	-	160,000	-
ROLLING STOCK	295,000	295,000	315,000	315,000
ASSISTANCE PROGRAM	7,500	750	7,500	1,500
OTHER OPERATING	367,531	385,173	397,427	454,828
<i>Other Operating</i>	7,294,418	7,338,810	8,774,593	8,596,755
CASH REQUIREMENTS	10,377,764	10,284,426	12,240,813	12,392,452

Rate Stabilization Model and Rate Structure

The Water Division utilizes a rate model which was implemented in fiscal year 2014 and is annually reviewed and updated. The rate model serves as a tool to allow for long-term planning. This comprehensive rate model includes a rate stabilization reserve policy which allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

The City's water rate structure is a two-tiered inclining rate, meaning, the first 10 units (a unit is 100 cubic feet of water or 748 gallons) of water consumed each month is billed using one rate, and water consumed greater than 10 units per month is billed at a higher rate. This rate structure provides an equitable method of financing of water operations. The large volume users have a greater impact on system production capacities, storage volume and pipe sizing. Therefore, a second tier at the higher rate captures the additional costs incurred to serve them.

A City ordinance allows both residential and commercial customers to install irrigation meters. This ordinance language requires new irrigation customers to install water efficient irrigation systems. Irrigation usage for both residential and commercial customers have a third tier for any consumption beyond 20 units per month to further promote water efficiency.

Water User Rates

The FY24 user rates reflect a 4.5% increase from the FY23 rates.

The water rate is strongly impacted by the capital costs associated with Federal and State regulatory issues as well as replacement of aging infrastructure. Future capital upgrades associated with these issues are all considered in projecting ongoing and long-term financial needs.

Utilization of our rate model and net position has allowed for predictable and steady rate increases, however, recent increases in treatment chemicals, bonding rates and anticipated future project costs necessitate increasing the rate in FY24 to 4.5%. This projection also takes into account pending EPA PFAS pending regulations compliance costs.

The proposed water rate for the first 10 units of water consumed per month will increase from \$4.54 to \$4.74, the rate for the consumption over 10 units per month will increase from \$5.46 to \$5.70.

The proposed water rates include \$2.70 per unit which is directly related to the capital needs and debt repayments for long-term borrowing. The rates for water usage and irrigation consumption are depicted in the adjacent tables.

The meter charge for FY24 will remain the same as the current charge and is based on the service size as listed in the following Minimum Water Charge table.

FY24 Water Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$2.70
1st Tier water service rate	\$2.04
Total First Tier Rate	\$4.74
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$2.70
2nd Tier water service rate	\$3.00
Total Second Tier Rate	\$5.70
Irrigation Meter Rate	
1st Tier water service rate [0 - 10 units]	\$5.70
2nd Tier water service rate [11- 20 units]	\$10.76
3rd Tier water service rate [over 20 units]	\$13.28

Water Meter Charge	
<u>Meter Size</u>	<u>Monthly Rate</u>
5/8"	\$4.95
3/4"	\$4.95
1"	\$8.27
1 1/2"	\$14.25
2"	\$22.91
3"	\$36.26
4"	\$68.74
6"	\$120.27
8"	\$168.01
10"	\$252.02

Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2018 usage. This analysis provided a detailed picture of the water use demographics throughout the water system, a system that serves not only customers in Portsmouth but also Newington, Greenland, New Castle and portions of Madbury, Durham and Rye. User categories were evaluated for commercial, industrial and residential customers. That analysis showed that an average single-family customer on the Portsmouth water system uses 5 units per month. Therefore, the following table depicts the average monthly water charges for a residential customer.

FY24 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	\$2.70	5	\$13.50
1st Tier water service rates	\$2.04	5	\$10.20
Minimum Charge (5/8" meter)	\$4.95	n/a	\$4.95
Total Monthly Charge			\$28.65
Total Annual Charge			\$343.80

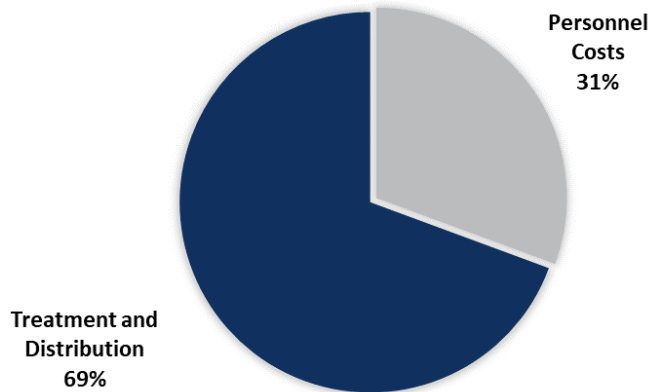
Average Daily Cost for Single Family Residential water customer = \$0.94

Operating Costs – Cash Basis

Personnel costs represent 31% of the total cash requirements, while the remaining 69% represent costs related to the treatment and distribution of the water supply and facilities, which includes capital outlay and repayment of debt.

The City's Water Division continues to make significant changes to the operation of the system since the construction of the water treatment facility in Madbury in 2011. This LEED Silver Certified facility was designed to ensure a more sustainable operation of the water

system's surface and groundwater sources of supply. A new PFAS treatment system was constructed and completed at Pease in April 2021 (This shows up in the Professional Contracted Services line on the Budget Summary of Expenditures Table). The cost of this facility, its design and incremental operational costs are all reimbursed by the Air Force due to contamination caused by past use of firefighting foam at the former Pease Air Base. This reimbursement of \$896,882 is reflected on the Special Agreements line of the Water Rate Calculation table.



Operations staff have successfully been able to utilize their surface and groundwater sources in an integrated manner which optimizes the use of surface water when quality and quantity is adequate and groundwater during peak operating periods. All of this information, combined with monthly tracking of weather, precipitation and water demand trends is updated and reported monthly through the City's Water Supply Update (<https://www.cityofportsmouth.com/publicworks/water/supply-status>).

Capital Projects

The table below represents capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I. These projects will be funded through water revenues.

CAPITAL OUTLAY

There are no proposed Capital Outlay Projects for FY24

ROLLING STOCK

<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
F550 w/plow	115,000
F550 Utility Body w/Plow (Year 2 of 2)	45,000
F550 Utility Body w/plow (Year 1 of 2)	55,000
Misc Equipment	100,000
TOTALS	\$315,000

Budget and Rate Summary – Water Division

As an Enterprise Fund, the Water Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments, from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY24 expenses.

<i>WATER RATE CALCULATION</i>		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	7,817,038	7,817,038
Property Taxes	138,500	138,500
Equipment & Minor Capital needs	74,100	74,100
Depreciation	2,700,000	
Interest on Debt	1,145,559	1,145,559
Accrued Interest		22,255
Principal on Debt		2,880,000
Projected Principal Debt		0
OPEB Liability	69,500	
Capital Projects		0
Rolling Stock		315,000
BUDGET RESOLUTION	11,944,697	
CASH REQUIREMENT		12,392,452
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	1,490,304	1,490,304
Special Agreements	896,882	896,882
Meter Charges	729,402	729,402
Interest on Investments	270,000	270,000
Other Utility Revenue	265,304	265,304
<i>Sub Total</i>	3,651,892	3,651,892
Other Financing Sources-Cash		
Special Agreements		42,000
Strawbery Banke Agreement Principal		0
Bond Premium Amortization	245,204	
<i>Sub Total</i>	245,204	42,000
FULL ACCRUAL REVENUES	3,897,096	
ESTIMATED CASH		3,693,892
Required to be raised by User Rates		8,698,560
Rate Stabilization Reserve		274,084
TO BE RAISED BY USER RATES		\$8,972,644

User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,613,289	
Capital related Expenses	\$2.70	4,362,814

WATER METER RATES

TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	482,162	
Rate/Anticipated Revenue		\$2.04
Capital Related Expenses		\$2.70
Total Tier 1 [0 - 10 units]		\$4.74
		2,286,194
Billable Units at Tier 2	1,082,790	
Rate/Anticipated Revenue		\$3.00
Capital Related Expenses		\$2.70
Total Tier 2 [over 10 units]		\$5.70
		6,173,762
Total Estimated User Revenues:	1,564,952	8,459,958

IRRIGATION METER RATES

THREE TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	14,572	
Rate/Anticipated Revenue		\$3.00
Capital Related Expenses		\$2.70
Total Tier 1 [0 - 10 units]		\$5.70
		83,085
Billable Units at Tier 2	7,511	
Rate/Anticipated Revenue		\$8.06
Capital Related Expenses		\$2.70
Total Tier 2 [11-20 units]		\$10.76
		80,843
Billable Units at Tier 3	26,254	
Rate/Anticipated Revenue		\$10.58
Capital Related Expenses		\$2.70
Total Tier 3 [over 20 units]		\$13.28
		348,758
Total Estimated User Revenues:	48,337	512,686
Total Estimated User Consumption and User Revenues	1,613,289	\$8,972,644

Total Estimated Consumption	1,613,289	Total to be raised by user rates	\$8,972,644
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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 7 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 especially with respect to obtaining undeveloped land for source water protection.
- 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 over 8,622 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



<p>water efficiency programs, including the Water Efficiency Rebate Program which started in December 2014, the EPA's WaterSense program and the new irrigation meter ordinance.</p> <ul style="list-style-type: none"> ✓ Provide adequate training and operational direction to staff to achieve operator certifications at or above required standards. ✓ Continue to develop and implement new standard operating procedures within the Water Division to optimize staff utilization, duties and operating efficiency. ✓ Continue to work on water supply contingency planning for emergencies and droughts. This planning includes working with adjacent water supplies for interconnection agreements and developing additional sources of supply. ✓ Continue to improve water meter accounting and tracking of unaccounted-for water through meter calibrations, water use audits and leak detection efforts.
<p><i>Performance Measurement:</i></p> <ul style="list-style-type: none"> • <i>Monitor daily water supply conditions and demands, together with tracking of precipitation and any pending drought conditions including participation as a member of the New Hampshire Drought Management Team. Assess these conditions and provide quarterly Water Supply Updates to our customers.</i> • <i>Offer water efficiency rebates to residential water customers so that we meet the goal of awarding 100 rebates/year.</i> • <i>Perform water meter change-outs by replacing at least ten percent of customer meters a year.</i> • <i>Meet New Hampshire DES's standard of meeting water balance goals of less than 15% unaccounted-for water.</i> • <i>Perform leak detection on 30% of the water mains in the system.</i>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Deliver Services and Programs with Courtesy, Professionalism, and efficiency.</i> • <i>Meet or Exceed State and Federal Legal/Regulatory Requirements Including those for a Safe and Healthy Community and Environment</i>



<p>Goal #2: Continue steps to improve water quality, water quantity and system security.</p>
<p><i>Objectives:</i></p> <ul style="list-style-type: none"> ✓ Optimize Water Treatment Plant and Distribution System operations utilizing the recommendations of the Stage II Disinfection By-Product Rule upgrade Study project guidance; pursue capital projects including continuation of annual water line replacement, water source augmentation. ✓ Continue upgrade of SCADA system water supply control and security applications. ✓ Protect reservoir watershed areas and wellhead zones of contribution through land acquisition, regulation, and other available means as appropriate.
<p><i>Performance Measurement:</i></p> <ul style="list-style-type: none"> • <i>Deliver drinking water that meets all current drinking water standards.</i> • <i>Implement state of the art computer security measures.</i> • <i>Work with neighboring communities to issue at least one direct public outreach message about source water protection.</i>
<p><i>Citywide Goal Addressed:</i></p> <ul style="list-style-type: none"> • <i>Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment.</i> • <i>Maintain and Improve Infrastructure to Meet Needs of the Community.</i>



Goal #3: Develop sustainable funding strategies

Objectives:

- ✓ Implement recommendations of rate study with focus on fair, equitable and sustainable funding utilizing the rate model as a guide.
- ✓ Implement water asset management and operational maintenance program database information systems to improve system operations and long-term capital planning needs.
- ✓ Implement the recommendations of the Water Supply Study for improved capital planning and operations. Update study as needed.
- ✓ Leverage state and federal funding opportunities to obtain low-interest loans and grants.
- ✓ Continue to work with Air Force to secure agreements that continue to reimburse the City for the additional operational costs related to the Pease Water Treatment System treating PFAS contamination.

Performance Measurements:

- *Apply for state SRF and Grant funds.*
- *Keep Air Force agreements current through the fiscal year.*
- *Update rate model annually.*

Citywide Goal Addressed:

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

Performance Measures

	FY21	FY22	FY23 (Projected)
Water Balance (annual)	3%	4%	4%
Number of water main breaks	13	16	16
Leak detections performed (miles)	11	11	50
Leaks Detected and Repaired	1	1	2
DigSafe Tickets (locating)	3,329	2855	1856
DigSafe Labor Hours	1,758	1656	748.5
Precipitation (inches – water year – Oct to Sept)	44.3	37.7	44.5
Hydrant Flushing (weeks – Spring and Fall)	14	15	15
Hydrant Flushing Labor Hours	1,750	1241	1021
Million Gallons Delivered (Surface and Groundwater)	1,411	1,362	1,400

FY21	FY22	FY23 (Projected)	FY21
Millions Gallons of Groundwater Supply (annual)	570	599	616
Millions Gallons of Surface Water Supply (annual)	841	763	784
Total Meter Work Orders	2,286	4583	4580
Meter Testing (in-house)	442	1217	1200
Meter Testing (large field)	61	77	75
New Service Applications	199	229	250
Customer Water Meter Replacements	804	1300	1300
Radio-reader replacements	900	69	69
Leak Code Tags	721	574	550
Backflow Prevention Device Tests	2,379	2829	2900
Water Efficiency Rebates – Low Flow Toilets	98	87	90
Water Efficiency Rebates – Washing Machines	95	74	75
Single-Family Res. (Average Gals. per month) *	3,834	3740	3750
Single-Family Res. (Average Units billed per month) *	5	5	5

* Note: Water Consumption analysis performed on 2012 and 2017 water use data, together with current consumption accounting.

FY24 BUDGETED POSITION AND SALARY DETAIL

WATER DIVISION	STEP	POSITION	SALARY
<u>ADMINISTRATION</u>			
NON GRADE 28	1F/11G	① DEPUTY CITY MGR/REGULATORY COUNSEL	33,082
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,325
NON GRADE 25	G	⑨ DIRECTOR OF WATER RESOURCES/DEP PW DIRECTOR	71,708
PMA GRADE 21	E	⑦ FACILITIES MANAGER	28,731
NON GRADE 20	D	⑦ OPERATIONS DIRECTOR	26,067
NON GRADE 15	6.5E/5.5F	⑦ ADMINISTRATIVE MANAGER-PW	21,589
PMA GRADE 13	11C/1D	⑨ BUSINESS ADMINISTRATOR-REGULATORY	35,541
PMA GRADE 9	10.5D/1.5E	⑦ ADMINISTRATIVE ASSISTANT I	15,414
PMA GRADE 13	E	④ FINANCE ASSISTANT	19,511
PMA GRADE 9	5.5E/6.5F	⑦ OPERATIONAL SUPPORT COORDINATOR	16,172
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,252
PMA GRADE 7	F	⑦ SPECIAL PROJECT COORDINATOR	14,807
1386B GRADE 7	.5D/11.5E	⑨ WATER/SEWER BILLING LEAD	26,936
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	28,486
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,411
1386A GRADE 13	2A/10B	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,349
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	22,605
1386A GRADE 13	6A/6B	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,056
1386A GRADE 5	C	⑧ EQUIPMENT MECHANIC LABORER	13,187
PMA GRADE 9	B	⑧ INVENTORY MANAGEMENT SPECIALIST	16,673
		ON CALL MONITORING	3,510
	0	EDUCATION STIPENDS	4,696
TOTAL ADMINISTRATION			486,108
<u>ENGINEERING</u>			
PMA GRADE 9	D	⑥ ASSOCIATE PLANNER	15,319
PMA GRADE 21	5.5D/6.5E	⑨ CITY ENGINEER	56,208
PMA GRADE 18	.5D/11.5E	⑨ ASSISTANT CITY ENGINEER/PLANNER	49,595
PMA GRADE 16	5.5C/6.5D	⑨ PROJECT MANAGER	42,025
PMA GRADE 18	11F/1G	⑨ SCADA MANAGER	50,263
PMA GRADE 18	G	⑨ GIS & STORMWATER MANAGER	51,069
PMA GRADE 12	10B/2C	⑨ SCADA TECH	32,526
PMA GRADE 9	H	⑨ GIS SPECIALIST	33,720
PMA GRADE 9	8C/4D	⑪ GIS STORMWATER TECH	29,664
		ON CALL MONITORING	5,850
		EDUCATION STIPENDS	1,308
TOTAL ENGINEERING			367,547

FY24 BUDGETED POSITION AND SALARY DETAIL

<u>WATER SUPPLY AND TREATMENT</u>	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
SMA GRADE 17	H	CHIEF PLANT OPERATOR	99,700
SMA GRADE 15	C	TREATMENT OPERATIONS FOREMAN	78,279
PMA GRADE 21	F	WATER RESOURCES MANAGER	116,073
PMA GRADE 13	.5C/11.5D	WATER QUALITY SPECIALIST II	74,179
PMA GRADE 11	6A/6B	WATER QUALITY SPECIALIST	59,754
PMA GRADE 15	D	⑨ PROCESS INSTRUMENTATION TECH	40,934
1386A GRADE 13	F	PLANT OPER-L2	73,334
1386A GRADE 13	E	PLANT OPER-L2	71,371
1386A GRADE 13	6A/6B	PLANT OPER-L2	60,185
1386A GRADE 13	6A/6B	PLANT OPER-L2	60,185
		ON CALL MONITORING	21,980
		EDUCATION STIPENDS	1,745
TOTAL WATER SUPPLY AND TREATMENT			757,719
<u>DISTRIBUTION</u>			
SMA GRADE 16	F	⑨ GENERAL FOREMAN	45,745
PMA GRADE 16	H	⑨ PROJECT MANAGER	47,286
SMA GRADE 14	H	WATER FOREMAN	86,190
1386A GRADE 9	G	HEO II L2	63,890
1386A GRADE 8	E	EQUIPMENT OPERATOR I-L1	58,818
1386A GRADE 7	5D/7E	UTILITY MECHANIC-L2	54,211
1386A GRADE 7	6C/6D	UTILITY MECHANIC-L2	51,530
1386A GRADE 5	7C/5D	LABORER-L2	46,798
1386A GRADE 5	2.5C/9.5D	LABORER	45,698
		ON CALL	5,850
TOTAL DISTRIBUTION			506,016
<u>METERS</u>			
1386A GRADE 7	G	⑩ UTILITY MECHANIC-L2	43,670
1386A GRADE 7	G	⑨ UTILITY MECHANIC-L2	29,114
1386A GRADE 7	6C/6D	⑩ UTILITY MECHANIC-L2	37,223
1386A GRADE 7	6C/6D	⑨ UTILITY MECHANIC-L2	25,765
TOTAL METERS			135,772
TOTAL FULL TIME			2,253,162

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
NON GRADE 9	E	⑦ OFFICE MANAGER (25HRS/WK)	10,723
		SEASONAL LABORERS	5,871
		ENGINEERING INTERNS	40,000
		TOTAL PART TIME	56,594
TOTAL DEPARTMENT			2,309,756
ADDITIONAL PERSONNEL			
		ON CALL MONITORING	3,360
SMA GRADE 17	E	CHIEF PLANT OPERATOR (FUNDED BY THE AIR FORCE)	95,133
		TOTAL ADDITIONAL PERSONNEL	98,493

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY OF THE BUDGET

- ① 60% CITY MANAGER, 20% WATER, 20% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY SEWER
- 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
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

WATER DEPARTMENT

ADMINISTRATION PORTSMOUTH

50-751-610-51-100-492

011001	REGULAR SALARIES	375,654	311,118	427,727	486,108
011061	INSURANCE REIMBURSEMENT	10,000	5,101	6,220	5,100
011064	COLL BARG CONTINGENCY	41	-	-	-
012001	PART TIME SALARIES	6,956	16,401	9,452	10,723
014041	OVERTIME	4,000	5,788	5,000	10,000
015001	LONGEVITY	14,673	13,716	12,855	15,105
016001	LEAVE AT TERMINATION	40,000	(36,730)	100,000	50,000
021001	INSURANCE-HEALTH	413,000	408,565	431,900	529,000
021101	INSURANCE-DENTAL	30,000	28,333	28,010	39,310
021501	INSURANCE-LIFE	3,202	2,574	3,436	3,700
021601	INSURANCE-DISABILITY	5,824	4,692	6,260	6,770
021802	OPEB-HEALTH INS EXP	8,000	(11,027)	8,000	8,000
021803	OPEB-MED SUBSIDY EXP	1,500	5,739	1,500	1,500
022001	SOCIAL SECURITY	25,500	23,271	28,601	32,677
022501	MEDICARE	5,963	5,442	6,690	7,642
023001	RETIREMENT	56,848	50,562	63,523	69,857
023004	OPEB-RETIREMENT LIAB ADJ	60,000	(64,947)	60,000	60,000
026002	INSURANCE-WORKERS COMP	28,992	28,992	35,574	39,656
030101	PROF SERVICES-AUDIT	10,000	10,000	5,000	7,293
031002	PROF SERVICES-ENGINEERING	10,000	20,751	10,000	12,000
032001	PROF SERVICES-O/S COUNSEL	10,000	2,419	10,000	10,000
033002	ADMINISTRATIVE OVERHEAD	709,184	709,184	802,211	874,665
034001	LOCK BOXES	15,000	4,839	15,000	7,500
034103	TELEPHONE	500	2,379	2,500	2,500
034206	SOFTWARE-ANNUAL MAINT	55,077	49,662	59,522	86,090
035002	PROF SERV- SUBSTANCE TEST	750	1,082	750	1,000
035004	OCCUPATIONAL HEALTH	2,500	4,313	2,500	-
039001	PROFESSIONAL SERVICES	20,000	22,149	20,000	21,000
043024	REPAIRS-VEHICLE	500	29	500	-
043028	MAINTENANCE	7,500	7,262	7,500	7,500
044006	PRINTING LEASE/MAINT	3,000	1,937	3,000	2,000
048001	PROPERTY INS-DEDUCTIBLES	-	-	3,000	3,000
048002	PROPERTY INSURANCE	50,682	50,682	53,217	80,298
053001	ADVERTISING	1,000	670	1,000	1,000
054050	TRAINING	2,250	645	2,250	2,250
055050	PRINTING	7,500	26,424	20,000	20,000
056001	DUES PROFESSIONAL ORGANIZ	1,500	3,186	1,500	1,500
057101	TRAVEL AND CONFERENCE	4,250	2,521	4,250	4,250
061001	FIRST AID	2,250	2,924	2,250	2,000
062001	OFFICE SUPPLIES	7,500	13,923	9,000	12,000
062011	OPERATING SUPPLIES	-	516	466	-
062501	POSTAGE	35,000	24,476	35,000	35,000
063501	GASOLINE	30,000	47,054	45,000	50,000
075001	FURNITURE AND FIXTURES	250	-	250	300
081005	TAXES	138,500	108,660	138,500	138,500
086001	DEPRECIATION	2,610,000	2,202,290	2,810,000	2,700,000
088011	ASSISTANCE WATER/SEWER	7,500	750	7,500	1,500
092101	FINANCING FEES ON DEBT	30,000	37,943	5,000	-
098102	INTEREST-BONDED DEBT	1,115,612	1,097,947	1,265,537	1,145,559
		5,977,958	5,254,207	6,576,951	6,603,853

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

ENGINEERING ADMIN PORTSMOUTH
50-751-610-52-100-492

011001	REGULAR SALARIES	306,869	300,808	369,753	367,547
012001	PART TIME SALARIES	29,409	19,311	31,212	40,000
014041	OVERTIME	-	13	-	1,500
022001	SOCIAL SECURITY	20,849	19,228	24,860	25,361
022501	MEDICARE	4,876	4,497	5,815	5,931
023001	RETIREMENT	43,146	42,413	51,987	49,932
031002	PROF SERVICES-ENGINEERING	20,000	60,000	20,000	25,000
033004	GROUNDWATER PROTECT PRGM	15,000	5,500	15,000	15,000
034103	TELEPHONE	850	1,593	1,600	1,700
034104	CELLULAR PHONES	2,250	2,003	2,250	1,900
039054	PROF/SERVICES-CONTRACT	10,000	-	10,000	10,000
044006	PRINTING LEASE/MAINT	500	-	500	-
054050	TRAINING	2,000	1,648	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,250	331	1,250	1,250
057101	TRAVEL AND CONFERENCE	750	1,334	750	750
062001	OFFICE SUPPLIES	-	135	-	200
062007	COMPUTER/PRINTER SUPPLIES	1,250	417	1,250	1,250
062011	OPERATING SUPPLIES	250	2,816	250	100
067001	BOOKS & PERIODICALS	250	-	250	-
		459,499	462,047	538,727	549,421

TREATMENT PLANT PORTSMOUTH
50-751-650-54-180-492

011001	REGULAR SALARIES	571,988	532,481	643,502	735,739
011060	ON CALL MONITORING	18,620	20,020	18,620	21,980
014041	OVERTIME	30,000	39,000	35,000	45,000
022001	SOCIAL SECURITY	38,478	35,299	43,223	49,769
022501	MEDICARE	8,999	8,255	10,109	11,639
023001	RETIREMENT	87,257	83,521	98,017	108,608
031003	PROF SERVICES-SCADA	13,700	14,808	10,000	10,000
034103	TELEPHONE	7,000	11,273	9,000	11,000
034104	CELLULAR PHONES	8,000	16,628	14,000	18,000
039051	SECURITY/ALARMS	3,000	1,662	3,000	2,000
041002	ELECTRICITY	175,000	114,455	175,000	140,000
041103	PROPANE GAS	28,000	35,896	38,000	43,075
041301	RUBBISH REMOVAL	600	935	600	800
041308	GRIT DISPOSAL	150,000	173,980	165,000	160,000
043002	REPAIRS-ELECTRICAL	4,000	4,436	6,000	6,000
043005	REPAIRS-HEATING SYSTEM	4,000	37,929	6,000	10,000
043018	REPAIRS-EQUIPMENT	20,000	36,565	15,000	20,000
043024	REPAIRS-VEHICLE	10,000	7,682	8,000	8,000
043025	REPAIRS-BLDINGS & GROUNDS	15,000	24,025	12,000	20,000
043026	REPAIRS-COMPUTER EQUIP	500	-	-	-
043028	MAINTENANCE	15,000	9,627	15,000	35,000
043030	BELLAMY DAM	10,000	10,706	6,000	500
043031	SCADA EQUIPMENT	8,000	35,755	8,000	15,000
043032	GENERATOR MAINTENANCE	3,000	4,288	4,000	3,000
044006	PRINTING LEASE/MAINT	450	-	-	-
054003	STATE CERTIFICATION	500	952	500	500
054050	TRAINING	3,150	1,176	3,000	3,000
056007	OPERATIONAL PERMITS	1,500	-	1,500	1,500
057101	TRAVEL AND CONFERENCE	2,500	-	2,500	2,500
057102	TRAVEL REIMBURSEMENT	1,000	-	1,000	1,000
062001	OFFICE SUPPLIES	3,000	2,468	3,000	3,000
062011	OPERATING SUPPLIES	6,000	9,273	6,000	10,000
063600	DIESEL FUEL	2,500	4,656	3,750	4,500
063800	MATERIALS-CHEMICALS	330,000	484,496	500,000	575,000
067001	BOOKS & PERIODICALS	400	-	200	200
068003	PROTECTIVE CLOTHING	5,400	4,314	5,000	5,000
068030	TOOLS	4,000	2,293	2,000	3,000
074000	MACHINERY AND EQUIPMENT	20,000	27,472	20,000	30,000
092101	FINANCING FEES ON DEBT	-	-	-	-
		1,610,542	1,796,326	1,891,521	2,114,310

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

TREATMENT PLANT PEASE

50-751-650-54-580-492

031003	PROF SERVICES-SCADA	5,000	6,359	4,000	4,000
034103	TELEPHONE	-	-	2,000	2,000
039010	PROF/SERVICES-LAB TESTS	7,800	19,719	8,000	8,000
039051	SECURITY/ALARMS	1,000	471	1,000	1,000
041002	ELECTRICITY	20,000	21,501	25,000	25,800
041205	WATER /SEWER FEES	-	227	-	-
043018	REPAIRS-EQUIPMENT	1,000	686	1,000	-
043025	REPAIRS-BLDINGS & GROUNDS	-	-	6,000	1,000
043028	MAINTENANCE	2,000	852	1,000	1,000
043032	GENERATOR MAINTENANCE	500	620	500	700
062001	OFFICE SUPPLIES	600	750	800	600
062011	OPERATING SUPPLIES	10,000	9,711	10,000	10,000
063800	MATERIALS-CHEMICALS	4,000	91	4,000	13,000
068030	TOOLS	2,000	702	2,000	1,000
074000	MACHINERY AND EQUIPMENT	2,000	-	2,000	2,000
		55,900	61,688	67,300	70,100

LABORATORY PORTSMOUTH

50-751-650-55-180-492

039010	PROF/SERVICES-LAB TESTS	50,000	37,831	40,000	42,500
043018	REPAIRS-EQUIPMENT	1,000	-	-	-
043028	MAINTENANCE	5,000	1,451	5,000	2,500
062001	OFFICE SUPPLIES	-	423	-	-
062011	OPERATING SUPPLIES	10,000	14,138	10,000	10,000
074000	MACHINERY AND EQUIPMENT	-	1,194	5,000	5,000
		66,000	55,037	60,000	60,000

TREATMENT-WELLS PORTSMOUTH

50-751-650-56-171-492

041002	ELECTRICITY	40,000	39,213	40,000	47,000
041103	PROPANE GAS	4,000	1,390	4,000	4,000
043002	REPAIRS-ELECTRICAL	2,000	-	500	500
043018	REPAIRS-EQUIPMENT	2,000	-	500	1,000
043025	REPAIRS-BLDINGS & GROUNDS	10,000	567	5,000	3,000
043028	MAINTENANCE	35,000	14,208	10,000	20,000
043032	GENERATOR MAINTENANCE	1,000	810	-	-
062011	OPERATING SUPPLIES	1,200	3,432	1,200	2,000
074000	MACHINERY AND EQUIPMENT	10,000	1,613	5,000	5,000
		105,200	61,232	66,200	82,500

STORAGE TANKS PORTSMOUTH

50-751-650-57-177-492

041002	ELECTRICITY	6,000	4,274	4,000	6,000
043028	MAINTENANCE	6,000	-	3,000	3,000
		12,000	4,274	7,000	9,000

TREATMENT WELLS PEASE

50-751-650-56-571-492

041002	ELECTRICITY	30,000	15,048	15,000	20,000
043018	REPAIRS-EQUIPMENT	-	-	-	25,000
		30,000	15,048	15,000	45,000

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

STORAGE TANKS PEASE

50-751-650-57-577-492

041002	ELECTRICITY	3,600	2,403	3,000	3,600
043028	MAINTENANCE	-	2,750	2,000	900
		3,600	5,153	5,000	4,500

BOOSTER STATION PORTSMOUTH

50-751-650-58-182-492

039051	SECURITY/ALARMS	-	-	300	300
041002	ELECTRICITY	97,000	102,884	90,000	133,000
043018	REPAIRS-EQUIPMENT	6,000	195	3,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	2,000	-	1,000	1,000
043028	MAINTENANCE	3,000	584	2,000	3,000
043032	GENERATOR MAINTENANCE	2,000	-	1,000	1,000
063600	DIESEL FUEL	500	-	-	-
074000	MACHINERY AND EQUIPMENT	2,000	1,363	2,000	4,100
		112,500	105,026	99,300	145,400

DISTRIBUTION-ADMIN PORTSMOUTH

50-751-660-51-100-492

011001	REGULAR SALARIES	448,133	463,725	478,882	506,016
012001	PART TIME SALARIES	5,871	-	5,871	5,871
014041	OVERTIME	50,000	93,955	60,000	60,000
022001	SOCIAL SECURITY	31,248	33,227	33,775	35,457
022501	MEDICARE	7,308	7,771	7,900	8,292
023001	RETIREMENT	70,037	78,654	75,768	76,582
034103	TELEPHONE	2,700	2,185	2,700	1,600
034104	CELLULAR PHONES	3,100	5,543	3,500	6,000
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	4,999	15,000	15,000
043018	REPAIRS-EQUIPMENT	5,000	2,536	5,000	3,000
043024	REPAIRS-VEHICLE	35,000	36,120	35,000	35,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	-	1,500	1,500
043028	MAINTENANCE	500	-	500	-
044002	RENTAL OTHER EQUIPMENT	1,000	400	1,000	1,000
044004	RENTAL STORAGE UNIT	5,000	5,100	5,100	-
044006	PRINTING LEASE/MAINT	700	776	700	700
054003	STATE CERTIFICATION	1,250	1,020	1,250	1,250
054050	TRAINING	3,500	5,073	3,500	15,500
057101	TRAVEL AND CONFERENCE	100	-	100	500
062001	OFFICE SUPPLIES	1,000	246	1,000	750
062011	OPERATING SUPPLIES	1,500	4,228	1,750	3,500
065051	GROUNDSKEEPING-DIG SAFE	5,000	4,894	5,200	5,500
068002	CLOTHING	-	125	-	-
068003	PROTECTIVE CLOTHING	5,500	3,766	6,000	6,000
068012	STOCK INVENTORY	-	28,191	-	-
068016	MATERIALS	-	470	-	-
068030	TOOLS	9,000	4,554	9,000	9,500
074000	MACHINERY AND EQUIPMENT	7,000	10,073	7,000	9,000
075001	FURNITURE AND FIXTURES	-	-	-	1,000
		715,947	797,630	766,996	808,518

DISTRIBUTION-MAINS PORTSMOUTH

50-751-660-61-100-492

039054	PROF/SERVICES-CONTRACT	1,500	-	1,500	-
044002	RENTAL OTHER EQUIPMENT	2,500	-	-	-
068016	MATERIALS	225,000	202,533	250,000	270,000
		229,000	202,533	251,500	270,000

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

DISTRIBUTION-METERS PORTSMOUTH
50-751-660-64-100-492

011001	REGULAR SALARIES	128,892	131,053	139,390	135,772
014041	OVERTIME	3,000	4,357	4,000	8,000
022001	SOCIAL SECURITY	8,177	7,836	8,911	8,914
022501	MEDICARE	1,912	1,833	2,084	2,085
023001	RETIREMENT	18,544	19,039	20,161	19,452
039054	PROF/SERVICES-CONTRACT	11,330	8,853	11,330	3,000
043018	REPAIRS-EQUIPMENT	8,500	570	8,500	3,000
062011	OPERATING SUPPLIES	6,625	4,391	6,625	6,625
068003	PROTECTIVE CLOTHING	-	701	-	1,365
068016	MATERIALS	90,000	89,703	90,000	90,000
074000	MACHINERY AND EQUIPMENT	5,000	4,681	5,000	7,000
		281,980	273,017	296,001	285,213

AIR FORCE REIMBURSEMENT
50-998-650-54-580-492

011001	REGULAR SALARIES	72,979	73,860	75,218	95,133
011060	ON CALL MONITORING	3,360	1,470	3,360	3,360
014041	OVERTIME	8,000	10,982	8,000	10,000
021001	INSURANCE-HEALTH	24,485	24,485	24,485	26,750
021101	INSURANCE-DENTAL	1,913	1,916	1,913	1,920
021501	INSURANCE-LIFE	10	123	127	165
021601	INSURANCE-DISABILITY	23	225	233	295
022001	SOCIAL SECURITY	5,229	5,104	5,368	6,727
022501	MEDICARE	1,223	1,194	1,255	1,573
023001	RETIREMENT	11,858	12,135	12,173	14,679
031002	PROF SERVICES-ENGINEERING	5,000	2,905	5,000	65,000
031011	PROF SERVICE-FILTER MEDIA	50,000	6,834	525,000	525,000
039010	PROF/SERVICES-LAB TESTS	50,000	17,232	45,000	74,880
041002	ELECTRICITY	28,000	31,232	35,000	37,500
041101	NATURAL GAS	5,000	5,823	6,000	6,200
043018	REPAIRS-EQUIPMENT	-	-	5,000	5,000
043024	REPAIRS-VEHICLE	250	-	500	500
043028	MAINTENANCE	2,000	451	10,000	14,200
044002	RENTAL OTHER EQUIPMENT	9,297	9,297	9,297	-
062011	OPERATING SUPPLIES	1,000	232	1,000	1,000
063501	GASOLINE	1,200	2,452	1,800	2,000
074000	MACHINERY AND EQUIPMENT	1,000	-	5,000	5,000
		281,827	207,952	780,729	896,882

TOTAL WATER DIVISION	9,941,953	9,301,170	11,422,225	11,944,697
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CASH REQUIREMENTS ADJUSTMENTS

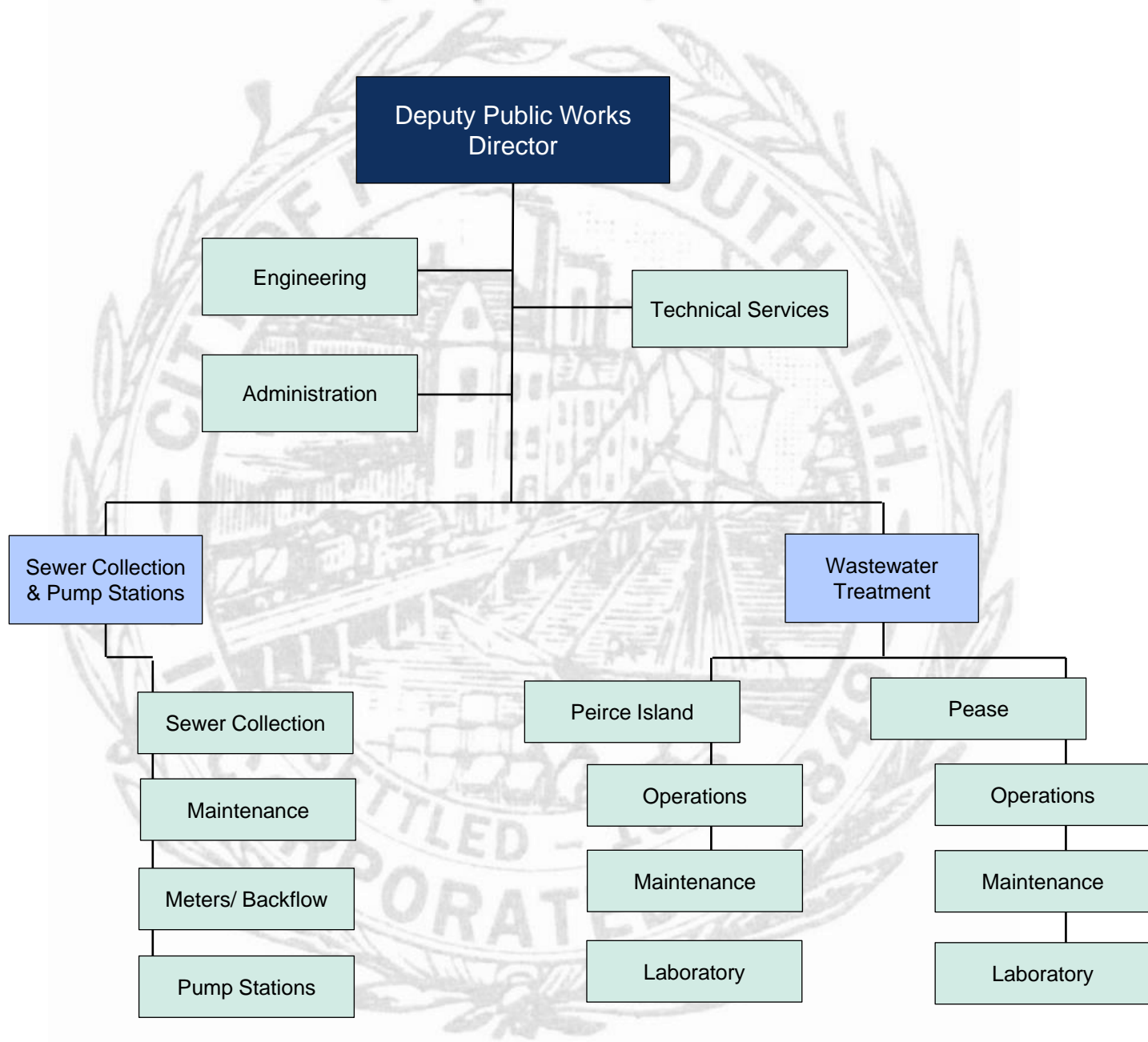
021804	OPEB-CASH REVERSAL	(69,500)	70,235	(69,500)	(69,500)
070000	CAPITAL OUTLAY	-	-	160,000	-
086001	DEPRECIATION	(2,610,000)	(2,202,290)	(2,810,000)	(2,700,000)
098001	PRINCIPAL-BONDED DEBT	2,861,528	2,861,528	2,833,128	2,880,000
098102	INTEREST-BONDED DEBT	(41,217)	(41,217)	29,960	22,255
098010	PROJECTED NEW BOND PAYMNT	-	-	360,000	-
099002	ROLLING STOCK	295,000	295,000	315,000	315,000
Total Cash Requirements Adjustment		435,811	983,256	818,588	447,755

TOTAL CASH REQUIREMENTS WATER	10,377,764	10,284,426	12,240,813	12,392,452
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Public Works Department

Sewer Division

(Enterprise Fund)



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	FY22	FY23	FY24
Deputy City Manager	0.1	0.1	0.2
Director of Public Works	0.0	0.0	0.1
Deputy Public Works Director	0.5	0.5	0.5
City Engineer (Engineer Supervisor)	0.5	0.5	0.0
City Engineer	0.0	0.0	0.5
Operations Manager	0.25	0.25	0.25
Administrative Manager	0.00	0.00	0.25
Business Administrator	0.75	0.75	0.50
Facilities Manager	0.25	0.25	0.25
Assistant City Engineer - Planner	0.5	0.5	0.5
Assistant City Engineer	0.5	0.0	0.0
Project Manager	0.0	0.5	1.0
Environmental Planner/Sustainability Coordinator	0.25	0.00	0.00
Associate Planner	0.00	0.00	0.25
Administrative Assistant I	0.25	0.25	0.25
Admin Clerk	0.25	0.25	0.25
Finance Assistant	0.25	0.25	0.25
Special Project Coordinator	0.25	0.25	0.25
Water/Sewer Billing	0.5	0.5	0.5
Dispatcher II	0.25	0.25	0.25
SCADA Manager	0.5	0.5	0.5
SCADA Tech	1.0	1.5	0.5
Technician II SCADA	0.0	0.0	1.5
Process Instrumentation Tech	0.5	0.5	0.0
Wastewater Operations Manager	1	1	1
Pretreatment Coordinator	0	1	1
GIS/Stormwater Manager	0.5	0.5	0.5
GIS Specialist	0.5	0.5	0.5
Chief Plant Operator (CPO)	2	2	2
Assistant Chief Plant Operator (ACPO)	0	2	2
Pump Station Manager	1	1	1
Treatment Operations Foreman	2	1	1
Plant Operator I	8	8	8
General Foreman	0.5	0.5	0.5
Sewer Foreman	2	1	1
Asset Management Coordinator	0.5	0.5	0.0
Utility Inspection & Maintenance Foreman	0.5	0.5	0.5
Lift Station Operator I	2	2	2
Equipment Operator II	1	1	0
Equipment Operator II	0	0	1
Camera Operator	0.5	0.5	0.5
Utility Mechanic	3.0	3.5	3.0
Truck Driver I	1	1	1
Laborer	0	0	0.3
Equipment Maintenance Foreman	0.3	0.3	0.3
Equipment Mechanic	1.5	1.5	1.2
Utility Mechanic - Inventory Control Tech	0.3	0.3	0.0
Inventory Management Specialist	0.0	0.0	0.3
Totals Full Time	35.45	37.20	37.15
Positions Part-Time	FY22	FY23	FY24
Office Manager	0.25	0.25	0.25
Number of part-time laborers vary throughout the year.			
Number of part-time engineering interns vary throughout the year.			
Totals Part Time	0.25	0.25	0.25



Sewer Division ~ Enterprise Fund

Services Overview

- ✓ [Sewer Assistance Program](#)
- ✓ [Wastewater Collection](#)
- ✓ [Wastewater Treatment](#)
- ✓ [Technical Services](#)

The Sewer Division is one of the City's Enterprise Funds. An Enterprise Fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and/or services.

The following table represents the cash requirements necessary to meet expenses for the operations of the Sewer Division for FY24.

Budget Summary of Expenditures

SEWER DEPARTMENT	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
SALARIES	2,303,360	2,122,048	2,710,758	2,898,870
PART-TIME SALARIES	42,236	28,689	46,796	56,594
OVERTIME	152,000	180,322	168,000	209,250
LONGEVITY	16,180	16,198	14,123	14,930
HEALTH INSURANCE	588,000	511,181	600,000	571,000
DENTAL INSURANCE	40,000	36,145	39,250	42,000
INSURANCE REIMBURSEMENT	5,010	8,042	6,660	17,100
LEAVE AT TERMINATION	32,000	2,715	40,000	40,000
WORKERS' COMPENSATION	32,750	32,750	49,631	43,456
RETIREMENT	348,202	331,584	408,512	425,387
OTHER BENEFITS	203,450	187,991	237,323	257,998
COLLECTIVE BARGAINING CONTINGENCY	41	-	-	-
<i>Contractual Obligations</i>	3,763,229	3,457,664	4,321,053	4,576,585
CHEMICALS	1,215,000	1,344,099	1,625,000	1,985,000
REPAIRS & MAINTENANCE	698,000	698,445	676,585	668,050
ELECTRICITY	890,500	709,223	873,500	928,500
NATURAL GAS	10,500	7,925	10,500	3,500
PROPANE & FUEL OIL	97,500	92,652	128,750	153,750
GASOLINE & DIESEL	31,350	45,683	46,850	47,050
ADMINISTRATIVE OVERHEAD	709,184	709,184	802,211	874,665
SLUDGE/GRIT REMOVAL	810,000	657,102	795,000	808,000
PROF CONTRACTED SERVICES	422,250	501,534	557,200	563,665
PERMITS EXPENSES/LEGAL FEES	375,000	449,185	375,000	375,000
EQUIPMENT	232,250	264,606	282,750	320,750
STOCK MATERIAL	132,000	105,657	132,000	152,000
PRINCIPAL-BONDED DEBT	4,903,142	4,903,142	4,477,531	7,460,226
INTEREST ON DEBT	3,283,035	3,015,879	3,539,573	3,671,779
PROJECTED PRINCIPAL DEBT	2,593,500	2,593,500	3,038,500	344,947
CAPITAL OUTLAY	450,000	450,000	330,000	200,000
ROLLING STOCK	450,000	450,000	405,000	405,000
ASSISTANCE PROGRAM	7,500	2,199	7,500	7,500
TRANSFER TO STORMWATER	311,993	311,993	451,789	469,044
GOFERR REIMBURSEMENT	-	-	-	-
OTHER OPERATING	533,102	566,205	585,606	685,029
<i>Other Operating</i>	18,155,806	17,878,212	19,140,845	20,123,455
CASH REQUIREMENTS	21,919,035	21,335,876	23,461,898	24,700,040

Rate Stabilization Model and Rate Structure

The Sewer Division utilizes a Sewer Rate Model to project rates needed to address major capital project costs and changes in operational costs. The rate model serves as a tool to allow for long-term planning. Prudent financial planning continues to result in predictable and stable rate increases to allow for funding of future capital projects without major impacts to customers in any one year. As a result of anticipated future major capital investments, such as with the recently completed Peirce Island Wastewater Treatment Facility (WWTF) upgrades, the City implemented a rate stabilization reserve policy in FY14 as recommended by the City's Water and Sewer Rate Model consultant. This policy allows for either the increase or use of net position to create a rate structure that is stable and predictable from year to year to lessen the user rate impact due to future capital investments or unanticipated losses of revenue.

The Sewer Division uses a two-tier inclining rate block structure similar to the Water Division. Sewer charges are based on water consumption. The first 10 units (a unit is 100 cubic feet or 748 gallons) of consumption per month will be billed at one rate, and any consumption greater than 10 units will be billed at a higher rate. This two-tier inclining rate block structure provides an equitable method of financing wastewater operations.

Sewer User Rates

The FY24 user rates reflect a 4.5% increase from the FY23 rates.

The sewer rate is strongly impacted by the capital costs associated with Federal and State regulatory issues. Future capital upgrades associated with these mandates are currently being planned as the City continues with the Long-Term Control Plan sewer separation program, upcoming individual National Pollutant Discharge Elimination Permits System (NPDES) permits from the EPA, the Great Bay Total Nitrogen General Permit and implementation of consent decree related items.

Utilization of the City's rate model and net position has allowed for predictable and steady rate increases, however, recent increases in treatment chemicals, bonding rates and anticipated future project costs recommend increasing the rate in FY24 to 4.5%. This increase is less than what was projected last year due to a recent award of a State Aid Grant for the Peirce Island Wastewater Treatment Upgrade project which will total \$35 million over the next thirty years. Payment of this grant will not be a lump sum, rather, interest and principal will be reduced each year for the 30 years of the term. The current sewer rate projection includes anticipated compliance costs related to the updated Pease WWTF NPDES permit and Pease facility upgrades anticipated to continue to meet that permit.

The proposed sewer rate for the first 10 units of water consumed per month will increase from \$15.78 to \$16.49, the rate for the consumption over 10 units per month will be increased from \$17.36 to \$18.14.

The proposed sewer rates include \$10.94 per unit which is directly related to the capital needs and debt repayment for the EPA mandated LTCP and treatment facility upgrade projects.

FY24 Proposed Sewer Rates	
	Rate (per unit)
First Tier Rate (10 units or less per month)	
Capital Related Rate, per unit billed	\$10.94
First 10 units billed per month	\$5.56
Total First Tier Rate	\$16.49
Second Tier Rate (over 10 units per month)	
Capital Related Rate, per unit billed	\$10.94
Over 10 units billed per month	\$7.21
Total Second Tier Rate	\$18.14

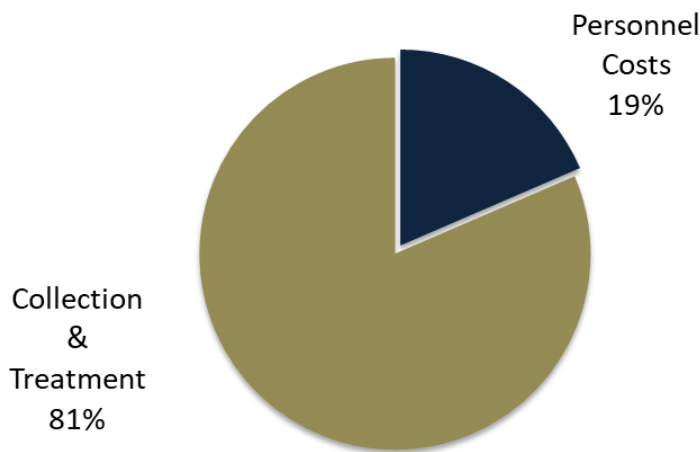
Detailed water usage analysis was performed as part of the comprehensive Water and Sewer rate study. The study analyzed water usage for all customers based on 2018 usage. This analysis provided a detailed picture of the usage demographics throughout the water and sewer systems.

FY24 Sewer Rate			
Average Residential Customer Bill			
Monthly Consumption in units (1unit = 100 cf = 748 gallons)			
	Rate	Billed Units	Month Charge
Capital Related Rate, per unit	\$10.94	5	\$54.68
1st Tier sewer service rates	\$5.56	5	\$27.78
Minimum Charge (5/8" meter)	\$0.00	n/a	\$0.00
Total Monthly Charge			\$82.45
Total Annual Charge			\$989.40

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 = \$2.71

Operating Costs – Cash Basis



Personnel costs for the Sewer Division represents 19% of the total cash requirements, the remaining 81% represent costs related to the collection and treatment of the sewer system which includes capital outlay and repayment of debt.

In FY21, the City completed construction of the Peirce Island Wastewater Treatment Facility (WWTF) Upgrade, the largest public works project in the City's history. Work on the facility upgrade construction began in the fall of 2016. The biological treatment system components were completed as required by the City's Consent Decree with the Environmental Protection Agency (EPA) and the facility was fully operational by FY22.

To support its wastewater NPDES permits, and as agreed in the Consent Decree Second Modification and the Great Bay Total Nitrogen General Permit, the Sewer Division continued to support scientific research of the receiving water bodies through studies including water quality monitoring in the Piscataqua River. The City continued with efforts to work with the EPA, the DES, and other communities in the Great Bay watershed to

ensure regulatory requirements are based on sound science and when necessary, legally challenge the regulators to document that their requirements are justified. This work led to a novel watershed approach for the Great Bay Total Nitrogen General Permit which will involve the surrounding regulated communities.

The City completed a new Headworks Building (screening, grit removal, raw sewage pumping and odor control) in FY21 at the Pease WWTF. This was the most recent upgrade at the facility and many portions of the facility are also earmarked for replacement due to the age of the equipment and buildings, some which date back to 1954 when it was first constructed as part of the Pease Air Force base. The City is in the design phases the facility upgrades which will also have to consider treatment needs to meet the regulatory requirements of the recently issued NPDES permit from the EPA. It is anticipated that the details of the upgrade will be refined during FY24 and presented to City Council. The Division will continue to work with the Pease Development Authority to identify future needs of the Pease International Tradeport.

Capital Projects

The table below represents capital projects and rolling stock equipment identified in the Capital Improvement Plan, Appendix II and Rolling Stock Appendix I.

These projects will be funded through sewer revenues.

Capital Outlay	
<u>Project Name</u>	<u>Amount</u>
Citywide Stormdrain Improvements	200,000
TOTALS	\$200,000

Rolling Stock	
<u>Vehicle & Equipment Replacement</u>	<u>Amount</u>
Vactor (Year 2 of 5)	135,000
10 Wheel Dump W/Plow	70,000
Misc Equipment	200,000
TOTALS	\$405,000

Budget and Rate Summary – Sewer Division

As an Enterprise Fund, the Division prepares its budget using an accrual basis of accounting similar to the private sector. As the user rate is calculated based on the cash basis of accounting year, adjustments from the accrual basis to the cash basis, are necessary to establish the amount of cash required to fund FY24 expenses.

SEWER RATE CALCULATION		
<u>PROPOSED BUDGET</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
Operations and Maintenance	11,453,294	11,453,294
Permits/Legal Fees	375,000	375,000
Transfer to Stormwater	469,044	469,044
Equipment & Minor Capital needs	320,750	320,750
Depreciation	5,275,000	
Interest on Debt	3,698,628	3,698,628
Accrued Interest		(26,849)
Principal on Debt		7,460,226
Projected Principal Debt		344,947
OPEB Liability	92,500	
Capital Projects		200,000
Rolling Stock		405,000
BUDGET RESOLUTION	21,684,216	
CASH REQUIREMENT		24,700,040
<u>ESTIMATED REVENUES/CASH</u>	FULL ACCRUAL BASIS OF ACCOUNTING	CASH REQUIREMENTS
NON-User Fee- Revenues		
Fees	500,000	500,000
State Aid Grant	2,036,149	2,036,149
Special Agreements Interest on Debt	1,116	1,116
Interest on Investment	800,000	800,000
<i>Sub Total</i>	3,337,265	3,337,265
Other Financing Sources-Cash		
Special Agreements Principal Debt		7,390
Bond Premium Amortization	332,469	
Use of Net Position	0	1,957,125
<i>Sub Total</i>	332,469	1,964,515
FULL ACCRUAL REVENUES	3,669,734	
ESTIMATED CASH		5,301,780.00
Required to be raised by User Rates		19,398,260
Rate Stabilization Reserve		0
TO BE RAISED BY USER RATES		\$19,398,260

User Rates

CASH REQUIRED FOR NET CAPITAL COSTS		
Total Estimated Billable Units	1,104,590	
Capital related Expenses	\$10.94	12,078,703
TWO TIER INCLINING RATE STRUCTURE (1 Unit equals 748 gallons of water)		
Billable Units at Tier 1	389,920	
Rate/Anticipated Revenue	\$5.56	2,167,688
Capital Related Expenses	\$10.94	4,263,782
Total Tier 1 [0 - 10 units]	\$16.49	6,431,470
Billable Units at Tier 2	714,670	
Rate/Anticipated Revenue	\$7.21	5,151,869
Capital Related Expenses	\$10.94	7,814,921
Total Tier 2 [over 10 units]	\$18.14	12,966,790
Total Estimated User Revenues:	1,104,590	19,398,260
Total Estimated Consumption	1,104,590	Total to be raised by user rates \$19,398,260

Programs and Services

Sewer Assistance Programs: Effective January 1, 2015, the City implemented two (2) Water and Sewer Assistance Programs for residential home-owners or tenants serviced by the City's Water and Sewer Divisions which allow qualifying customers assistance with the payment of their water and sewer bills. Information regarding these programs can be found on the City's Website.

- The first program offered is for Annual Assistance of a 25% discount off of water and sewer bills for income-eligible homeowners or tenants.
- The second program offered is for temporary assistance of up to a 50% credit toward an outstanding residential water and sewer balance to a maximum of \$300 for a financial hardship.

Wastewater Collection and Pumping: Support and maintain infrastructure for residential and commercial wastewater collection services in Portsmouth and the Pease International Tradeport.

- Clean, maintain and repair sewer infrastructure:
 - 120 miles of collection mains and sewer force mains
 - 1,650 manholes
 - 20 wastewater pumping stations
- Maintain advanced professional certifications for infrastructure collection operations at or above required regulatory levels.



Wastewater Treatment: Provide wastewater treatment services, accepting flow from the City, Pease International Tradeport, and additional customers from bordering towns – New Castle, a few customers in Rye and a few in Greenland.

- Maintain two wastewater treatment facilities (WWTF) throughout Portsmouth and the Pease International Tradeport.

- Maintain advanced technical professional certifications for operation of facilities at or above required regulatory levels.
- Operate the most advanced WWTF in the state of New Hampshire at Peirce Island.
- Plan for an upgrade at the Pease WWTF to maintain level of service.



Technical Services: Provide technical services to sewer division.

- Maintain and further develop geographic mapping and information system.
- Prepare maps and plans for information analysis and presentation.
- Analyze and investigate illicit discharges and pursue remediation.
- Prepare technical specifications, drawings, and estimates.
- Review projects in design phase and perform field work.
- Perform engineering inspections for sewer construction projects.
- Optimize treatment facility performance.

Goals and Objectives



Goal #1: Operate new Peirce Island Wastewater Treatment Facility to meet compliance with Great Bay Total Nitrogen General Permit and individual NPDES permit requirements.

Objectives:

- ✓ Stabilize treatment performance and determine optimized treatment parameters.
- ✓ Balance treatment performance and nitrogen reduction to meet and/or exceed nitrogen load permit limits in the Great Bay Total Nitrogen General Permit.
- ✓ Implement recommendations for staffing changes to address the needs for operating more complex treatment systems and stringent discharge permit regulations.
- ✓ Continue work on Combined Sewer Overflow Long Term Control Plan (LTCP) and assess future needs sewer separation and rehabilitation to reduce extraneous flow to the WWTF.

Performance Measurement:

- Meet NPDES permit requirements.

Citywide Goal Addressed:

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



Goal #2: Continue operations improvement program in both collection and treatment areas.

Objectives:

- ✓ Continue implementation of asset management program for long term financial planning and level of service stability.
- ✓ Continue video line inspection program to refine sewer pipe asset needs.





- ✓ Continue to implement Fats, Oil and Grease (FOG) reduction measures and customer outreach.
- ✓ Confirm all necessary Industrial Pretreatment Permits are in place, monitored and billed. Prepare for official EPA Industrial Pretreatment Program requirements per the new Pease NPDES permit.
- ✓ Conduct equipment upgrades with focus on energy efficiency and decreased energy consumption.
- ✓ Continue preventative maintenance program, corrective maintenance tracking and process improvements.

Performance Measurement:

- *Update and formally document FOG related permits.*
- *Update database of all businesses that fall under the federal Industrial Pretreatment Program reviewing 100% of relevant businesses in the City.*

Citywide Goal Addressed:

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*
- *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency*



Goal #3: Minimize impacts to City and State waterways from combined sewer overflow and sewer system overflows



Objectives:

- ✓ Continue implementation of Combined Sewer Overflow Long Term Control Plan (LTCP) and Supplemental Compliance Plan projects (sewer separation).
- ✓ Continue evaluation of stormwater options, including the potential of creating a stand-alone stormwater utility.
- ✓ Continue implementation of water efficiency program to reduce base flows to sewer and wastewater treatment facilities.
- ✓ Continue implementing sewer rehabilitation throughout the City as recommended in the Inflow and Infiltration study.
- ✓ Address illicit sanitary discharges to the drainage system.
- ✓ Upgrade pump stations and rehabilitate sewers.

Performance Measurement:

- *Construction sewer separation activities along a minimum 1,000 linear feet of roadway with existing combined sewer.*

Citywide Goal Addressed:

- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*

Performance Measures

	FY21	FY22	FY23 (Projected)
Linear Feet of wastewater pipe inspected	37,377	33,755	40,000
Linear Feet of wastewater pipe cleaned	28,800	21,025	30,000
Number of Sewer System Overflows	4 ¹	10	8
Number of Combined Sewer Overflow Activations	10	8	9
Volume of Combined Sewer Overflows (million gallons)	1.9	0.4	1.5
Tons of Biochemical Oxygen Demand Treated and Removed from Wastewater	1,240	1,325	1,352
Tons of Total Suspended Solids Treated and Removed from Wastewater	1,510	1,722	1,756
Tons of Nitrogen Treated and Removed from Wastewater	125	132	135
DigSafe Tickets (locating)	993	2,885	2,900
DigSafe Labor Hours	1,306	1,696	1,711

1 SSO previously associated with FY20 event.

FY24 BUDGETED POSITION AND SALARY DETAIL

SEWER DIVISION	STEP	POSITION	SALARY
ADMINISTRATION			
NON GRADE 28	1F/11G	① DEPUTY CITY MGR/REGULATORY COUNSEL	33,082
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,325
NON GRADE 25	G	⑨ DIRECTOR OF WATER RESOURCES/DEP PW DIRECTOR	71,708
PMA GRADE 21	E	⑦ FACILITIES MANAGER	28,731
NON GRADE 20	D	⑦ OPERATIONS DIRECTOR	26,067
NON GRADE 15	6.5E/5.5F	⑦ ADMINISTRATIVE MANAGER-PW	21,589
PMA GRADE 13	E	④ FINANCE ASSISTANT	19,511
PMA GRADE 13	11C/1D	⑨ BUSINESS ADMINISTRATOR-REGULATORY	35,541
PMA GRADE 9	10.5D/1.5E	⑦ ADMINISTRATIVE ASSISTANT I	15,414
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,252
PMA GRADE 9	5.5E/6.5F	⑦ OPERATIONAL SUPPORT COORDINATOR	16,172
1386B GRADE 7	.5D/11.5E	⑨ WATER/SEWER BILLING LEAD	26,936
PMA GRADE 7	F	⑦ SPECIAL PROJECT COORDINATOR	14,807
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	28,486
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	21,411
1386A GRADE 13	2A/10B	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,349
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	22,605
1386A GRADE 13	6A/6B	⑧ EQUIPMENT MECHANIC TECHNICIAN	18,056
1386A GRADE 5	C	⑧ EQUIPMENT MECHANIC LABORER	13,187
PMA GRADE 9	B	⑧ INVENTORY MANAGEMENT SPECIALIST	16,673
		ON CALL	3,510
		EDUCATION STIPENDS	4,696
		TOTAL ADMINISTRATION	486,108
ENGINEERING			
PMA GRADE 9	D	⑥ ASSOCIATE PLANNER	15,319
PMA GRADE 21	5.5D/6.5E	⑨ CITY ENGINEER	56,208
PMA GRADE 18	.5D/11.5E	⑨ ASSISTANT CITY ENGINEER/PLANNER	49,595
PMA GRADE 18	11F/1G	⑨ SCADA MANAGER	50,263
PMA GRADE 16	5.5C/6.5D	⑨ PROJECT MANAGER	42,025
PMA GRADE 18	G	⑨ GIS & STORMWATER MANAGER	51,069
PMA GRADE 15	F	SCADA TECH II	86,820
PMA GRADE 12	10B/2C	⑨ SCADA TECH	32,526
PMA GRADE 9	H	⑨ GIS SPECIALIST	33,720
		ON CALL	5,850
		EDUCATION STIPENDS	1,308
		TOTAL ENGINEERING	424,703

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
<u>SEWER TREATMENT FACILITIES</u>				
PMA GRADE 21	C		WASTEWATER OPERATIONS MANAGER	104,239
SMA GRADE 19	E		CHIEF PLANT OPERATOR PEIRCE ISLAND	104,357
SMA GRADE 17	E		CHIEF PLANT OPERATOR PEASE	95,113
SMA GRADE 16	6D/6E		ASSISTANT CHIEF OPERATOR	88,427
SMA GRADE 16	A		ASSISTANT CHIEF OPERATOR	74,524
PMA GRADE 16	5.5D/6.5E		PRETREATMENT COORDINATOR	88,252
SMA GRADE 15	.5A/11.5B		TREATMENT OPERATION FOREMAN-PIERCE ISLAND	74,404
1386A GRADE 13	F		PLANT OPERATOR-L2 - PEIRCE ISLAND	73,334
1386A GRADE 13	4.5D/7.5E		PLANT OPERATOR-L2 - PEIRCE ISLAND	70,097
1386A GRADE 13	4.5D/7.5E		PLANT OPERATOR-L2 - PEIRCE ISLAND	71,371
1386A GRADE 13	4.5C/7.5D		PLANT OPERATOR-L2 - PEIRCE ISLAND	66,759
1386A GRADE 13	B		PLANT OPERATOR-L2 - PEASE	61,653
1386A GRADE 13	B		PLANT OPERATOR-L2 - PEASE	61,653
1386A GRADE 13	6A/6B		PLANT OPERATOR-L2 - PEASE	60,185
1386A GRADE 10	7B/5C		PLANT OPERATOR-L2 - PEIRCE ISLAND	54,181
PMA GRADE 15	D	⑨	SCADA TECH II	40,934
			ON CALL MONITORING	43,960
			EDUCATION STIPEND	1,745
			TOTAL TREATMENT FACILITIES	1,235,188
<u>LIFT STATIONS</u>				
SMA GRADE 14	E		PUMP STATIONS FOREMAN	82,225
1386A GRADE 13	1B/11C		PLANT OPERATOR-LIFT STATIONS-L2	58,258
1386A GRADE 13	7B/5C		PLANT OPERATOR-LIFT STATIONS-L2	62,937
			ON CALL MONITORING	21,980
			TOTAL LIFT STATIONS	225,400
<u>COLLECTION</u>				
SMA GRADE 16	F	⑨	GENERAL FOREMAN	45,745
SMA GRADE 14	3.5D/8.5E		SEWER FOREMAN	81,083
PMA GRADE 16	H	⑨	PROJECT MANAGER	47,286
SMA GRADE 14	4G/8H	⑫	UTILITY INSPECTION AND MAINTENANCE FOREMAN	42,814
1386A GRADE 9	F	⑫	CAMERA OPERATOR L2	31,119
1386A GRADE 7	F	⑫	UTILITY MECHANIC-L2	28,363
1386A GRADE 8	7.5F/4.5G		EQUIP OPER I-L2	60,013
1386 GRADE 7	8D/4E		UTILITY MECHANIC-L2	53,579
1386 GRADE 6	3C/9D		TR DRIVER I-L2	49,775
			ON CALL	5,850
			TOTAL COLLECTION	445,627

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
<u>METERS</u>				
1386A GRADE 7	G	⑩	UTILITY MECHANIC L2	14,557
1386A GRADE 7	G	⑨	UTILITY MECHANIC L2	29,114
1386A GRADE 7	6cC/6D	⑩	UTILITY MECHANIC L2	12,408
1386A GRADE 7	6C/6D	⑨	UTILITY MECHANIC L2	25,765
TOTAL METERS				81,844
TOTAL FULL TIME				2,898,870
NON GRADE 9	E	⑦	OFFICE MANAGER (25HRS/WK)	10,723
			SEASONAL LABORERS	5,871
			ENGINEERING INTERNS	40,000
TOTAL PART TIME				56,594
TOTAL DEPARTMENT				2,955,464

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

- ① 60% CITY MANAGER, 20% WATER, 20% SEWER
- ④ 48% FINANCE, 25% SEWER, 25% WATER, 2% SCHOOL
- ⑥ 50% PLANNING, 25% FUNDED BY WATER, 25% FUNDED BY
- 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
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING

				FY24
	FY22	FY22	FY23	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

SEWER DEPARTMENT

ADMINISTRATION PORTSMOUTH 51-751-610-51-100-491

Account Title					
011001	REGULAR SALARIES	375,654	308,325	428,325	486,108
011061	INSURANCE REIMBURSEMENT	5,010	8,042	6,660	17,100
011064	COLL BARG CONTINGENCY	41	-	-	-
012001	PART TIME SALARIES	6,956	16,695	9,317	10,723
014041	OVERTIME	5,000	5,668	5,000	9,000
015001	LONGEVITY	16,180	16,198	14,123	14,930
016001	LEAVE AT TERMINATION	32,000	2,715	40,000	40,000
021001	INSURANCE-HEALTH	588,000	511,181	600,000	571,000
021101	INSURANCE-DENTAL	40,000	36,145	39,250	42,000
021501	INSURANCE-LIFE	3,815	3,508	4,207	4,800
021601	INSURANCE-DISABILITY	6,948	6,444	7,667	8,800
021802	OPEB-HEALTH INS EXP	8,000	(10,115)	8,000	8,000
021803	OPEB-MED SUBSIDY EXP	2,500	13,831	2,500	2,500
022001	SOCIAL SECURITY	25,346	24,957	28,733	33,223
022501	MEDICARE	5,927	5,837	6,719	7,770
023001	RETIREMENT	56,499	50,369	63,848	71,051
023004	OPEB-RETIREMENT LIAB ADJ	82,000	122,690	82,000	82,000
026002	INSURANCE-WORKERS COMP	32,750	32,750	49,631	43,456
030101	PROF SERVICES-AUDIT	9,000	9,000	10,450	13,165
031002	PROF SERVICES-ENGINEERING	135,000	136,178	70,000	70,000
032001	PROF SERVICES-O/S COUNSEL	125,000	249,549	125,000	125,000
033002	ADMINISTRATIVE OVERHEAD	709,184	709,184	802,211	874,665
034001	LOCK BOXES	6,500	3,334	6,500	4,200
034103	TELEPHONE	1,200	2,070	2,100	1,900
034206	SOFTWARE-ANNUAL MAINT	66,260	56,020	74,000	102,575
035002	PROF SERV- SUBSTANCE TEST	750	1,414	750	2,000
035004	OCCUPATIONAL HEALTH	2,500	3,533	2,500	-
039001	PROFESSIONAL SERVICES	20,000	22,549	20,000	20,000
039054	PROF/SERVICES-CONTRACT	15,000	10,551	15,000	15,000
043024	REPAIRS-VEHICLE	1,250	33	1,250	-
043028	MAINTENANCE	4,500	6,866	4,500	-
044006	PRINTING LEASE/MAINT	2,500	1,216	2,500	1,500
048001	PROPERTY INS-DEDUCTIBLES	-	-	3,000	3,000
048002	PROPERTY INSURANCE	67,576	67,576	70,956	87,334
053001	ADVERTISING	2,500	1,635	2,500	2,000
054050	TRAINING	1,350	1,607	1,350	2,000
055050	PRINTING	13,000	20,241	20,000	15,000
056001	DUES PROFESSIONAL ORGANIZ	500	16	500	300
057101	TRAVEL AND CONFERENCE	1,750	2,877	1,750	1,500
061001	FIRST AID	750	355	750	750
062001	OFFICE SUPPLIES	3,000	4,054	4,000	3,200
062011	OPERATING SUPPLIES	-	360	-	-
062501	POSTAGE	34,500	25,075	34,500	25,000
063501	GASOLINE	27,500	43,018	41,250	40,000
067001	BOOKS & PERIODICALS	-	-	-	-
074000	MACHINERY AND EQUIPMENT	2,000	1,456	2,000	1,500
074003	SOFTWARE	-	-	-	-
075001	FURNITURE AND FIXTURES	250	-	250	250
081004	ABATEMENTS	12,500	-	12,500	12,500
081166	GOFERR REIMBURSEMENT	-	-	-	-
086001	DEPRECIATION	5,550,000	5,047,923	5,300,000	5,275,000
088011	ASSISTANCE WATER/SEWER	7,500	2,199	7,500	7,500
092101	FINANCING FEES ON DEBT	27,100	47,452	20,000	58,000
098102	INTEREST-BONDED DEBT	3,387,634	3,120,478	3,557,073	3,698,628
		11,530,680	10,753,058	11,612,620	11,915,928

				FY24	
		FY22	FY22	FY23	CITY MANAGER
		BUDGET	ACTUAL	BUDGET	RECOMMENDED

ENGINEERING ADMIN PORTSMOUTH
51-751-610-52-100-491

011001	REGULAR SALARIES	347,322	349,931	416,325	424,703
012001	PART TIME SALARIES	29,409	11,995	31,248	40,000
014041	OVERTIME	-	-	-	250
015001	LONGEVITY	-	-	-	-
022001	SOCIAL SECURITY	23,357	21,862	27,773	28,827
022501	MEDICARE	5,463	5,113	6,515	6,742
023001	RETIREMENT	48,833	49,349	58,536	57,496
031002	PROF SERVICES-ENGINEERING	12,500	13,551	12,500	25,000
031006	PROF SRVCS-GREAT BAY	250,000	199,636	250,000	250,000
034103	TELEPHONE	990	1,804	1,500	2,000
034104	CELLULAR PHONES	2,100	2,003	2,100	1,900
039054	PROF/SERVICES-CONTRACT	15,000	12,000	15,000	15,000
044006	PRINTING LEASE/MAINT	285	-	285	-
054003	STATE CERTIFICATION	300	-	300	500
054050	TRAINING	650	331	650	2,000
056001	DUES PROFESSIONAL ORGANIZ	1,250	175	1,250	1,250
057101	TRAVEL AND CONFERENCE	1,950	2,389	1,950	1,950
062001	OFFICE SUPPLIES	500	135	500	500
062005	PRINTING SUPPLIES	250	-	250	-
062007	COMPUTER/PRINTER SUPPLIES	1,250	411	1,250	-
067001	BOOKS & PERIODICALS	250	-	250	-
074000	MACHINERY AND EQUIPMENT	250	-	250	250
		741,909	670,683	828,432	858,368

TRANSFER TO STORMWATER
51-751-640-49-100-491

091008	TRANSFER-STORMWATER	311,993	311,993	321,789	334,044
091009	TRANSFER-ROLLING STOCK SW	-	-	130,000	135,000
		311,993	311,993	451,789	469,044

TREATMENT PLANT PORTSMOUTH
51-751-670-54-181-491

011001	REGULAR SALARIES	473,822	371,978	695,372	696,894
011060	ON CALL MONITORING	21,980	25,704	21,980	21,980
014041	OVERTIME	52,000	69,091	58,000	60,000
022001	SOCIAL SECURITY	33,964	27,686	48,074	48,290
022501	MEDICARE	7,943	6,475	11,244	11,294
023001	RETIREMENT	77,021	65,829	109,016	105,382
034103	TELEPHONE	7,446	4,610	5,500	5,000
034104	CELLULAR PHONES	5,000	9,323	7,300	7,500
039001	PROFESSIONAL SERVICES	50,000	149,511	190,000	200,000
039051	SECURITY/ALARMS	1,500	479	500	500
041002	ELECTRICITY	445,000	316,388	410,000	420,000
041103	PROPANE GAS	80,000	73,583	100,000	125,000
041205	WATER /SEWER FEES	50,000	86,089	65,000	80,000
041308	GRIT DISPOSAL	650,000	520,233	600,000	600,000
041309	GRIT AND GREASE REMOVAL	15,000	2,846	15,000	10,000
043004	REPAIRS-PLUMBING	500	452	1,000	1,000
043018	REPAIRS-EQUIPMENT	50,000	69,542	46,000	47,500
043021	REPAIRS-FIRE ALARM SYS	1,000	-	-	-
043024	REPAIRS-VEHICLE	6,500	512	6,500	6,500
043025	REPAIRS-BLDINGS & GROUNDS	10,000	10,102	10,000	12,000
043028	MAINTENANCE	150,000	165,532	100,000	100,000
043031	SCADA EQUIPMENT	5,000	15,797	15,000	20,000
043032	GENERATOR MAINTENANCE	3,000	2,443	3,000	3,000

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
044006	PRINTING LEASE/MAINT	500	1,243	1,200	1,200
054003	STATE CERTIFICATION	350	100	250	200
054050	TRAINING	5,000	4,135	5,000	7,500
056001	DUES PROFESSIONAL ORGANIZ	1,500	375	1,500	1,250
057101	TRAVEL AND CONFERENCE	4,500	1,117	2,500	2,000
057102	TRAVEL REIMBURSEMENT	2,500	1,946	2,500	2,000
062001	OFFICE SUPPLIES	5,000	5,371	5,000	5,000
062011	OPERATING SUPPLIES	15,000	21,715	15,000	20,000
063800	MATERIALS-CHEMICALS	1,100,000	1,236,236	1,500,000	1,750,000
068003	PROTECTIVE CLOTHING	8,000	5,242	8,000	6,500
068030	TOOLS	5,000	10,836	5,000	7,500
074000	MACHINERY AND EQUIPMENT	50,000	131,883	50,000	100,000
		3,394,026	3,414,404	4,114,436	4,484,990

**TREATMENT PLANT PEASE
51-751-670-54-581-491**

011001	REGULAR SALARIES	378,356	425,723	406,829	494,334
011045	SALARIES - SLUDGE REMOVAL	-	-	-	-
011060	ON CALL MONITORING	21,980	26,726	21,980	21,980
014041	OVERTIME	40,000	51,090	50,000	65,000
022001	SOCIAL SECURITY	27,301	30,025	29,687	36,041
022501	MEDICARE	6,385	7,022	6,944	8,429
023001	RETIREMENT	61,911	70,885	67,321	78,652
031002	PROF SERVICES-ENGINEERING	25,000	28,279	25,000	25,000
034103	TELEPHONE	3,200	3,296	3,500	3,500
034104	CELLULAR PHONES	5,000	10,393	8,000	8,400
039001	PROFESSIONAL SERVICES	10,000	9,011	40,000	40,000
041002	ELECTRICITY	195,000	155,136	200,000	210,000
041103	PROPANE GAS	15,000	17,250	25,000	25,000
041205	WATER /SEWER FEES	13,500	7,540	13,500	13,500
041301	RUBBISH REMOVAL	5,000	-	5,000	5,000
041308	GRIT DISPOSAL	100,000	106,295	125,000	150,000
041309	GRIT AND GREASE REMOVAL	10,000	19,554	25,000	25,000
043002	REPAIRS-ELECTRICAL	25,000	32,911	25,000	25,000
043018	REPAIRS-EQUIPMENT	100,000	103,152	100,000	100,000
043024	REPAIRS-VEHICLE	3,000	1,441	3,000	3,000
043025	REPAIRS-BLDINGS & GROUNDS	75,000	54,689	75,000	75,000
043028	MAINTENANCE	20,000	48,028	25,000	25,000
043031	SCADA EQUIPMENT	25,000	13,840	35,000	35,000
043032	GENERATOR MAINTENANCE	9,000	-	9,000	9,000
044006	PRINTING LEASE/MAINT	470	665	600	700
054003	STATE CERTIFICATION	350	350	350	350
054050	TRAINING	3,000	1,375	3,000	3,000
056001	DUES PROFESSIONAL ORGANIZ	1,000	580	1,000	1,000
057101	TRAVEL AND CONFERENCE	4,000	225	4,000	4,000
057102	TRAVEL REIMBURSEMENT	1,500	723	1,500	1,500
062001	OFFICE SUPPLIES	3,000	4,575	5,000	5,000
062011	OPERATING SUPPLIES	-	2,866	-	-
063601	DIESEL FUEL	600	-	850	850
063800	MATERIALS-CHEMICALS	115,000	107,863	125,000	235,000
068003	PROTECTIVE CLOTHING	4,500	3,898	4,500	4,500
068030	TOOLS	4,000	5,124	4,000	4,000
074000	MACHINERY AND EQUIPMENT	35,000	37,510	45,000	45,000
		1,347,053	1,388,038	1,519,561	1,786,736

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
LABORATORY PORTSMOUTH					
51-751-670-55-181-491					
039010	PROF/SERVICES-LAB TESTS	40,000	25,256	35,000	30,000
043018	REPAIRS-EQUIPMENT	2,000	95	2,000	2,000
043028	MAINTENANCE	1,500	-	1,500	1,500
062001	OFFICE SUPPLIES	325	525	325	750
062011	OPERATING SUPPLIES	15,000	31,168	20,000	25,000
074000	MACHINERY AND EQUIPMENT	5,000	1,485	5,000	5,000
		63,825	58,529	63,825	64,250
LABORATORY PEASE					
51-751-670-55-581-491					
039010	PROF/SERVICES-LAB TESTS	45,000	29,743	45,000	60,000
043018	REPAIRS-EQUIPMENT	4,500	7,866	6,000	10,000
062011	OPERATING SUPPLIES	25,000	32,781	30,000	40,000
074000	MACHINERY AND EQUIPMENT	5,000	6,877	6,000	12,000
		79,500	77,266	87,000	122,000
LIFT STATIONS PORTSMOUTH					
51-751-670-65-141-491					
011001	REGULAR SALARIES	185,410	189,981	205,210	203,420
011060	ON CALL MONITORING	21,980	15,904	21,980	21,980
014041	OVERTIME	30,000	29,902	30,000	30,000
022001	SOCIAL SECURITY	14,718	14,102	15,947	15,835
022501	MEDICARE	3,442	3,298	3,730	3,703
023001	RETIREMENT	33,377	33,336	36,162	34,556
031003	PROF SERVICES-SCADA	10,000	7,066	10,000	10,000
034103	TELEPHONE	600	2,715	3,200	4,600
034104	CELLULAR PHONES	5,000	7,325	10,000	3,500
039001	PROFESSIONAL SERVICES	10,000	8,039	10,000	8,000
039051	SECURITY/ALARMS	650	384	800	500
041002	ELECTRICITY	80,000	77,674	80,000	95,000
041101	NATURAL GAS	7,000	5,934	7,000	-
041103	PROPANE GAS	2,500	1,820	3,750	3,750
041205	WATER /SEWER FEES	4,000	4,983	3,000	3,000
041309	GRIT AND GREASE REMOVAL	10,000	8,175	10,000	8,000
043018	REPAIRS-EQUIPMENT	30,000	29,396	35,000	38,000
043024	REPAIRS-VEHICLE	3,000	6	2,000	2,000
043025	REPAIRS-BLDINGS & GROUNDS	37,000	32,617	50,000	50,000
043028	MAINTENANCE	10,000	10,909	10,000	10,000
043032	GENERATOR MAINTENANCE	13,000	10,991	16,000	16,000
054003	STATE CERTIFICATION	200	150	200	200
054050	TRAINING	2,000	245	2,000	2,000
056001	DUES PROFESSIONAL ORGANIZ	300	194	300	300
057101	TRAVEL AND CONFERENCE	600	1,106	500	500
057102	TRAVEL REIMBURSEMENT	500	203	200	100
062001	OFFICE SUPPLIES	1,500	1,122	2,000	180
062011	OPERATING SUPPLIES	5,000	5,189	5,000	6,500
063601	DIESEL FUEL	1,000	1,642	1,500	2,000
068002	CLOTHING	500	-	-	-
068003	PROTECTIVE CLOTHING	1,000	1,880	2,000	3,000
068030	TOOLS	2,000	2,930	3,000	3,000
074000	MACHINERY AND EQUIPMENT	34,000	32,232	43,000	46,000
		560,277	541,448	623,479	625,624

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

LIFT STATION MECHANIC STREET
51-751-670-65-142-491

039054	PROF/SERVICES-CONTRACT	5,000	-	5,000	5,000
041002	ELECTRICITY	115,000	101,808	115,000	130,000
041101	NATURAL GAS	2,000	907	2,000	2,000
043018	REPAIRS-EQUIPMENT	30,000	12,680	30,000	30,000
043025	REPAIRS-BLDINGS & GROUNDS	7,500	25,893	17,500	15,000
043028	MAINTENANCE	6,000	5,942	6,000	6,000
043031	SCADA EQUIPMENT	10,000	3,492	10,000	10,000
043032	GENERATOR MAINTENANCE	6,000	4,138	6,000	6,000
062011	OPERATING SUPPLIES	1,000	281	1,000	1,000
063601	DIESEL FUEL	1,000	1,023	1,500	2,200
074000	MACHINERY AND EQUIPMENT	12,000	8,239	12,000	10,000
		195,500	164,402	206,000	217,200

LIFT STATION DEER STREET
51-751-670-65-143-491

041002	ELECTRICITY	52,000	55,821	65,000	70,000
043018	REPAIRS-EQUIPMENT	8,000	10,835	8,000	12,000
043025	REPAIRS-BLDINGS & GROUNDS	2,500	12,027	2,500	3,500
043028	MAINTENANCE	2,500	2,331	2,500	2,500
043031	SCADA EQUIPMENT	4,000	927	10,000	10,000
043032	GENERATOR MAINTENANCE	5,000	2,820	5,000	5,000
062011	OPERATING SUPPLIES	500	268	500	500
063601	DIESEL FUEL	1,250	-	1,750	2,000
		75,750	85,029	95,250	105,500

LIFT STATIONS PEASE
51-751-670-65-541-491

041002	ELECTRICITY	3,500	2,397	3,500	3,500
041101	NATURAL GAS	1,500	1,084	1,500	1,500
041205	WATER /SEWER FEES	500	1,420	600	1,800
043018	REPAIRS-EQUIPMENT	2,500	116	2,500	2,500
043028	MAINTENANCE	500	110	500	500
043032	GENERATOR MAINTENANCE	1,000	265	1,000	1,000
062011	OPERATING SUPPLIES	250	-	250	250
074000	MACHINERY AND EQUIPMENT	2,500	-	2,500	2,500
074001	EQUIPMENT	500	-	500	500
		12,750	5,391	12,850	14,050

COLLECTION ADMINISTRATION PORTSMOUTH
51-751-680-51-100-491

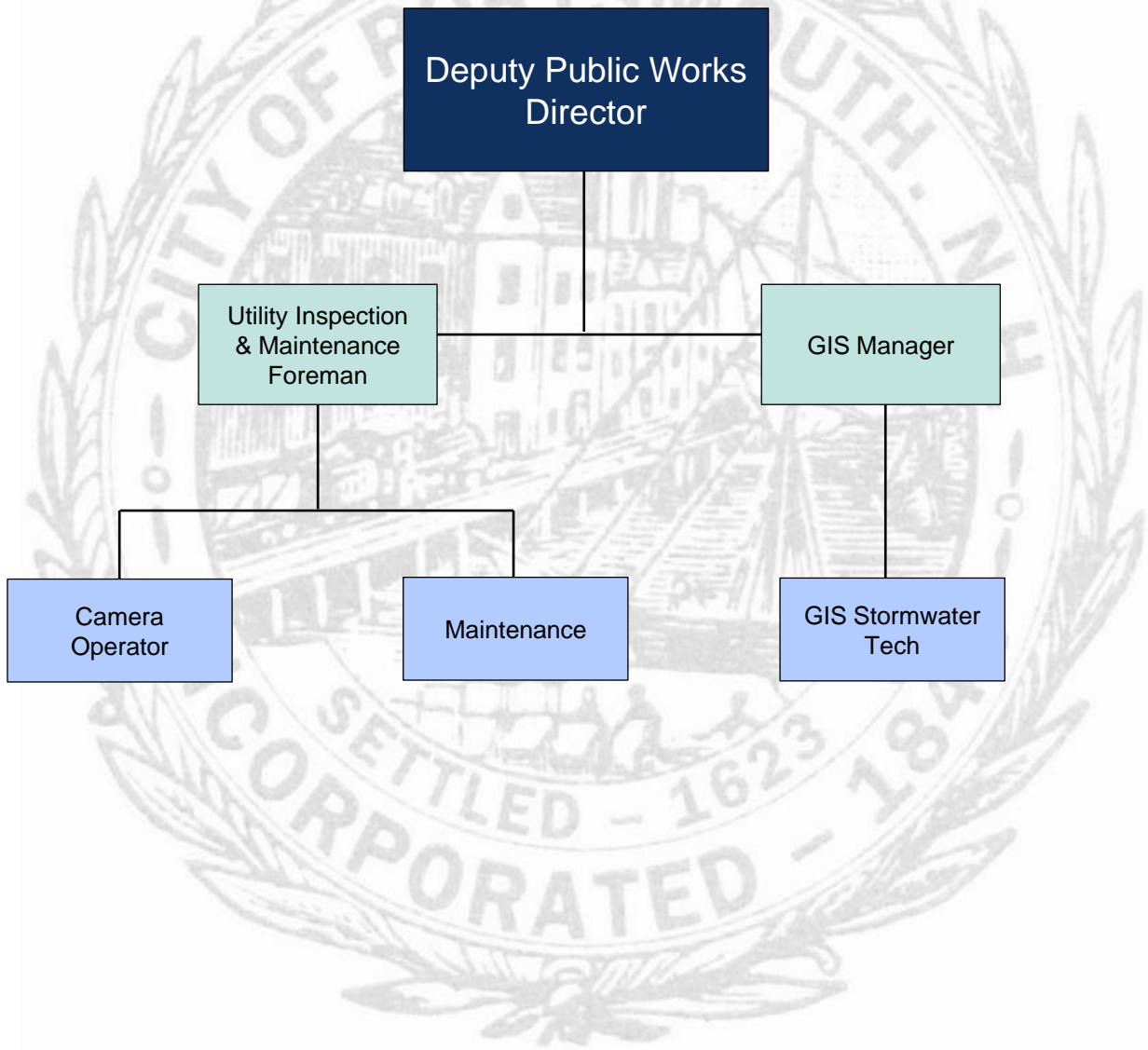
011001	REGULAR SALARIES	401,410	330,831	410,026	445,627
012001	PART TIME SALARIES	5,871	-	6,231	5,871
014041	OVERTIME	20,000	21,303	20,000	40,000
022001	SOCIAL SECURITY	26,491	20,953	27,026	30,473
022501	MEDICARE	6,196	4,900	6,344	7,127
023001	RETIREMENT	59,250	50,538	61,293	66,500
034103	TELEPHONE	2,800	3,526	2,800	3,500
034104	CELLULAR PHONES	4,080	4,684	3,150	4,200
039054	PROF/SERVICES-CONTRACT	1,500	27,000	35,000	20,000
041305	HOUSEHOLD HAZARDOUS WASTE	15,000	4,999	15,000	15,000
041308	GRIT DISPOSAL	25,000	-	20,000	15,000
043018	REPAIRS-EQUIPMENT	5,000	585	5,000	2,500
043024	REPAIRS-VEHICLE	35,000	18,799	30,000	25,000
043025	REPAIRS-BLDINGS & GROUNDS	1,500	-	1,500	1,500

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED
044004	RENTAL STORAGE UNIT	5,100	5,100	5,100	-
044006	PRINTING LEASE/MAINT	745	776	1,500	900
054003	STATE CERTIFICATION	-	-	-	-
054050	TRAINING	2,000	2,731	2,000	2,500
056001	DUES PROFESSIONAL ORGANIZ	-	-	-	350
062001	OFFICE SUPPLIES	1,000	1,392	1,000	1,500
062011	OPERATING SUPPLIES	5,000	3,660	5,000	5,000
065051	GROUNDKEEPING-DIG SAFE	6,500	4,894	6,500	6,500
068002	CLOTHING	-	125	-	-
068003	PROTECTIVE CLOTHING	4,000	3,165	5,000	6,000
068012	STOCK INVENTORY	-	(3,813)	-	-
068030	TOOLS	7,500	2,475	7,500	7,500
074000	MACHINERY AND EQUIPMENT	-	6,164	4,500	9,000
		640,943	514,785	681,470	721,548
COLLECTION METERS PORTSMOUTH					
51-751-680-64-100-491					
011001	REGULAR SALARIES	75,446	76,945	82,731	81,844
014041	OVERTIME	5,000	3,269	5,000	5,000
022001	SOCIAL SECURITY	4,988	4,710	5,440	5,384
022501	MEDICARE	1,166	1,101	1,273	1,260
023001	RETIREMENT	11,311	11,278	12,336	11,750
039054	PROF/SERVICES-CONTRACT	11,000	8,853	11,000	3,000
043018	REPAIRS-EQUIPMENT	8,500	862	8,500	3,000
062011	OPERATING SUPPLIES	6,625	5,499	6,625	6,625
068003	PROTECTIVE CLOTHING	-	701	-	1,365
068016	MATERIALS	70,000	79,751	70,000	90,000
074000	MACHINERY AND EQUIPMENT	35,000	4,705	35,000	7,000
		229,036	197,675	237,905	216,228
COLLECTION MAINS PORTSMOUTH					
51-751-680-67-100-491					
039054	PROF/SERVICES-CONTRACT	5,000	-	5,000	2,500
043018	REPAIRS-EQUIPMENT	1,000	347	1,000	-
043028	MAINTENANCE	11,250	9,211	11,250	11,250
068016	MATERIALS	62,000	25,905	62,000	62,000
074000	MACHINERY AND EQUIPMENT	7,000	-	7,000	7,000
		86,250	35,463	86,250	82,750
TOTAL SEWER DIVISION		19,269,492	18,218,162	20,620,867	21,684,216
CASH REQUIREMENTS ADJUSTMENTS					
021804	OPEB-CASH REVERSAL	(92,500)	(126,406)	(92,500)	(92,500)
070000	CAPITAL OUTLAY	450,000	450,000	330,000	200,000
086001	DEPRECIATION	(5,550,000)	(5,047,923)	(5,300,000)	(5,275,000)
098001	PRINCIPAL-BONDED DEBT	4,903,142	4,903,142	4,477,531	7,460,226
098102	INTEREST-BONDED DEBT	(104,599)	(104,599)	(17,500)	(26,849)
098010	PROJECTED NEW BOND PAYMNT	2,593,500	2,593,500	3,038,500	344,947
099002	ROLLING STOCK	450,000	450,000	405,000	405,000
Total Cash Requirements Adjustment		2,649,543	3,117,714	2,841,031	3,015,824
TOTAL CASH REQUIREMENTS SEWER		21,919,035	21,335,876	23,461,898	24,700,040

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	FY22	FY23	FY24
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
Laborer	2	2	2
Totals Full Time	5.00	5.00	5.00

Department Budget Comments

In July 2018 the United States Environmental Protection Agency's new Municipal Separate Storm Sewer System (MS4) Permit went into effect. To ensure compliance with this new permit, the City created a Stormwater Division in the Department of Public Works. The FY24 proposed budget is \$803,088. This is a net increase of \$159,511 or 24.79% from FY23. For FY24, \$668,088 of this proposed budget is funded equally by a transfer from the General Fund DPW Highway Division and the Sewer Division Enterprise Fund. The remaining portion of \$135,000 is funded by surplus (Fund Balance) from prior year to pay a portion of a Vactor truck which is scheduled for purchase in FY25. The remaining net increase for operating expenses of \$24,511 or 3.8% is primarily attributed to increased Health and Dental Insurance costs, contractual agreements, and anticipated increases in fuel. The total operating increase in this budget is mitigated by bringing lab testing in-house, anticipated reductions in the quantity of sludge disposal needed, and adjustments to storm drain maintenance.

Prior to establishing this Division, Stormwater functions were accounted for in the General Fund Public Works Department Highway Division as well as the Sewer Enterprise Fund.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
STORMWATER				
SALARIES	261,568	217,791	269,618	276,438
OVERTIME	20,000	16,354	20,000	20,000
LONGEVITY	2,060	2,061	2,262	1,569
RETIREMENT	40,516	33,160	41,711	40,591
HEALTH/DENTAL	90,000	67,966	76,250	125,250
INSURANCE REIMBURSEMENT	4,534	2,645	4,780	2,000
WORKERS COMPENSATION	-	-	7,631	5,210
OTHER BENEFITS	23,308	18,255	23,917	24,280
CONTRACTED SERVICES	103,000	40,028	103,000	75,000
OTHER OPERATING	79,000	91,308	94,300	97,750
COLLECTIVE BARGAINING	-	-	108	-
TRANSFER-ROLLING STOCK SW	-	-	-	135,000
TOTAL	623,986	489,568	643,577	803,088

FY24 Budget Summary of Revenues

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
TRANSFER-SEWER FUND	311,993	311,993	321,789	334,044
TRANSFER-GENERAL FUND	311,993	311,993	321,787.50	334,044
MISC REVENUE		5,875		
USE OF FUND BALANCE				135,000
TOTAL	623,986	629,861	643,577	803,088

The Stormwater Division is responsible for compliance with the United States Environmental Protection Agency's (USEPA) National Pollution Discharge Elimination System (NPDES) Stormwater Phase II regulations. The City is regulated under two distinct components of the Stormwater Phase II regulations:

1. The City operates three facilities that are subject to the NPDES Stormwater Multi-Sector General Permit (MSGP) for Industrial Facilities (Peirce Island Wastewater Treatment Plant, Pease Tradeport Wastewater Treatment Plant, and the Portsmouth Public Works Facility). This set of regulations requires the City prepare and implement Stormwater Pollution Prevention Plans (SWPPPs) for each of the three facilities.
2. The City's storm drain system discharges are subject to the NPDES Stormwater Phase II Municipal Separate Storm Sewer System (MS4) General Permit. This 5 year permit issued in 2018 requires the City prepare and implement a five-year plan to reduce the discharge of pollutants from the MS4 to the maximum extent practicable; protect water quality, and satisfy the water quality requirements of the Clean Water Act and state water quality standards



As with all regulations, compliance with these two components of the Phase II regulations requires the City of Portsmouth conduct additional operation and maintenance activities and make additional capital expenditures. Although City Staff have already undertaken significant steps to evaluate and respond to the past Phase II MS4 regulations, this current permit impacts the City by requiring additional monitoring and reporting.

Many of the new regulatory requirements involve data collection and management. Work responsibilities of existing staff have been adjusted to optimize the hiring of additional staff and share staff with the water and sewer divisions to optimize efficiencies. The Stormwater Division is currently comprised up of 5 staff members with associated support and administration staff from the City's DPW.

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. This plan was updated in 2022. 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 fund these new efforts the City has been exploring the potential of developing a Stormwater Utility. This would create a new stand-alone enterprise fund for stormwater management and capital projects. A Work Session with City Council was held during FY23. It is anticipated that additional work sessions and utility options will be explored in FY24.



Programs and Services

Administration- Provide overall guidance and direction of work tasks and division resources, supervision of outside consultant/contractor work, and development of special projects.

- Annual compliance report and public outreach

Stormwater- Labor, equipment, and materials to maintain the City's stormwater infrastructure.

- Storm Drain Maintenance (pipelines, catch basins & manholes)
- Oversight of Annual Catch Basin Cleaning Program
- Inspect Stormwater Outfalls in accordance with the Stormwater Permit
- Annual Street Sweeping for all City Owned Streets
- Daily Sweeping of Streets in the Central Business District
- Litter Control and Disposal in the Central Business District

Goals and Objectives

Goal #1: Public Outreach

Objectives:

- ✓ Flyer distributed during Household Hazardous Waste Collection Days
- ✓ Mailer with Leaf Collection Information distributed in Fall
- ✓ "Pick up after your Pet" information distributed with all dog licenses and signs placed in parks
- ✓ Updated Information on Website
- ✓ Stormwater Outreach Videos Produced and Distributed via City's YouTube and Instagram pages



Performance Measurements:

- Number of Outreach Mailings

	FY21	FY22	FY23 (Estimate)
Outreach Mailings Sent	5	6	3

- Record and report to EPA number of contacts via website

	FY21	FY22	FY23 (Estimate)
Number of Total Stormwater Page Website Views	3,458	1188	1000
Unique views to the Stormwater Homepage	507	727	600

Citywide Goals Addressed:

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



Goal #2: Public Participation

Objectives:

- ✓ *Public Involvement in pre-construction process*
- ✓ *Coastal Resilience Initiative Public Forum*
- ✓ *Partnered with Strawberry Banke Museum to develop “Water Has a Memory” and “Think Blue” Exhibit, describing history of water, sewer and stormwater systems and promoting best management practices for stormwater management and water efficiency.*



Performance Measurement: The Stormwater Team plans to hold one meeting in Fiscal 24.

Citywide Goal Addressed:

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



Goal #3: Illicit Discharge Detection and Elimination (IDDE)

Objectives:

- ✓ *Inspection and sampling of City’s Outfalls*
- ✓ *GIS inventory of structures*

Performance Measurements:

- *Track sampling*
- *Document number of identified illicit discharges*

	FY21	FY22	FY23 (Estimate)
Number of Wet Weather Samples	49	45	40
Number of Dry Weather Samples	0	0	0
Number of IDDE	0	0	1
Number of SSO Identified	4	11	3
Number of SSO Removed	4	10	3

Citywide Goal Addressed:

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



Goal #4: Construction Site Run-off Control

Objectives:

- ✓ *Best Management Practices*
- ✓ *Siltation Control*

Performance Measurement:

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

Citywide Goal Addressed:

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



Goal #5: Post Construction Run-off Control

Objectives:

- ✓ Annual Inspection of Stormwater Controls

Performance Measurement:

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

Citywide Goal Addressed:

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



Goal #6: Pollution Prevention and Good Housekeeping for Municipal Operations

Objectives:

- ✓ Street Sweeping
- ✓ Catch Basin Cleaning
- ✓ Household Hazardous Waste Collection Days
- ✓ Litter Control and Disposal



Performance Measurement:

Catch Basin Maintenance and Street Sweeping

	2021	2022	2023 (Estimate)
Catch Basin Cleaning (tons)	115	120	125
Catch Basins Cleaned	440	164	350
Street Sweeping (tons)	150	185	200

Citywide Goal Addressed:

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

Additional Performance Measures

Stormwater (Tracked and Reported Annually per MS4 Compliance Data)

	2021	2022	2023 (Estimate)
Drain Lines Inspected (feet)	4,796	17,957	15,000
Drain Lines Cleaned (feet)	6,160	8,470	10,000
Treatment Units Inspected / Cleaned	11/13	16	15

Stormwater (Tracked and Reported Annually per MS4 Compliance Data)

	2021	2022	2023 (Estimate)
Drain Lines Inspected (feet)	4,796	17,957	15,000
Drain Lines Cleaned (feet)	6,160	8,470	10,000
Treatment Units Inspected / Cleaned	11/13	16	15

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
STORMWATER			
SMA GRADE 14	4G/8H	⑫ UTILITY INSPECTION AND MAINTENANCE FOREMAN	42,814
1386 GRADE 9	F	⑫ CAMERA OPERATOR L2	31,119
PMA GRADE 9	8C/4D	⑪ GIS STORMWATER TECH	29,664
1386 GRADE 8	C	EQUIPMENT OPERATOR L2	52,706
1386 GRADE 7	F	⑫ UTILITY MECHANIC L2	28,363
1386 GRADE 5	C	LABORER L2	45,886
1386 GRADE 5	C	LABORER L2	45,886
TOTAL DEPARTMENT			276,438

FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY

- ⑪ 50% WATER, 50% STORMWATER
- ⑫ 50% SEWER, 50% STORMWATER

				FY24
	FY22	FY22	FY23	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

STORMWATER

011001	REGULAR SALARIES	261,568	217,791	269,618	276,438
011061	INSURANCE REIMBURSEMENT	4,534	2,645	4,780	2,000
011064	COLL BARG CONTINGENCY	-	-	108	-
014041	OVERTIME	20,000	16,354	20,000	20,000
015001	LONGEVITY	2,060	2,061	2,262	1,569
021001	INSURANCE-HEALTH	84,000	60,538	72,200	117,000
021101	INSURANCE-DENTAL	6,000	7,428	4,050	8,250
021501	INSURANCE-LIFE	450	267	435	470
021601	INSURANCE-DISABILITY	814	486	788	860
022001	SOCIAL SECURITY	17,866	14,185	18,392	18,600
022501	MEDICARE	4,178	3,317	4,302	4,350
023001	RETIREMENT	40,516	33,160	41,711	40,591
026002	INSURANCE-WORKERS COMP	-	-	7,631	5,210
031002	PROF SERVICES-ENGINEERING	25,000	16,817	25,000	26,000
039001	PROFESSIONAL SERVICES	3,500	2,481	3,500	5,000
039010	PROF/SERVICES-LAB TESTS	39,500	21,964	39,500	19,000
041308	GRIT DISPOSAL	35,000	(1,233)	35,000	25,000
043018	REPAIRS-EQUIPMENT	20,000	28,106	20,000	20,000
043024	REPAIRS-VEHICLE	10,000	21,808	10,000	10,000
043051	MAINTENANCE-STORM DRAINS	40,000	24,030	40,000	27,300
054050	TRAINING	2,000	1,714	2,000	2,000
057101	TRAVEL AND CONFERENCE	500	-	500	500
063501	GASOLINE	1,000	11,918	1,300	13,050
065007	CATCH BASIN TREATMENT	-	-	15,000	15,000
068002	CLOTHING	-	-	-	-
068003	PROTECTIVE CLOTHING	3,000	2,540	3,000	5,200
074000	MACHINERY AND EQUIPMENT	2,500	1,191	2,500	4,700
091009	TRANSFER-ROLLING STOCK SW	-	-	-	135,000
TOTAL STORMWATER		623,986	489,568	643,577	803,088

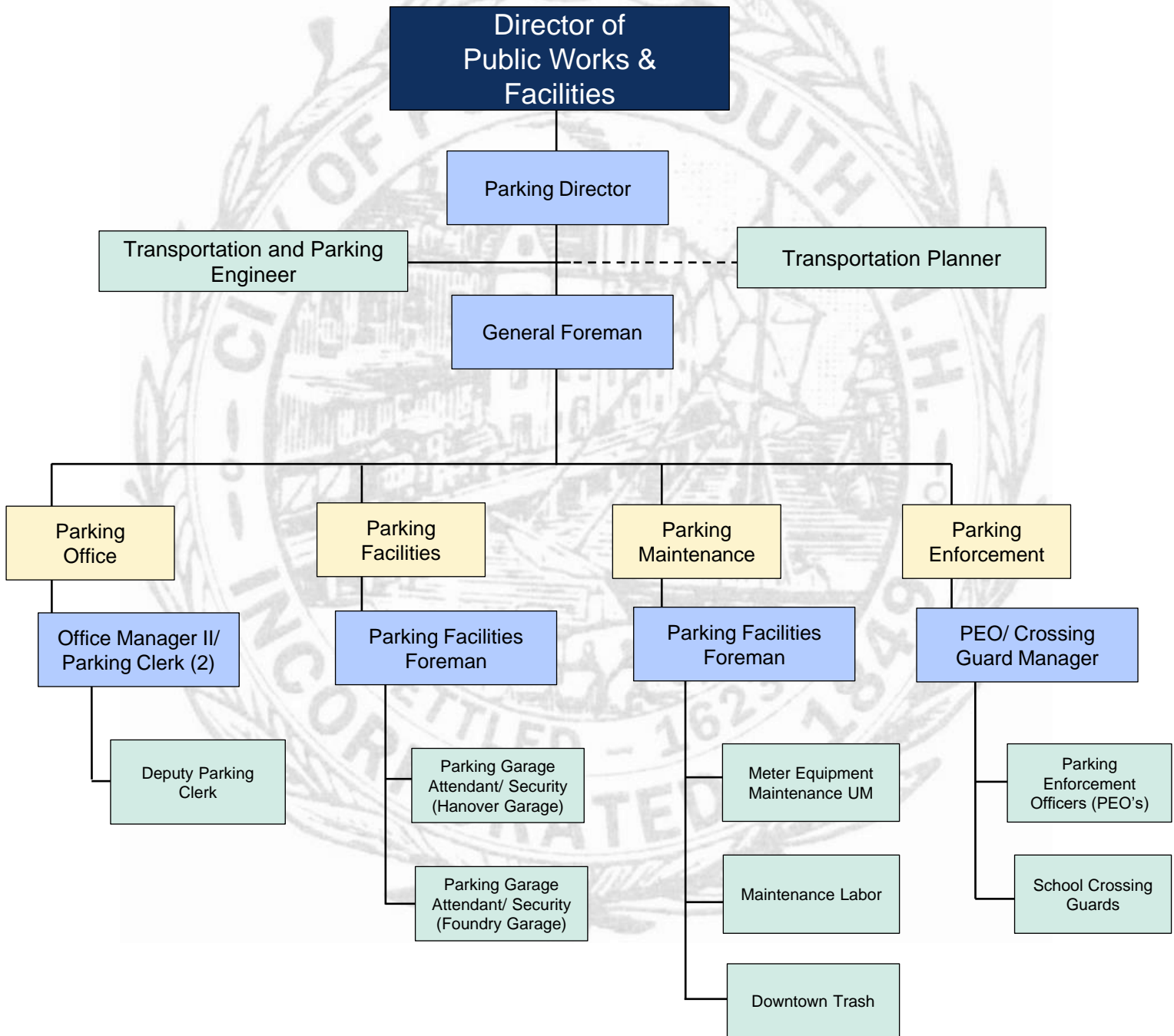


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Public Works Department

Parking and Transportation Division

(Special Revenue Fund)



Mission

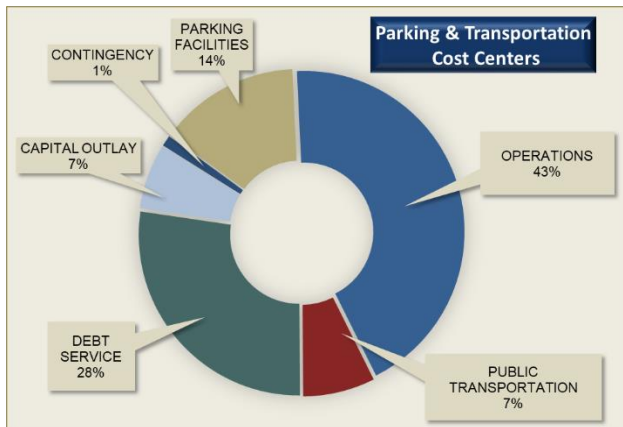
To coordinate the delivery of parking and transportation services in a professional and responsive manner by recognizing that a safe, reliable and efficient transportation system is essential to our economic well-being and quality of life.



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 FY24 is \$8,893,146. This represents an Operating Budget of \$5,123,854 (57.6% of total budget) and Non-operating Budget of \$3,769,292 (42.4%).

As depicted in the donut chart above, Parking and Transportation is comprised of six (6) cost centers: Daily Operations & Maintenance, Parking Facilities, Public Transportation, Debt Service, Capital Outlay, and Contingency.

This budget supports the existing level of service plus additional support for operational changes, new services, and debt service related to the Foundry Garage. Operational changes include supporting the re-purposing of an estimated 8% of the City's downtown Parking inventory to facilitate contact-less restaurant patronage and provide outdoor event venues, and an anticipated 300-space capacity reduction at the Hanover Garage Facility during its 3-yr. renovation.

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Director of Public Works	0	0	0.1
Parking Director	1	1	1
City Engineer - Parking, Transportation & Planning	1	1	1
Principal Planner	0.5	0.50	0
Planning Manager	0	0.0	0.5
Assistant City Attorney	0.36	0.36	0.36
Operations Manager	0.25	0.25	0.25
Administrative Manager	0.00	0.25	0.25
Business Administrator	0.25	0	0
Zoning Enforcement Officer	0.00	0	0.50
Associate Engineer	1	1	0
Transportation Engineering Associate	0	0	1
Administrative Assistant I	0.25	0.25	1.25
Administrative Clerk	0.25	1.25	0.25
Dispatcher II	0.25	0.0	0.0
Operational Support Coordinator	0.00	0.25	0.25
Special Project Administrator	0.25	0.25	0.25
Facilities Manager	0.25	0.25	0.25
Facilities Project Manager	0	1	1
Parking Garage General Foreman	1	1	1
Parking Garage Foreman I	0	1	1
Parking Foreman I	2	1	1
Parking Clerk	1	0	0
Deputy Parking Clerk	1	0	0
Violation Clerk - Collections	1	0	0
Office Manager II	0	2	2
Laborer	5	5	5.1
Truck Driver I	1	1	1
Parking Garage Attendant/ Security	5	5	5
Account Clerk - Garage	1	1	1
Parking Enforcement Supervisor	2	1	1
Fleet General Foreman	0.1	0.1	0.1
Technician: Equipment Mechanic	0.5	0.5	0.4
Utility Mechanic	0	1	1
Utility Mechanic - Inventory Control Tech	0.1	0.1	0.0
Inventory Management Specialist	0.0	0.0	0.1
Totals Full Time	26.31	27.31	27.91
Positions Part-Time	FY22	FY23	FY24
Parking Enforcement	14	14	14
School Crossing Guards	11	11	11
Parking Garage Attendant	20	20	20
Parking Garage Attendant/Security	1	1	1
Account Clerk - Garage	1	1	1
Engineering Technician	1	1	1
Office Manager	0.25	0.25	0.25
Notetaker	1	1	0
Number of part-time positions varies throughout the year			
Totals Part Time	49.25	49.25	48.25

FY24 Budget Summary of Revenues

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
PARKING REVENUE	5,558,595	7,262,855	5,881,795	7,267,500
MISC REVENUE	-	42,983		
BAN PREMIUM	-	30,480		
USE OF RESERVE-BAN PREMIUM	-	-		30,480
USE OF RESERVE	898,793	-	1,979,928	1,595,166
TOTAL	6,457,388	7,336,318	7,861,723	8,893,146

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
PARKING & TRANSPORTATION				
OPERATING				
SALARIES	1,330,988	1,319,456	1,707,726	1,847,455
PART-TIME SALARIES	589,231	350,691	658,731	668,307
OVERTIME	79,000	75,542	81,000	96,250
LONGEVITY	10,667	9,212	11,891	13,493
RETIREMENT	200,866	197,809	254,723	265,378
HEALTH INSURANCE	353,000	290,911	355,694	430,600
DENTAL INSURANCE	23,000	19,543	22,678	27,750
WORKERS COMPENSATION	30,940	30,940	54,120	46,935
LIFE AND DISABILITY	6,964	5,613	9,896	10,400
OTHER BENEFITS	154,367	131,014	187,926	201,171
UTILITIES	84,001	116,712	109,216	129,269
POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
CONTRACTED SERVICES	152,900	192,106	228,915	315,935
OTHER OPERATING	655,262	647,413	968,224	1,010,911
COLLECTIVE BARGAINING CONTINGENCY	45	-	2,823	-
OPERATING	3,731,231	3,446,962	4,713,563	5,123,854
NON OPERATING				
DEBT SERVICE	1,823,813	1,781,908	1,861,063	2,438,063
CAPITAL PROJECTS	65,000	65,000	250,000	200,000
ROLLING STOCK	130,000	130,000	387,000	387,000
TRANSPORTATION	510,344	501,073	553,097	647,229
CONTINGENCY	197,000	97,143	97,000	97,000
NON OPERATING	2,726,157	2,575,124	3,148,160	3,769,292
TOTAL	6,457,388	6,022,086	7,861,723	8,893,146

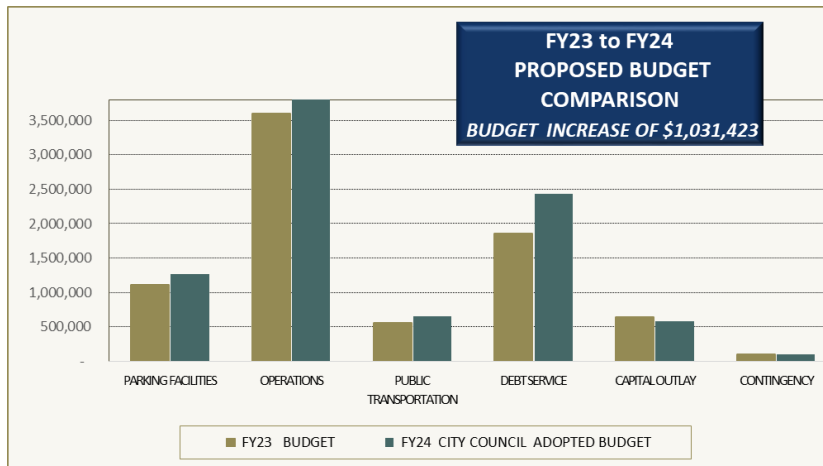
For FY23, the City has continued to see increasing traffic figures as we approach pre-pandemic Occupancy figures. The re-purposing of an estimated 8% of the City's downtown Parking Inventory will continue to have an adverse effect on demand for High Occupancy Parking, increasing the usage of each of the City's garage facilities. Operational recommendations continue to be driven by the 2012 Parking Principles and the 2015 Walker Parking Consultants' Operational Study, as well as Parking Industry Best Practices. The City retains the services of Smarking, Inc., a data analytics firm specializing in aggregating Parking information from the City's various meters and garages. The system compiles real-time data from single space meters, multi-space meters, the Hanover and Foundry garages, the ParkMobile pay-by-phone application, and the citation management system to help the Division make data-driven recommendations and management decisions. This data is highly useful when calculating the realized costs of policy decisions such as re-purposing Parking inventory to alternative uses, and in tracking the success of the Stay & Pay pricing model.

available for the next prospective visitor. The pricing system has had the additional effect of increased garage utilization, reinforcing the City's Park Once Philosophy and encouraging pedestrian travel.

Program goals from FY23 that have been met include:

- Flatlining Monthly Contract demand at the Hanover Garage as we undertake a 300-space reduction in inventory during year one of its three-year renovation
- Expansion of the Parking Division's Transportation Engineering budget unit to secure funding for anticipated equipment purchases, with a view to assist the Planning Department with execution of its planning model
- Cross-training staff members to reduce overtime, increase flexibility and continue to provide courteous and professional service to the Public
- Restructuring of the Parking Clerk's office team, modernizing processes and cross-training staff where applicable.
- Continued expansion of the Downtown Workforce Parking Program, providing reduced-rate parking for qualified employees of downtown Portsmouth businesses at the Foundry Place Garage
- Serving on the COAST Board of Directors as the City's representative.

The Proposed FY24 budget of \$8,893,146 represents an increase of \$1,031,423 or 13.1% over FY23. The following chart depicts the comparison from FY23 to the FY24 Proposed Budget.



Parking Facilities	154,939
Operations & Maintenance	255,352
Public Transportation	94,132
Debt Service	577,000
Capital Outlay	(50,000)
Contingency	-
TOTAL	\$1,031,423

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
- Traffic Engineering Team directs the meeting agenda for the Parking & Traffic Safety Committee, and provides Staff Support for Agenda items



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
- Traffic Engineering Team assists the Planning Department with Transportation-related projects

Transit Facilities and Services:

- Coordinates the City's public transit services and facilities
- Administers the contract with the Cooperative Alliance for Seacoast Transportation (COAST) for transportation within the city and region
- Responsible for submitting grant applications for transit facilities, services, and amenities to the Federal Transit Administration (FTA) and COAST through the SMPO



Goals and Objectives

Goal #1: Execute and Manage the Hanover Garage Restoration Project

Objectives:

- ✓ The High Hanover Parking Garage, built in 1985, is undergoing an extensive renovation and maintenance project beginning early FY23. It is anticipated that the facility's available parking inventory will be reduced up to 33%, or 300 spaces, for each of the project's anticipated three years. The Parking Division has reduced monthly contracts at Hanover in anticipation of the impact of this necessary upgrade.

Performance Measures:

- Assisting the contractor to remain within targets with respect to available spaces, and percent of completion throughout the project

Citywide Goal Addressed:

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





Goal #2: Continue to provide outstanding customer service and related programs to support the Parking and Transportation policies of the City



Objectives:

- ✓ As public events return to Portsmouth, propose enhanced event shuttle systems and wayfinding where appropriate, while continuing to research additional options and programs where applicable
- ✓ Revisit partnerships with local hotels and theatres regarding use of the Foundry Place Garage
- ✓ Continue to expand knowledge and use of the Downtown Employee Parking Program at Foundry Place Garage
- ✓ Continue to update and repair signage throughout the City

Performance Measures:

- Continue to Track and Report Sales Figures from the Downtown Employee Parking Program
- Continue to Track and Monitor Length of Stay Metrics at Both Garage Facilities and in the Downtown On-Street and Lot Inventory

Citywide Goal Addressed:

- Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community
- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



Goal #3: Provide public transportation services that serve public needs under current fiscal constraints



Objectives:

- ✓ Continue collaborating with COAST and other public transportation providers to improve efficiency and quality of public transportation services
- ✓ Continue as Portsmouth Representative on the COAST Board of Directors

Performance Measure:

COAST ridership for routes that serve Portsmouth

	FY 21	FY22	FY23 (Estimated)
Fixed Routes (13; 14; 40; 41; 42; 43; 44)	112,379	109,786	112,353
Regional ADA Services	9,054	11,229	13,292
Senior Transportation	5,223	6,463	7,410

Citywide Goal Addressed:

- Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Nonprofits, Arts and Culture Community
- Proactively Pursue the Integration of Sustainability, Resilience, and Climate Change Mitigation Actions Throughout the Government and Community



Goal #4: Develop and maintain a safe, efficient, and integrated multi-modal transportation system that reflects economic, environmental, and social considerations



Objectives:

- ✓ Continue to compile database of crash statistics, traffic volumes, speeds, and vehicle classes utilizing traffic counters, police records, and consultants' studies
- ✓ Continue to assist in the implementation of the City's comprehensive Bicycle and Pedestrian Plan
- ✓ Coordinate municipally-managed design and construction of the Peverly Hill Road sidewalk project
- ✓ Coordinate additional upgrades to downtown pedestrian signals to provide sufficient crossing times and concurrent phasing with through traffic where possible
- ✓ Continue working with various neighborhoods regarding design and construction of traffic calming improvements
- ✓ Continue with the implementation of the City's wayfinding program
- ✓ Coordinate municipally-managed design and construction of the Islington Street corridor project
- ✓ Coordinate Phase II of the municipally-managed design and construction of the Woodbury Avenue corridor safety improvement project from Rockingham Avenue to Dennett Street
- ✓ Upon completion of the Cate Street connector, coordinate study to evaluate traffic flow with a view to recommend upgrades to Woodbury Ave and Bartlett Street

Additional Performance Measures:

Traffic Data

	FY21	FY22	FY23 (Estimated)
Total Accident Reports	913	895	850

Citywide Goal Addressed:

- Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed
- Maintain and Improve Infrastructure to Meet Needs of the Community

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
PARKING & TRANSPORTATION			
<u>ADMINISTRATION</u>			
NON GRADE 26	H	⑭ DIRECTOR OF PUBLIC WORKS AND FACILITIES	15,325
PMA GRADE 22	E	PARKING DIRECTOR	120,670
PMA GRADE 21	E	⑦ FACILITIES MANAGER	28,731
PMA GRADE 20	E	FACILITIES PROJECT MANAGER	109,483
PMA GRADE 17	E	⑤ PLANNING MANAGER	47,343
NON GRADE 19	G	② SENIOR ASSISTANT CITY ATTORNEY	38,593
NON GRADE 20	D	⑦ OPERATIONS DIRECTOR	26,067
NON GRADE 15	6.5E/5.5F	⑦ ADMINISTRATIVE MANAGER-PW	21,589
PMA GRADE 9	10.5D/1.5E	⑦ ADMINISTRATIVE ASSISTANT I	15,414
SMA GRADE 16	H	PARKING GARAGE GENERAL FOREMAN	94,953
1386B GRADE 7	I	⑦ ADMINISTRATIVE CLERK	14,252
PMA GRADE 9	5.5E/6.5F	⑦ OPERATIONAL SUPPORT COORDINATOR	16,172
PMA GRADE 7	F	⑦ SPECIAL PROJECT COORDINATOR	14,807
SMA GRADE 16	H	⑧ FLEET GENERAL FOREMAN	9,495
PMA GRADE 13	H	⑬ ZONING ENFORCEMENT OFFICER	40,903
1386A GRADE 13	E	⑧ EQUIPMENT MECHANIC TECHNICIAN	7,137
1386A GRADE 13	2A/10B	⑧ EQUIPMENT MECHANIC TECHNICIAN	6,116
1386A GRADE 13	G	⑧ EQUIPMENT MECHANIC TECHNICIAN	7,535
1386A GRADE 13	C	⑧ EQUIPMENT MECHANIC TECHNICIAN	6,474
1386A GRADE 5	6A/6B	⑧ EQUIPMENT MECHANIC LABORER	4,400
PMA GRADE 9	B	⑧ INVENTORY MANAGEMENT SPECIALIST	5,558
		ON CALL	5,850
		TOTAL ADMINISTRATION	656,867
<u>ENGINEERING</u>			
PMA GRADE 21	F	PARKING AND TRANSPORTATION ENGINEER	116,073
PMA GRADE 13	6A/6B	TRANSPORTATION ENGINEERING ASSOCIATE	65,811
		TOTAL ENGINEERING	181,884
<u>HANOVER GARAGE</u>			
SMA GRADE 14	E	PARKING GARAGE FOREMAN I HANOVER	82,225
1386 GRADE 5	E	LABORER	48,464
1386 GRADE 5	E	LABORER	48,464
1386B GRADE 3	H	ACCOUNT CLERK	47,368
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	41,957
1386 GRADE 2	6.5D/5.5E	PARKING GARAGE ATTENDANT/SECURITY	40,875
1386 GRADE 2	F	PARKING GARAGE ATTENDANT/SECURITY	43,111
		ON CALL	5,850
		TOTAL HANOVER GARAGE	358,314
<u>FOUNDRY GARAGE</u>			
SMA GRADE 13	6D/6E	PARKING FOREMAN FOUNDRY PLACE	76,484
1386 GRADE 5	5D/7E	LABORER	47,502
1386 GRADE 2	E	PARKING GARAGE ATTENDANT/SECURITY	41,957
1386 GRADE 2	6.5D/5.5E	PARKING GARAGE ATTENDANT/SECURITY	40,875
		TOTAL FOUNDRY PLACE GARAGE	206,818

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<u>ENFORCEMENT</u>			
SMA GRADE 13	7B/5C	PARKING ENFORCEMENT SUPERVISOR	69,092
1386 GRADE 5	10.5D/1.5E	LABORER/PARKING ENFORCEMENT OFFICER	46,445
1386 GRADE 5	2.5C/9.5D	LABORER/PARKING ENFORCEMENT	45,698
		TOTAL PARKING ENFORCEMENT	161,235
<u>METERS</u>			
1386 GRADE 6	E	TRUCK DRIVER I	50,865
1386 GRADE 7	E	UTILITY MECHANIC	53,383
		TOTAL METER OPERATIONS	104,248
<u>COLLECTION</u>			
PMA GRADE 11	6D/6E	OFFICE MANAGER II	69,172
PMA GRADE 11	2A/10B	OFFICE MANAGER II	60,725
PMA GRADE 9	6A/6B	ADMINISTRATIVE ASSISTANT I	54,254
		TOTAL COLLECTION	184,151
		TOTAL FULL TIME	1,853,517
<u>P/T ADMINISTRATION</u>			
NON GRADE 9 (11) PART TIME	E	⑦ OFFICE MANAGER (25HRS/WK)	10,723
		SCHOOL CROSSING GUARDS	92,500
		TOTAL PART TIME ADMINISTRATION	103,223
<u>P/T ENGINEERING</u>			
		ENGINEERING INTERN	10,000
		TOTAL PART TIME ENGINEERING	10,000
<u>P/T FOUNDRY GARAGE</u>			
1386A GRADE 1	5D/7E	PARKING GARAGE ATTENDANT FOUNDRY (16 HRS/WK)	16,750
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT FOUNDRY (21HRS/WK)	17,732
NON GRADE 3	H	ACCOUNT CLERK (25HRS/WK)	31,699
1386B GRADE 2	5D/7E	PARKING GARAGE ATTENDANT FOUNDRY/SECURITY (24HRS/WK)	24,675
1386A GRADE 1	5B/7C	PARKING GARAGE ATTENDANT FOUNDRY (16 HRS/WK)	14,244
		PARKING GARAGE ATTENDANT FOUNDRY VACANCIES	37,454
		TOTAL PARKING GARAGE ATTENDANTS FOUNDRY	142,554
<u>P/T HANOVER GARAGE</u>			
1386A GRADE 1	F	PARKING GARAGE ATTENDANT HANOVER (10 HRS/WK)	10,289
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (19 HRS/WK)	19,025
1386A GRADE 1	5E/7F	PARKING GARAGE ATTENDANT HANOVER (16 HRS/WK)	16,278
1386A GRADE 1	E	PARKING GARAGE ATTENDANT HANOVER (14 HRS/WK)	14,019
1386A GRADE 2	G	PARKING GARAGE ATTENDANT/ SECURITY (16 HRS/WK)	17,719
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT HANOVER (5 HRS/WK)	4,223
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT HANOVER (21 HRS/WK)	17,733
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT HANOVER (15 HRS/WK)	12,666
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT HANOVER (28 HRS/WK)	23,643
1386A GRADE 1	6A/6B	PARKING GARAGE ATTENDANT HANOVER (18HRS/WK)	14,778
		TOTAL PARKING GARAGE ATTENDANTS HANOVER	150,373

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
<u>P/T ENFORCEMENT</u>			
NON GRADE 2	H	PARKING ENFORCEMENT (26HRS/WK)	30,494
NON GRADE 2	5B/7C	PARKING ENFORCEMENT (27HRS/WK)	26,858
NON GRADE 2	E	PARKING ENFORCEMENT (20HRS/WK)	22,378
NON GRADE 2	G	PARKING ENFORCEMENT (14HRS/WK)	16,098
NON GRADE 2	5D/7E	PARKING ENFORCEMENT (15HRS/WK)	16,450
NON GRADE 2	5B/7C	PARKING ENFORCEMENT (12HRS/WK)	11,937
NON GRADE 2	5B/7C	PARKING ENFORCEMENT (15HRS/WK)	14,921
NON GRADE 2	6A/6B	PARKING ENFORCEMENT (27HRS/WK)	25,475
NON GRADE 2	6A/6B	PARKING ENFORCEMENT (20HRS/WK)	18,871
NON GRADE 2	6A/6B	PARKING ENFORCEMENT (27HRS/WK)	25,004
NON GRADE 2	6A/6B	PARKING ENFORCEMENT (18HRS/WK)	16,984
NON GRADE 2	6A/6B	PARKING ENFORCEMENT (29HRS/WK)	29,187
		PARKING ENFORCEMENT	7,500
		TOTAL PARKING ENFORCEMENT	262,157
TOTAL PART TIME			668,306
TOTAL DEPARTMENT			2,521,823

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

- ② 64% LEGAL, 36% PARKING
- ⑤ 50% PLANNING, 50% PARKING AND TRANSPORTATION
- ⑦ 25% WATER, 25% SEWER, 25% PUBLIC WORKS, 25% PARKING
- ⑧ 30% PUBLIC WORKS, 30% WATER, 30% SEWER, 10% PARKING
- ⑬ 50% LEGAL, 50% PARKING
- ⑭ 70% PUBLIC WORKS, 10% WATER, 10% SEWER, 10% PARKING

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

PARKING AND TRANSPORTATION
FOUNDRY PLACE PARKING FACILITY
17-752-539-33-118-407

011001	REGULAR SALARIES	182,435	148,549	187,777	206,818
012001	PART TIME SALARIES	122,187	68,025	134,948	142,554
014041	OVERTIME	10,000	18,030	12,000	15,000
022001	SOCIAL SECURITY	19,507	14,192	20,753	22,591
022501	MEDICARE	4,562	3,319	4,854	5,283
023001	RETIREMENT	27,056	23,465	28,136	30,012
034103	TELEPHONE	3,000	2,688	3,000	3,000
034206	SOFTWARE-ANNUAL MAINT	4,800	4,800	8,160	6,874
036001	PROF SERVICE-CLEANING	-	-	-	-
039006	PROF/SERVICES-SECURITY	-	399	500	625
041002	ELECTRICITY	25,000	35,430	42,000	52,500
041205	WATER /SEWER FEES	1,500	1,006	1,575	1,969
043001	REPAIRS-STRUCTURAL	-	-	5,000	5,000
043002	REPAIRS-ELECTRICAL	-	-	1,000	1,000
043007	REPAIRS-ELEVATOR	8,000	7,826	12,000	12,000
043009	REPAIRS-PARKING CONTROL	3,000	2,229	4,500	4,500
043018	REPAIRS-EQUIPMENT	1,500	940	2,000	2,000
043024	REPAIRS-VEHICLE	2,000	2,724	2,500	2,500
043032	GENERATOR MAINTENANCE	1,000	1,602	1,500	1,500
043034	REPAIRS-GARAGE EQUIPMENT	-	-	-	-
053001	ADVERTISING	-	-	-	-
062001	OFFICE SUPPLIES	300	-	300	200
064001	JANITORIAL SUPPLIES	3,200	3,207	3,200	3,500
068003	PROTECTIVE CLOTHING	750	1,040	850	2,500
068016	MATERIALS	5,000	7,308	10,000	10,000
074001	EQUIPMENT	-	-	-	2,000
TOTAL		424,797	346,780	486,553	533,926

HIGH HANOVER PARKING FACILITY
17-752-540-33-117-407

011001	REGULAR SALARIES	314,101	305,042	335,036	358,314
012001	PART TIME SALARIES	114,415	92,529	142,126	150,373
014041	OVERTIME	25,000	25,407	25,000	31,250
015001	LONGEVITY	23	-	-	-
022001	SOCIAL SECURITY	28,118	25,270	31,135	33,476
022501	MEDICARE	6,576	5,910	7,282	7,829
023001	RETIREMENT	47,678	46,596	51,055	52,708
032009	PROF SERV-CERTIFICATION	-	-	-	-
034103	TELEPHONE	1,000	1,696	2,000	2,200
034206	SOFTWARE-ANNUAL MAINT	4,800	4,800	3,960	3,193
036001	PROF SERVICE-CLEANING	-	-	-	-
039006	PROF/SERVICES-SECURITY	500	399	1,000	1,250
041002	ELECTRICITY	30,000	36,146	30,000	37,500
041101	NATURAL GAS	1,000	842	1,000	1,200
041205	WATER /SEWER FEES	6,000	5,157	6,300	6,500
043001	REPAIRS-STRUCTURAL	-	-	2,500	2,500
043002	REPAIRS-ELECTRICAL	-	-	1,500	1,500
043007	REPAIRS-ELEVATOR	4,500	3,606	4,500	4,500
043009	REPAIRS-PARKING CONTROL	7,000	12,017	7,000	7,000
043018	REPAIRS-EQUIPMENT	1,000	3,111	1,250	1,250
043024	REPAIRS-VEHICLE	1,500	2,810	2,500	2,500
043032	GENERATOR MAINTENANCE	1,000	1,575	2,000	2,000
053001	ADVERTISING	-	-	-	-
062001	OFFICE SUPPLIES	100	-	100	200
062501	POSTAGE	100	-	-	-
064001	JANITORIAL SUPPLIES	4,000	4,724	4,000	5,000
068003	PROTECTIVE CLOTHING	6,000	2,610	6,000	7,000
068016	MATERIALS	15,000	5,951	12,500	12,500
074001	EQUIPMENT	-	-	-	2,000
TOTAL		619,411	586,196	679,744	733,743

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

PARKING ENFORCEMENT

17-752-541-33-100-423

011001	REGULAR SALARIES	71,418	116,866	149,848	154,999
012001	PART TIME SALARIES	241,873	100,349	250,210	262,157
014041	OVERTIME	4,000	1,141	4,000	4,000
015001	LONGEVITY	-	-	-	-
022001	SOCIAL SECURITY	19,672	13,352	24,182	26,112
022501	MEDICARE	4,601	3,122	5,860	6,107
023001	RETIREMENT	10,604	16,639	21,632	21,513
034103	TELEPHONE	500	392	400	400
034206	SOFTWARE-ANNUAL MAINT	43,200	43,200	54,000	67,500
043018	REPAIRS-EQUIPMENT	500	2,667	2,500	2,500
043024	REPAIRS-VEHICLE	-	746	3,000	1,875
044000	RENTAL AND LEASES	-	-	-	-
061002	MISCELLANEOUS SUPPLIES	750	1,051	1,000	1,250
062005	PRINTING SUPPLIES	5,000	4,146	3,500	3,500
062006	MOTOROLA POTABLE BATTERIE	-	-	-	-
062501	POSTAGE	14,000	14,000	14,000	15,000
068003	PROTECTIVE CLOTHING	10,000	2,540	8,000	6,175
068004	MATERIALS-MAINTENANCE	1,000	39	-	-
074001	EQUIPMENT	1,500	330	1,500	1,500
075001	FURNITURE AND FIXTURES	-	-	-	-
TOTAL		428,618	320,581	543,632	574,588

PARKING METER OPERATION

17-752-542-33-100-423

011001	REGULAR SALARIES	89,808	94,793	98,744	104,248
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	25,000	8,767	25,000	25,000
015001	LONGEVITY	-	-	-	-
022001	SOCIAL SECURITY	7,118	6,410	7,672	8,013
022501	MEDICARE	1,665	1,499	1,795	1,874
023001	RETIREMENT	16,142	15,029	17,399	17,487
034206	SOFTWARE-ANNUAL MAINT	22,800	22,800	64,253	56,235
034210	METER-TRANSACTION FEE	107,400	145,423	179,915	190,560
043018	REPAIRS-EQUIPMENT	32,000	19,043	32,000	32,000
043020	REPAIRS-PARKING METERS	12,000	6,804	15,000	15,000
043024	REPAIRS-VEHICLE	2,000	184	40,000	9,625
062020	METER-SUPPLIES	2,000	414	2,000	2,000
068003	PROTECTIVE CLOTHING	1,200	1,849	1,500	1,850
068023	MATERIALS-PRK MTR INSTALL	1,200	1,224	1,200	2,000
074001	EQUIPMENT	1,000	909	1,000	1,500
074013	PARKING METERS	-	55	-	-
TOTAL		321,333	325,201	487,478	467,392

PARKING COLLECTION

17-752-543-33-100-423

011001	REGULAR SALARIES	171,945	165,912	182,511	184,151
012001	PART TIME SALARIES	-	-	-	-
014041	OVERTIME	-	-	-	-
015001	LONGEVITY	3	-	-	-
022001	SOCIAL SECURITY	10,661	9,968	11,317	11,417
022501	MEDICARE	2,493	2,331	2,647	2,670
023001	RETIREMENT	24,176	23,578	25,662	24,916
033001	PROF SERVICES-TEMP	-	-	-	-
034103	TELEPHONE	800	808	800	800
034206	SOFTWARE-ANNUAL MAINT	-	-	-	-
043027	REPAIRS-OFFICE EQUIPMENT	-	-	-	-
044006	PRINTING LEASE/MAINT	1,500	1,572	1,500	1,500
053001	ADVERTISING	-	-	-	-
055050	PRINTING	1,000	1,147	500	500
062001	OFFICE SUPPLIES	800	1,448	1,300	1,300
062010	COPYING SUPPLIES	200	-	200	200
062501	POSTAGE	1,500	797	1,200	1,200
067001	BOOKS & PERIODICALS	-	-	-	-
099006	COPIER LEASE	-	-	-	-
TOTAL		215,078	207,561	227,637	228,654

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

**PARKING ADMINISTRATION
17-752-610-33-100-423**

011001	REGULAR SALARIES	410,288	412,153	559,439	657,041
011061	INSURANCE REIMBURSEMENT	8,000	5,188	7,615	4,200
011064	COLL BARG CONTINGENCY	45	-	2,823	-
012001	PART TIME SALARIES	100,756	89,786	108,068	103,223
014041	OVERTIME	15,000	22,197	15,000	21,000
015001	LONGEVITY	10,641	9,212	11,891	13,493
021001	INSURANCE-HEALTH	345,000	285,724	339,000	426,400
021101	INSURANCE-DENTAL	23,000	19,543	22,200	27,750
021501	INSURANCE-LIFE	2,471	1,936	3,907	4,500
021701	INSURANCE-LTD	4,493	3,677	5,369	5,900
022001	SOCIAL SECURITY	33,770	32,373	43,626	49,535
022501	MEDICARE	7,898	7,572	10,180	11,585
023001	RETIREMENT	62,416	61,798	83,509	94,133
026002	INSURANCE-WORKERS COMP	30,940	30,940	54,120	46,935
034103	TELEPHONE	1,600	2,561	2,000	2,200
034104	CELLULAR PHONES	11,000	9,401	11,000	13,000
034204	OUTSIDE IT SUPPORT	2,000	-	2,000	2,000
034206	SOFTWARE-ANNUAL MAINT	41,585	43,367	46,721	48,615
034220	TRAFFIC SIGNAL OPS	-	-	-	-
035002	PROF SERV- SUBSTANCE TEST	250	397	1,000	1,000
035004	OCCUPATIONAL HEALTH	2,500	2,531	2,500	2,500
039001	PROFESSIONAL SERVICES	20,000	21,622	22,500	22,500
039026	POLICE SERVICES DOWNTOWN	60,000	60,000	60,000	60,000
041002	ELECTRICITY	5,501	4,818	5,501	6,600
043024	REPAIRS-VEHICLE	3,500	2,877	6,350	2,500
044006	PRINTING LEASE/MAINT	1,070	1,216	1,100	1,300
048001	PROPERTY INS-DEDUCTIBLES	-	-	3,000	3,000
048002	PROPERTY INSURANCE	28,157	28,157	29,565	57,354
053001	ADVERTISING	-	1,258	1,500	1,500
054050	TRAINING	-	46	600	1,200
056001	DUES PROFESSIONAL ORGANIZ	-	695	695	800
057101	TRAVEL AND CONFERENCE	-	74	499	500
057102	TRAVEL REIMBURSEMENT	500	3,031	2,000	2,000
061002	MISCELLANEOUS SUPPLIES	750	777	750	750
062001	OFFICE SUPPLIES	3,000	2,473	3,000	3,000
062501	POSTAGE	700	835	700	800
063501	GASOLINE	15,000	33,314	22,500	23,000
067001	BOOKS & PERIODICALS	-	-	-	-
068003	PROTECTIVE CLOTHING	750	326	750	1,200
068014	MATERIALS-CAPITAL OUTLAY	-	-	-	-
074001	EQUIPMENT	-	466	500	500
075001	FURNITURE AND FIXTURES	-	-	-	-
081150	REFUNDS	-	359	-	-
091007	TRANSFER-PRESCOTT PARK	-	-	-	60,000
091011	TRANSFER PARKING-RECYCLIN	-	-	100,000	100,000
099006	COPIER LEASE	-	-	-	-
TOTAL		1,252,581	1,202,698	1,593,478	1,883,514

**ENGINEERING
17-752-620-33-100-423**

011001	REGULAR SALARIES	90,993	76,142	174,612	181,884
012001	PART TIME SALARIES	10,000	-	10,614	10,000
014041	OVERTIME	-	-	-	-
022001	SOCIAL SECURITY	6,262	4,616	11,447	11,897
022501	MEDICARE	1,464	1,079	2,687	2,782
023001	RETIREMENT	12,794	10,706	24,551	24,609
034204	OUTSIDE IT SUPPORT	1,000	-	1,000	1,000
034206	SOFTWARE-ANNUAL MAINT	-	-	1,500	1,800
034220	TRAFFIC SIGNAL OPS	3,400	7,286	6,750	3,500
039001	PROFESSIONAL SERVICES	25,000	24,263	25,000	100,000
039006	PROF/SERVICES-SECURITY	-	-	-	1,000
043018	REPAIRS-EQUIPMENT	-	-	-	1,000
043024	REPAIRS-VEHICLE	-	-	4,000	3,000
054050	TRAINING	-	-	-	750
056001	DUES PROFESSIONAL ORGANIZ	-	305	500	800
057101	TRAVEL AND CONFERENCE	750	-	750	750
067001	BOOKS & PERIODICALS	375	-	1,255	890
068003	PROTECTIVE CLOTHING	375	121	375	375
068014	MATERIALS-CAPITAL OUTLAY	3,250	2,335	-	-
074001	EQUIPMENT	13,750	31,092	30,000	56,000
TOTAL		169,413	157,944	295,041	402,037

		FY22	FY22	FY23	FY24
		BUDGET	ACTUAL	BUDGET	CITY MANAGER
					RECOMMENDED

NEIGHBORHOOD PARKING PROGRAM
17-752-538-51-100-423

011001	REGULAR SALARIES	-	-	19,759	-
012001	PART TIME SALARIES	-	-	12,765	-
021001	INSURANCE-HEALTH	-	-	9,079	-
021101	INSURANCE-DENTAL	-	-	478	-
021501	INSURANCE-LIFE	-	-	248	-
021701	INSURANCE-LTD	-	-	372	-
022001	SOCIAL SECURITY	-	-	2,017	-
022501	MEDICARE	-	-	472	-
023001	RETIREMENT	-	-	2,779	-
061002	MISCELLANEOUS SUPPLIES	-	-	-	-
062020	METER-SUPPLIES	-	-	-	-
063501	GASOLINE	-	-	340	-
068003	PROTECTIVE CLOTHING	-	-	-	-
068016	MATERIALS	-	-	-	-
087031	NEIGHBORHOOD PARKING PRO	-	-	51,691	-
TOTAL		-	-	100,000	-

PUBLIC TRANSPORTATION
17-752-544-33-100-423

039027	SHUTTLE SERVICES	-	-	-	-
073030	DOWNTOWN LOOP	-	-	-	29,412
074008	TROLLEY MATCH	-	-	-	-
079028	BUS SHELTER/KIOSK	-	-	-	2,500
081006	COAST DUES	347,344	338,073	378,054	419,269
087014	SENIOR TRANSPORT	163,000	163,000	175,043	196,048
087030	ZAGSTER	-	-	-	-
TOTAL		510,344	501,073	553,097	647,229

DOWNTOWN SNOW REMOVAL
17-752-640-42-100-420

039200	SNOW REMOVAL	300,000	300,000	300,000	300,000
TOTAL		300,000	300,000	300,000	300,000

DEBT SERVICE
17-752-302-51-100-447

092101	FINANCING FEES ON DEBT	17,000	96	12,000	32,000
098001	PRINCIPAL-BONDED DEBT	935,000	935,000	980,000	1,025,000
098010	PROJECTED NEW BOND PAYMNT	25,000	-	4,000	630,000
098102	INTEREST-BONDED DEBT	846,813	846,813	865,063	751,063
TOTAL		1,823,813	1,781,908	1,861,063	2,438,063

CONTINGENCY
17-752-310-51-102-423

039033	FIRE SERVICES	25,000	25,000	25,000	25,000
051901	STUDENT TRANSPORTATION	50,000	50,000	50,000	50,000
081001	CONTINGENCY	-	-	-	-
087031	NEIGHBORHOOD PARKING PRO	100,000	643	-	-
099008	PARKING LOT LEASES	22,000	21,500	22,000	22,000
TOTAL		197,000	97,143	97,000	97,000

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER
				RECOMMENDED

CAPITAL PROJECTS
17-752-795-00-100-452

072060	FOUNDRY PLACE PARK FACILI	-	-	-	-
076001	VEHICLES-PW	130,000	130,000	387,000	387,000
079038	HANOVER PARKING GARAGE	-	-	-	-
079039	MULTI SPACE METER	65,000	65,000	50,000	50,000
079046	PLAN STUDIES	-	-	-	100,000
079055	WAYFINDING PROGRAM	-	-	-	-
079057	PAVING PARKING LOTS	-	-	150,000	-
079067	BIKE/PED PLAN IMPLEMENTAT	-	-	50,000	50,000
099008	PARKING LOT LEASES	-	-	-	-

TOTAL		195,000	195,000	637,000	587,000
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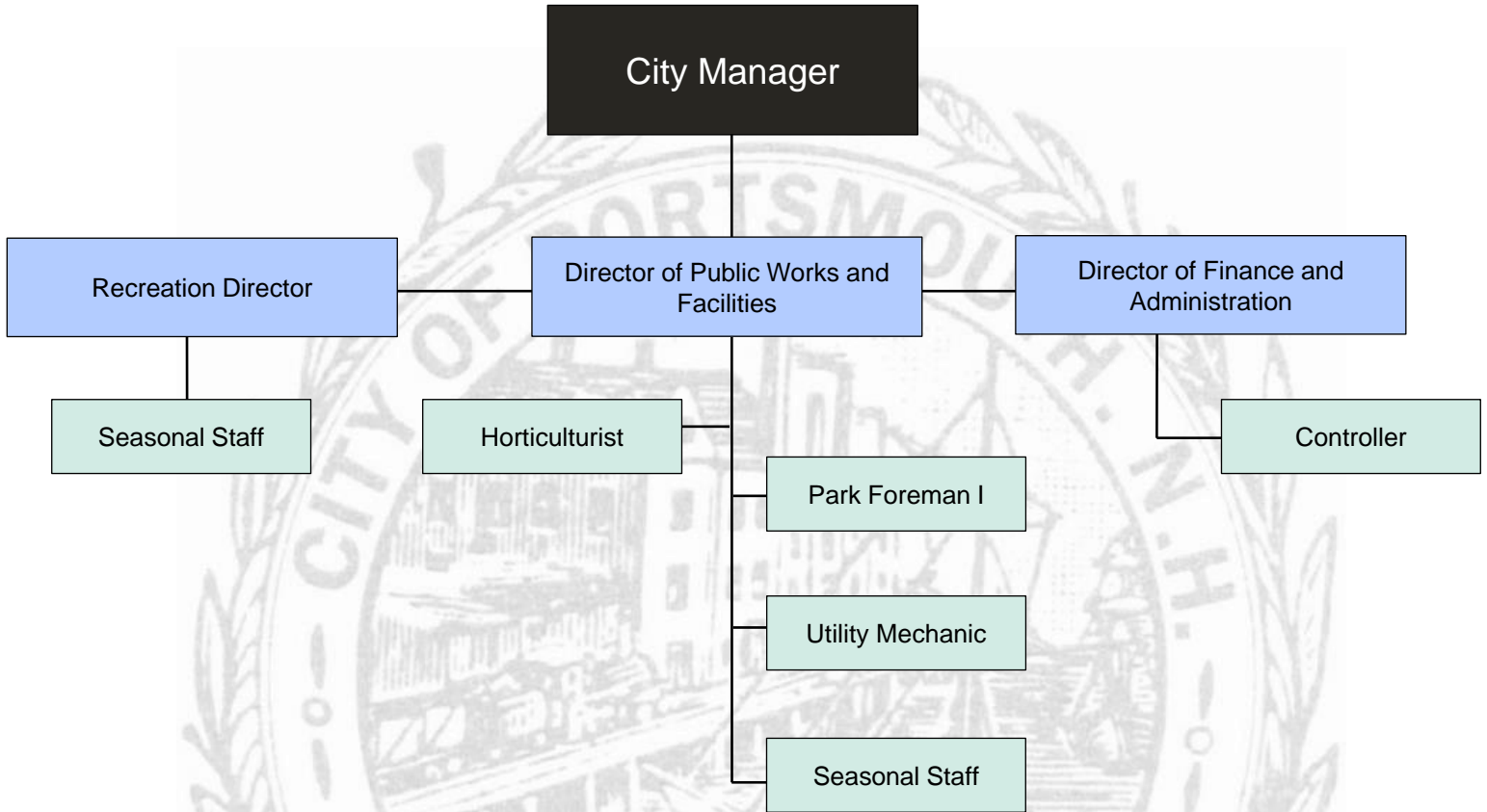
Total Parking & Transportation		6,457,388	6,022,086	7,861,723	8,893,146
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Prescott Park

(Special Revenue Fund)



Prescott Park Oversight and Care

Prescott Park is overseen by the City Manager with funding provided by the Trustees of the Trust Funds as well as the City of Portsmouth. Care and maintenance of the Park is overseen by the Director of Public Works and Facilities while the financial well being of the Park is under the auspices of the Director of Finance and Administration. The Park's docks are staffed by the Recreation Department's seasonal staffing.

Mission

The mission of the Prescott Park Special Revenue Fund is to underwrite the operations required for the upkeep and administration of Prescott Park, which is within the management control of the City Manager. This work is carried out in accordance with the terms of the Josie F. Prescott Trust and related revenue sources, the deeds for the Park land, and directives of the Portsmouth City Council.



Prescott Park

Services Overview

- ✓ Maintenances of Park Grounds
- ✓ Maintenance of Park Facilities
- ✓ Docking Services
- ✓ Stewardship of Historic Resources
- ✓ Permitting and Scheduling of Special Events
- ✓ Administration of Park License Agreements
- ✓ Capital Planning and Project Management

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Controller	0.15	0.15	0.15
Horticulturalist	0	1	1
Park Foreman 1	1	1	1
Utility Mechanic	1	1	1
Totals Full Time	2.15	3.15	3.15
Positions Part-Time	FY21	FY22	FY23
Seasonal part-time positions vary throughout the year.			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Prescott Park proposed budget for FY24 is \$568,886, an increase of \$42,576 or 8.09% over FY23. This increase is primarily due to contractual agreements, increases in Health and Dental insurance, and increased plant material costs.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
SALARIES	135,377	135,774	220,693	229,842
PART-TIME SALARIES	112,205	92,762	57,920	66,120
OVERTIME	8,000	6,538	8,000	8,000
LONGEVITY	986	986	986	2,303
RETIREMENT	20,298	19,998	29,627	32,491
HEALTH & DENTAL INSURANCE	1,500	1,407	30,075	43,210
WORKERS COMP	5,315	5,315	5,274	5,868
OTHER BENEFITS	19,627	17,696	20,552	23,430
<i>Contractual Obligations</i>	<i>303,308</i>	<i>280,475</i>	<i>373,127</i>	<i>411,264</i>
CONTRACTED SERVICES	13,400	9,099	16,100	11,650
TRAINING	-	-	1,000	625
GARDEN SUPPLIES	33,000	44,837	50,000	59,160
REPAIRS AND MAINTENANCE	10,000	5,423	31,000	31,500
UTILITIES	26,256	27,604	30,352	33,180
GASOLINE	-	-	1,000	1,232
PROPERTY INSURANCE	5,631	5,631	5,913	3,591
OTHER OPERATING	16,118	21,994	17,818	16,684
<i>Other Operating</i>	<i>104,405</i>	<i>114,587</i>	<i>153,183</i>	<i>157,622</i>
TOTAL	407,713	395,062	526,310	568,886



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 as well as funds from the City's Parking Division. 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>

<u>FY24 Budget Summary of Revenues</u>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
Donations	-	-	4,000	4,000
Weddings	-	-	4,000	4,000
License Agreements	-	-	32,349	32,349
Transfer - General Fund	-	-	241,537	241,537
Transfer - Parking & Transportation	-	-	60,000	60,000
Transfer - Josie Prescott Trust	204,000	-	-	204,000
Transfer - Marine Maintenance Trust	-	23,000	-	23,000
Transfer - Bishop Flower Fund	-	-	-	-
TOTAL	204,000	23,000	341,886	568,886

<u>FY24 Budget Expenditure Breakdown</u>				
	PRESCOTT TRUST	MARINE MNT TRUST	PORTSMOUTH GENERAL FUND	TOTAL
SALARIES	17,103	-	212,739	229,842
PART-TIME SALARIES	25,666	15,960	24,494	66,120
OVERTIME	-	-	8,000	8,000
LONGEVITY	105	-	2,198	2,303
RETIREMENT	2,328	-	30,163	32,491
HEALTH & DENTAL INSURANCE	-	-	43,210	43,210
WORKERS' COMPENSATION	5,868	-	-	5,868
OTHER BENEFITS	1,317	1,221	20,892	23,430
<i>Contractual Obligations</i>	<i>52,387</i>	<i>17,181</i>	<i>341,696</i>	<i>411,264</i>
CONTRACTED SERVICES	11,650	-	-	11,650
GARDEN SUPPLIES	59,160	-	-	59,160
REPAIRS AND MAINTENANCE	31,500	-	-	31,500
UTILITIES	31,080	1,910	190	33,180
GASOLINE	1,232	-	-	1,232
PROPERTY INSURANCE	3,591	-	-	3,591
OTHER OPERATING	13,400	3,909	-	17,309
<i>Other Operating</i>	<i>151,613</i>	<i>5,819</i>	<i>190</i>	<i>157,622</i>
TOTAL	204,000	23,000	341,886	568,886

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 Horticulturalist, Park Foreman, utility mechanic and seasonal part-time staff, ensure the upkeep of the Park and all its components.



Coordination of special and permitted events-

- In addition to the non-profit organizations who operate in the Park, a number of special events and other permitted activities take place in the park. Examples of these activities include Yoga in the Park, the Fairy House Tour, and other activities such as formal events in the Public Forum area. Permissions for these types of events are processed through the City Manager's office.



Docking Services-

- The Park has two docking structures (North and South Docks) which are available for public use. Slips are designated for seasonal boaters, hourly rental and overnight docking for transient boaters. The dock slips are also used for docking for special visiting vessels offering public programs or services.

Administration, Capital Planning and Project Management-

- In addition to the regular maintenance of the Park grounds and facilities, the administration of Park license agreements, policies, and services as well as planning for large scale capital improvements are also part of the Park responsibilities. Major investments in the Park are planned as a result of the Prescott Park Master Plan adopted by the City Council in 2017.





Goals and Objectives



Goal #1: To ensure Prescott Park is available for park and recreational purposes



Objectives:

- ✓ Operate the Park in a manner which guarantees access by the public for parks and recreational purposes
- ✓ Ensure compliance with deed restrictions, City ordinances, and Park policies
- ✓ Administer agreements and monitor programming and services of Park licensees
- ✓ Communicate with the residents, park users, park visitors and others about Park activities, operations, future planning and other issues.

Performance Measurement: Park Reservations

	2021	2022	2023 (Estimate)
Weddings	10	11	10
Four Tree Island (Large Grill Reservation)	105	99	100

Citywide Goals Addressed:

- *Maintain Financial Stability*
- *Meet or Exceed State and Federal Legal/Regulatory Requirements Including Those for a Safe and Healthy Community and Environment*
- *Maintain and Improve Infrastructure to Meet Needs of the Community*



FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>		<u>POSITION</u>	<u>SALARY</u>
PRESCOTT PARK				
<u>ADMINISTRATION</u>				
PMA GRADE 20	1.5F/10.5G	③	CONTROLLER/ENTERPRISE ACCOUNTANT	16,841
			EDUCATION STIPENDS	262
TOTAL ADMINISTRATION				17,103
<u>BUILDING/GROUNDS</u>				
PMA GRADE 14	6.5B/5.5C		HORTICULTURALIST	72,409
SMA GRADE 14	E		PARK FOREMAN I	82,225
1386 GRADE 7	G		UTILITY MECHANIC	56,360
			EDUCATION STIPENDS	1,745
TOTAL BUILDING GROUNDS				212,739
TOTAL FULL TIME				229,842
PT - SEASONAL - PRESCOTT PARK BUILDINGS/GROUNDS				50,160
PT - SEASONAL - PRESCOTT PARK BOAT DOCKS				15,960
TOTAL PART TIME				66,120
TOTAL DEPARTMENT				295,962

③ **FOR TOTAL SALARY, PLEASE SEE PERSONNEL SUMMARY SECTION OF THE BUDGET**
85% FINANCE, 15% PRESCOTT PARK

	FY22	FY22	FY23	FY24
	BUDGET	ACTUAL	BUDGET	CITY MANAGER RECOMMENDED

PRESCOTT PARK

ADMINISTRATION

84-751-610-51-133-439

011064	COLL BARG CONTINGENCY	-	-	18,960	-
011001	REGULAR SALARIES	14,707	14,717	14,707	17,103
015001	LONGEVITY	50	50	50	105
022001	SOCIAL SECURITY	915	893	915	1,067
022501	MEDICARE	214	209	214	250
023001	RETIREMENT	2,075	2,075	2,075	2,328
034103	TELEPHONE	600	494	600	1,200
062001	OFFICE SUPPLIES	250	326	250	250
TOTAL		18,811	18,764	37,771	22,303

PARKS BUILDINGS & GROUNDS OPERATIONS

84-751-624-51-133-439

011001	REGULAR SALARIES	120,670	121,057	187,026	212,739
012001	PART TIME SALARIES	97,365	78,329	42,240	50,160
014041	OVERTIME	8,000	6,538	8,000	8,000
015001	LONGEVITY	936	936	936	2,198
021001	INSURANCE-HEALTH	-	-	28,675	39,610
021101	INSURANCE-DENTAL	1,500	1,407	1,400	3,600
022001	SOCIAL SECURITY	14,072	12,553	14,769	16,932
022501	MEDICARE	3,291	2,936	3,454	3,960
023001	RETIREMENT	18,223	17,923	27,552	30,163
026002	INSURANCE-WORKERS COMP	5,315	5,315	5,274	5,868
039001	PROFESSIONAL SERVICES	13,400	9,099	16,100	11,650
041002	ELECTRICITY	5,500	4,153	5,500	5,900
041101	NATURAL GAS	3,200	2,697	3,200	3,370
041205	WATER /SEWER FEES	15,999	19,671	20,000	22,000
043001	REPAIRS-STRUCTURAL	4,000	1,421	25,000	26,500
043002	REPAIRS-ELECTRICAL	3,000	1,745	3,000	3,000
043018	REPAIRS-EQUIPMENT	3,000	2,257	3,000	2,000
048002	PROPERTY INSURANCE	5,631	5,631	5,913	3,591
054050	TRAINING	-	-	1,000	625
061002	MISCELLANEOUS SUPPLIES	10,000	16,820	12,000	9,750
062019	GARDENING SUPPLIES	33,000	44,837	50,000	59,160
063501	GASOLINE	-	-	1,000	1,232
068003	PROTECTIVE CLOTHING	1,800	938	1,500	1,575
081001	CONTINGENCY	-	-	-	-
TOTAL		367,902	356,262	466,539	523,583

BOAT DOCKS

84-785-755-00-133-439

012001	PART TIME SALARIES	14,840	14,433	15,680	15,960
022001	SOCIAL SECURITY	920	895	972	990
022501	MEDICARE	215	209	228	231
034103	TELEPHONE	840	789	840	899
041002	ELECTRICITY	800	822	1,052	1,250
041205	WATER /SEWER FEES	757	261	600	660
074002	IT EQUIPMENT	2,628	2,628	2,628	3,010
TOTAL		21,000	20,037	22,000	23,000

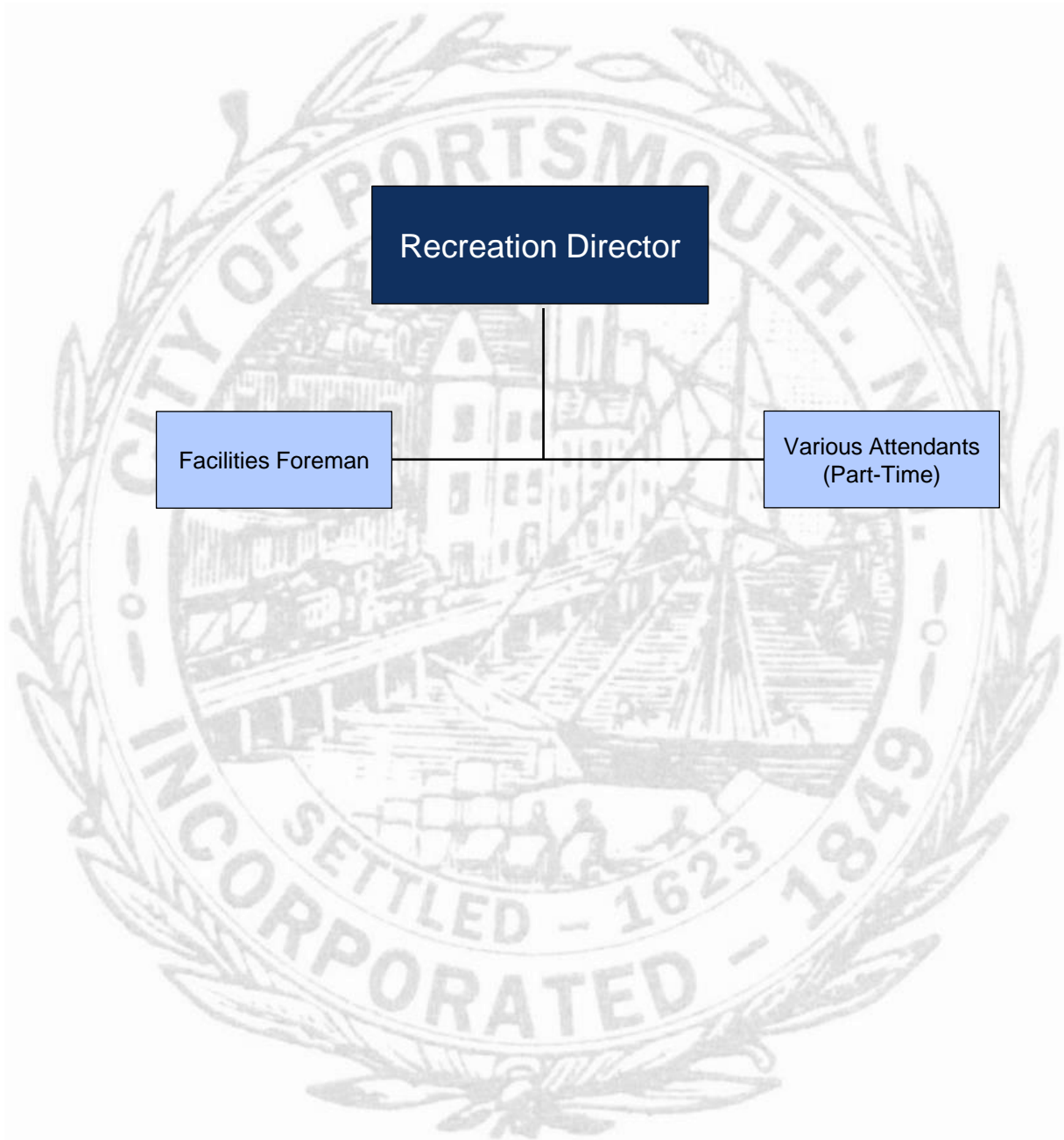
TOTAL PRESCOTT PARK		407,713	395,062	526,310	568,886
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Community Campus

(Special Revenue Fund)



Mission

To support current nonprofit tenants and provide recreation and wellness opportunities.



Community Campus

Services Overview

- ✓ Expanded Recreation Services
- ✓ Support local non-profit tenants and their participants
- ✓ Educational services

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Facilities Foreman	1	1	1
Totals Full Time	1	1	1
Positions Part-Time	FY22	FY23	FY24
Additional Part Time Hours as needed			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Community Campus proposed budget for FY24 is \$925,311, representing a net increase of \$121,094 or 15.06% over FY23. The net budget increase is primarily due to an increase in contractual obligations. This Special Revenue Fund has been created to operate the Community Campus building and grounds. This budget supports building maintenance needs, existing activities, food service, and is expanded to accommodate recreation programming in FY24.



The Community Campus Facility is ~72,000 square feet, with rental agreements in place with the Krempels Center, Seacoast Community School, Child Advocacy Center, Portsmouth Adult Education, and Seacoast Outright. The campus sits on ~32 acres, 2/3rds of which are wetlands protected habitat. The property includes walking trails, a playground, tennis courts, and is adjacent to multiple athletic fields.

City staff look forward to continued development of onsite recreation programs designed to fit a wide variety of interests and abilities. In addition, a public process is planned to craft the long-term vision for recreation and other opportunities at the Campus.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
Community Campus				
OPERATING				
SALARIES	-	19,492	68,175	80,423
PART-TIME SALARIES	-	4,252	58,373	58,500
OVERTIME	-	1,402	20,000	15,000
LONGEVITY	-	-	-	-
RETIREMENT	-	2,938	12,397	12,911
HEALTH INSURANCE	-	2,667	9,600	10,000
DENTAL INSURANCE	-	144	600	580
WORKERS COMPENSATION	-	-	5,500	-
LIFE AND DISABILITY	-	-	286	350
PROPERTY & LIABILITY	-	-	-	-
OTHER BENEFITS	-	1,893	11,213	11,775
COLLECTIVE BARGAINING CONTINGENCY	-	-	342	-
UTILITIES	-	73,468	300,900	301,200
CONTRACTED SERVICES	-	31,204	225,556	247,952
OTHER OPERATING	-	36,913	91,275	186,620
TOTAL	-	174,373	804,217	925,311

Budget Summary of Revenues

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
Transfer - General Fund	-	116,000	360,788	476,443
Transfer - School Department Utilities	-		35,000	35,000
Rental Income/Other Revenue	-	119,730	408,429	413,868
TOTAL	-	235,730	804,217	925,311

Programs and Services

Expanded Recreation Services

- Dedicated program space for expansion of Recreation Department programs, events and activities.
- Organized youth and adult sports leagues.
- Afterschool, vacation week, and summer programs and camps for grades K-8.

Support Local Non-Profit Tenants

- Shared programming.
- Food services.

Educational Services

- Future home to Robert J. Lister Academy



Goals and Objectives

Goal #1:

Provide affordable, diversified, year-round activities for residents and others.

Objectives:

- ✓ Provide year-round recreational programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time due to the increase in labor force and those not working in the traditional 9-5 setting.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.
- ✓ Create a balanced program that addresses the needs of all users, athletic activities, and non-athletic activities.

Performance Measurement:

Number of Programs Provided

	FY22	FY23 (Est)	FY24 (Projected)
Campus Programs	N/A	27	40

Citywide Goals Addressed:

- ✓ *Invite and Honor Input from the Community and Encourage Increased Participation/Engagement of Youth*
- ✓ *Deliver Services and Programs with Courtesy, Professionalism, and Efficiency.*
- ✓ *Welcome and Support Diversity in the Workplace and Community*



Goal #2:
Work with non-profit tenants to refine partnerships and offer new opportunities for those in need of services.



- Objectives:**
- ✓ Work with different organizations to learn what strengths each can bring to the Campus in relation to the City and Recreation Department.
 - ✓ Hold quarterly tenant meetings to better understand ways the City can support them and their clients while at the Campus.



Performance Measurement:
 Tenant Meetings Held:

	FY22	FY23 (Est)	FY24 (Projected)
Tenant Meetings Held	N/A	3	4

- Citywide Goals Addressed:**
- ✓ Leverage Local Resources and Partnerships to Improve and Support Needs of Residents, Non-profits, Arts and Culture Community.
 - ✓ Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed.
 - ✓ Maintain and Improve Infrastructure to Meet Needs of the Community.



Goal #3:
Engage in a public dialog process to craft a vision for the activities to be offered at the Campus.



- Objectives:**
- ✓ Host a variety of opportunities for the public to provide input.
 - ✓ Communicate with residents, policy makers, and City staff to fine-tune cost effective programming.

Performance Measurement:
 Number of public meetings held:

	FY22	FY23 (Est)	FY24 (Projected)
Public Meetings Held	N/A	2*	5

**Recreational Needs Study*

- Citywide Goals Addressed:**
- ✓ Consistently Communicate with Community Members and Stakeholders, Respecting Channels of Communication They Prefer and Keeping Them Informed.
 - ✓ Maintain Financial Stability.

Additional Performance Measures

The Community Campus is a new asset and there is nothing to compare in past years for performance measures. In the future, we want to compare additional programs offered at the Campus via the Recreation Department and participation numbers from year to year.

FY24 BUDGETED POSITION AND SALARY DETAIL

		<u>POSITION</u>	<u>SALARY</u>
COMMUNITY CAMPUS			
SMA GRADE 14	8B/4C	FACILITIES FOREMAN	72,213
		ON CALL	8,210
		<u>TOTAL FULL TIME</u>	<u>80,423</u>
		ADDITIONAL PART-TIME HOURS AS NEEDED	58,500
		<u>TOTAL PART TIME</u>	<u>58,500</u>
		<u>TOTAL DEPARTMENT</u>	<u>138,923</u>

				FY24
	FY22	FY22	FY23	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

Community Campus

12-751-610-51-134-419 - Administration

011064	COLL BARG CONTINGENCY	0	0	342	0
021001	INSURANCE-HEALTH	0	2,667	9,600	10,000
021101	INSURANCE-DENTAL	0	144	600	580
021501	INSURANCE-LIFE	0	0	100	125
021601	INSURANCE-DISABILITY	0	0	186	225
026002	INSURANCE-WORKERS COMP	0	0	5,500	0
034103	TELEPHONE	0	870	6,000	6,000
039001	PROFESSIONAL SERVICES	0	3,892	19,852	19,852
044006	PRINTING LEASE/MAINT	0	0	500	500
062001	OFFICE SUPPLIES	0	0	1,000	1,000
TOTAL		0	7,573	43,680	38,282

12-751-630-51-134-407 - Facilities

011001	REGULAR SALARIES	0	19,492	68,175	80,423
014041	OVERTIME	0	1,402	20,000	15,000
022001	SOCIAL SECURITY	0	1,271	5,467	5,916
022501	MEDICARE	0	297	1,279	1,384
023001	RETIREMENT	0	2,938	12,397	12,911
031001	PROF SERVICES-ENERGY CONT	0	0	28,480	30,000
034104	CELLULAR PHONES	0	373	520	540
035002	PROF SERV- SUBSTANCE TEST	0	0	500	100
039001	PROFESSIONAL SERVICES	0	27,311	138,724	148,000
039200	SNOW REMOVAL	0	0	38,000	50,000
041002	ELECTRICITY	0	34,235	150,000	150,000
041101	NATURAL GAS	0	30,771	120,000	120,000
041205	WATER /SEWER FEES	0	4,998	21,000	18,000
041302	MSW DISPOSAL	0	3,464	9,900	13,200
043001	REPAIRS-STRUCTURAL	0	2,443	6,536	11,680
043002	REPAIRS-ELECTRICAL	0	1,180	4,520	4,650
043004	REPAIRS-PLUMBING	0	967	3,100	8,300
043007	REPAIRS-ELEVATOR	0	3,416	3,275	4,000
043018	REPAIRS-EQUIPMENT	0	809	2,924	3,500
043032	GENERATOR MAINTENANCE	0	0	1,000	1,000
061001	FIRST AID	0	0	500	500
061002	MISCELLANEOUS SUPPLIES	0	858	500	1,000
064001	JANITORIAL SUPPLIES	0	2,072	500	7,500
068003	PROTECTIVE CLOTHING	0	75	300	350
068005	MATERIALS-SAND AND SALT	0	0	500	500
TOTAL		-	138,372	638,097	688,454

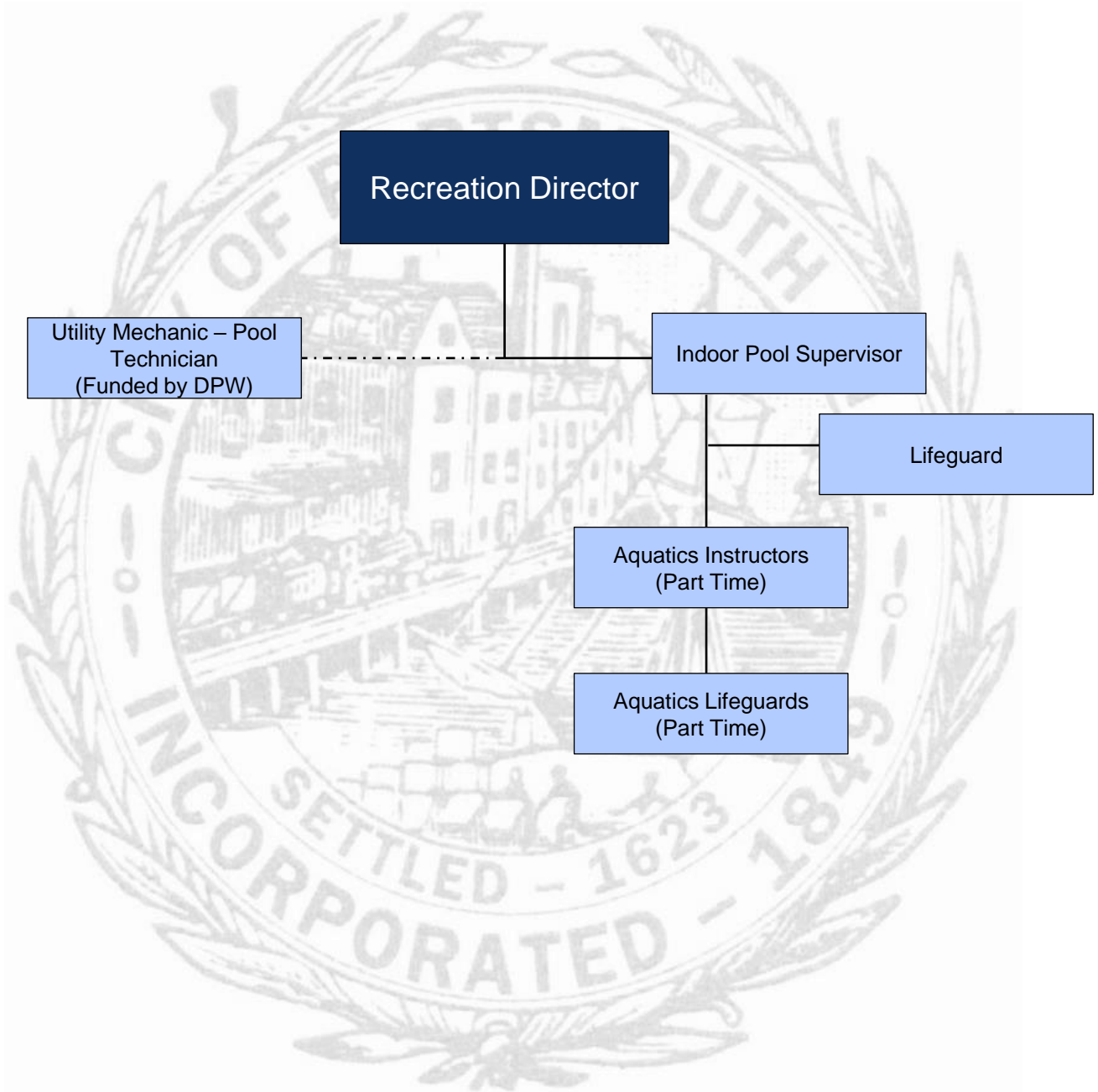
12-785-760-51-134-439

012001	PART TIME SALARIES	0	4,252	58,373	58,500
022001	SOCIAL SECURITY	0	264	3,620	3,627
022501	MEDICARE	0	62	847	848
039036	FOOD SERVICE	0	11,359	41,500	115,000
043018	REPAIRS-EQUIPMENT	0	2,897	8,000	9,000
044002	RENTAL OTHER EQUIPMENT	0	0	2,500	2,500
044006	PRINTING LEASE/MAINT	0	153	0	2,000
054050	TRAINING	0	0	500	0
055050	PRINTING	0	0	1,700	1,700
061001	FIRST AID	0	265	400	400
061002	MISCELLANEOUS SUPPLIES	0	9,176	5,000	5,000
TOTAL		0.00	28,426.87	122,440.00	198,575.00

Community Campus	0	174,373	804,217	925,311
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Indoor Pool

(Special Revenue Fund)



Mission

To provide aquatic programming for all ages and abilities with a focus on water safety.



Indoor Pool

Services Overview

- ✓ [Swim Lessons](#)
- ✓ [Lap Swim](#)
- ✓ [Aquatic Fitness & Training Classes](#)
- ✓ [Swim Team Rentals](#)



Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Pool Supervisor	1	1	1
Lifeguard	0	0	1
Totals Full Time	1	1	2
Positions Part-Time	FY22	FY23	FY24
Number of Part Time Lifeguards and Instructors vary throughout the year.			
Totals Part Time	0.00	0.00	0.00

Department Budget Comments

The Indoor Pool's FY24 proposed budget is \$633,652, which represents a net increase of \$37,401 or 6.27%. This increase is due primarily to a new full-time lifeguard, contractual obligations, and an increase in part-time wages. This Special Revenue Fund has been created to operate the Indoor Pool after a decade plus of successful partnership with non-profit S.I.P.P. to help manage the facility.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
INDOOR POOL				
SALARIES	-	67,907	78,731	128,326
PART-TIME SALARIES	-	105,541	244,104	230,000
RETIREMENT	-	9,864	11,070	18,729
HEALTH INSURANCE	-	10,669	9,600	36,635
DENTAL INSURANCE	-	1,107	2,000	3,100
WORKERS COMPENSATION	-	-	4,056	-
LIFE AND DISABILITY	-	297	314	565
PROPERTY & LIABILITY	-	-	-	4,613
OTHER BENEFITS	-	13,338	24,697	28,184
UTILITIES	-	70,921	120,000	121,500
CONTRACTED SERVICES	-	14,337	26,400	-
OTHER OPERATING	-	205,972	64,600	51,000
COLLECTIVE BARGAINING	-	-	679	-
OPERATING	-	502,432	586,251	623,652
NON OPERATING				
CAPITAL	-	-	10,000	10,000
NON OPERATING	-	-	10,000	10,000
TOTAL	-	502,432	596,251	633,652

FY23 Budget Summary of Revenues

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
Transfer - General Fund	-	150,000	150,000	200,000
Indoor Pool Memberships	-	61,584	291,992	189,652
Swim Lessons	-	158,354	71,085	160,000
Pool Rentals	-	24,252	71,230	70,000
Daily Pass	-	5,162	10,400	12,000
Merchandise/Other Revenue	-	2,648	1,544	2,000
TOTAL	-	402,000	596,251	633,652

Programs and Services

Swim Lessons

- Organized swim lessons for ages infant through senior.
- Group, semi-private, and private lessons.
- Over 1250+ participants per year

Lap Swim

- Open swim times for all ages
- Over 400 annual members

Aquatic Fitness & Training Classes

- Multiple aquatic fitness classes and events
- Lifeguarding and CPR classes

Swim Team Rentals

- Rental facility to multiple Seacoast youth swim teams
- Practice and meet facility for PHS team



Goals and Objectives



Goal #1: Provide affordable, diversified, year-round aquatic activities for residents and others.

Objectives:

- ✓ Provide year-round aquatics programs serving the varying needs of Portsmouth's residents, regardless of age, sex, race, or income level.
- ✓ Provide activities for different periods of free time to accommodate all families.
- ✓ Provide activities of a progressive nature so participants, from beginner to advanced, can be accommodated and satisfied.
- ✓ Create a balanced program between young and old, male and female, constant users and new participants.

Performance Measurement:

Number of Swim Lessons Offered

<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Estimate)</i>
<i>N/A</i>	<i>0*</i>	<i>2268</i>	<i>2750</i>

**Indoor Pool was closed for all FY21 due to Covid.*

Citywide Goal Addressed:

- *Invite and honor input from the community and encourage increased participation/engagement of youth*



Goal #2: Fully utilize all existing facilities, to expand the use of those facilities and areas set-aside for recreation as deemed necessary.



Objectives:

- ✓ *Continue to make capital improvements at the Pool.*
- ✓ *Improve and/or upgrade facility offerings through a citywide needs assessment.*

Performance Measures:

Capital Improvement Funds Utilized in Fiscal Year

<i>FY20</i>	<i>FY21</i>	<i>FY22</i>	<i>FY23 (Estimate)</i>
<i>N/A</i>	<i>N/A</i>	<i>N/A*</i>	<i>\$10,000</i>

**SIPP agreement ended June 30, 2022. Major upgrades were made just prior to the end of agreement.*

Citywide Goal Addressed:

- *Invite and honor input from the community and encourage increased participation/engagement of youth*
- *Maintain and improve infrastructure to meet the needs of the community*



Goal #3: Satisfy the different tastes and interests of individuals and age groups, by engaging the community to give feedback and requests on programming.



Objectives:

- ✓ *Provide a safe and comfortable atmosphere for all patrons at the pool.*
- ✓ *Carry on an active public relations campaign and encourage individuals and groups to actively participate in the planning and control of the Pool programs.*

Citywide Goal Addressed:

- *Invite and honor input from the community and encourage increased participation/engagement of youth*
- *Consistently communicate with community members and stakeholders, respecting channels of communication they prefer and keeping them informed*



Goal # 4: Maintain professional integrity and quality leadership by seeking out competent employees and by involving the staff in training sessions, workshops and other job-related training experiences

Objectives:

- ✓ Improve staff literacy and competence in all areas.
- ✓ Improve inter-facility communications.
- ✓ Incorporate new software programming to facilitate credit card payments and online registration.

Performance Measures:

Number of Staff Trainings

FY20	FY21	FY22	FY23 (Estimate)
N/A	N/A	6	10

Citywide Goal Addressed:

- *Deliver services and programs with courtesy, professionalism, and efficiency*

Performance Measures

Percent increase/ (decrease) in memberships and program participation at Indoor Pool:
 FY21 – (100%) (Covid)
 FY22 – 25%*
 FY23 – 50%
 *The Indoor Pool was closed through October of 2021.

Percent increase/ (decrease) in Swim Lessons:
 FY21– (100%) (Covid)
 FY22 – 75%*
 FY23 – 20%
 *The Indoor Pool was closed through October of 2021.

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
INDOOR POOL			
SMA GRADE 13	10E/2F	POOL SUPERVISOR	78,480
1386A GRADE 1	D	LIFEGUARD	38,146
		ON CALL	11,700
		TOTAL FULL TIME	128,326
		PART TIME LIFEGUARDS	160,000
		PART TIME INSTRUCTORS	70,000
		TOTAL PART TIME	230,000
		TOTAL DEPARTMENT	358,326

				FY24
	FY22	FY22	FY23	CITY MANAGER
	BUDGET	ACTUAL	BUDGET	RECOMMENDED

Indoor Pool

09-785-730-23-192-439

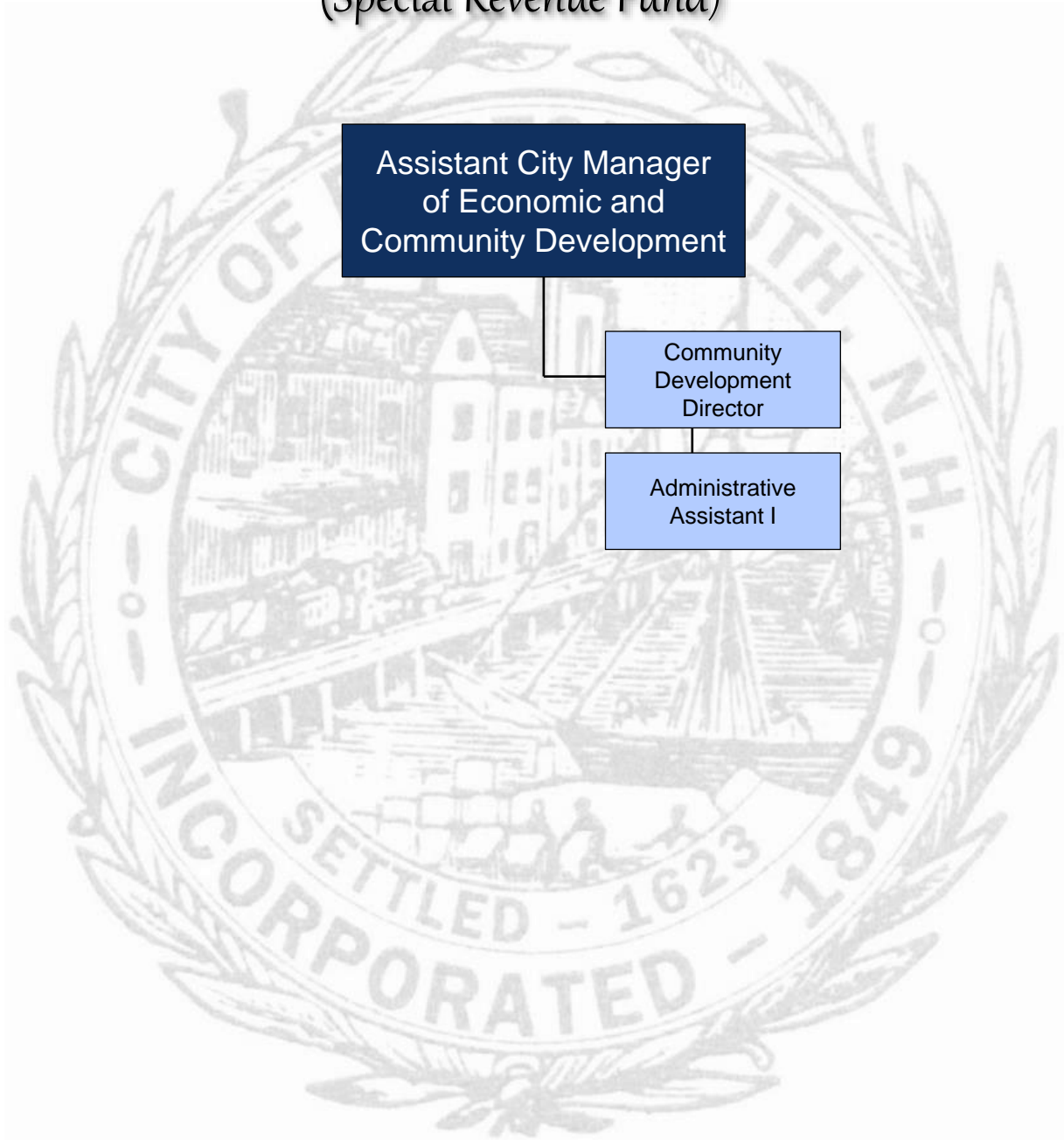
011001	REGULAR SALARIES	-	67,907	78,731	128,326
011064	COLL BARG CONTINGENCY	-	-	679	-
012001	PART TIME SALARIES	-	84,377	174,104	160,000
012002	PT INSTRUCTOR	-	21,164	70,000	70,000
014041	OVERTIME	-	2,480	-	1,000
021001	INSURANCE-HEALTH	-	10,669	9,600	36,635
021101	INSURANCE-DENTAL	-	1,107	2,000	3,100
021501	INSURANCE-LIFE	-	104	111	200
021601	INSURANCE-DISABILITY	-	192	203	365
022001	SOCIAL SECURITY	-	10,810	20,016	22,842
022501	MEDICARE	-	2,528	4,681	5,342
023001	RETIREMENT	-	9,864	11,070	18,729
026002	INSURANCE-WORKERS COMP	-	-	4,056	-
034003	CREDIT CARD CHARGE	-	5,787	10,000	10,000
034103	TELEPHONE	-	3,309	6,200	5,500
039001	PROFESSIONAL SERVICES	-	14,337	26,400	-
041002	ELECTRICITY	-	19,874	30,000	34,500
041101	NATURAL GAS	-	25,716	35,000	32,000
041205	WATER /SEWER FEES	-	25,331	55,000	55,000
043001	REPAIRS-STRUCTURAL	-	786	5,000	-
043002	REPAIRS-ELECTRICAL	-	5,113	2,000	-
043004	REPAIRS-PLUMBING	-	8,655	1,500	-
043018	REPAIRS-EQUIPMENT	-	17,955	2,500	9,100
044006	PRINTING LEASE/MAINT	-	-	500	500
048002	PROPERTY INSURANCE	-	-	-	4,613
061001	FIRST AID	-	70	400	400
061002	MISCELLANEOUS SUPPLIES	-	9,196	10,000	8,000
061004	MERCHANDISE	-	1,111	-	-
062001	OFFICE SUPPLIES	-	-	2,000	2,000
063800	MATERIALS-CHEMICALS	-	10,830	15,000	15,000
064001	JANITORIAL SUPPLIES	-	1,907	4,000	-
068002	CLOTHING	-	-	500	500
068016	MATERIALS	-	2,835	5,000	-
072012	INDOOR POOL	-	138,419	-	-
074001	EQUIPMENT	-	-	10,000	10,000
TOTAL		-	502,432	596,251	633,652



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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 (100% Grant Funded)

Services Overview

- ✓ Administration of Portsmouth's U.S. Housing and Urban Development-funded Community Development Block Grant (CDBG) Annual Entitlement Program
- ✓ Public & Non-Profit Facilities Improvement Projects
- ✓ ADA Accessibility Improvement Projects
- ✓ Public Service Agency Grant Program
- ✓ Administration of CDBG Disaster Relief Funds, if any
- ✓ Administration of the Hometown Program for First-Time Homebuyers

Position Summary Schedule

Positions Full Time	FY22	FY23	FY24
Community Development Coordinator	1	0	0
Community Development Director	0	1	1
Totals Full Time	1.00	1.00	1.00
Positions Part Time	FY22	FY23	FY24
PT Administrative Assistant I	1	1	1
Totals Part Time	1.00	1.00	1.00

Department Budget Comments

The FY24 proposed administrative budget for Community Development is \$150,608*. This represents an increase of \$14,175 or 10.39% from the FY23 budget. The budget includes



salaries and benefits and other general administration costs of the Community Development Block Grant (CDBG) Program. This increase is due to a program expansion to include administration of additional programs and grant funds to prepare, prevent and respond to COVID-19 and a modest rise in anticipated CDBG program income. Additionally, CDBG program administration costs have increased with larger and more complex CDBG-eligible infrastructure and construction costs.

Budget Summary of Expenditures

	FY22 BUDGET	FY22 ACTUAL	FY23 BUDGET	FY24 CITY MANAGER RECOMMENDED
CDBG				
SALARIES	80,302	80,302	80,761	94,928
PART-TIME SALARIES	18,537	9,062	25,178	29,912
LONGEVITY	333	333	333	349
RETIREMENT	11,337	11,323	11,402	12,893
HEALTH/DENTAL	-	-	-	-
COLLECTIVE BARGAINING CONTINGENCY	-	-	7,714	-
OTHER FRINGE BENEFITS	7,587	6,582	8,130	9,576
OTHER OPERATING	3,150	2,362	2,915	2,950
TOTAL	121,246	109,964	136,433	150,608

*At the time of this budget preparation, the FY 24 CDBG federal allocation has not be received. Budget will be adjusted as necessary upon final allocations.

Programs and Services

U.S. Housing and Urban Development-funded Community Development

Block Grant (CDBG) – The primary purpose of the CDBG program is to develop viable communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for residents who earn low or moderate incomes. The City of Portsmouth receives and administers approximately \$525,000 annual in CDBG entitlement funds. Additional CDBG funds may be made available to the City for disaster relief and urgent needs, such as through the CARES Act to prepare, prevent and respond to COVID-19.



Public Facility and Accessibility Projects - A variety of public facility projects are eligible to be funded through the Community Development Block Grant (CDBG) Program in neighborhoods or at facilities where a majority of residents earn low or moderate incomes as determined by the U.S. Census. Public facility projects include reconstruction of sidewalks and curbs, planting of street trees, installation of public lighting, and playground and park improvements. In addition, CDBG funding is used to make accessibility improvements throughout the City for persons who are physically disabled.

Public Service Agency Grant Program – Capped Community Development Block Grant funds are provided on a competitive basis to local public service agencies that provide housing, health, and other services to residents of Portsmouth who earn low or moderate incomes. Program funds are used to support operating costs such as salaries and utilities, or to subsidize client service fees.



Home Town, First Time Homebuyers Program - This program is funded through the Portsmouth Housing Endowment Fund. It is a collaborative effort between the City of Portsmouth and Citizens Bank, N.A. (Portsmouth, NH) to provide homeownership opportunities to eligible Portsmouth households. Through this program, eligible Portsmouth households may receive down payment assistance, closing cost assistance, and/or low interest secondary loan financing.

Goals and Objectives

Goal #1: Preserve, expand and improve public services for residents who earn low or moderate incomes, and who require health, housing, childcare and related services.

Objectives:

- ✓ Administer the Community Development Block Grant (CDBG) funded Public Service Agency Grant Program for social service agencies in accordance with U.S. Housing and Urban Development guidelines.
- ✓ Support public facilities upgrades and improvements for social service agencies serving Portsmouth residents.

Performance Measurement:

Number of persons benefitting from Public Service Agency Grant Program		
FY21	FY22	FY23 (Estimate)
22,000*	22,000*	500

Citywide Goal Addressed:

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

*Includes benefits resulting from citywide CDBG projects funded through the CARES Act; these figures are not typical in years operating in a non-pandemic environment with special, dedicated funding to prepare, prevent and respond to COVID-19.





Goal #2: Support improvements to government and non-profit public facilities that primarily serve individuals and families earning low to moderate incomes.

Objectives:

- ✓ Provide funding for public facility improvements to nonprofit agencies and/or toward eligible city-owned facilities through the CDBG public facilities grant program.
- ✓ Fund CDBG-eligible public facility improvement projects in income-eligible areas of the City and/or to primarily benefit low to moderate income persons.

Performance Measurement:

Number of persons benefitting from Public Facility Improvements		
FY21	FY22	FY23 (Estimate)
22,000*	22,000*	275

Citywide Goal Addressed:

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

**Includes benefits resulting from citywide CDBG projects funded through the CARES Act; these figures are not typical in years operating in a non-pandemic environment with special, dedicated funding to prepare, prevent and respond to COVID-19.*



Goal #3: Support housing opportunities for families earning a range of income levels.

Objectives

- ✓ Administer Home Town, the City of Portsmouth First Time Homebuyer Program in coordination with program partners including the Portsmouth Housing Endowment Fund.
- ✓ Work cooperatively with the Portsmouth Housing Authority and other appropriate agencies to retain, rehabilitate, and, where appropriate, expand the stock of affordable housing.
- ✓ Pursue housing initiatives consistent with the final report of the City's Housing Working Group.

Performance Measurement:

Number of households assisted through Home Town, the City's First-Time Homebuyer Program		
FY21	FY22	FY23 (Estimate)
3	1	3
Number of households assisted through Housing Rehabilitation		
FY21	FY22	FY23 (Estimate)
24	132	25

Citywide Goal Addressed:

- ✓ *Diversify and Enhance the Supply of Housing Choices*



Goal #4: Ensure that individuals with disabilities have equal access to public facilities and services.

Objectives:

- ✓ Continue to carry out projects that remove architectural barriers and improve access to public facilities for people with disabilities.

Performance Measurement:

Number of households benefiting from improved ADA accessibility		
FY21	FY22	FY23 (Estimate)
24	132	150

Citywide Goal Addressed:

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



Goal #5: Support activities that prepare, prevents and respond to disasters and urgent needs.

Objectives:

- ✓ Administer CDBG funds made available through the CARES Act and/or other disaster relief grants by funding activities including economic development, social services and public facility improvements that prepare, prevent and respond to COVID-19 or other eligible disasters and urgent needs as defined by HUD.

Performance Measurement:

Administrative Performance Measurements: CDBG Program expenditures meet U.S. Housing and Urban Development spending caps for public services and general administration, and the program expends federal funds in a timely manner in accordance with HUD regulations.

FY21 – Yes
 FY22 – Yes
 FY23 (Est) – Yes

Citywide Goal Addressed:

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

FY24 BUDGETED POSITION AND SALARY DETAIL

	<u>STEP</u>	<u>POSITION</u>	<u>SALARY</u>
COMMUNITY DEVELOPMENT			
PMA GRADE 17	4D/8E	COMMUNITY DEVELOPMENT DIRECTOR	93,183
		EDUCATION STIPEND	1,745
		TOTAL FULL TIME	94,928
NON GRADE 9	4.5B/7.5C	ADMINISTRATIVE ASSISTANT I (19.5 HRS/WK)	29,039
		EDUCATION STIPEND	873
		TOTAL PART TIME	29,912
		TOTAL DEPARTMENT	124,840

COMMUNITY DEVELOPMENT

ADMINISTRATION 20-789-411-51-100-002

011001	REGULAR SALARIES	80,302	80,302	80,761	94,928
011064	COLL BARG CONTINGENCY	-	-	7,714	-
012001	PART TIME SALARIES	18,537	9,062	25,178	29,912
015001	LONGEVITY	333	333	333	349
022001	SOCIAL SECURITY	6,149	5,334	6,589	7,761
022501	MEDICARE	1,438	1,247	1,541	1,815
023001	RETIREMENT	11,337	11,323	11,402	12,893
053001	ADVERTISING	1,000	1,303	900	950
056001	DUES PROFESSIONAL ORGANIZ	750	570	775	750
057101	TRAVEL AND CONFERENCE	1,000	75	900	900
062001	OFFICE SUPPLIES	200	354	200	200
062501	POSTAGE	200	60	140	150
TOTAL		121,246	109,964	136,433	150,608



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CITY OF PORTSMOUTH ROLLING STOCK PROGRAM

FISCAL YEARS 2024-2033



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 FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Legal	CH001	Focus 4 door Sedan (Legal) (white)	Ford	2012	1FAHP3E21CL156406	2012	\$ 13,335.00	10
Highway	H004	Fusion (black)	Ford	2009	3FAHP07Z49R114671	2020	\$ 1.00	5
Highway	H005	Tahoe (white)	Chevrolet	2014	1GNSKAE07ER199835	2023	\$ 1.00	5
Highway	H006	Focus 4 door Sedan (Insp) (white)	Ford	2015	1FADP3F26FL295688	2015	\$ 15,468.00	10
Highway	H008	F150 Pick-up (yellow)	Ford	2014	1FTFX1EF1EKE66511	2014	\$ 22,608.00	8
Highway	H009	F250 4X4 Pick-up (yellow) w/plow	Ford	2011	1FTBF2B67BEC71051	2011	\$ 24,432.00	10
Highway	H010	Explorer (black)	Ford	2014	1FM5K8AR2EGB19738	2020	\$ 1.00	5
Highway	H011	F-550 4x4 (yellow) w/plow (6/7 Diesel)	Ford	2015	1FDUF5HT4FEA65484	2014	\$ 40,743.00	10
Highway	H015	5'x8' Utility Trailer	Black Rhino	2023	7N0BU081XPA002440	2023	\$ 3,100.00	15
Highway	H017	Ranger Supercrew Pick-up (white)	Ford	2022	1FTER4FH5NLD09047	2022	\$ 32,988.95	10
Highway	H018	F550 Dump (white) w/plow	Ford	2020	1FDUF5HN1LDA00823	2020	\$ 73,181.85	10
Highway	H019	F150 Pick-up (white)	Ford	2021	1FTEX1EBXMKE94685	2022	\$ 30,283.00	10
Highway	H020	Silverado 4x4 Utility Body (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181199	2010	\$ 44,015.00	10
Highway	H021	Transit (white)	Ford	2021	1FTBR2C84MKA95152	2022	\$ 40,407.00	10
Highway	H022	C3500 4x4 1-ton Dump (yellow) w/plow (ordered)	Chevrolet	2009	1GBJK74K49F181203	2010	\$ 44,371.00	10
Highway	H023	F250 4x4 Utility Body (yellow) w/plow	Ford	2011	1FTBF2B65BEC71050	2011	\$ 24,432.00	10
Highway	H033	GR64F Rolloff (white)	Mack	2021	1M2GR3GC1MM019687	2020	\$ 298,435.00	12
Highway	H034	Granite 42B Dump (white)	Mack	2020	1M2GR1AC1LM001413	2020	\$ 232,984.00	12
Highway	H036	F550 4x4 1-ton Dump (yellow) w/plow (ordered)	Ford	2011	1FDUF5HT7BEC54883	2011	\$ 34,200.00	12
Highway	H037	108SD Dump (yellow) w/plow, wing, & spreader	Freightliner	2015	1FVAG5CY6FHGR4449	2015	\$ 90,994.00	12
Highway	H038	F550 Flatbed Dump (yellow) w/plow (6/7 Diesel)	Ford	2012	1FDUF5HT4CEC99314	2013	\$ 38,867.00	12

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H040	M2112 10 Wheel Dump (yellow) w/plow	Freightliner	2008	1FVHC7CV98HZ85796	2008	\$ 140,817.00	12
Highway	H043	F450 Dur-A-Lift Aerial (white)	Ford	2008	1FDXF46YX8EE59063	2010	\$ 71,500.00	15
Highway	H044	Granite GR64B Packer (white)	Mack	2020	1M2GR3GC5LM018184	2020	\$ 267,150.00	8
Highway	H045	Granite GR64B Packer (white)	Mack	2022	1M2GR3GC4NM025730	2021	\$ 266,123.00	8
Highway	H050	F550 4x4 1Ton Dump (yellow) w/plow (ordered)	Ford	2011	1FDUF5HT3BEC54881	2011	\$ 34,296.00	8
Highway	H051	Bucket Truck (white)	Freightliner	2020	1FVACXFE3LHLE3818	2020	\$ 180,891.00	12
Highway	H055	130G Grader	Caterpillar	1985	7GB00959	1996	\$ 20,000.00	15
Highway	H056	Roller-C747B	Hypac	2001	101170515602	2001	\$ 1.00	20
Highway	H068	F550 4x4 1-ton Dump (yellow) w/plow	Ford	2011	1FDUF5HTXBEA87743	2011	\$ 50,500.00	8
Highway	H072	Sidewalk Tractor	Trackless	2015	MT6-1881	2015	\$ 134,696.00	10
Highway	H074	Sidewalk Tractor	Trackless	2019	MT5718287	2020	\$ 123,950.00	10
Highway	H076	Compressor	Atlas	2014	4500A1014ER047276	2015	\$ 15,583.00	20
Highway	H082	Sidewalk Tractor	Trackless	2013	MT6-1700	2013	\$ 151,291.00	10
Highway	H084	Sidewalk Tractor	Trackless	2013	MT6-1721	2013	\$ 151,291.00	10
Highway	H085	7400 Packer (Year 3 of 3)	International	2012	1HTWGAZT1CJ453022	2014	\$ 153,819.00	8
Highway	H086	7400 Packer (Year 2 of 3)	International	2012	1HTWGAZT3CJ453023	2014	\$ 153,819.00	8
Highway	H087	Forklift	Toyota	2018	62519	2019	\$ 30,651.00	20
Highway	H089	Zero Turn Mower	Exmark	2021	409215828	2021	\$ 12,757.00	3500 Hrs
Highway	H090	Zero Turn Mower	Exmark	2021	409215829	2021	\$ 12,757.00	3500 Hrs
Highway	H095	Tractor	Kubota	2014	52471	2015	\$ 17,380.00	10
Highway	H105	F550 (yellow) w/ plow & salter	Ford	2020	1FDUF5HN0LDA13157	2020	\$ 79,049.60	10

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H106	Utility Tractor	Trackless	2003	MT5T-2132	2003	\$ 69,000.00	10
Highway	H107	Utility Trailor	Carry-On	2004	4YMUL18294V008205	2004	\$ 1,500.00	20
Highway	H110	Chipper	Morbark	2016	4S8SZ1615GW025594	2016	\$ 57,750.00	12
Highway	H111	Transit Van T-250 (white)	Ford	2020	1FTBR1D88LKB74606	2021	\$ 32,492.30	10
Highway	H112	Utility Trailer-Greenspace	Big Tex	2016	16VAX1012G3007043	2017	\$ 1,500.00	20
Highway	H114	GR42B Flatbed (white) w/plow, wing, & spreader	Mack	2020	1M2GR1ACXLM001412	2021	\$ 181,330.00	15
Highway	H115	F-250 (yellow) w/plow	Ford	2015	1FTBF2B64FEA65482	2015	\$ 24,965.00	10
Highway	H116	Utility Trailer-Greenspace	Cargo	2001	4U01C18241A001805	2020	\$ 1.00	10
Highway	H117	Trailer	Loadrite	2014	5A4HRAT20E2010005	2015	\$ 5,450.00	8
Highway	H119	Landscape Trailer	Mass	1999	1M9FL1413XD441003	1999	\$ 1,646.00	20
Highway	H120	Cargo Trailer (white)	Homesteader	2021	5HABE1820MN097445	2021	\$ 8,300.00	10
Health	CH120	Focus 4 dr. (Health) (white)	Ford	2016	1FADP3F21GL320529	2017	\$ 15,646.00	10
Highway	H121	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT2FEA65483	2015	\$ 40,751.00	8
Highway	H122	Enclosed Trailer	Homesteader	2022	5HABE1213NN111422	2022	\$ 5,995.00	10
Highway	H123	Enclosed Trailer	Innovative	2022	7PPZ1EC24N1002720	2022	\$ 9,855.00	10
Health	CH124	Focus Hatchback (Health) (black)	Ford	2014	1FADP3D21EL421749	2015	\$ 15,412.00	10
Recreation	R125	Transit 350 Cutaway Bus (Rec) (white)	Ford	2020	1FDES6PG3LKB13032	2021	\$ 68,511.50	8
Highway	H126	Cracksealer	Stepp	2022	4S9JK1253NS127033	2022	\$ 83,400.00	10
Enforcement	CH128	Equinox (Zoning) (white)	Chevrolet	2008	2CNDL13F586306544	2009	\$ 16,720.00	10
Recreation	R129	Transit Van (Rec) (white)	Ford	2019	NM0GS9F20K1388458	2019	\$ 25,286.00	8
Recreation	R130	4WD Cab Tractor (orange) Model L6060	Kubota	2021	KBUL5FHCPL8M50580	2021	\$ 48,717.66	10

**City of Portsmouth
Inventory
Vehicles**

Public Works/Highway

(Scheduled for replacement in FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Highway	H133	F750 Dump with Grapple (white)	Ford	2020	3ALACXFC6LDME9202	2020	\$ 163,280.00	10
Highway	H136	F550 4x4 1-ton Dump (yellow) w/plow (6/7 Diesel)	Ford	2011	1FDUF5HT5BEC54882	2012	\$ 34,296.00	8
Prescott Park	PP139	AgriSUV	Kawasaki	1996	JK1AFGC12RD501699	2003	\$ 3,587.00	10
Highway	H140	Ballfield Rake	Smithco	2003		2004	\$ 7,995.00	20
Highway	H141	Message Board	Solar	2015	4GM1M0913F1454406	2015	\$ 15,450.00	10
Highway	H146	Message Board	American Signal	2009	1A9AS432992228572	2011	\$ -	10
Highway	H148	F350 pickup w/plow (yellow)	Ford	2019	1FT8X3B63KEC00099	2019	\$ 42,699.00	8
Highway	H149	Utility Trailer-Signs/Lines	Carry-On	2005	4YMUL10145V058319	2006	\$ 2,000.00	20
Highway	H151	F550 4X4 1 Ton Dump (white) w/plow	Ford	2020	1FDUF5HN9LDA13156	2021	\$ 80,549.60	10
Highway	H154	Light Tower	RAJLY	2015	5UAA1LK17FV003653	2015	\$ 2,017.00	15
Highway	H155	Light Tower	RAJLY	2015	5UAA1LK15FV003652	2015	\$ 2,017.00	15
Assessing	CH156	Bolt (Assessing) (white)	Chevrolet	2019	1G1FY6S09K4103103	2019	\$ 30,520.00	10
Assessing	CH157	Focus 4-Door Sedan (Fin) (gray)	Ford	2011	1FAHP3EN4BW136691	2011	\$ 13,584.00	10
Assessing	CH158	Focus 4-Door Sedan (Fin) (gray)	Ford	2011	1FAHP3EN6BW136692	2011	\$ 13,584.00	10
Highway	H160	Transit Van (white)	Ford	2020	1FTBW9C8XLKB74423	2020	\$ 36,175.22	10
Inspections	CH162	Focus (Insp) (white)	Ford	2016	1FADP3F25GL320534	2017	\$ 15,646.00	10
Inspections	CH163	Explorer (Insp) (black)	Ford	2016	1FM5K8AR0GGB44611	2021	\$ 1.00	5
Inspections	CH164	Focus (Insp) (white)	Ford	2016	1FADP3F28GL320530	2017	\$ 15,646.00	10
Inspections	CH165	Focus (Insp) (white)	Ford	2016	1FADP3F21FL320532	2017	\$ 15,646.00	10
Prescott Park	PP1	Ranger	Ford	2011	1FTKR1AD6BPA51776	2011	\$ 10,984.00	12
Prescott Park	PP202	F-350 (Stake Truck-Arson) - placeholder						

City of Portsmouth
Replacement Schedule

Vehicles

Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
CH001										\$ 25,000.00
H004		\$ 30,000								
H005					\$ 40,000					
H006		\$ 35,000								
H008		\$ 45,000							\$ 45,000.00	
H009	\$ 30,000								\$ 35,000.00	
H010				\$ 30,000						
H011	\$ 100,000									\$ 55,000.00
H015										
H017									\$ 45,000.00	
H018				\$ 40,000	\$ 40,000					
H019									\$ 45,000.00	
H020		\$ 80,000								
H021									\$ 45,000.00	
H022									\$ 95,000.00	
H023										\$ 80,000.00
H033						\$ 87,500	\$ 87,500	\$ 87,500	\$ 87,500.00	
H034						\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000.00	
H036										\$ 50,000.00
H037			\$ 150,000	\$ 150,000						
H038		\$ 90,000								

City of Portsmouth
Replacement Schedule

Vehicles

Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
H040		\$ 180,000								
H043		\$ 62,500	\$ 62,500							
H044			\$ 95,000	\$ 95,000	\$ 95,000					\$ 100,000.00
H045				\$ 95,000	\$ 95,000	\$ 95,000				
H050							\$ 95,000			
H051							\$ 75,000	\$ 75,000	\$ 75,000.00	
H055			\$ 50,000	\$ 50,000						
H056					\$ 35,000	\$ 35,000				
H068								\$ 95,000		
H072			\$ 150,000							
H074						\$ 75,000	\$ 75,000			
H076										
H082		\$ 67,500	\$ 67,500							\$ 85,000.00
H084		\$ 67,500	\$ 67,500							
H085	\$ 95,000					\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000.00	
H086	\$ 95,000	\$ 95,000						\$ 100,000	\$ 100,000.00	\$ 100,000.00
H087										
H089								\$ 15,000		
H090								\$ 15,000		
H095		\$ 25,000								
H105							\$ 90,000			

City of Portsmouth
Replacement Schedule

Vehicles

Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
H106			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000				
H107										
H110					\$ 90,000					
H111								\$ 40,000		
H112										
H114										\$ 75,000.00
H115			\$ 45,000						\$ 45,000.00	
H116								\$ 10,000		
H117			\$ 15,000							
H119										
H120								\$ 10,000		
CH120				\$ 35,000						
H121			\$ 100,000							\$ 65,000.00
H122										
CH124		\$ 35,000								
R125					\$ 90,000					
H126									\$ 50,000.00	\$ 50,000.00
CH128		\$ 35,000								
R129				\$ 32,000						
R130										
H133					\$ 76,000	\$ 76,000	\$ 76,000			

City of Portsmouth
Replacement Schedule

Vehicles

Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
H136							\$ 50,000	\$ 50,000		
PP139		\$ 45,000								
H140					\$ 15,000					
H141		\$ 20,000								
H146			\$ 24,000							
H148				\$ 45,000						
H149										
H151						\$ 50,000	\$ 50,000	\$ 100,000		
H154							\$ 5,000			
H155							\$ 5,000			
CH156						\$ 35,000				
CH157										\$ 25,000.00
CH158										\$ 25,000.00
H160							\$ 40,000			
CH162				\$ 35,000						
CH163				\$ 35,000						
CH164				\$ 35,000						
CH165				\$ 35,000						
PP1	\$ 85,000									
PP202										\$ 45,000.00
TOTALS	\$ 405,000	\$ 912,500	\$ 876,500	\$ 762,000	\$ 626,000	\$ 628,500	\$ 773,500	\$ 772,500	\$ 842,500.00	\$ 780,000.00

City of Portsmouth
Inventory
Vehicles

Police Department

(Scheduled for replacement in FY 2024)

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		5
Police	29	Explorer	B&W - 2	Ford	2020	1FM5K8AB0LGC94361	2021	\$34,422.00	5
Police	2	Crwn Vic	B&W - 3	Ford	2011	2FABP7BV6BX159332	2011	\$23,377.00	10
Police	14	Explorer	B&W - 4	Ford	2020	1FM5K8AB2LGC94362	2021	Auction FY21	5
Police	15	Explorer	B&W - 5	Ford	2020	1FM5K8AB5LGB12847	2020	\$35,884.00	5
Police	16	Explorer	B&W - 6	Ford	2020	1FM5K8AB9LGC94360	2020	\$34,422.00	5
Police	17	Explorer	B&W - 7	Ford	2018	1FM5K8AR9JGA45986	2018	\$31,284.00	5
Police	18	Crwn Vic	B&W - 8	Ford	2011	2FABP7BV8BX159333	2011	\$23,377.00	10
Police	21	Explorer	B&W - 9	Ford	2014	1FM5K8AR9EGA70909	2020-used	\$13,001.00	5
Police	3	Explorer	B&W - 10	Ford	2020	1FM5K8AB3LGB12846	2020	\$35,884.00	5
Police	22	Explorer	B&W - 11	Ford	2021	1FM5K8AB5MGA43501	2021	\$34,502.00	5
Police	6	Explorer	B&W - 12	Ford	2021	1FM5K8AB3MGA43500	2021	\$34,502.00	5
Police	9	Explorer	B&W - 13	Ford	TBD	Replacement on Order-Insurance \$\$ for totaled SUV FY22			5
Police	31	Explorer	B&W - 14	Ford	2020	1FM5K8AB7:GB12848	2020	\$35,884.00	5
Police	5	Explorer	BLK LP - 15	Ford	2018	1FM5K8AR0JGA45987	2018	Replacement On Order FY23	5+
Police	10	Explorer	BLK LP- 16	Ford	2020	1FM5K8AB9LGB12849	2020	\$35,884.00	5
Police	4	Explorer	B&W - 17 (Sprvr)	Ford	2021	1FM5K8AB0MGA48499	2021	\$34,502.00	5
Police	7	Escape	UM - 1	Ford	2017	1FMCU9G98HUC81944	2017	\$25,277.00	5+
Police	12	Escape	UM - 2	Ford	2017	1FMCU9G9XHUC81945	2017	\$25,277.00	5+
Police	19	Pathfinder	UM - 3	Nissan	2011	5N1AR1NBXBC633922	2014	Replacement On Order FY23	5+
Police	25	Escape	UM - 4	Ford	2017	1FMCU9G91HUC81946	2017	\$25,277.00	5+
Police	24	Escape	UM - 5	Ford	2018	1FMCU9J90JUB48335	2018	\$30,711.00	5+
Police	8	Explorer	UM - 6	Ford	2017	1FMCU9G92HUA74045	2020	\$16,999.00	5
Police	35 (formerly 6)	Traverse	UM - 7	Chevy	2015	1GNKVFKD5FJ364681	2016	Replacement On Order FY23	5+
Police	28	Fusion	UM - 8	Ford	2010	3FAHP0HA8AR411925	2012	\$15,927.00	5+
Police	11	Acadia	UMA - 1	GMC	2019	1GKKNULS5KZ110382	2020-used	\$26,999.00	5+

City of Portsmouth
 Inventory
 Vehicles

Police Department

(Scheduled for replacement in FY 2024)

Department	City ID #	Description		Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost (Includes Equipment)	Useful Life
Police	1	Escape	UMA - 2	Ford	2018	1FMCU9J99JUB48334	2018	\$30,711.00	5+
Police	30	Edge	UMA - 3	Ford	2013	2FMDK3GC2DBA25236	2015	Replacement On Order FY23	5+
Police	27	E-350 XLT Van	UMV - 2	Ford	2007	1FBSS31L37DA36866	2007	\$24,108.00	5+
Police	20	Ranger	ADM - 1	Ford	2009	1FTYR10E89PA54533	2009	\$14,598.00	5+
Police	26	Explorer	ACO-1	Ford	2016	1FM5K8AR4GGB44613	2016	\$27,605.00	10
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	ICACV-1	Ford	2020	1FTYE2C87LKB21683	2020	\$40,916.00	10+
Police	34	Traverse-ICAC	ICAC-2	Chevy	2020	1GNEVFKW9LJ212736	2020	\$29,655.00	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 ADM-Utility Use ICACV-ICAC Van ICACC-ICAC Car-UM									
* Delay in production of new models resulted in delay of delivery in FY22 & FY23 of cars ordered									

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2024)

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
13	\$ 46,000.00					\$ 58,600.00				
29			\$ 50,700.00					\$ 64,600.00		
2				\$ 53,200.00					\$ 67,800.00	
14			\$ 50,700.00					\$ 64,600.00		
15		\$ 48,300.00					\$ 61,500.00			
16		\$ 48,300.00					\$ 61,500.00			
17	\$ 46,000.00					\$ 58,600.00				
18				\$ 53,200.00					\$ 67,800.00	
21		\$ 60,000.00								\$ 71,200.00
3					\$ 55,800.00					\$ 71,200.00
22			\$ 50,700.00					\$ 64,600.00		
6			\$ 50,700.00					\$ 64,600.00		
9				\$ 53,200.00					\$ 67,800.00	
31		\$ 48,300.00					\$ 61,500.00			
5					\$ 55,800.00					\$ 71,200.00
10		\$ 48,300.00					\$ 61,500.00			
4			\$ 50,700.00					\$ 64,600.00		
7					\$ 55,800.00					
12						\$ 58,600.00				
19										\$ 71,200.00
25									\$ 67,800.00	
24					\$ 55,800.00					
8									\$ 67,800.00	
35 /(6)						\$ 58,600.00				

City of Portsmouth
 Replacement Schedule
 Vehicles

(Scheduled for replacement in FY 2024)

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
28	\$ 46,000.00									\$ 71,200.00
11				\$ 53,200.00						
1		\$ 48,300.00					\$ 61,500.00			
30						\$ 58,600.00				
27	\$ 70,000.00									
20										
26				\$ 53,200.00						
23										
32										
33										
34					\$ 55,800.00					
Motorcycle 1	\$ 15,000.00		\$ 16,500.00		\$ 18,100.00		\$ 20,000.00		\$ 22,000.00	
Motorcycle 2		\$ 15,750.00		\$ 17,300.00		\$ 19,000.00		\$ 21,000.00		\$ 23,100.00
TOTALS	\$ 223,000.00	\$ 317,250.00	\$ 270,000.00	\$ 283,300.00	\$ 297,100.00	\$ 312,000.00	\$ 327,500.00	\$ 344,000.00	\$ 361,000.00	\$ 379,100.00

City of Portsmouth
Inventory

Fire Department

Vehicles

(Scheduled for replacement in FY 2024)

Department	City ID	Description	Dept ID	Make	Year of Mfg.	Mfg. ID Number	Fiscal Year Purchased	Cost	Useful Life
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	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#URK781531819	2019	175,000	10
Fire	*	Boat Trailer	*	Load Right	2019	5A4AH4W28J2010880	2019	*	10
Fire	187	Ambulance	A-2	Ford	2019	1FDUF5HT8KDA22766	2020	226,364	8
Fire	188	Pumper	E-1	E-One	2020	4EN6AHA88L2002999	2020	549,825	15
Fire	189	SUV	C-5	Chevrolet	2020	2GNAXSEVXL6205554	2020	25,000	10

**City of Portsmouth
Replacement Schedule**

(Scheduled for funding in FY 2024)

City ID #	Dept ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Pay-As-You-Go											
135	Trailor										
148	Haz Mat										
156	TR-1			\$20,000							
157	F-1				\$75,000						
164	U-4			\$35,000							
167	Pod Trl			\$20,000							
169	C-3		\$60,000								
173	U-1			\$50,000							
174	C-1										
175	U-2	\$60,000									
176	A-3					\$110,000	\$110,000	\$150,000			
179	B-1								\$65,000		
180	K SFE										
181	C-4				\$45,000						
183	A-1	\$95,000	\$200,000	\$110,000				\$110,000	\$110,000	\$110,000	
185	C-2				\$55,000						
189	C-5							\$50,000			
187	A-2				\$110,000	\$110,000	\$150,000				
191	C-1								\$60,000		
Total Pay-As You-Go Funding		\$155,000	\$260,000	\$235,000	\$285,000	\$220,000	\$260,000	\$310,000	\$175,000	\$110,000	\$0

		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY2030	FY2031	FY2032	FY2033
155	L-2										
158	E-4		\$800,000								
163	T-5					\$1,500,000					
168	E-6						\$800,000				
178	E-3							\$800,000			
188	E-1								\$800,000		
184	R-7									\$800,000	
186	Marine 1								\$250,000		
*	Boat Trailer										
188	E1										\$800,000
190	T2										
Total Bonding		\$0	\$800,000	\$0	\$0	\$1,500,000	\$800,000	\$800,000	\$1,050,000	\$800,000	\$800,000
Grand Total		\$155,000	\$1,060,000	\$235,000	\$285,000	\$1,720,000	\$1,060,000	\$1,110,000	\$1,225,000	\$910,000	\$800,000

City of Portsmouth

Inventory

School Department

Vehicles

(Scheduled replacements in FY 2024)

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	Exmark Navigator Mower	Exmark	2019	NV5730AKC48000	2019	12,799	8 YRS
School	8	72" Exmark Zero Turn Mower	Exmark	2021	LZS801CKA72RA1	2020	11,279	8 YRS
School	9	60" Exmark Mower w/ Bagging System	Exmark	2011	LZZ29KA606 - 882647	2011	10,820	8 YRS
School	10	WHAM 1600 Turbo Series II 12'	John Deere	2009	TC11600T070261	2009	37,995	8 YRS
School	11	Utility Trailer	Sur Track	2015	5JW1U1426G1137095	2016	2,700	10 YRS
School	12	Grounds Utility Vehicle AMT 626	John Deere	2016	S1MOHPXGSKGM41671	2016	8,180	10 YRS
School	13	Utility Trailer	PS-12	2012	1P9US1214MG120049	2013	4,500	10 YRS
School	14	Ford Focus 4DSE SDN	Ford Focus	2017	1FADP3F23H272047	2017	14,717	8 YRS
School	15	F350 Ext. Cab 1 ton 4x4 with plow	Ford	2017	1FT8X3864HEE98929	2017	36,606	8YRS
School	16	Utility Tractor 4630 with attachments	John Deere	2019	1LV4066RPPK406174	2019	70,100	8 YRS
School	17	F550 Dump Body Truck w/ Plow	Ford	2022	1FDUF5HN3NEE91487	2022	62,843	8 YRS
School	18	30-35' Scissor Lift (Ext)	JLG	2006	200153059	2014	15,500	10 YRS
School	19	30-35' Scissor Lift (Int)	Skyjack	2006	715130	2014	9,500	8 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 replacements in FY 2024)

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
2		\$ 52,000.00								
3										
4										\$ 52,000.00
5	\$ 52,000.00									\$ 52,000.00
6		\$ 28,000.00								
7			\$ 13,000.00						\$ 13,000.00	
8				\$ 13,000.00						
9	\$ 12,000.00					\$ 13,000.00				
10		\$ 49,000.00						\$ 52,000.00		
11			\$ 8,500.00							
12			\$ 9,500.00							
13					\$ 8,000.00					
14				\$ 35,000.00						
15			\$ 54,000.00							
16					\$ 85,000.00					
17							\$ 80,000.00			
18		\$ 22,000.00								
19	\$ 30,000.00								\$ 35,000.00	
20				\$ 6,700.00						
21						\$ 32,000.00				
22		\$ 30,000.00								
TOTALS	\$ 94,000.00	\$ 181,000.00	\$ 85,000.00	\$ 54,700.00	\$ 93,000.00	\$ 45,000.00	\$ 80,000.00	\$ 52,000.00	\$ 48,000.00	\$ 104,000.00

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY24)

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	\$ -	8
Parking	P003	Focus 4 door Sedan (white)	Ford	2015	1FADP3F21FL342836	2015	\$ 15,468.00	8
Parking	P016	Small Packer (white)	Chevrolet	2020	JALEEW167L7300738	2020	\$ 117,940.00	6
Parking	P024	Silverado 4x4 Flatbed (yellow) w/plow	Chevrolet	2009	1GBJK74K69F181204	2010	\$ 44,000.00	10
Parking	P046	7400 Packer (white)(Year 2 of 2)	International	2007	3HTWGAST27N472665	2008	\$ 132,194.00	8
Parking	P057	ReGen Sweeper	Chevrolet	2019	1G9GA3HP2KS462006	2020	\$ 239,800.00	5
Parking	P060	Sidewalk Tractor	Trackless	2019	MT5T22937	2019	\$ 123,950.00	10
Parking	P064	242B2 Skid Steer Loader	Caterpillar	2008	CAT0242BTBXM04407	2008	\$ 36,700.00	10
Parking	P069	Focus 4 door Sedan (white)	Ford	2015	1FADP3F24FL295687	2015	\$ 15,468.00	8
Parking	P070	Utility/Sidewalk tractor	Trackless	2003	MT5T-2124	2003	\$ 74,500.00	10
Parking	P071	Sidewalk Tractor	Trackless	1995	MT5T-804	1999	\$ 29,500.00	10
Parking	P073	Utility Tractor	Trackless	2020	MT5T-2150-7	2020	\$ 124,500.00	10
Parking	P101	Wheeled Loader	Caterpillar	2022	CAT0930MCF5K01950	2022	\$ 235,400.00	10
Parking	P102	624K-II Loader (Year 1 of 4)	John Deere	2016	1DW624KZEGF677758	2017	\$ 188,750.00	10
Parking	P113	Utility Trailer	Innovative	2020	1Z9Z1U816L1445250	2023	\$ 2,995.00	10
Parking	P130	F550 (white)	Ford	2020	1FDUF5HN7LKA00793	2020	\$ 83,481.00	8
Parking	P131	F250 4x4 Utility Body (yellow)	Ford	2016	1FDBF2B65GEA53810	2016	\$ 30,525.00	8
Parking	P132	F350 Pickup w/plow (yellow)	Ford	2019	1FTRF3B62KEC00098	2019	\$ 42,699.00	8
Parking	P137	Snowloader WK-800 (Year 2 of 4)	Snogo	2007	3939	2007	\$ 54,000.00	10
Parking	P138	Snowloader WK-800	Snogo	2016	3783727	2016	\$ 121,500.00	10
Parking	P139	F150 Pick Up (yellow)	Ford	2018	1FTMF1CB7JKE72415	2018	\$ 22,280.00	8
Parking	P140	Mobile Message Board	Solar Tech	2019	4GM2M1316K1462349	2019	\$ 19,450.00	10
Parking	P142	Mobile Message Board (retire)	PCMS	2003	139UP081X3A003197	2003	\$ 14,000.00	10
Parking	P145	F 150 (yellow)	Ford	2013	1FTEX1CM9DKE78157	2013	\$ 17,903.00	8

City of Portsmouth

Parking/Transportation

Inventory

Vehicles

(Scheduled for replacement in FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Parking	P147	Advance Power Washer	Life	2011	105500000311004	2011	\$ 75,000.00	10
Parking	P161	F150 Pick Up (yel)	Ford	2013	1FTMF1CM9DKE78156	2013	\$ 15,835.00	10
Parking	New	Mobile Message Board						
Parking	New	Mobile Message Board						

City of Portsmouth
Replacement Schedule

Vehicles Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
P001								\$ 40,000		
P003		\$ 35,000								\$ 40,000
P016		\$ 125,000	\$ 160,000			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
P024							\$ 45,000	\$ 45,000		
P046	\$ 107,000					\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	
P057			\$ 100,000	\$ 100,000			\$ 70,000	\$ 70,000	\$ 70,000	
P060				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000			
P064										\$ 120,000
P069		\$ 35,000								\$ 40,000
P070				\$ 100,000	\$ 100,000					
P071				\$ 100,000	\$ 100,000					
P073				\$ 25,000	\$ 70,000	\$ 70,000				
P101					\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
P102	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000						
P113										\$ 5,000
P130				\$ 50,000	\$ 50,000					
P131		\$ 70,000						\$ 25,000	\$ 55,000	
P132				\$ 45,000						
P137	\$ 60,000	\$ 75,000	\$ 75,000							\$ 200,000

**City of Portsmouth
Replacement Schedule**

Vehicles Scheduled for replacement in FY24

City ID #	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
P138		\$ 80,000	\$ 80,000							
P139			\$ 40,000							
P140						\$ 25,000				
P142										
P145	\$ 70,000									
P147	\$ 100,000									
P161		\$ 35,000								
New 23										\$ 25,000
New 23										\$ 25,000
TOTALS	\$ 387,000	\$ 505,000	\$ 505,000	\$ 520,000	\$ 420,000	\$ 385,000	\$ 405,000	\$ 420,000	\$ 365,000	\$ 455,000

City of Portsmouth

Inventory

Stormwater Division

Vehicles

(Scheduled for replacement in FY24)

Department	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Stormwater	SW042	6 Wh Dump 108SD w/plow,wing, spreader (Year 2 of 3)	Freightliner	2015	1FVAG5CY2FHGR4450	2015	\$ 90,994	10
Stormwater	SW066	Vactor 2112-JD (white) (Year 2 of 3)	International	2007	1HTWGAZTX7J564805	2008	\$ 244,795	10
Stormwater	SW067	M3 Street Sweeper	Chev/Global	2022	1G9AM6N10NS462105	2022	\$ 254,050	5
Stormwater	SW166	F150 (white)	Ford	2021	1FTFX1E81MKD02921	2021	\$ 36,788	6
Stormwater	NEW 24	F250 Utility Body Pickup						8
Stormwater	MISC	Equipment valued over \$10,000 to include but not limited to: Electrical Controls, Motors, Trailers, Compressors, & Message Boards.						

**City of Portsmouth
Replacement Schedule**

Vehicles **Scheduled for replacement in FY24**

City ID # *	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
SW042	\$ 80,000	\$ 80,000								
SW066	\$ 150,000	\$ 160,000						\$ 100,000	\$ 100,000	\$ 100,000
SW067			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000			
SW166			\$ 25,000	\$ 25,000						\$ 30,000
NEW	\$ 40,000							\$ 40,000	\$ 40,000	
MISC										
TOTALS	\$ 270,000	\$ 240,000	\$ 125,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 140,000	\$ 140,000	\$ 130,000

Funding for FY 24: \$135,000 Transfer from Sewer and \$135,000 use of Stormwater Fund Balance

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY24

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Water	W001	Edge (black)	Ford	2019	2FMPK4G97KBB04468	2019	\$ 28,929.00	8
Water	W002	Edge (black)	Ford	2019	2FMPK4G95KBB04467	2019	\$ 28,929.00	8
Water	H002	Explorer (black)	Ford	2018	1FM5K8D84JGB58201	2018	\$ 24,917.00	8
Water	W003	Edge (black)	Ford	2019	2FMPK4G95KBC03144	2109	\$ 28,929.00	8
Water	W004	Transit Van (white)	Ford	2021	NM0LS7E25M1488272	2021	\$ 29,133.55	10
Water	W005	Transit Van (white)	Ford	2022	NM0LS7S21N1512881	2022	\$ 30,047.00	10
Water	W006	Explorer (black)	Ford	2016	1FM5K8AR2GGB44612	2022	\$ 1.00	8
Water	W007	Transit Van (white)	Ford	2018	1FDBF4XM2JKA76151	2018	\$ 35,945.00	8
Water	W010	F-550 (yellow) w/plow	Ford	2016	1FDX0X5HT7GEA74838	2016	\$ 73,323.00	8
Water	W025	F-250 4x4 (white) w/plow	Ford	2020	1FDBF2B62LEC63257	2020	\$ 64,790.00	8
Water	W026	F-150 pick-up (yellow)	Ford	2018	1FTFX1EG6JKE72887	2018	\$ 29,378.00	8
Water	W027	F-550 (yellow) w/plow	Ford	2015	1FDUF5HT9FEA42315	2015	\$ 40,443.00	8
Water	W028	F-250 4x4 Supercab (w/ plow)	Ford	2020	1FT7X2BN1LEC48697	2020	\$ 45,007.00	8
Water	W029	F-250 Utility Body	Ford	2019	1FDBF2B6XKEC63215	2019	\$ 27,235.00	8
Water	W030	F-550 4x4 Utility Body pick-up w/plow (Year 2 of 2)	Ford	2016	1FD0X5HT5GEC57753	2017	\$ 73,476.00	8
Water	W031	F-550 4x4 Utility Body pick-up w/plow (Year 1 of 2)	Ford	2016	1FD0X5HT7GEC57754	2017	\$ 73,476.00	8
Water	W032	Transit (yellow)	Ford	2018	NM0LS7E76J1358959	2018	\$ 27,159.00	8
Water	W035	7400 SBA 6 WH.w/plow & wing (ordered)	International	2009	1HTWCZR39J142295	2011	\$ 107,000.00	8
Water	W053	F-150 (Yel)	Ford	2019	1FTFX1E43KKE25081	2020	\$ 28,401.00	8
Water	W060	Loader	Caterpillar	2021	CAT00420TH9X01243	2022	\$ 149,000.00	8
Water	W061	Excavator 318	Caterpillar	2021	CAT0M318HKE700531	2022	\$ 247,900.00	10
Water	W063	Track Loader-SVL90-2	Kubota	2015	14195	2015	\$ 57,700.00	10
Water	W079	Utility Trailer (construction)	Eagle	2018	112H8V350JL082749	2018	\$ 20,395.00	20

City of Portsmouth

Inventory

Water Division

Vehicles

Scheduled for replacement in FY24

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Water	W080	Compressor	Atlas	2014	4500A1018ER047278	2018	\$ 15,583.00	10
Water	W100	Mini Track Excavator U-55-4	Kubota	2015	25656	2016	\$ 82,364.00	10
Water	W100T	T16DT Trailer (W100)	Towmaster	2016	4KNTT1627GL161190	2016	\$ 10,700.00	7
Water	W101	Mini Wheeled Loader (W/S)	Volvo	2019	VCEEW60EP00312208	2020	\$ 77,661.00	12
Water	W103	F150 4X4 (Yel)	Ford	2017	1FTMF1E81HKD49737	2017	\$ 24,057.00	8
Water	W104	F550 Dump w/plow	Ford	2016	1FD0X5HT3GEC57752	2017	\$ 74,993.00	6
Water	W108	Mack Granite GR64F Dump w/plow	Mack	2021	1M2GR3GC9MM023583	2021	\$ 238,929.00	8
Water	W109	F-150 pickup 1/2 ton (yellow)	Ford	2013	1FTEX1CM1DKE57951	2013	\$ 18,127.00	8
Water	W126	Escape (SUV) (black)	Ford	2008	1FMCU931X8KC24057	2008	\$ 18,985.00	9
Water	W127	Escape (SUV) (white)	Ford	2021	1FMCU9G66MUA39606	2022	\$ 26,866.00	8
Water	W143	Mobile Message Board	SolarTech	2019	4GM2M1312K1462350	2019	\$ 19,450.00	10
Water	W150	Utility Trailer (Well Supplies)	Homemade	2016	5HABE1010GN042792	2016	\$ 2,995.00	20
Water	WT156	Utility Trailer	PJ	2008	3CVU8131882125365	2008	\$ 2,000.00	20
Water	W159	Edge (white)	Ford	2021	2FMPK4J99MBA54765	2022	\$ 37,140.15	10
Water	WT163	Trailer (Track Loader)	PJ	2013	4P5CC222XD3003769	2013	\$ 5,000.00	20
Water	NEW23	Pool Vehicle						
Water	MISC	Equipment valued over \$10,000 to include but not limited to: Elec. Controls, Pumps, Motors, Monitoring Equip., Valves, Trailers, Compressors, & Message Boards.						

City of Portsmouth										
Replacement Schedule										
Vehicles	Scheduled for replacement in FY24									
City ID # *	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
W001				\$ 35,000						
W002				\$ 35,000						
H002			\$ 40,000							
W003				\$ 35,000						
W004								\$ 40,000		
W005									\$ 40,000	
W006				\$ 35,000						
W007			\$ 55,000							
W010	\$ 115,000									
W025					\$ 60,000					
W026			\$ 45,000							
W027		\$ 55,000	\$ 60,000							\$ 55,000
W028				\$ 50,000						
W029				\$ 40,000						
W030	\$ 45,000								\$ 50,000	
W031	\$ 55,000	\$ 60,000								\$ 50,000
W032			\$ 35,000							
W035					\$ 50,000	\$ 50,000	\$ 50,000			
W053				\$ 40,000						
W060						\$ 87,500	\$ 87,500			
W061							\$ 85,000	\$ 85,000	\$ 85,000	
W063		\$ 35,000	\$ 35,000							
W079										
W080			\$ 20,000							
W100		\$ 50,000	\$ 50,000							
W100T			\$ 10,000							\$ 12,000

City of Portsmouth										
Replacement Schedule										
Vehicles	Scheduled for replacement in FY24									
City ID # *	FY 2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
W101									\$ 90,000	
W103		\$ 45,000								\$ 40,000
W104					\$ 50,000	\$ 50,000				
W108				\$ 45,000	\$ 140,000	\$ 90,000				
W109								\$ 55,000		
W126			\$ 35,000							
W127							\$ 30,000			
W143						\$ 25,000				
W150										
WT156										
W159								\$ 40,000		
WT163										
New Pool 23										
MISC EQ.	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 150,000
TOTALS	\$ 315,000	\$ 345,000	\$ 485,000	\$ 415,000	\$ 425,000	\$ 427,500	\$ 377,500	\$ 345,000	\$ 390,000	\$ 307,000

City of Portsmouth
Inventory
Vehicles

Sewer Division

(Scheduled for replacement in FY24)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Sewer	S002	Explorer (Blk)	Ford	2018	1FM5K8D84JGB58201	2018	\$ 24,917	8
Sewer	S004	Edge (White)	Ford	2021	2FMPK4G96MBA41253	2021	\$ 32,981	8
Sewer	S005	Escape (white)	Ford	2022	1FMCU9G6XNUA17030	2022	\$ 27,763	8
Sewer	S011	F-150 4X4 (white)	Ford	2020	1FTFX1E4XLFC24014	2021	\$ 36,732	10
Sewer	S012	F-150 4x4 1/2 ton Pick-up (Yel) w/Plow (Ordered)	Ford	2013	1FTEX1EM3DKE46589	2013	\$ 21,387	10
Sewer	S013	Escape (SUV) (White)	Ford	2021	1FMCU9BZ8MUA61799	2021	\$ 28,451	8
Sewer	S014	F550 Dump w/plow	Ford	2019	1FDUF5HY4KEC25823	2019	\$ 37,100	8
Sewer	S015	Fusion (White)	Ford	2020	3FA6P0T95LR263370	2020	\$ 23,380	10
Sewer	S017	Focus (White)	Ford	2014	1FADP3F29EL421718	2015	\$ 14,545	10
Sewer	S041	F550 Pickup	Ford	2019	1FDUF5HY4KEC00100	2020	\$ 36,999	8
Sewer	S048	114SD 10 Wheel Dump (Yel) w/Plow (Year 1 of 3)	Freightliner	2016	1FVHG3DV7GHHM1870	2016	\$ 179,199	10
Sewer	S049	F550 Pickup (Tommy lift)	Ford	2019	1FD0X5HY1KEC00101	2019	\$ 40,053	6
Sewer	S059	4WD Wheeled Loader	Caterpillar	2022	CAT00920TSL400799	2022	\$ 177,500	10
Sewer	S062	Skidsteer 289D3	Caterpillar	2020	CAT0289DLJX902243	2020	\$ 83,900	10
Sewer	S065	Vactor (white) (Year 2 of 5)	Mack	2020	1M2GR3GC5LM0181136	2020	\$ 481,962	8
Sewer	S075	F150 (Yel)	Ford	2017	1FTMF1E8XHGD49736	2018	\$ 23,547	10
Sewer	SC075	Compressor	Atlas	2016	4500A101XGR053151	2018	\$ 18,475	10
Sewer	S076	Hot Jet & Trailer	Misc	2018	58LMU1222JA001555	2019	\$ 29,595	10
Sewer	S078	GR64F Rolloff	Mack	2022	1M2GR3GC6NM025731	2022	\$ 264,367	10

City of Portsmouth
Inventory
Vehicles

Sewer Division

(Scheduled for replacement in FY24)

Division	City ID #	Description	Make	Year of Mfg.	Mfg. Identification Number	Fiscal Year Purchased	Purchase Cost	Useful Life
Sewer	S099	908M Wheeled Loader	Caterpillar	2020	CAT0908MJH8804424	2020	\$ 124,341	10
Sewer	S116	Utility Trailer	Carry On	2014	4YMCL1429EV024360	2014	\$ 4,400	10
Sewer	S123	F-150 4x4 w/Plow	Ford	2010	1FTVX1EV2AKE09201	2010	\$ 26,252	10
Sewer	S124	Enclosed Trailer	Innovative	2023	7PPZ1EC26P1003273	2022	\$ 9,885	10
Sewer	S127	Escape (SUV) (white)	Ford	2021	1FMCU9G66MUA39606	2022	\$ 24,886	10
Sewer	S130	Tank Truck (Yel/Blk) 114 SD	Freightliner	2018	1FVHG3DV6JHJS5730	2018	\$ 208,916	10
Sewer	S134	F-150 4X4 (white)	Ford	2012	1FTEX1EM6CFC28430	2013	\$ 26,894	8
Sewer	S135	F-550 Camera Truck- (Ordered)	Ford	2012	1FDUF5GT9CEC70358	2013	\$ 101,800	10
Sewer	S144	Message Board	Solar Tech	2022	4GM2M1311N1463011	2022	\$ 19,140	10
Sewer	S147	Message Board	Solar Tech	2022	4GM2M131XN1463010	2022	\$ 19,140	10
Sewer	S167	F250 Extended Cab w/Plow	Ford	2017	1FT7X2B60HED45177	2017	\$ 33,225	10
Sewer	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 replacement in FY24

City ID # *	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
S002			\$ 40,000							
S004						\$ 40,000				
S005							\$ 40,000			
S011								\$ 60,000		
S012										\$ 45,000
S013					\$ 40,000					
S014				\$ 37,500	\$ 37,500					
S015							\$ 40,000			
S017		\$ 35,000					-	-	-	-
S041				\$ 50,000	\$ 50,000	Maybe an F600				
S048	\$ 70,000	\$ 70,000	\$ 70,000							
S049		\$ 45,000	\$ 45,000							\$ 50,000
S059					\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		
S062					\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000		
S065	\$ 135,000	\$ 110,000	\$ 110,000	\$ 110,000				\$ 100,000	\$ 100,000	\$ 100,000
S075						\$ 50,000				
SC075					\$ 20,000					
S076						\$ 40,000				
S078						\$ 60,000	\$ 60,000	\$ 60,000	\$ 125,000	-
S099					\$ 50,000	\$ 50,000	\$ 50,000			
S116		\$ 10,000								
S123								\$ 60,000		
S124										\$ 12,000
S127									\$ 40,000	-
S130		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000					
S134									\$ 40,000	

City of Portsmouth
Replacement Schedule

Vehicles

Scheduled for replacement in FY24

City ID # *	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
S135						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
S144										\$ 25,000
S147										\$ 25,000
S167				\$ 50,000						
MISC	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
TOTALS	\$ 405,000	\$ 540,000	\$ 535,000	\$ 517,500	\$ 557,500	\$ 590,000	\$ 565,000	\$ 655,000	\$ 580,000	\$ 482,000



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CITY OF PORTSMOUTH, NH CAPITAL IMPROVEMENT PLAN



FY 2024 – FY2029

Planning Board Adopted: December 15, 2022

City Council Public Hearing: February 6, 2023

City Council Adopted: March 6, 2023

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SECTION I: INTRODUCTION

The Capital Improvement Plan (CIP) sets forth a multi-year schedule and financing strategies for accomplishing necessary public improvements. Careful development of and adherence to the CIP ensures that needed facilities are provided within the City's financial capability. In combination with the annual City budget, the CIP has a major impact on the allocation of fiscal resources, and is thus one of the most important documents considered by the City Council.

The purposes of the CIP are to:

1. Implement needed improvements on a scheduled basis
 - Provides a complete picture of the City's major development needs
 - Coordinates activities of various City departments and agencies
 - Assists in implementing recommendations of the City's Master Plan
2. Guide the allocation of fiscal resources
 - Establishes fiscal priorities for projects
 - Balances the use of funding sources
3. Help plan for future City expenditures
 - Discourages piecemeal improvements and duplication of expenditures
4. Ensure that needed facilities are provided within the City's financial capability:
 - Informs the taxpayers of anticipated future improvements
 - Helps to schedule major projects to reduce fluctuations in the tax rate

As used in the CIP, a capital improvement project is defined as a major fiscal expenditure that falls into one or more of the following categories:

- ✓ Land acquisition;
- ✓ Construction or expansion of a public facility, street, utility or public infrastructure;
- ✓ Rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
- ✓ Design work or planning study related to a capital project or implementation of the Master Plan;
- ✓ Any item or piece of equipment, non-vehicular in nature, that costs more than \$50,000 and has a life expectancy of 5 or more years; or
- ✓ Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000.

The capital planning process is coordinated by the Finance and Planning Departments under the direction of the City Manager. Capital project requests are initially formulated by City department heads and submitted to the Finance Department. Members of the public may also submit project requests, which are reviewed by City departments and incorporated into the departmental project submissions as appropriate.

Each project request includes the following information:

1. Project name



2. Project number. These numbers are broken down into 4 parts:

• Project Category

- VE – Vehicles & Equipment
- BI – Buildings & Infrastructure
- IS – Information Systems Management
- TSM – Transportation System Management
- EF – Enterprise Funds
- COM- Combined Funding



• Year of Project Submission

- i.e. -12 → FY2012



Submission

• Submitting Department

- FD – Fire Department
- PD – Police Department
- SC – School Department
- FI – Finance Department
- PL – Planning Department
- RC – Recreation Department
- CD – Community Development Department
- PW – Public Works Department
- PW/NH – Public Works & State of New Hampshire




- PL/NH – Planning Department & State of New Hampshire
- IT – Information Technology
- WD – Water Division
- SD – Sewer Division
- Location within the CIP plan
 - Projects are given a throughout the document.

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

sequential number

3. Project location


VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Description: This program is a regular replacement schedule for the City's

4. Impact on operating budget

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)




Description: This program is a regular replacement schedule for the City's

5. **Project type**

- Land acquisition;
- Construction or expansion of a new public facility or public infrastructure;
- Non-recurring rehabilitation of a public facility or public infrastructure provided the cost is \$50,000 or more;
- Design work or planning study related to a capital project or implementation of the Master Plan;

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)




Description: This program is a regular replacement schedule for the City's

- Any item or piece of equipment, non-vehicular in nature, that costs more than \$50,000 and has a life expectancy of 5 or more years; or
- Replacement and purchase of vehicles which have a life expectancy of more than 5 years or cost more than \$50,000

6. **Project priority/Proposed time frame:**

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM	
Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Description: This program is a regular replacement schedule for the City's

- (A) Implement within 3 years
- (B) Implement within 4 to 6 years
- (C) Implement after 6 years
- (O) Ongoing allocations of funding are required for this project

7. **Citywide Goal Addressed by this Capital Project** (Projects funded in FY24 only)

VE-07-FD-01: Ambulance Replacement Program

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Vehicles and Equipment: Vehicles



○ City Council Goals



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



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



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



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



- Diversify and Enhance the Supply of Housing Choices



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



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

○ Organization's Goals



- Welcome and Support Diversity in the Workplace and Community



- Maintain Financial Stability



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



- Deliver Services and Programs with Courtesy, Professionalism, and Efficiency



- Maintain and Improve Infrastructure to Meet Needs of the Community

○ School Board and Charter Commissions



- Provide an Educational Environment that maintains School Board Goals and supports its pillars of Opportunity, Equity, Student Wellness and a Strong Sense of Community to Every Youth



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

8. **Project justification** (does the project meet one or more of the following criteria):

- Identified in planning document or study
- Improves quality of existing services
- Provides added capacity to existing services
- Addresses public health or safety need
- Reduces long-term operating costs
- Alleviates substandard conditions or deficiencies
- Provides incentive to economic development
- Responds to federal or state requirement
- Eligible for matching funds with limited availability

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

Department: Fire Department
 Project Location: Station 2 (2010 Lafayette Rd)
 Project Type: Replacement or Purchase of Vehicle
 Commence: Ongoing
 Priority: O (ongoing or programmatic)
 Impact on Operating Budget: Reduce (will reduce Operating Costs)

Evaluation Criteria

Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

	FY23	FY24	FY25	FY26	FY27	FY28	Totals 23-28	6 PP's Funding	Totals
GP	0%						\$0	\$0	\$0
Fed/State	0%						\$0	\$0	\$0
Bond/Lease	0%						\$0	\$0	\$0
Other (Rolling Stock)	100%	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000
Revenues	0%						\$0	\$0	\$0
PPP	0%						\$0	\$0	\$0
Totals		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000

CAPITAL IMPROVEMENT PLAN FY 23-28 48

9. Cost estimate and proposed funding sources

- GF (General Fund) – Funded by Capital Outlay Funds
- Fed/State – Federal/State Funding
- Bond/Lease – Bond/Lease Borrowing
- Other (Rolling Stock) – Non-Operating Budget Funding
- Revenues – From Special Revenue/Enterprise Funds (Parking/Water/Sewer)
- PPP (Public Private Partnership) – Partnership funding through a private entity

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

Department: Fire Department
 Project Location: Station 2 (2010 Lafayette Rd)
 Project Type: Replacement or Purchase of Vehicle
 Commence FY: Ongoing
 Priority: O (ongoing or programmatic)
 Impact on Operating Budget: Reduce (will reduce Operating Costs)

Evaluation Criteria

Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

	FY23	FY24	FY25	FY26	FY27	FY28	Total 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0
Fed/State	0%							\$0	\$0
Bond/Lease	0%							\$0	\$0
Other (Rolling Stock)	100%	\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000
Revenues	0%						\$0	\$0	\$0
PPP	0%						\$0	\$0	\$0
Totals		\$95,000	\$95,000	\$100,000	\$100,000	\$100,000	\$490,000	\$570,000	\$1,060,000

CAPITAL IMPROVEMENT PLAN FY 23-28 48

10. Useful Website Links

- Links to project web pages, prior year funding pages and more.

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

Department: Fire Department
 Project Location: Station 2 (2010 Lafayette Rd)
 Project Type: Replacement or Purchase of Vehicle
 Commence FY: Ongoing
 Priority: O (ongoing or programmatic)
 Impact on Operating Budget: Reduce (will reduce Operating Costs)

Evaluation Criteria

Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

11. Notes of Changes in Funding Plan from prior year CIP

VE-07-FD-01: AMBULANCE REPLACEMENT PROGRAM

Department: Fire Department
 Project Location: Station 2 (2010 Lafayette Rd)
 Project Type: Replacement or Purchase of Vehicle
 Commence FY: Ongoing
 Priority: O (ongoing or programmatic)
 Impact on Operating Budget: Reduce (will reduce Operating Costs)

Evaluation Criteria

Criteria	Satisfy
Identified in Planning Document or Study: Self-Assessment of FD Operations: April 2015	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Addresses Public Health or Safety Need	Y
Reduces Long-Term Operating Costs	
Alleviates Substandard Conditions or Deficiencies	
Provides Incentive to Economic Development	
Responds to Federal or State Requirement	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2014 Ambulance is scheduled for replacement in FY23. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

Useful Website Links:

- [Self-Assessment of FD Operations: April 2015](#)
- [FY21-FY26 CIP page](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

After City department heads submit their capital project requests, an Advisory Committee of the Planning Board meets with department representatives to review these requests. The Advisory Committee then evaluates and prioritizes each request and makes recommendations to the Planning Board.

The following factors are considered when prioritizing projects:

- **Project requirements** – Is the project required to meet legal, compliance, or regulatory requirements?
- **Timing** – How soon does the project need to be implemented to address the needs identified?
- **Strategic alignment** – To what extent is the project aligned with other city projects, policies, processes?
- **Public value** – How much value does the outcome of this project provide to the general public? How much public support is there for implementing this project?
- **Finance planning** – Is the project fundable in the time frame identified, are there available funding sources for this project?



The Finance Department incorporates the Advisory Committee's recommendations into a recommended Capital Improvement Plan which is reviewed and adopted by vote of the Planning Board in accordance with State statute. Finally, the Planning Board's adopted CIP is conveyed to the City Council for public hearing and adoption in accordance with City Charter requirements.

CIP Helpful Website Links

CityofPortsmouth.com

The City's Capital Improvement Plan, in-process, current and prior year versions, is found in the Planning Department's Page (PlanPortsmouth) under "Plans & Reports."

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



Citywide

- Municipal Government Video Channel <https://www.youtube.com/user/CityofPortsmouth>

Finance Department

- Current and Past Budget Documents <https://www.cityofportsmouth.com/finance/proposedadopted-budgets-and-financial-reports>
- FY22 Annual Comprehensive Financial Report <https://files.cityofportsmouth.com/finance/fy22/ACFR22.pdf>
- FY22 Popular Annual Financial Report (PAFR) <https://files.cityofportsmouth.com/finance/fy22/PAFR22.pdf>

Planning Department

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

Public Works Department – Highway Division

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

Public Works Department – Water/Sewer/Stormwater Divisions

- Water Homepage <https://www.cityofportsmouth.com/publicworks/water>
- Wastewater/Sewer Homepage <https://www.cityofportsmouth.com/publicworks/wastewater>
- Stormwater Homepage <https://www.cityofportsmouth.com/publicworks/stormwater>

Public Works Department – Parking Division

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

SECTION II: METHOD OF FINANCING

Capital improvement projects are funded from a variety of sources. These include: General Fund (GF); Federal/State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRF) and Public Private Partnerships (PPP).

General Fund – The most commonly used method of financing capital projects is through the use of the General Fund. The General Fund includes the money raised by the local property tax for a given year. When a project is funded with General Fund revenues, its entire cost is paid off within the year. The intent is to budget annually a certain amount from the General Fund (approximately 2% of previous FY General Fund total Budget) to address City priorities. If the City has the financial capacity to pay for a project in a given year, the cost to the taxpayer will generally be less than if bonded because there are no interest payments to be made. However, it does have the effect of lumping expenditures into one year, thereby giving a peak tax loading.

Grants – One source of grants is from other levels of government, for example, the Environmental Protection Agency, the NH Department of Health and Human Services, U.S. Housing and Urban Development, NH Department of Environmental Services, and the NH Department of Transportation. Generally, these Federal and State sources provide an outright grant or matching funds to go with locally raised funds. The City also pursues non-governmental private grants when applicable.

General Obligation Bonds – Bonds are used to finance major municipal capital projects. These are issued for a period of time generally extending from ten to twenty years during which time principal and interest payments are made. They are secured by the raising of property taxes. The time payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers to pay a smaller amount of the project's cost at a time. However, they do commit the City's resources over a long period of time and decrease the flexibility of how yearly revenues can be utilized. The City's bonding capacity is a limited resource. All projects that are to be bonded should meet minimum eligibility criteria and must have a life span at least equal to the bond life.

Revenues – The City has established two Enterprise Funds for Water and Sewer. The needs for these two divisions are met through the revenues raised from providing that particular service. Therefore, there is no impact on the City's tax rate. Additionally, the City has established a Parking and Transportation Fund (Special Revenue Fund). Revenues derived from the City's parking functions are transferred to this fund in order to operate the City's parking and traffic related activities.

State Revolving Loan Fund – This is a program offered through the NH Department of Environmental Services for the purpose of providing low interest rate funding for approved water pollution control projects. State approval of applications does not bind the City to any of the individual projects but does lock into a low interest rate loan. Upon completion of projects, the loan becomes a serial bond payable by the City of Portsmouth Sewer or Water Fund to the State of NH. Payback is over a five to ten year period and

Enterprise Revenues are utilized for that purpose. In addition, the City applies for State Aid Grant funding to assist in repaying SRF loans up to 30% of the total project cost.

Public Private Partnership – This method of financing involves joint funding of a particular project between the City and one or more private sector or non-governmental partners. This method is used for projects that will benefit the partners and help to minimize costs to local taxpayers.

Deciding on which method of financing should be selected for a given project is dependent on a number of factors. These include the cost of the project, its useful life, the eligibility of the project to receive funds from other than local taxes, long-term and short-term financial obligations of the City and a project's relative priority in terms of implementation. The Capital Improvement Plan seeks to maximize the potential benefits from all revenue sources.

Impact on Operating Budget

Description of box labeled “Impact on Operating Budget” is as follows:

1. Reduce – will generate revenue

The project will either generate some revenue to offset expenses.

2. Reduce – will reduce Operating Cost

The project will reduce operating costs

3. Negligible < \$5,001

The project will generate less than \$5,001 per year in increased operating expenditures.

4. Minimal \$5,001 to \$50,000

The project will generate between \$5,001 and \$50,000 per year in increased operating expenditures.

5. Moderate \$50,001 to \$100,000

The project will generate between \$50,001 and \$100,000 per year in increased operating expenditures.

6. High \$100,001 or more

The project will generate \$100,001 or more annually in increased operating expenditures.

Operating Budget Impact
FY 24-29 Capital Improvement Plan

The following projects will have an impact on operating budgets. All other Capital Projects will have negligible impact on operating budgets.

By Project:

Page	Project:						FY 24	FY 25	FY 26	FY 27	FY 28	FY 29
II	33	VE-	24-	PD-	08	Police Body Cameras						
						Personnel	0	0	75,000	78,750	82,688	86,822
						Operating	0	0	90,000	90,000	90,000	90,000
						Total	0	0	165,000	168,750	172,688	176,822
						An FTE will be needed to administer the program and cost of annual maintenance and data storage will be needed.						
II	38	BI-	15-	PD-	12	Police New facility						
						Personnel	0	0	0	48,000	50,400	52,920
						Operating	0	0	0	100,000	100,000	100,000
						Total	0	0	0	148,000	150,400	152,920
						By building a new Police Facility this project will increase utility costs due to the increased size along with a possible increase to custodian/maintenance costs						
II	43	BI-	08-	SC-	16	ELEMENTARY SCHOOLS UPGRADE						
						Personnel	0	0	0	0	0	0
						Operating	0	0	0	20,000	20,000	20,000
						Total	0	0	0	20,000	20,000	20,000
						Upgrading all three Elementary School buildings may increase utility costs.						
II	55	BI-	12-	RC	30	Additional Outdoor Recreation Fields						
						Personnel	0	0	0	0	0	0
						Operating	0	0	10,000	10,000	10,000	10,000
						Total	0	0	10,000	10,000	10,000	10,000
						An increase to operating budgets for maintenance can be expected.						
II	56	BI-	20-	RC	31	Greenland Road Recreation Facility						
						Personnel	0	0	0	0	0	0
						Operating	0	0	0	0	0	0
						Total	0	0	0	0	0	0
						An increase to operating budgets for maintenance can be expected. (After FY 29)						
II	62	BI-	19-	PW	38	Prescott Park Master Plan Implementation						
						Personnel	0	0	0	0	50,000	52,500
						Operating	0	0	0	0	30,000	30,000
						Total	0	0	0	0	80,000	82,500
						An increase to operating budgets for maintenance and utilities can be expected.						
II	69	BI-	24-	PW-	48	Foundry Place Parking Offices						
						Personnel	0	0	0	0	0	0
						Operating	0	5,000	5,000	5,000	5,000	5,000
						Total	0	5,000	5,000	5,000	5,000	5,000
						An increase to utility costs can be expected.						

Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

FY 24 Distribution							FY '25 to FY '29 Schedule				
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29

I. VEHICLE and EQUIPMENT SCHEDULE

Total Cost

<u>VEHICLES</u>																			
II 29	VE-	07-	FD-	01	Ambulance Replacement (Funded through Rolling Stock Line Item)					\$130,000		\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	
	VE-	14-	FD-	02	Vehicle Replacement - Fire Engine #4							\$0	\$800,000					\$800,000	
	VE-	24-	FD-	03	Vehicle Replacement - Tower5							\$0				\$1,500,000		\$1,500,000	
	VE-	24-	FD-	04	Vehicle Replacement - Fire Engine #6							\$0					\$800,000	\$800,000	
<u>EQUIPMENT</u>																			
II 30	VE-	18-	FD-	05	Personal Protective Clothing Replacement					\$70,000		\$70,000	\$70,000				\$80,000	\$80,000	\$300,000
II 31	VE-	21-	FD-	06	Self Contained Breathing Apparatus (SCBA) Replacement	\$185,000						\$185,000							\$185,000
II 32	VE-	23-	FD-	07	Cardiac Monitors					\$125,000		\$125,000							\$125,000
II 33	VE-	24-	PD-	08	Police Body Cameras							\$0	\$113,250						\$113,250
II 34	VE-	23-	PW-	09	Brine Equipment	\$55,000						\$55,000	\$55,000						\$110,000
I. TOTAL EQUIPMENT AND VEHICLE SCHEDULE						\$240,000	\$0	\$0	\$195,000	\$130,000	\$0	\$565,000	\$1,168,250	\$130,000	\$130,000	\$1,710,000	\$1,010,000	\$4,713,250	

II. BUILDINGS AND INFRASTRUCTURE

Total Cost

II 36	BI-	24-	FD-	10	Fire Station Security Upgrade	\$20,000						\$20,000	\$150,000						\$170,000
II 37	BI-	16-	PD-	11	Police New Facility - Land Acquisition							\$0							\$0
II 38	BI-	15-	PD-	12	New Police Department Facility							\$0	\$38,000,000						\$38,000,000
II 39	BI-	21-	PD-	13	Police Facility Deficiencies & Repair Project					\$400,000		\$400,000							\$400,000
II 40	BI-	24-	LI-	14	Library Courtyard Renovation					\$60,000		\$60,000							\$60,000
II 41	BI-	07-	SC-	15	School Facilities Capital Improvements					\$550,000		\$550,000	\$650,000	\$650,000	\$1,000,000				\$2,850,000
II 43	BI-	08-	SC-	16	Elementary Schools Upgrade							\$0		\$3,000,000				\$2,000,000	\$5,000,000
II 44	BI-	24-	SC-	17	Fit-up Of Community Campus Space for Robert J Lister Academy					\$1,800,000		\$1,800,000							\$1,800,000
	BI-	17-	FI-	18	Permanent Records Storage Facilities							\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
II 45	BI-	18-	FI-	19	Permanent/Historic Document Restoration Preservation & Scanning	\$50,000						\$50,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$800,000
II 46	BI-	24-	FI-	20	Disposition of Municipal Records	\$25,000						\$25,000	\$25,000	\$25,000	\$25,000				\$100,000
II 47	BI-	95-	PL-	21	Land Acquisition					\$500,000		\$500,000	\$500,000					\$500,000	\$1,500,000
II 48	BI-	22-	PL-	22	Historic District Guidelines - Part 2							\$0	\$50,000						\$50,000
II 49	BI-	21-	PL-	23	Trail Development Projects	\$25,000						\$25,000							\$25,000
II 50	BI-	05-	PL-	24	McIntyre Federal Office Building Redevelopment							\$0							\$0

Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

						FY 24 Distribution						FY '25 to FY '29 Schedule						
						GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29	
II	51	BI-	23-	PL-	25	Groundwater Study to Identify Impacts						\$0	\$50,000				\$50,000	
II	52	BI-	24-	PL-	26	City of Portsmouth Master Plan Update	\$150,000			\$100,000		\$250,000	\$150,000				\$400,000	
		BI-	24-	RC-	27	Indoor Pool Facility Needs						\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000	
II	53	BI-	24-	RC-	28	South Mill Pond Playground			\$600,000		\$15,000	\$615,000					\$900,000	
II	54	BI-	12-	RC-	29	Existing Outdoor Recreation Field and Facility Improvements	\$75,000					\$75,000	\$150,000	\$150,000	\$150,000	\$150,000	\$825,000	
II	55	BI-	12-	RC-	30	Additional Outdoor Recreation Fields (formerly New Outdoor Rec Fields)	\$100,000					\$100,000	\$3,000,000				\$3,100,000	
II	56	BI-	20-	RC-	31	Greenland Road Recreational Facility (formerly Greenland Rd Practice Field)					\$170,350	\$170,350			\$100,000	\$6,100,000	\$6,370,350	
II	57	BI-	02-	RC-	32	Citywide Playground Improvements	\$75,000					\$75,000	\$75,000	\$10,000	\$200,000		\$360,000	
		BI-	15-	RC-	33	Leary Field - Bleachers/ Grandstands						\$0	\$100,000	\$1,000,000			\$1,100,000	
II	58	BI-	15-	RC-	34	Outdoor Pool Aquatics Upgrade and Pool House (formerly Outdoor Pool House)			\$1,500,000			\$1,500,000			\$100,000	\$3,250,000	\$4,850,000	
II	59	BI-	23-	PW-	35	Community Campus Facility Needs	\$200,000					\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	
II	60	BI-	02-	PW-	36	Citywide Park & Monument Improvements	\$50,000					\$50,000	\$100,000		\$100,000		\$350,000	
II	61	BI-	04-	PW-	37	Citywide Tree & Public Greenery Program	\$20,000					\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	
II	62	BI-	19-	PW-	38	Prescott Park: Master Plan Implementation						\$0	\$1,875,000	\$125,000	\$125,000	\$1,875,000	\$1,875,000	
II	63	BI-	11-	PW-	39	Prescott Park: Facilities Capital Improvement	\$50,000					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	
		BI-	21-	PW-	40	City Hall HVAC Improvements						\$0	\$200,000	\$500,000			\$1,700,000	
		BI-	18-	PW-	41	Recycling & Solid Waste Transfer Station						\$0					\$7,500,000	
II	64	BI-	05-	PW-	42	Historic Cemetery Improvements	\$40,000					\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	
		BI-	15-	PW-	43	Citywide Retaining Walls Repairs and Improvements						\$0	\$50,000		\$50,000		\$150,000	
		BI-	07-	PW/NH-	44	Sound Barriers in Residential Area Along I-95						\$0	\$200,000	\$100,000	\$100,000	\$100,000	\$600,000	
II	66	BI-	01-	PW-	45	Citywide Facilities Capital Improvements			\$500,000			\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$4,000,000	
		BI-	21-	PW-	46	Downtown Aerial Utilities Undergrounding						\$0					\$5,000,000	
II	68	BI-	20-	PW-	47	Level 2 (120/208 Volt Single Phase) and Level 3 (480 Volt Three Phase) EV Charging Stations			\$100,000	\$50,000		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000	
II	69	BI-	24-	PW-	48	Foundry Place Parking Offices				\$1,250,000		\$1,250,000					\$1,250,000	
		BI-	24-	PW-	49	Mechanic Street Wharf/Pier						\$0	\$1,020,000				\$1,020,000	
II. TOTAL BUILDINGS AND INFRASTRUCTURE						\$880,000	\$0	\$5,850,000	\$160,000	\$1,400,000	\$185,350	\$8,475,350	\$47,605,000	\$7,320,000	\$3,010,000	\$3,585,000	\$30,135,000	\$100,130,350

Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

FY 24 Distribution							FY '25 to FY '29 Schedule					Total Cost
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29	

III. INFORMATION SYSTEMS MANAGEMENT

II 71	IS-	06-	IT-	50	Information Technology Upgrades and Replacements (Funded through General Fund-Other General Non-Operating)				\$204,000	\$852,558		\$1,056,558	\$1,068,538	\$889,108	\$858,608	\$959,658	\$1,148,608	\$5,981,078
II 77	IS-	24-	IT-	51	Expansion and Improvement of Network (Funded through General Fund-Other General Non-Operating)				\$50,000			\$50,000						\$50,000
II 78	IS-	24-	IT-	52	Cybersecurity Enhancements (Funded through General Fund-Other General Non-Operating)				\$50,000			\$50,000						\$50,000
	IS-	24-	IT-	53	Document Management System (Funded through General Fund-Other General Non-Operating)							\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
II 79	IS-	24-	FI-	54	Fire Department Software Upgrade (Funded through General Fund-Other General Non-Operating)					\$169,778		\$169,778						\$169,778
II 80	IS-	21-	FI	55	Financial Software Upgrade (Funded through General Fund-Other General Non-Operating)					\$150,000		\$150,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,650,000

III. TOTAL INFORMATION SYSTEMS MANAGEMENT

									\$0	\$0	\$0	\$304,000	\$1,172,336	\$0	\$1,476,336	\$1,518,538	\$1,339,108	\$1,308,608	\$1,409,658	\$1,598,608	\$8,650,856
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IV. TRANSPORTATION MANAGEMENT

PARKING

	TSM-	12-	PW-	56	Parking Lot Paving							\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
II 82	TSM-	08-	PW-	57	Parking Meters					\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

BICYCLE/PEDESTRIAN

	TSM-	15-	PL/NH-	58	Hampton Branch Rail Trail (NH Seacoast Greenway)							\$0	\$403,000				\$880,000	\$1,283,000
II 83	TSM-	15-	PL-	59	Bicycle/Pedestrian Plan Implementation					\$50,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
	TSM-	21-	PL-	60	Market Street Side Path							\$0	\$160,000	\$2,000,000				\$2,160,000
	TSM-	08-	PL/NH-	61	US Route 1 New Side Path Construction							\$0	\$295,000	\$1,000,000				\$1,295,000
	TSM-	16-	PL/NH-	62	US Route 1 Crosswalks and Signals							\$0	\$50,000	\$110,000	\$110,000			\$270,000
II 84	TSM-	17-	PL-	63	Elwyn Park Traffic Calming and Pedestrian Improvements					\$1,500,000		\$1,500,000						\$1,500,000
II 85	TSM-	23-	PL-	64	Borthwick Avenue Bike Path					\$400,000		\$400,000						\$400,000
	TSM-	08-	PW-	65	Wayfinding System							\$0	\$350,000					\$350,000

Capital Improvement Plan Summary '24-'29

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FY 24 Distribution

FY '25 to FY '29 Schedule

				GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29		
	TSM- 21-	PW-	66	Greenland Rd/Middle Rd Corridor Bicycle/Pedestrian Improvements						\$0		\$585,000			\$585,000		
II	86	TSM- 15-	PW-	67	Market Square Upgrade	\$100,000				\$100,000		\$1,000,000		\$1,000,000	\$2,100,000		
II	87	TSM- 19-	PW-	68	Sagamore Avenue Sidewalk			\$300,000		\$300,000					\$300,000		
II	88	TSM- 95-	PW-	69	Citywide Sidewalk Reconstruction Program			\$800,000		\$800,000				\$800,000	\$400,000	\$2,000,000	
<u>INTERSECTION/SIGNALS</u>																	
II	90	TSM- 10-	PW-	70	Citywide Traffic Signal Upgrade Program	\$100,000				\$100,000	\$100,000	\$350,000	\$100,000	\$100,000	\$100,000	\$850,000	
II	91	TSM- 11-	PW-	71	Citywide Intersection Improvements	\$100,000				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	
		TSM- 16-	PL-	72	Russell/Market Intersection Upgrade					\$0	\$2,200,000	\$1,394,639				\$3,594,639	
		TSM- 16-	PL-	73	Railroad Crossings					\$0	\$172,500					\$172,500	
<u>BRIDGES</u>																	
		TSM- 18-	PW-	74	Citywide Bridge Improvements					\$0	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	
		TSM- 08-	PW-	75	Cate Street Bridge Replacement					\$0	\$1,500,000					\$1,500,000	
<u>ROADWAY</u>																	
		TSM- 20-	PW-	76	Coakley-Borthwick Connector Roadway					\$0		\$1,000,000				\$1,000,000	
II	92	TSM- 21-	PW-	77	Traffic Calming (formerly South St. @ Middle Rd. Ped. Accom. & Traffic Calm)	\$300,000				\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	
II	93	TSM- 94-	PW-	78	Street Paving, Management and Rehabilitation			\$4,000,000		\$4,000,000				\$4,000,000	\$2,000,000	\$10,000,000	
II	95	TSM- 11-	PW-	79	Pease International Tradeport Roadway Rehabilitation			\$3,200,000		\$3,200,000				\$1,000,000	\$500,000	\$4,700,000	
		TSM- 15-	PW-	80	Junkins Avenue Improvements					\$0				\$150,000	\$1,100,000	\$1,250,000	
		TSM- 20-	PW-	81	Pinchurst Road Improvements					\$0					\$300,000	\$300,000	
		TSM- 20-	PW-	82	Madison Street Roadway Improvements					\$0					\$350,000	\$350,000	
IV. TOTAL TRANSPORTATION MANAGEMENT					\$600,000	\$0	\$10,200,000	\$0	\$100,000	\$0	\$10,900,000	\$5,730,500	\$7,889,639	\$660,000	\$7,500,000	\$6,080,000	\$38,760,139

Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

FY 24 Distribution							FY '25 to FY '29 Schedule				
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29

V. ENTERPRISE FUNDS

Total Cost

Water

II 99	EF-	02-	WD-	83	Annual Water Line Replacement			\$1,000,000				\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000
	EF-	08-	WD-	84	Well Station Improvements							\$0		\$700,000				\$700,000
	EF-	15-	WD-	85	Reservoir Management							\$0		\$1,000,000				\$1,000,000
II 100	EF-	18-	WD-	86	New Groundwater Source			\$2,000,000				\$2,000,000						\$2,000,000
	EF-	22-	WD-	87	Water Storage Tanks Improvements							\$0	\$400,000		\$4,000,000			\$4,400,000
	EF-	22-	WD-	88	Madbury Water Treatment Plant - Facility Repair and Improvements							\$0	\$650,000	\$125,000	\$125,000			\$900,000
II 101	EF-	24-	WD-	89	Greenland Well PFAS Treatment			\$2,500,000				\$2,500,000						\$2,500,000
II 102	EF-	24-	WD-	90	Dover Water Emergency Interconnection			\$1,726,500				\$1,726,500						\$1,726,500

Water Subtotals:

\$0	\$0	\$7,226,500	\$0	\$0	\$0	\$7,226,500	\$1,050,000	\$2,825,000	\$4,125,000	\$1,000,000	\$0	\$16,226,500
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Sewer

II 105	EF-	12-	SD-	92	Annual Sewer Line Replacement			\$1,000,000				\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000
II 106	EF-	12-	SD-	93	Pease Wastewater Treatment Facility							\$0	\$20,000,000					\$20,000,000
II 107	EF-	23-	SD-	94	Wastewater Reuse at Pease WWTF							\$0	\$2,000,000		\$6,300,000			\$8,300,000
II 108	EF-	16-	SD-	95	Long Term Control Plan Related Projects			\$300,000				\$300,000		\$1,000,000	\$1,000,000	\$1,000,000		\$3,300,000
	EF-	17-	SD-	96	Wastewater Pumping Station Improvements							\$0	\$500,000		\$500,000		\$500,000	\$1,500,000
II 109	EF-	20-	SD-	97	Woodbury Avenue Sewer Separation			\$250,000				\$250,000						\$250,000
II 110	EF-	22-	SD-	98	Sewer Service Funding for Sagamore Ave. Area Sewer Extension			\$365,000				\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,190,000
	EF-	13-	SD-	99	Mechanic Street Pumping Station Upgrade							\$0						\$0
II 111	EF-	24-	SD-	100	Peirce Island WWTF							\$0	\$1,900,000		\$3,000,000			\$4,900,000

Sewer Subtotals:

\$0	\$0	\$1,915,000	\$0	\$0	\$0	\$1,915,000	\$24,765,000	\$2,365,000	\$11,165,000	\$2,365,000	\$865,000	\$43,440,000
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V. TOTAL ENTERPRISE FUNDS

\$0	\$0	\$9,141,500	\$0	\$0	\$0	\$9,141,500	\$25,815,000	\$5,190,000	\$15,290,000	\$3,365,000	\$865,000	\$59,666,500
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Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

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FY 24 Distribution

FY '25 to FY '29 Schedule

GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29
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VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)

												FY '25	FY '26	FY '27	FY '28	FY '29
II 113 COM- 20- PW- 101 Fleet Street Utilities Upgrade and Streetscape																
General Government							\$0	\$2,000,000				\$2,000,000				
Water Fund							\$0	\$2,000,000				\$2,000,000				
Sewer Fund							\$2,000,000	\$3,000,000				\$5,000,000				
Total Project							\$0	\$7,000,000	\$0	\$0	\$0	\$9,000,000				
II 115 COM- 23- PW- 102 Edmond Avenue																
General Government							\$1,050,000					\$1,050,000				
Water Fund							\$500,000					\$500,000				
Sewer Fund							\$200,000					\$200,000				
Total Project							\$0	\$0	\$0	\$0	\$0	\$1,750,000				
II 117 COM- 15- PW- 103 Citywide Storm Drainage Improvements																
General Government							\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,700,000			
Water Fund							\$0						\$0			
Sewer Fund							\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,700,000			
Total Project							\$0	\$500,000	\$600,000	\$600,000	\$600,000	\$700,000	\$3,400,000			
COM- 23- PW- 104 Chapel Street																
General Government							\$0		\$340,000				\$340,000			
Water Fund							\$0		\$330,000				\$330,000			
Sewer Fund							\$0		\$330,000				\$330,000			
Total Project							\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$1,000,000			
COM- 20- PW 105 DPW Complex Improvements																
General Government							\$0						\$0			
Water Fund							\$0		\$1,000,000				\$1,000,000			
Sewer Fund							\$0		\$1,000,000				\$1,000,000			
Total Project							\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000			
COM- 22- PW 106 The Creek Neighborhood Reconstruction																
General Government							\$0	\$500,000		\$800,000		\$1,000,000	\$2,300,000			
Water Fund							\$0	\$500,000		\$800,000		\$1,000,000	\$2,300,000			
Sewer Fund							\$0	\$500,000		\$800,000		\$1,000,000	\$2,300,000			
Total Project							\$0	\$1,500,000	\$0	\$2,400,000	\$0	\$3,000,000	\$6,900,000			

Capital Improvement Plan Summary '24-'29

CIP Book * Year is the Fiscal Year initially introduced in CIP not the first Fiscal Year Funded

Page Type *Year Dept. #

FY 24 Distribution							FY '25 to FY '29 Schedule				
GF	Enterprise	Bond/Lease	Federal/State	Other/Revenues	PPP	FY '24	FY '25	FY '26	FY '27	FY '28	FY '29

II 119 COM- 03- PW 107 Islington Street Improvements											
General Government			\$2,500,000			\$2,500,000					\$2,500,000
Water Fund			\$850,000			\$850,000					\$850,000
Sewer Fund			\$2,100,000			\$2,100,000					\$2,100,000
Total Project	\$0	\$0	\$5,450,000	\$0	\$0	\$5,450,000	\$0	\$0	\$0	\$0	\$5,450,000

II 121 COM- 17- PW 108 Union Street Reconstruction											
General Government			\$700,000			\$700,000					\$700,000
Water Fund			\$700,000			\$700,000					\$700,000
Sewer Fund			\$700,000			\$700,000					\$700,000
Total Project	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000	\$0	\$0	\$0	\$0	\$2,100,000

TOTAL COMBINED PROJECTS (General Fund-Water Fund-Sewer Fund)													
General Government	\$0	\$0	\$4,250,000	\$200,000	\$0	\$0	\$4,450,000	\$750,000	\$2,640,000	\$1,100,000	\$300,000	\$1,350,000	\$10,590,000
Water Fund	\$0	\$0	\$2,050,000	\$0	\$0	\$0	\$2,050,000	\$500,000	\$3,330,000	\$800,000	\$0	\$1,000,000	\$7,680,000
Sewer Fund	\$0	\$200,000	\$5,000,000	\$0	\$0	\$0	\$5,200,000	\$750,000	\$4,630,000	\$1,100,000	\$300,000	\$1,350,000	\$13,330,000
Total Project	\$0	\$200,000	\$11,300,000	\$200,000	\$0	\$0	\$11,700,000	\$2,000,000	\$10,600,000	\$3,000,000	\$600,000	\$3,700,000	\$31,600,000

SUMMARY

TOTALS PER SECTION

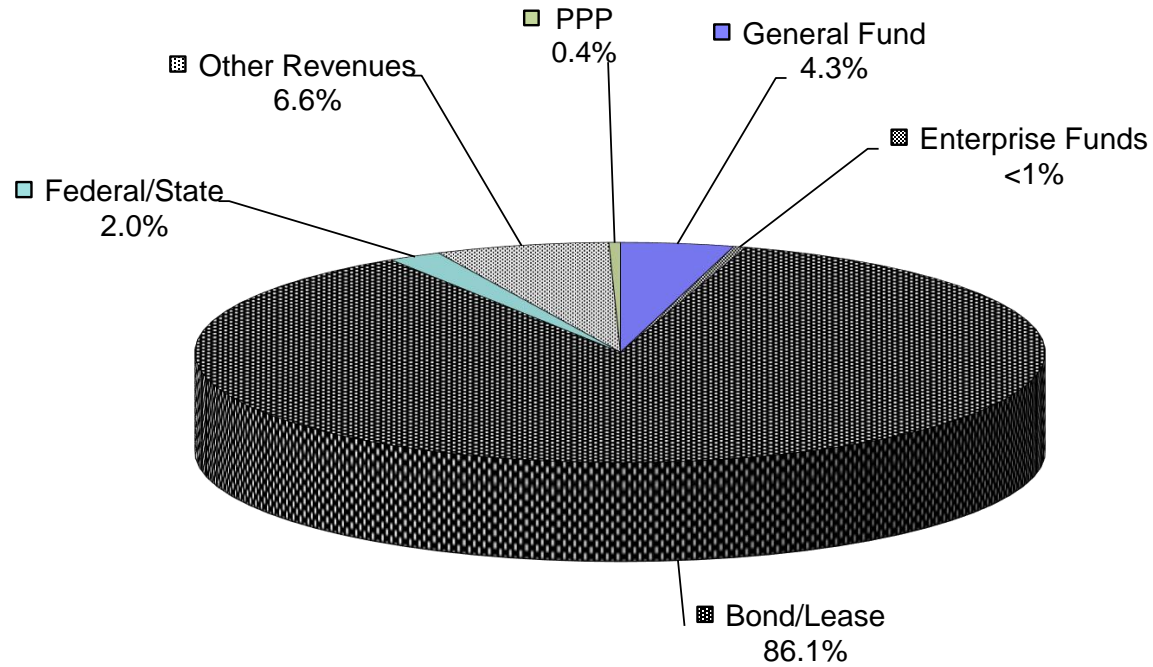
I.	EQUIPMENT AND VEHICLE SCHEDULE	\$240,000	\$0	\$0	\$195,000	\$130,000	\$0	\$565,000	\$1,168,250	\$130,000	\$130,000	\$1,710,000	\$1,010,000	\$4,713,250
II.	BUILDING & INFRASTRUCTURE	\$880,000	\$0	\$5,850,000	\$160,000	\$1,400,000	\$185,350	\$8,475,350	\$47,605,000	\$7,320,000	\$3,010,000	\$3,585,000	\$30,135,000	\$100,130,350
III.	INFORMATION MANAGEMENT SYSTEMS	\$0	\$0	\$0	\$304,000	\$1,172,336	\$0	\$1,476,336	\$1,518,538	\$1,339,108	\$1,308,608	\$1,409,658	\$1,598,608	\$8,650,856
IV	TRANSPORTATION MANAGEMENT PLAN	\$600,000	\$0	\$10,200,000	\$0	\$100,000	\$0	\$10,900,000	\$5,730,500	\$7,889,639	\$660,000	\$7,500,000	\$6,080,000	\$38,760,139
V	ENTERPRISE FUNDS	\$0	\$0	\$9,141,500	\$0	\$0	\$0	\$9,141,500	\$25,815,000	\$5,190,000	\$15,290,000	\$3,365,000	\$865,000	\$59,666,500
VI	COMBINED FUND PROJECTS	\$0	\$200,000	\$11,300,000	\$200,000	\$0	\$0	\$11,700,000	\$2,000,000	\$10,600,000	\$3,000,000	\$600,000	\$3,700,000	\$31,600,000
	CAPITAL CONTINGENCY	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
	SUBTOTALS	\$1,820,000	\$200,000	\$36,491,500	\$859,000	\$2,802,336	\$185,350	\$42,358,186	\$83,937,288	\$32,568,747	\$23,498,608	\$18,269,658	\$43,488,608	\$244,121,095

TOTALS BY FUNDING TYPE:

GOVERNMENTAL FUNDS	\$1,820,000	\$0	\$20,300,000	\$859,000	\$2,802,336	\$185,350	\$25,966,686	\$56,872,288	\$19,418,747	\$6,308,608	\$14,604,658	\$40,273,608	\$163,444,595
WATER FUND	\$0	\$0	\$9,276,500	\$0	\$0	\$0	\$9,276,500	\$1,550,000	\$6,155,000	\$4,925,000	\$1,000,000	\$1,000,000	\$23,906,500
SEWER FUND	\$0	\$200,000	\$6,915,000	\$0	\$0	\$0	\$7,115,000	\$25,515,000	\$6,995,000	\$12,265,000	\$2,665,000	\$2,215,000	\$56,770,000
TOTAL BY FUNDING TYPE	\$1,820,000	\$200,000	\$36,491,500	\$859,000	\$2,802,336	\$185,350	\$42,358,186	\$83,937,288	\$32,568,747	\$23,498,608	\$18,269,658	\$43,488,608	\$244,121,095

Federal-ARPA	\$759,000
Other/Revenue	
Rolling Stock	\$130,000
IT Upgrades/Replacements	\$1,172,336
Parking Capital Outlay	\$250,000
Parking Bond	\$1,250,000
Total Other/Revenue	\$2,802,336

FY 2024 CIP Distribution



General Fund
 Enterprise Funds
 Bond/Lease
 Federal/State
 Other Revenues
 PPP

	General Fund	Enterprise Funds	Bond/Lease	Federal/State	Other Revenues	PPP	Totals
Amount	\$1,820,000	\$200,000	\$36,491,500	\$859,000	\$2,802,336	\$185,350	\$42,358,186
% of Total	4.3%	0.5%	86.1%	2.0%	6.6%	0.4%	

**Capital Improvements
Fiscal Year 2024
Taken from Capital Improvement Plan 2024-2029
General Fund, Capital Outlay Projects Only FYs 18-24**

City Council
Adopted
3/6/2023

Use of ARPA

City Manager
Recommended
FY 24

PAGE	FY18	FY19	FY20	FY21	FY22	FY23	Total FY's 18-23			
Trail Development Projects			\$0	\$5,000	\$0	\$0	\$5,000			\$0
Woodbury Ave/Market St. Pedestrian Intersection Improvement	\$219,000		\$0	\$0	\$0	\$0	\$219,000			\$0
Total Transportation Management	\$1,090,000	\$505,000	\$380,000	\$641,000	\$423,000	\$260,000	\$3,299,000	\$600,000	\$0	\$600,000

VI. COMBINED FUNDS PROJECTS (General Fund-Water Fund-Sewer Fund)

II 117 Citywide Storm Drainage Improvements	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$0	\$700,000	\$200,000	(\$200,000)	\$0
Edmond Avenue						\$60,000	\$60,000			\$0
Total Combined Fund Projects	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$60,000	\$760,000	\$200,000	(\$200,000)	\$0

SUMMARY

TOTALS PER SECTION

I. EQUIPMENT AND VEHICLE SCHEDULE	\$102,000	\$164,000	\$160,000	\$30,000	\$30,000	\$0	\$486,000	\$310,000	(\$70,000)	\$240,000
II. BUILDING & INFRASTRUCTURE	\$540,000	\$708,000	\$1,070,000	\$505,000	\$527,000	\$565,000	\$3,915,000	\$910,000	(\$30,000)	\$880,000
IV. TRANSPORTATION MANAGEMENT PLAN	\$1,090,000	\$505,000	\$380,000	\$641,000	\$423,000	\$260,000	\$3,299,000	\$600,000	\$0	\$600,000
VI. COMBINED FUND PROJECTS	\$200,000	\$200,000	\$100,000	\$100,000	\$100,000	\$60,000	\$760,000	\$200,000	(\$200,000)	\$0
v. CAPITAL CONTINGENCY	\$53,000	\$58,000	\$100,000	\$0	\$0	\$100,000	\$311,000	\$100,000	\$0	\$100,000
TOTAL	\$1,985,000	\$1,635,000	\$1,810,000	\$1,276,000	\$1,080,000	\$985,000	\$8,771,000	\$2,120,000	(\$300,000)	\$1,820,000

* Note: The Planning Board Advisory Committee increased the Planning Board Master Plan by \$100,000 utilizing Parking Revenue Funds.

Fiscal Year	FY17	FY18	FY19	FY20	FY21	FY22	Average	FY23	FY23
Budget	\$107,462,843	\$110,744,920	\$114,295,207	\$118,638,630	\$119,115,338	\$126,425,033		\$132,424,911	\$132,424,911
Percentage of previous FY Budget	1.85%	1.48%	1.58%	1.08%	0.91%	0.78%	1.28%	1.60%	1.37%
					6 yr total	\$8,771,000			
					ave	\$1,461,833			\$2,648,498.22

I. VEHICLES AND EQUIPMENT



VE-07-FD-01: Ambulance Replacement Program



Department	Fire Department
Project Location	Station 2 (2010 Lafayette Rd)
Project Type	Replacement or Purchase of Vehicle
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This program is a regular replacement schedule for the City's ambulances. The 2017 Ambulance is scheduled for replacement in FY26. Funds include complete set-up including radio, lettering, striping, and equipment. 1/3 of the total cost of the vehicle is requested each year with a purchase after the third year.

- Studies Identified & Useful Website Links:
- [Self-Assessment of FD Operations: April 2015](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

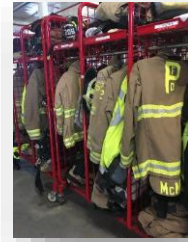
Notes of Changes in Funding Plan from FY23-28 CIP:
Price increase reflects changes in production costs.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	10%							\$0	\$140,000	\$140,000
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	90%	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$430,000	\$1,210,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$780,000	\$570,000	\$1,350,000



VE-18-FD-05: Personal Protective Clothing Replacement

Department	Fire Department
Project Location	All Fire Stations
Project Type	Equipment (non-vehicular)
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce Operating Costs)



Description: This project will continue the practice of replacing personal protective clothing every 5 years so that all personnel have a primary and secondary set of structural firefighting gear that is no more than 10 years old as required by NFPA 1851. Best practices of firefighter cancer prevention allows each firefighter to have a secondary set of gear so that an acutely soiled set can be cleaned while the firefighter remains on duty and in service.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Fire Department Webpage](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

- Notes of Changes in Funding Plan from FY23-28 CIP:
- The funds are dispersed over a 3 year period to match the recommended replacement of existing gear. 1/3 of the members will replace gear for 3 consecutive years.
 - Funding was changed from General Fund to APRA funding for the FY24 City Manager's Proposed Budget

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	75%		\$70,000			\$80,000	\$80,000	\$230,000	\$180,000	\$410,000
Fed/ State (ARPA)	25%	\$70,000						\$70,000	\$70,000	\$140,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$70,000	\$70,000	\$0	\$0	\$80,000	\$80,000	\$300,000	\$250,000	\$550,000

VE-21-FD-06: Self Contained Breathing Apparatus (SCBA) Replacement



Department	Fire Department
Project Location	All Fire Stations
Project Type	Equipment (non-vehicular)
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: This project would provide for the replacement of our entire compliment of Self Contained Breathing Apparatus (SCBA). This project will include new SCBA, air bottles, masks, accountability and rescue systems. The replacement of this essential equipment is necessary based on the current age and wear of our existing units. Updated versions of these units provide for more air and breathing capacity and weigh less than our current SCBA in addition to utilizing the latest technology to improve the communication and accountability necessary to keep our members safe.

It is imperative to replace all of these units at one time to avoid the potential of substantial model year changes that would compromise firefighter safety by having differing emergency operation features or designs. I.E. Emergency Evacuation Activation, Rescue Breathing Attachments, etc.

Studies Identified & Useful Website Links:

- [Fire Department Webpage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Cost of the project has been updated with recent quote from vendor. The disbursement of funds would be for \$550,000 at the end of year 3.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	34%	\$185,000						\$185,000	\$0	\$185,000
Fed/ State	6642%							\$0	\$366,000	\$366,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000	\$366,000	\$551,000



VE-23-FD-07: Cardiac Monitors

Department	Fire Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: This project replaces three (3) front line cardiac monitor/defibrillators. These devices defibrillate, monitor, pace and diagnose cardiac arrhythmias as well as monitor blood levels of oxygen, carbon monoxide and carbon dioxide. These highly specialized devices are vital to the continuance of providing high-quality, critical medical care to the community.

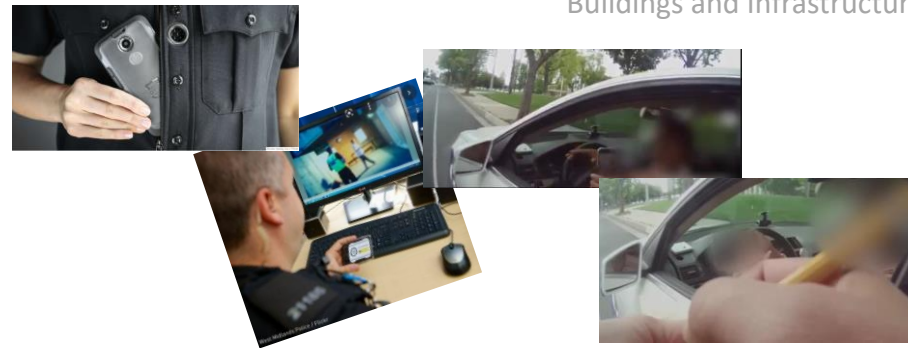
- Studies Identified & Useful Website Links:
- [Portsmouth Fire Department Homepage](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	100%	\$125,000						\$125,000	\$0	\$125,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$125,000	\$0	\$0	\$0	\$0	\$0	\$125,000	\$0	\$125,000

VE-24-PD-08: Police Body Cameras

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: In October 2021 the Police Commission adopted a set of recommendations to "improve police practices". These recommendations were the result of a year long collaboration between the police staff, the Police Commission, and a newly formed Portsmouth Resident Advocacy Group. The recommendation under 5(d) of the document is to re-assess the feasibility of Body Worn Cameras (BWC). In 2018, a 7-member resident sub-committee assessed "the pros and cons of requiring PPD officers to use body-worn cameras" and concluded not to purchase BWC at that time. Since then, developments throughout the state, in the form of the Governor's Commission on Law Enforcement Accountability (LEACT), and the legislature enacting a fund to cover initial purchase costs of BWC, influenced the groups decision to revisit this project. This request identifies the project under the CIP as a future cost item in an out year. This project is anticipated to include staff, equipment, and vendor services. Grants will be sought to off-set this project.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Portsmouth Police Department Homepage](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

New project.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	76%		\$86,500					\$86,500	\$0	\$86,500
Fed/ State	24%		\$26,750					\$26,750	\$0	\$26,750
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$113,250	\$0	\$0	\$0	\$0	\$113,250	\$0	\$113,250



VE-23-PW-09: Brine Equipment

Department	Public Works Department
Project Location	Citywide
Project Type	Equipment, Non Vehicular
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: This piece of equipment will provide a proven and safe method to pre-treat roads for winter. Brine is commonly used in anti-icing operations. It is made by mixing salt in water to approximately a 23% solution by weight (23% salt / 77% water). This type of treatment contributes less salt to local water bodies. The equipment will assist in the City's compliance with the Municipal Separate Storm Sewer System (MS4) permit.

Studies Identified & Useful Website Links:

- [Department of Public Works – Highway Division](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Final project funding split over FY24 and FY25

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$55,000	\$55,000					\$110,000	\$0	\$110,000
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	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$110,000	\$0	\$110,000

II. BUILDINGS AND INFRASTRUCTURE



BI-24-FD-10: Fire Station Security Upgrade



Department	Fire Department
Project Location	Fire Stations 1, 2 and 3
Project Type	Equipment, non-vehicular
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Description: This project provides safety and security to the staff of the fire department, and secures the inventory, and assets of the Department. Goal is to hire a consultant to help identify needs, right technology, and future needs then install a security system for the store rooms, offices and public entrances of the buildings using a key card or fob to grant authorized access. System would also add cameras and tie in existing cameras to security. Additionally computer software and hardware to support system and its anticipated growth.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

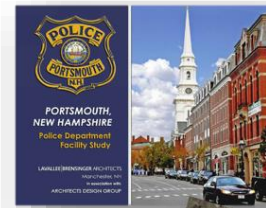
Notes of Changes in Funding Plan from FY23-28 CIP:
New Project – FY24

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$20,000	\$150,000					\$170,000	\$0	\$170,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$20,000	\$150,000	\$0	\$0	\$0	\$0	\$170,000	\$0	\$170,000

BI-16-PD-11: Police New Facility – Land Acquisition

Department	Police Department
Project Location	To Be Determined
Project Type	Land Acquisition
Commence FY	To Be Determined
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the purchase of land for a new facility, if a current City-owned site is not available for this purpose. In the FY15 CIP, \$50,000 was set aside for a site location selection study.

This slide is a place holder only to acknowledge the site for a new police department may not currently be owned by the city.

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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-12: 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	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The results of the space needs study conducted in FY14 determined the current facility no longer meets the needs of the Police Department. This project would fund the design and construction of a new facility after a site selection study and conceptual design are complete. In FY22, \$1,400,000 was approved in the CIP to fund the preliminary designs once prospective sites were chosen. In FY23, an additional \$2,800,000 was allocated to complete the pre-construction process and provide the necessary documents and information needed to make a final decision regarding construction (this funding was approved as part of the budget process, but has yet to be authorized). Note: The cost estimates provided are based on those provided in a prior study and the pricing is escalated to the current year.

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$38,000,000					\$38,000,000	\$4,200,000	\$42,200,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$38,000,000	\$0	\$0	\$0	\$0	\$38,000,000	\$4,200,000	\$42,200,000

BI-21-PD-13: Police Deficiencies & Repair Project



Department	Police Department
Project Location	Police Department
Project Type	Rehabilitation of a Facility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Description: A 2014 space needs study of the police facility identified deficiencies in the space allocated to the police department, as well as, operational deficiencies in function. In addition, a 2018 public presentation from a public safety architect 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 2015, other citywide projects have had to take precedence. A new police facility is still the goal, and preliminary steps have been taken with monies appropriated for this effort.

In the interim, the current facility has needed significant repair and upgrades to make it safe and functional. Although initial projects were identified in FY21, the funding has been used to cover mold and asbestos abatement, and restoration of the areas after the contaminated materials were removed. Luckily, some of the restoration work overlapped with projects originally identified. With the abatement project coming to a close in FY23, the department will resume working on the projects that have been on hold. It should be noted: if the police department moves into a new facility, all the necessary repairs done to the current facility will benefit any city department moving into the space. The remaining projects include: upgrade HVAC filtration in the range, security, ADA compliance, server room upgrade, RDC (redundant/disaster recovery center) upgrade at Fire Station II, dispatch upgrade, updating old lighting throughout the PPD, evidence processing and submittal areas upgrade, renovation of former generator rooms for equipment storage, archive space, and gym area, K9 office conversion, and upgrade back parking lot surface and security fencing.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

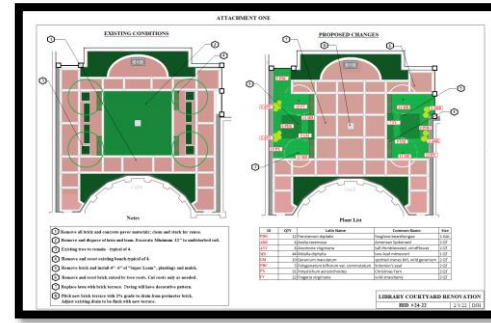
This project will end in FY24. The projected 400K in FY25 and FY26 has been removed.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000						\$400,000	\$1,200,000	\$1,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$1,200,000	\$1,600,000

BI-24-LI-14: Library Courtyard Renovation



Department	Library Department
Project Location	The Library Courtyard (175 Parrot Ave)
Project Type	Non-recurring rehab of a public facility
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Renovation of the library courtyard, built in 2006. The courtyard has been closed since 2021 due to tree roots lifting and damaging brick walkways, making it unsafe. It is a great space for individuals and families, and during the pandemic we have seen increased interest in outdoor programming and would therefore like to use it more than in the past and the design work shows that, providing better space for musical performances, youth programming such as storytimes and more outdoor programs for all ages.

Studies Identified & Useful Website Links:

- [Portsmouth Public Library Page](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

- CIP Advisory Committee Changed FY25 and FY26 funding to FY24 funding split between GF and ARPA
- FY24 City manager's Proposed Budget moved 30,000 from General Funds monies to Fed/State (ARPA) monies

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	100%	\$60,000						\$60,000	\$0	\$60,000
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	29%							\$0	\$25,000	\$25,000
Totals		\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$25,000	\$85,000

BI-07-SC-15: School Facilities Capital Improvements



Department	School Department
Project Location	District Wide
Project Type	Rehabilitation of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Description: The Portsmouth School Department has maintenance responsibilities for seven (7) buildings and the grounds that accompany them. These appropriations are used for buildings and grounds improvement projects including paving, roofing, energy efficiency improvements, infrastructure replacement, and security improvements.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

- 1) Removes \$450,000 from FY24 in PHS mechanical infrastructure and Districtwide energy projects and focuses on paving and roofing needs
- 2) Introduces \$650,000 in both FY25 and FY26 for multi-phase paving and exterior lighting work and roof replacement at Portsmouth High School
- 3) Anticipates \$1,000,000 in FY27 to continue ongoing capital upgrades in the athletic complex, physical security, interior upgrades, and energy work

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$550,000	\$650,000	\$650,000	\$1,000,000			\$2,850,000	\$3,100,000	\$5,950,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$550,000	\$650,000	\$650,000	\$1,000,000	\$0	\$0	\$2,850,000	\$3,100,000	\$5,950,000

BI-07-SC-15: SCHOOL FACILITIES CAPITAL IMPROVEMENTS

<u>Facility/School</u>	<u>Improvement Project</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>	<u>FY29</u>	<u>Totals</u>
District Wide	Paving / Exterior Lighting Improvements	\$300,000	\$400,000	\$400,000	\$200,000			\$1,300,000
District Wide	Roof Replacement	\$250,000	\$250,000	\$250,000	\$250,000			\$1,000,000
High School	Athletic Complex Upgrades (Irrigation, Infrastructure)				\$225,000			\$225,000
High School	Security Upgrades - Doors & Hardware, Surveillance				\$100,000			\$100,000
High School	Interior Upgrades - Painting / Wall Tile				\$125,000			\$125,000
High School	Energy Efficiency Upgrades Lighting/Mechanical				\$100,000			\$100,000
R.J. Lister Academy	Life Safety, Security and Mechanical Infrastructure							\$0
District Wide	Mechanical Infrastructure Upgrades							\$0
District Wide	Flooring Improvements							\$0
Total District Wide City Capital Improvement		\$550,000	\$650,000	\$650,000	\$450,000	\$0	\$0	\$2,300,000
Total High School Capital Improvement		\$0	\$0	\$0	\$550,000	\$0	\$0	\$550,000
Total R.J. Lister Academy Capital Improvement		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL IMPROVEMENTS		\$550,000	\$650,000	\$650,000	\$1,000,000	\$0	\$0	\$2,850,000

BI-08-SC-16: Elementary Schools Upgrade

Department	School Department
Project Location	Elementary Schools
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2016
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This appropriation continues upgrading of the infrastructure of our Elementary Schools. Comprehensive renovation of the New Franklin interior is projected for both Fiscal Year 2026 and 2029 that will address accessibility issues, upgrades to entrance security, and building storage needs.

Studies Identified & Useful Website Links:

- [Portsmouth School Department Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

FY26 Funding split into \$3 Million (FY26) and \$2 Million (FY29)

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	1%							\$0	\$200,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%			\$3,000,000			\$2,000,000	\$5,000,000	\$14,600,000	\$19,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$0	\$3,000,000	\$0	\$0	\$2,000,000	\$5,000,000	\$14,800,000	\$19,800,000



BI-24-SC-17: Fit-Up of Community Campus Space for RJ Lister Academy

Department	School Department
Project Location	Community Campus
Project Type	Rehabilitation of an Existing Facilities
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City’s acquisition of the Community Campus property made space available to relocate Robert J Lister Academy from an aging Sherburne School. Space on the lower level of Community Campus formerly occupied by Families First will provide an excellent location for the Lister Academy program. Fit-up of that square footage will require renovation of many small clinical rooms and offices into appropriately sized school classrooms and program spaces.

- Studies Identified & Useful Website Links:
- [Portsmouth School Department Homepage](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:
 New project – replaced FY23’s project Sherburne School (BI—23-SC-13)

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,800,000						\$1,800,000	\$0	\$1,800,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,800,000	\$0	\$0	\$0	\$0	\$0	\$1,800,000	\$0	\$1,800,000

BI-18-FI-19: Permanent/Historic Document Restoration, Preservation, & Scanning



Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	Other
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: By law, the City is required to keep certain types of documents in perpetuity (i.e. tax warrants, assessing information, city council records, etc..). These historic/permanent documents, ranging in age from 20 – 300+ years, are not in current city use by City Staff, and are being stored in the archive. Many of these permanent records are showing signs of maladies including red rot and mold that increase the rate of deterioration. The requested funds will be utilized to restore/preserve these permanent documents as well as scan them for preservation purposes to digital format (pdf/a) and/or microfilm. The monies requested fund both City Clerk (\$25,000) and Finance Department (\$25,000) Archival Records preservation. The total amount of funds needed to preserve the contaminated documents, overtime, will continue to grow as preservation costs increase and is likely to last decades at this current funding plan. In October FY23 the Finance Department was awarded its 6th consecutive MoosePlate Grant from the NH State Library to preserve additional documents (\$9,680), bringing the total of grant funding to \$46,096. A list of documents with current preservation needs can be found in Appendix IV.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:

- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

A funding increase was requested in out years to accommodate the changes in cost for document restoration. FY24 Funds were decreased to \$50,000.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	96%	\$50,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$800,000	\$398,000	\$1,198,000
Fed/ State	4%							\$0	\$46,096	\$46,096
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$800,000	\$444,096	\$1,244,096



BI-24-FI-20: Disposition of Municipal Records

Department	Finance Department/ City Clerk
Project Location	City Hall
Project Type	Other
Commence FY	2018
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Per RSA 33a, the City is required to keep many records in perpetuity. A number of these records are still actively utilized by staff on a day-to-day basis and are not held in the City's Archive. Many of these records are original, paper copies of records that have no digital backup of any kind. This project would provide funds to scan these documents to a PDF/A format as a digital backup in the case of damage, destruction or theft of the original paper documents. The purpose of this project is to not only ensure compliance with the NH RSA but to also ensure continuity of services in the case of an emergency or disaster that linked access to the paper originals.

Studies Identified & Useful Website Links:

- Study: Goodman Report on the Survey of the Municipally Owned Historic Artifacts and Documents in Portsmouth, NH

Notes of Changes in Funding Plan from FY23-28 CIP:

New project.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$25,000	\$25,000	\$25,000	\$25,000			\$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		\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$0	\$100,000	\$0	\$100,000



BI-95-PL-21: Land Acquisition

Department	Planning Department
Project Location	Citywide
Project Type	Land Acquisition
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: This project funds the purchase of land that has been determined should protected for conservation and recreation. Ownership is usually sought to secure environmentally sensitive areas to purchase the development rights to a particular parcel, or for some municipal use. Protection may also be provided through the purchase of development rights by way of conservation easements and/or restrictions. Funds can be used as match for leverage on existing grant programs and to support and supplement the City's existing Conservation Fund. Acquisition of land is consistent with the goals and visions stated in the City Master Plan and Open Space Plan.

Studies Identified & Useful Website Links:

- [Open Space Plan](#)
- [Master Plan 2025](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Due to funding constraints within the debt schedule, proposed funding was added to FY29 but was removed from FY26 through FY28.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	3%							\$0	\$50,000	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	97%	\$500,000	\$500,000				\$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		\$500,000	\$500,000	\$0	\$0	\$0	\$500,000	\$1,500,000	\$50,000	\$1,550,000

BI-22-PL-22: Historic District Guidelines Part 2

Department	Planning Department
Project Location	Citywide
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)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project would be to update and expand the design guidelines for new construction within the Historic District. These design guidelines are used by applicants and Historic District Commission members in review of building projects requiring a Certificate of Approval in the Historic District. This project should be informed by the Master Plan Update consistent with the updated community vision.

- Studies Identified & Useful Website Links:
- [Master Plan 2025](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:
 Moved funding from FY24 to FY25

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%		\$50,000					\$50,000	\$0	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

BI-21-PL-23: Trail Development Projects



Department	Planning Department
Project Location	Great Bog and Area North of Lang Road
Project Type	Construction or Expansion of a public facility, street or utility
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Construction and upgrading of trails on City owned properties consistent with recommendations from the citywide [Open Space Plan](#).

- Studies Identified & Useful Website Links:
- [Open Space Plan](#)
 - [Planning Department Homepage](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$25,000						\$25,000	\$30,000	\$55,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$30,000	\$55,000

BI-05-PL-24: McIntyre Federal Office Building Redevelopment

Department	Planning Department
Project Location	80 Daniel Street
Project Type	Other (explained below)
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



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.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

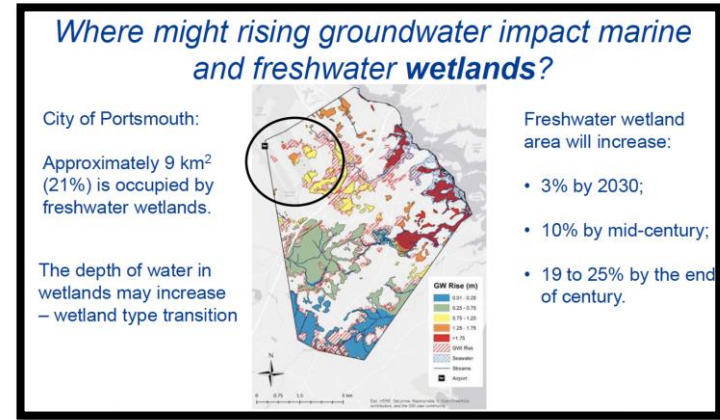
Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%							\$0	\$150,000	\$150,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000

BI-23-PL-25: Groundwater Study to Identify Impacts

Department	Planning Department
Project Location	Focus on lower elevation portions of the municipality
Project Type	Design work or planning study
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: As identified in the Coastal Resilience Initiative impacts to Municipal infrastructure will increase as the impacts of sea level rise and coastal flooding increase. A study which includes monitoring equipment to better understand the flow of groundwater over time will help identify where issues with infrastructure are going to occur. Additionally, monitoring equipment can serve as an early warning to detect where impacts likely to occur in the short term.

- Studies Identified & Useful Website Links:
- [Coastal Resilience Initiative](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Study was moved to FY25

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%		\$50,000					\$50,000	\$0	\$50,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

BI-24-PL-26: City of Portsmouth Master Plan Update

Department	Planning Department
Project Location	Citywide
Project Type	Design Work or Planning Study
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)

Description: A master plan is a planning document that serves to guide the overall character, physical form and development of a community (RSA 674:2). It describes how, why, where and when to build or rebuild a city. It provides guidance to local officials making decisions on budgets, ordinances, capital improvements, zoning and subdivision matters, and other development-related issues. The master plan shall include, at a minimum, the following required sections:

(a) A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements which articulate the desires of the citizens affected by the master plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision.

(b) A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use.

Portsmouth last updated their master plan in 2016. At that time the community articulated a vision for the future of Portsmouth. This included key themes including goals and strategies for advancing those the community values articulated in those themes. The plan also included focus growth areas where opportunities and challenges were explored and actions were identified that would guide the development and transformation of those areas.

Under RSA 674:3 Master Plan Preparation. –revisions to the plan are recommended every 5 to 10 years. Portsmouth is nearing the end of the planning horizon for the current master plan, Portsmouth 2025. The development of a master plan involves significant community involvement to ensure development of the community vision is inclusive and broadly representative. Staff anticipates a 18 to 24 month process for completing the plan update.

Funding would support professional services support for this community-wide process with consultant recruitment beginning late 2022 or early 2023.



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:

- 674:3 Master Plan Preparation. – <http://www.gencourt.state.nh.us/rsa/html/LXIV/674/674-3.htm>
- 674:2 Master Plan; Purpose and Description. – <http://www.gencourt.state.nh.us/rsa/html/LXIV/674/674-2.htm>

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	75%	\$150,000	\$150,000					\$300,000	\$0	\$300,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues (parking)	25%	\$100,000						\$100,000	\$0	\$100,000
PPP	0%							\$0	\$0	\$0
Totals		\$250,000	\$150,000	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000

BI-24-RC-28: South Mill Pond Playground



Department	Recreation
Project Location	South Mill Pond Playground
Project Type	Rehabilitation of a Facility
Commence FY	2025
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,000 to \$100,000)



Description: This project would be to replace the playground with a new, universal design ADA compliant, age-friendly inclusive playground. Along with the playground overhaul, would be the addition of restroom facilities. The ADA compliant, family-friendly facilities would replace the port-a-potties. This area is heavily utilized throughout the year with pickleball, basketball, and tennis courts nearby, as well as Leary Field and the dog park. This area is also host to multiple city events such as the fireworks, farmer's market, and Easter Egg Hunt.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY23-28 CIP:
New Project

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%		\$600,000				\$900,000	\$1,500,000	\$0	\$1,500,000
Other (Rolling Stock)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Rotary)	1%	\$15,000						\$15,000	\$0	\$15,000
Totals		\$15,000	\$600,000	\$0	\$0	\$0	\$900,000	\$1,515,000	\$0	\$1,515,000

BI-12-RC-29: Existing Outdoor Recreation Field and Facility Improvements



Department	Recreation Department
Project Location	Various Locations
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Description: Project includes site improvements to fields and facilities. The goal is to increase playability and improve services. Site improvements will include: addressing drainage issues, improving turf systems, converting practice fields to competition fields and upgrading infrastructure. The 2015 Recreation Field Report highlights opportunities to improve the City's athletic fields.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> 2015 Recreation Field Report Comprehensive Recreation Needs Study 2010; FY23-FY28 CIP (Prior Year) Project Sheet

Notes of Changes in Funding Plan from FY23-28 CIP:
Reduced FY24 to \$75,000.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$75,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$825,000	\$225,000	\$1,050,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$75,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$825,000	\$225,000	\$1,050,000



BI-12-RC-30: Additional Outdoor Recreation Fields

Department	Recreation Department
Project Location	100 Campus Drive/680 Peverly Hill Road
Project Type	Construction or expansion of a new public facility or public infrastructure.
Commence FY	2026
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Project will fund the design and construction of an additional field 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 will be required for a third phase to realize the site's full potential for adding to the city's field inventory.

Studies Identified & Useful Website Links:

- [Athletic Field – Project Page](#)
- [Comprehensive Recreation Needs Study 2010](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Moved to FY29 with design work in FY28 in an attempt to balance funding constraints in tandem with the continued need for additional fields.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	3%	\$100,000						\$100,000	\$0	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	97%		\$3,000,000					\$3,000,000	\$0	\$3,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$100,000	\$3,000,000	\$0	\$0	\$0	\$0	\$3,100,000	\$0	\$3,100,000

BI-20-RC-31: Greenland Road Recreation Facility



Department	Recreation Department
Project Location	Route 33
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,001 to \$100,000)



Description: Project will be a phased build out of the Stump Dump lot Master Plan. Phase I would include a skate park and parking. Phase II would be a pump track and parking. This would also be the main access point to the NH Seacoast Greenway Route (Rail Trail). Additional phases to include walking paths, additional parking, lighting and field upgrades.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Skatepark/ Stump Dump Site Design](#)
 - [Comprehensive Recreation Needs Study 2010](#)
 - 2015 Recreation Field Report
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

FY24 Funding was completed in FY23 through a movement in the funding during the budget process. FY23 PPP reflects fundraising completed as of the end of FY22. FY28 and FY29 funding reflects the design and construction Phase II of the project.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	4%					\$100,000		\$100,000	\$200,000	\$300,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	94%						\$6,100,000	\$6,100,000	\$1,805,000	\$7,905,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Donations)	2%	\$170,350						\$170,350	\$24,650	\$195,000
Totals		\$170,350	\$0	\$0	\$0	\$100,000	\$6,100,000	\$6,370,350	\$2,029,650	\$8,400,000



BI-02-RC-32: Citywide Playground Improvements

Department	Recreation Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project provides funding for continued investment in City playgrounds. It will maintain the level of service resulting from many investments over the past few years. Funding will be used for replacing equipment, upgrading furnishings, and other amenities as needed. Future upgrades are intended for the Aldrich Park Playground in FY24 and an additional basketball court at Plains Ballfield.

Studies Identified & Useful Website Links:

- [Parks and Playgrounds Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Added additional \$50,000 for FY25 for building a new basketball court at Plains Ballfield/Playground.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$75,000	\$75,000	\$10,000	\$200,000			\$360,000	\$212,500	\$572,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$75,000	\$75,000	\$10,000	\$200,000	\$0	\$0	\$360,000	\$212,500	\$572,500



BI-15-PW-34: Outdoor Pool Aquatics Upgrade and Pool House

Department	Public Works and Recreation Department
Project Location	99 Pierce Island Road
Project Type	Rehabilitation of a Facility
Commence FY	2019
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project will be constructed in several phases. The first phase will include upgrades to the pool filter, liner, and pump house. This first phase was bid but exceeded available funds. The FY24 request is for this required additional monies to cover that first phase of the project. The next phase will include the construction of a new pool house. FY28 funds will be used for the design of the updated pool house with projected construction in FY29.

Studies Identified & Useful Website Links:

- [Outdoor Pool Page](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Project transferred to Public Works in FY24. (RC to PW)

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	1%					\$100,000		\$100,000	\$0	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%	\$1,500,000					\$3,250,000	\$4,750,000	\$5,500,000	\$10,250,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,500,000	\$0	\$0	\$0	\$100,000	\$3,250,000	\$4,850,000	\$5,500,000	\$10,350,000

BI-23-PW-35: Community Campus Facility Needs



Department	Public Works and Recreation Department
Project Location	Community Campus
Project Type	Other
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City acquired all of the real estate (land and buildings) at 100 Campus Drive in 2022. While the property is in good shape, it is a 20 year old facility and upgrades are needed. These monies would address capital maintenance items such as HVAC, kitchen equipment, and roofing, along with retaining wall maintenance, playground updates and other improvements as identified.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Announcement of Potential Acquisition of Community Campus](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY22-27 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$100,000	\$1,300,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$100,000	\$1,300,000



BI-02-PW-36: Citywide Park & Monument Improvements

Department	Public Works Department
Project Location	Various
Project Type	Rehabilitation of an Existing Facility
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (< \$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project provides funding for continued investment in city parks. Community discussions about existing park facilities (Goodwin Park, Haven Park, Aldrich Park, South School Street Playground, Plains Ballfield, Leary Field, Langdon Park, Pine Street Park and Vaughan Mall) and investments in new parks, have emphasized the need for continued investment in park improvements. Funding will improve furnishings and signage, walkways, landscaping, lighting, and drainage. FY24 funding is for fence maintenance and improvements at City fields and parks.

Studies Identified & Useful Website Links:

- [Parks and Playgrounds Homepage](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Monies put in to FY24 for fence improvements

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$50,000	\$100,000		\$100,000		\$100,000	\$350,000	\$362,500	\$712,500
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$100,000	\$0	\$100,000	\$0	\$100,000	\$350,000	\$362,500	\$712,500

BI-04-PW-37: Citywide Tree & Public Greenery Program

Department	Public Works Department
Project Location	Citywide
Project Type	Other (explained below)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	



Description: The City of Portsmouth has received recognition as a Tree City USA for over twenty years. The City has a long tradition of caring for urban forests. The City Arborist and the [Trees and Public Greenery Committee](#) administers this program. The program focuses on proactive plantings, managing street tree planting projects, inspecting, pruning or removing hazardous trees in the right-of-way, and provides information and resources to residents, homeowners and builders.

Studies Identified & Useful Website Links:

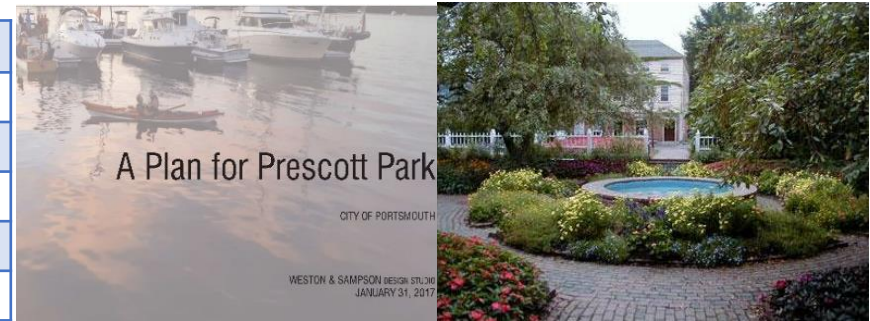
- [Trees & Public Greenery Committee](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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-38: Prescott Park Master Plan Implementation

Department	Public Works Department
Project Location	Prescott Park
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	A (Needed in the next 0 to 3 years)
Impact on Operating Budget	High (\$100,001 or more)



Description: The City Council adopted [the Prescott Park Master Plan](#) in 2017. The plan calls for extensive park-wide reconfiguration, restructuring services and developing new park policies. Renovation to the park presents opportunities to plan for climate adaptation, preserve antique historic structures, accommodate performances and event space, and ensure iconic Portsmouth places continue to serve the public.

Studies Identified & Useful Website Links:

- [Prescott Park Master Plan 2017](#)
- [Prescott Park Implementation Committee](#)
 - [Prescott Park Homepage](#)
 - [Prescott Park Advisory Committee](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

PPP funding was removed due to a lack of committed Partnerships. FY26 Bonding was moved due to funding constraints.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	7%		\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000	\$125,000	\$750,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	93%		\$1,750,000			\$1,750,000	\$1,750,000	\$5,250,000	\$4,075,000	\$9,325,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$0	\$1,875,000	\$125,000	\$125,000	\$1,875,000	\$1,875,000	\$5,875,000	\$4,200,000	\$10,075,000

BI-11-PW-39: Prescott Park Facilities Capital Improvements



Department	Public Works Department
Project Location	Prescott Park
Project Type	Rehabilitation of an Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City of Portsmouth is responsible for the care and maintenance of Prescott Park and Four Tree Island. Among the abundant gardens and green space, there are several historic buildings, access ways, foot paths, period lights, plazas, fountains, park furnishings and marine infrastructure. They need significant rehabilitation or upgrades. In 2017, a master plan was completed identifying changes to the park. However, there are several projects that require funding. These projects include: various improvements to the Shaw and Sheafe warehouses, Four Tree Island bathrooms, upgrade and replacement of paved surfaces, replacement of perimeter fencing along the waterfront, dock repairs, electrical and lighting rehabilitation, and irrigation and fountain improvements.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

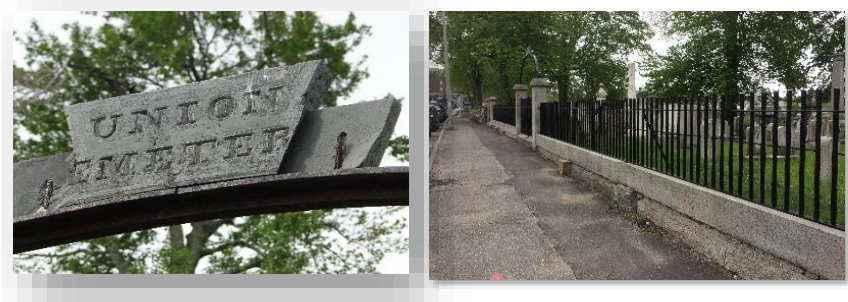
- [Prescott Park Master Plan 2017](#)
- [Prescott Park Homepage](#)
- [Prescott Park Advisory Committee](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 22-27	6 PY's Funding	Totals
GF	100%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$385,000	\$685,000
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	\$385,000	\$685,000

BI-05-PW-42: Historic Cemetery Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a facility
Commence FY	Ongoing
Priority	O (Ongoing and Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City maintains six (6) historic cemeteries: Point of Graves Burial Ground, North Cemetery, Union Cemetery, Pleasant Street Burial Ground, the African Burying Ground, and Cotton Cemetery. The City is responsible for maintaining the grounds and headstones; hill, ledgers, and chest tombs; cemetery walls and related structures. The City has conducted an assessment of these historic resources and the City's Cemetery committee has reviewed this assessment and created a prioritized list of restoration and repair projects. The projects will be carried out over a multi-year period.

Studies Identified & Useful Website Links:

- [Cemetery Existing Conditions Assessment and Restoration Plan \(2013\)](#)
 - [Portsmouth Historic Cemeteries](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

At the 3-7-22 meeting the City Council voted to increase the annual ongoing allotment to the project from \$25,000 per year to \$40,000 per year for all 6 years

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	100%	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$105,000	\$345,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
Donation	0%							\$0	\$0	\$0
Totals		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$105,000	\$345,000

BI-05-PW-42 : Historic Cemetery Improvements

- North Cemetery Phase II
- Point of Graves Stone Wall Rebuild
- Professional Repair and Straighten Headstone – All Cemeteries
- Replace and Restore Wrought Iron Fixtures – All Cemeteries
- Hall Cemetery Clean Up and Tree Removal Pleasant Street Cemetery Wall Repair
- Cotton Cemetery Slope Cleanup Date
- Cotton Cemetery South Street Façade Repair Two Doors
- Cotton Cemetery Rebuild and Replace Missing Sections Side Wall
- Improve/Repair Entrance at Point of Graves
- Cotton Cemetery Front Stone Wall Tear down and Rebuild
- Union Cemetery Rebuild of Original Receiving Tomb Framing/Masonry

BI-01-PW-45: Citywide Facilities Capital Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The Public Works Department is responsible for maintaining all General Fund municipal facilities. These facilities serve multiple uses. Many facilities need to be updated due to age and usage. A backlog of projects is shown on the next page.

Studies Identified & Useful Website Links:

- [Facility Condition Assessment 2015](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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	\$500,000	\$500,000	\$1,000,000	\$4,000,000	\$3,000,000	\$7,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$4,000,000	\$3,000,000	\$7,000,000

BI-01-PW-45 : Citywide Facilities Capital Improvements

- 95 Mechanic Street
- City Hall Archive
- City Hall Dept. Renovations
- City Hall Masonry Repointing And Sealing
- City Hall Slate Roof Repairs/Replacement
- City Hall New Carpet Throughout
- City Hall New Paint Throughout
- DPW Complex
- Connor's Cottage Basement / Drainage Project
- Connor's Cottage Basement and Tunnel Renovations
- Library HVAC Controls
- South Meeting House
- Facilities Safety Inspection Action Items
- Discovery Center Handicap Accessibility

BI-20-PW-47: Level 2 (120/208 Volt Single Phase) & Level 3 (480 Volt Three Phase) Electric**Vehicle Charging Station**

Department	Public Works – Parking and Transportation Division
Project Location	Citywide
Project Type	Construction of a New Facility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City of Portsmouth continues to work on expanding its EV charging station network. In addition to its station at Hanover Garage, the City has a station in the City Hall Lower Lot, located at the corner of Junkins Avenue and South Streets. The Foundry Garage is equipped with three (3) EV Stations. Currently the City Plans to add additional stations to the Bridge Street lot as part of a parking lot renovation project.

This project previously existed in the FY21-26 CIP but was temporarily eliminated due to complications with existing electrical system capabilities. At the 3-7-22 City Council CIP Adoption Meeting this project was voted to be re-entered into the CIP with \$150,000 in Fiscal Years 2024, 2025, 2026, 2027, and 2028

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Public Works Homepage](#)
- [FY21-26 CIP page](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	67%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		\$500,000	\$0	\$500,000
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	33%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$250,000	\$0	\$250,000
PPP	0%							\$0	\$0	\$0
	Totals	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$750,000	\$0	\$750,000



BI-24-PW-48: Foundry Place Parking Offices

Department	Public Works – Parking and Transportation Division
Project Location	Foundry Garage
Project Type	Other
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: This is a revamp of project FY19 #BI-19-PW-40: Foundry Garage Parking Offices. That project was put on hold in 2018 until the use of the garage could be reexamined after opening.

The garage has been in use for some time now and this project would address the buildout of the 4500 sf of office space to accommodate the Parking Division's three groups of employees in one location.

The cost of the project bonding will be covered by parking revenues only, no general fund monies (including property taxes) will be used for this project.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- Parking Operations Offices Plan (as part of Construction Specifications of 8/2017)
 - [FY19-24 CIP page](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease (Parking)	100%	\$1,250,000						\$1,250,000	\$0	\$1,250,000
Other	0%							\$0	\$0	\$0
Revenues (Parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$1,250,000	\$0	\$1,250,000

III. INFORMATION SYSTEMS





IS-06-IT-50: Information Technology Upgrades & Replacements

Department	IT Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The Information Technology Upgrades Replacements incorporates the General Government (City Hall, Public Works, Recreation, and Library), Police, Fire and School Departments technology needs. The replacement/ upgrade of computers, servers and other technology upgrades follow by location for FY24.

- Studies Identified & Useful Website Links:
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

- Notes of Changes in Funding Plan from FY23-28 CIP:
- Significant increase reflect both the increase in costs for IT products as well as the increased need for IT services within city departments.
 - For the FY24 City Manger's Proposed Budget, \$204,000 proposed funding was placed in Fed/State (ARPA) and removed from Non-Operating monies.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	0%	\$204,000						\$204,000	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	100%	\$852,558	\$1,068,538	\$889,108	\$858,608	\$959,658	\$1,148,608	\$5,777,078	\$4,213,468	\$9,990,546
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$1,056,558	\$1,068,538	\$889,108	\$858,608	\$959,658	\$1,148,608	\$5,981,078	\$4,213,468	\$9,990,546

IS-06-IT-50: Information Technology Upgrades & Replacements

Computers/Notebooks/Tablets

(Costs include installation)

Location	Inventory	FY 24	FY 25	FY 26	FY 27	FY 28	FY29
City Hall	170			46	45	39	40
Public Works	67	37	30				
Library	119	51	68			51	68
Recreation	15	4	11			4	11
Police	125	25	25	25	25	25	25
Fire	47	10	10	19	10	10	19
Total Computers	543	127	144	90	80	129	163
<u>Cost of Replacement</u>		FY 24	FY 25	FY 26	FY 27	FY 28	FY29
City Hall		\$0	\$0	\$46,000	\$45,000	\$39,000	\$40,000
Public Works		\$37,000	\$30,000	\$0	\$0	\$0	\$0
Library		\$51,000	\$68,000	\$0	\$0	\$51,000	\$68,000
Recreation		\$4,000	\$11,000	\$0	\$0	\$4,000	\$11,000
Police		\$57,000	\$57,000	\$57,000	\$57,000	\$57,000	\$57,000
Fire		\$10,000	\$10,000	\$19,000	\$10,000	\$10,000	\$19,000
Computers/Notebooks Cost per Year		\$159,000	\$176,000	\$122,000	\$112,000	\$161,000	\$195,000

IS-06-IT-50: Information Technology Upgrades & Replacements

Servers							
(Costs include installation and software)							
Location	Inventory	FY 24	FY 25	FY 26	FY 27	FY 28	FY29
City Hall Server Room	3		3				3
Public Works							
Library	1	1					1
Police	10	2	2	2	2	2	2
Fire							
Total Servers	14	3	5	2	2	2	6
<u>Cost of Replacement</u>		FY 24	FY 25	FY 26	FY 27	FY 28	FY29
Citywide		\$0	\$150,000	\$0	\$0	\$0	\$150,000
Public Works		\$0	\$0	\$0	\$0	\$0	\$0
Library		\$5,000	\$0	\$0	\$0	\$0	\$5,000
Police		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Fire		\$0	\$0	\$0	\$0	\$0	\$0
Servers Cost per Year		\$45,000	\$190,000	\$40,000	\$40,000	\$40,000	\$195,000

IS-06-IT-50: Information Technology Upgrades & Replacements

Other Technology Replacements and Upgrades

Location	FY 24	FY 25	FY 26	FY 27	FY 28	FY29
Citywide						
Plotter (City Hall)	\$0	\$0	\$0	\$10,000	\$0	\$0
Microsoft Office/Exchange (320 Citywide)	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Spam Filter (300 Hardware/Software)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Channel 22 technology equipment	\$0	\$25,000	\$25,000	\$0	\$0	\$0
WiFi Access Points (City Hall)	\$5,250	\$700	\$700	\$700	\$5,250	\$700
WiFi Contoller (Citywide)	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Interactive Display Panels (City Hall)	\$20,000	\$20,000	\$0	\$0	\$20,000	\$20,000
Network Management System (Citywide)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
WAN Switches/Cables/Firewalls (City Hall - 4)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
CMS and Data Conversion (Citywide)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Total City Hall	\$225,250	\$225,700	\$205,700	\$190,700	\$205,250	\$220,700
Public Works						
Radios (80)	\$0	\$0	\$20,000	\$20,000	\$0	\$0
WiFi Access Points	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Interactive Display Panels	\$0	\$20,000	\$0	\$0	\$20,000	\$0
WAN Switches	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total Public Works	\$12,100	\$32,100	\$32,100	\$32,100	\$32,100	\$12,100
Library						
Interactive Display Panels	\$20,000	\$0	\$20,000	\$0	\$20,000	\$0
WiFi Access Points	\$0	\$0	\$0	\$10,500	\$0	\$0
WiFi Controller	\$0	\$0	\$0	\$15,000	\$0	\$0
WAN Switches (1)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Library	\$25,000	\$5,000	\$25,000	\$30,500	\$25,000	\$5,000
Recreation						
Interactive Display Panels	\$20,000	\$0	\$0	\$0	\$0	\$20,000
WiFi Access Points	\$10,500	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
WiFi Controller	\$15,000	\$0	\$0	\$0	\$0	\$0
WAN Switches	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Library	\$65,500	\$7,100	\$7,100	\$7,100	\$7,100	\$27,100

IS-06-IT-50: Information Technology Upgrades & Replacements

Other Technology Replacements and Upgrades						
Location	FY 24	FY 25	FY 26	FY 27	FY 28	FY29
Police						
Radios-portable (154)	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
Radios-mobile (42)	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200	\$19,200
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)	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0
NAS (Network Attached Storage) (6)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Scanners (14)	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
MS WS19 Data Center (2)	\$0	\$0	\$0	\$0	\$10,000	\$0
MSA Storage & Drives	\$23,500	\$0	\$0	\$0	\$0	\$0
WiFi Access Points (7)	\$0	\$3,500				\$3,500
Cisco network Switches (10g) (2)	\$0	\$0	\$0	\$0	\$12,000	\$0
Cisco network Switches (1g) (6)	\$6,000	\$0	\$6,000	\$0	\$6,000	\$0
Comm Center-Radio System Replacement	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858	\$261,858
Total Police	\$387,858	\$356,858	\$364,358	\$353,358	\$386,358	\$356,858
Fire						
Radios- portable (55)	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
Radios- mobile (44)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Printers (13)	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
WiFi Access Points	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Interactive Display Panels	\$20,000	\$20,000	\$0	\$0	\$20,000	\$20,000
MutualLink EOC	\$24,000	\$0	\$0	\$0	\$0	\$24,000
WAN Switches (3)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Fire	\$76,850	\$52,850	\$32,850	\$32,850	\$52,850	\$76,850
School Department						
Wifi Access Points	\$15,000	\$0	\$5,000	\$30,000	\$20,000	\$15,000
Classroom Interactive Panels or Projectors	\$0	\$15,000	\$10,000	\$30,000	\$15,000	\$0
Virtual Desktop Interface (VDI) Expansion	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
Firewall	\$0	\$0	\$0	\$0	\$0	\$0
LAN Network Switches	\$0	\$0	\$0	\$0	\$15,000	\$30,000
WAN Switches (6)	\$30,000	\$0	\$30,000	\$0	\$0	\$0
Total School	\$60,000	\$30,000	\$60,000	\$60,000	\$50,000	\$60,000
Other Technology Replacement/Upgrades Cost per Year	\$787,058	\$702,508	\$720,008	\$699,508	\$751,558	\$731,508

IS-06-IT-50: Information Technology Upgrades & Replacements

Totals by Location	FY 24	FY 25	FY 26	FY 27	FY 28	FY29
Citywide	\$225,250	\$375,700	\$251,700	\$235,700	\$244,250	\$410,700
Public Works	\$49,100	\$62,100	\$32,100	\$32,100	\$32,100	\$12,100
Library	\$81,000	\$73,000	\$25,000	\$30,500	\$76,000	\$78,000
Recreation	\$69,500	\$11,030	\$7,100	\$7,100	\$11,100	\$38,100
Police	\$484,858	\$453,858	\$461,358	\$450,358	\$483,358	\$453,858
Fire	\$86,850	\$62,850	\$51,850	\$42,850	\$62,850	\$95,850
School	\$60,000	\$30,000	\$60,000	\$60,000	\$50,000	\$60,000
Total Information Technology Replacement and Upgrades:	\$1,056,558	\$1,068,538	\$889,108	\$858,608	\$959,658	\$1,148,608



IS-24-IT-51: Expansion and Improvement of Network

Department	IT Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	Ongoing
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: This project is to fund professional services to conduct a thorough network analysis and produce specific remediation plans to address any network weakness and contribute to the development of a strategic plan for the future.

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY23-28 CIP:
 For the FY24 City Manger's Proposed Budget, \$50,000 proposed funding was placed in Fed/State (ARPA) and removed from Non-Operating monies.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	100%	\$50,000						\$50,000	\$0	\$50,000
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

IS-24-IT-52: Cybersecurity Enhancements



Department	IT Department
Project Location	Citywide
Project Type	Equipment (non-vehicular)
Commence FY	FY2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: In order to improve cybersecurity, the city intends to fund an assessment of its technology environment and develop a remediation plan conducted by specialized professional services.

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY23-28 CIP:
For the FY24 City Manger's Proposed Budget, \$50,000 proposed funding was placed in Fed/State (ARPA) and removed from Non-Operating monies

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	100%	\$50,000						\$50,000	\$0	\$50,000
Bond/ Lease	0%							\$0	\$0	\$0
GF (Non-Operating)	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000

IS-24-FD-54: Fire Department Software Upgrade



Department	Fire Department
Project Location	Dispatch Center, Fire Stations 1, 2 and 3
Project Type	Equipment, non-vehicular
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,002 to \$50,000)

Description: This project increases the efficiency and technology of the Dispatch Center. This project identifies and replaces several system upgrades and out of date critical hardware that is in need of replacing prior to failure.

The Zetron alerting system that the City uses was installed in 2017. Since that time due to human error the system has not been updated since 2018. This has led to intermittent system failures and the system going off line for brief time periods with no apparent cause. The current configuration may be updated and repaired for approximately \$104,000, but will no longer be serviceable within a five year horizon.

This project seeks to upgrade the software systems to the most modern edition and a coupled with a change in configuration of the system, utilizing a majority of the current infrastructure at the City's existing Fire Stations (and using the cabling and wiring in place) will make the station alerting capabilities more secure and redundant between the primary site at the Police Department facility and the backup center at Fire Station 2.

Total cost of the new upgrades and installation is \$145,000 with \$24,750 budgeted for service and support over three years for a total cost of \$169,778.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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%	\$169,778						\$169,778	\$0	\$169,778
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$169,778	\$0	\$0	\$0	\$0	\$0	\$169,778	\$0	\$169,778



IS-21-FI-55: Financial Software Upgrade

Department	Finance Department
Project Location	City Hall
Project Type	Equipment (non-vehicular)
Commence FY	2021
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: There are several different software utilized to perform the necessary financial functions of the city which need to be upgraded and/or expanded for Citywide efficiencies. Due to the size and cost of this project, it is recommended that this funding be spread out over several years with a phased in implementation commencing in FY25 for the City's major financial software, while other specialized software are introduced and upgraded concurrently. These upgrades will enable more efficiencies and the streamlining of the current payroll, A/P, Cash Receipting and other processes for all City Departments.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

The City Manager's Proposed FY24 Budget reduced this project by \$150,000.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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%	\$150,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,650,000	\$425,000	\$2,075,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$150,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,650,000	\$425,000	\$2,075,000

IV. TRANSPORTATION MANAGEMENT





TSM-08-PW-57: 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: These funds allow for an enhanced user experience. Funding covers meter replacement and/or upgrades to ensure current technology required by all cell providers.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Park Portsmouth](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

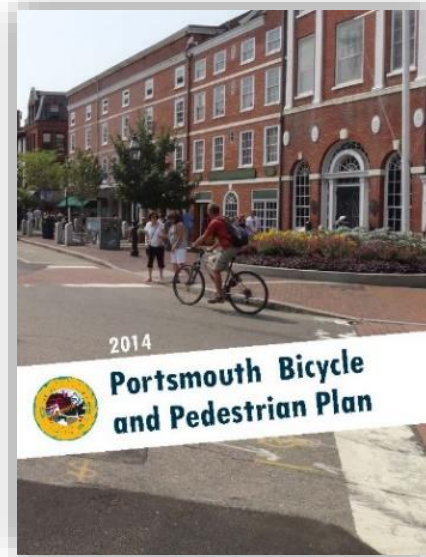
Modest funding increased due to technology requirements.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (Parking)	100%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$250,000	\$550,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$250,000	\$550,000



TSM-15-PL-59: Bicycle/Pedestrian Plan Implementation

Department	Planning Department
Project Location	Citywide
Project Type	Construction or expansion of a public facility, street or utility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)



Description: This project is to implement the projects identified in the Bicycle and Pedestrian Plan. Demand for bicycle and pedestrian facilities continues to grow and these funds will be used as opportunities become available to expand and improve the citywide bicycle and pedestrian networks.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Bicycle & Pedestrian Planning](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	17%							\$0	\$80,000	\$80,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues (parking)	83%	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$100,000	\$400,000
PPP	0%							\$0	\$0	\$0
	Totals	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$180,000	\$480,000



TSM-17-PL-63: Elwyn Park Traffic Calming and Pedestrian Improvements

Department	Planning Department & Public Works
Project Location	Elwyn Park (McKinley Rd, Harding Rd, Van Buren Rd, Fillmore Rd)
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	Y
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project will provide safe pedestrian connections and traffic calming throughout the Elwyn Park Neighborhood. A feasibility study has been completed using prior year Capital funding which identified priority streets within the neighborhood for addition of sidewalks and recommended traffic calming measures.

- Studies Identified & Useful Website Links:**
- [Elwyn Park Sidewalks and Traffic Calming Project Page](#)
 - Elwyn Park Sidewalk Study June 2020
 - [Bicycle and Pedestrian Plan 2014](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	11%							\$0	\$180,000	\$180,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	89%	\$1,500,000						\$1,500,000	\$0	\$1,500,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$180,000	\$1,680,000



TSM-23-PL-64: Borthwick Avenue Bike Path

Department	Planning Department
Project Location	Connection to Hampton Branch Trail via Route 1 Bypass & Eileen Dondero Foley Ave
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: This project could construct a new multi-use path along Borthwick Ave. The path would start at the Route 1 Bypass intersection with Borthwick Ave/Hodgdon Way and travel approximately 2400' along Borthwick Ave toward the Portsmouth Hospital to connect to the existing sidewalk and bike routes that currently end at the intersection of Eileen Dondero Foley Ave. This path would thus finish the pedestrian link on Borthwick Ave and connect the West End to the planned rail trail.

Studies Identified & Useful Website Links:
<ul style="list-style-type: none"> • Bicycle and Pedestrian Plan 2014 • FY23-FY28 CIP (Prior Year) Project Sheet
Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$400,000						\$400,000	\$0	\$400,000
Other	0%							\$0	\$0	\$0
Revenues (parking)	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$400,000



TSM-15-PW-67: Market Square Upgrade

Department	Public Works and Planning Department
Project Location	Market Square
Project Type	Rehabilitation of a Facility
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Market Square was constructed in 1977. Minor improvements have been completed over the years. Streets and buildings around the Square have been upgraded, but sidewalk and lighting upgrades are now required. The increase of funding by \$50,000 will support the current scope of work and the expected engagement of the community in developing consensus on a vision plan for improving Market Square. The intent of this study is to engage the community in a City-wide process that will allow us to better understand the vision, values, and funding priorities for Market Square through public outreach. The study will be completed in FY25 and will inform Phase 1 Capital Investments. This project will be implemented in phases and will include streetscape improvements, pedestrian enhancements, and upgrades to water, sewer, and drainage.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	Y

Studies Identified & Useful Website Links:

- [Bicycle and Pedestrian Plan 2014](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:
Trying to tie this project with the Fleet Street Project.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	5%	\$100,000						\$100,000	\$0	\$100,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease (Parking)	95%			\$1,000,000		\$1,000,000		\$2,000,000	\$0	\$2,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$2,100,000	\$0	\$2,100,000



TSM-19-PW-68: Sagamore Avenue Sidewalk

Department	Public Works Department
Project Location	Sagamore Ave
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2023
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y



Description: Project will construct a sidewalk along Sagamore Avenue from Odiorne Point Road to the old Moose Club access road.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Project to be coordinated with the Sagamore Sewer project (EF-22-SD-93)

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$300,000						\$300,000	\$0	\$300,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000



TSM-95-PW-69: 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	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The Public Works Department completed a conditional sidewalk assessment of City maintained sidewalks. The assessment contains detailed information on 74 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.

- Studies Identified & Useful Website Links:**
- [Roads & Sidewalks Project Page](#)
 - [Sidewalk Condition Index 2018](#)
 - [Public Works Homepage](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$800,000				\$800,000	\$400,000	\$2,000,000	\$1,600,000	\$3,600,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$800,000	\$0	\$0	\$0	\$800,000	\$400,000	\$2,000,000	\$1,600,000	\$3,600,000

TSM-95-PW-69: Citywide Sidewalk Reconstruction Program

PROPOSED CAPITAL IMPROVEMENTS ON EXISTING SIDEWALKS:

- Bartlett St
- Edmond Avenue
- Kensington Road
- Lawrence Street
- Mendum Avenue
- Summit Avenue
- Willard Avenue
- Sherburne Rd/Greenland Rd (near Borthwick/Pannaway)
- TJ Gamester
- Miscellaneous

The list above represents a backlog of high priority sidewalk projects as identified by the Conditional Sidewalk Assessment and other capital projects. The amount of work completed depends on available funds and construction bid prices.



TSM-10-PW-70: Citywide Traffic Signal Upgrade Program

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City continues to replace antiquated signal systems. These replacements improve traffic flow, emergency response, efficiency and safety at intersections. The upgrades include new traffic signals, controllers, compliance with pedestrian ADA requirements and minor roadwork. The FY26 funds are for the intersection and signal system upgrade at Middle Street and Miller Avenue/Summer Street.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:
 FY26 funds increased to fund the intersection and system upgrade @ Middle St and Miller Ave/Summer St.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$350,000	\$100,000	\$100,000	\$100,000	\$850,000	\$500,000	\$1,350,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$100,000	\$100,000	\$350,000	\$100,000	\$100,000	\$100,000	\$850,000	\$500,000	\$1,350,000



TSM-11-PW-71: Citywide Intersection 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)



Description: [The Parking and Traffic Safety \(PTS\) Committee](#) receives numerous requests to address traffic volumes, vehicle speeds, and pedestrian safety. A majority of these requests deal with street intersections, which could be enhanced with minor modifications to the geometry of the streets at the intersections. This project would fund improvements to various intersections involving realignment, curbing, signage and other traffic calming methods. These slight modifications would improve safety for both pedestrian and motor vehicle traffic. The Greenleaf Avenue and Lafayette Road intersection has been identified as a difficult intersection, which needs improvement.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

\$100K added for the design of Greenleaf Ave / Lafayette Rd intersection.
 Future monies will be used for the Miller/Middle/Summer signal project identified in the Citywide Traffic Signal element sheet.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$200,000	\$800,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$200,000	\$800,000



TSM-21-PW-77: Traffic Calming

Department	Public Works Department
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Residents have been calling for traffic calming throughout the City. This project addresses funding for calming in several areas around the City. FY24 funding will be for projects on Aldrich Road, South Street and Middle Road. These measures may include reconfiguring the intersection of South Street and Middle Road and adding speed tables on Aldrich Road to limit vehicle speeds. These improvements would improve safety and access for pedestrians destined for Portsmouth High School and area playgrounds. It is being moved forward due to requests by the residents. Funding was increased.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- [Neighborhood Traffic Calming Program](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:
 FY24 Funding was reduced due to funding constraints.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	100%	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	\$20,000	\$570,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	0%							\$0	\$0	\$0
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000	\$20,000	\$570,000



TSM-94-PW-78: Street Paving, Management, and Rehabilitation

Department	Public Works Department
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Description: The Pavement Condition Management Program started in 1993. An annual report updating the city’s pavement management system is completed as part of this program. City road conditions are evaluated, the road network conditions and budget requirements are analyzed, and road-paving programs are developed. The report provides recommended funding to maintain street conditions at current levels. These are capital costs. They are implemented over a two-year period with an expected life of 20 years. The Public Works operational budget includes maintenance costs with an expected life of 10 years. A list of streets needing improvements is on the next page.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

- Studies Identified & Useful Website Links:
- Pavement Management Index 2020 (draft)
 - [Pavement Management Index](#)
 - [Department of Public Works Projects Page](#)
 - [Roads & Sidewalks Project Page](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

FY24 Funding was increased due to an increased scope and increased material costs. FY26 funding was delayed due to funding constraints.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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	\$2,000,000	\$10,000,000	\$11,000,000	\$21,000,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$4,000,000	\$0	\$0	\$0	\$4,000,000	\$2,000,000	\$10,000,000	\$11,000,000	\$21,000,000

TSM-94-PW-78: Street Paving, Management, and Rehabilitation

PROPOSED CAPITAL IMPROVEMENTS FISCAL YEAR 2024

STREETS LISTING:

- Middle Street
- Woodbury Ave (Bartlett to Market Street)
- Pannaway Manor
- Atlantic Heights (Phase 2)
- Maple Haven
- Michael Succi Dr
- Morning Street
- Miscellaneous

The list above represents a backlog of high priority pavement projects as identified by the Pavement Management Index and other capital projects. The amount of work completed depends on available funds and construction bid prices.



TSM-11-PW-79: 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	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: 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. A list of streets needing improvements is on the next page. FY24's funding is to complete Corporate Drive.

- Studies Identified & Useful Website Links:
- Pavement Management Index 2020 (draft)
 - [Pavement Management Index](#)
 - [Department of Public Works Projects Page](#)
 - [Roads & Sidewalks Project Page](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

FY24 Funding was increased due to an increased scope and increased material costs. FY26 funding was delayed due to funding constraints.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$3,200,000				\$1,000,000	\$500,000	\$4,700,000	\$4,000,000	\$8,700,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$3,200,000	\$0	\$0	\$0	\$1,000,000	\$500,000	\$4,700,000	\$4,000,000	\$8,700,000

TSM-11-PW-79: Pease International Tradeport Roadway Rehabilitation

PEASE INTERNATIONAL TRADEPORT FOR FISCAL YEAR 2024

STREETS LISTING:

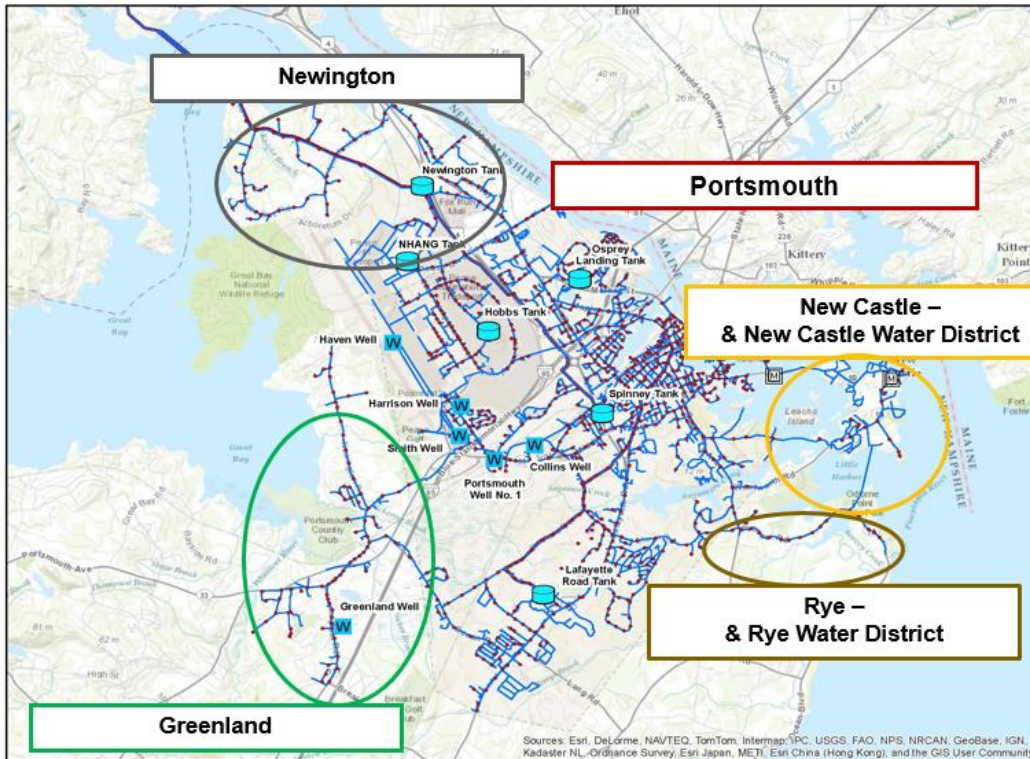
- Airline Avenue
- Aviation Avenue
- Corporate Drive
- Newfields Street
- Rochester Avenue
- Rye Street
- Miscellaneous

The list above represents a backlog of high priority pavement projects in the Pease International Tradeport as identified by the Pavement Management Index and other capital projects. The amount of work completed depends on available funds and construction bid prices.

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V. ENTERPRISE FUNDS

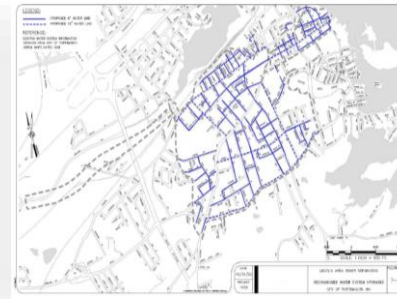
WATER





EF-02-WD-83: Annual Water Line Replacement

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (Ongoing)
Impact on Operating Budget	Negligible (<\$5,001)



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.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Water System Master Plan 2013](#)
 - [Water Department](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	95%	\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000	\$6,500,000	\$9,500,000
Other	0%							\$0	\$0	\$0
Revenues	5%							\$0	\$500,000	\$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-86: New Groundwater Source

Department	Public Works – Water Division
Project Location	Citywide
Project Type	Construction or Expansion of a Public Facility, Street or Utility
Commence FY	2018
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project consists of constructing, permitting and connecting a new groundwater supply well, adjacent to the existing Collins Well, into the Portsmouth water system. This project is important to ensure long-term sustainability of the water supply.

Studies Identified & Useful Website Links:

- [Water Projects Page](#)
- [Water System Master Plan 2013](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

This project has been moved out an additional year to allow for the necessary time to continue with new source development, permitting and design of supporting infrastructure.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%	\$2,000,000						\$2,000,000	\$500,000	\$2,500,000
Other	0%							\$0	\$0	\$0
Revenues	12%							\$0	\$350,000	\$350,000
PPP	0%							\$0	\$0	\$0
Totals		\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$850,000	\$2,850,000



EF-24-WD-89: Greenland Well Treatment

Department	Public Works - Water Division
Project Location	Public Works Water
Project Type	Construction or expansion of a new facility or infrastructure.
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,000 to \$100,000)



Description: This project involves installing groundwater treatment at the Greenland Well to address potential PFAS regulations soon to be established by the EPA.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Wastewater & Sewer Division of the DPW Webpage](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

New project.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	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	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000



EF-24-WD-90: Dover Water Emergency Interconnection

Department	Public Works - Water Division
Project Location	General Sullivan Bridge between Dover and Newington
Project Type	Construction of a new facility or infrastructure.
Commence FY	2024
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Minimal (\$5,001 to \$50,000)



Description: The Cities of Portsmouth and Dover have been working for a number of years to create an interconnection between their two water systems across the soon to be replaced General Sullivan Bridge. This interconnection would link four communities to the north of the bridge and eight communities to the south. The bridge is currently in design with construction set to begin in late 2023. Costs would be split between the communities. Due to the importance of this connection for emergency purposes the New Hampshire Drinking Water and Groundwater Trust approved \$223,000 of funding to cover the design costs. Representative Pappas also included this project in recent congressional funding earmarks totaling \$3,452,972, which would cover 50% of the anticipated project costs. The other 50% would be split between the two communities. However, we will continue to seek state funding assistance due to the regional benefit of this project.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:**
- Emergency Water Interconnection Preliminary Design Report

Notes of Changes in Funding Plan from FY23-28 CIP:

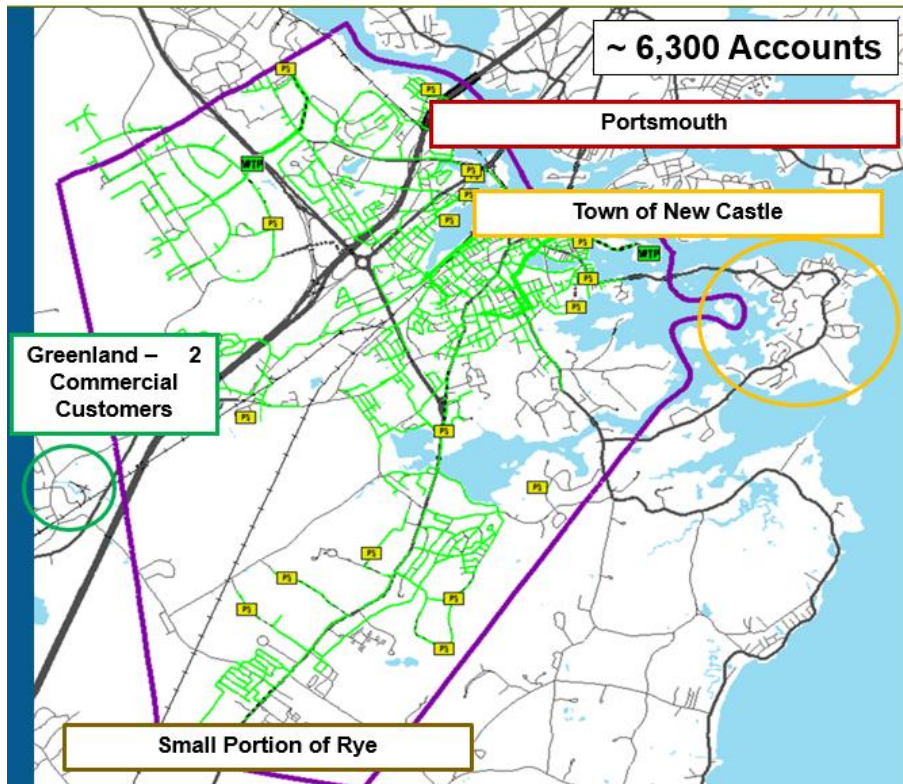
New Project

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$1,726,500						\$1,726,500	\$0	\$1,726,500
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$1,726,500	\$0	\$0	\$0	\$0	\$0	\$1,726,500	\$0	\$1,726,500

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V. ENTERPRISE FUNDS

SEWER

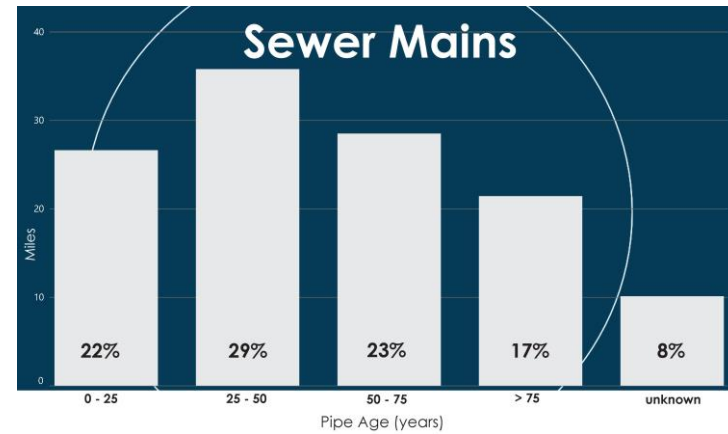




EF-12-SD-92: Annual Sewer Line Replacement

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Upgrade of Existing Facilities
Commence FY	Ongoing
Priority	O (Ongoing or Programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: The wastewater collection system consists of more than 120 miles of pipe. Many of the older pipes are 50 to 100 years old, undersized and at the end of their design life. Pipes are replaced programmatically as part of sewer specific capital projects, roadway reconstruction and prior to annual paving. This item will fund the purchase of pipes and associated materials used to replace those pipes.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	77%	\$1,000,000		\$1,000,000		\$1,000,000		\$3,000,000	\$2,000,000	\$5,000,000
Other	0%							\$0	\$0	\$0
Revenues	23%							\$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	\$3,500,000	\$6,500,000



EF-12-SD-93: Pease Wastewater Treatment Facility

Department	Public Works – Sewer Division
Project Location	Pease WWTF at Corporate Dr
Project Type	Upgrade of Existing Facilities
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	High (\$100,000 or more)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

Description: The Pease treatment facility was original constructed in the 1950s and was upgraded in the 1990s. Selected upgrades have been completed since the 1990s with the Headworks and primary clarifier project completed in 2021, but much of the facility has exceeded its useful lifespan and needs replacement. The City received an updated NPDES permit allowing for an increase in design flow rate from 1.2 million gallons per day to 1.77 million gallons per day. This increase in flow was to accommodate a request from Lonza Biologics for potential expansion of their manufacturing capacity. In February 2023, the City was notified that the request for an increase in flow was no longer required due to water conservation upgrades and manufacturing process changes completed by Lonza Biologics. Since no additional flow is required to accommodate Lonza's expansion needs, the City is changing its project scope to only include critical refurbishment of existing equipment. Initial engineering design for the necessary upgrades is underway. Funding under the bond category represent the costs to design and construct replacement of aged equipment at the existing facility. Costs are preliminary and will be refined as the design moves forward. The City is working to fund this project using revolving loan funds (SRF) in order to take advantage of principal forgiveness, lower interest rates and favorable construction financing.

Studies Identified & Useful Website Links:

- [Pease Wastewater Facility NPDES Permit Renewal 2019](#)
 - [Pease Wastewater Treatment Facility](#)
 - [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Project costs updated after 2/6/23 Public Hearing due to changes in need from Lonza as well as an updated costing and timeline. Updates presented at 2-21-23 CC Meeting.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State (ARPA)	1%							\$0	\$450,000	\$450,000
Bond/ Lease	96%		\$20,000,000					\$20,000,000	\$9,250,000	\$29,250,000
Other	0%							\$0	\$0	\$0
Revenues	3%							\$0	\$800,000	\$800,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$20,000,000	\$0	\$0	\$0	\$0	\$20,000,000	\$10,500,000	\$30,500,000

EF-23-SD-94: Wastewater Reuse at Pease WWTF

Department	Public Works – Sewer Division
Project Location	Pease WWTF at Corporate Dr
Project Type	Construction or expansion of a new public facility or public infrastructure
Commence FY	2024
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: Reuse of wastewater is a sustainable and resilient initiative that can assist in reducing the impact of non-potable water demands on the drinking water system. Wastewater reuse requires additional level(s) of treatment and construction of a distribution system to carry the reuse water to the user. There are many applications for reuse water including, but not limited to, irrigation and water for cooling towers. This item covers the potential cost of a water reuse treatment and initial distribution system for the Pease Wastewater Treatment Facility. Prior year's funds will be to update a planning and feasibility study that will be used to inform costs and timing.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	Y
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%		\$2,000,000		\$6,300,000			\$8,300,000	\$0	\$8,300,000
Other	0%							\$0	\$0	\$0
Revenues	1%							\$0	\$100,000	\$100,000
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$2,000,000	\$0	\$6,300,000	\$0	\$0	\$8,300,000	\$100,000	\$8,400,000



EF-16-SD-95: Long Term Control Plan Related Projects

Department	Public Works – Sewer Division
Project Location	Citywide
Project Type	Rehabilitation of a Facility
Commence FY	Ongoing
Priority	O (ongoing or programmatic)
Impact on Operating Budget	Negligible (<\$5,001)

Description: The City has a combined sewer collection system and is required by the Environmental Protection Agency to implement a Long Term Control Plan to reduce and otherwise mitigate combined sewer overflows. The City is moving forward with a Supplemental Compliance Plan (SCP) that stipulates sewer separation projects to be constructed. The SCP sewer separation projects are funded under other items. This project includes the costs for study, design and construction of other Long Term Control Plan projects, such as a Long Term Control Plan Update, infiltration and inflow identification and removal, sump pump removal programs, and other mitigations projects.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- [Infiltration and Inflow Study 2016](#)
- [Post Construction Monitoring Plan 2017](#)
- [CSO Supplemental Compliance Plan 2017](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

\$300,000 moved from FY25 to FY24 to align with requirements of the Supplemental Compliance Plan where the project begins in October 2023 (FY24).

Added \$2M for potential future projects to be identified in FY24 study.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	3%							\$0	\$100,000	\$100,000
Bond/ Lease	85%	\$300,000		\$1,000,000	\$1,000,000	\$1,000,000		\$3,300,000	\$0	\$3,300,000
Other	0%							\$0	\$0	\$0
Revenues	13%							\$0	\$500,000	\$500,000
PPP	0%							\$0	\$0	\$0
Totals		\$300,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$0	\$3,300,000	\$600,000	\$3,900,000



EF-20-SD-97: Woodbury Avenue Sewer Separation

Department	Public Works – Sewer Division
Project Location	Woodbury Avenue from Farm Lane to Rockingham Avenue
Project Type	Construction or Expansion of a Public Facility, Street, or Utility
Commence FY	2023
Priority	B (needed within 4 to 6 years)
Impact on Operating Budget	Negligible (<\$5,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: Construct drainage on Woodbury Avenue from Farm Lane to Rockingham Avenue. This project will remove catch basins along Woodbury Avenue that are currently connected to the sewer. A new drainage outfall will be constructed at Rockingham Avenue. This work will be coordinated with the re-paving of Woodbury Avenue.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	81%	\$250,000						\$250,000	\$0	\$250,000
Other	0%							\$0	\$0	\$0
Revenues	19%							\$0	\$60,000	\$60,000
PPP	0%							\$0	\$0	\$0
	Totals	\$250,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$60,000	\$310,000

EF-22-SD-98: Sewer Service Funding For Sagamore Avenue Area Sewer Extension

Department	Public Works – Sewer Division
Project Location	Portions of Sagamore Ave and Wentworth House Rd; Cliff Rd, Walker Bungalow Rd and Sagamore Grove
Project Type	Construction or Expansion of A Public Facility, Street or Utility
Commence FY	2022
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Description: The City has approached this project in order to obtain pricing for the private side work for converting existing septic systems to

a pumped sewer connection. Bids were received in August 2021 and pricing was found to be higher than anticipated. The project will be re-bid and updated prices obtained. City staff will present updated cost information to the City Council in order to conclude an approach to the cost sharing proposal. This item sets aside funds in anticipation of City Council action.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

Studies Identified & Useful Website Links:

- Consent Decree Second Modification.
- [Sagamore Ave Sewer Extension Project Page](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

New bid received in 2022, funding was lowered.

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,190,000	\$1,500,000	\$3,690,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,190,000	\$1,500,000	\$3,690,000

EF-24-SD-100: Peirce Island Wastewater Treatment Facility

Department	Public Works – Sewer Division
Project Location	200 Peirce Island Road
Project Type	Equipment, Non-vehicular
Commence FY	2025
Priority	A (Needed within 0 to 3 years)
Impact on Operating Budget	Moderate (\$50,000 to \$100,000)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The Peirce Island Wastewater Treatment Facility was officially put on line in the spring of 2020. Portions of the new wastewater treatment facility have been operational since an upgrade in 2015. The City is planning for the long term improvements needed at this facility to address capital equipment replacement, permit modifications and operational needs over time. The FY25 funds are for a 3rd inclined screw press for sludge de-watering. This 3rd press will allow for redundancy to improve reliable sludge de-watering operations.

Studies Identified & Useful Website Links:

- [Peirce Island Wastewater Facility Upgrade Project Page](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Multiple Projects Cited in Cost Estimate – current project slated to be \$4.9 million

		FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%		\$1,900,000		\$3,000,000			\$4,900,000	\$0	\$4,900,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$0	\$1,900,000	\$0	\$3,000,000	\$0	\$0	\$4,900,000	\$0	\$4,900,000

VI. COMBINED FUNDING





COM-20-PW-101: Fleet Street Utilities Upgrade and Streetscape

Department	Public Works Department
Project Location	Fleet Street
Project Type	Rehabilitation of a Facility
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	Y
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City is moving forward with a sewer separation project on Fleet Street. It is required through the City's Long Term Control Plan and Supplemental Compliance Plan. The project includes water, sewer, drainage upgrades along with full streetscape rework and other pedestrian enhancements. Funding for this work will come from the water and sewer enterprise funds and the general fund (property taxes).

Given the scope of this project, it will need to be completed in phases. The FY24 funding is for construction of a new drain line from Hanover St. to the North Mill Pond. Phase 2 will be Fleet Street from Hanover Street to Court Street as well as a potential expansion of the project limits as determined during the design. The expansion could include portions of Congress Street, State Street and Vaughan Mall. Downtown Aerial Utilities Underground (BI-21-PW-43) project is funded to bury the Fleet Street overhead utilities. Market Square Upgrade project (TSM-15-PW-61) will be coordinated with this project.

Studies Identified & Useful Website Links:

- [Long Term Control Plan Update 2010;](#)
- [CSO Supplemental Compliance Plan 2017Public Works Department](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Added funding to FY23 in order to design and construct a new drainage outfall to North Mill Pond, that is needed to accommodate separate drainage.

COM-20-PW-101: Fleet Street Utilities Upgrade and Streetscape

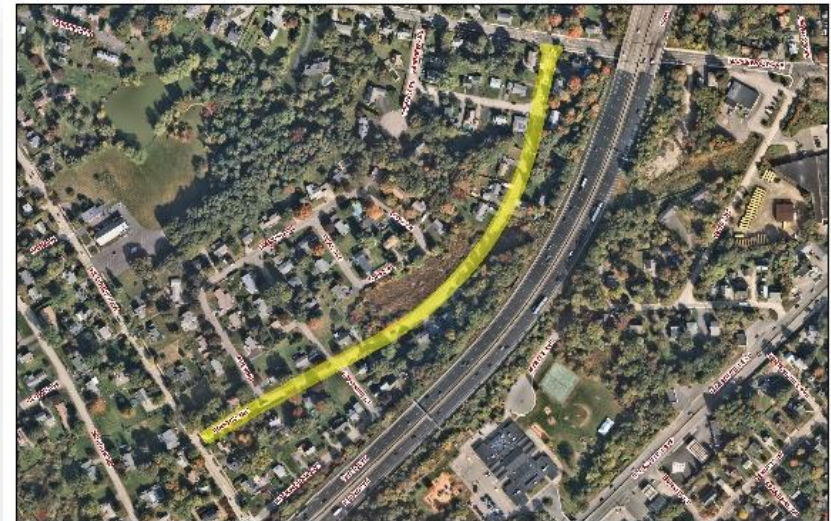
			FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals	
General Fund	Fed/ State	0%							\$0	\$0	\$0	
	GF-Capital Outlay	0%							\$0	\$0	\$0	
	GF-Bond/ Lease	18%			\$2,000,000				\$2,000,000	\$0	\$2,000,000	
	Other	0%							\$0	\$0	\$0	
	PPP	0%							\$0	\$0	\$0	
Water	Revenues	0%							\$0	\$0	\$0	
	Bond/Lease	18%			\$2,000,000				\$2,000,000	\$0	\$2,000,000	
	PPP	0%							\$0	\$0	\$0	
Sewer	Revenues	0%							\$0	\$0	\$0	
	Bond/Lease	64%	\$2,000,000		\$3,000,000				\$5,000,000	\$2,200,000	\$7,200,000	
	PPP	0%							\$0	\$0	\$0	
Total General Fund			18%	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Water Fund			18%	\$0	\$0	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Total Sewer Fund			64%	\$2,000,000	\$0	\$3,000,000	\$0	\$0	\$0	\$5,000,000	\$2,200,000	\$7,200,000
Totals				\$2,000,000	\$0	\$7,000,000	\$0	\$0	\$0	\$9,000,000	\$2,200,000	\$11,200,000



COM-23-PW-102: Edmond Avenue

Department	Public Works Department
Project Location	Edmond Ave from Maplewood Ave to Woodbury Ave
Project Type	Construction or expansion of a new public facility or public infrastructure
Commence FY	2023
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Reduce (will reduce Operating Costs)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	Y
Alleviates Substandard Conditions or Deficiencies	Y
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y



Description: This project includes reconstruction of a section of water line on Edmond Avenue and McGee Drive. Work will include replacement of the water main, a low pressure sewer near Maplewood Avenue and drainage improvements along the roadway. In addition, residents have requested installation of a sidewalk along Edmond Avenue to improve pedestrian safety.

Notes of Changes in Funding Plan from FY23-28 CIP:

An additional \$550,000 to accommodate resident request for sidewalk has been added for sidewalks.

Studies Identified & Useful Website Links:

- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

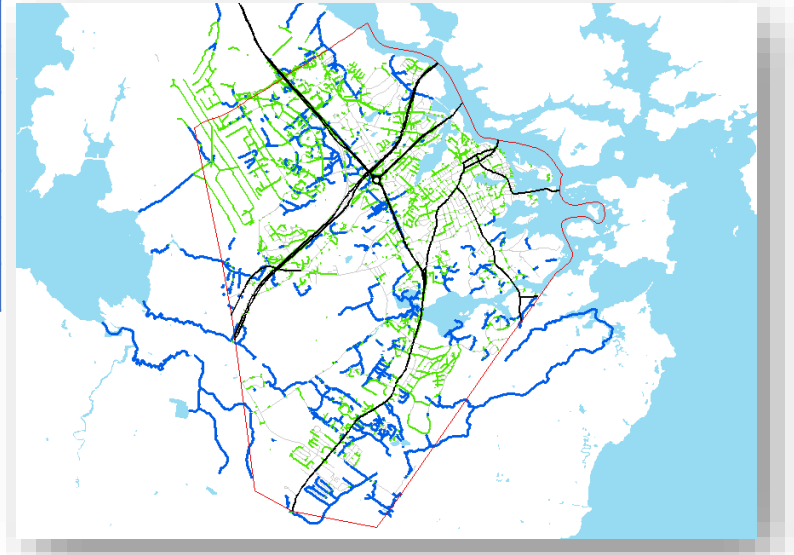
COM-23-PW-102: Edmond Avenue

			FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	3%							\$0	\$60,000	\$60,000
	GF-Bond/ Lease	56%	\$1,050,000						\$1,050,000	\$0	\$1,050,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	3%							\$0	\$60,000	\$60,000
	Bond/Lease	26%	\$500,000						\$500,000	\$0	\$500,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	1%							\$0	\$20,000	\$20,000
	Bond/Lease	11%	\$200,000						\$200,000	\$0	\$200,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		59%	\$1,050,000	\$0	\$0	\$0	\$0	\$0	\$1,050,000	\$60,000	\$1,110,000
Total Water Fund		30%	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000	\$60,000	\$560,000
Total Sewer Fund		12%	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000	\$20,000	\$220,000
Totals			\$1,750,000	\$0	\$0	\$0	\$0	\$0	\$1,750,000	\$140,000	\$1,890,000



COM-15-PW-103: Citywide Storm Drainage Improvements

Department	Public Works Department
Project Location	Citywide
Project Type	Construction or expansion of a new public facility, street or utility
Commence FY	Ongoing
Priority	A (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	Y
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: The City owns and maintains storm drains, catch basins and outfalls. Many of these structures are failing and need upgrades. Drainage improvements are upgraded 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 maintained.

Funding for this work will come from the sewer enterprise fund and the general fund (property taxes).

Studies Identified & Useful Website Links:

- [Stormwater Master Plan 2007](#)
- [FY23-FY28 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

- The FY24 City manager's Proposed Budget reflects moving the General Fund Capital Outlay Monies (\$200,000) to Fed/State (ARPA) Funding.

COM-15-PW-103: Citywide Storm Drainage Improvements

			FY24	FY25	FY26	FY27	FY28	FY29	Totals 23-28	6 PY's Funding	Totals
General Fund	Fed/State (ARPA)	12%	\$200,000						\$200,000	\$400,000	\$600,000
	GF-Capital Outlay	46%		\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,500,000	\$800,000	\$2,300,000
	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	41%	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,700,000	\$350,000	\$2,050,000
	Bond/Lease	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0

Total General Fund	59%	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,700,000	\$1,200,000	\$2,900,000
Total Water Fund	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Sewer Fund	41%	\$200,000	\$250,000	\$300,000	\$300,000	\$300,000	\$350,000	\$1,700,000	\$350,000	\$2,050,000

Totals		\$400,000	\$500,000	\$600,000	\$600,000	\$600,000	\$700,000	\$3,400,000	\$1,550,000	\$4,950,000
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COM-03-PW-107: Islington Street Improvements

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	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	
Reduces Long-Term Operating Costs	
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

Description: This project funds work related to reconstruction on Islington Street. Phase 1 was completed in FY23 with previous year funding and included work from the Route 1 Bypass to Dover Street. Construction bids for Phase 2 were received in the fall of 2022 and Phase 2a from Dover Street to Cornwall Street has been awarded for construction with previous years funding. Phase 2b from Cornwall Street to Maplewood Avenue requires additional funding and is requested in FY24. Funding for this work will come from the water and sewer enterprise funds and the general fund. This project will include sewer separation and credit will be provided under the City’s Long Term Control Plan.

Studies Identified & Useful Website Links:

- [Long Term Control Plan Update 2010;](#)
- [CSO Supplemental Compliance Plan 2017](#)
 - [Public Works Department](#)
 - [Sewer Department](#)
 - [FY21-26 CIP page](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

COM-03-PW-107: Islington Street Improvements

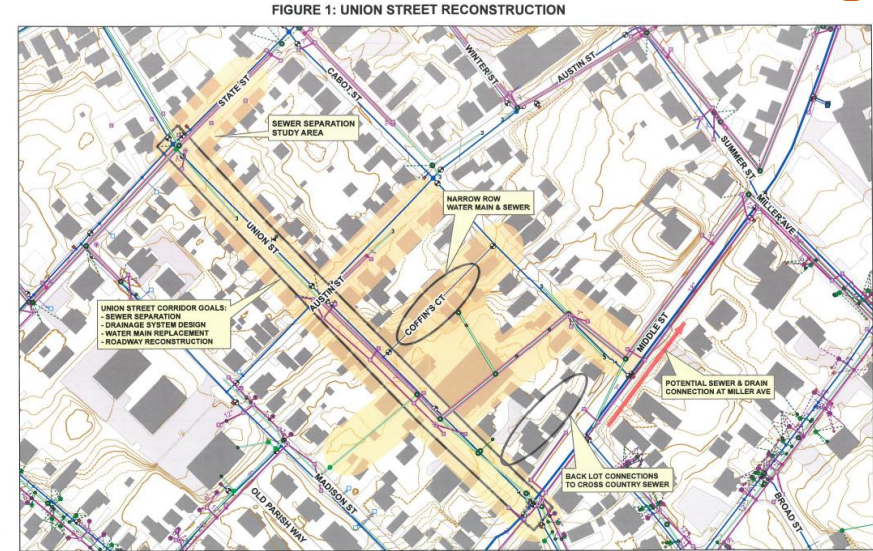
			FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	46%	\$2,500,000						\$2,500,000	\$0	\$2,500,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	16%	\$850,000						\$850,000	\$0	\$850,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	39%	\$2,100,000						\$2,100,000	\$0	\$2,100,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		46%	\$2,500,000	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$0	\$2,500,000
Total Water Fund		16%	\$850,000	\$0	\$0	\$0	\$0	\$0	\$850,000	\$0	\$850,000
Total Sewer Fund		39%	\$2,100,000	\$0	\$0	\$0	\$0	\$0	\$2,100,000	\$0	\$2,100,000
Totals			\$5,450,000	\$0	\$0	\$0	\$0	\$0	\$5,450,000	\$0	\$5,450,000



COM-17-PW-108: Union Street Reconstruction

Department	Public Works Department
Project Location	Union Street
Project Type	Construction or Expansion of Public Infrastructure
Commence FY	2020
Priority	A (needed (needed within 0 to 3 years)
Impact on Operating Budget	Negligible (<\$5,001)

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses Public Health or Safety Need	
Alleviates Substandard Conditions or Deficiencies	
Eligible for Matching Funds with Limited Availability	
Timing or Location Coordinate with Synergistic Project	
Identified in Planning Document or Study	Y
Improves Quality of or Provides Added Capacity to Existing Services	Y
Reduces Long-Term Operating Costs	Y
Provides Incentive to Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	



Description: This project is part of the City's ongoing Combined Sewer Overflow Long Term Control Plan in accordance with the EPA Supplemental Compliance Plan. The project includes water, sewer, drainage and streetscape modifications on Union Street from Middle Street to State Street. The project will also address side streets, including Coffins Court, Cabot Street and sections of Austin Street. Additional sewer funding will be used from the previous CIP sewer project (EF-17-SD-95 Union Street Reconstruction).

Studies Identified & Useful Website Links:

- [Long Term Control Plan Update 2010;](#)
 - [Public Works Department](#)
 - [Sewer Department](#)
- [CIP FY22-27 Original Phase Element Sheet](#)

Notes of Changes in Funding Plan from FY23-28 CIP:

Prior Year Funding is from the original phase of the project COM-17-PW-100 from FY22-27

COM-17-PW-108: Union Street Reconstruction

			FY24	FY25	FY26	FY27	FY28	FY29	Totals 24-29	6 PY's Funding	Totals
General Fund	Fed/ State	0%							\$0	\$0	\$0
	GF-Capital Outlay	0%							\$0	\$0	\$0
	GF-Bond/ Lease	31%	\$700,000						\$700,000	\$1,000,000	\$1,700,000
	Other	0%							\$0	\$0	\$0
	PPP	0%							\$0	\$0	\$0
Water	Revenues	0%							\$0	\$0	\$0
	Bond/Lease	40%	\$700,000						\$700,000	\$1,500,000	\$2,200,000
	PPP	0%							\$0	\$0	\$0
Sewer	Revenues	3%							\$0	\$150,000	\$150,000
	Bond/Lease	26%	\$700,000						\$700,000	\$700,000	\$1,400,000
	PPP	0%							\$0	\$0	\$0
Total General Fund		31%	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$1,000,000	\$1,700,000
Total Water Fund		40%	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$1,500,000	\$2,200,000
Total Sewer Fund		28%	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000	\$850,000	\$1,550,000
Totals			\$2,100,000	\$0	\$0	\$0	\$0	\$0	\$2,100,000	\$3,350,000	\$5,450,000

CITY OF PORTSMOUTH
PROPOSED SCHEDULE OF FEES
FISCAL YEAR 2024



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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 24 Departments with recommended fee changes:

Department	Page
Planning	14,15,16
Inspection	19,20,22,23,24,25
Health	46
Parking/Transportation	48,49,50
Water/Sewer	56,57
Library	60
Prescott Park	62,63,64,65,66,

Statistics On Local Fees Governed
by the Fee Committee and Local Ordinance:
Chapter 1, Article XVI.

GENERAL FUND

FY 2023 Budget	\$132,424,911
Fees as a percentage of total General Fund Revenues:	
	1%

Local Fees, Licenses, Permits portion of Budgeted Revenues:

	FY 23 General Fund
Department	Budgeted Revenues From Fees
City Clerk	\$24,000
Planning	\$170,000
Inspection	\$1,195,000
Police	\$30,000
Fire	\$106,500
Public Works	\$155,800
Recreation	\$127,000
Health	\$80,000

Total Local Fees, Licenses and Permits

Portion of GF	\$1,888,300
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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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Assessor created export file	FY 17	\$150.00	\$150.00	\$150.00
Tax Delinquency file	Pre FY 02	\$300.00	\$300.00	\$300.00
DVD copies of City related events	Pre FY 02	\$10.00	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article I Section 109C</u>				
Licenses-Gen. Provisions- Duties of licensee				
Change Location of Licensed Business	Pre FY 02	\$1.00	\$1.00	Per Occurrence
				\$1.00
<u>Chapter 6: Article I Section 110B</u>				
Licenses-Gen. Provisions-Transfer of license				
Transfer of License	Pre FY 02	\$10.00	\$10.00	Per Occurrence
				\$10.00
<u>Chapter 6: Article II Section 201</u>				
Billiards and Bowling				
License	FY 14	\$25.00	\$25.00	Per Year, Per Table or Lane
				\$25.00
<u>Chapter 6: Article III Section 302</u>				
Model Slot Car Racing				
License	Pre FY 02	\$25.00	\$25.00	Per Year
				\$25.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article IV Section 403C</u>				
Coin Operated Amusement Devices				
License	FY 03	\$75.00	\$75.00	For each of the first 30 machines, per year
				\$75.00
	FY 03	\$10.00	\$10.00	For each machine over 30, per year
				\$10.00
<u>Chapter 6: Article V Section 502</u>				
Boxing and Wrestling				
License	Pre FY 02	\$10.00	\$10.00	Each Day
				\$10.00
<u>Chapter 6: Article VI Section 602</u>				
Dancing				
License	Pre FY 02	\$10.00	\$10.00	Per Dance
				\$10.00
<u>Chapter 6: Article IX Section 901C12</u>				
Circus License				
Amusement Devices	Pre FY 02	\$30.00	\$30.00	Per Day
				\$30.00
Carnivals (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day
				\$125.00
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00	
				\$30.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
				* (Indicates change from current fee)	
Circus (For Operation)	Pre FY 02	\$125.00	\$125.00	Per Day	\$125.00
Including Each Amusement Device	Pre FY 02	\$30.00	\$30.00		\$30.00
Fairs (For Operation)	Pre FY 02	\$10.00	\$10.00	Per Day	\$10.00
Including Each Amusement Device	Pre FY 02	\$5.00	\$5.00	Per Day	\$5.00
Temporary Structures	Pre FY 02	\$10.00	\$10.00	Per Day	\$10.00
 <u>Chapter 6: Article IX Section 902</u>					
Circus License					
Total fee for Circus license shall not be less than	Pre FY 02	\$75.00	\$75.00	Per Day	\$75.00
 <u>Chapter 6: Article X Section 1003</u>					
Theatricals, Parades, Open Air Meetings					
License	Pre FY 02	\$300.00	\$300.00	Not to exceed per day	\$300.00
License to exhibit in any hall	Pre FY 02	\$50.00	\$50.00	Not to exceed per day	\$50.00
 <u>Chapter 6: Article XIII Section 1315</u>					
Hawkers and Peddlers					
License	Pre FY 02	\$250.00	\$250.00	Per Year	\$250.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
* (Indicates change from current fee)				
<u>Chapter 6: Article XIV Section 1402</u>				
Pawn Brokers				
License	FY 14	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XV Section 1502</u>				
Roller Skating Rinks				
License	Pre FY 02	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 6: Article XVI Section 1608</u>				
Magazine Subscription Solicitors				
License	FY 06	\$50.00	\$50.00 Per Year	\$50.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Obstruction (including Restaurant Table)	FY 18	\$75.00	\$75.00 Each Obstruction (including Restaurant Table)	\$75.00
<u>Chapter 9: Article V Section 504 C</u>				
Sidewalk Obstructions				
Restaurant Chairs	FY 18	\$10.00	\$10.00 Each Restaurant Chair	\$10.00

**City of Portsmouth
Fee Schedule
City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
				* (Indicates change from current fee)	
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Suspended for 2022 per Council vote 02/22/22				
Area Service Agreements-use of City Property for Sidewalk Café's providing Alcohol Services					
	FY 12	\$10.00	N/A	per square foot-6 month season-no proration	N/A
	FY 12	\$2,000.00	N/A	minimum fee	N/A
<u>Non-ordinance-City Council Policy No. 2012-02</u>	Amended for 2023 per Council vote 02/21/23 "readopt the 2022 outdoor dining"				
Area Service Agreements-use of City Property (including roadway) for Sidewalk Café's providing Alcohol Services					
	FY 22	\$5.00	\$5.00	per square foot-6 month season-no proration	\$5.00
	FY 22	\$1,000.00	\$1,000.00	minimum fee	\$1,000.00
Use of Parking Space	FY 22	\$1,500.00	\$1,500.00	per space	\$1,500.00
Waiver for food service establishment on City property that abide by the Composting requirements of the Distribution of Single-Use Disposables On City Property Ordinance Chapter 3 Article IX (City Council adopted 03/07/22)					
	FY 22	(\$200.00)	(\$200.00)	Waiver Amount	(\$200.00)
Ward checklist	FY 18	\$75.00	\$75.00	per set	\$75.00
Ward checklist for individual wards	FY 18	\$25.00	\$25.00		\$25.00
Event permit (fairs, parades etc. not governed by ordinance)	FY 18	\$50.00	\$50.00		\$50.00
Ordinance Books	Pre FY 02	\$100.00	\$100.00		\$100.00
Ordinance book supplements (distributed 2 x per year)	Pre FY 02	\$50.00	\$50.00		\$50.00

**City of Portsmouth
 Fee Schedule
 City Clerk**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
	* (Indicates change from current fee)			
Voter certification	FY 05	\$5.00	\$5.00	\$5.00
Voter History Disk	FY 18	\$125.00	\$125.00 per election	\$125.00
Articles of agreement filing	Pre FY 02	\$5.00	\$5.00	\$5.00
Restricted Property Listing	FY 12	\$15.00	\$15.00 per form	\$15.00

**City Clerk
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Budget FY 22	Budget FY 23
Other Fees	\$16,897	\$16,566	\$15,968	\$16,760	\$12,000
Other Licenses	\$22,500	\$7,535	\$5,305	\$13,755	\$12,000

Total City Clerk Revenue from Fees

	FY 20 Issued	FY 21 Issued	FY 22 Issued	FY 20 Revenue	FY 21 Revenue	FY 22 Revenue
License						
Change Location of Licensed Business	0	0	0	\$0	\$0	\$0
Licenses-Gen. Provisions-Transfer	0	0	0	\$0	\$0	\$0
Billiards and Bowling	3	4	5	\$275	\$825	\$1,175
Model Slot Car Racing	0	0	0	\$0	\$0	\$0
Coin Operated Amusement Devices	3	7	7	\$1,275	\$525	\$3,650
Boxing and Wrestling	0	0	0	\$0	\$0	\$0
Dancing	0	0	0	\$0	\$0	\$0
Circus						
Amusement Devices	0	0	0	\$0	\$0	\$0
Carnivals (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Fairs (For Operation)	0	0	0	\$0	\$0	\$0
Including Each Amusement Device	0	0	0	\$0	\$0	\$0
Temporary Structures	0	0	0	\$0	\$0	\$0
Theatricals, Parades, open Air Meetings	0	0	0	\$0	\$0	\$0
Hawkers and Peddlers	5	5	4	\$1,250	\$1,250	\$1,000
Pawn Brokers	3	5	2	\$150	\$250	\$100
Roller Skating Rinks	0	0	0	\$0	\$0	\$0
Magazine Subscription Solicitors	0	0	0	\$0	\$0	\$0
Sidewalk Obstructions						
Obstruction (including Restaurant Table)	41	Waved	26	\$3,415	Waved	\$1,950
Other						
Notarization	279	283	244	\$1,395	\$1,415	\$1,220
Tag day, permits	6	6	4	\$120	\$120	\$80
Ward checklist	0	2	0	\$0	\$2,310	\$0
Ward checklist for individual wards	0	0	0	\$0	\$0	\$0
Event permit	8	2	29	\$400	\$100	\$1,450
Ordinance Books	0	0	0	\$0	\$0	\$0
Ordinance book supplements	0	0	0	\$0	\$0	\$0
Voter certification	4	3	7	\$20	\$15	\$35
Voter History Disk	13	2	7	\$1,625	\$250	\$875
Articles of agreement filing	4	4	1	\$20	\$20	\$5
Restricted Property Listing	0	0	0	\$0	\$0	\$0

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
PLANNING BOARD					
<u>Recording</u>					
Mylar Recording	FY 24	N/A	N/A	*	\$150.00
Deed Recording	FY 24	N/A	N/A	*	\$100.00
Preapplication review (site plan or subdivision)					
Preliminary conceptual consultation	FY 18	\$200.00	\$200.00		\$200.00
Design Review	FY 18	\$500.00	\$500.00		\$500.00
<u>SUBDIVISIONS</u>					
Subdivision application (residential)	FY 15	\$500.00	\$500.00	*	\$600.00
Plus Per Lot	FY 15	\$200.00	\$200.00		\$200.00
Subdivision application (non-residential)	FY 15	\$700.00	\$700.00	*	\$800.00
Plus Per Lot	FY 15	\$300.00	\$300.00		\$300.00
Subdivision Amendment					
Administrative Approval	FY 21	\$200.00	\$200.00		\$200.00
TAC or Planning Board Approval	FY 21	\$500.00	\$500.00		\$500.00
Lot Line Revision/Verification	FY 14	\$250.00	\$250.00		\$250.00
Lot Line Revision Amendment					
Administrative Approval	FY 21	\$100.00	\$100.00	*	\$200.00
TAC or Planning Board Approval	FY 21	\$150.00	\$150.00	*	\$250.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
MISCELLANEOUS				
Voluntary Lot Consolidation (Merger) - no subdivision	FY 10	\$175.00	\$175.00	\$175.00
Restoration of Involuntarily Merged Lots	FY18	\$250.00	\$250.00	* \$300.00
Wetland Conditional Use Permit				
Area of disturbance in wetland or wetland buffer:				
-up to 250 sq ft	FY 17	\$100.00	\$100.00	\$100.00
-up to 1,000 sq ft	FY 15	\$500.00	\$500.00	\$500.00
-greater than 1,000 sq ft	FY 23	\$1,000.00	\$1,300.00	\$1,300.00
Non-Wetland Conditional Use Permit (e.g. Accessory Dwelling Units, Garden Cottages, Flexible Development, Drive-Through Facilities)	FY 18	\$200.00	\$200.00	* \$500.00

PLANNING-BOARD OF ADJUSTMENT

Residential application 1-2 dwelling units	FY 15	\$150.00	\$150.00	* \$200.00
3-4 dwelling units	FY 15	\$250.00	\$250.00	* \$300.00
5-and over	FY 15	\$250.00	\$250.00	* \$350.00
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	* \$400.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$3,000.00	\$3,000.00	\$3,000.00
Signs	FY 13	\$200.00	\$200.00	\$200.00
Appeal of administrative decision	FY 17	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
Planning Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
PLANNING-SITE PLAN REVIEW				
All developments	FY 14	\$500.00	\$500.00	* \$600.00
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	* \$20,000.00
Site plan amendment				
Administrative approval	FY 17	\$200.00	\$200.00	* \$400.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
TAC or Planning Board approval	FY 17	\$800.00	\$800.00	\$800.00
PLANNING-HISTORIC DISTRICT				
Work Session (prior to application for approval)	FY 17	\$200.00	\$200.00 per work session	\$200.00
Residential applications 1 dwelling unit	FY 15	\$100.00	\$100.00	\$100.00
2 dwelling units	FY 15	\$100.00	\$100.00	\$100.00
3 dwelling units	FY 15	\$250.00	\$250.00	\$250.00
4 and over dwelling units	FY 15	\$400.00	\$400.00	\$400.00
For each unit over 4	FY 15	\$100.00	\$100.00	\$100.00
Accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00
Non-residential applications	FY 15	\$500.00	\$500.00	\$500.00
In Addition:				
Per \$1,000 of valuation of new construction	Pre FY 02	\$5.00	\$5.00	\$5.00
Total application fee shall not exceed (cap)	FY 15	\$5,000.00	\$5,000.00	\$5,000.00
Non-residential applications-accessory structure, mechanical equipment or replacement of doors/windows only	FY 15	\$100.00	\$100.00	\$100.00

**City of Portsmouth
Fee Schedule
Planning Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Amendment to Certificate of Approval				
Administrative approval	FY 17	\$100.00	\$100.00	\$100.00
Administrative approval after work has been done	FY 17	\$500.00	\$500.00	\$500.00
Commission approval	FY 17	\$800.00	\$800.00	\$800.00
Signs	FY 15	\$100.00	\$100.00	\$100.00
PLANNING DEPARTMENT - ZONING PERMITS				
Certificate of conformity	FY 17	\$50.00	\$50.00	\$50.00
Letter of interpretation	FY 17	\$100.00	\$100.00	\$100.00

PLANNING DEPARTMENT
Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Planning Board	\$79,937	\$145,187	\$162,856	\$159,288	\$90,000
Board of Adjustments	\$37,909	\$34,081	\$24,705	\$47,412	\$45,000
Site Review	\$39,619	\$22,633	\$9,290	\$5,741	\$35,000
Total Planning Department	\$157,465	\$201,901	\$196,851	\$212,441	\$170,000

The Planning Department reported the following application numbers:

	FY 19	FY 20	FY 21	FY 22
Site Plan Review	17	21	18	13
Subdivision/Lot Line revisions	14	16	12	13
Wetland Conditional Use	30	19	28	17
Non-Wetland Conditional Use	19	13	18	13
HDC	184	198	227	159
Preliminary Conceptual Consultation	7	11	11	9
Design Review	1	6	2	4
Board of Adjustment	95	80	123	88

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 8: Article I Section 106 A				
Street Obstructions (thirty working days or less)				
Please see Public Works for more than 30 working days fee				
Initial	FY 11	\$50.00	\$50.00	\$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	*	\$75.00
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	*	\$150.00
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Commercial Roofing	FY 23	N/A	\$100.00 Flat Rate	*	Delete
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Flat Rate Permits: Includes: siding, replacement windows, pools, sheds, buried tanks, pad mounted generators, temporary structures, change-in-occupancy with no construction.

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Demolition Permits	FY 06	\$50.00	\$50.00 For structures up to 2,000 SF floor area	* \$75.00
	FY 04	\$10.00	\$10.00 per \$1,000 of demolition cost for structures over 2,000sf	\$10.00
General Renovations Residential Rates,	FY 04	\$7.00	\$7.00 per \$1,000 of renovation cost	* \$8.00
New Construction, Renovation/Remodel and Additions Commercial Rates	FY 04	\$10.00	\$10.00 per \$1,000 of renovation cost	* \$11.00
Sign Permits-Minimum Fee	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
Chapter 12: Part I Section 109.7				
International Building Code- and Chapter 12: Part II Section R109.5				
International Residential Code-				
Reinspection Fee	FY 07	\$100.00	\$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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 12: Part I Section 108.4				
International Building Code-				
and				
Chapter 12: Part II Section R108.7				
International Residential Code-				
Fee for Nonpermitted Work				
Any person who is found to have demolished, constructed, altered, removed, or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical, or change in use permit shall, upon issuance of said permit(s), be assessed a charge of (1) 200% of regular permit fee or(2) \$300.00 whichever is greater. If the regular permit fee is over(3) \$300.00 , the permit fee shall be the regular fee plus(4) \$300.00 .				
	FY 04	(1) 200%	(1) 200%	(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
Chapter 12: Part I Section 110.6				
International Building Code-				
and				
Chapter 12: Part II Section R110.6				
International Residential Code-				
Fee for Certificate of Use and Occupancy	FY 07	\$100.00	\$100.00	\$100.00
Chapter 12: Part I Section 106.3.6				
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%

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
ELECTRICAL FEES:				
<u>Chapter 12: Part I Section 108.2</u>				
International Building Code-				
	and			
<u>Chapter 12: Part II Section R108.2</u>				
International Residential Code-				
Plan Review Fee	FY 04	\$50.00	\$50.00	* \$75.00
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	* \$75.00
Residential-Service Equipment				
Single Phase	FY 18	\$50.00	\$50.00 up to & including 100 Amps.	\$50.00
Single Phase	FY 18	\$75.00	\$75.00 101 to 200 Amps.	\$75.00
Single Phase	FY 18	\$150.00	\$150.00 201 to 400 Amps.	\$150.00
Single Phase	FY 07		Meters (each)	
Lighting Fixtures, Power Utilization				
Equipment & Outlets	FY 04	\$1.00	\$1.00 Each Device	\$1.00
Pad Mounted Generators:				
12 KW or less	FY 12	\$75.00	\$75.00	\$75.00
13 KW to 20 KW	FY 12	\$125.00	\$125.00	\$125.00
21 KW and above	FY 12	\$175.00	\$175.00	\$175.00
Manual Gen. set transfer	FY 12	\$10.00	\$10.00	\$10.00
Automatic Gen. set transfer	FY 12	\$25.00	\$25.00	\$25.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
All fees shall be rounded up to the nearest				
\$5.00 with a minimum fee of \$50.00 \$100 (Commercial)	FY 04	\$50.00	\$50.00	* \$100.00
Commercial-Contract Cost Fee Method				
First \$5000.00 of electrical construction cost from				
\$0.01 to \$5,000.00	FY 04	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost \$25.00
Next \$5000.00 of electrical construction cost from				
\$5,000.01 to \$10,000.00	FY 04	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost \$20.00
Next \$5000.00 of electrical construction cost from				
\$10,000.01 to \$15,000.00	FY 04	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost \$15.00
Each \$1000.00 of electrical construction cost from				
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost \$10.00

Chapter 12: Part I Section 109.7

International Building Code-

and

Chapter 12: Part II Section R109.5

International Residential Code-

Reinspection fees

If, upon being called for any inspection, the work is not in compliance with this Code, verbal notice will be given as to the deficiencies and such deficiencies shall be noted on the code official's report. The permit holder shall be responsible for correcting the item(s) and for notifying the code official to reinspect said deficiencies. If when called to reinspect these deficiencies, all is correct, no further action will be taken. However, if during the first reinspection, the work in question has not been corrected, there will be a **\$100.00** reinspection fee assessed, which must be paid at the Inspection Office before a third inspection will be made. For each subsequent reinspection of the same deficiency or deficiencies, a like procedure and fee shall be assessed.

	FY 07	\$100.00	\$100.00	\$100.00
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**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 14: Section 102A E</u>				
Housing Code				
Certificate of Occupancy	Pre FY 02	\$1.00	\$1.00 Per Dwelling Unit (Good for 3 years)	\$35.00
	FY 24	N/A	N/A Minimum Fee *	\$100.00

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 *	\$75.00

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Commercial rate:					
Required Plan Review Fee	FY 04	\$50.00	\$50.00	Plumbing	\$50.00
(Per contractor and for each revision of plans)	FY 04	\$50.00	\$50.00	Mechanical	\$50.00
Minimum Permit Fee:	FY 04	\$50.00	\$50.00		* \$100.00
Commercial-Contract Cost Fee Method					
First \$5000.00 of plumbing/Mechanical construction cost from					
\$0.01 to \$5,000.00	FY 07	\$25.00	\$25.00	Rate per Thousand Dollars of Contract Cost	\$25.00
Next \$5000.00 of plumbing/electrical construction cost from					
\$5,000.01 to \$10,000.00	FY 07	\$20.00	\$20.00	Rate per Thousand Dollars of Contract Cost	\$20.00
Next \$5000.00 of plumbing/electrical construction cost from					
\$10,000.01 to \$15,000.00	FY 07	\$15.00	\$15.00	Rate per Thousand Dollars of Contract Cost	\$15.00
Each \$1000.00 of plumbing/electrical construction cost from					
\$15,000.01 & over	FY 07	\$10.00	\$10.00	Rate per Thousand Dollars of Contract Cost	\$10.00
Commercial Range & Duct Extinguishing System:					
Base Permit Fee (Per System):	FY 06	\$150.00	\$150.00		\$150.00
At time of first inspection, if system(s) are not ready for testing within 1/2 hour from time of Inspectors arrival, or if 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
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
Chapter 15, Part I of II: Section 107.1.2.4					
International Plumbing Code					
Reinspection Fee	FY 07	\$100.00	\$100.00		\$100.00

Chapter 15, Part II of II: Section 107.6

**City of Portsmouth
Fee Schedule
Inspection Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
International Mechanics Code				
Reinspection Fee	FY 07	\$100.00	\$100.00	\$100.00

Chapter 15, Part I of II: Section 108.8

International Plumbing Code

Work Commencing Before Permit Issuance

Any person who is found to have done plumbing work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

Commencing work before permit issuance

Any person who is found to have done mechanical work without the proper permits shall, upon issuance of said permit(s), be assessed a charge of (1) **200%** of the regular permit fee or (2) **\$300.00** whichever is greater. If the regular permit fee is over (3) **\$300.00**, the permit fee shall be the regular fee plus (4) **\$300.00**.

	FY 04	(1) 200%	(1) 200%	(1) 200%
	FY 07	(2) \$300	(2) \$300	(2) \$300
	FY 07	(3) \$300	(3) \$300	(3) \$300
	FY 07	(4) \$300	(4) \$300	(4) \$300

**INSPECTION DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Total Inspection Department	\$1,607,252	\$1,114,996	\$1,773,397	\$1,270,718	\$1,195,000
	FY 19	FY 20	FY 21	FY 22	
Permits					
Residential	1896	1679	2027	2041	
Commercial	977	955	1028	1055	
Value	\$157,936,179	\$134,866,113	\$212,826,565	\$144,822,449	
Inspections	6672	6292	6719	7087	

**City of Portsmouth
Fee Schedule
Police Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
<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 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Police Alarms	\$37,125	\$19,050	\$33,555	\$37,025	\$30,000

**Alarm Systems Service Charge
Police-Unfounded Emergency calls**

	FY 19	FY 20	FY 21	FY 22
0-3 Occurrences per calendar year	708	660	553	601
4th Occurrence per calendar year	76	75	61	79
5th Occurrence per calendar year	53	51	42	58
6th Occurrence per calendar year	35	40	30	39
7th Occurrence per calendar year	23	28	29	21
8th Occurrence per calendar year	17	19	18	15
9th Occurrence per calendar year	9	17	13	10
10th-15th Occurrences per calendar year	23	22	46	35
16th-20th Occurrences per calendar year	7	8	5	14
21th-25th Occurrences per calendar year	0	0	0	5
Each Occurrences 26 or over per calendar year	0	0	0	3
Total Calls	951	920	797	880

**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 5: Article IX Section F403.2</u>				
Copy of incident report	Pre FY 02	\$10.00	\$10.00	\$10.00
Environmental Reports and Research	FY 06	\$25.00	\$25.00	\$25.00

INSPECTION FEES

PLACE OF ASSEMBLY

An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or used as a special amusement building, regardless of occupant load.

Establishments with an occupancy of less than 50 persons with an on-premise liquor license are required by the State Liquor Commission to have a valid Permit to Operate a Place of Assembly.

Full Place of Assembly inspections are performed annually in conjunction with the issuance of the Permit to Operate a Place of Assembly.

Occupancy Less than 50	FY 20	\$50.00	\$50.00	Annually	\$50.00
Occupancy 51 to 100	FY 20	\$100.00	\$100.00	Annually	\$100.00
Occupancy 101 to 300	FY 20	\$200.00	\$200.00	Annually	\$200.00
Occupancy 301 to 1000	FY 20	\$300.00	\$300.00	Annually	\$300.00
Occupancy 1001 and above	FY 20	\$500.00	\$500.00	Annually	\$500.00

**City of Portsmouth
Fee Schedule
Fire Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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DAYCARE

An occupancy in which four or more clients receive care, maintenance, and supervision, by other than their relatives or legal guardians, for less than 24 hours per day. Excludes Family Daycares.

Daycare Center:

(12 plus or 5 plus under 2 years old)	FY 20	\$100.00	\$100.00	Every 3 years in conjunction with State licensing	\$100.00
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APARTMENTS

A building or portion thereof containing three or more dwelling units with independent cooking and bathroom facilities.

APARTMENT BUILDING	FY 20	\$100.00	\$100.00	Every three years	\$100.00
per dwelling unit	FY 20	\$100.00	\$100.00	Every three years	\$100.00

HOTEL

A building or groups of buildings under the same management in which there are sleeping accommodations for more than 16 persons and primarily used by transients for lodging with or without meals.

HOTEL	FY 20	\$100.00	\$100.00	Annually	\$100.00
per room	FY 20	\$2.50	\$2.50	Annually	\$2.50

ROOMING HOUSE

Buildings that provide sleeping accommodations for 16 or fewer persons on either a transient or permanent basis, with or without meals, but without separate cooking facilities for individual occupants; excluding one- and two- family homes

ROOMING HOUSE	FY 20	\$100.00	\$100.00	Annually	\$100.00
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**City of Portsmouth
Fee Schedule
Fire Department**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
EDUCATIONAL				
Buildings used for educational purposes through the twelfth grade by six or more persons for 4 or more hours per day or more than 12 hours per week.				
Educational	FY 20	\$100.00	\$100.00 Annually	\$100.00
STATE REQUIRED DWELLING UNIT				
Residential Placements, Foster Care, Adoptions, Family Daycares,				
STATE REQUIRED DWELLING UNIT INSPECTIONS	FY 20	\$30.00	\$30.00 Every three years in conjunction with State Licensing	\$30.00
HEALTH FACILITIES				
Inspections required for the licensing of healthcare facilities by NH DHHS				
HEALTH FACILITIES per bed	FY 20	\$100.00	\$100.00 Inspections related to State licensing	\$100.00
	FY 20	\$2.50	\$2.50	\$2.50
RE-INSPECTION				
Fire Alarm and Sprinkler Suppression System, Place of Assembly, Daycare, Apartment Building, Hotel, Rooming House, Educational, State Required Dwelling Unit, and Health Facilities.				
First Occurrence	FY 20	\$300.00	\$300.00	\$300.00
Second Occurrence	FY 20	\$400.00	\$400.00	\$400.00
Third and Additional Occurrences	FY 20	\$500.00	\$500.00	\$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 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Fire Sprinkler Systems	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Fire Alarm Systems:	FY 20	\$50.00	\$50.00	per application	\$50.00
	FY 20	\$0.05	\$0.05	per sq. ft. of protected area	\$0.05
Hot Work Permit-1 day	FY 22	\$50.00	\$50.00		\$50.00
Hot Work Permit-per week	FY 23	\$100.00	Delete		Delete
Hot Work Permit-per month	FY 23	N/A	\$100.00		\$100.00
Hot Work Permit-per year	FY 23	N/A	\$500.00		\$500.00
<u>Chapter 5: Article VIII Section 802</u>					
Alarm Systems Service Charge					
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Malicious	\$300.00
Fire-Unfounded Emergency calls	FY 20	No Charge	No Charge	0-3 Occurrences per calendar year	No Charge
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	4th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	5th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$200.00	\$200.00	6th Occurrence per calendar year	\$200.00
Fire-Unfounded Emergency calls	FY 20	\$300.00	\$300.00	Each Occurrences 7 or over per calendar year	\$300.00

**FIRE DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Fire Misc Fees	\$1,485	\$795	\$1,500	\$0	\$1,500
Fire Inspections	N/A	\$121,503	\$126,316	\$103,848	\$105,000
Total Fire Department	\$1,485	\$122,298	\$127,816	\$103,848	\$106,500

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Memorial Bridge Lighting Request (Available to Non-Profits only)	FY 23	\$50.00	\$75.00	Application/Permit Fee \$75.00
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
New Driveway Permit	FY 18	\$50.00	\$50.00	\$50.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>FY 2024 Schedule</u>	Suggested
Excavation Permit	FY21	\$250.00	\$250.00	1st 100 sf.	\$250.00
	FY21	\$500.00	\$500.00	Expedited Permit (within 3 business days)	\$500.00
	FY23	N/A	\$500.00	Refundable Deposit	\$500.00
	FY21	\$150.00	\$150.00	each additional 100 sf.	\$150.00
Flagging Permit	FY 23	\$25.00	\$50.00		\$50.00
	FY 23	\$50.00	\$75.00	Expedited Permit (within 3 business days)	\$75.00
	FY 23	N/A	\$300.00		\$300.00
Cracksealing Fee					
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial Certification	\$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension	\$500.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Maps				
Copy of existing map: 8 1/2 x 11 (B & W)	FY 06	\$0.50	\$0.50	Each Print \$0.50
11 x 17 (B & W)	PRE FY 02	\$0.50	\$0.50	Each Print \$0.50
22 x 34 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
24 x 36 (B & W)	FY 09	\$10.00	\$10.00	Each Print \$10.00
44 x 34 (B & W)	FY 09	\$20.00	\$20.00	Each Print \$20.00
Plot existing maps: 8 1/2 x 11	FY 06	\$5.00	\$5.00	Each Print \$5.00
11 x 17	FY 06	\$5.00	\$5.00	Each Print \$5.00
22 x 34	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
24 x 36	PRE FY 02	\$10.00	\$10.00	Each Print \$10.00
44 x 34	PRE FY 02	\$20.00	\$20.00	Each Print \$20.00
Utility/Geodetic Control Map-				
for individual property 8 1/2 x 11 (Color)	FY 09	\$0.00	\$0.00	\$0.00
by Email	FY 09	\$0.00	\$0.00	\$0.00
on Cd	FY 09	\$10.00	\$10.00	\$10.00
Maps in PDF format: Tax Map CD	FY 09	\$10.00	\$10.00	\$10.00
Standard GIS and CAD Data DVD:	FY 09	\$50.00	\$50.00	\$50.00
Custom Disk of Historical Data (CD or DVD)	FY 09	\$100.00	\$100.00	\$100.00
Recycle Bin	FY 23	N/A	\$10.00	\$10.00

**City of Portsmouth
Fee Schedule
Public Works**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Disposal of Tires	FY 04	\$5.00	\$5.00	per tire	\$5.00
Disposal of Electronics	FY 15	\$10.00	\$10.00	per unit	\$10.00
CFC Removal	FY 17	\$20.00	\$20.00	per unit	\$20.00
Propane Tanks (20# & larger)	FY 18	\$5.00	\$5.00	per tank	\$5.00
Yard Waste Disposal (contractors)	FY21	\$50.00	\$50.00		\$50.00
Bulky Waste Pick-Up	FY 21	\$5.00	\$5.00	each event	\$5.00
Disposal of following whether pick-up or drop-off:					
Upholstered Furniture (Chairs, Couches, Sleep Sofa, Loveseats)	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Washer	FY 21	\$5.00	\$5.00	each	\$5.00
Clothes Dryer	FY 21	\$5.00	\$5.00	each	\$5.00
Mattresses	FY 21	\$5.00	\$5.00	each	\$5.00
Box Springs	FY 21	\$5.00	\$5.00	each	\$5.00
Dishwasher	FY 21	\$5.00	\$5.00	each	\$5.00
Cooking Range	FY 21	\$10.00	\$10.00	each	\$10.00
Refrigerators	FY 21	\$20.00	\$20.00	each	\$20.00

PUBLIC WORKS DEPARTMENT	Actual	Actual	Actual	Actual	Budget
Revenues from fees	FY 19	FY 20	FY 21	FY 22	FY 23
Excavation Permit	\$55,960	\$48,347	\$57,200	\$97,500	\$70,000
Flagging Permit	\$5,625	\$6,300	\$11,800	\$10,600	\$9,200
Solid Waste	\$60,554	\$56,517	\$85,162	\$89,188	\$75,000
Blasting Permit	\$200	\$100	\$400	\$100	\$100
New Driveway Permit	\$950	\$650	\$800	\$450	\$1,500
Total Public Works Department	\$122,139	\$111,164	\$155,362	\$197,838	\$155,800

	FY 19	FY 20	FY 21	FY 22
Blasting Permits	2	5	2	2
New Driveway Permits	15	14	13	9
Excavation Permits	93	92	117	158
Excavation Permits (expedited)	30	39	48	24
Flagging Permits	192	113	177	208
Flagging Permits (expedited)	79	88	77	20

**City of Portsmouth
Fee Schedule
Recreation**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
RECREATION-SPINNAKER PT.				
Adult Resident	FY 23	\$216.00	\$220.00 per year	\$220.00
Senior Citizen Resident	FY 23	\$108.00	\$110.00 per year	\$110.00
Adult Non-Resident	FY 23	\$432.00	\$440.00 per year	\$440.00
Senior Citizen Non-Resident	FY 23	\$216.00	\$220.00 per year	\$220.00
Daily Guest Fee Resident	PRE FY 02	\$5.00	\$5.00 per day	\$5.00
Daily Guest Fee Non-Resident	FY 12	\$10.00	\$10.00 per day	\$10.00
RECREATION-INDOOR POOL				
5 & Under, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
5 & Under, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
5 & Under, Resident/Membership	FY 23	\$180.00	\$190.00 per year	\$190.00
5 & Under, Non-Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
6-17, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
6-17, Non-Resident	PRE FY 02	\$10.00	\$10.00 per session	\$10.00
6-17, Resident/Membership	FY 23	\$180.00	\$190.00 per year	\$190.00
6-17, Non-Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
18-59, Resident	FY 11	\$5.00	\$5.00 per session	\$5.00
18-59, Non-Resident	FY 11	\$10.00	\$10.00 per session	\$10.00
18-59, Resident/Membership	FY 23	\$300.00	\$318.00 per year	\$318.00
18-59, Non-Resident/Membership	FY 23	\$540.00	\$572.00 per year	\$572.00
Senior Citizen, Resident	FY 11	\$3.00	\$3.00 per session	\$3.00
Senior Citizen, Non-Resident	FY 11	\$5.00	\$5.00 per session	\$5.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Senior Citizen, Resident/Membership	FY 23	\$240.00	\$254.00 per year	\$254.00
Senior Citizen, Non-Resident/Membership	FY 23	\$300.00	\$318.00 per year	\$318.00
First Adult, Resident/Family Rate	FY 23	\$300.00	\$318.00 per year	\$318.00
First Adult, Non-Resident/Family Rate	FY 23	\$540.00	\$572.00 per year	\$572.00
Second Adult, Resident/Family Rate	FY 23	\$180.00	\$190.00 per year	\$190.00
Second Adult, Non-Resident/Family Rate	FY 23	\$300.00	\$318.00 per year	\$318.00
Maximum Per Family, Resident/Family Rate	FY 23	\$720.00	\$763.00 per year	\$763.00
Maximum Per Family, Non-Resident/Family Rate	FY 23	\$720.00	\$763.00 per year	\$763.00
Swimming Lessons (rates based on a 8 lesson Session)				
Resident Member	FY 19	\$30.00	\$30.00	\$30.00
Resident Non-Member	FY 19	\$45.00	\$45.00	\$45.00
Non-Resident Member	FY 19	\$65.00	\$65.00	\$65.00
Non-Resident Non-Member	FY 19	\$100.00	\$100.00	\$100.00
Pool Rental	FY 23	\$150.00	\$192.00 per hour	\$192.00
per staff	FY 09	\$40.00	\$40.00	\$40.00
New Member Processing Fee	FY 19	\$25.00	\$25.00	\$25.00
 RECREATION-OUTDOOR POOL				
18 & Under, Resident	PRE FY 02	\$0.00	\$0.00 per day	\$0.00
18 & Under, Non-Resident	FY 23	\$2.00	\$3.00 per day	\$3.00
19 & Over, Resident	FY 23	\$2.00	\$3.00 per day	\$3.00
19 & Over, Non-Resident	FY 23	\$4.00	\$5.00 per day	\$5.00
Military Discount: (City Council adopted 05/02/22)				
18 & Under	FY 22	\$0.00	\$0.00 per day	\$0.00
19 & over	FY 22	\$2.00	\$2.00 per day	\$2.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
RECREATION-MISCELLANEOUS				
*Grass Field - (Game or Practice)	FY 22	\$20.00	\$20.00 per hour	\$20.00
*Gym - (Game or Practice)	FY 22	\$50.00	\$50.00 per hour	\$50.00
*Does not include local non-profits & youth sports leagues				
Co-sponsored (non-swim team) programs maintenance fee (placed in maintenance fund)	FY 06	\$200.00	\$200.00 per team	\$200.00
Non-Resident participants in co-sponsored (non-swim team) programs (placed in maintenance fund)	FY 06	\$20.00	\$20.00 per lane	\$20.00
Turf Field - (Game or Practice)	FY 22	\$75.00	\$75.00 per hour	\$75.00
*Does not include local non-profits & youth sports leagues				
Electrical Light Usage at Ballfields(does not apply to youth athletics)	FY 14	\$60.00	\$60.00 per use	\$60.00
Room Rentals:	PRE FY 02	Delete	Delete	Delete
Senior Activity Center Room #1	FY 22	\$50.00	\$50.00 per hour	\$50.00
Senior Activity Center General (Rooms #4, #5, kitchen)	FY 22	\$25.00	\$25.00 per hour	\$25.00
Senior Activity Center Assembly Hall	FY 22	\$50.00	\$50.00 per hour	\$50.00
Peirce Island Boat Launch:				
Boat Launch (Non-Resident)	FY 23	\$150.00	\$175.00 per season	\$175.00
Boat Launch (Non-Resident)	FY 14	\$20.00	\$20.00 per launch	\$20.00
Kayaks, non-motorized (Non-Resident)	FY 14	\$10.00	\$10.00 per launch	\$10.00
Kayaks, non-motorized (Non-Resident)	FY 23	\$75.00	\$100.00 per season	\$100.00
Commercial (Non-Resident)	FY 14	\$50.00	\$50.00 per launch	\$50.00

**City of Portsmouth
Fee Schedule
Recreation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Commercial (Non-Resident)	FY 22	\$300.00	\$300.00 per season	\$300.00
Military Discount: (City Council adopted 05/02/22)				
Motorized craft	FY 22	\$10.00	\$10.00 per launch	\$10.00
Motorized craft	FY 22	\$75.00	\$75.00 per season	\$75.00
Non-Motorized craft	FY 22	\$5.00	\$5.00 per launch	\$5.00
Commercial boats	FY 22	\$15.00	\$15.00 per launch	\$15.00

RECREATION DEPARTMENT
General Fund Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Outdoor Pool	\$24,322	\$22,881	\$1,276	\$14,300	\$15,000
Spinnaker Point	\$241,703	\$198,000	\$2,868	\$179,307	\$100,000
Boat Ramp Fees	\$7,935	\$10,860	\$17,338	\$19,397	\$12,000
Total General Fund Recreation Fee Revenue	\$273,960	\$231,741	\$21,482	\$213,004	\$127,000
Special Revenue Fund Fee Revenue					
	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Indoor Pool	\$428,315	\$337,720	(\$6,046)	\$251,031	\$446,251
Total Recreation Revenue from Fees	\$702,275	\$569,461	\$15,436	\$464,035	\$573,251

**City of Portsmouth
Fee Schedule
Health Department**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
HEALTH				
Class				
A4 Restaurants (400 + seating capacity)	FY21	\$650.00	\$650.00	Annually
A3 Restaurants (300-399 seating capacity)	FY21	\$600.00	\$600.00	Annually
A2 Restaurants (200-299 seating capacity)	FY21	\$550.00	\$550.00	Annually
A1 Restaurants (100-199 seating capacity)	FY21	\$450.00	\$450.00	Annually
B Restaurants (76-99 seating capacity)	FY21	\$350.00	\$350.00	Annually
C Restaurants (51-75 seating capacity)	FY21	\$300.00	\$300.00	Annually
D Restaurants (26-50 seating capacity)	FY21	\$275.00	\$275.00	Annually
E Restaurants (0-25 seating capacity)	FY21	\$200.00	\$200.00	Annually
E Bakeries	FY21	\$200.00	\$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	\$200.00	\$200.00	Annually
E Catering	FY21	\$150.00	\$150.00	Annually
F Supermarkets	FY21	\$650.00	\$650.00	Annually
G Bed and Breakfast Operations	FY21	\$125.00	\$125.00	Annually
N Nursing Home (Food Service)	FY21	\$100.00	\$100.00	Annually
H Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)	FY21	\$100.00	\$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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 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)	FY 10	\$15.00	\$15.00 (up to four (4) weeks before the day of the event)	\$15.00
	(Portsmouth business with food service permit exempt)	FY 10	\$40.00	\$40.00 (additional thereafter)	\$40.00
V	Limited Events (1 to 4 events per year)	FY 14	\$150.00	\$150.00	\$150.00
W	Farmer's Market Permit (period 5/01/xx-11/01/xx)	FY 07	\$140.00	\$140.00 Annually	\$140.00
X	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations	FY 10	No Fee	No Fee	No Fee
	These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.				
Y	Fundraiser Permit	FY 14	\$200.00	\$200.00 per event	\$200.00
	Inspection Fees: Family Day Care & Foster Care	FY 16	\$10.00	\$10.00 Every 3 years	\$10.00
Z	Daycare with more than 100 children	FY 16	\$100.00	\$100.00 Every 3 years	\$100.00
	Customer Appreciation Events	FY 18	\$75.00	\$75.00	\$75.00
AA	Dog Variance-Outdoor Dining Areas	FY 21	\$70.00	\$70.00 Annually	* Delete
AB	Temporary Event Coordinator Application	FY 21	\$100.00	\$100.00 per event	\$100.00

**HEALTH DEPARTMENT
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Health Permits	\$80,380	\$70,765	\$58,030	\$94,960	\$80,000

FY 22 Health Permits were as follows:

# of Permits	Fees Collected	
3	\$1,950.00	Restaurants (400 + seating capacity)
9	\$5,400.00	Restaurants (300-399 seating capacity)
19	\$10,450.00	Restaurants (200-299 seating capacity)
41	\$18,450.00	Restaurants (100-199 seating capacity)
18	\$6,300.00	Restaurants (76-99 seating capacity)
38	\$11,400.00	Restaurants (51-75 seating capacity)
20	\$5,500.00	Restaurants (26-50 seating capacity)
107	\$21,400.00	Restaurants (0-25 seating capacity)
1	\$150.00	Catering
7	\$4,550.00	Supermarkets
1	\$125.00	Bed and Breakfast Operations
4	\$400.00	Nursing Homes
12	\$1,200.00	Prepackaged Foods (movie theaters, gas stations, video, candy, department, drug stores)
13	\$2,600.00	Mobile Food Operations
37	\$4,625.00	Temporary Food Permit
1	\$150.00	Limited Events (1 to 4 events per year)
23	\$3,220.00	Farmer's Market Permit (period 5/01/xx-11/01/xx)
7	\$0.00	No Fundraiser Fee for Health Department Permits: Religious Organizations Youth Groups Veteran Groups Disabled School Related organizations

These organizations will need to obtain the appropriate Health Permit however there will be no fee associated with the permit.

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
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Note: When using an EZ Park transponder or the smart phone ParkMobile App at a meter parking space, residence receive a \$0.50 hourly discount.

Sign Permit-Private Parking Lot	FY 21	\$50.00	\$50.00	per intitial issue	\$50.00
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Chapter 6: Article XIII Section 1307

Vendor from Motor Vehicle

Vendor From Motor Vehicle	FY 10	\$5,000.00	\$5,000.00	Minimum Bid	\$1,500.00
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Permit April 15- November 15

Motorcycle Parking Market Square on Pleasant St Summer season (April 1-November30) in designated Motorcycle spaces					
Residents	FY 21	\$ 1.00	\$ 1.00	reduction per Hour of post Hi-Occ rates	* Remove
Non-Residents	FY 21	\$ 0.50	\$ 0.50	reduction per Hour of post Hi-Occ rates	* Remove

(This Fee in the Ordinance)

Valet Parking

Valet Station - from non High Occupancy Metered Parking Spaces	FY 20	\$20.00	\$20.00	space per day	\$20.00
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Valet Station- from High Occupancy Metered Parking Spaces	FY 20	\$30.00	\$30.00	space per day	\$30.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone A	FY 23	\$675.00	\$1,500.00	annually	\$1,500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Valet - from Commercial Loading Zone B	FY 23	\$675.00	\$500.00	annually	\$500.00
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Valet Station parking spaces are only used when restaurant is open. Parking space may be used by public when not used by the valet service.

Chapter 7: Article I Section 114A

Construction Permit

Temporary Metered Parking Space Permit	FY 18	\$35.00	\$35.00	Per Day	\$35.00
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Temporary Metered Parking Space Permit	FY 18	\$50.00	\$50.00	High Occupancy Space Per Day	\$50.00
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**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Chapter 7: Article III Section 321G					
Snow Emergency-Parking Ban					
Resident Snow Ban Rate for Parking in High Hanover Parking Facility	FY 19	\$5.00	\$5.00	Per Snow Ban Event	\$5.00
Resident Snow Ban Rate for Parking in Foundry Place Parking Facility	FY 19	\$3.00	\$3.00	Per Snow Ban Event	* \$5.00
Chapter 7: Article IV Section 402 C					
High Hanover Parking Garage					
Rates	FY21	\$2.00	\$2.00	Hourly Rate	\$2.00
	FY21	\$5.00	\$5.00	Resident-Sunday-Maximum	\$5.00
	FY 20	\$200.00	\$200.00	Monthly 24 hr-Resident Pass	\$200.00
	FY21	\$275.00	\$275.00	Monthly-24 hr-All other Passes	\$275.00
	FY 17	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate	20 Hrs@ Hr rate
	FY 16	\$100.00	\$100.00	Garage Pass Deposit	\$100.00
	FY 08	\$15.00	\$15.00	Pass late Fee	\$15.00

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 7: Article IV Section 402 L				
Foundry Place Parking Garage				
Rates	FY 19	\$1.00	\$1.00	Hourly Rate
	FY 19	Free	Free	Resident-Sunday
	FY 19	\$100.00	\$100.00	Monthly 24 hr-Resident Pass
	FY 19	\$125.00	\$125.00	Monthly-24 hr-All other Passes
	FY 19	20 Hrs@ Hr rate	20 Hrs@ Hr rate	Lost Ticket Fee/Max Daily rate
	FY 19	\$100.00	\$100.00	Garage Pass Deposit
	FY 19	\$15.00	\$15.00	Pass Late Fee
	FY 19	\$5.00	\$5.00	Special Event Parking
	FY21	\$3.00	\$3.00	Special Event Parking * Delete
Downtown Employee HOURLY Parking Program:				
This program serves active individual employees of Downtown Portsmouth Business. Each employee holds his/her own account with the parking garage, and renews pre-purchased hours as needed.				
	FY 21	\$3.00	\$3.00	per use: Maximum allowable days: 20 10 Hour pass
Electric Vehicle Charging				
Current Locations-City Hall, High Hanover Parking Garage and Foundry Place Parking Garage				
Note: If Parking in a Parking Facility regular Parking Fees will be charged in addition to charging station fees.				
	FY 20	\$1.25	\$1.25	hourly first 4 hours
	FY 20	\$3.00	\$3.00	hourly thereafter
Chapter 7: Article IV Section 408				
Boat launch				
Peirce Island Overnight Boat Launch Parking	FY 19	\$15.00	\$15.00	Nightly

**City of Portsmouth
Fee Schedule
Parking / Transportation**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
<u>Chapter 7: Article VI Section 604</u>				
Truck Loading/Unloading Zones				
Commercial Loading Zone Permit	FY 22	\$250.00	\$250.00 Annually	\$250.00
<u>Chapter 7: Article IX Section 903</u>				
Summons Administration Fee				
Summons Administration Fee	FY 16	\$150.00	\$150.00	\$150.00
<u>Chapter 7: Article X Section 1004B</u>				
Towing				
Immobilization Administration Fee	FY 15	\$150.00	\$150.00	\$150.00
Residential Neighborhood Parking	N/A	TBD	TBD	TBD

PARKING / TRANSPORTATION DIVISION
Revenues from fees

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23
Parking-Area Service Agreements	\$123,090	\$127,850	\$371,002	\$48,900	\$50,000
Foundry Place Parking Garage Hourly	\$71,690	\$173,811	\$170,210	\$327,813	\$502,000
Foundry Place Parking Garage Passes	\$185,240	\$298,907	\$305,634	\$393,844	\$451,500
Hanover Parking Garage Hourly	\$2,321,821	\$1,885,976	\$1,805,836	\$2,549,787	\$1,909,000
Hanover Parking Garage Passes	\$1,564,885	\$1,506,888	\$1,308,949	\$1,304,841	\$1,265,100
Hanover Parking Garage Passes Reinstatement	\$4,445	\$2,345	\$990	\$1,241	\$750
Foundry Place Parking Garage Passes Reinstatement	\$2,070	\$1,500	\$1,395	\$1,775	\$750
Immobilization Admin Fee	\$7,350	\$150	\$5,250	\$5,614	\$5,000
Summons Admin Fee	\$225	\$50	\$0	\$0	\$0
Total Parking/Transportation Fee Revenue	\$4,266,726	\$3,993,432	\$3,969,267	\$4,633,816	\$4,184,100

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 19	Actual FY 20	Actual FY 21	Actual FY 22
Vendor From Motor Vehicle				
Permits	1	1	0	0
Revenue	\$2,500	\$2,500	\$0	\$0
Hanover Parking Garage Monthly Passes Issued				
Resident	202	201	161	118
Non-Resident	453	459	286	282
Total	655	660	447	400
Foundry Place Parking Garage Monthly Passes Issued (Opened 10-31-18)				
Resident	102	78	96	122
Non-Resident	226	157	176	221
Total	328	235	272	343
Peirce Island Overnight Parking	FY 19	FY 20	FY 21	FY 22
Permits	0	0	0	1
Revenue	\$0	\$0	\$0	\$15
Commercial Loading Zone permit				
Permits	39	30	20	5
Revenue	\$3,900	\$3,000	\$2,000	\$1,250

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Chapter 11: Article II Section 204				
Private Sewage Disposal				
Inspection Fee	PRE FY 02	N/A	N/A	N/A
Chapter 11: Article II Section 205				
Building Sewers and Connections				
Storm Water Connection Permit Fee (Dependent upon revision of ordinance)				
Stormwater Connection Permit	FY 21	\$150.00	\$150.00	New Customer
Stormwater Connection Fee	FY 21	\$250.00	\$250.00	New Customer
Industrial Discharge Permit Fee, Including Permit Renewals				
Class 1, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 2, Permit	FY 08	Consultant Based Fee	Consultant Based Fee	Consultant Based Fee
Class 3, Permit	FY 08	\$500.00	\$500.00	per permit
Class 4, Permit	FY 08	\$500.00	\$500.00	per permit
Class 5, Permit	FY 08	\$500.00	\$500.00	per permit

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 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
Final Billings (if customer reads)	FY 05	N/A	N/A	per occurrence	N/A
Hydrant Meter Rental Deposit	FY 20	\$1,500.00	\$1,500.00	per occurrence	\$1,500.00
Yearly Account History	PRE FY 02	\$10.00	\$10.00	per occurrence	\$10.00
Frozen Meter Repairs =< 1 1/2"	FY 15	\$50.00	\$50.00	per occurrence	\$50.00
Frozen Meter Repairs >1 1/2"	FY 15	\$100.00	\$100.00	per occurrence	\$100.00
If parts exceed the minimum charge, customer is charged for parts.					
Emergency Callout	FY 19	\$300.00	\$300.00	per occurrence	\$300.00
Based on current wages + benefits Minimum callout=4 hours overtime per union contracts					
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)					

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Water Services Application Fee	FY 15	\$150.00	\$150.00 per occurrence	\$150.00
Drain Pipe Layers Permit	FY 19	\$25.00	\$25.00 Annually	\$25.00
Meter Reading System Repairs Plus cost of parts	FY 17	\$60.00	\$60.00 per occurrence	\$60.00
Meter Rental (any size)	FY 20	\$10.00	\$10.00 daily	\$10.00
Water Services Application Fee 5/8" & 3/4"	PRE FY 02	\$4.95	\$4.95 monthly	\$4.95
1"	PRE FY 02	\$8.27	\$8.27 monthly	\$8.27
1 1/2"	PRE FY 02	\$14.25	\$14.25 monthly	\$14.25
2"	PRE FY 02	\$22.91	\$22.91 monthly	\$22.91
3"	PRE FY 02	\$36.26	\$36.26 monthly	\$36.26
4"	PRE FY 02	\$68.74	\$68.74 monthly	\$68.74
6"	PRE FY 02	\$120.27	\$120.27 monthly	\$120.27
8"	PRE FY 02	\$168.01	\$168.01 monthly	\$168.01
10"	PRE FY 02	\$252.02	\$252.02 monthly	\$252.02
Fire Flow Testing	FY 13	\$200.00	\$200.00 per Test	\$200.00
	FY 17	\$100.00	\$100.00 per Visit	\$100.00
Fire Services, Fee per Month				
1"	FY 08	\$2.55	\$2.55 monthly	\$2.55
1 1/2"	FY 08	\$3.82	\$3.82 monthly	\$3.82
2"	FY 08	\$5.09	\$5.09 monthly	\$5.09
2 1/2"	FY 08	\$7.64	\$7.64 monthly	\$7.64
3"	FY 08	\$12.22	\$12.22 monthly	\$12.22
4"	FY 23	\$21.82	\$22.85 monthly	* \$23.93
5"	FY 23	\$39.46	\$41.54 monthly	* \$43.73
6"	FY 23	\$63.84	\$67.32 monthly	* \$70.99

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
8"	FY 23	\$136.46	\$144.33	monthly	* \$152.65
10"	FY 23	\$245.67	\$260.12	monthly	* \$275.42
12"	FY 23	\$397.08	\$420.72	monthly	* \$445.77
Hydrant Rentals to Municipalities per hydrant	FY 23	\$325.00	\$350.00	Annually	* \$375.00
<hr/>					
Roadway & Utility Excavation Contractor Permit					
Electric/Lighting/Signal					
Gas/Telephone/Cable					
Road/Sidewalk					
	FY22	\$50.00	\$50.00	Initial Certification	\$50.00
	FY22	\$25.00	\$25.00	Annual Fee: Certification Renewal	\$25.00
	FY22	\$25.00	\$25.00	Annual Fee; Additional Certifications	\$25.00
	FY22	\$500.00	\$500.00	Recertification following Suspension	\$500.00
<hr/>					
Backflow Test	FY 23	\$55.00	\$60.00	per device each occurrence	\$60.00
Backflow Test (Repeat-within 15 days)	FY 20	n/c	n/c		n/c
Backflow Test (Repeat-beyond 15 days)	FY 20	\$75.00	\$75.00	per occurrence	\$75.00
Backflow Permits and Inspection	FY 19	\$100.00	\$100.00	per occurrence	\$100.00
Bacteria Test and Sampling	FY 17	\$75.00	\$75.00	per occurrence	\$75.00
Sewer Surcharges-BOD Portsmouth	FY 15	\$0.20	\$0.20	per LB	\$0.20
Pease	FY 15	\$0.20	\$0.20	per LB	\$0.20
TSS Portsmouth	FY 15	\$0.17	\$0.17	per LB	\$0.17
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

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Industrial Discharge Permits	FY 15			-----Delete No Longer Used-----	
Sewer Connection Fees	FY 15	\$350.00	\$350.00	new customer	\$350.00
Sewer Re-inspection Fee	FY 19	\$100.00	\$100.00	per visit	\$100.00
Equipment Rate (Water & Sewer) - Pick Up	FY 12	\$15.00	\$15.00	per hour	\$15.00
Pump Truck	FY 20	\$150.00	\$150.00	per hour	\$150.00
Backhoe	FY 23	\$50.00	\$60.00	per hour	\$60.00
Excavator	FY 16	\$75.00	\$75.00	per hour	\$75.00
Dump	FY 23	\$50.00	\$65.00	per hour	\$65.00
Compressor	FY 17	\$20.00	\$20.00	per hour	\$20.00
Tapping	FY17	\$25.00	\$25.00	per hour	\$25.00
Pump	FY 14	\$15.00	\$15.00	per hour	\$15.00
Roller	FY 16	\$30.00	\$30.00	per hour	\$30.00
Loader	FY 16	\$60.00	\$60.00	per hour	\$60.00
Steamer	FY 14	\$15.00	\$15.00	per hour	\$15.00
Vactor	FY 23	\$150.00	\$175.00	per hour	\$175.00
Paver	FY 17	\$65.00	\$65.00	per hour	* Delete
TV Camera Vehicle	FY 17	\$150.00	\$150.00	per hour	
Water - Capacity Improvement Multiplier (CIM)					
EDU = equivalent dwelling unit					
1"	FY 23	\$1,300.00	\$1,434.00	per EDU New Service	\$1,434.00
1 1/2"	FY 23	\$2,600.00	\$2,868.00	per EDU New Service	\$2,868.00
2"	FY 23	\$4,160.00	\$4,588.80	per EDU New Service	\$4,588.80
3"	FY 23	\$8,320.00	\$9,177.60	per EDU New Service	\$9,177.60
4"	FY 23	\$13,000.00	\$14,340.00	per EDU New Service	\$14,340.00
6"	FY 23	\$26,000.00	\$28,680.00	per EDU New Service	\$28,680.00
8"	FY 23	\$41,600.00	\$45,888.00	per EDU New Service	\$45,888.00

**City of Portsmouth
Fee Schedule
Water / Sewer Divisions**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
10"	FY 23	\$62,400.00	\$68,832.00	per EDU New Service	\$68,832.00
Sewer - Capacity Improvement Multiplier (CIM)					
EDU = equivalent dwelling unit					
1"	FY 23	\$1,800.00	\$3,985.00	per EDU New Service	\$3,985.00
1 1/2"	FY 23	\$3,600.00	\$7,970.00	per EDU New Service	\$7,970.00
2"	FY 23	\$5,760.00	\$12,752.00	per EDU New Service	\$12,752.00
3"	FY 23	\$11,520.00	\$25,504.00	per EDU New Service	\$25,504.00
4"	FY 23	\$18,000.00	\$39,850.00	per EDU New Service	\$39,850.00
6"	FY 23	\$36,000.00	\$79,700.00	per EDU New Service	\$79,700.00
8"	FY 23	\$57,600.00	\$127,520.00	per EDU New Service	\$127,520.00
10"	FY 23	\$86,400.00	\$191,280.00	per EDU New Service	\$191,280.00

**WATER AND SEWER DIVISION
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22	Budget FY 23	
Hydrant Rentals to Municipalities						
Permits	1040	1040	1040	1040	1040	
Revenue	\$260,000	\$286,000	\$312,000	\$338,000	\$364,000	Water Only
Backflow Test						
Permits	2102	1111	2057	1778		
Revenue	\$115,610	\$64,775	\$102,850	\$97,790	\$128,760	Water Only
Dumping Fees per 1,000 gals						
M gallons	2.193	1.74	1.075	1636		
Revenue	\$214,310	\$290,815	\$80,634	\$102,805		Sewer Only
Water - Capacity Improvement Multiplier (CIM)	\$61,400	\$56,940	\$65,950	\$153,870	\$121,000	
Sewer - Capacity Improvement Multiplier (CIM)	\$58,770	\$71,640	\$136,080	\$181,020	\$243,500	

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 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
LIBRARY				
Interlibrary loan fee for out of state materials	FY 24	N/A	N/A	\$15.00
Non-Resident Library Card	FY 20	\$100.00	\$100.00	\$100.00
Non-Resident Library Card-3 months	FY 24	N/A	N/A	* \$35.00
Non-Resident Library Card-6 months	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-3 months	FY 24	N/A	N/A	* \$30.00
Non-Resident Library Card-Senior Rate-6 months	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 19	Actual FY 20	Actual FY 21	Actual FY 22
Library Cards	\$35,408	\$32,169	\$25,170	\$31,950

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 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
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Chapter 8: Article II Section 202 E 7 b

Park Property-

Park Property-Per Hour Docking Fees

***Note: A cancellation request within 24 hrs of reservation will not be refunded**

HOURLY RATE WOODEN DOCKS

HOURLY RATE - WOODEN DOCKS

RESIDENT (May 1-Sep 30)

Craft up to twenty (20) ft in length overall	FY 19	\$4.00	\$4.00	Per Hour	*	\$5.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$5.00	\$5.00	Per Hour	*	\$6.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$6.00	\$6.00	Per Hour	*	\$7.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$9.00	\$9.00	Per Hour	*	\$10.00
For craft over fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	*	\$11.00

NON-RESIDENT (May 1-Sep 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$8.00	\$8.00	Per Hour	*	\$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$11.00	\$11.00	Per Hour	*	\$12.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$15.00	\$15.00	Per Hour	*	\$16.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$19.00	\$19.00	Per Hour	*	\$20.00
For craft over fifty (50) ft overall	FY 19	\$23.00	\$23.00	Per Hour	*	\$24.00

RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$3.00	\$3.00	Per Hour	*	\$4.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$3.00	\$3.00	Per Hour	*	\$5.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$5.00	\$5.00	Per Hour	*	\$6.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	*	\$9.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
For craft over fifty (50) ft overall	FY 19	\$8.00	\$8.00	Per Hour	* \$10.00

NON-RESIDENT (Oct 1-Apr 30)

HOURLY RATE - WOODEN DOCKS

Craft up to twenty (20) ft in length overall	FY 19	\$5.00	\$5.00	Per Hour	* \$6.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 19	\$8.00	\$8.00	Per Hour	* \$9.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 19	\$9.00	\$9.00	Per Hour	* \$10.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 19	\$10.00	\$10.00	Per Hour	* \$11.00
For craft over fifty (50) ft overall	FY 19	\$13.00	\$13.00	Per Hour	* \$14.00

4 HOUR MINIMUM RATE - CEMENT DOCK

RESIDENT (May 1-Sep 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$16.00	\$16.00	per 4 hours-over 4 hrs pay daily rate	* \$17.00
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	* \$21.00
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	* \$33.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	per 4 hours-over 4 hrs pay daily rate	* \$37.00

NON-RESIDENT (May 1-Sep 30)

4 HOUR MINIMUM RATE - CEMENT DOCK

Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	* \$25.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	* \$33.00
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	* \$41.00
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	* \$65.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	per 4 hours-over 4 hrs pay daily rate	* \$73.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
RESIDENT (Oct 1-Apr 30)					
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
Craft up to twenty (20) ft in length overall	FY 20	\$8.00	\$8.00	per 4 hours-over 4 hrs pay daily rate	* \$9.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
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	* \$17.00
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	* \$29.00
For craft over fifty (50) ft overall	FY 20	\$32.00	\$32.00	per 4 hours-over 4 hrs pay daily rate	* \$33.00
NON-RESIDENT (Oct 1-Apr 30)					
<u>4 HOUR MINIMUM RATE - CEMENT DOCK</u>					
Craft up to twenty (20) ft in length overall	FY 20	\$12.00	\$12.00	per 4 hours-over 4 hrs pay daily rate	* \$13.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$24.00	\$24.00	per 4 hours-over 4 hrs pay daily rate	* \$25.00
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	* \$29.00
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	* \$33.00
For craft over fifty (50) ft overall	FY 20	\$44.00	\$44.00	per 4 hours-over 4 hrs pay daily rate	* \$45.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
Park Property-Per Day Docking Fees (to be paid in advance)					
RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$42.00	\$42.00	Per Day	* \$44.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	* \$62.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
NON-RESIDENT (May 1-Sep 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$96.00	\$96.00	Per Day	* \$98.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$120.00	\$120.00	Per Day	* \$122.00
For craft over fifty (50) ft overall	FY 20	\$144.00	\$144.00	Per Day	* \$146.00
RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$18.00	\$18.00	Per Day	* \$20.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$22.00	\$22.00	Per Day	* \$24.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$24.00	\$24.00	Per Day	* \$26.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$30.00	\$30.00	Per Day	* \$32.00
For craft over fifty (50) ft overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00

**City of Portsmouth
Fee Schedule
Prescott Park**

*** (Indicates change from current fee)**

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>		<u>Suggested FY 2024 Schedule</u>
NON-RESIDENT (Oct 1-Apr 30)					
Craft up to twenty (20) ft in length overall	FY 20	\$24.00	\$24.00	Per Day	* \$26.00
For craft twenty-one (21) ft to thirty (30) ft overall	FY 20	\$36.00	\$36.00	Per Day	* \$38.00
For craft thirty-one (31) ft to forty (40) ft overall	FY 20	\$48.00	\$48.00	Per Day	* \$50.00
For craft over forty-one (41) ft to fifty (50) ft overall	FY 20	\$60.00	\$60.00	Per Day	* \$62.00
For craft over fifty (50) ft overall	FY 20	\$72.00	\$72.00	Per Day	* \$74.00
Park Property-Seasonal Rental Docking Fees					
RESIDENT (April 2 - November 1)	FY 20	\$122.00	\$122.00	Per Season per boat foot	* \$140.00
	FY 20	\$1,675.00	\$1,675.00	Per Season Minimum	* \$2,100.00
NON-RESIDENT (April 2 - November 1)	FY 20	\$150.00	\$150.00	Per Season per boat foot	* \$173.00
	FY 20	\$2,050.00	\$2,050.00	Per Season Minimum	* \$2,595.00
Park Property-Docking Utility Access Fees					
Dock Utility Access:					
Resident	FY 15	\$10.00	\$10.00	per Day	* \$15.00
	FY 21	\$275.00	\$275.00	Per Season	* \$300.00
Non Resident	FY 15	\$10.00	\$10.00	per Day	* \$15.00
	FY 21	\$275.00	\$275.00	Per Season	* \$300.00

**City of Portsmouth
Fee Schedule
Prescott Park**

* (Indicates change from current fee)

<u>Description</u>	<u>Fiscal Year Last Adjusted</u>	<u>FY 2022 Schedule</u>	<u>FY 2023 Schedule</u>	<u>Suggested FY 2024 Schedule</u>
Park Property-Wedding Reservation Fee				
The wedding reservation fee shall be waived when either one of the persons being married is a Portsmouth resident. The fee shall be refunded in the event that the wedding cannot be held in Prescott Park due to inclement weather.				
Weddings which include 1-10 participants in total	FY 21	\$175.00	\$175.00	\$175.00
Weddings which include 11-74 participants in total	FY 21	\$400.00	\$400.00	\$400.00
Weddings which include more than 74 participants in total	FY 21	\$775.00	\$775.00	\$775.00

**Prescott Park
Revenues from fees**

	Actual FY 19	Actual FY 20	Actual FY 21	Actual FY 22
Dock Fees (Marine Maintenance Trust)	\$68,259	\$57,944	\$58,812	\$71,975
Weddings	\$5,625	\$2,250	\$3,225	\$3,525

Note: Revenue recorded in a Special Revenue Fund.

CITY OF PORTSMOUTH FORMAT OF ACCOUNTS



APPENDIX IV

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**City of Portsmouth
Expenditure Account Structure**

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

FUND

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

01	GENERAL FUND
09	INDOOR POOL
12	COMMUNITY CAMPUS
17	PARKING FUND
20	CDBG
21	PEDLP
50	WATER FUND
51	SEWER FUND
58	STORMWATER
84	PRESCOTT PARK

DEPARTMENT

XX-	-XXX-	-XXX-	-XX-	-XXX-	-XXX-	-XXXXXX
Fund(2)	Dept(3)	Div(3)	Sub-Div(2)	Location(3)	State(3)	Object(6)

700	FINANCE
707	BENEFITS
709	HUMAN RESOURCES
710	CITY COUNCIL
711	CITY MANAGER
712	CITY CLERK
713	ELECTIONS
714	PLANNING
715	LEGAL
716	INSPECTION
717	INFORMATION TECHNOLOGY
718	ECONOMIC DEVELOPMENT
733	DEBT SERVICE

**City of Portsmouth
Expenditure Account Structure**

734 CONTINGENCY
 735 OVERLAY
 736 GENERAL ADMINISTRATION
 737 COUNTY TAX
 738 OTHER NON-OPERATING
 740 POLICE
 741 FIRE
 744 CIVIL DEFENSE
 751 PUBLIC WORKS
 752 PARKING/TRANSPORTATION
 753 STORMWATER
 780 LIBRARY
 785 RECREATION
 786 SENIOR SERVICES
 789 COMMUNITY DEVELOPMENT
 790 HEALTH
 792 WELFARE
 793 OUTSIDE SOCIAL SERVICES
 794 EDUCATION
 795 CAPITAL OUTLAY

DIVISION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
		101				CITY COUNCIL
		102				CITY MANAGER
		104				ALLOCABLE BENEFITS
		105				CITY CLERK
		106				ELECTION
		107				LEGAL
		201				ACCOUNTING
		202				ASSESSING
		203				TAX COLLECTION
		204				INFORMATION TECHNOLOGY
		301				TANS
		302				BONDED DEBT
		303				LEASES

**City of Portsmouth
Expenditure Account Structure**

304	OTHER DEBT SERVICE
310	CONTINGENCY
320	OVERLAY
339	SENIOR SERVICES
350	GENERAL ADMINISTRATIVE
360	COUNTY TAX
370	CAPITAL OUTLAY
410	PLANNING
411	CDBG
412	REVOLVING LOANS
413	UDAG
414	HOUSING FUNDS
416	MICRO LOAN PROGRAM
420	INSPECTION
430	HEALTH
510	DETECTIVES
520	PATROL
530	DISPATCH
540	PARKING GARAGE
541	PARKING ENFORCEMENT
542	PARKING METERS
543	PARKING COLLECTIONS
544	PUBLIC TRANSPORTATION
550	CROSSING GUARDS
570	FIRE FIGHTERS
580	AMBULANCE
590	CIVIL DEFENSE
610	ADMINISTRATION
620	ENGINEERING
630	BUILDINGS
640	HIGHWAYS
642	COLLECTIONS (STORMWATER)
644	TREATMENT (STORMWATER)
650	WATER SUPPLY & TREATMENT
660	WATER DISTRIBUTION
670	WASTEWATER TREATMENT
680	WASTEWATER COLLECTION
710	LIBRARY
720	COMMUNITY CENTERS

**City of Portsmouth
Expenditure Account Structure**

730 SWIMMING POOL
 740 PLAYGROUNDS
 750 BOAT LAUNCH
 760 SPECIAL PROGRAMS
 770 WELFARE
 780 OUTSIDE SOCIAL SERVICES
 810 SCHOOL

SUB-DIVISION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
			00	UNALLOCATED		
			08	PERSONNEL & TRAINING		
			09	SPINNAKER POINT ADULT CNT		
			10	AIS		
			11	COMMUNITY RELATIONS		
			12	RECORDS		
			13	BIS		
			14	FAMILY SERVICES		
			15	GENERAL		
			16	ANIMAL CONTROL		
			17	AUXILIARY		
			18	CANINE		
			19	ERT		
			20	ACCIDENT TEAM		
			21	CONNIE BEAN CENTER		
			22	JFK CENTER		
			23	INDOOR POOL		
			24	OUTDOOR POOL		
			25	DIRECT ASSISTANCE		
			26	FIELD TRAINING OFFICE		
			27	EXPLORER		
			28	SRO		
			29	EIO		
			30	DARE		
			31	RUBBISH COLLECTION		
			32	RUBBISH DISPOSAL		

**City of Portsmouth
Expenditure Account Structure**

33	PARKING
34	PUBLIC SERVICE
35	PUBLIC FACILITIES
36	ECON DEV LOAN PROGRAM
37	NON-PROFIT LOAN PROGRAM
38	HOUSING REHAB
39	SPECIAL NEEDS LOAN PROGRAM
40	HOUSING ENDOW LOAN PROGRAM
41	STREET MAINTENANCE
41	HIGHWAYS ST MTCE PEASE
42	SNOW REMOVAL
43	SIDEWALKS
44	BRIDGE REPAIRS
45	EQUIPMENT MAINTENANCE
46	TREE PROGRAM
47	MOSQUITO CONTROL
48	PARKS & CEMETERIES
49	STREET CLEANING
50	MICRO LOAN PROGRAM
51	ADMINISTRATION
52	ENGINEERING
53	CROSS CONNECTION
54	TREATMENT PLANT
55	LABORATORY PORTSMOUTH
56	WELLS
57	WATER STORAGE TANK
58	BOOSTER STATION PORTS
61	MAINS
62	SERVICES
63	HYDRANTS
64	METERS
65	LIFT STATION
66	FILTER BUILDING
67	FORCE MAINS
68	INTERCEPTOR
69	LATERALS
70	MISCELLANEOUS COSTS
71	PRELIMINARY DESIGN
72	ENGINEERING DESIGN

**City of Portsmouth
Expenditure Account Structure**

73 SURVEY
 74 RECORD DRAWING
 75 CADASTRAL
 76 INSPECTION
 77 BORING
 78 ADMINISTRATION
 79 STARTUP

LOCATION

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
				100		PORTSMOUTH-UNALLOCATED
				110		CITY HALL/SEYBOLT
				111		PUBLIC WORKS FACILITY
				112		LIBRARY
				115		POLICE STATION
				120		SCHOOL-HIGH SCHOOL
				122		SPINNAKER POINT ADULT CNT
				123		JFK CENTER
				124		CONNIE BEAN CENTER
				125		CENTRAL FIRE STATION
				131		PLAYGROUNDS
				132		PARKS
				133		PRESCOTT PARK
				141		LIFT STATIONS PORTSMOUTH
				142		LIFT STATION MECHANIC ST
				143		LIFT STATION DEER ST
				171		WELLS-PORTSMOUTH
				177		TANKS-PORTSMOUTH
				180		LABORATORY PORTSMOUTH
				181		PIERCE ISLAND TRTMT PLANT
				182		BOOSTER STATION PORTS
				192		INDOOR POOL
				500		PEASE-UNALLOCATED
				541		LIFT STATIONS PEASE
				542		LIFT STATION RYE STREET
				571		WELLS-PEASE

**City of Portsmouth
Expenditure Account Structure**

577	TANKS-PEASE
580	LABORATORY PEASE
581	PEASE SEWER TRTMT PLANT
582	BOOSTER STATION PEASE
900	PIERCE ISLAND UNALLOCATED
992	OUTDOOR POOL

STATE

XX- Fund(2)	-XXX- Dept(3)	-XXX- Div(3)	-XX- Sub-Div(2)	-XXX- Location(3)	-XXX- State(3)	-XXXXXX Object(6)
					001	CAPITAL PROJECTS
					002	SPECIAL REVENUE
					400	EXECUTIVE
					401	CITY CLERK ADMIN
					402	FINANCIAL ADMINISTRATION
					403	REVALUATION OF PROPERTY
					404	LEGAL EXPENSE
					405	PERSONNEL ADMINISTRATION
					406	PLANNING & ZONING
					407	GENERAL GOVERNMENT BLDGS
					408	CEMETERIES
					409	INSURANCE
					410	ADVERTISING & REGIONAL AS
					411	OTHER GENERAL GOVERNMENTS
					412	POLICE
					413	AMBULANCE
					414	FIRE
					415	BUILDING INSPECTION
					416	EMERGENCY MANAGEMENT
					417	OTHER (INCLUDING GOV'T)
					419	ADMINISTRATION
					420	HIGHWAYS & STREETS
					421	BRIDGES
					422	STREET LIGHTING
					423	OTHER
					424	ADMINISTRATION
					425	SOLID WASTE COLLECTION

**City of Portsmouth
Expenditure Account Structure**

426	SOLID WASTE DISPOSAL
427	SOLID WASTE CLEAN-UP
428	SEWAGE COLL & DISPOSAL
429	WATER ADMINISTRATION
430	WATER SERVICE
431	WATER TREATMENT, CONSERV
432	ELECTRICAL OPERATIONS
433	HEALTH ADMINISTRATION
434	PEST CONTROL
435	HEALTH AGENCIES & OTHER
436	WELFARE DIRECT ASSISTANCE
437	OUTSIDE SOC SERVICE ADMIN
438	WELFARE VENDOR PMTS & OTH
439	PARKS AND RECREATION
440	LIBRARY
441	PATRIOTIC PURPOSES
442	OTHER CULTURE & RECREATION
443	CONSERVATION ADMIN & PURC
444	OTHER CONSERVATION
445	REDEVELOPMENT & HOUSING
446	ECONOMIC DEVELOPMENT
447	PRINCIPAL LONG TERM BONDS
448	INTEREST LONG TERM BONDS
449	INTEREST TANS
450	OTHER DEBT SERVICE
451	CAPITAL OUTLAY-LAND
452	CAP OUTLAY-MACH,VEH,EQUIP
453	CAP OUTLAY-BUILDINGS
454	CAP OUTLAY-IMPROVEMENTS
455	OP TRANSOUT-SPEC REV FUND
456	OP TRANSOUT-CAP PROJ FUND
457	OP TRANSOUT-ENTERP FUND
458	OP TRANSOUT-ELECTRIC
459	OP TRANSOUT-AIRPORT
460	OP TRANSOUT-CAP RESV FUND
461	OP TRANSOUT-EXP TR FUND
462	OP TRANSOUT-HLTH MTCE
463	OP TRANSOUT-NONEXPD TRUST
464	OP TRANSOUT-AGENCY FUNDS

**City of Portsmouth
Expenditure Account Structure**

465 STORMWATER
 491 SEWER
 492 WATER
 600 SCHOOL
 650 OVERLAY
 675 COUNTY TAX

OBJECT

XX- -XXX- -XXX- -XX- -XXX- -XXX- -XXXXXX
 Fund(2) Dept(3) Div(3) Sub-Div(2) Location(3) State(3) Object(6)

010000 SALARIES
 011000 REGULAR SALARIES
 012000 PART TIME SALARIES
 014000 OVERTIME
 015000 LONGEVITY
 016000 LEAVE AT TERMINATION
 017000 HOLIDAY PREMIUM PAY
 018000 OTHER PAY
 019000 ANTICIPATED EXPENSES
020000 EMPLOYEE BENEFITS
 021000 INSURANCE-HEALTH
 021100 INSURANCE-DENTAL
 021500 INSURANCE-LIFE
 021600 INSURANCE-DISABILITY
 021700 INSURANCE-LTD
 021800 INS CONTRACTUAL STIPEND
 022000 SOCIAL SECURITY
 022200 FICA
 022500 MEDICARE
 023000 RETIREMENT
 025000 UNEMPLOYMENT COMPENSATION
 026000 INSURANCE-WORKERS COMP
 029000 FRINGE BENEFITS
030000 PROFESSIONAL SERVICE

City of Portsmouth
Expenditure Account Structure

	030100	PROF SERVICES-AUDIT
	031000	PROF SERVICES-ENGINEERING
	032000	PROF SERVICE-LEGAL
	033000	MANAGEMENT SERVICE
	034000	BANK SERVICES
	034100	TELEPHONE
	034200	DATA PROCESSING
	034300	TELEVISION
	035000	MEDICAL SERVICE
	036000	CUSTODIAL SERVICE
	039000	OTHER PROFESSIONAL SERVICE
040000		<u>PURCHASED PROPERTY SERVICE</u>
	041000	ELECTRICITY
	041100	HEAT AND OIL
	041200	WATER AND SEWER
	041300	RUBBISH
	043000	REPAIRS AND MAINTENANCE
	044000	RENTAL AND LEASES
	048000	INSURANCE
050000		<u>OTHER PURCHASED SERVICE</u>
	053000	ADVERTISING
	054000	EDUCATION AND TRAINING
	055000	PRINTING
	056000	DUES AND SUBSCRIPTIONS
	057100	TRAVEL AND CONFERENCE
060000		<u>SUPPLIES</u>
	061000	GENERAL SUPPLIES
	062000	OFFICE SUPPLIES
	062500	POSTAGE
	063000	MAINTENANCE AND REPAIR
	063500	GASOLINE
	063600	DIESEL FUEL
	063700	LUBRICANTS
	063800	CHEMICALS
	064000	CUSTODIAL AND HOUSEKEEPING

**City of Portsmouth
Expenditure Account Structure**

	065000	GROUNDSKEEPING
	066000	VEHICLE REPAIRS
	067000	BOOKS & PERIODICALS
	068000	MATERIALS
	069000	OTHER MISCELLANEOUS
070000	CAPITAL OUTLAY	
	071000	LAND
	072000	BUILDINGS
	073000	OTHER IMPROVEMENTS
	074000	EQUIPMENT
	075000	FURNITURE AND FIXTURES
	076000	VEHICLES
	078000	SRF PROJECTS
	079000	TRANSPORTATION MANAGEMENT
080000	OTHER CHARGES AND EXPENSES	
	081000	OTHER CHARGES AND EXPENSES
	086000	DEPRECIATION
	087000	OUTSIDE SERVICE
	088000	ASSISTANCE
	089000	SCHOOL EXPENDITURES
090000	OTHER FINANCIAL USES	
	091000	TRANSFER TO SPECIAL REV FUND
	098000	DEBT SERVICE-PRINCIPAL
	098100	DEBT SERVICE-INTEREST
	099000	LEASES

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Glossary of Terms

- A -

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

Accrual Accounting – A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

Ad Valorem – A tax levied in proportion to the value of the property being taxed.

Agency Funds – One of four types of fiduciary funds. Agency funds are used to report resources held by the reporting government in a purely custodial capacity (assets = liability). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

Amortization – The paying off of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

Annual Comprehensive Financial Report (ACFR) – A comprehensive set of financial reports produced by the local government to comply with the reporting rules set by the Government Accounting Standards Board (GASB). The ACFR features three sections: introductory, financial, and statistical.

Appropriation – An authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. Appropriations are usually limited in amount and to the time during which they may be expended.

Assessed Value – The fair market value placed upon real and personal property by the City as the basis for levying property taxes.

- B -

Balanced Budget – A budget in which estimated revenues equals planned expenditures.

Bargaining Units - A group of employees which, by reason of the similarity of their jobs, form a unit appropriate for bargaining with management on questions of wages, benefits and working conditions.

Basis of Accounting – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

Bond – A written promise to pay a designated sum of money (the principal) on a specific date at a specified interest rate. Bonds are generally utilized to raise monies for long-term financing for major capital projects. Payments for bonds are shown as debt service.

Bond Ratings – A rating of quality given on any bond offering as determined by an independent agency in the business of rating such offerings.

Budget – A plan of financial operation containing an estimate of proposed expenditures for a single fiscal year (July 1 through June 30) and the proposed means of financing them.

Budget Calendar – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

Budget Document – The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

- C -

Capacity Improvement Multiplier (CIM)-Calculation by taking the current net book value of assets of the total system (Water system or Sewer system) divided by the sustainable system capacity in equivalent dwelling unit (the amount of water used by a typical single residence).

Capital Expenditure – Costs associated with acquiring, upgrading, and maintaining physical assets such as property, land, plants, buildings, technology, or equipment.

Capital Improvement Plan (CIP) – A six-year plan of proposed capital expenditures for long-term improvements to the City’s facilities including, water, sewer, parking facilities etc.; identifies each project and source of funding.

Committed Fund Balance – Amounts constrained to specific purpose by a government itself, using its highest level of decision-making authority.

Community Development Block Grant (CDBG) – An annual Federal grant received from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities.

Compensated Absences – An accrued employee’s right to receive compensation for future absences attributable to service already rendered (i.e.: vacation and sick leave).

Consumer Price Index (CPI) – A measure, calculated by the United States Department of Labor, commonly used to indicate the rate of inflation.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists. General Fund use of the contingency may only be approved by the City Council.

Contractual Obligations – The costs related to obligations performed for the City by individuals, businesses, or utilities.

Cyclical Revaluation – means the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1.

- D -

Debt Service – The payment of interest and principal to holders of the City’s debt instruments.

Designated Fund Balance – Funds that have been selected and assigned for a specific purpose.

Designated Unreserved Fund Balance – Portion of unreserved fund balance that management would prefer to use available financial resources for a specific purpose.

- E -

Economic Development Commission (EDC) – A commission committed to ensuring the continued economic prosperity and preservation of the qualities that attract and retain businesses in the community.

Enterprise Funds – Account for the financing of services to the general public whereby all or most of the operating expenses involved are recorded in the form of charges to users of such services. The Enterprise Funds consist of the Water Fund and the Sewer Fund.

Equalization Ratio – Indicates the relationship between assessed value and market value. This ratio is determined for each municipality every year by the NH Department of Revenue Administration through a study of the qualified sales that occurred within the municipality during the previous year.

Equalized Value – Assessed value calculated by the state to ensure that property under its jurisdiction is appraised equitably at market value.

Expenditure – Actual outlay of monies for goods or services.

- F -

Fiduciary Funds – A category of funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own program.

Fiscal Year – A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and result of its operations. The fiscal year for the City of Portsmouth begins July 1 and ends on June 30.

Full Revaluation – means the revaluation of all taxable and nontaxable properties in a municipality, with a complete measure and listing of all taxable and nontaxable properties to occur at the same time of the establishment of the new base year, to arrive at full and true value as of April 1. The term includes "full reappraisal" and "full reassessment." Rev 601.24

Full Statistical Revaluation – means the process of a revaluation of all taxable and nontaxable properties in a municipality, using existing property data, to arrive at full and true value as of April 1. The term includes "statistical update" and "statistical reassessment." Rev 601.25

Fund – An independent fiscal and accounting entity which a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities that are segregated for the purpose of carrying on specific activities.

Fund Balance – The excess of an entity's assets over its liabilities also known as excess revenues over expenditures or net assets. A negative fund balance is sometimes called a deficit.

Fund Balance Policy – Policy to maintain fund balance at a predetermined target level.

- G -

General Obligation Bond – A bond for which the full faith and credit of the City is pledged for payment.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards used by state and local governments for financial accounting, recording and reporting. They govern the form and content of the basic financial statements of an entity; established by the Governmental Accounting Standards Board (GASB).

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 Accounting Standards Board (GASB) – The body that sets accounting standards, specifically for governmental entities at the state and local levels.

Governmental Fund Type – Governmental accounting includes eight types of funds: general, special, debt service, capital, enterprise, internal service, trust, and agency. These types are indicative of accounting procedures to be used and the function of each type.

- I -

Infrastructure – The basic facilities, equipment, services, and installations needed for the growth and functioning of a country, community, or organization.

Internal Control – Comprises organizational and operational methods adopted within a government to safeguard its assets, check the accuracy and reliability of its accounting data, promote efficiencies and encourage adherence to policies.

- L -

Leave At Termination – Accumulated earned leave owed to employees when they leave municipal service.

Legal Level Of Control – The lowest level of budgetary detail at which the government's management or finance officer may reassign resources without approval of the governing body. It is, at a minimum, expenditures for each department for each fund for which the budget is required.

Line-Item – Separate listing of each expenditure category along with the dollar amount budgeted for each.

- M -

Mills – One mill equals 1/1,000 of \$1, or \$1 of tax for every \$1,000 of value.

MISSION Statements – Broad, general statements which summarize the aims and values of an organization.

Modification Factor (Mod Factor) – The mod factor is used when determining workers compensation premiums. The mod factor is a value that compares the claim profile of the employer to the claim profile that would be expected of an employer of similar size payroll in the same in the same industry. A value of 1.00 is average, meaning the frequency and severity of actual losses equaled the expected losses. A mod factor greater than 1.00 means the employer experienced worse than expected losses during the rating period, and a mod factor of less than 1.00 indicates the employer's losses were better than expected for the rating period.

Modified Accrual Accounting – A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable and expenditures are recognized in the accounting period in which the fund liability is incurred.

Municipal Service Agreement – An agreement between the City of Portsmouth, the Town of Newington and the Pease Development Authority to provide municipal services in the airport district of the Pease Development Authority.

- N -

Net Position – The residual of all other financial statement elements presented in a statement of financial position.

Non-Operating Budget – Expenditures that are not directly attributed to the day to day operations of any one particular department: TANS, Debt Services, Contingency, Overlay, County Tax, Capital Outlay.

- O -

Objectives - The goal intended to be attained (and which is believed to be attainable) by the City of Portsmouth.

Operating Budget – Expenditures that are directly attributed to the day to day operations of a particular department: Salaries, Benefits, Supplies, Utilities, etc.

Overlay – An appropriation to fund potential tax abatements.

- P -

Partial Update – the process of analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas, or classes of property, to bring those properties to the Municipality’s general level of assessment utilizing the existing base tax year and providing an addendum to the existing USPAP compliant report.

Pease Development Authority (PDA) – A body politic and corporate of the State of New Hampshire located in Rockingham County, New Hampshire.

Performance Measure – An indicator of the attainment of an objective; it is a specific quantitative measure of work performed or services provided within an activity or program, or it may be a quantitative measure of results obtained through a program or activity.

Proposed Budget – The operating and capital budgets submitted to the City Council by the City Manager.

- R -

Reserve For Debt – Account where retained earnings are set aside to satisfy outstanding debts.

Reserve For Property Appraisal – Account where retained earnings are set aside to cover property appraisals.

Restricted Net Position- One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability or deferred inflow of resources relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability/deferred inflow of resources or if the liability will be liquidated with the restricted assets reported.

Retained Earnings - The accumulated equity balance in an enterprise or internal service fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

Revaluation – means the act of re-estimating the worth of real estate of the entire municipality using standard appraisal methods, calibration of the CAMA tables and models, establishment of a new base year with a USPAP compliant report, and providing for statistical testing whether by either a Full Revaluation, Full Statistical Revaluation, Cyclical Revaluation, or Partial Update.

Revenue – The income received by the City in support of a program of services to the community; includes such items as property taxes, fees, user charges, grants, fines, interest income and miscellaneous revenue.

Revised Statutes Annotated (RSA) – The State of New Hampshire’s statutes.

Rolling Stock - The equipment available for use as transportation, such as vehicles owned by the City of Portsmouth.

- S -

Special Revenue Fund – A fund used to account for the proceeds of specific revenues that are legally restricted to expenditure for specific purposes.

Sustainability – Development which meets the needs of the present without compromising the ability of future generations to meet their own needs; to the use of ecosystems and their resources in a manner that satisfies current needs while allowing them to persist in the long term.

- T -

Tax Levy - Taxes that are imposed and collected.

Tax Rate – The amount of tax levied for each \$1,000 of assessed value.

- U -

Unassigned Fund Balance – A fund balance that has not been selected or assigned to a specific purpose.

Unrestricted Net Position – One of three components of net position that must be reported in both government-wide and proprietary fund financial statements. It is the difference between total net position and its two other components (net investment in capital assets and restricted net position).

Urban Development Action Grant (UDAG) – An economic development initiative established by the US Department of Housing and Urban Development (HUD) in the early 1980's whose goals were to establish public/private partnerships that would stimulate economic development in communities' downtown districts.

User Fees – The payment of a fee for direct receipt of a public service by the person benefiting from the service.

Abbreviations/Acronyms

- A -

AARP – American Association of Retired Persons
ACEC – American Council of Engineering Companies
ACO – Animal Control Officer
ACFR – Annual Comprehensive Financial Report
ACS – American Community Survey
ADA – Americans with Disability Act
AEP6 – Arts and Economic Prosperity 6 (study)
AFI – Alpha Flying Inc.
AFSCME – American Federation of State, County and Municipal Employees
AIDS – Acquired Immunodeficiency Syndrome
AMR – Automated Meter Reading
APC – Atlas Pilatus Center Inc.
ARC – American Red Cross
AREA – Authorized Regional Enrollment Area (plan)
ARPA – American Rescue Plan Act
ARRA – American Recovery and Reinvestment Act
ARS – AIDS Response Seacoast
ATM – Automated Teller Machine
ATSDR – Agency for Toxic Substances and Disease Registry
ATV – All Terrain Vehicle

- B -

BAF – Biologically Aerated Filters
BBBSNH – Big Brothers, Big Sisters of New Hampshire
BBH – Bureau of Behavioral Health
BFC – Bicycle Friendly Community
BIS – Bureau of Investigated Service
BMP – Best Management Practices
BTLA – Board of Tax & Land Appeal

- C -

CAD – Computer Aid Design – or – Computer Aided Dispatch (Police Department)
CALEA – The Commission on Accreditation for Law Enforcement Association
CAMA – Computer Aided Mass Appraisal
CARES – Coronavirus Aid, Relief, and Economic Security (Act)
CAW – Coastal Adaptation Workgroup
CBC – Central Business District
CBERN – Chemical, Biological, Explosive, Radiological, Nuclear
CCC – Connect Community Church
CCGP – Chamber Collaborative of Greater Portsmouth
CCT – Community Care Team
CDBG – Community Development Block Grant
CDC – Center for Disease Control
CDP – Community Diversion Program
CDRW – Compact Disc Re-Writable
CEDS – Comprehensive Economic Strategy
CEPT – Chemically Enhanced Primary Treatment
CFAI – Commission on Fire Accreditation International
CFC – Chlorofluorocarbon
CFS – Child and Family Services of New Hampshire
CIBOR – Commercial Investment Board of Realtors (NH)
CIM – Capacity Improvement Multiplier

CIP – Capital Improvement Plan
CJIS – Criminal Justice Information Services
CMAQ – Congestion Mitigation and Air Quality
CO2 – Carbon Dioxide
COAST – Cooperative Alliance for Seacoast Transportation
COD – Coefficient of Dispersion
COLA – Cost of Living Adjustment
COLL BARG – Collective Bargaining
COVID-19 – Corona Virus Disease – 2019
CPCNH – Community Power Coalition of New Hampshire
CPI – Consumers Price Index
CPI-U – Consumer Price Index-Urban
CREAT – Climate Resilience Evaluation and Awareness Tool
CRH – Cross Roads House
CSA – Community Supported Agriculture
CSO – Combined Sewer Overflow
CST – Crime Scene Team
CTE – Career Technical Education

- D -

DAF – Dissolved Air Flootation
DEI – Diversity, Equity and Inclusion
DES – Department of Environmental Services
DO – Dondero School
DOT – Department of Transportation
DPLA – Digital Public Library of America
DSA – Deer Street Associates

- E -

ECC – Emergency Communications Center
EDC – Economic Development Commission
EITC – Earned Income Tax Credit
ELO – Extended Learning Opportunity
EMO – Emergency Management Office
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EPA – Environmental Protection Agency
ERZ – Economic Revitalization Zones
ESF – Emergency Support Functions
ESOL – English as a Second Language
ESSER – Elementary and Secondary School Emergency Relief (Funds)
EST – Estimated
EV – Electric Vehicle

- F -

FDA – Food and Drug Administration
FEMA – Federal Emergency Management Agency
FICA – Federal Insurance Contribution Act
FMLA – Family and Medical Leave Act
FOG – Fats, Oil, and Grease
FPN – Food Providers Network
FS – Family Services
FT – Full Time
FTA – Federal Transit Administration
FTE – Full Time Equivalent
FTO – Field Training Officer

FTZ – Foreign Trade Zone
FY – Fiscal Year

- G -

GAAP – Generally Accepted Accounting Principles
GASB – Government Accounting Standards Board
GFOA – Governmental Finance Officers Association
GIS – Geographic Information Systems
GMR – Guaranteed Maximum Rate
GOFERR – Governor’s Office for Emergency Relief and Recovery
GPTMA – Greater Portsmouth Transportation Management Association
GSA – General Services Administration

- H -

HAZ-MAT – Hazardous Materials
HDC – Historic District Commission
HIDTA – High Intensity Drug Trafficking Areas
HIV – Human Immunodeficiency Virus
HM – Hazardous Materials
HR – Human Resources
HRS – Hours
HUD – United States Department of Housing and Urban Development
HVAC – Heating, Ventilating and Air Conditioning

- I -

IBPO – International Brotherhood of Police Officers
ICAC – Internet Crimes Against Children
ICC – International Code Council
ICLEI – International Clearinghouse on Sustainable Development and Environmental Protection/ Local Government’s for Sustainability
ICMA – International City Managers Association
IEP – Individualized Education Program
IRS – Internal Revenue Service
ISO – Insurance Service Officer
ISSA – Information Systems Security Association
IT – Information Technology
IVR – Interactive Voice Response

- J -

JBC – Joint Budget Committee

- L -

LCHIP – (New Hampshire) Land and Community Heritage Investment Program
LCR – Leadership in Community Resilience
LED – Light Emitting Diode
LEED – Leadership in Energy and Environmental Design
LEOP – Local Emergency Operations Plan
LGBTQ+ – Lesbian, Gay, Bisexual, Queer and Transgender Plus
LGC – Local Government Center
LH – Little Harbor School
LPG – Liquefied Petroleum Gas
LTCP – Long Term Control Plan

- M -

MAAP – Municipal Agent Automation Project

MAN – Metropolitan Area Network
MEP – Manufacturing Extension Partnership
MOD – Modification factor
MOU – Memorandum of Understanding
MPO – Metropolitan Planning Organization
MS4 – Municipal Separate Storm Sewer Systems
MSGP – Multi-sector General Permit
MSW – Municipal Solid Waste
MUTCD – Manual on Uniform Traffic Control Devices

- N -

NAMI – National Alliance on Mental Illness
NECAP – New England Common Assessment Program
NECHPS – Northeast Collaborative for High Performance Schools
NEMSN – New England Municipal Sustainability Network
NEPBA – New England Police Benevolent Association
NEWWA – New England Water Works Association
NF – New Franklin School
NFPA – National Fire Protection Association
NH SBDC – New Hampshire Small Business Development Center
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
NHSG – New Hampshire Seacoast Greenway
NLC – National League of Cities
NOAA – National Oceanic and Atmospheric Administration
NON – Non-union
NPS – National Park Service
NPDES – National Pollutant Discharge Elimination System

- O -

OCLC – Online Computer Library Center
OHRV – Off-Highway Recreational
OPEB – Other Post-Employment Benefits
OT – Overtime
OU-2 – Operable Unit 2
OW – Outside Work

- P -

PACA – Portsmouth Arts and Cultural Alliance
PAEPT – Portsmouth Area Emergency Planning Team
PAFR – Popular Annual Financial Report
PC – Palliative Care
PDA – Pease Development Authority
PEAC – Portsmouth Energy Advisory Committee
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
PTSC – Parking, Traffic, and Safety Committee
PULA – Public Undeveloped Lands Assessment

- R -

RAB – Restoration Advisory Board
RCA – Rockingham Community Action
RDC – Redundant Dispatch Center
REC – Renewable Energy Credits
RFI – Request For Information
RFP – Request For Proposal
RFQ – Request For Qualifications
RJL – Robert J. Lister Academy
RMCC – Richie McFarland Children’s Center
RMS – Records Management System
RNMWP – Rockingham Nutrition and Meals on Wheels Program
RSA – Revised Statutes Annotated
RSVP – Retired and Senior Volunteer Program

- S -

S&P – Standard & Poor’s
SAAS – Software as a Service
SAC – Senior Activities Center
SAG – State Aid Grant
SASS – Sexual Assault Support Services
SAT – Suite of Assessments
SBAC – Smarter Balanced Assessment Consortium
SBDC – Small Business Development Center
SCADA – System Control and Data Acquisition
SCS – Seacoast Community School
SEL – Social Emotional Learning
SELF – Service Above Self Scholarship
SELT – Southeast Land Trust
SFFP – Seacoast Family Food Pantry
SFP – Seacoast Family Promise
SHA – State Health Assessment
SHIP – State Health Improvement Plan
SIPP – Save the Indoor Portsmouth Pool
SIU – Special Investigative Unit
SMA – Supervisory Management Alliance
SMHC – Seacoast Mental Health Center
SMPO – Seacoast Metropolitan Planning Organization

SOS – Strength Over Stigma
SPED – Special Education
SRF – State Revolving Fund
SRO – School Resource Officer
STEAM – Science, Technology, Engineering, Art, and Mathematics
SUV – Sport Utility Vehicle
SWAG – Safe Water Advisory Group
SWEPT – Statewide Education Property Taxes
SWPPP – Storm Water Pollution Prevention Plans

- T -

TCP/IP – Transmission Control Protocol/Internet Protocol
TDD – Telecommunications Device for the Deaf
TIDE – Taskforce on Inclusion, Diversity and Equity
TQP – Teacher Quality Panel
TY - Tax Year

- U -

UDAG – Urban Development Action Grant
UNH – University of New Hampshire
UPS – United Parcel Service
USDA – United States Department of Agriculture
USEPA – United States Environmental Protection Agency

- V -

VDI – Virtual Desktop Interface
VLAN – Virtual Local Area Network
VNA – Visiting Nurses Association
VOIP – Voice Over Internet Protocol

- W -

WFC – Walking Friendly Community
WK – Week
WMP – Wastewater Master Plan
WWTF – Wastewater Treatment Facility

- Y -

YMCA – Youth Men's Cristian Association