

CAPITAL IMPROVEMENT PLAN

FY2025 - FY2030



City of Portsmouth, New Hampshire

City Council Work Session - January 17, 2024



City Council Capital Improvement Plan (CIP)

What is the CIP?

Quick review on the CIP and the FY25 CIP process.

City Council

City Council Members ask questions of the Staff.

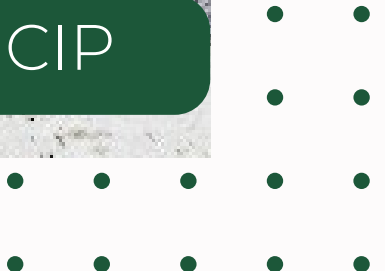
Public Input

Citizens are invited to comment on FY25 projects.

portsnh.co/cip



FY2025-2030 CIP





What is the Capital Improvement Plan?

The Capital Improvement Plan (CIP) is a multi-year financial and infrastructure planning tool put in place to maintain safe City infrastructure, schedule financial strategies for capital projects, and aid in the achievement of Citywide Goals.

The Introduction

The CIP's Introduction Section is full of valuable information including:

CAPITAL IMPROVEMENT PLAN
FY 2025 to FY 2030

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1 Impact on Operating Budget

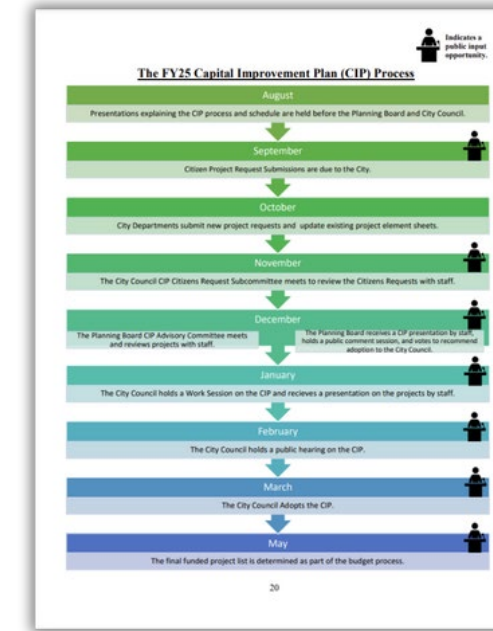
2 Evaluation Criteria (utilized in the prioritization process)

- Responds to Federal or State Requirement
- Addresses a 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 for Economic Development
- Responds to a Citywide Goal or a Submitted Resident Request

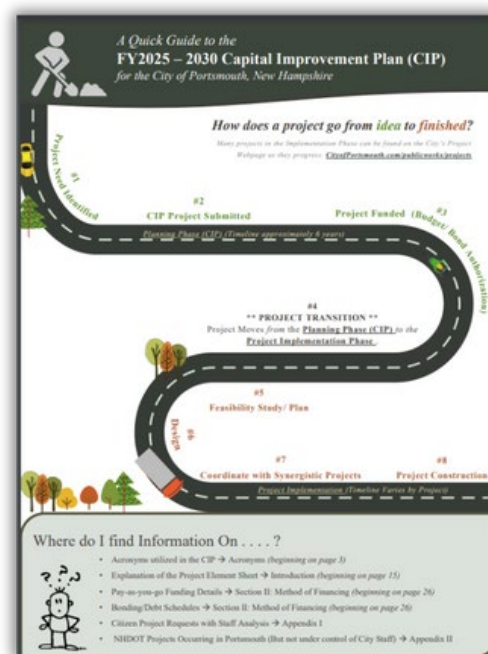
3 Cost Estimate and Proposed Funding Sources

- **GF (General Fund)** - Funded by Capital Outlay (Budgeted Cash Funds);
- **Fed/State** - Federal and/or State Funding;
- **Bond/Lease** - Bond Lease Borrowing;
- **Other (Rolling Stock)** - Non-Operating Budget Funding;
- **Revenues** - Revenues (Income) From Special Revenue (Parking) and/or Enterprise (Water/Sewer) Funds; and
- **PPP (Public Private Partnership)** - Partnership funding through a private entity.

Explanation of Element Slides



CIP Process and Opportunities for Public Input



Quick Guide

Projects That Did Not Move Forward From FY24 → FY25
This is a list of projects that were part of the FY24 Capital Improvement Plan but are not found in the FY25 Plan. Reasons for their removal are also listed.

FY24 Project Number	Project Name	Reason for Removal from the CIP
W 24-01-04	Self-Contained Breathing Apparatus (SCBA) Replacement	This project was funded in FY24 Capital Budget.
W 24-02-07	Lyndon Johnson	This project was funded in FY24 Capital Budget.
W 24-03-11	Police New Facility - Land Acquisition	All New Police Facility program materials are all on City record Property that land acquisition funds are not needed. This project page featured no funding (and no future land acquisition).
W 24-03-14	Library Computer Renovation	This project was funded in FY24 Capital Budget.
W 24-03-17	Fit up of Community Center Space for Robert C. Cook	Funding authorized in July of 2023 but not yet awarded.
W 24-03-23	Food Development Projects	This project was funded in FY24 Capital Budget.
W 24-03-24	Meriden Federal Office Building Development	This project was withdrawn, as no future funding was needed.
W 24-04-40	Forestry Park Parking Offices	Funding authorized in July of 2023.
W 24-04-74	Expansion and Improvement of Networks	This project was funded in FY24 Capital Budget.
W 24-05-04	Security Management System	This project is no longer being awarded.
W 24-05-06	Fire Department Software Upgrade	This project was funded in FY24 Open-Operating/General Fund.
W 24-05-08	Forest Park Public Gaming and Pedestrian Improvements	Funding authorized in July of 2023.
W 24-05-14	Bentleyville Avenue Bike Path	Funding authorized in July of 2023.
W 24-05-16	Seagrass Avenue Sidewalk	Funding authorized in July of 2023.
W 24-05-18	Water Division - New Sewerization Source	Funding authorized in July of 2023.
W 24-05-19	Water Division - Sewer/Water Treatment	Funding authorized in July of 2023.
W 24-05-20	Water Division - Silver Water Emergency Interconnection	Funding authorized in July of 2023.
W 24-05-21	Sewer Division - Bentleyville Avenue Sewer Separation	Funding authorized in July of 2023.
W 24-05-22	General Sewer	Funding authorized in July of 2023.
W 24-05-23	General Sewer	Funding authorized in July of 2023.
W 24-05-24	General Sewer	Funding authorized in July of 2023.
W 24-05-25	General Sewer	Funding authorized in July of 2023.

Lists of New and Removed Projects

SECTION II: METHOD OF FINANCING
(Where the Money Comes From)

Capital improvement projects are funded from a variety of sources. These funding sources include: General Fund (GF) Capital Outlay; Federal State Grants; Bond or Lease; Revenues (Parking, Water and Sewer); State Revolving Loan Fund (SRLF); and Public Private Partnerships (PPP).

General Fund (Capital Outlay) (GF)

- Funded from General Fund Revenues, includes the money raised by the local property tax for a given year;
- Its entire cost is paid off within the year; and
- The intent is to budget approximately 2% of the previous Fiscal Year General Fund total Budget to address City General Fund priorities.

Federal/State Grants (Fed/State)

- 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; and
- The City also pursues non-governmental private grants when applicable.

General Obligation Bonds (Gen Obl Bonds)

- Bonds are used to finance major municipal capital projects;
- These are issued for a period of time generally extending from ten to thirty years during which time principal and interest payments are made;
- They are secured by the full faith and credit of the Municipal Government;
- This type of payment has the advantage of allowing the costs to be amortized over the life of the project and of allowing taxpayers or rate payers 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 new 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 useful life of at least equal to the bond terms; and
- Projects that are funded through bonds must go through an additional process, after the adoption of the CIP and the budget, of authorization by the City Council after a public hearing.

Explanation of Funding Sources

CIP Project Sections

- Vehicles and Equipment (VE)
- Buildings and Infrastructure (BI)
- Information Systems (IS)
- Transportation Systems Management (TSM)
- Enterprise Funds (EF)
- Combined Funding Projects (COM)





Citizens Requested Projects

All submitted projects from all Fiscal Years



NHDOT Portsmouth Projects

A listing of projects within Portsmouth funded and managed by the State of New Hampshire



Studies Cited within the CIP

A listing of the studies mentioned throughout the document



Historic Document Restoration Index

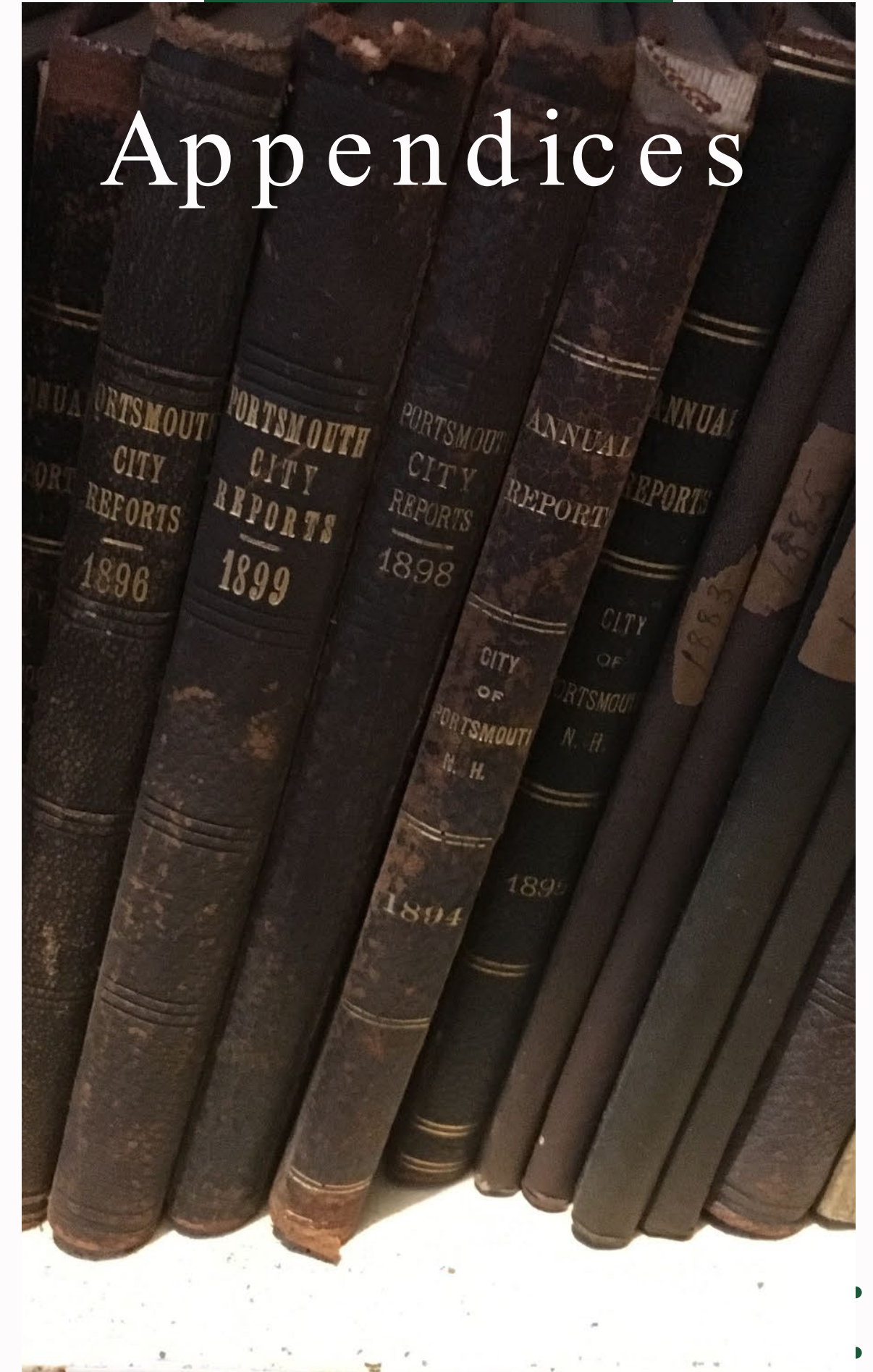
A listing of the City's backlog of Historic Permanent Records in need of preservation



Ward Maps

Maps of the City's five (5) wards

Appendices



The CIP by the Numbers

100

Total Projects

14

New Projects to FY25

2

Citizens Requested Projects

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)



Description: The Public Works Department is responsible for maintaining and improving the city's general fund municipal facilities. The facilities need to be updated due to age and wear. This project is shown on the next page.

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	

Studies Identified & Approved

- Facility Condition Assessment
- FY23-FY28 CIP (P)

Notes of Changes in Funding

		FY24	FY25	FY26	FY27	FY28	FY29	Totals
GF	0%							
Fed/ State	0%							
Bond/ Lease	100%	\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$5,000,000
Other	0%							
Revenues	0%							
PPP	0%							
Totals		\$500,000	\$500,000	\$1,000,000	\$500,000	\$500,000	\$1,000,000	\$5,000,000

Citizens' Requests

By the Numbers

95 Submissions

The City received 95 submissions this year from Portsmouth Citizens.

47 Unique Projects

Like submissions were grouped together to reveal 47 unique project requests.

↳ **6 Projects are Eligible for Consideration**

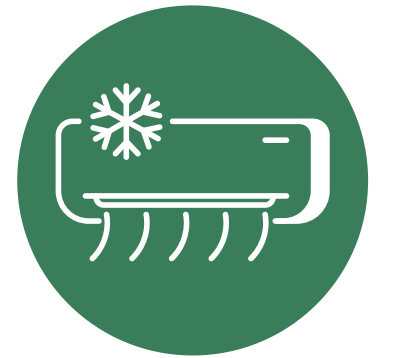
These projects were reviewed by City staff and are eligible as potential future projects.

↳ **24 Existing Projects**

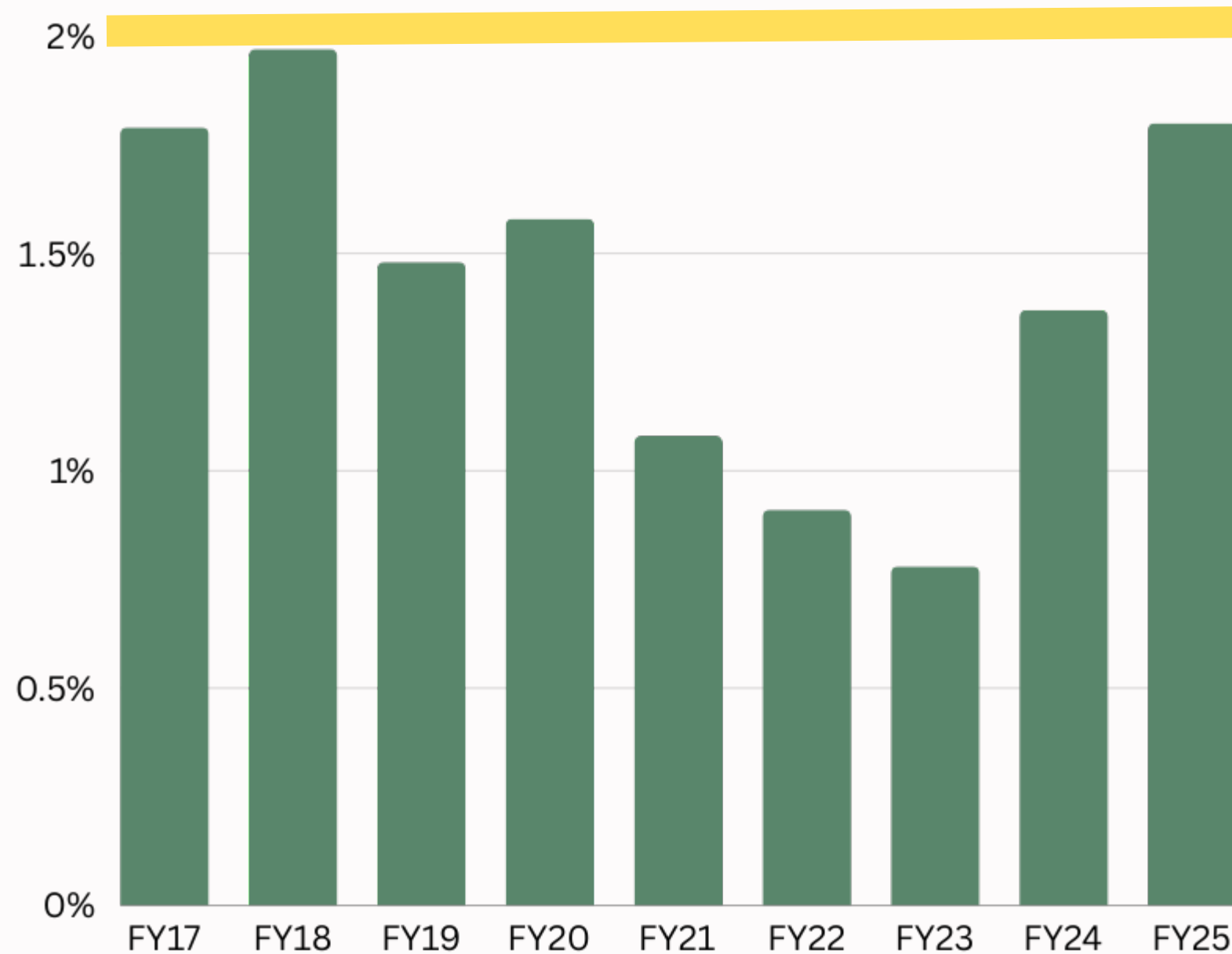
These project submissions were found to be requests of existing projects already found in the Capital Improvement Plan or in process.

↳ **17 Project Requests Best Suited for Another Process**

These projects either did not meet the requirements for a CIP project or need to go through a different process in order to advance to a CIP project.



Funding: Capital Outlay

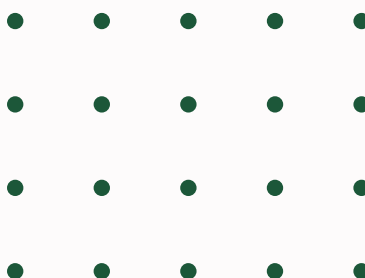


- Pay -As -You -Go
- City's annual goal for Capital Outlay is to budget more than 2% of the Prior Year Budget

no

The Proposed FY25
Capital Outlay is

1.80%

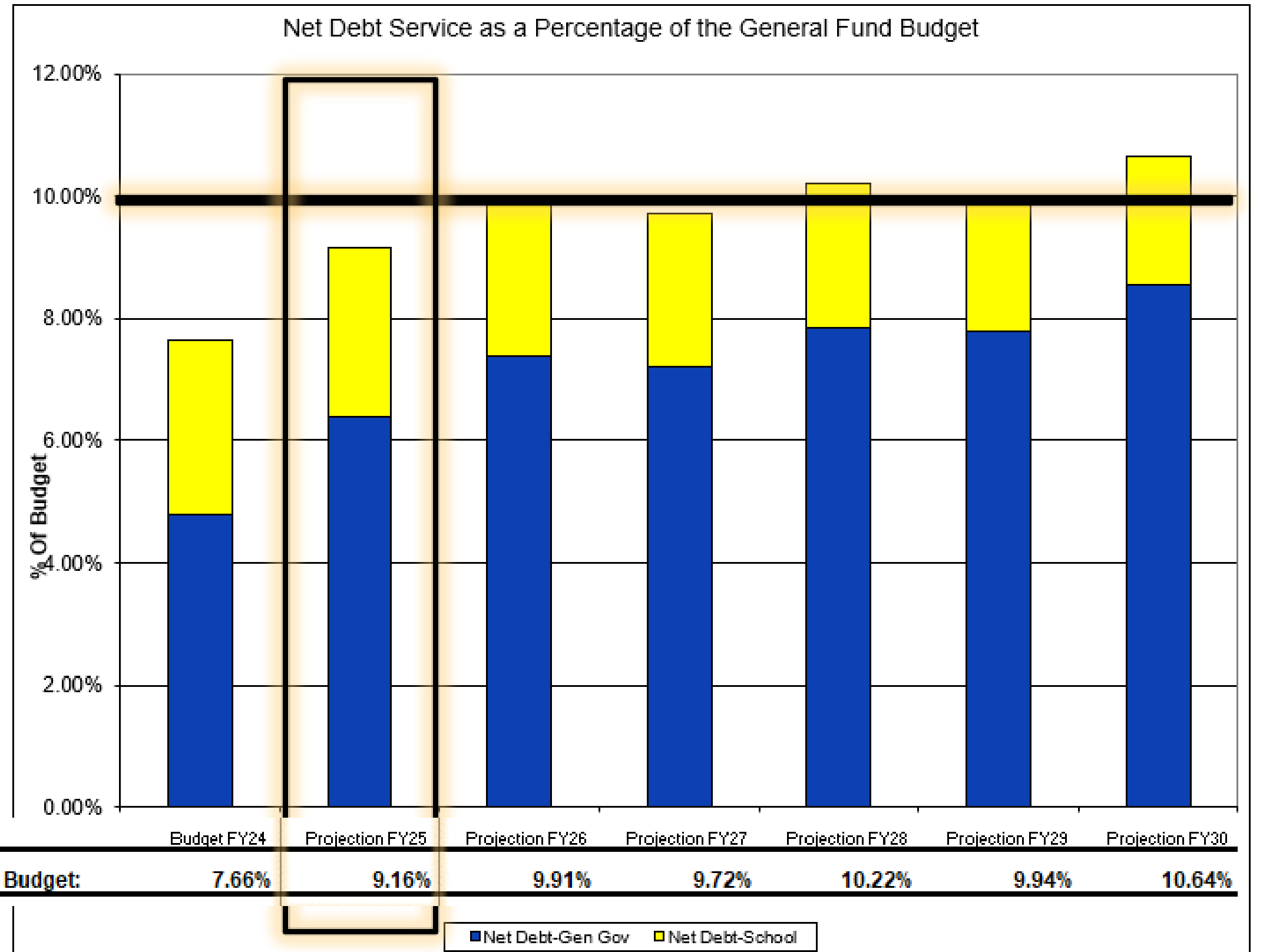


Funding: Net Debt Service

City's annual goal for Net Debt Service is to remain below 10% of the Budget

The Proposed FY25
Net Debt Service is

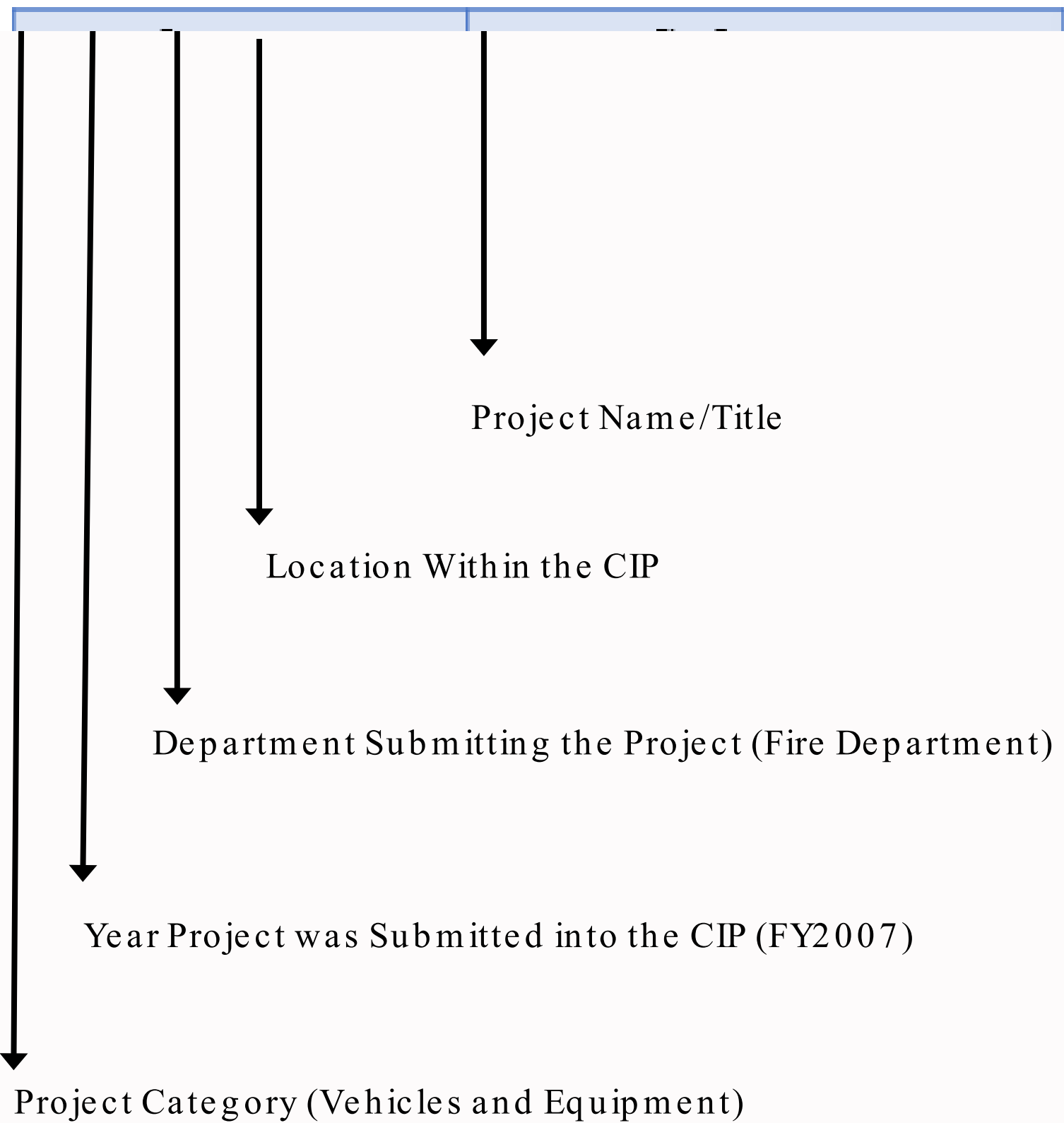
9.19%



Total Percentage Net Debt Service of Budget: 7.66% 9.16% 9.91% 9.72% 10.22% 9.94% 10.64%

Information Available on Each Project Sheet

VE-07-FD-01: Ambulance Replacement Program



VE-07-FD-01: Ambulance Replacement Program

Department	Fire Department
Project Location	Station 2 (2010 Lafayette Road)
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 project continues the CIP Rolling Stock Replacement Program for the City's ambulances. The City's 2017 Ambulance is scheduled for replacement in FY26. Funds for this vehicle include the purchase of the vehicle with a complete set-up including radio, lettering, striping, and equipment. One-third of the total cost of the vehicle is requested each year with a purchase after the third year.

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a 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	Y
Provides Incentive for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	

- Studies Identified & Useful Website Links:
- [Self-Assessment of FD Operations: April 2015](#)
 - [Fire Department Webpage](#)
 - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:
Funding request increased in all fiscal years, reflecting changes in production costs.

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	9%							\$0	\$140,000	\$140,000
Bond/ Lease	0%							\$0		
Other (Rolling Stock)	91%	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$870,000		
Revenues	0%							\$0		
PPP	0%							\$0		
Totals		\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$870,000		

CAPITAL IMPROVEMENT PLAN

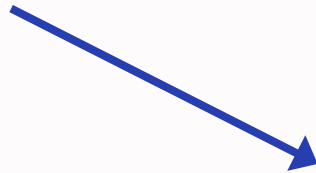
FY 25-30

Did you know the CIP Project Names Have Meaning?



Information Available on Each Project Sheet

Basic Project Information



BI-07-SC-16: 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)



Buildings and Infrastructure

Evaluation Criteria



Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a 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 for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

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 upgrades, infrastructure replacement, and security enhancements. FY30 funding will support air handling upgrades in high school spaces impacted by State supported renovation of the CTE Center.

- Studies Identified & Useful Website Links:
- [Portsmouth School Department Homepage](#)
 - [FY24-FY29 CIP \(Prior Year\) Project Sheet](#)

Notes of Changes in Funding Plan from FY24-29 CIP:

FY30 Funding of \$1 million to complete air handling upgrades in high school spaces intertwined with CTE spaces under renovation with state funding

Funding Requests and Sources



		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$650,000	\$650,000	\$1,000,000			\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$650,000	\$650,000	\$1,000,000	\$0	\$0	\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000

CAPITAL IMPROVEMENT PLAN

FY 25-30

78

Information Available on Each Project Sheet

Buildings and Infrastructure

BI-07-SC-16: 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)



Project Description

Evaluation Criteria	Qualify?
Responds to Federal or State Requirement	
Addresses a 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 for Economic Development	
Responds to a Citywide Goal or Submitted Resident Request	Y

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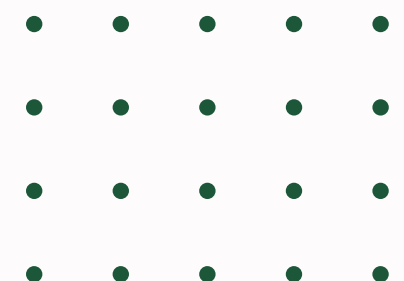
Links to Studies Cited and Other Pertinent Websites

Notes of Changes in Funding Plan from FY24-29 CIP:

FY30 Funding of \$1 million to complete air handling upgrades in high school spaces intertwined with CTE spaces under renovation with state funding

Notes on Major Changes to the Funding or Project Scope

		FY25	FY26	FY27	FY28	FY29	FY30	Totals 25-30	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	100%	\$650,000	\$650,000	\$1,000,000			\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
Totals		\$650,000	\$650,000	\$1,000,000	\$0	\$0	\$1,000,000	\$3,300,000	\$3,650,000	\$6,950,000



The CIP Process (FY25 - FY30)



AUGUST

Kickoff Meetings with the City Council & Planning Board

SEPTEMBER 15TH

Resident Project Submissions Due

OCTOBER 6TH

Staff Submissions & Project Updates Due

NOVEMBER 9TH

Citizens' Projects are Reviewed by the City Council Subcommittee

DECEMBER 12TH

Planning Board Advisory Committee Reviews Draft CIP/ CIP Projects

DECEMBER 21ST

Planning Board Reviews the CIP and Votes to Recommend its Adoption to the City Council

WINTER 2024

Jan 17th CC Work Session
Feb 5th Public Hearing
Mar 4th Adoption of the CIP

SPRING 2024

Final Funded Project List Will Be Determined as Part of the Budget Process

