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### City of Portsmouth Organizational Chart

![City of Portsmouth Organizational Chart](chart.png)
# INFORMATION DIRECTORY

## CITY HALL HOURS OF OPERATION
1 Junkins Ave. 8:30 a.m.-5 p.m. (Summer Hours 8 a.m.-4:30 p.m.)
Main telephone number: (603) 431-2000   www.CityofPortsmouth.com

<table>
<thead>
<tr>
<th>City Office</th>
<th>Direct Number</th>
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<tbody>
<tr>
<td>Animal Control</td>
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<td>Art-Speak</td>
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<td><strong>EMERGENCY</strong></td>
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<td>Inspection Department</td>
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## For Answers On:

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<td>Meeting Schedules &amp; Minutes</td>
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## Emergency Numbers

DIAL 911 FOR POLICE, FIRE, AMBULANCE
The Portsmouth City Council is elected for a two-year term with the entire Council membership up for re-election at the same time.

The City Council is composed of the Mayor and eight Council members. It enacts ordinances, resolutions and regulations governing the City, and also appoints statutory and advisory boards.

The Council member receiving the most votes becomes Mayor and leads the Council meetings. In Fiscal Year 2006, the Mayor was Steve Marchand. Thomas Ferrini was Assistant Mayor. The other members of the Council were Joanne Grasso, M. Chris Dwyer, Ned Raynolds, Laura Pantelakos, Harold Whitehouse, Kenneth Smith and John Hynes.

The City Manager serves as the chief administrative officer, responsible for the day-to-day operation of the City and enforcing the regulations approved by the Council.

The City Council meets at least twice monthly at 7 p.m. Monday in the City Hall Council Chambers. The meetings are broadcast live on local government Cable Channel 22, rebroadcast the following Saturday morning and are on the City’s Web site at www.CityofPortsmouth.com.

Work sessions on more involved issues — such as the City budget for School, Police, Fire and Municipal expenses — are held at various times in between Council meetings. In FY06, the new Council requested that the work sessions also be broadcast on Channel 22.

In FY06, there were 22 Council meetings and 18 Council work sessions.
Major Fiscal Year 2006 Initiatives

- Authorized borrowing of $10.1 million for five water system improvements, $950,000 for Capital Improvements, $600,000 for improvements to roadways and the New Castle Ave. seawall, and $350,000 for a new fire truck
- Authorized a $15 million bond issue to build a public parking facility under a Joint Development Agreement with HarborCorp LLC
- Increased the elderly and disabled property tax exemption income limits to $30,000 for singles, and $37,000 for married couples
- Established Tax Increment Financing districts
- Established Blue Ribbon Committees on Sustainable Practices, and the Board & Commission Appointment Process
- Authorized $60,000 for a Citywide Overtime Audit
- Accepted numerous grants, including a $350,000 Fire Boat Grant, $127,602 Operation Street Sweeper Grant for Police, $99,000 HUD grant for the Library, and a $6,200 PSNH grant for energy-efficient upgrades to the Gosling Road Pump Station
- Accepted numerous donations for the new Library, including $100,000 to name the courtyard, $90,000 for naming the Children’s Room, and $15,000 to name the Newspaper Reading Room
I am proud to present this Fiscal Year 2006 Annual Report to the citizens of the City of Portsmouth.

The City has used fiscal restraint in moving forward with economic and infrastructure improvements while working to provide quality and efficient services.

Some unexpected challenges developed following unusually heavy rainfall in October 2005 and May 2006. Fortunately, we avoided interruptions in City services as Public Works, Fire, Police and other City personnel monitored the situation around the clock. Recent infrastructure improvements, particularly the sewer separation project that is now 50% complete, significantly reduced the amount of flooding and water backups.

The City of Portsmouth was honored to receive the Governor’s Community Spirit Award in recognition of support for the arts and cultural community, which is an important element of our quality of life and economy.

Also in FY06, we experienced a welcome respite from the “Donor Community” status that had forced us to raise an additional $11.7 million in Statewide Property Taxes since 1999 to support education in other towns.

City Government

Portsmouth operates under the Council-Manager form of government. The City Manager serves as the chief administrative officer responsible for enforcement of laws and ordinances, and the appointment and supervision of the heads of the departments of the City organization, excluding the School, Police, and Fire Departments.

The City Council, which comprises the Mayor and eight members, enacts the ordinances, resolutions and regulations governing the City, and also appoints statutory and advisory boards.

The City Council, by charter, must adopt a budget by June 30 of each year. The Municipal budget is developed by the City Manager with help from the Departments, while the School Board, Police Commission and Fire Commission develop their respective budgets for recommendation to the City Council.

In FY06, following an unprecedented number of televised work sessions, the Council adopted a $76.2 million budget for the Municipal, School, Police and Fire Departments to provide municipal services in FY07.

Local Economy

Once again, our economy outperformed the region and the State in several measures in FY06, including a net job creation increase of over 700 positions and an unemployment rate of just 3.1 percent.

Momentum continued for development of the City’s Northern Tier with the opening of the Hilton Garden Inn and additional steps taken toward building a new conference center, as well as a 657-space parking garage in partnership with the City. The total project is expected to add 300 jobs and $750,000 to Portsmouth’s tax base.

In addition, the Pease Tradeport reported 220 companies employed 6,300 people, generating an annual payroll of $351 million in FY06.

Public Outreach

In a continuing effort to keep citizens well-informed, we initiated an electronic newsletter transmitted every other Wednesday to those requesting it via the City’s Web site, www.CityofPortsmouth.com, and reinstated the Annual Report. The number of meetings televised on local government Channel 22 also doubled.

Continuing Initiatives

The City’s various multiyear initiatives continue, including:
- Implementation of the Master Plan recommendations to revise zoning and land use regulations
- Redevelopment of the McIntyre Federal Building site
- Refurbishing and upgrading our playgrounds
- Streetscape improvement projects, and
- Improving downtown parking and accessibility

I invite you to learn more about the City’s many Fiscal Year 2006 efforts by visiting the pages that follow.
Boards and Commissions

The Portsmouth Mayor and City Council are aided in governing the City by various volunteer advisory boards and commissions. Citizens interested in a board or commission vacancy must submit an application to the Mayor, who decides whether to bring it forward for Council approval. Vacant positions and an application form are posted on the City’s Web site under the City Clerk’s page, along with a list of current members. Some panels meet weekly, while others meet less frequently. A City Council member sits on each board and commission to act as a liaison. City staff also may be assigned to aid a board or commission. Several of the many panels are listed below and on the next page. Membership varies, unless otherwise stated.

The African Burial Ground Committee was established by the City Council for the purpose of evaluating the options for recognizing/memorializing the cemetery discovered underneath Chestnut Street.

The Animal Control Committee (formerly the Vicious Dog Committee) is composed of the Police Chief (or his designee), a veterinarian and a resident. It hears complaints related to vicious dogs, dogs at large and nuisance animals.

The Building Code Board of Appeals hears and decides appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of the various City-adopted construction codes. (5 members, 2 alternates; 5-year terms)

The Cable Television and Communications Commission has the authority to establish standing subcommittees on matters pertaining to the operation and performance of cable companies within the City. The Commission meets as often as deemed appropriate and necessary to ensure the proper operation of the Franchise Agreement. (5 members, 1 alternate; 2-year term initial appointment, 3-year terms for reappointment)

The Mayor’s Blue Ribbon Cemetery Committee deals with the four ancient burial grounds: North, Union, Point of Graves and Pleasant Street. The Committee’s two-pronged effort includes restoration and repair of tombstones and crypts, and utilizing the cemeteries as education centers that provide local residents and visitors with a look into the history of Portsmouth and the area through programs including re-enactors and lecturers.

The Citizens Advisory Committee (CAC) is the official advisory board for the City’s Community Development Block Grant (CDBG) program. It advises the Community Development staff on emerging community needs and facilitates public involvement in the CDBG program planning process.

The Citywide Neighborhood Committee advocates for the neighborhoods to ensure that all aspects of City government work through two basic principles: protection and preservation of the quality of our neighborhoods.

The Conservation Commission is charged by statute with the protection and proper utilization of the City’s natural resources. It considers and makes recommendations to the New Hampshire Wetlands Bureau and/or the City’s Planning Board on matters affecting natural resources. The Commission has an interest in ensuring the proper utilization and protection of natural resources and the protection of watershed resources within Portsmouth. (7 members, 2 alternates; 3-year terms)

The Mayor’s Blue Ribbon Committee on Dogs is a forum for addressing issues related to the ownership, regulation and control of dogs in Portsmouth.

The Economic Development Commission ensures continued economic prosperity and preservation of the qualities that attract and retain businesses in the community. The Commission makes recommendations to the City Council on a wide variety of issues related to economic development, including business development, public-private partnerships, maintenance and development of the commercial, industrial and central business districts, and business attraction programs. (9 members, 4-year terms)

The Fee Schedule Study Committee was established to create a more efficient system for the City to adopt and adjust municipal fees annually. It consists of one City Councilor, the City Manager and Finance Department representative.

Continued on Page 8
The **Historic District Commission** reviews exterior changes to buildings and structures located within the Historic District. (7 members, 2 alternates; 3-year terms)

The **Board of Library Trustees** adopts bylaws, rules and regulations for the conduct of its own business to determine objectives that will result in the continuing growth and improvement of Library services and establishes policies to attain these objectives. (9 members, 3-year terms)

The **New Library Building Committee** is an advisory committee formed to assist the City in its plan to construct a new Library building.

The **Portsmouth Economic Development Loan Program Board** is an all-volunteer advisory group that assists City staff in reviewing CDBG-funded loan applications and making decisions on loans applied for under the City’s for-profit and non-profit loan programs. (The loan program for for-profit businesses is not currently accepting applications for new loans.) (3-year terms)

The **Planning Board** acts on Site Review, Subdivisions, Lot Line Relocation, City Council Referrals and Conditional Use Permits. (9 members, 2 alternates; 3-year terms)

The **Portsmouth Housing Authority** provides quality housing to people with low and very low incomes; ensures that all residents pay fair and reasonable rents; promotes fair housing to people of all ethnic backgrounds, ages and abilities, and strives to accomplish these goals through quality, caring services. (5 members, 5-year terms)

The **Portsmouth Housing Endowment Fund (PHEF) Board’s** role is to formulate general policies regarding the operation of the City’s first-time homebuyer’s program, HomeTown (which is funded through the Portsmouth Housing Endowment Fund), and establish specific policies as the need may arise, dictated by program demands. (7 members, 3-year terms)

The **Recreation Board** assists the Recreation Department in planning a citywide recreation program. The Board advises the City Manager and City Council in regard to recreational needs. (10 members, 3-year terms)

The **Site Review Technical Advisory Committee** reviews Site Review applications for the Planning Board and makes recommendations to the Planning Board. It is composed of City officials, the chairman of the Conservation Commission and a member of the Traffic and Safety Committee. The Planning Board acts on all Site Review applications.

The **Sustainable Practices Blue Ribbon Committee** was established by the Mayor and Council to help lead Portsmouth toward increased sustainability, a goal of the City’s 2005 10-year Master Plan. The Committee’s work focuses on increasing awareness and sustainable practices among residents, business owners, visitors, developers, municipal staff and other stakeholders.

The **Taxi Commission** enforces all local and State laws affecting the ownership, licensing and operation of taxicabs in Portsmouth. It ensures that all rules and regulations are enforced and may exercise power of license and permit suspension and/or revocation when it determines that such action is warranted.

The **Traffic and Safety Committee** is a nine-member committee appointed to address all traffic safety issues within the City of Portsmouth, including signs, traffic lights, striping, plan reviews of new development, and other pedestrian/vehicular-related problems.

The **Trustees of Trust Funds** have fiduciary responsibility for the City’s Trust Funds. The Trustees also oversee the management and operations of Prescott Park under the guidelines of the Prescott Trust. (3 members, 3-year terms)

The **Vendors Committee** enforces all local rules and regulations relative to the operation of vendors in the City of Portsmouth.

The **Zoning Board of Adjustment** hears and decides requests for variances from the terms of the Zoning Ordinance, requests for Special Exceptions as allowed by the Zoning Ordinance, and appeals of Administrative Decisions. (7 members, 2 alternates; 5-year terms)
The City Clerk’s Department serves as the repository for the official records for the City of Portsmouth and the vital statistics of its citizens.

The Department, also known as the City Clerk’s Office, supports the City’s legislative bodies by recording and maintaining their official records and legislative history.

The Department records and preserves the vital records of the community, and administers all municipal, state and national elections in Portsmouth.

The Department has six major functions:

- Acting as the Registrar of Vital Statistics in recording births, marriages, and deaths in Portsmouth, and issuing official certificates for such;

- Issuing a wide variety of permits and licenses as required by state and local regulations;

- Providing support services for the City Council, publishing and posting all legal notices, preparing agendas, and attending and recording all City Council actions and minutes;

- Updating the local Boards and Commissions lists on a continuing basis and administering the “Oath of Office” for appointees;

- Administering and conducting elections in accordance with state, federal and local laws; and

- Filing and preserving, as required, all contracts, bonds, agreements, the City Ordinance book and other City documents.

City Clerk Statistics

<table>
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<tr>
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<td>Total</td>
<td>868</td>
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<td><strong>Marriages</strong></td>
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<td>Portsmouth residents</td>
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<td>Total</td>
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<td>289</td>
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<td><strong>Deaths</strong></td>
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<tr>
<td>Portsmouth residents</td>
<td>212</td>
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<td>Total</td>
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<td><strong>Permits and Licenses</strong></td>
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<td>Amusement Licenses</td>
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<td>Bowling and Billiard Licenses</td>
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<td>Dog Licenses</td>
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<td>Taxi Medallions</td>
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<td><strong>Total</strong></td>
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<td>2,050</td>
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The Community Development Department administers the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The primary goal of CDBG funding is to benefit residents who earn low or moderate incomes. CDBG funds also can be used to remove architectural barriers to accessibility.

The City annually submits an Action Plan and CDBG budget to HUD. Community Development staff work with the Citizens Advisory Committee to develop the annual plan and budget.

Historically, the CDBG program has completed housing, public service, economic development, public facilities and handicapped accessibility projects.

In FY 2006, CDBG funds of $1,044,000 were used for:

**Accessibility Programs**
- Residential Accessibility Program: Improvements completed at three single-family homes.
- Accessibility Grant Program for Non-Profit Agencies.

**Housing Programs**
- Housing Rehabilitation Program: Improvements completed at six single-family homes, with several more underway.
- Affordable Housing Challenge Grant.

**Public Services**
- Public Service Agency Grant Program: Grants of $120,000 were made to 17 agencies serving approximately 4,200 residents.

**Public Facilities**

**Additional projects funded through non-CDBG sources include:**
- Peirce Island Boat Launch and Finger Pier.
- HomeTown, First-Time Homebuyers Program: Three households assisted with downpayment and closing costs.
- Maple Haven Park Improvements: Design completed (construction underway).
- Greater Portsmouth Public Health Network: Oversight and grant administration.

**DEPARTMENT HIGHLIGHT**

**HOUSING REHABILITATION PROGRAM**

This program provides low-interest loans and deferred loans to eligible Portsmouth homeowners to repair code deficiencies (plumbing, heating, electrical, structural). Since 2001, 39 homeowners have been assisted through the City’s Housing Rehabilitation Program.

The Community Development Department’s Housing Specialist works with eligible households to determine homeowner improvement needs, prepares bid documents in order to competitively procure construction services, and provides construction oversight to ensure quality construction. This program is funded entirely through CDBG funds.
The City’s economic development initiatives are intended to ensure continued economic prosperity and preservation of the qualities that attract and retain businesses within our community.

The Economic Development Commission (EDC), City Manager and the Economic Development Program Manager work together to support balanced commercial development that fosters and maintains business, jobs and an expanded tax base.

In FY 2006, the Northern Tier remained a major focus. The City solidified its public/private partnership with HarborCorp LLC, entering into a Joint Development Agreement and passing a Bond Resolution for expansion of the Sheraton Hotel. It would include development of a 657-car parking garage to support a privately developed 18,500-square-foot conference meeting facility with a 200-room Westin Hotel and 20 condominiums at the Sheraton’s existing surface parking lot on Russell Street.

Under the current framework, the Economic Development Commission (EDC) develops economic development policies, goals and objectives as an advisory group to the City Council.

These include business development, public-private partnerships, business attraction and retention, and development of the commercial, industrial and central business districts. EDC members include the City Manager, the Mayor and residents who represent the local business community.

The EDC in FY06 responded to requests from the City Council to research and make recommendations regarding the City’s unmet parking need credit, a Group Discount License Policy for the High Hanover Parking Garage, public markets, and expanding free wi-fi access in the central business district. The EDC also initiated the process for the Council to adopt the State enabling legislation for Tax Increment Financing districts.

The EDC also formalized a public-private partnership with the Chamber of Commerce and a local business for graffiti removal, resulting in six removals on private property.

The EDC participates in a unique partnership with the Chamber in the areas of tourism and business development, as well. By financially supporting these programs, both organizations realize mutual benefits and eliminate program redundancy.

Day-to-day economic development activities are carried out by the ED Program Manager and other City staff. These include acting as a liaison to Portsmouth businesses, and offering assistance to businesses and individuals interested in starting a business, expanding or relocating to Portsmouth.

Other Fiscal Year 2006 Activities

In FY06, the Program Manager fielded eight to ten business inquiries monthly about relocation, new business creation, or the general business climate and profile; participated in 41 local outreach events; and represented the City on such local economic development boards as the Chamber’s Public Affairs Committee, Downtown Business Association, e-Coast and the Tenant Association at Pease.

The Economic Development Program Manager also served on the Rockingham Economic Development Commission’s task force to create a Comprehensive Economic Development Strategy; acted as liaison to the Cultural Commission as it relates to the local creative economy; and collaborated with Art-Speak on securing a grant to update the 2000 Economic Impact Study of the Arts.

The City’s economic development efforts are funded by repaid loan funds from a federal Urban Development Action Grant established in the 1980s.

Economic Development

Program Manager: Nancy Carmer

City Hall, Room 434
1 Junkins Avenue
Portsmouth, NH 03801

Phone: (603) 610-7220
Fax: (603) 427-1593
E-mail: Info@CityofPortsmouth.com

Nancy Carmer
The Finance Department serves residents, officials and all City departments with financial accountability, timely reporting of financial results, budget development, cash management and provides technological assistance throughout City departments.

In addition, the Department monitors and analyzes the activities of expenditures and revenues; collects revenues; maintains property valuation; manages City assets, including short and long-term investments; prepares documentation and coordinates the sale of bonds to fund capital projects; and ensures compliance with local, state and federal requirements.

The Department fulfills these responsibilities through four primary divisions: Accounting, Assessing, Tax Collection, and Information Technology.

**FY 2006 Department Highlights**

- The City’s Bond Ratings by Standard & Poor’s and Moody’s Investment group were AA and Aa3, respectively, as a result of healthy growth of the diverse tax base, and a strong financial position and manageable debt burden.
- Total long-term debt for all funds (i.e., bonds payable) as of June 30, 2006, was $83,157,557, well below the legal limit.
- The Department issued 65 Requests for Proposals and Invitations to Bid. In an effort to reach additional potential vendors to achieve more competitive bidding, as well as save copying and postage costs, the Department began posting all Invitations to Bid on the City’s Web site.
- The entire budget document was expanded and posted on www.CityofPortsmouth.com to provide more information to Portsmouth residents.
Finance Department — Accounting

The Accounting Division administers accounting for all City funds, including enterprise funds (water and sewer divisions), donations, and local and federal grants.

It administers billing services for water, sewer, outside detail, fire alarm billing, city rentals, health permits and other miscellaneous bills.

The Department also administers the City’s purchasing procedures in accordance with the City purchasing manual, ensuring efficient procurement of materials, supplies, equipment and services.

Finance Department — Assessing

The Assessing Division is responsible for evaluating the City’s 6,500 residential properties and 1,200 commercial and industrial properties, inspects properties and updates values as appropriate, and reviews appeals.

Residential assessed values did not change in FY06, with the exception of properties with new construction or renovations. The average assessed valuation for a home was $290,000.

In FY06, the Assessing Office began physically verifying assessment information for all properties for the revaluation for the tax bills to be collected in FY 2007. The information will be used to make each property reflect fair market value effective April 1, 2006, for the tax bill due Dec. 1, 2006. The second half of the bill is due June 1, 2007.

The Division posts property values on the City’s Web site and provides an online tax calculator for residents to estimate their tax bills.

Top 10 Taxpayers in Fiscal Year 2006

<table>
<thead>
<tr>
<th>Company</th>
<th>Industry</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Service Co. of NH</td>
<td>Utility</td>
<td>$107,931,800</td>
</tr>
<tr>
<td>HCA Health Services of NH</td>
<td>Hospital</td>
<td>$40,000,000</td>
</tr>
<tr>
<td>Liberty Mutual Insurance Co.</td>
<td>Insurance</td>
<td>$35,810,200</td>
</tr>
<tr>
<td>Haborside Assoc.</td>
<td>Hotel</td>
<td>$20,257,100</td>
</tr>
<tr>
<td>Harbor Place Group LLC</td>
<td>Offices</td>
<td>$19,768,400</td>
</tr>
<tr>
<td>Durgin Sq.:DSP:Endicott</td>
<td>Retail</td>
<td>$18,760,600</td>
</tr>
<tr>
<td>Bromley Portsmouth LLC</td>
<td>Retail</td>
<td>$18,259,000</td>
</tr>
<tr>
<td>325 Corporate Drive II LLC</td>
<td>Offices</td>
<td>$13,910,600</td>
</tr>
<tr>
<td>273 Corporate Drive LLC</td>
<td>Offices</td>
<td>$13,168,400</td>
</tr>
<tr>
<td>Inishmaan Assoc. Ltd. Pnship</td>
<td>Apts.</td>
<td>$11,151,500</td>
</tr>
</tbody>
</table>

Continued on Page 14
The Information Technology/Webmaster Division provides all City departments with consulting, technical support, maintenance services, programming, and application training, as well as administering the City Web site, ‘‘web casts’’ of City meetings and functions, and Channel 22 Local Government Access Television.

In FY06, the Department provided additional timely, detailed, and convenient information to the public on the City’s Web site and Channel 22.

Twice as many meetings were broadcast in FY06 via Channel 22 and through ‘‘web casts’’ available by computer anytime. Significantly more agendas, notices, detailed information, and downloadable forms also were available on the City’s Web site, lessening the need for citizens to travel to City Hall.

The Tax Collection Division is responsible for the collection of all property taxes from all residential and commercial property within Portsmouth.

It also registers motor vehicles on behalf of the State of New Hampshire and collects City taxes on the vehicles, registers boats, and collects City water and sewer payments.
The Portsmouth Fire Department is committed to providing quality fire protection, emergency medical care, fire prevention, hazardous materials response, and special rescue services through proactive strategic planning, maintaining a well-educated and well-equipped firefighting force, constant performance improvement, and sound financial management.

The Department stands ready at all times to serve residents, business owners and visitors.

In FY06, the Fire Department responded to 2,309 fire service calls, 2,295 Emergency Medical Service calls and provided nearly 1,000 instances of fire prevention, inspection and education services.

The Department’s Fiscal Year 2006 highlights included several initiatives to fulfill and improve service:

- Fireboat ordered, due to arrive in September 2006
- Initiated training program on newly acquired technical rescue response equipment
- Received replacement fire engine for Station 3
- Completed NIMS (National Incident Management System) training for all personnel, in compliance with federal standards.
- Participated in the emergency exercises for Seabrook Station, Pease International Tradeport and Portsmouth River Cooperative
- Participated in statewide flu pandemic clinic exercise
- Implemented electronic patient care reporting software and equipment
- Acquired new Forestry truck for off-road incidents

The Department has 60 full-time employees and one part-time account clerk. There are 56 fire suppression and EMS personnel, three chief officers and one executive assistant to the Fire Chief.

All of the Department’s fire suppression/EMS personnel are certified firefighters and nationally-registered Emergency Medical Technicians at various levels. They are divided into four shifts of 14 personnel each.

These shifts cover all three of the City’s fire stations, 24 hours per day, seven days a week. They staff two engines, one ladder truck, and two ambulances at all times.

In addition, there are several reserve pieces of apparatus available for recall personnel or unexpected apparatus breakdowns.

<table>
<thead>
<tr>
<th>FY 2006 Fire Department Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire service calls</strong></td>
</tr>
<tr>
<td>Fires/Explosions</td>
</tr>
<tr>
<td>Rescue Calls</td>
</tr>
<tr>
<td>Hazardous Conditions</td>
</tr>
<tr>
<td>False Calls</td>
</tr>
<tr>
<td>Others</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Emergency Medical Service (EMS) calls</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Transports</td>
</tr>
<tr>
<td>Service Calls/Non-Transports</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
The Fire Department maintains three fire stations staffed 24 hours a day. Located in the historic downtown district, Station 1 houses the administrative and prevention offices, Engine and Ambulance Company 1, one forestry truck, and command support resources. The Department docks one marine unit along the waterfront at Prescott Park. Station 2, in the southern portion of the city, houses the Ladder 2 Company and Ambulance 2. Station 3, at the Pease International Tradeport, houses Engine and Ambulance Company 3, as well as Rescue 3. Two reserve engines and one reserve ladder truck complement the fleet.

Administration

The Fire Chief serves at the discretion of the Board of Fire Commissioners, which has budgetary and policy authority over the Fire Department. The Fire Chief is the Executive Officer of the Department and oversees daily administration, overall control and emergency scene authority of personnel and equipment in accordance with NH RSA 154.

The executive assistant to the fire chief serves at Central Station and oversees payroll, budget development and tracking, and personnel records.

The part-time account clerk performs administrative support functions, such as preparing ambulance reports for billing, tracking invoices, filing, etc.

Operations and Training

The Assistant Fire Chief oversees all operational aspects of emergency response, including apparatus readiness, shift staffing, and station assignments.

The Assistant Chief also administers the Department’s training program, logging hundreds of personnel hours each year for ongoing training, professional development and re-certification.

Fire Prevention

The Deputy Fire Chief oversees the Fire Prevention Bureau.

The Bureau is responsible for plans review, life safety code enforcement, and public education. It participates in thousands of public education contacts, and conducts hundreds of reviews and inspections.

<table>
<thead>
<tr>
<th>FY 2006 Fire Prevention, Inspection &amp; Education Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Assembly Inspections</td>
</tr>
<tr>
<td>Other Inspections</td>
</tr>
<tr>
<td>Fire/Safety Education</td>
</tr>
<tr>
<td>Plan Review</td>
</tr>
<tr>
<td>Investigations</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
The Portsmouth Health Department provides environmental health services for the protection of Portsmouth residents and visitors.

This is achieved through regulation and inspection of food establishments, food safety education, and response to potential public health hazards that include communicable diseases.

The Health Department is responsible for inspecting more than 277 food establishments in Portsmouth, as well as such temporary food events as weekend festivals and the Farmers’ Market.

The Department is involved with new restaurant construction and licensing at several stages. Initially, it reviews floor plans to ensure the design meets Food Code standards. For existing businesses expanding or changing ownership, the Department conducts a “walk-through” to assess a space’s current condition and to note required upgrades.

Once the plans are approved, and the work completed, a “final inspection” is conducted prior to licensing to ensure the facility has been built according to the approved plans and that it meets standards.

The Department also inspects in-home daycares, daycare centers, residential care facilities, nursery schools, and foster homes.

The Health Department also responds to citizen complaints related to local food service establishments and possible food-borne illnesses from these establishments, failed septic systems, sewer back-ups, improperly disposed of trash, unsanitary living conditions, rodent and insect infestation complaints, and improper lead and asbestos abatements.

The Health Department works closely with other City departments. It participates in the Portsmouth Area Emergency Planning Team and works with the City’s Department of Public Works to address the problems of food service establishment FOG (fats, oil and grease) entering the City’s wastewater system.

The Health Department also participates in an initiative known as the Greater Portsmouth Public Health Network (GPPHN), which is working to develop regional approaches to emergency response. It is funded through a grant to the City from the NH Department of Health and Human Services.

The Health Department also is involved in monitoring Eastern Equine Encephalitis (EEE) and West Nile Virus (WNV), and providing public notification and education regarding these diseases.

In FY06, the Health Department developed a Web page with downloadable forms, making frequently requested information for new restaurants, seasonal events, and coffee services easily available without the public having to make a trip to City Hall.

The Health Department Web page also has a link to the New Hampshire Department of Environmental Services databank on environmental hazard sites, as well as other information of interest to the public.

**Department Highlight**

**SAFE Seminar**

In April 2006, the Health Department hosted a SAFE, Safety Awareness in the Food Environment, seminar taught by the University of New Hampshire’s Cooperative Extension Educator and ServSafe Instructor.

Food Safety education is a vital component to public health. A total of 67 area food service professionals participated in the well-received event.
The Human Resources Department works to attract, select, develop and retain an effective City workforce while administering policies, rules and legal requirements related to City employment.

The Department reviewed 892 applications to hire 73 full-time and part-time employees in Fiscal Year 2006. The City had a total workforce of 547 Municipal, Fire and Police employees in FY06.

The HR Department is responsible for the pre-employment and promotional activities leading to filling classified positions, except for the Fire, Police and School Fire Departments. This includes the advertising of positions, as well as conducting interviews and background checks.

### Recruitment

<table>
<thead>
<tr>
<th></th>
<th>FY04</th>
<th>FY05</th>
<th>FY06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>767</td>
<td>848</td>
<td>892</td>
</tr>
<tr>
<td>Hires (FT &amp; PT)</td>
<td>65</td>
<td>57</td>
<td>73</td>
</tr>
<tr>
<td>Turnover rate</td>
<td>8.1%</td>
<td>6.9%</td>
<td>9.2%</td>
</tr>
</tbody>
</table>

The Department also administers and negotiates 15 collective bargaining agreements and seven employee contracts, and represents the City on all employment grievances and arbitrations. In FY06, the Department negotiated three collective bargaining agreements to expire on June 30, 2008, and processed 28 grievances.

The implementation and administration of benefit programs also falls under the Department’s purview. These programs include medical, dental, life, long-term disability, retirement, worker’s compensation, vacation and sick time accruals, educational reimbursement, and wellness.

Also in FY06, the HR Department received a grant for $3,400 to implement a wellness program. A total of 68 percent of the City’s employees participated in various wellness activities.

The Department provided leave administration services and consulted with City departments for four long-term disability claims, five retirements, and 14 Family Medical Leave requests in FY06.

All property and liability, worker’s compensation and unemployment claims are administered by the Human Resources Department, which also conducts annual safety inspections and coordinates monthly safety programs.

The Department develops education, training and employee development programs in order to enhance individual and organizational effectiveness.

The HR Department coordinated several training programs, and processed 109 work-related claims and 54 property and liability claims in FY06.

### Fiscal Year 2006 Training Topics

“Taking the Leap to Great Customer Service”
“Leadership Development”
“Intro to: Microsoft Access, Excel, Word, PowerPoint”
“Intermediate: Excel, Word”
“Excavation Safety”
“Pressure Testing & Disinfection of Water Mains”
“Hydraulics”
“Lock Out/Tag Out”
“Safe Drinking Water Act 101 & Cross Connection Control”
The Inspection Department is responsible for ensuring that new construction complies with the City’s adopted building, electrical, plumbing and life safety codes.

The Department enforces the City’s construction codes related to structural integrity, safe wiring, sound plumbing, safe mechanical systems and properly installed fire protection systems.

The Inspection Department also investigates City Housing Code violation complaints from apartment unit tenants.

In FY 2006, the Inspection Department processed 913 building permits with a total declared construction value of $89.4 million. An additional 1,116 electrical and plumbing/mechanical permits were issued.

Permits are required for new construction and general renovations — defined as work that changes the overall size of a building, or portions thereof, or which involves the creation of new rooms or spaces. The expansion of electrical, plumbing, mechanical and fire protection systems also is considered general renovations.

Electric, plumbing and mechanical permits are issued directly to the licensed contractor or homeowner doing the work.

The permit/construction process generally has three phases. Initially, the Inspection Department offers advice regarding building code interpretations and works with architects and engineers during the early stages of building design.

Once building plans are finalized, the owner applies for a permit. The Department begins a review of the building, electrical, plumbing and fire protection plan drawings to check for possible code problems. If there are none, a building permit is issued.

The final step involves site inspections to ensure that construction complies with the issued permit and construction plans. Following successful final inspections of all systems, the Department issues a Certificate of Occupancy.

Building permit applications (including fire protection systems) and sign permit applications may be submitted any time during normal City Hall hours and are all available to download from the Inspection Department’s Web page.

The inspectors maintain daily office hours from 8 a.m.-10 a.m. and 1 p.m.-2 p.m. to conduct plan reviews; issue electrical, plumbing and mechanical permits; consult with clients, and answer construction code questions. On-site inspections are conducted from 10:15 to noon and 2:15 to 4:30 p.m.

The Electrical Inspector is a part-time position and publishes his schedule monthly.

<table>
<thead>
<tr>
<th>FY05</th>
<th>FY06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building permits</td>
<td>886</td>
</tr>
<tr>
<td>Declared construction</td>
<td>$83.8 mil</td>
</tr>
<tr>
<td>Building (including fire protection systems)</td>
<td>886</td>
</tr>
<tr>
<td>Electrical</td>
<td>691</td>
</tr>
<tr>
<td>Plumbing/</td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td>655</td>
</tr>
<tr>
<td>Total permits</td>
<td>2,232</td>
</tr>
</tbody>
</table>
Legal Department

City Attorney: Robert P. Sullivan
Asst. City Atty.: Suzanne M. Woodland
Asst. City Atty.: Kathleen M. Dwyer
Prosecutor: Susan O. Boone
Zoning Officer: Jason Page
Legal Assistant: Raeline O’Neil

City Hall, Room 423, 1 Junkins Avenue
Portsmouth, NH 03801

Phone: (603) 610-7204
Fax: (603) 427-1577
E-mail: Info@CityofPortsmouth.com

Susan Boone, Kathleen Dwyer, Robert Sullivan, Suzanne Woodland
(back row) Jason Page, Raeline O’Neil

The Legal Department advises and represents all of the various elements of City government, including the Municipal branch, Department of Public Works, School Department, Police and Fire Departments, and City boards, commissions and agencies.

The scope of these legal services includes:

• Providing legal opinions for all City departments on various questions of policy and law. For example, the Legal Department meets weekly with the Planning Department (approximately 50 scheduled meetings in FY06) to review and resolve legal issues relating to land use. Agenda items routinely exceed 20 matters. This is in addition to almost daily activities to address Planning and Zoning related matters through ad hoc meetings with City staff and direct contact with developers and their counsel to resolve issues.

• Supporting the City Council through attendance at meetings (approximately 50 in FY06) and drafting ordinances and supporting memoranda for Council review (approximately 25 considered in FY06).

• Responding to citizen inquiries, including right-to-know requests. Most inquiries and requests are handled immediately without the need to schedule appointments with Legal staff.

• Serving in an advisory capacity to the City’s numerous boards and committees by handling inquiries and attending meetings as requested.

• Representing the City in diverse litigation, including Zoning Board of Adjustment and Planning Board appeals, real estate tax abatements (seven tax abatement cases were pending in FY06), animal control cases, and collection cases.

• Assisting the Purchasing Department with preparation and review of bid documents and requests for proposals (over 50 issued in FY06).

• Reviewing and revising as necessary letters of credit, easements and site review agreements for land use projects approved by the Planning Board.

• Preparation of easements and other right-of-way documents for the Department of Public Works, such as the FY06 sewer work on Lincoln and Borthwick Avenues.

• Negotiation and preparation of City contracts and licenses.

• Negotiation and preparation of documents related to transferring property to and from the City, such as the Sherburne property’s acquisition and sale.

• Performing and overseeing criminal prosecutions in Portsmouth District Court and otherwise supervising outside counsel.

• Providing zoning enforcement services through employment of a full-time Zoning Enforcement Officer to investigate and, as appropriate, help resolve alleged Zoning Ordinance violations.

The Legal Department assisted with several major projects in FY06, including enforcement actions related to the City’s Housing and Zoning Codes, supporting the Cable Commission with negotiations and Ascertainment Hearings, and working with the Planning Department on the Zoning Code rewrite.

The City Prosecutor provides all criminal law enforcement legal services to the Police Department, including Administrative License Suspension hearings, felony arrests, probable cause hearings, and arraignments.

The Legal Department assisted with several major projects in FY06, including enforcement actions related to the City’s Housing and Zoning Codes, supporting the Cable Commission with negotiations and Ascertainment Hearings, and working with the Planning Department on the Zoning Code rewrite.
The Portsmouth Public Library is a gateway to reading, information, culture, community activities and self-directed learning.

It offers a myriad of services and provides information to the public in person, by phone, and electronically through e-mail or the Web.

In Fiscal Year 2006, there were nearly 263,000 physical visits to the Library, over 349,000 items circulated, more than 17,500 reference questions answered, and almost 111,000 people attended Library programs.

The number of visits to the Library translated into 12.5 annual visits per capita, more than twice the U.S. average of 5.65 and the New Hampshire average of 4.64.

The number of items circulated and the number of electronic users also were more than twice the national and N.H. averages.

Construction continued in FY06 on the new $8 million library facility at 175 Parrott Avenue, with the opening date anticipated in late fall 2006.


In FY06, the Library continued to fulfill its five roles in the community, serving as a:

1. **Popular Materials Library** in various formats for people of all ages;
2. **Reference Library** responding to the community’s information needs;
3. **Youth’s Door to Learning** fostering a love of reading and learning through materials and programs;
4. **Community Activities Center** providing places for people to interact and study; and
5. **Community Information Center** to make available past and current information.

Programs for young people offered in FY06 included Story Times for infants through preschool children; craft and music programs; youth programs such as “Teen Reads”; school visits in the Library and the classroom, and the Summer Reading Program.

Various programs also were offered to adults, including informative programs on history, literature, poetry and humor; book discussions in-person or online; a writers’ group; art exhibits and lectures; and a community services database.
Notable FY06 Library Achievements

Technology Improvements
- Phase 2 of the online library system upgrade was completed. From home and office, users can reserve items that are checked out, renew items they have borrowed, receive e-mail notifications, and view reviews, summaries, cover art, title profiles and author profiles of items the Library owns. Library staff in the Public Library and the five school libraries use this system to maintain the customer and materials databases, manage circulation activities, and handle purchasing of Library materials.
- Automatic Patron Identification was instituted, allowing interaction with third-party vendors in order to give Library customers easy access to databases and downloadable material.
- Advanced searching was added to the Library system, providing true keyword searching of the Library catalog.

Service Enhancements
- Purchased Cybrarian software for management of public computers
- Entered the NH Downloadable Books Cooperative
- Formed the Portsmouth Public Library Writers’ Group
- Revamped Story Times to include more “lap-sits” for very young children
- Licensed additional databases: Student Resource Center, Book Index with Reviews, Opposing Viewpoints Resource Center, Gale Literary Resource Center, and Biography Resource Center

Preservation Plan
- The Portsmouth Public Library Preservation Plan was launched in FY05 to preserve both the significant documents and the artwork held by the Library.
- In FY06, Library staff secured grants to preserve a series of Sarah Haven Foster watercolors and to clean and restore two Russell Cheney oil paintings.

<table>
<thead>
<tr>
<th>More Library Statistics</th>
<th>FY 2005</th>
<th>FY 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Items Circulated</strong></td>
<td>344,514</td>
<td>349,290</td>
</tr>
<tr>
<td>Books: Adult Fiction</td>
<td>61,994</td>
<td>61,041</td>
</tr>
<tr>
<td>Books: Adult Non-Fiction</td>
<td>46,591</td>
<td>46,734</td>
</tr>
<tr>
<td>Books: Children’s</td>
<td>94,498</td>
<td>100,300</td>
</tr>
<tr>
<td>Books: Young Adult</td>
<td>7,192</td>
<td>6,679</td>
</tr>
<tr>
<td>Audio: Books &amp; Music</td>
<td>34,717</td>
<td>33,960</td>
</tr>
<tr>
<td>Video: DVD &amp; VHS</td>
<td>87,284</td>
<td>86,910</td>
</tr>
<tr>
<td>Magazines</td>
<td>11,569</td>
<td>12,075</td>
</tr>
<tr>
<td>Other</td>
<td>669</td>
<td>1,591</td>
</tr>
<tr>
<td><strong>Resources Available</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>104,027</td>
<td>107,431</td>
</tr>
<tr>
<td>Audio: Books &amp; Music</td>
<td>3,614</td>
<td>4,840</td>
</tr>
<tr>
<td>Video: DVD &amp; VHS</td>
<td>5,258</td>
<td>6,511</td>
</tr>
<tr>
<td>Other</td>
<td>14</td>
<td>105</td>
</tr>
<tr>
<td>Magazine &amp; Newspaper</td>
<td>748</td>
<td>751</td>
</tr>
<tr>
<td>Subscriptions-Print &amp; Microfilm</td>
<td>56</td>
<td>56</td>
</tr>
<tr>
<td><strong>Reference Questions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>8,958</td>
<td>9,542</td>
</tr>
<tr>
<td>Children</td>
<td>7,625</td>
<td>8,068</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16,583</td>
<td>17,610</td>
</tr>
</tbody>
</table>
The Planning Department makes recommendations to the City Council and City Manager on issues relevant to the development of Portsmouth.

It prepares the annual Capital Improvement Plan, and is involved in activities supporting the City’s Master Plan, Zoning Ordinance, Site Review Regulations, and Subdivision Regulations. These documents are available on the Planning Department’s Web page. The Zoning Ordinance and Subdivision Regulations are the City’s major land use controls to ensure orderly growth and development.

The Department provides staff assistance to the Planning Board, Board of Adjustment, Historic District Commission and Conservation Commission.

The Planning Director chairs the Technical Advisory Committee (TAC), which is composed of City administrative staff and meets monthly in the first step of the Site Review Application process for industrial, commercial, and major residential developments.

The TAC, as appropriate, receives comments from the Traffic and Safety Committee and the Conservation Commission before making recommendations to the Planning Board, which acts on the applications.

The Board of Adjustment, Historic District Commission and Planning Board hold monthly meetings in City Hall Council Chambers starting at 7 p.m.

The Planning Board (John Ricci, FY06 Chair) meets on the third Thursday to act on applications for site review, subdivisions, lot line relocations, and conditional use permits. It provides recommendations to the Council in response to their referrals.

The Board acted on 18 site review applications, 16 subdivision requests and 11 conditional use permit requests in Fiscal Year 2006.

The Board of Adjustment (Charles A. LeBlanc, FY06 Chair) meets on the third Tuesday of the month to hear and decide requests for variances from the terms of the Zoning Ordinance, Special Exceptions as allowed by the Ordinance, and Appeals of Administrative Decisions made by Planning staff.

In FY 2006, the Board dealt with 108 items: 103 variance requests, two special exception requests, two equitable waiver requests, and one appeal.

The Historic District Commission (John Rice, FY06 Chair) meets on the first Wednesday of the month to review exterior changes to buildings and structures located within the Historic District.

The HDC was involved in 147 actions in FY06: public hearings on 106 properties and work sessions on 41 properties.

The Conservation Commission (Charles Cormier, FY06 Chair) meets at 3:30 p.m. on the second Wednesday of the month at City Hall. It is charged by statute with the protection and proper utilization of the City’s natural resources. It makes recommendations to the New Hampshire Wetlands Bureau and the Planning Board.

The Commission takes an active role in open space protection, public access, and natural resource education. With Planning Department assistance, grant funds are secured to help in these efforts.

In FY06, the Commission reviewed 20 State Wetlands Permit Applications, 11 Conditional Use requests and three additional applications.

The Planning Department represents a variety of City interests on a number of regional, State and Federal levels. These include such topics of interest as environmental protection, transportation planning, and regional impact analysis.
The Portsmouth Police Department prevents crime, preserves order, and protects the lives, rights and property of all residents, business owners and visitors.

The Department has 68 full-time officers, 28 auxiliary officers, and utilizes the services of 25 non-sworn civilian employees, including dispatchers and clerical staff. It also oversees the City’s Animal Control Officer and school crossing guards.

Portsmouth Police have embraced the concept of “community policing,” whereby officers are encouraged to take ownership of “beats” and work with residents and business owners to solve problems.

Fiscal Year 2006 initiatives included opening a Redundant Dispatch Center (RDC) in the City’s Public Works Complex and increasing motorcycle noise enforcement.

The RDC provides an alternate dispatch point for Police, Fire and Public Works emergency services if the Primary Dispatch Center is evacuated or incapacitated for any reason.

The RDC, which also can be used for operational management and control of large events, is equipped with communications and computer equipment linked to Police and Fire headquarters and provides information systems backup.

Much of the funding was provided by grants, and employees performed most of the construction.

Traffic Enforcement: In FY06, Portsmouth Police worked with area departments and the NH Highway Patrol to help curb excessive motorcycle noise throughout the Seacoast.

PPD increased enforcement and education initiatives to inform motorcycle owners/operators of pertinent laws, such as the 106-decibel noise limit and mandatory protective headgear under age 18.

The Department’s Selective Traffic Enforcement Program (STEP) aggressively enforces traffic laws and implements programs to address many traffic issues. The Stealth Stat is a valuable tool to monitor traffic flow and speeds, providing data to most effectively deploy resources to address speeding problems.

The PPD deploys two sign boards in response to Stealth Stat results and neighborhood concerns about speeding. One is a message board with radar that can trigger an alert to speeding passing motorists and the other displays the speed limit and the passing motorist’s speed.

If there is a speeding problem in a particular area, officers may be deployed on directed patrols to provide enforcement and deter future violations. NH Highway Safety Administration grants allowed additional directed patrols: Route 1 corridor speed patrols (60 hours); random speed enforcement (60 hours); red light (intersection) enforcement (60 hours); seat belt enforcement (42 hours); DUI Hunter saturation patrols (60 hours), and two Sobriety Checkpoints.

Sobriety Checkpoints are a highly visible tactic to deter drunk driving. With numerous drinking establishments, Portsmouth can be a source of drunk drivers to towns throughout the Seacoast.

The PPD implemented two sobriety checkpoints in 2005. Ten drunk drivers were removed from the road and six other operators were arrested for misdemeanor offenses.
Other Portsmouth Police programs include:

**Child Safety Seat Program:** Since 2000, PPD officers have checked over 600 child car seats for proper installation.

**Investigations:** The PPD has General investigators and Family Services investigators. Approximately 300 felony and misdemeanor cases are assigned to General investigators annually, while over 400 cases may be assigned to Family Services investigators. As few as one-third of the cases may end up in Rockingham County Superior Court for prosecution.

**Special Investigations Unit:** Two detectives concentrate on local drug and vice investigations. Grant funding pays the salary of one and partially funds a supervisor. PPD also are involved in state and federal drug investigations.

**School Resource Officers:** Three officers are assigned as school resource officers. There is one at both the Middle and High Schools and the third serves the three Elementary Schools. They provide communication between Police, schools and students, and teach a variety of classes and programs.

**Enforcing Underage Drinking Laws:** The Department uses several strategies to combat underage drinking:
- Plainclothes officers watch for underage drinking during city festivities;
- Letters are sent to hotel managers prior to the holiday season, asking them to be alert to underage drinking parties;
- Information is provided to the community about the dangers of underage access to drinking; and
- Portsmouth Police follow up on information from a variety of sources, including the Alcohol Tip Line.

The Tip Line, which is funded by Crime Stoppers, allows Police to respond to information received anonymously from Portsmouth, Rye, Greenland, New Castle, Newington, and Kittery and Eliot, Maine.

Additionally, each month a class is held at Portsmouth High for every student turning 16 during that month, providing students with information concerning alcohol and motor vehicle laws.

**Crime Stoppers:** A detective is assigned as the liaison to Crime Stoppers, a national rewards program that locally serves the Seacoast communities of NH and ME. It has been instrumental in the recovery of thousands of dollars worth of property and the seizures of a substantial amount of illegal substances.

**Internet Crimes Against Children:** The PPD is the headquarters of the Northern New England Internet Crimes Against Children Task Force, which comprises New Hampshire, Maine and Vermont. The national program seeks to increase awareness of Internet crimes against children and to identify and prosecute offenders who prey on them. Presentations are made to schools and parents on how to keep kids safe while using the Internet.

The PPD has equipment and personnel trained in computer forensics that enable detectives to examine computers and associated devices for evidence of criminal activity. Grant funding pays portions of personnel salaries and for equipment.

**National Night Out:** On August 1, 2006, Portsmouth neighborhoods joined communities nationwide for the “23rd Annual National Night Out Against Crime” and the 12th straight year of participation in the event designed to heighten crime and drug prevention awareness, generate support for local anti-crime efforts, and strengthen neighborhood spirit and police-community partnerships.

**Information Systems:** Laptop computers are installed in all PPD cruisers, providing immediate access to updated information and enabling officers to remain on their beats while completing reports.

**Emergency Communications Center:** The ECC answers all emergency calls for the Police and Fire/EMS Departments, and provides night and weekend dispatch services for the Public Works Department. Each year, it handles over 50,000 phone calls and dispatches personnel on about 45,000 calls.

The Portsmouth Police Department compiles calendar year statistics in line with national crime reporting. The most recent available data is for Calendar Year 2005 and was reported in the City’s FY05 Annual Report.

### Portsmouth Police Statistics

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2005</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total offenses reported</td>
<td>2,997</td>
<td>2,996</td>
<td>0%</td>
</tr>
<tr>
<td>Calls for service</td>
<td>37,901</td>
<td>41,514</td>
<td>10%</td>
</tr>
<tr>
<td>Total offenses reported</td>
<td>2,997</td>
<td>2,996</td>
<td>0%</td>
</tr>
<tr>
<td>Arrests</td>
<td>1,412</td>
<td>1,496</td>
<td>6%</td>
</tr>
<tr>
<td>Traffic stops</td>
<td>9,096</td>
<td>9,462</td>
<td>4%</td>
</tr>
<tr>
<td>Motor vehicle accidents</td>
<td>1,315</td>
<td>1,363</td>
<td>4%</td>
</tr>
</tbody>
</table>
The Public Works Department is responsible for maintaining the municipal infrastructure that includes all City streets, parks, municipal buildings, the water system, and the sanitary sewer collection and treatment system.

The Department is made up of five divisions:

The **Engineering Division** is responsible for design and implementation of a variety of capital projects, such as road improvements, water and sewer improvements and repairs, and municipal building improvements. The Division also reviews site and subdivision plans of new and proposed projects, and provides technical support to other City Departments.

The **Highway Division** maintains all City streets and sidewalks, solid waste/recycling collection and disposal, municipal parks, City playgrounds and recreation facilities, and municipal buildings. It also maintains the City vehicle and equipment fleet, and performs snow removal.

The **Water Division** is responsible for water production and distribution to Portsmouth, Newington, Greenland, New Castle and parts of Rye, as well as customers in Madbury, Durham and Dover. The Division also operates the Pease Tradeport system. Responsibilities include nine groundwater wells and two water treatment plants, as well as water mains, meters, hydrants, and citywide water services.

The **Sewer Division** maintains and installs new sewer mains and performs catch-basin cleaning in Portsmouth and at the Pease Tradeport.

**Parking & Transportation** is responsible for downtown public parking facilities; parking and traffic studies; operation, maintenance, collection and civilian enforcement of electronic parking meters; and also works with the Highway group on traffic issues.

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**The Public Works Department**

- Maintains, cleans & plows 136 miles of streets
- Maintains 49 miles of sidewalks
- Maintains 16 City-owned bridges
- Maintains nine playgrounds, 10 parks/ball fields and four historic cemeteries
- Central business district daily sweeping, and litter control and disposal
- Oversees mosquito control
- Has 114 full-time employees, 17 part-time
- Has 150 various pieces of equipment

**Solid Waste**

- Provides solid waste services to 8,100 households generating 12,500 tons of material
- Diverts 6,500 tons from landfill
- Curbside recycling & yard waste pickup
- Maintains a drop-off Recycling Center
- Household Hazardous Waste Collection Days

**Sewer**

- 100 miles of sanitary sewers, 2 treatment plants
- 6,221 service connections (70% of all residential and commercial properties)
- Peirce Island Treatment Plant — 4.8 million gallon per day capacity
- Pease Treatment Plant — treats 500,000 gallons daily, capacity is 1.2 million gallons
- Consumer sewer rate: $4.70 per 100 cubic feet
**Water**
- 150 miles of water mains, two treatment plants
- 7,952 service connections
- Daily average consumption: 4.7 million gallons
- Nine wells, one reservoir, one booster
- 1,047 public, 261 private fire hydrants
- Consumer water rate: $1.67 per 100 cubic feet (748 gallons)

**Parking & Transportation**
- 2,250 off-street and on-street parking spaces downtown
- 840 electronic parking meters
- Worked with COAST to expand public transportation services — 90% of City accessible.
- Parking rate 75 cents per hour
- Downtown parking validation program

### Top FY 2006 Infrastructure Improvements

#### Highway Division
- Completed the Ocean and Banfield Road Intersection Improvements, $599,400
- Completed the Maplewood Ave. Signal Interconnect Project, $750,600
- Completed the Lang Road Construction Project, $346,300
- Completed the Gosling Road Widening Project, $762,500
- Completed the Preble/Crescent Way Streetscape Project, $756,000
- Completed the Jones Avenue Paving Project, $152,000
- Completed the State and Cabot Streets Paving Project, $142,000
- Completed the Oxford Avenue Drainage and Paving Project, $59,500
- Completed the DPW Transfer Station Project, $34,000
- Completed the DPW Storm Water Improvements Project (part of Transfer Station Project)

#### Engineering
- Engineering study completed for the replacement of Route 33 railroad bridge and roadway, $200,000
- Engineering study completed for the study phase of the Sagamore Bridge on Route 1A
- Completed design and bidding for the Newcastle Avenue Seawall and Roadway Project, $3.5 million
- Completed the design and bidding of the Miller Avenue/Sagamore Avenue Signal Replacement
- Initiated the design of the Miller Avenue/Middle Street Signal Replacement Project

#### Parking & Transportation
- Continued Parking Validation Program successfully launched with over 40 downtown merchants participating in first year
- Continued Parking Valet Pilot Program, successfully administered and regulated, leading to future opportunities to expand downtown parking through valet service
- Continued replacement of expansion joints in old section of High-Hanover Parking Facility
- Continued structural steel cleaning and repainting in old section of High-Hanover Parking Facility
- Continued Security Plan in High-Hanover Parking Facility, which includes security 7 nights/week, increased lighting, zero-tolerance policy on graffiti, and other measures
- Continued long-term lease on Masonic Parking Lot for supplemental downtown parking
- Evaluating comprehensive study of downtown parking issues and impacts
- Initiated discount parking program for snowstorm parking in the High/Hanover Parking Facility (H/H)
- Installed parking control booth at Fleet Street exit/entrance to improve H/H vehicle access
- Initiated a program to repair and repaint one of four H/H stair towers on an annual basis
- Completed study of H/H floor deterioration and prepared construction plans for remediation projects

#### Water & Sewer
- Completed installation and startup of a new 324,000 gallons-per-day water well
- Installed over 4,000 feet of new water mains
- Completed additional pilot testing of proposed water treatment technology
- Continued to build on Backflow Prevention Program protecting the water system from contamination originating at private properties from cross-connections; over 2,000 tests performed
- Installed new water quality monitoring instrumentation at the Newington Booster Station
- Completed upgrades to the Pease Water System radio communications system, improving the reliability of control and operation
- Working with the City's consultant, prepared a water conservation kit for distribution in FY07
The Recreation Department provides diversified, year-round and affordable activities for Portsmouth residents and non-residents.

It designs its programs to serve the varying needs of our citizens regardless of age, sex, race, income level, level of participation, and interest in both athletic and non-athletic activities.

The Department serves its clients via existing facilities and neighborhood parks and playgrounds.

The Rec Department has instituted several new programs, including a Kindergarten Basketball Program, Sandlot Soccer Sundays, Halloween Haunted Hayrides, Friday Night Pizza & Hoops, Outdoor Family Ice-Skating Parties, Holiday Home Decorating Contests, Family Ski Trips, Co-ed Dodge Ball, and trips to New York City and the Basketball Hall of Fame.

Here are a few Recreation Department statistics for Fiscal Year 2006:

**Spinnaker Point Adult Recreation Center**
- 1,588 members, including 321 senior citizens, Portsmouth residents and/or City employees
- Open 7 days per week, almost 100 hours
- Offers numerous fitness classes, sports leagues, cardiovascular and weight training, passive recreation, etc.

**Connie Bean Youth Center**
- Over 1,000 children enrolled in various programs and sports
- Open 7 days per week, almost 100 hours
- Houses Ballet New England, Portsmouth Judo Club and the African-American Cultural Center

**Indoor Pool**
- 700 members, including 140 senior citizens
- Open 7 days per week, almost 100 hours
- Swim lessons to over 750 children
- Over 160 children involved in swim teams
- Hosted regional annual Special Olympics meet

**Peirce Island Outdoor Pool**
- Free lessons to over 700 Portsmouth residents
- Hosts annual Water Carnival, over 500 participants
- 24,000 daily visits for open swim, averaging 380 per day

**Summer Programs/Camps**
- 450 children (50 per week) in Summer Day Camp
- An additional 1,000 children participate in other summer programs and sports camps

**July 4TH Fireworks Display**
- $20,000 fireworks display drawing 30,000-40,000 people for the Independence Day Celebration

**Physical Improvements**
- Maple Haven neighborhood: New playground and park refurbishment (underway)
- Boat Launch: New 80’ by 8’ pier with ramp

**Special Programs**
- Monthly Middle School dances
- School year vacation camps
- 16 Senior Citizen day trips
- Family Halloween Dance, Father/Daughter Dance, City Easter Egg Hunt
- Programs, meeting space at Greenleaf Rec Center
The Portsmouth School Department provides a personalized education for all students with an emphasis on literacy in the content areas.

Specific areas addressed within the educational programs include: curriculum, instruction, assessment, professional development, and community.

There were 2,560 students in grades pre-kindergarten through 12 at the end of FY06.

The School Department has one preschool program, three elementary schools, one middle school, one alternative secondary school, and a high school that is also a regional vocational center.

Thirty-seven (37) percent of students attending Portsmouth High School arrive daily from Greenland, Newington, New Castle and Rye.

Seventy-one (71) percent of Portsmouth High School graduates attend four- and two-year post-secondary programs.

The School Department employs 289 highly qualified teachers (of which 73% hold a Master’s degree or higher), and support staff composed of paraprofessionals, clericals, maintenance, custodians, and school nutrition employees.

There is an administrative staff responsible for the everyday operation of each school and educational programs.

Fiscal Year 2006 Highlights

- The Honorable Governor John Lynch and Dr. Lyonel B. Tracy, Commissioner of Education, joined local dignitaries in dedicating Portsmouth High School on Aug. 27, 2005, followed by a tour of the new building.
- Interest remained in renovating or replacing the current Middle School with a new, efficient building. The Middle School provides a true middle school concept through teaming, in grades six, seven, and eight.
- In June 2006, Portsmouth was approved as a designated “Follow the Child School District,” a NH Department of Education initiative by Commissioner Tracy.
- In FY06, the science curriculum was the major focus of the Department’s curriculum council that addresses curriculum, instruction and assessment K-12.
- All schools involved students and staff in the “Aspirations” Program, and each school had active teaching and learning teams consisting of educators, parents and business individuals who address specific issues affecting each school.
- All schools continued their after-school programs offering a wide variety of activities, including sports, music and academics.
- The Department continued its collaborative partnerships with area programs such as New Heights, Girl Scouts, Big Brothers, Big Sisters and the Portsmouth Rotary Club.
### Portsmouth Public School Statistics

<table>
<thead>
<tr>
<th></th>
<th>FY05</th>
<th>State Average</th>
<th>FY06</th>
<th>State Average</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost per pupil</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td>$13,011.08</td>
<td>$9,407.82</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>Middle</td>
<td>$12,718.15</td>
<td>$8,559.98</td>
<td>9/15/06</td>
<td>Jan/Feb 07</td>
</tr>
<tr>
<td>High School</td>
<td>$11,733.51</td>
<td>$8,983.24</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Students eligible for Free &amp; Reduced Lunch</strong></td>
<td>20.3%</td>
<td>17.6%</td>
<td>21.2%</td>
<td>18.2%</td>
</tr>
<tr>
<td><strong>Total budget</strong></td>
<td><strong>$41,759,741</strong></td>
<td></td>
<td><strong>$38,960,720</strong></td>
<td>(includes all Federal and State Funding)</td>
</tr>
<tr>
<td><strong>High School dropouts</strong></td>
<td>2.7%</td>
<td>3.5%</td>
<td>1.23%</td>
<td>Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nov/Dec 06</td>
<td></td>
</tr>
</tbody>
</table>

### Class of 2005 vs. Class of 2006

<table>
<thead>
<tr>
<th></th>
<th>Class of 2005</th>
<th>Class of 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>To 4-year colleges</td>
<td>59%</td>
<td>54%</td>
</tr>
<tr>
<td>To 2-year colleges</td>
<td>11%</td>
<td>17%</td>
</tr>
<tr>
<td>Other</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Armed Forces</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Percent employed</td>
<td>26%</td>
<td>24%</td>
</tr>
</tbody>
</table>

"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."
The Welfare Department assists Portsmouth residents unable to provide for their own documented shelter, food, medication, utility or other emergency needs.

In Fiscal Year 2006, the City Welfare Department provided assistance totaling $239,665 — $64,515 more than the previous year. The assistance involved 240 cases comprising 560 individuals, including 272 children. The breakdown was:

- 16 couples
- 51 single females
- 59 single males
- 75 single parents
- 32 couples with children
- 6 single widow/widowers
- 1 grandparent with grandchildren

The Department follows New Hampshire law and the Welfare Guidelines adopted by the Portsmouth City Council in determining qualified applicants for aid, processing their requests for service, and making referrals to other social services agencies that may provide alternative or additional assistance.

The City provides emergency general assistance to individuals and families who “are poor and unable to support themselves” (NH RSA165). By law, any Portsmouth resident expressing a need for help may file an application for assistance.

If basic allowable expenses (rent, food, utilities, prescriptions, etc.) exceed income, the applicant is eligible for City assistance and receives a voucher from the Welfare Department to present to a vendor. If income exceeds the cost of basic expenses, the applicant is ineligible.

Welfare recipients may be required to apply for other programs, to make specific payments with their income, to work for the City as reimbursement, and to document an active job search.

While most Welfare recipients are unable to do so, the law requires them to make reimbursements for City assistance when they are financially able.

When appropriate, the Welfare Department also obtains reimbursement by placing liens on real property and pending legal settlements.

The Department conducts periodic follow-up of its clients, participates in social services networks, and monitors changing federal and state laws and regulations.

The City in FY06 also allocated $188,304 to 21 local agencies to provide service to Portsmouth residents in Fiscal Year 2007. The work of many of these agencies serves to directly reduce costs to the Welfare Department.

Each agency files a funding request annually, including a budget, audit report, and a narrative describing the agency’s service to Portsmouth residents, especially those least able to pay for needed services.