

# Capital Improvement Plan (CIP) FY2026 – FY2031

## City Council and Planning Board Joint CIP Work Session

Tuesday, November 12th, 2024 - 6:00pm

- Introduction and CIP Presentation
- Review of the FY26 – FY31 CIP Projects
- Discussion
- Public Comment





# What is the CIP and why do we have one?

## Identify Capital Needs



A plan that communicates to the residents needed capital improvements and allows for input from the City's residents on capital needs

## Plan for Funding Allocation



A plan that aids in the creation of the City's Annual Budget which guides the allocation of fiscal resources and aids in forecasting future funding needs

## Maintain City Infrastructure



A plan that ensures the maintenance and accessibility of City infrastructure within the City's fiscal capacity



# What qualifies as a CIP project?

- ✓ Construction/expansion of public facility, street, utility or infrastructure
- ✓ Rehabilitation of a public facility or public infrastructure - costing \$50,000+
- ✓ Design work or planning study related to a capital project or implementation of the Master Plan
- ✓ Item or equipment, non-vehicular, costing \$50,000+ with a life expectancy of 5+ years
- ✓ Replacement and purchase of vehicles that require a bonding authorization with a life expectancy of 10+ years
- ✓ Land acquisition





# 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)







## Citizen Request Projects

All submitted projects are listed (from all Fiscal Years)



## State Projects

A listing of projects within Portsmouth that are funded and run by the State of New Hampshire



## Studies List

A listing of the studies mentioned throughout the document



## How to Read an Element Sheet

A detailed explanation of the project element sheets



## Maps

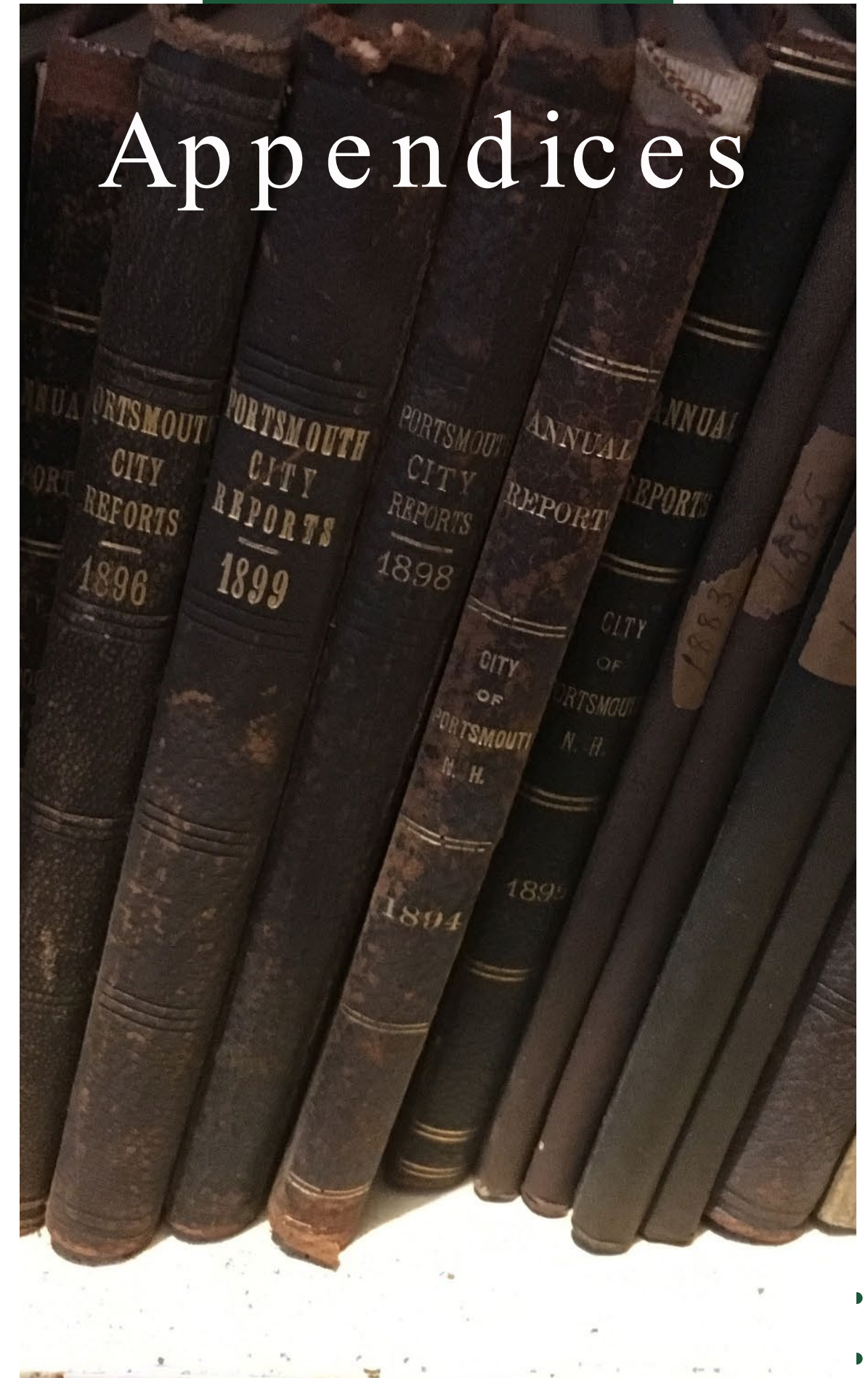
Maps of each of the City's five wards with City buildings, parks, and water/sewer facilities indicated



## Acronyms

Acronyms found throughout the document

# Appendices







# CIP FY26 Fast Facts

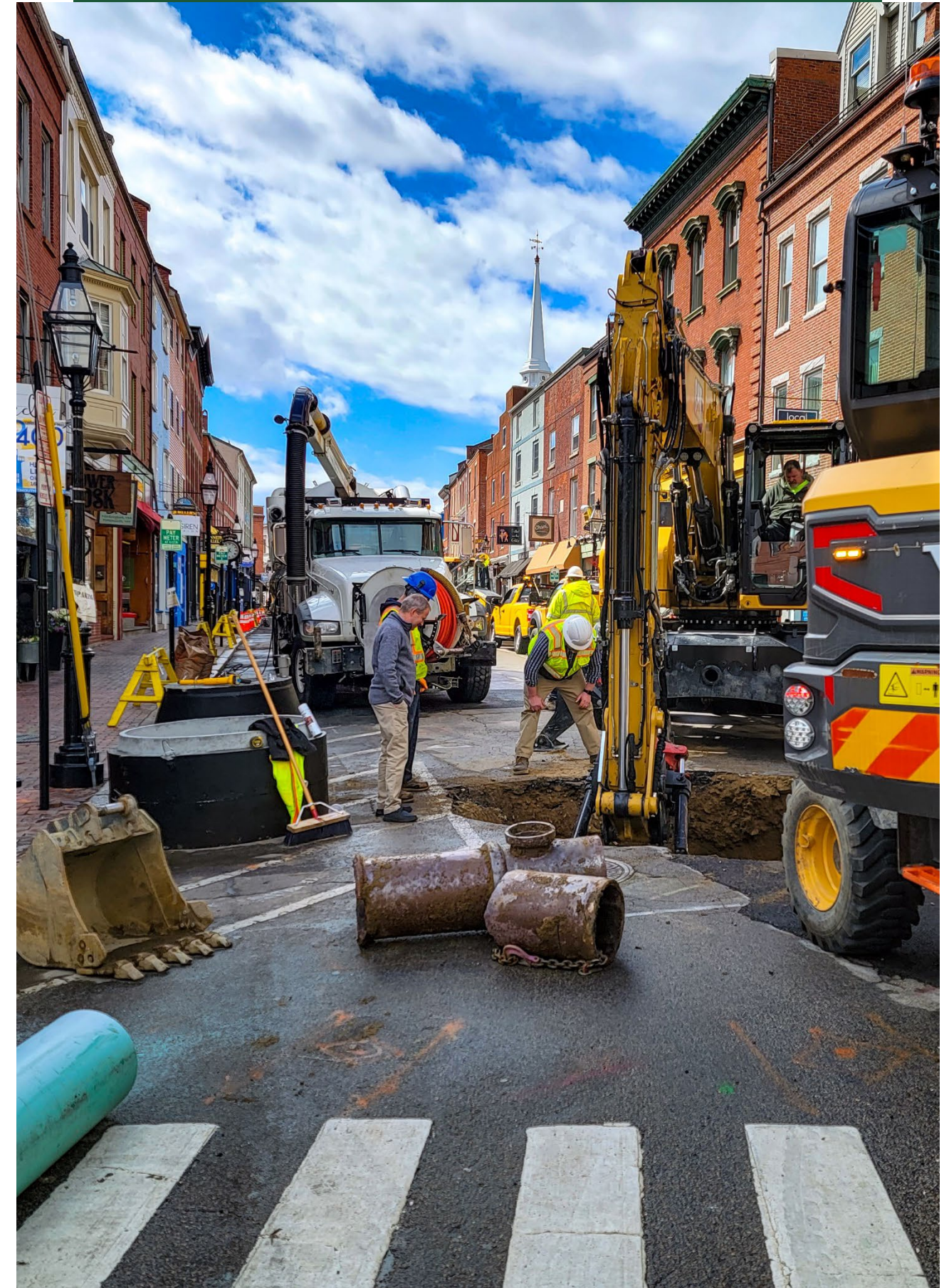
*FY26 -FY31 Capital  
Improvement Plan Statistics*





# New to the CIP

- Additional Project Information
  - Impact on the Operating Budget (Details)
  - Percent for Art
  - Green Building
- Level C Projects
- New appendices
  - Acronyms
  - How to read an element sheet





**BI-15-PD-10: New Police Department Facility**

Department		Police Department
Project Location		To Be Determined
Priority		A (needed within 0 to 3 years)
Impact on Operating Budget		High (\$100,001 or more)
Operating Budget Impact Details	Personnel	2 Additional Custodial Staff
	Budget	Budget increases to run the new facility (electricity, heating, cooling of additional square footage)
Funding Policies	Percent for Art	Yes
	Green Building	Yes



**Description:** The results of the space needs study conducted in FY14 determined the current Police facility no longer meets the needs of the Department. This project would fund the design and construction of a new facility after a site selection study and conceptual design are complete.

As of November 2024, of the \$4.2 million in prior Fiscal Year Funding, \$1,400,000 was approved in the CIP to fund the preliminary designs once prospective sites were chosen, these monies have been authorized for bonding. The \$2,800,000 was allocated in FY23 to complete the pre-construction process, but has not been authorized.

Note: The cost estimates provided are based on those provided in a prior study and the pricing is escalated to the FY24 estimated rates.

**Studies Identified & Useful Website Links:**

- [Portsmouth Community Policing Facility](#)
  - [Police Department Facility Study](#)
- [Portsmouth Police Department Homepage](#)
- [FY25-FY30 CIP \(Prior Year\) Project Sheet](#)

**Notes of Changes in Funding Plan from FY25-30 CIP:**

Project kept in the CIP from FY25 due to potential changes in project scope, Prior Year \$2.8 funding shown in FY26, as it has not been authorized.

**Evaluation Criteria**

CORE FUNCTION	Responds to Federal or State Requirement	Y
	Addresses a Public Health or Safety Need	
	Alleviates Substandard Conditions or Deficiencies	Y
FINANCIAL BENEFIT	Eligible for Matching Funds with Limited Availability	
	Timing or Location Coordinate with Synergistic Project	
	Reduces Long-Term Operating Costs	
COMMUNITY PLAN OR IMPROVEMENT	Identified in Planning Document or Study	Y
	Improves Quality of or Provides Added Capacity to Existing Services	Y
	Provides Incentive for Economic Development	
	Responds to a Citywide Goal or Submitted Resident Request	Y

		FY26	FY27	FY28	FY29	FY30	FY31	Totals 26-31	6 PY's Funding	Totals
GF	0%							\$0	\$0	\$0
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	99%	\$2,800,000	\$38,000,000					\$40,800,000	\$1,400,000	\$42,200,000
Other (% for Art)	1%		\$300,000					\$300,000	\$0	\$300,000
Revenues	0%							\$0	\$0	\$0
PPP	0%							\$0	\$0	\$0
	Totals	\$2,800,000	\$38,300,000	\$0	\$0	\$0	\$0	\$41,100,000	\$1,400,000	\$42,500,000

CAPITAL IMPROVEMENT PLAN

FY 26-31

69

Details anticipated annual **Operating Budget Impacts** due to the completion of this project

Indicates anticipated qualification under **Percent for Art** and **Green Building** policies

Percent for Art qualifying projects will budget the appropriate amount (as a Non-Operating Budget expenditure)

# Additional Project Information



BI-20-RC-29: Greenland Road Recreation Facility

Department		Recreation Department
Project Location		<a href="#">Greenland Road Recreation Facility/ Portsmouth Skateboard Park</a> (Route 33)
Priority		C (needed within 7 to 10 years)
Impact on Operating Budget		Minimal (\$5,001 to \$50,000)
Operating Budget Impact Details	Personnel	Additional facilities may require additional staff time.
	Dept. Budget	Operating maintenance and upkeep costs
Funding Policies	Percent for Art	N/A
	Green Building	Yes



**Description:** The Greenland Road Recreation Facility includes a phased build-out process. Phase I completed a skate park, parking lot, and access to the NH Seacoast Greenway Route (Rail Trail). Details of Phase II have not been finalized.

Studies Identified & Useful Website Links:	
<ul style="list-style-type: none"><li>• <a href="#">Skateboard Park Project Page</a></li><li>• <a href="#">Skatepark/ Stump Dump Site Design</a></li><li>• <a href="#">Comprehensive Recreation Needs Study 2010</a></li><li>• <a href="#">Stump Dump lot Master Plan</a></li><li>• <a href="#">2022 Updated Recreation Needs Study</a></li><li>• <a href="#">2015 Recreation Field Report</a></li><li>• <a href="#">FY25-FY30 CIP (Prior Year) Project Sheet</a></li></ul>	

Notes of Changes in Funding Plan from FY25-30 CIP:	
Funding for future phases has been pushed outside of the planning horizon (FY29 - \$100,000 and FY30 - \$6,100,000).	

Evaluation Criteria		
CORE FUNCTION	Responds to Federal or State Requirement	
	Addresses a Public Health or Safety Need	
	Alleviates Substandard Conditions or Deficiencies	
FINANCIAL BENEFIT	Eligible for Matching Funds with Limited Availability	
	Timing or Location Coordinate with Synergistic Project	
	Reduces Long-Term Operating Costs	
COMMUNITY PLAN OR IMPROVEMENT	Identified in Planning Document or Study	Y
	Improves Quality of or Provides Added Capacity to Existing Services	Y
	Provides Incentive for Economic Development	
	Responds to a Citywide Goal or Submitted Resident Request	

		FY26	FY27	FY28	FY29	FY30	FY31	Totals 26-31	6 PY's Funding	Totals
GF	10%							\$0	\$200,000	\$200,000
Fed/ State	0%							\$0	\$0	\$0
Bond/ Lease	88%							\$0	\$1,805,000	\$1,805,000
Other	0%							\$0	\$0	\$0
Revenues	0%							\$0	\$0	\$0
PPP (Donations)	2%							\$0	\$48,466	\$48,466
	Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,053,466	\$2,053,466

- Staff has recommended moving this project (and its funding) beyond the planning horizon of the CIP FY2026 FY2031

- Original funding amounts (and year) are placed in the “Notes of Changes in Funding” box

- This project will appear as a project sheet for one year as a priority “level C” project – in the next fiscal year it will be removed and placed on an outyear list

Level “C” Projects

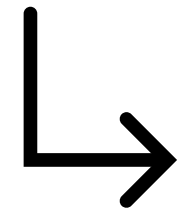


# Citizen Requests FY26

*By the Numbers*

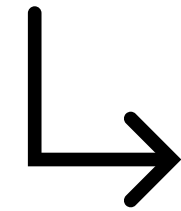
## 15 Submissions

The City received 15 submissions this year from Portsmouth Citizens.



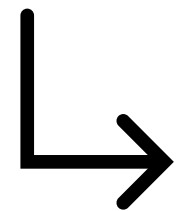
### 3 Projects are Eligible for Consideration

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



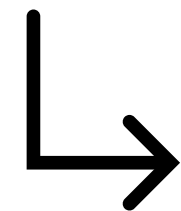
### 5 Existing Projects

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



### 6 Projects are Not Eligible CIP Projects

These projects did not meet the requirements for a CIP project.



### 1 Project Request Best Suited for Another Process

This project needs to go through a different process in order to advance to a CIP project.

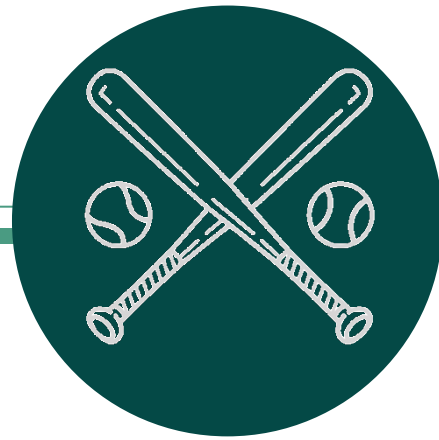




# Citizen Requests Subcommittee

## Major Areas of Discussion

ALL CIP Citizen Requests appear in Appendix I of the CIP



### Sustainability Projects

The Sustainability Committee has requested two projects from the City: a Citywide Microtransit Feasibility Study and a City Fleet Decarbonization Plan to help achieve goals, both set forth by the City's Climate Action Plan. The Subcommittee requested additional information from staff before proceeding with this project.



### School Playgrounds

Although not submitted as a Citizen Request Project in this fiscal year, Public Comment was received regarding the City's School Playgrounds. This project is included in the FY26 – FY31 CIP as submitted by the School Department.



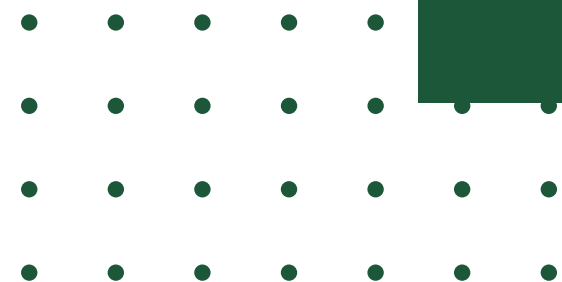
### Little League Lights

Portsmouth Little League has requested lights at Plains Field. The Citizen Request Subcommittee requested feedback/support from the neighborhood before moving forward with this project.



# Projects New to the FY26 CIP

FY26 Project Number	Project Name	New or Returning Project?
Vehicles and Equipment (VE)		
VE-26-FD-06	Vehicle Replacement - Engine #1	New Project
Buildings and Infrastructure (BI)		
BI-26-SC-14	Elementary Schools Playground Update	New Project
BI-15-PD-10	New Police Department Facility	Returning Project
BI-26-PL-23	Municipal Building Audit - Implementation	New Project
BI-26-PL-25	Solar/Battery Study and Opportunities	New Project
BI-23-PL-25	Bow Street Overlook	Returning Project
Information Systems (IS)		
IS-26-PD-51	Police Communication Center Radio System Replacement	New Project
Transportation System Management (TSM)		
TSM-17-PW-59	Elwyn Park Traffic Calming and Pedestrian Flow Plan	Returning Project
Enterprise Funds (EF)		
EF-24-WD-82	Greenland Well treatment	Returning Project
EF-18-WD-83	Water Transmission Main Replacement	Returning Project





# Projects Removed from the CIP

(from FY25 --> FY26)

FY25 Project Number	Project Name	Reason for Removal from the CIP
Vehicles and Equipment (VE)		
VE-14-FD-02	Vehicle Replacement - Fire Engine #4	Authorized 11/14/2022 (authorized but unissued)
VE-24-PD-08	Police Body Cameras	Combined with the Taser Replacement Cycle Project (FY26 # VE-25-PD-08)
VE-25-PD-09	Taser Replacement Cycle	Combined with the Police Body Cameras (FY26 # VE-25-PD-08)
VE-25-PD-10	In-Cruiser and Handheld Radars	Funded through Capital Outlay, appropriated with passage of the FY25 Budget
VE-23-PW-11	Brine Equipment	Funded through Stormwater Revenues, appropriated with the passage of the FY25 Budget
Buildings and Infrastructure (BI)		
BI-24-FD-12	Fire Station Security Upgrade	Funded through Capital Outlay, appropriated with passage of the FY25 Budget
BI-21-PD-15	Police Deficiencies and Repair Project	Authorized 7/15/24 (authorized but unissued)
BI-22-PL-26	Historic District Guidelines Part 2	Funded through Capital Outlay, appropriated with passage of the FY25 Budget
BI-23-PL-27	Groundwater Study to Identify Impacts	Funded through Capital Outlay, appropriated with passage of the FY25 Budget
Transportation System Management (TSM)		
TSM-25-PW-63	Greenleaf Avenue Sidewalk	Authorized 7/15/24 (authorized but unissued)
TSM-16-PW-72	Railroad Crossing	Funded through Capital Outlay, appropriated with passage of the FY25 Budget
Enterprise Funds (EF)		
EF-12-SD-88	Pease Wastewater Treatment Facility	Authorized 7/15/24 (authorized but unissued)
Combined Funding Projects (COM)		
COM-20-PW-98	DPW Complex Improvements	Authorized 7/15/24 (authorized but unissued)



# Capital Outlay

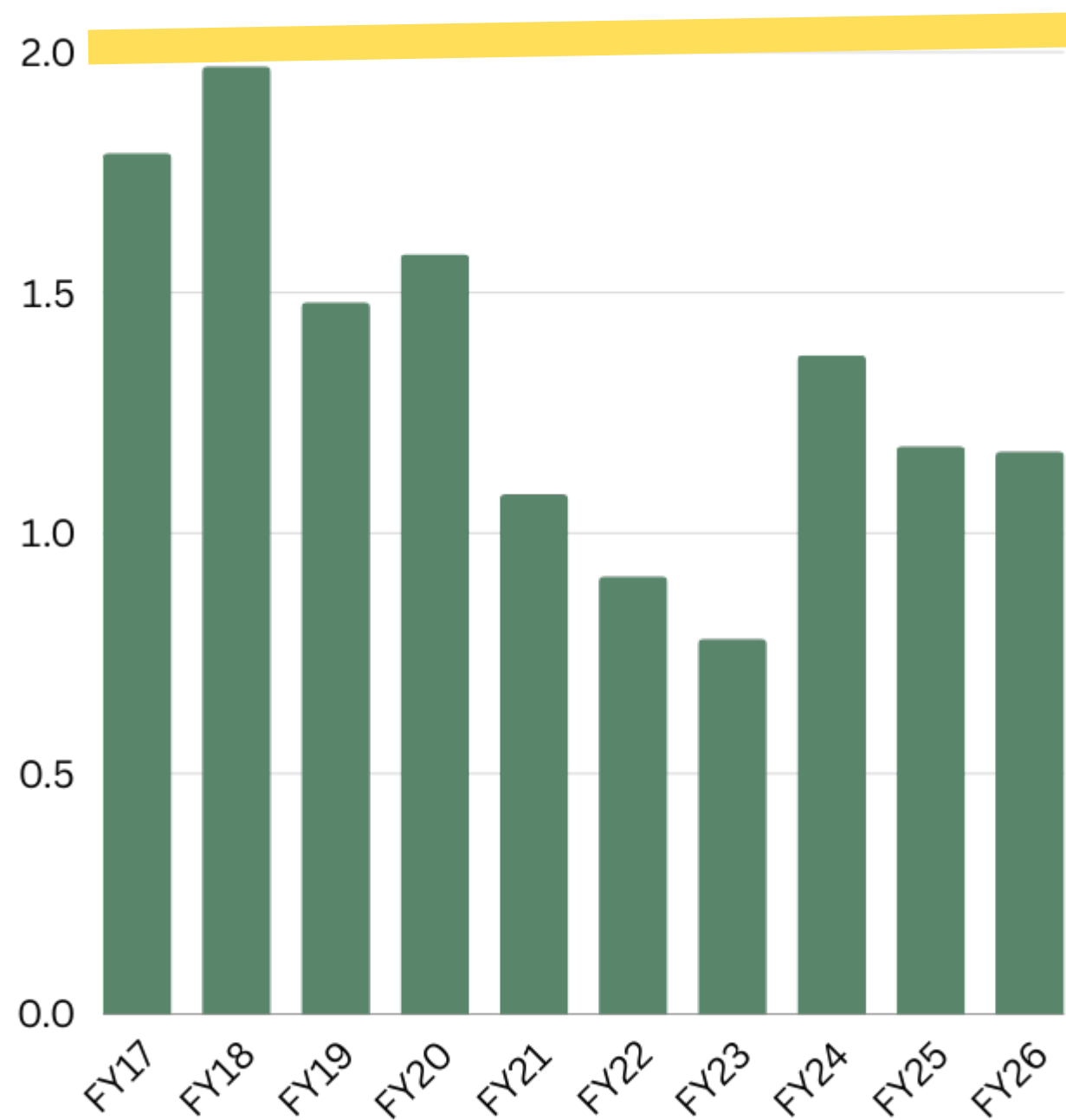
- Pay -as -you -go funding

- The City's annual goal for Capital Outlay funding is up to 2% of the Prior Year Budget.

- The City works within this goal to prevent major tax rate spikes due to large increases in capital funding.

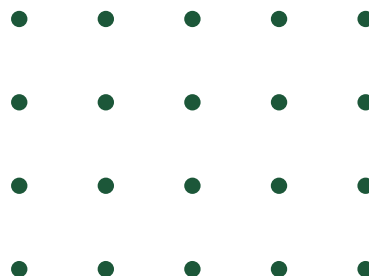
- The FY25 Capital Outlay percentage is 1.18%

- The FY26 Capital Outlay total from Department Requests is 1.17%  
- this represents a Capital Outlay funding request of \$1,690,000  
(\$52,000 or 3.2% increase above FY25).



1.17%

of the PRIOR YEAR  
BUDGET

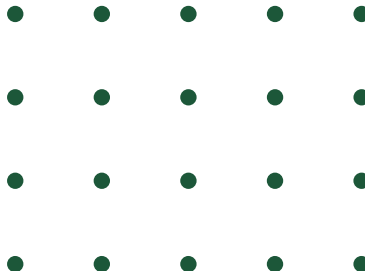
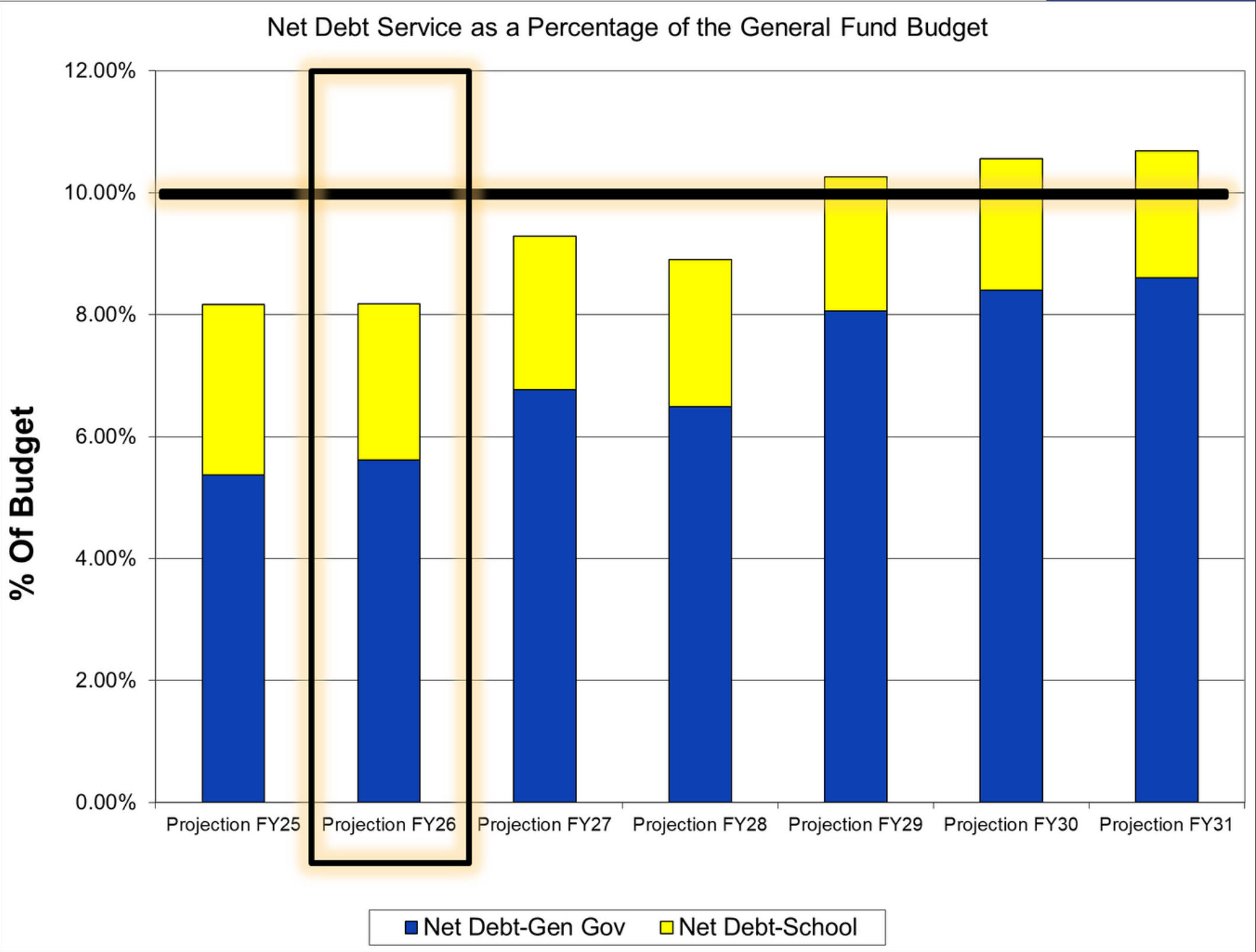




# Debt Service

- Net Debt Service
- The City's goal for Net Debt Service is to remain below 10% of the Budget.
- The FY25 Net Debt Percentage (as of June 30, 2024) was 8.16%.
- Projected FY26 Net Debt Percentage (as of June 30, 2024) is 8.15%

8.15%  
of the Budget





# How are projects *evaluated* and *prioritized* ?

## 1. CORE FUNCTION



Responds to a Federal or State Requirement



Addresses Public Health or Safety Need

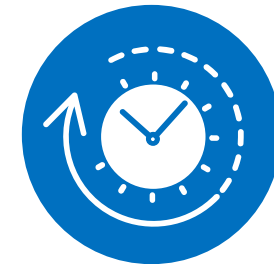


Alleviates Substandard Conditions or Deficiencies

## 2. FINANCIAL BENEFIT



Eligible for Matching Funds with Limited Availability



Timing or Location Coordinates with Synergistic Project



Reduces Long-Term Operating Costs

## 3. COMMUNITY PLAN or IMPROVEMENT



Identified in a Planning Document or Study



Improves Quality of or Provides Added Capacity to Existing Services



Provides Incentive to Economic Development



Responds to a Citywide Goal or Submitted Resident Request



# Global CIP Thoughts



- The CIP is a plan and does not commit any funding, even after adoption.
- The plan forecasts future fiscal resource allocation needs to better inform the City Council and staff.
- The adopted CIP is used to develop the City's annual budget.
- The CIP will contain both existing project requests that remain in the plan for FY26 -FY31 as well as new project submissions.
- Any new or identified projects would be subject to the same funding resources/limitations.
- The movement or addition of one project may affect the timeline or ability to complete another.
- Management will develop and present recommendations for project movement and/or removal.



# FY2026 – FY2031 CIP TIMELINE

 Indicates Public Input Opportunity




**August**

 City Council CIP Work Session

SUBMIT



**September**

 Citizen Request submissions deadline (September 20<sup>th</sup>)  
• Department submission deadline (September 27<sup>th</sup>)






**October**

 CIP Citizen Request Meeting (October 15<sup>th</sup>)




**November**

 CIP joint Work Session with City Council and Planning Board (November 12<sup>th</sup>)  
 CIP joint Public Hearing with City Council and Planning Board (November 18<sup>th</sup>)  
 Planning Board votes to recommend the CIP to the City Council (November 21<sup>st</sup>)



**December**

 Adoption of the CIP by the City Council (December 2<sup>nd</sup>)  
• CIP incorporated into the budget process