

**Non-Departmental
Business Center Index**

Business Center Summary	2
Non-departmental	3
Transfers and Contingencies	4
Public Transportation	5
Debt Service	6
Support to Civic Organizations	7
Other Post Employment Benefits	8

**City of Portsmouth
Fiscal Year 2012 Adopted Budget**

Non-Departmental

Description of Services Provided

This business center includes non-specific departmental functions including Public Transportation (HRT), Virginia Sports Hall of Fame, Hampton Roads Planning District Commission and the Military and Federal Facilities Alliance. The Transfers and Contingencies section contains transfers from the General Fund to other operating funds. Also included in this business center is the transfer of local tax support to the School's operating fund totaling \$49,571,413, as well as the City's support to Civic Organizations.

Business Units	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Non-Departmental	8,936,659	3,757,070	-	13,698,094	12,642,273
Transfers and Contingencies	59,936,933	61,334,145	-	62,989,477	62,390,297
Public Transportation	2,494,498	2,775,754	-	2,400,602	2,400,602
Debt Service	21,308,196	22,671,183	-	24,242,879	26,025,367
Support to Civic & Cultural Organizations	319,556	331,206	-	331,206	331,206
Other Post Employment Benefits	-	2,500,000	-	2,500,000	2,500,000
Total Budget	92,995,842	93,369,358	-	106,162,258	106,289,745
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	92,995,842	90,869,358	-	103,662,258	103,789,745
620 Other Post-Employment Benefits	-	2,500,000	-	2,500,000	2,500,000
Total Funding	92,995,842	93,369,358	-	106,162,258	106,289,745

**City of Portsmouth
Fiscal Year 2012 Adopted Budget**

**Non-Departmental
Non-Departmental**

Business Unit Mission Statement

The Non-Departmental section accounts for services and costs not related to other departments or agencies.

Description of Services Provided

Included in this section are allocations for contractual obligations or community services supported by the City. Reflected again in FY2012 and FY2013 is \$3 million in tax relief for the Elderly and Disabled citizens (Senior Citizen Tax Relief). In the past, this tax relief was netted against real estate tax revenue. This reporting methodology change provides more transparency to the citizens of Portsmouth. The mandated State Aid reduction for FY2012 totaling \$1,193,378 is also included in non-departmental. In order to make this "Aid to the Commonwealth" payment, the recipient departments' budgets were reduced in accordance with the State Department of Planning and Budget instructions to the City. The result of these budget reductions are accumulated in non-departmental in order to remit the refund payment to the Commonwealth.

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Salaries	-	-4,101,578	-	427,500	427,500
Benefits	270,529	-2,385,532	-	757,547	757,547
Contractual-Jail Per Diem	2,624,774	3,166,375	-	3,544,150	3,909,150
Contractual-Other	156,699	51,000	-	51,000	51,000
Supp-Sympathy Flowers	-	3,060	-	3,060	3,060
Util-Water Hydrant Chgs	298,440	298,440	-	298,440	298,440
Tele-Telephone	501,105	397,786	-	621,500	621,500
Tele-Telephone Cellular	5,537	-	-	180,000	180,000
Tele-Handheld Communications	-	20,000	-	20,000	20,000
Training-Department Head	14,056	28,000	-	28,000	28,000
Line of Duty for Public Safety	-	-	-	140,000	140,000
Civ Orgs-Eastern VA Med School	45,000	45,000	-	45,000	45,000
Civ Orgs-HR Planning District	169,607	172,820	-	183,757	183,757
Civ Orgs-HR Sports Commission	-	15,805	-	15,805	15,805
Civ Orgs-Sports Hall of Fame	800,000	550,000	-	550,000	550,000
Civ Orgs-Lowes Annual Incent	175,000	175,000	-	-	-
Civ Orgs-Milit/Fed Fac Allianc	49,257	49,257	-	49,257	49,257
Civ Orgs-Comm. Health Center	76,198	76,198	-	76,198	76,198
Civ Orgs-Portsmouth Partnersh	25,000	25,000	-	25,000	25,000
Civ Orgs-Natl League Cities	8,743	7,928	-	7,928	7,928
Civ Orgs-Events	-	18,194	-	18,194	18,194
PA-Hospitalization of Indigent	-	33,336	-	33,336	33,336
Sr Citizen Tax Relief	2,477,115	3,000,000	-	3,000,000	3,000,000
State Aid Budget Reductions	597,773	1,193,378	-	1,193,378	1,193,378
Emergency Drought Funding-Golf	-	-	-	50,000	50,000
Prepaid Bonus	-	-	-	916,069	-
Recreation Initiatives	-	-	-	515,000	-
Bad Debt Expense	-291,236	-	-	-	-
RE Tax Int Misc Exp	18,363	-	-	-	-
Internal Service Charges	914,699	917,603	-	947,975	958,223
Net Budget	8,936,659	3,757,070	-	13,698,094	12,642,273
Total Budget	8,936,659	3,757,070	-	13,698,094	12,642,273
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	8,936,659	3,757,070	-	13,698,094	12,642,273
Total Funding	8,936,659	3,757,070	-	13,698,094	12,642,273

**City of Portsmouth
Fiscal Year 2012 Adopted Budget**

**Non-Departmental
Transfers and Contingencies**

Business Unit Mission Statement

This section of the budget acts as a financial transaction conduit between the General Fund and other funds.

Description of Services Provided

In order to provide for the City's share of funding for certain programs, the Transfers and Contingencies section contains transfers from the General Fund to other funds such as Behavioral Healthcare, Social Services, Comprehensive Services, the Capital Improvement Program, and the largest contribution to Portsmouth Public Schools for the City's local share commitment for public education.

To provide for the necessary resources to pay for the costs of goods and services not contemplated during the budget preparation, a General Fund budget contingency is also included in this section

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Contingency-Other Operating	20,000	531,199	-	593,442	477,231
Net Budget	20,000	531,199	-	593,442	477,231
Trans to Public Schools Oper	48,171,651	48,171,651	-	49,571,413	48,871,532
Trans to CIP Fund	2,374,847	-	-	2,000,000	2,000,000
Transfer to Courts Cap Reserve	758,769	1,818,803	-	1,818,803	1,818,803
Trans to BHS Fund	504,708	518,608	-	237,356	234,743
Trans to Social Services Fund	4,381,737	5,884,148	-	5,172,070	5,077,167
Trans to Community Services	1,728,998	3,151,095	-	2,764,093	2,764,093
Trans to Grants Fund	3,568	-	-	-	-
Trans to Donations Fund	17,000	47,000	-	47,000	47,000
Trans to Retirement Fund	87,723	-	-	-	-
Trans to Golf Fund	1,100,000	834,310	-	594,328	834,896
Trans to Parking Authority	426,609	377,331	-	190,972	264,832
Trans to Health Insurance Fund	361,323	-	-	-	-
Total Budget	59,936,933	61,334,145	-	62,989,477	62,390,297
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	59,936,933	61,334,145	-	62,989,477	62,390,297
Total Funding	59,936,933	61,334,145	-	62,989,477	62,390,297

**City of Portsmouth
Fiscal Year 2012 Adopted Budget**

**Non-Departmental
Public Transportation**

Business Unit Mission Statement

HRT's mission is to be an innovative regional provider of inter-modal transportation opportunities at a high level of quality, safety, and efficiency.

Description of Services Provided

The City contracts public transportation services with the Transportation District Commission of Hampton Roads (TDCHR). TDCHR, operating as Hampton Roads Transit (HRT), provides public transportation in the cities of Chesapeake, Norfolk, Suffolk, Virginia Beach, Hampton, Newport News and Portsmouth. Each city has two TDCHR Board seats. At the request of the City, the Commission provides Portsmouth residents various transportation systems and services. First, operating in the City and connecting with Norfolk and the Peninsula, HRT provides a public bus route mix; ferry services connecting Portsmouth and Norfolk; vanpools operated by commuters; disabled transit services; children safety and senior transit programs; tours and downtown circulation services; neighborhood van services; and carpooling and ridesharing information services. Federal and state funds provide for approximately one third of the total HRT costs and are generally used for capital equipment purchases and special operations such as express bus service and handicap service. The passenger "Fare Box" receipts cover about one third of the total service cost leaving the City of Portsmouth to pay the remaining third of the costs incurred within Portsmouth.

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Civ Orgs-HRT	2,494,498	2,775,754	-	2,400,602	2,400,602
Net Budget	2,494,498	2,775,754	-	2,400,602	2,400,602
Total Budget	2,494,498	2,775,754	-	2,400,602	2,400,602
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	2,494,498	2,775,754	-	2,400,602	2,400,602
Total Funding	2,494,498	2,775,754	-	2,400,602	2,400,602

Strategic Goals

- Analyze ridership to determine which routes are being inefficiently utilized and which need improvement.
- Incorporate extended services from the traditional 6:00 - 6:30 p.m. to 7:30 p.m.

Outcomes and Accomplishments

A new shuttle service was launched in 2008 to replace the "Park and Sail" service by expanding the service to a downtown area shuttle service serving both the ferry docks and the downtown core. This new service will continue to discourage commuters from using the Downtown tunnel and use more energy and time conserving alternatives. The ferry service will tie into the new Downtown Shuttle service offered between the Portsmouth Naval Hospital and the High Street area. The Downtown Shuttle service will be provided with the objective of offering convenient and quick transportation to High Street.

The outcome of this budget item is to furnish a way where anyone wishing to use the Public Transportation System can access the services they need.

Major Budget Variances

The oil market is very volatile which makes it difficult to predict the cost of fuel for two and a half years in advance of actual usage. Experience shows that HRT costs to the city increase at the rate of approximately 10 per cent per year. The city can try and control the increasing cost by joining with HRT to increase passenger ridership. The amount of support costs that HRT apportions to the City of Portsmouth is based on the expected fare box revenue. Increased ridership and increased fare box revenue lowers the amount that the City of Portsmouth has to pay directly.

**City of Portsmouth
Fiscal Year 2012 Adopted Budget**

**Non-Departmental
Debt Service**

Business Unit Mission Statement

In order to meet the City's goals as presented in the Operating budget and the Capital Improvement Program (CIP), the Finance Department plans for long term financing arrangements.

Description of Services Provided

The Finance Department manages and processes all outstanding debt service payments, acquires bonding sources, and restructures debt to best accommodate the city's needs in accordance with its financial policies.

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
DS-Bond Principal	7,254,824	7,548,713	-	7,561,233	10,604,112
DS-VPSA Principal	398,723	567,225	-	576,149	985,540
DS-BHS Bldg Principal	-	-	-	-	145,000
DS-Lease Purchase Principal	364,550	374,557	-	476,813	-
DS-Literary Loan Principal	375,000	375,000	-	375,000	250,000
DS-Note Payable Principal	-	1,684,682	-	-	-
DS-QZAB Principal	601,971	601,971	-	716,972	52,897
DS-Human Svcs Bldg Principal	506,374	550,809	-	599,140	651,713
DS-Bond Interest	8,418,205	9,353,498	-	11,444,529	10,955,007
DS-VPSA Interest	357,527	337,525	-	317,102	296,211
DS-BHS Bldg Interest	180,954	181,292	-	181,293	178,392
DS-Lease Purchase Interest	25,466	15,459	-	5,839	-
DS-Literary Loan Interest	52,500	45,000	-	37,500	30,000
DS-Note Payable Interest	1,137,530	-	-	711,100	711,100
DS-Human Svcs Bldg Interest	1,013,381	1,002,952	-	982,709	907,895
DS-Cost of Issuance	610,933	25,000	-	250,000	250,000
Fiscal Charges	10,258	7,500	-	7,500	7,500
Total Budget	21,308,196	22,671,183	-	24,242,879	26,025,367
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	21,308,196	22,671,183	-	24,242,879	26,025,367
Total Funding	21,308,196	22,671,183	-	24,242,879	26,025,367

Non-Departmental Support to Civic & Cultural Organizations

Business Unit Mission Statement

Support to Civic Organizations is funded for the purpose of awarding incentive grants to qualified nonprofit agencies and organizations. The grants are given to encourage the recipient nonprofits to provide services that affect the welfare and improve the quality of life of Portsmouth citizens.

Description of Services Provided

The City of Portsmouth recognizes that non-profit organizations fill an important role in improving the quality of life for our community. The City developed a systematic, impartial, and informed process through which nonprofit organizations may request funding from the City. The recipient organizations are expected to provide:

1. Services that are easily accessible to Portsmouth's citizens at a cost that can be quantified and documented.
2. Services that meet specific needs of Portsmouth's citizens and support City Council's Vision Principles.

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Net Budget	319,556	331,206	-	331,206	331,206
Total Budget	319,556	331,206	-	331,206	331,206
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
100 General Fund	319,556	331,206	-	331,206	331,206
Total Funding	319,556	331,206	-	331,206	331,206

Strategic Goals

- Increase the number of non-profit organizations that provide direct services to Portsmouth citizens.
- Increase the number of directly provided services and/or programs that meet specific needs of Portsmouth citizens.
- Increase the number of services and/or programs that help support City Council's Vision Principles.

**Non-Departmental
Other Post Employment Benefits**

Description of Services Provided

City Council authorized a separate OPEB fund to account for contributions toward satisfying the City's OPEB annual required contribution (ARC). Although the City does not currently fund the entire ARC, the normal costs portion of the ARC is fully funded. Additionally, \$2.5 Million is budgeted for the unfunded actuarial accrued liability (UAAL).

In accordance with Government Accounting Standards Board (GASB) reporting requirements, postemployment benefits such as health insurance, life insurance, and other pension-related benefits obligations must be included as a liability reported in the Comprehensive Annual Financial Report (CAFR). Although GASB does not require funding the ARC, the biennial UAAL calculation is based on the degree of funding as well as whether or not the City has an established OPEB Trust Fund. GASB does, however, require the disclosure of information about the funded status of the plan, including the UAAL, in the notes to the financial statements and the presentation of multi-year funding progress trend information as a required supplementary schedule.

Expenditure Categories	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
Contingency-Other Operating	-	2,500,000	-	2,500,000	2,500,000
Net Budget	-	2,500,000	-	2,500,000	2,500,000
Total Budget	-	2,500,000	-	2,500,000	2,500,000
Funding Sources	FY 2010 Actual	FY 2011 Adopted	FY 2011 Amended	FY 2012 Adopted	FY 2013 Planned
620 Other Post-Employment Benefits	-	2,500,000	-	2,500,000	2,500,000
Total Funding	-	2,500,000	-	2,500,000	2,500,000