

## 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 \$48,871,532, as well as the City's support to Civic Organizations.

<u>Business Units</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Adopted</u>	<u>FY 2013 Adopted</u>
Debt Service	68,954,044	24,242,879	22,947,841
Non-Departmental	9,486,425	13,698,094	11,580,306
Other Post Employment Benefits	-	2,500,000	-
Public Transportation	2,775,752	2,400,602	2,773,549
Support to Civic & Cultural Organizations	294,596	331,206	328,024
Transfers and Contingencies	60,221,440	62,989,477	58,905,968
<b>Total Budget</b>	<b>141,732,257</b>	<b>106,162,258</b>	<b>96,535,688</b>
<u>Funding Sources</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Adopted</u>	<u>FY 2013 Adopted</u>
100 General Fund	141,732,257	103,662,258	96,535,688
620 Other Post-Employment Benefits	-	2,500,000	-
<b>Total Funding</b>	<b>141,732,257</b>	<b>106,162,258</b>	<b>96,535,688</b>

**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 in FY2013 is \$2.5 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 \$1,155,378 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 2011	FY 2012	FY 2013
	Actual	Adopted	Adopted
Salaries	-	427,500	-22,500
Benefits	120,829	757,547	893,601
Contractual-Jail Per Diem	3,165,598	3,544,150	3,924,630
Contractual-Other	-	51,000	-
Supp-Sympathy Flowers	-	3,060	-
Util-Water Hydrant Chgs	298,440	298,440	298,440
Tele-Telephone	432,661	621,500	621,500
Tele-Telephone Cellular	6,861	180,000	180,000
Tele-Handheld Communications	-	20,000	-
Training-Department Head	-	28,000	10,000
Purchase Card	16,080	-	-
RETIREE BONUS	360,373	-	-
Line of Duty for Public Safety	-	140,000	295,000
Civ Orgs-Eastern VA Med School	45,000	45,000	45,000
Civ Orgs-HR Planning District	169,557	183,757	183,757
Civ Orgs-HR Sports Commission	-	15,805	-
Civ Orgs-Sports Hall of Fame	550,000	550,000	350,000
Civ Orgs-Lowes Annual Incent	175,000	-	-
Civ Orgs-Milit/Fed Fac Allianc	49,257	49,257	49,257
Civ Orgs-Comm. Health Center	76,198	76,198	76,198
Civ Orgs-Portsmouth Partnersh	25,000	25,000	25,000
Civ Orgs-Natl League Cities	8,743	7,928	7,816
Civ Orgs-Events	-	18,194	-
PA-Hospitalization of Indigent	-	33,336	10,000
Sr Citizen Tax Relief	2,160,867	3,000,000	2,500,000
State Aid Budget Reductions	1,129,845	1,193,378	1,124,384
Emergency Drought Funding-Golf	-	50,000	50,000
Prepaid Bonus	-	916,069	-
Recreation Initiatives	-	515,000	-
Bad Debt Expense	-218,632	-	-
Internal Service Charges	914,747	947,975	958,223
<b>Net Budget</b>	<b>9,486,425</b>	<b>13,698,094</b>	<b>11,580,306</b>
<b>Total Budget</b>	<b>9,486,425</b>	<b>13,698,094</b>	<b>11,580,306</b>
	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Funding Sources</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>
100 General Fund	9,486,425	13,698,094	11,580,306
<b>Total Funding</b>	<b>9,486,425</b>	<b>13,698,094</b>	<b>11,580,306</b>

**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

<b>Expenditure Categories</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
Contingency-Other Operating		194,964	593,442	477,231
	<b>Net Budget</b>	<b>194,964</b>	<b>593,442</b>	<b>477,231</b>
Trans to Public Schools Oper		48,171,651	49,571,413	48,871,532
Trans to CIP Fund		2,000,000	2,000,000	-
Transfer to Courts Cap Reserve		1,818,803	1,818,803	-
Trans to BHS Fund		646,645	237,356	595,731
Trans to Social Services Fund		4,463,171	5,172,070	4,772,167
Trans to Community Services		1,381,991	2,764,093	2,764,093
TRANSFER TO STORMWATER MGMT FUND		16,671	-	-
Trans to Grants Fund		16,004	-	-
Trans to Donations Fund		-	47,000	47,000
TRANSFER TO PUBLIC UTILITY FUND		125,559	-	-
Trans to Golf Fund		853,042	594,328	1,116,739
Trans to Waste Management Fund		59,688	-	-
Trans to Parking Authority		384,135	190,972	261,475
Trans to City Garage Fund		35,755	-	-
TRANSFER TO IT FUND		49,077	-	-
Trans to Risk Management Fund		4,284	-	-
	<b>Total Budget</b>	<b>60,221,440</b>	<b>62,989,477</b>	<b>58,905,968</b>
<b>Funding Sources</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
100 General Fund		60,221,440	62,989,477	58,905,968
	<b>Total Funding</b>	<b>60,221,440</b>	<b>62,989,477</b>	<b>58,905,968</b>

## 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.

<u>Expenditure Categories</u>		<u>FY 2011 Actual</u>	<u>FY 2012 Adopted</u>	<u>FY 2013 Adopted</u>
Civ Orgs-HRT		2,775,752	2,400,602	2,773,549
	<b>Net Budget</b>	<b>2,775,752</b>	<b>2,400,602</b>	<b>2,773,549</b>
	<b>Total Budget</b>	<b>2,775,752</b>	<b>2,400,602</b>	<b>2,773,549</b>
<u>Funding Sources</u>		<u>FY 2011 Actual</u>	<u>FY 2012 Adopted</u>	<u>FY 2013 Adopted</u>
100 General Fund		2,775,752	2,400,602	2,773,549
	<b>Total Funding</b>	<b>2,775,752</b>	<b>2,400,602</b>	<b>2,773,549</b>

### 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.

**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.

<b>Expenditure Categories</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
DS-Pymt to Escrow Agent		<u>46,778,674</u>	<u>-</u>	<u>-</u>
	<b>Net Budget</b>	<b>46,778,674</b>	<b>-</b>	<b>-</b>
DS-Bond Principal		7,548,713	7,561,233	7,751,658
DS-VPSA Principal		567,225	576,149	985,540
DS-BHS Bldg Principal		-	-	145,000
DS-Lease Purchase Principal		199,635	476,813	-
DS-Literary Loan Principal		375,000	375,000	250,000
DS-Note Payable Principal		-	-	-
DS-QZAB Principal		601,971	716,972	52,897
DS-Human Svcs Bldg Principal		550,808	599,140	651,713
DS-Bond Interest		9,464,924	11,444,529	9,819,935
DS-VPSA Interest		337,525	317,102	296,211
DS-BHS Bldg Interest		181,290	181,293	178,392
DS-Lease Purchase Interest		9,668	5,839	-
DS-Literary Loan Interest		45,000	37,500	30,000
DS-Note Payable Interest		547,152	711,100	1,621,100
DS-Human Svcs Bldg Interest		1,002,952	982,709	907,895
DS-Cost of Issuance		736,957	250,000	250,000
Fiscal Charges		<u>6,550</u>	<u>7,500</u>	<u>7,500</u>
	<b>Total Budget</b>	<b><u>68,954,044</u></b>	<b><u>24,242,879</u></b>	<b><u>22,947,841</u></b>
<b>Funding Sources</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
100 General Fund		<u>68,954,044</u>	<u>24,242,879</u>	<u>22,947,841</u>
	<b>Total Funding</b>	<b><u>68,954,044</u></b>	<b><u>24,242,879</u></b>	<b><u>22,947,841</u></b>

## 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 2011 Actual	FY 2012 Adopted	FY 2013 Adopted
Contractual-Other	-3,100	-	-
Civ Orgs-Community Concerts	20,000	20,000	-
Civ Orgs-Portsmouth Homeless	33,820	24,030	24,030
Civ Orgs-Museum & Fine Arts	34,900	50,000	77,858
Civ Orgs-Virginia Arts Fest	24,216	24,216	-
Civ Orgs-Virginia Symphony	15,000	15,000	-
Civ Orgs-WHRO	2,500	2,500	-
Civ Orgs-Food Bank	10,680	10,680	10,680
Civ Orgs-Friends of the J&D Ct	23,140	23,140	23,140
Civ Orgs-American Red Cross	7,120	14,240	14,240
Civ Orgs-Tidewater Winds	3,500	3,500	-
Civ Orgs-HER Shelter	19,580	39,160	39,160
Civ Orgs-Parc	103,240	103,240	92,916
Civ Orgs-Flag Associates	-	-	2,500
Oasis Shelter	-	-	17,000
Civ Orgs-National Night Out	-	1,500	1,500
Civ Orgs-Westmoreland Athletics	-	-	5,000
Civ Orgs-Portsmouth Schools	-	-	10,000
Civ Orgs-Starbase Victory	-	-	10,000
<b>Net Budget</b>	<b>294,596</b>	<b>331,206</b>	<b>328,024</b>
<b>Total Budget</b>	<b>294,596</b>	<b>331,206</b>	<b>328,024</b>
<b>Funding Sources</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
100 General Fund	294,596	331,206	328,024
<b>Total Funding</b>	<b>294,596</b>	<b>331,206</b>	<b>328,024</b>

### 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.

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.

<b>Expenditure Categories</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
Contingency-Other Operating		-	2,500,000	-
	<b>Net Budget</b>	-	2,500,000	-
	<b>Total Budget</b>	-	2,500,000	-
<b>Funding Sources</b>		<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>	<b>FY 2013 Adopted</b>
620 Other Post-Employment Benefits		-	2,500,000	-
	<b>Total Funding</b>	-	2,500,000	-