

Budget Overview

Introduction

The City of Portsmouth was settled in 1752 and incorporated by the Virginia General Assembly in 1858. The City lies in Hampton Roads, one of the world's great natural harbors, situated at the confluence of the James and Elizabeth Rivers where they empty into the Chesapeake Bay. The City is located in the center of the Hampton Roads region, bordered by the cities of Suffolk, and Chesapeake, respectively to the West and south, and Norfolk lies across the Elizabeth River to the East. The City's land area of approximately 29 square miles is mostly developed, with an estimated population of 97,450 in 2013.

With 78.5 miles of shoreline at the zero mile post of the Intercoastal Waterway, which runs from Boston to Florida, Portsmouth's location on navigable waterways has proven a dominant force in the City's history and economy. Its location on the 40 plus foot deep Hampton Roads shipping channel, and the presence of both the CSX and Norfolk Southern Railroads supports the national and international port commerce activities and military presence in the region. Portsmouth is home to the Norfolk Naval Shipyard, a government facility with approximately 9,500 employees, the U.S. Coast Guard Fifth District Headquarters with approximately 2,500 employees, and the Naval Regional Medical Center (U.S. Naval Hospital) with approximately 6,700 employees. Although economic activity in the City has been historically associated with the port and military activities in the region, Portsmouth's economy has diversified in recent years with increasing employment in the service, manufacturing and professional sectors.

Portsmouth is an independent, full-service city with sole local governmental taxing power within its boundaries. It derives its governing authority from a charter granted by the General Assembly of the Commonwealth of Virginia. The governing body of the City is the City Council, which formulates policies for the administration of the City. The current charter provides for a council-Manager form of government.

Overview of Government Organization

Portsmouth operates under the Council – Manager form of government, with the City Council consisting of a mayor and six other council members. The mayor is elected directly by the voters on an at-large, nonpartisan basis, as are the remaining members of the City Council. The City Council is the legislative policy-making body, and the City Manager, who is appointed

by the City Council, serves as the City's chief executive officer. The City Manager reports directly to the City Council, appoints department heads, conducts the financial business of the City, and performs other duties as required by the governing body.

The operation of public schools in Portsmouth is the responsibility of the School Board, consisting of nine members elected by the citizens at-large for four-year terms. By State law, the School Board operates independently from City Council, but is fiscally dependent on it. The School Board sets policies, hires the School Superintendent, and determines the use of its funds subject to legal restrictions. The City Council appropriates an annual sum for education, which may be appropriated by category; however, the School Board has determines how the funds are spent. Taxing and appropriation authority remain with the City Council.

Overview of Governmental Services and Selected Functions

The City provides general governmental services to meet the needs of its citizens, including police and fire protection, collection and disposal of refuse, water and sewer services, parks and recreation, libraries and cultural resources, health and social services, and street and highway maintenance. Other services provided by the City that receive partial funding from the Commonwealth include public education in grades kindergarten through 12, and certain technical and special education, mental health assistance, and judicial assistance.

The City's main municipal complex includes the City Hall Building which houses nearly all of the City's operational departments, the Civic Center which includes the City Jail and Police Headquarters and the recently renovated and expanded Judicial Center. The City has eight fire stations, one central library with three neighborhood branch libraries, 52 city parks totaling over 402 acres, seven community centers, two municipal golf courses and 25 public education facilities located throughout Portsmouth.

Portsmouth Public Schools

The Portsmouth Public Schools program is designed to provide quality instruction to all children who enroll. The School System has 2,472 employees, including 1,115 teachers and 1,357 support staff and administrative staff. The system operates 25 public education facilities as described in the following table and during the 2013 academic year had an average daily membership of 14,215. The City's three high schools are operated as magnet schools with each focusing on one of the following areas: math, science and technology; performing arts; and international studies.

**Public Education Facilities
2013-2014**

4	Preschools
13	Elementary Schools
3	Middle Schools
3	High Schools
<u>2</u>	Centers
<u>25</u>	Total

Public Safety

The Police Department is responsible for enforcing the law, maintaining public order, protecting the constitutional rights of individuals, and providing a wide variety of public services in partnership with the community. The Police Department currently consists of 264 sworn officers. Uniform Patrol is deployed on a 24/7 basis and provides the immediate response to the daily calls for police services in the City. These officers handle a wide variety of service requests in both emergency and routine categories. Command personnel are charged to closely evaluate changing conditions on the street and deploy personnel in an effective manner in order to maintain public order. In addition, the Police Department has a number of support positions filled by both sworn and civilian personnel who are assigned various tasks that include animal control, security guards, communications dispatchers, administrative, and property/evidence personnel. These support functions play a major role in providing effective police services to the community. The Police Department has implemented a Community Policing Program, which includes initiatives such as the Police Service Areas that coincide with the neighborhoods in the City of Portsmouth. Neighborhood Impact Officers work with the community stakeholders throughout the city in order to improve the quality of life of residents, business owners and visitors. The Police Department has also implemented a School Resource Officer program which assigns police officers to specific schools in order to: (1) provide a positive role model for the students, (2) build strong working relationships with the faculty and administration; and (3) investigate criminal activity occurring on school grounds. Additionally, the Police Department staffs a number of highly trained and qualified individuals who are responsible to conduct criminal investigations, narcotics enforcement, traffic enforcement and emergency response services.

The Portsmouth Department of Fire, Rescue and Emergency Services provides fire protection, emergency medical care, hazardous materials response, disaster preparedness services, arson investigation, fire prevention, inspection and training for the citizens and businesses of Portsmouth. The Department currently has authorized 241 sworn firefighters serving the City from 8 stations. The Department also operates five ambulances. The Department also currently has 30 non-sworn and part-time members who provide administrative clerical and support duties.

Public Works

The Department of Public Works provides various services related to the operation and maintenance of the City's infrastructure. The Public Works Department, staffed by 46 full-time employees, repairs and maintains the approximate 395 miles of primary and secondary streets in Portsmouth. Additionally, the Department is responsible for operation of the City's stormwater management and mosquito control programs.

Social Services

The Department of Social Services, staffed by 245 full-time employees, carries out responsibility for the administration of federal and state mandated human services programs for the City including Child and Family Services (Child Protective Services, Foster Care, Adoption Services, Adult Services, Adult Protective Services and Generic Service Intake) and Financial Services Administration including initial and on-going case management for Temporary Assistance to Needy Families (TANF), Medicaid, Food Stamps, Energy Assistance Program (EAP), Virginia Independence Program(VIP), and Virginia's Initiative for Employment not Welfare (VIEW). Additionally, the Department is responsible for eligibility determination for the Tax Relief and Tax Assistance Program.

Department of Public Utilities

The Portsmouth Department of Public Utilities ("DPU") operates the City-owned water and wastewater utilities, distributing water to over 120,000 customers in Portsmouth, Chesapeake and Suffolk. DPU also provides sewage collection and conveyance services to approximately 100,000 customers in Portsmouth and part of Chesapeake. DPU is responsible for the installation, operation, and maintenance of the water and sewerage systems as well as

billing and collection. In carrying out these responsibilities, DPU employs 137 full-time personnel, distributed among its three major operating divisions: Administration and Fiscal, Water Treatment and Operations.

The water system includes approximately 3,300 acres of land including four interconnected reservoirs and five deep wells located in the City of Suffolk. In addition, the water system includes a water filtration plant, raw water and finished water pumping stations, elevated and ground storage reservoirs, and distribution systems with associated appurtenances and meters. The lakes and wells provide a total safe yield of 29.6 million gallons per day (“mgd”) of water. Present consumption is estimated at 18 mgd. The water is treated in a single treatment plant located in Suffolk with a 33 mgd capacity and is then pumped approximately 18 miles through underground pipes to storage areas in Portsmouth which are capable of storing nine million gallons. The treatment plant facilities have undergone several modernizations and upgrades, the last having been completed in November 2011.

Independent Commissions and Authorities

A number of independent commissions and boards participate in the performance of various governmental functions in Portsmouth, including housing and economic development. Selected entities are described below.

Portsmouth Redevelopment and Housing Authority

The Portsmouth Redevelopment and Housing Authority consists of seven commissioners appointed by City Council for a four-year period and subsequent four-year periods. This semi-independent agency has responsibility for administration of three public housing projects 13 redevelopment projects, three tax credit developments, a City-wide conservation program and physical improvements funded by the Community Development Block Grant Program.

The Authority has 92 employees. The Authority was established in 1938 primarily to oversee the housing parks then under construction. Since 1960, under the former Urban Renewal Program, 13 separate redevelopment projects have been undertaken. Since 1975, the Authority has carried out similar activities for the City under the Community Development Block Grant Program.

Since 1972, as a result of redevelopment projects, the City and the Authority have helped obtain more than \$350 million in private funds or commitments, in addition to nearly \$200 million in Federal and state funds. The Authority has received two HOPE VI Revitalization Grants since 1997 totaling \$45 million. In four of the City's historic districts, these activities have concentrated on rehabilitation of existing residential structures. Other projects have included clearance of blighted structures to make land available for new residential, commercial, industrial or mixed use development.

Economic Development Authority

The Economic Development Authority of the City of Portsmouth ("EDA") is a public body corporate and politic existing under the laws of the Commonwealth of Virginia. The EDA was created on December 20, 1968, by an ordinance adopted by the City Council. The EDA is governed by a publicly appointed board of seven directors and functions in a dual capacity as landholder/marketing agent for various publicly owned lands throughout the City. The EDA is directly involved with many of the economic development and redevelopment activities within the City.

Portsmouth Parking Authority

The Portsmouth Parking Authority was established in 1964 by the General Assembly of Virginia for the purpose of providing and operating parking facilities within the corporate limits of the City. The Parking Authority currently owns and operates four parking garages and eight surface parking lots. These combined facilities provide 1,981 parking spaces for rental on a monthly basis. In addition, there are 426 on street parking meters and 153 meters in off-street lots operated and maintained by the Authority, 238 spaces in Olde Towne parking lots and an additional 678 spaces on the street including handicapped parking spaces. The construction of the Renaissance Hotel and the adjoining public parking garage structure on the City's waterfront provide approximately 250 additional public parking spaces and 200 additional private parking spaces. All parking facilities and parking meters are located in the City's downtown business district.

Economic and Demographic Factors

Population

Calendar Year	Population	Percent Change
2013	97,450	0.68%
2012	96,785	1.46%
2011	95,388	-0.15%
2010	95,535	-3.81%
2009	99,321	-0.22%
2008	99,542	-1.81%
2007	101,377	-0.95%
2006	102,346	1.55%
2005	100,783	1.00%
2004	99,785	0.33%

Source: 2000-2010 – U.S. Census Bureau; 2011 – U.S. Bureau of Economic Analysis.

Note: The decline in population for 2010 is in large part due to the 2010 census results, which found that the 2000 census overstated the City's population.

Income

The following table shows the per capita income in the City. Wealth levels in the City are impacted by the high proportion of military-related incomes which are characterized by low absolute levels of salaries and wages, but offset by comprehensive benefits.

Calendar Year	Per Capita Income	Percent Change
2013	*	
2012	*	
2011	\$37,583	5.31%
2010	\$35,686	6.09%
2009	\$33,637	-1.36%
2008	\$34,102	6.00%
2007	\$32,167	5.70%
2006	\$30,421	4.10%
2005	\$29,231	3.40%
2004	\$28,273	3.70%

Source: Bureau of Economic Analysis, U.S. Department of Commerce; Data not available for 2012 and 2013

Commercial and Residential Construction

The following table shows the trend in commercial and residential construction in the City for the last ten fiscal years.

Fiscal Year	Commercial Construction		Residential Construction		Total	
	Value of Permit	Percent Change	Value of Permit	Percent Change	Value of Permit	Percent Change
2012	\$10,765,997	-44%	\$28,032,856	-26%	38,798,853	-52%
2011	\$43,929,362	16%	\$37,731,565	8%	\$81,660,927	12%
2010	\$37,737,447	1492%	\$34,945,155	32%	\$72,682,602	151%
2009	\$2,370,831	-84%	\$26,563,508	11%	\$28,934,339	-25%
2008	\$14,595,206	-64%	\$23,840,334	-49%	\$38,435,540	-56%
2007	\$40,828,022	-6%	\$46,822,980	-66%	\$87,651,002	23%
2006	\$43,299,556	-59%	\$28,174,419	74%	\$71,473,975	-42%
2005	\$106,824,400	737%	\$16,165,160	-26%	\$122,989,560	256%
2004	\$12,763,280	21%	\$21,806,840	147%	\$34,570,120	78%

Source: Department of Permits and Inspections

Employment

Historically, the employment base in Portsmouth has been composed of federal government positions related to the local military presence. The largest employer in Portsmouth is the Norfolk Naval Shipyard, a government facility with approximately 9,500 employees. Other major federal employers in the City include the United States Coast Guard Fifth District Headquarters with approximately 2,500 employees and the Naval Regional Medical Center (U.S. Naval Hospital) with approximately 6,700 employees.

The following table shows the distribution of these positions by sector:

2012 Annual Quarterly Census of Employment

Industry	Average Employment	Number of Establishments
Manufacturing	10,722	62
Health Care and Social Assistance	8,347	313
Public Administration	4,045	40
Retail Trade	3,138	254
Administrative Support and Waste Management	2,683	132
Accommodation and Food Services	2,239	155
Construction	2,153	173
Educational Services	1,954	169
Other Services (except Public Administration)	1,816	188
Transportation and Warehousing	1,722	76
Professional, Scientific & Technical Services	1,583	169
Wholesale Trade	650	58
Arts, Entertainment and Recreation	590	19
Finance and Insurance	523	76
Real Estate and Rental & Leasing	423	80
Information	373	18
Management of Companies and Enterprises	73	12
TOTAL	43,034	1,994

Source: Virginia Workforce Connection, Third Quarter 2012 (most recent data available)

Principal Employers

Employer	2013			2004		
	# of Employees	Rank	% of Total City Employment	# of Employees	Rank	% of Total City Employment
Norfolk Naval Shipyard	9,500	1	21.42%	7,600	1	18.12%
Norfolk Medical Center, Portsmouth	6,721	2	15.15%	5,463	2	13.02%
US 5 th Dist. Coast Guard Command	2,500	3	5.64%	1,400	6	3.34%
City of Portsmouth	2,383	4	5.37%	2,448	4	5.84%
Portsmouth Public Schools	2,148	5	4.84%	2,700	3	6.44%
BonSecours Maryview Medical Center	2,000	6	4.51%	2,000	5	4.77%
Tidewater Community College	622	7	1.40%	-	-	-
Earl Industries	425	8	0.96%	850	7	2.03%
Gwaltney of Smithfield	-	-	-	520	9	1.24%
Wal-Mart Supercenter	380	9	0.86%	-	-	-
Alternative Behavior Services (FHC)	-	-	-	800	8	1.91%
Southeastern Public Service Authority	148	10	0.00%	473	10	1.134%
TOTAL	26,827		60.48%	24,254		57.82%

Source: Portsmouth Comprehensive Annual Financial Report, June 30, 2013

Budget Process

Formulation of the City Manager's Proposed Budget

According to the City Charter, the City Manager is required to prepare and submit to the City Council an annual budget. The annual budget process begins in the fall of the preceding fiscal year. In November, the department heads and the City Manager meet to discuss the upcoming year's priorities. The budget calendar is developed at this time. It establishes the budget development schedule and the formal schedule for City Manager presentations, public work sessions, public hearings, and the budget adoption.

Departmental requests are developed based on projected needs and must be related to the organization's program objectives. These requests are received and compiled by the

budget staff. The City Manager prioritizes requests and recommends a Proposed Budget to City Council based on available resources.

City Manager's Authorization

By City Code, during the course of the fiscal year, provided there is no increase in expense, the City Manager is authorized to effect office consolidations or make other changes for the City's betterment. Also, at any time during the fiscal year, the City Manager may transfer, within the same fund, any unencumbered appropriations less than \$100,000 from one department, project, or purpose to another department, project, or purpose.

Budget Implementation

Once the budget is adopted for the fiscal year, on July 1, it becomes each department's financial legal basis. No department or other City government agency may spend in excess of approved and appropriated amounts. To ensure conformity with the adopted budget, financial and programmatic monitoring of departmental activities occurs throughout the year. Copies of the Adopted Budget can be found in the Library and all City offices. A copy may be obtained from the Department of Finance (budget@portsmouthva.gov), or accessed on the Web at www.portsmouthva.gov/Finance/2015ProposedBudget/

Amendment of the Budget

As prescribed by Section 15.2-2507 of the Code of Virginia (1997), amendments to the final adopted budget must follow the legal process. Any such amendment which exceeds one percent (1%) of the total revenue shown in the currently adopted budget must be preceded with a published notice of a meeting and a public hearing. The newspaper must have a general circulation in the locality and must be circulated seven days prior to the meeting date. The notice must state Portsmouth's intent to amend the budget and include a brief synopsis of the proposed budget amendment. After first providing a public hearing, the amendment may be adopted at the advertised meeting.

Budget Calendar

Departments submitted FY2015 Operating Budget requests, including capital requirements, to the Finance Department.

November – December, 2013

City Manager presents FY2015 Operating Budget and Capital Improvement Program to City Council

March 31, 2014

Council and Citizen Work Sessions for FY2015 Operating Budget and Capital Improvement Program

April and May 2014

Public Hearings – (1) FY2015 Operating Budget and Capital Improvement Program and (2) Tax and Fee Rate Changes

April 22, 2014

Adoption of FY2015 Operating Budget and Capital Improvement Program including Tax Ordinances and Appropriation Ordinances

May 27, 2014

Financial Policies – Recommended Changes are Highlighted

Policy Purpose

The financial integrity of our City government is of utmost importance. To that end, the establishment of appropriate financial management, debt administration, budget and capital plan development, and long-range planning policies (“Financial Policies”) promote the fiscal health of Portsmouth, as well as the cost-effective and efficient delivery of services to our citizens.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. These policies are reviewed annually and reaffirmed by City Council at least once every three years.

Financial Policy Linkages

The City has developed these Financial Policies, with input from its Financial Advisor, based upon municipal finance “Best Practices” as promulgated by the Government Finance Officers Association and the National Advisory Council on State and Local Budgeting. The City and its agents will regularly monitor the evolution of such “Best Practices” and update these Financial Policies and the City’s operating practices accordingly.

General Financial Principles

The City will continuously evaluate programs and operating practices as a means of ensuring the City’s residents an efficient and highly effective local government.

The City will strive to utilize technological advances as a means of increasing employee productivity and reducing the need for new positions.

The City will allocate new dollars (after meeting fixed commitments such as debt service requirements and benefits changes) to the key priority areas as established by Council.

The City will attempt to utilize benefits of new economic development successes as a means of maintaining an adequate tax rate for services rendered to our residents coupled with our ability to manage expectations with the long term operational needs of the City.

REVENUES

Revenue Diversification

The City will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services.

Fees and Charges

All fees established by the City for licenses, permits, fines, services, applications and other miscellaneous charges shall be set to recover all or a portion of the City's expense in providing the attendant service. Fees and charges will be reviewed annually in connection with the development of the operating budget.

Use of One-Time Revenues

The City will not utilize one-time revenues for recurring operating expenditures. One-time revenues include, but are not limited to: proceeds from the sale of land or surplus equipment, legal settlements, or revenue windfalls (i.e.; unusually large building permits, etc.).

Conservative Estimation

Revenues will be budgeted conservatively so as not to introduce regular shortfalls in individual revenue accounts. Revenue estimates shall be reviewed and validated, whenever possible, by an independent outside professional engaged by the City. The Budget Officer shall utilize appropriate collection percentages in estimating revenues for each account or class of accounts based upon historical collection patterns. Unusual economic circumstances shall require adjustments to collection assumptions.

BUDGET

Balanced Budget

The City's budgetary policies are based upon guidelines and restrictions established by State and City Codes and Generally Accepted Accounting Principles for Governmental entities. These provisions set forth the City's fiscal year, public hearing and advertising requirements, restrictions on taxation, and also stipulate that the City must maintain a balanced budget.

The City will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget

shall control the levy of taxes and the expenditure of money for all City purposes during the ensuing fiscal year.

The City's budget may be considered balanced if estimated revenues meet planned expenditures.

Contingency Appropriation

The budget shall strive to include in the annual budget a contingency appropriation of at least 0.5% of budgeted expenditures. The contingency appropriation is designed to meet unanticipated revenue shortfalls or emergency expenditures.

Use of Fund Balance

While accumulated fund balance in the General Fund may legally be used as revenue to support the budget, the City's intention is not to use fund balance to fund recurring operating expenditures. Accumulated fund balance over and above the City's fund balance target may be considered for funding one-time expenditures.

Quarterly Budget Monitoring

Staff will provide City Council with a quarterly update of actual revenues and expenditures for the Fiscal Year and comparisons will be made in such report to: (1) the adopted budget, and (2) revenues and expenditures through the same period of the immediately prior Fiscal Year. Tabular presentations will be supplemented by sufficient narrative to explain material variances from budget and the prior year. These reports are intended to provide sufficient information to City Council to allow for mid-year budget adjustments necessary to avoid operating budget shortfalls. As appropriate, Staff will provide recommendations for amendments to the budget to ensure budgetary balance.

Multi-Year Operating Budget Forecast

The City will prepare and annually update a long range (5 year) financial forecast of the operating budget utilizing trend indicators and projections of annual operating revenues,

expenditures, capital improvements, associated debt service and incremental operating costs, and fund balance levels. This forecast is intended to be an internal planning tool for Staff and the City Council, but will be shared with the rating agencies each year, as well as interested citizens upon request. The Forecast should be prepared with the intention of showing projected results based on programs, trends, and policies then in effect and without undue influence on its outcome.

FUND BALANCE

Policy Minimum

The City will maintain an Unrestricted, Unassigned General Fund Balance equal to 15% of General Fund revenues.

If the Unrestricted, Unassigned General Fund Balance falls below the minimum level described above, Staff will submit a detailed plan ("Staff Plan") to City Council that proposes actions necessary to return the fund balance to the policy minimum over not more than two succeeding Fiscal Years. City Council shall act upon the Staff Plan by taking the actions necessary to implement same or substituting alternatives that achieve the same objective.

If, upon the effective date of these Financial Policies, the City is not in compliance with this Fund Balance Policy Minimum, the City Staff will prepare a Staff Plan to restore the fund balance to the policy level and such plan will be presented within not more than three (3) months from the effective date.

DEBT MANAGEMENT PRINCIPLES

All long-term financings shall comply with Federal, State, and City Charter requirements.

Accompanying each long-term financial obligation will be a cost benefit analysis, the identification of the funding source, an assessment of the ability to repay the obligation, the impact on the current budget, commitments to the future budgets, maintenance and operational impact of the facility or asset and the impact on the City's credit rating.

The project should be incorporated into the City's multi-year capital and equipment improvement plan.

The term of the long-term obligation for the acquisition, replacement or expansion of physical assets, will not exceed the useful life or the average life of the project or projects being financed.

Long-term financial obligations will not be used to meet current operations, or for recurring purposes.

Variable rate obligations shall not exceed 15% of the City's outstanding long-term obligations and must be approved by the Chief Financial Officer.

The City Council may consider conduit financing on behalf of the EDA, PRHA, and PPIC upon recommendation of the Debt Advisory Committee. Initial contact will be directed to the Chief Financial Officer. Council will consider whether the conduit is feasible, financially and economically prudent, coincides with the City's objectives, and does not impair the City's creditworthiness (All expenses related to the conduit financing will be borne by the applicants).

Except as noted below, long-term obligations issued through the City must qualify for an underlying (i.e.; rated on the basis of the security for the loan) investment grade rating by one of the nationally recognized rating agencies or qualify for alternative credit enhancement. An exception to this requirement would be debt issued via the Virginia Resources Authority, a political subdivision of the Commonwealth of Virginia. In the case of long-term obligations that are privately placed as bank qualified investments by the City, such obligations would not be required to qualify for an investment grade rating.

The City shall encourage and maintain good relations with credit rating agencies, investors in the City's long-term financial obligations, and those in the financial community who participate in the issuance and sale of our long-term obligations. A policy of full and open disclosure on every financial report and long-term obligation transaction will be enforced and credit rating agency presentations/updates shall be conducted at least annually.

The City shall comply with all on-going disclosure requirements and shall file such documents in a timely manner.

The City shall monitor earnings on bond proceeds and rebate excess earnings as required to the U.S. Treasury to avoid the loss of tax-exempt status.

The City will enforce filing notices of completion on all projects within five years of their financing.

The City shall continually review outstanding obligations and aggressively initiate refinancing's when economically feasible and advantageous.

The Chief Financial Officer will periodically report unspent capital project funds to the City Manager and City Council not less than annually.

Debt Administration

The City shall comply with the Internal Revenue Code Section 148 — Arbitrage Regulations for all tax-exempt debt issued. An annual estimate of arbitrage liabilities shall be obtained by the City and recorded on the financial statements.

A good faith deposit of 2.0% of the par amount of the bond sale shall be presented by the underwriter in the form of a check or surety acceptable to the City and Bond Counsel prior to the approval of the bonds by the Mayor and City Council.

The City shall use a competitive bidding process in the sale of debt unless the use of a negotiated process is warranted due to market timing requirements (refunding), or a unique pledge or debt structure. The City will award competitively issued debt on a true interest cost (TIC) basis.

The City welcomes ideas and proposals from investment bankers and will seek to give first consideration to those firms that submit unique and innovative ideas that benefit the City. Unsolicited proposals should be submitted to the City's Chief Financial Officer.

The selection of an underwriter or group of underwriters for a negotiated sale shall be based on the following factors:

- Participation in the City's competitive sales;
- Submission of unique or creative proposals;
- Qualifications of firm;
- Size and geographic distribution of their sales staff.

All professional service providers selected in connection with the City's debt issuance and management program shall be chosen through a competitive process such as request for proposals (RFP's) on an as needed basis.

The use of reimbursement resolutions shall be encouraged as a cash management tool for debt funded projects. Reimbursement resolutions may be used for any project that has been approved in the City's Capital Budget. Reimbursement resolutions may be used for other projects if the projects are revenue supported or fund within departments' operating budget.

The City shall obtain a clear opinion from qualified legal counsel that the City is not liable for the payment of principal and/or interest in the event of default by a conduit borrower. If no such opinion can be obtained, the conduit borrower will be required to purchase insurance or a letter of credit in the City's name in the event of default. Examples of a conduit issuer are special authorities, tax-increment financing districts, public improvement districts, or industrial development issuers.

Debt Capacity and Affordability

A long-term debt capacity and affordability analysis will be completed on an annual basis as a means of ensuring that the City does not exceed its ability to service current and future debt requirements. This analysis will verify that the City is maintaining the following ratios and will be performed in conjunction with the City's Capital Improvement Program (CIP) process. The guidelines that are utilized for direct City debt are as follows:

1. The ratio of All Net Tax-Supported Debt Service to Total Combined General Fund and School Revenues should not exceed 10%, within the six-year CIP projection;

2. The ratio of Net Tax-Supported Debt Service to Market Value should not exceed four percent (4%), within the six-year CIP projection;
3. The 10 Year Debt Payout Ratio of Net Tax-Supported Debt Service Should Be Greater Than or Equal To 50%.

Utility Fund Debt

The City will adopt annual water and sewer rates that will generate sufficient revenues to meet the legal requirements of Enterprise Fund bond covenants. These rates will also allow for adequate capital replacement in water and sewer systems.

Refunding Bonds

The City, with the assistance of its Financial Advisor, shall monitor the City's debt portfolio on a regular basis for refunding opportunities. When contemplating a refunding, the City will have a minimum of 3.0% economic savings (as expressed on a net present value basis) as a benchmark to proceed with a refunding. This policy is not intended to preclude the possibility of refunding one or more maturities of existing debt that generate a lesser amount of net present value savings if conditions warrant, but it is the intention to generate overall net present value savings equal to at least 3.0% of refunded par amount on any given transaction.

The City may from time to time consider a restructuring of its existing debt. Such restructurings are not subject to the net present value savings threshold identified above, but should be undertaken only rarely and the rationale and possible ramifications explained fully to the City Council.

CAPITAL IMPROVEMENT PROGRAM GUIDELINES

The City will develop a Five-Year Capital Improvement Program annually. The first year of this plan will be approved and appropriated by the City Council after legal advertising and public hearing requirements have been met.

The City will continue to enhance the level of pay-as-you-go funding in the annual Capital budget as a means of reducing reliance on debt financing for capital projects.

The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs. The operated budget will provide for the adequate maintenance of these facilities and infrastructure.

RETIREMENT SYSTEM FUNDING

The City will use an actuarially-accepted method of funding its City managed pension systems to achieve a fully-funded status and will continually strive to attain fully-funded pensions.

INVESTMENT POLICY

By State statute, the City Treasurer is responsible for the investment of the City's operating and bond funds consistent with the Code of Virginia. The Treasurer operates under a written investment policy that provides policy guidance on the placement of investments.

In addition to the functions of the City Treasurer, City Staff will annually review the investment program of the City. The City's Financial Advisor shall prepare, in consultation with Staff, an "Annual Investment of City Funds" report to be delivered within three months of the close of the Fiscal Year. This report will analyze, amongst other items:

1. Compliance with adopted investment policy guidelines;
2. Diversification of investments;
3. Concentration of trades with broker-dealers; and
4. Benchmarking of investment return performance against relevant peer comparisons.

SPECIAL REVENUE / ENTERPRISE FUNDS

It is the general policy of the City to avoid designation of discretionary funds in order to maintain maximum financial flexibility. The City may, however, create dedicated funding sources

when there are compelling reasons based on state law or policy objectives. Policies will be developed for the use of each fund.

OVERSIGHT

Independent Audit

The City will be audited annually by an independent external auditing firm that specializes in independent financial and compliance auditing services. The audit will comply fully with the Code of Virginia, Generally Accepted Accounting Principles (“GAAP”), and federal requirements for “Single Audit.”

The City will competitively procure external auditing services not less than once every five (5) years.

Fund Structure

Governmental Fund Types

Municipal functions are financed through the use of governmental funds. The municipality’s acquisition, use, and balance of expendable financial resources and related liabilities are accounted for through governmental funds. This excludes proprietary funds and similar trust funds.

The municipality budgets the following major governmental funds:

General Fund - The general fund is the municipality’s general operating fund. With the exception of financial resources required to be accounted for in another fund, the general fund is used to account for all financial resources.

Capital Projects Fund (Capital Improvement Fund) – With the exception of capital improvements financed by proprietary funds, the capital improvement fund accounts for major capital facility acquisition or construction financial resources.

The City budgets the following minor governmental funds:

Special Revenue Funds - Special revenue funds are used as legally restrictive revenue sources for expenditures having specified purposes.

Capital Projects Fund (Community Development Fund) – Pursuant to the 1974 Housing and Community Development Act, the community development fund is used to implement various capital project programs.

Permanent Fund (Cemetery Fund) – Cemetery fund revenues are derived from the sale of cemetery lots, perpetual care payments, donations and legacies. These funds are designated for the care of cemetery lots. The principal of such funds shall not be expended for any other purpose.

The City budgets the following major proprietary funds:

Enterprise Funds - Enterprise funds are used to account for operations financed and operated in a manner similar to private business enterprises. Upon providing goods or services to the general public on a continual basis, the governing body intent is to recover expenses, including depreciation, through user charges where the governing body has decided periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has two major enterprise funds: Public Utility Fund and Golf Fund.

The City budgets the following minor proprietary funds:

Enterprise Fund (Port Facility and Economic Development Fund) – The port facility and economic development fund is used to account for the lease to a marine terminal facility and lease-purchase land sale to the Virginia Port Authority.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments, City agencies, or some agencies external to the City on a cost-reimbursement basis. The City has three internal service funds: City Garage Fund, Computer Services Fund and Risk Management and Insurance Fund.

Fiduciary Fund Types

When the City holds assets in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds, fiduciary funds are used to account for the assets. The City maintains pension trust and agency funds. The Pension Trust Funds

account for the City's retirement plan assets. Agency funds are custodial in nature (assets equal liabilities) and do not involve operational measurement results. Fiduciary funds are minor funds and are not included in the government-wide financial statements.

Basis of Budgeting

The budgets of the Governmental funds (for example, the General Fund, Enterprise Funds, Internal Service Funds) are prepared on a modified accrual basis. The expenditures/obligations of the City (purchase orders, direct payment, etc.) are budgeted as expenditures; however, revenues are recognized when they can be measured and are available.

In cases where goods and services are not received by year end, encumbrances are reviewed for valid year end adjustment entries. Based on the date of the purchase order for contractual services, encumbrances are carried over into the next fiscal year.

Basis of Accounting

The Comprehensive Annual Financial Reports (CAFR) displays the City's expenses and revenues according to General Accepted Accounting Principles (GAAP). This also conforms to the methodology in which the City prepares the annual budget.

Exceptions are identified below:

- Principal payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a budgetary basis.
- Capital Outlay within the Enterprise Funds is recorded as assets on a GAAP basis as opposed to being expended on a budgetary basis.
- Depreciation expense is recorded on a GAAP basis only.
- Governments typically liquidate their accrued liabilities with expendable available financial resources. Accordingly, an expenditure is normally recognized in a governmental fund at the same time that a liability is incurred. Such is not the case with compensated absences. Under modified accrual accounting, these expenditures and liabilities are recognized when they mature (when due).
- The accrual basis of accounting is used to determine the amount of the liability related to compensated absences that should be presented on the balance sheet of a proprietary

fund. In determining the amount, the total amount of the estimated debt should be presented as a liability (not just the portion of the debt that will use expendable financial resources).

Capital Improvements Program

The City's Capital Improvements Program (CIP) is a five-year plan which addresses both repair and replacement of existing infrastructure as well as the construction or acquisition of new facilities and equipment to accommodate current and future demands for service.

Capital expenditures are accounted for in their respective funds, including the General Fund, the capital improvements funds, the internal service funds and the enterprise funds. The General Fund contains projects related to general governmental services in areas such as general administration, facilities maintenance, public safety and parks and recreation. Vehicle maintenance is accounted for in an internal service fund. Its customers are user departments of the City and these projects are funded primarily from user charges. Solid waste, water and sewer projects may be found in the Enterprise Funds section.

Financing of the CIP is provided on a pay-as-you-go basis or through debt issuance. Pay-as-you-go funding is provided from several sources including current tax revenues, interest earnings, revenue from other governmental agencies and user fees. Debt funding may include general obligation bonds, revenue bonds or lease financing.

Prioritization of the City's capital needs is essential in the development of the City's CIP. The City created the CIP Development Team in order to review and analyze existing and future capital projects as well as potential funding strategies and options which must align with City Council's prioritization and with the City's vision. This team utilizes benchmarked evaluation criteria to prioritize and recommend the capital budget and the five-year CIP.

Year one of the five-year CIP is the Capital Budget for FY2014. Some projects are multi-year projects and will be carried over from prior years. The CIP categories of Drainage and Street Improvements, Education, Industrial and Economic Development, Leisure Services, Municipal Facilities and Parking Authority primarily reflect projects being sustained from prior fiscal years. These projects are all vital to the continuing quality of life enjoyed by the citizens of the City of Portsmouth.

The availability of funding limits the number of new projects; however, certain asset investments are essential to continue operating activities of certain departments and divisions. Some new projects included in this budget are highlighted:

- Recreation Center Enhancements – This is a seven year project that will have multiple positive outcomes for the City of Portsmouth. The city's existing recreation facilities will be improved and brought to "like new" condition, strategic school sites based on needs of the community will be upgraded to increase the quantity and quality of services provided and additional resources such as an outdoor pool, community center in the Old Churchland Library and automatic doors added to the Senior Center. Based on the specific recommendations addressed in the master plan to improve five key areas, Communication, Maintenance, Recreation Programs, community Facilities and Additional Land, we have identified areas of the City that lacked recreational resources and amenities.
- Children's Museum Elevator – Convert the present electric elevator to a hydraulic elevator or replace the complete unit at the Children's Museum of Virginia. The present electric elevator is over 50 years old and the motor recently caught fire. City staff was unable to find a used/rebuilt motor to replace the destroyed motor and a newer model could not be retrofitted as a solution. The only solution was to repair and rewind the burned out motor. Parts for this type of elevator are becoming scarce and it would be prudent to convert or replace it before another situation arises that could endanger the building or lives.
- Cemetery Improvements - This project includes the topographic surveying of the property and the design documents that establish a grading and drainage plan to eliminate the flooding of the cemetery; and secondly, to provide a concept plan for the expansion of the cemetery so that the sale of the plots can be used to fund the improvements and the long-term perpetual care fund.
- Social Services' Roof Repair – This is a repair project to patch leaks in the existing roof to prevent further damage in the future.
- Replacement of School Public Address Systems – Woodrow Wilson and Churchland High Schools– This project replaces the existing Public Address Systems at both schools. These systems are vital to emergency response.
- Replacement of Roof – Westhaven Elementary and Woodrow Wilson High Schools – First year funding for these projects will fund the design stage for both projects. Future funding requests will be made for construction funds based on the final designs.

- Replace HVAC System – Churchland High School – First year funds for this project will fund an evaluation of existing systems and make recommendations for future needs. Future funding requests will be based on whether the evaluation recommends repairs to the existing systems or replacement,
- Replace Fire Alarm System – Woodrow Wilson High School – This project replaces the existing fire alarm system at the school.

