

**Non-Departmental  
Business Center Index**

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**Non-Departmental**  
**Business Center Organizational Chart**



**City of Portsmouth  
Fiscal Year 2014 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 \$46 million, as well as the City's support to Civic Organizations.

<b>Business Units</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
Debt Service	56,279,695	22,947,841	22,947,841	25,600,108
Non-Departmental	11,158,205	11,580,306	11,907,747	13,603,643
Public Transportation	1,677,597	2,773,549	2,773,549	3,047,838
Support to Civic & Cultural Organizations	329,428	328,024	328,024	415,926
Transfers and Contingencies	60,956,148	58,905,968	64,105,968	60,908,736
<b>Total Budget</b>	<b>130,401,073</b>	<b>96,535,688</b>	<b>102,063,129</b>	<b>103,576,251</b>
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<b>Funding Sources</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	130,401,073	96,535,688	102,063,129	103,576,251
<b>Total Funding</b>	<b>130,401,073</b>	<b>96,535,688</b>	<b>102,063,129</b>	<b>103,576,251</b>

**City of Portsmouth  
Fiscal Year 2014 Adopted Budget**

**Non-Departmental  
Non-Departmental**

**Business Unit Mission Statement**

The Non-Departmental section accounts for services and costs not related to specific 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 FY2014 is \$2 million in tax relief for the Elderly and Disabled citizens ( Senior Citizen Tax Relief). For FY, this budget includes the cost of a 3% raise for general employees, continuing the step pay plan for sworn Police and Fire personnel, the City's share of retiree medical costs. Jail per-diem cost increases are also reflected.

<b>Expenditure Categories</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
Salaries	-	-22,500	-22,500	1,613,282
Benefits	813,508	893,601	893,601	1,995,669
Contractual-Jail Per Diem	3,553,860	3,924,630	3,989,806	4,275,063
Contractual-Other	9,004	-	-	-
Util-Water Hydrant Chgs	298,440	298,440	298,440	298,440
Tele-Telephone	507,989	621,500	621,500	621,500
Tele-Telephone Cellular	73,278	180,000	180,000	180,000
Training-Department Head	-	10,000	10,000	10,000
Purchase Card	100,836	-	-	-
Contingency-Public Health Dept	-	-	100,473	-
RETIREE BONUS	612,840	-	-	-
Line of Duty for Public Safety	134,339	295,000	295,000	295,000
Civ Orgs-Eastern VA Med School	45,000	45,000	45,000	45,000
Civ Orgs-HR Planning District	183,894	183,757	183,757	183,757
Civ Orgs-Sports Hall of Fame	550,000	350,000	350,000	850,000
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	7,816	7,816	7,816
PA-Hospitalization of Indigent	-	10,000	10,000	10,000
Sr Citizen Tax Relief	1,982,641	2,500,000	2,500,000	2,000,000
Business Retention	73,750	-	-	-
Outside Agency-CCDI	-	-	161,792	-
Enterprise Zone Rebates	-	-	-	40,000
State Aid Budget Reductions	1,123,481	1,124,384	1,124,384	-
Emergency Drought Funding-Golf	-	50,000	50,000	50,000
Recreation Initiatives	58,152	-	-	-
Bad Debt Expense	-69,401	-	-	-
Internal Service Charges	947,396	958,223	958,223	977,661
<b>Net Budget</b>	<b>11,158,205</b>	<b>11,580,306</b>	<b>11,907,747</b>	<b>13,603,643</b>
<b>Total Budget</b>	<b>11,158,205</b>	<b>11,580,306</b>	<b>11,907,747</b>	<b>13,603,643</b>
<b>Funding Sources</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	11,158,205	11,580,306	11,907,747	13,603,643
<b>Total Funding</b>	<b>11,158,205</b>	<b>11,580,306</b>	<b>11,907,747</b>	<b>13,603,643</b>

City of Portsmouth  
Fiscal Year 2014 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

<b>Expenditure Categories</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
Contingency-Other Operating	8,664	477,231	477,231	390,497
<b>Net Budget</b>	<b>8,664</b>	<b>477,231</b>	<b>477,231</b>	<b>390,497</b>
Trans to Public Schools Oper	49,571,413	48,871,532	53,771,532	47,300,000
Trans to CIP Fund	2,495,000	-	300,000	4,516,039
Transfer to Courts Cap Reserve	1,818,803	-	-	-
Trans to BHS Fund	365,988	595,731	595,731	692,413
Trans to Social Services Fund	5,042,639	4,772,167	4,772,167	4,772,167
Trans to Community Services	911,667	2,764,093	2,764,093	1,529,079
Trans to Grants Fund	3,593	-	-	-
Trans to Donations Fund	-	47,000	47,000	-
Trans to Willett Hall Fund	2,683	-	-	92,812
Trans to Golf Fund	611,460	1,116,739	1,116,739	1,271,332
Trans to Waste Management Fund	-	-	-	280,000
Trans to Parking Authority	124,238	261,475	261,475	64,397
<b>Total Budget</b>	<b>60,956,148</b>	<b>58,905,968</b>	<b>64,105,968</b>	<b>60,908,736</b>
<b>Funding Sources</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	60,956,148	58,905,968	64,105,968	60,908,736
<b>Total Funding</b>	<b>60,956,148</b>	<b>58,905,968</b>	<b>64,105,968</b>	<b>60,908,736</b>

**City of Portsmouth  
Fiscal Year 2014 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.

<b>Expenditure Categories</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
Civ Orgs-HRT	1,677,597	2,773,549	2,773,549	3,047,838
<b>Net Budget</b>	<b>1,677,597</b>	<b>2,773,549</b>	<b>2,773,549</b>	<b>3,047,838</b>
<b>Total Budget</b>	<b>1,677,597</b>	<b>2,773,549</b>	<b>2,773,549</b>	<b>3,047,838</b>
<b>Funding Sources</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	1,677,597	2,773,549	2,773,549	3,047,838
<b>Total Funding</b>	<b>1,677,597</b>	<b>2,773,549</b>	<b>2,773,549</b>	<b>3,047,838</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.

**City of Portsmouth  
Fiscal Year 2014 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 recommends restructuring debt to best accommodate the city's needs in accordance with its financial policies.

<b>Expenditure Categories</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
DS-Pymt to Escrow Agent	33,175,221	-	-	-
<b>Net Budget</b>	<b>33,175,221</b>	-	-	-
DS-Bond Principal	7,446,233	7,751,658	7,751,658	10,068,559
DS-VPSA Principal	576,149	985,540	985,540	996,009
DS-BHS Bldg Principal	-	145,000	145,000	150,000
DS-Lease Purchase Principal	476,812	-	-	-
DS-Literary Loan Principal	375,000	250,000	250,000	250,000
DS-QZAB Principal	601,985	52,897	52,897	52,897
DS-Human Svcs Bldg Principal	599,140	651,713	651,713	708,899
DS-Bond Interest	10,485,986	9,819,935	9,819,935	10,439,396
DS-VPSA Interest	317,101	296,211	296,211	274,241
DS-BHS Bldg Interest	181,291	178,392	178,392	172,492
DS-Lease Purchase Interest	5,838	-	-	-
DS-Literary Loan Interest	37,500	30,000	30,000	25,000
DS-Note Payable Interest	711,100	1,621,100	1,621,100	1,621,100
DS-Human Svcs Bldg Interest	982,709	907,895	907,895	826,515
DS-Cost of Issuance	293,291	250,000	250,000	-
Fiscal Charges	14,338	7,500	7,500	15,000
<b>Total Budget</b>	<b>56,279,695</b>	<b>22,947,841</b>	<b>22,947,841</b>	<b>25,600,108</b>
<b>Funding Sources</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	56,279,695	22,947,841	22,947,841	25,600,108
<b>Total Funding</b>	<b>56,279,695</b>	<b>22,947,841</b>	<b>22,947,841</b>	<b>25,600,108</b>

**Strategic Goals**

N/A

**Outcomes and Accomplishments**

\* The City refunded (refinanced) prior year debt, producing ongoing debt service savings.

**City of Portsmouth  
Fiscal Year 2014 Adopted Budget**

**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.

<b>Expenditure Categories</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
Contractual-Other	-2,900	-	-	-
Civ Orgs-Community Concerts	14,000	-	-	-
Civ Orgs-Portsmouth Homeless	24,030	24,030	24,030	24,030
Civ Orgs-Museum & Fine Arts	37,500	77,858	77,858	125,000
Civ Orgs-Virginia Arts Fest	12,108	-	-	-
Civ Orgs-Virginia Symphony	10,000	-	-	-
Civ Orgs-WHRO	1,184	-	-	-
Civ Orgs-Food Bank	10,680	10,680	10,680	10,680
Civ Orgs-Friends of the J&D Ct	23,140	23,140	23,140	23,140
Civ Orgs-American Red Cross	21,360	14,240	14,240	15,000
Civ Orgs-Tidewater Winds	1,750	-	-	-
Civ Orgs-CHKD	-	-	-	15,000
Civ Orgs-HER Shelter	39,160	39,160	39,160	39,160
Civ Orgs-Parc	92,916	92,916	92,916	92,916
Civ Orgs-Flag Associates	2,500	2,500	2,500	2,500
Oasis Shelter	17,000	17,000	17,000	17,000
Civ Orgs-National Night Out	-	1,500	1,500	1,500
Civ Orgs-Westmoreland Athletics	5,000	5,000	5,000	5,000
Civ Orgs-Portsmouth Schools	10,000	10,000	10,000	10,000
Civ Orgs-Starbase Victory	10,000	10,000	10,000	10,000
Civ Orgs - Planning Council for the Healing Place	-	-	-	25,000
<b>Net Budget</b>	<b>329,428</b>	<b>328,024</b>	<b>328,024</b>	<b>415,926</b>
<b>Total Budget</b>	<b>329,428</b>	<b>328,024</b>	<b>328,024</b>	<b>415,926</b>
	<b>FY 2012 Actual</b>	<b>FY 2013 Adopted</b>	<b>FY 2013 Amended</b>	<b>FY 2014 Adopted</b>
100 General Fund	329,428	328,024	328,024	415,926
<b>Total Funding</b>	<b>329,428</b>	<b>328,024</b>	<b>328,024</b>	<b>415,926</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.