

**Non-Departmental**  
**Business Center Index**

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**City of Portsmouth  
Fiscal Year 2016 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 \$51.4 million, as well as the City's support to Civic Organizations.

<b>Business Units</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Debt Service	-	26,966,628	-	-
Debt Service Fund	36,164,801	-	26,966,628	39,567,317
Non-Departmental	180,152,874	14,468,438	14,468,438	13,023,500
Other Post Employment Benefits	2,500,000	-	-	-
Public Transportation	2,420,795	2,539,414	2,539,414	2,888,545
Support to Civic & Cultural Organizations	428,362	392,926	392,926	353,634
Transfers and Contingencies	119,853,232	63,516,462	90,483,090	97,910,570
<b>Total Budget</b>	<b>341,520,064</b>	<b>107,883,868</b>	<b>134,850,496</b>	<b>153,743,566</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	302,855,264	107,883,868	107,883,868	114,176,249
200 Debt Service Fund	36,164,801	-	26,966,628	39,567,317
620 Other Post-Employment Benefits	2,500,000	-	-	-
<b>Total Funding</b>	<b>341,520,064</b>	<b>107,883,868</b>	<b>134,850,496</b>	<b>153,743,566</b>

**City of Portsmouth  
Fiscal Year 2016 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 FY2016 is \$2.225 million in tax relief for the Elderly and Disabled citizens (Senior Citizen Tax Relief). For FY2016, this budget includes the cost of a 2% raise for general employees and the City's share of retiree medical costs. Jail per-diem cost increases are also reflected.

<b>Expenditure Categories</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Salaries	331,612	2,098,099	2,098,099	2,126,209
Benefits	170,180,347	2,192,147	2,192,147	822,142
Contractual-Actuary Fees	10,660	-	-	-
Contractual-Jail Per Diem	4,279,023	5,187,563	5,187,563	5,299,800
Util-Water Hydrant Chgs	298,440	298,440	298,440	298,440
Tele-Telephone	572,501	621,500	621,500	621,500
Tele-Telephone Cellular	97,245	180,000	180,000	180,000
Training-Department Head	-	10,000	10,000	10,000
Travel - Tolls	-394	-	-	-
Purchase Card	-2,032	-	-	-
RETIREE BONUS	-1,654	-	-	-
Civ Orgs-Eastern VA Med School	45,000	45,000	45,000	40,500
Civ Orgs-HR Planning District	171,628	173,254	173,254	158,802
Civ Orgs-Sports Hall of Fame	849,992	850,000	850,000	350,000
Civ Orgs-Milit/Fed Fac Allianc	49,257	49,257	49,257	44,331
Civ Orgs-Comm. Health Center	76,198	76,198	76,198	68,578
Civ Orgs-Portsmouth Partnersh	25,000	25,000	25,000	-
Civ Orgs-Natl League Cities	7,816	7,816	7,816	7,816
Acquisitions-Land	344,080	-	-	-
Sr Citizen Tax Relief	1,848,047	2,000,000	2,000,000	2,225,000
Enterprise Zone Rebates	788	40,000	40,000	40,000
Bad Debt Expense	-4,489	-	-	-
Internal Service Charges	973,810	614,164	614,164	730,382
<b>Net Budget</b>	<b>180,152,874</b>	<b>14,468,438</b>	<b>14,468,438</b>	<b>13,023,500</b>
<b>Total Budget</b>	<b>180,152,874</b>	<b>14,468,438</b>	<b>14,468,438</b>	<b>13,023,500</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	180,152,874	14,468,438	14,468,438	13,023,500
<b>Total Funding</b>	<b>180,152,874</b>	<b>14,468,438</b>	<b>14,468,438</b>	<b>13,023,500</b>

**City of Portsmouth  
Fiscal Year 2016 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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Contingency-Other Operating	249,488	390,497	390,497	400,000
<b>Net Budget</b>	<b>249,488</b>	<b>390,497</b>	<b>390,497</b>	<b>400,000</b>
Trans to Public Schools Oper	50,278,935	46,000,000	46,000,000	51,400,000
Transfer to Portsmouth Public Schools One Time Funding	-	6,400,000	6,400,000	-
Transfer to Debt Service Fund	35,104,894	-	26,966,628	35,839,460
Trans to CIP Fund	26,112,511	4,076,049	4,076,049	3,790,575
Trans to BHS Fund	692,413	651,169	651,169	613,512
Trans to Social Services Fund	4,380,341	3,813,311	3,813,311	4,117,733
Trans to Community Services	947,242	754,357	754,357	700,090
Trans to Grants Fund	378,867	-	-	-
Trans to Willett Hall Fund	92,812	102,399	102,399	137,253
Trans to Golf Fund	1,271,332	1,318,452	1,318,452	850,425
Trans to Waste Management Fund	280,000	-	-	-
Trans to Parking Authority	64,397	10,228	10,228	61,522
<b>Total Budget</b>	<b>119,853,232</b>	<b>63,516,462</b>	<b>90,483,090</b>	<b>97,910,570</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	119,853,232	63,516,462	90,483,090	97,910,570
<b>Total Funding</b>	<b>119,853,232</b>	<b>63,516,462</b>	<b>90,483,090</b>	<b>97,910,570</b>

**City of Portsmouth  
Fiscal Year 2016 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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Civ Orgs-HRT	2,420,795	2,539,414	2,539,414	2,888,545
<b>Net Budget</b>	<b>2,420,795</b>	<b>2,539,414</b>	<b>2,539,414</b>	<b>2,888,545</b>
<b>Total Budget</b>	<b>2,420,795</b>	<b>2,539,414</b>	<b>2,539,414</b>	<b>2,888,545</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	2,420,795	2,539,414	2,539,414	2,888,545
<b>Total Funding</b>	<b>2,420,795</b>	<b>2,539,414</b>	<b>2,539,414</b>	<b>2,888,545</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 2016 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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
DS-Bond Principal	-	12,081,485	-	-
DS-VPSA Principal	-	447,027	-	-
DS-BHS Bldg Principal	-	160,000	-	-
DS-Literary Loan Principal	-	250,000	-	-
DS-QZAB Principal	-	52,897	-	-
DS-Human Svcs Bldg Principal	-	771,103	-	-
DS-Bond Interest	-	12,185,998	-	-
DS-VPSA Interest	-	251,723	-	-
DS-BHS Bldg Interest	-	3,400	-	-
DS-Literary Loan Interest	-	20,000	-	-
DS-Human Svcs Bldg Interest	-	737,995	-	-
Fiscal Charges	-	5,000	-	-
<b>Total Budget</b>	-	<b>26,966,628</b>	-	-

<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	-	26,966,628	-	-
<b>Total Funding</b>	-	<b>26,966,628</b>	-	-

**Strategic Goals**

N/A

**Major Budget Variances**

\* A separate Debt Service Fund has been created within the Governmental Funds of the City to account for all debt service activity except that related to the three Enterprise Funds (Public Utility, Parking Authority and Golf Funds). Debt Service for the Enterprise Funds continues to be accounted for within those individual funds.

**City of Portsmouth  
Fiscal Year 2016 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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Contractual-Other	-1,900	-	-	-
Civ Orgs-Portsmouth Homeless	47,991	24,030	24,030	21,627
Civ Orgs-Museum & Fine Arts	125,000	125,000	125,000	112,500
Civ Orgs-Tidewater Comm Coll	-	6,000	6,000	5,400
Civ Orgs-Food Bank	10,680	10,680	10,680	9,612
Civ Orgs-Friends of the J&D Ct	23,140	23,140	23,140	20,826
Civ Orgs-American Red Cross	15,000	15,000	15,000	13,500
Civ Orgs-Sr Svcs of SE VA	-7,125	-	-	-
Civ Orgs-CHKD	15,000	15,000	15,000	13,500
Civ Orgs-HER Shelter	39,160	39,160	39,160	35,244
Civ Orgs-Parc	92,916	92,916	92,916	83,625
Oasis Shelter	17,000	17,000	17,000	15,300
Civ Orgs-National Night Out	1,500	-	-	-
Civ Orgs-Westmoreland Athletics	5,000	5,000	5,000	4,500
Civ Orgs-Portsmouth Schools	10,000	10,000	10,000	9,000
Civ Orgs-Starbase Victory	10,000	10,000	10,000	9,000
Civ Orgs - The Healing Place of Hampton Roads	25,000	-	-	-
<b>Net Budget</b>	<b>428,362</b>	<b>392,926</b>	<b>392,926</b>	<b>353,634</b>
<b>Total Budget</b>	<b>428,362</b>	<b>392,926</b>	<b>392,926</b>	<b>353,634</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
100 General Fund	428,362	392,926	392,926	353,634
<b>Total Funding</b>	<b>428,362</b>	<b>392,926</b>	<b>392,926</b>	<b>353,634</b>

**Strategic Goals**

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

**City of Portsmouth  
Fiscal Year 2016 Adopted Budget**

**Non-Departmental  
Debt Service Fund**

**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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
DS-Bond Principal	17,793,559	-	12,081,485	11,605,000
DS-VPSA Principal	996,009	-	447,027	1,978,620
DS-BHS Bldg Principal	150,000	-	160,000	-
DS-Lease Purchase Principal	-	-	-	1,492,229
DS-Literary Loan Principal	250,000	-	250,000	250,000
DS-QZAB Principal	52,896	-	52,897	197,402
DS-Human Svcs Bldg Principal	708,899	-	771,103	838,766
DS - POB Principal	-	-	-	5,180,000
DS-Bond Interest	14,931,620	-	12,185,998	9,580,378
DS-VPSA Interest	274,241	-	251,723	228,629
DS-BHS Bldg Interest	9,800	-	3,400	1,695,277
DS-Lease Purchase Interest	125,933	-	-	50,325
DS-Literary Loan Interest	25,000	-	20,000	15,000
DS-Human Svcs Bldg Interest	826,515	-	737,995	672,550
DS - POB Interest	-	-	-	5,773,141
DS-Cost of Issuance	8,840	-	-	-
Fiscal Charges	11,489	-	5,000	10,000
<b>Total Budget</b>	<b>36,164,801</b>	<b>-</b>	<b>26,966,628</b>	<b>39,567,317</b>
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
200 Debt Service Fund	36,164,801	-	26,966,628	39,567,317
<b>Total Funding</b>	<b>36,164,801</b>	<b>-</b>	<b>26,966,628</b>	<b>39,567,317</b>

**Outcomes and Accomplishments**

\* In March 2015, the City refinanced several bond issues to obtain more favorable interest rates and terms. As a direct result of this refinancing, debt service obligations for FY2016 were reduced by \$1.2 million and debt service obligations for the life of the bonds was reduced by over \$4.0 million.

**Major Budget Variances**

\* A separate Debt Service Fund has been created within the Governmental Funds of the City to account for all debt service activity except that related to the three Enterprise Funds (Public Utility, Parking Authority and Golf Funds). Debt Service for the Enterprise Funds continues to be accounted for within those individual funds.

**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 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
Trans to Health Insurance Fund	2,500,000	-	-	-
<b>Total Budget</b>	<b>2,500,000</b>	-	-	-
<b>Funding Sources</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Adopted</b>	<b>FY 2015 Amended</b>	<b>FY 2016 Adopted</b>
620 Other Post-Employment Benefits	2,500,000	-	-	-
<b>Total Funding</b>	<b>2,500,000</b>	-	-	-

**Outcomes and Accomplishments**

\* During fiscal years 2014 and 2015, the City restructured its Other Post Employment Benefits (OPEB) and as a direct result have decreased the Annual Required Contribution (ARC) by 80%.