

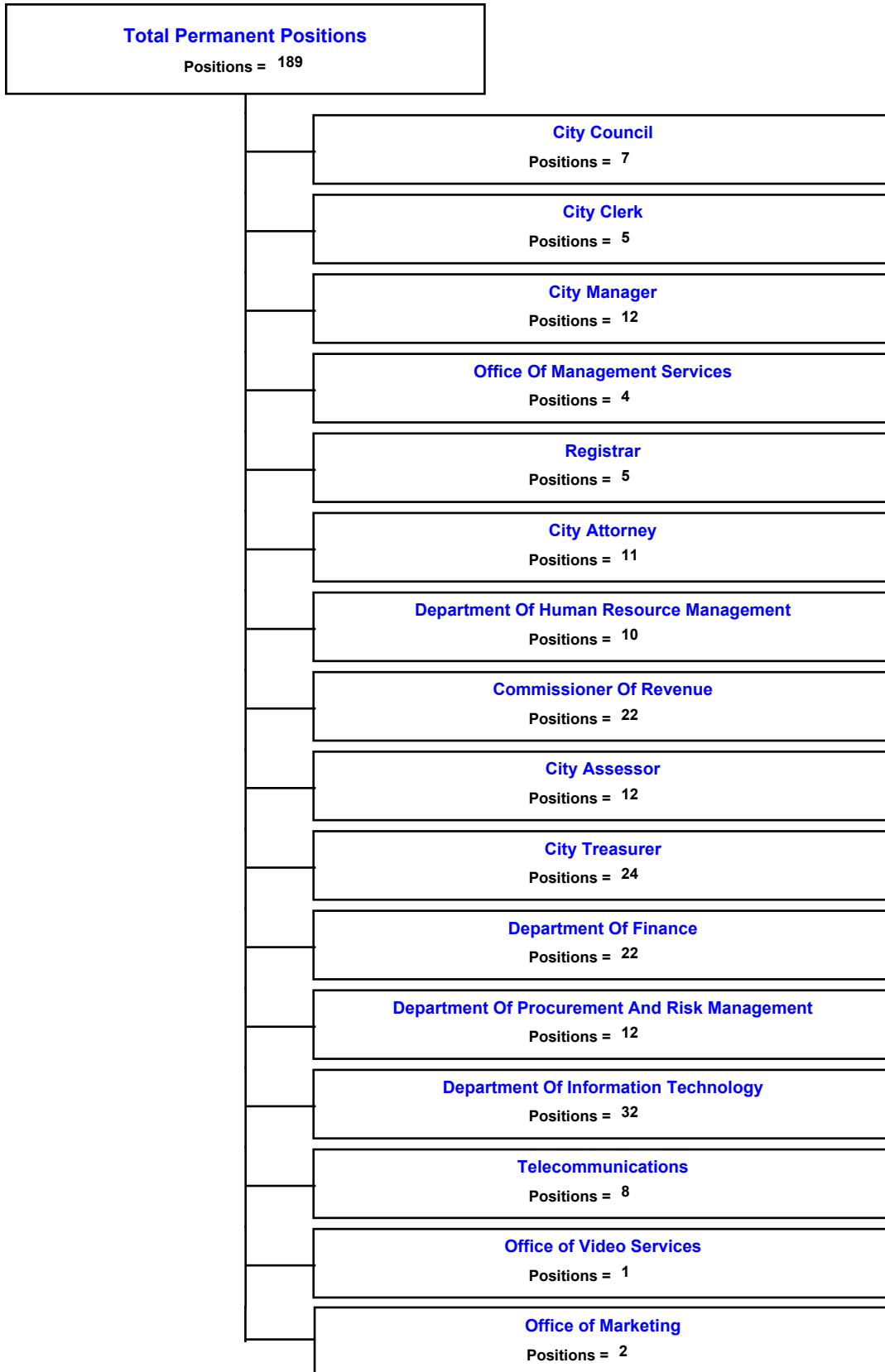
General Government

Business Center Index

Organizational Chart	4 - 2
Business Center Summary	4 - 3
City Council	4 - 4
City Clerk	4 - 5
City Manager	4 - 6
Office Of Management Services	4 - 7
Registrar	4 - 8
City Attorney	4 - 9
Department Of Human Resource Management	4 - 10
Civil Service Commission	4 - 11
Commissioner Of Revenue	4 - 12
City Assessor	4 - 14
City Treasurer	4 - 15
Department Of Finance	4 - 16
Department Of Procurement And Risk Management	4 - 17
Health Insurance Fund	4 - 18
Department Of Information Technology	4 - 19
Telecommunications	4 - 20
Office of Video Services	4 - 21
Office of Marketing	4 - 22

General Government

Business Center Organizational Chart



**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

General Government

Description of Services Provided

This business center includes the departments that provide the overall general administration of the City to include City Council, City Clerk, City Manager, Management and Legislative Affairs, Office of Marketing, Video Services, City Attorney, Human Resources, the Civil Service Commission, City Registrar, Commissioner of the Revenue, City Assessor, City Treasurer, Finance, Procurement and Risk Management and the Department of Information Technology.

Business Units	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
City Council	347,642	377,410	377,410	439,239
City Clerk	293,458	312,645	312,645	311,161
City Manager	1,756,417	1,853,363	1,853,363	1,564,737
Office Of Management Services	320,945	381,812	381,812	501,951
Registrar	430,530	465,400	465,400	476,178
City Attorney	1,625,207	1,452,409	1,452,409	1,456,459
Department Of Human Resource Management	721,414	1,093,957	1,093,957	1,099,150
Civil Service Commission	65,862	54,844	54,844	64,409
Commissioner Of Revenue	1,133,533	1,237,005	1,237,005	1,227,550
City Assessor	758,502	1,030,697	1,030,697	856,466
City Treasurer	1,624,818	1,671,689	1,671,689	1,793,511
Department Of Finance	1,616,641	1,887,151	1,887,151	1,927,209
Department Of Procurement And Risk Management	6,769,198	6,168,679	6,168,679	7,079,981
Health Insurance Fund	13,335,199	14,217,375	14,217,375	16,814,479
Department Of Information Technology	3,482,994	3,827,522	4,197,822	4,462,680
Telecommunications	712,667	1,530,589	1,530,589	1,589,545
Office of Video Services	-	219,519	219,519	186,450
Office of Marketing	-	-	-	996,013
Total Budget	34,995,028	37,782,066	38,152,366	42,847,168
Total Permanent Positions	181	183	183	189

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	11,411,452	12,603,047	12,603,047	13,546,725
052 Information Technology Fund	4,195,662	5,358,111	5,728,411	6,052,225
054 Risk Management and Insurance	6,052,715	5,603,533	5,603,533	6,433,739
056 Health Insurance Fund	13,335,199	14,217,375	14,217,375	16,814,479
Total Funding	34,995,028	37,782,066	38,152,366	42,847,168

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Council**

Business Unit Mission Statement

The City Council is the City government's legislative body. Composed of a Mayor and six members, the Council is elected at-large to serve four-year terms. On an at-large and non-partisan basis, the Mayor and the Council are directly elected by the voters. The City Council is the legislative policy-making body and oversees the City's well being. As the City's policy leaders and to ensure the health, safety, and welfare and the City's continued progress, Council adopts all laws, resolutions, and ordinances.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	134,400	134,400	134,400	163,000
Benefits	74,658	91,780	91,780	118,366
Contractual Services	12,585	20,706	20,706	21,120
Materials and Supplies	10,691	22,820	22,820	23,275
Other Operating Expenses	100,280	95,235	95,235	96,015
Internal Service Charges & Expenses	10,374	12,469	12,469	17,463
Net Budget	342,989	377,410	377,410	439,239
Total Budget	342,989	377,410	377,410	439,239
Total Permanent Positions	7	7	7	7

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	347,642	377,410	377,410	439,239
Total Funding	347,642	377,410	377,410	439,239

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Clerk**

Business Unit Mission Statement

The City Clerk is appointed by the City Council and services at their pleasure. The office acts as the City's historian, and they file and preserve all books, records, official bond documents, and papers. These records are available for public inspection. The Clerk is the City's corporate seal custodian and is the officer authorized to use and authenticate it.

Description of Services Provided

The City Clerk's Office provides such services as the preparation of the City Council meeting agenda; coordinate the daily activities and events of the City Council; City Department and citizen support; provide records management of City contracts, ordinances and resolutions. Also serves as the coordinator and manager of the City Council Boards and Commissions process and implementation.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	194,193	202,271	202,271	182,614
Benefits	49,553	52,152	52,152	59,904
Contractual Services	7,579	10,236	10,236	10,236
Materials and Supplies	8,177	9,090	9,090	9,272
Other Operating Expenses	6,390	14,558	14,558	14,662
Internal Service Charges & Expenses	21,335	24,338	24,338	34,473
Net Budget	287,228	312,645	312,645	311,161
Total Budget	287,228	312,645	312,645	311,161
Total Permanent Positions	5	5	5	5

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	293,458	312,645	312,645	311,161
Total Funding	293,458	312,645	312,645	311,161

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Manager**

Business Unit Mission Statement

The City Manager is the City's Chief Administrative and Executive Officer and provides organizational management direction. In accordance with the policies established by the Council, the City manager is responsible for the efficient administration of all City affairs. The City Manager's office provides mayoral and City Council management and administrative support.

- In achieving the City Council's goals, the City Manager's office guides the City staff and operations.
- The City Manager provides direction in the implementation of development projects.
- To develop a high performance organization, the City Manager provides the framework and leadership for the organization.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	634,947	881,163	881,163	801,406
Benefits	181,928	183,510	183,510	183,923
Contractual Services	790,189	661,790	661,790	400,100
Materials and Supplies	38,033	54,581	54,581	59,208
Other Operating Expenses	52,019	41,122	41,122	81,137
Internal Service Charges & Expenses	30,829	31,197	31,197	38,963
Net Budget	1,727,945	1,853,363	1,853,363	1,564,737
Total Budget	1,727,945	1,853,363	1,853,363	1,564,737
Total Permanent Positions	12	12	12	12

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	1,756,417	1,853,363	1,853,363	1,564,737
Total Funding	1,756,417	1,853,363	1,853,363	1,564,737

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Office Of Management Services**

Business Unit Mission Statement

The Office of Management Services serves as staff support for the City Manager's Office. It is a revenue-generating department, which maintains responsibility for administering the City's Grants Program, the Community Planning and Development Programs, the State and Federal Legislative Programs, the City Council Agenda Process, and research projects for the City. Additionally, its staff participates on various local, regional, and statewide boards and special committees.

Description of Services Provided

Citywide Grants Program--Coordination of the monitoring, technical assistance, and support services aspects to federal, state and private foundation grants. These duties also include management of all correspondence and programmatic reports, facilitation of the City's Grants Process Action Team, and acting as liaison between granting agencies and the City.

Community Development Programs (CDBG, HOME, ESG, HOPWA)--oversight of sub-recipients, approval of all HUD programmatic and financial related budget expenditures, preparation of HUD reports, serve as City liaison to HUD, and participate and support City-wide agencies relating to Community Development.

State and Federal Legislative Programs--facilitation of the City's legislative review process, preparation of Legislative Proposals to the Virginia General Assembly, presentation of General Assembly updates and the Final Legislative Report to City Council, and for the development and coordination of the City's annual federal legislative proposals and appropriation requests.

City Council Agenda Process--Coordination of the City Council Public Work Session Agenda and of items submitted for inclusion in the City Manager's Report. Provides Action Reports to Executive Management Team detailing City Council member and citizen requests.

Accurate and timely research and analysis conducted at the request of the City Manager and in response to citizen inquiries and complaints.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	101,563	115,273	115,273	198,878
Benefits	26,769	29,312	29,312	60,530
Contractual Services	111,419	125,240	125,240	105,000
Materials and Supplies	2,646	4,220	4,220	6,030
Other Operating Expenses	65,525	98,071	98,071	109,551
Internal Service Charges & Expenses	9,305	9,696	9,696	21,962
Net Budget	317,226	381,812	381,812	501,951
Total Budget	317,226	381,812	381,812	501,951
Total Permanent Positions	2	2	2	4

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	320,945	381,812	381,812	501,951
Total Funding	320,945	381,812	381,812	501,951

Major Budget Variances

The only major variance in this proposed FY 2007 Budget for Management Services is a \$20,240 (approximately 20%) decrease in the Contractual Services line (33100). This decrease is a result of the City entering a new contract for our federal lobbyist representation with Van Scoyoc Associates. Costs for these contracted services are approximately \$2,000 less per month than the previous federal lobbyist, Patton Boas LLC, whose contract expired June 30, 2005.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Registrar**

Business Unit Mission Statement

The mission of the Office of the General Registrar is to provide the means by which qualified residents of the City can register and vote in accordance with State law. In addition, the Office of the General Registrar has primary responsibility for protecting the integrity of the election process for improving voter registration and promoting voter education and participation.

Description of Services Provided

The General Registrar's Office is primarily responsible for the following functions:

- Providing the system for citizens to vote
- Developing aggressive plans for increased voter participation, voter education, scheduling and implementing programs for election officers.

Our vital concern has been and still is to continue to ensure that each eligible citizen within our city is registered to vote. We will continue to strive for excellence in dealing with the citizens of Portsmouth. We are fortunate to have 57,391 citizens registered where the population is 99,291.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	248,140	310,463	310,463	313,387
Benefits	43,546	47,387	47,387	57,895
Contractual Services	16,724	16,940	16,940	20,130
Materials and Supplies	32,489	48,256	48,256	37,875
Other Operating Expenses	7,035	8,292	8,292	8,115
Internal Service Charges & Expenses	35,115	34,062	34,062	38,776
Net Budget	383,049	465,400	465,400	476,178
Total Budget	383,049	465,400	465,400	476,178
Total Permanent Positions	5	5	5	5

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	430,530	465,400	465,400	476,178
Total Funding	430,530	465,400	465,400	476,178

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Attorney**

Business Unit Mission Statement

The Law Department's mission is to provide the highest quality legal advice and representation to the City Council and the City Manager, the School Board and the Superintendent of Schools, and all of their departments, boards and commissions, and agencies. The Department works to facilitate achievement of City Council and School Board goals through the development and use of efficient, effective, and creative legal strategies.

Description of Services Provided

The Law Department advises the City Council and the School Board on all legal matters, drafts Council ordinances and resolutions, serves as legal advisor to City and School Board staffs and to City boards and Commissions. We also represent the City and the School Board in civil litigation, prosecutes City Code violations, collects City and School Board debts, reviews Freedom of Information requests, reviews contracts, and prepares legal documents necessary to the conduct of public business.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	672,089	738,479	738,479	680,329
Benefits	210,593	181,805	181,805	239,853
Contractual Services	653,512	484,180	484,180	449,865
Materials and Supplies	6,857	10,403	10,403	26,550
Other Operating Expenses	12,932	13,433	13,433	18,650
Internal Service Charges & Expenses	32,707	24,109	24,109	41,212
Net Budget	1,588,689	1,452,409	1,452,409	1,456,459
Total Budget	1,588,689	1,452,409	1,452,409	1,456,459
Total Permanent Positions	11	11	11	11

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	1,625,207	1,452,409	1,452,409	1,456,459
Total Funding	1,625,207	1,452,409	1,452,409	1,456,459

Major Budget Variances

The trend most impacting the Law Department is the continuing increase in the complexity of litigation for housing employment, and other general liability claims. This litigation, because of its complexity and because of conflicts between the legal positions of the City and individual defendants, continues to require the retention of outside legal counsel.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

General Government

Department Of Human Resource Management

Business Unit Mission Statement

The Mission of the Department of Human Resource Management is to provide and assist departments with maintaining a highly motivated work force equipped with the skills required to promote a high performance organization in order to deliver high quality and cost effective services to the citizens of Portsmouth.

We are committed to serve as a role model, by delivering quality Human Resource Management services in an environment that exemplifies competence, growth, equity, flexibility, diversity and accountability while recognizing that City employees are our number one priority. Through these things, we will contribute and enhance the quality of life of our residents while improving the community as a whole.

Description of Services Provided

The Department of Human Resource Management manages a centralized, full-service human services function including the following areas: Human Resource Management Administration; Employee Relations; Pay and Classification; Equal Employment Opportunity Plan; Americans with Disabilities Act; Employee Recognition Programs; Employee of the Month and Year; Employee Incentive Program; Quarterly Team Award; Leadership Recognition Award; Recruitment and Employment; Administration of Employment Process; and participation in Job Fairs.

Training and development opportunities are also available to employees and include programs such as supervisor's orientation, new employee orientation, employee assistance program sponsored trainings, customer service training, tuition assistance program, internship program and a volunteer program.

Employee Benefit Programs include medical, dental, vision, flexible spending accounts, legal plan, basic and optional life insurance and a deferred compensation (457 plan).

The department is the City liaison to the Civil Service Commission (CSC).

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	399,010	510,288	493,162	474,611
Benefits	93,461	129,419	129,419	133,040
Contractual Services	102,421	304,953	322,079	311,052
Materials and Supplies	22,043	23,734	23,734	24,801
Other Operating Expenses	43,864	72,849	72,849	75,386
Internal Service Charges & Expenses	45,750	52,714	52,714	80,260
Net Budget	706,549	1,093,957	1,093,957	1,099,150
Total Budget	706,549	1,093,957	1,093,957	1,099,150
Total Permanent Positions	11	11	11	10

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	721,414	1,093,957	1,093,957	1,099,150
Total Funding	721,414	1,093,957	1,093,957	1,099,150

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Civil Service Commission**

Business Unit Mission Statement

The Civil Service Commission is appointed by the judges of the Circuit Court of the City of Portsmouth and provides oversight of the Civil Service Commission. The Human Resource Management Department provides professional staff support to the Commission in all areas of its operation.

The Department of Human Resource Management serves as the liaison to the Civil Service Commission for the Fire and Police Departments regarding the administration of Civil Service Rules, recruitment, testing, promotion and appeals for eliability, discipline and other employment related matters of the protective service employees and applicants.

Description of Services Provided

- Administer entry-level exams to fire and police candidates in accordance with the needs of the departments and as approved by the Civil Service Commission.
- Provide timely processing and resolution of question, inquiries and concerns from protective service employees and candidates.
- Provide timely response and explanation of hiring procedures and all Civil Service Rules to applicants, employees and management staff of the Fire and Police Department.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Contractual Services	63,034	46,932	46,932	56,338
Materials and Supplies	2,136	2,334	2,334	2,381
Other Operating Expenses	691	5,578	5,578	5,690
Net Budget	65,862	54,844	54,844	64,409
Total Budget	65,862	54,844	54,844	64,409

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	65,862	54,844	54,844	64,409
Total Funding	65,862	54,844	54,844	64,409

Major Budget Variances

For FY06, our expenditures to date for advertising was \$13,822. We have used this amount as our benchmark for FY07 and increased this amount by 2%.

General Government
Commissioner Of Revenue

Business Unit Mission Statement

By establishing property value with equitable assessment, the Commissioner of the Revenue is elected to serve the Commonwealth citizens. As they pertain to personal and business personal property, state income, business licenses, food, alcohol, lodging, amusement and short-term rental taxes, the Commissioner ensures proper state and local tax code compliance. Being a Constitutional Office and elected by the citizenry, the department values accuracy, helpfulness, courtesy, respect, integrity and public fairness.

Statement of Purpose:

Perform the duties incumbent upon your office in compliance with all applicable laws, in a fair and equitable manner. Make available all public records in your custody for public review unless access to such records is specifically limited or prohibited by law, or the information has been obtained on a confidential basis and the law permits such information to be treated confidentially.

Make every effort to inform the public about their rights and responsibilities, under the law, relating to confidential information in your custody. Ensure that all data distributed by your office is accurate and thorough to the best of your knowledge and ability.

Maintain an open, courteous and respectful attitude in your dealings with those you were chosen to represent and require the same of your associates. Remember always that you were chosen, often above someone else.

Cooperate with all public officials, elected and appointed, to improve the efficiency, the effectiveness, the integrity and the equity of all taxes administered by your office.

Conduct your duties, and carry out your responsibilities, in a manner that will reflect positively upon yourself, your profession and your locality.

Achieve the highest personal and professional standards, by expanding your knowledge and developing your skills, through a commitment to continuing education for yourself and your associates.

Respect the importance of American ideals of government, the rules of law, the principles of public administration and make an unwavering commitment to ethical conduct in the performance of your public duties as an elected Constitutional Officer.

Description of Services Provided

The Commissioner of the Revenue Services is comprised of the following units:

Business License Department:

- The business license department is in charge of assessment for business license(s) for individuals/corporations, cigarette taxes, schedule-c's, workman compensation affidavits, and residential permits.

Business Personal Property Department:

- The business personal property department is charged with the assessment of business personal property taxes, vehicles for businesses, leased vehicles and machinery/tool assessments.

Personal Property Department:

- The personal property tax department is charged with the assessment on individual and business vehicles, recreational vehicles, boats, trailers and mobile homes.

State Income Tax Department:

- The state income tax department is charged with Virginia income tax preparation for resident, non-resident, part-year returns and Department of Taxation correspondence.

Fiduciary Tax Department:

- The fiduciary tax department is charged with the assessment for food and alcohol, lodging, short-term rental and admissions tax. This department also is responsible for collecting the telecommunication taxes that are remitted on a monthly basis.

Audit Service Department:

- The audit department is charged with the auditing of businesses, licensing classification and accurate business assessment.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Commissioner Of Revenue**

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	617,934	759,252	759,252	700,679
Benefits	176,996	215,115	215,115	203,250
Contractual Services	14,867	7,181	7,181	7,325
Materials and Supplies	56,378	13,209	13,209	42,800
Other Operating Expenses	15,124	26,460	26,460	37,357
Internal Service Charges & Expenses	228,439	215,788	215,788	225,139
Net Budget	1,109,739	1,237,005	1,237,005	1,216,550
Capital Outlay	1,938	-	-	11,000
Total Budget	1,111,677	1,237,005	1,237,005	1,227,550
Total Permanent Positions	22	21	21	22

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	1,133,533	1,237,005	1,237,005	1,227,550
Total Funding	1,133,533	1,237,005	1,237,005	1,227,550

Major Budget Variances

With no additional funds coming from the State Compensation Board for staffing needs, the department submits the FY06 budget. The 2% Commissioner of Revenue budget increase is attributed to an increase in the retirement, health insurance, internal service charge rates and some of the deputies obtaining certification through the career development program.

Constitutional Officers of Virginia have consistently sought to improve their skills and overall performance through ongoing regional and state education seminars and meetings. In recent years, local government has become more sophisticated and technology has enabled more citizens and taxpayers to have access to an increased amount of governmental information. In order to ensure greater accountability with the citizenry and increased uniformity with respect to office procedures, Constitutional Officers throughout the Commonwealth have moved toward more formalized Career Development Guidelines.

This program is designed to:

- Identify criteria by which to measure professional attainment among Commissioners and their staff. These criteria are subject to amendment and updating from time to time;
- Encourages Commissioners and their Deputies to raise their level of professionalism as measured by these criteria;
- Monitor the level of criteria achievement by Commissioners and their deputies and maintain records of such;
- Assist the public in evaluating the basic knowledge, competency, and professional accomplishment of the Commissioners and their deputies, and;
- Provide the Commissioners and their deputies a means of attaining professional recognition.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Assessor**

Business Unit Mission Statement

The mission of the Assessor's Office is to appraise all real property in the city each year, in accordance with mandates of the State Code and the professional guidelines of the International Association of Assessing Officers. We will provide excellent assistance to the public and to other City departments in matters pertaining to real estate.

Description of Services Provided

The Office of the City Assessor will obtain and maintain quality assessment programs, adhering to requirements and standards set forth by the International Association of Assessing Officers and the Department of Taxation, while providing outstanding service to citizens.

Mass Appraisal is the process of valuing a group of properties as of a given date, using common data, standardized methods and statistical testing. Uniform and accurate valuation of real property in the city requires us to establish effective procedures for collection and maintaining property data such as property ownership, location, size, use, physical characteristics, sales prices, rents, costs and operating expenses. This data is also used for performance audits, defense of appeals, public relations, and management information.

Public Relations comprise a very integral part of the work of the Assessor's Office. Individuals and groups included in the core constituencies have special needs and require special attention and communications. These groups include property owners, civic and professional organizations, lending institutions, developers, real estate appraisers and brokers, governmental agencies and policymakers, tax representatives, and the media.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	389,531	470,337	470,337	429,477
Benefits	108,330	121,141	121,141	142,320
Contractual Services	929	250,261	250,261	261
Materials and Supplies	16,123	11,115	11,115	11,115
Other Operating Expenses	12,433	17,469	17,469	17,969
Internal Service Charges & Expenses	216,390	160,374	160,374	255,324
Net Budget	743,735	1,030,697	1,030,697	856,466
Total Budget	743,735	1,030,697	1,030,697	856,466
Total Permanent Positions	12	12	12	12

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	758,502	1,030,697	1,030,697	856,466
Total Funding	758,502	1,030,697	1,030,697	856,466

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
City Treasurer**

Business Unit Mission Statement

The City Treasurer is a Constitutional Officer, elected by the citizens for a four-year term. The Treasurer is responsible for the receipt, and collection of all revenues due the City; the safekeeping of those revenues, investment of excess funds, and the appropriate disbursement of funds. The Treasurer is also responsible for the collection of State Income Taxes, State Estimated Income Taxes, the proper safekeeping and accounting of these funds, and the timely deposit of these funds in the Depository of the Commonwealth of Virginia.

Because the Treasurer is an elected official, the Treasurer recognizes the special duty to be responsive, courteous, efficient and professional. The Office of the Treasurer demonstrates this commitment by:

- Educating citizens about the existing local and State tax systems and serving as a resource to local and state officials.
- Delivering services in a fair and equitable manner, treating all individuals and businesses, regardless of their size or status, as equal in the eyes of the law.
- Maximizing the collection of taxes and fees so new sources of revenue do not have to be established, or current sources raised, to fund legitimate government services.
- Promoting professionalism through rigorous certification programs available to all members of the Treasurers Association of Virginia.

Description of Services Provided

The Office of the City Treasurer serves the public and all City departments as the central location for the collection, safekeeping, and accounting distribution of all revenues including Real Estate Taxes, Personal Property Taxes, License Tax, Permit Fees, State Income Taxes, Court, Sheriff and Clerk Fees, Food and Beverage Taxes, and Leisure Services Fees (Parks, Recreation, Amusements). The Office also receives the funds for various programs and grants from the State and Federal levels of government. The Treasurer is responsible for the investment management of general funds and the maintenance of financial records in cooperation with the Chief Financial Officer.

<u>Expenditure Categories</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Adopted</u>	<u>FY 2006 Amended</u>	<u>FY 2007 Adopted</u>
Salaries	692,028	771,652	771,652	803,227
Benefits	198,639	225,364	225,364	259,552
Contractual Services	20,596	75,498	75,498	75,800
Materials and Supplies	91,143	134,233	134,233	126,300
Other Operating Expenses	172,383	112,130	112,130	119,600
Internal Service Charges & Expenses	407,015	352,812	352,812	409,032
Net Budget	1,581,804	1,671,689	1,671,689	1,793,511
Total Budget	1,581,804	1,671,689	1,671,689	1,793,511
Total Permanent Positions	23	23	23	24

<u>Funding Sources</u>	<u>FY 2005 Actual</u>	<u>FY 2006 Adopted</u>	<u>FY 2006 Amended</u>	<u>FY 2007 Adopted</u>
001 General Fund	1,624,818	1,671,689	1,671,689	1,793,511
Total Funding	1,624,818	1,671,689	1,671,689	1,793,511

Major Budget Variances

The postage budget has increased considering the \$.02 increase in first class postage. Whereas, Postage expense would have been reduced due to the elimination of the City decals, that amount was retained and the savings shifted to the more assertive collection of delinquent Taxes, Parking, and EMS. Accordingly, the budget for Motor Vehicle Decals has been eliminated. All other accounts are basically flat with some moderate increases due to planned activity in the collection of all revenues due the City.

Additionally, a new Delinquent Collection Position has been requested due to the planned increase in collection efforts including the implementation of seizure of motor vehicles and equipment.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Department Of Finance**

Business Unit Mission Statement

In order to promote fiscal accountability, enhance public services, and facilitate access to data, the Finance department provides comprehensive financial services to City Council, employees, and citizens.

Description of Services Provided

In accordance with local, state, and federal regulations, the accounting function ensures accurate maintenance of the City's general accounting records; prepares payroll checks and maintains individual earning records; prepares account payable checks; maintains the City's fixed asset inventory records; prepares billings; monitors cash flow; provides financial information to the City Manager and operating departments; and prepares the Comprehensive Annual Financial Report.

The Budget Office prepares the City's operating budget; ensures fund and departmental compliance with appropriated budgetary levels; forecasts expenditures and revenues; formulates and administers financial responsibility for the capital improvement program; analyzes City operational efficiency and effectiveness; develops performance measurement indicators; analyzes and recommends appropriate General Assembly actions; maintains electronic budgetary integrity; presents recommendations to the Executive Management Team and City Council; designs relevant financial models; interfaces with citywide departments and funds to formulate city codes and policies; and prepares operating and capital budget status reports.

The City's debt administration is a coordinated effort among the Controller, Budget Officer, and Debt Administrator. Long range financial plans are developed on a strategic basis, and financial policies are developed to ensure long term sustainability.

The accounting function for grants and administration is handled within Finance. There is collaboration with the operating departments, Finance, and Management Services to seek out additional funding. The source of funding consists of federal and state agencies as well as other local and private organizations. Once the funds have been awarded, special conditions and requirements such as financial and programmatic reporting is necessary. Continuous and subsequent funding is contingent upon the success of the grant and funds availability.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	831,579	1,031,737	1,031,737	1,019,209
Benefits	197,922	264,105	264,105	279,735
Contractual Services	225,375	299,372	299,372	261,676
Materials and Supplies	38,422	31,034	30,482	36,934
Other Operating Expenses	18,528	16,716	16,716	21,400
Internal Service Charges & Expenses	269,160	244,187	244,187	308,255
Net Budget	1,580,986	1,887,151	1,886,599	1,927,209
Capital Outlay	-	-	552	-
Total Budget	1,580,986	1,887,151	1,887,151	1,927,209
Total Permanent Positions	21	21	21	22

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	1,616,641	1,887,151	1,887,151	1,927,209
Total Funding	1,616,641	1,887,151	1,887,151	1,927,209

Major Budget Variances

In FY '07, the establishment of financial processes and performance measurements will be a priority. As these initiatives gradually move forward, special expertise will be necessary to implement these programs.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

General Government

Department Of Procurement And Risk Management

Business Unit Mission Statement

The mission of the Department of Procurement and Risk Management is to facilitate the reduction of high risk, high costs and high frequency claims, promote safety and wellness through effective risk management strategies, systems and structures, promote and enhance relationships between the City of Portsmouth and vendors, as well as provide all services necessary to maintain a high quality of life of Portsmouth citizens and employees.

Description of Services Provided

The upcoming year's budget focuses on stabilizing costs and further reducing the unfunded liability, while continuing to provide first class medical care for insured City employees. Department initiatives continue to be aggressive and include 1) being dedicated to returning injured employees to work, 2) becoming more efficient in the management of OSHA compliance and the record keeping process, and 3) aggressively pursuing and collecting reinsurance claims and annual safety and wellness programs.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	449,220	529,814	529,814	609,917
Benefits	2,471,322	2,381,744	2,381,744	2,412,483
Contractual Services	417,627	395,532	395,532	393,745
Materials and Supplies	21,975	20,736	22,736	41,500
Other Operating Expenses	3,342,540	2,800,454	2,798,454	3,562,408
Internal Service Charges & Expenses	54,776	40,399	40,399	59,928
Net Budget	6,757,460	6,168,679	6,168,679	7,079,981
Total Budget	6,757,460	6,168,679	6,168,679	7,079,981
Total Permanent Positions	10	11	11	12

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	716,483	565,146	565,146	646,242
054 Risk Management and Insurance	6,052,715	5,603,533	5,603,533	6,433,739
Total Funding	6,769,198	6,168,679	6,168,679	7,079,981

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Health Insurance Fund**

Business Unit Mission Statement

The Health Insurance Fund is an internal service fund. It accounts for the employee and retiree health program. Beginning January 1, 2007, this funding represents a 12% increase in employee and employer premiums.

Description of Services Provided

This fund is designed to pool city and city employee medical and dental health fees to allow for the administration of a health insurance program.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Contractual Services	1,004,892	1,479,583	1,479,583	1,623,574
Other Operating Expenses	12,330,306	12,737,792	12,737,792	15,190,905
Net Budget	13,335,199	14,217,375	14,217,375	16,814,479
Total Budget	13,335,199	14,217,375	14,217,375	16,814,479

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
056 Health Insurance Fund	13,335,199	14,217,375	14,217,375	16,814,479
Total Funding	13,335,199	14,217,375	14,217,375	16,814,479

Major Budget Variances

Because this fund is self sustaining and not based upon premiums, claim funding is speculative. With the assistance of an actuarial, claims are forecasted.

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Department Of Information Technology**

Business Unit Mission Statement

The Department of Information Technology is an internal service agency that is responsible for planning, development, procurement and support of computer technology, information systems and telecommunications for City Departments and Agencies, our customers. We provide technology related resources to our customers and strive to ensure a reliable network, dependable computing infrastructure, responsive help desk services and valued information systems. Our primary goal is to deploy solutions for our customers to improve their efficiency and effectiveness in serving the citizens of Portsmouth. We work to support City Council's vision of Bold New Leadership for the future by recommending innovative and emerging technology that will allow us to succeed in the information and knowledge-base society.

Description of Services Provided

- Strategic Technology Planning
- Computer Equipment Installations and Support
- Software Development and Acquisition
- Database Administration
- Geographic Information Systems
- Web Application Services
- Computer Operations
- Helpdesk/Microcomputer Support

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	1,369,552	1,573,205	1,573,205	1,645,639
Benefits	475,432	646,138	646,138	689,317
Contractual Services	396,601	301,900	301,900	307,375
Materials and Supplies	114,425	107,000	107,000	117,000
Other Operating Expenses	844,665	691,710	691,710	755,890
Net Budget	3,200,676	3,319,953	3,319,953	3,515,221
Capital Outlay	212,673	40,000	410,300	506,292
Debt Service	16,518	332,869	332,869	441,167
Transfers and Reserves	53,128	134,700	134,700	-
Total Budget	3,482,994	3,827,522	4,197,822	4,462,680
Total Permanent Positions	32	32	32	32

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
052 Information Technology Fund	3,482,994	3,827,522	4,197,822	4,462,680
Total Funding	3,482,994	3,827,522	4,197,822	4,462,680

**City of Portsmouth
Fiscal Year 2007 Adopted Budget**

**General Government
Telecommunications**

Business Unit Mission Statement

Telecommunications is a division of the Department of Information Technology and is responsible for implementation and support of voice, data, wireless, radio and E911 communication systems. The primary function of the department is to develop electronic communication infrastructures between facilities, departments, employees and citizens. We strive to provide reliable and effective communications technology so as to make information available to who needs it, when they need it and where they need it. We believe timely communications is the corner stone to developing a responsive and knowledge based organization that works to meet the needs of its citizens.

Description of Services Provided

- Voice Telecommunications
- Data Networking
- Wireless Communications
- Radio 800MHz Communications
- E911 Systems

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	304,511	336,261	336,261	334,190
Benefits	69,460	85,186	85,186	89,355
Contractual Services	186,759	217,965	217,965	249,394
Materials and Supplies	21,773	32,550	32,550	32,550
Other Operating Expenses	118,876	132,025	132,025	132,025
Net Budget	701,379	803,987	803,987	837,514
Capital Outlay	-	280,453	280,453	256,500
Debt Service	-	446,149	446,149	495,531
Total Budget	701,379	1,530,589	1,530,589	1,589,545
Total Permanent Positions	8	8	8	8

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
052 Information Technology Fund	712,667	1,530,589	1,530,589	1,589,545
Total Funding	712,667	1,530,589	1,530,589	1,589,545

City of Portsmouth
Fiscal Year 2007 Adopted Budget

General Government
Office of Video Services

Business Unit Mission Statement

This office is responsible for providing information to the public through internal communications media via WGOV Channel 48. This office was formerly part of the Community and Leisure Services Department prior to the FY 2005-06 budget.

Description of Services Provided

Citizens are consistently seeking expanded services and higher expectations are being requested for new Channel 48 television programs.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	-	71,372	71,372	57,185
Benefits	-	19,008	19,008	14,923
Contractual Services	-	10,454	10,454	12,934
Materials and Supplies	-	7,575	7,575	7,575
Other Operating Expenses	-	2,182	2,182	2,182
Internal Service Charges & Expenses	-	22,295	22,295	5,018
Net Budget	-	132,886	132,886	99,817
Capital Outlay	-	86,633	86,633	86,633
Total Budget	-	219,519	219,519	186,450
Total Permanent Positions	-	2	2	1

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	-	219,519	219,519	186,450
Total Funding	-	219,519	219,519	186,450

City of Portsmouth
Fiscal Year 2007 Adopted Budget

General Government
Office of Marketing

Business Unit Mission Statement

The mission of the Office of Marketing is to enhance the image of Portsmouth by implementing a comprehensive marketing strategy using public relation firms and advertising.

Description of Services Provided

The Office of Marketing will centralize all market funding and disseminate in accordance with the needs of the Convention and Visitor's Bureau, Economic Development, and Museums. This office will focus marketing efforts upon the Portsmouth image.

Expenditure Categories	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
Salaries	-	-	-	119,453
Benefits	-	-	-	33,739
Contractual Services	-	-	-	838,477
Materials and Supplies	-	-	-	600
Other Operating Expenses	-	-	-	3,744
Net Budget	-	-	-	996,013
Total Budget	-	-	-	996,013
Total Permanent Positions	-	-	-	2

Funding Sources	FY 2005 Actual	FY 2006 Adopted	FY 2006 Amended	FY 2007 Adopted
001 General Fund	-	-	-	996,013
Total Funding	-	-	-	996,013

Major Budget Variances

This is a new office; consequently all requests, with the exception of the Marketing Director position and a portion of the marketing funds, are new.