

Port of Richmond



Mission:

The Port of Richmond is responsible for developing, marketing, leasing, operating, and maintaining all City-owned marine terminals to obtain the maximum financial benefit to the City. The Port Department performs its function through two divisions: Administration and Operations. Port revenue is generated through the application of the Port Tariff and property lease agreements, which are used to fund operations, maintenance, capital improvements, and debt service.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Set and maintain reserve fund to implement Port capital improvements.
- Improve City-owned port facilities and gateways to the Port.
- Promote environmental leadership among Port stakeholders.

2. Promote a safe and secure community

- Maximize opportunities for obtaining federal and state funds to improve security of the Richmond Harbor.
- Comply with federal and state Homeland Security regulations.

3. Promote economic vitality

- Maximize Port finances through effective business development.
- Create jobs from Port business activities.

4. Promote sustainable communities

- Reduce the Port's impact on the local and global environment.
- Maintain Port clear air action plan.

5. Promote effective government

- Collaborate with other City departments, port organizations, and regulatory agencies to streamline the Port's development process.

Port of Richmond Administration Division

Goal

To provide central services that maximize the Port's operational accuracy and efficiency. To maximize the Port's effectiveness through sound and proactive financial management. To generate business opportunities that maximizes the Port's revenue, profitability, and the Port's contribution to the City of Richmond's overall economic development.

Description

The Division ensures the Port's compliance with all applicable laws and regulations, provides a single point of contact for customer and community relations, negotiates and maintains leases and other business agreements, monitors trends and customer needs, ensures that long-range plans are executed so that Port operations are appropriately tailored to meet current and future trends, and collaborates with other agencies and City departments to maximize community initiatives that involve the Port. The Division maintains a balanced budget, manages the Port's financial and administrative internal control processes, manages account receivables/payables, prepares and analyzes financial reports, and oversees effective cash flow management. The Division continuously explores opportunities for future business development, through networking in Port Industry, attending conferences, and co-marketing with current tenants and terminal operators.

2016-17 Supporting Actions

3.28.a Increase overall Port revenue by 10% annually.

3.28.b Maintain a proactive and innovative marketing program that uses both "passive" informational materials (e.g., a comprehensive website and marketing materials), as well as a proactive approach that interfaces with industry-related activities to promote new revenue.

3.28.c Review monthly Profit and Loss with Port management.

Success Indicators

Output		2014-15 Actual	2015-16 Mid-Year Actual	2015-16 Year End Goal	2016-17 Goal
3.28.a	Revenue generated	\$9.7M	\$3M	\$10.7M	\$10M
3.28.b	Potential new revenue	\$1.9M	\$950,000	\$1M	\$1M
3.28.c	Generate and review monthly Profit and Loss with Port management	12	6	12	12
Effectiveness					
3.28.a	% increase in revenue	0%	0%	0%	10%
	Revenue generated per acre/per year	\$70,288	\$19,531	\$44,971	\$78,866

Port of Richmond Program Organizational Chart

Administration

- *Office Administration
- *Insurance Compliance
- *Procurement Compliance
- *Purchasing
- *Accounts Payable
- *Accounts Receivable
- *Property Management
- *Record Retention
- *Regulatory Compliance
- *Tariff Compliance
- *Tonnage Statistic
- *Vessel A/D Data

Business Development/ Operations





- *Business Plan
- *Contracting
- *Lease Negotiations
- *Marketing
- *Permitting (CEQA)
- *Project Planning
- *Construction
- *CIP Project Management
- *Engineering
- *Facility Security
- *Maintenance
- *Safety Compliance
- *Special Projects
- *Vessel Scheduling
- *Grants Projects Management

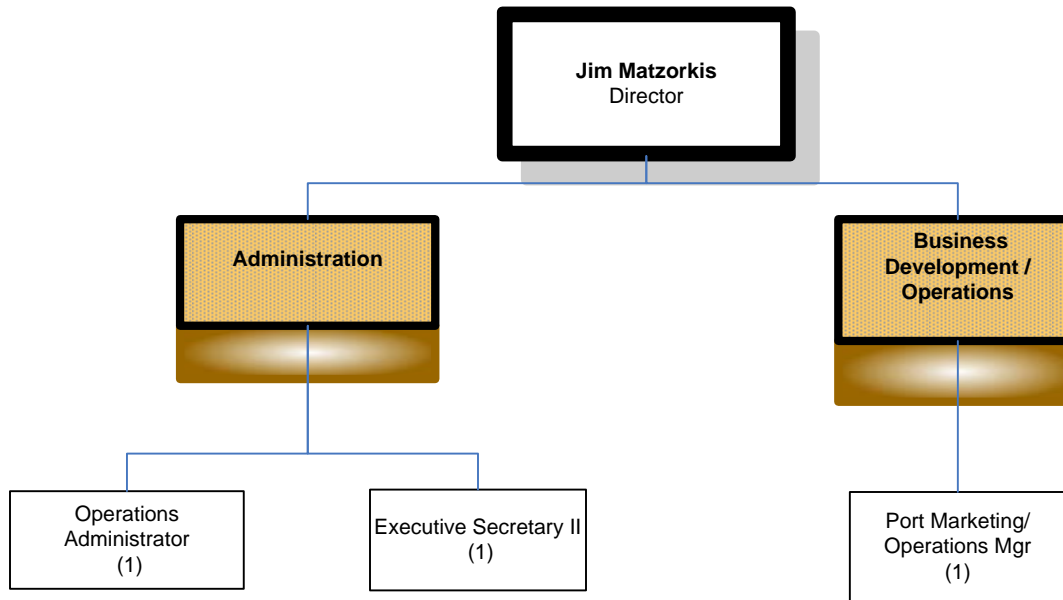


Port of Richmond FY2016-17 Organizational Chart

Existing FTE = 4, Adopted FTE=4

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program



City of Richmond

Multi-Year Comparative Position Listing

Department	Adopted FY2013-2014	Adopted FY2014-2015	Adopted FY2015-2016	Mid-Year FY 2015-2016	Adopted FY 2016-2017
PORT					
Development Project Mgr II	1.0	1.0			
Executive Secretary II			1.0	1.0	1.0
Finance Manager II	1.0	1.0			
Operations Administrator	1.0	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0			
Port Director	1.0	1.0	1.0	1.0	1.0
Port Marketing/Operations Manager	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalentents (FTEs)	6.0	6.0	4.0	4.0	4.0

Port of Richmond-28 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2014-15 Actual	FY2015-16 Adjusted	FY2015-16 Actual Thru Mar -2016	FY2016-17 Adopted	\$ Chg From FY15-16	% Chg From FY15-16
SOURCES BY FUND						
Use of Money & Property	79,900	200	12,780	200	-	0%
Other Revenue			21,765		-	
Rental Income	9,480,366	10,964,451	3,955,132	10,391,328	(573,123)	-5%
Operating Transfer In	421,513				-	
Sources Total	9,981,779	10,964,651	3,989,677	10,391,528	(573,123)	-5%
USES BY TYPE						
Salaries	586,705	608,298	455,758	621,488	13,190	2%
Benefits	296,555	310,129	235,596	335,540	25,411	8%
Professional Services	1,034,737	1,515,230	981,020	1,357,713	(157,517)	-10%
Other Operating Expenses	12,889	13,000	6,102	18,000	5,000	38%
Utilities	304,846	261,000	209,062	316,400	55,400	21%
Equipment & Contract Services	14,260	20,000	11,417	20,000	-	0%
Provision for Insurance Loss	25,978	30,000	25,934	30,000	-	
Cost Pool	464,542	462,583	346,936	459,988	(2,595)	-1%
Asset/Capital Outlay	3,832,989	2,048,040	1,487,927	3,221,500	1,173,460	57%
Debt Service Expenditure	3,059,229	5,594,024	2,978,316	5,579,938	(14,087)	
Operating Transfer Out		150,000	-	150,000	-	
Uses-Operating Expenditure Total	9,632,730	11,012,304	6,738,067	12,110,567	1,098,263	10%
USES BY ORG CODE						
Port Operatins/Admin	6,129,084	8,003,184	4,586,729	8,279,067	275,883	3%
Pt. Potrero Marine-Auto	85,516	122,516	38,131	201,500	78,984	64%
Port Operations-Terminal 2	61,077	101,500	90,342	6,000	(95,500)	-94%
Port Operations-Terminal 3	47,005	14,000	200	55,000	41,000	293%
Port Opeartions-Terminal 4	4,723	57,000	6,032	57,000	-	0%
Pt. Potrero Marina Others	960,557	1,525,020	1,060,256	537,000	(988,020)	-65%
Port Operations/CIP	2,344,769	1,189,084	956,377	2,975,000	1,785,916	150%
TOTAL BUDGET	9,632,730	11,012,304	6,738,067	12,110,567	1,098,263	10%

FY2016-17 Budget

Port of Richmond-28 FY2016-17 Summary

Port of Richmond	FY 16-17			
Enterprise Fund - 4001	Operating	CIP	Debt Svc	Total
Cash Plus Fiscal Agent	10,677,794			10,677,794
(less Restricted Amount)	(8,897,089)			(8,897,089)
Beginning Balance July 1	1,780,705			1,780,705
Revenue Sources:				
Interest & Investment Income	200			200
Rental Income	10,391,328			10,391,328
Total Revenue	10,391,528	-	-	10,391,528
Expenditures:				
Salaries	621,488			621,488
Benefits	335,540			335,540
Professional & Admin	561,960			561,960
AWC Rev Share	795,753			795,753
Other Operating	18,000			18,000
Utilities	316,400			316,400
Equipment & Contract Svcs	20,000			20,000
Provision for Loss	30,000			30,000
Cost Pool	459,988			459,988
Asset/Capital Outlay	-	3,221,500		3,221,500
Debt Service Expenditures	-		5,579,938	5,579,938
Grant Expenditures	-			-
Total Expenditures	3,159,129	3,221,500	5,579,938	11,960,567
Operating Transfer In		3,221,500	5,579,937	8,801,437
Operating Transfer Out	(8,801,438)			(8,801,438)
(GF Loan Rpmt)	(150,000)			(150,000)
Fund Balance, June 30th	61,666			61,666