

Port of Richmond



Mission:

The Port of Richmond develops, markets, leases, operates and maintains all City-owned marine terminals to obtain the maximum financial benefit to the City. The Port Department performs its function through four divisions: Administration, Finance, Business Development, and Operations. Port revenue is generated through the application of the Port Tariff and property lease agreements, which is used to fund operations, maintenance, capital improvements, and debt service.

Strategic Goals:

Maintain and enhance the physical environment

- Set and maintain a reserve fund to implement improvements to city-owned port facilities and Port gateways.
- Promote environmental leadership among Port stakeholders.

Promote a safe and secure community

- Obtain Federal and State funds to improve security of the Richmond Harbor.
- Comply with Federal and State Homeland Security regulations.

Promote economic vitality

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

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:

Improve customer service processes and procedures to meet or exceed customers' needs.

Description:

The Administration Division provides support to the port management and staff in order to maintain high standards of customer service.

2007-08 Key Standards:

- Develop a customer survey to identify processes and procedures deficiencies to meet customers' needs.
- Establish and maintain good customer relations.
- Provide excellent support to staff, management and customers.
- Increase overall Port revenue by 10%.
- Ensure full insurance compliance by vendors and customers.

Measurements	Mid-Year 2006-07	Proposed 2007-08
Output		
• Number of vendors and customers surveyed	0	200
• Overall revenue generated	\$2.5 mil	\$5.5 mil
• Number of insurance compliance reviews	100	200
• Complete Customer Survey	0%	100%
• Percentage of customers complying with insurance requirements	50%	100%
Effectiveness		
• Level of customer satisfaction	N/A	TBM
Efficiency		
• Revenue generated per acre	N/A	TBM

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Business Development Division

Goal:

To generate business opportunities to maximize revenue and profitability.

Description:

The Business Development Division continuously explores expansion opportunities for future business development. Revenues generated from new business funds capital improvements, debt service, operating costs, and property acquisition.

2007-08 Key Standards:

- Develop the Port Strategic Business Plan to create business opportunities for maximizing revenue.
- Renegotiate and standardize leases to increase revenues and reduce liabilities.
- Standardize all short-term leases to reduce liabilities.
- Promote the Port through website and marketing materials.

Measurements	Mid-Year 2006-07	Proposed 2007-08
Output		
• Port Business Plan updated	50%	100%
• Number of leases renegotiated	2	2
• Number of short-term leases standardized	7	6
Effectiveness		
• Number of leases renewed	50%	100%
• Number of hits on the Port's webpage	N/A	TBM
Efficiency		
• Percent of revenue increased per lease renegotiated	2%	5%
• Cost per short-term lease standardized	N/A	TBM

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Finance Division

Goal:

To effectively manage the Port's budget, purchasing, account receivables, account payables, debt service, investments, and grants functions.

Description:

The Finance Division develops and ensures that the Port maintains a balanced budget by establishing internal control procedures to manage account receivables and payables, preparing and analyzing monthly/quarterly financial reports timely, and managing cash flow effectively.

2007-08 Key Standards:

- Ensure compliance with the Finance Department budget procedures and audit requirements
- Prepare the Port's annual balance budget for the Port
- Review and monitor monthly financial statements
- Review, analyze and oversee the monthly account receivables, payables and cash receipts

Measurements	Mid-Year 2006-07	Proposed 2007-08
Output		
• Prepare annual department budget	50%	100%
• Number of invoices prepared within 10 days of each month.	120	120
• Number of purchase requisitions issued	100	100
• Number of financial reports prepared and analyzed	12	12
Effectiveness		
• Maintain a balanced budget	50%	100%

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Operations Division

Goal:

To maintain high quality facilities to allow Port tenants and customers to operate their businesses more effectively and efficiently.

Description:

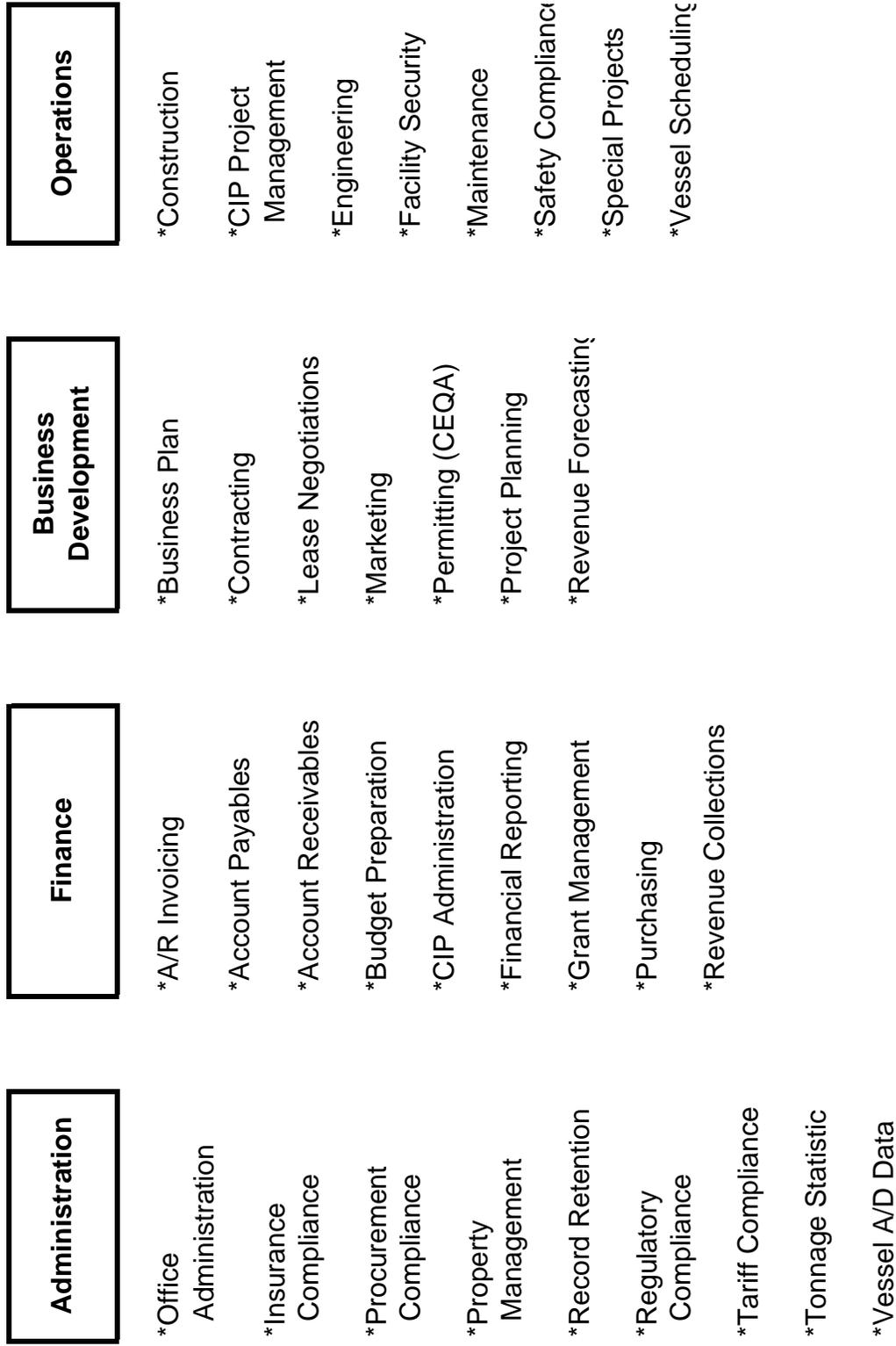
The Operations Division develops, operates and maintains the city-owned port facilities effectively and efficiently.

2007-08 Key Standards:

- Develop maintenance improvement plan.
- Develop and maintain maintenance schedule.
- Develop and implement port security plan to meet the State and Federal standards.
- Develop a return on investment (ROI) for total Port assets.

Measurements	Mid-Year 2006-07	Proposed 2007-08
Output		
• Preparation of the maintenance improvement plan	0%	100%
• Preparation of the maintenance schedule	25%	100%
• Preparation of the Port Security Plan	50%	100%
• Prepare quarterly reports for ROI	N/A	4
• Percentage of facilities inspected	100%	100%
• Scheduled maintenance projects completed	50%	100%
• PPMT Remediation Project completed	80%	100%
Effectiveness		
• Facilities operate efficiently without interruption	100%	100%
Efficiency		
• Complete PPMT Remediation Project under budget	100%	N/A
• Port return on investment	N/A	TBM
• Percentage of ROI per terminal (cost center)	N/A	TBM

PORT OF RICHMOND PROGRAM ORGANIZATIONAL CHART





Port of Richmond FY2007-08 Organizational Chart

Existing FTE* = 6

Legend:



Existing Pos.



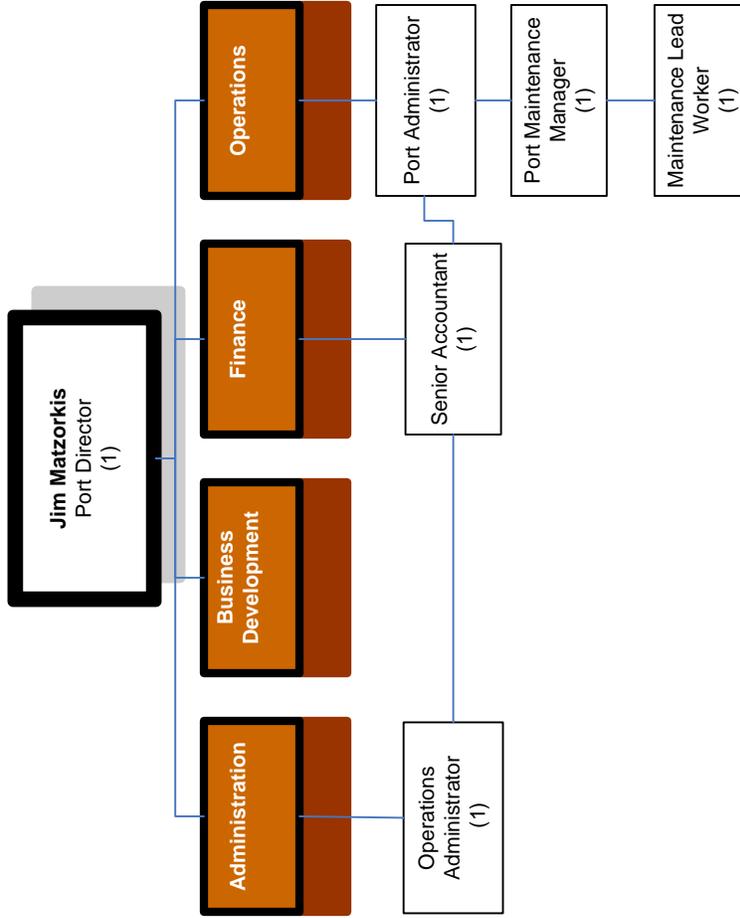
Proposed Pos.



Main Program



Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	Actual 2003-2004	Actual 2004-2005	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Adopted Budget 2007-2008
PORT					
Assistant City Manager (10%)	0.1	0.1			
Accounting Assistant II	1.0				
Administrative Secretary	1.0	1.0	1.0	1.0	
Deputy Director					
Harbor Engineer	1.0	1.0	1.0	1.0	
Operations Administrator					1.0
Maintenance Lead Worker					1.0
Maintenance Worker II	1.0	1.0	1.0	1.0	
Port Director	1.0	1.0	1.0	1.0	1.0
Port Administrator					1.0
Port Maintenance Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant				1.0	1.0
Total Full-Time Equivalents (FTEs)	6.1	5.1	5.0	6.0	6.0

Port of Richmond Overview

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	40,719,586	11,892,388	11,828,309	(64,079)	-1%
Sources Total	40,719,586	11,892,388	11,828,309	-64,079	-1%
USES-OPERATING EXPENDITURES					
Salaries	439,424	508,692	557,757	49,065	9%
Benefits	243,422	288,020	286,111	-1,909	-1%
Contractual Services	90,005	393,500	413,000	19,500	5%
Operating Expenses	643,331	649,409	479,925	-169,484	-35%
Capital Outlay					
Allocated costs	118,187	517,638	550,613	32,975	6%
Debt Related Expenses	48,951	9,535,129	3,240,903	-6,294,226	-194%
Transfers Out	39,136,267		6,300,000	6,300,000	100%
Uses-Operating Expenditure Total	40,719,586	11,892,388	11,828,309	-64,079	-1%
USES BY COST CENTER					
Administration	40,297,185	8,138,987	8,213,102	74,115	1%
Terminal 1	8,046	30,111	30,220	109	0%
Terminal 2	5,461	41,755	42,814	1,059	2%
Terminal 3	214,140	1,671,149	1,544,725	-126,424	-8%
Terminal 4	56,979	53,611	54,175	564	1%
Pt. Potrero Marine Terminal-Others	108,842	352,839	349,537	-3,302	-1%
Pt. Potrero Marine Terminal-Autos	28,933	1,603,936	1,593,736	-10,200	-1%
TOTAL BUDGET	40,719,586	11,892,388	11,828,309	(64,079)	-1%

Port of Richmond: Administration

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	40,297,185	8,138,987	8,213,101	74,114	1%
Sources Total	40,297,185	8,138,987	8,213,101	74,114	1%
USES-OPERATING EXPENDITURES					
Salaries	439,424	508,692	557,757	49,065	9%
Benefits	243,422	288,020	286,111	-1,909	-1%
Contractual Services	65,332	65,000	65,000	0	0%
Operating Expenses	442,574	129,477	-258,060	-387,537	150%
Capital Outlay					
Allocated costs	107,417	271,082	682,293	411,211	60%
Debt Related Expenses	-137,249	6,876,716	580,000	-6,296,716	-1086%
Transfers Out	39,136,267		6,300,000	6,300,000	100%
Uses-Operating Expenditure Total	40,297,185	8,138,987	8,213,101	74,114	1%

Port of Richmond: Terminal 1

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	8,046	30,111	30,220	109	0%
Sources Total	8,046	30,111	30,220	109	0%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services	5,046	20,000	20,000	0	0%
Operating Expenses		7,000	7,000	0	0%
Capital Outlay					
Allocated costs	3,000	3,111	3,220	109	3%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total	8,046	30,111	30,220	109	0%

Port of Richmond: Terminal 2

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	5,461	41,755	42,814	1,059	2%
Sources Total	5,461	41,755	42,814	1,059	2%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services		5,000	5,000	0	0%
Operating Expenses	2,961	6,500	6,500	0	0%
Capital Outlay					
Allocated costs	2,500	30,255	31,314	1,059	0%
Debt Related Expenses					
Transfers Out					
Uses-Operating Expenditure Total	5,461	41,755	42,814	1,059	2%

Port of Richmond: Terminal 3

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	214,140	1,671,149	1,544,725	(126,424)	-8%
Sources Total	214,140	1,671,149	1,544,725	-126,424	-8%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services	4,521	18,000	48,000	30,000	63%
Operating Expenses	97,226	236,164	76,600	-159,564	-208%
Capital Outlay					
Allocated costs	3,500	18,572	19,222	650	3%
Debt Related Expenses	108,893	1,398,413	1,400,903	2,490	0%
Transfers Out					
Uses-Operating Expenditure Total	214,140	1,671,149	1,544,725	-126,424	-8%

Port of Richmond: Terminal 4

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	56,979	53,611	54,175	564	1%
Sources Total	56,979	53,611	54,175	564	1%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services		20,000	25,000	5,000	20%
Operating Expenses	5,535	17,500	12,500	-5,000	-40%
Capital Outlay					
Allocated costs	500	16,111	16,675	564	3%
Debt Related Expenses	50,944				
Transfers Out					
Uses-Operating Expenditure Total	56,979	53,611	54,175	564	1%

Port of Richmond: Pt. Potrero Marine Terminal-Other

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	108,842	352,839	349,537	(3,302)	-1%
Sources Total	108,842	352,839	349,537	-3,302	-1%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services	6,000	150,000	150,000	0	0%
Operating Expenses	81,371	175,750	171,500	-4,250	-2%
Capital Outlay					
Allocated costs	1,270	27,089	28,037	948	3%
Debt Related Expenses	20,200				
Transfers Out					
Uses-Operating Expenditure Total	108,842	352,839	349,537	-3,302	-1%

Port of Richmond: Pt. Potrero Marine Terminal-Autos

PROGRAM SUMMARY - HISTORICAL COMPARISON

	FY2005-06 Actual	FY2006-07 Adopted	FY2007-08 Adopted	\$ Chg From FY2006-07	% Chg From FY2006-07
SOURCES BY FUND					
Port Operations	28,933	1,603,936	1,593,736	(10,200)	-1%
Sources Total	28,933	1,603,936	1,593,736	-10,200	-1%
USES-OPERATING EXPENDITURES					
Salaries					
Benefits					
Contractual Services	9,106	115,500	100,000	-15,500	-16%
Operating Expenses	13,665	77,000	77,000	0	0%
Capital Outlay					
Allocated costs		151,436	156,736	5,300	3%
Debt Related Expenses	6,162	1,260,000	1,260,000		
Transfers Out	0				
Uses-Operating Expenditure Total	28,933	1,603,936	1,593,736	-10,200	-1%