



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda

### City Council

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Monday, October 21, 2019

6:00 PM

Council Chambers

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#### **Budget Work Session #6 (Education/Schools, Counseling Center, Ports/Harbors, & Reserve Funds/Transfers Recap)**

#### **WORK SESSION AGENDA - 6:00 pm**

*Transcribed minutes are not taken for Work Sessions. Audio is available upon request.*

1. [2020 Budget Workshop 6 of 6](#)

**Attachments:**      [Workshop 6 of 6 slides](#)  
                                 [Ports and Harbor Division - Book](#)



## Legislation Text

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**File #:** 19-0432, **Version:** 1

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**ITEM TITLE:**

2020 Budget Workshop 6 of 6

**SUBMITTED BY:** Brian Carlson, Finance Director

**FISCAL NOTES:**

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

**RECOMMENDATION:**

Review and provide consensus direction to staff for final budget figures

**SUMMARY STATEMENT:**

This is the final scheduled budget workshop.

If there is council consensus for all appropriations, staff will schedule the final budget presentation and public hearing on November 5<sup>th</sup>.

The Budget Adoption Resolution is scheduled for December 3<sup>rd</sup>.

This workshop agenda covers:

- Valdez City Schools funding request (Schools staff present)
- Counseling Center funding request (Providence Valdez staff present)
- Ports and Harbor Division
- Reserves and Transfers; Recap of Final Figures for Adoption
- Attachments: School Funding History

Counseling Center Department

Ports and Harbor Division Book

Reserves and Transfers

Workshop 6 of 6 Slides

# Budget Workshop Agenda

## Monday, October 21<sup>st</sup>, 2019

- Valdez City Schools funding request
- Counseling Center funding request
- Ports and Harbor Division
  - 3 Departments: Airport, Harbor, Port
- Reserves and Transfers
- Recap of Final Appropriation Numbers
- Procedural Next-Steps

# Education Department Funding

City Budget spans  
Two School Fiscal-Year  
Budgets

	School Fiscal-Year Budgets Ending June 30				
<u>Budget Category</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Operations	8,799,384	8,511,988	8,628,129	8,694,861	8,897,815
Community Education	871,028	842,505	842,505	842,505	842,505
Food Service	400,000	400,000	400,000	400,000	400,000
Pupil Activities	355,000	355,000	355,000	355,000	355,000
Technology	125,000	125,000	125,000	125,000	125,000
Pupil Transportation	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>
<b>Total</b>	<b><u>10,644,412</u></b>	<b><u>10,328,493</u></b>	<b><u>10,444,634</u></b>	<b><u>10,511,366</u></b>	<b><u>10,714,320</u></b>
	City Calendar-Year Budgets Ending December 31				
<u>Budget Category</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Education	10,644,412	10,328,503	10,444,634	10,478,000	<b><u>10,612,843</u></b>

# Counseling Center funding request

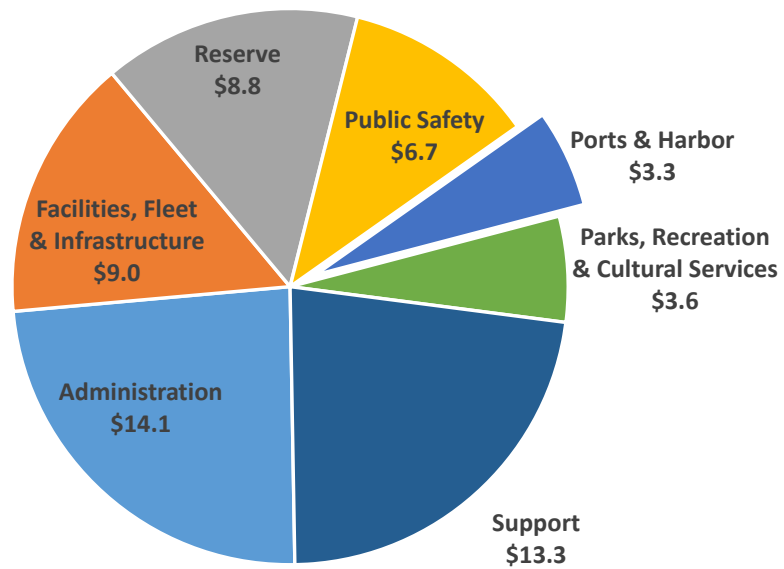
- \$170K Contribution is for Counseling Center
  - Overall contribution increase of \$40K
    - \$30K increase reflects reduced grant funding from State of Alaska
    - \$10K increase reflects cuts to Medicaid rates

FUND NAME	General Fund					
DEPT NAME	Hospital					
REV/EXP	All					
		2016	2017	2018	2019	2020
		Actual	Actual	Actual	Budget	Budget
<b>Other Operating</b>	Contributions	130,000	130,000	130,000	130,000	170,000



# Ports and Harbor Division

Total Appropriations \$58.9MM

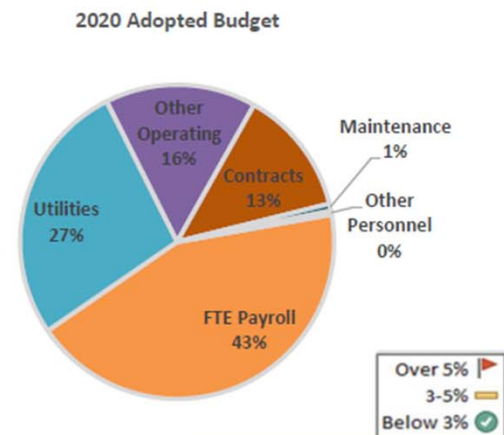
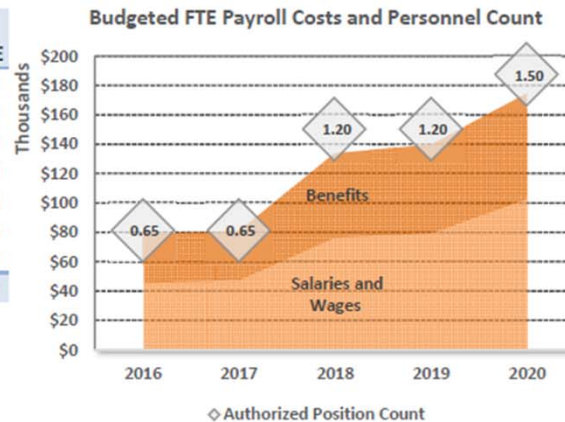


# Ports and Harbor Division

## AIRPORT

**Mission:** *Effective management of commercial leases and ongoing optimization of space for City use.*

	FTE
DIRECTOR	0.10
ADMIN ASSISTANT	0.30
OPERATIONS MANAGER	0.30
MAINT PROJECT MGR	0.10
MAINTENANCE MANAGER	0.30
OFFICE MANAGER	0.10
SECURITY & MAINT TECH	0.30
<b>Grand Total</b>	<b>1.50</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	72,241	71,856	101,044	122,627	139,751	174,966	35,215	25.2%
Other Operating	41,717	52,840	56,552	61,060	66,825	62,952	(3,873)	-5.8%
Other Personnel	1,146	1,109	189	2,500	2,552	1,564	(988)	-38.7%
Contracts	42,335	35,242	36,019	38,700	47,220	52,420	5,200	11.0%
Utilities	78,158	80,783	93,869	101,000	117,000	110,000	(7,000)	-6.0%
Maintenance	3,448	2,558	1,684	1,900	4,150	3,000	(1,150)	-27.7%
<b>Grand Total</b>	<b>239,046</b>	<b>244,388</b>	<b>289,357</b>	<b>327,787</b>	<b>377,498</b>	<b>404,902</b>	<b>27,404</b>	<b>7.3%</b>



# Ports and Harbor Division

- **Airport**

- Overall Department expense budget up \$27K, 7%
  - \$35K, 25% increase in **FTE Payroll** reflects division-wide reorganization adding 0.3 FTE to department's payroll expenses. A 0.3 addition in FTE to the previous staffing level of 1.2 FTE is a 25% increase.
  - \$3.8K decrease in **Other Operating** reflects reductions in *Equipment Rentals* and *Operating Supplies*
  - \$1K reduction in **Other Personnel** is entirely attributed to reduced *Overtime*
  - \$7K decrease in **Utilities** reflects budgeted level more consistent with historic actual expenses
  - \$1K decrease in **Maintenance** reflects a reduction in *Building & Grounds Maintenance*

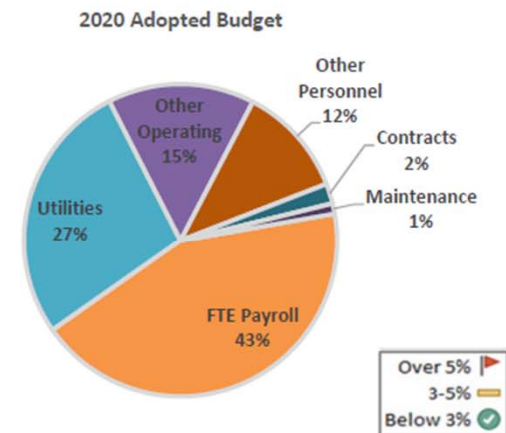
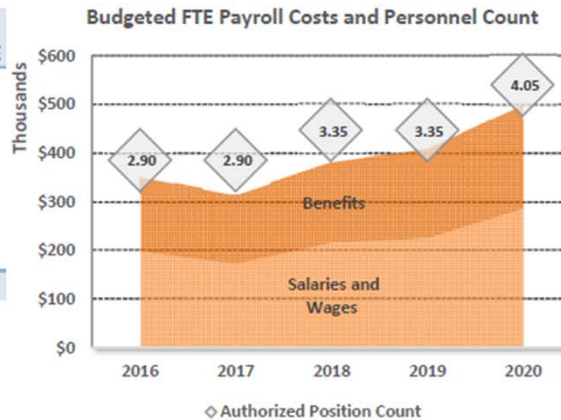
# Ports and Harbor Division

## PORT

### Mission:

The mission of the Port Department is to be a significant contributor to the community's economic development and a catalyst for job and business creation by operating and maintaining the Kelsey Dock and Container Terminal using the most efficient and effective methods possible and by maintaining existing business partnerships while searching for new ones.

	FTE
DIRECTOR	0.45
ADMIN ASSISTANT	0.70
OPERATIONS MANAGER	0.70
MAINT PROJECT MGR	0.40
MAINTENANCE MANAGER	0.70
OFFICE MANAGER	0.40
SECURITY & MAINT TECH	0.70
<b>Grand Total</b>	<b>4.05</b>



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	322,553	296,994	410,802	415,000	409,466	499,289	89,823	21.9%
Other Operating	117,591	125,273	103,815	161,554	256,560	175,750	(80,810)	-31.5%
Other Personnel	56,553	75,585	80,031	107,115	101,676	132,787	31,111	30.6%
Contracts	16,637	19,165	22,900	115,860	11,435	23,980	12,545	109.7%
Utilities	144,754	263,311	200,674	161,300	251,000	316,000	65,000	25.9%
Maintenance	7,077	10,983	17,311	11,900	13,935	12,300	(1,635)	-11.7%
<b>Grand Total</b>	<b>665,166</b>	<b>791,312</b>	<b>835,534</b>	<b>972,729</b>	<b>1,044,072</b>	<b>1,160,106</b>	<b>116,034</b>	<b>11.1%</b>

# Ports and Harbor Division

- **Port**

- Overall Department budget increase of \$116K, 11%
  - \$89.8K, 22% increase in **FTE Payroll** reflects COLA and division-wide reorganization adding 0.7 FTE to department's payroll expenses. A 0.7 addition in FTE to the previous staffing level of 3.35 FTE is a 20% increase.
  - \$80.1K reduction in **Other Operating** reflects non-recurring expense for "Transportation Symposium"
  - \$31K increase in **Other Personnel** reflects increases to *Temporary Wages* (\$16.5K) and *Overtime* (\$10K) as well as *Dues & Subscriptions* (\$4.5K)
  - \$12.5K increase in **Contracts** reflects increases for Electrical Work, and LED Lighting Upgrade
  - \$65K increase in **Utilities** reflects increase to *Electricity Expenses* (\$65K)
  - \$1.6K decrease in **Maintenance** reflects decrease to *Buildings & Grounds Maintenance*

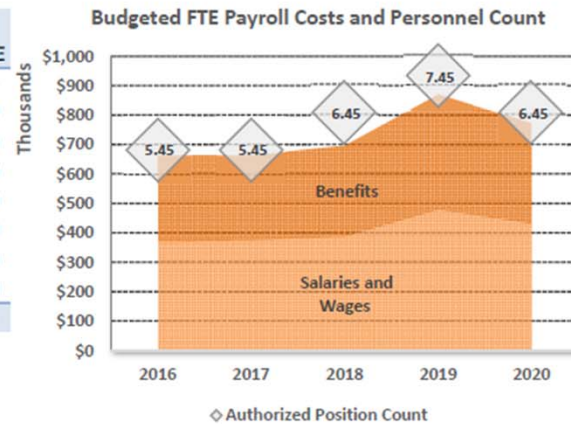
# Ports and Harbor Division

## HARBOR

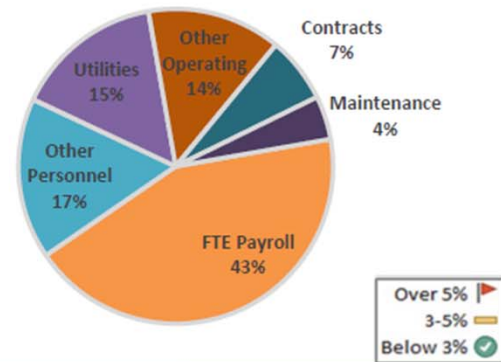
### Mission:

Provide management, maintenance, and accounting of all harbor-related activities occurring within the mooring basins and associated uplands.

	FTE
DIRECTOR	0.45
ADMIN ASSISTANT	1.00
HARBORMASTER	1.00
PORT/HARBOR OFFICE MGR	0.50
MAINT PROJECT MGR	0.50
HARBOR MAINT TECH II	1.00
MAINTENANCE TECH	1.00
EQUIPMENT OPERATOR	1.00
<b>Grand Total</b>	<b>6.45</b>



### 2020 Adopted Budget



	Actual Expenditure			Estimate	Adopted Budget		2019 to 2020 Budget Changes	
	2016	2017	2018		2019	2020	Dollar	Percent
FTE Payroll	538,015	558,099	658,051	712,000	868,852	770,985	(97,867)	-11.3%
Other Operating	91,809	75,096	131,186	207,500	204,228	245,518	41,291	20.2%
Other Personnel	133,566	135,238	114,135	204,740	219,994	294,968	74,974	34.1%
Contracts	43,183	57,423	41,703	485,022	100,000	120,955	20,955	21.0%
Utilities	176,658	190,522	196,951	233,839	272,000	272,000	-	0.0%
Maintenance	18,036	23,321	26,832	34,164	38,500	79,608	41,108	106.8%
<b>Grand Total</b>	<b>1,001,266</b>	<b>1,039,700</b>	<b>1,168,858</b>	<b>1,877,265</b>	<b>1,703,574</b>	<b>1,784,035</b>	<b>80,461</b>	<b>4.7%</b>

# Ports and Harbor Division

- **Harbor**

- Overall Department increase of \$80K, 5%
  - \$98K, 11% reduction in **FTE Payroll** reflects COLA and division-wide reorganization reducing FTE count by 1.0 FTE from department's payroll expenses. A 1.0 reduction in FTE to the previous staffing level of 7.45 FTE is a 13% reduction.
  - \$41K increase in **Other Operating** reflects increases for *Communications & Postage* (\$14.7K), *Harbormaster Conference* (\$15K), and *Operating Supplies* (\$10K). Capital equipment purchases total \$33K and represent a net decrease from previous year of \$21.5K
  - \$75K increase in **Other Personnel** reflects increases to *Temporary Wages* (\$66K) and *Overtime* (\$9K)
  - Status quo **Utilities** costs
  - \$41K increase in **Maintenance** reflects additional *Buildings & Grounds Maintenance* obligations

# 2020 Reserve Fund Appropriations: \$8,787,763

Reserve Account	Purpose	Amount
Permanent Fund Reserve	Appropriation set by Valdez Municipal Code Chapter VI. Section 6.7	2,890,600
Landfill Closure Reserve	Current reserve level to 50% of projected cost, increasing reserve level to 100%	1,743,482
Major Equipment Reserve	Scheduled purchases of items exceeding \$10K per item, Budget is based on ten-year future average	1,490,532
Technology Reserve	Scheduled purchases of IT hardware, software, licenses; average of five years future purchases	707,829
Energy Assistance Program	Annual public program	700,000
Harbor Major Maint & Replace	Long term maintenance of existing Harbor	500,000
Leave Liability Reserve	Termination leave time and comp balances; cash-outs for current employees	350,000
Major Maintenance Reserve	Robe River Playground and Shooting Range. Does not obligate Capital Facilities staff. Recommended by Park Maintenance	134,000
Nuisance Abatement Program	Continuation of Nuisance Abatement efforts	96,000
Physicians Assistance	Physician Assistance program; \$60K annually per physician	90,320
COV Properties Conc/Asph Repair	Concrete and Asphalt repair	50,000
Sewer & Lift Station Repairs	Unforeseen pump replacement and other utility infrastructure	35,000
<b>Grand Total</b>		<b>8,787,763</b>

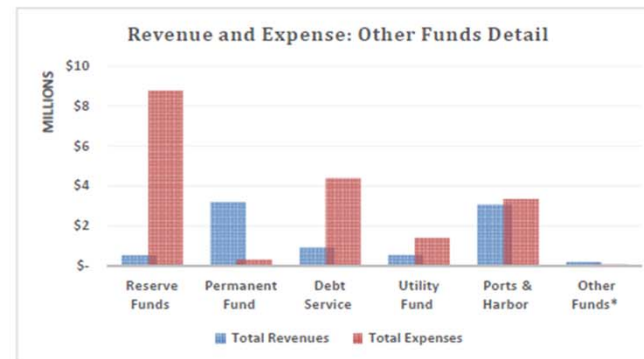
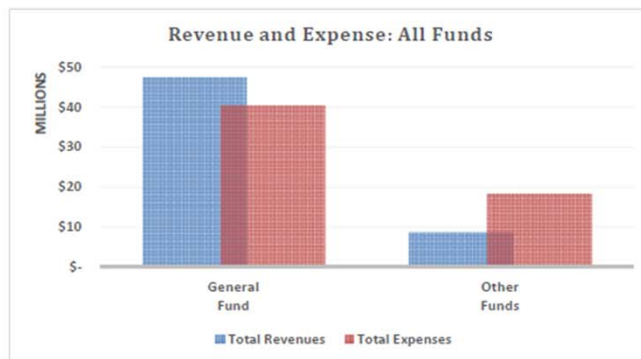
# 2020 Budgeted Transfers

<u>Transfer from</u>	<u>Transfer to</u>	<u>Amount</u>	<u>Notes</u>
General Fund	Airport Fund	276,467	Operating Subsidy
General Fund	Harbor Fund	183,887	Harbor maintenance subsidy
General Fund	Port Fund	331,179	Operating Subsidy
General Fund	Utility Fund	853,051	Operating Subsidy
General Fund	Various Reserve Funds	5,397,163	Operating Surplus
Harbor Fund	Harbor Major Maintenance Reserve	500,000	For Harbor maintenance
Permanent Fund	Permanent Fund Reserve	2,890,600	Pending council direction for liquidation

# Final Appropriation Figures

All Values in Millions

	General Fund	Reserve Funds	Capital Projects	Permanent Fund	Debt Service	Utility Fund	Ports & Harbor	Other Funds*	Grand Total
<b>Beginning Fund Balance</b>	47.4	38.5	38.8	192.4	7.3	1.9	3.9	18.1	348.2
<b>Total Revenues</b>	47.6	0.5	0.3	3.2	0.9	0.5	3.1	0.2	56.3
Transfer In (Out)	(5.4)	8.8	-	(2.9)	-	-	(0.5)	-	-
Operating Subsidy	(1.6)	-	-	-	-	0.9	0.8	-	-
<b>Net of Transfer/Subsidy</b>	<b>(7.0)</b>	<b>8.8</b>	<b>-</b>	<b>(2.9)</b>	<b>-</b>	<b>0.9</b>	<b>0.3</b>	<b>-</b>	<b>-</b>
<b>Division</b>									
Administration	9.3	4.7	-	0.3	4.4	-	-	-	18.7
Support	13.5	-	-	-	-	-	-	-	13.5
Facilities, Fleet & Infrastructure	7.6	3.5	-	-	-	1.4	-	0.1	12.5
Public Safety	6.7	0.1	-	-	-	-	-	-	6.8
Ports & Harbor	-	0.5	-	-	-	-	3.3	-	3.8
Parks, Recreation & Cultural Services	3.6	-	-	-	-	-	-	-	3.6
<b>Total Expenses</b>	<b>40.6</b>	<b>8.8</b>	<b>-</b>	<b>0.3</b>	<b>4.4</b>	<b>1.4</b>	<b>3.3</b>	<b>0.1</b>	<b>58.9</b>
Net Increase (Reduction)	-	0.5	0.3	-	(3.5)	-	-	0.1	(2.6)
<b>Ending Fund Balance</b>	<b>47.4</b>	<b>39.0</b>	<b>39.1</b>	<b>192.4</b>	<b>3.8</b>	<b>1.9</b>	<b>3.9</b>	<b>18.2</b>	<b>345.6</b>



\*Other Funds include: MKG Medical Clinic, Health Insurance, VHIA, Long Term Debt, PVMC, Counselling Center, Museum, and Kelsey Dock Project



# Final Appropriation Figures

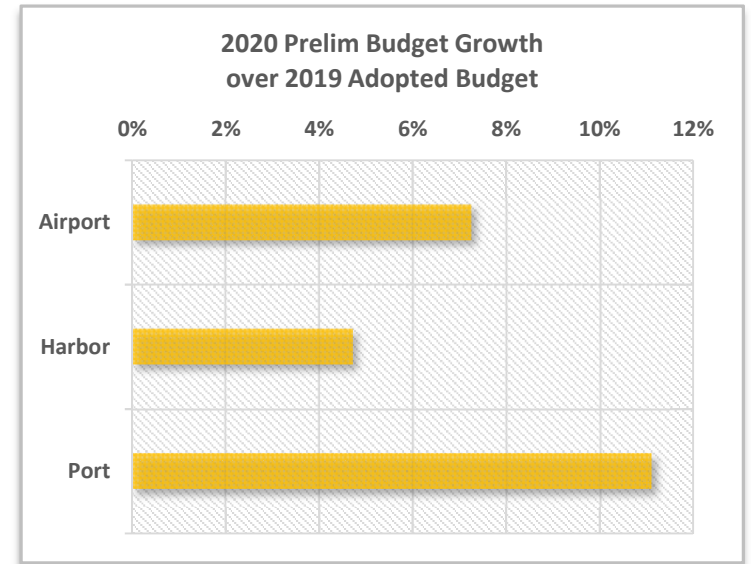
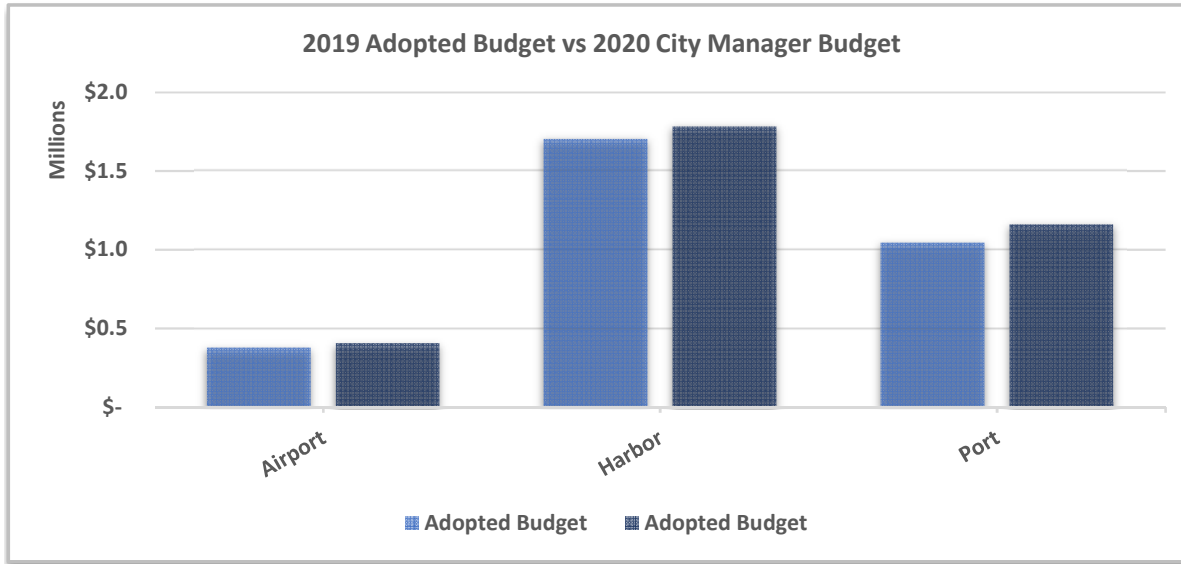
*All Values in Millions*

	General Fund	Reserve Funds	Capital Projects	Permanent Fund	Debt Service	Utility Fund	Ports & Harbor	Other Funds*	Grand Total
Beginning Fund Balance	47.4	38.5	38.8	192.4	7.3	1.9	3.9	18.1	348.2
Total Revenues	47.6	0.5	0.3	3.2	0.9	0.5	3.1	0.2	56.3
Transfer In (Out)	(5.4)	8.8	-	(2.9)	-	-	(0.5)	-	-
Operating Subsidy	(1.6)	-	-	-	-	0.9	0.8	-	-
Net of Transfer/Subsidy	(7.0)	8.8	-	(2.9)	-	0.9	0.3	-	-
Expense Category									
FTE Payroll	15.2	-	-	-	-	0.8	1.4	-	17.4
Education	10.6	-	-	-	-	-	-	-	10.6
Other Operating	3.3	2.7	-	0.0	-	0.1	0.5	0.0	6.6
Debt Service	-	-	-	-	4.4	-	-	-	4.4
Contracts	3.1	-	-	0.3	-	0.1	0.2	-	3.7
Other Personnel	2.2	0.4	-	-	-	0.1	0.4	-	3.0
Permanent Fund Reserve	-	2.9	-	-	-	-	-	-	2.9
CSO	2.7	-	-	-	-	-	-	-	2.7
Equipment	-	2.2	-	-	-	-	-	-	2.2
Utilities	0.8	-	-	-	-	0.4	0.7	0.0	2.0
Legal	1.7	-	-	-	-	-	-	-	1.7
Maintenance	0.8	-	-	-	-	0.0	0.1	0.1	1.0
Projects	-	0.6	-	-	-	-	-	-	0.6
Events	0.2	-	-	-	-	-	-	-	0.2
Total Expenses	40.6	8.8	-	0.3	4.4	1.4	3.3	0.1	58.9
Net Increase (Reduction)	-	0.5	0.3	-	(3.5)	-	-	0.1	(2.6)
Ending Fund Balance	47.4	39.0	39.1	192.4	3.8	1.9	3.9	18.2	345.6

# Next Steps

- Budget Presentation
  - Regular Council Meeting in November 5<sup>th</sup>
- Public Hearing
  - November 26<sup>th</sup>, 2019
- Adoption by Resolution
  - December 3<sup>rd</sup>, 2019
- Final Document
  - December 27<sup>th</sup>, 2019
- Process Review
  - Dec/Jan
    - Process, improvements, mill levy
- Projects Budgeting
  - Jan/Feb 2020

# Ports and Harbor Division

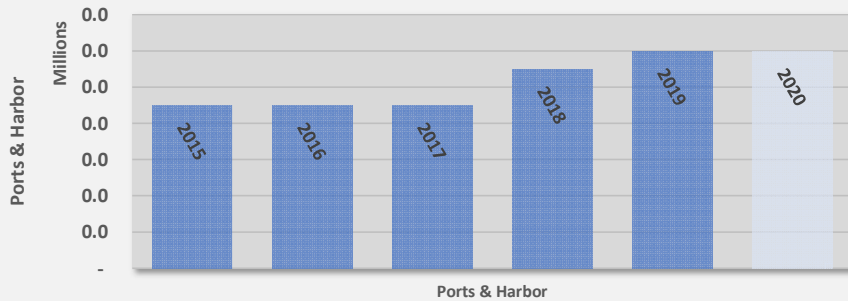


	Adopted Budget History			Adopted Budget		Budget Trendline 2016-2020
	2016	2017	2018	2019	2020	
Airport	328,588	324,846	375,118	377,498	404,902	
Harbor	1,196,944	1,205,857	1,360,092	1,703,574	1,784,035	
Port	783,311	706,609	880,345	1,044,072	1,160,106	
<b>Total</b>	<b>2,308,843</b>	<b>2,237,312</b>	<b>2,615,555</b>	<b>3,125,144</b>	<b>3,349,043</b>	

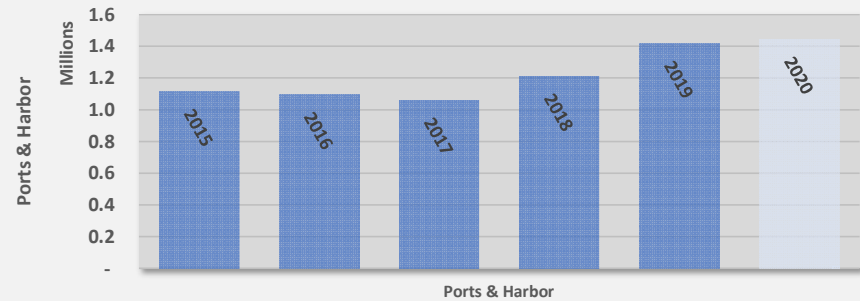
# Ports and Harbor Division

	2015		2016		2017		2018		2019		2020		2015-2020 Growth			
	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs	FTE Payroll Costs	Authorized FTEs		FTE Payroll Costs	
Ports & Harbor	9.00	\$1.1 MM	9.00	\$1.1 MM	9.00	\$1.1 MM	11.00	\$1.2 MM	12.00	\$1.4 MM	12.00	\$1.4 MM	33%	3.0	30%	\$0.3 MM

Authorized FTEs by Division  
Five-Year History: 2015-2019 with 2020 Requests



FTE Payroll Costs by Division  
Five-Year History: 2015-2019 with 2020 Requests



## Authorized Position Count

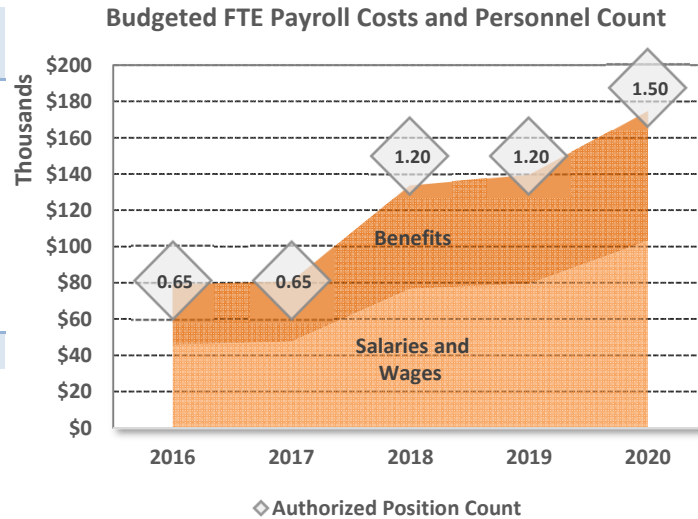
	2016	2017	2018	2019	2020
Ports & Harbor	9	9	11	12	12
AIRPORT	0.65	0.65	1.2	1.2	1.5
HARBOR	5.45	5.45	6.45	7.45	6.45
PORT	2.9	2.9	3.35	3.35	4.05

## AIRPORT

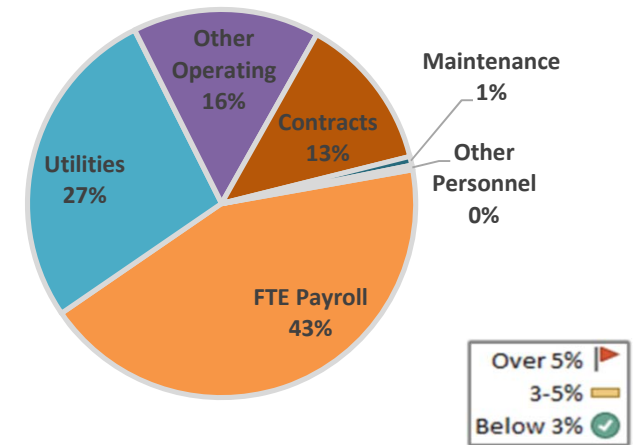
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OFFICE MANAGER	0.10
SECURITY & MAINT TECH	0.30
<b>Grand Total</b>	<b>1.50</b>



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## AIRPORT

### Ongoing Responsibility

The Airport Department is responsible for subleasing office space in the Valdez Pioneer Field airport terminal building, providing general building maintenance, events, and assisting with parking lot snow removal to clear parking spaces.

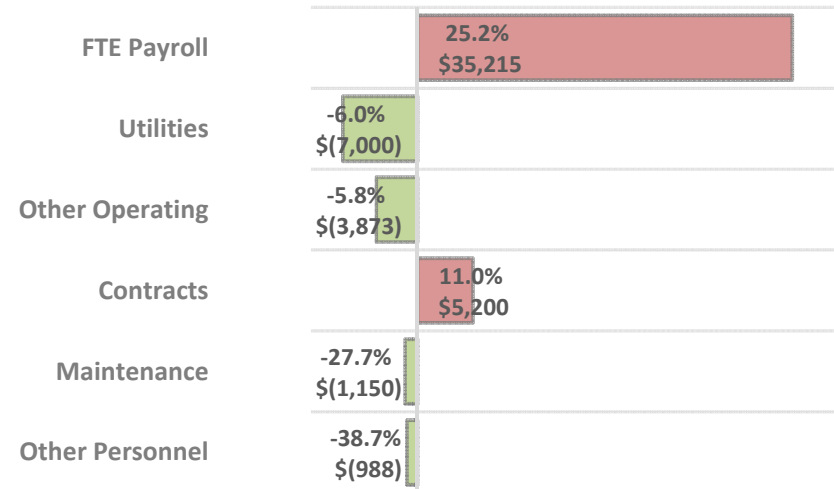
### Work Plan

Assist the State of Alaska with their Airport Master planning efforts.

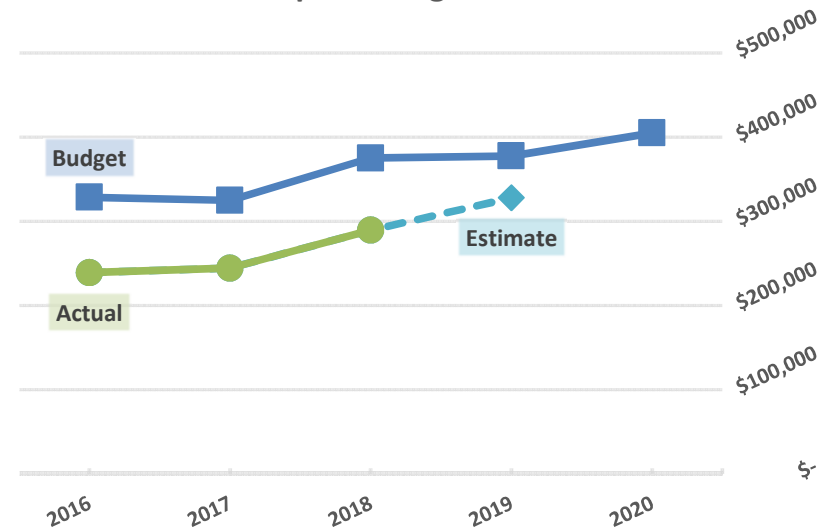
Continue to work with stakeholders and the FAA to improve flight navigation system upgrades.

Work with Capital Facilities team to repair the HVAC system and open the Whitney side of the Airport.

### 2019 to 2020 Budget Changes



### Adopted Budget vs Actual



Airport Fund Summary

Revenues	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
<b>Airport</b>	<b>(138,200)</b>	<b>(130,674)</b>	<b>(131,033)</b>	<b>(127,186)</b>	<b>(112,700)</b>	<b>(128,435)</b>
Property Rentals	(126,793)	(122,918)	(99,373)	(112,035)	(104,600)	(112,035)
Administration	(10,539)	(7,070)	(15,512)	(14,500)	(7,400)	(15,700)
Service Charges and Sales				(651)	(700)	
Other	-	(35)	-	-	-	-
Services	(869)	(652)	(16,149)			(700)
<b>Total Revenues</b>	<b>(138,200)</b>	<b>(130,674)</b>	<b>(131,033)</b>	<b>(127,186)</b>	<b>(112,700)</b>	<b>(128,435)</b>

Expenses	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
<b>Airport</b>	<b>239,046</b>	<b>244,388</b>	<b>289,357</b>	<b>327,787</b>	<b>377,498</b>	<b>404,902</b>
FTE Payroll	72,241	71,856	101,044	122,627	139,751	174,966
Utilities	78,158	80,783	93,869	101,000	117,000	110,000
Other Operating	41,717	52,840	56,552	61,060	66,825	62,952
Contracts	42,335	35,242	36,019	38,700	47,220	52,420
Maintenance	3,448	2,558	1,684	1,900	4,150	3,000
Other Personnel	1,146	1,109	189	2,500	2,552	1,564
<b>Total Expenses</b>	<b>239,046</b>	<b>244,388</b>	<b>289,357</b>	<b>327,787</b>	<b>377,498</b>	<b>404,902</b>

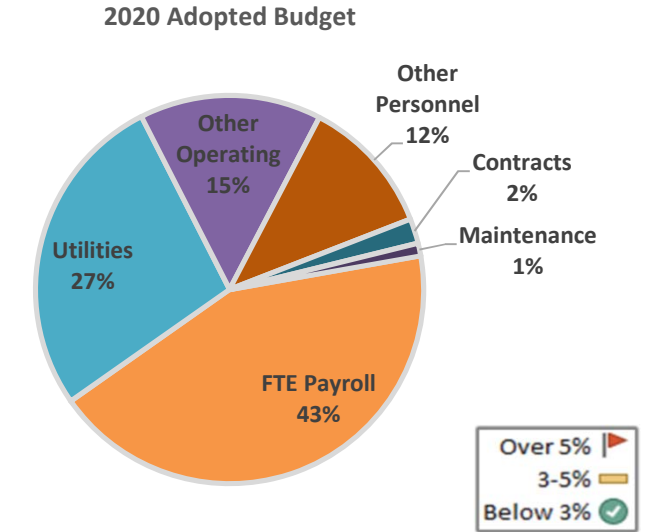
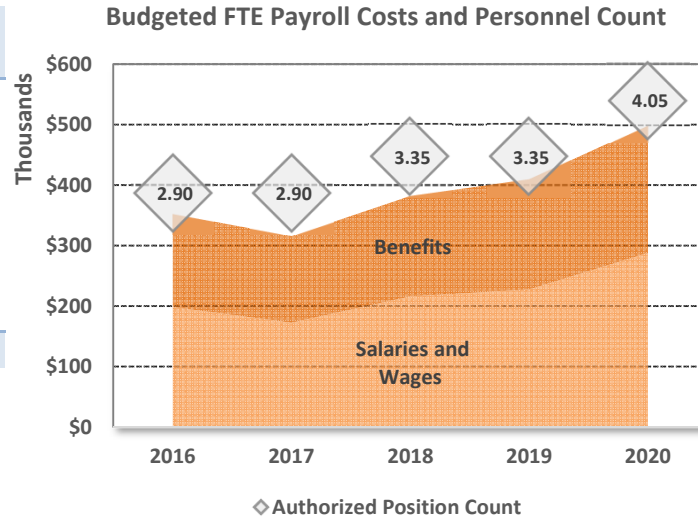
<b>Total Subsidy</b>	<b>100,846</b>	<b>113,714</b>	<b>158,324</b>	<b>200,601</b>	<b>264,798</b>	<b>276,467</b>
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## PORT

### Mission:

The mission of the Port Department is to be a significant contributor to the community's economic development and a catalyst for job and business creation by operating and maintaining the Kelsey Dock and Container Terminal using the most efficient and effective methods possible and by maintaining existing business partnerships while searching for new ones.

	FTE
DIRECTOR	0.45
ADMIN ASSISTANT	0.70
OPERATIONS MANAGER	0.70
MAINT PROJECT MGR	0.40
MAINTENANCE MANAGER	0.70
OFFICE MANAGER	0.40
SECURITY & MAINT TECH	0.70
<b>Grand Total</b>	<b>4.05</b>



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 2019	2019	2020	Dollar		Percent
FTE Payroll	322,553	296,994	410,802	415,000	409,466	499,289	89,823	▶	21.9%
Other Operating	117,591	125,273	103,815	161,554	256,560	175,750	(80,810)	✔	-31.5%
Other Personnel	56,553	75,585	80,031	107,115	101,676	132,787	31,111	▶	30.6%
Contracts	16,637	19,165	22,900	115,860	11,435	23,980	12,545	▶	109.7%
Utilities	144,754	263,311	200,674	161,300	251,000	316,000	65,000	▶	25.9%
Maintenance	7,077	10,983	17,311	11,900	13,935	12,300	(1,635)	✔	-11.7%
<b>Grand Total</b>	<b>665,166</b>	<b>791,312</b>	<b>835,534</b>	<b>972,729</b>	<b>1,044,072</b>	<b>1,160,106</b>	<b>116,034</b>	▶	<b>11.1%</b>



## PORT

### Work Plan

Create a Cruise Ship Service & Operations Plan.

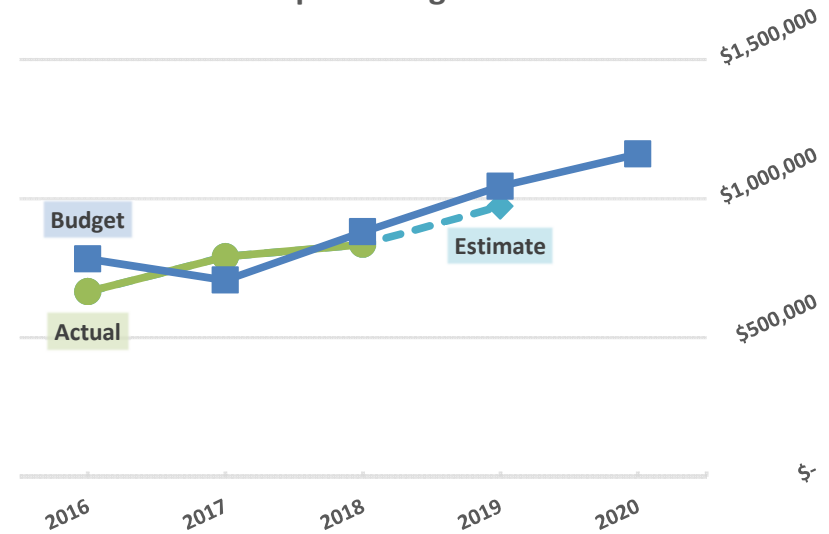
Design and implement an integrated Ports & Harbors marketing and business development plan to leverage the waterfront facilities to further balance Port Revenues.

Develop a Port Wide Emergency Response Plan for all developed facilities.  
Streamline and modernize billing and reporting processes.

### 2019 to 2020 Budget Changes

FTE Payroll	21.9%	\$89,823
Utilities	25.9%	\$65,000
Other Operating	-31.5%	\$(80,810)
Other Personnel	30.6%	\$31,111
Contracts	109.7%	\$12,545
Maintenance	-11.7%	\$(1,635)

### Adopted Budget vs Actual



Port Fund Summary

Revenues	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
<b>Port</b>	<b>(482,499)</b>	<b>(862,732)</b>	<b>(755,767)</b>	<b>(910,466)</b>	<b>(691,300)</b>	<b>(828,927)</b>
VCT Dock Services	(208,174)	(367,206)	(389,897)	(399,590)	(292,300)	(372,825)
VCT Upland Services	(128,991)	(336,362)	(166,169)	(275,800)	(233,200)	(229,200)
Property Rentals	(64,522)	(64,522)	(60,600)	(64,800)	(66,400)	(64,800)
Kelsey Dock Services	(31,936)	(44,837)	(68,755)	(26,735)	(41,000)	(36,980)
Service Charges and Sales				(106,000)	(34,400)	
Administration	(20,926)	(15,249)	(36,455)	(37,344)	(23,600)	(32,222)
Events	(410)	(618)	-	(197)	(400)	(300)
Other	-	-	-	-	-	-
Services	(27,540)	(33,938)	(33,890)			(92,600)
Discontinued	-	-	-			
<b>Total Revenues</b>	<b>(482,499)</b>	<b>(862,732)</b>	<b>(755,767)</b>	<b>(910,466)</b>	<b>(691,300)</b>	<b>(828,927)</b>

Expenses	Actual			Estimate	Adopted	
	2016	2017	2018	2019	2019	2020
<b>Port</b>	<b>665,166</b>	<b>791,312</b>	<b>835,534</b>	<b>972,729</b>	<b>1,044,072</b>	<b>1,160,106</b>
FTE Payroll	322,553	296,994	410,802	415,000	409,466	499,289
Other Operating	117,591	125,273	103,815	161,554	256,560	175,750
Utilities	144,754	263,311	200,674	161,300	251,000	316,000
Other Personnel	56,553	75,585	80,031	107,115	101,676	132,787
Maintenance	7,077	10,983	17,311	11,900	13,935	12,300
Contracts	16,637	19,165	22,900	115,860	11,435	23,980
<b>Total Expenses</b>	<b>665,166</b>	<b>791,312</b>	<b>835,534</b>	<b>972,729</b>	<b>1,044,072</b>	<b>1,160,106</b>

<b>Total Subsidy</b>	<b>182,666</b>	<b>(71,419)</b>	<b>79,767</b>	<b>62,263</b>	<b>352,772</b>	<b>331,179</b>
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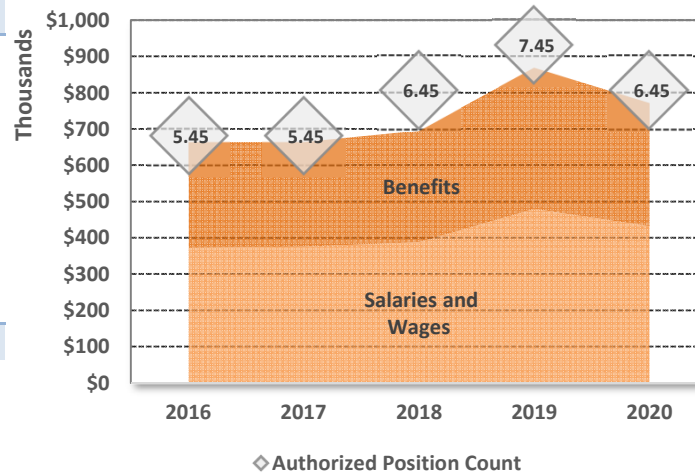
## HARBOR

### Mission:

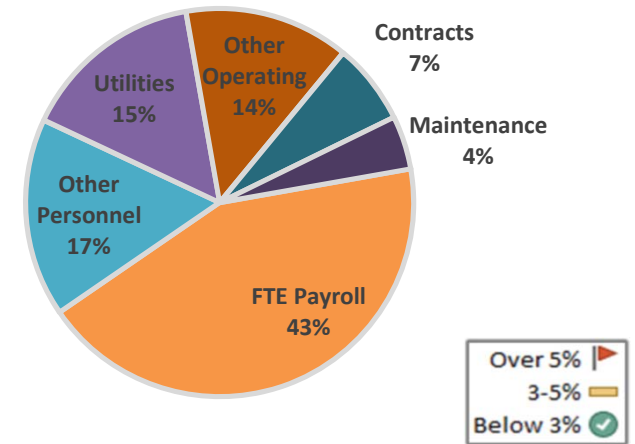
Provide management, maintenance, and accounting of all harbor-related activities occurring within the mooring basins and associated uplands.

	FTE
DIRECTOR	0.45
ADMIN ASSISTANT	1.00
HARBORMASTER	1.00
PORT/HARBOR OFFICE MGR	0.50
MAINT PROJECT MGR	0.50
HARBOR MAINT TECH II	1.00
MAINTENANCE TECH	1.00
EQUIPMENT OPERATOR	1.00
<b>Grand Total</b>	<b>6.45</b>

Budgeted FTE Payroll Costs and Personnel Count



2020 Adopted Budget



	Actual Expenditure				Adopted Budget		2019 to 2020 Budget Changes		
	2016	2017	2018	Estimate 2019	2019	2020	Dollar		Percent
FTE Payroll	538,015	558,099	658,051	712,000	868,852	770,985	(97,867)	✓	-11.3%
Other Operating	91,809	75,096	131,186	207,500	204,228	245,518	41,291	▶	20.2%
Other Personnel	133,566	135,238	114,135	204,740	219,994	294,968	74,974	▶	34.1%
Contracts	43,183	57,423	41,703	485,022	100,000	120,955	20,955	▶	21.0%
Utilities	176,658	190,522	196,951	233,839	272,000	272,000	-	✓	0.0%
Maintenance	18,036	23,321	26,832	34,164	38,500	79,608	41,108	▶	106.8%
<b>Grand Total</b>	<b>1,001,266</b>	<b>1,039,700</b>	<b>1,168,858</b>	<b>1,877,265</b>	<b>1,703,574</b>	<b>1,784,035</b>	<b>80,461</b>	▶	<b>4.7%</b>

## HARBOR

### Ongoing Responsibility

Duties include operating and maintaining the travelift, fish pump, crane, grid, launch ramp, restrooms, fish cleaning stations, and maintenance yard services.

Review and recommend changes for consideration to the Harbor rules, regulations, policies and procedures.

### Work Plan

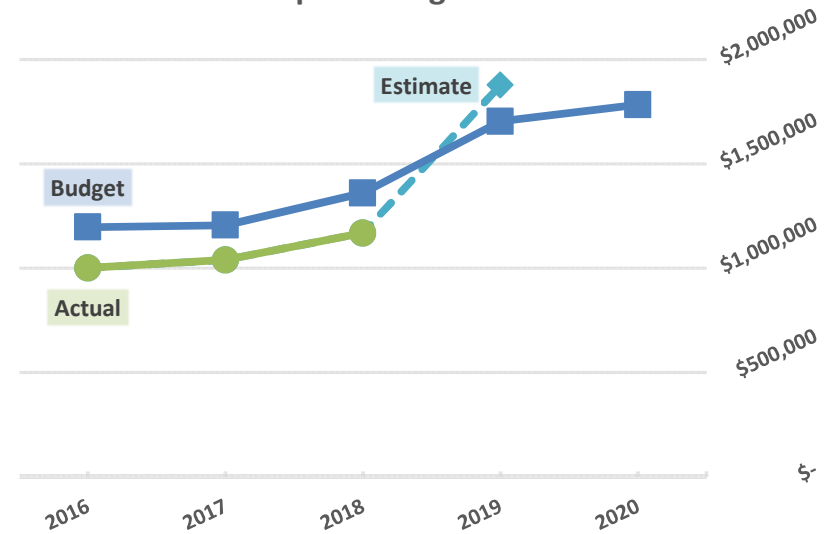
Streamline and modernize billing and reporting processes.

Ensure a smooth opening transition in the New Commercial Boat Harbor.  
Finish the Waterfront Master Planning effort.

### 2019 to 2020 Budget Changes

FTE Payroll	-11.3% \$(97,867)
Other Personnel	34.1% \$74,974
Utilities	0.0% \$-
Other Operating	20.2% \$41,291
Contracts	21.0% \$20,955
Maintenance	106.8% \$41,108

### Adopted Budget vs Actual



Harbor Fund Summary

	Actual			Estimate	Adopted	
Revenues	2016	2017	2018	2019	2019	2020
Harbor	(1,635,620)	(1,539,682)	(2,074,140)	(1,882,581)	(2,157,053)	(2,100,148)
Wet Slips	(943,641)	(897,418)	(1,063,849)	(1,070,355)	(1,378,503)	(1,269,915)
Capital	(318,751)	(239,997)	(535,593)	(324,261)	(327,024)	(341,418)
Upland	(187,329)	(181,082)	(229,730)	(236,853)	(199,896)	(215,302)
Utilities	(136,590)	(164,343)	(174,427)	(184,783)	(199,189)	(198,080)
Services	(17,160)	(19,785)	(24,760)	(27,622)	(27,041)	(26,000)
Administration	(32,150)	(36,520)	(45,187)	(38,181)	(25,400)	(48,233)
Property Rentals	-	-	-	-	-	-
Other	-	(537)	(592)	(526)	-	(1,200)
<b>Total Revenues</b>	<b>(1,635,620)</b>	<b>(1,539,682)</b>	<b>(2,074,140)</b>	<b>(1,882,581)</b>	<b>(2,157,053)</b>	<b>(2,100,148)</b>

	Actual			Estimate	Adopted	
Expenses	2016	2017	2018	2019	2019	2020
Harbor	1,001,266	1,039,700	1,168,858	1,877,265	1,703,574	1,784,035
FTE Payroll	538,015	558,099	658,051	712,000	868,852	770,985
Utilities	176,658	190,522	196,951	233,839	272,000	272,000
Other Personnel	133,566	135,238	114,135	204,740	219,994	294,968
Other Operating	91,809	75,096	131,186	207,500	204,228	245,518
Contracts	43,183	57,423	41,703	485,022	100,000	120,955
Maintenance	18,036	23,321	26,832	34,164	38,500	79,608
<b>Total Expenses</b>	<b>1,001,266</b>	<b>1,039,700</b>	<b>1,168,858</b>	<b>1,877,265</b>	<b>1,703,574</b>	<b>1,784,035</b>

<b>Total Subsidy (Profit)</b>	<b>(634,354)</b>	<b>(499,982)</b>	<b>(905,282)</b>	<b>(5,316)</b>	<b>(453,479)</b>	<b>(316,113)</b>
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