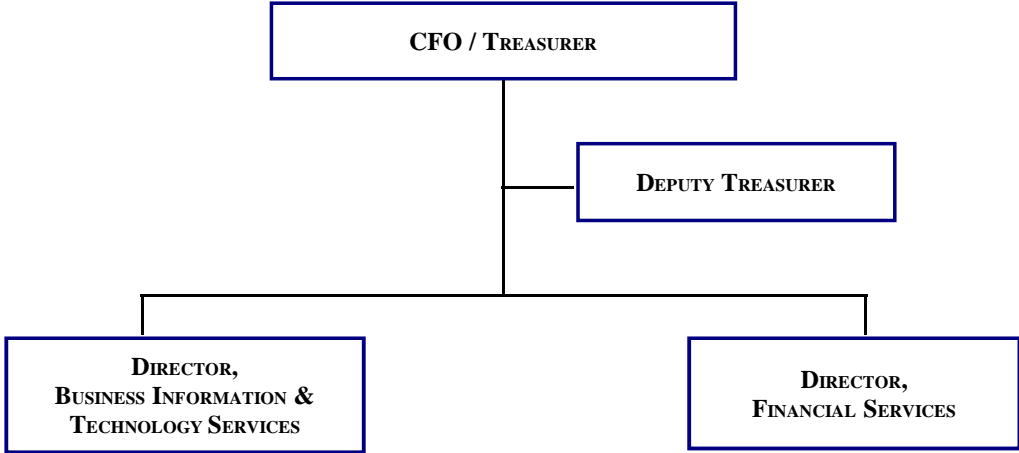


**BUSINESS INFORMATION & TECHNOLOGY SERVICES
&
FINANCIAL SERVICES**



The Business Information & Technology Services department manages the implementation and maintenance of Port technologies in ways that create value for the organization. This Department drives operational effectiveness and process improvement by fully integrating technology-related decisions with the Port's strategies and operating plans. The Division also oversees the Port's business and financial services functions, including financial planning, budgeting, finance, and treasury services. The Chief Financial Officer/Treasurer provides professional assistance and support to the Executive Director (President/CEO) and the Board of Port Commissioners on the Port's financial planning, accounting, investing, and business systems issues.

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Business Information & Technology Services & Financial Services Summary

FY 13/14 DIVISION BUDGET SUMMARY

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
EXPENSE BY COST CENTER:					
Business Information & Technology Services	\$ 5,418,272	\$ 4,137,700	\$ 4,597,100	\$ 459,400	11.1%
Technology Management Program	-	3,579,900	3,347,000	(232,900)	-6.5%
Technology Strategic Plan Expense Projects	-	-	372,000	372,000	-
Financial Services	2,934,505	3,173,800	5,096,500	1,922,700	60.6%
TOTAL DIRECT EXPENSE	\$ 8,352,777	\$ 10,891,400	\$ 13,412,600	\$ 2,521,200	23.1%
EQUIPMENT OUTLAY	\$ 264,208	\$ 264,500	\$ 48,000	\$ (216,500)	-81.9%
TOTAL DIVISION	\$ 8,616,985	\$ 11,155,900	\$ 13,460,600	\$ 2,304,700	20.7%
STAFFING BUDGET	52	52	52	0	3.8%

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BUSINESS INFORMATION & TECHNOLOGY SERVICES

Mission Statement

The mission of the Business Information & Technology Services department is to provide collaborative process improvement, transparent support, and delivery of reliable and intuitive solutions in a timely manner.

Vision Statement

Strategic partners with our customers; providing innovative and sustainable solutions.

Objectives

- Create and sustain positive relationships with Port staff
- Serve as internal consultants to adapt business systems to meet changing service needs
- Function as a strategic arm by leveraging technologies to support Port strategic goals and business objectives
- Manage Port project priorities matching business goals with appropriate technology solutions and provide increased resource utilization across the organization matching skills to project needs
- Support Port departments in enhancing operations through technology
- Deliver customer-focused services in an effective, timely, and courteous manner
- Provide a reliable and secure information technology environment for all users
- Identify and provide guidance on technology risk management and business system continuity
- Budget, plan, and maintain sustainable and effective technology solutions and services

Current Services

To achieve the Department's Mission and Vision statements, the following services will continue to be offered:

- Design, implement, and manage enterprise technology solutions and services throughout the Port
- Connect strategy and operational requirements with sound business processes and the use of enterprise information systems
- Maximization and leverage of the use of business systems in order to optimize the organization's performance
- Project management of technology projects
- Work with the General Services & Procurement department to provide full service procurement and contract management of technology equipment, systems, and services
- Provide cost effective technology equipment, systems, and solutions
- Management of grant-funded technology solutions
- Implementation of a performance-driven, reliable, secure, and stable computing infrastructure to effectively run all business and security systems to include data, voice, video, security, and wireless services

The Business Information & Technology Services department currently has 29 permanent positions.

Business Information & Technology Services

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 3,598,396	\$ 4,047,300	\$ 4,553,300	\$ 506,000	12.5%
Non-Personnel Expense	1,819,876	90,400	43,800	(46,600)	-51.5%
Total Direct Expense	\$ 5,418,272	\$ 4,137,700	\$ 4,597,100	\$ 459,400	11.1%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	264,208	7,500	-	(7,500)	-100.0%
TOTAL DEPARTMENTAL EXPENSE	\$ 5,682,480	\$ 4,145,200	\$ 4,597,100	\$ 451,900	10.9%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 1,944,958	\$ 2,501,000	\$ 2,627,100	\$ 126,100	5.0%
Overtime	1,434	3,500	-	(3,500)	-100.0%
Burden	1,197,113	1,262,000	1,622,600	360,600	28.6%
OPEB Annual Expense	290,206	280,800	303,600	22,800	8.1%
Temporary Personnel	164,686	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 3,598,396	\$ 4,047,300	\$ 4,553,300	\$ 506,000	12.5%

Note:

In FY 12/13, all departmental technology related funds were transferred to the Technology Management Program (TMP) for managing.

Business Information & Technology Services

PERMANENT POSITIONS

- Transfer:** 1 Equal Opportunity Analyst from Human Resources
 1 Manager, Infrastructure to Real Estate
 1 Staff Assistant I (Classified) from Marketing & Communications
- Retitle:** Manager, Business Systems to Manager, Business Information & Technology Services
- Replace:** 1 Technology Services Supervisor with 1 Technology Security Supervisor
 1 Equal Opportunity Analyst with 1 Quality Assurance Technician
- Eliminate:** 1 GIS Analyst
 1 System Support Analyst I

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Business Intelligence Supervisor	1	1
Business Systems Analyst	2	2
Business Systems Supervisor	2	2
Business Systems Technician	1	1
Director, Business Information & Technology Services	1	1
GIS Analyst	2	1
Information Systems Supervisor	1	1
Information Technology Security Analyst	1	1
Lead Support Services	1	1
Manager, Business Information & Technology Services	0	1
Manager, Business Systems	1	0
Manager, Infrastructure	1	0
Network Systems Analyst	2	2
Program Manager	1	1
Quality Assurance Technician	0	1
Senior Applications Developer	1	1
Senior Business Intelligence Analyst	1	1
Senior Business Systems Analyst	2	2
Senior Management Analyst	1	1
Staff Assistant I (Classified)	0	1
Staff Assistant II	1	1
Systems Support Analyst I	2	1
Systems Support Analyst II	3	3
Technology Security Supervisor	0	1
Technology Services Supervisor	2	1
TOTAL	30	29

STUDENT POSITIONS

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Intern	6	5
TOTAL	6	5

Business Information & Technology Services
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
600110 Overtime MISCELLANEOUS	\$	\$ 3,500	\$	\$ -		
Total:	\$ 1,434	\$ 3,500	\$ 3,500	\$ -	\$ (3,500)	-100.0%
600120 Temporary Personnel	\$	\$ -	\$ -	\$ -	\$ -	N/A
Total:	\$ 164,686	\$ -	\$ -	\$ -	\$ -	N/A
SUBTOTAL: OVERTIME & TEMPS	\$ 166,120	\$ 3,500	\$ 3,500	\$ -	\$ (3,500)	-100.0%
610110 Books & Periodicals BOOKS & PERIODICALS	\$	\$ 1,500	\$	\$ -		
Total:	\$ 932	\$ 1,500	\$ 1,500	\$ -	\$ (1,500)	-100.0%
610115 Employee Recognition EMPLOYEE RECOGNITION	\$	\$ 1,000	\$	\$ 900		
Total:	\$ 2,189	\$ 1,000	\$ 1,000	\$ 900	\$ (100)	-10.0%
610120 Memberships & Dues MEMBERSHIPS & DUES	\$	\$ 13,500	\$	\$ 6,000		
Total:	\$ 10,602	\$ 13,500	\$ 13,500	\$ 6,000	\$ (7,500)	-55.6%
610140 Seminars & Training SEMINARS & TRAINING	\$	\$ 50,000	\$	\$ 25,300		
Total:	\$ 58,012	\$ 50,000	\$ 50,000	\$ 25,300	\$ (24,700)	-49.4%
615100 Mileage Reimbursement CAR ALLOWANCE MILEAGE AND PARKING	\$	\$ 4,800	\$	\$ -		
		2,400		3,900		
Total:	\$ 5,922	\$ 7,200	\$ 7,200	\$ 3,900	\$ (3,300)	-45.8%
615110 Travel TRAVEL	\$	\$ 10,000	\$	\$ -		
Total:	\$ 7,062	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	-100.0%
620100 Services - Professional & Other	\$	\$ -	\$ -	\$ -		
Total:	\$ 854,717	\$ -	\$ -	\$ -	\$ -	N/A
630110 Equipment & Systems	\$	\$ -	\$ -	\$ -		
Total:	\$ 144,878	\$ -	\$ -	\$ -	\$ -	N/A
630120 Equipment Rental/Leasing EQUIPMENT RENTAL/LEASING	\$	\$ 300	\$	\$ -		
Total:	\$ -	\$ 300	\$ 300	\$ -	\$ (300)	-100.0%
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES	\$	\$ 6,500	\$	\$ 7,400		
Total:	\$ 13,644	\$ 6,500	\$ 6,500	\$ 7,400	\$ 900	13.8%
630140 Postage & Shipping POSTAGE & SHIPPING	\$	\$ 400	\$	\$ 300		
Total:	\$ 366	\$ 400	\$ 400	\$ 300	\$ (100)	-25.0%

**Business Information & Technology Services
EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
640110 Telephone & Communications						
Total:	\$ 64,102	\$ -	\$ -	\$ -	\$ -	N/A
650130 Equipment Maintenance-Outside Services						
Total:	\$ 141,361	\$ -	\$ -	\$ -	\$ -	N/A
650140 Software Maintenance						
Total:	\$ 514,798	\$ -	\$ -	\$ -	\$ -	N/A
660110 Promotional Services						
Total:	\$ 1,292	\$ -	\$ -	\$ -	\$ -	N/A
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 1,819,876	\$ 90,400	\$ 90,400	\$ 43,800	\$ (46,600)	-51.5%
GRAND TOTAL:	\$ 1,985,995	\$ 93,900	\$ 93,900	\$ 43,800	\$ (50,100)	-53.4%

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Technology Management Program

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-
Non-Personnel Expense	-	3,579,900	3,347,000	(232,900)	-6.5%
Total Direct Expense	\$ -	\$ 3,579,900	\$ 3,347,000	\$ (232,900)	-6.5%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	257,000	48,000	(209,000)	-81.3%
TOTAL DEPARTMENTAL EXPENSE	\$ -	\$ 3,836,900	\$ 3,395,000	\$ (441,900)	-11.5%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	-
Overtime	-	-	-	-	-
Burden	-	-	-	-	-
OPEB Annual Expense	-	-	-	-	-
Temporary Personnel	-	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ -	\$ -	\$ -	\$ -	-

Technology Management Program

EQUIPMENT OUTLAY

DESCRIPTION	REASON	QTY	UNIT COST	TOTAL COST
SQL SERVER SOFTWARE	N	5	\$ 9,600	\$ 48,000
TOTAL		5		\$ 48,000

Technology Management Program
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL	ADJUSTED	BUDGET	CHANGE FROM	
		BUDGET FY 12/13	BUDGET FY 12/13	BUDGET FY 13/14	ADJUSTED	
					dollars	pct
SUBTOTAL: OVERTIME & TEMPS	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
620100 Services - Professional & Other						
ACCESS CONTROL		\$ -		\$ 15,000		
BOARD ROOM MAINTENANCE				4,100		
BUSINESS WAREHOUSE 3.X TO 7.X		50,000		-		
BUSINESS WAREHOUSE-LOAD MONIT		8,400		7,800		
CCTV MAINTENANCE		550,800		616,000		
CONFERENCE EQPT MAINTENANCE		-		15,000		
DATA CENTER STUDY		100,000		-		
E-PROCUREMENT		24,000		-		
EMAIL ARCHIVING		-		26,000		
ENTERPRISE DESKTOP MGT & ENG		10,000		8,000		
ENTERPRISE SERVER ENG SVCS		15,000		12,000		
ESTABLISH ENTERPRISE TAXONOMY		70,000		-		
FIBER OPTIC MAINTENANCE		-		50,000		
IDENTITY MANAGEMENT NETWRK SVC		50,000		40,000		
IMPLEMENT SAP ENHANCEMENT PACK		30,000		-		
IT TECH SERVICES - LEVEL 3		-		110,000		
IT TECHNICAL SERVICES		-		200,000		
MAC COMPUTING-LEVEL 2 SUPPORT		5,500		-		
MICROSOFT TECH SERVICES-LEVEL 3		-		75,000		
MICROSOFT WINDOWS 7 UPGRADE		140,000		-		
OFFSITE TAPE STORAGE SVCS		4,000		4,000		
ONLINE TRAVEL & REIMBURSEMENT		24,400		-		
PROJECT MANAGEMENT OFFICE		165,000		-		
SAP ADMINISTRATION		100,000		93,000		
SAP CORE SYSTEM - LEVEL 3		50,000		-		
SDMIS MAINTENANCE SERVICES		23,800		25,000		
STORMWATER DATABASE MANAGEMENT		33,600		-		
TENANT PORTAL WEBSITE		7,500		-		
TRAVEL ON DEMAND		-		11,000		
UBIX & ORACLE SUPPORT		-		20,000		
VESSEL COPPER REDUCTION MAINT		26,000		-		
VESSEL SPEED REDUCTION MAINT		12,000		-		
WEB PROJECTS		10,500		-		
WORKFORCE MANAGEMENT SERVICE		14,400		-		
Total:	\$ -	\$ 1,524,900	\$ 1,524,900	\$ 1,331,900	\$ (193,000)	-12.7%
630110 Equipment & Systems						
800 MHZ RADIOS		\$ 359,000		\$ 1,000		
AUTOCAD/ARCH SOFTWARE		3,000		-		
BACK-UP TAPES		6,000		6,000		
CABLES, DISKS		2,200		2,500		
CELL PHONES		-		7,000		
CISCO INFRASTRUCTURE-MODIFICATIONS		-		20,000		
CLOUD DATA MANAGEMENT		-		40,000		
CLOUD HOSTING SERVICES		-		50,000		
COMPUTER SOFTWARE		21,000		-		
DISK & MEMORY		20,000		-		
DISK/MEMORY/SERVERS UPGRADE		-		20,000		
E-PROCUREMENT		-		30,000		
GOOGLE EARTH PLUS		600		-		
HR REGULATORY TRAINING		-		12,000		
HS - 800 MHZ RADIOS		2,000		-		

Technology Management Program
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL	ADJUSTED	BUDGET	CHANGE FROM	
		BUDGET FY 12/13	BUDGET FY 12/13	BUDGET FY 13/14	ADJUSTED	
					dollars	pct
OFFICE & OP EQUIP/SOFTWARE		20,000		-		
PAVER FIELD INSPECTOR SOFTWARE		1,200		-		
PERMITTING SOFTWARE		-		9,000		
REFRESH DESKTOPS/LAPTOPS		198,000		-		
REPLACEMENT PRINTERS		3,300		-		
SECURITY EQPT UPGRADE/REPAIRS		75,000		50,000		
SMARTSHEET		-		1,300		
SOFTWARE/SUBSCRIPTIONS		-		14,000		
SSL CERTIFICATES		-		5,000		
STORMWATER DATABASE MANAGEMENT		-		35,000		
SWITCHING PORT		20,000		-		
TELECOMMUNICATION		2,000		-		
TELEPHONE UPDATES		500		-		
UPS-BATTERIES		-		7,000		
VESSEL COPPER REDUCTION MAINT		-		12,000		
VESSEL SPEED REDUCTION MAINT		-		10,000		
VESSEL TRACKING (SUBSCRIPTION)		-		300		
WEB PROJECTS		-		10,500		
WINDOW SERVER OS		7,000		6,500		
WORKFORCE MANAGEMENT SERVICE		-		11,900		
Total:	\$ -	\$ 740,800	\$ 740,800	\$ 361,000	\$ (379,800)	-51.3%
640110 Telephone & Communications						
HS - RCS SYSTEM FEES	\$	10,500		\$ 20,000		
TELEPHONE & COMMUNICATIONS		490,100		480,600		
WIFI / DATA		8,000		8,000		
Total:	\$ -	\$ 508,600	\$ 508,600	\$ 508,600	\$ -	0.0%
650130 Equipment Maintenance-Outside Services						
3 C'S-ANNUAL LINE FEES	\$	-		\$ 3,000		
3 C'S-MAINTENANCE		-		3,000		
800 MHZ RADIO		80,000		70,000		
ACCESS CONTROL		-		15,000		
BACK-UP HARDWARE		7,500		20,900		
BATTERY BACKUP MAINTENANCE		28,000		-		
COPIER MAINTENANCE -RE		-		8,700		
EMERGENCY COMM EQUIPMENT MAINT		3,000		-		
EMERGENCY COMM VIDEO SERVICE		3,000		-		
EXECUTIVE OFFICES		500		-		
MP - AUTO CITE (TEO)		6,300		-		
OFFICE OF THE DISTRICT CLERK		16,500		16,500		
PLOTTER MAINT-(ENG)		-		1,600		
PRINTER/COPIER/METER MAINT		-		42,900		
SECURITY SYSTEM MAINT, GS BLDG		9,400		1,600		
SOLARIS SERVER MAINTENANCE		30,000		30,000		
UPS-MAINTENANCE		-		13,000		
VIDEO CONFERENCING MAINTENANCE		15,000		15,000		
Total:	\$ -	\$ 199,200	\$ 199,200	\$ 241,200	\$ 42,000	21.1%
650140 Software Maintenance						
ACT-SAGE SOFTWARE MAINT	\$	-		\$ 900		
ADOBE & SNAG-IT		2,000		-		
ARCHIVING & E-DISCOVERY MAINT		26,000		26,000		
AUTOCITE SOFTWARE MAINTENANCE		1,000		-		
CCTV CAMERA ANALYTICS		-		12,000		
CCTV VIDEO MGMT SYSTEM		-		30,000		
COLLABORATION SOFTWARE MAINT		23,000		21,000		

Technology Management Program
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL	ADJUSTED	BUDGET	CHANGE FROM	
		BUDGET FY 12/13	BUDGET FY 12/13	BUDGET FY 13/14	ADJUSTED	
					dollars	pct
DATABASE MAINTENANCE		51,100		-		
DOCUMENT MANAGEMENT		59,400		160,000		
EMBARK SOFTWARE-MAINTENANCE		-		1,000		
ENGINEERING CAD SYSTEM		9,500		9,500		
ENT SEASAM BACK-UP MAINT		34,000		40,000		
FAX MESSAGE MANAGER		2,800		-		
GIS MAINTENANCE		33,500		33,500		
GUIXT SOFTWARE MAINT		8,400		8,400		
LIFERAY ENTERPRISE PORTAL		-		50,000		
MICROSOFT ENTERPRISE MAINT		-		81,000		
MISC SOFTWARE MAINT/LIC		500		-		
MOIS		9,000		9,000		
NOVELL SOFTWARE MAINT		75,000		75,000		
OBJECT VIDEO MOTION SENSORS		12,000		-		
ORACLE APPLICATIONS		10,000		6,000		
ORACLE DATABASE MAINTENANCE		-		51,100		
PAVEMENT MANAGEMENT SYSTEM		1,800		1,800		
RE-CAD SYSTEM		-		9,000		
RISK - RELATED		2,300		2,300		
SAP ERP MAINTENANCE		136,200		159,000		
SEA-WEB SYSTEM SUBSCRIPTION		3,500		3,500		
SECURITY SOFTWARE MAINT		74,000		38,300		
SOFTWARE MAINTENANCE		400		-		
VIRTUAL MACHINE MAINTENANCE		31,000		31,000		
VM SUPPORT/SUBSCRIPTION		-		45,000		
Total:	\$ -	\$ 606,400	\$ 606,400	\$ 904,300	\$ 297,900	49.1%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ -	\$ 3,579,900	\$ 3,579,900	\$ 3,347,000	\$ (232,900)	-6.5%
GRAND TOTAL:	\$ -	\$ 3,579,900	\$ 3,579,900	\$ 3,347,000	\$ (232,900)	-6.5%

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FINANCIAL SERVICES

Mission Statement

To safeguard the Port's financial assets, provide liquidity to fund its operations and capital requirements, and facilitate the Port's business by providing expert financial planning and analysis, risk management and proper functioning of safe work practices, efficient processes that support our customers' needs, and excellent services to our customers and business partners.

Vision Statement

To provide and facilitate optimal financial management, treasury, and risk management and safety services for the Port.

Objectives

- Issue timely invoicing of monies due to the Port and timely payment of Port obligations
- Prudently invest the Port's funds
- Provide funds for the Port's operations and capital requirements
- Build and maintain collaborative stakeholder relationships
- Deliver timely and accurate financial results
- Improve and document key processes and cross-train staff to reduce single points of failure
- Safeguard Port assets, including the employees
- Reinforce a safe, open, and secure work environment for Port employees
- Remain current on industry trends and accounting standards
- Recruit and retain a highly skilled and diverse workforce
- Reinforce Port's safety program for all employees

Current Services

To achieve the Department's Mission and Vision statements, staff is committed to providing the following services:

- General accounting that properly records financial transactions in compliance with applicable Government Accounting Standards Board (GASB) statements, and generally accepted accounting principles (GAAP)
- Timely and accurate processing of payments to vendors in compliance with IRS, State regulations, and Port policies

- Timely and accurate invoicing and recording of Port revenues
- Issuance of annual audited financial statements, including Management Discussion and Analysis (MD&A) and note disclosures
- Financial planning, reporting, and analysis for cash flow forecasting, Series 2004 Revenue Bonds continuing disclosure requirement, and other ad-hoc reports
- Administration of the Port's annual budget
- Monthly financial reports
- Grants accounting, including billing, cost collection, and financial reporting in compliance with federal and non-federal grant requirements, including the single audit
- Manage Port's fixed-income investment portfolio, banking relationships, and debt administration functions
- Perform daily cash management function, including cash receipts, and wire transfers
- Direct the investment of bond proceeds and administer debt activities
- Provides support for audits performed by the Port's independent external auditor as well as audits performed by other agencies
- Management of the workers' compensation program
- Purchase and maintenance of the Port's insurance policies
- Recovery of claim costs
- Project and contract review for safety and insurance requirements
- Tracking proof of insurance from Port tenants and contractors
- Establishment of safety policies/procedures
- Tracking Occupational Safety and Health Administration regulations and determining their impact on the Port
- Safety training
- Investigations of accidents and injuries

The Financial Services department currently has 23 permanent positions.

Financial Services

SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Personnel Expense	\$ 2,651,276	\$ 2,811,200	\$ 3,419,200	\$ 608,000	21.6%
Non-Personnel Expense	283,229	362,600	1,677,300	1,314,700	362.6%
Total Direct Expense	\$ 2,934,505	\$ 3,173,800	\$ 5,096,500	\$ 1,922,700	60.6%
Less: Capitalized Expense	-	-	-	-	-
Equipment Outlay	-	-	-	-	-
TOTAL DEPARTMENTAL EXPENSE	\$ 2,934,505	\$ 3,173,800	\$ 5,096,500	\$ 1,922,700	60.6%

PERSONNEL EXPENSE

	ACTUAL RESULTS FY 11/12	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	INC/(DEC) FY 13/14-12/13 BUDGET	% CHANGE
Salaries and Wages	\$ 1,516,312	\$ 1,583,100	\$ 1,842,300	\$ 259,200	16.4%
Overtime	1,559	-	-	-	-
Burden	912,546	1,021,700	1,351,700	330,000	32.3%
OPEB Annual Expense	212,406	206,400	225,200	18,800	9.1%
Temporary Personnel	8,453	-	-	-	-
TOTAL PERSONNEL EXPENSE	\$ 2,651,276	\$ 2,811,200	\$ 3,419,200	\$ 608,000	21.6%

Note:

The Risk Management & Safety staff were transferred to Financial Services in FY 13/14.

Financial Services

PERMANENT POSITIONS

Transfer: 1 Risk and Safety Manager from Human Resources
 1 Risk Management Analyst from Human Resources
 2 Safety Specialist II from Human Resources

Eliminate: 2 Financial Analyst
 1 Senior Accountant

POSITION TITLE	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14
Accountant	1	1
Accounting Supervisor	1	1
CFO/Treasurer	1	1
Deputy Treasurer	1	1
Director, Financial Services	1	1
Executive Assistant I (Classified)	1	1
Financial Analyst	5	3
Financial Technician	4	4
Lead Accounting Technician	1	1
Manager, Financial Planning & Analysis	1	1
Manager, Financial Services	1	1
Risk and Safety Manager	0	1
Risk Management Analyst	0	1
Safety Specialist II	0	2
Senior Accountant	2	1
Senior Financial Analyst	1	1
Senior Management Analyst	1	1
TOTAL	22	23

STUDENT POSITIONS

POSITION TITLE	AMENDED BUDGET FY 12/13	BUDGET FY 13/14
Intern	0	1
TOTAL	0	1

Financial Services
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
600110 Overtime						
Total:	\$ 1,559	\$ -	\$ -	\$ -	\$ -	N/A
600120 Temporary Personnel						
Total:	\$ 8,453	\$ -	\$ -	\$ -	\$ -	N/A
SUBTOTAL: OVERTIME & TEMPS	\$ 10,012	\$ -	\$ -	\$ -	\$ -	N/A
610110 Books & Periodicals						
PROFESSIONAL PUBLICATIONS		\$ 1,800		\$ 500		
RISK - PUBLICATIONS		-		1,000		
Total:	\$ 1,882	\$ 1,800	\$ 1,800	\$ 1,500	\$ (300)	-16.7%
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 1,300		\$ 1,400		
Total:	\$ 792	\$ 1,300	\$ 1,300	\$ 1,400	\$ 100	7.7%
610120 Memberships & Dues						
AMER INST OF CPA'S		\$ 400		\$ -		
ASSN FOR FINANCIAL PROF'LS		400		-		
CA MUNI TREASURERS ASSN		200		-		
CA SOC OF CPA'S		800		-		
CA SOC OF MUNI FINANCE OFFICER		300		-		
GOVT FINANCE OFFICERS ASSN		800		-		
MEMBERSHIPS & DUES		500		4,300		
SAN DIEGO CREDIT ASSOCIATION		300		-		
Total:	\$ 2,644	\$ 3,700	\$ 3,700	\$ 4,300	\$ 600	16.2%
610140 Seminars & Training						
ANNUAL GOVT GAAP UPDATE		\$ 900		\$ 800		
AP/1099/SALES TAX TRAINING		600		300		
ASSN FOR FINANCIAL PROF'LS		1,400		1,000		
CA MUNI TREASURER'S ASSN		300		500		
CA SOC OF CPA'S		1,500		-		
CA SOC OF MUNI FINANCE OFFICER		1,000		-		
GOVT FINANCE OFFICERS ASSN		1,200		-		
REGULATORY TRAINING		1,100		2,500		
RISK - RELATED		-		900		
Total:	\$ 8,080	\$ 8,000	\$ 8,000	\$ 6,000	\$ (2,000)	-25.0%
615100 Mileage Reimbursement						
CAR ALLOWANCE		\$ 12,000		\$ -		
MILEAGE REIMBURSEMENT		1,000		1,000		
RISK - RELATED		-		300		
Total:	\$ 12,772	\$ 13,000	\$ 13,000	\$ 1,300	\$ (11,700)	-90.0%
615110 Travel						
ASSN FOR FINANCIAL PROF'LS		\$ 1,500		\$ -		
CA SOC OF MUNI FINANCE OFFICER		800		-		
GOVT FINANCE OFFICERS ASSN		1,500		-		
TRAVEL		2,700		-		
Total:	\$ 1,301	\$ 6,500	\$ 6,500	\$ -	\$ (6,500)	-100.0%

Financial Services EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
620100 Services - Professional & Other						
ACTUARIAL VALUATION SERVICES		\$ 34,000		\$ 5,000		
BLOOMBERG FINANCE LP		15,000		30,100		
COST ALLOCATION PLAN		17,900		-		
COST RECOVERY ANALYSIS		50,000		11,600		
FINANCIAL ADVISOR		66,000		66,000		
GOVT FINANCE & RESEARCH GROUP		4,000		4,000		
INTERACTIVE DATA(PORTFOLIO PR)		-		1,200		
INVESTMENT PORTFOLIO FEES		35,600		-		
RATING AGENCY SURVEILLANCES		5,700		6,000		
REVENUE BONDS TRUSTEE		1,500		1,200		
RISK - ACCIDENT INVESTIGATIONS		-		5,000		
RISK - AED PROGRAM		-		600		
RISK - HEARING CONSERVATION		-		5,500		
RISK - INSURANCE CERT TRACKING		-		12,000		
RISK - MARINE SURVEYS		-		1,900		
RISK - PHYSICALS		-		35,500		
UNION BANK OF CA TRUST ACCT		7,500		1,200		
US BANK (ESCROW AGNT DEP FEE)		1,400		10,800		
Total:	\$ 120,122	\$ 238,600	\$ 238,600	\$ 197,600	\$ (41,000)	-17.2%
620110 Services - Legal						
Total:	\$ 32,523	\$ -	\$ -	\$ -	\$ -	N/A
630110 Equipment & Systems						
RISK - RELATED		\$ -		\$ 15,000		
Total:	\$ 2,307	\$ -	\$ -	\$ 15,000	\$ 15,000	N/A
630130 Office & Operating Supplies						
OFFICE SUPPLIES		\$ 12,000		\$ 12,200		
Total:	\$ 23,390	\$ 12,000	\$ 12,000	\$ 12,200	\$ 200	1.7%
630140 Postage & Shipping						
POSTAGE & SHIPPING		\$ 5,000		\$ 5,200		
Total:	\$ 4,304	\$ 5,000	\$ 5,000	\$ 5,200	\$ 200	4.0%
630150 Safety Equipment & Supplies						
RISK - RELATED		\$ -		\$ 7,000		
Total:	\$ 32	\$ -	\$ -	\$ 7,000	\$ 7,000	N/A
640110 Telephone & Communications						
Total:	\$ 22,198	\$ -	\$ -	\$ -	\$ -	N/A
650120 Equipment Maintenance-Supplies						
RISK - RELATED		\$ -		\$ 1,200		
Total:	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	N/A
650130 Equipment Maintenance-Outside Services						
EQUIPMENT MAINTENANCE-OUTSIDE		\$ 2,500		\$ 1,200		
RISK - RELATED		-		2,000		
Total:	\$ 1,058	\$ 2,500	\$ 2,500	\$ 3,200	\$ 700	28.0%

Financial Services
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL FY 11/12	ORIGINAL BUDGET FY 12/13	ADJUSTED BUDGET FY 12/13	BUDGET FY 13/14	CHANGE FROM ADJUSTED	
					dollars	pct
650140 Software Maintenance SYMPRO INC MAINT		\$ 6,700		\$ 6,700		
Total:	\$ 6,765	\$ 6,700	\$ 6,700	\$ 6,700	\$ -	0.0%
660110 Promotional Services PROMOTIONAL SERVICES RISK - RELATED		\$ 1,000		\$ - 600		
Total:	\$ 759	\$ 1,000	\$ 1,000	\$ 600	\$ (400)	-40.0%
670110 Insurance RISK - BROKER FEES RISK - INSURANCE PREMIUMS		\$ -		\$ 41,000 1,304,600		
Total:	\$ -	\$ -	\$ -	\$ 1,345,600	\$ 1,345,600	N/A
670120 Insurance Claims RISK - RELATED		\$ -		\$ 10,000		
Total:	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	N/A
670130 Permits/Certificates/License PERMITS/CERTIFICATES/LICENSE RISK - RELATED		\$ 600		\$ 300 3,000		
Total:	\$ 325	\$ 600	\$ 600	\$ 3,300	\$ 2,700	450.0%
670190 Other Miscellaneous Operating Expenses BANK FEES CREDIT CARD FEES PARKING METER SMART CARDS		\$ 47,000 14,400 500		\$ 40,000 15,200 -		
Total:	\$ 41,976	\$ 61,900	\$ 61,900	\$ 55,200	\$ (6,700)	-10.8%
SUBTOTAL: NON-PERSONNEL EXPENSE	\$ 283,229	\$ 362,600	\$ 362,600	\$ 1,677,300	\$ 1,314,700	362.6%
GRAND TOTAL:	\$ 293,241	\$ 362,600	\$ 362,600	\$ 1,677,300	\$ 1,314,700	362.6%