

DOCKS

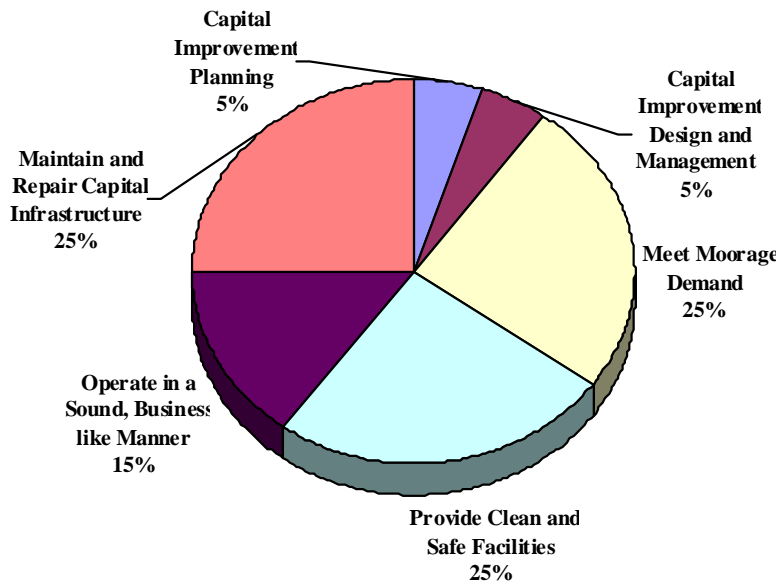
DOCKS MISSION STATEMENT

The CBJ Docks and Harbors Board develops and provides services to promote and accommodate marine related commerce, industry, fisheries, recreation, and visitors.

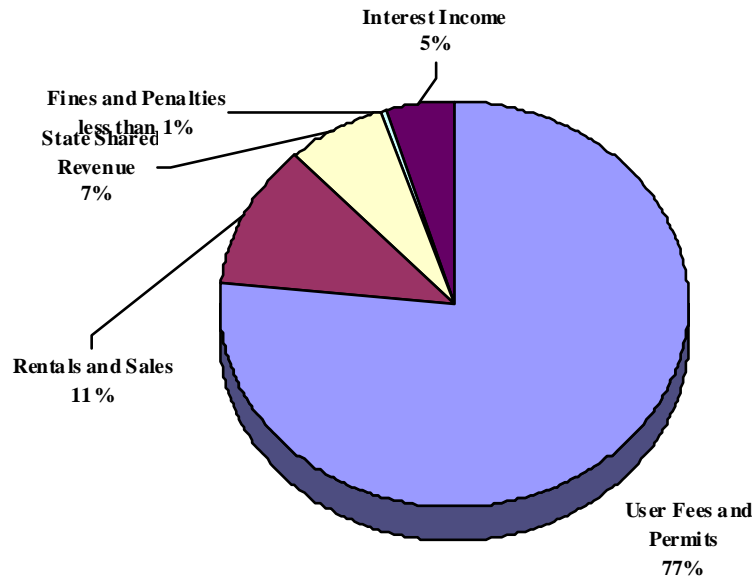
FY12 BUDGET FOR DOCKS

\$1,410,500

CORE SERVICES COMBINED FOR DOCKS AND HARBORS



FUNDING SOURCES COMBINED FOR DOCKS AND HARBORS



See the Glossary for definitions of terms.

DOCKS

COMPARATIVES

	FY10 Actuals	FY11		FY12	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENSES:					
Personnel Services	\$ 947,400	829,300	903,200	846,600	833,700
Commodities and Services	450,200	586,400	544,600	588,400	566,800
Capital Outlay	29,800	10,000	5,000	10,000	10,000
Support to Capital Projects (1)	5,500	4,000,000	4,000,000	-	-
Total Expenses	1,432,900	5,425,700	5,452,800	1,445,000	1,410,500
FUNDING SOURCES:					
Interdepartmental Charges	9,000	8,300	8,300	5,500	11,000
User Fees and Permits	1,723,500	1,660,400	1,491,800	1,660,400	1,515,000
State Shared Revenue	34,900	-	-	-	-
Rentals	100	-	-	-	-
Interest	150,200	100,000	101,400	100,000	101,600
Support from Marine Passenger Fee	154,100	154,100	154,100	154,100	154,000
Equity To Fund Balance	(638,900)	3,502,900	3,697,200	(475,000)	(371,100)
Total Funding Sources	\$ 1,432,900	5,425,700	5,452,800	1,445,000	1,410,500
STAFFING	9.32	9.86	9.86	9.86	11.25
FUND BALANCE	\$ 4,992,900	1,490,000	1,295,700	1,770,700	1,666,800

* The department is projecting their FY11 Actual Expenses will be in excess of their budget authorization. Under section 9.13 of the Charter, it would be inappropriate to allow a department to exceed their budget authorization. In response to this funding need, staff will present to the Assembly, during FY11, an additional appropriation request. The funding source for the additional appropriation will be fund balance.

In the event the Assembly does not approve the supplemental appropriation, the department will be required to reduce their FY11 expenditures to remain at or below the budgeted appropriation.

BUDGET HIGHLIGHT

The Docks FY12 Adopted Budget decreased \$34,500 (2.4%) from the FY12 Approved Budget.

The significant budgetary changes include:

- Personnel Services decreased \$12,900 (1.5%) due to a shifting of FTEs between the Docks and Harbors operations and reimbursement for staff time spent on capital projects.
- Commodities and Services decreased \$21,600 (3.7%) primarily due to lower estimates for water service costs.
- User Fees and Permits decreased \$145,400 (8.8%) due to fewer visitors than previously anticipated. This figure more closely matches the FY11 projected actuals.

DOCKS

CORE SERVICES

Capital Improvement Program

Includes: Port Director and CIP Staff

Services Provided to: Docks and Harbors Board

Key Measures	<i>FY08 Actuals</i>	<i>FY09 Actuals</i>	<i>FY10 Projected</i>	<i>FY11 Projected</i>	<i>FY12 Projected</i>
Harbor construction expenditures	\$8M	\$2M	\$6M	\$3M	\$8M
Port construction expenditures	\$0.4M	\$0.9M	\$3M	\$5M	\$1.5M
Number of active Harbor construction contracts	4	5	5	2	3
Number of active Port construction contracts	2	2	2	1	1
Number of active Harbor planning and design contracts	1	1	1	2	2
Administrative CIP cost/construction expenditure ratio	1.0%	1.0%	1.5%	1.5%	1.5%

Meet Moorage Demand

Includes: Harbormaster

Services Provided to: Public

Key Measures	<i>FY08 Actuals</i>	<i>FY09 Actuals</i>	<i>FY10 Projected</i>	<i>FY11 Projected</i>	<i>FY12 Projected</i>
Number of vessels denied moorage	2	3	4	4	5
Number of vessels on moorage list	105	93	45	70	60

Provide Clean, Safe Facilities

Includes: Port Director and Harbormaster

Services Provided to: Industry and the Public

Key Measures	<i>FY08 Actuals</i>	<i>FY09 Actuals</i>	<i>FY10 Projected</i>	<i>FY11 Projected</i>	<i>FY12 Projected</i>
Number of valid complaints	6	5	4	4	4
Number of accidents	3	3	3	1	1
Number of valid compliments	8	8	30	50	100

Operate in a Sound, Business-like Manner

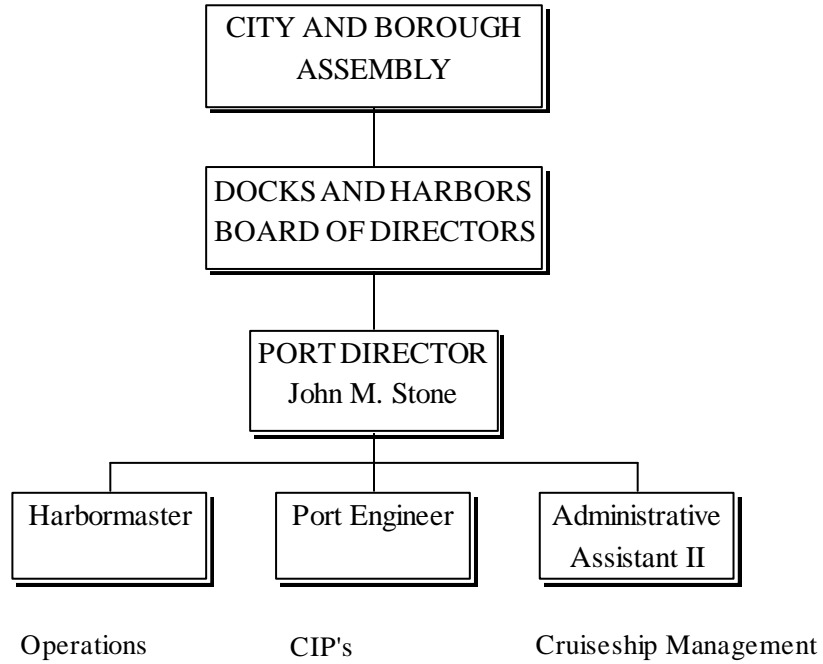
Includes: Port Director and Harbormaster

Services Provided to: Docks and Harbors Board and the public

Key Measures	<i>FY08 Actuals</i>	<i>FY09 Actuals</i>	<i>FY10 Projected</i>	<i>FY11 Projected</i>	<i>FY12 Projected</i>
Number of billing errors.	30	30	20	20	20
% of actual revenues versus budgeted revenues	105.1%	1048%	100%	100%	100%
% of revenue growth	40.4%	-22%	0%	0%	01%
Number of audit irregularities	0	0	0	0	0

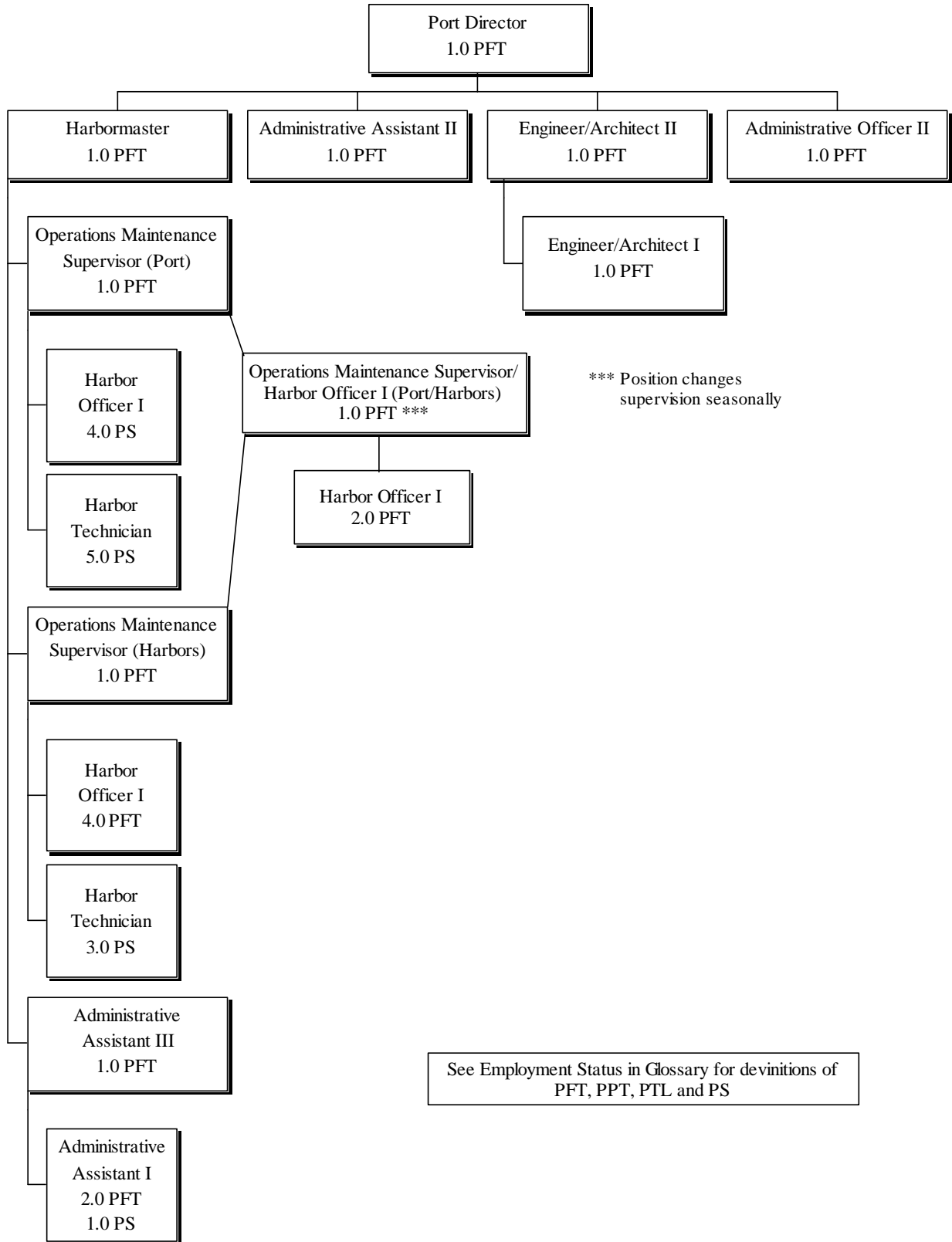
DOCKS

FUNCTIONAL ORGANIZATION CHART



DOCKS

STAFFING ORGANIZATION CHART



DOCKS

STAFFING DETAIL

	FY11 Amended		FY12 Approved		FY12 Adopted	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Port Director	0.50	\$ 63,800	0.50	\$ 63,800	0.50	\$ 63,800
Harbormaster	0.50	42,600	0.50	44,100	0.50	44,100
Administrative Officer II (1)	0.50	36,200	0.50	36,900	0.50	36,900
Engineer/Architect I, II (3)	1.25	116,200	1.25	116,200	1.25	118,700
Administrative Assistant II	1.00	51,100	1.00	51,100	1.00	41,600
Administrative Assistant III (1)	0.50	29,300	0.50	29,800	0.50	29,800
Operations Maintenance Supervisor	0.50	38,200	0.50	38,700	0.50	32,500
Harbor Officer I (1)&(2)	3.43	181,400	3.43	181,700	3.43	181,700
Harbor Technician (2)	1.68	58,700	1.68	58,700	1.68	58,700
Overtime	-	20,000	-	20,000	-	20,000
Benefits	-	364,300	-	379,900	-	425,500
Reimbursement from Capital Projects	-	(172,500)	-	(174,300)	-	(291,000)
Total before amendment	9.86	788,800	9.86	846,600	9.86	762,300
Amendment						
Administrative Officer II (1)	-	-	-	-	0.50	22,000
Engineer/Architect I, II (3)	-	-	-	-	1.00	73,400
Administrative Assistant III (1)	-	-	-	-	(0.50)	(29,800)
Harbor Officer I (1)&(2)	-	-	-	-	(0.93)	(44,300)
Harbor Technician (2)	-	-	-	-	1.32	50,100
Total after amendment	9.86	\$ 788,800	9.86	\$ 846,600	11.25	\$ 833,700

(1) Docks and Harbors share several employees. The nature of these 2 departments' services and Federal security mandates/regulations cause changes in staffing requirements. These circumstances demand that Docks and Harbors be very flexible with their staffing year to year, which results in multiple adjustments to the number of FTE's each year.

(2) Seasonal positions (Harbor Officer I & Harbor Technician) were increased from 0.42 FTE to 0.50 FTE to better match the summer tourism season.

(3) One Engineer/Architect I, II added to accommodate an increased workload associated with new capital improvement projects.

HARBORS

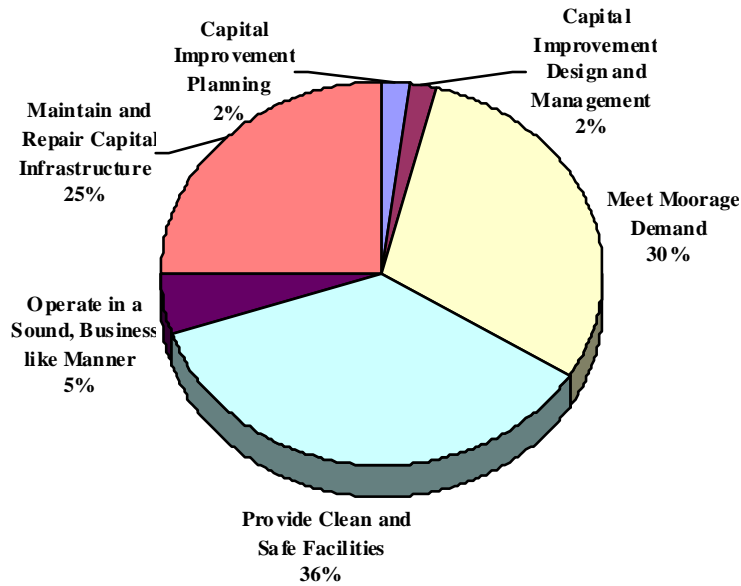
HARBORS MISSION STATEMENT

The CBJ Docks and Harbors Board develops and provides services to promote and accommodate marine related commerce, industry, fisheries, recreation, and visitors.

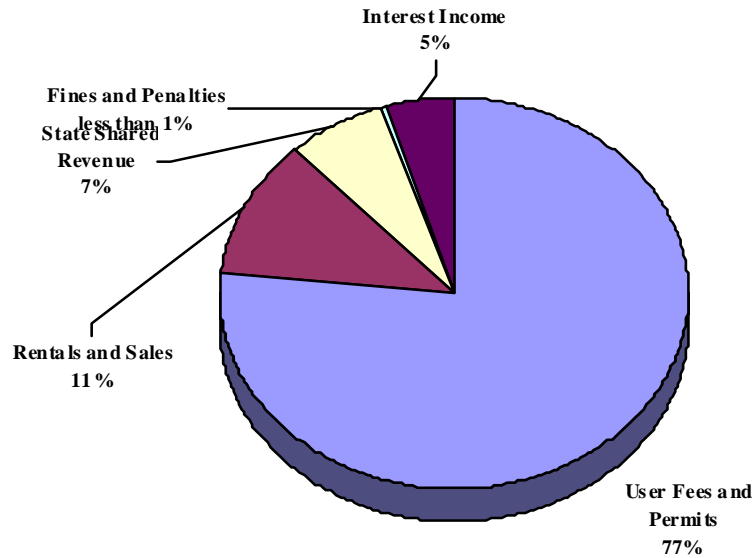
FY12 BUDGET FOR HARBORS

\$3,183,600

CORE SERVICES COMBINED FOR DOCKS AND HARBORS



FUNDING SOURCES COMBINED FOR DOCKS AND HARBORS



See the Glossary for definitions of terms.

HARBORS

COMPARATIVES

	FY10 Actuals	FY11		FY12	
		Amended Budget	Projected Actuals	Approved Budget	Adopted Budget
EXPENSES:					
Personnel Services	\$ 1,241,400	1,266,500	1,450,100	1,288,300	1,380,600
Commodities and Services	868,500	1,057,900	1,001,700	1,037,900	1,041,600
Capital Outlay	29,800	10,000	10,000	10,000	10,000
Debt Service	752,700	752,200	752,200	751,400	751,400
Support to Capital Projects	-	130,000	130,000	-	-
Total Expenses	2,892,400	3,216,600	3,344,000	3,087,600	3,183,600
FUNDING SOURCES:					
User Fees and Permits	2,307,900	2,146,700	2,206,600	2,146,700	2,222,600
Rentals and Sales	713,700	556,500	624,900	556,500	623,900
State Grant	-	25,000	25,000	-	-
State Shared Revenue	415,700	350,000	350,000	350,000	350,000
Fines and Penalties	18,800	12,000	15,500	12,000	16,000
Interest Income	318,300	134,000	157,400	137,100	139,000
Equity From (To) Fund Balance	(882,000)	(7,600)	(35,400)	(114,700)	(167,900)
Total Funding Sources	\$ 2,892,400	3,216,600	3,344,000	3,087,600	3,183,600
STAFFING	13.39	13.13	13.13	13.13	13.92
FUND BALANCE RESERVE	\$ 753,200	753,200	753,200	753,200	753,200
AVAILABLE FUND BALANCE	\$ 3,277,700	3,285,300	3,313,100	3,427,800	3,481,000

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In the event the Assembly does not approve the supplemental appropriation, the department will be required to reduce their FY11 expenditures to remain at or below the budgeted appropriation.

BUDGET HIGHLIGHT

The Harbors FY12 Adopted Budget increased \$96,000 (2.9%) over the FY12 Approved Budget.

The significant budgetary changes include:

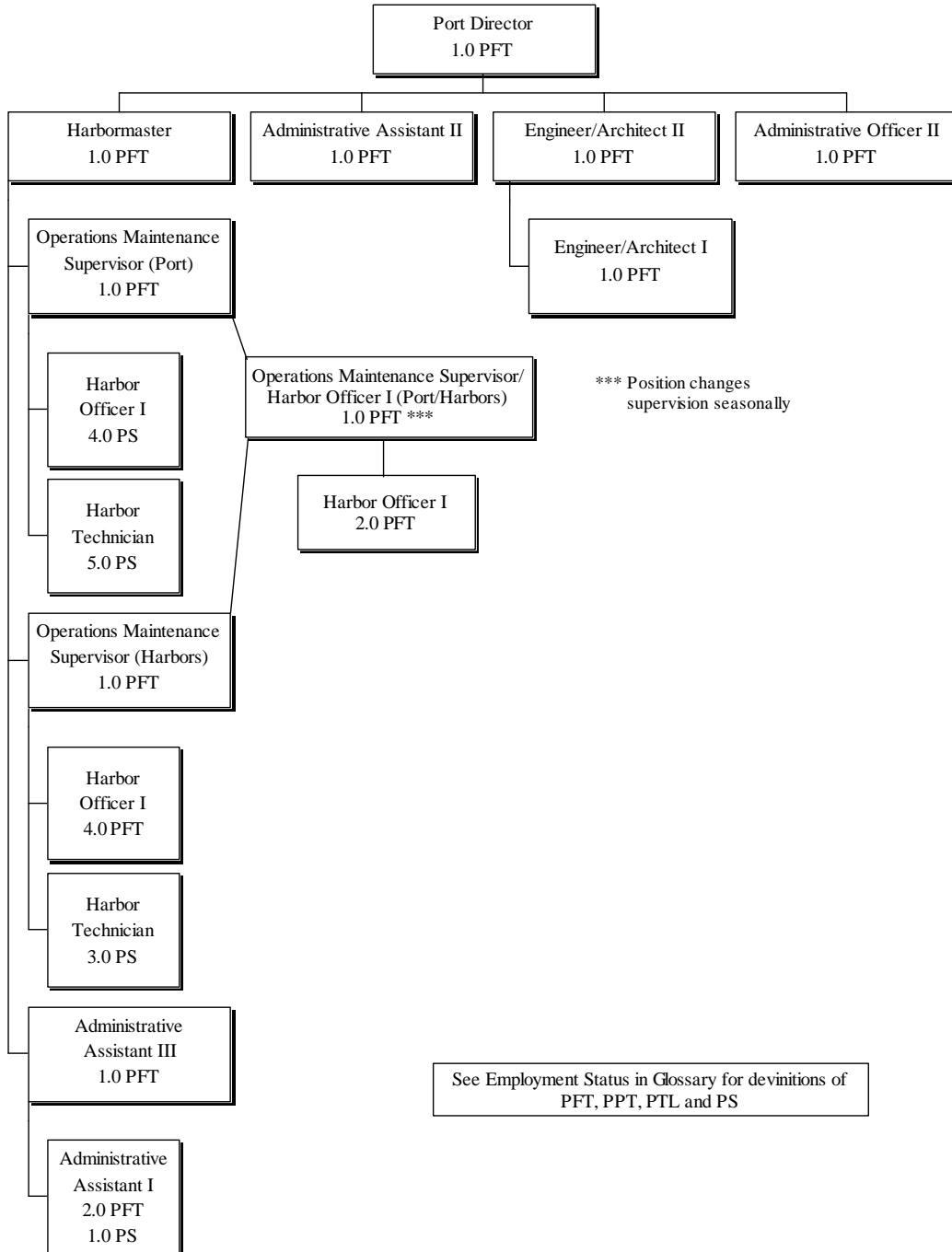
- Personnel Services increased \$92,300 (7.2%) due to an increase of 0.79 FTE in seasonal positions to better match the summer tourism season needs.
- User Fees and Permits increased \$75,900 (3.5%) due to a better than previously expected number of harbors users, even with slow economic conditions.
- Rentals and Sales increased \$67,400 (4.6%) due to new negotiated lease agreements.

HARBORS

CORE SERVICES

See Docks for Core Services that pertain to both Docks and Harbors.

STAFFING ORGANIZATION CHART FOR DOCKS AND HARBORS



HARBORS

STAFFING DETAIL

CLASS TITLE:	FY11 Amended		FY12 Approved		FY12 Adopted	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
Port Director	0.50	\$ 63,800	0.50	\$ 63,800	0.50	\$ 63,800
Harbormaster	0.50	42,600	0.50	44,100	0.50	44,100
Administrative Officer II (1)	0.50	36,200	0.50	36,900	0.50	36,900
Administrative Assistant III (1)	0.50	29,200	0.50	29,800	0.50	29,800
Operations Maintenance Supervisor (1)	1.50	117,200	1.50	117,700	1.50	117,700
Administrative Assistant I	2.42	99,900	2.42	100,800	2.42	101,200
Harbor Officer I (1)&(2)	5.50	319,300	5.50	320,400	5.50	326,000
Harbor Technician (1)	1.71	59,800	1.71	59,800	1.71	59,800
Overtime	-	25,000	-	25,000	-	30,000
Benefits	-	473,500	-	490,000	-	517,100
Total before amendment	13.13	1,266,500	13.13	1,288,300	13.13	1,326,400
Amendment						
Administrative Assistant III (1)	-	-	-	-	0.50	29,700
Administrative Officer II (1)	-	-	-	-	(0.50)	(36,900)
Operations Maintenance Supervisor (1)	-	-	-	-	0.50	38,700
Harbor Officer I (1)&(2)	-	-	-	-	1.50	64,400
Harbor Technician (1)	-	-	-	-	(1.21)	(41,700)
Total after amendment	13.13	\$ 1,266,500	13.13	\$ 1,288,300	13.92	\$ 1,380,600

(1) Docks and Harbors share several employees. The nature of these 2 departments' services and Federal security mandates/regulations cause changes in staffing requirements. These circumstances demand that Docks and Harbors be very flexible with their staffing year to year, which results in multiple adjustments to the number of FTE's each year.

(2) Seasonal positions (Harbor Officer I & Harbor Technician) were increased from 0.42 FTE to 0.50 FTE to better match the summer tourism season.