

Business & Financial Services Division Summary

FY 07/08 DIVISION BUDGET SUMMARY

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|----------------------|--------------------------------------|---------------|
| NET OPERATING EXPENSES BY DEPT: | | | | | |
| Audit, Risk Management & Safety | 3,132,743 | 3,450,300 | 3,663,200 | 212,900 | 6.2% |
| Financial Services | 1,793,555 | 1,852,800 | 1,818,600 | (34,200) | -1.8% |
| Information Technology | 2,019,101 | 2,384,000 | 2,842,900 | 458,900 | 19.2% |
| Procurement Services | 1,197,884 | 1,790,700 | 1,673,100 | (117,600) | -6.6% |
| Treasurer's Office | 876,245 | 1,223,800 | 1,109,000 | (114,800) | -9.4% |
| TOTAL DIRECT EXPENSES | \$ 9,019,527 | \$ 10,701,600 | \$ 11,106,800 | \$ 405,200 | 3.8% |
| EQUIPMENT OUTLAY | \$ 20,329 | \$ 22,800 | \$ 31,000 | \$ 8,200 | 36.0% |
| TOTAL DIVISION | \$ 9,039,856 | \$ 10,724,400 | \$ 11,137,800 | \$ 413,400 | 3.9% |
| STAFFING BUDGET | 71 | 75 | 79 | 4 | 5.3% |

AUDIT, RISK MANAGEMENT & SAFETY

Role

The Audit, Risk Management & Safety Department is primarily responsible for assisting the Port in improving the effectiveness of internal controls, risk management and governance processes; proper functioning of safe work practices; economy and efficiency of operations; and, safeguarding of employees and other Port assets against injury and loss. The Department is divided into three sections: Audit Services, Risk Management, and Safety.

Audit, Risk Management & Safety Department currently has fourteen (14) permanent budgeted positions.

Mission Statement

To provide independent, objective assurance and consulting services that add value and improve the Port's operations.

Vision Statement

To Be a Partner in Achieving Excellence

Current Services

Audit Services

To achieve this Mission/Vision we will continue to offer these Current Services:

- Tenant audits
- Financial/Operational review
- Information systems review and quality assurance
- Compliance review
- Contract review
- Leasehold improvement review
- Business consulting services (e.g., process improvement)
- Partner in Port strategic initiatives
- Liaison with the Audit Advisory Committee and external auditors
- Fraud Prevention/Ethics Hotline Monitoring

Risk Management Services

To achieve this Mission/Vision we will continue to offer these Current Services:

- Management of the Large Deductible Workers' Compensation Program
- Purchase and maintenance of Port's insurance policies
- Recovery of costs to restore damaged property
- Risk analysis and consulting on Port insurance issues
- Consulting/Training of Port employees on insurance issues
- Review of contracts and agreements for insurance requirements
- Tracking proof of insurance received from Port tenants and contractors

Safety

To achieve this Mission/Vision we will continue to offer these Current Services:

- Establishment of safety policies/procedures
- Tracking OSHA regulations and determining their impact on the Port
- Safety training
- Project safety consulting
- Investigations of accidents and injuries
- Material Safety Data Sheet (MSDS) compliance
- Emergency Response/Business Continuity Plan Oversight

Goals

- Respond to customers' needs
- Enhance safeguarding of Port employees and other Port assets
- Improve process efficiency and effectiveness
- Enhance employee learning and growth
- Continue to develop and maintain a constructive culture

Audit, Risk Management & Safety

SUMMARY OF DEPARTMENTAL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|-----------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Personnel Expenses | \$ 1,357,558 | \$ 1,421,600 | \$ 1,251,100 | \$ (170,500) | -12.0% |
| Non-Personnel Expenses | 1,775,185 | 2,028,700 | 2,412,100 | 383,400 | 18.9% |
| Total Direct Expense | \$ 3,132,743 | \$ 3,450,300 | \$ 3,663,200 | \$ 212,900 | 6.2% |
| Less: Capitalized Expense | - | - | - | - | - |
| Equipment Outlay | - | - | - | - | - |
| TOTAL DEPARTMENTAL EXPENSE | \$ 3,132,743 | \$ 3,450,300 | \$ 3,663,200 | \$ 212,900 | 6.2% |

PERSONNEL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Salaries and Wages | \$ 895,298 | \$ 927,200 | \$ 865,600 | \$ (61,600) | -6.6% |
| Overtime | 2,879 | 5,000 | 5,000 | - | 0.0% |
| Burden | 448,922 | 474,400 | 375,500 | (98,900) | -20.8% |
| Temporary Personnel | 10,458 | 15,000 | 5,000 | (10,000) | -66.7% |
| TOTAL PERSONNEL EXPENSE | \$ 1,357,558 | \$ 1,421,600 | \$ 1,251,100 | \$ (170,500) | -12.0% |

Audit, Risk Management & Safety

POSITION SUMMARY

| POSITION TITLE | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 |
|---|-------------------------------|--------------------|
| Administrative Assistant II (Classified) | 1 | 1 |
| Auditor | 2 | 2 |
| Director, Audit, Risk Management & Safety | 1 | 1 |
| Executive Assistant I (Classified) | 1 | 1 |
| Manager, Audit Services | 1 | 1 |
| Risk Management Administrator | 1 | 1 |
| Risk Management Analyst | 1 | 1 |
| Safety Manager | 1 | 1 |
| Safety Specialist II | 2 | 2 |
| Senior Auditor | 2 | 2 |
| Senior IT Auditor | 1 | 1 |
| TOTAL | 14 | 14 |

Audit, Risk Management & Safety

NON-PERSONNEL EXPENSE DETAILS

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Awards - Service | 3,833 | 10,000 | 9,900 | (100) | -1.0% |
| Books & Periodicals | 5,051 | 4,900 | 4,900 | - | 0.0% |
| Employee Recognition | - | - | 400 | 400 | - |
| Memberships & Dues | 3,326 | 3,300 | 3,700 | 400 | 12.1% |
| Seminars & Training | 11,570 | 15,100 | 14,000 | (1,100) | -7.3% |
| STAFF DEVELOPMENT | \$ 23,779 | \$ 33,300 | \$ 32,900 | \$ (400) | -1.2% |
| Mileage Reimbursement | 5,406 | 5,400 | 5,400 | - | 0.0% |
| Travel | 2,730 | 7,500 | 9,000 | 1,500 | 20.0% |
| TRAVEL | \$ 8,136 | \$ 12,900 | \$ 14,400 | \$ 1,500 | 11.6% |
| Services - Professional & Other | 52,356 | 152,700 | 169,500 | 16,800 | 11.0% |
| CONTRACTUAL SERVICES | \$ 52,356 | \$ 152,700 | \$ 169,500 | \$ 16,800 | 11.0% |
| Equipment & Systems | 7,894 | 9,400 | 33,100 | 23,700 | 252.1% |
| Equipment Rental/Leasing | 42 | 400 | 400 | - | 0.0% |
| Office & Operating Supplies | 5,910 | 8,000 | 6,900 | (1,100) | -13.8% |
| Postage & Shipping | 1,732 | 2,600 | 2,600 | - | 0.0% |
| Safety Equipment & Supplies | 22,816 | 2,600 | 4,300 | 1,700 | 65.4% |
| Uniforms | 352 | 400 | 400 | - | 0.0% |
| SUPPLIES & EQUIPMENT | \$ 38,746 | \$ 23,400 | \$ 47,700 | \$ 24,300 | 103.8% |
| Telephone & Communications | 10,301 | 12,000 | 12,300 | 300 | 2.5% |
| FACILITIES EXPENSE | \$ 10,301 | \$ 12,000 | \$ 12,300 | \$ 300 | 2.5% |
| Equipment Maintenance-Supplies | - | 300 | 300 | - | 0.0% |
| Equipment Maintenance-Outside Services | 1,281 | 7,000 | 2,000 | (5,000) | -71.4% |
| Software Maintenance | 2,690 | 2,900 | 2,800 | (100) | -3.4% |
| MAINTENANCE & REPAIRS | \$ 3,971 | \$ 10,200 | \$ 5,100 | \$ (5,100) | -50.0% |
| Promotional Services | 12,965 | 9,300 | 19,000 | 9,700 | 104.3% |
| Promotional Materials | 13 | 2,000 | 2,000 | - | 0.0% |
| COMMUNITY & ENVIRONMENTAL | \$ 12,979 | \$ 11,300 | \$ 21,000 | \$ 9,700 | 85.8% |
| Insurance | 1,592,603 | 1,752,000 | 2,081,600 | 329,600 | 18.8% |
| Insurance Claims | 32,265 | 20,000 | 26,500 | 6,500 | 32.5% |
| Permits/Certificates/License | 50 | 900 | 1,100 | 200 | 22.2% |
| RISK MANAGEMENT | \$ 1,624,918 | \$ 1,772,900 | \$ 2,109,200 | \$ 336,300 | 19.0% |
| TOTAL NON PERSONNEL EXPENSES | \$ 1,775,185 | \$ 2,028,700 | \$ 2,412,100 | \$ 383,400 | 18.9% |

NOTES:

Insurance increased \$329,600 due to the transfer of \$158,000 for Automobile Insurance and Insurance Premiums from General Services and increased Insurance Premiums.

Audit, Risk Management & Safety
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 600110 Overtime MISCELLANEOUS | | \$ 5,000 | | \$ 5,000 | | |
| Total: | \$ 2,879 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | 0% |
| 600120 Temporary Personnel MISCELLANEOUS | | \$ 15,000 | | \$ 5,000 | | |
| Total: | \$ 10,458 | \$ 15,000 | \$ 15,000 | \$ 5,000 | \$ (10,000) | -67% |
| SUBTOTAL: OVERTIME & TEMPS | \$ 13,337 | \$ 20,000 | \$ 20,000 | \$ 10,000 | \$ (10,000) | -50% |
| 610100 Awards - Service EMPLOYEE RECOGNITION MISCELLANEOUS | | \$ 400 | | \$ - | | |
| Total: | \$ 3,833 | \$ 10,000 | \$ 10,000 | \$ 9,900 | \$ (100) | -1% |
| 610110 Books & Periodicals AUDIT RISK SAFETY | | \$ 1,200 | | \$ 1,200 | | |
| Total: | \$ 5,051 | \$ 4,900 | \$ 4,900 | \$ 4,900 | \$ - | 0% |
| 610115 Employee Recognition EMPLOYEE RECOGNITION | | \$ - | | \$ 400 | | |
| Total: | \$ - | \$ - | \$ - | \$ 400 | \$ 400 | N/A |
| 610120 Memberships & Dues AUDIT RISK SAFETY | | \$ 1,100 | | \$ 1,300 | | |
| Total: | \$ 3,326 | \$ 3,300 | \$ 3,300 | \$ 3,700 | \$ 400 | 12% |
| 610140 Seminars & Training AUDIT RISK SAFETY | | \$ 9,500 | | \$ 8,000 | | |
| Total: | \$ 11,570 | \$ 15,100 | \$ 15,100 | \$ 14,000 | \$ (1,100) | -7% |
| 615100 Mileage Reimbursement DIRECTOR ALLOWANCE STAFF | | \$ 4,800 | | \$ 4,800 | | |
| Total: | \$ 5,406 | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ - | 0% |
| 615110 Travel AUDIT RISK SAFETY | | \$ 6,000 | | \$ 5,200 | | |
| Total: | \$ 2,730 | \$ 7,500 | \$ 7,500 | \$ 9,000 | \$ 1,500 | 20% |

Audit, Risk Management & Safety
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 620100 Services - Professional & Other | | | | | | |
| ASBESTOS & LEAD TESTING | | \$ - | | \$ 5,100 | | |
| INFORMATION TECHNOLOGY AUDIT | | - | | 75,000 | | |
| INSURANCE CERTIFICATE TRACKING | | - | | 2,500 | | |
| INSURANCE INVESTIGATIONS | | 40,000 | | 40,000 | | |
| PROPERTY APPRAISAL | | - | | 4,000 | | |
| RISK ACTUARIAL STUDY | | 5,100 | | 1,000 | | |
| RISK CERTIFICATE TRACKING ACCE | | 2,500 | | - | | |
| RISK PROPERTY APPRAISAL & MARI | | 4,000 | | - | | |
| SAFETY 7 DIVER; 3-ECHO STUDY | | - | | 5,400 | | |
| SAFETY AIR, ASBESTOS & LEAD TE | | 5,000 | | - | | |
| SAFETY AUDIO PT | | - | | 7,200 | | |
| SAFETY CLASS B PHYSICALS | | 3,000 | | 3,100 | | |
| SAFETY DMV/DOT | | 2,500 | | 9,600 | | |
| SAFETY EOC DRILL | | 10,000 | | - | | |
| SAFETY HAZMAT PHYSICALS | | 10,000 | | 2,100 | | |
| SAFETY HAZWOPPER TRAINING | | 5,000 | | 5,100 | | |
| SAFETY HEARING CONSERVATION | | 5,600 | | 5,700 | | |
| SAFETY RESPIRATORY PHYSICALS | | 10,000 | | 3,700 | | |
| VULNERABILITY ASSESSMENT | | 50,000 | | - | | |
| Total: | \$ 52,356 | \$ 152,700 | \$ 152,700 | \$ 169,500 | \$ 16,800 | 11% |
| 630110 Equipment & Systems | | | | | | |
| AUDIT | | \$ 1,900 | | \$ 4,500 | | |
| RISK | | 3,700 | | 1,000 | | |
| SAFETY | | 3,800 | | 2,600 | | |
| SAFETY-ERGONOMIC CHAIR PROGRAM | | - | | 25,000 | | |
| Total: | \$ 7,894 | \$ 9,400 | \$ 9,400 | \$ 33,100 | \$ 23,700 | 252% |
| 630120 Equipment Rental/Leasing | | | | | | |
| SAFETY | | \$ 200 | | \$ 200 | | |
| WATER COOLER | | 200 | | 200 | | |
| Total: | \$ 42 | \$ 400 | \$ 400 | \$ 400 | \$ - | 0% |
| 630130 Office & Operating Supplies | | | | | | |
| AUDIT | | \$ 5,500 | | \$ 4,400 | | |
| RISK | | 1,200 | | 1,200 | | |
| SAFETY | | 1,300 | | 1,300 | | |
| Total: | \$ 5,910 | \$ 8,000 | \$ 8,000 | \$ 6,900 | \$ (1,100) | -14% |
| 630140 Postage & Shipping | | | | | | |
| MISCELLANEOUS | | \$ 2,600 | | \$ 2,600 | | |
| Total: | \$ 1,732 | \$ 2,600 | \$ 2,600 | \$ 2,600 | \$ - | 0% |
| 630150 Safety Equipment & Supplies | | | | | | |
| EMERGENCY EVAC. SUPPLIES | | \$ - | | \$ 800 | | |
| EOC SUPPLIES | | 2,000 | | 2,000 | | |
| TRAINING VIDEOS | | 600 | | 1,500 | | |
| Total: | \$ 22,816 | \$ 2,600 | \$ 2,600 | \$ 4,300 | \$ 1,700 | 65% |
| 630200 Uniforms | | | | | | |
| MISCELLANEOUS | | \$ 400 | | \$ 400 | | |
| Total: | \$ 352 | \$ 400 | \$ 400 | \$ 400 | \$ - | 0% |
| 640110 Telephone & Communications | | | | | | |
| MISCELLANEOUS | | \$ 12,000 | | \$ 12,300 | | |
| Total: | \$ 10,301 | \$ 12,000 | \$ 12,000 | \$ 12,300 | \$ 300 | 3% |

Audit, Risk Management & Safety
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 650120 Equipment Maintenance-Supplies SAFETY | | \$ 300 | | \$ 300 | | |
| Total: | \$ - | \$ 300 | \$ 300 | \$ 300 | \$ - | 0% |
| 650130 Equipment Maintenance-Outside Services AUDIT | | \$ - | | \$ 200 | | |
| BCP PHONE MAINTENANCE | | 5,000 | | - | | |
| SAFETY | | 1,500 | | 1,800 | | |
| MISCELLANEOUS | | 500 | | - | | |
| Total: | \$ 1,281 | \$ 7,000 | \$ 7,000 | \$ 2,000 | \$ (5,000) | -71% |
| 650140 Software Maintenance AUDIT | | \$ 900 | | \$ 800 | | |
| SAFETY | | 2,000 | | 2,000 | | |
| Total: | \$ 2,690 | \$ 2,900 | \$ 2,900 | \$ 2,800 | \$ (100) | -3% |
| 660110 Promotional Services AUDIT | | \$ 1,700 | | \$ 2,300 | | |
| RISK | | 900 | | 900 | | |
| SAFETY | | 700 | | 600 | | |
| SAFETY BREAKFAST | | 6,000 | | 15,200 | | |
| Total: | \$ 12,965 | \$ 9,300 | \$ 9,300 | \$ 19,000 | \$ 9,700 | 104% |
| 660120 Promotional Materials WC OPERATIONS | | \$ 2,000 | | \$ 2,000 | | |
| Total: | \$ 13 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0% |
| 670110 Insurance AUTO LIABILITY INSURANCE | | \$ - | | \$ 140,000 | | |
| BROKER FEES | | 135,000 | | 135,000 | | |
| INSURANCE PREMIUMS | | 1,617,000 | | 1,806,600 | | |
| Total: | \$ 1,592,603 | \$ 1,752,000 | \$ 1,752,000 | \$ 2,081,600 | \$ 329,600 | 19% |
| 670120 Insurance Claims MISCELLANEOUS | | \$ 20,000 | | \$ 26,500 | | |
| Total: | \$ 32,265 | \$ 20,000 | \$ 20,000 | \$ 26,500 | \$ 6,500 | 33% |
| 670130 Permits/Certificates/License AUDIT | | \$ - | | \$ 200 | | |
| SAFETY | | 900 | | 900 | | |
| Total: | \$ 50 | \$ 900 | \$ 900 | \$ 1,100 | \$ 200 | 22% |
| SUBTOTAL: NON-PERSONNEL EXPENSE | \$ 1,775,185 | \$ 2,028,700 | \$ 2,028,700 | \$ 2,412,100 | \$ 383,400 | 19% |
| GRAND TOTAL: | \$ 1,788,523 | \$ 2,048,700 | \$ 2,048,700 | \$ 2,422,100 | \$ 373,400 | 18% |

FINANCIAL SERVICES

Role

Financial Services performs Budget Administration, Financial Reporting and Analysis, and General Accounting functions, including Accounts Receivable, Accounts Payable, General Ledger, and Payroll, for the District. Financial Services is also responsible for supporting audits performed by the independent external auditor, and auditors from other agencies.

The Financial Services department is comprised of nineteen permanent employees and is located on the 6th floor of the Port Administration Building.

Financial Services is responsible for the SAP modules: FI – Finance (General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, and Travel), CO-Controlling, FM-Funds Management, HR-Human Resources (Payroll), and SEM-Strategic Enterprise Management (Budgeting). In partnership with the Business Systems Center (BSC) we work to continually improve the processes that result in successful facilitation of the Port's operations.

Mission Statement

To provide:

Business Processes that facilitate the Port's business and are:

- Automated
- Documented
- Paperless

Financial Expertise in:

- Compliance
- Planning & Forecasting
- Analysis

Service to Customers through:

- Business partnering
- Understanding of business and market
- Decision support
- Excellence

Data on Demand

- Data that is
- Accurate
- Timely
- Auditable

Current Services

To achieve this Mission/Vision we will continue to offer these Current Services:

1. Administer the District's Operating Equipment Outlay Budget processes and Quarterly Budget Review
2. Month End and Fiscal Year Financial Statements, including Management Discussion and Analysis (MD&A) and Notes and Disclosures
3. Participate in the development of the District's Capital Development Program (CDP) Budget
4. Perform financial planning, reporting, and analysis: Cash Flow forecasting, Series 2004 Bond Continuing Disclosure, and Other ad-hoc reports
5. Perform General Accounting that:
 - Properly records financial transactions in compliance with applicable Government Accounting Standards Board (GASB) Statements, and Generally Accepted Accounting Principles (GAAP)
 - Ensure timely payroll processing, payments to vendors, and contractors
 - Accurately bills and records payments from the Port's revenue sources
6. Supports audits, including annual financial statement disclosure certification processes, etc.
7. Retain financial records
8. Communicate financial matters to the public, the Port's management team and unions in a clear and concise manner
9. Accounting for all grant expenditures including cost collections, billing and financial reporting in compliance with the federal and non-federal grant requirements including the single audit.

To achieve this Mission/Vision we will continue to serve and maintain a positive working relationship with our Customers who include:

- Board
- All Employees
- Vendors/Contractors/Tenants
- Bond Holders/Lenders
- Member Cities/San Diego County Regional Airport Authority/County of San Diego/State Agencies/Federal Agencies
- External Auditor and Media and all other Stakeholders

Goals

- Continue to implement a departmental organizational culture enhancement plan
- Continue to support SAP enhancements
- Continue to streamline period ending closing and reporting cycle
- Continue to streamline the annual Budget process
- Create a safe work environment that reduces work related injuries
- Develop a business continuity plan for Finance Operations, which includes Payroll.

Financial Services

SUMMARY OF DEPARTMENTAL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|-----------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Personnel Expenses | \$ 1,722,924 | \$ 1,780,200 | \$ 1,744,500 | \$ (35,700) | -2.0% |
| Non-Personnel Expenses | 70,631 | 72,600 | 74,100 | 1,500 | 2.1% |
| Total Direct Expense | \$ 1,793,555 | \$ 1,852,800 | \$ 1,818,600 | \$ (34,200) | -1.8% |
| Less: Capitalized Expense | - | - | - | - | - |
| Equipment Outlay | - | - | - | - | - |
| TOTAL DEPARTMENTAL EXPENSE | \$ 1,793,555 | \$ 1,852,800 | \$ 1,818,600 | \$ (34,200) | -1.8% |

PERSONNEL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Salaries and Wages | \$ 1,123,831 | \$ 1,165,700 | \$ 1,198,900 | \$ 33,200 | 2.8% |
| Overtime | 3,846 | 4,200 | 9,000 | 4,800 | 114.3% |
| Burden | 566,491 | 610,300 | 527,600 | (82,700) | -13.6% |
| Temporary Personnel | 28,757 | - | 9,000 | 9,000 | - |
| TOTAL PERSONNEL EXPENSE | \$ 1,722,924 | \$ 1,780,200 | \$ 1,744,500 | \$ (35,700) | -2.0% |

Financial Services

POSITION SUMMARY

Convert: 1 Accountant (Limited) to 1 Accountant

Replace: 1 Executive Assistant I (Unclassified) with 1 Executive Assistant I (Classified)

| POSITION TITLE | AMENDED | |
|--|--------------------|--------------------|
| | BUDGET FY 06/07 | BUDGET FY 07/08 |
| Accountant | 1 | 2 |
| Accounting Supervisor | 1 | 1 |
| Accounting Technician | 2 | 2 |
| Assistant Director, Financial Services | 1 | 1 |
| Director, Financial Services | 1 | 1 |
| Executive Assistant I (Classified) | 0 | 1 |
| Executive Assistant I (Unclassified) | 1 | 0 |
| Financial Analyst | 4 | 4 |
| Lead Accounting Technician | 1 | 1 |
| Lead Payroll Technician | 1 | 1 |
| Manager, Financial Planning & Analysis | 1 | 1 |
| Payroll Technician | 1 | 1 |
| Senior Accountant | 1 | 1 |
| Senior Financial Analyst | 2 | 2 |
| TOTAL | 18 | 19 |

NOTE:

Financial Services is Converting a Limited Accountant to a Permanent Accountant position. Converting this position to a permanent status is intended to attract and retain quality employees. This position performs critical tasks, which require specialized education, training, and experience. In the Accounting field, there is an increased emphasis on accounting compliance and internal controls, with more stringent interpretation of existing and new authoritative accounting promulgations. Financial Services sees the critical ongoing need to convert the current limited position to a permanent staff position.

Financial Services

NON-PERSONNEL EXPENSE DETAILS

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|--------------------|--------------------------------------|---------------|
| Books & Periodicals | 2,909 | 4,400 | 4,400 | - | 0.0% |
| Employee Recognition | - | 600 | 600 | - | 0.0% |
| Memberships & Dues | 1,210 | 1,200 | 1,900 | 700 | 58.3% |
| Seminars & Training | 12,686 | 17,000 | 16,200 | (800) | -4.7% |
| STAFF DEVELOPMENT | \$ 16,805 | \$ 23,200 | \$ 23,100 | \$ (100) | -0.4% |
| Mileage Reimbursement | 5,267 | 5,500 | 5,500 | - | 0.0% |
| Travel | 3,188 | 7,500 | 7,400 | (100) | -1.3% |
| TRAVEL | \$ 8,454 | \$ 13,000 | \$ 12,900 | \$ (100) | -0.8% |
| Services - Professional & Other | 1,300 | 1,300 | 1,300 | - | 0.0% |
| CONTRACTUAL SERVICES | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ - | 0.0% |
| Equipment & Systems | 19,263 | 5,000 | 6,500 | 1,500 | 30.0% |
| Equipment Rental/Leasing | 42 | 100 | 100 | - | 0.0% |
| Office & Operating Supplies | 8,450 | 14,300 | 12,800 | (1,500) | -10.5% |
| Postage & Shipping | 4,793 | 5,400 | 5,400 | - | 0.0% |
| SUPPLIES & EQUIPMENT | \$ 32,548 | \$ 24,800 | \$ 24,800 | \$ - | 0.0% |
| Telephone & Communications | 8,122 | 7,000 | 8,500 | 1,500 | 21.4% |
| FACILITIES EXPENSE | \$ 8,122 | \$ 7,000 | \$ 8,500 | \$ 1,500 | 21.4% |
| Equipment Maintenance-Outside Services | 870 | 2,300 | 2,300 | - | 0.0% |
| Software Maintenance | 1,650 | - | - | - | - |
| MAINTENANCE & REPAIRS | \$ 2,520 | \$ 2,300 | \$ 2,300 | \$ - | 0.0% |
| Promotional Services | 319 | - | 200 | 200 | - |
| Promotional Materials | 363 | - | - | - | - |
| COMMUNITY & ENVIRONMENTAL | \$ 682 | \$ - | \$ 200 | \$ 200 | - |
| Permits/Certificates/License | 200 | 1,000 | 1,000 | - | 0.0% |
| RISK MANAGEMENT | \$ 200 | \$ 1,000 | \$ 1,000 | \$ - | 0.0% |
| TOTAL NON PERSONNEL EXPENSES | \$ 70,631 | \$ 72,600 | \$ 74,100 | \$ 1,500 | 2.1% |

Financial Services
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|---|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 600110 Overtime MISCELLANEOUS | | \$ 4,200 | | \$ 9,000 | | |
| Total: | \$ 3,846 | \$ 4,200 | \$ 4,200 | \$ 9,000 | \$ 4,800 | 114% |
| 600120 Temporary Personnel MISCELLANEOUS | | \$ - | | \$ 9,000 | | |
| Total: | \$ 28,757 | \$ - | \$ - | \$ 9,000 | \$ 9,000 | N/A |
| SUBTOTAL: OVERTIME & TEMPS | \$ 32,603 | \$ 4,200 | \$ 4,200 | \$ 18,000 | \$ 13,800 | 329% |
| 610110 Books & Periodicals MISCELLANEOUS | | \$ 4,400 | | \$ 4,400 | | |
| Total: | \$ 2,909 | \$ 4,400 | \$ 4,400 | \$ 4,400 | \$ - | 0% |
| 610115 Employee Recognition MISCELLANEOUS | | \$ 600 | | \$ 600 | | |
| Total: | \$ - | \$ 600 | \$ 600 | \$ 600 | \$ - | 0% |
| 610120 Memberships & Dues MISCELLANEOUS | | \$ 1,200 | | \$ 1,900 | | |
| Total: | \$ 1,210 | \$ 1,200 | \$ 1,200 | \$ 1,900 | \$ 700 | 58% |
| 610140 Seminars & Training MISCELLANEOUS | | 17,000 | | 16,200 | | |
| Total: | \$ 12,686 | \$ 17,000 | \$ 17,000 | \$ 16,200 | \$ (800) | -5% |
| 615100 Mileage Reimbursement MISCELLANEOUS | | \$ 5,500 | | \$ 5,500 | | |
| Total: | \$ 5,267 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - | 0% |
| 615110 Travel MISCELLANEOUS | | \$ 7,500 | | \$ 7,400 | | |
| Total: | \$ 3,188 | \$ 7,500 | \$ 7,500 | \$ 7,400 | \$ (100) | -1% |
| 620100 Services - Professional & Other MISCELLANEOUS | | \$ 1,300 | | \$ 1,300 | | |
| Total: | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ - | 0% |
| 630110 Equipment & Systems MISCELLANEOUS | | 5,000 | | 6,500 | | |
| Total: | \$ 19,263 | \$ 5,000 | \$ 5,000 | \$ 6,500 | \$ 1,500 | 30% |
| 630120 Equipment Rental/Leasing MISCELLANEOUS | | \$ 100 | | \$ 100 | | |
| Total: | \$ 42 | \$ 100 | \$ 100 | \$ 100 | \$ - | 0% |
| 630130 Office & Operating Supplies MISCELLANEOUS | | \$ 14,300 | | \$ 12,800 | | |
| Total: | \$ 8,450 | \$ 14,300 | \$ 14,300 | \$ 12,800 | \$ (1,500) | -10% |
| 630140 Postage & Shipping MISCELLANEOUS | | \$ 5,400 | | \$ 5,400 | | |
| Total: | \$ 4,793 | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ - | 0% |

Financial Services
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|
| | | | | | dollars | pct |
| 640110 Telephone & Communications MISCELLANEOUS | | \$ 7,000 | | \$ 8,500 | | |
| Total: | \$ 8,122 | \$ 7,000 | \$ 7,000 | \$ 8,500 | \$ 1,500 | 21% |
| 650130 Equipment Maintenance-Outside Services MISCELLANEOUS | | \$ 2,300 | | \$ 2,300 | | |
| Total: | \$ 870 | \$ 2,300 | \$ 2,300 | \$ 2,300 | \$ - | 0% |
| 650140 Software Maintenance | | | | | | |
| Total: | \$ 1,650 | \$ - | \$ - | \$ - | \$ - | N/A |
| 660110 Promotional Services MISCELLANEOUS | | \$ - | | \$ 200 | | |
| Total: | \$ 319 | \$ - | \$ - | \$ 200 | \$ 200 | N/A |
| 660120 Promotional Materials | | | | | | |
| Total: | \$ 363 | \$ - | \$ - | \$ - | \$ - | N/A |
| 670130 Permits/Certificates/License MISCELLANEOUS | | \$ 1,000 | | \$ 1,000 | | |
| Total: | \$ 200 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - | 0% |
| SUBTOTAL: NON-PERSONNEL EXPENSE | \$ 70,631 | \$ 72,600 | \$ 72,600 | \$ 74,100 | \$ 1,500 | 2% |
| GRAND TOTAL: | \$ 103,233 | \$ 76,800 | \$ 76,800 | \$ 92,100 | \$ 15,300 | 20% |

INFORMATION TECHNOLOGY

Role

The IT Department contributes to the success of the Port by fulfilling four distinct roles:

Managing the Business Perspective

- Business continuity management
- Partnerships and outsourcing
- Protecting the data resource (security)
- Transformation of business practices
- Facilitators of change

Managing the Infrastructure

- Network design management
- Operations management
- Management of service providers
- Equipment installation management
- Systems management

Delivery of IT Services

- Capacity management
- Financial management for IT services
- Availability management
- Service level management
- IT service continuity management

Support of IT Services

- Help desk / problem management
- Incident management
- Configuration management
- Change management
- Release management

Information Technology is comprised of eighteen permanent positions. The Department will continue to look for new efficiencies, particularly in light of SAP, through:

- Implementing a fast, reliable and stable infrastructure upon which we run all application systems, to include connectivity and telecommunications
- Maintaining a secure computing environment
- Providing assistance and support to desktop users of the District wide area network (WAN) via the Information Technology Help Desk and other support staff

Mission Statement

Partnering with internal staff and external entities, to strategically support the District's mission by leveraging technology through innovative solutions, solid infrastructure, and stellar support.

Vision Statement

To be a visionary strategic influence and integral source of seamless technology services.

Current Services

The Information Technology Department will continue to offer the following services:

- File services (security, back-up, storage)
- Print services (queuing and networked)
- System Security services (access control, intrusion detection, event monitoring)
- Email services (calendar, scheduling, communication)
- Internet services
- Telecom services (phone, cell, 800 MHz, moves/adds/changes)
- Application deployment (implement, maintain, enhance)
- Technical program management (specifications, procurement & schedule, contract management project management, hardware & software support)
- Administrative support (telecom billing for the Port, invoice processing)
- Hardware services (deployment, configuration, support)

Goals

- Satisfy our customers through strategic business partnering
- Support effective decision-making for employees, suppliers and customers
- Continue to improve operations
- Build a constructive culture
- Enhance financial stability
- Manage risk
 - Plan for business continuity
 - Conduct a comprehensive operational risk assessment
- Reduce injuries
 - Increase safety awareness
- Support and enhance the Port's Public Safety Systems
- Maximize availability of Harbor Police data and communications

Information Technology

SUMMARY OF DEPARTMENTAL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|-----------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Personnel Expenses | \$ 1,421,311 | \$ 1,517,400 | \$ 1,794,600 | \$ 277,200 | 18.3% |
| Non-Personnel Expenses | 597,790 | 866,600 | 1,048,300 | 181,700 | 21.0% |
| Total Direct Expense | \$ 2,019,101 | \$ 2,384,000 | \$ 2,842,900 | \$ 458,900 | 19.2% |
| Less: Capitalized Expense | - | - | - | - | - |
| Equipment Outlay | 20,329 | 22,800 | - | (22,800) | -100.0% |
| TOTAL DEPARTMENTAL EXPENSE | \$ 2,039,430 | \$ 2,406,800 | \$ 2,842,900 | \$ 436,100 | 18.1% |

PERSONNEL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Salaries and Wages | \$ 934,364 | \$ 998,700 | \$ 1,209,800 | \$ 211,100 | 21.1% |
| Overtime | 6,957 | 11,000 | 10,000 | (1,000) | -9.1% |
| Burden | 463,712 | 500,000 | 567,100 | 67,100 | 13.4% |
| Temporary Personnel | 16,278 | 7,700 | 7,700 | - | 0.0% |
| TOTAL PERSONNEL EXPENSE | \$ 1,421,311 | \$ 1,517,400 | \$ 1,794,600 | \$ 277,200 | 18.3% |

Information Technology

POSITION SUMMARY

Transfer In: 1 GIS Coordinator
Addition: 1 GIS Coordinator
Addition: 2 Systems Support Analyst I
Replace: 1 Executive Assistant I (Unclassified) with 1 Executive Assistant I (Classified)
Reclassify: 1 Applications Developer to 1 Database Administrator

| POSITION TITLE | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 |
|---|-------------------------------|--------------------|
| Applications Developer | 1 | 0 |
| Database Administrator | 0 | 1 |
| Director, Information Technology | 1 | 1 |
| Executive Assistant I (Classified) | 0 | 1 |
| Executive Assistant I (Unclassified) | 1 | 0 |
| GIS Coordinator | 0 | 2 |
| Information Systems Supervisor | 1 | 1 |
| Information Technology Security Analyst | 1 | 1 |
| Network Systems Analyst | 1 | 1 |
| Staff Assistant II | 1 | 1 |
| Systems Support Analyst I | 0 | 2 |
| Systems Support Analyst II | 5 | 5 |
| Technology Services Supervisor | 2 | 2 |
| TOTAL | 14 | 18 |

NOTE:

Information Technology is adding two GIS Coordinators to manage and maintain a Port-wide/Public Safety Geographic Information System (GIS). Two Systems Support Analyst I positions are being added to provide computer system Help Desk support. These two positions will allow the Port to bring the Help Desk support function in-house instead of contracting out for this service.

Information Technology

NON-PERSONNEL EXPENSE DETAILS

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Books & Periodicals | 216 | 1,200 | 1,200 | - | 0.0% |
| Employee Recognition | - | 400 | 500 | 100 | 25.0% |
| Memberships & Dues | 5,980 | 5,000 | 5,000 | - | 0.0% |
| Seminars & Training | 21,123 | 25,900 | 48,000 | 22,100 | 85.3% |
| STAFF DEVELOPMENT | \$ 27,318 | \$ 32,500 | \$ 54,700 | \$ 22,200 | 68.3% |
| Mileage Reimbursement | 4,716 | 5,300 | 5,300 | - | 0.0% |
| Travel | 3,866 | 10,000 | 17,000 | 7,000 | 70.0% |
| TRAVEL | \$ 8,582 | \$ 15,300 | \$ 22,300 | \$ 7,000 | 45.8% |
| Services - Professional & Other | 139,416 | 253,500 | 351,800 | 98,300 | 38.8% |
| CONTRACTUAL SERVICES | \$ 139,416 | \$ 253,500 | \$ 351,800 | \$ 98,300 | 38.8% |
| Equipment & Systems | 47,890 | 68,900 | 35,400 | (33,500) | -48.6% |
| Equipment Rental/Leasing | 42 | 700 | 700 | - | 0.0% |
| Office & Operating Supplies | 2,772 | 8,300 | 8,300 | - | 0.0% |
| Postage & Shipping | 181 | 300 | 300 | - | 0.0% |
| Safety Equipment & Supplies | 17 | - | - | - | - |
| Uniforms | 42 | - | - | - | - |
| SUPPLIES & EQUIPMENT | \$ 50,943 | \$ 78,200 | \$ 44,700 | \$ (33,500) | -42.8% |
| Telephone & Communications | 17,583 | 17,200 | 22,000 | 4,800 | 27.9% |
| FACILITIES EXPENSE | \$ 17,583 | \$ 17,200 | \$ 22,000 | \$ 4,800 | 27.9% |
| Equipment Maintenance-Outside Services | 160,838 | 208,300 | 243,900 | 35,600 | 17.1% |
| Software Maintenance | 192,841 | 261,600 | 308,900 | 47,300 | 18.1% |
| MAINTENANCE & REPAIRS | \$ 353,679 | \$ 469,900 | \$ 552,800 | \$ 82,900 | 17.6% |
| Promotional Materials | 268 | - | - | - | - |
| COMMUNITY & ENVIRONMENTAL | \$ 268 | \$ - | \$ - | \$ - | - |
| TOTAL NON PERSONNEL EXPENSES | \$ 597,790 | \$ 866,600 | \$ 1,048,300 | \$ 181,700 | 21.0% |

NOTES:

Services Professional & Other increased \$98,300 due to consultant costs for the Identity Management System and the DM5/GIS Program.

Maintenance & Repairs increased \$82,900 due to maintenance agreements for hardware and software.

**Information Technology
EXPENSE BUDGET BREAKDOWN**

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|
| | | | | | dollars | pct |
| 600110 Overtime | | | | | | |
| ADMIN GROUP - YEAR-END | | \$ - | | \$ 1,000 | | |
| ADMINISTRATIVE YEAR END | | 600 | | - | | |
| NET&TC SCHEDULED MAINT | | 1,700 | | - | | |
| SYSTEM SUP HP CALL-BACK SUPPOR | | 8,700 | | 9,000 | | |
| Total: | \$ 6,957 | \$ 11,000 | \$ 11,000 | \$ 10,000 | \$ (1,000) | -9% |
| 600120 Temporary Personnel | | | | | | |
| MISCELLANEOUS | | \$ 7,700 | | \$ 7,700 | | |
| Total: | \$ 16,278 | \$ 7,700 | \$ 7,700 | \$ 7,700 | \$ - | 0% |
| SUBTOTAL: OVERTIME & TEMPS | \$ 23,235 | \$ 18,700 | \$ 18,700 | \$ 17,700 | \$ (1,000) | -5% |
| 610110 Books & Periodicals | | | | | | |
| ADMIN GROUP-MANUALS | | - | | 800 | | |
| ADMIN NON-TECHNICAL BOOKS | | 400 | | - | | |
| ADMIN TECHNICAL MANUALS | | 400 | | - | | |
| SYSTEM SUP TECHNICAL MANUALS | | 200 | | - | | |
| SYSTEM SUPPORT DOCUMENTATION | | 200 | | - | | |
| SYSTEMS SUPPORT GROUP-MANUALS | | - | | 400 | | |
| Total: | \$ 216 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ - | 0% |
| 610115 Employee Recognition | | | | | | |
| MISCELLANEOUS | | \$ 400 | | \$ 500 | | |
| Total: | \$ - | \$ 400 | \$ 400 | \$ 500 | \$ 100 | 25% |
| 610120 Memberships & Dues | | | | | | |
| ADMIN GARTNER RESOURCE MEMBERS | | \$ 5,000 | | \$ - | | |
| ADMIN GROUP GARTNER RESOURCE | | - | | 5,000 | | |
| Total: | \$ 5,980 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | 0% |
| 610140 Seminars & Training | | | | | | |
| ADMIN GROUP | | \$ - | | \$ 11,200 | | |
| ADMIN MICROSOFT XP OS | | 4,500 | | - | | |
| ADMIN NON-TECHNICAL TRAINING | | 1,000 | | - | | |
| NET&TC CISCO NAC/8021X | | 4,000 | | - | | |
| NET&TC MICROSOFT XP OS | | 2,000 | | - | | |
| NET&TC XIOTECH SAN | | 2,000 | | - | | |
| NETWORK GROUP | | - | | 11,300 | | |
| SYS DEVEL MICROSOFT XP OS | | 2,000 | | - | | |
| SYS DEVEL ORACLE | | 2,000 | | - | | |
| SYSTEM DEV GROUP | | - | | 14,200 | | |
| SYSTEM DEV SECURITY | | 2,000 | | - | | |
| SYSTEM SUP MS XP OS | | 2,000 | | - | | |
| SYSTEM SUP NOVELL NOS/GROUPWIS | | 2,000 | | - | | |
| SYSTEM SUPPORT CITRIX | | 2,400 | | - | | |
| SYSTEM SUPPORT GROUP | | - | | 11,300 | | |
| Total: | \$ 21,123 | \$ 25,900 | \$ 25,900 | \$ 48,000 | \$ 22,100 | 85% |
| 615100 Mileage Reimbursement | | | | | | |
| ADMIN GROUP-CAR ALLOWANCE | | - | | 4,800 | | |
| ADMIN GROUP-MILEAGE AND PARKIN | | - | | 500 | | |
| ADMIN MILEAGE & PARKING | | 500 | | - | | |
| ADMIN MONTHLY DIRECTOR | | 4,800 | | - | | |
| Total: | \$ 4,716 | \$ 5,300 | \$ 5,300 | \$ 5,300 | \$ - | 0% |

Information Technology
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 615110 Travel | | | | | | |
| ADMIN GROUP | | \$ - | | \$ 4,000 | | |
| ADMIN NON TECHNICAL TRAINING T | | 2,500 | | - | | |
| NET&TC TECHNICAL TRAVEL | | 2,500 | | - | | |
| NETWORK GROUP | | - | | 4,000 | | |
| SYS DEVEL TECHNICAL TRAVEL | | 2,500 | | - | | |
| SYSTEM DEV GROUP | | - | | 5,000 | | |
| SYSTEM SUP TECHNICAL TRAVEL | | 2,500 | | - | | |
| SYSTEM SUPPORT GROUP | | - | | 4,000 | | |
| Total: | \$ 3,866 | \$ 10,000 | \$ 10,000 | \$ 17,000 | \$ 7,000 | 70% |
| 620100 Services - Professional & Other | | | | | | |
| GIS SERVICES CONSULTANT | | 50,000 | | - | | |
| NET&TC TECHNICAL NETWORK & CAB | | 2,000 | | - | | |
| NET&TC UNANTICIPATED ENGINEERI | | 1,000 | | - | | |
| NETWORK GROUP-IDENTITY MGMT. | | - | | 150,000 | | |
| SYSTEM DEV GROUP - GIS CONSULT | | - | | 50,000 | | |
| SYSTEM SUP HELP DESK SERVICES | | 150,000 | | - | | |
| SYSTEM SUP TECHNICAL NETWORK & | | 500 | | - | | |
| SYSTEMS SUPPORT GROUP -DM5/GIS | | - | | 94,800 | | |
| SYSTEMS SUPPORT GROUP -ENGINEE | | - | | 50,000 | | |
| SYSTEMS SUPPORT GROUP-SYMANTEC | | - | | 7,000 | | |
| TELCO SERVICES CONSULTANT | | 50,000 | | - | | |
| Total: | \$ 139,416 | \$ 253,500 | \$ 253,500 | \$ 351,800 | \$ 98,300 | 39% |
| 630110 Equipment & Systems | | | | | | |
| ADMIN ERGONOMIC EQUIPMENT | | \$ 200 | | \$ - | | |
| ADMIN GROUP - LAPTOP/PC | | - | | 200 | | |
| ADMIN GROUP - SOFTWARE | | - | | 800 | | |
| ADMIN GROUP -ERGONOMICS | | - | | 600 | | |
| ADMIN PC SOFTWARE FOR IT STAFF | | 200 | | - | | |
| ADMIN STAFF LAPTOP/PC COMPONEN | | 200 | | - | | |
| NET&TC DISK AND MEMORY | | 7,300 | | - | | |
| NET&TC NETWORK SWITCHING PORTS | | 7,900 | | - | | |
| NET&TC PC SOFTWARE FOR IT STAF | | 200 | | - | | |
| NET&TC PC'S | | 1,000 | | - | | |
| NET&TC WINDOWS SERVER OS | | 500 | | - | | |
| NETWORK GROUP - DISK & MEMORY | | - | | 7,500 | | |
| NETWORK GROUP - LAPTOP/PC | | - | | 1,500 | | |
| NETWORK GROUP - SOFTWARE | | - | | 400 | | |
| NETWORK GROUP - SWITCHING PORT | | - | | 8,000 | | |
| SYS DEVEL PC SOFTWARE FOR IT S | | 200 | | - | | |
| SYSTEM DEV GROUP - DISK & MEMO | | - | | 1,000 | | |
| SYSTEM DEV GROUP - LAPTOP/PC | | - | | 5,000 | | |
| SYSTEM DEV GROUP - SOFTWARE | | - | | 6,500 | | |
| SYSTEM SUP DISK AND MEMORY | | 1,000 | | - | | |
| SYSTEM SUP PC SOFTWARE FOR IT | | 200 | | - | | |
| SYSTEM SUP WINDOWS SERVER OS | | 500 | | - | | |
| SYSTEM SUPPORT GROUP - DISK & | | - | | 1,000 | | |
| SYSTEM SUPPORT GROUP - LAPTOP/ | | - | | 2,000 | | |
| SYSTEM SUPPORT GROUP - SOFTWAR | | - | | 400 | | |
| SYSTEM SUPPORT GROUP - WINDOW | | - | | 500 | | |
| Total: | \$ 47,890 | \$ 19,400 | \$ 68,900 | \$ 35,400 | \$ (33,500) | -49% |
| 630120 Equipment Rental/Leasing | | | | | | |
| ADMIN GROUP - WATER COOLERS | | \$ - | | \$ 700 | | |
| ADMIN WATER COOLERS | | 700 | | - | | |
| Total: | \$ 42 | \$ 700 | \$ 700 | \$ 700 | \$ - | 0% |

**Information Technology
EXPENSE BUDGET BREAKDOWN**

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|--|
| | | | | | dollars | pct | |
| 630130 Office & Operating Supplies | | | | | | | |
| ADMIN GROUP - OFFICE SUPPLIES | | \$ - | | \$ 3,900 | | | |
| ADMIN OFFICE SUPPLIES | | 3,900 | | - | | | |
| NET&TC ANNUAL BACK-UP TAPES AI | | 3,000 | | - | | | |
| NET&TC CABLES, DISKS, CDR'S, T | | 1,000 | | - | | | |
| NETWORK GROUP - ANNUAL BACK-UP | | - | | 3,000 | | | |
| NETWORK GROUP - CABLES, DISKS, | | - | | 1,000 | | | |
| SYS DEVEL CABLES DISKS, CDR'S, | | 200 | | - | | | |
| SYSTEM DEV GROUP - CABLES, DIS | | - | | 200 | | | |
| SYSTEM SUP CABLES, DISKS, CDR' | | 200 | | - | | | |
| SYSTEM SUPPORT GROUP - CABLES, | | - | | 200 | | | |
| Total: | \$ 2,772 | \$ 8,300 | \$ 8,300 | \$ 8,300 | \$ - | 0% | |
| 630140 Postage & Shipping | | | | | | | |
| ADMIN GROUP - MISCELLANEOUS | | \$ - | | \$ 300 | | | |
| ADMIN RETURNS AND CROSS SHIPS | | 300 | | - | | | |
| Total: | \$ 181 | \$ 300 | \$ 300 | \$ 300 | \$ - | 0% | |
| 630150 Safety Equipment & Supplies | | | | | | | |
| Total: | \$ 17 | \$ - | \$ - | \$ - | \$ - | N/A | |
| 630200 Uniforms | | | | | | | |
| Total: | \$ 42 | \$ - | \$ - | \$ - | \$ - | N/A | |
| 640110 Telephone & Communications | | | | | | | |
| NET&TC BROADBAND REIMBURSEMENT | | \$ 1,000 | | \$ - | | | |
| NET&TC CELLULAR USE | | 3,200 | | - | | | |
| NET&TC COX (DIAL TONE) | | 1,800 | | - | | | |
| NET&TC PAGER USE | | 2,800 | | - | | | |
| NET&TC SBC T1 LINES | | 2,800 | | - | | | |
| NET&TC XO WIRELESS | | 4,000 | | - | | | |
| NETWORK GROUP - AT&T | | - | | 5,600 | | | |
| NETWORK GROUP - BROADBAND | | - | | 1,000 | | | |
| NETWORK GROUP - CELLULAR USE | | - | | 1,000 | | | |
| NETWORK GROUP - COX | | - | | 1,800 | | | |
| NETWORK GROUP - NEXTEL/VERIZON | | - | | 7,000 | | | |
| NETWORK GROUP - XO WIRELESS | | - | | 4,000 | | | |
| SYS DEVEL BROADBAND REIMBURSEM | | 800 | | - | | | |
| SYSTEM DEV GROUP - BROADBAND | | - | | 600 | | | |
| SYSTEM SUP BROADBAND REIMBURSE | | 800 | | - | | | |
| SYSTEM SUPPORT GROUP -BROADBAN | | - | | 1,000 | | | |
| Total: | \$ 17,583 | \$ 17,200 | \$ 17,200 | \$ 22,000 | \$ 4,800 | 28% | |

Information Technology
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|---|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|
| | | | | | dollars | pct |
| 650130 Equipment Maintenance-Outside Services | | | | | | |
| ADMIN GROUP - LANIER COPIER | | \$ - | | \$ 1,100 | | |
| ADMIN GROUP - SCANNER | | - | | 300 | | |
| ADMIN LANIER COPIER | | 1,100 | | - | | |
| ADMIN SCANNER | | 300 | | - | | |
| ADMIN XEROX 7700 | | 1,200 | | - | | |
| NET&TC 800MHZ RADIO | | 55,000 | | - | | |
| NET&TC ADIC BACK-UP SYSTEM | | 15,000 | | - | | |
| NET&TC CISCO | | 40,000 | | - | | |
| NET&TC HP DISPATCH PBX | | 3,000 | | - | | |
| NET&TC SIEMENS SWITCH | | 47,400 | | - | | |
| NET&TC UPS/BATTERY REPAIR | | 5,000 | | - | | |
| NETWORK GROUP - 800 MHZ RADIO | | - | | 60,000 | | |
| NETWORK GROUP - ADIC BACK-UP S | | - | | 20,000 | | |
| NETWORK GROUP - CISCO | | - | | 40,000 | | |
| NETWORK GROUP - COMPAQ | | - | | 5,000 | | |
| NETWORK GROUP - FLUKE NETWORK | | - | | 2,500 | | |
| NETWORK GROUP - HP DISPATCH PB | | - | | 3,000 | | |
| NETWORK GROUP - SIEMENS SWITCH | | - | | 50,000 | | |
| NETWORK GROUP - UPS/BATTERY RE | | - | | 20,000 | | |
| SYS DEVEL SUN (CONSOLODATED) | | 40,000 | | - | | |
| SYSTEM DEV GROUP - SUN SERVER | | - | | 42,000 | | |
| SYSTEM SUP OFFICE EQUIPMENT WI | | 300 | | - | | |
| Total: | \$ 160,838 | \$ 208,300 | \$ 208,300 | \$ 243,900 | \$ 35,600 | 17% |
| 650140 Software Maintenance | | | | | | |
| IDENTITY MANAGER | | \$ 2,400 | | \$ - | | |
| NET&TC CONTENT MONITORING | | 8,300 | | - | | |
| NET&TC COURION PASSWORD SYNCHR | | 3,000 | | - | | |
| NET&TC HP OPENVIEW | | 18,000 | | - | | |
| NET&TC MICROCALL | | 3,000 | | - | | |
| NET&TC NOVELL NETWARE OES | | 15,000 | | - | | |
| NET&TC SYNCSORT | | 20,000 | | - | | |
| NET&TC XIOTECH / SWITCHES AND | | 31,000 | | - | | |
| NETWORK GROUP - CONTENT MONITO | | - | | 8,300 | | |
| NETWORK GROUP - HP MONITORING | | - | | 10,000 | | |
| NETWORK GROUP - IDENTITY MANAG | | - | | 6,000 | | |
| NETWORK GROUP - MICROCALL | | - | | 3,000 | | |
| NETWORK GROUP - NOVELL BORDER | | - | | 6,000 | | |
| NETWORK GROUP - NOVELL GROUPWI | | - | | 16,000 | | |
| NETWORK GROUP - NOVELL MGMT | | - | | 6,000 | | |
| NETWORK GROUP - NOVELL NETWARE | | - | | 16,000 | | |
| NETWORK GROUP - NOVELL ZENWORK | | - | | 14,000 | | |
| NETWORK GROUP - SYNCSORT | | - | | 21,000 | | |
| NETWORK GROUP - XIOTECH/SWITCH | | - | | 32,000 | | |
| NOVELL ACCOUNT MANAGEMENT | | 5,500 | | - | | |
| NOVELL BORDER MANAGER | | 5,000 | | - | | |
| NOVELL GROUPWISE 6 | | 15,000 | | - | | |
| NOVELL NETWARE 6 | | 13,000 | | - | | |
| SYS DEVEL MSDN UNIVERSAL | | 1,000 | | - | | |
| SYS DEVEL ORACLE | | 38,400 | | - | | |
| SYSTEM DEV GROUP - ARCH INFO M | | - | | 3,600 | | |
| SYSTEM DEV GROUP - IMS WEB SER | | - | | 2,800 | | |
| SYSTEM DEV GROUP - MSDN UNIVER | | - | | 1,000 | | |
| SYSTEM DEV GROUP - ORACLE | | - | | 41,000 | | |
| SYSTEM DEV GROUP - VIEW UPDATE | | - | | 2,700 | | |
| SYSTEM SUP CITRIX | | 1,500 | | - | | |
| SYSTEM SUP DOCS OPEN | | 49,000 | | - | | |
| SYSTEM SUP DS METER | | 2,000 | | - | | |
| SYSTEM SUP DS RAZOR | | 1,500 | | - | | |
| SYSTEM SUP GW ARCHIVE | | 2,500 | | - | | |

Information Technology
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|
| | | | | | dollars | pct |
| SYSTEM SUP MCAFEE | | 20,000 | | - | | |
| SYSTEM SUP TRACK-IT | | 6,500 | | - | | |
| SYSTEM SUPPORT GROUP - ACRONIS | | - | | 2,000 | | |
| SYSTEM SUPPORT GROUP - CITRIX | | - | | 4,100 | | |
| SYSTEM SUPPORT GROUP - DOCS OP | | - | | 60,000 | | |
| SYSTEM SUPPORT GROUP - GW ARCH | | - | | 6,000 | | |
| SYSTEM SUPPORT GROUP - GW GUAR | | - | | 7,100 | | |
| SYSTEM SUPPORT GROUP - MCAFEE | | - | | 20,000 | | |
| SYSTEM SUPPORT GROUP - SYMANTE | | - | | 7,000 | | |
| SYSTEM SUPPORT GROUP - TRACK-I | | - | | 7,500 | | |
| SYSTEM SUPPORT GROUP - VISUAL | | - | | 5,000 | | |
| SYSTEM SUPPORT GROUP - VNC | | - | | 800 | | |
| Total: | \$ 192,841 | \$ 261,600 | \$ 261,600 | \$ 308,900 | \$ 47,300 | 18% |
| 660120 Promotional Materials | | | | | | |
| Total: | \$ 268 | \$ - | \$ - | \$ - | \$ - | N/A |
| SUBTOTAL: NON-PERSONNEL EXPENSE | \$ 597,790 | \$ 817,100 | \$ 866,600 | \$ 1,048,300 | \$ 181,700 | 21% |
| GRAND TOTAL: | \$ 621,024 | \$ 835,800 | \$ 885,300 | \$ 1,066,000 | \$ 180,700 | 20% |

PROCUREMENT SERVICES

Role

The Procurement Services Department is segmented into three sections; Procurement, Materiel Support, and Business Opportunities. The Procurement section is further segmented into two groups; Purchasing and Contracts. The Purchasing group is responsible for the purchase of: supplies, materials, and equipment, the negotiation, execution and administration of purchase and non-professional service agreements, and the administration and management of the Port's procurement card program. The Contracts group is responsible for: the preparation, execution, and administration of professional service agreements, major maintenance and capital development related contracts, consultant agreements, and public works construction contracts. The Materiel Support section is responsible for: the central receipt, inspection, acceptance and distribution of supplies, materials, equipment, and inter-office mail, the storage, management, and issue of stocked supplies and materials, and the collection, management, and ultimate disposal of excess and surplus property. The Business Opportunities section is responsible for the administration of the Port's Equal Opportunity Contracting plan. This activity includes administering the Small Business Enterprise (SBE) program, reviewing contract opportunities to establish equal opportunity contracting requirements, and the payment of prevailing wages on public works projects. The Business Opportunities section is also responsible for promoting outreach to small and disadvantaged business enterprises, and for the development of programs and events to attract new vendors and contractors to compete in bidding for Port purchases and contracts.

Procurement Services is comprised of twenty-one permanent staff members with staff located at the Port Administration Building and at the Materiel Support and Management Center.

Mission Statement

To partner with our internal customers to develop business solutions, provide a level playing field for our vendors and contractors, and to maximize fiscal resources through cost-effective and efficient operations.

Vision Statement

Procurement Services Department is a valued, integrated, one-stop shop, staffed by a talented, innovative, dedicated, and ethical team.

Current Services

To achieve our Mission and Vision, the Procurement Services Department will offer these services:

Procurement Group

- Develop written bid and purchase specifications
- Solicit and advertise for bids and price quotations
- Perform competitive purchases of supplies, materials, equipment and non-professional services
- Perform pre-bid conferences with potential contractors
- Develop and administer professional service agreements, major maintenance contracts, and public works contracts
- Perform bid openings and bid evaluations
- Make awards to vendors for informal bids
- Make recommendations for award to the Board of Port Commissioners for formal bids
- Maintain the Port District vendor master list
- Maintain bid lists
- Administer the procurement card program
- Perform internal customer training in all areas of procurement
- Develop business solutions to fulfill the unique needs of individual customer departments
- Maintain process ownership responsibilities of the SAP MM Module for requisitioning and purchasing

Materiel Support Group

- Perform centralized receipt, inspection, acceptance, and distribution of materials and equipment.
- Pick, pull, pack, and distribute stocked materials from reservations placed by customers in SAP
- Process damaged goods claims and lost in shipment claims with freight carriers
- Coordinate, document and process returns of defective, incorrect, or damaged goods to vendors
- Pack outbound materials and prepare for shipment.
- Prepare shipping documents and bills of lading to account for shipped materials
- Manage range, depth, and reorder points for stocked inventory

- Collect, store, and manage excess material and equipment, and manage all associated inventory records and reports
- Document and report redistribution of excess materials and equipment to customer departments
- Prepare agenda listings and sheets to declare property as surplus to the needs of the Port District
- Coordinate movement of surplus property and equipment to and auctioneers site for sale
- Report sale, transfer, or disposition by scrapping of declared surplus property
- Collect, store, and dispose of scrap commodities
- Perform distribution of interoffice and U.S. Mail to and from outlying facilities in support of Corporate Services Mailroom operations
- Manage Port District vehicle and vessel fleet title and registration documents

Business Opportunities Group

- Conduct business outreach events for current and potential vendors and contractors
- Conduct and/or sponsor technical assistance workshops
- Audit Certified Payroll Records (CPR)
- Provide necessary CPR forms and documents to contractors/consultants
- Provide Small Business Enterprise (SBE) resource directories to potential prime contractors
- Review and provide Equal Opportunity program language for solicitations and BPC agenda sheets
- Verify good faith efforts of apparent low bidders
- Assist potential SBE vendors in registering with the Port District Procurement Services Department for bidding opportunities
- Provide SBE applications
- Perform surveys of potential bidders to determine reasons for not bidding

Modified and New Services

- Provide centralized receipt management to eliminate two-way matching of invoices for office supplies received through the Port's Blanket Purchase Agreement
- Provide agreement tracking and management integrated in SAP

Goals

- Develop a high-performing organization through alignment of people, process and systems
- Develop and maintain a high level of public understanding that builds confidence and trust in the Port
- Strengthen the Port's financial performance
- Apply for the Achievement in Excellence in Procurement award by December 31, 2007.
- Provide development opportunities to Procurement Services supervisors and potential supervisors through completion of PIPE Supervisory Training Program by June 30, 2008.
- Provide development opportunities to Procurement Services non-supervisory staff through participation in PIPE Supervisory Training Program during FY 07/08.
- Provide development opportunities to the Procurement Services staff including the completion of 7-Habits and Investment in Excellence training by all department staff members by June 30, 2008.
- Achieve zero lost time by accidents or injuries in FY 07/08.
- Achieve zero material handling equipment accidents during FY 07/08.
- Maintain issue effectiveness rate at or above 97% on demand for MSMC stocked materials during FY 07/08.
- Maintain physical inventory validity rate on stocked materials at or above 98% during FY 07/08.
- Maintain cross-docking and distribution rate at or above 99% within 24 hours of acceptance on received supplies, materials, and equipment during FY 07/08.
- Develop an efficient and effective centralized receipt management system to eliminate two-way matching of invoices for office supplies received from the Port's contracted office supply vendor by December 31, 2007.
- Develop an agreement tracking and management system to integrate cradle to grave agreement management in SAP by December 31, 2007.

Procurement Services

SUMMARY OF DEPARTMENTAL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|-----------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Personnel Expenses | \$ 1,069,464 | \$ 1,654,200 | \$ 1,534,000 | \$ (120,200) | -7.3% |
| Non-Personnel Expenses | 128,420 | 136,500 | 139,100 | 2,600 | 1.9% |
| Total Direct Expense | \$ 1,197,884 | \$ 1,790,700 | \$ 1,673,100 | \$ (117,600) | -6.6% |
| Less: Capitalized Expense | - | - | - | - | - |
| Equipment Outlay | - | - | - | - | - |
| TOTAL DEPARTMENTAL EXPENSE | \$ 1,197,884 | \$ 1,790,700 | \$ 1,673,100 | \$ (117,600) | -6.6% |

PERSONNEL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Salaries and Wages | \$ 685,787 | \$ 1,084,100 | \$ 1,036,900 | \$ (47,200) | -4.4% |
| Overtime | 11,952 | 8,500 | 8,500 | - | 0.0% |
| Burden | 349,584 | 554,100 | 481,100 | (73,000) | -13.2% |
| Temporary Personnel | 22,142 | 7,500 | 7,500 | - | 0.0% |
| TOTAL PERSONNEL EXPENSE | \$ 1,069,464 | \$ 1,654,200 | \$ 1,534,000 | \$ (120,200) | -7.3% |

Procurement Services

POSITION SUMMARY

Eliminate: 1 Distribution & Storage Technician

| POSITION TITLE | AMENDED | |
|--|--------------------|--------------------|
| | BUDGET FY 06/07 | BUDGET FY 07/08 |
| Administrative Assistant II (Classified) | 4 | 4 |
| Assistant Purchasing Analyst | 1 | 1 |
| Contracts Administrator | 3 | 3 |
| Director, Procurement Services | 1 | 1 |
| Distribution & Storage Technician | 4 | 3 |
| Equal Opportunity Analyst | 2 | 2 |
| Executive Assistant I (Classified) | 1 | 1 |
| Lead Distribution & Storage Technician | 1 | 1 |
| Manager, Distribution & Storage | 1 | 1 |
| Manager, Procurement Services | 1 | 1 |
| Senior Administrative Asst (Classified) | 1 | 1 |
| Senior Purchasing Analyst | 2 | 2 |
| TOTAL | 22 | 21 |

Procurement Services

NON-PERSONNEL EXPENSE DETAILS

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|--------------------|--------------------------------------|---------------|
| Books & Periodicals | - | 1,300 | 1,300 | - | 0.0% |
| Employee Recognition | - | 700 | 600 | (100) | -14.3% |
| Memberships & Dues | 2,280 | 3,300 | 3,800 | 500 | 15.2% |
| Seminars & Training | 3,128 | 9,600 | 10,000 | 400 | 4.2% |
| STAFF DEVELOPMENT | \$ 5,408 | \$ 14,900 | \$ 15,700 | \$ 800 | 5.4% |
| Mileage Reimbursement | 4,905 | 5,500 | 5,500 | - | 0.0% |
| Travel | 621 | 3,500 | 3,500 | - | 0.0% |
| TRAVEL | \$ 5,526 | \$ 9,000 | \$ 9,000 | \$ - | 0.0% |
| Services - Professional & Other | 4,379 | 17,900 | 20,000 | 2,100 | 11.7% |
| CONTRACTUAL SERVICES | \$ 4,379 | \$ 17,900 | \$ 20,000 | \$ 2,100 | 11.7% |
| Breakage & Obsolescence | 3,820 | - | - | - | - |
| Equipment & Systems | 11,991 | 13,200 | 10,000 | (3,200) | -24.2% |
| Equipment Rental/Leasing | 777 | 1,000 | 1,000 | - | 0.0% |
| Office & Operating Supplies | 47,515 | 24,000 | 29,300 | 5,300 | 22.1% |
| Postage & Shipping | 4,668 | 10,500 | 7,500 | (3,000) | -28.6% |
| Safety Equipment & Supplies | 190 | 800 | 800 | - | 0.0% |
| Fuel & Lubricants | (128) | - | - | - | - |
| Uniforms | 685 | 1,200 | 1,200 | - | 0.0% |
| SUPPLIES & EQUIPMENT | \$ 69,517 | \$ 50,700 | \$ 49,800 | \$ (900) | -1.8% |
| Telephone & Communications | 9,664 | 18,300 | 22,000 | 3,700 | 20.2% |
| FACILITIES EXPENSE | \$ 9,664 | \$ 18,300 | \$ 22,000 | \$ 3,700 | 20.2% |
| Equipment Maintenance-Outside Services | 32,939 | 12,300 | 4,500 | (7,800) | -63.4% |
| MAINTENANCE & REPAIRS | \$ 32,939 | \$ 12,300 | \$ 4,500 | \$ (7,800) | -63.4% |
| Advertising | 208 | 9,100 | 5,000 | (4,100) | -45.1% |
| Promotional Services | 780 | 3,300 | 11,100 | 7,800 | 236.4% |
| Promotional Materials | - | 1,000 | 2,000 | 1,000 | 100.0% |
| COMMUNITY & ENVIRONMENTAL | \$ 988 | \$ 13,400 | \$ 18,100 | \$ 4,700 | 35.1% |
| TOTAL NON PERSONNEL EXPENSES | \$ 128,420 | \$ 136,500 | \$ 139,100 | \$ 2,600 | 1.9% |

Procurement Services
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|---|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 600110 Overtime MISCELLANEOUS | | \$ 8,500 | | \$ 8,500 | | |
| Total: | \$ 11,952 | \$ 8,500 | \$ 8,500 | \$ 8,500 | \$ - | 0% |
| 600120 Temporary Personnel MISCELLANEOUS | | \$ 7,500 | | \$ 7,500 | | |
| Total: | \$ 22,142 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ - | 0% |
| SUBTOTAL: OVERTIME & TEMPS | \$ 34,094 | \$ 16,000 | \$ 16,000 | \$ 16,000 | \$ - | 0% |
| 610110 Books & Periodicals MISCELLANEOUS | | \$ 1,300 | | \$ 1,300 | | |
| Total: | \$ - | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ - | 0% |
| 610115 Employee Recognition MISCELLANEOUS | | \$ 700 | | \$ 600 | | |
| Total: | \$ - | \$ 700 | \$ 700 | \$ 600 | \$ (100) | -14% |
| 610120 Memberships & Dues MISCELLANEOUS | | \$ 3,300 | | \$ 3,800 | | |
| Total: | \$ 2,280 | \$ 3,300 | \$ 3,300 | \$ 3,800 | \$ 500 | 15% |
| 610140 Seminars & Training MISCELLANEOUS | | \$ 9,600 | | \$ 10,000 | | |
| Total: | \$ 3,128 | \$ 9,600 | \$ 9,600 | \$ 10,000 | \$ 400 | 4% |
| 615100 Mileage Reimbursement MISCELLANEOUS | | \$ 5,500 | | \$ 5,500 | | |
| Total: | \$ 4,905 | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - | 0% |
| 615110 Travel MISCELLANEOUS | | \$ 3,500 | | \$ 3,500 | | |
| Total: | \$ 621 | \$ 3,500 | \$ 3,500 | \$ 3,500 | \$ - | 0% |
| 620100 Services - Professional & Other VENDOR REGISTRATION MANAGEMENT MISCELLANEOUS | | \$ - | | \$ 15,000 | | |
| Total: | \$ 4,379 | \$ 17,900 | \$ 17,900 | \$ 20,000 | \$ 2,100 | 12% |
| 630100 Breakage & Obsolescence | | \$ - | | \$ - | | |
| Total: | \$ 3,820 | \$ - | \$ - | \$ - | \$ - | N/A |
| 630110 Equipment & Systems MISCELLANEOUS | | \$ 13,200 | | \$ 10,000 | | |
| Total: | \$ 11,991 | \$ 13,200 | \$ 13,200 | \$ 10,000 | \$ (3,200) | -24% |
| 630120 Equipment Rental/Leasing MISCELLANEOUS | | \$ 1,000 | | \$ 1,000 | | |
| Total: | \$ 777 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ - | 0% |
| 630130 Office & Operating Supplies MISCELLANEOUS | | \$ 24,000 | | \$ 29,300 | | |
| Total: | \$ 47,515 | \$ 24,000 | \$ 24,000 | \$ 29,300 | \$ 5,300 | 22% |

**Procurement Services
EXPENSE BUDGET BREAKDOWN**

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|----------------------------|--------------------------|------|
| | | | | | dollars | pct |
| 630140 Postage & Shipping MISCELLANEOUS | | \$ 10,500 | | \$ 7,500 | | |
| Total: | \$ 4,668 | \$ 10,500 | \$ 10,500 | \$ 7,500 | \$ (3,000) | -29% |
| 630150 Safety Equipment & Supplies MISCELLANEOUS | | \$ 800 | | \$ 800 | | |
| Total: | \$ 190 | \$ 800 | \$ 800 | \$ 800 | \$ - | 0% |
| 630170 Fuel & Lubricants | | | | | | |
| Total: | \$ (128) | \$ - | \$ - | \$ - | \$ - | N/A |
| 630200 Uniforms MISCELLANEOUS | | \$ 1,200 | | \$ 1,200 | | |
| Total: | \$ 685 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ - | 0% |
| 640110 Telephone & Communications MISCELLANEOUS | | \$ 18,300 | | \$ 22,000 | | |
| Total: | \$ 9,664 | \$ 18,300 | \$ 18,300 | \$ 22,000 | \$ 3,700 | 20% |
| 650130 Equipment Maintenance-Outside Services MISCELLANEOUS | | \$ 12,300 | | \$ 4,500 | | |
| Total: | \$ 32,939 | \$ 12,300 | \$ 12,300 | \$ 4,500 | \$ (7,800) | -63% |
| 660100 Advertising MISCELLANEOUS | | \$ 9,100 | | \$ 5,000 | | |
| Total: | \$ 208 | \$ 9,100 | \$ 9,100 | \$ 5,000 | \$ (4,100) | -45% |
| 660110 Promotional Services DVBE CONVENTION WOMEN'S BUSINESS CENTER MISCELLANEOUS | | \$ - - 3,300 | | \$ 5,000 3,200 2,900 | | |
| Total: | \$ 780 | \$ 3,300 | \$ 3,300 | \$ 11,100 | \$ 7,800 | 236% |
| 660120 Promotional Materials MISCELLANEOUS | | \$ 1,000 | | \$ 2,000 | | |
| Total: | \$ - | \$ 1,000 | \$ 1,000 | \$ 2,000 | \$ 1,000 | 100% |
| SUBTOTAL: NON-PERSONNEL EXPENSE | \$ 128,420 | \$ 136,500 | \$ 136,500 | \$ 139,100 | \$ 2,600 | 2% |
| GRAND TOTAL: | \$ 162,514 | \$ 152,500 | \$ 152,500 | \$ 155,100 | \$ 2,600 | 2% |

TREASURER'S OFFICE

Role

The Treasurer's Office manages the Port's cash and is responsible for the administration of Port debt. The Treasurer's Office processes cash receipts, collects accounts receivable and delinquent accounts, invests the Port's temporarily idle cash until it is needed to fund current operating expenses or capital investment. The Treasurer's Office facilitates the financing process and provides administrative support for the Port's outstanding debt issuance(s). The Treasurer's Office also manages the parking meter collection function. The Department is comprised of seven permanent positions.

Mission Statement

The Treasurer's Office is committed to the safeguarding, prudent, and optimal management of the Port's financial assets and provides the necessary liquidity to fund its operations and capital plans through the employment of modern and efficient technology and banking practices.

Vision Statement

We will be committed to cost-effective, beneficial, and optimal Treasury and Financing programs for the Port of San Diego.

Current Services

- Process daily cash receipts
- Collect delinquent accounts receivable
- Collect monies from tidelands parking meters and service meters
- Manage the Port's fixed-income investment portfolio
- Direct the investment of bond proceeds and administer debt activities

Goals

- Recommend financial strategies that increase and diversify the Port's revenue base
- Facilitate and coordinate financing opportunities for development and re-development projects
- Optimize the Port's assets through the evaluation and automation of investment strategies and banking services

Performance Measures

- Achieve a Constructive Culture
- 99% of cash receipts are deposited to the Port's demand deposit account on the same day they are received
- Cash receipts requiring research are deposited no longer than three business days after the day they are received
- Cash receipts deposited to a deposit payable account are applied to the proper revenue account within 30 days of acceptance
- Documents provided with tenant payments are scanned on the date the payment is processed
- Tenants who have not submitted either their payment and/or percentage rent concession report are contacted within five business days of the contractual due date
- Temporarily idle cash is fully invested daily
- Delinquent accounts receivable is maintained at a level that is equal to or less than three percent (3%) of the Port's budgeted operating revenues, net of investment income
- Parking meter coins are deposited to the Port demand deposit account no later than two days after the day they are collected
- Parking meter mechanisms are repaired no later than two days after the date they are reported malfunctioning
- Monthly parking meter audit reports are reconciled to cash collections no longer than five business days after the audit is completed
- Bond payments are made by the contractual due date.
- Bond trustee statements are balanced within ten business days of receipt

Treasurer's Office

SUMMARY OF DEPARTMENTAL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|-----------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------|---------------|
| Personnel Expenses | \$ 680,442 | \$ 730,100 | \$ 705,400 | \$ (24,700) | -3.4% |
| Non-Personnel Expenses | 195,803 | 493,700 | 403,600 | (90,100) | -18.2% |
| Total Direct Expense | \$ 876,245 | \$ 1,223,800 | \$ 1,109,000 | \$ (114,800) | -9.4% |
| Less: Capitalized Expense | - | - | - | - | - |
| Equipment Outlay | - | - | 31,000 | 31,000 | - |
| TOTAL DEPARTMENTAL EXPENSE | \$ 876,245 | \$ 1,223,800 | \$ 1,140,000 | \$ (83,800) | -6.8% |

PERSONNEL EXPENSES

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--------------------------------|-------------------------------|-------------------------------|--------------------|--------------------------------------|---------------|
| Salaries and Wages | \$ 448,965 | \$ 478,100 | \$ 477,100 | \$ (1,000) | -0.2% |
| Overtime | 996 | 1,500 | 1,700 | 200 | 13.3% |
| Burden | 230,481 | 250,500 | 221,600 | (28,900) | -11.5% |
| Temporary Personnel | - | - | 5,000 | 5,000 | - |
| TOTAL PERSONNEL EXPENSE | \$ 680,442 | \$ 730,100 | \$ 705,400 | \$ (24,700) | -3.4% |

Treasurer's Office

POSITION SUMMARY

| POSITION TITLE | AMENDED | |
|--------------------------------|--------------------|--------------------|
| | BUDGET FY 06/07 | BUDGET FY 07/08 |
| Accounting Assistant | 1 | 1 |
| Assistant to CFO/Treasurer | 1 | 1 |
| CFO/Treasurer | 1 | 1 |
| Deputy Treasurer | 1 | 1 |
| Parking Meter Repair/Collector | 2 | 2 |
| Treasury Technician | 1 | 1 |
| TOTAL | 7 | 7 |

Treasurer's Office

NON-PERSONNEL EXPENSE DETAILS

| | ACTUAL RESULTS FY 05/06 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE FY 07/08-06/07 BUDGET | % INCREASE |
|--|-------------------------------|-------------------------------|--------------------|--------------------------------------|----------------|
| Awards - Service | 883 | 2,100 | 700 | (1,400) | -66.7% |
| Books & Periodicals | 1,065 | 1,800 | 1,800 | - | 0.0% |
| Employee Recognition | - | - | 1,000 | 1,000 | - |
| Memberships & Dues | 2,236 | 2,400 | 3,200 | 800 | 33.3% |
| Seminars & Training | 3,589 | 4,900 | 4,500 | (400) | -8.2% |
| STAFF DEVELOPMENT | \$ 7,774 | \$ 11,200 | \$ 11,200 | \$ - | 0.0% |
| Mileage Reimbursement | 9,923 | 11,300 | 11,300 | - | 0.0% |
| Travel | 1,525 | 5,200 | 6,300 | 1,100 | 21.2% |
| TRAVEL | \$ 11,448 | \$ 16,500 | \$ 17,600 | \$ 1,100 | 6.7% |
| Services - Professional & Other | 129,329 | 428,400 | 324,700 | (103,700) | -24.2% |
| Services - Legal | 25,115 | 10,000 | 10,000 | - | 0.0% |
| CONTRACTUAL SERVICES | \$ 154,443 | \$ 438,400 | \$ 334,700 | \$ (103,700) | -23.7% |
| Equipment & Systems | 6,364 | 1,800 | 4,400 | 2,600 | 144.4% |
| Equipment Rental/Leasing | 306 | 400 | 100 | (300) | -75.0% |
| Office & Operating Supplies | 4,690 | 5,400 | 6,100 | 700 | 13.0% |
| Postage & Shipping | 346 | 1,400 | 1,300 | (100) | -7.1% |
| Safety Equipment & Supplies | 170 | 300 | 400 | 100 | 33.3% |
| Parking Meter Supplies | 4,027 | 8,400 | 11,500 | 3,100 | 36.9% |
| Uniforms | 429 | 500 | 600 | 100 | 20.0% |
| SUPPLIES & EQUIPMENT | \$ 16,333 | \$ 18,200 | \$ 24,400 | \$ 6,200 | 34.1% |
| Telephone & Communications | 3,313 | 4,400 | 4,600 | 200 | 4.5% |
| FACILITIES EXPENSE | \$ 3,313 | \$ 4,400 | \$ 4,600 | \$ 200 | 4.5% |
| Equipment Maintenance-Outside Services | 65 | 200 | 300 | 100 | 50.0% |
| Software Maintenance | - | - | 5,400 | 5,400 | - |
| MAINTENANCE & REPAIRS | \$ 65 | \$ 200 | \$ 5,700 | \$ 5,500 | 2750.0% |
| Advertising | 110 | - | - | - | - |
| Promotional Services | 1,262 | 1,900 | 2,500 | 600 | 31.6% |
| Promotional Materials | 961 | 2,800 | 2,800 | - | 0.0% |
| COMMUNITY & ENVIRONMENTAL | \$ 2,332 | \$ 4,700 | \$ 5,300 | \$ 600 | 12.8% |
| Permits/Certificates/License | 75 | - | - | - | - |
| RISK MANAGEMENT | \$ 75 | \$ - | \$ - | \$ - | - |
| Other Miscellaneous Expenses | 20 | 100 | 100 | - | 0.0% |
| OTHER EXPENSES | \$ 20 | \$ 100 | \$ 100 | \$ - | 0.0% |
| TOTAL NON PERSONNEL EXPENSES | \$ 195,803 | \$ 493,700 | \$ 403,600 | \$ (90,100) | -18.2% |

NOTES:

Services Professional & Other decreased \$103,700 due to consultant costs for Retirement Plan Consulting Services in FY 06/07 that are not planned to continue in FY 07/08.

Treasurer's Office

EQUIPMENT OUTLAY

| DESCRIPTION | REASON | QTY | UNIT COST | TOTAL COST |
|---------------|--------|----------|-----------|------------------|
| COMP SOFTWARE | R | 1 | \$ 31,000 | \$ 31,000 |
| TOTAL | | 1 | | \$ 31,000 |

Treasurer's Office
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 600110 Overtime | | | | | | |
| ASST TO CFO | | \$ 600 | | \$ 700 | | |
| TREASURER'S OFC | | 900 | | 1,000 | | |
| Total: | \$ 996 | \$ 1,500 | \$ 1,500 | \$ 1,700 | \$ 200 | 13% |
| 600120 Temporary Personnel | | | | | | |
| TREASURER'S OFC | | - | | 5,000 | | |
| Total: | \$ - | \$ - | \$ - | \$ 5,000 | \$ 5,000 | N/A |
| SUBTOTAL: OVERTIME & TEMPS | \$ 996 | \$ 1,500 | \$ 1,500 | \$ 6,700 | \$ 5,200 | 347% |
| 610100 Awards - Service | | | | | | |
| ACRYLIC AWARD ENGRAVING | | \$ 100 | | \$ 100 | | |
| BFSD "CREST" | | 400 | | - | | |
| EMPLOYEE RECOGNITION | | 1,000 | | - | | |
| PLAQUES | | 300 | | 300 | | |
| PLAQUES-ENGRAVING | | 100 | | 100 | | |
| RESTAURANT GIFT CERTS. | | 200 | | 200 | | |
| Total: | \$ 883 | \$ 2,100 | \$ 2,100 | \$ 700 | \$ (1,400) | -67% |
| 610110 Books & Periodicals | | | | | | |
| MISC. | | \$ 1,000 | | \$ 1,000 | | |
| SELF-STUDY COURSE (JEFF) | | 400 | | 400 | | |
| SHESHUNOFF CASH MGMT ANNUAL UP | | 400 | | 400 | | |
| Total: | \$ 1,065 | \$ 1,800 | \$ 1,800 | \$ 1,800 | \$ - | 0% |
| 610115 Employee Recognition | | | | | | |
| MISCELLANEOUS | | \$ - | | \$ 1,000 | | |
| Total: | \$ - | \$ - | \$ - | \$ 1,000 | \$ 1,000 | N/A |
| 610120 Memberships & Dues | | | | | | |
| AFP (GEORGINA) | | \$ 300 | | \$ 400 | | |
| AICPA (JEFF) | | 300 | | 400 | | |
| CMTA (JEFF, GEORGINA) | | - | | 300 | | |
| CMTA (JEFF, JANICE, KAY) | | 300 | | - | | |
| CSMFO (JEFF) | | 200 | | - | | |
| CSMFO (JEFF, GEORGINA) | | - | | 300 | | |
| FEI (JEFF) | | 800 | | 800 | | |
| GFOA (JEFF, GEORGINA) | | - | | 300 | | |
| GFOA (JEFF, JANICE) | | 300 | | - | | |
| IAAP (LORI) | | 100 | | 100 | | |
| IIA (JEFF) | | 100 | | 100 | | |
| ISACA (JEFF) | | - | | 200 | | |
| SAN DIEGO CREDIT ASSOCIATION | | - | | 300 | | |
| Total: | \$ 2,236 | \$ 2,400 | \$ 2,400 | \$ 3,200 | \$ 800 | 33% |
| 610140 Seminars & Training | | | | | | |
| AFP ANNUAL CONFERENCE (GRC) | | 1,100 | | 1,300 | | |
| AMA ANNUAL CONF. (LORI) | | 1,600 | | - | | |
| CAP RECERTIFICATION COURSES (L) | | 300 | | 300 | | |
| CERTIFICATION COURSES /CYBERCO | | 600 | | 300 | | |
| GFOA (JEFF) | | 400 | | 500 | | |
| IAAP EDUCATIONAL SEMINAR (LORI) | | - | | 100 | | |
| IAAP MONTHLY MEETINGS (LORI) | | - | | 500 | | |
| IAAP RECERT. CONF. (LORI) | | - | | 500 | | |
| TREASURY WORKSHOPS | | 900 | | 1,000 | | |
| Total: | \$ 3,589 | \$ 4,900 | \$ 4,900 | \$ 4,500 | \$ (400) | -8% |

Treasurer's Office
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|--|
| | | | | | dollars | pct | |
| 615100 Mileage Reimbursement | | | | | | | |
| AUTO ALLOWANCE | | \$ 10,800 | | \$ 10,800 | | | |
| MISC. PARKING | | 500 | | 500 | | | |
| Total: | \$ 9,923 | \$ 11,300 | \$ 11,300 | \$ 11,300 | \$ - | 0% | |
| 615110 Travel | | | | | | | |
| AFP ANNUAL CONFERENCE (GRC) | | \$ 1,500 | | \$ 2,000 | | | |
| AMA ANNUAL CONF. (LORI) | | 800 | | - | | | |
| CTMA & CSMFO | | 1,400 | | 1,500 | | | |
| GFOA (JEFF) | | 1,500 | | 1,500 | | | |
| IAAP RECERT. CONF. (LORI) | | - | | 1,300 | | | |
| Total: | \$ 1,525 | \$ 5,200 | \$ 5,200 | \$ 6,300 | \$ 1,100 | 21% | |
| 620100 Services - Professional & Other | | | | | | | |
| BANK ACCOUNT ANALYSIS FEES (NE | | \$ 10,000 | | \$ 10,000 | | | |
| BLOOMBERG FINANCIAL INFORMATIO | | 22,800 | | 24,000 | | | |
| FINANCIAL ADVISOR | | 80,000 | | 100,000 | | | |
| FITCH ANNUAL SURVEILLANCE FEES | | 5,000 | | 5,000 | | | |
| INTERACTIVE DATA (PORTFOLIO PR | | 1,100 | | 1,200 | | | |
| MOODY'S ANNUAL SURVEILLANCE FE | | 5,000 | | 5,000 | | | |
| PENSION CONSULTANTS | | - | | 150,000 | | | |
| PROFESSIONAL CONSULTANT - VARI | | 20,000 | | 20,000 | | | |
| STANDARD & POOR'S ANNUAL SURVE | | 5,000 | | 5,000 | | | |
| UBOC TRUST (PORTFOLIO TRUSTEE | | 3,000 | | 3,000 | | | |
| US BANK (REVENUE BONDS TRUSTEE | | 1,500 | | 1,500 | | | |
| Total: | \$ 129,329 | \$ 153,400 | \$ 428,400 | \$ 324,700 | \$ (103,700) | -24% | |
| 620110 Services - Legal | | | | | | | |
| CONTINUING ANNUAL DISCLOSURE I | | \$ 10,000 | | \$ - | | | |
| LEGAL ADVICE ON FINANCIAL ISSU | | - | | 10,000 | | | |
| Total: | \$ 25,115 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ - | 0% | |
| 630110 Equipment & Systems | | | | | | | |
| A/P CHECK PRINTER | | \$ - | | \$ 2,700 | | | |
| CK PRINTER SIGN. CHIP & LOGO | | - | | 1,700 | | | |
| ERGONOMIC CHAIRS - 2 (LP,GC) | | 1,800 | | - | | | |
| Total: | \$ 6,364 | \$ 1,800 | \$ 1,800 | \$ 4,400 | \$ 2,600 | 144% | |
| 630120 Equipment Rental/Leasing | | | | | | | |
| EXEC. OFFICE COST SHARE | | \$ 100 | | \$ 100 | | | |
| PAGERS | | 300 | | - | | | |
| Total: | \$ 306 | \$ 400 | \$ 400 | \$ 100 | \$ (300) | -75% | |
| 630130 Office & Operating Supplies | | | | | | | |
| ACCOUNTS PAYABLE CHECK STOCK (| | \$ 1,100 | | \$ 1,300 | | | |
| ENVELOPES FOR AP MAILINGS | | 300 | | 400 | | | |
| EXECUTIVE OFFICES COST SHARE | | 1,100 | | 1,200 | | | |
| GENERIC SUPPLIES | | 1,500 | | 1,500 | | | |
| MICR CARTRIDGES FOR CHECK PRIN | | 400 | | 500 | | | |
| PC PRINTER PAPER | | - | | 300 | | | |
| PC PRINTER PAPER (JANICE, SAND | | 300 | | - | | | |
| PC PRINTER TONER | | 700 | | 700 | | | |
| SUPPLIES FOR TEAMBUILDING MTGS | | - | | 200 | | | |
| Total: | \$ 4,690 | \$ 5,400 | \$ 5,400 | \$ 6,100 | \$ 700 | 13% | |

Treasurer's Office
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | | |
|---|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|-----|--|
| | | | | | dollars | pct | |
| 630140 Postage & Shipping | | | | | | | |
| FEDEX DELIVERIES | | \$ 300 | | \$ 200 | | | |
| MISC. POSTAGE | | 1,100 | | 1,100 | | | |
| Total: | \$ 346 | \$ 1,400 | \$ 1,400 | \$ 1,300 | \$ (100) | -7% | |
| 630150 Safety Equipment & Supplies | | | | | | | |
| SAFETY SHOES (150 EA) | | \$ 300 | | \$ - | | | |
| SAFETY SHOES (175 EA) | | - | | 400 | | | |
| Total: | \$ 170 | \$ 300 | \$ 300 | \$ 400 | \$ 100 | 33% | |
| 630180 Parking Meter Supplies | | | | | | | |
| BATTERIES (1250) | | \$ 5,000 | | \$ 5,000 | | | |
| PAINT/MATERIALS FOR METERS | | 800 | | 1,200 | | | |
| REPLAC PARTS FOR POM METERS | | 2,600 | | 2,900 | | | |
| REPLACE PARTS DUNCAN LENS | | - | | 1,000 | | | |
| SIGNS | | - | | 1,400 | | | |
| Total: | \$ 4,027 | \$ 8,400 | \$ 8,400 | \$ 11,500 | \$ 3,100 | 37% | |
| 630200 Uniforms | | | | | | | |
| CHRIS | | \$ 250 | | \$ 300 | | | |
| GARY | | 250 | | - | | | |
| JESUS | | - | | 300 | | | |
| Total: | \$ 429 | \$ 500 | \$ 500 | \$ 600 | \$ 100 | 20% | |
| 640110 Telephone & Communications | | | | | | | |
| MONTHLY USAGE (ALL LINES) | | \$ 2,700 | | \$ 2,800 | | | |
| WIRELESS PHONE USAGE | | 1,700 | | 1,800 | | | |
| Total: | \$ 3,313 | \$ 4,400 | \$ 4,400 | \$ 4,600 | \$ 200 | 5% | |
| 650130 Equipment Maintenance-Outside Services | | | | | | | |
| EXEC. OFFICE COST SHARE | | \$ 200 | | \$ 300 | | | |
| Total: | \$ 65 | \$ 200 | \$ 200 | \$ 300 | \$ 100 | 50% | |
| 650140 Software Maintenance | | | | | | | |
| SYMPRO INSTALL. TRAVEL | | \$ - | | \$ 5,400 | | | |
| Total: | \$ - | \$ - | \$ - | \$ 5,400 | \$ 5,400 | N/A | |
| 660100 Advertising | | | | | | | |
| Total: | \$ 110 | \$ - | \$ - | \$ - | \$ - | N/A | |
| 660110 Promotional Services | | | | | | | |
| EQ ANNUAL LUNCH | | \$ 300 | | \$ 300 | | | |
| EXECUTIVE OFFICES COST SHARE | | 300 | | 300 | | | |
| FOOD FOR TEAM BLDG MTGS | | - | | 1,000 | | | |
| IAAP MONTHLY MEETINGS (LORI) | | 400 | | - | | | |
| PROFESSIONAL LUNCHEONS (JM) | | 300 | | 300 | | | |
| RATING AGENCY TOUR | | 300 | | 300 | | | |
| REFRESHMENTS FOR QUARTERLY DIV | | 200 | | 200 | | | |
| REST. GIFT CERTS (NOMINATORS) | | 100 | | 100 | | | |
| Total: | \$ 1,262 | \$ 1,900 | \$ 1,900 | \$ 2,500 | \$ 600 | 32% | |

Treasurer's Office
EXPENSE BUDGET BREAKDOWN

| ACCOUNT NUMBER & NAME EXPENSE DETAILS | ACTUAL FY 05/06 | ORIGINAL BUDGET FY 06/07 | AMENDED BUDGET FY 06/07 | BUDGET FY 07/08 | INCREASE OVER AMENDED | |
|--|--------------------|--------------------------------|-------------------------------|--------------------|--------------------------|------|
| | | | | | dollars | pct |
| 660120 Promotional Materials | | | | | | |
| CERTIFICATES/CERT. HOLDERS | | \$ 100 | | \$ 100 | | |
| MISC FOR EOQ PROGRAM | | 200 | | 200 | | |
| MOTIVATIONAL POSTERS | | 200 | | 200 | | |
| POLO SHIRTS-EOQ & COMM. MEMBER | | 300 | | 300 | | |
| QUARTERLY TEAM BUILDING MEETIN | | 2,000 | | - | | |
| TEAM BUILDING MTGS | | - | | 2,000 | | |
| Total: | \$ 961 | \$ 2,800 | \$ 2,800 | \$ 2,800 | \$ - | 0% |
| 670130 Permits/Certificates/License | | | | | | |
| Total: | \$ 75 | \$ - | \$ - | \$ - | \$ - | N/A |
| 680190 Other Miscellaneous Expenses | | | | | | |
| TRAVELERS CHEQUES FEES, WIRE F | | \$ 100 | | \$ 100 | | |
| Total: | \$ 20 | \$ 100 | \$ 100 | \$ 100 | \$ - | 0% |
| SUBTOTAL: NON-PERSONNEL EXPENSE | \$ 195,803 | \$ 218,700 | \$ 493,700 | \$ 403,600 | \$ (90,100) | -18% |
| GRAND TOTAL: | \$ 196,799 | \$ 220,200 | \$ 495,200 | \$ 410,300 | \$ (84,900) | -17% |

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