

**PROCLAMATION**

**SAN MATEO COUNTY HARBOR DISTRICT**

\*\*\*\*\*

**TO COMMEND**

***U.S. Coast Guard AIRSTA San Francisco***

***PROCLAIMED, by the Board of Harbor Commissioners that:***

***WHEREAS, The U.S. Coast Guard Air Station San Francisco has provided continued support to the San Mateo County Harbor District, specifically and most recently at the family event of the Easter Egg Hunt at the Oyster Point Marina/Park; and***

***WHEREAS, For over 30 years, U.S. Coast Guard Air Station San Francisco has provided rescue support to over 110 water rescues per year and cross training with the San Mateo County Harbor District Harbor Staff in water to air sea rescue activities; and***

***WHEREAS, U.S. Coast Guard Air Station San Francisco has most recently assisted with the demonstration of helicopter ,rescue equipment and rescue team members; and***

***WHEREAS, At a recent meeting of the Board of Harbor Commissioners, the Commission noted in specific reference to the U.S. Coast Guard Air Station San Francisco, that issuing certificates of recognition and honoring those who contribute to the Harbor District is always important and appropriate.***

***THEREFORE, BE IT KNOWN that the Board of Harbor Commissioners hereby commends the U.S. Coast Guard Air Station San Francisco for their contribution to the Harbor District and the Oyster Point Marina/Park community generally.***

***WITNESS my hand this 21<sup>st</sup> day of May, 2014.***

**COMMISSIONERS: \_\_\_\_\_ *President***

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# ITEM 7

## Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 5/21/14

Total Disbursements being submitted for your review: \$ 378,297.52

These include:

Handchecks in the amount of: \$ 207,736.19

Payables in the amount of: \$ 170,561.33

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 19,833.15	2
103	Administration	\$ 9,169.97	2
201	Pillar Point Harbor	\$ 185,188.56	2
301	Oyster Point Marina	\$ 61,763.25	2
	Payroll Related	\$ 102,342.59	2
	Total for Review	\$ 378,297.52	2

Notes:

Handchecks Written for:

Payroll \$ 102,342.59

Capital Project \$ 69,207.95

Invoices with Due Dates on or Before Board Meeting \$ 36,185.65

Total Handchecks Written: \$ 207,736.19

BILLS CLAIMS FOR 5/21/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM 101	ADMIN 103	PILLAR POINT 201	OYSTER POINT 301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	585.00		585.00			
ADP, INC.	PAYROLL PROCESSING	457.47		69.31	97.04	103.97	187.15
AIRGAS, NCN	REPAIRS & MAINTENANCE	100.80				100.80	
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	204.14					204.14
STEPHEN BECK	REFUND DEPOSIT	295.57					295.57
BLUE RIBBON SUPPLY	OPERATING SUPPLIES	1,300.73				1,300.73	
DANIEL CHAPMAN	REFUND DEPOSIT	182.95				182.95	
COUNTY OF SAN MATEO PUBLIC SAFETY	TELEPHONE/COMMUNICATIONS	61.65				61.65	
ABIGAIL DOMETITA	REIMBURSE MILEAGE	113.40					113.40
DAVID F DOYLE	REIMBURSE TRAINING EXPENSES	106.98			106.98		
EMPLOYMENT DEVELOPMENT DEPARTMENT	UNEMPLOYMENT INSURANCE	449.95					449.95
ERBCO CONSTRUCTION SERVICES	CAPITAL PROJECT	66,975.00				66,975.00	
FEDERAL EXPRESS CORPORATION	CONTRACTUAL SERVICES	48.02		48.02			
FIRSTCHOICE	CONTRACTUAL SERVICES	46.35			46.35		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	227.70				114.65	113.05
GHD, INC.	CAPITAL PROJECT	10,791.46				10,791.46	
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	694.00		99.67		494.66	99.67
RAYMOND KANO	REFUND DEPOSIT	556.50				556.50	
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	17,676.34		17,676.34			
LISA WISE CONSULTING, INC.	CONTRACTUAL SERVICES - PROF	12,017.04			4,005.68	4,005.68	4,005.68
ROBERT LIVECCHI	REFUND DEPOSIT	42.00					42.00
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	367.16				367.16	
MOFFATT & NICHOL ENGINEERS INC.	CONTRACTUAL SERVICES	30,771.26				15,385.63	15,385.63
NEXTEL COMMUNICATIONS	TELEPHONE/COMMUNICATIONS	146.85					146.85
NORTH AMERICAN FENCING & RAILING	REPAIRS & MAINTENANCE	3,663.00				3,663.00	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	90.33					90.33
PACIFICA COMMUNITY TELEVISION	CONFERENCES & MEETINGS	750.00		750.00			
PENINSULA PUMP & EQUIPMENT INC.	REPAIRS & MAINTENANCE	2,286.48				2,286.48	
RECOLOGY OF THE COAST	GARBAGE COLLECTION	10,053.45				10,053.45	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	429.00		429.00			
STEVEN SANDSTROM-PHILLIPS	REFUND DEPOSIT	69.50				69.50	
RALPH STEPHENS	REFUND DEPOSIT	198.00				198.00	
THE WELL CONNECTED OFFICE	CONTRACTUAL SERVICES - PROF	3,913.79			2,563.79	1,050.00	300.00
TURBO DATA SYSTEMS, INC.	CITATION PROCESSING	40.66				37.86	2.80
VALENTINE CORPORATION	CAPITAL PROJECT	4,476.50				4,476.50	
PATRICK WEBER	REFUND DEPOSIT	372.30				372.30	
SUBTOTAL OF PAYMENTS TO BE PROCESSED 5/21/14		170,561.33	-	19,657.34	6,819.84	122,647.93	21,436.22
AMER BRAZ CONSTRUCTION	CAPITAL PROJECT	1,000.00				1,000.00	
CALIFORNIA WATER SERVICE	UTILITIES	121.80					121.80
CALPERS	PAYROLL DED PAYABLE	42,356.03	42,356.03				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,818.00	4,818.00				
COASTSIDE.NET	TELEPHONE/COMMUNICATIONS	399.00				399.00	
ERBCO CONSTRUCTION SERVICES	CAPITAL PROJECT	18,050.00					18,050.00
FEDERAL EXPRESS CORP.	OVERNIGHT DELIVERY SERVICE	167.54		57.04	110.50		
FIRSTCHOICE	WATER SERVICES	53.45			53.45		
GOPHER BUSTERS	CONTRACTUAL SERVICES	495.00				495.00	
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,001.90					7,001.90
NOR-CAL PIPELINE SERVICES	CAPITAL PROJECT	50,157.95				50,157.95	
OPERATING ENGINEERS TRUST	PAYROLL DED PAYABLE	28,279.00	28,279.00				
PG&E	UTILITIES	2,261.55				2,126.95	134.60
PRINCETON FISHING GEAR	UNIFORM SERVICES	157.36				157.36	
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
SAN MATEO COUNTY ENVIRONMENTAL	PERMITS/LICENSES/FEES	502.00					502.00
SMITH'S GOLF CARS	ELECTRIC CART	8,214.46					8,214.46
SOUTH SAN FRANCISCO SCAVENGER	GARBAGE DISPOSAL	1,058.20					1,058.20
STANDARD INSURANCE CO.	LIFE & DISABILITY INSURANCE	3,495.56	3,495.56				
TEAMSTERS 856 H & W FUND	PAYROLL DED PAYABLE	21,294.00	21,294.00				
TERMINIX INTERNATIONAL	CONTRACTUAL SERVICES	67.00				67.00	
THE MERCURY NEWS	ADVERTISING EXPENSE	193.77		118.77		75.00	
TWO DUDES & A BOOTH	SPECIAL EVENT	447.50					447.50
U.S. BANK-CAL CARD-301		3,631.75					3,631.75
Fuel		359.25					
Operating supplies		942.90					
Repairs & maintenance		1,860.70					
Special events		468.90					
U.S. BANK-CAL CARD-103		2,186.18			2,186.18		
Advertising & promotion		360.00					
Credit card fees		100.00					
Computer software		23.88					
Office supplies		137.55					
Telephone/communications		1,358.75					
Travel conf & mtgs		206.00					
U.S. BANK-CAL CARD-201		4,961.94				4,961.94	
Contractual services		10.00					
Fuel		874.49					
Misc exp		305.36					
Operating supplies		673.63					
Repairs & maintenance		1,702.75					
Safety equpt		99.00					
Small tools		619.23					
Special events		160.17					
Uniforms		517.31					
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,631.59				1,631.59	
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00				
YE ZOU	PROJECT MANAGER	2,329.64				1,164.82	1,164.82
TOTAL HANDCHECKS		207,736.19	102,342.59	175.81	2,350.13	62,540.63	40,327.03
TOTAL BILLS & CLAIMS		378,297.52	102,342.59	19,833.15	9,169.97	185,188.56	61,763.25
			PAYROLL	COMM	ADMIN	PPH	OPM

**San Mateo County Harbor District**

**Wage and Salary Schedule**

**Fiscal Year 2014-2015**

**Effective July 1, 2014- 2.50 % Wage Increase and 2.6 COLA**

Title		Hourly Range Bottom	Annual	Hourly Range Top	Annual	Salary Range Bottom	Salary Range Top
<b>Management*</b>							
Executive	General Manager					\$ 121,294.49	\$ 162,601.09
Management	Director of Finance					\$ 91,874.37	\$ 134,174.02
	Harbor Master					\$ 91,874.37	\$ 140,552.89
	Human Resources Manager					\$ 91,874.37	\$ 128,285.86
<b>Administrative</b>							
Administrative Assistant 4	Accountant	33.509	69,698.72	44.905	93,402.40		
Administrative Assistant 3	Accounting Specialist	29.401	61,154.08	39.826	82,838.34		
	Administrative Asst./						
	Deputy Secretary						
Administrative Assistant 2	Accounting Technician/ Administrative Asst.	25.730	53,518.40	34.484	71,726.72		
Administrative Assistant 1	Administrative Assistant	21.331	44,368.91	28.593	59,472.48		
Office Assistant	Office Assistant	13.646	28,382.65	16.290	28,043.01		
Project Coordinator						\$72,389.296	\$97,009.528
<b>Operations</b>							
Assistant Harbormaster (AHM)	Assistant Harbormaster	40.429	84,092.32	46.795	97,334.16		
Deputy Harbormaster B (DHMB)	Deputy Harbormaster B	31.673	65,879.84	36.667	76,267.36		
Deputy Harbormaster A (DHMA)	Deputy Harbormaster A	27.359	56,907.19	30.133	62,676.64		
Harbor Worker C	Lead Maintenance Specialist	36.668	76,269.44	42.447	88,289.76		
Harbor Worker B (HWB)	Harbor Worker	15.219	31,656.46	22.948	47,732.45		
Harbor Worker A	Lifeguard			19.304			

\* COLA Only

**San Mateo County Harbor District**  
**Filled Position Listing**  
 Fiscal Year 2014-2015

Positon Filled

General Manager		1
Director of Finance		1
Harbor Master		1
Human Resources Manager		1
Accountant		1
Accounting Specialist		1
Administrative Asst./		1
Deputy Secretary		
Accounting Technician/		2
Administrative Asst.		
Administrative Assistant		
Assistant Harbormaster		2
Deputy Harbormaster B		12
Deputy Harbormaster A		1
Lead Maintenance Specialist		2
Harbor Worker		1
Lifeguard		
<b>Total Positions</b>		<b>27</b>

San Mateo County Harbor District  
Wage and Salary Schedule  
Fiscal Year 2013-2014  
Effective July 17, 2013- 2.50 % Wage Increase

Title		Hourly Range Bottom	Annual	Hourly Range Top	Annual	Salary Range Bottom	Salary Range Top
<b>Management*</b>							
Executive	General Manager					\$ 115,337.32	\$ 154,615.22
Management	Director of Finance					\$ 87,362.10	\$ 127,584.29
	Harbor Master					\$ 87,362.11	\$ 133,649.88
	Human Resources Manager					\$ 87,362.11	\$ 121,985.32
<b>Administrative</b>							
Administrative Assistant 4	Accountant	\$31.863	\$66,275.040	42.699	\$88,813.92		
Administrative Assistant 3	Accounting Specialist	\$27.957	\$58,150.560	37.870	\$78,769.60		
	Administrative Asst./						
	Deputy Secretary						
Administrative Assistant 2	Accounting Technician/ Administrative Asst.	\$24.466	\$50,889.280	32.790	\$68,203.20		
Administrative Assistant 1	Administrative Assistant	\$20.284	\$42,190.720	27.189	\$56,553.12		
Project Coordinator						68,834.019	92,245.070
<b>Operations</b>							
Assistant Harbormaster (AHM)	Assistant Harbormaster	\$ 38.442	\$79,959.360	44.497	\$92,553.76		
Deputy Harbormaster B (DHMB)	Deputy Harbormaster B	\$ 30.117	\$62,643.360	34.866	\$72,521.28		
Deputy Harbormaster A (DHMA)	Deputy Harbormaster A	\$ 26.015	\$54,111.200	28.673	\$59,639.84		
Harbor Worker C	Lead Maintenance Specialist	\$ 34.867	\$72,523.360	40.362	\$83,952.96		
Harbor Worker B (HWB)	Harbor Worker	\$ 14.472	\$30,101.760	21.820	\$45,385.60		
Harbor Worker A	Lifeguard			18.356			

\* - Management Salaries have not changed.

**San Mateo County Harbor District  
Filled Position Listing  
Fiscal Year 2013-2014**

Positon Filled

General Manager		1
Director of Finance*		0
Harbor Master		1
Human Resources Manager		1
Accountant		1
Accounting Specialist		1
Administrative Asst./		1
Deputy Secretary		
Accounting Technician/		2
Administrative Asst.		
Administrative Assistant		
Assistant Harbormaster		2
Deputy Harbormaster B		13
Deputy Harbormaster A		0
Lead Maintenance Specialist		2
Harbor Worker*		0
Lifeguard		
Total Positions		25

\* - intend to hire - which will put total positions filled to 27

**San Mateo County Harbor District**

**Wage and Salary Schedule**

**Fiscal Year 2013-2014**

**Effective July 1, 2013- 2.30 % COLA**

<b>Title</b>		<b>Hourly Range Bottom</b>	<b>Annual</b>	<b>Hourly Range Top</b>	<b>Annual</b>	<b>Salary Range Bottom</b>	<b>Salary Range Top</b>
<b>Management</b>							
Executive	General Manager					\$ 115,337.32	\$ 154,615.22
Management	Director of Finance					\$ 87,362.10	\$ 127,584.29
	Harbor Master					\$ 87,362.11	\$ 133,649.88
	Human Resources Manager					\$ 87,362.11	\$ 121,985.32
<b>Administrative</b>							
Administrative Assistant 4	Accountant	\$31.086	\$64,658.672	41.658	86,647.766		
Administrative Assistant 3	Accounting Specialist	\$27.275	\$56,732.478	36.947	76,849.074		
	Administrative Asst./						
	Deputy Secretary						
Administrative Assistant 2	Accounting Technician/ Administrative Asst.	\$23.870	\$49,648.893	31.990	66,539.678		
Administrative Assistant 1	Administrative Assistant	\$19.789	\$41,160.933	26.525	55,172.770		
Project Coordinator						67,155.140	89,995.190
<b>Operations</b>							
Assistant Harbormaster (AHM)	Assistant Harbormaster	\$ 37.504	\$78,008.736	43.412	90,296.960		
Deputy Harbormaster B (DHMB)	Deputy Harbormaster B	\$ 29.383	\$61,115.829	34.016	70,753.280		
Deputy Harbormaster A (DHMA)	Deputy Harbormaster A	\$ 25.381	\$52,791.710	27.974	58,185.920		
Harbor Worker C	Lead Maintenance Specialist	\$ 34.017	\$70,754.944	39.378	81,906.240		
Harbor Worker B (HWB)	Harbor Worker	\$ 14.119	\$29,368.456	21.288	44,279.040		
Harbor Worker A	Lifeguard			17.909			

**San Mateo County Harbor District**  
**Filled Position Listing**  
 Fiscal Year 2013-2014

Positon Filled

General Manager		1
Director of Finance		1
Harbor Master		1
Human Resources Manager		1
Accountant		1
Accounting Specialist		1
Administrative Asst./		1
Deputy Secretary		
Accounting Technician/		2
Administrative Asst.		
Administrative Assistant		
Assistant Harbormaster		2
Deputy Harbormaster B		13
Deputy Harbormaster A		0
Lead Maintenance Specialist		2
Harbor Worker*		0
Lifeguard		
Total Positions		26

\* - intend to hire - which will put total positions filled to 27

**Resolution 16-14**  
to  
**Approve a Classification, Wage and Salary  
Schedule for Fiscal Year 2014-2015**  
for the  
**San Mateo County Harbor District**

**Whereas**, the General Manager is responsible for development and administration of the District's Classification and Pay Plan in accordance with Rule 4, Paragraph 4.01 of the Personnel Policies, Rules and Regulations as amended, and

**Whereas**, the General Manager has completed review of matters relating to job classifications, salaries and wages for Fiscal Year 2014-15; and

**Whereas**, the General Manager recommends that the Board adopt the attached Classification, Wage and Salary Schedule.

**Therefore, be it resolved**, by the Board of Harbor Commissioners of the San Mateo County Harbor District that the Classification, Wage and Salary Schedule for Fiscal Year 2014-15 for all employees is hereby approved.

Approved this 21st day of May 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

**Attested**

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Debbie Nixon  
Deputy Secretary

\_\_\_\_\_  
Robert Bernardo  
President

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Oyster Point Marina/Park</b>																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates  Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1"> <thead> <tr> <th data-bbox="764 644 824 726">Berth Size</th> <th data-bbox="829 644 971 726">Single Finger</th> <th data-bbox="976 644 1334 726">Double Finger</th> </tr> </thead> <tbody> <tr> <td data-bbox="764 732 824 762">26'</td> <td data-bbox="829 732 971 762">n/a</td> <td data-bbox="976 732 1334 762">210.00</td> </tr> <tr> <td data-bbox="764 768 824 798">30'</td> <td data-bbox="829 768 971 798">231.00</td> <td data-bbox="976 768 1334 798">241.50</td> </tr> <tr> <td data-bbox="764 804 824 833">36'</td> <td data-bbox="829 804 971 833">278.50</td> <td data-bbox="976 804 1334 833">288.75</td> </tr> <tr> <td data-bbox="764 840 824 869">40'</td> <td data-bbox="829 840 971 869">320.25</td> <td data-bbox="976 840 1334 869">330.75</td> </tr> <tr> <td data-bbox="764 875 824 905">45'</td> <td data-bbox="829 875 971 905">357.00</td> <td data-bbox="976 875 1334 905">372.75</td> </tr> <tr> <td data-bbox="764 911 824 940">50'</td> <td data-bbox="829 911 971 940">399.00</td> <td data-bbox="976 911 1334 940">414.75</td> </tr> <tr> <td data-bbox="764 947 824 976">55'</td> <td data-bbox="829 947 971 976">n/a</td> <td data-bbox="976 947 1334 976">456.75</td> </tr> <tr> <td data-bbox="764 982 824 1012">60'</td> <td data-bbox="829 982 971 1012">477.75</td> <td data-bbox="976 982 1334 1012">498.75</td> </tr> <tr> <td data-bbox="764 1018 824 1047">Skiffs*</td> <td data-bbox="829 1018 971 1047">52.50</td> <td data-bbox="976 1018 1334 1047">78.75</td> </tr> </tbody> </table> <p data-bbox="764 1087 1334 1276">*and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.</p>	Berth Size	Single Finger	Double Finger	26'	n/a	210.00	30'	231.00	241.50	36'	278.50	288.75	40'	320.25	330.75	45'	357.00	372.75	50'	399.00	414.75	55'	n/a	456.75	60'	477.75	498.75	Skiffs*	52.50	78.75
Berth Size	Single Finger	Double Finger																													
26'	n/a	210.00																													
30'	231.00	241.50																													
36'	278.50	288.75																													
40'	320.25	330.75																													
45'	357.00	372.75																													
50'	399.00	414.75																													
55'	n/a	456.75																													
60'	477.75	498.75																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance																														
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 days requires Harbor Master approval	\$.60 per foot per day – multi-hulled rate is 150%																														
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$.80 per foot per day – multi-hulled rate is 150%. Vessels using the guest dock in excess of 4 hours will be charged the daily rate.																														
Bid Package	District cost – non refundable																														

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee Additional license agreement may be required
Crab Pot Storage Deposit	Not available
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	\$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
Effective: July 1, 2014 – June 30, 2015

Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	Not available
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 <sup>th</sup> of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. <ul style="list-style-type: none"> <li>- Annual permit \$200.00 valid at all District operated launch ramps.</li> <li>- 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.</li> </ul>
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> <li>- 1 Month Free with 1 year paid in advance.</li> <li>- Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.</li> </ul>

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
Effective: July 1, 2014 – June 30, 2015

Mailed Notices, including: <ul style="list-style-type: none"> <li>- Postage</li> <li>- Individual notices</li> <li>- Agendas</li> <li>- Minutes</li> <li>- Audio Recording</li> </ul>	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Compact Disc (CD) – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation

**Exhibit A**  
**San Mateo County Harbor District**  
**Oyster Point Marina Park Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month’s berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

---

**Resolution 14-14**  
of the  
**San Mateo County Harbor District**  
to  
**Adopt the Rates and Fees Schedule**  
for  
**Oyster Point Marina/Park**  
for  
**Fiscal Year 2014-2015**

**Whereas**, the Board of Harbor Commissioners pursuant to §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

**Therefore, be it resolved**, that a Rates and Fees Schedule for Oyster Point Marina/Park for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

**Therefore, be it further resolved**, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Oyster Point Marina/Park, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 21st day of May, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

**BOARD OF HARBOR COMMISSIONERS**

---

Debbie Nixon  
Deputy Secretary

---

Robert Bernardo  
President

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates  Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1"> <thead> <tr> <th>Berth Size</th> <th>Dock D-H</th> <th>Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td>273.00</td> <td>278.25</td> </tr> <tr> <td>35'</td> <td>315.00</td> <td>320.25</td> </tr> <tr> <td>40'</td> <td>357.00</td> <td>362.25</td> </tr> <tr> <td>45'</td> <td>404.50</td> <td>409.50</td> </tr> <tr> <td>50'</td> <td>441.00</td> <td>446.25</td> </tr> <tr> <td>55'</td> <td>483.00</td> <td>488.25</td> </tr> <tr> <td>65'</td> <td>567.00</td> <td>572.25</td> </tr> <tr> <td>65' +</td> <td>\$8.80/ft</td> <td>\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td>52.50</td> <td>78.75</td> </tr> </tbody> </table> <p>* and watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single hull rate.</p>	Berth Size	Dock D-H	Dock A-C	30'	273.00	278.25	35'	315.00	320.25	40'	357.00	362.25	45'	404.50	409.50	50'	441.00	446.25	55'	483.00	488.25	65'	567.00	572.25	65' +	\$8.80/ft	\$8.90/ft	Skiffs*	52.50	78.75
Berth Size	Dock D-H	Dock A-C																													
30'	273.00	278.25																													
35'	315.00	320.25																													
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55'	483.00	488.25																													
65'	567.00	572.25																													
65' +	\$8.80/ft	\$8.90/ft																													
Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient):15%. Not retroactive and requires annual application.																														

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 requires Harbor Master pre-approval	\$0.75 per foot of boat per day – multi-hulled rate is 150%.
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.85 per foot of boat per day – multi-hulled rate is 150%. Vessels anchoring in the outer harbor in excess of 4 hours will be subject to the daily rate.
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Crab Pot Storage Deposit	Single Stall - \$200 deposit Double stall - \$300 deposit; Deposits of \$300 for single stall and \$450 for double stall for transient vessels of less than 6 months. If pallets used <b>NO REFUND</b> of deposit.
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	\$40.00 per hour. Fees are prorated for partial hours with a \$10.00 minimum
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 <sup>th</sup> of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. <ul style="list-style-type: none"> <li>- Annual permit \$200.00 valid at all District operated launch ramps.</li> <li>- 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.</li> </ul>
Live Aboard Permit	\$350.00 monthly fee \$350.00 security deposit <ul style="list-style-type: none"> <li>- 1 Month Free with 1 year paid in advance.</li> <li>- Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.</li> </ul>
Mailed Notices, including: <ul style="list-style-type: none"> <li>- Postage</li> <li>- Individual notices</li> <li>- Agendas</li> <li>- Minutes</li> <li>- Audio Recording</li> </ul>	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum
Mooring Fee for District-Owned Mooring	<b>Monthly:</b> \$4.25 per foot (LOA) per month –\$105.00 per month minimum with signed agreement <b>Transient:</b> \$10.50 per day
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Governed by District Mooring Policy
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	Free – limit of six (excluding emergencies)
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	\$45/ day or \$450/ month All RV's must be self-contained

**Exhibit A**  
**San Mateo County Harbor District**  
**Pillar Point Harbor Draft Rates and Fees Schedule**  
 Effective: July 1, 2014 – June 30, 2015

<b>Service</b>	<b>Pillar Point Harbor</b>
Recreational Vehicle Parking (only for Recreational Fishermen)	\$45/ day includes launch ramp fee for recreational fishermen. All RV's must be self-contained
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary harbor operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

---

**Resolution 15-14**  
of the  
**San Mateo County Harbor District**  
to  
**Adopt the Rates and Fees Schedule**  
for  
**Pillar Point Harbor**  
for  
**Fiscal Year 2014-15**

**Whereas**, the Board of Harbor Commissioners pursuant to §6079 of the Harbors and Navigation Code of the State of California and Section 5.3 of the San Mateo County Harbor District's Ordinance Code of 1996 as amended, have established a Rates and Fees Schedule.

**Therefore, be it resolved**, that a Rates and Fees Schedule for Pillar Point Harbor for Fiscal Year 2014-2015 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted.

**Therefore, be it further resolved**, that the Board shall direct the posting of the Rates and Fees Schedule – Fiscal Year 2014-2015 at Pillar Point Harbor, and at the District's Administrative Office, and the inclusion of the Schedule as an exhibit in the Final Operating and Capital Budget for Fiscal Year 2014-15.

Approved this 21st day of May, 2014 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Abstaining:

Attested

**BOARD OF HARBOR COMMISSIONERS**

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Debbie Nixon  
Deputy Secretary

---

Robert Bernardo  
President



San Mateo County Harbor District

# ITEM 11

Board of Harbor  
Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner

Peter Grenell, General Manager

# VERBAL DISCUSSION



San Mateo County Harbor District

# ITEM 12

Board of Harbor  
Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner

Peter Grenell, General Manager

# VERBAL DISCUSSION

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



## **PRELIMINARY OPERATING AND CAPITAL BUDGET FISCAL YEAR ENDING JUNE 30, 2015**

May 21, 2014

### **Board of Harbor Commissioners**

**Peter Grenell  
General Manager**

**Debra Galarza  
Director of Finance**

**Scott Grindy  
Harbor Master**

**Marietta Harris  
Human Resource Manager**

San Mateo County Harbor District  
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Robert Bernardo	December 31, 2014
VICE PRESIDENT	Pietro Parravano	December 31, 2016
SECRETARY / TREASURER	James Tucker	December 31, 2014
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

**PRELIMINARY OPERATING AND CAPITAL BUDGET  
FISCAL YEAR ENDING JUNE 30, 2015**

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## SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



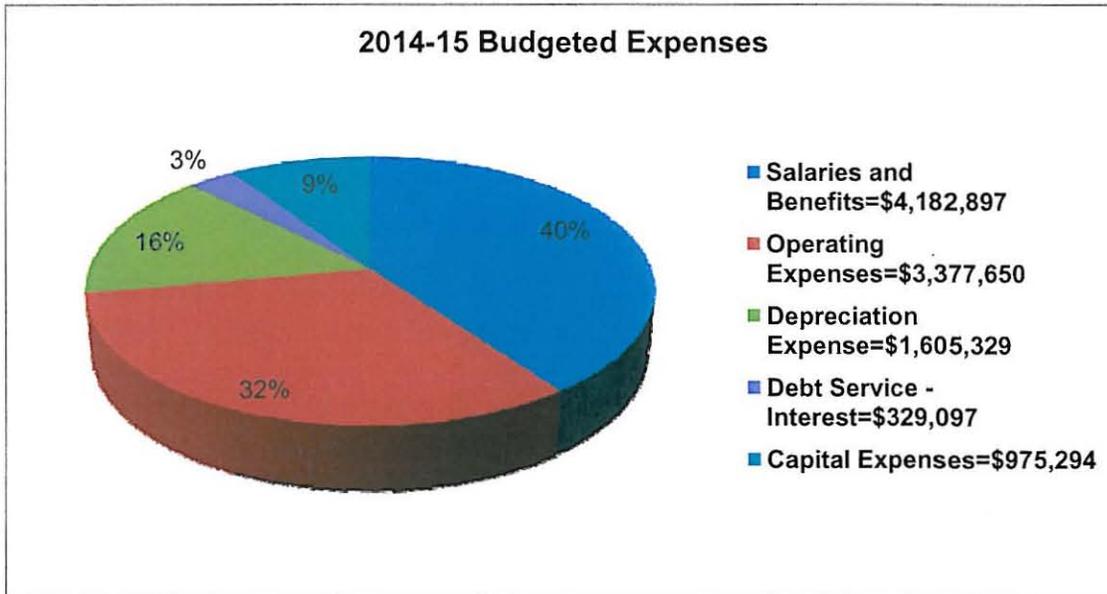
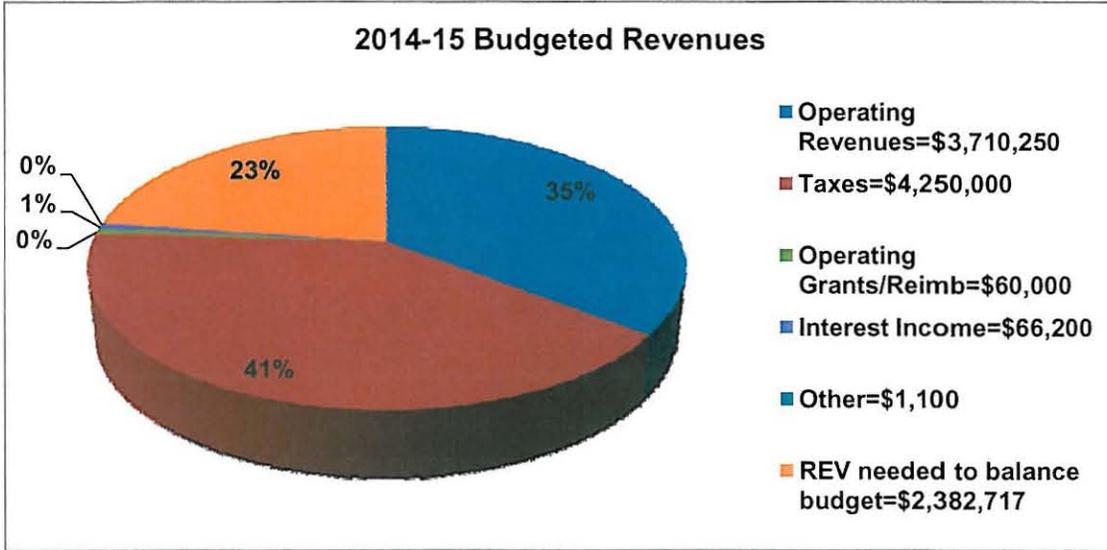
### BUDGET SUMMARY

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	3,049,388	3,869,770	3,770,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
<b>TOTAL REVENUES</b>	<b>9,315,496</b>	<b>7,532,232</b>	<b>9,031,734</b>	<b>10,595,887</b>	<b>8,087,550</b>
Operating Expenses	5,204,451	7,548,041	4,730,659	7,038,069	7,560,547
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL OPERATING & NON OPERATING EXPENSES	7,059,587	9,560,861	5,106,490	8,884,374	9,494,974
NET INCREASE(DECREASE)	2,255,909	(2,028,629)	3,925,244	1,711,513	(1,407,424)
Total Capital Projects Expense (including carryovers)	3,294,276	3,267,853	1,250,927	1,958,443	975,294
<b>TOTAL EXPENSES WITH CAPITAL</b>	<b>10,353,863</b>	<b>12,828,714</b>	<b>6,357,417</b>	<b>10,842,817</b>	<b>10,470,267</b>
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(1,038,367)	(5,296,482)	2,674,317	(246,930)	(2,382,717)

**Total Revenues & Expenses**



**TOTAL SOURCES: \$10.4 MILLION = TOTAL USES: 10.4 MILLION**

## **Budget Summary**

### **Fiscal Year Ending June 30, 2015**

1. Prior year actual Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received reimbursement for the Oyster Point Wave Attenuators in the amount of \$600,000.
2. Prior year actual Non-Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received a Redevelopment Agency Dissolution payment of over \$500,000. It also received close to \$90,000 in recovery funds from the Lehman securities crisis. No additional Redevelopment Agency or Lehman funds are estimated for FY2014-15.
3. Estimated final budget compared to prior year actual is greater due to increased repairs and maintenance for property and docks, contractual services, and election expense for 2014.
4. Capital projects in the amount of \$1,500,891 are made up of \$415,000 in new projects and \$1,085,891 in carryovers from FY2013-14. Several capital projects were completed in the prior year actual which is why there is such a variance in prior year actual to final budget numbers

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>OPERATING REVENUE:</b>					
Berth Fees	1,666,500	1,098,400	0	0	2,764,900
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	17,850	0	0	99,350
Dock Boxes	0	6,400	0	0	6,400
Misc. Fees	51,200	19,200	0	0	70,400
Rents & Concessions	415,000	235,000	0	0	650,000
RV Parking (Fishing)	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	3,200	0	0	12,200
Sales	6,500	1,900	0	0	8,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
Total Operating Revenues	2,357,800	1,412,450	0	0	3,770,250
<b>NON-OPERATING REVENUE:</b>					
Taxes	0	0	4,250,000	0	4,250,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
Total Non-Operating Revenues	0	0	4,317,300	0	4,317,300
<b>TOTAL REVENUES</b>	<b>2,357,800</b>	<b>1,412,450</b>	<b>4,317,300</b>	<b>0</b>	<b>8,087,550</b>

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	1,000,850	691,300	656,200	36,000	2,384,350
Overtime	16,500	7,000	5,500	0	29,000
Other Pay	15,000	20,000	0	0	35,000
<b>Total Salaries and Wages</b>	<b>1,032,350</b>	<b>718,300</b>	<b>661,700</b>	<b>36,000</b>	<b>2,448,350</b>
<b>Benefits Expense:</b>					
Pension Contributions	252,100	189,000	154,200	0	595,300
Health Insurance Costs - Current Employees	211,500	145,354	94,000	52,900	503,754
Worker's Compensation Insurance	79,300	55,000	4,800	400	139,500
Other Insurance - Current Employees	16,025	11,400	10,100	320	37,845
Insurance Costs - Retirees	24,150	35,700	0	20,300	80,150
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	550	3,620
Liability for Termination Benefit	185,125	136,168	10,300	(20,300)	311,293
<b>Total Benefits</b>	<b>792,869</b>	<b>592,322</b>	<b>292,064</b>	<b>57,292</b>	<b>1,734,547</b>
<b>TOTAL SALARY AND PAYROLL BURDEN</b>	<b>1,825,219</b>	<b>1,310,622</b>	<b>953,764</b>	<b>93,292</b>	<b>4,182,897</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>OPERATING EXPENSES:</b>					
Advertising	9,000	8,000	2,500	32,500	52,000
Bad Debt Expense	65,000	65,000	0	0	130,000
Communications	22,600	12,800	12,500	0	47,900
Election Costs	0	0	0	650,000	650,000
WiFi Services	9,600	8,000	0	0	17,600
Computer - Hardware and software	11,750	5,000	9,000	0	25,750
Postage	8,100	4,000	6,500	250	18,850
Meetings/Travel/ Training	6,300	6,300	6,500	3,500	22,600
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	6,800	0	0	19,300
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	16,100	1,700	36,800
Office Equipment	22,000	0	15,000	0	37,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	20,000	10,000	50,000	110,000	190,000
Contractual Services-IT	18,500	13,000	21,000	4,000	56,500
Contractual Services-Professional	71,505	76,305	71,505	0	219,315
Outside Contractual Services	63,350	109,750	33,150	5,300	211,550
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,250	750	0	39,400
Office Space and Equipment Rentals	0	4,200	101,970	0	106,170
Repair and Maintenance	276,000	111,500	0	0	387,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Public Access	0	0	0	0	0
Harbor/ Marina Equipment	25,300	5,000	0	0	30,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,000	128,300	0	0	296,300
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	4,800	4,800
<b>Total Operating Expenses</b>	<b>1,283,505</b>	<b>862,375</b>	<b>401,975</b>	<b>829,795</b>	<b>3,377,650</b>
<b>Total All Operating, Salary and Benefit Expenses</b>	<b>3,108,724</b>	<b>2,172,997</b>	<b>1,355,739</b>	<b>923,087</b>	<b>7,560,547</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
<b>Total Non-Operating Expenses</b>	<b>771,805</b>	<b>1,148,665</b>	<b>13,956</b>	<b>0</b>	<b>1,934,426</b>
<b>TOTAL OE&amp;E EXPENSE</b>	<b>3,880,529</b>	<b>3,321,662</b>	<b>1,369,695</b>	<b>923,087</b>	<b>9,494,974</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**BUDGET SUMMARY**

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
<b>CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):</b>					
<b>Oyster Point Marina:</b>					
Correct Flooding Issues	0	25,000	0	0	25,000
<b>Pillar Point Harbor:</b>					
Mooring Replacements	20,000	0	0	0	20,000
Paid Parking	50,000	0	0	0	50,000
Launch Ramp Restroom Design	25,000	0	0	0	25,000
Leasee Sidewalk	0	0	0	0	0
Romeo Pier Removal	0	0	0	0	0
Inner Harbor Dredging	70,000	0	0	0	70,000
<b>Administration:</b>					
Total Capital Projects (2014-2015 Appropriations)	<b>165,000</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>190,000</b>
<b>CAPITAL PROJECTS (CARRYOVER):</b>					
<b>Pillar Point Harbor:</b>					
Rip Rap Repair - Fishing Pier	0	0	0	0	0
West Trail - Fix Erosion	355,933	0	0	0	355,933
Dock Fingers	429,361	0	0	0	429,361
<b>Total Capital Projects (Carryover Appropriations)</b>	<b>785,294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>785,294</b>
Total All Capital Projects	<b>950,294</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>975,294</b>
<b>TOTAL ALL COSTS</b>	<b>4,830,823</b>	<b>3,346,662</b>	<b>1,369,695</b>	<b>923,087</b>	<b>10,470,267</b>
<b>TOTAL REVENUES LESS TOTAL EXPENSES</b>					<b>(2,382,717)</b>

## SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



### REVENUES

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	4,997,570	6,332,115	3,770,250
Non-Operating Revenues	5,236,528	3,907,983	5,982,345	6,726,117	4,317,300
<b>TOTAL REVENUES</b>	<b>9,315,496</b>	<b>7,532,232</b>	<b>10,979,915</b>	<b>13,058,232</b>	<b>8,087,550</b>

**PILLAR POINT HARBOR REVENUES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>OPERATING REVENUE:</b>					
Berth Fees	1,464,466	1,514,796	1,226,918	1,609,088	1,666,500
Mooring Fees	45,983	47,337	32,425	44,425	41,000
Launch Ramp Fees	70,561	81,306	76,543	81,306	81,500
Misc. Fees	49,861	33,601	63,091	58,502	45,400
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	494,974	582,974	415,000
RV Parking (Fishing)	42,600	54,896	29,616	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	8,000	9,000	9,000
Sales	6,469	4,472	11,565	11,800	6,500
Operational Grants					
Pump Out Station Grant	23,043	0	0	0	0
State- DBAW - Abandoned Vessel	10,600	26,500	0	26,500	30,000
<b>Total Operating Revenues</b>	<b>2,077,758</b>	<b>2,142,604</b>	<b>1,948,182</b>	<b>2,462,345</b>	<b>2,357,800</b>

## **Pillar Point Harbor**

### **Fiscal Year Ending June 30, 2015**

1. The fishing season was robust in 2013-14 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 94% occupied during salmon season. For FY2014-15 we are projecting a similar season with similar occupancies but do not anticipate any growth until we hear more about drought impacts from Department of Fish and Game.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments. Economists are forecasting a slow recovery. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Revenue from the establishment of Paid Parking is not currently included in the preliminary budget, but will be added at the time the project analysis is completed and a decision is made about the strategy for implementing a paid parking solution.
4. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

**OYSTER POINT MARINA PARK REVENUES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>OPERATING REVENUE:</b>					
Berth Fees	1,093,000	1,186,135	892,373	1,097,400	1,098,400
Dock Boxes	7,124	7,288	4,675	6,355	6,400
Launch Ramp Fees	16,994	15,151	14,143	17,843	17,850
Misc. Fees	17,488	19,453	13,015	19,152	19,200
Rents & Concessions	224,714	224,714	171,907	234,769	235,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,367	3,500	3,200
Sales	0	1,904	1,726	1,904	1,900
Operational Grants					
State- DBAW - Abandoned Vessel	40,000	26,500	0	26,500	30,000
Reimbursements on Projects(Dock 11)	0	0	2,000,000	2,000,000	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
<b>Total Operating Revenues</b>	<b>2,001,210</b>	<b>1,481,645</b>	<b>3,351,207</b>	<b>3,657,424</b>	<b>1,412,450</b>
<b>NON-OPERATING REVENUE:</b>					
Reimbursements on Projects	0	0	0	0	0
<b>Total Non-Operating Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Oyster Point Marina/Park**

**Fiscal Year Ending June 30, 2015**

1. Operating revenues for FY2014-15 are projected to decrease from FY2013-14. This projection is the net result of flat berth rentals and decreases in grant reimbursements. Grants in FY 2013-14 were \$640,000 compared to an estimated \$30,000 FY2014-15. This is due to the \$600,000 Wave Attenuator grant received in FY2013-14.
2. For FY2014-15, berth revenues are projected to be \$920,000, as revenues are projected to remain flat due to a slow economic recovery.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**ADMINISTRATION REVENUES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>NON-OPERATING REVENUE:</b>					
Taxes	5,109,749	3,805,783	3,599,937	4,307,517	4,250,000
Interest Income	96,248	101,200	36,229	71,500	66,200
Miscellaneous Revenues	30,531	1,000	96,180	97,100	1,100
<b>Total Non-Operating Revenues</b>	<b>5,236,528</b>	<b>3,907,983</b>	<b>3,732,345</b>	<b>4,476,117</b>	<b>4,317,300</b>

## **Administration**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, interest income is projected to be \$65 thousand. Interest income is expected to decrease based on estimated decline in cash reserves and continued low interest rates. Currently the interest rate is below 1.0%.
2. Property tax revenues are projected to be \$4.2 million. The FY2014-2015 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.

## SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



### EXPENSES

**COMBINED EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
Salaries and Wages Expense	2,175,750	2,290,370	1,724,811	2,335,829	2,448,350
Benefits Expense	839,164	1,466,249	1,126,573	1,500,148	1,734,547
<b>Total Salary and Payroll Burden</b>	<b>3,014,914</b>	<b>3,756,619</b>	<b>2,851,383</b>	<b>3,835,977</b>	<b>4,182,897</b>
<b>OPERATING EXPENSES</b>	2,189,537	3,791,423	1,879,276	3,202,092	3,377,650
<b>NON-OPERATING EXPENSES</b>	1,855,135	2,012,820	375,830	1,846,305	1,934,426
<b>Total Expenses without Capital Outlay</b>	<b>7,059,587</b>	<b>9,560,861</b>	<b>5,106,490</b>	<b>8,884,374</b>	<b>9,494,974</b>
<b>CAPITAL PROJECTS</b>	3,294,276	3,267,853	1,250,927	1,958,443	975,294
<b>TOTAL EXPENSES</b>	<b>10,353,863</b>	<b>12,828,714</b>	<b>6,357,417</b>	<b>10,842,817</b>	<b>10,470,267</b>

**PILLAR POINT HARBOR EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	876,427	918,817	673,394	952,400	1,000,850
Overtime	12,664	11,000	10,470	13,000	16,500
Other Pay	0	10,000	18,588	0	15,000
<b>Total Salaries and Wages</b>	<b>889,091</b>	<b>939,817</b>	<b>702,452</b>	<b>965,400</b>	<b>1,032,350</b>
<b>Benefits Expense:</b>					
Pension Contributions	215,748	241,800	163,572	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	153,977	205,317	211,500
Worker's Compensation Insurance	73,900	83,924	53,135	76,995	79,300
Other Insurance - Current Employees	15,434	15,566	11,760	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	27,516	23,401	24,150
Social Security and Taxes	11,465	13,673	10,637	13,998	14,969
Auto Allowance	2,875	6,150	3,350	4,400	8,400
Employment Assistance Program	1,246	1,300	935	1,300	1,300
Liability for Termination Benefit	(216,664)	30,485	211,520	225,779	185,125
<b>Total Benefits</b>	<b>334,794</b>	<b>647,706</b>	<b>636,401</b>	<b>778,252</b>	<b>792,869</b>

**PILLAR POINT HARBOR EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>OPERATING EXPENSES:</b>					
Advertising	18,290	10,000	5,900	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	19,189	22,600	22,600
Wifi Services	0	0	0	0	9,600
Computer Hardware and Software	5,525	11,750	2,133	11,750	11,750
Postage	6,339	9,550	5,055	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,168	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Dues/ Subscriptions	60	200	138	200	200
Recruitment and Personnel Tests	15	2,000	47	1,085	2,000
Property & Casualty Insurance	122,627	134,890	111,749	134,890	135,000
Fuel	13,041	15,432	8,326	11,500	12,500
Operating Supplies	78,752	79,077	45,436	71,112	84,600
Office Supplies	9,585	12,024	7,104	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	7,069	10,000	12,500
Special Events Expense	3,885	3,600	5,727	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Contractual Services-IT	16,867	17,300	9,396	17,300	18,500
Contractual Services-Professional	0	91,505	0	81,200	71,505
Outside Contractual Services	37,828	131,472	46,546	63,900	63,350
Bank & Credit Card Fees	14,320	20,782	11,829	16,040	16,400
<b>Repair and Maintenance</b>	<b>139,298</b>	<b>687,044</b>	<b>231,078</b>	<b>554,000</b>	<b>276,000</b>
Garbage Collections	70,349	153,750	99,401	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
<b>Harbor/ Marina Public Access</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>0</b>
<b>Harbor/ Marina Equipment</b>	<b>9,800</b>	<b>147,800</b>	<b>54,259</b>	<b>100,000</b>	<b>25,300</b>
Vessel Destruction	10,600	40,000	6,573	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	145,289	163,261	168,000
<b>Total Operating Expenses</b>	<b>850,803</b>	<b>1,952,249</b>	<b>885,477</b>	<b>1,664,890</b>	<b>1,283,505</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	552,723	818,000	0	644,161	603,178
Interest Expense - DBAW Loan	203,946	192,570	183,257	183,257	168,627
<b>Total Non-Operating Expenses</b>	<b>756,669</b>	<b>1,010,570</b>	<b>183,257</b>	<b>827,418</b>	<b>771,805</b>

**PILLAR POINT HARBOR EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>CAPITAL PROJECTS:</b>					
<b>Rip Rap Repair - Fishing Pier</b>					
Carry Over Money	8,921	157,558	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Pump Out Station</b>					
Carry Over Money	23,043	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Johnson Pier Utilities, Deck</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	1,086,393	93,188	92,044	92,044	0
<b>West Trail - Fix Erosion</b>					
Carry Over Money	0	0	0	0	355,933
2014-15 Budget Appropriation	8,817	355,933	0	355,933	0
<b>Multi-Purpose Building</b>					
<b>Carry Over Money</b>	0	<b>7,900</b>	7,600	7,600	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Restrooms - West Basin</b>					
Carry Over Money	13,552	123,485	116,240	116,240	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Add'l 71 Berths, Bulkhead</b>					
Carry Over Money	46,837	144,353	15,994	15,994	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>North HMB Shoreline (Surfers Beach)</b>					
Carry Over Money	63,371	100,126	1,159	1,159	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Pay Station Parking PPH</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	50,000
<b>Dredge Launch Ramp</b>					
Carry Over Money	41,612	312,317	322,917	322,917	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	38,123	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0

**PILLAR POINT HARBOR EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>CAPITAL PROJECTS:</b>					
<b>Harbor Office Remodel</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	150,000	0	0	0
<b>Recreational Docks Repairs</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	11,037	161,560	16,373	161,560	0
<b>Tenant Sewer Project</b>					
Carry Over Money	24,510	250,333	177,190	209,333	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>Mooring Replacements</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	20,000	9,950	0	20,000
<b>Restrooms - Launch Ramp (Design)</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000
<b>Fisherman Gear Storage</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	8,500	0	7,600	0
<b>Leasee Sidewalk</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
<b>ADA Curb Cuts</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	7,600	0	0

**PILLAR POINT HARBOR EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>CAPITAL PROJECTS:</b>					
<b>Dock Fingers</b>					
Carry Over Money	0	580,536	9,670	11,000	429,361
2014-15 Budget Appropriation	0	0	0	0	0
<b>Removal of Romeo Pier</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	61,200	0	61,200	0
<b>Inner Harbor Dredging</b>					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	70,000
<b>Total Capital Projects</b>	<b>1,366,216</b>	<b>2,526,991</b>	<b>776,737</b>	<b>1,362,581</b>	<b>950,294</b>
<b>TOTAL EXPENSES</b>	<b>4,197,573</b>	<b>7,077,333</b>	<b>3,184,324</b>	<b>5,598,541</b>	<b>4,830,823</b>

## **Pillar Point Harbor**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Pillar Point Harbor budget for salaries and payroll related burden is expected to increase by approximately \$63 thousand over FY2013-14 projections not including Termination Benefit expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$185,125 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. The FY2014-15 budget for other operating expenses are \$300,000 less than FY2013-14 projected expenses. FY2013-14 had several deferred repairs and maintenance projects that needed to be addressed. FY2014-15 repairs and maintenance projects focus on safety and immediately needed repairs.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$169 thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2014-15 budget total \$1,475,891, of which \$1,085,891 are carryover funds. Current projects include design for the Launch Ramp restrooms, Sidewalk improvements for lessees, Dredging for the inner harbor, Mooring replacements, and Paid parking.

**OYSTER POINT MARINA PARK EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	629,249	647,401	491,386	647,801	691,300
Overtime	6,401	7,000	5,728	6,628	7,000
Other Pay	0	25,000	29,177	25,000	20,000
<b>Total Salaries and Wages</b>	<b>635,651</b>	<b>679,401</b>	<b>526,292</b>	<b>679,429</b>	<b>718,300</b>
<b>Benefits Expense:</b>					
Pension Contributions	180,617	174,979	114,636	181,583	189,000
Health Insurance Costs - Current Employees	153,214	154,620	103,106	139,177	145,354
Worker's Compensation Insurance	53,094	58,174	40,827	53,082	55,000
Other Insurance - Current Employees	11,063	11,062	8,823	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	22,656	33,644	35,700
Social Security and Taxes	9,450	9,478	7,679	9,852	10,200
Auto Allowance	2,875	6,150	3,350	6,150	8,400
Employment Assistance Program	1,030	1,100	772	1,030	1,100
Liability for Termination Benefit	(253,170)	25,891	18,902	10,785	136,168
<b>Total Benefits</b>	<b>182,600</b>	<b>461,565</b>	<b>320,751</b>	<b>446,364</b>	<b>592,322</b>

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>OPERATING EXPENSES:</b>					
Advertising	12,178	10,000	4,635	5,735	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	10,846	12,800	12,800
Wifi Expense	0	0	0	0	8,000
Computer Hardware and Software	1,937	4,750	3,295	4,750	5,000
Postage	2,207	3,220	1,886	3,891	4,000
Meetings/Travel/ Training	6,154	6,000	741	1,450	6,300
Auto Mileage Reimbursement	224	204	117	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	500	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	4,010	5,900	6,800
Operating Supplies	14,954	56,356	33,541	42,200	31,500
Office Supplies	6,146	4,241	3,920	6,000	7,000
Uniform Expenses	7,049	8,240	5,780	7,800	8,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Legal Services	11,760	18,000	2,611	5,000	10,000
Contractual Services-IT	7,485	10,400	10,333	12,500	13,000
Contractual Services-Professional	4,157	96,411	3,231	24,400	76,305
Outside Contractual Services	89,961	156,415	79,932	111,150	109,750
Claims Settlements	2,675	0	0	0	0
Bank & Credit Card Fees	14,687	27,750	11,403	18,700	22,250
Office Space and Equipment Rentals	3,057	3,800	2,871	3,800	4,200
Repair and Maintenance	62,311	141,294	26,853	119,000	111,500
Garbage Collections	20,995	26,775	17,422	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	0
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	5,000
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	62,052	117,551	128,300
<b>Total Operating Expenses</b>	<b>617,891</b>	<b>1,007,331</b>	<b>401,359</b>	<b>830,777</b>	<b>862,375</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	895,928	818,000	0	818,000	988,195
Interest Expense - DBAW Loan	194,225	183,250	192,573	192,573	160,470
<b>Total Non-Operating Expenses</b>	<b>1,090,153</b>	<b>1,001,250</b>	<b>192,573</b>	<b>1,010,573</b>	<b>1,148,665</b>

**OYSTER POINT MARINA PARK EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>CAPITAL PROJECTS:</b>					
<b>Electrical Pedestals</b>					
Carry Over Money	39,534	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Launch Ramp Slurry Seal</b>					
Carry Over Money	35,184	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Replacement of Dock 11</b>					
Carry Over Money	1,230,225	217,319	170,966	217,319	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>Replacement of Guest Dock</b>					
Carry Over Money	415,763	58,216	48,424	58,216	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>East Basin Restroom Renovation</b>					
Carry Over Money	207,355	305,327	251,123	305,327	0
2013-14 Budget Appropriation	0	0	0	0	0
<b>West Restroom Renovation</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	110,000	3,677	0	0
<b>Correct Flooding Issues</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	25,000	0	0	25,000
<b>Laundry Remodel (Drakes)</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	10,000	0	0	0
<b>Electrical Pad for Kayak</b>					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	15,000	0	15,000	0
<b>Total Capital Projects</b>	<b>1,928,060</b>	<b>740,862</b>	<b>474,190</b>	<b>595,862</b>	<b>25,000</b>
<b>TOTAL EXPENSES</b>	<b>4,454,355</b>	<b>3,890,409</b>	<b>1,915,164</b>	<b>3,563,006</b>	<b>3,346,662</b>

**Oyster Point Marina/Park**

**Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Oyster Point Marina budget for salaries and payroll related burden is expected to increase by approximately \$25 thousand over FY2013-14 projections not including OPEB expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$136,168 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$160,470 thousand as set in the Loan Agreement with the DBAW.
4. Several capital projects were completed in FY2013-14 and therefore there are no new capital projects this budget year.

**ADMINISTRATION EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	612,531	631,152	464,649	650,000	656,200
Overtime	3,077	4,000	4,418	5,000	5,500
<b>Total Salaries and Wages</b>	<b>615,609</b>	<b>635,152</b>	<b>469,067</b>	<b>655,000</b>	<b>661,700</b>
<b>Benefits Expense:</b>					
Pension Contributions	161,111	163,177	94,754	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	68,249	97,185	94,000
Worker's Compensation Insurance	5,918	4,637	2,878	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	6,491	9,781	10,100
Social Security and Taxes	9,011	9,210	9,552	9,498	9,595
Auto Allowance	8,050	8,400	6,300	8,400	8,400
Employment Assistance Program	650	650	488	650	670
Liability for Termination Benefit	6,872	10,267	(1,477)	9,149	10,300
<b>Total Benefits</b>	<b>300,056</b>	<b>306,285</b>	<b>187,234</b>	<b>281,313</b>	<b>292,064</b>

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

**ADMINISTRATION EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>OPERATING EXPENSES:</b>					
Advertising	2,651	2,500	1,899	2,500	2,500
Communications	9,911	12,500	8,192	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	4,422	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,635	3,500	6,500
Auto Mileage Reimbursement	952	2,000	826	1,500	1,500
Memberships/ Dues/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,169	2,500	2,500
Office Supplies	13,307	12,100	13,236	15,100	16,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	36,449	50,000	50,000
Contractual Services-IT	15,026	15,400	24,585	28,000	21,000
Contractual Services-Professional	0	91,505	0	20,000	71,505
Outside Contractual Services	34,296	28,150	33,172	32,150	33,150
Bank & Credit Card Fees	634	4,000	370	750	750
Office Space and Equipment Rentals	90,812	99,000	79,813	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	22,572	28,322	29,000
<b>Total Operating Expenses</b>	<b>289,096</b>	<b>397,855</b>	<b>248,108</b>	<b>331,638</b>	<b>401,975</b>
<b>NON-OPERATING EXPENSES:</b>					
Depreciation Expense	8,314	1,000	0	8,314	13,956
<b>Total Non-Operating Expenses</b>	<b>8,314</b>	<b>1,000</b>	<b>0</b>	<b>8,314</b>	<b>13,956</b>
<b>Capital Projects</b>					
<b>Building</b>	0	1,800,000	0	1,800,000	0
<b>TOTAL EXPENSES</b>	<b>1,213,074</b>	<b>3,140,292</b>	<b>904,410</b>	<b>3,076,265</b>	<b>1,369,695</b>

## **Administration**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Administration budget for salaries and payroll burden is \$17 thousand higher than FY2013-14 projections. This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$10,300 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to increase \$29 thousand over the FY2013-14 projections. The budget for FY2014-15 is consistent with prior year actuals and include funds for new office equipment. Office rent is projected to increase by 3%.

**HARBOR COMMISSION EXPENSES**

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 3/31/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
<b>SALARIES AND BENEFITS:</b>					
<b>Salaries and Wages Expense:</b>					
Base Salary and Wages	35,400	36,000	27,000	36,000	36,000
<b>Total Salaries and Wages</b>	<b>35,400</b>	<b>36,000</b>	<b>27,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Benefits Expense:</b>					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	33,084	44,112	52,900
Worker's Compensation Insurance	1,813	248	170	350	400
Other Insurance - Current Employees	196	408	257	304	320
Insurance Costs - Retirees	19,656	19,656	14,742	19,656	20,300
Social Security and Taxes	3,075	3,122	2,341	3,122	3,122
Employment Assistance Program	542	550	406	542	550
Liability for Termination Benefit	(40,727)	(19,656)	(68,812)	(73,867)	(20,300)
<b>Total Benefits</b>	<b>21,713</b>	<b>50,693</b>	<b>-17,813</b>	<b>-5,781</b>	<b>57,292</b>
<b>OPERATING EXPENSES:</b>					
<b>Advertising</b>	7,935	17,000	16,541	17,000	<b>32,500</b>
Election Expense	376,975	188,487	188,487	188,487	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	3,211	3,100	3,500
Auto Mileage Reimbursement	114	400	0	200	200
Memberships/ Dues/ Subscriptions	0	0	433	0	0
Property & Casualty Insurance	14,456	15,950	14,456	15,950	17,545
Office Supplies	999	1,500	1,094	1,500	1,700
Legal Services	16,487	<b>186,000</b>	110,816	130,000	<b>110,000</b>
Contractual Services-IT	3,188	4,000	7,309	8,500	4,000
Contractual Services-Professional	0	0	0	0	0
Outside Contractual Services	1,196	5,300	1,467	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	507	4,500	4,800
<b>Total Operating Expenses</b>	<b>431,748</b>	<b>433,987</b>	<b>344,332</b>	<b>374,787</b>	<b>829,795</b>
<b>TOTAL EXPENSES</b>	<b>488,860</b>	<b>520,680</b>	<b>6,375,229</b>	<b>2,205,006</b>	<b>923,087</b>

## **Harbor Commission**

### **Fiscal Year Ending June 30, 2015**

1. For FY2014-15, the Commission budget for salaries and payroll burden is \$89 thousand versus \$105 thousand projected for FY2013-14, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit.
2. Total Commission budget for FY2014-15 is \$755 thousand compared with \$659 thousand projected for FY2013-14. The FY2014-15 budget and FY2013-14 projections are approximately \$96,000 higher than prior year actual amounts due to the cost of the 2014 election and increased legal service fees.

## SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



### CAPITAL IMPROVEMENT PROJECTS

PRELIMINARY BUDGET  
FISCAL YEAR 2014-2015

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
<b>Oyster Point Marina:</b>			
Correct Flooding Issues	25,000	-	25,000
<b>Total Oyster Point Marina</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>Pillar Point Harbor:</b>			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Leasee Sidewalk	-	-	-
Inner Harbor Dredging	70,000	-	70,000
Romeo Pier Removal	-	-	-
Dock Fingers	-	429,361	429,361
Rip Rap Repair - Fishing Pier	-	-	-
West Trail - Fix Erosion	-	355,933	355,933
<b>Total Pillar Point Harbor</b>	<b>165,000</b>	<b>785,294</b>	<b>950,294</b>
<b>TOTAL DISTRICT</b>	<b>190,000</b>	<b>785,294</b>	<b>975,294</b>

## SAN MATEO COUNTY HARBOR DISTRICT

400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



### GLOSSARY

**Accrued Liabilities** – Unpaid liabilities

**Administrative Budget Adjustment** –

The Board of Harbor Commissioners has authorized the General Manager to transfer appropriation authority between budget items after the budget is adopted provided that the transfer is within a single department's budget. Any such approved transfer is an Administrative Budget Adjustment.

**Adopted Budget** – The adopted budget is the District's annual fiscal plan, which is approved by the Board of Harbor Commissioners. The adopted budget establishes the legal authority for the expenditure of funds.

**ADA** - Americans with Disability Act. Federal law which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public access, commercial facilities and transportation.

**Appropriation** - A legal authorization granted by the Board of Harbor Commissioners to make expenditures and to incur obligations for specific purposes. An appropriation usual is limited in amount, and in the time in which it may be expended.

**Balanced Budget** – A budget in which resources, including estimated revenue and other sources such as bond proceeds, and approved fund balances/net assets, meet or exceed uses.

**Budget** - A plan for financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget Adjustment** – A transfer of appropriation authority that has formal approval of the Board of Harbor Commissioners and is enacted after the budget is adopted.

**Capital Budget** - A plan for proposed capital outlays and the means of financing them.

**Capitalized Expenditures** - Expenditures resulting in the acquisition and/or construction of fixed assets.

**Capital Improvement Program** - A multi-year plan for capital expenditures, with details on anticipated annual expenditures, with information about the resources estimated to be available to finance the projected expenditures.

**Capital Improvement Projects** – Listing of intended capitalized expenditures.

**Carryover** – Appropriation authority granted by the Board in a prior fiscal year.

**DBAW** – California Department Boating and Waterways.

**Debt Service** – Annual principal and interest payments on borrowed money.

**Depreciation** – A non-cash expense that reduces the value of the District's assets to reflect that the asset has aged and has been used during the period in which the expense is recorded.

**Designation of Fund Balance** – Unreserved fund balance may be designated by the District to be set aside for a specific purpose. The designation indicates that a portion of fund equity is not available for current appropriation, as it has been set aside to comply with the District's plan for future uses.

**Encumbrances** – Commitments for unperformed contracts for goods and services.

**EMS** – Environmental Management Systems

**ERAF** – Educational Revenue Augmentation Fund. A fund into which County auditors deposit a share of property taxes revenues that would otherwise be allocated to cities, counties and special districts. The purpose of the fund is to ensure local schools receive specified Proposition 98 funding.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which the District determines its financial position and the results of its operations. The District's fiscal year is from July 1 through June 30.

**Fixed Assets** – Land and other long-lived assets, such as buildings, improvements, vehicles/equipment, with a value greater than the capitalization threshold of \$10,000 stated in the District's Fixed Asset Procedure.

**Fund Accounting** – Refers to accounting for an entity using multiple funds. The operations of each fund are accounted for with a separate set of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

**Fund Balance** – Fund balance is the difference between governmental fund assets and fund liabilities.

**GAAP** – Generally Accepted Accounting Principles.

**GASB** – Governmental Accounting Standards Board

**General Fund** – The fund used by the District to capture all accounting activities.

**Generally Accepted Accounting Principles** – Uniform standards and guidelines for financial accounting and reporting.

**Grants** - Contributions of gifts of cash or other assets to/from another government agency, foundations or private entities, to be used for a specific purpose.

**HMB** – Half Moon Bay

**Infrastructure** – The physical system, including the fixed assets, necessary for the District to function.

**JPA** – Joint Powers Agreement.

**LAFCO** – Local Agency Formation Commission

**LED** – Light- Emitting Diode

**Liability** – An obligation or debt resulting from a past transaction or event.

**Net Assets** - The difference between a proprietary fund assets and liabilities.

**Operating Budget** – plan for current operating expenditures (as opposed to capital or debt service expenditures) and the proposed means of financing them.

**Operating Expenditures** - Expenses related directly to the District's primary activities.

**Operating Revenues** - Revenues directly related to the District's primary activities.

**PTO** – Paid Time Off.

**Reimbursements** – Repayments of amounts remitted on behalf of another agency.

**Reserve** - (1) An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Reserved Fund Balance** - The portion of fund balance that is not available to finance expenditures of the subsequent accounting period, including items such as encumbrances, inventory, prepaid items, and notes receivable.

**Resources** – Total revenue, interdepartmental charges and bond proceeds budgeted for the fiscal year.

**RDA** – Redevelopment Agencies

**SSF** – South San Francisco

**Termination Benefit** – District paid insurance premiums for qualified individuals that have left District employment.

**Unfunded Liabilities** – Liabilities for which no funding has been set aside to address.

**Uses** – Total planned expenditures and changes to fund balance for the budget year.



San Mateo County Harbor District

Board of Harbor  
Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner

Peter Grenell, General Manager

## ITEM 13

### ADDITIONAL INFORMATION

ATTACHED ARE DETAILS OF CHANGES  
MADE FROM THE MAY 7, 2014 BUDGET  
DOCUMENT TO THE MAY 21, 2014  
BUDGET DOCUMENT

**Changes Made to Budget for 5-21-14 Meeting**

**Individual Cell Changes**

<u>Page in Budget</u>	<u>Department</u>	<u>Line Item description</u>	<u>Amount Was</u>	<u>Amount is</u>	<u>Difference</u>	<u>Why</u>
7 of 39, 32 of 39	Harbor Commission	Advertising	\$ 7,500	\$ 32,500	\$ 25,000	Add \$25,000 for Advertising/Marketing
7 of 39, 20 of 39	Pillar Point	Repairs & Maintenance	\$ 336,000	\$ 276,000	\$ (60,000)	Remove \$50,000 for Entry signage Remove \$10,000 for Ground Rehabilitation
7 of 39, 20 of 39	Pillar Point	Harbor Marina Equipment	\$ 65,300	\$ 25,300	\$ (40,000)	Remove \$10,000 for Signage waterside entry Remove \$20,000 for Other signage Remove \$10,000 for Fuel Tank
7 of 39, 20 of 39	Pillar Point	Harbor/Marina Public Access	\$ 40,000	\$ -	\$ (40,000)	Remove \$20,000 for Bike Racks Remove \$20,000 for BBQ Racks
8 of 39, 21 of 39	Pillar Point	Rip Rap Fishing Pier Carryover	\$ 157,558	\$ -	\$ (157,558)	Remove \$157,558 for Rip Rap Repair Carryover
8 of 39, 22 of 39	Pillar Point	Lessee Sidewalk	\$ 200,000	\$ -	\$ (200,000)	Remove \$200,000 for Lessee Sidewalk
8 of 39, 23 of 39	Pillar Point	Romeo Pier Removal	\$ 650,000	\$ -	\$ (650,000)	Remove \$650,000 for Romeo Pier Removal
7 of 39, 26 of 39	Oyster Point	Repairs & Maintenance	\$ 136,500	\$ 111,500	\$ (25,000)	Remove \$25,000 for Tree Replacement
7 of 39, 26 of 39	Oyster Point	Harbor/Marina Public Access	\$ 20,000	\$ -	\$ (20,000)	Remove \$10,000 for Bike Racks Remove \$10,000 for BBQ Racks
Net Change to Budget:					\$ (1,167,558)	
Original					\$ 11,637,825	
Changed to					\$ 10,470,267	

**Changes Made to Budget for 5-21-14 Meeting****For Column Totals**

<u>Page in Budget</u>	<u>Where located?</u>	<u>Description</u>	<u>Amount</u>
	<b>Budget Summary/Final</b>		
Page 2 of 39	<b>Budget</b>		
Page 8 of 39	Was	FY 14-15 Budget Presented at 5-7-14 Meeting	\$ (3,550,275)
	Changes to budget		\$ 1,167,558
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$ (2,382,717)

	<b>Combined Expenses/FY</b>		
Page 18 of 39	<b>13-14 Amended Budget</b>		
	Was	FY 14-15 Budget Presented at 5-7-14 Meeting	\$ 12,851,614
	Reso 12-14	Increase Budget for Harbor Commission Legal Expnese	\$ 146,000
	Reso 11-14	Increase Budget for Romeo Pier Demolition Engineering	\$ 61,200
	Reso 12-14	Increase Budget for Concessionaire Sewer	\$ 41,000
	Reso 12-14	Move Budget from Multi-purpose bldg to purchase of build	\$ (271,100)
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$ 12,828,714

**Changes Made to Budget for 5-21-14 Meeting****For Column Totals**

<u>Page in Budget</u>	<u>Where located?</u>	<u>Description</u>	<u>Amount</u>	
	<b>Combined</b>			
Page 18 of 39	<b>Expenses/Final Budget</b>	FY 14-15 Budget Presented at 5-7-14 Meeting	\$	11,637,825
		Net Change to Budget as listed above	\$	(1,167,558)
		FY 14-15 Budget Presented at 5-21-14 Meeting	\$	10,470,267

	<b>Pillar Point Harbor</b>			
	<b>Expenses/FY 13-14</b>			
Page 23 of 39	<b>Amended Budget</b>			
	Was	FY 14-15 Budget Presented at 5-7-14 Meeting	\$	7,246,233
	Reso 11-14	Increase Budget for Romeo Pier Demolition Engineering	\$	61,200
	Reso 12-14	Increase Budget for Concessionaire Sewer	\$	41,000
	Reso 12-14	Increase Budget for Building Purchase	\$	(271,100)
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$	7,077,333

**Changes Made to Budget for 5-21-14 Meeting****For Column Totals**

<u>Page in Budget</u>	<u>Where located?</u>	<u>Description</u>	<u>Amount</u>
Page 23 of 39	<b>Pillar Point Harbor</b>		
	<b>Expenses/Final Budget</b>		
	Was	Final Budget presented at 5-7-14 Meeting	\$ 5,978,381
		Remove \$50,000 for Entry signate	
		Remove \$10,000 for Ground Rehabilitation	
			\$ (60,000)
		Remove \$10,000 for Signage waterside entry signs	
		Remove \$20,000 for Other signage	
		Remove \$10,000 for Fuel Tank	\$ (40,000)
		Remove \$20,000 for Bike Racks	
		Remove \$20,000 for BBQ Racks	\$ (40,000)
		Remove \$157,558 for Rip Rap Repair Carryover	\$ (157,558)
		Remove \$200,000 for Lessee Sidewalk	\$ (200,000)
		Remove \$650,000 for Romeo Pier Removal	\$ (650,000)
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$ 4,830,823

**Changes Made to Budget for 5-21-14 Meeting****For Column Totals**

<u>Page in Budget</u>	<u>Where located?</u>	<u>Description</u>	<u>Amount</u>	
page 27 of 39	<b>Oyster Point Marina/Final Budget</b>			
	Was	Final Budget presented at 5-7-14 Meeting	\$	3,391,662
		Remove \$25,000 for Tree Replacement	\$	(25,000)
		Remove \$10,000 for Bike Racks	\$	(20,000)
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$	3,346,662
page 30 of 39	<b>Administration Expenses/Amended Budget</b>			
	Was	Amended Budget presented at 5-7-14 Meeting	\$	1,340,292
	Reso 12-14	Increase Budget for Building Purchase	\$	1,800,000
	Is	FY 14-15 Budget Presented at 5-21-14 Meeting	\$	3,140,292
page 32 of 39	<b>Harbor Commission Expenses/Amended Budget</b>			
	Was	FY 14-15 Amended Budget presented at 5-7-14 Meeting	\$	374,680
	Reso 12-14	Increase Budget for Harbor Commission Legal Expnese	\$	146,000
	Is		\$	520,680
page 32 of 39	<b>Harbor Commission Expenses/Final Budget</b>			
	Was	FY 14-15 Final Budget Budget presented at 5-7-14 Meeting	\$	898,087
	Reso 12-14	Add \$25,000 for Advertising/Marketing	\$	25,000
	Is		\$	923,087

Note: The financial summaries pages are being removed from the budget document. A budget is an estimate of future revenues and expenditures subject to possible adjustments. Whereas, the financial summaries are based on actual results. Since financial summaries are based on the past and budgets are based on the future they financial summaries are being removed from a document that is solely made up of estimates. Other jurisdictions do not have financial summaries included in their budget documents.

**San Mateo County Harbor District  
Board of Harbor Commissioners  
*Special Meeting Minutes***

**BUDGET WORKSHOP**

**April 16, 2014  
3:00 p.m.**

**Oyster Point Marina Yacht Club  
911 Marina Blvd.  
South San Francisco, CA**

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

**Roll Call**

**Commissioners**

- Robert Bernardo, President
- x Pietro Parravano, Vice President
- James Tucker, Treasurer & Secretary
- Sabrina Brennan, Commissioner
- William Holsinger, Commissioner

x-absent

Brennan arrived at 3:10 p.m.

**Staff**

- Peter Grenell, General Manager
- Debra Galarza, Director of Finance
- Marietta Harris, Human Resource Manager
- Scott A. Grindy, Harbor Master
- Debbie Nixon, Deputy Secretary
- Robert Lanzone, District Counsel

**Open Session**

- 1 TITLE: **Identification of District Real Property Negotiator**
- REPORT: Bernardo
- PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell

Bernardo identified Grenell as the Real Property Negotiator.

**Action:** Motion by Tucker, second by Holsinger to adjourn to closed session. The motion passed unanimously at 3:03 p.m.

Ayes: 3  
Nays: 0  
Absent: 2 (Brennan, Parravano)

## Closed Session

- 2 TITLE: **Conference with Real Property Negotiator Peter Grenell:  
Pursuant to Government Code Section 54956.8**
- PROPERTY: **504 Alhambra Road, El Granada, APN # 047-204-120**
- REPORT: **504 Alhambra Road, El Granada, APN # 047-204-120**
- NEGOTIATING PARTIES: **San Mateo County Harbor District, Marlborough Group LLC**
- UNDER NEGOTIATION: **Price, Terms and Conditions for Purchase of Property**

**Action:** Motion by Tuckers, second by Holsinger to adjourn to open session. The motion passed unanimously.

Ayes: 4  
Nays: 0  
Absent: 1 (Parravano)

## Open Session

There was no reportable action from closed session.

## Public Comments/Questions — Dan Blick



## Adjournment

**Action:** Motion by Tucker, second by Holsinger to adjourn the meeting. The motion passed at 5:17 p.m.

A special meeting will be held on April 16, 2014 also at the Oyster Point Marina Yacht Club, 911 Marina Blvd., South San Francisco, CA at 6:00p.m.

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Debbie Nixon  
Deputy Secretary

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Robert Bernardo  
President

**San Mateo County Harbor District  
Board of Harbor Commissioners  
*Special Meeting Minutes***

**April 16, 2014  
6:00 p.m.**

**Oyster Point Yacht Club  
911 Marina Blvd  
South San Francisco, Ca. 94080**

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

## **Roll Call**

### **Commissioners**

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner

### **Staff**

Peter Grenell, General Manager  
Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Harbor Master  
Jean Savaree, District Counsel  
Debbie Nixon, Deputy Secretary

**Public Comments/Questions** — Jonathan Wolfman, Porter McHenry, Mike McHenry, David Mallory, Sabrina Brennan

**Staff Recognition** — Grindy recognized White, Stern, Gubser, McGeehan, Dometita, Hoff, Merlo, and Smith from Oyster Point Marina/Park for a job well done with the West Basin Restroom Showers and Draper, Williams, Walding, Pemberton, Madrigal, Bankord, Coats and C. Smith from Pillar Point Harbor for a job well done with the H-Dock entry area. He stated commendation letters will be placed in their files.

## **Consent Calendar**



- 4 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**  
REPORT: Galarza, Draft Rates and Fees Schedule  
PROPOSED ACTION: To be determined

Galarza presented the Rates and Fees Schedule.

- 5 TITLE: **Draft District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**  
REPORT: Galarza, Draft Rates and Fees Schedule  
PROPOSED ACTION: To be determined

Parravano recused himself. Galarza presented the Rates and Fees Schedule.

## **Public Comment** – Leonard Woren

The Commission took a break at 7:20 p.m.

The Commission reconvened at 7:26 p.m.

## **New Business**

- 6 TITLE: **Insurance Renewal Forecasting and Broker Renewal**  
REPORT: Grenell, Presentation, Attachment  
PROPOSED ACTION: Approve broker renewal with MacCorkle Insurance Services in an amount not to exceed \$40,000 per year for three (3) years

MacCorkle Insurance Services presentation.

**Action:** Motion by Holsinger, second by Tucker to approve the broker renewal with MacCorkle Insurance Services in an amount not to exceed \$40,000 per year for three (3) years. The motion passed unanimously.

Ayes: 5

- 10 TITLE: **Commercial Activity Permit for Wind Over Water Kiteboarding, LLC**  
REPORT: Harris, Memo, Application  
PROPOSED ACTION: Approve Commercial Activity Permit for Wind Over Water Kiteboarding, LLC

**Action:** Motion by Tucker, second by Parravano to approve Commercial Activity Permit for Wind Over Water Kiteboarding, LLC. The motion passed unanimously.

Ayes: 5

- 7 TITLE: **TIGER Grant Application (Transportation Investment Generating Economic Recovery Grant)**  
REPORT: Grenell, Grindy, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 08-14 to authorize the General Manager to submit a TIGER Grant application for \$3,440,000 to the U.S. Department of Transportation

**Action:** Motion by Parravano, second by Brennan to adopt Resolution 08-14 to authorize the General Manager to submit a TIGER Grant application. The motion passed unanimously.

Ayes: 5

- 8 TITLE: **Turbo Data Contract for Parking Citation Processing**  
REPORT: Harris, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 09-14 to approve the contract with Turbo Data

**Action:** Motion by Brennan, second by Parravano to adopt Resolution 09-14 to approve the contract with Turbo Data. The motion passed unanimously.

Ayes: 5

- 9 TITLE: **Special Event Permit for Dolphin South End Runners Club**  
REPORT: Harris, Memo, Application  
PROPOSED ACTION: Waive fee for Athletic Event Permit for non-profit organization Dolphin South End Runners for two (2) race events at Oyster Point Marina/Park on June 29, 2014 and September 21, 2014

**Action:** Motion by Brennan, second by Holsinger to waive fee for Athletic Event permit for Dolphin South End Runners for 2 races at Oyster Point Marina/Park. The motion passed unanimously.

Ayes: 5

- 11 TITLE: **Bills and Claims in the Amount of \$278,355.79**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$278,355.79 to cover payment of Bills and Claims

**Action:** Motion by Tucker, second by Holsinger to approve the bills and claims. The motion passed.

Ayes: 4  
Nays: 1 (Brennan)

The Commission took a break at 8:27 p.m.

The Commission reconvened at 8:34 p.m.

## Continued Business

- 12 TITLE: **Pillar Point Harbor Dock Fingers Replacement: Augment GHD, Inc.'s project budget by \$5,070 to respond to Coastal Commission new and additional information requests regarding project permit application**  
REPORT: Grenell, Grindy, Memo  
PROPOSED ACTION: Authorize General Manager to direct GHD, Inc. to respond to additional Coastal Commission information requests regarding the Pillar Point Harbor dock fingers replacement permit application as part of GHD's permit assistance task in an amount not to exceed \$5,070

**Action:** Motion by Tucker, second by Parravano to augment GHD, Inc.'s project budget by \$5,070 to respond to Coastal Commission new and additional information requests regarding Dock Fingers Replacement project permit application. The motion passed unanimously.

Ayes: 5

- 13 TITLE: **Amend Fiscal Year 2013/14 Integrated Operating and Capital Budget**  
REPORT: Galarza, Memo, Resolution  
PROPOSED ACTION: Adopt Resolution 07-14 to amend the fiscal year 2013/14 Integrated Operating and Capital Budget by an increase of \$307,515 for operating expenditures

**Action:** Motion by Tucker, second by Parravano to adopt Resolution 07-14 to amend the FY13/14 Integrated Operating and Capital Budget by an increase of \$307,515 for operating expenditures. The motion passed unanimously.

Ayes: 5

## **Public Comment** – John Ullom

### **Staff Reports: a) Administration and Finance**

**14 General Manager - Grenell**

Grenell spoke on his report.

**15 Finance Report - Galarza**

Grenell spoke on behalf of Galarza on her report.

**16 Human Resources Manager – Harris**

Harris spoke on her report.

### **b) Operations**

**17 Oyster Point Marina/Park and Pillar Point Harbor – Grindy**

Grindy spoke on his report.

## **Board of Harbor Commissioners**

**18 A. Committee Reports**

None

**B. Commission Statements and Requests**

**The Board of Harbor Commissioners may make public statements limited to 5 minutes.**

Brennan requested that the Board read the flyer regarding Fish Line that was handed out at the three o'clock Special Meeting and to consider the flyer request.

## Adjournment

**Action:** Motion by Brennan, second by Parravano to adjourn the meeting. The motion passed unanimously at 9:09 p.m.

The next scheduled meeting will be held on May 7, 2014 at Sea Crest School, Multi-Purpose Room, 901 Arnold Way, Half Moon Bay at 6:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Robert Bernardo  
President

## San Mateo County Harbor District Board of Harbor Commissioners Meeting Minutes

May 7, 2014  
6:00 p.m.

Multi-Purpose Room  
901 Arnold Way  
Half Moon Bay, Ca. 94019

All Harbor District Commission meetings are recorded and televised on PCT and replayed the following Friday at 6:00 a.m. and the following Saturday at 7:00 a.m. Copies can also be purchased from PCT and mailed for \$18.

### Roll Call

#### Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner

#### Staff

Peter Grenell, General Manager  
x Debra Galarza, Director of Finance  
Marietta Harris, Human Resource Manager  
Scott A. Grindy, Harbor Master  
Jean Savaree, District Counsel  
Debbie Nixon, Deputy Secretary

x-absent

### Open Session

- 1 TITLE: **Identification of District Real Property Negotiator**  
REPORT: Bernardo  
PROPOSED ACTION: Designate District Real Property Negotiator Peter Grenell

Parravano identified Grenell as the Real Property Negotiator.

**Action:** Motion by Holsinger, second by Tucker to adjourn to closed session. The motion passed.

Ayes: 3  
Nays: 0  
Absent: 2 (Bernardo, Brennan)

## Closed Session

- 2 TITLE: **Conference with Real Property Negotiator Peter Grenell:  
Pursuant to Government Code Section 54956.8**
- PROPERTY: **504 Alhambra Road, El Granada, APN # 047-204-120**
- REPORT: **504 Alhambra Road, El Granada, APN # 047-204-120**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Marlborough Group LLC
- UNDER NEGOTIATION: Price, Terms and Conditions for Purchase of Property

Brennan arrived at 6:06 p.m.

Bernardo arrived at 6:08 p.m.

- 3 TITLE: **Conference with Legal Counsel-Anticipated Litigation  
Significant Exposure to Litigation Pursuant to  
Government Code Section 54956.9 (d)(4) –One Case**
- 4 TITLE: **Conference with Real Property Negotiator Peter Grenell:  
Pursuant to Government Code Section 54956.8**
- PROPERTY: **Ketch Joanne Restaurant, Parcel 2, Concessionaires**
- REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-060**
- NEGOTIATING PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant
- UNDER NEGOTIATION: Price, Lease Terms and Conditions

5 TITLE: **Conference with Real Property Negotiator Peter Grenell:  
Pursuant to Government Code Section 54956.8**  
PROPERTY: **Ketch Joanne Restaurant, Parcel 3, Concessionaires**  
REPORT: **Building, Pillar Point Harbor, El Granada, APN 047-083-  
060**  
NEGOTIATING  
PARTIES: San Mateo County Harbor District, Ketch Joanne Restaurant  
UNDER  
NEGOTIATION: Price, Lease Terms and Conditions

**Action:** Motion by Holsinger, second by Parravano to adjourn to open session. The motion passed unanimously at 7:20 p.m.

## **Open Session, Continued**

There was no reportable action from closed session.

## **Public Comments/Questions** — Bud Ratts, Leonard Woren

**Staff Recognition-** Grindy recognized Oyster Point Marina/Park staff White, Stern, Gubser, Hoff, McGeehan, Dometita, Merlo, and Smith for their help with the Easter Egg Hunt. He also recognized Smith for his efforts rescuing a sailboat on May 6, 2014.

## **Agenda Setting**

Harbor Commissioners may suggest future agenda items.

Brennan stated she would like an open session item regarding the fish buyers fees added to a future agenda. Holsinger made a point of order stating that any discussion regarding lease fees should be discussed in closed session. Brennan stated she received a list of off-loading fees for all three fish buyers from staff and that the information is public information and should be able to be discussed in open session.

**Action:** Motion by Brennan, second by Bernardo to add an item under open session regarding the review of the 2013 Fish buyers fees and the audit the Finance Department has asked to be conducted. The motion passed.

Ayes: 3 (Bernardo, Brennan, Tucker)  
Nays: 1 (Holsinger)  
Abstention: 1 (Parravano)

**Action:** Motion by Brennan, second by Bernardo to add an item to a future agenda under open session regarding the hoist at Pillar Point Harbor and the permitting process to place a hoist in a new location on Johnson Pier. The motion failed.

Ayes: 2 (Bernardo, Brennan)  
Nays: 3 (Holsinger, Parravano, Tucker)

A representative from Moffatt & Nichol was in attendance. The Board took up item 10 next.

## Continued Business

- 10 TITLE: **Additional Task for Moffatt & Nichol Engineers:  
Engineering Services for Pillar Point Harbor Romeo Pier  
Removal**
- REPORT: Grenell, Memo
- PROPOSED ACTION: Authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14

**Action:** Motion by Tucker, second by Holsinger to authorize the General Manager to direct Moffatt & Nichol to carry out an additional task under Paragraph C.4 of the District's contract with Moffatt & Nichol to provide engineering services for the Pillar Point Harbor Romeo Pier Removal including documenting pier conditions, prepare preliminary demolition plans, permitting and other regulatory assistance, and prepare construction bid documents including plans and technical specifications as set forth in the scope of services attached and incorporated by reference herein, in an amount not to exceed \$61,200.00 and adopt

Resolution 11-14 to Amend the Operating and Capital Budget for FY2013/14. The motion passed unanimously by a roll call vote.

Ayes: 5

## Public Hearing -

- 6 TITLE: **Continuance of Hearing: Preliminary Operating and Capital Budget for Fiscal Year 2014/15**
- A. Declare Hearing Open: President Bernardo  
B. Report of Notice Given: Grenell  
C. Staff Report and Recommendation: Draft Budget FY 2014/15  
D. Public Testimony:  
E. Harbor Commission Questions:  
F. Close Public Testimony: President Bernardo  
G. Commission Deliberation:  
H. Recommended Commission Action: Adopt Resolution 13-14 to approve Preliminary Operating and Capital Budget for Fiscal Year 2014/15 and authorize issuance of a public notice for public budget review and comment and specify a date, time and place for fixing (adopting) the final budget

Bernardo declared the hearing open. Grenell stated notice had been given.

**Public Comment** – Budd Ratts, Anthony Basso, Leonard Woren, John Ullom

Bernardo closed the public hearing and recessed at 8:34 p.m.

The meeting reconvened at 8:42 p.m.

**Action:** Motion by Parravano, second by Tucker to continue the budget hearing at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 15 next.

## New Business

- 15 TITLE: **Amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget**  
REPORT: Galarza, Resolution  
PROPOSED ACTION: Adopt Resolution 12-14 to amend the Fiscal Year 2013-2014 Integrated Operating and Capital Budget

**Action:** Motion by Holsinger, second by Tucker to adopt Resolution 12-14 to amend the fiscal year 2013-2014 Integrated Operating and Capital budget. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 17 next.

- 17 TITLE: **Bills and Claims in the Amount of \$427,948.23**  
REPORT: Bills and Claims Detailed Summary  
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$427,948.23 to cover payment of Bills and Claims

**Action:** Motion by Tucker, second by Parravano to approve the bills and claims. The motion passed.

Ayes: 4  
Nays: 1 (Brennan)

## Continued Business, Continued

- 7 TITLE: **District Rates and Fees Schedule for FY2014/15 for Oyster Point Marina/Park**  
REPORT: Galarza, Rates and Fees Schedule  
PROPOSED ACTION: To be determined

**Action:** Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

- 8 TITLE: **District Rates and Fees Schedule for FY2014/15 for Pillar Point Harbor**  
REPORT: Galarza, Rates and Fees Schedule  
PROPOSED ACTION: To be determined

Parravano recused himself.

**Action:** Motion by Holsinger, second by Brennan to continue the item at the next meeting. The motion passed.

Ayes: 4  
Nays: 0  
Recusal: 1 (Parravano)

The Commission decided to take up item 13 next.

## **New Business, Continued**

- 13 TITLE: **Adopt Resolution 10-14 and Amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada**  
REPORT: Grenell, Memo, Attachments, Resolution  
PROPOSED ACTION: To be determined

**Action:** Motion by Tucker, second by Holsinger to adopt Resolution 10-14 and amend District Business Plan for Division of Boating and Waterways: Add Appendix C: Purchase of Office Building in El Granada. The motion passed unanimously by a roll call vote.

Ayes: 5

- 14 TITLE: **Possible Cancellation of Harbor Commission Meeting on July 2, 2014**  
REPORT: Grenell  
PROPOSED ACTION: Cancel Commission meeting

**Action:** Motion by Tucker, second by Parravano to cancel the July 2, 2014 Harbor Commission meeting. The motion passed unanimously by a roll call vote.

Ayes: 5

## Continued Business, Continued

- 9 TITLE: **Harbor Commissioner Benefits: Information and Possible Action to Amend Commissioner Benefit Policies**  
REPORT: Harris, Memo  
PROPOSED ACTION: To be determined

**Public Comment** – Leonard Woren

Tucker suggested continuing the item to the next meeting.

The Commission decided to take up item 12 next.

- 12 TITLE: **Proposal for Harbor & Marina Pump-Out Services**  
REPORT: Grindy, Memo  
PROPOSED ACTION: Authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year

**Action:** Motion by Parravano, second by Brennan to authorize General Manager to issue a 5 year contract agreement with a 30 day termination for “Pump-Out Services” via Bay Green Marine Sanitation, starting July 1, 2014 in an amount not to exceed \$24,000 per year. The motion passed unanimously by a roll call vote.

Ayes: 5

The Commission decided to take up item 16 next.

## New Business, Continued

- 16    TITLE:                                **Quarterly Investment Balances Report**  
      REPORT:                             Galarza, Report  
      PROPOSED ACTION:                Accept quarterly investment balances report

**Public Comment** – John Ullom

**Action:** Motion by Tucker, second by Parravano to accept the Quarterly Investment Balances Report. The motion passed by a roll call vote.

Ayes:                4  
Nays:                1 (Brennan)

## Continue Business, Continued

- 11    TITLE:                                **Informational Report: Concessionaires Building Sidewalk Improvements**  
      REPORT:                             Grindy, Memo

Grindy presented information regarding the concessionaires building sidewalk improvements.

## Adjournment

**Action:** Motion by Holsinger, second by Parravano to adjourn the meeting. The motion passed unanimously by a roll call vote at 10:00 p.m.

The next scheduled meeting will be held on May 21, 2014 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco at 6:00 p.m.

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Debbie Nixon  
Deputy Secretary

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Robert Bernardo  
President

The following items were not taken up at this meeting.

## **Staff Reports: a) Administration and Finance**

- 18     **General Manager - Grenell**
- 19     **Finance Report - Galarza**
- 20     **Human Resources Manager - Harris**

## **b) Operations**

- 21     **Oyster Point Marina/Park and Pillar Point Harbor –Grindy**

## **Board of Harbor Commissioners**

- 22     A.   Committee Reports
- B.   Commission Statements and Requests  
           **Harbor Commissioners may make public statements limited to 5 minutes.**



## San Mateo County Harbor District

## Memo

**DATE:** May 16, 2014

**TO:** Board of Harbor Commissioners

**FROM:** Peter Grenell  
General Manager

**SUBJECT:** General Manager's Report: Update on Priority Items for May 21, 2014

**CC:** Managers  
District Counsel

### REPAIR AND IMPROVEMENT PROJECT UPDATES

#### Pillar Point Harbor

**Johnson Pier Repairs:** Sewer line replacement completed.

**Launch Ramp Maintenance Dredging:** Dredging completed; hydroseeding redone because of drought conditions on site.

**Dock fingers replacement:** Permit process underway.

**West Trail (PPH marsh to Mavericks beach):** Permit process underway for Phase I immediate repairs. Permit application for full project including restroom and parking lot improvements will proceed for Phase II. A public update meeting is to be scheduled for the near future.

**Concessionaires Building Sewer Repairs:** Almost completed.

**Underground Sewer Break Repair:** The new sewer line on Johnson Pier is intact. The break was landward of the pier at a joint of clay and steel lines, and was probably caused by repeated pressure of heavily loaded squid trucks on the thin pavement and the pipes. Following immediate closure of service from the pier and notification of all concerned agencies, as of April 23 needed repairs have been accomplished.

#### Oyster Point Marina/Park

**Additional Public Restroom for Ferry Riders and Trail Users:** Staff met on site with City staff to identify project site. MOU preparation will begin.



## San Mateo County Harbor District

### OTHER TOP PRIORITIES

**Pillar Point U. S. Coast Guard Presence:** USCG is still interested in a presence at PPH, but budget constraints and mission priorities preclude any immediate action. Nothing further to report at this time.

### SECOND LEVEL PRIORITIES

**PPH new pier, PPH Inner Harbor development, OPM development, OPM dining cruises:** Nothing further to report at this time.

### PROGRESS REPORTS ON ITEMS OF BOARD AND PUBLIC INTEREST

**NOTE:** These reports are provided at Commission request to update these items of interest and by staff as deemed of importance to the public.

**NOAA's Half Moon Bay Weather Buoy Replacement:** NOAA has replaced the non-functional weather buoy with a new buoy.

**PPH Water Quality Study (Resource Conservation District) follow-up:** Final RCD report has been approved and issued. Harbor staff continues doing monthly water quality sampling supported by the RCD, including three new sampling locations. Results continue to show no contamination. RCD continuing educational outreach to upland residents with the goal of reducing flow of contaminants into the harbor.

**Clean Marina Activities (both harbors):** Staff continues routine Clean Marina duties.

**TIGER Grant Application for Johnson Pier and approach road access and safety improvements:** Pursuant to Harbor Commission approval, by April 28<sup>th</sup> staff submitted an application for \$4,330,000 to the federal Dept. of Transportation for funds to provide improved large truck access to and from Johnson Pier for more efficient and safe fish loading. Improvements will include (a) expanding pier deck area to enable large trucks to drive on and off the pier without backing up; and (b) modifying truck turning areas at three street intersections between Highway 1 and the Pier to reduce congestion and safety hazards. If awarded, grant funds would become available in 2016.

**Possible Romeo Pier Demolition:** Winter and early spring storm and wind activity have resulted in accelerated deterioration of the Romeo Pier. District staff is investigating implementation methods and permit requirements for demolishing the Romeo Pier, pursuant to Harbor Commission action. Final Harbor Commission action will be needed regarding the extent, timing and cost of demolition (full or partial) once needed information is in hand.



## San Mateo County Harbor District

**PPH Concessionaires Building Sidewalk Improvement:** Nothing to report at this time; an update is being prepared for the following Commission meeting agenda.

**PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead agency):** The Corps is proceeding with its next task of modeling alternative possible solutions to the beach erosion problem.

The Regional Sediment Management (RSM) planning process is beginning for the Santa Cruz Littoral Cell, which comprises the area between Moss Landing and Pillar Point. Staff attended the first RSM working group meeting for the Santa Cruz Cell. A second meeting is scheduled for May 20 in Princeton. Information obtained by the Corps of Engineers for the Surfers Beach project will be available for the planning process; the project itself may be considered as a pilot project as part of the RSM plan for the Santa Cruz Littoral Cell.

**County Plan Princeton Process:** A combined consultant report on Existing Conditions has been issued by the County and is now available on the County's project website: [www.PlanPrinceton.com](http://www.PlanPrinceton.com).

**Coastal Commission (CCC) Draft Sea-Level Rise Policy Guidance:** This document in final form will provide guidance on how to address sea-level rise concerns in Local Coastal Programs (LCPs) and Coastal Development Permits (CDPs) consistent with the California Coastal Act. It is part of a statewide sea-level rise response strategy referenced in a previous District staff Informational Report.

The CCC guidance for CDPs will be most relevant to the Harbor District, and includes five steps for permit applicants: (1) Establish the projected sea-level rise range for the proposed project; (2) Determine how impacts from sea-level rise may constrain the project site; (3) Determine how the project may impact coastal resources, considering the influence of future sea-level rise upon the landscape; (4) Identify alternatives to avoid resource impacts and minimize risks; and (5) Finalize project design and submit CDP.

The draft CCC guidance references the National Research Council's 2012 report on sea-level rise's regional sea-level rise projections for California south of Cape Mendocino (includes San Mateo County) for 2000-2030 (up to 12 inches), 2000-2050 (up to 24 inches), and 2000-2100 (up to 66 inches); (these track closely with more localized projections, including one at San Francisco.) It also discusses in detail the relationships of sea-level rise with tidal action, storm surges, and other influences.

This CCC 178-page draft comprehensive policy guidance complements a similar document produced in 2011 by the San Francisco Bay Conservation and Development Commission (BCDC). The Harbor District will be using these guidance documents when considering future projects at Pillar Point Harbor and Oyster Point Marina/Park, respectively, and will consult them in the course of the District's Strategic Business Plan preparation process.



## San Mateo County Harbor District

**SF Bay Water Trail Grant Application for OPM:** Staff is finalizing an application to the Coastal Conservancy Water Trail Program.

**Free WiFi at District Harbors:** Following Harbor Commission approval to proceed, staff is taking steps to implement the Commission's decision.

**Harbor Commission Facilitation Update:** (See attached May 9 letter from facilitator Brent Ives of BHI Management Consulting.)

### **COMPLETED PROJECTS DURING 2013-2014**

**NOTE:** This summary is included to enable the Commission and the public to review project-related priority achievements during this time period.

#### **Pillar Point Harbor**

Boat Launch Ramp Slurry Seal  
Johnson Pier Fish Handlers Building Painting  
West Restroom Renovation  
Vessel Pump-Out Station Replacement  
Johnson Pier sewer line replacement

#### **Oyster Point Marina/Park**

Boat Launch Ramp Slurry Seal  
Restroom Renovation  
Dock 11 and Dock 8 (Guest Dock) Improvements  
Wave Attenuators

**BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

Mr. Robert Bernardo, President, Board of Commissioners  
San Mateo County Harbor District  
400 Oyster Point Blvd. Suite 300  
South San Francisco, CA 94080

May 9, 2014

**Subject: Initial report for Board Dynamics work**

Dear Mr. Bernardo,

As you are aware the District and your Board has hired me to perform a Board Dynamics improvement process. That will include some steps, Assessment/review/interviews – Board workshop(s) – Follow-up activities as needed. I have received formal notice to proceed on May 7<sup>th</sup>. I appreciate your confidence to carry out this work.

While awaiting the formal notice, I began working with your staff to identify and secure relevant documentation as part of my review. Your staff has been quite helpful in getting me the information needed and I have begun that process. While that review phase will proceed really throughout the engagement, I am also preparing for one on one interviews with each Commissioner. During those interviews I will ask questions regarding the Commission's role, the role of the individual Commission member, the culture of the Board and the impression of each member regarding Board dynamics and issues. I will also be asking of each to provide names of any other stakeholders that may be important from which to gain perspective on the issue. I will also spend time with your staff. Once the input is gathered, I just need time to organize it for at least one Commission workshop. Follow-up workshops and/or other steps may be indicated as necessary.

We are beginning to look for dates for those interviews in May or June. I am hoping to conduct the first workshop sometime in July, with follow-up activities thereafter.

Again I appreciate your confidence in my working with the Board through this important work. I look forward to meeting with each of you directly.

Best regards,

<signature>

Brent H. Ives, Principal  
BHI Management Consulting



## STAFF REPORT

TO: San Mateo County Harbor District Commissioners  
FROM:  Debra Galarza, Director of Finance  
DATE: March 21, 2014  
SUBJECT: Finance Department Report to the Commission

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**Accounting and operations**

- Updated FY 14-15 Budget information per General Manager.
- Assisted in PRA requests.
- Inventoried Harbor Equipment at Pillar Point.
- Identified Pillar Point Accounts Receivables to be written off (deemed uncollectible).
- Ongoing expense management through detailed review of bills and claims.
- Bi-weekly payroll processing and review.
- Ongoing analysis of lessee rent charges to ensure compliance with lease terms.
- Reviewed and updated water and electricity charges.
- Reviewed monthly accounts receivable aging list and confirmed collection procedures are being consistently applied. Worked with tenants on payment plan options.
- Site visits to Pillar Point.

# Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: May 15, 2014

SUBJECT: Report to the Commission

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## Activities:

### Human Resource Services:

- Working with employees with personnel and HR questions.
- Review budget information as it relates to HR issues.

### Administrative Services:

- Meeting with Insurance Adjustment regarding updating insurance information.
- Gather insurance information for fiscal year 2014/2015.
- Completed authorization for Triathlon event permit for May 18, 2014.
- Compile Public Records for a request.
- Compile records requested by Commissioners.

### Information Technology:

- Working with IT consultant on daily IT operations.
- Working with staff on IT issues and problems, wifi and email system.
- Working on wifi disclaimer.

# Memo

To: Board of Harbor Commissioners  
 From: Scott Grindy, Harbor Master  
 CC: Peter Grenell, General Manager  
 Date: May 13, 2014  
 Re: May 21, 2014 Meeting Report

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## Oyster Point Marina/Park

### *Construction Update & General Status Updates*

- Facility Condition Survey (FCS): meeting with consultant and staff-still in process.

### *OPM Miscellaneous*

- Working on boat disposal activities.
- Continuing discussions with new staff at City of SSF in Parks and Public Works.

## Pillar Point Harbor

### *Construction Update & General Status Updates*

- Finger replacement awaiting Coastal Commission permit approval.
- Electrical project at PPH, approx. 25% complete.
- Concessionaires Building project is complete, except for the lateral kitchen sink line in the Ketch kitchen which will be brought as a separate project to the Board. Will be brought to Board in June/July for bid in late summer, and work in winter.
- Underground sewer line work and asphalt and stripe work completed.

### *PPH Miscellaneous*

- Misc. Grants in review for District activities.
- Romeo Pier demolition on hold for permits.

## Occupancy Overview (*April Month of Occupancy 2014*)

### PPH

Total occupancy (Inner Harbor) 86% (this includes slips, end ties and walk way).  
 Berth occupancy (Inner Harbor) 88% (320 slips out of 369 are occupied).  
 Moorings (Outer Harbor) 50% (19 out of 38 moorings occupied).

### OPM

Total occupancy: 67% (287 slips/End Ties out of 428 are occupied).  
 Berth occupancy: 68% (280 slips only out of 414 are occupied).

## Search and Rescue Activity Highlights & Urgent Need Activities

**PPH:** 1 emergency tow due to engine issues in open water.

**OPM:** 1 rescue of family in open water with vessel issues.

## EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements.
- Signage for PPH "No Idle Zone" being installed on pier.

## Calendar Reminder Items of Events and Activities

- None to report at this time.



San Mateo County Harbor District

Board of Harbor  
Commissioners

Robert Bernardo, President  
Pietro Parravano, Vice President  
James Tucker, Treasurer & Secretary  
Sabrina Brennan, Commissioner  
William Holsinger, Commissioner  
Peter Grenell, General Manager

TO: Harbor Commissioners  
General Manager

FROM: Scott Grindy, Harbor Master 

DATE: May 10, 2014

SUBJECT: Letter of Appreciation  
Family and Vessel Rescue on the evening of May 10, 2014

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I am providing this letter with great appreciation for the work of Deputy Harbormasters James Smith, and Neal McGeehan for responding and rescue of a family of 5 (2 adults and 3 young children).

The Oyster Point Harbor Patrol received a distress call for a vessel/family in distress past the Oyster Point channel markers. The winds were high and the vessel had issues.

With the quick response of the two staff, the vessel was able to be returned to the boat ramp via tow and the family was able to be returned safely.

The district is very fortunate to have staff such as Neal and James, for their regular and emergency efforts and activities as noted.

CC: Charles White, Assistant Harbor Master OPM  
Employee Files

