

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

**April 2, 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
x Marietta Harris, Human Resource Manager
Scott A. Grindy, Harbor Master
Jean Savaree, District Counsel
Debbie Nixon, Deputy Secretary

x-absent

Public Comments/Questions – Todd Korth

Staff Recognition – None.

Consent Calendar

All items on the consent calendar are approved by one motion unless a Commissioner requests at the beginning of the meeting that an item be withdrawn or transferred to the regular agenda. Any item on the regular agenda may be transferred to the consent calendar.

- 1 TITLE: **Minutes of Meeting March 5, 2014**
- REPORT: Draft minutes
- PROPOSED ACTION: Approval

Action: Motion by Tucker, second by Parravano to direct the General Manager to issue Request for Proposals. The motion passed unanimously.

Ayes: 5
Nays: 0

Continued Business

- 5 TITLE: **Additional Task for GHD, Inc.: Pillar Point Harbor West (Mavericks) Trail Phase I Repairs**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Authorize the General Manager to direct GHD, Inc. to carry out an additional task under Paragraphs C.4 of the District's contract with GHD, Inc. to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support services for Phase I repairs of the Pillar Point Harbor West (Mavericks) Trail in an amount not to exceed \$77,090.00

Action: Motion by Holsinger, second by Brennan to authorize the General Manager to direct GHD, Inc. to carry out an additional task under Paragraphs C.4 of the District's contract with GHD, Inc. to provide permit assistance, plans, specifications, construction bid documents, and bidding and construction support services for Phase I repairs of the Pillar Point Harbor West (Mavericks) Trail in an amount not to exceed \$77,090.00. The motion passed unanimously by a roll call vote.

Ayes: 5
Nays: 0

- 6 TITLE: **Minutes of Meeting February 19, 2014**
REPORT: Draft minutes
PROPOSED ACTION: Approval

Action: Motion by Holsinger, second by Tucker to approve the minutes of February 19, 2014. The motion passed.

Ayes: 4
Nays: 1 (Brennan)

Public Hearing

- 7 TITLE: **Public Hearing: First Draft 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: To Be Determined

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

Public Comment – Bud Ratts

Action: Motion by Tucker, second by Parravano to continue the public hearing at the next meeting. The motion passed.

Ayes: 5
Nays: 0

New Business, Continued

- 8 TITLE: **Bills and Claims in the Amount of \$71,372.72**
REPORT: Bills and Claims Detailed Summary
PROPOSED ACTION: Approval of Bills and Claims for payment and a transfer in the amount of \$71,372.72 to cover payment of Bills and Claims

Action: Motion by Tucker, second by Parravano to approve the bills and claims. The motion passed by a roll call vote.

Ayes: 4
Nays: 1 (Brennan)

Continued Business, Continued

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

This item was put over to the next meeting.

- 10 TITLE: **Auction Item for Sustainable San Mateo County Awards Ceremony**
REPORT: Grenell, Memo
PROPOSED ACTION: Approve an auction item in an amount not to exceed \$200.00 or an in-kind contribution

Action: Motion by Holsinger, second by Brennan to approve an auction item in the amount of \$200. The motion passed by a roll call vote.

Ayes: 5
Nays: 0

- 11 TITLE: **Facilitator Services for Harbor Commission: Possible Candidate Interview and Consideration and Possible Action to Select a Facilitator to Work with the Harbor Commission on Commission Functioning and Communications**
REPORT: Grenell, Attachment
PROPOSED ACTION: To be determined

Public Comment – Leonard Woren

Action: Motion by Tucker, second by Brennan to retain Brent Ives with BHI Management Consulting to work with the Harbor Commission on Commission functioning and communications. The motion passed unanimously.

Ayes: 5
Nays: 0

- 12 TITLE: **Post Office Lot**
 REPORT: Grenell, Memo, Resolution
 PROPOSED ACTION: Adopt Resolution 06-14 to declare land owned by the San Mateo County Harbor District designated as APN 047-261-030 and known as the “Post Office Lot” located in El Granada as surplus, and direct the General Manager to send written offers to sell or lease said property in compliance with and as designated by Code Section 54222

Public Comment — Dan Haggerty, Leonard Woren

Action: Motion by Brennan, second by Bernardo to table the item for 6 months. The motion failed.

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

Action: Motion by Tucker, second by Holsinger to adopt Resolution 06-14 to declare land owned as the “Post Office Lot” as surplus. The motion passed.

Ayes: 4
Nays: 1 (Brennan)

The Commission took a 5 minute break at 8:15 p.m.

- 13 TITLE: **Update on Pillar Point Harbor Sidewalk Improvements at Concessionaires Building**
 REPORT: Grenell, Memo
 PROPOSED ACTION: Harbor Commission should revisit the proposed project following review of all information obtained from Next Steps outlined in Staff Memorandum to determine a course of action for the District

Public Comment — Mary Botham

Action: Motion by Holsinger, second by Tucker to initiate a new permit or renew the existing permit to move the project forward, for staff to bring the five lessees together to be on the same page, and to update the engineers estimate. The motion passed unanimously.

Ayes: 5
Nays: 0

Staff Reports: a) Administration and Finance

14 General Manager - Grenell

Nothing further to add to written report.

15 Finance Report - Galarza

Nothing further to add to written report.

16 Human Resources Manager – Harris

Nothing further to add to written 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

B. Commission Statements and Requests

Harbor Commissioners may make public statements limited to 5 minutes

Parravano welcomed back Nixon.

Brennan thanked staff for the disk of Resolution summaries and some of the Resolutions.

- 19 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 Bernardo, second by to adjourn to closed session. The motion passed unanimously at 9:10 p.m.

Ayes: 5
Nays: 0

Closed Session

- 20 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: Adjourned to open session.

Open Session, Continued

- 21 TITLE: **Purchase Agreement for Property at 504 Avenue
Alhambra, El Granada, San Mateo County, APN 047-204-
120**
REPORT: Grenell, Memo, Attachment
PROPOSED ACTION: Approve purchase agreement and direct General Manager to execute the agreement and take necessary steps to effect the purchase

Action: Motion by Bernardo, second by Tucker to authorize the General Manager to execute the agreement and purchase 504 Avenue Alhambra for \$1.8 million. The motion passed unanimously

Ayes: 5
Nays: 0

Adjournment

Action: Motion by Tucker, second by Brennan to adjourn the meeting. The motion passed at 9:37 p.m.

The next scheduled meeting will be held on April 16, 2014 at the **Oyster Point Yacht Club, 911 Marina Blvd., South San Francisco** at 6:00 p.m.

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

Presentation by Catherine McCracken.

The Board decided to wait to see if there was interest from Brent Ives, conduct an interview with him and then deliberate.

Adjournment

Action: Motion by Tucker, second by Parravano to adjourn the meeting. The motion passed at 6:45p.m.

The next scheduled meeting will be held on March 19, 2014 at the Municipal Service Building, 33 Arroyo Drive, South San Francisco, CA at 6:00 p.m.

Peter Grenell
Acting Deputy Secretary

Robert Bernardo
President

SAN MATEO COUNTY HARBOR DISTRICT

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



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

April 16, 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/ TREASURER	James Tucker	December 31, 2014
SECRETARY	Pietro Parravano	December 31, 2016
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

**DRAFT 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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

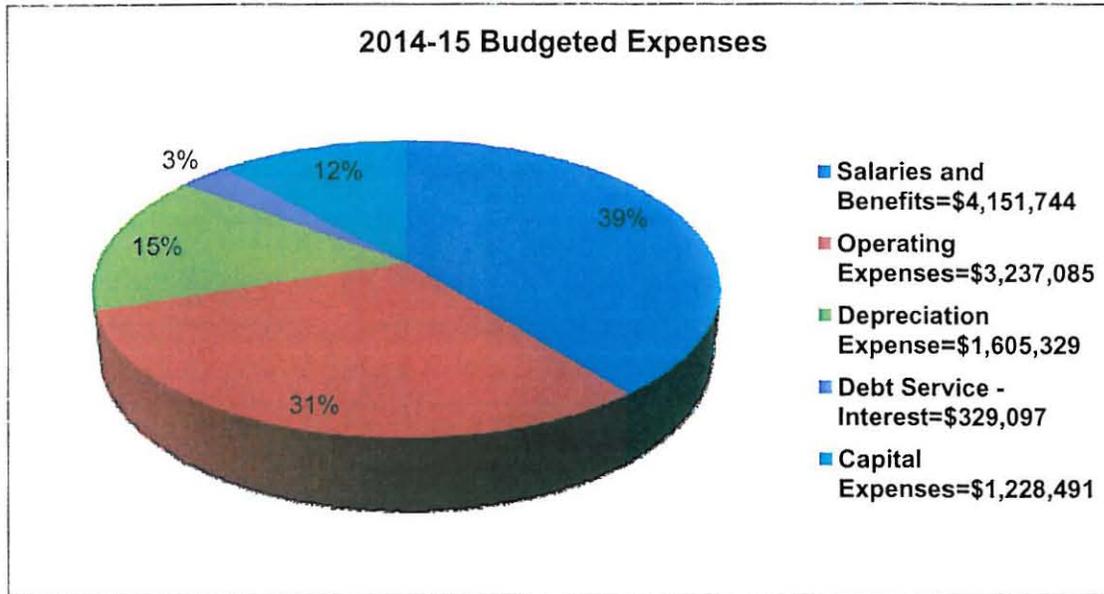
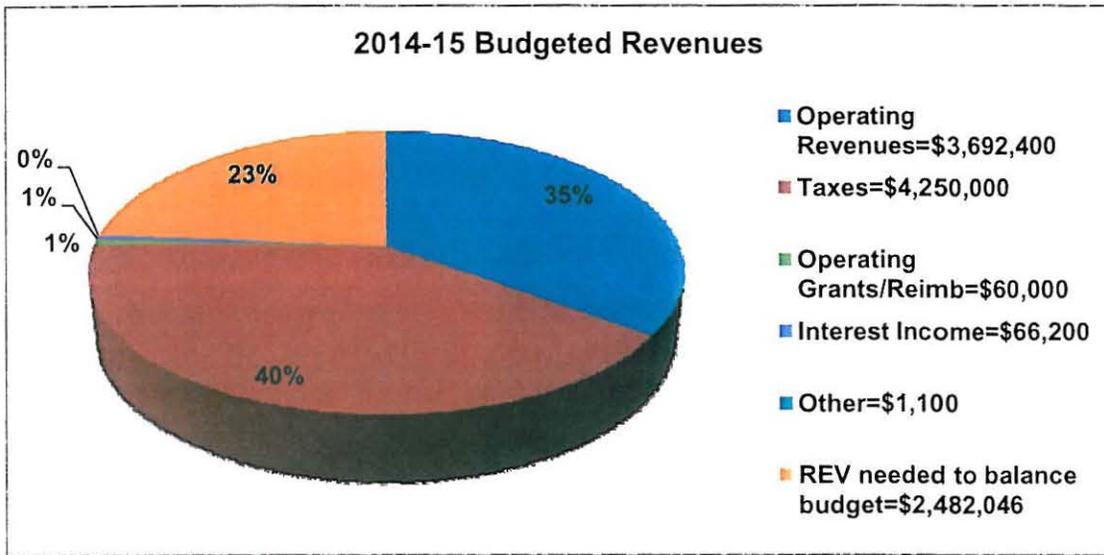
DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,613,286	3,710,156	3,752,400
Non-Operating Revenues	5,236,528	3,907,983	3,777,778	4,502,017	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	6,391,064	8,212,173	8,069,700
Operating Expenses	5,204,451	7,092,526	4,092,542	6,877,822	7,388,829
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	9,105,346	4,468,373	8,724,127	9,323,255
NET INCREASE(DECREASE)	2,255,909	(1,573,114)	1,922,691	(511,954)	(1,253,555)
Total Capital Projects Expense (including carryovers)	5,870,924	3,436,753	1,126,185	1,892,291	1,228,491
TOTAL EXPENSES WITH CAPITAL	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(3,615,015)	(5,009,867)	796,506	(2,404,245)	(2,482,046)

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 \$1,228,491 are made up of \$415,000 in new projects and \$813,491 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

Total Revenues & Expenses



TOTAL SOURCES: \$10.6 MILLION = TOTAL USES: 10.6 MILLION

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,667,000	1,098,800	0	0	2,765,800
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	15,500	0	0	97,000
Dock Boxes	0	5,600	0	0	5,600
Misc. Fees	46,800	17,700	0	0	64,500
Rents & Concessions	415,000	226,000	0	0	641,000
Parking	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	2,500	0	0	11,500
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	2,353,900	1,398,500	0	0	3,752,400
NON-OPERATING REVENUE:					
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
TOTAL REVENUES	2,353,900	1,398,500	4,317,300	0	8,069,700

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
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
Total Salaries and Wages	1,032,350	718,300	661,700	36,000	2,448,350
Benefits Expense:					
Pension Contributions	252,100	165,000	154,200	0	571,300
Health Insurance Costs - Current Employees	211,500	157,900	94,000	48,100	511,500
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	29,200	0	20,300	73,650
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	4,200	4,200	8,400	0	16,800
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
Total Benefits	788,669	570,168	292,064	52,492	1,703,394
TOTAL SALARY AND PAYROLL BURDEN	1,821,019	1,288,468	953,764	88,492	4,151,744

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	9,000	8,000	2,500	7,500	27,000
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	2,800	6,500	250	17,650
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	7,500	0	0	20,000
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	13,100	1,700	33,800
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	60,000	140,000
Professional Services	18,500	19,800	17,300	4,000	59,600
Outside Contractual Services	67,300	97,200	33,150	5,300	202,950
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	19,250	1,000	0	36,650
Office Space and Equipment Rentals	0	4,500	101,970	0	106,470
Repair and Maintenance	326,000	131,500	0	0	457,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Public Access	40,000	20,000	0	0	60,000
Harbor/ Marina Equipment	65,300	0	0	0	65,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,200	128,300	0	0	296,500
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
Total Operating Expenses	1,346,150	812,120	324,020	754,795	3,237,085
Total All Operating, Salary and Benefit Expenses	3,167,169	2,100,588	1,277,784	843,287	7,388,829
NON-OPERATING EXPENSES:					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
Total Non-Operating Expenses	771,805	1,148,665	13,956	0	1,934,426
TOTAL OE&E EXPENSE	3,938,974	3,249,253	1,291,740	843,287	9,323,255

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Pillar Point Harbor:					
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	200,000	0	0	0	200,000
Sinkhole Repair	25,000	0	0	0	25,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2014-2015 Appropriations)	390,000	25,000	0	0	415,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
Rip Rap Repair - Fishing Pier	157,558	0	0	0	157,558
West Trail - Fix Erosion	355,933	0	0	0	355,933
Dock Fingers	300,000	0	0	0	300,000
Total Capital Projects (Carryover Appropriations)	813,491	0	0	0	813,491
Total All Capital Projects	1,203,491	25,000	0	0	1,228,491
TOTAL ALL COSTS	5,142,465	3,274,253	1,291,740	843,287	10,551,746

SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,613,286	3,710,156	3,752,400
Non-Operating Revenues	5,236,528	3,907,983	3,777,778	4,502,017	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	6,391,064	8,212,173	8,069,700

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,464,466	1,514,796	1,100,187	1,609,088	1,667,000
Mooring Fees	45,983	47,337	28,608	40,608	41,000
Launch Ramp Fees	70,561	81,306	74,946	81,306	81,500
Misc. Fees	49,861	33,601	56,419	54,659	41,000
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	325,035	413,035	415,000
Parking	42,600	54,896	29,166	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	7,750	9,000	9,000
Sales	6,469	4,472	11,283	11,400	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
Total Operating Revenues	2,077,758	2,142,604	1,638,444	2,284,346	2,353,900

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.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,093,000	1,186,135	792,239	1,097,659	1,098,800
Dock Boxes	7,124	7,288	4,115	5,555	5,600
Launch Ramp Fees	16,994	15,151	12,357	15,157	15,500
Misc. Fees	17,488	19,453	10,411	18,082	17,700
Rents & Concessions	224,714	224,714	150,953	225,953	226,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,317	35,000	2,500
Sales	0	1,904	1,450	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	0	0	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
Total Operating Revenues	2,001,210	1,481,645	1,224,842	1,675,810	1,398,500
NON-OPERATING REVENUE:					
Reimbursements on Projects	0	0	0	0	0
Total Non-Operating Revenues	0	0	0	0	0

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.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
NON-OPERATING REVENUE:					
Taxes	5,109,749	3,805,783	3,395,369	4,083,417	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
Total Non-Operating Revenues	5,236,528	3,907,983	3,527,778	4,252,017	4,317,300

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 FINAL BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,175,750	2,293,520	1,490,836	2,334,284	2,448,350
Benefits Expense	839,164	1,463,099	986,534	1,499,185	1,703,394
Total Salary and Payroll Burden	3,014,914	3,756,619	2,477,370	3,833,469	4,151,744
OPERATING EXPENSES	2,189,537	3,335,908	1,615,173	3,044,353	3,237,085
NON-OPERATING EXPENSES	1,855,135	2,012,820	375,830	1,846,305	1,934,426
Total Expenses without Capital Outlay	7,059,587	9,105,346	4,468,373	8,724,127	9,323,255
CAPITAL PROJECTS	5,870,924	3,436,753	1,126,185	1,892,291	1,228,491
TOTAL EXPENSES	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	876,427	921,967	584,172	952,400	1,000,850
Overtime	12,664	11,000	9,692	13,000	16,500
Other Pay	0	10,000	13,850	0	15,000
Total Salaries and Wages	889,091	942,967	607,714	965,400	1,032,350
Benefits Expense:					
Pension Contributions	215,748	241,800	146,533	211,500	252,100
Health Insurance Costs - Current Employees	203,791	227,708	132,371	205,317	211,500
Worker's Compensation Insurance	73,900	83,924	34,950	76,995	79,300
Other Insurance - Current Employees	15,434	15,566	10,382	15,562	16,025
Insurance Costs - Retirees	26,999	27,100	24,401	23,401	24,150
Social Security and Taxes	11,465	13,673	9,444	13,998	14,969
Auto Allowance	2,875	3,000	3,000	3,000	4,200
Employment Assistance Program	1,246	1,300	831	1,300	1,300
Liability for Termination Benefit	-216,664	30,485	155,291	169,550	185,125
Total Benefits	334,794	644,556	517,203	720,623	788,669

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	18,290	10,000	5,385	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	15,939	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	4,280	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,140	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Exams/ 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	7,571	11,500	12,500
Operating Supplies	78,752	79,077	42,388	71,112	84,600
Office Supplies	9,585	12,024	6,793	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	6,608	10,000	12,500
Special Events Expense	3,885	3,600	4,682	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Professional Services	16,867	17,300	9,071	17,300	18,500
Outside Contractual Services	37,828	113,972	39,598	90,500	67,300
Bank & Credit Card Fees	14,320	20,782	10,662	16,225	16,400
Repair and Maintenance	139,298	687,044	210,697	554,000	326,000
Garbage Collections	70,349	153,750	98,793	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
Harbor/ Marina Public Access	0	35,000	0	35,000	40,000
Harbor/ Marina Equipment	9,800	147,800	0	100,000	65,300
Vessel Destruction	10,600	40,000	3,900	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	122,865	163,361	168,200
Total Operating Expenses	850,803	1,843,244	766,506	1,610,575	1,346,150
NON-OPERATING EXPENSES:					
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
Total Non-Operating Expenses	756,669	1,010,570	183,257	827,418	771,805

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Rip Rap Repair - Fishing Pier					
Carry Over Money	8,921	157,558	0	0	157,558
2014-15 Budget Appropriation	0	0	0	0	0
Pump Out Station					
Carry Over Money	23,043	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0
Johnson Pier Utilities, Deck					
Carry Over Money	45,928	0	0	0	0
2014-15 Budget Appropriation	1,086,393	93,188	92,044	92,044	0
West Trail - Fix Erosion					
Carry Over Money	0	0	0	0	355,933
2014-15 Budget Appropriation	8,817	355,933	0	355,933	0
Multi-Purpose Building					
Carry Over Money	0	279,000	7,600	7,600	0
2014-15 Budget Appropriation	0	0	0	0	0
Restrooms - West Basin					
Carry Over Money	13,552	123,485	116,240	116,240	0
2014-15 Budget Appropriation	0	0	0	0	0
Add'l 71 Berths, Bulkhead					
Carry Over Money	46,837	144,353	15,994	15,994	0
2014-15 Budget Appropriation	0	0	0	0	0
North HMB Shoreline (Surfers Beach)					
Carry Over Money	63,371	100,126	1,159	1,159	0
2014-15 Budget Appropriation	0	0	0	0	0
Pay Station Parking PPH					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	50,000
Dredge Launch Ramp					
Carry Over Money	41,612	312,317	322,917	322,917	0
2014-15 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	38,123	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	0

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Harbor Office Remodel					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	150,000	0	0	0
Recreational Docks Repairs					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	11,037	161,560	16,373	161,560	0
Tenant Sewer Project					
Carry Over Money	24,510	209,333	56,180	209,333	0
2014-15 Budget Appropriation	0	0	0	0	0
Mooring Replacements					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	20,000	6,500	0	20,000
Restrooms - Launch Ramp (Design)					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000
Fisherman Gear Storage					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	7,600	0
Leasee Sidewalk					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	200,000
ADA Curb Cuts					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	8,500	7,600	0	0
Sinkhole Repair					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	25,000

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Dock Fingers					
Carry Over Money	0	580,536	9,670	6,048	300,000
2014-15 Budget Appropriation	0	0	0	0	0
Inner Harbor Dredging					
Carry Over Money	0	0	0	0	0
2014-15 Budget Appropriation	0	0	0	0	70,000
Total Capital Projects	1,412,145	2,695,891	652,277	1,296,429	1,203,491
TOTAL EXPENSES	4,243,502	7,137,228	2,726,959	5,420,445	5,142,465

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.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	629,249	647,401	422,806	647,801	691,300
Overtime	6,401	7,000	5,683	6,583	7,000
Other Pay	0	25,000	29,177	25,000	20,000
Total Salaries and Wages	635,651	679,401	457,666	679,384	718,300
Benefits Expense:					
Pension Contributions	180,617	174,979	103,478	160,728	165,000
Health Insurance Costs - Current Employees	153,214	154,620	92,823	153,214	157,900
Worker's Compensation Insurance	53,094	58,174	27,618	53,082	55,000
Other Insurance - Current Employees	11,063	11,062	7,760	11,062	11,400
Insurance Costs - Retirees	24,429	20,111	19,110	28,394	29,200
Social Security and Taxes	9,450	9,478	6,885	9,334	10,200
Auto Allowance	2,875	6,150	3,000	6,150	4,200
Employment Assistance Program	1,030	1,100	686	1,030	1,100
Liability for Termination Benefit	-253,170	25,891	15,260	7,143	136,168
Total Benefits	182,600	461,565	276,621	430,137	570,168

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	12,178	10,000	4,536	8,000	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	9,272	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	1,218	2,800	2,800
Meetings/Travel/ Training	6,154	6,000	663	2,650	6,300
Auto Mileage Reimbursement	224	204	49	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	1,100	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	3,567	6,622	7,500
Operating Supplies & Equipment Purchases	14,954	56,356	32,843	42,200	31,500
Office Supplies	6,146	4,241	3,721	6,000	7,000
Uniform Expenses	7,049	8,240	5,083	8,000	8,000
Legal Services	11,760	18,000	2,181	5,000	10,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Claims Settlements	2,675	0	0	0	0
Professional Services	11,642	15,306	12,688	19,400	19,800
Outside Contractual Services	89,961	138,915	69,368	123,700	97,200
Bank & Credit Card Fees	14,687	27,750	9,490	15,500	19,250
Office Space and Equipment Rentals	3,057	3,800	2,675	3,800	4,500
Repair and Maintenance	62,311	141,294	17,556	151,500	131,500
Garbage Collections	20,995	26,775	13,136	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	20,000
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	0
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	57,425	117,551	128,300
Total Operating Expenses	617,891	898,326	364,646	859,023	812,120
NON-OPERATING EXPENSES:					
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
Total Non-Operating Expenses	1,090,153	1,001,250	192,573	1,010,573	1,148,665

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
CAPITAL PROJECTS:					
Electrical Pedestals					
Carry Over Money	39,534	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Launch Ramp Slurry Seal					
Carry Over Money	35,184	0	0	0	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Dock 11					
Carry Over Money	3,154,231	217,319	170,966	217,319	0
2013-14 Budget Appropriation	0	0	0	0	0
Replacement of Guest Dock					
Carry Over Money	1,021,850	58,216	48,424	58,216	0
2013-14 Budget Appropriation	0	0	0	0	0
East Basin Restroom Renovation					
Carry Over Money	207,982	305,327	251,294	305,327	0
2013-14 Budget Appropriation	0	0	0	0	0
West Restroom Renovation					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	110,000	3,224	0	0
Correct Flooding Issues					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	25,000	0	0	25,000
Laundry Remodel (Drakes)					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	10,000	0	0	0
Electrical Pad for Kayak					
Carry Over Money	0	0	0	0	0
2013-14 Budget Appropriation	0	15,000	0	15,000	0
Total Capital Projects	4,458,780	740,862	473,907	595,862	25,000
TOTAL EXPENSES	6,985,075	3,781,404	1,765,412	3,574,979	3,274,253

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.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	612,531	631,152	397,846	650,000	656,200
Overtime	3,077	4,000	3,610	3,500	5,500
Total Salaries and Wages	615,609	635,152	401,456	653,500	661,700
Benefits Expense:					
Pension Contributions	161,111	163,177	84,298	142,000	154,200
Health Insurance Costs - Current Employees	98,713	100,164	60,534	94,856	94,000
Worker's Compensation Insurance	5,918	4,637	1,985	4,650	4,800
Other Insurance - Current Employees	9,731	9,781	5,668	9,781	10,100
Social Security and Taxes	9,011	9,210	8,551	9,476	9,595
Auto Allowance	8,050	8,400	5,600	8,400	8,400
Employment Assistance Program	650	650	433	650	670
Liability for Termination Benefit	6,872	10,267	-4,044	9,149	10,300
Total Benefits	300,056	306,285	163,024	278,962	292,064

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	2,651	2,500	1,695	2,500	2,500
Communications	9,911	12,500	7,213	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	3,475	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,467	3,500	6,500
Auto Mileage Reimbursement	952	2,000	650	1,500	1,500
Memberships/ Exams/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,121	2,500	2,500
Office Supplies	13,307	12,100	11,066	12,100	13,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	34,499	50,000	50,000
Professional Services	15,026	15,400	20,901	15,400	17,300
Outside Contractual Services	34,296	28,150	32,586	28,150	33,150
Bank & Credit Card Fees	634	4,000	329	1,000	1,000
Office Space and Equipment Rentals	90,812	99,000	64,023	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
Total Operating Expenses	289,096	306,350	221,367	292,288	324,020
NON-OPERATING EXPENSES:					
Depreciation Expense	8,314	1,000	0	8,314	13,956
Total Non-Operating Expenses	8,314	1,000	0	8,314	13,956
TOTAL EXPENSES	1,213,074	1,248,787	785,847	1,233,064	1,291,740

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%.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	35,400	36,000	24,000	36,000	36,000
Total Salaries and Wages	35,400	36,000	24,000	36,000	36,000
Benefits Expense:					
Pension Contributions	0	0	0	0	0
Health Insurance Costs - Current Employees	37,158	46,365	29,408	65,145	48,100
Worker's Compensation Insurance	1,813	248	119	350	400
Other Insurance - Current Employees	196	408	108	304	320
Insurance Costs - Retirees	19,656	19,656	13,104	19,656	20,300
Social Security and Taxes	3,075	3,122	2,080	3,122	3,122
Employment Assistance Program	542	550	361	542	550
Liability for Termination Benefit	-40,727	-19,656	-15,495	-19,656	-20,300
Total Benefits	21,713	50,693	29,685	69,463	52,492
OPERATING EXPENSES:					
Advertising	7,935	17,000	12,827	17,000	7,500
Election Liability	376,975	188,487	188,487	188,487	650,000
Postage	132	250	12	250	250
Meetings/Travel/ Training	7,010	10,600	3,071	3,100	3,500
Auto Mileage Reimbursement	114	400	0	200	200
Memberships/ Exams/ Subscriptions	0	0	0	0	0
Property & Casualty Insurance	14,456	15,950	14,456	15,950	17,545
Office Supplies	999	1,500	841	1,500	1,700
Legal Services	16,487	40,000	34,914	40,000	60,000
Professional Services	3,188	4,000	6,180	6,180	4,000
Outside Contractual Services	1,196	5,300	1,360	5,300	5,300
Employee Appreciation Dinner	3,257	4,500	507	4,500	4,800
Total Operating Expenses	431,748	287,987	262,654	282,467	754,795
TOTAL EXPENSES	488,860	374,680	316,339	387,930	843,287
	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

	<u>Budgeted Projects</u>	<u>Estimated Carryover</u>	<u>Combined Projects</u>
Oyster Point Marina:			
Correct Flooding Issues	25,000	-	25,000
Total Oyster Point Marina	25,000	-	25,000
Pillar Point Harbor:			
Mooring Replacements	20,000	-	20,000
Paid Parking	50,000	-	50,000
Launch Ramp Restroom Design	25,000	-	25,000
Leasee Sidewalk	200,000	-	200,000
Sinkhole Repair	25,000	-	25,000
Inner Harbor Dredging	70,000	-	70,000
Dock Fingers		300,000	300,000
Rip Rap Repair - Fishing Pier	-	157,558	157,558
West Trail - Fix Erosion	-	355,933	355,933
Total Pillar Point Harbor	390,000	813,491	1,203,491
TOTAL DISTRICT	415,000	813,491	1,228,491

SAN MATEO COUNTY HARBOR DISTRICT

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



FINANCIAL SUMMARIES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Revenues, Expenses and Changes in Net Assets

REVENUES:	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
Operating Revenues	2,353,900	1,398,500	0	0	3,752,400
Non-Operating Revenues	0	0	4,317,300	0	4,317,300
Total Revenues	2,353,900	1,398,500	4,317,300	0	8,069,700
EXPENSES:					
Salaries and Payroll Burden	1,821,019	1,288,468	953,764	88,492	4,151,744
Operating Expenses	1,346,150	812,120	324,020	754,795	3,237,085
Total Expenses before Interest, Depreciation and Capital Expenditures	3,167,169	2,100,588	1,277,784	843,287	7,388,829
Projected Increase/ (Decrease) in Net Assets from Operations (Rev-Exp)	-813,269	-702,088	3,039,516	-843,287	680,871
Depreciation	603,178	988,195	13,956	0	1,605,329
Interest Expense	168,627	160,470	0	0	329,097
Total Interest and Depreciation	771,805	1,148,665	13,956	0	1,934,426
Projected Increase/ (Decrease) in Net Assets (Assets - Liabilities)	(1,585,074)	(1,850,753)	3,025,560	(843,287)	(1,253,555)

*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Sources and Uses of Funds

Sources of Funds

Operating Revenue	3,752,400
Non Operating Revenue	4,317,300
New Debt	-
	<hr/>
Total Sources of Funds	8,069,700

Uses of Funds

Salaries and Payroll Burden less Unfunded Liability	3,840,451
Operating Expenses	3,237,085
Interest Expense	329,097
Capital Outlay	1,228,491
	<hr/>
Total Use of Funds	8,635,124

Projected Net Change in Cash Balance for FYE 15 (565,424)

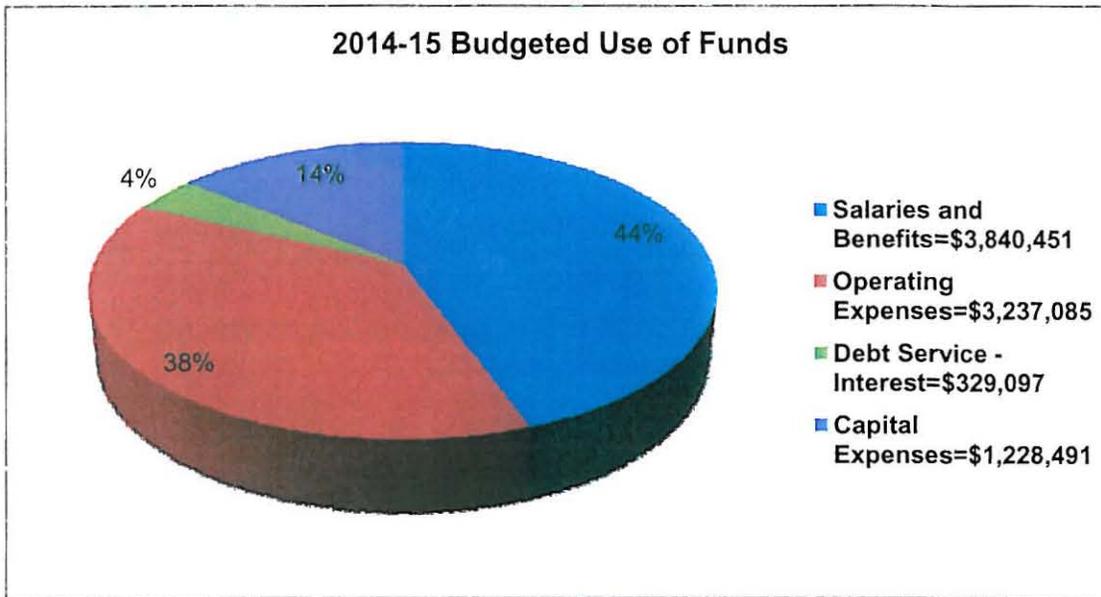
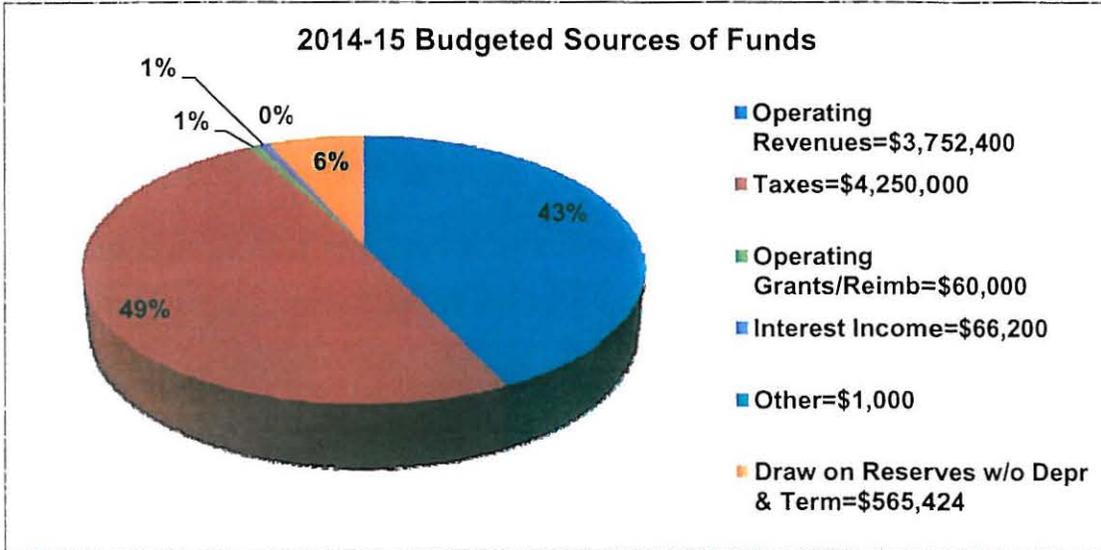
DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Net Assets Categorized

	Projected Balance at June 30, 2014	Increase (Decrease)	Projected Balance At June 30, 2015
General Fund:			
Reserve for Collateral on DBAW Loans	1,701,349		1,701,349
Reserved for Emergency	1,619,464		1,619,464
Reserved for Liability for Termination Benefits	2,963,958	311,904	3,275,862
Reserved for Future Capital Improvements	586,500		586,500
Reserved for District Office Construction	1,526,218		1,526,218
Reserved for Short Term Operating Costs	3,237,085		3,237,085
Invested in Capital Assets net of Related Debt	18,304,086	1,228,491	19,532,577
Undesignated Fund Balance/ Net Asset	(11,905,689)	(2,793,950)	(14,699,639)
General Fund Total Net Assets	18,032,971	(1,253,555)	16,779,416

*This section provides an estimate of the fiscal impacts that the 2014-15 First Draft Preliminary Budget will have on the financial information for fiscal year 2014-15.

Where the District Gets its Money and Where the Money is Spent



TOTAL SOURCES: \$8.6 MILLION = TOTAL USES: 8.6 MILLION

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.

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

Service	Oyster Point Marina/Park																														
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="837 674 922 741">Berth Size</th> <th data-bbox="1016 674 1105 741">Single Finger</th> <th data-bbox="1162 674 1252 741">Double Finger</th> </tr> </thead> <tbody> <tr> <td data-bbox="837 779 878 810">26'</td> <td data-bbox="1049 779 1089 810">n/a</td> <td data-bbox="1179 779 1268 810">210.00</td> </tr> <tr> <td data-bbox="837 816 878 848">30'</td> <td data-bbox="1016 816 1089 848">231.00</td> <td data-bbox="1179 816 1268 848">241.50</td> </tr> <tr> <td data-bbox="837 854 878 886">36'</td> <td data-bbox="1016 854 1089 886">278.50</td> <td data-bbox="1179 854 1268 886">288.75</td> </tr> <tr> <td data-bbox="837 892 878 924">40'</td> <td data-bbox="1016 892 1089 924">320.25</td> <td data-bbox="1179 892 1268 924">330.75</td> </tr> <tr> <td data-bbox="837 930 878 961">45'</td> <td data-bbox="1016 930 1089 961">357.00</td> <td data-bbox="1179 930 1268 961">372.75</td> </tr> <tr> <td data-bbox="837 968 878 999">50'</td> <td data-bbox="1016 968 1089 999">399.00</td> <td data-bbox="1179 968 1268 999">414.75</td> </tr> <tr> <td data-bbox="837 1005 878 1037">55'</td> <td data-bbox="1049 1005 1089 1037">n/a</td> <td data-bbox="1179 1005 1268 1037">456.75</td> </tr> <tr> <td data-bbox="837 1043 878 1075">60'</td> <td data-bbox="1016 1043 1089 1075">477.75</td> <td data-bbox="1179 1043 1268 1075">498.75</td> </tr> <tr> <td data-bbox="837 1081 911 1113">Skiffs*</td> <td data-bbox="1049 1081 1122 1113">52.50</td> <td data-bbox="1211 1081 1268 1113">78.75</td> </tr> </tbody> </table> <p data-bbox="773 1104 1331 1297">*and Dinghies 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																													
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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 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. - Annual permit \$200.00 valid at all District operated launch ramps. - 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.
Live Aboard Permit	\$350.00 monthly fee - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.

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"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	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)	\$17/pad Free – limit of six
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

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.

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 Dinghies – 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																													
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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

Service	Pillar Point Harbor
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

Service	Pillar Point Harbor
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 NO REFUND 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

Service	Pillar Point Harbor
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. - Annual permit \$200.00 valid at all District operated launch ramps. - 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.
Live Aboard Permit	\$350.00 monthly fee - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: - Postage - Individual notices - Agendas - Minutes - Audio Recording	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	\$1.60 per foot per month – \$48.00 minimum

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
Mooring Fee for District-Owned Mooring	Monthly: \$4.25 per foot (LOA) per month –\$105.00 per month minimum with signed agreement Transient: \$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)	\$1/ pad Free – limit of six
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 – service is only available at Lot C during salmon season and crab season 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

Service	Pillar Point Harbor
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.

San Mateo County Harbor District

3- Year Premium & Commission History

Coverage/Premium	2011	2012	2013
Property (on-shore) *	\$9,980	\$10,338	\$10,804
Property (Docks & Piers) *	\$114,113	\$117,754	\$105,980
Marine Liability/Marina LL *	\$33,000	\$35,700	\$30,000
Marine Hull and Protection *	\$39,792	\$43,492	\$41,243
Auto*	\$10,793	\$11,120	\$8,670
Excess Liability*	\$23,500	\$26,800	\$26,800
Workers' Compensation	\$86,556	\$119,030	\$114,846
Management Liability	\$9,534	\$13,851	\$13,851
Total	\$327,268	\$378,085	\$352,194

Coverage/Commission	2011	2012	2013
Property (on-shore)	\$1,497	\$1,551	\$1,621
Property (Docks & Piers)	\$17,117	\$17,663	\$15,897
Marine Liability/Marina LL	\$4,950	\$5,355	\$4,500
Marine Hull and Protection	\$5,969	\$6,524	\$6,186
Auto	\$1,619	\$1,668	\$1,301
Excess Liability	\$3,525	\$4,020	\$4,020
Workers' Compensation	\$3,462	\$4,761	\$4,594
Management Liability	\$953	\$1,385	\$1,385
Total	\$39,092	\$41,376	\$39,503

Notes:

*Travelers' confirmed rates for 2014 will remain flat.

Workers' Compensation and Management Liability rates will see standard increases due to current market conditions.

This is provided for reference only and is not intended to interpret policy language. Refer to your policy for terms and conditions.

STANDARD MACCORKLE INSURANCE SERVICE FEE AGREEMENT

Pursuant to California Insurance Code Section 1623

1. The parties San Mateo County Harbor District and MacCorkle Insurance Service, a California Department of Insurance License Number 0606920.
2. San Mateo County Harbor District appoints MacCorkle Insurance Service as San Mateo County Harbor District's insurance broker of record. MacCorkle Insurance Service agrees to transact insurance on behalf of the SAN MATEO COUNTY HARBOR DISTRICT.
3. This agreement is effective July 1, 2014 and shall terminate on June 30, 2017.
4. MACCORKLE INSURANCE SERVICE agrees to provide the following services:
 - o Placement of commercial insurance policies
 - o 2015 x-mod projection
 - o Workers' Compensation claim reviews as mutually agreed
 - o Contact reviews (as needed);
 - o Final audit review
 - o Loss control assistance as mutually agreed
 - o Workers' Compensation claim monitoring as mutually agreed
 - o Property & Casualty claim assistance as needed
 - o Any additional services as required and mutually agreed upon.

PROVIDED, HOWEVER, that MacCorkle Insurance Service makes no representation or warranty regarding: (a) the financial solvency, or ability to pay claims, of any insurer (or insurers) with whom SAN MATEO COUNTY HARBOR DISTRICT'S policies may be placed; or (b) the sufficiency of coverage or coverages in the policy or policies obtained for SAN MATEO COUNTY HARBOR DISTRICT.

5. SAN MATEO COUNTY HARBOR DISTRICT agrees to pay MacCorkle Insurance Service fee for services. The full amount of the MacCorkle Insurance Service fee being charged by MACCORKLE INSURANCE SERVICE is **\$40,000 each year for the term of this 3-year agreement** and is fully earned and nonrefundable. Fee will be in lieu of any commissions for policies placed 7-1-14 and annual thereafter until termination of this agreement. Any new policies put into place and not contemplated under this agreement may be subject to commission.

6. **General Terms and Conditions:**

- A. Assignment. No party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
- B. Captions. The subject headings of the sections and paragraphs of this Agreement are included for purposes of convenience only, and shall not affect the construction or interpretation of any of its provisions.
- C. Consent. The signatories to this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into this Agreement on behalf of the respective parties.
- D. Dates. All deadlines or other time periods referenced in this Agreement that require or permit performance of any obligation within a specified number of days shall be calculated on a calendar-day basis. If the day for performance hereunder falls on a weekend or holiday, the deadline for performance shall be extended to the next business day.
- E. Entire agreement, amendment, waiver. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, representations and understandings of the parties. No amendment or other alteration of this Agreement shall be binding unless executed in writing by the signatories to this Agreement. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
- F. Fair meaning. The language in all parts of this Agreement shall be in all cases construed simply according to its fair meaning.
- G. Governing law. This agreement shall be construed in accordance with, and governed by, the laws of the State of California.
- H. Indemnification. Each party to this Agreement represents, covenants and warrants that it will defend, save, protect, indemnify, and hold harmless the other party, and its respective officers, directors, and employees from any and all claims, demands, suits, or other process to the extent such claims, demands, suits, or other process arises out of their respective negligence or willful misconduct.
- I. No agency created. Nothing in this Agreement is intended to create any agency relationship between MACCORKLE INSURANCE SERVICE and SAN MATEO COUNTY HARBOR DISTRICTS. No authority is granted to either party to obligate or bind the other party to any contract, agreement, or obligation of any kind, or to make any representations or warranties, or to act on behalf of in any manner, without the express written authorization of the party to be bound.



- J) No drafter. Neither party shall be deemed drafter of this Agreement, nor each party hereto has reviewed, or had the opportunity to review, this Agreement with their own legal counsel.
- K) Notices. All notices and other communications under this Agreement shall be in writing and shall be deemed to have been given on the date of service if served personally on the party to whom the notice is to be given, or on the third day after mailing if sent by facsimile and confirmed by U.S. Mail, mailed to the party to whom notice is to be given, by first class mail registered or certified, postage prepaid, and addressed as follows to the individuals listed below (or their successors):

Bernard Lauper, CEBS, SPHR, CLU
CEO and President

Peter Grenell
General Manager

MacCorkle Insurance Service
577 Airport Blvd.
Burlingame, CA 94050

SAN MATEO COUNTY HARBOR
DISTRICT
400 Oyster Point Blvd., #300
South San Francisco, CA 94080

- L) Savings clause. If any term or provision of this Agreement is held or construed to be invalid or unenforceable to any extent or application, then the remainder of this Agreement shall be valid and enforceable to the fullest extent and the broadest application permitted by law.

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it as of the ___ day of _____ 2014

MACCORKLE INSURANCE SERVICE
HARBOR DISTRICT

SAN MATEO COUNTY

Bernard Lauper, CEBS, SPHR, CLU
a California corporation

Peter Grenell, General Manager

By _____
Bernard Lauper, CEBS, SPHR, CLU
CEO and President

By _____
Peter Grenell
General Manager



MACCORKLE
INSURANCE SERVICE

Commercial Insurance Company of America
10000 Wilshire Blvd., Suite 1000
Beverly Hills, CA 90212
(310) 271-1000

June 10, 2011

San Mateo County Harbor District
Mr. Peter Grenell
400 Oyster Point Blvd., #300
South San Francisco, CA 94080

Re: Commercial Insurance Program 2011-2012

Dear Mr. Grenell:

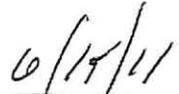
In compliance with current insurance code, it is our policy to disclose any fees charged by our office. An agreed renewed three (3) year contract fee of \$39,600 will be applied to this renewal. It is agreed that the net difference of compensation will be reconciled at the conclusion of the 2011-2012 policy year.

Your signature on this document is necessary to comply with the insurance code and as your acceptance of this additional fee. If you have any questions, please contact your agent, Zack Goldenberg or myself at (650) 349-2364.

Sincerely,

Mona Callier-Johnson
Commercial Account Manager
650-227-7424 - direct
650-349-4631 - fax
monacallier@hotmail.com

X 

Insured's Signature 

Date

Memo

Date: 4/11/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: TIGER Grant Application (federal Transportation Investment
Generating Economic Recovery Grant)

RECOMMENDATION

Adopt Resolution 08-14 and approve submittal of TIGER grant application to the U. S. Department of Transportation in the amount of \$3,440,000 for road and pier improvements for truck vehicle access to and from Pillar Point Harbor's Johnson Pier for commercial fish loading and transport.

BACKGROUND

Problem Statement

The Johnson Pier was originally designed to accommodate loading of small trucks with product by wholesale commercial fish handlers operating on the pier. Since the early 1960s, efficient use of large semi-trailer trucks has been hampered by the pier's design and size constraints. This problem has been particularly acute during very busy fishing seasons for squid, crab, and salmon. These large vehicles need to back out onto the pier and load one at a time. This necessity creates a safety hazard as well.

The Harbor District's pier study of 1994 examined the problem and proposed several pier deck expansion alternatives. Lack of funding precluded action to alleviate the problem.

Additionally, the semi-trailer trucks must negotiate three difficult street intersections to reach and leave the pier: Highway 1-Capistrano Ave., Capistrano-Pillar Point Rd., and Pillar Point Rd.-Johnson Pier Rd. These road constraints increase the time inefficiency of operations and also create safety hazards.

Funding Opportunity

At this time, however, the Harbor District has a unique funding opportunity to address the pier/road truck access problems. The District is eligible for 100 percent grant funding from the U. S. Department of Transportation's TIGER Discretionary Grant Program (Transportation Investment Generating Economic Recovery). Deadline for submittal of grant applications is April 28, 2014.

Staff recommends Commission adoption of Resolution xx and authorization to submit an application to D. O. T. for a \$3,440,000 grant to design and construct road and pier improvements to address the problems adversely affecting semi-trailer truck access to, on, and from the Johnson Pier to load and transport fish product.

Summary of Project Improvements

Road improvements: At the three road intersections noted above, measures to improve truck movements without obstruction will be implemented as needed including increasing road width, modifying curb radius, or otherwise easing the vehicles' ability to negotiate the turns into and out of the harbor.

Pier improvements: Additional pier deck area will be constructed to accommodate concurrent truck loading, more maneuvering room, and to enable the trucks to drive onto and off the pier front first. This will be quicker, more efficient, and much safer than the existing arrangement. The added deck area will be located in two places (see attached illustration): where existing freezers and work dock are located (both to be relocated), and as an extension of the pier's long "arm".

Estimated Project Costs

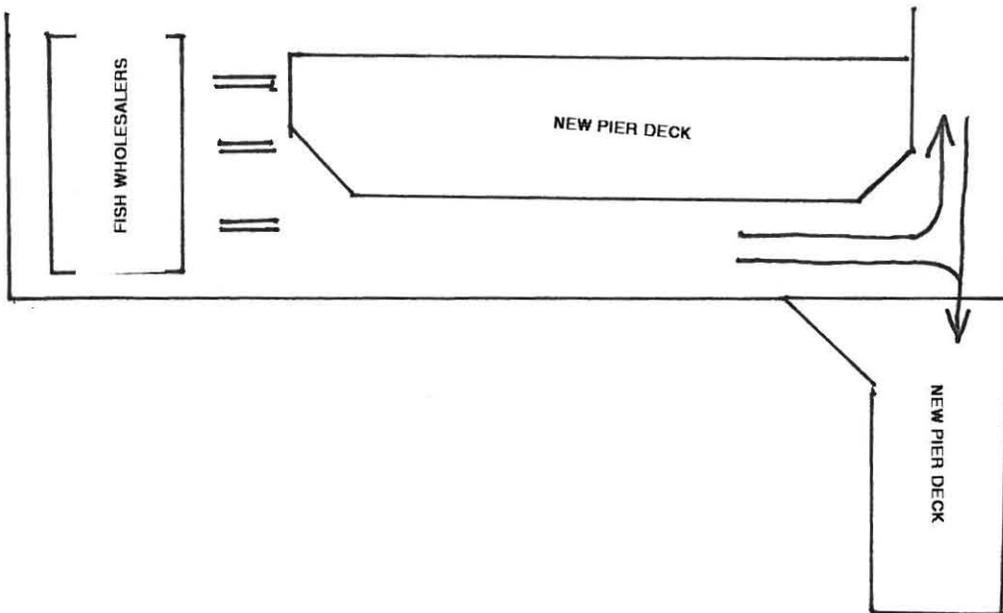
Total estimated project cost and requested grant amount is \$3,440,000. This total includes design, permits, taxes and contingency. Pre-construction costs are estimated at 23%.

Project Timeline and Relation to Strategic Business Plan Preparation

Grant funds, if awarded, are expected to be available in 2015. Following grant application submittal by April 28th, project details can be refined with stakeholders within the District's strategic business plan process.

Several important points to keep in mind: (a) Past history leading to the District's 1994 pier expansion study; (b) Renewed stakeholder input regarding on-pier fishery operations problems related to congestion, inefficiency, and safety; (c) The 100% grant that would not require District funds to be budgeted; and (d) the District's commitment to sustaining the fishing industry at Pillar Point Harbor, all reinforce the importance of taking advantage of this timely funding opportunity.

JOHNSON PIER SHOWING NEW DECK FOR TRUCKS



Resolution 08-14
of the
San Mateo County Harbor District
to

Authorize submittal of an application to the U. S. Department of Transportation for a TIGER grant (Transportation Investment Generating Economic Recovery) in the Amount of \$3,440,000.00 and appoint the General Manager as Harbor District designee to execute an agreement with the Department of Transportation

Whereas, the Board of Harbor Commissioners ("Board") has taken action to prepare a Strategic Business Plan for the Harbor District ("District") and its harbors; and,

Whereas, the Board has expressed its commitment to plan and act to sustain the commercial fishing industry at Pillar Point Harbor; and,

Whereas, the U. S. Department of Transportation ("D.O.T.") has issued an invitation for applications to seek grant funds from its TIGER Discretionary Grant program (Transportation Investment Generating Economic Recovery); and

Whereas, the District has been informed by D.O.T. that it is eligible to receive one hundred percent (100%) grant funding if its application is approved.

Therefore, be it resolved that the Board of Harbor Commissioners approves submittal of a TIGER grant application to D.O.T. in the amount of \$3,440,000.00 for road and pier improvements to support fishing industry operations at Pillar Point Harbor.

Be it further resolved that the Board of Harbor Commissioners appoints General Manager Peter Grenell to be the District's designee for the purposes of executing a grant agreement with D.O.T.

Approved this 16th day of January, 2013 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

Memo

DATE: April 8, 2014

TO: Board of Harbor Commissioners

THRU: Peter Grenell
General Manager

FROM: Marietta Harris
Human Resources Manager

RE: Parking Citation Processing Contract Extension

Recommended Action:

Authorize the General Manager to execute a one-year extension of the existing contract With Turbo Data Systems, Inc. for parking ticket processing and related services.

Discussion:

Since 1999, all agencies in San Mateo County that issue parking citations have individually contracted with Turbo Data Systems, Inc. for parking ticket processing and related services using a model contract negotiated by one City acting as lead agency. Turbo Data was selected twice through a consolidated RFP process where a lead agency took responsibility for the process and all 29 other agencies piggy-backed on that RFP process and the resulting contract. In both instances the City of Daly City served as lead agency for the RFP.

On June 30 the contract with Turbo Data will expire. In order to provide a reasonable time to complete a new RFP process, for which the County of San Mateo will be acting as lead agency this time, Turbo Data has agreed to extend the current contract for an additional year. Included in the offer of extension is a small price reduction in the cost to process citations.

The combined RFP process has worked extremely well twice in the past, resulting in substantial savings of both staff time and overall costs to process parking tickets. We anticipate equally successful results this time and the one-year contract extension will help to insure a fair and competitive process.

Financial Impact:

The cost of processing will be reduced for Automated Citations from \$1.28 to \$1.20 and for the Electronic Citations after 48 hours and the Hand Written Citations from \$1.40 to \$1.35. All other terms of the contract will remain the same. These prices should ensure that all of the agencies, large or small, automated or not, would see some savings by going with the one year extension. The County, as lead agency, has recommended that all agencies execute a one-year extension so that a thorough RFP process can be carried out.

Conclusion:

Extension of the contract for parking citation processing and related services with Turbo Data Systems, Inc. will allow time to conduct a thorough and fair RFP process. An additional benefit will be a slight reduction in overall processing costs compared to current rates.

**AGREEMENT FOR PROFESSIONAL SERVICES –
PARKING CITATION PROCESSING AND ADJUDICATION**

This Agreement is entered into by and between Turbo Data Systems, Inc. (TDS), a California Corporation, and The City of Daly City (hereinafter "Customer"), a municipal corporation, EFFECTIVE JULY 1, 2006.

WHEREAS, TDS and Customer desire to enter into an Agreement whereby TDS will process parking citations for Customer pursuant to the terms and conditions set forth herein, including all applicable State and local laws and regulations in effect now and during the term of this Agreement, and

WHEREAS, TDS is a firm specializing in the provision of parking citation processing and related services, with considerable knowledge and experience in the field.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, representations, and warranties contained herein the parties hereby agree as follows:

1. **PROFESSIONAL SERVICES TO BE PROVIDED.** TDS shall be independently responsible for providing the services described in the scope of work attached hereto as Exhibit "A" and incorporated herein by reference. TDS agrees to extend these services to all San Mateo County Cities and Agencies which issue parking citations and wish to receive such services from TDS. Courier and banking services will be negotiated separately with new agencies not a part of the original RFP process.
2. **TERM.** This Agreement shall become effective July 1, 2006 for a period of five (5) years.
3. **OPTION.** Upon the expiration of this Agreement, Customer shall have the option, in its sole and absolute discretion, of extending this Agreement for an additional three (3) years on the terms and conditions contained herein, except that TDS may propose an increase of six (6) percent or less to the compensation amounts in Exhibit "A". Customer shall notify TDS in writing at the address listed in the NOTICE section of this Agreement of its intention to extend this Agreement at least one hundred-twenty (120) days prior to the expiration of this Agreement.
4. **CONSIDERATION.** In consideration for services performed by TDS as provided in this Agreement, Customer shall pay TDS pursuant to the terms set forth in Exhibit "A" which is attached hereto and incorporated herein by this reference.
5. **PAYMENT OF FEES.** Charges determined on the basis set forth in Exhibit "A" shall be billed on a monthly basis in arrears and payment therefore shall be made within fifteen (15) days after submission of each separate invoice.
6. **CALCULATION OF AMOUNTS DUE COUNTY.** TDS shall calculate amounts due the County of San Mateo as required by State law and forward the figures (Paid Citation Distribution Report) to Customer in a timely manner so that Customer is able to remit the required funds to the County of San Mateo before the date due.

7. ACCOUNTING RECORDS. Records of the citations processed by TDS shall be available for examination by Customer or its authorized representative(s) at a time agreeable to Customer and TDS within one week following a request by Customer to examine such records. Failure by TDS to permit such examination within one (1) week of a request shall permit Customer to withhold all further payments until such examination is completed unless an extension of time for examination is authorized by Customer in writing.
8. TIME OF PERFORMANCE. Time is of the essence, and TDS shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.
9. INDEPENDENT CONTRACTOR. At all times during the term of this Agreement, TDS shall be an independent contractor and shall not be an employee of Customer. Customer shall have the right to control TDS only insofar as the results of TDS's services rendered pursuant to this Agreement; however, Customer shall not have the right to control the means by which TDS accomplishes the services rendered pursuant to this Agreement.
10. FACILITIES AND EQUIPMENT. TDS shall, at its own cost and expense, provide all facilities and equipment that may be required for performance of the services required by this Agreement.
11. INDEMNIFICATION BY TURBO DATA SYSTEMS, INC. TDS is skilled in the professional calling necessary to perform the services and duties agreed to be performed by TDS under this Agreement, and Customer, not being skilled in such matters, relies upon the skill and knowledge of TDS to perform said services and duties in the most skillful manner. Therefore, TDS agrees to indemnify, defend, and hold harmless Customer, its officers, officials, employees, volunteers and agents harmless from and against any and all liability, claims, suits, actions, damages, and causes of action, including attorney's fees, arising during the term of this agreement out of any personal injury, bodily injury, loss of life, or damage to property, or of any violation of any federal, state, or municipal law or ordinance , or other cause to the extent caused by the negligent acts or omissions of TDS, its employees, subcontractors, or agents, or an account of the performance or character of this work, except for any such claim arising out of the sole negligence or willful misconduct of Customer, its officers, officials, employees, volunteers and agents.

Acceptance by Customer of the work performed under this agreement does not operate as a release of TDS from such professional responsibility for the work performed. It is further understood and agreed that TDS is apprised of the scope of the work to be performed under this Agreement and TDS agrees that said work can and shall be performed in a fully competent manner.

12. LIABILITY LIMITATION AND INDEMNIFICATION BY CUSTOMER. TDS shall use due care in processing work of Customer but TDS shall be responsible only to the extent of correcting any errors that are due to the equipment or personnel of TDS, such errors shall be corrected by TDS at no additional charge to Customer. TDS shall be entitled to reimbursement from Customer for any expenses incurred by TDS for the correction of any erroneous information provided by Customer and TDS shall not be responsible for

Customers' losses and expenses resulting from erroneous source materials provided by Customer. Neither party shall be liable to the other for any indirect or consequential losses or damages. Customer shall indemnify and hold harmless TDS and its officers, directors, shareholders, employees and representatives from any and all claims, demands, liability, damages, and judgments arising out of erroneous information provided by Customer.

13. INSURANCE. On or before beginning any of the service or work called for by any term of this Agreement, TDS, at its own cost and expense, shall carry, maintain for the duration of the Agreement, and provide proof thereof that is acceptable to Customer the insurance specified in Exhibit "B" to this Agreement under forms of insurance satisfactory in all respects to Customer. TDS shall not allow any subcontractor, professional or otherwise, to commence work on any subcontract until all insurance required of TDS has also been obtained for the subcontractor.
14. FAIR EMPLOYMENT PRACTICES/EQUAL OPPORTUNITY ACTS. In the performance of this Agreement, TDS shall comply with all applicable provisions of the California Fair Employment Practices Act (California Government Code Section 12900) and the applicable equal employment provisions of the Civil Rights Act of 1964, whichever is more restrictive.
15. AGENCY. Except as Customer may specify in writing TDS shall have no authority, expressed or implied, to act on behalf of Customer in any capacity whatsoever as an agent. TDS shall have no authority, expressed or implied, pursuant to this Agreement to bind Customer to any obligation whatsoever.
16. CHANGES IN LAW. Any changes in the processing of parking violations as a result of changes in the law or DMV regulations affecting such violations which do not materially add to the cost of processing such citations by TDS shall be implemented by TDS. Should there be any changes in the law applicable to the processing of parking citations which would require material changes in the method of the processing as contemplated in this Agreement, or materially reduce or eliminate the amount of revenue received by Customer from parking citations, TDS and Customer agree to negotiate in good faith to amend this Agreement to allow for such changes. Otherwise, this Agreement shall terminate on the date such law becomes effective, provided either party gives sixty (60) days notice of termination.
17. OWNERSHIP. Customer acknowledges that the software and software programs used by Customer or used for Customer's benefit which were developed by TDS are the sole property of TDS and Customer obtains no right or interest in the software by virtue of this Agreement.
18. PROPRIETARY INFORMATION. Customer agrees not to reproduce, disclose, or distribute Contractor's proprietary information such as any description of specialized or unique processes, software, or methods that are used in the course of providing the services under this Agreement, including any financial information, that is not considered a public record.
19. FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but are not limited to, Acts of God, strikes, riots, acts of war, epidemics, fire, communication line failure, earthquakes or other disasters.

20. ASSIGNABILITY. Because of the necessary expertise required of TDS by this Agreement, TDS shall not assign this Agreement nor any part of it without the prior written consent of Customer.
21. TERMINATION. This Agreement may be terminated by either party upon one hundred twenty (120) days written notice after the end of the third year of the Agreement.
22. TRANSITION TO NEW VENDOR. In the event that TDS and Customer terminate this agreement, TDS agrees to provide all reasonable assistance required to make an orderly and accurate transition to a new citation processor. At the option of Customer, TDS agrees to continue to provide services required under this agreement for each and every citation up to the termination date entered into TDS's processing system until the final determination of each such citation. TDS shall be compensated for each such citation under the same terms as provided for herein.
23. NOTICE. Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be served by certified mail addressed to:

TDS: Roberta J. Rosen President
Turbo Data Systems, Inc.
18302 Irvine Boulevard, Suite 200
Tustin, California 92780-3464

CUSTOMER: Donald W. McVey
Director of Finance
City of Daly City
333 – 90th Street
Daly City, California 94015

unless and until different addresses may be furnished in writing by either party to the other, and such notice shall be deemed to have been served within seventy-two (72) hours after the same has been deposited in the United States Post Office by certified mail. This shall be valid and sufficient service of notice for all purposes.

24. EXTENT OF AGREEMENT. This Agreement represents the entire and integrated Agreement between Customer and TDS and supersedes any and all prior negotiations, representations or agreements, either written or oral.
25. AMENDMENTS. This Agreement may be amended only by written instrument signed by both Customer and TDS, which writing shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.
26. SEVERABILITY. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided

that the remainder of this Agreement, absent the unexercised portion, can be reasonably interpreted to give effect to the intentions of the parties.

27. LITIGATION COSTS. If any legal action or any other proceeding is brought to enforce the terms of this Agreement, or because of an alleged dispute, breach, or misrepresentation in the connection with any of the provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover their reasonable attorneys' fees and other costs incurred in that action or proceeding, including the costs of appeal in addition to any other relief to which it or they may be entitled.

28. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Executed on this 25th day of April 2006.

CITY OF DALY CITY

By: _____
Patricia E. Martel, City Manager

TURBO DATA SYSTEMS, INC.

By: _____
Roberta J. Rosen
President

Approved as to Form:

Stan Gustavson, City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES –
PARKING CITATION PROCESSING AND ADJUDICATION

EXHIBIT A
SCOPE OF WORK AND COMPENSATION

TDS will provide Parking Citation and Processing Services, including independent subcontracted adjudication services, as outlined in this Scope of Work, which includes the Request for Proposals To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities, and the Proposal To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities submitted by TDS and dated March 8, 1999, both of which are hereby incorporated herein by reference as if set out in full as the Scope of Work and Compensation for TDS.

Fee Schedule

Per Citation/Processing Fee - Electronic (entered within 48 hrs)		\$1.28
Per Citation/Processing Fee - Electronic (entered after 48 hours)		\$1.40
Per Citation/Processing Fee - Hand Written		\$1.40
Out of State Processing:		
Paid Off Windshield Notice		No additional charge
Additional Processing Required	% of collections	25%
Administrative Adjudication Processing - price per citation entering the process		\$3.60
Administrative Hearings		\$20
Reminder Notices	per notice mailed	\$0.62
Final Notices, DMV Hold Letters, and Other Mailings		\$0.62
Credit Card by Phone and Internet	Cost to City	no charge
Credit Card by Phone and Internet	Cost to Public	\$3
Online System Access - City Personnel	1st workstation	no charge
Per month for additional stations		\$40
Online System Access - Public		no charge
Parking Information Portal and Online Reporting Access		no charge
Other Fees:		
Advanced Collections		25% of collected revenue
Interagency Offset Program (through FTB):		
	Charge for Notice	to be determined
	Social Security	
	Lookup	to be determined
	Collected Revenue	to be determined

If postal rates change during the term of the Agreement, the compensation to Contractor shall be adjusted effective the same day as the postal rate increase by the same amount as the change in postage. This will affect the per notice prices of all services as well as the Administrative Adjudication Pricing. The formula for determining the amount to be added to the charge for each citation entering the Administrative Adjudication Process shall be:

Number of letters sent in the Adjudication Process
for the previous three months

----- X Change in Postal Rate

Number of individual citations for which
those letters were sent, i.e., volume of appeals

Should Customer require a performance bond, TDS will prepay such cost and Customer will reimburse TDS within 15 days upon proof of coverage and payment by TDS.

AGREEMENT FOR PROFESSIONAL SERVICES –
PARKING CITATION PROCESSING AND ADJUDICATION

EXHIBIT B
INSURANCE

TDS shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by TDS, its agents, representatives, employees, or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office form number GL 0002 (Ed.1 /73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).

Insurance Services Office form number CA 0001 (Ed.1/78) covering Automobile Liability, code 1 any auto and endorsement Ca 0025.

Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

TDS shall maintain limits no less than:

General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retentions must be declared to and approved by Customer. At the option of Customer, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Customer, its officers, officials, employees, volunteers and agents; or TDS shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

Customer, its officers, officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of TDS; products and completed operations of TDS; premises owned, occupied or used by TDS; or automobiles owned, leased, hired or borrowed by TDS. The coverage shall

contain no special limitations on the scope of protection afforded to Customer, its officers, officials, employees, volunteers and agents. For any claims related to this project, TDS's insurance coverage shall be primary insurance as respects Customer, its officers, officials, employees, volunteers and agents. Any insurance or self-insurance maintained by Customer shall be excess of TDS's insurance and shall not contribute with it.

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to Customer, its officers, officials, employees, volunteers and agents.

TDS's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days (10 days for nonpayment) prior written notice by certified mail, return receipt requested, has been given to Customer.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to Customer.

Verification of Coverage

TDS shall furnish certificates of insurance evidencing all the coverage required above, naming the San Mateo County Cities and Agencies, c/o City of Daly City, 333 – 90th Street, Daly City, CA 94015, that are a party to this Agreement as additional insureds. Should Customer wish an individualized certificate of insurance as an additional insured, TDS will provide such for an annual \$50.00 charge. The endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by Customer before work commences. All required information is to be mailed to the address shown in the NOTICE section of the Agreement.

SUBCONTRACTORS

TDS shall include all subcontractors as insureds under its policies or shall furnish separate evidence of coverage and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

FIDELITY BOND

In addition to the above, TDS shall provide a \$100,000 fidelity bond covering all employees for theft, dishonesty, and faithful performance.

RESOLUTION NO. 09-14

A RESOLUTION OF THE SAN MATEO COUNTY HARBOR DISTRICT AUTHORIZING THE GENERAL MANAGER TO EXECUTE A SECOND AMENDMENT TO THE AGREEMENT WITH TURBO DATA SYSTEMS, INC. FOR PARKING CITATION PROCESSING AND ADJUDICATION SERVICES EXTENDING THE AGREEMENT FOR ONE ADDITIONAL YEAR

WHEREAS, the San Mateo County Harbor District, entered into the Agreement For Professional Services - Parking Citation Processing and Adjudication with Turbo Data Systems, Inc. effective July 1, 2006; and

WHEREAS, the San Mateo County Harbor District exercised the option under that Agreement to extend the term for an additional three years; and

WHEREAS, the current contract will therefore expire on July 1, 2014, and

WHEREAS, as the lead agency for the upcoming Request for Proposals process for parking citation processing and related services, the County of San Mateo has recommended a one-year extension of the existing Agreement with Turbo Data Systems, Inc. in order to allow adequate time to conduct a fair and thorough RFP process while allowing an adequate time to transition to a new vendor should that be the result of the RFP process; and

WHEREAS, Turbo Data Systems, Inc. has agreed to reduce the costs for processing of parking citations as shown in the revised Exhibit A to the Agreement during the one-year extension period; and

WHEREAS, the San Mateo County Harbor District desires to extend the Agreement for one additional year, through June 30, 2015, and take advantage of the reduced processing fees;

NOW, THEREFORE, BE IT RESOLVED by the Harbor Commission of the San Mateo County Harbor District that the Commission hereby authorizes the General Manager to execute such Second Amendment with Turbo Data Systems, Inc.

I hereby certify that the foregoing Resolution was regularly introduced and adopted by the San Mateo County Harbor District at a regular meeting held on the 16th day of April, 2014 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

AGREEMENT FOR PROFESSIONAL SERVICES –
PARKING CITATION PROCESSING AND ADJUDICATION
EXHIBIT A - SCOPE OF WORK AND COMPENSATION –
REVISED EFFECTIVE JULY 1, 2014

TDS will provide Parking Citation and Processing Services, including independent subcontracted adjudication services, as outlined in this Scope of Work, which includes the Request for Proposals To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities, and the Proposal To Provide Parking Citation Processing and Payment Services For the San Mateo County Cities submitted by TDS and dated March 9, 2006, both of which are hereby incorporated herein by reference as if set out in full as the Scope of Work and Compensation for TDS.

Fee Schedule

Per Citation/Processing Fee - Electronic (entered within 48 hrs)		\$1.20
Per Citation/Processing Fee - Electronic (entered after 48 hours)		\$1.35
Per Citation/Processing Fee - Hand Written		\$1.35
Out of State Processing:		
Paid Off Windshield Notice		No additional charge
Additional Processing Required	% of collections	25%
Administrative Adjudication Processing -		
price per citation entering the process		\$3.75
Administrative Hearings		\$20
Reminder Notices	per notice mailed	\$0.72
Final Notices, DMV Hold Letters, and Other Mailings		\$0.72
Credit Card by Phone and Internet	Cost to COUNTY	no charge
Credit Card by Phone and Internet	Cost to Public	\$3.95
Online System Access - COUNTY Personnel	1st workstation	no charge
Per month for additional stations		\$40
Online System Access - Public		no charge
Parking Information Portal and Online Reporting Access		no charge
Other Fees:		
Advanced Collections		25% of collected
Interagency Offset Program (through FTB):		
	Charge for Notice	to be determined
	Social Security Lookup	to be determined
	Collected Revenue	to be determined

If postal rates change during the term of the Agreement, the compensation to Contractor shall be adjusted effective the same day as the postal rate increase by the same amount as the change in postage. This will affect the per notice prices of all services as well as the Administrative Adjudication Pricing. The formula for determining the amount to be added to the charge for each citation entering the Administrative Adjudication Process shall be:

Number of letters sent in the Adjudication Process
for the previous three months

----- X Change in Postal Rate

Number of individual citations for which
those letters were sent, i.e., volume of appeals

Should Customer require a performance bond, TDS will prepay such cost and Customer will reimburse TDS within 15 days upon proof of coverage and payment by TDS.

Memo

Date: April 9, 2014

To: Board of Harbor Commissioners

From: Marietta Harris
Human Resources Manager

Re: Request for Waiver of Event Fees for Athletic Event Permit for Non-Profit Organization Dolphin South End Runners Event, June 29, 2014 and September 21, 2014 at Oyster Point Marina/Park

RECOMMENDATION

Waive event fees and approve Athletic Event Permit for non-profit organization Dolphin South End Runners event on June 29, 2014 and September 21, 2014 at Oyster Point Marina/Park.

BACKGROUND

Dolphin South End Runners, a non-profit organization, requests an Athletic Event Permit and fee waiver for two run events for June 29, 2014 and September 21, 2014 (see attached application).

The June 29, 2014 will consist of a 4-mile race, 2 miles south on the Bay Trail and back. The September 21, 2014 event will consist of a 6-mile race, 3 miles north on the Bay Trail and back. They will take place from 9:00 a.m. to 10:15 a.m. with a set-up time of 8:00 a.m. and an exit time of 10:30 a.m. A total of 125-150 participants are expected to attend each event. Adults are charged \$5, teens \$3, and children are free as well as Harbor District staff.

The fee for this event is \$65.00. This organization is a non-profit and is asking for a fee waiver. As with previous such events, the fee has been waived. The non-refundable application fee of \$150 has been paid to the District. They have provided all the insurance requirements.



San Mateo County Harbor District

400 Oyster Point Blvd., Suite 300,
 South San Francisco, CA 94080
 (650) 583-4400 T
 (650) 583-4611 F
 www.smharbor.com

Please supply the information requested below. Please remit this application at least 21 days prior to your event. Attach additional sheets if necessary, to provide required information. A non-refundable application fee of should accompany this application. You will be notified of the disposition of the application and the necessary steps to secure your final permit. A permit fee, signed permit agreeing to reimburse District for any costs incurred by damages and proof of liability insurance named the San Mateo County Harbor District as also insured will be required. See Event Policy, Permit Fee Schedule and Category Definitions.

APPLICATION FORM – Special Use Permit		
Applicant Name:	Janet Nissen	
Organization Name:	Dolphin South End Runners	
Address:	1214 Oddstad Blvd.	
City, State, Zip Code	Pacific CA 94044	
Telephone (650)	Day 355-7640 Cell 245-9982 Fax	
Alternate Contact Person (s) and Phone Number	Kevin Lee 415-933-7527	
San Mateo County Resident:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Non- Profit:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Commercial:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Type of Event:	Athletic - running race	
Description of Proposed Activity:	Running race all on paved Bay trail. Spring event heads south and returns, fall event heads north and returns.	
Event Date (s)	Sunday, June 29 + Sunday Sept. 21	
Number of Events per year:	2	
Event Hour:	Start 9:00am	End 10:15am
Set up Time:	8:00am	
Exit Time:	10:30am	
Number of Participants/Guests:	125-150 per event	
Maximum number of vehicles/parking requirements for the event: (provide parking plan)	Since many runners carpool, we would be using approximately 60-85 spaces in all. We are more than willing to direct participants to alternate parking if required.	



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Equipment to be used: (Chairs, tables, tents, microphones, speakers)	3 6-foot folding tables, portable microphone (no speakers)
Individual in charge on event day (include name, address and contact number on the day of the event)	Kevin Lee 415-933-7527

Information will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee based on the Permit Fee Schedule. The District may require additional information.

Request for fee waiver:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
-------------------------	--------------------------------------	--------------------------

Reason for request of fee waiver: we are a 501(c)3 non-profit group, TAX ID #94-2402108. Our event entry fees are \$3 to \$5, free for children.
--

Are you familiar with/have you visited the requested area?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you plan to advertise or issue a press release before the event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Is there any reason to believe there will be attempts to disrupt, protect or prevent your event? (If yes, please explain on a separate page.)	Yes	<input checked="" type="radio"/> No
Do you intent to solicit donations or offer items for sale?	Yes	<input checked="" type="radio"/> No

Applicant is required to comply with all Federal, State, Local and District laws and ordinances, and represents as part of this permit application that he/she reviewed the Ordinance Code of



San Mateo County Harbor Distri

400 Oyster Point Blvd., Suite 300,
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the San Mateo County Harbor District and is fully familiar with the restrictions and laws stated therein.

Applicant is required to submit with this application any permit or license if required by the governing local jurisdiction (e.g. San Mateo County, City of South San Francisco, or City of Half Moon Bay wherein the event or activity will take place.) The Event Permit issued by the San Mateo County Harbor District will be null and void if applicant is required to have San Mateo County, City of South San Francisco, or City of Half Moon Bay permit or license and does not obtain said permits or license.

Prior to commencing any activities hereunder, applicant shall furnish to District satisfactory evidence of insurance written upon a form and by a company acceptable to the District, insuring District, its directors, officers, agents and employees against any losses or liabilities which may arise out of applicant's use of the facilities, including all costs of defending any action. Said insurance shall consist of a Comprehensive General Liability policy with a Broad Form Endorsement that provides coverage for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Said policy shall be in favor of, and name applicant and District, its directors, officers, agents and employees as additionally insured and shall be maintained in full force and effect during the term of the permit.

Absence of insurance makes the Event Permit null and void.

In signing this application, and accepting the permit issued thereby, the undersigned certifies under penalty of perjury that any and all events or activities will be attended by the applicant personally or by individuals known to the applicant, the names of whom must be provided in advance to the District on this application, or on any future amendment to this application, to enable the District to monitor the use of their facilities.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature *John M. ...* Date 1-2-14

Note: This is an application only, and does not serve as permit to conduct any use of the Harbor or Marina. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and return to the San Mateo County Harbor District prior to the event for final approval by the General Manager or his/her designee.

January 18, 2014

Debbie Nixon
San Mateo County Harbor District
400 Oyster Point Blvd., #300
South San Francisco, CA 94080

Dear Debbie:

I am enclosing for your review our completed Special Use Permit Application. This includes the two events that we have held at Oyster Point Marina for several years now – a 4-mile race on June 29 and a 6-mile race on September 21. I am also enclosing a copy of the Certificate of Liability Insurance and a check to cover the application fee. The check is in the amount of \$150, which is the same fee we paid for our 2013 events. If this is not the correct amount, please let me know and I will reissue the check for any adjusted amount.

Please let me know if you need any additional information or fees at this time. Otherwise, I hope our permits will be approved as we look forward to returning to the marina again this year for our events.

Sincerely,



Janet Nissenson
DSE Runners
1214 Oddstad Blvd., Pacifica 94044
(650) 355-7660
dserunclub@aol.com

Memo

Date: 4/10/2014

To: Board of Harbor Commissioners

From: Marietta Harris
Human Resources Manager

Re: Commercial Activity Permit (CAP) Jeff Kafka dba Wind Over Water
Kiteboarding LLC.

RECOMMENDATION

Approve Commercial activity Permit (CAP) for Jeff Kafka dba Wind Over Water Kiteboarding LLC to operating at Oyster Point Marina/Park.

BACKGROUND

Wind Over Water Kiteboarding has submitted a request for an commercial activity permit to provide kite and kayak lessons at Oyster Point Marina/Park. This service will occur Tuesdays through Sundays from April 1, 2014 through October 15, 2014. Lessons are by appointment only and generally start around 12 and run for two to four hours. They will have 30 minutes of set up time and 30 minutes of break down time per day. They are fully equipped with all safety gear relating to their sports, equipment and all of their employees are certified in First Aid and CPR.

Mr. Jeff Kafka owner of Wind Over Water Kiteboarding will get the appropriate business licenses to operate in South San Francisco. He currently has a business license for City of Foster City and Redwood City.

The applicant will obtain insurance covering the District as Additional Insured through a Broad Form Endorsement covering bodily injury and property damage in amounts of \$1 million per occurrence, and \$2 million aggregate, with terms set forth in the permit and license documents.

The Harbor District will rent Mr. Kafka a 20 foot construction container for storage of his rental equipment. Staff is recommending charging \$100 per month for the storage rental.

The vendor will pay a \$250.00 annual permit fee. The District will also require three percent (3%) of total gross sales of goods and services provided to be paid on a quarterly basis.

Memorandum

TO: Harbor Commissioners

FROM: Debra Galarza & Belen Cruz

RE: Bills & Claims for Period Ending 4/16/14

Total Disbursements being submitted for your review: \$ 278,355.79

These include:

Handchecks in the amount of: \$ 102,916.78

Payables in the amount of: \$ 175,439.01

<u>Dept. Code</u>	<u>Description</u>		<u>Page Reference</u>
101	Harbor Commission	\$ 57,283.64	2
103	Administration	\$ 14,866.37	2
201	Pillar Point Harbor	\$ 131,668.19	2
301	Oyster Point Marina	\$ 30,809.24	2
	Payroll Related	\$ 43,728.35	2
	Total for Review	\$ 278,355.79	2

Notes:

Handchecks Written for:

Payroll \$ 43,728.35

Invoices with Due Dates on or Before Board Meeting \$ 59,188.43

Total Handchecks Written: \$ 102,916.78

BILLS CLAIMS FOR 4/16/14 BOARD MEETING

VENDOR	DESCRIPTION	AMOUNT	PAYROLL RELATED	COMM	ADMIN	PILLAR POINT	OYSTER POINT
				101	103	201	301
AARONSON, DICKERSON, COHN & LANZONE	LEGAL SERVICES	4,037.45		1,657.50	1,950.00		429.95
ADP, INC.	PAYROLL PROCESSING	681.07		40.80	160.07	308.71	171.49
ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	214.64					214.64
BLUE RIBBON SUPPLY	CONTRACTUAL SERVICES	925.84				925.84	
CALIFORNIA WATER SERVICE	UTILITIES	60.90					60.90
CAL-STEAM	REPAIRS & MAINTENANCE	1,033.16				1,033.16	
CLARK PEST CONTROL	CONTRACTUAL SERVICES	75.00					75.00
EMILY COOPER	REIMBURSE MILEAGE	34.49			34.49		
STEPHEN CURTIS	REFUND DEPOSIT	337.25					337.25
ABIGAIL DOMETITA	REIMBURSE MILEAGE	68.04					68.04
ERNEST FILIPPO	REFUND DEPOSIT	275.00					275.00
FIRSTCHOICE	WATER SERVICES	67.65			67.65		
GARDA CL WEST, INC.	CONTRACTUAL SERVICES	216.00				108.00	108.00
PETER GRENNELL	REIMBURSE MILEAGE	85.68			85.68		
HALF MOON BAY REVIEW	ADVERTISING EXPENSE	299.00		99.66		99.67	99.67
MATTHEW HOFF	REIMBURSE UNIFORM EXPENSE	141.36					141.36
GREG JAGIELLO	REFUND DEPOSIT	206.50					206.50
KAREN KRAMER	LEGAL SERVICES	13,803.00		13,803.00			
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	6,005.18		6,005.18			
PHIL MAC FARLANE	REFUND DEPOSIT	18.34					18.34
MISSION UNIFORM SERVICE, INC.	UNIFORM SERVICES	183.58					183.58
NOR-CAL PIPELINE SERVICES	CAPITAL PROJECT	103,187.50				103,187.50	
OFFICE DEPOT, INC.	OFFICE SUPPLIES	710.00				840.79	(130.79)
AMY OPPENHEIMER	LEGAL SERVICES	24,381.00		24,381.00			
PG&E	UTILITIES	125.44					125.44
ALAN RANDO	REFUND DEPOSIT	131.00					131.00
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	10,053.45				10,053.45	
SAN MATEO DAILY JOURNAL	ADVERTISING EXPENSE	429.00		429.00			
ANTHONY SMITH	REFUND DEPOSIT	220.00					220.00
JAMES SMITH	REFUND DEPOSIT	100.00					100.00
RANDY SMITH	REFUND DEPOSIT	345.00					345.00
SOUTHWEST CONSTRUCTION & PROP. MGT.	REPAIRS & MAINTENANCE	4,500.00					4,500.00
LASK TSATSARONIS	REFUND DEPOSIT	100.00					100.00
ANNA WONG	REFUND DEPOSIT	255.00					255.00
ZAPANTIS MARINE SERVICE	REPAIRS & MAINTENANCE	2,132.49					2,132.49
SUBTOTAL OF PAYMENTS TO BE PROCESSED 4/16/14		175,439.01	-	46,416.14	2,297.89	116,557.12	10,167.86
AT&T	TELEPHONE/COMMUNICATIONS	72.87					72.87
BIG ED'S CRANE SERVICE, INC.	CONTRACTUAL SERVICES	2,090.00				2,090.00	
CALIFORNIA WATER SERVICE	UTILITIES	1,641.85					1,641.85
CALPERS	PAYROLL DED PAYABLE	20,980.35	20,980.35				
CALPERS SUPPLEMENTAL INCOME	PAYROLL DED PAYABLE	4,268.00	4,268.00				
HMB COASTSIDE CHAMBER OF COMMERCE	ADVERTISING EXPENSE	2,500.00		2,500.00			
KASHIWA FUDOSAN AMERICA, INC.	OFFICE RENT	7,865.93			7,865.93		
LIEBERT, CASSIDY & WHITMORE	LEGAL SERVICES	8,367.50		8,367.50			
MC COY'S PATROL SERVICE	CONTRACTUAL SERVICES	7,235.30					7,235.30
O'REILLY AUTOMOTIVE, INC.	REPAIRS & MAINTENANCE	112.45				112.45	
PACIFIC COLOR GRAPHICS	OFFICE SUPPLIES	541.72				270.86	270.86
PG&E	UTILITIES	12,950.65				6,392.77	6,557.88
PURCHASE POWER	POSTAGE	1,000.00			1,000.00		
RECOLOGY OF THE COAST	GARBAGE DISPOSAL	304.02				304.02	
SAN MATEO ELKS LODGE BAND	SPECIAL EVENT	500.00				500.00	
TEAMSTERS 856 H & W FUND	HEALTH INSURANCE	16,380.00	16,380.00				
UNITED SITE SERVICES, INC.	CONTRACTUAL SERVICES	1,276.34				1,276.34	
U.S. BANK -CAL CARD-301	CAL CARD STERN 3/24/14	3,297.51					3,297.51
Capital project		282.54					
Fuel		442.58					
Operating supplies		343.42					
Repairs & maintenance		2,228.97					
U.S. BANK-CAL CARD-103	CAL CARD NIXON 3/24/14	3,702.55			3,702.55		
Advertising & promotion		1,045.00					
Credit card fees		100.00					
Memberships & dues		432.93					
Office supplies		444.32					
Seminars		75.00					
Telephone/communications		1,355.30					
Travel conf & mtgs		250.00					
U.S. BANK-CAL CARD-201	CAL CARD WILLIAMS 3/24/14	2,599.51				2,599.51	
Advertising & promotion		55.00					
Contractual SERVICES		744.65					
Fuel		754.04					
Operating supplies		19.79					
Repairs & maintenance		394.85					
Safety equpt		86.18					
Special events		545.00					
VANTAGEPOINT TRANSFER AGENTS	PAYROLL DED PAYABLE	2,100.00	2,100.00			1,565.12	1,565.11
YE ZOU	PROJECT MANAGER	3,130.23					
TOTAL HANDCHECKS		102,916.78	43,728.35	10,867.50	12,568.48	15,111.07	20,641.38
TOTAL BILLS & CLAIMS		278,355.79	43,728.35	57,283.64	14,866.37	131,668.19	30,809.24
			PAYROLL	COMM	ADMIN	PPH	OPM

Memo

Date: 4/10/2014

To: Board of Harbor Commissioners

From: Peter Grenell 
General Manager

Re: 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

RECOMMENDATION

Authorize the 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 \$5,070.00.

BACKGROUND

The Harbor Commission took action to replace aging dock fingers at Pillar Point Harbor (PPH) on September 18, 2013. GHD, Inc. was approved to do project engineering, permitting, and related pre-construction tasks. Further examination of the project area led to elimination of the need to replace one dock finger; the revised total is now eleven.

After commencing the coastal permit process, Coastal Commission staff has indicated that while the project remains eligible for a permit waiver, the application is incomplete. However they have made several additional information requests prior to making a determination on the

waiver. Provision of sound responses to their requests will further ensure approval of a waiver.

The information requests cover project plan information, project description, information related to the biological resources analysis (previously prepared and submitted) and additional information regarding possible project impacts on rare, threatened, and endangered species (see attached letter).

CONCLUSION

Enabling GHD to complete the required coastal permit application process promptly to the Coastal Commission's satisfaction for a minimal sum could result in a permit waiver, thus saving time and money in project implementation.

CALIFORNIA COASTAL COMMISSION

NORTH CENTRAL COAST DISTRICT OFFICE
45 FREMONT ST, SUITE 2000
SAN FRANCISCO, CA 94105-2219
VOICE (415) 904-5260
FAX (415) 904-5400
TDD (415) 597-5885



March 11, 2014

Mr. Dave D. Davis, AICP
GHD, Inc.
2235 Mercury Way, Suite 150
Santa Rosa, CA 95407

RE: Coastal Development Permit Application No. 2-14-0335 (Replacement of 11 Dock Fingers, Pillar Point Harbor San Mateo County) - Incomplete Filing Status

Dear Mr. Davis:

We received Coastal Development Permit (CDP) application No. 2-14-0335, on February 14, 2014, which you submitted for a project to replace 11 existing dock fingers at Pillar Point Harbor in Half Moon Bay. Commission staff has reviewed your submittal and determined that the permit application is incomplete and cannot be filed in accordance with Title 14 CCR Section 13056. Please submit the outstanding items listed below.

1. Filing Fee.

The San Mateo County Harbor District, as a public entity, is not required to pay a permit application fee (pursuant Government Code Section 6103). Therefore, you will not need to submit a fee for your application.

2. Project Plan Information.

- a. Please submit three (3) sets of full size, scaled plans that show the exact locations of the proposed work.
- b. On the site plan, please indicate:
 - i. The staging location.
 - ii. The location in the water where the finger docks will be off-loaded and kept until they are installed.
 - iii. The sales dock where affected boats may be moved
 - iv. The route(s) that would be used to access the project site's staging and work locations; and access to the water.
 - v. Where crane(s) or forklift(s) would be sited for extracting the finger docks out of the water.
- c. Please provide an electronic copy of the exhibits previously submitted and updated site plans.

3. Project Description.

- a. Demolition of finger docks – Please describe how the plates will be removed. Will it entail working within/from the water?

- b. It is stated in Attachment 1 of the submitted application materials that “construction would occur as soon as permits are obtained and continue until about early summer”. Please specify the duration and schedule necessary to conduct the proposed work; include the daily hours, number of days per week, and the total amount of time to complete the work.
- c. What is the projected service life of the replacement dock fingers; how much time is anticipated before they would need to be replaced?
- d. The Biological Resources Analysis report indicates that a reconnaissance-level site visit was conducted with staff from the California Department of Fish and Game (now known as the Department of Fish and Wildlife). Resource agency staff recommended that surveys be conducted in the “marine aquatic” area for eelgrass during its growing season, although none was observed. Unless it can be demonstrated that this type of survey is not necessary for the proposed replacement of the 11 dock fingers, the project description must require that an eel grass survey focused on the near shore area, be conducted if project activities take place during the eel grass growing season, in May through October.
- e. In addition to the BMPs described in Attachment 1 of your application, please include the additional measures presented below (unless you can demonstrate that the measure is not necessary for the proposed dock finger replacement project). These additional measures are necessary to further ensure that the proposed project activities will not result in impacts to adjacent coastal waters and the nearby beach:
 - i. Construction work or equipment operations shall be conducted at low tide, to the extent feasible.
 - ii. Foreign materials (e.g. construction materials, wood preservatives, other chemicals, etc.) shall be prevented from entering the harbor and coastal waters. If wood preservatives must be applied to wood surfaces/materials, the materials shall be treated at an approved onshore location, whenever feasible, to preclude the possibility of spills into harbor and coastal waters.
 - iii. All BMPs shall be in place prior to the commencement of construction as well as at the end of each work day.
 - iv. A containment device shall be placed around all active portions of a construction site where construction materials/scrap or other floatable debris could enter the water. Also, for any work on or beneath fixed decks, heavy-duty mesh containment netting shall be maintained below all work areas where construction discards or other materials could fall into the water. The containment device shall be cleared daily or as often as necessary to prevent accumulation of debris.
 - v. All debris discharged into coastal waters shall be removed, immediately (as soon as possible) or by no later than the end of the work day.
 - vi. The applicant shall maintain good construction site housekeeping controls and procedures (e.g., clean up all leaks, drips, and other spills immediately; keep materials covered and out of the rain (including covering exposed piles of soil and wastes); dispose of all wastes properly, place trash receptacles on site for that purpose, and cover open trash

- receptacles during wet weather; remove all construction debris from the project area). The applicant shall inspect the project area at the completion of the work to ensure that no debris, trash, or construction materials are left at the site or in the adjacent coastal waters.
- vii. The applicant shall clean public roadway surfaces adjacent to the construction site.
 - viii. All access points adversely affected by construction activities shall be restored to their pre-construction condition or better within three days of completion of construction.
 - ix. Construction activities (including but not limited to equipment staging and storage, treatment of installed/constructed structures) are prohibited outside of the limits of the designated construction, staging, and storage areas.
 - x. Equipment washing, in addition to fueling, and or servicing shall not take place on the beach, dock, or pier. Construction vehicles will be maintained and washed in confined areas specifically designed to control runoff and located more than 100 feet away from the mean high tide line.
 - xi. All water quality best management practices to be implemented during construction and their location shall be noted on the construction plans. Silt fences or equivalent devices, shall be installed at the perimeter of the construction site to prevent construction-related runoff and or sediment from entering adjacent coastal waters, to maximum extent feasible.
 - xii. The applicant shall ensure that work crews are briefed on the importance of observing the appropriate precautions and the reporting of any accidental spills. Construction contracts shall contain appropriate penalty provisions, sufficient to offset the cost of retrieving or cleaning up improperly contained foreign materials.
 - xiii. The applicant shall designate a person to serve as the contact during construction should questions arise regarding the construction activities.
 - xiv. The applicant shall conduct work during daylight hours. Additional lighting of the harbor/marine harbor area is prohibited

4. Notice of Pending Permit.

Please provide evidence/confirmation of the date of posting the Notice of Pending Permit, as required by Section 13054(b) of the California Administrative Code.

5. Biological Resources Analysis.

- a. A biological study report was prepared by Ms. Sandy Etchell, dated August 2012 and revised February 2013. Figure 1 in the report shows the project limits and fails to include the area (located northwesterly of Johnson Pier) with dock fingers A-36, C-25, and C-30. Further, the report describes the study area as covering only the marine habitat area within the inner and outer harbor. Since the parking lot will be used for staging, it should also be included in the study area in order to address the potential for impacts on the shoreline beach from the use of the lot. Please submit a supplement to the biological report which addresses the biological

resources associated with the area not previously included (northwesterly of Johnson Pier and the parking lot) and the potential impacts to the resources in the area from the proposed project.

- b. It is stated on page 9 of the biological study report that Johnson Pier piles could support intertidal marine vegetation. According to the discussion in the "Construction Methods and Best Management Practices" (Attachment 1, page 2) each of the finger docks to be replaced has an existing pile in place. Please confirm/clarify whether or not the existing piles for the finger docks could also support intertidal marine vegetation.

6. Rare, Threatened, or Endangered Species.

The locations of the finger docks fall within the limits of the biological study area; and the impacts of repairs to the public fishing pier, Johnson Pier and the dredge project site are addressed in the report. There is, however, no discussion of the potential effects of the finger dock replacement work. While it appears, based upon the description of the proposed work that the replacement activities would not result in adverse impacts to green sturgeon, Chinook salmon, steelhead trout, Coho salmon, snowy plover, and least tern; please provide clarification of the proposed dock finger replacement project's potential effect on these coastal resources.

We will hold your application for six months from today's date (i.e., until September 11, 2014) pending receipt of these materials. The application will again be reviewed after all of the above-listed materials have been received, and will be filed as complete if all is in order pursuant to Government Code Section 65943(a). We kindly ask that you submit all of the requested materials at the same time. There may be additional materials necessary for filing purposes dependent upon the type of information you are able to provide in response to this letter request. Please note that if staff does not receive all of the above-listed materials within six months, application number 2-14-0335 will be considered withdrawn and returned to you. This submittal deadline may be extended for good cause if you submit/make a request prior to September 11, 2014.

Please feel free to contact me at (415) 904-5259 or rananda@coastal.ca.gov if you have any questions.

Sincerely,



Renée T. Ananda
Coastal Program Analyst

CC: Peter Grenell, General Manager, San Mateo County Harbor District

Resolution 07-14
to
Amend the Fiscal Year 2013-2014
Integrated Operating and Capital Budget
of the
San Mateo County Harbor District
for
Operating and Capital Expenditures

Whereas, the Board of Harbor Commissioners, through Resolution 12-13, adopted the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 on June 19, 2013, and

Whereas, subsequent to the adoption of the Final Integrated Operating Budget for Fiscal Year 2013-14 said Board authorized the execution of contracts for operating expenditures, and

Whereas, fulfillment of these contracts will require additional appropriation authority by the Commission for the Administration, Oyster Point Marina/Park and Pillar Point Harbor Budgets.

Now, Therefore, Be It Resolved that Amendments to the Final Integrated Operating and Capital Budget for Fiscal Year 2013-14 of \$309,515 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2013-14.

Approved this 16th day of April 2014 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For:

Against:

Absent:

Attested

BOARD OF HARBOR COMMISSIONERS

Debbie Nixon
Deputy Secretary

Robert Bernardo
President

Exhibit A

The Fiscal Year 2013-14 Budget that was adopted by Resolution 12-13 on June 19, 2013 needs to be amended due to increased operating costs for the fiscal year and are listed as follows:

Increase Strategic Business Plan ¹	\$ 274,515
Increase Facilities Condition Survey ²	<u>\$ 35,000</u>
Amended 13-14 Budget	\$ 309,515

1. Lisa Wise Consulting, Inc. proposal accepted. No budgeted funds for FY 2013-14.
2. Moffatt & Nichol proposal accepted for \$65K. Only \$30K budgeted for FY 2013-14.



San Mateo County Harbor District

Memo

DATE: April 8, 2014

TO: Board of Harbor Commissioners

FROM: Peter Grenell
General Manager

SUBJECT: General Manager's Report: Update on Priority Items for April 16, 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.

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 pipes. Following immediate closure of service from the pier and notification of all concerned agencies, as of April 10 the extent of needed repairs is being determined.

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.

NOAA's Half Moon Bay Weather Buoy Replacement: NOAA now expects to address this need in May 2014. For further information, contact Jessica Glass at Senator Feinstein's office: email: Jessica_Glass@Feinstein.senate.gov, tel: 415-393-2014.

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.

PPH Surfers Beach Shoreline Improvement (U. S. Army Corps of Engineers lead): 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. 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 is expected to be issued by the County shortly.



San Mateo County Harbor District

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.

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.

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



San Mateo County Harbor District

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



STAFF REPORT

TO: San Mateo County Harbor District Commissioners
FROM: Debra Galarza, Director of Finance
DATE: April 16, 2014
SUBJECT: Finance Department Report to the Commission

Accounting and operations

- Prepared Budget Workshop information.
- 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.
- Lien sales for both PPH and OPM this month. (Flyers attached)
- Site visits to Pillar Point and Oyster Point.



OYSTER POINT MARINA LIEN SALE

DATE: TUESDAY, APRIL 22, 2014

TIME: 11:00 AM

95 HARBORMASTER ROAD, SO. SAN FRANCISCO, CA 94080

Pre-auction walkthrough: Tuesday, April 15, 2014. 10AM – 11AM

4 VESSELS UP FOR AUCTION:

9516HY – 26' sailboat	4427CZ – 28' powerboat
7229SG* – 41' sailboat	3946EW* – 35' houseboat



*NOTE: Vessels marked with an asterisk have property tax liens filed by the County of San Mateo. Tax liens must be paid when balance of sale is due.

- 7229SG: \$303.91
- 3946EW: \$395.10

Tax lien amounts will go up after April 10th, 2014.
Call the office at 650-952-0808 for the updated amounts.

\$1000.00 CASH/CASHIER'S CHECK DEPOSIT DUE PRIOR TO AUCTION
WITH THREE DAY VESSEL REMOVAL CONTINGENCY
COMPLETE CONDITIONS OF SALE AVAILABLE AT HARBORMASTER OFFICE



PILLAR POINT HARBOR – LIEN SALE AUCTION

Wednesday, April 30th @ 11:00am

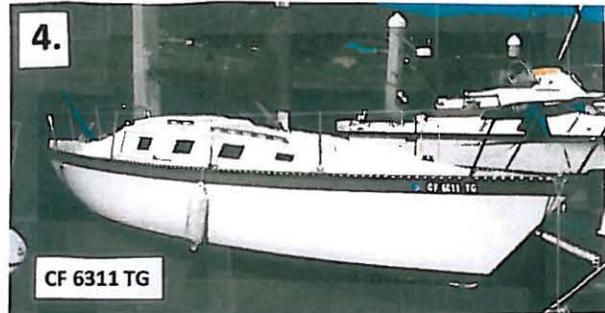
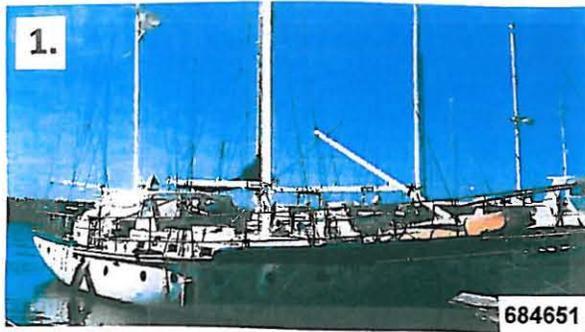
One Johnson Pier, Half Moon Bay, CA 94019

Pre-Auction Walk Through: Saturday, April 26th, 9am - 11am

- | | |
|------------------------------------|-------------------------------|
| 1. 1981 Sampson Sailboat 56' | 2. 1988 Ferrell Sailboat 35' |
| 3. 1974 Cruise-A-Home 38' | 4. 1978 Catalina Sailboat 28' |
| 5. 1977 Fiberform Sport Fisher 28' | 6. 1981 CheoyLee Sailboat 43' |

**\$1000.00 Cash/Cashier's Check Deposit due Prior to Auction,
with a Three-day Vessel Removal Contingency.**

**COMPLETE CONDITIONS OF SALE AVAILABLE AT THE
OFFICES OF THE HARBOR MASTER**



Memo

TO: San Mateo County Harbor District Commissioners

FROM: Marietta L. Harris, Human Resource Manager

DATE: April 9, 2014

SUBJECT: Report to the Commission

Activities:

April 10, 2014 – Management Meeting

Human Resource Services:

- Working with employees with personnel and HR questions.
- Review information with ADCL regarding Commissioner Benefits.

Administrative Services:

- April 9, 2014 - Meeting with MacCorkle Insurance regarding insurance renewal for 2014/2015.
- Review application for Dolphin South End.
- Review film permit for MJZ (GMC).
-

Information Technology:

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

Memo

To: Board of Harbor Commissioners
 From: Scott Grindy, Harbor Master
 CC: Peter Grenell, General Manager
 Date: April 8, 2014
 Re: April 16, 2014 Meeting Report

Oyster Point Marina/Park

Construction Update & General Status Updates

- Facility Condition Survey (FCS) meeting with consultant and staff-still in process.
- Electrical Repair project is 99% complete @ OPM except for punch list.

OPM Miscellaneous

- Working on boat disposal activities.
- Staff performed shower improvements to aging west basin restrooms (see photos).
- Working with new staff at City of SSF in Parks and Public Works.

Pillar Point Harbor

Construction Update & General Status Updates

- Harbor Moorings maintenance service is done with continuing maintenance efforts.
- Finger replacement awaiting Coastal Commission permit approval.
- Electrical project starting at PPH, approx. 5% complete.
- Concession 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.

PPH Miscellaneous

- Staff is complete in making improvements/rejuvenation to H docks entry (party boat entry) prior start of salmon season. (see photos)
- Tiger Grant to be submitted late April 2014.
- Romeo Pier demolition activities for bid specification consultant effort in progress with request to select consult very soon. Effort will be including some historic photographic preservation activities.

Occupancy Overview (*March 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) 37% (14 out of 38 moorings occupied)

OPM

Total occupancy: 67% (286 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 sailboat emergency against the breakwater rocks.

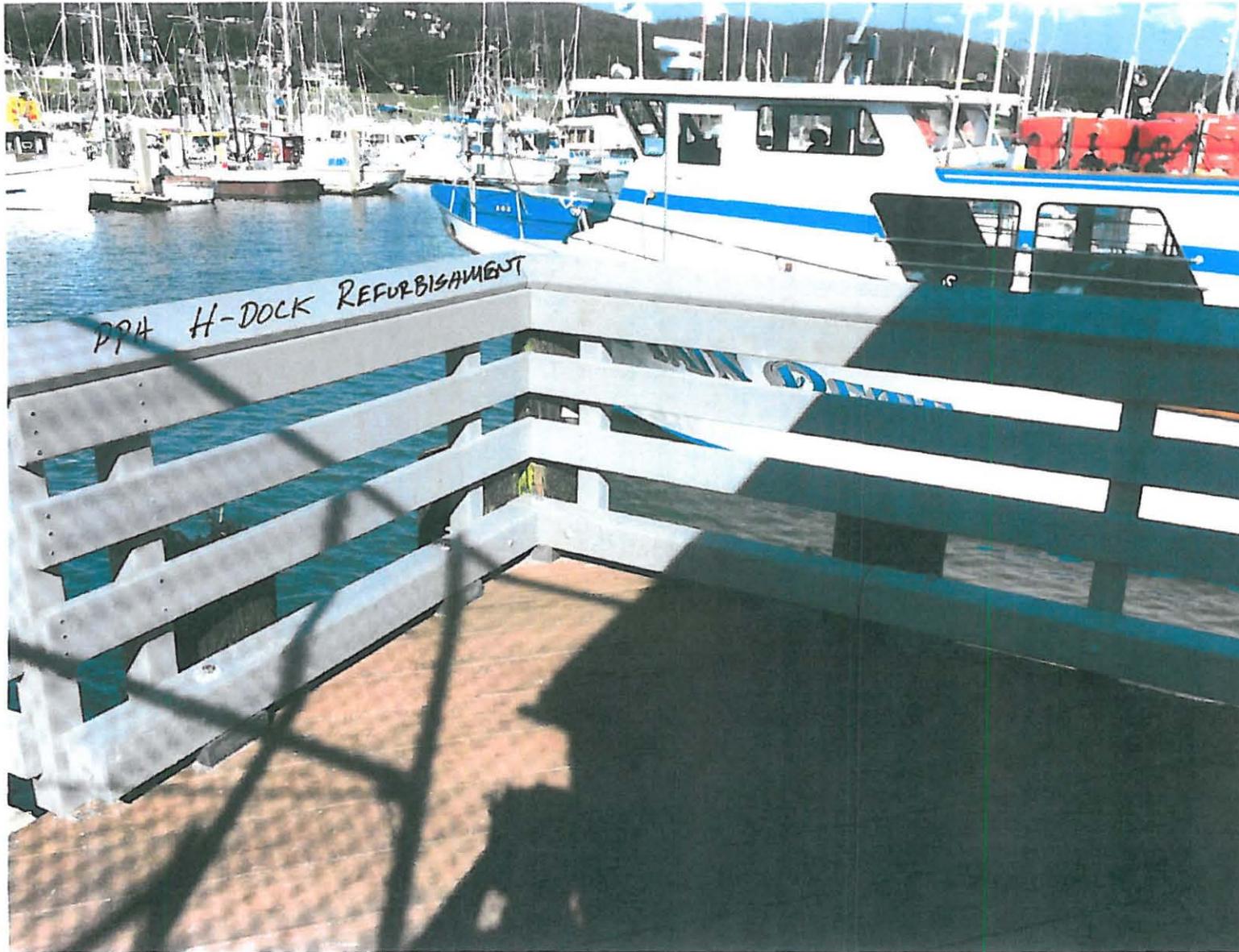
OPM: One towing activity fuel related.

EMS-Clean Marina Activities-District Wide

- Working with RCD on service changes and improvements.
- Additional testing of outfalls and catch basins for base line study in process.

Calendar Reminder Items of Events and Activities

- Easter Egg Hunt (and more fun) April 19th, 2014 @ Oyster Point Marina/Park 9am to 1pm. Event is in conjunction with Oyster Point Dragons, Oyster Point Yacht Club. US Coast Guard providing a rescue helicopter for demonstrations.





OPERATIONS

Memo

To: Charles White, Jim Merlo, Gary Stern, Greg Gubser, James Smith
Matt Hoff, Neal McGeehan and Abby Dometita

From: Scott Grindy, Harbor Master 

Date: April 7, 2014

Re: Commendations for a "Job Well Done" West Basin Restroom Showers

Team:

I want to thank you all for your efforts in the refurbishment of the West Basin Showers at Oyster Point Marina/Park. **These improvements have already received numerous complements** by our tenants and demonstrate your team's effort of ownership of the facilities of the properties at Oyster Point Marina/Park.

The efforts and activities in cost savings methods by using materials left over from other capital projects and reducing the need to bring in a contractor to complete this effort were outstanding! Communication to the tenants to keep them advised of the work and schedule were greatly appreciated.

Again with gratitude, thank you for your team efforts and keep up the great effort!

CC: Board of Harbor Commissioners
Peter Grenell-General Manager
HR Staff File

OPERATIONS

Memo

To: John Draper, Michael Williams, Dante Madrigal, Jerry Pemberton,
Randy Bankord, Don Coats, Cary Smith and Jacob Walding

From: Scott Grindy, Harbor Master 

Date: April 7, 2014

Re: Commendations for a "Job Well Done" H-Dock Entry Area

Gentlemen:

I want to thank you all for your efforts in the refreshment of the H Dock gate and platform area.

As the Salmon Season begins, the improvements you all performed will be used and seen by hundreds this year and for years to come as they use the charter vessels for recreational fishing.

Your efforts in cost savings methods by using materials left over from other capital projects to complete this effort were outstanding!

Again with gratitude, thank you for your team efforts.

CC: Board of Harbor Commissioners

Peter Grenell-General Manager

HR Staff File

OPERATIONS

Memo

To: Gary Stern, Deputy Harbor Master
From: Scott Grindy, Harbor Master 
Date: April 7, 2014
Re: Commendations for Excellent Customer Service

Gary:

You will find a customer letter attached with this memo.

In brief, the customer has shared what many of us already know about you and that is your professionalism, and high level of customer service towards the tenants, general public, staff and boating community.

Again thank you for your continued positive efforts in working with us at the district, and for sharing your skills and abilities with our new staff as they have come on board the team.

CC: Board of Harbor Commissioners
Charles White-Assistant Harbormaster
Peter Grenell-General Manager
HR File

Supervisor of:
Gary Stern
Deputy Harbor Master

March 31, 2014

Re: Excellent customer service

I just wanted the supervisor of Mr. Stern to know that he went the extra mile for me when I recently lost my I phone. I called the office and he went out of his way to help me find my phone. This saved me about 700 dollars.

I was walking on the bay trail and I dropped my phone. I did find it due to Mr. Stern's assistance.

I am very appreciative of his efforts.

Its not every day that someone really goes out of their way in a situation like this.

You have a very good employee!

Thank you,



Gail Herrick
San Bruno, California.