Staff Report

TO: San Mateo County Harbor District Commissioners

VIA: Stephen A. McGrath, General Manager

FROM: Marcia L. Schnapp, Interim Administrative Services Manager

DATE: January 6, 2016

SUBJECT: Finance/Administrative Services - General Report to Board

Finance Department Staffing

The District's accountant has returned to work effective December 21st. However Oyster Point Marina accounting technician has notified the District of her pending resignation at the end of January.

OpenGov

Staff has contacted OpenGov and sent them a test file to solicit their feedback.

Finance

The District has made the Division of Boating and Waterways loan payment due for $1.393 million. The outstanding loan balance remaining is now just under $5.0 million.

With the return of the District accountant, the Finance department is now finalizing documents for the year-end audit of FY1415 and expects to have the auditors in for the final field audit shortly.

Staff is also working on finalizing the District's general ledger account re-mapping project to be able to better account for public vs. enterprise funding and expenditures.

The mid-year budget-to-actual reporting will occur in February, which leads directly into the budget process for FY1617. In addition to discussion regarding infrastructure projects for FY1617, part of the process will need to be a review of the District's rates and fees schedules. District staff has sourced a survey of rates and fees from the surrounding harbors on both the coast and in the bay that staff will be reviewing in conjunction with next year's budget process.

RFPs

OPM Bait Shop Lease
The Bait Shop Lease has been sent to DBW for review and approval. No word yet.

OPM Security Services
An agenda item in this board packet has requested an extension of security services at Oyster Point Marina/Park to allow the new GM time to analyze the services provided and determine whether to continue to utilize the services, and if so, whether to continue as before or whether to change the service model in any way.