

**Resolution 11-10**  
**to**  
**Adopt the Final Fiscal Year 2010-2011**  
**Integrated Operating and Capital Budget**  
**of the**  
**San Mateo County Harbor District**

**Whereas**, the Board of Harbor Commissioners, pursuant to § 6093.1 of the Harbors and Navigation Code of the State of California, introduced and adopted the Preliminary Integrating Operating and Capital Budget for Fiscal Year 2010-11 on May 5, 2010, and

**Whereas**, said Board set 7:00 p.m., June 16, 2010 at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, California as said time and place for the public hearing on the fixing and adoption of the Final Integrated Operating and Capital Budget for Fiscal Year 2010-11, and

**Whereas**, notice of said hearing was duly given by publication in the San Mateo County Times on May 11, 2010 and in the Half Moon Bay Review on May 12, 2010, and

**Whereas**, copies of the budget were made available at Pillar Point Harbor Harbormaster's office, Oyster Point Marina/Park Harbormaster's Office, and the District's Administrative Office, and

**Whereas**, it appears to be in the best interest of the taxpayers of the District that the Final Integrated Operating and Capital Budget for Fiscal Year 2010-11 be adopted in the format set forth in Exhibit A, attached hereto, and by reference incorporated herein.

**Now, Therefore, Be It Resolved** that a Final Integrated Operating and Capital Budget for Fiscal Year 2010-11 of \$8,964,511 as set forth in Exhibit A, attached hereto and by reference incorporated herein, be adopted for Fiscal Year 2010-11.

**Be It Further Resolved** that the Board shall report the Final Integrated Budget to the Board of Supervisors of the County of San Mateo in accordance with the Harbors and Navigation Code of the State of California.

Approved this 16th day of June 2010 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

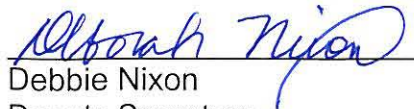
For: Lundie, Padreddii, Parravano, Tucker

Against: None


Absent: Campbell

Abstain: None

**Attested**

  
Debbie Nixon  
Deputy Secretary

**BOARD OF HARBOR COMMISSIONERS**

  
Pietro Parravano  
Acting President

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **FINAL INTEGRATED OPERATING AND CAPITAL BUDGET FISCAL YEAR 2010-2011**

**Adopted: June 16, 2010**

**Board of Harbor Commissioners**

**Peter Grenell  
General Manager**

**Julie Turner  
Director of Finance**

**Marietta Harris  
Human Resources Manager**

**Robert Johnson  
Harbor Master**

San Mateo County Harbor District  
Final Integrated Operating and Capital Budget for  
Fiscal Year 2010-11

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# Memorandum

**DATE:** June 10, 2010

**TO:** Honorable Members of the Board of Harbor Commissioners  
and Residents of San Mateo County

**FROM:** Peter Grenell, General Manager 

**RE:** Final Integrated Operating and Capital Budget  
for Fiscal Year 2010-2011

You have before you the Final Integrated Operating and Capital Budget for Fiscal Year 2010-2011 totaling **\$8,964,511**. We have worked hard to bring you a Final Budget that clearly reflects the needs and challenges of the District. The Harbor Commission has worked closely with staff in budget workshops and meetings to address the needs of both Pillar Point and Oyster Point facilities and the District as a whole. This Final Budget is scheduled to be adopted and fixed by Harbor Commission action at the Harbor District Board Meeting on June 16, 2010.

## Budget Highlights

**Revenue – Projected** Operating Revenue has been budgeted at **\$3,279,250**. This is an increase over projected current year-end operating revenue of approximately **\$18,438** or 1%. Based on updated projections for revenue since the preliminary budget was drafted in April 2010, revenues for the current year will be lower than expected. This lower projection reflects the current depressed economy. The Commission has decided to postpone any rate increases until after this next budget year. We expect that the economy will begin a slow recovery in the next fiscal year and operating revenues are projected to increase nominally. Signs of a modest economic improvement for the District include a short two-week salmon fishing season in July 2010, as well as a new retail tenant at Pillar Point Harbor.

**Non-Operating Revenues** have been split into recurring Non-Operating Revenues (e.g., Tax Revenues and Interest Income) and non-recurring (Other Finance Sources). Other Finance Sources include Capital Project Grants, Asset Sales, Cost Shares between agencies and Debt Service, such as new debt incurred or current debt repaid.

**Non-Operating Revenue** is budgeted at **\$4,330,000** for FY 2010-11. This is comprised of **\$4,750,000** in Property Tax Revenues, **\$80,000** in Interest Income, a deduction of **(\$1,000,000)** for the **Education Revenue Augmentation Fund (“ERAF”)** State Deduction and **\$500,000** in ERAF Rebates back to the District.

For FY 2010-11, total non-operating revenues represent a decrease of approximately (6%) or **(\$253,040)** over FY 2009-10 projected annual. This decrease is primarily comprised of 3 factors: a budgeted increase in Property Tax revenues of **\$22,683**, a decrease in Interest Income of **(\$2,870)**, a decrease in

ERAF Rebates back to the District of **(\$250,000)**. The projected decrease in ERAF Rebates is due to the State's continuing budget crisis. The State, through the annual ERAF process, may take up to 25% of the District's tax revenues. This past year the State took only 20%, or approximately \$1.0 million. The District has budgeted \$1.0 million again for this transfer of revenues to the State.

Total projected cash-in is **\$7,609,750**; projected cash-out is **(\$8,964,511)**. This represents a projected decrease in year-end cash reserves of **(\$1,354,761)**. Ending cash reserves are budgeted to be **\$984,096** as of June 30, 2010.

### **Expenses**

**Projected Harbor Operating Expenses**, excluding OPEB expense, interest expense, depreciation and capital projects, are budgeted at **\$4,109,479**. This represents an increase of **\$358 thousand** over FY 2009-10 budget and an increase of approximately **\$471 thousand** over the FY 2009-10 projected annual. The increase is due to a variety of expense items including insurance premiums, repairs and maintenance, legal services and outside contractual services.

The District has also seen a decrease of over \$200 thousand in interest expense over the past 5 years, due to the decrease in its outstanding loan balances. As market interest rates available on investments stay below 4.5% on reserves, it continues to be beneficial for the District to pay down its long-term debt.

**Net Income** – For the FY2010-11 budget, there is a **projected budget deficit of (\$444,144)**. This deficit is the result of increased expenses without corresponding increases in revenues.

This compares to last year's operating budget which also projected a deficit of **(\$298 thousand)**.

**Capital Projects** – Total funds budgeted to be spent on Capital Expenditures in FY2010-11 total **\$2,048,117**. This includes **Carry-Over Funds** for capital projects and outlays budgeted in prior years of **\$1,416,617**. The carryover is primarily due to \$115,000 for the Pillar Point Lessee Sidewalk Expansion project, \$462,617 for the Pillar Point Bulkhead and 71 Add'l Berths project, \$630,000 for the Oyster Point Marina East Basin Dredging project and \$110,000 for the Oyster Point Marina Wave Attenuator project.

**Cash** – As of June 30, 2011, the District's projected ending cash reserves are budgeted to decrease **(\$1,354,761)** to **\$9,930,239**, versus the June 30, 2010 estimated ending cash of **\$8,526,170**. The June 30, 2011 projected ending cash reserve balance is comprised of **Restricted Cash of \$8,946,143** and **Unrestricted Cash of \$984,096**. Restricted Cash includes: \$1,800,000 debt service reserve (including accrued interest) required under the DBW Debt Service Agreement, a contingency for emergencies of \$500,000, security deposits and payables reserves of approximately \$435,000, the new District Administration office building reserve of approximately \$1,109,855, Capital Project Reserve of \$1,400,000, an OPEB reserve of \$2,875,000 and other miscellaneous reserves for a grand total of \$8,946,143.

## **The Future Outlook**

Over the past several years, including 2010, decreases in the economy and two successive years of salmon fishing season closure, have created an environment in which harbor operating revenues have not increased enough annually to create a level of revenues needed to eliminate harbor operation deficits. To address some of these deficits, beginning four years ago, the District implemented a hiring freeze which has resulted in the net attrition of four harbor patrol positions and one harbor master position. This has resulted in current year savings of over \$400 thousand a year in wage and benefits expense.

With Oyster Point Marina currently at 71% occupancy, staff is exploring ways to respond more positively to the San Francisco Bay market to increase Oyster Point occupancy. The District made no increases in rates for FY2010-11, which has yielded modest increases in both occupancy and revenues to date. The District hopes that this approach, coupled with a vigorous promotional effort, will continue to increase occupancy and revenues. However, it should be noted that this practice in future years may not be sustainable given rising costs.

Other revenue opportunities will be addressed when possible. For example, as old District leases at the harbors mature, the District continues to look for opportunities to improve lease terms to reflect the market. Reconfiguring docks to better accommodate vessel market demand is another possible approach being considered.

Should the District find opportunities for revenue increases greater than small past increases, as well as continued cost control, the District may look forward to some self-funding of capital projects over and above annual debt service payments. As the District's outstanding loan balance falls, this will create additional borrowing capacity, should the District need to fund larger-scale capital projects, such as dock reconfiguration. In the interim, the lower loan balance continues to decrease the District's interest expense due, and improves the District's fiscal position.

With our Harbor Commission and capable dedicated staff working together, an update to the District's Business Plan has been produced. This updated business plan, which reflects our action priorities, gives us a framework to maintain and improve our harbors with confidence, as we move forward to address the challenges facing us.

## **Acknowledgments**

The budget, as always, is a team effort of the Commissioners and management staff, including Director of Finance Julie Turner, Harbor Master Robert Johnson, Human Resources Manager Marietta Harris, and myself.

San Mateo County Harbor District  
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Sally Campbell	December 31, 2012
VICE PRESIDENT	Pietro Parravano	December 31, 2012
TREASURER	Jim Tucker	December 31, 2010
SECRETARY	Ken Lundie	December 31, 2010
COMMISSIONER	Leo Padreddii	December 31, 2012

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **BUDGET HIGHLIGHTS**

SAN MATEO COUNTY HARBOR DISTRICT

**FINAL BUDGET FY 2010-2011  
BUDGET HIGHLIGHTS  
INCOME STATEMENT**

**Revenue from Harbor Operations**

	<b>Pillar Point Harbor</b>	<b>Oyster Point Marina/Park</b>	<b>Administration</b>	<b>Harbor Commission</b>	<b>2010-2011 FINAL BUDGET</b>
Operating Revenues	1,792,500	1,487,250	-	-	3,279,750
Non-Operating Revenues					
Tax Revenues	-	-	4,750,000	-	4,750,000
Less: ERAF State Deductions	-	-	(1,000,000)	-	(1,000,000)
Plus: ERAF Rebate to District	-	-	500,000	-	500,000
Interest Income	-	-	80,000	-	80,000
Other	-	-	-	-	-
<b>Total Revenue</b>	<b>1,792,500</b>	<b>1,487,250</b>	<b>4,330,000</b>		<b>7,609,750</b>

**Expenses**

Personnel and Related Costs	(1,336,697)	(1,203,583)	(846,599)	(118,000)	(3,504,879)
Non-Pension Post Employment Benefits (Retiree Health/Life, OPEB Accrual)	(75,000)	(65,000)	(50,000)	(7,065)	(197,065)
Credit for Payment of Post-Employment Health/Life Premiums	51,000	52,000	-	10,000	113,000
Maintenance and Operations w/o depreciation	(840,700)	(731,500)	(334,700)	(24,550)	(1,931,450)
Election Expense (= 1/2 of Estimate of Nov 2010 Election Costs)	-	-	-	-	-
Carryovers	-	-	-	-	-
<b>Total Expenses before Interest, Depreciation and Cap Exp</b>	<b>(2,201,397)</b>	<b>(1,948,083)</b>	<b>(1,231,299)</b>	<b>(139,615)</b>	<b>(5,520,394)</b>

<b>Projected Income(Loss) Before Deprec, Int Exp and Cap Exp</b>	<b>(408,897)</b>	<b>(460,833)</b>	<b>3,098,701</b>	<b>(139,615)</b>	<b>2,089,356</b>
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**Other Income/Expense**

Interest Expense - DBW	(276,000)	(230,000)	-	-	(506,000)
Depreciation	(975,000)	(1,050,000)	(2,500)	-	(2,027,500)
<b>Other Income(Expense)</b>	<b>(1,251,000)</b>	<b>(1,280,000)</b>	<b>(2,500)</b>	<b>-</b>	<b>(2,533,500)</b>
<b>Projected Net Surplus(Deficit) after Depreciation</b>	<b>(1,659,897)</b>	<b>(1,740,833)</b>	<b>3,096,201</b>	<b>(139,615)</b>	<b>(444,144)</b>

SAN MATEO COUNTY HARBOR DISTRICT

**FINAL BUDGET FY 2010-2011  
BUDGET HIGHLIGHTS  
INCOME STATEMENT**

	<b>Pillar Point Harbor</b>	<b>Oyster Point Marina/Park</b>	<b>Administration</b>	<b>Harbor Commission</b>	<b>2010-2011 FINAL BUDGET</b>
<b>Projected Net Surplus(Deficit) after Depreciation - from previous page</b>	<b>(1,659,897)</b>	<b>(1,740,833)</b>	<b>3,096,201</b>	<b>(139,615)</b>	<b>(444,144)</b>
<b><u>Capital Expenditures</u></b>					
Capital Outlay - Current Year	(100,000)	(40,000)	(21,500)	-	(161,500)
Capital Projects - Current Year	(135,000)	(290,000)	-	-	(425,000)
Capital Outlay - Prior Year Carry-over	(99,000)	-	-	-	(99,000)
Capital Projects - Prior Year Carry-over	(577,617)	(740,000)	-	-	(1,317,617)
<b>Total Capital Projects</b>	<b>(911,617)</b>	<b>(1,070,000)</b>	<b>(21,500)</b>	<b>-</b>	<b>(2,003,117)</b>
<b><u>Other Financing Sources</u></b>					
Projected Grant Revenue for Capital Projects	-	-	-	-	-
Projected Cost Reimbursement for Capital Projects and Asset Sales	-	-	-	-	-
OPEB (Post Employment Health Care) Reserve	-	-	-	-	-
Projected DBW Debt Incurred (Paid Off)	-	(890,000)	-	-	(890,000)
<b>Projected Net Capital Project and Debt Principal Paydown Outlay</b>	<b>(911,617)</b>	<b>(1,960,000)</b>	<b>(21,500)</b>	<b>-</b>	<b>(2,893,117)</b>
<b>Add Back: Depreciation</b>	<b>975,000</b>	<b>1,050,000</b>	<b>2,500</b>	<b>-</b>	<b>2,027,500</b>
<b>Projected Net Cash Flow Increase (Decrease)</b>	<b>(1,596,514)</b>	<b>(2,650,833)</b>	<b>3,077,201</b>	<b>(139,615)</b>	<b>(1,309,761)</b>
<b>Beginning Cash Position</b>					11,285,000
<b>Projected Ending Cash Position</b>					<b>9,975,239</b>
Restricted Reserves					(8,946,143)
<b>Net Unrestricted Reserves</b>					<b>1,029,096</b>

## SAN MATEO COUNTY HARBOR DISTRICT

**FINAL BUDGET FY 2010-2011****Sources and Uses of Funds****SOURCES OF FUNDS**

Operating Revenue	\$ 3,279,750
Tax Revenues	4,750,000
Less: ERAF State Deduction	(1,000,000)
Excess ERAF Refunds	500,000
Interest Income	80,000
Other	-
Grant Revenues - by type	
Operating	-
Projected Grant Revenue for Capital Projects	-
Projected Cost Reimbursement for Capital Projects and Asset Sales	-
New Debt	
	<hr/>
Total Sources of Funds	\$ 7,609,750

**USES OF FUNDS****FY2010-11 Budgeted Expenditures**

District Operating Expense - net of Election Expense and OPEB Expense	\$ (5,436,329)
Election Expense	-
Interest Expense	(506,000)
OPEB Expense	(197,065)
Credit for OPEB Out-Of-Pocket District Payment for existing Post-Employees	113,000
OPEB Reserve	-
Projected DBW Debt Incurred (Paid Off)	(890,000)
Current Year Capital Outlay/Projects	(586,500)
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**Total FY2010-11 Budgeted Expenditures** **\$ (7,502,894)**

2009-10 Prior Year Carryover (1,416,617)

Total Uses of Funds **\$ (8,919,511)**

**Projected Beginning Cash Balance - July 1, 2010** **\$ 11,285,000**

**Net Change in Cash Balance** **(1,309,761)**

**ESTIMATED ENDING CASH BALANCE AS OF JUNE 30, 2011** **\$ 9,975,239**

Less: Restricted Balance (8,946,143)

**NET UNRESTRICTED CASH BALANCE AS OF JUNE 30, 2011** **\$ 1,029,096**



SAN MATEO COUNTY HARBOR DISTRICT  
**FINAL BUDGET FY 2010-2011**

**Cash Flow Statement Projection**

Projected Beginning Balance - 7/01/10	\$ 11,285,000
<b>Net Income</b>	(444,144)
<b>Adjust for Non-Cash Items</b>	
Depreciation	2,027,500
<b>Adjust for Principal Debt Service, Grants and Capital Projects</b>	
Capital Projects	(2,003,117)
Projected Grant Revenue for Capital Projects	-
Projected Cost Reimbursement for Capital Projects and Asset Sales	-
OPEB Reserve from FY0910	-
Projected DBW Debt Incurred (Paid Off)	<u>(890,000)</u>
<b>Net Change to Cash through Balance Sheet</b>	<b><u>\$ (1,309,761)</u></b>
<b>Projected Ending Balance - 6/30/11</b>	<b>\$ 9,975,239</b>
Less: Restricted Cash Balance Reserves (see below)	<u>(8,946,143)</u>
<b>Projected Unrestricted Cash Balance - 6/30/11</b>	<b><u>\$ 1,029,096</u></b>

SAN MATEO COUNTY HARBOR DISTRICT

**FINAL BUDGET FY 2010-2011**

**Restricted Cash Balance Reserves**

DBAW Loan Collateral Reserve	\$ 1,800,000
Capital Project Reserve	1,400,000
Emergency Contingency Reserve	500,000
Office Building Reserve	1,109,855
Customer Deposits	211,288
Payables Reserve	225,000
Election Expense Liability Reserve	550,000
OPEB (Post Employment Benefits) Trust Fund Reserve from FY0910	2,875,000
Payroll Reserve (2 weeks)	75,000
EE PTO Benefits Reserve	<u>200,000</u>
<b>Total Restricted Reserves</b>	<b>\$ 8,946,143</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **COMBINED REVENUES AND EXPENSES**

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **COMBINED REVENUE BUDGET**

SAN MATEO COUNTY HARBOR DISTRICT  
**FINAL BUDGET FY 2010-2011**

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	TOTAL
<b>Operating Revenue</b>				
Berth Discounts for Pre-Payments and Promotion	(10,000)	(2,000)	-	(12,000)
Berth Rental	1,175,000	900,000	-	2,075,000
Boat Wash Fees	3,000	2,000	-	5,000
County Parking Fines	3,000	750	-	3,750
Dock Boxes	-	6,500	-	6,500
Dry Storage	2,000	-	-	2,000
Expense Reimbursement	-	-	-	-
Hoist Fees	1,000	-	-	1,000
Impound Fees	1,000	7,500	-	8,500
Key Fee	-	1,500	-	1,500
Late Fees	3,000	4,000	-	7,000
Launching Fees	60,000	20,000	-	80,000
Laundry Revenue	4,000	-	-	4,000
Live Aboard	75,000	200,000	-	275,000
Miscellaneous Income	2,000	500	-	2,500
Mooring Fees	40,000	-	-	40,000
Other Sales	2,000	500	-	2,500
Parking - Day Use	10,000	-	-	10,000
Patrol Boat Service	500	-	-	500
Commercial Activity Permits	15,000	500	-	15,500
Project Bid Fees	-	-	-	-
Rents & Concessions	300,000	225,000	-	525,000
RV C Lot	25,000	-	-	25,000
Service Fee for Emergencies (pumpout)	-	-	-	-
Special Events	500	-	-	500
Transient Dockage/Berth Rentals	80,000	100,000	-	180,000
Waiting List Fees	500	500	-	1,000
DBW Abandoned Vessels Grant	-	20,000	-	20,000
<b>Total Operating Revenue</b>	<b>1,792,500</b>	<b>1,487,250</b>	<b>-</b>	<b>3,279,750</b>

SAN MATEO COUNTY HARBOR DISTRICT

**FINAL BUDGET FY 2010-2011**

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	TOTAL
<b><u>Non-Operating Revenue</u></b>				
Interest Income	-	-	80,000	80,000
ERAF State Deduction	-	-	(1,000,000)	(1,000,000)
ERAF Rebate Back to District	-	-	500,000	500,000
Tax Revenues	-	-	4,750,000	4,750,000
Other	-	-	-	-
<b>Total Non-Operating Revenue</b>	-	-	<b>4,330,000</b>	<b>4,330,000</b>
<b>TOTAL REVENUE</b>	<b>1,792,500</b>	<b>1,487,250</b>	<b>4,330,000</b>	<b>7,609,750</b>
<b><u>Other Financing Sources - Grants and Loans</u></b>				
PPH Asset Sales - Net Proceeds	-	-	-	-
WETA Ferry Terminal - Cost Share Proceeds	-	-	-	-
<b>Total Other Financing Sources - Projects</b>	-	-	-	-
<b>Total In-Flows</b>	<b>1,792,500</b>	<b>1,487,250</b>	<b>4,330,000</b>	<b>7,609,750</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **COMBINED EXPENSE BUDGET**

SAN MATEO COUNTY HARBOR DISTRICT  
FINAL BUDGET FY 2010-2011

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>PERSONNEL AND RELATED COSTS</b>					
Salaries and Wages	606,500	553,000	455,500	36,000	1,651,000
Overtime	15,500	3,000	3,000	-	21,500
Extended Illness Bank	12,000	10,000	5,000	-	27,000
Paid time Off Expense (PTO)	125,000	105,000	75,000	-	305,000
Overtime Paid Time Off Expense (PTO-OT)	25,000	15,000	5,000	-	45,000
Bereavement	1,000	1,000	1,000	-	3,000
Management Hours	1,750	1,750	12,000	-	15,500
Holiday Pay	35,000	24,000	30,000	-	89,000
<b>Salaries and Wage Summary</b>	<b>821,750</b>	<b>712,750</b>	<b>586,500</b>	<b>36,000</b>	<b>2,157,000</b>
Retirement-Employee	65,740	57,020	46,920	1,600	171,280
Retirement-Employer	123,263	106,913	87,975	-	318,150
Social Security	-	-	-	1,800	1,800
Medicare Tax	11,915	10,500	8,504	600	31,520
Unemployment Insurance Tax	2,500	-	-	-	2,500
Health Insurance	150,000	150,000	80,000	45,000	425,000
Health Insurance-Employee Reimbursement	25,000	35,000	12,000	20,000	92,000
Health Insurance-Retirees	50,000	50,000	-	10,000	110,000
Health Insurance-OPEB Accrual	75,000	65,000	50,000	7,065	197,065
Health/Life Insurance Retiree OPEB Payment Credit	(51,000)	(52,000)	-	(10,000)	(113,000)
Life Insurance	10,000	10,000	6,500	500	27,000
Life Insurance-Retirees	1,000	2,000	-	-	3,000
Long-Term Disability Insurance	6,500	5,000	5,000	1,000	17,500
Workers Compensation Ins.	65,000	60,000	5,000	-	130,000
Wellness Program	-	-	-	1,000	1,000
Auto Allowance	2,400	2,400	7,200	-	12,000
Employee Assistance Program	1,500	1,500	500	500	4,000
Personnel Administration-exams	129	500	500	-	1,129
Internal Labor on Projects	-	-	-	-	-
<b>Benefits Summary</b>	<b>538,947</b>	<b>503,833</b>	<b>310,099</b>	<b>79,065</b>	<b>1,431,944</b>
<b>PERSONNEL AND RELATED COSTS</b>	<b>1,360,697</b>	<b>1,216,583</b>	<b>896,599</b>	<b>115,065</b>	<b>3,588,944</b>



SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>MAINTENANCE AND OPERATIONS</b>					
Advertising & Promotion	5,000	20,000	5,500	2,000	32,500
Advertising-Jobs	-	-	-	-	-
Advertising-Capital Projects	-	-	-	-	-
Special Events - Expenses	500	-	-	-	500
Auto Mileage-Not allocated	2,500	500	1,700	750	5,450
Bad Debts	20,000	20,000	-	-	40,000
Telephone/Communications	15,000	7,500	15,000	-	37,500
Postage	3,000	4,500	3,500	-	11,000
Travel, Conf. & Meeting-Not Allocated	2,500	2,000	5,000	1,000	10,500
Seminars/Professional Training	1,000	500	12,000	500	14,000
Employee Appreciation Dinner	-	-	-	3,800	3,800
Employee Recognition	-	-	-	500	500
Elections	-	-	-	-	-
HO Training	1,500	2,500	-	-	4,000
Memberships, Dues & Subscriptions	500	1,000	18,000	500	20,000
Personnel Administration	-	500	500	-	1,000
Personnel Administration-exams	150	500	1,500	-	2,150
Recruiting Expense	-	-	1,500	-	1,500
Recruiting Expense - Supplies	-	-	500	-	500
Insurance Premiums	181,000	181,000	6,000	12,000	380,000
Insurance Premium - boatyard	-	-	-	-	-
Insurance Investigation	-	-	-	-	-
Land Vehicles - Fuel	7,500	5,000	-	-	12,500
Patrol Boat - Fuel	7,500	3,000	-	-	10,500
Patrol Boat - Safety Equipment	-	-	-	-	-
Pump Out Vessel - Fuel	-	-	-	-	-
Office Supplies	7,000	5,000	8,000	500	20,500
Operating Supplies	40,000	15,000	-	-	55,000
Oil Clean Up Supplies	5,000	-	-	-	5,000
Uniform Related Expenses	15,000	10,000	-	-	25,000
Safety/Medical Equipment	10,000	5,000	-	-	15,000
Contractual Services - Outside Services	35,000	110,000	25,000	-	170,000
Contractual Services -Temp Services	5,000	5,000	15,000	-	25,000

SAN MATEO COUNTY HARBOR DISTRICT  
FINAL BUDGET FY 2010-2011

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
Contractual Services - Professional	15,000	5,000	35,000	500	55,500
Contractual - Legal Services	95,000	20,000	50,000	500	165,500
Claims Settlement	-	-	-	-	-
Permits/License Fees	150	1,500	-	-	1,650
Misc. Expenses	1,000	-	500	1,000	2,500
Bank Service Charges	2,400	3,000	2,000	-	7,400
Merchant C/C Processing Fees	-	-	500	-	500
Collection Agency Service Expense	4,000	2,500	-	-	6,500
Credit Card Fees	7,500	7,500	-	-	15,000
Penalties/Finance Charges	-	-	500	-	500
Payroll Processing Fee	5,000	4,500	2,000	1,000	12,500
Operating Equip. Maintenance	-	-	2,500	-	2,500
Equipment Rental	5,000	3,000	1,500	-	9,500
Office Rental	-	-	98,000	-	98,000
Ingress/Egress Romeo Wharf	1,200	-	-	-	1,200
Small Tools and Equipment	1,000	5,000	-	-	6,000
Repairs & Maintenance-Equipment	40,000	40,000	1,500	-	81,500
Repairs & Maintenance-Real Property	40,000	40,000	-	-	80,000
Vessel Destruction	20,000	20,000	-	-	40,000
Marine Supplies Purc. Tenants	-	-	-	-	-
Repairs & Maintenance-Boat	30,000	10,000	-	-	40,000
Personal Watercraft	3,000	-	-	-	3,000
Garbage Collections	50,000	40,000	-	-	90,000
Debris Box-Launch Ramp Fish Disposal	5,000	-	-	-	5,000
Electric Charges	115,000	120,000	-	-	235,000
Electric Charges Reimbursement	(40,250)	(40,000)	-	-	(80,250)
Water Charges	45,000	50,000	-	-	95,000
Water Charges Reimbursement	(1,500)	-	-	-	(1,500)
Parking Citation (TDS)	50	500	-	-	550
Handling Fees for Citations	1,000	500	-	-	1,500
Sewer Fees	30,000	-	-	-	30,000
Removal of Hazardous Waste	1,500	-	-	-	1,500
LAFCO Fees	-	-	7,000	-	7,000
Property Tax Admin Costs	-	-	15,000	-	15,000
<b>MAINTENANCE AND OPERATIONS</b>	<b>840,700</b>	<b>731,500</b>	<b>334,700</b>	<b>24,550</b>	<b>1,931,450</b>

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>DEPRECIATION EXPENSE</b>	<b>975,000</b>	<b>1,050,000</b>	<b>2,500</b>		<b>2,027,500</b>
<b>DEBT SERVICE</b>					
Interest Expense-Dept Boating/Waterways (DBW)	276,000	230,000	-	-	506,000
Principal - Dept Boating/Waterways (DBW)	-	890,000	-	-	890,000
<b>DEBT SERVICE</b>	<b>276,000</b>	<b>1,120,000</b>	<b>-</b>	<b>-</b>	<b>1,396,000</b>
<b>OPEB RESERVE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>					
Computer - Hardware	10,000	5,000	10,000	-	25,000
Computer - Software	20,000	20,000	10,000	-	50,000
Dock Repairs/Equipment	-	10,000	-	-	10,000
Dredge Launch Area	20,000	-	-	-	20,000
Facility Fixtures/Landscaping	50,000	5,000	-	-	55,000
Harbor/Marina Equipment	-	-	-	-	-
Personal Watercraft	-	-	-	-	-
Office Equipment	-	-	-	-	-
Office Furniture and Fixtures	-	-	1,500	-	1,500
Patrol Boat	-	-	-	-	-
Patrol Vehicle	-	-	-	-	-
Purchase and Install New Transformer Boxes	-	-	-	-	-
Remove and Replace Work Dock Floats	-	-	-	-	-
Signs-Interpretive	20,000	-	-	-	20,000
<b>CAPITAL OUTLAY</b>	<b>120,000</b>	<b>40,000</b>	<b>21,500</b>	<b>-</b>	<b>181,500</b>

SAN MATEO COUNTY HARBOR DISTRICT  
FINAL BUDGET FY 2010-2011

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>CAPITAL PROJECTS</b>					
<b>OPM Projects</b>					
Dredging - OPM	-	-	-	-	-
West Basin Power Centers	-	180,000	-	-	180,000
Dock Reconfiguration - Wave Attenuators	-	90,000	-	-	90,000
Office/Retail Development	-	20,000	-	-	20,000
					-
<b>PPH Projects</b>					
Fish Buyers Bldg Repairs	75,000	-	-	-	75,000
PPH Warehouse Repairs	40,000	-	-	-	40,000
PPH Harbormaster's Office Repairs	-	-	-	-	-
PPH - Lessee Sidewalk Expansion	-	-	-	-	-
Median Strip	-	-	-	-	-
Dredge Launch Area	20,000	-	-	-	20,000
					-
<b>CAPITAL PROJECTS</b>	<b>135,000</b>	<b>290,000</b>	<b>-</b>	<b>-</b>	<b>425,000</b>
<b>TOTAL</b>	<b>3,707,397</b>	<b>4,448,083</b>	<b>1,255,299</b>	<b>139,615</b>	<b>9,550,394</b>
Carry-over	676,617	740,000	-		1,416,617
<b>TOTAL HARBOR DISTRICT</b>	<b>4,384,014</b>	<b>5,188,083</b>	<b>1,255,299</b>	<b>139,615</b>	<b>10,967,011</b>
<b>Remove Depreciation</b>	<b>(975,000)</b>	<b>(1,050,000)</b>	<b>(2,500)</b>	<b>-</b>	<b>(2,027,500)</b>
<b>Net Uses of Funds</b>	<b>3,409,014</b>	<b>4,138,083</b>	<b>1,252,799</b>	<b>139,615</b>	<b>8,939,511</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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**REVENUES  
PILLAR POINT HARBOR**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION PILLAR POINT HARBOR		2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET
<b>Operating Revenue</b>						
420.009	Berth Promo	(10,000)	(10,000)	(10,613)	(14,151)	(10,000)
420.010	Berth Rental	1,200,000	1,200,000	882,227	1,176,302	1,175,000
420.011	Live Aboard	100,000	100,000	56,369	75,159	75,000
420.014	Transient Dockage/Berth Rent.	80,000	80,000	52,308	69,744	80,000
420.018	Impound Fees	1,000	1,000	17,825	17,825	1,000
420.020	Launching Fees	50,000	50,000	52,227	78,340	60,000
420.025	Boat Wash Fees	3,000	3,000	2,893	4,340	3,000
420.026	Hoist Fees	1,500	1,500	703	937	1,000
420.034	Princeton Lot - Dry Storage	500	500	1,850	2,467	1,000
420.035	Dry Storage	-	-	2,700	3,600	1,000
420.040	Rents & Concessions	300,000	300,000	191,354	268,141	300,000
420.044	RV C Lot	25,000	25,000	19,788	29,682	25,000
420.046	Day Use - Parking Revenues	10,000	10,000	-	-	10,000
420.049	Special Events Revenue	-	-	400	533	500
420.053	Laundry Revenue	5,000	5,000	2,627	3,503	4,000
420.055	Mooring Fees	45,000	45,000	31,979	42,638	40,000
420.056	Service Fee for Emergencies (pumpout)	-	-	180	240	-
420.060	Patrol Boat Service	1,500	1,500	606	808	500
420.070	Late Fees	1,000	1,000	2,374	3,165	3,000
420.079	PPH Commercial Activity Permits	20,000	20,000	7,975	10,633	15,000
420.080	Other Sales	3,000	3,000	2,903	3,871	2,000
420.081	Miscellaneous Income	4,000	4,000	793	1,057	2,000
420.091	Waiting List Fees	1,000	1,000	550	733	500
420.092	Leasee Transfer/Contract Fees	-	-	-	-	-
420.096	Expense Reimbursement	-	-	-	-	-
420.097	County Parking Fines	3,000	3,000	3,230	4,307	3,000
420.100	Project bid fees	-	-	-	-	-
420.200	OES Grant-Storm Damage	-	-	-	-	-
420.420	DBW Abandoned Vessel Grant	-	-	-	-	-
420.100	Project bid fees	-	-	100	133	-
<b>Total Operating Revenue</b>		<b>1,844,500</b>	<b>1,844,500</b>	<b>1,323,346</b>	<b>1,784,008</b>	<b>1,792,500</b>

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION PILLAR POINT HARBOR		2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET
<b>Non-Operating Revenue</b>						
420.230	Grants - Salmon Season Closure Grant	-	-	-	-	-
<b>Capital Projects: Loans-Grants-Cost Share</b>						
420.110	DBW Loan 71 Berth Project	-	-	-	-	-
420.220	Interpretive Signs - NMSP Sanctuary/Fishermen's Grant	-	-	-	-	-
420.411	DBW Launch Ramp Floats	-	-	-	-	-
420.430	DBW Pump Station Grant/Reimbursement	-	-	-	-	-
420.450	DBW Loan Restrooms - Project Cancelled	-	-	-	-	-
420.900	PPH Asset Sales - Net Proceeds	-	-	250	660,000	-
		-	-	250	660,000	-
<b>Pillar Point - Total</b>		<b>1,844,500</b>	<b>1,844,500</b>	<b>1,323,596</b>	<b>2,444,008</b>	<b>1,792,500</b>

## **Pillar Point Harbor**

### **2010-2011**

1. The salmon season was cancelled for all commercial and sport fishing for 2009. Operating revenues for FY2009-10 fell by approximately \$35 thousand or 2%. Based upon the most recent information, the salmon season will be reinstated for 2 weeks in July, 2010. It is unclear whether there will be another negative impact on harbor revenues for FY2010-11. As a result, Pillar Point Harbor operating revenues have been adjusted downwards by approximately \$50 thousand total over FY2009-10 budget and \$15 thousand over projected actual. This is more conservative than assuming revenues would remain flat.
2. Based upon the current economic conditions, the Board has decided to maintain the existing rates and fees schedule for FY2010-11. Therefore there are no rate increases in the FY2010-11 Budget.
3. Budgeted revenue from lessee rents and concessions is expected to remain flat, despite the new lease agreement with Maverick's Surf Shop. Given the current economic climate it is difficult to predict whether revenues will improve for this coming fiscal year. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
4. Revenue from the establishment of Paid Parking is budgeted at \$10 thousand.
5. Overall, operating revenue is expected to be (2.8%) lower than FY2009-10 budget. This represents a (\$52 thousand) decrease from prior year's budget.
6. For Pillar Point Harbor, there are no grant monies budgeted to be received from Department of Boating and Waterways Grant for Abandoned Vessel Abatement.



# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **REVENUES OYSTER POINT MARINA**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION OYSTER POINT MARINA		2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/09	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET
<b><u>Operating Revenue</u></b>						
430.009	Berth Rent Promotion	(2,000)	(2,000)	-	-	(2,000)
430.010	Berth Rental	925,000	925,000	666,722	888,963	900,000
430.011	Live Aboard	240,000	240,000	141,995	189,327	200,000
430.014	Transient Dockage/Berth Rent.	85,000	85,000	90,600	120,800	100,000
430.016	Dock Boxes	6,500	6,500	5,208	6,944	6,500
430.018	Impound Fees	7,500	7,500	8,440	12,660	7,500
430.020	Launch Fees	15,000	15,000	18,568	24,757	20,000
430.025	Boat Wash	1,000	1,000	1,470	1,960	2,000
430.040	Rents & Concessions	225,000	225,000	166,715	222,287	225,000
430.051	Key Fee	1,500	1,500	1,356	1,807	1,500
430.056	Service Fees for Emergencies	-	-	60	80	-
430.065	Bad Debt Recoveries	-	-	-	-	-
430.070	Late Fees	4,000	4,000	3,383	4,511	4,000
430.079	OPM Commercial Activity Permits	1,000	1,000	(100)	(133)	500
430.080	Other Sales	1,000	1,000	450	600	500
430.081	Miscellaneous Income	1,000	1,000	169	225	500
430.091	Wait List Fees	500	500	300	400	500
430.092	Lease Transfer Fee	-	-	-	-	-
430.096	Expense Reimbursement	-	-	-	-	-
430.097	County Parking Fines	750	750	1,062	1,416	750
430.100	Project Bid fees	-	-	150	200	-
430.420	DBW Abandoned Vessel Grant	20,000	20,000	-	-	20,000
<b>Total Operating Revenue</b>		<b>1,532,750</b>	<b>1,532,750</b>	<b>1,106,548</b>	<b>1,476,804</b>	<b>1,487,250</b>
<b><u>Non-Operating Revenue</u></b>		-	-	-	-	-
<b><u>Capital Projects: Grants and Cost Share</u></b>						
430.421	DBW - Launch Ramp/Parking Lot	-	-	-	-	-
430.500	WETA Ferry Terminal - Cost Share Proceeds	1,340,000	1,340,000	1,340,000	1,340,000	-
<b>Total - Capital Projects: Grants/Cost Share</b>		<b>1,340,000</b>	<b>1,340,000</b>	<b>1,340,000</b>	<b>1,340,000</b>	<b>-</b>
<b>Oyster Point Marina - Total</b>		<b>2,872,750</b>	<b>2,872,750</b>	<b>2,446,548</b>	<b>2,816,804</b>	<b>1,487,250</b>

## Oyster Point Marina/Park

### 2010-2011

1. For FY2009-10, berth revenues are projected to be \$900 thousand, a decrease of \$25 thousand over FY2009-10 budget. Revenues fell, largely due to vacancies caused by the disruption from the dredging and the loss of 134 berths from the WETA Ferry Terminal dock removal.
2. Berth rates have not been raised over the past three years. Occupancy in FY2008-09 was 56% prior to the loss of berths from the dock removal. Occupancy in FY2009-10 was 71% after the loss of berths.
3. There are no rate increases planned for FY2010-11.
4. For Oyster Point Marina, \$20 thousand has budgeted to be received from Department of Boating and Waterways Grant for Abandoned Vessel Abatement. This is equal to last year's budget amount.
5. The remaining revenues for FY2010-11 have been budgeted to be equal to FY2009-10 projected annual. This represents an estimated (\$45 thousand) decrease over last year's budget.
6. There are no other revenue sources projected to be received for Oyster Point Marina/Park for FY2010-11.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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**REVENUES  
ADMINISTRATION**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

DESCRIPTION ADMINISTRATION		2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET
<b><u>Non-Operating Revenue</u></b>						
410.054	Interest Income	140,000	140,000	41,435	82,870	80,000
410.061	State Mandated Costs Grant	-	-	-	-	-
410.071	ERAF State Deduction	(1,000,000)	(1,000,000)	-	-	(1,000,000)
410.076	ERAF Rebate Back to District	350,000	350,000	777,969	750,000	500,000
410.094	Other Tax Revenues	-	-	18,859	22,047	-
410.095	Tax Revenues	4,815,000	4,815,000	2,158,837	3,727,317	4,750,000
410.097	State and County Citation Fees	-	-	936	806	-
410.900	Gain (Loss) on Sale/Disposal of Assets	-	-	-	-	-
<b>Administration - Total</b>		<b>4,305,000</b>	<b>4,305,000</b>	<b>2,998,036</b>	<b>4,583,040</b>	<b>4,330,000</b>

## Administration

### 2010-2011

1. For FY2010-11, interest income is projected to be \$80 thousand due to expected average cash reserves of approximately \$8.0 million and an interest rate of 1.0%. Currently the interest rate is below 1.0%. This is a decrease of \$60 thousand below the FY2009-10 budget, due to continuing recession and Federal Reserve Bank actions lowering the fed funds rate to 0.25%.
2. Net property tax revenues are projected to be \$3.75 million. The FY2010-11 property tax revenue estimate includes a nominal increase of \$85 thousand over FY2009-10 budget. This estimate is based upon historical patterns as well as current trends in property values plus information received from the San Mateo County Assessor's Office.
3. The annual **Education Revenue Augmentation Fund ("ERAF")** shift to the State is expected to be approximately \$1.0 million.
4. In the last preceding four fiscal years, the District has received annual ERAF rebates due to property tax revenues accelerating faster than what was due in ERAF deductions. San Mateo County has calculated these rebates. The State has questioned whether these rebates are valid. The District may have to return any rebates we have received should the County lose the challenge. However, for FY2009-10, the District received \$777 thousand in ERAF rebates. For FY2010-11, we are estimating a \$500 thousand ERAF Rebate.

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## **EXPENSES PILLAR POINT HARBOR**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	640,000	640,000	454,003	605,338	600,000	
510.020	Salaries and Wages - Part Time	-	-	-	-	-	
511.011	Swing Differential	1,500	1,500	779	1,039	1,500	
511.012	Graveyard Differential	2,000	2,000	1,287	1,716	2,000	
511.021	Swing OT Differential	500	500	8	11	250	
511.022	Graveyard OT Differential	500	500	35	46	250	
512.000	Overtime	15,000	15,000	9,161	12,215	15,000	
513.010	Extended Illness Bank	10,000	10,000	7,806	10,409	12,000	
514.010	Paid Time Off Expense (PTO)	125,000	125,000	97,871	130,494	125,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	25,000	25,000	15,688	20,918	25,000	
515.000	Bereavement	1,000	1,000	770	1,027	1,000	
517.000	Management Hours	3,500	3,500	2,324	3,098	1,750	
518.000	Holiday Pay	40,000	40,000	23,021	30,695	35,000	
519.200	Admin Leave Exp	3,000	3,000	-	-	3,000	
519.300	Jury Duty	-	-	-	-	-	
	<b>Salaries and Wages Summary</b>	<b>867,000</b>	<b>867,000</b>	<b>612,754</b>	<b>817,005</b>	<b>821,750</b>	<b>-</b>
520.000	Retirement-EE	60,690	60,690	37,915	50,554	65,740	
520.001	Retirement-ER	130,050	130,050	76,139	101,519	123,263	
522.000	Social Security Insurance	-	-	-	-	-	
522.010	Medicare Tax	12,572	12,572	7,851	10,468	11,915	
522.020	Unemployment Insurance Tax	2,839	2,839	-	-	2,500	
523.000	Health Insurance	185,803	185,803	107,703	143,604	150,000	
523.001	Health Insurance-Employee Reimbursement	24,710	24,710	16,848	22,464	25,000	
523.002	Health Insurance-Retirees	(58,582)	(58,582)	21,639	28,852	50,000	
523.003	Health Insurance-Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Insurance-OPEB	71,094	71,094	53,321	71,094	75,000	
523.008	Health Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	(50,000)	
523.009	Life Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	(1,000)	
523.010	Life Insurance	12,000	12,000	6,083	8,111	10,000	
523.011	Life Insurance-Retirees	(1,000)	(1,000)	482	643	1,000	
523.020	Long-Term Disability Insurance	6,500	6,500	3,930	5,240	6,500	
524.000	Workers Compensation Ins.	65,000	65,000	48,750	65,000	65,000	
525.000	Wellness Program	-	-	-	-	-	
525.010	Employee Assistance Program	1,500	1,500	948	1,264	1,500	
550.000	Personnel Admin-Emp Exams	-	-	88	117	129	
551.000	Auto Allowance - PPH	-	-	500	667	2,400	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>513,176</b>	<b>513,176</b>	<b>382,197</b>	<b>509,596</b>	<b>538,947</b>	<b>-</b>
	<b>PERSONNEL AND RELATED COSTS</b>	<b>1,380,176</b>	<b>1,380,176</b>	<b>994,951</b>	<b>1,326,601</b>	<b>1,360,697</b>	<b>-</b>



SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
	<b>MAINTENANCE AND OPERATIONS</b>						
640.000	Advertising & Promotion	10,000	10,000	1,880	2,506	5,000	
640.010	Advertising-Jobs	-	-	-	-	-	
640.015	Advertising-Capital Projects	-	-	-	-	-	
649.000	Special Events - Expenses	-	-	2,322	3,096	500	
650.999	Auto Mileage-Not allocated	2,500	2,500	821	1,095	2,500	
660.000	Bad Debts	20,000	20,000	15,000	20,000	20,000	
670.000	Telephone/Communications	7,500	7,500	9,945	13,260	15,000	
670.001	Postage	5,000	5,000	2,102	2,802	3,000	
680.181	Travel, Conferences & Meetings-Temko	-	-	-	-	-	
680.755	Travel, Conferences & Meetings-Draper	-	-	-	-	-	
680.999	Travel, Conferences & Meetings-Not Allocated	1,500	1,500	1,273	1,698	2,500	
681.000	Seminars/Professional Training	1,000	1,000	-	-	1,000	
682.000	HO Training	3,000	3,000	2,137	2,849	1,500	
685.000	Employee Appreciation Dinner	-	-	-	-	-	
685.010	Employee Recognition	-	-	-	-	-	
690.000	Memberships, Dues & Subscriptions	500	500	456	607	500	
695.000	Personnel Administration	-	-	-	-	-	
695.010	Personnel Administration testing/exams	104	104	-	-	150	
710.000	Insurance Premiums	150,000	150,000	112,500	150,000	181,000	
710.020	Insurance Premium - boatyard	-	-	-	-	-	
710.010	Insurance Investigation	-	-	-	-	-	
720.000	Land Vehicles - Fuel	8,500	8,500	4,210	5,613	7,500	
720.010	Patrol Boat - Fuel	9,000	9,000	3,794	5,058	7,500	
720.015	Pump Out Vessel - Fuel	-	-	-	-	-	
730.000	Office Supplies	7,000	7,000	3,030	4,040	7,000	
740.000	Operating Supplies	25,000	25,000	27,214	36,285	40,000	
740.010	Oil Clean Up Supplies	6,000	6,000	2,392	3,190	5,000	
745.000	Uniform Related Expenses	15,000	15,000	8,806	11,742	15,000	
755.000	Safety/Medical Equipment	5,000	5,000	5,364	7,152	10,000	
755.001	Patrol Boat Safety Equipment	-	-	-	-	-	
760.000	Contractual Services - Outside Services	25,000	25,000	16,754	22,339	35,000	
760.010	Contractual Services -Temp Services	-	-	-	-	5,000	
760.030	Contractual Services - Professional	15,000	15,000	13,702	18,269	15,000	
762.000	Contractual - Legal Services	60,000	60,000	34,815	46,420	95,000	
762.030	Claims Settlement	-	-	-	-	-	
763.000	Permits/License Fees	150	150	541	721	150	
765.000	Misc. Expenses	1,000	1,000	-	-	1,000	
765.010	Bank Service Charges	2,400	2,400	1,751	2,334	2,400	
765.020	Merchant Credit Card Processing Fees	6,600	6,600	-	-	-	
765.030	Collection Agency Service Expense	1,500	1,500	2,775	3,700	4,000	
765.031	Credit Card Fees	3,209	3,209	4,191	5,589	7,500	
765.100	Penalties/Finance Charges	-	-	-	-	-	
765.200	Payroll Processing Fee	5,000	5,000	3,231	4,308	5,000	
770.000	Operating Equip. Maintenance	-	-	-	-	-	
771.000	Equipment Rental	6,000	6,000	2,611	3,481	5,000	
773.000	Ingress/Egress Romeo Pier	1,200	1,200	900	1,200	1,200	

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
775.000	Small Tools and Equipment	1,011	1,011	683	911	1,000	
779.000	Removal of Hazardous Waste	1,500	1,500	-	-	1,500	
780.000	Repairs & Maintenance-Equipment	12,000	12,000	16,149	21,531	40,000	
780.001	Repairs & Maintenance-Real Property	15,000	15,000	13,225	17,633	40,000	
780.003	Repairs & Maintenance-Boatyard	-	-	-	-	-	
780.004	Vessel Destruction	20,000	20,000	1,600	2,133	20,000	
780.006	Marine Supplies Purc. Tenants	-	-	(946)	(1,261)	-	
780.020	Repairs & Maintenance-Boat	20,000	20,000	46,314	61,751	30,000	
780.030	Personal Watercraft	3,000	3,000	-	-	3,000	
782.000	Garbage Collections	60,000	60,000	36,311	48,415	50,000	
782.002	Debris Box-Launch Ramp Fish Disposal	7,500	7,500	1,805	2,407	5,000	
782.010	Electric Charges	115,000	115,000	78,442	104,590	115,000	
782.011	Electric Charges Reimbursement	(40,250)	(40,250)	(29,830)	(39,774)	(40,250)	
782.020	Water Charges	37,000	37,000	29,785	39,714	45,000	
782.021	Water Charges Reimbursement	(1,500)	(1,500)	(428)	(571)	(1,500)	
787.000	Parking Citation (TDS)	50	50	-	-	50	
787.100	Handling Fees for Citations	1,000	1,000	688	917	1,000	
788.000	Sewer Fees	50,000	50,000	28,552	38,069	30,000	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>704,974</b>	<b>704,974</b>	<b>506,865</b>	<b>675,820</b>	<b>840,700</b>	<b>-</b>
789.000	<b>Depreciation Expense</b>	<b>975,000</b>	<b>975,000</b>	<b>-</b>	<b>-</b>	<b>975,000</b>	
	<b>DEBT SERVICE</b>						
790.000	Interest Expense-Dept Boating/Waterways	270,334	270,334	138,964	277,928	276,000	
791.000	Principal - Dept Boating/Waterways	-	-	-	-	-	
	<b>DEBT SERVICE</b>	<b>270,334</b>	<b>270,334</b>	<b>138,964</b>	<b>277,928</b>	<b>276,000</b>	<b>-</b>
	<b>OPEB RESERVE</b>	<b>830,534</b>	<b>830,534</b>	<b>622,901</b>	<b>830,534</b>		

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/2010	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
<b>CAPITAL OUTLAY</b>							
801.003	Computer Hardware	10,000	10,000	20,216	20,216	10,000	
801.004	Computer Software	15,000	15,000	2,164	4,327	20,000	
	Patrol Vehicle	-	-	-	-	-	
845.000	Office Equipment	-	-	-	-	-	
860.000	Harbor/Marina Equipment	-	-	2,000	4,000	-	
865.000	Personal Watercraft	-	15,000	15,535	15,000	-	
870.000	Facility Fixtures/Landscaping	10,000	85,000	-	-	50,000	75,000
880.000	Dock Repairs/Equipment	-	-	-	-	-	
890.001	Patrol Boat	-	30,000	-	-	-	
899.100	Interpretive Signs	-	20,000	9,032	18,065	20,000	
915.220	New Transformer Boxes	-	24,000	-	-	-	24,000
<b>CAPITAL OUTLAY</b>		<b>35,000</b>	<b>199,000</b>	<b>48,947</b>	<b>61,608</b>	<b>100,000</b>	<b>99,000</b>
<b>CAPITAL PROJECTS</b>							
915.000	Fish Buyers Bldg Repairs	-	-	-	-	75,000	
937.010	40 Berths - Cal Boating Loan	-	-	-	-	-	
937.000	71 Addl Berths, Bulkhead, Haul-Out	-	462,617	19,976	39,952	-	462,617
937.010	40 Berths - Cal Boating Loan	-	-	-	-	-	
940.050	PPH Warehouse Repairs	-	-	-	-	40,000	
940.060	PPH Harbormaster's Office Repairs	-	-	-	-	-	
940.070	PPH - Lessee Sidewalk Expansion	115,000	115,000	4,702	9,405	-	115,000
940.085	Dredge Launch Ramp	20,000	20,000	-	-	20,000	
940.088	Pave - West Parking Lot	-	-	-	-	-	
940.099	Slurry Seal and Stripe Parking Lots (Upper C/Main A)	-	-	-	-	-	
970.001	Median Strip	20,000	20,000	392	784	-	
971.000	PPH Post Office Lot	-	-	6,250	-	-	
<b>CAPITAL PROJECTS</b>		<b>155,000</b>	<b>617,617</b>	<b>31,320</b>	<b>50,141</b>	<b>135,000</b>	<b>577,617</b>
<b>PILLAR POINT HARBOR TOTAL</b>		<b>4,351,018</b>	<b>4,977,635</b>	<b>2,343,948</b>	<b>3,222,631</b>	<b>3,687,397</b>	<b>676,617</b>

## **Pillar Point Harbor**

### **2010-2011**

1. For FY2010-11, the Pillar Point Harbor budget for personnel and related costs is expected to decrease by approximately \$20 thousand over the FY2009-10 budget due to staff retirement. The District has taken the opportunity to utilize existing staff to cover the previous harbormaster's responsibilities. As such, the remaining District harbormaster is now splitting his time between Pillar Point Harbor and Oyster Point Marina/Park. The savings are offset by 3.0% cost of living adjustment based on the December 31, 2009 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% increase for those staff still below their top step specified in the collective bargaining agreements.
2. The budget includes annual OPEB expense of \$75,000 with a credit for out-of-pocket retiree-health insurance premiums paid of \$50,000, for a net annual OPEB expense of \$25,000.
3. The FY2010-11 budget for maintenance and operations, excluding wages and benefits, has increased \$135 thousand over the FY2009-10 budget, due to an increase in repairs and maintenance of approximately \$60 thousand for deferred maintenance items that now need attention. In addition, it is expected that utility costs will increase by approximately \$10 thousand, legal services by \$35 thousand and insurance premiums by \$30 thousand.
4. Interest payments to the Department of Boating and Waterways (DBW) have been included in this budget at \$276 thousand as set in the Loan Agreement with the DBW.
5. Capital expenditures in the FY2010-11 budget total \$951,617, of which \$676,617 are carryover funds from projects started prior to FY2010-11, and \$275,000 in current year projects. Current projects include \$75,000 for the upgrade to fish buyers building, \$40,000 for the PPH Warehouse, \$40,000 for the PPH Harbormaster's Office, and \$20,000 to dredge the PPH Boat Launch Ramp. In addition there is \$25 thousand allocated for the Marina Billings conversion. Carryover projects are: \$462,617 bulkhead project; \$115,000 lessee sidewalk expansion; \$75,000 for the lessee building roof repair/replacement; \$24,000 for the replacement of transformer boxes.

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **EXPENSES OYSTER POINT MARINA**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	587,000	587,000	419,244	558,992	550,000	
510.020	Salaries and Wages-Part Time	1,000	1,000	-	-	-	
511.011	Swing Differential	1,000	1,000	675	900	1,000	
511.012	Graveyard Differential	-	-	-	-	-	
511.021	Swing OT Differential	500	500	25	34	500	
511.021	Graveyard OT Differential	-	-	-	-	-	
512.000	Overtime	2,500	2,500	2,877	3,836	2,500	
513.010	Extended Illness Bank Expense	20,000	20,000	6,725	8,966	10,000	
514.010	Paid Time Off Expense (PTO)	105,000	105,000	65,598	87,464	105,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	15,000	15,000	7,288	9,717	15,000	
515.000	Bereavement	1,000	1,000	1,738	2,318	1,000	
517.000	Management Hours	3,500	3,500	1,291	1,721	1,750	
518.000	Holiday Pay	25,000	25,000	12,724	16,965	24,000	
519.200	Administrative Leave Exp	1,000	1,000	308	410	1,000	
519.300	Jury Duty	1,000	1,000	-	-	1,000	
	<b>Salaries and Wages Summary</b>	<b>763,500</b>	<b>763,500</b>	<b>518,493</b>	<b>691,323</b>	<b>712,750</b>	<b>-</b>
520.000	Retirement-EE	53,445	53,445	32,455	43,273	57,020	
520.001	Retirement-ER	114,525	114,525	65,098	86,798	106,913	
522.000	Social Security Insurance	-	-	-	-	-	
522.010	Medicare Tax	11,070	11,070	7,706	10,275	10,500	
522.020	Unemployment Insurance	-	-	1,800	2,400	-	
523.000	Health Insurance	122,628	122,628	99,731	132,975	150,000	
523.001	Health Ins.-Employee Reimbursement	37,066	37,066	25,272	33,696	35,000	
523.002	Health Ins.- Retirees	(24,710)	(24,710)	30,786	41,048	50,000	
523.003	Health Ins.- Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Ins.- OPEB	62,578	62,578	46,934	62,578	65,000	
523.008	Health Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	(50,000)	
523.009	Life Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	(2,000)	
523.010	Life Insurance	12,000	12,000	5,487	7,315	10,000	
523.011	Life Insurance-Retirees	(2,500)	(2,500)	1,183	1,578	2,000	
523.020	Long-Term Disability Insurance	7,500	7,500	3,550	4,733	5,000	
524.000	Workers Compensation Ins.	60,000	60,000	45,000	60,000	60,000	
525.000	Wellness Program	-	-	-	-	-	
525.010	Employee Assistance	1,500	1,500	783	1,044	1,500	
550.000	Personnel Administration-Exams	1,000	1,000	100	133	500	
551.000	Auto Allowance - OPM	-	-	500	667	2,400	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>456,102</b>	<b>456,102</b>	<b>366,384</b>	<b>488,512</b>	<b>503,833</b>	<b>-</b>
	<b>PERSONNEL AND RELATED COSTS</b>	<b>1,219,602</b>	<b>1,219,602</b>	<b>884,877</b>	<b>1,179,836</b>	<b>1,216,583</b>	<b>-</b>

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
	<b>MAINTENANCE AND OPERATIONS</b>						
640.000	Advertising & Promotion	15,000	15,000	16,697	22,262	20,000	
650.999	Auto Mileage-Not allocated	1,000	1,000	218	291	500	
660.000	Bad Debts	20,000	20,000	15,000	20,000	20,000	
670.000	Telephone/Communications	6,000	6,000	5,241	6,988	7,500	
670.001	Postage	4,500	4,500	2,359	3,146	4,500	
680.550	Travel, Conference & Meeting-Individual	-	-	-	-	-	
680.999	Travel, Conference & Meeting-Not allocated	2,000	2,000	257	343	2,000	
681.000	Seminars/Professional Development	500	500	108	144	500	
682.000	Harbor Operator Training	5,000	5,000	82	109	2,500	
685.000	Employee Appreciation Dinner	-	-	-	-	-	
685.010	Employee Recognition	-	-	-	-	-	
690.000	Memberships, Dues & Subscriptions	1,000	1,000	138	183	1,000	
695.000	Personnel Administration	500	500	9	11	500	
695.010	Personnel Administration Testing/exams	500	500	132	176	500	
710.000	Insurance Premiums	150,000	150,000	112,500	150,000	181,000	
710.010	Insurance Claim Investigation	-	-	-	-	-	
720.000	Land Vehicles - Fuel and Oil	7,000	7,000	3,052	4,069	5,000	
720.010	Patrol Boat - Fuel and Oil	3,000	3,000	536	714	3,000	
730.000	Office Supplies	5,000	5,000	2,736	3,648	5,000	
740.000	Operating Supplies (Consumable)	15,000	15,000	11,110	14,813	15,000	
745.000	Uniform Related Expenses	10,000	10,000	6,475	8,634	10,000	
755.000	Safety Equipment	5,000	5,000	491	655	5,000	
760.000	Contractual Services - Outside Services	90,000	90,000	76,782	102,376	110,000	
760.010	Contractual Services -Temporary	-	-	-	-	5,000	
760.030	Contractual Services -Professional	5,000	5,000	5,287	7,049	5,000	
762.000	Contractual Services - Legal Services	20,000	20,000	7,210	9,613	20,000	
762.030	Claims Settlement	-	-	-	-	-	
763.000	Permits/License Fees	1,500	1,500	1,008	1,344	1,500	
765.000	Miscellaneous Expenses	-	-	418	557	-	
765.010	Bank Service Charges	2,400	2,400	1,571	2,094	3,000	
765.020	Merchant Credit Card Processing Fees	-	-	-	-	-	
765.030	Collection SVC Expense	5,000	5,000	2,230	2,973	2,500	
765.031	Credit Card Fees	8,500	8,500	3,682	4,909	7,500	
765.100	Penalties/Finance Charges	-	-	-	-	-	
765.200	Payroll Processing Fee	4,500	4,500	2,630	3,506	4,500	
771.000	Equipment Rental	3,000	3,000	(47)	(63)	3,000	
775.000	Small Tools and Equipment	5,000	5,000	88	117	5,000	
780.000	Repairs & Maintenance - Equipment	30,000	30,000	29,082	38,776	40,000	
780.001	Repairs & Maintenance - Real Property	5,000	5,000	6,425	8,567	40,000	
780.004	Vessel Destruction	20,000	20,000	20,628	27,504	20,000	
780.006	Tenant/EE Purchases	-	-	(15)	(20)	-	

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
780.020	Repairs & Maintenance - Boat	5,000	5,000	250	334	10,000	
780.030	Personal Watercraft	-	-	-	-	-	
782.000	Garbage Collections	24,000	24,000	21,392	28,523	40,000	
782.010	Electric Charges	100,000	100,000	94,247	125,662	120,000	
782.011	Electric Charges Reimbursement	(40,000)	(40,000)	(30,485)	(40,647)	(40,000)	
782.020	Water Charges	36,000	36,000	24,458	32,610	50,000	
787.000	Parking Citations	500	500	-	-	500	
787.100	Handling Fees for Citations	500	500	149	198	500	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>576,900</b>	<b>576,900</b>	<b>444,129</b>	<b>592,173</b>	<b>731,500</b>	<b>-</b>
789.000	<b>DEPRECIATION EXPENSE</b>	<b>850,000</b>	<b>850,000</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>	<b>-</b>
	<b>DEBT SERVICE</b>						
790.000	Interest Expense- Dept Boating/Waterways	364,500	364,500	163,180	326,360	230,000	
791.000	Principal Repayment - Dept Boating/Waterways	815,000	815,000	-	-	890,000	
	<b>DEBT SERVICE</b>	<b>1,179,500</b>	<b>1,179,500</b>	<b>163,180</b>	<b>326,360</b>	<b>1,120,000</b>	<b>-</b>
	<b>OPEB RESERVE</b>	<b>763,437</b>	<b>763,437</b>	<b>572,578</b>	<b>763,437</b>		<b>-</b>



SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRYOVER
<b>CAPITAL OUTLAY</b>							
801.003	Computer - Hardware	5,000	5,000	461	615	5,000	
801.004	Computer - Software	15,000	15,000	398	531	20,000	
850.000	Office Furniture and Fixtures	-	-	-	-	0	
860.000	Harbor/Marina Equipment	5,000	5,000	2,275	3,033	-	
870.000	Facility Fixtures/Landscaping	5,000	5,000	5,072	7,608	5,000	
880.000	Dock Repairs/Equipment	10,000	10,000	-	-	10,000	
890.001	Patrol Boat	-	-	-	-	-	
	<b>CAPITAL OUTLAY</b>	<b>40,000</b>	<b>40,000</b>	<b>8,206</b>	<b>11,787</b>	<b>40,000</b>	<b>-</b>
<b>CAPITAL PROJECTS</b>							
913.002	Dredging - OPM: East Basin Maintenance	175,000	705,000	77,301	175,000	-	630,000
935.050	Dock Reconstruction-Wave Attenuators (District Share)	160,000	160,000	-	-	90,000	110,000
940.150	Breakwater Reconfiguration	-	-	5,994	11,988	-	
940.010	West Basin Power Centers	-	-	-	-	180,000	
940.230	East Basin Lighting	-	-	-	-	-	
940.300	WETA Ferry Terminal	-	-	719	1,438	-	
940.400	OPM Parcel Development - Office/Retail	20,000	20,000	218	435	20,000	
	<b>CAPITAL PROJECTS</b>	<b>355,000</b>	<b>885,000</b>	<b>84,232</b>	<b>188,862</b>	<b>290,000</b>	<b>740,000</b>
	<b>OYSTER POINT MARINA/PARK TOTAL</b>	<b>4,984,439</b>	<b>5,514,439</b>	<b>2,157,202</b>	<b>3,062,454</b>	<b>4,448,083</b>	<b>740,000</b>

## Oyster Point Marina/Park

### 2010-2011

1. For FY2010-11, the Oyster Point Marina/Park budget for personnel and related costs is expected to decrease by approximately \$3 thousand compared to the FY2009-10 budget. The decrease is due to the savings resulting from the retirement of one harbormaster and the remaining harbor master splitting his time between Oyster Point Marina/Park and Pillar Point Harbor. The savings are offset by 3.0% cost of living adjustment based on the December 31, 2009 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% increase for those staff still below their top step specified in the collective bargaining agreements.
2. The modest decrease in personnel and related costs includes a net of \$15,000 additional for annual OPEB expense recognition. Without this, personnel and related costs would have fallen by approximately \$18 thousand instead of just \$3 thousand.
3. The budget for FY2010-11 for maintenance and operations, excluding wages and benefits, has increased \$154 thousand over the FY2009-10 budget, due to an increase in repairs and maintenance of approximately \$50 thousand for deferred maintenance items that now need attention. In addition, \$30 thousand is due to expected increases in utility expenses and \$30 thousand increase in insurance premiums, with the remaining increase due to those other items affected by inflation.
4. The debt service budget includes interest expense of approximately \$230 thousand as well as principal payment of \$890 thousand to the Department of Boating and Waterways ("DBW"). This is subsequent to the \$3.66 million that WETA paid to DBW for credit against the District's outstanding loans.
5. Capital Outlay is budgeted for \$45 thousand. Capital Outlay includes computer and office: \$25 thousand for the Marina Billings conversion; as well as marina equipment, facility fixtures and dock repairs: \$20 thousand.
6. Capital Projects include \$200 thousand for Wave Attenuators, \$180 thousand to replace West Basin Power Centers, and \$20 thousand for OPM Parcel Development and \$630 thousand carryover for dredging which is detailed as \$530 thousand for dredging, \$65 thousand for engineering and \$35 thousand for monitoring.

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **EXPENSES ADMINISTRATION**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRY OVER FUND
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	455,500	455,500	302,829	605,659	455,500	
512.000	Overtime	3,000	3,000	650	1,301	3,000	
513.010	Extended Illness Bank	5,000	5,000	6,572	13,143	5,000	
514.010	Paid Time Off Expense	74,000	74,000	44,502	89,005	75,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	5,000	5,000	-	-	5,000	
515.000	Bereavement	604	604	-	-	1,000	
517.000	Management Hours	12,000	12,000	6,691	13,382	12,000	
518.000	Holiday Pay	30,000	30,000	23,539	35,309	30,000	
519.200	Administrative Leave	-	-	2,370	2,370	-	
	<b>Salaries and Wages Summary</b>	<b>585,104</b>	<b>585,104</b>	<b>387,154</b>	<b>760,169</b>	<b>586,500</b>	<b>-</b>
520.000	Retirement-EE	40,957	40,957	23,060	46,121	46,920	
520.001	Retirement-ER	87,766	87,766	48,220	96,440	87,975	
522.000	Social Security Insurance	-	-	-	-	-	
522.010	Medicare Tax	8,484	8,484	5,668	11,336	8,504	
522.020	Unemployment Insurance Tax	-	-	4,459	8,918	-	
523.000	Health Insurance	120,701	120,701	54,964	109,928	80,000	
523.001	Health Insurance-Employee Reimbursement	-	-	8,869	17,739	12,000	
523.002	Health Ins.- Retirees	-	-	-	-	-	
523.003	Health Ins.- Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Ins.- OPEB Accrual	51,140	51,140	-	-	50,000	
523.008	Health Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	-	
523.009	Life Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	-	
523.010	Life Insurance	7,500	7,500	3,819	7,638	6,500	
523.011	Life Insurance-Retirees	-	-	-	-	-	
523.020	Long-Term Disability Insurance	5,000	5,000	2,663	5,326	5,000	
524.000	Workers Compensation Ins.	5,000	5,000	-	-	5,000	
525.000	Wellness Program	-	-	30	60	-	
525.010	Employee Assistance Program	500	500	457	915	500	
550.000	Personnel Admin-Emp Exams	500	500	225	449	500	
551.100	Auto Allowance - General Manager	7,200	7,200	5,400	10,800	7,200	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>334,748</b>	<b>334,748</b>	<b>157,834</b>	<b>315,669</b>	<b>310,099</b>	<b>-</b>
	<b>PERSONNEL AND RELATED COSTS</b>	<b>919,852</b>	<b>919,852</b>	<b>544,989</b>	<b>1,075,838</b>	<b>896,599</b>	<b>-</b>

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRY OVER FUND
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	5,500	5,500	975	1,950	5,500	
650.999	Auto Mileage-Not allocated	1,700	1,700	1,119	2,238	1,700	
670.000	Telephone/Communications	8,500	8,500	9,514	19,028	15,000	
670.001	Postage	3,500	3,500	1,528	3,056	3,500	
680.100	Travel, Conferences & Meetings-Individual	-	-	-	-	-	
680.999	Travel, Conferences & Meetings-Not allocated	5,000	5,000	1,494	2,988	5,000	
681.000	Seminars/Professional Development	4,500	4,500	8,012	16,024	12,000	
681.100	Travel/Conferences	-	-	-	-	-	
685.000	Employee Appreciation dinner	-	-	-	-	-	
685.010	Employee Recognition	-	-	-	-	-	
690.000	Memberships, Dues & Subscriptions	18,000	18,000	14,602	29,205	18,000	
695.000	Personnel Administration	500	500	-	-	500	
695.010	Personnel Admin - Testing/Exams	1,500	1,500	-	-	1,500	
696.000	Recruiting Expense	1,500	1,500	1,029	2,057	1,500	
696.010	Recruiting Exp-Supplies	500	500	-	-	500	
710.000	Insurance Premiums	6,000	6,000	-	-	6,000	
730.000	Office Supplies	8,000	8,000	5,919	11,839	8,000	
760.000	Contractual Services-Outside Services	25,000	25,000	30,469	60,938	25,000	
760.010	Contractual Services -Temp. Services	-	-	16,861	33,722	15,000	
760.030	Contractual Services - Professional Services	35,000	35,000	15,272	30,543	35,000	
762.000	Contractual-Legal Services	50,000	50,000	31,931	63,862	50,000	
765.000	Miscellaneous Expenses	500	500	27	54	500	
765.010	Bank Service Charges	2,000	2,000	(157)	(315)	2,000	
765.020	Merchant Credit Card Processing Fees	500	500	-	-	500	
765.100	Penalties/Finance Chgs.	500	500	-	-	500	
765.200	Payroll Processing Fee	2,000	2,000	1,544	3,087	2,000	
770.000	Operating Equipment - Maintenance	1,500	1,500	1,755	3,511	2,500	
770.010	Office Rental	96,000	96,000	69,501	139,003	98,000	
771.000	Equipment Rental	500	500	709	1,418	1,500	
780.000	Repairs and Maintenance (Office Equip.)	1,500	1,500	214	429	1,500	
782.010	Electric Charges	-	-	-	-	-	
782.020	Water Charges	-	-	-	-	-	
784.900	LAFCO Fees	7,000	7,000	4,604	4,604	7,000	
785.000	Property Tax Admin Costs	-	-	13,744	13,744	15,000	
<b>MAINTENANCE AND OPERATIONS</b>		<b>286,700</b>	<b>286,700</b>	<b>230,666</b>	<b>442,984</b>	<b>334,700</b>	<b>-</b>

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRY OVER FUND
	<b>DEPRECIATION EXPENSE</b>						
789.000	Depreciation Expense	2,363	2,363	-	-	2,500	
	<b>DEPRECIATION EXPENSE</b>	<b>2,363</b>	<b>2,363</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	
	<b>OPEB RESERVE</b>	<b>166,340</b>	<b>166,340</b>	<b>124,755</b>	<b>249,510</b>	<b>-</b>	
	<b>CAPITAL OUTLAY</b>						
801.003	Computer - Hardware	10,000	10,000	30,274	30,274	10,000	
801.004	Computer - Software	10,000	10,000	693	1,386	10,000	
845.000	Office Equipment	-	-	796	1,592	-	
850.000	Office Furniture and Fixtures	1,500	1,500	325	650	1,500	
	<b>CAPITAL OUTLAY</b>	<b>21,500</b>	<b>21,500</b>	<b>32,088</b>	<b>33,901</b>	<b>21,500</b>	<b>-</b>
	<b>ADMINISTRATION TOTAL</b>	<b>1,396,755</b>	<b>1,396,755</b>	<b>932,497</b>	<b>1,802,233</b>	<b>1,255,299</b>	<b>-</b>

## Administration

### 2010-2011

1. For FY2010-11, the Administration budget for personnel and related costs is \$897 thousand versus \$920 thousand for the FY2009-10 budget. This \$23 thousand dollar decrease is primarily due to \$40 thousand in savings for health insurance, due to staff opting for payouts instead of coverage.
2. Annual OPEB expense is \$50 thousand.
3. Maintenance and operations costs, excluding wages and benefits, are projected to increase \$50 thousand over the FY2009-10 budget. Professional services are budgeted to increase \$15 thousand due to an anticipated conversion of the District's harbor financial software in FY2010-11. Office rent is projected to increase \$6 thousand over FY2009-10, and San Mateo County's Property Tax Administration charges have been added as a budget line item for \$15 thousand. This expense has been incurred every year but was not included in past budgets. The auditors have recommended reporting this expense as a separate line item instead of offsetting gross property tax revenues.
4. Capital Outlay continues to be budgeted at \$21 thousand. This is the annual roll forward for potential computer hardware and software finance operating systems. For FY2010-11 it is anticipated these monies will be used for any conversions that need to take place in the District's software and hardware systems.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **EXPENSES HARBOR COMMISSION**



SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

ACCOUNT NUMBER	DESCRIPTION HARBOR COMMISSION	2009-10 ORIGINAL BUDGET	2009-10 AMENDED BUDGET	2009-10 YEAR TO DATE THRU 03/31/10	2009-10 PROJECTED ANNUAL	2010-11 FINAL BUDGET	2009-10 CARRY OVER FUND
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	36,000	36,000	27,000	36,000	36,000	
	<b>Salaries and Wages Summary</b>	<b>36,000</b>	<b>36,000</b>	<b>27,000</b>	<b>36,000</b>	<b>36,000</b>	<b>-</b>
520.000	Retirement-EE	600	600	432	576	600	
520.001	Retirement-ER	1,000	1,000	754	1,006	1,000	
522.000	Social Security Insurance	1,800	1,800	1,339	1,786	1,800	
522.010	Medicare Tax	600	600	392	522	600	
523.000	Health Insurance	44,827	44,827	29,356	39,141	45,000	
523.001	Health Ins.-Employee Reimbursement	-	-	-	-	-	
523.002	Health Insurance - Retirees	(9,161)	(9,161)	6,246	8,328	10,000	
523.003	Health Ins.-Commissioner Cost Reimbursement	20,000	20,000	11,883	15,844	20,000	
523.005	Health Ins.- OPEB Accrual	7,065	7,065	5,299	7,065	7,065	
523.008	Health Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	(10,000)	
523.009	Life Insurance-OPEB Credit for Out-of-Pocket Payment	-	-	-	-	-	
523.010	Life Insurance	500	500	273	365	500	
523.011	Life Insurance-Retirees	-	-	-	-	-	
524.000	Workers Compensation Insurance	1,000	1,000	750	1,000	1,000	
525.000	Wellness Program	1,000	1,000	-	-	1,000	
525.010	Employee Assistance Program	500	500	412	550	500	
	<b>Benefits Summary</b>	<b>69,731</b>	<b>69,731</b>	<b>57,137</b>	<b>76,182</b>	<b>79,065</b>	<b>-</b>
<b>PERSONNEL AND RELATED COSTS</b>		<b>105,731</b>	<b>105,731</b>	<b>84,137</b>	<b>112,182</b>	<b>115,065</b>	<b>-</b>
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	2,000	2,000	652	869	2,000	
650.999	Auto Mileage-Not allocated	750	750	491	654	750	
	Travel-CMANC DC Trip-HC	-	-	-	-	-	
680.999	Travel, Conferences & Meetings-Not allocated	1,000	1,000	416	554	1,000	
681.000	Seminars/Professional Development	500	500	-	-	500	
685.000	Employee Appreciation Dinner	3,800	3,800	1,466	1,955	3,800	
685.010	Employee Recognition	500	500	397	530	500	
690.000	Membership Dues & Subscript	500	500	247	329	500	
700.000	Elections	300,000	300,000	-	-	-	
710.000	Insurance Premiums	12,000	12,000	-	-	12,000	
730.000	Office Supplies	500	500	492	656	500	
760.030	Contractual Service-Professional	500	500	1,485	1,980	500	
762.000	Contractual Retained counsel	500	500	-	-	500	
765.000	Miscellaneous Exp	1,000	1,000	-	-	1,000	
765.200	Payroll Processing Fee	1,000	1,000	850	1,134	1,000	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>324,550</b>	<b>324,550</b>	<b>6,496</b>	<b>8,661</b>	<b>24,550</b>	<b>-</b>
	<b>OPEB RESERVE</b>	<b>145,437</b>	<b>145,437</b>	<b>109,078</b>	<b>145,437</b>	<b>-</b>	<b>-</b>
<b>HARBOR COMMISSION TOTAL</b>		<b>575,718</b>	<b>575,718</b>	<b>199,710</b>	<b>266,280</b>	<b>139,615</b>	<b>-</b>

## **Harbor Commission**

### **2010-2011**

1. For FY2010-11, the Commission budget for personnel and related costs are budgeted to be \$115 thousand versus \$105 thousand for the FY2009-10 budget, due to an expected increase in health insurance costs.
2. Total Commission budget for FY2010-11 is \$140 thousand compared with \$576 thousand for FY2009-10 budget. Of the \$436 thousand difference, \$145 thousand is due to the OPEB reserve being set aside in FY2009-10 for previously accrued liabilities and \$300 thousand is due to the Election Expense Liability Reserve being set aside in prior years. Given the establishment of an OPEB reserve in FY2009-10, the only monies that need to be set aside in FY2010-11 are the current year's expense, which is under \$10 thousand for the Harbor Commission.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **CAPITAL IMPROVEMENT PROJECTS**

SAN MATEO COUNTY HARBOR DISTRICT

FINAL BUDGET FY 2010-2011

FACILITY	Budgeted Projects	Estimated	Combined
		Carryover	Capital Projects
<b>PILLAR POINT HARBOR</b>			
<b>Capital Outlay - PPH</b>			
Computer Hardware/Software	30,000	-	30,000
Facility Fixtures/Landscaping	50,000	75,000	125,000
Patrol Boat	-	-	-
Interpretive Signs	20,000	-	20,000
New Transformer Boxes	-	24,000	24,000
<b>Total Capital Outlay - PPH</b>	<b>100,000</b>	<b>99,000</b>	<b>199,000</b>
<b>Capital Projects - PPH</b>			
Fish Buyers Bldg Repairs	75,000	-	75,000
71 Addl Berths, Bulkhead, Haul-Out	-	462,617	462,617
PPH Warehouse Repairs	40,000	-	40,000
PPH Harbormaster's Office Repairs	-	-	-
PPH - Lessee Sidewalk Expansion	-	115,000	115,000
Dredge Launch Ramp	20,000	-	20,000
Median Strip	-	-	-
<b>Total Capital Projects - PPH</b>	<b>135,000</b>	<b>577,617</b>	<b>712,617</b>
<b>TOTAL - PILLAR POINT HARBOR</b>	<b>235,000</b>	<b>676,617</b>	<b>911,617</b>
<b>OYSTER POINT MARINA/PARK</b>			
<b>Capital Outlay - OPM</b>			
Computer Hardware and Software	25,000	-	25,000
Harbor/Marina Equipment	-	-	-
Facilities, Fixtures, Landscaping	-	-	-
Dock Repairs/Equipment	10,000	-	10,000
<b>Total Capital Outlay - OPM</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>
<b>Capital Projects - OPM</b>			
Dredging - OPM: East Basin Maintenance	-	630,000	630,000
Dock Reconstruction-Wave Attenuators (District Share)	90,000	110,000	200,000
West Basin Power Centers	180,000	-	180,000
OPM Parcel Development - Office/Retail	20,000	-	20,000
<b>Total Capital Projects - OPM</b>	<b>290,000</b>	<b>740,000</b>	<b>1,030,000</b>
<b>TOTAL - OYSTER POINT MARINA/PARK</b>	<b>325,000</b>	<b>740,000</b>	<b>1,065,000</b>
<b>ADMINISTRATION</b>			
<b>Capital Outlay - Admin</b>			
Computer - Hardware	10,000	-	10,000
Computer - Software	10,000	-	10,000
Office Equipment	-	-	-
Office Furniture and Fixtures	1,500	-	1,500
<b>Total Capital Outlay - Admin</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>
<b>TOTAL - DISTRICT</b>	<b>581,500</b>	<b>1,416,617</b>	<b>1,998,117</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **APPENDICES**

# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **APPENDIX A RATES AND FEES**

San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

Service	Rates: July 1, 2010-June 30, 2011
Administration Processing Fee	\$30.00 Fee for any processing request or late fee posting
Anchoring	Not Available in Inner Harbor Gratis Within Outer Harbor
Berth Waiting List Must be paid at renewal time to keep position on Wait List	\$25.00/Year
Berthing: Base Monthly Rate	\$15.00
Berthing - Monthly: Base Plus Per Foot Size  Berths Available in Lengths of: 30-35-40-45-50-55-65 Feet  The multi-hulled Rate is 150% of regular rates  Fee is Based on Length of Berth or Overall Length of Boat (LOA), Whichever is the Greater	Monthly Base Plus Monthly Per Foot  Docks D-H \$7.83/ft  Docks A-C \$7.94/ft  Skiffs – Per month (not per foot)-no base Docks D-H \$35.00/mo Docks A-C \$50.00/mo  Skiffs = non-motorized or 16' or less, bow tie and in approved areas only. No charge for Skiffs 12' or less kept totally within the berth renter's berth.
Berthing, Transient	\$0.75 Per Foot Per Day. The multi-hulled rate is 150% of regular transient rates.
Berthing, Transient Rafting From Docks Or Piers	\$0.75 Per Foot Per Day
Berthing – Discounts: Annual Prepaid Berth Rent  <b>All Discounts Require Presentation of Satisfactory Proof based upon current District Policies All Discounts shall be available from the date of acceptance of proof by the District. Discounts may not be applied retroactively</b>	Annual Prepaid Berth Rent: 1 Month Free with 1 Year Advance Payment  Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient): 15%
Bid Package	District Cost - Non Refundable
Boat Wash	\$1.00 Per 5 Minutes. Coin Operated. Quarters (25¢) Or Tokens Only.
CEQA Review: Initial Study Application Review and Processing for Initial Study. Add'l Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.	Base Fee plus District In-House and Out-of Pocket Costs  Base Fee = \$150.00
CEQA Review: Negative Declaration	Base Fee plus District In-House and Out-of Pocket Costs Base Fee = \$100.00
Collections	District Costs - including all out-of-pocket costs related to collection of funds owed District, including, but not limited to all costs related to collections, lien or sale of real or personal property, including, but not limited to: Court and Legal Fees, Federal Documentation or Property Release Fees

**All discounts are available upon written request and shall be effective date of request approval.**

**San Mateo County Harbor District**  
**PILLAR POINT HARBOR**  
**Rates and Fees Schedule**  
**Effective: July 1, 2010-June 30, 2011**

<b>Service</b>	<b>Rates: July 1, 2010-June 30, 2011</b>
Commercial Activity Permit: Additional License Agreement Required if District Facilities Used to Support the Commercial Activity	\$250.00/Year. Veterans – may be eligible for waiver of fee, subject to documentation acceptable to District; no retroactivity available.
Non-Commercial Activity Permit	See End of Rates and Fees Schedule
Credit Check	District Cost - Not to exceed \$50 per name Refundable with 1 Year Berth Rent Paid in Advance
Day Use Parking	As designated in specific locations.
Dinghy Storage	\$25.00/Month
Dock Box Rental	Not Available
Electricity	An amount, adjusted monthly, equal to the amount that the District pays for the electricity (including all associated charges and fees).
Tenant Purchases	Cost of item plus 10% Handling Fee
Emergency Pump Out Dockside	Actual Labor (see Labor Charges); \$90.00 minimum
Faxing Service	\$.25 Per Page In/Out
Fish Sales Permit - Retail	\$225.00 per year
Hoist, Public	\$30.00 Per Hour Pro Rata. \$5.00 Minimum
Installment Note Interest (Promissory Note)	Prime rate plus 2%
Key Deposits	\$10.00 Per Key
Labor Charges	\$90.00 Per Hour Regular Time; \$135.00 per hour if Staff goes into Overtime status. For All Services by Staff Where Reimbursement of Time is Appropriate and Provided for by Law.
Late Charge	Interest charged at .0834% per month (10% per annum) on all balances unpaid after due date.
Launch Ramp, Commercial Use Only	See Commercial Activity Permit Requirements
Launch Ramp, Recreational Use Only	\$12.00 Per Launch, In And Out. No Discount. Annual Permit \$195 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.
Lien Fees –	District Costs – Minimum \$175 per filed Lien
Live Aboard Permit -	\$350.00/Month 1 Month Free with 1 Year Advance Payment Senior discount of \$35.00 off the new Live Aboard Rate- Seniors are age 65 and older. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices Postage Individual Notices, Agendas, Minutes, etc.	District Cost \$0.50 per page - \$5.00 Minimum Deposit 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 Permit	\$1.50 Per Foot Per Month, \$45.00 Minimum

**All discounts are available upon written request and shall be effective date of request approval.**



**San Mateo County Harbor District**  
**PILLAR POINT HARBOR**  
**Rates and Fees Schedule**  
**Effective: July 1, 2010-June 30, 2011**

<b>Service</b>	<b>Rates: July 1, 2010-June 30, 2011</b>
Mooring Fee for District Owned Mooring	\$4.00 Per Foot (LOA) Per Month, \$100.00 Per Month Minimum With Signed Agreement. \$10.00 Transient Daily Rate.
NEPA Review: Initial Study	\$100 Fee for Reviewing Application and Processing for Initial Study. Additional Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.
NEPA Review: Negative Declaration	\$50 Fee for Reviewing Application and Processing for Negative Declaration. Additional Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.
Passenger Service Fee	\$2.20 Per passenger
Photocopies-Non District Documents	\$0.20 Per Page. Counter or Meter Used to Determine Usage.
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 - \$500.00 Per Proposal Minimum
Recreational Vehicles (C Lot Only)	\$30.00 Per Night (includes one launch per paid night). Vehicles Must be Self-Contained. Monthly Rate of \$300 Available During Salmon Season Only. Requires Evidence of Pre-Paid Monthly Boat Berthing. Limited to Towing Vehicle and 1 Towed Vehicle/Boat Within one 40' Parking Space. Any Extra Vehicles Billed at Full Rate.
Recreational Vehicles With Trailered Boats  Recreational Vehicles With Trailered Boats-cont'd	\$527.00 Per Month to Include Unlimited Launching or Unlimited Berthing, or a Combination Thereof. Limited to Boats of 30' or Less. Vehicles Must be Self-Contained. Limited to Towing Vehicle and 1 Towed Vehicle/Boat Parked Within our Standard 40' Space. \$515.00 Per Month to Holder of Annual Launching Permit. Available During Salmon Season Only.  The District has leased the RV lot to a private operator. Charges to patrons served on or from the leased premises shall be reasonable and consistent with the quality of services and facilities offered, and shall be no more than rates and charges for comparable facilities in the counties of San Francisco, Marin, Contra Costa, Alameda, Santa Clara, San Mateo, Santa Cruz and Monterey, which shall be annually reviewed by District.
Refloating Sunken Vessels	\$450 Minimum Charge. Actual Costs at Either District Rates or if Using Outside Salvage Company at Their Rates.
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.

**All discounts are available upon written request and shall be effective date of request approval.**

San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

Service	Rates: July 1, 2010-June 30, 2011
Returned Checks (Non-Sufficient Funds)	\$30.00 Per Returned Check/Payment.
Security Deposit	Equal to One (1) Month's Berthing.
Storage/Impound Fee	Equivalent to Monthly Berth Rental Fee for the Size of the Vessel or Slip. Equivalent to Mooring Fee for District Owned Mooring if Vessel Stored on Mooring.
Towing	\$175.00 Per Hour for non-berth holders. \$150.00 Per Hour for berth holders. Includes 2 Person Crew and Harbor Patrol Vessel. Additional Personnel Requirements will be Billed at Labor Charge Rate (See Labor Charges).
<p data-bbox="107 747 787 779"><b>Non-Commercial Event Activity Permit</b></p> <p data-bbox="107 779 787 810">The Permit applies to two different types of events:</p> <p data-bbox="107 842 787 1020">The first type of events are <b>Non-Commercial Events</b>, which include activities such as parades, marches, processions, bicycle rides, walks, runs, or assemblies on public property which the organizer or the District expect will present significant traffic, safety or competing use concerns.</p> <p data-bbox="107 1052 787 1146">The second type of events are <b>Purely Social Non-Commercial Events</b>, which include activities such as weddings and parties.</p>	<p data-bbox="813 747 1511 779">The District may charge a fee for Non-Commercial Events.</p> <p data-bbox="813 779 1511 831"><b>Non-Commercial Events</b> – the fee will not exceed the District's actual costs in connection to the event.</p> <p data-bbox="813 831 1511 863"><b>Purely Social Non-Commercial Events Non-refundable</b></p> <p data-bbox="813 863 1511 1083"><b>Administrative Fee:</b> \$250.00 for 50 participants or less; \$400.00 for 51-100 participants; \$500.00 for 101-150 participants; and 151+ participants fee to be determined by the General Manager with input from the Harbor Master, may include District costs including labor for services such as additional staff time, portable restrooms, clean up, and security including additional police.</p> <p data-bbox="813 1083 1511 1146">The District may charge a <b>refundable cleaning deposit</b> for Non-Commercial Events.</p>

**All discounts are available upon written request and shall be effective date of request approval.**

San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

Service	Period: July 1, 2010-June 30, 2011	
Administration Processing Fee	\$30.00 Fee for any processing request or late fee posting	
Anchoring	Not Available	
Berth Waiting List Must be paid at renewal to keep position on wait list	\$25.00 Per Year	
Berthing - Monthly Rate	Single Finger	Double Finger
22' and below	not available	\$100.00
26'	not available	\$190.00
30'	\$210.00	\$220.00
36'	\$255.00	\$265.00
40'	\$295.00	\$305.00
45'	\$330.00	\$345.00
50'	\$365.00	\$380.00
55'	not available	\$420.00
60'	\$440.00	\$460.00
The Trimaran Multi-Hulled Rate is 150% of Berth Foot.		
Berthing - Discount	1 Month Free with One (1) Year Paid in Advance.	
Berthing, Transient	\$0.65 Per Foot Per Day.	
Bid Package	District Cost - Non Refundable	
Boat Wash	\$1.00 Per 5 Minutes. Coin Operated. Quarters (25¢) 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 -  including all out-of-pocket costs related to collection of funds owed District, including, but not limited to all costs related to collections, lien or sale of real or personal property, including, but not limited to: Court and Legal Fees, Federal Documentation or Property Release Fees	

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San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

<b>Service</b>	<b>Period: July 1, 2010-June 30, 2011</b>
Commercial Activity Permit Qualified Veteran – Exempt	\$250.00 Per Year. Additional License Agreement Required if District Facilities Used to Support the Commercial Activity
<p><b>Non-Commercial Event Activity Permit</b>            The Permit applies to two different types of events:</p> <p>The first type of events are <b>Non-Commercial Events</b>, which include activities such as parades, marches, processions, bicycle rides, walks, runs, or assemblies on public property which the organizer or the District expect will present significant traffic, safety or competing use concerns.</p> <p>The second type of events are <b>Purely Social Non-Commercial Events</b>, which include activities such as weddings and parties.</p>	<p>The District may charge a fee for Non-Commercial Events.</p> <p><b>Non-Commercial Events</b> – the fee will not exceed the District’s actual costs in connection to the event.</p> <p><b>Purely Social Non-Commercial Events Non-Refundable Administrative Fee:</b> \$250.00 for 50 participants or less; \$400.00 for 51-100 participants; \$500.00 for 101-150 participants; and 151+ participants fee to be determined by the General Manager with input from the Harbor Master, may include District costs including labor for services such as additional staff time, portable restrooms, clean up, and security including additional police.</p> <p>The District may charge a <b>refundable cleaning deposit</b> for Non-Commercial Events.</p>
Commercial Services Activity Permit	\$50.00 Per Year. Additional License Agreement Required
Credit Check	District Cost - Not to exceed \$50 per name Refundable with 1 Year Berth Rent Paid in Advance
Day Use Parking	As designated in specific locations.
Dinghy Storage	\$25.00 Per Month
Dock Box Rental	\$6.00 Per Month
Electricity	An amount, adjusted monthly, equal to the amount that the District pays for the electricity (including all associated charges and fees).
Equipment Purchase for Tenants	Cost of item plus 10% Handling Fee
Emergency Pump Out Dockside	Actual Labor (see Labor Charges); \$90.00 minimum

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San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

<b>Service</b>	<b>Period: July 1, 2010-June 30, 2011</b>
Faxing Service	\$.25 Per Page In/Out
Fish Sales Permit - Retail	\$225.00 per year
Hoist, Public	Not Available
Installment Note Interest (Promissory Note)	Prime rate plus 2%
Key Purchase	\$10.00 Fee Per Key for 2 Keys. \$15.00 Fee Per Key in excess of 2 Keys
Labor Charges	\$90.00 Per Hour Regular Time; \$135.00 per hour if Staff goes into Overtime status. For All Services by Staff Where Reimbursement of Time is Appropriate and Provided for by Law.
Late Charge	Interest charged at .0834% per month (10% per annum) on all balances unpaid after due date
Launch Ramp, Commercial Use Only	See Commercial Activity Permit Requirements
Launch Ramp, Recreational Use Only	\$10.00 Per Launch, In And Out. No Discount. Annual Permit \$195 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.
Lien Fees	District Costs – Minimum \$175 per filed Lien
Live Aboard Permit	<b>\$350.00 Per Month</b> 1 Month Free with One (1) Year Paid in Advance. Senior discount of \$35.00 off the new Live Aboard Rate-Seniors are age 65 and older. Discount available at time of request and eligibility confirmation, and is not retroactive
Mailed Notices - Postage - Individual Notices, Agendas Minutes, etc.	District Cost \$0.50 per page - \$5.00 Minimum Deposit 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 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

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San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2010-June 30, 2011

<b>Service</b>	<b>Period: July 1, 2010-June 30, 2011</b>
	Plus District In-House and Out-of Pocket Costs
Passenger Service Fee	\$2.20 Per passenger
Photocopies	\$0.20 Per Page. Counter or Meter Used to Determine Usage.
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 - \$500.00 Per Proposal Minimum
Refloating Sunken Vessels	\$450 Minimum Charge. Actual Costs at Either District Rates or if Using Outside Salvage Company at Their Rates.
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 of Failure to Pay Transient Dockage as Charged.
Returned Checks (Non-Sufficient Funds)	\$30.00 Per Check.
Security Deposit	Equal to One (1) Month's Berthing.
Storage/Impound Fee	Equivalent to Monthly Berth Rental Fee for the Size of the Vessel or Slip, whichever is greater.
Towing	\$175.00 Per Hour for non-berth holders. \$150.00 Per Hour for berth holders. Includes 2 Person Crew and Harbor Patrol Vessel. Additional Personnel Requirements will be Billed at Labor Charge Rate (See Labor Charges).

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# **SAN MATEO COUNTY HARBOR DISTRICT**

400 Oyster Point Blvd., Suite 300, South San Francisco, Ca 94080 PHONE (650) 583-4400 FAX (650) 583-4611



## **APPENDIX B RESOLUTION ADOPTING FISCAL YEAR 2010-11 BUDGET**