

San Mateo County Harbor District
Board of Harbor Commissioners
Special Meeting Agenda

April 30, 2015
3:00 p.m.

Granada Community Services District
504 Avenue Alhambra, 3rd Floor
El Granada, Ca. 94018

All Harbor District Commission meetings are recorded and posted at www.PacificCoast.tv within 24-48 hours of the meeting. Pacifica residents can tune into Comcast Chanel 26 and residents from Montara through Pescadero can tune into Comcast Chanel 27. Copies of the meetings can also be purchased from PCT and mailed for \$18.

Persons requiring special accommodation with respect to physical disability are directed to make such requests per the Americans With Disabilities Act to the Deputy Secretary to the Board at 650-583-4400

A.) Roll Call

Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Staff

Scott A. Grindy, Acting General Manager &
Treasurer
Debra Galarza, Director of Finance
Debbie Nixon, Deputy Secretary

B.) Public Comments/Questions -

The Public may directly address the Board of Harbor Commissioners for a limit of three minutes, unless a request is granted for more time, on any item of public interest within the subject matter jurisdiction of the San Mateo County Harbor District, Board of Harbor Commissioners that is not on the regular Agenda. If a member of the public wishes to address the Board on an Agenda Item, that person must complete a Public Speaker Form and wait until that Item comes up for discussion. Agenda material may be reviewed at the administration offices of the District, 400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080 or online at www.smharbor.com.

- 1 **TITLE:** **Discussion and Possible Action: Response to Letter from Civil Grand Jury**
REPORT: Grindy, Letter
PROPOSED ACTION: Approve letter and direct General Manager to send response letter to Civil Grand Jury

- 2 **TITLE:** **FY15-16 Budget Workshop**
REPORT: Galarza, Attachments
PROPOSED ACTION: Information Only

- 3 **TITLE:** **Discussion and Possible Action: Request for Proposals for Labor Advisor/Negotiator**
REPORT: Grindy, Attachments
PROPOSED ACTION: To be determined

- 4 **TITLE:** **Progress Update on Hiring Replacement IT Consultant for Various Tasks, Including Urgent Needs Such as the Administrative Office Move**
REPORT: Grindy
PROPOSED ACTION: Information Only

- 5 **TITLE:** **Discussion and Possible Action: Finance Committee Update**
REPORT: Brennan, Mattusch, Attachments
PROPOSED ACTION: Approve Committee responsibilities and membership application

- 6 **TITLE:** **Discussion and Possible Action: Executive Search Committee Update, Search Process and Cost of Search To-Date**
REPORT: David, Mattusch
PROPOSED ACTION: Information Only

- 7 **TITLE:** **Update on Forensic IT Audit: Schedule and Cost**
REPORT: Grindy
PROPOSED ACTION: Information Only

C.) Adjournment

The next scheduled meeting will be held on May 6, 2015 at Sea Crest School, Think Tank, Room #19, 901 Arnold Way, Half Moon Bay at 6:30 p.m.

Special Agenda Posted As Required:
April 29th at 11:45 a.m.


Debbie Nixon, Deputy Secretary



San Mateo County Harbor District

ITEM 1

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager

April 30, 2015

Charlene Kresevich
Grand Jury Assistant
San Mateo County Grand Jury
400 County Center, 2nd Floor
Redwood City, CA 94063

ckresevich@sanmateocourt.org

Re: Response to the 2013-2014 Civil Grand Jury Reports Titled:

- (1) *"Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites"*
- (2) *"What is the Price of Dysfunction? The San Mateo County Harbor District"*

Dear Ms. Kresevich:

This letter responds to your request for a status update regarding the above two referenced Grand Jury Reports. The San Mateo County Harbor District (District) responded to the two reports as required, first on August 11, 2015, and second on August 22, 2015. Shortly thereafter, the District's long-time General Manager announced his retirement, effective December 31, 2014. The District is presently looking to engage an interim General Manager while it simultaneously engages in a search for a permanent General Manager. In addition, two new Harbor Commissioners were elected by the voters in November, 2014, bringing new priorities to the District. Finally, the District is in the midst of moving its administrative offices.

In sum, the District is in a time of transition. While it takes its obligations to the public seriously and appreciates the work of the Grand Jury, the District is unable to provide the requested status update at this time. We anticipate being able to provide a more detailed response by the end of July, 2015, after the new fiscal year's budget is adopted and after the move to its new administrative offices is complete.

As indicated in our August responses, the San Mateo County Harbor District acknowledges the Grand Jury's recommendations and will continue to strive to meet the needs of our constituents and community in the most transparent and user-friendly way possible.



San Mateo County Harbor District

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager

At the Public meeting held on April 30, 2015, the San Mateo County Harbor District approved this response on behalf of the San Mateo County Harbor District Commissioners. Thank you for your time and consideration. Should you require any additional information please do not hesitate to contact us.

Sincerely,

Sabrina Brennan, President,
Board of Harbor Commissioners
San Mateo County Harbor District

cc: Board of Harbor Commissioners



2014-2015 Grand Jury

COUNTY OF SAN MATEO
400 County Center
Redwood City, CA 94063-1655
(650) 261-5066; Fax (650) 261-5147

March 27, 2015

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

Dear Ms. Brennan,

The 2014-2015 San Mateo County Civil Grand Jury is following up on the "Will Implement" and "Will Study" type responses to the 2013-2014 Grand Jury reports to determine the current status of those responses.

If the current status is that the action has not yet been completed, please give an estimated time for completion. If a study has been completed, please indicate whether the action will be implemented and if it is to be implemented, please give an estimated time for completion.

2013-2014 *Partly Cloudy with a Chance of Information: Investigating the Transparency of Independent Special Districts' Websites*

Responses 1, 4, 5, 6, and 7

2013-2014 *What is the Price of Dysfunction? The San Mateo County Harbor District.*

Responses 5, 6, 7, 9, and 11

We would appreciate if you could send us an update to your response no later than April 30, 2015 to:

Charlene Kresevich, Grand Jury Assistant
400 County Center, 2nd Floor
Redwood City, CA 94063
Email: ckresevich@sanmateocourt.org
Phone: (650) 261-5066
Fax: (650) 261-5147

Respectfully,

Continuity Committee
2014-2015 San Mateo County Civil Grand Jury

SAN MATEO COUNTY HARBOR DISTRICT
FINANCE COMMITTEE MEETING
April 23, 2015
RESPONSES TO QUESTIONS

1. Please provide a 5-year rolling Capital Improvement Program (CIP) including reserve balances.

Answer: Attached please find the revised proposed budget for 2015/16 CIP . In addition the Facilities Condition Survey that has been presented to the Board previously is available on the District's website.

Additional information will be gladly researched and provided once staff has completed the move and set-up of District offices and responded to other previously requested items.

2. Please provide a DRAFT Reserve Policy for review.

Answer: Attached please find a copy of Resolution 17-10 Reserve Policy

3. What actions does staff recommend taking to reduce the cost of overall operations?

Answer: Recently the District revised its benefits programs for future hires to reduce future benefits expenses. As attrition occurs and employees on the older higher cost programs leave, the overall cost of benefits decreases. Over time this has resulted, and will continue to result in material savings to the District.

One item of material increase in expense is in increased legal expense specifically due to Board actions. For FY2012 and FY2013 combined, Board legal expenses totaled just under \$24 thousand. For FY2014 and FY2015 combined, Board legal expenses may exceed \$300 thousand.

Should the Board find a way to mitigate the level of this expense, the District would see material annual savings. Previously the Board had a process in place to manage this expense. The Board may want to reinstate that process.

4. What capital projects included in the budget would staff agree can be delayed to address the (\$3,629,190) deficit?

Answer: Staff has revised the proposed 2015/16 CIP budget by realistically projecting what projects can be completed within the 2015/16 fiscal year. This has altered the changes to reserves from a deficit to a modest \$14 thousand surplus. Please see attached list for revised budget list and project list.

5. Please see "Budget Summary" page and fill in the missing numbers on "Total Revenues Less Expenses" line for PPH and OPM. Currently only the total is included.

Answer: Done. Please see attached.

SAN MATEO COUNTY HARBOR DISTRICT
FINANCE COMMITTEE MEETING
April 23, 2015
RESPONSES TO QUESTIONS

6. "Budget Summary" page 8 has Pillar Point items in Oyster Point column.

Answer: Done. Also, revised proposed CIP for 2015/16 has been put in budget, as well as cash adjustments removing non-cash items such as benefits liability, which now results in a modest \$14 thousand net overall budget surplus as a result.

7. Why is the "Total All Capital Projects" \$3,629,190, the same number as the deficit?

Answer: The proposed 2015/16 CIP budget has been revised. See items 4-6.

8. Separately for PPH and for OPM, please provide the total revenue, total expenses, total profit or loss, and if a loss, the loss (deficit) as a % of Revenue; and total Expense as a % of Revenue.

Answer: Done. Please see attached.

9. Please provide a chart comparing revenue vs. expenses separately for PPH and OPM.

Answer: Attached.

10. Committee recommendation: I-T services should be studied and put out to bid via RFP. Please provide the annual total amount the District paid in I-T related costs for the past 6 years. Please include a breakdown of this cost for hardware, software, support plans and labor.

Answer: See Item 19. Due to the recent Board decision to have the District move the Administration offices move on short notice, Staff will include this item in the staff report when Staff presents the Board with a draft RFP for ongoing IT services for Board review at the June Board meeting. Staff will include all IT related costs and history requested in this item to the Board at that time.

11. Are funds from the El Granada Land in a reserve account? Are the funds set aside for a future project? Will the board decide how to allocate the funds?

Answer: Yes, the El Granada Land funds are in the District's general reserve account. The funds are available for future District needs. Please see attached the most recent Quarterly Investment Report to the Board listing the District's reserves and any restrictions thereon.

12. Can the District reduce its annual payments to the Division of Boating and Waterways (DBW) and meet its loan obligation? What is the contractual minimum payment required? What are we currently paying annually? What does the loan agreement require we pay annually?

Answer: The audited financial statement discloses the contractual amount due each year for both

SAN MATEO COUNTY HARBOR DISTRICT
FINANCE COMMITTEE MEETING
April 23, 2015
RESPONSES TO QUESTIONS

interest and principal. The note disclosing District debt owed from the 2013/14 audited financial statement is attached. The District has a practical policy of only paying what is contractually due, both interest and principal, each year based upon the loan agreement. The amount due for fiscal year 2015/16 appears in the 2015/16 Budget as interest expense and principal due.

The loans provided by DBW were already renegotiated in 2005. In order to reduce the annual debt payments, the District has four options: first, refinance the outstanding debt through a different lender; second, with only four years remaining, try to renegotiate with DBW again, remembering that the last renegotiation took over 4 years to complete; third, combine the existing debt with new CIP project debt through a refinance and new debt issue, or four, just finance any new projects, thus allowing the District to fully repay its DBW debt. By finally paying off the DBW debt, the District would no longer have to request approvals from DBW.

13. Has staff considered budgeting funds for business development at Oyster Point Marina?

Answer: In the past staff has approached the City of South San Francisco about business development opportunities. The City has declined to allow further development of the landside properties. Acting General Manager Grindy has examples of possible floating businesses and commercial vessel berthing that may have additional revenue possibilities. Please see attached.

14. Committee recommendation; Web design services should be studied and put out to bid via RFP. Please provide 2015 year-to-date invoices from the Web Design for each of the past 6 years.

Answer: Please see item 19 for schedule of RFPs to be published and acted upon. Additional information on this item will be gladly provided at the next Finance Committee meeting to give staff time to complete the move and setup of the administration offices along with other previously requested items.

15. Please provide clear information regarding annual fish buying fees paid in 2013, 2014 & 2015 and annual revenue projections for 2015 and 2016 assuming fish buying fee requirements remain unchanged.

Answer: Attached please find history for fish buying fees for 2013, 2014 & 2015. As with all activities related to nature, there is no guarantee that the volume of commercial fishing in 2015 and 2016 will be the same as in the past. All things being equal we would project the same revenues for 2015 and 2016 as occurred in Fiscal Year 2014-15.

16. Please provide a revenue projection for the Environmental Fee (\$3-\$5 per month) proposed by the Acting General Manager for 2015 and 2016. What will the proposed Environmental Fee be used for?

**SAN MATEO COUNTY HARBOR DISTRICT
FINANCE COMMITTEE MEETING
April 23, 2015
RESPONSES TO QUESTIONS**

Answer: See attached Acting General Manager proposal for New Environmental Fee and what expenses the revenues will help offset.

17. Please provide information about monthly premiums for both employee health plans. In 2018 most healthcare plans over \$27,500 in premium will be required to pay the 40% excise tax "Cadillac Tax" (an additional \$0.40 on every dollar). Please provide annual premium projections through 2020 for both plans that include the 40% excise tax.

Answer: The current monthly premiums for employee health plans are \$22,360 for the Teamsters health insurance and \$31,044 for OE3.

Also, please find a copy of a Congressional Bill HR 879, submitted February 11, 2015, requesting repeal of the "Cadillac Tax". This tax is highly unpopular, hurting both companies and families. A repeal is supported by both Republican and Democrat representatives. As such, staff feels it would be premature to forecast a tax when it may not exist by 2018.

18. Are Governmental Accounting Standards Board (GASB) standards being observed?

Answer: Yes. Please see attached note from the 2013/14 Audited Financial Statement disclosing the adherence to GASB standards and pronouncements.

19. What is the status of the District Insurance policy? When will the insurance policy be put out to bid via RFP?

Answer: The insurance for 2015/16 is in the process of being renewed. An RFP is scheduled to be put out to bid in January 2016 for the 2016/17 budget year.

See attached list for a schedule of staff proposed RFPs.

SAN MATEO COUNTY HARBOR DISTRICT
CAPITAL PROJECTS ADJUSTMENTS TO PROPOSED 2015/16 BUDGET

ITEMS 1&4

Capital Projects	Comment	Est Cost	Orig 2015/16 Budget	Adj 2015/16 Budget	Delayed
OPM					
Correct Flooding Issues (design)	Design	\$ 25,000	\$ 25,000	\$ 25,000	
Trash Compactor	Purchase	40,000	40,000	40,000	
Dock 12 Refurbishment	Design & Permitting	50,000	50,000	50,000	
Dock 12 Refurbishment	Construction	450,000	450,000		450,000
Total - OPM Capital Projects		\$ 565,000	\$ 565,000	\$ 115,000	\$ 450,000
PPH					
Mooring Replacements		\$ 25,000	\$ 25,000	\$ 25,000	
Leasee Sidewalk	Design & Permitting	35,000	35,000	35,000	
Leasee Sidewalk	Construction	265,000	265,000		265,000
Rip Rap Fishing Pier Repair		300,000	300,000	100,000	200,000
Johnson Pier Electrical Fee		173,000	173,000		173,000
Flow Meters for Sewer Lift Station		580,257	580,257		580,257
Radon Boat Replacement/Repair		120,000	120,000	120,000	
Harbor Office Remodel	Design & Permitting	50,000	50,000	50,000	
Harbor Office Remodel	Construction	150,000	150,000		150,000
Romeo Pier	Design & Permitting	50,000		50,000	
Romeo Pier	Demolition	650,000	650,000		650,000
Trench Drains at Boat Launch	Design & Permitting	10,000	10,000	10,000	
Trench Drains at Boat Launch	Construction	30,000	30,000		30,000
Launch Ramp Restroom	Design & Permitting	35,000	35,000	35,000	
Launch Ramp Restroom	Construction	215,000	215,000		215,000
Inner Harbor Dredging	Surveys, Design & Permitting	70,000	70,000	70,000	
Inner Harbor Dredging	Construction	200,000			
West Trail - Fix Erosion	Design & Permitting	100,000	100,000	100,000	
West Trail - Fix Erosion	Construction	255,933	255,933		255,933
Total - PPH Capital Projects		\$ 3,314,190	\$ 3,064,190	\$ 595,000	\$ 2,519,190
Total - All Harbor Capital Projects		\$ 3,879,190	\$ 3,629,190	\$ 710,000	\$ 2,969,190

Resolution 17-10
to
Approve Establishment of Reserves and Designations
for Net Assets as of June 30, 2010
of the
San Mateo County Harbor District

Whereas, the Board of Harbor Commissioners is the approving body for changes to net asset reserves and designations as of June 30, 2010,

Whereas, designations and reserves were established in conjunction with approval of the FY10-11 budget through resolution 11-10 on June 16, 2010,

Whereas, said Board has requested specific designations of fund balance related to tentative plans for or restrictions on the future use of financial resources.

Now, Therefore, Be It Resolved that the Board of Harbor Commissioners of the San Mateo County Harbor District approves the establishment of reserves and designations for net assets as of June 30, 2010.

Approved this 17th day of November 2010 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

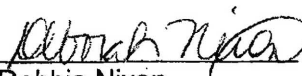
For: Campbell, Padreddi, Parravano, Tucker

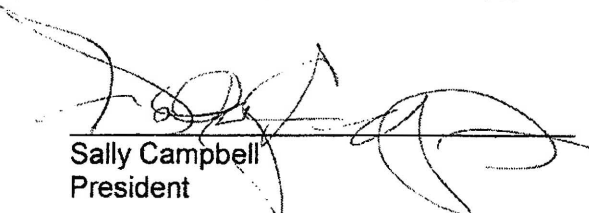
Against: None

Absent: Lundie

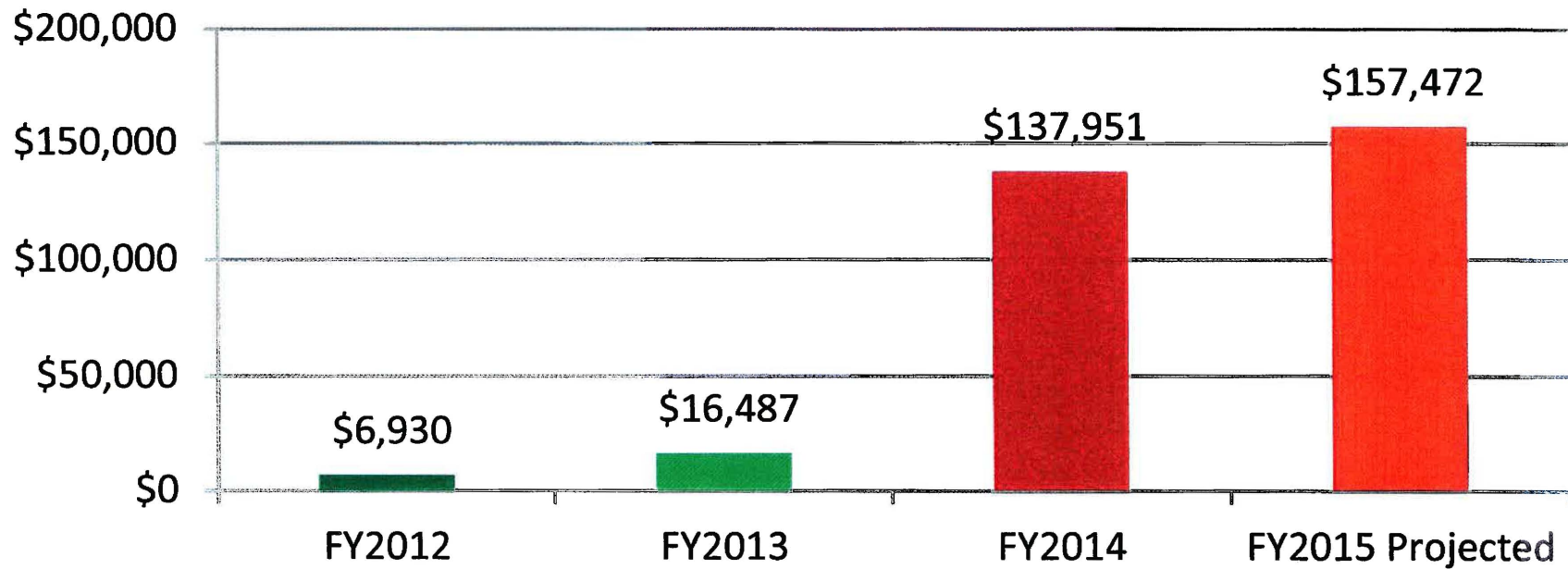
Attested

BOARD OF HARBOR COMMISSIONERS


Debbie Nixon
Deputy Secretary


Sally Campbell
President

Board of Harbor Commissioners History of Legal Expenses FY2012 - FY2015*



*Board Legal Expense for YTD 2014/15 through March 2015 is \$112,472.

SAN MATEO COUNTY HARBOR DISTRICT
CAPITAL PROJECTS ADJUSTMENTS TO PROPOSED 2015/16 BUDGET

ITEMS 1&4

Capital Projects	Comment	Est Cost	Orig 2015/16 Budget	Adj 2015/16 Budget	Delayed
OPM					
Correct Flooding Issues (design)	Design	\$ 25,000	\$ 25,000	\$ 25,000	
Trash Compactor	Purchase	40,000	40,000	40,000	
Dock 12 Refurbishment	Design & Permitting	50,000	50,000	50,000	
Dock 12 Refurbishment	Construction	450,000	450,000		450,000
Total - OPM Capital Projects		\$ 565,000	\$ 565,000	\$ 115,000	\$ 450,000
PPH					
Mooring Replacements		\$ 25,000	\$ 25,000	\$ 25,000	
Leasee Sidewalk	Design & Permitting	35,000	35,000	35,000	
Leasee Sidewalk	Construction	265,000	265,000		265,000
Rip Rap Fishing Pier Repair		300,000	300,000	100,000	200,000
Johnson Pier Electrical Fee		173,000	173,000		173,000
Flow Meters for Sewer Lift Station		580,257	580,257		580,257
Radon Boat Replacement/Repair		120,000	120,000	120,000	
Harbor Office Remodel	Design & Permitting	50,000	50,000	50,000	
Harbor Office Remodel	Construction	150,000	150,000		150,000
Romeo Pier	Design & Permitting	50,000		50,000	
Romeo Pier	Demolition	650,000	650,000		650,000
Trench Drains at Boat Launch	Design & Permitting	10,000	10,000	10,000	
Trench Drains at Boat Launch	Construction	30,000	30,000		30,000
Launch Ramp Restroom	Design & Permitting	35,000	35,000	35,000	
Launch Ramp Restroom	Construction	215,000	215,000		215,000
Inner Harbor Dredging	Surveys, Design & Permitting	70,000	70,000	70,000	
Inner Harbor Dredging	Construction	200,000			
West Trail - Fix Erosion	Design & Permitting	100,000	100,000	100,000	
West Trail - Fix Erosion	Construction	255,933	255,933		255,933
Total - PPH Capital Projects		\$ 3,314,190	\$ 3,064,190	\$ 595,000	\$ 2,519,190
Total - All Harbor Capital Projects		\$ 3,879,190	\$ 3,629,190	\$ 710,000	\$ 2,969,190

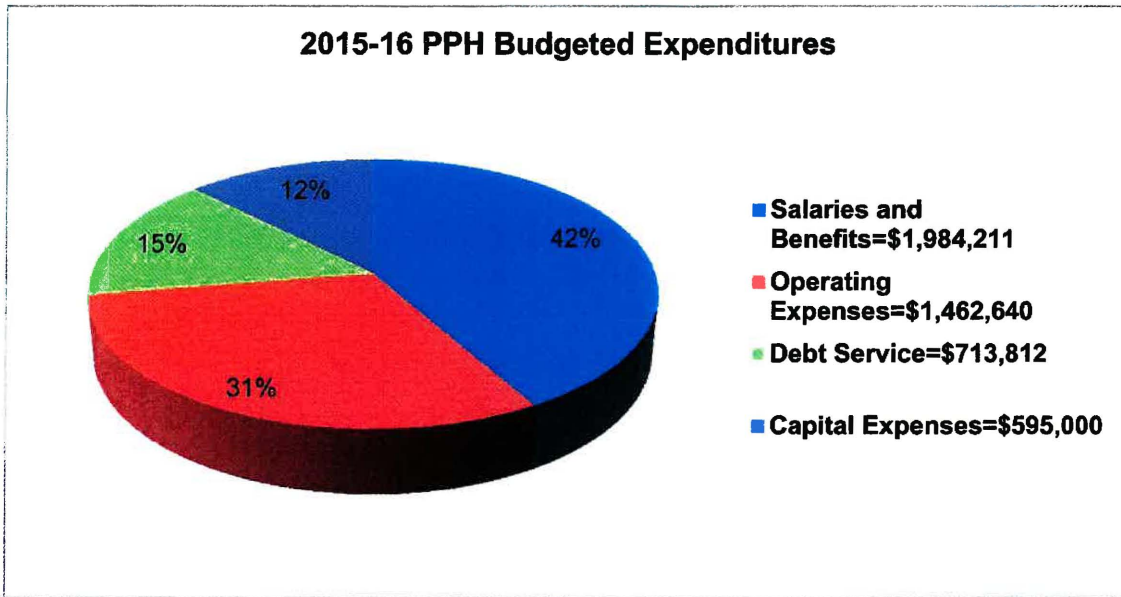
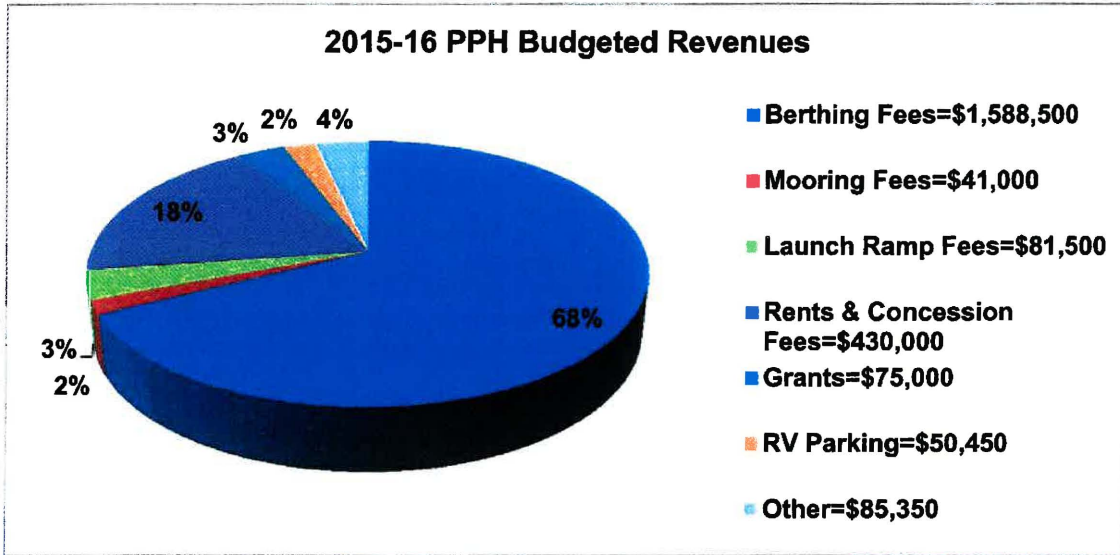
BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
TOTAL OPERATING REVENUE LESS EXPENSE BEFORE DEBT SRVC	-1,095,051	-753,286	4,117,099	-354,169	1,914,594
NON-OPERATING EXPENSES:					
Debt Service Principal - DBW Loan	501,927	477,647	0	0	979,573
Interest Expense - DBW Loan	211,885	201,635	0	0	413,520
Total Non-Operating Expenses	713,812	679,282	0	0	1,393,094
TOTAL OPERATING REVENUE LESS EXPENSE AFTER DEBT SRVC	-1,808,862	-1,432,568	4,117,099	-354,169	521,500
CAPITAL PROJECTS (2015-2016 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Trash Compactor	0	40,000	0	0	40,000
Dock 12 Referishment	0	50,000	0	0	50,000
Pillar Point Harbor:					
Mooring Replacements	25,000	0	0	0	25,000
Leasee Sidewalk	35,000	0	0	0	35,000
Rip Rap Fishing Pier Repair	100,000	0	0	0	100,000
Harbor Office Remodel	50,000	0	0	0	50,000
Harbor Master Patrol	120,000	0	0	0	120,000
Romeo Pier - Design & Permitting	50,000	0	0	0	50,000
Trench Drains at Boat Launch Ramp	10,000	0	0	0	10,000
Launch Ramp Restroom Design	35,000	0	0	0	35,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2015-16 Appropriations)	495,000	115,000	0	0	610,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
West Trail - Fix Erosion - Design and Permitting	100,000	0	0	0	100,000
Total PPH Capital Projects (Carryover Appropriations)	100,000	0	0	0	100,000
TOTAL ALL HARBOR CAPITAL PROJECTS	595,000	115,000	0	0	710,000
NET REVENUES LESS EXPENDITURES INCLUDING DEBT SRVC + CAP EXP	(2,403,862)	(1,547,568)	4,117,099	(354,169)	(188,500)
ADD BACK NON-CASH ITEMS					
Add Back Non-Cash Termination Benefit Liability	175,844	80,972	(27,709)	(26,382)	202,725
NET ADDITION TO (REDUCTION FROM) RESERVES	\$ (2,228,018)	\$ (1,466,596)	\$ 4,089,390	\$ (380,551)	\$ 14,225

FINANCE COMMITTEE REQUEST

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:	2,351,800	1,429,083	5,553,019	-	9,333,902
OPERATING EXPENSES:	3,446,851	2,182,369	1,435,920	354,169	7,419,308
OPERATING VARIANCE:	(1,095,051)	(753,286)	4,117,099	(354,169)	1,914,594
<i>Operating Expenses as a percentage of revenue</i>	<i>147%</i>	<i>153%</i>	<i>26%</i>	<i>N/A</i>	<i>79%</i>
<i>Operating Increase (Decrease) as a percentage of revenue</i>	<i>-47%</i>	<i>-53%</i>	<i>74%</i>	<i>N/A</i>	<i>21%</i>
CAPITAL EXPENDITURES	595,000	115,000	-	-	710,000
NON OPERATING EXPENSES: DEBT SERVICE	713,812	679,282	-	-	1,393,094
NON OPERATING EXPENSES: ADD BACK TERMINATION LIABILITY BENEFIT	175,844	80,972	(27,709)	(26,382)	202,725
Net Change to Cash Reserves	(2,228,018)	(1,466,596)	4,089,390	(380,551)	14,225
Estimated Beginning Cash as of 6/30/2015					
Estimated Beginning Balance 6/30/2015					16,200,000
Estimated Ending Balance 6/30/2016					16,214,225
Restricted for Debt Service-DBW Loan Collateral					1,701,349
Committed for Emergency Reserve					1,619,464
Committed for Reserve for District Office					1,526,217
Committed for Capital Improvements Reserves					586,500
Assigned for Encumbrances					500,000
Assigned for Payable Liability					150,000
Assigned for Customer Deposits and Prepayments					500,000
Assigned for Unfunded Termination Benefit Liability					3,691,978
Unassigned					6,438,717
Total Estimated Ending Cash for 6/30/2016					16,714,225

Total Revenues & Expenses

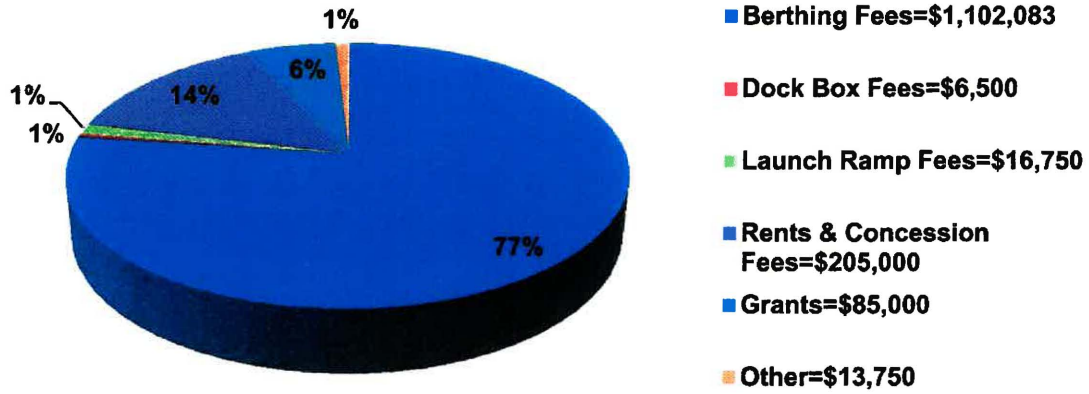


Budgeted Expenditures = \$4.7, Budgeted Revenue=\$2.4

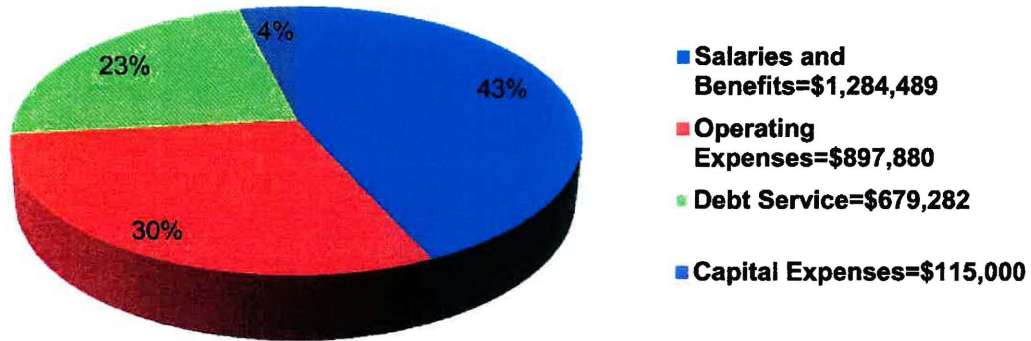
ITEM 9-OPM

Total Revenues & Expenses

2015-16 OPM Budgeted Revenues



2015-16 OPM Budgeted Expenditures



Budgeted Expenditures = \$3.0, Budgeted Revenue=\$1.4

**SAN MATEO COUNTY HARBOR DISTRICT
QUARTERLY INVESTMENT BALANCES REPORT**

ITEM 11



As required by Section 12 (Reporting) of the Investment Policy of the San Mateo County Harbor District, I am submitting to each member of the Board of Harbor Commissioners a Quarterly Investment Report.

The following cash and investments were held by the San Mateo County Harbor District as of December 31, 2014:

<u>CASH</u>	<u>AMOUNT</u>	<u>AVERAGE FY RATE</u>
Petty Cash	\$ 2,300.00	-
US Bank - Operations	864,215.84	-
US Bank - Payroll	0.00	-
Total Cash	866,515.84	-
 <u>INVESTMENTS</u>		
Local Agency Investment Fund (LAIF)	6,893.28	0.25%
San Mateo County Investment Pool	12,385,279.48	0.81%
San Mateo County Investment Pool - Restricted	1,781,174.04	0.81%
Total Investments	14,173,346.80	
Total Cash and Investments	\$ 15,039,862.64	

The District typically invests in: The Local Agency Investment Fund (LAIF), the San Mateo County Investment Pool, Collateralized CDs and FDIC Insured accounts, which require current statements to satisfy the reporting requirement.

<u>Category</u>		
Restricted	Reserved for Debt Service - DBW Loan Collateral	\$ 1,701,349.00
Committed	Emergency Reserve	1,619,464.00
Committed	Reserve for District Office	1,526,217.72
Committed	Capital Improvements Reserves	586,500.00
Assigned	Payables Liability	93,694.92
Assigned	Unfunded Health Insurance Termination Benefit Liability	3,489,253.00
Assigned	Debt Service Liability-DBW Loan payment due 12/31/15	1,393,093.77
Assigned	Encumbrances for Capital Projects	616,627.52
Assigned	Customer Deposits Liability	299,845.77
Assigned	Customer's Prepayments Liability	249,897.04
Unassigned		3,463,919.90
Total All Categories		\$ 15,039,862.64

Category Descriptions:

Restricted:

Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or enabling legislation.

Committed:

Amounts that can be used for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Committed amounts can be changed by formal action of the decision making authority if necessary.

Assigned:

Amounts that are intended to be used by government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned:

Residual classification and includes all spendable amounts not contained in other classifications.

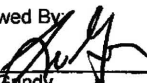
Certifications:

I certify that all investment actions executed since the Investment Policy was adopted on September 15, 2004, have been made in full compliance with the Investment Policy and the San Mateo County Harbor District will meet its expenditure obligations for the next six months.



 Debra Galarza
 Director of Finance

2/6/15
Date

Reviewed By: 

 Scott Gandy
 Treasurer - San Mateo County Harbor District

2-6-15
Date

San Mateo County Harbor District
Basic Financial Statements
For the year ended June 30, 2014

Notes to Basic Financial Statements, Continued

4. LONG-TERM DEBT, Continued

The restricted cash is reported as a current asset and the current balance includes portfolio income earned. In addition, the District has assigned the rents and leases from Pillar and Oyster Point harbors to the Division to secure performance of the tenants leasing berths in the event of default on the consolidated loan agreement by the District.

On June 24, 2009 the District entered into an agreement with the Water Emergency Transit Authority (WETA) and the City of South San Francisco to build a commuter ferry terminal at Oyster Point Marina. The construction of the ferry terminal required the removal of 134 of the 589 berths at Oyster Point Marina. In return for the loss of the physical docks and future revenue stream of those docks, WETA agreed to pay \$3.66 million to the District to pay down the loan with the Division. Accordingly, the loan with the Division was re-amortized on December 31, 2008.

On June 2, 2014, the District revised their payment schedule and made a onetime early payment. The District does not have a payment due in fiscal year 2014-15 as a result of the early payment.

C. Repayment Schedule DBW LOANS

Future annual repayment requirements are as follows:

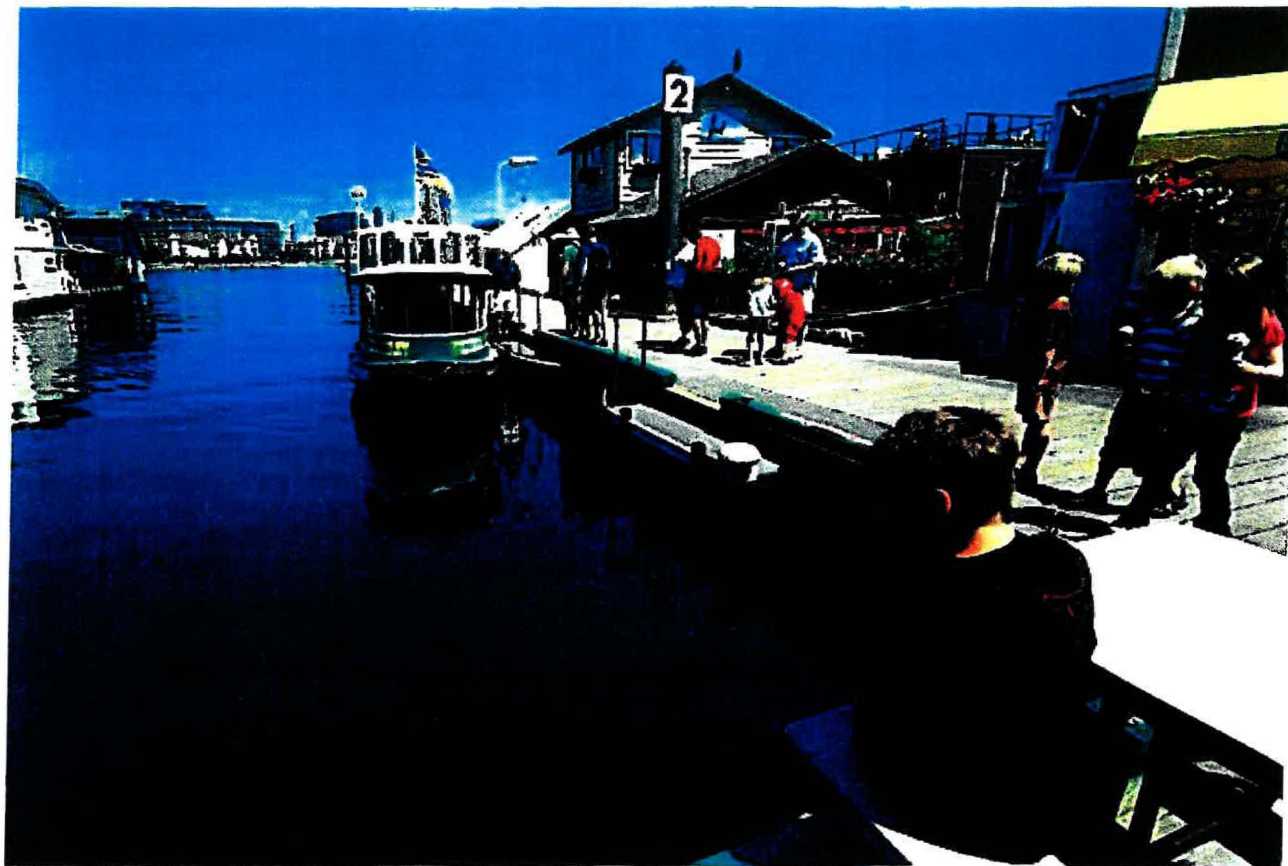
Year Ending June 30,	California Division of Boating and Waterways	
	Principal	Interest
2015	-	-
2016	979,573	413,520
2017	1,165,522	227,572
2018	1,219,066	174,028
2019	1,275,069	118,024
2020	1,294,039	59,448
Total	<u>\$ 5,933,269</u>	<u>\$ 992,592</u>
Due within one year	\$ -	\$ -
Due after one year	5,933,269	992,592
Total	<u>\$ 5,933,269</u>	<u>\$ 992,592</u>

5. NET POSITION

Net Position is restricted for debt service for the California Division of Boating and Waterways in the amount of \$1,775,629.

ITEM 13





Moorage at Fisherman's Wharf



- Float Homes
- Live Aboard Vessels
- Annual Moorage
- Commercial Fishing Vessels
- Commercial tour vessel pick-up locations (Yellow Line)

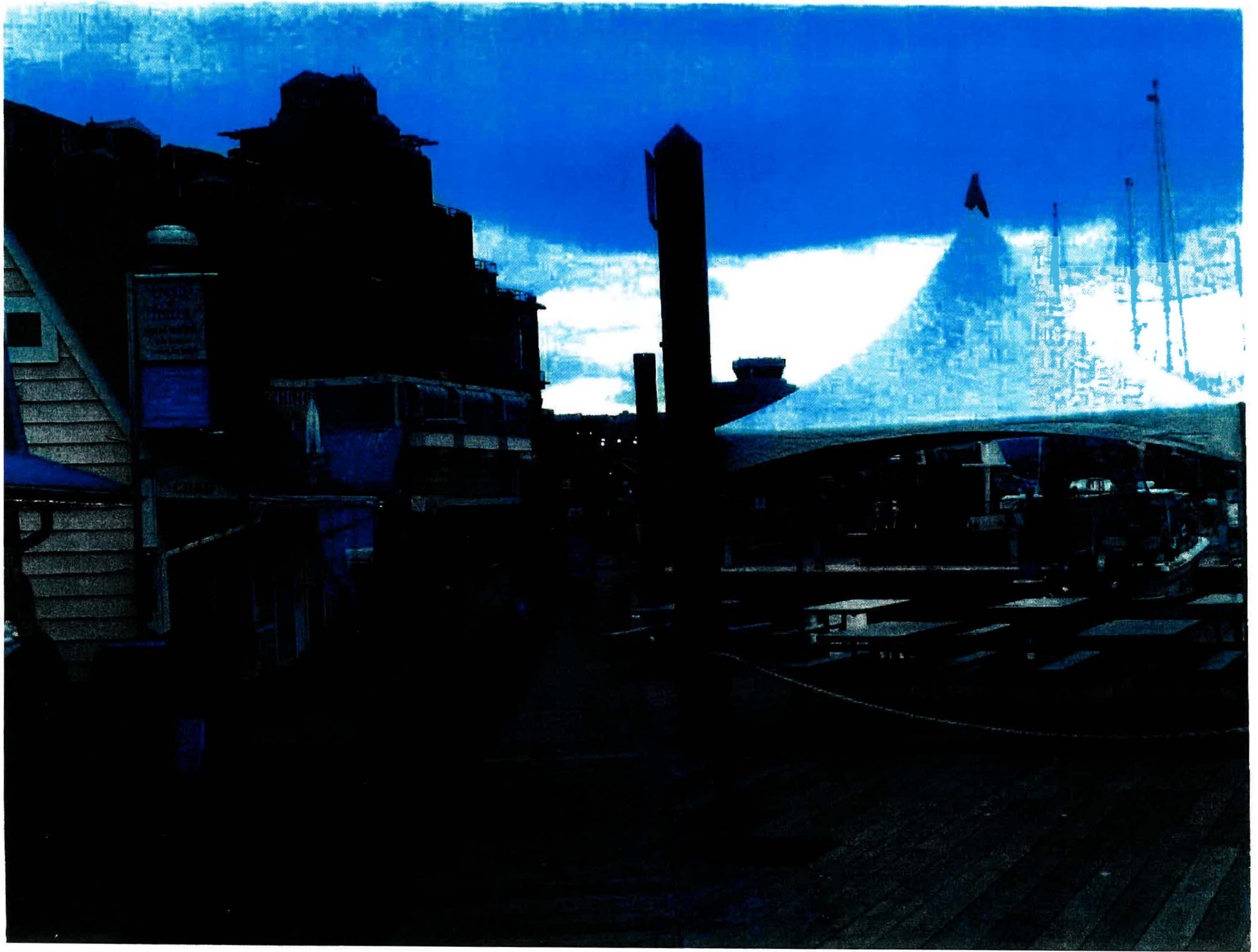
For more information about moorage at Fisherman's Wharf, visit victoriaharbour.org or contact Greater Victoria Harbour Authority Marina office at 250-383-8326.
After hours telephone: 1-800-883-7079



[Home](#) | [Photos](#) | [History](#) | [Wildlife & Area](#) | [Getting Here](#)

Copyright © 2010-2013 Victoria Fisherman's Wharf, Greater Victoria Harbour Authority - All Rights Reserved







B

TRUSSARDI'S FINEST CREAM FLOWERS

ACQUA D'ETILE	SCOPPIA DI CREMA
Acqua d'Etile (100ml)	Acqua d'Etile (100ml)
Acqua d'Etile (200ml)	Acqua d'Etile (200ml)
Acqua d'Etile (300ml)	Acqua d'Etile (300ml)
Acqua d'Etile (400ml)	Acqua d'Etile (400ml)
Acqua d'Etile (500ml)	Acqua d'Etile (500ml)
Acqua d'Etile (600ml)	Acqua d'Etile (600ml)
Acqua d'Etile (700ml)	Acqua d'Etile (700ml)
Acqua d'Etile (800ml)	Acqua d'Etile (800ml)
Acqua d'Etile (900ml)	Acqua d'Etile (900ml)
Acqua d'Etile (1000ml)	Acqua d'Etile (1000ml)

11 am - 5 pm

FIVE STAR
WHAT'S WATCHING











COASTSIDE FISHING CLUB
IN PARTNERSHIP WITH THE
DEPARTMENT OF FISH AND GAME



COASTSIDE FISHING CLUB
SALMON ACCLIMATION PEN
To Improve Our Salmon Fishery



COASTSIDE FISHING CLUB THANKS
THE HARDWORKING COMMERCIAL FISHERMEN OF
PILLAR POINT HARBOR, THE COMMERCIAL
SALMON TROLLERS ADVISORY COMMITTEE, AND
THE SAN MATEO COUNTY HARBOR COMMISSION
FOR THEIR SUPPORT OF THIS PROJECT

FISH BUYERS OFF-LOADING FEES - From April 2013 thru Present

Month	MORNING STAR				PILLAR POINT SEAFOOD				THREE CAPTAINS SEA PRODUCTS				GRAND TOTALS
	Off-loaded	Purchased	Retail Sales	TOTALS	Off-loaded	Purchased	Retail Sales	TOTALS	Off-loaded	Purchased	Retail Sales	TOTALS	
04/30/13		41.19	15.95	57.14	187.13			187.13		39.96		39.96	284.23
05/31/13	165.37	467.36	87.20	719.93	1,529.30			1,529.30		39.96	769.74	809.70	3,058.93
06/30/13	35.21	286.34	110.94	432.49	968.95			968.95		394.07		394.07	1,795.51
Fiscal Year 12-13	200.58	794.89	214.09	1,209.56	2,685.38			2,685.38		473.99	769.74	1,243.73	5,138.67
07/31/13		42.63	269.65	312.28	7,091.81			7,091.81		262.90		262.90	7,666.99
08/31/13	134.86	25.46	28.10	188.42	8,979.81			8,979.81	19,825.03			19,825.03	28,993.26
09/30/13	60.87	9.60	5.00	75.47	8,729.97			8,729.97	24.84	10,083.15		10,107.99	18,913.43
10/31/13	40.04	3.92		43.96	375.92			375.92	41.62			41.62	461.50
11/30/13		2,198.47	291.30	2,489.77	7,962.70			7,962.70	302.71	2,959.28		3,261.99	13,714.46
12/31/13		1,023.80	185.25	1,209.05	1,589.69			1,589.69		1,641.50		1,641.50	4,440.24
01/31/14		317.38	88.00	405.38	185.00			185.00		348.44		348.44	938.82
02/28/14		188.37	82.60	270.97	7.79			7.79	236.35			236.35	515.11
03/31/14	40.62	157.25	62.20	260.07	213.56			213.56	212.10			212.10	685.73
04/30/14	27.30	180.36	10.05	217.71	98.26			98.26				-	315.97
05/31/14	53.86	95.35	83.30	232.51	484.59			484.59	56.39	259.89		316.28	1,033.38
06/31/14	47.19	105.40	44.75	197.34	3,357.84			3,357.84	184.63			184.63	3,739.81
Fiscal Year 13-14	404.74	4,347.99	1,150.20	5,902.93	39,076.94			39,076.94	20,883.67	15,555.16	-	36,438.83	81,418.70
07/31/14		64.04	46.33	110.37	26,641.44			26,641.44	100.73			100.73	26,852.54
08/30/14	109.36	116.17	41.45	266.98	9,208.36			9,208.36	102.58			102.58	9,577.92
09/30/14	23.23	127.52	24.15	174.90	1,063.51			1,063.51	40,958.57	168.24		41,126.81	42,365.22
10/31/14	9.65	112.33	40.95	162.93	168.56			168.56	18.00			18.00	349.49
11/30/14		2,064.49	59.55	2,124.04	9,220.15			9,220.15	2,779.22				11,344.19
12/31/14		1,062.44	91.60	1,154.04	2,142.06			2,142.06		950.12		950.12	4,246.22
01/31/15	13.14	330.16	198.05	541.35	1,083.48			1,083.48		655.97		655.97	2,280.80
02/28/15		177.23	70.00	247.23	78.94			78.94		166.48		166.48	492.65
03/30/15		101.01	63.30	164.31	86.29			86.29		123.22		123.22	373.82
Fiscal Year 14-15 to date	155.38	4,155.39	635.38	4,946.15	49,692.79			49,692.79	43,959.10	2,064.03	-	43,243.91	97,882.85
Total All Years to date	760.70	9,298.27	1,999.67	12,058.64	91,455.11	-	-	91,455.11	64,842.77	18,093.18	769.74	80,926.47	184,440.22

From: Scott Grindy

Proposed new environmental fee:

The proposed \$3-\$5 fee for environmental in both the OPM and PPH locations will provide the following to offset present costs in environmental areas:

1. Replenishment of spill kits on dock areas, and related emergency supplies.
2. Additional dog waste bag stations, and regular dog waste bag replenishment.
3. Continue to provide additional spill pad and oil absorbing pads for boaters.
4. Continued support to offset costs of water quality testing at PPH.
5. Continued maintenance of the expendable pumpout dock equipment (hoses, hose fittings).
6. Support for beach clean-up events, including bags, dumpster use.

Using the average occupancy % for OPM and PPH below are the annual estimates of the fee totals:

OPM $61\% \times 428 = 261 \times \$3. = \$ 783$ per month $\times 12 = \$ 9,396$. Yr
 $61\% \times 428 = 261 \times \$5. = \$1,305$ per month $\times 12 = \$15,660$. yr

PPH $90\% \times 369 = 332 \times \$3. = \$ 996$ per month $\times 12 = \$11,952$. Yr
 $90\% \times 369 = 332 \times \$5. = \$1,660$ per month $\times 12 = \$19,920$. Yr

There is one version of the bill. **Shown Here:**
Introduced in House (02/11/2015)

114th CONGRESS 1st Session
H. R. 879

To repeal the “Cadillac Tax” on middle class Americans’ health plans.

IN THE HOUSE OF REPRESENTATIVES
February 11, 2015

Mr. Guinta introduced the following bill; which was referred to the Committee on Ways and Means
A BILL

To repeal the “Cadillac Tax” on middle class Americans’ health plans.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. Short title.

This Act may be cited as the “Ax the Tax on Middle Class Americans’ Health Plans Act”.

SEC. 2. Repeal of the tax on employee health insurance premiums and health plan benefits and related reporting requirements.

(a) Excise tax.—[Chapter 43](#) of the Internal Revenue Code of 1986 is amended by striking section 4980I.

(b) Reporting requirement.—Section 6051(a) of such Code is amended by inserting “and” at the end of paragraph (12), by striking “, and” at the end of paragraph (13) and inserting a period, and by striking paragraph (14).

(c) Clerical amendment.—The table of sections for chapter 43 of such Code is amended by striking the item relating to section 4980I.

(d) Effective dates.—

(1) IN GENERAL.—Except as provided by paragraph (2), the amendments made by this section shall apply to taxable years beginning after December 31, 2017.

(2) REPORTING REQUIREMENT.—The amendment made by subsection (b) shall apply to calendar years beginning after December 31, 2014.

San Mateo County Harbor District
Basic Financial Statements
For the year ended June 30, 2014

Notes to Basic Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of San Mateo County Harbor District (District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental enterprises classified as proprietary fund types. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The reports are based on all applicable GASB pronouncements as well as applicable Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Review Boards of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. When applicable, certain prior year amounts have been reclassified to conform to current year presentation. The following is a summary of the more significant policies:

A. Description of the Reporting Entity

The District is organized under the Harbor and Navigation provisions of the general laws of the State of California and is governed by a five-member Board of Commissioners elected at large by the registered voters of the District. The District is located in the unincorporated area of Princeton along the Pacific Ocean in San Mateo County and South San Francisco, but encompasses the entire County.

Oversight responsibility, the ability to conduct independent financial affairs, issue debt instruments, approve budgets, and otherwise influence operations and account for fiscal matters is exercised by the District's Board of Commissioners. The District is a separate reporting entity for financial reporting purposes and the accompanying financial statements reflect the assets, liabilities, Net Position, revenues, and expenses of the District only.

As defined by GASB Statements No. 14 and 39, *The Financial Reporting Entity*, the District is not financially accountable for any other entity other than itself, nor are there any other entities for which the nature and significance of their relationship with the District are such that exclusion would cause the District's financial statements to be misleading or incomplete.

In addition, based upon the above criteria, the District is not aware of any entity which would be financially accountable for the District which would result in the District being considered a component of the entity.

ITEM 19

Schedule for Future RFPs for San Mateo County Harbor District Services

May 2015	OPM BAIT SHOP
June 2015	IT Support Services
July 2015	Property Management Services
Sept 2015	Web Design Services
November 2015	Financial Auditor
January 2015	Insurance Broker Services



STAFF REPORT

FROM: Debra Galarza, Director of Finance

DATE: May 6, 2015

SUBJECT: Preliminary Operating and Capital Budget: May 6th Edition

Summary

Several changes have been made to the budget first presented on March 18th, 2015. There have been no updates to that document until this May 6th Edition which is attached.

Unlike Financial Statements, Budgets do not have regulatory requirements to follow. However, best practices are recommended by agencies such as GFOA (Government Finance Officers Association); CSMFO (California Society of Municipal Finance Officers); and GASB (Government Accounting Standards Board).

Up until this year the District has included non-cash items in its budget, specifically, depreciation and termination benefit liability (these were included in the March 18th version of the budget). The District has always used and accrual based budget which includes non-cash items.

The District is now changing to a cash based budget. Depreciation and termination liability will now be adjusted out of the bottom line to show the actual cash the District intends to spend for Fiscal Year 2015-16.

Below is a summary of changes made:

Detail of Changes from March 18th budget to Preliminary Operating and Capital Budget, May 6th Edition						
		<u>Located in March 18th</u>		<u>Located in May</u>		
		<u>Budget</u>	<u>WAS</u>	<u>6th Edition</u>	<u>NOW</u>	<u>CHANGE</u>
March 18th Increase (Decrease) Including Capital		Page 8 of 39 last line	\$ (3,629,190)			\$ (3,629,190)
Changes to May 6, 2015 Budget						
Defer OPM Capital Project Adjustments	(A)	Page 35 of 39	\$ 565,000	(A), pg 6 of 46, 42 of 46	\$ 115,000	\$ 450,000
Defer PPH Capital Project Adjustments	(B)	Page 35 of 39	\$ 3,064,190	(B), pg 6 of 46, 42 of 46	\$ 595,000	\$ 2,469,190
Remove Depreciation-Non-Cash Item	(C)	Page 7 of 39	\$ 1,624,254	(C), pg 6 of 46	\$ -	\$ 1,624,254
Add Debt Service Principal-Cash Item	(D)	not in March 18th copy	\$ -	(D), pg 5 of 46	\$ (979,573)	\$ (979,573)
PPH Interest Expense-Adjust	(E)	Page 7 of 39	\$ 129,869	(E), pg 5 of 46	\$ 211,885	\$ (82,016)
OPM Interest Expense-Adjust	(F)	Page 7 of 39	\$ 160,470	(F), pg 5 of 46	\$ 201,635	\$ (41,165)
Remove Termination Liability	(G)	not in March 18th copy	\$ 202,725	(G), pg 6 of 46	\$ -	\$ 202,725
Net Addition to (Reduction from) Reserves	(H)			(H), pg 6 of 46		\$ 14,225

This page intentionally left blank

SAN MATEO COUNTY HARBOR DISTRICT

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



PRELIMINARY OPERATING AND CAPITAL BUDGET FISCAL YEAR ENDING JUNE 30, 2016

May 6, 2015 Edition

Board of Harbor Commissioners

**Scott Grindy
Acting General Manager**

**Debra Galarza
Director of Finance**

**John Draper
Acting Harbor Master**

**James Merlo
Acting Harbor Master**



San Mateo County Harbor District
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Sabrina Brennan	December 31, 2016
VICE PRESIDENT	Tom Mattusch	December 31, 2016
SECRETARY	Nicole David	December 31, 2018
COMMISSIONER	Pietro Parravano	December 31, 2016
COMMISSIONER	Robert Bernardo	December 31, 2018

**PRELIMINARY OPERATING AND CAPITAL BUDGET
FISCAL YEAR ENDING JUNE 30, 2016**

BUDGET SUMMARY.....	1
BUDGET GRAPHS.....	8-NEW SECTION
RESERVES.....	14-NEW SECTION
REVENUES	
Combined Revenues.....	18
Pillar Point Harbor.....	19
Oyster Point Marina.....	21
Administration.....	23
EXPENSES	
Combined Expenses.....	26
Pillar Point Harbor.....	27
Oyster Point Marina.....	32
Administration.....	36
Harbor Commission.....	39
CAPITAL IMPROVEMENT PROJECTS.....	42
GLOSSARY.....	43

SAN MATEO COUNTY HARBOR DISTRICT

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



BUDGET SUMMARY

BUDGET SUMMARY

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,768,419	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,159,422	9,333,902
Operating Expenses	6,545,252	8,244,724	4,480,141	7,573,229	7,419,308
Non-Operating Expense	1,271,877	1,733,908	11,563	0	3,017,348
SUB-TOTAL OPERATING AND NON-OPER EXPENSES	7,817,128	9,978,633	4,491,704	7,573,229	10,436,656
<i>Adjustments:</i>					
<i>Add Back Termination Liability-Non Cash Item</i>	175,844	80,972	(27,709)	(26,382)	202,725
<i>Add Back Depreciation-Non Cash Item</i>	1,054,626	558,065	11,563	-	1,624,254
Total Capital Projects Expense	1,421,008	777,686	156,749	-	710,000
SUB-TOTAL EXPENDITURES & CAPITAL	8,007,667	10,117,282	4,664,599	7,599,611	9,319,677
NET INCREASE(DECREASE)	3,702,616	(1,211,732)	(130,605)	1,559,811	14,225

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,588,500	1,102,083	0	0	2,690,583
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	16,750	0	0	98,250
Dock Boxes	0	6,500	0	0	6,500
Misc. Fees	47,100	10,550	0	0	57,650
Rents & Concessions	430,000	205,000	0	0	635,000
RV Parking (Fishing)	50,450	0	0	0	50,450
Event Fees	22,750	500	0	0	23,250
Commercial Activity Permits	9,000	1,500	0	0	10,500
Sales	6,500	1,200	0	0	7,700
State- DBAW - Abandoned Vessel	75,000	85,000	0	0	160,000
Total Operating Revenues	2,351,800	1,429,083	0	0	3,780,883
NON-OPERATING REVENUE:					
Taxes	0	0	5,500,000	0	5,500,000
Interest Income	0	0	51,319	0	51,319
Miscellaneous Revenues	0	0	1,700	0	1,700
Total Non-Operating Revenues	0	0	5,553,019	0	5,553,019
TOTAL SOURCES OF FUNDS (REVENUE)	2,351,800	1,429,083	5,553,019	0	9,333,902

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,091,591	689,999	730,057	36,000	2,547,647
Overtime	16,000	16,000	8,000	0	40,000
Other Pay	25,000	25,000	0	0	50,000
Total Salaries and Wages	1,132,591	730,999	738,057	36,000	2,637,647
Benefits Expense:					
Pension Contributions	265,758	163,733	135,778	0	565,270
Health Insurance Costs - Current Employees	249,746	163,710	102,174	40,769	556,399
Worker's Compensation Insurance	79,300	67,000	5,444	400	152,144
Other Insurance - Current Employees	16,025	11,500	14,100	300	41,925
Insurance Costs - Retirees	38,750	46,700	0	21,315	106,765
Social Security and Taxes	16,496	10,375	20,507	2,832	50,209
Auto Allowance	8,400	8,400	8,400	0	25,200
Employment Assistance Program	1,300	1,100	670	600	3,670
Liability for Termination Benefit	175,844	80,972	(27,709)	(26,382)	202,725
Total Benefits	851,619	553,490	259,363	39,834	1,704,306
TOTAL SALARY AND PAYROLL BURDEN	1,984,211	1,284,489	997,420	75,834	4,341,953

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	11,200	8,000	2,500	8,000	29,700
Bad Debt Expense	45,000	50,000	0	0	95,000
Communications	21,000	13,100	12,500	0	46,600
WiFi Services	4,440	6,500	0	0	10,940
Computer - Hardware and software	11,750	5,000	7,500	0	24,250
Postage	9,000	4,000	9,000	100	22,100
Meetings/Travel/ Training	6,600	5,300	6,500	9,800	28,200
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	400	250	17,500	0	18,150
Personnel Tests	1,100	1,150	2,500	0	4,750
Property & Casualty Insurance	135,000	139,200	0	14,935	289,135
Fuel	12,000	6,400	0	0	18,400
Operating Supplies	67,900	31,500	0	0	99,400
Office Supplies	7,500	5,400	13,600	1,800	28,300
Uniform Expenses	9,000	7,500	0	0	16,500
Legal Services	55,000	15,000	100,000	213,000	383,000
Contractual Services-IT	10,500	13,000	21,000	4,000	48,500
Contractual Services-Professional	50,000	79,800	75,000	0	204,800
Outside Contractual Services	105,900	127,080	33,150	21,500	287,630
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	22,300	750	0	39,450
Office Space and Equipment Rentals	0	4,500	99,000	0	103,500
Repair and Maintenance	467,000	131,500	0	0	598,500
Garbage Collections	158,300	26,500	0	0	184,800
Harbor/ Marina Equipment	17,150	5,000	0	0	22,150
Vessel Destruction	65,000	75,000	0	0	140,000
Water and Electrical Utility Expenses	168,500	108,000	0	0	276,500
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	5,000	5,000
Total Operating Expenses	1,462,640	897,880	438,500	278,335	3,077,355
Total All Operating, Salary and Benefit Expenses	3,446,851	2,182,369	1,435,920	354,169	7,419,308
NON-OPERATING EXPENSES:					
Depreciation	558,065	1,054,626	11,563	0	1,624,254
Debt Service-Principal	501,927	477,647	0	0	979,573 (D)
Interest Expense - DBAW Loan	211,885	201,635	0	0	413,520 (E,F)
Total Non-Operating Expenses	1,271,877	1,733,908	11,563	0	3,017,348
TOTAL OE&E EXPENSE	4,718,727	3,916,277	1,447,483	354,169	10,436,656

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2015-2016 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Trash Compactor	0	40,000	0	0	40,000
Dock 12 Referishment	0	50,000	0	0	50,000
Pillar Point Harbor:					
Mooring Replacements	25,000	0	0	0	25,000
Leasee Sidewalk	35,000	0	0	0	35,000
Rip Rap Fishing Pier Repair	100,000	0	0	0	100,000
Radon Boat Replacement or Repair	120,000	0	0	0	120,000
Harbor Office Remodel	50,000	0	0	0	50,000
Romeo Pier	50,000	0	0	0	50,000
Trench Drains at Boat Launch Ramp	10,000	0	0	0	10,000
Launch Ramp Restroom Design	35,000	0	0	0	35,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2015-16 Appropriations)	495,000	115,000	0	0	610,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
West Trail - Fix Erosion	100,000	0	0	0	100,000
Total Capital Projects (Carryover Appropriations)	100,000	0	0	0	100,000
Total All Capital Projects	595,000	115,000	0	0	710,000 (A,B)
TOTAL ALL COSTS	5,313,727	4,031,277	1,447,483	354,169	11,146,656
Less Non-Cash Items:					
Remove Depreciation	558,065	1,054,626	11,563	0	1,624,254 (C)
Add Back Termination Liability-Non Cash Item	175,844	80,972	(27,709)	(26,382)	202,725 (G)
TOTAL USES OF FUNDS (EXPENDITURES)	4,579,818	2,895,679	1,463,629	380,551	9,319,677
NET ADDITION TO (REDUCTION FROM) RESERVES	(2,228,018)	(1,466,596)	4,089,390	(380,551)	14,225 (H)

Budget Summary

Fiscal Year Ending June 30, 2016

1. This year's budget Operating and Non-Operating Revenue are **balanced to greater than** the Operating and Non-Operating Expenses **by \$14,225**. This was attainable because several repairs and maintenance projects had been completed in previous years, attrition of senior staff at higher salaries and benefits are being replaced with new staff who have lower salaries and benefits, and it is estimated that new lease negotiations on three lease renewals will enhance revenues. **In addition, capital projects have been evaluated by staff and several are budgeted for design and permitting for FY2015-6.**
- ~~2. Capital costs will need to be funded by reserves. Other financing should be researched but is limited to the restrictions put in place by DBW.~~
- ~~3. Capital projects in the amount of \$3,629,290 are made up of \$2,638,257 in new projects and \$355,933 in carryovers from FY2014-15. Review of the Facilities study, meetings with Harbor Masters and Acting General manager enabled the discussion of necessary capital projects. Capital projects are evaluated by necessity due to health and safety issues (i.e. Johnson Pier electrical repairs), items that may create legal issues (i.e. Romeo Pier), and projects that would generate revenue (i.e. Sidewalk project via higher percentage rents).~~
3. In order to project the cash outlay for the budget depreciation expense has been adjusted as a non-cash item and excluded from the expenditure totals.

SAN MATEO COUNTY HARBOR DISTRICT

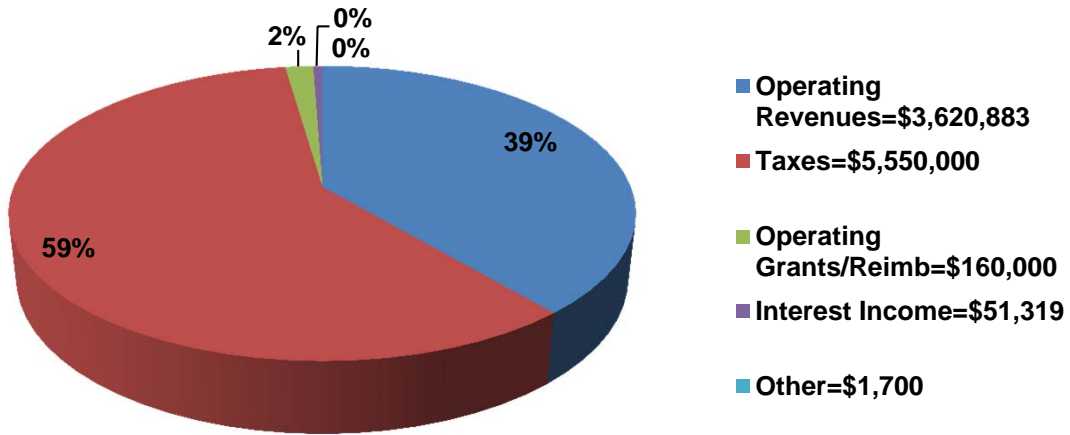
400 Oyster Point Blvd., Suite 300, South San Francisco, CA 94080



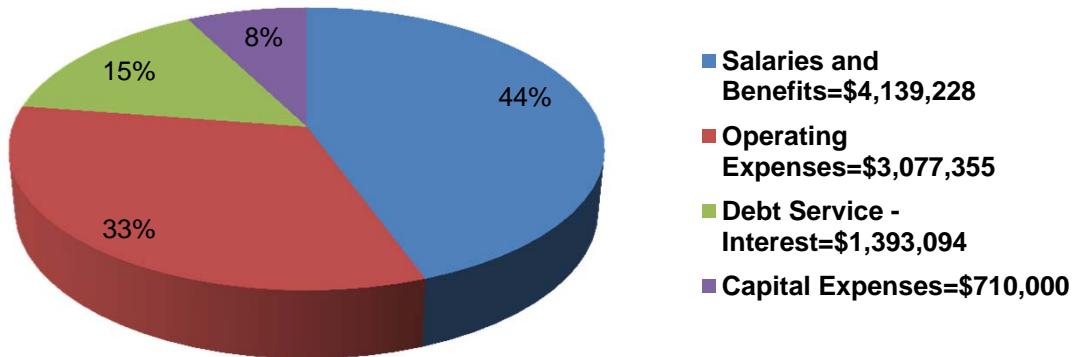
BUDGET GRAPHS

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

2015-16 Budgeted Sources of Funds



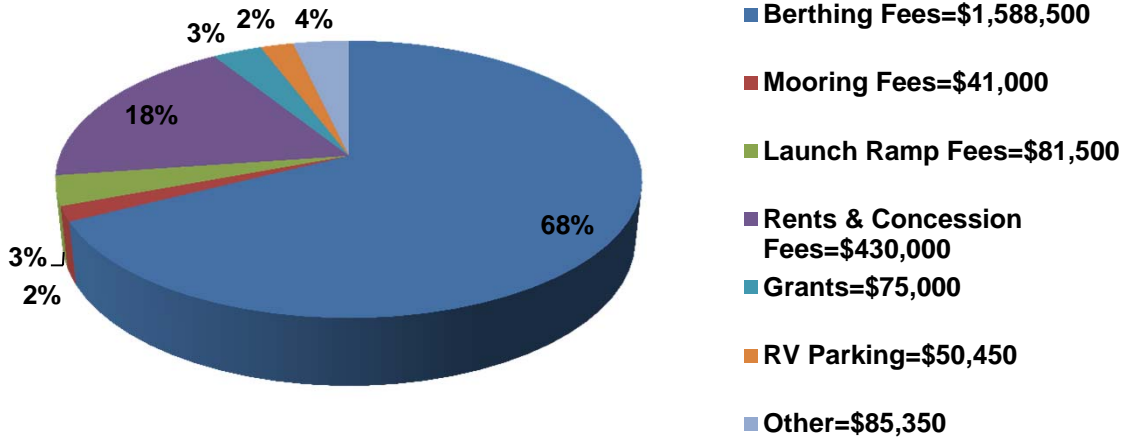
2015-16 Budgeted Use of Funds



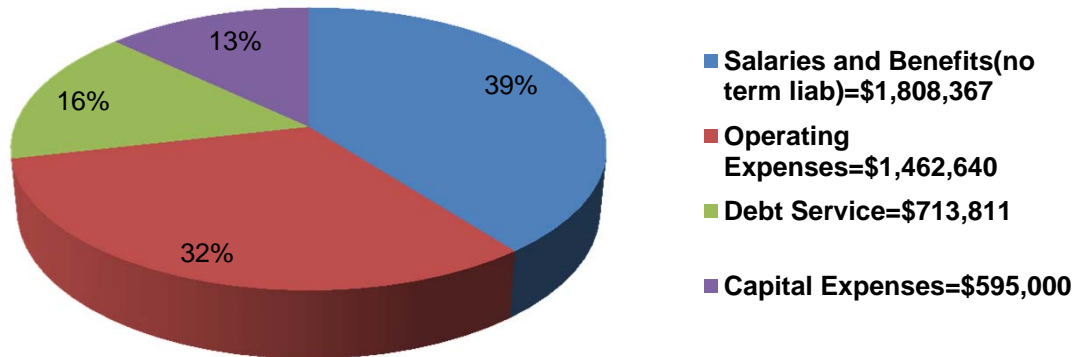
TOTAL SOURCES: \$9,333,902 -TOTAL USES: 9,319,677 = \$14,225 Surplus

Where does Pillar Point Harbor Gets its Money and Where the Money is Spent

2015-16 PPH Budgeted Sources of Funds



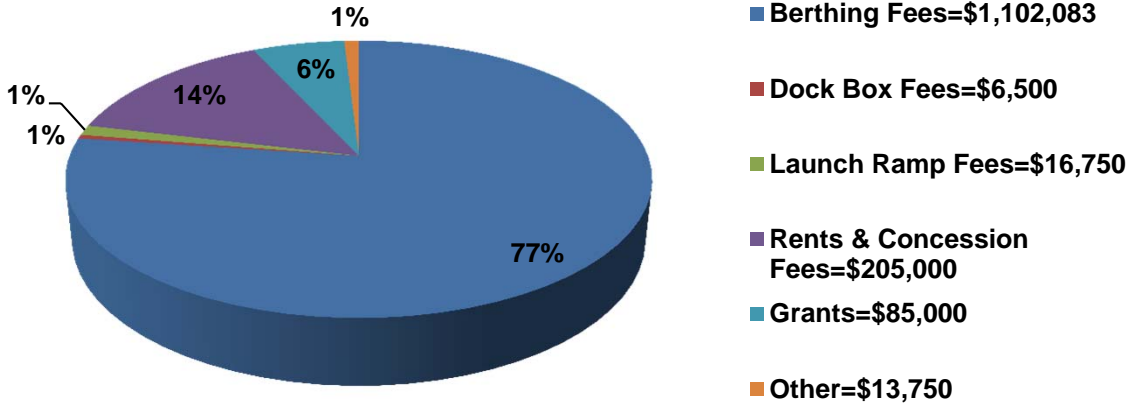
2015-16 PPH Budgeted Uses of Funds



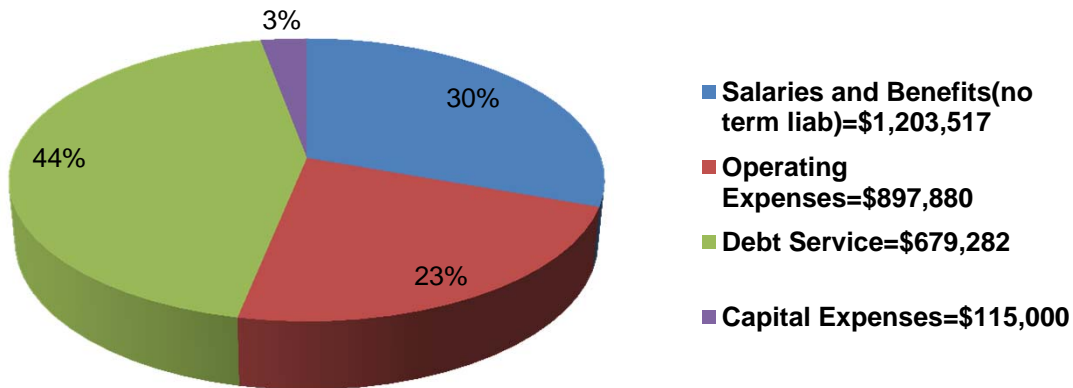
TOTAL SOURCES: \$2,351,800 - TOTAL USES: \$4,579,818 = \$2,228,018 Deficit

Where Oyster Point Marina Gets its Money and Where the Money is Spent

2015-16 Budgeted Sources of Funds



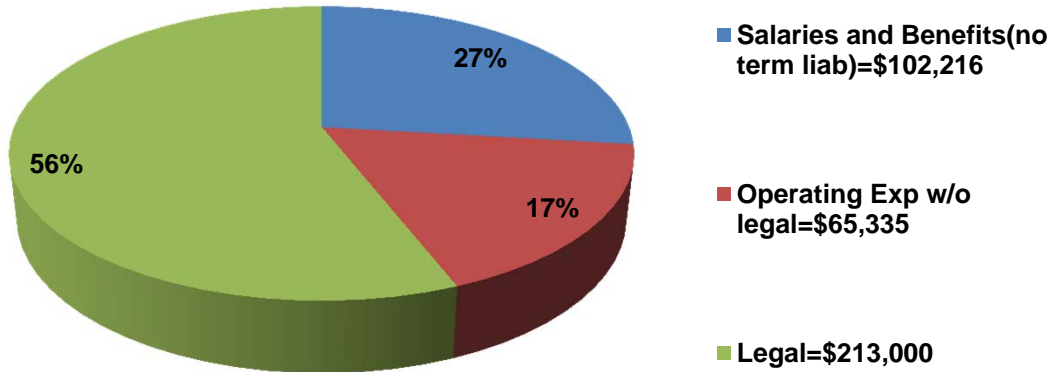
2015-16 OPM Budgeted Uses of Funds



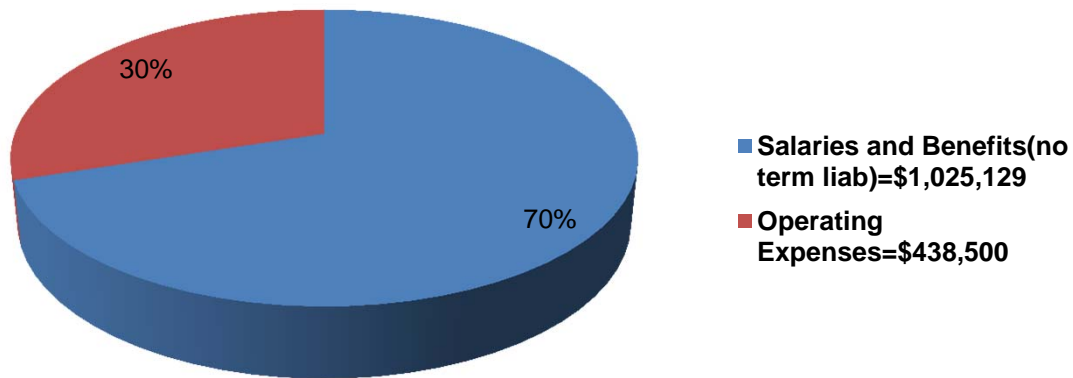
TOTAL SOURCES: \$1,429,083 - TOTAL USES: \$2,895,679 = \$1,466,596 Deficit

Where does Administration & Commission Spend Money

2015-2016 Commission Uses of Funds

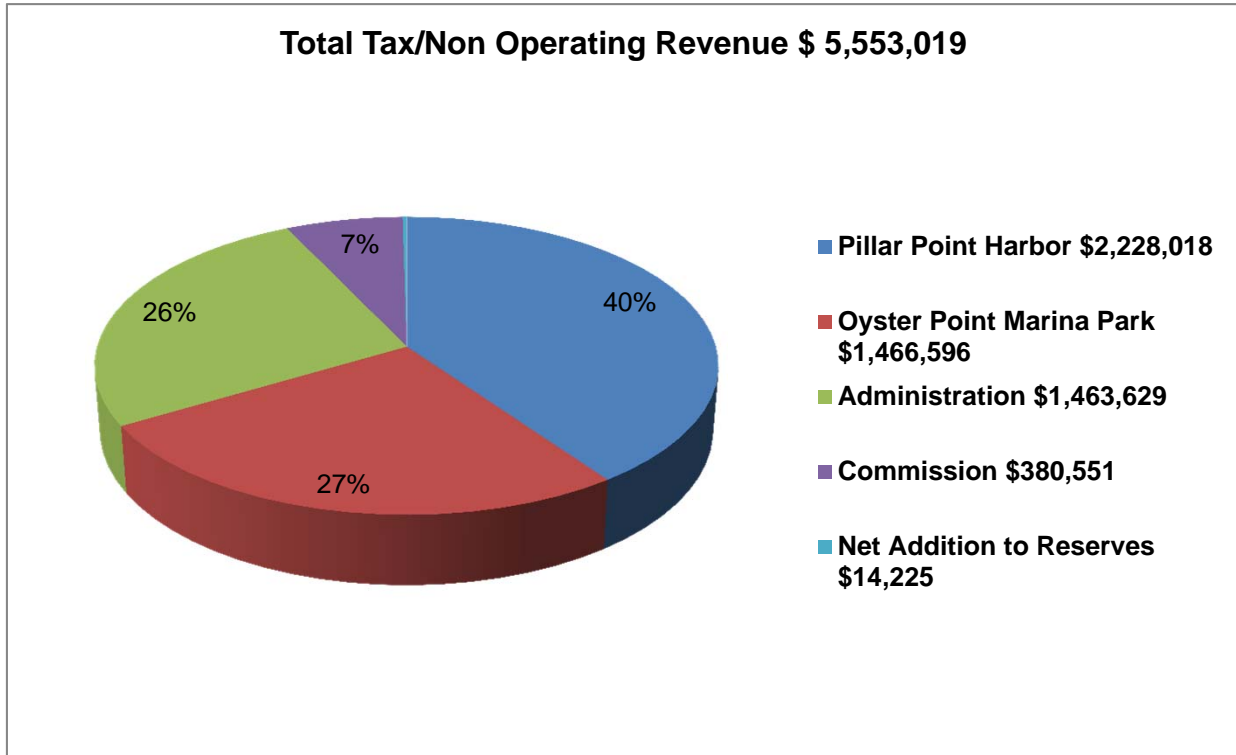


2015-16 Administration Uses of Funds



TOTAL USES COMMISSION = \$380,551
TOTAL USES ADMINISTRATION=\$1,463,629

**What Percentage of Tax/Non Operating Revenues does
Each Department Use to cover Expenditures, including capital**



SAN MATEO COUNTY HARBOR DISTRICT

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



RESERVES

New Section: Estimated Reserves

Estimate of Cash Reserves:

Estimated Beginning Balance 6/30/2015	16,355,000
Estimated Increase to Cash FYE 6/30/2016	14,225
Estimated Ending Balance 6/30/2016	16,369,225
Restricted for Debt Service-DBW Loan Collateral	1,701,349
Committed for Emergency Reserve	1,619,464
Committed for Reserve for District Office	1,526,217
Committed for Capital Improvements Reserves	586,500
Assigned for Payable Liability	150,000
Assigned for Encumbrances	500,000
Assigned for Payable Liability	150,000
Assigned for Customer Deposits and Prepayments	500,000
Assigned for Unfunded Termination Benefit Liability	3,691,978
Unassigned	5,943,717
Total Estimated Ending Cash for 6/30/2016	16,369,225

*A deposit of \$794,008.05 on 3/6/15 for PO Lot Sales remains unassigned

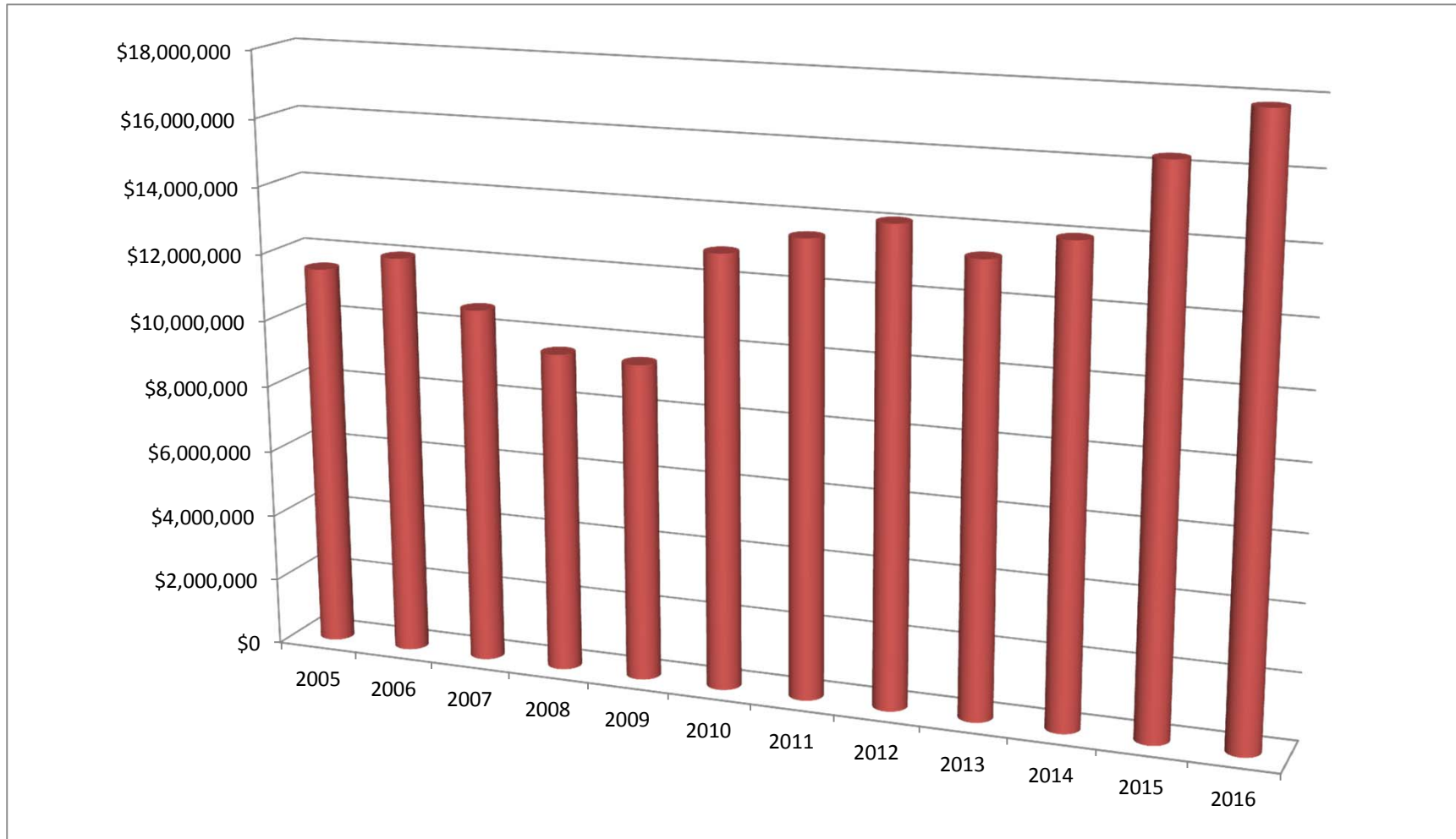
Restricted: Amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers or enabling legislation.

Committed: Amounts that can be used for the specific purposes determined by a formal action of the government's highest level of decision making authority. Committed amounts can be changed by formal action of the decision making authority if necessary.

Assigned: Amounts that are intended to be used by government for specific purposes but do not meet the criteria to be classified as restricted or committed.

Unassigned: Residual classification and includes all spendable amounts not contained in other classifications.

TOTAL CASH RESERVES



SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DESCRIPTION	COMBINED REVENUES				
	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 FINAL BUDGET
Operating Revenues	4,272,223	3,788,250	2,064,792	3,768,419	3,780,883
Non-Operating Revenues	7,438,059	5,117,300	2,469,203	5,391,003	5,553,019
TOTAL REVENUES	11,710,282	8,905,550	4,533,994	9,159,422	9,333,902

PILLAR POINT HARBOR

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	
	YEAR	AMENDED	YEAR TO DATE	PROJECTED	PRELIMINARY	from	%
	ACTUAL	BUDGET	THRU 12/31/2014	ANNUAL	BUDGET	Ammended	Change
						FY 14-15	
OPERATING REVENUE:							
Berth Fees	1,644,761	1,674,000	883,620	1,594,392	1,588,500	(85,500)	-5%
Mooring Fees	42,346	41,000	18,475	40,075	41,000	-	0%
Launch Ramp Fees	88,325	81,500	69,495	81,306	81,500	-	0%
Misc. Fees	77,447	37,900	28,377	33,739	45,600	7,700	20%
Crab Pot Storage Fee	5,050	5,800	1,200	1,500	1,500	(4,300)	-74%
Rents & Concessions	457,280	433,000	298,776	429,108	430,000	(3,000)	-1%
RV Parking (Fishing)	37,311	35,000	35,430	50,430	50,450	15,450	44%
Event Fees	0	22,100	9,130	11,230	22,750	650	3%
Commercial Activity Permits	18,685	9,000	3,600	9,000	9,000	-	0%
Sales	13,359	6,500	3,328	6,500	6,500	-	0%
Operational Grants						-	0%
State- DBAW - Abandoned Vessel	0	30,000	0	75,000	75,000	45,000	150%
Total Operating Revenues	2,384,566	2,375,800	1,351,431	2,332,280	2,351,800	(24,000)	-1%

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. The fishing season was again robust in FY2014-15 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 96% occupied during salmon season. The Department of Fish and Wildlife have forecasted that the Salmon season this coming year will surpass last year despite the drought conditions. This will have a positive effect on revenues.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments, percentage rents, and offloading fees. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	% Change
	YEAR	AMENDED	YEAR TO DATE	PROJECTED	PRELIMINARY	from	
	ACTUAL	BUDGET	THRU 12/31/2014	ANNUAL	BUDGET	Ammended	
						FY 14-15	
OPERATING REVENUE:							
Berth Fees	1,189,745	1,098,400	570,551	1,099,839	1,102,083	3,683	0%
Dock Boxes	6,380	6,400	3,150	6,300	6,500	100	2%
Launch Ramp Fees	21,748	17,850	8,085	16,500	16,750	(1,100)	-6%
Misc. Fees	18,077	19,200	5,457	10,450	10,550	(8,650)	-45%
Rents & Concessions	371,029	235,000	120,708	225,000	205,000	(30,000)	-13%
Event Fees	0	500	85	1,500	500	-	0%
Commercial Activity Permits	7,037	3,200	400	350	1,500	(1,700)	-53%
Sales	2,222	1,900	591	1,200	1,200	(700)	-37%
Operational Grants							
State- DBAW - Abandoned Vessel	21,420	30,000	4,334	75,000	85,000	55,000	183%
Reimbursements on Projects(Dock 8)	2,000,000	0	0	0	0	-	n/a
Federal - DBAW - Guest Dock	250,000	0	0	0	0	-	n/a
Total Operating Revenues	3,887,658	1,412,450	713,361	1,436,139	1,429,083	16,633	31%

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2016

1. Operating revenues for FY2015-16 are projected to decrease from FY2013-14. This projection is the net result of flat berth rentals and decreases in grant reimbursements. However, new developments in the Oyster Point area are beginning due to increase demands from Biotech companies which may bring more foot traffic to the Marina/Park in the future.
2. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	
	YEAR	AMENDED	YEAR TO DATE	PROJECTED	PRELIMINARY	from	%
	ACTUAL	BUDGET	THRU 12/31/2014	ANNUAL	BUDGET	Ammended	Change
						FY 14-15	
NON-OPERATING REVENUE:							
Taxes	5,265,173	5,050,000	2,412,700	5,303,964	5,500,000	450,000	9%
Interest Income	76,179	66,200	21,156	51,200	51,319	(14,881)	-22%
State Mandated Cost Grant	0	0	34,739	34,739	0	-	n/a
Miscellaneous Revenues	96,708	1,100	608	1,100	1,700	600	55%
Total Non-Operating Revenues	5,438,059	5,117,300	2,469,203	5,391,003	5,553,019	435,719	41%

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, interest income is projected to be \$50 thousand. Interest income is expected to increase slightly as the Federal Reserve is expected to raise the Fed Funds Rate mid-2015.
2. Property tax revenues are projected to be \$4.6 million. The FY2015-16 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.
3. Excess "ERAF" (Educational Revenue Augmentation Fund) was included in last year's budget for the first time. ERAF distributions received have been consistent revenue source and this budget includes the expected ERAF revenue of \$850K. "RDA" (Redevelopment Agency) monies are not included in the property tax estimate as they are uncertain and dependent on State Budget policy decisions.

SAN MATEO COUNTY HARBOR DISTRICT

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



EXPENSES

COMBINED EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/14	FY 14-15 PROJECTED ANNUAL	FY 14-15 PRELIMINARY BUDGET
SALARIES AND BENEFITS:					
Salaries and Wages Expense	2,306,175	2,432,350	1,234,446	2,365,639	2,637,647
Benefits Expense	1,546,185	1,750,548	1,255,446	1,804,130	1,704,306
Total Salary and Payroll Burden	3,852,360	4,182,898	2,489,892	4,169,769	4,341,953
OPERATING EXPENSES	2,692,892	4,061,826	1,990,250	3,403,460	3,077,355
NON-OPERATING EXPENSES	1,271,877	1,733,908	11,563	0	3,017,348
Total Expenses without Capital Outlay	7,817,128	9,978,633	4,491,704	7,573,229	10,436,656
CAPITAL PROJECTS	1,421,008	777,686	156,749	0	710,000
Remove Depreciation-non cash item	558,065	1,054,626	11,563	0	1,624,254
Remove Termination Liability-non-cash item	175,844	80,972	-27,709	-26,382	202,725
TOTAL OPERATING EXPENSES & CAPITAL	8,504,228	9,620,721	4,664,599	7,599,611	9,319,677

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 3/31/14	FY 14-15 PROJECTED ANNUAL	FY 15-16 FINAL BUDGET	Change	
						from Ammended FY 14-15	% Change
SALARIES AND BENEFITS:							
Salaries and Wages Expense:							
Base Salary and Wages	928,556	999,850	498,940	952,400	1,091,591	91,741	9%
Overtime	14,238	16,500	2,344	5,500	16,000	(500)	-3%
Other Pay	0	15,000	15,943	25,000	25,000	10,000	67%
Total Salaries and Wages	942,795	1,031,350	517,227	982,900	1,132,591	101,241	73%
Benefits Expense:							
Pension Contributions	225,332	252,100	118,600	264,028	265,758	13,658	5%
Health Insurance Costs - Current Employ	211,766	211,500	119,944	239,888	249,746	38,246	18%
Worker's Compensation Insurance	72,787	79,300	54,522	79,300	79,300	-	0%
Other Insurance - Current Employees	15,820	16,025	10,221	17,562	16,025	0	0%
Insurance Costs - Retirees	36,861	24,150	18,690	37,432	38,750	14,600	60%
Social Security and Taxes	14,374	15,969	7,869	16,229	16,496	527	3%
Auto Allowance	4,400	8,400	2,100	4,400	8,400	-	0%
Employment Assistance Program	1,246	1,300	623	1,300	1,300	-	0%
Liability for Termination Benefit	218,844	185,125	317,446	175,884	175,844	(9,281)	-5%
Total Benefits	801,429	793,869	650,015	836,023	851,619	57,750	82%

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	% Change
	YEAR ACTUAL	AMENDED BUDGET	YEAR TO DATE THRU 12/31/2014	PROJECTED ANNUAL	PRELIMINARY BUDGET	from Ammended FY 14-15	
OPERATING EXPENSES:							
Advertising	10,076	11,204	5,344	10,688	11,200	(4)	0%
Bad Debt Expense	20,944	65,000	0	65,000	45,000	(20,000)	-31%
Communications	25,140	22,600	12,876	22,600	21,000	(1,600)	-7%
Wifi Services	0	9,600	1,116	4,800	4,440	(5,160)	-54%
Computer Hardware and Software	3,969	11,750	436	11,750	11,750	-	0%
Postage	6,919	30,100	4,030	8,800	9,000	(21,100)	-70%
Meetings/Travel/ Training	1,219	6,300	2,830	4,575	6,600	300	5%
Auto Mileage Reimbursement	256	500	162	500	500	-	0%
Memberships/ Dues/ Subscriptions	138	200	262	400	400	200	100%
Recruitment and Personnel Tests	80	2,000	108	450	1,100	(900)	-45%
Property & Casualty Insurance	112,167	137,830	123,652	125,000	135,000	(2,830)	-2%
Fuel	11,708	12,500	5,220	10,600	12,000	(500)	-4%
Operating Supplies	67,400	85,288	25,908	59,600	67,900	(17,388)	-20%
Office Supplies	12,191	12,000	2,618	6,500	7,500	(4,500)	-38%
Uniform Expenses	9,721	12,500	3,693	8,000	9,000	(3,500)	-28%
Special Events Expense	5,887	6,500	3,250	6,500	6,500	-	0%
Legal Services	7,735	20,000	17,992	38,000	55,000	35,000	175%
Contractual Services-IT	0	18,500	2,261	6,500	10,500	(8,000)	-43%
Contractual Services-Professional	43,162	181,982	42,087	90,000	50,000	(131,982)	-73%
Outside Contractual Services	133,167	157,008	70,617	148,300	105,900	(51,108)	-33%
Bank & Credit Card Fees	17,520	16,400	9,022	16,040	16,400	-	0%
Repair and Maintenance	356,987	486,010	98,235	409,000	467,000	(19,010)	-4%
Garbage Collections	146,579	154,300	75,857	153,750	158,300	4,000	3%
Trash Compactor	54,678	0	0	0	0	-	0%
Harbor/ Marina Equipment	56,259	25,300	0	5,000	17,150	(8,150)	-32%
Vessel Destruction	6,573	83,427	6,293	75,000	65,000	(18,427)	-22%
Water and Electrical Utility Expenses	174,316	168,000	106,883	68,203	168,500	500	0%
Total Operating Expenses	1,284,789	1,736,799	620,752	1,355,556	1,462,640	-274,159	-16%
NON-OPERATING EXPENSES:							
Depreciation	821,391	603,178	0	558,065	558,065	(45,113)	-7%
Debt Service-Principal	0	0	0	0	501,927	501,927	n/a
Interest Expense - DBAW Loan	170,412	168,627	0	123,587	211,885	43,258	26%
Total Non-Operating Expenses	991,803	771,805	0	681,652	1,271,877	500,072	18%

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change from Ammended FY 14-15	% Change
CAPITAL PROJECTS:							
Rip Rap Repair - Fishing Pier							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	100,000	100,000	n/a
Johnson Pier Repairs							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	121,484	1,370	0	0	0	(1,370)	n/a
West Trail - Fix Erosion							
Carry Over Money	0	0	0	0	100,000	100,000	n/a
2015-16 Budget Appropriation	15,402	408,309	46,669	0	0	(408,309)	n/a
PPH Leasee Sidewalk							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	35,000	35,000	n/a
Trench Drains at Boat Launch Ramp							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	10,000	10,000	n/a
Add'l 71 Berths, Bulkhead							
Carry Over Money	15,994	3,316	0	0	0	(3,316)	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
North HMB Shoreline (Surfers Beach)							
Carry Over Money	91,159	89,316	89,316	0	0	(89,316)	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
Pay Station Parking PPH							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	50,000	0	0	0	(50,000)	n/a
Dredge Launch Ramp							
Carry Over Money	322,917	1,830	0	0	0	(1,830)	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
Patrol Boat-Repairs							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	120,000	120,000	n/a

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change	
						from Ammended FY 14-15	% Change
CAPITAL PROJECTS:							
Harbor Office Remodel						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	9,279	8,299	0	50,000	40,721	n/a
Restroom-West Basin						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	116,240	0	0	0	0	-	n/a
Tenant Sewer Project						-	n/a
Carry Over Money	241,968	12,441	193	0	0	(12,441)	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
Mooring Replacements						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	9,950	0	0	0	25,000	25,000	n/a
Restrooms - Launch Ramp Pre Cast						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	25,000	0	0	35,000	10,000	n/a
Post Office Lot						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	6,660	0	0	-	n/a
Removal of Romeo Pier						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	61,200	5,404	0	50,000	(11,200)	n/a
Inner Harbor Dredging						-	n/a
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	70,000	0	0	70,000	-	n/a
Total Capital Projects	935,114	752,061	156,541	0	595,000	710,000	n/a
TOTAL EXPENSES	4,955,931	5,085,884	1,944,534	3,856,131	5,313,727	1,094,905	22%

Pillar Point Harbor

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Pillar Point Harbor budget for salaries and payroll related burden is expected to increase by approximately \$120 thousand over FY2014-15 projections not including Termination Benefit expense (see #2). This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose, is 2.1%.
2. The budget includes annual Termination Benefit expense of \$175,844 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. The reason for the increase is due to cost increase for health care and the fact the two employees will vest for this benefit this fiscal year. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)**In order to project the cash outlay for the budget, termination benefits are adjusted as a non-cash item and excluded from the expenditure totals.**
3. The FY2015-16 budget for other operating expenses is \$107,084 greater than FY2014-15 projected expenses. FY2015-16 has several deferred repairs and maintenance projects that needed to be addressed and those repairs and maintenance projects focus on safety and immediately needed repairs. The largest repair is a \$100,000 cost for asphalt repairs in and around the facility.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at ~~\$169-211,885~~ thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2015-16 budget total \$ ~~2.7 million-595 thousand~~ of which \$ ~~355,933-100,000~~ are carryover funds. Current projects include design for the Launch Ramp restrooms, Mooring replacements, Rip Rap Fishing Pier Repair, ~~Johnson Pier Electrical Power Feed Repair, Flow Meters for sewer lift station,~~ Radon Boat repair, design for Harbor Office remodel, ~~Dock Finger repair,~~ Romeo Pier engineering engagement, **design and permit** for trench drains at boat launch ramp, inner harbor dredging and an **design and permitting** emergency repair for the erosion at the West Trail.

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	% Change
	YEAR ACTUAL	AMENDED BUDGET	YEAR TO DATE THRU 12/31/2014	PROJECTED ANNUAL	PRELIMINARY BUDGET	from Ammended FY 14-15	
SALARIES AND BENEFITS:							
Salaries and Wages Expense:							
Base Salary and Wages	679,097	668,300	352,577	670,739	689,999	21,699	3%
Overtime	10,669	17,000	7,334	16,000	16,000	(1,000)	-6%
Other Pay	0	20,000	0	25,000	25,000	5,000	25%
Total Salaries and Wages	689,766	705,300	359,911	711,739	730,999	25,699	4%
Benefits Expense:							
Pension Contributions	154,377	189,000	74,856	162,999	163,733	(25,267)	-13%
Health Insurance Costs - Current Employ	140,507	145,354	71,874	139,910	163,710	18,356	13%
Worker's Compensation Insurance	54,479	55,000	37,563	67,000	67,000	12,000	22%
Other Insurance - Current Employees	12,630	11,400	17,150	11,250	11,500	100	1%
Insurance Costs - Retirees	33,293	35,700	21,405	42,887	46,700	11,000	31%
Social Security and Taxes	10,015	23,200	5,247	10,241	10,375	(12,825)	-55%
Auto Allowance	4,400	8,400	2,100	6,150	8,400	-	0%
Employment Assistance Program	1,030	1,100	515	1,030	1,100	-	0%
Liability for Termination Benefit	29,891	136,168	108,486	80,972	80,972	(55,196)	-41%
Total Benefits	440,621	605,322	339,196	522,439	553,490	(51,832)	-9%

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change from Ammended FY 14-15	% Change
OPERATING EXPENSES:							
Advertising	5,116	8,000	5,383	8,000	8,000	-	0%
Bad Debt Expense	49,259	65,000	0	65,000	50,000	(15,000)	-23%
Communications	14,452	12,800	8,635	12,800	13,100	300	2%
Wifi Expense	0	8,000	2,564	6,500	6,500	(1,500)	-19%
Computer Hardware and Software	5,813	5,000	528	4,750	5,000	-	0%
Postage	3,053	4,000	1,792	3,800	4,000	-	0%
Meetings/Travel/ Training	2,286	6,300	1,052	2,550	5,300	(1,000)	-16%
Auto Mileage Reimbursement	117	400	136	250	400	-	0%
Memberships/ Dues/ Subscriptions	138	200	183	250	250	50	25%
Personnel Tests	80	1,100	101	550	1,150	50	5%
Property & Casualty Insurance	112,167	137,800	123,652	137,500	139,200	1,400	1%
Fuel	5,327	6,800	2,383	5,400	6,400	(400)	-6%
Operating Supplies	40,299	32,188	9,820	29,550	31,500	(688)	-2%
Office Supplies	8,903	7,000	2,172	4,500	5,400	(1,600)	-23%
Uniform Expenses	6,748	8,000	3,339	7,000	7,500	(500)	-6%
Special Events Expense	2,946	6,500	4,083	6,500	6,500	-	0%
Legal Services	22,332	10,000	3,724	10,000	15,000	5,000	50%
Contractual Services-IT	0	13,000	5,515	12,500	13,000	-	0%
Contractual Services-Professional	23,903	185,822	41,579	114,400	79,800	(106,022)	-57%
Outside Contractual Services	133,652	136,689	67,406	121,700	127,080	(9,609)	-7%
Bank & Credit Card Fees	17,869	22,250	9,655	19,400	22,300	50	0%
Office Space and Equipment Rentals	3,828	4,200	1,718	3,500	4,500	300	7%
Repair and Maintenance	46,061	131,825	36,706	111,500	131,500	(325)	0%
Garbage Collections	21,655	26,500	12,033	25,500	26,500	-	0%
Harbor/ Marina Equipment	37,509	5,000	0	5,000	5,000	-	0%
Vessel Destruction	24,120	65,880	66,495	75,000	75,000	9,120	14%
Water and Electrical Utility Expenses	87,487	128,300	45,045	113,000	108,000	(20,300)	-16%
Total Operating Expenses	675,118	1,038,554	455,702	906,400	897,880	-140,674	-71%
NON-OPERATING EXPENSES:							
Depreciation	1,449,319	988,195	0	1,054,626	1,054,626	66,431	7%
Debt Service-Principal	0	0	0	0	477,647	477,647	n/a
Interest Expense - DBAW Loan	180,204	160,470	0	123,587	201,635	41,165	26%
Total Non-Operating Expenses	1,629,523	1,148,665	0	1,178,213	1,733,908	585,243	26%

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change	% Change
						from Ammended FY 14-15	
CAPITAL PROJECTS:							
West Restroom Remodel							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	3,507	0	0	0	0	-	n/a
Refurbishment Dock 12							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	50,000	50,000	n/a
Replacement of Guest Dock							
Carry Over Money	48,424	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
East Basin Restroom Renovation							
Carry Over Money	251,123	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	0	-	n/a
Trash Compactor							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	0	0	0	40,000	40,000	n/a
Correct Flooding Issues							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	0	25,000	0	0	25,000	-	n/a
Dock 11							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	170,966	0	0	0	0	-	n/a
Electrical Pad for Kayak							
Carry Over Money	0	0	0	0	0	-	n/a
2015-16 Budget Appropriation	11,875	625	207	0	0	(625)	n/a
Total Capital Projects	485,894	25,625	207	0	115,000	89,375	n/a
TOTAL EXPENSES	3,920,922	3,523,466	1,155,017	3,318,791	4,031,277	507,811	14%

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Oyster Point Marina budget for salaries and payroll related burden is expected to increase by approximately \$27 thousand over FY2014-15 projections not including ~~OPEB-Termination Benefit~~ expense (see #2). This is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%.
- ~~2.~~ The budget includes annual Termination Benefit expense of \$80,972 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.) ~~In order to project the cash outlay for the budget termination benefits are adjusted as a non-cash item and excluded from the expenditure totals.~~
- ~~3.~~2.
- 4.3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at ~~\$123,587-201,635~~ thousand as set in the Loan Agreement with the DBAW.
- ~~5.~~4. Capital projects budgeted at ~~\$565,000-115,000~~ include ~~repair-design and permitting for of~~ Dock 12 ~~repair~~, a new trash compactor, and engineering to correct flooding at the Harbor Master's office during high tide.

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR	FY 14-15	FY 14-15	FY 14-15	FY 15-16	Change	% Change
	YEAR ACTUAL	AMENDED BUDGET	YEAR TO DATE THRU 12/31/2014	PROJECTED ANNUAL	PRELIMINARY BUDGET	from Ammended FY 14-15	
SALARIES AND BENEFITS:							
Salaries and Wages Expense:							
Base Salary and Wages	631,951	654,200	353,266	630,000	730,057	75,857	12%
Overtime	5,664	5,500	2,242	5,000	8,000	2,500	45%
Total Salaries and Wages	637,615	659,700	355,508	635,000	738,057	78,357	12%
Benefits Expense:							
Pension Contributions	133,037	154,200	71,397	147,000	135,778	(18,422)	-12%
Health Insurance Costs - Current Employ	91,398	94,000	46,299	100,974	102,174	8,174	9%
Worker's Compensation Insurance	4,031	4,800	3,087	4,650	5,444	644	13%
Other Insurance - Current Employees	10,177	10,100	7,415	13,281	14,100	4,000	40%
Social Security and Taxes	12,542	11,595	6,681	11,608	20,507	8,912	77%
Auto Allowance	8,400	8,400	4,200	4,200	8,400	-	0%
Employment Assistance Program	570	670	325	650	670	(0)	0%
Liability for Termination Benefit	1,061	10,300	68,402	73,000	-27,709	(38,009)	-369%
Total Benefits	261,216	294,065	207,806	355,363	259,363	-34,702	-12%

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change	
						from Ammended FY 14-15	% Change
OPERATING EXPENSES:							
Advertising	1,899	2,500	127	127	2,500	-	0%
Communications	10,321	12,500	5,460	5,460	12,500	-	0%
Computer Hardware and Software	1,691	9,000	2,749	7,000	7,500	(1,500)	-17%
Postage	5,896	32,474	3,619	8,000	9,000	(23,474)	-72%
Meetings/Travel/ Training	3,285	6,500	1,027	6,500	6,500	-	0%
Auto Mileage Reimbursement	1,048	1,500	1,084	1,084	1,500	-	0%
Memberships/ Dues/ Subscriptions	12,976	15,000	16,454	17,500	17,500	2,500	17%
Recruitment and Personnel Tests	1,520	2,500	841	1,500	2,500	-	0%
Office Supplies	17,325	20,126	5,851	13,100	13,600	(6,526)	-32%
Office Equipment	0	-15,000	0	0	0	15,000	-100%
Legal Services	53,447	50,000	36,128	75,000	100,000	50,000	100%
Contractual Services-IT	0	21,000	7,912	28,000	21,000	-	0%
Contractual Services-Professional	45,075	110,158	25,108	110,000	75,000	(35,158)	-32%
Outside Contractual Services	42,976	33,150	10,112	32,150	33,150	-	0%
Bank & Credit Card Fees	560	750	252	750	750	-	0%
Office Space and Equipment Rentals	95,063	101,970	45,148	97,500	99,000	(2,970)	-3%
LAFCO Fees	5,516	7,500	6,182	6,182	7,500	-	0%
Building Procurement Fees			102,116			-	n/a
Property Tax Admin. Fee	45,131	29,000	23,218	28,322	29,000	-	0%
Total Operating Expenses	343,730	440,628	293,390	438,175	438,500	-2,128	-1%
Depreciation	14,571	13,956	0	13,956	11,563	(2,393)	-17%
TOTAL EXPENSES	1,257,131	1,408,349	856,704	1,442,494	1,447,483	39,134	3%

Administration

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Administration budget for salaries and payroll burden is \$70 thousand higher than FY2014-15 projections. This partly is due to an expected cost of living adjustment for all employees. The cost of living adjustment, based on the December 31, 2014 Labor CPI for San Francisco-Oakland-San Jose is 2.1%. In addition General Manager salary has been estimated at half a year at \$125/hour for an interim position. This estimated temporary position would not include any District benefits. The remaining half a year is estimated at the normal salary and benefit schedule for the permanent replacement.
2. The budget includes annual Termination Benefit expense of negative \$27,709 because a vested employee is now drawing the benefit and reducing the cost and liability. This benefit is based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.) **In order to project the cash outlay for the budget termination benefits are adjusted as a non-cash item and excluded from the expenditure totals.**
- 2.3. Other operating expenses are budgeted to remain flat over the FY2014-15 projections. However, the District may move their Administration office to a facility with a rent cost savings which has not been included in these estimates.

HARBOR COMMISSION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 14-15 AMENDED BUDGET	FY 14-15 YEAR TO DATE THRU 12/31/2014	FY 14-15 PROJECTED ANNUAL	FY 15-16 PRELIMINARY BUDGET	Change from Ammended FY 14-15	% Change
SALARIES AND BENEFITS:							
Salaries and Wages Expense:							
Base Salary and Wages	36,000	36,000	1,800	36,000	36,000	-	0%
Total Salaries and Wages	36,000	36,000	1,800	36,000	36,000	0	0%
Benefits Expense:							
Pension Contributions	0	0	0	0	0	-	n/a
Health Insurance Costs - Current Employ	44,112	52,900	24,456	40,656	40,769	(12,131)	-23%
Worker's Compensation Insurance	228	400	150	350	400	-	0%
Other Insurance - Current Employees	310	320	107	250	300	(20)	-6%
Insurance Costs - Retirees	19,656	20,300	9,828	20,300	21,315	1,015	5%
Social Security and Taxes	3,121	3,122	1,744	3,200	2,832	(290)	-9%
Employment Assistance Program	542	550	271	550	600	50	9%
Liability for Termination Benefit	(25,050)	(20,300)	21,872	25,000	(26,382)	(6,082)	30%
Total Benefits	42,919	57,292	58,429	90,306	39,834	-17,458	-30%
OPERATING EXPENSES:							
Advertising	19,546	26,500	2,451	7,500	8,000	(18,500)	-70%
Election Expense	188,487	650,000	513,378	513,378	0	(650,000)	-100%
Postage	17	250	21	100	100	(150)	-60%
Meetings/Travel/ Training	5,498	9,500	4,772	9,300	9,800	300	3%
Auto Mileage Reimbursement	0	200	0	200	200	-	0%
Memberships/ Dues/ Subscriptions	433	0	0	0	0	-	n/a
Property & Casualty Insurance	14,456	17,545	14,398	14,500	14,935	(2,610)	-15%
Office Supplies	1,328	1,700	1,365	1,600	1,800	100	6%
Legal Services	137,951	110,000	64,599	130,000	213,000	103,000	94%
Contractual Services-IT	0	4,000	64	500	4,000	-	0%
Contractual Services-Professional	0	0	0	0	0	-	n/a
Outside Contractual Services	17,605	21,351	19,094	21,451	21,500	149	1%
Employee Appreciation Dinner	3,934	4,800	265	4,800	5,000	200	4%
Total Operating Expenses	389,255	845,846	620,406	703,329	278,335	-567,511	-67%
TOTAL EXPENSES	468,174	939,138	680,635	829,635	354,169	-584,969	-62%

Harbor Commission

Fiscal Year Ending June 30, 2016

1. For FY2015-16, the Commission budget for salaries and payroll burden is \$76 thousand versus \$126 thousand projected for FY2014-15, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit. **In order to project the cash outlay for the budget termination benefits are adjusted as a non-cash item and excluded from the expenditure totals.**
2. Total Commission budget for FY2015-16 is \$ 829,635 thousand compared with ~~\$276,169~~**703,329** thousand projected for FY2014-15 mostly due to a non-election year. However, legal fees are estimated at ~~\$150K~~**213,000** or ~~45~~**94**% higher than FY2014-15 projected due to anticipated increased in legal costs.

SAN MATEO COUNTY HARBOR DISTRICT

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



CAPITAL IMPROVEMENT PROJECTS

	<u>Budgeted Projects</u> <u>March 18th Draft</u>	<u>Postponements to</u> <u>Capital Expenditures</u>	<u>Budgeted Projects</u> <u>May 6th Draft</u>	
Oyster Point Marina:				
Correct Flooding Issues	25,000	-	25,000	
Compactor	40,000	-	40,000	
Dock 12 Referbishment	500,000	(450,000)	50,000	Design & Permitting Only
Total Oyster Point Marina	565,000	(450,000)	115,000 (A)	
Pillar Point Harbor:				
Mooring Replacements	25,000	-	25,000	
Leasee Sidewalk	300,000	(265,000)	35,000	Design & Permitting Only
Rip Rap Fishing Pier Repair	300,000	(200,000)	100,000	Design & Permitting Only
Johnson Pier Electrical Feed Power	173,000	(173,000)	-	Postpone till 16/17
Dock Fingers	580,257	(580,257)	-	Postpone till 16/17
Radon Boat Replacement or Repair	120,000	-	120,000	
Harbor Office Remodel	200,000	(150,000)	50,000	Design & Permitting Only
Romeo Pier	650,000	(600,000)	50,000	Design & Permitting Only
Trench Drains at Boat Launch Ramp	40,000	(30,000)	10,000	Design & Permitting Only
Launch Ramp Restroom Design	250,000	(215,000)	35,000	Design & Permitting Only
Inner Harbor Dredging	70,000	-	70,000	
West Trail-Fix Erosion-Carryover	355,933	(255,933)	100,000	Design & Permitting Only
Total Oyster Point Marina/Park:	3,064,190	(2,469,190)	595,000 (B)	
TOTAL DISTRICT	3,629,190	(2,919,190)	710,000	

SAN MATEO COUNTY HARBOR DISTRICT

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



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

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

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

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

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

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

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

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

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

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

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

Capital Improvement Projects – Listing of intended capitalized expenditures.

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

DBAW – California Department Boating and Waterways.

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

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

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

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

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

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

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

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

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

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

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

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

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

HMB – Half Moon Bay

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

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

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

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

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

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

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

PTO – Paid Time Off.

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

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

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

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

RDA – Redevelopment Agencies

SSF – South San Francisco

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

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

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

San Mateo County Harbor District

Request for Proposals for

Labor Negotiations Services

DEADLINE FOR PROPOSALS: Friday, June 5, 2015

I. Introduction.

The San Mateo County Harbor District invites interested law firms, attorneys, and professional negotiators to submit written proposals to provide labor negotiation services to the San Mateo County Harbor District. The term of the contract will be one year, with options to extend the contract for one additional year. The goal of the Labor Negotiations Services RFP is to identify a consultant or group that can negotiate the San Mateo County Harbor District's Memoranda of Understanding(s) with two labor groups.

The District reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The District may reject any proposal that does not confirm to the instructions provided in this RFP. Additionally, the District reserves the right to negotiate all final terms and conditions of any proposal received before entering into a final contract. All costs associated with preparation of any proposal shall be the sole responsibility of the proposer.

The District reserves the right to award multiple contracts to qualified firms and/or individuals depending on the amount of work anticipated to be assigned by District and depending on the specific area of expertise required by District. The successful firm or individual will work directly for and at the direction of the San Mateo County Harbor District Commission.

II. Background.

The San Mateo County Harbor District, which runs Pillar Point Harbor in Princeton and Oyster Point Marina/Park in South San Francisco, was created by a County election in 1933. Pillar Point remains a major commercial and sport fishing harbor on California's central coast, and is host to many public events including the annual Mavericks surfing competition, the July 4th fireworks display, and the Christmas boat decorating contest.

The District took over operation of Oyster Point Marina/Park from the City of South San Francisco in 1977. The District is now diversifying this recreational marina by bringing in ferryboat service to the East Bay, dining cruises, marine educational programs, and cooperation with the City on area redevelopment.

III. Scope of Services.

The objective of this proposal is to solicit competitive proposals from qualified providers for labor negotiation services necessary to assist District staff in advising and conducting labor negotiations with the District's Bargaining Units.

The contractor will be expected to provide services identified below. The categories listed represent the minimum services expected to be performed in any given professional labor negotiation. In their response to this Request for Proposal, Contractors shall identify other related services that they will provide.

Contractor will work directly with the Commission as its primary contact as needed on the following (“basic level of services”):

1. Strategize, advise, lead and represent the District in negotiations including Memorandums of Understanding with the Unions.
2. Meet and confer/consult on mandatory topics of bargaining and impacts.
3. Strategize, advise and lead the District in meet and confer sessions with the Unions.
4. Consult with the Commission.
5. Review all initial materials submitted by the Unions.
6. Provide written documentation of all findings.
7. Provide debriefing for the Commission on status of contract negotiations.
8. Advise the District in MMBA fact finding sessions, as necessary.

Unions of the District

- Local #3 Operating Engineers
- Local #856 IBT

Copies of all collective bargaining agreements are available online on the District’s home page.

Proposers should take note that the above categorization and task identifications are not a prescribed labor negotiation process. It is expected that proposals submitted contain a description of the proposed labor negotiation strategy with the understanding that the process used may vary from bargaining group to bargaining group.

The District, at its sole option, will reserve the right to direct the consultant to perform only specific and select portions of the labor negotiation process or to conduct the entire labor negotiations process. This option will be exercised on an as needed basis. Prior to each labor negotiation, the District shall approve the Contractor’s personnel assigned to a particular labor negotiation.

IV. Submittal Content and Procedures.

Proposals should include the following:

- 1) A one page cover letter with the name and contact information of the proposed lead negotiator and any associates or other staff included in your proposal.
- 2) A description of the qualifications, experience and knowledge of the proposed lead negotiator and any associates who will be assigned to work for the District in conducting labor negotiations. The proposal should specifically provide:
 - a. Examples of specific negotiations previously conducted by the lead negotiator for other public agencies in California;
 - b. Methodology and typical project management plan proposed for

conducting labor negotiations for the District;

- 3) Proposers must provide a list of contracts with other public agencies from the past five (5) years for services similar in scope to those set forth herein.
- 4) A list of client references, specifically highlighting public agency clients, including client name and address, contact name, telephone number and email address (if known), dates of service, description of service, and contract amount.
- 5) Cost proposal – provide a cost proposal for the work to include costs for negotiating with an aggregate cost proposal for negotiating with both groups.

Additional data. Please provide any additional information about your firm as it may relate to this RFP. You may include letters of reference, ongoing commitment to professional education of staff, the total number of permanent employees, and any other data that may assist in the District's evaluation of your proposal and expertise.

Disclosure of any actual or potential conflicts of interest between the District, its officers, and staff, and any other person or entity represented by the counsel, firm, or investigator responding to this Request for Proposals.

V. Evaluation and Selection Process.

The District will conduct a review and evaluation of all proposals and may, if necessary, invite proposers to a personal interview. The District will review and evaluate proposals against the following criteria:

- 1) Demonstrated success: Does the proposer demonstrate that it has the appropriate experience and expertise in conducting successful labor negotiations similar to those likely to be performed for the District?
- 2) Understanding of the District's Goals: Based on the information provided by the District, does the proposer understand the rules and regulations applicable to public entities in conducting labor negotiations, is the proposer familiar with the District Personnel Rules and MOU's, is the proposer aware of the limited resources of the District and obligation of the District to minimize costs while at the same time achieving optimum results?
- 3) Staff: Do the qualifications of key personnel to be assigned to working on the District's negotiations coincide with the District's requirements? Does the firm's organizational structure show sufficient depth for the required work?
- 4) Familiarity with Locality: Does the firm have familiarity with the District? How close are the firm's permanent offices to the District? (Preference is to local or near-local firms).
- 5) Specific Management Approach: How does the proposer intend to achieve the District's budget in conducting a "typical" labor negotiation? How will the firm apply its management techniques and resources?

- 6) Reputation: Are the firm's references from past clients and associates favorable; and, does the firm show financial and operational stability?

VI. Professional Services Agreement.

The parties will enter into a professional services agreement for all contractual requirements including insurance and indemnification. Proposers should consider the cost of carrying the insurance required by the attached agreement. Any exceptions or requested modifications to the form of agreement, including the insurance and indemnification requirements, must be included with the proposal.

VII. Submission of Proposals

All questions and requests for clarification or additional information must be made in writing by email, prior to May 22, 2015 at 12:00 noon, PST, and sent to the attention of the Acting General Manager, sgrindy@smharbor.com.

Proposals will be due by June 5, 2015 at noon:

**San Mateo County Harbor District
Pillar Point Harbor
One Johnson Pier
Half Moon Bay, CA 94019**

ATTN: General Manager

For email questions and requests for clarification,

sgrindy@smharbor.com

ELECTRONICALLY TRANSMITTED PROPOSALS WILL NOT BE CONSIDERED.

THANK YOU FOR YOUR PARTICIPATION



TEAMSTERS LOCAL UNION No. 856

453 SAN MATEO AVENUE • SAN BRUNO • CALIFORNIA 94066
TELEPHONE: (650) 635-0111 • FAX NUMBER (650) 635-1632 • 1(800) 758-TEAM (8326)

APR 10 '15 12:27

April 8, 2015

San Mateo County Harbor District
400 Oyster Point Blvd.
South San Francisco, CA 94080

Re: San Mateo County Harbor District - Memorandum of Understanding

Dear Sir or Madam:

We herewith officially notify you of our desire to re-open the existing San Mateo County Harbor District Memorandum of Understanding. The purpose of this re-opening is for amendment, modification and revision of the aforementioned Agreement. This Agreement expires June 30, 2015.

This official notice of re-opening is presented to you in accordance with the Preamble of the Memorandum of Understanding and any other sections contained therein that may be applicable.

Please notify Tim Jenkins of our staff, as to the time and place of such a meeting.

Very truly yours,

Peter Finn
Secretary-Treasurer

PF/lcv

Certified Mail No. 7012 3460 0000 5941 2543

FREIGHT CHECKERS, CLERICAL EMPLOYEES AND HELPERS
AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS
SAN FRANCISCO BAY AREA, CALIFORNIA





San Mateo County Harbor District

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager

April 16, 2015

Tim Jenkins
Teamsters Local Union No. 856
453 San Mateo Avenue
San Bruno, California 94066

RE: Letter April 8th 2015/Memorandum of Understanding

Dear Mr. Jenkins:

Thank you for your letter for the purpose of re-opening negotiations with San Mateo County Harbor District.

As you may have heard our district administrative offices will be relocating to El Granada Ca, near the end of May of this year. The Board of Harbor Commissioners will soon be meeting to discuss the parameters and details of the pending negotiations and we will most likely be back in touch after the move.

Also for your information, Marietta Harris, our Human Resources manager is no longer with the district, so for the present please direct all correspondence to me.

Feel free to contact me with any questions,

Sincerely,

Scott Grindy
Acting General Manager
San Mateo County Harbor District
650 515 7792 cell

CC: File



OPERATING ENGINEERS LOCAL UNION No. 3

1654 THE ALAMEDA, SUITE 110, SAN JOSE, CA 95126 • (408) 289-9691 • FAX (408) 289-1128
 Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

March 24, 2015

Scott Grindy, General Manager
 San Mateo County Harbor District
 400 Oyster Point Blvd., Suite 300
 South San Francisco, CA 94080

Re: Request to Commence Negotiations for a Successor Agreement

Dear Mr. Grindy:

The current Memorandum of Understanding between the San Mateo County Harbor District And Operating Engineers, Local Union No. 3 is scheduled to expire June 30, 2015. This letter is written to request that we begin negotiations for a successor agreement, and to inform you of the initial negotiation proposals. The bargaining unit proposals are as follows:

1. Section 7 - Health, Welfare and Insurance – 7.2 Longevity Health Insurance Premium Payment Program - OE3 requests that the funds for this program be held in a trust rather than the general fund.
2. Section 8 – Time Off Accrual System – 8.1 PTO – OE3 requests that the accrual rates applied to those members hired after July 1, 2009 be revised to reflect the accrual rates that applies to members hired before that date.
3. Section 4 – Salaries and Other Compensation- 4.2 Pay Range Adjustments & 4.3 Cost of Living - OE3 requests increases in salary and cost of living adjustments.

The above-mentioned items are our initial proposals. OE3 reserves the right to add, revise or withdraw any proposal.

Please call me to schedule a date to commence our negotiations. I can be reached at (408) 289-9691 ext. 9106.

Sincerely,

Mary G. Blanco
 Business Representative

Cc: Gary Stern, Negotiation Team Member
 Jacob Walding, Negotiation Team Member



San Mateo County Harbor District

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager

April 2, 2015

Mary G. Blanco
Business Representative
Operating Engineers Local Union #3
1654 The Alameda
Suite 110, San Jose, CA
95126

RE: Letter March 24, 2015/Request to Commence Negotiations for a Successor Agreement

Dear Ms. Blanco:

Thank you for the letter dated March 24th, 2015. I apologize for my later than normal response, however I was on leave and just returned.

I will be meeting with the Board of Harbor Commissioners to discuss the parameters and details of the pending negotiations, and hope to be back in contact with you in the near future.

As you may have heard our Human Resources Manager Marietta Harris is no longer with the Harbor District, so for now please route all your communications via me.

Thank you so much,

A handwritten signature in blue ink, appearing to read "S. Grindy", with a long horizontal flourish extending to the right.

Scott Grindy
Acting General Manager
650 515 7792 cell



San Mateo County Harbor District

ITEM 4

**Board of Harbor
Commissioners**

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager & Treasurer

INFORMATION ONLY

Finance Committee Responsibilities

Recommended by Finance Committee on April 23, 2015

Committee Members: Sabrina Brennan and Tom Mattusch

Budgeting and Financial Planning

- Develop long-range financial goal recommendations along with funding strategies to achieve them
- Develop multi-year operating budget recommendations that integrate strategic plan objectives and initiatives.

Reporting

- Work with staff to develop useful and readable report formats.
- Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- Work with staff to understand the implications of the reports.

Internal Controls and Accountability Policies

- Review approved financial policies and procedures.
- Work with auditor to review and advise internal controls.
- Work with staff to create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Work with auditor and staff to ensure policies and procedures for financial transactions is documented in a manual, and the manual is reviewed annually, and updated as necessary.
- Increase access to information about District finances
- Increase access to new technologies for openness and accountability

Audit

- Recruit and recommend auditor
- Review the draft audit
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned

Investments

- Review investment policy at least annually and update if necessary.
- Ensure provisions of the policy are followed.
- Evaluate investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.

San Mateo County Harbor District

Committee Member Application Form

Name: FRANK "Bud" RATTIS

City and state of residence:
HALF MOON BAY, CA

Phone number (optional) 650.492.5901

E-Mail (optional) budratts@gmail.com

I am interested in being considered for appointment to the following Harbor District

Committee: FINANCE

Name of Commissioner making the appointment: _____

How did you learn of this committee? ACTIVE INVOLVEMENT w/ Harbor District

Please explain your interest in this committee: WANT TO IMPROVE ALL ASPECTS OF FINANCE & MANAGEMENT OF DISTRICT

My areas of expertise are: FINANCE, CONSTRUCTION, LONG RANGE PLANNING, MANAGEMENT, CAPITAL PROJECTS

Professional Experience: OWNER "RATTIS CONSTRUCTION" CUSTOM SINGLE FAMILY HOMES COSTING 300+/sqft. FORMER "DIRECTOR OF MANAGEMENT

Other Experiences/Activities: & FINANCIAL PLANNING FOR STANFORD UNIVERSITY

Do you (or other family members) have any contracts, permits or agreements with the San

Mateo County Harbor District?

Yes No

If yes, please explain. _____

Are you (or other family members) a member of an(y) organization(s) that does business at either facility of the San Mateo County Harbor District? Yes No

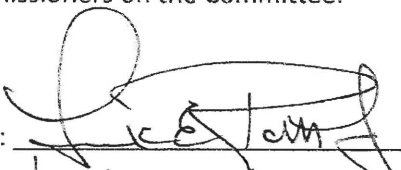
If yes, please explain. _____

By serving on this committee would you have any conflicts of interest? Yes No

If yes, please explain _____

Thank you for your willingness to serve on this committee. Your input provides value and expertise to the mission of the San Mateo County Harbor District.

This appointment is valid for the current calendar year and can be extended or terminated by the Commissioners on the Committee.

Signature:  _____

Date: 4/23/2015

Please mail or email a copy of this completed form to

Debbie Nixon
400 Oyster Point Blvd. Suite 300
So. San Francisco, Ca 94080
dnixon@smharbor.com

Finance Committee Special Meeting: March Meeting Report

Meeting Date: Thursday, March 26, 2015

San Mateo County Harbor District

Committee Members: Sabrina Brennan & Tom Mattusch

Public Participation: Ed Carter, Kathryn Slater-Carter, Joe Falcone, Leonard Woren, Bill Kehoe

Committee Membership Application:

http://www.smharbor.com/harbordistrict/committee/SMCHD_committee_application.pdf

Standing Committee Bylaws:

Each Commissioner serving on a committee can select up to two public members to serve on the committee. All members of the public appointed to a committee must be confirmed by a board vote. A member of the public can serve as chair if agreed to by both committee board members.

Finance Committee Responsibilities (revisions are in green)

Adoption of these Responsibilities will be considered at the next committee meeting.

Budgeting and Financial Planning

- Develop long-range financial goal recommendations along with funding strategies to achieve them
- Develop multi-year operating budget recommendations that integrate strategic plan objectives and initiatives.

Reporting

- Work with staff to develop useful and readable report formats.
- Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
- Work with staff to understand the implications of the reports.

Internal Controls and Accountability Policies

- Review approved financial policies and procedures.
- Work with auditor to review and advise internal controls.
- Work with staff to create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
- Work with auditor and staff to ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
- Increase access to information about District finances
- Increase access to new technologies for openness and accountability

Audit

- Recruit and recommend auditor
- Review the draft audit
- Review the management recommendation letter from the auditor and ensure follow up on any issues mentioned

Investments

- Review investment policy at least annually and update if necessary.
- Ensure provisions of the policy are followed.
- Evaluate investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.

DRAFT Preliminary Operating and Capital Budget for fiscal year 2015/16

March 4, 2015 Board Packet (Item 4)

<http://www.smharbor.com/harbordistrict/packets/packet03182015.pdf>

The Finance Committee formulated the following questions and requests for staff.

QUESTIONS/REQUESTS TO STAFF

1. Please provide a 5-year rolling Capital Improvement Program (CIP) including reserve balances.
2. Please provide a DRAFT Reserve Policy for review.
3. What actions does staff recommend taking to reduce the cost of overall operations?
4. Which Capital Projects included in the budget would staff agree can be delaying to address the (\$3,629,190) budget deficit?
5. Please see "Budget Summary" page and fill in the missing numbers on "Total Revenues Less Expenses" line for PPH and OPM. Currently only the total is included.
6. "Budget Summary" page 8 has Pillar Point items in Oyster Point column.
7. Why is the "Total All Capital Projects" \$3,629,190 the same number as the deficit (\$3,629,190).
8. Separately for PPH and for OPM, please provide the total revenue, total expenses, total profit or loss, and if a loss, the loss (deficit) as a % of Revenue, and total Expense as a % of total Revenue.
9. Please provide a chart comparing revenue vs. expenses separately for PPH and OPM.
10. Committee recommendation; I-T services should be studied and put out to bid via RFP. Please provide the annual total amount the District paid in I-T related costs for each of the past 6 years. Please include a breakdown of this cost for hardware, software, support plans and labor.
11. Are funds from the El Granada Land in a reserve account? Are the funds set aside for a future project? Will the board decide how to allocate the funds?
12. Can the District reduce its annual payments to the Division of Boating and Waterways (DBW) and meet it's loan obligation? What is the contractual minimum payment required? What are we currently paying annually? What does the loan agreement require we pay annually?
13. Has staff considered budgeting funds for business development at Oyster Point Marina?
14. Committee recommendation; Web Design services should be studied and put out to bid via RFP. Please provide 2015 year-to-date invoices from the District's web designer. Please provide the annual total amount the District paid in Web Design for each of the past 6 years.
15. Please provide clear information regarding annual fish buying fees paid in 2013, 2014 & 2015 and annual revenue projections for 2015 and 2016 assuming fish buying fee requirements remain unchanged.
16. Please provide a revenue projection for the Environmental Fee (\$3-5 dollars per month) proposed by the Acting General Manager for 2015 and 2016. What will the proposed new Environmental Fee be used for?
17. Please provide information about monthly premiums for both employee health plans. In 2018 most healthcare plan over \$27,500 will be required to pay the 40% excise tax "Cadillac Tax" (an additional .40 on every dollar). Please provide annual premium projections through 2020 for both plans that include the 40% excise tax.
18. Are Governmental Accounting Standards Board (GASB) standards being observed?
19. What is the status of the District insurance policy? When will the insurance policy be put out to bid via RFP?

Strategic Business Plan

Concerns were raised about public outreach, public workshops, presentations, invoices, DRAFT deliverables and the proposed revision process. More clarity is needed regarding District payments to the consultant. Committee members and the public agreed that the Harbor District would benefit from a Working Waterfront Committee.

The Strategic Plan should:

- Accurately represent the District's financial challenges and needed facility improvements
- Provide meaningful economic data and a step-by-step plan for increasing revenue
- Include clear recommendations that strengthen the working waterfront
- Include clear recommendations that strengthen active and passive recreation opportunities

REQUEST TO STAFF

Review and comments are needed on the DRAFT Strategic Business Plan documents. The Harbor District would benefit from providing print copies of DRAFT Appendix A-C to the following agencies and stakeholders for review, questions and comments:

- Oyster Point Harbormaster Office
- Pillar Point Harbormaster Office
- SMC Supervisor Don Horsley's office
- County Planning and Building Dept.
- California Coastal Commission
- California Coastal Conservancy
- SMC LAFCo
- City of South San Francisco
- Granada Community Services District
- Midcoast Community Council
- Half Moon Bay Seafood Marketing Association
- Coastside Fishing Club
- Half Moon Bay Yacht Club
- Oyster Point Yacht Club
- Half Moon Bay Public Library

Draft deliverables include:

1. Appendix A – DRAFT Existing Infrastructure & Facilities Assessment
2. Appendix B – DRAFT Financial Conditions Assessment
3. Appendix C – DRAFT Fishing Community Sustainability Plan

A March 22, 2015 request for Strategic Business Plan deliverables/documents included the following for public review:

1. Appendix A – DRAFT Existing Infrastructure & Facilities Assessment
2. Appendix B – DRAFT Financial Conditions Assessment
3. Appendix C – DRAFT Fishing Community Sustainability Plan
4. Moffatt & Nichol Facility Condition Study OPM & PPH
5. Moffatt & Nichol Marine Species and Water Quality Assessment, Sea Level Rise
6. Nelson Nygaard Circulation and Parking, and WETA services
7. Tenera Environmental Marine Species and Water Quality Assessment
8. Dec. 22, 2014 letter from LWC to General Manager regarding deliverables

An incomplete set of Strategic Business Plan documents are included on the District's website for public review.

- Harbor District Strategic Business Plan web page:
<http://www.smharbor.com/harbordistrict/strategy.htm>

Lisa Wise Consulting Contract and Invoices

- LWC Contract - Jan. 7, 2015 Board Packet (Item 8) see Exhibit A (page 59)
<http://www.smharbor.com/harbordistrict/packets/packet01072015.pdf>
- Strategic Business Plan Advisory Committee (page 7)
http://www.smharbor.com/harbordistrict/packets/01072015_8_1.pdf
- LWC Deliverables letter - Dec. 22, 2014
http://www.smharbor.com/harbordistrict/packets/01072015_8a.pdf

SMC Harbor District Memberships, Subscriptions & Events

REQUEST TO STAFF

Written report on the status of memberships, subscriptions and events with staff recommendations for reducing the overall cost to the District.

Next Meeting

Thursday, April 23, 2015 at 6:30pm

Agenda suggestions:

- Review and Discuss Fish Buying Fees
- Review and Discuss April 15, 2015 Budget Workshop Presentation FY15/16
 - **REQUEST TO STAFF: Please place the FY15/16 Budget Workshop Presentation on the District website**
- Discuss RFP criteria for IT services
 - **REQUEST TO STAFF: Please place all I-T Proposals provided to the Harbor Commission at the April 15th Regular Meeting on the District website. Please place the Acting GM's requests for I-T services on the District website.**
- Review and Discuss JPA Agreement with City of South San Francisco
 - Oyster Point Marina Liaison Committee

Meeting date/time was set for the Fourth Thursday of each month at 6:30pm



San Mateo County Harbor District

ITEM 6

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager & Treasurer

INFORMATION ONLY



San Mateo County Harbor District

ITEM 7

Board of Harbor Commissioners

Sabrina Brennan, President
Tom Mattusch, Vice President
Nicole David, Secretary
Robert Bernardo, Commissioner
Pietro Parravano, Commissioner

Scott Grindy, Acting General Manager & Treasurer

INFORMATION ONLY