

**Resolution 05-09**  
of the  
**San Mateo County Harbor District**  
to  
**Adopt the Preliminary Fiscal Year 2009-10**  
**Operating and Capital Budget**

Whereas, §6093, §6093.1, §6093.2, and §6093.3 of the California Harbors and Navigation Code provides procedures for adoption of the preliminary and final annual budget by the San Mateo County Harbor District, and;

Whereas, the Board of Harbor Commissioners desires to adopt the Preliminary FY 2009-10 Integrated Operating and Capital Budget in accordance with the Harbors and Navigation Code, and;

Whereas, the Board of Harbor Commissioners of the San Mateo County Harbor District must set a time and place for the public hearing on the adoption and fixing of a Final Integrated 2009-10 Operating and Capital Budget.

Therefore, be it resolved, that the Board of Harbor Commissioners of the San Mateo County Harbor District does hereby adopt the Preliminary Integrated Operating and Capital Budget FY 2009-10 as contained in the budget document attached hereto and incorporated by reference as part of this Resolution.

Therefore, be it further resolved, that after publication of notice, the Board of Harbor Commissioners will meet at 7:00 p.m., June 17, 2009, at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, California, for the purpose of fixing the final budget, and hear from any taxpayer wishing to appear and be heard regarding budget items.

Approved this 6th day of May 2009 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

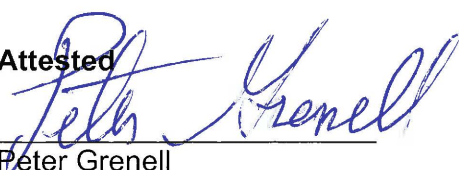
For: Campbell, Lundie, Parravano

Against: None

Absent: Padreddii, Tucker

Abstaining: None

Attested

  
Peter Grenell  
Acting Deputy Secretary

BOARD OF HARBOR COMMISSIONERS

  
Sally Campbell  
Acting President

## Pillar Point Harbor

### 2009-2010

1. For FY2009-10, Pillar Point budget for personnel and related costs is expected to rise by approximately over the FY2008-09 budget. The \$72 thousand increase includes the addition of \$71 thousand for liability, a 0.0% cost of living adjustment based on the December 31, 2008 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% step increase as specified in the Memorandum of Understanding with Operating Engineers Local 3 and Teamsters Local Union 856. It also includes the decrease of one harbor patrol staff position that took place in the previous year.
2. The preliminary budget for FY2009-10 for maintenance and operations, excluding wages and benefits increased 18.2% or \$108.5 thousand over the FY2008-09 budget, due to a \$35 thousand increase in utility expenses, a \$20 thousand increase in electric charges, a \$15 thousand increase each in both sewer and garbage collections, and a \$10 thousand increase in insurance premiums.
3. Interest payments to the Department of Boating and Waterways (DBW) have been included in this budget at \$270 thousand as set in the Loan Agreement with the DBW. There is no principal debt service on the Pillar Point Harbor loans this coming year.
4. The planned capital outlay in FY2009-10 is \$33.5 thousand, of which \$30 thousand is for facilities repair, maintenance and landscaping, and repairs and maintenance of the patrol boats. There are new capital projects of \$40 thousand, \$20 thousand of which is to dredge the launch ramp area. In addition, there is a budgeted carryover from FY2008-09 of \$75 thousand for a new roof for the lessees building, as well as \$24 thousand to purchase and install new transformer boxes.
5. \$830 thousand has been budgeted into an OPEB reserve to pre-fund Pillar Point Harbor's portion of the accrued OPEB liability for post-employment health insurance premiums for employees who leave District employment after 12 years of service.

Added  
"that took place in the  
previous year" to 1  
on both sides: PH



## Oyster Point Marina/Park

### 2009-2010

1. Personnel and related costs for FY2009-10 are budgeted to increase \$23 thousand or 1.9% over FY2008-09 budget. Underlying wages are scheduled to increase 0.0% from a cost of living adjustment based on the December 31, 2008 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% step increase as specified in the Memorandum of Understanding with the Operating Engineers Local 3 and Teamsters Local Union 856. Offsetting the increase in wages and benefits are the savings resulting from one senior deputy harbor master position being transferred from Oyster Point Marina to Pillar Point Harbor to fill a vacancy at Pillar Point Harbor that took place in the previous year.
2. Maintenance and operations expense, excluding wages and benefits, and net of vessel destruction, which is typically financed 90% by DBW grants, has been estimated to increase \$107 thousand or 24%. Of the \$107 thousand increase, budgeted increases are from \$40 thousand for increased security services expense, \$32 thousand increase in insurance premiums, \$14 thousand in additional legal expenses, and \$8 thousand in utility expense increases.
3. The debt service budget includes interest expense of approximately \$365 thousand as well as principal payment of \$815 thousand to the Department of Boating and Waterways ("DBW").
4. \$763 thousand has been budgeted into an OPEB reserve to pre-fund Oyster Point Marina's portion of the accrued OPEB liability for post-employment health insurance premiums for employees who leave District employment after 12 years of service.
5. Capital Outlay is budgeted for \$23 thousand, the same as the FY2008-09 budget. Capital Outlay includes computer and office: \$3 thousand; as well as marina equipment, facility fixtures and dock repairs: \$20 thousand.
6. New Capital projects total \$355 thousand and include \$175 thousand for East Basin Dredging engineering, \$160,000 for Wave Attenuators, and \$20,000 for parcel development.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **PRELIMINARY OPERATING AND CAPITAL BUDGET FY 2009-2010**

**May 6, 2009**

**Board of Harbor Commissioners**

**Peter Grenell, General Manager**

**Marcia L. Schnapp, Director of Finance**

**Robert Johnson, Harbor Master**

**Dan Temko, Harbor Master**

**Marietta Harris, Human Resources Manager**

San Mateo County Harbor District  
Preliminary Integrated Operating and Capital Budget for  
Fiscal Year 2009-10

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# Memorandum

**DATE:** May 6, 2009

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

**FROM:** Peter Grenell, General Manager

**RE:** Preliminary Integrated Operating and Capital Budget  
for Fiscal Year 2009-2010

You have before you the Preliminary Integrated Operating and Capital Budget for Fiscal Year 2009-10. We have worked hard to bring you a Preliminary Budget that clearly reflects the needs and challenges of the District. The Harbor Commission has worked closely with staff in Budget Workshops and meetings to address the needs of both Pillar Point and Oyster Point facilities and the District as a whole. This Preliminary Budget is scheduled to be adopted and fixed by Harbor Commission action on at the Harbor District Board Meeting on May 6, 2009.

## Budget Highlights

**Revenue – Projected** Operating Revenue has been budgeted at **\$3,377,250**. This is a decrease over projected current year-end operating revenue of approximately **(\$28,444)** or **(1.0%)**. With the current state of the economy depressed, the Commission has decided to postpone any rate increases until after this next budget year. As a result, operating revenues are projected to decrease nominally, due largely to the cancellation of the salmon fishing season once again, as well as the effects of the slow-down in the economy due to the contraction of the real estate market as well as downward economic pressures on tenant and visitor use of the facilities.

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

**Non-Operating Revenue** is budgeted at **\$4,305,000** for **FY2009-10**. This is comprised of **\$4,815,000** in Property Tax Revenues, **\$140,000** in Interest Income, a deduction of **(\$1,000,000)** for the ERAF State Deduction and **\$350,000** in ERAF Rebate back to the District.

For **FY2009-10**, total non-operating revenues represent an increase of approximately **5.6%** or **\$228,587** over **FY2008-09** projected actual. This increase is comprised of 3 factors: a budgeted increase in Property Tax revenues of **\$169,862**, a decrease in Interest Income of **(\$26,220)**, a decrease in ERAF Rebates back to the District of **(\$244,000)** and no new losses in Investments such as Lehman Bros loss in the County Investment Pool of **\$335,570** in FY2008-09. The decrease in interest income on reserves is due primarily to lower interest rates due to the emergency reduction in interest rates at the end of 2008 by the Federal Reserve. The projected decrease in ERAF Rebates is due to the State's continuing budget crisis. The State, through ERAF, may take up to 25% of the District's tax revenues. This would equal \$1.2 million. This past year the State took only 20%, or approximately \$1.0 million. The District has budgeted \$1.0 million again for this transfer of revenues to the State.

**Other financing sources** include **\$660,000 in Asset Sales** representing the net proceeds the District would receive from the sale of the median strip at Pillar Point Harbor. In addition, it

includes \$1,340,000 in monies received from the City of South San Francisco for reimbursement of the District's out-of-pocket expenses for the WETA Ferry Terminal.

**Other financing uses** include a reduced principal payment of **(\$815,000) to DBW** (State of California Department of Boating and Waterways) due to an expected amendment of the District's debt service agreement with DBW. It also anticipates that the District will fund 70% of its **OPEB liability** amounting to **(\$1,905,748)**. The pre-funding of the District's OPEB liability is voluntary. In the event that there is a postponement of the Median Strip asset sale, the WETA Ferry Terminal lease execution, or the amendment to the District's debt service agreement, it is anticipated that the District will defer pre-funding the \$2,722,497 OPEB liability to a future budget year.

Total projected cash-in is **\$9,682,250**; projected cash-out is **(\$9,445,823)**. This represents an increase in cash reserves of **\$236,427**. Ending cash reserves are budgeted to be **\$7,332,097** as of June 30, 2010.

Should the median strip sale, the WETA Ferry Terminal lease execution and the OPEB pre-funding be postponed, the change in net cash reserves would be **\$142,175** instead.

If the District were to pay \$2.4 million in debt service instead of \$1.45 million in debt service, net cash reserves would then decrease by **(\$807,825)**. Ending cash reserves would then be **\$6,524,272**.

#### **Expenses**

**Projected Harbor Operating Expenses**, excluding OPEB expense, interest expense, depreciation and capital projects, are budgeted at **\$3,785,832**. This represents an increase of **\$183 thousand** over FY2008-09 budget and an increase of approximately **\$69 thousand** over the FY08-09 projected actual. This is due largely to increased legal expenses and pre-established increases in wages and benefits due to collective bargaining agreements.

**DBW Debt Service Agreement** calls for annual payments of **\$2.4 million** of combined principal and interest expense. The FY2009-10 budget is forecasting a **\$1.45 million** combined payment instead. The District has been in negotiations with DBW for some time regarding refinancing its annual debt service payments. The District anticipates the negotiations will culminate in an agreement before the next payment is due on December 31, 2009. The outstanding balance as of June 30, 2009 will be approximately \$15.38 million, a decrease of over \$4.0 million from the high balance of \$19.45 million as of June 30, 2005.

The District has also seen a decrease of over \$200 thousand in interest expense over the past 4 years, due to the decrease in its outstanding loan balances. As market interest rates available on investments stay below 4.5% on reserves, it continues to be beneficial for the District to pay down its long-term debt.

**Net Income** – For the FY2009-10 budget, there is a **projected budget deficit of (\$298 thousand)**. This includes **\$300 thousand in accrued election expense**, additional legal expense due to the current lawsuit, as well as interest expense and depreciation, but excludes capital outlays and projects. Without the election expense, the District's net income would be break-even.

By comparison, last year's budget predicted a deficit of **(\$300 thousand)**, due to budgeting \$300,000 in accrued election expense as well.

**Capital Projects** – Total funds budgeted to be spent on Capital Expenditures in FY2009-10 total **\$572 thousand**. This includes **Carry-Over Funds** for capital projects and outlays budgeted in prior years of **\$99,000**. Most of the carryover is due to \$75,000 allocated for the Pillar Point Lessee building roof repair project.

**Cash** – As of June 30, 2009, the District's projected ending cash is budgeted at **\$7,332,097**, versus last year's budgeted ending cash of **\$6,887,004**. The ending cash balance is comprised of



**Restricted Cash of \$3,936,143 and Unrestricted Cash of \$3,395,954.** Restricted Cash includes: \$1,500,000 (plus accrued interest) debt service reserve required under the DBW Debt Service Agreement, a contingency for emergencies of \$600,000, security deposits and payables reserves of approximately \$600,000, the new office building reserve of approximately \$450,000, Capital Project Reserve of \$250,000, and other miscellaneous reserves for a grand total of \$3,936,143. In the future, the District may want to consider establishing a reserve for future capital projects, as this is the key to having sufficient funding for both current operations and completion of major maintenance, replacement and new projects in the future.

**Department of Boating and Waterways ("DBW")** - This Budget anticipates an amendment to District's debt service agreement with DBW. The District has requested a reduction in the annual combined principal and interest payment from \$2.4 million to \$1.45 million beginning with the payment due December 31, 2009. The \$1.45 million is budgeted to be split between \$815 thousand in principal loan reduction and \$635 thousand in interest expense. As of this time, DBW is in the process of reviewing the District's request.

### **The Future Outlook**

Over the past several years, including 2009, the closure of the salmon fishing season and decreases in the economy, have created an environment where harbor operating revenues have not increased enough annually to create bottom line surpluses to fund harbor operations. Beginning 3 years ago, the District implemented a hiring freeze which has resulted in the net attrition of 4 harbor patrol positions. This has resulted in current year savings of over \$300 thousand a year in wage and benefits expense. While expenses continue to rise, they now rise at a more modest rate as a result of the staff expense savings.

With Oyster Point Marina currently at 56% occupancy, staff is exploring ways to respond more positively to the San Francisco Bay market to increase Oyster Point occupancy. The District made no increases in rates for FY2009-10. This tactic has yielded modest increases in both occupancy and revenues to date. The District hopes that this approach, coupled with a vigorous promotional effort, will continue to increase occupancy and revenues.

Other revenue opportunities will be addressed when possible. For example, as old District leases at the harbors mature, the District continues to look for opportunities to improve lease terms to reflect the current market.

Should the District find opportunities for revenue increases above small past increases, as well as continued cost control, the District may look forward to continuation of debt service payments as well as self-funding of capital projects. This will enable the District to retire its outstanding DBW debt, which will decrease its interest expense payments and improve the District's fiscal position.

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

### **Acknowledgments**

The budget, as always, is a team effort of the Commissioners and management staff, including Director of Finance Marcia Schnapp, Harbor Masters Robert Johnson and Dan Temko, Human Resources Manager Marietta Harris, and myself.

San Mateo County Harbor District  
Board of Harbor Commissioners

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

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **BUDGET HIGHLIGHTS**

## PRELIMINARY BUDGET FY 2009-2010

BUDGET HIGHLIGHTS  
INCOME STATEMENT**Revenue from Harbor Operations**

	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	2009-2010 PRELIMINARY BUDGET
Operating Revenues	1,844,500	1,532,750	-		3,377,250
Non-Operating Revenues					
Tax Revenues			4,815,000		4,815,000
Less: ERAF State Deductions			(1,000,000)		(1,000,000)
Plus: ERAF Rebate to District			350,000		350,000
Interest Income	-	-	140,000		140,000
Other					-
<b>Total Revenue</b>	<b>1,844,500</b>	<b>1,532,750</b>	<b>4,305,000</b>		<b>7,682,000</b>

**Expenses**

Personnel and Related Costs	(1,368,665)	(1,184,234)	(876,364)	(107,827)	(3,537,090)
Non-Pension Post Employment Benefits (Retiree Health/Life, OPEB Accrual)	(71,094)	(62,578)	(51,140)	(7,065)	(191,877)
Credit for Payment of Post-Employment Health/Life Premiums	59,582	27,210	-	9,161	95,953
Maintenance and Operations w/o depreciation	(705,077)	(576,900)	(278,700)	(24,550)	(1,585,227)
Election Expense (= 1/2 of Estimate of Nov 2010 Election Costs)				(300,000)	(300,000)
Carryovers	-	-	-	-	-
<b>Total Expenses before Interest, Depreciation and Cap Exp</b>	<b>(2,085,254)</b>	<b>(1,796,502)</b>	<b>(1,206,204)</b>	<b>(430,281)</b>	<b>(5,518,242)</b>

<b>Projected Income(Loss) Before Deprec, Int Exp and Cap Exp</b>	<b>(240,754)</b>	<b>(263,752)</b>	<b>3,098,796</b>	<b>(430,281)</b>	<b>2,164,008</b>
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**Other Income/Expense**

Interest Expense	(270,334)	(364,500)	-	-	(634,834)
Depreciation	(975,000)	(850,000)	(2,363)	-	(1,827,363)
<b>Other Income(Expense)</b>	<b>(1,245,334)</b>	<b>(1,214,500)</b>	<b>(2,363)</b>	<b>-</b>	<b>(2,462,197)</b>
<b>Projected Net Surplus(Deficit) after Depreciation</b>	<b>(1,486,088)</b>	<b>(1,478,252)</b>	<b>3,096,433</b>	<b>(430,281)</b>	<b>(298,189)</b>

## PRELIMINARY BUDGET FY 2009-2010

BUDGET HIGHLIGHTS  
INCOME STATEMENT

	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	2009-2010 PRELIMINARY BUDGET
<b>Projected Net Surplus(Deficit) after Depreciation - from previous page</b>	<b>(1,486,088)</b>	<b>(1,478,252)</b>	<b>3,096,433</b>	<b>(430,281)</b>	<b>(298,189)</b>
<b><u>Capital Expenditures</u></b>					
Capital Outlay - Current Year	(33,500)	(23,000)	(21,500)		(78,000)
Capital Projects - Current Year	(40,000)	(355,000)			(395,000)
Capital Outlay - Prior Year Carry-over	(99,000)	-	-		(99,000)
Capital Projects - Prior Year Carry-over	-	-			-
<b>Total Capital Projects</b>	<b>(172,500)</b>	<b>(378,000)</b>	<b>(21,500)</b>	<b>-</b>	<b>(571,000)</b>
<b><u>Other Financing Sources</u></b>					
Projected Grant Revenue for Capital Projects	-				-
Projected Cost Reimbursement for Capital Projects and Asset Sales	660,000	1,340,000			2,000,000
OPEB (Post Employment Health Care) Reserve	(830,534)	(763,437)	(166,340)	(145,437)	(1,905,748)
Projected DBW Debt Incurred (Paid Off)	-	(815,000)			(815,000)
<b>Projected Net Capital Project and Debt Principal Paydown Outlay</b>	<b>(343,034)</b>	<b>(616,437)</b>	<b>(187,840)</b>	<b>(145,437)</b>	<b>(1,292,748)</b>
<b>Add Back: Depreciation</b>	<b>975,000</b>	<b>850,000</b>	<b>2,363</b>	<b>-</b>	<b>1,827,363</b>
<b>Projected Net Cash Flow Increase (Decrease)</b>	<b>(854,122)</b>	<b>(1,244,689)</b>	<b>2,910,956</b>	<b>(575,719)</b>	<b>236,427</b>
<b>Beginning Cash Position</b>					<b>7,095,671</b>
<b>Projected Ending Cash Position</b>					<b>7,332,097</b>



**PRELIMINARY BUDGET FY 2009-2010****Sources and Uses of Funds****SOURCES OF FUNDS**

Operating Revenue	\$ 3,377,250
Tax Revenues	4,815,000
Less: ERAF State Deduction	(1,000,000)
Excess ERAF Refunds	350,000
Interest Income	140,000
Other	-
Grant Revenues	
Operating	-
Projected Grant Revenue for Capital Projects	-
Projected Cost Reimbursement for Capital Projects and Asset Sales	2,000,000
New Debt	
	<hr/>
Total Sources of Funds	\$ 9,682,250

**USES OF FUNDS****FY 2009-2010 Budgeted Expenditures**

District Operating Expense - net of Election Expense and OPEB Expense	\$ (5,122,317)
Election Expense	(300,000)
Interest Expense	(634,834)
OPEB Expense	(191,877)
Credit for OPEB Out-Of-Pocket District Payment for existing Post-Employees	95,953
OPEB Reserve	(1,905,748)
Projected DBW Debt Incurred (Paid Off)	(815,000)
Current Year Capital Outlay/Projects	(473,000)
	<hr/>

**Total FY 2009-10 Budgeted Expenditures** **\$ (9,346,823)**

2008-09 Prior Year Carryover \$ (99,000)

Total Uses of Funds **\$ (9,445,823)**

**Projected Beginning Cash Balance - July 1, 2009** **\$ 7,095,671**

Net Change in Cash Balance \$ 236,427

**ESTIMATED ENDING FROSS CASH BALANCE AS OF JUNE 30, 2010** **\$ 7,332,097**

Less: Restricted Balance \$ (3,936,143)

**NET UNRESTRICTED CASH BALANCE AS OF JUNE 30, 2010** **\$ 3,395,954**

**PRELIMINARY BUDGET FY 2009-2010**  
**Cash Flow Statement Projection**

Projected Beginning Balance - 7/01/09	7,095,671
<b>Net Income</b>	(298,189)
<b>Adjust for Non-Cash Items</b>	
Depreciation	1,827,363
<b>Adjust for Principal Debt Service, Grants and Capital Projects</b>	
Capital Projects	(572,000)
Projected Grant Revenue for Capital Projects	-
Projected Cost Reimbursement for Capital Projects and Asset Sales	2,000,000
OPEB Reserve	(1,905,748)
Projected DBW Debt Incurred (Paid Off)	<u>(815,000)</u>
Net Change to Cash through Balance Sheet	<u>236,427</u>
<b>Projected Ending Balance - 6/30/10</b>	<b>7,332,097</b>
Less: Restricted Cash Balance Reserves (see below)	<u>(3,936,143)</u>
<b>Projected Unrestricted Cash Balance - 6/30/10</b>	<b><u><u>3,395,954</u></u></b>

SAN MATEO COUNTY HARBOR DISTRICT

**BUDGET FY 2009-2010**  
**Restricted Cash Balance Reserves**

DBAW Loan Reserve	1,800,000
Emergency Contingency Reserve	600,000
Office Building Reserve	449,855
Capital Expenditure Reserve	250,000
Customer Deposits	211,288
Payables Reserve	225,000
Carryovers - Operating and Maintenance	125,000
Payroll Reserve (2 weeks)	75,000
EE PTO Benefits	200,000
	<hr/>
<b>Total Restricted Reserves</b>	<b>3,936,143</b>

AN MATEO COUNTY HARBOR DISTRICT

<b>PRELIMINARY BUDGET FY 2009-2010</b>	<b>FY 2009-2010</b>	<b>Estimated</b>	<b>Combined</b>
<b>FACILITY</b>	<b>Budgeted Projects</b>	<b>Carryover</b>	<b>Capital Projects</b>
<b>PILLAR POINT HARBOR</b>			
<b>Capital Outlay - PPH</b>			
Computer Hardware/Software	3,500	-	3,500
Patrol Vehicle	-	-	-
Facility Fixtures/Landscaping	10,000	75,000	85,000
Interpretive Signs	20,000	-	20,000
Purchase and Install New Transformer Boxes	-	24,000	24,000
<b>Total Capital Outlay - PPH</b>	<b>33,500</b>	<b>99,000</b>	<b>132,500</b>
<b>Capital Projects - PPH</b>			
PPH Lessee Sidewalk Expansion	-	-	-
Dredge Launch Ramp	20,000	-	20,000
Median Strip	20,000	-	20,000
<b>Total Capital Projects - PPH</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>
<b>TOTAL - PILLAR POINT HARBOR</b>	<b>73,500</b>	<b>99,000</b>	<b>172,500</b>
<b>OYSTER POINT MARINA/PARK</b>			
<b>Capital Outlay - OPM</b>			
Computer Hardware and Software	3,000	-	3,000
Harbor/Marina Equipment	5,000	-	5,000
Facilities, Fixtures, Landscaping	5,000	-	5,000
Dock Repairs/Equipment	10,000	-	10,000
<b>Total Capital Outlay - OPM</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>
<b>Capital Projects - OPM</b>			
Depreciable Harbor Facilities - OPM Guard Shack	-	-	-
Dredging - OPM: East Basin Maintenance	175,000	-	175,000
Dock Reconstruction-Wave Attenuators (District Share)	160,000	-	160,000
OPM Parcel Development - Office/Retail	20,000	-	20,000
<b>Total Capital Projects - OPM</b>	<b>355,000</b>	<b>-</b>	<b>355,000</b>
<b>TOTAL - OYSTER POINT MARINA/PARK</b>	<b>378,000</b>	<b>-</b>	<b>378,000</b>
<b>ADMINISTRATION</b>			
<b>Capital Outlay - Admin</b>			
Computer - Hardware	10,000	-	10,000
Computer - Software	10,000	-	10,000
Office Equipment	-	-	-
Office Furniture and Fixtures	1,500	-	1,500
<b>Total Capital Outlay - Admin</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>
<b>TOTAL - DISTRICT</b>	<b>473,000</b>	<b>99,000</b>	<b>572,000</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **COMBINED REVENUES AND EXPENSES**



# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **COMBINED REVENUE BUDGET**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	TOTAL
<b><u>Operating Revenue</u></b>				
Berth Discounts for Pre-Payments and Promotion	(10,000)	(2,000)		(12,000)
Berth Rental	1,200,000	925,000		2,125,000
Boat Wash Fees	3,000	1,000		4,000
County Parking Fines	3,000	750		3,750
Dock Boxes		6,500		6,500
Princeton Dry Storage	500			500
Expense Reimbursement	-	-		-
Hoist Fees	1,500			1,500
Impound Fees	1,000	7,500		8,500
Key Fee		1,500		1,500
Late Fees	1,000	4,000		5,000
Launching Fees	50,000	15,000		65,000
Laundry Revenue	5,000			5,000
Live Aboard	100,000	240,000		340,000
Miscellaneous Income	4,000	1,000		5,000
Mooring Fees	45,000			45,000
Other Sales	3,000	1,000		4,000
Parking - Day Use	10,000			10,000
Patrol Boat Service	1,500			1,500
Commercial Activity Permit	20,000	1,000		21,000
Project Bid Fees	-	-		-
Rents & Concessions	300,000	225,000		525,000
RV C Lot	25,000			25,000
Service Fee for Emergencies (pumpout)	-	-		-
Transient Dockage/Berth Rentals	80,000	85,000		165,000
Waiting List Fees	1,000	500		1,500
DBW Abandoned Vessels Grant	-	20,000		20,000
<b>Total Operating Revenue</b>	<b>1,844,500</b>	<b>1,532,750</b>	<b>-</b>	<b>3,377,250</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	TOTAL
<b>Non-Operating Revenue</b>				
Interest Income			140,000	140,000
ERAF State Deduction			(1,000,000)	(1,000,000)
ERAF Rebate Back to District			350,000	350,000
Tax Revenues			4,815,000	4,815,000
Other			-	-
<b>Total Non-Operating Revenue</b>	-	-	<b>4,305,000</b>	<b>4,305,000</b>
<b>TOTAL REVENUE</b>	<b>1,844,500</b>	<b>1,532,750</b>	<b>4,305,000</b>	<b>7,682,250</b>
<b>Other Financing Sources - Grants and Loans</b>				
PPH Asset Sales - Net Proceeds	660,000			660,000
WETA Ferry Terminal - Cost Share Proceeds		1,340,000		1,340,000
<b>Total Other Financing Sources - Projects</b>	<b>660,000</b>	<b>1,340,000</b>	-	<b>2,000,000</b>
<b>Total In-Flows</b>	<b>2,504,500</b>	<b>2,872,750</b>	<b>4,305,000</b>	<b>9,682,250</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **COMBINED EXPENSE BUDGET**

## SAN MATEO COUNTY HARBOR DISTRICT

## PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>PERSONNEL AND RELATED COSTS</b>					
Salaries and Wages	646,500	591,000	480,000	36,000	1,753,500
Overtime	16,000	3,000	3,000		22,000
Extended Illness Bank	10,000	20,000	5,000		35,000
Paid time Off Expense (PTO)	125,000	105,000	80,000		310,000
Overtime Paid Time Off Expense (PTO-OT)	25,000	15,000	5,000		45,000
Bereavement	1,000	1,000	604		2,604
Management Hours	3,500	3,500	12,000		19,000
Holiday Pay	40,000	25,000	-		65,000
<b>Salaries and Wage Summary</b>	<b>867,000</b>	<b>763,500</b>	<b>585,604</b>	<b>36,000</b>	<b>2,252,104</b>
Retirement-Employee	60,690	53,445	43,092	1,600	158,827
Retirement-Employer	130,050	114,525	92,341		336,916
Social Security	-	-		1,800	1,800
Medicare Tax	12,572	11,071	8,926	600	33,169
Unemployment Insurance Tax	2,839	-	-		2,839
Health Insurance	185,803	122,628	120,701	44,827	473,959
Health Insurance-Employee Reimbursement	24,710	37,066	-	20,000	81,776
Health Insurance-Retirees	(58,582)	(24,710)	-	(9,161)	(92,453)
Health Insurance-OPEB Accrual	71,094	62,578	51,140	7,065	191,877
Life Insurance	12,000	12,000	7,500	500	32,000
Life Insurance-Retirees	(1,000)	(2,500)			(3,500)
Long-Term Disability Insurance	6,500	7,500	5,000	1,000	20,000
Workers Compensation Ins.	65,000	60,000	5,000		130,000
Wellness Program	-	-	-	1,000	1,000
Auto Allowance			7,200		7,200
Employee Assistance Program	1,500	1,500	500	500	1,500
Personnel Administration-exams	-	1,000	500	-	1,500
Internal Labor on Projects	-	-	-	-	-
<b>Benefits Summary</b>	<b>513,177</b>	<b>456,102</b>	<b>341,900</b>	<b>69,731</b>	<b>1,378,410</b>
<b>PERSONNEL AND RELATED COSTS</b>	<b>1,380,177</b>	<b>1,219,602</b>	<b>927,504</b>	<b>105,731</b>	<b>3,633,014</b>



SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>MAINTENANCE AND OPERATIONS</b>					
Advertising & Promotion	10,000	15,000	5,500	2,000	32,500
Advertising-Jobs	-				-
Advertising-Capital Projects	-				-
Auto Mileage-Not allocated	2,500	1,000	1,700	750	5,950
Bad Debts	20,000	20,000			40,000
Telephone/Communications	7,500	6,000	8,500		22,000
Postage	5,000	4,500	3,500		13,000
Travel, Conf. & Meeting-Not Allocated	1,500	2,000	5,000	1,000	9,500
Seminars/Professional Training	1,000	500	4,500	500	6,500
Employee Appreciation Dinner	-	-	-	3,800	3,800
Employee Recognition	-	-	-	500	500
Elections				300,000	300,000
HO Training	3,000	5,000			8,000
Memberships, Dues & Subscriptions	500	1,000	18,000	500	20,000
Personnel Administration	104	1,000	2,000		3,104
Recruiting Expense			1,500		1,500
Recruiting Expense - Supplies			500		500
Insurance Premiums	150,000	150,000	6,000	12,000	318,000
Insurance Premium - boatyard					-
Insurance Investigation	-	-			-
Land Vehicles - Fuel	8,500	7,000			15,500
Patrol Boat - Fuel	9,000	3,000			12,000
Patrol Boat - Safety Equipment	-				-
Pump Out Vessel - Fuel	-				-
Office Supplies	7,000	5,000	8,000	500	20,500
Operating Supplies	25,000	15,000			40,000
Oil Clean Up Supplies	6,000				6,000
Uniform Related Expenses	15,000	10,000			25,000
Personnel Administration-exams	104				104
Safety/Medical Equipment	5,000	5,000			10,000
Contractual Services - Outside Services	25,000	90,000	25,000		140,000
Contractual Services -Temp Services	-	-	-		-
Contractual Services - Professional	15,000	5,000	35,000	500	55,500

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
Contractual - Legal Services	60,000	20,000	50,000	500	130,500
Claims Settlement	-				-
Permits/License Fees	150	1,500			1,650
Misc. Expenses	1,000	-	500	1,000	2,500
Bank Service Charges	2,400	2,400	2,000		6,800
Merchant C/C Processing Fees	6,600	-	500		7,100
Collection Agency Service Expense	1,500	5,000			6,500
Credit Card Fees	3,209	8,500			11,709
Penalties/Finance Charges	-		500		500
Payroll Processing Fee	5,000	4,500	2,000	1,000	12,500
Operating Equip. Maintenance	-		1,500		1,500
Equipment Rental	6,000	3,000	500		9,500
Office Rental			88,000		88,000
Ingress/Egress Romeo Wharf	1,200				1,200
Small Tools and Equipment	1,011	5,000			6,011
Repairs & Maintenance-Equipment	12,000	30,000	1,500		43,500
Repairs & Maintenance-Real Property	15,000	5,000			20,000
Vessel Destruction	20,000	20,000			40,000
Marine Supplies Purc. Tenants	-				-
Repairs & Maintenance-Boat	20,000	5,000			25,000
Personal Watercraft	3,000	-			3,000
Garbage Collections	60,000	24,000			84,000
Debris Box-Launch Ramp Fish Disposal	7,500				7,500
Electric Charges	115,000	100,000			215,000
Electric Charges Reimbursement	(40,250)	(40,000)			(80,250)
Water Charges	37,000	36,000			73,000
Water Charges Reimbursement	(1,500)				(1,500)
Parking Citation (TDS)	50	500			550
Handling Fees for Citations	1,000	500			1,500
Sewer Fees	50,000				50,000
Removal of Hazardous Waste	1,500				1,500
LAFCO Fees			7,000		7,000
<b>MAINTENANCE AND OPERATIONS</b>	<b>705,077</b>	<b>576,900</b>	<b>278,700</b>	<b>324,550</b>	<b>1,885,227</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>DEPRECIATION EXPENSE</b>	<b>975,000</b>	<b>850,000</b>	<b>2,363</b>		<b>1,827,363</b>
<b>DEBT SERVICE</b>					
Interest Expense-Dept Boating/Waterways (DBW)	270,334	364,500			634,834
Principal - Dept Boating/Waterways (DBW)	-	815,000			815,000
<b>DEBT SERVICE</b>	<b>270,334</b>	<b>1,179,500</b>	<b>-</b>	<b>-</b>	<b>1,449,834</b>
<b>OPEB RESERVE</b>	<b>830,534</b>	<b>763,437</b>	<b>166,340</b>	<b>145,437</b>	<b>1,905,748</b>
<b>CAPITAL OUTLAY</b>					
Computer - Hardware	2,500	2,000	10,000		14,500
Computer - Software	1,000	1,000	10,000		12,000
Dock Repairs/Equipment	-	10,000			10,000
Dredge Launch Area					-
Facility Fixtures/Landscaping	10,000	5,000			15,000
Harbor/Marina Equipment	-	5,000			5,000
Medical Equipment	-				-
Office Equipment			-		-
Office Furniture and Fixtures		-	1,500		1,500
Patrol Boat	-				-
Patrol Vehicle	-				-
Purchase and Install New Transformer Boxes	-				-
Remove and Replace Work Dock Floats					-
Signs - Facility	20,000				20,000
<b>CAPITAL OUTLAY</b>	<b>33,500</b>	<b>23,000</b>	<b>21,500</b>	<b>-</b>	<b>78,000</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION	Pillar Point Harbor	Oyster Point Marina/Park	Administration	Harbor Commission	Total
<b>CAPITAL PROJECTS</b>					
<b>OPM Projects</b>					
Depreciable Harbor Facilities - Guard Shack		-			-
Dredging - OPM		175,000			175,000
Launch Ramp Improvements		-			-
Breakwater Reconfiguration		-			-
Dock Reconfiguration - Wave Attenuators		160,000			160,000
Office/Retail Development		20,000			20,000
					-
<b>PPH Projects</b>					
PPH Lessee Sidewalk Expansion	-				-
Dredge Launch Ramp	20,000				20,000
Restroom, Shower and Laundry Facility - Existing	-				-
Median Strip	20,000				20,000
					-
					-
<b>CAPITAL PROJECTS</b>	<b>40,000</b>	<b>355,000</b>	<b>-</b>	<b>-</b>	<b>395,000</b>
<b>TOTAL</b>	<b>4,234,622</b>	<b>4,967,439</b>	<b>1,396,407</b>	<b>575,719</b>	<b>11,174,186</b>
Carry-over	99,000	-	-		99,000
<b>TOTAL HARBOR DISTRICT</b>	<b>4,333,622</b>	<b>4,967,439</b>	<b>1,396,407</b>	<b>575,719</b>	<b>11,273,186</b>
<b>Remove Depreciation</b>	<b>(975,000)</b>	<b>(850,000)</b>	<b>(2,363)</b>	<b>-</b>	<b>(1,827,363)</b>
<b>Net Uses of Funds</b>	<b>3,358,622</b>	<b>4,117,439</b>	<b>1,394,044</b>	<b>575,719</b>	<b>9,445,823</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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## **REVENUES**

**PILLAR POINT HARBOR**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION PILLAR POINT HARBOR		2008-09 AMENDED BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET
<b>Operating Revenue</b>						
420.009	Berth Promo	(12,000)	(12,000)	(8,946)	(11,929)	(10,000)
420.010	Berth Rental	1,197,000	1,197,000	916,849	1,195,466	1,200,000
420.011	Live Aboard	105,000	105,000	72,350	96,467	100,000
420.014	Transient Dockage/Berth Rent.	60,000	60,000	56,006	56,675	80,000
420.018	Impound Fees	1,000	1,000	5,571	7,428	1,000
420.020	Launching Fees	30,000	30,000	41,847	55,795	50,000
420.025	Boat Wash Fees	3,000	3,000	2,587	3,449	3,000
420.026	Hoist Fees	1,500	1,500	1,090	1,453	1,500
420.034	Princeton Lot - Dry Storage	300	300	450	600	500
420.040	Rents & Concessions	300,000	300,000	228,655	304,873	300,000
420.044	RV C Lot	10,000	10,000	16,565	22,086	25,000
420.046	Day Use - Parking Revenues	10,000	10,000	-	-	10,000
420.053	Laundry Revenue	6,000	6,000	3,641	4,855	5,000
420.055	Mooring Fees	44,000	44,000	35,589	47,451	45,000
420.056	Service Fee for Emergencies (pumpout)	-	-	-	-	-
420.060	Patrol Boat Service	1,500	1,500	1,500	2,000	1,500
420.070	Late Fees	1,000	1,000	4,001	5,335	1,000
420.079	PPH Commercial Activity Permit	20,000	20,000	21,610	28,813	20,000
420.080	Other Sales	3,500	3,500	5,911	7,881	3,000
420.081	Miscellaneous Income	1,000	1,000	3,869	5,158	4,000
420.091	Waiting List Fees	1,000	1,000	786	1,048	1,000
420.092	Leasee Transfer/Contract Fees	-	-	-	-	-
420.096	Expense Reimbursement	-	-	-	-	-
420.097	County Parking Fines	3,000	3,000	2,359	3,145	3,000
420.100	Project bid fees	-	-	-	-	-
420.200	OES Grant-Storm Damage	-	-	-	-	-
420.420	DBW Abandoned Vessel Grant	18,900	18,900	-	-	-
420.100	Project bid fees	-	-	-	-	-
<b>Total Operating Revenue</b>		<b>1,805,700</b>	<b>1,805,700</b>	<b>1,412,288</b>	<b>1,838,050</b>	<b>1,844,500</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION PILLAR POINT HARBOR		2008-09 AMENDED BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET
<b><u>Non-Operating Revenue</u></b>						
420.230	Grants - Salmon Season Closure Grant	-	-	51,119	51,119	-
<b><u>Capital Projects: Loans-Grants-Cost Share</u></b>						
420.110	DBW Loan 71 Berth Project	-	-	-	-	-
420.220	Interpretive Signs - NMSP Sanctuary/Fishermen's Grant	-	-	-	-	-
420.411	DBW Launch Ramp Floats	-	-	-	-	-
420.430	DBW Pump Station Grant/Reimbursement	-	-	-	-	-
420.450	DBW Loan Restrooms - Project Cancelled	-	-	-	-	-
420.900	PPH Asset Sales - Net Proceeds					660,000
<b>Total - Capital Proj: Loans/Grants/Cost Share</b>		-	-	51,119	51,119	660,000
<b>Pillar Point - Total</b>		1,805,700	1,805,700	1,514,526	1,940,288	2,504,500



## Pillar Point Harbor

### 2009-2010

1. The salmon season has been cancelled for all commercial and sport fishing for 2009. It is unclear what the total impact will be on harbor revenues. As a result, Pillar Point Harbor operating revenues have been adjusted downwards by approximately \$45 thousand total over FY2008-09 actual versus an increase of approximately \$40 thousand over FY2008-09 budget. This is more conservative than assuming revenues would remain flat. Should the economy continue to improve, operating revenues may indeed be better than budgeted, lack of salmon season notwithstanding.
2. Based upon the current economic conditions, the Board has decided to maintain the existing rates and fees schedule for FY2009-10. Therefore there are no rate increases for FY2009-10.
3. Budgeted revenue from lessee rents and concessions is expected to remain flat. Given the current economic climate it is difficult to predict whether revenues will improve for this coming fiscal year. As the economy improves, it is hoped that the new Oceano Hotel across the street from the harbor will increase foot traffic to the harbor and therefore patronage of the harbor and lessee facilities.
4. Revenue from the establishment of Paid Parking is budgeted at \$10 thousand.
5. Overall, operating revenue is expected to be (2.4%) lower than the projected annual actual for FY2008-09 and 2% higher than the FY2008-09 budget.
6. For Pillar Point Harbor, there are no grant monies budgeted to be received from Department of Boating and Waterways Grant for Abandoned Vessel Abatement.
7. Other financing sources include \$660 thousand net proceeds for the sale of the median strip. This is net of all sales commissions, legal expenses, development fees, county permits, etc..

**OYSTER POINT MARINA**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION OYSTER POINT MARINA		2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET
<b>Operating Revenue</b>						
430.009	Berth Rent Promotion	(2,000)	(2,000)	-	-	(2,000)
430.010	Berth Rental	915,000	915,000	703,284	937,712	925,000
430.011	Live Aboard	231,000	231,000	179,305	239,073	240,000
430.014	Transient Dockage/Berth Rent.	85,000	85,000	67,334	89,779	85,000
430.016	Dock Boxes	5,500	5,500	5,310	7,080	6,000
430.018	Impound Fees	7,500	7,500	14,542	19,389	7,500
430.020	Launch Fees	15,000	15,000	18,393	24,524	15,000
430.025	Boat Wash	1,000	1,000	1,170	1,560	1,000
430.040	Rents & Concessions	225,000	225,000	175,820	234,426	225,000
430.051	Key Fee	1,500	1,500	2,513	3,350	1,500
430.056	Service Fees for Emergencies	500	500	58	77	-
430.065	Bad Debt Recoveries		-		-	
430.070	Late Fees	4,000	4,000	3,079	4,105	4,000
430.079	OPM Comm'l Activity Permit Fee	2,500	2,500	1,050	1,400	1,000
430.080	Other Sales	1,000	1,000	450	600	1,000
430.081	Miscellaneous Income	1,000	1,000	1,343	1,791	1,000
430.091	Wait List Fees	500	500	525	700	500
430.092	Lease Transfer Fee		-		-	
430.096	Expense Reimbursement		-		-	
430.097	County Parking Fines	750	750	1,558	2,077	750
430.100	Project Bid fees	1,000	1,000		-	
430.420	DBW Abandoned Vessel Grant	47,489	47,489		-	20,000
<b>Total Operating Revenue</b>		<b>1,543,239</b>	<b>1,543,239</b>	<b>1,175,733</b>	<b>1,567,644</b>	<b>1,532,750</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION OYSTER POINT MARINA		2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET
<u>Non-Operating Revenue</u>						-
<u>Capital Projects: Grants and Cost Share</u>			-		-	-
430.421	DBW - Launch Ramp/Parking Lot	828,000	828,000	823,000	823,000	-
430.500	WETA Ferry Terminal - Cost Share Proceeds		-		-	1,340,000
<b>Total - Capital Projects: Grants/Cost Share</b>		<b>828,000</b>	<b>828,000</b>	<b>823,000</b>	<b>823,000</b>	<b>1,340,000</b>
<b>Oyster Point Marina - Total</b>		<b>2,371,239</b>	<b>2,371,239</b>	<b>1,998,733</b>	<b>2,390,644</b>	<b>2,872,750</b>

## Oyster Point Marina/Park

### 2009-2010

1. Overall, berth rent revenues are projected to be \$925 thousand, a decrease of \$13 thousand over FY2008-09 expected actual, but a \$20 thousand increase over FY2008-09 budget. There was some decrease in occupancy due to the dredging, but occupancy has increased once again. In addition, some of the vacancies created by the loss of the Salmon Season at Pillar Point have translated into some increase in occupancy at Oyster Point Marina.
2. Berth rates have not been raised over the past two years. Occupancy has increased modestly, from a low of 50% to about 56%. In addition, revenues have also increased modestly. In order to try to continue to increase occupancy, the Board has decided to maintain the existing rates and fees schedule for FY2009-10. Therefore there are no rate increases for FY2009-10.
3. Transient Dockage is budgeted flat over last year's budget.
4. Rents and concessions have been projected to remain flat.
5. Launch fees are budgeted at \$15 thousand, which is the same as last year's budget. Year-to-date launch ramp revenues through March 31, 2009 launch ramp revenues are \$18 thousand.
6. For Oyster Point Marina, \$20 thousand has been applied for grant monies from Department of Boating and Waterways Grant for Abandoned Vessel Abatement. This is a decrease of \$27 thousand from FY2008-09 budget.
7. The remaining fees have been forecasted to be approximately equal to the FY2008-09 budget.
8. Overall, Oyster Point Marina operating revenue is budgeted to be approximately \$10 thousand less than FY2008-09 budget, largely due to the \$27 thousand decrease in DBW Abandoned Vessel grant monies.
9. Other financing sources include \$1.34 million budgeted to be received from the City of South San Francisco for reimbursement of District out-of-pocket expenditures made for WETA Ferry Terminal project.

## **ADMINISTRATION**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

DESCRIPTION ADMINISTRATION		2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET
<b><u>Non-Operating Revenue</u></b>						
410.054	Interest Income	343,000	343,000	141,220	166,220	140,000
410.061	State Mandated costs grant		-		-	
410.071	ERAF State Deduction	(1,050,000)	(1,050,000)		-	(1,000,000)
410.076	ERAF Rebate Back to District	250,000	250,000	594,391	594,391	350,000
410.077	75th Anniversary Event		-	5,046	5,046	
410.094	Other Tax Revenues		-	8,540	11,387	
410.095	Tax Revenues	4,550,000	4,550,000	2,183,751	3,633,751	4,815,000
410.097	State and County Citation Fees			892	1,189	
410.900	Gain (Loss) - Assets (Lehman Loss)			(335,570)	(335,570)	
<b>Administration - Total</b>		<b>4,093,000</b>	<b>4,093,000</b>	<b>2,598,270</b>	<b>4,076,414</b>	<b>4,305,000</b>

## Administration

### 2009-2010

1. Interest income is projected to be \$140 thousand for the FY2009-10 due to expected average reserves of approximately \$7.0 million and an interest rate of 2.0%, though currently the interest rate below 1.5%. This is a decrease of \$200 thousand over FY2008-09 budget, due to collapse of the economic markets in the Fall of 2008, and the emergency federal reserve bank actions lowering the fed funds rate to 0.25%.
2. Net property tax revenues are projected to be \$3.815 million, a \$315 thousand increase from the FY2008-09 budget. Projected annual property tax revenues for FY2008-09 are \$3.633 million. The FY2009-10 property tax revenue budget represents a 4.0% increase over FY2008-09. Since the real estate market is now starting to once again show activity, staff feels comfortable projecting this increase for next year.
3. The annual ERAF shift out to the State is expected to be approximately (\$1.0 million).
4. In the last preceding four fiscal years, the District has received annual ERAF rebates due to property tax revenues accelerating faster than what was due in ERAF deductions. San Mateo County has calculated these rebates. The State has questioned whether these rebates are valid. The District may have to return any rebates we have received should the County lose the challenge. However, for FY2008-09, the District received \$594 thousand. For FY2009-10, we are estimating a \$350 thousand ERAF Rebate. By FY2010-2011 we expect no rebates at all as increases in property values are expected to migrate back to expected norms.
5. The budget for FY2009-10 property tax revenues are based on projected actual property tax revenues for FY2008-09. This estimate is based upon historical patterns as well as current trends in property values.



# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **EXPENSES**

**PILLAR POINT HARBOR**

## PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	632,700	632,700	444,664	592,885	640,000	
510.020	Salaries and Wages - Part Time	-	-	-	-	-	
511.011	Swing Differential	1,500	1,500	871	1,161	1,500	
511.012	Grave Differential	2,500	2,500	1,302	1,736	2,000	
511.021	Swing OT Differential	500	500	19	25	500	
511.022	Grave OT Differential	500	500	(40)	(54)	500	
512.000	Overtime	-	-	7,087	9,450	15,000	
513.010	Extended Illness Bank	15,000	15,000	14,578	19,437	10,000	
514.010	Paid Time Off Expense (PTO)	135,000	135,000	75,000	99,999	125,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	20,000	20,000	14,083	18,777	25,000	
515.000	Bereavement	1,000	1,000	308	410	1,000	
517.000	Management Hours	3,100	3,100	2,324	3,098	3,500	
518.000	Holiday Pay	35,200	35,200	23,010	30,679	40,000	
519.200	Admin Leave Exp	3,000	3,000	1,362	1,815	3,000	
519.300	Jury Duty	-	-	-	-	-	
	<b>Salaries and Wages Summary</b>	<b>850,000</b>	<b>850,000</b>	<b>584,565</b>	<b>779,420</b>	<b>867,000</b>	<b>-</b>
520.000	Retirement-EE	48,883	48,883	38,488	51,318	60,690	
520.001	Retirement-ER	91,553	91,553	72,930	97,240	130,050	
522.000	Social Security Insurance	1,500	1,500	-	-	-	
522.010	Medicare Tax	12,325	12,325	7,487	9,982	12,572	
522.020	Unemployment Insurance Tax	-	-	1,936	2,581	2,839	
523.000	Health Insurance	161,228	161,228	107,092	142,789	185,803	
523.001	Health Insurance-Employee Reimbursement	27,414	27,414	14,934	19,912	24,710	
523.002	Health Insurance-Retirees	32,182	32,182	22,806	30,408	(58,582)	
523.003	Health Insurance-Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Insurance-OPEB	-	-	-	-	71,094	
523.010	Life Insurance	10,000	10,000	7,625	10,167	12,000	
523.011	Life Insurance-Retirees	1,000	1,000	621	828	(1,000)	
523.020	Long-Term Disability Insurance	6,500	6,500	4,365	5,820	6,500	
524.000	Workers Compensation Ins.	60,000	60,000	45,000	60,000	65,000	
525.000	Wellness Program	2,500	2,500	-	-	-	
525.010	Employee Assistance Program	1,500	1,500	902	1,203	1,500	
550.000	Personnel Admin-Emp Exams	1,000	1,000	-	-	-	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>457,585</b>	<b>457,585</b>	<b>324,186</b>	<b>432,249</b>	<b>513,177</b>	<b>-</b>
	<b>PERSONNEL AND RELATED COSTS</b>	<b>1,307,585</b>	<b>1,307,585</b>	<b>908,752</b>	<b>1,211,669</b>	<b>1,380,177</b>	<b>-</b>

## PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	10,000	10,000	1,147	1,530	10,000	
640.010	Advertising-Jobs	-	-	-	-	-	
640.015	Advertising-Capital Projects	-	-	-	-	-	
650.999	Auto Mileage-Not allocated	2,500	2,500	1,392	1,856	2,500	
660.000	Bad Debts	20,000	20,000	-	-	20,000	
670.000	Telephone/Communications	7,000	7,000	5,460	7,280	7,500	
670.001	Postage	5,000	5,000	2,309	3,078	5,000	
680.181	Travel, Conferences & Meetings-Temko	-	-	-	-	-	
680.755	Travel, Conferences & Meetings-Draper	-	-	-	-	-	
680.999	Travel, Conferences & Meetings-Not Allocated	1,500	1,500	117	156	1,500	
681.000	Seminars/Professional Training	1,000	1,000	133	177	1,000	
682.000	HO Training	3,000	3,000	2,319	3,093	3,000	
685.000	Employee Appreciation Dinner	-	-	-	-	-	
685.010	Employee Recognition	-	-	-	-	-	
690.000	Memberships, Dues & Subscriptions	350	350	489	653	500	
695.000	Personnel Administration	1,000	1,000	-	-	-	
695.010	Personnel Administration testing/exams	500	500	74	99	104	
710.000	Insurance Premiums	140,000	140,000	87,318	117,318	150,000	
710.020	Insurance Premium - boatyard	-	-	-	-	-	
710.010	Insurance Investigation	-	-	-	-	-	
720.000	Land Vehicles - Fuel	8,500	8,500	3,912	5,215	8,500	
720.010	Patrol Boat - Fuel	9,000	9,000	4,567	6,089	9,000	
720.015	Pump Out Vessel - Fuel	-	-	-	-	-	
730.000	Office Supplies	7,000	7,000	1,510	2,014	7,000	
740.000	Operating Supplies	20,000	20,000	21,429	28,572	25,000	
740.010	Oil Clean Up Supplies	6,000	6,000	1,507	2,009	6,000	
745.000	Uniform Related Expenses	15,000	15,000	7,543	10,058	15,000	
755.000	Safety/Medical Equipment	5,000	5,000	2,112	2,816	5,000	
755.001	Patrol Boat Safety Equipment	5,000	5,000	-	-	-	
760.000	Contractual Services - Outside Services	25,000	25,000	27,041	36,055	25,000	
760.010	Contractual Services -Temp Services	-	-	-	-	-	
760.030	Contractual Services - Professional	15,000	15,000	14,124	18,832	15,000	
762.000	Contractual - Legal Services	25,000	25,000	70,041	120,041	60,000	
762.030	Claims Settlement	-	-	-	-	-	
763.000	Permits/License Fees	150	150	1,084	1,446	150	
765.000	Misc. Expenses	1,000	1,000	43	58	1,000	
765.010	Bank Service Charges	2,000	2,000	(764)	(1,019)	2,400	
765.020	Merchant Credit Card Processing Fees	-	-	-	-	6,600	
765.030	Collection Agency Service Expense	1,000	1,000	2,382	3,175	1,500	
765.031	Credit Card Fees	-	-	2,292	3,056	3,209	
765.100	Penalties/Finance Charges	-	-	-	-	-	
765.200	Payroll Processing Fee	5,000	5,000	3,232	4,309	5,000	
770.000	Operating Equip. Maintenance	-	-	-	-	-	
771.000	Equipment Rental	6,000	6,000	4,141	5,521	6,000	

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
773.000	Ingress/Egress Romeo Wharf	1,200	1,200	900	1,200	1,200	
775.000	Small Tools and Equipment	2,000	2,000	722	963	1,011	
779.000	Removal of Hazardous Waste	1,000	1,000	350	467	1,500	
780.000	Repairs & Maintenance-Equipment	10,000	10,000	12,057	16,076	12,000	
780.001	Repairs & Maintenance-Real Property	15,000	15,000	17,567	23,423	15,000	
780.003	Repairs & Maintenance-Boatyard		-	-	-	-	
780.004	Vessel Destruction	21,000	21,000	28,129	37,505	20,000	
780.006	Marine Supplies Purc. Tenants		-	(657)	(876)	-	
780.020	Repairs & Maintenance-Boat	20,000	20,000	4,069	5,425	20,000	
780.030	Personal Watercraft	3,000	3,000	1,463	1,951	3,000	
782.000	Garbage Collections	45,000	45,000	40,092	53,456	60,000	
782.002	Debris Box-Launch Ramp Fish Disposal	7,500	7,500	1,782	2,376	7,500	
782.010	Electric Charges	95,000	95,000	72,836	97,115	115,000	
782.011	Electric Charges Reimbursement	(41,800)	(41,800)	(31,254)	(41,672)	(40,250)	
782.020	Water Charges	35,000	35,000	26,411	35,214	37,000	
782.021	Water Charges Reimbursement	(1,500)	(1,500)	(128)	(171)	(1,500)	
787.000	Parking Citation (TDS)	500	500	-	-	50	
787.100	Handling Fees for Citations	1,000	1,000	613	818	1,000	
788.000	Sewer Fees	35,000	35,000	30,983	41,310	50,000	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>596,400</b>	<b>596,400</b>	<b>472,889</b>	<b>658,066</b>	<b>704,974</b>	<b>-</b>
789.000	<b>Depreciation Expense</b>	<b>975,000</b>	<b>975,000</b>	<b>731,250</b>	<b>975,000</b>	<b>975,000</b>	
	<b>DEBT SERVICE</b>						
790.000	Interest Expense-Dept Boating/Waterways	270,500	270,500	202,751	270,334	270,334	
791.000	Principal - Dept Boating/Waterways		-		-	-	
	<b>DEBT SERVICE</b>	<b>270,500</b>	<b>270,500</b>	<b>202,751</b>	<b>270,334</b>	<b>270,334</b>	<b>-</b>
	<b>OPEB RESERVE</b>				<b>237,295</b>	<b>830,534</b>	

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION PILLAR POINT HARBOR	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>CAPITAL OUTLAY</b>							
801:003	Computer Hardware	2,500	2,500	704	15,000	2,500	
801:004	Computer Software	1,000	1,000	335	10,000	1,000	
820:000	Patrol Vehicle	-	-		-	-	-
845:000	Office Equipment	-	-		-	-	
860:000	Harbor/Marina Equipment	-	-		-	-	
860:100	Medical Equipt	-	-	260	347		
870:000	Facility Fixtures/Landscaping	5,000	5,000	1,603	2,137	10,000	75
880:000	Dock Repairs/Equipment	-	-		-		
890:001	Patrol Boat	-	-		-		
899:200	Interpretive Signs	-	-	2,292	3,056	20,000	
899:300	Hoist Dock Replacement	-	-		-		
915:210	Remove and Replace Work Dock Floats	-	-		-		
915:220	Purchase and Install New Transformer Boxes	-	-		-	-	24,000
940:070	PPH Lessee Sidewalk	-	-	2,350	2,350		
<b>CAPITAL OUTLAY</b>		<b>8,500</b>	<b>8,500</b>	<b>7,544</b>	<b>32,890</b>	<b>33,500</b>	<b>99,000</b>
<b>CAPITAL PROJECTS</b>							
912:000	Johnson Pier Deck Repairs - PPH	-	-	-	-		
912:010	Rip Rap Repair Project (Engineering)	-	-	-	-		
930:075	Federal Channel to Romeo Pier	-	-	-	-		
937:000	71 Addl Berths	-	-	-	-	-	-
937:010	40 Berths - Cal Boating Loan	-	-	-	-		
940:001	Restroom, Shower and Laundry Facility - Existing	-	-	90,888	90,888	-	-
940:070	PPH Lessee Sidewalk Expansion	75,000	75,000	-	75,000	-	
940:085	Dredge Launch Ramp	-	-	-	-	20,000	
940:087	Dredging Study	-	-	-	-		
940:088	New Floats at Launch Ramp	-	-	-	-		
940:088	Pave - West Parking Lot	-	-	-	-		
940:099	Slurry Seal and Stripe Parking Lots (Upper C/Main A)	-	-	-	-		
970:001	Median Strip	-	-	6,023	8,030	20,000	-
<b>CAPITAL PROJECTS</b>		<b>75,000</b>	<b>75,000</b>	<b>96,910</b>	<b>173,918</b>	<b>40,000</b>	<b>-</b>
<b>PILLAR POINT HARBOR TOTAL</b>		<b>3,232,985</b>	<b>3,232,985</b>	<b>2,420,096</b>	<b>3,559,172</b>	<b>4,234,518</b>	<b>99,000</b>

## Pillar Point Harbor

### 2009-2010

1. For FY2009-10, Pillar Point budget for personnel and related costs is expected to rise by approximately 5.5% over the FY2008-09 budget. The \$72 thousand increase includes the addition of \$71 thousand for OPEB liability, a 0.0% cost of living adjustment based on the December 31, 2008 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% step increase as specified in the Memorandum of Understanding with the Operating Engineers Local 3 and Teamsters Local Union 856. It also includes the decrease of one harbor patrol staff position.
2. The preliminary budget for FY2009-10 for maintenance and operations, excluding wages and benefits, has increased 18.2% or \$108.5 thousand over the FY2008-09 budget, due to a \$35 thousand increase in legal expenses, a \$20 thousand increase in electric charges, a \$15 thousand increase each in both sewer and garbage collections, and a \$10 thousand increase in insurance premiums.
3. Interest payments to the Department of Boating and Waterways (DBW) have been included in this budget at \$270 thousand as set in the Loan Agreement with the DBW. There is no principal debt service on the Pillar Point Harbor loans this coming year.
4. The planned capital outlay in FY2009-10 is \$33.5 thousand, of which \$30 thousand is for facilities repair, maintenance and landscaping, and repairs and maintenance of the patrol boats. There are new capital projects of \$40 thousand, \$20 thousand of which is to dredge the launch ramp area. In addition, there is a budgeted carryover from FY2008-09 of \$75 thousand for a new roof for the lessees building, as well as \$24 thousand to purchase and install new transformer boxes.
5. \$830 thousand has been budgeted into an OPEB reserve to pre-fund Pillar Point Harbor's portion of the accrued OPEB liability for post-employment health insurance premiums for employees who leave District employment after 12 years of service.

**OYSTER POINT MARINA**



PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	566,338	566,338	437,435	583,246	587,000	
510.020	Salaries and Wages-Part Time	1,000	1,000	-	-	1,000	
511.011	Swing Differential	1,000	1,000	644	858	1,000	
511.012	Grave Differential	-	-	-	-	-	
511.021	Swing OT Differential	-	-	27	36	500	
511.021	Grave OT Differential	-	-	-	-	-	
512.000	Overtime	-	-	1,366	1,822	2,500	
513.010	Extended Illness Bank Expense	10,000	10,000	16,243	21,658	20,000	
514.010	Paid Time Off Expense (PTO)	128,000	128,000	69,031	92,042	105,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	16,500	16,500	7,774	10,365	15,000	
515.000	Bereavement	-	-	923	1,230	1,000	
517.000	Management Hours	3,500	3,500	2,324	3,098	3,500	
518.000	Holiday Pay	20,000	20,000	14,419	19,225	25,000	
519.200	Administrative Leave Exp	1,000	1,000	9,004	12,006	1,000	
519.300	Jury Duty	1,000	1,000	92	123	1,000	
	<b>Salaries and Wages Summary</b>	<b>748,338</b>	<b>748,338</b>	<b>559,282</b>	<b>745,709</b>	<b>763,500</b>	<b>-</b>
520.000	Retirement-EE	51,153	51,153	39,208	52,278	53,445	
520.001	Retirement-ER	94,823	94,823	66,151	88,201	114,525	
522.000	Social Security Insurance	-	-	-	-	-	
522.010	Medicare Tax	10,851	10,851	8,323	11,098	11,071	
522.020	Unemployment Insurance	-	-	-	-	-	
523.000	Health Insurance	136,388	136,388	96,029	128,039	122,628	
523.001	Health Ins.-Employee Reimbursement	30,125	30,125	22,401	29,868	37,066	
523.002	Health Ins.- Retirees	39,697	39,697	31,421	41,895	(24,710)	
523.003	Health Ins.- Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Ins.- OPEB	-	-	-	-	62,578	
523.010	Life Insurance	13,000	13,000	7,682	10,242	12,000	
523.011	Life Insurance-Retirees	2,500	2,500	1,525	2,034	(2,500)	
523.020	Long-Term Disability Insurance	8,000	8,000	4,406	5,875	7,500	
524.000	Workers Compensation Ins.	60,000	60,000	45,000	60,000	60,000	
525.000	Wellness Program	-	-	-	-	-	
525.010	Employee Assistance	1,000	1,000	833	1,110	1,500	
550.000	Personnel Administration-Exams	1,000	1,000	44	59	1,000	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>448,537</b>	<b>448,537</b>	<b>323,023</b>	<b>430,698</b>	<b>456,102</b>	<b>-</b>
<b>PERSONNEL AND RELATED COSTS</b>		<b>1,196,875</b>	<b>1,196,875</b>	<b>882,305</b>	<b>1,176,407</b>	<b>1,219,602</b>	<b>-</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	10,000	10,000	14,221	18,961	15,000	
650.999	Auto Mileage-Not allocated	1,000	1,000	288	383	1,000	
660.000	Bad Debts	20,000	20,000	-	-	20,000	
670.000	Telephone/Communications	6,500	6,500	4,129	5,505	6,000	
670.001	Postage	3,500	3,500	1,772	2,363	4,500	
680.550	Travel, Conference & Meeting-Individual	-	-	-	-	-	
680.999	Travel, Conference & Meeting-Not allocated	2,000	2,000	222	296	2,000	
681.000	Seminars/Professional Development	500	500	448	597	500	
682.000	Harbor Operator Training	5,000	5,000	1,748	2,330	5,000	
685.000	Employee Appreciation Dinner	-	-	-	-	-	
685.010	Employee Recognition	-	-	-	-	-	
690.000	Memberships, Dues & Subscriptions	-	-	439	585	1,000	
695.000	Personnel Administration	-	-	176	235	500	
695.010	Personnel Administration Testing/exams	500	500	-	-	500	
710.000	Insurance Premiums	140,000	140,000	87,318	117,318	150,000	
710.010	Insurance Claim Investigation	-	-	-	-	-	
720.000	Land Vehicles - Fuel and Oil	7,000	7,000	3,107	4,143	7,000	
720.010	Patrol Boat - Fuel and Oil	3,000	3,000	1,319	1,758	3,000	
730.000	Office Supplies	5,000	5,000	5,589	7,453	5,000	
740.000	Operating Supplies (Consumable)	10,000	10,000	8,553	11,404	15,000	
745.000	Uniform Related Expenses	9,000	9,000	6,911	9,214	10,000	
755.000	Safety Equipment	4,000	4,000	1,521	2,028	5,000	
760.000	Contractual Services - Outside Services	50,000	50,000	63,333	84,444	90,000	
760.010	Contractual Services -Temporary	-	-	-	-	-	
760.030	Contractual Services -Professional	1,500	1,500	4,369	5,826	5,000	
762.000	Contractual Services - Legal Services	6,000	6,000	16,113	40,443	20,000	
762.030	Claims Settlement	-	-	-	-	-	
763.000	Permits/License Fees	1,000	1,000	1,008	1,344	1,500	
765.000	Miscellaneous Expenses	-	-	-	-	-	
765.010	Bank Service Charges	1,000	1,000	(974)	(1,299)	2,400	
765.020	Merchant Credit Card Processing Fees	-	-	-	-	-	
765.030	Collection SVC Expense	5,000	5,000	2,947	3,930	5,000	
765.031	Credit Card Fees	-	-	1,369	1,825	8,500	
765.100	Penalties/Finance Charges	-	-	-	-	-	
765.200	Payroll Processing Fee	4,000	4,000	2,937	3,916	4,500	
771.000	Equipment Rental	1,000	1,000	1,884	2,512	3,000	
775.000	Small Tools and Equipment	3,000	3,000	1,612	2,149	5,000	

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
	<b>OYSTER POINT MARINA</b>						
780.000	Repairs & Maintenance - Equipment	31,000	31,000	43,797	58,396	30,000	
780.001	Repairs & Maintenance - Real Property	5,000	5,000	1,606	2,142	5,000	
780.004	Vessel Destruction	52,765	52,765	54,043	54,043	20,000	
780.006	Tenant/EE Purchases	-	-	(30)	(40)	-	
780.020	Repairs & Maintenance - Boat	-	-	-	-	5,000	
780.030	Personal Watercraft	-	-	-	-	-	
782.000	Garbage Collections	24,000	24,000	14,605	19,473	24,000	
782.010	Electric Charges	101,473	101,473	82,195	109,594	100,000	
782.011	Electric Charges Reimbursement	(40,589)	(40,589)	(33,312)	(44,416)	(40,000)	
782.020	Water Charges	28,000	28,000	25,521	34,028	36,000	
787.000	Parking Citations	500	500	-	-	500	
787.100	Handling Fees for Citations	500	500	108	143	500	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>502,149</b>	<b>502,149</b>	<b>420,890</b>	<b>563,026</b>	<b>576,900</b>	
789.000	<b>DEPRECIATION EXPENSE</b>	<b>850,000</b>	<b>850,000</b>	<b>637,500</b>	<b>850,000</b>	<b>850,000</b>	
	<b>DEBT SERVICE</b>						
790.000	Interest Expense- Dept Boating/Waterways	480,000	480,000	360,000	480,000	364,500	
791.000	Principal Repayment - Dept Boating/Waterways	-	-	1,634,490	1,634,490	815,000	
	<b>DEBT SERVICE</b>	<b>480,000</b>	<b>480,000</b>	<b>1,994,490</b>	<b>2,114,490</b>	<b>1,179,500</b>	
	<b>OPEB RESERVE</b>				<b>218,125</b>	<b>763,437</b>	

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION OYSTER POINT MARINA	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRYOVER
<b>CAPITAL OUTLAY</b>							
801.003	Computer - Hardware	2,000	2,000	216	289	2000	
801.004	Computer - Software	1,000	1,000	230	307	1,000	
850.000	Office Furniture and Fixtures		-		-		
860.000	Harbor/Marina Equipment	5,000	5,000	3,676	4,902	5,000	
870.000	Facility Fixtures/Landscaping	5,000	5,000	(5,324)	69,676	5,000	
880.000	Dock Repairs/Equipment	10,000	10,000		-	10,000	
890.001	Patrol Boat		-		-		
	<b>CAPITAL OUTLAY</b>	<b>23,000</b>	<b>23,000</b>	<b>(1,202)</b>	<b>75,173</b>	<b>23,000</b>	
<b>CAPITAL PROJECTS</b>							
885.000	Depreciable Harbor Facilities - OPM Guard Shack		-		-	-	
913.002	Dredging - OPM: East Basin Maintenance		-	34,174	34,174	175,000	
913.003	Launch Ramp Improvements		-	787,614	787,614	-	
935.050	Dock Reconstruction-Wave Attenuators (District Share)		-		-	160,000	
940.150	Breakwater Reconfiguration		-	42,682	42,682	-	
940.200	East Basin Parking Lot Paving		-		-		
940.220	East Basin Gates		-		-		
940.230	East Basin Lighting		-	6,838	6,838		
940.300	WETA Ferry Terminal		-	147	294		
940.400	OPM Parcel Development - Office/Retail	20,890	20,890	921	1,841	20,000	
	<b>CAPITAL PROJECTS</b>	<b>20,890</b>	<b>20,890</b>	<b>872,376</b>	<b>873,444</b>	<b>355,000</b>	
	<b>OYSTER POINT MARINA/PARK TOTAL</b>	<b>3,072,914</b>	<b>3,072,914</b>	<b>4,806,360</b>	<b>5,870,665</b>	<b>4,967,439</b>	<b>-</b>

## Oyster Point Marina/Park

### 2009-2010

1. Personnel and related costs for FY2009-10 are budgeted to increase \$23 thousand or 1.9% over FY2008-09 budget. Underlying wages are scheduled to increase 0.0% from a cost of living adjustment based on the December 31, 2008 Labor CPI for San Francisco-Oakland-San Jose and a 5.0% step increase as specified in the Memorandum of Understanding with the Operating Engineers Local 3 and Teamsters Local Union 856. Offsetting the increase in wages and benefits are the savings resulting from one senior deputy harbor master position being transferred from Oyster Point Marina to Pillar Point Harbor to fill a vacancy at Pillar Point Harbor.
2. Maintenance and operations expense, excluding wages and benefits, and net of vessel destruction, which is typically financed 90% by DBW grants, has been estimated to increase \$107 thousand or 24%. Of the \$107 thousand increase, budgeted increases are from \$40 thousand for increased security services expense, \$32 thousand increase in insurance premiums, \$14 thousand in additional legal expenses, and \$8 thousand in utility expense increases.
3. The debt service budget includes interest expense of approximately \$365 thousand as well as principal payment of \$815 thousand to the Department of Boating and Waterways ("DBW").
4. \$763 thousand has been budgeted into an OPEB reserve to pre-fund Oyster Point Marina's portion of the accrued OPEB liability for post-employment health insurance premiums for employees who leave District employment after 12 years of service.
5. Capital Outlay is budgeted for \$23 thousand, the same as the FY2008-09 budget. Capital Outlay includes computer and office: \$3 thousand; as well as marina equipment, facility fixtures and dock repairs: \$20 thousand.
6. New Capital projects total \$355 thousand and include \$175 thousand for East Basin Dredging engineering, \$160,000 for Wave Attenuators, and \$20,000 for parcel development.

## **ADMINISTRATION**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRY OVER FUND
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	470,000	470,000	303,465	426,370	480,000	
512.000	Overtime	-	-	951	1,269	3,000	
513.010	Extended Illness Bank	6,000	6,000	3,671	4,895	5,000	
514.010	Paid Time Off Expense	53,000	53,000	45,708	60,944	80,000	
514.011	Overtime Paid Time Off Expense (PTO-OT)	5,000	5,000	236	315	5,000	
515.000	Bereavement	-	-	432	575	604	
517.000	Management Hours	10,000	10,000	7,242	9,656	12,000	
518.000	Holiday Pay	30,000	30,000	22,364	29,818	30,000	
519.200	Administrative Leave	-	-	16,313	16,313	-	
	<b>Salaries and Wages Summary</b>	<b>574,000</b>	<b>574,000</b>	<b>400,382</b>	<b>550,156</b>	<b>615,604</b>	<b>-</b>
520.000	Retirement-EE	41,040	41,040	23,379	31,172	43,092	
520.001	Retirement-ER	71,820	71,820	49,380	65,840	92,341	
522.000	Social Security Insurance	-	-	-	-	-	
522.010	Medicare Tax	8,323	8,323	5,880	7,839	8,926	
522.020	Unemployment Insurance Tax	-	-	2,250	6,750	-	
523.000	Health Insurance	111,024	111,024	84,839	113,119	120,701	
523.001	Health Insurance-Employee Reimbursement	-	-	2,286	3,048	-	
523.002	Health Ins.- Retirees	-	-	-	-	-	
523.003	Health Ins.- Commissioner Reimbursement	-	-	-	-	-	
523.005	Health Ins.- OPEB Accrual	-	-	-	-	51,140	
523.010	Life Insurance	7,500	7,500	6,301	8,401	7,500	
523.011	Life Insurance-Retirees	-	-	-	-	-	
523.020	Long-Term Disability Insurance	5,000	5,000	3,707	4,942	5,000	
524.000	Workers Compensation Ins.	5,000	5,000	3,750	5,000	5,000	
525.000	Wellness Program	-	-	-	-	-	
525.010	Employee Assistance Program	500	500	468	624	500	
550.000	Personnel Admin-Emp Exams	500	500	18	24	500	
551.100	Auto Allowance - General Manager	7,200	7,200	5,400	7,200	7,200	
590.000	Internal Labor on Projects	-	-	-	-	-	
	<b>Benefits Summary</b>	<b>257,907</b>	<b>257,907</b>	<b>187,657</b>	<b>253,959</b>	<b>341,900</b>	<b>-</b>
	<b>PERSONNEL AND RELATED COSTS</b>	<b>831,907</b>	<b>831,907</b>	<b>588,039</b>	<b>804,115</b>	<b>957,504</b>	<b>-</b>

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRY OVER FUND
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	5,500	5,500	3,105	4,139	5,500	
650.999	Auto Mileage-Not allocated	1,700	1,700	1,129	1,505	1,700	
670.000	Telephone/Communications	8,500	8,500	6,247	8,330	8,500	
670.001	Postage	3,500	3,500	1,297	1,729	3,500	
680.100	Travel, Conferences & Meetings-Individual		-		-	-	
680.999	Travel, Conferences & Meetings-Not allocated	5,000	5,000	3,146	4,194	5,000	
681.000	Seminars/Professional Development	4,500	4,500	7,312	9,750	4,500	
681.100	Travel/Conferences		-		-	-	
685.000	Employee Appreciation dinner		-		-	-	
685.010	Employee Recognition		-		-	-	
690.000	Memberships, Dues & Subscriptions	15,000	15,000	16,157	21,543	18,000	
695.000	Personnel Administration	500	500	1,115	1,487	500	
695.010	Personnel Admin - Testing/Exams		-	32	43	1,500	
696.000	Recruiting Expense	1,500	1,500	75	100	1,500	
696.010	Recruiting Exp-Supplies	500	500		-	500	
710.000	Insurance Premiums	6,000	6,000	605	806	6,000	
730.000	Office Supplies	8,000	8,000	4,794	6,392	8,000	
760.000	Contractual Services-Outside Services	25,000	25,000	38,627	51,502	25,000	
760.010	Contractual Services -Temp. Services	40,000	40,000	32,314	43,086	-	
760.030	Contractual Services - Professional Services	4,500	4,500	16,863	22,484	35,000	
762.000	Contractual-Legal Services	50,000	50,000	32,819	43,759	50,000	
765.000	Miscellaneous Expenses	500	500		-	500	
765.010	Bank Service Charges	2,000	2,000	(349)	(465)	2,000	
765.020	Merchant Credit Card Processing Fees		-		-	500	
765.100	Penalties/Finance Chgs.	500	500		-	500	
765.200	Payroll Processing Fee	2,000	2,000	1,632	2,176	2,000	
770.000	Operating Equipment - Maintenance	1,500	1,500	557	743	1,500	
770.010	Office Rental	85,000	85,000	55,873	74,498	88,000	
771.000	Equipment Rental	500	500	418	558	500	
780.000	Repairs and Maintenance (Office Equip.)	1,500	1,500	764	1,018	1,500	
782.010	Electric Charges		-		-	-	
782.020	Water Charges		-		-	-	
784.900	LAFCO Fees	6,250	6,250	5,419	5,419	7,000	
785.000	Property Tax Admin Costs			13,020	13,020		
	<b>MAINTENANCE AND OPERATIONS</b>	<b>279,450</b>	<b>279,450</b>	<b>242,972</b>	<b>317,816</b>	<b>278,700</b>	<b>-</b>



SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION ADMINISTRATION	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRY OVER FUND
	<b>DEPRECIATION EXPENSE</b>						
789.000	Depreciation Expense	2,363	2,363	1,772	2,363	2,363	
	<b>DEPRECIATION EXPENSE</b>	<b>2,363</b>	<b>2,363</b>	<b>1,772</b>	<b>2,363</b>	<b>2,363</b>	
	<b>OPEB RESERVE</b>				<b>47,526</b>	<b>166,340</b>	
	<b>CAPITAL OUTLAY</b>						
801.003	Computer - Hardware	10,000	10,000	3,298	10,000	10,000	
801.004	Computer - Software	10,000	10,000	368	10,000	10,000	
845.000	Office Equipment		-		-	-	
850.000	Office Furniture and Fixtures	1,443	1,443		-	1,500	
	<b>CAPITAL OUTLAY</b>	<b>21,443</b>	<b>21,443</b>	<b>3,666</b>	<b>20,000</b>	<b>21,500</b>	<b>-</b>
	<b>ADMINISTRATION TOTAL</b>	<b>1,135,163</b>	<b>1,135,163</b>	<b>836,449</b>	<b>1,191,820</b>	<b>1,426,407</b>	<b>-</b>

## Administration

### 2009-2010

1. The FY2009-10 budget for personnel and related costs is projected to be \$957 thousand versus \$832 thousand for the FY2008-09 budget. This \$125 thousand dollar increase is a result of \$51 thousand due to the addition of annual OPEB expense, \$40 thousand in increased wages and \$10 thousand in increased health insurance premiums. A reorganization of the Finance Dept where one of the Accounting Technicians was transferred from the Harbors to Administration has created the increase in expense in the Administration unit. However, the expense to the District overall for this change is \$0. This will show a net reduction in operating expense at the harbor level and an equal net increase at the Administration level. Offsetting this transfer is a reduction in temporary services of \$40 thousand.
2. Maintenance and operations costs, excluding wages and benefits, are projected to decrease \$1 thousand to \$278 thousand over the FY2008-09 budget of \$279 thousand. Professional services are budgeted to increase \$30 thousand due to an anticipated conversion of the District's harbor financial software in FY2009-10. Office rent is projected to increase \$3 thousand over the FY2008-09 budget due primarily to the Common Area Maintenance (CAMs) increases.
3. \$166 thousand has been budgeted into an OPEB reserve to pre-fund the Administration's portion of the accrued OPEB liability for post-employment health insurance premiums for employees who leave District employment after 12 years of service.
4. Capital Outlay continues to be budgeted at \$21 thousand. This is for potential computer hardware and software finance operating systems. For FY2009-10 it is anticipated these monies will be used for any conversions that need to take place in the District's software and hardware systems.

**HARBOR COMMISSION**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

ACCOUNT NUMBER	DESCRIPTION HARBOR COMMISSION	2008-09 ORIGINAL BUDGET	2008-09 AMENDED BUDGET	2008-09 YEAR TO DATE THRU 3/31/09	2008-09 PROJECTED ANNUAL	2009-10 PRELIMINARY BUDGET	2008-09 CARRY OVER FUND
<b>PERSONNEL AND RELATED COSTS</b>							
510.000	Salaries and Wages	36,000	36,000	27,000	36,000	36,000	
	<b>Salaries and Wages Summary</b>	<b>36,000</b>	<b>36,000</b>	<b>27,000</b>	<b>36,000</b>	<b>36,000</b>	-
520.000	Retirement-EE	600	600	384	512	600	
520.001	Retirement-ER	1,000	1,000	661	882	1,000	
522.000	Social Security Insurance	1,800	1,800	1,339	1,786	1,800	
522.010	Medicare Tax	600	600	392	522	600	
523.000	Health Insurance	60,000	60,000	39,741	52,988	44,827	
523.001	Health Ins.-Employee Reimbursement	-	-	-	-	-	
523.002	Health Insurance - Retirees	12,000	12,000	7,872	10,496	(9,161)	
523.003	Health Ins.-Commissioner Cost Reimbursement	12,000	12,000	7,928	12,372	20,000	
523.005	Health Ins.- OPEB Accrual	-	-	-	-	7,065	
523.010	Life Insurance	500	500	352	470	500	
524.000	Workers Compensation Insurance	1,000	1,000	750	1,000	1,000	
525.000	Wellness Program	1,000	1,000	-	-	1,000	
525.010	Employee Assistance Program	500	500	398	530	500	
	<b>Benefits Summary</b>	<b>91,000</b>	<b>91,000</b>	<b>59,817</b>	<b>81,557</b>	<b>69,731</b>	-
	<b>PERSONNEL AND RELATED COSTS</b>	<b>127,000</b>	<b>127,000</b>	<b>86,817</b>	<b>117,557</b>	<b>105,731</b>	-
<b>MAINTENANCE AND OPERATIONS</b>							
640.000	Advertising & Promotion	2,000	2,000	12,635	16,847	2,000	
650.999	Auto Mileage-Not allocated	750	750	278	371	750	
	Travel-CMANC DC Trip-HC	-	-	-	-	-	
680.999	Travel, Conferences & Meetings-Not allocated	1,000	1,000	837	1,117	1,000	
681.000	Seminars/Professional Development	500	500	-	-	500	
685.000	Employee Appreciation Dinner	2,500	2,500	3,653	3,653	3,800	
685.010	Employee Recognition	500	500	157	209	500	
690.000	Membership Dues & Subscript	500	500	322	429	500	
700.000	Elections	300,000	300,000	-	-	300,000	
710.000	Insurance Premiums	12,000	12,000	7,246	9,661	12,000	
730.000	Office Supplies	500	500	68	91	500	
760.030	Contractual Service-Professional	500	500	-	-	500	
762.000	Contractual Retained counsel	500	500	-	-	500	
765.000	Miscellaneous Exp	1,000	1,000	97	130	1,000	
765.200	Payroll Processing Fee	1,000	1,000	845	1,127	1,000	
	<b>MAINTENANCE AND OPERATIONS</b>	<b>323,250</b>	<b>323,250</b>	<b>26,139</b>	<b>33,635</b>	<b>324,550</b>	-
	<b>OPEB RESERVE</b>				<b>41,554</b>	<b>145,437</b>	
	<b>HARBOR COMMISSION TOTAL</b>	<b>450,250</b>	<b>450,250</b>	<b>112,956</b>	<b>192,745</b>	<b>575,719</b>	-

## Harbor Commission

### 2009-2010

1. Net of the addition of the OPEB reserve, personnel and related costs are budgeted to be \$106 thousand versus \$127 thousand for the FY2008-09 budget. This is due to the shift in health insurance.
2. Maintenance and operations costs, excluding wages and benefits, are budgeted at \$325 thousand compared to the FY2008-09 budget of \$323 thousand. This includes Elections expense budget of \$300 thousand. Without the elections expense, maintenance and operations expense would be approximately \$25 thousand.
3. \$145 thousand has been budgeted into an OPEB reserve to pre-fund the Commission's portion of the accrued OPEB liability for post-employment health insurance premiums for those staff member who have leave the District after 12 years of service.
4. Total Commission budget for FY2009-10 is \$576 thousand compared to \$450 thousand for the FY2008-09 budget. Of the \$126 thousand difference, \$145 thousand is due to the OPEB reserve.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **CAPITAL IMPROVEMENT PROJECTS**

SAN MATEO COUNTY HARBOR DISTRICT

PRELIMINARY BUDGET FY 2009-2010

	FY 2009-2010	Estimated	Combined
FACILITY	Budgeted Projects	Carryover	Capital Projects
<b>PILLAR POINT HARBOR</b>			
<b>Capital Outlay - PPH</b>			
Computer Hardware/Software	3,500	-	3,500
Patrol Vehicle	-	-	-
Facility Fixtures/Landscaping	10,000	75,000	85,000
Interpretive Signs	20,000	-	20,000
Purchase and Install New Transformer Boxes	-	24,000	24,000
<b>Total Capital Outlay - PPH</b>	<b>33,500</b>	<b>99,000</b>	<b>132,500</b>
<b>Capital Projects - PPH</b>			
PPH Lessee Sidewalk Expansion	-	-	-
Dredge Launch Ramp	20,000	-	20,000
Median Strip	20,000	-	20,000
<b>Total Capital Projects - PPH</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>
<b>TOTAL - PILLAR POINT HARBOR</b>	<b>73,500</b>	<b>99,000</b>	<b>172,500</b>
<b>OYSTER POINT MARINA/PARK</b>			
<b>Capital Outlay - OPM</b>			
Computer Hardware and Software	3,000	-	3,000
Harbor/Marina Equipment	5,000	-	5,000
Facilities, Fixtures, Landscaping	5,000	-	5,000
Dock Repairs/Equipment	10,000	-	10,000
<b>Total Capital Outlay - OPM</b>	<b>23,000</b>	<b>-</b>	<b>23,000</b>
<b>Capital Projects - OPM</b>			
Depreciable Harbor Facilities - OPM Guard Shack	-	-	-
Dredging - OPM: East Basin Maintenance	175,000	-	175,000
Dock Reconstruction-Wave Attenuators (District Share)	160,000	-	160,000
OPM Parcel Development - Office/Retail	20,000	-	20,000
<b>Total Capital Projects - OPM</b>	<b>355,000</b>	<b>-</b>	<b>355,000</b>
<b>TOTAL - OYSTER POINT MARINA/PARK</b>	<b>378,000</b>	<b>-</b>	<b>378,000</b>
<b>ADMINISTRATION</b>			
<b>Capital Outlay - Admin</b>			
Computer - Hardware	10,000	-	10,000
Computer - Software	10,000	-	10,000
Office Equipment	-	-	-
Office Furniture and Fixtures	1,500	-	1,500
<b>Total Capital Outlay - Admin</b>	<b>21,500</b>	<b>-</b>	<b>21,500</b>
<b>TOTAL - DISTRICT</b>	<b>473,000</b>	<b>99,000</b>	<b>572,000</b>

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **UPDATED FACILITIES ANALYSIS (unbudgeted)**



**SAN MATEO COUNTY HARBOR DISTRICT**

**FACILITIES ANALYSIS  
EVALUATION Year 2007  
ESTIMATED/PROJECTED EXPENDITURES  
FISCAL YEARS THROUGH 2017**

**BLUEWater Design Group**

**LIFE CYCLE ANALYSIS - COMBINED**

Description	QTY	Units	Unit Cost	Item Cost	2009	2010	2011	2012	2013	2014	2015	2016	2017
					PILLAR POINT HARBOR				\$ 390,908	\$ 425,367	\$ 385,367	\$ 352,033	\$ 340,200
OYSTER POINT MARINA					\$ 467,167	\$ 444,750	\$ 431,083	\$ 399,583	\$ 384,250	\$ 384,250	\$ 384,250	\$ 384,250	\$ 384,250
ESTIMATED ANNUAL TOTALS					\$ 858,075	\$ 870,117	\$ 816,450	\$ 751,617	\$ 724,450	\$ 724,450	\$ 724,450	\$ 724,450	\$ 724,450

SAN MATEO COUNTY HARBOR DISTRICT

FACILITIES ANALYSIS  
EVALUATION Year 2007

BLUEWater Design Group

LIFE CYCLE ANALYSIS - PILLAR POINT HARBOR 2007

Description	QTY	Units	Unit Cost	Item Cost	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Marina</b>													
Immediate Repair Actions (REPLACE) (1)	17	Fingers	1,750	29,750	14,875								
Maintenance for WORN Items (2)	100	Fingers	700	70,000	23,333	23,333	23,333						
Maintenance for FAIR Items (3)	71	Fingers	500	35,500		11,833	11,833	11,833					
Annual maintenance (4)	1	LS	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
<b>Breakwater</b>													
Annual Maintenance Budget (5)	1	LS	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Parking Lots / Landscaping</b>													
Marina Pkg Lot A, B, C (Annual Maint)	1	LS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Public Parking Area - Retail	1	LS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Launch Ramp Parking Area (Ann Maint / entry re	1	LS	2,000	2,000	2,000	42,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Launch Ramp</b>													
Repair Floats	4	Float	7,500	30,000	10,000	10,000	10,000						
Annual Ramp Maintenance	1	LS	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
<b>Buildings</b>													
Harbormaster Bldg. (annual Maint only)	1	LS	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Fish Processing Bldg. (annual Maint only)	1	LS	750	750	750	750	750	750	750	750	750	750	750
Ice Plant Bldg. (6)	1	LS	400	400	400	400	400	400	400	400	400	400	400
Johnson Pier Restroom (Ann Maint only)	1	LS	750	750	750	750	750	750	750	750	750	750	750
RR Bldg at Launch Ramp (Annual Maint)	1	LS	200	400	400	400	400	400	400	400	400	400	400
RR West end Pkg area (Annual Maint)	1	LS	200	400	400	400	400	400	400	400	400	400	400
Maintenance Bldg (Annual Maint only)	1	LS	400	400	400	400	400	400	400	400	400	400	400
Retail Strip Bldg	1	LS	750	750	3,250	750	750	750	750	750	750	750	750
<b>BUILDINGS SUB TOTAL</b>					7,450	4,950	4,950	4,950	4,950	4,950	4,950	4,950	4,950
<b>Miscellaneous</b>													
<b>Annual Total</b>				\$ 505,450	\$ 390,908	\$ 425,367	\$ 385,367	\$ 352,033	\$ 340,200	\$ 340,200	\$ 340,200	\$ 340,200	\$ 340,200

NOTES:

- (1) Labor and materials for fingers in the REPLACE category
- (2) Labor and Material allowance
- (3) Labor and Material Allowance
- (4) Estimate for labor of crew of three plus materials for routine annual maintenance activities.
- (5) Allows for labor and expenses for monitoring. Unused funds should be allowed to accumulate for repair tasks.
- (6) Allows for annual maintenance with an initial allowance for aluminum siding repair

LIFE CYCLE ANALYSIS - OYSTER POINT MARINA PARK

Description	QTY	Units	Unit Budget	Item Budget (\$)	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Marina</b>													
Immediate Repair Actions (REPLACE) (1)	45	Fingers	1,100	49,500	24,750								
Maintenance for WORN Items (2)	189	Fingers	500	94,500	31,500	31,500	31,500						
Maintenance for FAIR Items (3)	184	Fingers	250	46,000		15,333	15,333	15,333					
Annual maintenance (4)	1	LS	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Access Bridges (maint allowance)	5	LS	2,500	12,500	4,167	4,167							
<b>Breakwater</b>													
Annual Maintenance Budget (5)	1	LS	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
<b>Parking Lots</b>													
East Basin (Annual Maint Only)	1	LS	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Launch Ramp ( Maint Only)	1	LS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
West Basin (repair and annual maint)	1	LS	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
YC Parking Lot (reseal and annual maint)	1	LS	500	500	500	500	500	500	500	500	500	500	500
<b>Launch Ramp (Includes boat wash station)</b>													
Annual Maintenance (should come from launch fee)	1	LS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<b>Public Fishing Pier (Annual Maint only)</b>													
	1	LS	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
<b>Buildings</b>													
Harbormaster Bldg.(annual maint only)	1	LS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Maintenance Bldg (Annual Maint only)	1	LS	750	750	750	750	750	750	750	750	750	750	750
Fishing Pier RR (Annual Maint + roof, etc)	1	LS	500	500	6,500	500	500	500	500	500	500	500	500
RR Bldg at Docks 12/13 (Repairs + Annual Maint)	1	LS	500	500	10,000	10,000	500	500	500	500	500	500	500
RR Bldg at Docks 10 (Repairs + Annual Maint)	1	LS	500	500	500	500	500	500	500	500	500	500	500
RR/Showers at Dock 5/6 (Repairs + Annual Maint)	1	LS	500	500	7,500	500	500	500	500	500	500	500	500
RR/Showers at Dock 1/2 (Repairs + Annual Maint)	1	LS	500	500	500	500	500	500	500	500	500	500	500
Entry Kiosk (Roof + Annual Maint)	1	LS	200	200	200	200	200	200	200	200	200	200	200
BUILDING SUB TOTAL					26,950	13,950	4,450	4,450	4,450	4,450	4,450	4,450	4,450
<b>Miscellaneous (not Landscaping)</b>													
Shore side trails	1	LS	500	500	500	500	500	500	500	500	500	500	500
Basin Revetment	1	LS	500	500	500	500	500	500	500	500	500	500	500
Windsurf Launch Ramp	1	LS	300	300	300	300	300	300	300	300	300	300	300
<b>Annual Total</b>					\$ 467,167	\$ 444,750	\$ 431,083	\$ 399,583	\$ 384,250	\$ 384,250	\$ 384,250	\$ 384,250	\$ 384,250

NOTES:

- (1) Labor and materials for badly worn fingers in Docks 1 thru 14.
- (2) Labor and materials for dedicated maintenance program.
- (3) Labor and materials for dedicated maintenance program.
- (4) Estimate of crew of four plus materials for routine annual maintenance activities.
- (5) Allows for labor and expenses for crack repair and pile monitoring. Unused funds should be allowed to accumulate for repair tasks. Reduced to account for upcoming rehab project.

# **SAN MATEO COUNTY HARBOR DISTRICT**

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



## **APPENDICES**

## **RATES AND FEES**

**PILLAR POINT HARBOR**

San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Rates: July 1, 2009-June 30, 2010
Administration Processing Fee	\$30.00 Fee for any processing request or late fee posting
Anchoring	Not Available in Inner Harbor Gratis Within Outer Harbor
Berth Waiting List Must be paid at renewal time to keep position on Wait List	\$25.00/Year
Berthing: Base Monthly Rate	\$15.00
Berthing - Monthly: Base Plus Per Foot Size  Berths Available in Lengths of: 30-35-40-45-50-55-65 Feet  The multi-hulled Rate is 150% of regular rates  Fee is Based on Length of Berth or Overall Length of Boat (LOA), Whichever is the Greater	Monthly Base Plus Monthly Per Foot  Docks D-H                                 \$7.83/ft  Docks A-C                                 \$7.94/ft  Skiffs – Per month (not per foot)-no base Docks D-H                                 \$35.00/mo Docks A-C                                 \$50.00/mo  Skiffs = non-motorized or 16' or less, bow tie and in approved areas only. No charge for Skiffs 12' or less kept totally within the berth renter's berth.
Berthing, Transient	\$0.75 Per Foot Per Day. The multi-hulled rate is 150% of regular transient rates.
Berthing, Transient Rafting From Docks Or Piers	\$0.75 Per Foot Per Day
Berthing – Discounts: Annual Prepaid Berth Rent  <b>All Discounts Require Presentation of Satisfactory Proof based upon current District Policies All Discounts shall be available from the date of acceptance of proof by the District. Discounts may not be applied retroactively</b>	Annual Prepaid Berth Rent: 1 Month Free with 1 Year Advance Payment  Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient): 15%  Other Discounts as per Board Approval and District Policies
Bid Package	District Cost - Non Refundable
Boat Wash	\$1.00 Per 5 Minutes. Coin Operated. Quarters (25¢) Or Tokens Only.
CEQA Review: Initial Study Application Review and Processing for Initial Study. Add'l Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.	Base Fee plus District In-House and Out-of Pocket Costs  Base Fee = \$150.00
CEQA Review: Negative Declaration	Base Fee plus District In-House and Out-of Pocket Costs  Base Fee = \$100.00
Collections	District Costs - including all out-of-pocket costs related to collection of funds owed District, including, but not limited to all costs related to collections, lien or sale of real or personal property, including, but not limited to: Court and Legal Fees, Federal Documentation or Property Release Fees

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

San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Rates: July 1, 2009-June 30, 2010
Commercial Activity Permit: Additional License Agreement Required if District Facilities Used to Support the Commercial Activity	\$250.00/Year. Veterans – may be eligible for waiver of fee, subject to documentation acceptable to District; no retroactivity available.
Non-Commercial Activity Permit	See End of Rates and Fees Schedule
Credit Check	District Cost - Not to exceed \$50 per name Refundable with 1 Year Berth Rent Paid in Advance
Day Use Parking	As designated in specific locations.
Dinghy Storage	\$25.00/Month
Dock Box Rental	Not Available
Electricity	An amount, adjusted monthly, equal to the amount that the District pays for the electricity (including all associated charges and fees).
Tenant Purchases	Cost of item plus 10% Handling Fee
Emergency Pump Out Dockside	Actual Labor (see Labor Charges); \$90.00 minimum
Faxing Service	\$.25 Per Page In/Out
Fish Sales Permit - Retail	\$225.00 per year
Hoist, Public	\$30.00 Per Hour Pro Rata. \$5.00 Minimum
Installment Note Interest (Promissory Note)	Prime rate plus 2%
Key Deposits	\$10.00 Per Key
Labor Charges	\$90.00 Per Hour Regular Time; \$135.00 per hour if Staff goes into Overtime status. For All Services by Staff Where Reimbursement of Time is Appropriate and Provided for by Law.
Late Charge	Interest charged at .0834% per month (10% per annum) on all balances unpaid after due date.
Launch Ramp, Commercial Use Only	See Commercial Activity Permit Requirements
Launch Ramp, Recreational Use Only	\$12.00 Per Launch, In And Out. No Discount. Annual Permit \$195 Valid at All District Operated Launch Ramps. 20% Discount on Annual Permit to Senior Owner Over 65 Years of Age or 20% Discount on Annual Permit to Person With Disability Displaying Disabled Placard or Plate on Towing Vehicle.
Lien Fees –	District Costs – Minimum \$175 per filed Lien
Live Aboard Permit - Senior discount of \$35.00 off the new Live Aboard Rate- Seniors are age 65 and older. Discount available at time of request and eligibility confirmation, and is not retroactive.	\$350.00/Month
Mailed Notices Postage Individual Notices, Agendas, Minutes, etc.	District Cost \$0.50 per page - \$5.00 Minimum Deposit Payable in advance by cash, check or credit card – Refund with mailing if applicable
Memorial Bench	General Public: \$3,500.00; 5-year Berth Holders or Fishers Taken by the Sea: \$2,500.00
Mooring Permit	\$1.50 Per Foot Per Month, \$45.00 Minimum
Mooring Fee for District Owned Mooring	\$4.00 Per Foot (LOA) Per Month, \$100.00 Per Month Minimum With Signed Agreement. \$10.00 Transient Daily

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



San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Rates: July 1, 2009-June 30, 2010
	Rate.
NEPA Review: Initial Study	\$100 Fee for Reviewing Application and Processing for Initial Study. Additional Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.
NEPA Review: Negative Declaration	\$50 Fee for Reviewing Application and Processing for Negative Declaration. Additional Fees in Amount Actually Incurred by the District for Consultant, Studies, Public Reviews, Public Notices, etc.
Passenger Service Fee	\$2.20 Per passenger
Photocopies-Non District Documents	\$0.20 Per Page. Counter or Meter Used to Determine Usage.
Plaque on Existing Bench	General Public: \$500.00. 5-year Berth Holders or Fishers Taken by The Sea: Optional Donation.
Proposals, Filing and Evaluation of Proposers/Proposers Credit Check	District Cost - \$500.00 Per Proposal Minimum
Recreational Vehicles (C Lot Only)	\$30.00 Per Night (includes one launch per paid night). Vehicles Must be Self-Contained. Monthly Rate of \$300 Available During Salmon Season Only. Requires Evidence of Pre-Paid Monthly Boat Berthing. Limited to Towing Vehicle and 1 Towed Vehicle/Boat Within one 40' Parking Space. Any Extra Vehicles Billed at Full Rate.
Recreational Vehicles With Trailered Boats	\$527.00 Per Month to Include Unlimited Launching or Unlimited Berthing, or a Combination Thereof. Limited to Boats of 30' or Less. Vehicles Must be Self-Contained. Limited to Towing Vehicle and 1 Towed Vehicle/Boat Parked Within our Standard 40' Space. \$515.00 Per Month to Holder of Annual Launching Permit. Available During Salmon Season Only. The District has leased the RV lot to a private operator. Charges to patrons served on or from the leased premises shall be reasonable and consistent with the quality of services and facilities offered, and shall be no more than rates and charges for comparable facilities in the counties of San Francisco, Marin, Contra Costa, Alameda, Santa Clara, San Mateo
Recreational Vehicles With Trailered Boats (Continued)	Santa Cruz and Monterey, which shall be annually reviewed by District.
Refloating Sunken Vessels	\$450 Minimum Charge. Actual Costs at Either District Rates or if Using Outside Salvage Company at Their Rates.
Removal Fees	Actual Costs Incurred for Staff Time, Equipment and Materials. Cost Recovery for District Staff Time Associated with Removing Vessel from Assigned Berth and/or From the Facility as a Result of Non-Payment of Fees Which Results in Cancellation of the Berth Rental Agreement or Failure to Pay Transient Dockage as Charged.
Returned Checks (Non-Sufficient Funds)	\$30.00 Per Returned Check/Payment.
Security Deposit	Equal to One (1) Month's Berthing.

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

San Mateo County Harbor District  
**PILLAR POINT HARBOR**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Rates: July 1, 2009-June 30, 2010
Storage/Impound Fee	Equivalent to Monthly Berth Rental Fee for the Size of the Vessel or Slip. Equivalent to Mooring Fee for District Owned Mooring if Vessel Stored on Mooring.
Towing	\$175.00 Per Hour for non-berth holders. \$150.00 Per Hour for berth holders. Includes 2 Person Crew and Harbor Patrol Vessel. Additional Personnel Requirements will be Billed at Labor Charge Rate (See Labor Charges).
<p><b>Non-Commercial Event Activity Permit</b>            The Permit applies to two different types of events:</p> <p>The first type of events are <b>Non-Commercial Events</b>, which include activities such as parades, marches, processions, bicycle rides, walks, runs, or assemblies on public property which the organizer or the District expect will present significant traffic, safety or competing use concerns.</p> <p>The second type of events are <b>Purely Social Non-Commercial Events</b>, which include activities such as weddings and parties.</p>	<p>The District may charge a fee for Non-Commercial Events.</p> <p><b>Non-Commercial Events</b> – the fee will not exceed the District's actual costs in connection to the event.</p> <p><b>Purely Social Non-Commercial Events Non-refundable Administrative Fee:</b> \$250.00 for 50 participants or less; \$400.00 for 51-100 participants; \$500.00 for 101-150 participants; and 151+ participants fee to be determined by the General Manager with input from the Harbor Master, may include District costs including labor for services such as additional staff time, portable restrooms, clean up, and security including additional police.</p> <p>The District may charge a <b>refundable cleaning deposit</b> for Non-Commercial Events.</p>

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

**OYSTER POINT MARINA**

San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Period: July 1, 2009-June 30, 2010																														
Administration Processing Fee	\$30.00 Fee for any processing request or late fee posting																														
Anchoring	Not Available																														
Berth Waiting List Must be paid at renewal to keep position on wait list	\$25.00 Per Year																														
Berthing - Monthly Rate	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">Single Finger</th> <th style="width: 30%;">Double Finger</th> </tr> </thead> <tbody> <tr> <td>22' and below</td> <td>not available</td> <td>\$100.00</td> </tr> <tr> <td>26'</td> <td>not available</td> <td>\$190.00</td> </tr> <tr> <td>30'</td> <td>\$210.00</td> <td>\$220.00</td> </tr> <tr> <td>36'</td> <td>\$255.00</td> <td>\$265.00</td> </tr> <tr> <td>40'</td> <td>\$295.00</td> <td>\$305.00</td> </tr> <tr> <td>45'</td> <td>\$330.00</td> <td>\$345.00</td> </tr> <tr> <td>50'</td> <td>\$365.00</td> <td>\$380.00</td> </tr> <tr> <td>55'</td> <td>not available</td> <td>\$420.00</td> </tr> <tr> <td>60'</td> <td>\$440.00</td> <td>\$460.00</td> </tr> </tbody> </table>		Single Finger	Double Finger	22' and below	not available	\$100.00	26'	not available	\$190.00	30'	\$210.00	\$220.00	36'	\$255.00	\$265.00	40'	\$295.00	\$305.00	45'	\$330.00	\$345.00	50'	\$365.00	\$380.00	55'	not available	\$420.00	60'	\$440.00	\$460.00
	Single Finger	Double Finger																													
22' and below	not available	\$100.00																													
26'	not available	\$190.00																													
30'	\$210.00	\$220.00																													
36'	\$255.00	\$265.00																													
40'	\$295.00	\$305.00																													
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50'	\$365.00	\$380.00																													
55'	not available	\$420.00																													
60'	\$440.00	\$460.00																													
The Trimaran Multi-Hulled Rate is 150% of Berth Foot.																															
Berthing - Discount	1 Month Free with One (1) Year Paid in Advance.																														
Berthing, Transient	\$0.65 Per Foot Per Day.																														
Bid Package	District Cost - Non Refundable																														
Boat Wash	\$1.00 Per 5 Minutes. Coin Operated. Quarters (25¢) Only.																														
CEQA Review: Initial Study	Base Fee = \$150.00 Plus District In-House and Out-of Pocket Costs																														
CEQA Review: Negative Declaration	Base Fee = \$100.00 Plus District In-House and Out-of Pocket Costs																														
Collections	District Costs -  including all out-of-pocket costs related to collection of funds owed District, including, but not limited to all costs related to collections, lien or sale of real or personal property, including, but not limited to: Court and Legal Fees, Federal Documentation or Property Release Fees																														
Commercial Activity Permit Qualified Veteran – Exempt	\$250.00 Per Year. Additional License Agreement Required if District Facilities Used to Support the Commercial Activity																														

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

San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Period: July 1, 2009-June 30, 2010
<p><b>Non-Commercial Event Activity Permit</b>            The Permit applies to two different types of events:</p> <p>The first type of events are <b>Non-Commercial Events</b>, which include activities such as parades, marches, processions, bicycle rides, walks, runs, or assemblies on public property which the organizer or the District expect will present significant traffic, safety or competing use concerns.</p> <p>The second type of events are <b>Purely Social Non-Commercial Events</b>, which include activities such as weddings and parties.</p>	<p>The District may charge a fee for Non-Commercial Events.</p> <p><b>Non-Commercial Events</b> – the fee will not exceed the District’s actual costs in connection to the event.</p> <p><b>Purely Social Non-Commercial Events Non-Refundable Administrative Fee:</b> \$250.00 for 50 participants or less; \$400.00 for 51-100 participants; \$500.00 for 101-150 participants; and 151+ participants fee to be determined by the General Manager with input from the Harbor Master, may include District costs including labor for services such as additional staff time, portable restrooms, clean up, and security including additional police.</p> <p>The District may charge a <b>refundable cleaning deposit</b> for Non-Commercial Events.</p>
Commercial Services Activity Permit	\$50.00 Per Year. Additional License Agreement Required
Credit Check	District Cost - Not to exceed \$50 per name Refundable with 1 Year Berth Rent Paid in Advance
Day Use Parking	As designated in specific locations.
Dinghy Storage	\$25.00 Per Month
Dock Box Rental	\$6.00 Per Month
Electricity	An amount, adjusted monthly, equal to the amount that the District pays for the electricity (including all associated charges and fees).
Equipment Purchase for Tenants	Cost of item plus 10% Handling Fee
Emergency Pump Out Dockside	Actual Labor (see Labor Charges); \$90.00 minimum
Faxing Service	\$.25 Per Page In/Out
Fish Sales Permit - Retail	\$225.00 per year
Hoist, Public	Not Available
Installment Note Interest (Promissory Note)	Prime rate plus 2%
Key Purchase	\$10.00 Fee Per Key for 2 Keys. \$15.00 Fee Per Key in excess of 2 Keys

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

San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Period: July 1, 2009-June 30, 2010
Labor Charges	\$90.00 Per Hour Regular Time; \$135.00 per hour if Staff goes into Overtime status. For All Services by Staff Where Reimbursement of Time is Appropriate and Provided for by Law.
Late Charge	Interest charged at .0834% per month (10% per annum) on all balances unpaid after due date
Launch Ramp, Commercial Use Only	See Commercial Activity Permit Requirements
Launch Ramp, Recreational Use Only	\$10.00 Per Launch, In And Out. No Discount. Annual Permit \$195 Valid at All District Operated Launch Ramps. 20% Discount on Annual Permit to Senior Owner Over 65 Years of Age or 20% Discount on Annual Permit to Person With Disability Displaying Disabled Placard or Plate on Towing Vehicle.
Lien Fees	District Costs – Minimum \$175 per filed Lien
Live Aboard Permit	<b>\$350.00 Per Month</b>
Senior discount of \$35.00 off the new Live Aboard Rate-Seniors are age 65 and older. Discount available at time of request and eligibility confirmation, and is not retroactive.	
Mailed Notices - Postage - Individual Notices, Agendas Minutes, etc.	District Cost \$0.50 per page - \$5.00 Minimum Deposit Payable in advance by cash, check or credit card – Refund with mailing if applicable
Memorial Bench	General Public: \$3,500.00; 5-year Berth Holders or Fishers Taken by the Sea: \$2,500.00
Mooring Permit	Not Available
NEPA Review: Initial Study	Base Fee = \$150.00 Plus District In-House and Out-of Pocket Costs
NEPA Review: Negative Declaration	Base Fee = \$100.00 Plus District In-House and Out-of Pocket Costs
Passenger Service Fee	\$2.20 Per passenger

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

San Mateo County Harbor District  
**OYSTER POINT MARINA/PARK**  
 Rates and Fees Schedule  
 Effective: July 1, 2009-June 30, 2010

Service	Period: July 1, 2009-June 30, 2010
Photocopies	\$0.20 Per Page. Counter or Meter Used to Determine Usage.
Plaque on Existing Bench	General Public: \$500.00. 5-year Berth Holders or Fishers Taken by The Sea: Optional Donation.
Proposals, Filing and Evaluation of Proposers/Proposers Credit Check	District Cost - \$500.00 Per Proposal Minimum
Refloating Sunken Vessels	\$450 Minimum Charge. Actual Costs at Either District Rates or if Using Outside Salvage Company at Their Rates.
Removal Fees	Actual Costs Incurred for Staff Time, Equipment and Materials. Cost Recovery for District Staff Time Associated with Removing Vessel from Assigned Berth and/or From the Facility as a Result of Non-Payment of Fees Which Results in Cancellation of the Berth Rental Agreement of Failure to Pay Transient Dockage as Charged.
Returned Checks (Non-Sufficient Funds)	\$30.00 Per Check.
Security Deposit	Equal to One (1) Month's Berthing.
Storage/Impound Fee	Equivalent to Monthly Berth Rental Fee for the Size of the Vessel or Slip, whichever is greater.
Towing	\$175.00 Per Hour for non-berth holders. \$150.00 Per Hour for berth holders. Includes 2 Person Crew and Harbor Patrol Vessel. Additional Personnel Requirements will be Billed at Labor Charge Rate (See Labor Charges).

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

**Resolution 05-09**  
of the  
**San Mateo County Harbor District**  
to  
**Adopt the Preliminary Fiscal Year 2009-10**  
**Operating and Capital Budget**

Whereas, §6093, §6093.1, §6093.2, and §6093.3 of the California Harbors and Navigation Code provides procedures for adoption of the preliminary and final annual budget by the San Mateo County Harbor District, and;

Whereas, the Board of Harbor Commissioners desires to adopt the Preliminary FY 2008-09 Integrated Operating and Capital Budget in accordance with the Harbors and Navigation Code, and;

Whereas, the Board of Harbor Commissioners of the San Mateo County Harbor District must set a time and place for the public hearing on the adoption and fixing of a Final Integrated 2008-09 Operating and Capital Budget.

Therefore, be it resolved, that the Board of Harbor Commissioners of the San Mateo County Harbor District does hereby adopt the Preliminary Integrated Operating and Capital Budget FY 2008-09 as contained in the budget document attached hereto and incorporated by reference as part of this Resolution.

Therefore, be it further resolved, that after publication of notice, the Board of Harbor Commissioners will meet at 7:00 p.m., June 17, 2009, at the Municipal Services Building, 33 Arroyo Drive, South San Francisco, California, for the purpose of fixing the final budget, and hear from any taxpayer wishing to appear and be heard regarding budget items.

Approved this 6th day of May 2009 at a regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

- For:
- Against:
- Absent:
- Abstaining:

Attested

**BOARD OF HARBOR COMMISSIONERS**

\_\_\_\_\_  
Theresa DellaSanta  
Deputy Secretary

\_\_\_\_\_  
Ken Lundie  
President