

SAN MATEO COUNTY HARBOR DISTRICT

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



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

April 16, 2014

Board of Harbor Commissioners

Peter Grenell
General Manager

Debra Galarza
Director of Finance

Scott Grindy
Harbor Master

Marietta Harris
Human Resource Manager

San Mateo County Harbor District
Board of Harbor Commissioners

<u>TITLE</u>	<u>NAME</u>	<u>TERM EXPIRES</u>
PRESIDENT	Robert Bernardo	December 31, 2014
VICE PRESIDENT/ TREASURER	James Tucker	December 31, 2014
SECRETARY	Pietro Parravano	December 31, 2016
COMMISSIONER	Sabrina Brennan	December 31, 2016
COMMISSIONER	William Holsinger	December 31, 2014

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

BUDGET SUMMARY.....	2
REVENUES	
Combined Revenues.....	10
Pillar Point Harbor.....	11
Oyster Point Marina.....	13
Administration.....	15
EXPENSES	
Combined Expenses.....	18
Pillar Point Harbor.....	19
Oyster Point Marina.....	25
Administration.....	29
Harbor Commission.....	32
CAPITAL IMPROVEMENT PROJECTS.....	35
FINANCIAL SUMMARIES	
Revenues, Expenses and Changes in Net Assets.....	37
Sources and Uses of Funds.....	38
Net Assets – Categorized.....	39
GLOSSARY.....	41

SAN MATEO COUNTY HARBOR DISTRICT

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BUDGET SUMMARY

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

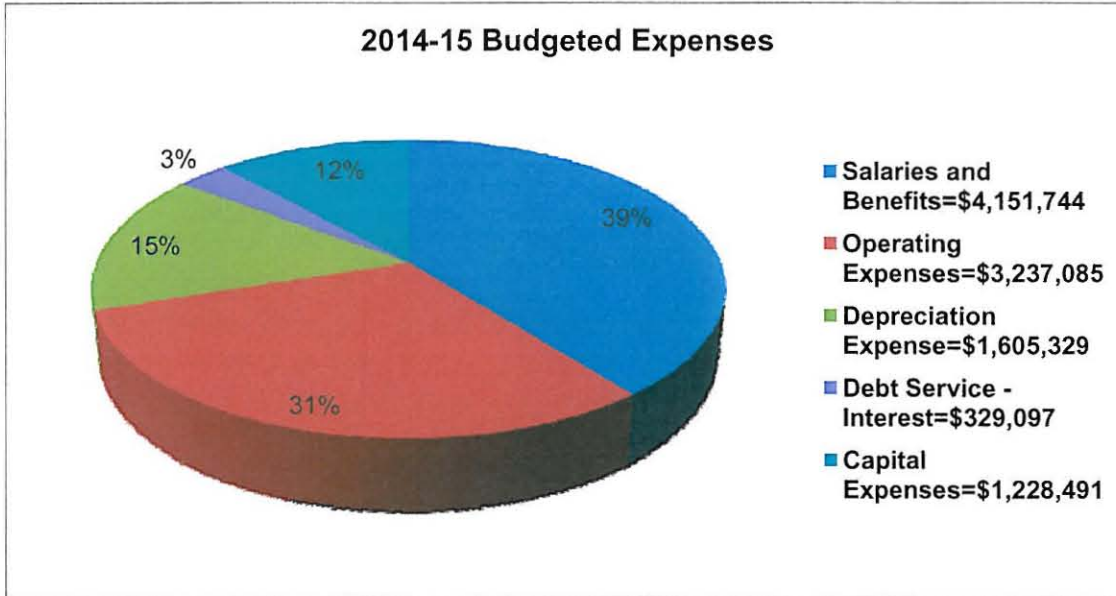
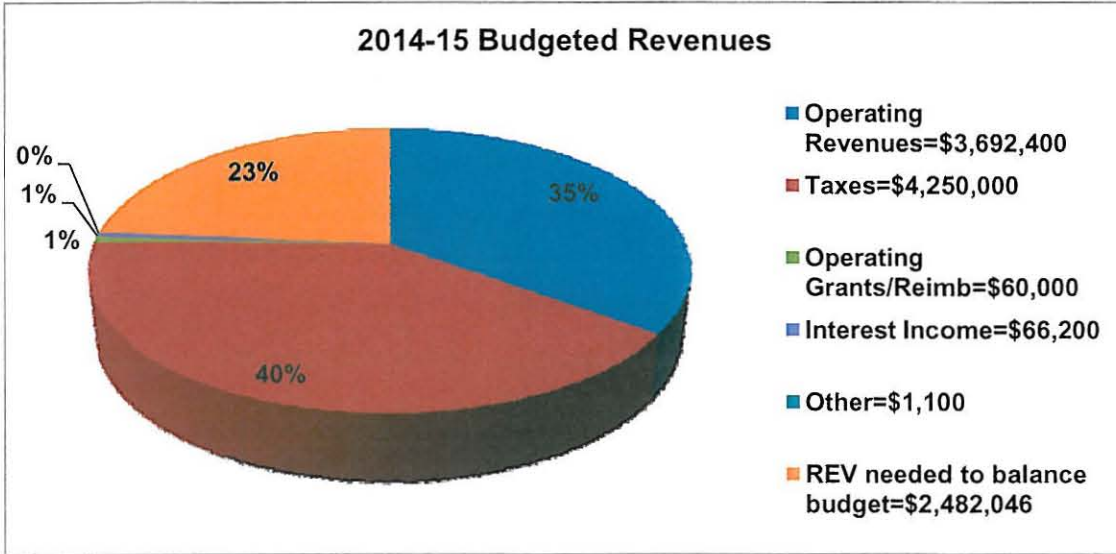
DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/14	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
Operating Revenues	4,078,967	3,624,249	2,613,286	3,710,156	3,752,400
Non-Operating Revenues	5,236,528	3,907,983	3,777,778	4,502,017	4,317,300
TOTAL REVENUES	9,315,496	7,532,232	6,391,064	8,212,173	8,069,700
Operating Expenses	5,204,451	7,092,526	4,092,542	6,877,822	7,388,829
Non-Operating Expense	1,855,135	2,012,820	375,830	1,846,305	1,934,426
TOTAL OPERATING & NON OPERATING EXPENSES	7,059,587	9,105,346	4,468,373	8,724,127	9,323,255
NET INCREASE(DECREASE)	2,255,909	(1,573,114)	1,922,691	(511,954)	(1,253,555)
Total Capital Projects Expense (including carryovers)	5,870,924	3,436,753	1,126,185	1,892,291	1,228,491
TOTAL EXPENSES WITH CAPITAL	12,930,511	12,542,099	5,594,557	10,616,418	10,551,746
TOTAL INCREASE(DECREASE) INCLUDING CAPITAL	(3,615,015)	(5,009,867)	796,506	(2,404,245)	(2,482,046)

Budget Summary

Fiscal Year Ending June 30, 2015

1. Prior year actual Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received reimbursement for the Oyster Point Wave Attenuators in the amount of \$600,000.
2. Prior year actual Non-Operating Revenues are greater than FY2014-15 estimated Final Budget because in FY2013-14 the District received a Redevelopment Agency Dissolution payment of over \$500,000. It also received close to \$90,000 in recovery funds from the Lehman securities crisis. No additional Redevelopment Agency or Lehman funds are estimated for FY2014-15.
3. Estimated final budget compared to prior year actual is greater due to increased repairs and maintenance for property and docks, contractual services, and election expense for 2014.
4. Capital projects in the amount of \$1,228,491 are made up of \$415,000 in new projects and \$813,491 in carryovers from FY2013-14. Several capital projects were completed in the prior year actual which is why there is such a variance in prior year actual to final budget numbers

Total Revenues & Expenses



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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING REVENUE:					
Berth Fees	1,667,000	1,098,800	0	0	2,765,800
Mooring Fees	41,000	0	0	0	41,000
Launch Ramp Fees	81,500	15,500	0	0	97,000
Dock Boxes	0	5,600	0	0	5,600
Misc. Fees	46,800	17,700	0	0	64,500
Rents & Concessions	415,000	226,000	0	0	641,000
Parking	35,000	0	0	0	35,000
Event Fees	22,100	500	0	0	22,600
Commercial Activity Permits	9,000	2,500	0	0	11,500
Sales	6,500	1,900	0	0	8,400
Operational Grants					
State- DBAW - Abandoned Vessel	30,000	30,000	0	0	60,000
Total Operating Revenues	2,353,900	1,398,500	0	0	3,752,400
NON-OPERATING REVENUE:					
Taxes	0	0	4,250,000	0	4,250,000
Interest Income	0	0	66,200	0	66,200
Miscellaneous Revenues	0	0	1,100	0	1,100
Total Non-Operating Revenues	0	0	4,317,300	0	4,317,300
TOTAL REVENUES	2,353,900	1,398,500	4,317,300	0	8,069,700

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
SALARIES AND BENEFITS:					
Salaries and Wages Expense:					
Base Salary and Wages	1,000,850	691,300	656,200	36,000	2,384,350
Overtime	16,500	7,000	5,500	0	29,000
Other Pay	15,000	20,000	0	0	35,000
Total Salaries and Wages	1,032,350	718,300	661,700	36,000	2,448,350
Benefits Expense:					
Pension Contributions	252,100	165,000	154,200	0	571,300
Health Insurance Costs - Current Employees	211,500	157,900	94,000	48,100	511,500
Worker's Compensation Insurance	79,300	55,000	4,800	400	139,500
Other Insurance - Current Employees	16,025	11,400	10,100	320	37,845
Insurance Costs - Retirees	24,150	29,200	0	20,300	73,650
Social Security and Taxes	14,969	10,200	9,595	3,122	37,886
Auto Allowance	4,200	4,200	8,400	0	16,800
Employment Assistance Program	1,300	1,100	670	550	3,620
Liability for Termination Benefit	185,125	136,168	10,300	-20,300	311,293
Total Benefits	788,669	570,168	292,064	52,492	1,703,394
TOTAL SALARY AND PAYROLL BURDEN	1,821,019	1,288,468	953,764	88,492	4,151,744

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
OPERATING EXPENSES:					
Advertising	9,000	8,000	2,500	7,500	27,000
Bad Debt Expense	65,000	65,000	0	0	130,000
Communications	22,600	12,800	12,500	0	47,900
Election Costs	0	0	0	650,000	650,000
WiFi Services	9,600	8,000	0	0	17,600
Computer - Hardware and software	11,750	5,000	9,000	0	25,750
Postage	8,100	2,800	6,500	250	17,650
Meetings/Travel/ Training	6,300	6,300	6,500	3,500	22,600
Auto Mileage Reimbursement	500	400	1,500	200	2,600
Memberships/ Exams/ Subscriptions	200	200	15,000	0	15,400
Personnel Tests	2,000	1,100	2,500	0	5,600
Property & Casualty Insurance	135,000	134,970	0	17,545	287,515
Fuel	12,500	7,500	0	0	20,000
Operating Supplies	84,600	31,500	0	0	116,100
Office Supplies	12,000	7,000	13,100	1,700	33,800
Office Equipment	22,000	0	15,000	0	37,000
Uniform Expenses	12,500	8,000	0	0	20,500
Legal Services	20,000	10,000	50,000	60,000	140,000
Professional Services	18,500	19,800	17,300	4,000	59,600
Outside Contractual Services	67,300	97,200	33,150	5,300	202,950
Special Events Expense	6,500	6,500	0	0	13,000
Bank & Credit Card Fees	16,400	19,250	1,000	0	36,650
Office Space and Equipment Rentals	0	4,500	101,970	0	106,470
Repair and Maintenance	326,000	131,500	0	0	457,500
Garbage Collections	154,300	26,500	0	0	180,800
Harbor/ Marina Public Access	40,000	20,000	0	0	60,000
Harbor/ Marina Equipment	65,300	0	0	0	65,300
Vessel Destruction	50,000	50,000	0	0	100,000
Water and Electrical Utility Expenses	168,200	128,300	0	0	296,500
LAFCO Fees	0	0	7,500	0	7,500
Property Tax Admin. Fee	0	0	29,000	0	29,000
Employee Appreciation Dinner	0	0	0	4,800	4,800
Total Operating Expenses	1,346,150	812,120	324,020	754,795	3,237,085
Total All Operating, Salary and Benefit Expenses	3,167,169	2,100,588	1,277,784	843,287	7,388,829
NON-OPERATING EXPENSES:					
Depreciation Expense	603,178	988,195	13,956	0	1,605,329
Interest Expense - DBAW Loan	168,627	160,470	0	0	329,097
Total Non-Operating Expenses	771,805	1,148,665	13,956	0	1,934,426
TOTAL OE&E EXPENSE	3,938,974	3,249,253	1,291,740	843,287	9,323,255

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

BUDGET SUMMARY

DESCRIPTION	PILLAR POINT HARBOR	OYSTER POINT MARINA/ PARK	ADMINISTRATION	COMMISSION	TOTAL
CAPITAL PROJECTS (2014-2015 BUDGET APPROPRIATION ONLY):					
Oyster Point Marina:					
Correct Flooding Issues	0	25,000	0	0	25,000
Pillar Point Harbor:					
Mooring Replacements	20,000	0	0	0	20,000
Paid Parking	50,000	0	0	0	50,000
Launch Ramp Restroom Design	25,000	0	0	0	25,000
Leasee Sidewalk	200,000	0	0	0	200,000
Sinkhole Repair	25,000	0	0	0	25,000
Inner Harbor Dredging	70,000	0	0	0	70,000
Total Capital Projects (2014-2015 Appropriations)	390,000	25,000	0	0	415,000
CAPITAL PROJECTS (CARRYOVER):					
Pillar Point Harbor:					
Rip Rap Repair - Fishing Pier	157,558	0	0	0	157,558
West Trail - Fix Erosion	355,933	0	0	0	355,933
Dock Fingers	300,000	0	0	0	300,000
Total Capital Projects (Carryover Appropriations)	813,491	0	0	0	813,491
Total All Capital Projects	1,203,491	25,000	0	0	1,228,491
TOTAL ALL COSTS	5,142,465	3,274,253	1,291,740	843,287	10,551,746

SAN MATEO COUNTY HARBOR DISTRICT

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



REVENUES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,464,466	1,514,796	1,100,187	1,609,088	1,667,000
Mooring Fees	45,983	47,337	28,608	40,608	41,000
Launch Ramp Fees	70,561	81,306	74,946	81,306	81,500
Misc. Fees	49,861	33,601	56,419	54,659	41,000
Crab Pot Storage Fee	550	0	5,050	5,750	5,800
Rents & Concessions	353,560	370,696	325,035	413,035	415,000
Parking	42,600	54,896	29,166	33,000	35,000
Event Fees	0	0	0	0	22,100
Commercial Activity Permits	10,065	9,000	7,750	9,000	9,000
Sales	6,469	4,472	11,283	11,400	6,500
Operational Grants					
Pump Out Station Grant	23,043	0	0	0	0
State- DBAW - Abandoned Vessel	10,600	26,500	0	26,500	30,000
Total Operating Revenues	2,077,758	2,142,604	1,638,444	2,284,346	2,353,900

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

1. The fishing season was robust in 2013-14 and Pillar Point was 100% occupied for most of the commercial crab fishing season. It was approximately 94% occupied during salmon season. For FY2014-15 we are projecting a similar season with similar occupancies but do not anticipate any growth until we hear more about drought impacts from Department of Fish and Game.
2. Budgeted revenue from lease rents and concessions is expected to increase as a result of CPI lease rent adjustments. Economists are forecasting a slow recovery. As the economy improves, it is hoped that foot traffic to the harbor and related patronage of the harbor and lessee facilities will increase.
3. Revenue from the establishment of Paid Parking is not currently included in the preliminary budget, but will be added at the time the project analysis is completed and a decision is made about the strategy for implementing a paid parking solution.
4. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are expected to continue to be received and Pillar Point will continue to remove and salvage abandoned vessels as necessary even though grant funding from the State will not completely cover the costs of abatement. The District will consider alternative methods of cost recovery if/when grants are not available.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING REVENUE:					
Berth Fees	1,093,000	1,186,135	792,239	1,097,659	1,098,800
Dock Boxes	7,124	7,288	4,115	5,555	5,600
Launch Ramp Fees	16,994	15,151	12,357	15,157	15,500
Misc. Fees	17,488	19,453	10,411	18,082	17,700
Rents & Concessions	224,714	224,714	150,953	225,953	226,000
Event Fees	0	0	0	0	500
Commercial Activity Permits	1,889	500	3,317	35,000	2,500
Sales	0	1,904	1,450	1,904	1,900
Operational Grants					
State- DBAW - Abandoned Vessel	40,000	26,500	0	26,500	30,000
Reimbursements on Projects(Dock 11)	0	0	0	0	0
Federal - DBAW - Guest Dock	600,000	0	250,000	250,000	0
Total Operating Revenues	2,001,210	1,481,645	1,224,842	1,675,810	1,398,500
NON-OPERATING REVENUE:					
Reimbursements on Projects	0	0	0	0	0
Total Non-Operating Revenues	0	0	0	0	0

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

1. Operating revenues for FY2014-15 are projected to decrease from FY2013-14. This projection is the net result of flat berth rentals and decreases in grant reimbursements. Grants in FY 2013-14 were \$640,000 compared to an estimated \$30,000 FY2014-15. This is due to the \$600,000 Wave Attenuator grant received in FY2013-14.
2. For FY2014-15, berth revenues are projected to be \$920,000, as revenues are projected to remain flat due to a slow economic recovery.
3. Grant monies received from Division of Boating and Waterways Grant for Abandoned Vessel Abatement are not expected to fully cover the costs of abatement. Oyster Point will continue to remove and salvage abandoned vessels as necessary despite the lack of grant funding from the State. The District will consider alternative methods of cost recovery if/when grants are not available.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION REVENUES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
NON-OPERATING REVENUE:					
Taxes	5,109,749	3,805,783	3,395,369	4,083,417	4,250,000
Interest Income	96,248	101,200	36,229	71,500	66,200
Miscellaneous Revenues	30,531	1,000	96,180	97,100	1,100
Total Non-Operating Revenues	5,236,528	3,907,983	3,527,778	4,252,017	4,317,300

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, interest income is projected to be \$65 thousand. Interest income is expected to decrease based on estimated decline in cash reserves and continued low interest rates. Currently the interest rate is below 1.0%.
2. Property tax revenues are projected to be \$4.2 million. The FY2014-2015 property tax revenue estimate is an increase from current year projections. This estimate is based upon current trends in property values plus information received from the San Mateo County Assessor's Office.

SAN MATEO COUNTY HARBOR DISTRICT

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



EXPENSES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

COMBINED EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	18,290	10,000	5,385	9,000	9,000
Bad Debt Expense	54,643	35,500	0	65,000	65,000
Communications	23,143	22,600	15,939	22,600	22,600
Wifi Services	0	0	0	0	9,600
Computer Hardware and Software	5,525	11,750	2,133	11,750	11,750
Postage	6,339	9,550	4,280	7,800	8,100
Meetings/Travel/ Training	6,125	6,500	1,140	3,800	6,300
Auto Mileage Reimbursement	418	1,122	143	500	500
Memberships/ Exams/ Subscriptions	60	200	138	200	200
Recruitment and Personnel Tests	15	2,000	47	1,085	2,000
Property & Casualty Insurance	122,627	134,890	111,749	134,890	135,000
Fuel	13,041	15,432	7,571	11,500	12,500
Operating Supplies	78,752	79,077	42,388	71,112	84,600
Office Supplies	9,585	12,024	6,793	12,024	12,000
Office Equipment	0	0	0	0	22,000
Uniform Expenses	10,528	13,286	6,608	10,000	12,500
Special Events Expense	3,885	3,600	4,682	6,500	6,500
Legal Services	42,192	50,000	7,247	18,000	20,000
Professional Services	16,867	17,300	9,071	17,300	18,500
Outside Contractual Services	37,828	113,972	39,598	90,500	67,300
Bank & Credit Card Fees	14,320	20,782	10,662	16,225	16,400
Repair and Maintenance	139,298	687,044	210,697	554,000	326,000
Garbage Collections	70,349	153,750	98,793	153,750	154,300
Trash Compactor	0	56,062	54,678	54,678	0
Harbor/ Marina Public Access	0	35,000	0	35,000	40,000
Harbor/ Marina Equipment	9,800	147,800	0	100,000	65,300
Vessel Destruction	10,600	40,000	3,900	40,000	50,000
Water and Electrical Utility Expenses	156,573	164,003	122,865	163,361	168,200
Total Operating Expenses	850,803	1,843,244	766,506	1,610,575	1,346,150
NON-OPERATING EXPENSES:					
Depreciation Expense	552,723	818,000	0	644,161	603,178
Interest Expense - DBAW Loan	203,946	192,570	183,257	183,257	168,627
Total Non-Operating Expenses	756,669	1,010,570	183,257	827,418	771,805

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

PILLAR POINT HARBOR EXPENSES

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

Pillar Point Harbor

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Pillar Point Harbor budget for salaries and payroll related burden is expected to increase by approximately \$63 thousand over FY2013-14 projections not including Termination Benefit expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$185,125 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. The FY2014-15 budget for other operating expenses are \$300,000 less than FY2013-14 projected expenses. FY2013-14 had several deferred repairs and maintenance projects that needed to be addressed. FY2014-15 repairs and maintenance projects focus on safety and immediately needed repairs.
4. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$169 thousand as set in the Loan Agreement with the DBAW.
5. Capital expenditures in the FY2014-15 budget total \$1,475,891, of which \$1,085,891 are carryover funds. Current projects include design for the Launch Ramp restrooms, Sidewalk improvements for lessees, Dredging for the inner harbor, Mooring replacements, and Paid parking.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	12,178	10,000	4,536	8,000	8,000
Bad Debt Expense	51,122	38,500	0	65,000	65,000
Communications	13,551	14,000	9,272	12,800	12,800
Wifi Expense	0	0	0	0	8,000
Computer Hardware and Software	1,937	4,750	3,295	4,750	5,000
Postage	2,207	3,220	1,218	2,800	2,800
Meetings/Travel/ Training	6,154	6,000	663	2,650	6,300
Auto Mileage Reimbursement	224	204	49	250	400
Memberships/ Dues/ Subscriptions	0	200	138	200	200
Personnel Tests	15	1,100	190	1,100	1,100
Property & Casualty Insurance	122,627	134,970	111,749	122,700	134,970
Fuel	6,043	7,154	3,567	6,622	7,500
Operating Supplies & Equipment Purchases	14,954	56,356	32,843	42,200	31,500
Office Supplies	6,146	4,241	3,721	6,000	7,000
Uniform Expenses	7,049	8,240	5,083	8,000	8,000
Legal Services	11,760	18,000	2,181	5,000	10,000
Special Events Expense	1,363	4,000	1,583	6,500	6,500
Claims Settlements	2,675	0	0	0	0
Professional Services	11,642	15,306	12,688	19,400	19,800
Outside Contractual Services	89,961	138,915	69,368	123,700	97,200
Bank & Credit Card Fees	14,687	27,750	9,490	15,500	19,250
Office Space and Equipment Rentals	3,057	3,800	2,675	3,800	4,500
Repair and Maintenance	62,311	141,294	17,556	151,500	131,500
Garbage Collections	20,995	26,775	13,136	25,500	26,500
Harbor/ Marina Public Access	0	20,000	0	30,000	20,000
Harbor/ Marina Equipment	1,838	56,000	1,900	51,000	0
Vessel Destruction	60,330	40,000	320	26,500	50,000
Water and Electrical Utility Expenses	93,065	117,551	57,425	117,551	128,300
Total Operating Expenses	617,891	898,326	364,646	859,023	812,120
NON-OPERATING EXPENSES:					
Depreciation Expense	895,928	818,000	0	818,000	988,195
Interest Expense - DBAW Loan	194,225	183,250	192,573	192,573	160,470
Total Non-Operating Expenses	1,090,153	1,001,250	192,573	1,010,573	1,148,665

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

OYSTER POINT MARINA PARK EXPENSES

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

Oyster Point Marina/Park

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Oyster Point Marina budget for salaries and payroll related burden is expected to increase by approximately \$25 thousand over FY2013-14 projections not including OPEB expense (see #2). This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$136,168 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Interest payments to the Division of Boating and Waterways (DBAW) have been included in this budget at \$160,470 thousand as set in the Loan Agreement with the DBAW.
4. Several capital projects were completed in FY2013-14 and therefore there are no new capital projects this budget year.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

ADMINISTRATION EXPENSES

DESCRIPTION	PRIOR YEAR ACTUAL	FY 13-14 AMENDED BUDGET	FY 13-14 YEAR TO DATE THRU 2/28/2014	FY 13-14 PROJECTED ANNUAL	FY 14-15 FINAL BUDGET
OPERATING EXPENSES:					
Advertising	2,651	2,500	1,695	2,500	2,500
Communications	9,911	12,500	7,213	10,800	12,500
Computer Hardware and Software	12,980	10,500	1,668	10,500	9,000
Postage	6,319	6,500	3,475	6,500	6,500
Meetings/Travel/ Training	6,344	8,500	1,467	3,500	6,500
Auto Mileage Reimbursement	952	2,000	650	1,500	1,500
Memberships/ Exams/ Subscriptions	14,834	15,000	12,586	15,000	15,000
Recruitment and Personnel Tests	0	2,500	1,121	2,500	2,500
Office Supplies	13,307	12,100	11,066	12,100	13,100
Office Equipment	0	0	0	0	15,000
Legal Services	43,771	50,000	34,499	50,000	50,000
Professional Services	15,026	15,400	20,901	15,400	17,300
Outside Contractual Services	34,296	28,150	32,586	28,150	33,150
Bank & Credit Card Fees	634	4,000	329	1,000	1,000
Office Space and Equipment Rentals	90,812	99,000	64,023	99,000	101,970
LAFCO Fees	6,755	8,700	5,516	5,516	7,500
Property Tax Admin. Fee	30,504	29,000	22,572	28,322	29,000
Total Operating Expenses	289,096	306,350	221,367	292,288	324,020
NON-OPERATING EXPENSES:					
Depreciation Expense	8,314	1,000	0	8,314	13,956
Total Non-Operating Expenses	8,314	1,000	0	8,314	13,956
TOTAL EXPENSES	1,213,074	1,248,787	785,847	1,233,064	1,291,740

Administration

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Administration budget for salaries and payroll burden is \$17 thousand higher than FY2013-14 projections. This is due to a 2.5% merit increase for represented employees along with a cost of living adjustment. Management does not receive the 2.5% merit increase but does receive the cost of living adjustment. The cost of living adjustment, based on the December 31, 2013 Labor CPI for San Francisco-Oakland-San Jose, is 2.6%.
2. The budget includes annual Termination Benefit expense of \$10,300 based on the estimated accrued liability for employees who have worked 12 years or more for the District and have been hired prior to July 1, 2009. This benefit expires as follows (example: Employee works 15 years and leaves District. The employee is entitled to 7.5 years of health benefits only.)
3. Other operating expenses are budgeted to increase \$29 thousand over the FY2013-14 projections. The budget for FY2014-15 is consistent with prior year actuals and include funds for new office equipment. Office rent is projected to increase by 3%.

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

HARBOR COMMISSION EXPENSES

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

Harbor Commission

Fiscal Year Ending June 30, 2015

1. For FY2014-15, the Commission budget for salaries and payroll burden is \$89 thousand versus \$105 thousand projected for FY2013-14, due to a decrease in termination benefits. Only one Commissioner became eligible for the termination benefit during her term. No other Commissioners are eligible for this benefit.
2. Total Commission budget for FY2014-15 is \$755 thousand compared with \$659 thousand projected for FY2013-14. The FY2014-15 budget and FY2013-14 projections are approximately \$96,000 higher than prior year actual amounts due to the cost of the 2014 election and increased legal service fees.

SAN MATEO COUNTY HARBOR DISTRICT

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



CAPITAL IMPROVEMENT PROJECTS

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

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

SAN MATEO COUNTY HARBOR DISTRICT

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



FINANCIAL SUMMARIES

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Revenues, Expenses and Changes in Net Assets

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

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

DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Sources and Uses of Funds

Sources of Funds

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

Uses of Funds

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

Projected Net Change in Cash Balance for FYE 15	(565,424)
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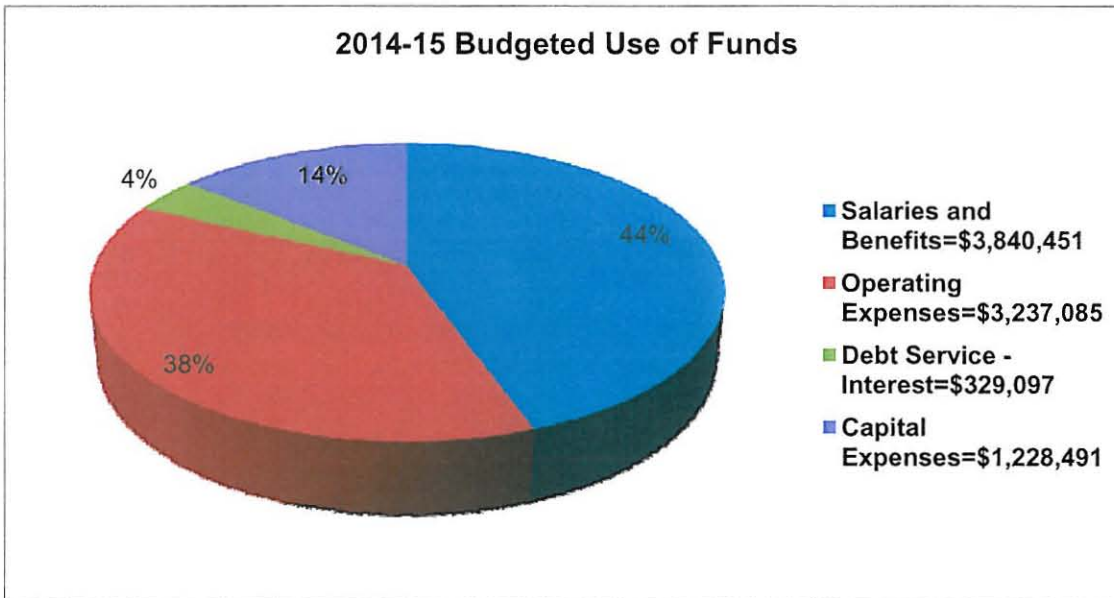
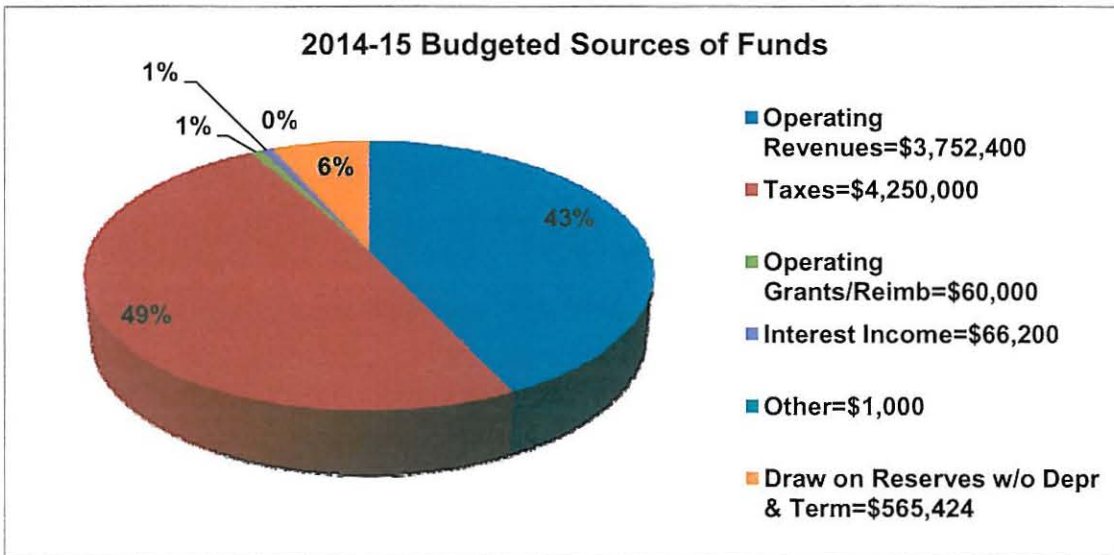
DRAFT PRELIMINARY BUDGET
FISCAL YEAR 2014-15

Net Assets Categorized

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

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

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



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

SAN MATEO COUNTY HARBOR DISTRICT

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



GLOSSARY

Accrued Liabilities – Unpaid liabilities

Administrative Budget Adjustment –

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

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

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

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

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

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

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

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

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

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

Capital Improvement Projects – Listing of intended capitalized expenditures.

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

DBAW – California Department Boating and Waterways.

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

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

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

Encumbrances – Commitments for unperformed contracts for goods and services.

EMS – Environmental Management Systems

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

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

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

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

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

GAAP – Generally Accepted Accounting Principles.

GASB – Governmental Accounting Standards Board

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

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

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

HMB – Half Moon Bay

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

JPA – Joint Powers Agreement.

LAFCO – Local Agency Formation Commission

LED – Light- Emitting Diode

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

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

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

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

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

PTO – Paid Time Off.

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

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

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

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

RDA – Redevelopment Agencies

SSF – South San Francisco

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

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

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

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

Service	Oyster Point Marina/Park																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1"> <thead> <tr> <th data-bbox="756 674 813 747">Berth Size</th> <th data-bbox="813 674 976 747">Single Finger</th> <th data-bbox="976 674 1305 747">Double Finger</th> </tr> </thead> <tbody> <tr> <td data-bbox="756 779 813 810">26'</td> <td data-bbox="813 779 976 810">n/a</td> <td data-bbox="976 779 1305 810">210.00</td> </tr> <tr> <td data-bbox="756 810 813 842">30'</td> <td data-bbox="813 810 976 842">231.00</td> <td data-bbox="976 810 1305 842">241.50</td> </tr> <tr> <td data-bbox="756 842 813 873">36'</td> <td data-bbox="813 842 976 873">278.50</td> <td data-bbox="976 842 1305 873">288.75</td> </tr> <tr> <td data-bbox="756 873 813 905">40'</td> <td data-bbox="813 873 976 905">320.25</td> <td data-bbox="976 873 1305 905">330.75</td> </tr> <tr> <td data-bbox="756 905 813 936">45'</td> <td data-bbox="813 905 976 936">357.00</td> <td data-bbox="976 905 1305 936">372.75</td> </tr> <tr> <td data-bbox="756 936 813 968">50'</td> <td data-bbox="813 936 976 968">399.00</td> <td data-bbox="976 936 1305 968">414.75</td> </tr> <tr> <td data-bbox="756 968 813 999">55'</td> <td data-bbox="813 968 976 999">n/a</td> <td data-bbox="976 968 1305 999">456.75</td> </tr> <tr> <td data-bbox="756 999 813 1031">60'</td> <td data-bbox="813 999 976 1031">477.75</td> <td data-bbox="976 999 1305 1031">498.75</td> </tr> <tr> <td data-bbox="756 1031 813 1062">Skiffs*</td> <td data-bbox="813 1031 976 1062">52.50</td> <td data-bbox="976 1031 1305 1062">78.75</td> </tr> </tbody> </table> <p data-bbox="756 1094 1305 1283">*and Dinghies were craft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single Hull rate.</p>	Berth Size	Single Finger	Double Finger	26'	n/a	210.00	30'	231.00	241.50	36'	278.50	288.75	40'	320.25	330.75	45'	357.00	372.75	50'	399.00	414.75	55'	n/a	456.75	60'	477.75	498.75	Skiffs*	52.50	78.75
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Berthing – Discount	1 Month free with 1 year paid in advance																														
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 days requires Harbor Master approval	\$.60 per foot per day – multi-hulled rate is 150%																														
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$.80 per foot per day – multi-hulled rate is 150%. Vessels using the guest dock in excess of 4 hours will be charged the daily rate.																														
Bid Package	District cost – non refundable																														

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

Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee Additional license agreement may be required
Crab Pot Storage Deposit	Not available
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated in specific locations
Dock Box Rental	\$10.00 monthly fee
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	Not available
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$11.00 per launch, in and out. Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Mailed Notices, including: <ul style="list-style-type: none"> - Postage - Individual notices - Agendas - Minutes - Audio Recording 	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	Not available
Mooring Fee for District Owned Mooring	Not available
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Not available
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
-	
Oil Absorbent Pads (Heavy Weight)	\$17/pad Free – limit of six
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation

Exhibit A
San Mateo County Harbor District
Oyster Point Marina Park Rates and Fees Schedule

Effective: July 1, 2014 – June 30, 2015

Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	Not permitted
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary marina operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.

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

Service	Pillar Point Harbor																														
Berth Transfer Fee – Customer Initiated	\$30.00 fee per vessel transferred																														
Berth Waiting List - Must be paid annually to maintain position on wait list	\$25.00 annual fee																														
Berthing – Monthly Rates Vessels will be charged based on the size of the berth unless the vessel exceeds the length of the berth, in which case the vessel will be charged the fee for a berth that is large enough to fully accommodate the vessel.	<table border="1"> <thead> <tr> <th>Berth Size</th> <th>Dock D-H</th> <th>Dock A-C</th> </tr> </thead> <tbody> <tr> <td>30'</td> <td>273.00</td> <td>278.25</td> </tr> <tr> <td>35'</td> <td>315.00</td> <td>320.25</td> </tr> <tr> <td>40'</td> <td>357.00</td> <td>362.25</td> </tr> <tr> <td>45'</td> <td>404.50</td> <td>409.50</td> </tr> <tr> <td>50'</td> <td>441.00</td> <td>446.25</td> </tr> <tr> <td>55'</td> <td>483.00</td> <td>488.25</td> </tr> <tr> <td>65'</td> <td>567.00</td> <td>572.25</td> </tr> <tr> <td>65' +</td> <td>\$8.80/ft</td> <td>\$8.90/ft</td> </tr> <tr> <td>Skiffs*</td> <td>52.50</td> <td>78.75</td> </tr> </tbody> </table> <p>* and Dinghies watercraft 16' and under in approved areas only. No charge for skiff 12' or less owned by the berth renter and contained totally within the berth renter's berth. Multi-hull rate is 150% of the single hull rate.</p>	Berth Size	Dock D-H	Dock A-C	30'	273.00	278.25	35'	315.00	320.25	40'	357.00	362.25	45'	404.50	409.50	50'	441.00	446.25	55'	483.00	488.25	65'	567.00	572.25	65' +	\$8.80/ft	\$8.90/ft	Skiffs*	52.50	78.75
Berth Size	Dock D-H	Dock A-C																													
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Skiffs*	52.50	78.75																													
Berthing – Discount	1 Month free with 1 year paid in advance Berth Discount for Full Time Commercial and Sport fishing Vessels (applies to monthly and transient): 15%. Not retroactive and requires annual application.																														

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

Service	Pillar Point Harbor
Berthing – Long term Transient (guarantee of 2 weeks minimum and maximum of 90 days – (with live aboard privileges)-greater than 90 requires Harbor Master pre-approval	\$0.75 per foot of boat per day – multi-hulled rate is 150%.
Berthing – Short Term Transient (less than 2 weeks – with live aboard privileges)	\$0.85 per foot of boat per day – multi-hulled rate is 150%. Vessels anchoring in the outer harbor in excess of 4 hours will be subject to the daily rate.
Bid Package	District cost – non refundable
Boat Wash	\$1.25 per 5 minutes – coin operated – quarters only
CEQA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of pocket costs
CEQA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of pocket costs
Collections	District costs
Commercial Activity Permit	\$250.00 annual fee Veterans may be eligible for waiver of fee, subject to documentation acceptable to District. No retroactivity available. Other fees may apply.
Commercial Services Activity Permit	\$50.00 annual fee

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San Mateo County Harbor District
Pillar Point Harbor Draft Rates and Fees Schedule
 Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Crab Pot Storage Deposit	Single Stall - \$200 deposit Double stall - \$300 deposit; Deposits of \$300 for single stall and \$450 for double stall for transient vessels of less than 6 months. If pallets used NO REFUND of deposit.
Credit Check	District cost – not to exceed \$50.00 per name
Day Use Parking	As designated at specific locations
Dock Box Rental	Not available
Electricity	Amount, adjusted monthly, equal to amount paid by District for the electricity (including all associated charges and fees).
Emergency Pump Out Dockside	Actual labor (see Labor Charges) - \$100.00 minimum
Events	See Events Policy
Faxing Service	\$0.25 per page in/out – minimum \$1.00 fee
Fish Sales Permit – Retail	\$250.00 annual fee
Hoist – Public	\$40.00 per hour. Fees are prorated for partial hours with a \$10.00 minimum
Key Sale	\$10.00 per key
Labor Charge	\$100.00 per hour – regular time \$150.00 per hour – overtime

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San Mateo County Harbor District
Pillar Point Harbor Draft Rates and Fees Schedule
 Effective: July 1, 2014 – June 30, 2015

Service	Pillar Point Harbor
Late Charge – Monthly Berth Rentals	Interest charged at 0.834% per month (10% per annum) on all balances not paid by the 10 th of the month
Launch Ramp – Commercial Use Only	Commercial Activity Permit required
Launch Ramp – Recreational Use Only	\$13.00 per launch, in and out. - Annual permit \$200.00 valid at all District operated launch ramps. - 20% discount on annual permit to Senior owner over 65 years of age or 20% discount on annual permit to person with disability displaying disabled placard or plate on towing vehicle.
Live Aboard Permit	\$350.00 monthly fee - 1 Month Free with 1 year paid in advance. - Senior (age 65 and older) discount of \$35.00. Discount available at time of request and eligibility confirmation, and is not retroactive.
Mailed Notices, including: - Postage - Individual notices - Agendas - Minutes - Audio Recording	District cost \$.050 per page - \$5.00 minimum Payable in advance by cash, check or credit card. Refund with mailing, if applicable
Memorial Bench	General public - \$3,500.00 5-year berth holders or fishers taken by the sea - \$2,500.00
Mooring Fee for Active Privately Owned Mooring	\$1.60 per foot per month – \$48.00 minimum

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

Service	Pillar Point Harbor
Mooring Fee for District-Owned Mooring	Monthly: \$4.25 per foot (LOA) per month –\$105.00 per month minimum with signed agreement Transient: \$10.50 per day
Mooring Permit – Initial One-Time Fee for Issuance of Private Mooring Permit	Governed by District Mooring Policy
NEPA Review – Initial Study	Base fee = \$150.00 Plus District in-house and out-of-pocket costs
NEPA Review – Negative Declaration	Base fee = \$100.00 Plus District in-house and out-of-pocket costs
Oil Absorbent Pads (Heavy Weight)	\$1/ pad Free – limit of six
Passenger Fee – Commercial Sport Fishing and Other Charters	\$2.25 per passenger
Photocopy	Paper copy - \$0.25 per page – counter or meter used to determine usage. Electronic copy – \$1.00 per document
Plaque on Existing Bench	General public - \$500.00 5-year berth holders or fishers taken by the sea – optional donation
Proposals, Filing and Evaluation of Proposers, Proposers Credit Check	District cost – minimum \$500.00 per proposal
Recreational Vehicle Parking (only for Commercial Fishermen)	\$45/ day or \$450/ month – service is only available at Lot C during salmon season and crab season All RV's must be self-contained

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

Service	Pillar Point Harbor
Recreational Vehicle Parking (only for Recreational Fishermen)	\$45/ day includes launch ramp fee for recreational fishermen. All RV's must be self-contained
Refloating Sunken Vessels	Minimum fee \$450.00 – actual costs at District rates or, if using outside salvage company, at salvage company rates.
Returned Checks (Non-Sufficient Funds)	\$30.00 per item
Security Deposit – monthly vessel berthing	Fee equal to 1 month's berthing
Temporary Vessel Storage Fee – Up to 30 days – no live aboard privileges	Equivalent to monthly berth rental fee for the appropriately sized berth.
Towing – Applicable for all towing services except for towing that is required by the District to enable the District to perform maintenance or other necessary harbor operations.	\$200.00 per hour. Equipment fuel surcharge may be applied.
Vehicles – Use of	\$85 per hour. Personnel charges additional.
Vessel Removal Fees	Actual costs incurred for staff time, equipment and materials. Cost recovery for District staff time associated with removing vessel from assigned berth and/or from the facility as a result of non-payment of fees which results in cancellation of the berth rental agreement or failure to pay transient dockage as charged.