



Special Closed & Regular Public Session of June 26, 2018

**Santa Cruz Port Commission  
MINUTES**

*Commissioners Present:*

Dennis Smith	Chairman
Stephen Reed	Vice-Chairman
Toby Goddard	Commissioner
Reed Geisreiter	Commissioner
Darren Gertler	Commissioner

**SPECIAL PUBLIC SESSION – 5:00 PM**

Chairman Smith brought the special public session to order at 5:00 PM at the Santa Cruz Harbor Office, 135 Fifth Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54956.8, 54957.

At 5:01 PM, Chairman Smith announced the Commission will meet in closed session to discuss agenda items 3 and 4.

**SPECIAL CLOSED SESSION**

3. Conference with Real Property Negotiators  
Agency Designated Representative: M. Olin  
Negotiating Parties: 2222 East Cliff Drive (O'Neill Sea Odyssey)  
Under Negotiation: Lease
4. Public Employment
  - a) Accounting Technician
  - b) Assistant Harbormaster

**SPECIAL PUBLIC SESSION**

5. Action and Vote Disclosure after Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54957.1.

Chairman Smith announced that the Commission took no reportable action in closed session on items 3 and 4.

Chairman Smith adjourned the special open session following the closed meeting at 6:40 PM.

## **REGULAR PUBLIC SESSION – 7:00 PM**

Chairman Smith brought the regular public session to order at 7:00 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

6. Pledge of Allegiance
7. Oral Communication

Commissioner Goddard stated that he attended the California Special District Leadership Foundation's Legislative Days in May 2018, which was an informative and valuable experience. Chairman Smith thanked Commissioner Goddard for attending on behalf of the Port District.

Vice-Chairman Reed stated that representatives from the U.S. Army Corps of Engineers (USACE), visited the Port District on June 20, 2018, to observe Port District operations and participate in an informational harbor tour. He stated that the visit was a success. Chairman Smith agreed, emphasizing the importance of maintaining a good working relationship with USACE.

## **CONSENT AGENDA**

8. Approval of Minutes
  - a) Special Public Session of May 9, 2018
  - b) Regular Public Session of May 22, 2018
9. Approval of Month-to-Month Lease for 345 Lake Avenue, Suite F & G (Tenant: Clean Oceans International)
10. Approval of Month-to-Month Lease for 333 Lake Avenue, Suite D & G (Tenant: Adventure Sports Journal)

Discussion: Commissioner Goddard stated that he will abstain from voting on item 8(b), as he did not attend the regular public session of May 22, 2018.

MOTION: Motion made by Vice-Chairman Reed, seconded by Commissioner Geisreiter to approve the consent agenda.  
- *Motion carried unanimously. Commissioner Goddard ABSTAINED from item 8(b).*

## **REGULAR AGENDA**

11. Presentation of Final Design Plans for Aldo's Seawall

Discussion: Port Director Olin introduced Dale Hendsbee of Mesiti-Miller Engineering, who presented final design plans for Aldo's Seawall Replacement Project.



Additionally, Port Director Olin introduced Erin McGinty of EcoSystems West, who is responsible for overseeing the project's permit process.

Mr. Hendsbee stated that there are no significant changes to the project design plans since his last update at the regular public session of March 27, 2018. He anticipates that a Request for Proposals (RFP) for the project will be advertised in Fall 2018, with construction anticipated to commence sometime in the June to November 2019 permitted work window.

Port Director Olin stated that pile driving associated with the project is permitted from June 15, to November 30 of each year, which gives the Port District sufficient time to advertise and receive qualified bids for the project later this year. Mr. Hendsbee stated that it is anticipated crews will begin mobilizing equipment in Spring 2019, in preparation for the pile driving work permitted to start as early as June 2019.

Mr. Hendsbee fielded a variety of questions from the Commission regarding project design, methodology, and schedule. He highlighted the following:

- Crews plan to drive approximately ninety new piles;
- Piles are bigger, heavier, and coated with an epoxy base to increase longevity and prevent corrosion (in splash zone);
- Crews plan to drive piles utilizing a pre-drill and vibration method to eliminate driving with a dynamic hammer as much as possible.

In response to a question posed by Commissioner Goddard, Mr. Hendsbee stated that he is currently working to define Port District boundary lines in the project area.

Mr. Hendsbee stated that Mesiti-Miller Engineering is working with the local firm, EcoSystems West, to obtain project permits, and confirmed that the permit process is underway.

Ms. McGinty of EcoSystems West gave a presentation on the permit process, and highlighted the following:

- Project construction cannot begin until all permits are obtained;
- Permitting process generally takes four to six months;
- Regulatory agencies include the U.S. Army Corps of Engineers (USACE), California Regional Water Quality Control Board (CRWQCB), United States Fish & Wildlife Service (USFWS), National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), and California Department of Fish and Wildlife (CDFW);
- An Incidental Harassment Authorization (IHA) is required, due to the potential for pile driving work to cause underwater noise disturbances in the surrounding area.

A discussion ensued regarding the permit process, specifically the IHA and possible monitoring requirements.

Vice-Chairman Reed asked if monitoring is likely to be required outside of the harbor channel, in surrounding waters. Ms. McGinty stated that she will suggest one monitor on-site in her application, but it is possible that regulators may require more.

In response to a question posed by Commissioner Gertler, Ms. McGinty stated that the Marine Mammal Protection Act requires that an incidental take authorization be obtained for the unintentional "take" of marine mammals related to certain activities, including construction. She stated that the IHA will designate a certain number of "take," or marine mammals exposed to noise harassment resulting from the proposed pile driving work. Port Director Olin added that regulators consider pre-existing ambient noise in the harbor, which Ms. McGinty has determined to be 145 decibels, in noise harassment estimations.

In response to a question posed by Chairman Goddard, Ms. McGinty stated that she has not yet submitted an application to the Coastal Commission for a Coastal Development Permit (CDP), but noted that this project may qualify for a CDP waiver as it is restoring coastal access that was lost.

The Commission thanked Mr. Hendsbee and Ms. McGinty for their contributions.

In response to a question posed by Commissioner Geisreiter, Mauro Oliveri, proprietor of Aldo's Restaurant, stated that he has begun working on preliminary designs for the new restaurant, which will require separate building permits. The Commission thanked Mr. Oliveri for his continued support throughout this process.

12. Public Hearing to Approve Resolution 18-06, Amending the Port District Ordinance to Include Section 316 – *Vessel Insurance*

Discussion: Port Director Olin explained that a public hearing is needed to amend the Port District Ordinance to include Section 316 – *Vessel Insurance*.

Port Director Olin opened the hearing for public comments, and read the proposed ordinance aloud. She stated that the ordinance has been publicly advertised on three separate occasions in accordance with the Harbors and Navigation Code Section 6309.2.

Port Director Olin stated that the ordinance will be effective August 1, 2018, if approved. She stated that staff will begin outreach to slip renters and inform them that there will be a transition period. She stated that staff will provide an interim compliance report to the Commission in Fall 2019.

Commissioner Geisreiter stated that he is supportive of approving Resolution 18-06, and thanked the Policy-Operations Committee and staff for their time and hard work throughout the development of a vessel insurance policy. He also thanked stakeholders for their input.

No further comments were received, and Port Director Olin closed the public hearing.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Goddard to approve Resolution 18-06, adopting Santa Cruz Port District Ordinance 316.  
- *Motion carried unanimously.*

13. Approval of Resolution 18-07, Authorizing a Temporary Construction Easement with Pacific Gas & Electric Company

Discussion: Port Director Olin stated that the Commission approved three easement agreements with Pacific Gas and Electric (PG&E), for a gas transmission pipeline replacement project at the regular public session of May 22, 2018. She stated that authorization of a temporary construction easement (TCE) for installation of a new pipeline on the harbor's west side is needed, and she recommended approval.

Port Director Olin stated that it is anticipated that construction will begin in July 2018, and will take approximately two months. She stated that the contract with PG&E has an expiration date of December 31, 2019, in the event the project is delayed or postponed.

Port Director Olin stated that the District will receive approximately \$18,941.00 from PG&E (compensation for the first month of construction, plus compensation subsequently earned on a daily basis), which is unanticipated revenue in the FY19 budget. She stated that the Commission may wish to consider allocating this unanticipated revenue into a reserve fund or a capital improvement project at a future date.

MOTION: Motion made by Vice-Chairman Reed, seconded by Commissioner Goddard to approve Resolution 18-07, approving the Temporary Construction Easement between the Santa Cruz Port District and Pacific Gas & Electric Company, and authorize the Port Director to execute the TCE agreement.

Discussion: Commissioner Goddard asked for additional information on what measures will be taken to ensure safe vehicle and pedestrian traffic in the construction area on the harbor's west side. Port Director Olin stated that there will be traffic control in the area as well as signage, emphasizing the importance of safety during construction.

MOTION: Motion made by Vice-Chairman Reed, seconded by Commissioner Goddard to approve Resolution 18-07, approving the Temporary Construction Easement between the Santa Cruz Port District and Pacific Gas & Electric Company, and authorize the Port Director to execute the TCE agreement.  
- *Motion carried unanimously.*

14. Authorization to Purchase Card Key System for Harbor Shower Rooms, Restroom Facilities, and Dock Gates (NTE \$144,720)

Discussion: Facilities Maintenance and Engineering Manager (FME) Kerkes stated that a Request for Proposals (RFP) for an electronic card key system for harbor shower rooms, restroom facilities and dock gates, was advertised commencing May 11, 2018. He stated that one bid was received from All Access Data and Security (dba MarinaWare).

FME Kerkes stated that the total proposed contract cost is \$144,719.60 (base bid of \$137,819.60, plus 5% contingency). He stated that the purchase of the system does not include labor for installation (staff anticipates that in-house maintenance crews can complete all installation work within six weeks at an approximate cost of \$45,000).

Administrative Services Manager Mac Laurie stated that staff is familiar with the quality and service provided by All Access Data and Security (AADS), as the proprietor, Erik Ruffison, is the current supplier of the District's marina management software system.

FME Kerkes requested that the Commission authorize the Port Director to execute a contract with All Access Data and Security (dba MarinaWare), to provide access control to harbor shower rooms, restroom facilities, and authorize a budget adjustment for an amount not to exceed \$189,720.

A discussion ensued regarding the proposed electronic access system. Staff fielded a variety of questions from the Commission. Responses are below:

- The project was advertised on an informal basis in accordance with the procedures set forth in the California Public Contract Code, and only one bid was received from All Access Data and Security (dba MarinaWare);
- Existing ALX Technology, (electronic card readers installed on harbor shower room facilities during Phase I), cannot be used with the proposed system, but existing electrical wire and conduits will be utilized;
- Total proposed contract cost is \$144,719.60, which includes the cost of the key fobs (staff has requested 1,200 key fobs);
- Proposed card readers are battery operated, with a minimum life of one year (staff will perform routine service checks on the card readers to ensure operability);

- Proposed system is not recommended for WiFi integration, but can be utilized for video capability in the future;
- Staff will be trained to program electronic key fobs, and the system will be integrated with the District's current marina management software (MarinaWare);
- A future committee meeting will be scheduled to discuss the implementation plan for the electronic key access.

Commissioner Goddard asked a number of questions including, what other California harbors utilize this electronic access system; what back-up system exists in the event of a power outage; and if AADS is a sole proprietorship. Administrative Services Manager Mac Laurie stated that AADS is a sole proprietorship that provides services for a variety of clientele, including the U.S. Navy and several other harbors. She stated that additional research is needed to determine if any California harbors currently utilize the proposed system. FME Kerkes explained that there is a back-up keypad system for access in the event of a power failure.

A discussion ensued about the warranty term for the proposed system. Staff did not have the information on the warranty term available at the meeting but will follow up.

Port Director Olin stated that AADS' proposal is valid for ninety days, so the Commission may table this item until the regular public session in July, if the Commission needs more detailed information on items like the warranty term prior to approval.

Chairman Smith stated that he is supportive of the purchase of a card key system for harbor shower rooms, restroom facilities and dock gates. He encouraged staff to begin outreach efforts (website, newsletter, monthly bills, etc.), two to three months before the new system is implemented. Administrative Services Manager Mac Laurie stated that there will be a committee level review of the transition plan, which will then be presented to the full Port Commission for review.

Vice-Chairman Reed stated he is supportive of authorizing the Port Director to execute a contract with AADS at tonight's meeting. Commissioner Geisreiter agreed.

MOTION: Motion made by Vice-Chairman Reed, seconded by Commissioner Gertler to authorize the Port Director to execute a contract with All Access Data and Security (dba MarinaWare) to provide access control to harbor shower rooms, restroom facilities, and dock gates; authorize a budget adjustment for an amount not to exceed \$189,720.

- *Motion carried unanimously.*

15. Review / Consideration of Capital Improvement Project Financing Options

Discussion: Port Director Olin stated that the Commission considered whether to move forward with financing two upcoming Capital Improvement Projects, the Aldo's Seawall Replacement Project and the Pile Repair and Replacement Project, at its regular public meeting of March 27, 2018. She stated that this item was continued to tonight's meeting due to lack of a quorum following a vote on this item at the March meeting.

Port Director Olin stated that preliminary financing proposals were solicited from BBVA Compass Bank, the bank currently servicing the District's long-term debt, and Weist Law, a local firm that served as bond counsel for the 2013 debt refinance proceeding.

Port Director Olin stated that BBVA has updated the previously provided term sheets and amortization schedules to reflect market pricing as of June 15, 2018. The loan proposal remains within BBVA's pre-approved timeline window. Additionally, the Weist Law Firm has provided an analysis of the financing options available to the Port District (Weist previously provided only general rates and terms).

Port Director Olin stated that Cameron Weist of Weist Law Firm is in attendance at tonight's meeting.

Port Director Olin stated that the financing proposals present various rate and term options for consideration by the Commission. A discussion ensued regarding the financing proposals.

Commissioner Goddard stated that he is supportive of utilizing a combination of cash and financing for the two upcoming projects.

Chairman Smith stated that considering partial financing may be beneficial, but expressed concern about financing the entire project amount. Chairman Smith stated that there may be future infrastructure projects that require financing, so he believes the District should keep its loan options open for future use.

Commissioner Geisreiter stated that he is supportive of exploring the financing option with BBVA Compass Bank, because of the attractive interest rate (3.38%) that is being offered. He stated that the Port District should secure a low fixed rate for long-term financing now and use the cash reserves for unanticipated expenditures in the future. Chairman Smith expressed concern about the Port District's historical debt ratio, noting that this is the lowest amount of debt that the District has carried in many years.

Vice-Chairman Reed stated that he is supportive of utilizing a combination of cash and financing for these upcoming projects. Vice-Chairman Reed stated that financing long-term assets ensures that future rate payers participate in



funding the infrastructure projects that directly benefit them. Commissioner Goddard agreed.

A discussion ensued about how much of the project costs should be financed.

Port Director Olin expressed her belief that financing \$3,350,000 may represent only a percentage of total expenditures, as project costs will likely be higher than anticipated. Commissioner Goddard agreed.

Mr. Weist stated that it may be beneficial to the District to maintain cash reserves, as financial rating agencies often look favorably upon an organization's cash reserves, which can raise credit ratings.

Vice-Chairman Reed stated that he does not want to miss the opportunity to take advantage of BBVA's attractive interest rate offer for long-term financing. Commissioner Goddard agreed, and highlighted the following:

- Long-term financing ensures that future rate payers participate in funding for infrastructure projects;
- Long-term financing maintains the Port District's good credit rating by not depleting cash reserves;
- The Port District can shoulder the approximate annual payment of \$300,000.

Commissioner Goddard stated that he is in favor of financing \$3,350,000, emphasizing that actual project costs will most likely be higher than anticipated. Any project costs (outside the estimated 3,350,000), will be funded utilizing the District's cash reserves.

Commissioner Geisreiter stated that he is supportive of financing \$3,350,000, with BBVA, noting that the District's current debt covenants and debt service ratio requirements are filed with BBVA, which makes reporting easier. He stated that if the Commission decides to finance with BBVA, Mr. Weist will continue to serve as the District's bond counsel. Chairman Smith and Commissioner Goddard agreed.

Commissioner Geisreiter suggested staff conduct further research with BBVA as it seems unlikely that there is no pre-payment penalty provision.

There was consensus among the Commission to finance approximately \$3,350,000, with BBVA Compass Bank, to fund the two upcoming projects (Aldo's Seawall Replacement Project and the Pile Repair and Replacement Project).

The Commission appointed Commissioner Geisreiter to assist Port Director Olin throughout negotiations with BBVA.

16. Development of *Pappy* Park

Chairman Smith requested that this item be tabled until next month's regular public session, to provide additional time for the ad hoc committee to meet and further review the direction of the project.

There was consensus among the Commission to discuss this item at next month's regular public session.

17. Approval of Cash / Payroll Disbursements – May 2018

Discussion: Vice-Chairman Reed asked for additional information on Warrant #49781–Automobile Insurance Policy. Port Director Olin stated that additional expense is incurred when a new vehicle is purchased and added to the District's automobile insurance policy.

MOTION: Motion made by Commissioner Goddard, seconded by Vice-Chairman Reed to approve the Cash / Payroll Disbursements for May 2018, in the amount of \$720,114.28.

- *Motion carried unanimously.*

## **INFORMATION**

18. Port Director's Report

### U.S. Army Corps of Engineers (USACE) Meeting

Port Director Olin stated that she and Chairman Smith and Vice-Chairman Reed had the opportunity to meet with representatives from the U.S. Army Corps of Engineers (USACE), at Santa Cruz Harbor on June 20, 2018. She stated that USACE's representatives were familiar with Santa Cruz Harbor and impressed with the District's dredging operation.

### U.S. Army Corps of Engineers Work Plan

Port Director Olin stated that the U.S. Army Corps of Engineers' FY 18 Work Plan was published and will reimburse the Port District approximately \$487,000 for dredging expenses. She stated that the District requested \$449,000, and was awarded an additional \$38,000 for FY 18.

### 2018-19 Tier One Determination Request

Port Director Olin stated that the Port District has submitted a Tier One Determination Request to regulators (in lieu of a Sampling and Analysis Plan), because no additional sediment testing is required in the inner-harbor areas to be dredged in the 2018-2019 season.

### Coastal Development Permit (CDP) Application

Port Director Olin stated that staff has submitted a Coastal Development Permit (CDP) application requesting authorization of annual maintenance dredging operations at Santa Cruz Harbor for the next ten years. She stated that the Coastal Commission will review this item at a public hearing on July 12, 2018, in Scotts Valley.



Pacific Gas & Electric (PG&E) Permanent Easement LD 2311-01-28540

Port Director Olin stated that the Port District has received approximately \$94,271, from PG&E for the new permanent easement LD 2311-01-28540 (approved at the regular public session of May 22, 2018), for a new landside pipeline in the northwest harbor.

Funding for Damage from 2016-17 Storms

Port Director Olin stated that the Port District has received \$47,247 in funding from state and federal agencies for damages related to the 2016-2017 winter storms for two small projects. A third, large project makes approximately 30% of the north harbor dredging effort eligible for disaster assistance.

Santa Cruz County American Red Cross, "Humanitarian Adult Hero"

Port Director Olin stated that the Santa Cruz Chapter of the American Red Cross honored Jessica Berg as "Humanitarian - Adult Hero" at the Heroes Breakfast hosted on June 15, 2018. Jessica was honored for her response which helped to save the lives of two people after their vehicle entered the water from the harbor's launch ramp and became submerged. Jessica was working at the Crow's Nest at the time and witnessed the incident. The Port Commission previously honored Jessica and her coworker Adrian Alt in January 2017, for their heroic actions.

19. Harbormaster's Report

In response to a question posed by Commissioner Goddard, Harbormaster Marshall stated that lifeguard services are provided daily, from approximately 11 AM to 6 PM (weather dependent), at Harbor Beach. She stated that lifeguards are required to check in with Harbor Patrol prior to closing the lifeguard tower.

20. Facilities Maintenance & Engineering Manager's (FME) Report

FME Kerkes stated that crews successfully moved *Twin Lakes* to her off-season mooring in the north harbor. He stated that the move was completed in approximately three hours and went smoothly.

FME Kerkes stated that the Skagit Winch is expected to arrive in approximately two weeks, and snorkel fabrication is scheduled to begin on July 2, 2018.

In response to a question posed by Commissioner Goddard, FME Kerkes explained that the brow piers in the southeast harbor need to be replaced before the new aluminum dock gates can be installed. Chairman Smith thanked crews for their hard work on the dock gate installation.

21. 2017-18 Dredging Season Report

FME Kerkes stated that the District's dredge consultant, Ancil Taylor of Callan Marine, visited the harbor to inspect the density meter on *Twin Lakes*. Dredging Supervisor Sengezer stated that Mr. Taylor identified and repaired an issue on the density meter and also recalibrated the meter during his visit.

Port Director Olin stated that density meter may not be as accurate a method of measuring volume on a square foot basis, so staff is currently looking into using a different methodology for calculating production next season.

Commissioner Goddard commented that it is good that the Port District did not field any odor complaints or other complaints about dredging during the 2017-18 season.

Commissioner Goddard commented that the entrance soundings showed good depths consistently this past season. Dredging Supervisor Sengezer stated that the crew is more familiar with the new dredge *Twin Lakes*.

22. 2017 Use List Review

Chairman Smith stated that a Policy-Operations committee meeting will be scheduled next month to review the District's current vessel use policy and determine if a change is necessary.

23. Review of Delinquent Accounts *(There was no discussion on this agenda item)*

24. Review of Financial Reports *(There was no discussion on this agenda item)*

a) Comparative Seasonal Revenue Graphs

25. Crime / Incident / Citation Report – May 2018. *(There was no discussion on this agenda item)*

26. Written Correspondence *(There was no discussion on this agenda item)*

- a) Letter from M. Kuhn to Santa Cruz Port District
- b) Letter from M. Routh to Santa Cruz Port District
- c) Letter from Port Director Olin to M. Routh

27. Port Commission Review Calendar / Follow-Up Items *(There was no discussion on this agenda item)*

Chairman Smith adjourned the regular public session at 9:24 pm.

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Dennis Smith, Chairman



TO: Port Commission  
FROM: Emma Olin, Administrative Assistant  
DATE: July 17, 2018  
SUBJECT: Approval of Month-to-Month Lease for 333 Lake Avenue, Suite H  
(Tenant: Portside Paddle Company)

**Recommendation:** *Approve the month-to-month lease.*

## BACKGROUND

Burleigh Cooper submitted an application for month-to-month rental of 333 Lake Avenue, Suite H. The prospective tenant operates Portside Paddle Company, which offers stand-up-paddle (SUP) instruction and guided SUP tours in Santa Cruz Harbor and beyond.

Mr. Cooper proposes to use the premises for office space. In addition to office space, a portion of the suite will be used for administration of Mr. Cooper's non-profit ocean conservation organization, Project Green Team. Project Green Team promotes and organizes coastal clean-up events via the use of stand-up paddleboards.

Mr. Cooper previously obtained a permit to operate on-the-water SUP classes, as well as an annual launch pass from the Port District, which is valid through December 31, 2018. Approval of this month-to-month lease for 333 Lake Avenue, Suite H, does not extend any ongoing on-the-water privileges to Portside Paddle's permit to operate or annual launch pass. Mr. Cooper is required to submit a request for waterside special events each year, and he is amenable to this arrangement.

Mr. Cooper is in good standing with the Port District and previously subleased office space from an existing harbor tenant at 365B Lake Avenue, Santa Cruz.

## ANALYSIS

Tenant:	Portside Paddle Company (Burleigh Cooper)
Space:	333 Lake Avenue, Suite H (210 SF)
Term:	Month-to-Month
Rent:	\$667/month (\$3.18/SF) - Adjusted annually by CPI
Security Deposit:	Additional \$667
Use:	Office space
Insurance:	\$1 million with Santa Cruz Port District named as additional insured

ATTACHMENTS: A. Rental Agreement – 333 Lake Avenue, Suite H

**SANTA CRUZ PORT DISTRICT  
RENTAL AGREEMENT**

THIS AGREEMENT is made and entered into as of the Agreement date in Section 1, by and between the SANTA CRUZ PORT DISTRICT COMMISSION, a political subdivision, 135 5th Avenue, Santa Cruz, California, 95062, hereafter referred to as "Landlord," and Tenant indicated in Section 1, hereafter referred to as "Tenant."

RECITALS:

A. Landlord is the owner of that certain real property described in Section 1 and located in the City and County of Santa Cruz, State of California, as more particularly described in Exhibit A attached hereto and incorporated herein by this reference (the "Property").

B. Landlord desires to rent to Tenant and Tenant wishes to rent from Landlord the land and improvements as indicated in Exhibit A and described in Section 1 (the "Premises").

NOW, THEREFORE, in furtherance of the foregoing, and in consideration of the mutual covenants contained herein, Landlord and Tenant hereby agree as follows:

1. Rental of Premises. Landlord hereby rents the Premises to Tenant, and Tenant rents the Premises from Landlord, for the term, at the rental, and upon the other terms and conditions summarized in this Section and more fully described in subsequent sections:

Agreement Date: August 1, 2018 Term: Month-to-Month

Tenant: Portside Paddle Company (Burleigh Cooper)

Property: 333 Lake Avenue, Suite H

Premises: Office Space (Suite H)

	<u>Fixed Minimum</u>	<u>Time Period</u>	<u>Percentage Rent</u>	<u>Based On</u>
Rent: \$	<u>667/month</u>			
\$				
\$				
\$				
\$				

Rent Payable Monthly on 1st starting August 1, 2018

Rent Adjusted Annually on April 1 based on SF Bay Area CPI

Deposit \$ \$667 paid August 1, 2018

Use: Office Space

Tenant Insurance Requirements: Casualty N/A Liability \$1 million

Notice of Rent Adjustment: 30 days Notice of Termination: 30 days

Notice Addresses: Landlord: Santa Cruz Port District Tenant: Burleigh Cooper

Attn: Port Director Portside Paddle Company

135 5th Avenue 333 Lake Avenue, Suite H

Santa Cruz, CA 95062 Santa Cruz, CA 95062

2. Term. The term of this agreement shall be month-to-month, commencing as of the date indicated in Section 1.

3. Notice of Termination. Landlord or Tenant may terminate this agreement with advance written notice to the other party. Such written notice must be given on the first day of the calendar month and shall be in advance of its effective date by the number of days indicated in Section 1.

4. Rent.

(a) Fixed Minimum Rent. As described in Section 1, Tenant shall pay to Landlord a fixed amount of rent ("Fixed Minimum Rent") which shall be subject to periodic adjustment as described in subparagraph 4(b).

(b) Adjustment of Fixed Minimum Rent. Landlord shall notify Tenant if rent is to be adjusted as indicated in Section 1. Any adjustment shall be effective as indicated in Section 1.

(c) Payment of Fixed Minimum Rent. Fixed Minimum Rent shall be payable as indicated in Section 1, in advance, without notice, offset, or abatement. All rent and other sums payable by Tenant hereunder shall be paid to Landlord in currency of the United States of America (or by personal check unless Landlord otherwise notifies Tenant) at Landlord's address set forth in Paragraph 23 hereof, or at such other place as Landlord may from time to time designate in writing.

(d) Deposit. Tenant shall also pay the amount indicated in Section 1, to be held as security deposit.

5. Use.

(a) Permitted Uses. Tenant shall use the Premises solely for the use indicated in Section 1 and for no other uses whatsoever. Tenant acknowledges that Landlord has made no warranties or representations to Tenant regarding the suitability of the Premises for Tenant's intended use, and Tenant waives all claims against Landlord regarding the suitability of the Premises for Tenant's intended uses. Landlord reserves the right to fix and determine rates charged (per Section 72 H&N).

(b) Roof. Tenant shall have no right to use any portion of the roof of the Building for any purpose.

(c) Continuous Use. Tenant shall continuously and uninterruptedly during the Agreement term, occupy and use the Premises for the purposes permitted under this Agreement.

(d) Hazardous Materials. No goods, merchandise, or materials shall be kept, stored, or sold in such a manner as to create any unusual hazard on the Premises; and no offensive or dangerous trade, business, or occupation shall be conducted thereon, and nothing shall be done on the Premises which will cause an increase in the rate of or cause a suspension or cancellation of the insurance upon the Premises or upon adjacent properties or improvements thereon.

No machinery or apparatus shall be used or operated on the Premises which will in any way injure the Premises, or adjacent properties or improvements thereon.

Tenant shall indemnify Landlord from any damages suffered by Landlord, including, without limitation, cleanup costs, as a result of the generation, use, storage, transport or release of hazardous materials by Tenant in, on or about the Premises or the Property. For the purpose of this Agreement, the term "hazardous materials" shall mean (A) those substances listed in Title 22 section 66680 of the California Administrative Code, (B) substances within the criteria set forth in Title 22 sections 66693 through 66723 of the California Administrative Code, (C) substances which, at any time during the term hereof, are added to the list described in paragraph (A) above or which are within any future criteria described in subparagraph (B) above, (D) petroleum and all byproducts and distillates thereof, and (E) asbestos. Prior to bringing or allowing any hazardous materials to be brought onto the Premise or Property, Tenant shall notify Landlord as to the identity of said materials and the safeguards to be used in connection therewith. Landlord shall be entitled, in its sole discretion, to refuse to allow hazardous materials to be brought onto the Premises or Property. Landlord's consent to the introduction of any hazardous material onto the Property (i) shall not release Tenant from its duty to indemnify Landlord for any damages resulting from such materials, (ii) shall not be deemed to waive Landlord's right to disapprove of any subsequent introductions of hazardous materials onto the Property whether of the same or of a different nature than the material to which Landlord consented, and (iii) may be revoked at any time, in Landlord's sole discretion, whereupon Tenant shall remove such materials from the Property within five (5) days of receipt of Landlord's demand for removal. In all events, if any hazardous materials become located upon the Property for any reason other than as consented to by Landlord in accordance with the foregoing procedure, Tenant shall immediately notify Landlord as to the same.

(e) Effect on Navigable Waters. Under federal law, no construction, installation, dredging, filling, or other activity which would have an effect on navigation may be conducted in or adjoining navigable waters without a permit therefore first being issued by the Secretary of the Army. The Port Director determines whether any proposed facility of Tenant may be construed to have an effect on navigation. In the event the Port Director so determines, Tenant shall prepare at its expense a permit application for submittal by Landlord in Landlord's name to the Corps of Engineers, United States Army. The permit application shall be prepared in strict conformity with regulations published by the United States Army.

(f) Non-permitted Uses. Tenant shall not permit the Premises to be used for any purpose not described in Paragraph 5(a) or for any unlawful purpose; and Tenant shall not perform, permit, or suffer any act of omission or commission upon or about the Premises which would result in a nuisance or a violation of the laws and ordinances of the United States, State of California, or City of Santa Cruz, as the same may be now or hereafter in force and effect. Without limiting the generality of the foregoing, Tenant specifically agrees not to cause or permit generation of unreasonable levels of noise from other sources which might disturb liveaboard slip licensees or residential neighbors of the Port District from 9:00 pm until 6:00 am each day during the lease term. Tenant further specifically agrees to prevent emission from the Premises into the air of any smoke or other noxious substances, or any odors reasonably deemed offensive to personnel of Landlord, liveaboard slip licensees or residential neighbors of the Port District.

(g) Compliance with Laws. Tenant shall abide by all applicable rules, codes, regulations, resolutions, ordinances and statutes of Landlord, the City of Santa Cruz, County of Santa Cruz, California Coastal Commission, State of California, or other governmental body where applicable, respecting the use, operation, maintenance, repair or improvement of the Premises and equipment therein, and shall pay for any and all licenses or permits required in connection with the use, operation, maintenance, repair, or improvement of the Premises.



6. Ownership of Improvements. All structures, buildings, improvements, additions, and fixtures now existing or hereafter constructed, erected, or installed in or upon the Premises, and all alterations and additions thereto, shall be deemed a part of the Premises and title thereto shall be deemed vested in and remain in Landlord during the agreement term, and upon expiration or sooner termination of the agreement term shall remain upon and be surrendered with the Premises as part thereof.

7. Construction of Improvements.

(a) No Landlord Improvements. Landlord shall not be obligated to install or construct any improvements, additions, or alterations (collectively called "improvements") on the Premises during the agreement term.

(b) Tenant Improvements. Tenant may, at Tenant's expense, construct certain new additions and improvements to the Premises required in connection with the conduct of Tenant's business; provided, (a) that Tenant shall obtain, at Tenant's expense, all necessary plans and specifications for the construction of said additions and improvements, (2) that Tenant's plans and specifications shall be subject to review and prior written approval by Landlord, and (3) that Tenant shall be responsible for obtaining, at Tenant's expense, all necessary governmental permits and approvals for construction of any new additions or improvements to the Premises.

(c) Liens. Tenant shall keep the Premises free from any liens arising out of any work performed, materials furnished, or obligations incurred by Tenant. Tenant shall indemnify and hold Landlord harmless against liability, loss, damage, cost, and all other expenses (including but without limitation, attorneys' fees) arising out of claims of lien for work performed or materials or supplies furnished at the request of Tenant or persons claiming under Tenant.

8. Taxes and Assessments.

(a) Payable by Tenant. Tenant shall pay directly to the taxing authority during each year or partial year during the term hereof, all real and personal property taxes, general and special assessments, use and possessory taxes, environmental protection charges, and other charges of every kind or description whatsoever, foreseen or unforeseen, levied on or assessed against the Premises, improvements or personal property therein, the leasehold estate or any personal property therein, the leasehold estate or any subleasehold estate permitted by Landlord. Tenant shall pay each installment of such taxes and assessments prior to the date such installment becomes delinquent. The taxes and assessments to be paid by Tenant hereunder shall be prorated at the end of the agreement term, in order that Tenant will pay only the proportionate part of said taxes and assessments attributable to the period of the agreement term, based on the ratio of the unit's square feet to the building's total square feet.

(b) Substitute Taxes. If at any time during the agreement, under the laws of the United States of America, the State of California, or any political subdivision thereof in which the Premises are located, a tax on rent or other charge by whatever name called, is levied, assessed, or imposed against Landlord, or against the rent payable hereunder to Landlord, as a substitute in whole or in part for any of the taxes described in Paragraph 8(a), Tenant, to the extent such substitute tax or other charge relieves Tenant from the payment of taxes provided for herein, shall pay such tax or other charge in the manner provided in this Paragraph 8.

9. Insurance.

(a) Casualty Insurance. If indicated in Section 1, Landlord shall, at Tenant's expense, procure and maintain in full force and effect at all times during the term of this agreement, fire and extended coverage insurance satisfactory to Landlord covering the Premises and all improvements therein in an amount not less than ninety percent (90%) of the actual replacement cost thereof. The insurance provided for in this Paragraph 9(a) shall, in Landlord's sole discretion, provide protection against all perils included within the classification of fire, extended coverage, vandalism, malicious mischief, special extended perils (all risk), including earthquake, and loss of rents covering Fixed Minimum Rent for a period of up to twelve (12) months, and shall contain an inflation endorsement. Insurance proceeds thereunder shall be payable to Landlord. Landlord shall have no obligation to insure against loss by Tenant to Tenant's leasehold improvements, fixtures, furniture, or other personal property in or about the Premises occurring from any cause whatsoever and Tenant shall have no interest in the proceeds of any insurance carried by Landlord. Landlord shall be entitled to carry any such insurance in the form of a blanket policy covering property in addition to the Premises. Tenant shall reimburse Landlord upon demand for its share of the cost to Landlord of any insurance policy or policies which Landlord may carry on the Premises in accordance with this paragraph. Such costs shall include both premiums and deductibles. Tenant's share of the cost of such insurance shall be a prorated share based upon the portion of the building square footage contained within the Premises, or if in Landlord's reasonable judgment the foregoing square footage based apportionment does not fairly apportion the insurance costs related to the building, landlord may adjust such insurance costs as appropriate to reflect any disparity in risk level or other factors which may affect the relative cost of insurance between and among all tenants of the building; as to any blanket policy of insurance covering properties other than the building, the portion of insurance costs allocable to the building shall be as equitably determined by Landlord. The premiums for such insurance of Landlord shall be prorated as of the expiration of the agreement term so that Tenant pays only for insurance coverage attributable to the agreement term.

(b) Liability Insurance. Tenant, at Tenant's sole expense, shall provide and keep in force at all times during the term of this agreement for the benefit of Landlord and Tenant general liability insurance policies with an insurance company reasonably satisfactory to Landlord, protecting Landlord and Tenant against any and all liability occasioned by any occurrence in, on, about, or related to the Premises in an amount not less than the amount indicated in Section 1, single combined limit for personal injury and property damage. Tenant shall cause Landlord to be named as an additional insured under such policy.

(c) Workers' Compensation Insurance. Tenant shall procure, at its own expense, and shall keep in force during the agreement term, adequate insurance against liability arising on account of injuries or death to workers or employees on the Premises. Such workers' compensation insurance shall be in amounts at least equal to the maximum liability of Tenant, its agents, and contractors under the Workers' Compensation Insurance and Safety Act of the State of California or other applicable laws.

(d) Other Insurance. Tenant shall procure, at its sole cost and expense, and shall keep in force, such other insurance in amounts from time to time reasonably required by Landlord against other insurable risks if at the time they are commonly insured against for business operations similar to that of Tenant.

(e) Written Notice of Cancellation or Reduction. Each policy of insurance which Tenant is required to procure and maintain in effect shall contain the following clause:



*"It is agreed that this policy shall not be cancelled nor the coverage reduced until thirty (30) days after the Port Director of Santa Cruz Port District shall have received written notice of such cancellation or reduction. The notice shall be sent by certified or registered mail and shall be deemed effective the date delivered to said Port Director, as evidenced by properly validated return receipt."*

(f) Waiver of Subrogation. Tenant and Landlord each hereby waives any and all rights of recovery against the other, and against the officers, employees, agents and representatives of the other, for loss of or damage to such waiving party or its property or the property of others under its control, where such loss or damage is insured against under any insurance policy in force at the time of such loss or damage to the extent of the insurance proceeds actually paid in connection therewith. Tenant and Landlord shall, upon obtaining any of the policies of insurance required or desired hereunder, give notice to the insurance carrier or carriers that the foregoing mutual waiver of rights of recovery is contained in this agreement, and shall each use their best efforts to cause the insurer for each such policy to waive in writing any rights of subrogation it may have against the other party.

(g) Submittal of Policies. Tenant agrees to deposit with Landlord, at or before the times at which the insurance policies necessary to satisfy the insurance provisions of this agreement are required to be in effect, a copy of each such policy or policies required hereunder and to keep such insurance in effect and the policy or policies therefore on deposit with Landlord during the entire term of this agreement.

(h) Review of Coverage. Landlord shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of Landlord, the insurance provisions in this agreement do not provide adequate protection for Landlord and for members of the public using the Premises, Landlord may require Tenant to obtain (or may obtain at Tenant's expense) insurance sufficient in coverage, form and amount to provide adequate protection. Landlord's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

Landlord shall give Tenant written notice of changes in the insurance requirement and Tenant shall deposit copies of acceptable insurance policies with Landlord incorporating such changes within sixty (60) days following receipt of such notice.

The procuring of such required policy or policies of insurance shall not be construed to limit Tenant's liability hereunder nor to fulfill the indemnification provisions and requirements of this agreement. Notwithstanding said policy or policies or insurance, Tenant shall be obligated for the full and total amount of any damage, injury, or loss caused by Tenant's negligence or neglect connected with this agreement or with use or occupancy of the Premises.

(i) Landlord's Remedies. In case of failure on the part of Tenant to procure or to maintain in effect any insurance which Tenant is required to carry as provided in this Paragraph 9, Landlord may at its discretion, and in addition to any other remedies it may have upon failure of Tenant to procure or to maintain in effect any insurance which Tenant is required to carry as provided in this Paragraph 9, procure or renew such insurance and pay any and all premiums therefore and all monies so paid by Landlord shall be repaid by Tenant to Landlord upon demand.

10. Indemnification.

(a) Tenant's Hold Harmless. Tenant hereby indemnifies Landlord against and holds Landlord harmless from any and all claims, damage, cost, liability, or expense, including but not limited to attorneys' fees and costs of suit, resulting from or arising out of Tenant's use of the Premises, Tenant's default in the performance of any obligation of Tenant under this agreement, any act or failure to act of Tenant or any employees, agents, contractors, customers, or other invitees of Tenant occurring in or about the Premises, or construction of any improvements by Tenant in the Premises. Such indemnification specifically includes without limitation any damage to property or injury or death to any person arising from the use of the Premises by Tenant or from the failure of Tenant to keep the Premises in good condition, order and repair. Tenant expressly agrees to exercise due care in the handling of fuel or any other flammable materials in, on, or around the Premises. Tenant shall maintain on the Premises adequate firefighting equipment, which shall remain under the use, control, maintenance, and repair of Tenant.

(b) Tenant's Waiver of Claims. Tenant hereby waives all claims against Landlord for damage to any property, goods, wares, or merchandise of Tenant stored in, upon, or about the Premises, and for injury to persons in, upon, or about the Premises from any cause whatsoever arising at any time, except as may be caused by the active negligence or willful misconduct of Landlord. Landlord shall not be liable to Tenant for any damage caused by any act or negligence of any person, other than Landlord's personnel, in, upon, or about the Premises, whether a customer of Tenant or otherwise. Tenant expressly waives any claims against Landlord for damage to Tenant's business on the Premises or loss of goodwill or any other damage to Tenant arising from complete or partial closure of the Santa Cruz Harbor at any time and from time to time, whether such closure shall result from inclement weather, excess deposits of sand in the harbor, or any other reason whatsoever. Landlord shall have no obligation or responsibility to dredge the entrance channel of the Santa Cruz Harbor.

11. Maintenance and Repairs.

(a) Tenant's Obligations. Subject to Paragraph 15 below relating to damage and destruction, and subject to Landlord's maintenance responsibilities set forth in Paragraph 11(c) below, through the term of this agreement Tenant shall, at Tenant's sole cost and expense, maintain the Premises and every part thereof, and all fixtures, machinery and equipment located in or on the Premises and utilized in the conduct of Tenant's business in first class condition, order and repair, and in accordance with all applicable laws, rules, ordinances, orders and regulations of (1) municipal, county, state, federal, and other governmental agencies and bodies having or claiming jurisdiction of the Premises and all their respective departments, bureaus, and officials; and (2) all insurance companies insuring all or any part of the Premises or improves or both. For purposes of this paragraph, the obligation to repair includes the obligation to replace as and when reasonably necessary. Tenant hereby waives such rights as it may have under California Civil Code Sections 1941 and 1942 and any similar or successor laws that permit a tenant to perform repairs and offset the cost thereof against rent.

(b) Outside Areas. Tenant acknowledges that the cleanliness and neat and attractive appearance of the interior and exterior of the Building and all other areas of the Premises are a material concern of Landlord. Accordingly, Tenant shall continuously exercise diligence throughout the agreement term in keeping the Premises and the Outside Area in a neat, clean, sanitary, and attractive condition. Tenant shall arrange for regular and prompt disposal of garbage generated by Tenant's operations on the Premises, and shall not permit garbage or refuse to accumulate in or around the Premises. Tenant shall not cause or permit offensive odors to emanate from the Premises.

(c) Landlord's Obligations. Notwithstanding anything to the contrary contained in this Paragraph 11, and subject to the provisions of Paragraph 15 below relating to damage and destruction, Landlord shall maintain in good condition, order and repair the parking area upon the Property, the heating, ventilation and air conditioning equipment, if any, servicing the Premises, and the structural portions of the Building, including the roof, walls and foundation of the Building, except to the extent any such maintenance is necessitated by damages due to the negligence or greater culpability of Tenant, its agents, employees or invitees. Landlord shall have no obligation to maintain or repair under this Paragraph 11(c) until a reasonable period of time after receipt by Landlord of notice from Tenant of the need therefore, specifying the nature of the maintenance or repair needed.

12. Utilities. Tenant shall pay promptly as the same become due and payable its pro rata share of all bills and costs for water, gas, electricity, refuse pickup, sewer service charges, and any other utilities or services supplied to the Premises as indicated in Section 1. Tenant shall pay its pro rata share of utilities within five (5) days of receiving notice from Landlord as to the amount thereof. The parties hereby agree that Tenant's pro rata share of said utility costs shall be reasonably calculated by Landlord and conveyed to Tenant. In no event shall Landlord be liable to Tenant for any interruption or failure of any utility services to the Premises.

13. Assignment and Subletting.

(a) Landlord's Consent Required. Tenant shall not assign, sublease, mortgage, pledge, hypothecate, encumber, license, or transfer the Premises or any part thereof, or this agreement or any rights or obligations hereunder, or grant any permit to any person(s) to use the Premises for any purpose not expressly stated within this Lease without Landlord's written consent.

(b) Permitted Assignments, Subleases and Licenses. Tenant shall be entitled to sublease or assign its interest in this Lease provided it first obtains Landlord's written consent in accordance with Section 13(a), which shall not unreasonably be withheld. In this connection, Tenant must demonstrate to Landlord's reasonable satisfaction that the proposed transferee, subtenant or licensee is financially creditworthy, has sufficient business experience, and will operate a business of suitable type and quality that Landlord determines is consistent with the permitted uses under this Lease and with the mix of businesses in the harbor and in a matter that supports the good reputation and image of Port District businesses as determined by Landlord. No assignment, sublease or license respecting all or any portion of the Premises shall operate to release Tenant or any guarantor of its obligations hereunder, from liability for full performance of Tenant's obligations hereunder subsequent to the date of any assignment or sublease.

(1) Sublease Assignments and Subleases. No sublessee, licensee or assignee may sublease or assign any interest in the Lease without first obtaining Landlord's written consent thereto.

(2) Sublease Rents or License Payments. Except for a permitted assignment, sublease or license, if Tenant shall enter into an assignment, sublease or license "Transfer" hereunder,

(i) the Fixed Minimum Rent "Base Rent" specified in Section 5 (a) shall be increased, effective as of the date of such Transfer, to an amount equal to the total of the Base Rent required to be paid by Tenant pursuant to this Lease during the twelve 12 month period immediately preceding such Transfer, and

(ii) Tenant shall pay to Landlord fifty percent (50%) of any "Sublease Rents and License Payments" (as hereinafter defined). In the event of a Transfer, "Sublease Rents and License

Payments” shall mean all rent, additional rent or other consideration payable by such subtenant to Tenant or on behalf of Tenant in connection with the subletting in excess of the rent, additional rent and other sums payable by Tenant under this Lease during the term of the sublease on a per square foot basis if less than all of the Premises is subleased, less the reasonable costs actually incurred by Tenant to secure the sublease. In the event of any Transfer other than a subletting, “Sublease Rents and License Payments” shall mean any consideration paid by the assignee to Tenant in connection with such Transfer which Landlord reasonably determines is allocable to the leasehold value of this Lease, less the reasonable costs actually incurred by Tenant to secure the Transfer. Sublease Rents and License Payments shall be due and payable monthly in advance in accordance with Section 5 (d) of this Lease and shall be subject to delinquent fees in accordance with Section 5 (e). If part of the “Sublease Rents and License Payments” shall be payable by the transferee or subtenant other than in cash, then Landlord’s share of such non-cash consideration shall be in such form as is reasonably satisfactory to Landlord

(c) Incorporation of Terms. Should Landlord consent to any Transfer such consent shall not constitute a waiver of any of the terms, covenants, or conditions of this agreement. Such terms, covenants, or conditions shall apply to each and every transfer hereunder and shall be severally binding upon each and every encumbrancer, assignee, transferee, subtenant, or other successor in interest of tenant. Any document to mortgage, pledge, hypothecate, encumber, transfer, sublet, or assign the Premises or any part thereof shall incorporate directly or by reference all the provisions of this agreement.

14. Damage or Destruction.

(a) Partial Damage-Insured. Subject to the provisions of Paragraphs 15(c) and 15(d), if the Premises or any improvements therein are damaged, such damage involves damage to the building to the extent of less than eighty percent (80%) of the then replacement value thereof (excluding excavations and foundations of the building), such damage was caused by an act or casualty covered under an insurance policy provided for in Paragraph 9, and the proceeds of such insurance received by Landlord are sufficient to repair the damage, Landlord shall at Landlord's expense repair such damage as soon as reasonably possible and this agreement shall continue in full force and effect.

(b) Partial Damage-Uninsured. Subject to the provisions of Paragraphs 15(c) and 15(d), if at any time during the term hereof the Premises or any improvements are damaged, such damage involves damage to the Building to the extent of less than eighty percent (80%) of the then replacement value thereof (excluding excavations and foundations of the building), and the insurance proceeds received by Landlord are not sufficient to repair such damage, or such damage was caused by an act or casualty not covered under an insurance policy, Landlord may at Landlord's option either (a) repair such damage as soon as reasonably possible at Landlord's expense, in which event this continue in full force and effect, or (b) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this agreement as of the date of the occurrence of such damage.

(c) Total Destruction. If at any time during the term hereof either the Premises or the improvements contained therein are damaged from any cause, whether or not covered by the insurance provided for in Paragraph 9, and such damage involves damage to the Building to the extent of eighty percent (80%) or more of the replacement value thereof (excluding excavations and foundations of the Building), including any total destruction required by any authorized public authority, this Lease shall at the option of Landlord terminate as of the date of such total destruction. Landlord shall exercise its right to terminate this agreement by delivery of notice to Tenant within thirty (30) days



after the date that Tenant notifies Landlord of the occurrence of such damage. In the event Landlord does not elect to terminate this agreement, Landlord shall at Landlord's expense repair such damage as soon as reasonably possible, and this Lease shall continue in full force and effect.

(d) Damage Near End of Term. If the Premises or the improvements therein are destroyed or damaged in whole or part during the last six (6) months of the term of this agreement, Landlord may at Landlord's option cancel and terminate this agreement as of the date of occurrence of such damage by giving written notice to Tenant of Landlord's election to do so within thirty (30) days after the date of occurrence of such damage.

(e) Abatement of Rent. Notwithstanding anything to the contrary contained elsewhere in this Lease, if the Premises are partially damaged and Landlord repairs or restores them pursuant to the provisions of this agreement Paragraph 14, the Fixed Minimum Rent payable hereunder for the period commencing on the occurrence of such damage and ending upon completion of such repair or restoration shall be abated in proportion to the degree to which Tenant's use of the Premises is impaired during the period of repair; provided that, nothing herein shall be construed to preclude Landlord from being entitled to collect the full amount of any rental loss insurance proceeds if such rental loss insurance is then carried with respect to the Premises. Except for abatement of rent, if any, Tenant shall have no claim against Landlord for any damage suffered by reason of any such damage, destruction, repair or restoration.

(f) Waiver. Tenant waives the provisions of California Civil Code Sections 1932(2) and 1933(4), and any similar or successor statutes relating to termination of agreement when the agreement term is substantially or entirely destroyed, and agrees that such event shall be governed by the terms of this agreement.

(g) Tenant's Property. Landlord's obligation to rebuild or restore shall not include restoration of Tenant's equipment, merchandise, or any improvements, alterations or additions made by Tenant to the Premises.

(h) Notice of Damage. Tenant shall notify Landlord within five (5) days after the occurrence thereof of any damage to all or any portion of the Premises. In no event shall Landlord have any obligation to repair or restore the Premises pursuant to this Paragraph 14 until a reasonable period of time after Landlord's receipt of notice from Tenant of the nature and scope of any damage to the Premises, and a reasonable period of time to collect insurance proceeds arising from such damage (unless such damage is clearly not covered by insurance then in effect covering the Premises).

(i) Replacement Cost. The determination in good faith by Landlord of the estimated cost of repair of any damage, or of the replacement cost, shall be conclusive for purposes of this Paragraph 14.

15. Eminent Domain.

(a) Termination. In the event the whole or any part of the Premises is condemned in the lawful exercise of the power of eminent domain by any public entity, then this agreement shall terminate as to the part condemned on the date possession of that part is taken.

(b) Partial Taking Renders Economically Unfeasible. If only a part of the Premises is condemned, but such taking makes it economically unfeasible for Tenant to use the remainder of the Premises for the purposes contemplated by this agreement, then Tenant may, at its option, terminate

this agreement as of the date possession of the condemned part is taken by giving written notice to Landlord of its intention within thirty (30) days following the date said possession is taken.

(c) Partial Taking with Business Continued. If only part of the Premises is condemned and this agreement terminated as set forth above, then this Lease shall, as to the condemned portion of the Premises, terminate as of the date possession of such portion is taken. The Fixed Minimum Rent shall thereupon be reduced in the same proportion that the area of the Premises taken bears to the initial total area of the Premises. Fixed Minimum Rent, as so reduced, shall continue to be subject to adjustment in accordance with Paragraph 4 hereof.

(d) Repairs. Tenant shall, at its sole cost and expense and in a prompt and expeditious manner, make all necessary repairs or alterations to the remainder of the Premises so as to make them reasonably suitable for Tenant's continued occupancy for those uses and purposes contemplated by this agreement.

(e) Compensation. All compensation awarded or paid upon the total or partial taking of the fee title to the Premises or part of the Premises, or for the taking of all or any portion of the Premises, shall belong to Landlord. The Building and other improvements made by Landlord on the Premises at Landlord's expense shall belong to Landlord. Landlord shall not be entitled to any compensation paid to Tenant for costs incurred by Tenant in removing its furniture, equipment, and trade fixtures from the condemned Premises.

16. Tenant Default. Tenant shall be deemed in default under this agreement upon occurrence of any of the following:

(a) Tenant Default

(1) Tenant fails to pay a monetary sum when due under this Lease (provided that Tenant shall not be deemed in default if Tenant pays such sum within ten (10) days after notice from Landlord that such sum is overdue; and provided further that, Tenant shall not be entitled to any such ten (10) day grace period or notice and shall be deemed in default immediately upon failure to so pay when due if Landlord has already delivered two notices of overdue payments within the immediately preceding twelve (12) month period;

(2) Tenant fails to perform any of its other obligations under this agreement provided that, if such failure is of the nature that it may be cured, Tenant shall not be deemed in default if Tenant cures such failure within twenty (20) days after notice from Landlord of such failure;

(3) Tenant's interest in the Premises or the Lease, or any part thereof, is assigned or transferred, either voluntarily or by operation of law (except as expressly permitted by other provisions of this agreement), including, without limitation, the filing of an action by or against Tenant, or by any member of Tenant if Tenant is a partnership or joint venture, under any insolvency or bankruptcy laws, or if Tenant makes a general assignment for the benefit of its creditors, or;

(4) Tenant vacates, abandons, or surrenders the Premises during the agreement term. In the event of a default by Tenant under this agreement, Landlord may pursue such remedies as it may have for such default under law or in equity, including but not limited to the remedies set forth below.

(b) Repossession. Landlord may repossess the Premises and remove all persons and property therefrom. If Landlord repossesses the Premises because of a breach of this Lease, this agreement shall terminate and Landlord may recover from Tenant:

(1) the worth at the time of award of the unpaid rent which had been earned at the time of termination including interest at ten percent (10%) per annum;

(2) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that Tenant proves could have been reasonably avoided including interest at ten percent (10%) per annum;

(3) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss for the same period that Tenant proves could be reasonably avoided, computed by discounting such amount by the discount rate of the Federal Reserve Bank of San Francisco at the time of award plus one percent (1%); and

(4) any other amount necessary to compensate Landlord for all the detriment proximately caused by Tenant's failure to perform its obligations under this agreement or which in the ordinary course of things would be likely to result therefrom.

(c) No Repossession. If Landlord does not repossess the Premises, then this agreement shall continue in effect for so long as Landlord does not terminate Tenant's right to possession and Landlord may enforce all of its rights and remedies under this agreement, including the right to recover the rent and other sums due from Tenant hereunder. For the purposes of this Paragraph 16, the following do not constitute a termination of Tenant's right to possession:

(1) Acts of maintenance or preservation by Landlord or efforts by landlord to relet the Premises; or

(2) The appointment of a receiver by landlord to protect Landlord's interest under this agreement.

17. Attorneys' Fees. If any action at law or in equity shall be brought to recover any rent under this Lease, or for or on account of any breach of or to enforce or interpret any of the terms, covenants, agreements, or conditions of this agreement or for the recovery of the possession of the Premises, the prevailing party shall be entitled to recover from the other party, as a part of the prevailing party's costs, reasonable attorneys' fees, the amount of which shall be fixed by the court and shall be made a part of any judgment rendered. "Prevailing party" within the meaning of this paragraph shall include, without limitation, a party who brings an action against the other party after the other party's breach or default, if such action is settled or dismissed upon the payment by the other party of the sums allegedly due or performance of the covenants allegedly breached or the plaintiff obtains substantially the relief sought by it in the action.

18. Removal of Property. Tenant hereby irrevocably appoints Landlord as agent and attorney in fact of Tenant to enter upon the Premises in the event of a default by Tenant in the payment of any rent herein reserved, or in the performance of any term, covenant, or condition herein contained to be kept or performed by Tenant, and to remove any and all furniture and personal property whatsoever situated upon the Premises, and to place such property in storage for the account of and at

the expense of Tenant. In the event that Tenant shall not pay the cost of storing any such property after the property has been stored for a period of ninety (90) days or more, Landlord may sell any or all of such property, at public or private sale, in such manner and at such times and places as Landlord in its sole discretion may deem proper, without notice to Tenant or any demand upon Tenant for the payment of any part of such charge or the removal of any such property and shall apply the proceeds of such sale first to the costs and expenses of such sale, including reasonable attorneys' fees actually incurred; second, to the payment of the costs of any other sums of money which may then or thereafter be due to Landlord from Tenant under any of the terms hereof; and fourth, the balance, if any, to Tenant.

19. Subordination.

(a) Subordination of Lease. This agreement at Landlord's option, shall be subordinate to any mortgage, deed of trust, or any other hypothecation for security now or hereafter placed upon all or any portion of the Premises and to any and all advances made on the security thereof and to all renewals, modifications, consolidations, replacements and extensions thereof. Notwithstanding such subordination, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant shall pay the rent and observe and perform all of the provisions of this agreement unless this agreement is otherwise terminated pursuant to its terms. If any mortgagee or trustee shall elect to have this agreement prior to the lien of its mortgage or deed of trust, and shall give written notice thereof to Tenant, this agreement shall be deemed prior to such mortgage or deed of trust, whether this agreement is dated prior or subsequent to the date of said mortgage or deed of trust or the date of recording thereof.

(b) Execution of Documents. Tenant agrees to execute any documents required to effectuate such subordination or to make this agreement prior to the lien of any mortgage or deed of trust, as the case may be, and failing to do so within ten (10) days after written demand, does hereby make, constitute and irrevocably appoint Landlord as Tenant's attorney in fact and in Tenant's name, place and stead, to do so.

20. Landlord's Right to Reenter.

(a) Peaceable Surrender. Tenant agrees to yield and peaceably deliver possession of the Premises to Landlord on the date of termination of this agreement regardless of the reason for such termination. Upon giving written notice of termination to Tenant, Landlord shall have the right to reenter and take possession of the Premises on the date such termination becomes effective without further notice of any kind and without institution of summary or regular legal proceedings. Termination of the agreement and reentry of any Premises by Landlord shall in no way alter or diminish any obligation of Tenant under the Lease terms and shall not constitute an acceptance or surrender.

(b) Waiver of Redemption and Stipulated Damages. Tenant waives any and all right of redemption under any existing or future law or statute in the event of eviction from or dispossession of the Premises for any reason or in the event Landlord reenters and takes possession of the Premises in a lawful manner.

21. Notices. All notices, statements, demands, requests, approvals or consents given hereunder by either party to the other party shall be in writing and shall be sufficiently given and served upon the other party if served personally or if sent by first class mail of the United States Postal Service, certified, return receipt requested, postage prepaid, and addressed to the parties as indicated in Section 1, or to such other address as any party may have furnished to the others as a place for the



service of notice. Notices sent by mail shall be deemed served on the date actually received, as indicated on the return receipt.

23. No Commission. Landlord and Tenant each agree that Landlord and Tenant, respectively, have not had any dealings with any realtor, broker, or agent in connection with the execution of this agreement. Tenant shall pay the commission or compensation payable to any agent or broker employed by Tenant in connection with the execution of this agreement.

24. Waiver. The waiver by Landlord or Tenant of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or any subsequent breach of the same or any other term, covenant, or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant, or condition of this agreement, other than the failure of Tenant to pay the particular rent so accepted, regardless of Landlord's knowledge of such preceding breach at the time of acceptance of such rent. Landlord's acceptance of partial payments of rent or any other sum due hereunder shall not be deemed a waiver of its right to recover the full amount of such payment and shall not be deemed an accord and satisfaction whether or not the amount due is disputed by the parties.

25. Holding Over. Any holding over after the expiration of the term with the consent of Landlord shall be construed to be a tenancy from month to month on the same terms and conditions specified herein so far as applicable.

26. Parking. Tenant acknowledges that all parking areas and all other common areas within the Santa Cruz Small Craft Harbor shall remain under the operation and control of Landlord. The manner in which such areas and facilities are operated and maintained shall be at the sole discretion of Landlord, and the use of such areas and facilities shall be subject to such rules and regulations as Landlord shall make from time to time. Landlord shall have the right to regulate access and parking and to install parking meters in such parking areas.

27. Non-Discrimination. Tenant agrees in the conduct of Tenant's business not to discriminate against any person or class of persons by reason of sex, race, creed, national origin, age, or physical condition. Tenant shall make its accommodations and services available to all persons on equal and reasonable terms.

28. Entry by Landlord. Landlord and its agents shall be entitled to enter into and upon the Premises at all reasonable times, upon reasonable notice (except in the case of an emergency, in which event no notice shall be required), for purposes of inspecting or making repairs, alterations or additions to all or any portion thereof, or any other part of the Building, including the erection and maintenance of such scaffolding, canopies, fences and props as may be required, or for the purpose of posting notices of non-responsibility for alterations, additions, or repairs, and during the one hundred eighty (180) day period prior to the expiration of this agreement to place upon the Premises any usual or ordinary "for rent" signs and exhibit the Premises to prospective tenants at reasonable hours, all without any abatement of rent and without liability to Tenant for any injury or inconvenience to or interference with Tenant's business, quiet enjoyment of the Premises, or any other loss occasioned thereby.

29. General.

(a) Entire Agreement. This agreement contains all of the terms, covenants, and conditions agreed to by Landlord and Tenant and it may not be modified orally or in any manner other than by an agreement in writing signed by all of the parties to this agreement or their respective successors in interest.

(b) Covenants and Conditions. Each term and each provision of this agreement performable by Tenant shall be construed to be both a covenant and a condition, all of which conditions shall be for the sole benefit of Landlord.

(c) Binding on Successors. The covenants and conditions hereof, subject to the provisions as to subletting and assignment, shall apply to and bind the heirs, successors, executors, administrators, sublessees, and assigns to the parties.

(d) Joint and Several Liability. All persons who have signed this agreement shall be jointly and severally liable hereunder.

(e) Gender. When the context of this agreement requires, the masculine gender includes the feminine, a corporation, or a partnership, and the singular number includes the plural.

(f) Captions. The captions of the numbered and lettered paragraphs of this agreement are for convenience only and are not a part of this agreement and do not in any way limit or amplify the terms and provisions of this agreement.

(g) Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of California.

(h) Time of Essence. Time is of the essence as to all of the provisions of this agreement.

(i) Partial Invalidity. If any term, covenant, condition, or provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

(j) Relationship. Tenant shall not be an agent of Landlord for any purpose, and nothing in this agreement shall be deemed to create a partnership relationship between Tenant and Landlord.

(k) No Recordation. Tenant shall not record either this Agreement or a short form memorandum of this agreement.

(l) Calendar Days. All references herein to "days" shall mean calendar days unless otherwise stated.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

ATTEST:

\_\_\_\_\_  
Marian Olin  
Port Director

05/29/18  
"masters/lease.doc"

"LANDLORD"

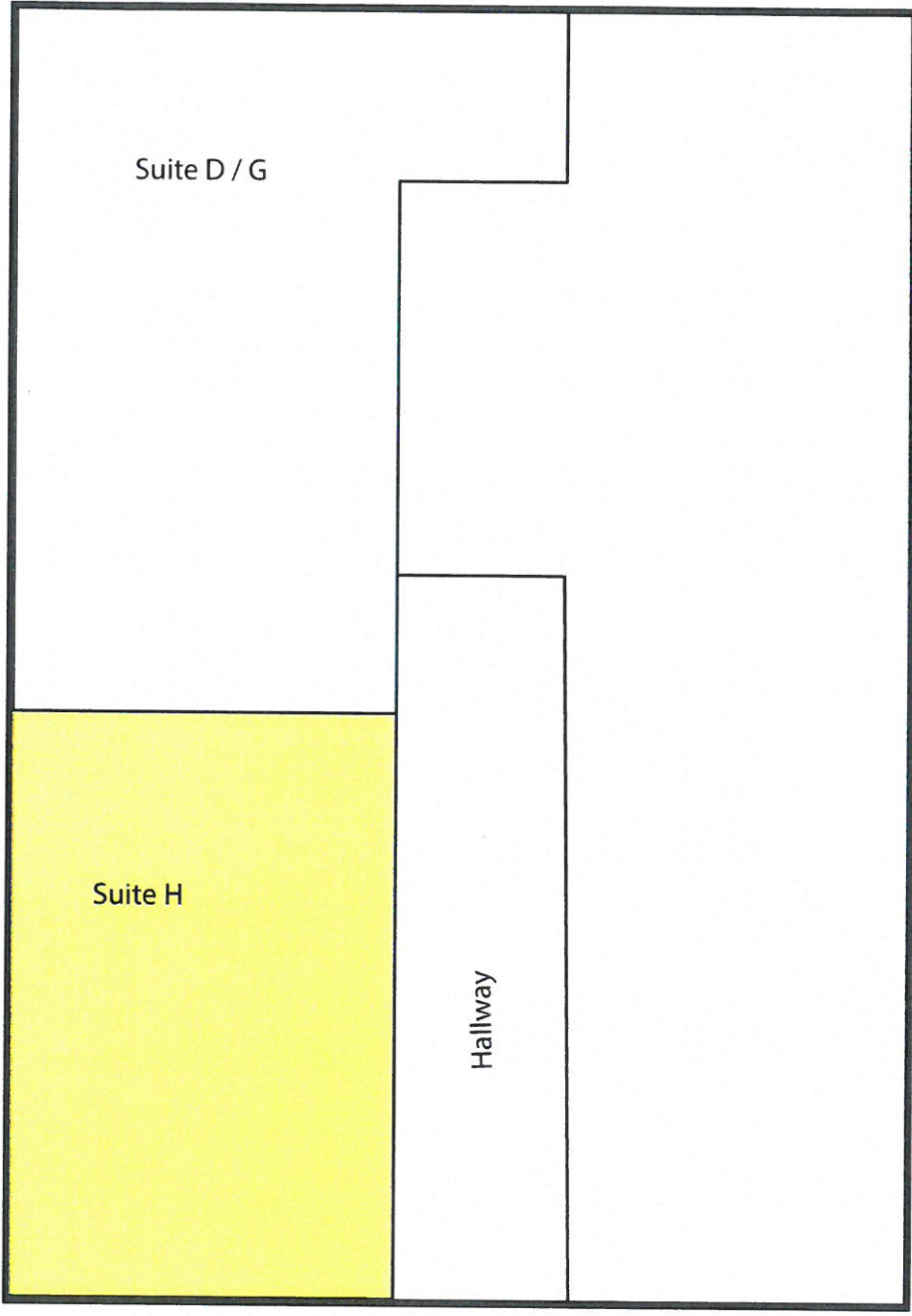
SANTA CRUZ PORT DISTRICT  
COMMISSION,  
a political subdivision

By \_\_\_\_\_

"TENANT"

By *B. Lopez* 7-20-18

Lake Avenue



Suite D / G

Suite H

Hallway

# 333 Lake Avenue

Upstairs

NOT TO SCALE



TO: Port Commission  
FROM: Holland Mac Laurie, Administrative Services Manager  
DATE: July 17, 2018  
SUBJECT: Approval of Adventure Sports Journal's Sublease Agreement – 333 Lake Avenue, Suite D/G (Tenant: S. Marschall)

**Recommendation:** *Approve sublease agreement.*

### **BACKGROUND**

Sarah Marschall of Sarah Marschall Strategy is requesting to sublease office space at 333 Lake Avenue, Suite D/G commencing August 1, 2018. Although Suite D/G is equipped with a partition door, the subleased area will include shared use of the space. Shared use of the space is proposed due to the suite's small size and reasonable expectation that desk and storage space will be intermixed.

### **ANALYSIS**

The sublease agreement provided by the tenant (Attachment A) is basic, but outlines all pertinent terms, while recognizing that terms of the master lease remain in full effect. The terms of the sublease agreement are below:

**Tenant:** Sarah Marschall  
**Term:** August 1, 2018 – February 28, 2018  
**Rent:** \$539.32 / month (\$2.35/SF)  
**Area:** Shared Use of Suite D/G (229.5 SF)  
**Use:** Office Space  
**Insurance:** \$1 million, with Santa Cruz Port District named as additional insured

### **IMPACT ON PORT DISTRICT RESOURCES**

Based on provisions of the master lease, "additional rent" is not due to the District in connection with subletting in excess of the rent on a per square foot basis. There is no impact on Port District resources associated with the sublease.

ATTACHMENTS: A – Sublease Agreement  
B – Letter from S. Marschall

**Adventure Sports Journal & Sarah Marschall Strategy**

**SUBLEASE AGREEMENT**

This sublease agreement, entered into this, the 13 day of July, 2018 is made between Cathy Claesson, Adventure Sports Journal (Lessee) and Sarah Marschall, Sarah Marschall Strategy (Sublessee) beginning on the 1 day of August, 2018 for the office space located at 333 Lake Ave., Units D & G City of Santa Cruz, County of Santa Cruz, California (State).

**TERMS**

1. Sublessee shall share office space and rent equally with Lessee and pay monthly installments of \$ 539.32 due on the 1<sup>st</sup> of each Calendar month due to the Lessee.
2. Sublease is for six months and then will go month-to-month.
3. Notice of termination is 30 Days.
4. Sublessee agrees to all of the terms and conditions of the original lease, excluding the conditions of rent and security deposit(s) provided therein.
6. By signing below, the Lessee and Sublessee consent to this sublease agreement.

Lessee:

Cathy Claesson

Date: July 13, 2018

Sublessee:

[Signature]

Date: July 13 18



July 8, 2018

Dear Members Santa Cruz Port District Commission,

Thank you for the opportunity to be considered as a sublessee of ASJ (Adventure Sports Journal). The purpose of this letter is to share information about my business.

Over the past two decades, I have I worked extensively with governmental agencies, community-based organizations, and other entities with the mission of helping people. While this company, Sarah Marschall Strategy, is new -- I am continuing work that has focused on strengthening organizations.

The mission of Sarah Marschall Strategy is to help organizations realize impact for a better world. Three strategies are central to SMS: translating data into knowledge, harnessing the strengths and assets of the community and, facilitated processes that catalyze results.

The majority of my work has been in service to groups and organizations working in the field of health and human services, with recreation an essential thread within these projects. I have also worked with organizations focusing on environmental issues. Stewardship and care for the environment are critical to me. My educational background is in environmental science, and I hold master's degree in environmental science and health from the University of Nevada, Reno.

Below are some examples of current projects that I am currently working on. Each is with a not-for-profit or governmental agency:

- Engaged to organize and facilitate planning for Pajaro Valley's first collective impact conference focused on healthy communities.
- Providing support to an emerging food, farming, and health council in the Pajaro Valley, that includes the interests of healthy fisheries and watersheds.
- Working as a data partner for Feeding America's Collaborating for Client's Project, a pilot collective impact project funded by the Laura and John Arnold Foundation (2015 to present, Project Support). This project is aimed at building cross-sector supports that reduce hunger in communities.
- Assessing Nevada's needs and gaps related to substance misuse and developing a report that will help to guide funding priorities.
- Evaluating a family engagement project to improve educational outcomes.

I also take community service and volunteerism to heart, and support organizations in the area! I was honored to be recognized in the fall with the Helping Hands Award provided by Second Harvest of Santa Cruz County.

On a personal note, I feel at home in the harbor. I grew up sailing on Wednesday nights with my dad at Lake Tahoe! My graduate work included research cruises to the Southern Ocean. I would be grateful for the opportunity to work in this environment alongside other people that share a love for the water.

Please don't hesitate to contact me if you have any questions.

Thanks again for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Marschall", written in a cursive style.

Sarah Marschall

[sarahmarschallstrategy@gmail.com](mailto:sarahmarschallstrategy@gmail.com) // 775.741.5384





TO: Port Commission  
FROM: Marian Olin, Port Director  
DATE: July 18, 2018  
SUBJECT: Approval of Employment Reclassification for Accounting Technician and Senior Deputy Harbormaster to Accounting Technician II and Assistant Harbormaster

- Recommendation:**
- 1) **Approve reclassification of one full time equivalent (FTE) Accounting Technician position to Accounting Technician II, with revised job duties, and create two accounting position levels, Accounting Technician I and II.**
  - 2) **Approve reclassification of one full time equivalent (FTE) Senior Deputy Harbormaster to Assistant Harbormaster, with revised job duties, and eliminate one Senior Deputy Harbormaster position.**

## BACKGROUND

### ***Accounting Technician***

The Accounting Technician position is currently responsible for performing a range of accounting functions, including payroll, accounts receivable monitoring, accounts payable, general ledger accounting and financial reporting. The current salary for this position is established at Grade 20.

The proposed change involves recognizing higher level accounting responsibilities and duties of the Accounting Technician, and revises the job description to create two position levels – Accounting Technician I and II to provide future flexibility to meet needs.

### ***Assistant Harbormaster***

The District currently employs two Senior Deputy Harbormasters who are responsible for a range of operational duties including supervision of law enforcement, safety, security, parking, traffic, and marina management. The current salary for this position is established at Grade 22.

The Assistant Harbormaster position was eliminated from the organizational chart with the FY15 budget. The Assistant Harbormaster position was responsible for higher level operational duties that include assisting the Harbormaster with the management and coordination of harbor operations. Staff believes that the duties of current staff are at the level of the Assistant Harbormaster position, and that re-instituting the position will strengthen the Operations Department support structure now, and will benefit the Port District into the future.

## ANALYSIS

The salary for the Accounting Technician II position is proposed to be Grade 22.



The salary for the Assistant Harbormaster is proposed to be Grade 24, which is the same salary grade previously established for this position.

The proposed amendments to the Salary Ranges Per Job Class 2018-20 are appended as Attachment C. The Harbor Employees Association (HEA) Step and Grade Pay Plans for 2018-20 are appended as Attachment D.

Both reclassification proposals were presented to the Harbor Employees Association and supported by a majority of members.

**IMPACT TO PORT DISTRICT RESOURCES**

The benefited cost increase over the life of the labor contract between the HEA and Port District is calculated below:

	2018	2019	2020
SALARIES	\$ 2,975	\$ 15,084	\$ 15,300
OVERHEAD	\$ 1,626	\$ 8,242	\$ 8,360
	\$ 4,601	\$ 23,326	\$ 23,660
<b>3-YR TOTAL (MAX):</b>			<b>\$ 51,586</b>

- ATTACHMENTS:
- A – Proposed Job Description – Accounting Technician II
  - B – Job Description – Assistant Harbormaster
  - C – HEA Salary Ranges Per Job Class 2018-20 (Proposed)
  - D – HEA Grade and Step Pay Plan 2018-20
  - E – Organizational Chart (Current and Proposed)

## JOB DESCRIPTION

### Accounting Technician II

Date Prepared: March 2018

**DRAFT**

**SUMMARY:** Under general supervision, performs a range of technical accounting functions for the Santa Cruz Port District (District), including document review, payroll, accounts receivable monitoring, accounts payable and financial reporting; performs work in compliance with state and federal standards, regulations and District policies and procedures.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Using knowledge of public sector accounting procedures, performs technical accounting functions, including document review, payroll, accounts payable, financial analysis, and preparation of financial reports of varying complexity.
- Processes all new employee information to set-up and maintain payroll and time and attendance accounts; records and processes benefit information.
- Prepares payrolls, reconciles employee time cards and maintains all payroll related employee information; prepares employee deductions for remittance.
- Maintains workers' compensation insurance records, assists with payroll audits, and prepares OSHA forms and report. Receives and forwards invoices to appropriate departments for review and payment authorization; records invoices and customer refunds and processes payments; maintains records of transactions.
- Reviews and classifies accounting information, and enters data into secure database system; performs duties within scope of authority and training, and in compliance with District policies and quality standards.
- Prepares journal entries, reconciles accounts, prepares financial reports on revenues, expenditures, enterprise programs and fund balances, and assists auditors and accountants in the preparation of a variety of reports.
- Analyzes and investigates variances in financial reports.
- Internal auditing of District enterprise programs including the boatyard and fuel service operation.
- Discusses and resolves billing and other issues with vendors, customers and other agencies.
- Monitors leasehold utility usage and records data in accounts receivable system.
- Maintains and organizes financial data and reports for the purposes of grant reimbursement and associated auditing.
- Maintains confidentiality of personnel records including HIPAA.
- Identifies management information needs and assists in designing new systems. Confers with and advises department managers on fiscal policies and issues.
- Assists with other District administrative functions as needed.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Accounting, Business or Public Administration; AND two years' experience in public sector accounting; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- District organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles (GAAP) for Public Sector financial management.
- Federal and state regulations, and District policies governing finance, accounting, and payroll.
- Specialized District and state agency accounting and payroll software applications.

### **Skill in:**

- Working independently to perform a wide variety of accounting functions.
- Meeting deadlines and strict time frames for processing payroll, technical documents, and reports.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Entering data into a computer system with skill and accuracy, and maintaining electronic records and files.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.

## JOB DESCRIPTION

### Assistant Harbormaster

Date Prepared: November 2014

**SUMMARY:** Under limited supervision, assists the Harbormaster with management of law enforcement, safety, security, parking, traffic, marina management and other functions of the District; assures effective enforcement of state and federal regulations, and District policies and procedures.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Harbormaster to manage and coordinate harbor operations and supervise Operations Department staff.
- Oversees harbor operations, and assures the safety of people and the integrity of property in the harbor area by enforcing California Harbors and Navigation Code, penal code, vehicle code, health and safety code, welfare and institutions code, and Santa Cruz city and county and District ordinances.
- Trains staff on work methods, procedures, and techniques; manages maintenance and servicing of District vehicles, boats, equipment, and tools.
- Participates in management of Santa Cruz Harbor Boatyard operations and oversees boatyard personnel.
- Monitors, reviews, and manages client lists and waiting lists, and assists with customer services.
- Develops and implements customer service protocols and procedures.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Patrols harbor and adjacent District facilities on foot or in a harbor vehicle or vessel to detect or prevent crime; monitors police and fire radio frequencies and responds to calls for service as necessary. Provides a variety of customer services, including greeting public and explaining policies, procedures, harbor services and fees to customers; sells parking and berth permits to customers.
- Monitors customer parking, launch ramp, and berthing to ensure orderly use of facilities; contacts customers and/or Maintenance personnel to notify them of discrepancies and assist with correcting deficiencies; inventories vehicles and vessels to ensure appropriate fees are collected and rents are current.
- Enforces California Harbors and Navigation Code, penal code, vehicle code, health and safety code, welfare and institutions code, Santa Cruz city and county ordinances, and District ordinances and rules; issues citations as needed to assure the safety of people and the integrity of property in the harbor.
- Enforces traffic laws; investigates traffic accidents; administers first aid and controls crowds.
- Responds to reported crimes, incidents and threats to public safety; apprehends suspects and makes arrests; transports to detention facilities; attends court hearings and provides testimony; coordinates activities within harbor with outside law enforcement agencies.
- Conducts initial and follow-up investigations of crimes; collects and preserves physical evidence; photographs crime scenes; questions suspects, witnesses, and victims; prepares crime reports, incident reports, traffic collision reports, citations, property reports and special reports as assigned.
- Performs marine rescue services in cooperation with US Coast Guard, State Parks Lifeguards and other outside agencies.
- Supports the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.

- Prepares, reviews and approves reports and correspondence in accordance with District standards.
- Ensures communication throughout chain of command.
- Ensures training requirements of subordinate staff are met.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training and Experience Guidelines:**

Associate's Degree in Business or Public Administration; AND four years of experience managing marina operations; OR an equivalent combination of education, training, and experience.

#### **Knowledge of:**

- District organization, operations, policies, and procedures.
- State and federal regulations and District policies governing harbor and marine operations.

#### **Skill in:**

- Managing the operations of the harbor and facilities, and a variety of boats and equipment.
- Interpreting and explaining federal, state and local rules and regulations, including District policies and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Learning modern police procedures and techniques.
- Understanding, interpreting and applying State and local laws and regulations, department policies and procedures, and other technical literature pertaining to law enforcement.
- Reacting quickly and calmly in emergency or hazardous situations and adopting an effective course of action.
- Pursuing, subduing and controlling and/or physically restraining a suspect.
- Observing and remembering facts and details of incidents.
- Learning to operate firearms safely and skillfully.
- Obtaining information through interview, interrogation and observation.
- Writing clear, accurate and grammatically correct reports.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Learning standard broadcasting procedures of a police radio system.
- Understanding the operations of the harbor and facilities, and using a variety of boats, vehicles and equipment.
- Interpreting and explaining federal, state and local rules and regulations, and District policies and procedures.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.
- Evaluating the work of subordinate staff.

#### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. State of California POST PC 832 course-training certificate must be obtained within six months of date of appointment. Completion of first aid, CPR and Basic Boating (40 hour DBW course) training required within 12 months of date of appointment.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures; must maintain a level of physical fitness to meet Department standards. Must be able to swim and self-rescue.



**Santa Cruz Port District  
Salary Ranges Per Job Class  
January 1, 2018 through December 31, 2018**

Position	2018		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	24	\$5,135	\$6,882
Supervising Harbor Maintenance Worker	22	\$4,658	\$6,242
Boatyard Supervisor	22	\$4,658	\$6,242
Senior Deputy Harbormaster	22	\$4,658	\$6,242
Accounting Technician II	22	\$4,658	\$6,242
Accounting Technician I	20	\$4,225	\$5,662
Administrative Assistant I	20	\$4,225	\$5,662
Deputy Harbormaster	20	\$4,225	\$5,662
Harbor Maintenance Worker III	20	\$4,225	\$5,662
Customer Service Representative	19	\$4,024	\$5,392
Facilities Coordinator	19	\$4,024	\$5,392
Parking Coordinator - Provisional	19	\$4,024	\$5,392
Harbor Maintenance Worker II	18	\$3,832	\$5,135
Boatyard Crew	17	\$3,650	\$4,891
Harbor Maintenance Worker I	16	\$3,475	\$4,658

**Santa Cruz Port District**  
**Salary Ranges Per Job Class**  
**January 1, 2019 through December 31, 2019**

Position	2019		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	24	\$5,290	\$7,089
Supervising Harbor Maintenance Worker	22	\$4,798	\$6,430
Boatyard Supervisor	22	\$4,798	\$6,430
Senior Deputy Harbormaster	22	\$4,798	\$6,430
Accounting Technician II	22	\$4,798	\$6,430
Accounting Technician I	20	\$4,352	\$5,832
Administrative Assistant I	20	\$4,352	\$5,832
Deputy Harbormaster	20	\$4,352	\$5,832
Harbor Maintenance Worker III	20	\$4,352	\$5,832
Customer Service Representative	19	\$4,145	\$5,554
Facilities Coordinator	19	\$4,145	\$5,554
Parking Coordinator - Provisional	19	\$4,145	\$5,554
Harbor Maintenance Worker II	18	\$3,947	\$5,290
Boatyard Crew	17	\$3,760	\$5,038
Harbor Maintenance Worker I	16	\$3,579	\$4,798

**Santa Cruz Port District  
Salary Ranges Per Job Class  
January 1, 2020 through December 31, 2020**

Position	2020		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	24	\$5,369	\$7,195
Supervising Harbor Maintenance Worker	22	\$4,870	\$6,526
Boatyard Supervisor	22	\$4,870	\$6,526
Senior Deputy Harbormaster	22	\$4,870	\$6,526
Accounting Technician II	22	\$4,870	\$6,526
Accounting Technician I	20	\$4,417	\$5,920
Administrative Assistant I	20	\$4,417	\$5,920
Deputy Harbormaster	20	\$4,417	\$5,920
Harbor Maintenance Worker III	20	\$4,417	\$5,920
Customer Service Representative	19	\$4,207	\$5,638
Facilities Coordinator	19	\$4,207	\$5,638
Parking Coordinator - Provisional	19	\$4,207	\$5,638
Harbor Maintenance Worker II	18	\$4,006	\$5,369
Boatyard Crew	17	\$3,816	\$5,114
Harbor Maintenance Worker I	16	\$3,633	\$4,870

**Santa Cruz Port District**  
**HEA Proposed Grade and Step Pay Plan**  
**Monthly**  
**(January 1, 2018 - December 31, 2018)**

<u>Step</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<u>Grade</u>							
*14	\$3,152	\$3,309	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225
15	\$3,309	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436
16	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658
17	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891
18	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135
19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
21	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945
22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
23	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554
24	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	\$6,882
25	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	\$6,882	\$7,226
26	\$5,662	\$5,945	\$6,242	\$6,554	\$6,882	\$7,226	\$7,587
27	\$5,945	\$6,242	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967
28	\$6,242	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365
29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
30	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783	\$9,222
31	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783	\$9,222	\$9,683
32	\$7,587	\$7,967	\$8,365	\$8,783	\$9,222	\$9,683	\$10,168
33	\$7,967	\$8,365	\$8,783	\$9,222	\$9,683	\$10,168	\$10,676
34	\$8,365	\$8,783	\$9,222	\$9,683	\$10,168	\$10,676	\$11,210
35	\$8,783	\$9,222	\$9,683	\$10,168	\$10,676	\$11,210	\$11,770

Grade Width	Step Increment	Grade Separation
34.01%	5.00%	5.00%

\*Steps 1-13 not shown.

**Santa Cruz Port District**  
**HEA Proposed Grade and Step Pay Plan**  
**Monthly**  
**(January 1, 2019 - December 31, 2019)**

<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>Grade</u>							
*14	\$3,247	\$3,408	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352
15	\$3,408	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570
16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798
17	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038
18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290
19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554
20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832
21	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124
22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
23	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751
24	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089
25	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089	\$7,443
26	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089	\$7,443	\$7,815
27	\$6,124	\$6,430	\$6,751	\$7,089	\$7,443	\$7,815	\$8,206
28	\$6,430	\$6,751	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617
29	\$6,751	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048
30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501
31	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	\$9,976
32	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	\$9,976	\$10,474
33	\$8,206	\$8,617	\$9,048	\$9,501	\$9,976	\$10,474	\$10,998
34	\$8,617	\$9,048	\$9,501	\$9,976	\$10,474	\$10,998	\$11,548
35	\$9,048	\$9,501	\$9,976	\$10,474	\$10,998	\$11,548	\$12,125

Grade Width	Step Increment	Grade Separation
34.01%	5.00%	5.00%

\*Steps 1-13 not shown.



**Santa Cruz Port District**  
**HEA Proposed Grade and Step Pay Plan**  
**Monthly**  
**(January 1, 2020 - December 31, 2020)**

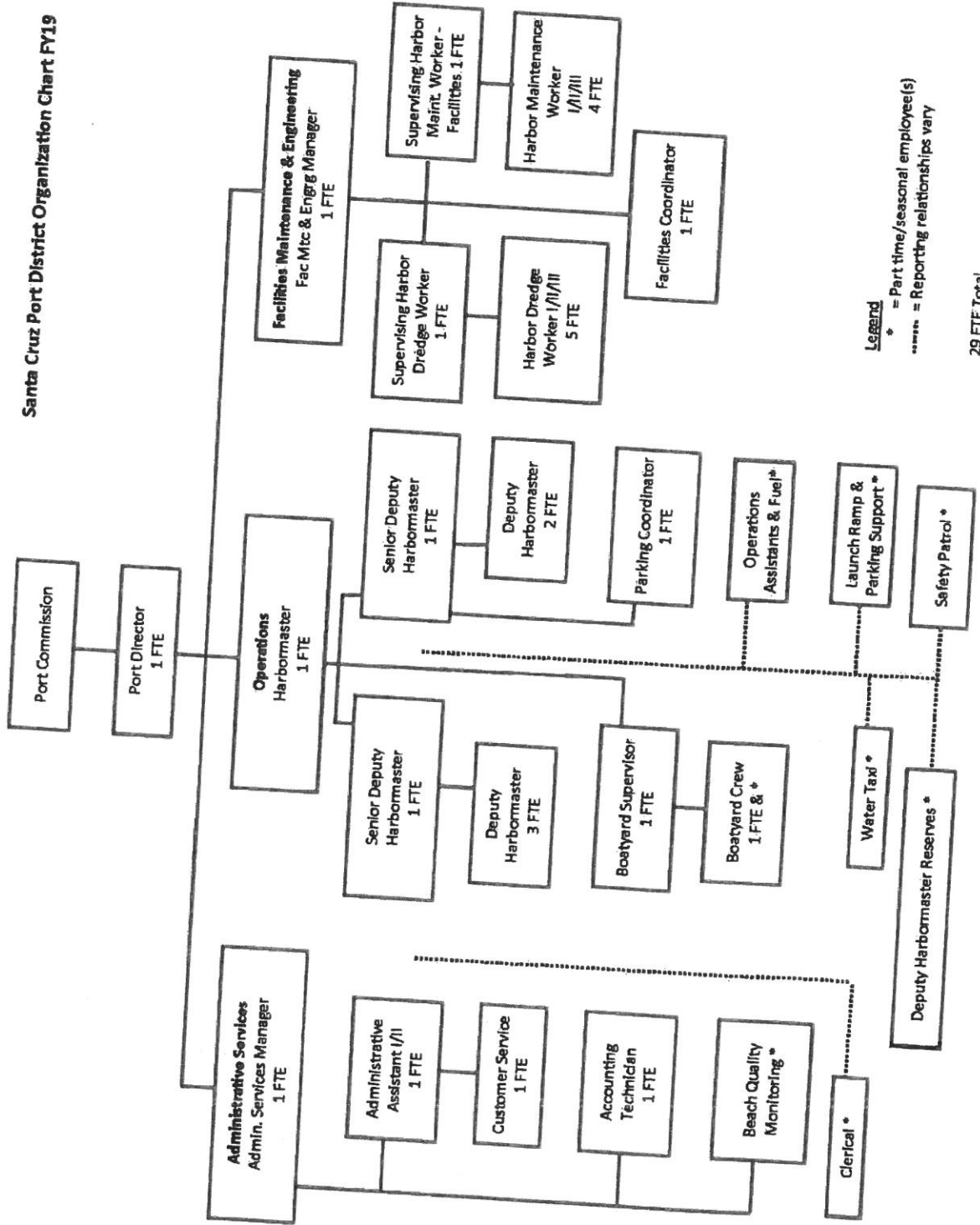
<u>Step</u>	1	2	3	4	5	6	7
<u>Grade</u>							
*14	\$3,296	\$3,459	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417
15	\$3,459	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639
16	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870
17	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114
18	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369
19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638
20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920
21	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217
22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526
23	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	\$6,853
24	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	\$6,853	\$7,195
25	\$5,638	\$5,920	\$6,217	\$6,526	\$6,853	\$7,195	\$7,555
26	\$5,920	\$6,217	\$6,526	\$6,853	\$7,195	\$7,555	\$7,933
27	\$6,217	\$6,526	\$6,853	\$7,195	\$7,555	\$7,933	\$8,330
28	\$6,526	\$6,853	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747
29	\$6,853	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184
30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644
31	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644	\$10,126
32	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644	\$10,126	\$10,632
33	\$8,330	\$8,747	\$9,184	\$9,644	\$10,126	\$10,632	\$11,164
34	\$8,747	\$9,184	\$9,644	\$10,126	\$10,632	\$11,164	\$11,722
35	\$9,184	\$9,644	\$10,126	\$10,632	\$11,164	\$11,722	\$12,308

Grade Width	Step Increment	Grade Separation
34.01%	5.00%	5.00%

\*Steps 1-13 not shown.

**PERSONNEL PROFILE**

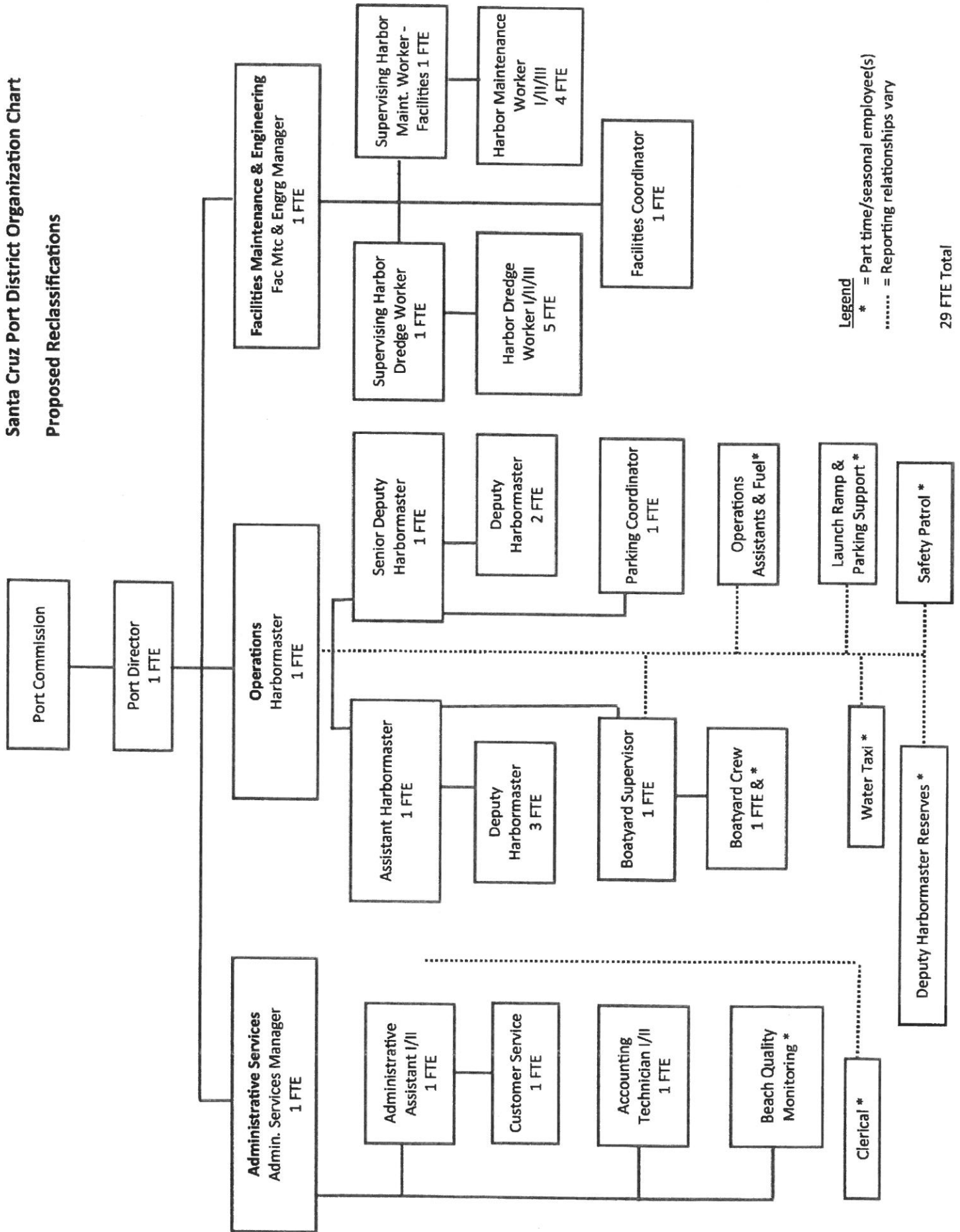
**Santa Cruz Port District Organization Chart FY19**



**Legend**  
 \* = Part-time/seasonal employee(s)  
 -.-.- = Reporting relationships vary

29 FTE Total

**Santa Cruz Port District Organization Chart  
Proposed Reclassifications**



**Legend**  
\* = Part time/seasonal employee(s)  
..... = Reporting relationships vary

29 FTE Total

Santa Cruz Port District  
135 5th Avenue  
Santa Cruz, CA 95062  
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www.santacruzharbor.org



PORT COMMISSIONERS:  
Toby Goddard  
Dennis Smith  
Reed Geisreiter  
Stephen Reed  
Darren Gertler

TO: Port Commission  
FROM: Marian Olin, Port Director  
DATE: July 18, 2018  
SUBJECT: Approve Resolution 18-08 – Adopting Amendments to the Salary Schedule

**Recommendation:** *Approve Resolution 18-08, adopting amendments to the Santa Cruz Port District's salary schedule.*

## BACKGROUND

Government Code Section 20636(b)(1) requires a publicly available pay schedule for public agencies. This section was further clarified by California Code of Regulations (CCR) Section 570.5 which requires that pay schedules approved and adopted by the agency's governing body meet a number of specific requirements, i.e., a publicly available document that includes position titles, pay rates, time base, etc.

## ANALYSIS

The 2018 salary schedule for unrepresented employees has been amended to remove the provisional Parking Coordinator position. The Parking Coordinator position was converted to a full-time equivalent (FTE) with the FY19 budget, effective April 1, 2018, and is now reflected on the represented salary schedule. The amendment does not change the pay rate's salary range.

Additionally, the represented salary schedule has been amended to include a new Assistant Harbormaster position paid on a salary grade 24 basis and a new Accounting Technician II position paid on a salary grade 22 basis. The existing Accounting Technician position's title will change to Accounting Technician I. Reclassification for both positions is pending approval by the Commission. The reclassification item will be considered during the regular public session prior to this agenda item. If approved, staff recommends adoption of the amended salary schedule.

Resolution 18-08 is included as Attachment A, and Exhibit 1 to the resolution contains the actual salary schedule. The salary schedule consolidates all current classifications and contract employees, including those represented by the various bargaining units and currently adopted Memoranda of Understanding (MOU) for represented employees and those for unrepresented employees.

## IMPACT TO PORT DISTRICT RESOURCES

There is no impact associated with approving the resolution.

ATTACHMENT – A. Resolution 18-08, including Exhibit 1



Santa Cruz Port District  
**Resolution 18-08**  
July 24, 2018

ON THE MOTION OF \_\_\_\_\_

DULY SECONDED BY \_\_\_\_\_

A resolution of the Santa Cruz Port District Commission adopting amendments to the salary schedule.

**WHEREAS**, pursuant to California Government Code 20636(b)(1), the Port Commission shall periodically adopt a pay schedule for all Port District employees; and

**WHEREAS**, the Government Code of Regulations (CCR) Section 570.5 further clarifies that the pay schedule be approved and adopted by the governing body; and

**WHEREAS**, the pay schedule consolidates all of the currently approved salaries from the various Memoranda of Understanding for contract, represented and unrepresented employees; and

**WHEREAS**, the amendment updates the unrepresented salary schedule to reflect that the Parking Coordinator position is no longer an unrepresented position; and

**WHEREAS**, the amendment updates the represented salary schedule to add a new Assistant Harbormaster position paid on a salary grade 24 basis, and changes the title of the Accounting Technician position to Accounting Technician I, adds a new Accounting Technician II position paid on a salary grade 22 basis, and retroactive to April 1, 2018, adds a Parking Coordinator position paid on a salary grade 19 basis.

**NOW THEREFORE, BE IT RESOLVED**, that the Santa Cruz Port District Commission does hereby adopt the amended salary schedule (Exhibit 1) reflecting the salary pay rates to add a new Assistant Harbormaster position paid on a salary grade 24 basis, and changes the title of the Accounting Technician position to Accounting Technician I, adds a new Accounting Technician II position paid on a salary grade 22 basis, and retroactive to April 1, 2018, adds a Parking Coordinator position paid on a salary grade 19 basis.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 24<sup>th</sup> day of July, 2018, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Dennis Smith, Chairman



**Santa Cruz Port District**  
**2018 Unrepresented Positions Hourly and Salary Pay Rates (Part-time / Temporary / Seasonal / Provisional)**  
 Effective January 1, 2018\*\*\*

Job Classification*	Hourly Rate Semi-Monthly Payroll		Monthly Salary Semi-Monthly Payroll		Salary Grade(s)
	SCPD Minimum	SCPD Maximum	SCPD Minimum	SCPD Maximum	
Boatyard Worker**	\$11.00	\$17.50			
Dredge Monitor / Dredge Services I	\$11.00	\$16.00			
Dredge Monitor / Dredge Services II	\$13.00	\$18.00			
Front Desk Customer Service / Office Assistant	\$11.00	\$25.88			
Janitorial	\$11.00	\$15.00			
Harbor Maintenance Worker I - Provisional	\$20.05	\$26.87	\$3,475	\$4,658	16
Harbor Maintenance Worker II / III - Provisional	\$22.11	\$32.67	\$3,832	\$5,662	18-20
Marina Management Specialist**	\$30.00	\$40.00			
Operations Assistant	\$11.00	\$18.00			
Reserve Deputy Harbormaster / Operations Officer**	\$23.66	\$31.71			
Parking Control / Water Taxi Crew	\$11.00	\$15.00			
Water Taxi Operator**	\$12.00	\$18.00			

\*Employees working out of classification shall be paid their normal hourly pay rate, unless a differential hourly pay rate has been established.

\*\*Positions designated as eligible to be filled by retired annuitants for limited duration in accordance with PERL Sections 7522.56-57.

\*\*\* Revised July 24, 2018

Santa Cruz Port District  
MONTHLY SALARY RANGES BY POSITION  
2018

Santa Cruz Port District Full Time Equivalent Employees -- All Positions										
Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*						
				1	2	3	4	5	6	7
8/1/2018	Accounting Technician I	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
8/1/2018	Accounting Technician II	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Administrative Assistant I	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/16/2018	Administrative Services Manager	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
8/1/2018	Assistant Harbormaster	HEA	24	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	\$6,882
1/1/2018	Boatyard Supervisor	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Boatyard Crew	HEA	17	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891
1/1/2018	Customer Service Representative	HEA	19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
1/1/2018	Deputy Harbormaster	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/1/2018	Facilities Coordinator	HEA	19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
1/16/2018	Facilities Maintenance and Eng Manager	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
1/1/2018	Harbor Maintenance Worker I	HEA	16	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658
1/1/2018	Harbor Dredge Worker I	OE3	16	\$3,475	\$3,650	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658
1/1/2018	Harbor Maintenance Worker II	HEA	18	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135
1/1/2018	Harbor Dredge Worker II	OE3	18	\$3,832	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135
1/1/2018	Harbor Maintenance Worker III	HEA	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/1/2018	Harbor Dredge Worker III	OE3	20	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662
1/16/2018	Harbormaster	HMG	29	\$6,554	\$6,882	\$7,226	\$7,587	\$7,967	\$8,365	\$8,783
4/1/2018	Parking Coordinator	HEA	19	\$4,024	\$4,225	\$4,436	\$4,658	\$4,891	\$5,135	\$5,392
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$12,229
1/1/2018	Senior Deputy Harbormaster	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Supervising Harbor Maintenance Worker	HEA	22	\$4,658	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242
1/1/2018	Supervising Harbor Dredge Worker	OE3	23	\$4,891	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554

\*Ranges shown are paid semi-monthly

**Bargaining Groups:**

- HMG = Harbor Management Group
- HEA = Harbor Employees Association
- OE3 = Operating Engineers Local No. 3

Santa Cruz Port District  
MONTHLY SALARY RANGES BY POSITION  
2019

Santa Cruz Port District Full Time Equivalent Employees -- All Positions												
Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*								
				1	2	3	4	5	6	7		
1/1/2019	Accounting Technician I	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
1/1/2019	Accounting Technician II	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089
1/1/2019	Administrative Assistant I	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
1/1/2019	Administrative Services Manager	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	\$9,988	\$10,488
1/1/2019	Assistant Harbormaster	HEA	24	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089	\$7,443	\$7,815
1/1/2019	Boatyard Supervisor	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089
1/1/2019	Boatyard Crew	HEA	17	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554
1/1/2019	Customer Service Representative	HEA	19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124
1/1/2019	Deputy Harbormaster	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
1/1/2019	Facilities Coordinator	HEA	19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124
1/1/2019	Facilities Maintenance and Eng Manager	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	\$9,988	\$10,488
1/1/2019	Harbor Maintenance Worker I	HEA	16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290
1/1/2019	Harbor Dredge Worker I	OE3	16	\$3,579	\$3,760	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290
1/1/2019	Harbor Maintenance Worker II	HEA	18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832
1/1/2019	Harbor Dredge Worker II	OE3	18	\$3,947	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832
1/1/2019	Harbor Maintenance Worker III	HEA	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
1/1/2019	Harbor Dredge Worker III	OE3	20	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430
1/1/2019	Harbormaster	HMG	30	\$7,089	\$7,443	\$7,815	\$8,206	\$8,617	\$9,048	\$9,501	\$9,988	\$10,488
1/1/2019	Parking Coordinator	HEA	19	\$4,145	\$4,352	\$4,570	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	NA	NA	\$12,229
1/1/2019	Senior Deputy Harbormaster	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089
1/1/2019	Supervising Harbor Maintenance Worker	HEA	22	\$4,798	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089
1/1/2019	Supervising Harbor Dredge Worker	OE3	23	\$5,038	\$5,290	\$5,554	\$5,832	\$6,124	\$6,430	\$6,751	\$7,089	\$7,443

\*Ranges shown are paid semi-monthly

**Bargaining Groups:**

- HMG = Harbor Management Group
- HEA = Harbor Employees Association
- OE3 = Operating Engineers Local No. 3



Santa Cruz Port District  
MONTHLY SALARY RANGES BY POSITION  
2020

Santa Cruz Port District Full Time Equivalent Employees -- All Positions											
Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*							
				1	2	3	4	5	6	7	
1/1/2020	Accounting Technician I	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	
1/1/2020	Accounting Technician II	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	
1/1/2020	Administrative Assistant I	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	
1/1/2020	Administrative Services Manager	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644	
1/1/2020	Assistant Harbormaster	HEA	24	\$5,369	\$5,638	\$5,920	\$6,218	\$6,526	\$6,852	\$7,195	
1/1/2020	Boatyard Supervisor	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	
1/1/2020	Boatyard Crew	HEA	17	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	
1/1/2020	Customer Service Representative	HEA	19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	
1/1/2020	Deputy Harbormaster	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	
1/1/2020	Facilities Coordinator	HEA	19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	
1/1/2020	Facilities Maintenance and Eng Manager	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644	
1/1/2020	Harbor Maintenance Worker I	HEA	16	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	
1/2/2020	Harbor Dredge Worker I	OE3	16	\$3,633	\$3,816	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	
1/1/2020	Harbor Maintenance Worker II	HEA	18	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	
1/2/2020	Harbor Dredge Worker II	OE3	18	\$4,006	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	
1/1/2020	Harbor Maintenance Worker III	HEA	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	
1/2/2020	Harbor Dredge Worker III	OE3	20	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	
1/1/2020	Harbormaster	HMG	30	\$7,195	\$7,555	\$7,933	\$8,330	\$8,747	\$9,184	\$9,644	
1/1/2020	Parking Coordinator	HEA	19	\$4,207	\$4,417	\$4,639	\$4,870	\$5,114	\$5,369	\$5,638	
7/29/2016	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$12,229	
1/1/2020	Senior Deputy Harbormaster	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	
1/1/2020	Supervising Harbor Maintenance Worker	HEA	22	\$4,870	\$5,114	\$5,369	\$5,638	\$5,920	\$6,217	\$6,526	
1/1/2019	Supervising Harbor Dredge Worker	OE3	23	\$5,114	\$5,369	\$5,638	\$5,920	\$6,218	\$6,526	\$6,852	

\*Ranges shown are paid semi-monthly

<b>Bargaining Groups:</b>
HMG = Harbor Management Group
HEA = Harbor Employees Association
OE3 = Operating Engineers Local No. 3



TO: Port Commission

FROM: Marian Olin, Port Director

DATE: July 18, 2018

SUBJECT: Approval of Resolution 18-09, Adopting the Santa Cruz Port District Debt Management Policy

**Recommendation:** ***Approve Resolution 18-09, Adopting the Santa Cruz Port District Debt Management Policy.***

### **BACKGROUND**

At its public meeting on June 26, 2018, the Commission directed staff to work with Commissioner Geisreiter in negotiating with BBVA Compass Bank on a \$3,350,000 financing package to provide funding for two capital improvement projects: Aldo's Seawall Replacement Project and Santa Cruz Harbor Pile Replacement Project.

Bond counsel for the anticipated new financing, Cameron Weist of Weist Law, has informed us of the Port District's responsibilities in acquiring new debt per Government Code section 8855(i), which requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance. Effective January 1, 2017, issuers must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. The issuer's local debt policies must include items (A) through (E), below.

- A) The purposes for which the debt proceeds may be used.
- B) The types of debt that may be issued.
- C) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D) Policy goals related to the issuer's planning goals and objectives.
- E) The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

### **ANALYSIS**

In addition to the requirement set forth by Government Code section 8855(i), it is prudent financial management for the District to adopt a debt management policy that sets parameters for issuing



debt and managing the District's debt portfolio, and provides guidance to decision makers. Adoption of the attached Debt Management Policy will help ensure that District debt is issued and managed prudently to maintain a sound fiscal position and that its credit rating is protected.

The attached Debt Management Policy has been written to include all elements required by CDIAC as well as best management practices expected by the pertinent credit markets and municipal bond industry. This policy will assist the District in pursuing and maintaining quality credit ratings in addition to providing guidance to decision makers.

Staff recommends adoption of Resolution 18-09 as presented, thereby approving the Debt Management Policy attached as Exhibit A to the Resolution (Attachment A).

#### **IMPACT ON PORT DISTRICT RESOURCES**

There is no impact to District resources from adoption of this policy.

#### **ATTACHMENTS**

- A. Santa Cruz Port District Debt Management Policy (Draft) and Exhibit A, Resolution 18-09

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# DEBT MANAGEMENT POLICY

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SANTA CRUZ PORT DISTRICT

JULY 24, 2018

### Section 1: Policy

This Debt Management Policy sets forth debt management objectives for the Santa Cruz Port District (the “District”), and any other entity for which the Commission acts as legislative body, and the term “District” shall refer to each of such entities, and the term “Commission” shall refer to the governing boards of each such entity.

This Debt Management Policy establishes general parameters for issuing and administering debt. Recognizing that cost-effective access to the capital markets depends on prudent management of debt incurred by the District (or any of its controlled entities), the Commission has adopted this Debt Management Policy by resolution.

This Debt Management Policy is intended to comply with California Government Code Section 8855(i).

### Section 2: Scope

The guidelines established by this policy will govern the issuance and management of all debt funded for long-term capital financing needs and not for general operating functions. When used in this policy, “debt” refers to all forms of indebtedness, including bonds, notes, loans, certificates of participation, installment sale agreements and lease obligations. The District recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Debt Management Policy. In cases that require exceptions to this Debt Management Policy, approval from the Commission will be necessary for implementation.

### Section 3: Objectives

The purpose of this Debt Management Policy is to assist the District in pursuit of the following equally important objectives, while providing full and complete financial disclosure and ensuring compliance with applicable state and federal laws:

- Minimize debt service and issuance costs
- Maintain access to cost effective borrowing
- Preserve financial flexibility while assuring public transparency
- Achieve the highest practical credit rating
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure compliance with debt covenants
- Ensure compliance with applicable state and federal laws

**Budget Integration** – The decision to incur new indebtedness should be integrated with the policy decisions embedded in the Commission-adopted Operating Budget. The annual debt service payments shall be included in the Operating Budget.

The District will integrate its debt issuances with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District’s public purposes. The District will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

**Periodic Review** – Recognizing that cost-effective access to the capital market depends on prudent management of the District’s debt program, a review of the debt policy should be performed as needed. The debt policy will be



included as an Appendix in the annual Budget adopted by Commission. Any substantive changes to the policy shall be brought to the Commission for consideration and approval.

#### Section 4: Delegation of Authority

This Debt Management Policy grants the Port Director the authority to select the Financing Team, coordinate the administration and issuance of debt, communicate with the rating agencies, and fulfill all of the pre-issuance and post-issuance requirements imposed by or related to state law, federal tax law and federal securities law.

*Financing Team Definitions and Roles* – The financing team is the working group of District staff and outside consultants necessary to complete a debt issuance proposal for presentation to the Santa Cruz Port District Commission, including, but not limited to, bond counsel, disclosure counsel, underwriter, municipal advisor, trustee, pricing consultant and/or arbitrage analyst.

Typically, the Port Director and District Counsel form the District staff portion of the Financing Team. As needed, other staff members or designees (such as a standing or ad hoc committee of the Santa Cruz Port Commission) may be appointed to the Financing Team.

*Consultant Selection* –The District will consider the professional qualifications and experience of consultants as it relates to the specific bond issue or other financing under consideration. In certain instances, the District will conduct a request for proposal/qualification process to select such consultants. The Port Director may, however, decide to select such consultants without having to undertake a request for proposal/qualification process, on an as-needed basis.

#### Section 5: Policies

##### A. Purposes for which Debt may be Issued

1. *Long-Term Debt*. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.
  - a. Long-term debt financings are appropriate when the following conditions exist:
    - When the project to be financed is necessary to provide basic services.
    - When the project to be financed will provide benefit to constituents over multiple years.
    - When total debt does not constitute an unreasonable burden to the District and its taxpayers and/or ratepayers, as applicable.
    - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
  - b. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
  - c. The District may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the Commission.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The District estimates that sufficient revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable state and federal law.

2. **Short-Term Debt.** Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

## B. Methods of Financing

The Port Director will investigate all possible financing alternatives including, but not limited to, bonds, notes, loans, certificates of participation, installment sale agreements, lease obligations, state bond pools, and grants, which may be structured and consummated under any of the below described methods of financing.

1. **Cash Funding.** The District funds a significant portion of capital improvements from reserves accumulated from one-time revenues, which have been set aside for investment in the District's infrastructure.
2. **Inter-fund Borrowing.** The District may borrow internally from other funds with surplus cash in lieu of issuing bonded debt. Purposes warranting the use of this type of borrowing could include short-term cash flow imbalances, interim financing pending the issuance of bonds, or long-term financing in lieu of bonds for principal amounts of under \$1 million. Inter-fund borrowing should be undertaken only under the following circumstances and conditions:
  - Commission approval required for all loans;
  - If from the District's General Fund, the duration shall not exceed 12 months, with the loan and repayment occurring within the same fiscal year;
  - Fixed loan term (i.e., specific number of months with repayment date);
  - Lending fund must charge interest at level commensurate with what it might otherwise expect to receive if it were to invest such funds in the open market, given substantially equivalent parameters;
  - Specific revenue pledged to repay the loan must be based on realistic expectations for receipt;
  - Funds in the lending fund must not be needed for operations during the period of the loan; and
  - Loans must not be made from project-specific restricted funds, grant funds or other funds enabled by State or Federal legislation.



Inter-fund loans are not anticipated to be a loan option provided by this policy. If inter-fund loans are identified as a future desirable loan option, the inter-fund loan options structure and parameters will require review and approval of the Commission.

3. **Bank Loans / Lines of Credit.** The District will evaluate lines of credit as a possible method of financing.
4. **Other Loans.** The District will evaluate other loan programs, including but not limited to State “loans” such as the Water Resources Control Board’s revolving fund loans, or loans provided through the Division of Boating and Waterways for the construction of infrastructure projects.
5. **Bond Financing.** The District may issue any bonds which are allowed under federal and state law including but not limited to general obligation bonds, certificates of participation, revenue bonds, land-secured (assessment and special tax) bonds, refunding bonds and other obligations (see below for detail).
  - ***General Obligation Bonds.*** General Obligation Bonds (GO Bonds) may only be issued with two-thirds approval of the District’s registered voters. The California State Constitution (Article XVI, Section 18) limits the use of the proceeds from GO Bonds to “the acquisition or improvement of real property.”
  - ***Lease Revenue Bonds, Certificates of Participation (COPs) and Lease-Purchase Transactions.*** Lease financings may take a variety of forms, including certificates of participation, lease revenue bonds and direct leases (typically for equipment). When the District finances acquisition or construction of capital improvements or equipment with a lease financing, the District agrees to lease either the financed asset or a different asset and, most commonly, the District’s lease payments are securitized in the form of certificates of participation or lease revenue bonds. This type of financing requires approval of Commission.
  - ***Revenue Bonds.*** Revenue Bonds are generally issued by the District for enterprise funds that are financially self-sustaining without the use of taxes and therefore rely on the revenues collected by the enterprise fund to repay the debt. This type of financing requires approval of Commission.
  - ***Assessment Bonds.*** The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) and other state laws, subject to Article XIID of the California Constitution, allow the District to issue bonds to finance improvements that provide “specific benefit” to the assessed real property. Installments are collected on the secured property tax roll of the County. This type of financing is secured by the lien upon and assessments paid by the real property owners and does not obligate the District’s general fund or other funds. This type of financing requires approval of Commission.



- ***Special Tax Bonds.*** Under the Mello-Roos Community Facilities Act of 1982, the District may issue bonds on behalf of a Community Facilities District (CFD) to finance capital facilities, most commonly in connection with new development. These bonds must be approved by a two-thirds vote of the qualified electors in the CFD, which the Mello-Roos Act defines to mean registered voters if there are 12 or more registered voters in the CFD and, if there are fewer than 12 registered voters, the landowners in the CFD. Bonds issued by the District under the Mello-Roos Act are secured by a special tax on the real property within the CFD. Commission will approve any special tax bonds prior to placement on a ballot for voter consideration. The financed facilities do not need to be physically located within the CFD. As this type of financing is secured by the special tax lien upon the real property it does not obligate the District's general fund or other funds.
- ***Refunding Obligations.*** Pursuant to the Government Code and various other financing statutes applicable in specific situations, the Commission is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the District. Absent any significant non-economic factors, a refunding is required to meet the following test: 1) the refunding must produce a minimum net debt service savings (net of reserve fund earnings and other offsets, and taking transaction costs into account) of at least 3% of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless the Port Director determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates, and 2) the final maturity of the original bonds cannot be extended unless expressly determined otherwise by the Commissioners. Additionally, the Port Director may determine that there are other, compelling "non-economic" reasons (i.e. removal of onerous covenants, terms or conditions).
- ***Other Obligations.*** There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to: bond anticipation notes, grant anticipation notes, lease revenue bonds, pension obligation bonds, etc.

## Section 6: Structure and Term

**Term of Debt** – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. The standard term of long-term debt borrowing is typically 15-30 years.

Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good condition and maximizing a capital asset's useful life, the District will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal. Generally, no debt will be issued for a period exceeding the useful life or average useful lives of projects to be financed.

**Debt Repayment Structure** – In structuring a bond issue, the District will manage the amortization of the debt and, to the extent possible, match its cash flow to the anticipated debt service payments. In addition, the District will seek to structure debt with aggregate level debt service payments over the life of the debt. Structures with unlevel debt service will be considered when one or more of the following exist:



- Such structuring is beneficial to the District's aggregate overall debt payment schedule.
- Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

**Bond Maturity Options** – For each issuance, the District will select serial bonds or term bonds, or both.

**Interest Rate Structure** – The District currently issues securities on a fixed interest rate basis only. Fixed rate securities ensure budget certainty through the life of the issue and avoid the volatility of variable rates. The use of variable rate securities may be issued if authorized by the Commission on a case-by-case basis.

**Credit Enhancement** – Credit enhancement may be used to improve or establish a credit rating on a District debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The Port Director will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the District's overall financial objectives.

**Debt Service Reserve Fund** – Debt service reserve funds are typically held by a Trustee to make principal and interest payments to bondholders in the event the pledged revenues are insufficient to do so. The District will fund debt service reserve funds when it is in the District's overall best financial interest. The District may decide not to utilize a reserve fund if the Port Director, in consultation with Bond Counsel and municipal advisor, determines there would be no adverse impact to the District's relevant existing legal provisions, credit rating and/or interest rates.

Per Internal Revenue Service rules, the maximum size of the reserve fund on tax-exempt bond issuance is the lesser of

- 10% of the initial principal amount of the debt;
- 125% of average annual debt service; or
- 100% of maximum annual debt service.

In lieu of holding a cash funded reserve, the District may substitute a surety bond or other credit instrument in its place. The decision to cash fund a reserve fund rather than to use a credit facility is dependent upon the cost of the credit instrument and the investment opportunities.

**Call Options / Redemption Provisions** – A call option or optional redemption provision gives the District the right to prepay or retire debt prior to its stated maturity date. This option may permit the District to achieve interest savings in the future through the refunding of the bonds. Often the District will pay a higher interest rate as compensation to the buyer for the risk of having the bond called in the future. In addition, if a bond is called, the holder may be entitled to a premium payment (call premium). Because the cost of call options can vary depending on market conditions, an evaluation of factors will be conducted in connection with each issuance. The Port Director shall evaluate and recommend the use of a call option on a case by case basis.

### **Section 7: Method of Issuance and Sale; Disclosure**

Debt issues are sold to a single underwriter or to an underwriting syndicate, either through a competitive sale or a negotiated sale. A negotiated sale may involve the sale of securities to investors through an underwriter or the private placement of the securities with a financial institution or other sophisticated investor. The selected method of sale will be that which is most beneficial to the District in terms of lowest net interest rate, most favorable terms in financial structure, and market conditions. The Port Director will review conditions in conjunction with information and advice presented by the District's Financing Team.



**Competitive Sales of Bonds** – In a competitive sale, the terms of the debt will be defined by the District and the District’s finance team, and the price of the debt will be established through a bidding process amongst impartial underwriters and/or underwriting syndicates. The issue is awarded to the underwriter judged to have submitted the best bid that offers the lowest true interest cost taking into account underwriting spread, interest rates and any discounts or premiums.

**Negotiated Sale of Bonds** – A method for sale for bonds, notes, or other financing vehicles in which the District selects in advance, based upon proposals received or by other means, one or more underwriters to work with it in structuring, marketing and finally offering an issue to investors. The negotiated sale method is often used when the issue is: a first-time sale by an issuer (a new credit), a complex security structure, such as variable rate transaction, an unusually large issue, or in a highly volatile or congested market where flexibility as to bond sale timing is important.

**Private Placement** – A private placement is a variation of a negotiated sale in which the District, usually with the help of a municipal advisor and placement agent will attempt to place the entire new issue directly with an investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to purchase the issue. Private placements are generally undertaken because the transaction is complex or unique, requiring direct negotiations with the investor, or because the issue is small or of a shorter duration and a direct offering provides economies of scale, lower interest costs and reduced continuing disclosure.

**Derivative Products** – Because of their complexity, unless otherwise amended, Derivative Products such as interest rate swaps, interest floaters, and other hybrid securities are prohibited by this Debt Management Policy.

**Initial Disclosure Requirements** – The District acknowledges its disclosure responsibilities. Under the guidance of Disclosure Counsel, the District will distribute or cause an underwriter to distribute its Preliminary Official Statement and final Official Statement (neither is typically required in a private placement, although in some cases a “private placement memorandum” may be required by the investor).

The Financing Team shall be responsible for soliciting “material” information (as defined in Securities and Exchange Commission Rule 10b-5) from District departments and identifying contributors who may have information necessary to prepare portions of the Official Statement or who should review portions of the Official Statement. In doing so, the Financing Team shall confirm that the Official Statement accurately states all “material” information relating to the decision to buy or sell the subject bonds and that all information in the Official Statement has been critically reviewed by an appropriate person.

In connection with an initial offering of securities, the District and other members of the Financing Team will:

- Identify material information that should be disclosed in the Official Statement;
- Identify other persons that may have material information (contributors);
- Review and approve the Official Statement;
- Ensure the District’s compliance, and that of its related entities, with federal and state security laws, including notification to the California Debt and Investment Advisory Commission (“CDIAC”) of the proposed debt issue no later than 30 days prior to the sale of any debt issue, and submission of a final report of the issuance to the CDIAC by any method approved by the CDIAC.

The Financing Team shall critically evaluate the Official Statement for accuracy and compliance with federal and state securities laws. The approval of an Official Statement shall be placed on the Commission agenda, and shall not



be considered as a Consent Calendar item. The staff report will summarize the Commission's responsibilities with respect to the Official Statement and provide the Commission the opportunity to review a substantially final Official Statement. The Commission shall undertake such review as deemed necessary by the Commission to fulfill the Commission's securities law responsibilities.<sup>1</sup>

For any privately placed debt with no Official Statement, the final staff report describing the issue and such other documents will be provided to the Commission for approval.

### **Section 8: Creditworthiness Objectives**

Ratings are a reflection of the general fiscal soundness of the District and the capabilities of its management. Typically, the higher the credit ratings are, the lower the interest cost is on the District's debt issues. To enhance creditworthiness, the District is committed to prudent financial management, systematic capital planning, and long-term financial planning; however, the District also recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its debt.

The most familiar nationally recognized bond rating agencies are Standard and Poor's, Moody's Investors Service, and Fitch Ratings. When issuing a credit rating, rating agencies consider various factors, including, but not limited to:

- District's fiscal status;
- District's general management capabilities;
- Economic conditions that may impact the stability and reliability of debt repayment sources;
- District's general reserve levels;
- District's debt history and current debt structure;
- Project(s) being financed; and
- Covenants and conditions in the governing legal documents.

**Bond Ratings** – The Financing Team will assess whether a credit rating should be obtained for an issuance. The District typically seeks a rating from at least one nationally recognized rating agency on new and refunded issues being sold in the public market. The Port Director, working with the Financing Team, shall be responsible for determining which of the major rating agencies the District shall request provide a rating. When applying for a rating on an issue, the District and Financing Team shall prepare a presentation for the rating agency when the District determines that a presentation is in the best interests of the District.

**Rating Agency Communications** – The Port Director is responsible for maintaining relationships with the rating agencies that assign ratings to the District's various debt obligations. This effort shall include providing the rating agencies with the District's financial statements, if applicable, as well as any additional information requested.

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<sup>1</sup> The Securities and Exchange Commission (the SEC), the agency with regulatory authority over the District's compliance with the federal securities laws, has issued guidance as to the duties of the Commission with respect to its approval of the POS. In its "Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors" (Release No. 36761 / January 24, 1996) (the "Release"), the SEC stated that, if a member of the Commission has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the bonds, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such factors are adequately disclosed in the Official Statement. In the Release, the SEC stated that the steps that a member of the Commission would take include becoming familiar with the POS and questioning staff and consultants about the disclosure of such facts.



### Section 9: Post Issuance Administration

**Notification to the CDIAC** – The District shall work with Bond Counsel to submit a report of final sale to the CDIAC by any method approved by the CDIAC no later than 21 days after the sale of the debt. The report shall include the information required by CDIAC.

**Investment of Proceeds** – The Port Director shall invest bond proceeds and reserve funds in accordance with each issue’s indenture or trust agreement, utilizing competitive bidding when appropriate. All investments will be made in compliance with the District’s investment policy objectives of safety, liquidity and then yield. The investment of bond proceeds and reserve funds shall comply with federal tax law requirements specified in the indenture or trust agreement and the tax certificate.

Unexpended bond proceeds shall be held by the bank trustee. The trustee will be responsible for recording all investments and transactions relating to the proceeds and providing monthly statements regarding the investments and transactions.

**Use of Bond Proceeds** – The Port Director is responsible for ensuring debt proceeds are spent for the intended purposes identified in the related legal documents and that the proceeds are spent in the time frames identified in the tax certificate prepared by Bond Counsel. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the appropriate departmental manager or the Port Director. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Port Director shall retain records of all expenditures of proceeds through the final payment date for the debt.

**Continuing Disclosure** – When required by Securities Exchange Commission Rule 15c2–12(b)(5) (the “Rule”) the Port Director or designee will ensure the District’s annual financial statements and associated reports are posted on the District’s web site, and will also contract with consultant(s) to comply with the Rule by filing its annual financial statements, other financial and operating data and notices of enumerated events for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB).

The District shall submit an annual report to the CDIAC for any issue of debt for which it has submitted a report of final sale on or after January 1, 2017. The annual report shall comply with the requirements of Government Code Section 8855 and related regulations.

**Arbitrage Rebate Compliance and Reporting** – The use and investment of bond proceeds must be monitored to ensure compliance with arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Port Director shall contract with a specialist to ensure that proceeds and investments are tracked in a manner that facilitates accurate complete calculations, and if necessary timely rebate payments.

**Compliance with Other Bond Covenants** – In addition to financial disclosure and arbitrage, the Port Director is also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. This typically includes ensuring:

- Annual appropriation of revenues to meet debt service payments;
- Taxes/fees are levied and collected where applicable;

- Timely transfer of debt service payments to the trustee;
- Compliance with insurance requirements;
- Compliance with rate covenants;
- Post-issuance procedures established in the tax certificate for any tax-exempt debt.

**Retention** – A copy of all relevant documents and records will be maintained by the Finance Department for the term of any bonds issued (including refunding bonds, if any), plus 10 years. Relevant documents and records will include sufficient documentation to support the requirements relating to the tax-exempt status.

**Investor Relations** – While the District shall post its annual financial report as well as other financial reports on the District’s website, this information is intended for the citizens of the District. Information that the District intends to reach the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community shall be filed on the EMMA system.

**Additional requirements for financial statements** – It is the District’s policy to hire an auditing firm that has the technical skills and resources to properly perform an annual audit of the District’s financial statements. More specifically, the firm shall be a recognized expert in the accounting rules applicable to the District and shall have the resources necessary to review the District’s financial statements on a timely basis.

#### **Section 10: Training**

To the extent that the District has publicly issued debt outstanding, the Port Director shall (i) ensure that the members of the District staff involved in the initial or continuing disclosure process and the Commission are properly trained to understand and perform their responsibilities, and (ii) arrange for disclosure training sessions conducted by the District’s Disclosure Counsel. Such training sessions shall include education on the applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the District’s staff and members of the Commission.



Santa Cruz Port District  
**RESOLUTION 18-09**  
July 24, 2018

On the motion of \_\_\_\_\_

Duly seconded by \_\_\_\_\_

**A Resolution of the Santa Cruz Port District Commission of the Santa Cruz Port District Approving the Santa Cruz Port District Debt Management Policy.**

WHEREAS, the Santa Cruz Port District Commission (the "Commission") of Santa Cruz Port District (the "District") recognizes that cost-effective access to the capital markets depends on prudent management of the District's debt; and,

WHEREAS, SB 1029 (amending Government Code section 8855) has been signed into law and imposes a new requirement on California local government agencies who will issue municipal debt; and,

WHEREAS, Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC), no later than 30 days prior to the sale of any debt issue, a report of the proposed issuance (the "Report of Proposed Debt Issuance"), and must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies (the "CDIAC Requirements"); and,

WHEREAS, the District expects to be an issuer of new debt in 2018, and thereafter within the meaning of SB 1029 and the CDIAC Requirements; and,

WHEREAS, the Commission wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and,

WHEREAS, the Commission hereby finds and determines that adoption of the attached Debt Management Policy (the "Debt Management Policy") will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy, and is intended to also satisfy the requirements of SB 1029 and the CDIAC Requirements.

NOW, THEREFORE, BE IT RESOLVED, by the Santa Cruz Port District Commission adopts Resolution 18-09 as follows:

Section 1. Recitals. The Commission hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

Section 2. Approval of the Debt Management Policy. The Commission hereby finds and declares that the proposed Debt Management Policy attached as Exhibit "A" hereto, is hereby approved as the official Santa Cruz Port District Debt Management Policy to be effective July 24, 2018.

Section 3. Approval of the Debt Management Policy. That the issuance of new debt functions is delegated to the Port Director, as well as the approved Debt Financing Team as set forth in the Debt Management Policy, with final authorization of such new debt by the Commission.

Section 4. Authorization to Manage Debt Issuance Functions. The Port Director is hereby authorized to manage debt issuance functions for the District in accordance with the Debt Management Policy.

Section 5. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption; and,

\* \* \* \* \*

THE FOREGOING RESOLUTION of the Santa Cruz Port District Commission was duly and regularly introduced, passed and adopted at a regular meeting of the Santa Cruz Port District on the 24<sup>th</sup> day of July 2018, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Dennis Smith, Chair  
Santa Cruz Port District Commission

ATTEST:

\_\_\_\_\_  
Marian Olin, Port Director





TO: Port Commission

FROM: Marian Olin, Port Director

DATE: July 18, 2018

SUBJECT: Approval of Allocation of PG&E Easement Funds to Capital Improvement Fund

**Recommendation:** *Authorize transfer of funding received from Pacific Gas and Electric (PG&E) for easements from general fund to Unallocated Capital Improvement Fund.*

## BACKGROUND

At its public meetings on May 22 and June 26, 2018, the Port Commission approved easement agreements with PG&E to facilitate replacement of an aging gas transmission pipe line on the harbor's northwest side.

PG&E has paid the Port District \$94,301 for the permanent easement (LD #2311-01-2854) which was needed to place a new gas transmission pipe line, and \$18,986 for one month of the temporary construction easement. If PG&E's construction activities take longer than one month, PG&E will pay the Port District an additional daily fee of \$611 as compensation for the temporary construction easement, and \$30 per night if parking areas are utilized overnight.

The funding from PG&E, which is anticipated to exceed \$113,287, is unanticipated revenue in the FY19 budget.

## ANALYSIS

The Unallocated Capital Improvement Fund (CIP) currently has a balance of approximately \$146,236.<sup>1</sup> Funds from this account are typically used to fund unanticipated projects and project shortfalls.

Staff recommends allocating all PG&E funding received for the permanent and temporary construction easements to the Unallocated CIP Fund. If approved, this allocation will increase the fund's balance to approximately \$259,523.

## IMPACT ON PORT DISTRICT RESOURCES

There is no impact to Port District resources as a result of this funding allocation.

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<sup>1</sup> The Harbor Security Project, which was approved by the Commission June 26, 2018, anticipates using up to \$65,000 of Unallocated CIP funds to cover an anticipated funding shortfall. This amount could be lower than \$65,000 if in-house labor costs are less than anticipated.



TO: Port Commission  
FROM: Matt Kerkes, Facilities Maintenance and Engineering Manager  
DATE: July 18, 2018  
SUBJECT: Update on Dock Upgrades Project – South East Brow Piers (N – S Docks)

**Recommendation:** *Provide direction to staff on whether to pursue informal bidding for the project or complete the project in-house.*

## BACKGROUND

As part of the Harbor Security Upgrades Project, staff undertook the task of fabricating and installing new dock gates throughout the harbor. During the course of this project, staff discovered that significant repairs were needed to six brow piers on the south east side of the harbor (N - S Docks) to address sagging and cracking joists.

Damage to the brow piers can be attributed to the heavy, steel gangways which are used, and their connection point to each pier. Each gangway weighs in excess of two tons and on some brow piers has caused significant sagging of approximately three inches. Some dock gates are leaning as a result.

To correct the issue, staff suggests shortening the brow pier at the point where it cantilevers, replacing the joists and decking for each brow pier, and installing new, lightweight aluminum gangways to alleviate stress on the pier and prevent future damage. The aluminum gangways will be longer than the existing gangways.

## ANALYSIS

Staff estimates that the work to repair the six brow piers can be completed in-house for approximately \$120,000. The per brow pier repair cost is estimated at \$20,000, which is comprised of approximately \$16,000 in materials and approximately \$4,000 in labor. Staff estimates that it will take four crew members approximately three days to complete one brow pier.

For comparison purposes, staff solicited a preliminary estimate for the project from Bellingham Marine. Bellingham provided an estimate of \$328,500, which includes labor and materials for repair of the six brow piers.

Staff is seeking direction on whether to pursue formal bidding on this project or complete the project in-house using funding from the unallocated CIP.

## IMPACT ON PORT DISTRICT RESOURCES

Funding for an in-house project is available in the unallocated CIP, which is projected to have a balance of \$259,253<sup>1</sup>. If a contract project is pursued, additional funding will be required. The Port Commission is in the process of obtaining financing for two major infrastructure projects, the Aldo's Seawall project

<sup>1</sup> If PG&E easement funding is allocated to the unallocated CIP fund.

and the Pile Replacement project. When financing is secured, CIP funding set aside for those projects will become available.



Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
June 2018

Date	No.	Vendor	Description	Amount
6/5/2018	49880	Ace Portable Services	Portable Toilet Rental	\$130.90
6/5/2018	49881	Allied Administrators for Delta Dental	Delta Dental Insurance	\$2,591.52
6/5/2018	49882	Allison, Jerry	Security Deposit Refund	\$20.00
6/5/2018	49883	Amerigas	Fuel for Forklift	\$123.63
6/5/2018	49884	AT&T	Telephone	\$320.60
6/5/2018	49885	AT&T	Long Distance Telephone	\$192.17
6/5/2018	49886	AT&T Mobility	Tablet Service	\$340.84
6/5/2018	49887	B AND B Small Engine	Landscaping Tools & Supplies	\$999.48
6/5/2018	49888	Bay Building Janitorial, Inc.	Janitorial Services & Waste Oil Removal	\$2,850.00
6/5/2018	49889	Bay Photo	Printing	\$37.61
6/5/2018	49890	Bay Plumbing Supply, Inc.	Janitorial Supplies	\$97.65
6/5/2018	49891	Bayside Oil II, Inc.	Waste Oil Removal	\$277.75
6/5/2018	49892	Big Creek	Materials for Dock Gate Fabrication	\$370.80
6/5/2018	49893	Brass Key Locksmith, Inc.	Gate Keys	\$316.10
6/5/2018	49894	Burke, Williams & Sorensen, LLP	Legal Consultation	\$945.50
6/5/2018	49895	Cale America, Inc.	CALE Monthly Service (8 Machines)	\$742.00
6/5/2018	49896	California State Disbursement Unit	Wage Garnishment (Payroll Deduction)	\$250.00
6/5/2018	49897	CHARLES LAMBERT	Security Deposit Refund	\$191.42
6/5/2018	49898	Chem-Dry of Santa Cruz Co	Carpet Cleaning - 345 Lake Avenue	\$257.60
6/5/2018	49899	CHRISTY THOMAS	Security Deposit Refund	\$500.00
6/5/2018	49900	Citi Cards	Dredge Pipe & Breakroom Supplies	\$1,327.11
6/5/2018	49901	Comcast	Business Internet Service	\$387.66
6/5/2018	49902	Compass Bank	Fee on Unused Line of Credit	\$416.67
6/5/2018	49903	County of Santa Cruz Auditor	Citation Tax (April 2018)	\$1,600.00
6/5/2018	49904	County of Santa Cruz DPW	901 7th Avenue Lease	\$800.00

6/5/2018	49905	Crow's Nest Restaurant	1/2 Concession Lot Garbage & Compactor Lease (Tenant Reimbursable)	\$2,364.34
6/5/2018	49906	Crystal Springs Water Co.	Drinking Water for Boatyard	\$46.50
6/5/2018	49907	DON LOMBARDI	Security Deposit Refund	\$20.00
6/5/2018	49908	Edwards, Gene	Security Deposit Refund	\$342.73
6/5/2018	49909	Environmental Logistics	Hazmat Disposal	\$4,283.75
6/5/2018	49910	Fastenal Company	Hinges for Dock Gates, Gloves, Cutting Wheels	\$2,405.86
6/5/2018	49911	FedEx Office	Shipping	\$25.98
6/5/2018	49912	Geo. H. Wilson, Inc.	Aluminum for Dock Gate Fabrication	\$65.92
6/5/2018	49913	Grainger	Materials for Dock Gate Fabrication	\$1,234.77
6/5/2018	49914	Gsolutionz	Telephone System Maintenance	\$597.00
6/5/2018	49915	Henderson Marine Supply, Inc.	Heavy Duty Cleats for Fuel Dock Repair	\$1,084.20
6/5/2018	49916	Home Depot Credit Services	Desk Locks, Painting Supplies, Materials for Dock Gates	\$1,001.25
6/5/2018	49917	Hub Parking Technology	Concession Parking Lot Gate Arm Repair	\$951.00
6/5/2018	49918	Jeff Winham	Trash Collection & Compaction	\$1,750.00
6/5/2018	49919	Jim Clark	Annual Backflow Testing	\$1,501.95
6/5/2018	49920	Kevin King	Training Expense Reimbursement (U.S. Coast Guard Captain's License)	\$547.80
6/5/2018	49921	Marine Lien Sale Service	Lien Sale Service	\$160.00
6/5/2018	49922	Mark Larsen DBA: Viking	Harbor Office Window Cleaning	\$214.00
6/5/2018	49923	Matheson Tri-Gas, Inc.	Superglaze	\$96.91
6/5/2018	49924	MBS Business Systems	Copy Machine Maintenance	\$136.27
6/5/2018	49925	McMaster-Carr Supply Company	Rust Knockout Primer, U-Bolts	\$1,487.94
6/5/2018	49926	Microflex Corporation	Gloves	\$256.63
6/5/2018	49927	Mid County Auto Supply	Yanmar Part for <i>Twin Lakes</i> , Hydraulic Oil for <i>Squirt</i> , Battery & Starter for Maintenance Truck	\$1,026.92
6/5/2018	49928	Mission Uniform Service	Uniform Cleaning	\$522.17
6/5/2018	49929	Monterey Bay Marine	Tune-up for <i>Odd Job</i>	\$719.73
6/5/2018	49930	MSC Industrial Supply Co.	Saw Blades	\$491.93
6/5/2018	49931	North Bay Ford	Harbor Patrol Truck Repairs	\$329.90
6/5/2018	49932	OBERT, TIM	Security Deposit Refund	\$393.28

6/5/2018	49933	Pacific Coast Legal Services	Process Service for FY18 Bad Debt	\$149.00
6/5/2018	49934	Pacific Gas & Electric Company	Utilities & Energy Efficient Loan	\$25,821.29
6/5/2018	49935	Palace Art & Office Supply	Office Supplies	\$163.99
6/5/2018	49936	Rydin Decal	Parking Permits	\$3,618.73
6/5/2018	49937	San Lorenzo	Sanding Pads, Drill Bits, Screws	\$90.11
6/5/2018	49938	Santa Cruz Electronics, Inc.	Soldering Gun	\$81.32
6/5/2018	49939	Santa Cruz Municipal Utilities	Utilities	\$10,347.60
6/5/2018	49940	SC Fuels	Gasoline & Diesel for Fuel Dock	\$19,564.38
6/5/2018	49941	SETH GERVAIS	Credit Balance Refund	\$17.00
6/5/2018	49942	Staples Credit Plan	Office Supplies	\$519.22
6/5/2018	49943	Supply Works	Janitorial Supplies	\$3,354.02
6/5/2018	49944	Svensden's Boat Works	Zincs for <i>Twin Lakes &amp; Dauntless</i> , Boatyard Retail Items	\$5,428.34
6/5/2018	49945	The Embroidery Works	Uniform Hats	\$431.29
6/5/2018	49946	Uline	Signage, Trash Cans for Harbor Beach	\$1,150.16
6/5/2018	49947	Valero Marketing & Supply Company	Fuel for Fleet Vehicles	\$1,720.41
6/5/2018	49948	Vargas, Andrea	Security Deposit Refund	\$47.00
6/5/2018	49949	West Marine Pro	Painting Supplies	\$269.94
6/5/2018	49950	West Marine Pro	Buoy for Dredge Pipe, VHF Radio, Diesel Can, Battery, Rope, PFD's, PFD Rearm Kits, Wheel Chock Line, Dock Cleats, Fasteners, Boat Hooks	\$2,648.06
6/5/2018	49951	Zee Medical Service Co.	First Aid Supplies	\$155.54
6/5/2018	49952	County of Santa Cruz DPW	Hazmat Disposal	\$75.00
6/8/2018	49953	PORAC Legal Defense Fund	Employee Representation (Payroll Deduction)	\$360.00
6/7/2018	49954	Zeno, Adam	Scuba Training Services	\$150.00
	49955	VOID		
6/7/2018	49956	Peace Officers Research Association of California	Employee Representation (Payroll Deduction)	\$168.00
	49957-49959	VOID		
6/8/2018	49960	Employee #24	Salary Advance	\$950.00
	49961	VOID		
6/13/2018	49962	Santa Cruz Sheriff's Office	Civil Service Fee	\$80.00

6/13/2018	49963	Ritchie Bros. Auctioneers	Purchase of 2012 Terex Backhoe	\$26,502.41
6/15/2018	49964	California Department of Fish and Wildlife	Permit Fee - Aldo's Seawall Streambed Alteration	\$5,145.75
6/15/2018	49965	California Regional Water Quality Control Board	Permit Fee - Aldo's Seawall 401 Certification	\$1,500.00
6/21/2018	49966	AA Safe & Security Co.	Re-Key of 790 Mariner Park Way	\$25.00
6/21/2018	49967	Ace Portable Services	Portable Toilet Rental & Temporary Fencing for <i>Dauntless</i> Sandblasting	\$705.90
6/21/2018	49968	Adobe Systems Incorporated	Adobe License Annual Subscription	\$6,066.72
6/21/2018	49969	Altec	Bucket Truck Inspection	\$481.00
6/21/2018	49970	AmeriDyn	Dynamics Accounting Software Training & Support Services	\$737.50
6/21/2018	49971	Amerigas	Fuel for Forklift	\$179.80
6/21/2018	49972	Aqua Safaris	SCUBA Gear for Dredge Crew	\$369.20
6/21/2018	49973	AT&T	Telephone	\$2,175.95
6/21/2018	49974	CIT	Telephone System Lease	\$337.76
6/21/2018	49975	Bay Plumbing Supply, Inc.	Cutter Tool, Plumbing Supplies	\$132.83
6/21/2018	49976	Bay Propeller	Props & Shafts for <i>Dauntless</i>	\$15,330.76
6/21/2018	49977	Bayside Oil II, Inc.	Hazmat Disposal	\$375.00
6/21/2018	49978	Big Creek	Dock Gate Repair & Construction Supplies	\$645.03
6/21/2018	49979	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$261.53
6/21/2018	49980	BRANON, TROY	Security Deposit Refund	\$40.00
6/21/2018	49981	Cale America, Inc.	CALE Monthly Service (8 Machines)	\$832.00
6/21/2018	49982	Carpi Clay & Smith	Washington Representation	\$800.00
6/21/2018	49983	Christopher Sengezer	Training Expense Reimbursement (Crane Operator Certification)	\$515.42
6/21/2018	49984	Cobalt Truck Equipment	Welder / Generator for <i>Dauntless</i>	\$23,294.32
6/21/2018	49985	Comcast	Business Internet Service	\$52.17
6/21/2018	49986	Compass Bank	Fee on Unused Line of Credit	\$416.67
6/21/2018	49987	Complete Mailing Service	Statement Mailing & Postage	\$530.15
6/21/2018	49988	Computer Technical Specialists, Inc.	E-mail Scanning & Backup Services	\$283.50
6/21/2018	49989	County of Santa Cruz DPW	Hazmat Disposal	\$82.00
6/21/2018	49990	Cox, Danny	Security Deposit Refund	\$186.10
6/21/2018	49991	CPRRescue	CPR Training	\$975.00

6/21/2018	49992	Crystal Springs Water Co.	Drinking Water for Boatyard	\$24.50
6/21/2018	49993	Digital Printing Systems	Printing	\$1,715.46
6/21/2018	49994	Donn Carmody	Key Deposit Refund	\$40.00
6/21/2018	49995	Elevator Service Company	Elevator Contract Service (\$218.40 Tenant Reimbursable)	\$420.00
6/21/2018	49996	Fastenal Company	Respirators, Screws, Flap Disks, Eye Bolts, Dredge Equipment Rehab Supplies, Dock Gate Hardware	\$5,198.79
6/21/2018	49997	FedEx Office	Shipping	\$78.26
6/21/2018	49998	Garda CL West, Inc.	Deposit Courier Service	\$229.48
6/21/2018	49999	Grainger	Photo Cells, Chain Saw Chaps, Painting Supplies, Safety Glasses, Respirators, Lifting Slings, Signage, Barricade Lights for Buoys, Dredge Pipe Caulking, Ball Joint Separator, Office Supplies, Cordless Drill, Socket Wrench, Space Heater	\$4,545.00
6/21/2018	50000	Gsolutionz	Telephone System Maintenance	\$199.99
6/21/2018	50001	Holiday Smog	Vehicle Smog Check	\$41.75
6/21/2018	50002	Hose Shop	Oil Bilge Pumpout Hose	\$525.39
6/21/2018	50003	Humphrey, Kyle	Security Deposit Refund	\$327.50
6/21/2018	50004	J.J. Keller & Associates, Inc.	Materials for Forklift Training	\$97.77
6/21/2018	50005	Kelly-Moore Paint Company, Inc.	Painting Supplies	\$124.36
6/21/2018	50006	Large's Metal Fabrication, Inc.	Metal for Dredge Department	\$250.00
6/21/2018	50007	Latisha Marshall	Mileage Expense Reimbursement	\$83.37
6/21/2018	50008	Lawson	Safety Glasses	\$492.28
6/21/2018	50009	LLoyd's Tire Service	Tire Repair	\$84.00
6/21/2018	50010	MAILFINANCE	Postage Meter Lease	\$178.92
6/21/2018	50011	Marina Ware	Quarterly MarinaWare Support	\$875.00
6/21/2018	50012	Matheson Tri-Gas, Inc.	Materials for Dock Gate Fabrication, Welding Gas, Cylinder Rental	\$740.88
6/21/2018	50013	MCredit Cardoy, Carter	Security Deposit Refund	\$475.62
6/21/2018	50014	McMaster-Carr Supply Company	Shaft Collars and Picks, Welding Rods, <i>Twin Lakes</i> Wire Railing Roper Sleeve	\$471.18
6/21/2018	50015	McReynolds, Bill	Security Deposit Refund	\$330.90
6/21/2018	50016	Microflex Corporation	Gloves	\$126.75



6/21/2018	50017	Mid County Auto Supply	Hydraulic Oil for <i>Squirt</i> , Grease, Wrenches, <i>Almar</i> Batteries, Wiper Blades, Headlight Replacement, Oil Filter, Dredge Electric Cart Batteries	\$1,736.52
6/21/2018	50018	Mission Uniform Service	Uniform Cleaning	\$783.41
6/21/2018	50019	Monterey Bay Marine	Replacement Key for Dredge Skiff	\$27.11
6/21/2018	50020	Operating Engineers Local Union No. 3	OE3 Union Dues (Payroll Deduction)	\$378.00
6/21/2018	50021	Pacific Coast Legal Services	Process Service for FY18 Bad Debt	\$82.00
6/21/2018	50022	Pacific Gas & Electric Company	Utilities	\$14,686.62
6/21/2018	50023	Pajor, Cordial	Security Deposit Refund	\$235.96
6/21/2018	50024	Palace Art & Office Supply	Office Supplies	\$148.97
6/21/2018	50025	Lumenature	Light Fixture for Parking Lot	\$819.39
6/21/2018	50026	Randy Marty	Expense Reimbursement (Lock Latch Protector)	\$27.80
6/21/2018	50027	Rideout, Nancy	Security Deposit Refund	\$20.00
6/21/2018	50028	Riverside Lighting & Electric	Harbor Office Light Fixture	\$25.85
6/21/2018	50029	Royal Wholesale Electric	Solar Light Control Sensor	\$37.02
6/21/2018	50030	San Lorenzo	Gate Fabrication Hardibacker	\$102.50
6/21/2018	50031	Santa Cruz Auto Parts	V-Belt for Generator	\$9.21
6/21/2018	50032	Santa Cruz Municipal Utilities	Utilities	\$9,222.49
6/21/2018	50033	South Bay Circulation	Annual Newspaper Subscription	\$319.03
6/21/2018	50034	SC Fuels	Gasoline & Diesel for Fuel Dock	\$46,042.83
6/21/2018	50035	Schuyler Rubber Co., Inc.	<i>Dauntless</i> Fendering Freight	\$1,057.00
6/21/2018	50036	Silke Communications	Batteries	\$486.97
6/21/2018	50037	STOOPS, JOSEPH	Security Deposit Refund	\$40.00
6/21/2018	50038	Svensden's Boat Works	Strap Paper for Travelift	\$445.10
6/21/2018	50039	Trionic Corp.	Dock Boxes for Resale	\$3,015.00
6/21/2018	50040	Triton Construction	Fuel Containment Testing, Fuel Dock Maintenance, Fuel Pump Repair	\$3,122.81
6/21/2018	50041	U.S. Bank Equipment Finance	New Machine Fee & Copy Machine Lease	\$237.31
6/21/2018	50042	UNUM Life Insurance Co. of America	Life, LTD & AD&D Insurance	\$1,123.28
6/21/2018	50043	US Relay	Monthly Webcam Service (2 Cameras)	\$484.00
6/21/2018	50044	Verizon Wireless	Cell Phone & Tablet Service	\$306.37

6/21/2018	50045	Wells, Karen	Credit Balance Refund	\$5.00
6/21/2018	50046	West Marine Pro	Boatyard Retail Items	\$1,642.92
6/21/2018	50047	West Marine Pro	PFD Rearm Kits, Antenna for Parking Cart, Fender Inflation Needles, Rain Gear for Maintenance Crew, Bird Spikes, Electrical Receptacles for Docks, Fiberglass Repair Kit, Air Horns for <i>Dauntless</i> , VHF Radio	\$1,654.86
6/22/2018	50048	California State Disbursement Unit	Wage Garnishment (Payroll Deduction)	\$250.00
6/22/2018	50049	Mathes, Robert	Security Deposit Refund	\$367.66
6/22/2018	50050	Employee #51	Payroll - Med in Lieu Benefit	\$238.00
6/22/2018	50051	Supply Works	Janitorial Supplies	\$936.05
6/27/2018	50052	Marina Ware	75% Deposit for Harbor Security Upgrades Project	\$94,830.00
6/4/2018	EFT	ChargeltPro	Harbor Office Credit Card Fees	\$1,408.10
6/4/2018	EFT	Transaction Express	Online Billpay ACH Fees	\$235.01
6/5/2018	EFT	Comerica Cardmember Services	Sales Tax for Tablets, Materials for Dock Gate Fabrication, Employee Recognition, CPR, AED & First Aid Training for DHM, Port Commission Meeting Refreshments, Advertising, Signage, Impellers for Pumps, Gaskets for Dredge Pipe, Buoy Foam	\$8,329.64
6/5/2018	EFT	Electronic Payments	Fuel Dock Credit Card Fees	\$606.83
6/5/2018	EFT	PAYCHEX	Payroll Fees	\$274.00
6/10/2018	EFT	ChargeltPro	Harbor Office Credit Card Gateway Fee	\$15.00
6/11/2018	EFT	Merchant Services	Online Billpay Credit Card Fees	\$146.17
6/11/2018	EFT	Merchant Services	CALE Parking Machine Credit Card Fees (8 Machines)	\$1,662.20
6/11/2018	EFT	Merchant Services	Boatyard Credit Card Fees	\$369.81
6/11/2018	EFT	Comerica Bank-Cost Center	Bank Service Charges	\$1,080.45
6/20/2018	EFT	PAYCHEX	6/1/18-6/15/18 Payroll Service Fees	\$414.44
6/5/2018	EFT	PAYCHEX	5/16/18-5/31/18 Payroll Service Fees	\$404.29
6/5/2018	EFT	Empower Retirement	457 Savings Plan (Payroll Deduction)	\$2,505.28
6/20/2018	EFT	Empower Retirement	458 Savings Plan (Payroll Deduction)	\$2,451.01
6/5/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$6,877.96
6/5/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$495.10

6/5/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$6,592.65
6/20/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$6,580.25
6/20/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$485.45
6/20/2018	EFT	CalPERS	Retirement (Partial Payroll Deduction)	\$6,116.89
6/20/2018	EFT	CalPERS	Unfunded Accrued Liability	\$13.05
6/20/2018	EFT	CalPERS	Unfunded Accrued Liability	\$32.76
6/20/2018	EFT	CalPERS	Unfunded Accrued Liability	\$15,163.92
6/5/2018	EFT	CalPERS	Health Insurance Premiums	\$31,297.74
<b>Total June 2018 Disbursements</b>				<b>502,667.80</b>



**Harbormaster's Report**  
 Regular Public Session of July 24, 2018

**Boatyard Report:**

Service	June 18'	May 18'	April 18'
Haul outs	15	25	20
Hang in straps	7	10	10
Haul from water onto trailer	0	0	0
Splash	18	22	20
To/From Trailer	1	0	1
Crane Ops	0	3	1
Masts	0	0	0
Trailerred Boats (No Lift)	0	0	0

*Squirt* and *Dauntless* were hauled out at the boatyard.

**Harbor Activities/Events/News:**

Staff and Chairman Smith met with John Gatli, the new commanding officer of U.S. Coast Guard Monterey.

Harbor staff participated in Santa Cruz Police Department's 2018 Law Enforcement Torch Run on Wednesday, June 13, 2018. Participants were honored to escort the Special Olympics Torch, "Flame of Hope," on its journey to the 2018 Special Olympics Northern California Summer Games at U.C. Davis.

During the past month, the harbor successfully accommodated up to seven purse seiners at one time. Seiners are large, commercial squid fishing vessels that range in size from sixty to ninety feet. Despite some occasional heavy surges, the docks held up well, and no damage was reported. Staff was diligent in reinforcing and adding line and successfully communicated with the skippers and their crew to ensure safety.

**Training/Conferences:**

During the past month, harbor staff participated in the following training:

Active Shooter/Active Assailant Training

Seven Deputy Harbormasters and two Reserve Deputy Harbormasters participated in the annual 10-hour active shooter training at UCSC. Over fifty agencies participated in this multi-disciplinary training, which included participants from law enforcement, fire departments, paramedics and coast guard. Training included academics, tactics and three live scenarios. Each participant rotated through the role of contact, rescue and rescue task force teams.

Heat Stress Training

Staff received training on how to properly identify and treat heat stroke. Topics presented included: thermoregulation, minor heat-stress disorders, major heat-stress disorders, heat stroke, controlling



heat stress and accidents due to heat stress. Participants successfully passed a quiz at the conclusion of the training.

Forklift Operations Training

One boatyard crew member participated in an in-house, forklift operations training. Topics presented included: parking, slops, stabilizing loads, safety and general operations.

**Fuel Prices**

Unleaded	\$4.14
Commercial Unleaded	\$3.94
Diesel	\$3.59
Commercial Diesel	\$3.49



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## **Facilities and Engineering Manager's Report**

### **Public Meeting of July 24, 2018**

#### **Dredge Operations**

##### D-6 Dozer

Staff completed the dozer's annual service maintenance. Staff changed fluids, adjusted the tracks, and treated and painted rusty areas.

##### Off-Season Dredge Operations

Crews continue to paint and restore buoys and dredge cans.

#### **Maintenance**

##### AA-Dock Repair

Crews successfully repaired the AA-Dock extension.

##### Dock Ramp Paint Restoration

Crews have re-coated the dock ramps with non-skid paint to complete the dock ramp paint restoration project.

##### J-Dock Restroom Pipeline Restoration

Crews have begun replacing the existing cast iron piping with new ABS pipe and fittings, at the J-Dock restroom.

#### **Miscellaneous**

##### Pile Repair & Replacement Project Update

Bellingham Marine has driven 24 new pilings to date. It is anticipated that this project will be completed in August 2018.

Santa Cruz Port District  
135 5th Avenue  
Santa Cruz, CA 95062  
831.475.6161  
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www.santacruzharbor.org



PORT COMMISSIONERS:  
Toby Goddard  
Dennis Smith  
Reed Geisreiter  
Stephen Reed  
Darren Gertler

TO: Port Commission  
FROM: Holland Mac Laurie, Administrative Services Manager  
DATE: July 4, 2018  
SUBJECT: O'Neill Sea Odyssey Annual Report

**BACKGROUND:**

In 2007, the Commission approved a modification to the slip rent and charter fee structure for O'Neill Sea Odyssey (OSO). This modified rent structure provides a percentage discount to the slip rent and charter fee, in an amount equal to the percentage of time the *Team O'Neill* catamaran is used for the OSO program. This modified rent structure is intended to reflect the public benefit offered by the OSO program.

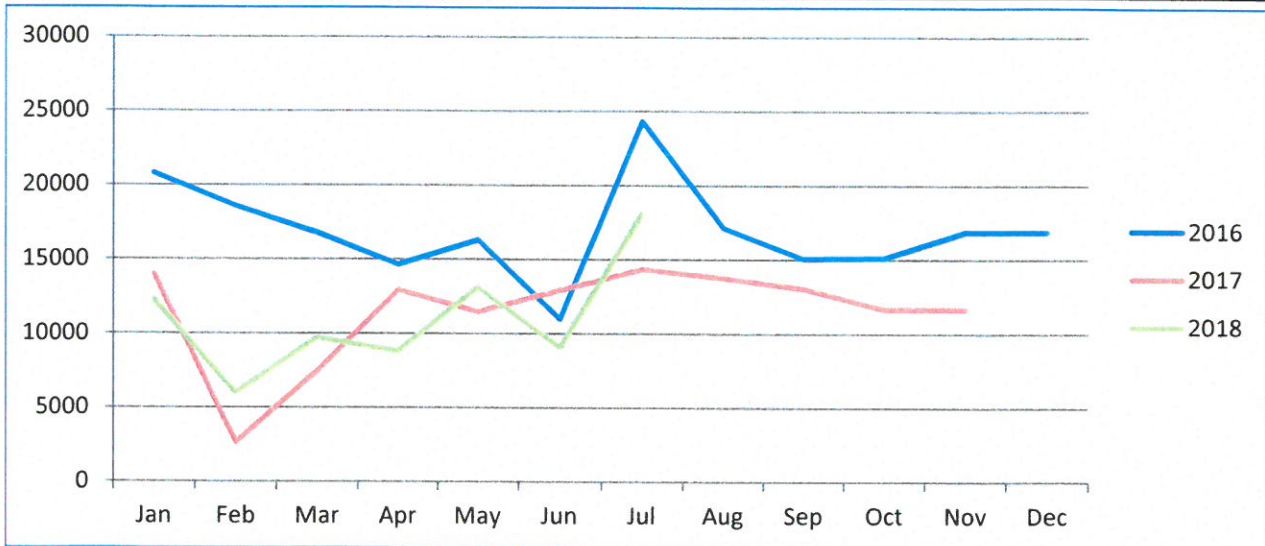
The annual report submitted by OSO shows the use as 64% charter and 36% OSO. Fees have been adjusted accordingly.

Year	OSO Use	Charter Use
2010	86%	14%
2011	85%	15%
2012	82%	18%
2013	66%	34%
2014	54%	46%
2015	47%	53%
2016	40%	60%
2017	39%	61%
2018	36%	64%

Santa Cruz Port District  
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of July 18, 2018.

Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
2862	667.59	662.32	631.73	0.00	1,961.64
45891	847.60	850.52	63.55	0.00	1,761.67
14099	503.42	684.97	434.73	0.00	1,623.12
48326	549.00	510.00	480.99	0.00	1,539.99
57130	441.10	437.69	409.28	0.00	1,288.07
45853	415.09	415.28	412.08	0.00	1,242.45
45787	429.34	391.32	398.00	0.00	1,218.66
57057	415.09	411.90	383.70	0.00	1,210.69
56083	370.03	401.91	373.80	0.00	1,145.74
56356	357.14	354.42	326.70	0.00	1,038.26
57268	451.32	478.23	48.92	0.00	978.47
47602	674.16	143.97	117.99	0.00	936.12
57459	258.63	256.71	229.80	0.00	745.14
2892	178.96	191.19	43.90	0.00	414.05
48712	144.96	143.97	117.99	0.00	406.92
55132	152.05	126.25	126.25	0.00	404.55
48170	81.38	80.92	55.46	0.00	217.76
<b>Total:</b>	<b>6,936.86</b>	<b>6,541.57</b>	<b>4,654.87</b>	<b>0.00</b>	<b>18,133.30</b>

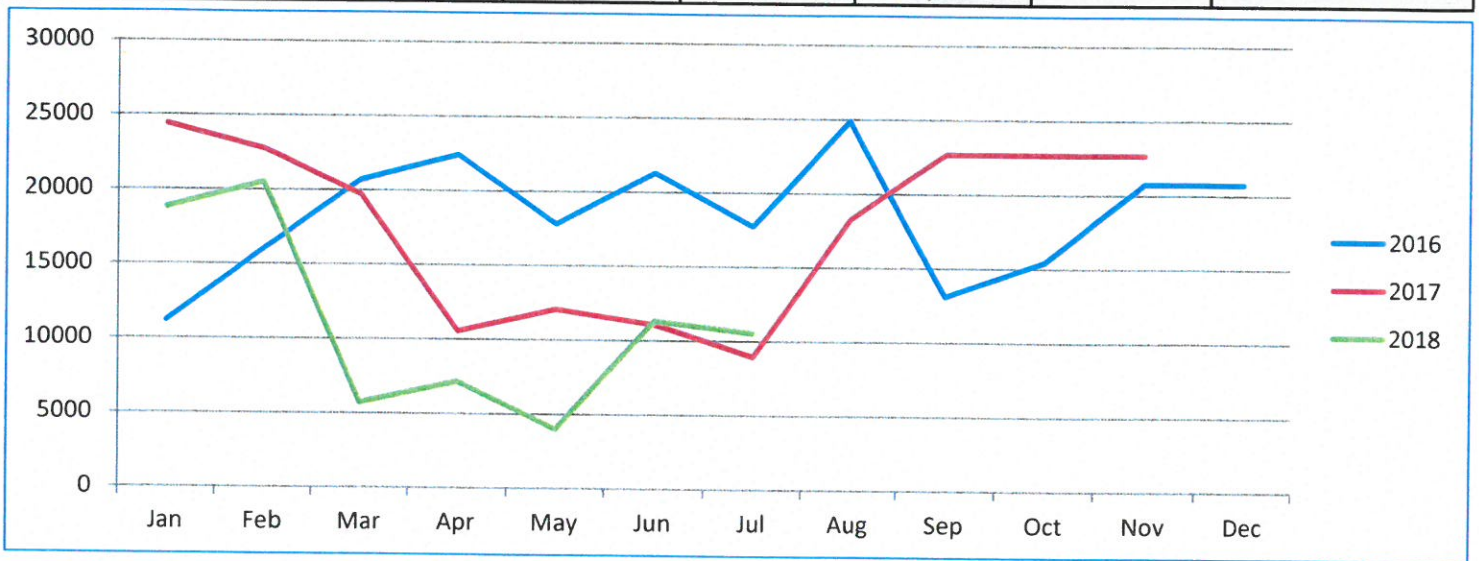




Santa Cruz Port District  
**90+ DAY DELINQUENT ACCOUNTS**

The following accounts have balances 90 days delinquent or greater as of July 18, 2018.

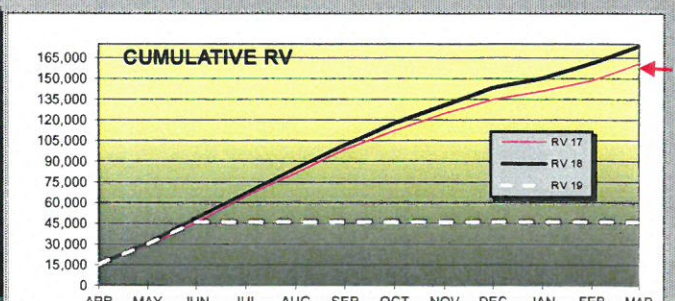
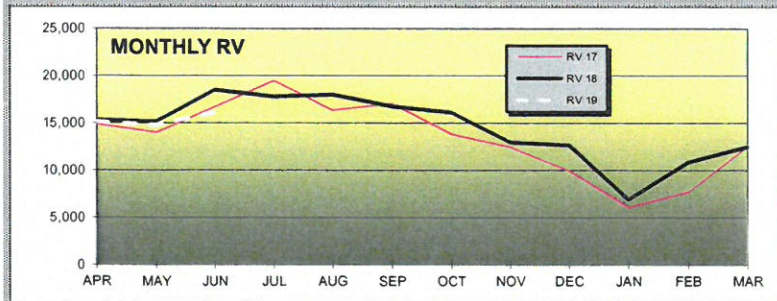
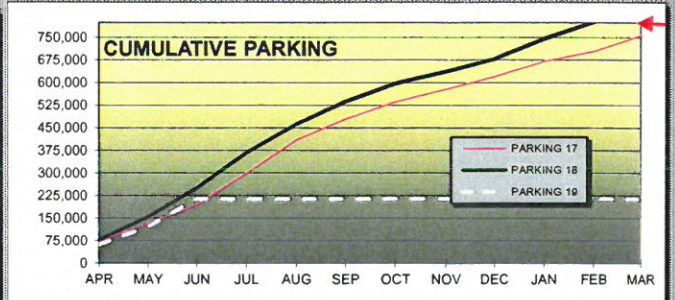
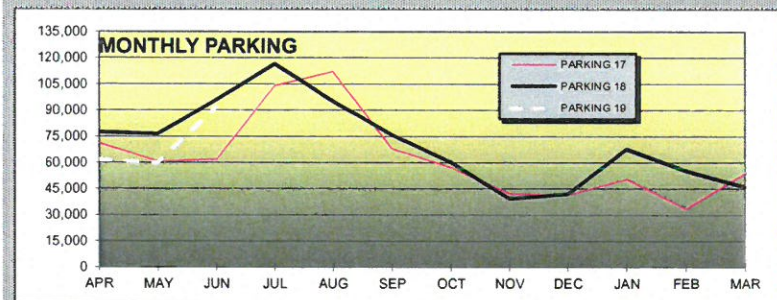
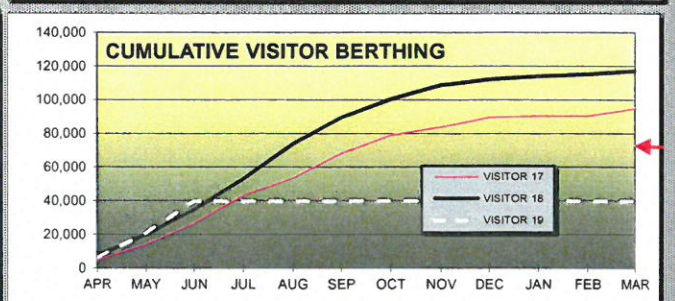
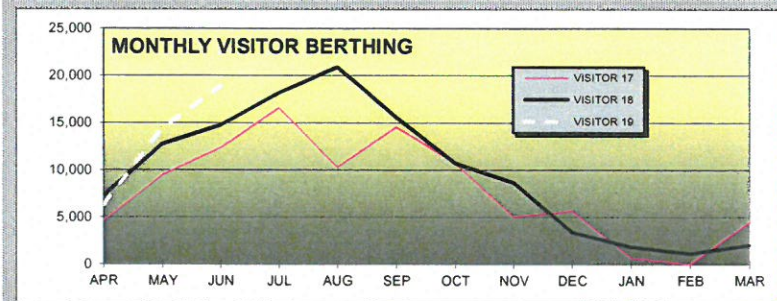
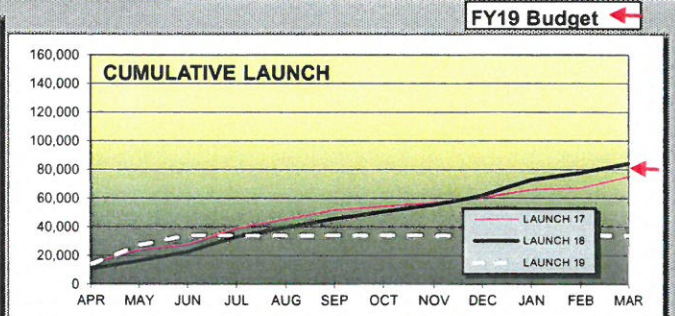
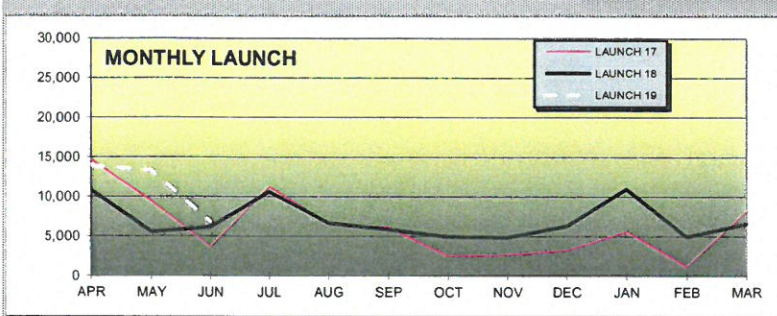
Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
2210	1,287.75	1,180.67	1,278.66	1,031.17	4,778.25	X	Revoke effective 7/31/18
3578	711.94	685.78	660.55	517.34	2,575.61		Revoke effective 7/31/18
45545	344.64	342.09	339.53	966.40	1,992.66		Revoked/Liened
56994	27.78	0.00	87.85	388.35	503.98		Small Claims
2617	28.13	0.00	316.26	116.07	460.46		Small Claims
57049	26.35	0.00	0.00	215.45	241.80		Small Claims
<b>TOTAL:</b>	<b>2,426.59</b>	<b>2,208.54</b>	<b>2,682.85</b>	<b>3,234.78</b>	<b>10,552.76</b>		





# SEASONAL INCOME

FY19 Budget ←





Santa Cruz Port District  
Monthly Budget Report  
For the Three Months Ending Saturday, June 30, 2018

Account	Description	MTD	YTD	FY19 BUDGET	REMAINING	% BUDGET
<b>OPERATING INCOME</b>						
000-000-000-0000-4000	Slip Rent Permanent	\$362,721	\$1,088,253	\$4,359,276	(\$3,271,023)	25%
000-000-000-0000-4002	Slip Rent Visitors	\$18,962	\$39,704	\$75,000	(\$35,296)	53%
000-000-000-0000-4003	Annual Slip Rent Discount	(\$337)	(\$518)	(\$1,000)	\$482	52%
000-000-000-0000-4006	Tenant Concession Rent	\$148,993	\$437,534	\$1,749,060	(\$1,311,526)	25%
000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	\$5,544	\$76,460	\$105,000	(\$28,540)	73%
000-000-000-0000-4010	Launch Fees	\$6,872	\$27,435	\$80,000	(\$52,566)	34%
000-000-000-0000-4012	Liveaboard	\$6,900	\$21,965	\$70,000	(\$48,035)	31%
000-000-000-0000-4014	Catamaran Storage	\$1,998	\$5,794	\$20,400	(\$14,606)	28%
000-000-000-0000-4016	North Harbor Dry Storage	\$14,735	\$44,021	\$163,200	(\$119,179)	27%
000-000-000-0000-4018	7th Ave Dry Storage	\$8,913	\$26,961	\$104,040	(\$77,079)	26%
000-000-000-0000-4020	Waiting List	\$1,702	\$3,952	\$90,000	(\$86,048)	4%
000-000-000-0000-4024	Slip Leave Option			\$500	(\$500)	0%
000-000-000-0000-4026	Partnership Fees	\$3,426	\$10,484	\$41,820	(\$31,336)	25%
000-000-000-0000-4028	Sublease Fees	\$2,467	\$7,200	\$20,400	(\$13,200)	35%
000-000-000-0000-4030	Variable/Utility Fees	\$16,654	\$51,204	\$182,070	(\$130,866)	28%
000-000-000-0000-4032	Late Fees	\$4,690	\$12,497	\$50,000	(\$37,503)	25%
000-000-000-0000-4036	Citations	\$11,846	\$26,056	\$80,000	(\$53,944)	33%
000-000-000-0000-4040	Credit Card Convenience Charges	\$1,085	\$3,468	\$8,000	(\$4,532)	43%
000-000-000-0000-4100	Parking - Concession Lot	\$46,148	\$107,526	\$737,000	(\$629,474)	15%
000-000-000-0000-4102	Parking - Launch Area	\$4,021	\$6,503		\$6,503	0%
000-000-000-0000-4104	Parking - Westside	\$17,051	\$40,595		\$40,595	0%
000-000-000-0000-4110	Parking - 4000 Lot	\$3,366	\$3,366		\$3,366	0%
000-000-000-0000-4118	Meter Permits & Coin	\$20,284	\$58,038		\$58,038	0%
000-000-000-0000-4120	Slip Renter Parking Permits	\$1,100	\$4,600	\$12,000	(\$7,400)	38%
000-000-000-0000-4122	RV Parking	\$16,175	\$46,206	\$155,000	(\$108,794)	30%
000-000-000-0000-4200	Fuel Sales Gasoline	\$26,232	\$62,259	\$230,000	(\$167,741)	27%
000-000-000-0000-4202	Fuel Sales Diesel	\$46,216	\$133,661	\$260,000	(\$126,339)	51%
000-000-000-0000-4210	Wash Rack	\$889	\$2,319	\$9,000	(\$6,681)	26%
000-000-000-0000-4220	Boatyard Retail	\$973	\$3,460	\$10,000	(\$6,540)	35%
000-000-000-0000-4225	Boatyard Labor			\$1,000	(\$1,000)	0%
000-000-000-0000-4230	Boatyard Rental	\$55	\$365	\$1,500	(\$1,135)	24%
000-000-000-0000-4235	Boatyard Misc.	\$2,545	\$8,176	\$35,000	(\$26,824)	23%
000-000-000-0000-4240	Lay Days/Storage	\$8,164	\$22,496	\$75,000	(\$52,504)	30%
000-000-000-0000-4245	Vessel Haulout	\$6,470	\$28,287	\$102,000	(\$73,713)	28%
000-000-000-0000-4250	Vessel Berthing	\$858	\$1,857	\$14,000	(\$12,143)	13%
	<b>OPERATING INCOME</b>	<b>\$817,717</b>	<b>\$2,412,186</b>	<b>\$8,839,266</b>	<b>(\$6,427,080)</b>	<b>27%</b>
<b>EXPENSE SUMMARY BY PROGRAM</b>						
	Administrative Services (110)	\$50,131	\$146,938	\$727,018	\$580,080	20%
	Finance & Purchasing (120)	\$10,388	\$35,400	\$191,294	\$155,894	19%
	Property Management (130)	\$26,812	\$84,481	\$439,637	\$355,156	19%
	Environmental & Permitting (140)	\$6,797	\$18,725	\$205,654	\$186,929	9%
	Port Commission Support (190)	\$4,032	\$13,229	\$51,189	\$37,960	26%
	Harbor Patrol (210)	\$36,972	\$143,029	\$635,630	\$492,601	23%
	Marina Management (220)	\$40,639	\$132,589	\$445,119	\$312,530	30%
	Rescue Services (230)	\$5,722	\$23,132	\$101,958	\$78,826	23%
	Parking Services (240)	\$29,849	\$101,015	\$355,034	\$254,019	28%
	Events (250)	\$2,021	\$5,762	\$42,844	\$37,082	13%
	Fuel Services (280)	\$41,988	\$144,377	\$478,065	\$333,688	30%
	Docks, Piers, Marine Structures (310)	\$16,030	\$51,982	\$266,610	\$214,628	20%
	Utilities (320)	\$5,143	\$19,320	\$124,940	\$105,620	15%
	Buildings (330)	\$20,909	\$58,673	\$282,080	\$223,407	21%
	Grounds (340)	\$57,093	\$191,937	\$700,736	\$508,799	27%
	Aeration (350)	\$2,614	\$12,198	\$54,263	\$42,065	22%
	Fishery Support (360)	\$116	\$537	\$18,935	\$18,398	3%
	Capital Projects (390)	\$0	\$40,140	\$437,601	\$397,461	9%
	Dredging Operations (400)	\$112,838	\$303,708	\$1,314,884	\$1,011,176	23%
	Boatyard Operations (500)	\$20,806	\$68,118	\$253,158	\$185,040	27%
	<b>OPERATING EXPENSES</b>	<b>\$490,901</b>	<b>\$1,595,290</b>	<b>\$7,126,649</b>	<b>\$5,531,359</b>	<b>22%</b>
	<b>OPERATING PROFIT</b>	<b>\$327,722</b>	<b>\$817,444</b>	<b>\$1,712,617</b>	<b>\$895,173</b>	<b>48%</b>

Santa Cruz Port District  
 Monthly Budget Report  
 For the Three Months Ending Saturday, June 30, 2018

<b>NON OPERATING INCOME/(EXPENSE)</b>						
000-000-000-0000-4300	Harbor Services Charge			\$10,000	(\$10,000)	0%
000-000-000-0000-4308	Interest Income	\$83	\$245	\$53,950	(\$53,705)	0%
000-000-000-0000-4310	Other Income	\$4,925	\$42,473	\$20,000	\$22,473	212%
000-000-000-0000-4350	AGWA Contributions			\$12,000	(\$12,000)	0%
000-000-000-0000-4375	USACE Reimbursement			\$385,000	(\$385,000)	0%
000-000-000-0000-4400	Grants - State	\$18,251	\$18,251		\$18,251	0%
000-000-000-0000-4404	Grants - Other/Misc.	\$0	\$0	\$5,000	(\$5,000)	0%
000-000-000-0000-4405	Grants - DBAW	\$0	\$1,512		\$1,512	0%
000-000-000-0000-4406	County Rescue Contribution			\$23,725	(\$23,725)	0%
000-000-000-0000-4407	PG&E Easement	\$94,301	\$94,301		\$94,301	0%
000-000-000-0000-4408	Waste Oil Grant			\$12,000	(\$12,000)	0%
000-000-000-0000-4600	Cash Over/Under	(\$339)	(\$64)		(\$64)	0%
	Principal Debt Payments	\$0	(\$98,593)	(\$1,030,895)	\$932,302	10%
	Capital Improvement Program	(\$131,083)	(\$222,620)	\$0	(\$222,620)	0%
	Capitalized Expenses	(\$51,352)	(\$183,396)	(\$403,258)	\$219,862	45%
	Depreciation	(\$140,002)	(\$420,005)	\$0	(\$420,005)	0%
	<b>NET INCOME/(LOSS)</b>	<b>\$122,507</b>	<b>\$49,549</b>	<b>\$800,139</b>	<b>(\$750,590)</b>	<b>6%</b>



<b>ADMINISTRATIVE SERVICES DEPT.</b>					
Salaries - Regular	\$27,355	\$83,327	\$360,372	\$277,045	23%
Salaries - Overtime	\$0	\$657	\$6,000	\$5,343	11%
Wages - Part Time/Temporary	\$0	\$5,387	\$54,000	\$48,613	10%
Salaries - Vacation Pay	\$0	\$1,667	\$5,000	\$3,333	33%
Unemployment Insurance (SUI)	\$0	\$11	\$3,153	\$3,142	0%
FICA Medicare/Social Security	\$2,151	\$7,141	\$31,007	\$23,866	23%
Auto Allowance	\$200	\$600	\$2,400	\$1,800	25%
Workers' Compensation	\$0	\$14,457	\$15,310	\$853	94%
CalPERS Employer Share	\$1,428	\$7,419	\$39,210	\$31,791	19%
CalPERS Unfunded Accrued Liability	\$3,161	\$9,482	\$45,784	\$36,302	21%
Health Insurance	\$5,343	\$16,981	\$60,839	\$43,858	28%
Dental Insurance	\$397	\$1,135	\$3,675	\$2,540	31%
Long Term Disability/Life/AD&D	\$172	\$514	\$2,542	\$2,028	20%
Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
Printing & Newsletter	\$200	\$2,178	\$12,000	\$9,822	18%
Legal Notices	\$0	\$0	\$1,000	\$1,000	0%
Advertising	\$405	\$480	\$3,500	\$3,020	14%
Postage	\$475	\$1,804	\$12,000	\$10,196	15%
Promotional Expense	\$80	\$794	\$6,000	\$5,206	13%
Office Supplies	\$589	\$2,496	\$13,700	\$11,205	18%
Supplies	\$0	\$225	\$2,100	\$1,875	11%
Vehicle & Equipment Fuel	\$0	\$46	\$1,000	\$954	5%
Miscellaneous Employee Training	\$0	\$255	\$1,000	\$745	26%
Pre-Employment Physicals	\$0	\$0	\$1,000	\$1,000	0%
Equipment Rental	\$0	\$0	\$1,000	\$1,000	0%
Insurance Premiums	\$9,520	\$28,561	\$125,000	\$96,439	23%
Insurance Claims	\$0	\$0	\$6,000	\$6,000	0%
Memberships, Dues, Subscriptions	\$479	\$479	\$12,250	\$11,771	4%
Meetings & Training	\$354	\$2,169	\$14,250	\$12,081	15%
Books	\$0	\$0	\$400	\$400	0%
Software	\$0	\$0	\$500	\$500	0%
Permit Fees	\$0	\$50	\$8,000	\$7,950	1%
Bank Service Charges	\$2,209	\$6,255	\$30,000	\$23,745	21%
Credit Card Fees	\$4,443	\$7,843	\$20,000	\$12,157	39%
Data Storage	\$225	\$225	\$3,000	\$2,775	8%
Employee Recognition	\$122	\$1,105	\$3,000	\$1,895	37%
Miscellaneous Expenses	\$101	(\$1,172)	\$5,000	\$6,172	(23%)
Commission Expenses	\$0	\$0	\$1,000	\$1,000	0%
Interest Expense	\$0	\$2	\$500	\$498	0%
Gas & Electricity	\$7,016	\$21,024	\$78,000	\$56,976	27%
Water, Sewer, Garbage	\$10,133	\$31,649	\$130,000	\$98,351	24%
Telephone & Alarms	\$2,806	\$11,468	\$52,000	\$40,532	22%
Sanitary Dist. Charges	\$0	\$0	\$96,000	\$96,000	0%
Miscellaneous Professional Services	\$800	\$2,400	\$12,000	\$9,600	20%
Legal Consultation	\$2,791	\$5,329	\$51,000	\$45,672	10%
Technical Services	\$4,389	\$5,379	\$113,000	\$107,621	5%
Contract Services	\$581	\$2,233	\$12,000	\$9,767	19%
Uniform Cleaning/Laundry	\$0	\$0	\$250	\$250	0%
Other Services	\$514	\$1,482	\$10,000	\$8,518	15%
AGWA	\$0	\$0	\$12,000	\$12,000	0%
Accounting & Auditing	\$1,346	\$3,485	\$46,000	\$42,515	8%
Software License & Application	\$7,000	\$8,135	\$20,500	\$12,365	40%
LAFCO Assessment	\$0	\$0	\$13,000	\$13,000	0%
Mileage Reimbursement	\$44	\$44	\$1,650	\$1,606	3%
Meetings & Seminars	\$0	\$0	\$3,000	\$3,000	0%
Signage	\$0	\$0	\$200	\$200	0%
Office Equipment R&M	\$0	\$309	\$20,000	\$19,691	2%
Vehicle Maintenance	\$0	\$0	\$2,000	\$2,000	0%
Equipment/Equipment R&M	\$913	\$1,860	\$21,000	\$19,140	9%
<b>TOTAL ADMIN. SERVICES DEPT.</b>	<b>\$94,999</b>	<b>\$289,138</b>	<b>\$1,565,508</b>	<b>\$1,276,370</b>	<b>18%</b>

<b>ADMINISTRATIVE SERVICES (110)</b>						
100-100-110-0000-5000	Salaries - Regular	\$16,185	\$49,932	\$220,446	\$170,514	23%
100-100-110-0000-5005	Salaries - Overtime			\$1,000	\$1,000	0%
100-100-110-0000-5010	Wages - Part Time/Temporary			\$5,000	\$5,000	0%
100-100-110-0000-5020	Salaries - Vacation Pay	\$0	\$1,667	\$5,000	\$3,333	33%
100-100-110-0000-5055	Unemployment Insurance (SUI)			\$1,823	\$1,823	0%
100-100-110-0000-5060	FICA Medicare/Social Security	\$1,289	\$4,106	\$16,442	\$12,336	25%
100-100-110-0000-5075	Auto Allowance	\$200	\$600	\$2,400	\$1,800	25%
100-100-110-0000-5105	Workers' Compensation	\$0	\$8,357	\$8,850	\$493	94%
100-100-110-0000-5110	CalPERS Employer Share	\$914	\$4,748	\$25,510	\$20,762	19%
100-100-110-0000-5112	CalPERS Unfunded Liability	\$2,023	\$6,069	\$29,304	\$23,235	21%
100-100-110-0000-5115	Health Insurance	\$3,232	\$9,950	\$35,650	\$25,700	28%
100-100-110-0000-5120	Dental Insurance	\$229	\$656	\$2,124	\$1,468	31%
100-100-110-0000-5125	Long Term Disability/Life/AD&D	\$99	\$297	\$1,469	\$1,172	20%
100-100-110-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-100-110-0000-5200	Printing & Newsletter	\$200	\$2,178	\$12,000	\$9,822	18%
100-100-110-0000-5202	Legal Notices			\$1,000	\$1,000	0%
100-100-110-0000-5204	Advertising	\$405	\$480	\$2,000	\$1,520	24%
100-100-110-0000-5206	Postage	\$475	\$1,804	\$12,000	\$10,196	15%
100-100-110-0000-5208	Promotional Expense	\$80	\$794	\$6,000	\$5,206	13%
100-100-110-0000-5214	Office Supplies	\$589	\$2,289	\$13,000	\$10,711	18%
100-100-110-0000-5217	Supplies	\$0	\$225	\$1,000	\$775	22%
100-100-110-0000-5240	Miscellaneous Employee Training	\$0	\$255	\$1,000	\$745	26%
100-100-110-0000-5242	Pre-Employment Physicals			\$1,000	\$1,000	0%
100-100-110-0000-5256	Equipment Rental			\$1,000	\$1,000	0%
100-100-110-0000-5262	Insurance Premiums	\$1,518	\$4,920	\$20,000	\$15,080	25%
100-100-110-0000-5264	Insurance Claims			\$6,000	\$6,000	0%
100-100-110-0000-5266	Memberships, Dues, Subscriptions	\$479	\$479	\$12,000	\$11,521	4%
100-100-110-0000-5268	Meetings & Training	\$354	\$1,113	\$5,000	\$3,887	22%
100-100-110-0000-5270	Books			\$300	\$300	0%
100-100-110-0000-5282	Bank Service Charges	\$2,209	\$6,255	\$30,000	\$23,745	21%
100-100-110-0000-5284	Credit Card Fees	\$4,443	\$7,843	\$20,000	\$12,157	39%
100-100-110-0000-5286	Data Storage	\$225	\$225	\$3,000	\$2,775	8%
100-100-110-0000-5288	Employee Recognition	\$122	\$1,105	\$3,000	\$1,895	37%
100-100-110-0000-5290	Miscellaneous Expenses	\$101	(\$1,172)	\$1,000	\$2,172	(117%)
100-100-110-0000-5298	Interest Expense	\$0	\$2	\$500	\$498	0%
100-100-110-0000-5310	Telephone & Alarms	\$2,275	\$9,295	\$42,000	\$32,705	22%
100-100-110-0000-5415	Miscellaneous Professional Services	\$800	\$2,400	\$12,000	\$9,600	20%
100-100-110-0000-5416	Legal Consultation	\$2,791	\$5,329	\$50,000	\$44,672	11%
100-100-110-0000-5420	Technical Services			\$20,000	\$20,000	0%
100-100-110-0000-5425	Contract Services	\$581	\$2,233	\$12,000	\$9,767	19%
100-100-110-0000-5450	Other Services	\$514	\$1,482	\$10,000	\$8,518	15%
100-100-110-0000-5465	Software License & Application	\$7,000	\$8,135	\$20,000	\$11,865	41%
100-100-110-0000-5470	LAFCO Assessment			\$13,000	\$13,000	0%
100-100-110-0000-5500	Mileage Reimbursement	\$44	\$44	\$1,000	\$956	4%
100-100-110-0000-5510	Meetings & Seminars			\$3,000	\$3,000	0%
100-100-110-0000-5694	Office Equipment R&M	\$0	\$309	\$20,000	\$19,691	2%
100-100-110-0000-5698	Equipment/Equipment R&M	\$338	\$1,285	\$13,000	\$11,715	10%
<b>TOTAL ADMINISTRATIVE SERVICES</b>		<b>\$50,131</b>	<b>\$146,938</b>	<b>\$727,018</b>	<b>\$580,080</b>	<b>20%</b>

<b>FINANCE &amp; PURCHASING (120)</b>						
100-100-120-0000-5000	Salaries - Regular	\$6,552	\$19,157	\$89,579	\$70,422	21%
100-100-120-0000-5005	Salaries - Overtime			\$1,000	\$1,000	0%
100-100-120-0000-5010	Wages - Part Time/Temporary			\$3,000	\$3,000	0%
100-100-120-0000-5055	Unemployment Insurance (SUI)			\$770	\$770	0%
100-100-120-0000-5060	FICA Medicare/Social Security	\$495	\$1,447	\$6,948	\$5,501	21%
100-100-120-0000-5105	Workers' Compensation	\$0	\$3,532	\$3,740	\$208	94%
100-100-120-0000-5110	CalPERS Employer Share	\$238	\$1,235	\$6,337	\$5,102	19%
100-100-120-0000-5112	CalPERS Unfunded Liability	\$526	\$1,579	\$7,623	\$6,044	21%
100-100-120-0000-5115	Health Insurance	\$1,091	\$3,955	\$14,878	\$10,923	27%
100-100-120-0000-5120	Dental Insurance	\$97	\$277	\$898	\$621	31%
100-100-120-0000-5125	Long Term Disability/Life/AD&D	\$42	\$125	\$621	\$496	20%
100-100-120-0000-5214	Office Supplies	\$0	\$207	\$500	\$293	41%
100-100-120-0000-5266	Memberships, Dues, Subscriptions			\$250	\$250	0%
100-100-120-0000-5268	Meetings & Training	\$0	\$400	\$2,000	\$1,600	20%
100-100-120-0000-5272	Software			\$500	\$500	0%
100-100-120-0000-5290	Miscellaneous Expenses			\$1,000	\$1,000	0%
100-100-120-0000-5420	Technical Services	\$0	\$0	\$3,000	\$3,000	0%
100-100-120-0000-5460	Accounting & Auditing	\$1,346	\$3,485	\$46,000	\$42,515	8%
100-100-120-0000-5465	Software License & Application			\$500	\$500	0%
100-100-120-0000-5500	Mileage Reimbursement			\$150	\$150	0%
100-100-120-0000-5698	Equipment/Equipment R&M			\$2,000	\$2,000	0%
<b>TOTAL FINANCE &amp; PURCHASING</b>		<b>\$10,388</b>	<b>\$35,400</b>	<b>\$191,294</b>	<b>\$155,894</b>	<b>19%</b>



<b>PROPERTY MANAGEMENT (130)</b>						
100-100-130-0000-5000	Salaries - Regular	\$700	\$3,954	\$8,440	\$4,486	47%
100-100-130-0000-5055	Unemployment Insurance (SUI)			\$80	\$80	0%
100-100-130-0000-5060	FICA Medicare/Social Security	\$55	\$308	\$725	\$417	43%
100-100-130-0000-5105	Workers' Compensation	\$0	\$368	\$390	\$22	94%
100-100-130-0000-5110	CalPERS Employer Share	\$70	\$364	\$1,868	\$1,504	19%
100-100-130-0000-5112	CalPERS Unfunded Liability	\$155	\$465	\$2,247	\$1,782	21%
100-100-130-0000-5115	Health Insurance	\$135	\$451	\$1,478	\$1,027	31%
100-100-130-0000-5120	Dental Insurance	\$10	\$29	\$94	\$65	31%
100-100-130-0000-5125	Long Term Disability/Life/AD&D	\$4	\$13	\$65	\$52	20%
100-100-130-0000-5204	Advertising			\$1,500	\$1,500	0%
100-100-130-0000-5262	Insurance Premiums	\$8,002	\$23,641	\$105,000	\$81,359	23%
100-100-130-0000-5268	Meetings & Training	\$0	\$41	\$750	\$709	5%
100-100-130-0000-5290	Miscellaneous Expenses			\$2,000	\$2,000	0%
100-100-130-0000-5300	Gas & Electricity	\$7,016	\$21,024	\$78,000	\$56,976	27%
100-100-130-0000-5305	Water, Sewer & Garbage	\$10,133	\$31,649	\$130,000	\$98,351	24%
100-100-130-0000-5310	Telephone & Alarms	\$532	\$2,173	\$10,000	\$7,827	22%
100-100-130-0000-5315	Sanitary Dist Charges			\$96,000	\$96,000	0%
100-100-130-0000-5416	Legal Consultation			\$1,000	\$1,000	0%
<b>TOTAL PROPERTY MANAGEMENT</b>		<b>\$26,812</b>	<b>\$84,481</b>	<b>\$439,637</b>	<b>\$355,156</b>	<b>19%</b>

<b>ENVIRONMENTAL &amp; PERMITTING (140)</b>						
100-100-140-0000-5000	Salaries - Regular	\$993	\$2,267	\$15,939	\$13,672	14%
100-100-140-0000-5005	Salaries - Overtime	\$0	\$657	\$3,000	\$2,343	22%
100-100-140-0000-5010	Wages - Part Time/Temporary	\$0	\$5,387	\$46,000	\$40,613	12%
100-100-140-0000-5055	Unemployment Insurance (SUI)	\$0	\$11	\$237	\$226	5%
100-100-140-0000-5060	FICA Medicare/Social Security	\$79	\$641	\$4,700	\$4,059	14%
100-100-140-0000-5105	Workers' Compensation	\$0	\$1,086	\$1,150	\$64	94%
100-100-140-0000-5110	CalPERS Employer Share	\$100	\$518	\$2,656	\$2,138	19%
100-100-140-0000-5112	CalPERS Unfunded Liability	\$221	\$662	\$3,195	\$2,533	21%
100-100-140-0000-5115	Health Insurance	\$398	\$1,169	\$4,360	\$3,191	27%
100-100-140-0000-5120	Dental Insurance	\$30	\$85	\$276	\$191	31%
100-100-140-0000-5125	Long Term Disability/Life/AD&D	\$13	\$39	\$191	\$152	20%
100-100-140-0000-5217	Supplies			\$1,000	\$1,000	0%
100-100-140-0000-5235	Vehicle & Equipment Fuel	\$0	\$46	\$1,000	\$954	5%
100-100-140-0000-5268	Meetings & Training			\$500	\$500	0%
100-100-140-0000-5276	Permit Fees	\$0	\$50	\$8,000	\$7,950	1%
100-100-140-0000-5292	Uniform Cleaning/Laundry			\$250	\$250	0%
100-100-140-0000-5420	Technical Services	\$4,389	\$5,379	\$90,000	\$84,621	6%
100-100-140-0000-5455	AGWA			\$12,000	\$12,000	0%
100-100-140-0000-5500	Mileage Reimbursement			\$500	\$500	0%
100-100-140-0000-5625	Signage			\$200	\$200	0%
100-100-140-0000-5665	Vehicle Maintenance			\$2,000	\$2,000	0%
100-100-140-0000-5696	Permits & Inspections	\$0	\$154	\$2,500	\$2,346	6%
100-100-140-0000-5698	Equipment/Equipment R&M	\$576	\$576	\$6,000	\$5,424	10%
<b>TOTAL ENVIRONMENTAL &amp; PERMITTING</b>		<b>\$6,797</b>	<b>\$18,725</b>	<b>\$205,654</b>	<b>\$186,929</b>	<b>9%</b>

<b>PORT COMMISSION SUPPORT (190)</b>						
100-100-190-0000-5000	Salaries - Regular	\$2,925	\$8,018	\$25,968	\$17,950	31%
100-100-190-0000-5005	Salaries - Overtime			\$1,000	\$1,000	0%
100-100-190-0000-5010	Wages - Part Time/Temporary			\$1,000	\$1,000	0%
100-100-190-0000-5055	Unemployment Insurance (SUI)			\$243	\$243	0%
100-100-190-0000-5060	FICA Medicare/Social Security	\$233	\$638	\$2,192	\$1,554	29%
100-100-190-0000-5105	Workers' Compensation	\$0	\$1,114	\$1,180	\$66	94%
100-100-190-0000-5110	CalPERS Employer Share	\$107	\$553	\$2,839	\$2,286	19%
100-100-190-0000-5112	CalPERS Unfunded Liability	\$236	\$707	\$3,415	\$2,708	21%
100-100-190-0000-5115	Health Insurance	\$487	\$1,455	\$4,473	\$3,018	33%
100-100-190-0000-5120	Dental Insurance	\$31	\$88	\$283	\$196	31%
100-100-190-0000-5125	Long Term Disability/Life/AD&D	\$13	\$40	\$196	\$156	20%
100-100-190-0000-5214	Office Supplies			\$200	\$200	0%
100-100-190-0000-5217	Supplies			\$100	\$100	0%
100-100-190-0000-5268	Meetings & Training	\$0	\$616	\$6,000	\$5,384	10%
100-100-190-0000-5270	Books			\$100	\$100	0%
100-100-190-0000-5290	Miscellaneous Expenses			\$1,000	\$1,000	0%
100-100-190-0000-5294	Commission Expenses			\$1,000	\$1,000	0%
<b>TOTAL PORT COMMISSION SUPPORT</b>		<b>\$4,032</b>	<b>\$13,229</b>	<b>\$51,189</b>	<b>\$37,960</b>	<b>26%</b>

**OPERATIONS DEPT.**

Salaries - Regular	\$65,819	\$207,827	\$753,884	\$546,057	28%
Salaries - Overtime	\$2,286	\$4,500	\$22,000	\$17,500	20%
Wages - Part Time/Temporary	\$18,488	\$47,125	\$197,500	\$150,375	24%
Salaries - Vacation Pay	\$0	\$1,440	\$2,000	\$560	72%
Salaries - Holiday Pay	\$0	\$0	\$6,000	\$6,000	0%
Salaries - Call Back	\$994	\$1,862	\$4,000	\$2,138	47%
Salaries - Call Ready	\$1,438	\$4,735	\$19,500	\$14,765	24%
Salaries - Night Differential	\$251	\$798	\$3,000	\$2,203	27%
Unemployment Insurance (SUI)	\$664	\$1,744	\$7,982	\$6,238	22%
FICA Medicare/Social Security	\$7,029	\$20,841	\$76,476	\$55,635	27%
Uniform Allowance	\$0	\$1,520	\$6,500	\$4,980	23%
Workers' Compensation	\$0	\$36,590	\$41,164	\$4,574	89%
CalPERS Employer Share	\$3,203	\$17,383	\$85,386	\$68,003	20%
CalPERS Unfunded Accrued Liability	\$6,540	\$19,621	\$94,744	\$75,123	21%
Health Insurance	\$12,655	\$38,740	\$154,603	\$115,863	25%
Dental Insurance	\$1,004	\$2,873	\$9,300	\$6,427	31%
Long Term Disability/Life/AD&D	\$435	\$1,300	\$6,433	\$5,133	20%
Retiree Medical Contribution	\$833	\$2,500	\$10,400	\$7,900	24%
Advertising	\$0	\$10	\$500	\$490	2%
Hazmat Supplies	\$0	\$1,062	\$500	(\$562)	212%
Safety Supplies	\$0	\$300	\$2,500	\$2,200	12%
Supplies	\$614	\$7,710	\$22,450	\$14,740	34%
Tools	\$0	\$143	\$2,000	\$1,857	7%
Harbor Patrol Supplies	\$22	\$22	\$3,500	\$3,478	1%
HBI Maintenance	\$0	\$21	\$5,000	\$4,979	0%
Almar Maintenance	\$220	\$3,402	\$9,500	\$6,098	36%
Fuel - Travelift	\$153	\$381	\$2,100	\$1,719	18%
Boat Fuel - Almar	\$704	\$2,100	\$6,000	\$3,900	35%
Boat Fuel - Free Ride	\$110	\$155	\$1,000	\$845	15%
Vehicle & Equipment Fuel	\$779	\$2,322	\$10,000	\$7,678	23%
Harbor Patrol Training	(\$497)	\$4,579	\$22,000	\$17,421	21%
Harbor Patrol Misc. Expense	\$0	\$43	\$10,000	\$9,957	0%
Background Investigations	\$0	\$0	\$1,500	\$1,500	0%
Fuel Dock Gasoline	\$14,165	\$47,813	\$200,000	\$152,187	24%
Fuel Dock Diesel	\$25,739	\$87,194	\$230,000	\$142,806	38%
Fuel Dock Equipment & Supplies	\$0	\$0	\$1,000	\$1,000	0%
Underground Storage Tank Maintenance	\$1,018	\$3,405	\$2,500	(\$905)	136%
Rent & Leases	\$800	\$2,400	\$10,000	\$7,600	24%
Equipment Rental	\$1,545	\$1,545	\$2,000	\$456	77%
Insurance Premiums	\$381	\$2,971	\$25,700	\$22,729	12%
Software	\$0	\$0	\$1,000	\$1,000	0%
Permit Fees	\$0	\$1,816	\$6,300	\$4,484	29%
Booking Fees	\$0	\$0	\$2,000	\$2,000	0%
Bad Debt Expense	\$162	(\$761)	\$15,000	\$15,761	(5%)
Lien Sale Expense	\$0	\$480	\$2,500	\$2,020	19%
Credit Card Fees	\$0	\$3,847	\$23,000	\$19,153	17%
Uniform Cleaning/Laundry	\$0	\$431	\$900	\$469	48%
Hazmat Disposal	\$0	\$1,190	\$5,200	\$4,010	23%
Contract Services	\$0	\$2,606	\$7,500	\$4,894	35%
Engineering Services	\$0	\$0	\$500	\$500	0%
Other Services	\$2,304	\$10,990	\$77,000	\$66,010	14%
Software License & Application	\$0	\$0	\$4,000	\$4,000	0%
Mileage Reimbursement	\$39	\$1,012	\$2,200	\$1,188	46%
Meetings & Seminars	\$0	\$0	\$300	\$300	0%
Boatyard Gas & Electricity	\$0	\$0	\$2,500	\$2,500	0%
Boatyard Water, Sewer, Garbage	\$312	\$974	\$2,500	\$1,526	39%
Boatyard Telephone & Alarms	\$148	\$604	\$2,500	\$1,896	24%
Sanitary District Charges	\$0	\$0	\$1,000	\$1,000	0%
Fueling Equipment R&M	\$176	\$1,299	\$2,500	\$1,201	52%
Water Taxi Maintenance	\$0	\$926	\$3,500	\$2,574	26%
Signage	\$405	\$800	\$2,000	\$1,200	40%
Parking Meters R&M	\$0	\$1,123	\$1,100	(\$23)	102%
Vehicle Maintenance	\$34	\$624	\$10,000	\$9,376	6%
Contract Services	\$0	\$0	\$17,000	\$17,000	0%
Boatyard Cost of Goods Sold	\$0	\$0	\$10,000	\$10,000	0%
Boatyard Filtration System R&M	\$0	\$0	\$3,000	\$3,000	0%
Boatyard Filtration Supplies	\$0	\$0	\$1,500	\$1,500	0%
Office Equipment R&M	\$0	\$0	\$200	\$200	0%
Equipment/Equipment R&M	\$3,007	\$4,539	\$11,000	\$6,461	41%
Communications Maintenance	\$0	\$591	\$2,000	\$1,409	30%
Misc. Expenses	\$772	\$974	\$4,500	\$3,526	22%
<b>TOTAL OPERATIONS DEPT.</b>	<b>\$168,214</b>	<b>\$593,417</b>	<b>\$2,200,078</b>	<b>\$1,606,661</b>	<b>27%</b>



<b>HARBOR PATROL (210)</b>						
100-200-210-0000-5000	Salaries - Regular	\$20,241	\$66,029	\$284,143	\$218,114	23%
100-200-210-0000-5005	Salaries - Overtime	\$2,099	\$2,287	\$15,000	\$12,713	15%
100-200-210-0000-5010	Wages - Part Time/Temporary	\$2,007	\$4,072	\$16,000	\$11,928	25%
100-200-210-0000-5020	Salaries - Vacation Pay	\$0	\$1,440	\$2,000	\$560	72%
100-200-210-0000-5025	Salaries - Holiday Pay			\$5,000	\$5,000	0%
100-200-210-0000-5040	Salaries - Call Back	\$287	\$493	\$1,500	\$1,007	33%
100-200-210-0000-5045	Salaries - Call Ready	\$116	\$684	\$3,500	\$2,816	20%
100-200-210-0000-5050	Salaries - Night Differential	\$251	\$798	\$3,000	\$2,203	27%
100-200-210-0000-5055	Unemployment Insurance (SUI)	\$125	\$299	\$2,983	\$2,684	10%
100-200-210-0000-5060	FICA Medicare/Social Security	\$1,880	\$5,807	\$26,902	\$21,095	22%
100-200-210-0000-5100	Uniform Allowance	\$0	\$1,520	\$6,500	\$4,980	23%
100-200-210-0000-5105	Workers' Compensation	\$0	\$13,673	\$14,480	\$807	94%
100-200-210-0000-5110	CalPERS Employer Share	\$1,239	\$7,176	\$33,023	\$25,847	22%
100-200-210-0000-5112	CalPERS Unfunded Liability	\$2,742	\$8,227	\$39,726	\$31,499	21%
100-200-210-0000-5115	Health Insurance	\$4,455	\$13,675	\$60,494	\$46,819	23%
100-200-210-0000-5120	Dental Insurance	\$375	\$1,074	\$3,475	\$2,401	31%
100-200-210-0000-5125	Long Term Disability/Life/AD&D	\$163	\$486	\$2,404	\$1,918	20%
100-200-210-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-200-210-0000-5217	Supplies	\$43	\$166	\$2,500	\$2,334	7%
100-200-210-0000-5218	Tools	\$0	\$143	\$1,000	\$857	14%
100-200-210-0000-5220	Harbor Patrol Supplies	\$22	\$22	\$3,500	\$3,478	1%
100-200-210-0000-5224	Almar Maintenance	\$220	\$1,408	\$2,500	\$1,092	56%
100-200-210-0000-5235	Vehicle & Equipment Fuel	\$632	\$1,966	\$7,000	\$5,034	28%
100-200-210-0000-5236	Harbor Patrol Training	(\$497)	\$3,712	\$12,000	\$8,288	31%
100-200-210-0000-5238	Harbor Patrol Misc. Expense			\$9,000	\$9,000	0%
100-200-210-0000-5244	Background Investigations			\$1,500	\$1,500	0%
100-200-210-0000-5262	Insurance Premiums	\$156	\$468	\$7,500	\$7,032	6%
100-200-210-0000-5278	Booking Fees			\$2,000	\$2,000	0%
100-200-210-0000-5415	Miscellaneous Professional Services			\$3,000	\$3,000	0%
100-200-210-0000-5450	Other Services	\$0	\$4,443	\$50,000	\$45,557	9%
100-200-210-0000-5500	Mileage Reimbursement	\$0	\$610	\$1,500	\$891	41%
100-200-210-0000-5510	Meetings & Seminars			\$300	\$300	0%
100-200-210-0000-5665	Vehicle Maintenance	\$0	\$514	\$5,000	\$4,486	10%
100-200-210-0000-5692	Communications Maintenance	\$0	\$591	\$2,000	\$1,409	30%
	<b>TOTAL HARBOR PATROL</b>	<b>\$36,972</b>	<b>\$143,029</b>	<b>\$635,630</b>	<b>\$492,601</b>	<b>23%</b>

<b>MARINA MANAGEMENT (220)</b>						
100-200-220-0000-5000	Salaries - Regular	\$28,249	\$88,279	\$249,767	\$161,488	35%
100-200-220-0000-5005	Salaries - Overtime	\$0	\$110	\$1,000	\$890	11%
100-200-220-0000-5010	Wages - Part Time/Temporary			\$25,000	\$25,000	0%
100-200-220-0000-5025	Salaries - Holiday Pay			\$1,000	\$1,000	0%
100-200-220-0000-5030	Salaries - Sick Pay	\$2,582	\$2,582		(\$2,582)	0%
100-200-220-0000-5040	Salaries - Call Back	\$89	\$89		(\$89)	0%
100-200-220-0000-5055	Unemployment Insurance (SUI)			\$1,704	\$1,704	0%
100-200-220-0000-5060	FICA Medicare/Social Security	\$2,390	\$7,074	\$15,365	\$8,291	46%
100-200-220-0000-5105	Workers' Compensation	\$0	\$7,809	\$8,270	\$461	94%
100-200-220-0000-5110	CalPERS Employer Share	\$1,228	\$6,380	\$32,730	\$26,350	19%
100-200-220-0000-5112	CalPERS Unfunded Liability	\$2,718	\$8,154	\$39,373	\$31,219	21%
100-200-220-0000-5115	Health Insurance	\$3,149	\$9,565	\$31,352	\$21,787	31%
100-200-220-0000-5120	Dental Insurance	\$214	\$613	\$1,985	\$1,372	31%
100-200-220-0000-5125	Long Term Disability/Life/AD&D	\$93	\$277	\$1,373	\$1,096	20%
100-200-220-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-200-220-0000-5217	Supplies	\$0	\$512	\$2,500	\$1,988	20%
100-200-220-0000-5222	HBI Maintenance	\$0	\$21	\$2,500	\$2,479	1%
100-200-220-0000-5224	Almar Maintenance			\$3,000	\$3,000	0%
100-200-220-0000-5262	Insurance Premiums	(\$691)	(\$247)	\$4,000	\$4,247	(6%)
100-200-220-0000-5279	Bad Debt Expense	\$162	(\$761)	\$15,000	\$15,761	(5%)
100-200-220-0000-5280	Lien Sale Expenses	\$0	\$480	\$2,500	\$2,020	19%
100-200-220-0000-5465	Software License & Application			\$1,000	\$1,000	0%
100-200-220-0000-5500	Mileage Reimbursement	\$39	\$403	\$500	\$98	81%
	<b>TOTAL MARINA MANAGEMENT</b>	<b>\$40,639</b>	<b>\$132,589</b>	<b>\$445,119</b>	<b>\$312,530</b>	<b>30%</b>

<b>RESCUE SERVICES (230)</b>						
100-200-230-0000-5000	Salaries - Regular	\$1,447	\$4,760	\$16,820	\$12,060	28%
100-200-230-0000-5005	Salaries - Overtime	\$187	\$1,662	\$1,000	(\$662)	166%
100-200-230-0000-5010	Wages - Part Time/Temporary			\$1,000	\$1,000	0%
100-200-230-0000-5040	Salaries - Call Back	\$618	\$1,119	\$2,000	\$881	56%
100-200-230-0000-5045	Salaries - Call Ready	\$1,322	\$4,051	\$16,000	\$11,949	25%
100-200-230-0000-5055	Unemployment Insurance (SUI)			\$354	\$354	0%
100-200-230-0000-5060	FICA Medicare/Social Security	\$275	\$891	\$3,196	\$2,305	28%
100-200-230-0000-5105	Workers' Compensation	\$0	\$1,624	\$1,720	\$96	94%
100-200-230-0000-5110	CalPERS Employer Share	\$75	\$389	\$1,996	\$1,607	20%
100-200-230-0000-5112	CalPERS Unfunded Liability	\$166	\$497	\$2,402	\$1,905	21%
100-200-230-0000-5115	Health Insurance	\$552	\$1,697	\$6,521	\$4,824	26%
100-200-230-0000-5120	Dental Insurance	\$45	\$128	\$413	\$285	31%
100-200-230-0000-5125	Long Term Disability/Life/AD&D	\$19	\$58	\$286	\$228	20%
100-200-230-0000-5212	Safety Supplies	\$0	\$300	\$1,500	\$1,200	20%
100-200-230-0000-5217	Supplies	\$0	\$15	\$250	\$235	6%
100-200-230-0000-5222	HBI Maintenance			\$2,500	\$2,500	0%
100-200-230-0000-5224	Almar Maintenance	\$0	\$1,994	\$4,000	\$2,006	50%
100-200-230-0000-5226	Boat Fuel - Almar	\$704	\$2,100	\$6,000	\$3,900	35%
100-200-230-0000-5236	Harbor Patrol Training	\$0	\$867	\$10,000	\$9,133	9%
100-200-230-0000-5238	Harbor Patrol Miscellaneous Expense	\$0	\$43	\$1,000	\$957	4%
100-200-230-0000-5262	Insurance Premiums	\$312	\$936	\$6,000	\$5,064	16%
100-200-230-0000-5425	Contract Services			\$17,000	\$17,000	0%
	<b>TOTAL RESCUE SERVICES</b>	<b>\$5,722</b>	<b>\$23,132</b>	<b>\$101,958</b>	<b>\$78,826</b>	<b>23%</b>

<b>PARKING SERVICES (240)</b>						
100-200-240-0000-5000	Salaries - Regular	\$5,749	\$18,148	\$84,226	\$66,078	22%
100-200-240-0000-5005	Salaries - Overtime	\$0	\$404	\$1,000	\$596	40%
100-200-240-0000-5010	Wages - Part Time/Temporary	\$15,261	\$39,099	\$119,000	\$79,901	33%
100-200-240-0000-5020	Salaries - Vacation Pay	\$13	\$13		(\$13)	0%
100-200-240-0000-5030	Salaries - Sick Pay	\$55	\$209	\$1,000	\$791	21%
100-200-240-0000-5040	Salaries - Call Back	\$0	\$77		(\$77)	0%
100-200-240-0000-5055	Unemployment Insurance (SUI)	\$475	\$1,220	\$717	(\$503)	170%
100-200-240-0000-5060	FICA Medicare/Social Security	\$1,634	\$4,471	\$16,647	\$12,176	27%
100-200-240-0000-5105	Workers' Compensation	\$0	\$3,286	\$5,894	\$2,608	56%
100-200-240-0000-5110	CalPERS Employer Share	\$304	\$1,578	\$8,095	\$6,517	19%
100-200-240-0000-5112	CalPERS Unfunded Liability	\$672	\$2,017	\$9,739	\$7,722	21%
100-200-240-0000-5115	Health Insurance	\$1,368	\$4,188	\$13,893	\$9,705	30%
100-200-240-0000-5120	Dental Insurance	\$90	\$258	\$835	\$577	31%
100-200-240-0000-5125	Long Term Disability/Life/AD&D	\$39	\$117	\$578	\$461	20%
100-200-240-0000-5212	Safety Supplies			\$500	\$500	0%
100-200-240-0000-5217	Supplies	\$389	\$6,236	\$12,000	\$5,764	52%
100-200-240-0000-5218	Tools	\$0	\$61	\$10	(\$51)	614%
100-200-240-0000-5231	Boat Fuel - Free Ride	\$110	\$155	\$1,000	\$845	15%
100-200-240-0000-5235	Vehicle & Equipment Fuel	\$147	\$355	\$3,000	\$2,645	12%
100-200-240-0000-5240	Miscellaneous Employee Training	\$0	\$295	\$1,800	\$1,505	16%
100-200-240-0000-5254	Rent & Leases	\$800	\$2,400	\$10,000	\$7,600	24%
100-200-240-0000-5272	Software			\$1,000	\$1,000	0%
100-200-240-0000-5284	Credit Card Fees	\$0	\$2,422	\$12,000	\$9,578	20%
100-200-240-0000-5292	Uniform Cleaning/Laundry	\$0	\$431	\$500	\$69	86%
100-200-240-0000-5425	Contract Services	\$0	\$2,535	\$7,000	\$4,465	36%
100-200-240-0000-5450	Other Services	\$2,304	\$6,548	\$25,000	\$18,452	26%
100-200-240-0000-5465	Software License & Application			\$1,000	\$1,000	0%
100-200-240-0000-5610	Water Taxi Maintenance	\$0	\$926	\$3,500	\$2,574	26%
100-200-240-0000-5625	Signage	\$405	\$800	\$1,000	\$200	80%
100-200-240-0000-5635	Parking Meters R&M	\$0	\$1,123	\$1,100	(\$23)	102%
100-200-240-0000-5665	Vehicle Maintenance	\$34	\$110	\$5,000	\$4,890	2%
100-200-240-0000-5698	Equipment/Equipment R&M	\$0	\$1,532	\$8,000	\$6,468	19%
	<b>TOTAL PARKING SERVICES</b>	<b>\$29,849</b>	<b>\$101,015</b>	<b>\$355,034</b>	<b>\$254,019</b>	<b>28%</b>

<b>EVENTS (250)</b>						
100-200-250-0000-5000	Salaries - Regular	\$414	\$1,056	\$13,645	\$12,589	8%
100-200-250-0000-5005	Salaries - Overtime			\$2,000	\$2,000	0%
100-200-250-0000-5010	Wages - Part Time/Temporary			\$5,000	\$5,000	0%
100-200-250-0000-5055	Unemployment Insurance (SUI)			\$284	\$284	0%
100-200-250-0000-5060	FICA Medicare/Social Security	\$33	\$85	\$2,564	\$2,479	3%
100-200-250-0000-5105	Workers' Compensation	\$0	\$1,303	\$1,380	\$77	94%
100-200-250-0000-5110	CalPERS Employer Share	\$76	\$396	\$2,033	\$1,637	19%
100-200-250-0000-5112	CalPERS Unfunded Liability	\$169	\$506	\$2,446	\$1,940	21%
100-200-250-0000-5115	Health Insurance	\$452	\$1,377	\$5,232	\$3,855	26%
100-200-250-0000-5120	Dental Insurance	\$36	\$102	\$331	\$229	31%
100-200-250-0000-5125	Long Term Disability/Life/AD&D	\$16	\$46	\$229	\$183	20%
100-200-250-0000-5217	Supplies	\$225	\$289	\$4,200	\$3,911	7%
100-200-250-0000-5256	Equipment Rental			\$1,000	\$1,000	0%
100-200-250-0000-5290	Misc. Expenses	\$600	\$600	\$2,000	\$1,400	30%
100-200-250-0000-5625	Signage			\$500	\$500	0%
	<b>TOTAL EVENTS</b>	<b>\$2,021</b>	<b>\$5,762</b>	<b>\$42,844</b>	<b>\$37,082</b>	<b>13%</b>



Santa Cruz Port District  
 Monthly Budget Report  
 For the Three Months Ending Saturday, June 30, 2018

<b>FUEL SERVICES (280)</b>						
100-200-280-0000-5000	Salaries - Regular	\$78	\$418	\$2,059	\$1,641	20%
100-200-280-0000-5010	Wages - Part Time/Temporary	\$260	\$1,314	\$16,000	\$14,686	8%
100-200-280-0000-5055	Unemployment Insurance (SUI)	\$5	\$68	\$70	\$2	98%
100-200-280-0000-5060	FICA Medicare/Social Security	\$26	\$133	\$1,432	\$1,299	9%
100-200-280-0000-5105	Workers' Compensation	\$0	\$321	\$340	\$19	94%
100-200-280-0000-5110	CalPERS Employer Share	\$33	\$171	\$679	\$708	19%
100-200-280-0000-5112	CalPERS Unfunded Liability	\$73	\$219	\$1,058	\$839	21%
100-200-280-0000-5115	Health Insurance	\$110	\$337	\$1,289	\$952	26%
100-200-280-0000-5120	Dental Insurance	\$9	\$25	\$82	\$57	31%
100-200-280-0000-5125	Long Term Disability/Life/AD&D	\$4	\$11	\$56	\$45	20%
100-200-280-0000-5217	Supplies	\$0	\$8	\$1,000	\$992	1%
100-200-280-0000-5218	Tools	\$0	\$6		(\$6)	0%
100-200-280-0000-5245	Fuel Dock Gasoline	\$14,165	\$47,813	\$200,000	\$152,187	24%
100-200-280-0000-5246	Fuel Dock Diesel	\$25,739	\$87,194	\$230,000	\$142,806	38%
100-200-280-0000-5250	Fuel Dock Equipment & Supplies			\$1,000	\$1,000	0%
100-200-280-0000-5252	Underground Storage Tank Maintenance	\$1,018	\$3,405	\$2,500	(\$905)	136%
100-200-280-0000-5262	Insurance Premiums	\$292	\$877	\$5,500	\$4,623	16%
100-200-280-0000-5276	Permit Fees			\$3,800	\$3,800	0%
100-200-280-0000-5284	Credit Card Fees	\$0	\$756	\$7,000	\$6,244	11%
100-200-280-0000-5465	Software License & Application			\$1,500	\$1,500	0%
100-200-280-0000-5607	Fueling Equipment R&M	\$176	\$1,299	\$2,500	\$1,201	52%
	<b>TOTAL FUEL SERVICES</b>	<b>\$41,988</b>	<b>\$144,377</b>	<b>\$478,065</b>	<b>\$333,688</b>	<b>30%</b>

**FACILITIES DEPARTMENT**

Salaries - Regular	\$63,051	\$190,347	\$798,647	\$608,300	24%
Salaries - Overtime	\$989	\$7,579	\$32,000	\$24,421	24%
Wages - Part Time/Temporary	\$10,460	\$19,559	\$67,500	\$47,941	29%
Salaries - Comp. Time	\$1,876	\$2,405	\$500	(\$1,905)	481%
Salaries - Vacation	\$1,960	\$1,960	\$2,500	\$540	78%
Salaries - Holiday Pay	\$717	\$717	\$1,000	\$283	72%
Salaries - Call Back	\$85	\$1,459	\$2,200	\$741	66%
Salaries - Call Ready	\$1,128	\$2,987	\$10,000	\$7,013	30%
Unemployment Insurance (SUI)	\$455	\$593	\$9,664	\$9,071	6%
FICA Medicare/Social Security	\$6,119	\$17,293	\$85,750	\$68,457	20%
Workers' Compensation	\$0	\$43,380	\$46,040	\$2,660	94%
CalPERS Employer Share	\$2,240	\$11,639	\$61,608	\$49,969	19%
CalPERS Unfunded Accrued Liability	\$4,958	\$14,875	\$71,827	\$56,952	21%
Health Insurance	\$14,078	\$43,002	\$183,958	\$140,956	23%
Dental Insurance	\$1,191	\$3,406	\$11,025	\$7,619	31%
Long Term Disability/Life/AD&D	\$516	\$1,541	\$7,626	\$6,085	20%
Retiree Medical Contribution	\$1,667	\$5,000	\$20,800	\$15,800	24%
Hazmat Supplies	\$0	\$2,124	\$9,500	\$7,376	22%
Safety Supplies	\$2,210	\$5,190	\$14,000	\$8,810	37%
Office Supplies	\$0	\$0	\$200	\$200	0%
Janitorial Supplies	\$2,273	\$7,211	\$30,000	\$22,789	24%
Supplies	\$2,039	\$9,415	\$17,700	\$8,285	53%
Tools	\$1,832	\$4,368	\$30,000	\$25,632	15%
Boat Fuel - Odd Job	\$13	\$977	\$500	(\$477)	195%
Boat Fuel - Dredge Skiff	\$0	\$932	\$500	(\$432)	186%
Boat Fuel - Seabright	\$0	\$0	\$125,000	\$125,000	0%
Boat Fuel - Dauntless	\$0	\$1,884	\$7,500	\$5,616	25%
Vehicle & Equipment Fuel	\$1,426	\$5,556	\$15,000	\$9,444	37%
Misc. Employee Training	\$359	\$513	\$20,500	\$19,987	3%
Equipment Rental	\$192	\$611	\$36,000	\$35,389	2%
Insurance Premiums	\$10,804	\$33,425	\$191,000	\$157,575	18%
Memberships, Dues, Subscriptions	\$0	\$80	\$1,250	\$1,170	6%
Meetings & Training	\$1,044	\$1,044	\$4,500	\$3,456	23%
Books	\$0	\$0	\$100	\$100	0%
Permit Fees	\$0	\$1,400	\$13,500	\$12,100	10%
Miscellaneous Expenses	\$500	\$1,384	\$6,150	\$4,766	23%
Uniform Cleaning/Laundry	\$793	\$2,650	\$13,800	\$11,150	19%
Interest Expense	\$0	\$40,140	\$418,104	\$377,964	10%
Gas & Electricity	\$21,047	\$63,071	\$198,000	\$134,929	32%
Water, Sewer, Garbage	\$9,723	\$25,375	\$90,000	\$64,625	28%
Hazmat Disposal	\$2,952	\$4,581	\$11,000	\$6,419	42%
Landscaping	\$0	\$0	\$10,000	\$10,000	0%
Custodial Contract	\$2,538	\$7,614	\$33,000	\$25,386	23%
Freight	\$0	\$2,013	\$2,500	\$487	81%
Legal Consultation	\$0	\$0	\$1,000	\$1,000	0%
Contract Services	\$0	\$3,500	\$10,000	\$6,500	35%
Engineering Services	\$0	\$0	\$12,500	\$12,500	0%
Environmental Services	\$0	\$0	\$10,000	\$10,000	0%
Dredge Consulting	\$15,412	\$15,412	\$25,000	\$9,588	62%
Other Services	\$687	\$1,107	\$11,500	\$10,393	10%
Mileage Reimbursement	\$171	\$171	\$1,700	\$1,529	10%
Building Repairs & Maintenance	\$77	\$2,297	\$40,000	\$37,703	6%
Piers & Marine Structures R&M	\$701	\$3,579	\$10,000	\$6,421	36%
Maintenance Workboat R&M	\$0	\$754	\$1,000	\$246	75%
Paint & Supplies	\$1,921	\$2,667	\$12,000	\$9,333	22%
Signage	\$0	\$0	\$7,000	\$7,000	0%
Parking Lot R&M	\$0	\$0	\$5,000	\$5,000	0%
Street Maintenance	\$0	\$0	\$2,500	\$2,500	0%
Storm Drain Maintenance	\$230	\$230	\$5,000	\$4,770	5%
Vehicle Maintenance	\$165	\$2,834	\$21,000	\$18,166	14%
Utility Maintenance	\$0	\$0	\$10,000	\$10,000	0%
Other Repairs & Maintenance	\$317	\$1,136	\$4,200	\$3,064	27%
Ice Machine R&M	\$0	\$0	\$3,500	\$3,500	0%
Safety Equipment R&M	\$0	\$0	\$1,000	\$1,000	0%
Permits & Inspections	\$0	\$0	\$2,500	\$2,500	0%
Equipment/Equipment R&M	\$4,107	\$15,437	\$95,500	\$80,063	16%
Maint/Lube Inner Harbor Dredge	\$0	\$563	\$15,000	\$14,437	4%
Maint/Lube Seabright	\$43	\$2,168	\$80,000	\$77,833	3%
Maint/Lube Ancillary Equipment	\$704	\$704	\$20,000	\$19,296	4%
Maint/Lube Dauntless	\$15,331	\$17,321	\$27,500	\$10,179	63%
Dredge Paint/Coatings	\$0	\$2,235	\$8,500	\$6,265	26%
Booster Pump R&M	\$0	\$0	\$15,000	\$15,000	0%
Welding Supplies	\$793	\$2,409	\$16,000	\$13,591	15%
Fish Removal Expenses	\$0	\$0	\$2,500	\$2,500	0%
Waste Oil Disposal/Recycle	\$312	\$2,811	\$10,000	\$7,189	28%
Capitalized Equip. Transfer to 1100	\$51,352	\$183,396	\$403,258	\$219,862	45%
Principal Debt Payments	\$0	\$98,593	\$1,030,895	\$932,302	10%
<b>TOTAL FACILITIES DEPARTMENT</b>	<b>\$207,245</b>	<b>\$651,758</b>	<b>\$3,126,522</b>	<b>\$2,474,764</b>	<b>21%</b>



<b>DOCKS, PIERS, MARINE STRUCTURES (310)</b>						
100-300-310-0000-5000	Salaries - Regular	\$3,111	\$7,063	\$41,642	\$34,579	17%
100-300-310-0000-5005	Salaries - Overtime	\$23	\$47	\$2,000	\$1,953	2%
100-300-310-0000-5010	Wages - Part Time/Temporary			\$2,000	\$2,000	0%
100-300-310-0000-5040	Salaries - Call Back	\$0	\$85		(\$85)	0%
100-300-310-0000-5055	Unemployment Insurance (SUI)			\$457	\$457	0%
100-300-310-0000-5060	FICA Medicare/Social Security	\$249	\$570	\$4,124	\$3,554	14%
100-300-310-0000-5105	Workers' Compensation	\$0	\$2,096	\$2,220	\$124	94%
100-300-310-0000-5110	CalPERS Employer Share	\$196	\$1,018	\$5,220	\$4,202	19%
100-300-310-0000-5112	CalPERS Unfunded Liability	\$433	\$1,300	\$6,279	\$4,979	21%
100-300-310-0000-5115	Health Insurance	\$809	\$2,378	\$9,116	\$6,738	26%
100-300-310-0000-5120	Dental Insurance	\$58	\$165	\$533	\$368	31%
100-300-310-0000-5125	Long Term Disability/Life/AD&D	\$25	\$74	\$369	\$295	20%
100-300-310-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-300-310-0000-5212	Safety Supplies	\$0	\$0	\$1,000	\$1,000	0%
100-300-310-0000-5214	Office Supplies			\$200	\$200	0%
100-300-310-0000-5217	Supplies	\$29	\$482	\$200	(\$282)	241%
100-300-310-0000-5218	Tools			\$10,000	\$10,000	0%
100-300-310-0000-5230	Boat Fuel - Odd Job	\$13	\$977	\$500	(\$477)	195%
100-300-310-0000-5235	Vehicle & Equipment Fuel	\$0	\$0	\$500	\$500	0%
100-300-310-0000-5240	Miscellaneous Employee Training			\$5,000	\$5,000	0%
100-300-310-0000-5256	Equipment Rental			\$1,000	\$1,000	0%
100-300-310-0000-5262	Insurance Premiums	\$9,054	\$28,176	\$140,000	\$111,824	20%
100-300-310-0000-5268	Meetings & Training			\$1,500	\$1,500	0%
100-300-310-0000-5290	Miscellaneous Expenses	\$0	\$29	\$750	\$721	4%
100-300-310-0000-5292	Uniform Cleaning/Laundry	\$0	\$0	\$300	\$300	0%
100-300-310-0000-5430	Engineering Services			\$1,000	\$1,000	0%
100-300-310-0000-5500	Mileage Reimbursement			\$500	\$500	0%
100-300-310-0000-5605	Piers & Marine Structures R&M	\$701	\$3,579	\$10,000	\$6,421	36%
100-300-310-0000-5615	Maintenance Work Boat R&M	\$0	\$754	\$1,000	\$246	75%
100-300-310-0000-5620	Paint & Supplies	\$913	\$913	\$3,000	\$2,087	30%
100-300-310-0000-5625	Signage	\$0	\$0	\$1,000	\$1,000	0%
100-300-310-0000-5665	Vehicle Maintenance	\$0	\$0	\$3,000	\$3,000	0%
100-300-310-0000-5698	Equipment/Equipment R&M	\$0	\$1,028	\$4,500	\$3,472	23%
100-300-310-0000-5725	Welding Supplies			\$2,500	\$2,500	0%
<b>TOTAL DOCKS, PIERS, MARINE STRUCTURES</b>		<b>\$16,030</b>	<b>\$51,982</b>	<b>\$266,610</b>	<b>\$214,628</b>	<b>20%</b>

<b>UTILITIES (320)</b>						
100-300-320-0000-5000	Salaries - Regular	\$2,686	\$7,612	\$51,083	\$43,471	15%
100-300-320-0000-5005	Salaries - Overtime			\$1,000	\$1,000	0%
100-300-320-0000-5055	Unemployment Insurance (SUI)			\$610	\$610	0%
100-300-320-0000-5060	FICA Medicare/Social Security	\$207	\$586	\$5,499	\$4,913	11%
100-300-320-0000-5105	Workers' Compensation	\$0	\$2,795	\$2,960	\$165	94%
100-300-320-0000-5110	CalPERS Employer Share	\$170	\$882	\$4,524	\$3,642	19%
100-300-320-0000-5112	CalPERS Unfunded Liability	\$376	\$1,127	\$5,442	\$4,315	21%
100-300-320-0000-5115	Health Insurance	\$948	\$2,884	\$11,221	\$8,337	26%
100-300-320-0000-5120	Dental Insurance	\$77	\$219	\$710	\$491	31%
100-300-320-0000-5125	Long Term Disability/Life/AD&D	\$33	\$99	\$491	\$392	20%
100-300-320-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-300-320-0000-5212	Safety Supplies			\$5,000	\$5,000	0%
100-300-320-0000-5217	Supplies	\$0	\$120	\$1,000	\$880	12%
100-300-320-0000-5240	Miscellaneous Employee Training			\$5,000	\$5,000	0%
100-300-320-0000-5290	Miscellaneous Expenses			\$200	\$200	0%
100-300-320-0000-5650	Storm Drain Maintenance	\$230	\$230	\$5,000	\$4,770	5%
100-300-320-0000-5665	Vehicle Maintenance			\$5,000	\$5,000	0%
100-300-320-0000-5670	Utility Maintenance			\$10,000	\$10,000	0%
100-300-320-0000-5698	Equipment/Equipment R&M	\$0	\$1,516	\$5,000	\$3,484	30%
<b>TOTAL UTILITIES</b>		<b>\$5,143</b>	<b>\$19,320</b>	<b>\$124,940</b>	<b>\$105,620</b>	<b>15%</b>

<b>BUILDINGS (330)</b>						
100-300-330-0000-5000	Salaries - Regular	\$3,612	\$9,101	\$39,143	\$30,042	23%
100-300-330-0000-5005	Salaries - Overtime	\$49	\$49	\$1,000	\$951	5%
100-300-330-0000-5010	Wages - Part Time/Temporary			\$5,000	\$5,000	0%
100-300-330-0000-5015	Salaries - Comp. Time	\$0	\$529		(\$529)	0%
100-300-330-0000-5040	Salaries - Call Back	\$0	\$458		(\$458)	0%
100-300-330-0000-5045	Salaries - Call Ready	\$498	\$1,680	\$5,000	\$3,320	34%
100-300-330-0000-5055	Unemployment Insurance (SUI)			\$610	\$610	0%
100-300-330-0000-5060	FICA Medicare/Social Security	\$274	\$773	\$5,499	\$4,726	14%
100-300-330-0000-5105	Workers' Compensation	\$0	\$2,795	\$2,960	\$165	94%
100-300-330-0000-5110	CalPERS Employer Share	\$150	\$778	\$3,993	\$3,215	19%
100-300-330-0000-5112	CalPERS Unfunded Liability	\$332	\$995	\$4,803	\$3,808	21%
100-300-330-0000-5115	Health Insurance	\$349	\$1,118	\$15,421	\$14,303	7%
100-300-330-0000-5120	Dental Insurance	\$77	\$219	\$710	\$491	31%
100-300-330-0000-5125	Long Term Disability/Life/AD&D	\$33	\$99	\$491	\$392	20%
100-300-330-0000-5212	Safety Supplies	\$0	\$156	\$500	\$344	31%
100-300-330-0000-5216	Janitorial Supplies	\$2,273	\$7,211	\$30,000	\$22,789	24%
100-300-330-0000-5217	Supplies	\$188	\$221	\$3,000	\$2,779	7%
100-300-330-0000-5218	Tools	\$111	\$369	\$5,000	\$4,631	7%
100-300-330-0000-5235	Vehicle & Equipment Fuel			\$2,500	\$2,500	0%
100-300-330-0000-5240	Miscellaneous Employee Training	\$0	(\$1,500)	\$2,500	\$4,000	(60%)
100-300-330-0000-5262	Insurance Premiums	\$1,137	\$3,411	\$16,000	\$12,589	21%
100-300-330-0000-5266	Memberships, Dues, Subscriptions			\$250	\$250	0%
100-300-330-0000-5268	Meetings & Training			\$1,000	\$1,000	0%
100-300-330-0000-5290	Miscellaneous Expenses	\$0	\$19	\$200	\$181	9%
100-300-330-0000-5292	Uniform Cleaning/Laundry	\$211	\$510	\$3,000	\$2,490	17%
100-300-330-0000-5305	Water, Sewer & Garbage	\$6,293	\$14,663	\$45,000	\$30,337	33%
100-300-330-0000-5308	Hazmat Disposal	\$2,044	\$2,044		(\$2,044)	0%
100-300-330-0000-5412	Custodial Contract	\$2,538	\$7,614	\$33,000	\$25,386	23%
100-300-330-0000-5430	Engineering Services			\$1,500	\$1,500	0%
100-300-330-0000-5450	Other Services	\$207	\$627	\$1,500	\$873	42%
100-300-330-0000-5600	Building Repairs & Maintenance	\$77	\$2,297	\$40,000	\$37,703	6%
100-300-330-0000-5620	Paint & Supplies	\$0	\$410	\$1,500	\$1,090	27%
100-300-330-0000-5625	Signage			\$1,000	\$1,000	0%
100-300-330-0000-5645	Street Maintenance			\$1,000	\$1,000	0%
100-300-330-0000-5665	Vehicle Maintenance			\$1,500	\$1,500	0%
100-300-330-0000-5698	Equipment/Equipment R&M	\$420	\$1,470	\$6,000	\$4,530	25%
100-300-330-0000-5725	Welding Supplies	\$36	\$558	\$1,500	\$942	37%
	<b>TOTAL BUILDINGS</b>	<b>\$20,909</b>	<b>\$58,673</b>	<b>\$282,080</b>	<b>\$223,407</b>	<b>21%</b>



<b>GROUNDS (340)</b>						
100-300-340-0000-5000	Salaries - Regular	\$12,253	\$42,478	\$162,634	\$120,156	26%
100-300-340-0000-5005	Salaries - Overtime	\$808	\$2,147	\$3,000	\$853	72%
100-300-340-0000-5010	Wages - Part Time/Temporary	\$6,670	\$15,351	\$50,000	\$34,649	31%
100-300-340-0000-5020	Salaries - Vacation Pay			\$1,500	\$1,500	0%
100-300-340-0000-5030	Salaries - Sick Pay	\$0	\$20		(\$20)	0%
100-300-340-0000-5040	Salaries - Call Back	\$85	\$593	\$1,700	\$1,107	35%
100-300-340-0000-5045	Salaries - Call Ready	\$630	\$1,307	\$5,000	\$3,693	26%
100-300-340-0000-5055	Unemployment Insurance (SUI)	\$220	\$338	\$2,616	\$2,278	13%
100-300-340-0000-5060	FICA Medicare/Social Security	\$1,549	\$4,693	\$23,595	\$18,902	20%
100-300-340-0000-5105	Workers' Compensation	\$0	\$11,992	\$12,700	\$708	94%
100-300-340-0000-5110	CalPERS Employer Share	\$570	\$2,963	\$15,202	\$12,239	19%
100-300-340-0000-5112	CalPERS Unfunded Liability	\$1,262	\$3,787	\$18,287	\$14,500	21%
100-300-340-0000-5115	Health Insurance	\$3,763	\$11,613	\$48,146	\$36,533	24%
100-300-340-0000-5120	Dental Insurance	\$329	\$942	\$3,048	\$2,106	31%
100-300-340-0000-5125	Long Term Disability/Life/AD&D	\$143	\$426	\$2,108	\$1,682	20%
100-300-340-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-300-340-0000-5210	Hazmat Supplies			\$7,500	\$7,500	0%
100-300-340-0000-5212	Safety Supplies	\$496	\$1,354	\$2,500	\$1,146	54%
100-300-340-0000-5217	Supplies	\$437	\$2,416	\$6,000	\$3,584	40%
100-300-340-0000-5218	Tools	\$698	\$1,915	\$5,000	\$3,085	38%
100-300-340-0000-5235	Vehicle & Equipment Fuel	\$1,270	\$3,187	\$6,000	\$2,813	53%
100-300-340-0000-5240	Miscellaneous Employee Training	\$0	\$623	\$2,000	\$1,377	31%
100-300-340-0000-5256	Equipment Rental	\$192	\$611	\$3,000	\$2,389	20%
100-300-340-0000-5266	Memberships, Dues, Subscriptions	\$0	\$80	\$500	\$420	16%
100-300-340-0000-5276	Permit Fees	\$0	\$700	\$2,500	\$1,800	28%
100-300-340-0000-5292	Uniform Cleaning/Laundry	\$176	\$546	\$4,000	\$3,454	14%
100-300-340-0000-5300	Gas & Electricity	\$19,364	\$58,025	\$180,000	\$121,975	32%
100-300-340-0000-5305	Water, Sewer & Garbage	\$3,430	\$10,712	\$45,000	\$34,288	24%
100-300-340-0000-5308	Hazmat Disposal	\$1,236	\$1,318	\$8,500	\$7,182	16%
100-300-340-0000-5405	Landscaping			\$10,000	\$10,000	0%
100-300-340-0000-5425	Contract Services	\$0	\$3,500	\$10,000	\$6,500	35%
100-300-340-0000-5500	Mileage Reimbursement	\$0	\$26		(\$26)	0%
100-300-340-0000-5620	Paint & Supplies			\$5,000	\$5,000	0%
100-300-340-0000-5625	Signage			\$5,000	\$5,000	0%
100-300-340-0000-5630	Parking Lot R&M			\$5,000	\$5,000	0%
100-300-340-0000-5645	Street Maintenance			\$2,500	\$2,500	0%
100-300-340-0000-5665	Vehicle Maintenance	\$165	\$1,957	\$8,000	\$6,043	24%
100-300-340-0000-5672	Other Repairs & Maintenance	\$317	\$1,136	\$3,000	\$1,864	38%
100-300-340-0000-5696	Permits & Inspections			\$2,500	\$2,500	0%
100-300-340-0000-5698	Equipment/Equipment R&M	\$302	\$1,120	\$10,000	\$8,880	11%
100-300-340-0000-5800	Fish Removal Expenses			\$2,500	\$2,500	0%
100-300-340-0000-5805	Waste Oil Disposal/Recycle	\$312	\$2,811	\$10,000	\$7,189	28%
100-300-340-0000-6100	Capitalized Equipment Xfer to 1100	\$28,057	\$28,057	\$25,000	(\$3,057)	112%
	<b>TOTAL GROUNDS</b>	<b>\$57,093</b>	<b>\$191,937</b>	<b>\$700,736</b>	<b>\$508,799</b>	<b>27%</b>

<b>AERATION (350)</b>						
100-300-350-0000-5000	Salaries - Regular	\$376	\$4,149	\$15,645	\$11,496	27%
100-300-350-0000-5055	Unemployment Insurance (SUI)			\$157	\$157	0%
100-300-350-0000-5060	FICA Medicare/Social Security	\$29	\$325	\$1,412	\$1,087	23%
100-300-350-0000-5105	Workers' Compensation	\$0	\$718	\$760	\$42	94%
100-300-350-0000-5110	CalPERS Employer Share	\$78	\$407	\$2,088	\$1,681	19%
100-300-350-0000-5112	CalPERS Unfunded Liability	\$173	\$520	\$2,512	\$1,992	21%
100-300-350-0000-5115	Health Insurance	\$245	\$826	\$2,881	\$2,055	29%
100-300-350-0000-5120	Dental Insurance	\$20	\$56	\$182	\$126	31%
100-300-350-0000-5125	Long Term Disability/Life/AD&D	\$9	\$26	\$126	\$101	20%
100-300-350-0000-5217	Supplies	\$0	\$65	\$500	\$435	13%
100-300-350-0000-5300	Gas & Electricity	\$1,684	\$5,046	\$18,000	\$12,954	28%
100-300-350-0000-5698	Equipment/Equip. R&M	\$0	\$61	\$10,000	\$9,939	1%
	<b>TOTAL AERATION</b>	<b>\$2,614</b>	<b>\$12,198</b>	<b>\$54,263</b>	<b>\$42,065</b>	<b>22%</b>

<b>FISHERY SUPPORT (360)</b>								
100-300-360-0000-5000	Salaries - Regular			\$13,175	\$13,175	0%		
100-300-360-0000-5055	Unemployment Insurance (SUI)			\$31	\$31	0%		
100-300-360-0000-5060	FICA Medicare/Social Security			\$279	\$279	0%		
100-300-360-0000-5105	Workers' Compensation	\$0	\$142	\$150	\$8	94%		
100-300-360-0000-5110	CalPERS Employer Share	\$20	\$104	\$531	\$427	20%		
100-300-360-0000-5112	CalPERS Unfunded Liability	\$44	\$132	\$639	\$507	21%		
100-300-360-0000-5115	Health Insurance	\$47	\$144	\$569	\$425	25%		
100-300-360-0000-5120	Dental Insurance	\$4	\$11	\$36	\$25	31%		
100-300-360-0000-5125	Long Term Disability/Life/AD&D	\$2	\$5	\$25	\$20	20%		
100-300-360-0000-5675	Ice Equipment R&M			\$3,500	\$3,500	0%		
	<b>TOTAL FISHERY SUPPORT</b>			<b>\$116</b>	<b>\$537</b>	<b>\$18,935</b>	<b>\$18,398</b>	<b>3%</b>

<b>CAPITAL PROJECTS (390)</b>								
100-300-390-0000-5000	Salaries - Regular			\$5,147	\$5,147	0%		
100-300-390-0000-5010	Wages - Part Time/Temporary			\$500	\$500	0%		
100-300-390-0000-5055	Unemployment Insurance (SUI)			\$200	\$200	0%		
100-300-390-0000-5060	FICA Medicare/Social Security			\$400	\$400	0%		
100-300-390-0000-5105	Workers' Compensation			\$100	\$100	0%		
100-300-390-0000-5110	CalPERS Employer Share			\$750	\$750	0%		
100-300-390-0000-5276	Permit Fees			\$1,000	\$1,000	0%		
100-300-390-0000-5290	Miscellaneous Expenses			\$200	\$200	0%		
100-300-390-0000-5298	Interest Expense	\$0	\$40,140	\$418,104	\$377,964	10%		
100-300-390-0000-5416	Legal Consultation			\$1,000	\$1,000	0%		
100-300-390-0000-5430	Engineering Services			\$10,000	\$10,000	0%		
100-300-390-0000-5500	Mileage Reimbursement			\$200	\$200	0%		
100-300-390-0000-6200	Principal Debt Payments	\$0	\$98,593	\$1,030,895	\$932,302	10%		
	<b>TOTAL CAPITAL PROJECTS</b>			<b>\$0</b>	<b>\$40,140</b>	<b>\$437,601</b>	<b>\$397,461</b>	<b>9%</b>



<b>DREDGING OPERATIONS (400)</b>						
100-300-400-0000-5000	Salaries - Regular	\$41,013	\$119,945	\$470,178	\$350,233	26%
100-300-400-0000-5005	Salaries - Overtime	\$108	\$5,336	\$25,000	\$19,664	21%
100-300-400-0000-5010	Wages - Part Time/Temporary	\$3,789	\$4,208	\$10,000	\$5,792	42%
100-300-400-0000-5015	Salaries - Comp. Time	\$1,876	\$1,876	\$500	(\$1,376)	375%
100-300-400-0000-5020	Salaries - Vacation Pay	\$1,960	\$1,960	\$1,000	(\$960)	196%
100-300-400-0000-5025	Salaries - Holiday Pay	\$717	\$717	\$1,000	\$283	72%
100-300-400-0000-5040	Salaries - Call Back	\$0	\$324	\$500	\$176	65%
100-300-400-0000-5050	Salaries - Night Differential	\$0	\$5		(\$5)	0%
100-300-400-0000-5055	Unemployment Insurance (SUI)	\$235	\$255	\$4,983	\$4,728	5%
100-300-400-0000-5060	FICA Medicare/Social Security	\$3,811	\$10,347	\$44,942	\$34,595	23%
100-300-400-0000-5105	Workers' Compensation	\$0	\$22,842	\$24,190	\$1,348	94%
100-300-400-0000-5110	CalPERS Employer Share	\$1,056	\$5,488	\$29,300	\$23,813	19%
100-300-400-0000-5112	CalPERS Unfunded Liability	\$2,338	\$7,013	\$33,865	\$26,852	21%
100-300-400-0000-5115	Health Insurance	\$7,916	\$24,039	\$96,604	\$72,565	25%
100-300-400-0000-5120	Dental Insurance	\$627	\$1,794	\$5,806	\$4,012	31%
100-300-400-0000-5125	Long Term Disability/Life/AD&D	\$272	\$811	\$4,016	\$3,205	20%
100-300-400-0000-5140	Retiree Medical Contribution	\$417	\$1,250	\$5,200	\$3,950	24%
100-300-400-0000-5210	Hazmat Supplies	\$0	\$2,124	\$2,000	(\$124)	106%
100-300-400-0000-5212	Safety Supplies	\$1,715	\$3,681	\$5,000	\$1,319	74%
100-300-400-0000-5217	Supplies	\$1,386	\$6,176	\$7,500	\$1,324	82%
100-300-400-0000-5218	Tools	\$1,023	\$2,083	\$10,000	\$7,917	21%
100-300-400-0000-5232	Boat Fuel - Dredge Skiff	\$0	\$932	\$500	(\$432)	186%
100-300-400-0000-5233	Boat Fuel - Seabright			\$125,000	\$125,000	0%
100-300-400-0000-5234	Boat Fuel - Dauntless	\$0	\$1,884	\$7,500	\$5,616	25%
100-300-400-0000-5235	Vehicle & Equipment Fuel	\$156	\$2,369	\$6,000	\$3,631	39%
100-300-400-0000-5240	Miscellaneous Employee Training	\$359	\$1,391	\$6,000	\$4,609	23%
100-300-400-0000-5248	Fuel Dock Sales Tax	\$0	\$1		(\$1)	0%
100-300-400-0000-5256	Equipment Rental			\$32,000	\$32,000	0%
100-300-400-0000-5262	Insurance Premiums	\$613	\$1,839	\$35,000	\$33,161	5%
100-300-400-0000-5266	Memberships, Dues, Subscriptions			\$500	\$500	0%
100-300-400-0000-5268	Meetings & Training	\$1,044	\$1,044	\$2,000	\$956	52%
100-300-400-0000-5270	Books			\$100	\$100	0%
100-300-400-0000-5276	Permit Fees	\$0	\$700	\$10,000	\$9,300	7%
100-300-400-0000-5290	Miscellaneous Expenses	\$500	\$1,355	\$5,000	\$3,645	27%
100-300-400-0000-5292	Uniform Cleaning/Laundry	\$406	\$1,594	\$6,500	\$4,906	25%
100-300-400-0000-5308	Hazmat Disposal	\$1,716	\$3,263	\$2,500	(\$763)	131%
100-300-400-0000-5418	Freight	\$0	\$2,013	\$2,500	\$487	81%
100-300-400-0000-5440	Environmental Services			\$10,000	\$10,000	0%
100-300-400-0000-5445	Dredge Consulting	\$15,412	\$15,412	\$25,000	\$9,588	62%
100-300-400-0000-5450	Other Services	\$480	\$480	\$10,000	\$9,520	5%
100-300-400-0000-5500	Mileage Reimbursement	\$171	\$171	\$1,000	\$829	17%
100-300-400-0000-5605	Piers & Marine Structures R&M	\$277	\$277		(\$277)	0%
100-300-400-0000-5620	Paint & Supplies	\$1,007	\$1,344	\$2,500	\$1,156	54%
100-300-400-0000-5665	Vehicle Maintenance	\$0	\$877	\$3,500	\$2,623	25%
100-300-400-0000-5672	Other Repairs & Maintenance			\$1,200	\$1,200	0%
100-300-400-0000-5685	Safety Equipment R&M			\$1,000	\$1,000	0%
100-300-400-0000-5698	Equipment/Equipment R&M	\$3,385	\$10,242	\$60,000	\$49,758	17%
100-300-400-0000-5700	Maint/Lube Inner Harbor Dredge	\$0	\$563	\$15,000	\$14,437	4%
100-300-400-0000-5705	Maint/Lube Dredge Seabright	\$43	\$2,168	\$80,000	\$77,833	3%
100-300-400-0000-5707	Maint/Lube - Ancillary Equipment	\$704	\$704	\$20,000	\$19,296	4%
100-300-400-0000-5710	Maint/Lube Dredge Workboat Dauntless	\$15,331	\$17,321	\$27,500	\$10,179	63%
100-300-400-0000-5715	Dredge Paint/Coatings	\$0	\$2,235	\$8,500	\$6,265	26%
100-300-400-0000-5720	Booster Pump R&M			\$15,000	\$15,000	0%
100-300-400-0000-5725	Welding Supplies	\$756	\$1,851	\$12,000	\$10,149	15%
100-300-400-SO01-5000	January 2017 Winter Storms - Salaries	\$220	\$9,405		(\$9,405)	0%
100-300-400-0000-6105	Capitalized Equip Xfer to 1100	\$23,294	\$155,338	\$378,258	\$222,920	41%
	<b>TOTAL DREDGING OPERATIONS</b>	<b>\$112,838</b>	<b>\$303,708</b>	<b>\$1,314,884</b>	<b>\$1,011,176</b>	<b>23%</b>

<b>BOATYARD OPERATIONS (500)</b>						
100-500-500-0000-5000	Salaries - Regular	\$9,642	\$29,137	\$103,224	\$74,087	28%
100-500-500-0000-5005	Salaries - Overtime	\$0	\$37	\$2,000	\$1,963	2%
100-500-500-0000-5010	Wages - Part Time/Temp.	\$960	\$2,640	\$15,500	\$12,860	17%
100-500-500-0000-5040	Call Back	\$0	\$85	\$500	\$415	17%
100-500-500-0000-5055	Unemployment Insurance (SUI)	\$60	\$156	\$1,870	\$1,714	8%
100-500-500-0000-5060	FICA Medicare/Social Security	\$791	\$2,380	\$10,370	\$7,990	23%
100-500-500-0000-5105	Workers' Compensation	\$0	\$8,574	\$9,080	\$506	94%
100-500-500-0000-5110	CalPERS Employer Share	\$249	\$1,293	\$6,630	\$5,337	19%
100-500-500-0000-5112	CalPERS Unfunded Liability	\$551	\$1,652	\$7,976	\$6,324	21%
100-500-500-0000-5115	Health Insurance	\$2,569	\$7,901	\$35,822	\$27,921	22%
100-500-500-0000-5120	Dental Insurance	\$235	\$673	\$2,179	\$1,506	31%
100-500-500-0000-5125	Long Term Disability/Life/AD&D	\$102	\$305	\$1,507	\$1,202	20%
100-500-500-0000-5210	Hazmat Supplies	\$0	\$1,062	\$500	(\$562)	212%
100-500-500-0000-5212	Safety Supplies			\$500	\$500	0%
100-500-500-0000-5217	Supplies	\$0	\$650	\$2,500	\$1,850	26%
100-500-500-0000-5218	Tools			\$1,000	\$1,000	0%
100-500-500-0000-5235	Fuel - Travelift	\$153	\$381	\$2,100	\$1,719	18%
100-500-500-0000-5236	Boatyard Training			\$700	\$700	0%
100-500-500-0000-5240	Advertising	\$0	\$10	\$500	\$490	2%
100-500-500-0000-5256	Equipment Rental	\$1,545	\$1,545	\$1,000	(\$545)	154%
100-500-500-0000-5262	Insurance Premiums	\$312	\$936	\$2,700	\$1,764	35%
100-500-500-0000-5276	Permit Fees	\$0	\$1,816	\$2,500	\$684	73%
100-500-500-0000-5284	Credit Card Fees	\$0	\$668	\$4,000	\$3,332	17%
100-500-500-0000-5290	Misc. Expenses	\$172	\$374	\$2,500	\$2,126	15%
100-500-500-0000-5292	Uniforms			\$400	\$400	0%
100-500-500-0000-5300	Gas & Electricity			\$2,500	\$2,500	0%
100-500-500-0000-5305	Water, Sewer, Garbage	\$312	\$974	\$2,500	\$1,526	39%
100-500-500-0000-5308	Hazmat Disposal	\$0	\$1,190	\$5,200	\$4,010	23%
100-500-500-0000-5310	Telephone & Alarms	\$148	\$604	\$2,500	\$1,896	24%
100-500-500-0000-5315	Sanitary District Charges			\$1,000	\$1,000	0%
100-500-500-0000-5425	Contract Services	\$0	\$71	\$500	\$429	14%
100-500-500-0000-5430	Engineering Services			\$500	\$500	0%
100-500-500-0000-5450	Other Services			\$2,000	\$2,000	0%
100-500-500-0000-5465	Software License & Application			\$500	\$500	0%
100-500-500-0000-5500	Mileage Reimbursement			\$200	\$200	0%
100-500-500-0000-5625	Signage			\$500	\$500	0%
100-500-500-0000-5694	Office Equipment			\$200	\$200	0%
100-500-500-0000-5698	Equipment R&M	\$3,007	\$3,007	\$3,000	(\$7)	100%
100-500-500-0000-7000	Filtration System R&M			\$3,000	\$3,000	0%
100-500-500-0000-7005	Filtration System Supplies			\$1,500	\$1,500	0%
100-500-500-0000-7020	Cost of Goods Sold	\$0	\$0	\$10,000	\$10,000	0%
<b>TOTAL BOATYARD OPERATIONS</b>		<b>\$20,806</b>	<b>\$68,118</b>	<b>\$253,158</b>	<b>\$185,040</b>	<b>27%</b>

<b>CAPITAL IMPROVEMENT PROGRAM (900)</b>						
100-900-900-F004-5000	Sewer Lift Station Upgrade Labor	\$0	\$865		(\$865)	0%
100-900-900-F005-5000	Piling Replacement Labor	\$161	\$292		(\$292)	0%
100-900-900-F006-6300	Pavement Repairs Budget	\$0	\$1,020		(\$1,020)	0%
100-900-900-F008-6300	Dock Upgrades Budget	\$1,876	\$48,649		(\$48,649)	0%
100-900-900-F008-5000	Dock Upgrades Labor	\$8,918	\$15,156		(\$15,156)	0%
100-900-900-F027-5000	Aldo's Seawall Labor	\$0	\$185		(\$185)	0%
100-900-900-F027-5430	Aldo's Seawall Engineering	\$18,619	\$47,507		(\$47,507)	0%
100-900-900-F027-6300	Aldo's Seawall Budget	\$6,646	\$6,657		(\$6,657)	0%
100-900-900-F030-5000	West Side Walkway Retaining Wall & Railing Labor	\$0	\$1,568		(\$1,568)	0%
100-900-900-F030-6300	West Side Walkway Retaining Wall & Railing Budget	\$0	\$3,578		(\$3,578)	0%
100-900-900-H001-5000	Harbor Security Labor	\$34	\$91		(\$91)	0%
100-900-900-H001-6300	Harbor Security Upgrades Budget	\$94,830	\$97,054		(\$97,054)	0%
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>		<b>\$131,083</b>	<b>\$222,620</b>	<b>\$0</b>	<b>(\$222,620)</b>	<b>0%</b>

<b>DEPRECIATION</b>						
000-000-000-0000-6003	Depreciation - Docks	\$59,581	\$178,744		(\$178,744)	0%
000-000-000-0000-6005	Depreciation - Structures & Improvements	\$52,666	\$157,998		(\$157,998)	0%
000-000-000-0000-6027	Depreciation - Office Equipment	\$1,859	\$5,576		(\$5,576)	0%
000-000-000-0000-6030	Depreciation - Equipment	\$23,313	\$69,938		(\$69,938)	0%
000-000-000-0000-6040	Depreciation - Boatyard Sweeper	\$333	\$999		(\$999)	0%
000-000-000-0000-6045	Depreciation - Travelift	\$2,250	\$6,750		(\$6,750)	0%
<b>TOTAL DEPRECIATION</b>		<b>\$140,002</b>	<b>\$420,005</b>	<b>\$0</b>	<b>(\$420,005)</b>	<b>0%</b>

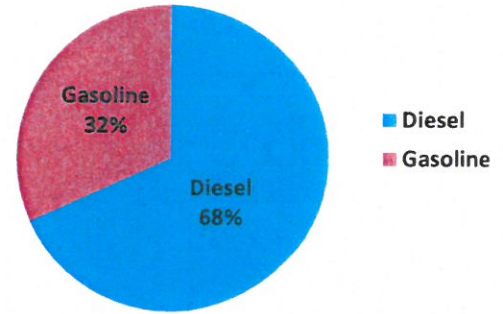
**AMORTIZATION**

**NET PENSION LIABILITY EXPENSE**

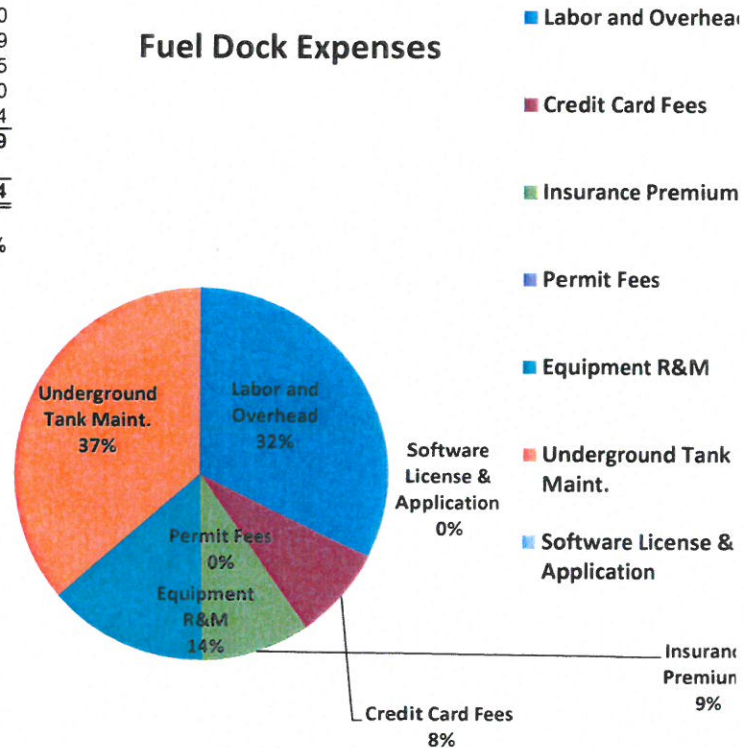


	FY 2019	
	QTD Apr - June	YTD Apr - June
<b>Fuel Dock Revenue</b>		
Diesel	\$133,661	\$133,661
Gasoline	\$62,259	\$62,259
Service Call Back	\$0	\$0
<b>Total Revenue</b>	<b>\$195,920</b>	<b>\$195,920</b>
<b>Cost of Sales</b>		
Diesel	\$87,194	\$87,194
Gasoline	\$47,813	\$47,813
<b>Total Cost of Sales</b>	<b>\$135,008</b>	<b>\$135,008</b>
<b>Gross Profit</b>	<b>\$60,913</b>	<b>\$60,913</b>
<b>Operating Expenses</b>		
Labor and Overhead	\$3,018	\$3,018
Credit Card Fees	\$756	\$756
Insurance Premiums	\$877	\$877
Permit Fees	\$0	\$0
Equipment R&M	\$1,299	\$1,299
Underground Tank Maint.	\$3,405	\$3,405
Software License & Application	\$0	\$0
Supplies	\$14	\$14
<b>Total Operating Expenses</b>	<b>\$9,369</b>	<b>\$9,369</b>
<b>Net Profit / (Loss)</b>	<b>\$51,544</b>	<b>\$51,544</b>
<b>Profit Margin</b>	<b>26%</b>	<b>26%</b>

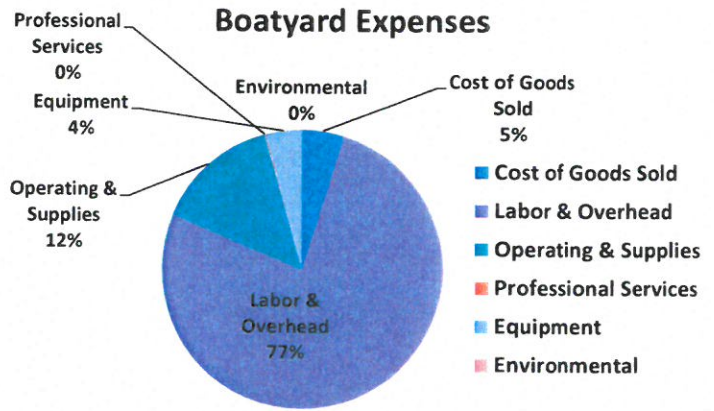
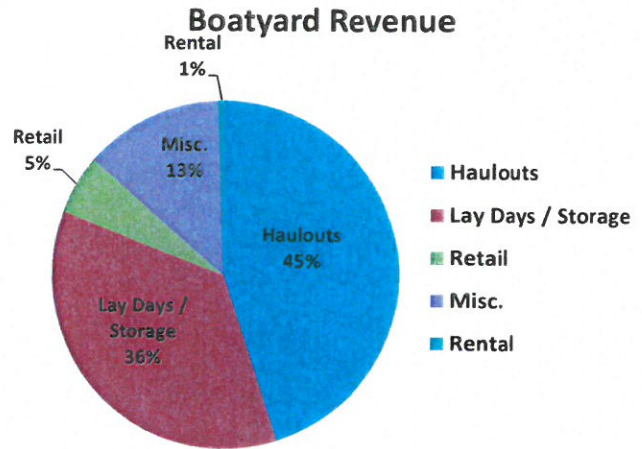
Fuel Dock Revenue



Fuel Dock Expenses



	QTD Apr - June	YTD Apr - June
<b>Boatyard Revenue</b>		
Haulouts	\$28,287	\$28,287
Lay Days / Storage	\$22,496	\$22,496
Retail	\$3,460	\$3,460
Misc.	\$8,176	\$8,176
Rental	\$365	\$365
Labor	\$0	\$0
<b>Total Revenue</b>	<b>\$62,785</b>	<b>\$62,785</b>
<b>Cost of Goods Sold</b>	<b>\$3,343</b>	<b>\$3,343</b>
<b>Boatyard Expenses</b>		
Labor & Overhead	\$54,831	\$54,831
Operating & Supplies	\$10,209	\$10,209
Professional Services	\$71	\$71
Equipment	\$3,007	\$3,007
Environmental	\$0	\$0
<b>Total Operating Expenses</b>	<b>\$71,461</b>	<b>\$71,461</b>
<b>Net Profit / (Loss)</b>	<b>(\$8,676)</b>	<b>(\$8,676)</b>







**TO:** Port District Commission  
**FROM:** Latisha Marshall, Harbormaster  
**DATE:** July 2, 2018  
**SUBJECT:** Crime/Incident/Citation Report June 2018

***Crime Reports, Assists Outside Department and Incident Reports:***

- 6/2/18 Harbor Patrol took an incident report after a vessel unintentionally collided with another vessel berthed at E-Dock. The responsible vessel operator fled the area without reporting the incident. Harbor Patrol contacted and cited the responsible party. No injuries were reported.
- 6/3/18 Harbor Patrol responded to a verbal disturbance in the area of the boatyard, after a visitor discovered he had received a parking citation.
- 6/8/18 Harbor Patrol took a stolen property report after a motorcycle was reported missing in the area of F-Dock. No suspect information is available. Harbor Patrol forwarded information to appropriate agencies.
- 6/10/18 Harbor Patrol took a stolen property report after several items were reported stolen from a vessel in dry storage. Property losses are estimated at approximately \$2,000. No suspect information is available.
- 6/11/18 Harbor Patrol took a vandalism report after an unknown person(s) slashed a vehicle's tires in the launch ramp parking lot. No suspect information is available, but the reporting party believes the incident is related to a domestic matter.
- 6/11/18 Harbor Patrol took a stolen property report after two items were reported stolen from a vessel berthed at J-Dock. It is uncertain if the vessel was locked at the time of the theft, and the exact date of the theft is unknown. No suspect information available.
- 6/14/18 Harbor Patrol took a stolen property report after a license plate was reported missing from a trailer stored in Santa Cruz Yacht Club Dry Storage.
- 6/18/18 Harbor Patrol took an accident report after the concession parking lot gate arm malfunctioned and struck the back-end of a vehicle. The gate was repaired. No damage was reported.
- 6/19/18 Harbor Patrol took an incident report after a harbor employee was bitten by a dog while on duty. Medical treatment was not necessary. The report was sent to the Santa Cruz SPCA for information only.
- 6/20/18 Harbor Patrol took a stolen property report after a tackle box and fishing rod were reported missing from a vessel in North Harbor Dry Storage. The exact date of the

theft is unknown, but is believed to have occurred sometime in May or June 2018. No suspect information available.

6/21/18 Harbor Patrol arrested a subject after she broke into a harbor business and attempted to steal several items. The subject was transported to county jail and retained for burglary, possession of stolen property and outstanding warrants.

***Search/Rescue/Recovery:***

6/8/18 Harbor Patrol responded to a report of a domestic dispute on board a vessel at the moorings off Capitola Wharf. Harbor Patrol transported a Capitola Police Officer out to the vessel to make contact with the subjects. One subject was transported to Capitola Wharf for medical treatment.

6/9/18 Harbor Patrol responded to a report of a vessel drifting in the area of the Santa Cruz Wharf. Once on scene, Harbor Patrol determined that no one was on board and the vessel had lost anchor. Harbor Patrol towed the vessel to the harbor, and the owner recovered the vessel the following day.

6/10/18 Harbor Patrol responded to a report of a cliff rescue in the area of Davenport Landing. Prior to Harbor Patrol's arrival, landside first responders rescued the subject.

6/12/18 Harbor Patrol responded to a report of two surfers in distress in the area of the Santa Cruz Lighthouse. One victim self-rescued, and the other was safely assisted to shore by rescue swimmers. Harbor Patrol returned to the harbor without further incident.

6/23/18 Harbor Patrol responded to a report of a cliff rescue in the area of West Cliff and Fair Avenue. Prior to Harbor Patrol's arrival, landside first responders rescued the subject.

6/24/18 Harbor Patrol responded to a report of a swimmer in distress in the area of the Santa Cruz Wharf. Once on scene, it was determined that the swimmer was not in distress. Harbor Patrol remained on scene until the swimmer returned safely to shore.

6/24/18 Harbor Patrol responded to a report of a vessel stalled in the harbor entrance. Once on scene, Harbor Patrol towed the vessel to the fuel dock.

6/25/18 Harbor Patrol responded to a report of a vessel in distress that appeared to be flashing lights towards shore in the area of the Santa Cruz Lighthouse. After a thorough search, Harbor Patrol was unable to locate a vessel in the area.

6/27/18 Harbor Patrol responded to a report of a swimmer in distress in the area of Seacliff State Beach. Once on the scene, Harbor Patrol assisted the subject safely to shore without incident. No injuries were reported.

6/30/18 Harbor Patrol responded to a report of a swimmer in distress in the area of Capitola Wharf. Rescue swimmers assisted the subject on to the *Almar* patrol boat, and

Harbor Patrol transported the subject to Capitola Wharf. The subject was transported to Dominican Hospital via ambulance for further treatment.

***June Parking Citations:*** 360

# Port Commission Review Calendar 2018-19

## 2018

### January-March

- ✓ Committee assignments for 2018
- ✓ Sea Scouts' bi-annual report
- ✓ Slip vacancy bi-annual report / waiting list statistics
- ✓ FY 19 Budget
- ✓ Review 5-year CIP
- ✓ Ethics Training Update
- ✓ Form 700 Filing (due by 03/31 each year)

### April-June

- ✓ Intero lease exp. 5/31/18 (no option)
- ✓ Dredge Report 2017-18
- ✓ 2017 Vessel Use List Review

### July-September

- Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- \_\_\_ Sea Scouts' bi-annual report
- \_\_\_ Slip vacancy bi-annual report / waiting list statistics
- \_\_\_ Review / amend conflict of interest code

### October-December

- \_\_\_ Annual review of business use of slips
- \_\_\_ Ethics training (Dec 2018)
- \_\_\_ Port Commission officers for 2019
- \_\_\_ Update on Murray Street Bridge Project
- \_\_\_ Biennial Update to Conflict of Interest Code

### Committee Review Items (timeline not specified)

- ✓ Review sublet fee structure, partnership fee structure, vessel use list and monthly end-tie rates (Business-Finance Committee)
- ✓ Review of vessel use list policies (Policy/Operations Committee)
- ✓ Discuss insurance requirements for licensees (Policy/Operations Committee) review in process; future public workshop scheduled April 26, 2018

## 2019

### January-March

- \_\_\_ Committee assignments for 2019
- \_\_\_ Sea Scouts' bi-annual report
- \_\_\_ Slip vacancy bi-annual report / waiting list statistics
- \_\_\_ FY 20 Budget
- \_\_\_ Review 5-year CIP
- \_\_\_ Ethics Training Update
- \_\_\_ Form 700 Filing (due by 03/31 each year)
- \_\_\_ Bi-annual Anti-Harassment/Anti-Discrimination Training

### April-June

- \_\_\_ Dredge Report 2018-19
- \_\_\_ Vessel Use List Review

### July-September

- \_\_\_ Vessel Insurance Policy Review
- \_\_\_ Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- \_\_\_ Sea Scouts' bi-annual report
- \_\_\_ Slip vacancy bi-annual report / waiting list statistics

### October-December

- \_\_\_ Annual review of business use of slips
- \_\_\_ Port Commission officers for 2020
- \_\_\_ Nexus Wealth Advisors lease exp. 11/30/19 (2) 3 year options

### Future Calendar

- ABC End-Tie review after Murray Street Bridge Retrofit
- March 2020 Marc Kraft PY&S sublease extension (2 years)

Updated 07/19/18  
Progress/CommissionReviewCalendar-2018.doc

#### **Key**

- \_\_\_ Pending
- In process
- ✓ Done