



Regular Public Session of January 22, 2019

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

Dennis Smith	Chairman
Stephen Reed	Vice-chairman
Toby Goddard	Commissioner
Darren Gertler	Commissioner
Neli Cardoso	Commissioner

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.

1. Pledge of Allegiance
2. Oath of Office
 - a) Toby Goddard
 - b) Neli Cardoso

Administrative Services Manager MacLaurie administered the Oath of Office to Commissioner Goddard and Commissioner Cardoso.

3. Oral Communication

Discussion: Dan Haifley, current Executive Director of O'Neill Sea Odyssey, introduced Rachel Kippen as his successor and new Executive Director of the program.

Chairman Smith referenced a recent news article written by Gary Griggs, which addressed commercial fishing in the Monterey Bay area. Chairman Smith stated that supporting our commercial fleet is imperative as trends in the industry continue to change.

CONSENT AGENDA

4. Approval of Minutes
 - a) Regular Public Session of November 27, 2018
 - b) Special Public and Special Closed Session of December 4, 2018
5. Notice of Completion – Pile Repair and Replacement Project – Phase I

6. Approval of Resolution 19-01 – Approving an Amended, Consolidated Salary Schedule for Unrepresented Employees

Port Director Olin stated that the following corrections have been made to the consent agenda:

- Item 4, Page 6: Correction has been made to correct typographical error to reflect Chairman Smith vs. Goddard.
- Item 6, Page 12: Date has been updated to reflect January 22, 2019, rather than October 23, 2018.
- Item 6, Page 12: Government Code of Regulations has been revised to California Code of Regulations (CCR).

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Gertler to approve the consent agenda with amendments.
- *Motion carried unanimously.*

REGULAR AGENDA

7. Presentation by P. McCormick – LAFCO Port District Boundary

Discussion: Port Director Olin introduced Pat McCormick, Executive Officer for the Local Agency Formation Commission (LAFCO). Mr. McCormick provided an overview of the Port District's boundary lines, noting that LAFCO will perform a review of the District's boundary this year.

The Commission discussed impacts associated with expanding or shrinking the District's boundary line. Vice-chairman Reed discussed the reasons why he feels shrinking the boundary is an option that should be considered. Mr. McCormick stated that LAFCO is only responsible for performing a review of the boundary line and is unable to request annexation or incorporation on behalf of the District. Annexation can be requested by registered voters, the Port District, or another government agency.

In response to a question posed by Port Director Olin, Mr. McCormick stated that the Port District will have an opportunity to weigh in on LAFCO's determination of the boundary line during the review process.

8. Review of Concession Lot Automation Project

Discussion: Port Director Olin stated that in FY17, funding in the amount of \$150,000 was allocated to fully automate the concession parking lot. She stated that the Capital Improvement Program (CIP) currently describes the project as a fully automated system, which eliminates the attendant-run cash register.

Port Director Olin stated that a revision to the project description is being proposed to include a mix of self-pay and attendant-pay options.

Chairman Smith expressed his support for revising the project scope to include the attendant-pay option. Vice-chairman Reed agreed.

In response to a question posed by Vice-chairman Reed, Port Director Olin stated that it is estimated that funding in the amount of \$240,000 will be required to complete the project. She stated that \$150,000 is currently allocated in the CIP and an estimated \$90,000 contribution is planned in FY20.

MOTION: Motion made by Commissioner Goddard, seconded by Vice-chairman Reed to authorize staff to issue a Request for Proposals for the Concession Lot Automation Project, revising the project description to include a mix of self-pay and attendant-pay options.
- *Motion carried unanimously.*

9. Consideration of Business Parking Request

Discussion: Port Director Olin stated that Commissioner Cardoso has requested the Commission consider providing free parking spaces for use by specific harbor businesses. She stated that staff does not recommend approval for the following reasons:

- Loss of parking revenue
- Issues with enforcement
- Does not benefit all harbor businesses
- Does not simplify parking regulations or enforcement

Commissioner Cardoso reviewed her proposal and expressed her belief that designating free parking spaces for specific harbor businesses would benefit the individual business owner. She suggested that enforcement could be performed by each business owner.

A discussion ensued regarding the feasibility of enforcement and the potential revenue loss to the Port District. There was consensus among the Commission to make no change to the business / visitor parking management and enforcement in the southeast harbor area.

Commissioner Gerlter suggested that parking signage in the area be reviewed and updated to improve communications, if warranted. Chairman Smith agreed.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to make no change to the business / visitor parking management and enforcement in the southeast harbor area.
- *Motion carried unanimously.*

10. 2019 Port District Priorities

Port Director Olin stated that the Port District Priorities are reviewed on an annual basis and used to help guide the budget process. She reviewed the comprehensive list of 2019 priorities.

Vice-chairman Reed stated that he is supportive of the District's 2019 priorities list. He suggested a change be incorporated to the Stewardship section to place an emphasis on issues impacting small craft harbors. He stated that significant differences exist between small craft harbors and deeper draft ports, so focusing attention on policies and regulatory developments specifically impacting small craft harbors will be advantageous. There was consensus among the Commission to incorporate this change.

Commissioner Gertler suggested that a category addressing educational priorities be included with next year's list. Port Director Olin stated that language similar to the District's mission statement regarding education can be included on the 2020 list.

Commissioner Goddard expressed support for the 2019 priorities list and noted that it will be beneficial to complete necessary updates to the Port District's personnel policy handbook.

Port Director Olin requested input on the feasibility of the District achieving the District of Distinction accreditation from the Special District Leadership Foundation (SDLF). She explained that in order to receive the accreditation, individual Commissioners must participate in training seminars/webinars preapproved by the California Special District Association (CSDA). Commissioner Goddard expressed support for moving forward with the District of Distinction accreditation, noting that the training seminars are beneficial.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to confirm the Port District's 2019 Priorities, amending the Stewardship section to include an emphasis on issues impacting small craft harbors.
- *Motion carried unanimously.*

11. Approval of Cash / Payroll Disbursements – November and December 2018

Discussion: In response to a question posed by Vice-chairman Reed, Port Director Olin confirmed that the vendor, CALE America Inc., supplies and services the District's parking pay stations and appurtenant equipment.

MOTION: Motion made by Vice-chairman Reed, seconded by Commissioner Goddard to approve cash/payroll disbursements for November 2018, in the amount of \$607,513.71, and December 2018, in the amount of \$588,403.20.
- *Motion carried unanimously.*

INFORMATION

12. Port Director's Report

Special Public Budget Session

Port Director Olin stated that a special public budget session is scheduled for Tuesday, February 12, 2019.

California Marine Affairs and Navigation Conference (CMANC)

Port Director Olin stated that the annual CMANC conference is scheduled for the week of March 4, 2019, in Washington D.C. There was consensus among the Commission to approve out-of-state travel for Port Director Olin and Chairman Smith to attend the conference.

PG&E Project

Port Director Olin stated that the PG&E project in the north harbor is complete. She stated that final payment for the temporary construction easement is pending.

Tenant Percent Rent Audit

Port Director Olin stated that Accounting Technician II Mark Eldridge recently completed an audit of Café El Palomar's monthly percent rent reports. She stated that Café El Palomar received a clean audit, with no issues to report.

Charter Application

Port Director Olin stated that O'Neill Yacht Charters (OYC) recently submitted a charter application for a new vessel. She stated that staff will meet with representatives from OYC to discuss the proposal and hopes to bring the item before the Commission in March.

USACE Funding

Port Director Olin stated that despite the partial government shutdown, the District has received reimbursement from the Corps in the amount of \$96,250.

Twin Lakes Beachfront Project

Port Director Olin stated that the County is working to engineer a fix for the recent sinkholes on the beach, which formed in the area of new storm drain outlets.

Aldo's Seawall Project

Mesiti-Miller Engineering is finalizing plans and specifications for the Aldo's Seawall Project in preparation for bidding.

Dredge Training

The Port District's dredge consultant, Ancil Taylor, is scheduled for an onsite visit and training focusing on safety and increased production during the week of February 4, 2019.

13. Harbormaster's Report

Commissioner Goddard commended Harbor Patrol for the life saving efforts made during 2018. He stated that the search and rescue statistics are a testament to their training and experience.

In response to a question posed by Vice-chairman Reed, Harbormaster Marshall stated that a "life saved" is quantified when a victim is pulled from the water or pulled from a vessel that is in imminent threat (fire, actively sinking, etc.).

There was consensus among the Commission to approve out-of-state travel for Assistant Harbormaster Blake Anderson to attend an electrolysis training course in Wisconsin.

14. Facilities Maintenance & Engineering Manager's Report

Facilities Maintenance and Engineering Manager Kerkes stated that in an effort to address the shoaled entrance conditions, the crew is working an extended schedule

15. 2019 Committee Assignments (There was no discussion on this agenda item)

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

17. Review of Financial Reports

- a) Comparative Seasonal Revenue Graphs
- b) Quarterly Budget Report as of December 31, 2018
- c) Employee Count as of December 31, 2018
- d) Quarterly Boatyard Report
- e) Quarterly Fuel Sales Report
- f) LAIF Statement

In response to a question posed by Commissioner Goddard, Port Director Olin stated that interest income has increased, due to increased cash reserves.

18. Crime/Incident/Citation Report – November and December 2018 (There was no discussion on this agenda item)

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

- a) Email from A. Eberle, Assemblymember Stone's Office to Chairman Smith

- b) Letter from County of Santa Cruz Sheriff-Coroner, to Santa Cruz Harbor Patrol
- c) Letter to Congressman Panetta, from Chairman Smith
- d) Letter from Assemblymember Stone, to Port Commission
- e) Letter from P. McCormick, LAFCO to Port Commission

20. Port Commission Review Calendar/Follow Up Items (There was no discussion on this agenda item.

Chairman Smith adjourned the regular public session at 8:52 PM

Dennis Smith, Chairman



TO: Port Commission
FROM: Marian Olin, Port Director
DATE: February 20, 2019
SUBJECT: Approve the FY20 Budget and Capital Improvement Plan

Recommendation: ***Approve the FY20 budget and capital improvement projects.***

BACKGROUND

The Port Commission reviewed the draft budget and proposed list of capital improvement projects at their special public budget session on February 12, 2019.

The Port Commission affirmed their support for the budget and capital outlay items as proposed, and directed staff to revise the draft budget to include a two and one-half percent (2.5%) increase to marina fees (slip rent and dry storage) for consideration / approval at the February 26, 2019, regular public session. The Port Commission also directed staff to revise the vessel partnership fee, with a goal of expanding boating opportunities, while maintaining the integrity of the paid waiting list for slips. The fee will change from 10% of slip rent, to a sliding fee based on the number of partners in a vessel (5% 1 partner; 10% 2 partners; 15% 3 partners). Revenue summaries and the Projected Debt Service Ratio (DSR) have been revised accordingly. The marina fee increase has improved the DSR from 1.25 in the draft budget, to 1.31 in the proposed final FY20 budget.

The Consumer Price Index (CPI) in 2018 was 4.5%. Base rent for landside leases will be adjusted according to lease terms.

The Commission reviewed and affirmed their support for the list of projects proposed for funding in FY20 (See Attachment A – *Appendix D: Five Year Capital Improvement Plan FY20-24*). Based on discussion at the special public budget session in early-February, the CIP has been revised to include the following:

- A Wifi System project is included as an unfunded project in FY20, with limited funding anticipated in FY21 for a Request for Proposals process.
- West Side Master Plan (\$75,000 anticipated funding in FY21)
- Arana Gulch Grade Control Structure (\$50,000 anticipated funding in FY22)

The budget has been revised per the Commission's direction and is included as Attachment A.

ATTACHMENTS – A. Final Proposed FY20 Budget
B. Historic Annual Slip Rent Increases
C. Budget Presentation from February 12, 2019, special public session
D. Staff Report from February 12, 2019, draft budget presentation

**SANTA CRUZ PORT DISTRICT
FISCAL YEAR 20 BUDGET REPORT**

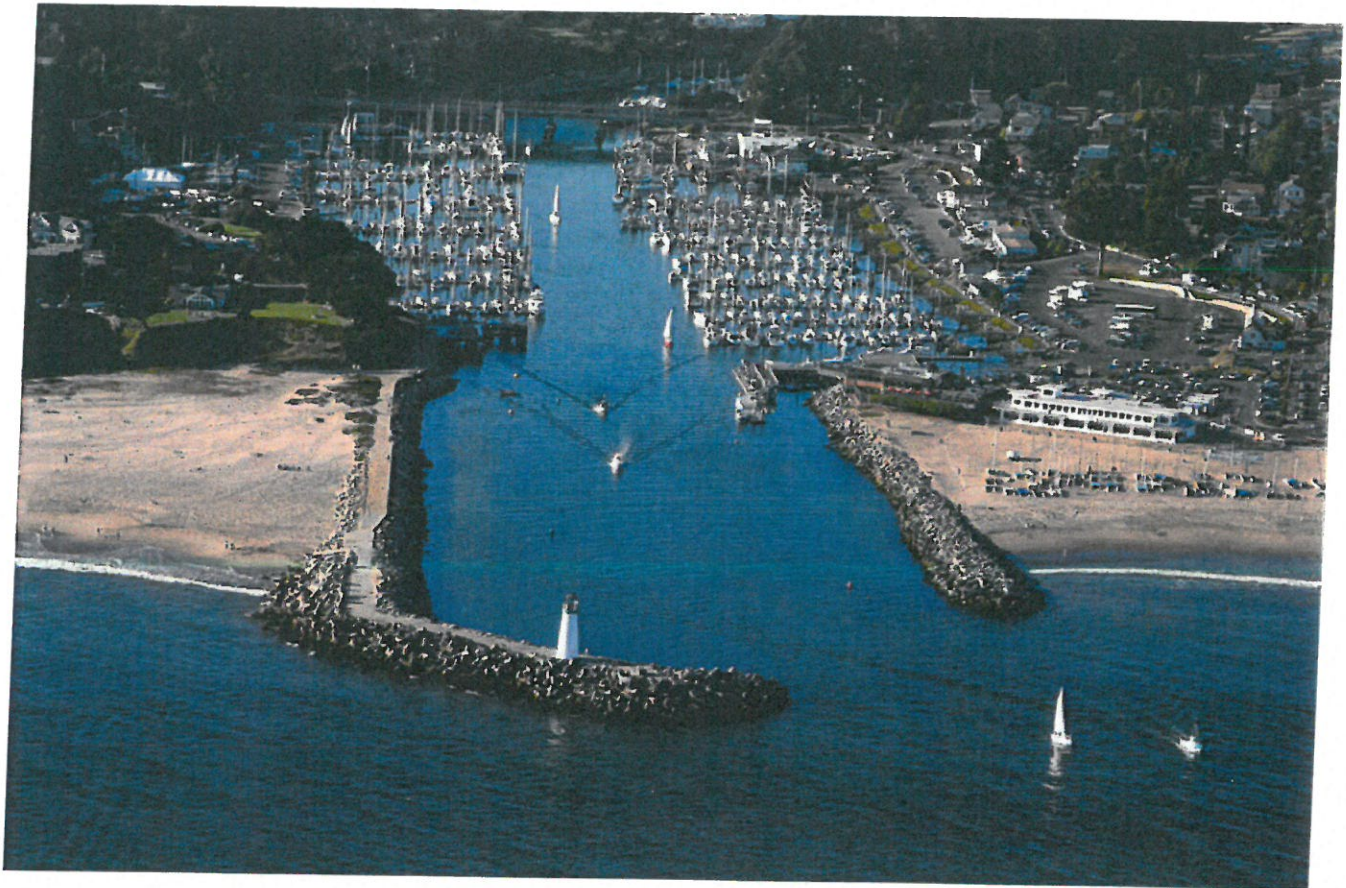


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Appendix A – Mission Statement
Reserve Policy
Investment Policy

Appendix B – Debt Service Detail and Debt Service Coverage Ratios

Appendix C – California Public Employees' Retirement System Required Employer
Contribution Rates 2019-20

Appendix D – 5-Year Capital Improvement Plan

Appendix E – Revenue, Expense and Non-Operating Summary Sheets

POLICY STATEMENTS

The Port Commission adopted a Reserve Policy during FY16 (Appendix A), to enhance clarity and transparency of Port District financial priorities. The Reserve Policy states the Port Commission's intent to preserve capital to finance three months of operations, and to fund future capital improvements at a minimum level to ensure the sustainability of harbor infrastructure. The reserve funding goal was first achieved in the FY19 budget, and thereafter annual contributions are made at the level needed to meet the reserve funding goal. Contributions to the PEMHCA fund included annual operating expenses are deducted for purposes of calculating reserve funding levels. Consistent with the Port Commission's goal, a \$500,000 contribution to the Capital Improvement Program is funded in the FY20 budget.

During FY19, the Port Commission adopted an investment policy (Appendix A), which provides direction to the Port Director on the prudent and beneficial investment of District funds in accordance with laws governing the investment of local agency funds.

The budget recognizes planned Capital Improvement expenditures as encumbrances, thus the funding becomes unavailable for other expenses. Encumbering funds prevents further expenditure that would conflict with commitments already made. Encumbered funds are shown in the Fund Balance Capital Improvement detail in the fiscal year they were encumbered.

Port District finances have historically been managed and reported in accordance with Generally Accepted Accounting Principles (GAAP), and with applicable statements published by the Government Accounting Standards Board (GASB). The Port District does not have specific written policies governing how the budget was to be created or administered. Budget administration and planning incorporates the following assumptions and practices first adopted in FY13:

1. **Balanced Budget:**

The Port District operates with a balanced budget where operating revenues are equal to or exceed operating expenditures. Imbalances to the budget that result from increased expenses, decreased revenues, or a combination of the two, will require a budget revision.

2. **Fixed Assets**

Fixed (or capital) assets are tangible items individually valued at \$5,000 or more. Examples of fixed assets would be vehicles, equipment, boats, etc. For accounting purposes, fixed assets with an estimated useful life of at least two years after acquisitions are capitalized.

POLICY STATEMENTS

3. Capital Improvements

Capital improvements are physical assets, constructed or installed, with a useful life of ten years or longer and a cost of \$25,000 or more. Services that ultimately result in such physical assets are also budgeted as capital improvements (e.g. engineering design, architectural services, etc.).

4. Depreciation

Depreciation is reported annually as an operating expense (approximately \$1.6 million projected in FY19). The full amount of annual depreciation has not been included in the operating budget.

5. Appropriations

Appropriation balances may be transferred from one expenditure account to another within the operating budget without Port Commission approval. Capital improvement budgets are not considered to be part of any transferable appropriation balance. Any increase in total appropriations must be approved by the Port Commission.

6. Reserves

Reserve funds are not available for use to offset any expenditures that exceed total appropriations. Reserves may only be used as approved by the Port Commission.

7. Use of Restricted/Unrestricted Net Assets

When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted net assets are applied first.

8. Staffing Levels

The total number of full-time equivalent (FTE) employees shall be approved by the Port Commission.

BUDGET USERS GUIDE

General Fund (i.e. operating) revenues and expenses are presented in the Financial Summaries. FY18 Actual, FY19 Budget and Projected Actual and FY20 Proposed Budget figures are presented for comparison. Terms used in the Financial Summaries and in the program budgets that follow are defined below.

Capital Outlay - Expenses associated with acquiring capital (or "fixed") asset items individually valued at \$5,000 or more. Examples of fixed assets would be vehicles, equipment, boats, etc.

Charges for Services - Revenues received as reimbursement to the Port District for the use of staff, equipment or other resources beyond the services included with other user fees or rents. Examples may include standby of marine rescue personnel for aquatics competitions, water taxi rental and after-hours call back for fuel sales.

Debt Service - Principal and interest payments on loans.

Fines - Fines (or "bail amounts") for parking or other citations paid directly to the Port District.

Fuel Sales – Receipts at the fuel pump.

Intergovernmental Revenues - Funds received by the Port District from another government agency. Examples include dredging expenditure reimbursement received from the U.S. Army Corps of Engineers (USACE), contributions from the County of Santa Cruz for marine rescue services, and grants from state, federal or local government sources.

Other/Miscellaneous - Revenues shown as Other/Miscellaneous include sales of ice and merchandise, proceeds from lien sales or disposal of surplus items, etc.

Personnel Services - All costs associated with Port District staff compensation for regular and temporary employees, including payroll taxes, worker's compensation, unemployment insurance and employee benefits.

Rents - Rents encompass payments received by the Port District from its land-based tenants. Revenues are classified as either base rent, percentage rents or utility chargebacks as applicable.

Services and Supplies - Costs for all services provided to the Port District by contract or work order, utilities, insurance premiums, purchase of items not classified as fixed assets or "capital outlay," etc.

BUDGET USERS GUIDE

Transfers In/Out - Transfers between Port District funds (e.g. allocations to the Dredge Intermediate Fund may involve a transfer from the General Fund, or any combination of those and other funds).

User Fees - Fees established by the Port Commission for various uses of Port District facilities including boat slips, dry storage, RV and general parking.

Department and Program budget summaries are based on estimated levels of effort for each throughout FY20.

The proposed Capital Improvement Program is presented in Appendix D. Staffing and capital outlay in support of the Capital Improvement are budgeted separately in the Capital Projects section of the Facilities Maintenance and Engineering Department.

FINANCIAL SUMMARIES

GENERAL FUND BUDGET SUMMARY

**FY 20 REVENUES
BY CATEGORY**

Total All Funds

User Fees	\$ 6,380,190
Rents	1,919,980
Charges for Services	22,000
Fines	90,000
Fuel Sales	585,000
Boatyard	249,800
Intergovernmental	408,725
Grants	42,000
Other/Miscellaneous	172,300
TOTAL	\$9,869,995

**FY 20 EXPENDITURES
BY CATEGORY**

Personnel Services	\$ 3,790,625
Services & Supplies	3,799,143
Capital Outlay	193,000
Debt Service - Principal	1,240,105
Other Liabilities	0
TOTAL	\$ 9,022,873

FINANCIAL SUMMARIES

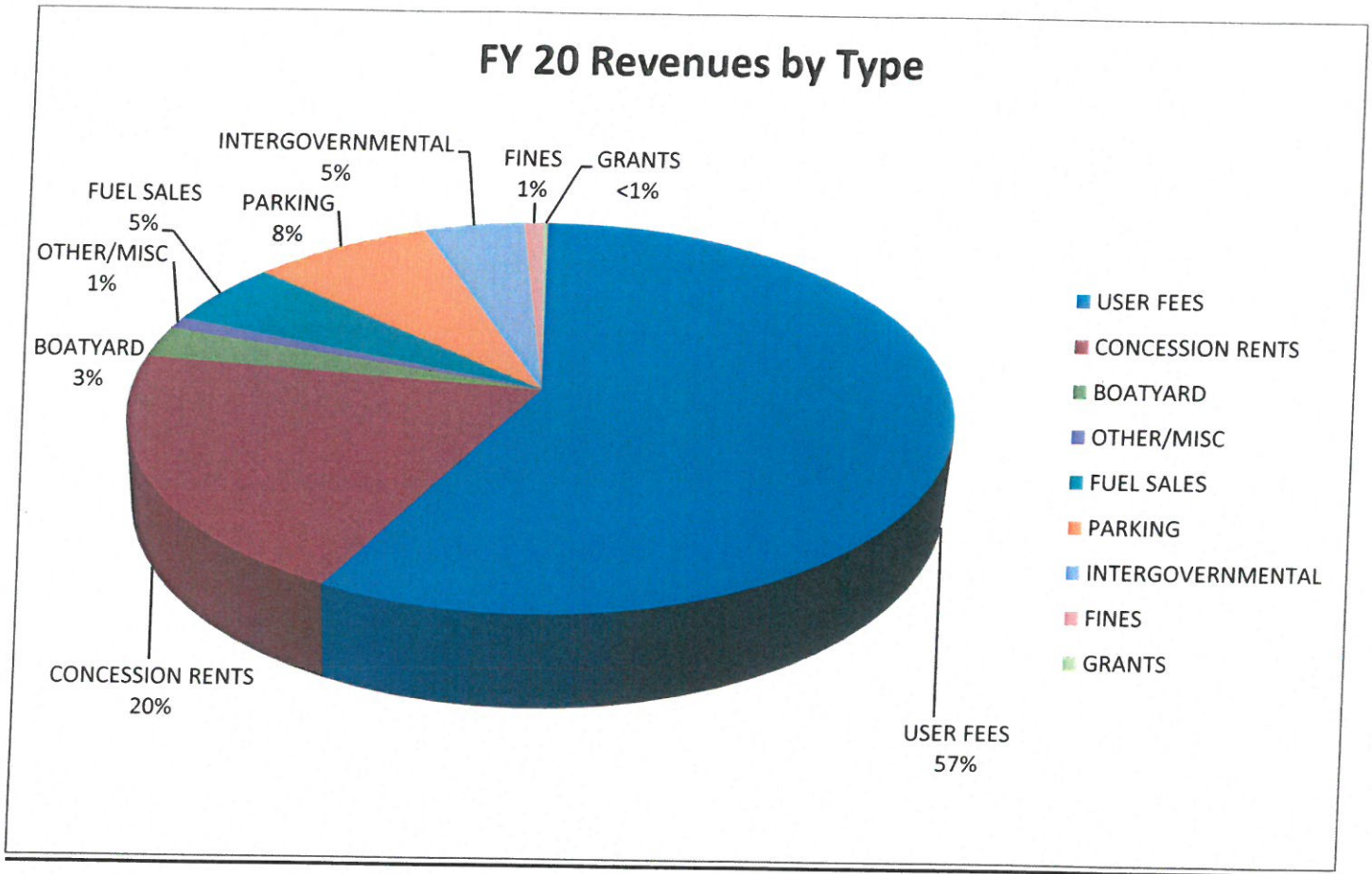
GENERAL FUND REVENUE BUDGET

	FY19 Budget	FY19 Projection	FY20 Budget
User Fees	\$ 6,168,706	\$ 6,278,231	\$ 6,380,190
Rents	1,854,060	1,899,000	1,919,980
Charges for Services	18,000	18,587	22,000
Fines	80,000	98,000	90,000
Fuel Sales	490,000	592,500	585,000
Boatyard	238,500	257,133	249,800
Intergovernmental	420,725	472,725	408,725
Grants	17,000	43,095	42,000
Other/Miscellaneous	73,950	330,077	172,300
TOTAL	\$ 9,360,941	\$ 9,989,348	\$ 9,869,995

Intergovernmental revenues in the in the FY20 budget include approximately \$23,725 from the County of Santa Cruz for marine rescue services, and \$385,000 from the US Army Corps of Engineers (USACE). Shortfall funding projected for FY19 increased funding over FY20 expectations. Beginning in FY18, revenue was increased to reflect reimbursements from USACE for its cost share for dredging the federal entrance channel. Renegotiation of the cost share for calendar year 2020 will occur in FY20. Prior to FY18, reimbursement from the USACE was not included in annual budgets due to uncertainties in funding for future year cost shares. Other/Miscellaneous revenue in FY19 is projected to be higher than FY20 budget projections due to unanticipated revenue from PG&E for easements totaling approximately \$139,000.

As directed by the Commission at the February 12, 2019, special public budget session, the proposed FY20 budget includes a 2.5% marina fee increase, and a sliding scale fee for partnerships (5% for 1 partner; 10% for 2 partners; 15% for 3 partners).

FINANCIAL SUMMARIES



Note: Parking revenue, shown separately in the above chart, is included in User Fees in financial summaries.

FINANCIAL SUMMARIES

GENERAL FUND EXPENDITURE BUDGET

	FY19 Budget	FY19 Projected	FY20 Budget
Personnel Services	\$ 3,551,485	\$ 3,473,818	\$ 3,790,625
Services & Supplies	3,575,164	3,382,599	3,799,143
Capital Outlay	37,000	74,352	193,000
TOTAL OPERATING / CAPITAL OUTLAY	\$ 7,163,649	\$ 6,930,769	7,782,768
Debt Service Principal Payments	1,030,895	1,132,039	1,240,105
Other Liabilities	0	0	0
GRAND TOTAL	\$ 8,194,544	\$ 8,062,808	\$ 9,022,873

Projected salary and benefit costs for FY19 are expected to be less than budget, primarily due to labor allocations to Capital Improvement Projects, staff vacancies, and labor savings in individual budget programs. Salary and benefit costs are anticipated to increase during FY20 due to negotiated labor contract salary increases, merit and minimum wage increases, and CalPERS' pension costs. Projected employer pension expense in FY20 is approximately \$479,500, representing approximately 13% of anticipated Personnel Services expenditures.

Services and Supplies are projected to increase approximately 6% over the FY19 budget. Notable expense increases are: water, sewer and garbage; financial transaction fees such as credit card and parking pay station fees; vessel and equipment maintenance; and the custodial and garbage collection and transport contracts awarded in FY19.

The Port District secured \$3,350,000 in new debt in FY19 to fund two Capital Improvement Projects: the Aldo's Seawall Replacement Project (F027) and the Piling Replacement Project (F005), increasing debt service expense.

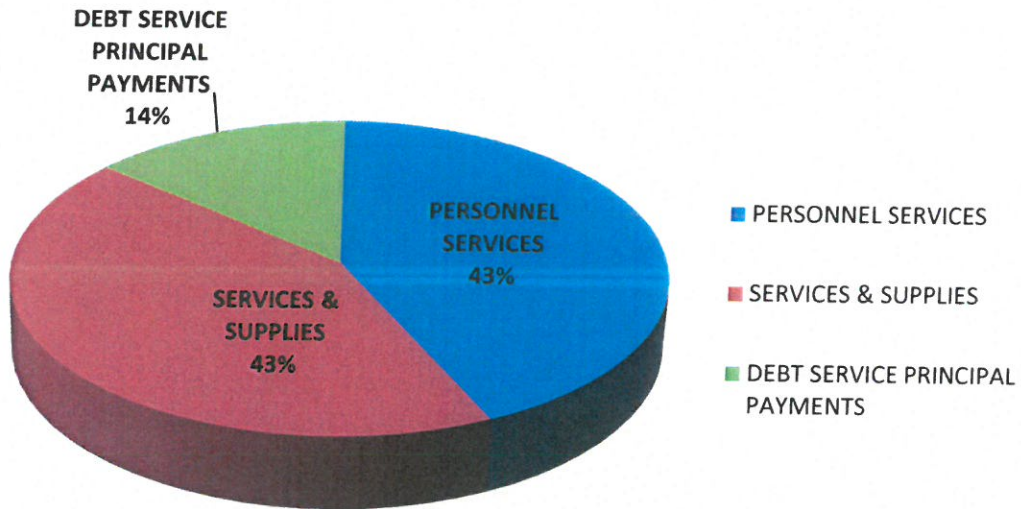
The expenditure summary in FY20 and previous budget years does not include transfers to the Dredge Intermediate Fund. Fund transfers are included in the budget as Non-Operating Expenditures:

- In FY20, fund transfers to the Dredge Intermediate Fund total \$145,956.
- In FY19, fund transfers to the Dredge Intermediate Fund total \$378,258.
- In FY18, fund transfers to the Dredge Intermediate Fund totaled \$290,000 in the budget. An additional \$46,754 transfer to the fund was authorized in November 2017.

FINANCIAL SUMMARIES

In FY20, there are no identified expenditures noted as "Other Liabilities," though as part of the Harbor Security Project (HO01) electronic keying project for dock gates and restrooms, key deposit refunds are expected to outpace electronic key fob sales. Prior to 2012, an unknown number of gate keys were issued, with deposits recorded as Other Income. Since 2012, deposits have been tracked as liability. A placeholder number anticipating \$50,000 in deposit refunds pre-dating 2012, is noted on the FY20 budget worksheet.

FY 20 Operating Expenditures by Category



FINANCIAL SUMMARIES

Expenditures by Department and Program

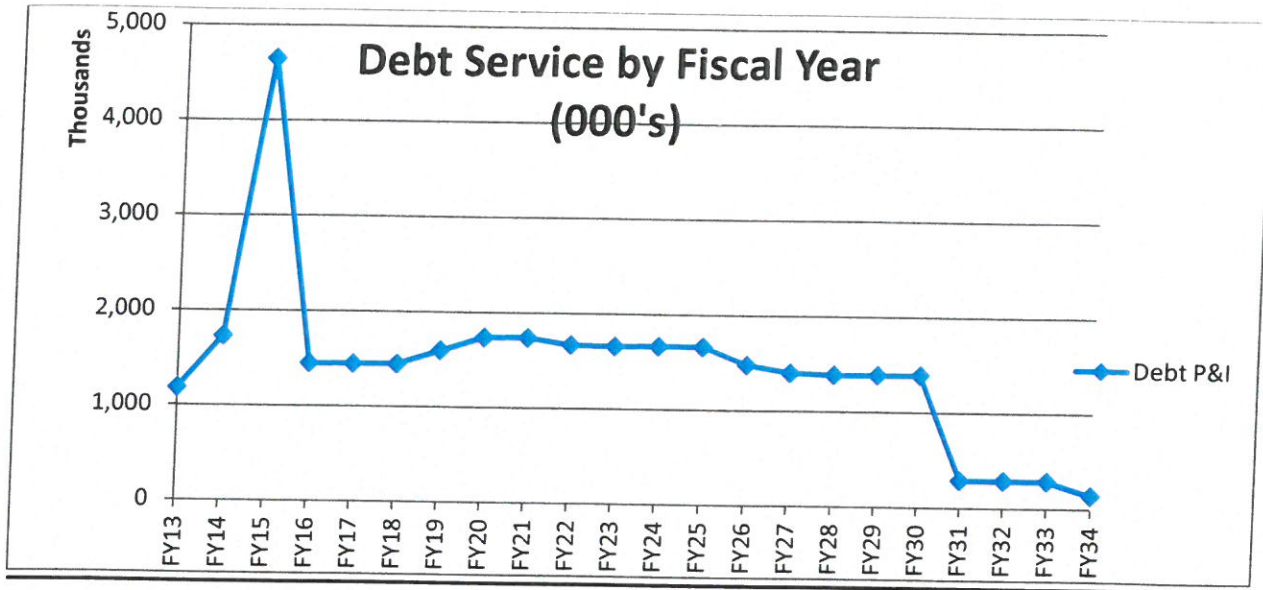
Department and Program	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Proposed
100 Administrative Services Department				
110 Administration	\$ 632,271	\$ 727,018	\$ 664,127	\$ 741,251
120 Finance & Purchasing	165,864	191,294	174,905	198,454
130 Property Management	403,528	439,637	453,525	453,120
140 Environmental & Permitting	131,816	205,654	127,585	201,746
190 Port Commission Support	48,165	51,189	47,679	53,530
Department Total	\$ 1,381,643	\$ 1,614,792	\$ 1,467,821	\$ 1,648,101
200 Operations Department				
210 Harbor Patrol	\$ 627,789	\$ 635,630	\$ 612,859	\$ 665,018
220 Marina Management	492,804	445,119	531,129	486,768
230 Rescue Services	97,306	101,958	99,312	111,059
240 Parking	360,563	355,034	355,323	387,081
250 Events	32,312	42,844	29,219	42,503
280 Fuel Services	350,662	478,065	461,009	465,031
500 Boatyard	221,952	253,158	249,101	285,214
Department Total	\$ 2,183,387	\$ 2,311,808	\$ 2,337,952	\$ 2,442,674
300 Facilities Maintenance & Engineering				
310 Docks, Piers & Other Marine Structures	\$ 246,103	\$ 266,610	\$ 220,352	\$ 268,437
320 Utilities Maintenance	107,965	124,940	106,878	132,939
330 Building Maintenance	259,086	282,080	297,297	358,609
340 Grounds Maintenance	633,214	700,736	696,326	755,694
350 Aeration Program	44,901	54,263	48,618	58,458
360 Fishery Support	2,452	18,935	7,290	19,236
390 Capital Projects	453,756	437,601	461,973	512,437
400 Dredging Operations	1,305,084	1,314,884	1,211,910	1,393,183
Department Total	\$ 3,052,561	\$ 3,200,049	\$ 3,050,644	\$ 3,498,993
Total Operating Budget	\$ 6,617,592	\$ 7,126,649	\$ 6,856,417	\$ 7,589,768

Note: Interest expense for debt service is included in Program 390-Capital Projects above.

* Formerly titled "Ice Production."

FINANCIAL SUMMARIES

DEBT SERVICE



The chart above shows historic and projected debt service by fiscal year for amounts previously borrowed. Loan payoff will be achieved during FY34.

In FY14, tax-exempt and taxable financing in the amount of \$16,803,405 was obtained from BBVA Compass Bank. The loans had lower interest rates and terms that resulted in loans being fully paid off 12 years earlier, and included \$4 million in funding for the purchase of a new dredge *Twin Lakes* to replace *Seabright* and \$750,000 to pay off pension withdrawal liability. The loans will be paid off in 2030 at a total cost of approximately \$21.6 million. The previous loans would have been paid off in 2042 at a total cost of approximately \$ 26.35 million. Shortening the life of the loans combined with the superior interest rates thus enabled the District to both borrow \$4.75 million and save \$3.9 million.

In FY19, tax-exempt financing totaling \$3,350,000 was obtained from BBVA Compass Bank to fund two Capital Improvement Projects, the Aldo’s Seawall Replacement Project (F027) and the Piling Replacement Project (F005). Low interest financing of 3.5% was obtained. The loans will be paid off in 2034 at a total cost of approximately \$4.3 million.

A term of the FY 19 refinancing package included terminating the District’s \$2 million line of credit with BBVA Compass Bank.

FINANCIAL SUMMARIES

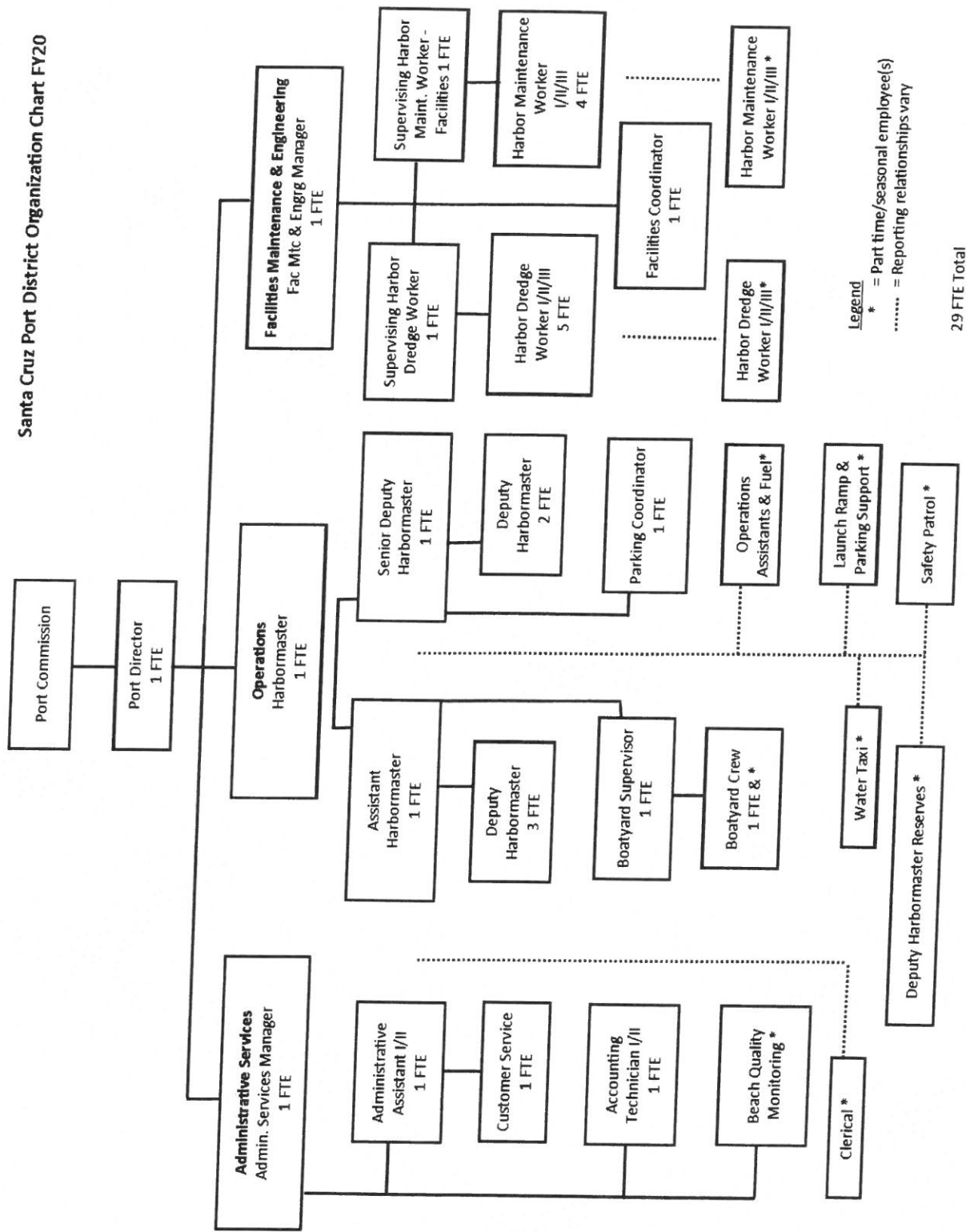
FUND BALANCE PROJECTIONS

**SANTA CRUZ PORT DISTRICT
FUND BALANCE PROJECTION AS OF APRIL 1, 2019**

	Unrestricted Funds		Board Designated Funds			Restricted Funds		Total Funds
	General Fund	Interm. Dredge	Reserve Fund	Capital Improvement	Election	BBVA Reserve	PEMHCA	
Begin. Balance Apr. 1, 2018	\$ 23,862,102	\$ 152,789	\$ 1,592,380	\$ 1,321,491	\$ 200,000	\$ 726,600	\$ 140,000	\$ 27,995,362
FY19 Financial Results:								
YTD Budget report	\$ 438,212				\$ (130,000)			\$ 308,212
CIP Expenditures	\$ 1,341,120			\$ (1,341,120)				\$ -
DIF Expenditures	\$ 418,003	\$ (418,003)						\$ -
PEMHCA	\$ (35,000)							\$ -
BBVA Reserve Account Interest	\$ (545)						\$ 35,000	\$ -
BBVA Reserve Account Loan	\$ (287,618)					\$ 545		\$ -
BBVA Loan	\$ (3,006,795)			\$ 3,006,795		\$ 287,618		\$ -
PG&E Easement Funds + TCE Projection	\$ (138,927)			\$ 138,927				\$ -
Budget Designation:								
FY 2019 Budget	\$ (3,213,190)	\$ 378,258	\$ 180,532	\$ 2,654,400				\$ -
Project Completed								\$ -
Project Close Out Correction								\$ -
Projected Ending Balance March 31, 2019	\$ 19,377,362	\$ 113,044	\$ 1,772,912	\$ 5,780,493	\$ 70,000	\$ 1,014,763	\$ 175,000	\$ 28,303,574
FY20 Budget								
CIP Projects FY20 Funding	\$ (500,000)							\$ -
Reserve Policy	\$ (115,780)			\$ 500,000				\$ -
Dredge Intermediate Fund	\$ (145,956)	\$ 115,780						\$ -
Election Fund	\$ (130,000)	\$ 145,956						\$ -
PEMHCA (OPEB)	\$ (35,000)				\$ 130,000			\$ -
Projected Balance April 1, 2019	\$ 18,450,626	\$ 259,000	\$ 1,888,692	\$ 6,280,493	\$ 200,000	\$ 1,014,763	\$ 210,000	\$ 28,303,574

PERSONNEL PROFILE

Santa Cruz Port District Organization Chart FY20



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

29 FTE Total

PERSONNEL PROFILE

The organization chart above is the basis of the FY20 budget projections. Positions shown with an associated FTE (full-time equivalent) number are regular, permanent positions assigned to each department. Positions shown with an asterisk and no FTE number are temporary and/or seasonal workers.

Salary and benefit costs for all employees (regular FTE and temporary/seasonal) for FY 18 through FY 20 are tabulated below.

Salary and Benefit Costs

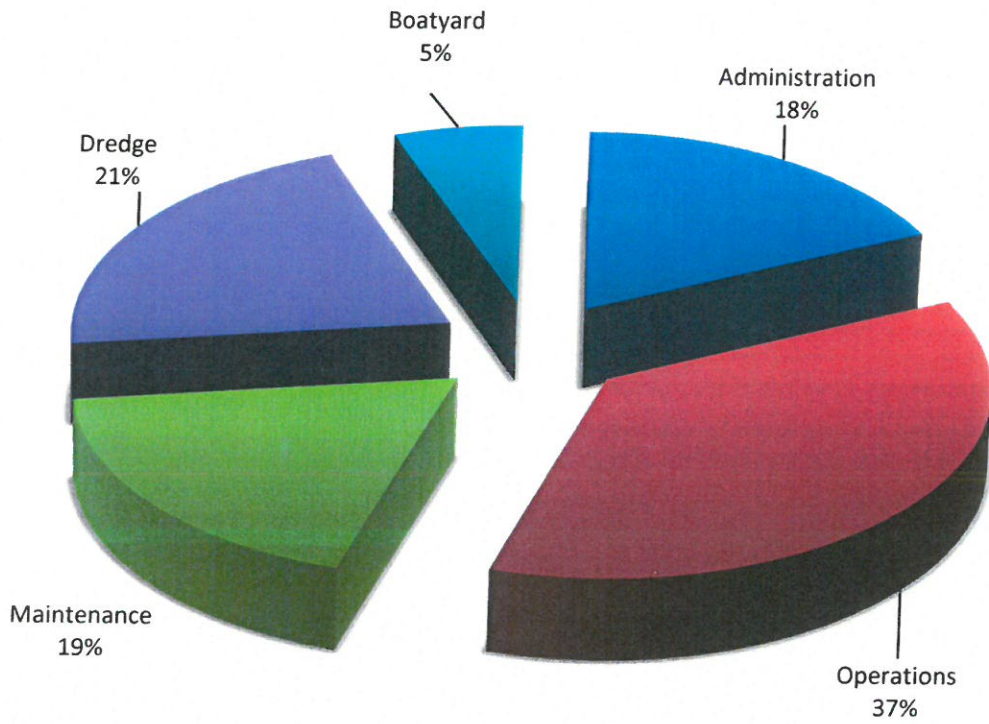
DEPARTMENT/SERVICE	FY18 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS PROJECTED	FY20 SALARIES & BENEFITS BUDGET	FY 19 TO FY20 CHANGE
Administrative Services	608,659	635,492	596,200	668,051	+ 32,559 (+4.8%)
Operations	1,302,502	1,306,690	1,358,933	1,395,112	+88,422 (+6.34%)
Boatyard	186,747	196,658	188,488	207,989	+11,331 (+5.4%)
Facilities Maintenance and Engineering	565,775	655,561	606,906	706,820	+51,259 (+7.25%)
Dredging Operations	712,300	757,084	723,291	812,653	+55,569 (6.3%)
TOTALS	3,375,983	3,551,485	3,473,818	3,790,625	+239,140 (+6.5%)

FY16 Total FTE = 27.67
 FY17 Total FTE = 27.0
 FY18 Total FTE = 27.0
 FY19 Total FTE = 29.0
 FY20 Total FTE = 29.0

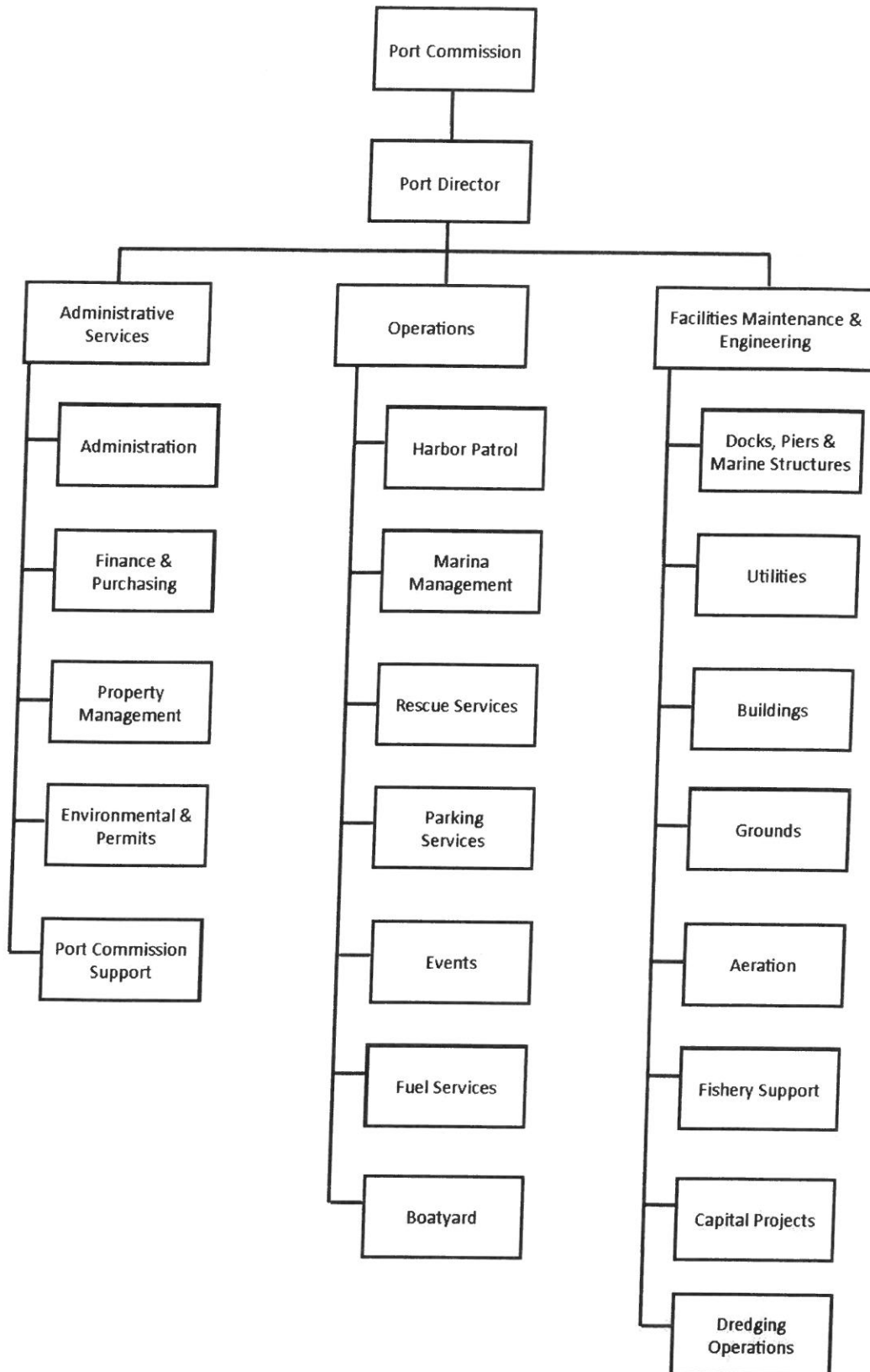
Notes:

1. The Boatyard is shown separately for additional clarity, but is overseen by the Operations Department.
2. Dredging Operations is encompassed under Facilities Maintenance and Engineering, but is shown separately here for added clarity.
3. The position Customer Service Representative is budgeted in Administration, but labor has been allocated to Operations (Marina Management).

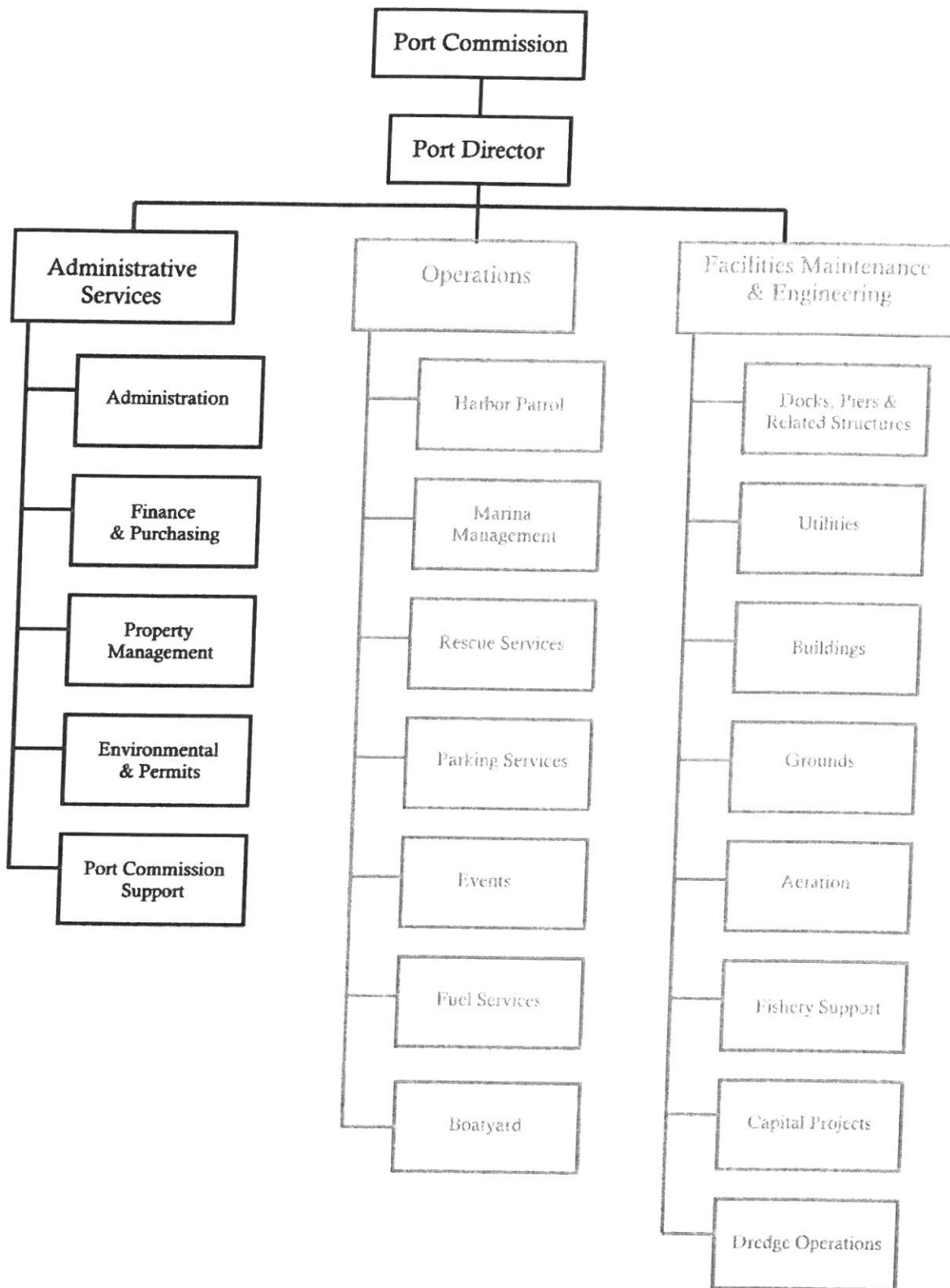
FY 20 Salaries & Benefits by Department



DEPARTMENTS AND PROGRAMS



ADMINISTRATIVE SERVICES DEPARTMENT



ADMINISTRATIVE SERVICES DEPARTMENT

Admin. Department Summary

	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Expenditures by Category:				
Personnel Services	505,785	635,492	596,200	668,051
Services & Supplies	875,859	979,300	871,621	980,050
Capital Outlay	0	0	0	0
Total Expenditures	1,381,643	1,614,792	1,467,821	1,648,101
Expenditures by Program:				
Administration	632,271	727,018	664,127	741,251
Finance & Purchasing	165,864	191,294	174,905	198,454
Property Management	403,528	439,637	453,525	453,120
Environmental & Permitting	131,816	205,654	127,585	201,746
Port Commission Support	48,165	51,189	47,679	53,530
Total Expenditures	1,381,643	1,614,792	1,467,821	1,648,101
Total Regular Personnel Funded	5	6.6	6.6	6.3 *
Temporary/Seasonal Personnel	Beach Monitors	Beach Monitors Office Support	Beach Monitors Office Support	Beach Monitors Office Support

Note: FTE equivalents are derived from percentages of salary & benefit costs by program.

ADMINISTRATIVE SERVICES DEPARTMENT

Administration

Administration encompasses the daily oversight of all Port District operations and programs, long-term planning, budget preparation, human resources and benefits management, website maintenance, customer service, public outreach and promotional activities, coordination with local and regional governments and organizations such as the California Special Districts Association, and various activities undertaken by the Port Director and Administrative Services staff.

Administration (Program 110)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	281,645	360,218	349,342	382,951
Services & Supplies	350,626	366,800	314,785	358,300
Total	632,271	727,018	664,127	741,251
Funding Source(s)				
Rents	0	363,500	363,500	370,000
User Fees	632,271	363,518	300,627	371,251
Total	632,271	727,018	664,127	741,251
Regular Personnel				
	1.5 FTE	3.0 FTE	3.0 FTE	2.8 FTE
Temporary/Seasonal Personnel				
	Office Support	Office Support	Office Support	Office Support

ADMINISTRATIVE SERVICES DEPARTMENT

Finance and Purchasing

Finance and purchasing activities include accounting for all Port District assets, revenues and expenses; administering payroll using an outside payroll processing contractor; financing; preparing budget monitoring and quarterly reports; contracting for services; preparing for and participating in annual outside audits of Port District financial statements; performing tenant-related audits; tracking grant-related expenditures and reimbursements. Finance and purchasing staff are continuing work to develop and refine purchasing procedures.

Finance & Purchasing (Program 120)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	112,219	135,394	126,168	143,304
Services & Supplies	53,645	55,900	48,737	55,150
Total	165,864	191,294	174,905	198,454
Funding Source(s)				
User Fees	165,864	191,294	174,905	198,454
Total	165,864	191,294	174,905	198,454
Regular Personnel				
	1.1 FTE	.8 FTE	.8 FTE	.8 FTE
Temporary/Seasonal Personnel				
	Office Support	Office Support	Office Support	Office Support

ADMINISTRATIVE SERVICES DEPARTMENT

Property Management

Property management activities include serving as the primary contact for landside tenants, negotiating new and revised leases and easements, advertising space available for rent, monitoring rental payments and applying rent adjustments. Utilities, garbage service and sanitary district charges for the District's rental properties are included as expenses in this program. Revenues for utility, garbage and sanitary district charges paid by tenants through the Port District are included in Rents. Utility charges paid directly by the tenant to the service provider are not included in the operating budget.

Property Management (Program 130)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	15,690	15,387	18,865	17,870
Services & Supplies	387,838	424,250	434,660	435,250
Total	403,528	439,637	453,525	453,120
Funding Source(s)				
Rents	403,528	439,637	453,525	453,120
Total	403,528	439,637	453,525	453,120
Regular Personnel	.4 FTE	1.8 FTE	1.8 FTE	1.7 FTE
Temporary/Seasonal Personnel	N/A	Office Support	Office Support	Office Support

ADMINISTRATIVE SERVICES DEPARTMENT

Environmental and Permitting

The environmental and permitting work includes managing the beach quality monitoring and hydrogen sulfide protocol during dredging activities, negotiating new permits and amendments with the Army Corps of Engineers, US Environmental Protection Agency, California Coastal Commission, Regional Water Quality Control Board, Monterey Bay National Marine Sanctuary, Monterey Bay Unified Air Pollution Control District and other agencies for dredging and disposal operations and permitting for other construction activities, stormwater management and environmental programs. Environmental and permitting oversees the harbor's Clean Marina Program.

Environmental & Permitting (Program 140)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	55,403	81,704	57,663	77,796
Services & Supplies	76,413	123,950	69,922	123,950
Total	131,816	205,654	127,585	201,746
Funding Source(s)				
Intergovernmental	6,591	0	0	0
User Fees	125,225	205,654	127,585	201,746
Total	131,816	205,654	127,585	201,746
Regular Personnel	.6 FTE	.8 FTE	.8 FTE	.8 FTE
Temporary/Seasonal Personnel	Beach Quality Monitors	Beach Quality Monitors	Beach Quality Monitors	Beach Quality Monitors

ADMINISTRATIVE SERVICES DEPARTMENT

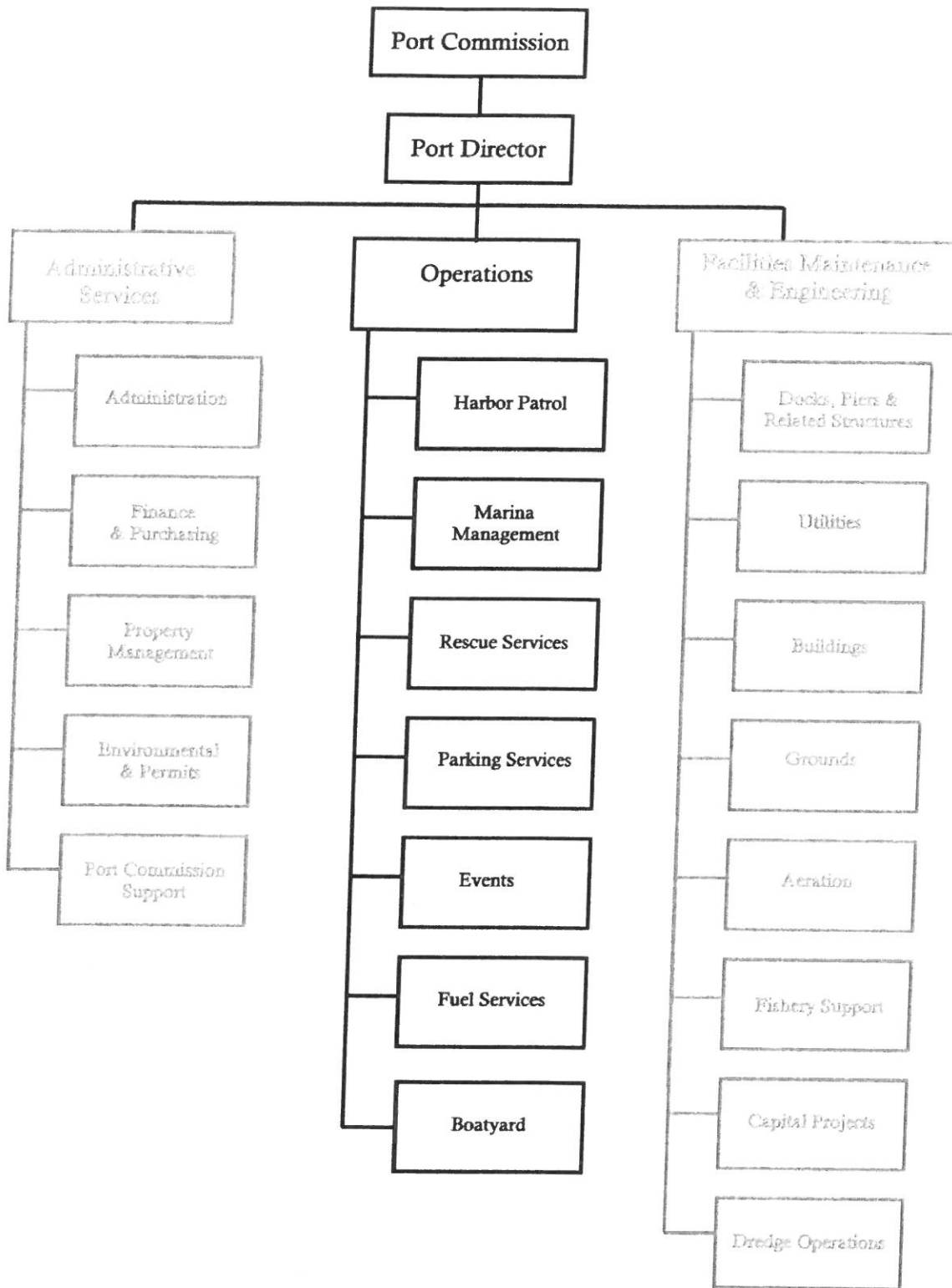
Port Commission Support

Activities that provide staff support for the Port Commission include developing meeting agendas, staff reports and minutes; coordinating with the County Elections Department and ensuring compliance with the Brown Act; intergovernmental relations and adopted Port Commission policies and procedures.

Port Commission Support (Program 190)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	40,828	42,789	44,162	46,130
Services & Supplies	7,337	8,400	3,517	7,400
Total	48,165	51,189	47,679	53,530
Funding Source(s)				
User Fees	48,165	51,189	47,679	53,530
Total	48,165	51,189	47,679	53,530
Regular Personnel	.4 FTE	.2 FTE	.2 FTE	.2 FTE
Temporary/Seasonal Personnel	N/A	Office Support	Office Support	Office Support

OPERATIONS DEPARTMENT



OPERATIONS DEPARTMENT

Operations Dept. Summary

	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Expenditures by Category:				
Personnel Services	1,518,270	1,503,348	1,547,421	1,609,601
Services & Supplies	665,117	808,460	790,531	833,073
Capital Outlay	0	0	10,944	125,000
Total Expenditures	2,183,387	2,311,808	2,348,896	2,442,674
Expenditures by Program:				
Harbor Patrol	627,789	635,630	612,859	665,018
Marina Management	492,804	445,119	531,129	486,768
Rescue Services	97,306	101,958	99,312	111,059
Parking Services	360,563	355,034	355,323	387,081
Events	32,312	42,844	29,219	42,503
Fuel Services	350,662	478,065	461,009	465,031
Boatyard	221,952	253,158	249,101	285,214
Total Expenditures	2,183,387	2,311,808	2,337,952	2,442,674
Total Regular Personnel Funded	10	9.4	9.4	9.3
Temporary/Seasonal Personnel	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi

Note: FTE equivalents are derived from percentages of salary & benefit costs by program.

OPERATIONS DEPARTMENT

Harbor Patrol

The Harbor Patrol and contract operators currently provide security and enforcement of Port District ordinances, California Harbors and Navigation, Penal and Vehicle Codes. Deputy Harbormasters provide site security and traffic control, make arrests, prepare incident reports and provide mutual aid response to other law enforcement agencies. In addition to law enforcement duties, deputy Harbormasters perform vessel search and rescue services, and a wide range of program management and customer services.

Acquisition of a new patrol vehicle is included as a capital outlay item in the FY20 budget.

Harbor Patrol (Program 210)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	512,888	518,830	505,758	552,618
Services & Supplies	114,901	116,800	107,101	112,400
Capital Outlay	0	0	0	50,000
Total	627,789	635,630	612,859	665,018
Funding Source(s)				
Rents	269,949	260,000	263,525	285,000
User Fees	357,840	375,630	349,334	380,018
Total	627,789	635,630	612,859	665,018
Regular Personnel	3.4 FTE	2.6 FTE	2.6 FTE	2.5 FTE
Temporary/Seasonal Personnel	Reserve DHM	Reserve DHM	Reserve DHM	Reserve DHM

OPERATIONS DEPARTMENT

Marina Management

Deputy Harbormaster and Operations staff manage and assigns berths and dry storage areas; monitor docks and dry storage areas for safety; staff the front counter 363 days per year; administer invoicing and payment processes; monitor vessel use and confirm current registration; perform vessel serviceability checks and electrolysis checks on an as needed basis; manage the waiting list; develop delinquency reports; conduct lien sales, provide customer service and manage the harbor's database.

Marina Management (Program 220)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	454,692	414,119	485,953	450,870
Services & Supplies	38,112	31,000	45,176	35,898
Total	492,804	445,119	531,129	486,768
Funding Source(s)				
Rents		0	0	0
User Fees	492,804	445,119	531,129	486,768
Total	492,804	445,119	531,129	486,768
Regular Personnel	2.8 FTE	1.8 FTE	1.8 FTE	1.9 FTE
Temporary/Seasonal Personnel	Reserve DHM	Reserve DHM	Reserve DHM	Reserve DHM

Note: Front desk staffing is budgeted and overseen by Administration, though labor costs have been allocated to Marina Management.

OPERATIONS DEPARTMENT

Rescue Services

Rescue services are provided by the Harbor Patrol aboard the vessel *Almar* or the Zodiac patrol vessel *Scout*. *Sparky*, the inner-harbor safety boat, is utilized by Operations staff as needed to manage human powered watercraft (HPW) activity on busy days.

Rescues performed on *Almar* are often conducted under the Coastal Incident Response Plan (CIRP) in coordination with City, County and State resources. The US Coast Guard staffs its Santa Cruz station in the harbor on weekends between Memorial Day and Labor Day. The Harbor Patrol and USCG coordinate efforts on those days.

Commencing in FY17, the Port District contracted with the City of Santa Cruz to provide staffing and oversight of the beach lifeguard program for approximately the same cost as in-house services. The Port District has contracted with State Parks to provide lifeguard service in FY20.

Rescue Services (Program 230)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	52,069	53,708	58,927	56,109
Services & Supplies	45,236	48,250	40,385	54,950
Total	97,306	101,958	99,312	111,059
Funding Source(s)				
Intergovernmental	25,000	25,000	25,000	35,000
Rents	10,000	10,000	10,000	10,000
User Fees	62,306	66,958	64,312	66,059
Total	97,306	101,958	99,312	111,059
Regular Personnel				
	.6 FTE	.4 FTE	.4 FTE	0.4 FTE
Temporary/Seasonal Personnel				
	Reserve DHM Safety Boat Lifeguards	Reserve DHM Safety Boat	Reserve DHM Safety Boat Lifeguards	Reserve DHM Safety Boat

OPERATIONS DEPARTMENT

Parking Services

Parking services encompass year-round staffing of the concession parking lot serving 2222 East Cliff Drive (O'Neill Building), the Crow's Nest and its Beach Market, Café el Palomar, the SUP Shack and Harbor Beach; beach parking permit sales; slip licensee and employee parking permits; launch ramp parking and permits; water taxi and shuttle van services, and parking ordinance enforcement. Revenues from parking meters, pay stations, permit sales and concession lot receipts are used to fund parking services.

Replacement of the water taxi is included as a capital outlay item in the FY20 budget.

Parking Services (Program 240)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	269,963	261,624	265,472	280,081
Services & Supplies	90,599	93,410	89,851	107,000
Capital Outlay	0	0	0	75,000
Total	360,563	355,034	355,323	387,081
Funding Source(s)				
User Fees	265,474	275,034	257,323	297,081
Parking Fines	95,089	80,000	98,000	90,000
Total	360,563	355,034	355,323	387,081
Regular Personnel	1.4 FTE	1.4 FTE	1.4 FTE	1.5 FTE
Temporary/Seasonal Personnel	Parking Attendants, Launch Attendants, Water Taxi, Land Shuttle			

OPERATIONS DEPARTMENT

Events

This program is jointly managed by Operations and Administrative Services, and comprises permitting, transportation and security for special events such as the Haunted Harbor and Car Show events hosted by the Port District, the Crow's Nest Thursday night beach barbecues, beach volleyball tournaments, regattas, and other special events.

Events (Program 250)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	25,667	35,144	21,770	34,803
Services & Supplies	6,645	7,700	7,449	7,700
Total	32,312	42,844	29,219	42,503
Funding Source(s)				
Rents	20,940	25,000	24,607	25,000
Charges for Services	810	5000	4612	5000
User Fees	10,562	12,844	0	12,503
Total	32,312	42,844	29,219	42,503
Regular Personnel	0.4 FTE	0.2 FTE	0.2 FTE	0.2 FTE
Temporary/Seasonal Personnel	Parking Attendants, Water Taxi, Land Shuttle			

OPERATIONS DEPARTMENT

Fuel Services

The Port District took over operation and maintenance of the harbor's only fuel dock in July 2010. The program is managed by Deputy Harbormaster staff.

Recurring program costs include staff, fuel purchases, taxes, storage tank fees and maintenance, inspections, regulatory compliance and spill prevention equipment and supplies.

Fuel Services (Program 280)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	23,327	23,265	21,053	27,131
Services & Supplies	327,335	454,800	439,956	437,900
Capital Outlay*	0	12,000	10,944	0
Total	350,662	478,065	461,009	465,031
Funding Source(s)				
Charges for Services	50	0	0	0
Fuel Sales	350,612	478,065	461,009	465,031
Total	350,662	478,065	461,009	465,031
Regular Personnel				
	.1 FTE	1.9 FTE	1.9 FTE	1.8 FTE
Temporary/Seasonal Personnel	Fuel Dock Attendant	Fuel Dock Attendant	Fuel Dock Attendant	Fuel Dock Attendant

OPERATIONS DEPARTMENT

Santa Cruz Harbor Boatyard

The Port District took over operation and maintenance of the boatyard on February 1, 2014, and opened in on April 7, 2014. Recurring program costs include staff, fuel purchases, taxes, storage tank fees, inspections, spill prevention equipment, supplies, stormwater filtration costs, and equipment maintenance. Staff, with support from a contract Qualified Industrial Stormwater Practitioner (QISP), is striving to meet increasingly stringent stormwater pollution prevention regulations. Some stormwater service expenditures are captured in Environmental Permitting.

The boatyard was projected to require \$14,658 in proceeds to support expenditures in the FY19 budget, but is currently projected to be marginally profitable by year end. Boatyard revenues do not account for interdepartmental services provided by the boatyard. In FY19, the retail value of the interdepartmental services provided by the boatyard were approximately \$105,000.

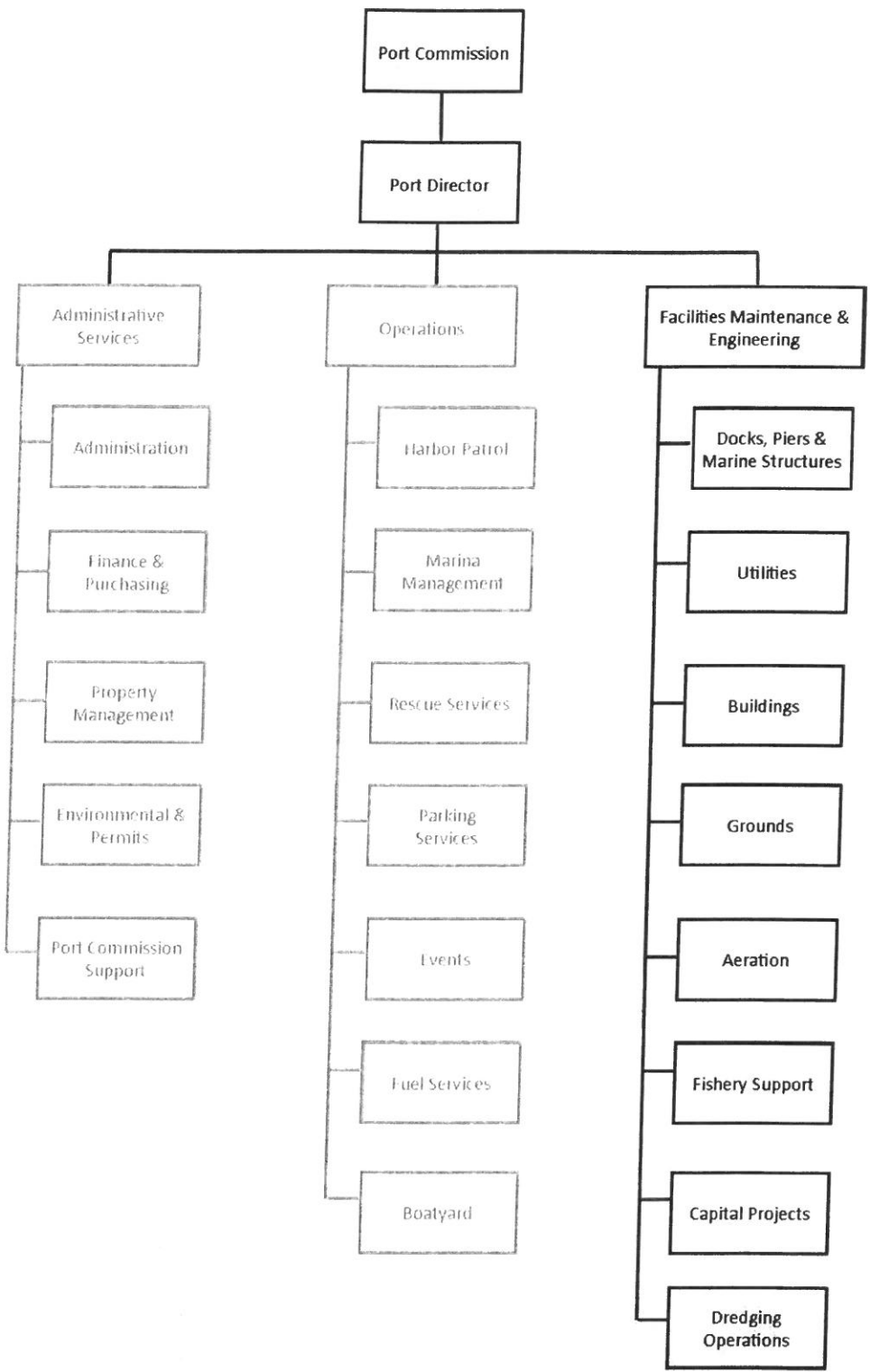
In FY20, the boatyard is projected to require \$35,414 in proceeds to support expenditures. This is due in part to a projected increase in Personnel Services, conservative revenue projections which do not include the value of interdepartmental services, and the addition of PG&E utility expense in the Santa Cruz Harbor Boatyard program. Prior to FY20, the boatyard's PG&E utility expense was allocated across other budget programs though the boatyard is individually metered. Boatyard and management staff are working to identify opportunities to expand boatyard revenue.

Replacement of the filtration system's media tank is budgeted as a capital outlay item in FY20.

Boatyard (Program 500)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	179,663	196,658	188,488	207,989
Services & Supplies	42,288	56,500	60,613	77,225
Capital Outlay*			0	8,000
Total	221,952	253,158	249,101	285,214
Funding Source(s)				
Charges for Services	221,952	1,000	0	1,000
Proceeds	0	14,658	0	35,414
Boatyard Fees		237,500	249,101	248,800
Total	221,952	253,158	249,101	285,214
Regular Personnel				
	2 FTE	1 FTE	1 FTE	1.1 FTE
Temporary/Seasonal Personnel	Boatyard Crew	Boatyard Crew	Boatyard Crew	Boatyard Crew

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT



FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Facilities Maintenance and Engineering Summary

	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Expenditures by Category:				
Personnel Services	1,260,991	1,412,645	1,330,197	1,519,473
Services & Supplies	1,791,570	1,787,404	1,720,447	1,979,520
Capital Outlay	0	25,000	49,657	68,000
Total Expenditures	3,052,561	3,225,049	3,100,301	3,498,993
Expenditures by Program:				
Docks, Piers, Marine Str.	246,103	266,610	220,352	268,437
Utilities Maintenance	107,965	124,940	106,878	132,939
Building Maintenance	259,086	282,080	297,297	358,609
Grounds Maintenance	633,214	700,736	696,326	755,694
Aeration Program	44,901	54,263	48,618	58,458
Fishery Support	2,452	18,935	7,290	19,236
Capital Projects	453,756	437,601	461,973	512,437
Dredge Operations	1,305,084	1,314,884	1,211,910	1,393,183
Total Expenditures	3,052,561	3,200,049	3,050,644	3,498,993
Total Regular Personnel Funded	12	13	13	13.4
Temporary/Seasonal Personnel	Custodian	Custodian Maint. Support	Custodian Maint. Support	Custodian Maint. Support

Note: FTE equivalents are derived from percentages of salary & benefit costs by program.

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Docks, Piers and Other Marine Structures

Activities in this program include maintenance and repairs of existing docks and piers; routine maintenance of piles and appurtenant equipment; maintenance of floats, seawalls, cranes, jetties, gates, brow piers and gangways.

Acquisition of a replacement hull for *Odd Job* is included as a capital outlay item in FY20. Existing engines will be repurposed.

Docks, Piers, and Other Marine Structures (Program 310)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	54,304	79,160	60,802	86,437
Services & Supplies	191,799	187,450	159,550	182,000
Capital Outlay			13,751	10,000
Total	246,103	266,610	220,352	268,437
Funding Source(s)				
User Fees	246,103	266,610	220,352	268,437
Total	246,103	266,610	220,352	268,437
Regular Personnel	1.6 FTE	1.1 FTE	1.1 FTE	1.0 FTE
Temporary/Seasonal Personnel	N/A	N/A	N/A	N/A

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Utilities Maintenance

Utility maintenance includes repairs to landside and dock electrical and plumbing facilities; operation and maintenance of seven sanitary sewer lift stations; maintenance of parking lot, dock and storage area lighting; and storm drain inspections and cleaning.

Utilities Maintenance (Program 320)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	71,265	88,740	76,678	95,739
Services & Supplies	36,700	36,200	30,200	37,200
Total	107,965	124,940	106,878	132,939
Funding Source(s)				
Rents	58,301	74,940	57,715	71,787
User Fees	49,664	50,000	49,163	61,152
Total	107,965	124,940	106,878	132,939
Regular Personnel	1.0 FTE	.5 FTE	.5 FTE	.5 FTE
Temporary/Seasonal Personnel	N/A	N/A	N/A	N/A

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Building Maintenance

There are 25 buildings housing over 40 tenants, harbor administration, operations and maintenance functions, restrooms and miscellaneous storage facilities throughout the harbor. Activities include the full spectrum of repairs, paint, carpet, roofing, HVAC, elevator service, alarm maintenance and cleaning/custodial services.

A new contract for custodial services was awarded by the Port Commission in FY19, increasing the custodial contract budget line item from \$33,000 in FY19 to \$65,000 in FY20.

Building Maintenance (Program 330)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	98,436	84,630	84,642	96,709
Services & Supplies	160,651	197,450	212,655	261,900
Total	259,086	282,080	297,297	358,609
Funding Source(s)				
Rents	259,086	282,080	297,297	358,609
Total	259,086	282,080	297,297	358,609
Regular Personnel	1.1 FTE	1.1 FTE	1.1 FTE	1.4 FTE
Temporary/Seasonal Personnel	N/A	N/A	N/A	N/A

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Grounds

Harbor property encompasses approximately nine landside acres that attract thousands of visitors each year. Activities include maintenance of landscaped areas; parking lots and meters; striping; signs; fences; walkways; commemorative plazas; retaining walls; litter collection, control and transport; recycling services; cleaning of impounded boats for lien sale; pressure washing of docks; street sweeping; and fish table cleaning and maintenance.

In FY18, contract grounds service was eliminated. Grounds services and general maintenance and dredge support are currently being performed in house by one unrepresented, provisional employee.

In FY19, a new contract for garbage collection and transport was awarded, increasing expenditures in FY20.

Acquisition of two used trucks, to replace existing vintage trucks (a 1996 Ford and 1997 Chevrolet), is budgeted as capital outlay item in FY20.

Grounds (Program 340)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	292,794	354,736	361,570	378,494
Services & Supplies	340,420	346,000	334,756	377,200
Capital Outlay*	0	25,000	49,657	50,000
Total	633,214	700,736	696,326	755,694
Funding Source(s)				
Rents	196,296	200,000	200,000	230,235
User Fees	436,918	500,736	496,326	525,459
Total	633,214	700,736	696,326	755,694
Regular Personnel	2.6 FTE	2.9 FTE	2.9 FTE	2.9 FTE
Temporary/Seasonal Personnel	Weekend Custodian	Weekend Custodian	Weekend Custodian/HMW1 (Prov)	Weekend Custodian

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Aeration Program

This program involves the annual installation of 24 electric powered aerators mounted in strategic locations throughout the harbor to respond to high fish count and low dissolved oxygen events. The harbor had experienced devastating fish kills, primarily schools of anchovies, in years past, requiring costly cleanup and repair operations. The current aeration program is a joint effort between the Facilities Maintenance and Engineering Department and the Harbor Patrol to monitor fish populations and dissolved oxygen levels, and be prepared to respond quickly to ameliorate poor conditions and prevent another kill.

Aeration Program (Program 350)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	21,793	25,763	18,684	27,958
Services & Supplies	23,108	28,500	29,934	30,500
Total	44,901	54,263	48,618	58,458
Funding Source(s)				
User Fees	44,901	54,263	48,618	58,458
Total	44,901	54,263	48,618	58,458
Regular Personnel	.3 FTE	.2 FTE	.2 FTE	.2 FTE
Temporary/Seasonal Personnel	N/A	.2 FTE	N/A	.3 FTE

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Fishery Support

Fishery Support (formerly known as the “Ice Production” program), was established when the large Sunwell ice production plant was still in operation. The plant was removed in 2013, due to repeated failures and the high cost of maintenance and repairs, and was replaced with a smaller, compact machine that is easily managed and operated by the resident fish buyer and harbor staff. As a result, program costs dropped to very low levels.

The commercial fishing fleet, resident fish buyer and the facilities that support their activities merit commitment and support from the Port District. The FY20 budget includes funding for maintenance of the hoists, working with commercial fishermen on landings administration, and for updating policies associated with the fishery.

Fishery Support (Program 360)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	2,452	15,435	3,790	15,736
Services & Supplies	0	3,500	3,500	3,500
Total	2,452	18,935	7,290	19,236
Funding Source(s)				
User Fees	2,452	18,935	7,290	19,236
Total	2,452	18,935	7,290	19,236
Regular Personnel	.2 FTE	.1 FTE	.1 FTE	.1 FTE
Temporary/Seasonal Personnel	N/A	N/A	N/A	N/A

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Capital Projects

This program provides staffing to develop and manage the Port District's Capital Improvement Program. Work in this section may involve preliminary engineering, such as site inspections or concept development, grant applications, and other work in support of capital projects.

Capital projects recommended for FY19 are detailed in the Capital Improvement Program later in this report.

Capital Projects (Program 390)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	1,089	7,097	740	5,747
Services & Supplies	452,667	430,504	461,233	506,690
Total	453,756	437,601	461,973	512,437
Funding Source(s)				
User Fees	453,756	437,601	461,973	512,437
Total	453,756	437,601	461,973	512,437
Regular Personnel	.2 FTE	1.8 FTE	1.8 FTE	2.0 FTE
Temporary/Seasonal Personnel	N/A	N/A	N/A	N/A

FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT

Dredging Operations

Activities involve annual dredging of the channel entrance and selected areas of the inner-harbor, primarily the north harbor where sedimentation from Arana Gulch most impacts depths. Also included are maintenance and repairs to the dredges *Twin Lakes* and *Squirt* and other equipment (e.g. crane, submersible pump, dozer, forklift, pipe welder, and anchors).

Environmental efforts in support of Dredging Operations are budgeted separately under the Administrative Services Department and include many of the costs associated with permitting, monitoring and compliance reporting to several regulatory agencies.

Twin Lakes was placed in service in November 2016 and crews received training and support from the Port District's dredging consultant (Bean) throughout the winter of 2016-17. Training and dredge consulting services are ongoing needs in FY20.

Dredging Operations (Program 400)

Expenditures	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Budget
Personnel Services	718,859	757,084	723,291	812,653
Services & Supplies	586,226	557,800	488,619	580,530
Total	1,305,084	1,314,884	1,211,910	1,393,183
Funding Source(s)				
User Fees	1,305,084	1,314,884	1,211,910	1,393,183
Total	1,305,084	1,314,884	1,211,910	1,393,183
Regular Personnel	5.7 FTE	5.4 FTE	5.4 FTE	5.3 FTE
Temporary/Seasonal Personnel	Dredge Expediter	HMW II (Prov)	HMW II (Prov)	HMW II (Prov)

DREDGING EQUIPMENT

In FY19, a new snorkel was fabricated. The old snorkel was used during the 2018-19 season, and will be salvaged and restored for use as a back-up. Another significant project completed in FY19 was a major overhaul of *Dauntless*, though replacement of the deck and A-Frame are needed in FY20. Savings were achieved by completing the overhaul on site at the boatyard.

In FY19, \$378,258 was allocated to the dredge intermediate fund. The projected FY19 funding need is \$145,956.

The following major maintenance items have been identified as priority needs for the dredging program in FY 20:

ASSET	ITEM	IDENTIFIED NEEDS
TWIN LAKES	Jet Pump (Spare)	\$ 20,000
	Hypower Generator Replacement	\$ 25,000
	Check Valve 16"	\$ 12,000
	Skookum Swing Sheaves	\$ 5,000
		\$ 62,000
SQUIRT	Cutter Head	\$ 15,000
	Main Pump Parts / Hydraulic Piping	\$ 10,000
	Trunnion Rebuild	\$ 15,000
		\$ 40,000
DAUNTLESS	Deck Replacement	\$ 35,000
	A-Frame	\$ 20,000
		\$ 55,000
MISCELLANEOUS		
Pipe Valves and Fittings	Beach Hydraulic Valves (2 @ \$8K) and Steel Pipe Fittings	\$ 31,000
Anchors and Rigging	Rigging, Offshore Chains, Hardware for Anchor Lines, Bolt Hardware, Pipe Weights (10")	\$ 50,000
		\$ 81,000

(continued on next page)

DREDGING EQUIPMENT

ANCILLARY EQUIPMENT			
Booster Pump	Impeller	\$	11,000
Hyster Forklift	Injection Pump Repair, Steer Tire Replacement	\$	10,000
		\$	21,000
FY20 IDENTIFIED DREDGE INTERMEDIATE FUND NEEDS		\$	259,000
PROJECTED FY19 DREDGE INTERMEDIATE FUND BALANCE		\$	113,044
PROJECTED FY20 DREDGE INTERMEDIATE FUNDING NEED		\$	145,956

CAPITAL OUTLAY

The following capital outlay items are included in the FY20 budget:

- Patrol Vehicle: New, fully outfitted vehicle (\$50,000)
- Water Taxi: New pontoon boat to replace *Free Ride I* (\$75,000)
- *Odd Job*: Replacement of *Odd Job's* hull. Existing engines will be repurposed. (\$10,000)
- Grounds: Replacement of two vintage trucks (1996 Ford and 1997 Chevrolet), with newer model used trucks (\$50,000).
- Boatyard: Replacement of the filtration system media tank (\$8,000).

Two additional capital outlay items have been identified as a need, but are not included in the FY20 budget:

- Harbor Patrol Vessel: Replacement of the *Almar* is needed, and is projected to cost \$400,000 to \$550,000. Staff is researching grant and intergovernmental funding sources to supplement Port District funding. It is expected that acquisition of a replacement vessel will be pursued as a mid-year budget adjustment in FY20. In FY19, \$18,277 was allocated to a patrol vessel replacement fund in the Capital Improvement Program to begin setting aside funding for replacement.
- Toyo Pump Barge: A barge is desired to get greater utility out of the Port District submersible pump used for inner-harbor dredging operations. A barge is recommended for funding in FY21.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program and fund balance propose \$500,000 in funding for capital improvement projects in FY20, and reallocation of some existing funding in support of identified projects.

The proposed 5-Year Capital Improvement Program is included as Appendix D.

DEBT SERVICE

During FY14, the District embarked on a refinancing (aka “refunding”) of its existing debt which comprised loans from the California Department of Boating and Waterways (DBW) and bonds financed through the California Maritime Infrastructure Association (CMIA). The DBW loans carried an interest rate of 4.5%, and interest on the CMIA bonds ranged from 5.3% to 8.4%. The existing debt was scheduled for pay off in 2042. DBW loans had been used to finance reconstruction of G, J, W and X dock following the 1989 Loma Prieta earthquake. CMIA bonds were used to finance improvements at 2222 East Cliff Drive, AA Dock and 555 Brommer Street Extension.

One goal of the refinancing program was to reduce the District’s debt to a level that would allow additional borrowing in order to fund a replacement for the aging dredge *Seabright*. The estimated cost of a new dredge was \$3-4 million.

Funding in the amount of \$4 million to replace the dredge *Seabright* and \$750,000 to pay off existing pension withdrawal liability was added to the financing package for a total amount of \$16,803,405. The table below illustrates the District’s financing needs, refinanced debt and payoff years for each.

Financing Needs	Source	Principal Amount (in 000's)	Interest Rate	Total Cost	Payoff Year
Tax Exempt Loans	DBW	9,116	4.5%	14,620	2042
Tax Exempt Bonds	CMIA	835	5.3%	1,150	2024
Taxable Bonds ¹	CMIA	1,670	8.4%	2,612	2024
Tax Exempt Loan	CSDA	4,000	7.5%	6,696	2029
Tax Exempt Loan	Unknown	750	7.5%	1,274	2029
TOTALS:		16,371		26,352	
Refinanced					
Tax Exempt Loans	BBVA Compass Bank	14,419	3.09%	18,454	2029
Taxable Bonds	BBVA Compass Bank	2,384	4.74%	3,131	2026
TOTALS:		16,803		21,585	

A term of the refinancing package required the District to terminate its line of credit with Comerica Bank. The District replaced it with a \$4 million line of credit at BBVA Compass Bank, which was needed at the time to provide funding for tsunami repair work. The line of credit limit was reduced in FY15 in order to save “unused credit” fees on the line. In FY18, the term on \$2 million line of credit was extended.

¹ The interest rate the District was paying toward CMIA Series 2004C Bonds was scheduled to increase from 7.5% to 8.4% in May 2014.

DEBT SERVICE

The District’s agreements with BBVA Compass Bank included covenants to maintain adequate coverage for debt service for the life of the loans. Debt Service Ratio (DSR) covenants required the District to prescribe and collect fees and charges for services at least equal to 125% of its debt service after operating and maintenance expenses for the fiscal year. In addition, the District’s revenues were required to at least equal 140% of its debt service after operating and maintenance expenses or be subject to depositing additional funds with the bank to be held in reserve.

During FY19, the Port District secured \$3,350,000 in new tax-exempt financing from BBVA Compass Bank at an interest rate of 3.5% to fund two Capital Improvements Projects: the Aldo’s Seawall Replacement Project (F027) and the Piling Replacement Project (F005). The Port District successfully negotiated a reduction to its Debt Service Ratio (DSR) covenants. While the Port District is required to prescribe and collect fees and charges for services at least equal to 125% of the debt service after operating and maintenance expenses for the fiscal year, it is no longer required to achieve revenues equal to 140% of its debt service after operating and maintenance expenses or be subject to depositing additional funds to be held in reserve. Additionally, BBVA Compass Bank agreed to treat non-cash pension liability like depreciation for purposes of calculating the Port District’s DSR. A term of the new debt financing package required the District to terminate its \$2 million line of credit with BBVA Compass Bank. These amended terms apply to the Port District’s new debt and debt refinanced in FY14.

The table below illustrates the District’s new debt acquired in FY19, and payoff years for each.

Refinanced	Source	Principal Amount (in 000’s)	Interest Rate	Total Cost	Payoff Year
Tax Exempt Loan	BBVA Compass Bank	\$1,750	3.50%	\$2,253	2034
Tax Exempt Loan	BBVA Compass Bank	1,600	3.50%	2,060	2034
TOTALS:		\$3,350		\$4,314	

Appendix B shows the Port District’s current debt with principal and interest payments for the refunding acquired in FY14, and new debt acquired in FY19, due each year through FY34 assuming no additional borrowing occurs, and provides Debt Service Coverage Ratios (DSRs) for FY17 and FY18 (audited), FY19 (projected), and FY20 (draft budget).

APPENDIX A

Santa Cruz Port District
MISSION STATEMENT

The primary mission of the Santa Cruz Port Commission is to ensure that Santa Cruz Harbor is a viable operational and financial entity, providing a full array of boating and marine related opportunities for the public.

GOALS

The Port Commission has adopted the following goals:

- Maintain the harbor and harbor entrance to design depths and in the safest condition practical.
- Maintain the facility at a high level of serviceability in regard to function, modernism, longevity, aesthetics and cleanliness.
- Provide for an expansive array of affordable, accessible and available marine facilities and services for the boating public.
- Meet all current and long-term Port District financial responsibilities.
- Contain costs and keep prices as low as practical while still meeting all other financial and operational objectives.
- Operate the harbor as a regional facility in accordance with the three 1958 federal legislative mandates -- "recreation," "commercial fishing," "harbor of refuge."
- Provide for a variety of businesses as a community resource to be enjoyed by all citizens.
- Provide and encourage marine educational opportunities in the harbor for all, especially school children.
- Provide marine rescue services in conjunction with other agencies to the degree which funds and safety considerations allow.
- Comply with all environmental and regulatory laws which apply to Santa Cruz Harbor operations.
- Participate in the management and stewardship of surrounding watersheds with particular emphasis on erosion control and water quality.
- Provide timely information to the public relating to Port Commission public meetings and actions.

Adopted by the Santa Cruz Port Commission on 01/25/05.

Santa Cruz Port District
General Fund Reserve Policy
Adopted November 24, 2015

Reserve Policy Objectives

To strengthen the financial stability of the District against economic uncertainty, unexpected situations such as natural or man-made disasters, unanticipated drop in revenues, and other unforeseen emergencies or extraordinary circumstances that the Port District may face that are infrequent in occurrence.

Target Amount Held in Reserve

The Port District will strive to hold in reserve an amount equal to 25 percent of the District's annual operating expenses in the current fiscal year's adopted general fund budget. The District recognizes that reserve fund amount may fluctuate and may need to be rebuilt over time as needed.

Funding Sources

The reserve fund will generally come from one-time revenue and from excess revenues over expenditures. Examples of one-time revenue include infrequent sales of Port District assets, infrequent revenues from development and grants, or other sources that are typically non-recurring in nature.

Conditions on Use of Reserves

The use of reserves shall generally be limited to unanticipated, non-recurring needs. Reserve fund balances shall not be used for normal or recurring annual operating expenditures.

The Port Director shall make recommendations to the Port Commission for use of reserves. Appropriations from this reserve fund shall require a resolution approved by the Port Commission.

Requests for use of reserves shall occur only after exhausting the current year's budgetary flexibility. The Port Director shall, within six months of its use, present to the Port Commission a plan and timeline for replenishing the reserve fund. .

Santa Cruz Port District

INVESTMENT POLICY



**Santa Cruz Port District
135 5th Avenue
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November 27, 2018

Santa Cruz Port District

INVESTMENT POLICY

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Santa Cruz Port District

INVESTMENT POLICY

INTRODUCTION

Santa Cruz Port District is a municipal corporation and a political subdivision of the State of California. It is governed by an elected Board of Commissioners; the investment policy is administered through an executive officer, the Port Director.

The responsibilities and authority of the Santa Cruz Port Commission are prescribed in the State of California Harbors and Navigation Code, Part 4, Sec. 6200.

PURPOSE

This statement is intended to set policy and provide direction to the Port Director of the Santa Cruz Port District for the prudent and beneficial investment of all funds and monies of the District.

AUTHORITY

The Government Code of the State of California (Government Code), primarily section 53601 and related subsections, authorizes the types of investment vehicles allowed in a California local agency's portfolio. The investment vehicles emphasize preservation of capital and are a conservative set of investments. The authority to invest (as defined in the Government Code) is delegated to the local agency's legislative body for re-delegation to its finance officer. Under no circumstance is the local agency finance officer permitted to purchase an investment that is not specifically authorized by law and within the scope of investments delegated by the local agency's governing board.

This Investment Policy grants the Port Director the authority to act as Finance Officer (Trustee) and manage investments for the Santa Cruz Port District. The Santa Cruz Port Commission will serve in the role of investment committee, responsible for setting investment policy and providing oversight.

The Port Commission, under authorized contract, may delegate certain responsibilities to professional experts in various fields, including but not limited to:

- Investment Consultant: An investment consultant may be retained assist the Port Director in selecting investment options in compliance with State of California public fund management

- guidelines; reviewing such options over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
- Designated officers as allowed under California Government Code Sections 53601-53610 and 53620-53622 and/or successor statutes for purposes of assuming fiduciary responsibility for administering and managing certain investments, such as a Section 115 trust to prefund Other Post-Employment Benefits or pension liabilities.
 - Additional specialists such as attorneys, auditors, actuaries and others who may be contracted by the District.

Adoption of this policy was made at a regular meeting of the Port Commission on November 27, 2018. The Port Commission, acting as Investment Committee, may adopt other amendments to this policy due to a change in the District's goals and objectives, which shall require an affirmative vote by a majority of the Port Commission. This policy is intended to allow investment in accordance with state and federal laws and successor statutes, and therefore a statute change may not be require a change in this policy. Investment Policy Attachments A and B shall be updated by the Finance Officer, as needed, to reflect current California Debt and Investment Advisory Commission (CDIAC) guidance.

BASIC POLICY AND OBJECTIVES

In accordance with public fund management guidelines, the Santa Cruz Port District investment policy is a conservative policy guided by the objectives of safety, liquidity and yield, in accordance with Government Code Section 53600.5, which states, *"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a Trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control."*

The following are objectives:

Performance Expectations: The Port District's cash management portfolio shall be designed with the objective of regularly meeting or exceeding the average yield of the State of California Local Agency Investment Fund (LAIF). The enabling legislation for LAIF is Section 16429.1 et seq. of the California Government Code. LAIF as an indicator is considered a benchmark for lower risk investment transactions and therefore comprises a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles, when feasible. The investment program may also seek to reduce Other Post Employment (OPEB) or pension liabilities.

Prudence: The standard of prudence to be used by investment officials shall be the "Uniform Prudent Management of Institutional Funds Act" (UPMIFA) standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations

from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Reporting Requirements: The quarterly financial reports presented to the Santa Cruz Port Commission, typically presented at regularly scheduled public meetings in July, October, and January, and shall include information about investment performance. (Note: Fiscal year end quarterlies are not typically presented to the Commission, but are reviewed as part of the year-end audit process.)

Performance Review: The Santa Cruz Port Commission shall perform periodic appraisals of the investment portfolio and investment policy to evaluate the effectiveness of the District's investment program. The Investment Policy shall be presented with the annual budget document.

Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business, in accordance with applicable laws. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Port District.

Investment Portfolio Compliance: The Port District's investment portfolio must be in compliance with statute at the time that investments are purchased. The investment portfolio shall be monitored, as practical, for subsequent changes in percentages resulting from non-purchase activity or changes in credit rating of existing securities. If, as a result of monitoring, it is discovered that the portfolio or individual investments are deemed to be out of compliance with either statute or this Investment Policy, such non-compliance shall be reported by the Port Director to the Port Commission within five working days along with a detailed explanation for the variance and recommended course of action.

Exceptions: When investing in funds deemed suitable for public investment such as LAIF, a Joint Powers Authority Pool or Voluntary Investment Program Fund as described in Attachment A, California Debt and Investment Advisory Commission (CDIAC) Figure 1, no maximum specified percentage of portfolio shall apply.

Conflicts: In the event any provision this Investment Policy is in conflict with any of the statutes referred to herein or any other State or Federal statutes, the provisions of each statute shall govern.

PERMITTED INVESTMENTS AND LIMITATIONS

Permitted Investments

The California Government Code contains specific provisions regarding the types of investments and practices permitted after considering the broad requirement of preserving principal and maintaining liquidity before seeking yield. These provisions are intended to promote the use of reliable, diverse and safe investments instruments to ensure a prudently managed portfolio worthy of public trust.

Government Code Sections 16340, 16429.1, 53601, 53601.6, 53601.8, 53635, 53635.2, 53635.8, 53638, and 53684 include a number of requirements on how and where public money may be invested. CDIAC Figure 1 provides a synopsis of the permitted investment instruments and limitations on each, in which all local agencies may invest as summarized by CDIAC, Local Agency Investment Guidelines, Update for 2018).

The Port District may invest only in those instruments specified in State law; however, the Port Commission may set a more stringent standard.

To the extent allowable by statute, the Finance Officer and Investment Committee (Port Commission) may consider investment in funds, such as those allowable under an irrevocable Section 115 Trust of the Internal Revenue Code, designated for the payment of employee retiree health benefits (Other Post Employment Benefits "OPEB") as authorized under Government Code Sections 53620-53622 or a Pension Prefunding Trust Program "PPTP," currently under development by CalPERS as authorized by SB 1413, which may provide a future investment opportunity.

Limitations on Investments

Limitations as established by law are subject to change as established by the State Treasurer. A listing of limitations on investments are as summarized by CDIAC, Local Agency Investment Guidelines, Update for 2018, are shown in the Table of Notes appended to Table 1. As noted above, investment options and limitations are subject to change as established by the State Treasurer from time to time.

The Trustee, with guidance and approval of the Investment Committee (Port Commission), may adopt additional limitations on investments over time, which shall be made a part of this policy.

ATTACHMENTS

ATTACHMENT A.....CDIAC ALLOWABLE INVESTMENT INSTRUMENTS, FIGURE 1

ATTACHMENT B.....CDIAC TABLE OF NOTES FOR FIGURE 1

ATTACHMENT A

FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2018)^A APPLICABLE TO ALL LOCAL AGENCIES^B

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations—CA And Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% ^E	None
Commercial Paper—Pooled Funds ^F	270 days	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Commercial Paper—Non-Pooled Funds ^F	270 days	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H
Negotiable Certificates of Deposit	5 years	30% ^I	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30% ^K	None
Placement Service Certificates of Deposit	5 years	30% ^K	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M
Medium-Term Notes ^N	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{O,P}
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	"AA" rating category or its equivalent or better ^R
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple ^S
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund ^T	N/A	None	None
Supranational Obligations ^U	5 years	30%	"AA" rating category or its equivalent or better

TABLE OF NOTES FOR FIGURE 1

- ^A Sources: Sections 16340, 16429.1, 53601, 53601.8, 53635, 53635.2, 53635.8, and 53638.
- ^B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- ^C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- ^D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- ^E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.
- ^F "Select Agencies" are defined as a "city, a district, or other local agency that do[es] not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body."
- ^G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.
- ^H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, has program wide credit enhancements, and has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.
- ^I "Other Agencies" are counties, a city and county, or other local agency "that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body." Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set for "Select Agencies," above.
- ^J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- ^K No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).
- ^L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- ^M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- ^N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States"
- ^O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- ^P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- ^Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- ^R Issuer must be rated in a rating category of "A" or its equivalent or better as provided by a nationally recognized statistical rating organization.
- ^S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- ^T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- ^U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

SANTA CRUZ PORT DISTRICT
 PRINCIPAL AND INTEREST DETAIL
 Updated December 18, 2018

INTEREST		FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	
Source	Loan #																							
Cal Boating	5	\$700,000 at 6%(4.5%)	5,301	2,709																				
Cal Boating	6	\$600,000 at 6%(4.5%)	6,975	4,751																				
Cal Boating	7	\$700,000 at 6%(4.5%)	10,011	7,671																				
Cal Boating	8	\$1,600,000 at 4.7%(4.5%)	43,975	40,798																				
Cal Boating	9	\$2,100,000 at 4.5%	73,044	69,185																				
Cal Boating	10	\$1,754,000 at 4.5%	67,881	65,545																				
Cal Boating	*emerg500	\$1,975,000 at 4.5%	87,371	85,331																				
Cal Boating	12	\$1,365,000 at 4.5%	0	158,805																				
Cal Boating	12a	\$2,500,000 at 4.5%	0	0																				
CMIA		\$3,900,000 at 4.7%	210,843	200,043	92,738																			
OE3 Pension Trust		Withdrawal Liability - \$913,315 at 6.532	57,102	54,365	51,443																			
BBVA Tax Exempt		2013 \$14,418,960		183,169	433,326	412,836	389,156	364,738	339,560	313,598	286,827	259,768	233,501	206,416	178,487	149,689	119,994	89,374	57,801	16,786				
BBVA Taxable		2013 \$2,384,445		17,581	110,122	103,862	95,642	86,995	77,943	68,503	58,641	48,209	37,296	25,991	11,877	3,718	525							
BBVA Tax Exempt		\$1,750,000 @ 3.5%							22,288	58,606	55,370	52,021	48,553	44,962	41,245	37,396	33,412	29,287	25,016	20,595	16,017	11,278	6,372	
BBVA Tax Exempt		\$1,600,000 @ 3.5%							20,378	53,583	50,624	47,562	44,391	41,108	37,710	34,191	30,548	26,777	22,872	18,830	14,644	10,312	5,826	
BBVA RLOC									Cancelled															
Subtotal Interest Payments			-562,503	-907,964	-687,630	516,698	-484,798	-451,734	-460,169	-494,290	-451,463	-407,568	-363,740	-318,477	-269,318	-224,994	-184,478	-145,438	-105,690	-56,211	-30,662	-21,590	-12,197	-2,473
PRINCIPAL																								
Cal Boating	5	\$700,000 at 6%(4.5%)	57,608	60,200	552,388																			
Cal Boating	6	\$600,000 at 6%(4.5%)	49,409	51,633																				
Cal Boating	7	\$700,000 at 6%(4.5%)	52,002	54,342																				
Cal Boating	8	\$1,600,000 at 4.7%(4.5%)	70,603	73,781																				
Cal Boating	9	\$2,100,000 at 4.5%	85,737	89,598																				
Cal Boating	10	\$1,754,000 at 4.5%	51,902	54,239																				
Cal Boating	*emerg500	\$1,975,000 at 4.5%	39,017	41,057																				
Cal Boating	12	\$1,365,000 at 4.5%	0	0																				
Cal Boating	12a	\$2,500,000 at 4.5%	0	0																				
CMIA		\$3,900,000 at 4.7%	175,000	190,000	2,505,000																			
OE3 Pension Trust		Withdrawal Liability - \$913,315 at 6.532	40,663	43,400	46,321																			
BBVA Tax Exempt		2013 \$14,418,960		130,988	737,468	760,433	784,113	808,531	833,709	859,671	886,442	843,501	869,768	896,853	924,782	953,580	983,275	1,013,895	1,045,468	1,086,483				
BBVA Taxable		2013 \$2,384,445		31,421	119,062	171,147	180,237	188,924	197,186	205,006	217,210	228,740	234,713	249,833	261,310	84,894	14,763							
BBVA Tax Exempt		\$1,750,000 @ 3.5%							52,836	91,641	94,877	98,226	101,694	105,285	109,003	112,851	116,835	120,961	125,231	129,653	134,230	138,969	143,876	
BBVA Tax Exempt		\$1,600,000 @ 3.5%							48,307	83,787	86,745	89,807	92,978	96,261	99,659	103,177	106,821	110,592	114,497	118,540	122,725	127,058	131,543	
BBVA RLOC		\$1mil borrowed	0	0					Cancelled															
Subtotal Principal Payments			-621,940	-820,658	-3,900,239	-931,580	-964,351	-897,454	-1,132,039	-1,240,105	-1,285,274	-1,260,274	-1,298,183	-1,348,232	-1,394,754	-1,254,802	-1,221,694	-1,245,448	-1,285,106	-1,334,676	-258,955	-266,027	-275,419	-141,335
TOTAL PRINCIPAL AND INTEREST PAYMENTS			-1,184,443	-1,728,622	-4,647,868	-1,446,278	-1,449,148	-1,449,188	-1,952,207	-1,734,395	-1,738,737	-1,667,833	-1,662,894	-1,666,710	-1,689,072	-1,479,498	-1,408,173	-1,390,886	-1,390,886	-1,390,887	-287,817	-287,817	-287,816	-143,808

Payments on CMIA bonds were made from funds held in escrow as part of FY14 debt refinance.

**Santa Cruz Port District
Historical Revenues and Expenses
Debt Service Coverage Projection**

	2017 <i>Audited</i>	2018 <i>Audited</i>	2019 <i>Budget</i>	2019 <i>Projected</i>	2020 <i>Budget</i>
Operating Revenues					
Charges for berthing and services	\$ 6,799,847	\$ 7,181,501	\$ 7,090,206	\$ 7,363,839	\$ 7,436,989
Rent and concessions	\$ 1,694,869	\$ 1,889,238	\$ 1,749,060	\$ 1,775,000	\$ 1,799,980
Total Operating Revenues	\$ 8,494,716	\$ 9,070,739	\$ 8,839,266	\$ 9,138,839	\$ 9,236,969
Operating Expenses					
Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,681,013	\$ 1,680,020	
CalPERS Unfunded Liability	\$ 298,869	\$ 489,486			
Dredging Operations	\$ 1,259,287	\$ 1,234,002	\$ 1,314,884	\$ 1,211,910	\$ 1,393,183
Administrative Services	\$ 717,648	\$ 632,156	\$ 727,018	\$ 664,127	\$ 741,251
Grounds	\$ 656,439	\$ 633,063	\$ 700,736	\$ 696,326	\$ 755,694
Fuel Services	\$ 331,742	\$ 350,664	\$ 478,065	\$ 461,009	\$ 465,031
Harbor Patrol	\$ 621,569	\$ 627,790	\$ 635,630	\$ 612,859	\$ 665,018
Property Management	\$ 429,040	\$ 403,528	\$ 439,637	\$ 453,525	\$ 453,120
Marina Management	\$ 461,217	\$ 492,804	\$ 445,119	\$ 531,129	\$ 486,768
Buildings	\$ 238,023	\$ 259,087	\$ 282,080	\$ 297,297	\$ 358,609
Parking Services	\$ 345,904	\$ 360,565	\$ 355,034	\$ 355,323	\$ 387,081
Docks, Piers, Marine Structures	\$ 263,642	\$ 317,187	\$ 266,610	\$ 220,352	\$ 268,437
Finance & Purchasing	\$ 170,809	\$ 165,863	\$ 191,294	\$ 174,905	\$ 198,454
Environmental & Permitting	\$ 156,750	\$ 131,817	\$ 205,654	\$ 127,585	\$ 201,746
Utilities	\$ 84,314	\$ 107,964	\$ 124,940	\$ 106,878	\$ 132,939
Aeration	\$ 42,498	\$ 44,900	\$ 54,263	\$ 48,618	\$ 58,458
Rescue Services	\$ 90,519	\$ 97,308	\$ 101,958	\$ 99,312	\$ 111,059
Boatyard Operations	\$ 239,953	\$ 221,938	\$ 253,158	\$ 249,101	\$ 285,214
Port Commission Support	\$ 50,183	\$ 48,164	\$ 51,189	\$ 47,679	\$ 53,530
Capital Projects	\$ 1,024	\$ 9,716	\$ 437,601	\$ 461,973	\$ 512,437
Events	\$ 32,531	\$ 32,313	\$ 42,844	\$ 29,219	\$ 42,503
Fishery Support	\$ 5,042	\$ 2,452	\$ 18,935	\$ 7,290	\$ 19,236
Total Expenses	\$ 8,278,842	\$ 8,487,521	\$ 8,807,662	\$ 8,536,437	\$ 7,589,768
Non-Operating Revenue (Expenses)					
County revenues for public services	\$ 11,243	\$ 36,228	\$ 23,725	\$ 23,725	\$ 23,725
Grants and Other Income	\$ 65,560	\$ 140,189	\$ 17,000	\$ 43,095	\$ 42,000
Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 385,000	\$ 449,000	\$ 385,000
Interest Income	\$ 46,245	\$ 96,293	\$ 53,950	\$ 136,381	\$ 117,300
Interest Expense	\$ (476,817)	\$ (444,310)	\$ (418,104)	\$ (460,169)	\$ (494,290)
Other Income (Expenses)	\$ (74,482)	\$ 44,912	\$ 30,000	\$ 198,308	\$ 65,000
Total Non-Operating Income (Expenses)	\$ (28,251)	\$ 358,312	\$ 91,571	\$ 390,340	\$ 138,735
Extraordinary Items					
Losses related to tsunami damage, net of reimbursements	\$ (17,088)	\$ -	\$ -		
OE3 Trust Fund withdrawal liability					
Grants recognized in excess of current expenses related to tsunami damage					
Total Extraordinary Items	\$ (17,088)	\$ -	\$ -		
Debt Service Coverage Calculation					
(+) Gross Revenues	\$ 8,494,716	\$ 9,070,739	\$ 8,839,266	\$ 9,138,839	\$ 9,236,969
(-) Maintenance and operating expenses	\$ (8,278,842)	\$ (8,487,521)	\$ (8,807,662)	\$ (8,536,437)	\$ (7,589,768)
(+) Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,681,013	\$ 1,680,020	
(+) CalPERS Unfunded Liability	\$ 298,869	\$ 489,486			
(=) Net Operating Income	\$ 2,296,582	\$ 2,897,458	\$ 1,712,617	\$ 2,282,422	\$ 1,647,201
(+) Interest Income	\$ 46,245	\$ 96,293	\$ 53,950	\$ 136,381	\$ 117,300
(+) Non-operating Income	\$ (74,482)	\$ 44,912	\$ 53,725	\$ 222,033	\$ 88,725
(+) Grants	\$ 76,803	\$ 176,417	\$ 17,000	\$ 43,095	\$ 42,000
(+) Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 385,000	\$ 449,000	\$ 385,000
(=) Net Revenues Available for Debt Service	\$ 2,745,148	\$ 3,700,080	\$ 2,222,292	\$ 3,132,931	\$ 2,280,226
(+) Current Portion Long Term Debt	\$ 1,015,120	\$ 1,048,837	\$ 1,030,896	\$ 1,132,039	\$ 1,240,105
(+) Interest Expense	\$ 476,817	\$ 444,310	\$ 418,104	\$ 460,169	\$ 494,290
(=) Total Debt Service	\$ 1,491,937	\$ 1,493,147	\$ 1,449,000	\$ 1,592,208	\$ 1,734,395
Debt Service Coverage Ratio (DSCR)	1.84x	2.48x	1.53x	1.97x	1.31x
Debt Service (Excluding Grants)	1.79x	2.36x	1.52x	1.94x	1.29x
Debt Service (Excluding USACE Reimbursement)	1.57x	2.15x	1.27x	1.69x	1.09x
Required DSCR	1.25x	1.25x	1.25x	1.25x	1.25x

APPENDIX C



California Public Employees' Retirement System
 Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
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 (888) 225-7377 phone – (916) 795-2744 fax
 www.calpers.ca.gov

August 2018

**Miscellaneous First Tier Plan of the Santa Cruz Port District
 (CalPERS ID: 3817767080)
 Annual Valuation Report as of June 30, 2017**

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2017 actuarial valuation report of the pension plan.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2017.

Section 2 can be found on the CalPERS website at (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous or Safety Risk Pool Actuarial Valuation Report as appropriate.

Your June 30, 2017 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2018.

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2019-20 along with estimates of the required contributions for Fiscal Year 2020-21. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Payment of Unfunded Liability
2019-20	10.823%	\$269,400
<i>Projected Results</i>		
2020-21	11.6%	\$302,000

The actual investment return for Fiscal Year 2017-18 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.25 percent. **If the actual investment return for Fiscal Year 2017-18 differs from 7.25 percent, the actual contribution requirements for the projected years will differ from those shown above.**

Moreover, the projected results for Fiscal Year 2020-21 assume that there are no future plan changes, no further changes in assumptions other than those recently approved, and no liability gains or losses. Such changes can have a significant impact on required contributions. Since they cannot be predicted in advance, the projected employer results shown above are estimates. The actual required employer contributions for Fiscal Year 2020-21 will be provided in next year's report.

For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section.

The "Risk Analysis" section of the valuation report also contains estimated employer contributions in future years under a variety of investment return scenarios.

Changes since the Prior Year's Valuation

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on Page 5 are calculated under the assumption that the discount rate will be lowered to 7.00 percent next year as adopted by the Board.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in your actuarial valuations and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent was used and a rate of 2.50 percent will be used in the following valuation.

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The CalPERS Board of Administration adopted a Risk Mitigation Policy which is designed to reduce funding risk over time. This Policy has been temporarily suspended during the period over which the discount rate is being lowered. More details on the Risk Mitigation Policy can be found on our website.

Besides the above noted changes, there may also be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report.

We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1 to contact us with actuarial related questions.

If you have other questions, please call our customer contact center at (888) CalPERS or **(888-225-7377)**.

Sincerely,

SCOTT TERANDO
Chief Actuary



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August 2018

**Miscellaneous Second Tier Plan of the Santa Cruz Port District
 (CalPERS ID: 3817767080)
 Annual Valuation Report as of June 30, 2017**

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2017 actuarial valuation report of the pension plan.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2017.

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Your June 30, 2017 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2018.

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2019-20 along with estimates of the required contributions for Fiscal Year 2020-21. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Payment of Unfunded Liability
2019-20	8.081%	\$3,668
<i>Projected Results</i>		
2020-21	8.7%	\$3,900

The actual investment return for Fiscal Year 2017-18 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.25 percent. ***If the actual investment return for Fiscal Year 2017-18 differs from 7.25 percent, the actual contribution requirements for the projected years will differ from those shown above.***

Moreover, the projected results for Fiscal Year 2020-21 assume that there are no future plan changes, no further changes in assumptions other than those recently approved, and no liability gains or losses. Such changes can have a significant impact on required contributions. Since they cannot be predicted in advance, the projected employer results shown above are estimates. The actual required employer contributions for Fiscal Year 2020-21 will be provided in next year's report.

For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section.

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At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on Page 5 are calculated under the assumption that the discount rate will be lowered to 7.00 percent next year as adopted by the Board.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in your actuarial valuations and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent was used and a rate of 2.50 percent will be used in the following valuation.

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

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If you have other questions, please call our customer contact center at (888) CalPERS or **(888-225-7377)**.

Sincerely,

SCOTT TERANDO
Chief Actuary



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August 2018

**PEPRA Miscellaneous Plan of the Santa Cruz Port District
 (CalPERS ID: 3817767080)
 Annual Valuation Report as of June 30, 2017**

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2017 actuarial valuation report of the pension plan.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

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Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Payment of Unfunded Liability
2019-20	6.985%	\$11,582
<i>Projected Results</i>		
2020-21	7.5%	\$12,000

The actual investment return for Fiscal Year 2017-18 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.25 percent. **If the actual investment return for Fiscal Year 2017-18 differs from 7.25 percent, the actual contribution requirements for the projected years will differ from those shown above.**

Moreover, the projected results for Fiscal Year 2020-21 assume that there are no future plan changes, no further changes in assumptions other than those recently approved, and no liability gains or losses. Such changes can have a significant impact on required contributions. Since they cannot be predicted in advance, the projected employer results shown above are estimates. The actual required employer contributions for Fiscal Year 2020-21 will be provided in next year's report.

For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section.

The "Risk Analysis" section of the valuation report also contains estimated employer contributions in future years under a variety of investment return scenarios.

Changes since the Prior Year's Valuation

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on Page 5 are calculated under the assumption that the discount rate will be lowered to 7.00 percent next year as adopted by the Board.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in your actuarial valuations and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent was used and a rate of 2.50 percent will be used in the following valuation.

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The CalPERS Board of Administration adopted a Risk Mitigation Policy which is designed to reduce funding risk over time. This Policy has been temporarily suspended during the period over which the discount rate is being lowered. More details on the Risk Mitigation Policy can be found on our website.

Besides the above noted changes, there may also be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report.

We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1 to contact us with actuarial related questions.

If you have other questions, please call our customer contact center at (888) CalPERS or **(888-225-7377)**.

Sincerely,

SCOTT TERANDO
Chief Actuary

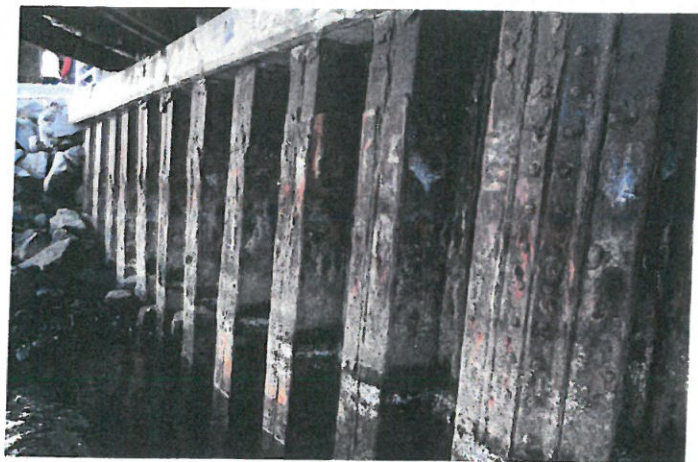
APPENDIX D

February 12, 2019



SANTA CRUZ PORT DISTRICT

FIVE-YEAR
CAPITAL IMPROVEMENT PLAN
FY 20-24



I. INTRODUCTION

This 5-year Capital Improvement Plan (CIP) presents the Santa Cruz Port District's plan for development, maintenance, improvement and acquisition of infrastructure assets to benefit the Santa Cruz Harbor's users, businesses and visitors. It is intended to serve as a guidance document for planning, scheduling and implementing capital improvements and planning projects over the next 5 years.

The 5-year CIP serves as a tool for prioritizing and selecting projects future, along with an overview of works in progress. The CIP highlights the District's investments in infrastructure development and maintenance (i.e. capital improvements) and other significant capital expenditures that add to or strategically invest in the inventory of assets. Studies of less than \$5,000, and capital expenditures for equipment, vehicles and vessels are typically not included in the CIP, though there are exceptions (e.g., *Twin Lakes, Toyo Pump and Patrol Vessel Replacement*).

II. Developing the Five-Year Capital Improvement Plan

Annual updating of the 5-year CIP is an integral part of the budget process. The CIP is presented with the draft budget to provide time for review by the public and the Port Commission prior to consideration and incorporation into the final budget.

FY20 is the sixth year for which the 5-year CIP has been developed. During FY13 and prior fiscal years, many capital improvements were budgeted and completed within line items in the operating budget, such as Pavement Repairs (F006), Building Restoration (F011), Restroom Building Rehabilitation (F012) and Dock Upgrades(F008). Those items are now presented as separate projects within the 5-year CIP with recommended funding amounts for each.

Each year the Commission will adopt an updated 5-year CIP that will include prioritized short and long-term projects. The prioritized list will be used by staff in the development of the annual operating budget. The 5-year CIP will be published in advance of and discussed during a public meeting prior to adoption of the annual budget.

III. Funding the Five-Year Capital Improvement Plan

During FY16, the Port Commission adopted a Reserve Policy and established funding goals for reserves and for the 5-year CIP. The Commission elected to contribute \$500,000 to the CIP fund each year, whenever practicable. The CIP fund would be allowed to grow over time so that large-scale projects could be planned and accomplished without impacting either the Reserve Fund or operations.

In September 2018, financing in the amount of \$3,350,000 was obtained for two CIP projects, the Piling Replacement Project (F005) and Aldo's Seawall Replacement (F027). Phase 1 of the Piling Replacement Project was completed in FY19, and funded by loan proceeds. Loan proceeds have increased the CIP fund balance, which at the conclusion of FY19 is anticipated to exceed \$5.7 million.

Funding in the CIP is allocated to the various large and small projects funded in prior years and the in the current fiscal year. Non-specific CIP funding is contained in the Unallocated CIP Funds (F099, which is also referred to as the CIP Reserve Fund.

IV. *Project Development and Selection Process*

The projects proposed in this FY20 CIP were derived from a variety of sources, including recommendations from Port District staff, Commission and public input, identified Port District Priorities for 2019, and the list of unfunded projects in the prior CIP.

Although not typically included as capital improvements, planning studies may be included in the CIP as part of the planning effort. Capital expenditures amounting to less than \$5,000 are not included in the CIP. Studies of less than \$5,000 or capital expenditures for vehicles, equipment and vessels are typically funded in the operating budget.

In FY20, the 5-year CIP proposes to fund fourteen projects totaling \$600,538. There are ten previously identified projects, eight of which have CIP funding from prior years. There are three new projects proposed for funding in FY20. Other projects previously identified as desirable projects that are not currently recommended for funding are incorporated into the index of non-funded projects in Appendix C.

The Fund Balance projection as of April 1, 2019, has 31 identified projects with available funding. The Fund Balance includes the projects in the 5-year CIP, funding set aside for future capital expenditures not included in the CIP, and projects with funding from prior years.

V. *Proposed Projects*

Several of the proposed projects in this CIP address ongoing infrastructure or facility maintenance needs and are programmed on an annual basis. Examples include Pavement Repairs (F006), Building Restoration (F011), and Restroom Building Rehabilitation (F012).

New capital projects and projects involving maintenance of current infrastructure proposed for FY 20 are listed in Appendix A. Projects approved in prior fiscal years that have not yet been completed are listed in Appendix B. New projects proposed in FY20 are described in detail in Appendix D.

VI. *Environmental Review*

The development of this 5-year plan is not a project, as defined in the California Environmental Quality Act (CEQA), and an environmental review is not required for its adoption. Individual projects listed herein may be subject to CEQA. Environmental reviews will be conducted at the appropriate times during implementation of those projects.

Appendix A
Capital Improvement Plan Summary Table

CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Docks, Piers & Marine Structures						
Piling Replacement ¹	-	TBD	-	-	-	-
Aldo's Seawall Replacement ²	-	TBD	-	-	-	-
Dock Upgrades Project ³	65,000	30,000	30,000	30,000	20,000	175,000
Pier Rehabilitation Project	-	10,000	10,000	25,000	10,000	55,000
West Side Seawall Reconstruction	-	-	-	-	TBD	-
Boatyard Marine Ways Inspection / Upgrades	40,000	TBD	-	-	-	40,000
X/J Dock Kayak Storage	20,000	-	-	-	-	20,000
X-Dock Repairs and Re-Flootation	-	-	-	-	65,000	65,000
TOTAL	\$ 125,000	\$ 40,000	\$ 40,000	\$ 55,000	\$ 95,000	\$ 355,000

1. Financing secured in FY19. Phase 1 project completed in FY19. Phase 2 project planned for FY20. Permits valid through December 31, 2022.
2. Financing secured in FY19 for engineering design, permitting & replacement of Aldo's seawall. Project cost sharing under negotiation with tenant.
3. FY20 FF-dock main body repair (\$50K); Re-deck brow piers at J-dock and I-dock (\$15K).

Buildings						
Building Restoration Projects - Minor ¹	100,000	165,000	65,000	75,000	50,000	455,000
Restroom Building Rehabilitation ²	15,000	22,000	22,000	22,000	150,000	231,000
Walton Lighthouse Repainting	-	-	-	15,000	-	15,000
Harbormaster Office Remodel	-	-	-	125,000	-	125,000
Harbor Office Building Improvements	-	10,000	-	20,000	-	30,000
TOTAL	\$ 115,000	\$ 197,000	\$ 87,000	\$ 257,000	200,000	\$ 856,000

1. FY 20 493 Lake Avenue roof; 333 Lake Avenue wiring / submeter installation.
2. FY 20 D-Dock restroom roof. FY20 contribution brings total available funding to approx. \$46,800.

Landside Infrastructure						
Ice Machine Upgrades	-	TBD	-	-	-	-
Pavement Repairs	50,000	60,000	60,000	60,000	60,000	290,000
Parking Pay Stations	-	30,000	30,000	TBD	TBD	60,000
Parking Upgrades	-	-	5,000	5,000	5,000	15,000
Concession Lot Automation OP02 ²	65,000	-	-	-	-	65,000
Hazmat Shed - Dredge Yard ³	15,538	-	-	-	-	15,538
Pappy Park	TBD	-	-	-	-	-
Wifi System	-	15,000	-	-	-	15,000
Sidewalk & Plaza Restoration	-	10,000	-	10,000	-	20,000
TOTAL	\$ 130,538	\$ 115,000	\$ 95,000	\$ 75,000	65,000	\$ 480,538

1. Ongoing paving needs. FY 20 contribution brings total available funding to approx \$116,400
2. FY20 contribution of \$65,000 + \$27,693 from Parking Pay Stations brings total funding to approx \$240,000
3. FY20 contribution of \$15,538 + \$19,462 from Stormwater System Upgrades brings total available funding to approx \$35,000

CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Utility Systems						
Sanitary Sewer Lift Station Upgrades ¹	100,000	150,000	200,000	200,000	200,000	850,000
Fuel System Upgrades / UST	-	-	45,000	-	150,000	195,000
Aeration System Upgrades	-	10,000	10,000	10,000	TBD	30,000
Storm Drain System Repairs and Maintenance	-	20,000	20,000	20,000	TBD	60,000
Water and Sewer System Repairs and Maintenance	-	40,000	40,000	40,000	TBD	120,000
TOTAL	\$ 100,000	\$ 220,000	\$ 315,000	\$ 270,000	\$ 350,000	\$ 1,255,000

1. FY20 contribution brings total available funding to approx \$361,900

Planning Projects & Studies						
Commercial Fishery/Marine Services Center Upgrades ¹	-	TBD	TBD	TBD	TBD	-
West Side Master Plan	-	75,000	TBD	TBD	TBD	-
Aldo's Restaurant Seawall Reconstruction Project Management and Engineering Oversight ²	-	-	-	-	-	-
Murray Street Bridge Reconstruction ³	-	-	TBD	TBD	TBD	-
7th & Brommer Master Plan	10,000	TBD	TBD	TBD	-	10,000
SH Revetment and Seawall	75,000	TBD	TBD	TBD	250,000	325,000
Arana Gulch Grade Control Structure Feasibility Study	-	-	50,000	TBD	TBD	50,000
TOTAL	\$ 85,000	\$ 75,000	\$ 50,000	\$ -	\$ 250,000	\$ 385,000

1. Phase I, funded \$10K in FY13, was planned to involve outreach, preliminary planning and grant funding for a feasibility analysis. Project on hold
2. Engineering, geotech and construction oversight funded in Aldo's Seawall Replacement Project
3. Funding for management of engineering consultants and miscellaneous costs. Reimbursable by City of Santa Cruz. Project delayed.

CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Other/Miscellaneous						
Harborwide Sign Study & Standards	5,000	-	-	-	-	5,000
Harborwide Refuse/Recycling Study	10,000	-	-	-	-	10,000
Harbor Security Infrastructure Upgrades ¹	30,000	TBD	TBD	TBD	TBD	30,000
Toyo Pump Barge	-	134,900	-	-	-	134,900
West Side Seawall Assessment	-	TBD	TBD	TBD	TBD	-
West Jetty Walkway Project	-	TBD	TBD	TBD	TBD	-
TOTAL	\$ 45,000	\$ 134,900	\$ -	\$ -	\$ -	\$ 179,900

1. Electronic dock / restroom key project underway. FY20 funding for security enhancements (building / restroom entry cameras)

						GRAND TOTAL
FISCAL YEAR TOTALS	\$ 600,538	\$ 781,900	\$ 587,000	\$ 657,000	\$ 960,000	\$ 3,511,438

FY 20 CIP Funding Reallocations \$ 100,538 *Not including project specific reallocations totaling \$47,155. See Fund Balance*
FY 20 Budget CIP Allocation \$ 500,000

Appendix B
Overview of Previously Funded Projects

Overview of Previously Funded Projects

Aldo's Seawall Replacement (F027)

Status: Project financing was obtained in FY19; no additional funding in FY20 is recommended. The project will go to bid in late-FY19. Reconstruction of the seawall will be scheduled after permits are secured and contract award.

Originally constructed in 1964, Aldo's seawall had reached the end of its serviceable life. Due to a sinkhole that developed under the restaurant and failure of a temporary project to patch holes in the sheet pile seawall, Aldo's closed and is operating out of temporary quarters on the harbor's west side. Conceptual seawall design options were evaluated and design-engineering for a replacement seawall was completed in June 2018.

Seawall construction is anticipated in FY20, requiring engineering and geotech oversight and project management.

Piling Replacement (F005)

Status: Permits are in place for a 5-year repair and replacement program. Permits are valid through December 31, 2022. Project financing was obtained in FY19. In FY19, a project which replaced 68 piles was completed. A Phase 2 project will go to bid in late-FY19, with pile replacement scheduled for FY20. The need for a Phase 3 project in FY21 is to be determined (TBD).

The Port District maintains approximately 700 piles to support its docks. 125 damaged piles were replaced as a result of the March 2011 tsunami. 220 remaining were identified as needing repair and/or replacement. Approximately 68 replacements were completed in FY19.

Pier Rehabilitation Project (F009)

Status: No work in FY20.

The harbor's three piers require periodic inspection and maintenance to ensure they remain safe for public access and serviceable for their various uses. This ongoing project provides for periodic funding for minor repairs and upkeep.

Building Restoration – Minor (F011)

Status: Several projects completed in FY19. Additional funding recommended for FY20.

Projects to be programmed on an annual basis include minor improvements that extend the useful life of systems and equipment in District-owned buildings that are rented out to various tenants. Work completed in FY19 included painting 493 Lake Avenue; re-carpeting the harbor office (135 5th Avenue); installation of new flooring at 345 Lake Avenue and other minor maintenance. Future projects (FY20 and beyond) include 493 Lake Ave roofing; 333 Lake Avenue rewiring and submetering, roofing and stairway replacement; harborwide sign study and standards development; maintenance facility flooring replacement and roofing; and, roofing repairs at 2218 East Cliff Drive and other necessary maintenance and repair projects.

Restroom Building Rehabilitation (F012)

Status: No major restroom building rehabilitation projects were completed in FY19. Additional funding recommended for FY20.

Projects are planned on an annual basis to extend the useful life of the District's 11 restroom buildings. Additional funding is recommended for re-roofing D-dock restroom; future bathroom remodels and shower upgrades in the north harbor and other recurring minor maintenance needs.

Sidewalk and Plaza Restoration (F013)

Status: No major restoration of sidewalks and plazas was completed in FY19.

This ongoing project includes resealing tiles, repairing broken curbs and gutters, applying stain to the Beach Plaza and resealing the compass rose at Townsend Plaza.

Sanitary Sewer Lift Stations (F004)

Status: Additional funding recommended for FY20 and beyond.

This project will involve hiring a consulting engineer for a complete assessment of the nine existing sanitary sewer lift stations, development of construction documents for upgrades or replacements as required, and coordination with the City of Santa Cruz and the County of Santa Cruz for future maintenance. Preliminary engineering began during FY13. Priority tasks for FY20 and beyond include replacing the lift station control panels, replacing or relining existing tanks and upgrading access to pumps for maintenance.

Storm Drain System (F014)

Status: No work funded in FY20.

This ongoing project involves maintenance, repairs and cleaning of the harbor's storm drain pipes, inlets and catch basins.

Parking Pay Stations (F018)

Status: No work funded in FY20. Available funding recommended to be reallocated to the Concession Lot Automation Project (OP02).

This ongoing project funds replacement of the aging parking meters with pay stations throughout the harbor, beginning on the west side. The cost to install one pay station is approximately \$12,000, depending on the availability of electrical and wireless service.

Concession Lot Automation (OP02)

Status: Project funded in FY17. Additional funding recommended in FY20. The project is planned for bidding and construction in FY20.

This project will involve design and development of a RFP, and accomplish replacement of the cash register and customer display system, gate entry and exit systems, and add pay-on-foot kiosks. The project will involve coordination with concession tenants and outreach to harbor concession and harbor beach visitors.

Commercial Fishery/Marine Services Center Upgrades – Phase I (F003)

Status: Architectural review preliminarily commenced; project on hold. Limited funding available from FY13.

This project would involve improvements to the facilities located at 493 and 495 Lake Avenue, buildings that currently house H&H Fresh Fish, Johnny's Harborside Restaurant and the Santa Cruz Harbor Boatyard. The first phase of the project will involve outreach and preliminary planning for ice production and storage, evaluation of the expansion potential for the restaurant facility, and potential upgrades to serve the commercial fishery. Additional work will involve identification of funding sources/partners, and use of the boat yard during the City of Santa Cruz' upcoming Murray Street Bridge Rehabilitation project.

Harbor Security (HO01)

Status: Additional funding for restroom door and gate rekeying allocated in FY16, FY17 and FY19. Contract award for electronic system components, design and installation awarded June 2018. Fabrication of dock gates to support the new electronic key system funded as separate project (Dock Upgrades F008). Additional funding recommended in FY20.

This project was approved to provide for increased security systems throughout the harbor to reduce unauthorized uses, and to improve monitoring and law enforcement capabilities. Cameras and recording devices with remote monitoring capabilities could be installed at key locations. Fencing and lighting upgrades were previously completed in the north harbor dry storage and dredge yard.

The current project involves installation of electronic keypads activated by key fobs on newly reconstructed gates, restroom doors and other facilities accessed by harbor users such as the public hoist. All shower rooms were upgraded during FY15-16, and funding for restroom doors and dock gates was budgeted in FY16, FY17 and FY19. The equipment used for the shower doors was highly proprietary and due to vendor retirement, was scheduled for replacement with the new electronic key system. A contract was awarded in FY19 for electronic system components, design and installation on restroom and shower doors and newly reconstructed dock gates. The electronic keying system is compatible with the harbor's MarinaWare software. Funding for dock gates is included in Dock Upgrades. The electronic keying system is expected to be completed by early-FY20.

Additional funding recommended in FY20 is for security camera installation, which is enabled by the new wireless electronic key system, at various locations throughout the harbor.

Dock Upgrades (F008)

Status: New aluminum dock gates fabricated in FY19 to support conversion to electronic key system for dock gates and restrooms. Project completion expected by early-FY20. Southeast harbor brow pier repairs completed in FY19; acquisition and installation of new aluminum gangways for southeast harbor brow piers pends. Additional funding recommended in FY20.

The 30 distinct docks that make up the Santa Cruz Harbor provide berthing for over 800 vessels, fulfilling the mission of being a federal and state harbor of refuge. This funding provides for small projects involving repairs or upgrades to the existing docks and appurtenant structures such as gates, brow piers, ramps, etc.

Additional funding recommended in FY20 for FF-dock main body repairs and re-decking brow piers at J and I-docks.

Water and Sewer System (F015)

Status: Funding from prior years exists.

This ongoing project funds upgrades, improvements and major replacement / repair to the harbor's water and sewer services.

Aeration System Upgrades (F019)

Status: Ongoing project for aerator replacement and servicing; no additional funding proposed in FY20.

Annual maintenance of the aerator motors and floats is performed as part of the Aeration program. This project differs from the annual program as it provides for replacement of aerators worked beyond their rated capacity.

Ice Machine Upgrades (F020)

Status: Funding from prior years exists; no specific projects identified in the FY20-24 CIP.

This project was initially funded to add cold storage and/or an ice delivery system to serve the commercial fishing fleet following replacement of the former Sunwell ice system.

Pavement Repairs (F006)

Status: Funding from prior years exists; additional funding recommended in FY20 and in future years.

Ongoing project to maintain, resurface and restripe harbor parking lots and roads. Contract paving projects planned for FY20 including repaving the west side access road north to the G-dock area; J-dock parking areas; other repairs and/or sealing.

West Jetty Walkway (J001)

Status: On hold. Limited funding from prior years.

A Phase 1 project to complete resurfacing of the west jetty walkway was completed in 2012, utilizing grant funding provided by the Coastal Conservancy.

Phase 2, which will complete an accessible walkway between AA-dock and Walton Lighthouse featuring donor-funded amenities including benches, plazas, a gateway and overlooks, is on hold pending completion of the Aldo's seawall replacement project, restaurant building replacement, and subsequent West Side Master Plan.

7th and Brommer Reconnaissance (F021)

Status: Recommended for funding in FY20.

Master Plan and engineering work for future development of Port District's property in the area of 7th and Brommer, and coordination and interface with other development activities in the area to ensure Port District and community interests are served.

South Harbor Revetment and Seawall (F022)

Status: Funding recommended in FY20.

Originally funded in FY15, this project was for engineering assessment and recommendations involving the seawall along the harbor's west side. FY20 funding is for completion of an engineering assessment of the west side seawall.

Parking Upgrades (F028)

Status: Funding from prior years exists for upgrading ADA parking facilities throughout the harbor.

The Santa Cruz Harbor Parking Management Plan completed during FY16 included several recommendations for upgrading ADA parking facilities throughout the harbor. Existing spaces were widened to current ADA standards in 2013. There are 23 existing spaces, and ADA standards require a total of 21 spaces as a proportion of the total parking inventory. The Parking Management Plan recommends 11 new accessible spaces in key locations throughout the harbor. This project will involve identifying new spaces, adding signs and striping where needed.

Toyo Pump (D002)

Status: Equipment acquired; some funding from prior years remains.

The Port District acquired a 75hp submersible Toyo pump in FY 16 to provide more tools for dealing with shoaling of the inner harbor and difficult to reach areas along the harbor's perimeter. A mobile generator to power the pump was also acquired. Crews plan to deploy the Toyo pump in the north harbor in early-2018. Remaining funding will be used to acquire supplementary equipment needed to deploy the pump, such as a barge. Funding for acquisition of a barge is anticipated in FY21.

Westside Walkway and Retaining Wall Railing (F030)

Status: No funding in FY20; limited funding from FY18 remains.

This project involved reconstructing the low timber retaining wall and wooden handrailing adjacent to the walkway from AA-dock to the sidewalk along Atlantic Avenue.

Garbage Compactor – Recycling-Refuse (F007)

Status: No funding from prior years remains; funding recommended in FY20.

In FY13, this project funded the garbage compactor. Improvements to refuse and recycling systems are needed harborwide. Funding in FY20 is for sanitation engineering study of refuse and recycling systems and recommended improvements.

Murray Street Bridge Reconstruction (F024)

Status: Limited funding from prior years remains. City of Santa Cruz bridge replacement project on hold until Santa Cruz County Sanitation District completes planning and design for relocation of the sanitary sewer pipeline.

Port District coordination with the City of Santa Cruz on the Murray Street bridge reconstruction project. Contract services for engineering oversight and legal counsel will be needed.

Pappy Park (F032)

Status: Project funded in FY19; additional funding need TBD. Port Commission ad hoc committee is working with management and contract engineer on design / construction of a display for the vessel *Pappy*.

The project was funded in FY19, and envisioned as a small park area in the southeast harbor area where outriggers are currently stored and featuring the historic sailing vessel *Pappy* on display. The Port Commission's ad hoc committee has identified an alternative site and are currently working with a contract engineer on design of a display cradle for the vessel. Project anticipated for completion in FY20.

Patrol Vessel Replacement (F033)

Status: Partial project funding allocated in FY19; additional funding is needed.

Replacement of the Port District's Almar patrol vessel is needed. Supplemental grant and other funding sources are being explored to offset Port District's costs for this unfunded capital equipment acquisition anticipated to cost \$400,000 to \$550,000. This project is listed as an unfunded capital outlay item in the FY20 budget.

Appendix C
Index of Non-Funded Projects

Non-Funded Projects List FY20

Wifi System

Estimated Cost: TBD (installation costs may be on vendor, with ongoing monthly cost)
Funding Source(s): Capital Improvement Program Funding

This project would involve design and installation of a wifi system available to harbor customers and tenants. Installation costs are presumed to be borne by a wifi vendor to be selected through a public bidding process. The Port Commission will need to consider how to fund the ongoing monthly cost for providing wifi service.

Limited funding (\$15,000) for design of a Request for Proposals is anticipated in the FY21 CIP.

Arana Gulch Grade Control Structure Feasibility Study – FEMA Hazard Mitigation Grant Application

Estimated Cost: \$50,000
Funding Source(s): Federal Emergency Management Agency Hazard Mitigation Grant Program and Local Cost Share

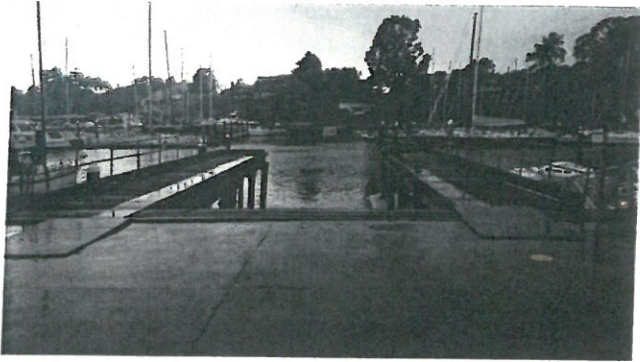
This project would involve developing a grant proposal to fund engineering design and construction of several sediment-reduction measures in Arana Gulch, upstream of the north harbor. Work on this project commenced in FY 11 with a preliminary application submitted on the Port District's behalf. The application process was suspended because the Port District is not eligible to serve as lead agency for the grant and cooperative agreements had not been executed with the City of Santa Cruz and the County of Santa Cruz for extraterritorial work sponsored by the Port District. Funding for the local cost share for this project is anticipated in the FY22 CIP.

West Side Master Plan

Estimated Cost: \$75,000
Funding Source(s): Capital Improvement Program Funding

Master Plan study to follow reconstruction of Aldo's restaurant for the purposes of completing accessible public improvements along the walkway and jetty area between AA Dock and Walton Lighthouse, as envisioned in the 2008 West Jetty Walkway project. The West Side Master Plan needs to seamlessly tie in access to any future replacement of the SH Revetment and Seawall (F022).

Appendix D
New Projects Proposed for FY20



Boatyard Marine Ways Inspection / Upgrades

Visual inspections of the boatyard marine ways were performed on March 12, 2011, and on November 8, 2018. An analysis of the design capacity of the haul-out piers is currently underway. The FY20 allocation will fund replacement of the topside decking and curbs and an in depth inspection of the piles.

Recommended Funding

FY20 - \$ 40,000
FY21 - \$ TBD
FY22 - \$ 0
FY23 - \$ 0
FY24 - \$ 0

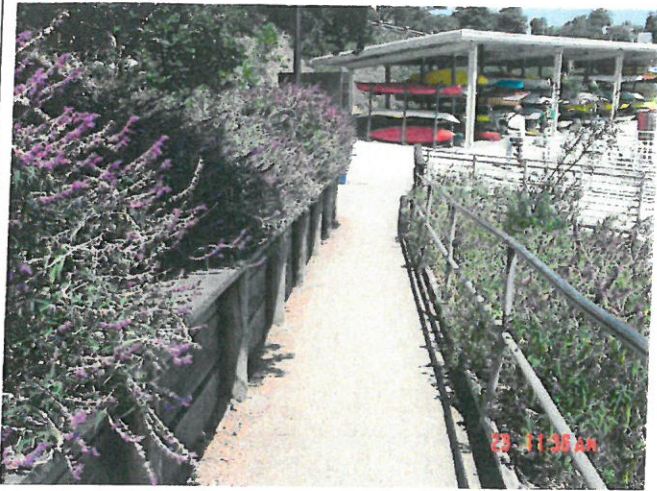


Dredge Yard Improvements – Hazmat Shed

The County of Santa Cruz Environmental Health Service is requiring replacement of the 3-sided waste oil shed in the dredge yard with a fully contained hazmat shed. Partial funding for this project (\$19,462 of the \$35,000 total needed) comes from reallocation of funding remaining in the FY19 Stormwater System Upgrades Project (F031).

Recommended Funding

FY20 - \$ 35,000
FY21 - \$ 0
FY22 - \$ 0
FY23 - \$ 0
FY24 - \$ 0



X/J Kayak Storage

Pilot project to create additional dockside storage for kayaks or other small craft by converting 1-2 shallow slips in the northernmost X/J channel area into kayak / SUP storage. The project will meet a stated objective of the Port Commission, and generate revenue from slips currently not rentable.

Recommended Funding

FY20 - \$ 20,000

FY21 - \$ 0

FY22 - \$ 0

FY23 - \$ 0

FY24 - \$ 0

**SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019**

FY13 CIP

	<u>Syr CIP FY12/13 F001</u>	<u>CF Marine Svc Center F003</u>	<u>Harbor Security HO01</u>	<u>Sanitary Sewer Lift Stations F004</u>	<u>Pavement Repairs F006</u>	<u>Piling Replacement F005</u>	<u>Garbage Compactor- Recycling- Refuse F007</u>	<u>SB Replacement D001</u>
Begin. Balance Apr. 1, 2018	\$ -	\$ 10,000	\$ 82,126	\$ 115,875	\$ 20,247	\$ 323,482	\$ -	\$ 0
Budget Designation: <u>FY 2019 Budget</u>								
Per M Olin - Transfer from Unallocated to HO01			\$ 45,000	\$ 150,000	\$ 58,000	\$ 554,400		
			\$ 65,000					
Board Designation: Mtg dtd 7/24/18 - PG&E Easement Funds Mtg dtd 7/24/18 - Brow Pier Repair (Dock Upgrades) Mtg dtd 8/28/18 - BBVA Compass Financing Mtg dtd 11/27/18 - BBVA Compass Financing Re-allocation						\$ 1,570,714		
Project Expenditures								
Projected Expenditures / Reallocations -- 3/31/19			<u>\$(140,025)</u>	<u>\$(3,972)</u>	<u>\$(11,842)</u>	<u>\$(868,796)</u>		
Project Completed			<u>\$(32,000)</u>			<u>\$(2,800)</u>		
Project Close-Out Correction D-Dock Restroom - Per H Mac Laurie								
Projected Ending Balance March 31, 2019	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 20,101</u>	<u>\$ 261,903</u>	<u>\$ 68,405</u>	<u>\$ 1,577,000</u>	<u>\$ -</u>	<u>\$ 0</u>
Budget Designation FY20 Mtg dtd 2-26-19			\$ 30,000	\$ 100,000	\$ 50,000	\$ 10,000		
Projected Balance April 1, 2019	<u>\$ 10,000</u>	<u>\$ 50,101</u>	<u>\$ 361,903</u>	<u>\$ 116,405</u>	<u>\$ 1,577,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 0</u>

Notes:
 011 Minor Building Restoration includes \$100K FY20 contribution + \$5K FY20 contribution for harborwide sign study & stds
 02 Concession Lot Automation \$65,000 FY20 contribution + F018 \$27,693
 03 Yard Imp - Hazmat Shed \$15,538 FY20 contribution + \$19,462 F031 Stormwater System Upgrades
 034 Brow Pier Repair funded out of F008 Dock Upgrades

**SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019**

FY14 CIP

	<u>Dock Upgrades F008</u>	<u>Pier Rehab. F009</u>	<u>Building Restoration F011</u>	<u>Restroom Bldg Rehab F012</u>	<u>Sidewalk & Plaza Restoration F013</u>	<u>Storm Drain System F014</u>	<u>Water & Sewer System F015</u>	<u>Harbor Vehicle Fueling Station F017</u>	<u>Parking Pay Stations F018</u>	<u>Aeration System Upgrades F019</u>	<u>Ice Machine F020</u>	<u>West Jetty Walkway J001</u>	<u>7th and Brommer Recon F021</u>
Begin. Balance Apr. 1, 2018	\$ 25,600	\$ 25,000	\$ 52,237	\$ 18,653	\$ 33,000	\$ 30,000	\$ 51,771	\$ 39,029	\$ (2,307)	\$ 21,304	\$ 19,222	\$ 799	\$ (11,443)
Budget Designation: <u>FY 2019 Budget</u>	\$ 50,000		\$ 80,000	\$ 25,000				\$ (39,029.00)	\$ 30,000	\$ 10,000			\$ 20,649
Per M Olin - Transfer from Unallocated to HO01													
Board Designation: Mtg dtd 7/24/18 - PG&E Easement Funds Mtg dtd 7/24/18 - Brow Pier Repair (Dock Upgrades) Mtg dtd 8/28/18 - BBVA Compass Financing Mtg dtd 11/27/18 - BBVA Compass Financing Re-all: \$ 50,000													
Project Expenditures	<u>\$ (97,353)</u>		<u>\$ (33,575)</u>										
Projected Expenditures / Reallocations -- 3/31/19	<u>\$ (9,246)</u>												
Project Completed													
Project Close-Out Correction D-Dock Restroom - Per H Mac Laurie					\$ (11,836)								
Projected Ending Balance March 31, 2019	\$ 19,000	\$ 25,000	\$ 98,661	\$ 31,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ 0	\$ 27,693	\$ 31,304	\$ 19,222	\$ 799	\$ 9,206
Budget Designation FY20 Mtg dtd 2-26-19	\$ 65,000		\$ 105,000	\$ 15,000					\$ (27,693)				\$ 10,000
Projected Balance April 1, 2019	\$ 84,000	\$ 25,000	\$ 203,661	\$ 46,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ 0	\$ (0)	\$ 31,304	\$ 19,222	\$ 799	\$ 19,206

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**SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019**

	FY15 CIP					FY16 CIP				
	<u>SH Revetment & Seawall F022</u>	<u>Water Conservation F023</u>	<u>Murray St. Bridge F024</u>	<u>Unallocated CIP Funds F099</u>	<u>Twin Lakes Beachfront F025</u>	<u>East Access Road Sinkhole F026</u>	<u>Aldo's Seawall Replace F027</u>	<u>Parking Upgrades F028</u>	<u>Toyo Pump D002</u>	<u>Parking Mgmt Plan OP01</u>
Begin. Balance Apr. 1, 2018	\$ 585	\$ (0)	\$ 9,800	\$ 208,970	\$ 4,694	\$ 0	\$ 75,582	\$ 5,000	\$ 15,100	\$ (0)
Budget Designation: <u>FY 2019 Budget</u>				\$ 797	\$ (4,694)		\$ 1,600,000			
Per M Olin - Transfer from Unallocated to HO01				\$ (65,000)						
Board Designation:										
Mtg dtd 7/24/18 - PG&E Easement Funds				\$ 138,927						
Mtg dtd 7/24/18 - Brow Pier Repair (Dock Upgrades)				\$ (120,000)						
Mtg dtd 8/28/18 - BBVA Compass Financing							\$ 1,436,081			
Mtg dtd 11/27/18 - BBVA Compass Financing Re-all.				\$ 813,000			\$ (863,000)			
Project Expenditures	\$ (940)									
Projected Expenditures / Reallocations -- 3/31/19							\$ (87,795)			
Project Completed							\$ (11,600)			
Project Close-Out Correction D-Dock Restroom - Per H Mac Laurie										
Projected Ending Balance March 31, 2019	\$ (355)	\$ (0)	\$ 9,800	\$ 976,694	\$ (0)	\$ 0	\$ 2,149,268	\$ 5,000	\$ 15,100	\$ (0)
Budget Designation FY20 Mtg dtd 2-26-19	\$ 75,000			\$ (100,538)						
Projected Balance April 1, 2019	\$ 74,645	\$ (0)	\$ 9,800	\$ 876,156	\$ (0)	\$ 0	\$ 2,149,268	\$ 5,000	\$ 15,100	\$ (0)

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**SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019**

	FY17 CIP			FY18 CIP	FY19 CIP			
	<u>Concession Lot Automation</u> OP02	<u>Fuel Dispensers/ Sumps 2016</u> OP03	<u>D - Dock Accessibility</u> F029	<u>Westside Walkway & Retaining Wall, Railing</u> F030	<u>Stormwater System Upgrades</u> F031	<u>Pappy Park</u> (F032)	<u>Patrol Vessel Replacement</u> (F033)	<u>Brow Pier Repair</u> F034
Begin. Balance Apr. 1, 2018	\$ 150,000	\$ (0)	\$ (11,836)	\$ 9,000				
Budget Designation: <u>FY 2019 Budget</u>					\$ 36,000	\$ 20,000	\$ 18,277	
Per M Olin - Transfer from Unallocated to HO01								
Board Designation: Mtg dtd 7/24/18 - PG&E Easement Funds Mtg dtd 7/24/18 - Brow Pier Repair (Dock Upgrades) Mtg dtd 8/28/18 - BBVA Compass Financing Mtg dtd 11/27/18 - BBVA Compass Financing Re-all.							\$ 120,000	
Project Expenditures	\$ (667)			\$ (5,146)	\$ (16,538)			\$ (16,975)
Projected Expenditures / Reallocations -- 3/31/19	\$ (1,850)							
Project Completed								
Project Close-Out Correction D-Dock Restroom - Per H Mac Laurie			\$ 11,836					
Projected Ending Balance March 31, 2019	\$ 147,483	\$ (0)	\$ -	\$ 3,854	\$ 19,462	\$ 20,000	\$ 18,277	\$ 103,025
Budget Designation FY20 Mtg dtd 2-26-19	\$ 92,693				\$ (19,462)			
Projected Balance April 1, 2019	\$ 240,176	\$ (0)	\$ -	\$ 3,854	\$ 0	\$ 20,000	\$ 18,277	\$ 103,025

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SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

FY 20 CIP

	<u>Boatyard Marine Ways</u>	<u>Dredge Yard Imp - Hazmat Shed</u>	<u>X/J Kayak Storage</u>	<u>Total Funds</u>
Begin. Balance Apr. 1, 2018				\$ 1,321,491
Budget Designation:				
<u>FY 2019 Budget</u>				\$ 2,654,400
Per M Olin - Transfer from Unallocated to HO01				\$ -
				\$ -
				\$ -
				\$ -
Board Designation:				
Mtg dtd 7/24/18 - PG&E Easement Funds				\$ 138,927
Mtg dtd 7/24/18 - Brow Pier Repair (Dock Upgrades)				\$ -
Mtg dtd 8/28/18 - BBVA Compass Financing				\$ 3,006,795
Mtg dtd 11/27/18 - BBVA Compass Financing Re-all.				\$ -
				\$ -
Project Expenditures				\$ (1,283,624)
Projected Expenditures / Reallocations -- 3/31/19				\$ (57,496)
Project Completed				\$ -
				\$ -
Project Close-Out Correction				\$ -
D-Dock Restroom - Per H Mac Laurie				\$ -
				\$ -
Projected Ending Balance March 31, 2019	\$ -	\$ -	\$ -	\$ 5,780,493
Budget Designation FY20				
Mtg dtd 2-26-19	\$ 40,000	\$ 35,000	\$ 20,000	\$ 500,000
Projected Balance April 1, 2019	\$ 40,000	\$ 35,000	\$ 20,000	\$ 6,280,493

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APPENDIX E

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
OPERATING INCOME					
000-000-000-0000-4000	Slip Rent Permanent	\$2,892,394	\$4,359,276	\$4,327,000	\$4,468,258
000-000-000-0000-4002	Slip Rent Visitors	\$100,341	\$75,000	\$112,000	\$100,000
000-000-000-0000-4003	Annual Slip Rent Discount	(\$896)	(\$1,000)	-\$1,000	-\$1,000
000-000-000-0000-4006	Tenant Concession Rent	\$1,215,097	\$1,749,060	\$1,775,000	\$1,799,980
000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	\$102,628	\$105,000	\$124,000	\$120,000
000-000-000-0000-4010	Launch Fees	\$49,778	\$80,000	\$64,945	\$65,000
000-000-000-0000-4012	Liveaboard	\$52,891	\$70,000	\$74,800	\$72,000
000-000-000-0000-4014	Catamaran Storage	\$16,816	\$20,400	\$22,131	\$22,550
000-000-000-0000-4016	North Harbor Dry Storage	\$117,986	\$163,200	\$172,150	\$174,250
000-000-000-0000-4018	7th Ave Dry Storage	\$71,665	\$104,040	\$106,464	\$107,625
000-000-000-0000-4020	Waiting List	\$14,407	\$90,000	\$107,625	\$100,000
000-000-000-0000-4024	Slip Leave Option	\$500	\$500	\$500	\$500
000-000-000-0000-4026	Partnership Fees	\$27,476	\$41,820	\$40,956	\$29,500
000-000-000-0000-4028	Sublease Fees	\$17,986	\$20,400	\$22,660	\$22,294
000-000-000-0000-4030	Variable/Utility Fees	\$128,887	\$182,070	\$188,500	\$193,213
000-000-000-0000-4032	Late Fees	\$34,090	\$50,000	\$50,000	\$50,000
000-000-000-0000-4036	Citations	\$79,807	\$80,000	\$98,000	\$90,000
000-000-000-0000-4040	Credit Card Convenience Charges	\$9,697	\$8,000	\$13,975	\$12,000
000-000-000-0000-4100	Parking - Concession Lot	\$310,373	\$737,000	\$785,000	\$775,000
000-000-000-0000-4102	Parking - Launch Area	\$30,583			
000-000-000-0000-4104	Parking - Westside	\$109,847			
000-000-000-0000-4110	Parking - 4000 Lot	\$28,731			
000-000-000-0000-4118	Meter Permits & Coin	\$166,135			
000-000-000-0000-4120	Slip Renter Parking Permits	\$6,385	\$12,000	\$20,500	\$18,000
000-000-000-0000-4122	RV Parking	\$131,370	\$155,000	\$175,300	\$175,000
000-000-000-0000-4200	Fuel Sales Gasoline	\$157,668	\$230,000	\$205,000	\$205,000
000-000-000-0000-4202	Fuel Sales Diesel	\$277,903	\$260,000	\$387,500	\$380,000
000-000-000-0000-4210	Wash Rack	\$6,661	\$9,000	\$8,700	\$8,000
000-000-000-0000-4220	Boatyard Retail	\$7,199	\$10,000	\$8,489	\$10,000
000-000-000-0000-4225	Boatyard Labor		\$1,000	\$0	\$1,000
000-000-000-0000-4230	Boatyard Rental	\$1,648	\$1,500	\$2,128	\$1,800
000-000-000-0000-4235	Boatyard Misc.	\$17,612	\$35,000	\$24,200	\$20,000
000-000-000-0000-4240	Lay Days/Storage	\$64,874	\$75,000	\$100,000	\$100,000
000-000-000-0000-4245	Vessel Haulout	\$80,597	\$102,000	\$107,250	\$102,000
000-000-000-0000-4250	Vessel Berthing	\$12,770	\$14,000	\$15,066	\$15,000
000-000-000-0000-4299	Unallocated Revenue				
OPERATING INCOME		\$6,341,907	\$8,839,266	\$9,138,839	\$9,236,969
EXPENSE SUMMARY BY PROGRAM					
	Administrative Services (110)	\$438,193	\$727,018	\$664,127	\$741,251
	Finance & Purchasing (120)	\$123,059	\$191,294	\$174,905	\$198,454
	Property Management (130)	\$260,681	\$439,637	\$453,525	\$453,120
	Environmental & Permitting (140)	\$57,228	\$205,654	\$127,585	\$201,746
	Port Commission Support (190)	\$30,343	\$51,189	\$47,679	\$53,530
	Harbor Patrol (210)	\$403,383	\$635,630	\$612,859	\$665,018
	Marina Management (220)	\$352,125	\$445,119	\$531,129	\$486,768
	Rescue Services (230)	\$71,883	\$101,958	\$99,312	\$111,059
	Parking Services (240)	\$272,327	\$355,034	\$355,323	\$387,081
	Events (250)	\$24,198	\$42,844	\$29,219	\$42,503
	Fuel Services (280)	\$362,203	\$478,065	\$461,009	\$465,031
	Docks, Piers, Marine Structures (310)	\$136,034	\$266,610	\$220,352	\$268,437
	Utilities (320)	\$59,781	\$124,940	\$106,878	\$132,939
	Buildings (330)	\$179,582	\$282,080	\$297,297	\$358,609
	Grounds (340)	\$494,575	\$700,736	\$696,326	\$755,694
	Aeration (350)	\$27,058	\$54,263	\$48,618	\$58,458
	Fishery Support (360)	\$2,155	\$18,935	\$7,290	\$19,236
	Capital Projects (390)	\$250,916	\$437,601	\$461,973	\$512,437
	Dredging Operations (400)	\$758,341	\$1,314,884	\$1,211,910	\$1,393,183
	Boatyard Operations (500)	\$172,690	\$253,158	\$249,101	\$285,214
OPERATING EXPENSES		\$4,476,754	\$7,126,649	\$6,856,417	\$7,589,768
OPERATING PROFIT		\$1,865,153	\$1,712,617	\$2,282,422	\$1,647,201

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
NON OPERATING INCOME/(EXPENSE)					
000-000-000-0000-4300	Harbor Services Charge	\$3,612	\$10,000	\$4,612	\$10,000
000-000-000-0000-4308	Interest Income	\$93,888	\$53,950	\$136,381	\$117,300
000-000-000-0000-4310	Other Income	\$48,281	\$20,000	\$55,000	\$55,000
000-000-000-0000-4350	AGWA Contributions		\$12,000	\$0	\$0
000-000-000-0000-4375	USACE Reimbursement		\$385,000	\$449,000	\$385,000
000-000-000-0000-4400	Grants - State	\$25,679		\$25,679	
000-000-000-0000-4404	Grants - Other/Misc.	\$0	\$5,000	\$0	
000-000-000-0000-4405	Grants - DBAW	\$10,041		\$11,416	\$30,000
000-000-000-0000-4406	County Rescue Contribution	\$12,493	\$23,725	\$23,725	\$23,725
000-000-000-0000-4407	PG&E Easement	\$113,437		\$139,077	\$0
000-000-000-0000-4408	Waste Oil Grant		\$12,000	\$6,000	\$12,000
000-000-000-0000-4600	Cash Over/Under	(\$317)		(\$381)	\$0
	Principal Debt Payments	(\$614,041)	(\$1,030,895)	(\$1,132,039)	(\$1,240,105)
	Capital Improvement Program	(\$1,235,178)	(\$2,654,400)	(\$2,654,400)	(\$500,000)
	Capitalized Expenses / Dredge Int Fund	(\$444,854)	(\$415,258)	(\$452,610)	(\$338,956)
	Depreciation	(\$1,120,012)		-\$1,680,020	
NET INCOME/(LOSS)		(\$1,241,820)	(\$1,866,261)	(\$2,786,138)	\$201,165
FY19 INCOME PROJECTION NET OF DEPRECIATION/CAP EXPENSES					
	Capital Improvement Program			\$2,654,400	
	Capitalized Expenses			\$452,610	
	Depreciation			\$1,680,020	
PROJECTED NET INCOME				\$2,000,892	
FY20 Projected Reserve Fund Contribution					
FY20 Projected Election Fund Contribution					
FY20 Key Deposit Refunds					
					(\$115,780)
					(\$130,000)
					(\$50,000)

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
ADMINISTRATIVE SERVICES (110)					
100-100-110-0000-5000	Salaries - Regular	\$139,652	\$220,446	\$213,328	\$233,452
100-100-110-0000-5005	Salaries - Overtime		\$1,000	\$0	\$1,000
100-100-110-0000-5010	Wages - Part Time/Temporary	\$604	\$5,000	\$604	\$2,000
100-100-110-0000-5015	Salaries - Comp. Time	\$403		\$403	\$0
100-100-110-0000-5020	Salaries - Vacation Pay	\$2,768	\$5,000	\$2,768	\$5,000
100-100-110-0000-5025	Salaries - Holiday Pay	\$414		\$414	\$0
100-100-110-0000-5055	Unemployment Insurance (SUI)		\$1,823	\$1,302	\$2,000
100-100-110-0000-5060	FICA Medicare/Social Security	\$10,554	\$16,442	\$16,057	\$17,259
100-100-110-0000-5075	Auto Allowance	\$1,600	\$2,400	\$2,400	\$2,400
100-100-110-0000-5105	Workers' Compensation	\$10,170	\$8,850	\$10,170	\$10,266
100-100-110-0000-5110	CalPERS Employer Share	\$15,578	\$25,510	\$23,578	\$27,636
100-100-110-0000-5112	CalPERS Unfunded Liability	\$18,977	\$29,304	\$29,305	\$36,140
100-100-110-0000-5115	Health Insurance	\$27,559	\$35,650	\$40,280	\$37,021
100-100-110-0000-5120	Dental Insurance	\$1,812	\$2,124	\$2,718	\$2,715
100-100-110-0000-5125	Long Term Disability/Life/AD&D	\$677	\$1,469	\$1,015	\$1,062
100-100-110-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-100-110-0000-5200	Printing & Newsletter	\$11,703	\$12,000	\$14,431	\$14,000
100-100-110-0000-5202	Legal Notices	\$1,491	\$1,000	\$1,500	\$1,000
100-100-110-0000-5204	Advertising	\$2,608	\$2,000	\$2,858	\$2,000
100-100-110-0000-5206	Postage	\$5,786	\$12,000	\$8,526	\$12,000
100-100-110-0000-5208	Promotional Expense	\$1,809	\$6,000	\$2,607	\$5,000
100-100-110-0000-5214	Office Supplies	\$7,090	\$13,000	\$11,090	\$13,000
100-100-110-0000-5217	Supplies	\$511	\$1,000	\$750	\$1,000
100-100-110-0000-5240	Miscellaneous Employee Training	\$255	\$1,000	\$500	\$1,000
100-100-110-0000-5242	Pre-Employment Physicals	\$186	\$1,000	\$558	\$1,000
100-100-110-0000-5256	Equipment Rental		\$1,000	\$0	\$1,000
100-100-110-0000-5262	Insurance Premiums	\$12,510	\$20,000	\$18,583	\$20,000
100-100-110-0000-5264	Insurance Claims	\$9,091	\$6,000	\$9,091	\$6,000
100-100-110-0000-5266	Memberships, Dues, Subscriptions	\$10,367	\$12,000	\$12,392	\$13,000
100-100-110-0000-5268	Meetings & Training	\$1,948	\$5,000	\$2,723	\$5,000
100-100-110-0000-5270	Books		\$300	\$0	\$300
100-100-110-0000-5282	Bank Service Charges	\$18,207	\$30,000	\$27,607	\$30,000
100-100-110-0000-5284	Credit Card Fees	\$14,114	\$20,000	\$21,446	\$22,000
100-100-110-0000-5286	Data Storage	\$1,125	\$3,000	\$2,700	\$3,000
100-100-110-0000-5288	Employee Recognition	\$1,437	\$3,000	\$3,000	\$3,000
100-100-110-0000-5290	Miscellaneous Expenses	(\$1,184)	\$1,000	\$1,000	\$1,000
100-100-110-0000-5298	Interest Expense	\$1,069	\$500	\$1,669	\$2,000
100-100-110-0000-5310	Telephone & Alarms	\$15,225	\$42,000	\$27,225	\$30,000
100-100-110-0000-5415	Miscellaneous Professional Services	\$6,400	\$12,000	\$9,600	\$12,000
100-100-110-0000-5416	Legal Consultation	\$34,457	\$50,000	\$53,773	\$50,000
100-100-110-0000-5420	Technical Services	\$3,306	\$20,000	\$12,385	\$20,000
100-100-110-0000-5425	Contract Services	\$5,764	\$12,000	\$8,633	\$12,000
100-100-110-0000-5450	Other Services	\$4,162	\$10,000	\$6,498	\$10,000
100-100-110-0000-5465	Software License & Application	\$10,350	\$20,000	\$13,334	\$20,000
100-100-110-0000-5470	LAFCO Assessment	\$12,417	\$13,000	\$12,417	\$14,000
100-100-110-0000-5500	Mileage Reimbursement	\$44	\$1,000	\$294	\$1,000
100-100-110-0000-5510	Meetings & Seminars	\$1,086	\$3,000	\$2,500	\$3,000
100-100-110-0000-5694	Office Equipment R&M	\$4,447	\$20,000	\$13,785	\$20,000
100-100-110-0000-5698	Equipment/Equipment R&M	\$6,310	\$13,000	\$11,310	\$10,000
TOTAL ADMINISTRATIVE SERVICES		\$438,193	\$727,018	\$664,127	\$741,251

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
FINANCE & PURCHASING (120)					
100-100-120-0000-5000	Salaries - Regular	\$55,843	\$89,579	\$84,372	\$94,864
100-100-120-0000-5005	Salaries - Overtime		\$1,000	\$0	\$1,000
100-100-120-0000-5010	Wages - Part Time/Temporary		\$3,000	\$0	\$1,000
100-100-120-0000-5055	Unemployment Insurance (SUI)		\$770	\$434	\$1,163
100-100-120-0000-5060	FICA Medicare/Social Security	\$4,146	\$6,948	\$6,508	\$7,294
100-100-120-0000-5105	Workers' Compensation	\$4,298	\$3,740	\$4,298	\$4,338
100-100-120-0000-5110	CalPERS Employer Share	\$4,053	\$6,337	\$6,200	\$7,189
100-100-120-0000-5112	CalPERS Unfunded Liability	\$4,937	\$7,623	\$7,625	\$9,402
100-100-120-0000-5115	Health Insurance	\$9,669	\$14,878	\$15,153	\$15,458
100-100-120-0000-5120	Dental Insurance	\$766	\$898	\$1,149	\$1,147
100-100-120-0000-5125	Long Term Disability/Life/AD&D	\$286	\$621	\$429	\$449
100-100-120-0000-5214	Office Supplies	\$207	\$500	\$500	\$750
100-100-120-0000-5266	Memberships, Dues, Subscriptions		\$250	\$0	\$250
100-100-120-0000-5268	Meetings & Training	\$875	\$2,000	\$1,375	\$2,000
100-100-120-0000-5272	Software		\$500	\$500	\$500
100-100-120-0000-5290	Miscellaneous Expenses		\$1,000	\$750	\$1,000
100-100-120-0000-5420	Technical Services	\$0	\$3,000	\$0	\$2,000
100-100-120-0000-5460	Accounting & Auditing	\$37,981	\$46,000	\$43,462	\$46,000
100-100-120-0000-5465	Software License & Application		\$500	\$0	\$500
100-100-120-0000-5500	Mileage Reimbursement		\$150	\$150	\$150
100-100-120-0000-5698	Equipment/Equipment R&M		\$2,000	\$2,000	\$2,000
	TOTAL FINANCE & PURCHASING	\$123,059	\$191,294	\$174,905	\$198,454
PROPERTY MANAGEMENT (130)					
100-100-130-0000-5000	Salaries - Regular	\$9,445	\$8,440	\$11,273	\$9,939
100-100-130-0000-5055	Unemployment Insurance (SUI)		\$80	\$80	\$121
100-100-130-0000-5060	FICA Medicare/Social Security	\$721	\$725	\$1,081	\$761
100-100-130-0000-5105	Workers' Compensation	\$448	\$390	\$448	\$452
100-100-130-0000-5110	CalPERS Employer Share	\$1,195	\$1,868	\$1,868	\$2,119
100-100-130-0000-5112	CalPERS Unfunded Liability	\$1,455	\$2,247	\$2,247	\$2,772
100-100-130-0000-5115	Health Insurance	\$1,203	\$1,478	\$1,703	\$1,539
100-100-130-0000-5120	Dental Insurance	\$80	\$94	\$120	\$120
100-100-130-0000-5125	Long Term Disability/Life/AD&D	\$30	\$65	\$45	\$47
100-100-130-0000-5204	Advertising	\$370	\$1,500	\$740	\$1,500
100-100-130-0000-5262	Insurance Premiums	\$65,755	\$105,000	\$97,763	\$105,000
100-100-130-0000-5268	Meetings & Training	\$79	\$750	\$250	\$750
100-100-130-0000-5290	Miscellaneous Expenses	\$1,693	\$2,000	\$2,000	\$4,000
100-100-130-0000-5300	Gas & Electricity	\$53,985	\$78,000	\$82,197	\$80,000
100-100-130-0000-5305	Water, Sewer & Garbage	\$98,931	\$130,000	\$135,000	\$135,000
100-100-130-0000-5310	Telephone & Alarms	\$3,559	\$10,000	\$5,479	\$7,000
100-100-130-0000-5315	Sanitary Dist Charges	\$8,831	\$96,000	\$94,831	\$96,000
100-100-130-0000-5416	Legal Consultation	\$12,902	\$1,000	\$16,402	\$6,000
	TOTAL PROPERTY MANAGEMENT	\$260,681	\$439,637	\$453,525	\$453,120

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
ENVIRONMENTAL & PERMITTING (140)					
100-100-140-0000-5000	Salaries - Regular	\$4,297	\$15,939	\$8,445	\$16,879
100-100-140-0000-5005	Salaries - Overtime	\$668	\$3,000	\$1,336	\$3,000
100-100-140-0000-5010	Wages - Part Time/Temporary	\$9,476	\$46,000	\$31,956	\$42,000
100-100-140-0000-5055	Unemployment Insurance (SUI)	\$15	\$237	\$868	\$358
100-100-140-0000-5060	FICA Medicare/Social Security	\$1,111	\$4,700	\$2,880	\$2,243
100-100-140-0000-5105	Workers' Compensation	\$1,322	\$1,150	\$1,322	\$1,334
100-100-140-0000-5110	CalPERS Employer Share	\$1,698	\$2,656	\$2,600	\$3,013
100-100-140-0000-5112	CalPERS Unfunded Liability	\$2,069	\$3,195	\$3,193	\$3,940
100-100-140-0000-5115	Health Insurance	\$3,106	\$4,360	\$4,577	\$4,538
100-100-140-0000-5120	Dental Insurance	\$236	\$276	\$354	\$353
100-100-140-0000-5125	Long Term Disability/Life/AD&D	\$88	\$191	\$132	\$138
100-100-140-0000-5217	Supplies	\$1,065	\$1,000	\$1,340	\$1,000
100-100-140-0000-5235	Vehicle & Equipment Fuel	\$106	\$1,000	\$586	\$1,000
100-100-140-0000-5268	Meetings & Training	\$438	\$500	\$500	\$500
100-100-140-0000-5276	Permit Fees	\$73	\$8,000	\$4,073	\$8,000
100-100-140-0000-5292	Uniform Cleaning/Laundry		\$250	\$250	\$250
100-100-140-0000-5420	Technical Services	\$23,936	\$90,000	\$51,436	\$90,000
100-100-140-0000-5455	AGWA		\$12,000	\$0	\$12,000
100-100-140-0000-5500	Mileage Reimbursement		\$500	\$500	\$500
100-100-140-0000-5625	Signage		\$200	\$200	\$200
100-100-140-0000-5665	Vehicle Maintenance	\$491	\$2,000	\$2,000	\$2,000
100-100-140-0000-5696	Permits & Inspections	\$1,522	\$2,500	\$2,326	\$2,500
100-100-140-0000-5698	Equipment/Equipment R&M	\$5,511	\$6,000	\$6,711	\$6,000
	TOTAL ENVIRONMENTAL & PERMITTING	\$57,228	\$205,654	\$127,585	\$201,746
PORT COMMISSION SUPPORT (190)					
100-100-190-0000-5000	Salaries - Regular	\$17,541	\$25,968	\$28,273	\$27,500
100-100-190-0000-5005	Salaries - Overtime	\$74	\$1,000	\$74	\$1,000
100-100-190-0000-5010	Wages - Part Time/Temporary		\$1,000	\$0	\$1,000
100-100-190-0000-5055	Unemployment Insurance (SUI)		\$243	\$243	\$367
100-100-190-0000-5060	FICA Medicare/Social Security	\$1,338	\$2,192	\$2,192	\$2,301
100-100-190-0000-5105	Workers' Compensation	\$1,356	\$1,180	\$1,356	\$1,369
100-100-190-0000-5110	CalPERS Employer Share	\$1,816	\$2,839	\$2,836	\$3,221
100-100-190-0000-5112	CalPERS Unfunded Liability	\$2,212	\$3,415	\$3,416	\$4,212
100-100-190-0000-5115	Health Insurance	\$3,765	\$4,473	\$5,274	\$4,656
100-100-190-0000-5120	Dental Insurance	\$242	\$283	\$363	\$362
100-100-190-0000-5125	Long Term Disability/Life/AD&D	\$90	\$196	\$135	\$142
100-100-190-0000-5214	Office Supplies		\$200	\$50	\$200
100-100-190-0000-5217	Supplies		\$100	\$50	\$100
100-100-190-0000-5268	Meetings & Training	\$1,817	\$6,000	\$2,417	\$6,000
100-100-190-0000-5270	Books		\$100	\$0	\$100
100-100-190-0000-5290	Miscellaneous Expenses	\$93	\$1,000	\$500	\$500
100-100-190-0000-5294	Commission Expenses		\$1,000	\$500	\$500
	TOTAL PORT COMMISSION SUPPORT	\$30,343	\$51,189	\$47,679	\$53,530

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
HARBOR PATROL (210)					
100-200-210-0000-5000	Salaries - Regular	\$185,824	\$284,143	\$282,656	\$300,907
100-200-210-0000-5005	Salaries - Overtime	\$5,583	\$15,000	\$6,500	\$10,000
100-200-210-0000-5010	Wages - Part Time/Temporary	\$9,641	\$16,000	\$14,041	\$16,000
100-200-210-0000-5020	Salaries - Vacation Pay	\$2,881	\$2,000	\$2,881	\$2,000
100-200-210-0000-5025	Salaries - Holiday Pay	\$1,873	\$5,000	\$3,476	\$5,000
100-200-210-0000-5040	Salaries - Call Back	\$1,001	\$1,500	\$1,500	\$1,500
100-200-210-0000-5045	Salaries - Call Ready	\$1,801	\$3,500	\$3,500	\$3,500
100-200-210-0000-5050	Salaries - Night Differential	\$2,085	\$3,000	\$3,000	\$3,500
100-200-210-0000-5055	Unemployment Insurance (SUI)	\$602	\$2,983	\$3,038	\$3,040
100-200-210-0000-5060	FICA Medicare/Social Security	\$16,034	\$26,902	\$23,500	\$23,500
100-200-210-0000-5100	Uniform Allowance	\$4,560	\$6,500	\$6,080	\$6,500
100-200-210-0000-5105	Workers' Compensation	\$16,640	\$14,480	\$16,640	\$16,797
100-200-210-0000-5110	CalPERS Employer Share	\$21,857	\$33,023	\$33,025	\$37,464
100-200-210-0000-5112	CalPERS Unfunded Liability	\$25,726	\$39,726	\$39,726	\$48,993
100-200-210-0000-5115	Health Insurance	\$37,042	\$60,494	\$61,165	\$62,737
100-200-210-0000-5120	Dental Insurance	\$2,965	\$3,475	\$4,450	\$4,442
100-200-210-0000-5125	Long Term Disability/Life/AD&D	\$1,107	\$2,404	\$1,660	\$1,738
100-200-210-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-200-210-0000-5217	Supplies	\$629	\$2,500	\$929	\$2,500
100-200-210-0000-5218	Tools	\$143	\$1,000	\$243	\$1,000
100-200-210-0000-5220	Harbor Patrol Supplies	\$22	\$3,500	\$1,022	\$3,500
100-200-210-0000-5224	Almar Maintenance	\$1,714	\$2,500	\$4,865	\$2,500
100-200-210-0000-5235	Vehicle & Equipment Fuel	\$5,292	\$7,000	\$6,992	\$7,000
100-200-210-0000-5236	Harbor Patrol Training	\$7,097	\$12,000	\$10,647	\$12,000
100-200-210-0000-5238	Harbor Patrol Misc. Expense	\$5,550	\$9,000	\$8,320	\$9,000
100-200-210-0000-5244	Background Investigations		\$1,500	\$1,300	\$1,500
100-200-210-0000-5262	Insurance Premiums	\$2,427	\$7,500	\$3,051	\$3,600
100-200-210-0000-5278	Booking Fees		\$2,000	\$2,000	\$2,000
100-200-210-0000-5415	Miscellaneous Professional Services	\$178	\$3,000	\$178	\$3,000
100-200-210-0000-5450	Other Services	\$37,109	\$50,000	\$55,659	\$56,000
100-200-210-0000-5500	Mileage Reimbursement	\$1,564	\$1,500	\$2,314	\$1,500
100-200-210-0000-5510	Meetings & Seminars	\$211	\$300	\$261	\$300
100-200-210-0000-5665	Vehicle Maintenance	(\$231)	\$5,000	\$1,439	\$5,000
100-200-210-0000-5692	Communications Maintenance	\$1,122	\$2,000	\$1,802	\$2,000
100-200-210-0000-6100	Capitalized Equipment Xfer to 1100			\$0	\$50,000
	TOTAL HARBOR PATROL	\$403,383	\$635,630	\$612,859	\$665,018
MARINA MANAGEMENT (220)					
100-200-220-0000-5000	Salaries - Regular	\$201,483	\$249,767	\$302,225	\$264,503
100-200-220-0000-5005	Salaries - Overtime	\$1,775	\$1,000	\$1,793	\$1,000
100-200-220-0000-5010	Wages - Part Time/Temporary	\$24,922	\$25,000	\$30,515	\$25,000
100-200-220-0000-5025	Salaries - Holiday Pay	\$47	\$1,000	\$47	\$1,000
100-200-220-0000-5040	Salaries - Call Back	\$383		\$383	\$350
100-200-220-0000-5055	Unemployment Insurance (SUI)	\$124	\$1,704	\$2,566	\$2,572
100-200-220-0000-5060	FICA Medicare/Social Security	\$17,820	\$15,365	\$22,075	\$20,000
100-200-220-0000-5105	Workers' Compensation	\$9,504	\$8,270	\$9,504	\$9,593
100-200-220-0000-5110	CalPERS Employer Share	\$20,931	\$32,730	\$32,730	\$37,132
100-200-220-0000-5112	CalPERS Unfunded Liability	\$25,498	\$39,373	\$39,374	\$48,558
100-200-220-0000-5115	Health Insurance	\$25,834	\$31,352	\$36,413	\$32,633
100-200-220-0000-5120	Dental Insurance	\$1,694	\$1,985	\$2,378	\$2,537
100-200-220-0000-5125	Long Term Disability/Life/AD&D	\$633	\$1,373	\$950	\$992
100-200-220-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-200-220-0000-5217	Supplies	\$1,826	\$2,500	\$2,473	\$2,500
100-200-220-0000-5222	HBI Maintenance	\$1,768	\$2,500	\$2,618	\$2,500
100-200-220-0000-5224	Almar Maintenance	\$4,025	\$3,000	\$6,025	\$5,000
100-200-220-0000-5262	Insurance Premiums	\$864	\$4,000	\$5,758	\$6,798
100-200-220-0000-5279	Bad Debt Expense	(\$440)	\$15,000	\$18,000	\$15,000
100-200-220-0000-5280	Lien Sale Expenses	\$9,617	\$2,500	\$9,617	\$2,500
100-200-220-0000-5465	Software License & Application		\$1,000	\$0	\$1,000
100-200-220-0000-5500	Mileage Reimbursement	\$485	\$500	\$685	\$600
	TOTAL MARINA MANAGEMENT	\$352,125	\$445,119	\$531,129	\$486,768

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
RESCUE SERVICES (230)					
100-200-230-0000-5000	Salaries - Regular	\$12,951	\$16,820	\$19,325	\$17,812
100-200-230-0000-5005	Salaries - Overtime	\$1,816	\$1,000	\$2,000	\$1,000
100-200-230-0000-5010	Wages - Part Time/Temporary		\$1,000	\$250	\$1,000
100-200-230-0000-5025	Salaries - Holiday Pay	\$16		\$16	\$0
100-200-230-0000-5040	Salaries - Call Back	\$2,610	\$2,000	\$3,000	\$2,000
100-200-230-0000-5045	Salaries - Call Ready	\$11,324	\$16,000	\$16,925	\$16,000
100-200-230-0000-5050	Salaries - Night Differential	\$6		\$25	\$0
100-200-230-0000-5055	Unemployment Insurance (SUI)		\$354	\$172	\$200
100-200-230-0000-5060	FICA Medicare/Social Security	\$2,209	\$3,196	\$3,300	\$3,354
100-200-230-0000-5105	Workers' Compensation	\$1,977	\$1,720	\$1,977	\$1,995
100-200-230-0000-5110	CalPERS Employer Share	\$1,277	\$1,996	\$2,000	\$2,265
100-200-230-0000-5112	CalPERS Unfunded Liability	\$1,555	\$2,402	\$2,403	\$2,962
100-200-230-0000-5115	Health Insurance	\$4,609	\$6,521	\$6,809	\$6,787
100-200-230-0000-5120	Dental Insurance	\$352	\$413	\$525	\$528
100-200-230-0000-5125	Long Term Disability/Life/AD&D	\$132	\$286	\$200	\$206
100-200-230-0000-5212	Safety Supplies	\$1,621	\$1,500	\$2,421	\$2,000
100-200-230-0000-5217	Supplies	\$15	\$250	\$25	\$250
100-200-230-0000-5222	HBI Maintenance	\$12	\$2,500	\$2,012	\$2,500
100-200-230-0000-5224	Almar Maintenance	\$2,034	\$4,000	\$4,340	\$5,800
100-200-230-0000-5226	Boat Fuel - Almar	\$6,725	\$6,000	\$8,870	\$8,900
100-200-230-0000-5228	Boat Fuel - HBI	\$115		\$115	
100-200-230-0000-5236	Harbor Patrol Training	\$1,635	\$10,000	\$2,435	\$10,000
100-200-230-0000-5238	Harbor Patrol Miscellaneous Expense	\$43	\$1,000	\$63	\$1,000
100-200-230-0000-5262	Insurance Premiums	\$2,497	\$6,000	\$3,750	\$4,500
100-200-230-0000-5425	Contract Services	\$16,354	\$17,000	\$16,354	\$20,000
	TOTAL RESCUE SERVICES	\$71,883	\$101,958	\$99,312	\$111,059
PARKING SERVICES (240)					
100-200-240-0000-5000	Salaries - Regular	\$49,811	\$84,226	\$74,000	\$89,195
100-200-240-0000-5005	Salaries - Overtime	\$952	\$1,000	\$1,000	\$1,000
100-200-240-0000-5010	Wages - Part Time/Temporary	\$103,538	\$119,000	\$126,900	\$124,000
100-200-240-0000-5020	Salaries - Vacation Pay	\$13	\$0	\$13	\$0
100-200-240-0000-5025	Salaries - Holiday Pay	\$170	\$0	\$170	\$0
100-200-240-0000-5030	Salaries - Sick Pay	\$766	\$1,000	\$1,000	\$1,000
100-200-240-0000-5040	Salaries - Call Back	\$77	\$0	\$125	\$0
100-200-240-0000-5055	Unemployment Insurance (SUI)	\$2,825	\$717	\$5,350	\$5,344
100-200-240-0000-5060	FICA Medicare/Social Security	\$12,027	\$16,647	\$16,647	\$18,392
100-200-240-0000-5105	Workers' Compensation	\$3,999	\$5,894	\$3,999	\$4,037
100-200-240-0000-5110	CalPERS Employer Share	\$5,177	\$8,095	\$8,095	\$9,184
100-200-240-0000-5112	CalPERS Unfunded Liability	\$6,307	\$9,739	\$9,739	\$12,011
100-200-240-0000-5115	Health Insurance	\$11,812	\$13,893	\$16,964	\$14,432
100-200-240-0000-5120	Dental Insurance	\$713	\$835	\$1,070	\$1,068
100-200-240-0000-5125	Long Term Disability/Life/AD&D	\$266	\$578	\$400	\$418
100-200-240-0000-5212	Safety Supplies		\$500	\$0	\$500
100-200-240-0000-5217	Supplies	\$10,272	\$12,000	\$10,272	\$12,000
100-200-240-0000-5218	Tools	\$61	\$10	\$61	\$100
100-200-240-0000-5231	Boat Fuel - Free Ride	\$586	\$1,000	\$586	\$1,000
100-200-240-0000-5235	Vehicle & Equipment Fuel	\$1,187	\$3,000	\$1,775	\$2,500
100-200-240-0000-5240	Miscellaneous Employee Training	\$575	\$1,800	\$855	\$1,800
100-200-240-0000-5254	Rent & Leases	\$4,800	\$10,000	\$4,800	\$10,000
100-200-240-0000-5272	Software		\$1,000	\$0	\$1,000
100-200-240-0000-5282	Bank Service Charges	\$496		\$496	\$0
100-200-240-0000-5284	Credit Card Fees	\$13,582	\$12,000	\$19,000	\$23,000
100-200-240-0000-5292	Uniform Cleaning/Laundry	\$586	\$500	\$586	\$500
100-200-240-0000-5425	Contract Services	\$6,952	\$7,000	\$10,428	\$12,000
100-200-240-0000-5450	Other Services	\$25,072	\$25,000	\$29,000	\$25,000
100-200-240-0000-5465	Software License & Application		\$1,000	\$0	\$1,000
100-200-240-0000-5500	Mileage Reimbursement	\$90		\$90	\$0
100-200-240-0000-5610	Water Taxi Maintenance	\$3,312	\$3,500	\$3,312	\$3,500
100-200-240-0000-5625	Signage	\$1,557	\$1,000	\$1,557	\$1,000
100-200-240-0000-5635	Parking Meters R&M	\$1,143	\$1,100	\$1,714	\$1,100
100-200-240-0000-5665	Vehicle Maintenance	\$174	\$5,000	\$174	\$5,000
100-200-240-0000-5698	Equipment/Equipment R&M	\$3,430	\$8,000	\$5,145	\$6,000
100-200-240-0000-6100	Capitalized Equipment Xfer to 1100			\$0	\$75,000
	TOTAL PARKING SERVICES	\$272,327	\$355,034	\$355,323	\$387,081

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
EVENTS (250)					
100-200-250-0000-5000	Salaries - Regular	\$5,726	\$13,645	\$7,000	\$13,946
100-200-250-0000-5005	Salaries - Overtime	\$1,252	\$2,000	\$1,252	\$2,000
100-200-250-0000-5010	Wages - Part Time/Temporary	\$486	\$5,000	\$486	\$5,000
100-200-250-0000-5055	Unemployment Insurance (SUI)	\$30	\$284	\$237	\$240
100-200-250-0000-5060	FICA Medicare/Social Security	\$580	\$2,564	\$660	\$660
100-200-250-0000-5105	Workers' Compensation	\$1,586	\$1,380	\$1,586	\$1,601
100-200-250-0000-5110	CalPERS Employer Share	\$1,300	\$2,033	\$1,960	\$2,306
100-200-250-0000-5112	CalPERS Unfunded Liability	\$1,584	\$2,446	\$2,444	\$3,016
100-200-250-0000-5115	Health Insurance	\$3,817	\$5,232	\$5,582	\$5,445
100-200-250-0000-5120	Dental Insurance	\$283	\$331	\$403	\$423
100-200-250-0000-5125	Long Term Disability/Life/AD&D	\$106	\$229	\$160	\$166
100-200-250-0000-5217	Supplies	\$5,475	\$4,200	\$5,475	\$4,200
100-200-250-0000-5256	Equipment Rental		\$1,000	\$0	\$1,000
100-200-250-0000-5290	Misc. Expenses	\$1,683	\$2,000	\$1,683	\$2,000
100-200-250-0000-5625	Signage	\$290	\$500	\$290	\$500
	TOTAL EVENTS	\$24,198	\$42,844	\$29,219	\$42,503

FUEL SERVICES (280)					
100-200-280-0000-5000	Salaries - Regular	\$1,723	\$2,059	\$4,523	\$2,180
100-200-280-0000-5010	Wages - Part Time/Temporary	\$3,595	\$16,000	\$12,000	\$20,000
100-200-280-0000-5055	Unemployment Insurance (SUI)	\$71	\$70	\$106	\$106
100-200-280-0000-5060	FICA Medicare/Social Security	\$407	\$1,432	\$610	\$663
100-200-280-0000-5105	Workers' Compensation	\$391	\$340	\$391	\$394
100-200-280-0000-5110	CalPERS Employer Share	\$562	\$879	\$879	\$997
100-200-280-0000-5112	CalPERS Unfunded Liability	\$685	\$1,058	\$1,058	\$1,304
100-200-280-0000-5115	Health Insurance	\$913	\$1,289	\$1,348	\$1,342
100-200-280-0000-5120	Dental Insurance	\$70	\$82	\$98	\$104
100-200-280-0000-5125	Long Term Disability/Life/AD&D	\$26	\$56	\$40	\$41
100-200-280-0000-5217	Supplies	\$8	\$1,000	\$50	\$1,000
100-200-280-0000-5218	Tools	\$6	\$0	\$6	\$100
100-200-280-0000-5245	Fuel Dock Gasoline	\$134,481	\$200,000	\$175,000	\$175,000
100-200-280-0000-5246	Fuel Dock Diesel	\$199,327	\$230,000	\$240,000	\$240,000
100-200-280-0000-5250	Fuel Dock Equipment & Supplies		\$1,000	\$0	\$1,000
100-200-280-0000-5252	Underground Storage Tank Maintenance	\$6,662	\$2,500	\$6,662	\$2,500
100-200-280-0000-5262	Insurance Premiums	\$2,337	\$5,500	\$3,506	\$4,000
100-200-280-0000-5276	Permit Fees	\$3,711	\$3,800	\$3,895	\$3,800
100-200-280-0000-5284	Credit Card Fees	\$3,917	\$7,000	\$5,873	\$7,000
100-200-280-0000-5465	Software License & Application		\$1,500	\$0	\$1,000
100-200-280-0000-5607	Fueling Equipment R&M	\$3,311	\$2,500	\$4,963	\$2,500
100-200-280-0000-6100	Capitalized Equipment Xfer to 1100	\$10,944	\$12,000	\$10,944	\$0
	TOTAL FUEL SERVICES	\$362,203	\$478,065	\$461,009	\$465,031

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
DOCKS, PIERS, MARINE STRUCTURES (310)					
100-300-310-0000-5000	Salaries - Regular	\$20,311	\$41,642	\$27,511	\$44,099
100-300-310-0000-5005	Salaries - Overtime	\$276	\$2,000	\$276	\$2,000
100-300-310-0000-5010	Wages - Part Time/Temporary	\$374	\$2,000	\$560	\$4,000
100-300-310-0000-5040	Salaries - Call Back	\$85	0	\$85	\$0
100-300-310-0000-5055	Unemployment Insurance (SUI)	0	\$457	\$45	\$690
100-300-310-0000-5060	FICA Medicare/Social Security	\$1,651	\$4,124	\$2,476	\$4,000
100-300-310-0000-5105	Workers' Compensation	\$2,551	\$2,220	\$2,551	\$2,575
100-300-310-0000-5110	CalPERS Employer Share	\$3,338	\$5,220	\$5,300	\$5,922
100-300-310-0000-5112	CalPERS Unfunded Liability	\$4,067	\$6,279	\$6,279	\$7,744
100-300-310-0000-5115	Health Insurance	\$6,285	\$9,116	\$9,825	\$9,460
100-300-310-0000-5120	Dental Insurance	\$455	\$533	\$639	\$681
100-300-310-0000-5125	Long Term Disability/Life/AD&D	\$170	\$369	\$255	\$266
100-300-310-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-300-310-0000-5212	Safety Supplies	\$17	\$1,000	\$500	\$1,000
100-300-310-0000-5214	Office Supplies		\$200	\$150	\$200
100-300-310-0000-5217	Supplies	\$651	\$200	\$800	\$1,000
100-300-310-0000-5218	Tools	\$647	\$10,000	\$10,000	\$8,000
100-300-310-0000-5230	Boat Fuel - Odd Job	\$1,021	\$500	\$1,250	\$750
100-300-310-0000-5235	Vehicle & Equipment Fuel	\$614	\$500	\$800	\$1,000
100-300-310-0000-5240	Miscellaneous Employee Training		\$5,000	\$5,000	\$5,000
100-300-310-0000-5256	Equipment Rental		\$1,000	\$1,000	\$2,000
100-300-310-0000-5262	Insurance Premiums	\$75,981	\$140,000	\$112,000	\$130,000
100-300-310-0000-5268	Meetings & Training		\$1,500	\$500	\$1,500
100-300-310-0000-5290	Miscellaneous Expenses	\$231	\$750	\$750	\$750
100-300-310-0000-5292	Uniform Cleaning/Laundry	\$114	\$300	\$300	\$300
100-300-310-0000-5430	Engineering Services		\$1,000	\$1,000	\$3,000
100-300-310-0000-5500	Mileage Reimbursement		\$500	\$0	\$500
100-300-310-0000-5605	Piers & Marine Structures R&M	\$8,885	\$10,000	\$10,000	\$12,000
100-300-310-0000-5615	Maintenance Work Boat R&M	\$1,966	\$1,000	\$3,000	\$1,000
100-300-310-0000-5620	Paint & Supplies	\$955	\$3,000	\$2,500	\$3,000
100-300-310-0000-5625	Signage	\$0	\$1,000	\$1,000	\$1,000
100-300-310-0000-5665	Vehicle Maintenance	\$0	\$3,000	\$2,000	\$3,000
100-300-310-0000-5698	Equipment/Equipment R&M	\$2,057	\$4,500	\$4,500	\$4,500
100-300-310-0000-5725	Welding Supplies		\$2,500	\$2,500	\$2,500
100-300-310-0000-6100	Capitalized Equip Xfer to 1100	\$13,751	\$0	\$13,751	\$10,000
TOTAL DOCKS, PIERS, MARINE STRUCTURE:		\$136,034	\$266,610	\$220,352	\$268,437
UTILITIES (320)					
100-300-320-0000-5000	Salaries - Regular	\$23,614	\$51,083	\$42,300	\$54,097
100-300-320-0000-5005	Salaries - Overtime		\$1,000	\$400	\$1,000
100-300-320-0000-5010	Wages - Part Time/Temporary			\$0	\$1,000
100-300-320-0000-5055	Unemployment Insurance (SUI)		\$610	\$195	\$921
100-300-320-0000-5060	FICA Medicare/Social Security	\$1,812	\$5,499	\$2,720	\$5,500
100-300-320-0000-5105	Workers' Compensation	\$3,402	\$2,960	\$3,402	\$3,434
100-300-320-0000-5110	CalPERS Employer Share	\$2,893	\$4,524	\$4,500	\$5,132
100-300-320-0000-5112	CalPERS Unfunded Liability	\$3,524	\$5,442	\$5,442	\$6,712
100-300-320-0000-5115	Health Insurance	\$7,746	\$11,221	\$11,533	\$11,680
100-300-320-0000-5120	Dental Insurance	\$606	\$710	\$846	\$908
100-300-320-0000-5125	Long Term Disability/Life/AD&D	\$226	\$491	\$340	\$355
100-300-320-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-300-320-0000-5212	Safety Supplies	\$153	\$5,000	\$1,500	\$3,000
100-300-320-0000-5217	Supplies	\$203	\$1,000	\$1,000	\$1,000
100-300-320-0000-5240	Miscellaneous Employee Training		\$5,000	\$2,500	\$5,000
100-300-320-0000-5290	Miscellaneous Expenses	\$38	\$200	\$200	\$200
100-300-320-0000-5650	Storm Drain Maintenance	\$2,698	\$5,000	\$5,000	\$5,000
100-300-320-0000-5665	Vehicle Maintenance	\$421	\$5,000	\$5,000	\$3,000
100-300-320-0000-5670	Utility Maintenance	\$6,705	\$10,000	\$10,000	\$15,000
100-300-320-0000-5698	Equipment/Equipment R&M	\$2,405	\$5,000	\$5,000	\$5,000
TOTAL UTILITIES		\$59,781	\$124,940	\$106,878	\$132,939

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
BUILDINGS (330)					
100-300-330-0000-5000	Salaries - Regular	\$32,486	\$39,143	\$45,300	\$47,984
100-300-330-0000-5005	Salaries - Overtime	\$615	\$1,000	\$615	\$1,000
100-300-330-0000-5010	Wages - Part Time/Temporary	\$166	\$5,000	\$400	\$5,000
100-300-330-0000-5015	Salaries - Comp. Time	\$615	\$0	\$615	\$0
100-300-330-0000-5020	Salaries - Vacation Pay	\$2,548	\$0	\$2,549	\$0
100-300-330-0000-5040	Salaries - Call Back	\$1,405	\$0	\$1,405	\$0
100-300-330-0000-5045	Salaries - Call Ready	\$3,366	\$5,000	\$4,450	\$5,000
100-300-330-0000-5055	Unemployment Insurance (SUI)		\$610	\$496	\$921
100-300-330-0000-5060	FICA Medicare/Social Security	\$2,815	\$5,499	\$4,223	\$5,773
100-300-330-0000-5105	Workers' Compensation	\$3,402	\$2,960	\$3,402	\$3,434
100-300-330-0000-5110	CalPERS Employer Share	\$2,553	\$3,993	\$3,995	\$4,530
100-300-330-0000-5112	CalPERS Unfunded Liability	\$3,110	\$4,803	\$4,802	\$5,924
100-300-330-0000-5115	Health Insurance	\$3,217	\$15,421	\$11,204	\$15,880
100-300-330-0000-5120	Dental Insurance	\$606	\$710	\$846	\$908
100-300-330-0000-5125	Long Term Disability/Life/AD&D	\$226	\$491	\$340	\$355
100-300-330-0000-5212	Safety Supplies	\$345	\$500	\$500	\$750
100-300-330-0000-5216	Janitorial Supplies	\$16,979	\$30,000	\$30,000	\$30,000
100-300-330-0000-5217	Supplies	\$2,139	\$3,000	\$3,000	\$3,500
100-300-330-0000-5218	Tools	\$1,880	\$5,000	\$5,000	\$5,000
100-300-330-0000-5235	Vehicle & Equipment Fuel	\$1,047	\$2,500	\$2,500	\$2,500
100-300-330-0000-5240	Miscellaneous Employee Training	(\$1,500)	\$2,500	\$2,500	\$2,500
100-300-330-0000-5262	Insurance Premiums	\$9,127	\$16,000	\$13,500	\$16,000
100-300-330-0000-5266	Memberships, Dues, Subscriptions		\$250	\$250	\$250
100-300-330-0000-5268	Meetings & Training	\$125	\$1,000	\$400	\$1,000
100-300-330-0000-5290	Miscellaneous Expenses	\$49	\$200	\$200	\$200
100-300-330-0000-5292	Uniform Cleaning/Laundry	\$1,544	\$3,000	\$2,500	\$3,200
100-300-330-0000-5305	Water, Sewer & Garbage	\$40,966	\$45,000	\$57,000	\$57,000
100-300-330-0000-5308	Hazmat Disposal	\$2,044		\$2,044	\$3,500
100-300-330-0000-5412	Custodial Contract	\$22,494	\$33,000	\$38,370	\$65,000
100-300-330-0000-5425	Contract Services	\$627		\$627	\$0
100-300-330-0000-5430	Engineering Services		\$1,500	\$0	\$15,000
100-300-330-0000-5450	Other Services	\$1,525	\$1,500	\$1,525	\$1,500
100-300-330-0000-5600	Building Repairs & Maintenance	\$17,486	\$40,000	\$40,000	\$40,000
100-300-330-0000-5620	Paint & Supplies	\$1,690	\$1,500	\$1,690	\$2,500
100-300-330-0000-5625	Signage		\$1,000	\$1,000	\$1,000
100-300-330-0000-5645	Street Maintenance		\$1,000	\$1,000	\$1,000
100-300-330-0000-5660	Street Light Maintenance	\$49		\$49	\$1,000
100-300-330-0000-5665	Vehicle Maintenance	\$412	\$1,500	\$1,500	\$3,000
100-300-330-0000-5698	Equipment/Equipment R&M	\$2,922	\$6,000	\$6,000	\$5,000
100-300-330-0000-5725	Welding Supplies	\$503	\$1,500	\$1,500	\$1,500
	TOTAL BUILDINGS	\$179,582	\$282,080	\$297,297	\$358,609

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
GROUNDS (340)					
100-300-340-0000-5000	Salaries - Regular	\$113,504	\$162,634	\$162,634	\$165,779
100-300-340-0000-5005	Salaries - Overtime	\$5,251	\$3,000	\$5,500	\$3,000
100-300-340-0000-5010	Wages - Part Time/Temporary	\$48,670	\$50,000	\$61,518	\$58,500
100-300-340-0000-5020	Salaries - Vacation Pay		\$1,500	\$0	\$1,500
100-300-340-0000-5030	Salaries - Sick Pay	\$20		\$20	\$250
100-300-340-0000-5040	Salaries - Call Back	\$1,024	\$1,700	\$1,200	\$1,450
100-300-340-0000-5045	Salaries - Call Ready	\$3,527	\$5,000	\$4,575	\$5,000
100-300-340-0000-5055	Unemployment Insurance (SUI)	\$596	\$2,616	\$2,392	\$3,950
100-300-340-0000-5060	FICA Medicare/Social Security	\$12,024	\$23,595	\$17,925	\$24,000
100-300-340-0000-5105	Workers' Compensation	\$14,595	\$12,700	\$14,595	\$14,732
100-300-340-0000-5110	CalPERS Employer Share	\$9,722	\$15,202	\$15,125	\$17,246
100-300-340-0000-5112	CalPERS Unfunded Liability	\$11,843	\$18,287	\$18,287	\$22,554
100-300-340-0000-5115	Health Insurance	\$31,447	\$48,146	\$47,693	\$50,113
100-300-340-0000-5120	Dental Insurance	\$2,601	\$3,048	\$3,650	\$3,896
100-300-340-0000-5125	Long Term Disability/Life/AD&D	\$971	\$2,108	\$1,456	\$1,524
100-300-340-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-300-340-0000-5210	Hazmat Supplies	\$4,033	\$7,500	\$7,500	\$7,500
100-300-340-0000-5212	Safety Supplies	\$2,727	\$2,500	\$7,648	\$3,200
100-300-340-0000-5217	Supplies	\$5,331	\$6,000	\$6,000	\$6,500
100-300-340-0000-5218	Tools	\$3,361	\$5,000	\$5,000	\$5,000
100-300-340-0000-5235	Vehicle & Equipment Fuel	\$7,003	\$6,000	\$7,500	\$7,500
100-300-340-0000-5240	Miscellaneous Employee Training	\$623	\$2,000	\$2,000	\$2,500
100-300-340-0000-5256	Equipment Rental	\$1,843	\$3,000	\$3,000	\$3,000
100-300-340-0000-5262	Insurance Premiums	\$32		\$32	\$0
100-300-340-0000-5266	Memberships, Dues, Subscriptions	\$163	\$500	\$350	\$500
100-300-340-0000-5276	Permit Fees	\$700	\$2,500	\$1,200	\$2,500
100-300-340-0000-5292	Uniform Cleaning/Laundry	\$1,235	\$4,000	\$4,000	\$4,000
100-300-340-0000-5300	Gas & Electricity	\$148,997	\$180,000	\$180,000	\$185,000
100-300-340-0000-5305	Water, Sewer & Garbage	\$34,797	\$45,000	\$47,000	\$60,000
100-300-340-0000-5308	Hazmat Disposal	\$6,538	\$8,500	\$8,500	\$8,500
100-300-340-0000-5405	Landscaping	\$400	\$10,000	\$6,500	\$10,000
100-300-340-0000-5425	Contract Services	\$6,125	\$10,000	\$7,500	\$10,000
100-300-340-0000-5500	Mileage Reimbursement	\$26		\$26	\$500
100-300-340-0000-5620	Paint & Supplies	\$180	\$5,000	\$5,000	\$5,000
100-300-340-0000-5625	Signage	\$1,240	\$5,000	\$3,000	\$5,000
100-300-340-0000-5630	Parking Lot R&M	\$215	\$5,000	\$5,000	\$15,000
100-300-340-0000-5645	Street Maintenance	(\$33)	\$2,500	\$2,500	\$2,500
100-300-340-0000-5665	Vehicle Maintenance	\$2,368	\$8,000	\$5,000	\$5,000
100-300-340-0000-5672	Other Repairs & Maintenance	\$1,428	\$3,000	\$3,000	\$3,500
100-300-340-0000-5696	Permits & Inspections		\$2,500	\$0	\$2,500
100-300-340-0000-5698	Equipment/Equipment R&M	\$2,225	\$10,000	\$8,500	\$10,000
100-300-340-0000-5800	Fish Removal Expenses		\$2,500	\$0	\$2,500
100-300-340-0000-5805	Waste Oil Disposal/Recycle	\$3,891	\$10,000	\$9,000	\$10,000
100-300-340-0000-6100	Capitalized Equipment Xfer to 1100	\$49,657	\$25,000	\$49,657	\$50,000
	TOTAL GROUNDS	\$494,575	\$700,736	\$696,326	\$755,694
AERATION (350)					
100-300-350-0000-5000	Salaries - Regular	\$6,844	\$15,645	\$9,050	\$16,568
100-300-350-0000-5055	Unemployment Insurance (SUI)		\$157	\$56	\$236
100-300-350-0000-5060	FICA Medicare/Social Security	\$538	\$1,412	\$725	\$1,482
100-300-350-0000-5105	Workers' Compensation	\$873	\$760	\$873	\$882
100-300-350-0000-5110	CalPERS Employer Share	\$1,335	\$2,088	\$2,025	\$2,369
100-300-350-0000-5112	CalPERS Unfunded Liability	\$1,627	\$2,512	\$2,511	\$3,098
100-300-350-0000-5115	Health Insurance	\$2,165	\$2,881	\$3,137	\$2,999
100-300-350-0000-5120	Dental Insurance	\$156	\$182	\$220	\$233
100-300-350-0000-5125	Long Term Disability/Life/AD&D	\$58	\$126	\$87	\$91
100-300-350-0000-5217	Supplies	\$434	\$500	\$500	\$500
100-300-350-0000-5300	Gas & Electricity	\$12,956	\$18,000	\$19,434	\$20,000
100-300-350-0000-5698	Equipment/Equip. R&M	\$72	\$10,000	\$10,000	\$10,000
	TOTAL AERATION	\$27,058	\$54,263	\$48,618	\$58,458

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
FISHERY SUPPORT (360)					
100-300-360-0000-5000	Salaries - Regular	\$743	\$13,175	\$1,650	\$13,175
100-300-360-0000-5055	Unemployment Insurance (SUI)		\$31	\$15	\$47
100-300-360-0000-5060	FICA Medicare/Social Security	\$55	\$279	\$135	\$293
100-300-360-0000-5105	Workers' Compensation	\$172	\$150	\$172	\$174
100-300-360-0000-5110	CalPERS Employer Share	\$340	\$531	\$540	\$603
100-300-360-0000-5112	CalPERS Unfunded Liability	\$414	\$639	\$638	\$788
100-300-360-0000-5115	Health Insurance	\$389	\$569	\$581	\$592
100-300-360-0000-5120	Dental Insurance	\$31	\$36	\$43	\$46
100-300-360-0000-5125	Long Term Disability/Life/AD&D	\$11	\$25	\$16	\$18
	Ice Equipment R&M		\$3,500	\$3,500	\$3,500
	TOTAL FISHERY SUPPORT	\$2,155	\$18,935	\$7,290	\$19,236
CAPITAL PROJECTS (390)					
100-300-390-0000-5000	Salaries - Regular		\$5,147	\$500	\$5,147
100-300-390-0000-5010	Wages - Part Time/Temporary		\$500	\$0	\$0
100-300-390-0000-5055	Unemployment Insurance (SUI)		\$200	\$50	\$200
100-300-390-0000-5060	FICA Medicare/Social Security		\$400	\$190	\$400
100-300-390-0000-5105	Workers' Compensation		\$100	\$0	\$0
100-300-390-0000-5110	CalPERS Employer Share		\$750	\$0	\$0
100-300-390-0000-5276	Permit Fees		\$1,000	\$0	\$1,000
100-300-390-0000-5290	Miscellaneous Expenses		\$200	\$0	\$200
100-300-390-0000-5298	Interest Expense	\$250,852	\$418,104	\$460,169	\$494,290
100-300-390-0000-5416	Legal Consultation		\$1,000	\$1,000	\$1,000
100-300-390-0000-5430	Engineering Services		\$10,000	\$0	\$10,000
100-300-390-0000-5500	Mileage Reimbursement	\$64	\$200	\$64	\$200
100-300-390-0000-6200	Principal Debt Payments	\$614,041	\$1,030,895	\$1,132,039	\$1,240,105
	TOTAL CAPITAL PROJECTS	\$250,916	\$437,601	\$461,973	\$512,437

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
	DREDGING OPERATIONS (400)				
100-300-400-0000-5000	Salaries - Regular	\$259,543	\$470,178	\$394,616	\$497,918
100-300-400-0000-5005	Salaries - Overtime	\$9,972	\$25,000	\$24,712	\$25,000
100-300-400-0000-5010	Wages - Part Time/Temporary	\$31,639	\$10,000	\$47,500	\$15,000
100-300-400-0000-5015	Salaries - Comp. Time	\$1,876	\$500	\$3,000	\$500
100-300-400-0000-5020	Salaries - Vacation Pay	\$2,723	\$1,000	\$2,723	\$1,000
100-300-400-0000-5025	Salaries - Holiday Pay	\$924	\$1,000	\$1,850	\$1,000
100-300-400-0000-5040	Salaries - Call Back	\$546	\$500	\$750	\$500
100-300-400-0000-5050	Salaries - Night Differential	\$5	0	\$5	\$0
100-300-400-0000-5055	Unemployment Insurance (SUI)	\$1,856	\$4,983	\$4,100	\$7,523
100-300-400-0000-5060	FICA Medicare/Social Security	\$26,175	\$44,942	\$38,300	\$46,775
100-300-400-0000-5105	Workers' Compensation	\$27,799	\$24,190	\$27,799	\$28,060
100-300-400-0000-5110	CalPERS Employer Share	\$18,003	\$29,300	\$29,300	\$31,937
100-300-400-0000-5112	CalPERS Unfunded Liability	\$21,931	\$33,865	\$33,867	\$41,765
100-300-400-0000-5115	Health Insurance	\$65,785	\$96,604	\$100,040	\$100,351
100-300-400-0000-5120	Dental Insurance	\$4,954	\$5,806	\$6,954	\$7,421
100-300-400-0000-5125	Long Term Disability/Life/AD&D	\$1,850	\$4,016	\$2,775	\$2,903
100-300-400-0000-5140	Retiree Medical Contribution	\$3,333	\$5,200	\$5,000	\$5,000
100-300-400-0000-5210	Hazmat Supplies	\$2,124	\$2,000	\$2,500	\$3,000
100-300-400-0000-5212	Safety Supplies	\$5,049	\$5,000	\$5,500	\$5,500
100-300-400-0000-5217	Supplies	\$9,460	\$7,500	\$10,000	\$7,500
100-300-400-0000-5218	Tools	\$4,856	\$10,000	\$8,500	\$10,000
100-300-400-0000-5232	Boat Fuel - Dredge Skiff	\$982	\$500	\$1,200	\$1,200
100-300-400-0000-5233	Boat Fuel - Seabright	\$30,848	\$125,000	\$110,000	\$125,000
100-300-400-0000-5234	Boat Fuel - Dauntless	\$4,485	\$7,500	\$9,472	\$9,500
100-300-400-0000-5235	Vehicle & Equipment Fuel	\$7,058	\$6,000	\$8,500	\$8,500
100-300-400-0000-5240	Miscellaneous Employee Training	\$1,391	\$6,000	\$5,500	\$10,000
100-300-400-0000-5248	Fuel Dock Sales Tax	\$1		\$1	
100-300-400-0000-5256	Equipment Rental	\$335	\$32,000	\$15,000	\$32,000
100-300-400-0000-5262	Insurance Premiums	\$4,670	\$35,000	\$20,000	\$23,530
100-300-400-0000-5266	Memberships, Dues, Subscriptions	\$26	\$500	\$0	\$500
100-300-400-0000-5268	Meetings & Training	\$1,044	\$2,000	\$2,000	\$2,000
100-300-400-0000-5270	Books		\$100	\$100	\$100
100-300-400-0000-5276	Permit Fees	\$6,960	\$10,000	\$10,000	\$10,000
100-300-400-0000-5290	Miscellaneous Expenses	\$3,361	\$5,000	\$5,000	\$5,000
100-300-400-0000-5292	Uniform Cleaning/Laundry	\$4,089	\$6,500	\$6,000	\$6,500
100-300-400-0000-5308	Hazmat Disposal	\$3,538	\$2,500	\$4,500	\$5,000
100-300-400-0000-5418	Freight	\$2,281	\$2,500	\$2,500	\$2,500
100-300-400-0000-5440	Environmental Services	\$2	\$10,000	\$5,500	\$10,000
100-300-400-0000-5445	Dredge Consulting	\$15,862	\$25,000	\$23,000	\$25,000
100-300-400-0000-5450	Other Services	\$2,794	\$10,000	\$5,000	\$10,000
100-300-400-0000-5500	Mileage Reimbursement	\$171	\$1,000	\$500	\$1,000
100-300-400-0000-5605	Piers & Marine Structures R&M	\$307		\$307	\$0
100-300-400-0000-5620	Paint & Supplies	\$2,105	\$2,500	\$2,500	\$5,000
100-300-400-0000-5665	Vehicle Maintenance	\$3,019	\$3,500	\$4,039	\$7,500
100-300-400-0000-5672	Other Repairs & Maintenance	\$11	\$1,200	\$1,000	\$1,200
100-300-400-0000-5685	Safety Equipment R&M	\$264	\$1,000	\$1,000	\$1,500
100-300-400-0000-5698	Equipment/Equipment R&M	\$17,865	\$60,000	\$55,000	\$60,000
100-300-400-0000-5700	Maint/Lube Inner Harbor Dredge	\$17,137	\$15,000	\$22,000	\$15,000
100-300-400-0000-5705	Maint/Lube Dredge Seabright	\$36,950	\$80,000	\$65,000	\$90,000
100-300-400-0000-5707	Maint/Lube - Ancillary Equipment	\$8,484	\$20,000	\$15,000	\$20,000
100-300-400-0000-5710	Maint/Lube Dredge Workboat Dauntless	\$24,368	\$27,500	\$27,500	\$30,000
100-300-400-0000-5715	Dredge Paint/Coatings	\$9,254	\$8,500	\$10,000	\$10,000
100-300-400-0000-5720	Booster Pump R&M	\$5,071	\$15,000	\$15,000	\$15,000
100-300-400-0000-5725	Welding Supplies	\$6,660	\$12,000	\$10,000	\$12,000
100-300-400-SO01-5000	January 2017 Winter Storms - Salaries	\$36,546		\$0	
100-300-400-0000-6105	Capitalized Equip Xfer to 1100	\$370,503	\$378,258	\$378,258	\$145,956
	TOTAL DREDGING OPERATIONS	\$758,341	\$1,314,884	\$1,211,910	\$1,393,183

Account	Description	YTD	FY19 BUDGET	FY19 PROJXN	FY20 BUDGET
BOATYARD OPERATIONS (500)					
100-500-500-0000-5000	Salaries - Regular	\$68,232	\$103,224	\$102,348	\$109,820
100-500-500-0000-5005	Salaries - Overtime	\$654	\$2,000	\$1,000	\$1,500
100-500-500-0000-5010	Wages - Part Time/Temp.	\$7,688	\$15,500	\$11,532	\$15,500
100-500-500-0000-5040	Call Back	\$246	\$500	\$500	\$500
100-500-500-0000-5055	Unemployment Insurance (SUI)	\$273	\$1,870	\$1,302	\$1,302
100-500-500-0000-5060	FICA Medicare/Social Security	\$5,701	\$10,370	\$8,560	\$10,370
100-500-500-0000-5105	Workers' Compensation	\$10,435	\$9,080	\$10,435	\$10,533
100-500-500-0000-5110	CalPERS Employer Share	\$4,240	\$6,630	\$6,592	\$7,522
100-500-500-0000-5112	CalPERS Unfunded Liability	\$5,165	\$7,976	\$7,977	\$9,837
100-500-500-0000-5115	Health Insurance	\$21,579	\$35,822	\$34,594	\$37,229
100-500-500-0000-5120	Dental Insurance	\$1,859	\$2,179	\$2,607	\$2,786
100-500-500-0000-5125	Long Term Disability/Life/AD&D	\$694	\$1,507	\$1,041	\$1,090
100-500-500-0000-5204	Advertising	\$509	\$0	\$519	\$525
100-500-500-0000-5210	Hazmat Supplies	\$1,062	\$500	\$1,062	\$1,000
100-500-500-0000-5212	Safety Supplies	\$121	\$500	\$371	\$500
100-500-500-0000-5217	Supplies	\$2,420	\$2,500	\$2,420	\$2,500
100-500-500-0000-5218	Tools	\$49	\$1,000	\$49	\$1,000
100-500-500-0000-5235	Fuel - Travelift	\$925	\$2,100	\$1,390	\$2,100
100-500-500-0000-5236	Boatyard Training		\$700	\$0	\$700
100-500-500-0000-5240	Miscellaneous Employee Training	\$10	\$500	\$10	\$500
100-500-500-0000-5256	Equipment Rental	\$2,846	\$1,000	\$2,846	\$1,000
100-500-500-0000-5262	Insurance Premiums	\$2,497	\$2,700	\$2,809	\$2,500
100-500-500-0000-5276	Permit Fees	\$2,223	\$2,500	\$2,223	\$2,500
100-500-500-0000-5284	Credit Card Fees	\$2,733	\$4,000	\$4,099	\$4,500
100-500-500-0000-5290	Misc. Expenses	\$642	\$2,500	\$1,892	\$2,500
100-500-500-0000-5292	Uniforms		\$400	\$0	\$400
100-500-500-0000-5300	Gas & Electricity		\$2,500	\$2,500	\$18,000
100-500-500-0000-5305	Water, Sewer, Garbage	\$3,044	\$2,500	\$4,100	\$4,100
100-500-500-0000-5308	Hazmat Disposal	\$2,565	\$5,200	\$3,847	\$5,000
100-500-500-0000-5310	Telephone & Alarms	\$989	\$2,500	\$1,484	\$2,000
100-500-500-0000-5315	Sanitary District Charges	\$25	\$1,000	\$1,000	\$1,000
100-500-500-0000-5425	Contract Services	\$126	\$500	\$189	\$500
100-500-500-0000-5430	Engineering Services		\$500	\$0	\$500
100-500-500-0000-5450	Other Services	\$487	\$2,000	\$732	\$2,000
100-500-500-0000-5465	Software License & Application		\$500	\$0	\$500
100-500-500-0000-5500	Mileage Reimbursement		\$200	\$0	\$200
100-500-500-0000-5625	Signage	\$55	\$500	\$85	\$500
100-500-500-0000-5694	Office Equipment		\$200	\$0	\$200
100-500-500-0000-5698	Equipment R&M	\$13,172	\$3,000	\$13,172	\$6,000
100-500-500-0000-7000	Filtration System R&M	\$2,338	\$3,000	\$3,901	\$3,000
100-500-500-0000-7005	Filtration System Supplies	\$1,431	\$1,500	\$1,431	\$1,500
100-500-500-0000-7020	Cost of Goods Sold	\$5,656	\$10,000	\$8,484	\$10,000
100-500-500-0000-6100	Capitalized Equip Xfer to 1100		\$0	\$0	\$8,000
TOTAL BOATYARD OPERATIONS		\$172,690	\$253,158	\$249,101	\$285,214

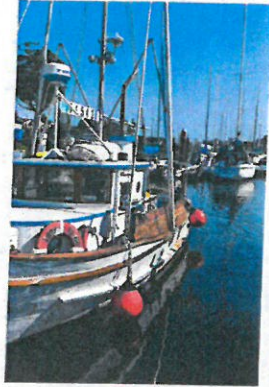
NOTES

NOTES

**Santa Cruz Port District
Historic Annual Slip Rent Increases
FY02 – FY19**

Year	Slip Rent Increase (South Harbor)	Slip Rent Increase (North Harbor)
FY 02	+ 5.0 %	0
FY 03	+ 3.0%	+ 4.0%
FY 04	+ 3.7%	+ 4.5%
FY 05	+ 2.5%	+ 3.0%
FY 06	+ 7.5%	+ 7.5%
FY 07	+ 5.0%	+ 5.0%
FY 08	+ 5.0%	+ 5.0%
FY 09	+ 5.0%	+ 5.0%
FY 10	+ 3.0 %	+ 3.0 %
FY 11	+ 4.0%	+ 1.0%
FY 12	0%	0%
FY 13	+ 5%	+ 5% ¹
FY 14	+ 2.5%	+ 2.5%
FY 15	+ 2.6%	+ 2.6%
FY 16	+ 2.7%	+ 2.7%
FY 17	0%	0%
FY18	2%	2%
FY19	2%	2%

¹ 20-foot slips were excluded from fee increase in FY13.



**Santa Cruz Port District
FY20 Draft Budget
April 1, 2019 to March 31, 2020**



**Santa Cruz Port Commission Meeting
February 12, 2019**

FY 19 (Current Budget Year) Projections

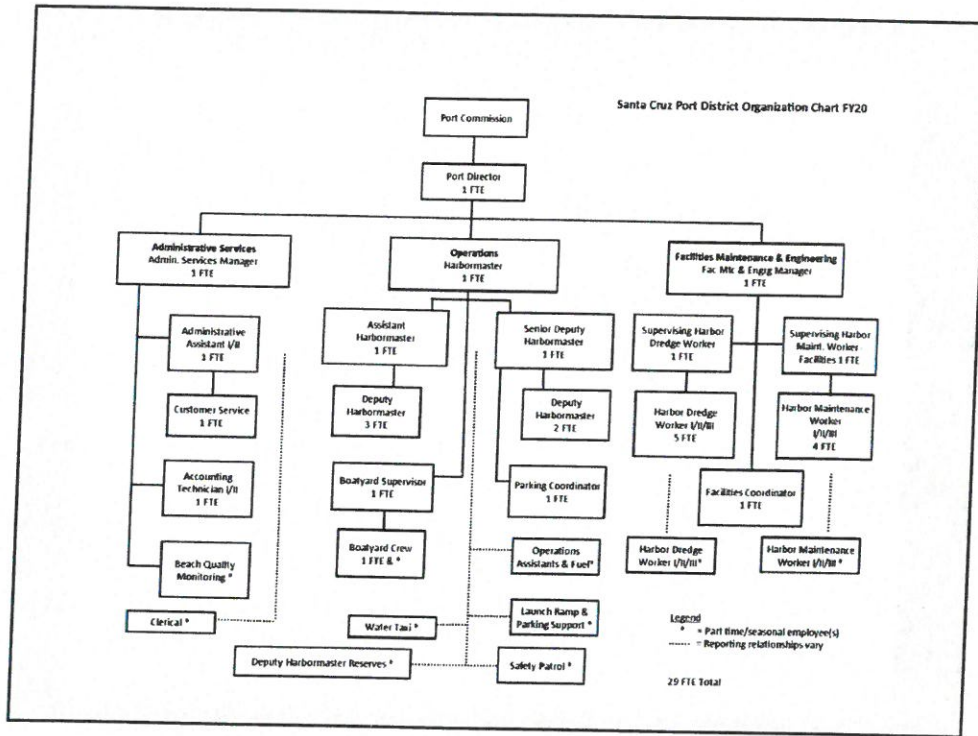
- Based on 11/30/18 monthly budget report. *Does not include:*
 - Any FY19 reimbursement from CalOES / FEMA for January-February 2017 storm related disaster assistance for inner-harbor dredging performed in the 2018-19 season
- FY 19 Operating Revenue projected to exceed budget by approx. \$299k. Notable increases in:
 - Fuel sales (+\$102K)
 - Parking-related revenue (+74K)
 - Concession rent and tenant utilities (+\$44k)
 - Visitor berthing (+\$37k)
- FY19 projected income approx. \$2 million (net of depreciation / capitalization expenses and prior to FY19 adjustments)
- Growth in revenues FY18 to FY19 (+\$68k). Notable exception:
 - Slip rent projected to be below FY19 budget – continued impacts from north harbor slips / pile project (-\$30K)
- Unanticipated revenue exceeds \$225K in FY19 (USACE; PG&E; CalOES/FEMA)

FY 19 (Current Budget Year) Highlights

- Operating Expenses projected to be less than budget (- \$270k)
 - Expense savings overall in Dredge Services & Supplies – lower maintenance costs for *Twin Lakes*, anticipated insurance premium savings and *Twin Lakes'* fuel
 - Savings in Environmental Permitting – modified permit requires 2 versus 3 monitors. No sediment testing req'd last season
 - Docks, piers and marine structures, primarily due to anticipated insurance premium savings and lower labor costs (some labor reallocated to CIP projects)
 - Savings in Administrative programs, despite increased legal costs for property management – labor savings and reductions in Services & Supplies, notably Telephone expense
- Disaster assistance claim with CalOES / FEMA for damage related to January-February 2017 storm events will provide reimbursement for approximately 30% of north harbor dredging costs

FY 20 Budget Approach & Focus

- Meet budget policy statements and Reserve Policy goals and objectives
- Conservative revenue and expense projections
- Develop spending and operating plan for FY20 to maintain services; fund approved labor contracts
- Fund priority Capital Improvement Projects in FY20 to address deferred maintenance, and meet needs of operation (e.g., 493 Lake Ave roof; 333 Lake electrical; concession lot parking equipment; dredge yard hazmat shed; lift station control panels; inspect boatyard marine ways piles; security enhancements)
- Fund capital outlay in FY20 (water taxi; patrol vehicle; replace 2 vintage trucks in Facilities; boatyard filtration system media tank; *Odd Job* hull)
- Present balanced budget and meet debt service requirements
- Align with identified Port District priorities



FY20 Salary and Benefit Costs

DEPARTMENT/SERVICE	FY18 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS PROJECTED	FY20 SALARIES & BENEFITS BUDGET	FY 19 TO FY20 CHANGE
Administrative Services	608,659	635,492	596,200	668,051	+ 32,559 (+4.8%)
Operations	1,302,502	1,306,690	1,358,933	1,395,112	+88,422 (+6.34%)
Boatyard	186,747	196,658	188,488	207,989	+11,331 (+5.4%)
Facilities Maintenance and Engineering	565,775	655,561	606,906	706,820	+51,259 (+7.25%)
Dredging Operations	712,300	757,084	723,291	812,653	+55,569 (6.3%)
TOTALS	3,375,983	3,551,485	3,473,818	3,790,625	+239,140 (+6.5%)

- Customer Service Representative is budgeted in Administration, but labor has been allocated to Operations (Marina Management)
- FY20 S&B increases primarily due to labor contract salary increases, merit and minimum wage increases, increases to part-time/temporary staffing, and CalPERS' pension costs.
 - Employer pension expense in FY20 is approximately \$479,500, representing approx 13% of S&B

Dredge Operations and Dredge Intermediate Fund

- \$145,956 contribution to Dredge Intermediate Fund included in FY20 budget, bringing projected fund balance to \$259,000. Equipment maintenance , upgrades and repairs include:
 - Spare jet pump, generator replacement and check valve for *Twin Lakes*
 - Complete deck and A-Frame replacement on *Dauntless*
 - Cutter head and trunnion rebuild on *Squirt*
 - \$81,000 in ancillary equipment (anchors, pipe and valves)
- Increased funding for crew training, vehicle maintenance and *Twin Lakes* repair and maintenance



Boatyard

- Fifth full year of operation
 - Projected FY19 revenues \$257,133
 - Projected FY19 expenses \$249,101
- Net \$ 8,032



In FY19, the boatyard was projected to require \$14,658 in proceeds to support expenditures, but is currently projected to be marginally profitable.

Revenues do not account for interdepartmental services. In FY19, the retail value of interdepartmental services provided was approximately \$105,000.

The boatyard program captures the majority of expenditures for this enterprise, though some costs are captured in other programs. PG&E utility expense is allocated to the boatyard in FY20, increasing program expenditures.

In FY20, the boatyard is projected to require \$35,414 in proceeds to support expenditures (not including interdepartmental services.)

Fuel Services

- Fuel service operation assumed by the Port District in 2010
 - Projected FY19 revenue \$592,500
 - Projected FY19 expenses 461,009
- Net \$131,491

Careful oversight and management of the fuel service operation is required to ensure fuel is priced fairly and competitive while generating a modest profit for the District.

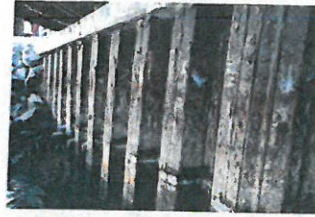
The fuel services program captures the majority of expenditures for this enterprise, though some costs are captured in other programs (e.g., some shared labor costs; utility costs).



Fund Balances

Cash on Hand 2/1/19		
LAIF	\$11,802,509	
BBVA (Restricted)	1,014,763	
Comerica Bank	1,087,000	
Total Cash	\$ 13,904,272	
Debt Service	- \$144,000	Pending payment
Projected Cash	\$ 13,760,272	
Restricted Cash	\$1,014,763	At BBVA
Fund Balances	8,100,805	Dredge Intermediate, Reserve, Capital Improvement, Election, PEMHCA
Unrestricted Cash	\$4,644,704	Available for operations, emergencies*, improvements, etc.

*The current reserve fund balance of approximately \$1.7 million is also available for emergencies



Capital Improvement Program FY20 Recommended Projects



CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Docks, Piers & Marine Structures						
Piling Replacement	-	750	-	-	-	750
Aldri's Seasonal Replacement	-	750	-	-	-	750
Dock Upgrades Project	65,000	30,000	30,000	30,000	20,000	175,000
Pier Rehabilitation Project	-	10,000	10,000	21,000	10,000	51,000
West Side Seasonal Rehabilitation	-	-	-	-	750	750
Boatyard Marine Ways Inspection/Upgrades	40,000	750	-	-	-	40,750
XV Dock Kayak Storage	20,000	-	-	-	-	20,000
X-Dock Repairs and Re-Floatation	-	-	-	-	65,000	65,000
TOTAL	\$ 125,000	\$ 48,500	\$ 40,000	\$ 51,000	\$ 85,000	\$ 350,500

1. Financing secured in FY19 Phase 1 project completed in FY19 Phase 2 project planned for FY20. Permits valid through December 31, 2022.
2. Financing secured in FY19 for engineering design, permitting & mobilization of Aldri's assets. Project cost sharing under negotiation with Aldri.
3. FY20 FY-boat main body repair (\$200). No draw plan at Aldri and Aldri (\$15K).

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Buildings						
Building Restoration Projects - Minor	300,000	168,000	86,000	75,000	50,000	680,000
Restroom Building Rehabilitation	15,000	22,000	22,000	22,000	150,000	231,000
Wet Box Light/Fixture Requiring	-	-	-	15,000	-	15,000
Harbormaster Office Renovation	-	-	-	125,000	-	125,000
Harbor Office Building Improvements	-	10,000	-	20,000	-	30,000
TOTAL	\$ 315,000	\$ 200,000	\$ 106,000	\$ 250,000	\$ 200,000	\$ 1,071,000

1. FY 20 402 Lake Avenue and 333 Lake Avenue along Harbor Rehabilitation.
2. FY 20 D-Dock extension and FY22 construction along Harbor Rehabilitation funding to approx. \$40,000.

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Landscape Infrastructure						
Ice Machine Upgrades	-	750	-	-	-	750
Plumbing Repairs	50,000	60,000	60,000	60,000	60,000	290,000
Parking Pay Stations	30,000	30,000	30,000	30,000	30,000	150,000
Parking Upgrades	-	-	5,000	5,000	5,000	15,000
Connection Lot Automatic CPD ¹	60,000	-	-	-	-	60,000
Harbor Shed - Dredge Yard	15,000	-	-	-	-	15,000
Peggy Park	750	-	-	-	-	750
Schwab & Place Rehabilitation	10,000	-	10,000	-	-	20,000
TOTAL	\$ 155,750	\$ 90,750	\$ 95,000	\$ 95,000	\$ 95,000	\$ 521,500

1. Clipping parking costs. FY 22 construction begins when available funding to approx. \$116,420.
2. FY20 contribution of \$60,000 + \$27,000 from Parking Pay Stations design phase funding to approx. \$87,000.
3. FY20 contribution of \$10,500 + \$10,500 from Stormwater System Upgrades design phase available funding to approx. \$21,000.

CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Utility Systems						
Sanitary Sewer Lift Station Upgrades	100,000	150,000	200,000	200,000	200,000	850,000
Flood System Upgrades / USF	-	-	45,000	-	-	45,000
Sanitary System Upgrades	-	10,000	15,000	15,000	750	30,000
Storm Drain System Repair and Maintenance	-	20,000	20,000	20,000	750	60,000
Water and Sewer System Repairs and Maintenance	-	40,000	40,000	40,000	750	120,000
TOTAL	\$ 100,000	\$ 220,000	\$ 275,000	\$ 275,000	\$ 866,000	\$ 1,236,000

1 FY20 contribution (city) not available - funding to approx. \$3M, 600

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Planning Projects & Studies						
Commercial Fishery/Alumni Services Center Upgrades ¹	-	TBD	TBD	TBD	TBD	-
West Side Master Plan	-	TBD	TBD	TBD	TBD	-
Alibi's Reclamation Seawall Reconstruction Project Management and Engineering Oversight	-	-	-	-	-	-
Murray Street Bridge Reconstruction	-	-	TBD	TBD	TBD	-
7th & Grammar Master Plan	10,000	TBD	TBD	TBD	-	10,000
SI Reprofitting and Seawall	75,000	TBD	TBD	TBD	250,000	325,000
James Clark Credit Control Structure Feasibility Study	-	-	-	TBD	TBD	-
TOTAL	\$ 85,000	\$ -	\$ -	\$ -	\$ 298,000	\$ 325,000

1 Project 1, Budget 1,000 in FY22, see attachment to verify software, preliminary planning and grant funding for a feasibility analysis. Project on hold.
 2 Engineering, geotech and architecture oversight (under in Alibi's Seawall Reconstruction Project)
 3 Funding for management of engineering consultants and miscellaneous costs. Accountable by City of Santa Cruz. Project delayed.

CAPITAL IMPROVEMENT PROJECTS FY20-FY24

Category	FY20	FY21	FY22	FY23	FY24	TOTAL
Other/Miscellaneous						
Harborwide Sign Study & Standards	5,000	-	-	-	-	5,000
Harborwide Refuse/Recycling Study	10,000	-	-	-	-	10,000
Harbor Security Infrastructure Upgrades ¹	30,000	TBD	TBD	TBD	TBD	30,000
Toyo Pump Barge	-	134,900	-	-	-	134,900
West Side Seawall Assessment	-	TBD	TBD	TBD	TBD	-
West Jetty Walkway Project	-	TBD	TBD	TBD	TBD	-
TOTAL	\$ 45,000	\$ 134,900	\$ -	\$ -	\$ -	\$ 179,900

1. Electronic dock / restroom key project underway. FY20 funding for security enhancements (building / restroom entry cameras)

FISCAL YEAR TOTALS	FY20	FY21	FY22	FY23	FY24	GRAND TOTAL
	\$ 600,538	\$ 691,900	\$ 537,000	\$ 657,000	\$ 960,000	\$ 3,446,438

FY 20 CIP Funding Reallocations \$ 100,538 Not including project specific reallocations totaling \$47,155. See Fund Balance
 FY 20 Budget CIP Allocation \$ 500,000

SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

FY19 CP

	Per CP FY18 FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE
Begin Balance Apr 1, 2018	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Budget Disposition FY 2018 Budget															
Per M Otr - Transfer from Unallocated to HD01															
Board Disposition Mgt del 7/20/18 - P&L Account Funds Mgt del 7/20/18 - Blue Pen Repair Deck Upgrade Mgt del 8/20/18 - BWA Complete Financing Mgt del 11/20/18 - BWA Complete Financing for all															
Project Expenditures Proposed Expenditures / Reallocations - 2/25/19 Project Completed															
Project Close-Out Correction D-Deck Reopen - Per M Mkt. Lease															
Projected Ending Balance March 31, 2019															
Budget Disposition FY20 Mgt del 2/26/19															
Projected Balance April 1, 2019															

Notes:
 F011 100% Budget Allocation - 100% of 2018 FY20 contribution - BWA FY20 contribution for maintenance dept (L&E & W)
 CP&L Contribution for Administration \$61,000 FY20 contribution - F012 100%
 District Year 1 - District Dept 515 \$30 P&L contribution - \$19,402 F021 - Serrano Station Upgrade
 F024 Blue Pen Repair Reroll out of F020 Deck Upgrade

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SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

FY18 CP

	Per CP FY18 FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE	CP Miles Miles FTE
Begin Balance Apr 1, 2018	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Budget Disposition FY 2018 Budget															
Per M Otr - Transfer from Unallocated to HD01															
Board Disposition Mgt del 7/20/18 - P&L Account Funds Mgt del 7/20/18 - Blue Pen Repair Deck Upgrade Mgt del 8/20/18 - BWA Complete Financing Mgt del 11/20/18 - BWA Complete Financing for all															
Project Expenditures Proposed Expenditures / Reallocations - 2/11/19 Project Completed															
Project Close-Out Correction D-Deck Reopen - Per M Mkt. Lease															
Projected Ending Balance March 31, 2019															
Budget Disposition FY20 Mgt del 2/26/19															
Projected Balance April 1, 2019															

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SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

	FY18 CP					FY19 CP				
	Est. Revenue & Reserve FY18	Water Conservation FY18	Stormwater Budget FY18	Maintenance Est. Fund FY18	Truck Lubrication Budget FY18	East Access Road Budget FY19	Adia's Recall Budget FY19	Portico Upgrade EOD	Truck Pump Off?	Cashion Home Plan OPO?
Begin Balance Apr. 1, 2018	\$ 505	\$ (1)	\$ 8,320	\$ 208,010	\$ 4,434	\$ 0	\$ 75,760	\$ 5,000	\$ 18,000	\$ 0
Budget Designation:										
FY 2019 Budget:				\$ 787	\$ (4,434)		\$ 1,860,000			
Per B. Ord. - Transfer from Unallocated to HD21				\$ (83,000)						
Board Designation:										
Mtg dtd 7/24/18 - POLE Easement Funds				\$ 131,927						
Mtg dtd 7/24/18 - Sewer Pipe Repair (Stock Upgrades)				\$ (170,000)						
Mtg dtd 8/29/18 - SBVA Campus Planning							\$ 1,438,081			
Mtg dtd 11/27/18 - SBVA Campus Planning Road				\$ 918,000			\$ (800,000)			
Project Expenditures	\$ (194)						\$ (87,756)			\$ (11,000)
Projected Expenditures / Reallocation - 3/21/19										
Project Completed										
Project Close-Out Correction										
Dishock Restroom - Per H. Misc. Lease										
Projected Ending Balance March 31, 2019	\$ 282	\$ 0	\$ 8,320	\$ 316,937	\$ 0	\$ 0	\$ 1,860,000	\$ 5,000	\$ 6,999	\$ 0
Budget Designation FY20										
Mtg dtd 2/19/19	\$ 74,800			\$ (189,530)						
Projected Balance April 1, 2019	\$ 1,076	\$ 0	\$ 8,320	\$ 316,937	\$ 0	\$ 0	\$ 1,860,000	\$ 5,000	\$ 6,999	\$ 0



SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

	FY18 CP		FY19 CP		FY20 CP		
	Construction/Restoration OPO	Est. Revenue/Reserve FY18	Est. Revenue/Reserve FY19	Maintenance/Stormwater/Truck Lubrication Budget FY19	Stormwater/Truck Lubrication EOD	Portico Upgrade/Truck Pump	Truck Pump/Restroom
Begin Balance Apr. 1, 2018	\$ 150,000	\$ (0)	\$ (11,826)	\$ 9,000			
Budget Designation:							
FY 2019 Budget:					\$ 36,000	\$ 20,000	\$ 18,271
Per B. Ord. - Transfer from Unallocated to HD21							
Board Designation:							
Mtg dtd 7/24/18 - POLE Easement Funds							
Mtg dtd 7/24/18 - Sewer Pipe Repair (Stock Upgrades)							\$ 120,000
Mtg dtd 8/29/18 - SBVA Campus Planning							
Mtg dtd 11/27/18 - SBVA Campus Planning Road							
Project Expenditures	\$ (862)			\$ (15,185)	\$ (16,530)		\$ (18,975)
Projected Expenditures / Reallocation - 3/21/19	\$ (1,800)						
Project Completed							
Project Close-Out Correction							
Dishock Restroom - Per H. Misc. Lease				\$ 11,826			
Projected Ending Balance March 31, 2019	\$ 148,138	\$ 0	\$ 0	\$ 3,815	\$ 19,470	\$ 20,000	\$ 0
Budget Designation FY20							
Mtg dtd 2/19/19	\$ 82,800			\$ (19,462)			
Projected Balance April 1, 2019	\$ 330,938	\$ 0	\$ 0	\$ 3,815	\$ 0	\$ 20,000	\$ 0



SANTA CRUZ PORT DISTRICT
FY20 PLANNED PROJECTS AS OF FEBRUARY 12, 2019

Account Marina Fees	Original Year Est. - Actual Budget	FY19 Actual Budget	Total Funds
------------------------	--	-----------------------	-------------

Begin. Balance Apr. 1, 2018			\$ 1,371,481
Budget Designation:			
FY 2017 Budget			\$ 2,654,400
Per M. Ord. - Transfer from Unallocated to HOE1			\$ -
Board Designation:			
Mtg dtd 7/24/18 - PG&E Assessment Funds			\$ -
Mtg dtd 10/24/18 - Snow Pier Repair (Dock Upgrades)			\$ 130,027
Mtg dtd 8/28/18 - BBVA Compass Financing			\$ -
Mtg dtd 11/27/18 - BBVA Compass Financing Re-adj			\$ 3,000,795
Project Expenditures			\$ -
Projected Expenditures / Reallocations - 3/31/19			\$ (1,703,624)
Project Completed			\$ (57,500)
Project Close-Out Correction			\$ -
D-Dock Restroom - Per H. Misc. Laurie			\$ -
Projected Ending Balance March 31, 2019			\$ 5,780,487
Budget Designation FY20			
Mtg dtd 2-26-19	\$ 40,000	\$ 35,000	\$ 30,000
Projected Balance April 1, 2019	\$ 40,000	\$ 35,000	\$ 30,000

Marina Fees

- CPI increased 4.5% in 2018 (SF-Oak-Hayward annual)*
- Slip rent rates increased:
 - 0% in FY17; 2% in FY18; 2% in FY19
- Unrestricted cash on hand exceeds \$4.5 million
- Fee increase to be considered by Commission
 - 1% increase would add approximately \$43k in slip fee revenue (add-ons increase total by approximately \$5k)

*2017 CPI 2.9%. CPI formerly titled SF-Oak-SJ.

Recommendation

Direct staff to finalize the FY20 Budget for adoption at the February 26 meeting, including:

- Capital outlay
- Capital Projects to add, delete or reprioritize in the CIP
- Contribution to the Dredge Intermediate Fund
- Fee increase(s), including direction on any change to the partnership fee
- Other revisions

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Santa Cruz, CA 95062
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PORT COMMISSIONERS:

Toby Goddard
Dennis Smith
Stephen Reed
Darren Gerler
Neli Cardoso

TO: Port Commission
FROM: Marian Olin, Port Director
DATE: February 1, 2019
SUBJECT: Review of Draft FY20 Budget and 5-Year Capital Improvement Program

Recommendation: *Discuss the proposed FY20 draft budget and capital improvement projects, and:*

1. *Approve the contributions to the Reserve Fund, Capital Improvement Fund, Election Fund, PEMHCA fund and Dredge Intermediate Fund; and,*
2. *Provide direction to staff on proposed projects to include in the FY20 Capital Improvement Program (CIP); and*
3. *Provide direction to staff on any fee increase, and other revisions to incorporate into the final budget for presentation on February 26, 2019.*

BACKGROUND

The FY20 draft budget report (Attachment A) is presented concurrently with the proposed 5-Year Capital Improvement Plan (CIP). The CIP is incorporated into the draft budget document as Appendix D. Each year the draft budget provides detailed worksheets depicting the operating budget and debt service, a recommended funding level for dredge equipment projects (Dredge Intermediate Fund), and recommended capital projects and capital outlay.

Each year, staff strives to present a balanced budget, giving the Commission the ability to deliberate reserve funding, projects, major expenses and fee increases and consider the projected debt service ratio. The draft FY20 budget is presented as a balanced budget.

ANALYSIS

Reserve Policy

The Reserve Policy adopted by the Port Commission in FY16, identifies the target amount to be held in reserve as 25 percent of the District's annual operating expenses in the current fiscal year's adopted budget. In FY19, the Port District first met its reserve funding goal of 25 percent of annual operating expenses. To continue to meet reserve funding goals, the draft FY20 budget includes a contribution in the amount of \$115,780, bringing the Reserve Fund balance to approximately \$1,888,692.¹

¹ FY20 draft budget operating expenses = \$7,589,768 less \$35,000 in reserve fund contributions to the Public Employees' Medical & Hospital Care Act (PEMHCA) fund.

As part of adoption of the Reserve Policy, other goals were confirmed and put into practice, including:

Election Fund: The account is managed to keep a balance of \$200,000. An estimated contribution of \$130,000 is projected in FY20. The actual contribution is subject to change depending on actual election costs, which may range from approximately \$90,000 to \$150,000.

CIP Fund: A funding goal of \$500,000 per year has been established. The FY20 draft budget meets this goal by providing \$500,000 in funding from the operating budget.

Capital Improvement Program

Appendix D includes the proposed 5-year Capital Improvement Plan (CIP) and the projected CIP fund balance. The recommended project funding level in FY20 is \$600,538, not including specific project funding reallocations totaling \$47,155, described below.

The draft FY20 budget proposes new funding in the amount of \$500,000 for the CIP, as described in "Reserve Policy" above. In addition, the FY20 draft budget proposes to reallocate existing CIP project funding as follows: Parking Pay Stations (\$27,693) to the Concession Lot Automation Project; Stormwater System Upgrades (\$19,462) to Dredge Yard Improvement – Hazmat Shed; and \$100,538 from the Unallocated CIP Fund distributed generally across projects funded in FY20. As of March 31, 2019, the Unallocated CIP Fund's balance is projected to be \$976,694. The proposed reallocation leaves approximately \$876,156 in the Unallocated CIP Fund.

Descriptions of the projects previously funded and proposed for funding are included in the 5-Year Capital Improvement Plan.

Dredging Equipment – Dredge Intermediate Fund

The proposed \$145,956 contribution to the Dredge Intermediate Fund budget supplements funding projected to remain at the end of FY19. Planned maintenance and replacements for FY20 are listed in the draft budget report. The plan includes obtaining a spare jet pump for the dredge *Twin Lakes* and replacement of its Hypower generator. Replacement of the deck and A-frame on the workboat *Dauntless* are also planned. Other major acquisitions include pipe valves, fittings, anchors and rigging.

Staffing

There is no change to the total personnel FTE count, which remains at 29. The FTE count does not include part-time / temporary / seasonal or provisional personnel.

The dredge crew, represented by Operating Engineers Local No. 3 (OE3), entered into a two-year labor contract in January 2018. The OE3 contract ends on December 31, 2019. Renegotiation of the labor contract will commence later this year.

The Harbor Employees Association (HEA), entered into a three-year labor contract in January 2018. HEA's contract ends December 31, 2020.

Operating Budget

Notable changes between the FY19 adopted budget and the FY20 proposed budget are discussed below.

Personnel Costs

Total personnel costs in FY20 are projected to increase over FY19 budget levels by approximately 6.5%. The increase is primarily due to negotiated labor contract salary increases effective January 1, 2019, promotions, increases in CalPERS' contribution rates commencing July 1, and an approximate 4% increase in unrepresented employee costs which includes minimum wage and salary adjustments, and increased staffing.

Table 1 – Salary and Benefit Costs

DEPARTMENT/SERVICE	FY18 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS BUDGET	FY19 SALARIES & BENEFITS PROJECTED	FY20 SALARIES & BENEFITS BUDGET	FY 19 TO FY20 CHANGE
Administrative Services	608,659	635,492	596,200	668,051	+ 32,559 (+4.8%)
Operations	1,302,502	1,306,690	1,358,933	1,395,112	+88,422 (+6.34%)
Boatyard	186,747	196,658	188,488	207,989	+11,331 (+5.4%)
Facilities Maintenance and Engineering	565,775	655,561	606,906	706,820	+51,259 (+7.25%)
Dredging Operations	712,300	757,084	723,291	812,653	+55,569 (6.3%)
TOTALS	3,375,983	3,551,485	3,473,818	3,790,625	+239,140 (+6.5%)

Projected CalPERS employer pension expense in FY20 is approximately \$479,500, representing approximately 13% of budgeted salary and benefits expense.

Salaries and benefits in the FY20 draft budget represent approximately 42% of anticipated District expenditures which total \$9,022,873 (49% excluding debt service costs).

Note: Customer Service Representative is budgeted in Administration, but allocating labor expense to Marina Management (Operations)

Program Costs

The proposed FY20 Services and Supplies budget is approximately 6% higher than the FY19 budget. Excluding Capital Outlay, Personnel Services and Services and Supplies are approximately \$463,119, or 6.4% higher overall than the FY19 budget. Notable differences in proposed increases to Services and Supplies include:

Custodial contract

- Custodial contract awarded in FY19 has increased line item budget from \$33,000 to \$65,000 in FY20

Utilities: Water, sewer, garbage, gas, electricity

- Fees for water, sewer and garbage have increased across budgetary programs by approximately 13%. Additional fee increases are anticipated
- Garbage collection / transport contract increased \$6,000/annually over FY19
- Gas and electricity anticipated increases

Credit Card Charges / Parking Pay Station Charges

- Fees have increased across budgetary programs; there are more parking pay stations harborwide

Legal

- Increase in legal consultation relative to property management is an anticipated need

Other increases are anticipated for vehicle, vessel and equipment fuel; contracting (e.g., security and lifeguard services); vessel and equipment maintenance.

Program cost roll-ups excerpted from the budget follow.

Expenditures by Department and Program

Department and Program	FY 18 Actual	FY 19 Budget	FY 19 Projected	FY 20 Proposed
100 Administrative Services Department				
110 Administration	\$ 632,271	\$ 727,018	\$ 664,127	\$ 741,251
120 Finance & Purchasing	165,864	191,294	174,905	198,454
130 Property Management	403,528	439,637	453,525	453,120
140 Environmental & Permitting	131,816	205,654	127,585	201,746
190 Port Commission Support	48,165	51,189	47,679	53,530
Department Total	\$ 1,381,643	\$ 1,614,792	\$ 1,467,821	\$ 1,648,101
200 Operations Department				
210 Harbor Patrol	\$ 627,789	\$ 635,630	\$ 612,859	\$ 665,018
220 Marina Management	492,804	445,119	531,129	486,768
230 Rescue Services	97,306	101,958	99,312	111,059
240 Parking	360,563	355,034	355,323	387,081
250 Events	32,312	42,844	29,219	42,503
280 Fuel Services	350,662	478,065	461,009	465,031
500 Boatyard	221,952	253,158	249,101	285,214
Department Total	\$ 2,183,387	\$ 2,311,808	\$ 2,337,952	\$ 2,442,674
300 Facilities Maintenance & Engineering				
310 Docks, Piers & Other Marine Structures	\$ 246,103	\$ 266,610	\$ 220,352	\$ 268,437
320 Utilities Maintenance	107,965	124,940	106,878	132,939
330 Building Maintenance	259,086	282,080	297,297	358,609
340 Grounds Maintenance	633,214	700,736	696,326	755,694
350 Aeration Program	44,901	54,263	48,618	58,458
360 Fishery Support	2,452	18,935	7,290	19,236
390 Capital Projects	453,756	437,601	461,973	512,437
400 Dredging Operations	1,305,084	1,314,884	1,211,910	1,393,183
Department Total	\$ 3,052,561	\$ 3,200,049	\$ 3,050,644	\$ 3,498,993
Total Operating Budget	\$ 6,617,592	\$ 7,126,649	\$ 6,856,417	\$ 7,589,768

Capital Outlay

The following capital outlay items are proposed in the draft FY20 budget:

Budget Program	Item	Amount
Harbor Patrol	Patrol Vehicle	\$ 50,000
Parking	Water Taxi	75,000
Docks, Piers & Marine Structures	Replacement Hull <i>Odd Job</i>	10,000
Grounds	Used Replacement Vehicles (2), replacing '96 Ford and '97 Chevrolet trucks	50,000
Boatyard	Media Tank Replacement for Filtration System	8,000
		\$193,000

Two additional capital outlay items have been identified as a need, but are not included in the FY20 draft budget:

Replacement patrol vessel

Replacement is projected to cost \$400,000-\$550,000. In FY19, \$18,277 was allocated to a patrol vessel replacement fund in the CIP. Staff and the Port Commission are researching grant and intergovernmental funding sources to supplement Port District funding. Staff anticipates that acquisition of a replacement vessel will be pursued as a mid-year budget adjustment in FY20.

Toyo submersible pump barge

A barge is desired to get greater utility out of the Port District's submersible pump used for inner-harbor dredging operations. Staff recommends acquisition of a barge be considered in FY21.

Debt Service Coverage Ratio Projections

The District's agreements with BBVA Compass Bank include covenants to maintain adequate coverage for debt service for the life of the loans. These Debt Service Coverage Ratio (DSCR) covenants provide that the District will prescribe and collect fees and charges for services at least equal to 125% of the debt service after operating and maintenance expenses for the fiscal year. As part of the \$3.35 million in new debt acquired through BBVA Compass Bank in FY19, covenants were amended, eliminating the requirement that the District's revenues also be at least equal to 140% of its debt service after operating and maintenance expenses or be subject to depositing additional funds with the bank to be held in reserve.

DSR's for FY17 and FY18 (audited), and FY19 and FY20 (projected), are included in the draft budget (Appendix B).

FY 18 was the first year the U.S. Army Corps of Engineers' (USACE) expected annual reimbursement in the amount of \$385,000 was included as non-operating revenue in the budget. In FY19, due to shortfall funding received from USACE, reimbursement is expected to increase from \$385,000 to \$449,000. Annual reimbursement of \$385,000 is included in the draft FY20 budget. If the Port District is not successful in obtaining the annual reimbursement from the Corps, the DSCR could potentially fall below the 125% DSCR threshold. That may require the Port District to either increase fees and/or reduce expenditures, or to temporarily deposit additional funds with BBVA Compass Bank in accordance with the loan agreements.

Fees

The 2018 Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward area (formerly known as San Francisco-Oakland-San Jose) is 4.5%.

The draft budget includes projected revenue increases in concession rents in accordance with lease agreements based on CPI. No increase has been applied to marina fees in the draft budget.

In previous years, the Commission has expressed a desire to keep pace with CPI in setting rates for all categories of marina fees (i.e., slip rent, dry storage and miscellaneous space rent).

A table showing historic annual slip fee increases is included as Attachment B.

Partnership Fees

The Policy-Operations Committee met on July 19, 2018, and reviewed the harbor's partnership ordinance and fee. The committee did not recommend making any changes to the partnership fee at the time. The fee is currently 10% of slip rent per partnership vessel. The committee recommended that the Commission consider whether to make adjustments to the fee as part of the FY20 budget process.

Partnerships are intended to provide boating opportunities for those who may not have a slip. The partnership ordinance was crafted to ensure the integrity of the paid waiting list for slips and prevent illegal slip transference.

As noted above, the draft budget is presented without a marina fee increase. The partnership fee is a component of marina fees anticipated to generate approximately \$40,000 in revenue in FY20, roughly the equivalent of a 1% slip rent increase.

An alternative to charging 10% of slip rent per partnership vessel is imposing a sliding fee (e.g., 5% for 1 partner; 10% for 2 partners; 15% for 3 partners). A fee adjustment does not require a change to the ordinance, thereby ensuring the integrity of the paid waiting list for slips is maintained and preventing illegal slip transference.

A sliding fee may:

- expand boating opportunities for those who may not have a slip, if the current fee structure is an impediment for single vessel partnerships;
- more accurately reflect facility impacts.

An analysis of current partnerships indicates the following:

Single Partnerships:	48	62%
Double Partnerships:	26	34%
Triple Partnerships:	3	4%
Total Partnerships:	77	
Annual Revenue:	\$38,465	

Based on current partnership fees, a sliding fee (5-10-15%) decreases revenue by approximately \$11,100 per year. Based on the average rate paid, single partnerships (48) would save \$20.58 per month and triple partnerships (3) would pay \$21.19 more per month.

The draft budget is presented as a balanced budget with conservative revenue and expense projections. The debt service ratio (DSR) just meets the 125% threshold. Any reduction in revenue may nominally impact the projected DSR.

SUMMARY

Staff is seeking direction from the Commission as outlined in the recommendation. Key discussion topics include:

- Does the Commission wish to include an increase to marina fees in the draft budget? If yes, what level of increase should be presented? (A 1% slip rent increase generates approximately \$43,000 in additional revenue, excluding dry storage.)
- Does the Commission wish to modify the partnership fee (currently 10% of slip rent per partnership vessel)?
- Capital Improvement Plan projects and funding.

The draft FY20 budget will be amended as needed to incorporate direction received from the Commission. The FY20 budget will be presented at the February 26 Commission meeting for review and approval.

ATTACHMENTS – A. Draft Budget and Proposed 5-Year Capital Improvement Plan
B. Historic Slip Fee Increases



TO: Port Commission

FROM: Holland Mac Laurie, Administrative Services Manager
Policy and Operations Committee
- Chairman Smith
- Commissioner Goddard

DATE: February 19, 2019

SUBJECT: Approval of Policies and Fee Schedule for Electronic Access to Dock Gates, Restrooms, and Shower Facilities

Recommendation: *Adopt the recommendations of the Policy and Operations Committee regarding user access and fees associated with electronic key access to dock gates, restrooms, and shower facilities.*

BACKGROUND

Phase II of the Harbor Security Project, which will transition all dock gates and restroom facilities to an electronic key system, and replace the ALX system currently in use for the shower facilities, has been a planned project in the Capital Improvement Program (CIP), since FY16.

The transition to a harbor-wide electronic key system is anticipated to increase security and reduce the amount of unauthorized access to harbor facilities.

On February 15, 2019, the Policy and Operations Committee met to discuss the proposed fees and implementation plan for new electronic key access to dock gates, restrooms, and shower facilities. As part of that discussion, to ensure seamless access, staff proposed reducing the initial per fob purchase price from \$40 to \$20, in recognition of the fact that the District will transition from a deposit based system to a purchase based system.

Additionally, because an unknown number of gate and restroom keys are currently in circulation with either a \$20 or \$40 per key deposit having been paid, the lower fob purchase price will reduce any disparity between slip renters who paid either a \$20 or \$40 per key deposit.

ANALYSIS

The Policy and Operations Committee developed the following recommendations regarding user access and fees:

SLIP LICENSEES / LIVEBOARDS (wet slips, inside-ties, dory ties, rack storage)

- Access Allow slip licensees access to any dock, restroom, and shower facility

- Fees Slip licensees may purchase three (3) electronic fobs for \$20 / fob (non-refundable purchase price). To maximize security, any additional fobs beyond the allotted three may be purchased for \$80 / fob (non-refundable purchase price).

Vessels held in approved partnerships may purchase four (4) electronic fobs for \$20 / fob (non-refundable purchase price). Any additional fobs beyond the allotted four may be purchased for \$80 / per fob (non-refundable purchase price).

Replacement fobs will be charged in accordance with this schedule. Staff will work with slip licensees to ensure lost or stolen fobs are deactivated upon purchasing replacements.

Allow current slip licensees to return current gate and restroom keys and apply the associated deposit toward the purchase of a new electronic fob. Current electronic shower fobs can be exchanged for a credit of \$25 towards the purchase price of a new fob.

VISITOR BERTHING

- Access Allow visitors access to any dock, restroom, and shower facility. The fob will deactivate on the visitor's scheduled departure date.
- Fees Visitors may purchase electronic fobs for \$20 / fob (non-refundable purchase price). A tiered rate structure is not applicable, as all fobs will deactivate upon the visitor's scheduled departure date. The key may be reactivated during a future visit at no additional cost.

Allow visitors the ability to return current gate and restroom keys and apply the associated deposit towards the purchase of a new electronic fob. Allow electronic shower fobs to be exchanged for a credit toward the purchase price of a new fob.

MARINE-RELATED LANDSIDE CONCESSIONAIRES

- Access Allow marine-related landside concessionaires who perform work within the harbor access to any dock, restroom, and shower facility.
- Fees Landside concessionaires may purchase electronic fobs for \$80 / fob (non-refundable purchase price). A tiered rate structure is not applicable. Landside concessionaires will be required to associate an employee's name with each purchased fob.

OUTSIDE AGENCIES

- Access Allow outside agencies (Fire Department, Police Department, Fish and Wildlife, etc.) access to any dock, restroom, and shower facility via use of a unique key code.

Each dock gate, restroom, and shower facility will be equipped with an electronic keypad, which can be programmed to permit user access after entering a unique code. Staff is currently researching the best method for distribution, which could include issuing each agency a unique code or having Netcom dispatch center provide necessary agencies with the code upon request.

- Fees No charge.

OTHER USER GROUPS

Outside Vendors: Dock gate, restroom, and shower keys are not currently issued to outside vendors who perform work within the harbor and have no affiliation with a landside concessionaire. However, outside vendors have obtained keys over the years, typically from a slip licensee for whom they perform work. The committee reaffirmed this policy, making outside vendors ineligible to purchase electronic fobs. A policy discussion regarding outside vendors may be a future discussion topic for the Policy and Operations Committee.

Dry Storage Renters: Dock gate, restroom, and shower keys are not issued to dry storage renters (SCYC, 7th & Brommer, NHDS). However, numerous dry storage renters have obtained keys over the years, either as a former wet slip licensee or through the visitor berthing process at some point in time. The committee reaffirmed this policy, making dry storage renters ineligible to purchase fobs, though it is acknowledged keys maybe available through other processes.

IMPACT ON PORT DISTRICT RESOURCES

The Port District currently holds approximately \$77,000 in key deposits booked as a liability (refundable deposits), which represents all gate and restroom key deposits placed on file since April 2012 to current. For key deposits predating April 2012, the deposits were recorded as Other Income.

Approximately 1,000 electronic shower fobs have been issued with either a \$25 (slip renter) or \$10 (visitor) non-refundable purchase price being paid. Since October 2015, the Port District has recognized approximately \$20,680 in revenue associated with electronic shower fobs.

The electronic shower fobs were issued as a non-refundable purchase because at the time of implementation, it was envisioned that the same electronic fob would integrate with the Phase II

portion of the project. Since these electronic shower fobs will be obsolete, the Port District will allow current slip renters and visitors to apply the associated fee paid toward the purchase price of a new fob. No fob refunds will be processed for inactive accounts.

Deposit refunds will be issued to current and previous customers for whom a payment record exists or there is reasonable certainty that the key was obtained through the proper process. Because it is not known how many paid gate and restroom keys are in circulation, financial impacts are not able to be precisely identified.

Staff anticipates the following financial impacts:

- Reduction to deposit liability of up to \$77,000 through exchange or refunds.
- A placeholder number anticipating \$50,000 in deposit refunds pre-dating 2012 (including an estimated \$15,000 in electronic shower fob refunds) is noted in the FY20 budget.

Santa Cruz Port District
Resolution 19-02
February 26, 2019

On the motion of _____

Duly seconded by _____

A resolution supporting the County of Santa Cruz' development and community engagement process for the 7th Ave and Brommer Street Visitor Accommodation Site.

WHEREAS, the Santa Cruz County Redevelopment Agency in 2000 and 2007, acquired three parcels of land comprising 8.3 acres on the southwest corner of 7th Avenue and Brommer Street, at the entrance to the north harbor, to promote development of the site for visitor serving accommodations, destination oriented commercial uses, and public open space, consistent with the County's zoning, General Plan land use designations, and development standards; and,

WHEREAS, the Santa Cruz County Redevelopment Successor Agency assumed ownership of the property following the elimination in 2011 of redevelopment agencies statewide; and,

WHEREAS, in 2013, the Santa Cruz County Redevelopment Successor Agency prepared a property management plan pursuant to state law that sets forth a managed disposition strategy for the 7th Ave Visitor Accommodation Site to maximize the initial sales proceeds, strengthen the local tax base, and enhance economic vitality and quality of life in the County, while meeting the vision of the community; and,

WHEREAS, in 2017, the County of Santa Cruz issued a Request for Qualifications soliciting proposals from qualified development teams for development of the site; and,

WHEREAS, the Santa Cruz Port District, which has had long-standing use of part of the property to provide public parking, submitted a proposal to provide for the possibility of taking advantage of the unique characteristics of Port District-owned property to enhance the potential development of the 7th Ave Visitor Accommodation Site; and,

WHEREAS, while the Santa Cruz Port District's proposal was not selected, it is in the Port District's best interest to play an active role in ensuring that the eventual development of the 7th Ave Visitor Accommodation Site is complementary to the long-term needs of various harbor users; and

WHEREAS, on August 28, 2018, the Board of the Santa Cruz County Redevelopment Successor Agency unanimously approved an Exclusive Negotiating Agreement (ENA) with Swenson Builder for the 7th Ave Visitor Accommodation Site; and,

WHEREAS, the term of this agreement is for four years with the option for two twelve month extensions, which allows time for refining a proposed project, preparing and submitting a development application, carrying out environmental review, approval of development permits, and negotiation of a Disposition and Development Agreement; and,

WHEREAS, during this time, the developer is required to lead a community outreach program to solicit input from the community, including the Port District, for the proposed project; and,

WHEREAS, while the specifics about the ultimate development the of 7th Ave Visitor Accommodation Site are not clear at this time, it remains in the best interest of the Santa Cruz Port District to continue coordination efforts with the County of Santa Cruz on this and all projects and initiatives of mutual concern,

NOW, THEREFORE, BE IT RESOLVED that the Santa Cruz Port District Commission expresses its support for the process that the County is following to facilitate the sale and development of the 7th Ave Visitor Accommodation Site and is committed to close coordination throughout the project review period.

PASSED AND ADOPTED, by the Santa Cruz Port District Commission this 26th day of February, 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Approved by:

Dennis Smith, Chairman
Santa Cruz Port Commission

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/11/2019	35347	Nicholas Henning	Refuse Collection (January)	\$ 2,250.00
1/4/2019	51047	Angie McGraw	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51048	Arturo Acevedo	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51049	AT&T Mobility	Tablet Service	\$ 235.50
1/4/2019	51050	Bay Planning Coalition	Bay Planning Coalition Annual Membership	\$ 1,325.00
1/4/2019	51051	Blake Anderson	Quarterly Uniform Allowance & 2019 Medical Expense Reimbursement	\$ 890.00
1/4/2019	51052	Blaz, Matthew	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51053	Bodas, Jeremy	Prorated 2018 & 2019 Medical Expense Reimbursement	\$ 1,225.00
1/4/2019	51054	Burke, Williams & Sorensen, LLP	Legal Consultation	\$ 2,622.00
1/4/2019	51055	CAHM & PC	CAHM & PC Annual Membership	\$ 300.00
1/4/2019	51056	Comcast	Business Internet	\$ 323.92
1/4/2019	51057	Complete Mailing Service	Parking Sticker Policy Mailout	\$ 290.20
1/4/2019	51058	Computer Technical Specialists, Inc.	Technical Support, E-mail Scanning & Backup Services	\$ 1,316.82
1/4/2019	51059	County of Santa Cruz Auditor	Citation Tax (November)	\$ 1,976.50
1/4/2019	51060	Santa Cruz County Weights & Measures	2019 Commercial Device Registration (Density Meter)	\$ 184.40
1/4/2019	51061	David Hill	Quarterly Uniform Allowance, 2018 & 2019 Medical Expense Reimbursement	\$ 1,590.00
1/4/2019	51062	Don Kinnamon	Quarterly Uniform Allowance & 2019 Medical Expense Reimbursement	\$ 890.00
1/4/2019	51063	Drew, Genevieve	Security Deposit Refund	\$ 516.20
1/4/2019	51064	FedEx Office	Shipping	\$ 88.35
1/4/2019	51065	Gsolutionz	Telephone System Maintenance	\$ 199.99
1/4/2019	51066	Holland MacLaurie	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51067	Jordan Rank	Quarterly Uniform Allowance, 2018 & 2019 Medical Expense Reimbursement	\$ 1,590.00
1/4/2019	51068	Jorge Lopez	2018 & 2019 Medical Expense Reimbursement	\$ 1,400.00
1/4/2019	51069	Jose Vera	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51070	Josh Wagoner	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51071	Kevin King	Quarterly Uniform Allowance & 2019 Medical Expense Reimbursement	\$ 890.00
1/4/2019	51072	Kevin Melrose	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51073	Koby McCauley	Quarterly Uniform Allowance & 2019 Medical Expense Reimbursement	\$ 890.00
1/4/2019	51074	Latisha Marshall	Quarterly Uniform Allowance, 2018 & 2019 Medical Expense Reimbursement	\$ 1,590.00
1/4/2019	51075	Lundstedt, Ron	Security Deposit Refund	\$ 225.00
1/4/2019	51076	Marian Olin	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51077	Marina Ware	Quarterly Software Support	\$ 875.00
1/4/2019	51078	Mark Eldridge	2019 Medical Expense Reimbursement	\$ 700.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/4/2019	51079	Matt Kerkes	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51080	Mission Uniform Service	Uniform Service	\$ 128.11
1/4/2019	51081	Nick Gullo	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51082	Niki Rothwell	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51083	Pacific Gas & Electric Company	Utilities	\$ 15,360.30
1/4/2019	51084	Palace Art & Office Supply	Office Supplies	\$ 113.37
1/4/2019	51085	Pendley, Tim	Security Deposit Refund	\$ 500.49
1/4/2019	51086	Petrauskas, Joseph	Security Deposit Refund	\$ 449.09
1/4/2019	51087	Phillips, Simon	Security Deposit Refund	\$ 382.00
1/4/2019	51088	Ramos, Brenda	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51089	Randy Marty	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51090	Rory Stipanovich	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51091	Ryan Stephenson	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51092	SC Fuels	Fuel Dock Gas & Diesel	\$ 16,741.40
1/4/2019	51093	Santa Cruz Municipal Utilities	Utilities	\$ 10,421.83
1/4/2019	51094	Sean Rothwell	Quarterly Uniform Allowance & 2019 Medical Expense Reimbursement	\$ 890.00
1/4/2019	51095	Christopher Sengezer	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51096	Sentinel Printers, Inc.	Printing - Letterhead	\$ 551.71
1/4/2019	51097	Staples Credit Plan	Office Supplies	\$ 171.36
1/4/2019	51098	Tandoi, Steven	2019 Medical Expense Reimbursement	\$ 700.00
1/4/2019	51099	Triton Construction	Fuel Operator Service	\$ 75.00
1/4/2019	51100	U.S. Bank Equipment Finance	Copier Lease	\$ 151.61
1/4/2019	51101	Westervelt, Ed	Security Deposit Refund	\$ 382.58
1/4/2019	51102	WHITE, CLAUDIA	Security Deposit Refund	\$ 108.74
1/18/2019	51103	A Sign ASAP!	Access Road Signage	\$ 177.13
1/18/2019	51104	A Tool Shed Rentals	Backhoe Rental	\$ 2,643.00
1/18/2019	51105	Ace Portable Services	Portable Toilet Rental	\$ 95.93
1/18/2019	51106	Allied Administrators for Delta Dental	Dental Insurance	\$ 2,531.53
1/18/2019	51107	Amerigas	Ancillary Equipment Fuel	\$ 262.23
1/18/2019	51108	Aramark	Foul Weather Gear	\$ 46.92
1/18/2019	51109	AT&T	Telephone	\$ 1,309.15
1/18/2019	51110	CIT	Telephone System Lease	\$ 338.48
1/18/2019	51111	Bay Building Janitorial, Inc.	Janitorial Service	\$ 5,292.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/18/2019	51112	Bay Propeller	Dauntless Propeller Shafts & Maintenance	\$ 15,229.35
1/18/2019	51113	Bayrakeri, Michael	Security Deposit Refund	\$ 199.11
1/18/2019	51114	Big Creek	Brow Pier Lumber, Screws & Bolts, Drill Bits, Wood for Signage	\$ 6,850.15
1/18/2019	51115	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 261.53
1/18/2019	51116	Brass Key Locksmith, Inc.	Gate Key Blanks & Gate Hardware	\$ 1,053.65
1/18/2019	51117	Cale America, Inc.	CALE Monthly Service	\$ 832.00
1/18/2019	51118	California Department of Tax and Fee Administ	Q4 2018 Underground Storage Tank Maintenance Fee	\$ 773.00
1/18/2019	51119	Carpi & Clay	Washington Representation	\$ 800.00
1/18/2019	51120	Comcast	Business Internet	\$ 16.36
1/18/2019	51121	Compass Bank	Tax Exempt Loan Principle & Interest	\$ 583,235.47
1/18/2019	51122	Complete Mailing Service	Parking Sticker Notice Mailing, Statement Mailing, Postage	\$ 1,676.32
1/18/2019	51123	Crystal Springs Water Co.	Boatyard Drinking Water	\$ 20.00
1/18/2019	51124	Data Ticket, Inc.	Citation Processing (November)	\$ 339.99
1/18/2019	51125	DMV	Duplicate Title Fee - Parking Van	\$ 21.00
1/18/2019	51126	Elevator Service Company	Monthly Elevator Service (\$218.40 Tenant Reimbursable)	\$ 420.00
1/18/2019	51127	Fastenal Company	Washers for Signs, Drill Bit Set, Cap Screws	\$ 303.37
1/18/2019	51128	Ferguson Enterprises, Inc.	Water Shut-Off Key & Gloves	\$ 0.14
1/18/2019	51129	First Alarm Security & Patrol, Inc.	Security Patrol	\$ 5,066.88
1/18/2019	51130	Garda CL West, Inc.	Deposit Courier Service	\$ 261.05
1/18/2019	51131	Geo. H. Wilson, Inc.	Quarterly Boiler Maintenance - 2222 East Cliff	\$ 335.00
1/18/2019	51132	GP Crane & Hoist	Fishery Hoist Quarterly Maintenance (\$259.46 Tenant Reimbursable)	\$ 389.19
1/18/2019	51133	Grainger	Heater, Markers, Door Closers, Dredge Tower Supplies, Carburetor Cleaner, (12) Solar Lights for Twin Lakes, Sharpies, Gloves	\$ 1,211.33
1/18/2019	51134	HD Supply Facilities Maintenance, Ltd.	Electrical Tester, Impact Driver, Light Bulbs, Lock Set Strike Plate	\$ 436.45
1/18/2019	51135	Home Depot Credit Services	Office Holiday Lights, Chain for Signage, Pest Control Supplies, Gate Rails, Saw Blades, Drill Bit Set, Vehicle Tools, Shower Heat Lamps, Dredge Yard Gate Wheel, Signage Paint	\$ 1,446.81
1/18/2019	51136	Hose Shop	Squirt Bushings	\$ 169.20
1/18/2019	51137	Independent Electric Supply, Inc.	Fuseholder	\$ 85.94
1/18/2019	51138	Jada Broadcasting	Boating Safety Public Service Announcement	\$ 299.00
1/18/2019	51139	Kennerknecht, Matthias	Security Deposit Refund	\$ 309.00
1/18/2019	51140	Lawson	Hydraulic Hose for Twin Lakes Snorkel	\$ 2,955.75
1/18/2019	51141	Lighthouse Welding	Twin Lakes Snorkel Fabrication (Progress Payment)	\$ 10,000.00
1/18/2019	51142	Lloyd's Tire Service	Tire Repair - Dredge Cart	\$ 28.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/18/2019	51143	Marine Lien Sale Service	Lien Sale Expenses	\$ 320.00
1/18/2019	51144	Mark Larsen DBA: Viking	Window Cleaning	\$ 358.00
1/18/2019	51145	Matheson Tri-Gas, Inc.	Welding Supplies	\$ 434.62
1/18/2019	51146	Mid County Auto Supply	Maintenance Truck Sensors Repair, Ancillary Equipment Lubricant, Paper Towels, Spark Plug for Pressure Washer	\$ 407.42
1/18/2019	51147	Miller, James	Key Deposit Refund	\$ 20.00
1/18/2019	51148	Mission Uniform Service	Uniform Service	\$ 957.22
1/18/2019	51149	Moffat & Nichol	Sea Level Rise Assessment Report (Progress Payment)	\$ 2,321.00
1/18/2019	51150	Monterey Bay Marine	Odd Job Lube Service, Dredge Skiff Fuel Stabilizer	\$ 172.86
1/18/2019	51151	MSC Industrial Supply Co.	Squirt Coupling & Hubs, Service Water Pump Parts	\$ 576.91
1/18/2019	51152	Olive Springs Quarry, Inc.	Pavement Repairs - Fishery	\$ 361.72
1/18/2019	51153	Operating Engineers Local Union No. 3	OE3 Dues (Payroll Deduction)	\$ 256.00
1/18/2019	51154	Pacific Crest Engineering, Inc.	SWPPP On-Site Training	\$ 218.75
1/18/2019	51155	Pacific Gas & Electric Company	Utilities	\$ 233.66
1/18/2019	51156	Palace Art & Office Supply	Office Supplies	\$ 277.59
1/18/2019	51157	Pendley, Tim	Credit Refund	\$ 35.00
1/18/2019	51158	Perrigo's Auto Body Shop, Inc.	Patrol Truck Repair - Door Damage	\$ 3,234.46
1/18/2019	51159	Riverside Lighting & Electric	Office Light Replacements	\$ 67.17
1/18/2019	51160	San Lorenzo	Wedge & Flat Bar Tool for Gate Fabrication	\$ 61.14
1/18/2019	51161	Santa Cruz Electronics, Inc.	CAT6 Cable for Harbor Security Project	\$ 278.79
1/18/2019	51162	Santa Cruz Municipal Utilities	Utilities	\$ 6,037.12
1/18/2019	51163	SC Fuels	Synthetic Oil & Hydraulic Oil for Squirt	\$ 1,810.68
1/18/2019	51164	Superior Alarm Company	Quarterly Alarm Monitoring - 493 Lake Avenue	\$ 207.00
1/18/2019	51165	Supply Works	Janitorial Supplies	\$ 541.61
1/18/2019	51166	The Embroidery Works	Uniform Hats	\$ 287.53
1/18/2019	51167	The Skylight Place, Inc.	Window Seal Repair - 365 Lake Avenue	\$ 879.63
1/18/2019	51168	UNUM Life Insurance Co. of America	Life, LTD, AD&D Insurance	\$ 1,094.58
1/18/2019	51169	US Relay	Webcam Service	\$ 484.00
1/18/2019	51170	Valero Marketing & Supply Company	Fleet Fuel	\$ 2,060.64
1/18/2019	51171	Verizon Wireless	Cell Phone & Tablet Service	\$ 0.59
1/18/2019	51172	West Coast Wire Rope	Wire Rope Clips for Rigging	\$ 709.78
1/18/2019	51173	West Marine Pro	Front Desk VHF Radio, Replacement US Flags, Office Supplies, Dock Lines, Horn Signal for Twin Lakes, Dauntless Shackles	\$ 1,206.97
1/25/2019	51174	Employee #24	Payroll Advance	\$ 1,000.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/25/2019	51175	Perrigo's Auto Body Shop, Inc.	Patrol Truck Repair - Door Damage	\$ 1,000.00
1/28/2019	51176	Randazzo Enterprises, Inc.	Boat Disposal (Grant Reimbursable)	\$ 7,223.28
1/4/2019	5075-5087	Various Employees	12/16/18-12/31/18 Payroll	\$ 17,525.77
1/18/2019	5103-58	Various Employees	1/1/19-1/15/19 Payroll	\$ 17,570.32
1/1/2019	EFT	ChargeltPro	Front Desk Credit Card Fees	\$ 1,346.53
1/1/2019	EFT	Electronic Payments	Fuel Dock Credit Card Fees	\$ 327.20
1/1/2019	EFT	Merchant Services	CALE Credit Card Fees	\$ 840.71
1/1/2019	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 182.19
1/1/2019	EFT	Transaction Express	Online Billpay ACH Fees	\$ 288.03
1/4/2019	EFT	PAYCHEX	Payroll Service & W2 Fees	\$ 938.78
1/4/2019	EFT	Empower Retirement	457 Payments (Payroll Deduction)	\$ 2,160.83
1/4/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 6,136.58
1/4/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 662.08
1/4/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 7,195.83
1/4/2019	EFT	PAYCHEX	12/16/18-12/31/18 Payroll Direct Deposit	\$ 52,795.20
1/4/2019	EFT	PAYCHEX	12/16/18-12/31/18 Payroll Taxes	\$ 36,684.25
1/10/2019	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 461.86
1/10/2019	EFT	Comerica Bank	Bank Service Charges	\$ 941.59
1/10/2019	EFT	ChargeltPro	Front Desk Credit Card Gateway Fee	\$ 15.00
1/10/2019	EFT	Citi Cards	Breakroom Supplies, Dredge Monitoring Equipment Battery Pack, Utility Truck Back Light	\$ 583.32
1/10/2019	EFT	Comerica Cardmember Services	Water Sample Shipping, Boots for Boatyard Crew, Strip Curtains for Boatyard, Office Supplies, Holiday Party Deposit, Lighted Boat Parade Refreshments, Utility Knives, Truck Window Replacement, Radio Holsters, Dredge Yard Canopies, <i>Squirt</i> Filters, Plugs and Rings, Uniform Shirts, Safety Gear, Circuit Tester for <i>Almar</i> Repair	\$ 4,829.20
1/11/2019	EFT	PAYCHEX	Time Clock Fees	\$ 109.25
1/18/2019	EFT	PAYCHEX	Flex Time Fees	\$ 423.15
1/18/2019	EFT	PAYCHEX	1/1/19-1/15/19 Payroll Direct Deposit	\$ 53,298.71
1/18/2019	EFT	PAYCHEX	1/1/19-1/15/19 Payroll Taxes	\$ 36,745.92
1/23/2019	EFT	California Department of Tax and Fee Administ	Q4 2018 Sales & Use Tax Return	\$ 875.00
1/25/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 680.75
1/25/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 7,276.96
1/25/2019	EFT	CalPERS	CalPERS Retirement (Partial Payroll Deduction)	\$ 6,395.06
1/25/2019	EFT	CalPERS	Unfunded Accrued Liability	\$ 446.33

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2019

Date	No.	Vendor	Description	Amount
1/25/2019	EFT	CalPERS	Unfunded Accrued Liability	\$ 296.54
1/25/2019	EFT	CalPERS	Unfunded Accrued Liability	\$ 18,668.40
1/28/2019	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	\$ 2,319.25
1/30/2019	EFT	SWRCB	Pile Permit Annual Fee	\$ 1,638.00
1/31/2019	EFT	California State Disbursement Unit	Wage Garnishment	\$ 500.00
Total January 2019 Disbursements				\$ 1,031,687.85

Harbormaster's Report – January 2019

Boatyard Report - statistics:

	Nov	Dec	Jan
-Haul outs	21	14	12
-Hang in straps (surveys)	11	9	3
-Haul from water onto trailer	0	0	0
-Splash	18	16	12
-To/From trailer	3	3	0
-Crane Ops	3	3	1
-Masts	0	0	0
Trailerred boats (no lift)	0	0	2
Pressure Wash	1	0	1

Boatyard Report - Activities

The Travelift underwent its annual inspection. The Travelift technician gave our equipment an overall health score of 96%.

Harbor Activities/Events/News:

The Santa Cruz Harbor experienced significant weather events during the month of January. No serious damage or injuries were reported.

Harbormaster staff reported two missing persons from the harbor to Coast Guard Sector S.F. during the evening hours on December 31, 2018. The Coast Guard located the father and son during a helicopter search the following day around 1230 hours, seven miles off shore in the middle of the bay. The dinghy was overturned and both persons were in the water clinging to the vessel. A Coast Guard vessel that was also in the area recovered the two persons and transported them to the harbor. Both were treated at Dominican Hospital for hypothermia and later released.

A harbor commercial fisherman was fined \$5,000 and placed on two years conditional probation after shooting and killing a great white shark, (white shark). An investigation by the California Department of Fish and Wildlife uncovered multiple violations including possession of undersized halibut, no landing receipts, failure to weigh their commercial catch, failure to turn in landing receipts and possession of a concealed, fully loaded firearm in the vehicle he was using to transport his commercial catch to markets. The fisherman plead to all charges including wanton waste of the white shark.

Two Deputy Harbormasters presented a safety presentation to Outrigger Santa Cruz. The talk was well received.

Training/Conferences: During the past month, Harbor staff participated in the following training/conferences:

Essential Emergency Management Concepts: topics included; threat and hazard identification, crisis communications, resource acquisition and tracking, recovery considerations and California's disaster response system. The four day course included several practical exercises.

Harassment Prevention Training. Over 30 staff and Commissioners attended a mandatory bi-annual harassment prevention training. Topics included; legal updates, sexual harassment, hostile work

environment, litigation, harassment by supervisors, harassment b non-supervisory employees, abusive conduct, workplace bullying and discrimination and retaliation.

Fuel Prices

Unleaded	\$4.10
Commercial Unleaded	\$3.88
Diesel	\$3.70
Commercial Diesel	\$3.69

Santa Cruz Port District

Facilities and Engineering Manager's Report

Public Meeting of February 26, 2019

Dredging

North Harbor Dredging

Crews continue to make progress dredging the western J-Dock area. Work in this area is scheduled to be complete by February 28, 2019. Once complete, the crew will mobilize *Squirt* to the X/J channel, where dredging will resume through April 30, 2019.

Subline

The crew was hit with another major setback after the subline broke, resulting in a loss of four dredging days. Crews worked extended hours to expedite the repair.

Entrance Dredging

The dredge crew continues to work extended hours (including holidays) to address the shoal in the entrance.

Maintenance

Westside Gates

Crews have completed installation of the west side gates.

Harbor Security Upgrade Project

Crews have been preparing all dock gates, restrooms, and shower facility doors for hardware installation, which will facilitate the transition to an electronic key system. MarinaWare is schedule to be on site February 27, 2019, to start programming the lock assemblies. The transition is scheduled to take place in early March.

Fuel Dock Extension

Crews are beginning to replace the walers on the fuel dock extension. This work is anticipated to be completed in March.

SEA SCOUT SHIP 669 "STEEVES"

BIANNUAL REPORT

Dear Commissioners,

2019 will be our first full year after taking over the program from Jim Bosso. We have grown our scout membership from 5 to 10 scouts with 2 more waiting to turn age 14. We continue to hold two meetings a month and plan one to two activities/work parties a month.

As we have grown we have moved our monthly meetings to the Boys and Girls Club in downtown Santa Cruz. We have more room to split up the scouts into groups to do trainings and education. Their facility offers much more flexibility and gives us the use of their pool to do swimming tests and practice water safety and rescues.

In November of 2018 we did a mailing to all slip renters advising them that we are in the process of rebuilding the Sea Scout Program and asking for financial and volunteer help. We received a great response, both financially and physically. We started this program with zero money in the bank. Ken Kohler and myself have had to front monies to do some repairs to the port engine and other items that were in need of immediate attention. The support from our neighbors has provided us with a cushion that will help. But we are still far from our budget goal of 65000.00.

Volunteers have reached out to us. People wanting to help with the scouting program, ships maintenance, fundraising and marketing programs. We are just getting those groups of volunteers organized and start planning for this year. Keep an eye out for upcoming events and fundraisers.

Currently we are in the process of rebuilding our starboard engine. Apparently the engine was overheated in 2016 and needs our attention. I'm confident that we will finish up by mid March. We are dealing with various deferred maintenance issues and plan on taking care of them in 2019.

I have reached out to many in the harbor for help getting our scouts on the water and have received strong support. We plan on getting them on sailboats, power boats, kayaks and paddle boards, going fishing and continue teaching them about seamanship, first aid, safety and most of all learning about our ocean environment and having fun on the water.

Your continued support of the Sea Scout program and the Steeves is greatly appreciated and this program is a benefit to our harbor and our youth.

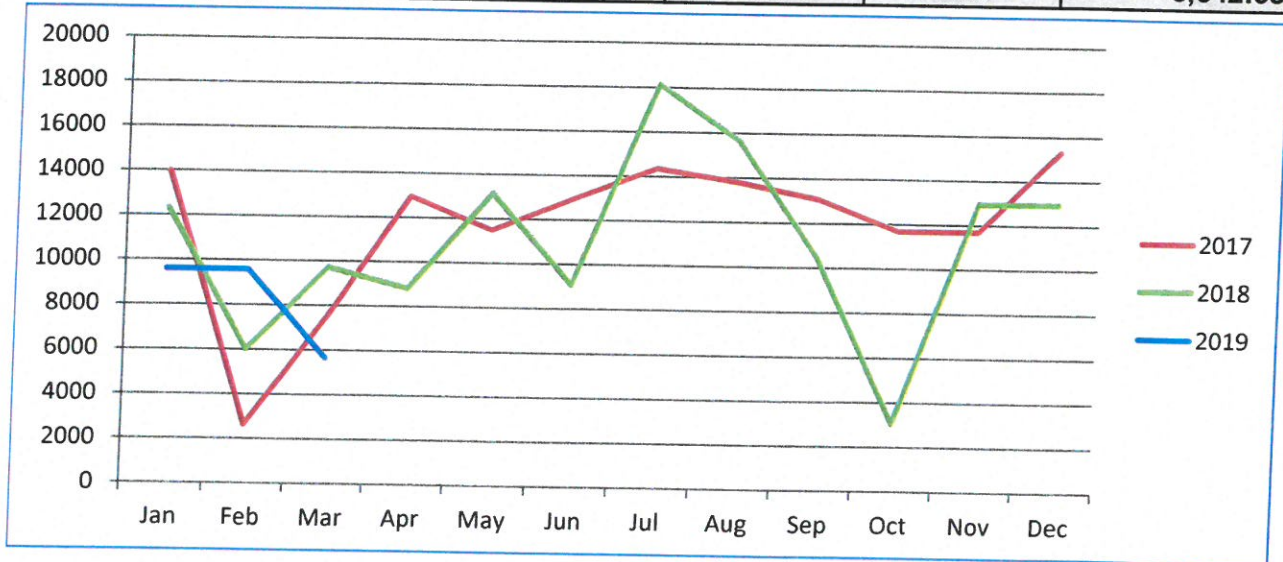
Sincerely,

Skipper Kevin Melrose

Santa Cruz Port District
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of February 19, 2019

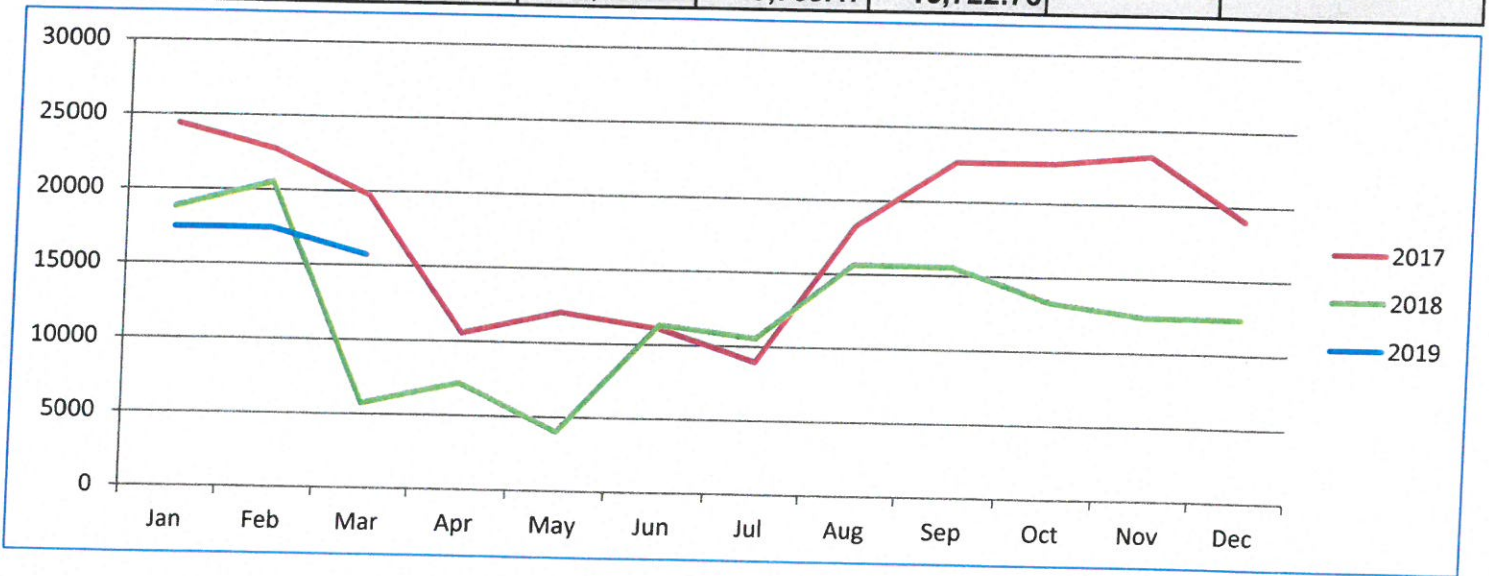
Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
2906	543.65	674.1	487.98	0.00	1,705.73
43429	447.96	509.76	127.35	0.00	1,085.07
45891	502.2	506.11	3.88	0.00	1,012.19
45787	392.7	395.83	200.88	0.00	989.41
57459	256.76	274.35	90.68	0.00	621.79
57722	84.97	84.48	58.99	0.00	228.44
Total:	2,228.24	2,444.63	969.76	0.00	5,642.63



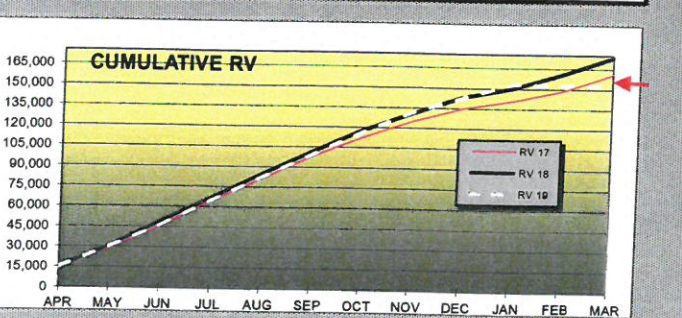
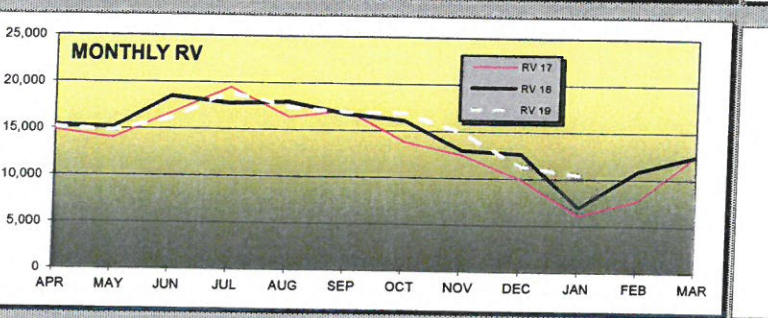
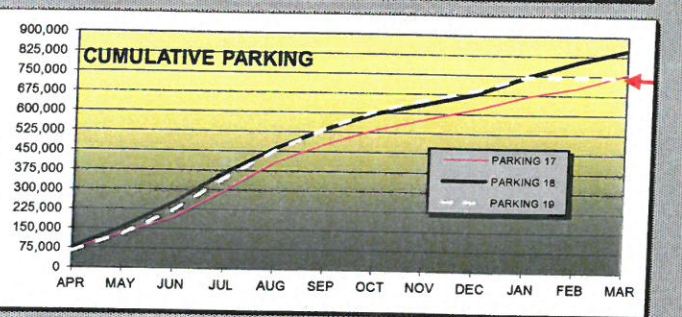
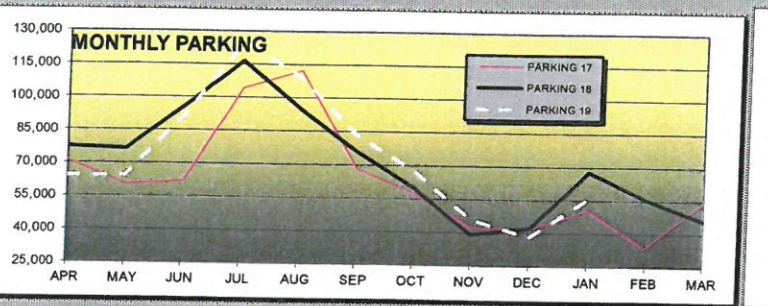
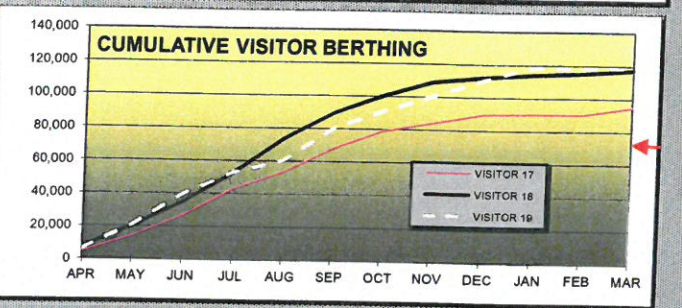
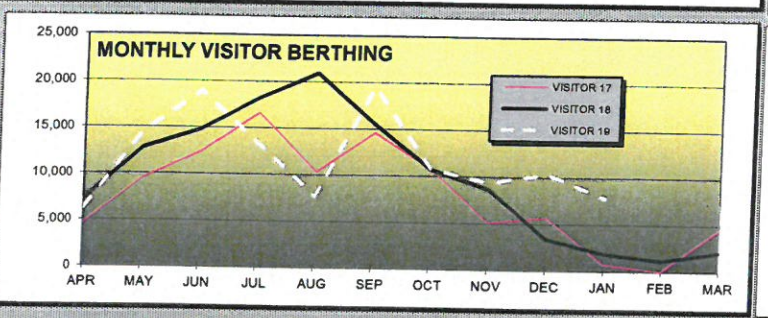
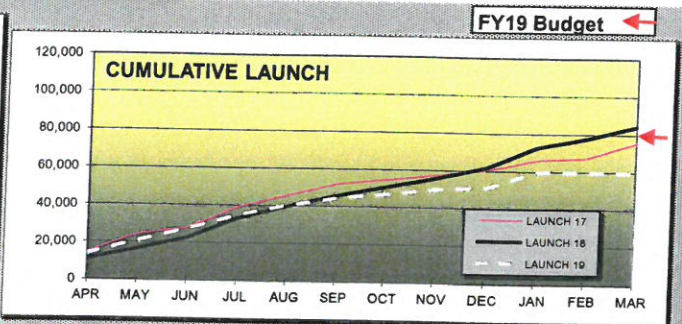
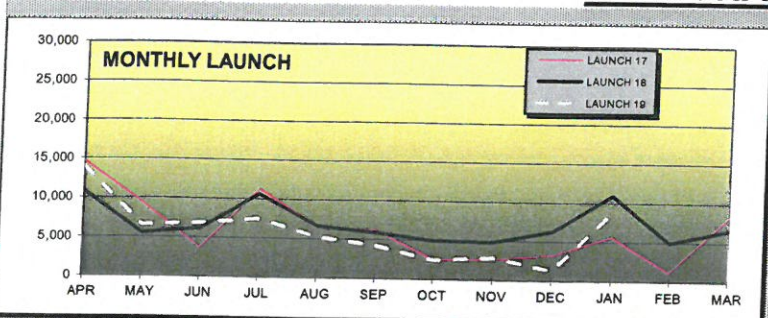
Santa Cruz Port District
90+ DAY DELINQUENT ACCOUNTS

The following accounts have balances 90 days delinquent or greater as of February 19, 2019

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
42228	753.10	747.18	706.55	710.92	2,917.75	X	Payment Plan
14099	39.21	39.21	39.21	1,926.44	2,044.07		Bad Debt
45545	0.00	100.00	0.00	1,598.90	1,698.90		Bad Debt
2862	0.00	0.00	0.00	1,406.49	1,406.49		Bad Debt
57096	262.46	360.54	258.63	486.51	1,368.14		Revoke 2/28/19
3131	262.46	260.54	258.63	486.51	1,268.14		Revoke 2/28/19
56218	31.68	31.68	31.68	951.72	1,046.76		Bad Debt
56783	0.00	100.00	0.00	861.20	961.20		Bad Debt
55737	0.00	272.62	426.32	126.96	825.90		Bad Debt
2617	28.13	28.13	28.13	572.98	657.37		Bad Debt
47602	145.94	244.96	143.97	117.99	652.86		Revoke 2/28/19
56276	0.00	44.39	0.00	280.61	325.00		Bad Debt
57357	26.15	0.00	81.85	109.02	217.02		Bad Debt
56219	25.56	0.00	145.38	25.30	196.24		Bad Debt
55583	30.00	0.00	0.00	82.92	112.92		Bad Debt
57023	0.00	0.00	0.00	24.00	24.00		Bad Debt
TOTAL:	1,604.69	2,229.25	2,120.35	9,768.47	15,722.76		



SEASONAL INCOME





TO: Port District Commission
FROM: Latisha Marshall, Harbormaster
DATE: February 2, 2019
SUBJECT: Crime/Incident/Citation Report January 2019

Crime Reports, Assists Outside Department and Incident Reports:

- 1.4.19 Harbor Patrol took an incident after the operator of the Travelift hit an outboard motor during a boat move.
- 1.8.19 Harbor Patrol took a burglary report after an unknown person broke into the UCSC storage shed. Various tools and boat parts were taken. Property value estimated to be \$500-\$1,000.
- 1.10.19 Harbor Patrol took an incident report after vessel bottom paint was damaged during a haul. It was later discovered that the vessel owner scheduled the haul before the paint had fully cured.
- 1.18.19 Harbor Patrol took an incident report after a boat lift broke apart in the area of W-dock.
- 1.12.19 Harbor Patrol took an accident report after the Almar struck another vessel inside a slip. Minor damage reported.
- 1.22.19 Harbor Patrol took a theft report after a laptop and bike were reported missing from a landside concessionaire. There were no signs of forced entry, all windows were intact, and all office keys were accounted for. No suspect information.
- 1.27.19 Harbor Patrol took a stolen property report after trailer plates were reported missing in the area of the North Harbor Dry Storage yard.

Search/Rescue/Recovery:

- 1.22.19 Harbor Patrol was dispatched to a paddle boarder in distress in the area of 34th Avenue. Once on scene, the paddle boarder indicated he was not in distress.
- 1.26.19 Harbor Patrol was dispatched to a swimmer in distress in the area of Manresa Beach. The victim self-rescued prior to Harbor Patrol's arrival.

Parking citations: 106

January 2019
Hello Letisha!

Thank you for your support for our fund-raising event! You helped to make it a success!

Enclosed is a Donation Receipt which may be a duplicate or even - not needed by the city! Better to err on the judicious side!
We wish you the best for 2019!
Mary Hermansky
MBSTP

Monterey Bay Salmon & Trout Project

MONTEREY BAY



SALMON & TROUT PROJECT

PO Box 417
Davenport, CA 95017
Office (831) 458-3095

Cell (831) 331-5586
mhermansky@cs.com



COUNTY OF SANTA CRUZ

EDITH DRISCOLL
AUDITOR-CONTROLLER / TREASURER-TAX COLLECTOR
701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073
(831) 454-2500 FAX (831) 454-2660

January 16, 2019

Santa Cruz Port District
135 5th Ave.
Santa Cruz, CA 95062

Subject: Special District Alternate Member Vacancy on the Santa Cruz County Treasury Oversight Commission

To Special District Managers or Board members,

I am notifying you of a vacancy on the County of Santa Cruz Treasury Oversight Commission.

In accordance with Government Code section 27130 et seq. and County Ordinance 4433, the Santa Cruz County's Treasury Oversight Commission consists of five members. The Special Districts are represented by a regular and alternate member nominated by the County Treasurer and selected by a majority of the districts that deposit funds in the County Treasury.

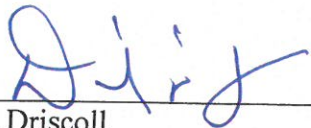
The current regular member is Ms. Angela Aitken of the Santa Cruz Metro District. The alternate member is currently vacant. I am nominating Chief John Stipes, Zayante Fire Protection District, to fill this current vacancy.

I would appreciate your reply to this letter concurring with the selection of Chief Stipes to fill this vacancy or declining his nomination. Please reply to Ms. Lyndsay Isidro by February 28, 2019 at Lyndsay.isidro@santacruzcounty.us.

Attached to this letter are the restrictions that representatives must be able to meet in order to serve on the Commission. I am also attaching the roles of the Treasury Oversight Commission. The Commission meetings are held quarterly at 701 Ocean Street in Santa Cruz. As a Special District with funds in the County Treasury, your attendance at these meetings is always welcome

Thank you for your assistance.

Best Regards,



Edith Driscoll
Treasurer-Tax Collector
by David Zweig
Treasury Manager

Restriction of Members - All members of the Treasury Oversight Commission are restricted as follows:

- A member may not be employed by an entity that has (a) contributed to the campaign of a candidate for the office of local treasurer; or (b) contributed to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the commission.
- A member may not directly or indirectly raise money for a candidate for local treasurer or a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the commission.
- A member may not secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, or financial services firms, with whom the treasurer is doing business during the period that the person is a member of the commission or for one year after leaving the commission.
- Members may not receive honoraria, gifts, gratuities or service of value from advisors, brokers, dealers, bankers, or other persons with whom the county treasury conducts business.

The Treasurer will annually provide a copy of the Investment Policy for review and monitoring by the Treasury Oversight Commission. The Treasurer will provide a report quarterly to the Board of Supervisors and the Treasury Oversight Commission, identifying all investments held in the County Investment Pool, or elsewhere by the Treasurer. The Treasury Oversight Commission shall, via this report and other appropriate means, monitor the activities of the Treasurer, and cause to be performed an annual audit to determine the Treasurer's compliance with this Investment Policy, and other appropriate regulations.

Commission meetings shall be open to the public and in compliance with the appropriate sections of the Ralph M. Brown Act. By Code, all costs related to the duties of the Treasury Oversight Commission will be considered normal charges against earnings of the Investment Pool.

The Treasury Oversight Commission shall have no authority to direct the process or daily operation of any portion of the Treasury department, nor shall the Commission play any role in determining which banks, firms, or individuals the Treasurer does business with, nor shall the Commission be involved in determining which investments the Treasurer purchases, but shall act only to review the actions of the Treasurer to determine that they are in accordance with the Investment Policy and all other legal requirements or regulations.

**Notification of Nominations – 2019 Election
SDRMA Board of Directors**

January 24, 2019

Mr. Toby Goddard
Chairman
Santa Cruz Port District
135 5th Avenue
Santa Cruz, California 95062-4794

Dear Mr. Goddard:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer

2019 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2019, marked the official commencement of the election process for the SDRMA Board of Directors. Three seats on the Board of Directors are up for election in 2019.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All documents contained in this packet, as well as additional information regarding SDRMA Board elections, are available on our website www.sdrma.org and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

___ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.

___ **Attachment Two:** **SDRMA Board of Directors 2019 Nomination/Election Schedule:** Please review this document for important deadlines.

___ **Attachment Three:** **SDRMA Election Policy No. 2017-10:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

___ **Attachment Four:** **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

___ **Attachment Five:** **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, COO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS
FACT SHEET

**SDRMA BOARD OF DIRECTORS
ROLE AND RESPONSIBILITIES**

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
Three Seats For this Election	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Three seats are up for election this year.
Term of Directors	Directors are elected for four-year terms . Terms for directors elected this election begin January 1, 2020 and end on December 31, 2023.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 1:00 to 5:30 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday.
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours.

“The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

SDRMA BOARD OF DIRECTORS
2019 NOMINATION/ELECTION SCHEDULE

2019 Nomination/Election Schedule



TASK TIMELINE
1/9 Board approves Election Schedule
1/24-25 Mail Notification of Election and Nomination Procedure to Members in January at least 90 days prior to mailing Ballots (111 actual days)
5/1 Deadline to return Nominations
5/2 Tentative Election Comm. Reviews Nominations
5/16-17 Mail Ballots at least 60 days prior to ballot receipt deadline (96 actual days)
8/21 Deadline to Receive Ballots
8/22 Tentative Election Comm. Counts Ballots
8/23 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/25 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/6-7 Directors' Elect Invited to SDRMA Board Meeting
1/2020 Newly Elected Directors Seated and Election of SDRMA Board Officers

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SDRMA BOARD OF DIRECTORS
ELECTION POLICY NO. 2017-10



A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.



4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.
- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election



Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency at a public meeting and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.



- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
- a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
 - f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
 - g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
 - h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).


Revised and adopted this 2nd day of November 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-10 supercedes Policy No. 2017-03 and all other policies inconsistent herewith.

APPROVED:


Jean Bracy, President
Board of Directors

ATTEST:


Gregory S. Hall, ARM
Chief Executive Officer

**SAMPLE
RESOLUTION FOR
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

- 1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1].
3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]
NAYES: "
ABSTAIN: "
ABSENT: "

APPROVED

ATTEST

President - Governing Body

Secretary

CANDIDATE'S STATEMENT
OF
QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates
– **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate* _____
District/Agency _____
Work Address _____
Work Phone _____ Cell Phone _____

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

**What Board or committee experience do you have that would help you to be an effective Board Member?
(SDRMA or any other organization) (Response Required)**



**California Special
Districts Association**

Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by April 17, 2019 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by fax, mail, or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

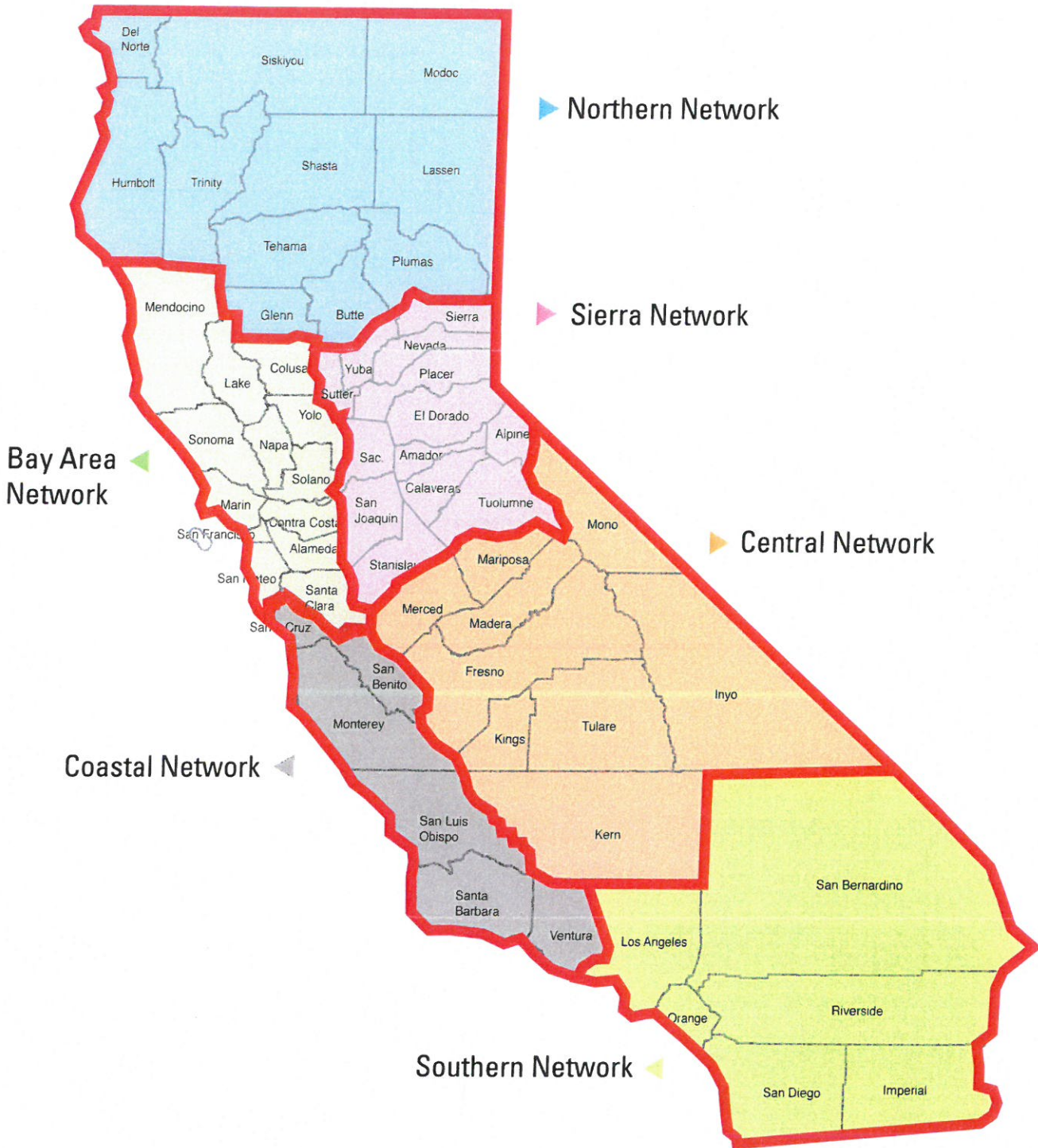
4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



Santa Cruz Port District Commission

135 Fifth Ave

Santa Cruz, CA 95062

February 2, 2019

CC: SCC Commissioners

CC: SCCVMBOT

CC: American Legion Post 64 and post 121

CC: SCC Disable Veterans chapter 52

CC: SCC VFW Posts 5888, 7263 and 10110

Dear Commissioners

As you are aware the Santa Cruz Port District is a municipal corporation and a political subdivision of the State of California. Additionally one of many goals of the Port Commission's mission statement is to provide "recreation" not unlike our California State Parks system. I would like the port commissioners to take the initiative to institute a 'Santa Cruz Port District Distinguished Veterans Pass policy' : Specifically to honor California Distinguished Veterans Passes currently provided by the State Parks System for vessel launching and any other services the Port Commissioners feel affordably appropriate.

If you are not aware of the California Distinguished Veterans Pass program sponsored by our California Parks system. The requirements are as follows:

https://www.parks.ca.gov/?page_id=27241

Honorably discharged war veterans who are residents of California with an overall / combined rating at 50% or greater service-connected disability, or were held as prisoners of war by forces hostile to the United States, or recipients of the Medal of Honor are eligible to receive the Distinguished Veteran Pass (formerly Disabled War Veteran/Prisoner of War Pass).

Respectfully

Norman A. Heaney ADCS CAC U.S.N. Retired

800 Brommer St, Spc 51 Santa Cruz, 95062 (831) 334-7076 nheaney@gmail.com

Santa Cruz Port District
135 5th Avenue
Santa Cruz, CA 95062
831.475.6161
831.475.9558 Fax
www.santacruzharbor.org



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

February 20, 2019

Norman A. Heaney ADCS CAC U.S.N. Retired
800 Brommer Street, Space 51
Santa Cruz, CA 95062

Dear Mr. Heaney:

I am writing in response to your February 2, 2019, request that the Santa Cruz Port District offer a Distinguished Veterans' Pass for vessel launching and other services.

Santa Cruz Port District's primary mission is to ensure that Santa Cruz Harbor is a viable operational and financial entity, while providing a full array of boating and marine-related opportunities for the public. Though constructed using a combination of property tax funding, Congressional funding and loans, Santa Cruz Port District no longer receives property tax funding. Since the early 1990's, Santa Cruz Port District's primary revenue source is user fees.

We do discount parking and launch fees for disabled veterans and others. Parking in the harbor for those with a disabled placard is free, and launch fees are discounted as follows:

- Day Launch: From \$17 to \$10
- Cartop Launch: From \$13 to \$6
- Annual Trailer Launch Permit (Daily): From \$350 to \$200
- Annual Trailer Launch Permit (Monday-Friday): From \$250 to \$140

The employees of Santa Cruz Port District appreciate your service and the service of all veterans, and we sincerely hope that the discounted prices offered to disabled veterans reflect that appreciation. At this time, I do not believe that Santa Cruz Port District has the resources to be able to offer the type of veterans' pass program you suggest, or offer additional discounts.

Your request and my reply will be included in the Santa Cruz Port District Commission's February 26, 2019, agenda as an information item under "Written Communication." Thank you again for your service to our country, and your interest in boating out of Santa Cruz Harbor.

Sincerely,

A handwritten signature in cursive script that reads "Marian Olin".

Marian Olin
Port Director

Port Commission Review Calendar 2019-20

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
- ___ Bayside Marine lease exp. 01/31/20 (1) 2 year options

Committee Review Items (timeline not specified)

2020

January-March

- ___ Committee assignments for 2020
- ___ Sea Scouts' bi-annual report
- ___ Slip vacancy bi-annual report / waiting list statistics
- ___ FY 21 Budget
- ___ Review 5-year CIP
- ___ Review of NH sublet fee structure (exp. 3/31/20)
- ___ Ethics Training Update
- ___ Form 700 Filing (due by 03/31 each year)

April-June

- ___ Dredge Report 2019-20
- ___ Vessel Use List Review
- ___ Biannual Update to Conflict of Interest Code
- ___ Crow's Nest lease exp. 04/30/20 (Suite 130) 2 (5) year options

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
- ___ Bayside Marine lease exp. 01/31/20 (1) 2 year options

Future Calendar

- ABC End-Tie review after Murray Street Bridge Retrofit

Key

- ___ Pending
- In process
- ✓ Done

Updated 02/19/19
Progress/CommissionReviewCalendar-2019.doc