



Special Closed Session of January 16, 2024

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

Stephen Reed	Chair
Reed Geisreiter	Vice-chair
Toby Goddard	Commissioner
Dennis Smith	Commissioner
Daren Gertler	Commissioner

SPECIAL PUBLIC SESSION – 4:00 PM

Chair Reed convened the special public session at 4:00 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA.

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

At 4:00 PM, Chair Reed announced that the Commission will meet in closed session to discuss agenda item 3.

SPECIAL CLOSED SESSION

3. Public Employee Performance Evaluation
Title: Port Director

SPECIAL PUBLIC SESSION

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

Chair Reed announced that the Commission took no reportable action in closed session on item 3.

Chair Reed adjourned the special open session following the closed meeting at 5:00 PM.

Stephen Reed, Chair



Special Closed and Regular Public Session of January 23, 2024

**Santa Cruz Port Commission
MINUTES**

Commission Members Present:

Stephen Reed	Chair
Reed Geisreiter	Vice-chair
Toby Goddard	Commissioner
Dennis Smith	Commissioner
Daren Gertler	Commissioner

SPECIAL PUBLIC SESSION – 4:00 PM

Chair Reed convened the special public session at 4:00 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA.

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

At 4:00 PM, Chair Reed announced that the Commission will meet in closed session to discuss agenda items 3 and 4.

SPECIAL CLOSED SESSION

3. Conference with Real Property Negotiators
Property: 616 Atlantic Avenue
Agency Designated Representative: H. MacLaurie
Under Negotiation: Lease
4. Conference with Real Property Negotiators
Property: 132 Fairview Place
Agency Designated Representative: H. MacLaurie
Negotiating Parties: U.S. Coast Guard
Under Negotiation: Real Property

SPECIAL PUBLIC SESSION

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

Chair Reed announced that the Commission took no reportable action in closed session on items 3 and 4. Chair Reed adjourned the special open session following the closed meeting at 5:25 PM.

REGULAR PUBLIC SESSION – 5:30 PM

Chair Reed convened the regular public session at 5:30 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz CA (hybrid meeting platform).

6. Pledge of Allegiance
7. Oral Communication

Chair Reed started the meeting with a moment of silence in remembrance of former Port Director Brian Foss.

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

In response to a question posed by slip renter, Joseph Altmann, Port Director MacLaurie stated that various inner harbor locations, like the A-Dock fairway, can be considered for inclusion in the 2024-25 dredge plan.

CONSENT AGENDA

8. Approval of Minutes
 - a) Special Public Meeting of December 12, 2023

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Smith to approve consent agenda item 8.
- *Motion carried unanimously.*

REGULAR AGENDA

9. Review of Proposal to Purchase a Floating Barge

Discussion: Port Director MacLaurie stated that the Construction / Maintenance Committee met on November 15, 2023, and again on January 11, 2024, to discuss the feasibility of purchasing a spud barge to facilitate in-house pile replacement work. She stated that the Construction / Maintenance Committee was supportive of recommending the purchase proposal to the full Commission for review and deliberation.

The following items were discussed:

- Equipment needs
- Cost analysis
- Equipment storage
- Staffing
- Additional Benefits

There was consensus among the Commission to pursue the purchase of a floating barge (and ancillary equipment). The Commission directed staff to allocate a portion of funding in the District's upcoming FY25 budget toward the acquisition.

10. Review of General Liability and Wet Property Insurance Coverage

Discussion: Port Director MacLaurie reviewed the Port District's general liability and wet property insurance policies and requested the Commission provide direction on whether there is interest in modifying the District's marine general liability and/or wet property coverage for the upcoming year. The Commission discussed the following options for consideration:

- Decline wet property insurance for docks and piers and recognize a significant cost saving in the FY25 budget.
- Decline wet property insurance for docks and piers and apply the premium savings towards the purchase of additional marine general liability coverage (increase current coverage from \$10 million).

There was consensus among the Commission to direct staff to decline wet property insurance for docks and piers and apply the premium savings towards the purchase of additional marine general liability coverage (increase current coverage from \$10 million to \$16 million, if feasible considering costs).

11. Port District Priorities 2024

Discussion: Port Director MacLaurie stated that the Port District Priorities are reviewed by the Commission on an annual basis and are used to help guide the budget process, provide direction for staff, and assist in tracking accomplishments.

Commissioner Goddard stated that it is his opinion that the stated goals should include specific, measurable outcomes whenever possible.

There was a consensus among the Commission to confirm the 2024 Port District Priorities, with minor language modifications.

12. Approval of Cash / Payroll Disbursements – December 2023

Discussion: In response to questions posed by the Commission, staff provided additional information on the following warrant:

- Warrant # 59151 – Bay Building Janitorial, Inc.
Port Director MacLaurie stated that contract janitorial services have been expanded over the last year, resulting in additional costs. She stated that

a request for proposals for janitorial services will be issued in the coming months with the goal of reducing overall costs.

- Warrant # 59174 – Monterey Bay Marine Facilities Maintenance & Engineering Manager Wulf stated that the District’s workboat experienced a significant engine failure, resulting in unanticipated replacement expenses in the amount of \$8,913.19.

MOTION: Motion made by Commissioner Goddard, seconded by Commissioner Geisreiter to approve cash and payroll disbursements for December 2023, in the amount of \$672,560.85.
- *Motion carried unanimously.*

INFORMATION

13. Port Director’s Report

Port Director MacLaurie stated that the U.S. Army Corps of Engineers (USACE) has granted the Port District permission to make temporary repairs to the storm-damaged portions of the West Jetty Walkway while they pursue a longer-term fix. Following a brief discussion, the Commission directed staff to explore viable repair options for the storm-damaged walkway for future discussion.

Port Director MacLaurie stated that due to competing priorities and air travel safety concerns, the Port Commission may elect to have staff attend the 2024 California Marine Affairs and Navigation Conference (CMANC) virtually this year. She stated that Congressman Panetta is scheduled for a site visit on February 23, 2024.

14. Harbormaster’s Report

Harbormaster Anderson stated that Congress has approved funding to be released to those impacted by the 2023 California Salmon Fishery Closure.

15. Facilities Maintenance & Engineering Manager’s Report (*There was no discussion on this agenda item*)

16. Review of CalPERS Actuarial Valuation Report

Commissioner Goddard expressed his appreciation for the CalPERS Actuarial Valuation Report and noted that it provides an in-depth review of the District’s Unfunded Accrued Liability (UAL).

17. Committee Assignments 2024 (*There was no discussion on this agenda item*)

18. 2022-2023 Vessel Use List Review (*There was no discussion on this agenda item*)

19. Financial Reports (*There was no discussion on this agenda item*)

- a) Comparative Seasonal Revenue Graph
- b) Review of FY24 Budget Impacts – Salmon Season Closure
- c) Quarterly Employee Count as of December 31, 2023
- d) Quarterly Fuel Sales Report
- e) Quarterly Boatyard Report
- f) Quarterly Concession Percentage Rent Report
- g) LAIF Statement & PMIA/LAIF Performance Report
- h) CLASS Statement

- 20. Delinquent Account Reporting (*There was no discussion on this agenda item*)
- 21. Harbor Patrol Incident Response Report – December 2023 (*There was no discussion on this agenda item*)
- 22. Written Correspondence (*There was no discussion on this agenda item*)
 - a) LAFCO Call for Nominations – Special District Regular and Alternate Member Seats
- 23. Port Commission Review Calendar / Follow-Up Items (*There was no discussion on this agenda item*)

Chair Reed adjourned the regular public session at 6:51 PM.

Stephen Reed, Chair



TO: Port Commission

FROM: Renee Ghisletta, Administrative Services Officer

DATE: February 12, 2024

SUBJECT: Approval of Month-to-Month Rental Agreement for 413 Lake Avenue, Suite 103
(Tenant: Alternative Legal Services)

Recommendation: Approve the month-to-month rental agreement.

BACKGROUND

The Port District solicited bids for the office space located at 413 Lake Avenue, Suite 103, after the previous tenant provided notice and vacated the space on September 30, 2023.

The prospective tenant, Jill Chambers, is a paralegal who opened her practice, Alternative Legal Services, in 1997. Ms. Chambers proposes to utilize Suite 103 as an office space.

Ms. Chambers is prepared to take over the premises beginning March 1, 2024, with terms as outlined below.

ANALYSIS

Terms of lease: Month-to-Month
Tenant: Alternative Legal Services (Jill Chambers)
Space: 413 Lake Avenue, Suite 103 (approx. 466 SF)
Rent: \$1,048.50/mo. (\$2.25/SF) – Adjusted annually by CPI
Use: Office Space
Insurance: \$1 million with Santa Cruz Port District named as additional insured

IMPACT ON PORT DISTRICT RESOURCES

Approval of this lease will generate approximately \$12,582 per year in concession income.

ATTACHMENTS: A. Rental Agreement – 413 Lake Avenue, Suite 103

**SANTA CRUZ PORT DISTRICT
RENTAL AGREEMENT**

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

RECITALS:

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

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

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

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

Agreement Date:	<u>March 1, 2024</u>	Term:	<u>Month to Month</u>
Tenant:	<u>Jill Chambers dba Alternative Legal Services</u>		
Property:	<u>413 Lake Avenue, Suite 103</u>		
Premises:	<u>Office Space (approx. 466 SF)</u>		

	<i>Fixed Minimum</i>	<i>Time Period</i>	<i>Percentage Rent</i>
Rent:	<u>\$1,048.50</u>	<u>per month</u>	<u>N/A</u>

Rent Payable:	<u>Monthly</u>	on:	<u>the 1st</u>	starting:	<u>April 1, 2025</u>
Rent Adjusted:	<u>annually</u>	on:	<u>April 1</u>	based on:	<u>SF Bay Area CPI</u>
Deposit:	<u>\$1,048.50</u>	paid:	<u></u>		
Use:	<u>Office Space</u>				

Tenant Insurance Requirements:	<u>Casualty</u>	<u>N/A</u>	<u>Liability</u>	<u>\$1 million</u>
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Notice of Rent Adjustment:	<u>30 days</u>	Notice of Termination:	<u>30 days</u>
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	<i>Landlord</i>	<i>Tenant</i>
Notice Addresses:	<u>Santa Cruz Port District</u>	<u>Jill Chambers</u>
	<u>Attn: Port Director</u>	<u>PO Box 522</u>
	<u>135 5th Avenue</u>	<u>Mount Hermon, CA 9041</u>
	<u>Santa Cruz, CA 95062</u>	<u>alsdocspecialist@gmail.com</u>

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

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

4. Rent.

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

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

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

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

5. Use.

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

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

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

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

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

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

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

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

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

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

7. Construction of Improvements.

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

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

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

8. Taxes and Assessments.

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

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

9. Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

10. Indemnification.

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

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

11. Maintenance and Repairs.

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

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

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

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

13. Assignment and Subletting.

(a) Landlord's Consent Required. Tenant shall not assign, sublease, mortgage, pledge, hypothecate, encumber, or transfer the Premises or any part thereof, or this agreement or any rights or obligations hereunder without Landlord's written consent.

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

14. Damage or Destruction.

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

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

force and effect, or (b) give written notice to Tenant within thirty (30) days after the date of the occurrence of such damage of Landlord's intention to cancel and terminate this agreement as of the date of the occurrence of such damage.

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

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

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

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

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

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

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

15. Eminent Domain.

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

(b) Partial Taking Renders Economically Unfeasible. If only a part of the Premises is condemned, but such taking makes it economically unfeasible for Tenant to use the remainder of the Premises for the purposes contemplated by this agreement, then Tenant may, at its option, terminate this agreement as of the date possession of the condemned part is taken by giving written notice to Landlord of its intention within thirty (30) days following the date said possession is taken.

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

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

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

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

(a) Tenant Default

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

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

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

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

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

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

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

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

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

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

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

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

17. Attorneys' Fees. If any action at law or in equity shall be brought to recover any rent under this Lease, or for or on account of any breach of or to enforce or interpret any of the terms, covenants, agreements, or conditions of this agreement or for the recovery of the possession of the Premises, the prevailing party shall be entitled to recover from the other party, as a part of the

prevailing party's costs, reasonable attorneys' fees, the amount of which shall be fixed by the court and shall be made a part of any judgement rendered. "Prevailing party" within the meaning of this paragraph shall include, without limitation, a party who brings an action against the other party after the other party's breach or default, if such action is settled or dismissed upon the payment by the other party of the sums allegedly due or performance of the covenants allegedly breached or the plaintiff obtains substantially the relief sought by it in the action.

18. Removal of Property. Tenant hereby irrevocably appoints Landlord as agent and attorney in fact of Tenant to enter upon the Premises in the event of a default by Tenant in the payment of any rent herein reserved, or in the performance of any term, covenant, or condition herein contained to be kept or performed by Tenant, and to remove any and all furniture and personal property whatsoever situated upon the Premises, and to place such property in storage for the account of and at the expense of Tenant. In the event that Tenant shall not pay the cost of storing any such property after the property has been stored for a period of ninety (90) days or more, Landlord may sell any or all of such property, at public or private sale, in such manner and at such times and places as Landlord in its sole discretion may deem proper, without notice to Tenant or any demand upon Tenant for the payment of any part of such charge or the removal of any such property and shall apply the proceeds of such sale first to the costs and expenses of such sale, including reasonable attorneys' fees actually incurred; second, to the payment of the costs of any other sums of money which may then or thereafter be due to Landlord from Tenant under any of the terms hereof; and fourth, the balance, if any, to Tenant.

19. Subordination.

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

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

20. Landlord's Right to Reenter.

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

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

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

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

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

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

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

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

28. Entry by Landlord. Landlord and its agents shall be entitled to enter into and upon the Premises at all reasonable times, upon reasonable notice (except in the case of an emergency, in which event no notice shall be required), for purposes of inspecting or making repairs, alterations or additions to all or any portion thereof, or any other part of the Building, including the erection and

maintenance of such scaffolding, canopies, fences and props as may be required, or for the purpose of posting notices of non-responsibility for alterations, additions, or repairs, and during the one hundred eighty (180) day period prior to the expiration of this agreement to place upon the Premises any usual or ordinary "for rent" signs and exhibit the Premises to prospective tenants at reasonable hours, all without any abatement of rent and without liability to Tenant for any injury or inconvenience to or interference with Tenant's business, quiet enjoyment of the Premises, or any other loss occasioned thereby.

29. General.

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

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

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

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

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

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

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

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

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

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

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

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

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

"LANDLORD"

SANTA CRUZ PORT DISTRICT
COMMISSION,
a political subdivision

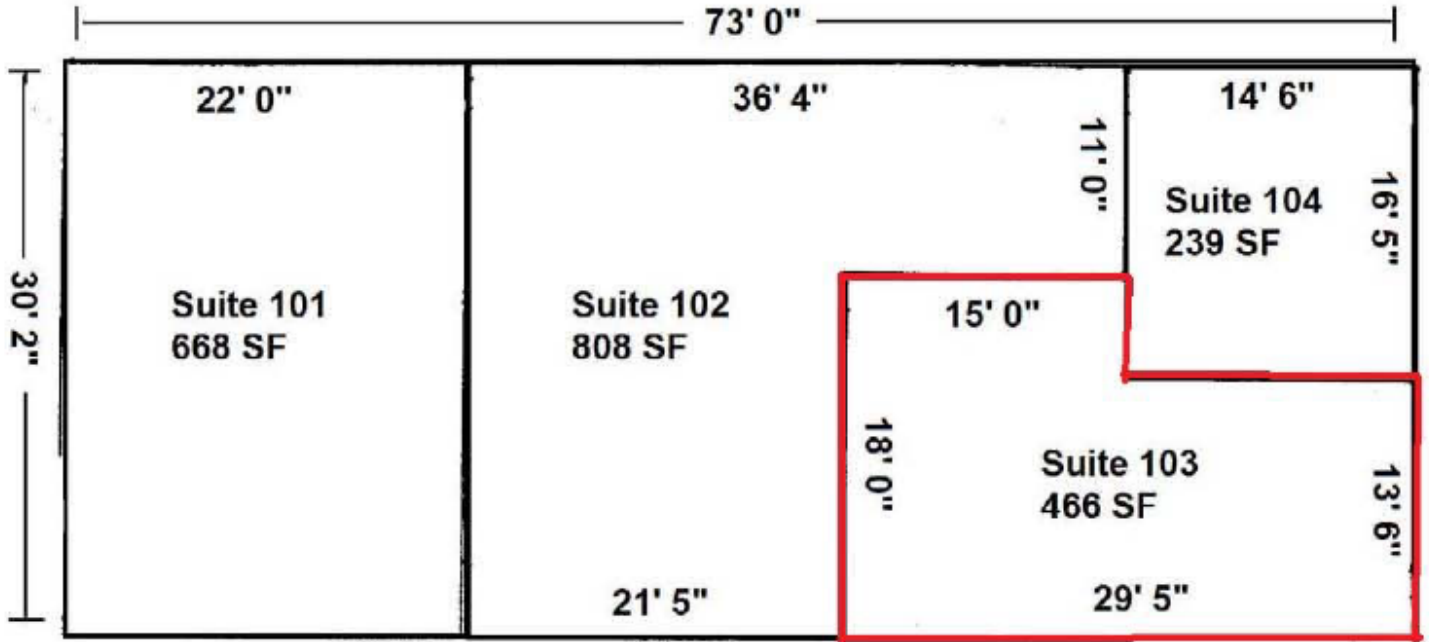
By _____
Holland MacLaurie, Port Director

"TENANT"

By Jill Chambers
Jill Chambers

PREMISE MAP

Alternative Legal Services
413 Lake Avenue, Suite 103





TO: Port Commission

FROM: Holland MacLaurie, Port Director

DATE: January 10, 2024

SUBJECT: Approval of Resolution 24-01 – Approving Salary Schedules and Authorizing Amendment to the Port Director’s Employment Agreement

Recommendation: ***Approve Resolution 24-01, adopting amendments to the Santa Cruz Port District’s salary schedule, and authorize the Port Commission Chairman to execute the amendment to the Port Director’s employment agreement.***

BACKGROUND

Pursuant to a satisfactory performance appraisal, the Port Commission directed that the Port Director’s Employment Agreement be modified to include a merit increase retroactive to November 1, 2023.

The salary increase amends the pay rate for the Port Director position in the Port District’s publicly available pay schedule required by Government Code Section 20636(b)(1) and further clarified by California Code of Regulations (CCR) Section 570.5. The salary schedule pay rate for the Port Director position was last modified in 2022.

Resolution 24-01 is included as Attachment ‘A’, and Exhibit 1 to the resolution contains the actual salary schedule, which consolidates all current classifications. The Port Director’s Second Amendment to the Employment Agreement is included as Attachment B. The original agreement (including the 2022 First Amendment) is included as Attachment C.

ATTACHMENTS:

- A. Resolution 24-01, including Exhibit 1
- B. Second Amendment to Employment Agreement
- C. Employment Agreement (2021)

Santa Cruz Port District
Resolution 24-01
February 27, 2024

On the motion of _____

Duly seconded by _____

A resolution of the Santa Cruz Port District Commission adopting amendments to the salary schedule, and authorizing the Port Commission Chairman to execute the Second Amendment to the Port Director's employment agreement.

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

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

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

WHEREAS, all of the salary pay rates and ranges have previously been approved except the changes detailed in Exhibit 1 of this Resolution, authorizing an increase for the Port Director as provided for in the Second Amendment to the employment agreement.

NOW THEREFORE, BE IT RESOLVED, that the Santa Cruz Port District Commission does hereby adopt the consolidated salary schedule (Exhibit 1) retroactively adjusting the Port Director salary to \$169,164 annually, effective November 1, 2023, and authorizes the Port Commission Chairman to execute the Second Amendment to the Port Director's employment agreement.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 27th day of February 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Approved by:

Stephen Reed, Chair
Santa Cruz Port District Commission

Santa Cruz Port District
MONTHLY SALARY RANGES BY POSITION
 2024

Santa Cruz Port District Full Time Equivalent Employees - All Positions										
Effective	Position	Bargaining Group	Salary Grade	Monthly Salary Range/Step*						
				1	2	3	4	5	6	7
1/1/2024	Administrative Assistant I	HEA	20	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530
1/1/2024	Administrative Services Officer	HEA	28	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751	\$9,188	\$9,648
1/1/2024	Assistant Harbormaster	HEA	25	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937	\$8,334
1/1/2024	Boatyard Crew	HEA	18	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923
1/1/2024	Boatyard Supervisor	HEA	23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559
1/1/2024	Customer Service Representative	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2024	Deputy Harbormaster	HEA	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2024	Facilities Coordinator	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2024	Facilities Maintenance and Eng Manager	HMG	33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
1/1/2024	Finance Officer	HEA	28	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751	\$9,188	\$9,648
1/1/2024	Harbor Dredge Worker I	OE3	16	\$4,009	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372
1/1/2024	Harbor Dredge Worker II	OE3	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2024	Harbor Dredge Worker III	OE3	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2024	Harbor Maintenance Worker I	HEA	16	\$4,009	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372
1/1/2024	Harbor Maintenance Worker II	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2024	Harbor Maintenance Worker III	HEA	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2024	Harbormaster	HMG	33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
1/1/2024	Parking Coordinator	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
11/1/2023	Port Director	NA	NA	\$13,426	NA	NA	NA	NA	NA	\$14,097
1/1/2024	Senior Deputy Harbormaster	HEA	23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559
1/1/2024	Supervising Harbor Dredge Worker	OE3	24	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937
1/1/2024	Supervising Harbor Maintenance Worker	HEA	23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559

*Ranges shown are paid semi-monthly

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

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This Amendment to the Employment Agreement, is entered into effective as of the 1st day of November 2023, by and between SANTA CRUZ PORT DISTRICT, a port district formed and operating pursuant to the provisions of Harbors and Navigation Code Section 6200 et seq., and a political subdivision of the State of California (hereinafter the "District") and HOLLAND MACLAURIE (hereinafter "MacLaurie").

Recitals:

The District employed MacLaurie, and MacLaurie accepted employment as the Port Director of District pursuant to an Employment Agreement dated November 1, 2021. The Parties desire to amend the Employment Agreement as stated below:

THE PARTIES AGREE AS FOLLOWS:

1. The Employment Agreement ("Agreement") dated November 1, 2021, and its First Amendment remain in effect in its entirety except as amended herein.
2. Section 6.a. of the Agreement is hereby amended to read:

Salary of \$161,112 shall be adjusted by 5% effective November 1, 2023.

SANTA CRUZ PORT DISTRICT

BY: _____
Stephen Reed, Chair
Santa Cruz Port Commission

ATTEST: _____
Board Clerk

HOLLAND MACLAURIE

BY: _____
Holland MacLaurie
Port Director

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This Amendment to the Employment Agreement, is entered into effective as of the 1st day of November, 2022, by and between SANTA CRUZ PORT DISTRICT, a port district formed and operating pursuant to the provisions of Harbors and Navigation Code Section 6200 et seq., and a political subdivision of the State of California (hereinafter the "District") and HOLLAND MACLAURIE (hereinafter "MacLaurie").

Recitals:

The District employed MacLaurie, and MacLaurie accepted employment as the Port Director of District pursuant to an Employment Agreement dated November 1, 2021. The Parties desire to amend the Employment Agreement as stated below:

THE PARTIES AGREE AS FOLLOWS:


1. The Employment Agreement ("Agreement") dated November 1, 2021, remains in effect in its entirety except as amended herein.
2. Section 6.a. of the Agreement is hereby amended to read:

Salary in the amount of \$161,112 annually, payable consistent with District practices and in the same manner as other regular full-time employees of District are paid.

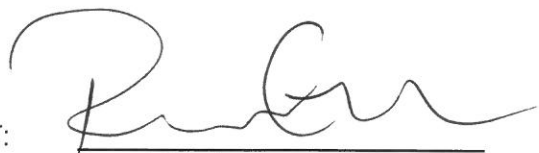
3. Section 6.i. of the Agreement is hereby amended to read:

Employee shall be entitled to 80 hours per year of administrative leave. No cash-out or carry-over of unused administrative leave is authorized.

SANTA CRUZ PORT DISTRICT


BY: 

Reed Geisreiter, Chair
Santa Cruz Port Commission

ATTEST: 

Board Clerk

HOLLAND MACLAURIE

BY: 

Holland MacLaurie
Port Director

EMPLOYMENT AGREEMENT

THIS AGREEMENT is entered into this 1st day of November 2021, by and between SANTA CRUZ PORT DISTRICT, a port district formed and operating pursuant to the provisions of Harbor and Navigation Code Section 6200 et seq., and a political subdivision of the State of California (hereinafter “District”) and HOLLAND MACLAURIE (hereinafter “Employee”) who agree as follows:

1. Recitals. District is in need of a Port Director and desires to employ Employee as the Port Director of District. Employee desires to act as Port Director of District pursuant to the terms and conditions of this Agreement.

2. Employment. District hereby employs Employee as Port Director of District, subject to the terms and conditions of this Agreement. Employee hereby accepts such employment as Port Director of District subject to the terms and conditions of this Agreement.

3. Term. This Agreement is hereby acknowledged to have commenced November 1, 2021, and the initial term of this Agreement shall terminate on October 31, 2024, subject to the ability of either party to terminate this Agreement, and the ability of District to extend this Agreement as provided herein.

Employee shall serve a probationary period of twelve (12) months from the date of commencement of this Agreement. During the probationary period, Employee shall receive a performance evaluation at six (6) months and twelve (12) months. Upon satisfactory completion of the probationary period, Employee will receive a written evaluation. If the written evaluation is satisfactory, the term of this Agreement shall be extended to October 31, 2024. As a probationary employee, Employee may be terminated for any lawful reason at any time during the probationary period, including without cause and without notice. If this Agreement is terminated during the probationary period by District, Employee will not be entitled to severance benefits pursuant to Section 8d of this Agreement.

This Agreement shall be automatically extended for consecutive additional two (2) year terms commencing November 1, 2022, without further action by District or Employee. Should District determine at any time during the term of this Agreement to decline to renew this Agreement for an additional two (2) year term, District shall provide written notice to Employee of the District’s intent not to renew this Agreement no later than six (6) months prior to the expiration of the then current term.

4. Duties. Employee’s duties under this Agreement shall be those assigned to the office of the Port Director as described in the job description for the Port Director position as adopted and amended from time to time by the District Board of Commissioners, and such other duties and responsibilities as assigned by the District Board of Commissioners. The Board of Commissioners will meet and confer with Employee regarding any revisions in said job description. The current job description is attached as Exhibit A. Employee acknowledges that the District can amend the job description at any time to either provide for additional duties and responsibilities, and/or delete existing duties and responsibilities of the Port Director. A revised job description will supersede and replace the existing Exhibit A upon its adoption by the Board of Commissioners.

Employee shall be the Chief Executive Officer of the District. As such, Employee shall have the primary responsibility for implementation and execution of policies adopted by the Board of Commissioners and the Board of Commissioners shall have the primary responsibility for formulating and adopting the policies of the District. Employee shall work under the direction and control of the District Board of Commissioners in the management and administration of the daily operations of the District, shall

serve at the pleasure of the Board of Commissioners, and shall be Clerk and Secretary of the District Board of Commissioners.

5. Hours. Employee shall devote her full time, attention, and energies to her duties. Employee shall be available to work such times as necessary to fully and competently perform the duties of the position, regardless of the number of hours involved. Employee acknowledges that the duties of the position will on the average require more than forty (40) hours per week, and that some day-to-day hours may vary from as high as twelve (12) to sixteen (16) hours to less than eight (8) hours per day. Therefore, it is acknowledged by the parties that the Port Director will establish her own work schedule. Employee acknowledges that the position of Port Director is exempt from federal and state overtime and wage laws, and that she is not entitled to compensation in the form of either overtime pay or compensatory time off for any hours worked in excess of forty (40) hours in one week, or in excess of eight (8) hours in any day.

It is recognized the Employee must devote time outside the normal office hours to conduct business of the Port District. Accordingly, Employee agrees to devote her full time and attention to the performance of Employee's responsibilities as Port Director and shall not engage in any other employment or the conduct of any other business during the term of this Agreement without prior approval having been granted by the Santa Cruz Port Commission.

The Port Director shall be governed by the terms and conditions of District's Personnel Policies and any subsequent revisions in the performance of her duties, including District's policy against conflicts of interest.

6. Compensation. For all services to be rendered by Employee under this Agreement, District shall provide to Employee the following salary and benefits:

a. Salary in the amount of \$146,400 annually, payable consistent with District practices and in the same manner as other regular full-time employees of District are paid.

b. Salary may be adjusted by the Board of Commissioners, per Section 7.c.

c. Vacation leave will accrue at the rate consistent with District practices and in the same manner as other regular full-time employees of District. Employee is currently earning 160 hours per year (20 days) of vacation, commensurate with her hire date of October 2, 2008. The Port Director shall be subject to a cap of a maximum of eighty (80) hours of accrued and unused vacation time per year that may be carried over to subsequent years; however, District and Employee agree that Employee may request that accrued vacation in excess of eighty (80) hours be carried over into subsequent years, which request is subject to the discretionary approval of the Board of Commissioners. If the Board of Commissioners rejects such request, then any accrued vacation in excess of eighty (80) hours per year shall be subject to either payment by District at Employee's then current rate of pay or by direction of District to Employee to utilize such excess accrued vacation time, at the discretion of District. In the event of termination of this Agreement, the Port Director shall be entitled to payment for all accrued and unused vacation leave at the then current rate of pay.

d. Employee shall be entitled to the same retirement plan which covers other "miscellaneous" employees of District, consisting of the CalPERS Retirement program (currently 2.5% at age 55 plan). Employee shall pay the required employee contribution on a tax deferred basis as provided under Section 414(h)(2) of the Internal Revenue Code.

e. Employee and dependent coverage for health, dental, vision, life, and all other group insurance programs offered by District to its regular full-time employees, including payment of employer contributions for such coverages on the same basis as District provides for its other regular full-time employees, as amended by District from time to time. Employee shall be entitled to post-retirement retiree medical benefits offered by District and as defined in the Personnel Policies handbook and any subsequent revisions. Such policies may change from time to time in accordance with the employee labor contract.

f. Employee shall be entitled to paid sick leave, holidays, and other leaves of absence on the same basis as provided other regular full-time employees of District as set forth in the District's Personnel Policies handbook, and as amended from time to time in accordance with the employee labor contract.

g. District shall reimburse Employee for all actual and necessary expenses incurred within the scope of employment in accordance with District policies. Any request for reimbursement of such business expenses shall be supported by receipts documenting actual costs incurred in the course and scope of conducting District business pursuant to existing District policies.

h. Motor vehicle allowance of Two Hundred Dollars (\$200.00) per month. This payment shall be made consistent with District practices and on the same periodic basis as other regular full-time employees of District are paid.

i. Employee shall be entitled to 40 hours per year of administrative leave, in accordance with the Resolution 15-05 granting administrative leave to employees who are members of the Harbor Management Group. Administrative leave is granted on a use-it or lose-it basis. No cash-out or carry-over of unused administrative leave is authorized.

7. Performance Evaluation.

a. Within 45 days of commencing employment, the Port Director shall provide the Board of Commissioners with a list of proposed goals and objectives for the ensuing one-year period. Said goals and objectives, and the relative priority of said goals and objectives, shall be discussed and mutually agreed upon in writing by the Board and the Port Director. Said goals and objectives may be considered by the Board of Commissioners in its annual performance evaluation of the Port Director. Within thirty (30) days of the completion of each annual performance evaluation of the Port Director by the Board of Commissioners, the Port Director shall provide the Board of Commissioners with an updated written list of proposed goals, objectives, and priorities for the ensuing one (1) year period.

b. The Board of Commissioners shall evaluate the performance of the Port Director in writing not less than annually during each term of this Agreement. The evaluation shall include an assessment of the performance of the Port Director and fulfillment of the duties and responsibilities specified in the Job Description as well as the Port Director's performance and fulfillment of the goals, objectives and priorities established pursuant to Section 7a.

The format of the evaluation shall be as established by the Board of Commissioners from time to time and may include the Port Director's self-evaluation. The evaluation format shall include, but is not limited to, an assessment of the Port Director's performance in the following areas: (1) relationship with the Board of Commissioners; (2) relationship with the community; (3) relationship with other public agencies; (4) relationship with staff and independent contractors; (5) leadership qualities; (6) professional development; (7) accomplishment of specified goals and objectives.

c. Based upon positive results of each annual Performance Evaluation, the Board of Commissioners may award an increase in the Port Director's base salary, effective the date of each Performance Evaluation.

d. If in the evaluation process the Board of Commissioners determines that the performance of the Port Director is unsatisfactory in any respect, the written evaluation shall describe such unsatisfactory performance and may include recommendations for improvement. The Board at all times retains its right to terminate this Agreement for unsatisfactory performance as set forth in Section 8 below.

8. Termination. Notwithstanding the language of Section 3 concerning the effective term of this Agreement, Employee agrees that she serves at the will and sole pleasure of the Board of Commissioners of District, and is an at-will employee. By execution hereof, both District and Employee acknowledge that they each retain the right to terminate the employment relationship with or without cause, and with or without notice, at any time.

This Agreement may be terminated at any time in advance of the expiration of each of its terms in any one of the following ways:

- a. By mutual agreement of the parties.
- b. By retirement of the Port Director.
- c. By Employee, without cause, upon giving to the District not less than sixty (60) calendar days prior written notice of an election to terminate this Agreement.
- d. By District, without cause, upon giving Employee written notice of intent to terminate this Agreement. In such event, Employee shall be entitled to payment of severance pay in an amount equal to the lesser of Employee's current monthly base salary for six (6) months, or Employee's current monthly base salary for the number of months left on the unexpired term of the contract (the "Severance Period"). Monthly base salary does not include the value of benefits received by Employee, including but not limited to, vacation, retirement contributions, and payment of premiums for medical, dental, vision, life and other group insurance benefits offered by District. District shall not provide any noncash items or benefits, including medical, dental, and vision benefits, during the Severance Period. Such severance pay shall be payable upon Employee's last date of employment with District after such written notice of termination of this Agreement. Payment of such severance pay shall be deemed to constitute full, complete, and exclusive compensation and relief for termination of this Agreement together with all losses, damages, and injuries, whether economic or otherwise, which the Port Director may incur as a result of such termination of this Agreement.

Payment of such severance shall be conditional upon execution by Employee of a General Release and Severance Agreement with District. Said Severance Agreement shall provide as follows:

- (i) A general release of legal claims against District;
- (ii) A 21-day period to consider the terms and conditions of the proposed Severance Agreement prior to execution;
- (iii) A seven (7) day period for revocation of the Severance Agreement after it has been executed by Employee;

- (iv) A provision that requires all terms and conditions of the Severance Agreement, and all discussions, communications, and correspondence pertaining thereto, to remain confidential and not to be disclosed by either District or Employee;
- (v) An agreement that Employee will mediate any dispute with District over issues regarding termination of employment or terms and conditions of the proposed Severance Agreement.

The parties hereto acknowledge and agree that upon payment of the severance payment by District to Employee, Employee will unconditionally and forever release District from any further obligations under this Agreement, as well as any claims of any nature that Employee may have against District by virtue of her employment or termination thereof. In partial consideration for such severance payment, Employee agrees to be reasonably available for consultation and assistance to District in training any employee of District designated by the Board to assume the duties of Port Director during the period covered by such severance payment.

e. By District, for cause, upon giving to Employee written notice of termination. The written notice of termination shall specify (1) the particular cause(s) and the facts and circumstances justifying the termination of the Agreement, and (2) the opportunity of Employee to be heard before the District Board of Commissioners on the reasons for her termination. If Employee requests a hearing, said hearing shall be held at the Board's earliest convenience in a closed session. The Port Director shall have the right to testify on her own behalf, call witnesses, and be represented by legal counsel at her own expense. District shall be responsible for the payment of the expenses of its legal counsel. If the notice of termination involves accusations against Employee by a third party, Employee shall have the option of having the hearing take place in open session. After the hearing, the Board of Commissioners may affirm, modify, or reverse any decision to terminate this Agreement or terminate the Port Director's employment for cause. The Board of Commissioners shall prepare written findings of fact, conclusions of law, and recommended action with respect to such hearing.

Employee shall not be entitled to any severance payments in the event of termination of this Agreement by District for cause as specified in this section.

Examples of conduct justifying termination for cause include, but are not limited to the following: harassment of employees and/or District customers; willful breach of duty; habitual neglect of duty; gross insubordination; conviction of a crime involving moral turpitude; conduct that makes it impossible or impracticable to perform the duties under this Agreement, or which seriously impede District operations; conduct that tends to bring discredit to District; conduct unbecoming of an employee in public service; mishandling of District funds; any intentional misrepresentation or fraud in connection with the performance of her duties; or theft of District property. Additional examples of conduct justifying termination for cause are specified in the District's Personnel Policies.

Notwithstanding the provision of any District rule, regulation, policy, procedure, or practice to the contrary, upon early termination of this Agreement, whether with or without cause, Employee shall not be entitled to any compensation, damages, or other monetary award except as specifically authorized by this Agreement, and by execution of this Agreement, Employee waives any such claims and/or entitlement.

9. Professional Growth. District encourages the continuing professional growth of the Port

Director. District hereby agrees to budget a reasonable amount of funds in order to reimburse the Port Director for all necessary professional license fees, membership registration, and travel and lodging expenses incurred pursuant to existing District policy in order to allow the Port Director to participate in special activities, including, but not limited to the following:

- a. Attendance at programs, seminars, conferences, and other activities conducted or sponsored by local, state, and/or national associations of public agencies who provide harbor and port services;
- b. Attendance at conferences, seminars, training sessions, and other activities conducted by public agency professional associations, including professional licensing activities and courses;
- c. Attendance at other seminars, conferences and courses designed to improve or enhance management and operational activities of District;

10. Indemnification. Employer shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged negligent act or omission occurring in the performance of Employee’s duties in accordance with the provisions of California Government Code section 810 et seq. In its sole discretion, Employer may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom.

Pursuant to Government Code section 53243, et seq., if Employee is convicted of a crime involving an abuse of her office or position, all of the following shall apply upon final conviction: (1) if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse such amounts paid; (2) if the District, in its discretion, pays for the criminal legal defense of Employee, Employee shall be required to fully reimburse such amounts paid; and (3) if Employee is provided with any severance pay and/or settlement pay, Employee shall be required to reimburse such pay. For purposes of this Section, “abuse of office or position” shall be as defined under California Government Code section 53243.4.

11. Entire Agreement. This writing constitutes the sole, entire, integrated, and exclusive contract between the parties respecting Employee’s employment by the District as Port Director. There are no promises, covenants, conditions precedent, conditions subsequent, or other understandings between the parties regarding the employment relationship that are not expressed herein. Any other contracts, agreements, contract terms, understandings, promises, or representations not expressly set forth or referenced in this writing are null and void and of no force and effect.

12. Notices. Any notice to be given to Employee shall be sufficiently served if given to her personally, or if deposited in the United States Mail, regular certified mail, addressed to:

Holland MacLaurie
Address on file with the
District

Any notice to be given to District shall be addressed to:

Board Chairman
Santa Cruz Port Commission
135 Fifth Avenue
Santa Cruz, CA 95062

13. Successors and Assigns. This Agreement is personal to Employee and may not be transferred or assigned. Subject to this restriction on transfer and assignment, this Agreement shall bind, and inure to the benefit of, the successors, assigns, heirs, and legal representatives of the parties, including any successor public agency to District.


14. Amendments. This Agreement, other than provisions regarding changes in benefits subject to the discretion of the Board of Commissioners as part of a labor contract, may be amended only by a subsequent writing approved and executed by both parties. Any amendment by District must be approved by the District Board of Commissioners. Individual Board members do not have the authority, express or implied, to amend, modify, waive, or in any way alter this Agreement or the terms and conditions of Employee's employment.

15. Waiver. The waiver at any time by either party of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or matter.

16. Public Record. Employee acknowledges that this Agreement constitutes a public record and a copy of said Agreement must be made available to the public by the District upon receipt of a request made pursuant to the California Public Records Act, Government Code Section 6250, et seq., and other provisions of California law.

17. Construction and Interpretation. It is agreed and acknowledged by the parties that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Agreement.

SANTA CRUZ PORT DISTRICT

By: 

Toby Goddard, Chair
Santa Cruz Port Commission

HOLLAND MACLAURIE

By: 

Holland MacLaurie

Attest:


Secretary of the Board of Commissioners or Designee

Santa Cruz Port District

JOB DESCRIPTION

Port Director

SUMMARY: Under the direction of a five member elected Board of Port Commissioners, the Port Director plans, organizes, coordinates, and directs the activities related to the operation, security, law enforcement, maintenance, and improvement of the Santa Cruz harbor. The Port Director is responsible for accomplishing the Port District's multiple missions which include a full array of marine and general services and facilities for commercial and recreational boaters and the general public, and for managing the harbor in a manner that benefits its wide variety of users.

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

- Administers and directs activities of the Port District, including Operations, Building/Maintenance/Grounds, Dredging, and Administration departments.
- Establishes and sets agendas for monthly Port Commission meetings; presents written reports and makes recommendations on policy, tenant leasing, budget, rates, fees, and charges, provides status reports for Port Commission consideration and action, and effectively communicates with all Board members on significant issues affecting the District.
- Develops, recommends and implements policies, program planning, and fiscal management for the effective administration and operation of District functions.
- Recommends and implements Board approved short and long range organizational goals, objectives, strategic plans, and operating policies and procedures.
- Directs appropriate staff to implement District goals and objectives, monitors and evaluates programmatic and operation effectiveness, and implements staff and personnel changes necessary for improvement.
- Designs, establishes, and maintains organizational structure and staffing to effectively accomplish the District's goals and objectives.
- Ensures compliance with all federal, state, and local laws regulating the District and its activities.
- Oversees annual dredging of the harbor entrance and inner harbor, and ensures maintenance and serviceability of the District's dredging equipment and systems; works with U.S. Army Corps of Engineers on funding and regulatory matters. Maintains relations with all regulatory agencies on matters affecting the harbor dredging program.
- Develops and implements long-range plans for infrastructure improvements, capital projects, and ongoing maintenance and repairs.
- Oversees preparation of the District's annual budget and manages operations to achieve established objectives within available resources.
- Oversees commercial and property management leases and contracts.
- Negotiates contracts with various consultants and contractors providing services to the District and provides day-to-day administration of relations with consultants and contractors to achieve District goals within established budgets.
- Represents the District in labor negotiations.
- Provides leadership and direction to District employees by setting organizational standards, promoting communication between District departments, and projecting a strong customer service orientation.
- Oversees recruitment, training, supervision and evaluation of District personnel; resolves difficult personnel problems and takes disciplinary action when necessary.
- Represents the District before elected officials, public agencies, harbor user groups, media, and community organizations; promotes positive public relations and interagency cooperation.

Santa Cruz Port District

- Serves as the primary liaison between the district and the media, disseminating all pertinent information in a timely, efficient and professional manner in the form of press releases, internet, and personal communications.
- Ensures the District's customer service goals are effectively communicated and attained.
- Participates in California Marine Affairs and Navigation Conference (CMANC) as a liaison for the District, represents the interests of the District at the state and federal level; meets with Congressional representatives and other elected officials on a periodic basis.
- Works with Harbormaster and other state, local, and federal agencies to coordinate interagency training, rescue operations, and law enforcement responsibilities.
- Directs the District's emergency planning and response to storm conditions, adverse weather and ocean conditions advisories.
- Performs such other duties as the Port Commission may direct.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable federal and state laws and regulations pertaining to the operation of a port facility, harbor dredging, related marine activities, and environmental resource management, compliance with marine and air quality environmental regulations;
- Public budgeting systems, financial planning and budgeting principles and practices, debt issuance, and long-term financing alternatives;
- Contract administration and lease administration practices and requirements; lease negotiation practices; commercial development and concession operation practices;
- Principles and practices of boating safety and marina management;
- Marine construction and engineering methods, maintenance and operations of marina equipment and facilities;
- Strategic planning and project management practices;
- Leadership principles and personnel management.

Ability to:

- Act as an executive officer reporting to an elected board of commissioners, interpreting and implementing board policies while providing overall management of the harbor;
- Plan, organize, coordinate, and direct overall activities and functions associated with a coastal port;
- Develop goals, objectives, and performance measures;
- Establish revenue and expenditure priorities, and present and control District's budget;
- Communicate clearly and concisely, both orally and in writing, and make public presentations;
- Establish and maintain effective working relationships with commission members, staff, government officials, regulatory agencies, vendors, contractors, lessees, business representatives and the general public;
- Negotiate and administer lease agreements;
- Manage and supervise employees, contractors and consultants, and resolve interpersonal conflicts;
- Analyze administrative problems, reach logical and practical solutions and implement effective changes;
- Deal with a wide range of commercial and recreational users and the general public in a clear and courteous manner.

Experience and Education:

Any combination of experience and education equivalent to:

Experience: Five years of increasingly responsible experience in a management or supervisory capacity involving the operation, maintenance, and security of a harbor, marina, municipal waterfront, or similar public works operation, maintenance, and security program and which involves a diversity of disciplines including general administration, personnel management, intergovernmental and public relations.

Santa Cruz Port District

Education: Equivalent to a Bachelor's degree in Business Administration, Public Administration, or another relevant field from an accredited college or university.

Must possess (or be able to obtain) a valid California Driver's License and be insurable for the operation of Port District vehicles.



TO: Port Commission
FROM: Holland MacLaurie, Port Director
DATE: February 8, 2024
SUBJECT: Approve the FY25 Budget and Capital Improvement Plan

Recommendation: Approve the FY25 budget and capital improvement projects.

BACKGROUND

The Port Commission reviewed the draft FY25 budget (including FY25 fee schedule) and proposed list of capital improvement projects (CIP) at a special public budget session on February 6, 2024.

Following review and discussion, the Port Commission directed staff to revise the draft FY25 budget to include the following:

- 3% increase to marina fees.
- 3% increase to the Small (6 Pak) Charter Fee (fee increases from \$125 x passenger capacity / 12-months to \$128.75 x passenger capacity / 12-months).

The budget worksheet, revenue summaries, Capital Improvement Plan summary table, fee schedule, and Projected Debt Service Ratio (DSR) have been revised accordingly.

ANALYSIS

The marina fee increase has improved the DSR from 1.55x in the draft FY25 budget, to 1.64x in the proposed final budget. The proposed budget maintains services, funds approved labor contracts and aligns with identified Port District priorities by funding priority capital improvement projects.

The revised draft FY25 budget is appended as Attachment A.

ATTACHMENTS: A. Final Proposed FY25 Budget
B. Historic Annual Slip Rent Increases



SANTA CRUZ PORT DISTRICT

FINAL DRAFT OPERATING BUDGET

FISCAL YEAR 2025

APRIL 1, 2024 - MARCH 31, 2025

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PORT DIRECTOR'S BUDGET MESSAGE

Honorable Chairman and Members of the Port Commission:

I am pleased to transmit to you the proposed budget and 5-Year Capital Improvement Plan (CIP) for the Santa Cruz Port District for the fiscal year beginning April 1, 2024, and ending March 31, 2025. While the Port District does not have a specific written policy governing budget development or administration, the FY25 budget is presented as a balanced budget, where operating revenues are equal to or exceed operating expenditures.

The Port District's annual budget is a key planning tool that serves as a policy document, financial plan, and operating guide for the public and harbor constituents. It is intended to demonstrate the District's strategic direction, sources of funding, and planned expenditures for the upcoming fiscal year.

The overall success of the harbor remains largely dependent on weather, ocean conditions, the health of the fishery, and other economic factors. In FY24, the Port District faced significant challenges after the Pacific Fishery Management Council announced its determination to close the 2023 ocean and river salmon fisheries in California based on the low abundance forecast of west coast salmon stock. This closure was the first of its kind since 2009.

While the closure negatively impacted some revenue categories like visitor berthing, launch, and fuel sales, the Port District proactively reduced expenses where feasible, and established a new investment account (CLASS Prime) to take advantage of market conditions and achieve higher yields on invested funds to offset unanticipated revenue reductions associated with the closure.

The FY25 budget accounts for financial challenges that may result from a second-year closure of the salmon fishery, as well as other economic factors such as ongoing supply chain challenges, historic inflation, and continuing escalations in annual insurance premium costs. Additionally, the proposed budget allocates resources to address ongoing priorities, which include building long-term financial sustainability, addressing key infrastructure needs, and strengthening community outreach.

Budget highlights are presented below:

- Operating revenues total \$12,445,646 (increase of 7% over prior year).
- Operating expenditures totals \$11,374,128 (increase of 5% over prior year).
- Capital Improvement Plan (CIP) contribution of \$1,095,000, consisting of the following:
 - \$750,000 contribution from the Operating Budget.
 - Assignment of \$345,000 in Unallocated CIP Funds.

The Port District's Capital Improvement Plan aims to address critical infrastructure needs and ensure that the harbor's facilities meet operational and sustainability demands. As a result, the CIP proposes \$5,272,000 million through FY29.

PORT DIRECTOR'S BUDGET MESSAGE (CONT.)

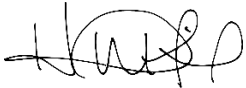
The FY25 CIP includes 25 projects, which advance the Port District's priorities by:

- Continuing to invest in and upgrade harbor infrastructure, including necessary pile sleeving, fuel dock equipment repair, critical paving, and ongoing building maintenance.
- Exploring new economic development opportunities, including a new destination restaurant site at 616 Atlantic Avenue and visitor serving accommodations at 7th Avenue and Brommer Street.
- Replacement of critical utility infrastructure, like the north harbor transformers and G-Dock sanitary sewer lift station.

At its regular public session of March 28, 2023, the Port Commission elected to review the annual fee schedule as part of the budget process. The draft FY25 fee schedule is included as Attachment D. While proposed fee schedule revisions are limited this year, the associated impacts have been incorporated into FY25 revenue projections.

As we navigate the upcoming fiscal year, staff will work to maximize resources, contain spending, and leverage resources for capital investments through grants and other partnerships when feasible. Recognition is given to all staff members and managers who have assisted in the development of this year's budget. Please be assured that extreme care and effort will be devoted to the effective administration of the FY25 budget to ensure sustained success well into the future.

Sincerely,



Holland MacLaurie
Port Director

POLICY STATEMENTS

RESERVE POLICY

The Port District's Reserve Policy, adopted in FY16 (included in Attachment C), 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 since policy adoption, annual contributions have been budgeted at the level needed to meet the reserve funding goal. The only exception has been the FY21 budget when a programmed reserve fund contribution was suspended in response to anticipated revenue reductions due to the COVID-19 pandemic.

In FY23, the Port Commission approved resolution 22-28, authorizing a one-time expenditure from the Reserve Fund in the amount of \$825,000 for the 2222 East Cliff Drive Deck Replacement Project. To restore the reserve fund to the desired funding level, the Commission determined that concession income derived from 2222 East Cliff Drive, Suites 200, 204, 208, 212, 216, and 220 will reimburse the Reserve Fund in an amount not less than \$117,857 per annum for 7 years, beginning in Fiscal Year 24.

The Port Commission's annual funding goal for future capital improvements was initially set at \$500,000 annually. The Commission has expressed a desire to increase the annual Capital Improvement Program ("CIP") funding goal from \$500,000 to \$750,000 annually, if practicable.

INVESTMENT POLICY

In FY19, the Port Commission adopted an investment policy (included as Attachment C), 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.

UNFUNDED ACCRUED LIABILITY PENSION MANAGEMENT POLICY

The Port District's Unfunded Accrued Liability Pension Management Policy, adopted in FY23 (included in Attachment C), is intended to strategically address the existing and any future unfunded accrued liability (UAL) associated with the Port District's California Public Employees' Retirement System (CalPERS) pension plans. In accordance with guidance set forth in the policy, the Port District will pre-pay the entire UAL payment in the amount of approximately \$461,281 by July 31, 2024, and include an additional discretionary payment in the amount of \$20,000.

POLICY STATEMENTS (CONT.)

The 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.

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 \$1.7 million projected in FY25). 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 USER GUIDE

General Fund (i.e., operating) revenues and expenses are presented in the Financial Summaries. FY23 Actual, FY24 Budget and Projected Actual, and FY25 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, emergency response services 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 key fobs, 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, workers' compensation, unemployment insurance, pension, 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.

Transfers In/Out

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

User Fees

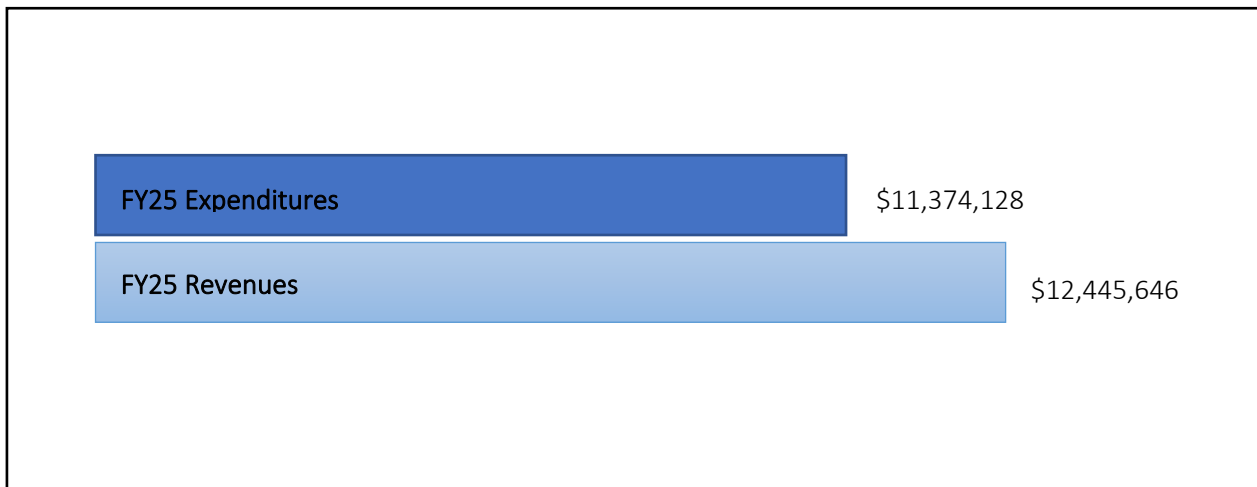
Fees established by the Port Commission for various uses of Port District facilities including boat slips, dry storage, RV, and general parking.

FY25 BUDGET SUMMARY

The FY25 budget is presented as a balanced budget with no increase to marina fees. As a balanced budget, operating revenues are equal to or exceed operating expenditures. A summary of the FY25 General Fund budget is presented below:

FY25 REVENUES BY CATEGORY	
USER FEES	\$7,641,396
RENTS	\$2,237,000
CHARGES FOR SERVICE	\$34,000
FINES	\$110,000
FUEL SALES	\$590,000
BOATYARD	\$348,250
INTERGOVERNMENTAL	\$575,000
GRANTS	\$24,000
OTHER / MISCELLANEOUS	\$886,000
TOTAL: \$12,445,646	

FY25 EXPENDITURES BY CATEGORY	
PERSONNEL SERVICES	\$4,840,885
SERVICES & SUPPLIES	\$5,085,187
CAPITAL OUTLAY	\$35,000
DEBT SERVICE	\$1,413,056
OTHER LIABILITIES	\$0
TOTAL: \$11,374,128	



GENERAL FUND REVENUE BUDGET

The table below shows the distribution of estimated General Fund revenues for FY25, which total \$12,445,646. This represents an increase of approximately 7% over FY24 budgeted revenues.

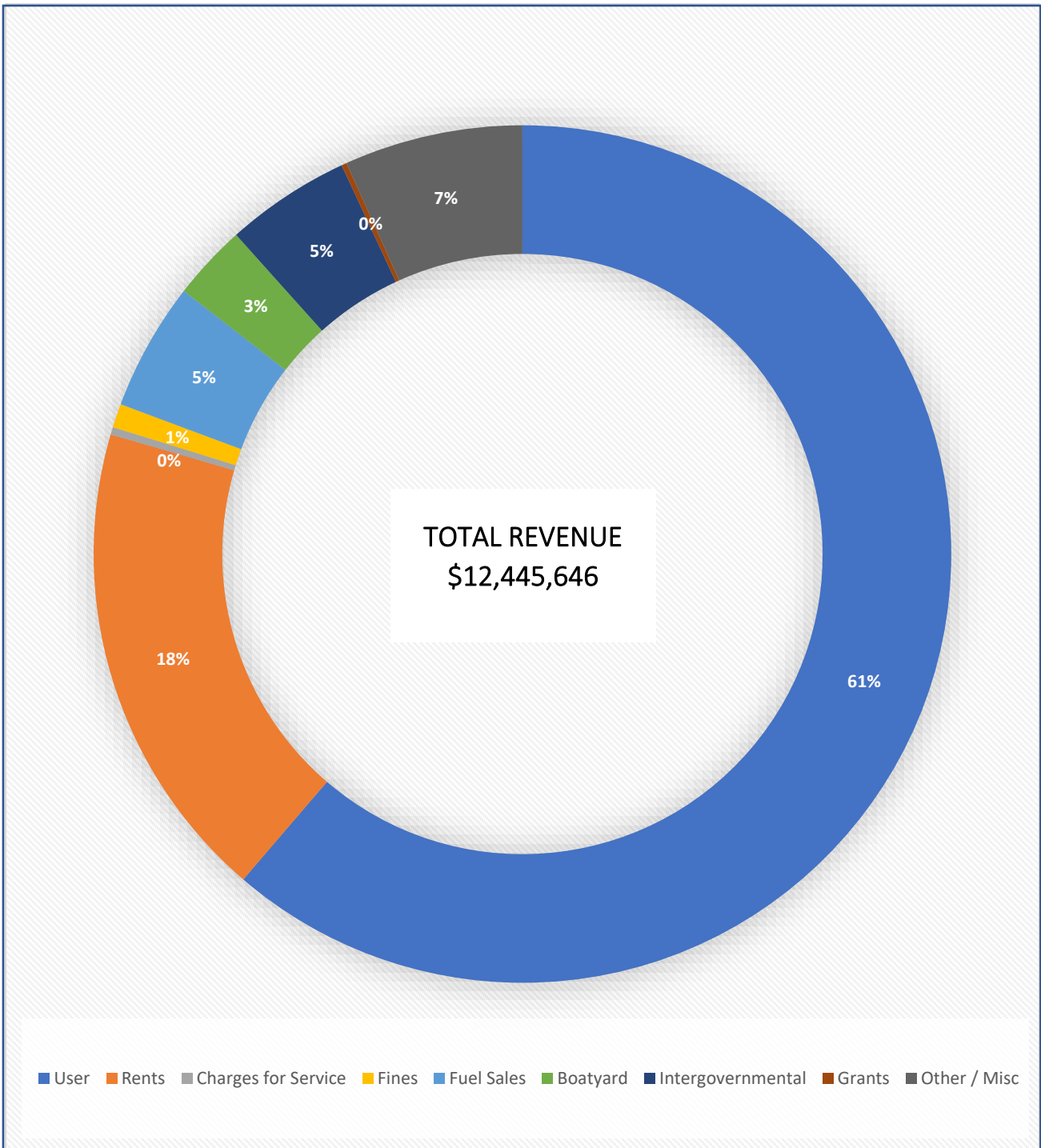
	FY24 BUDGET	FY24 PROJECTION	FY25 BUDGET
User Fees	\$7,101,275	\$7,593,217	\$7,641,396
Rents	2,189,400	2,257,912	2,237,000
Charges for Service	32,000	35,253	34,000
Fines	98,000	142,838	110,000
Fuel Sales	810,000	543,786	590,000
Boatyard	356,250	326,338	348,250
Intergovernmental	575,000	575,000	575,000
Grants	24,000	36,052	24,000
Other / Misc.	170,000	1,192,005	886,000
TOTAL:	\$11,659,875	\$12,702,383	\$12,445,646

FISCAL YEAR REVENUE HIGHLIGHTS

- Projected revenue for FY24 is anticipated to exceed budgeted figures by approximately 9% due to the following:
 - Increased interest earnings of approximately \$657,000.
 - Receipt of \$345,818 in easement funds for the Murray Street Bridge Seismic Retrofit Project.
 - Parking revenue continues to outpace budget.
 - RV Park revenue continues to outpace budget (implementation of online reservation system).
 - Citation revenue continues to outpace budget.
- FY25 budget includes \$525,000 in reimbursement from the U.S. Army Corps of Engineers.¹
- FY25 budget anticipates an increase in interest earnings of \$585,000.
- FY25 budget anticipates the potential closure of the 2024 commercial and recreational salmon season. As a result, revenue projections for various categories like visitor berthing, launch, and fuel sales are tempered.

¹ The Port District’s \$525,000 reimbursement for operation and maintenance of the federal entrance channel pends enactment of FY25 federal appropriations, which is estimated to occur by March 2024, unless additional continuing resolutions are passed to prevent a government shutdown. Uncertainty regarding the availability of funds does exist, however the potential for not receiving the annual reimbursement is anticipated to be minimal.

FY25 OPERATING REVENUES BY CATEGORY



GENERAL FUND EXPENDITURE BUDGET

The table below shows the distribution of estimated General Fund expenditures for FY25, which total \$11,374,128. This represents an increase of approximately 5% over FY24 budgeted expenditures.

	FY24 BUDGET	FY24 PROJECTION	FY25BUDGET
Personnel Services	\$4,689,646	\$4,323,184	\$4,840,885
Services & Supplies	4,724,106	4,986,113	5,085,187
Capital Outlay	69,500	66,458	35,000
Debt Service Payments	1,365,818	1,365,818	1,413,056
Other Liabilities	0	0	0
TOTAL:	\$10,849,070	\$10,741,573	\$11,374,128

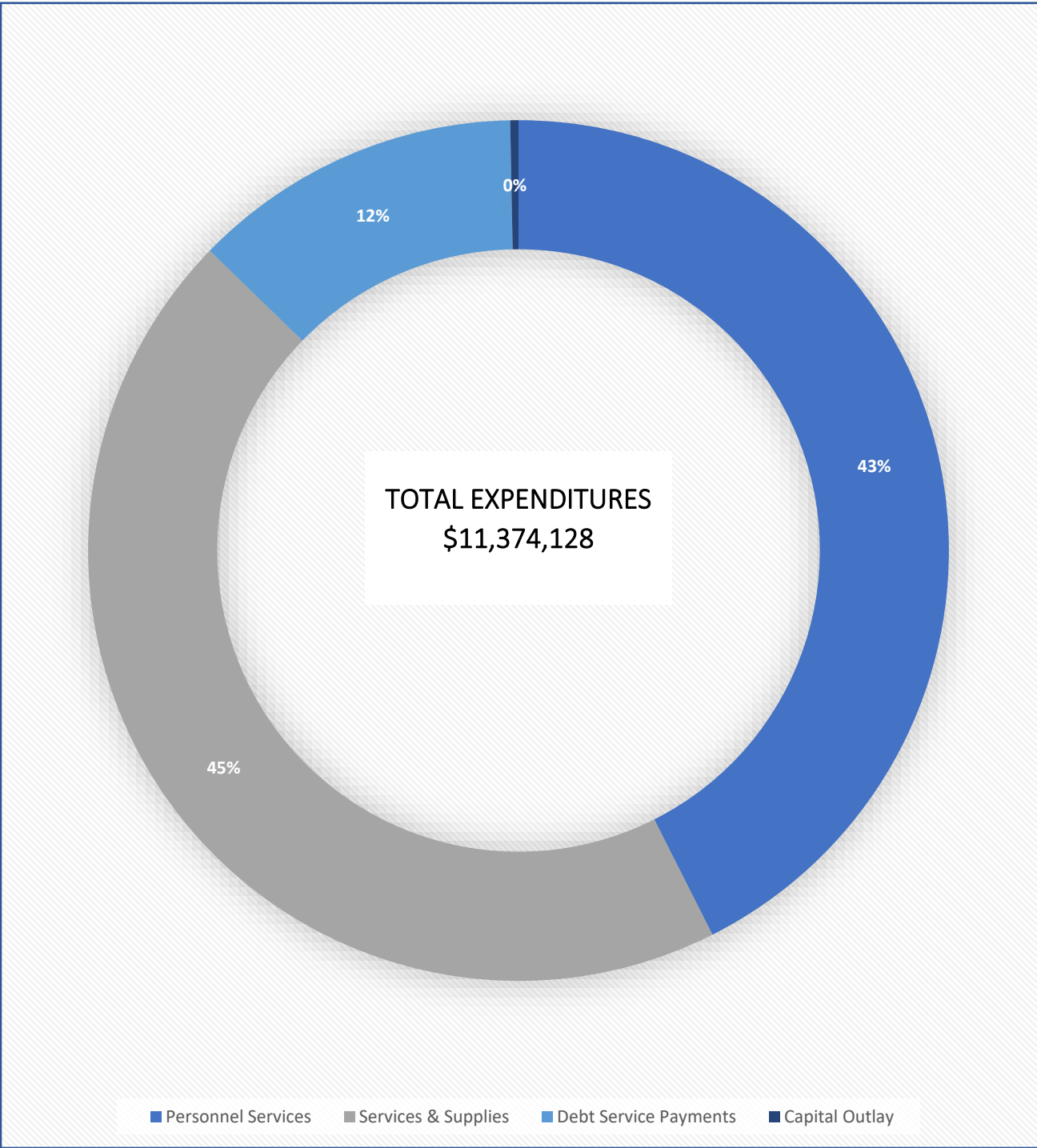
FISCAL YEAR EXPENDITURE HIGHLIGHTS

- Projected salary and benefit costs (Personnel Services) for FY24 will be less than budget by approximately 8% due to a vacancy in the Administrative Services department (1 Administrative Services Manager).
- Personnel Services costs are anticipated to increase in FY25 by approximately 3% due to negotiated contract increases, health premium increases, CalPERS-related pension costs, and the addition of one provisional Harbor Maintenance Worker employee.
- Projected employer pension expenses in FY25 will total approximately \$740,087, which represents 16% of the anticipated Personnel Services expenditures.
 - Of that pension expense total, \$20,000 is allocated for an additional discretionary payment to CalPERS to assist in proactively reducing the District’s unfunded accrued liability (UAL).
- FY25 Services and Supplies costs are proposed at a level that is approximately 7.5% higher than FY24. This increase is primarily related to escalating insurance premium costs².
- FY25 Capital Outlay costs include:
 - \$35,000 – New / Used Truck (Docks, Piers, & Marine Structures)
- In FY25, there are no identified expenditures noted as “Other Liabilities.”

The expenditure summary in FY25 (and previous budget years) does not include transfers to the Dredge Fund. Fund transfers are included in the budget as Non-Operating Expenditures. In FY25, the budgeted fund transfer to the Dredge Fund is \$152,000.

² Insurance premium costs for FY25 are estimated to increase to \$1,552,821. This represents an approximate 13.5% increase over actual FY24 costs, and a 99.5% increase over actual FY23 costs.

FY25 OPERATING EXPENDITURES BY CATEGORY



EXPENDITURES BY DEPARTMENT AND PROGRAM

Department and Program	FY 23 Actual	FY 24 Budget	FY 24 Projected	FY 25 Budget
100 Administrative Services Department				
110 Administration	\$ 775,663	\$889,563	\$860,990	\$925,649
120 Finance & Purchasing	184,082	239,618	206,738	247,146
130 Property Management	686,548	842,315	881,911	994,396
140 Environmental & Permitting	145,694	189,158	163,162	189,885
190 Port Commission Support	55,714	78,653	87,626	76,149
Department Total	\$ 1,847,700	\$ 2,239,308	\$ 2,200,427	\$ 2,433,226
200 Operations Department				
210 Harbor Patrol	\$ 806,716	\$863,451	\$801,974	\$884,261
220 Marina Management	542,950	611,835	606,731	632,832
230 Rescue Services	107,901	144,756	132,713	153,813
240 Parking	388,937	384,271	406,126	408,710
250 Events	22,570	33,179	20,305	33,829
280 Fuel Services	805,611	516,338	535,548	522,860
500 Boatyard	364,794	408,535	364,705	431,225
Department Total	\$ 3,039,479	\$ 2,962,365	\$ 2,868,101	\$ 3,067,531
300 Facilities Maintenance & Engineering				
310 Docks, Piers & Other Marine Structures	\$ 502,199	\$679,068	\$759,134	\$856,979
320 Utilities Maintenance	103,387	109,072	100,942	110,463
330 Building Maintenance	387,536	465,185	483,617	495,429
340 Grounds Maintenance	909,108	865,519	826,981	873,575
350 Aeration Program	37,457	59,229	58,448	60,599
360 Fishery Support	12,013	17,024	13,233	17,496
390 Capital Projects	394,446	363,503	357,318	313,229
400 Dredging Operations	1,503,074	1,653,480	1,641,094	1,697,545
Department Total	\$ 3,849,220	\$ 4,212,080	\$ 4,240,768	\$ 4,425,315
Total Operating Budget	\$ 8,736,399	\$ 9,413,753	\$ 9,309,297	\$ 9,926,072

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

DEBT SERVICE

The tables below detail the repayment of revenue bond issues and other long-term financing utilized by the Port District. FY25 debt service payments (including principal and interest) total \$1,718,498, which is \$2,637 less than FY24. A higher portion of the annual payment is being applied to the principal balance in FY25.

LONG TERM DEBT BALANCES						
	Maturity Date	Interest Rate	Balance 3/31/23	Principal Reductions	Balance 3/31/2024	Current Portion
2013A Bonds	2/1/2030	3.090%	\$ 6,904,336	\$ 896,853	\$ 6,007,483	\$ 924,782
2013B Bonds (Taxable)	11/1/2026	4.740%	610,799	249,833	360,966	261,310
2018A Rev. Obligation	8/1/2033	3.500%	1,310,726	105,285	1,205,441	109,003
2018B Rev. Obligation	8/1/2033	3.500%	1,198,376	96,261	1,102,115	99,659
497 Lake Avenue	12/1/2041	4.000%	928,982	17,586	911,396	18,303
Total Long-Term Debt			\$ 10,953,219	\$ 1,365,818	\$ 9,587,401	\$ 1,413,057

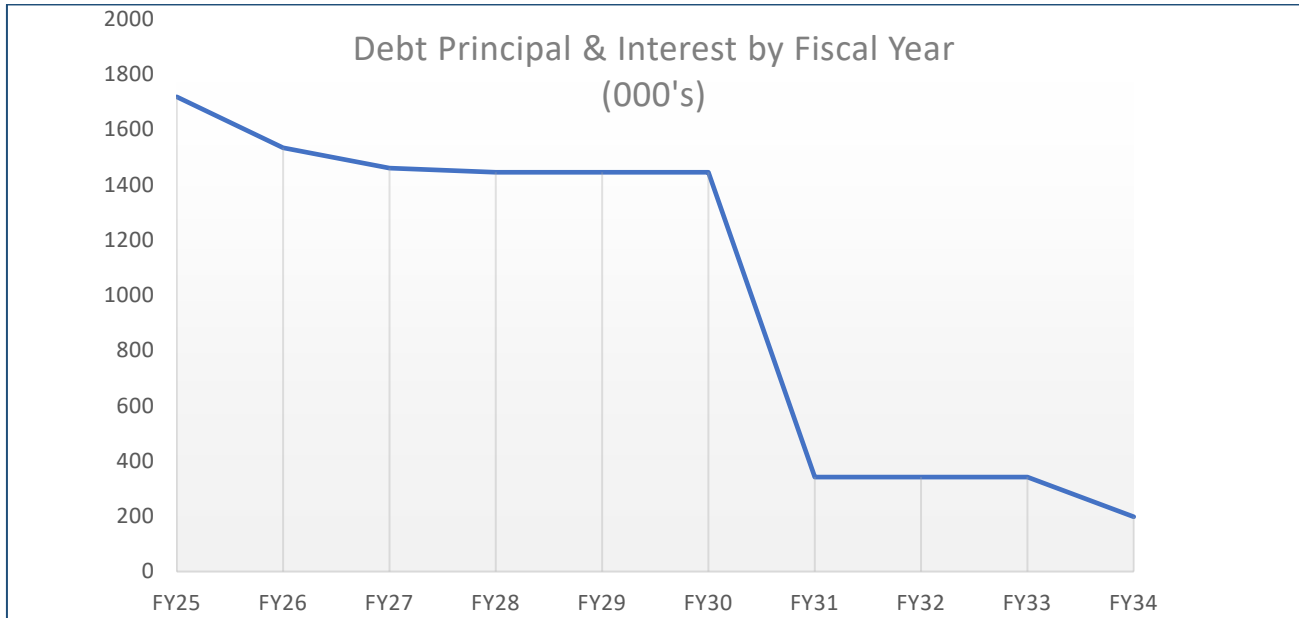
PROJECTED DEBT SERVICE PAYMENTS FOR THE 5 YEARS FY25-FY29 (PRINCIPAL & INTEREST)					
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
2013A Bonds	\$ 1,103,269	\$ 1,103,269	\$ 1,103,269	\$ 1,103,269	\$ 1,103,269
2013B Bonds (Taxable)	273,187	88,611	15,288	0	0
2018A Rev. Obligation	150,248	150,247	150,247	150,248	150,247
2018B Rev. Obligation	137,369	137,368	137,369	137,369	137,369
497 Lake Avenue	54,425	54,425	54,425	54,425	54,425
Total Annual Debt Service	\$ 1,718,498	\$ 1,533,920	\$ 1,460,598	\$ 1,445,311	\$ 1,445,310

PURPOSE OF EXISTING DEBT:

- 2013A Bonds:** Structured to finance (i) the Refunding of Prior Tax-Exempt Obligations, (ii) the cost of a new dredge, (iii) a surety bond for a debt service reserve fund (the “Reserve Fund”), and (iv) all related costs of issuance.
- 2013B Bonds:** Structured to finance (i) the Refunding of the Prior Taxable Obligations, (ii) the outstanding balance of the District’s OE3 pension obligation, and (iii) all related costs of issuance.
- 2018A Rev. Obligation:** Structured to finance (i) the Santa Cruz Harbor Pile Replacement Project
- 2018B Rev. Obligation:** Structured to finance (i) the Santa Cruz Harbor Seawall Replacement Project
- 497 Lake Avenue** Structured to finance (i) the purchase of a commercial property carrying a professional administrative zoning status located at 497 Lake Avenue, Santa Cruz, CA.

DEBT SERVICE (CONT.)

The table below illustrates the District’s principal and interest payments for the period FY25 to FY34. The Port District will achieve significant cost savings in FY31, assuming no additional borrowing occurs.



The Port District is required to maintain adequate coverage for debt service for the life of its Series 2013 and Series 2018 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. Debt Service Coverage Ratios (DSRs) for FY22 and FY23 (audited), FY24 (budgeted), FY24 (projected) and FY25 (budget) are presented below and provided in more detail in Attachment A:

DEBT SERVICE COVERAGE PROJECTION

	FY22 <i>(Audited)</i>	FY23 <i>(Audited)</i>	FY24 <i>(Budget)</i>	FY24 <i>(Projected)</i>	FY25 <i>(Budget)</i>
Debt Service Coverage Ratio	2.74X	2.85X	1.54X	2.10X	1.55X
Required Ratio	1.25X	1.25X	1.25X	1.25X	1.25X

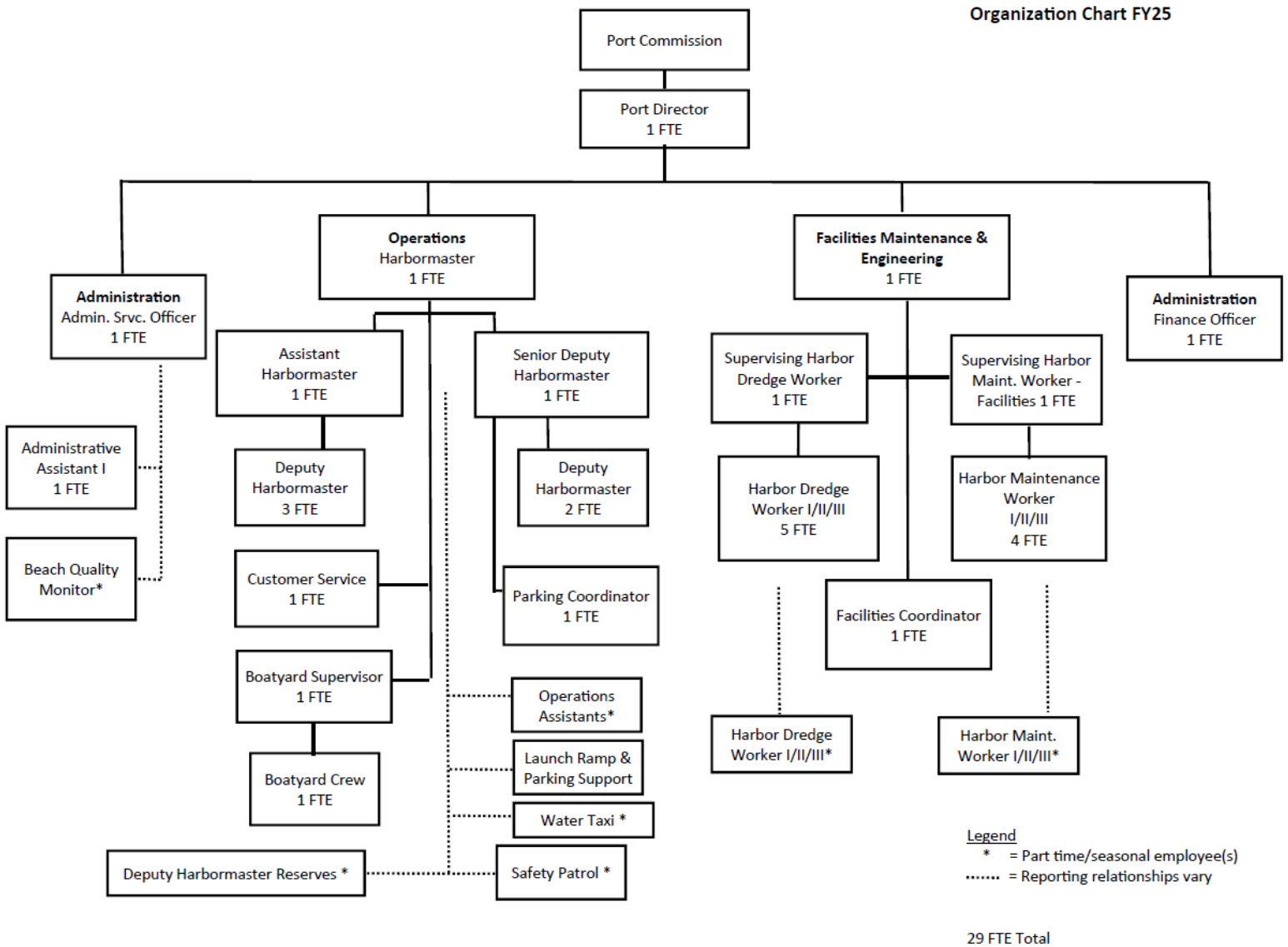
FUND BALANCE PROJECTIONS

Listed below are descriptions of the Port District’s major funds and projected balances as of March 31, 2024.

- General Fund** The General Fund is the primary operating fund of the Port District. This fund is used to account for all financial transactions and resources, except those required or requested in another fund. The projected General Fund balance as of March 31, 2024, is estimated to total \$27,731,229.
- Dredge Fund** The Dredge Fund is the primary funding source for identified priorities and equipment replacement / repair needs for the dredge operation. The projected Dredge Fund balance as of March 31, 2024, is estimated to total \$127,757.
- Reserve Fund** The Reserve Fund accounts for resources restricted to expenditures for specified purposes (i.e., unforeseen emergencies or extraordinary circumstances). The Port District strives to hold in reserve an amount equal to 25% of the District’s annual operating expenses. The projected Reserve Fund balance as of March 31, 2024, is estimated to total 1,596,295 (\$825,000 draw on reserves was utilized in FY23).
- Capital Improvement Fund** The Capital Improvement Fund accounts for all financial resources used for the acquisition or construction of major capital improvement projects. The projected Capital Improvement Fund balance as of March 31, 2024, is estimated to total \$6,799,471.
- Election Fund** The Election Fund is the primary funding source for biennial Port Commission election expenses. The projected Election Fund balance as of March 31, 2024, is estimated to total \$122,500. This fund has historically carried a balance of \$200,000, which was reduced to \$150,000 in FY24 (and beyond) due to election expense savings associated with the transition from at-large to district-based elections.
- PNC Reserve Fund** The PNC Reserve Fund accounts for restricted funds held as a condition of the District’s debt refunding efforts completed in FY14. The projected PNC Reserve Fund balance as of March 31, 2024, is estimated to total 1,029,566.

PERSONNEL PROFILE

The Port District’s organization chart for FY25 is presented below. 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 part-time temporary and/or seasonal workers.



FTE EMPLOYEE COUNTY BY FISCAL YEAR

FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
27	29	29	29	28	29	29	29

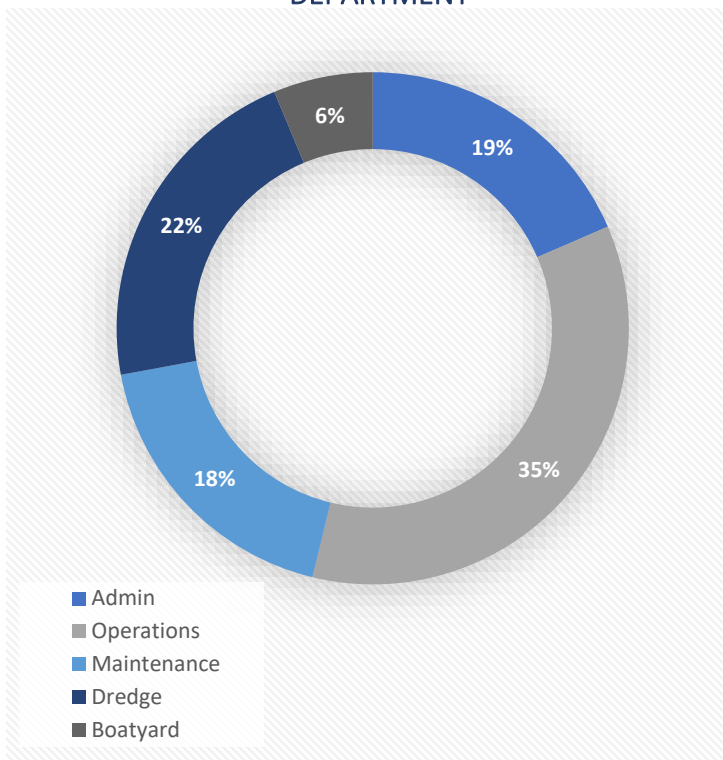
PERSONNEL PROFILE (CONT.)

The table below shows year-over-year salary and benefit cost comparisons for all employees (regular FTE and temporary/seasonal). Overall, Personnel Services costs in FY25 are approximately 3% higher than FY24. This increase is primarily due to negotiated contract increases, workers’ compensation premium increases, CalPERS-related pension costs, and the addition of one provisional Harbor Maintenance Worker employee.

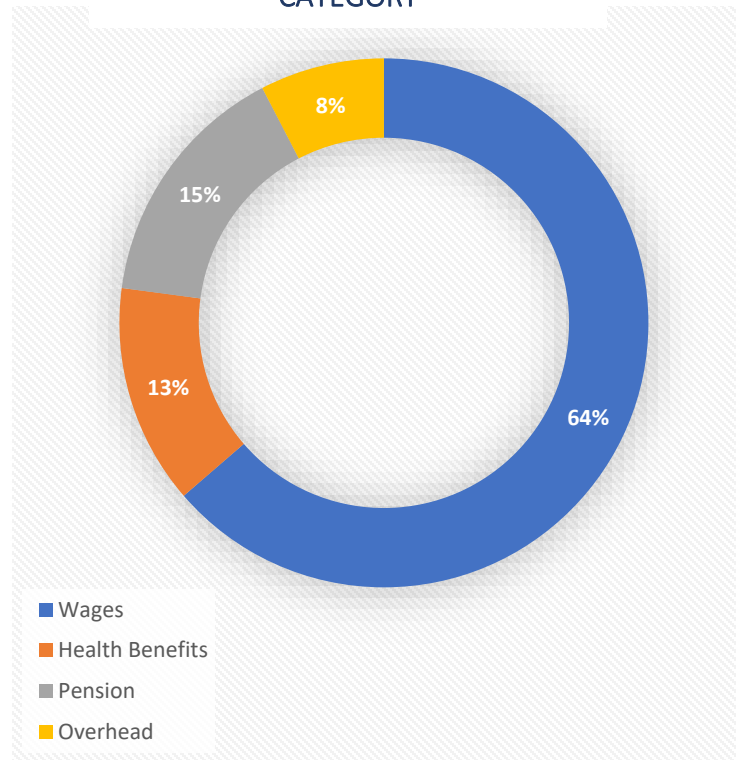
SALARIES & BENEFITS BUDGET

	FY24 BUDGET	FY24 PROJECTION	FY25 BUDGET
Administrative Services	\$866,468	\$732,060	\$895,806
Operations ³	1,642,102	1,552,351	1,707,837
Boatyard ⁴	290,281	250,044	304,043
Facilities Maint. & Eng.	872,172	787,991	886,367
Dredging ⁵	1,018,623	1,000,738	1,046,832
TOTAL:	\$4,689,646	\$4,323,184	\$4,840,885

FY25 SALARIES & BENEFITS BY DEPARTMENT



FY25 PERSONNEL COST BY CATEGORY



³ The Customer Services Representative position is budgeted in Administration, but labor has been allocated to the Operations Department (Marina Management).

⁴ The Boatyard is shown separately for additional clarity, but is overseen by the Operations Department.

⁵ The Dredging Operation is shown separately for additional clarity, but is overseen by Facilities Maintenance and Engineering.

DEPARTMENTS AND PROGRAMS

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department is comprised of the following programs:

- Administration
- Finance and Purchasing
- Property Management
- Environmental and Permitting
- Port Commission Support

The table below summarizes the distribution of expenditures by category and program for the Administrative Services Department. Individual program details are also provided.

EXPENDITURE SUMMARY

Expenditure by Category	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$686,106	\$866,468	\$732,060	\$895,806	3.4%
Services & Supplies	1,161,594	1,372,840	1,468,367	1,537,421	12.0%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$1,847,700	\$2,239,308	\$2,200,427	\$2,433,226	8.7%

Expenditure by Program	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Administration	\$775,662	\$889,563	\$860,990	\$925,649	4.1%
Finance & Purchasing	184,082	239,618	206,738	247,146	3.1%
Property Mgmt.	686,548	842,315	881,911	994,396	18.1%
Enviro & Permitting	145,694	189,158	163,162	189,885	0.4%
Port Comm. Support	55,714	78,653	87,626	76,149	-3.2%
Total Expenditures	\$1,847,700	\$2,239,308	\$2,200,427	\$2,433,226	8.7%

PROGRAM HIGHLIGHTS:

Projected salary and benefit costs (Personnel Services) for FY24 will be less than budget by approximately 8% due to a vacancy in the department (Administrative Services Manager position).

FY25 Services and Supplies within the Administrative Services Department are anticipated to increase 12% over the prior fiscal year. This significant increase is due to escalating insurance premium costs, of which approximately 35% of the total estimated premium is paid from the Property Management program.

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, and various activities undertaken by the Port Director and Administrative Services staff.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$428,162	\$505,692	\$440,548	\$523,008	3.4%
Services & Supplies	347,500	\$383,871	420,442	402,641	4.9%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$775,662	\$889,563	\$860,990	\$925,649	4.1%

FINANCE & PURCHASING

Finance and purchasing activities include accounting for all Port District assets, revenues, and expenses, administering payroll using an outside payroll processing contractor, 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, and tracking grant-related expenditures and reimbursements. Finance and purchasing staff perform ongoing work to develop and refine purchasing procedures and financial reporting for transparency purposes.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$140,783	\$185,218	\$157,338	\$191,746	3.5%
Services & Supplies	43,299	\$54,400	\$49,400	\$55,400	1.8%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$184,082	\$239,618	\$206,738	\$247,146	3.1%

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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$12,377	\$31,596	\$16,499	\$32,867	4.0%
Services & Supplies	674,171	810,719	865,413	961,530	18.6% ⁶
Capital Outlay	0	0	0	0	-
Total Expenditures	\$686,548	\$842,315	\$881,911	\$994,396	18.1%

⁶ Significant increase is attributed to escalating insurance premium costs.

ENVIRONMENTAL & 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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$53,940	\$77,208	\$59,799	\$78,935	2.2%
Services & Supplies	91,754	111,950	103,363	110,950	-0.9%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$145,694	\$189,158	\$163,162	\$189,885	0.4%

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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$50,497	\$66,753	\$57,876	\$69,249	3.7%
Services & Supplies	5,217	11,900	29,750	6,900	-42.0% ⁷
Capital Outlay	0	0	0	0	-
Total Expenditures	\$55,714	\$78,653	\$87,626	\$76,149	-3.2%

⁷ Decrease is attributed to the elimination CVRA expenses, as the transition to by-district elections was completed in 2023.

DEPARTMENTS AND PROGRAMS

OPERATIONS DEPARTMENT

The Operations Department is comprised of the following programs:

- Harbor Patrol
- Marina Management
- Rescue Services
- Parking Services
- Events
- Fuel Services
- Boatyard

The table below summarizes the distribution of expenditures by category and program for the Operations Department. Individual program details are also provided.

EXPENDITURE SUMMARY

Expenditure by Category	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$1,692,830	\$1,932,383	\$1,802,396	\$2,011,881	4.1%
Services & Supplies	1,346,649	\$1,029,982	1,065,706	1,055,651	2.5%
Capital Outlay	0	24,500	0		-
Total Expenditures	\$3,039,479	\$2,962,365	\$2,868,101	\$3,067,531	3.6%

Expenditure by Program	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Harbor Patrol	\$806,716	\$863,451	\$801,974	\$884,261	2.4%
Marina Management	542,950	611,835	606,731	632,832	3.4%
Rescue Services	107,901	144,756	132,713	153,813	6.3%
Parking Services	388,937	384,271	406,126	408,710	6.4%
Events	22,570	33,179	20,305	33,829	2.0%
Fuel Services	805,611	516,338	535,548	522,860	1.3%
Boatyard	364,794	408,535	364,705	431,225	5.6%
Total Expenditures	\$3,039,479	\$2,962,365	\$2,868,101	\$3,067,531	3.6%

PROGRAM HIGHLIGHTS:

FY25 Services and Supplies within the Operations Department are anticipated to increase 3.6% over the prior fiscal year. This increase is due to escalating insurance premium costs, which are spread across the Harbor Patrol, Marina Management, Rescue Services, Fuel Services, and Boatyard programs.

HARBOR PATROL

Harbor Patrol, with limited assistance from contract operators, currently provides 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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$669,557	\$713,480	\$664,399	\$740,969	3.9%
Services & Supplies	137,159	149,971	137,574	143,292	-4.5% ⁸
Capital Outlay	0	24,500	\$23,940	0	-
Total Expenditures	\$806,716	\$863,451	\$801,974	\$884,261	2.4%

MARINA MANAGEMENT

Deputy Harbormaster and Operations staff manage and assigns berths and dry storage space, monitor docks and dry storage areas for safety, staff the front counter 362 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, and provide customer service.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$484,509	\$562,907	\$553,326	\$575,976	2.3%
Services & Supplies	58,441	48,928	53,405	56,856	16.2% ⁹
Capital Outlay	0	0	0	0	-
Total Expenditures	\$542,950	\$611,835	\$606,731	\$632,832	3.4%

RESCUE SERVICES

Rescue services are provided by Harbor Patrol using one of two patrol vessels (Zodiac patrol vessel *Scout* and the new 36' Moose patrol vessel, *PB Kinnamon*). Rescues are typically conducted under the Coastal Incident Response Plan (CIRP) in coordination with City, County and State resources.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$54,787	\$75,627	\$62,191	\$77,257	2.2%
Services & Supplies	53,114	69,129	70,522	76,556	10.7% ¹⁰
Capital Outlay	0	0	0	0	-
Total Expenditures	\$107,901	\$144,756	\$132,713	\$153,813	6.3%

⁸ Decrease is attributed to the reduction in contracted security patrol.

⁹ Significant increase is attributed to escalating insurance premium costs.

¹⁰ Significant increase is attributed to escalating insurance premium costs.

PARKING SERVICES

Parking services encompass oversight and daily maintenance of the automated concession parking lot equipment serving 2222 East Cliff Drive, 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, shuttle van and water taxi services, and parking ordinance enforcement. The Parking Coordinator and Harbor Patrol provide parking services with assistance from part-time/temporary staff.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$205,293	\$217,271	\$213,318	\$236,610	8.9% ¹¹
Services & Supplies	183,644	167,000	192,808	172,100	3.1%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$388,937	\$384,271	\$406,126	\$408,710	6.4%

EVENTS

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

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$16,688	\$25,679	\$15,705	\$26,829	4.5%
Services & Supplies	5,882	\$7,500	4,600	7,000	-6.7%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$22,570	\$33,179	\$20,305	\$33,829	2.0%

FUEL SERVICES

The Port District took over operation and maintenance of the harbor's 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, insurance, credit card fees, regulatory compliance and spill prevention equipment and supplies.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$34,746	\$47,138	\$43,413	\$50,196	6.5%
Services & Supplies	770,865	\$469,200	492,136	472,664	0.7%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$805,611	\$516,338	\$535,548	\$522,860	1.3%

¹¹ Part-time / temporary wages in the Parking program have been marginally increased.

BOATYARD

The Port District took over staffing, operation, and maintenance of the boatyard in 2014. Recurring program costs include personnel, spill prevention equipment, supplies, stormwater filtration costs, and equipment maintenance and fuel. The boatyard is not projected to require significant proceeds to support expenditures in FY25.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$227,251	\$290,281	\$250,044	\$304,043	4.7%
Services & Supplies	137,543	\$118,253	114,661	127,181	7.5%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$364,794	\$408,535	\$364,705	\$431,225	5.6%

DEPARTMENTS AND PROGRAMS
FACILITIES MAINTENANCE & ENGINEERING DEPARTMENT

The Facilities Maintenance and Engineering Department is comprised of the following programs:

- Docks, Pier, and Marine Structures (DP&M)
- Utilities Maintenance
- Building Maintenance
- Grounds Maintenance
- Aeration Program
- Fishery Support
- Capital Projects
- Dredge Operations

The table below summarizes the distribution of expenditures by category and program for the Facilities Maintenance and Engineering Department. Individual program details are also provided.

EXPENDITURE SUMMARY

Expenditure by Category	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$1,777,488	\$1,890,795	\$1,788,728	\$1,933,199	2.2%
Services & Supplies	2,070,841	\$2,321,285	2,452,040	2,492,116	7.4%
Capital Outlay	177,577	188,000	147,996	187,000	-0.5%
Total Expenditures	\$3,848,329	\$4,212,080	\$4,240,768	\$4,425,315	5.1%

Expenditure by Program	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
DP&M	\$502,199	\$679,068	\$759,134	\$856,979	26.2%
Utilities Maint.	103,387	109,072	100,942	110,463	1.3%
Building Maint.	387,536	465,185	483,617	495,429	6.5%
Grounds Maint.	908,217	865,519	826,981	873,575	0.9%
Aeration Program	37,457	59,229	58,448	60,599	2.3%
Fishery Support	12,013	17,024	13,233	17,496	2.8%
Capital Projects	394,446	363,503	357,318	313,229	-13.8%
Dredge Operations	1,503,074	1,653,480	1,641,094	1,697,545	2.7%
Total Expenditures	\$3,848,329	\$4,212,080	\$4,240,768	\$4,425,315	5.1%

PROGRAM HIGHLIGHTS:

FY24 Services and Supplies within the Facilities Maintenance and Engineering Department are anticipated to increase 5.1% over the prior fiscal year. This increase is due to escalating insurance premium costs, of which approximately 39% of the total estimated premium is paid from the Docks, Piers, and Marine Structures program (this allocation may change in subsequent budget years).

DOCKS, PIERS, AND 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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$137,827	\$165,085	\$150,270	\$170,823	3.5%
Services & Supplies	364,372	\$513,983	608,864	686,157	33.5% ¹²
Capital Outlay	0	0	0	35,000	-
Total Expenditures	\$502,199	\$679,068	\$759,134	\$856,979	26.2%

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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$79,135	\$76,322	\$73,003	\$79,713	4.4%
Services & Supplies	24,252	\$32,750	27,939	30,750	-6.1%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$103,387	\$109,072	\$100,942	\$110,463	1.3%

BUILDING MAINTENANCE

There are 26 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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$115,498	\$146,507	\$126,266	\$146,574	0.0%
Services & Supplies	272,038	\$318,678	357,351	348,855	9.5% ¹³
Capital Outlay	0	45,000	\$42,518	0	-
Total Expenditures	\$387,536	\$465,185	\$483,617	\$495,429	6.5%

¹² Significant increase is attributed to escalating insurance premium costs.

¹³ Increase is attributed to escalating custodial costs (labor and supplies).

GROUNDS MAINTENANCE

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

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$446,896	\$437,519	\$401,538	\$440,575	0.7%
Services & Supplies	461,321	\$428,000	425,443	433,000	1.2%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$908,217	\$865,519	\$826,981	\$873,575	0.9%

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.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$14,658	\$28,229	\$24,180	\$29,599	4.9%
Services & Supplies	22,799	\$31,000	34,268	31,000	0.0%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$37,457	\$59,229	\$58,448	\$60,599	2.3%

FISHERY SUPPORT

The commercial fishing fleet, resident fish buyer and the facilities that support their activities are supported by the Port District. The FY25 budget includes funding for maintenance of the hoists, working with commercial fishermen on landings administration, and for updating policies associated with the fishery.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$12,013	\$13,524	\$11,033	\$13,996	3.5%
Services & Supplies	0	\$3,500	\$2,200	\$3,500	0.0%
Capital Outlay	0	0	0	0	-
Total Expenditures	\$12,013	\$17,024	\$13,233	\$17,496	2.8%

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 FY25 are detailed in the Capital Improvement Program later in this report.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$36	\$4,986	\$1,701	\$5,088	2.0%
Services & Supplies	394,410	\$358,517	355,617	308,141	-14.1% ¹⁴
Capital Outlay	0	0	0	0	-
Total Expenditures	\$394,446	\$363,503	\$357,318	\$313,229	-13.8%

DREDGING OPERATIONS

Activities involve annual dredging of the federal entrance channel 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 required to perform dredging (e.g., crane, submersible pump, dozer, forklift, pipe welder, and anchors). The U.S. Army Corps of Engineers provides support for the dredging by reimbursing 35% of the average operations and maintenance costs. The Port District is currently being reimbursed \$525,000/year.

Expenditure	FY23 Actual	FY24 Budget	FY24 Projection	FY25 Budget	% Change
Personnel Services	\$972,113	\$1,018,623	\$1,000,738	\$1,046,832	5.6%
Services & Supplies	530,961	\$634,857	640,357	650,713	5.2%
Capital Outlay	177,557	143,000	147,996	152,000	-
Transfers Out	-177,557	-143,000	-147,996	-152,000	-
Total Expenditures	\$1,503,074	\$1,653,480	\$1,641,094	\$1,697,545	5.5%

¹⁴ Decrease is attributed to a reduction in interest expense in the amount of approximately \$50,000.

DREDGE FUND

The table below details identified priorities and equipment replacement / repair needs for the dredge operation in FY25. A total contribution to the Dredge Fund in the amount of \$152,000 is proposed for FY25.

ASSET	ITEM	IDENTIFIED NEED
<i>TWIN LAKES</i>	Christmas Tree Upper End	30,000
	Spare Parts Replacement	25,000
		\$55,000
<i>DAUNTLESS</i>	Transmission Rebuild	25,000
		\$25,000
<i>SQUIRT</i>	Overhaul (Aftercooler, Turbo, Cylinders, Duplex Strainer)	37,000
		\$37,000
<i>MISCELLANEOUS</i>	Offshore Disposal Pipeline	10,000
	Unspecified Allowance	25,000
		\$35,000
Total FY25 Dredge Fund Contribution:		\$152,000

At the conclusion of FY24, the remaining Dredge Fund balance is anticipated to total approximately \$127,757, and is allocated as follows:

- Snorkel Elbow Replacement (*Twin Lakes*): \$23,550
- Cab Roof Replacement (*Dauntless*): \$10,000
- Electrical System Rewiring (*Dauntless*): \$15,000
- Skagit Winch Rebuild (*Miscellaneous*): \$45,000¹⁵
- Unspecified Allowance (*Miscellaneous*): \$64,207¹⁶

Historical Dredge Fund Contributions

FY19	FY20	FY21	FY22	FY23	FY24	FY25
\$378,258	\$145,956	\$416,091	\$272,762	\$191,151	\$143,000	\$152,000

¹⁵ Includes reallocation of \$30,000 from previously funded *Dauntless* Deck project.

¹⁶ Small balances that remain after a project has been completed / closed out are absorbed into the Unspecified Allowance.

CAPITAL OUTLAY

The following capital outlay items are included in the FY25 budget:

DEPARTMENT	REQUEST	IDENTIFIED NEED
Docks, Piers, & Marine	Replacement Truck	\$35,000
	Total:	\$35,000



SANTA CRUZ PORT DISTRICT

FIVE-YEAR CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2025 - FISCAL YEAR 2029

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program and fund balance propose \$750,000 in new funding for capital improvement projects in FY25, and assignment of \$345,000 in existing Unallocated CIP Funds¹⁷ in support of identified projects.

The proposed 5-Year Capital Improvement Program follows.

¹⁷ The Port District received approximately \$345,000 for permanent and temporary construction easements related to the City's ongoing Murray Street Bridge Seismic Retrofit Project. This funding was received and recognized in FY24 and allocated by the Commission to the CIP Reserve Fund (Unallocated CIP) on October 24, 2023.

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 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 future projects, and provides 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. 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., previous water taxi and patrol vessel procurements).

CAPITAL IMPROVEMENT PLAN DEVELOPMENT

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

Prior to FY13, 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 ongoing rehabilitation and repair.

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.

FUNDING THE CAPITAL IMPROVEMENT PLAN

Each year, funding is allocated to various large and small projects within the CIP. Non-specific CIP funding is contained in the Unallocated CIP Funds (F099), which is also referred to as the CIP Reserve Fund.

In FY16, the Port Commission adopted a Reserve Policy, which established funding goals for reserves and for the 5-year CIP. The Commission initially 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 February 2020, the Commission increased the CIP funding goal to \$750,000 annually, whenever practicable.

In FY25, the increased funding goal of \$750,000 is attainable. As a result, a \$750,000 contribution is proposed in conjunction with utilizing \$345,000 of Unallocated CIP Funds to establish funding in the amount of \$1,095,000 for identified project needs.

PROJECT DEVELOPMENT AND SELECTION PROCESS

The projects proposed in the FY25 CIP were derived from a variety of sources, including recommendations from Port District staff, Commission and public input, and projects identified in the Port District Priorities for 2024.

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

A summary of proposed FY25 projects is included below:

- Fourteen (14) previously identified projects are proposed for funding in FY25.
- One (1) project is proposed for closeout (i.e., removal from the list) – 2222 East Cliff Drive Deck
- No new projects are proposed for funding in FY25, although funding for the future purchase of a floating barge to facilitate in-house pile replacement work is included in F005 (Piling Replacement).

A CIP Summary sheet outlining projects and funding levels is included as Appendix A. Not including the CIP Reserve Fund, the Fund Balance projection as of April 1, 2024, has 25 identified projects with some level of available funding.

PROPOSED PROJECTS

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

The following attachments provide additional detail regarding future funding needs and project descriptions:

- Appendix B: Capital Improvement Plan Detail – 5-year funding projections
- Appendix C: Capital Improvement Plan Detail – Project Descriptions (funded and unfunded)

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 and environmental reviews will be conducted during project implementation.

CAPITAL IMPROVEMENT PLAN DETAIL
APPENDIX A – CIP SUMMARY

The table below summarizes FY24 CIP funding contributions, including mid-year transfers to individual funds.

CIP FUNDING SUMMARY	
Beginning Balance as of April 1, 2023	\$4,194,925
Transfer In – Pile Replacement Project (PC Approval 5/23/23)	\$160,000
Transfer In – City of Santa Cruz Easement Funds (PC Approval 10/24/23)	\$4,749,000
Total:	\$9,103,925
Anticipated FY24 Expenditures through March 31, 2024	(\$2,304,454)
	\$6,799,471

CAPITAL IMPROVEMENT PLAN DETAIL
APPENDIX A – CIP SUMMARY (CONT.)

The table below summarizes the FY25 CIP funding contributions (and reallocations) and details projected balances for individual funds as of April 1, 2024.

Project Name	No.	Beginning Balance April 1, 2024	FY24 Projected Expenditures	FY24 Mid-Year Changes	FY25 Proposed Reallocation	FY25 Funding Contribution	Projected Balance April 1, 2025
CF Marine Services Center	F003	10,000					\$10,000
Harbor Security Upgrades	HO01	12,223	(12,223)			12,000	\$12,000
Sanitary Sewer Lift Stations	F004	342,081	(2,543)			20,000	\$359,538
Piling Replacement	F005	615,000	(1,200,000)	585,000		50,000	\$50,000
Pavement Repairs	F006	152,716	(67,184)			215,000	\$300,532
Dock Upgrades	F008	82,097		(50,000)	(15,000)		\$17,097
Pier Rehabilitation	F009	13,958	(4,137)			5,000	\$14,821
Building Restoration	F011	202,181	(73,970)			125,000	\$253,211
Restroom Building Rehabilitation	F012	298,509				18,000	\$316,509
Sidewalk & Plaza Restoration	F013	33,000		(15,000)			\$18,000
Storm Drain System	F014	30,000					\$30,000
Water & Sewer System	F015	44,139		(25,000)			\$19,139
Parking Pay Station	F018	19			(19)		-
Aeration System Upgrades	F019	31,304					\$31,304
Ice Machine	F020	19,222					\$19,222
West Jetty Walkway	J001	799.25				20,000	\$20,799
7th and Brommer Recon	F021	113,063	(3,774)				\$109,289
SH Revetment & Seawall	F022	35,460	(12,395)			80,000	\$103,065
Murray Street Bridge	F024	235,586	(69,168)	4,403,182			\$4,569,600
Unallocated CIP Funds	F099	157,191		190,879	(344,981)		\$3,089
Aldo's Seawall Replacement	F027	188,441	(12,750)	(180,000)		50,000	\$45,691
Parking Upgrades	F028	70,311	(70,250)	(61)			-
Harborwide Refuse Study	F039	5,000					\$5,000
Embankment Assessment	F042	75,042	(22,487)			10,000	\$62,554
Fuel System Upgrades	F043	88,539				25,000	\$113,539
NH Transformer	F045	309,080	(46,480)			355,000	\$617,600
2222 EC Deck Replacement	F046	819,493	(707,092)		(112,401)		Close Out
Twin Lakes Haul	F047	210,473				110,000	\$320,473
TOTAL:		\$4,194,925	(\$2,304,454)	\$4,909,000	(\$472,401)	\$1,095,000	\$7,422,071

CAPITAL IMPROVEMENT PLAN DETAIL

APPENDIX B – 5-YEAR FUNDING PROJECTIONS

Projects within the Capital Improvement Program are categorized into one of the six following categories:

- Docks, Piers & Marine Structures
- Buildings
- Landside Infrastructure
- Utility Systems
- Planning Projects & Studies
- Miscellaneous Projects

A summary of FY25 Priority Projects is outlined below:

- Installation of Additional Security Cameras
- Replacement of G-Dock Sanitary Sewer Lift Station
- Critical Pile Sleeving
- Renovation of I-Dock Restroom & Shower Facility
- Repainting 2222 East Cliff Drive
- Concession Parking Lot Paving
- Fuel System Upgrades
- Replacement of 6 North Harbor Transformers

The tables below summarize anticipated funding needs for each identified project / project category for the period FY25 to FY29. The proposed FY25 CIP contribution totals \$1,095,000, (comprised of \$345,000 in Unallocated CIP Funds and \$750,000 from the operating budget).

DOCKS, PIERS & MARINE STRUCTURES

	FY25	FY26	FY27	FY28	FY29	Total
Piling Replacement	50,000	600,000	125,000	125,000	125,000	\$1,025,000
Dock Upgrades	-	20,000		125,000	50,000	\$195,000
Pier Rehabilitation	5,000	15,000	-	50,000	-	\$70,000
BY Marine Ways Upgrades	-		40000	85,000	-	\$125,000
	\$55,000	\$635,000	\$165,000	\$385,000	\$175,000	\$1,415,000
NOTABLE FY25 DOCKS, PIERS & MARINE STRUCTURE PROJECTS						
<ul style="list-style-type: none"> • Set aside funding for purchase of a floating barge for in-house pile driving. • Sleeve 6 previously identified piles (2 at boatyard marine ways, 4 at fishery). 						

BUILDINGS

	FY25	FY26	FY27	FY28	FY29	Total
Building Restoration	30,000	75,000	25,000	75,000	25,000	\$240,000
Restroom Rehabilitation	18,000	75,000	100,000	250,000	75,000	\$518,000
2222 East Cliff Repaint	55,000	-	-	-	10,000	\$65,000
2218 East Cliff Roof ¹⁹	30,000	-	-	-	-	\$30,000
Lighthouse Repaint	-	75,000	-	-	-	\$75,000
Elevator Replacement	10,000	10,000	-	10,000	-	\$20,000
	\$143,000	\$235,000	\$125,000	\$335,000	\$110,000	\$948,000
NOTABLE FY25 BUILDING PROJECTS						
<ul style="list-style-type: none"> • Renovation of I-Dock restroom and shower facility. • Repaint 2222 East Cliff Drive • Set aside for future elevator replacement needs. 						

LANDSIDE INFRASTRUCTURE

	FY25	FY26	FY27	FY28	FY29	Total
Pavement Repairs	215,000	75,000	200,000	75,000	200,000	\$750,000
Parking Pay Stations	-	5,000	-	25,000	-	\$30,000
Parking Upgrades	-	5,000	5,000	5,000	5,000	\$20,000
Sidewalk and Plaza Restoration	-	-	15,000	25,000	-	\$40,000
	\$215,000	\$85,000	\$220,000	\$130,000	\$205,000	\$840,000
NOTABLE FY25 LANDSIDE INFRASTRUCTURE PROJECTS						
<ul style="list-style-type: none"> • Repaving of concession parking lot. • Beach Plaza foot wash restoration. 						

¹⁸ Previous funding for this project in the amount of \$30,000 is allocated in the Building Restoration fund balance.

¹⁹ Previous funding for this project in the amount of \$60,000 is allocated in the Building Restoration fund balance.

UTILITY SYSTEMS

	FY25	FY26	FY27	FY28	FY29	Total
Sanitary Sewer Upgrades	20,000	25,000	200,000	75,000	200,000	\$520,000
Fuel System Upgrades	25,000	85,000	-	25,000	-	\$135,000
Aeration Syst. Upgrades	-	10,000	-	10,000	-	\$20,000
Storm Drain Maintenance	-	-	5,000	-	5,000	\$10,000
Water & Sewer Maint.	-	-	-	-	-	\$0
NH Transformers ²⁰	355,000	-	-	-	-	\$355,000
	\$400,000	\$120,000	\$205,000	\$110,000	\$205,000	\$1,040,000
NOTABLE FY25 LANDSIDE INFRASTRUCTURE PROJECTS						
<ul style="list-style-type: none"> • Replacement of G-Dock sanitary sewer lift station. • Fuel System upgrades (fuel hoses and electrical upgrades) • Replacement of 6 tsunami-damaged transformers in the north harbor. • Motor replacement for multiple aerators. 						

PLANNING PROJECTS & STUDIES

	FY25	FY26	FY27	FY28	FY29	Total
616 Atlantic Avenue	50,000	TBD	TBD	TBD	TBD	-
West Side Master Plan	-	-	85,000	-	-	\$85,000
7 th & Brommer Site	TBD	TBD	TBD	TBD	TBD	\$0
SH Revetment. & Seawall	80,000	TBD	TBD	TBD	TBD	\$80,000
Harbor Wi-Fi	-	-	25,000	5,000	5,000	\$35,000
East Side Embankment	10,000	TBD	TBD	TBD	TBD	\$10,000
Arana Gulch Grade Control Feasibility Study	-	85,000	-	-	-	\$85,000
	\$140,000	\$85,000	\$110,000	\$5,000	\$5,000	\$345,000
NOTABLE FY25 PLANNING PROJECTS AND STUDIES						
<ul style="list-style-type: none"> • Continued planning for design of a new restaurant building at 616 Atlantic Avenue • Continued planning for the repair and replacement of the west side seawall (SH Revetment & Seawall) • Contract for engineering services to determine repair/replacement options for the storm-damaged east side embankment. 						

²⁰ Additional funding in the amount of approximately \$400,000 will be required to complete the North Harbor Transformer project in FY25. As part of the FY25 budget process, the Port Commission may elect to utilize prior year proceeds to cover the funding shortfall. If the Commission is not interested in designating prior year proceeds toward this project as part of the budget process, an unanticipated expenditure request will be presented at the time of contract award.

MISCELLANEOUS PROJECTS

	FY25	FY26	FY27	FY28	FY29	Total
Refuse / Recycling Study	-	-	-	-	-	\$0
Harbor Security Upgrades	12,000	12,000	-	15,000	-	\$39,000
West Jetty Walkway	20,000	TBD	TBD	TBD	TBD	\$20,000
<i>Twin Lakes</i> Haul	110,000	200,000	300,000	-	-	\$610,000
Unallocated CIP	-	-	-	-	-	\$0
	\$142,000	\$212,000	\$300,000	\$15,000	\$0	\$669,000
NOTABLE FY25 PLANNING PROJECTS AND STUDIES						
<ul style="list-style-type: none"> • Installation of additional security cameras. • Set-aside funding for <i>Twin Lakes</i> haulout. • Temporary repair of storm-damaged West Jetty Walkway (pending legal and Commission review). 						

TOTAL 5-YEAR CIP FUNDING NEEDS

	FY25	FY26	FY27	FY28	FY29	Total
Docks, Piers & Structures	\$55,000	\$635,000	\$165,000	\$385,000	\$175,000	\$1,415,000
Buildings	\$143,000	\$235,000	\$125,000	\$335,000	\$110,000	\$948,000
Landside Infrastructure	\$215,000	\$85,000	\$220,000	\$130,000	\$205,000	\$855,000
Utility Systems	\$400,000	\$120,000	\$205,000	\$110,000	\$205,000	\$1,040,000
Planning Project/Studies	\$140,000	\$85,000	\$110,000	\$5,000	\$5,000	\$345,000
Miscellaneous Projects	\$142,000	\$212,000	\$300,000	\$15,000	\$0	\$669,000
	\$1,095,000	\$1,372,000	\$1,125,000	\$980,000	\$700,000	\$5,272,000

CAPITAL IMPROVEMENT PLAN DETAIL
 APPENDIX C – PROJECT DESCRIPTIONS

FUNDED PROJECTS

F003	CF HARBOR SECURITY MARINE SERVICES CENTER
<i>Status:</i>	<i>Project on Hold</i>
<p>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 boatyard during the City of Santa Cruz’s upcoming Murray Street Bridge Rehabilitation project.</p>	
HO01	HARBOR SECURITY UPGRADES
<i>Status:</i>	<i>Ongoing – funding recommended in FY25 for acquisition of additional security cameras.</i>
<p>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 have been installed at key locations and expansion of the camera system is recommended.</p> <p>Previously completed projects include restroom door and gate rekeying in FY16, FY17 and FY19, and acquisition of electronic system components in FY19. Fabrication of dock gates to support the new electronic key system were funded as separate project (Dock Upgrades F008). Security cameras were installed in FY20, FY21, FY22, FY23 and FY24. Additional funding planned in FY25 is for additional cameras.</p>	
F004	SANITARY SEWER LIFT STATIONS
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>This project consist of priority tasks previously identified for replacing the lift station control panels and performing ultrasound inspections of existing steel tubing, replacing, or relining existing tanks and upgrading access to pumps for maintenance.</p> <p>A comprehensive assessment of the nine existing sanitary sewer lift stations was performed in FY22. As a result of that assessment, construction documents for upgrades or replacements as required were drafted in FY23. Replacement of the G-Dock lift station was placed out to bid in FY24, however all bids received exceeded the Engineer’s Estimate and were rejected. The project will be rebid in early FY25.</p>	
F005	PILING REPLACEMENT
<i>Status:</i>	<i>Ongoing - funding recommended in FY25.</i>
<p>The Port District maintains approximately 700 piles to support its docks and piers. Over the last 6 years, approximately 275 piles have been repaired and/or replaced. \$50,000 in set aside funding is requested in FY25 to facilitate the purchase of a floating barge for in-house pile repair and replacement work. Staff recommends that upon receipt of pending FEMA disaster relief funds (approximately \$550,000), the Commission allocate the funds to this program to assist with the purchase of the barge.</p>	
F006	PAVEMENT REPAIRS
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>Ongoing project to maintain, resurface and restripe harbor parking lots and roads. Funding in FY25 is requested to repave and restripe the entirety of the concession parking lot.</p>	

F008	DOCK UPGRADES
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
<p>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.</p> <p>No work is anticipated to occur in FY25. As a result, \$15,000 is proposed to be transferred from Dock Upgrades to Pavement Repairs.</p>	
F009	PIER REHABILITATION
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>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 periodic funding for inspections, repairs, and upkeep.</p> <p>In 2020, 10 piles supporting the east public pier were deemed to be in critical condition and in need of repair. In FY21, a repair project was completed in which 3 of the 10 piles were jacketed and filled with cementitious grout. Of the remaining piles, 4 were programmed for repair in FY22, and 3 were scheduled for repair in FY23. The planned project in FY22 was delayed, and as a result, 7 east public pier piles were jacketed in FY23 by in-house crews, which resulted in considerable cost savings.</p> <p>Two piles supporting the boatyard marine ways and four piles supporting the fishery pier will be jacketed by in-house crews in FY25.</p>	
F011	BUILDING RESTORATION
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>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.</p> <p>Future projects (FY25 and beyond) re-roofing the concession lot restroom structure; roofing repairs at 2218 East Cliff Drive; exterior painting of 2222 East Cliff Drive; and other necessary maintenance and repair projects.</p>	
F012	RESTROOM BUILDING REHABILITATION
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>FY25 funding and ongoing funding recommended to facilitate phased rehabilitation of restroom facilities.</p> <p>Projects are planned on an annual basis to extend the useful life of the District’s 11 restroom buildings. After 4 of the 11 restroom buildings sustained flood damage as a result of the January 2022 tsunami, expediting repair work in FY23 was initiated. In FY24, City and Coastal Commission permits were secured for the demolition and replacement of the I-Dock restroom and shower facility. The project will be placed out to bid in early FY25.</p>	
F013	SIDEWALK AND PLAZA RESTORATION
<i>Status:</i>	<i>Ongoing – Project planned in FY25.</i>
<p>No major restoration of sidewalks or plazas was completed in FY24. No additional funding is recommended in FY25, however repair to the foot wash station located at the Beach Plaza is planned.</p>	

F014	STORM DRAIN SYSTEM
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
This ongoing project involves maintenance, repairs and cleaning of the harbor’s storm drainpipes, inlets and catch basins, and upgrades needed to comply with the State of California Industrial Stormwater Permit.	
F015	WATER & SEWER SYSTEMS
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
This ongoing project funds upgrades, improvements and major replacement / repair to the harbor’s water and sewer services.	
F018	PARKING PAY STATION UPGRADES
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
This ongoing project funds replacement of the aging parking meters with pay stations throughout the harbor, beginning on the west side. Future projects anticipate pay station replacement and rehabilitation.	
F019	AERATION SYSTEM UPGRADES
<i>Status:</i>	<i>Ongoing – Project planned in FY25.</i>
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. Motors on multiple aerators will be overhauled in FY25.	
F020	ICE MACHINE
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
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. The resident buyer has a concept for improving ice production and delivery which may be an appropriate use of this funding subject to Port Commission review and approval.	
J001	WEST JETTY WALKWAY
<i>Status:</i>	<i>Ongoing - funding recommended in FY25.</i>
A Phase 1 project to complete resurfacing of the west jetty walkway was completed in 2012, utilizing grant funding provided by the Coastal Conservancy.	
FY25 funding, in the amount of \$20,000, will effectuate a temporary repair to the southern portion of the jetty walking path, which was damaged during various storm events in 2023. The Army Corps of Engineers anticipates performing a more extensive repair to the damaged section, pending availability of federal funds.	
F021	7th & BROMMER RECON
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
Site assessment and engineering work for future development of the Port District’s property in the area of 7 th and Brommer, and coordination and interface with other opportunities in the area to ensure Port District and community interests are served.	
Site assessment of the Port District-owned parcel on northwest parcel was initiated in FY21 and continues. A marketing and feasibility study to consider opportunities that may be available to the Port District on County-owned property located on the southwest corner of 7 th and Brommer is ongoing.	

F022	SOUTH HARBOR REVETMENT & SEAWALL
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>Originally funded in FY15, this project was for engineering assessment and recommendations involving the seawall along the harbor’s west side. The seawall at 616 Atlantic Avenue was replaced in FY20 and is similar vintage to the west side seawall. FY23 funding initiated a comprehensive engineering assessment of the seawall including a dive inspection. Additional funding is needed to initiate and undertake replacement of the seawall.</p>	
F024	MURRAY STREET BRIDGE
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
<p>Funding for this project will be made available by the City of Santa Cruz upon completion of necessary right-of-way certifications. In FY23, the Port District received a draw of escrow funding in the amount of \$400,000 to cover project related costs for the preliminary design and replacement of FF, Rowing, and Boatyard Docks. In FY24, the Port District initiated a draw of remaining escrow funding in the amount of \$4,749,000, of which \$345,818 was allocated to the Unallocated CIP and \$4,403,182 was allocated to this program (F024).</p> <p>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.</p>	
F027	ALDO’S SEAWALL REPLACEMENT PROJECT
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>Construction of a new seawall was completed by Granite Construction in FY20. The project was partially funded by financing obtained in FY19. All loan funding has been expended. Approximately \$188,441 remained in the CIP following project close-out, to provide funding for any future District costs associated with accessway improvements and Tenant reconstruction of the restaurant structure. In FY24, \$180,000 was reallocated to Pile Replacement (F005). Funding in FY25 is recommended to complete design work for the replacement of a new restaurant building at the site.</p>	
F028	PARKING UPGRADES
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
<p>The Santa Cruz Harbor Parking Management Plan completed during FY16 included several recommendations for upgrading ADA parking facilities throughout the harbor. This project involves assessing current inventory and adding new accessible spaces in key locations.</p> <p>In FY21 one additional ADA space was added in the concession parking lot and existing spaces were relocated and reconfigured to bring them to current ADA standards. In FY22, funding to assess necessary upgrades to bring the path of travel between the concession lot public restroom and the beach plaza / concession area to current standards was completed. In FY24, the work to complete the necessary path of travel upgrades was completed.</p>	
F039	HARBORWIDE REFUSE / RECYCLING STUDY
<i>Status:</i>	<i>Ongoing – no funding recommended in FY25.</i>
<p>A harborwide refuse and recycling study was completed in FY23. Allocated funding is intended to address recommended improvements, like new/improved receptacles along the beach plaza.</p>	

F042	EMBANKMENT ASSESSMENT
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>The embankment area at the site of the crane pad on the east access road adjacent to <i>Twin Lakes</i>’ off-season mooring has visible erosion, which was accelerated further by the January 2022 tsunami and again by the January 2023 winter storms. Funding was designated in FY22 to inspect the area, assess the significance of the erosion, and develop a repair plan suitable to support the crane and associated activities. A comprehensive assessment was completed in FY22, and an additional review of the area was performed by engineers after the tsunami and 2023 storm events.</p> <p>Since considerable erosion occurred during the January and December 2023 storm events, funding in FY25 will be required to determine adequate repair / replacement options. The crane pad is currently compromised and cannot be used at full capacity.</p>	
F043	FUEL SYSTEM UPGRADES
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>The Santa Cruz Port District operates a full-service fuel dock 7 days a week. Ensuring that adequate funding is available for future equipment repair is critical to ensuring a serviceable operation.</p> <p>In FY25, the Port District will facilitate replacement of all four hose reels and perform necessary electrical upgrades to the panel feeding the dock.</p>	
F045	NORTH HARBOR TRANSFORMER
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>As a result of the January 15, 2022, tsunami, 6 electrical transformers in the north harbor were submerged and damaged. Replacement is required. In FY23, the Commission allocated \$207,000 to facilitate the design and replacement of the transformers. Design work was completed, and the project was placed out to bid in FY24. No bids were received for the project. The project will be rebid in FY25.</p>	
F046	2222 EAST CLIFF DECK REPLACEMENT – CLOSE OUT
<i>Status:</i>	<i>Project Complete.</i>
<p>In October 2022, the Commission allocated \$825,000 from the reserve fund to facilitate the repair and replacement of the second story deck at 2222 East Cliff Drive. The project was completed under budget in FY24. As a result, the project is being recommended for closeout, with the remaining \$112,401 being returned to the Reserve Fund.</p>	
F046	TWIN LAKES HAUL
<i>Status:</i>	<i>Ongoing – funding recommended in FY25.</i>
<p>The District’s dredge, <i>Twin Lakes</i>, has been in service for approximately 8 years. Bi-annual inspections are routinely performed by a contracted third party knowledgeable in dredge operations and equipment. A recommendation has been made to haul the dredge (for comprehensive inspection and maintenance) within the next 1-2 years. FY25 funding is recommended as a partial set-aside.</p>	

UNFUNDED PROJECTS

WIFI SYSTEM

This project involves design and installation of a Wi-Fi system available to harbor customers and tenants. Installation costs are presumed to be borne by a Wi-Fi vendor to be selected through a public bidding process, though there are numerous other options researched by Port District staff which may impact the type of service provided, installation costs, ongoing monthly costs, vendor-provided support, maintenance and customer service, fee-based upgrade options, etc.

A feasibility study by an outside consultant is recommended to identify and assess available options. Any Wi-Fi system should include comprehensive vendor-provided support as a top priority. Should the Commission direct staff to pursue the project following completion of a feasibility study, subsequent development of an RFP for installation of a Wi-Fi system by a qualified consultant is recommended.

ARANA GULCH GRADE CONTROL STRUCTURE FEASIBILITY STUDY

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.

WEST SIDE MASTER PLAN

Master Plan study to follow reconstruction of a new restaurant at 616 Atlantic Avenue 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).

ELECTRIC VEHICLE CHARGING STATION

Identification of location(s) for placement of electric vehicle charging station(s) throughout the harbor, including assessment of power requirements and ongoing utility costs and maintenance.

ATTACHMENT A – DEBT SERVICE DETAIL & COVERAGE RATIOS

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

	2022 <i>Audited</i>	2023 <i>Audited</i>	2024 <i>Budgeted</i>	2024 <i>Projected</i>	2025 <i>Budgeted</i>
Operating Revenues					
Charges for berthing and services	\$ 8,864,120	\$ 9,060,943	\$ 8,786,475	\$ 8,779,970	\$ 8,853,646
Rent and concessions	\$ 2,023,819	\$ 2,111,024	\$ 2,054,400	\$ 2,112,856	\$ 2,097,000
Total Operating Revenues	\$ 10,887,939	\$ 11,171,967	\$ 10,840,875	\$ 10,892,826	\$ 10,950,646
Operating Expenses					
Depreciation and Amortization	\$ 2,187,657	\$ 2,184,840	\$ -	\$ 1,680,020	
CalPERS Net Pension Liability (Non-cash)	\$ 805,728	\$ (1,010,262)	\$ -		
OPEB Liability (Non-cash)	\$ 101,318	\$ 95,254	\$ -		
Dredging Operations	\$ 1,324,630	\$ 1,503,071	\$ 1,653,480	\$ 1,641,094	\$ 1,697,545
Administrative Services	\$ 663,892	\$ 902,926	\$ 889,563	\$ 860,990	\$ 925,649
Grounds	\$ 790,109	\$ 909,106	\$ 865,519	\$ 826,981	\$ 873,575
Fuel Services	\$ 740,950	\$ 805,610	\$ 516,338	\$ 535,548	\$ 522,860
Harbor Patrol	\$ 712,258	\$ 806,715	\$ 863,451	\$ 801,974	\$ 884,261
Property Management	\$ 669,573	\$ 686,549	\$ 842,315	\$ 881,911	\$ 994,396
Marina Management	\$ 495,234	\$ 542,949	\$ 611,835	\$ 606,731	\$ 632,832
Buildings	\$ 321,331	\$ 387,540	\$ 465,185	\$ 483,617	\$ 495,429
Parking Services	\$ 352,771	\$ 388,936	\$ 384,271	\$ 406,126	\$ 408,710
Docks, Piers, Marine Structures	\$ 320,346	\$ 502,201	\$ 679,068	\$ 759,134	\$ 856,979
Debt issuance costs	\$ -	\$ -	\$ -		
Finance & Purchasing	\$ 183,581	\$ 184,083	\$ 239,618	\$ 206,738	\$ 247,146
Environmental & Permitting	\$ 95,646	\$ 145,693	\$ 189,158	\$ 163,162	\$ 189,885
Utilities	\$ 97,358	\$ 103,385	\$ 109,072	\$ 100,942	\$ 110,463
Aeration	\$ 49,913	\$ 37,456	\$ 59,229	\$ 58,448	\$ 60,599
Rescue Services	\$ 104,968	\$ 107,898	\$ 144,756	\$ 132,713	\$ 153,813
Boatyard Operations	\$ 326,087	\$ 364,793	\$ 408,535	\$ 364,705	\$ 431,225
Port Commission Support	\$ 107,746	\$ 55,713	\$ 78,653	\$ 87,626	\$ 76,149
Capital Projects	\$ 54	\$ 36	\$ 8,186	\$ 1,899	\$ 7,788
Events	\$ 13,111	\$ 22,570	\$ 33,179	\$ 20,305	\$ 33,829
Fishery Support	\$ 8,588	\$ 12,014	\$ 17,024	\$ 13,233	\$ 17,496
Tsunami Expense	\$ 187,859	\$ 10,486	\$ -		
Total Expenses	\$ 10,660,708	\$ 9,749,562	\$ 9,058,436	\$ 10,633,898	\$ 9,620,631
Non-Operating Revenue (Expenses)					
County revenues for public services	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Grants and Other Income	\$ 619,189	\$ 1,359,112	\$ 24,000	\$ 36,052	\$ 24,000
Dredging Reimbursement USACE	\$ 665,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000
Interest Income	\$ 30,375	\$ 228,918	\$ 125,000	\$ 782,222	\$ 710,000
Interest Expense	\$ (410,652)	\$ (394,410)	\$ (355,317)	\$ (355,419)	\$ (305,441)
Other Income (Expenses)	\$ 83,001	\$ 605,227	\$ 95,000	\$ 288,283	\$ 186,000
Total Non-Operating Income (Expenses)	\$ 1,036,913	\$ 2,373,847	\$ 463,683	\$ 1,326,138	\$ 1,189,559
Debt Service Coverage Calculation					
(+) Gross Revenues	\$ 10,887,939	\$ 11,171,967	\$ 10,840,875	\$ 10,892,826	\$ 10,950,646
(-) Maintenance and operating expenses	\$ (10,660,708)	\$ (9,749,562)	\$ (9,058,436)	\$ (10,633,898)	\$ (9,620,631)
(+) Depreciation and Amortization	\$ 2,187,657	\$ 2,184,840	\$ -	\$ 1,680,020	\$ -
(+) CalPERS Unfunded Liability (Non-cash)	\$ 805,728	\$ (1,010,262)	\$ -	\$ -	\$ -
(+) OPEB Liability (Non-cash)	\$ 101,318	\$ 95,254	\$ -	\$ -	\$ -
(=) Net Operating Income	\$ 3,321,934	\$ 2,692,237	\$ 1,782,439	\$ 1,938,948	\$ 1,330,015
(+) Interest Income	\$ 30,375	\$ 228,918	\$ 125,000	\$ 782,222	\$ 710,000
(+) Non-operating Income	\$ 83,001	\$ 605,227	\$ 95,000	\$ 288,283	\$ 186,000
(+) Grants	\$ 669,189	\$ 1,409,112	\$ 74,000	\$ 86,052	\$ 74,000
(+) Dredging Reimbursement USACE	\$ 665,000	\$ 525,000	\$ 525,000	\$ 525,000	\$ 525,000
(=) Net Revenues Available for Debt Service	\$ 4,769,499	\$ 5,460,494	\$ 2,601,439	\$ 3,620,505	\$ 2,825,015
(+) Current Portion Long Term Debt	\$ 1,329,940	\$ 1,366,974	\$ 1,329,940	\$ 1,365,818	\$ 1,413,056
(+) Interest Expense	\$ 410,652	\$ 394,410	\$ 355,317	\$ 355,419	\$ 305,441
(=) Total Debt Service	\$ 1,740,592	\$ 1,761,384	\$ 1,685,257	\$ 1,721,237	\$ 1,718,498
Debt Service Coverage Ratio (DSCR)	2.74x	3.1x	1.54x	2.1x	1.64x
Required DSCR	1.25x	1.25x	1.25x	1.25x	1.25x

ATTACHMENT B – REVENUE, EXPENSE, & NON-OP SUMMARY SHEET

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
OPERATING INCOME					
User	000-000-000-0000-4000	Slip Rent Permanent	\$5,030,700	\$5,034,073	\$5,181,621
User	000-000-000-0000-4002	Slip Rent Visitors	\$210,000	\$236,584	\$215,000
User	000-000-000-0000-4003	Annual Slip Rent Discount	(\$1,225)	(\$1,225)	(\$1,225)
Conc Rent	000-000-000-0000-4006	Tenant Concession Rent	\$2,054,400	\$2,112,856	\$2,097,000
Conc Rent	000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	\$135,000	\$145,057	\$140,000
User	000-000-000-0000-4010	Launch Fees	\$155,000	\$156,335	\$155,000
User	000-000-000-0000-4012	Liveaboard	\$75,000	\$107,067	\$92,500
User	000-000-000-0000-4014	Catamaran Storage	\$26,000	\$28,630	\$26,000
User	000-000-000-0000-4016	North Harbor Dry Storage	\$195,000	\$207,420	\$200,000
User	000-000-000-0000-4018	7th Ave Dry Storage	\$122,000	\$127,417	\$125,000
User	000-000-000-0000-4020	Waiting List	\$120,000	\$147,152	\$135,000
User	000-000-000-0000-4024	Slip Leave Option	\$3,000	\$3,500	\$3,000
User	000-000-000-0000-4026	Partnership Fees	\$30,000	\$32,506	\$30,000
User	000-000-000-0000-4028	Sublease Fees	\$35,000	\$36,037	\$35,000
User	000-000-000-0000-4030	Variable/Utility Fees	\$207,250	\$244,880	\$235,000
User	000-000-000-0000-4032	Late Fees	\$50,000	\$49,996	\$50,000
Fines	000-000-000-0000-4036	Citations	\$98,000	\$142,838	\$110,000
Other / Misc	000-000-000-0000-4040	Credit Card Convenience Charges	\$22,000	\$28,735	\$24,000
User (Pkg)	000-000-000-0000-4100	Parking - Concession Lot	\$880,000	\$914,298	\$910,000
User (Pkg)	000-000-000-0000-4102	Parking - Launch Area			
User (Pkg)	000-000-000-0000-4104	Parking - Southwest			
User (Pkg)	000-000-000-0000-4106	Parking - North			
User (Pkg)	000-000-000-0000-4108	Parking - Southeast			
User (Pkg)	000-000-000-0000-4118	Meter Permits			
User (Pkg)	000-000-000-0000-4120	Slip Renter Parking Permits	\$26,000	\$33,930	\$28,000
User	000-000-000-0000-4122	RV Parking	\$195,000	\$226,146	\$215,000
Fuel	000-000-000-0000-4200	Fuel Sales Gasoline	\$345,000	\$280,711	\$285,000
Fuel	000-000-000-0000-4202	Fuel Sales Diesel	\$465,000	\$263,075	\$305,000
User	000-000-000-0000-4210	Wash Rack	\$6,500	\$8,472	\$6,500
BY	000-000-000-0000-4220	Boatyard Retail	\$16,500	\$15,532	\$16,500
BY	000-000-000-0000-4225	Boatyard Labor	\$750	\$1,867	\$750
BY	000-000-000-0000-4230	Boatyard Rental	\$3,000	\$2,260	\$3,000
BY	000-000-000-0000-4235	Boatyard Misc.	\$32,000	\$34,544	\$32,000
BY	000-000-000-0000-4240	Lay Days/Storage	\$140,000	\$101,955	\$130,000
BY	000-000-000-0000-4245	Vessel Haulout	\$132,000	\$130,349	\$132,000
BY	000-000-000-0000-4250	Vessel Berthing	\$32,000	\$39,832	\$34,000
	000-000-000-0000-4299	Unallocated Revenue			
OPERATING INCOME			\$10,840,875	\$10,892,826	\$10,950,646

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
EXPENSE SUMMARY BY PROGRAM					
		Administrative Services (110)	\$889,563	\$860,990	\$925,649
		Finance & Purchasing (120)	\$239,618	\$206,738	\$247,146
		Property Management (130)	\$842,315	\$881,911	\$994,396
		Environmental & Permitting (140)	\$189,158	\$163,162	\$189,885
		Port Commission Support (190)	\$78,653	\$87,626	\$76,149
		Harbor Patrol (210)	\$863,451	\$801,974	\$884,261
		Marina Management (220)	\$611,835	\$606,731	\$632,832
		Rescue Services (230)	\$144,756	\$132,713	\$153,813
		Parking Services (240)	\$384,271	\$406,126	\$408,710
		Events (250)	\$33,179	\$20,305	\$33,829
		Fuel Services (280)	\$516,338	\$535,548	\$522,860
		Docks, Piers, Marine Structures (310)	\$679,068	\$759,134	\$856,979
		Utilities (320)	\$109,072	\$100,942	\$110,463
		Buildings (330)	\$465,185	\$483,617	\$495,429
		Grounds (340)	\$865,519	\$826,981	\$873,575
		Aeration (350)	\$59,229	\$58,448	\$60,599
		Fishery Support (360)	\$17,024	\$13,233	\$17,496
		Capital Projects (390)	\$363,503	\$357,318	\$313,229
		Dredging Operations (400)	\$1,653,480	\$1,641,094	\$1,697,545
		Boatyard Operations (500)	\$408,535	\$364,705	\$431,225
		OPERATING EXPENSES	\$9,413,753	\$9,309,297	\$9,926,072
		OPERATING PROFIT	\$1,427,122	\$1,583,529	\$1,024,574
		NON OPERATING INCOME/(EXPENSE)			
Other / Misc	000-000-000-0000-4300	Harbor Services Charge	\$10,000	\$6,500	\$10,000
Other / Misc	000-000-000-0000-4308	Interest Income	\$125,000	\$782,222	\$710,000
Other / Misc	000-000-000-0000-4310	Other Income	\$85,000	\$406,199	\$176,000
Intergov	000-000-000-0000-4375	USACE Reimbursement	\$525,000	\$525,000	\$525,000
Grants	000-000-000-0000-4400	Grants - State			
Grants	000-000-000-0000-4405	Grants - DBAW	\$12,000	\$24,052	\$12,000
Intergov	000-000-000-0000-4406	County Rescue Contribution	\$50,000	\$50,000	\$50,000
Grants	000-000-000-0000-4408	Waste Oil Grant	\$12,000	\$12,000	\$12,000
Other / Misc	000-000-000-0000-4500	Gain/(Loss) on Asset Disposal		\$3,940	
	000-000-000-0000-4600	Cash Over/Under		(\$356)	
		Election Expense		(\$128,000)	
		Principal Debt Payments	(\$1,365,818)	(\$1,365,818)	(\$1,413,056)
		Capital Improvement Program	(\$500,000)	(\$2,300,000)	(\$750,000)
		Capitalized Expenses & DIF	(\$212,500)	(\$362,450)	(\$187,000)
		Depreciation		(\$1,680,020)	
		NET INCOME/(LOSS)	\$167,804	(\$2,443,201)	\$169,517
		FY24 INCOME PROJECTION NET OF DEPRECIATION / CAP			
		Capital Improvement Program		\$2,300,000	
		Capitalized Expenses / Dredge Intermediate Fu		\$362,450	
		Depreciation		\$1,680,020	
		PROJECTED NET INCOME FY24		\$1,899,269	
		FY25 Projected Reserve Fund Contribution			(\$240,481)
		FY25 Projected Election Fund Contribution			(\$27,500)

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		ADMINISTRATIVE SERVICES (110)			
	100-100-110-0000-5000	Salaries - Regular	\$314,128	\$236,399	\$320,767
	100-100-110-0000-5005	Salaries - Overtime	\$500	\$250	\$500
	100-100-110-0000-5010	Wages - Part Time/Temporary	\$5,000	\$19,016	\$3,000
	100-100-110-0000-5020	Salaries - Vacation Pay	\$6,000	\$8,672	\$6,000
	100-100-110-0000-5025	Salaries - Holiday Pay		\$252	
	100-100-110-0000-5055	Unemployment Insurance (SUI)	\$2,266	\$2,200	\$2,186
	100-100-110-0000-5060	FICA Medicare/Social Security	\$20,217	\$18,500	\$20,486
	100-100-110-0000-5075	Auto Allowance	\$2,400	\$2,400	\$2,400
	100-100-110-0000-5105	Workers' Compensation	\$10,443	\$9,893	\$10,620
	100-100-110-0000-5110	CalPERS Employer Share	\$35,590	\$32,220	\$37,250
	100-100-110-0000-5112	CalPERS Unfunded Liability	\$53,992	\$53,469	\$61,181
	100-100-110-0000-5115	Health Insurance	\$50,850	\$52,733	\$54,310
	100-100-110-0000-5120	Dental Insurance	\$3,351	\$3,115	\$3,351
	100-100-110-0000-5125	Long Term Disability/Life/AD&D	\$956	\$1,429	\$956
	100-100-110-0000-5200	Printing & Newsletter	\$14,000	\$11,028	\$14,000
	100-100-110-0000-5202	Legal Notices	\$1,000	\$500	\$1,000
	100-100-110-0000-5204	Advertising	\$3,000	\$3,000	\$3,000
	100-100-110-0000-5206	Postage	\$10,500	\$8,486	\$10,500
	100-100-110-0000-5208	Promotional Expense	\$11,000	\$12,500	\$1,500
	100-100-110-0000-5214	Office Supplies	\$14,300	\$12,500	\$14,000
	100-100-110-0000-5217	Supplies	\$1,000	\$350	\$1,000
	100-100-110-0000-5240	Miscellaneous Employee Training	\$2,000	\$1,000	\$2,000
	100-100-110-0000-5242	Pre-Employment Physicals	\$1,000	\$500	\$1,000
	100-100-110-0000-5256	Equipment Rental	\$500		\$500
	100-100-110-0000-5262	Insurance Premiums	\$56,571	\$67,763	\$77,641
	100-100-110-0000-5264	Insurance Claims	\$5,000	\$3,464	\$5,000
	100-100-110-0000-5266	Memberships, Dues, Subscriptions	\$14,000	\$13,083	\$14,000
	100-100-110-0000-5268	Meetings & Training	\$5,000	\$5,800	\$5,000
	100-100-110-0000-5282	Bank Service Charges	\$15,000	\$14,234	\$15,000
	100-100-110-0000-5284	Credit Card Fees	\$41,000	\$43,564	\$43,000
	100-100-110-0000-5288	Employee Recognition	\$3,000	\$3,465	\$3,000
	100-100-110-0000-5290	Miscellaneous Expenses	\$1,000	\$750	\$1,000
	100-100-110-0000-5310	Telephone & Alarms	\$22,000	\$11,110	\$12,000
	100-100-110-0000-5415	Miscellaneous Professional Services	\$12,000	\$9,600	\$12,000
	100-100-110-0000-5416	Legal Consultation	\$35,000	\$63,586	\$35,500
	100-100-110-0000-5420	Technical Services	\$21,000	\$22,753	\$30,000
	100-100-110-0000-5425	Contract Services	\$16,000	\$30,900	\$22,000
	100-100-110-0000-5450	Other Services	\$12,000	\$1,500	\$12,000
	100-100-110-0000-5465	Software License & Application	\$31,000	\$29,956	\$31,000
	100-100-110-0000-5470	LAFCO Assessment	\$14,000	\$11,836	\$14,000
	100-100-110-0000-5500	Mileage Reimbursement	\$1,000	\$500	\$1,000
	100-100-110-0000-5510	Meetings & Seminars	\$3,000	\$1,500	\$3,000
	100-100-110-0000-5694	Office Equipment R&M	\$10,000	\$5,500	\$10,000
	100-100-110-0000-5698	Equipment/Equipment R&M	\$8,000	\$6,800	\$8,000
	100-100-110-SD23-5000	2023 Winter Storms Debris Removal Labor		\$3,914	
	100-100-110-SO23-5000	2023 Winter Storms Labor		\$18,999	
		TOTAL ADMINISTRATIVE SERVICES	\$889,563	\$860,990	\$925,649

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
FINANCE & PURCHASING (120)					
	100-100-120-0000-5000	Salaries - Regular	\$123,407	\$98,869	\$126,016
	100-100-120-0000-5005	Salaries - Overtime	\$500		\$500
	100-100-120-0000-5010	Wages - Part Time/Temporary	\$1,000	\$2,000	\$1,000
	100-100-120-0000-5055	Unemployment Insurance (SUI)	\$957	\$682	\$924
	100-100-120-0000-5060	FICA Medicare/Social Security	\$8,810	\$6,936	\$8,924
	100-100-120-0000-5105	Workers' Compensation	\$4,413	\$4,181	\$4,488
	100-100-120-0000-5110	CalPERS Employer Share	\$9,259	\$8,382	\$9,691
	100-100-120-0000-5112	CalPERS Unfunded Liability	\$14,046	\$13,910	\$15,916
	100-100-120-0000-5115	Health Insurance	\$21,006	\$20,689	\$22,468
	100-100-120-0000-5120	Dental Insurance	\$1,416	\$1,317	\$1,416
	100-100-120-0000-5125	Long Term Disability/Life/AD&D	\$404	\$372	\$404
	100-100-120-0000-5214	Office Supplies	\$750	\$750	\$750
	100-100-120-0000-5266	Memberships, Dues, Subscriptions	\$500	\$250	\$500
	100-100-120-0000-5268	Meetings & Training	\$2,000	\$500	\$1,000
	100-100-120-0000-5272	Software	\$500		\$500
	100-100-120-0000-5290	Miscellaneous Expenses	\$1,000	\$500	\$1,000
	100-100-120-0000-5420	Technical Services	\$2,000	\$1,500	\$2,000
	100-100-120-0000-5460	Accounting & Auditing	\$46,000	\$45,000	\$48,000
	100-100-120-0000-5465	Software License & Application	\$500	\$250	\$500
	100-100-120-0000-5500	Mileage Reimbursement	\$150	\$150	\$150
	100-100-120-0000-5698	Equipment/Equipment R&M	\$1,000	\$500	\$1,000
		TOTAL FINANCE & PURCHASING	\$239,618	\$206,738	\$247,146
PROPERTY MANAGEMENT (130)					
	100-100-130-0000-5000	Salaries - Regular	\$20,034	\$6,799	\$20,457
	100-100-130-0000-5055	Unemployment Insurance (SUI)	\$100	\$100	\$96
	100-100-130-0000-5060	FICA Medicare/Social Security	\$1,825	\$345	\$1,837
	100-100-130-0000-5105	Workers' Compensation	\$460	\$436	\$468
	100-100-130-0000-5110	CalPERS Employer Share	\$2,729	\$2,471	\$2,857
	100-100-130-0000-5112	CalPERS Unfunded Liability	\$4,141	\$4,101	\$4,692
	100-100-130-0000-5115	Health Insurance	\$2,117	\$2,000	\$2,270
	100-100-130-0000-5120	Dental Insurance	\$148	\$137	\$148
	100-100-130-0000-5125	Long Term Disability/Life/AD&D	\$42	\$110	\$42
	100-100-130-0000-5204	Advertising	\$1,500	\$250	\$1,500
	100-100-130-0000-5262	Insurance Premiums	\$412,969	\$494,671	\$566,780
	100-100-130-0000-5268	Meetings & Training	\$750		\$250
	100-100-130-0000-5290	Miscellaneous Expenses	\$2,000	\$1,200	\$2,000
	100-100-130-0000-5300	Gas & Electricity	\$85,000	\$93,367	\$85,000
	100-100-130-0000-5305	Water, Sewer & Garbage	\$182,000	\$159,552	\$182,000
	100-100-130-0000-5310	Telephone & Alarms	\$5,500	\$2,490	\$3,000
	100-100-130-0000-5315	Sanitary Dist Charges	\$110,000	\$104,831	\$110,000
	100-100-130-0000-5416	Legal Consultation	\$11,000	\$9,052	\$11,000
		TOTAL PROPERTY MANAGEMENT	\$842,315	\$881,911	\$994,396

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
ENVIRONMENTAL & PERMITTING (140)					
	100-100-140-0000-5000	Salaries - Regular	\$12,554	\$6,132	\$12,820
	100-100-140-0000-5005	Salaries - Overtime	\$3,000	\$2,342	\$3,000
	100-100-140-0000-5010	Wages - Part Time/Temporary	\$40,000	\$31,028	\$40,000
	100-100-140-0000-5055	Unemployment Insurance (SUI)	\$294	\$261	\$284
	100-100-140-0000-5060	FICA Medicare/Social Security	\$3,432	\$2,249	\$3,467
	100-100-140-0000-5105	Workers' Compensation	\$1,357	\$1,286	\$1,380
	100-100-140-0000-5110	CalPERS Employer Share	\$3,880	\$3,513	\$4,061
	100-100-140-0000-5112	CalPERS Unfunded Liability	\$5,886	\$5,829	\$6,670
	100-100-140-0000-5115	Health Insurance	\$6,244	\$6,599	\$6,693
	100-100-140-0000-5120	Dental Insurance	\$435	\$405	\$435
	100-100-140-0000-5125	Long Term Disability/Life/AD&D	\$124	\$156	\$124
	100-100-140-0000-5217	Supplies	\$1,000	\$750	\$1,000
	100-100-140-0000-5235	Vehicle & Equipment Fuel	\$500	\$500	\$500
	100-100-140-0000-5268	Meetings & Training	\$500		\$250
	100-100-140-0000-5276	Permit Fees	\$8,000	\$16,963	\$8,500
	100-100-140-0000-5292	Uniform Cleaning/Laundry	\$250	\$250	\$250
	100-100-140-0000-5420	Technical Services	\$90,000	\$77,600	\$90,000
	100-100-140-0000-5500	Mileage Reimbursement	\$500		\$250
	100-100-140-0000-5625	Signage	\$200	\$100	\$200
	100-100-140-0000-5665	Vehicle Maintenance	\$2,000	\$1,500	\$2,000
	100-100-140-0000-5696	Permits & Inspections	\$2,500	\$1,200	\$1,500
	100-100-140-0000-5698	Equipment/Equipment R&M	\$6,500	\$4,500	\$6,500
		TOTAL ENVIRONMENTAL & PERMITTING	\$189,158	\$163,162	\$189,885
PORT COMMISSION SUPPORT (190)					
	100-100-190-0000-5000	Salaries - Regular	\$45,142	\$36,291	\$46,097
	100-100-190-0000-5005	Salaries - Overtime			
	100-100-190-0000-5010	Wages - Part Time/Temporary			
	100-100-190-0000-5055	Unemployment Insurance (SUI)	\$302	\$140	\$291
	100-100-190-0000-5060	FICA Medicare/Social Security	\$2,496	\$2,587	\$2,532
	100-100-190-0000-5105	Workers' Compensation	\$1,392	\$1,319	\$1,416
	100-100-190-0000-5110	CalPERS Employer Share	\$4,148	\$3,755	\$4,341
	100-100-190-0000-5112	CalPERS Unfunded Liability	\$6,292	\$6,231	\$7,130
	100-100-190-0000-5115	Health Insurance	\$6,407	\$6,970	\$6,868
	100-100-190-0000-5120	Dental Insurance	\$447	\$415	\$447
	100-100-190-0000-5125	Long Term Disability/Life/AD&D	\$127	\$167	\$127
	100-100-190-0000-5214	Office Supplies	\$200	\$200	\$200
	100-100-190-0000-5217	Supplies	\$100	\$50	\$100
	100-100-190-0000-5268	Meetings & Training	\$6,000	\$5,500	\$6,000
	100-100-190-0000-5270	Books	\$100		\$100
	100-100-190-0000-5294	Commission Expenses	\$500	\$500	\$500
	100-100-190-CVRA-6300	CVRA Expenses	\$5,000	\$23,500	
		TOTAL PORT COMMISSION SUPPORT	\$78,653	\$87,626	\$76,149

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		HARBOR PATROL (210)			
	100-200-210-0000-5000	Salaries - Regular	\$399,337	\$372,855	\$407,778
	100-200-210-0000-5005	Salaries - Overtime	\$10,000	\$8,889	\$10,000
	100-200-210-0000-5010	Wages - Part Time/Temporary	\$500		\$500
	100-200-210-0000-5015	Salaries - Comp. Time	\$4,000	\$2,905	\$4,000
	100-200-210-0000-5020	Salaries - Vacation Pay	\$5,000	\$5,021	\$5,000
	100-200-210-0000-5025	Salaries - Holiday Pay		\$1,135	
	100-200-210-0000-5040	Salaries - Call Back	\$1,500	\$1,400	\$1,500
	100-200-210-0000-5045	Salaries - Call Ready	\$5,000	\$5,974	\$5,000
	100-200-210-0000-5050	Salaries - Night Differential	\$4,000	\$4,457	\$4,000
	100-200-210-0000-5055	Unemployment Insurance (SUI)	\$3,840	\$2,100	\$3,705
	100-200-210-0000-5060	FICA Medicare/Social Security	\$34,596	\$29,898	\$35,052
	100-200-210-0000-5100	Uniform Allowance	\$6,500	\$6,500	\$6,500
	100-200-210-0000-5105	Workers' Compensation	\$17,700	\$16,768	\$18,000
	100-200-210-0000-5110	CalPERS Employer Share	\$50,521	\$45,737	\$52,878
	100-200-210-0000-5112	CalPERS Unfunded Liability	\$76,645	\$75,902	\$86,850
	100-200-210-0000-5115	Health Insurance	\$87,040	\$77,548	\$92,905
	100-200-210-0000-5120	Dental Insurance	\$5,680	\$5,280	\$5,680
	100-200-210-0000-5125	Long Term Disability/Life/AD&D	\$1,620	\$2,028	\$1,620
	100-200-210-0000-5217	Supplies	\$2,500	\$1,800	\$2,500
	100-200-210-0000-5218	Tools	\$1,000	\$400	\$500
	100-200-210-0000-5220	Harbor Patrol Supplies	\$3,000	\$2,500	\$3,000
	100-200-210-0000-5224	Almar Maintenance	\$2,500	\$2,200	\$2,500
	100-200-210-0000-5235	Vehicle & Equipment Fuel	\$8,000	\$8,752	\$8,000
	100-200-210-0000-5236	Harbor Patrol Training	\$12,000	\$8,800	\$12,000
	100-200-210-0000-5238	Harbor Patrol Misc. Expense	\$6,500	\$4,650	\$12,000
	100-200-210-0000-5244	Background Investigations	\$3,000		\$3,000
	100-200-210-0000-5262	Insurance Premiums	\$16,971	\$20,329	\$23,292
	100-200-210-0000-5278	Booking Fees	\$2,000	\$1,281	\$2,000
	100-200-210-0000-5415	Miscellaneous Professional Services	\$2,500	\$150	\$2,500
	100-200-210-0000-5450	Other Services	\$82,000	\$82,138	\$65,000
	100-200-210-0000-5500	Mileage Reimbursement	\$1,000	\$250	\$500
	100-200-210-0000-5510	Meetings & Seminars	\$1,000	\$475	\$500
	100-200-210-0000-5665	Vehicle Maintenance	\$4,000	\$3,000	\$4,000
	100-200-210-0000-5692	Communications Maintenance	\$2,000	\$850	\$2,000
	100-200-210-0000-6100	Capital Outlay	\$24,500	\$23,940	
		TOTAL HARBOR PATROL	\$863,451	\$801,974	\$884,261

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		MARINA MANAGEMENT (220)			
	100-200-220-0000-5000	Salaries - Regular	\$336,031	\$330,323	\$343,134
	100-200-220-0000-5005	Salaries - Overtime	\$500	\$588	\$500
	100-200-220-0000-5010	Wages - Part Time/Temporary	\$23,500	\$13,020	\$14,000
	100-200-220-0000-5020	Salaries - Vacation Pay		\$3,237	
	100-200-220-0000-5025	Salaries - Holiday Pay	\$2,500	\$4,782	\$2,500
	100-200-220-0000-5055	Unemployment Insurance (SUI)	\$2,117	\$1,361	\$2,043
	100-200-220-0000-5060	FICA Medicare/Social Security	\$19,212	\$25,980	\$19,463
	100-200-220-0000-5105	Workers' Compensation	\$9,759	\$9,245	\$9,924
	100-200-220-0000-5110	CalPERS Employer Share	\$47,819	\$43,291	\$50,049
	100-200-220-0000-5112	CalPERS Unfunded Liability	\$72,545	\$71,842	\$82,204
	100-200-220-0000-5115	Health Insurance	\$44,901	\$44,826	\$48,134
	100-200-220-0000-5120	Dental Insurance	\$3,131	\$2,911	\$3,131
	100-200-220-0000-5125	Long Term Disability/Life/AD&D	\$893	\$1,920	\$893
	100-200-220-0000-5217	Supplies	\$5,000	\$2,300	\$5,000
	100-200-220-0000-5222	Scout Maintenance	\$2,500	\$2,000	\$2,500
	100-200-220-0000-5224	P/B Kinnamon Maintenance	\$5,000	\$2,500	\$5,000
	100-200-220-0000-5262	Insurance Premiums	\$22,628	\$27,105	\$31,056
	100-200-220-0000-5279	Bad Debt Expense	\$10,000	\$6,000	\$10,000
	100-200-220-0000-5280	Lien Sale Expenses	\$2,500	\$13,500	\$2,500
	100-200-220-0000-5465	Software License & Application	\$1,000		\$500
	100-200-220-0000-5500	Mileage Reimbursement	\$300		\$300
		TOTAL MARINA MANAGEMENT	\$611,835	\$606,731	\$632,832
		RESCUE SERVICES (230)			
	100-200-230-0000-5000	Salaries - Regular	\$31,252	\$21,755	\$31,913
	100-200-230-0000-5005	Salaries - Overtime	\$1,000	\$750	\$1,000
	100-200-230-0000-5010	Wages - Part Time/Temporary	\$500		\$500
	100-200-230-0000-5040	Salaries - Call Back	\$2,500	\$1,500	\$1,500
	100-200-230-0000-5045	Salaries - Call Ready	\$16,000	\$16,726	\$16,500
	100-200-230-0000-5055	Unemployment Insurance (SUI)	\$440	\$220	\$425
	100-200-230-0000-5060	FICA Medicare/Social Security	\$4,388	\$2,967	\$4,440
	100-200-230-0000-5105	Workers' Compensation	\$2,030	\$1,923	\$2,064
	100-200-230-0000-5110	CalPERS Employer Share	\$2,917	\$2,641	\$3,053
	100-200-230-0000-5112	CalPERS Unfunded Liability	\$4,425	\$4,382	\$5,014
	100-200-230-0000-5115	Health Insurance	\$9,339	\$8,605	\$10,011
	100-200-230-0000-5120	Dental Insurance	\$651	\$605	\$651
	100-200-230-0000-5125	Long Term Disability/Life/AD&D	\$186	\$117	\$186
	100-200-230-0000-5212	Safety Supplies	\$2,000	\$1,200	\$2,000
	100-200-230-0000-5217	Supplies	\$500	\$300	\$500
	100-200-230-0000-5222	Scout Maintenance	\$2,500		\$2,500
	100-200-230-0000-5224	P/B Kinnamon Maintenance	\$4,500	\$4,500	\$4,500
	100-200-230-0000-5226	Boat Fuel - Patrol Boats	\$8,000	\$6,610	\$8,000
	100-200-230-0000-5236	Harbor Patrol Training	\$6,000	\$1,000	\$5,000
	100-200-230-0000-5238	Harbor Patrol Miscellaneous Expense	\$1,000	\$9,806	\$1,000
	100-200-230-0000-5262	Insurance Premiums	\$22,628	\$27,105	\$31,056
	100-200-230-0000-5425	Contract Services	\$22,000	\$20,000	\$22,000
		TOTAL RESCUE SERVICES	\$144,756	\$132,713	\$153,813

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		PARKING SERVICES (240)			
	100-200-240-0000-5000	Salaries - Regular	\$86,278	\$95,566	\$100,922
	100-200-240-0000-5005	Salaries - Overtime	\$500	\$500	\$500
	100-200-240-0000-5010	Wages - Part Time/Temporary	\$90,000	\$76,171	\$92,500
	100-200-240-0000-5025	Salaries - Holiday Pay		\$468	
	100-200-240-0000-5030	Salaries - Sick Pay	\$1,000	\$1,454	\$1,000
	100-200-240-0000-5040	Salaries - Call Back			
	100-200-240-0000-5055	Unemployment Insurance (SUI)	\$445	\$939	\$430
	100-200-240-0000-5060	FICA Medicare/Social Security	\$11,384	\$12,517	\$11,437
	100-200-240-0000-5105	Workers' Compensation	\$2,053	\$1,945	\$2,088
	100-200-240-0000-5110	CalPERS Employer Share	\$5,807	\$5,257	\$6,078
	100-200-240-0000-5112	CalPERS Unfunded Liability	\$8,809	\$8,724	\$9,982
	100-200-240-0000-5115	Health Insurance	\$10,147	\$8,931	\$10,827
	100-200-240-0000-5120	Dental Insurance	\$659	\$612	\$659
	100-200-240-0000-5125	Long Term Disability/Life/AD&D	\$188	\$233	\$188
	100-200-240-0000-5212	Safety Supplies	\$500	\$400	\$500
	100-200-240-0000-5217	Supplies	\$10,000	\$14,000	\$10,000
	100-200-240-0000-5218	Tools	\$100		\$100
	100-200-240-0000-5231	Boat Fuel - Free Ride	\$600	\$824	\$700
	100-200-240-0000-5235	Vehicle & Equipment Fuel	\$3,000	\$3,620	\$3,000
	100-200-240-0000-5240	Miscellaneous Employee Training	\$500		\$500
	100-200-240-0000-5254	Rent & Leases	\$8,000		\$8,000
	100-200-240-0000-5284	Credit Card Fees	\$50,000	\$64,185	\$50,000
	100-200-240-0000-5292	Uniform Cleaning/Laundry	\$1,000	\$250	\$1,000
	100-200-240-0000-5425	Contract Services	\$44,000	\$47,160	\$46,000
	100-200-240-0000-5450	Other Services	\$32,000	\$48,084	\$35,000
	100-200-240-0000-5465	Software License & Application	\$500		\$500
	100-200-240-0000-5500	Mileage Reimbursement			
	100-200-240-0000-5610	Water Taxi Maintenance	\$5,000	\$4,986	\$5,000
	100-200-240-0000-5625	Signage	\$1,000	\$1,000	\$1,000
	100-200-240-0000-5635	Parking Meters R&M	\$1,800	\$1,800	\$1,800
	100-200-240-0000-5665	Vehicle Maintenance	\$3,000	\$3,000	\$3,000
	100-200-240-0000-5698	Equipment/Equipment R&M	\$6,000	\$3,500	\$6,000
		TOTAL PARKING SERVICES	\$384,271	\$406,126	\$408,710
		EVENTS (250)			
	100-200-250-0000-5000	Salaries - Regular	\$10,150	\$2,368	\$10,365
	100-200-250-0000-5005	Salaries - Overtime	\$500		\$500
	100-200-250-0000-5010	Wages - Part Time/Temporary	\$500		\$500
	100-200-250-0000-5055	Unemployment Insurance (SUI)	\$353	\$50	\$341
	100-200-250-0000-5060	FICA Medicare/Social Security	\$948	\$150	\$990
	100-200-250-0000-5105	Workers' Compensation	\$1,628	\$1,543	\$1,656
	100-200-250-0000-5110	CalPERS Employer Share	\$1,365	\$1,235	\$1,428
	100-200-250-0000-5112	CalPERS Unfunded Liability	\$2,070	\$2,050	\$2,346
	100-200-250-0000-5115	Health Insurance	\$7,493	\$7,767	\$8,032
	100-200-250-0000-5120	Dental Insurance	\$523	\$486	\$523
	100-200-250-0000-5125	Long Term Disability/Life/AD&D	\$149	\$55	\$149
	100-200-250-0000-5217	Supplies	\$3,500	\$1,900	\$3,000
	100-200-250-0000-5256	Equipment Rental	\$1,000	\$900	\$1,000
	100-200-250-0000-5290	Misc. Expenses	\$2,500	\$1,800	\$2,500
	100-200-250-0000-5625	Signage	\$500		\$500
		TOTAL EVENTS	\$33,179	\$20,305	\$33,829

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		FUEL SERVICES (280)			
	100-200-280-0000-5000	Salaries - Regular	\$10,150	\$9,397	\$10,365
	100-200-280-0000-5010	Wages - Part Time/Temporary	\$22,000	\$20,198	\$24,000
	100-200-280-0000-5030	Salaries - Sick Pay	\$300	\$260	\$300
	100-200-280-0000-5055	Unemployment Insurance (SUI)	\$310	\$106	\$299
	100-200-280-0000-5060	FICA Medicare/Social Security	\$2,559	\$2,137	\$2,596
	100-200-280-0000-5105	Workers' Compensation	\$1,428	\$1,353	\$1,452
	100-200-280-0000-5110	CalPERS Employer Share	\$1,284	\$1,163	\$1,344
	100-200-280-0000-5112	CalPERS Unfunded Liability	\$1,949	\$1,930	\$2,208
	100-200-280-0000-5115	Health Insurance	\$6,570	\$6,392	\$7,043
	100-200-280-0000-5120	Dental Insurance	\$458	\$426	\$458
	100-200-280-0000-5125	Long Term Disability/Life/AD&D	\$131	\$52	\$131
	100-200-280-0000-5217	Supplies	\$1,000	\$250	\$500
	100-200-280-0000-5218	Tools	\$100	\$50	\$100
	100-200-280-0000-5245	Fuel Dock Gasoline	\$205,000	\$224,753	\$205,000
	100-200-280-0000-5246	Fuel Dock Diesel	\$235,000	\$234,699	\$235,000
	100-200-280-0000-5250	Fuel Dock Equipment & Supplies	\$1,000	\$700	\$1,000
	100-200-280-0000-5252	Underground Storage Tank Maintenance	\$8,500	\$9,000	\$8,500
	100-200-280-0000-5262	Insurance Premiums	\$4,000	\$6,776	\$7,764
	100-200-280-0000-5276	Permit Fees	\$4,100	\$4,164	\$4,300
	100-200-280-0000-5284	Credit Card Fees	\$8,000	\$8,743	\$8,000
	100-200-280-0000-5607	Fueling Equipment R&M	\$2,500	\$3,000	\$2,500
		TOTAL FUEL SERVICES	\$516,338	\$535,548	\$522,860

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		DOCKS, PIERS, MARINE STRUCTURES (310)			
	100-300-310-0000-5000	Salaries - Regular	\$109,517	\$102,029	\$111,832
	100-300-310-0000-5005	Salaries - Overtime	\$750		\$500
	100-300-310-0000-5010	Wages - Part Time/Temporary	\$1,000		\$1,000
	100-300-310-0000-5055	Unemployment Insurance (SUI)	\$658	\$512	\$635
	100-300-310-0000-5060	FICA Medicare/Social Security	\$8,291	\$7,842	\$8,370
	100-300-310-0000-5105	Workers' Compensation	\$3,033	\$2,873	\$3,084
	100-300-310-0000-5110	CalPERS Employer Share	\$10,302	\$9,327	\$10,783
	100-300-310-0000-5112	CalPERS Unfunded Liability	\$15,629	\$15,478	\$17,710
	100-300-310-0000-5115	Health Insurance	\$14,653	\$10,891	\$15,658
	100-300-310-0000-5120	Dental Insurance	\$973	\$905	\$973
	100-300-310-0000-5125	Long Term Disability/Life/AD&D	\$278	\$414	\$278
	100-300-310-0000-5212	Safety Supplies	\$1,000	\$1,004	\$1,000
	100-300-310-0000-5214	Office Supplies	\$250	\$305	\$250
	100-300-310-0000-5217	Supplies	\$1,000	\$875	\$1,000
	100-300-310-0000-5218	Tools	\$2,500	\$2,500	\$2,500
	100-300-310-0000-5230	Boat Fuel - Big Red	\$500	\$375	\$500
	100-300-310-0000-5235	Vehicle & Equipment Fuel	\$2,500	\$2,071	\$2,500
	100-300-310-0000-5240	Miscellaneous Employee Training	\$4,000	\$750	\$4,000
	100-300-310-0000-5256	Equipment Rental	\$2,000	\$500	\$2,000
	100-300-310-0000-5262	Insurance Premiums	\$463,883	\$555,658	\$636,657
	100-300-310-0000-5268	Meetings & Training	\$1,000	\$250	\$500
	100-300-310-0000-5290	Miscellaneous Expenses	\$750	\$750	\$750
	100-300-310-0000-5292	Uniform Cleaning/Laundry	\$600	\$250	\$500
	100-300-310-0000-5430	Engineering Services	\$3,000	\$1,500	\$3,000
	100-300-310-0000-5500	Mileage Reimbursement	\$500	\$150	\$500
	100-300-310-0000-5605	Piers & Marine Structures R&M	\$15,000	\$14,144	\$15,000
	100-300-310-0000-5615	Maintenance Work Boat R&M	\$1,000	\$10,641	\$1,000
	100-300-310-0000-5620	Paint & Supplies	\$2,500	\$2,270	\$2,500
	100-300-310-0000-5625	Signage	\$1,500	\$750	\$1,500
	100-300-310-0000-5665	Vehicle Maintenance	\$3,000	\$3,500	\$3,000
	100-300-310-0000-5698	Equipment/Equipment R&M	\$5,000	\$8,122	\$5,000
	100-300-310-0000-5725	Welding Supplies	\$2,500	\$2,500	\$2,500
	100-300-310-0000-6300	Capital Outlay			\$35,000
		TOTAL DOCKS, PIERS, MARINE STRUCTUI	\$679,068	\$759,134	\$856,979
		UTILITIES (320)			
	100-300-320-0000-5000	Salaries - Regular	\$33,924	\$33,516	\$34,641
	100-300-320-0000-5005	Salaries - Overtime	\$750		\$500
	100-300-320-0000-5010	Wages - Part Time/Temporary	\$1,000		\$1,000
	100-300-320-0000-5055	Unemployment Insurance (SUI)	\$758	\$180	\$731
	100-300-320-0000-5060	FICA Medicare/Social Security	\$2,250	\$2,386	\$2,340
	100-300-320-0000-5105	Workers' Compensation	\$3,493	\$3,309	\$3,552
	100-300-320-0000-5110	CalPERS Employer Share	\$6,610	\$5,984	\$6,918
	100-300-320-0000-5112	CalPERS Unfunded Liability	\$10,027	\$9,930	\$11,362
	100-300-320-0000-5115	Health Insurance	\$16,071	\$16,391	\$17,228
	100-300-320-0000-5120	Dental Insurance	\$1,121	\$1,042	\$1,121
	100-300-320-0000-5125	Long Term Disability/Life/AD&D	\$320	\$265	\$320
	100-300-320-0000-5212	Safety Supplies	\$3,000	\$2,857	\$3,000
	100-300-320-0000-5217	Supplies	\$1,000	\$750	\$1,000
	100-300-320-0000-5240	Miscellaneous Employee Training	\$3,000	\$50	\$1,000
	100-300-320-0000-5290	Miscellaneous Expenses	\$250		\$250
	100-300-320-0000-5650	Storm Drain Maintenance	\$5,500	\$4,411	\$5,500
	100-300-320-0000-5665	Vehicle Maintenance	\$3,000	\$2,500	\$3,000
	100-300-320-0000-5670	Utility Maintenance	\$12,000	\$12,372	\$12,000
	100-300-320-0000-5698	Equipment/Equipment R&M	\$5,000	\$5,000	\$5,000
		TOTAL UTILITIES	\$109,072	\$100,942	\$110,463

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		BUILDINGS (330)			
	100-300-330-0000-5000	Salaries - Regular	\$79,066	\$77,097	\$80,737
	100-300-330-0000-5005	Salaries - Overtime	\$1,000	\$1,500	\$1,000
	100-300-330-0000-5010	Wages - Part Time/Temporary	\$6,000		\$1,000
	100-300-330-0000-5015	Salaries - Comp. Time	\$1,000		\$1,000
	100-300-330-0000-5020	Salaries - Vacation Pay	\$1,000	\$500	\$1,000
	100-300-330-0000-5025	Salaries - Holiday Pay			
	100-300-330-0000-5040	Salaries - Call Back	\$500	\$150	\$500
	100-300-330-0000-5045	Salaries - Call Ready	\$5,000	\$5,171	\$5,000
	100-300-330-0000-5055	Unemployment Insurance (SUI)	\$758	\$500	\$731
	100-300-330-0000-5060	FICA Medicare/Social Security	\$6,260	\$5,793	\$6,350
	100-300-330-0000-5105	Workers' Compensation	\$3,493	\$3,309	\$3,552
	100-300-330-0000-5110	CalPERS Employer Share	\$8,509	\$7,704	\$8,906
	100-300-330-0000-5112	CalPERS Unfunded Liability	\$12,909	\$12,784	\$14,628
	100-300-330-0000-5115	Health Insurance	\$19,571	\$10,374	\$20,728
	100-300-330-0000-5120	Dental Insurance	\$1,121	\$1,042	\$1,121
	100-300-330-0000-5125	Long Term Disability/Life/AD&D	\$320	\$342	\$320
	100-300-330-0000-5212	Safety Supplies	\$2,000	\$2,061	\$2,000
	100-300-330-0000-5216	Janitorial Supplies	\$32,000	\$43,838	\$34,000
	100-300-330-0000-5217	Supplies	\$4,000	\$2,288	\$4,000
	100-300-330-0000-5218	Tools	\$2,500	\$1,565	\$2,500
	100-300-330-0000-5235	Vehicle & Equipment Fuel	\$3,000	\$4,244	\$3,000
	100-300-330-0000-5240	Miscellaneous Employee Training	\$2,500	\$1,390	\$2,500
	100-300-330-0000-5256	Equipment Rental	\$500	\$250	\$500
	100-300-330-0000-5262	Insurance Premiums	\$62,228	\$75,584	\$85,405
	100-300-330-0000-5266	Memberships, Dues, Subscriptions	\$250	\$250	\$250
	100-300-330-0000-5268	Meetings & Training	\$1,000	\$250	\$1,000
	100-300-330-0000-5290	Miscellaneous Expenses	\$1,000	\$750	\$1,000
	100-300-330-0000-5292	Uniform Cleaning/Laundry	\$3,200	\$1,830	\$3,200
	100-300-330-0000-5305	Water, Sewer & Garbage	\$64,000	\$62,703	\$64,000
	100-300-330-0000-5308	Hazmat Disposal	\$1,500	\$500	\$1,500
	100-300-330-0000-5412	Custodial Contract	\$72,000	\$99,003	\$75,000
	100-300-330-0000-5430	Engineering Services	\$3,000	\$2,300	\$3,000
	100-300-330-0000-5450	Other Services	\$1,500	\$1,500	\$1,500
	100-300-330-0000-5500	Mileage Reimbursement			
	100-300-330-0000-5600	Building Repairs & Maintenance	\$38,000	\$41,760	\$42,000
	100-300-330-0000-5620	Paint & Supplies	\$5,000	\$750	\$3,000
	100-300-330-0000-5625	Signage	\$1,000	\$500	\$1,000
	100-300-330-0000-5645	Street Maintenance	\$4,000	\$500	\$4,000
	100-300-330-0000-5660	Street Light Maintenance	\$2,500	\$2,500	\$2,500
	100-300-330-0000-5665	Vehicle Maintenance	\$3,500	\$3,500	\$3,500
	100-300-330-0000-5698	Equipment/Equipment R&M	\$7,000	\$6,536	\$7,000
	100-300-330-0000-5725	Welding Supplies	\$1,500	\$1,000	\$1,500
	100-300-330-0000-6100	Capital Outlay	\$45,000	\$42,518	
		TOTAL BUILDINGS	\$465,185	\$483,617	\$495,429

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		GROUNDS (340)			
	100-300-340-0000-5000	Salaries - Regular	\$238,534	\$212,881	\$243,576
	100-300-340-0000-5005	Salaries - Overtime	\$4,500	\$5,545	\$4,500
	100-300-340-0000-5010	Wages - Part Time/Temporary	\$15,000	\$8,817	\$2,000
	100-300-340-0000-5015	Salaries - Comp. Time	\$450		\$450
	100-300-340-0000-5020	Salaries - Vacation Pay	\$1,500	\$500	\$1,500
	100-300-340-0000-5025	Salaries - Holiday Pay		\$3,298	
	100-300-340-0000-5030	Salaries - Sick Pay		\$2,723	
	100-300-340-0000-5040	Salaries - Call Back	\$2,500	\$1,200	\$2,500
	100-300-340-0000-5045	Salaries - Call Ready	\$8,000	\$7,639	\$8,000
	100-300-340-0000-5055	Unemployment Insurance (SUI)	\$3,251	\$1,064	\$3,137
	100-300-340-0000-5060	FICA Medicare/Social Security	\$17,760	\$18,187	\$18,146
	100-300-340-0000-5105	Workers' Compensation	\$14,986	\$14,197	\$15,240
	100-300-340-0000-5110	CalPERS Employer Share	\$22,210	\$20,107	\$23,246
	100-300-340-0000-5112	CalPERS Unfunded Liability	\$33,695	\$33,368	\$38,181
	100-300-340-0000-5115	Health Insurance	\$68,953	\$66,650	\$73,919
	100-300-340-0000-5120	Dental Insurance	\$4,809	\$4,470	\$4,809
	100-300-340-0000-5125	Long Term Disability/Life/AD&D	\$1,372	\$892	\$1,372
	100-300-340-0000-5210	Hazmat Supplies	\$7,500	\$2,596	\$7,500
	100-300-340-0000-5212	Safety Supplies	\$3,000	\$2,553	\$3,000
	100-300-340-0000-5217	Supplies	\$4,000	\$3,530	\$4,000
	100-300-340-0000-5218	Tools	\$3,000	\$2,405	\$3,000
	100-300-340-0000-5235	Vehicle & Equipment Fuel	\$6,000	\$7,518	\$6,000
	100-300-340-0000-5240	Miscellaneous Employee Training	\$2,500	\$2,264	\$2,500
	100-300-340-0000-5256	Equipment Rental	\$3,000	\$3,933	\$3,000
	100-300-340-0000-5266	Memberships, Dues, Subscriptions	\$500	\$250	\$500
	100-300-340-0000-5276	Permit Fees	\$1,500	\$1,200	\$1,500
	100-300-340-0000-5292	Uniform Cleaning/Laundry	\$3,500	\$2,986	\$3,500
	100-300-340-0000-5300	Gas & Electricity	\$220,000	\$240,612	\$225,000
	100-300-340-0000-5305	Water, Sewer & Garbage	\$97,000	\$98,068	\$97,000
	100-300-340-0000-5308	Hazmat Disposal	\$10,000	\$9,719	\$10,000
	100-300-340-0000-5405	Landscaping	\$8,000	\$4,200	\$8,000
	100-300-340-0000-5425	Contract Services	\$2,500	\$500	\$2,500
	100-300-340-0000-5500	Mileage Reimbursement	\$500	\$250	\$500
	100-300-340-0000-5620	Paint & Supplies	\$5,000	\$5,000	\$5,000
	100-300-340-0000-5625	Signage	\$4,000	\$4,500	\$4,000
	100-300-340-0000-5630	Parking Lot R&M	\$10,000	\$11,000	\$10,000
	100-300-340-0000-5645	Street Maintenance	\$2,500	\$1,200	\$2,500
	100-300-340-0000-5665	Vehicle Maintenance	\$5,000	\$4,500	\$5,000
	100-300-340-0000-5672	Other Repairs & Maintenance	\$3,500	\$2,500	\$3,500
	100-300-340-0000-5696	Permits & Inspections	\$1,000		\$1,000
	100-300-340-0000-5698	Equipment/Equipment R&M	\$10,000	\$6,200	\$10,000
	100-300-340-0000-5800	Fish Removal Expenses	\$2,000	\$750	\$2,000
	100-300-340-0000-5805	Waste Oil Disposal/Recycle	\$12,500	\$7,209	\$12,500
		TOTAL GROUNDS	\$865,519	\$826,981	\$873,575

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		AERATION (350)			
	100-300-350-0000-5000	Salaries - Regular	\$13,356	\$10,673	\$13,638
	100-300-350-0000-5055	Unemployment Insurance (SUI)	\$195	\$58	\$188
	100-300-350-0000-5060	FICA Medicare/Social Security	\$1,607	\$750	\$1,630
	100-300-350-0000-5105	Workers' Compensation	\$897	\$850	\$912
	100-300-350-0000-5110	CalPERS Employer Share	\$3,051	\$2,762	\$3,193
	100-300-350-0000-5112	CalPERS Unfunded Liability	\$4,628	\$4,583	\$5,244
	100-300-350-0000-5115	Health Insurance	\$4,126	\$4,114	\$4,423
	100-300-350-0000-5120	Dental Insurance	\$288	\$268	\$288
	100-300-350-0000-5125	Long Term Disability/Life/AD&D	\$82	\$122	\$82
	100-300-350-0000-5217	Supplies	\$1,000	\$850	\$1,000
	100-300-350-0000-5300	Gas & Electricity	\$20,000	\$22,088	\$20,000
	100-300-350-0000-5698	Equipment/Equip. R&M	\$10,000	\$11,331	\$10,000
		TOTAL AERATION	\$59,229	\$58,448	\$60,599
		FISHERY SUPPORT (360)			
	100-300-360-0000-5000	Salaries - Regular	\$10,150	\$7,652	\$10,365
	100-300-360-0000-5055	Unemployment Insurance (SUI)	\$38	\$38	\$37
	100-300-360-0000-5060	FICA Medicare/Social Security	\$317	\$393	\$322
	100-300-360-0000-5105	Workers' Compensation	\$177	\$168	\$180
	100-300-360-0000-5110	CalPERS Employer Share	\$776	\$703	\$812
	100-300-360-0000-5112	CalPERS Unfunded Liability	\$1,177	\$1,166	\$1,334
	100-300-360-0000-5115	Health Insurance	\$814	\$830	\$873
	100-300-360-0000-5120	Dental Insurance	\$57	\$53	\$57
	100-300-360-0000-5125	Long Term Disability/Life/AD&D	\$16	\$31	\$16
	100-300-360-0000-5675	Ice Equipment R&M	\$3,500	\$2,200	\$3,500
		TOTAL FISHERY SUPPORT	\$17,024	\$13,233	\$17,496
		CAPITAL PROJECTS (390)			
	100-300-390-0000-5000	Salaries - Regular	\$4,808	\$1,661	\$4,910
	100-300-390-0000-5055	Unemployment Insurance (SUI)	\$178	\$28	
	100-300-390-0000-5060	FICA Medicare/Social Security		\$12	\$178
	100-300-390-0000-5276	Permit Fees	\$1,500		\$1,500
	100-300-390-0000-5290	Miscellaneous Expenses	\$500	\$250	\$500
	100-300-390-0000-5298	Interest Expense	\$355,317	\$355,317	\$305,441
	100-300-390-0000-5416	Legal Consultation	\$1,000		\$500
	100-300-390-0000-5500	Mileage Reimbursement	\$200	\$50	\$200
	100-300-390-0000-6200	Principal Debt Payments	\$1,365,818	\$1,362,858	\$1,413,056
		TOTAL CAPITAL PROJECTS	\$363,503	\$357,318	\$313,229

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		DREDGING OPERATIONS (400)			
	100-300-400-0000-5000	Salaries - Regular	\$631,193	\$596,317	\$631,715
	100-300-400-0000-5005	Salaries - Overtime	\$25,000	\$37,113	\$25,000
	100-300-400-0000-5010	Wages - Part Time/Temporary	\$20,000	\$31,590	\$27,000
	100-300-400-0000-5015	Salaries - Comp. Time	\$1,500	\$2,409	\$1,500
	100-300-400-0000-5020	Salaries - Vacation Pay	\$2,000	\$500	\$2,000
	100-300-400-0000-5025	Salaries - Holiday Pay	\$1,500	\$500	\$1,500
	100-300-400-0000-5030	Salaries - Sick Pay		\$3,856	
	100-300-400-0000-5055	Unemployment Insurance (SUI)	\$6,193	\$3,634	\$5,975
	100-300-400-0000-5060	FICA Medicare/Social Security	\$51,160	\$51,236	\$51,896
	100-300-400-0000-5105	Workers' Compensation	\$28,544	\$27,042	\$29,028
	100-300-400-0000-5110	CalPERS Employer Share	\$41,129	\$37,234	\$43,048
	100-300-400-0000-5112	CalPERS Unfunded Liability	\$62,396	\$61,791	\$70,704
	100-300-400-0000-5115	Health Insurance	\$136,236	\$137,350	\$145,695
	100-300-400-0000-5120	Dental Insurance	\$9,159	\$8,515	\$9,159
	100-300-400-0000-5125	Long Term Disability/Life/AD&D	\$2,613	\$1,651	\$2,613
	100-300-400-0000-5210	Hazmat Supplies	\$3,000	\$3,539	\$3,000
	100-300-400-0000-5212	Safety Supplies	\$6,500	\$8,540	\$6,500
	100-300-400-0000-5217	Supplies	\$8,000	\$7,478	\$8,000
	100-300-400-0000-5218	Tools	\$10,000	\$9,914	\$10,000
	100-300-400-0000-5232	Boat Fuel - Dredge Skiff	\$1,000	\$793	\$1,000
	100-300-400-0000-5233	Boat Fuel - Twin Lakes	\$105,000	\$104,128	\$110,000
	100-300-400-0000-5234	Boat Fuel - Dauntless & Squirt	\$10,000	\$8,272	\$12,000
	100-300-400-0000-5235	Vehicle & Equipment Fuel	\$12,000	\$22,975	\$12,000
	100-300-400-0000-5240	Miscellaneous Employee Training	\$10,000	\$5,015	\$8,000
	100-300-400-0000-5256	Equipment Rental	\$32,000	\$26,896	\$32,000
	100-300-400-0000-5262	Insurance Premiums	\$45,257	\$54,211	\$62,113
	100-300-400-0000-5266	Memberships, Dues, Subscriptions	\$500	\$819	\$500
	100-300-400-0000-5268	Meetings & Training	\$2,000	\$250	\$1,000
	100-300-400-0000-5270	Books	\$100	\$100	\$100
	100-300-400-0000-5276	Permit Fees	\$10,000	\$10,000	\$10,000
	100-300-400-0000-5290	Miscellaneous Expenses	\$5,000	\$5,000	\$5,000
	100-300-400-0000-5292	Uniform Cleaning/Laundry	\$6,500	\$6,292	\$6,500
	100-300-400-0000-5308	Hazmat Disposal	\$5,000	\$4,796	\$5,000
	100-300-400-0000-5418	Freight	\$2,500	\$1,500	\$2,500
	100-300-400-0000-5440	Environmental Services	\$5,000	\$3,000	\$5,000
	100-300-400-0000-5445	Dredge Consulting	\$15,000	\$4,873	\$10,000
	100-300-400-0000-5450	Other Services	\$5,000	\$1,500	\$5,000
	100-300-400-0000-5500	Mileage Reimbursement	\$1,000	\$750	\$1,000
	100-300-400-0000-5620	Paint & Supplies	\$6,000	\$11,275	\$6,000
	100-300-400-0000-5665	Vehicle Maintenance	\$5,000	\$4,711	\$5,000
	100-300-400-0000-5672	Other Repairs & Maintenance	\$3,000	\$8,816	\$3,000
	100-300-400-0000-5685	Safety Equipment R&M	\$1,500	\$1,500	\$1,500
	100-300-400-0000-5698	Equipment/Equipment R&M	\$45,000	\$55,067	\$45,000
	100-300-400-0000-5700	Maint/Lube Inner Harbor Dredge	\$20,000	\$23,395	\$20,000
	100-300-400-0000-5705	Maint/Lube Dredge Twin Lakes	\$120,000	\$139,060	\$120,000
	100-300-400-0000-5707	Maint/Lube - Ancilliary Equipment	\$65,000	\$38,877	\$65,000
	100-300-400-0000-5710	Maint/Lube Dredge Workboat Dauntless	\$30,000	\$29,483	\$30,000
	100-300-400-0000-5715	Dredge Paint/Coatings	\$19,000	\$19,903	\$19,000
	100-300-400-0000-5720	Booster Pump R&M	\$10,000	\$7,631	\$10,000
	100-300-400-0000-5725	Welding Supplies	\$10,000	\$10,000	\$10,000
	100-300-400-0000-6105	Capitalized Equip Xfer to 1100	\$143,000	\$147,996	\$152,000
		TOTAL DREDGING OPERATIONS	\$1,653,480	\$1,641,094	\$1,697,545

Santa Cruz Port District
FY25 BUDGET
February 27, 2024

Category	Account	Description	FY24 BUDGET	FY24 PRJXN	FY25 BUDGET
		BOATYARD OPERATIONS (500)			
	100-500-500-0000-5000	Salaries - Regular	\$162,139	\$134,514	\$165,566
	100-500-500-0000-5005	Salaries - Overtime	\$1,000	\$974	\$1,000
	100-500-500-0000-5010	Wages - Part Time/Temp.	\$20,000	\$14,345	\$24,000
	100-500-500-0000-5015	Salaries - Comp. Time	\$300		\$300
	100-500-500-0000-5025	Salaries - Holiday Pay		\$110	
	100-500-500-0000-5040	Call Back	\$500		\$500
	100-500-500-0000-5055	Unemployment Insurance (SUI)	\$2,324	\$822	\$2,243
	100-500-500-0000-5060	FICA Medicare/Social Security	\$13,804	\$11,506	\$14,080
	100-500-500-0000-5105	Workers' Compensation	\$10,714	\$10,150	\$10,896
	100-500-500-0000-5110	CalPERS Employer Share	\$9,687	\$8,769	\$10,139
	100-500-500-0000-5112	CalPERS Unfunded Liability	\$14,696	\$14,553	\$16,652
	100-500-500-0000-5115	Health Insurance	\$50,699	\$50,716	\$54,249
	100-500-500-0000-5120	Dental Insurance	\$3,438	\$3,196	\$3,438
	100-500-500-0000-5125	Long Term Disability/Life/AD&D	\$981	\$389	\$981
	100-500-500-0000-5204	Advertising	\$525	\$739	\$525
	100-500-500-0000-5210	Hazmat Supplies	\$500		\$500
	100-500-500-0000-5212	Safety Supplies	\$500	\$420	\$500
	100-500-500-0000-5217	Supplies	\$2,500	\$1,550	\$2,500
	100-500-500-0000-5218	Tools	\$1,000	\$1,000	\$1,000
	100-500-500-0000-5235	Fuel - Travelift	\$2,000	\$2,300	\$2,000
	100-500-500-0000-5240	Miscellaneous Employee Training	\$1,200	\$500	\$1,000
	100-500-500-0000-5256	Equipment Rental	\$1,000		\$500
	100-500-500-0000-5262	Insurance Premiums	\$22,628	\$27,105	\$31,056
	100-500-500-0000-5276	Permit Fees	\$2,000	\$1,031	\$1,500
	100-500-500-0000-5284	Credit Card Fees	\$7,000	\$6,810	\$7,000
	100-500-500-0000-5290	Misc. Expenses	\$1,500	\$200	\$1,500
	100-500-500-0000-5292	Uniforms	\$1,200	\$1,350	\$1,200
	100-500-500-0000-5300	Gas & Electricity	\$17,000	\$18,568	\$18,000
	100-500-500-0000-5305	Water, Sewer, Garbage	\$13,000	\$11,031	\$13,000
	100-500-500-0000-5308	Hazmat Disposal	\$5,500	\$6,800	\$6,500
	100-500-500-0000-5310	Telephone & Alarms	\$1,500	\$668	\$1,200
	100-500-500-0000-5425	Contract Services	\$500	\$850	\$500
	100-500-500-0000-5430	Engineering Services	\$500		\$500
	100-500-500-0000-5450	Other Services	\$3,500	\$2,800	\$3,500
	100-500-500-0000-5465	Software License & Application	\$500		\$500
	100-500-500-0000-5500	Mileage Reimbursement	\$200	\$200	\$200
	100-500-500-0000-5625	Signage	\$250	\$82	\$250
	100-500-500-0000-5694	Office Equipment	\$250	\$425	\$250
	100-500-500-0000-5698	Equipment R&M	\$10,000	\$10,000	\$10,000
	100-500-500-0000-7000	Filtration System R&M	\$3,000	\$2,232	\$3,000
	100-500-500-0000-7005	Filtration System Supplies	\$9,000	\$8,500	\$9,000
	100-500-500-0000-7020	Cost of Goods Sold	\$10,000	\$9,500	\$10,000
	100-500-500-0000-6100	Capital Outlay			
		TOTAL BOATYARD OPERATIONS	\$408,535	\$364,705	\$431,225

ATTACHMENT C – FINANCIAL POLICIES

Reserve Policy

Investment Policy

Unfunded Accrued Liability Policy



Santa Cruz Port District
GENERAL FUND RESERVE POLICY

*Adopted by the Santa Cruz Port Commission
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

*Adopted by the Santa Cruz Port Commission
August 9, 2021*

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Attachment B CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION (CDIAC) TABLE OF NOTES
FOR FIGURE 1

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 investment 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.

ATTACHMENT A
CDIAC ALLOWABLE INVESTMENT INSTRUMENTS, FIGURE 1

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2021)^A
APPLICABLE TO ALL LOCAL AGENCIES^B

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

FIGURE 1

INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^E	None	53601(g)
Commercial Paper—Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(c)
Commercial Paper— Pooled Funds ^I	270 days or less	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^J	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^K	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^K	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M	53601(j)
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{O,Q}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^R	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^S	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^T	N/A	None	None	16340
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

LOCAL AGENCY INVESTMENT GUIDELINES

ATTACHMENT B
CDIAC TABLE OF NOTES FOR FIGURE 1

TABLE OF NOTES FOR FIGURE 1

<p>A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.</p> <p>B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.</p> <p>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 remaining 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.</p> <p>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.</p> <p>E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.</p> <p>F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.</p> <p>G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper and medium-term notes of any single issuer.</p> <p>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, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.</p> <p>I Includes agencies defined as a county, 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 forth in Section 53601(h)(2)(C).</p> <p>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).</p> <p>K Effective January 1, 2020, no more than 50 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(j)). On January 1, 2026, the maximum percentage of the portfolio reverts back to 30 percent. Investments made pursuant to 53635.8 remain subject to a maximum of 30 percent of the portfolio.</p>	<p>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.</p> <p>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.</p> <p>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."</p> <p>O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.</p> <p>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.</p> <p>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.</p> <p>R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.</p> <p>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).</p> <p>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.</p> <p>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), with a maximum remaining maturity of five years or less.</p>
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Santa Cruz Port District
**UNFUNDED ACCRUED LIABILITY PENSION
MANAGEMENT POLICY**

*Adopted by the Santa Cruz Port Commission
July 14, 2022*

SECTION 1. PURPOSE

This Unfunded Accrued Liability Pension Management Policy (the “Policy”) is intended to strategically address the existing and any future unfunded accrued liability (the “UAL”) associated with the Santa Cruz Port District’s (the “District”) California Public Employees’ Retirement System (CalPERS) pension plans (the “Pension Plans”). Also addressed are some of the principal elements and core parameters central to the policy objectives. In the development of this Policy, the District strives to reduce its UAL and the associated financing costs in the most cost-efficient and fiscally responsible manner possible.

The District is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This Policy is intended to make all relevant information readily available to decision-makers and the public to improve the quality of decisions, identify policy goals, and to demonstrate a commitment to long-term financial planning. Adherence to this Policy signals to rating agencies and capital markets that the District is well managed and able to meet its obligations in a timely manner.

The Policy is intended to reflect a reasonable and conservative approach to managing the UAL costs associated with the Pension Plans. This Policy recognizes that the Pension Plans are subject to market volatility and that actual economic and demographic experience of the plans will differ from the actuarial assumptions. Accordingly, it is intended to allow for adaptive responses to changing circumstances, providing flexibility to address such volatility in a financially sound manner. As such, the District is required to continually monitor its Pension Plans and the corresponding UAL.

SECTION 2. POLICY GOALS AND OBJECTIVES

The overarching goals and objectives of this Policy are as follows:

- Establish, attain, and maintain targeted pension plan funding levels
- Seek to manage and control future contribution volatility to the extent reasonably possible
- Strive to make Annual Discretionary Payments to accelerate UAL pay-down, reduce interest costs, and stabilize future payments, when feasible
- Maintain the District’s sound financial position and creditworthiness
- Provide guidance in making annual budget decisions
- Demonstrate prudent financial management practices
- Ensure that pension funding decisions protect both current and future stakeholders
- Create transparency as to how and why the Pensions Plans are funded

SECTION 3. BACKGROUND AND DISCUSSION

In General. Each Pension Plan is a multiple-employer defined benefit pension plan administered by the California Public Employee Retirement System (“CalPERS”). All full-time and certain part-time District employees are eligible to participate in the CalPERS retirement and disability benefits, annual cost of living adjustments and death benefits offered to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute.

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure its financial soundness and sustainability, the plan should accumulate adequate resources in a systematic and disciplined manner to ensure sufficient resources are available to meet employee benefit requirements. This Policy outlines the practices the District may utilize to address its actuarially determined contributions to fund the long-term cost of benefits to the Pension Plan participants and annuitants.

Pension Costs and Liabilities. In order to fund its employees’ pension benefits, the District is required to make contributions (a portion of which may come from the employees) to CalPERS. CalPERS then invests these contributions to generate returns to help fund the pension benefits. The regular required contributions, known as the “normal cost,” are calculated as a percent of salaries and represent the annual cost of service accrual for the upcoming fiscal year for active employees. If, for any reason, the actual Pension Plan experience and investment performance fall short of the actuarial assumptions, the Pension Plan can become underfunded (i.e., the Pension Plan’s Normal Accrued Liability exceeds the Plan’s market value of assets). This shortfall is known as the Unfunded Accrued Liability (the “UAL”) and usually has to be covered by the District through a series of UAL Payments, which are above and beyond the “normal cost” contributions. The UAL Payments are calculated in total dollar amounts, not as a percent of salaries.

The UAL, can be caused by multiple factors, including but not limited to, changes to CalPERS’ actuarial amortization policy, retroactive pension benefit enhancements, investment underperformance, actuarial assumption changes, demographic factors, and discount rate reductions and apply to all accrued employee benefits regardless of current employment status.

UAL is Debt. The UAL balance at any given point in time is a debt of the District owed to CalPERS, which is amortized over a set period of time with interest accruing at the then current CalPERS discount rate (the “Discount Rate”). However, this debt can be prepaid at any time without penalties. Recognizing the UAL as debt helps the District identify proper steps to address it and minimize the associated financing costs.

Ongoing CalPERS Practices. Every year CalPERS prepares updated actuarial valuation reports for each of the District’s Pension Plans wherein it calculates the District’s total pension liability as of the end of the prior fiscal year (each a “Valuation Report”). If the investment performance during that fiscal year was different from the Discount Rate, or if CalPERS made any changes to its actuarial assumptions, or if the actual demographic or compensation experience within the Pension Plans was different from the actuarial assumptions, new line items, or UAL amortization “bases,” may be added to the plan and result in a change to the UAL balance. Such

UAL amortization bases may be positive (indicating funding shortfall for the Pension Plans) or negative (indicating funding surplus for the Pension Plans). Since CalPERS can add new UAL amortization bases every year, the Pension Plans must be monitored annually and managed continually – there is no one-time solution.

CalPERS has adopted the UAL amortization methods that were meant to help public agencies “ease into” paying for the UAL increases. New UAL amortization bases are implemented incrementally, with a five-year ramp-up period, and at times include additional small increases in each of the subsequent years. The ramp-up period, while reducing the cash flow impact in the near term, increases the overall UAL repayment costs for the District by delaying repayment. Since the UAL balances accrue interest at the rate that is equal to the then current Discount Rate, the delayed payments prior to the commencement of the amortization and the reduced payments during the ramp-up period that do not fully cover the interest costs result in negative amortization, causing further increases to the UAL balance. To help reduce the overall costs of the UAL repayment, this Policy encourages level annual payments (i.e., no ramp-up) whenever possible.

SECTION 4. POLICY

A. Funding Level Objective. It is the District’s policy to strive to achieve and maintain a Pension “Funded Ratio” (being the ratio by which the Market Value of Assets—as set forth in the most recently published Valuation Report—exceeds the Entry Age Normal Accrued Liability or “EANAL”—as set forth in the most recently published Valuation Report) for each Pension Plan of 90% (the “Funding Level Objective”).

Funding Level Objective = 90%

Achieving and maintaining the 90% Funding Level Objective ensures that the ongoing contributions of the District and its employees are properly and adequately funding the retirement benefits of retirees and today’s workers. This concept is commonly referred to as the intergenerational equity. The reason for a Funding Level Objective of 90% rather than 100% is to allow some cushion for the possibility that good investment returns by CalPERS in a given year might push the Funded Ratio of a Pension Plan above 100% (commonly referred to as “superfunded status”), which means that the District and its employees had contributed into the Pension Plan more than was necessary. Thus, while the District remains committed to maintaining a 100% funded level, it shall manage the 10% differential (i.e., the difference between 90% and 100%) through its own investment process by creating the “Pension Rate Stabilization Fund” discussed herein.

Guidance: To achieve the Funding Level Objective, this Policy provides the following guidance:

1. ***Pre-Pay the Entire Annual UAL Payment by July 31st of each year.*** On or before July 1st of each year, the District receives its annual CalPERS UAL invoice. The District has two payments options. The invoice can (1) be paid in equal monthly increments or (2) be fully pre-paid at the beginning of the fiscal year by July 31st. By prepaying the entire invoice amount due by July 31st, the District can save approximately 3.5% compared to making the monthly payments. As such, every effort should be made to pre-pay the UAL payment upon receipt of the annual invoice, when feasible.

2. **Pre-Pay UAL from Reserves, One-Time Revenues and Fund Surpluses.** Reserves (often invested in LAIF) regularly do not earn returns that can offset the interest rate that CalPERS charges on the outstanding UAL balance. Supplemental contributions into the Pension Plans from available reserves, one-time revenues and fund surpluses can generate substantial long-term net savings. Each supplemental contribution, referred to by CalPERS as an Additional Discretionary Payment (ADP), reduces the UAL balance, the Annual Required Contributions (ARC) for future years, and the total interest costs associated with the UAL. CalPERS does not apply any prepayment penalties to ADPs. Therefore, during each budget cycle, District staff shall review all available reserves, one-time revenues and fund surpluses to determine whether any such funds could be used to make an ADP to pay down the UAL, keeping in mind operational and capital budgetary constraints while maintaining adequate reserves and balancing the fiscal soundness of eliminating the high-interest UAL debt. ADPs should not adversely affect the general operations and fiscal soundness of the District.

3. **Capital Financing.** When considering capital projects, staff regularly reviews and plans for reserving capital to cash fund current and future projects. When considering how to pay for current and future capital projects, staff should review the current tax-exempt market to assess if it would be more cost effective to borrow at tax-exempt rates to pay for the capital projects and redirect the reserved funding (and/or such other appropriate funds of the District) to make ADPs to CalPERS.

If there are projected cost savings by using this method, and a capital financing strategy is to be implemented, the Port Commission would need to approve of the ADPs being paid to CalPERS prior to the financing to ensure that the annual savings generated by implementing the strategy are applied to UAL paydowns.

4. **Utilize Savings Achieved from Refunding Outstanding Non-Pension Related Debt to Pre-Pay UAL.** During each budget cycle, staff should review all outstanding long-term non-pension related debt of the District to determine whether a refunding of such debt might result in net present value savings of greater than 3%, and if so, consider a structure and strategy that frontloads the savings from such debt refunding, which can then be used to pay down the UAL.

5. **Sources of Revenue.** All fees, rates and charges should incorporate full allocation of pension costs for employees providing associated services. While some funds cannot contribute more than their fair share (i.e., enterprise funds), they should not contribute less than their fair share. Staff shall review allocation of labor costs to proprietary and other funds to ensure full reimbursement of the pension cost burden. Staff shall provide, or cause to be provided, consistent and well-documented methodology for pension cost allocation to all funds.

6. **Pension Obligation Financing.** The District shall consider issuing taxable municipal debt obligations (generically hereafter referred to as "Pension Obligations") to refinance the UAL, in part or in whole, if such bond obligations are expected to produce minimum cash flow savings of at least 5%, taking into account all debt service and costs of issuance associated with such

bond obligations, in comparison to CalPERS' respective UAL amortization schedule and the then-current Discount Rate.

Pension Obligations shall not utilize swaps or derivatives of any kind and should be structured with reasonable and flexible call provisions (with a maximum of 10-year call provision). Pension Obligations shall be used only to prepay the UAL liabilities and shall not be used to finance normal cost payments. The issuance of Pension Obligations must be voted upon and approved by the Board of Directors.

7. **Annual Review of the CalPERS Actuarial Valuation Reports and Associated Tasks.** District staff shall review or cause to be reviewed the annual CalPERS actuarial valuation reports within 60 days of their release by CalPERS, which usually takes place during the month of August. The review should focus on identifying the annual changes to each of the Pension Plans UAL and quantifying the associated cost implications and the corresponding impact on the Funded Ratio. Staff should annually reach out to the District's CalPERS actuary to request a calculation of flat payments (rather than ramp-up payments) for all outstanding and new UAL amortization bases. In making ADPs, District staff shall determine or cause to be determined the optimal application of the ADPs to the outstanding UAL amortization bases to achieve the Funding Level Objective as well as desired budgetary outcomes.

B. Establishment and Operation of a Pension Rate Stabilization Fund.

1. **Establishment of a Pension Rate Stabilization Fund.** Once the District has substantively accomplished stabilizing all Pension Funds at or near the Funding Level Objective, the District may establish a Pension Rate Stabilization Fund, either self-managed or a Section 115 trust fund managed by a third-party investment manager (the "Investment Manager"). The Pension Rate Stabilization Fund will receive Sequestered Savings (defined below) and Sequestered Surplus (defined below) as well as any other funds deposited into it at the discretion of the Port Commission, based on recommendations made by District staff during the annual budget process. Funds in the Pension Rate Stabilization Fund should only be used to manage the District's pension benefits costs to maintain each of the Pension Plans at the Funding Level Objective in accordance with the goals and objectives set forth in this Policy.
2. **Funding the Pension Rate Stabilization Fund.**
 - (a) **Sequestered Savings.** At the beginning of each Fiscal Year following the issuance of each series of Pension Obligations, for a total of ten (10) consecutive years (or such other period of years as deemed appropriate by the Port Commission at the time of any subsequent issuances of Pension Obligations) following such issuance, a fixed dollar amount equal to 50% (or such other percentage as deemed appropriate by the Port Commission at the time of any subsequent issuances of Pension Obligations) of the "Total Sequestered Savings" (as calculated in the manner set forth below) achieved by issuing Pension Obligations (the "Annual Sequestered Savings Savings"), shall be transferred from the District's general operating funds

and deposited into the Pension Rate Stabilization Fund until such time that the Pension Rate Stabilization Fund reaches the Pension Rate Stabilization Fund Maximum (as outlined in section B3 below), and thereafter all Sequestered Savings will be directed to a “Pension Obligation Prepayment Fund” which will be established and maintained by the District for the purpose of prepaying any outstanding Pension Obligations.

$$\text{Total Sequestered Savings} = \text{UALDS} - \text{DS}$$

$$\text{Annual Sequestered Savings} = 0.5x\left(\frac{\text{UALDS} - \text{DS}}{Y}\right)$$

UALDS = Scheduled UAL debt service being paid off by the Pension Obligations

DS = Total principal amount of Debt Service on the Pension Obligations

Y = Number of years to pay back Sequestered Savings

Example of Annual Sequestered Savings Calculation

A \$5M Pension Obligation was issued in 2022 for the purpose of prepaying UAL. The total UAL debt service (UALDS) paid off with the Pension Obligation was \$8,000,000 and the total debt service (DS) on the Pension Obligation is \$7,000,000. The District elected to sequester 50% of the total savings over a 10-year period (Y), which in this example totals \$100,000.

$$\begin{aligned}\text{Annual Seq. Savings} &= 0.5x\left(\frac{8,000,000 - 7,000,000}{10}\right) \\ &= \$50,000\end{aligned}$$

(b) Sequestered Surplus. Each Fiscal Year during the District’s normal budget adoption process, beginning with the 2022-23 Fiscal year budget, and for each of the following 9 years, a percent between 0% and 10% of any available surplus from the prior Fiscal Year (the “Sequestered Surplus”) shall be set aside, transferred and deposited into the Pension Rate Stabilization Fund.

3. Operation of the Pension Rate Stabilization Fund. Sequestered Surplus and Sequestered Savings (and any other amounts contributed by the District) shall be deposited in the Pension Rate Stabilization Fund and used solely for the purpose of making ADP’s (and Normal Cost payments during a Fiscal Hardship, and/or to the extent the amount therein exceeds the Pension Rate Stabilization Fund Maximum, as described below) to CalPERS for the purpose of achieving and maintaining Funding Level Objective.

With the goal of achieving and maintaining the Funding Level Objective, each year during the budget cycle, District staff shall calculate, or cause to be calculated, the upcoming Fiscal Year’s

estimated Funded Ratio by taking into account the most recent Valuation Report's statement of Funded Ratio and adjusting for the estimated UAL amortization base that will be either added or subtracted due to the prior Fiscal Year's investment result of either exceeding or falling short of the then current Discount Rate for that Fiscal Year (the "Estimated Funded Ratio"). If the Estimated Funded Ratio is estimated to be less than the Funding Level Objective, to the extent funds are available in the Pension Rate Stabilization Fund, the Port Director shall make an ADP to CalPERS in the amount necessary to bring the Funded Ratio back up to the Funding Level Objective. Additionally, if sufficient funds are available in the Pension Rate Stabilization Fund, staff shall assess whether to fully amortize any new UAL amortization bases in order to reduce the long-term interest costs associated with the "ramping" procedures used by CalPERS.

Moneys in the Pension Rate Stabilization Fund shall not be used for normal costs until such time as the amount therein, when combined with the Market Value of Assets (as set forth in the most recently published Valuation Report) exceeds the Entry Age Normal Accrued Liability (as set forth in the most recently published Valuation Report) by 110% (the "Pension Rate Stabilization Fund Maximum"). To the extent monies in the Pension Rate Stabilization Fund on June 31st exceed the Pension Rate Stabilization Fund Maximum (after consideration has been given to the amounts therein required to be paid to CalPERS for the ensuing Fiscal Year to maintain the Estimated Funded Ratio at or above the Funding Level Objective), any accrued surplus over 110% may be used to offset the District's Normal Cost payment made to CalPERS in such Fiscal Year, and any Sequestered Savings will be directed to the Bond Call Fund.

4. **Fiscal Hardship.** In the event of a Fiscal Hardship (as defined below), transfers of Sequestered Savings may be abated and/or the Pension Rate Stabilization Fund may be utilized for either normal or UAL costs until the Fiscal Hardship is no longer in effect.

"Fiscal Hardship" means an economic hardship, or other unanticipated fiscal emergency, that has been declared by resolution by the Port Commission.

- C. **Transparency and Reporting.** Funding of the Pension Plans should be transparent to all stakeholders, including plan participants, annuitants, the Port Commission, and District rate payers. To achieve this Policy objective, copies of the annual actuarial valuation reports for each Pension Plan shall be made available and posted on the District's website. The District's audited financial statements shall also be posted on the District's website.
- D. **Annual Budget to Contain Policy Directed Information.** The District's annual operating budget shall consider the items specified in this Policy for inclusion in each such annual budget.
- E. **Review of Policy.** Funding a defined benefit pension plan requires a long-term planning approach. This Policy is intended to provide general objectives and guidelines, and as such, District staff will review the policy for implementation of new best practices and provide the Port Commission with updates for approval on an as needed basis, not to exceed 5 years.

ATTACHMENT D – DRAFT FY25 FEE SCHEDULE

PARKING

Description	Fee
Visitor Parking Pass: Daily	\$20.00 /day
Visitor Parking Pass: Hourly	\$2.00 /hour
Slip Licensee 1st/2nd Additional Annual Parking Permits	\$50.00 / \$100
Slip Licensee Visitor Parking Pass: Daily	\$10.00 /day
RV Park Overnight Parking	\$65.00 /night
RV Park Overnight Parking Booking Fee	\$3.00 /flat rate
RV Park Overnight Parking Lock Site Fee (<i>optional selection</i>)	\$25.00 /flat rate
RV Park Cancellation Fee (72-hour notice)	\$25.00
RV Park Cancellation Fee (less than 72-hour notice)	\$65.00
Overnight Parking: Launch Ramp (RV w/o trailer)	\$65.00 /night
Overnight Parking: Launch Ramp (RV w/trailer)	\$83.00 /night
Overnight Parking: Launch Ramp (Vehicle w/o trailer)	\$30.00 /night ^A
Overnight Parking: Launch Ramp (Vehicle w/trailer)	\$30.00 /night ^A
Overnight Parking: 7th & Brommer	\$20.00 /night
Annual North Harbor Visitor Parking Pass: M - F	\$100.00 /year
Annual North Harbor Visitor Parking Pass: Every Day	\$150.00 /year
Annual Landside Tenant Business Parking Permit	\$240.00 /year
Concession Parking Lot: Overflow Parking Pass	\$10.00 /day
Concession Parking Lot: 30 Minutes or Less	FREE
Concession Parking Lot: Entry Before 4 PM (First 2.5 Hours)	\$2.00 /hour
Concession Parking Lot: Entry Before 4 PM (After 2.5 Hours)	\$5.25 /hour
Concession Parking Lot: Entry After 4 PM	\$2.00 /hour
Concession Parking Lot: Lost Ticket Fee	\$40.00

^A Includes all-day parking through 9 PM 2nd night.

LAUNCHING

Description	Fee
Daily Launch Permit	\$18.00
Daily Launch Permit - Disabled	\$12.00
Daily Cartop Launch Permit (2 Vessels)	\$15.00 ^B
Handlaunch or Additional Vessel w/ Cartop	\$7.00
Annual Launch Permit: Every Day	\$370.00
Annual Launch Permit: M - F	\$265.00
Annual Launch Permit - Disabled: Every Day	\$225.00
Annual Launch Permit - Disabled: M - F	\$165.00
Annual Launch Permit Cartop	\$250.00

^B Includes launching for 2 vessels/boards & vehicle parking.

VISITOR BERTHING

Description	Fee
Up to 50' Monohull: 1-14 Days	\$1.50 /ft./day, \$42.00 minimum
Up to 50' Monohull: 15+ Days	\$2.25 /ft./day, \$63.00 minimum
50'+ Multihull: 1-14 Days	\$1.75 /ft./day, \$52.50 minimum
50'+ Multihull: 15+ Days	\$2.25 /ft./day, \$63.00 minimum
Commercial ^C	\$0.75 /ft./day, \$30.00 minimum

^C Commercial rate applies to fishing vessels actively & solely engaged in commercial fishing. Proof in advance of slip assignment in the form of two CDFW commercial fish landing receipts within the previous two weeks may be required.

OTHER VISITOR SERVICES

Description	Fee
Catamaran Overnight Storage	\$5.00 ^D
End-Tie full length (Regattas, Cruises, Etc.)	\$270.00 /day
End-Tie half length (Regattas, Cruises, Etc.)	\$160.00 /day
Winter End-Tie Berthing Program: Recreational ^E	\$27.90 /ft./mo. ^F
Winter End-Tie Berthing Program: Commercial ^E	\$18.00 /ft./mo. ^F

^D Storage on beach only.

^E Winter: October 31 - March 1, commercial year-round subject to Harbormaster approval.

^F 1-month occupancy; paid in advance.

MOORAGE RATES ^G

Description	Fee
South Harbor: Single Side	\$14.56 /foot
South Harbor: Double Side	\$16.03 /foot
South Harbor: AA Dock	\$24.76 /foot
South Harbor: ABC Dock	\$29.13 /foot
North Harbor: 20' (Including Inside-Ties)	\$13.08 /foot
North Harbor: 25' / 30'	\$13.78 /foot
North Harbor: 35' / 40'	\$14.16 /foot
North Harbor: Wide 45'	\$16.25 /foot
North Harbor: Dory-Tie	\$70.52 /month
Security Deposit	2 months' rent

^G Slip rent is based on the greater length of the slip or vessel (and any overhangs).

DRY STORAGE

Description	Fee
7th & Brommer Gravel Lot	\$134.33 /month
North Harbor Paved Lot 24 ¹	\$143.73 /month
North Harbor Paved Lot 28 ¹	\$173.29 /month
North Harbor Paved Lot 33 ¹	\$188.06 /month
Catamaran Storage	\$67.15 /month
Kayak Rack Storage	\$63.14 /month
Security Deposit	1 month's rent

EVENTS

Description	Fee
Event Application Fee	\$75.00 ^H
Harbor Beach: 0-100 People	\$400.00 /day
Harbor Beach: Add 'l 50 People	\$175.00 /day
Harbor Beach Plaza	\$250.00 /day
Mariner Park Lawn: 0-100 People	\$250.00 /day
Mariner Park Lawn: Add 'l 50 People	\$100.00 /day
JG Townsend Maritime Plaza	\$150.00 /day
Walton Lighthouse: 0-6 People	\$500.00 /hour ^l
West Jetty	\$325.00 /day
Wiki's Island	\$150.00 /day
Information Booth	\$60.00 /day
Event Deposit	\$500.00 /day minimum
Live Music /DJ	\$185.00 /day
Stereo System	\$85.00 /day
Volleyball Court	\$70.00 /court/4-hours ^j
On-water Event Permit Inner Harbor	\$50.00 /hour ^k
Electrical Service Use	\$40.00
Mariner Park Lawn Camping	\$10.00 /night/tent ^L
Public Meeting Room	\$40.00 /hour ^M

^H Cost recovery for administrative services.

^l Staff service charges for standby may apply.

^j Limit 2 courts.

^k Plus safety staffing & vessels.

^L Harbormaster approval required.

^M Fees waived for landside concessionaires and marine related uses.

STAFF SERVICES ^{N, O, P}

Description	Fee
Facilities Maintenance & Engineering Manager	\$132.40 /hour
Supervising Harbor Maintenance Worker	\$86.80 /hour
Harbor Maintenance Worker	\$82.80 /hour
Supervising Harbor Dredge Worker	\$86.80 /hour
Harbor Dredge Worker	\$82.80 /hour
Harbormaster	\$132.40 /hour
Assistant Harbormaster	\$93.80 /hour
Senior Deputy Harbormaster	\$86.80 /hour
Deputy Harbormaster	\$82.80 /hour
Customer Service Representative	\$73.30 /hour
Facilities Coordinator	\$73.30 /hour
Finance Officer	\$94.30 /hour
Administrative Services Officer	\$94.30 /hour
Administrative Assistant I/II	\$82.80 /hour
Parking Coordinator	\$71.11 /hour
Parking Control	\$35.36 /hour
Boatyard Supervisor	\$86.80 /hour
Boatyard Crew	\$71.11 /hour
All Vehicles ^Q	\$75.00 /hour

^N Hourly Labor charges for services outside of routine, for benefit of individual or group.
(Ex: Hazmat response & cleanup, damage repairs, event setup, security, etc.)

^O Commensurate with 2024 salaries.

^P 2-hour minimum.

^Q 1-hour minimum.

MISCELLANEOUS

Description	Fee
Credit Card Convenience Fee	3%
Administrative Fee	\$25.00
Appeals to the Board of Port Commissioners	\$25.00 filing fee
Credit Card Phone-in Fee	\$10.00
Fuel Service Call Back	\$10.00
Dewatering	\$125.00+ ^R
Dock Box Sale	\$475.00
Ice Sales	\$20.00 /tote up to 500lbs.
Returned Check Fee	\$40.00
Discount for Advance Payment of Slip Fees	2% annually
Postage/Mailing	Actual cost + 25%, \$10.00 minimum
Late Payments: One-Time Fee	\$25.00
Late Payments: Interest on Aged Balance	0.833%
Police/Incident Reports Copies	\$25.00
Misc. Landside Storage (Including Impound)	\$150.00 impound fee +\$10.00 /day up to 100 SF ^S
Temporary Non-Secure Trailer Storage	\$75.00 /month ^T
Crab Pot Storage: Max 2 Weeks / Paid in Advance	\$35.00 /week/parking space or 200 SF of pier
Crab Pot Storage: Per Add 'l Day	\$10.00 /day/space or 200 SF of pier ^U
Cleat Installation	\$200.00 minimum
Towing: Inner-Harbor at Slip Licensee Request	\$150.00
Towing: Tow Rescued Vessel to Harbor	\$250.00 minimum for 2 hours max
Citation Signoff	\$15.00
Launch Area Rinse/Flush	\$2.25 /5-minutes
Charter Fee: Small (6 Pak)	\$128.75 x passenger capacity/12-month ^V
Charter Fee: Medium (7-48 Pak)	\$2.00 /per passenger (base fee may apply) ^V
Charter Fee: Large (49+ Pak)	\$2.00 /per passenger (base fee may apply) ^V
Charter Application Fee	\$250.00 + deposit, if required
Liveaboard Monthly Per Person Fee	\$135.00 /month
Liveaboard Monthly Variable Fee	30% of slip fees
Liveaboard Application Fee	\$250.00
Unattended Electrical Use: 30 AMP / 50 AMP	\$38.00 / \$54.00 per month
Partnership Fee: 3-Partners/2-Partners/1-Partner	15.00%/10.00%/5.00% of slip rent ^W
Electronic Key Fob: First 3 ^X	\$20.00 /each
Electronic Key Fob: Add 'l Over 3	\$80.00 /each
Sublease Fee: South Harbor	30% of slip fees
Sublease Fee: North Harbor	15% of slip fees
Waiting List Fee	\$125.00 /year
Waiting List Bypass Fee: South Harbor	\$6,000.00 +1.5 x slip ^Y
Waiting List Bypass Fee: North Harbor	\$2,000.00 +1.5 x slip ^Y
Slip Leave Option Fee	\$300.00 /year
Encroachment Permit Fee	\$150.00
Landside Tenant Key Copy	\$5.00 /each

Notes continued on the next page.

MISCELLANEOUS NOTES:

- ^R *Actual cost + admin overhead or \$125.00 minimum.*
- ^S *\$0.10/SF/day additional space. Initial impound fee not applicable to misc. storage.*
- ^T *Requires Harbormaster approval; requires current vessel registration.*
- ^U *Requires Harbormaster approval.*
- ^V *Fees for guidance only. Charter approvals & fees are set by Port Commission.*
- ^W *Fee structure to be reviewed with FY25 budget.*
- ^X *Approved partnerships eligible for first 4 at \$20/fob.*
- ^Y *Applicable to business use only.*

BOATYARD – HAULOUT RATE ¹

Description	Fee
Monohull: 2-Strap	\$13.00 / ft., \$300.00 min
Monohull: 4-Strap	\$16.00 / ft., \$300.00 min
Multihull: 2-Strap	\$16.00 / ft., \$350.00 min
Multihull: 4-Strap	\$19.00 / ft., \$350.00 min

BOATYARD – HOLD IN STRAPS / SURVEY HAUL

Description	Fee
Haul, Hang, and Relaunch ONLY	\$12.00 / ft., \$275.00 min, 1-hour max
Additional Time Charge	\$250.00 / hour charged in ¼ hour increments
High Pressure Wash	\$1.50 / ft. add 'l. charge
Haul, Hang, and Relaunch ONLY	\$12.00 / ft., \$275.00 min, 1-hour max

BOATYARD – ONE-WAY HAUL

Description	Fee
Haul and Load onto Trailer	\$16.00 / ft., \$300.00 min, 1-hour max
Offload from Trailer and Launch	\$16.00 / ft., \$300.00 min, 1-hour max
High Pressure Wash	\$1.50 / ft. add 'l. charge

BOATYARD – LAY DAYS / YARD DAYS ²

Description	Fee
Haul and Launch Days	No charge
Days 1-14	\$1.50 / ft. / day
Days 15-30	\$2.00 / ft. / day
Days 31+	\$5.00 / ft. / day
Mast / Engine Storage	\$18.00 /day, subject to availability

BOATYARD – MISCELLANEOUS

Description	Fee
Environmental Surcharge	\$7.00 /day
Hazardous Materials Disposal Fee ³	\$30.00
Uninsured Vessel Fee	\$10.00 / day
Travelift and Crew ⁴	\$275.00 /hour, \$275.00 min
Interior Bay Rental	\$50.00 /day, as scheduled by boatyard staff
Contractor Registration Fee	\$250.00 (non-refundable)
Contractor Renewal Fee	\$200.00 / yr.
Pressure Wash for Trailerable Vessel - Self Service	\$2.00 /ft., \$50.00 min
Pressure Wash for Trailerable Vessel - Full Service	\$4.00 /ft., \$100.00 min
Moorage Rates / Visitor Berthing	Same as regular fee schedule

¹ Haulout rate includes 2-strap haul, high pressure wash, and shoring. Haulout and launch day not charged as lay days. Excessive marine growth subject to additional fee.

² Fee applies to vessels trailered in on per space basis. No free days for delays in ordering parts, hiring contractors, etc.

³ Small quantities of paint, solvents, & used oil only. Large quantities of hazardous materials to be disposed of by vessel owner or contractor.

⁴ add 'l. time charged in ¼ hour increments

**Santa Cruz Port District
Historic Annual Slip Rent Increases
FY15 – FY24**

Year	Slip Rent Increase (South Harbor)	Slip Rent Increase (North Harbor)	CPI (Calendar Year)¹	CPI Rate
FY 15	2.6%	2.6%	2013	2.58%
FY 16	2.7%	2.7%	2014	2.7%
FY 17	0%	0%	2015	3.2%
FY18	2%	2%	2016	3.53%
FY19	2%	2%	2017	2.9%
FY20	2.5%	2.5%	2018	4.5%
FY21	2.5%	2.5%	2019	2.45%
FY22	0%	0%	2020	2%
FY23	3.2%	3.2%	2021	4.2%
FY24	5%	5%	2022	4.9%
10-YR AVERAGE	2.25%	2.25%		3.3%

¹ Budget prep / analysis occurs at the end of the calendar year preceding the start of the next fiscal year.



TO: Port Commission
FROM: Blake Anderson, Harbormaster
DATE: February 22, 2024
SUBJECT: Consideration of 6-Pak Charter Permit Application – Damon Walker

Recommendation: *Consider authorization of a north harbor charter operation (6-pak) for Damon Walker in slip X11.*

BACKGROUND

Mr. Walker has been a slip renter since 2016, and has occupied his north harbor 35-foot slip X11 since 2018. He has submitted a proposal to operate a 6-pak fishing charter from his slip on X-Dock.

Mr. Walker has been an active recreational and commercial fisherman during his tenure at the harbor and is the organizer of the local halibut derby held in summertime. The event had high participation last year and will be entering its third year in 2024.

ANALYSIS

There is currently one approved 6-pak charter operating from X-Dock. It should be noted that there was a second 6-pak charter approved to operate from X-Dock beginning April 2019, but that business closed and relinquished its charter authorization in December 2022.

Mr. Walker's vessel is a 25-foot Sea-Ox with twin engines. Given the deck space on the boat, and his desire to provide more of an individualized guide experience, he has indicated that trips will typically cater to groups of four or less and will likely be booked by one party. Parking impacts are expected to be minimal with customers utilizing 1-2 parking spaces per trip. North harbor visitor parking in the area of X-Dock is plentiful. Customers may purchase day and/or hourly parking at the J-Dock pay station.

Mr. Walker has completed the charter application and paid the associated fee. He has provided a quote for commercial liability insurance in the amount of \$1 Million with the Port District listed as additional insured. He indicated that if approval is granted by the Port Commission, he is prepared to activate the policy.

Mr. Walker holds an OUPV (Operator of Uninspected Passenger Vessel) Merchant Mariner Credential with the U.S. Coast Guard.

Overall, staff feels this is a reasonable request with a negligible impact on north harbor operations.

IMPACT ON PORT DISTRICT RESOURCES

If approval is granted, the Port District will generate an additional \$772.50 in charter fees annually, and associated visitor parking revenue.

ATTACHMENTS: A. Charter Application and Supporting Materials

BUSINESS USE OF SLIP / CHARTER PERMIT APPLICATION

CONTACT & BUSINESS INFORMATION

Applicant Name: B. DAMON WALKER

Home Address: 425 MARTIN RD. BONNY DOON, CA 95060

Email Address: CAPTAININFINITY831@GMAIL.COM

Phone Number: (831) 588-5161

Assigned Slip #: X-11 Slip Assigned through Port District Waiting List? YES NO

Vessel Pak Rating: 6 Vessel Type: POWER BOAT Vessel Size: 25'

Vessel Draw: 30" Operating Schedule: YEAR ROUND

THE FOLLOWING INFORMATION MUST BE SUBMITTED AS PART OF THE APPLICATION PROCESS. THE INFORMATION WILL ASSIST IN THE APPROVAL PROCESS. ADDITIONAL INFORMATION MAY BE SUBMITTED, IF DESIRED.

PROPOSED OPERATING PLAN

Include days, times, and seasons of planned operation. Please note that any changes to the operating plan, including changes to the vessel's pak rating or size, will require additional Port Commission approval.

PROPOSED PARKING PLAN

Parking within the harbor is limited. Please address how parking will be utilized and any steps you will take to minimize parking impacts.

SAFETY PLAN

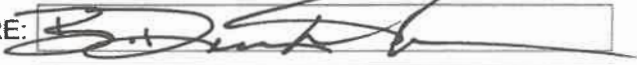
A comprehensive safety plan, outlining courses, certifications, licensing of each qualified vessel operator and/or skipper.

INSURANCE REQUIREMENTS

Liability insurance, in the amount of \$1 million, naming the Santa Cruz Port District as additional insured, must be provided.

SIGNATURE

Owner hereby agrees that, to the full extent permitted by law, Port District shall not be liable or responsible for any claims, demands, damages, debts, liabilities, obligations, costs, expenses, liens, actions or causes of action of any kind whatsoever, resulting (1) from any collision with any of the dredging equipment or any other boat, (2) from any collision or contact with the bottom of the Harbor or any obstructions on the bottom of the Harbor, (3) from any collision or contact with the jetties or surrounding beaches, or (4) from, or in any way relating to, the dredging operations or the lack of dredging operations, including, but not limited to, the closure of the Harbor entrance for any reason or under any circumstances

NAME: B. DAMON WALKER SIGNATURE: 

SIGNATURE: DATE: 1.8.24

PRIMARY BANKING INSTITUTION: BAY FEDERAL CREDIT UNION

FOR PORT DISTRICT USE

Application Fee: 250⁰⁰ Insurance Req't (Date Submitted): will activate upon approval

Received Date: 2/9/24 Other Special Conditions:

Approval Date:

Proposed Operating Plan - Include days, times, and seasons of planned operations.

Promoting myself as more of a guide than a charter business, I would like to target mainly gamefish species. I believe that there are fishermen that would like to utilize this as a service as a change of pace from the more straightforward rockfishing charter boat trips. I would operate this guide service year round, generally from first light to early afternoon, targeting the species of gamefish that are most available at the different times of the year. I would also target Dungeness crab during the winter.

Proposed Parking Plan -

As more of a guide service than a 6-pack charter boat, and also having limited room on a 25' vessel, I generally would only be taking a maximum of four passengers on any given trip. Due to the lower number of passengers, and the nature of a guided trip...I will not be mixing groups. That should result in lowering the likelihood that passengers would arrive in more than one vehicle. I generally will not need a deckhand, and if I do, I will use my daughter who would arrive with me in my vehicle. Additionally, my boat is located in the north harbor on X-1 dock and the parking in that area is usually pretty sparse...there are typically many open metered spots even on holidays and weekends.

Safety Plan - As a USCG OUPV captain, I have completed all of the required safety courses and qualifications that are necessary to complete the USCG certification process. I carry onboard an extensive first aid kit that includes a trauma kit and an AED device. I have, as a part of my license requirements, first aid training and training in the use of the AED device. I will carry all required safety gear as well as give all passengers a safety briefing before we leave for every trip. I take my responsibility to keep everyone aboard my vessel safe, and have over ten years of fishing recreationally and commercially, a total of *zero* accidents or safety incidents in a wide variety of sea conditions.

Insurance Requirements -

I have attached an insurance quote that includes Santa Cruz Port District as an additional insured, and am prepared to activate the policy upon application approval.

Quotation

This is a Quotation based on information supplied. This does not represent that coverage is bound, or that price is final. Final price and binding coverage can only occur upon receipt of a fully completed and signed application. This quote's terms, conditions and options are not complete without its cover letter.

Quote No. QC5019738-00

Quotation

Effective Date From: 12/26/2023 to 01/26/2024 at 12:01 A.M. Standard Time at the Address of the Named Insured.

Insured's Representative: 4200055
1 Broker Insurance Services
1615 Hill Road
Suite 21
Novato, CA 94947

Named Insured:
B. Damon Walker / Santa Cruz Small Craft Harbor
425 Martin Rd
Santa Cruz, CA 95060

Coverage applies to items below only when amount and limits are specified.

Section	Coverage Description	Limits	Deductible	Premium
A	HULL (Agreed Value)	\$50,000	\$1,000	\$984
	Trailers	\$0	\$100	Inc.
	Personal Effects	\$10,000	\$500	\$50
B	PROTECTION & INDEMNITY	\$1,000,000	N/A	\$750
B	Towing	\$750	N/A	Inc.
	Uninsured Boaters	\$500,000	N/A	Inc.
	Fuel Spill Liability	\$1,000,000	N/A	Inc.
C	Medical Payments	\$10,000	N/A	\$25
Endorsements:				\$0
Passenger Vessel Safety Tips, NAS-CVP-031 (12.09)				
TOTAL PREMIUM				\$1,809

Description of Vessel:	Year Built: 1990	Manufacturer: SEA OX
	Length: 25 Ft	Model: 250C Blue Water Pro
	Name: "INFINITY"	Hull Serial #
Description of Motors:	Number	Year Built
	1	2023
		Manufacturer
		MERCURY
		Serial#

Navigation Limits Warranty: Warranted confined to the use and navigation of Pacific coastal waters and tributaries thereto, not north of Cape Scott, BC, and not south of San Diego, CA, and not More than 30 miles south of Coronado Island. Nav #117

Navigation shall not be more than 50 Miles offshore. The Number of Passengers shall not exceed 6.

Membership Credit

Issued Date: 12/28/2023
Issuing Office: Westbrook, CT

Agent: 06014-00
Maritime General Agency, Inc.
70 Essex Road
Westbrook, CT 06498

Swiss Re Corporate Solutions America Insurance Corporation

Policy Number: QC 5019738 Endorsement number: 2
Insured Name: B. Damon Walker / Santa Cruz Small Craft Harbor
Effective Date: 12/26/2023

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED OPERATOR WARRANTY

It is understood and agreed that insurance applies only if the vessel is being operated by one of the operators named in the schedule below:

Named Operators:
B. Damon Walker

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/3/2024	59258	Ace Portable Services	Portable Toilet Rental	\$ 889.00
1/3/2024	59259	Amazon Capital Services	Slide Hammer, Circuit Tester, Office Supplies	\$ 559.39
1/3/2024	59260	A Sign ASAP!	Grounds Signage	\$ 680.45
1/3/2024	59261	Avaya, Inc.	Telephone System Lease	\$ 323.09
1/3/2024	59262	Bayside Oil II, Inc.	Waste Oil Disposal, <i>Twin Lakes</i> Engine Oil	\$ 2,224.60
1/3/2024	59263	Big Creek	Angle Brackets, Saw Blades, FF-Dock Repair Lumber	\$ 77.40
1/3/2024	59264	Comcast	Business Internet	\$ 167.67
1/3/2024	59265	Costco Membership	Annual Membership	\$ 60.00
1/3/2024	59266	Environmental Logistics	Hazardous Waste Disposal	\$ 2,004.00
1/3/2024	59267	Grainger	Boot Brush, Oil Absorbent Granules, Batteries	\$ 179.96
1/3/2024	59268	Hartford Fire Insurance Company	Flood Insurance	\$ 1,117.00
1/3/2024	59269	Home Depot Credit Services	Ceiling Tiles, Angle Drill, Work Gloves, Paint Supplies, Batteries	\$ 564.08
1/3/2024	59270	Lighthouse Welding	<i>Twin Lakes</i> Snorkel Repairs	\$ 560.00
1/3/2024	59271	Marina Ware	Quarterly Software & Key Access System Support, Wireless Communication Module	\$ 1,913.04
1/3/2024	59272	McMaster-Carr Supply Company	Pad Lock	\$ 205.31
1/3/2024	59273	Mid County Auto Supply	Standby Generator Filters	\$ 105.06
1/3/2024	59274	Mission Uniform Service	Uniform Service, First Aid Supply, Uniform Embroidery, Foul Weather Gear	\$ 881.39
1/3/2024	59275	MPress Digital Inc.	Business Cards	\$ 433.11
1/3/2024	59276	Mutual of Omaha	Life/LTD/AD&D Insurance	\$ 895.41
1/3/2024	59277	Pacific Gas & Electric Company	Utilities	\$ 36,621.44
1/3/2024	59278	Palace Business Solutions	Office Supplies	\$ 62.39
1/3/2024	59279	RDO Equipment Co.	<i>Dauntless</i> Paint	\$ 43.37
1/3/2024	59280	Santa Cruz County Weights & Measures	2024 Commercial Device Registration Fee (Fuel Dock)	\$ 188.00
1/3/2024	59281	Santa Cruz Municipal Utilities	Utilities	\$ 19,578.12
1/3/2024	59282	Superior Alarm Company	493 Lake Avenue Alarm Monitoring	\$ 228.00
1/3/2024	59283	Syn-Tech Systems, Inc	Fuelmaster Support	\$ 155.00
1/3/2024	59284	Total Secure Technology	Email Scanning & Backup	\$ 484.60
1/3/2024	59285	Triton Construction	Underground Storage Tank Testing	\$ 1,200.00
1/3/2024	59286	West Marine Pro	<i>Odd Job</i> Drain Plug, <i>Twin Lakes</i> Safety Light, Spot Lights, VHF Radio	\$ 278.53
1/3/2024	59287	Wex Bank	Fleet Fuel	\$ 2,531.18
1/3/2024	59288	Santa Cruz County Weights & Measures	2024 Commercial Device Registration Fee (Fuel Dock)	\$ 0.80
1/12/2024	59289	Ace Portable Services	Portable Toilet Rental	\$ 359.34

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2024

Date	No.	Vendor	Description	Amount
1/12/2024	59290	Allied Administrators for Delta Dental	Dental Insurance	\$ 3,135.30
1/12/2024	59291	Amazon Capital Services	Penetrating Oil, Adhesive, Hook & Loop Strap, Breakroom Supplies, Heater Fuel, Space Heater, Saw Blade, <i>Twin lakes</i> Standby Generator Coolant	\$ 483.09
1/12/2024	59292	Amerigas	Ancillary Equipment Fuel	\$ 166.29
1/12/2024	59293	Aramark	Uniform Sweatshirts	\$ 120.94
1/12/2024	59294	Arturo Acevedo	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59295	AT&T	Telephone	\$ 895.01
1/12/2024	59296	B AND B Small Engine	Grounds Tools Repair & Maintenance Kit	\$ 345.95
1/12/2024	59297	Bay Building Janitorial, Inc.	Janitorial Services, Refuse Collection	\$ 12,918.66
1/12/2024	59298	Bay Plumbing Supply, Inc.	Pipe, Valves, Blades, Brass Coupling, Closet Spuds, J-Dock Restroom Shower Head, 333 Lake Avenue Urinal Diaphragm, Water Heater Restraint	\$ 532.15
1/12/2024	59299	Bayside Oil II, Inc.	Waste Fuel Disposal (Grant Reimbursable)	\$ 1,704.00
1/12/2024	59300	Big Creek	Grounds Repair Lumber, Dock Hardware	\$ 248.02
1/12/2024	59301	Blake Anderson	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59302	Stacie Boesch	Security Deposit Refund	\$ 422.90
1/12/2024	59303	California Special Districts Association	Annual Membership Dues	\$ 9,000.00
1/12/2024	59304	Carpi & Clay	Washington Representation	\$ 800.00
1/12/2024	59305	Central Home Supply	Landscaping Mulch	\$ 548.47
1/12/2024	59306	Charles Lambert	Security Deposit Refund	\$ 195.33
1/12/2024	59307	Comcast	Business Internet	\$ 402.61
1/12/2024	59308	Complete Mailing Service	Statement Mailing & Postage	\$ 1,120.97
1/12/2024	59309	Brendan Crahan	Security Deposit Refund	\$ 2.22
1/12/2024	59310	Crystal Springs Water Co.	Boatyard Drinking Water	\$ 108.00
1/12/2024	59311	Darco Printing & Paper	Payroll Change Notice Forms	\$ 89.26
1/12/2024	59312	David Hill	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59313	Dilbeck, Steve	Security Deposit Refund	\$ 254.80
1/12/2024	59314	Ferguson Enterprises, Inc.	Pipe & Tape	\$ 78.11
1/12/2024	59315	Garda CL West, Inc.	Deposit Courier Service	\$ 762.61
1/12/2024	59316	Ghisletta, Renee	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59317	Goering, Bryce	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59318	Gottlieb, Landon	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59319	GP Crane & Hoist	Public Hoist Hook Replacement	\$ 357.46

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/12/2024	59320	Grainger	Batteries, Disposable Gloves, Hose Extension, Fuses	\$ 549.23
1/12/2024	59321	Jim Grimes	Security Deposit Refund	\$ 328.00
1/12/2024	59322	Gsolutionz	Telephone System Maintenance	\$ 262.85
1/12/2024	59323	Guy, Parker	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59324	HD Supply Facilities Maintenance, Ltd.	Work Gloves	\$ 23.97
1/12/2024	59325	Holland MacLaurie	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59326	Hose Shop	Compactor Hose Assembly	\$ 383.65
1/12/2024	59327	John Haynes	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59328	Johnson Hicks Marine Electronics	<i>Twin Lakes</i> Wire End Connectors	\$ 9.13
1/12/2024	59329	Jorge Lopez	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59330	Jose Vera	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59331	Josh Wagoner	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59332	Kevin Melrose	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59333	Kingdom, Kyle	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59334	Lexipol LLC	Annual Law Enforcement Training Library & Policy Manual	\$ 5,076.88
1/12/2024	59335	Linde Gas & Equipment, Inc.	Welding Gas	\$ 335.94
1/12/2024	59336	Mark Eldridge	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59337	McMaster-Carr Supply Company	<i>Twin Lakes</i> Exhaust Pipe Pins	\$ 146.31
1/12/2024	59338	Justo Medina	Security Deposit Refund	\$ 830.14
1/12/2024	59339	Melrose, Peter	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59340	Melrose, Rick	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59341	Mid County Auto Supply	<i>Twin Lakes</i> Belt, Wiper Blades, Maintenance Vehicle Brake Rotor & Pads	\$ 304.81
1/12/2024	59342	Mission Uniform Service	Uniform Service, First Aid Supply, Uniform Pant Replacement, Uniform Shirt Replacement	\$ 752.66
1/12/2024	59343	Moore & Sons Outboard Motors, Inc.	<i>Scout</i> 100 Hour Service	\$ 1,363.30
1/12/2024	59344	Nathen Castro	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59345	Nicholas Henning	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59346	Nick Gullo	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59347	Niki Rothwell	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59348	Pacific Gas & Electric Company	Utilities	\$ 1,121.64
1/12/2024	59349	Palace Business Solutions	Office Supplies	\$ 183.04

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/12/2024	59350	Peterson	Dozer Repair, <i>Twin Lakes</i> Filters	\$ 1,945.26
1/12/2024	59351	Ramos, Brenda	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59352	Randy Marty	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59353	RDO Equipment Co.	<i>Dauntless</i> Paint	\$ 203.04
1/12/2024	59354	Riverside Lighting & Electric	Fuel Dock Electrical Connectors, Parking Lot Lighting, Light Bulbs	\$ 1,598.37
1/12/2024	59355	Rory Stipanovich	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59356	San Lorenzo	Dock Repair Lumber	\$ 176.79
1/12/2024	59357	Michael Smith	Backflow Testing	\$ 1,072.00
1/12/2024	59358	Santa Cruz Tire & Auto Care	Patrol Vehicle Oil Change	\$ 105.58
1/12/2024	59359	SC Fuels	Fuel Dock Gas & Diesel	\$ 29,244.19
1/12/2024	59360	Scheidt & Bachmann	Monthly Concession Lot Parking Equipment Warranty	\$ 2,685.09
1/12/2024	59361	Santa Cruz Municipal Utilities	Utilities	\$ 3,347.97
1/12/2024	59362	Sean Rothwell	2024 Medical Expense Reimbursement, Quarterly Uniform Allowance	\$ 890.00
1/12/2024	59363	Sam Shallow	Security Deposit Refund	\$ 436.80
1/12/2024	59364	Simoni, Danny	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59365	Staples Credit Plan	Office Supplies, Boatyard Printer	\$ 561.04
1/12/2024	59366	State Water Resources Control Board	Annual Maintenance Dredging and Regional General Permit Fees	\$ 5,018.00
1/12/2024	59367	Tandoi, Steven	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59368	The Home Depot Pro Institutional	Janitorial Supplies	\$ 2,766.72
1/12/2024	59369	Total Secure Technology	Technical Support (November-December)	\$ 1,080.00
1/12/2024	59370	Tyson & Mendes, LLP	Legal Consultation	\$ 240.00
1/12/2024	59371	U.S. Bank Equipment Finance	Copier Leases	\$ 632.66
1/12/2024	59372	US Relay	Webcam Hosting	\$ 484.00
1/12/2024	59373	Verizon Wireless	Cell Phone & Tablet Services	\$ 316.93
1/12/2024	59374	Weisert, Hilary	2024 Medical Expense Reimbursement	\$ 700.00
1/12/2024	59375	West Coast Wire Rope	Wire Rope Lubricant	\$ 725.98
1/12/2024	59376	West Marine Pro	<i>Scout</i> Trailer Wheel Replacement, <i>Patrol Boat Kinnamon</i> Electronics Adapter, Tow Line Replacement, Bilge Pump, Standby Generator Fuel Filter, Electrical Connector, Sewing Tool	\$ 1,177.76
1/12/2024	59377	West Marine Pro	Boatyard Retail Items	\$ 66.88
1/12/2024	59378	Wulf, Carl	2024 Medical Expense Reimbursement	\$ 700.00
	59379-59398	VOID		

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/26/2024	59399	Allied Universal	Security Patrol	\$ 5,851.10
1/26/2024	59400	Amazon Capital Services	Drinking Water Hose, Welding Helmet	\$ 41.70
1/26/2024	59401	Atchison Barisone Condotti & Kovacevich	Legal Consultation	\$ 1,158.50
1/26/2024	59402	First-Citizens Bank & Trust Co.	Telephone System Lease	\$ 323.09
1/26/2024	59403	Bay Building Janitorial, Inc.	Janitorial Services, Refuse Collection	\$ 12,918.66
1/26/2024	59404	Bayside Oil II, Inc.	Dredge Waste Water Disposal	\$ 25.00
1/26/2024	59405	Big Creek	Dock Gate Hinges, Fuel Dock Ramp Hardware	\$ 76.67
1/26/2024	59406	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 210.88
1/26/2024	59407	California Municipal Advisors, LLC	Unfunded Accrued Liability Policy Compliance Report	\$ 1,750.00
1/26/2024	59408	Campground Consulting Group	Conceptual Design Services: 7th Avenue & Brommer (Southwest Parcels)	\$ 2,541.50
1/26/2024	59409	Alfred Carlson	Security Deposit Refund	\$ 132.00
1/26/2024	59410	Central Home Supply	Landscaping Drain Rock	\$ 96.70
1/26/2024	59411	Citi Cards	Breakroom Supplies, California Marine Affairs & Navigation Conference Travel	\$ 1,837.90
1/26/2024	59412	Comcast	Business Internet	\$ 170.95
1/26/2024	59413	Complete Mailing Service	Annual Parking Permit Notice Mailing & Postage	\$ 1,014.94
1/26/2024	59414	County of Santa Cruz Auditor	Citation Tax (November-December)	\$ 4,284.00
1/26/2024	59415	Crow's Nest Restaurant	1/2 Concession Lot Garbage (Tenant Reimbursable)	\$ 2,944.12
1/26/2024	59416	Data Ticket, Inc.	Citation Processing (November)	\$ 314.30
1/26/2024	59417	Downey Brand	Legal Consultation	\$ 1,944.26
1/26/2024	59418	Ecosystems West Consulting Group	Annual Dredge Monitor Training, Nesting Bird Survey	\$ 3,650.00
1/26/2024	59419	Diane Elabidi	Security Deposit Refund	\$ 148.11
1/26/2024	59420	Electro Specialties	Boatyard Retail Items	\$ 764.88
1/26/2024	59421	Grainger	Sledge Hammer, Disposable Gloves, Paint Markers, Gas Monitor Sensor Replacement	\$ 578.06
1/26/2024	59422	Home Depot Credit Services	HVAC Accessories, Impact Wrench, Vacuum, Extension Cord, Outlets, Stud Finder, Pipe Cutter, Utility Knife & Blades, Lighting, Hose Bibs, Drill Bits, Caulking	\$ 1,079.84
1/26/2024	59423	Hose Shop	Squirt Cutter Head Hoses, Twin Lakes Flange & Coupler, Handwipes	\$ 5,277.64
1/26/2024	59424	Aki Hosokawa	Security Deposit Refund	\$ 91.00
1/26/2024	59425	Kimball Midwest	Boatyard Retail Items	\$ 355.80
1/26/2024	59426	Lattin, Christopher	Security Deposit Refund	\$ 314.64
1/26/2024	59427	Marina Ware	Wireless Communication Switch	\$ 322.14
1/26/2024	59428	Marine Lien Sale Service	Lien Sale Expense	\$ 50.00

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/26/2024	59429	McDermott, Dick	497 Lake Avenue Installment Payment	\$ 4,535.45
1/26/2024	59430	Mid County Auto Supply	Drive Belt	\$ 20.24
1/26/2024	59431	Mission Uniform Service	Uniform Service, First Aid Supply, Uniform Shirt Replacement	\$ 492.22
1/26/2024	59432	Monterey Bay Analytical Services	Boatyard Semi-Annual Stormwater Test	\$ 787.00
1/26/2024	59433	Moore & Sons Outboard Motors, Inc.	Patrol Boat Kinnamon 100 Hour Service & New Propellers	\$ 3,248.85
1/26/2024	59434	Mutual of Omaha	Life/LTD/AD&D Insurance	\$ 875.66
	59435	VOID		
1/26/2024	59436	Capital One Trade Credit	F-Dock Gate Hinges & Fasteners	\$ 47.42
1/26/2024	59437	Pacific Gas & Electric Company	Utilities	\$ 43,189.89
1/26/2024	59438	PNC Bank, N.A.	Tax Exempt Loan Principle & Interest	\$ 691,979.62
1/26/2024	59439	PORAC Legal Defense Fund	Association Dues	\$ 336.00
1/26/2024	59440	Quadient, Inc.	Postage	\$ 500.00
1/26/2024	59441	Quadient Leasing USA, Inc.	Postage Meter Lease	\$ 207.04
1/26/2024	59442	Rebecca Renaud	Parking Overpayment Refund	\$ 10.00
1/26/2024	59443	John D. Roberts	Security Deposit Refund	\$ 684.00
1/26/2024	59444	Santa Cruz Tire & Auto Care	Patrol Truck Maintenance & Brake Repair	\$ 802.36
1/26/2024	59445	Scheidt & Bachmann	Monthly Concession Lot Parking Equipment Warranty and Parking Receipt Paper	\$ 2,791.30
1/26/2024	59446	Santa Cruz Municipal Utilities	Utilities	\$ 19,415.86
1/26/2024	59447	Soil Control Lab	Stormwater Testing	\$ 748.00
1/26/2024	59448	The Ferguson Group	Grant Writing Consulting Services	\$ 1,700.00
1/26/2024	59449	The Home Depot Pro Institutional	Janitorial Supplies	\$ 2,727.79
1/26/2024	59450	Tryg Thorensen	Security Deposit Refund	\$ 2,737.08
1/26/2024	59451	Triton Construction	Fuel Dock Electrical Repair	\$ 1,432.50
1/26/2024	59452	West Marine Pro	Hose Clamps	\$ 90.63
1/26/2024	59453	West Marine Pro	Boatyard Retail Items	\$ 1,677.00
1/26/2024	59454	Denny Winans	Security Deposit Refund	\$ 381.63
1/5/2024	Various	Various Employees	12/16/23-12/31/23 Payroll	\$ 6,100.64
1/19/2024	Various	Various Employees	1/1/24-1/15/24 Payroll	\$ 6,082.72
1/1/2024	EFT	Cardconnect	RV Park Credit Card Fees	\$ 894.96
1/1/2024	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	\$ 455.56
1/1/2024	EFT	Gravity Payments	Front Desk Credit Card Fees	\$ 2,126.43
1/1/2024	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 352.89

Santa Cruz Port District
Accounts Payable Monthly Check Register
January 2024

Date	No.	Vendor	Description	Amount
1/1/2024	EFT	Merchant Services	CALE Credit Card Fees	\$ 726.48
1/1/2024	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 361.63
1/1/2024	EFT	Transaction Express	Online Billpay ACH Fees	\$ 750.56
1/1/2024	EFT	Windcave, Inc.	Concession Lot Credit Card Fees	\$ 1,655.69
1/5/2024	EFT	PAYCHEX	12/16/23-12/31/23 Payroll Direct Deposit	\$ 67,394.92
1/5/2024	EFT	PAYCHEX	12/16/23-12/31/23 Payroll Taxes	\$ 32,816.16
1/5/2024	EFT	PAYCHEX	Payroll Service Fees	\$ 393.41
1/5/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 9,238.64
1/5/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,375.74
1/5/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 1,793.88
1/5/2024	EFT	CalPERS	457 Contributions (Payroll Deduction)	\$ 4,185.23
1/5/2024	EFT	CalPERS	Health Insurance	\$ 49,210.80
1/5/2024	EFT	Empower Retirement	457 Loan Repayments (Payroll Deduction)	\$ 300.89
1/5/2024	EFT	California State Disbursement Unit	Wage Garnishment	\$ 125.00
1/8/2024	EFT	Comerica Commercial Card Services	WhenIWork Subscription, Caution Tape, Helmet Mounts, Employee Recognition, Zoom Subscription, Office Supplies, Notary Renewal, Peace Officer Patches, Radio Antennas, First Aid Supplies, Meeting Refreshments, California Marine Affairs & Navigation Conference Registration & Hotel, Ancillary Equipment Fuel, Maintenance Vehicle Equipment Fuel, Grounds Tools, Harbor Patrol Helmets, Oil Gauging Tape Measure, 2222 East Cliff Drive Suite 100 Banner (\$840.19 Tenant Reimbursable), Dictation Software & Microphone, Vessel Decals, Harbor Hats for Uniforms & Resale, Forklift Repair	\$ 7,114.79
1/10/2024	EFT	Campspot	RV Park Software Monthly Fees	\$ 305.80
1/10/2024	EFT	Gravity Payments	Front Desk Credit Card Gateway Fees	\$ 35.60
1/10/2024	EFT	Comerica Bank	Service Charges	\$ 666.71
1/16/2024	EFT	California Department of Tax and Fee Administration	Sales Tax Return	\$ 884.00
1/16/2024	EFT	California Department of Tax and Fee Administration	Underground Storage Tank Maintenance Return	\$ 632.00
1/19/2024	EFT	PAYCHEX	1/1/24-1/15/24 Payroll	\$ 70,438.67
1/19/2024	EFT	PAYCHEX	1/1/24-1/15/24 Payroll	\$ 34,415.37
1/19/2024	EFT	PAYCHEX	Payroll Service & W2 Fees	\$ 1,129.88
1/20/2024	EFT	PAYCHEX	Time & Attendance Fees	\$ 119.90
1/25/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 9,563.46
1/25/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,525.40
1/25/2024	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 1,901.24

Santa Cruz Port District
Accounts Payable Monthly Check Register
 January 2024

Date	No.	Vendor	Description	Amount
1/25/2024	EFT	CalPERS	457 Contributions (Payroll Deduction)	\$ 4,233.56
1/26/2024	EFT	California State Disbursement Unit	Wage Garnishment	\$ 125.00
1/26/2024	EFT	Empower Retirement	457 Loan Repayments (Payroll Deduction)	\$ 300.89
1/30/2024	EFT	Windcave, Inc.	Concession Lot Credit Card Device Charges	\$ 536.96
Total January 2024 Disbursements				\$ 1,361,596.87

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

TO: Port Commission
FROM: Holland MacLaurie, Port Director
DATE: February 20, 2024
SUBJECT: Port Director's Report – February 27, 2024

FEMA Update

Staff continues to work with FEMA representatives to secure reimbursement for a variety of 2023 storm-related projects. FEMA recently notified the Port District that its largest project, Entrance Channel Debris Removal, is ready for award. Reimbursement under this project totals \$529,233.75.

Staff Visit – Congressman Panetta

On February 23, 2024, Congressman Panetta met with Port District representatives and toured the harbor. Congressman Panetta is familiar with the Port District's dredging operation and has been instrumental in coordinating congressional support for the District's annual dredge reimbursement from the U.S. Army Corps of Engineers. The visit provided an opportunity for Congressman Panetta to see other aspects of the harbor, like the commercial fishing fleet and 2023 storm recovery efforts.

Dredge Reimbursement

The Port District recently received reimbursement from the U.S. Army Corps of Engineers in the amount of \$262,500 for Q3 and Q4 of calendar year 2023.



TO: Port Commission
FROM: Blake Anderson, Harbormaster
DATE: February 16, 2024
SUBJECT: Harbormaster's Report

Fishery Update

Commercial Dungeness crab season began on January 18, 2024, after a lengthy delay, with a 50% gear reduction requirement. Generally, the commercial crabbers have been finding success in local waters and have offloaded approximately forty thousand pounds from January 18, 2024, to January 31, 2024.

The California Department of Fish and Wildlife will host its 2024 annual Salmon Informational Meeting on March 1, 2024. The meeting marks the beginning of the 2024 salmon management process and will provide the initial overview and analysis of the predicted salmon abundance for the year. The 2024 season alternatives will be developed during the March 6-11, 2024, Pacific Fishery Management Council (PFMC) meeting and final recommendations adopted during the April 6-11, 2024 meeting.

On February 1, 2024, the Secretary of Commerce announced the allocation of \$20.6 million appropriated by Congress for the fishery resource disaster that occurred in the 2023 Sacramento River Fall Chinook fishery. There was initial optimism that the relief checks would follow shortly after the announcement, however the process has slowed; the State and the PMFC will have until June 1, 2024, to submit a spend plan to National Oceanic and Atmospheric Administration Fisheries before funds are released. Hopefully, the spend plan is finalized well before the June 1, 2024 deadline.

The rockfish season, which is currently closed, will undergo further changes this season however the information is unclear. A current proposal to allow fishing inside 20 fathoms and a closure from 20 fathoms out to deeper water has yet to be finalized. Initially, it was thought that the entirety of the inside fishery would be closed, so the proposal to allow fishing inside 20 fathoms is welcome news, however the specific regulations are presently unknown.

Tsunami Drill

The Port District will be hosting a tsunami simulation tabletop exercise on March 6, 2024. Representatives from the California Office of Emergency Services, the California Geological Society, the County Office of Response, Recovery and Resilience (OR3), and local fire/police agencies will participate. The exercise will simulate the local response to a major tsunami event impacting our coastline. A special thank you to the Santa Cruz Yacht Club for providing the meeting space.

Perishable Skills Training

All deputy harbormaster staff completed a three-day perishable skills training in Morgan Hill. The California Peace Officer Standards and Training (POST) certified training covered arrest and control techniques, driver training and awareness, use of force/de-escalation, tactical firearms, and strategic communications.

Vessel Lien Sale

The Port District conducted a lien sale on January 31, 2024. The vessel, a 1985 Catalina 30, was sold for \$11,000, which covered the entirety of past due berthing fees.

Fisheries Report

The fisheries report consists of data from two sources: the Department of Fish and Wildlife (DFW) and the H&H Fresh Fish (resident fish buyer). The data from DFW is partially redacted in accordance with federal fisheries laws. Data is considered confidential when less than three separate vessels land species at any one port. For species landed by three or more separate vessels, the full data is made public and includes weight and value. For other data, the species landed is shown with no weight data.

January 2024 – Total Port Landings:

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Dungeness Crab	40,046.50	\$2.78	\$111,349.63
Rock Crab	802.50	\$2.75	\$2,206.88
Total Reported: 40,849.00 lbs.		Total Ex-Vessel: \$113,556.51	

Species also landed* - (none other than above)

**weight and value data redacted by Fish and Wildlife pursuant to Fish and Game Code, Section 8022.*

January 2024- Resident Buyer Landings

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Dungeness Crab	31,958.50	\$3.00	\$95,875.50
Rock Crab	802.50	\$2.75	\$2,206.88
Total Reported: 32,761.00 lbs.		Total Ex-Vessel: \$98,082.38	



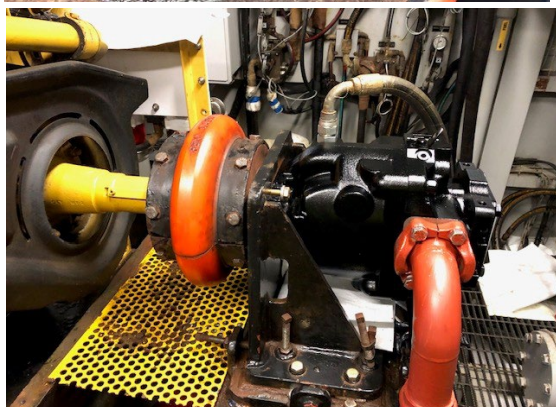
TO: Port Commission
FROM: Carl Wulf, Facilities Maintenance & Engineering Manager
DATE: February 27, 2024
SUBJECT: Facilities Maintenance & Engineering Manager's Report

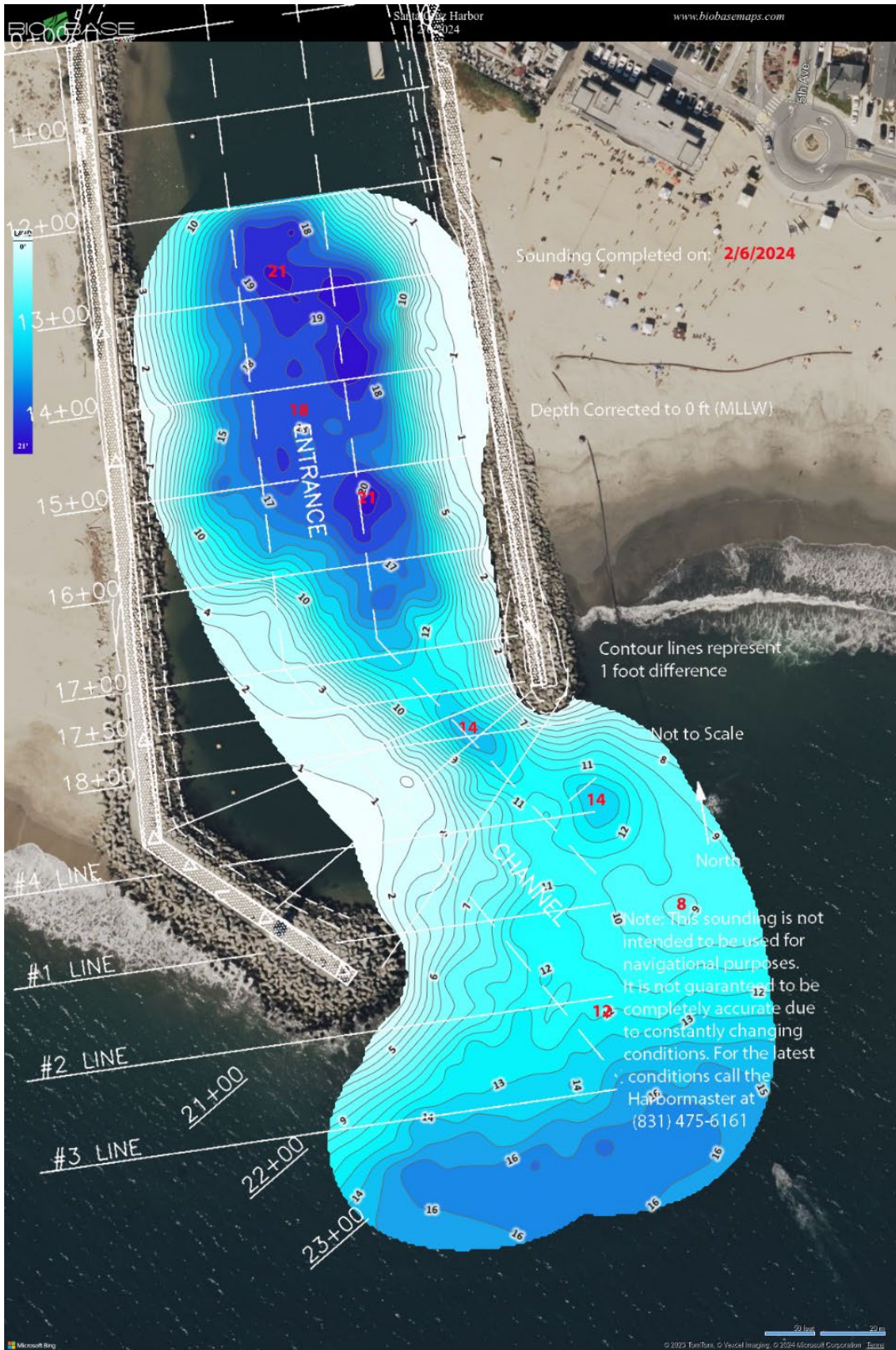
Dredging Operations:

Twin Lakes

The dredge crew has been diligently working on clearing the entrance channel. A series of storms have deposited large amounts of sand at the harbor entrance, however, a narrow channel still exists along the east side allowing boats to enter and exit the harbor (see February sounding on following page).

Twin Lakes has had a series of equipment failures over the last few weeks that have limited dredging abilities. These include a hydraulic pump failure, ladder suction pipe deterioration, C18 engine sensor inaccuracies, seawater cooling pump failure, anchor line failures, and hydraulic valve issues. Staff has been resilient in handling the repairs as needed. Peterson CAT has also been on board the dredge executing warranty work on the C18 engine.





Squirt

The crew is scheduled to finish dredging fine-grained material in the north harbor by February 29, 2024.

Maintenance:East Side Embankment and Crane Pad

Staff has been working with Misiti-Miller Engineering (MME) and Haro, Kasunich & Associates, Inc. to explore alternative approaches to the crane pad repairs.

West Jetty Walkway

Staff met with Monterey Peninsula Engineering (MPE) to discuss temporary options for repairing storm damaged portions of the jetty walkway.

FF Dock Sink Hole

Staff met with Jess Osmun from Osmun Construction to explore options for repairing a sink hole that developed in the parking lot near FF-Dock. Mr. Osmun provided a scope of work as well as a cost estimate for repairs that ranges from \$50,000 to \$150,000. Staff will discuss with MME to evaluate the next steps.

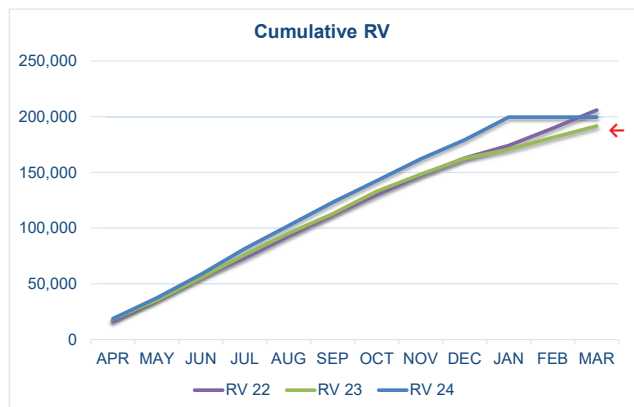
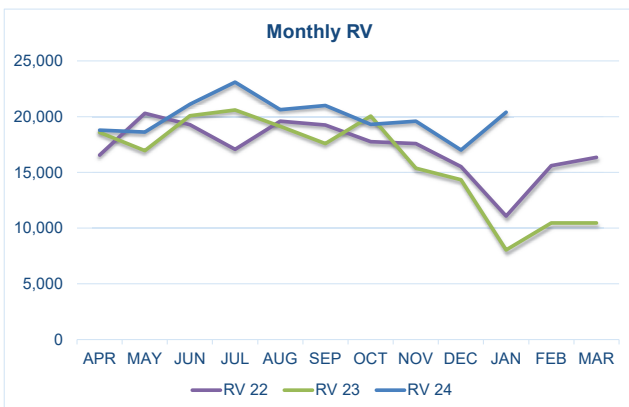
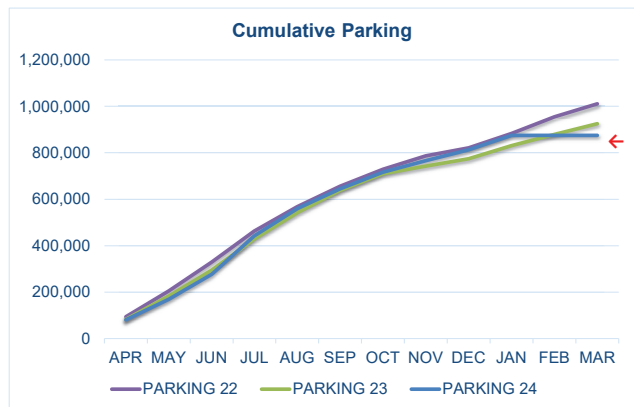
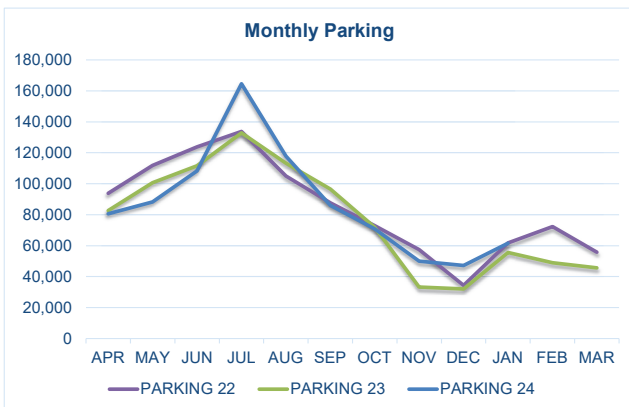
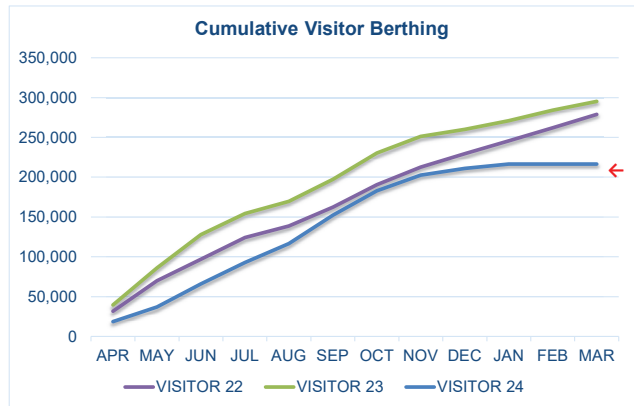
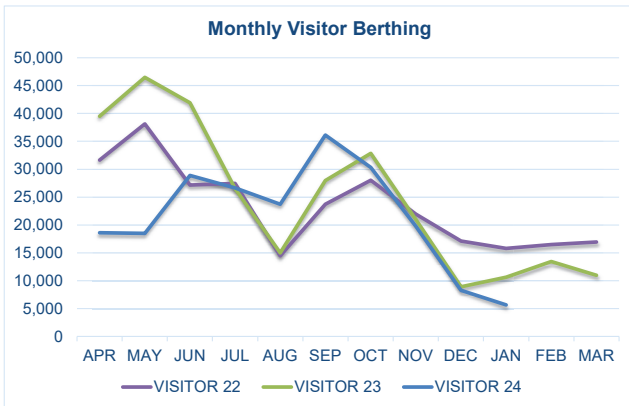
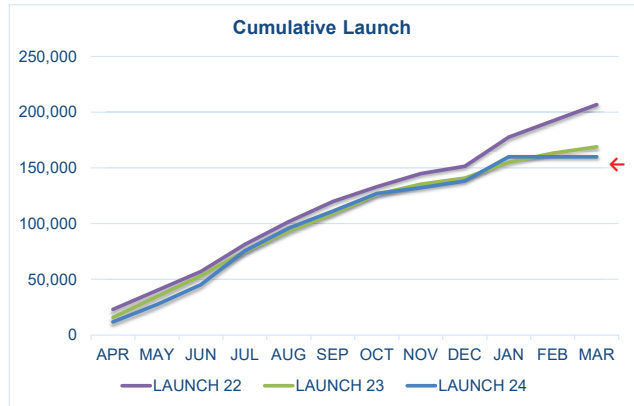
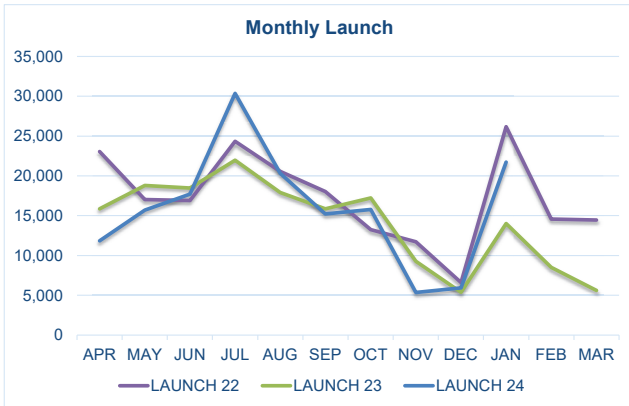
Building Condition Assessments (345 Lake Avenue & 493 Lake Avenue)

Murrer Certified Inspections is currently working on a condition assessment for two of our landside tenant buildings.

- 493 Lake Avenue
- 345 Lake Avenue

Santa Cruz Port District
SEASONAL INCOME
 For the Ten Months Ending January 31, 2024

FY24 Budget ←



Santa Cruz Port District
Monthly Budget Report
For the Ten Months Ending January 31, 2024

Account	Description	YTD	FY24 BUDGET	% BUDGET	FY23 YTD	Variance
OPERATING INCOME						
000-000-000-0000-4000	Slip Rent Permanent	\$4,186,206	\$5,030,700	83%	\$4,013,228	\$172,978
000-000-000-0000-4002	Slip Rent Visitors	\$216,497	\$210,000	103%	\$270,756	(\$54,260)
000-000-000-0000-4003	Annual Slip Rent Discount	(\$1,420)	(\$1,225)	116%	(\$1,787)	\$366
000-000-000-0000-4006	Tenant Concession Rent	\$1,804,730	\$2,054,400	88%	\$1,841,355	(\$36,624)
000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	\$66,055	\$135,000	49%	\$117,670	(\$51,616)
000-000-000-0000-4010	Launch Fees	\$159,964	\$155,000	103%	\$154,787	\$5,178
000-000-000-0000-4012	Liveaboard	\$89,069	\$75,000	119%	\$65,366	\$23,703
000-000-000-0000-4014	Catamaran Storage	\$24,183	\$26,000	93%	\$23,398	\$7,951
000-000-000-0000-4016	North Harbor Dry Storage	\$172,007	\$195,000	88%	\$164,056	\$4,277
000-000-000-0000-4018	7th Ave Dry Storage	\$105,789	\$122,000	87%	\$101,512	\$30,027
000-000-000-0000-4020	Waiting List	\$179,527	\$120,000	150%	\$149,500	\$30,027
000-000-000-0000-4024	Slip Leave Option	\$5,100	\$3,000	170%	\$4,750	\$350
000-000-000-0000-4026	Partnership Fees	\$28,390	\$30,000	95%	\$26,739	\$1,650
000-000-000-0000-4028	Sublease Fees	\$33,786	\$35,000	97%	\$39,163	(\$5,378)
000-000-000-0000-4030	Variable/Utility Fees	\$216,411	\$207,250	104%	\$178,255	\$38,155
000-000-000-0000-4032	Late Fees	\$42,835	\$50,000	86%	\$46,352	(\$3,518)
000-000-000-0000-4036	Citations	\$130,688	\$98,000	133%	\$111,778	\$18,910
000-000-000-0000-4040	Credit Card Convenience Charges	\$26,187	\$22,000	119%	\$23,420	\$2,767
000-000-000-0000-4100	Parking - Concession Lot	\$504,875	\$880,000	57%	\$464,505	\$40,371
000-000-000-0000-4102	Parking - Launch Area	\$15,127			\$31,515	(\$16,388)
000-000-000-0000-4104	Parking - Southwest	\$170,117			\$145,756	\$24,361
000-000-000-0000-4106	Parking - North	\$30,477			\$29,936	\$541
000-000-000-0000-4108	Parking - Southeast	\$111,051			\$119,482	(\$8,431)
000-000-000-0000-4118	Meter Permits	\$11,179			\$10,901	\$277
000-000-000-0000-4120	Slip Renter Parking Permits	\$32,085	\$26,000	123%	\$28,406	\$3,679
000-000-000-0000-4122	RV Parking	\$199,554	\$195,000	102%	\$170,671	\$28,883
000-000-000-0000-4200	Fuel Sales Gasoline	\$267,564	\$345,000	78%	\$430,207	(\$162,643)
000-000-000-0000-4202	Fuel Sales Diesel	\$259,269	\$465,000	56%	\$572,885	(\$313,616)
000-000-000-0000-4204	Fuel Service Call Back Charges				\$10	(\$10)
000-000-000-0000-4210	Wash Rack	\$7,629	\$6,500	117%	\$9,612	(\$1,983)
000-000-000-0000-4220	Boatyard Retail	\$15,724	\$16,500	95%	\$21,497	(\$5,773)
000-000-000-0000-4225	Boatyard Labor	\$1,902	\$750	254%	\$325	\$1,577
000-000-000-0000-4230	Boatyard Rental	\$1,870	\$3,000	62%	\$4,395	(\$2,525)
000-000-000-0000-4235	Boatyard Misc.	\$36,607	\$32,000	114%	\$35,668	\$939
000-000-000-0000-4240	Lay Days/Storage	\$90,200	\$140,000	64%	\$162,425	(\$72,225)
000-000-000-0000-4245	Vessel Haulout	\$122,471	\$132,000	93%	\$126,123	(\$3,653)
000-000-000-0000-4250	Vessel Berthing	\$37,965	\$32,000	119%	\$37,037	\$927
OPERATING INCOME		\$9,401,668	\$10,840,875	87%	\$9,731,657	(\$329,989)

Santa Cruz Port District
Monthly Budget Report
For the Ten Months Ending January 31, 2024

Account	Description	YTD	FY24 BUDGET	% BUDGET	FY23 YTD	Variance
EXPENSE SUMMARY BY PROGRAM						
	Administrative Services (110)	\$692,348	\$889,563	78%	\$594,436	\$97,912
	Finance & Purchasing (120)	\$171,589	\$239,618	72%	\$160,309	\$11,280
	Property Management (130)	\$669,499	\$842,315	79%	\$586,898	\$82,601
	Environmental & Permitting (140)	\$128,747	\$189,158	68%	\$128,239	\$508
	Port Commission Support (190)	\$48,848	\$78,653	62%	\$45,502	\$3,345
	Harbor Patrol (210)	\$679,025	\$863,451	79%	\$681,674	(\$2,649)
	Marina Management (220)	\$494,791	\$611,835	81%	\$458,165	\$36,626
	Rescue Services (230)	\$95,804	\$144,756	66%	\$93,614	\$2,190
	Parking Services (240)	\$324,572	\$384,271	84%	\$333,988	(\$9,417)
	Events (250)	\$17,509	\$33,179	53%	\$20,948	(\$3,440)
	Fuel Services (280)	\$420,051	\$516,338	81%	\$807,395	(\$387,345)
	Docks, Piers, Marine Structures (310)	\$621,693	\$679,068	92%	\$420,416	\$201,277
	Utilities (320)	\$74,865	\$109,072	69%	\$86,298	(\$11,433)
	Buildings (330)	\$376,683	\$465,185	81%	\$320,541	\$56,142
	Grounds (340)	\$717,704	\$865,519	83%	\$768,018	(\$50,314)
	Aeration (350)	\$46,041	\$59,229	78%	\$31,186	\$14,855
	Fishery Support (360)	\$6,629	\$17,024	39%	\$9,661	(\$3,032)
	Capital Projects (390)	\$349,728	\$363,503	96%	\$394,783	(\$45,055)
	Dredging Operations (400)	\$1,267,366	\$1,653,480	77%	\$1,192,438	\$74,928
	Boatyard Operations (500)	\$301,645	\$408,535	74%	\$305,641	(\$3,996)
	OPERATING EXPENSES	\$7,505,136	\$9,413,753	80%	\$7,440,150	\$64,986
	OPERATING PROFIT	\$1,896,531	\$1,427,122	133%	\$2,291,507	(\$394,975)
NON OPERATING INCOME/(EXPENSE)						
	Harbor Services Charge	\$4,866	\$10,000	49%	\$500	\$4,366
	Interest Income	\$634,874	\$125,000	508%	\$134,635	\$500,239
	Other Income	\$408,280	\$85,000	480%	\$111,196	\$297,084
	USACE Reimbursement	\$262,500	\$525,000	50%	\$525,000	(\$262,500)
	Grants - DBAW	\$13,552	\$12,000	113%	\$21,544	(\$7,992)
	County Rescue Contribution	\$50,000	\$50,000	100%	\$50,000	\$0
	Waste Oil Grant	\$15,270	\$12,000	127%	\$10,849	\$4,421
	Tsunami Insurance Reimbursement	\$3,050	\$0	0%	\$475,760	(\$475,760)
	Gain/(Loss) on Asset Disposal	(\$761)	\$0	0%	\$3,940	(\$890)
	Cash Over/Under	(\$1,362,838)	(\$1,365,818)	100%	(\$356)	(\$405)
	Principal Debt Payments	\$2,065,159	(\$500,000)	(413%)	(\$1,313,188)	(\$405)
	Capital Improvement Program	(\$128,563)	(\$212,500)	61%	\$76,141	(\$49,650)
	Capitalized Expenses	(\$1,400,015)	\$0	0%	(\$181,407)	\$1,989,018
	Depreciation	\$0	\$0	0%	(\$1,400,015)	\$52,844
	NET INCOME/(LOSS)	\$2,461,904	\$167,804	1467%	\$806,106	\$1,655,797



Summary Statement

January 31, 2024

Page 1 of 3

Investor ID:

0000073-0000283 PDF 614029

**Santa Cruz Port District
135 5th Avenue
Santa Cruz, CA 95062**

California CLASS

California CLASS

Average Monthly Yield: 5.4981%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Port District Main	17,656,024.89	0.00	250,000.00	82,137.81	82,137.81	17,634,480.95	17,488,162.70
TOTAL	17,656,024.89	0.00	250,000.00	82,137.81	82,137.81	17,634,480.95	17,488,162.70



Account Statement

January 31, 2024

Page 2 of 3

Account Number:

Port District Main

Account Summary

Average Monthly Yield: 5.4981%

California CLASS	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
	17,656,024.89	0.00	250,000.00	82,137.81	82,137.81	17,634,480.95	17,488,162.70

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2024	Beginning Balance			17,656,024.89	
01/29/2024	Withdrawal		250,000.00		3086
01/31/2024	Income Dividend Reinvestment	82,137.81			
01/31/2024	Ending Balance			17,488,162.70	

California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
01/01/2024	0.000000000	5.5660%
01/02/2024	0.000151527	5.5412%
01/03/2024	0.000151612	5.5490%
01/04/2024	0.000151519	5.5445%
01/05/2024	0.000450972	5.5019%
01/06/2024	0.000000000	5.5019%
01/07/2024	0.000000000	5.5019%
01/08/2024	0.000151077	5.5294%
01/09/2024	0.000150928	5.5240%
01/10/2024	0.000150867	5.5218%
01/11/2024	0.000150735	5.5169%
01/12/2024	0.000602688	5.5146%
01/13/2024	0.000000000	5.5146%
01/14/2024	0.000000000	5.5146%
01/15/2024	0.000000000	5.5146%
01/16/2024	0.000150643	5.5135%
01/17/2024	0.000150647	5.5109%
01/18/2024	0.000150532	5.5095%
01/19/2024	0.000447396	5.4582%
01/20/2024	0.000000000	5.4582%
01/21/2024	0.000000000	5.4582%
01/22/2024	0.000149237	5.4621%
01/23/2024	0.000149217	5.4614%
01/24/2024	0.000149287	5.4639%
01/25/2024	0.000149370	5.4670%
01/26/2024	0.000448314	5.4694%
01/27/2024	0.000000000	5.4694%
01/28/2024	0.000000000	5.4694%
01/29/2024	0.000149497	5.4716%
01/30/2024	0.000149436	5.4694%
01/31/2024	0.000149480	5.4710%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

February 02, 2024

[LAIF Home](#)
[PMIA Average](#)
[Monthly Yields](#)

SANTA CRUZ PORT DISTRICT

PORT DIRECTOR
 135 5TH AVENUE
 SANTA CRUZ, CA 95062

[Tran Type Definitions](#)

Account Number:

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1746108	N/A	SYSTEM	2,904.22

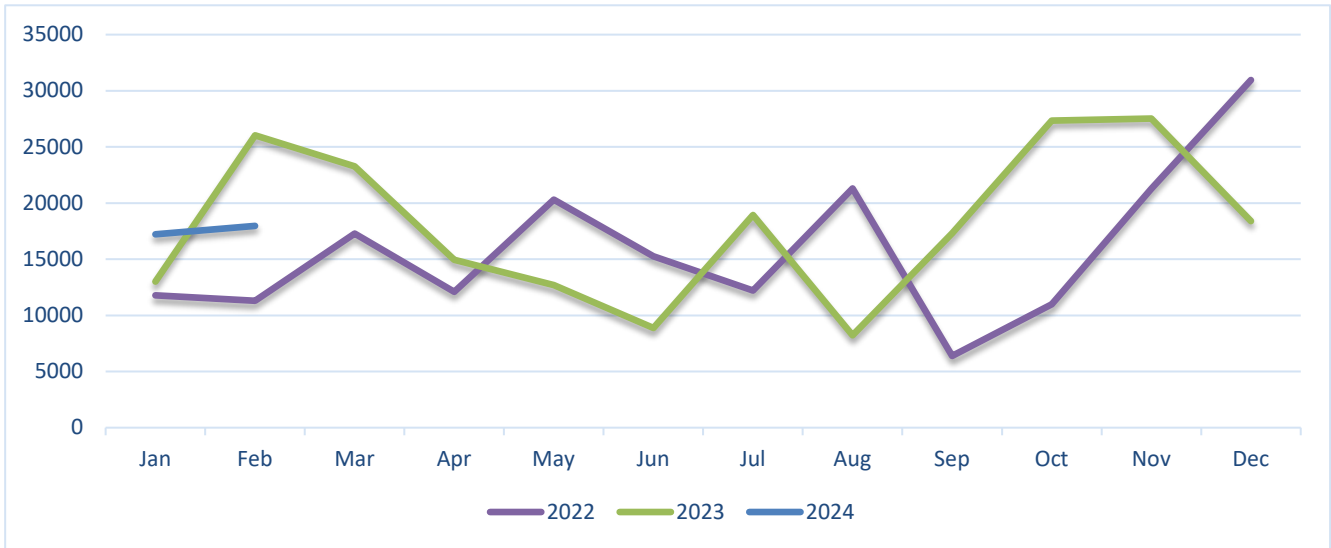
Account Summary

Total Deposit:	2,904.22	Beginning Balance:	289,076.62
Total Withdrawal:	0.00	Ending Balance:	291,980.84

Santa Cruz Port District
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of February 20, 2024

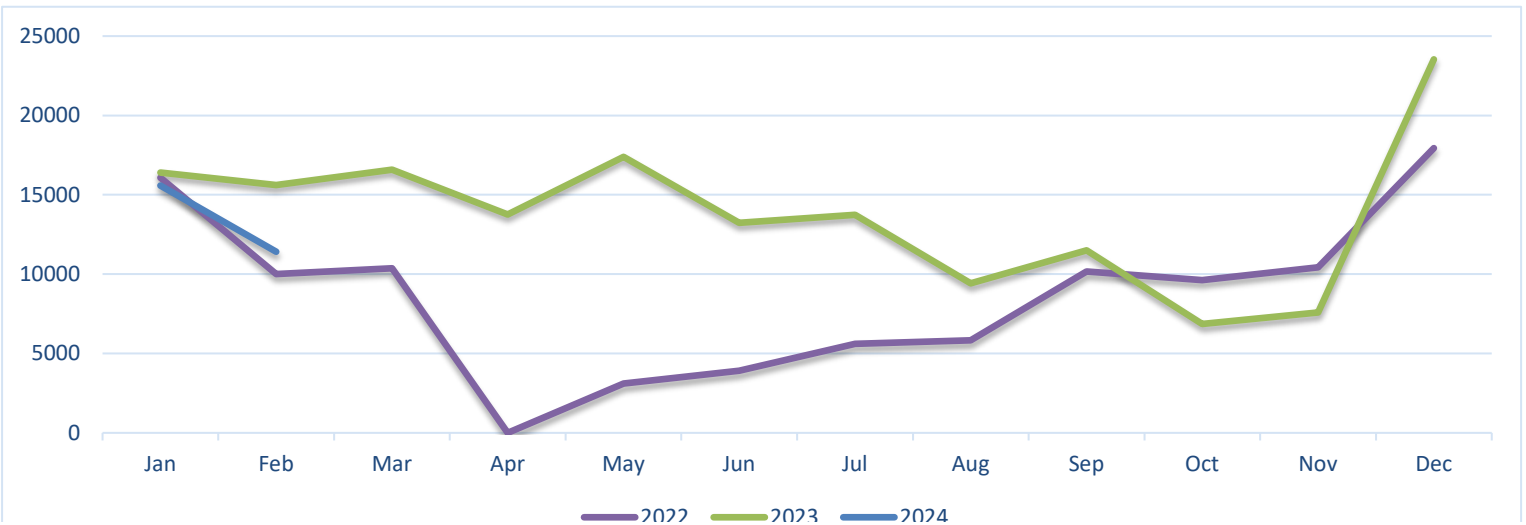
Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
4076	1,973.05	2,002.91	700.23	0.00	4,676.19
4134	1,150.54	1,059.66	871.26	0.00	3,081.46
58883	1,401.07	895.00	614.10	0.00	2,910.17
42228	882.93	950.97	68.14	0.00	1,902.04
55885	520.87	1,015.22	271.24	0.00	1,807.33
47248	545.33	536.80	511.80	0.00	1,593.93
48666	445.92	514.40	451.40	0.00	1,411.72
59797	468.37	461.80	352.45	0.00	1,282.62
56494	462.69	509.07	50.00	0.00	1,021.76
55740	469.87	503.96	28.96	0.00	1,002.79
59489	301.97	349.68	62.76	0.00	714.41
58520	184.57	181.96	160.12	0.00	526.65
60521	93.27	92.15	67.15	0.00	252.57
46644	89.19	88.14	64.19	0.00	241.52
Total	\$ 8,989.64	\$ 9,161.72	\$ 4,273.80	\$ -	\$ 22,425.16



Santa Cruz Port District
90+ DAY DELINQUENT ACCOUNTS

The following accounts have balances 90 days delinquent or greater as of February 20, 2024

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
55382	410.86	499.44	382.61	42.02	1,334.93		Revoke
58302	94.23	92.15	93.11	522.62	802.11		Revoke
46238	202.58	198.29	-	370.65	771.52		Revoke
58758	162.69	159.33	160.45	134.33	616.80		Revoke
29726	-	-	-	420.21	420.21		Bad Debt
57560	-	4.44	96.68	158.32	259.44		Bad Debt
56589	-	-	-	69.00	69.00		Bad Debt
Total	\$ 870.36	\$ 953.65	\$ 732.85	\$ 1,717.15	\$ 4,274.01		





TO: Port Commission
FROM: Sean Rothwell, Assistant Harbormaster
DATE: February 1, 2024
SUBJECT: Harbor Patrol Incident Response Report – January 2024

Search and Rescue, Patrol Boat Response

- 1/8/24 Harbor Patrol responded to a report of a vessel that ran aground in the harbor entrance after attempting to transit during shoaled conditions. Prior to arrival, the vessel operator was able to free the vessel from the shoal without assistance.
- 1/14/24 Harbor Patrol responded to a report of a vessel that ran aground in the harbor entrance after attempting to transit during shoaled conditions. Upon arrival, the vessel operator was able to free the vessel from the shoal without assistance.
- 1/19/24 Harbor Patrol responded to a report of a surfer in distress in the area of Pleasure Point Beach. Prior to arrival, the surfer self-rescued. Harbor Patrol returned to the harbor without incident.
- 1/28/24 Harbor Patrol responded to a report of a surfer in distress in the area of Steamer Lane. Upon arrival, the surfer indicated that they were not in distress. Harbor Patrol returned to the harbor without incident.

Crime Reports, Assist Outside Department, and Incident Reports

- 1/9/24 Harbor Patrol took a stolen property report after items were reported missing from a locked vehicle in the area of V-Dock. A review of security footage provided no suspect information.
- 1/12/24 Harbor Patrol responded to a report of an unconscious subject in the roadway at East Cliff Drive and Murray Street. The subject was taken into custody by Harbor Patrol for public intoxication and transported to Santa Cruz County Jail
- 1/25/24 Harbor Patrol performed a welfare check on a subject onboard a vessel in the area of O-Dock. The subject was found deceased, and the case was turned over to the Coroner's office.
- 1/26/24 Harbor Patrol responded to a report of an intoxicated subject at a harbor business. The subject was taken into custody by Harbor Patrol for public intoxication and transported to the Santa Cruz County Jail.
- 1/28/24 Harbor Patrol conducted a traffic stop after a motorist was observed driving erratically in the harbor. The subject was arrested for driving under the influence and the case was turned over to Santa Cruz Police.

Parking Citations

January 2024 Parking Citations: 138
January 2023 Parking Citations: 179



**California Special
Districts Association**

CSDA

Districts Stronger Together

DATE: February 5, 2024

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

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 2025 - 2027 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, professional development, and other resources for members. 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 district 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 10, 2024. Nominations and supporting documentation may be mailed 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. 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 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA 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 10, 2024.* All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

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



**California Special
Districts Association**
Districts Stronger Together

2024 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, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

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

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



2024 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.):

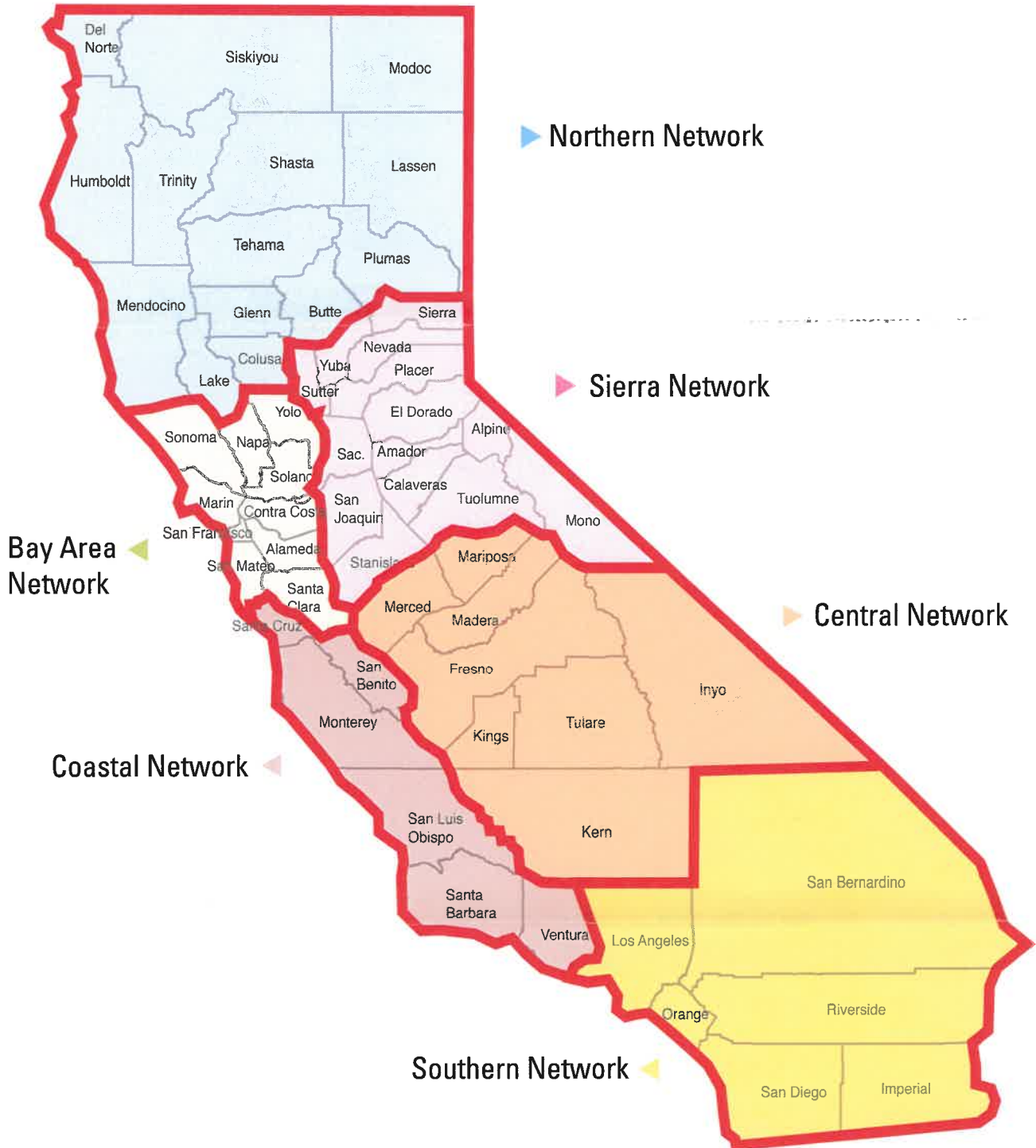
4. List civic organization involvement:

****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 the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



Santa Cruz Port District Port Commission Review Calendar / Follow-Up Items 2024-25

2024

January-March

- Committee Assignments for 2024
- FY 25 Budget
- Review 5-year CIP
- Sea Scouts' Biannual Report
- Form 700 Filing (due by 3/31 each year)

April-June

- Café El Palomar Lease Exp. 7/31/2024
2 (5) year option to extend / rent review at first or second option period
- Biennial Update to Conflict-of-Interest Code

July-September

- Annual O'Neill Sea Odyssey Report (annual review of slip rent reduction. PC action Jul-07)
- Dredge Report 2023-24
- Sea Scouts' Biannual Report

October-December

- Mid Fiscal Year Review of CIP
- Review of CalPERS Actuarial Valuation Report
- Annual Vessel Use List Review
- H&H Fresh Fish Lease Exp. 1/31/2025
- Ethics Training Update (due by year-end)
- Port Commission Officers for 2024

2025

January-March

- Committee Assignments for 2025
- Annual Review of Business Use of Slips 2024
- Annual Review of Slip Vacancy / Waiting List Statistics 2024
- Sea Scouts' Biannual Report
- FY 26 Budget
- Review 5-year CIP
- Form 700 Filing (due by 3/31 each year)
- Biennial Anti-Harassment/Anti-Discrimination Training

April-June

- Crow's Nest / Java Junction Rent Review at Option Period Ending 4/30/2025
1 (5) year option to extend
- Dredge Report 2024-25

July-September

- Annual O'Neill Sea Odyssey Report (annual review of slip rent reduction. PC action Jul-07)
- Sea Scouts' Biannual Report

October-December

- Mid Fiscal Year Review of CIP
- Beacon Pointe Advisors Lease Exp. 11/30/2025
- Review of CalPERS Actuarial Valuation Report
- Annual Vessel Use List Review
- Ethics Training Update (due by year-end)
- Port Commission Officers for 2025

Committee Review Items

- ✓ Review of Proposal to Purchase a Floating Barge

Future Calendar

- 7th and Brommer Property Assessment
- ABC End-Tie Review after Murray Street Bridge Retrofit
- Pedestrian Traffic Safety Improvements Review

Key

- Pending
- In process
- ✓ Done

Updated 2/21/2024

DOCKS, PIERS & MARINE STRUCTURES

NOTABLE FY25 DOCKS, PIERS & MARINE STRUCTURE PROJECTS

- Set aside funding for purchase of a floating barge for in-house pile driving.
- Sleeve 6 previously identified piles (2 at boatyard marine ways, 4 at fishery).

BUILDINGS

NOTABLE FY25 BUILDING PROJECTS

- Renovation of I-Dock restroom and shower facility.
- Repaint 2222 East Cliff Drive
- Set aside for future elevator replacement needs.

LANDSIDE INFRASTRUCTURE

NOTABLE FY25 LANDSIDE INFRASTRUCTURE PROJECTS

- Repaving of concession parking lot.
- Beach Plaza foot wash restoration.

UTILITY SYSTEMS

NOTABLE FY25 LANDSIDE INFRASTRUCTURE PROJECTS

- Replacement of G-Dock sanitary sewer lift station.
- Fuel System upgrades (fuel hoses and electrical upgrades)
- Replacement of 6 tsunami-damaged transformers in the north harbor.
- Motor replacement for multiple aerators.

PLANNING PROJECTS & STUDIES

NOTABLE FY25 PLANNING PROJECTS AND STUDIES

- Continued planning for design of a new restaurant building at 616 Atlantic Avenue
- Continued planning for the repair and replacement of the west side seawall (SH Revetment & Seawall)
- Contract for engineering services to determine repair/replacement options for the storm-damaged east side embankment.

MISCELLANEOUS PROJECTS

NOTABLE FY25 PLANNING PROJECTS AND STUDIES

- Installation of additional security cameras.
- Set-aside funding for *Twin Lakes* haulout.
- Temporary repair of storm-damaged West Jetty Walkway (pending legal and Commission review).

From: [Kelly Cuffe <kcuffe9@gmail.com>](mailto:kcuffe9@gmail.com)
To: [scpd@ SCPD <scpd@santacruzharbor.org>](mailto:scpd@scpd@santacruzharbor.org)
Subject: FW: Idea of developing a Santa Cruz Maritime Museum - starting with exhibits for display at the Santa Cruz Museum of Art & History (MAH)
Date: Friday, February 23, 2024 12:56 PM
Attachments: [SC Maritime Museum - Initial interest letter - Jan.19.2023.pdf](#)
[Monterey Bay Maritime Heritage Association - Mission Vision and Aims - Draft.docx](#)
[2004-02-12 SCMM - Update and Upcoming Events.docx](#)

Hello to the Santa Cruz Port District Commissioners, Port Director Holland MacLaurie and Harbormaster Blake Anderson -

I am wondering if the Santa Cruz Port District and/or Harbor is planning to do anything to celebrate the 80th birthday of the Santa Cruz Harbor? I would be happy to discuss ideas I have for developing an exhibit on the Harbor's history over the past 80 years, its role and influence in the community, and the environmental challenges it faces into the future.

Here is an email that I have been sending out to friends about my idea of developing a Santa Cruz Maritime Museum. I have also attached the initial introduction letter (dated Jan 19, 2024) that has more information about the project and my personal background, as well as a rough first draft for a Monterey Bay Maritime Heritage Association "Mission Statement, Vision and Aims" document that is still a work in progress. And I included an update on contacts made so far, and upcoming activities (ie., field trips) that I'm planning to do. fyi.

If you are interested in any aspect of this idea I'd love to talk with you!!

Dear Friends –

I recently learned that the City of Morro Bay has a maritime museum, and it made me wonder, why doesn't Santa Cruz have one? We have several fine institutions related to natural history and marine research, but nothing that is focused on the maritime history of Santa Cruz and the Monterey Bay area.

The Central California Coast maritime history starts with indigenous people's use of natural materials to explore and fish from the sea, and includes: the exploration of the California Coast by Spanish, British and Russian expeditions in the early 1700's; transportation of people and goods to and from Santa Cruz and Monterey in the 1800's; construction and use of wharves to help receive and discharge cargo and passengers; expansion of Californio rancheros and fishing fleets; immigration and establishment of Chinese, Japanese and Italian fishing communities; development and

expansion of boat building technologies; and more, all the way up to the present day! With such a rich maritime history, I believe there would be significant interest in creating a maritime museum and developing exhibits that can be used to tell these stories.

So, I have started gathering a group of like-minded folks who are interested in the idea and willing to share their thoughts, historical knowledge, business experience, project development skills, and contacts. We plan to apply for a grant from the Santa Cruz Arts Council to help develop this concept. (Applications are due March 20, 2024).

Meanwhile, we are also looking into creating a non-profit maritime heritage association, which will enable us to research and develop a variety of maritime history exhibits that can be displayed at institutions and locations around the Monterey Bay area, (such as the Santa Cruz Museum of Art & History (MAH), the Santa Cruz Natural History Museum, and the Capitola Historical Museum, for example), as well as at actual physical sites located around the bay area.

I understand that such an undertaking might take a few years to develop. Right now, I'm just excited to get started. The Director of Exhibits and Programs at the MAH said they would provide us space for maritime heritage exhibits as we develop them in the future. I also read that the Santa Cruz Wharf Master Plan (approved Jan 9, 2024) includes developing "a museum" with educational displays dedicated to the Wharf and Beach area, and including "maker-space" for hands-on activities, like boat building. Both formats will be used to "...convey Wharf history, cultural, and environmental education through [the use of] historical materials, interpretive elements, and public art" that can share existing space and/or rotate through a museum space on the wharf. I'm hoping that we will be able to create exhibits and displays for whatever "museum" and "maker-space" envisioned for the wharf.

For more information on the maritime museum concept and on my personal background, please see the introduction/call to action letter, attached.

If you are interested in any aspect of this idea I'd love to talk with you!!
Please feel free to call or text me at 831-247-1266 or email me at my email address below. We would greatly appreciate any assistance you can provide.

Thanks for your time and interest in this project.

Sincerely,

Kelly Cuffe
kcuffe9@gmail.com

January 19, 2024



Photo from SCYC History website.

Calling All Boating, Ocean, and History Enthusiasts!

I recently learned that the City of Morro Bay has a maritime museum, and it made me wonder, why doesn't Santa Cruz have one? Our area has the Santa Cruz Museum of Art and History, Santa Cruz Natural History Museum, Capitola Historical Museum, the Seymour Marine Discovery Center, and the Monterey Bay National Marine Sanctuary Exploration Center, but nothing that focuses on the maritime history of the Santa Cruz and Monterey Bay area.

Santa Cruz has a long history linked to the ocean and maritime activities: from exploration of the California coast in the 1700's by explorers Cabrillo and Vizcaíno; to Richard Henry Dana Jr's days of sailing the coast in 1835; the Californio and Italian fishing families and commercial fishing fleets of the late-1800's and early-1900's (some still in business today); and the commercial shipping of lumber, lime, leather and produce from Santa Cruz to areas such as San Francisco to help rebuild after the 1906 earthquake.

Santa Cruz is known for many famous boat designers, builders, and sailors as well as for being a world class racing venue. The Santa Cruz Yacht Club has been hosting sailboat regattas since the early 1930's and organizes more than 30 regattas each year. Santa Cruz has produced innovative and influential sailboats including Moore 24's, Santa Cruz Yachts, Jesters, Express, Olsen, and others. Santa Cruz boat builders are renowned for being at the forefront of the Ultra-Light Displacement Boat (ULDB) movement that revolutionized yacht racing in the 1970's, culminating with Bill Lee's 68-foot "Merlin" that won the Trans Pacific (aka "Transpac") Race from Los Angeles to Hawaii in 1977, setting a record that stood unbroken for 20 years.

As a result of this history, I believe there could be significant interest in creating a maritime museum in Santa Cruz. I'm in the process of forming an exploratory group with like-minded folks interested in sharing their thoughts, historical knowledge, business experience, project development skills, and potential contacts. I hope to get the exploratory group together by mid-February 2024, and apply for a Grant from the Santa Cruz Arts Council to help develop this concept. (Applications are due March 20, 2024).

If you are interested in being part of the Santa Cruz Maritime Museum exploratory group, please let me know. In fact, if you are interested in any aspect of this idea, I would love to speak with you and welcome your thoughts, suggestions, and stories.

Kelly Cuffe

Email: Kcuffe9@gmail.com

Cell: 831-247-1266

For more information about project plans, and about me, turn the page.

More info...

At this point, plans to create a Santa Cruz Maritime Museum include:

1. Research and contacts (develop exploratory group, meet with other maritime museum staff, research SC maritime history through existing materials and photos).
2. Look for interested parties (donors of materials, space, time, historical knowledge, as well as potential financial donors).
3. Look for potential space to use (within an existing museum, somewhere on the SC wharf, SC Harbor, or unused warehouse space?) and get any necessary approvals to use space.
4. Develop exhibits (with artists, exhibit builders and others with existing collections or artifacts).
5. Develop Management and Operations plan (for an existing or new managing entity to operate).

About Me:

I have a love of the sea and a personal interest in sailing, sailboats, and maritime history.

I am a California native, having grown up a few blocks from the beach in Pacifica. I hold a Bachelor of Science in Earth Sciences from University of California at Santa Cruz (1985) and Master of Science in Coastal Geology from the University of South Florida, Tampa (1991). Since returning in 1999, I have been living and working in the Santa Cruz area for over 24 years.

I have been sailing for over 40 years. I learned to sail in San Francisco Bay, and have sailed in Monterey Bay, along coastal California, SF to Hawaii, and in Tampa Bay. I sailed collegiately for UCSC in 1984-85. I am currently a Santa Cruz Yacht Club member and am actively involved in sailing and racing.

My family was also involved in maritime activities. My father was West Coast Operations Manager for the Pacific Far East Lines (PFEL) steamship company, which was founded in 1943 by my great uncle, Thomas E Cuffe. My mom worked as a dispatcher for the San Francisco Inland Bay Pilots. One of my brothers worked as a Stevedore Operations Manager in San Francisco Bay and another brother worked as a ship's electrician, and later as a crane electrician at the Port of Oakland. My grandfather also worked at the San Pedro Maritime Museum at Cabrillo Beach and built several of the ships models on display there. I have fond memories as a child looking at all the ships models, nautical objects, art, and marine displays.



*View of Santa Cruz, 1876, showing the three piers at the Santa Cruz Main Beach.
Painting by Leon Trousset. From the Santa Cruz Museum of Art & History.*

Monterey Bay Maritime Heritage Association (MBMHA) –

Our Mission

The mission of the MBMHA is to research, preserve and promote the maritime heritage and culture of the Monterey Bay area and Central California coast.

As such, our area of interest will extend from the San Francisco Bay down to Cambria just north of Morro Bay, and will include areas such as SF Bay, SF Ocean Beach, Daly City, Pacifica, Montara, Princeton, Pillar Point, Half Moon Bay, Pescadero, Pidgeon Point, Point Año Nuevo and Año Nuevo Island, Davenport, Santa Cruz, Capitola, Moss Landing, Marina, Sand City, Monterey, Pacific Grove, Pebble Beach, Carmel, Point Sur, Big Sur Coast, Piedras Blancas, and San Simeon.

Vision

Our vision is to foster awareness of and engagement in the maritime heritage and history of the Central California Coast, which began with exploration of the California coast in the early 1700's, and which extends to the present day and into the future.

Aims

We aim to preserve the knowledge and instill an appreciation of our area's maritime heritage through research and the collection, restoration, preservation and display of maritime artifacts, documents, photographs, charts, articles, videos, interviews, and stories.

We plan to develop a wide variety of exhibits related to maritime heritage - including art, commerce, science and technology - that can be displayed in local museums (eg. Santa Cruz Museum of Art & History, Santa Cruz Natural History Museum, Santa Cruz Wharf, Capitola Historical Museum, etc) and visitor centers (eg. Natural Bridges Visitor Center, MBNMS Sanctuary Exploration Center, Seacliff State Beach Visitor Center, etc.).

We also plan to develop informational panels that can be placed near historical sites & features, wharves and harbors, coastal viewpoints, and along coastal trails throughout Santa Cruz and the Monterey Bay area.

We will use different formats to create exhibit displays (including physical, visual, audio and virtual).

We will develop materials that can be used by educators to teach about the maritime heritage of California’s Central Coast.

We plan to work with City leaders, and members of our local business community, science, and research community (the Monterey Bay Research Crescent), educational institutions (UCSC, Long Marine Lab, CSUMB, Moss Landing Marine Labs and Hopkins Marine Station), and local governmental agencies to explore viable locations around Monterey Bay for a maritime museum.

We will coordinate and work with other existing maritime museums and maritime heritage associations (e.g., San Francisco Maritime National Historic Park, Monterey History and Art at the Stanton Center, Morro Bay Maritime Museum, Santa Barbara Maritime Museum, Los Angeles Maritime Museum, and the San Diego Maritime Museum) to learn the best approaches to developing maritime displays and to foster community awareness of and engagement in the maritime heritage and culture of the California Coast.

We will provide opportunities for residents and visitors of all ages and backgrounds to participate in learning about and celebrating the physical environment and maritime heritage of our coastal communities.

We will work to provide an easily accessible educational venue so that these materials and events are accessible and available to all.

We will create a website that includes information about the MBMHA, who we are, how to contact us, upcoming events, and news, and with online materials and resources.

We will coordinate with local boat designers and boat builders, past and present, who make or have made Santa Cruz and the Monterey Bay area world renowned in the sailing world. (There are at least 32 different kinds of boats that have been made in Santa Cruz – and that are celebrated during the bi-annual Made-in-Santa-Cruz Regatta, hosted by the SCYC.)

We will also coordinate with leaders in educational and marine research institutions (such as UCSC, Long Marine Lab, CSUMB, MBARI, Moss Landing Marine Labs, Hopkins Marine Station, and the Monterey Bay Aquarium) to help tell the history of oceanography and marine science and technology in the Santa Cruz, Moss Landing and Monterey Bay area.

Sent via email – Mon February 12th

Hi All -

I wanted to give you all an update and let you know about some upcoming trips I have scheduled in the upcoming weeks.

Upcoming events - please let me know if you want to join me for any of these upcoming events:

1. Wed 2/21 and Wed 2/28 from 11-noon - I will be meeting with the MAH archivist Jessie Durant, to review historical photos and other materials they have related to Santa Cruz maritime history
2. Saturday 2/24 OR Sunday 2/25 - I will be meeting with Tim Thomas, former curator of the Monterey Maritime Museum, to ask about why the museum changed its focus away from maritime history and sent the Alan Knight collection to the SF Maritime National Historical Park. Tim Thomas is currently the curator of the Japanese American History Museum in Monterey.
3. Friday, March 1st from 1-4pm - I have an appointment with the reference librarian at the SF Maritime NHP Research Center to find out more about the Alan Knight collection and to get an introduction on resources available at the Research Center. (They are only open by appointment Tuesday through Friday.)

Updates:

1. On Jan 23rd, I spoke with Dan Haifley, friend and former ED of the O'Neill Sea Odyssey program about the idea of developing a maritime museum. He liked the idea, and provided some good comments. Said it might be a good idea to start with collaborations with existing museums, and mentioned that the donor base is getting a bit weary. I am hoping that Dan will agree to become an advisor for the project.
2. On Jan 30th I stopped by the Santa Cruz Museum of Natural History to speak with ED Felicia Van Stolk, but she was not there that day. So, I left an introduction letter for her. On 2/11/2024 I received an email from their Collections Manager, Kathleen Aston, who has offered to meet with me to discuss their collections on maritime history, and to share what they have learned about establishing a process and

procedures for setting up a collections system. I will find a date that works for us both and will let folks know. If anyone wants to join me, please let me know.

3. On Wed, 2/7/2024, I met with Gary Griggs, who I had invited to give a Wednesday Informational Seminar Series (WISS) presentation to members of the Santa Cruz Yacht Club (SCYC). Gary's talk was on the History of the Seabright/Castle Beach, Twin Lakes, and Santa Cruz Harbor. Great presentation, with lots of maps and historic photos of the areas. Gary was one of my first professors at UCSC Earth Sciences Department - taught Coastal Hazards - got me interested in studying Coastal Geology. I had sent Gary an introduction letter and he has sent me some recommendations back. I am hoping that he will agree to become an advisor for the project.

4. On Friday, Feb 9, I created the first draft of a mission, purpose and aims document. I sent it out in an email to the Exploratory group members that same day. I am hoping to discuss it at our next meeting. I also want to discuss the idea of developing a 501c3 (public-benefit educational) non-profit organization called the Monterey Bay (or Santa Cruz) Maritime Heritage Association. I have attached here as well. If you haven't already, please let me know what you think.

5. I also created a communication/conversation log spreadsheet for us all to use to track folks we speak with or communicate with in some way or another. I have to add some more entries, and fill out some of the data, but I want to introduce it to you all so that you can use it in the future as well. This way we will be able to see who has talked to whom, and be able to track what has already occurred. I will put it on our Google drive.

6. On Saturday, 2/10/2024 - I met with Frank Perry, former curator of the Capitola Historical Museum, who is very interested in the Maritime Museum idea. Frank has too many other projects and involvements to join our exploratory group, but has kindly provided me with several great resources and suggestions to follow up on. He also has a great Lighthouse postcard collection that we can scan and use for an exhibit.

7. I met with Frank at the San Lorenzo Valley (SLV) Museum in Felton, where the Santa Cruz Researchers Anonymous group was getting an

introduction to the newest exhibit "Gold Fever!! Untold stories of the California and Santa Cruz Gold Rushes" (see image below - Free exhibit, on display Feb 2024 - Feb 2025 - you should all come up to see this great exhibit, and who knew there was a gold rush in the Santa Cruz Mountains?!). While here, I met Lisa Robinson, the President and curator of the SLV Museum, who said they had many resources about the shipping that brought people and supplies in and out of Santa Cruz before there were trains or roads coming to the area. Lisa offered to meet with me in the future so I can check out some of their resources.

8. On Saturday, 2/10/2024, I also attended Geoff Dunn's slide presentation at the Museum of Art & History (MAH) on "Santa Cruz's Italian Fishing Colony: 150 years of Amore." Great story and presentation with a lot of historical photos of the fishing families that immigrated from Riva Trigoso in Italy, and their 3 to 4 generations working on the Santa Cruz Wharf. Geoff said he had a photo archive collection of his own. I spoke with him after his presentation and told him about my idea of wanting to start a maritime museum, and he said that Yes, he could help provide some materials on the maritime history of Santa Cruz. Said Santa Cruz has a huge maritime history. And he agreed to discuss with me further and to let me look through his photo archive. I will have to arrange a date to do so in the future.

9. On Sunday, 2/11/2024, I worked with folks at the SCYC cleaning up some of the Lasers (1-2 person sailboats), and found out that there is a Jester dinghy (made in Santa Cruz) that they want to get rid of. I am hoping to see if I can get them to donate it to our maritime museum and see if we can make it one of the first Made-In-Santa-Cruz boat exhibits.

10. On Sunday, 2/11/2024 I spoke with Beau Vrolyk, SCYC member and 2023 St Francis Yacht Club Commodore, about the maritime museum idea. He was interested in the concept and said he would be happy to speak with me about it more. He also said that the St Francis YC has a lot of stuff in their storage area – I will ask him if maybe there are some things that we could get for some exhibits. Beau also agreed to give a talk at one of the SCYC WISS presentations. He has an historic schooner called "Mayan" – maybe I can ask him to give a talk on the historic boats in San Francisco Bay that raced in the past Big Boat Series.

I am proposing a date of Monday, March 4th 7-8pm, for our next zoom meeting. I will send out a notice of the proposed date to all – please let me know if you can make that date. I am thinking that the first Monday of each month may be a good date for upcoming meetings – please let me know if that will work for you.

Ok, I think that is enough for a Monday morning.
Hope all is well with all of you.

- Kelly Cuffe

Field Trip: Gold Exhibit at the San Lorenzo Valley Museum in Felton

Saturday, February 10, 2024

10 a.m. to 12 noon

The San Lorenzo Valley Museum invites members of Researchers Anonymous to a special tour of the "Gold Fever!" exhibition at its Belardi Gallery in Felton. Did you know there was a minor gold rush around Felton in the 1850s? Our hosts will tell about this little-known history and how the exhibit was researched.

GOLD FEVER!

Untold Stories of the
California and
Santa Cruz Gold Rushes



SEE PLACER GOLD FROM THE
SAN LORENZO VALLEY



THROUGH FIRST HAND ACCOUNTS
EXPLORE CLAIMS IN
THE SANTA CRUZ MINING DISTRICT

San Lorenzo Valley
MUSEUM

Faye G. Belardi Memorial Gallery
6299 Gushee St., Felton, CA 95018

On Exhibition Jan - Dec 2024
admission free • visit website for hours
www.slvmuseum.org
info@slvmuseum.org • (831) 338-8382