



Special Closed Session of November 2, 2021

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present:*

Toby Goddard Chairman  
Reed Geisreiter Vice-chairman  
Dennis Smith Commissioner  
Stephen Reed Commissioner

*Commission Members Absent:*

Darren Gertler Commissioner

**SPECIAL PUBLIC SESSION – 5:00 PM**

Chairman Goddard convened the special public session at 5:00 PM at the Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54957.6

At 5:00 PM, Chairman Goddard announced the Commission will meet in closed session to discuss agenda item 3.

**SPECIAL CLOSED SESSION**

3. Conference with Labor Negotiators  
Agency Designated Representative: H. MacLaurie & T. Davis  
Employee Organization: Harbor Employees' Association & Operating Engineers Local No. 3

**SPECIAL PUBLIC SESSION**

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

Chairman Goddard announced that the Commission took no reportable action in closed session on item 3.

Chairman Goddard adjourned the special open session following the closed meeting at 7:05 PM.

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Toby Goddard, Chairman



Special Closed and Regular Public Session of November 23, 2021

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present:*

Toby Goddard      Chairman  
Reed Geisreiter      Vice-chairman  
Dennis Smith      Commissioner  
Stephen Reed      Commissioner

*Commission Members Absent:*

Darren Gertler      Commissioner

**SPECIAL PUBLIC SESSION – 5:30 PM**

Chairman Goddard convened the special public session at 5:30 PM at the Santa Cruz Harbor Public Meeting Room, 365 A Lake Avenue, Santa Cruz, CA 95062.

1. Oral Communication
2. Announcement of Closed Session Pursuant to Government Code (Ralph M. Brown Act) Section 54956.9(d)(4), and 54956.8

At 5:30 PM, Chairman Goddard announced that the Commission will meet in closed session to discuss agenda items 3 and 4.

**SPECIAL CLOSED SESSION**

3. Conference with Legal Counsel – Anticipated Litigation  
Initiation of Litigation (1 Case)
4. Conference with Real Property Negotiators  
Property: 333 Lake Avenue  
Agency Designated Representative: H. MacLaurie  
Negotiating Parties: Bayside Marine  
Under Negotiation: Lease

**SPECIAL PUBLIC SESSION**

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

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

Chairman Goddard adjourned the special open session following the closed meeting at 6:45 PM.

**REGULAR PUBLIC SESSION – 7:00 PM**

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

- 6. Pledge of Allegiance
- 7. Oral Communication

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

**CONSENT AGENDA**

- 8. Approval of Minutes
  - a) Special Closed Meeting of October 12, 2021
  - b) Special Closed Meeting of October 14, 2021
  - c) Special Closed and Regular Public Meeting of October 26, 2021
- 9. Approval of Sublease Agreement - 2222 E. Cliff Drive, Suite 212 (Tenant: Martha Macambridge)

Port Director MacLaurie stated that a correction to the minutes of October 26, 2021 (Page 6, Item 11) has been made to eliminate reference to the reprogrammed dredge funding in the amount of \$140,000. The minutes were updated to reflect that the District’s annual dredging reimbursement in the amount of \$525,000 was allocated by the U.S. Army Corps of Engineers.

MOTION: Motion made by Vice-chairman Geisreiter, seconded by Commissioner Reed to approve the consent agenda.  
- *Motion carried. Commissioner Smith ABSTAINED. Commissioner Gertler ABSENT.*

**REGULAR AGENDA**

- 10. Presentation by City of Santa Cruz – Coastal Rail Trail Project (Segments 8 & 9)

Discussion: Assistant Director of the City of Santa Cruz Public Works Department, Nathan Nguyen, provided an overview of the Coastal Rail Trail Project (Segments 8 and 9), which is anticipated to span the harbor.

As part of the presentation, Mr. Nguyen stated that the City is interested in identifying connection points on the east and west side of the harbor to allow pedestrian and bicycle access proposed into the harbor.

A discussion ensued regarding the concerns associated with increasing pedestrian and bicycle traffic into the harbor, along service roads and parking lots. Mr. Nguyen stated that the City is open to discussing potential mitigation measures to make a connection into the harbor feasible.

Commissioner Reed stated that it may be beneficial to establish an ad hoc committee to work with the City to review options and develop potential solutions/mitigation measures, if any.

Chairman Goddard stated that it will be beneficial to invite City staff to the harbor to review areas of concern along the proposed connection points on the east and west sides of the harbor.

There was consensus among the Commission to direct staff to meet with the City on site to review these areas. Mr. Nguyen stated he is available as early as next week to meet with staff.

The Commission thanked Mr. Nguyen for his presentation.

11. Approval of Design Services for Removal and Replacement of FF-Dock, Rowing Dock, and Boatyard Dock (NTE \$400,000)

Discussion: Port Director MacLaurie stated that as part of the City's Murray Street Bridge Seismic Retrofit and Barrier Replacement Project, the Port District will be responsible for the demolition and reconstruction of FF-Dock, the Rowing Dock, and a portion of the Boatyard Dock. She stated that TranSystems has submitted a proposal to provide design services for the project.

Port Director MacLaurie provided an overview of the design and construction approach for the project, and reviewed the City's proposed construction timeline and funding sources. She highlighted the following:

- The City's initial temporary construction easement (TCE) on the west side of the harbor provided for removal of the Rowing Dock and northern portion of FF-Dock. It was envisioned that the southern portion of FF-Dock would remain in place and eventually be reconnected with a newly built northern portion upon bridge completion.
- TranSystems explored the feasibility of that plan, and determined that separating the docks and leaving the southern portion of FF-dock to stand alone would diminish its structural integrity. Additionally, reworking utility connections twice to the southern portion of dock would further diminish its remaining life.
- The City is agreeable to expanding the TCE on the west side to include replacement of FF-Dock in its entirety (northern and southern portions).

- Work to demolish and reconstruct FF-Dock will occur in phases:
  - First phase of work will include relocating vessels from the southern portion of FF-Dock, demolishing and reconstructing that portion of dock and placing vessels back into their slip.
  - Once the southern portion of work is complete, vessels will be relocated from the northern portion of FF-Dock and that portion will be demolished and reconstructed once bridge construction is complete.
- The City aims to commence bridge construction in the Spring of 2022. This timeline will likely be delayed, as necessary right of way certifications and regulatory permits need to be finalized by the city.
- Funding for this project will become available once a settlement agreement is reached with the City. The Port District is currently awaiting completion of its independent appraisal report, which is anticipated in January 2022. Once received, the appraisal report will allow the Port District to begin negotiating a final settlement amount with the City and execute a settlement agreement.
- Upon execution of a settlement agreement, the City will deposit settlement funds (upwards of \$5 million) into an escrow account and those funds may be used to pay for approved costs, such as the proposed design services contract with TranSystems.
- There is less of a financial risk to the District approving the design services contract once a settlement agreement has been executed.

Considering the City's potential timeline delays and the absence of a settlement agreement, Port Director MacLaurie stated that the Commission may consider the following options:

- Approve the design services contract and utilize Port District funds, knowing that costs will be offset once a settlement agreement is reached and funds are released by the City.
- Reject the design services contract and direct staff to bring it back for approval at a later date, once a settlement agreement has been reached.
- Approve the design services contract in a lesser amount to allow for preliminary design work to commence. Preliminary design work is estimated at approximately \$60,000.

A discussion ensued regarding the timeline for execution of the settlement agreement with the City.

Vice-chairman Geisreiter stated that he is supportive of approving the design services contract, subject to the Port Director's satisfaction that the City of Santa Cruz will reimburse the District for the cost of the contract. He stated

that it will be beneficial to utilize settlement agreement funds, once available, to cover the cost of this contract. Commissioner Reed agreed.

MOTION: Motion made by Vice-chairman Geisreiter, seconded by Commissioner Smith to authorize the Port Director to execute an agreement with TranSystems for design, engineering, cost estimating, and construction support services for the demolition and reconstruction of FF-Dock, Rowing Dock, and Boatyard Dock to accommodate the Murray Street Bridge Seismic Retrofit and Barrier Replacement Project, subject to the Port Director's satisfaction that the City of Santa Cruz will reimburse the District for the costs of the contract.  
- *Motion carried. Commissioner Gertler ABSENT.*

12. Approval of Resolution 21-06 – Authorizing the Port Director to Accept and Consent to Deeds and Grants for the Property Acquisition of 497 Lake Avenue (*There was no discussion on this agenda item*)

MOTION: Motion made by Commissioner Smith, seconded by Vice-chairman Geisreiter to approve resolution 21-06.  
- *Motion carried. Commissioner Gertler ABSENT.*

13. Approval of Cash / Payroll Disbursements – October 2021 (*There was no discussion on this agenda item*)

MOTION: Motion made by Vice-chairman Geisreiter, seconded by Commissioner Smith to approve cash and payroll disbursements for October 2021, in the amount of \$1,004,899.26.  
- *Motion carried. Commissioner Gertler ABSENT.*

## **INFORMATION**

14. Port Director's Report

### Harbor Development Plan

Port Director MacLaurie stated that the City of Santa Cruz is in the process of updating its Local Coastal Plan (LCP). She stated that updates were last attempted in 2015, and as part of that process, the Commission revised portions of the Harbor Development Plan (HDP) for inclusion in the City's draft document.

Port Director MacLaurie stated that once the draft LCP document is available, the Commission will have the opportunity to review and provide comments before it is finalized.

### Coast Guard Auxiliary – Change of Watch Ceremony

Port Director MacLaurie stated that she and Harbormaster Anderson attended the Coast Guard Auxiliary's Change of Watch Ceremony in Monterey on Saturday, November 20, 2021.

### Administrative Services Manager Recruitment

Port Director MacLaurie stated that the recruitment for the Administrative Services Manager position has been extended to December 10, 2021, to expand outreach efforts.

### Garbage Feasibility Study

Port Director MacLaurie stated that the FY20 budget allocated \$10,000 to a harborwide refuse and recycling study. She stated that staff is currently in process of initiating that study, which will help identify waste and recycling needs based on current trash handling processes, seasonal refuse levels, operational issues, and logistical constraints.

#### 15. Harbormaster's Report

In response to a vessel recovery incident on T-dock, Commissioner Smith expressed his support for Harbor Patrol acquiring additional gas or diesel powered dewatering pumps.

#### 16. Facilities Maintenance & Engineering Report

Facilities Maintenance & Engineering (FME) Manager Wulf stated that the following items have been sold on Public Surplus:

- Six (6) Gangways: \$2,185
- Atlas Copco Generator: \$1,600

#### 17. Annual Business Use of Slip

Port Director MacLaurie noted the following corrections to the Business Use of Slip report:

- Roberts, F – Pak rating reduced from 12 to 6 (as noted in comments)
- O'Neill Yacht Charters – Show pak rating as a range from 49 to 99
- SCYC Junior Program – Annual Slip Rent corrected from \$0 to \$6,451

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

- a) Comparative Seasonal Revenue Graph

#### 19. Delinquent Account Reporting (*There was no discussion on this agenda item*)

#### 20. Harbor Patrol Incident Response Report – October 2021 (*There was no discussion on this agenda item*)

#### 21. Written Correspondence

- a) Email to Port Commission from A. Kreyche
- b) Letter to Pacific Fishery Management Council Chair Gorelnik from Monterey Bay Harbors
- c) Email to Port Commission from G. Stearns

Chairman Goddard stated that a response letter will be provided to A. Kreyche regarding email 21 (a).

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

Chairman Goddard adjourned the regular public session at 9:08 PM.

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Toby Goddard, Chairman





TO: Port Commission

FROM: Holland MacLaurie, Port Director

DATE: November 30, 2021

SUBJECT: Approval of Resolution 21-07 – Adopting the Memorandum of Understanding Between Santa Cruz Port District and the Harbor Employees’ Association

**Recommendation: Approve Resolution 21-07.**

**BACKGROUND**

The Harbor Employees’ Association (HEA) labor contract will expire on December 31, 2021.

HEA and the District have reached agreement on a salary and benefit package that implements updates to the District’s Classification and Compensation Study (Attachment C), among other negotiated terms. The updated Classification and Compensation Study report updated market salaries for previously approved job classifications and survey sources, and formed the basis of the Memorandum of Understanding between the Port District and HEA for the period January 1, 2022, to December 31, 2024.

The Commission met in closed session on September 28, 2021, and again on November 2, 2021, to review the terms of a new labor contract with HEA. The terms were subsequently ratified by a majority of the HEA on November 8, 2021.

**ANALYSIS**

Staff recommends approval of Resolution 21-07 (Attachment A), which adopts negotiated terms of the Memorandum of Understanding (Attachment B) between the Port District and HEA as summarized below:

1. Three-year contract: January 1, 2022, to December 31, 2024.
2. Salaries (Article 10.1) – As of January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a single grade increase to the Assistant Harbormaster, Boatyard Supervisor, Senior Deputy Harbormaster, Supervising Harbor Maintenance Worker, Harbor Maintenance Worker II, and Boatyard Crew positions, and two grade increases to the Deputy Harbormaster and Harbor Maintenance Worker III positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
3. Medical Coverage (Article 12.1.1) – Eliminate the increase to the District cap for Employee + one dependent and Employee + two or more dependents, which resulted from District

savings associated with reductions in payment-in-lieu of medical coverage over the 2018-2020 contract term.

4. Med In Lieu (Article 12.1.3) – Update section to reflect that employees who opt out of the medical coverage benefit and who meet the eligibility requirements will receive \$250 per month as an in lieu health benefit.
5. Uniforms and Equipment (Article 19.1) – Update section to include Boatyard Supervisor and Boatyard Crew positions.

**IMPACT ON PORT DISTRICT RESOURCES**

The maximum benefited cost increases over the prior year are calculated below.

	<b>2022</b>	<b>2023</b>	<b>2024</b>
SALARIES	\$ 58,859	41,450	35,578
OVERHEAD	33,502	22,648	19,440
	\$ 92,361	\$ 64,098	\$ 55,018
% OF TOTAL BUDGET	0.95%	0.65%	0.56%

<b>3-YR TOTAL (MAX): \$ 211,477*</b>
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Notes:

1. Includes only current HEA represented employees
2. Cost increases based on top step.
3. Overhead includes employer taxes, CalPERS at various tiers; medical; dental; Life-LTD-ADD (56.92%)

\*The actual cost to the Port District is estimated to be lower because not all employees have progressed to the top step of the salary schedule.

- ATTACHMENT –
- A. Resolution 21-07 – Adopting the Memorandum of Understanding between Santa Cruz Port District and the Harbor Employees’ Association
  - B. Memorandum of Understanding between Santa Cruz Port District and Harbor Employees’ Association – 2022-2024
  - C. FY21 Salary Survey Update for the Santa Cruz Port District (September 2021)

Santa Cruz Port District  
**Resolution 21-07**  
December 14, 2021

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

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

A resolution of the Santa Cruz Port District Commission adopting the Memorandum of Understanding between the Santa Cruz Port District and the Harbor Employees' Association for the period January 1, 2022, to December 31, 2024.

**WHEREAS**, the Memorandum of Understanding between the Harbor Employees' Association and the Santa Cruz Port District ends on December 31, 2021; and,

**WHEREAS**, Port District negotiators and the Harbor Employees' Association have engaged in negotiations on a new contract; and,

**WHEREAS**, the terms of the tentative agreement have been ratified by a vote of the Harbor Employees' Association; and,

**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 Memorandum of Understanding reflects the currently approved salaries for the Harbor Employees' Association and all negotiated terms.

**NOW THEREFORE, BE IT RESOLVED**, that the Santa Cruz Port District Commission does hereby adopt the Memorandum of Understanding between the Santa Cruz Port District and Harbor Employees' Association for the period January 1, 2022, through December 31, 2024.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 14<sup>th</sup> day of December 2021, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Toby Goddard, Chairman  
Santa Cruz Port Commission

**MEMORANDUM OF UNDERSTANDING**  
between  
**SANTA CRUZ PORT DISTRICT**  
and  
**HARBOR EMPLOYEES ASSOCIATION**

**ARTICLE 1: INTRODUCTION**

This is a Memorandum of Understanding (“MOU” or “Agreement”) entered into between the Santa Cruz Port District (“District or Port District”) and the Harbor Employees Association (“HEA”) pursuant to the Meyers-Milias-Brown-Act (“MMBA”). Both parties agree that this MOU is a result of meeting and conferring in good faith under the terms of the MMBA. This MOU contains the complete results of negotiations between the Port District and HEA for the period beginning January 1, 2022, through December 31, 2024. Unless otherwise specified herein, all provisions of this MOU shall become effective following the adoption by the District’s Board of Port Commissioners.

**ARTICLE 2: RECOGNITION**

The Port District recognizes the HEA as the exclusive bargaining representative for all employees in regular full-time equivalent (FTE) positions within the Administration, Operations and Facilities Maintenance units as set forth in Appendix 1.

**ARTICLE 3: CONCERTED ACTIVITIES**

As used in this Article 3, “strike or work stoppage” means the concerted failure to report for duty, the willful absence from one’s position, the stoppage of work, or the abstinence in whole or in part from the full, faithful performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions of compensation, or the rights, privileges or obligations of employment.

During the term of the MOU, it is agreed and understood that there will be no strike, work stoppage, slowdown, or refusal to fully and faithfully perform job functions with responsibilities, or any interference with the operations of the Port District, or any concerted effort designed to improve its bargaining position which interferes with, impedes, or impairs Port District operations by the HEA or by its officers, agents or members. The HEA agrees that neither the HEA nor its officers, agents or members will, in any manner whatsoever, honor, assist or participate in any picketing activities, sanctions or any other form of interference with Port District operations by any other non-unit employees or members of other employee associations or groups. Any employee who participates in any of such prohibited activities shall be subject to discharge or such lesser discipline as the Port District shall determine.

Furthermore, the HEA agrees that the provisions in this Article are enforceable by the Port District in a Court of law. The Port District may, upon its own election, initiate such court action as it deems appropriate to enjoin or impose damages on the HEA, its officers, agents or members for activities referred to herein.

It is further agreed and understood that neither the HEA nor its officers, agents, or members shall engage in any boycott, picketing or any other concerted attempts to discourage, impair or

negatively affect the businesses of members of the Port District Commission during the term of the MOU.

Nothing herein shall be deemed to limit the remedies available to the Port District in dealing with concerted activities as described hereinabove.

## **ARTICLE 4: REPRESENTATION AND HEA RIGHTS AND RESPONSIBILITIES**

### **4.1 RELEASE TIME**

It is agreed that, so long as there is no disruption of work, HEA representatives shall be allowed reasonable release time away from their work duties, without loss of pay, to act in representing a unit worker or workers on grievances, matters within the scope of representation or requiring representation before the Port Commission, or in contract negotiations.

A reasonable number of representatives shall be entitled to release time under this section for any one (1) grievance or group of related grievances. Release time shall be granted for the following types of activities:

- a. Formally meeting and conferring with representatives of the public agency on matters within the scope of representation.
- b. Testifying or appearing as the designated representative of the employee organization in conferences, hearings, or other proceedings before the board, or an agent thereof, in matters relating to a charge filed by the employee organization against the public agency or by the public agency against the employee organization.
- c. Testifying or appearing as the designated representative of the employee organization in matters before a personnel or merit commission.
- d. A meeting of the representative and a worker or workers in the unit related to a grievance.
- e. A meeting with Management.

The HEA agrees that the representatives shall give adequate advance notification to their supervisors before leaving the work location except in those cases involving emergencies where advance notice cannot be given. Release time is subject to the legitimate scheduling needs of the department.

Additionally, one (1) representative shall be allowed a reasonable amount of time off without loss of pay for formal negotiation purposes. Preparation time for negotiations shall not be on release time without approval of the Port Director or designee.

### **4.2 USE OF DISTRICT FACILITIES**

Employees of the HEA or their representatives may, with the prior approval of the District's Port Director, be granted the use of District facilities for meetings of District Employees provided space is available. The use of District equipment other than items normally used in the conduct of business meetings, such as desks, chairs, and blackboards, is strictly prohibited, the presence of such equipment in approved District facilities notwithstanding.

### **4.3 BULLETIN BOARDS**

The HEA may use portions of District bulletin boards under the following conditions:

All materials must be dated and must identify that the HEA published them. Unless special arrangements are made, materials posted will be removed thirty-one (31) days after the publication date.

The District agrees to provide bulletin boards in reasonable locations and designate a reasonable portion thereof for HEA use.

### **4.4 ADVANCE NOTICE**

A minimum of fourteen-days (14) written notice shall be given to the HEA and Stewards of any ordinance, rule, resolution, or regulation relating to matters within the scope of representation proposed to be adopted by the District. The HEA shall be given the opportunity to meet with the Port District prior to the date of the adoption. In the event of an emergency necessitating immediate action, the Port District shall notify the HEA in writing within seventy-two (72) hours of the adoption by the Board and upon request, meet with the HEA and Stewards within fourteen (14) calendar days of the adoption.

### **4.5 HEA RIGHTS**

The HEA and the employees it represents retain all of the rights afforded to it by the MMBA.

## **ARTICLE 5: EQUAL EMPLOYMENT OPPORTUNITY**

The Port District and the HEA agree that no person employed or applying for employment shall be discriminated against on the basis of race, religious creed, color, national origin, ancestry, medical condition, genetic information, marital status, sex, gender, sexual orientation, gender identity, gender expression, pregnancy, childbirth or related condition, age over 40, military or veteran status, age or physical or mental disability or any other classification protected under state, federal or local law.

## **ARTICLE 6: SAFETY**

It is the duty of the Port District to make reasonable efforts to provide and maintain a safe place of employment. The HEA will cooperate in urging all employees to perform their work in a safe manner. It is the duty of all employees to be alert to unsafe practices, equipment, and conditions and to report any such unsafe practices, equipment, or conditions to their immediate supervisor. If such condition cannot be satisfactorily remedied by the immediate supervisor, the employee may submit the matter in writing to the department head. If the employee does not receive a response within a reasonable period of time, or finds the response unsatisfactory, he/she may directly contact the Port Director.

## **ARTICLE 7: ROTATION AND REASSIGNMENT EXPECTED AND NORMAL**

It is understood and agreed that employees covered by this MOU are subject to periodic reassignment among functions and geographic areas as a normal part of their work and that such changes are not punitive, disciplinary or subject to the grievance process, and that employees from other departments are similarly subject to temporary reassignment which may include unit work. For purposes of this Article, reassignment refers to temporary assignment, not to exceed 14 working days, needed to fulfill short-term needs, as determined by the Port Director, such as for vacation, injury, illness or short-term leave, and not subject to the provisions

of Article 20. If the temporary assignment exceeds 14-days, for example in the case of long-term illness, retirement, or the employee's otherwise unavailability, the Port District shall notify the HEA of the operational need for the temporary assignment. Except as otherwise provided herein, the Port District retains sole discretion to temporarily reassign employees under this Article.

## **ARTICLE 8: RECLASSIFICATION**

In the event an employee is consistently working above the designated duties as outlined in the job description for the particular position, the employee's supervisor may submit a request to the Port Director for approval, a reclassification of job description, salary and/or title. The employee shall be notified of the outcome of this request within thirty (30) calendar days.

## **ARTICLE 9: SCHEDULED HOURS**

### **9.1 Regular Work Week**

The standard work week shall consist of seven (7) consecutive days from 7:00 a.m. Monday, through 6:59 a.m. Monday. The standard work week shall consist of 40 hours per week.

The Port District may permit employees to waive their 30-minute meal period during portions of the year. The Port District shall only allow this waiver if agreed to in writing by the employee. Employees who waive their 30-minute meal period may be allowed a meal break if the workload permits. Employees who do not receive a 30-minute meal period during their shift will not be entitled to overtime, solely because of the waived meal period.

### **9.2 Flexible Scheduling**

The Port District may permit alternate work schedules such as 4/10 or 9/80 by mutual agreement with HEA, provided the Port District's scheduling needs are met.

At the discretion of the Port Director or his or her designee, some employees may be required or permitted to work a different schedule, such as a 4/10 work schedule (four (4) consecutive days of ten (10) hours each day), or a 9/80 work schedule (eight (8) days of nine (9) hours each day and one (1) day of eight (8) hours), due to the requirements of their job classifications or department responsibilities. Any such variation to the work schedule must be memorialized in writing.

## **ARTICLE 10: SALARY**

### **10.1 SALARIES**

As of January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement a single grade increase (5%) to the Assistant Harbormaster, Boatyard Supervisor, Senior Deputy Harbormaster, Supervising Harbor Maintenance Worker, Harbor Maintenance Worker II, and Boatyard Crew positions, and two grade increases (10%) to the Deputy Harbormaster and Harbor Maintenance Worker III positions as set forth in Appendix 1. The salary grades shall increase by 3% on January 1, 2023, and by 2.5% on January 1, 2024, as set forth in Appendix 2 and Appendix 3.

Employees generally move through the salary grade for their classification in a seven-year period if performance is of a normal level (adequate); however, for consistently outstanding performance, an employee may proceed through the grade at a faster pace.

- a. The bottom of the grade in each class is the minimum step and may be the hiring step for the class.
- b. For new-hires and promoted employees, a step increase may be paid at any time after 1040 hours of satisfactory or better service as evidenced by a satisfactory or better overall employee performance rating and upon the recommendation of the department head.
- c. Additional step increases may be granted at any time after 2080 hours and annually thereafter until the top of the salary grade is reached for satisfactory or better service as evidenced by a satisfactory or better overall employee performance rating and upon recommendation of the department head.

## **10.2 DIFFERENTIALS**

A differential in the amount of 8% of the straight time rate shall apply to all hours worked between 9:00 p.m. and 7:00 a.m.

## **10.3 TEMPORARY UPGRADE PAY OR WORKING OUT OF CLASS PAY**

A regular employee may be required by the Port Director to perform a majority of the duties of an upgraded position or classification on a temporary basis, due to a vacation, termination, sick leave, leave of absence, or other vacancy.

The following conditions must be met for the employee to be eligible to receive pay for working in the higher class:

- A. The employee must meet the employment standards for the higher class;
- B. Appointments shall be for absences or vacancies exceeding forty (40) cumulative hours in any calendar year; and
- C. "Work Out of Class" assignments shall be made in writing and shall generally not exceed sixty (60) days in duration except by mutual agreement of the Port District and HEA.

Employees eligible to receive working out of class pay shall be entitled to receive five percent (5%) above the employee's current base rate of pay or at least the first step of the higher salary grade, whichever is higher, for all hours worked in the upgraded class.

Time served in the upgraded class shall not contribute towards acquiring probationary or permanent status in the higher class.

## **ARTICLE 11: RETIREMENT**

All full-time, regular employees shall be enrolled in the California Public Employees Retirement System (CalPERS).

Port District employees hired prior to August 1, 2010 are enrolled in the 2.5% at 55 plan.



Port District employees hired on August 1, 2010 but before January 1, 2013, are enrolled in the 2% at 60 plan. This 2% at 60 plan may also be available to employees hired on or after January 1, 2013 and who CalPERS determines are not new members, as defined under Government Code section 7522.04.

Port District employees hired on or after January 1, 2013 are enrolled in the 2% at 62 plan in accordance with CalPERS pension reform requirements.

Employees in the 2.5% at 55 plan and employees in the 2% at 60 plan shall pay 100% of the required employee contribution, which is 8% of salary. Employees in the 2% at 62 plan are required to pay the employee contribution rate of fifty percent (50%) of normal costs as established by CalPERS.

The Port District shall pay 100% of the employer's cost.

## **ARTICLE 12: HEALTH AND WELFARE**

### **12.1 INSURANCE**

#### **12.1.1 Medical Coverage**

The Port District will provide medical insurance through the California Public Employees' Retirement System ("CalPERS"). Employees eligible to enroll in health insurance may select from the available CalPERS health plans. Employees who enroll in health insurance will also be automatically enrolled in the Port District's dental, and life insurance plans. All employees will be enrolled in a long-term disability insurance plan.

For coverage during the term of this Agreement, the Port District shall contribute the following monthly amounts towards the medical and dental insurance plans for active, eligible employees in budgeted positions who elect to participate in the medical coverage program:

1. Employee only = 100% of the medical and dental premium
2. Employee + one dependent = 95% of the average of the premium amounts for Blue Shield Access+ and Anthem HMO Select (For 2022, this amount is \$2,025.23 per month)
3. Employee + two or more dependents = 90% of the average of the premium amounts for Blue Shield Access+ and Anthem HMO Select (For 2022, this amount is \$2,494.23 per month)
4. Any premium costs in excess of the Port District's contribution shall be paid by the employee.

If in any year during the term of this Agreement, CalPERS monthly health insurance premiums, for plans available to employees, exceed the preceding year's monthly premiums by more than 10%, the parties agree to meet and confer on contribution limits.

#### **12.1.2 Dental Coverage**

The current dental plan is provided through Delta Dental. Effective January 1, 2015, the maximum benefit is \$1,500.00 per year for enrolled employees.

### **12.1.3 Payment-In-Lieu of Medical Coverage Benefit**

Employees who have alternative medical insurance coverage and meet the eligibility requirements under 12.1.4 may receive payment-in-lieu of medical coverage benefits in an amount of \$250 per month. This amount shall be prorated based on the eligible employee's FTE status.

### **12.1.4 Eligibility for Payment-In-Lieu of Health Coverage Benefit**

In order to be eligible to receive the payment-in-lieu of health benefit under section 12.1.3, the employee must provide proof of other current health coverage to the Port District, which the Port District deems acceptable. The employee must also elect to waive Port District health coverage in order to receive payment-in-lieu of health benefit. The payment-in-lieu of health benefit amount shall be paid as a taxable cash benefit, and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the Port District's health coverage will not receive any payment-in-lieu.

The payment-in-lieu of health benefit will be discontinued if the employee becomes ineligible. An employee's ineligible status would include but not be limited to the following situations: employment status changes from regular to part-time or seasonal, employee is on an unpaid leave of absence, or employee loses or does not have alternate health insurance coverage. Payment-in-lieu is also adjusted if an employee takes unpaid time off resulting in a work reduction of 5% or more over a 6 month period. An employee whose payment-in-lieu of health benefit is discontinued may enroll, if eligible, in a Port District health plan as required by Patient Protection and Affordable Care Act.

Employees receiving the payment-in-lieu of health benefit must notify the Port District prior to the next pay period if they cease to be covered by any other medical plan, thereby making them ineligible for the payment-in-lieu of medical benefit.

## **12.2 LONG TERM DISABILITY**

The Port District provides long-term disability payments which are meant to supplement Workers' Compensation or State Disability benefits. The Port District guarantees 80% of the employee's gross salary for the first six months of disability, following the use of all sick leave benefits. The Port District guarantees 70% of the employee's gross salary for the second six months of disability.

The long-term disability plan is a supplemental plan which goes into effect after 180 days of disability. This plan supplements Workers' Compensation and State Disability to insure a 66 2/3% of gross salary to age 65.

## **12.3 LIFE INSURANCE**

Employees enrolled in the medical benefit program will automatically be enrolled in the current group/term life insurance program which provides employees benefit in the amount of \$20,000.

## **12.4 RETIREE HEALTH BENEFITS**

Employees who retire under the provisions of the Port District's contract with CalPERS would be eligible to continue CalPERS medical coverage. The Port District will contribute the minimum required monthly amount for retirees to CalPERS pursuant to Government Code Section 22892 of PEMHCA. Retirees shall not be reimbursed or otherwise receive payment from the Port District for health insurance premiums. The retiree health benefits and the Port District's contribution under this section are not accrued or vested benefit entitlements. The benefits provided under this section do not create vested rights under either the federal or state constitution. The Port District may decide to reduce, terminate, eliminate and/or modify the retiree health benefits provided under this section after complying with the applicable meet and confer requirements.

## **12.5 MEDICAL EXPENSE REIMBURSEMENT**

The Port District will reimburse current employees \$700.00 per year (prorated in accordance with FTE percentage) for out-of-pocket medical expenses in accordance with current personnel policies. This amount is in addition to the Port District's contributions to medical premiums under 12.1.1 and any Payment In Lieu of Medical Coverage under 12.1.3.

### **ARTICLE 13: OVERTIME**

Overtime is defined to include any time worked in excess of the employee's regularly scheduled shift, or in excess of 40 hours per work week. The overtime rate shall be time and one-half of the employee's regular rate of pay. All overtime requires advance approval by the department head.

In order to stay within budget confines, it may be necessary for the Port District to request that employees take the overtime earned as compensating time off within the standard work week. When doing so, however, the time off must be at the overtime equivalent.

All regular personnel working shifts longer than 12 hours shall be paid double-time for time exceeding 12 hours.

### **ARTICLE 14: COMPENSATORY TIME**

Compensatory time can be earned at the regular or overtime rate, whichever is applicable. It is the employee's option to be paid for compensatory time, or request to take the time off. Employees must be able to take the time off within a reasonable time period after a request has been made, as long as it does not unduly disrupt the Port District's operations. Compensatory time off can be accrued to a maximum of two hundred forty (240) hours for non-peace officers; and 480 hours for peace officers.

Employees may request payment for unused compensatory time. Compensatory time may be cashed out with approval by the Port Director. Compensatory time cashed out is not reportable to CalPERS as pensionable compensation.

### **ARTICLE 15: CALL BACK PAY**

An employee who is called back to work at an unscheduled or non-standby time shall be compensated a minimum of three (3) hours pay or time and one-half (when applicable) for the actual time worked, whichever is greater.

## ARTICLE 16: PAID LEAVE

### 16.1 HOLIDAYS

All regular employees shall receive 12 paid, 8-hour holidays per year (or the equivalent proration<sup>+</sup>).

The paid holidays for regular employees are approved by the Port District Commission as part of the employee contract. Holidays are listed on a fiscal year basis.

The following is a listing of all paid holidays:

- New Year's Day\*
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day (4th of July)\*
- Labor Day
- Veterans' Day
- Thanksgiving Day\*
- Day Following Thanksgiving
- Christmas Eve Day
- Christmas Day\*
- Employee "Floating" Holiday

\*These holidays are defined as "hardship holidays." The following indicates how hardship holiday time is calculated:

Pay For:

Regular Shift  
Working at Overtime Rate  
Call-in Hours  
Call-ready Time

Hardship Holiday Pay Calculation:

Holiday plus 1.5 X the straight time hourly rate  
Holiday plus 1.5 X the over-time rate  
Holiday plus 1.5 X the call-in calculation  
Holiday plus 1.5 X the call-ready time

Holiday time is calculated on a pro-rated basis, based on employee percentage of time.

Employees whose weekly work schedule is different from a normal (i.e., eight hours a day, five days a week) work schedule shall be granted the same number of hours off from their work as employees on a normal work schedule are granted because of holidays.

**16.2 VACATION**

All employees working in a designated regular position are eligible to earn vacation time. Vacation time may be used after six months of continuous employment.

Employees shall accrue vacation days as follows:

Length of Service	Vacation Day (Hour) Accrual Rate Per Pay Period	Maximum Days (Hours) Accrued Annually
New employee to completion of 5 <sup>th</sup> year	0.416 day (3.333 hours)	10 days (80 hours) of vacation per year
Start of 6 <sup>th</sup> year to completion of 10 <sup>th</sup> year	0.625 day (5 hours)	15 days (120 hours) of vacation per year
Start of 11 <sup>th</sup> year to completion of 20 <sup>th</sup> year	0.833 day (6.666 hours)	20 days (160 hours) of vacation per year
Start of 21 <sup>st</sup> year and succeeding years	1.041 day (8.333 hours)	25 days (200 hours) of vacation per year

Vacation accrues from the first month of employment during non-overtime periods of work, sick time, and vacation. As noted in this section, a new employee shall not use the vacation time accrued until completion of six months of continuous employment. Vacation does not accrue during period of leave with or without pay, including, but not limited to, periods of short-term disability, long-term disability, and Workers' Compensation.

Holidays which occur during a scheduled vacation period shall be counted as a holiday. Employees may request in advance that they extend their vacation leave by the number of holidays occurring within their scheduled leave, or they may request fewer vacation hours which, together with the holiday(s), will comprise the total time period of their scheduled leave.

Employees are requested to use vacation in the year in which it is earned. However, 10 days (80 hours, or prorated equivalent) may be carried forward to the next fiscal year. This carryover may occur only once; it is not cumulative.

Employees shall not be allowed to accrue vacation in excess of their maximum annual vacation accrual rate set forth in the above chart. Once an employee reaches the annual accumulation rate, his/her vacation accrual ceases until the employee's vacation balance falls under his/her maximum vacation accrual amount.

With the approval of the Port Director, employees may elect to receive payment for one-half of the unused time accrued. Payment will be at the employee's regular rate of pay.

Terminated employees shall be entitled to a lump sum payment for all earned and unused vacation at the date of termination.

### **16.3 SICK LEAVE**

All full-time regular employees earn a total of one (1) 8-hour day of paid sick leave per month (or the equivalent proration). Paid sick leave is accrued and may accumulate indefinitely.

Sick leave accrual and use shall be monitored by the accounting department. It is the responsibility of the employee to note sick leave time used on his or her time card.

Employees may use paid sick leave per fiscal year for any of the following purposes:

1. Diagnosis, care, or treatment of an existing health condition of the employee or his or her family member. For the purposes of paid sick leave, family member includes the unit member's child, parent, spouse, domestic partner, parent-in-law, grandparent, grandchild, or sibling;
2. Preventative care for the employee or the employee's family member;
3. Other purposes authorized by Labor Code Section 246.5 (leave for victims of domestic violence, sexual assault, or stalking).

In order to receive compensation while absent on sick leave, the employee must notify their appropriate supervisor of their absence as soon as reasonably possible. In the event an employee is out on sick leave for seven (7) consecutive work days, the Port District may require the employee to furnish the District administration with a certificate issued by a health care professional of illness, injury, medical condition, or other health-related reason specified in Subsections 1. and 2. above. If the sick leave is being used for purposes authorized by Subsection 3., the employee may be required to certify that the absence was necessary for the purposes specified in Labor Code Section 246.5(a)(2). This verification will be kept on file in the employee's medical records file.

Any unused sick leave credit is not paid out to employees upon retirement or termination of employment. However, as required by Labor Code Section 246(f)(2), if the employee returns to work for the District within one (1) year of separation, his or her previously accrued but unused paid sick leave hours shall be available for use. Any unused sick leave credit with the Port District will be converted to CalPERS service credit at time of retirement per CalPERS' contract terms.

### **16.4 COURT LEAVE**

#### **Jury Duty**

Any regular employee who is called to jury duty will be required to show proof of such by turning in the pay received by the judicial system. The employee's regular rate of pay will not be affected by the absence of work for jury duty.

In the event an employee is requested to call the judicial system for their status for jury duty, the employee is required to report for work as usual. If required to report to the court, the employee will be allowed to leave work and report to jury duty as requested.

While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Such paid leave of absence is conditional upon the employee returning to work upon dismissal. It is also conditional upon the employee's conveyance to the Port District of any compensation received as a juror, not including any travel allowance received.

### **Court Appearances**

In the event an employee is served a subpoena to appear in court for a non-work related incident, the employee must take this time off using vacation time, accrued compensatory time, personal necessity time, or have the option of taking the time at no pay.

Only when the employee's appearance is needed for a work related incident will the employee's pay/time not be affected.

In the event an employee is served a subpoena to appear in court for a work-related incident, the provisions of "Minimum Call Back Time" as outlined in Article 16 shall prevail.

## **16.5 OTHER LEAVE**

Under certain conditions, leaves of absence are available to employees. These leaves may or may not be associated with the Family and Medical Leave Act (FMLA).

### **Bereavement Leave**

Employees shall be granted a maximum of three (3) days bereavement leave (not necessarily consecutive days) for the death of any member of his/her immediate family. With approval from the Port Director, an employee may request an additional two (2) days bereavement leave.

Immediate family members include -- mother, father, husband, wife, spouse, domestic partner, son, daughter, brother, sister, grandmother, grandfather, grandchild and all in-laws within the above categories, as well as any relative living in the immediate household of the employee. Other members/friends may be accepted and approved by the Port Director for bereavement leave.

### **Personal Necessity Leave**

Employees may elect to use personal necessity leave and this time is deducted from the employee's earned sick leave. Personal necessity leave shall not be used for any type of recreational purposes or days which would normally be vacation days. Personal necessity leave will generally be limited to one week in duration except as noted below.

The following is a listing of typical personal necessity days:

- death of a relative/friend when additional leave is required beyond bereavement leave; or the death of a friend/relative not covered by the bereavement leave;
- an accident involving an employee's person or property;

- marriage in immediate family, including employee him/herself (maximum of three (3) days);
- court appearances for non-work related incidents;
- illness of dependent.

The employee must obtain advance approval from the Port Director for use of personal necessity time.

### **Paternity Leave**

Expectant fathers are eligible to take 3 days paid time off upon the delivery of the child. This time shall be deducted from the accrued sick leave.



## **Unauthorized Voluntary Absence**

Voluntary absence from work without permission for 5 consecutive working days shall be considered an automatic resignation.

## **Family and Medical Leave**

Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

### **A. Eligibility**

To be eligible for leave under the FMLA, an employee must have:

- on the date on which leave is to begin, been employed in a regular position by the Port District for at least 12 months, which need not be consecutive;
- worked a minimum of 1,250 hours during the 12 months immediately preceding the commencement of leave;

### **B. Leave Benefit**

#### **1. Leave Entitlement**

Eligible employees are entitled to twelve workweeks of unpaid leave during any 12-month period for any one or more of the following:

- the birth of a child and to care for the newborn child (FMLA and CFRA);
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child (FMLA and CFRA);
- to care for the employee's spouse, child, parent, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent, or legal guardian. Parent does not include a parent-in-law.);
- the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.);
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

## **2. Military Caregiver Leave**

Subject to the provisions of this MOU, Port District Policy and state and federal law, including FMLA, an eligible employee may take FMLA leave to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin.

- An eligible employee's entitlement under this section is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The "single 12-month period" in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered servicemember.
- During the "single 12-month period" described above, an eligible employee's FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

Eligibility, employer and employee responsibilities, and other provisions shall be as defined by the U.S. Department of Labor, Wage and Hour Division, Family Medical Leave Act.

### **D. Relationship of Family and Medical Leave to Other Leaves**

Any leave of absence that qualifies as family care and medical leave and is designated by the Port District as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason.

If a husband and wife are both employed by the Port District, the total number of workweeks of leave to which both may be entitled shall be limited to 12 workweeks of leave in a 12 month period between the two employees, if taken for the birth, adoption, or foster placement of a child or for the purpose of caring for a seriously ill parent.

Additionally, the family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

### **E. Pay Status and Benefits While on Family Care and Medical Leave**

Except as provided in this section, the family care and medical leave will be unpaid. The Port District will, however, continue to provide Port District contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee's share of premiums payments, if any.

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

## **F. Employee Obligations – Notice to the Port District**

The employee must provide written notice to the Port District as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonably known 30 calendar days before the leave, then as soon as reasonably practicable.

The written notice must inform the Port District of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider. The Port District may also require the employee to obtain medical certification that they are able to return to work.

An employee's request for family care and medical leave to care for a child, a spouse, or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the Port District with recertification by the health care provider.

### **Leave for Active Military**

The purpose of this policy is to establish compensation and benefits for regular employees called to extended military active duty.

#### **A. Duration**

This policy shall be effective for the first six (6) calendar months of active duty.

#### **B. Salary Compensation**

##### *First Calendar Month (0-30 Days):*

The District shall pay full salary for the employee for the first 30 days after the effective date of call-up.

##### *Second through Sixth Calendar Month (31-180 Days):*

From the 31st day of call-up to the 180th day of call-up, the District shall pay the difference between the base military pay of the employee and the pay that he/she would have received if employment continued at the Port District.

#### **C. Benefits**

##### *Health:*

The employee's current status with regard to all health benefits shall remain unchanged, subject to insurance policy exclusions which may be in effect relating to war, continuous employment, or other circumstances.

Life Insurance:

Employees who are covered by health benefits at the time of call-up shall remain eligible for life insurance, subject to insurance policy exclusions which may be in effect relating to war, continuous employment, or other circumstances.

D. Seniority

Pursuant to federal and state laws, employees called to active duty are guaranteed that they be reinstated at the level they would have had, had they continued uninterrupted employment with the District.

**ARTICLE 17: LEAVE WITHOUT PAY**

With approval of the Port Director, an employee may opt to take time off at no pay. If the time off results in a work reduction of 5% or more over a 6-month period, then the employee's benefits may be reduced accordingly, to a level commensurate with the new FTE (full-time equivalent) level. The reduced benefit level will remain in effect for the next 6-month period, at which time the FTE level will be reviewed and re-adjusted.

**ARTICLE 18: LAYOFF PROVISIONS**

Whenever, in the judgment of the Port District, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Port Commission may layoff any employee from a position.

Employees laid off shall be given at least fourteen (14) calendar days' notice.

Whenever there is a reduction in the work force, the Port Director shall first transfer the employee to a vacancy, if any, in any position for which the laid-off employee is qualified. In order for the employee to retreat to a lesser position, the employee must request displacement action in writing, explaining the employee's qualifications, to the Port Director within five (5) working days of receipt of the layoff notice. Employees retreating to a lesser position shall be placed at the salary step representing the least loss of pay. In no case shall the salary be increased above that received in the position from which the employee was laid off.

Temporary, seasonal, and regular employees shall be laid off according to the needs of the service as determined by the Port Director.

In cases when there are two or more regular positions with the same job description from which the layoff is to be made, it shall be the Port Director's responsibility to consider the following criteria:

1. Overall tenor of past evaluations (evaluations in the most recent 60 days prior to layoff are excluded);
2. Seniority;
3. Input from the affected department supervisor.

## **ARTICLE 19: UNIFORMS AND EQUIPMENT**

### **19.1 Facilities Maintenance & Boatyard Uniforms**

Employees in the classifications of Maintenance Worker I, Maintenance Worker II, Maintenance Worker III, Supervising Maintenance Worker, Boatyard Supervisor, and Boatyard Crew are required to wear a uniform while on duty, or when otherwise representing the Port District. The required uniform, along with any required uniform accessory items, shall be provided by the Port District. The Port District shall also provide for the cleaning, laundering and maintenance of said uniforms. The value of providing, cleaning, laundering and maintenance of uniforms is \$140.00 per quarter. All uniforms and uniform accessory items provided by the Port District shall remain the property of the District and shall be returned upon separation of employment with the District.

The Port District shall report uniform expenses under this section in accordance with CalPERS regulations.

The employee shall be required to wear safety shoes whenever performing work in an industrial area of the Port District. Upon prior approval, the Port District shall reimburse the employee for said shoes at time of initial purchase and when replacement is required.

### **19.2 Harbor Patrol Uniforms**

Sworn personnel in the classifications of Assistant Harbormaster, Senior Deputy Harbormaster, and Deputy Harbormaster are required to wear a uniform while on duty or when otherwise representing the Port District. The Port District shall reimburse employees \$190.00 quarterly (apportioned in accordance with FTE percentage) for the costs associated with purchasing, maintaining and replacing uniforms.

All uniforms and uniform accessory items provided by the Port District shall remain the property of the Port District and shall be returned to the Port District upon separation of employment with the District.

### **19.2 Harbor Patrol Protective Clothing and Safety Equipment**

The Port District shall provide employees with a duty belt, side arm, and other safety accessories required by their duties with the Port District.

### **19.3 Customer Service and Parking Attendant Uniforms**

The Port District shall require employees in the Customer Service Representative classification to wear a uniform while on duty or when otherwise representing the Port District. The Port District shall reimburse employees \$100.00 quarterly (apportioned in accordance with FTE percentage) for the costs associated with purchasing, maintaining and replacing uniform pants, shorts and shirts.

### **19.4 On Duty Appearance**

The appearance and cleanliness of unit employees shall be maintained in keeping with Port District standards. Employees must comply with Port District standards in regards to appearance and cleanliness and must maintain a clothing standard that would be consistent with appropriate representation of the Port District.

## ARTICLE 20: GRIEVANCE PROCEDURE

The Port District and HEA agree that problems should be settled as promptly as possible and at the lowest supervisory level. This policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, or Port District policy, rule, or regulation, or of the provisions of this MOU related to compensation.

Specifically excluded from the grievance procedure are:

- a. Subjects involving amendment or change of a Port Commission resolution, ordinance, or minute order;
- b. Dismissals, suspension, or reduction in rank or classification;
- c. Probationary dismissals upon original appointment;
- d. Content of performance evaluations, unless such content results in the denial of a salary increase under Section 10.1(b) or (c) of this MOU;
- e. Violation, misinterpretation, or misapplication of the Port District Ordinance code.
- f. Discrimination, retaliation, harassment or any other complaints under Equal Employment Opportunity law.
- g. Complaints under the jurisdiction of Workers' Compensation law or Occupational Injury law or the applicable procedures for such complaints.

### ***Grievance Steps:***

#### Step 1: Responsibility of Employee / Informal Resolution:

It shall be the employee's responsibility to initiate the grievance as promptly as possible. Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

#### Step 2: Responsibility of Port Director:

If the grievance has not been resolved at Step 1, the grievant must present his/her grievance in writing on a form provided by the Port District (attached) to the Port Director within ten (10) working days after the occurrence of the act or omission giving rise to the grievance. The statement must include the following:

- a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted;
- b) A full explanation of the circumstances involved;

- c) The decision rendered by the immediate supervisor at Step 1;
- d) The specific remedy sought by the employee.

The Port Director shall communicate his/her decision within five (5) days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Hearing Officer does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal shall begin the day following receipt of written decision. Within the above time limits, either party may request a personal conference with the other.

Step 3: Port Commission:

In the event the grievant is not satisfied with the decision at Step 2, the grievant may appeal the decision in writing on the District form (attached) to the Port Commission within five (5) days. The statement shall include a copy of the original grievance; a copy of the written decision by the Port Director; and a clear and concise statement of the reasons for the appeal to Step 3. The Port Commission may refer the appeal to an ad hoc committee for review and recommendation.

Step 4: Public Hearing:

The Port Commission, as soon as possible at a regular monthly meeting of the Port Commission, shall schedule a hearing to formally receive the written grievance and the response thereto at each step and to hear evidence regarding the issue or issues. The Port Commission shall thereafter issue a written decision.

**Basic Rules:**

If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved. Further, by agreement in writing, the parties may extend any and all time limitations of the grievance procedure.

**ARTICLE 21: MANAGEMENT RIGHTS**

The Port District hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the Constitution of the State of California, and of the United States, including, but not limiting the generality of the foregoing, the right:

1. To set standards and levels of service;
2. To determine the procedures and standards of selection for employment and promotions;
3. To assign workers, including bargaining unit members, to do station maintenance, repair, painting and similar work;
4. To direct its workers;
5. To determine the methods and means to relieve its workers from duty because lack of funds or other lawful reasons;

6. To determine the methods, means and numbers and kinds of personnel by which Port District operations are to be conducted, including the right to contract or subcontract;
7. To determine methods of financing;
8. To determine the content of job descriptions;
9. To determine size and composition of the work force and allocate and assign work by which the Port District operations are to be conducted;
10. To determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all Port District functions;
11. To make all decisions relating to merit, necessity or organization of Port District service;
12. To discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline workers in accordance with applicable laws;
13. To establish employee performance standards including, but not limited to, quality and standards, and to require compliance therewith;
14. To take necessary actions to carry out its mission in emergencies; and to exercise complete control and discretion over its organization and the technology of performing its work;
15. To take any and all steps necessary to discharge the Port District's responsibilities to provide for the safety of the public it serves and to provide employees with a safe working environment; provided, however, nothing herein shall preclude the HEA from providing input, consulting and/or meeting and conferring with the Port District as required by law on such safety issues so long as such actions do not prevent the Port District from discharging these responsibilities.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Port District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this MOU and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States and the Constitution and laws of the State of California.

The exercise by the Port District through its Board of Port Commissioners and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to any grievance procedure nor subject to meeting and conferring.

## **21.2 REOPENER ON PERSONNEL POLICIES**

Without waiving any of the rights reserved to the Port District, the Port District and HEA agree to reopen negotiations, upon request by the Port District, over revisions and updates to the Port District's Personnel Policies Handbook.



**21.3 PERFORMANCE EVALUATIONS**

Each employee’s supervisor is responsible for timely evaluating the employee on an annual basis. Evaluations shall be presented to the employee within 30 days of the employee’s anniversary date or promotional date when applicable unless an extension is granted by the Port Director. Any extensions for the employee’s annual performance evaluation will be communicated to the employee. Failure of an employee to timely receive a performance evaluation will result in the employee being deemed to receive a satisfactory rating.

**ARTICLE 22: SEVERABILITY**

In the event that any provision of this MOU be declared by a court of competent jurisdiction to be illegal or unenforceable, that provision of the MOU shall be null and void, but such nullification shall not affect any other provisions of this MOU, all of which other provisions shall remain in full force and effect.

**ARTICLE 23: TERM OF AGREEMENT**

This Agreement shall remain in full force and effect up to and including December 31, 2017, and thereafter shall continue in effect year by year unless one of the parties notifies the other in writing no earlier than ninety (90) days prior to the expiration or subsequent contract anniversary and no later than sixty (60) days prior to the expiration or subsequent contract anniversary, of its request to modify, amend, or terminate the Agreement. If the parties enter into subsequent meeting and conferring regarding a successor agreement, the terms and conditions of this Agreement shall remain in effect until a successor Agreement is reached, or until meeting and conferring is concluded.

The terms of this Agreement shall be effective upon the adoption of this Agreement by the Board of Port Commissioners except as otherwise provided by specific sections of this Agreement.

FOR THE HARBOR EMPLOYEES ASSOCIATION:

FOR THE PORT DISTRICT:

Signature

Date

Signature

Date

\_\_\_\_\_  
Mark Eldridge, Chief Negotiator  
Harbor Employees Association

\_\_\_\_\_  
Tim Davis, Chief Negotiator  
Burke, Williams & Sorenson

\_\_\_\_\_  
Randy Marty  
Harbor Employees Association

\_\_\_\_\_  
Rachel Balchum, Negotiator  
Burke, Williams & Sorenson

\_\_\_\_\_  
David Hill  
Harbor Employees Association

\_\_\_\_\_  
Holland MacLaurie  
Port Director

**APPENDIX 1**

**SALARIES JANUARY 1, 2022 THROUGH December 31, 2022**

**Santa Cruz Port District  
Salary Ranges Per Job Class  
January 1, 2022 through December 31, 2022**

Position	2022		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	25	\$5,890	\$7,894
Supervising Harbor Maintenance Worker	23	\$5,343	\$7,160
Boatyard Supervisor	23	\$5,343	\$7,160
Senior Deputy Harbormaster	23	\$5,343	\$7,160
Accounting Technician II	22	\$5,088	\$6,819
Deputy Harbormaster	22	\$5,088	\$6,819
Harbor Maintenance Worker III	22	\$5,088	\$6,819
Administrative Assistant I	20	\$4,615	\$6,185
Customer Service Representative	19	\$4,396	\$5,890
Facilities Coordinator	19	\$4,396	\$5,890
Harbor Maintenance Worker II	19	\$4,396	\$5,890
Boatyard Crew	18	\$4,186	\$5,610
Harbor Maintenance Worker I	16	\$3,797	\$5,088

**Santa Cruz Port District  
HEA Proposed Grade and Step Pay Plan  
Monthly  
(January 1, 2022 - December 31, 2022)**

<u>Step</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<u>Grade</u>							
16	\$3,797	\$3,987	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088
17	\$3,987	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343
18	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610
19	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890
20	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185
21	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494
22	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819
23	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160
24	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160	\$7,518
25	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160	\$7,518	\$7,894
26	\$6,185	\$6,494	\$6,819	\$7,160	\$7,518	\$7,894	\$8,288
27	\$6,494	\$6,819	\$7,160	\$7,518	\$7,894	\$8,288	\$8,703
28	\$6,819	\$7,160	\$7,518	\$7,894	\$8,288	\$8,703	\$9,138
29	\$7,160	\$7,518	\$7,894	\$8,288	\$8,703	\$9,138	\$9,595
30	\$7,518	\$7,894	\$8,288	\$8,703	\$9,138	\$9,595	\$10,075
31	\$7,894	\$8,288	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578
32	\$8,288	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107
33	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663
34	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663	\$12,246
35	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663	\$12,246	\$12,858

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

Steps 1-15 not shown

**APPENDIX 2**

**SALARIES JANUARY 1, 2023 THROUGH December 31, 2023**

**Santa Cruz Port District  
Salary Ranges Per Job Class  
January 1, 2023 through December 31, 2023**

Position	2023		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	25	\$6,067	\$8,131
Supervising Harbor Maintenance Worker	23	\$5,503	\$7,375
Boatyard Supervisor	23	\$5,503	\$7,375
Senior Deputy Harbormaster	23	\$5,503	\$7,375
Accounting Technician II	22	\$5,241	\$7,023
Deputy Harbormaster	22	\$5,241	\$7,023
Harbor Maintenance Worker III	22	\$5,241	\$7,023
Administrative Assistant I	20	\$4,754	\$6,370
Customer Service Representative	19	\$4,527	\$6,067
Facilities Coordinator	19	\$4,527	\$6,067
Harbor Maintenance Worker II	19	\$4,527	\$6,067
Boatyard Crew	18	\$4,312	\$5,778
Harbor Maintenance Worker I	16	\$3,911	\$5,241

**Santa Cruz Port District  
HEA Proposed Grade and Step Pay Plan  
Monthly  
(January 1, 2023 - December 31, 2023)**

<u>Step</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<u>Grade</u>							
16	\$3,911	\$4,106	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241
17	\$4,106	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503
18	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778
19	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
20	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370
21	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689
22	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023
23	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375
24	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375	\$7,743
25	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375	\$7,743	\$8,131
26	\$6,370	\$6,689	\$7,023	\$7,375	\$7,743	\$8,131	\$8,537
27	\$6,689	\$7,023	\$7,375	\$7,743	\$8,131	\$8,537	\$8,964
28	\$7,023	\$7,375	\$7,743	\$8,131	\$8,537	\$8,964	\$9,412
29	\$7,375	\$7,743	\$8,131	\$8,537	\$8,964	\$9,412	\$9,883
30	\$7,743	\$8,131	\$8,537	\$8,964	\$9,412	\$9,883	\$10,377
31	\$8,131	\$8,537	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896
32	\$8,537	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440
33	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012
34	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012	\$12,613
35	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012	\$12,613	\$13,244

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

Steps 1-15 not shown

**APPENDIX 3**

**SALARIES JANUARY 1, 2024 THROUGH December 31, 2024**



**Santa Cruz Port District  
Salary Ranges Per Job Class  
January 1, 2024 through December 31, 2024**

Position	2024		
	Salary Grade	Minimum Step 1	Maximum Step 7
Assistant Harbormaster	25	\$6,219	\$8,334
Supervising Harbor Maintenance Worker	23	\$5,641	\$7,559
Boatyard Supervisor	23	\$5,641	\$7,559
Senior Deputy Harbormaster	23	\$5,641	\$7,559
Accounting Technician II	22	\$5,372	\$7,199
Deputy Harbormaster	22	\$5,372	\$7,199
Harbor Maintenance Worker III	22	\$5,372	\$7,199
Administrative Assistant I	20	\$4,873	\$6,530
Customer Service Representative	19	\$4,641	\$6,219
Facilities Coordinator	19	\$4,641	\$6,219
Harbor Maintenance Worker II	19	\$4,641	\$6,219
Boatyard Crew	18	\$4,420	\$5,923
Harbor Maintenance Worker I	16	\$4,009	\$5,372

**Santa Cruz Port District  
HEA Proposed Grade and Step Pay Plan  
Monthly  
(January 1, 2024 - December 31, 2024)**

<u>Step</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<u>Grade</u>							
16	\$4,009	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372
17	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641
18	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923
19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
20	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530
21	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856
22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559
24	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937
25	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937	\$8,334
26	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751
27	\$6,856	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751	\$9,188
28	\$7,199	\$7,559	\$7,937	\$8,334	\$8,751	\$9,188	\$9,648
29	\$7,559	\$7,937	\$8,334	\$8,751	\$9,188	\$9,648	\$10,130
30	\$7,937	\$8,334	\$8,751	\$9,188	\$9,648	\$10,130	\$10,636
31	\$8,334	\$8,751	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168
32	\$8,751	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727
33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
34	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313	\$12,929
35	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313	\$12,929	\$13,575

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

Steps 1-15 not shown

# **FY 2022 SALARY SURVEY UPDATE SANTA CRUZ PORT DISTRICT**

## **SEPTEMBER 2021**

**Prepared by:**

Port District Administrative Staff

**Oversight by:**

Public Sector Personnel Consultants

National Office 1215 W. Rio Salado Parkway, Suite 109, Tempe AZ 85281

## EXTERNAL COMPETITIVENESS COMPARISONS

The following paragraphs and tables compare the District's current salary structure to those for similar occupations at the designated public employers with whom the District competes to obtain and retain high quality staff.

### A. SOURCES OF EXTERNAL DATA

We used the following comparators which were identified during the FY15 Salary Study, and subsequent FY18 Salary Study update. Comparator employers were identified according to the District's competitive employment areas reflecting the patterns of recruitment, retention efforts, and employee turnover. We obtained the complete salary plans from the following jurisdictions and extracted data on their job classes matching the job content of the District's salary survey benchmark job classes.

City of Capitola	San Mateo County Harbor District
Crescent City Harbor District	San Mateo County
Gilroy, City of	Santa Cruz County
Marina, City of	Santa Cruz, City of
Monterey, City of	Scotts Valley, City of
Morgan Hill, City of	Stockton Port District
Moss Landing Harbor District	Ventura Port District
Port San Luis Harbor District	Watsonville, City of

For some job classes such as labor/trades, finance, information technologies, and administrative and office support, the District also competes with local private sector employers. Public Sector Personnel Consultants (PSPC) extracted private sector data for the Santa Cruz area from the Economic Research Institute (ERI) Salary Assessor Database matching the job content of the District's salary survey benchmark job classes.

### B. BENCHMARK OCCUPATIONS

Benchmark jobs are job classes for which most of the survey employers compete amongst themselves, from which valid inferences can be drawn about larger groups of jobs, include several jobs at differing levels of complexity within the same occupational hierarchy, and whose job content does not vary greatly among employers. Benchmark job classes include the following:

Accounting Technician	Administrative Assistant
Harbor Maintenance Worker I	Harbor Maintenance Worker II
Harbor Maintenance Worker III	Deputy Harbormaster
Harbormaster	

While not District job classes, market data was gathered for the job classes listed below to aide in identifying the market value of occupations similar to the District.

Accountant	Mechanic
Civil Engineer	Police Officer
Community Service	

**C. DATA PROJECTION**

The external data from all sources forward from their date of collection to the common date of January 1, 2022 by the annual prevailing rate increase (PRI) factor of 2.5% has been factored. The annual prevailing rate increase (PRI) factor is a broad composite of the job market's reactions to the cost of living (CPI), recently completed collective bargaining agreements, and supply and demand for specific occupations. This standard technique ages historical data forward for use in salary plan development.

**D. SALARY RANGE MAXIMUM COMPARISON**

The salary range Maximum for each comparator job class has been extracted and compared to the District's salary grade Maximum for each benchmark job class. The grade maximum is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers.

**E. EXTERNAL PREVAILING RATE COMPARISON**

The table on the following page lists each District benchmark job class and its relationship to the prevailing rates in order of variance with those farthest behind the Market at the top.

Of the seven survey benchmarks, the maximum of three job classes are less than the average Maximum paid in the Market.

**Santa Cruz Port District  
FY 2022 Salary Survey**

**Table 1 - External Prevailing Rates Comparison**

SCPD Job Class	SCPD Maximum	01/01/22 *Aged Survey Maximum	Variance	
			\$	%
<b>BENCHMARK OCCUPATIONS:</b>				
Harbormaster	\$9,644	\$11,279	-\$1,635	-14.50%
Harbor Maintenance / Dredge Worker III	\$5,949	\$6,644	-\$695	-10.46%
Harbor Maintenance / Dredge Worker II	\$5,396	\$5,739	-\$343	-5.97%
Harbor Maintenance / Dredge Worker I	\$4,894	\$5,012	-\$118	-2.36%
Administrative Assistant I	\$5,949	\$5,963	-\$14	-0.23%
Deputy Harbormaster	\$5,949	\$5,892	\$57	0.97%
Accounting Technician	\$5,949	\$5,804	\$145	2.49%
<b>JOB CLASSES BELOW ARE MORE THAN 5% <u>BEHIND</u> THE MARKET MAXIMUM:</b>				
Harbormaster	\$9,644	\$11,279	-\$1,635	-14.50%
Harbor Maintenance / Dredge Worker III	\$5,949	\$6,644	-\$695	-10.46%
Harbor Maintenance / Dredge Worker II	\$5,396	\$5,739	-\$343	-5.97%
<b>JOB CLASSES BELOW ARE MORE THAN 5% <u>AHEAD</u> THE MARKET MAXIMUM:</b>				
N/A				
<b>For Information Only -- Scope and complexity not similar enough to use for salary planning:</b>				
Administrative Services Manager	\$9,644	\$11,735	-\$2,091	-17.82%
<b>For Salary Planning Use Only:</b>				
Accountant	FYI	\$8,481	--	--
Civil Engineer	FYI	\$11,002	--	--
Community Service Officer	FYI	\$6,084	--	--
Mechanic	FYI	\$6,600	--	--
Police Officer	FYI	\$9,497	--	--

**Non-benchmark job classes:**

*The amount of market data available for these job classes was insufficient to use for salary planning purposes*

- Accounting Technician II
- Boatyard Crew
- Boatyard Supervisor
- Customer Service Representative
- Facilities Coordinator
- Facilities Maintenance and Engineering Manager
- Port Director
- Senior Deputy Harbormaster
- Supervising Harbor Maintenance Worker
- Supervising Harbor Dredge Worker

*\*Survey data has been aged to the common date of 1/1/22 by an annual prevailing rate increase factor of 2.5%.*

**Santa Cruz Port District  
FY 2022 Salary Plan**

**Table 2 - Salary Ranges Per Job Class - (Salary Grade Order)**

Occupational Job Families and Job Classes	SCPD Current		Suggested Grade		
	Grade Equiv	Max	Salary Grade	Maximum Step 7	# of grades increase
Administrative Services Manager	30	\$9,644	33	\$11,220	3
Facilities Maintenance and Engineering Manager	30	\$9,644	33	\$11,220	3
Harbormaster	30	\$9,644	33	\$11,220	3
Assistant Harbormaster	24	\$7,231	25	\$7,593	1
Supervising Harbor Dredge Worker	23	\$6,886	24	\$7,231	1
Accounting Technician II	22	\$6,558	22	\$6,558	0
Boatyard Supervisor	22	\$6,558	24	\$7,231	2
Senior Deputy Harbormaster	22	\$6,558	24	\$7,231	2
Supervising Harbor Maintenance Worker	22	\$6,558	24	\$7,231	2
Administrative Assistant I	20	\$5,949	20	\$5,949	0
Deputy Harbormaster	20	\$5,949	22	\$6,558	2
Harbor Maintenance / Dredge Worker III	20	\$5,949	22	\$6,558	2
Customer Service Representative	19	\$5,665	19	\$5,665	0
Facilities Coordinator	19	\$5,665	19	\$5,665	0
Harbor Maintenance / Dredge Worker II	18	\$5,396	19	\$5,665	1
Boatyard Crew	17	\$5,139	18	\$5,396	1
Harbor Maintenance / Dredge Worker I	16	\$4,894	16	\$4,894	0

\*Salary Survey Benchmark

**Santa Cruz Port District  
FY 2022 Salary Plan**

**Table 3 - Non-Benchmark to Benchmark Linkage Table**

This table is to be utilized as a guide during annual salary plan updates, permitting non-benchmark job classes to be adjusted by the same number of salary ranges as the salary survey benchmark job class to which they have been linked.

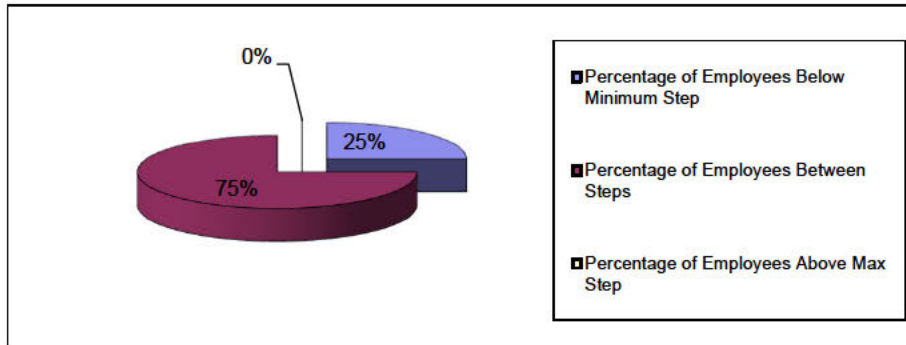
Non-Benchmark Job Class	Benchmark Job Class
Administrative Assistant II Administrative Services Manager Assistant Harbormaster	Administrative Assistant I Harbormaster Harbormaster
Boatyard Crew Boatyard Supervisor	Harbor Maintenance / Dredge Worker II Harbor Maintenance / Dredge Worker III
Customer Service Representative	Administrative Assistant I
Facilities Coordinator Facilities Maintenance and Eng Manager	Administrative Assistant I Harbormaster
Accounting Technician II	Accounting Technician I
Senior Deputy Harbormaster Supervising Harbor Dredge Worker Supervising Harbor Maintenance Worker	Deputy Harbormaster Harbor Maintenance / Dredge Worker III Harbor Maintenance / Dredge Worker III



**Santa Cruz Port District**

**Table 4 - Estimated Fiscal Impact of FY 2022 Salary Plan  
100% of Prevailing Rates Competitiveness Policy**

		@ 100%
<b>Number of Employees</b>		27
Total Annual Payroll		\$1,982,172
<b>Number of Employees Below Minimum Step</b>		1
As % of total employees		3.70%
<b>Total \$ below Minimum Step</b>	+	\$6,024
As % of total payroll		0.30%
Average amount below Minimum Step		\$6,024
<b>Number of Emp Below Next Nearest Step, Above Min. Step</b>		3
As % of total employees		11.11%
<b>Total \$ below Next Nearest Step</b>	+	\$1,730
As % of total payroll		0.09%
Average amount below Next Nearest Step		\$577
<b>Total Cost to Implement</b>	=	\$7,754
As % of total payroll		0.39%
<b>Number of Employees Above Maximum Step</b>		0
As % of total employees		0.00%
Total \$ over Maximum Step		\$0
As % of total payroll		0.00%
Average amount over Maximum Step		\$0



**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance			
					Min	Max	Min	Max	Min	Max					\$	%		
Administrative Services Manager			HMG												\$9,644	\$11,735	-\$2,091	-17.82%
<b>SCOPE Issues For information and salary planning use only.</b>																		
<b>Administrative Services Manager</b>																		
	(++) Assistant City Manager for Administrative Services	Morgan H II, City of	1A	1	\$0.00	\$0.00	\$14,430	\$18,961	\$173,160	\$227,532	\$18,961	0.025		\$13,605				
also has a Director level job class	Administrative Services Manager	Watsonville, City of	Mgmt	1	\$0.00	\$0.00	\$8,706	\$11,667	\$104,469	\$139,998	\$11,667	0.037		\$12,097				
	Administrative Services Manager	Monterey, City of	MEA	1	\$0.00	\$0.00	\$0	\$0	\$119,592	\$145,248	\$12,104	0.038		\$12,559				
No Match for 2021	Administrative Services Manager	Santa Cruz, City of	Mid Mgmt	0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.021		-				
	Administrative Services Manager	Santa Cruz County		1	\$46.23	\$61.73	\$8,013	\$10,700	\$96,158	\$128,398	\$10,700	0.038		\$11,102				
	(+) Administrative Services Director	Capitola, City of	Manager	1	\$51.01	\$51.01	\$8,842	\$8,842	\$106,101	\$106,101	\$8,842	0.025		\$7,253				
No Match for 2021	Business Manager	Port San Luis Harbor District	Mgrs	1	\$0.00	\$0.00	\$0	\$0	\$92,126	\$106,780	\$8,898	0.038		\$9,233				
	Dir. Of Administrative Services/Exec Asst to the GM	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - Finance Director or HR/Risk Director only	Gilroy, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - Finance Director only	Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-				
	No Match - elected Tax Collector-Treasurer-Elective	San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - Director of Finance only	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - Finance Director only	Scotts Valley, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - separate Mgrs for each area	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match - Accounting Manager only	Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-				
				<u>6</u>									<b>Admin Services Manager Rate:</b>	<u>\$10,975</u>				
<b>Finance Manager</b>																		
	(+) Tax Collector-Treasurer-Elective	San Mateo County		1	\$0.00	\$0.00	\$17,761	\$17,761	\$213,132	\$213,132	\$17,761	0.038		\$14,743				
	(+) Finance Director; HR/Risk Director	Gilroy, City of	DH	1	\$0.00	\$0.00	\$12,793	\$17,180	\$153,516	\$206,160	\$17,180	0.038		\$14,261				
	Finance Director	Marina, City of	Exec	1	\$0.00	\$0.00	\$10,279	\$17,546	\$123,348	\$210,552	\$17,546	0.052		\$14,762				
diff jobs, all same rate	HR Mgr, Env & Reg Affairs Mgr, Controller	Stockton Port District		1	\$0.00	\$0.00	\$11,120	\$14,830	\$133,440	\$177,960	\$14,830	0.038		\$15,388				
also a Admin Svc Dir	Director of Finance	Capitola, City of	Mid Mgmt	1	\$74.53	\$74.53	\$12,919	\$12,919	\$155,022	\$155,022	\$12,919	0.025		\$10,597				
	Accounting Manager	Stockton Port District		1	\$0.00	\$0.00	\$9,450	\$12,530	\$113,400	\$150,360	\$12,530	0.038		\$13,001				
	(+) Finance Director	Scotts Valley, City of	Mgmt	1	\$0.00	\$0.00	\$1,068	\$10,597	\$14,323	\$127,164	\$10,597	0.038		\$8,796				
GCC website	Director of Finance	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.000		-				
	Accounting Manager	Ventura Port District		1	\$0.00	\$0.00	\$6,239	\$9,549	\$74,868	\$114,588	\$9,549	0.063		\$8,118				
				<u>8</u>									<b>Finance Manager Rate:</b>	<u>\$12,458</u>				
	Administrative Services Manager	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$69,251	\$137,806	\$11,483.83	0.025		\$11,771				
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$11,771</u>				
													<b>Composite Prevailing Rate:</b>	<u>\$11,735</u>				

(++) Position is discernibly more complex; Maximum reduced by 30%.  
 (+) Position is discernibly more complex; Maximum reduced by 20%

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Civil Engineer	FOR INFORMATION ONLY			#N/A									FY1	\$11,002	--	--
No Match for 2021	Associate Engineer	Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$9,459	\$12,073	\$113,508	\$144,876	\$12,073	0.025		\$12,375		
	Associate Civil Engineer (has Prin, Sr, and Assoc)	San Mateo County		1	\$0.00	\$0.00	\$9,556	\$11,942	\$114,668	\$143,304	\$11,942	0.038		\$12,391		
	Associate Civil Engineer	Monterey, City of	MEA	1	\$0.00	\$0.00	\$0	\$0	\$101,856	\$123,744	\$10,312	0.038		\$10,700		
	Associate Civil Engineer	Santa Cruz, City of	MidMgmt	0	\$0.00	\$0.00			\$0	\$0	\$0	0.021		-		
	Engineer II	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$8,523	\$10,645	\$102,280	\$127,734	\$10,645	0.038		\$11,045		
	Associate Civil Engineer	Santa Cruz County		1	\$43.20	\$54.67	\$7,488	\$9,476	\$89,856	\$113,714	\$9,476	0.038		\$9,832		
	Associate Civil Engineer	Scotts Valley, City of	MM	1	\$0.00	\$0.00	\$6,269	\$8,401	\$75,228	\$100,812	\$8,401	0.038		\$8,717		
	Associate Civil Engineer	Watsonville, City of	MM	1	\$0.00	\$0.00	\$6,706	\$8,986	\$80,468	\$107,836	\$8,986	0.037		\$9,318		
	No Match	Capitola, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
	No Match	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Port San Luis Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-		
					<u>7</u>									<b>Individual Employer Rate:</b>	<u>\$10,625</u>	
	Engineer Civil	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$62,939	\$133,206	\$11,101	0.025		<u>\$11,378</u>		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$11,378</u>		
													<b>Prevailing Rate:</b>	<u>\$11,002</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Accounting Technician			HEA										\$5,949	\$5,804	\$145	2.49%
GCC 2015	Accounting Technician	San Mateo County Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$63,939	\$85,675	\$7,140	0.038		\$7,408		
	Accounting Technician	Santa Cruz County		1	\$28.95	\$36.65	\$5,018	\$6,353	\$60,216	\$76,232	\$6,353	0.038		\$6,592		
	Accounting Technician II (journey)	Stockton Port District	Admin	1	\$0.00	\$0.00	\$4,780	\$6,100	\$57,360	\$73,200	\$6,100	0.038		\$6,329		
	Accounting Assistant II (journey)	Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$5,072	\$6,472	\$60,864	\$77,664	\$6,472	0.025		\$6,634		
	Accounting Technician	Marina, City of	MEA	1	\$28.41	\$34.54	\$4,925	\$5,986	\$59,098	\$71,834	\$5,986	0.052		\$6,295		
	Accounting Technician	Watsonville, City of	CT	1	\$0.00	\$0.00	\$4,531	\$6,072	\$54,370	\$72,862	\$6,072	0.037		\$6,296		
	Accounting Assistant II	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$5,081	\$6,345	\$60,966	\$76,137	\$6,345	0.038		\$6,583		
	Fiscal Office Specialist	San Mateo County		1	\$0.00	\$0.00	\$4,858	\$6,072	\$58,296	\$72,864	\$6,072	0.038		\$6,300		
	Account Technician	Capitola, City of	ACE	1	\$26.79	\$32.56	\$4,644	\$5,644	\$55,723	\$67,725	\$5,644	0.025		\$5,787		
	Accounting Technician	Ventura Port District		1	\$0.00	\$0.00	\$3,653	\$5,590	\$43,836	\$67,080	\$5,590	0.063		\$5,940		
	Accounting Assistant	Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$52,416	\$63,744	\$5,312	0.038		\$5,512		
	Accounting Technician	Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$51,573	\$70,429	\$5,869	0.038		\$6,090		
	Accounting Technician	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,650	\$4,890	\$43,800	\$58,680	\$4,890	0.038		\$5,074		
	Accounting Assistant II	Santa Cruz, City of	SEIU	1	\$19.47	\$30.19	\$3,375	\$5,233	\$40,498	\$62,795	\$5,233	0.021		\$5,341		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
				<u>14</u>										<u>Individual Employer Rate:</u>	<u>\$6,156</u>	
	Accounting Clerk	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$36,881	\$63,840	\$5,320	0.025		<u>\$5,453</u>		
				<u>1</u>										<u>Published Survey Rate:</u>	<u>\$5,453</u>	
														<u>Prevailing Rate:</u>	<u>\$5,804</u>	
For Information Only, not included in the prevailing rate calculation																
GCC 2015	Bookkeeper (may be partial year salary or part-time position)	Crescent City Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$27,934	\$33,925	\$2,827	0.038		\$2,933		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Accountant	FOR INFORMATION ONLY			#N/A									FY1	\$8,481	--	--
Accountant I		Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$7,330	\$9,356	\$87,960	\$112,272	\$9,356	0.025		\$9,590		
Accountant		San Mateo County Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$83,262	\$111,571	\$9,298	0.038		\$9,647		
Accountant I		Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$6,985	\$8,724	\$83,822	\$104,684	\$8,724	0.038		\$9,052		
Accountant/Auditor		Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$43,224	\$89,016	\$7,418	0.038		\$7,697		
Accountant		Stockton Port District		1	\$0.00	\$0.00	\$5,798	\$7,395	\$69,576	\$88,740	\$7,395	0.038		\$7,673		
Accountant I		Santa Cruz, City of	MidMgmt	1	\$0.00	\$0.00	\$5,679	\$7,686	\$68,148	\$92,232	\$7,686	0.021		\$7,844		
Accountant I		Santa Cruz County		1	\$30.94	\$39.20	\$5,363	\$6,795	\$64,355	\$81,536	\$6,795	0.038		\$7,050		
Accountant I		Capitola, City of		1	\$32.37	\$39.34	\$5,611	\$6,819	\$67,330	\$81,827	\$6,819	0.025		\$6,992		
Accountant		Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$64,193	\$87,664	\$7,305	0.038		\$7,580		
Accountant I		San Mateo County		1	\$0.00	\$0.00	\$5,411	\$6,765	\$64,932	\$81,180	\$6,765	0.038		\$7,019		
Accountant I		Watsonville, City of	CT	1	\$0.00	\$0.00	\$4,834	\$6,478	\$58,010	\$77,739	\$6,478	0.037		\$6,717		
Accountant I		Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$4,339	\$5,816	\$52,068	\$69,792	\$5,816	0.038		\$6,035		
No Match		Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
No Match		Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
Accountant I		Ventura Port District		1	\$0.00	\$0.00	\$4,348	\$6,086	\$52,176	\$73,032	\$6,086	0.063		\$6,467		
				<u>13</u>									<b>Individual Employer Rate:</b>	<u>\$7,643</u>		
Accountant		ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$59,889	\$109,107	\$9,092	0.025		\$9,320		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$9,320</u>		
													<b>Prevailing Rate:</b>	<u>\$8,481</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Administrative Assistant I			HEA										\$5,949	\$5,963	-\$14	-0.23%
	Administrative Assistant II-E	San Mateo County		1	\$0.00	\$0.00	\$6,557	\$8,199	\$78,684	\$98,388	\$8,199	0.038		\$8,507		
	Administrative Assistant/Clerk	Ventura Port District		1	\$0.00	\$0.00	\$4,297	\$6,575	\$51,564	\$78,900	\$6,575	0.063		\$6,987		
I, II, III and Sr	Administrative Assistant II (journey)	Stockton Port District		1	\$0.00	\$0.00	\$5,798	\$7,395	\$69,576	\$88,740	\$7,395	0.038		\$7,673		
	Secretary	Santa Cruz County		1	\$27.98	\$35.37	\$4,850	\$6,131	\$58,198	\$73,570	\$6,131	0.038		\$6,361		
	Office Assistant II	Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$4,846	\$6,186	\$58,152	\$74,232	\$6,186	0.025		\$6,341		
No Match	Secretary	Gilroy, City of	AFSCME	0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Admin Secretary	Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$51,573	\$70,429	\$5,869	0.038		\$6,090		
	Administrative Assistant	Capitola, City of		1	\$24.52	\$29.82	\$4,250	\$5,169	\$51,002	\$62,026	\$5,169	0.025		\$5,300		
	Administrative Assistant II (journey)	Marina, City of	MEA	1	\$24.95	\$30.33	\$4,325	\$5,257	\$51,896	\$63,080	\$5,257	0.052		\$5,528		
	Administrative Secretary II (mid of 3 levels)	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,828	\$5,129	\$45,936	\$61,548	\$5,129	0.038		\$5,322		
	Administrative Assistant II (journey)	Watsonville, City of	CF	1	\$0.00	\$0.00	\$3,855	\$5,166	\$46,261	\$61,994	\$5,166	0.037		\$5,357		
	Administrative Assistant II (journey)	Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$47,544	\$63,744	\$5,312	0.038		\$5,512		
	Administrative Assistant II (journey)	Santa Cruz, City of	SEIU	1	\$0.00	\$0.00	\$3,002	\$4,659	\$36,024	\$55,908	\$4,659	0.021		\$4,755		
GCC 2015	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Administrative Assistant	Moss Landing Harbor District		1	\$0.00	\$19.72	\$0	\$3,418	\$0	\$41,018	\$3,418	0.038		\$3,547		
GCC 2015	Administrative Assistant I	San Mateo County Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$53,019	\$71,053	\$5,921	0.038		\$6,144		
				<u>14</u>									<b>Individual Employer Rate:</b>	<u>\$5,959</u>		
	Administrative Assistant	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$35,669	\$69,850	\$5,821	0.025		\$5,966		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$5,966</u>		
													<b>Prevailing Rate:</b>	<u>\$5,963</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Mechanic	FOR INFORMATION ONLY			#N/A									FY1	\$6,600	--	--
	Equipment Mechanic I	San Mateo County		1			\$6,039	\$7,547	\$72,468	\$90,564	\$7,547	0.038		\$7,831		
lower level is auto mechanic	Lead Mechanic	Monterey, City of	gem	1	\$0.00	\$0.00	\$0	\$0	\$69,768	\$84,816	\$7,068	0.038		\$7,334		
	Equipment Mechanic	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$5,782	\$7,220	\$69,384	\$86,640	\$7,220	0.038		\$7,491		
	Mechanic	Marina, City of	MEA	1	\$31.70	\$38.53	\$5,495	\$6,679	\$65,940	\$80,150	\$6,679	0.052		\$7,024		
	Mechanical Technician	Ventura Port District		1	\$0.00	\$0.00	\$4,073	\$6,231	\$48,876	\$74,772	\$6,231	0.063		\$6,622		
	Heavy Equipment Mechanic I	Santa Cruz County		1	\$28.53	\$36.02	\$4,945	\$6,243	\$59,342	\$74,922	\$6,243	0.038		\$6,478		
No Match	Mechanic	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Mechanic	Capitola, City of		1	\$26.82	\$32.59	\$4,649	\$5,649	\$55,786	\$67,787	\$5,649	0.025		\$5,792		
	Equipment Mechanic I	Santa Cruz, City of	SEIU	1	\$21.95	\$34.05	\$3,804	\$5,902	\$45,648	\$70,824	\$5,902	0.021		\$6,024		
	Equipment Mechanic I	Watsonville, City of	MS	1	\$0.00	\$0.00	\$3,576	\$4,792	\$42,906	\$57,499	\$4,792	0.037		\$4,968		
	Equipment Mechanic	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,586	\$4,807	\$43,032	\$57,684	\$4,807	0.038		\$4,988		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Morgan H II, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Port San Luis Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
				<u>10</u>									<b>Individual Employer Rate:</b>	<u>\$6,455</u>		
	Mechanic	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$38,778	\$78,968	\$6,581	0.025		<u>\$6,745</u>		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$6,745</u>		
													<b>Prevailing Rate:</b>	<u>\$6,600</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance			
					Min	Max	Min	Max	Min	Max					\$	%		
Harbor Maintenance / Dredge Worker III			HEA / OE3											\$5,949	\$6,644	-\$695	-10.46%	
I,II, and Sr	Senior Maintenance Worker	Morgan Hill, City of	AFSCME	1	\$0.00	\$0.00	\$6,168	\$7,874	\$74,016	\$94,488	\$7,874	0.025		\$8,071				
	Equipment Mechanic I	San Mateo County		1	\$0.00	\$0.00	\$6,039	\$7,547	\$72,468	\$90,564	\$7,547	0.038		\$7,831				
	Harbor Maint Leadworker	Monterey, City of	gem	1	\$0.00	\$0.00	\$0	\$0	\$66,480	\$80,832	\$6,736	0.038		\$6,989				
I,II, and Sr	Public Works Maintenance Worker III	Santa Cruz County		1	\$30.35	\$38.36	\$5,261	\$6,649	\$63,128	\$79,789	\$6,649	0.038		\$6,899				
	Senior Maintenance Worker - all areas	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$5,782	\$7,221	\$69,384	\$86,651	\$7,221	0.038		\$7,492				
	Hvy Construction Lead	Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$64,193	\$87,664	\$7,305	0.038		\$7,580				
	Utility Worker III	Watsonville, City of	MS	1	\$0.00	\$0.00	\$4,678	\$6,270	\$56,142	\$75,235	\$6,270	0.037		\$6,501				
	PW Maintenance Worker III	Marina, City of	MEA	1	\$26.96	\$32.77	\$4,673	\$5,680	\$56,076	\$68,161	\$5,680	0.052		\$5,973				
	Maintenance Worker III	Capitola, City of		1	\$25.66	\$31.19	\$4,448	\$5,406	\$53,373	\$64,875	\$5,406	0.025		\$5,543				
	Maintenance Worker III	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,957	\$5,303	\$47,484	\$63,636	\$5,303	0.038		\$5,502				
GCC 2015	Lead Maintenance Worker	Moss Landing Harbor District		1	\$0.00	\$30.06	\$0	\$5,210		\$62,525	\$5,210	0.038		\$5,406				
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match	Santa Cruz, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.021		-				
	No Match - 2 levels and foreman	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-				
	No Match	Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-				
					<u>11</u>									<u>\$6,708</u>				
		Heavy Equipment Operator - Disposal	Santa Cruz County		1	\$32.98	\$41.62	\$5,717	\$7,214	\$68,598	\$86,570	\$7,214	0.038		\$7,485			
		Resource Recovery Equipment Operator	Santa Cruz, City of	SEIU	1	\$22.88	\$35.49	\$3,965	\$6,151	\$47,580	\$73,812	\$6,151	0.021		\$6,278			
	Equipment Operator	Capitola, City of		1	\$25.66	\$31.18	\$4,448	\$5,405	\$53,373	\$64,854	\$5,405	0.025		\$5,541				
				<u>3</u>									<u>\$6,435</u>					
includes dredges	Maintenance Worker - Level 3	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$56,467	\$74,322	\$6,194	0.025		\$6,348				
	Equipment Operator Construction	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$41,930	\$84,647	\$7,054	0.025		\$7,230				
				<u>2</u>									<u>\$6,789</u>					
													<u>\$6,644</u>					

\* Aged by 2.5% annual prevailing rate increase.



**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Harbor Maintenance / Dredge Worker II			HEA / OE3										\$5,396	\$5,739	-\$343	-5.97%
	Maintenance Worker II	Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$5,596	\$7,143	\$67,152	\$85,716	\$7,143	0.025		\$7,322		
	more complex than Sr HMW, requires arc and	Harbor or Building Maint Craftswoker	gem	1	\$0.00	\$0.00	\$0	\$0	\$61,776	\$75,048	\$6,254	0.038		\$6,489		
No Match	Plumber, Welder, Carpenter, Electrician, Roofer, Crane Maint Specialist	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Public Works Maintenance Worker II	Santa Cruz County		1	\$26.82	\$33.88	\$4,649	\$5,873	\$55,786	\$70,470	\$5,873	0.038		\$6,093		
	Maintenance Worker II	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$4,980	\$6,220	\$59,764	\$74,637	\$6,220	0.038		\$6,454		
	Building Maintenance Worker II	Santa Cruz, City of	SEIU	1	\$22.02	\$34.15	\$3,816	\$5,919	\$45,792	\$71,032	\$5,919	0.021		\$6,041		
	Maintenance Worker II	Ventura Port District		1	\$0.00	\$0.00	\$3,505	\$5,367	\$42,060	\$64,404	\$5,367	0.063		\$5,703		
	Port Maintenance Worker II	Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$51,573	\$70,429	\$5,869	0.038		\$6,090		
	Utility Worker II	Watsonville, City of	MS	1	\$0.00	\$0.00	\$4,035	\$5,408	\$48,422	\$64,890	\$5,408	0.037		\$5,607		
	PW Maintenance Worker II	Marina, City of	MEA	1	\$24.62	\$29.92	\$4,267	\$5,186	\$51,205	\$62,234	\$5,186	0.052		\$5,454		
	Maintenance Worker II	Capitola, City of		1	\$24.44	\$29.70	\$4,236	\$5,148	\$50,835	\$61,776	\$5,148	0.025		\$5,278		
	Maintenance Worker II	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,494	\$4,680	\$41,928	\$56,160	\$4,680	0.038		\$4,856		
	No Match	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match - See skilled workers on Maint Worker III	San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
				<u>11</u>									<b>Individual Employer Rate:</b>	<u>\$5,944</u>		
	Maintenance Worker - Level 2	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$49,376	\$64,773	\$5,398	0.025		\$5,533		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$5,533</u>		
													<b>Prevailing Rate:</b>	<u>\$5,739</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Harbor Maintenance / Dredge Worker I			HEA / OE3										\$4,894	\$5,012	-\$118	-2.36%
No Match	Maintenance Worker I	Morgan H II, City of	AFSCME	1	\$0.00	\$0.00	\$5,072	\$6,472	\$60,864	\$77,664	\$6,472	0.025		\$6,634		
	Laborer	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Public Works Maintenance Worker I	Santa Cruz County		1	\$24.59	\$31.03	\$4,262	\$5,379	\$51,147	\$64,542	\$5,379	0.038		\$5,581		
	Maintenance Worker I	Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$4,509	\$5,631	\$54,103	\$67,568	\$5,631	0.038		\$5,842		
no longer a harbor maint worker on PP	Building Maintenance Worker	Monterey, City of	gem	1	\$0.00	\$0.00	\$0	\$0	\$47,256	\$63,312	\$5,276	0.038		\$5,474		
	Building Maintenance Worker I	Santa Cruz, City of	SEIU	1	\$19.11	\$29.65	\$3,312	\$5,139	\$39,749	\$61,672	\$5,139	0.021		\$5,245		
	Port Maintenance Worker I	Port San Luis Harbor District	SEIU	1	\$0.00	\$0.00	\$0	\$0	\$45,768	\$62,502	\$5,209	0.038		\$5,404		
	PW Maintenance Worker I	Marina, City of	MEA	1	\$22.64	\$27.52	\$3,924	\$4,770	\$47,091	\$57,246	\$4,770	0.052		\$5,017		
	Utility Worker I	Watsonville, City of	MS	1	\$0.00	\$0.00	\$3,572	\$4,787	\$42,863	\$57,441	\$4,787	0.037		\$4,963		
	Maintenance Worker I	Ventura Port District		1	\$0.00	\$0.00	\$2,923	\$4,473	\$35,076	\$53,676	\$4,473	0.063		\$4,753		
GCC 2015	Maintenance Worker	Moss Landing Harbor District		1	\$0.00	\$24.05	\$0	\$4,169	\$50,024	\$4,169	\$0	0.038		\$4,325		
	Maintenance Worker I	Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$3,102	\$4,158	\$37,224	\$49,896	\$4,158	0.038		\$4,314		
	Maintenance Worker I	Capitola, City of		1	\$18.25	\$22.19	\$3,163	\$3,846	\$37,960	\$46,155	\$3,846	0.025		\$3,944		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match - See skilled workers on Maint Worker III	San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
				<u>12</u>										<u>Individual Employer Rate:</u>	<u>\$5,125</u>	
	Deck Hand	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$33,792	\$63,017	\$5,251	0.025		\$5,383		
	Maintenance Worker - Level I	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$43,983	\$57,505	\$4,792	0.025		\$4,912		
	Laborer	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$29,120	\$51,559	\$4,297	0.025		\$4,404		
				<u>3</u>										<u>Published Survey Rate:</u>	<u>\$4,900</u>	
														<u>Prevailing Rate:</u>	<u>\$5,012</u>	

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Harbormaster			HMG										\$9,644	\$11,279	-\$1,635	-14.50%
	Harbormaster	Monterey, City of	MEA	1	\$0.00	\$0.00	\$0	\$0	\$119,592	\$145,248	\$12,104	0.038		\$12,559		
	Harbormaster	San Mateo County		1	\$0.00	\$0.00	\$7,913	\$9,892	\$94,956	\$118,704	\$9,892	0.038		\$10,264		
	Harbormaster	Ventura Port District		1	\$0.00	\$0.00	\$6,009	\$9,197	\$72,108	\$110,364	\$9,197	0.063		\$9,773		
	Chief Harbor Patrol Officer	Port San Luis Harbor District	unrep	1	\$0.00	\$0.00	\$0	\$0	\$93,969	\$117,744	\$9,812	0.038		\$10,181		
GCC Actual (2019)	Harbormaster/CEO	Crescent City Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$110,764	\$110,764	\$9,230	0.038		\$9,577		
	No Match	Capitola, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match	Gilroy, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
	No Match	Morgan Hill, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match - GM/Harbor Master and AGM/Asst HM only	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
Added for 2021	Harbormaster	San Mateo County Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$106,924	\$137,312	\$11,443	0.038		\$11,873		
	No Match	Santa Cruz County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Santa Cruz, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.021		-		
	No Match	Scotts Valley, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Watsonville, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.037		-		
				<u>6</u>										<u>Individual Employer Rate:</u>	<u>\$10,705</u>	
New Match See Kay's notes below	New Match for 2021 - Harbor Manager (Santa Cruz Area)	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$65,582	\$138,769	\$11,564	0.025		<u>\$11,853</u>		
				<u>1</u>										<u>Published Survey Rate:</u>	<u>\$11,853</u>	
														<u>Prevailing Rate:</u>	<u>\$11,279</u>	
4/19/21 - new benchmark in ERI, but since we are using the Santa Cruz area, this is probably your job.	Harbor Manager	ERI - Santa Cruz Area		1	\$0.00	\$0.00	\$0	\$0	\$65,582	\$138,769	\$11,564	0.025		\$11,853		
4/19/21 - new benchmark in ERI	Harbor Manager	ERI - California State Average		1	\$0.00	\$0.00	\$0	\$0	\$68,545	\$146,045	\$12,170	0.025		\$12,475		
4/19/21 - new benchmark in ERI	Harbor Manager	ERI - United States Average		1	\$0.00	\$0.00	\$0	\$0	\$62,262	\$131,370	\$10,948	0.025		\$11,221		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Deputy Harbormaster			HEA										\$5,949	\$5,892	\$57	0.97%
	Harbor Patrol Officer I	Ventura Port District		1	\$0.00	\$0.00	\$3,990	\$5,758	\$47,880	\$69,096	\$5,758	0.063		\$6,119		
	Duties performed in part by Harbor Security Worker	Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$56,064	\$68,208	\$5,684	0.038		\$5,898		
	Harbor Patrol Officer I	Port San Luis Harbor District	HPOA	1	\$0.00	\$0.00	\$0	\$0	\$57,044	\$72,804	\$6,067	0.038		\$6,295		
No Match for 2021	Deputy Assistant Harbormaster	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	Deputy Harbormaster/CEO	Crescent City Harbor District		1	\$19.65	\$23.87	\$3,406	\$4,137	\$40,872	\$49,650	\$4,137	0.038		\$4,293		
	No Match	Capitola, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match	Gilroy, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
	No Match	Morgan Hill, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
	No Match listed on payplan	San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
Added for 2021	No Deputy Harbormaster reported to GCC for 2015	San Mateo County Harbor District		1	\$0.00	\$0.00	\$0	\$0	\$68,494	\$79,290	\$6,607	0.038		\$6,856		
	No Match	Santa Cruz County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Santa Cruz, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.021		-		
	No Match	Scotts Valley, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Watsonville, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.037		-		
				<u>5</u>										<u>Individual Employer Rate:</u>	<u>\$5,892</u>	
	No Match	ERI - Santa Cruz Area		<u>0</u>	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
				<u>0</u>										<u>Published Survey Rate:</u>	<u>No Data</u>	
														<u>Prevailing Rate:</u>	<u>\$5,892</u>	

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Police Officer	FOR INFORMATION ONLY			#N/A									FY1	\$9,497	--	--
	Police Officer or Public Safety Officer	Marina, City of	MPSOA	1	\$42.42	\$51.56	\$7,353	\$8,937	\$88,234	\$107,245	\$8,937	0.052		\$9,399		
	Police Officer	Morgan H II, City of	MHPOA	1	\$0.00	\$0.00	\$8,772	\$11,196	\$105,270	\$134,354	\$11,196	0.025		\$11,476		
	Deputy Sheriff	Santa Cruz County		1	\$42.85	\$57.46	\$7,427	\$9,960	\$89,128	\$119,517	\$9,960	0.038		\$10,334		
	Deputy Sheriff	San Mateo County		1	\$0.00	\$0.00	\$8,100	\$10,126	\$97,197	\$121,511	\$10,126	0.038		\$10,507		
range from PD homepage	Police Officer (lateral)	Santa Cruz, City of	POA	1	\$0.00	\$0.00	\$6,612	\$9,769	\$79,344	\$117,228	\$9,769	0.021		\$9,970		
	Police Officer	Gilroy, City of	Police Unit	1	\$0.00	\$0.00	\$7,800	\$9,481	\$93,601	\$113,776	\$9,481	0.038		\$9,838		
	Police Officer	Monterey, City of	MPA	1	\$0.00	\$0.00	\$0	\$0	\$93,696	\$113,832	\$9,486	0.038		\$9,843		
	Police Officer	Watsonville, City of		1	\$0.00	\$0.00	\$7,061	\$9,463	\$84,733	\$113,551	\$9,463	0.037		\$9,812		
	Police Officer	Capitola, City of		1	\$38.40	\$49.01	\$6,656	\$8,495	\$79,872	\$101,941	\$8,495	0.025		\$8,710		
	Police Officer	Scotts Valley, City of	SVPBU	1	\$0.00	\$0.00	\$5,271	\$7,064	\$63,252	\$84,768	\$7,064	0.038		\$7,330		
	Port Policier Officer	Stockton Port District		1	\$0.00	\$0.00	\$5,478	\$6,985	\$65,736	\$83,820	\$6,985	0.038		\$7,248		
	No Match	Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Port San Luis Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
	No Match	Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-		
				<u>11</u>									<b>Prevailing Rate:</b>	<u>\$9,497</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Community Service Officer	FOR INFORMATION ONLY			#N/A									FY1	\$6,084	--	--
No Match		Morgan Hill, City of	CSOA	0	\$0.00	\$0.00			\$0	\$0	\$0	0.025		-		
Community Services Officer		Capitola, City of		1	\$30.39	\$38.81	\$5,268	\$6,727	\$63,211	\$80,725	\$6,727	0.025		\$6,898		
Community Services Officer		Santa Cruz, City of	POA	1	\$24.82	\$38.50	\$4,302	\$6,673	\$51,624	\$80,076	\$6,673	0.021		\$6,811		
Sheriff's Community Service Officer		Santa Cruz County		1	\$29.45	\$37.19	\$5,105	\$6,446	\$61,256	\$77,355	\$6,446	0.038		\$6,689		
Community Services Officer		Gilroy, City of	AFSCME	1	\$0.00	\$0.00	\$4,786	\$5,977	\$57,432	\$71,724	\$5,977	0.038		\$6,202		
Community Service Officer		Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$56,064	\$68,208	\$5,684	0.038		\$5,898		
No Match		Marina, City of	MEA	0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
Community Services Officer/Training Coordinator		Scotts Valley, City of	SEIU	1	\$0.00	\$0.00	\$2,882	\$3,862	\$34,584	\$46,344	\$3,862	0.038		\$4,007		
No Match		Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Port San Luis Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-		
No Match		Watsonville, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.037		-		
				<u>6</u>												
													<b>Prevailing Rate:</b>	<u>\$6,084</u>		

\* Aged by 2.5% annual prevailing rate increase.

**Santa Cruz Port District  
FY 2022 Salary Survey**

SCPD Job Class	Survey Job Class	Participant Organization	Bargaining Unit	#	Hourly		Monthly		Annual		Monthly Max	Survey Aging Factor	SCPD Maximum	1/1/22 Aged Survey Maximum	Variance	
					Min	Max	Min	Max	Min	Max					\$	%
Parking Attendant			HEA									\$0	\$3,701	-\$3,701	-100.00%	
(+) Parking Attendant		Monterey, City of	GEM	1	\$0.00	\$0.00	\$0	\$0	\$52,104	\$63,312	\$5,276	0.038		\$4,380		
Parking Attendant		Santa Cruz County		1	\$19.28	\$23.90	\$3,342	\$4,143	\$40,102	\$49,712	\$4,143	0.038		\$4,298		
Parking Attendant		Santa Cruz, City of	SEIU	1	\$16.20	\$25.13	\$2,808	\$4,355	\$33,696	\$52,260	\$4,355	0.021		\$4,445		
(+) Parking Control Officer		Watsonville, City of	MS	1	\$0.00	\$0.00	\$3,449	\$4,622	\$41,390	\$55,467	\$4,622	0.037		\$3,834		
(+) Parking Enforcement Officer		Capitola, City of		1	\$22.13	\$26.89	\$3,836	\$4,661	\$46,030	\$55,931	\$4,661	0.025		\$3,823		
No Match		Crescent City Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Gilroy, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Marina, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.052		-		
No Match		Morgan Hill, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.025		-		
No Match		Moss Landing Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Port San Luis Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		San Mateo County		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		San Mateo County Harbor District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Scotts Valley, City of		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Stockton Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.038		-		
No Match		Ventura Port District		0	\$0.00	\$0.00	\$0	\$0	\$0	\$0	\$0	0.063		-		
				<u>5</u>												
													<b>Individual Employer Rate:</b>	<u>\$4,156</u>		
	Parking Attendant	ERI - Santa Cruz Area		<u>1</u>	\$0.00	\$0.00	\$0	\$0	\$29,120	\$38,005	\$3,167	0.025		<u>\$3,246</u>		
				<u>1</u>									<b>Published Survey Rate:</b>	<u>\$3,246</u>		
													<b>Prevailing Rate:</b>	<u>\$3,701</u>		

(+) Position discernibly more complex - enforces parking rules, issues citations; Midpoint reduced 20%.

\* Aged by 2.5% annual prevailing rate increase.



TO: Port Commission

FROM: Holland MacLaurie, Port Director

DATE: November 30, 2021

SUBJECT: Approval of Resolution 21-08 – Adopting the Memorandum of Understanding Between Santa Cruz Port District and Operating Engineers Local No. 3

**Recommendation: Approve Resolution 21-08.**

**BACKGROUND**

The Operating Engineers Local No. 3 (OE3) labor contract will expire on December 31, 2021.

OE3 and the District have reached agreement on a salary and benefit package that implements updates to the District's Classification and Compensation Study (Attachment C), among other negotiated terms. The updated Classification and Compensation Study report updated market salaries for previously approved job classifications and survey sources, and formed the basis of the Memorandum of Understanding between the Port District and OE3 for the period January 1, 2022, to December 31, 2024.

The Commission met in closed session on September 28, 2021, and again on November 2, 2021, to review the terms of a new labor contract with OE3. The terms were subsequently ratified by a majority of the OE3 on November 19, 2021.

**ANALYSIS**

Staff recommends approval of Resolution 21-08 (Attachment A), which adopts negotiated terms of the Memorandum of Understanding (Attachment B) between the Port District and OE3 as summarized below:

1. Three-year contract: January 1, 2022, to December 31, 2024.
2. Salaries (Article 11.1) – As of January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a single grade increase to the Supervising Harbor Dredge Worker and Harbor Dredge Worker II positions, and two grade increases to the Harbor Dredge Worker III positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
3. Medical Coverage (Article 13.1.1) – Eliminate the increase to the District cap for Employee + one dependent and Employee + two or more dependents, which resulted from District savings associated with reductions in payment-in-lieu of medical coverage over the 2018-2020 contract term.



**IMPACT ON PORT DISTRICT RESOURCES**

The maximum benefited cost increases over the prior year are calculated below.

	<b>2022</b>	<b>2023</b>	<b>2024</b>
SALARIES	\$ 27,407	14,312	12,284
OVERHEAD	15,600	7,820	6,712
	\$ 43,007	\$ 22,132	\$ 18,996
% OF TOTAL BUDGET	0.44%	0.23%	0.19%

<b>3-YR TOTAL (MAX): \$ 84,135*</b>
-------------------------------------

Notes:

1. Includes only current OE3 represented employees
2. Cost increases based on top step.
3. Overhead includes employer taxes, CalPERS at various tiers; medical; dental; Life-LTD-ADD (56.92%)

\*The actual cost to the Port District is estimated to be lower because not all employees have progressed to the top step of the salary schedule.

- ATTACHMENT –
- A. Resolution 21-08 – Adopting the Memorandum of Understanding between Santa Cruz Port District and Operating Engineers Local No. 3
  - B. Memorandum of Understanding between Santa Cruz Port District and Operating Engineers Local No. 3 – 2022-2024
  - C. FY21 Salary Survey Update for the Santa Cruz Port District (September 2021) – *Attached with previous agenda item. See Item 10, Attachment C (Page 43-63)*

Santa Cruz Port District  
**Resolution 21-08**  
December 14, 2021

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

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

A resolution of the Santa Cruz Port District Commission adopting the Memorandum of Understanding between the Santa Cruz Port District and the Operating Engineers Local No. 3 for the period January 1, 2022, to December 31, 2024.

**WHEREAS**, the Memorandum of Understanding between the Operating Engineers Local No. 3 and the Santa Cruz Port District ends on December 31, 2021; and,

**WHEREAS**, Port District negotiators and the Operating Engineers Local No. 3 have engaged in negotiations on a new contract; and,

**WHEREAS**, the terms of the tentative agreement have been ratified by a vote of the Operating Engineers Local No. 3; and,

**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 Memorandum of Understanding reflects the currently approved salaries for the Operating Engineers Local No. 3 and all negotiated terms.

**NOW THEREFORE, BE IT RESOLVED**, that the Santa Cruz Port District Commission does hereby adopt the Memorandum of Understanding between the Santa Cruz Port District and Operating Engineers Local No. 3 for the period January 1, 2022, through December 31, 2024.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 14<sup>th</sup> day of December 2021, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Toby Goddard, Chairman  
Santa Cruz Port Commission

**Memorandum of Understanding between Santa Cruz Port District and Operating Engineers  
Local No. 3 – 2022-2024**

*(Will be distributed as a handout at meeting on December 14, 2021)*



TO: Port Commission

FROM: Holland MacLaurie, Port Director

DATE: November 30, 2021

SUBJECT: Approval of Resolution 21-09 – Adopting an Amended Salary and Benefit Agreement Between Santa Cruz Port District and Harbor Management Group

**Recommendation: Approve Resolution 21-09.**

**BACKGROUND**

The Harbor Management Group (HMG) and the Port District have reached agreement on a salary and benefit package, which is commensurate with the agreements reached with HEA and OE3. The agreement implements updates to the District's Classification and Compensation Study, among other negotiated terms.

The Commission met in closed session on September 28, 2021, to review the terms of a new labor agreement with HMG. The terms were subsequently ratified by a majority of the HMG on November 29, 2021.

**ANALYSIS**

Staff recommends approval of Resolution 21-09 (Attachment A), which adopts negotiated terms of the agreement between the Port District and HMG, as summarized below:

1. Salaries – As of January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a three-grade increase to the Harbor Management Group positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.

Commensurate with the proposed HEA and OE3 labor agreements effective January 1, 2022, tentative agreement on other salary and benefits (Attachment B) for the Harbor Management Group are summarized below:

1. Medical Coverage – Eliminate the increase to the District cap for Employee + one dependent and Employee + two or more dependents, which resulted from District savings associated with reductions in payment-in-lieu of medical coverage over the 2018-2020 contract term.

- IV. Med In Lieu – Update to reflect that employees who opt out of the medical coverage benefit and who meet the eligibility requirements will receive \$250 per month as an in lieu health benefit.
- V. Paid Administrative Leave to remain at 40 hours / year with no carry-over from year-to-year.

**IMPACT ON PORT DISTRICT RESOURCES**

The maximum benefited cost increases over the prior year are calculated below.

	<b>2022</b>	<b>2023</b>	<b>2024</b>
SALARIES	\$ 58,542	12,596	10,811
OVERHEAD	33,322	6,882	5,907
	\$ 91,864	\$ 19,478	\$ 16,718
% OF TOTAL BUDGET	0.95%	0.20%	0.17%

<b>3-YR TOTAL (MAX):</b>	<b>\$ 128,060*</b>
--------------------------	--------------------

Notes:

- 1. Includes 3 HMG employees
- 2. Cost increases based on top step.
- 3. Overhead includes employer taxes, CalPERS at various tiers; medical; dental; Life-LTD-ADD (56.92%)

\*The actual cost to the Port District is estimated to be lower because not all employees have progressed to the top step of the salary schedule.

- ATTACHMENT –
- A. Resolution 21-09 – Adopting an Amended Salary and Benefit Agreement Between Santa Cruz Port District and Harbor Management Group
  - B. Tentative Agreement on Salary and Benefits between Santa Cruz Port District and Harbor Management Group

Santa Cruz Port District  
**Resolution 21-09**  
December 14, 2021

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

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

A resolution of the Santa Cruz Port District Commission adopting the salary and benefit agreement between the Santa Cruz Port District and the Harbor Management Group for the period January 1, 2022, to December 31, 2024.

**WHEREAS**, Port District negotiators and the Harbor Management Group have engaged in negotiations on a new agreement; and,

**WHEREAS**, the terms of the tentative agreement have been ratified by the Harbor Management Group; and,

**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 agreement reflects the currently approved salaries for the Harbor Management Group and all negotiated terms.

**NOW THEREFORE, BE IT RESOLVED**, that the Santa Cruz Port District Commission does hereby adopt the Agreement on Salary and Benefits between the Santa Cruz Port District and Harbor Management Group for the period January 1, 2022, through December 31, 2024.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 14<sup>th</sup> day of December 2021, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Toby Goddard, Chairman  
Santa Cruz Port Commission

SANTA CRUZ PORT DISTRICT  
**TENTATIVE AGREEMENT ON SALARY AND BENEFITS**  
**BETWEEN SANTA CRUZ PORT DISTRICT AND HARBOR MANAGEMENT GROUP**

November 29, 2021

- I. Three-year contract: January 1, 2022, to December 31, 2024.
- II. Salaries – As of January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a three-grade increase to the Harbor Management Group positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
- III. Medical Coverage – Eliminate the increase to the District cap for Employee + one dependent and Employee + two or more dependents, which resulted from District savings associated with reductions in payment-in-lieu of medical coverage over the 2018-2020 contract term.
- IV. Med In Lieu – Update to reflect that employees who opt out of the medical coverage benefit and who meet the eligibility requirements will receive \$250 per month as an in lieu health benefit.
- V. Paid Administrative Leave to remain at 40 hours / year with no carry-over from year-to-year.

The labor agreement will be presented to the Commission for approval on December 14, 2021. If approved, terms will be effective as of January 1, 2022.



Holland MacLaurie, Port Director  
Santa Cruz Port District



Blake Anderson, Harbormaster  
Harbor Management Group



TO: Port Commission

FROM: Holland MacLaurie, Port Director

DATE: December 3, 2021

SUBJECT: Approval of Resolution 21-10 – Approving an Amended, Consolidated Salary Schedule for Represented and Unrepresented Employees

**Recommendation: Approve Resolution 21-10.**

## BACKGROUND

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

New labor contracts for the Harbor Employees' Association, Operating Engineers Local No. 3, and Harbor Management Group are being considered for approval and are anticipated to take effect January 1, 2022 (see agenda items 10 – 12). As such, the amended salaries for all bargaining groups are presented for approval in Resolution 21-10.

Additionally, California law mandates an increase to minimum wage effective January 1, 2022. The amended salary schedule reflects this change, and adjusts the minimum and maximum hourly pay ranges accordingly for unrepresented positions. The maximum hourly salary ranges for unrepresented employees were last increased in 2018.

## ANALYSIS

Staff recommends approval of Resolution 21-10 (Attachment A), which amends the salary schedules for represented and unrepresented positions, and consolidates the salary schedule based on the agreements between the Port District employee bargaining groups, as summarized below:

1. Salaries:
  - a. Harbor Management Group: Effective January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a three-grade increase to the Harbor Management Group positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
  - b. Operating Engineers Local No. 3: Effective January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a single grade increase to the Supervising Harbor Dredge Worker and Harbor Dredge Worker II positions, and two grade increases to the Harbor Dredge



- Worker III position. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
- c. Harbor Employees' Association: Effective January 1, 2022, implement a 4% increase to the Grade and Step Plan, and implement the salary survey update which results in a single grade increase to the Assistant Harbormaster, Boatyard Supervisor, Senior Deputy Harbormaster, Supervising Harbor Maintenance Worker, Harbor Maintenance Worker II, and Boatyard Crew positions, and two grade increases to the Deputy Harbormaster and Harbor Maintenance Worker III positions. Implement a 3% increase to the Grade and Step Plan on January 1, 2023; and a 2.5% increase to the Grade and Step Plan on January 1, 2024.
  - d. Unrepresented Employees: Increase wages to align with California minimum wage standards effective January 1, 2022; increase the maximum hourly pay rate to \$18 for the Boatyard Worker, Dredge Monitor I, Janitorial, Parking Control, and Water Taxi Crew positions, and \$20 for the Dredge Monitor II, and Water Taxi Operator positions; and increase the pay rate for the Harbor Maintenance / Dredge Workers I, II, and III positions commensurate with the salary schedule for represented employees in the same job classifications.

Resolution 21-10 is included as Attachment A, and Exhibit 1 to the resolution contains the actual salary schedule. The salary schedule consolidates all current classifications and contract employees, including those represented by the various bargaining units.

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

Approving the consolidated salary schedule will not change or alter the financial impacts associated with the represented labor agreements for the Harbor Management Group, Operating Engineers Local No. 3, and the Harbor Employee Association.

The California minimum wage increase will impact approximately 7 current employees. The maximum benefited cost increase over the prior year totals for unrepresented employees is estimated at \$8,512 for calendar year 2022.

- ATTACHMENT –
- A. Resolution 21-10 – Consolidating and adopting amendments to the salary schedule for represented and unrepresented Santa Cruz Port District employees

Santa Cruz Port District  
**Resolution 21-10**  
December 14, 2021

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

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

A resolution of the Santa Cruz Port District Commission consolidating and adopting amendments to the salary schedule for represented and unrepresented Santa Cruz Port District employees.

**WHEREAS**, pursuant to California Government Code Section 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 Understandings, Contracts, and Resolutions for represented employees as well as for all unrepresented employees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Santa Cruz Port District Commission does hereby:

1. Adopt the amended consolidated salary schedule (Exhibit 1) adjusting the pay ranges for represented and unrepresented employees; and
2. Increase wages for unrepresented employees to align with California minimum wage standards effective January 1, 2022; and
4. Increase the maximum hourly pay rate to \$18 for the Boatyard Worker, Dredge Monitor I, Janitorial, Parking Control, and Water Taxi Crew positions, and \$20 for the Dredge Monitor II, and Water Taxi Operator positions; and
5. Increase the pay rate for the Harbor Maintenance / Dredge Workers I, II, and III positions commensurate with the salary schedule for represented employees in the same job classifications.

PASSED AND ADOPTED by the Santa Cruz Port Commission, this 14th day of December 2021, by the following vote:

AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSENT \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Toby Goddard, Chairman  
Santa Cruz Port Commission

**Santa Cruz Port District**  
**2022 Unrepresented Positions Hourly and Salary Pay Rates (Part-time / Temporary / Seasonal / Provisional)**  
**Effective January 1, 2022**

Job Classification*	Hourly Rate Semi-Monthly Payroll		Monthly Salary Semi-Monthly Payroll		Salary Grade(s)
	SCPD Minimum	SCPD Maximum	SCPD Minimum	SCPD Maximum	
Boatyard Worker**	\$15.00	\$18.00			
Dredge Monitor / Dredge Services I	\$15.00	\$18.00			
Dredge Monitor / Dredge Services II	\$15.00	\$20.00			
Front Desk Customer Service / Office Assistant	\$15.00	\$25.88			
Janitorial	\$15.00	\$18.00			
Harbor Dredge Worker I - Provisional	\$21.91	\$29.35	\$3,797	\$5,088	16
Harbor Dredge Worker II - Provisional	\$25.36	\$33.98	\$4,396	\$5,890	19
Harbor Dredge Worker III**	\$29.35	\$39.34	\$5,088	\$6,819	22
Harbor Maintenance Worker I - Provisional	\$21.91	\$29.35	\$3,797	\$5,088	16
Harbor Maintenance Worker II /III - Provisional	\$25.36	\$39.34	\$4,396	\$6,819	19-22
Marina Management Specialist**	\$30.00	\$40.00			
Operations Assistant	\$15.00	\$18.00			
Reserve Deputy Harbormaster / Operations Officer**	\$23.66	\$31.71			
Parking Control / Water Taxi Crew	\$15.00	\$18.00			
Water Taxi Operator**	\$15.00	\$20.00			

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

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

**Santa Cruz Port District**  
**MONTHLY SALARY RANGES BY POSITION**  
**2022**

**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
1/1/2022	Accounting Technician II	HEA	22	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819
1/1/2022	Administrative Assistant I	HEA	20	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185
1/1/2022	Administrative Services Manager	HMG	33	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663
1/1/2022	Assistant Harbormaster	HEA	25	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160	\$7,518	\$7,894
1/1/2022	Boatyard Crew	HEA	18	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610
1/1/2022	Boatyard Supervisor	HEA	23	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160
1/1/2022	Customer Service Representative	HEA	19	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890
1/1/2022	Deputy Harbormaster	HEA	22	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819
1/1/2022	Facilities Coordinator	HEA	19	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890
1/1/2022	Facilities Maintenance and Eng Manager	HMG	33	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663
1/1/2022	Harbor Dredge Worker I	OE3	16	\$3,797	\$3,987	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088
1/1/2022	Harbor Dredge Worker II	OE3	19	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890
1/1/2022	Harbor Dredge Worker III	OE3	22	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819
1/1/2022	Harbor Maintenance Worker I	HEA	16	\$3,797	\$3,987	\$4,186	\$4,396	\$4,615	\$4,846	\$5,088
1/1/2022	Harbor Maintenance Worker II	HEA	19	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343	\$5,610	\$5,890
1/1/2022	Harbor Maintenance Worker III	HEA	22	\$5,088	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819
1/1/2022	Harbormaster	HMG	33	\$8,703	\$9,138	\$9,595	\$10,075	\$10,578	\$11,107	\$11,663
1/1/2022	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$13,085
1/1/2022	Senior Deputy Harbormaster	HEA	23	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160
1/1/2022	Supervising Harbor Dredge Worker	OE3	24	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160	\$7,518
1/1/2022	Supervising Harbor Maintenance Worker	HEA	23	\$5,343	\$5,610	\$5,890	\$6,185	\$6,494	\$6,819	\$7,160

\*Ranges shown are paid semi-monthly

**Bargaining Groups:**

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

**Santa Cruz Port District**  
**MONTHLY SALARY RANGES BY POSITION**  
**2023**

**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
1/1/2022	Accounting Technician II	HEA	22	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023
1/1/2022	Administrative Assistant I	HEA	20	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370
1/1/2022	Administrative Services Manager	HMG	33	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012
1/1/2022	Assistant Harbormaster	HEA	25	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375	\$7,743	\$8,131
1/1/2022	Boatyard Crew	HEA	18	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778
1/1/2022	Boatyard Supervisor	HEA	23	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375
1/1/2022	Customer Service Representative	HEA	19	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
1/1/2022	Deputy Harbormaster	HEA	22	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023
1/1/2022	Facilities Coordinator	HEA	19	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
1/1/2022	Facilities Maintenance and Eng Manager	HMG	33	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012
1/1/2022	Harbor Dredge Worker I	OE3	16	\$3,911	\$4,106	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241
1/1/2022	Harbor Dredge Worker II	OE3	19	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
1/1/2022	Harbor Dredge Worker III	OE3	22	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023
1/1/2022	Harbor Maintenance Worker I	HEA	16	\$3,911	\$4,106	\$4,312	\$4,527	\$4,754	\$4,991	\$5,241
1/1/2022	Harbor Maintenance Worker II	HEA	19	\$4,527	\$4,754	\$4,991	\$5,241	\$5,503	\$5,778	\$6,067
1/1/2022	Harbor Maintenance Worker III	HEA	22	\$5,241	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023
1/1/2022	Harbormaster	HMG	33	\$8,964	\$9,412	\$9,883	\$10,377	\$10,896	\$11,440	\$12,012
1/1/2022	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$13,085
1/1/2022	Senior Deputy Harbormaster	HEA	23	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375
1/1/2022	Supervising Harbor Dredge Worker	OE3	24	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375	\$7,743
1/1/2022	Supervising Harbor Maintenance Worker	HEA	23	\$5,503	\$5,778	\$6,067	\$6,370	\$6,689	\$7,023	\$7,375

\*Ranges shown are paid semi-monthly

**Bargaining Groups:**

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

**Santa Cruz Port District**  
**MONTHLY SALARY RANGES BY POSITION**  
**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
1/1/2022	Accounting Technician II	HEA	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2022	Administrative Assistant I	HEA	20	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530
1/1/2022	Administrative Services Manager	HMG	33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
1/1/2022	Assistant Harbormaster	HEA	25	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937	\$8,334
1/1/2022	Boatyard Crew	HEA	18	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923
1/1/2022	Boatyard Supervisor	HEA	23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559
1/1/2022	Customer Service Representative	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2022	Deputy Harbormaster	HEA	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2022	Facilities Coordinator	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2022	Facilities Maintenance and Eng Manager	HMG	33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
1/1/2022	Harbor Dredge Worker I	OE3	16	\$4,009	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372
1/1/2022	Harbor Dredge Worker II	OE3	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2022	Harbor Dredge Worker III	OE3	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2022	Harbor Maintenance Worker I	HEA	16	\$4,009	\$4,209	\$4,420	\$4,641	\$4,873	\$5,116	\$5,372
1/1/2022	Harbor Maintenance Worker II	HEA	19	\$4,641	\$4,873	\$5,116	\$5,372	\$5,641	\$5,923	\$6,219
1/1/2022	Harbor Maintenance Worker III	HEA	22	\$5,372	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199
1/1/2022	Harbormaster	HMG	33	\$9,188	\$9,648	\$10,130	\$10,636	\$11,168	\$11,727	\$12,313
1/1/2022	Port Director	NA	NA	\$9,167	NA	NA	NA	NA	NA	\$13,085
1/1/2022	Senior Deputy Harbormaster	HEA	23	\$5,641	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559
1/1/2022	Supervising Harbor Dredge Worker	OE3	24	\$5,923	\$6,219	\$6,530	\$6,856	\$7,199	\$7,559	\$7,937
1/1/2022	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

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

Date	No.	Vendor	Description	Amount
11/5/2021	55773	Ace Portable Services	Portable Toilet Rental	205.93
11/5/2021	55774	Amerigas	Ancillary Equipment Fuel	156.98
11/5/2021	55775	AT&T Mobility	Tablet Service	238.68
11/5/2021	55776	Atlas Bronze	<i>Twin lakes</i> Christmas Tree Sheeve Maintenance	1,547.38
11/5/2021	55777	B AND B Small Engine	Pressure Washer Hose, Landscaping Tool Fuel, Chainsaw, Pressure Washer Repair	767.53
11/5/2021	55778	Bay Building Janitorial, Inc.	Janitorial Services	5,292.00
11/5/2021	55779	Bay Plumbing Supply, Inc.	Water Line Fittings, Storm Drain Float Switch, PVC Fittings & Cement	239.84
11/5/2021	55780	Bayside Oil II, Inc.	Hazardous Waste Disposal	150.00
11/5/2021	55781	Big Creek	Lumber, Drill Bits, Socket Adapters	57.54
11/5/2021	55782	Carpi & Clay	Washington Representation	800.00
11/5/2021	55783	Central Home Supply	Concrete & Tools	135.45
11/5/2021	55784	Comcast	Business Internet	295.06
11/5/2021	55785	Complete Mailing Service	Statement Mailing & Postage	532.43
11/5/2021	55786	County of Santa Cruz Auditor	Citation Tax (September)	2,419.00
11/5/2021	55787	County of Santa Cruz DPW	Hazardous Waste Disposal	35.00
11/5/2021	55788	County Specialty Gases	Welding Gas, Drill	1,454.22
11/5/2021	55789	Crow's Nest Restaurant	1/2 Concession Lot Garbage (Tenant Reimbursable)	2,944.12
11/5/2021	55790	Dredging Supply Company, Inc.	<i>Twin Lakes</i> Main Pump Rebuild	15,485.20
11/5/2021	55791	Elevator Service Company	Monthly Service (\$223.60 Tenant Reimbursable)	430.00
11/5/2021	55792	FedEx Office	Shipping	78.45
11/5/2021	55793	Ferguson Enterprises, Inc.	Icemaker Hose Adapter	8.59
11/5/2021	55794	Flyers Energy, LLC	Ancillary Equipment Fuel	684.83
11/5/2021	55795	Grainger	Respirator Cartridges, Facial Tissue, Carbide Burr Set	591.07
11/5/2021	55796	Gsolutionz	Telephone System Maintenance	216.95
11/5/2021	55797	Home Depot Credit Services	Sander, Tape Measure, Vacuum Filters, Paint, Brushes, Rollers, Bucket, Heat Lamps, Bulbs, Door Stops, Utility Knife, Screw Driver, Drill Bits, Shower Rod, Sanding Discs, Body Filler, Fiberglass Cloth, Tape, Soap, Pest Control, Security Camera Fuses, Fish Tape, Heat Shrink Tubing, Heat Gun	1,167.10
11/5/2021	55798	Jones, Clarence	Parking Citation Refund	40.00
11/5/2021	55799	King's Paint & Paper, Inc.	Rust Converting Primer	175.71
11/5/2021	55800	Lawson	Hydraulic Hose, Hydraulic Fittings, Hardware, Ear Plugs	1,511.55
11/5/2021	55801	Lighthouse Welding	<i>Twin Lakes</i> Ladder Repairs	5,115.00
11/5/2021	55802	Liu, XianLiang	Launch Fee Overpayment Refund	18.00
11/5/2021	55803	Monroe, Inc.	Parking Shuttle Tire Replacement	280.13
11/5/2021	55804	Marina Ware	Quarterly Software & Security Key Access Support	1,700.00

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

Date	No.	Vendor	Description	Amount
11/5/2021	55805	Marine Lien Sale Service	Vessel Lien Expenses	160.00
11/5/2021	55806	McMaster-Carr Supply Company	Twin Lakes Main Pump Hardware, Twin Lakes Ladder Hardware, Steel Wire, Pipeline Hardware	1,207.36
11/5/2021	55807	Mid County Auto Supply	V-Belt, Maintenance Vehicle Battery Replacement, Pipe Wrap Tape, Hydraulic Filters	589.98
11/5/2021	55808	Mission Uniform Service	Uniform Service	586.73
11/5/2021	55809	Monterey Bay Air Resources District	Annual Permit Fees	4,207.00
11/5/2021	55810	Mutual of Omaha	LTD, Life, AD&D Insurance	628.70
11/5/2021	55811	Pacific Gas & Electric Company	Utilities	16,374.05
11/5/2021	55812	Pape Material Handling	Hyster Forklift O-Rings, Filter, Seal	83.20
11/5/2021	55813	Peterson	Twin Lakes C18 & C32 Engine Extended Warranties, Dozer Fittings	27,285.09
11/5/2021	55814	Praxair Distribution Inc.	Welding Gas	292.61
11/5/2021	55815	Quadient, Inc.	Postage	500.00
11/5/2021	55816	SC Fuels	Fuel Dock Gas & Diesel	57,273.92
11/5/2021	55817	Santa Cruz Municipal Utilities	Utilities	12,791.61
11/5/2021	55818	Silva, Bill	Credit Balance Refund	35.00
11/5/2021	55819	Svendsen's Boat Works	Boatyard Retail Items	270.92
11/5/2021	55820	TranSystems Corporation	Consulting Services: FF-Dock Preliminary Design	13,826.16
11/5/2021	55821	Triton Construction	Designated Operator Service	300.00
11/5/2021	55822	U.S. Bank Equipment Finance	Copier Lease	151.31
11/5/2021	55823	WEX Bank	Fleet Fuel	2,147.89
11/5/2021	55824	West Coast Wire Rope	Shackles, Chains, Wire Rope	1,683.85
11/5/2021	55825	West Marine Pro	Wire Tubing	7.39
11/5/2021	55826	West Marine Pro	Boatyard Retail Items	23.60
11/5/2021	55827	Whitson Engineers	Consulting Services: ADA Pathway Improvements	2,800.00
11/9/2021	55828	Employee #1905	10/16/21-10/31/21 Payroll	1,141.14
11/10/2021	55829	Todd Rothbard	Legal Consultation	1,125.00
11/16/2021	55830	A Sabaduquia & J Dominguez Trust Acct	CVRA Claim Settlement	30,000.00
11/19/2021	55831	Ace Portable Services	Portable Toilet Rental	205.93
11/19/2021	55832	Allied Administrators for Delta Dental	Dental Insurance	1,868.08
11/19/2021	55833	Allied Universal	Security Patrol	6,882.77
11/19/2021	55834	A.M. Leonard Inc.	Shovels & Brooms	343.07
11/19/2021	55835	AT&T	Telephone	999.19
11/19/2021	55836	Atchison Barisone Condotti & Kovacevich	Legal Consultation	40,897.99
11/19/2021	55837	Ayer, Phil	Security Deposit Refund	98.70
11/19/2021	55838	B AND B Small Engine	493 Lake Avenue Plumbing Fitting	16.16



Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/19/2021	55839	Bay Building Janitorial, Inc.	Janitorial Services, Refuse Collection	13,092.00
11/19/2021	55840	Bay Plumbing Supply, Inc.	493 Lake Avenue Plumbing Fittings	318.11
11/19/2021	55841	Bayside Oil II, Inc.	<i>Twin Lakes</i> Engine Oil, Waste Oil Disposal	1,322.82
11/19/2021	55842	Big Creek	Lumber	8.86
11/19/2021	55843	Bob Murray & Associates	Executive Recruitment Services	1,444.91
11/19/2021	55844	Bow Wow Pet Waste Products	Pet Waste Station Bags	340.01
11/19/2021	55845	Britton, Myrna	Security Deposit Refund	185.40
11/19/2021	55846	Byte Technology	Website Maintenance	75.00
11/19/2021	55847	California Special Districts Association	Annual Membership	8,195.00
11/19/2021	55848	Central Coast Systems	2222 East Cliff Drive & 425 Brommer Street Extension Quarterly Fire Alarm Monitoring	210.00
11/19/2021	55849	Comcast	Business Internet	381.56
11/19/2021	55850	Complete Mailing Service	Statement Mailing & Postage	482.44
11/19/2021	55851	Computer Technical Specialists, Inc.	E-mail Scanning & Backup	732.24
11/19/2021	55852	Conte's Generator Service	<i>Twin Lakes</i> Generator Wiring & Testing	1,005.00
11/19/2021	55853	County of Santa Cruz DPW	Hazardous Waste Disposal	174.97
11/19/2021	55854	County Specialty Gases	Welding Gas, Cutting Fluid, Pipe Measuring Tape	140.17
11/19/2021	55855	Crystal Springs Water Co.	Boatyard Drinking Water	2.50
11/19/2021	55856	Data Ticket, Inc.	Citation Processing (September)	309.68
11/19/2021	55857	Dredging Supply Company, Inc.	Dredge Paint	1,047.79
11/19/2021	55858	Employment Development Department	Wage Garnishment	32.37
11/19/2021	55859	Elevator Service Company	493 Lake Avenue Elevator Service Call, Monthly Service (\$223.60 Tenant Reimbursable)	646.00
11/19/2021	55860	Environmental Logistics	Hazardous Waste Disposal	7,759.63
11/19/2021	55861	Fastenal Company	Sealant, Washers, Screws	294.71
11/19/2021	55862	Febbo, Huckleberry	Security Deposit Refund	123.94
11/19/2021	55863	Ferguson Enterprises, Inc.	Backflow Repair Kit	208.09
11/19/2021	55864	FULLER, JIM	Security Deposit Refund	148.03
11/19/2021	55865	Garda CL West, Inc.	Deposit Courier Service	217.25
11/19/2021	55866	Garig Equipment	Travelift Jib Crane Repair	7,183.60
11/19/2021	55867	Geo. H. Wilson, Inc.	2222 East Cliff Drive Quarterly Boiler Maintenance	335.00
11/19/2021	55868	GP Crane & Hoist	Quarterly Hoist Maintenance (\$259.46 Tenant Reimbursable)	389.19
11/19/2021	55869	Guardian Public Safety Background Investigations	Deputy Harbormaster Background Investigation	1,400.00
11/19/2021	55870	Guy, Parker	Quarterly Uniform Allowance, Pro-rated 2021 Medical Expense Reimbursement	182.50
11/19/2021	55871	Haro Kasunich & Associates, Inc.	7th & Brommer NW Geotechnical Services, East Access Road Embankment Engineering	1,607.20

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

Date	No.	Vendor	Description	Amount
11/19/2021	55872	Henderson, George	Security Deposit Refund	1,400.00
11/19/2021	55873	Henderson Marine Supply, Inc.	Non-Skid Paint	359.15
11/19/2021	55874	Home Depot Credit Services	Parking Lot Gate Arm, Bilge Pump Hose, Tap Set, Eyebolts, Spade Bits, Paint Brushes, Thinner, Bottle, Vacuum Attachments, <i>Twin Lakes</i> Light Fixtures, Plumbing Fittings, Putty, Cement, Restroom Faucet, Tool Storage Bins, Shovels, Epoxy & Sealant	919.58
11/19/2021	55875	Hose Shop	<i>Twin Lakes</i> , Dozer, Crane Hydraulic Fittings	2,813.93
11/19/2021	55876	John Haynes	Quarterly Uniform Allowance, Pro-rated 2021 Medical Expense Reimbursement	182.50
11/19/2021	55877	Jorgensen, Robert	Security Deposit Refund	82.00
11/19/2021	55878	Kane, Randy	Security Deposit Refund	101.16
11/19/2021	55879	Kelly-Moore Paint Company, Inc.	Dredge Can Paint	1,701.94
11/19/2021	55880	Koeppen, John	Security Deposit Refund	501.60
11/19/2021	55881	Lawson	Washers, Nuts, Fittings, Funnels, Hose, Hand Cleaner	1,339.39
11/19/2021	55882	Linde Gas & Equipment, Inc.	Welding Gas & Supplies	242.75
11/19/2021	55883	MANNING, DWIGHT	Security Deposit Refund	123.94
11/19/2021	55884	Marazzo, Michael	Security Deposit Refund	372.00
11/19/2021	55885	Martin, Christy	Security Deposit Refund	47.00
11/19/2021	55886	Matheson Tri-Gas, Inc.	Welding Gas	63.36
11/19/2021	55887	MBS Business Systems	Copier Usage Charges	1,372.42
11/19/2021	55888	Monterey Bay Salmon & Trout Project	Annual Dues	35.00
11/19/2021	55889	McMaster-Carr Supply Company	<i>Twin Lakes</i> Knife Valve & Ladders Hardware, Pipeline Hardware	1,731.90
11/19/2021	55890	Melrose, Peter	Expense Reimbursement: Deputy Harbormaster Uniform, Quarterly Uniform Allowance, Pro-rated 2021 Medical Expense Reimbursement	608.85
11/19/2021	55891	Mesiti-Miller Engineering, Inc.	Engineering Services: 7th & Brommer Northwest	7,020.50
11/19/2021	55892	Mid County Auto Supply	Dredge Monitor Vehicle Battery, Wiper Blades, Back Glass, Hatch Support, Maintenance Vehicle Battery, <i>Odd Job</i> Battery, <i>Twin Lakes</i> Standby Generator Oil Filter, Crane Air & Oil Filters	757.53
11/19/2021	55893	Mission Uniform Service	Uniform Service	406.80
11/19/2021	55894	Mott, Tim	Security Deposit Refund	123.94
11/19/2021	55895	MSC Industrial Supply Co.	Garbage Container Casters	488.53
11/19/2021	55896	Musolf, Michael	Security Deposit Refund	727.60
11/19/2021	55897	Newman, Merrill	Security Deposit Refund	32.50
11/19/2021	55898	North Bay Ford	Maintenance Vehicle Window Molding	121.44
11/19/2021	55899	Operating Engineers Local Union No. 3	Union Dues (Payroll Deduction)	330.00
11/19/2021	55900	Pacific Gas & Electric Company	Utilities	56.45

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

Date	No.	Vendor	Description	Amount
11/19/2021	55901	Palace Art & Office Supply	Office Supplies	234.77
11/19/2021	55902	Peterson	Parts Cleaner	48.33
11/19/2021	55903	Playstead, Mark	Security Deposit Refund	1,053.49
11/19/2021	55904	Priors Tires	Terex Backhoe Tire Repair	72.78
11/19/2021	55905	Psychological Resources	Pre-Employment Psych Evaluation	135.00
11/19/2021	55906	Ray, Carl	Security Deposit Refund	61.97
11/19/2021	55907	Riverside Lighting & Electric	<i>Twin Lakes</i> Generator Fittings, Electrical Transformer	110.57
11/19/2021	55908	Rydin Decal	Launch & Parking Stickers	3,961.72
11/19/2021	55909	Salisbury, Roger	Credit Balance Refund	100.00
11/19/2021	55910	San Lorenzo	Launch Ramp Tire Chocks, R-Dock Gate hardware, Workboat Light, Lag Screws, Workboat Hardware, Rotary Hammer	468.71
11/19/2021	55911	Santa Cruz Backflow	Annual Backflow Testing	450.00
11/19/2021	55912	SC Fuels	Fuel Dock Gas & Diesel	29,707.13
11/19/2021	55913	Scheidt & Bachmann	Concession Lot Parking Equipment Monthly Warranty	2,554.13
11/19/2021	55914	Scheuer, Adam	Security Deposit Refund	241.40
11/19/2021	55915	Santa Cruz Municipal Utilities	Utilities	10,875.49
11/19/2021	55916	SMITH, JOHN	Parking Refund	37.00
11/19/2021	55917	Southern Counties Lubricants	<i>Twin Lakes</i> Engine Oil	1,050.38
11/19/2021	55918	Staples Credit Plan	Office Supplies	108.29
11/19/2021	55919	State of California Dept of Public Health	Annual Density Meter License Fee	104.00
11/19/2021	55920	Summit Uniforms	Deputy Harbormaster Uniform & Body Armor	1,470.00
11/19/2021	55921	Svendsen's Boat Works	<i>Squirt</i> Anodes	575.68
11/19/2021	55922	Ted Mulder	Security Deposit Refund	158.00
11/19/2021	55923	The Home Depot Pro Institutional	Janitorial Supplies	1,726.44
11/19/2021	55924	Thomas, Walter	Security Deposit Refund	406.72
11/19/2021	55925	US Relay	Webcam Service	484.00
11/19/2021	55926	Verizon Wireless	Cell Phone & Tablet Service	339.27
11/19/2021	55927	West Coast Wire Rope	Wire Rope, Anchor Shackles	1,149.45
11/19/2021	55928	West Marine Pro	Fiberglass & Resin, Dock Lines, Bilge Pump, Filler, Hose Fitting, Horn Signal, Trailer Winch, Patrol Boat Electronics, Discharge Hose	1,109.43
11/19/2021	55929	Zafiris, Dimitrios	Security Deposit Refund	348.90
11/19/2021	55930	Grainger	Traffic Cones, Disposable Gloves, Burr Bit Set, Breaker Bars, Office Supplies, Winch, Stormwater Testing Buffer Solution, Drain Opener	956.34
11/1/2021	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	978.29
11/1/2021	EFT	Gravity Payments	Front Desk Credit Card Fees	2,300.63

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

Date	No.	Vendor	Description	Amount
11/1/2021	EFT	Merchant Services	Online Billpay Credit Card Fees	150.16
11/1/2021	EFT	Merchant Services	Parking Machine Credit Card Fees	1,413.11
11/1/2021	EFT	Merchant Services	Boatyard Credit Card Fees	561.12
11/1/2021	EFT	Transaction Express	Online Billpay ACH Fees	471.74
11/1/2021	EFT	Windcave, Inc.	Concession Lot Credit Card Fees	2,314.33
11/5/2021	EFT	CalPERS	Health Insurance	35,953.04
11/5/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	6,622.38
11/5/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	4,605.17
11/5/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	1,235.64
11/5/2021	EFT	Comerica Commercial Card Services	Patrol Boat Extension Cord, Employee Recognition, Bridge Toll, De-watering Pump, Deputy Harbormaster Live Scan, Shipping Supplies, Zoom Subscription, Shipping, Recruitment Advertising, Commission Meeting Refreshments, Laminator, Nautical Flags, Hats for Resale, Workplace App Subscription, Prosper Forms Subscription, H2S Meter Calibration, Surfline Subscription, Resin, Torch Hose Connector, Impact Wrench, Office Supplies, Space Heater, Fuel Filters, Wiper Blades, Water Line Hose, Flags, Gate Notice Boxes, Wire Nuts, Wax, Impact Rebuild Kit, Cart Wheels, Penetrating Oil, Anti-Seize Lubricant, Sandblaster Return, 493 Lake Avenue Window Glass (\$3,204.93 Tenant Reimbursable), Rain Gauge, Boat Stand Spray Paint, Parking Gate Arm Foam	9,837.44
11/5/2021	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	2,192.89
11/5/2021	EFT	PAYCHEX	Payroll Service Fees	494.03
11/9/2021	EFT	Comerica Bank	Service Charges	825.77
11/10/2021	EFT	Gravity Payments	Front Desk Credit Card Gateway Fee	18.42
11/19/2021	EFT	PAYCHEX	Payroll Service Fees	487.68
11/20/2021	EFT	PAYCHEX	Time & Attendance Fees	109.00
11/22/2021	EFT	CalPERS	Unfunded Accrued Liability	29,384.50
11/22/2021	EFT	CalPERS	Unfunded Accrued Liability	3,169.17
11/22/2021	EFT	CalPERS	Unfunded Accrued Liability	601.17
11/22/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	6,219.96
11/22/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	4,691.59
11/22/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	1,296.21
11/22/2021	EFT	CalPERS	Retirement Contributions (Employee & Employer)	284.76
11/23/2021	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	1,942.01
11/24/2021	EFT	Old Republic Title	Closing Costs - 497 Lake Avenue	3,249.46
11/30/2021	EFT	Windcave, Inc.	Concession Lot Credit Card Fees	715.24
11/5/2021	Various	Various Employees	10/16/21-10/31/21 Payroll	5,279.38

Santa Cruz Port District  
**Accounts Payable Check Register**  
November 2011

<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11/5/2021	EFT	PAYCHEX	10/16/21-10/31/21 Payroll Direct Deposit	52,467.07
11/5/2021	EFT	PAYCHEX	10/16/21-10/31/21 Payroll Taxes	28,097.06
11/19/2021	Various	Various Employees	11/1/21-11/15/21 Payroll	6,077.11
11/19/2021	EFT	PAYCHEX	11/1/21-11/15/21 Payroll Direct Deposit	51,204.99
11/19/2021	EFT	PAYCHEX	11/1/21-11/15/21 Payroll Taxes	23,466.05
<b>Total November 2021 Disbursements</b>				<b>\$ 694,453.83</b>



TO: Port Commission  
FROM: Blake Anderson, Harbormaster  
DATE: December 6, 2021  
SUBJECT: Harbormaster's Report

### Change of Watch Ceremony

Staff attended the US Coast Guard Auxiliary Division 6 Change of Watch ceremony in Monterey on November 20, 2021. The Change of Watch ceremony is a time-honored tradition where elected and appointed officers are sworn in for their upcoming terms. In attendance were USCG Sector San Francisco Commander Capt. Taylor Lam and USCG Station Monterey Commander Lt. Matthew Peryea in addition to CG Auxiliary and Station Monterey staff. Division 6, based in Santa Cruz, is an active marine safety group and a great Port District partner. A big "Thank You" to our local Auxiliary crew!



### NOAA/Sanctuary LETAC meeting

Staff met virtually with the NOAA/Sanctuary Law Enforcement Technical Advisory Committee on December 2, 2021. The group includes representatives from NOAA, Monterey Bay National Marine Sanctuary (MBNMS), U.S. Coast Guard, California Department of Fish and Wildlife, California State Parks, and others having oversight and enforcement responsibility within the sanctuary. Topics at this meeting included staffing/capabilities updates, updates to the sanctuary management plan, recent vessel groundings, recent spill incidents, personal watercraft regulation violations, and vessel abandonment response standardization.

### Monterey Bay Search and Rescue (SAR) Council Meeting

Staff attended Monterey Bay SAR Council Meeting on December 3, 2021. The SAR Council is a group of marine first responders in the Monterey Bay region including Coast Guard, fire department personnel, law enforcement, lifeguards, and other partners. The meetings are a great forum to

discuss recent SAR cases, logistics, communication, departmental changes, capabilities, and other issues relating to marine search and rescue. Topics at the December meeting included a statistical overview of case trends, debriefing of critical SAR cases, air support/vessel communication, abandoned/derelict vessel regional plan, and SAR exercise planning for Spring 2022.

#### Crab Update

The recreational Dungeness crab fishery is open but still restricted to hoop nets and snares. The commercial fishery continues to be delayed due to high concentrations of whales in the Monterey Bay area. The whale working group will meet on December 8, 2021, and the Department of Fish and Wildlife Director will make an assessment on December 9, 2021. Santa Cruz based crabbers are staging and readying pots in anticipation of the Zone 4 opener, which is still yet to be determined.

#### Parking Stickers

2022 slip renter parking stickers are being prepared by staff. Slip licensees will be notified when stickers are ready for pickup, which will likely start in mid-January. Licensees must have current insurance and must present current registration to pick up stickers.

#### 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.

*Landings cont. on next page.*

**November 2021 – Total Port Landings:**

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Rockfish	209.85	\$3.87	\$813.65
Mackerel	653.70	\$1.58	\$1,038.50
Bluefin Tuna	3,102.10	\$6.74	\$20,912.20
<b>Total Reported:</b>	<b>3,965.65 lbs.</b>	<b>Total Ex-Vessel:</b>	<b>\$22,764.35</b>

Species also landed\* - Anchovy, Bonito, Butterfish, Sablefish, White Seabass, Opah, Pacific Sardine, Rockfish (various species), Rock Crab, Petrale Sole, Halibut, Lingcod, Jacksmelt, Thornyhead Shortspine, Thornyhead Longspine Starry Flounder, Sanddab, White Croaker.

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

**November 2021 – Resident Buyer Landings:**

Species	Weight (lbs.)	Ex-Vessel (per lbs.)	Approx. Value
Bluefin Tuna	1,914.60	\$7.00	\$13,402.20
Sablefish	3,324.85	\$3.00	\$9,974.55
Halibut	968.75	\$7.00	\$6,781.25
Lingcod	117.75	\$3.00	\$353.25
White Seabass	148.40	\$7.00	\$1,038.80
Rockfish (various)	3,453.65	\$3.00	\$10,360.95
Mackerel	224.20	\$2.00	\$448.40
Shortspine Thornyhead	57.55	\$3.00	\$172.65
Longspine Thornyhead	28.35	\$3.00	\$85.05
Soles	56.15	\$2.00	\$112.23
Flounder	149.75	\$3.00	\$449.25
<b>Total Reported:</b>	<b>10,444.00 lbs.</b>	<b>Total Ex-Vessel:</b>	<b>\$43,178.58</b>





TO: Port Commission  
FROM: Carl Wulf, Facilities Maintenance Engineering Manager  
DATE: December 7, 2021  
SUBJECT: Facilities Maintenance & Engineering Report

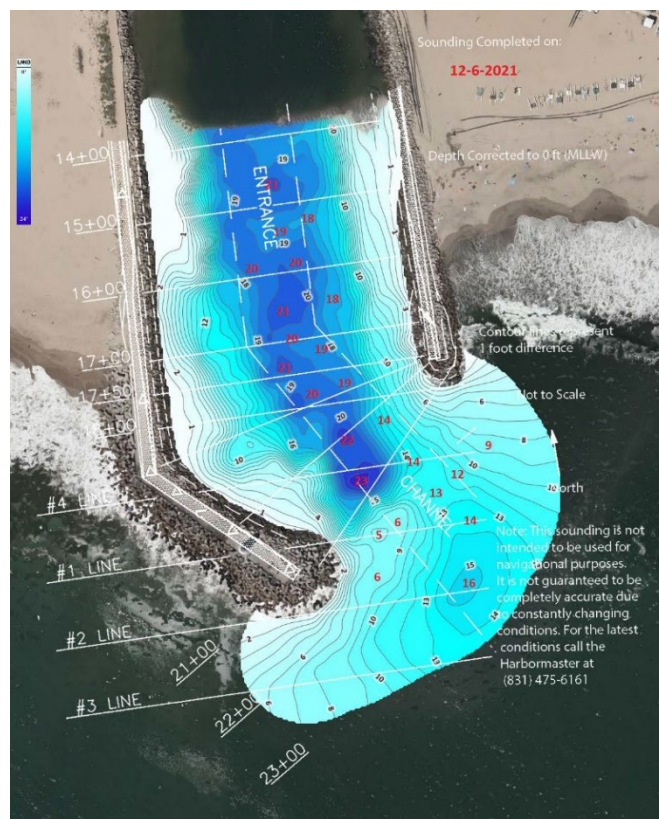
### Dredging Operations:

#### Twin Lakes

Dredging operations have been underway for a month. There were some equipment issues at the start of the season that were resolved promptly. The crew is making progress digging toward the mouth of the entrance. During the week of December 6, 2021, the swell was minimal, allowing the crew to dig beyond the entrance. As the swell increases during the week of December 13, 2021, the crew plans on moving *Twin Lakes* back into the harbor and focusing on deepening inside the channel. *Twin Lakes* continues to run into a lot of kelp which requires numerous pump cleans throughout the day.

#### Squirt

As time permits, the crew is painting and performing other extended maintenance tasks on *Squirt* at the dredge yard.



**Maintenance:**

FF-Dock Repairs

The UCSC sailing office on FF-dock has been emptied and contents have been moved into a rental shed to facilitate repairs to the dock. Facilities staff separated the shed from the dock by cutting off the fasteners at the dock level under the sill. On December 8, 2021, the office was lifted off the dock (pictured below). Facilities staff will perform the necessary structural repairs and install dock floats to restore buoyancy.

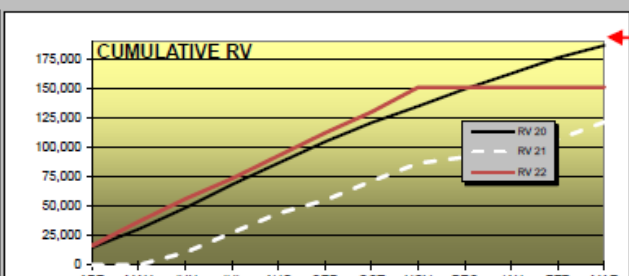
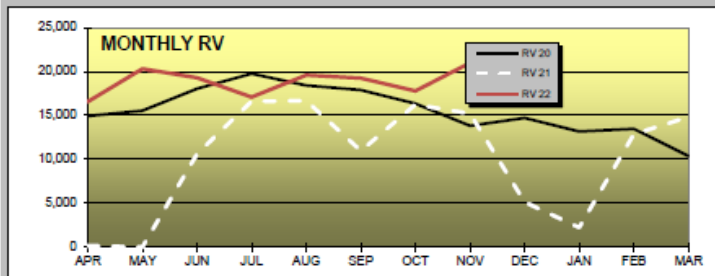
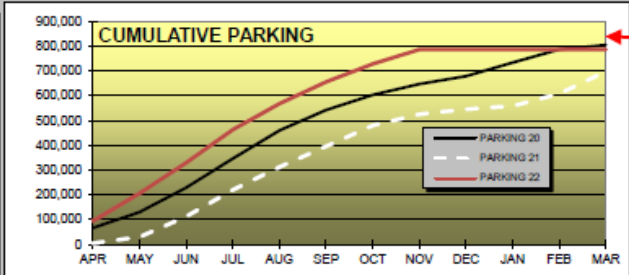
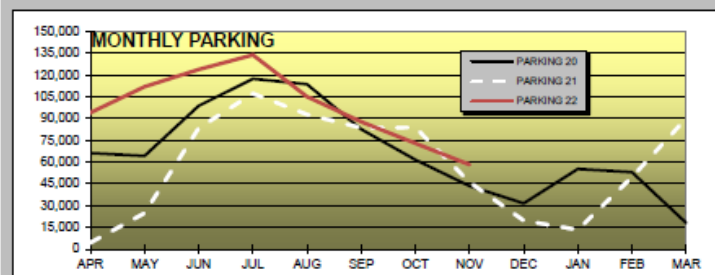
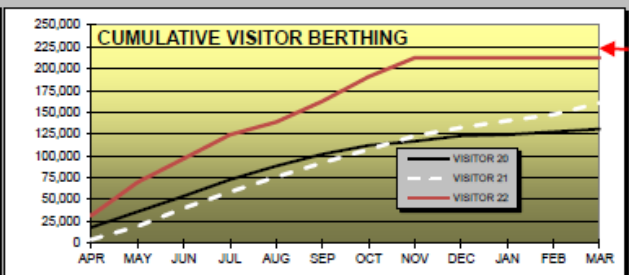
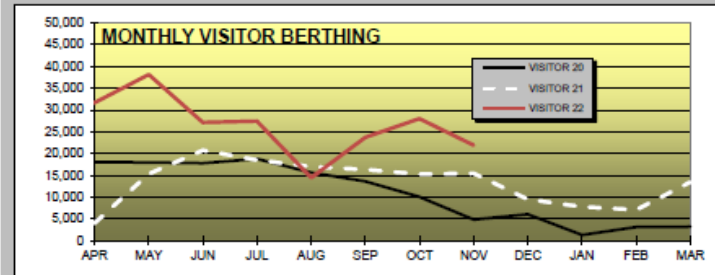
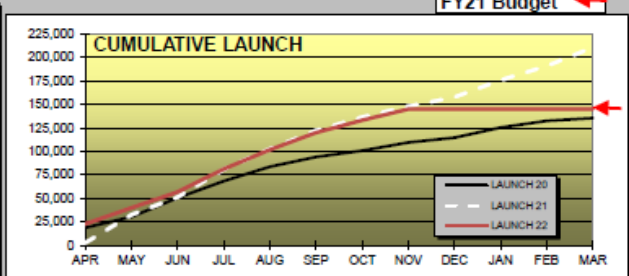
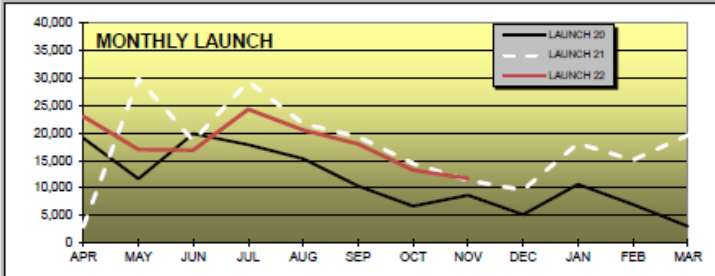
Lift Stations Assessment

Staff met with MKN & Associates (MKN) on November 19, 2021, to assess the District's (8) sewer lift stations



## SEASONAL INCOME

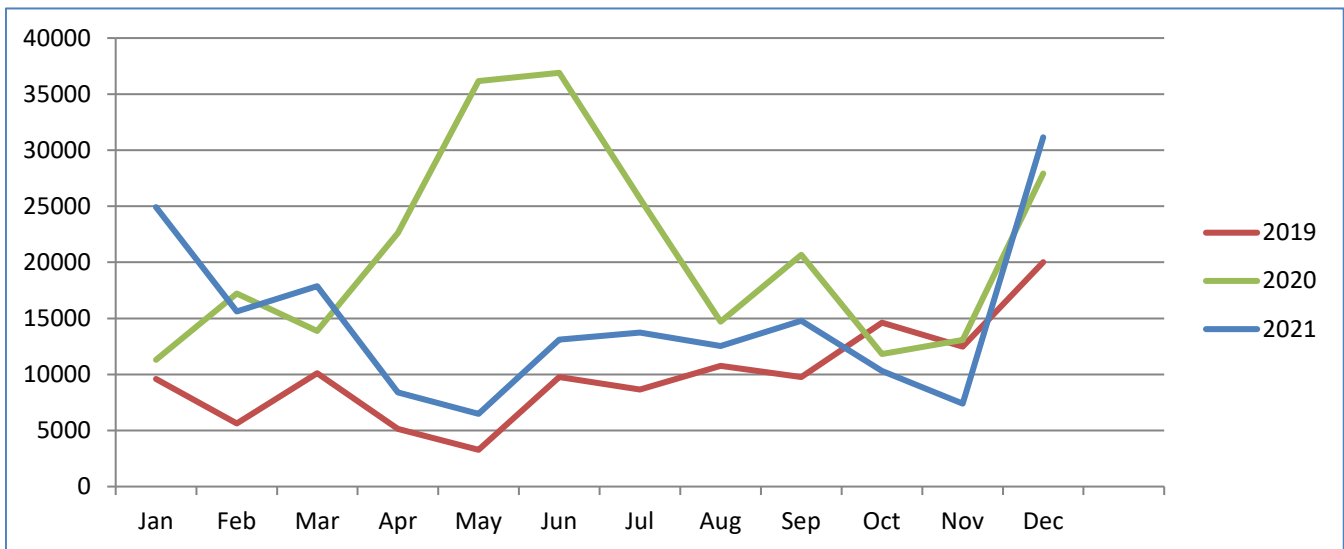
FY21 Budget ←



Santa Cruz Port District  
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of December 7, 2021

Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
57726	1,038.50	1,030.20	984.26	0.00	3,052.96
29573	893.05	851.34	879.33	0.00	2,623.72
4134	1,069.20	1,069.55	176.30	0.00	2,315.05
57413	719.28	713.59	673.88	0.00	2,106.75
55432	622.39	617.49	587.60	0.00	1,827.48
56464	614.31	609.48	505.27	0.00	1,729.06
48666	489.49	520.39	522.94	0.00	1,532.82
2872	525.34	521.24	454.43	0.00	1,501.01
3243	482.76	479.01	433.70	0.00	1,395.47
56083	497.45	500.55	323.03	0.00	1,321.03
1934	598.15	558.71	151.72	0.00	1,308.58
56308	620.13	615.22	44.00	0.00	1,279.35
55602	434.83	431.46	277.13	0.00	1,143.42
58154	570.47	466.22	44.22	0.00	1,080.91
2093	518.70	517.67	31.01	0.00	1,067.38
55206	390.05	388.33	206.65	0.00	985.03
45260	472.47	468.77	30.46	0.00	971.70
47207	294.96	292.75	265.54	0.00	853.25
56391	321.18	318.74	178.05	0.00	817.97
57470	270.42	268.41	241.40	0.00	780.23
57117	153.55	152.49	126.44	0.00	432.48
58583	151.03	149.99	123.96	0.00	424.98
59180	91.16	90.62	65.08	0.00	246.86
59335	84.24	83.76	58.27	0.00	226.27
56003	25.62	63.12	37.50	0.00	126.24
<b>Total:</b>	<b>11,948.73</b>	<b>11,779.10</b>	<b>7,422.17</b>	<b>0.00</b>	<b>31,150.00</b>

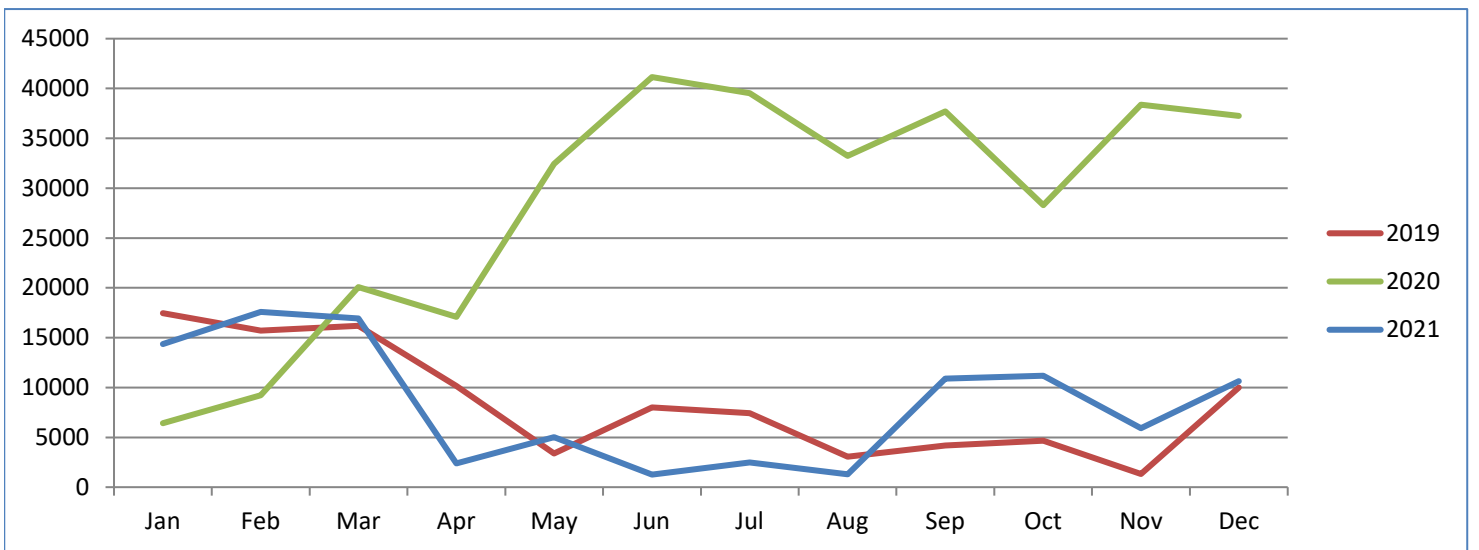




Santa Cruz Port District  
**90+ DAY DELINQUENT ACCOUNTS**

The following accounts have balances 90 days delinquent or greater as of December 7, 2021

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
1057	683.92	683.39	677.99	63.20	2,108.50	X	Revoke
3094	411.74	411.67	411.16	481.41	1,715.98		Revoke
57057	438.28	434.92	431.56	403.20	1,707.96		Revoke
56783	-	-	-	1,045.22	1,045.22		Bad Debt
58174	163.56	162.46	161.35	523.69	1,011.06		Revoke
58160	-	-	31.55	828.26	859.81		Bad Debt
59325	28.25	28.25	236.37	438.03	730.90		Bad Debt
45787	-	-	485.39	236.11	721.50		Bad Debt
58414	152.06	151.03	149.99	123.96	577.04		Revoke
56146	-	-	-	149.96	149.96		Bad Debt
<b>TOTAL:</b>	<b>1,877.81</b>	<b>1,871.72</b>	<b>2,585.36</b>	<b>4,293.04</b>	<b>10,627.93</b>		





TO: Port Commission  
FROM: Sean Rothwell, Assistant Harbormaster  
DATE: December 6, 2021  
SUBJECT: Harbor Patrol Incident Response Report – November 2021

***Search and Rescue, Patrol Boat Response***

- 11/4/21 Harbor Patrol responded to a report of an inoperable sailboat adrift in the harbor channel. Harbor Patrol towed the vessel back to its slip without incident.
- 11/7/21 Harbor Patrol responded to a report of a swimmer in distress in the area of The Hook. Prior to arrival, the victim was assisted to shore by nearby surfers. Harbor Patrol returned to the harbor without incident.
- 11/8/21 Harbor Patrol responded to a report of a swimmer in distress in the area of Pleasure Point. Prior to arrival, the victim was assisted to shore by nearby surfers. Harbor Patrol returned to harbor without incident.
- 11/14/21 Harbor Patrol responded to a report of two kayakers in distress in the area of the Santa Cruz Municipal Wharf. Upon arrival, the victims were found clinging to their overturned kayaks. Santa Cruz Fire Department Lifeguards assisted one victim and the second victim was taken aboard the patrol boat. Both victims were transported back to the wharf landing along with their rental kayaks.
- 11/15/21 Harbor Patrol responded to a report of a vessel drifting approximately 50 yards off the west jetty. Harbor Patrol towed the disabled vessel back to the launch ramp without incident.
- 11/25/21 At the request of Santa Cruz Police, Harbor Patrol responded to the area of the Santa Cruz Municipal Wharf after an intoxicated female jumped into the water. Harbor Patrol brought the subject on board the patrol vessel and transported her to the wharf landing where she was taken into custody for public intoxication.

***Crime Reports, Assist Outside Department and Incident Reports***

- 11/1/21 Harbor Patrol responded to a report of a 50' vessel taking on water in the north harbor. As dewatering pumps were deployed, the vessel began to billow smoke from the interior cabin. The Santa Cruz Fire Department responded and determined that the smoke was from an electrical source and ensured no further hazards were present. The vessel was fully dewatered and towed to the boatyard for haul and repair.

- 11/3/21 Harbor patrol responded to a report of an unconscious person in the area of D-Dock. Upon arrival, the victim was being treated by paramedics and transported to Dominican Hospital for further evaluation.
- 11/15/21 Harbor Patrol took an accident report after a minor vehicle collision occurred in the launch ramp parking lot. Both parties exchanged information. No injuries reported.
- 11/21/21 Harbor Patrol took a stolen property report after it was discovered that fuel had been siphoned from a vehicle parked near S-Dock. No suspect information is available.
- 11/22/21 Harbor Patrol took an accident report after a truck pulling a boat trailer collided with one of the District's rolling trash dumpsters causing the dumpster to roll into a catamaran in the launch ramp. Minor damage was sustained. The owner of the catamaran was notified and both parties exchanged information.
- 11/22/21 Harbor Patrol responded to a report of a vessel taking on water in the area of T-Dock. Upon arrival, dewatering efforts were underway by TowBoatUS. As a precaution, the National Response Center was contacted, however no oil or fuel sheen was observed in the water. TowBoatUS recovered the vessel, and it was hauled out at the boatyard. After an inspection, it was determined that a through-hull hose was cracked, which allowed water to enter the vessel's hull.
- 11/25/21 Harbor Patrol responded to a report of a hit and run bicycle accident along the west side service road. Upon arrival, it was determined that a cyclist ran into a 5-year-old subject and fled the scene. The victim sustained minor cuts and scrapes and lost a tooth. Harbor Patrol and Santa Cruz police attempted to locate the cyclist without success. Video footage was retrieved and forwarded to the Santa Cruz Police Department for further investigation.
- 11/25/21 Harbor Patrol took an incident report after a subject suffered a medical emergency in the concession parking lot. The subject was evaluated by Harbor Patrol before being transported to Dominican Hospital by ambulance for further evaluation.

**November Parking Citations: 107**

# Port Commission Review Calendar 2021-22

## 2021

### January-March

- ✓ Ethics Training Update
- ✓ Committee Assignments for 2021
- ✓ Sea Scouts' Biannual Report
- ✓ Slip Vacancy Biannual Report / Waiting List Statistics
- ✓ FY 22 Budget
- ✓ Review 5-year CIP
- ✓ Form 700 Filing (due by 03/31 each year)
- ✓ Biennial Anti-Harassment/Anti-Discrimination Training

### April-June

- ✓ Dredge Report 2021-22 (postponed to July)

### July-September

- ✓ Johnny's Harborside Restaurant Lease Exp. 8/15/2021 (*no option to extend*)
- ✓ Annual O'Neill Sea Odyssey Report (review slip rent reduction / charter fee. PC action of 07/07)
- ✓ Sea Scouts' Biannual Report
- ✓ Annual Vessel Use List Review
- ✓ Slip Vacancy Biannual Report / Waiting List Statistics

### October-December

- ✓ Annual Review of Business Use of Slips
- Port Commission Officers for 2022
- Bayside Marine Lease Exp. 01/31/2022 (*no option to extend*)

### Committee Review Items (*timeline not specified*)

- Comprehensive Review of Charter Fees
- Public Benefit Discount Policy

### Key

- Pending
- In process
- ✓ Done

## 2022

### January-March

- Ethics Training Update
- Committee Assignments for 2022
- Sea Scouts' Biannual Report
- Slip Vacancy Biannual Report / Waiting List Statistics
- FY 23 Budget
- Review 5-year CIP
- Form 700 Filing (due by 03/31 each year)
- Biennial Anti-Harassment/Anti-Discrimination Training
- Santa Cruz Yacht Club Lease Exp. 03/31/2022 (*no option to extend*)

### April-June

- Dredge Report 2022-23
- Annual Vessel Use List Review
- Biennial Update to Conflict-of-Interest Code

### July-September

- Annual O'Neill Sea Odyssey Report (review slip rent reduction / charter fee. PC action of 07/07)
- Sea Scouts' Biannual Report
- Slip Vacancy Biannual Report / Waiting List Statistics

### October-December

- Annual Review of Business Use of Slips
- Port Commission Officers for 2023

### Future Calendar

- ABC End-Tie Review after Murray Street Bridge Retrofit
- 7<sup>th</sup> and Brommer Property Assessment