



Special Closed and Regular Public Session of January 28, 2020

**Santa Cruz Port Commission  
MINUTES**

*Commission Members Present:*

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

**SPECIAL PUBLIC SESSION – 5:00 PM**

Chairman Reed brought the special public session to order at 5:00 PM at the Santa Cruz Harbor Conference 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 54956.8

At 5:00 PM, Chairman Reed announced the Commission will meet in closed session to discuss agenda items 3, 4, and 5.

**SPECIAL CLOSED SESSION**

3. Conference with Real Property Negotiators  
Agency Designated Representative: M. Olin  
Negotiating Parties: 2218 East Cliff Drive (Crow's Nest Restaurant)  
Under Negotiation: Lease
4. Conference with Real Property Negotiators  
Agency Designated Representative: M. Olin  
Negotiating Parties: 790 Mariner Park Way, Suite A (Chardonnay Sailing Charters)
5. Conference with Real Property Negotiators  
Agency Designated Representative: M. Olin  
Property: 7<sup>th</sup> and Brommer

**SPECIAL PUBLIC SESSION**

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

Chairman Reed announced that the Commission took no reportable action in closed session on items 3, 4, and 5.

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

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

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

7. Pledge of Allegiance

8. Oral Communication

Chairman Reed stated that the Commission took no reportable action in closed session on agenda items 3, 4, and 5.

Port Director Olin announced that Interim Harbormaster Anderson has been promoted to Harbormaster effective February 1, 2020.

Port Director Olin announced that Supervising Harbor Dredge Worker, Chris Sengezer, will be retiring after 28 years of service on January 31, 2020. Port Director Olin stated that Harbor Dredge Worker, Rory Stipanovich, has been promoted to fill the Supervising Harbor Dredge Worker position.

Audience member Eileen Sundet, expressed support for reconfiguring the current vehicle barrier gate arm at the west jetty walkway to improve the flow of pedestrian traffic.

Audience member Dennis Navarra, presented the Port Commission with a commemorative photograph of former Commissioner Neli Cardoso.

Vice-chairman Goddard stated that he recently attended the California Marine Affairs and Navigation Conference's (CMANC) winter meeting in San Pedro. He stated that the conference was well attended and provided good preparation for the upcoming annual CMANC conference in Washington D.C.

### **CONSENT AGENDA**

9. Approval of Minutes

a) Special Public Session of December 17, 2020

10. Approval of Resolution 20-01 – Authorizing the Port Director to Execute Documents Accepting a Surrendered and Abandoned Vessel Exchange Grant from the State of California Division of Boating and Waterways

MOTION: Motion made by Commissioner Smith, seconded by Commissioner Geisreiter to approve the consent agenda.

– *Motion carried. Commissioner Geisreiter ABSTAINED.*

### **REGULAR AGENDA**

11. Presentation by Commercial Fisherman and Fishery Advocate John Koeppen on Fishery Management Issues



Commercial fisherman and member of the Pacific Fishery Management Council's salmon advisory committee, John Koeppen, presented information on fishery management issues and regulation affecting the local fishery. He discussed the Non-Trawl Rockfish Conservation Area and efforts being made to open some of the area.

12. Award of Contract for the Construction of *Pappy* Vessel Display Cradle (NTE \$57,741)

Discussion: Port Director Olin stated that a request for proposals (RFP) for the *Pappy* Vessel Display Cradle Project was readvertised on December 20, 2019. She stated that on January 14, 2020, six (6) bids were received for the project, and the lowest bidder to submit a complete and valid bid was Tyman Construction in the amount of \$50,241.

Port Director Olin outlined the project funding needs and recommended that the Commission authorize a transfer of \$48,428 from the Unallocated Capital Improvement Fund (CIP) to the *Pappy* Project Fund, to bring total available project funding to \$57,741, including a 15% contingency. Port Director Olin recommended that any funding remaining after project close-out be transferred back to the unallocated CIP fund.

A discussion ensued regarding the timeline for the project. Port Director Olin stated that staff will meet with representatives from Tyman Construction to develop a construction schedule.

Port Director Olin noted that the cost estimate does not include any plaque fabrication costs and reported that there will be a dedication event when the project is complete.

Chairman Reed asked Facilities Maintenance Engineering Manager (FME) Kerkes if Port District crews will remove the engine and fuel tank from the vessel prior to display. FME Kerkes confirmed that the items will be removed.

Commissioner Smith expressed support for moving forward with the project as proposed, but commented that in the future, when the public brings forth proposals to the Commission such as this, all project costs, and donor funding costs, should be carefully considered.

MOTION: Motion made by Commissioner Geisreiter, seconded by Commissioner Smith to authorize the Port Director to execute the contract with Tyman Construction for construction of a display cradle for the vessel *Pappy*; authorize a not-to-exceed amount for the construction budget including a contingency; authorize a \$48,428 transfer from the Unallocated Capital Improvement Fund (F099) to the *Pappy* Project Fund (F032) to fund total projected construction costs, including in-house labor; authorize transfer of any remaining funding after project close-out back to the Unallocated Capital Improvement Fund.  
– *Motion carried unanimously.*

13. Approval of Notice of Completion – Pile Repair and Replacement Project - Phase 2

Discussion: Port Director Olin recommended that the Commission accept the work of Bellingham Marine Industries, Inc., and authorize the Port Director to file the Notice of Completion.

Vice-chairman Goddard commented that because the project was scheduled to start late in the construction window, it was almost delayed, but the project was completed on time. He added that he is pleased to see the Port District continue to reinvest in its infrastructure. A brief discussion ensued regarding the timeline for a potential Phase 3 project.

MOTION: Motion made by Commissioner Smith, seconded by Vice-chairman Goddard to accept the Pile Repair and Replacement Project - Phase 2 and authorize the Port Director to file the Notice of Completion.  
– *Motion carried unanimously.*

#### 14. 2020 Port District Priorities

Discussion: Port Director Olin stated that the Port District Priorities are reviewed by the Commission on an annual basis and used to help guide the budget process. She reviewed and discussed the list of 2020 priorities.

A discussion ensued regarding the Port District's membership with the California Special Districts Association (CSDA). Port Director Olin noted that the annual membership dues are approximately \$7,800 and that the cost may outweigh the benefits that the District receives from the organization. She stated that if the Commission wishes to pursue the District of Distinction certification offered by CSDA, membership will need to continue. There was consensus among the Commission to continue efforts to achieve the District of Distinction certification.

In regard to harbor security, Vice-chairman Goddard commented that maintaining and monitoring gate closure systems is important for security.

Commissioner Geisreiter expressed support for allocating future funding for a complete assessment of the west side seawall.

MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Smith to confirm the 2020 Port District Priorities.  
– *Motion carried unanimously.*

#### 15. Approval of Cash / Payroll Disbursements – December 2019

Discussion: Staff responded to questions about the warrants as follows:

- Warrant # 52836: Dock boxes are made available for resale.
- Warrant # 52808: The east side public pier inspection identified 9 piles to be repaired. 3 of the 9 are in critical condition and have been funded for repair in the FY21 Capital Improvement Program.
- Warrant # 52737: A damaged section of the *Twin Lakes* railing was replaced.

- MOTION: Motion made by Vice-chairman Goddard, seconded by Commissioner Smith to approve cash/payroll disbursements for December 2019 in the amount of \$907,703.79.
- *Motion carried unanimously.*

## **INFORMATION**

### 16. Port Director's Report

#### Water Taxi

Port Director Olin stated that she and Commissioner Smith met with Congressman Panetta on January 2, to discuss the District's water taxi operation and received positive feedback from his office regarding their support, though Congressman Panetta commented that it is likely the USCG will simply fall back on their regulations. Port Director Olin reported that she, Harbormaster Anderson, and Congressman Panetta's aide Josh Sellers met with the Officer in Charge of Marine Inspections Lt. Amy Gayman on January 15. Port Director Olin reported that the USCG will make a determination on whether the water taxi operation is subject to the USCG's requirements for small passenger vessels, and if so, all regulatory elements will apply. She stated that Lt. Hayman was clear that there are no exemptions from specific requirements.

#### Draft Budget

Port Director Olin stated that a special public session to review the draft FY21 budget will be held on February 11, 2020. The final budget will be considered at the regular public meeting of February 25, 2020.

#### 2019-20 Dredge Season Update

Port Director Olin stated that the current dredge season has been productive and recent entrance sounding shows good depths. Administrative Services Manager MacLaurie confirmed that the current volume statistics show that production has nearly doubled from last season.

#### Aldo's Seawall Replacement Project

Port Director Olin stated that Aldo's Seawall Replacement Project was completed on time and is anticipated to come in underbudget. The Notice of Completion will be filed after the resolution of remaining punch list items.

### 17. Harbormaster's Report

Harbormaster Anderson stated that the Parking Access and Revenue Control System (PARCS) Project is almost complete.

Harbormaster Anderson announced that the California Department of Fish and Wildlife has scheduled a free Hunter Safety Class at the Harbor Public Meeting room on March 22, 2020.

A brief discussion ensued regarding commercial fishery landings reports. Harbormaster Anderson stated that he is working with the Department of Fish and Wildlife on whether it is feasible to obtain more precise data that includes catches/landings offloaded by outside fish-buyers.

### 18. Facilities Maintenance & Engineering Manager's (FME) Report *(There was no discussion on this agenda item)*

19. 2020 Committee Assignments *(There was no discussion on this agenda item)*

20. Review of Financial Reports

- a) Comparative Seasonal Revenue Graphs
- b) Quarterly Employee Count as of December 31, 2019
- c) Quarterly Budget Report as of December 31, 2019
- d) Quarterly Boatyard Report
- e) Quarterly Fuel Report
- f) Quarterly Concession Percentage Rent Report
- g) LAIF Statement

Port Director Olin summarized the quarterly budget report highlighting the following:

- Increased fuel expenses due to the purchase of fuel for resale (increased revenue is also recognized)
- Labor in the Dredging program will exceed budget, due in part to maintenance staff assisting with north harbor dredging. Expenses in other programs (buildings, grounds, etc. will be reduced).

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

22. Harbor Patrol Incident Response Report – December 2019 *(There was no discussion on this agenda item)*

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

- a) LAFCO Referral Letter
- b) Letter from Congressman Panetta to Assistant Secretary James and Acting Director Vought
- c) Letter from Chairman Reed to Congressman Panetta

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

Chairman Reed adjourned the regular public session at 8:38 PM.

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Steve Reed, Chairman

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PORT COMMISSIONERS:

Toby Goddard  
Dennis Smith  
Reed Geisreiter  
Stephen Reed  
Darren Gertler

TO: Port Commission  
FROM: Holland MacLaurie, Administrative Services Manager  
DATE: February 2, 2020  
SUBJECT: Approval of Sublease Agreement – 2222 E. Cliff Drive, Suite 220  
(Tenant: Estriatus Law)

**Recommendation: Approve O'Neill Sea Odyssey sublease agreement.**

**BACKGROUND**

Estriatus Law currently subleases Suite 220 at 2222 East Cliff Drive. The tenant seeks to extend the lease term through March 14, 2022.

**ANALYSIS**

The terms of the lease agreement are below:

Tenant: Estriatus Law  
Term: March 15, 2020 – March 14, 2022  
Space: 2222 E. Cliff Drive, Suite 220 (337 SF)  
Rent: \$1,490.97 / month (\$4.42 SF)  
Use: Office – Office Space  
Insurance: \$1 million, with Santa Cruz Port District named as additional insured

**IMPACT ON PORT DISTRICT RESOURCES**

There is no impact on Port District resources associated with the sublease.

ATTACHMENTS: A – Lease for Suite 220

## THIRD AMENDMENT TO LEASE

This Third Amendment to Lease (“Third Amendment”), dated for reference purposes only as January 24, 2020, is made by and between O’Neill Sea Odyssey, a California nonprofit corporation (“Landlord”) and Estriatus Law, PC, a California professional corporation (“Tenant”).

### RECITALS

**A.** Landlord and Tenant entered into that certain Lease dated February 3, 2014 (“Lease”), for certain Premises consisting of 337± square feet and commonly known as 2222 East Cliff Drive, Suite 220, Santa Cruz, California (“Premises”). The parties thereafter entered into a First Amendment of Lease dated December 15, 2015 (“First Amendment”).

**B.** The capitalized terms used and not otherwise defined herein shall have the same meanings and definitions as set forth in the Lease.

### AMENDMENT PROVISIONS

**1. Term.** The Lease Term for the Premises shall be modified to continue in force from March 15, 2020, until it expires on March 14, 2022 (“New Term”). Tenant shall have a right to renew the Lease Term, according to the terms and conditions stated in Section 4 of the Lease, at the end of the New Term.

**2. Base Rent.**

<u>Months</u>	<u>Rental/MO/NNN</u>
New Term	\$1,490.97/mo.

**3. General:**

**3.1 Effect of Amendment; Ratification.** Except as otherwise modified by this Third Amendment, the Lease shall remain unmodified and in full force and effect. In the event of any conflict or inconsistency between the terms and conditions of the Lease and the terms and conditions of this Third Amendment, the terms and conditions of this Third Amendment shall prevail.

**3.2 Attorney’s Fees.** The provisions of the Lease respecting payment of attorney’s fees shall also apply to this Third Amendment.

**3.3 Counterparts.** If this Third Amendment is executed in counterparts, each counterpart shall be deemed an original.

**3.4 Authority to Execute Amendment.** Each individual executing this Third Amendment on behalf of a partnership or corporation represents that he or she is duly

authorized to execute and deliver this Third Amendment on behalf of the partnership and/or corporation and that this Third Amendment is binding upon the corporation or partnership in accordance with its terms.

**3.5 Governing Laws.** This Third Amendment and any enforcement of the agreements and modifications set forth above shall be governed by and construed in accordance with the laws of the State of California.

**4. Tenant Improvements:** Landlord shall not be required to provide any Tenant Improvements to the Premises during the New Term or any subsequent Extension Terms.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date and year first above written.

**LANDLORD:**  
O'Neill Sea Odyssey,  
a California nonprofit corporation

By:



DATED: January 24, 2020

Its Executive Director

**TENANT:**  
Estriatus Law



DATED: January 27, 2020

**SANTA CRUZ PORT DISTRICT**  
By:

DATED: \_\_\_\_\_, 2020

\_\_\_\_\_  
\_\_\_\_\_  
Its: \_\_\_\_\_



TO: Port Commission  
FROM: Marian Olin, Port Director  
DATE: February 13, 2020  
SUBJECT: Approval of Exercise of Lease Option – 2222 East Cliff Drive, Suite 130 (Tenant: Sea Eagle, LP)

**Recommendation:** *Approve the exercise of lease option to extend the lease by 5-years, through April 30, 2025.*

## BACKGROUND

The lease for Sea Eagle, dated May 1, 2015, provides for two, five-year options to extend the lease term. Chuck Maier of Sea Eagle has submitted a written request to exercise the first lease option, which will extend the lease by 5-years, through April 30, 2025.

Sea Eagle uses approximately one-half of the premise for a bakery operation that supports the Crow's Nest Restaurant and beach market and subleases the remaining space to Michael Spadafora, owner of Java Junction.

The tenant is not currently in default of any provisions of the lease.

## ANALYSIS

A summary of current terms is as follows:

Tenant: Sea Eagle, LP (Chuck Maier)  
Term: Five-years, May 1, 2020, to April 30, 2025  
Space: 2222 East Cliff Drive Suite 130 (1,300 SF)  
Rent: \$5,972/mo. (\$4.59/SF)  
Use: Coffee house, juices, breakfast and lunch sandwiches, service bakery  
Insurance: \$1 million with Santa Cruz Port District named as additional insured

## IMPACT ON PORT DISTRICT RESOURCES

There is no cost to the Port District associated with the approval of the lease option.





TO: Port Commission  
FROM: Marian Olin, Port Director  
DATE: February 18, 2020  
SUBJECT: Approval of the FY21 Budget and Capital Improvement Plan

**Recommendation: Approve the FY21 budget and capital improvement projects.**

## BACKGROUND

The Port Commission reviewed the draft FY21 budget and proposed list of capital improvement projects (CIP) at their special public budget session on February 11, 2020, including a review of the current year budget (FY20) projections. Highlights of that review follow:

### **Current Budget (FY20) Projections (at November 30, 2019)**

- Revenue projected to exceed FY20 budget projections by approximately \$440,000 with notable increases in fuel sales, launch revenue, boatyard revenue, concession rents and visitor berthing;
- Projected operating revenue anticipated to exceed prior year (FY19) audited revenue by approximately \$470,000;
- Operating expenditures anticipated to be underbudget by approximately -\$215,000;
- Anticipated to meet / exceed debt service requirements.

### **FY21 Draft Budget (presented February 11, 2020)**

- The draft FY21 budget was presented as a balanced budget with no marina fee increase;
- San Francisco – Oakland – Hayward consumer price index increased 3.3% in 2019. Base rent for landside leases will be adjusted according to lease terms;
- Included \$500,000 in proposed funding for the CIP;
- Included \$52,000 in proposed funding for capital outlay;
- Included \$406,091 proposed contribution to Dredge Intermediate Fund, including \$200,000 for acquisition of a barge and associated equipment to deploy the Toyo submersible pump; pipeline and a replacement pipe welder;
- Funded salary and benefit cost increases;
- Anticipated to meet debt service requirements (1.3x), but provided only limited surplus funding.

Following review and discussion, the Port Commission directed staff to revise the draft FY21 budget to include the following:

- 2.5% increase to marina fees;

- Increase Dredge Intermediate Fund contribution by \$10,000, to \$ 416,091, to include an allowance for spare parts replacement;
- Increase capital improvement program funding from \$500,000 to \$590,000, allocating the additional \$90,000 to the CIP reserve account;
- Include revenue category type on the budget worksheets;
- Include a graph summarizing personnel costs by type.

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

No changes to the differential sublet fee were proposed. The fee is proposed to remain at 30% of slip rent for the south harbor, and 15% of slip rent for the north harbor.

## **ANALYSIS**

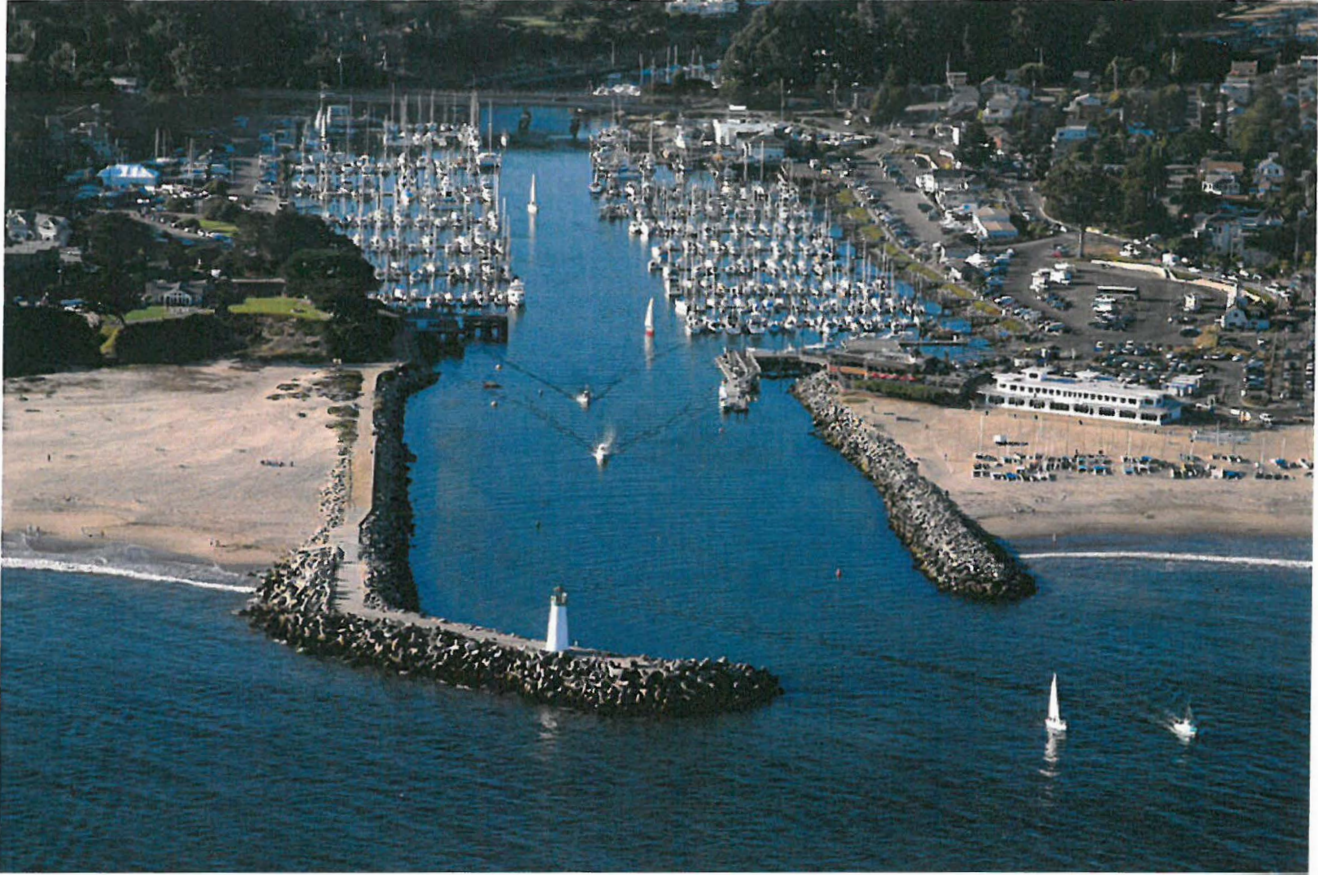
The marina fee increase has improved the DSR from 1.3x in the draft FY21 budget, to 1.37x in the proposed final budget. The proposed budget maintains services, funds approved labor contracts and aligns with identified Port District priorities by funding priority capital improvement projects.

The revised draft FY21 budget is appended as Attachment A.

- ATTACHMENTS –
- A. Final Proposed FY21 Budget
  - B. Historic Annual Slip Rent Increases
  - C. Budget Presentation from February 11, 2020, special public session
  - D. Staff Report from February 11, 2020, draft budget presentation

**SANTA CRUZ PORT DISTRICT  
FISCAL YEAR 21 DRAFT BUDGET REPORT**

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*Santa Cruz Port District FY21 DRAFT Budget Report – February 25, 2020*



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## **POLICY STATEMENTS**

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The Port District's Reserve Policy, adopted in FY16 (Appendix A), states the Port Commission's intent to preserve capital to finance three months of operations, and to fund future capital improvements at a minimum level to ensure the sustainability of harbor infrastructure. The reserve funding goal was first achieved in the FY19 budget, and thereafter annual contributions are made at the level needed to meet the reserve funding goal. The Port Commission's annual funding goal for future capital improvements was initially set at \$500,000 annually. In reviewing the draft FY21 budget on February 11, 2020, the Commission expressed a desire to increase the annual capital improvement funding goal. The contribution for the FY21 budget was increased from \$500,000 to \$590,000. The Commission directed staff to increase future contributions from \$500,000 to \$750,000 annually, if practicable.

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

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

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

1.     Balanced Budget:

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

2.     Fixed Assets

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

## **POLICY STATEMENTS**

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### 3. Capital Improvements

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

### 4. Depreciation

Depreciation is reported annually as an operating expense (approximately \$1.6 million projected in FY20). The full amount of annual depreciation has not been included in the operating budget.

### 5. Appropriations

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

### 6. Reserves

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

### 7. Use of Restricted/Unrestricted Net Assets

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

### 8. Staffing Levels

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



## **BUDGET USERS GUIDE**

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General Fund (i.e. operating) revenues and expenses are presented in the Financial Summaries. FY19 Actual, FY20 Budget and Projected Actual and FY21 Proposed Budget figures are presented for comparison. Terms used in the Financial Summaries and in the program budgets that follow are defined below.

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

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

**Debt Service** - Principal and interest payments on loans.

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

**Fuel Sales** – Receipts at the fuel pump.

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

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

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

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

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

## ***BUDGET USERS GUIDE***

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

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

Department and Program budget summaries are based on estimated levels of effort for each throughout FY21.

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

**FINANCIAL SUMMARIES**

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**GENERAL FUND BUDGET SUMMARY**

**FY 21 REVENUES  
BY CATEGORY**

**Total All Funds**

User Fees	\$ 6,624,202
Rents	2,016,320
Charges for Services	25,000
Fines	92,500
Fuel Sales	690,000
Boatyard	293,000
Intergovernmental	435,000
Grants	42,000
Other/Miscellaneous	230,000
<b>TOTAL</b>	<b>\$10,448,022</b>

**FY 21 EXPENDITURES  
BY CATEGORY**

Personnel Services	\$ 3,983,260
Services & Supplies	4,081,148
Capital Outlay	52,000
Debt Service - Principal	1,285,274
Other Liabilities	0
<b>TOTAL</b>	<b>\$ 9,401,682</b>

***FINANCIAL SUMMARIES***

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**GENERAL FUND REVENUE BUDGET**

	<b>FY20 Budget</b>	<b>FY20 Projection</b>	<b>FY21 Budget</b>
User Fees	\$ 6,380,190	\$ 6,548,314	\$ 6,624,202
Rents	1,919,980	2,025,160	2,016,320
Charges for Services	22,000	26,352	25,000
Fines	90,000	97,850	92,500
Fuel Sales	585,000	694,265	690,000
Boatyard	249,800	300,443	293,000
Intergovernmental	408,725	433,736	435,000
Grants	42,000	44,290	42,000
Other/Miscellaneous	172,300	267,931	230,000
<b>TOTAL</b>	<b>\$ 9,869,995</b>	<b>\$ 10,438,341</b>	<b>\$ 10,448,022</b>

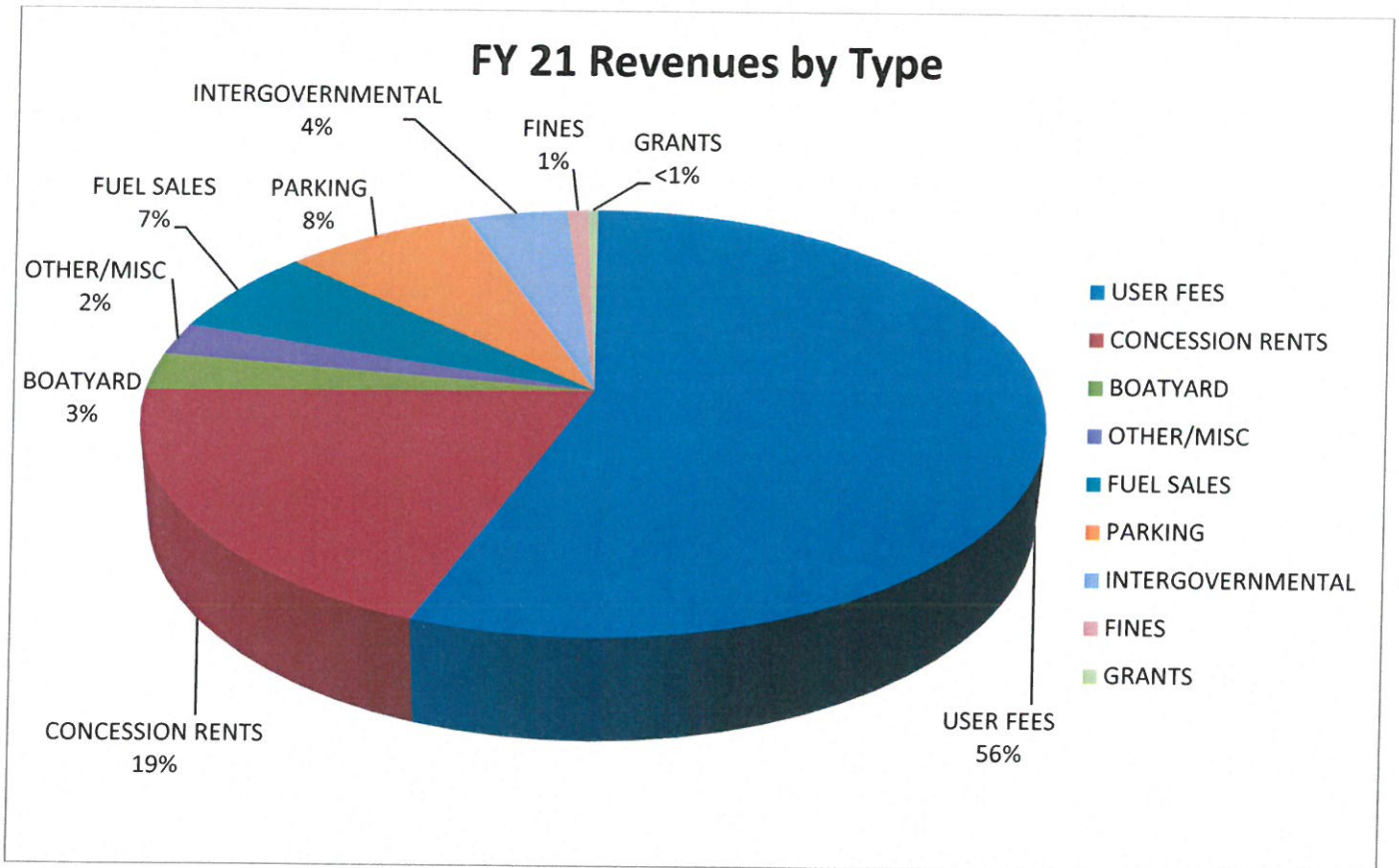
Intergovernmental revenues in the in the FY21 budget include approximately \$50,000 from the County of Santa Cruz for marine rescue services, and \$385,000 from the US Army Corps of Engineers (USACE). The County’s contribution to marine search and rescue services increased from approximately \$23,725 to \$50,000 annually beginning in FY20. The dredging reimbursement from USACE is anticipated to increase from \$385,000 to approximately \$525,000 for the remaining 5 years of the agreement; however, until audited figures are available for FY20 and the USACE confirms the availability of work plan funding, no anticipated increase in revenue is budgeted. Prior to FY18, reimbursement from the USACE was not included in annual budgets due to uncertainties in funding for future year cost shares. Fuel sales increased in FY20, as did expense, with the program profitable overall. Other/Miscellaneous revenue in FY20 is projected to be higher than the FY21 budget projections due interest earnings and gain on asset disposal included in the projections.

In FY20, a sliding scale fee for partnerships was adopted (5% for 1 partner; 10% for 2 partners; 15% for 3 partners). FY19 audited revenue reported a nominal 4% reduction in revenue (\$1,630). Overall, partnership utilization is down in FY20 over FY19, from approximately 81 partnerships/month to 74 partnerships/month. The partnership fee is up for review with the FY23 budget.

**FINANCIAL SUMMARIES**

A differential sublet rate was established in FY19, reducing the north harbor sublet fee from 30% of slip rent, to 15% of slip rent. The south harbor sublet fee remained at 30% of slip rent. No changes to the differential fee structure are included in this year's budget (FY21).

The draft budget includes a 2.5% increase marina fee increase.



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

**FINANCIAL SUMMARIES**

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**GENERAL FUND EXPENDITURE BUDGET**

	<b>FY20 Budget</b>	<b>FY20 Projected</b>	<b>FY21 Budget</b>
Personnel Services	\$ 3,790,625	\$ 3,587,583	\$ 3,983,260
Services & Supplies	3,799,143	3,785,971	4,081,148
Capital Outlay	193,000	190,206	52,000
<b>TOTAL OPERATING / CAPITAL OUTLAY</b>	<b>\$ 7,782,768</b>	<b>\$ 7,563,760</b>	<b>\$ 8,116,408</b>
Debt Service Principal Payments	1,240,105	1,240,105	1,285,274
Other Liabilities	0	0	0
<b>GRAND TOTAL</b>	<b>\$ 9,022,873</b>	<b>\$ 8,803,865</b>	<b>\$ 9,401,682</b>

Projected salary and benefit costs for FY20 are expected to be less than budget overall, primarily due to labor allocations to Capital Improvement Projects, staff vacancies, and labor savings in departmental programs with the exception of the dredging program, where personnel costs are anticipated to exceed budget as a result of utilizing Facilities staff for north harbor dredging. Salary and benefit costs are anticipated to increase during FY21 due to negotiated labor contract salary increases, merit and minimum wage increases, and CalPERS' pension costs. Projected employer pension expense in FY21 is approximately \$560,000, representing approximately 14% of anticipated Personnel Services expenditures.

Services and Supplies are projected to increase approximately 7% over the FY20 budget. Notable expense increases are: water, sewer and garbage; fuel for resale; legal fees; equipment repair and maintenance and street maintenance equipment; financial transaction fees such as credit card and parking pay station fees; an economic analysis report; and, the garbage collection and transport contract awarded in FY19, and modified in FY20 to provide for transport and sorting of recyclables.

The expenditure summary in FY21 and previous budget years does not include transfers to the Dredge Intermediate Fund. Fund transfers are included in the budget as Non-Operating Expenditures:

- In FY21, fund transfers to the Dredge Intermediate Fund total \$416,091
- In FY20, fund transfers to the Dredge Intermediate Fund total \$145,956.
- In FY19, fund transfers to the Dredge Intermediate Fund total \$378,258.

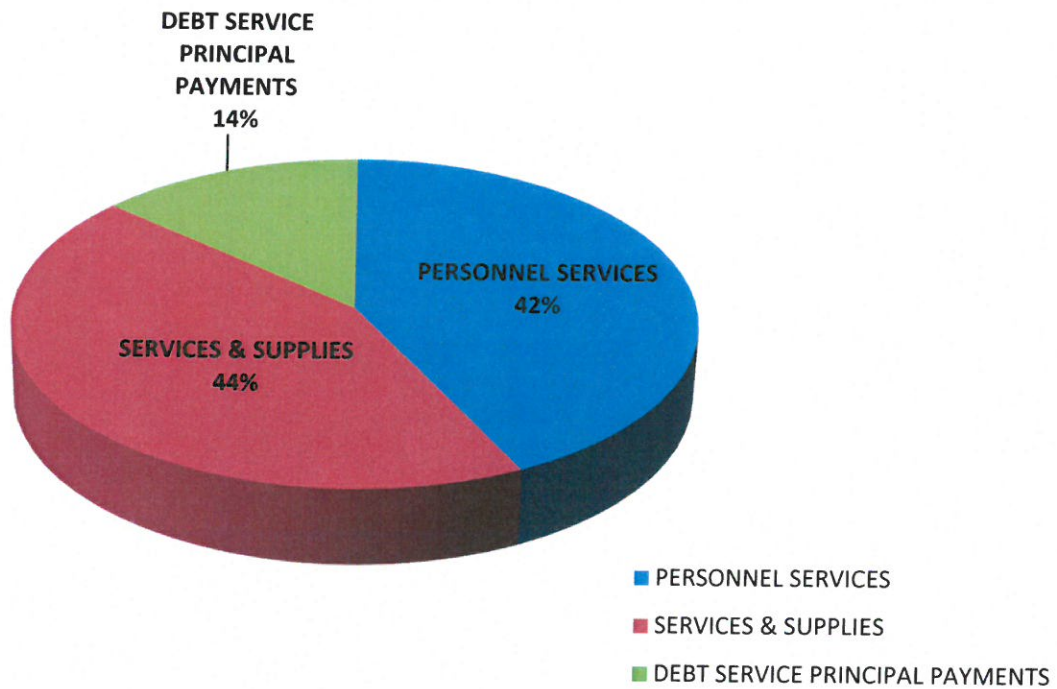


**FINANCIAL SUMMARIES**

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In FY21, there are no identified expenditures noted as “Other Liabilities.” In FY20, as part of the Harbor Security Project (HO01) electronic keying project for dock gates, showers and restrooms, key deposit refunds were expected to outpace electronic key fob sales. Prior to 2012, an unknown number of gate keys were issued, with deposits recorded as Other Income. Since 2012, deposits have been tracked as liability. A placeholder number was referenced in the FY20 budget anticipating \$50,000 in deposit refunds pre-dating 2012. From March – December 2019, key deposit refunds outpaced electronic fob purchases by only \$4,640.

### FY 21 Operating Expenditures by Category



**FINANCIAL SUMMARIES**

**Expenditures by Department and Program**

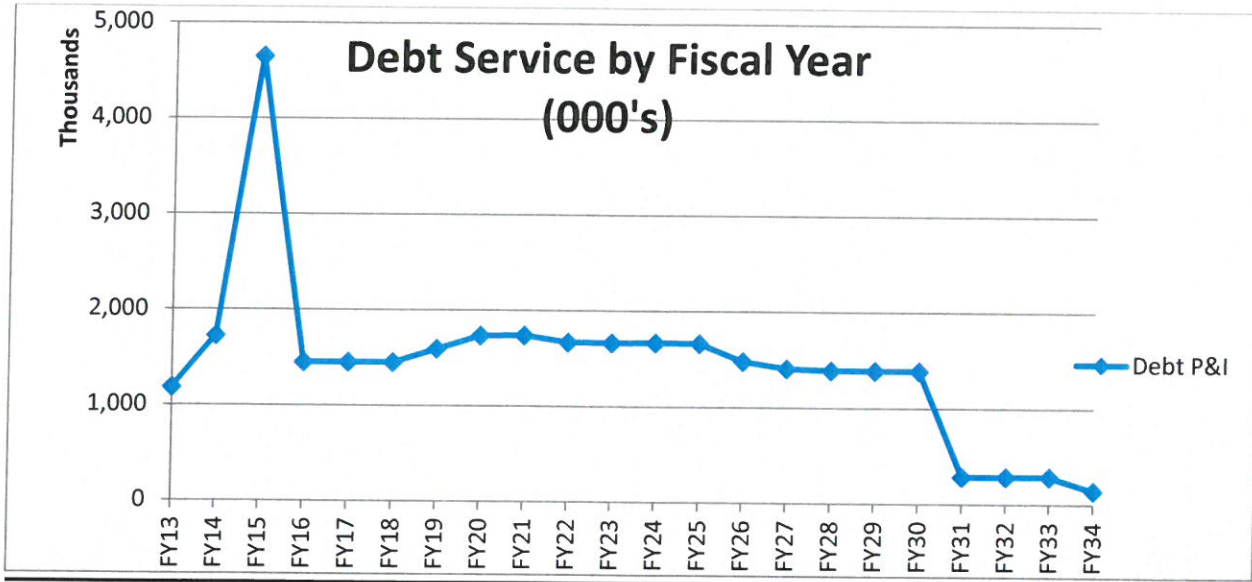
Department and Program	FY 19 Actual	FY 20 Budget	FY 20 Projected	FY 21 Proposed
<b>100 Administrative Services Department</b>				
110 Administration	\$ 653,783	\$ 741,251	\$ 724,843	\$ 778,728
120 Finance & Purchasing	170,693	198,454	186,433	207,570
130 Property Management	474,208	453,120	505,361	538,859
140 Environmental & Permitting	143,420	201,746	179,525	195,610
190 Port Commission Support	45,925	53,530	50,235	80,350
<b>Department Total</b>	<b>\$ 1,488,030</b>	<b>\$ 1,648,101</b>	<b>\$ 1,646,397</b>	<b>\$ 1,801,117</b>
<b>200 Operations Department</b>				
210 Harbor Patrol	\$ 641,572	\$ 665,018	\$ 666,141	\$ 712,349
220 Marina Management	544,304	486,768	477,887	516,390
230 Rescue Services	95,508	111,059	102,481	119,260
240 Parking	357,155	387,081	325,307	371,526
250 Events	30,683	42,503	26,352	34,791
280 Fuel Services	413,681	465,031	592,413	590,261
500 Boatyard	254,419	285,214	268,703	292,540
<b>Department Total</b>	<b>\$ 2,337,321</b>	<b>\$ 2,442,674</b>	<b>\$ 2,459,284</b>	<b>\$ 2,637,117</b>
<b>300 Facilities Maintenance &amp; Engineering</b>				
310 Docks, Piers & Other Marine Structures	\$ 221,699	\$ 268,437	\$ 223,627	\$ 263,751
320 Utilities Maintenance	87,507	132,939	84,081	125,918
330 Building Maintenance	322,643	358,609	351,841	389,156
340 Grounds Maintenance	750,252	755,694	699,656	837,988
350 Aeration Program	36,839	58,458	40,150	60,578
360 Fishery Support	2,762	19,236	5,527	19,460
390 Capital Projects	1,022	512,437	506,509	459,285
400 Dredging Operations	1,281,098	1,393,183	1,356,483	1,470,038
<b>Department Total</b>	<b>\$ 2,703,822</b>	<b>\$ 3,498,993</b>	<b>\$ 3,267,874</b>	<b>\$ 3,626,174</b>
<b>Total Operating Budget</b>	<b>\$ 6,529,173</b>	<b>\$ 7,589,768</b>	<b>\$ 7,373,555</b>	<b>\$ 8,064,408</b>

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



**FINANCIAL SUMMARIES**

**DEBT SERVICE**



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

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

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

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

**FINANCIAL SUMMARIES**

**FUND BALANCE PROJECTIONS**

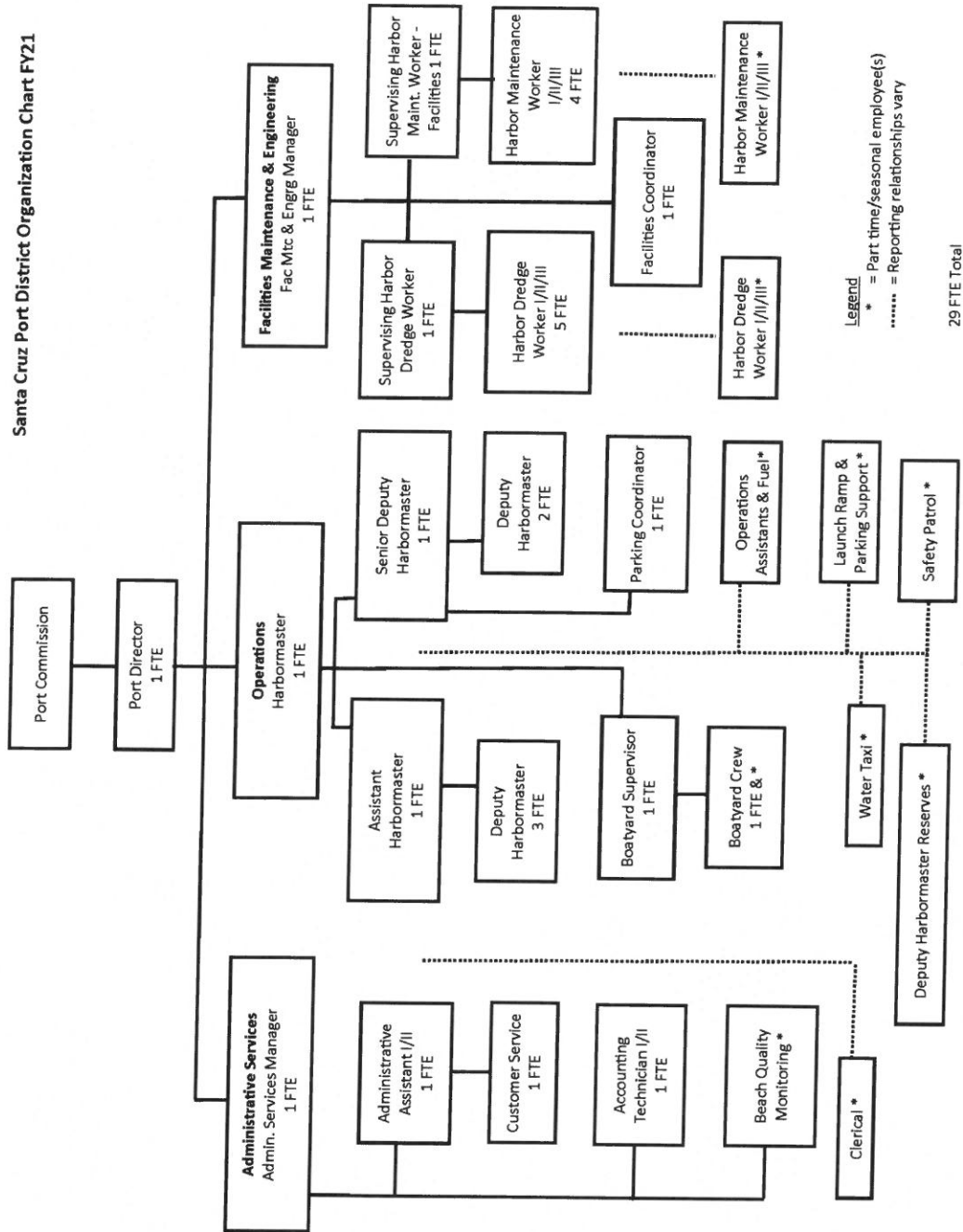
Santa Cruz Port District  
Statement of Fund Activity  
As of April 30, 2020

	Unrestricted Funds		Board Designated Funds			Restricted Funds			Total Funds
	General Fund	Intermed. Dredge	Reserve Fund	Capital Improvement	Election	CMIA Bond Reserve	BBVA Reserve	PEMHCA*	
<b>Begin. Balance Apr. 1, 2019</b>	\$ 20,005,443	\$ 96,329	\$ 1,772,912	\$ 5,678,724	\$ 145,183	\$ -	\$ 1,015,721	\$ -	\$ 28,714,311
<b>FY20 Financial Results:</b>									
YTD Budget report (Net Income)	\$ (3,703,758)								\$ (3,703,758)
CIP Projected Expenditures FY20 at 3/31/20	\$ 4,321,892			\$ (4,321,892)					\$ -
DIF Projected FY20 Expenditures @ 3/31/20	\$ 182,376	\$ (182,376)							\$ -
BBVA Reserve Account Interest	\$ (1,022)								\$ -
Water Taxi Funding Xfer from Operating Budget	\$ (75,000)			\$ 75,000					\$ -
<b>Budget Designation:</b>									
<u>FY 2020 Budget</u>	\$ (816,553)	\$ 145,956	\$ 115,780	\$ 500,000	\$ 54,817	\$ -	\$ 1,022	\$ -	\$ -
<b>Ending Balance March 31, 2020</b>	\$ 19,913,378	\$ 59,909	\$ 1,888,692	\$ 1,931,832	\$ 200,000	\$ -	\$ 1,016,742	\$ -	\$ 25,010,553
<b>FY21 Budget</b>									
CIP Projects FY21 Funding	\$ (590,000)			\$ 590,000					\$ -
Reserve Policy	\$ (127,410)			\$ 127,410					\$ -
Dredge Intermediate Fund	\$ (416,091)	\$ 416,091							\$ -
Election Fund (No contribution needed)									\$ -
<b>Projected Balance April 1, 2020</b>	\$ 18,779,877	\$ 476,000	\$ 2,016,102	\$ 2,521,832	\$ 200,000	\$ -	\$ 1,016,742	\$ -	\$ 25,010,553

\*As part of the FY19 audit, the PEMHCA fund was effectively eliminated with implementation of GASB 75, which requires reporting of net pension liability on the balance sheet.

**PERSONNEL PROFILE**

**Santa Cruz Port District Organization Chart FY21**



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

The organization chart above is the basis of the FY21 budget projections. Positions shown with an associated FTE (full-time equivalent) number are regular, permanent positions assigned to each department. Positions shown with an asterisk and no FTE number are part-time temporary and/or seasonal workers.

**PERSONNEL PROFILE**

Salary and benefit costs for all employees (regular FTE and temporary/seasonal) for FY 19 through FY 21 are tabulated below.

**Salary and Benefit Costs**

Total budgeted personnel services in FY21 represents an 5.1% overall increase over FY20, due to increased staff wages which included a 2% cost of living increase and minimum wage increases, increased budgeting for call back, call ready, overtime, comp and vacation payouts; increased health benefits costs, and increased employer pension costs. Employer pension costs will increase by approximately \$80,000 in FY21, accounting for approximately 42% of the overall increase.

DEPARTMENT/SERVICE	FY19 SALARIES & BENEFITS BUDGET	FY20 SALARIES & BENEFITS BUDGET	FY20 SALARIES & BENEFITS PROJECTED	FY21 SALARIES & BENEFITS BUDGET	FY 20 TO FY21 CHANGE
Administrative Services	635,492	668,051	635,372	705,504	+ 37,453
Operations <sup>3</sup>	1,306,690	1,395,112	1,360,858	1,471,177	+76,065
Boatyard <sup>1</sup>	196,658	207,989	193,436	211,563	+3,574
Facilities Maintenance and Engineering <sup>2</sup>	655,561	706,820	563,073	729,278	+22,458
Dredging Operations	757,084	812,653	834,844	865,738	+53,085
<b>TOTALS</b>	3,551,485	3,790,625	3,587,583	3,983,260	+192,635 (+5.1%)

FY16 Total FTE = 27.67  
 FY17 Total FTE = 27.0  
 FY18 Total FTE = 27.0

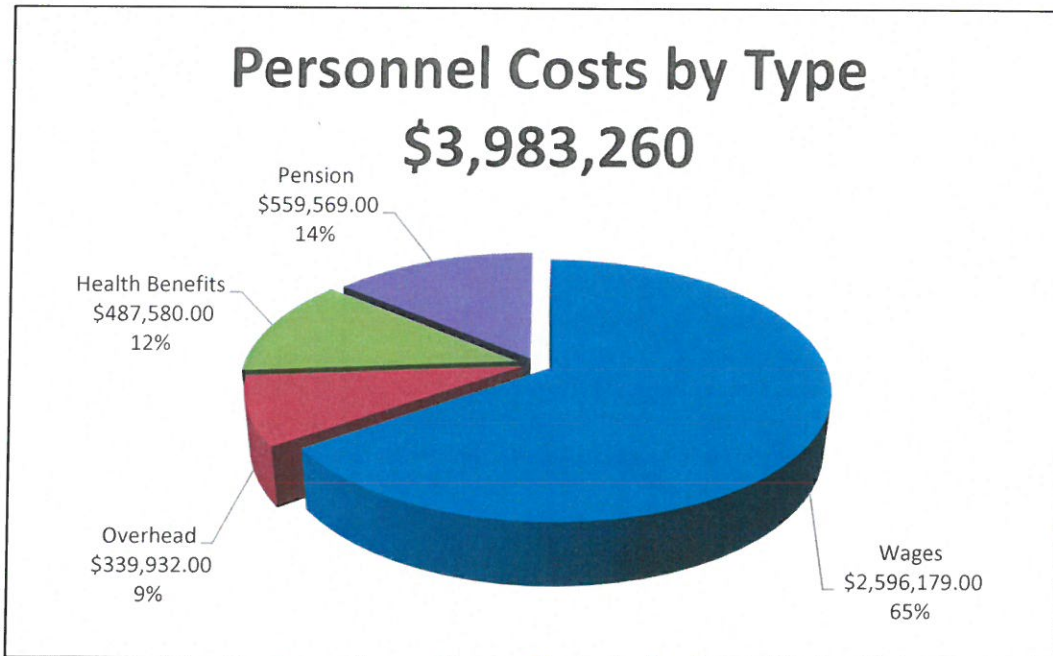
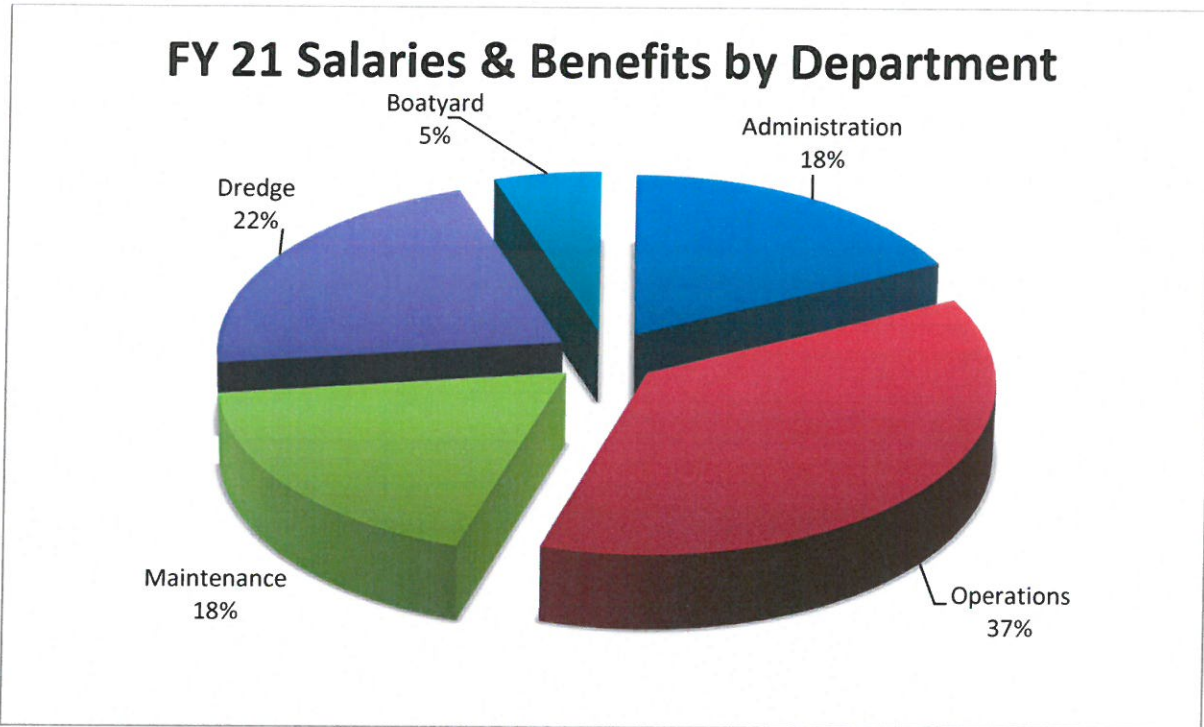
FY19 Total FTE = 29.0  
 FY20 Total FTE = 29.0  
 FY21 Total FTE = 29.0

Notes:

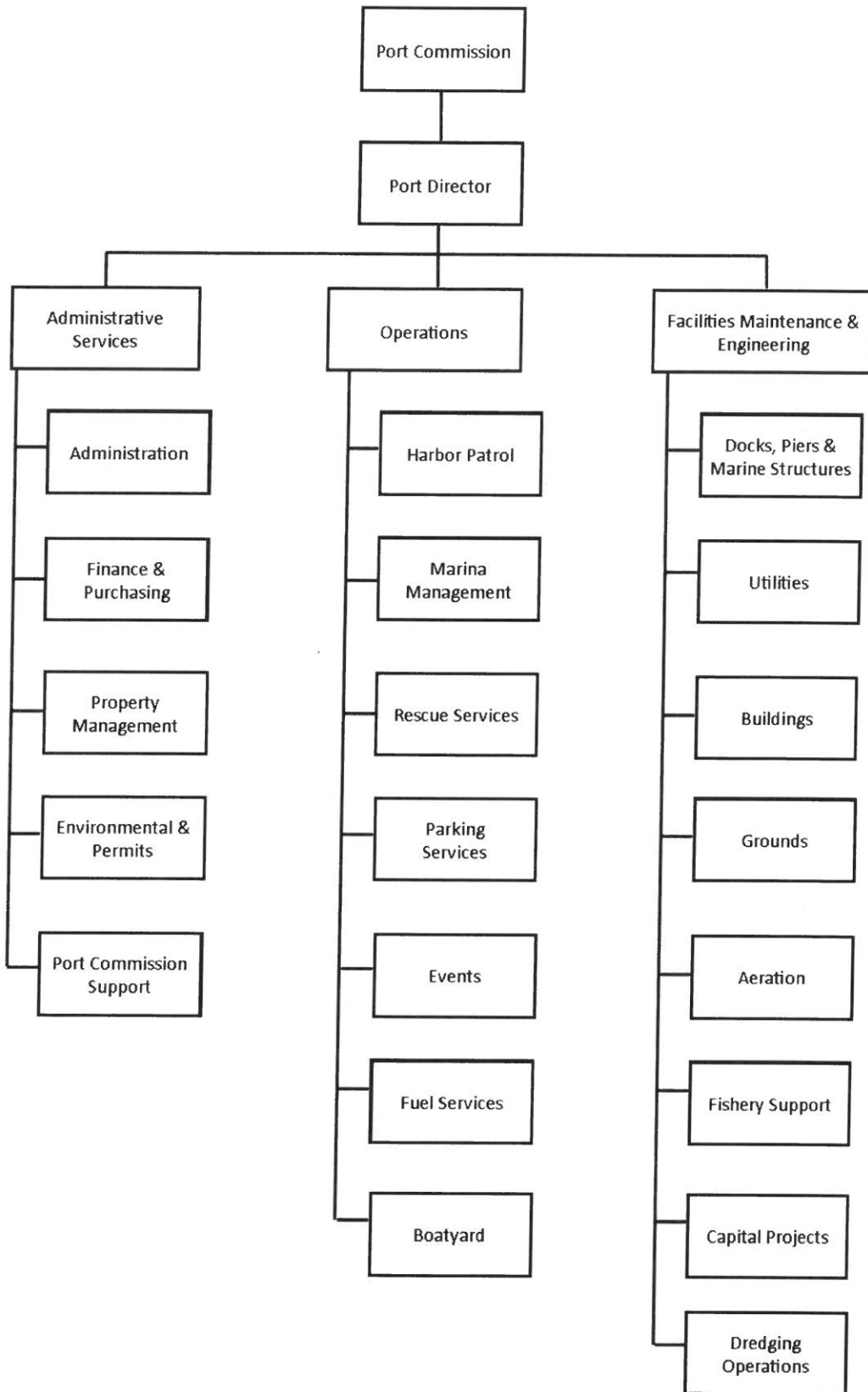
1. The Boatyard is shown separately for additional clarity, but is overseen by the Operations Department.
2. Dredging Operations is encompassed under Facilities Maintenance and Engineering, but is shown separately here for added clarity.
3. The position Customer Service Representative is budgeted in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



**PERSONNEL PROFILE**

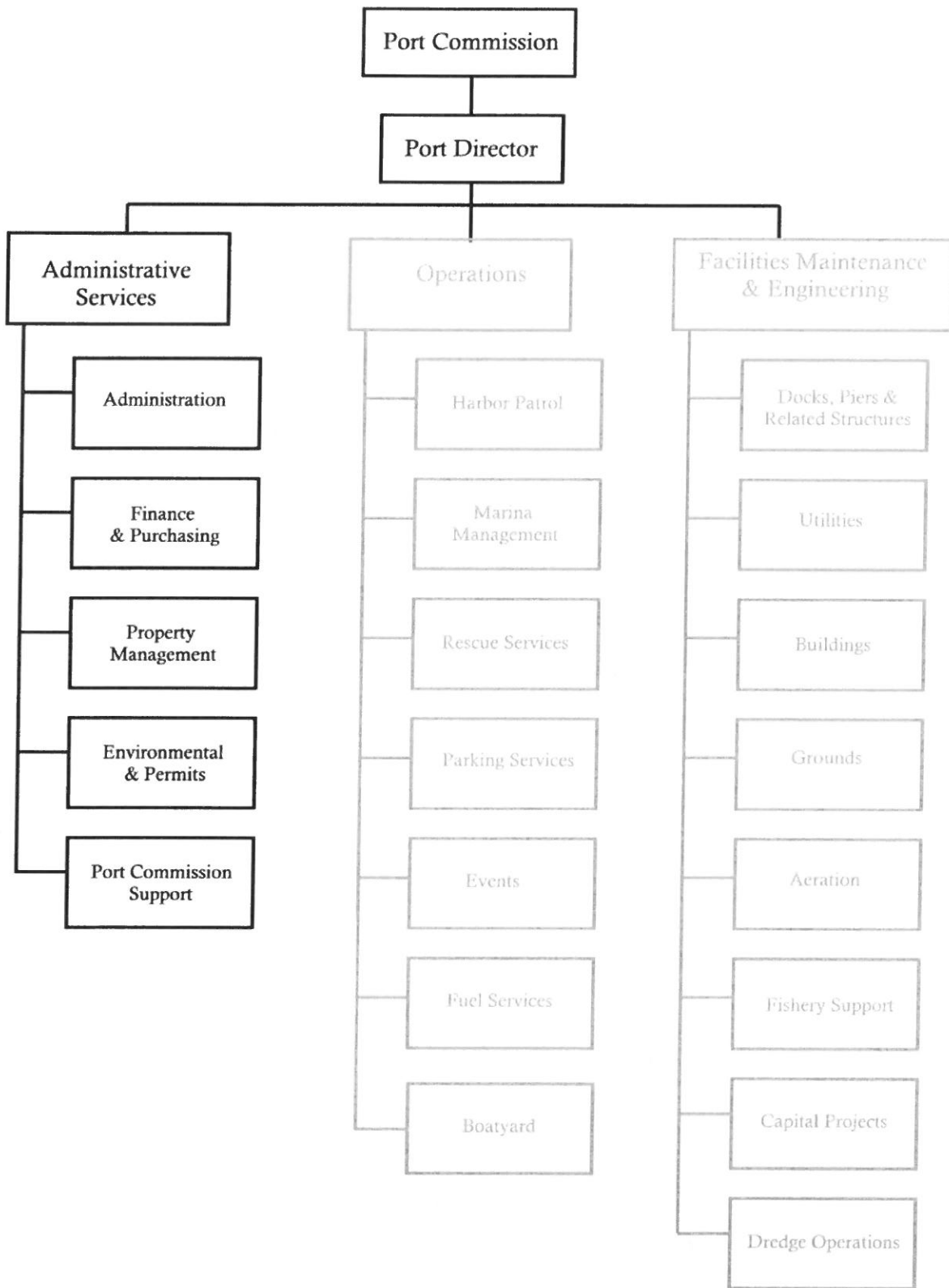


**DEPARTMENTS AND PROGRAMS**



**ADMINISTRATIVE SERVICES DEPARTMENT**

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**ADMINISTRATIVE SERVICES DEPARTMENT**

**Admin. Department Summary**

	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
<b>Expenditures by Category:</b>				
Personnel Services	628,441	668,051	635,372	705,504
Services & Supplies	859,589	980,050	1,011,025	1,095,613
Capital Outlay	0	0	0	0
Total Expenditures	1,488,030	1,648,101	1,646,397	1,801,117
<b>Expenditures by Program:</b>				
Administration	653,783	741,251	724,843	778,728
Finance & Purchasing	170,693	198,454	186,433	207,570
Property Management	474,208	453,120	505,361	538,859
Environmental & Permitting	143,420	201,746	179,525	195,610
Port Commission Support	45,925	53,530	50,235	80,350
Total Expenditures	1,488,030	1,648,101	1,646,397	1,801,117
<b>Total Regular Personnel Funded</b>	5	6.3	6.3	6.5
<b>Temporary/Seasonal Personnel</b>	Beach Monitors	Beach Monitors Office Support	Beach Monitors Office Support	Beach Monitors Office Support

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



**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Administration**

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

**Administration (Program 110)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	390,108	382,951	375,178	401,928
Services & Supplies	263,675	358,300	349,665	376,800
<b>Total</b>	653,783	741,251	724,843	778,728
<b>Funding Source(s)</b>				
Rents	0	363,500	363,500	389,000
User Fees	653,783	363,518	361,343	389,728
<b>Total</b>	653,783	727,018	724,843	778,728
<b>Regular Personnel</b>				
	1.5 FTE	2.8 FTE	2.9 FTE	2.8 FTE
<b>Temporary/Seasonal Personnel</b>				
	Office Support	Office Support	N/A	Office Support

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Finance and Purchasing**

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

**Finance & Purchasing (Program 120)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	125,535	143,304	133,261	152,170
Services & Supplies	45,158	55,150	53,172	55,400
<b>Total</b>	170,693	198,454	186,433	207,570
<b>Funding Source(s)</b>				
User Fees	170,693	198,454	186,433	207,570
<b>Total</b>	170,693	198,454	186,433	207,570
<b>Regular Personnel</b>				
	1.1 FTE	.8 FTE	0.7 FTE	.7 FTE
<b>Temporary/Seasonal Personnel</b>				
	Office Support	Office Support	N/A	Office Support

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Property Management**

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

**Property Management (Program 130)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	18,141	17,870	14,089	19,296
Services & Supplies	456,067	435,250	491,272	519,563
<b>Total</b>	474,208	453,120	505,361	538,859
<b>Funding Source(s)</b>				
Rents	474,208	453,120	505,361	538,859
<b>Total</b>	474,208	453,120	505,361	538,859
<b>Regular Personnel</b>				
	.4 FTE	1.7 FTE	2.0 FTE	1.9 FTE
<b>Temporary/Seasonal Personnel</b>				
	N/A	Office Support	N/A	Office Support

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Environmental and Permitting**

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

**Environmental & Permitting (Program 140)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	55,780	77,796	69,630	83,660
Services & Supplies	87,640	123,950	109,895	111,950
<b>Total</b>	143,420	201,746	179,525	195,610
<b>Funding Source(s)</b>				
Intergovernmental	18,195	0	0	0
User Fees	125,225	201,746	179,525	195,610
<b>Total</b>	143,420	201,746	179,525	195,610
<b>Regular Personnel</b>	.6 FTE	.8 FTE	.7 FTE	.7 FTE
<b>Temporary/Seasonal Personnel</b>	Beach Quality Monitors	Beach Quality Monitors	Beach Quality Monitors	Beach Quality Monitors

**ADMINISTRATIVE SERVICES DEPARTMENT**

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**Port Commission Support**

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

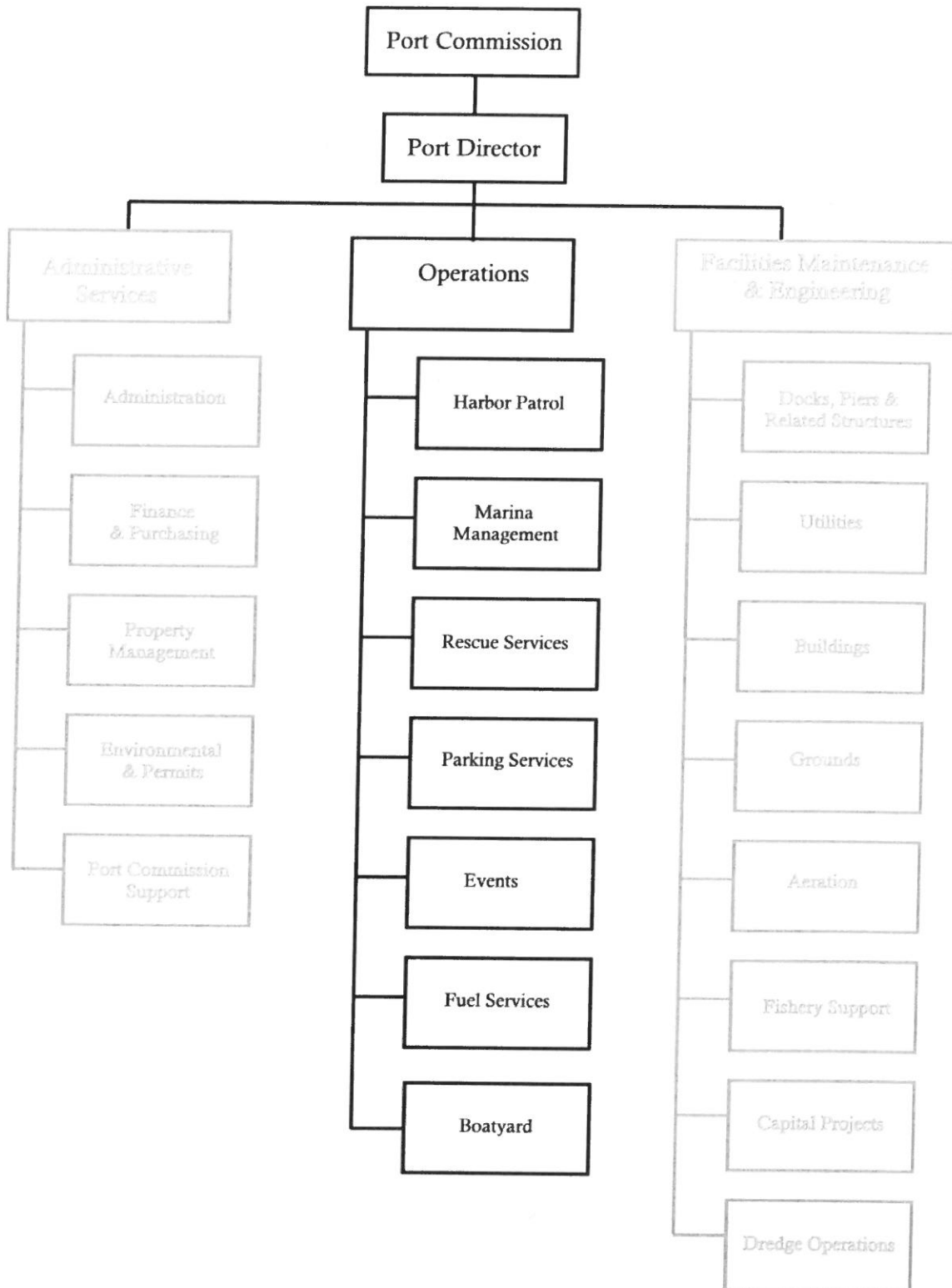
The Port Commission Support program includes one-time funding in FY21 for development of an informational report summarizing Santa Cruz Harbor's economic benefits to the community.

**Port Commission Support (Program 190)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	38,877	46,130	43,214	48,450
Services & Supplies	7,048	7,400	7,021	31,900
<b>Total</b>	45,925	53,530	50,235	80,350
<b>Funding Source(s)</b>				
User Fees	45,925	53,530	50,235	80,350
<b>Total</b>	45,925	53,530	50,235	80,350
<b>Regular Personnel</b>				
	.4 FTE	.2 FTE	.2 FTE	.3 FTE
<b>Temporary/Seasonal Personnel</b>				
	N/A	Office Support	N/A	Office Support

**OPERATIONS DEPARTMENT**

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**OPERATIONS DEPARTMENT**

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**Operations Dept. Summary**

	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
<b>Expenditures by Category:</b>				
Personnel Services	1,587,751	1,609,601	1,554,294	1,682,740
Services & Supplies	749,571	833,073	904,990	954,377
Capital Outlay	0	125,000	125,000	0
Total Expenditures	2,337,321	2,442,674	2,459,284	2,637,117
<b>Expenditures by Program:</b>				
Harbor Patrol	641,572	665,018	666,141	712,349
Marina Management	544,304	486,768	477,887	516,390
Rescue Services	95,508	111,059	102,481	119,260
Parking Services	357,155	387,081	325,307	371,526
Events	30,683	42,503	26,352	34,791
Fuel Services	413,681	465,031	592,413	590,261
Boatyard	254,419	285,214	268,703	292,540
Total Expenditures	2,337,321	2,442,674	2,459,284	2,637,117
<b>Total Regular Personnel Funded</b>				
	10	9.4	9.4	9.5
<b>Temporary/Seasonal Personnel</b>	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi	Reserve DHM Launch Parking Water Taxi

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

**OPERATIONS DEPARTMENT**

**Harbor Patrol**

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

The County of Santa Cruz contributes \$50,000 annually in support of the Harbor Patrol’s marine search and rescue program. Half of the funding is allocated to support the Harbor Patrol program, and half of the funding supports Rescue Services.

**Harbor Patrol (Program 210)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	536,985	552,618	562,513	605,249
Services & Supplies	104,586	112,400	103,628	107,100
Capital Outlay	0	50,000	50,000	0
<b>Total</b>	641,572	665,018	666,141	712,349
<b>Funding Source(s)</b>				
Rents	256,629	260,000	286,441	284,940
User Fees	384,943	405,018	379,700	402,409
Intergovernmental				25,000
<b>Total</b>	641,572	665,018	666,141	712,349
<b>Regular Personnel</b>	3.4 FTE	2.5 FTE	2.6 FTE	2.6 FTE
<b>Temporary/Seasonal Personnel</b>	Reserve DHM	Reserve DHM	Reserve DHM	Reserve DHM



**OPERATIONS DEPARTMENT**

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**Marina Management**

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

**Marina Management (Program 220)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	501,910	450,870	452,877	480,790
Services & Supplies	42,394	35,898	25,010	35,600
<b>Total</b>	544,304	486,768	477,887	516,390
<b>Funding Source(s)</b>				
Rents		0	0	0
User Fees	544,304	486,768	477,887	516,390
<b>Total</b>	544,304	486,768	477,887	516,390
<b>Regular Personnel</b>	2.8 FTE	1.9 FTE	1.9 FTE	1.9 FTE
<b>Temporary/Seasonal Personnel</b>	Reserve DHM	Reserve DHM	Reserve DHM	Reserve DHM

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

**OPERATIONS DEPARTMENT**

**Rescue Services**

Rescue services are provided by the Harbor Patrol aboard the vessel *Almar* or the Zodiac patrol vessel *Scout*.

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

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

The County of Santa Cruz contributes \$50,000 annually in support of the Harbor Patrol's marine search and rescue program. Half of the funding is allocated to support the Rescue Services program, and half of the funding supports the Harbor Patrol program.

**Rescue Services (Program 230)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	57,494	56,109	61,219	68,360
Services & Supplies	38,014	54,950	41,262	50,900
<b>Total</b>	95,508	111,059	102,481	119,260
<b>Funding Source(s)</b>				
Intergovernmental	25,000	25,000	25,000	25,000
Rents	10,000	10,000	10,000	10,000
User Fees	60,508	76,059	67,481	84,260
<b>Total</b>	95,508	111,059	102,481	119,260
<b>Regular Personnel</b>	.6 FTE	0.4 FTE	.4 FTE	0.4 FTE
<b>Temporary/Seasonal Personnel</b>	Reserve DHM Safety Boat Lifeguards	Reserve DHM Safety Boat	Reserve DHM Safety Boat Lifeguards	Reserve DHM

**OPERATIONS DEPARTMENT**

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**Parking Services**

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

No funding for the water taxi service is included in the FY21 budget. Capital outlay funding for a replacement water taxi budgeted in FY20 (\$75,000), has been allocated to the fund balance to reserve funding while District staff works with the US Coast Guard on options for restoring service.

**Parking Services (Program 240)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	263,814	280,081	239,803	261,826
Services & Supplies	93,342	107,000	85,504	109,700
Capital Outlay	0	75,000	75,000	0
<b>Total</b>	357,155	387,081	325,307	371,526
<b>Funding Source(s)</b>				
User Fees	262,066	297,081	227,457	279,026
Parking Fines	95,089	90,000	97,850	92,500
<b>Total</b>	357,155	387,081	325,307	371,526
<b>Regular Personnel</b>				
	1.4 FTE	1.5 FTE	1.3 FTE	1.3 FTE
<b>Temporary/Seasonal Personnel</b>	Parking Attendants, Launch Attendants, Land Shuttle			

**OPERATIONS DEPARTMENT**

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**Events**

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

**Events (Program 250)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	22,219	34,803	18,939	25,591
Services & Supplies	8,464	7,700	7,413	9,200
<b>Total</b>	30,683	42,503	26,352	34,791
<b>Funding Source(s)</b>				
Rents	19,311	25,000	25,000	25,000
Charges for Services	810	5000	1352	5000
User Fees	10,562	12,503		4,791
<b>Total</b>	30,683	42,503	26,352	34,791
<b>Regular Personnel</b>	0.4 FTE	0.2 FTE	0.1 FTE	0.1 FTE
<b>Temporary/Seasonal Personnel</b>	Parking Attendants, Land Shuttle			

**OPERATIONS DEPARTMENT**

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**Fuel Services**

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

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

**Fuel Services (Program 280)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	13,631	27,131	25,507	29,361
Services & Supplies	400,051	437,900	566,906	560,900
Capital Outlay*	0	0	0	0
<b>Total</b>	<b>413,681</b>	<b>465,031</b>	<b>592,413</b>	<b>590,261</b>
<b>Funding Source(s)</b>				
Charges for Services	50	0		0
Fuel Sales	413,631	465,031	592,413	590,261
<b>Total</b>	<b>413,681</b>	<b>465,031</b>	<b>592,413</b>	<b>590,261</b>
<b>Regular Personnel</b>				
	.1 FTE	1.8 FTE	2.3 FTE	2.1 FTE
<b>Temporary/Seasonal Personnel</b>	Fuel Dock Attendant	Fuel Dock Attendant	Fuel Dock Attendant	Fuel Dock Attendant

**OPERATIONS DEPARTMENT**

**Santa Cruz Harbor Boatyard**

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

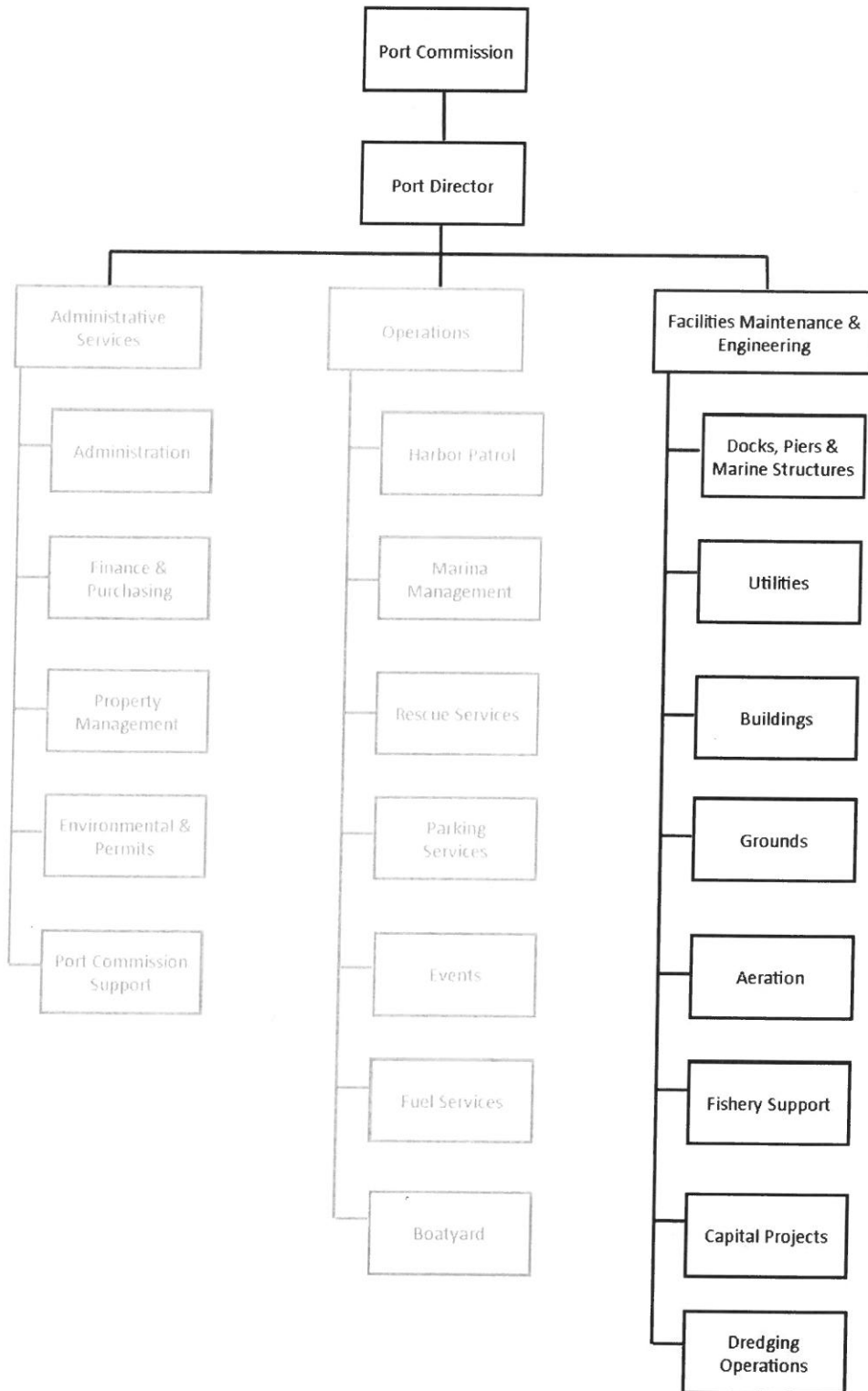
The boatyard was projected to require \$35,414 in proceeds to support expenditures in FY20, but is now projected to generate a small profit. Boatyard revenues do not account for interdepartmental services provided by the boatyard. In FY20 to date, the retail value of the interdepartmental services provided by the boatyard is approximately \$39,163. Boatyard revenue is currently projected to meet program expenses in FY21.

Boatyard and management staff continue to assess the operation to identify opportunities to expand boatyard revenue.

**Boatyard (Program 500)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	191,698	207,989	193,436	211,563
Services & Supplies	62,721	77,225	75,267	80,977
Capital Outlay*	16,538	8,000	6,300	0
<b>Total</b>	<b>254,419</b>	<b>285,214</b>	<b>268,703</b>	<b>292,540</b>
<b>Funding Source(s)</b>				
Charges for Services	254,419	1,000	161	1,000
Proceeds	0	35,414	0	0
Boatyard Fees		248,800	268,542	291,540
<b>Total</b>	<b>254,419</b>	<b>285,214</b>	<b>268,703</b>	<b>292,540</b>
<b>Regular Personnel</b>	<b>2 FTE</b>	<b>1.1 FTE</b>	<b>1.1 FTE</b>	<b>1.1 FTE</b>
<b>Temporary/Seasonal Personnel</b>	Boatyard Crew	Boatyard Crew	Boatyard Crew	Boatyard Crew

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**



**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Facilities Maintenance and Engineering Summary**

	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
<b>Expenditures by Category:</b>				
Personnel Services	1,410,292	1,519,473	1,397,917	1,595,016
Services & Supplies	1,293,530	1,979,520	1,869,957	2,031,158
Capital Outlay	0	60,000	58,906	52,000
Total Expenditures	2,703,822	3,498,993	3,267,874	3,626,174
<b>Expenditures by Program:</b>				
Docks, Piers, Marine Str.	221,699	268,437	223,627	263,751
Utilities Maintenance	87,507	132,939	84,081	125,918
Building Maintenance	322,643	358,609	351,841	389,156
Grounds Maintenance	750,252	755,694	699,656	837,988
Aeration Program	36,839	58,458	40,150	60,578
Fishery Support	2,762	19,236	5,527	19,460
Capital Projects	1,022	512,437	506,509	459,285
Dredge Operations	1,281,098	1,393,183	1,356,483	1,470,038
Total Expenditures	2,703,822	3,498,993	3,267,874	3,626,174
<b>Total Regular Personnel Funded</b>				
	12	13.4	13	13
<b>Temporary/Seasonal Personnel</b>				
	Custodian	Custodian Maint. Support	Custodian Maint. Support	Custodian Maint. Support

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



**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Docks, Piers and Other Marine Structures**

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

Acquisition of a replacement hull for *Odd Job* was budgeted as a capital outlay item in FY20; however, funding was redirected to replace an existing forklift damaged in an accident. Increased funding for a replacement hull for *Odd Job* is included in the FY21 budget. Existing engines will be repurposed.

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

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	80,739	86,437	64,477	79,001
Services & Supplies	140,960	182,000	159,150	184,750
Capital Outlay		10,000	10,000	15,000
<b>Total</b>	221,699	268,437	223,627	263,751
<b>Funding Source(s)</b>				
User Fees	221,699	268,437	223,627	263,751
<b>Total</b>	221,699	268,437	223,627	263,751
<b>Regular Personnel</b>	1.6 FTE	1.0 FTE	.9 FTE	.9 FTE
<b>Temporary/Seasonal Personnel</b>	N/A	N/A	N/A	N/A

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Utilities Maintenance**

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

A capital outlay item to acquire a clamshell attachment for the backhoe is budgeted in FY21.

**Utilities Maintenance (Program 320)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	67,503	95,739	51,131	88,168
Services & Supplies	20,004	37,200	32,950	37,750
Capital Outlay				7,000
<b>Total</b>	87,507	132,939	84,081	125,918
<b>Funding Source(s)</b>				
Rents	47,254	74,940	45,400	68,000
User Fees	40,253	50,000	38,681	57,918
<b>Total</b>	87,507	124,940	84,081	125,918
<b>Regular Personnel</b>	1.0 FTE	.5 FTE	.3 FTE	.5 FTE
<b>Temporary/Seasonal Personnel</b>	N/A	N/A	N/A	N/A

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Building Maintenance**

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

**Building Maintenance (Program 330)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	88,801	96,709	85,750	102,524
Services & Supplies	233,842	261,900	266,091	286,632
<b>Total</b>	322,643	358,609	351,841	389,156
<b>Funding Source(s)</b>				
Rents	322,643	358,609	351,841	389,156
<b>Total</b>	322,643	358,609	351,841	389,156
<b>Regular Personnel</b>				
	1.1 FTE	1.4 FTE	1.4 FTE	1.4 FTE
<b>Temporary/Seasonal Personnel</b>				
	N/A	N/A	N/A	N/A

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Grounds**

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

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

A contract awarded In FY19, for garbage collection and transport, was modified in in FY20, to provide transport and sorting of recyclables, increasing expenditures in FY21.

Acquisition of one used truck, to replace an existing vintage truck (#27, 1996 Ford Flatbed), is budgeted as capital outlay item in FY21.

**Grounds (Program 340)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	375,497	378,494	336,970	409,125
Services & Supplies	374,755	377,200	362,686	428,863
Capital Outlay	0	50,000	48,906	30,000
<b>Total</b>	<b>750,252</b>	<b>755,694</b>	<b>699,656</b>	<b>837,988</b>
<b>Funding Source(s)</b>				
Rents	232,578	200,000	200,000	260,000
User Fees	517,674	555,694	499,656	577,988
<b>Total</b>	<b>750,252</b>	<b>755,694</b>	<b>699,656</b>	<b>837,988</b>
<b>Regular Personnel</b>				
	2.6 FTE	2.9 FTE	2.8 FTE	3.0 FTE
<b>Temporary/Seasonal Personnel</b>	Weekend Custodian	Weekend Custodian	Weekend Custodian/HMW1 (Prov)	Weekend Custodian

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Aeration Program**

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

**Aeration Program (Program 350)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	16,216	27,958	16,999	29,078
Services & Supplies	20,624	30,500	23,151	31,500
<b>Total</b>	36,839	58,458	40,150	60,578
<b>Funding Source(s)</b>				
User Fees	36,839	58,458	40,150	60,578
<b>Total</b>	36,839	58,458	40,150	60,578
<b>Regular Personnel</b>				
	.3 FTE	.2 FTE	.2 FTE	.2 FTE
<b>Temporary/Seasonal Personnel</b>				
	N/A	.3 FTE	N/A	.3 FTE

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Fishery Support**

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

The commercial fishing fleet, resident fish buyer and the facilities that support their activities is supported by the Port District. The FY21 budget includes funding for maintenance of the hoists, working with commercial fishermen on landings administration, and for updating policies associated with the fishery.

**Fishery Support (Program 360)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	2,762	15,736	5,527	15,960
Services & Supplies	0	3,500	0	3,500
<b>Total</b>	<b>2,762</b>	<b>19,236</b>	<b>5,527</b>	<b>19,460</b>
<b>Funding Source(s)</b>				
User Fees	2,762	19,236	5,527	19,460
<b>Total</b>	<b>2,762</b>	<b>19,236</b>	<b>5,527</b>	<b>19,460</b>
<b>Regular Personnel</b>	.2 FTE	.1 FTE	<.1 FTE	.1 FTE
<b>Temporary/Seasonal Personnel</b>	N/A	N/A	N/A	N/A

**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Capital Projects**

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

Capital projects recommended for FY21 are detailed in the Capital Improvement Program later in this report.

**Capital Projects (Program 390)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	958	5,747	2,219	5,422
Services & Supplies	64	506,690	504,290	453,863
<b>Total</b>	1,022	512,437	506,509	459,285
<b>Funding Source(s)</b>				
User Fees	1,022	512,437	506,509	459,285
<b>Total</b>	1,022	512,437	506,509	459,285
<b>Regular Personnel</b>				
	.2 FTE	2.0 FTE	2.0 FTE	1.7 FTE
<b>Temporary/Seasonal Personnel</b>				
	N/A	N/A	N/A	N/A



**FACILITIES MAINTENANCE AND ENGINEERING DEPARTMENT**

**Dredging Operations**

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

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

Expenditure increases in FY21 anticipate transport of the dozer acquired in FY20 to Caterpillar's Morgan Hill service center for off-season maintenance and repair, and added costs for consumables such as wire rope.

**Dredging Operations (Program 400)**

<b>Expenditures</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Budget</b>
Personnel Services	777,817	812,653	834,844	865,738
Services & Supplies	503,281	580,530	521,639	604,300
<b>Total</b>	<b>1,281,098</b>	<b>1,393,183</b>	<b>1,356,483</b>	<b>1,470,038</b>
<b>Funding Source(s)</b>				
User Fees	1,281,098	1,393,183	1,356,483	1,470,038
<b>Total</b>	<b>1,281,098</b>	<b>1,393,183</b>	<b>1,356,483</b>	<b>1,470,038</b>
<b>Regular Personnel</b>	5.7 FTE	5.3 FTE	5.3 FTE	5.3 FTE
<b>Temporary/Seasonal Personnel</b>	HDW (Prov)	HDW (Prov)	HDW (Prov)	HDW (Prov)

**DREDGING EQUIPMENT**

Commencing with the 2019-20 dredge season, the snorkel fabricated in FY19 was installed on *Twin Lakes*. A major overhaul of the workboat *Dauntless* was performed in 2018. Two items scheduled as part of that overhaul were replacement of the A-frame and replacement of the deck. A-frame replacement is scheduled for completion in FY20. Replacement of the deck is not included in the DIF in FY21 to allow for acquisition of a barge and associated equipment to deploy the Toyo submersible pump (see below for a complete listing of unfunded DIF items). The deck on *Dauntless* will be welded and repaired in FY21, and replacement of the deck will be delayed to FY22.

The following items have been identified as priorities for the dredging program in FY 21:

**FY 21 BUDGET -- DREDGE INTERMEDIATE FUND**

ASSET	ITEM	IDENTIFIED NEEDS
<b>TWIN LAKES</b>	Spare winch parts	\$ 20,000
	Spare parts replacement	\$ 10,000
		<b>\$ 30,000</b>
<b>SQUIRT</b>	Hydraulic cylinders	\$ 10,000
	Pump Parts	\$ 15,000
		<b>\$ 25,000</b>
<b>MISCELLANEOUS</b>		
Toyo	Barge for Toyo Pump	\$ 200,000
Pipelines	Rubber hose (1), steel pipe replacement, 18" HDPE Pipe	\$ 115,000
Pipe Welder	Tracked Fusion Machine	\$ 70,000
Dredge Skiff Motor	60hp Yamaha	\$ 10,000
		<b>\$ 395,000</b>
<b>BOOSTER PUMP</b>	Rebuild main pump	\$ 20,000
	Service water pump	\$ 6,000
		<b>\$ 26,000</b>
<b>FY21 IDENTIFIED DREDGE INTERMEDIATE FUND NEEDS</b>		<b>\$ 476,000</b>
<b>PROJECTED FY20 DREDGE INTERMEDIATE FUND BALANCE</b>		<b>\$ 59,909</b>
<b>PROJECTED FY21 DREDGE INTERMEDIATE FUNDING NEED</b>		<b>\$ 416,091</b>

*(continued on next page)*

## **DREDGING EQUIPMENT**

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### **Unfunded Dredge Intermediate Fund Items**

A number of recommended DIF items were shifted to the operating budget (e.g., wire rope slings, straps, shackles, and crane repairs) or remain unfunded. The following equipment is unfunded in the FY21 DIF:

Truck – \$70,000

Beach hydraulic valves (2) and pipe weights – \$31,000

*Dauntless* deck replacement – \$52,000

*Dauntless* air tank – \$2,500

Wireless ladder walkway winch – \$12,000

## **CAPITAL OUTLAY**

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The following capital outlay items are included in the FY21 budget:

- Docks Piers and Marine Structures: Replacement Hull for *Odd Job* (\$15,000)
- Utilities: Clamshell attachment for the backhoe (\$7,000)
- Grounds: Replacement of one vintage truck #27, 1996 Ford flatbed (\$30,000)

**CAPITAL IMPROVEMENT PROGRAM**

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The Capital Improvement Program and fund balance propose \$590,000 in funding for capital improvement projects in FY21, and reallocation of some existing funding in support of identified projects.

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

**DEBT SERVICE**

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

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

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

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

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

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

**DEBT SERVICE**

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

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

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

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

Appendix B shows the Port District's current debt with principal and interest payments for the refunding acquired in FY14, and new debt acquired in FY19, due each year through FY34 assuming no additional borrowing occurs, and provides Debt Service Coverage Ratios (DSRs) for FY17, FY8 and FY19 (audited), FY20 (projected), and FY21 (draft budget).



***APPENDIX A***

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Santa Cruz Port District  
**MISSION STATEMENT**

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

**GOALS**

The Port Commission has adopted the following goals:

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

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

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

**Reserve Policy Objectives**

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

**Target Amount Held in Reserve**

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

**Funding Sources**

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

**Conditions on Use of Reserves**

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

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

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

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Santa Cruz Port District

**INVESTMENT POLICY**



**Santa Cruz Port District  
135 5<sup>th</sup> Avenue  
Santa Cruz, CA 95062  
(831) 475-6161**

*November 27, 2018*

**INVESTMENT POLICY**

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## Santa Cruz Port District

# INVESTMENT POLICY

## INTRODUCTION

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

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

## PURPOSE

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

## AUTHORITY

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

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

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

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



guidelines; reviewing such options over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.

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

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

## **BASIC POLICY AND OBJECTIVES**

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

The following are objectives:

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

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

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

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

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

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

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

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

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



## **PERMITTED INVESTMENTS AND LIMITATIONS**

### **Permitted Investments**

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

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

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

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

### **Limitations on Investments**

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

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

## **ATTACHMENTS**

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

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

# ATTACHMENT A

**FIGURE 1**

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

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

INVESTMENT TYPE	MAXIMUM MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
State Obligations—CA And Others	5 years	None	None
CA Local Agency Obligations	5 years	None	None
U.S Agency Obligations	5 years	None	None
Bankers' Acceptances	180 days	40% <sup>E</sup>	None
Commercial Paper—Pooled Funds <sup>F</sup>	270 days	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>
Commercial Paper—Non-Pooled Funds <sup>F</sup>	270 days	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>
Negotiable Certificates of Deposit	5 years	30% <sup>J</sup>	None
Non-negotiable Certificates of Deposit	5 years	None	None
Placement Service Deposits	5 years	30% <sup>K</sup>	None
Placement Service Certificates of Deposit	5 years	30% <sup>K</sup>	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>L</sup>	20% of the base value of the portfolio	None <sup>M</sup>
Medium-Term Notes <sup>N</sup>	5 years	30%	"A" rating category or its equivalent or better
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple <sup>P,Q</sup>
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	6 years	20%	"AA" rating category or its equivalent or better <sup>R</sup>
County Pooled Investment Funds	N/A	None	None
Joint Powers Authority Pool	N/A	None	Multiple <sup>S</sup>
Local Agency Investment Fund (LAIF)	N/A	None	None
Voluntary Investment Program Fund <sup>T</sup>	N/A	None	None
Supranational Obligations <sup>U</sup>	5 years	30%	"AA" rating category or its equivalent or better

## TABLE OF NOTES FOR FIGURE 1

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

***APPENDIX B***

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SANTA CRUZ PORT DISTRICT  
 PRINCIPAL AND INTEREST DETAIL  
 Updated December 27, 2019

INTEREST			FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Source	Loan #																							
Cal Boating	5	\$700,000 at 6%(4.5%)	5,301	2,709																				
Cal Boating	6	\$600,000 at 6%(4.5%)	6,975	4,751																				
Cal Boating	7	\$700,000 at 6%(4.5%)	10,011	7,671																				
Cal Boating	8	\$1,600,000 at 4.7%(4.5%)	43,975	40,798																				
Cal Boating	9	\$2,100,000 at 4.5%	73,044	69,185																				
Cal Boating	10	\$1,754,000 at 4.5%	67,881	65,545																				
Cal Boating	"emerg500"	\$1,975,000 at 4.5%	87,371	85,331																				
Cal Boating	12	\$1,365,000 at 4.5% *	0	158,805																				
Cal Boating	12a	\$2,500,000 at 4.5%	0	0																				
CMIA		\$3,900,000 at 4 -7%	210,843	200,043	92,738																			
OE3 Pension Trust		Withdrawal Liability - \$913,315 at 6.532	57,102	54,365	51,443																			
BBVA Tax Exempt		2013 \$14,418,960		183,169	433,326	412,836	389,156	364,738	339,560	313,598	286,827	259,768	233,501	206,416	178,487	149,689	119,994	89,374	57,801	16,786				
BBVA Taxable		2013 \$2,384,445	17,581	110,122		103,862	95,642	86,995	77,943	68,503	58,641	48,209	37,296	25,991	11,877	3,718	525							
BBVA Tax Exempt		\$1,750,000 @ 3.5%							22,288	58,606	55,370	52,021	48,553	44,962	41,245	37,396	33,412	29,287	25,016	20,595	16,017	11,278	6,372	1,292
BBVA Tax Exempt		\$1,600,000 @ 3.5%							20,378	53,583	50,624	47,562	44,391	41,108	37,710	34,191	30,548	26,777	22,872	18,830	14,644	10,312	5,826	1,181
BBVA RLOC			18,010						Cancelled															
Subtotal Interest Payments			-562,503	-907,964	-687,630	-516,698	-484,798	-451,734	-460,169	-494,290	-451,463	-407,559	-363,740	-318,477	-269,318	-224,994	-184,479	-145,438	-105,690	-56,211	-30,662	-21,590	-12,197	-2,473
PRINCIPAL																								
Cal Boating	5	\$700,000 at 6%(4.5%)	57,608	60,200	552,388																			
Cal Boating	6	\$600,000 at 6%(4.5%)	49,409	51,633																				
Cal Boating	7	\$700,000 at 6%(4.5%)	52,002	54,342																				
Cal Boating	8	\$1,600,000 at 4.7%(4.5%)	70,603	73,781																				
Cal Boating	9	\$2,100,000 at 4.5%	85,737	89,598																				
Cal Boating	10	\$1,754,000 at 4.5%	51,902	54,239																				
Cal Boating	"emerg500"	\$1,975,000 at 4.5%	39,017	41,057																				
Cal Boating	12	\$1,365,000 at 4.5% *	0	0																				
Cal Boating	12a	\$2,500,000 at 4.5%	0	0																				
CMIA		\$3,900,000 at 4 -7%	175,000	190,000	2,505,000																			
OE3 Pension Trust		Withdrawal Liability - \$913,315 at 6.532	40,663	43,400	46,321																			
BBVA Tax Exempt		2013 \$14,418,960		130,988	737,468	760,433	784,113	808,531	833,709	859,671	886,442	843,501	869,768	896,853	924,782	953,580	983,275	1,013,895	1,045,468	1,086,483				
BBVA Taxable		2013 \$2,384,445	31,421	119,062		171,147	180,237	188,924	197,186	205,006	217,210	228,740	234,713	249,833	261,310	84,894	14,763							
BBVA Tax Exempt		\$1,750,000 @ 3.5%							52,836	91,641	94,877	98,226	101,694	105,285	109,003	112,851	116,835	120,961	125,231	129,653	134,230	138,969	143,876	73,832
BBVA Tax Exempt		\$1,600,000 @ 3.5%							48,307	83,787	86,745	89,807	92,978	96,261	99,659	103,177	106,821	110,592	114,497	118,540	122,725	127,058	131,543	67,503
BBVA RLOC		\$1mil borrowed	0						Cancelled															
Subtotal Principal Payments			-621,940	-820,658	-3,960,239	-931,580	-964,351	-997,454	-1,132,039	-1,240,105	-1,285,274	-1,260,274	-1,299,153	-1,348,232	-1,394,754	-1,254,502	-1,221,694	-1,245,448	-1,285,196	-1,334,676	-256,955	-266,027	-275,419	-141,335
TOTAL PRINCIPAL AND INTEREST PAYMENTS			-1,184,443	-1,728,622	-4,647,868	-1,448,278	-1,449,148	-1,449,188	-1,592,207	-1,734,395	-1,736,737	-1,667,833	-1,662,894	-1,666,710	-1,664,072	-1,479,496	-1,406,173	-1,390,886	-1,390,886	-1,390,887	-287,617	-287,617	-287,616	-143,808

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

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

	2017 <i>Audited</i>	2018 <i>Audited</i>	2019 <i>Audited</i>	2020 <i>Budget</i>	2020 <i>Projection</i>	2021 <i>Budget</i>
<b>Operating Revenues</b>						
Charges for berthing and services	\$ 6,799,847	\$ 7,181,501	\$ 7,372,983	\$ 7,436,989	\$ 7,835,882	\$ 7,864,702
Rent and concessions	\$ 1,694,869	\$ 1,889,238	\$ 1,838,345	\$ 1,799,980	\$ 1,845,925	\$ 1,866,320
<b>Total Operating Revenues</b>	<b>\$ 8,494,716</b>	<b>\$ 9,070,739</b>	<b>\$ 9,211,328</b>	<b>\$ 9,236,969</b>	<b>\$ 9,681,807</b>	<b>\$ 9,731,022</b>
<b>Operating Expenses</b>						
Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,830,080			
CalPERS Unfunded Liability (Non-Cash)	\$ 298,869	\$ 489,486	\$ 313,404			
OPEB Liability (Non-Cash)			\$ 70,313			
Dredging Operations	\$ 1,259,287	\$ 1,234,002	\$ 1,232,182	\$ 1,393,183	\$ 1,356,483	\$ 1,470,038
Administrative Services	\$ 717,648	\$ 632,156	\$ 653,783	\$ 741,251	\$ 724,843	\$ 778,728
Grounds	\$ 656,439	\$ 633,063	\$ 750,251	\$ 755,694	\$ 699,656	\$ 837,988
Fuel Services	\$ 331,742	\$ 350,664	\$ 413,682	\$ 465,031	\$ 592,413	\$ 590,261
Harbor Patrol	\$ 621,569	\$ 627,790	\$ 641,569	\$ 665,018	\$ 666,141	\$ 712,349
Property Management	\$ 429,040	\$ 403,528	\$ 474,209	\$ 453,120	\$ 505,361	\$ 538,859
Marina Management	\$ 461,217	\$ 492,804	\$ 544,303	\$ 486,768	\$ 477,887	\$ 516,390
Buildings	\$ 238,023	\$ 259,087	\$ 322,642	\$ 358,609	\$ 351,841	\$ 389,156
Parking Services	\$ 345,904	\$ 360,565	\$ 357,156	\$ 387,081	\$ 325,307	\$ 371,526
Docks, Piers, Marine Structures	\$ 263,642	\$ 317,187	\$ 270,617	\$ 268,437	\$ 223,627	\$ 263,751
Finance & Purchasing	\$ 170,809	\$ 165,863	\$ 170,690	\$ 198,454	\$ 186,433	\$ 207,570
Environmental & Permitting	\$ 156,750	\$ 131,817	\$ 143,423	\$ 201,746	\$ 179,525	\$ 195,610
Utilities	\$ 84,314	\$ 107,964	\$ 87,508	\$ 132,939	\$ 84,081	\$ 125,918
Aeration	\$ 42,498	\$ 44,900	\$ 36,840	\$ 58,458	\$ 40,150	\$ 60,578
Rescue Services	\$ 90,519	\$ 97,308	\$ 95,508	\$ 111,059	\$ 102,481	\$ 119,260
Boatyard Operations	\$ 239,953	\$ 221,938	\$ 254,419	\$ 285,214	\$ 268,703	\$ 292,540
Port Commission Support	\$ 50,183	\$ 48,164	\$ 45,923	\$ 53,530	\$ 50,235	\$ 80,350
Capital Projects	\$ 1,024	\$ 9,716	\$ 1,022	\$ 512,437	\$ 506,508	\$ 459,285
Events	\$ 32,531	\$ 32,313	\$ 30,682	\$ 42,503	\$ 26,352	\$ 34,791
Fishery Support	\$ 5,042	\$ 2,452	\$ 2,762	\$ 19,236	\$ 5,527	\$ 19,460
<b>Total Expenses</b>	<b>\$ 8,278,842</b>	<b>\$ 8,487,521</b>	<b>\$ 8,742,968</b>	<b>\$ 7,589,768</b>	<b>\$ 7,373,554</b>	<b>\$ 8,064,408</b>
<b>Non-Operating Revenue (Expenses)</b>						
County revenues for public services	\$ 11,243	\$ 36,228	\$ 12,493	\$ 23,725	\$ 48,736	\$ 50,000
Grants and Other Income	\$ 65,560	\$ 140,189	\$ 111,403	\$ 42,000	\$ 44,290	\$ 42,000
Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 449,000	\$ 385,000	\$ 385,000	\$ 385,000
Interest Income	\$ 46,245	\$ 96,293	\$ 242,056	\$ 117,300	\$ 203,431	\$ 180,000
Interest Expense	\$ (476,817)	\$ (444,310)	\$ (476,885)	\$ (494,290)	\$ (494,290)	\$ (451,463)
Other Income (Expenses)	\$ (74,482)	\$ 44,912	\$ 188,516	\$ 65,000	\$ 75,077	\$ 60,000
<b>Total Non-Operating Income (Expenses)</b>	<b>\$ (28,251)</b>	<b>\$ 358,312</b>	<b>\$ 526,583</b>	<b>\$ 138,735</b>	<b>\$262,244</b>	<b>\$265,537</b>
<b>Extraordinary Items</b>						
Losses related to tsunami damage, net of reimbursements	\$ (17,088)	\$ -	\$ -	\$ -	\$ -	\$ -
OE3 Trust Fund withdrawal liability						
Grants recognized in excess of current expenses related to tsunami damage						
<b>Total Extraordinary Items</b>	<b>\$ (17,088)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Service Coverage Calculation</b>						
(+) Gross Revenues	\$ 8,494,716	\$ 9,070,739	\$ 9,211,328	\$ 9,236,969	\$ 9,681,807	\$ 9,731,022
(-) Maintenance and operating expenses	\$ (8,278,842)	\$ (8,487,521)	\$ (8,742,968)	\$ (7,589,768)	\$ (7,373,554)	\$ (8,064,408)
(+) Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,830,080			
(+) CalPERS Unfunded Liability (Non-Cash)	\$ 298,869	\$ 489,486	\$ 313,404			
(+) OPEB Liability (Non-Cash)			\$ 70,313			
(=) Net Operating Income	\$ 2,296,582	\$ 2,897,458	\$ 2,682,157	\$ 1,647,201	\$ 2,308,253	\$ 1,666,614
(+) Interest Income	\$ 46,245	\$ 96,293	\$ 242,056	\$ 117,300	\$203,431	\$180,000
(+) Non-operating Income	\$ (74,482)	\$ 44,912	\$ 188,516	\$ 88,725	\$123,813	\$110,000
(+) Grants	\$ 76,803	\$ 176,417	\$ 123,896	\$ 42,000	\$44,290	\$42,000
(+) Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 449,000	\$ 385,000	\$385,000	\$385,000
(=) Net Revenues Available for Debt Service	\$ 2,745,148	\$ 3,700,080	\$ 3,685,625	\$ 2,280,226	\$3,064,787	\$2,383,614
(+) Current Portion Long Term Debt	\$ 1,015,120	\$ 1,048,837	\$ 1,254,451	\$ 1,240,105	\$1,240,105	\$1,285,274
(+) Interest Expense	\$ 476,817	\$ 444,310	\$ 476,885	\$ 494,290	\$494,290	\$451,463
(=) Total Debt Service	\$ 1,491,937	\$ 1,493,147	\$ 1,731,336	\$ 1,734,395	\$1,734,395	\$1,736,737
Debt Service Coverage Ratio (DSCR)	1.84x	<b>2.48x</b>	<b>2.13x</b>	<b>1.31x</b>	<b>1.77x</b>	<b>1.37x</b>
Debt Service (Excluding Grants)	1.79x	<b>2.36x</b>	<b>2.06x</b>	<b>1.29x</b>	<b>1.74x</b>	<b>1.35x</b>
Debt Service (Excluding USACE Reimbursement)	1.57x	<b>2.15x</b>	<b>1.87x</b>	<b>1.09x</b>	<b>1.55x</b>	<b>1.15x</b>
Required DSCR	1.25x	1.25x	1.25x	1.25x	1.25x	1.25x







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**July 2019**

**Miscellaneous First Tier Plan of the Santa Cruz Port District  
(CalPERS ID: 3817767080)  
Annual Valuation Report as of June 30, 2018**

Dear Employer,

Attached to this letter, you will find the June 30, 2018 actuarial valuation report of your CalPERS pension plan. **Provided in this report is the determination of the minimum required employer contributions for Fiscal Year 2020-21.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2018.

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

Your June 30, 2018 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2019.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution rates as needed. This valuation is based on an investment return assumption of 7.0% which was adopted by the board in December 2016. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017.

**Required Contribution**

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2020-21 along with estimates of the required contributions for Fiscal Year 2021-22. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2020-21	11.742%	\$303,655
<i>Projected Results</i>		
2021-22	11.7%	\$345,000

The actual investment return for Fiscal Year 2018-19 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.00 percent. ***If the actual investment return for Fiscal Year 2018-19 differs from 7.00 percent, the actual contribution requirements for the projected years will differ from those shown above.*** For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through fiscal year 2025-26.

#### **Changes from Previous Year's Valuation**

CalPERS continues to strive to provide comprehensive risk assessments regarding plan funding and sustainability consistent with the Board of Administration's pension and investment beliefs. Your report this year includes new metrics on plan maturity in recognition of the fact that most pension plans at CalPERS are maturing as anticipated. As plans mature, they become more sensitive to risks than plans that are less mature. The "Risk Analysis" section of your report will help you understand how your plan is affected by investment return volatility and other economic assumptions. We have included plan sensitivity analysis with respect to longevity and inflation to further that discussion and encourage you to review our most recent Annual Review of Funding Levels and Risks report on our website that takes a holistic view of the system.

#### **Upcoming Change for June 30, 2019 Valuations**

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

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

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

We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1 2019 to contact us with actuarial questions.

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

Sincerely,

SCOTT TERANDO  
Chief Actuary



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**July 2019**

**Miscellaneous Second Tier Plan of the Santa Cruz Port District  
(CalPERS ID: 3817767080)**

**Annual Valuation Report as of June 30, 2018**

Dear Employer,

Attached to this letter, you will find the June 30, 2018 actuarial valuation report of your CalPERS pension plan. **Provided in this report is the determination of the minimum required employer contributions for Fiscal Year 2020-21.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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**Required Contribution**

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2020-21 along with estimates of the required contributions for Fiscal Year 2021-22. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2020-21	8.794%	\$6,290
<i>Projected Results</i>		
2021-22	8.8%	\$6,500

The actual investment return for Fiscal Year 2018-19 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.00 percent. ***If the actual investment return for Fiscal Year 2018-19 differs from 7.00 percent, the actual contribution requirements for the projected years will differ from those shown above.*** For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through fiscal year 2025-26.

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**July 2019**

**PEPRA Miscellaneous Plan of the Santa Cruz Port District**

**(CalPERS ID: 3817767080)**

**Annual Valuation Report as of June 30, 2018**

Dear Employer,

Attached to this letter, you will find the June 30, 2018 actuarial valuation report of your CalPERS pension plan. **Provided in this report is the determination of the minimum required employer contributions for Fiscal Year 2020-21.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

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Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Employee Rate
2020-21	7.732%	\$30,503	6.750%
<i>Projected Results</i>			
2021-22	7.7%	\$31,000	TBD

The actual investment return for Fiscal Year 2018-19 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.00 percent. ***If the actual investment return for Fiscal Year 2018-19 differs from 7.00 percent, the actual contribution requirements for the projected years will differ from those shown above.*** For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through fiscal year 2025-26.

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Chief Actuary

***APPENDIX D***

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**SANTA CRUZ PORT DISTRICT**

**FIVE-YEAR**  
**CAPITAL IMPROVEMENT PLAN**  
**FY 21-25**





## **I. INTRODUCTION**

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

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

## **II. Developing the Five-Year Capital Improvement Plan**

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

FY21 is the seventh 5-year CIP plan produced by the District. During FY13 and prior fiscal years, many capital improvements were budgeted and completed within line items in the operating budget, such as Pavement Repairs (F006), Building Restoration (F011), Restroom Building Rehabilitation (F012) and Dock Upgrades(F008). Those items are now presented as separate projects within the 5-year CIP with recommended funding amounts for ongoing rehabilitation and repair.

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

## **III. Funding the Five-Year Capital Improvement Plan**

During FY16, the Port Commission adopted a Reserve Policy and established funding goals for reserves and for the 5-year CIP. The Commission initially elected to contribute \$500,000 to the CIP fund each year, whenever practicable. The CIP fund would be allowed to grow over time so that large-scale projects could be planned and accomplished without impacting either the Reserve Fund or operations. In February 2020, the Commission increased the CIP funding goal to \$750,000 annually, whenever practicable, and increased funding in the FY21 budget from \$500,000 to \$590,000.

In September 2018, financing in the amount of \$3,350,000 was obtained for two CIP projects, the Piling Replacement Project (F005) and Aldo's Seawall Replacement (F027). Phase 1 of the Piling Replacement Project was completed in FY19, and Phase 2 was completed in FY20. Aldo's Seawall

Replacement project was completed in FY20. Both projects were funded in part by loan proceeds. Funding in the CIP is allocated to the various large and small projects funded in prior years and the in the current fiscal year. Non-specific CIP funding is contained in the Unallocated CIP Funds (F099, which is also referred to as the CIP Reserve Fund.

#### ***IV. Project Development and Selection Process***

The projects proposed in this FY21 CIP were derived from a variety of sources, including recommendations from Port District staff, Commission and public input, and projects identified in the Port District Priorities for 2020. No unfunded projects listed in the prior CIP are proposed for funding in FY21, but may have funding anticipated in a future year.

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

Twelve (12) previously identified projects are proposed for funding in FY21, eleven (11) of which have CIP funding from prior years. There are no new projects proposed for funding in FY21, though it is recommended that \$75,000 in capital outlay for a replacement water taxi included in the FY20 operating budget be allocated to the CIP. Other projects previously identified as desirable projects that are not currently recommended for funding are incorporated into the index of non-funded projects in Appendix C.

The Fund Balance projection as of April 1, 2020, has 27 identified projects with available funding. The Fund Balance includes the projects in the 5-year CIP, and projects with funding from prior years that may not be listed in the 5-year plan.

#### ***V. Proposed Projects***

Several of the proposed projects in this CIP address ongoing infrastructure or facility maintenance needs and are programmed on an annual basis. Examples include Dock Upgrades (F008) Pavement Repairs (F006), Building Restoration (F011), and Restroom Building Rehabilitation (F012).

New capital projects and projects involving maintenance of current infrastructure proposed for FY 21 are listed in Appendix A. Projects approved in prior fiscal years that are ongoing or have not yet been completed are listed in Appendix B.

#### ***VI. Environmental Review***

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

***Appendix A***  
***Capital Improvement Plan Summary Table***

**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

<b>Category</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>TOTAL</b>
<b>Docks, Piers &amp; Marine Structures</b>						
Piling Replacement <sup>1</sup>	-	-	-	-	-	-
Aldo's Seawall Replacement <sup>2</sup>	-	-	-	-	-	-
Dock Upgrades	30,000	20,000	20,000	20,000	250,000	340,000
Pier Rehabilitation Project <sup>3</sup>	27,000	60,000	45,000	60,000	-	192,000
West Side Seawall Reconstruction	-	-	-	-	TBD	-
Boatyard Marine Ways Inspection / Upgrades	-	-	40,000	-	-	40,000
X-Dock Repairs and Re-Floatation	-	65,000	-	-	-	65,000
<b>TOTAL</b>	<b>\$ 57,000</b>	<b>\$ 145,000</b>	<b>\$ 105,000</b>	<b>\$ 80,000</b>	<b>\$ 250,000</b>	<b>\$ 637,000</b>

1. Phase 1 & Phase 2 project complete. Current permit valid --> December 31, 2022. Reassess plan under new RGP permit.
2. \$184,613 in CIP funding projected to remain. Leave for accessway improvements, sinkhole remediation, etc.
3. Reallocate remaining funding from pile replacement project and fund priority repair of 3 east side public pier piles. Total CIP fund projection = \$65,658

<b>Buildings</b>						
Building Restoration Projects - Minor <sup>4</sup>	50,000	125,000	135,000	50,000	50,000	410,000
Restroom Building Rehabilitation	38,000	50,000	50,000	150,000	TBD	288,000
Dredge Yard Covered Work Area	-	-	-	-	15,000	15,000
Walton Lighthouse Repainting	-	-	15,000	-	-	15,000
Harbormaster Office Remodel	-	-	-	-	125,000	125,000
Harbor Office Building Improvements	-	-	20,000	-	-	20,000
<b>TOTAL</b>	<b>\$ 88,000</b>	<b>\$ 175,000</b>	<b>\$ 220,000</b>	<b>200,000</b>	<b>190,000</b>	<b>\$ 873,000</b>

4. 333 Lake Avenue wiring / submeter installation; re-roof maintenance bldg; re-roof info kiosk & concession lot RR; flooring 413 Lake, Future priority repairs incl replacement of 333 Lake stairway & rail; 1/2 Crow's Nest roof repair / replacement. Ongoing funding need for building rehab

**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

<b>Category</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>TOTAL</b>
<b>Landside Infrastructure</b>						
Pavement Repairs <sup>5</sup>	65,000	50,000	50,000	50,000	75,000	290,000
Parking Pay Stations <sup>6</sup>	35,000	30,000	TBD	TBD	100,000	165,000
Parking Upgrades	45,000	30,000	5,000	5,000	5,000	90,000
Wifi System	-	TBD	TBD	TBD	TBD	-
Sidewalk & Plaza Restoration	-	10,000	10,000	-	-	20,000
<b>TOTAL</b>	<b>\$ 145,000</b>	<b>\$ 120,000</b>	<b>\$ 65,000</b>	<b>55,000</b>	<b>180,000</b>	<b>\$ 565,000</b>

5. FY 21 contribution brings total available funding to approx \$118,562. FY21 priorities launch area and southwest harbor

6. Fund one additional pay station + roof near 493 Lake. Anticipate upgrade / replacement in FY25

<b>Utility Systems</b>						
Sanitary Sewer Lift Station Upgrades <sup>7</sup>	75,000	200,000	200,000	200,000	TBD	675,000
Fuel System Upgrades / UST	-	45,000	-	150,000	-	195,000
Aeration System Upgrades	-	10,000	10,000	TBD	TBD	20,000
Storm Drain System Repairs and Maintenance	20,000	20,000	20,000	30,000	30,000	120,000
Water and Sewer System Repairs and Maintenance	-	40,000	40,000	TBD	TBD	80,000
Underground Fuel Tank Repair Project	-	-	-	TBD	TBD	-
<b>TOTAL</b>	<b>\$ 95,000</b>	<b>\$ 315,000</b>	<b>\$ 270,000</b>	<b>\$ 380,000</b>	<b>\$ 30,000</b>	<b>\$ 1,090,000</b>

7. FY21 contribution brings total available funding to approx \$430,903



**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

<b>Category</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>TOTAL</b>
<b>Planning Projects &amp; Studies</b>						
Commercial Fishery/Marine Services Center Upgrades <sup>8</sup>	-	-	-	TBD	80,000	80,000
West Side Master Plan	-	TBD	75,000	TBD	TBD	75,000
Murray Street Bridge Reconstruction <sup>9</sup>	-	TBD	TBD	TBD	TBD	-
7th & Brommer Property Site Assessment <sup>10</sup>	60,000	TBD	TBD	-	-	60,000
SH Revetment and Seawall	-	60,000	-	250,000	TBD	310,000
Arana Gulch Grade Control Structure Feasibility Study	-	-	85,000	TBD	TBD	85,000
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 160,000</b>	<b>\$ 250,000</b>	<b>\$ 80,000</b>	<b>\$ 610,000</b>

8. Phase I, funded \$10K in FY13, was planned to involve outreach, preliminary planning and grant funding for a feasibility analysis. Project on hold

9. Funding for management of engineering consultants and miscellaneous costs. Reimbursable by City of Santa Cruz. Project delayed.

10. FY21 contribution brings funding to approx. \$76,704

<b>Other/Miscellaneous</b>						
CIP Reserve Fund	90,000					90,000
Harborwide Refuse/Recycling Study <sup>11</sup>	50,000	TBD	TBD	-	-	50,000
Harbor Security Infrastructure Upgrades <sup>12</sup>	5,000	TBD	TBD	TBD	TBD	5,000
Water Taxi <sup>13</sup>	-	TBD	-	-	-	-
West Jetty Walkway Project	0	0	TBD	40,000	40,000	80,000
<b>TOTAL</b>	<b>\$ 145,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 225,000</b>

11. FY21 contribution brings funding to approx. \$60,000

12. FY21 funding for add'l security enhancements (building / restroom entry camera)

13. \$75,000 in funding from operating budget allocated to CIP. See fund balance

						<b>GRAND TOTAL</b>
<b>FISCAL YEAR TOTALS</b>	<b>\$ 590,000</b>	<b>\$ 815,000</b>	<b>\$ 820,000</b>	<b>\$ 1,005,000</b>	<b>\$ 770,000</b>	<b>\$ 4,000,000</b>

***Appendix B***  
***Overview of Previously Funded Projects***

## ***Overview of Previously Funded Projects***

### **Toyo Pump (DO02)**

Status: Equipment acquired; allocate remaining funding to Unallocated CIP (F099).

The Port District acquired a 75hp submersible Toyo pump in FY 16 to provide more tools for dealing with shoaling of the inner harbor and difficult to reach areas along the harbor's perimeter. A mobile generator to power the pump was also acquired, and a jet ring attachment was acquired in FY20. Funding for acquisition of a barge to deploy the Toyo pump is proposed for funding in the FY21 Dredge Intermediate Fund.

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

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

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

### **Sanitary Sewer Lift Stations (F004)**

Status: Additional funding recommended for FY21 and beyond.

This project will involve hiring a consulting engineer for a complete assessment of the nine existing sanitary sewer lift stations, development of construction documents for upgrades or replacements as required, and coordination with the City of Santa Cruz and the County of Santa Cruz for future maintenance. Preliminary engineering began during FY13. Priority tasks for FY21 and beyond include replacing the lift station control panels and performing ultrasound inspections of existing steel tubing, replacing or relining existing tanks and upgrading access to pumps for maintenance.

### **Piling Replacement (F005)**

Status: Phase 1 and Phase 2 projects complete. Allocate remaining funding to Pier Rehabilitation (F009).

Project financing was obtained in FY19 and all loan funding has been expended. In FY19, a Phase 1 project was completed that replaced 70 piles. A Phase 2 project was completed in FY20 which replaced 80 piles and repaired 3 piles supporting the boatyard's marine ways. The need for a Phase 3 project in FY21-22 is to be determined (TBD). The permit authorized replacement of up to 220 piles, 18 of which were for reconfiguration of H and I dock which will not be pursued. Approximately 49 piles remain permitted for replacement. Permits are valid through December 31, 2022.

The Port District maintains approximately 700 piles to support its docks. 125 damaged piles were replaced as a result of the March 2011 tsunami.



### **Pavement Repairs (F006)**

Status: Funding from prior years exists; additional funding recommended in FY21 and in future years.

Ongoing project to maintain, resurface and restripe harbor parking lots and roads. Contract paving projects planned for FY21 include repairs, sealing and repaving the launch ramp area and southwest harbor area. Santa Cruz Yacht Club is planning to pave their dry storage yard in the 2020-21 timeframe, and has agreed to fund a portion of the District's southwest harbor repairs impacted by their boat rinse facility.

### **Dock Upgrades (F008)**

Status: Several projects completed in FY19-20; additional funding recommended for FY21.

Fabrication of new aluminum dock gates supporting conversion to electronic key system for dock gates and restrooms was completed in FY19. Southeast harbor brow pier repairs completed in FY19; installation of new aluminum gangways for southeast harbor brow piers pends, with gangways scheduled to be acquired in FY20. Other FY20 projects include FF-dock main body repair, and repair of joists and re-decking brow piers at J-dock and I-dock brow piers. Additional funding recommended in FY21.

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

### **Pier Rehabilitation Project (F009)**

Status: Engineering inspection of east side public pier completed in FY20; recommended for additional funding in FY21 and beyond.

Project to complete priority repair (pile jackets / cementitious grout) of 3 piles supporting the east side public pier in FY21; 4 pile repairs in FY22, and 3 in FY23.

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

### **Building Restoration – Minor (F011)**

Status: Several projects completed in FY20. Additional funding recommended for FY21.

Projects to be programmed on an annual basis include minor improvements that extend the useful life of systems and equipment in District-owned buildings that are rented out to various tenants. Work completed in FY20 included painting re-roofing 493 Lake Avenue and repairing the roof on the harbor office crow's nest. Future projects (FY21 and beyond) include 333 Lake Avenue rewiring and submetering, roofing and stairway replacement; flooring replacement at 413 Lake Avenue; re-roofing the information kiosk and concession lot restroom structures; maintenance facility flooring replacement and roofing; and, roofing repairs at 2218 East Cliff Drive and other necessary maintenance and repair projects.

**Restroom Building Rehabilitation (F012)**

Status: Re-roofing D-dock restroom is anticipated for completion in FY20-21. Additional funding recommended for FY21.

Projects are planned on an annual basis to extend the useful life of the District's 11 restroom buildings. Additional funding is recommended for remodel of the concession lot public restroom in FY21. Future projects include southeast harbor boaters' restroom upgrades; north harbor bathroom and shower upgrades and other repairs and rehabilitation.

**Sidewalk and Plaza Restoration (F013)**

Status: No major restoration of sidewalks and plazas was completed in FY20.

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

**Storm Drain System (F014)**

Status: No major repair or replacement work completed in FY20; additional funding recommended for F21.

This ongoing project involves maintenance, repairs and cleaning of the harbor's storm drain pipes, inlets and catch basins, and upgrades needed to comply with the State of California Industrial Stormwater Permit.

**Water and Sewer System (F015)**

Status: Funding from prior years exists.

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

**Parking Pay Stations (F018)**

Status: No work funded in FY20. Funding recommended in FY21.

This ongoing project funds replacement of the aging parking meters with pay stations throughout the harbor, beginning on the west side. FY21 project funds acquisition and installation of a second pay station and construction of a roof structure for two pay stations located adjacent to 493 Lake Avenue. Future projects anticipate pay station replacement and rehabilitation.

**Aeration System Upgrades (F019)**

Status: Ongoing project for aerator replacement and servicing; no additional funding proposed in FY21.

Annual maintenance of the aerator motors and floats is performed as part of the Aeration program. This project differs from the annual program as it provides for replacement of aerators worked beyond their rated capacity. Two aerators are scheduled for replacement in FY21.

### **Ice Machine Upgrades (F020)**

Status: Funding from prior years exists; no specific projects identified in the FY21-25 CIP.

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

### **7<sup>th</sup> and Brommer Reconnaissance (F021)**

Status: Additional funding recommended for FY21.

Site assessment and engineering work for future development of Port District's property in the area of 7<sup>th</sup> and Brommer, and coordination and interface with other development activities in the area to ensure Port District and community interests are served.

### **South Harbor Revetment and Seawall (F022)**

Status: No funding recommended in FY21.

Originally funded in FY15, this project was for engineering assessment and recommendations involving the seawall along the harbor's west side. FY21 funding was provided for completion of an engineering assessment of the west side seawall; additional funding is recommended in FY22, to include a dive assessment.

### **Murray Street Bridge Reconstruction (F024)**

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

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

### **Aldo's Seawall Replacement (F027)**

Status: Construction of a new seawall was completed by Granite Construction in FY20. The project was partially funded by financing obtained in FY19. All loan funding has been expended. Approximately \$184,000 is projected to remain in the CIP after project close-out, to provide funding for any future District costs associated with accessway improvements and Tenant reconstruction of the restaurant structure.

### **Parking Upgrades (F028)**

Status: Funding from prior years exists for upgrading ADA parking facilities throughout the harbor; additional funding recommended in FY21.

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

locations throughout the harbor. This project will involve identifying new spaces, adding signs and striping where needed.

**Pappy Park (F032)**

Status: Project funded in FY19; additional funding provided in FY20 with contract award.

The project involves construction of a display cradle for the vessel *Pappy* and associated sitework. Project anticipated for completion in FY20-21.

**Patrol Vessel Replacement (F033)**

Status: Replacement is fully funded through State of California grant (FY20 budget allocation) and partial funding allocated to the CIP in FY19.

Replacement of the Port District's Almar patrol vessel is needed. Grant funding in the State of California budget was secured in FY20, fully funding capital equipment acquisition anticipated to cost \$530,000. The State of California grant will reimburse the District after acquisition is complete.

**Boatyard Marine Ways Inspection / Upgrades F035**

Status: Project funded inspection and engineered plans completed in FY20; limited funding remains.

Visual inspections of the boatyard marine ways were performed on March 12, 2011, and on November 8, 2018. An analysis of the design capacity of the marine ways was completed in FY20, and a plan for repair was developed for repair (jacket / cementitious grout) of three damaged and degraded piles supporting the boatyard marine ways that were determined to require emergency repair. Pile repairs were completed as a change order under the Pile Repair and Replacement Project (F005). Future funding will be needed for other less critical repairs identified in the inspection.

**Dredge Yard Hazmat shed (F037)**

Status: Project funded in FY20; acquisition and installation expected to be complete in FY20.

The County of Santa Cruz Environmental Health Service required replacement of the 3-sided waste oil shed in the dredge yard with a fully contained hazmat shed.

**Harborwide Sign Study (F038)**

Status: Project funded in FY20.

Project funds development of sign design criteria for multi-tenant buildings in the southeast harbor area.

**Harborwide Refuse / Recycling Study (F039)**

Status: Project funded in FY20; additional funding recommended in FY21.

Project is for sanitation engineering study of refuse and recycling systems and recommended improvements.

**Harbor Security (HO01)**

Status: Project funding from prior years remains; additional funding recommended in FY21 for acquisition of additional security cameras.

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

Previously completed projects include restroom door and gate rekeying in FY16, FY17 and FY19, and acquisition of electronic system components in FY19. Fabrication of dock gates to support the new electronic key system were funded as separate project (Dock Upgrades F008).

**Water Taxi Replacement (H002)**

Status: Allocate capital outlay funding provided in the operating budget to the CIP for future acquisition of replacement water taxi.

Acquisition pends resolution of applicability of USCG standards for small passenger vessels.

**West Jetty Walkway (J001)**

Status: On hold. Limited funding from prior years.

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

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

***Appendix C***  
***Index of Non-Funded Projects***

## **Non-Funded Projects List FY21**

### ***Wifi System***

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

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

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

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

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

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

### ***West Side Master Plan***

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

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

***Appendix D***  
***New Projects Proposed for FY21***

No new projects are proposed for funding in FY21



FY13 CIP
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	<u>5yr CIP</u> <u>FY12/13</u> <u>F001</u>	<u>CF Marine</u> <u>Srv Center</u> <u>F003</u>	<u>Harbor</u> <u>Security</u> <u>HO01</u>	<u>Sanitary</u> <u>Sewer Lift</u> <u>Stations F004</u>	<u>Pavement</u> <u>Repairs F006</u>	<u>Piling</u> <u>Replacement</u> <u>F005</u>	<u>Garbage</u> <u>Compactor</u> <u>F007</u>	<u>SB Replacement</u> <u>D001</u>
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Begin. Balance Apr. 1, 2019	\$ -	\$ 10,000	\$ 3,473	\$ 261,311	\$ 65,630	\$ 1,578,882	\$ -	\$ 0
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Budget Designation:  
[FY 2020 Budget](#)

	\$ 30,000	\$ 100,000	\$ 50,000					
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Board Designation:  
 Mtg dtd 4/23/19 - Aldo's Seawall Replacement  
 Per M Olin E-mail Dated 8/16/19

Project Expenditures	\$ (26,151)	\$ (5,408)	\$ (62,069)	\$ (1,419,436)				
Projected Expenditures -- 3/31/20				\$ (125,796)				
Projected Reallocations -- 3/31/20				\$ (33,650)				
Project Funding Allocation from Operating Budget								
Project Completed								

Project Close-Out Correction

Ending Balance March 31, 2020	\$ -	\$ 10,000	\$ 7,322	\$ 355,903	\$ 53,562	\$ 0	\$ -	\$ 0
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Budget Designation FY21  
 Mtg dtd 2-11-20 (Proposed Funding)

	\$ 5,000	\$ 75,000	\$ 65,000					
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Projected balance April 1, 2020	\$ -	\$ 10,000	\$ 12,322	\$ 430,903	\$ 118,562	\$ 0	\$ -	\$ 0
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FY14 CIP

	<u>Dock Upgrades F008</u>	<u>Pier Rehab. F009</u>	<u>Trailer Launch Ramp Repair F010</u>	<u>Building Restoration F011</u>	<u>Restroom Bldg Rehab F012</u>	<u>Sidewalk &amp; Plaza Restoration F013</u>	<u>Storm Drain System F014</u>	<u>Water &amp; Sewer System F015</u>	<u>Launch Ramp Water Efficiency F016</u>	<u>Harbor Vehicle Fueling Station F017</u>	<u>Parking Pay Stations F018</u>	<u>Aeration System Upgrades F019</u>	<u>Ice Machine F020</u>	<u>West Jetty Walkway J001</u>	<u>7th and Brommer Recon F021</u>
Begin. Balance Apr. 1, 2019	\$ (1,739)	\$ 25,000	\$ (0)	\$ 98,593	\$ 31,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ -	\$ 0	\$ 27,693	\$ 31,304	\$ 19,222	\$ 799	\$ 9,077
Budget Designation: <u>FY 2020 Budget</u>	\$ 65,000			\$ 100,000	\$ 15,000						\$ (27,693)				\$ 10,000
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19	\$ 96,220														
Project Expenditures	\$ (1,969)	\$ (19,492)		\$ (47,239)											\$ (1,173)
Projected Expenditures -- 3/31/20	\$ (84,000)	\$ (500)													\$ (1,200)
Projected Reallocations -- 3/31/20		\$ 33,650													
Project Funding Allocation from Operating Budget Project Completed															
Project Close-Out Correction															
Ending Balance March 31, 2020	\$ 73,513	\$ 38,658	\$ (0)	\$ 151,354	\$ 46,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ -	\$ 0	\$ (0)	\$ 31,304	\$ 19,222	\$ 799	\$ 16,704
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)	\$ 30,000	\$ 27,000		\$ 50,000	\$ 38,000		\$ 20,000				\$ 35,000				\$ 60,000
Projected balance April 1, 2020	\$ 103,513	\$ 65,658	\$ (0)	\$ 201,354	\$ 84,817	\$ 33,000	\$ 50,000	\$ 51,771	\$ -	\$ 0	\$ 35,000	\$ 31,304	\$ 19,222	\$ 799	\$ 76,704

	FY15 CIP					FY16 CIP					FY17 CIP		
	<u>SH Revetment &amp; Seawall F022</u>	<u>Water Conservation F023</u>	<u>Murray St. Bridge F024</u>	<u>Unallocated CIP Funds F099</u>	<u>Twin Lakes Beachfront F025</u>	<u>East Access Road Sinkhole F026</u>	<u>Aldo's Seawall Replace F027</u>	<u>Parking Upgrades F028</u>	<u>Toyo Pump D002</u>	<u>Parking Mgmt Plan OP01</u>	<u>Concession Lot Automation OP02</u>	<u>Fuel Dispensers/ Sumps 2016 OP03</u>	<u>D - Dock Accessibility F029</u>
Begin. Balance Apr. 1, 2019	\$ (355)	\$ (0)	\$ 9,800	\$ 951,054	\$ (0)	\$ 0	\$ 2,124,321	\$ 5,000	\$ 15,100	\$ (0)	\$ 140,156	\$ (0)	\$ -
Budget Designation: <u>FY 2020 Budget</u>	\$ 75,000			\$ (100,538)							\$ 92,693		
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19				\$ (302,000)			\$ 302,000						
Project Expenditures			\$ (148)				\$ (2,045,163)		\$ (4,961)		\$ (150,172)		
Projected Expenditures -- 3/31/20							\$ (196,545)				\$ (82,676)		
Projected Reallocations -- 3/31/20	\$ 3,854			\$ (38,177)				\$ (10,140)					
Project Funding Allocation from Operating Budget Project Completed													
Project Close-Out Correction													
Ending Balance March 31, 2020	\$ 78,499	\$ (0)	\$ 9,651	\$ 510,339	\$ (0)	\$ 0	\$ 184,613	\$ 5,000	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ -
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)				\$ 90,000			\$ -	\$ 45,000					
Projected balance April 1, 2020	\$ 78,499	\$ (0)	\$ 9,651	\$ 600,339	\$ (0)	\$ 0	\$ 184,613	\$ 50,000	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ -



	FY18 CIP	FY19 CIP				FY20 CIP						
	<u>Westside Walkway &amp; Retaining Wall, Railing F030</u>	<u>Stormwater System Upgrades F031</u>	<u>Pappy Park (F032)</u>	<u>Patrol Vessel Replacement (F033)</u>	<u>Brow Pier Repair F034</u>	<u>Boatyard Marine Ways Inspection / Upgrades F035</u>	<u>X/J Dock Kayak Storage F036</u>	<u>Dredge Yard Hazmat Shed F037</u>	<u>Harborwide Sign Study F038</u>	<u>Harborwide Refuse/Recycling Study F039</u>	<u>Water Taxi F040 New (from Operating Budget)</u>	<u>Total Funds</u>
Begin. Balance Apr. 1, 2019	\$ 3,854	\$ 19,462	\$ 20,000	\$ 18,277	\$ 96,220	\$ -	\$ -	\$ -				\$ 5,678,723
Budget Designation: <u>FY 2020 Budget</u>		\$ (19,462)				\$ 40,000	\$ 20,000	\$ 35,000	\$ 5,000	\$ 10,000		\$ 500,000
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19					\$ (96,220)							\$ -
Project Expenditures			\$ (10,687)			\$ (17,216)	\$ (19,889)					\$ (3,831,175)
Projected Expenditures -- 3/31/20												\$ (490,717)
Projected Reallocations -- 3/31/20	\$ (3,854)		\$ 48,428				\$ (111)					\$ -
Project Funding Allocation from Operating Budget Project Completed										\$ 75,000		\$ 75,000
Project Close-Out Correction												\$ -
Ending Balance March 31, 2020	\$ 0	\$ 0	\$ 57,741	\$ 18,277	\$ -	\$ 22,784	\$ -	\$ 35,000	\$ 5,000	\$ 10,000	\$ 75,000	\$ 1,931,832
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)										\$ 50,000		\$ 590,000
Projected balance April 1, 2020	\$ 0	\$ 0	\$ 57,741	\$ 18,277	\$ -	\$ 22,784	\$ -	\$ 35,000	\$ 5,000	\$ 60,000	\$ 75,000	\$ 2,521,832

***APPENDIX E***

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**Santa Cruz Port District**  
**Vehicle / Vessel / Trailer Registration Information**  
 Updated 05/07/2019  
 BARFLEET #GE 941248

Vehicle / Vessel ID	License / CF #	VIN/HIN	Year / Make	Model / HP	Purchase Date	STATUS
#27 (Maint Randy)	012035	1FTHF25H3TLA67464	96 Ford	F-250 Flatbed	Dec-95	ACTIVE
#E32	None	Serial #130051	98 Taylor-Dunn	T48 Burden Carrier	July 1998 (Toyota Mat'l Handling)	ACTIVE
#36 (Jose)	1144740	1FTNF20L23EA53283	03 Ford	Pick-Up	April 2003	ACTIVE
#39 (Deputy)	1173540	1FTRW14W17KC34379	07 Ford	F150 4x4 Truck	05/08/07	ACTIVE
#40 (Jorge)	1273734	1FDWF36548EA99008	08 Ford	F350 Dumping Flatbed	07/10/07	ACTIVE
#E42	None	Serial #163784	Taylor-Dunn	Model B2-48	10/08	ACTIVE
#45 (Matt)	5G47958	2FTHF25G6RCA48787	94 Ford	Truck	11/18/10	ACTIVE
#46 (Ops)	1353237	1GNNEC13T53R183167	03 Chevy	Tahoe	9/5/12	ACTIVE
#47	1408238	1FTHX26G9VEB95184	97 Ford	F250 XLT Truck	12/7/13	ACTIVE
#48	7KGZ773	1GNCT18W7YK196870	2000 Chevy	Blazer	9/7/15	ACTIVE
#49	1417324	3B7KF23D8VM532814	1997 Dodge	Flatbed	01/06/16	ACTIVE
#50	1503184	1FTEW1EG0GKE77932	2016 Ford	F150	6/9/16	ACTIVE
#51	1479778	1FTBF2B68CEC05111	2012 Ford	F250 SD	06/26/17	ACTIVE
#52	1480336	2C4RDGBG0JR180344	2018 Dodge	Truck Grand Caravan	03/06/18	ACTIVE
#53	1119599	1FDXF46P56EC74164	2006 Ford	F450 Bucket Truck	09/24/18	ACTIVE
#54 (Maint.)	50102R2	1FTPF1CT2EKG37024	2014 Ford	F-150	05/01/19	ACTIVE



Vehicle / Vessel ID	License / CF #	VIN/HIN	Year / Make	Model / HP	Purchase Date	STATUS
#55 (Maint.)	AB90A45	1GC0KVC5BF213557	2011 CHEVY	Silverado 2500	04/17/19	ACTIVE
#56 (Harbor Patrol)	1578911	1FTEW1E45KKE84003	2019 Ford	F150 Supercrew 4-door 4x4	10/18/19	ACTIVE
UTV 1	None	A4PUTXHCCEAA24877	2014 American Sportworks	Trailwagon	3/30/15	ACTIVE
Boat I	CF 3960 XC	AUC2759S1899	99 Almar	RAIV / 2 - 225 hp		ACTIVE
Scout	CF 9858 XS*	XDCB747YL913	13 Zodiac	DRR650 RIB / 2 Yamaha F60LB (60 hp)	8/29/2013	ACTIVE
Freeride I	CF 3481 XC	1940L000008LCTA	67 Grego	Pontoon / 2-Yamaha long shaft 9.9 hp, model T9.9LPB outboards		ACTIVE
Twin Lakes	1273058	IMO or Other: 1100020106	Dredge Supply Company	Dredge	Jul-16	ACTIVE
Dauntless	907-939		Nichols Boat Works	Work Boat 2 - 215hp engines	1986	ACTIVE
Squirt	CF 2744 XC	CFZ2744X1900	Homemade	Dredge		ACTIVE
Dredge Skiff "Side Kick"	CF 2613 XC	CFZ2613X0089C	89 Coast Marine	Skiff		ACTIVE
Odd Job	CF 5355 XC	Hull #32078	Boston Whaler	Work Boat 1 - 50 hp engine		ACTIVE
Trailer	914656 (No Plate/Almar)	40R1KG224NAK04923	92 Pacific	Carrier		ACTIVE
Trailer	329428 (HBI)	79EZL103410	EZ Loader	Carrier		ACTIVE
Trailer	311039 (Odd Job)		David	BX Trailer		ACTIVE
Trailer	1209499 (FreeRide I)	IT0BS14SXDS066698	83 TRLRT	Carrier		ACTIVE
Trailer	VW4779 (FreeRide II)		Zieman			ACTIVE
Trailer	1314600	5NHUBL62X8T418000 (Note: combo lock 0001)	2008 Carrier	OSPR Spill Response	07/08	ACTIVE
Recovery Trailer	4KX7676 (vessel sinking)	4RACS0813AK032254	2010 INTST	Victor VICT508SAFS	2/10	ACTIVE
Trailer	4MY8144	4OR6A2J63EA030612	2014 Pacific Trailers	ALC19TW4-5 Dual Axle for Scout	8/29/2013	ACTIVE



Vehicle / Vessel ID	License / CF #	VIN/HIN	Year / Make	Model / HP	Purchase Date	STATUS
Pappy	CF 5719 XC	Hull #DRD00030178	1978 Dreadnaug	21' P/V / Sail	3/1/2016	LIEN ACQUISITION
Patrol Bicycle 1		SN:WSBC602216296N	Specialized Rockhopper Pro	1x, Black/Chrome,	6/19/2019	ACTIVE
Patrol Bicycle 2		SN: WSBC602217326N	Specialized Rockhopper Pro	1x, Black/Chrome,	6/19/2019	ACTIVE
Patrol Bicycle 3		SN: WSBC602111019N	Specialized Rockhopper Pro	1x, Black/Chrome,	6/19/2019	ACTIVE

**Santa Cruz Port District  
Mobile Equipment Schedule  
Revised January 2020**

Description	Model/Serial #	HP	Replacement Value
1998 Taylor-Dunn (E32)	130051		\$15,000
Taylor-Dunn (E42)	B2-48		\$15,000
Gas/Diesel Station 10,000 Gallons Each Fuel Tank (2) (built 1984; double wall)			\$150,000
Dredge Pipe System (seasonal use)			\$400,000
McElroy 6/18 Fusion Machine	C17011	18 hp	\$44,471
Tennant Sweeper	Model S30 Rider Sweeper	29 hp	\$23,308
Caterpillar Forklift (14,000 lb, propane powered)	V140; Serial No 59W00442	58 hp	\$85,000
Caterpillar Forklift	Model 50E (Serial No 5NC0114)	40 hp	\$2,500
Marine Travelift	50 BFMII Mobile Boat Hoist	80 hp	\$448,000
Nissan Forklift	CPJ02A25PV	60 hp	\$7,995
American Sportworks 2014 Trailwagon UTV	A4PUTXHCCEAA24877	12 hp	\$5,000
Caterpillar "Bobcat"	S130	46 hp	\$21,438
2004 Link-Belt 4x4 rough terrain 50-ton crane w/ Cummins Engine	Crane RTC8050; Engine B5.9-C	185 hp	\$200,000
Hyster Forklift (14,000 lb)	Model H155XL2; Serial No G006V04495D	85 hp	\$60,000
Komatsu Forklift	Model FG25ST-15	55.7 hp	\$10,000
Caterpillar Bulldozer	Model D6K LGP	130 hp	\$207,131
Toyo Submersible Pump w/ pipe flange	DPF-75B-MT2	75 hp	\$80,000
Portable Generator MQ Power WhisperWatt 150 Model DCA150SSJ	606HF285 (J. Deere Engine); TRLR150XFH (Trailer)	216 hp	\$20,000
<b>TOTAL:</b>		<b>0 hp</b>	<b>\$1,794,843</b>

**APPENDIX F**

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Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>OPERATING INCOME</b>					
000-000-000-0000-4000	Slip Rent Permanent	User	\$4,468,258	\$4,471,886	\$4,579,964
000-000-000-0000-4002	Slip Rent Visitors	User	\$100,000	\$130,962	\$125,000
000-000-000-0000-4003	Annual Slip Rent Discount	User	(\$1,000)	(\$1,267)	(\$1,000)
000-000-000-0000-4006	Tenant Concession Rent	Conc Rent	\$1,799,980	\$1,845,925	\$1,866,320
000-000-000-0000-4008	Misc. Tenant Rent (Sewer)	Conc Rent	\$120,000	\$179,235	\$150,000
000-000-000-0000-4010	Launch Fees	User	\$65,000	\$131,315	\$100,000
000-000-000-0000-4012	Liveaboard	User	\$72,000	\$76,000	\$76,000
000-000-000-0000-4014	Catamaran Storage	User	\$22,550	\$26,000	\$26,650
000-000-000-0000-4016	North Harbor Dry Storage	User	\$174,250	\$175,318	\$179,631
000-000-000-0000-4018	7th Ave Dry Storage	User	\$107,625	\$112,500	\$115,313
000-000-000-0000-4020	Waiting List	User	\$100,000	\$108,000	\$105,000
000-000-000-0000-4024	Slip Leave Option	User	\$500	\$4,625	\$2,500
000-000-000-0000-4026	Partnership Fees	User	\$29,500	\$27,250	\$27,250
000-000-000-0000-4028	Sublease Fees	User	\$22,294	\$24,500	\$25,113
000-000-000-0000-4030	Variable/Utility Fees	User	\$193,213	\$195,152	\$200,031
000-000-000-0000-4032	Late Fees	User	\$50,000	\$50,000	\$50,000
000-000-000-0000-4036	Citations	Fines	\$90,000	\$97,850	\$92,500
000-000-000-0000-4040	Credit Card Convenience Charges	Other / Misc	\$12,000	\$15,775	\$15,000
000-000-000-0000-4100	Parking - Concession Lot	User (Pkg)	\$775,000	\$800,000	\$800,000
000-000-000-0000-4102	Parking - Launch Area	User (Pkg)		\$0	\$0
000-000-000-0000-4104	Parking - Westside	User (Pkg)		\$0	\$0
000-000-000-0000-4118	Meter Permits & Coin	User (Pkg)		\$0	\$0
000-000-000-0000-4120	Slip Renter Parking Permits	User (Pkg)	\$18,000	\$21,825	\$21,500
000-000-000-0000-4122	RV Parking	User	\$175,000	\$188,000	\$185,000
000-000-000-0000-4200	Fuel Sales Gasoline	Fuel	\$205,000	\$284,451	\$285,000
000-000-000-0000-4202	Fuel Sales Diesel	Fuel	\$380,000	\$409,814	\$405,000
000-000-000-0000-4204	Fuel Service Call Back Charges	Other / Misc		\$0	\$0
000-000-000-0000-4210	Wash Rack	User	\$8,000	\$6,248	\$6,250
000-000-000-0000-4220	Boatyard Retail	BY	\$10,000	\$10,800	\$10,500
000-000-000-0000-4225	Boatyard Labor	BY	\$1,000	\$161	\$1,000
000-000-000-0000-4230	Boatyard Rental	BY	\$1,800	\$2,775	\$2,500
000-000-000-0000-4235	Boatyard Misc.	BY	\$20,000	\$27,995	\$25,000
000-000-000-0000-4240	Lay Days/Storage	BY	\$100,000	\$102,579	\$100,000
000-000-000-0000-4245	Vessel Haulout	BY	\$102,000	\$124,950	\$124,000
000-000-000-0000-4250	Vessel Berthing	BY	\$15,000	\$31,183	\$30,000
<b>OPERATING INCOME</b>			<b>\$9,236,969</b>	<b>\$9,681,807</b>	<b>\$9,731,022</b>
<b>EXPENSE SUMMARY BY PROGRAM</b>					
Administrative Services (110)			\$741,251	\$724,843	\$778,728
Finance & Purchasing (120)			\$198,454	\$186,433	\$207,570
Property Management (130)			\$453,120	\$505,361	\$538,859
Environmental & Permitting (140)			\$201,746	\$179,525	\$195,610
Port Commission Support (190)			\$53,530	\$50,235	\$80,350
Harbor Patrol (210)			\$665,018	\$666,141	\$712,349
Marina Management (220)			\$486,768	\$477,887	\$516,390
Rescue Services (230)			\$111,059	\$102,481	\$119,260
Parking Services (240)			\$387,081	\$325,307	\$371,526
Events (250)			\$42,503	\$26,352	\$34,791
Fuel Services (280)			\$465,031	\$592,413	\$590,261
Docks, Piers, Marine Structures (310)			\$268,437	\$223,627	\$263,751
Utilities (320)			\$132,939	\$84,081	\$125,918
Buildings (330)			\$358,609	\$351,841	\$389,156
Grounds (340)			\$755,694	\$699,656	\$837,988
Aeration (350)			\$58,458	\$40,150	\$60,578
Fishery Support (360)			\$19,236	\$5,527	\$19,460
Capital Projects (390)			\$512,437	\$506,509	\$459,285
Dredging Operations (400)			\$1,393,183	\$1,356,483	\$1,470,038
Boatyard Operations (500)			\$285,214	\$268,703	\$292,540
<b>OPERATING EXPENSES</b>			<b>\$7,589,768</b>	<b>\$7,373,554</b>	<b>\$8,064,408</b>
<b>OPERATING PROFIT</b>			<b>\$1,647,201</b>	<b>\$2,308,253</b>	<b>\$1,666,614</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>NON OPERATING INCOME/(EXPENSE)</b>					
000-000-000-0000-4300	Harbor Services Charge	Other / Misc	\$10,000	\$10,577	\$10,000
000-000-000-0000-4308	Interest Income	Other / Misc	\$117,300	\$203,431	\$180,000
000-000-000-0000-4310	Other Income	Other / Misc	\$55,000	\$49,973	\$50,000
000-000-000-0000-4375	USACE Reimbursement	Intergov	\$385,000	\$385,000	\$385,000
000-000-000-0000-4402	Grants - Federal	Grants		\$1,720	\$0
000-000-000-0000-4405	Grants - DBAW	Grants	\$30,000	\$31,471	\$30,000
000-000-000-0000-4406	County Rescue Contribution	Intergov	\$23,725	\$48,736	\$50,000
000-000-000-0000-4408	Waste Oil Grant	Grants	\$12,000	\$11,099	\$12,000
000-000-000-0000-4500	Gain/(Loss) on Asset Disposal	Other / Misc		\$14,168	\$0
000-000-000-0000-4600	Cash Over/Under			\$359	\$0
	Principal Debt Payments		(\$1,240,105)	(\$1,240,105)	(\$1,285,274)
	Capital Improvement Program		(\$500,000)	(\$4,379,633)	(\$590,000)
	Capitalized Expenses / Dredge Int Fund		(\$338,956)	(\$372,582)	(\$468,091)
	Depreciation		\$0	(\$1,680,020)	
<b>NET INCOME/(LOSS)</b>			<b>\$201,165</b>	<b>(\$4,607,553)</b>	<b>\$40,249</b>
<b>FY20 INCOME PROJECTION NET OF DEPRECIATION/CAP EXPENSES</b>					
	Capital Improvement Program			\$4,379,633	
	Capitalized Expenses			\$372,582	
	Depreciation			\$1,680,020	
<b>PROJECTED NET INCOME FY20</b>				<b>\$1,824,682</b>	
<b>FY21 Projected Reserve Fund Contribution</b>					<b>(\$127,410)</b>
<b>FY21 Projected Election Fund Contribution</b>					<b>\$0</b>



Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>ADMINISTRATIVE SERVICES (110)</b>					
100-100-110-0000-5000	Salaries - Regular		\$233,452	\$232,337	\$245,358
100-100-110-0000-5005	Salaries - Overtime		\$1,000	\$0	\$500
100-100-110-0000-5010	Wages - Part Time/Temporary		\$2,000	\$0	\$1,000
100-100-110-0000-5020	Salaries - Vacation Pay		\$5,000	\$13,387	\$5,000
100-100-110-0000-5055	Unemployment Insurance (SUI)		\$2,000	\$560	\$2,000
100-100-110-0000-5060	FICA Medicare/Social Security		\$17,259	\$17,200	\$18,500
100-100-110-0000-5075	Auto Allowance		\$2,400	\$2,400	\$2,400
100-100-110-0000-5105	Workers' Compensation		\$10,266	\$7,500	\$9,293
100-100-110-0000-5110	CalPERS Employer Share		\$27,636	\$25,175	\$30,998
100-100-110-0000-5112	CalPERS Unfunded Liability		\$36,140	\$36,143	\$43,425
100-100-110-0000-5115	Health Insurance		\$37,021	\$36,448	\$39,332
100-100-110-0000-5120	Dental Insurance		\$2,715	\$2,768	\$2,847
100-100-110-0000-5125	Long Term Disability/Life/AD&D		\$1,062	\$1,260	\$1,275
100-100-110-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-100-110-0000-5200	Printing & Newsletter		\$14,000	\$14,567	\$14,000
100-100-110-0000-5202	Legal Notices		\$1,000	\$500	\$1,000
100-100-110-0000-5204	Advertising		\$2,000	\$3,588	\$3,000
100-100-110-0000-5206	Postage		\$12,000	\$9,000	\$12,000
100-100-110-0000-5208	Promotional Expense		\$5,000	\$1,807	\$4,000
100-100-110-0000-5214	Office Supplies		\$13,000	\$10,792	\$14,000
100-100-110-0000-5217	Supplies		\$1,000	\$750	\$1,000
100-100-110-0000-5240	Miscellaneous Employee Training		\$1,000	\$1,000	\$2,000
100-100-110-0000-5242	Pre-Employment Physicals		\$1,000	\$1,000	\$1,000
100-100-110-0000-5256	Equipment Rental		\$1,000	\$250	\$1,000
100-100-110-0000-5262	Insurance Premiums		\$20,000	\$18,281	\$20,000
100-100-110-0000-5264	Insurance Claims		\$6,000	\$10,000	\$6,000
100-100-110-0000-5266	Memberships, Dues, Subscriptions		\$13,000	\$13,112	\$13,500
100-100-110-0000-5268	Meetings & Training		\$5,000	\$5,079	\$5,000
100-100-110-0000-5270	Books		\$300	\$0	\$300
100-100-110-0000-5282	Bank Service Charges		\$30,000	\$16,263	\$16,000
100-100-110-0000-5284	Credit Card Fees		\$22,000	\$25,995	\$40,000
100-100-110-0000-5286	Data Storage		\$3,000	\$2,700	\$3,000
100-100-110-0000-5288	Employee Recognition		\$3,000	\$3,000	\$3,000
100-100-110-0000-5290	Miscellaneous Expenses		\$1,000	\$1,000	\$1,000
100-100-110-0000-5298	Interest Expense		\$2,000	\$582	\$2,000
100-100-110-0000-5310	Telephone & Alarms		\$30,000	\$29,008	\$30,000
100-100-110-0000-5415	Miscellaneous Professional Services		\$12,000	\$11,556	\$12,000
100-100-110-0000-5416	Legal Consultation		\$50,000	\$75,000	\$62,000
100-100-110-0000-5420	Technical Services		\$20,000	\$18,954	\$20,000
100-100-110-0000-5425	Contract Services		\$12,000	\$10,515	\$12,000
100-100-110-0000-5450	Other Services		\$10,000	\$6,971	\$10,000
100-100-110-0000-5465	Software License & Application		\$20,000	\$24,232	\$25,000
100-100-110-0000-5470	LAFCO Assessment		\$14,000	\$12,191	\$14,000
100-100-110-0000-5500	Mileage Reimbursement		\$1,000	\$588	\$1,000
100-100-110-0000-5510	Meetings & Seminars		\$3,000	\$2,500	\$3,000
100-100-110-0000-5694	Office Equipment R&M		\$20,000	\$12,333	\$15,000
100-100-110-0000-5698	Equipment/Equipment R&M		\$10,000	\$6,552	\$10,000
<b>TOTAL ADMINISTRATIVE SERVICES</b>			<b>\$741,251</b>	<b>\$724,843</b>	<b>\$778,728</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>FINANCE &amp; PURCHASING (120)</b>					
100-100-120-0000-5000	Salaries - Regular		\$94,864	\$88,011	\$99,702
100-100-120-0000-5005	Salaries - Overtime		\$1,000	\$0	\$1,000
100-100-120-0000-5010	Wages - Part Time/Temporary		\$1,000	\$0	\$1,000
100-100-120-0000-5015	Salaries - Comp. Time			\$557	\$0
100-100-120-0000-5025	Salaries - Holiday Pay			\$297	\$0
100-100-120-0000-5030	Salaries - Sick Pay			\$2,782	\$0
100-100-120-0000-5055	Unemployment Insurance (SUI)		\$464	\$560	\$1,000
100-100-120-0000-5060	FICA Medicare/Social Security		\$7,294	\$6,082	\$8,004
100-100-120-0000-5105	Workers' Compensation		\$4,338	\$3,165	\$3,927
100-100-120-0000-5110	CalPERS Employer Share		\$7,189	\$6,549	\$8,064
100-100-120-0000-5112	CalPERS Unfunded Liability		\$9,402	\$9,403	\$11,297
100-100-120-0000-5115	Health Insurance		\$15,458	\$14,153	\$16,434
100-100-120-0000-5120	Dental Insurance		\$1,147	\$1,170	\$1,203
100-100-120-0000-5125	Long Term Disability/Life/AD&D		\$449	\$532	\$539
100-100-120-0000-5214	Office Supplies		\$750	\$750	\$750
100-100-120-0000-5266	Memberships, Dues, Subscriptions		\$250	\$381	\$500
100-100-120-0000-5268	Meetings & Training		\$2,000	\$1,500	\$2,000
100-100-120-0000-5272	Software		\$500	\$500	\$500
100-100-120-0000-5290	Miscellaneous Expenses		\$1,000	\$1,000	\$1,000
100-100-120-0000-5420	Technical Services		\$2,000	\$2,000	\$2,000
100-100-120-0000-5460	Accounting & Auditing		\$46,000	\$44,891	\$46,000
100-100-120-0000-5465	Software License & Application		\$500	\$0	\$500
100-100-120-0000-5500	Mileage Reimbursement		\$150	\$150	\$150
100-100-120-0000-5698	Equipment/Equipment R&M		\$2,000	\$2,000	\$2,000
	<b>TOTAL FINANCE &amp; PURCHASING</b>		<b>\$198,454</b>	<b>\$186,433</b>	<b>\$207,570</b>
<b>PROPERTY MANAGEMENT (130)</b>					
100-100-130-0000-5000	Salaries - Regular		\$9,939	\$6,778	\$10,446
100-100-130-0000-5055	Unemployment Insurance (SUI)		\$121	\$26	\$125
100-100-130-0000-5060	FICA Medicare/Social Security		\$761	\$481	\$786
100-100-130-0000-5105	Workers' Compensation		\$452	\$331	\$410
100-100-130-0000-5110	CalPERS Employer Share		\$2,119	\$1,860	\$2,377
100-100-130-0000-5112	CalPERS Unfunded Liability		\$2,772	\$2,772	\$3,330
100-100-130-0000-5115	Health Insurance		\$1,539	\$1,665	\$1,641
100-100-130-0000-5120	Dental Insurance		\$120	\$121	\$125
100-100-130-0000-5125	Long Term Disability/Life/AD&D		\$47	\$55	\$56
100-100-130-0000-5204	Advertising		\$1,500	\$250	\$1,500
100-100-130-0000-5262	Insurance Premiums		\$105,000	\$103,791	\$110,000
100-100-130-0000-5268	Meetings & Training		\$750	\$500	\$750
100-100-130-0000-5290	Miscellaneous Expenses		\$4,000	\$3,832	\$4,000
100-100-130-0000-5300	Gas & Electricity		\$80,000	\$68,965	\$80,000
100-100-130-0000-5305	Water, Sewer & Garbage		\$135,000	\$178,322	\$184,313
100-100-130-0000-5310	Telephone & Alarms		\$7,000	\$6,634	\$7,000
100-100-130-0000-5315	Sanitary Dist Charges		\$96,000	\$125,477	\$126,000
100-100-130-0000-5416	Legal Consultation		\$6,000	\$3,500	\$6,000
	<b>TOTAL PROPERTY MANAGEMENT</b>		<b>\$453,120</b>	<b>\$505,361</b>	<b>\$538,859</b>



Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>ENVIRONMENTAL &amp; PERMITTING (140)</b>					
100-100-140-0000-5000	Salaries - Regular		\$16,879	\$7,632	\$17,740
100-100-140-0000-5005	Salaries - Overtime		\$3,000	\$4,478	\$3,500
100-100-140-0000-5010	Wages - Part Time/Temporary		\$42,000	\$40,532	\$43,000
100-100-140-0000-5055	Unemployment Insurance (SUI)		\$358	\$550	\$1,000
100-100-140-0000-5060	FICA Medicare/Social Security		\$2,243	\$3,726	\$3,725
100-100-140-0000-5105	Workers' Compensation		\$1,334	\$973	\$1,208
100-100-140-0000-5110	CalPERS Employer Share		\$3,013	\$2,746	\$3,379
100-100-140-0000-5112	CalPERS Unfunded Liability		\$3,940	\$3,940	\$4,734
100-100-140-0000-5115	Health Insurance		\$4,538	\$4,529	\$4,838
100-100-140-0000-5120	Dental Insurance		\$353	\$360	\$370
100-100-140-0000-5125	Long Term Disability/Life/AD&D		\$138	\$164	\$166
100-100-140-0000-5217	Supplies		\$1,000	\$750	\$1,000
100-100-140-0000-5235	Vehicle & Equipment Fuel		\$1,000	\$306	\$500
100-100-140-0000-5268	Meetings & Training		\$500	\$50	\$500
100-100-140-0000-5276	Permit Fees		\$8,000	\$9,176	\$8,000
100-100-140-0000-5292	Uniform Cleaning/Laundry		\$250	\$50	\$250
100-100-140-0000-5420	Technical Services		\$90,000	\$90,063	\$90,000
100-100-140-0000-5455	AGWA		\$12,000	\$0	\$0
100-100-140-0000-5500	Mileage Reimbursement		\$500	\$50	\$500
100-100-140-0000-5625	Signage		\$200	\$100	\$200
100-100-140-0000-5650	Storm Drain Maintenance			\$0	\$0
100-100-140-0000-5665	Vehicle Maintenance		\$2,000	\$850	\$2,000
100-100-140-0000-5696	Permits & Inspections		\$2,500	\$2,500	\$2,500
100-100-140-0000-5698	Equipment/Equipment R&M		\$6,000	\$6,000	\$6,500
	<b>TOTAL ENVIRONMENTAL &amp; PERMITTING</b>		<b>\$201,746</b>	<b>\$179,525</b>	<b>\$195,610</b>
<b>PORT COMMISSION SUPPORT (190)</b>					
100-100-190-0000-5000	Salaries - Regular		\$27,500	\$27,500	\$28,903
100-100-190-0000-5005	Salaries - Overtime		\$1,000	\$0	\$1,000
100-100-190-0000-5010	Wages - Part Time/Temporary		\$1,000	\$0	\$1,000
100-100-190-0000-5055	Unemployment Insurance (SUI)		\$367	\$114	\$100
100-100-190-0000-5060	FICA Medicare/Social Security		\$2,301	\$2,019	\$2,020
100-100-190-0000-5105	Workers' Compensation		\$1,369	\$1,000	\$1,239
100-100-190-0000-5110	CalPERS Employer Share		\$3,221	\$2,936	\$3,613
100-100-190-0000-5112	CalPERS Unfunded Liability		\$4,212	\$4,213	\$5,061
100-100-190-0000-5115	Health Insurance		\$4,656	\$4,894	\$4,964
100-100-190-0000-5120	Dental Insurance		\$362	\$370	\$380
100-100-190-0000-5125	Long Term Disability/Life/AD&D		\$142	\$168	\$170
100-100-190-0000-5214	Office Supplies		\$200	\$50	\$200
100-100-190-0000-5217	Supplies		\$100	\$50	\$100
100-100-190-0000-5268	Meetings & Training		\$6,000	\$5,871	\$6,000
100-100-190-0000-5270	Books		\$100	\$50	\$100
100-100-190-0000-5290	Miscellaneous Expenses		\$500	\$500	\$25,000
100-100-190-0000-5294	Commission Expenses		\$500	\$500	\$500
	<b>TOTAL PORT COMMISSION SUPPORT</b>		<b>\$53,530</b>	<b>\$50,235</b>	<b>\$80,350</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>HARBOR PATROL (210)</b>					
100-200-210-0000-5000	Salaries - Regular		\$300,907	\$325,371	\$330,715
100-200-210-0000-5005	Salaries - Overtime		\$10,000	\$15,513	\$12,000
100-200-210-0000-5010	Wages - Part Time/Temporary		\$16,000	\$9,275	\$16,000
100-200-210-0000-5020	Salaries - Vacation Pay		\$2,000	\$9,926	\$5,000
100-200-210-0000-5025	Salaries - Holiday Pay		\$5,000	\$6,244	\$5,000
100-200-210-0000-5030	Salaries - Sick Pay			\$1,827	\$0
100-200-210-0000-5040	Salaries - Call Back		\$1,500	\$1,500	\$1,500
100-200-210-0000-5045	Salaries - Call Ready		\$3,500	\$1,875	\$3,500
100-200-210-0000-5050	Salaries - Night Differential		\$3,500	\$3,472	\$3,500
100-200-210-0000-5055	Unemployment Insurance (SUI)		\$3,040	\$3,021	\$4,000
100-200-210-0000-5060	FICA Medicare/Social Security		\$23,500	\$29,970	\$31,320
100-200-210-0000-5100	Uniform Allowance		\$6,500	\$6,500	\$6,500
100-200-210-0000-5105	Workers' Compensation		\$16,797	\$12,257	\$15,204
100-200-210-0000-5110	CalPERS Employer Share		\$37,464	\$31,100	\$43,420
100-200-210-0000-5112	CalPERS Unfunded Liability		\$48,993	\$48,996	\$60,827
100-200-210-0000-5115	Health Insurance		\$62,737	\$55,572	\$66,518
100-200-210-0000-5120	Dental Insurance		\$4,442	\$4,533	\$4,659
100-200-210-0000-5125	Long Term Disability/Life/AD&D		\$1,738	\$2,061	\$2,086
100-200-210-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-200-210-0000-5217	Supplies		\$2,500	\$2,500	\$2,500
100-200-210-0000-5218	Tools		\$1,000	\$800	\$1,000
100-200-210-0000-5220	Harbor Patrol Supplies		\$3,500	\$2,800	\$3,000
100-200-210-0000-5224	Almar Maintenance		\$2,500	\$2,200	\$2,500
100-200-210-0000-5235	Vehicle & Equipment Fuel		\$7,000	\$7,680	\$8,000
100-200-210-0000-5236	Harbor Patrol Training		\$12,000	\$8,000	\$12,000
100-200-210-0000-5238	Harbor Patrol Misc. Expense		\$9,000	\$10,200	\$4,000
100-200-210-0000-5244	Background Investigations		\$1,500	\$5,000	\$1,500
100-200-210-0000-5262	Insurance Premiums		\$3,600	\$3,348	\$3,600
100-200-210-0000-5278	Booking Fees		\$2,000	\$0	\$2,000
100-200-210-0000-5415	Miscellaneous Professional Services		\$3,000	\$900	\$1,000
100-200-210-0000-5450	Other Services		\$56,000	\$49,000	\$50,000
100-200-210-0000-5500	Mileage Reimbursement		\$1,500	\$1,200	\$1,500
100-200-210-0000-5510	Meetings & Seminars		\$300	\$700	\$2,000
100-200-210-0000-5665	Vehicle Maintenance		\$5,000	\$1,300	\$4,000
100-200-210-0000-5692	Communications Maintenance		\$2,000	\$1,500	\$2,000
100-200-210-0000-6100	Capitalized Equip. Xfer 1100		\$50,000	\$50,000	\$0
	<b>TOTAL HARBOR PATROL</b>		<b>\$665,018</b>	<b>\$666,141</b>	<b>\$712,349</b>
<b>MARINA MANAGEMENT (220)</b>					
100-200-220-0000-5000	Salaries - Regular		\$264,503	\$282,250	\$277,993
100-200-220-0000-5005	Salaries - Overtime		\$1,000	\$454	\$1,000
100-200-220-0000-5010	Wages - Part Time/Temporary		\$25,000	\$19,795	\$27,500
100-200-220-0000-5025	Salaries - Holiday Pay		\$1,000	\$128	\$1,000
100-200-220-0000-5040	Salaries - Call Back		\$350	\$0	\$350
100-200-220-0000-5055	Unemployment Insurance (SUI)		\$2,572	\$1,545	\$2,125
100-200-220-0000-5060	FICA Medicare/Social Security		\$20,000	\$23,337	\$23,500
100-200-220-0000-5105	Workers' Compensation		\$9,593	\$7,002	\$8,684
100-200-220-0000-5110	CalPERS Employer Share		\$37,132	\$30,825	\$41,649
100-200-220-0000-5112	CalPERS Unfunded Liability		\$48,558	\$48,558	\$58,346
100-200-220-0000-5115	Health Insurance		\$32,633	\$35,219	\$34,792
100-200-220-0000-5120	Dental Insurance		\$2,537	\$2,587	\$2,660
100-200-220-0000-5125	Long Term Disability/Life/AD&D		\$992	\$1,177	\$1,191
100-200-220-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-200-220-0000-5217	Supplies		\$2,500	\$1,800	\$2,000
100-200-220-0000-5222	HBI Maintenance		\$2,500	\$2,200	\$2,500
100-200-220-0000-5224	Almar Maintenance		\$5,000	\$2,000	\$5,000
100-200-220-0000-5262	Insurance Premiums		\$6,798	\$5,940	\$7,000
100-200-220-0000-5279	Bad Debt Expense		\$15,000	\$9,500	\$15,000
100-200-220-0000-5280	Lien Sale Expenses		\$2,500	\$2,500	\$2,500
100-200-220-0000-5465	Software License & Application		\$1,000	\$770	\$1,000
100-200-220-0000-5500	Mileage Reimbursement		\$600	\$300	\$600
	<b>TOTAL MARINA MANAGEMENT</b>		<b>\$486,768</b>	<b>\$477,887</b>	<b>\$516,390</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>RESCUE SERVICES (230)</b>					
100-200-230-0000-5000	Salaries - Regular		\$17,812	\$21,050	\$24,500
100-200-230-0000-5005	Salaries - Overtime		\$1,000	\$855	\$1,000
100-200-230-0000-5010	Wages - Part Time/Temporary		\$1,000	\$0	\$1,000
100-200-230-0000-5040	Salaries - Call Back		\$2,000	\$3,737	\$3,750
100-200-230-0000-5045	Salaries - Call Ready		\$16,000	\$18,464	\$18,500
100-200-230-0000-5050	Salaries - Night Differential			\$3	\$0
100-200-230-0000-5055	Unemployment Insurance (SUI)		\$200	\$186	\$200
100-200-230-0000-5060	FICA Medicare/Social Security		\$3,354	\$3,375	\$3,468
100-200-230-0000-5105	Workers' Compensation		\$1,995	\$1,457	\$1,806
100-200-230-0000-5110	CalPERS Employer Share		\$2,265	\$1,881	\$2,540
100-200-230-0000-5112	CalPERS Unfunded Liability		\$2,962	\$2,962	\$3,559
100-200-230-0000-5115	Health Insurance		\$6,787	\$6,466	\$7,236
100-200-230-0000-5120	Dental Insurance		\$528	\$538	\$553
100-200-230-0000-5125	Long Term Disability/Life/AD&D		\$206	\$245	\$248
100-200-230-0000-5212	Safety Supplies		\$2,000	\$2,000	\$2,000
100-200-230-0000-5217	Supplies		\$250	\$782	\$500
100-200-230-0000-5222	HBI Maintenance		\$2,500	\$1,500	\$2,500
100-200-230-0000-5224	Almar Maintenance		\$5,800	\$5,574	\$4,500
100-200-230-0000-5226	Boat Fuel - Patrol Boats <i>(Renamed)</i>		\$8,900	\$8,400	\$8,900
100-200-230-0000-5228	Boat Fuel - HBI Patrol Boat		\$0	\$0	\$0
100-200-230-0000-5236	Harbor Patrol Training		\$10,000	\$1,200	\$7,000
100-200-230-0000-5238	Harbor Patrol Miscellaneous Expense		\$1,000	\$3,000	\$1,000
100-200-230-0000-5262	Insurance Premiums		\$4,500	\$3,773	\$4,500
100-200-230-0000-5425	Contract Services		\$20,000	\$15,033	\$20,000
	<b>TOTAL RESCUE SERVICES</b>		<b>\$111,059</b>	<b>\$102,481</b>	<b>\$119,260</b>
<b>PARKING SERVICES (240)</b>					
100-200-240-0000-5000	Salaries - Regular		\$89,195	\$75,000	\$79,025
100-200-240-0000-5005	Salaries - Overtime		\$1,000	\$1,466	\$1,000
100-200-240-0000-5010	Wages - Part Time/Temporary		\$124,000	\$103,847	\$115,000
100-200-240-0000-5025	Salaries - Holiday Pay			\$116	\$0
100-200-240-0000-5030	Salaries - Sick Pay		\$1,000	\$750	\$1,000
100-200-240-0000-5055	Unemployment Insurance (SUI)		\$5,344	\$6,211	\$5,753
100-200-240-0000-5060	FICA Medicare/Social Security		\$18,392	\$14,306	\$14,699
100-200-240-0000-5105	Workers' Compensation		\$4,037	\$2,026	\$3,654
100-200-240-0000-5110	CalPERS Employer Share		\$9,184	\$6,506	\$10,302
100-200-240-0000-5112	CalPERS Unfunded Liability		\$12,011	\$12,011	\$14,431
100-200-240-0000-5115	Health Insurance		\$14,432	\$15,980	\$15,341
100-200-240-0000-5120	Dental Insurance		\$1,068	\$1,089	\$1,120
100-200-240-0000-5125	Long Term Disability/Life/AD&D		\$418	\$495	\$501
100-200-240-0000-5212	Safety Supplies		\$500	\$0	\$500
100-200-240-0000-5217	Supplies		\$12,000	\$10,000	\$12,000
100-200-240-0000-5218	Tools		\$100	\$100	\$100
100-200-240-0000-5231	Boat Fuel - Free Ride		\$1,000	\$290	\$0
100-200-240-0000-5235	Vehicle & Equipment Fuel		\$2,500	\$1,800	\$2,500
100-200-240-0000-5240	Miscellaneous Employee Training		\$1,800	\$400	\$1,800
100-200-240-0000-5254	Rent & Leases		\$10,000	\$4,000	\$10,000
100-200-240-0000-5272	Software		\$1,000	\$0	\$0
100-200-240-0000-5284	Credit Card Fees		\$23,000	\$25,000	\$27,000
100-200-240-0000-5292	Uniform Cleaning/Laundry		\$500	\$0	\$500
100-200-240-0000-5425	Contract Services		\$12,000	\$8,200	\$12,000
100-200-240-0000-5450	Other Services		\$25,000	\$30,000	\$30,000
100-200-240-0000-5465	Software License & Application		\$1,000	\$0	\$1,500
100-200-240-0000-5610	Water Taxi Maintenance		\$3,500	\$114	\$0
100-200-240-0000-5625	Signage		\$1,000	\$1,000	\$1,000
100-200-240-0000-5635	Parking Meters R&M		\$1,100	\$1,800	\$1,800
100-200-240-0000-5665	Vehicle Maintenance		\$5,000	\$800	\$4,000
100-200-240-0000-5698	Equipment/Equipment R&M		\$6,000	\$2,000	\$5,000
100-200-240-0000-6100	Capitalized Equip Xfer to 1100		\$75,000	\$75,000	\$0
	<b>TOTAL PARKING SERVICES</b>		<b>\$387,081</b>	<b>\$325,307</b>	<b>\$371,526</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>EVENTS (250)</b>					
100-200-250-0000-5000	Salaries - Regular		\$13,946	\$5,819	\$9,135
100-200-250-0000-5005	Salaries - Overtime		\$2,000	\$532	\$2,000
100-200-250-0000-5010	Wages - Part Time/Temporary		\$5,000	\$219	\$3,000
100-200-250-0000-5055	Unemployment Insurance (SUI)		\$240	\$32	\$44
100-200-250-0000-5060	FICA Medicare/Social Security		\$660	\$500	\$660
100-200-250-0000-5105	Workers' Compensation		\$1,601	\$1,167	\$1,449
100-200-250-0000-5110	CalPERS Employer Share		\$2,306	\$1,729	\$1,189
100-200-250-0000-5112	CalPERS Unfunded Liability		\$3,016	\$3,016	\$1,665
100-200-250-0000-5115	Health Insurance		\$5,445	\$5,297	\$5,806
100-200-250-0000-5120	Dental Insurance		\$423	\$432	\$444
100-200-250-0000-5125	Long Term Disability/Life/AD&D		\$166	\$196	\$199
100-200-250-0000-5217	Supplies		\$4,200	\$434	\$4,200
100-200-250-0000-5256	Equipment Rental		\$1,000	\$151	\$1,000
100-200-250-0000-5290	Misc. Expenses		\$2,000	\$6,427	\$3,500
100-200-250-0000-5625	Signage		\$500	\$401	\$500
	<b>TOTAL EVENTS</b>		<b>\$42,503</b>	<b>\$26,352</b>	<b>\$34,791</b>
<b>FUEL SERVICES (280)</b>					
100-200-280-0000-5000	Salaries - Regular		\$2,180	\$2,020	\$2,291
100-200-280-0000-5010	Wages - Part Time/Temporary		\$20,000	\$17,756	\$20,000
100-200-280-0000-5030	Salaries - Sick Pay			\$228	\$300
100-200-280-0000-5055	Unemployment Insurance (SUI)		\$106	\$261	\$109
100-200-280-0000-5060	FICA Medicare/Social Security		\$663	\$1,430	\$2,030
100-200-280-0000-5105	Workers' Compensation		\$394	\$286	\$357
100-200-280-0000-5110	CalPERS Employer Share		\$997	\$747	\$1,119
100-200-280-0000-5112	CalPERS Unfunded Liability		\$1,304	\$1,304	\$1,567
100-200-280-0000-5115	Health Insurance		\$1,342	\$1,320	\$1,430
100-200-280-0000-5120	Dental Insurance		\$104	\$107	\$109
100-200-280-0000-5125	Long Term Disability/Life/AD&D		\$41	\$48	\$49
100-200-280-0000-5217	Supplies		\$1,000	\$500	\$1,000
100-200-280-0000-5218	Tools		\$100	\$100	\$100
100-200-280-0000-5245	Fuel Dock Gasoline		\$175,000	\$250,000	\$240,000
100-200-280-0000-5246	Fuel Dock Diesel		\$240,000	\$296,330	\$295,000
100-200-280-0000-5250	Fuel Dock Equipment & Supplies		\$1,000	\$500	\$1,000
100-200-280-0000-5252	Underground Storage Tank Maintenance		\$2,500	\$3,829	\$5,000
100-200-280-0000-5262	Insurance Premiums		\$4,000	\$1,848	\$4,000
100-200-280-0000-5276	Permit Fees		\$3,800	\$3,799	\$3,800
100-200-280-0000-5284	Credit Card Fees		\$7,000	\$7,500	\$7,500
100-200-280-0000-5465	Software License & Application		\$1,000	\$0	\$1,000
100-200-280-0000-5607	Fueling Equipment R&M		\$2,500	\$2,500	\$2,500
	<b>TOTAL FUEL SERVICES</b>		<b>\$465,031</b>	<b>\$592,413</b>	<b>\$590,261</b>



Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>DOCKS, PIERS, MARINE STRUCTURES (310)</b>					
100-300-310-0000-5000	Salaries - Regular		\$44,099	\$36,977	\$40,099
100-300-310-0000-5005	Salaries - Overtime		\$2,000	\$0	\$2,000
100-300-310-0000-5010	Wages - Part Time/Temporary		\$4,000	\$118	\$4,000
100-300-310-0000-5020	Salaries -- Vacation Pay			\$647	\$0
100-300-310-0000-5055	Unemployment Insurance (SUI)		\$690	\$249	\$750
100-300-310-0000-5060	FICA Medicare/Social Security		\$4,000	\$2,529	\$2,800
100-300-310-0000-5105	Workers' Compensation		\$2,575	\$1,880	\$2,331
100-300-310-0000-5110	CalPERS Employer Share		\$5,922	\$4,736	\$6,642
100-300-310-0000-5112	CalPERS Unfunded Liability		\$7,744	\$7,744	\$9,305
100-300-310-0000-5115	Health Insurance		\$9,460	\$8,586	\$10,040
100-300-310-0000-5120	Dental Insurance		\$681	\$695	\$714
100-300-310-0000-5125	Long Term Disability/Life/AD&D		\$266	\$316	\$320
100-300-310-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-300-310-0000-5212	Safety Supplies		\$1,000	\$1,000	\$1,000
100-300-310-0000-5214	Office Supplies		\$200	\$200	\$250
100-300-310-0000-5217	Supplies		\$1,000	\$1,000	\$1,000
100-300-310-0000-5218	Tools		\$8,000	\$7,500	\$5,000
100-300-310-0000-5230	Boat Fuel - Odd Job		\$750	\$700	\$750
100-300-310-0000-5235	Vehicle & Equipment Fuel		\$1,000	\$2,000	\$2,500
100-300-310-0000-5240	Miscellaneous Employee Training		\$5,000	\$2,000	\$5,000
100-300-310-0000-5256	Equipment Rental		\$2,000	\$2,000	\$2,000
100-300-310-0000-5262	Insurance Premiums		\$130,000	\$115,000	\$130,000
100-300-310-0000-5268	Meetings & Training		\$1,500	\$750	\$1,500
100-300-310-0000-5282	Bank Service Charges			\$0	\$0
100-300-310-0000-5282	Miscellaneous Expenses		\$750	\$500	\$750
100-300-310-0000-5292	Uniform Cleaning/Laundry		\$300	\$500	\$500
100-300-310-0000-5430	Engineering Services		\$3,000	\$0	\$3,000
100-300-310-0000-5500	Mileage Reimbursement		\$500	\$500	\$500
100-300-310-0000-5605	Piers & Marine Structures R&M		\$12,000	\$12,000	\$15,000
100-300-310-0000-5615	Maintenance Work Boat R&M		\$1,000	\$1,000	\$1,000
100-300-310-0000-5620	Paint & Supplies		\$3,000	\$3,000	\$3,000
100-300-310-0000-5625	Signage		\$1,000	\$1,500	\$2,000
100-300-310-0000-5665	Vehicle Maintenance		\$3,000	\$2,500	\$3,000
100-300-310-0000-5698	Equipment/Equipment R&M		\$4,500	\$4,500	\$4,500
100-300-310-0000-5725	Welding Supplies		\$2,500	\$1,000	\$2,500
100-300-310-0000-6100	Capitalized Equip Xfer to 1100		\$10,000	\$10,000	\$15,000
100-300-310-0000-5672	Other Repairs & Maintenance			\$0	
<b>TOTAL DOCKS, PIERS, MARINE STRUCTURES</b>			<b>\$268,437</b>	<b>\$223,627</b>	<b>\$263,751</b>
<b>UTILITIES (320)</b>					
100-300-320-0000-5000	Salaries - Regular		\$54,097	\$22,971	\$52,856
100-300-320-0000-5005	Salaries - Overtime		\$1,000	\$500	\$1,000
100-300-320-0000-5010	Wages - Part Time/Temporary		\$1,000	\$0	\$1,000
100-300-320-0000-5055	Unemployment Insurance (SUI)		\$921	\$70	\$750
100-300-320-0000-5060	FICA Medicare/Social Security		\$5,500	\$1,733	\$1,800
100-300-320-0000-5105	Workers' Compensation		\$3,434	\$2,807	\$3,108
100-300-320-0000-5110	CalPERS Employer Share		\$5,132	\$4,046	\$5,757
100-300-320-0000-5112	CalPERS Unfunded Liability		\$6,712	\$6,712	\$8,065
100-300-320-0000-5115	Health Insurance		\$11,680	\$10,946	\$12,453
100-300-320-0000-5120	Dental Insurance		\$908	\$925	\$953
100-300-320-0000-5125	Long Term Disability/Life/AD&D		\$355	\$421	\$426
100-300-320-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-300-320-0000-5212	Safety Supplies		\$3,000	\$3,000	\$3,000
100-300-320-0000-5217	Supplies		\$1,000	\$750	\$1,000
100-300-320-0000-5240	Miscellaneous Employee Training		\$5,000	\$2,500	\$3,500
100-300-320-0000-5290	Miscellaneous Expenses		\$200	\$200	\$250
100-300-320-0000-5600	Building Repairs & Maintenance			\$0	
100-300-320-0000-5650	Storm Drain Maintenance		\$5,000	\$5,000	\$5,000
100-300-320-0000-5665	Vehicle Maintenance		\$3,000	\$3,000	\$3,000
100-300-320-0000-5670	Utility Maintenance		\$15,000	\$15,000	\$17,000
100-300-320-0000-5698	Equipment/Equipment R&M		\$5,000	\$3,500	\$5,000
100-300-320-0000-6100	Capitalized Equip Xfer to 1100		\$0	\$0	\$7,000
<b>TOTAL UTILITIES</b>			<b>\$132,939</b>	<b>\$84,081</b>	<b>\$125,918</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
	<b>BUILDINGS (330)</b>				
100-300-330-0000-5000	Salaries - Regular		\$47,984	\$47,267	\$50,431
100-300-330-0000-5005	Salaries - Overtime		\$1,000	\$917	\$1,000
100-300-330-0000-5010	Wages - Part Time/Temporary		\$5,000	\$1,539	\$5,000
100-300-330-0000-5015	Salaries - Comp. Time			\$2,018	\$1,000
100-300-330-0000-5020	Salaries - Vacation Pay			\$1,346	\$1,000
100-300-330-0000-5040	Salaries - Call Back			\$303	\$0
100-300-330-0000-5045	Salaries - Call Ready		\$5,000	\$4,644	\$5,000
100-300-330-0000-5055	Unemployment Insurance (SUI)		\$921	\$649	\$896
100-300-330-0000-5060	FICA Medicare/Social Security		\$5,773	\$4,458	\$4,858
100-300-330-0000-5105	Workers' Compensation		\$3,434	\$2,507	\$3,108
100-300-330-0000-5110	CalPERS Employer Share		\$4,530	\$3,849	\$5,081
100-300-330-0000-5112	CalPERS Unfunded Liability		\$5,924	\$5,924	\$7,118
100-300-330-0000-5115	Health Insurance		\$15,880	\$8,983	\$16,653
100-300-330-0000-5120	Dental Insurance		\$908	\$925	\$953
100-300-330-0000-5125	Long Term Disability/Life/AD&D		\$355	\$421	\$426
100-300-330-0000-5212	Safety Supplies		\$750	\$750	\$2,000
100-300-330-0000-5216	Janitorial Supplies		\$30,000	\$30,000	\$30,000
100-300-330-0000-5217	Supplies		\$3,500	\$4,000	\$4,000
100-300-330-0000-5218	Tools		\$5,000	\$5,000	\$5,000
100-300-330-0000-5235	Vehicle & Equipment Fuel		\$2,500	\$2,500	\$2,500
100-300-330-0000-5240	Miscellaneous Employee Training		\$2,500	\$2,500	\$2,500
100-300-330-0000-5256	Equipment Rental			\$33	\$500
100-300-330-0000-5262	Insurance Premiums		\$16,000	\$20,538	\$22,000
100-300-330-0000-5266	Memberships, Dues, Subscriptions		\$250	\$250	\$250
100-300-330-0000-5268	Meetings & Training		\$1,000	\$1,000	\$1,000
100-300-330-0000-5282	Bank Service Charges			\$0	\$0
100-300-330-0000-5290	Miscellaneous Expenses		\$200	\$750	\$1,000
100-300-330-0000-5292	Uniform Cleaning/Laundry		\$3,200	\$3,200	\$3,200
100-300-330-0000-5305	Water, Sewer & Garbage		\$57,000	\$60,000	\$68,682
100-300-330-0000-5308	Hazmat Disposal		\$3,500	\$3,500	\$3,500
100-300-330-0000-5310	Telephone & Alarms			\$0	\$0
100-300-330-0000-5412	Custodial Contract		\$65,000	\$61,000	\$65,000
100-300-330-0000-5425	Contract Services			\$0	\$0
100-300-330-0000-5430	Engineering Services		\$15,000	\$15,000	\$10,000
100-300-330-0000-5450	Other Services		\$1,500	\$1,500	\$1,500
100-300-330-0000-5600	Building Repairs & Maintenance		\$40,000	\$40,000	\$40,000
100-300-330-0000-5620	Paint & Supplies		\$2,500	\$2,500	\$5,000
100-300-330-0000-5625	Signage		\$1,000	\$1,000	\$1,000
100-300-330-0000-5645	Street Maintenance		\$1,000	\$500	\$6,000
100-300-330-0000-5660	Street Light Maintenance		\$1,000	\$1,070	\$2,500
100-300-330-0000-5665	Vehicle Maintenance		\$3,000	\$3,000	\$3,000
100-300-330-0000-5698	Equipment/Equipment R&M		\$5,000	\$5,000	\$5,000
100-300-330-0000-5725	Welding Supplies		\$1,500	\$1,500	\$1,500
	<b>TOTAL BUILDINGS</b>		<b>\$358,609</b>	<b>\$351,841</b>	<b>\$389,156</b>



Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>GROUNDS (340)</b>					
100-300-340-0000-5000	Salaries - Regular		\$165,779	\$168,735	\$186,262
100-300-340-0000-5005	Salaries - Overtime		\$3,000	\$6,134	\$4,500
100-300-340-0000-5010	Wages - Part Time/Temporary		\$58,500	\$28,620	\$66,500
100-300-340-0000-5015	Salaries - Comp Time			\$439	\$450
100-300-340-0000-5020	Salaries - Vacation Pay		\$1,500	\$6,547	\$1,500
100-300-340-0000-5025	Salaries - Holiday Pay				
100-300-340-0000-5030	Salaries - Sick Pay		\$250		\$250
100-300-340-0000-5040	Salaries - Call Back		\$1,450	\$1,450	\$1,450
100-300-340-0000-5045	Salaries - Call Ready		\$5,000	\$7,625	\$7,500
100-300-340-0000-5055	Unemployment Insurance (SUI)		\$3,950	\$2,185	\$3,015
100-300-340-0000-5060	FICA Medicare/Social Security		\$24,000	\$16,573	\$18,573
100-300-340-0000-5105	Workers' Compensation		\$14,732	\$10,750	\$13,335
100-300-340-0000-5110	CalPERS Employer Share		\$17,246	\$12,930	\$19,345
100-300-340-0000-5112	CalPERS Unfunded Liability		\$22,554	\$22,554	\$27,100
100-300-340-0000-5115	Health Insurance		\$50,113	\$46,647	\$53,430
100-300-340-0000-5120	Dental Insurance		\$3,896	\$3,974	\$4,086
100-300-340-0000-5125	Long Term Disability/Life/AD&D		\$1,524	\$1,807	\$1,829
100-300-340-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-300-340-0000-5210	Hazmat Supplies		\$7,500	\$5,000	\$7,500
100-300-340-0000-5212	Safety Supplies		\$3,200	\$3,000	\$3,000
100-300-340-0000-5216	Janitorial Supplies			\$0	\$0
100-300-340-0000-5217	Supplies		\$6,500	\$6,500	\$6,500
100-300-340-0000-5218	Tools		\$5,000	\$5,000	\$5,000
100-300-340-0000-5235	Vehicle & Equipment Fuel		\$7,500	\$6,000	\$6,000
100-300-340-0000-5240	Miscellaneous Employee Training		\$2,500	\$2,500	\$2,500
100-300-340-0000-5256	Equipment Rental		\$3,000	\$1,525	\$3,000
100-300-340-0000-5266	Memberships, Dues, Subscriptions		\$500	\$125	\$500
100-300-340-0000-5276	Permit Fees		\$2,500	\$500	\$2,500
100-300-340-0000-5284	Credit Card Fees			\$0	\$500
100-300-340-0000-5292	Uniform Cleaning/Laundry		\$4,000	\$3,500	\$4,000
100-300-340-0000-5300	Gas & Electricity		\$185,000	\$192,754	\$195,000
100-300-340-0000-5305	Water, Sewer & Garbage		\$60,000	\$80,500	\$98,863
100-300-340-0000-5308	Hazmat Disposal		\$8,500	\$9,410	\$10,000
100-300-340-0000-5405	Landscaping		\$10,000	\$6,500	\$10,000
100-300-340-0000-5425	Contract Services		\$10,000	\$2,500	\$10,000
100-300-340-0000-5500	Mileage Reimbursement		\$500	\$500	\$500
100-300-340-0000-5600	Building Repairs & Maintenance			\$0	\$0
100-300-340-0000-5620	Paint & Supplies		\$5,000	\$5,000	\$5,000
100-300-340-0000-5625	Signage		\$5,000	\$1,209	\$5,000
100-300-340-0000-5630	Parking Lot R&M		\$15,000	\$5,000	\$15,000
100-300-340-0000-5645	Street Maintenance		\$2,500	\$2,500	\$2,500
100-300-340-0000-5665	Vehicle Maintenance		\$5,000	\$3,000	\$5,000
100-300-340-0000-5672	Other Repairs & Maintenance		\$3,500	\$3,500	\$3,500
100-300-340-0000-5696	Permits & Inspections		\$2,500	\$1,500	\$2,500
100-300-340-0000-5698	Equipment/Equipment R&M		\$10,000	\$5,000	\$10,000
100-300-340-0000-5725	Welding Supplies			\$0	\$0
100-300-340-0000-5800	Fish Removal Expenses		\$2,500	\$163	\$2,500
100-300-340-0000-5805	Waste Oil Disposal/Recycle		\$10,000	\$10,000	\$12,500
100-300-340-0000-6100	Capitalized Equipment Xfer to 1100		\$50,000	\$48,906	\$30,000
	<b>TOTAL GROUNDS</b>		<b>\$755,694</b>	<b>\$699,656</b>	<b>\$837,988</b>
<b>AERATION (350)</b>					
100-300-350-0000-5000	Salaries - Regular		\$16,568	\$7,736	\$16,568
100-300-350-0000-5055	Unemployment Insurance (SUI)		\$236	\$0	\$250
100-300-350-0000-5060	FICA Medicare/Social Security		\$1,482	\$505	\$1,533
100-300-350-0000-5105	Workers' Compensation		\$882	\$642	\$798
100-300-350-0000-5110	CalPERS Employer Share		\$2,369	\$1,773	\$2,657
100-300-350-0000-5112	CalPERS Unfunded Liability		\$3,098	\$3,098	\$3,722
100-300-350-0000-5115	Health Insurance		\$2,999	\$2,899	\$3,197
100-300-350-0000-5120	Dental Insurance		\$233	\$238	\$244
100-300-350-0000-5125	Long Term Disability/Life/AD&D		\$91	\$108	\$109
100-300-350-0000-5217	Supplies		\$500	\$100	\$1,500
100-300-350-0000-5300	Gas & Electricity		\$20,000	\$16,551	\$20,000
100-300-350-0000-5698	Equipment/Equip. R&M		\$10,000	\$6,500	\$10,000
	<b>TOTAL AERATION</b>		<b>\$58,458</b>	<b>\$40,150</b>	<b>\$60,578</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>FISHERY SUPPORT (360)</b>					
100-300-360-0000-5000	Salaries - Regular		\$13,175	\$3,125	\$13,175
100-300-360-0000-5055	Unemployment Insurance (SUI)		\$47	\$0	\$0
100-300-360-0000-5060	FICA Medicare/Social Security		\$293	\$235	\$303
100-300-360-0000-5105	Workers' Compensation		\$174	\$127	\$158
100-300-360-0000-5110	CalPERS Employer Share		\$603	\$617	\$676
100-300-360-0000-5112	CalPERS Unfunded Liability		\$788	\$788	\$947
100-300-360-0000-5115	Health Insurance		\$592	\$567	\$631
100-300-360-0000-5120	Dental Insurance		\$46	\$47	\$48
100-300-360-0000-5125	Long Term Disability/Life/AD&D		\$18	\$21	\$22
100-300-360-0000-5675	Ice Equipment R&M		\$3,500	\$0	\$3,500
	<b>TOTAL FISHERY SUPPORT</b>		<b>\$19,236</b>	<b>\$5,527</b>	<b>\$19,460</b>
<b>CAPITAL PROJECTS (390)</b>					
100-300-390-0000-5000	Salaries - Regular		\$5,147	\$2,035	\$5,147
100-300-390-0000-5055	Unemployment Insurance (SUI)		\$200	\$31	\$75
100-300-390-0000-5060	FICA Medicare/Social Security		\$400	\$153	\$200
100-300-390-0000-5276	Permit Fees		\$1,000	\$0	\$1,000
100-300-390-0000-5290	Miscellaneous Expenses		\$200	\$0	\$200
100-300-390-0000-5298	Interest Expense		\$494,290	\$494,290	\$451,463
100-300-390-0000-5416	Legal Consultation		\$1,000	\$0	\$1,000
100-300-390-0000-5430	Engineering Services		\$10,000	\$10,000	\$0
100-300-390-0000-5500	Mileage Reimbursement		\$200	\$0	\$200
100-300-390-0000-6200	Principal Debt Payments		\$1,240,105	\$1,240,105	\$1,285,274
	<b>TOTAL CAPITAL PROJECTS</b>		<b>\$512,437</b>	<b>\$506,509</b>	<b>\$459,285</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
	<b>DREDGING OPERATIONS (400)</b>				
100-300-400-0000-5000	Salaries - Regular		\$497,918	\$509,183	\$523,312
100-300-400-0000-5005	Salaries - Overtime		\$25,000	\$34,640	\$25,000
100-300-400-0000-5010	Wages - Part Time/Temporary		\$15,000	\$26,643	\$20,000
100-300-400-0000-5015	Salaries - Comp. Time		\$500	\$3,245	\$3,250
100-300-400-0000-5020	Salaries - Vacation Pay		\$1,000	\$7,638	\$2,500
100-300-400-0000-5025	Salaries - Holiday Pay		\$1,000	\$1,524	\$1,500
100-300-400-0000-5030	Salaries - Sick Pay			\$988	\$0
100-300-400-0000-5040	Salaries - Call Back		\$500	\$0	\$0
100-300-400-0000-5055	Unemployment Insurance (SUI)		\$7,523	\$5,786	\$7,985
100-300-400-0000-5060	FICA Medicare/Social Security		\$46,775	\$42,861	\$52,850
100-300-400-0000-5105	Workers' Compensation		\$28,060	\$18,878	\$25,400
100-300-400-0000-5110	CalPERS Employer Share		\$31,937	\$28,537	\$35,822
100-300-400-0000-5112	CalPERS Unfunded Liability		\$41,765	\$41,765	\$50,183
100-300-400-0000-5115	Health Insurance		\$100,351	\$102,230	\$106,669
100-300-400-0000-5120	Dental Insurance		\$7,421	\$7,483	\$7,783
100-300-400-0000-5125	Long Term Disability/Life/AD&D		\$2,903	\$3,443	\$3,484
100-300-400-0000-5140	Retiree Medical Contribution		\$5,000	\$0	\$0
100-300-400-0000-5210	Hazmat Supplies		\$3,000	\$3,000	\$3,000
100-300-400-0000-5212	Safety Supplies		\$5,500	\$5,500	\$5,500
100-300-400-0000-5217	Supplies		\$7,500	\$7,500	\$8,000
100-300-400-0000-5218	Tools		\$10,000	\$10,000	\$10,000
100-300-400-0000-5232	Boat Fuel - Dredge Skiff		\$1,200	\$1,000	\$1,200
100-300-400-0000-5233	Boat Fuel - Twin Lakes (Renamed)		\$125,000	\$105,000	\$115,000
100-300-400-0000-5234	Boat Fuel - Dauntless		\$9,500	\$9,500	\$10,000
100-300-400-0000-5235	Vehicle & Equipment Fuel		\$8,500	\$9,500	\$11,000
100-300-400-0000-5236	Harbor Patrol Training			\$0	\$0
100-300-400-0000-5240	Miscellaneous Employee Training		\$10,000	\$6,500	\$10,000
100-300-400-0000-5256	Equipment Rental		\$32,000	\$30,000	\$32,000
100-300-400-0000-5262	Insurance Premiums		\$23,530	\$7,000	\$15,000
100-300-400-0000-5266	Memberships, Dues, Subscriptions		\$500	\$500	\$500
100-300-400-0000-5268	Meetings & Training		\$2,000	\$212	\$2,000
100-300-400-0000-5270	Books		\$100	\$100	\$100
100-300-400-0000-5276	Permit Fees		\$10,000	\$8,500	\$10,000
100-300-400-0000-5290	Miscellaneous Expenses		\$5,000	\$4,500	\$5,000
100-300-400-0000-5292	Uniform Cleaning/Laundry		\$6,500	\$4,500	\$6,500
100-300-400-0000-5308	Hazmat Disposal		\$5,000	\$5,000	\$5,000
100-300-400-0000-5418	Freight		\$2,500	\$1,500	\$2,500
100-300-400-0000-5440	Environmental Services		\$10,000	\$19,646	\$10,000
100-300-400-0000-5445	Dredge Consulting		\$25,000	\$25,000	\$25,000
100-300-400-0000-5450	Other Services		\$10,000	\$10,000	\$10,000
100-300-400-0000-5500	Mileage Reimbursement		\$1,000	\$500	\$1,000
100-300-400-0000-5620	Paint & Supplies		\$5,000	\$7,500	\$5,000
100-300-400-0000-5665	Vehicle Maintenance		\$7,500	\$2,500	\$5,000
100-300-400-0000-5672	Other Repairs & Maintenance		\$1,200	\$500	\$1,500
100-300-400-0000-5685	Safety Equipment R&M		\$1,500	\$1,500	\$1,500
100-300-400-0000-5698	Equipment/Equipment R&M		\$60,000	\$45,000	\$45,000
100-300-400-0000-5700	Maint/Lube Inner Harbor Dredge		\$15,000	\$15,000	\$15,000
100-300-400-0000-5705	Maint/Lube Dredge Twin Lakes (Renamed)		\$90,000	\$90,000	\$100,000
100-300-400-0000-5707	Maint/Lube - Ancillary Equipment		\$20,000	\$20,000	\$63,000
100-300-400-0000-5710	Maint/Lube Dredge Workboat Dauntless		\$30,000	\$30,000	\$30,000
100-300-400-0000-5715	Dredge Paint/Coatings		\$10,000	\$10,000	\$15,000
100-300-400-0000-5720	Booster Pump R&M		\$15,000	\$10,000	\$15,000
100-300-400-0000-5725	Welding Supplies		\$12,000	\$6,885	\$10,000
100-300-400-SO01-5000	January 2017 Winter Storms - Salaries			\$8,296	
100-300-400-0000-6105	Capitalized Equip Xfer to 1100		\$145,956	\$182,376	\$416,091
	<b>TOTAL DREDGING OPERATIONS</b>		<b>\$1,393,183</b>	<b>\$1,356,483</b>	<b>\$1,470,038</b>

Account	Description	CATEGORY	FY20 BUDGET	FY20 PROJXN	FY21 BUDGET
<b>BOATYARD OPERATIONS (500)</b>					
100-500-500-0000-5000	Salaries - Regular		\$109,820	\$116,019	\$115,421
100-500-500-0000-5005	Salaries - Overtime		\$1,500	\$731	\$1,000
100-500-500-0000-5010	Wages - Part Time/Temp.		\$15,500	\$6,958	\$10,000
100-500-500-0000-5015	Salaries - Comp Time			\$264	\$300
100-500-500-0000-5040	Call Back		\$500	\$0	\$500
100-500-500-0000-5055	Unemployment Insurance (SUI)		\$1,302	\$1,322	\$1,325
100-500-500-0000-5060	FICA Medicare/Social Security		\$10,370	\$9,242	\$9,399
100-500-500-0000-5105	Workers' Compensation		\$10,533	\$7,686	\$9,534
100-500-500-0000-5110	CalPERS Employer Share		\$7,522	\$5,635	\$8,437
100-500-500-0000-5112	CalPERS Unfunded Liability		\$9,837	\$9,837	\$11,819
100-500-500-0000-5115	Health Insurance		\$37,229	\$31,610	\$39,600
100-500-500-0000-5120	Dental Insurance		\$2,786	\$2,840	\$2,921
100-500-500-0000-5125	Long Term Disability/Life/AD&D		\$1,090	\$1,292	\$1,307
100-500-500-0000-5204	Advertising		\$525	\$519	\$525
100-500-500-0000-5210	Hazmat Supplies		\$1,000	\$500	\$500
100-500-500-0000-5212	Safety Supplies		\$500	\$500	\$500
100-500-500-0000-5217	Supplies		\$2,500	\$3,174	\$2,500
100-500-500-0000-5218	Tools		\$1,000	\$1,000	\$1,000
100-500-500-0000-5235	Fuel - Travelift		\$2,100	\$1,800	\$1,800
100-500-500-0000-5236	Boatyard Training		\$700	\$171	\$0
100-500-500-0000-5240	Miscellaneous Employee Training		\$500	\$618	\$1,200
100-500-500-0000-5256	Equipment Rental		\$1,000	\$0	\$1,000
100-500-500-0000-5262	Insurance Premiums		\$2,500	\$3,775	\$4,000
100-500-500-0000-5276	Permit Fees		\$2,500	\$2,300	\$2,500
100-500-500-0000-5284	Credit Card Fees		\$4,500	\$5,000	\$5,000
100-500-500-0000-5290	Misc. Expenses		\$2,500	\$1,500	\$1,500
100-500-500-0000-5292	Uniforms		\$400	\$400	\$600
100-500-500-0000-5300	Gas & Electricity		\$18,000	\$15,000	\$15,000
100-500-500-0000-5305	Water, Sewer, Garbage		\$4,100	\$5,000	\$11,702
100-500-500-0000-5308	Hazmat Disposal		\$5,000	\$2,500	\$5,000
100-500-500-0000-5310	Telephone & Alarms		\$2,000	\$1,850	\$2,000
100-500-500-0000-5315	Sanitary District Charges		\$1,000	\$0	\$0
100-500-500-0000-5425	Contract Services		\$500	\$153	\$500
100-500-500-0000-5430	Engineering Services		\$500	\$7	\$500
100-500-500-0000-5450	Other Services		\$2,000	\$2,000	\$2,000
100-500-500-0000-5465	Software License & Application		\$500	\$300	\$500
100-500-500-0000-5500	Mileage Reimbursement		\$200	\$50	\$200
100-500-500-0000-5625	Signage		\$500	\$250	\$250
100-500-500-0000-5694	Office Equipment		\$200	\$400	\$200
100-500-500-0000-5698	Equipment R&M		\$6,000	\$17,000	\$6,000
100-500-500-0000-7000	Filtration System R&M		\$3,000	\$1,000	\$3,000
100-500-500-0000-7005	Filtration System Supplies		\$1,500	\$1,500	\$1,500
100-500-500-0000-7020	Cost of Goods Sold		\$10,000	\$7,000	\$10,000
100-500-500-0000-6100	Capital Outlay		\$8,000	\$6,300	\$0
<b>TOTAL BOATYARD OPERATIONS</b>			<b>\$285,214</b>	<b>\$268,703</b>	<b>\$292,540</b>

**NOTES**

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**NOTES**

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**Santa Cruz Port District**  
**Historic Annual Slip Rent Increases**  
FY02 – FY20

Year	Slip Rent Increase (South Harbor)	Slip Rent Increase (North Harbor)	CPI (Calendar Year) <sup>1</sup>	CPI Rate
FY 02	+ 5.0 %	0		
FY 03	+ 3.0%	+ 4.0%		
FY 04	+ 3.7%	+ 4.5%		
FY 05	+ 2.5%	+ 3.0%		
FY 06	+ 7.5%	+ 7.5%		
FY 07	+ 5.0%	+ 5.0%		
FY 08	+ 5.0%	+ 5.0%		
FY 09	+ 5.0%	+ 5.0%		
FY 10	+ 3.0 %	+ 3.0 %		
FY 11	+ 4.0%	+ 1.0%	2009	2.61%
FY 12	0%	0%	2010	1.5%
FY 13	+ 5%	+ 5% <sup>2</sup>	2011	2.93%
FY 14	+ 2.5%	+ 2.5%	2012	2.68%
FY 15	+ 2.6%	+ 2.6%	2013	2.58%
FY 16	+ 2.7%	+ 2.7%	2014	2.7%
FY 17	0%	0%	2015	3.2%
FY18	2%	2%	2016	3.53%
FY19	2%	2%	2017	2.9%
FY20	2.5%	2.5%	2018	4.5%
10-YR AVERAGE	2.33%	2.03%		2.91%

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

<sup>2</sup> 20-foot slips were excluded from fee increase in FY13.

**Santa Cruz Port District  
FY21 Draft Budget  
April 1, 2020 to March 31, 2021**



**Santa Cruz Port Commission Meeting  
February 11, 2020**

## Current Budget Year (FY20) Projections Ending 3/31/20

- Based on 11/30/19 monthly budget report.
- Operating Revenue projected to exceed budget by approx. \$440k.  
Notable increases in:
  - Fuel sales (+\$100k)
  - Launch revenue – anticipated to be more than double budget projections (+\$65K)
  - Boatyard revenue overall (+\$50k)
  - Concession rent (+\$45k)
  - Visitor berthing (+\$30k)
- Projected income approx. \$1.8 million (net of depreciation / capitalization expenses and prior to FY20 adjustments)
- Projected Operating Revenue exceeds prior year (FY19) audited operating revenues by approximately \$470k
- Unanticipated revenue includes an additional \$25,000 contribution from the County of Santa Cruz in support of marine search and rescue
- Interest income exceeds budget due in part to the timing of progress payments made on large construction projects



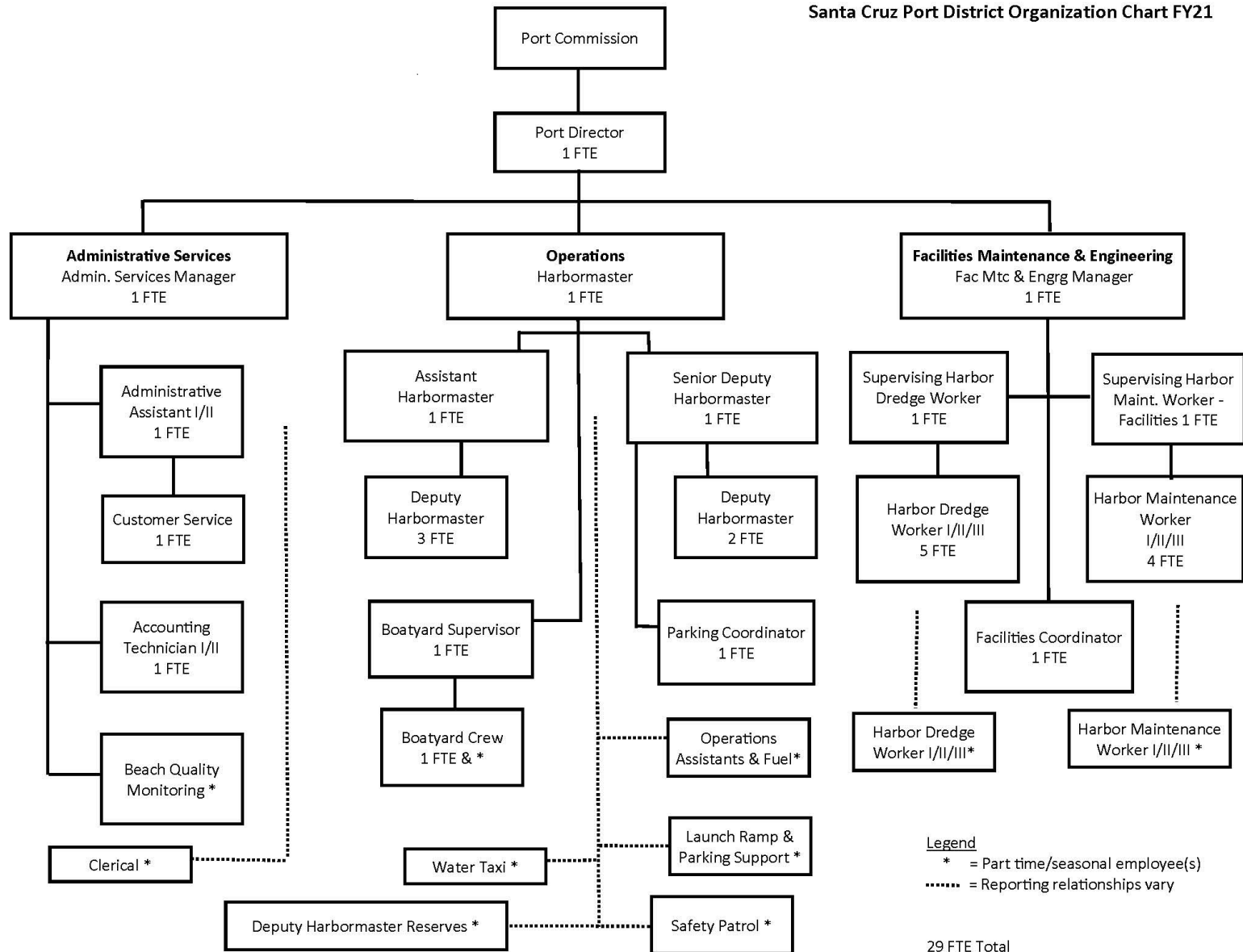
## FY 20 (Current Budget Year) Highlights

- Operating Expenses projected to be less than budget (+ \$215k)
  - Administrative program expenditures are projected to be within budget overall, despite increased legal costs and water, sewer and garbage increases
  - Operations programs expenditures are projected to be within budget overall in most programs, with the exception of Fuel Services, which exceeds budget projections due to the cost of fuel for resale
  - Facilities, Maintenance and Engineering expenditures are projected to be underbudget, primarily due to labor allocations to Capital Improvement projects which reduced labor costs and program expenses
  - Projected salary and benefit costs across all departments are projected to be lower, though the dredging program is anticipated to exceed budget as a result of utilizing Facilities staff for north harbor dredging, temporary staffing and overtime

## FY21 Budget Approach & Focus

- Meet budget policy statements and Reserve Policy goals and objectives
- Conservative revenue and expense projections
- Develop spending and operating plan for FY21 to maintain services; fund approved labor contracts
- Align with identified Port District priorities:
  - **Fund priority Capital Improvement Projects in FY21 to address deferred maintenance and meet needs of operation**
  - **Fund inspections, investigations and planning studies**
- Fund Capital Outlay in FY21 (clamshell attachment for backhoe; *Odd Job* hull; acquisition of used vehicle to replace vintage vehicle)
- Present balanced budget and meet debt service requirements

Santa Cruz Port District Organization Chart FY21



Legend

\* = Part time/seasonal employee(s)

..... = Reporting relationships vary

29 FTE Total



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

	2017 <i>Audited</i>	2018 <i>Audited</i>	2019 <i>Audited</i>	2020 <i>Budget</i>	2020 <i>Projection</i>	2021 <i>Budget</i>
<b>Operating Revenues</b>						
Charges for berthing and services	\$ 6,799,847	\$ 7,181,501	\$ 7,372,983	\$ 7,436,989	\$ 7,835,882	\$ 7,739,660
Rent and concessions	\$ 1,694,869	\$ 1,889,238	\$ 1,838,345	\$ 1,799,980	\$ 1,845,925	\$ 1,866,320
<b>Total Operating Revenues</b>	<b>\$ 8,494,716</b>	<b>\$ 9,070,739</b>	<b>\$ 9,211,328</b>	<b>\$ 9,236,969</b>	<b>\$ 9,681,807</b>	<b>\$ 9,605,980</b>
<b>Operating Expenses</b>						
Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,830,080			
CalPERS Unfunded Liability (Non-Cash)	\$ 298,869	\$ 489,486	\$ 313,404			
OPEB Liability (Non-Cash)			\$ 70,313			
Dredging Operations	\$ 1,259,287	\$ 1,234,002	\$ 1,232,182	\$ 1,393,183	\$ 1,356,483	\$ 1,470,038
Administrative Services	\$ 717,648	\$ 632,156	\$ 653,783	\$ 741,251	\$ 724,843	\$ 778,728
Grounds	\$ 656,439	\$ 633,063	\$ 750,251	\$ 755,694	\$ 699,656	\$ 837,988
Fuel Services	\$ 331,742	\$ 350,664	\$ 413,682	\$ 465,031	\$ 592,413	\$ 590,261
Harbor Patrol	\$ 621,569	\$ 627,790	\$ 641,569	\$ 665,018	\$ 666,141	\$ 712,349
Property Management	\$ 429,040	\$ 403,528	\$ 474,209	\$ 453,120	\$ 505,361	\$ 538,859
Marina Management	\$ 461,217	\$ 492,804	\$ 544,303	\$ 486,768	\$ 477,887	\$ 516,390
Buildings	\$ 238,023	\$ 259,087	\$ 322,642	\$ 358,609	\$ 351,841	\$ 389,156
Parking Services	\$ 345,904	\$ 360,565	\$ 357,156	\$ 387,081	\$ 325,307	\$ 371,526
Docks, Piers, Marine Structures	\$ 263,642	\$ 317,187	\$ 270,617	\$ 268,437	\$ 223,627	\$ 263,751
Finance & Purchasing	\$ 170,809	\$ 165,863	\$ 170,690	\$ 198,454	\$ 186,433	\$ 207,570
Environmental & Permitting	\$ 156,750	\$ 131,817	\$ 143,423	\$ 201,746	\$ 179,525	\$ 195,610
Utilities	\$ 84,314	\$ 107,964	\$ 87,508	\$ 132,939	\$ 84,081	\$ 125,918
Aeration	\$ 42,498	\$ 44,900	\$ 36,840	\$ 58,458	\$ 40,150	\$ 60,578
Rescue Services	\$ 90,519	\$ 97,308	\$ 95,508	\$ 111,059	\$ 102,481	\$ 119,260
Boatyard Operations	\$ 239,953	\$ 221,938	\$ 254,419	\$ 285,214	\$ 268,703	\$ 292,540
Port Commission Support	\$ 50,183	\$ 48,164	\$ 45,923	\$ 53,530	\$ 50,235	\$ 80,350
Capital Projects	\$ 1,024	\$ 9,716	\$ 1,022	\$ 512,437	\$ 506,508	\$ 459,285
Events	\$ 32,531	\$ 32,313	\$ 30,682	\$ 42,503	\$ 26,352	\$ 34,791
Fishery Support	\$ 5,042	\$ 2,452	\$ 2,762	\$ 19,236	\$ 5,527	\$ 19,460
<b>Total Expenses</b>	<b>\$ 8,278,842</b>	<b>\$ 8,487,521</b>	<b>\$ 8,742,968</b>	<b>\$ 7,589,768</b>	<b>\$ 7,373,554</b>	<b>\$ 8,064,408</b>
<b>Non-Operating Revenue (Expenses)</b>						
County revenues for public services	\$ 11,243	\$ 36,228	\$ 12,493	\$ 23,725	\$ 48,736	\$ 50,000
Grants and Other Income	\$ 65,560	\$ 140,189	\$ 111,403	\$ 42,000	\$ 44,290	\$ 42,000
Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 449,000	\$ 385,000	\$ 385,000	\$ 385,000
Interest Income	\$ 46,245	\$ 96,293	\$ 242,056	\$ 117,300	\$ 203,431	\$ 180,000
Interest Expense	\$ (476,817)	\$ (444,310)	\$ (476,885)	\$ (494,290)	\$ (494,290)	\$ (451,463)
Other Income (Expenses)	\$ (74,482)	\$ 44,912	\$ 188,516	\$ 65,000	\$ 75,077	\$ 60,000
<b>Total Non-Operating Income (Expenses)</b>	<b>\$ (28,251)</b>	<b>\$ 358,312</b>	<b>\$ 526,583</b>	<b>\$ 138,735</b>	<b>\$262,244</b>	<b>\$265,537</b>
<b>Extraordinary Items</b>						
Losses related to tsunami damage, net of reimbursements	\$ (17,088)	\$ -	\$ -	\$ -	\$ -	\$ -
OE3 Trust Fund withdrawal liability						
Grants recognized in excess of current expenses related to tsunami damage						
<b>Total Extraordinary Items</b>	<b>\$ (17,088)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Debt Service Coverage Calculation</b>						
(+) Gross Revenues	\$ 8,494,716	\$ 9,070,739	\$ 9,211,328	\$ 9,236,969	\$ 9,681,807	\$ 9,605,980
(-) Maintenance and operating expenses	\$ (8,278,842)	\$ (8,487,521)	\$ (8,742,968)	\$ (7,589,768)	\$ (7,373,554)	\$ (8,064,408)
(+) Depreciation and Amortization	\$ 1,781,839	\$ 1,824,754	\$ 1,830,080			
(+) CalPERS Unfunded Liability (Non-Cash)	\$ 298,869	\$ 489,486	\$ 313,404			
(+) OPEB Liability (Non-Cash)			\$ 70,313			
(=) Net Operating Income	<b>\$ 2,296,582</b>	<b>\$ 2,897,458</b>	<b>\$ 2,682,157</b>	<b>\$ 1,647,201</b>	<b>\$ 2,308,253</b>	<b>\$ 1,541,572</b>
(+) Interest Income	\$ 46,245	\$ 96,293	\$ 242,056	\$ 117,300	\$ 203,431	\$ 180,000
(+) Non-operating Income	\$ (74,482)	\$ 44,912	\$ 188,516	\$ 88,725	\$ 123,813	\$ 110,000
(+) Grants	\$ 76,803	\$ 176,417	\$ 123,896	\$ 42,000	\$ 44,290	\$ 42,000
(+) Dredging Reimbursement USACE	\$ 400,000	\$ 485,000	\$ 449,000	\$ 385,000	\$ 385,000	\$ 385,000
(=) Net Revenues Available for Debt Service	<b>\$ 2,745,148</b>	<b>\$ 3,700,080</b>	<b>\$ 3,685,625</b>	<b>\$ 2,280,226</b>	<b>\$3,064,787</b>	<b>\$2,258,572</b>
(+) Current Portion Long Term Debt	\$ 1,015,120	\$ 1,048,837	\$ 1,254,451	\$ 1,240,105	\$1,240,105	\$ 1,285,274
(+) Interest Expense	\$ 476,817	\$ 444,310	\$ 476,885	\$ 494,290	\$ 494,290	\$ 451,463
(=) Total Debt Service	<b>\$ 1,491,937</b>	<b>\$ 1,493,147</b>	<b>\$ 1,731,336</b>	<b>\$ 1,734,395</b>	<b>\$1,734,395</b>	<b>\$ 1,736,737</b>
Debt Service Coverage Ratio (DSCR)	1.84x	<b>2.48x</b>	<b>2.13x</b>	<b>1.31x</b>	<b>1.77x</b>	<b>1.3x</b>
Debt Service (Excluding Grants)	1.79x	<b>2.36x</b>	<b>2.06x</b>	<b>1.29x</b>	<b>1.74x</b>	<b>1.28x</b>
Debt Service (Excluding USACE Reimbursement)	1.57x	<b>2.15x</b>	<b>1.87x</b>	<b>1.09x</b>	<b>1.55x</b>	<b>1.08x</b>
Required DSCR	1.25x	1.25x	1.25x	1.25x	1.25x	1.25x

# FY21 Salary and Benefit Costs

DEPARTMENT/SERVICE	FY19 SALARIES & BENEFITS BUDGET	FY20 SALARIES & BENEFITS BUDGET	FY20 SALARIES & BENEFITS PROJECTED	FY21 SALARIES & BENEFITS BUDGET	FY 20 TO FY21 CHANGE
Administrative Services	635,492	668,051	635,372	705,504	+ 37,453
Operations	1,306,690	1,395,112	1,360,858	1,471,177	+76,065
Boatyard	196,658	207,989	193,436	211,563	+3,574
Facilities Maintenance and Engineering	655,561	706,820	563,073	729,278	+22,458
Dredging Operations	757,084	812,653	834,844	865,738	+53,085
<b>TOTALS</b>	3,551,485	3,790,625	3,587,583	3,983,260	+192,635 (+5.1%)

- FY21 projected S&B increases primarily due to negotiated labor contract salary increases, increases in unrepresented employee costs which include minimum wage and salary adjustments; increased budgeting for call back, call ready, overtime, comp and vacation payouts; and, increased CalPERS' pension costs.
  - **Employer pension expense in FY21 is approximately \$559,569, which is \$80,000 higher than FY20 rates and represents approx 42% of total anticipated S&B increases in FY21**

## Dredge Intermediate Fund



- \$406,091 contribution to Dredge Intermediate Fund is included in FY21 budget, bringing the projected fund balance to \$466,000. Items funded include:
  - Acquisition of a barge and associated equipment to deploy the Toyo submersible pump (\$200,000)
  - Pipeline
  - Pipe Welder
  - Other dredge systems and equipment repair and maintenance
- To accommodate acquisition of the barge, some Dredge Intermediate Fund items remain unfunded, most notably: delaying replacement of the deck on the workboat *Dauntless* and acquisition of a truck
- Note: Cost estimates for the Toyo barge are as high as \$250,000. *Actual cost TBD*



## Dredge Operations

- Increased funding in the program budget for consumable items such as wire rope, slings, straps and shackles
- Increased funding for ancillary equipment repairs to include crane repairs and annual offsite maintenance of the new CAT dozer
- Reductions in some line item funding based on FY20 projections, e.g., fuel expense for *Twin Lakes*, insurance premiums, and general equipment repair and maintenance

## Boatyard

➤ Sixth full year of operation	
➤ Projected FY20 revenues	\$300,443
➤ Projected FY20 expenses	\$268,703
	Net \$ 31,740



In FY20, the boatyard was projected to require \$35,414 in proceeds to support the operation, but due to improved revenue generation the boatyard is currently projected to be profitable.

Revenues do not account for interdepartmental services. In FY20, the retail value of interdepartmental services provided was approx. \$39,163.

The boatyard program captures the majority of expenditures for this enterprise, though some costs, such as stormwater service expenditures, office equipment and claims paid are captured in Administration, while minor building repair and maintenance are captured in Facilities.

In FY21, based on improved revenue generation, boatyard revenue is projected to meet expenses (not including interdepartmental services).



## Fuel Services

- Fuel service operation assumed by the Port District in 2010.
  - Projected FY20 revenue       \$694,265
  - Projected FY21 expenses     592,413
- Net       \$101,852

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

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





# Fund Balances

Cash on Hand 2/10/20		
LAIF	\$9,794,721	
BBVA (Restricted)	\$1,016,742	
Comerica Bank	\$520,370	
Total Cash	<b>\$11,331,833</b>	
Restricted Cash	\$1,016,742	At BBVA
Fund Balances	\$4,549,151	Dredge Intermediate, Reserve, Capital Improvement, Election
Unrestricted Cash	<b>\$5,765,940</b>	Available for operations, emergencies*, improvements, etc.

\*Includes the current reserve fund balance of approximately \$1.8 million



# Capital Improvement Program FY21 Recommended Projects



**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

Category	FY21	FY22	FY23	FY24	FY25	TOTAL
<b>Docks, Piers &amp; Marine Structures</b>						
Piling Replacement <sup>1</sup>	-	-	-	-	-	-
Aldo's Seawall Replacement <sup>2</sup>	-	-	-	-	-	-
Dock Upgrades	30,000	20,000	20,000	20,000	250,000	340,000
Pier Rehabilitation Project <sup>3</sup>	27,000	60,000	45,000	60,000	-	192,000
West Side Seawall Reconstruction	-	-	-	-	TBD	-
Boatyard Marine Ways Inspection / Upgrades	-	-	40,000	-	-	40,000
X-Dock Repairs and Re-Floatation	-	65,000	-	-	-	65,000
<b>TOTAL</b>	<b>\$ 57,000</b>	<b>\$ 145,000</b>	<b>\$ 105,000</b>	<b>\$ 80,000</b>	<b>\$ 250,000</b>	<b>\$ 637,000</b>

1. Phase 1 & Phase 2 project complete. Current permit valid --> December 31, 2022. Reassess plan under new RGP permit.

2. \$184,613 in CIP funding projected to remain. Leave for accessway improvements, sinkhole remediation, etc.

3. Reallocate remaining funding from pile replacement project and fund priority repair of 3 east side public pier piles. Total CIP fund projection = \$65,658

<b>Buildings</b>						
Building Restoration Projects - Minor <sup>4</sup>	50,000	125,000	135,000	50,000	50,000	410,000
Restroom Building Rehabilitation	38,000	50,000	50,000	150,000	TBD	288,000
Dredge Yard Covered Work Area	-	-	-	-	15,000	15,000
Walton Lighthouse Repainting	-	-	15,000	-	-	15,000
Harbormaster Office Remodel	-	-	-	-	125,000	125,000
Harbor Office Building Improvements	-	-	20,000	-	-	20,000
<b>TOTAL</b>	<b>\$ 88,000</b>	<b>\$ 175,000</b>	<b>\$ 220,000</b>	<b>200,000</b>	<b>190,000</b>	<b>\$ 873,000</b>

4. 333 Lake Avenue wiring / submeter installation; re-roof maintenance bldg; re-roof info kiosk & concession lot RR; flooring 413 Lake,

Future priority repairs incl replacement of 333 Lake stairway & rail; 1/2 Crow's Nest roof repair / replacement. Ongoing funding need for building rehab



**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

Category	FY21	FY22	FY23	FY24	FY25	TOTAL
<b>Landside Infrastructure</b>						
Pavement Repairs <sup>5</sup>	65,000	50,000	50,000	50,000	75,000	290,000
Parking Pay Stations <sup>6</sup>	35,000	30,000	TBD	TBD	100,000	165,000
Parking Upgrades	45,000	30,000	5,000	5,000	5,000	90,000
Wifi System	-	TBD	TBD	TBD	TBD	-
Sidewalk & Plaza Restoration	-	10,000	10,000	-	-	20,000
<b>TOTAL</b>	<b>\$ 145,000</b>	<b>\$ 120,000</b>	<b>\$ 65,000</b>	<b>55,000</b>	<b>180,000</b>	<b>\$ 565,000</b>

5. FY 21 contribution brings total available funding to approx \$118,562. FY21 priorities launch area and southwest harbor

6. Fund one additional pay station + roof near 493 Lake. Anticipate upgrade / replacement in FY25

<b>Utility Systems</b>						
Sanitary Sewer Lift Station Upgrades <sup>7</sup>	75,000	200,000	200,000	200,000	TBD	675,000
Fuel System Upgrades / UST	-	45,000	-	150,000	-	195,000
Aeration System Upgrades	-	10,000	10,000	TBD	TBD	20,000
Storm Drain System Repairs and Maintenance	20,000	20,000	20,000	30,000	30,000	120,000
Water and Sewer System Repairs and Maintenance	-	40,000	40,000	TBD	TBD	80,000
Underground Fuel Tank Repair Project	-	-	-	TBD	TBD	-
<b>TOTAL</b>	<b>\$ 95,000</b>	<b>\$ 315,000</b>	<b>\$ 270,000</b>	<b>\$ 380,000</b>	<b>\$ 30,000</b>	<b>\$ 1,090,000</b>

7. FY21 contribution brings total available funding to approx \$430,903

**CAPITAL IMPROVEMENT PROJECTS FY21-FY25**

Category	FY21	FY22	FY23	FY24	FY25	TOTAL
<b>Planning Projects &amp; Studies</b>						
Commercial Fishery/Marine Services Center Upgrades <sup>8</sup>	-	-	-	TBD	80,000	80,000
West Side Master Plan	-	TBD	75,000	TBD	TBD	75,000
Murray Street Bridge Reconstruction <sup>9</sup>	-	TBD	TBD	TBD	TBD	-
7th & Brommer Property Site Assessment <sup>10</sup>	60,000	TBD	TBD	-	-	60,000
SH Revetment and Seawall	-	60,000	-	250,000	TBD	310,000
Arana Gulch Grade Control Structure Feasibility Study	-	-	85,000	TBD	TBD	85,000
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 160,000</b>	<b>\$ 250,000</b>	<b>\$ 80,000</b>	<b>\$ 610,000</b>

8. Phase I, funded \$10K in FY13, was planned to involve outreach, preliminary planning and grant funding for a feasibility analysis. Project on hold

9. Funding for management of engineering consultants and miscellaneous costs. Reimbursable by City of Santa Cruz. Project delayed.

10. FY21 contribution brings funding to approx. \$76,704

<b>Other/Miscellaneous</b>						
Harborwide Refuse/Recycling Study <sup>11</sup>	50,000	TBD	TBD	-	-	50,000
Harbor Security Infrastructure Upgrades <sup>12</sup>	5,000	TBD	TBD	TBD	TBD	5,000
Water Taxi <sup>13</sup>	-	TBD	-	-	-	-
West Jetty Walkway Project	0	0	TBD	40,000	40,000	80,000
<b>TOTAL</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 135,000</b>

11. FY21 contribution brings funding to approx. \$60,000

12. FY21 funding for add'l security enhancements (building / restroom entry camera)

13. \$75,000 in funding from operating budget allocated to CIP. See fund balance

						<b>GRAND TOTAL</b>
<b>FISCAL YEAR TOTALS</b>	<b>\$ 500,000</b>	<b>\$ 815,000</b>	<b>\$ 820,000</b>	<b>\$ 1,005,000</b>	<b>\$ 770,000</b>	<b>\$ 3,910,000</b>

**FY13 CIP**

	<u>5yr CIP</u> <u>FY12/13</u> <u>F001</u>	<u>CF Marine</u> <u>Srvc Center</u> <u>F003</u>	<u>Harbor</u> <u>Security</u> <u>HO01</u>	<u>Sanitary</u> <u>Sewer Lift</u> <u>Stations F004</u>	<u>Pavement</u> <u>Repairs F006</u>	<u>Piling</u> <u>Replacement</u> <u>F005</u>	<u>Garbage</u> <u>Compactor</u> <u>F007</u>	<u>SB Replacement</u> <u>D001</u>
Begin. Balance Apr. 1, 2019	\$ -	\$ 10,000	\$ 3,473	\$ 261,311	\$ 65,630	\$ 1,578,882	\$ -	\$ 0
Budget Designation: <u>FY 2020 Budget</u>			\$ 30,000	\$ 100,000	\$ 50,000			
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19								
Project Expenditures			\$ (26,151)	\$ (5,408)	\$ (62,069)	\$ (1,419,436)		
Projected Expenditures -- 3/31/20						\$ (125,796)		
Projected Reallocations -- 3/31/20						\$ (33,650)		
Project Funding Allocation from Operating Budget Project Completed								
Project Close-Out Correction								
Ending Balance March 31, 2020	\$ -	\$ 10,000	\$ 7,322	\$ 355,903	\$ 53,562	\$ 0	\$ -	\$ 0
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)			\$ 5,000	\$ 75,000	\$ 65,000			
Projected balance April 1, 2021	\$ -	\$ 10,000	\$ 12,322	\$ 430,903	\$ 118,562	\$ 0	\$ -	\$ 0



FY14 CIP

	<u>Dock Upgrades F008</u>	<u>Pier Rehab. F009</u>	<u>Trailer Launch Ramp Repair F010</u>	<u>Building Restoration F011</u>	<u>Restroom Bldg Rehab F012</u>	<u>Sidewalk &amp; Plaza Restoration F013</u>	<u>Storm Drain System F014</u>	<u>Water &amp; Sewer System F015</u>	<u>Launch Ramp Water Efficiency F016</u>	<u>Harbor Vehicle Fueling Station F017</u>	<u>Parking Pay Stations F018</u>	<u>Aeration System Upgrades F019</u>	<u>Ice Machine F020</u>	<u>West Jetty Walkway J001</u>	<u>7th and Brommer Recon F021</u>
Begin. Balance Apr. 1, 2019	\$ (1,739)	\$ 25,000	\$ (0)	\$ 98,593	\$ 31,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ -	\$ 0	\$ 27,693	\$ 31,304	\$ 19,222	\$ 799	\$ 9,077
Budget Designation: <u>FY 2020 Budget</u>	\$ 65,000			\$ 100,000	\$ 15,000						\$ (27,693)				\$ 10,000
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19	\$ 96,220														
Project Expenditures	\$ (1,969)	\$ (19,492)		\$ (47,239)											\$ (1,173)
Projected Expenditures -- 3/31/20	\$ (84,000)	\$ (500)													\$ (1,200)
Projected Reallocations -- 3/31/20		\$ 33,650													
Project Funding Allocation from Operating Budget Project Completed															
Project Close-Out Correction															
Ending Balance March 31, 2020	\$ 73,513	\$ 38,658	\$ (0)	\$ 151,354	\$ 46,817	\$ 33,000	\$ 30,000	\$ 51,771	\$ -	\$ 0	\$ (0)	\$ 31,304	\$ 19,222	\$ 799	\$ 16,704
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)	\$ 30,000	\$ 27,000		\$ 50,000	\$ 38,000		\$ 20,000				\$ 35,000				\$ 60,000
Projected balance April 1, 2020	\$ 103,513	\$ 65,658	\$ (0)	\$ 201,354	\$ 84,817	\$ 33,000	\$ 50,000	\$ 51,771	\$ -	\$ 0	\$ 35,000	\$ 31,304	\$ 19,222	\$ 799	\$ 76,704

	FY15 CIP					FY16 CIP					FY17 CIP				
	<u>SH Revetment &amp; Seawall F022</u>	<u>Water Conservation F023</u>	<u>Murray St. Bridge F024</u>	<u>Unallocated CIP Funds F099</u>	<u>Twin Lakes Beachfront F025</u>	<u>East Access Road Sinkhole F026</u>	<u>Aldo's Seawall Replace F027</u>	<u>Parking Upgrades F028</u>	<u>Tovo Pump D002</u>	<u>Parking Mgmt Plan OP01</u>	<u>Concession Lot Automation OP02</u>	<u>Fuel Dispensers/ Sumps 2016 OP03</u>	<u>D - Dock Accessibility F029</u>		
Begin. Balance Apr. 1, 2019	\$ (355)	\$ (0)	\$ 9,800	\$ 951,054	\$ (0)	\$ 0	\$ 2,124,321	\$ 5,000	\$ 15,100	\$ (0)	\$ 140,156	\$ (0)	\$ -		
Budget Designation: <u>FY 2020 Budget</u>	\$ 75,000			\$ (100,538)							\$ 92,693				
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19				\$ (302,000)			\$ 302,000								
Project Expenditures			\$ (148)				\$ (2,045,163)		\$ (4,961)		\$ (150,172)				
Projected Expenditures -- 3/31/20							\$ (196,545)				\$ (82,676)				
Projected Reallocations -- 3/31/20	\$ 3,854			\$ (38,177)					\$ (10,140)						
Project Funding Allocation from Operating Budget															
Project Completed															
Project Close-Out Correction															
Ending Balance March 31, 2020	\$ 78,499	\$ (0)	\$ 9,651	\$ 510,339	\$ (0)	\$ 0	\$ 184,613	\$ 5,000	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ -		
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)				\$ -			\$ -	\$ 45,000							
Projected balance April 1, 2020	\$ 78,499	\$ (0)	\$ 9,651	\$ 510,339	\$ (0)	\$ 0	\$ 184,613	\$ 50,000	\$ (0)	\$ (0)	\$ 0	\$ (0)	\$ -		

	FY18 CIP	FY19 CIP					FY20 CIP						
	<u>Westside Walkway &amp; Retaining Wall Railing F030</u>	<u>Stormwater System Upgrades F031</u>	<u>Pappy Park (F032)</u>	<u>Patrol Vessel Replacement (F033)</u>	<u>Brow Pier Repair F034</u>	<u>Boatyard Marine Ways Inspection / Upgrades F035</u>	<u>X/J Dock Kayak Storage F036</u>	<u>Dredge Yard Hazmat Shed F037</u>	<u>Harborwide Sign Study F038</u>	<u>Harborwide Refuse/Recycling Study F039</u>	<u>Water Taxi F040 New (from Operating Budget)</u>	<u>Total Funds</u>	
Begin. Balance Apr. 1, 2019	\$ 3,854	\$ 19,462	\$ 20,000	\$ 18,277	\$ 96,220	\$ -	\$ -	\$ -				\$ 5,678,723	
Budget Designation: <u>FY 2020 Budget</u>		\$ (19,462)				\$ 40,000	\$ 20,000	\$ 35,000	\$ 5,000	\$ 10,000		\$ 500,000	
Board Designation: Mtg dtd 4/23/19 - Aldo's Seawall Replacement Per M Olin E-mail Dated 8/16/19					\$ (96,220)							\$ -	
Project Expenditures			\$ (10,687)			\$ (17,216)	\$ (19,889)					\$ (3,831,175)	
Projected Expenditures -- 3/31/20												\$ (490,717)	
Projected Reallocations -- 3/31/20	\$ (3,854)		\$ 48,428				\$ (111)					\$ -	
Project Funding Allocation from Operating Budget										\$ 75,000		\$ 75,000	
Project Completed												\$ -	
Project Close-Out Correction												\$ -	
Ending Balance March 31, 2020	\$ 0	\$ 0	\$ 57,741	\$ 18,277	\$ -	\$ 22,784	\$ -	\$ 35,000	\$ 5,000	\$ 10,000	\$ 75,000	\$ 1,931,832	
Budget Designation FY21 Mtg dtd 2-11-20 (Proposed Funding)										\$ 50,000		\$ 500,000	
Projected balance April 1, 2020	\$ 0	\$ 0	\$ 57,741	\$ 18,277	\$ -	\$ 22,784	\$ -	\$ 35,000	\$ 5,000	\$ 60,000	\$ 75,000	\$ 2,431,832	

## Marina Fees

- CPI increase 3.3% in 2019 (SF-Oak-Hayward annual)\*
- Slip rent rates increased:
  - **0% in FY17; 2% in FY18; 2% in FY19; 2.5% in FY20**
- Unrestricted cash on hand exceeds \$5.7 million
- CIP fund balance projected at \$2.4 million as of April 1, 2020
- Fee increase to be considered by Commission
  - 1% increase would add approximately \$44k in slip fee revenue

\*2019 CPI 3.3%. CPI formerly titled SF-Oak-SJ.

## Recommendation

Direct staff to finalize the FY21 Budget for adoption at the February 25 meeting, including:

- Capital outlay (\$52,000)
- Capital Projects to add, delete or reprioritize in the CIP
- Contribution to the Dredge Intermediate Fund and list of funded items
- Fee increase(s), including direction on any change to the differential sublet fee
- Other revisions



**Santa Cruz Port District**  
**Historic Annual Slip Rent Increases**  
FY02 – FY20

Year	Slip Rent Increase (South Harbor)	Slip Rent Increase (North Harbor)	CPI (Calendar Year) <sup>1</sup>	CPI Rate
FY 02	+ 5.0 %	0		
FY 03	+ 3.0%	+ 4.0%		
FY 04	+ 3.7%	+ 4.5%		
FY 05	+ 2.5%	+ 3.0%		
FY 06	+ 7.5%	+ 7.5%		
FY 07	+ 5.0%	+ 5.0%		
FY 08	+ 5.0%	+ 5.0%		
FY 09	+ 5.0%	+ 5.0%		
FY 10	+ 3.0 %	+ 3.0 %		
FY 11	+ 4.0%	+ 1.0%	2009	2.61%
FY 12	0%	0%	2010	1.5%
FY 13	+ 5%	+ 5% <sup>2</sup>	2011	2.93%
FY 14	+ 2.5%	+ 2.5%	2012	2.68%
FY 15	+ 2.6%	+ 2.6%	2013	2.58%
FY 16	+ 2.7%	+ 2.7%	2014	2.7%
FY 17	0%	0%	2015	3.2%
FY18	2%	2%	2016	3.53%
FY19	2%	2%	2017	2.9%
FY20	2.5%	2.5%	2018	4.5%
10-YR AVERAGE	2.33%	2.03%		2.91%

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

<sup>2</sup> 20-foot slips were excluded from fee increase in FY13.



TO: Port Commission  
FROM: Marian Olin, Port Director  
DATE: February 4, 2020  
SUBJECT: Review of Draft FY21 Budget and 5-Year Capital Improvement Program

**Recommendation: Discuss the proposed FY21 draft budget and capital improvement projects, and:**

- 1. Approve the contributions to the Reserve Fund, Capital Improvement Fund, and Dredge Intermediate Fund; and,**
- 2. Provide direction to staff on proposed projects to include in the FY21 Capital Improvement Program (CIP); and**
- 3. Provide direction to staff on whether to continue differential fee structure for sublets; and**
- 4. Provide direction to staff on any other fee increase(s), and other revisions to incorporate into the final budget for presentation on February 25, 2020.**

## **BACKGROUND**

The FY21 draft budget report (Attachment A) is presented concurrently with the proposed 5-Year Capital Improvement Plan (CIP). The CIP is incorporated into the draft budget document as Appendix D. Each year the draft budget provides detailed worksheets depicting the operating budget and debt service, a recommended funding level for dredge equipment projects (Dredge Intermediate Fund), and recommended capital projects and capital outlay.

Each year, staff strives to present a balanced budget, giving the Commission the ability to deliberate reserve funding, projects, major expenses, and fee increases and consider the projected debt service ratio. The draft FY21 budget is presented as a balanced budget that meets required debt service ratios, but nominally so, with a projected surplus of \$15,207.

## **ANALYSIS**

### ***Reserve Policy***

The Port District's Reserve Policy identifies the target amount to be held in reserve as 25% of the District's annual operating expenses in the current fiscal year's adopted budget. In FY19, the Port District first met its reserve funding goal of 25% of annual operating expenses. To continue to meet reserve funding goals, the draft FY21 budget includes a contribution in the amount of \$127,410, bringing the Reserve Fund balance to approximately \$2,016,102.

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

Election Fund: The account is managed to keep a balance of \$200,000. The Election Fund is fully funded. No additional contribution is budgeted in FY21.

CIP Fund: A funding goal of \$500,000 per year has been established. The FY21 draft budget meets this goal by providing \$500,000 in funding from the operating budget (see "Capital Improvement Program" below).

Public Employees' Medical and Hospital Care Act ("PEMHCA") Fund: Though there is no statutory responsibility for the District to pre-fund its Other Post Employment Benefits ("OPEB") obligation, an annual contribution in the amount of \$35,000 was previously allocated to the PEMHCA fund. The funding was not held in a restricted trust fund and did not offset balance sheet liability; however, it was a demonstration of the District's commitment to publicly accounting for this liability.

In FY19, due to implementation of Government Accounting Standards Board ("GASB") Statement 75, the \$140,000 in accumulated funding that was previously accounted for as a payroll liability was booked against the District's total OPEB liability required to be reported on the District's financial statements, eliminating the fund balance. No further contributions to the PEMHCA fund are recommended or warranted.

### ***Capital Improvement Program (CIP)***

Appendix D includes the proposed 5-year Capital Improvement Plan (CIP) and the projected CIP fund balance.

The draft FY21 budget proposes new funding in the amount of \$500,000 for the CIP, as described in "Reserve Policy" above. In addition, the draft budget proposes to reallocate existing CIP project funding as follows:

- Piling Replacement (F005) – Projected remaining funding of approximately \$33,650 to be allocated to Pier Rehab (F009), which combined with new funding in FY21 provides for priority repair of 3 east side public pier piles
- West Side Walkway & Retaining Wall (F030) – Projected remaining funding of \$3,854 to be allocated to South Harbor Revetment and Seawall (F022) to supplement funding for an engineering / dive assessment planned in FY22
- Toyo Pump – Close out project and allocate remaining funding of approximately \$10,140 to the Unallocated CIP Reserve Fund (F099)
- Pappy Park – Per Port Commission action of January 28, 2020, \$48,428 in project funding derived from the Unallocated CIP Reserve Fund (F099)
- X/J Dock Kayak Storage – Close out project and allocate remaining funding of approximately \$111 to the Unallocated CIP Reserve Fund (F099)

As of March 31, 2020, the balance of the Unallocated CIP Reserve Fund (F099) is projected to be \$510,339.

Though no new projects are proposed for funding in FY21, the FY21-25 CIP proposes to encumber \$75,000 in capital outlay funding included in the FY20 operating budget for future acquisition of a replacement water taxi.

Descriptions of the projects previously funded and proposed for funding are included in the 5-Year Capital Improvement Plan. As of April 1, 2020, the total projected balance of the CIP is approximately \$2,431,832.

### ***Dredging Equipment – Dredge Intermediate Fund***

A proposed \$406,091 contribution to the Dredge Intermediate Fund budget supplements funding projected to remain at the end of FY20. Planned maintenance and replacements for FY21 are listed in the draft budget report under “Dredging Equipment.” The plan includes acquisition of a barge to increase utility of the Toyo submersible pump for inner-harbor dredging operations at an estimated cost of \$200,000, and delays funding some other items. A complete listing of unfunded Dredge Intermediate Fund items is included in the draft budget. It should be noted that in addition to delaying funding of some items, the Dredge Intermediate Fund was reduced as part of the budget development process (e.g., initial estimates for the Toyo barge were \$250,000, though only \$200,000 is funded). Any additional funding needed for barge acquisition will require Port Commission authorization.

### ***Staffing***

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

The dredge crew, represented by Operating Engineers Local No. 3 (OE3), entered into a one-year labor contract in January 2020. The OE3 contract ends on December 31, 2020.

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

Renegotiation of both labor contracts will commence later this calendar year.

### ***Operating Budget***

Notable changes between the FY20 adopted budget and the FY21 proposed budget are discussed below.

### **Personnel Costs**

Total personnel costs in FY21 are projected to increase over FY20 budget levels by approximately 5.1%. The increase is due to negotiated labor contract salary increases including a 2% cost of living increase effective January 1, 2020, a contract salary adjustment for the Port Director effective July 1, 2019, an approximate 2% increase in unrepresented employee costs which includes minimum wage and salary adjustments, increased budgeting for call back, call ready, overtime, comp, and vacation payouts and increased CalPERS' employer contribution rates commencing July 1, 2020.

Overall, personnel costs in FY20 are projected to be within budget projections for all departments except dredging. Higher dredge labor costs projected in FY20 reflect Facilities staff assisting with north harbor dredging, unbudgeted overtime expense, and temporary staff labor costs. There are other projected overages in line item funding for specific budget programs, e.g., boatyard salaries are projected to be higher than budget because management oversight of the boatyard is not included in program labor.

**Table 1 – Salary and Benefit Costs**

<b>DEPARTMENT/SERVICE</b>	<b>FY19 SALARIES &amp; BENEFITS BUDGET</b>	<b>FY20 SALARIES &amp; BENEFITS BUDGET</b>	<b>FY20 SALARIES &amp; BENEFITS PROJECTED</b>	<b>FY21 SALARIES &amp; BENEFITS BUDGET</b>	<b>FY 20 TO FY21 CHANGE</b>
Administrative Services	635,492	668,051	635,372	705,504	+ 37,453
Operations	1,306,690	1,395,112	1,360,858	1,471,177	+76,065
Boatyard	196,658	207,989	193,436	211,563	+3,574
Facilities Maintenance and Engineering	655,561	706,820	563,073	729,278	+22,458
Dredging Operations	757,084	812,653	834,844	865,738	+53,085
<b>TOTALS</b>	3,551,485	3,790,625	3,587,583	3,983,260	+192,635 (+5.1%)

CalPERS' employer costs are projected to increase approximately \$80,000 over FY20 rates, from \$479,500 budgeted in FY20, to \$559,569 budgeted in FY21, accounting for approximately 42% of the projected \$192,635 increase in salary and benefit costs.

Salaries and benefits in the FY21 draft budget represent approximately 42% of anticipated District expenditures which total \$9,401,682 (49% excluding debt service costs).



### **Budget Program Costs**

The proposed FY21 Services and Supplies budget is approximately 7% higher than the FY20 budget. Notable differences include:

#### Legal Consultation

- Legal expense in FY20 is projected to be significantly overbudget, due in part to unanticipated litigation costs. Additional funding for legal expense is anticipated in FY21

#### Utilities: Water, sewer, garbage, gas, electricity

- Fees for gas and electricity, water, sewer, and garbage have increased across budgetary programs by approximately 20.4%, reflecting anticipated cost increases and FY20 projections. This includes the garbage and recycling collection / transport contract which increased \$7,500/year commencing January 1, 2020; Santa Cruz Municipal Utilities fees for water and garbage; the Santa Cruz County Sanitation District annual billing which is based on water use; and, one-half of the Crow's Nest concession lot garbage bill. A portion of utility expense is reimbursable by landside tenants.

#### Fuel

- Actual fuel expense was higher than anticipated in FY20 due to purchase of fuel for resale. Additional funding for purchase of fuel for resale is included in the FY21 budget.

#### Economic Study

- One-time funding in FY21 for development of an informational report assessing and summarizing Santa Cruz Harbor's economic benefits to the community

#### Street Maintenance Equipment

- One-time funding in FY21 for a new line striper tool

#### Dredging

- Increased cost for wire rope and ancillary equipment repair/maintenance in FY21 (i.e., transport CAT dozer acquired in 2019, to Morgan Hill facility for annual off-season preventative service and repair; crane service; etc.)

Program cost roll-ups excerpted from the budget follow.

**Expenditures by Department and Program**

<b>Department and Program</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Proposed</b>
<b>100 Administrative Services Department</b>				
110 Administration	\$ 653,783	\$ 741,251	\$ 724,843	\$ 778,728
120 Finance & Purchasing	170,693	198,454	186,433	207,570
130 Property Management	474,208	453,120	505,361	538,859
140 Environmental & Permitting	143,420	201,746	179,525	195,610
190 Port Commission Support	45,925	53,530	50,235	80,350
<b>Department Total</b>	<b>\$ 1,488,030</b>	<b>\$ 1,648,101</b>	<b>\$ 1,646,397</b>	<b>\$ 1,801,117</b>
<b>Department and Program</b>	<b>FY 19 Actual</b>	<b>FY 20 Budget</b>	<b>FY 20 Projected</b>	<b>FY 21 Proposed</b>
<b>200 Operations Department</b>				
210 Harbor Patrol	\$ 641,572	\$ 665,018	\$ 666,141	\$ 712,349
220 Marina Management	544,304	486,768	477,887	516,390
230 Rescue Services	95,508	111,059	102,481	119,260
240 Parking	357,155	387,081	325,307	371,526
250 Events	30,683	42,503	26,352	34,791
280 Fuel Services	413,681	465,031	592,413	590,261
500 Boatyard	254,419	285,214	268,703	292,540
<b>Department Total</b>	<b>\$ 2,337,321</b>	<b>\$ 2,442,674</b>	<b>\$ 2,459,284</b>	<b>\$ 2,637,117</b>
<b>300 Facilities Maintenance &amp; Engineering</b>				
310 Docks, Piers & Other Marine Structures	\$ 221,699	\$ 268,437	\$ 223,627	\$ 263,751
320 Utilities Maintenance	87,507	132,939	84,081	125,918
330 Building Maintenance	322,643	358,609	351,841	389,156
340 Grounds Maintenance	750,252	755,694	699,656	837,988
350 Aeration Program	36,839	58,458	40,150	60,578
360 Fishery Support	2,762	19,236	5,527	19,460
390 Capital Projects	1,022	512,437	506,509	459,285
400 Dredging Operations	1,281,098	1,393,183	1,356,483	1,470,038
<b>Department Total</b>	<b>\$ 2,703,822</b>	<b>\$ 3,498,993</b>	<b>\$ 3,267,874</b>	<b>\$ 3,626,174</b>
<b>Total Operating Budget</b>	<b>\$ 6,529,173</b>	<b>\$ 7,589,768</b>	<b>\$ 7,373,555</b>	<b>\$ 8,064,408</b>

**Capital Outlay**

The following capital outlay items are proposed in the draft FY21 budget:

<b>FY 21 Budget Program</b>	<b>Item</b>	<b>Amount</b>
Docks, Piers & Marine Structures	<i>Odd Job</i> hull replacement	\$ 15,000
Utilities	Clamshell attachment for backhoe	7,000
Grounds	Replace Truck #27, '96 Ford flatbed w/ used truck	30,000
<b>Total Capital Outlay</b>		<b>\$52,000</b>

The FY21 budget includes vehicle, vessel and mobile equipment schedules, which help inform future budget recommendations (Appendix E).

***Debt Service Coverage Ratio Projections***

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

A debt service coverage projection for audited FY17-19, FY20 (projected), and the draft FY21 budget is included in the draft budget (Appendix B). The DSCR, which does not factor in any anticipated increase to slip rent in FY21, is projected to be 130%, meeting the 125% requirement.

Annual reimbursement from the U.S. Army Corps of Engineers for dredging the federal navigation channel in the amount of \$385,000 is included in the draft FY21 budget. If the Port District is not successful in obtaining the annual reimbursement from the Corps, the DSCR could potentially fall below the 125% DSCR threshold, to approximately 108%. That may require the Port District to either increase fees and/or reduce expenditures, or to temporarily deposit additional funds with BBVA Compass Bank in accordance with the loan agreements.

***Revenue and Fees***

The 2019 Consumer Price Index (CPI) for the San Francisco-Oakland-Hayward area (formerly known as San Francisco-Oakland-San Jose) is 3.3%.

The draft budget is presented as a balanced budget with conservative revenue and expense projections. It includes projected revenue increases in concession rents in accordance with lease agreements based on CPI, and other increases based in part on FY20 revenue projections. No

increase has been applied to marina fees in the draft budget. As noted above, the DSCR just meets the 125% threshold. Any reduction in revenue may impact the projected DSR.

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

A table showing historic annual slip fee increases and CPI for the commensurate time period is included as Attachment B.

### **U.S. Army Corps of Engineers Dredging Reimbursement**

The dredging reimbursement from the U.S. Army Corps of Engineers (USACE) is anticipated to increase from \$385,000 to approximately \$525,000 for the remaining 5 years of the agreement; however, until audited figures are available for FY20 and the USACE confirms the availability of work plan funding, no anticipated increase in revenue is budgeted in FY21.

### **Sublet Fees**

A differential sublet rate was established in FY19, reducing the north harbor sublet fee from 30% of slip rent, to 15% of slip rent for the remaining half of the fiscal year. There was no change to the south harbor sublet fee which remained at 30% of slip rent. The lower fee for the north harbor resulted in a nominal 5% reduction in sublet revenue in FY19. Whether to continue the differential fee structure for sublets is scheduled for review with the FY21 budget.

Staff is seeking direction from the Port Commission on whether to continue the differential sublet fee structure. While the differential rate did not boost sublet activity or associated revenue as hoped, the impact on revenue is nominal. If the differential rate is discontinued and north harbor sublet rates return to 30% of slip rent, revenue is anticipated to increase by approximately \$2,750 in FY21.

### **SUMMARY**

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

- Does the Commission wish to include an increase to marina fees in the draft budget? If yes, what level of increase should be presented? (A 1% slip rent increase generates approximately \$44,000 in additional revenue, excluding dry storage.)
- Does the Commission wish to continue the differential fee structure for sublets (currently 30% of slip rent in the south harbor and 15% of slip rent in the north harbor)?
- Capital Improvement Plan projects and funding, including Dredge Intermediate Fund

The draft FY21 budget will be amended as needed to incorporate direction received from the Commission. The FY21 budget will be presented at the February 25 Commission meeting for review and approval.

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

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 January 2020

Date	No.	Vendor	Description	Amount
1/3/2020	52847	Arturo Acevedo	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52848	AT&T	Telephone	\$ 606.62
1/3/2020	52849	AT&T Mobility	Tablet Service	\$ 237.08
1/3/2020	52850	Bayside Oil II, Inc.	Hazardous Waste Disposal	\$ 1,015.00
1/3/2020	52851	Bellingham Marine Industries, Inc.	Pile Replacement Project Phase 2	\$ 49,422.80
1/3/2020	52852	Blake Anderson	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52853	Carpi & Clay	Washington Representation	\$ 800.00
1/3/2020	52854	Chris Sengezer	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52855	Comcast	Business Internet	\$ 153.38
1/3/2020	52856	Computer Technical Specialists, Inc.	Server Migration	\$ 2,975.00
1/3/2020	52857	Santa Cruz County	Fuel Pump Re-inspection	\$ 35.72
1/3/2020	52858	Crow's Nest Restaurant	1/2 Concession Lot Garbage (Tenant Reimbursable)	\$ 2,457.18
1/3/2020	52859	David Hill	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52860	Doctors on Duty	Pre-Employment Physical	\$ 42.00
1/3/2020	52861	Don Kinnamon	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52862	Emergency Vehicle Specialists Inc.	Patrol Vehicle Outfitting	\$ 10,793.77
1/3/2020	52863	Encore Coatings, LLC	Boatyard Retail Items	\$ 110.40
1/3/2020	52864	First Alarm Security & Patrol, Inc.	Security Patrol (November)	\$ 4,652.76
1/3/2020	52865	Garda CL West, Inc.	Excess Items Fee	\$ 4.12
1/3/2020	52866	Ghisletta, Renee	2019 Pro-Rated & 2020 Medical Expense Reimbursement	\$ 1,254.17
1/3/2020	52867	Gsolutionz	Telephone System Maintenance	\$ 199.99
1/3/2020	52868	Holland MacLaurie	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52869	Jason Laine	2019 Pro-Rated & 2020 Medical Expense Reimbursement	\$ 1,079.17
1/3/2020	52870	Jordan Rank	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52871	Jorge Lopez	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52872	Jose Vera	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52873	Josh Wagoner	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52874	Kennedy, Scott	Security Deposit Refund	\$ 368.64
1/3/2020	52875	Kevin King	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52876	Kevin Melrose	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52877	Marian Olin	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52878	Mark Eldridge	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52879	Matt Kerkes	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52880	McCampbell Analytical, Inc.	Boatyard Stormwater Testing	\$ 1,274.00



Santa Cruz Port District  
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 January 2020

Date	No.	Vendor	Description	Amount
1/3/2020	52881	Angie McGraw	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52882	Neopost USA Inc.	Postage & Meter Supplies	\$ 652.60
1/3/2020	52883	Nick Gullo	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52884	Niki Rothwell	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52885	Pacific Gas & Electric Company	Utilities	\$ 29,458.43
1/3/2020	52886	Palace Art & Office Supply	Office Supplies	\$ 173.69
1/3/2020	52887	Ramos, Brenda	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52888	Randy Marty	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52889	Rory Stipanovich	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52890	Ryan Stephenson	2020 Medical Expense Reimbursement & Expense Reimbursement	\$ 718.20
1/3/2020	52891	Rydin Decal	2020-21 Tenant Parking Passes	\$ 495.94
1/3/2020	52892	Santa Cruz Municipal Utilities	Utilities	\$ 8,157.11
1/3/2020	52893	Sean Rothwell	2020 Medical Expense Reimbursement & Quarterly Uniform Allowance	\$ 890.00
1/3/2020	52894	Staples	Office Supplies	\$ 41.98
1/3/2020	52895	Tandoi, Steven	2020 Medical Expense Reimbursement	\$ 700.00
1/3/2020	52896	TranSystems Corporation	North Harbor Slip Map Revision	\$ 1,004.42
1/3/2020	52897	Valley Power Systems North, Inc.	<i>Twin Lake</i> Generator Parts	\$ 185.55
1/3/2020	52898	West Marine Pro	Dock Line, Foul Weather Gear	\$ 498.55
	52899	VOID		
1/15/2020	52900	Julie Ruiz Perez	Komatsu Forklift	\$ 5,000.00
1/15/2020	52901	Matt Kerkes	Reimbursement for Komatsu Forklift Deposit	\$ 100.00
1/15/2020	52902	Julie Ruiz Perez	Komatsu Forklift	\$ 4,900.00
1/17/2020	52903	Allied Administrators for Delta Dental	Dental Insurance	\$ 3,003.52
1/17/2020	52904	Amerigas	Ancillary Equipment Fuel	\$ 110.78
1/17/2020	52905	APED	Heater Blower Motor - 333 Lake Avenue	\$ 119.83
1/17/2020	52906	AT&T	Telephone	\$ 1,287.78
1/17/2020	52907	Atchison Barisone Condotti & Kovacevich	Legal Fees - Litigation	\$ 12,850.00
1/17/2020	52908	CIT	Telephone System Lease	\$ 323.09
1/17/2020	52909	Baker, Marlis	Security Deposit Refund	\$ 639.66
1/17/2020	52910	Bay Planning Coalition	Annual Membership Dues	\$ 1,325.00
1/17/2020	52911	Bay Plumbing Supply, Inc.	Pipe Clamp	\$ 40.05
1/17/2020	52912	Bay Power Equipment, Inc.	<i>Twin Lakes</i> Check Valve	\$ 7,935.81
1/17/2020	52913	Bay Rubber Company	<i>Twin Lakes</i> Discharge Pipe & Flanges	\$ 14,359.72
1/17/2020	52914	Bayside Oil II, Inc.	Hazardous Waste Removal	\$ 317.75
1/17/2020	52915	Big Creek	Silicon Sealant, Caulking Gun, Fuel Dock Repair Lumber	\$ 126.95
1/17/2020	52916	Blueprint Express of Santa Cruz	Harbor Landing Plans	\$ 44.79

Santa Cruz Port District  
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 January 2020

Date	No.	Vendor	Description	Amount
1/17/2020	52917	Bow Wow Pet Waste Products	Pet Waste Station Bags	\$ 282.88
1/17/2020	52918	Burnell, Stephen	Security Deposit Refund	\$ 112.07
1/17/2020	52919	Cale America, Inc.	Parking Machine Monthly Service	\$ 832.00
1/17/2020	52920	Central Home Supply	Lift Station Drain Rock	\$ 55.87
1/17/2020	52921	Citi Cards	Breakroom Supplies	\$ 130.65
1/17/2020	52922	Comcast	Business Cable & Internet	\$ 224.12
1/17/2020	52923	Complete Mailing Service	Parking Letter Mailing & Postage, Statement Mailing & Postage	\$ 1,764.14
1/17/2020	52924	Computer Technical Specialists, Inc.	Annual Anti-Virus Software, E-mail Scanning & Backup	\$ 1,540.65
1/17/2020	52925	County of Santa Cruz Department of Public Works	Annual Sanitation Charges (\$95,406 Tenant Reimbursable)	\$ 116,646.39
1/17/2020	52926	Santa Cruz County	2020 Commercial Device Registration - Retail Motor Fuel Meter	\$ 184.40
1/17/2020	52927	Ditto's Embroidery	Operations Staff Uniform Jackets	\$ 235.44
1/17/2020	52928	Elevator Service Company	Monthly Elevator Service (\$218.40 Tenant Reimbursable)	\$ 420.00
1/17/2020	52929	Ewing Irrigation Products, Inc.	AA-Dock PVC Pipe & Cement, PVC Fittings for Stock	\$ 551.23
1/17/2020	52930	Ferguson Enterprise	Lift Station PVC Fittings & Cement	\$ 157.70
1/17/2020	52931	Flyers Energy, LLC	Squirt Fuel	\$ 1,126.65
1/17/2020	52932	Fresno Pipe & Supply	Lift Station Steel Pipe Fittings	\$ 2,817.15
1/17/2020	52933	GP Crane & Hoist	Quarterly Hoist Service (\$259.46 Tenant Reimbursable)	\$ 389.19
1/17/2020	52934	Grainger	Safety Coveralls, Safety Glasses, Eye Wash Station Caps, Trash Receptacles	\$ 1,282.96
	52935	VOID		
1/17/2020	52936	Home Depot Credit Services	Dredge Stools, Dredge Monitor Tower Tool Box, Water Bottle Refill Station Fittings, Cutter, Screw Driver, Rubber Hose, Transfer Pump, Cleaning Supplies, Hammer Drill, Paint, Portable Heater, Wire Wheel, Batteries, Hose, Trash Grabbers, Push Brooms, Tie Downs, Vacuum, Fire Extinguisher Brackets, Door Seal, Level, Heat Shrink Tool	\$ 3,332.82
1/17/2020	52937	Hose Shop	Compactor Hose & Fittings, Fire Hose Replacement	\$ 1,226.24
1/17/2020	52938	Hub Parking Technology	Concession Lot Gate Repair	\$ 1,217.50
1/17/2020	52939	Ifland Survey	Aldo's Leasehold Survey	\$ 2,430.00
1/17/2020	52940	Kelly-Moore Paint Company, Inc.	Paint Supplies	\$ 57.55
1/17/2020	52941	Kretsch, Bryan	Security Deposit Refund	\$ 223.82
1/17/2020	52942	Large's Metal Fabrication, Inc.	Trash Compactor Repair	\$ 308.63
1/17/2020	52943	Lexipol LLC	Law Enforcement Policy Manual Annual Subscription	\$ 3,465.00
1/17/2020	52944	Lighthouse Welding	Dozer Blade Retrofit	\$ 975.00
1/17/2020	52945	Markley's	Range Rental for Firearms Training	\$ 1,800.00

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 January 2020

Date	No.	Vendor	Description	Amount	
1/17/2020	52946	Matheson Tri-Gas, Inc.	Welding Gas	\$ 523.59	
1/17/2020	52947	McC Campbell Analytical, Inc.	Boatyard Stormwater Testing	\$ 394.00	
1/17/2020	52948	McCann, Laurie	Security Deposit Refund	\$ 108.74	
1/17/2020	52949	McDermott, Dick	Parking Space Rental - 497 Lake Avenue	\$ 150.00	
1/17/2020	52950	Mesiti-Miller Engineering, Inc.	Aldo's Seawall Construction Administration & Accessway Improvement Plans	\$ 9,058.38	
1/17/2020	52951	Mid County Auto Supply	Maintenance Vehicle Battery, Motor Oil & Oil Filters, Squirt Batteries, Battery Terminals, Shop Rags, Battery Cable & Lug, Paint Pen, Fuse Holder & Fuses	\$ 1,110.76	
1/17/2020	52952	Mission Uniform Service	Uniform Service	\$ 343.09	
1/17/2020	52953	Moffat & Nichol	Boatyard Emergency Pile Repair Plans	\$ 129.50	
1/17/2020	52954	Neopost USA Inc.	Postage Label Sheets	\$ 32.70	
1/17/2020	52955	Nicholas Henning	Refuse Collection	\$ 2,900.00	
1/17/2020	52956	Pacific Gas & Electric Company	Utilities	\$ 398.19	
1/17/2020	52957	Palace Art & Office Supply	Office Supplies	\$ 75.58	
1/17/2020	52958	Praxair Distribution Inc.	Welding Gas	\$ 87.00	
1/17/2020	52959	PSG Custom Fabrication, LLC	Dredge Yard Hazmat Shed Deposit	\$ 7,500.00	
1/17/2020	52960	Red Wing Shoe Store	Maintenance Staff Work Boots	\$ 435.36	
1/17/2020	52961	San Lorenzo	Fuel Dock Ramp Repair Lumber	\$ 289.07	
1/17/2020	52962	SC Fuels	Fuel Dock Gas & Diesel	\$ 21,588.49	
1/17/2020	52963	Santa Cruz Municipal Utilities	Utilities	\$ 2,271.43	
1/17/2020	52964	Sinclair, Mark	Security Deposit Refund	\$ 363.00	
1/17/2020	52965	State Water Resource Control Board	Pile Replacement Annual Permit Fee	\$ 1,638.00	
1/17/2020	52966	Superior Alarm Company	Quarterly Alarm Monitoring (493 Lake Avenue)	\$ 207.00	
1/17/2020	52967	The Home Depot Pro Institutional	Janitorial Supplies	\$ 1,251.44	
1/17/2020	52968	Triton Construction	Annual Fuel Spill Bucket Test	\$ 1,100.00	
1/17/2020	52969	UNUM Life Insurance Co. of America	LTD/Life/AD&D Insurance	\$ 1,249.86	
1/17/2020	52970	U.S. Bank Equipment Finance	Copier Lease	\$ 151.32	
1/17/2020	52971	US Relay	Webcam Service	\$ 484.00	
1/17/2020	52972	Verizon Wireless	Cell Phone & Tablet Service	\$ 313.83	
1/17/2020	52973	Weatherwax, Bill	Key Deposit Refund	\$ 40.00	
1/17/2020	52974	Weeks, Arthur	Security Deposit Refund	\$ 258.00	
1/17/2020	52975	West Marine Pro	Dock Line, Scout Navigation Lights, Fasteners	\$ 592.90	
1/17/2020	52976	Wilson Walton International, Inc.	Twin Lakes Cathodic System Install	\$ 575.00	
1/17/2020	52977	Workman, Penny	Security Deposit Refund	\$ 742.95	
1/17/2020	52978	Zee Medical Service Co.	First Aid Supplies	\$ 157.10	
	52979	VOID			
1/17/2020	52980	County of Santa Cruz Department of Public Works	Hazardous Waste Removal	\$ 96.00	

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 January 2020

Date	No.	Vendor	Description	Amount
1/17/2020	52981	Smith-Emery San Francisco	Aldo's Seawall Concrete Testing & Inspection	\$ 5,560.00
	52982 - 52998	VOID		
1/31/2020	52999	AT&T	Telephone	\$ 777.76
1/31/2020	53000	AT&T Mobility	Tablet Service	\$ 235.00
1/31/2020	53001	Burke, Williams & Sorensen, LLP	Legal Fees - Labor Negotiations	\$ 4,550.13
1/31/2020	53002	Comcast	Business Internet	\$ 314.97
1/31/2020	53003	Compass Bank	Tax Exempt Loans Principle & Interest	\$ 729,470.21
1/31/2020	53004	County of Santa Cruz Auditor	Citation Tax (November)	\$ 2,025.00
1/31/2020	53005	Crystal Springs Water Co.	Boatyard Drinking Water	\$ 21.00
1/31/2020	53006	Darco Printing & Paper	Visitor Parking Passes & Payroll Change Forms	\$ 442.14
1/31/2020	53007	Data Ticket, Inc.	Citation Processing (November)	\$ 300.00
1/31/2020	53008	First Alarm Security & Patrol, Inc.	Security Patrol	\$ 4,780.65
1/31/2020	53009	Flickinger, Jason	Security Deposit Refund	\$ 101.94
1/31/2020	53010	Grating Pacific, Inc.	Dock Grating	\$ 2,023.24
1/31/2020	53011	Horizon Water and Environment, LLC	Consulting Services: USACE Regional General Permit Progress Payment	\$ 3,796.58
1/31/2020	53012	Jada Broadcasting	Safe Boating Advertisement	\$ 479.00
1/31/2020	53013	Neopost USA Inc.	Postage	\$ 500.00
1/31/2020	53014	Pacific Gas & Electric Company	Utilities	\$ 17,165.79
1/31/2020	53015	Palace Art & Office Supply	Office Supplies	\$ 306.87
1/31/2020	53016	Santa Cruz Municipal Utilities	Utilities	\$ 14,239.48
1/31/2020	53017	Staples Credit Plan	Office Supplies	\$ 88.02
1/31/2020	53018	Toby Goddard	Travel Expense Reimbursement CMANC Winter Conference	\$ 404.94
1/31/2020	53019	Triton Construction	Monthly Fuel Operator Service, Fuel Service Equipment Repair	\$ 1,080.00
1/31/2020	53020	West Marine Pro	VHF Radio, U.S. Flags for Patrol Boats	\$ 231.96
1/1/2020	EFT	Merchant Services	Online Billpay Credit Card Fees	\$ 253.83
1/1/2020	EFT	Merchant Services	Parking Machine Credit Card Fees	\$ 710.49
1/1/2020	EFT	Merchant Services	Boatyard Credit Card Fees	\$ 301.43
1/1/2020	EFT	ChargeltPro	Front Desk Credit Card Fees	\$ 1,145.23
1/1/2020	EFT	ElectronicPayments	Fuel Dock Credit Card Fees	\$ 257.56
1/1/2020	EFT	Transaction Express	Online Billpay ACH Fees	\$ 273.37
1/3/2020	EFT	PAYCHEX	Payroll Service & W2 Fees	\$ 973.86
1/6/2020	EFT	CalPERS	Health Insurance	\$ 39,634.08
1/6/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,818.44
1/6/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,314.08
1/6/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 712.07

Santa Cruz Port District  
**Accounts Payable Monthly Check Register**  
 January 2020

<b>Date</b>	<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1/6/2020	EFT	CalPERS	Section 218 Administrative Fee	\$ 500.00
1/6/2020	EFT	California State Disbursement Unit	Wage Garnishment	\$ 250.00
1/7/2020	EFT	PAYCHEX	Time & Attendance Fees	\$ 109.25
1/7/2020	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	\$ 2,713.91
1/7/2020	EFT	Valero Marketing & Supply Company	Fleet Fuel	\$ 2,058.70
1/7/2020	EFT	Valero Marketing & Supply Company	Fleet Fuel	\$ 1,945.70
1/8/2020	EFT	Comerica Commercial Card Services	Signage, Firearm Cleaning, Maintenance Supplies, Employee Appreciation, Promotional Harbor Photography, Recruitment Advertising, Commission Meeting Refreshments, 2020 Parking Sticker Supplies, Workplace App Subscription, Employee Holiday Party, Cash and Coin Deposit Bags, Staff Meeting Refreshments, CMANC Winter Meeting Registration, Cable Bolts, Maintenance Truck Steps, Dredge Yard Canopies, Lift Station Pipe, Chop Saw, Blades, Utility Knives, Pressure Regulators, Filter Socks	\$ 11,628.12
1/10/2020	EFT	Comerica Bank	Bank Service Fees	\$ 301.99
1/10/2020	EFT	ChargeltPro	Front Desk Credit Card Gateway Fee	\$ 17.30
1/17/2020	EFT	PAYCHEX	Payroll Service Fees	\$ 417.77
1/22/2020	EFT	Empower Retirement	457 Contributions (Payroll Deduction)	\$ 2,752.69
1/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 22,449.97
1/22/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 7,964.99
1/22/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 6,192.58
1/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 965.16
1/22/2020	EFT	CalPERS	Retirement Contributions (Employee & Employer)	\$ 685.30
1/22/2020	EFT	CalPERS	Unfunded Accrued Liability	\$ 305.64
1/22/2020	EFT	California Department of Tax and Fee Administration	Underground Storage Tank Maintenance Fee	\$ 773.00
1/22/2020	EFT	California State Disbursement Unit	Wage Garnishment	\$ 250.00
1/23/2020	EFT	California Department of Tax and Fee Administration	Sales & Use Tax Return	\$ 9,187.00
<b>Total January 2020 Disbursement</b>				<b>\$ 1,307,757.52</b>



TO: Port Commission  
FROM: Blake Anderson, Harbormaster  
DATE: February 18, 2020  
SUBJECT: Harbormaster's Report – January/February 2020

Law Enforcement Training: Response to the Non-Criminal Barricade

Deputy Harbormaster staff attended a 1-day training seminar hosted by the Watsonville Police Department. The training covered response tactics when encountering subjects suffering from mental illness, as well as departmental and personal liability considerations related to those types of calls for service. In light of recent incidents involving subjects suffering from mental illness many departments statewide are modifying their response policies to reduce law enforcement intervention, and ultimately disengage, when certain criteria are met.

Search and Rescue Training: Landside Area Familiarization (North Coast)

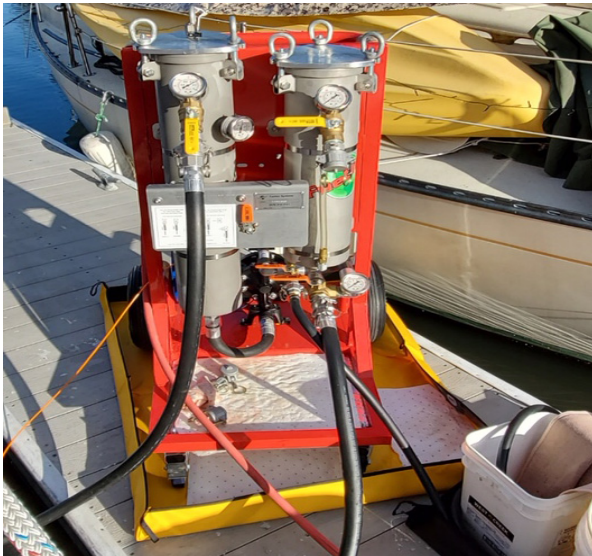
Deputy Harbormaster staff participated in area familiarization training on the north coast from Waddell Beach to Natural Bridges. The landside training familiarized boat operators with the locations of frequent calls for service and various emergency access points both public and non-public. It also allowed staff to view the area from a different perspective where hazards, including shallow areas, kelp hazards, and rock hazards, can be better identified and understood. This type of training is essential for boat operators to gain an understanding of the danger the north coast presents and to aid in pre-planning for coastal incidents.





### Fuel Polishing Service Now Available

A fuel polishing service is now available for boaters and is the only company of its kind in the Monterey Bay area. Monte Ash is operating this service as an outside vendor and will polish both gasoline and diesel tanks to remove growth, sediment, and contaminants. The unit is portable and work can be performed either dockside while the vessel is in the water, or while the vessel is hauled out or on a trailer. This is a great service for our local boating community. Many engine problems are the result of bad or contaminated fuel.



### Delivery of New Patrol Truck

The Harbor Patrol's new Ford F150 patrol truck arrived back from the outfitters (EVS in Hollister) and is now in service. The total cost of the vehicle, including parts and labor for Code-3 equipment, was \$49,471. The vehicle is nearly identical to the F150 acquired in 2016, but features an additional lockbox under the rear seat for secure storage of 40mm less-lethal devices.

### Travelift Annual Inspection

Technicians from Marine Travelift (MTI) were on site on January 31, 2020, to perform the annual Travelift inspection. Overall the machine scored 95 out of 100 points. Deficiencies noted were a faulty sensor on the jib crane, low engine oil, and low general lubrication oil. While the oil levels were within spec, recommendations were made to increase the frequency of lubrication related maintenance, as well as increased manual lubrication of the pulleys and steel cable.

### Monterey Bay Fisheries Trust Meeting

Staff attended a workshop meeting hosted by the Monterey Bay Fisheries Trust on February 7, 2020, in Moss Landing. Participants discussed the proposed further analysis of the Non-Trawl RCA (Rockfish Conservation Area) fishery in Northern California. The Pacific Fisheries Management Council may allocate resources to the analysis during the March meeting and a concerted effort is being made to ensure that the Council hears public comment supporting the analysis and the potential benefit to local stakeholders. If an analysis were approved, it will represent the first steps toward the opening of deep water fishing grounds that have been closed since 2003.

### Outrigger Santa Cruz – Group Safety Presentation

Deputy Harbormaster staff were invited to speak at the Outrigger Santa Cruz annual membership meeting in Capitola. Deputy Harbormaster Sean Rothwell shared an overview of the Santa Cruz Harbor and the role of the Harbor Patrol. He also shared safety-related information with the group including required and recommended equipment, pre-voyage safety checks, navigation rules, weather considerations, harbor entrance conditions, and emergency preparedness tips.



### Annual Search and Rescue Statistics Update

From January 1, 2019, to December 31, 2019, the Harbor Patrol responded to 80 marine calls for service and took 19 reports for vessel accidents. A total of 59 lives were saved. A “life saved” is counted as any time a person is pulled/rescued from the water, or a vessel (with people on board) is saved from being beached or sinking.

### Resident Buyer Report\*

H&H Fresh Fish reported the following landings in January:

- Rockfish 604.1 lbs.
- Dungeness Crab 29,977 lbs.
- Lingcod 123 lbs.
- Sole 3 lbs.
- Halibut 6.2 lbs.

\*Staff is currently working with Fish and Wildlife to obtain general landing information for the harbor on a monthly basis.

Santa Cruz Port District

**Facilities and Engineering Manager's Report**  
Public Meeting of February 25, 2020

**Dredging**

Entrance Dredging

Despite being shorthanded, the dredge crew is making great progress deepening the entrance channel. Crews have been working overtime to complete maintenance on the dredge and the workboat *Dauntless*. Kudos to the team.

Beach

To repair a damaged section of the east pipe, crews excavated the sand to locate and expose the hole. The crew cut out the damaged section and welded the pipe back together.

Offshore Pipe

During a big wave event, the offshore pipe broke and washed up on shore. The crew was able to retrieve the anchor and broken pipe and bring it to shore where they rewelded it and then redeployed the repaired pipeline.

**Maintenance**

Toyo

Crews used the Toyo pump in the northern part of the JJ channel. The Toyo pump coupled with the jet ring performed well in the fine-grained material. The crew achieved a 4-5' average depth with the deepest spot being 8'. The Toyo performed well and only got stuck one time.

Squirt

The crew is scheduled to finish up dredging fine-grained material in the north harbor by February 28, 2020. *Squirt* has worked well this season with minimal break downs.

Docks

Crews are currently completing repairs on the X-3 brow pier. The X-3 brow pier is getting new decking, a new fire box, and an extended handrail. Work is expected to be complete by the end of February.

**Miscellaneous**

Pappy Project

Staff met with Tyman Construction and went over the staging areas and the timelines for the project. Tyman construction believes his crew will complete the project in 7 days. Construction is scheduled to begin on February 25, 2020.

## SEA SCOUT SHIP 669 "STEEVES"

### QUARTERLY REPORT

We are in our winter program where we meet every other Wednesday at the Boy's and Girl's Club. We have been focusing on getting all scouts their Boaters Cards and working on their rank advancements. We've had two scouts complete their Apprentice Ranks and moving on to Ordinary Rank. Our scout numbers have stayed the same at 12 with losing some and gaining new scouts.

During our winter program, our scouts have attended San Francisco Coast Guard "Safety at Sea" on Treasure Island. Safety at Sea provides Sea Scouts with remarkable opportunities to gain hands-on experience in critical safety-related situations. From dewatering and damage control, to emergency signaling and firefighting. The Safety at Sea events are designed to challenge the Scouts in a safe and fun environment.

For the Lighted Boat Parade we once again provided hot chocolate, baked goods and popcorn as a fundraiser. Even though it was raining the scouts had a good turnout. Earlier this month our scouts visited the Coast Guard Station Monterey. They enjoyed a briefing about the duties of the guard and the areas of responsibility of protecting our coastline. They toured the different vessels that Monterey has and were able to meet and talk with the members themselves. At the end of February we are scheduled to sail with "Nomad" and our scouts will be shown how sailboats are handled and will even help with the operation of "Nomad". We are anticipating a very good turnout.

The Steeves has been put up for sale. We are currently in contract and she will be sailing to Richmond CA., to the Bay Ship Boatyard for haul out and survey. It was a difficult decision to make but we have been hampered with her maintenance issues and always working with the tides to get out of the harbor. The Steeves has served our scouting community for over 30 years here in the Santa Cruz Harbor and we are all going to miss her very much.

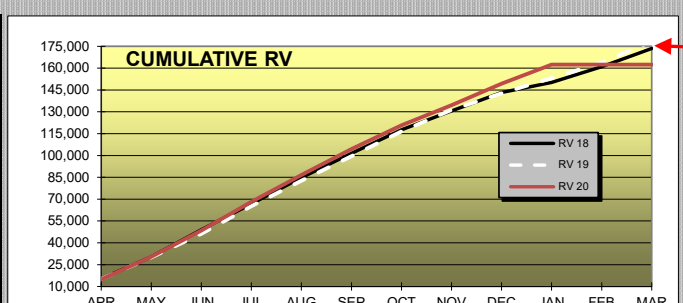
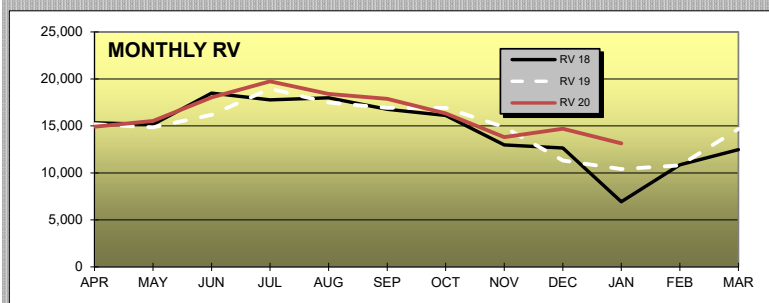
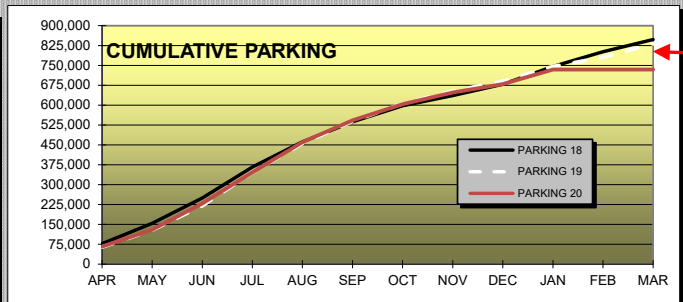
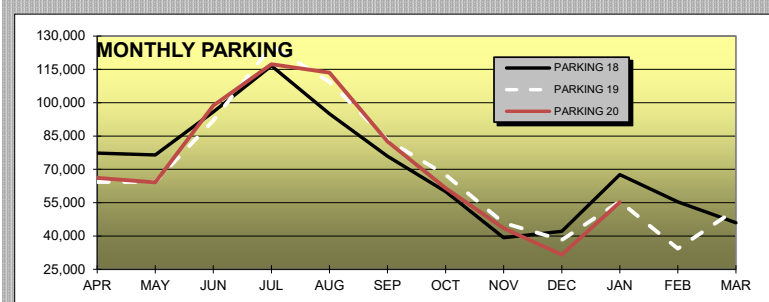
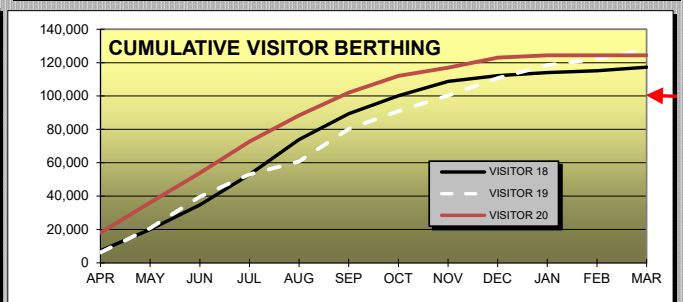
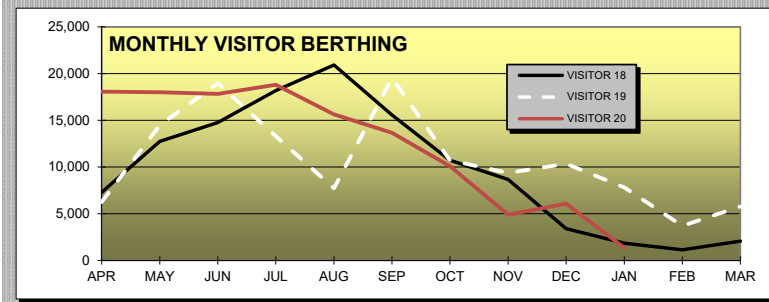
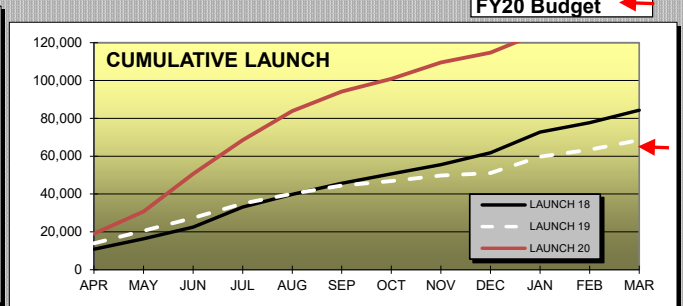
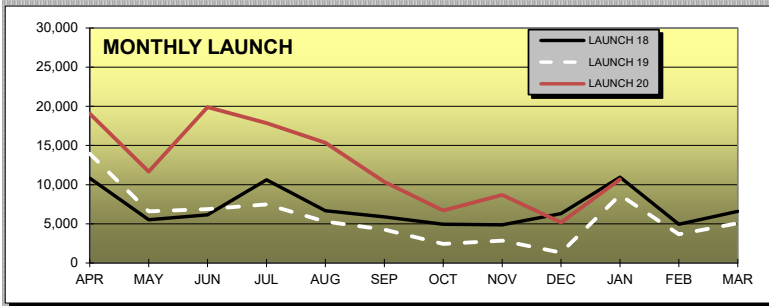
Our goal is to replace her with two vessels, a power boat and a sailboat. Once the sale is completed we will start looking in earnest for replacements. With two vessels we can teach our scouts both power boating and sailing. They would be able to get out on the water a lot more and we hope to be able to encourage more of our sailing community to participate in teaching our scouts how to sail.

Although our funds are limited, Santa Cruz Sea Scouts would like to receive a discounted or donated vessel where we could do a few small repairs and start using the vessel on a regular basis. Our goal is to find vessels that could sleep 5-6 persons so we can do overnights in the Monterey Bay.

Your continued support of the Sea Scout program in Santa Cruz is always greatly appreciated and this program continues to benefit our harbor and our youth by getting our youth on the water.

Skipper Kevin Melrose and First Mate Kenneth Kohler

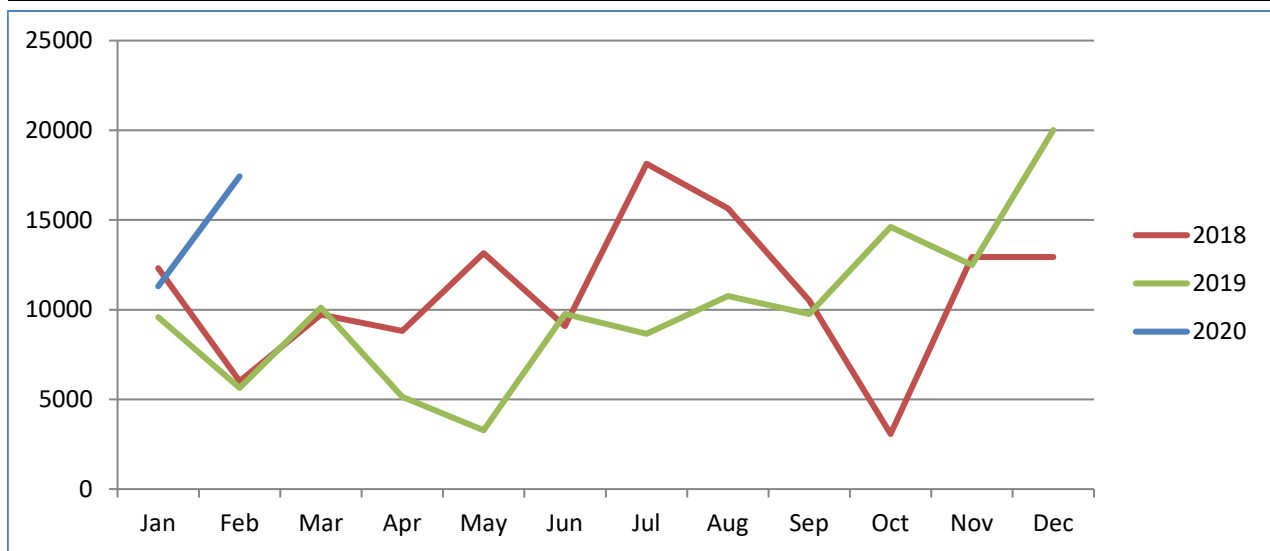
# SEASONAL INCOME



Santa Cruz Port District  
60 DAY DELINQUENT ACCOUNTS

The following accounts have balances 60 days delinquent as of February 18, 2020

Account Number	Current Month	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance
2210	1,355.26	1,394.77	1,209.57	0.00	3,959.60
11159	620.38	615.50	585.62	0.00	1,821.50
43379	488.92	485.11	421.60	0.00	1,395.63
58126	438.49	535.10	372.00	0.00	1,345.59
55293	425.11	870.60	23.00	0.00	1,318.71
3243	471.07	467.40	359.51	0.00	1,297.98
56356	365.30	462.51	325.74	0.00	1,153.55
2093	461.18	478.34	191.70	0.00	1,131.22
55933	241.16	374.10	247.04	0.00	862.30
4039	415.46	376.11	50.27	0.00	841.84
56177	197.14	195.73	169.32	0.00	562.19
58174	156.60	155.52	159.60	0.00	471.72
56995	147.44	146.43	59.59	0.00	353.46
55569	25.61	0.00	210.08	0.00	235.69
55153	86.47	85.96	60.46	0.00	232.89
57560	82.85	86.57	58.56	0.00	227.98
<b>Total:</b>	<b>5,978.44</b>	<b>6,729.75</b>	<b>4,503.66</b>	<b>0.00</b>	<b>17,211.85</b>

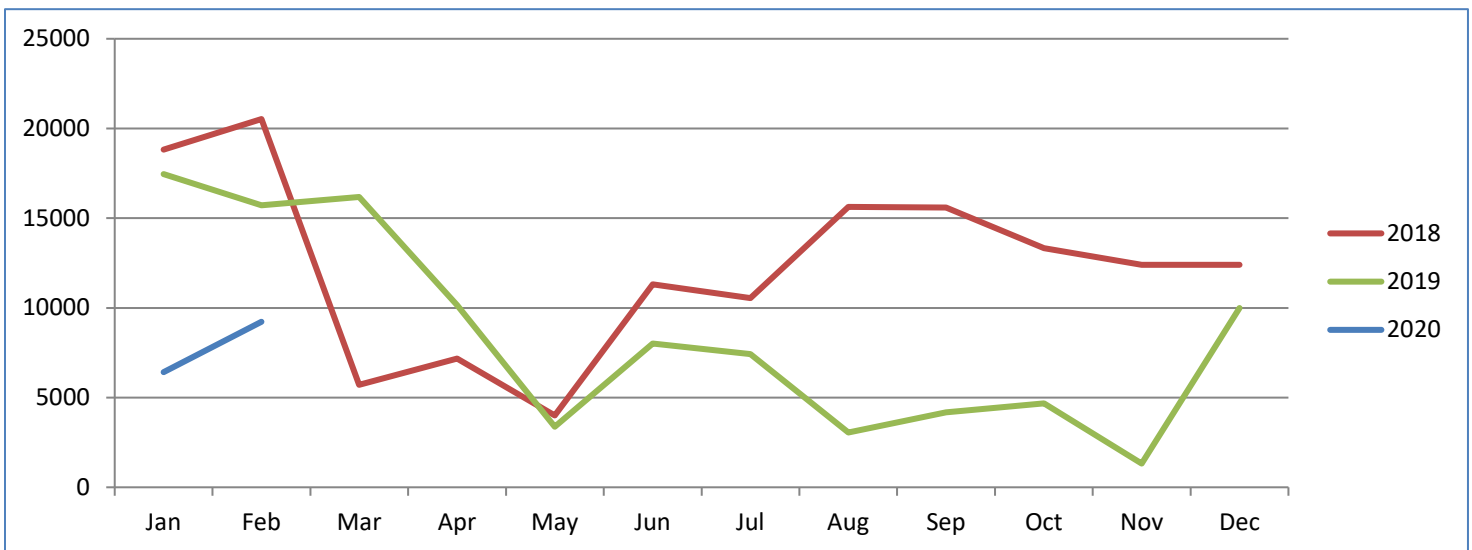




Santa Cruz Port District  
**90+ DAY DELINQUENT ACCOUNTS**

The following accounts have balances 90 days delinquent or greater as of February 18, 2020

Account Number	Current Month	30 Day Balance	60 Day Balance	90+ Day Balance	Total Balance	Commercial Slip	Action
47492	3,942.84	27.70	0.00	328.68	4,299.22	X	Bad Debt
57096	0.00	0.00	0.00	1,073.74	1,073.74		Bad Debt
56146	31.24	0.00	266.49	574.74	872.47		Bad Debt
56573	150.44	148.96	147.95	116.39	563.74		Revoke
58249	28.26	88.22	237.72	146.42	500.62		Revoke
58374	86.97	86.47	85.96	60.46	319.86		Revoke
48170	83.27	82.80	82.32	56.85	305.24		Revoke
57931	83.27	82.80	82.32	56.85	305.24		Revoke
58234	83.27	82.80	82.32	56.85	305.24		Revoke
57928	0.00	0.00	0.00	248.84	248.84		Bad Debt
58015	26.13	26.13	0.00	188.97	241.23		Bad Debt
58271	25.72	25.72	0.00	138.75	190.19		Bad Debt
<b>TOTAL:</b>	<b>4,541.41</b>	<b>651.60</b>	<b>985.08</b>	<b>3,047.54</b>	<b>9,225.63</b>		





TO: Port Commission  
FROM: Blake Anderson, Harbormaster  
DATE: February 10, 2020  
SUBJECT: Harbor Patrol Incident Response Report – January 2020

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

- 1/1/20 Harbor Patrol responded to a report from Netcom of a surfer in distress in the area of The Hook. Prior to arrival, the surfer self-rescued and Harbor Patrol was canceled.
- 1/1/20 Harbor Patrol responded to a report of two kayakers in distress in the area of 26<sup>th</sup> Avenue. After a search of the area, no victims were found. All units were canceled, and Harbor Patrol returned to the harbor without incident.
- 1/20/20 Harbor Patrol assisted the Sheriff's Office in attempting to locate a suspect who evaded deputies by fleeing into the water near Pleasure Point. Harbor Patrol took two Santa Cruz Police Officers aboard the patrol boat and responded to the area. After a search of the area using thermal imaging, the suspect was not located. The Sheriff's Office determined that the suspect must have exited the water in another location. Harbor Patrol was released and returned to the harbor.
- 1/24/20 Harbor Patrol responded to a report from Netcom of a surfer in distress in the area of 36<sup>th</sup> Avenue. Due to the surf and kelp, the patrol boat was unable to reach the victim. California State Park Lifeguards arrived on scene with a Rescue Water Craft (RWC) and assisted the victim back to the beach. Harbor Patrol returned to the harbor.
- 1/27/20 Harbor Patrol responded to a report of a subject clinging to a Santa Cruz Wharf piling and refusing to exit the water. It was determined that the subject was attempting to evade Santa Cruz Police Officers and swam into the ocean. Police were eventually able to negotiate with the suspect and he swam to shore on his own. Harbor Patrol was released and returned to the harbor.

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

- 1/3/20 Harbor Patrol responded to a report of a medical emergency at the Crow's Nest restaurant. Netcom reported that an elderly customer fainted and hit her head on the ground. Harbor Patrol provided first aid until paramedics arrived on scene. The patient was evaluated and transported to the hospital by ambulance.
- 1/3/20 Harbor Patrol took a report of a theft on G-Dock. A dory-tie renter reported that his rowboat cover had been removed and two wood oars were stolen. No other information was available.
- 1/11/20 Harbor Patrol took a report of a vessel burglary on U-Dock. A slip renter reported that he arrived to check on his boat and discovered that his vessel had been burglarized. His cabin lock was damaged indicating forcible entry. The victim

reported that seven fishing rods (with reels) had been stolen from the inside of the cabin. Several dock neighbors were interviewed as witnesses, but no suspect information was available.

- 1/15/20 Harbor Patrol made contact with an intoxicated subject near FF-Dock. The subject was belligerent and refused to provide identification. The subject was taken into custody for public intoxication and transported to the county jail without incident.
- 1/17/20 Harbor Patrol received a request for assistance from the Santa Cruz Police Department (SCPD) after an assault of an adult female and subsequent kidnapping of a 1-year old child took place in downtown Santa Cruz. Harbor Patrol assisted SCPD with searching and securing the area. The suspect was eventually arrested by SCPD and the child was safely returned to family members.
- 1/23/20 Harbor Patrol responded to the concession lot parking booth after a subject tripped and fell. Harbor Patrol evaluated the subject and rendered first-aid. The subject was then transported to urgent care by a family member.
- 1/28/20 Harbor Patrol took an incident report after a boater accidentally pumped gasoline into their diesel fuel tank. The contaminated fuel was removed by a mechanic and disposed of by the owner of the vessel.
- 1/28/20 Harbor Patrol took a report of a vessel burglary in the 7<sup>th</sup> and Brommer dry storage yard. Maintenance staff identified barbed wire that had been cut in the dredge yard and a hole in the chain-link fence leading to the dry storage. Harbor Patrol searched all other boats in the yard and discovered that a total of 6 boats appeared to have been tampered with. All dry storage renters were notified of the issue and asked to check their vessels. The thieves targeted fishing gear worth several thousand dollars in total. Staff is looking into improved security measures for the storage yard and has been in contact with neighbors regarding the activity.

**January Parking Citation: 170**



P O L I C E   D E P A R T M E N T

155 Center Street, Santa Cruz, CA 95060 • (831) 420-5810 • Fax (831) 420-5811  
Andrew G. Mills, Chief of Police

January 30, 2020

Harbor Police  
Interim Harbor Master Blake Anderson  
135 5<sup>th</sup> Avenue  
Santa Cruz, CA 95062

Dear Interim Harbor Master Blake Anderson:

On January 17, 2020, at approximately 0450 hrs., officers from the Santa Cruz Police Department (SCPD) responded to 50 Front St, for a report of a violent, parental kidnapping that had just occurred. A 40 year old male suspect had forced entry into an apartment, severely injuring the child's mother, before kidnapping the 1 and a half year old female. The suspect then fled on foot with the child in the Beach Neighborhood.

Through a cell phone ping and other investigative tactics, officers learned the suspect was still in the nearby neighborhood. Recognizing the severity of the crime, and the need to quickly locate the child and suspect, a roadblock was implemented on all egress points out of the neighborhood. SCPD did not have the resources to accomplish this on our own, and a request for county-wide mutual aid was made.

Your agency immediately responded to our request for assistance. Your personnel were deployed in a manner to help us safely secure the scene, establish roadblocks, and provide necessary assistance to the search and investigation into the location of the suspect and child.

Ultimately, the suspect was located and arrested, and the child was safely returned to her family. The success of this operation would not have been possible without the quick and effective response from your agency. On behalf of our agency, I thank you for your assistance. Your officers are to be commended for their efficient and professional response to our request. Our agency truly values and appreciates the working relationship we have with our allied agencies, and we stand ready to provide our services to you when needed.

SCPD is grateful for your support. Sean Rothwell is commended.

Sincerely,  
  
Andrew G. Mills



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** January 27, 2020  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

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

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

**Commitment and Expectations:**

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

- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

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

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

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat C-Fred Ryness, Director, Burney Water District\*  
**Sierra Network** Seat C-Pete Kampa, GM, Saddle Creek Community Services District\*  
**Bay Area Network** Seat C-Stanley Caldwell, Director, Mt. View Sanitary District\*  
**Central Network** Seat C-Sandi Miller, GM, Selma Cemetery District\*  
**Coastal Network** Seat C-Vincent Ferrante, Director, Moss Landing Harbor District\*  
**Southern Network** Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District\*  
 (\* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) **by March 26, 2020** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on May 25, 2020 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. July 10, 2020.

The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021-2023 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE DIRECTLY)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

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

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

***DEADLINE FOR RECEIVING NOMINATIONS – March 26, 2020***



## 2021-2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

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

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

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

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 26, 2020 will not be included with the ballot.**



# Port Commission Review Calendar 2020-21

## 2020

### January-March

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

### April-June

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

### July-September

- Vessel Insurance Policy Review
- Review of O'Neill Sea Odyssey 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 2021

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

- Vessel Insurance Policy Enforcement (Policy Committee)

### Key

- Pending
- In process
- ✓ Done

## 2021

### January-March

- Committee assignments for 2021
- Sea Scouts' biannual report
- Slip vacancy biannual report / waiting list statistics
- FY 22 Budget
- Review 5-year CIP
- Ethics Training Update
- Form 700 Filing (due by 03/31 each year)
- Biennial Anti-Harassment/Anti-Discrimination Training

### April-June

- Dredge Report 2021-22
- Annual Vessel Use List Review

### July-September

- Review of O'Neill Sea Odyssey slip rent reduction / charter fee. PC action of 07/07
- Sea Scouts' biannual report
- Slip vacancy biannual report / waiting list statistics
- Johnny's Harborside Restaurant lease exp. 8/15/2021 *(no option to extend)*

### October-December

- Annual review of business use of slips
- Port Commission officers for 2022

### Future Calendar

- ABC End-Tie review after Murray Street Bridge Retrofit
- 7<sup>th</sup> and Brommer Property Redevelopment
- Port Commission Policies and Procedures Manual Update: Human Resources Role