



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY AGENDA

REGULAR MEETING
WEDNESDAY, 8:00 AM
AUGUST 9, 2023

CHAIR: RALPH A. GARCIA
VICE CHAIR: LORIANNA KASTROP
SECRETARY: STAN MAUPIN
COMMISSIONER: RICHARD S. CLAIRE
COMMISSIONER: NANCY C. RADCLIFFE

*****HYBRID MEETING — IN-PERSON AND BY VIDEOCONFERENCE*****

The BOARD OF PORT COMMISSIONERS (BOARD) hereby provides notice that it will hold a regular meeting of the BOARD. This meeting of the Board will be held in the Port Administrative Offices (located at 675 Seaport Boulevard, Redwood City, California 94063), and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the Port Administrative Offices. The public is welcome to attend in person or alternatively via Zoom. PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL.

Members of the public may also access and observe the meeting by joining by video teleconference via Zoom at: <https://zoom.us/join> Meeting ID: 985 1201 8699 Password: 85917060

Or use this link: <https://us06web.zoom.us/j/98512018699?pwd=dTc3a09SMWN5bDFQMFZMSDM4WVNSZz09>

To join by audio teleconference: Phone: (669) 900-6833 or (346) 248-7799 Meeting ID: 985 1201 8699

The Port of Redwood City is not responsible for a member of the public's technical ability to participate in the meeting.

HOW TO PROVIDE PUBLIC COMMENTS BEFORE THE BOARD MEETING:

Members of the public may also submit public comments on items of public interest that are within the subject matter jurisdiction of the Board via email to publiccomments@redwoodcityport.com. All public comments received by 7:45 AM on the date of the Board meeting will be read into the record with a time limit of three minutes per commenter unless otherwise indicated.

HOW TO PROVIDE PUBLIC COMMENTS DURING THE BOARD MEETING:

By video conference, use the "Raise Hand" feature to request to speak.

By teleconference, press *9 to "Raise Hand" (request to speak) and *6 to unmute.

Members of the public in attendance at the meeting who wish to speak on a matter within the jurisdiction of the Board of Port Commissioners should complete a speaker's slip to be recognized by the Chair at the appropriate time. Public comment from video teleconference will be heard first.

AGENDA ITEM

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENT — The Chair of the Board will recognize members of the public to make public comments on items of public interest that are within the subject matter jurisdiction of the Board. Comments on non-agendized items will be taken during the Public Comment period. Comments pertaining to agendized items will be taken at the time the agenda item is considered. Public comments received via email as provided above will be read into the record with a time limit of three minutes per commenter. No action will be taken on any public comment on a matter not appearing on the Agenda as a separate item unless otherwise authorized by law.
- III. APPROVAL OF MINUTES — JUNE 28, 2023 and JULY 12, 2023
- IV. APPROVAL OF CLAIMS — JULY 21, 2023
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

V. ORDINANCES — NONE

VI. RESOLUTIONS

A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THE BELOW SUBLEASE AGREEMENTS:

- 1. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (AGING LIFE CARE CALIFORNIA, DBA: BAY AREA GCM)**
- 2. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIFTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (BAUMANN & HURLIMANN)**
- 3. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (DAVID A. MAKMAN, AN INDIVIDUAL)**
- 4. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JEFF SCHABOWSKI, CPA, AS AN INDIVIDUAL)**

CEQA: THE ACTION BEFORE THE BOARD FOR CONSIDERATION TODAY IS NOT SUBJECT TO THE CEQA REVIEW PROCESS PURSUANT TO RESOURCE CODE, SECTION 21065 AND GUIDELINES, SECTION 15378.

ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS

A. RECEIVE THE FISCAL YEAR 2023 CARGO TONNAGE & UNAUDITED FINANCIAL REPORT ENDING JUNE 30, 2023

ACTION: PUBLIC COMMENT

IX. EXECUTIVE DIRECTOR'S REPORT

X. MATTERS OF BOARD INTEREST

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF AUGUST 23, 2023

ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

DOCUMENTS: Public records that relate to an agenda item for an open session of a regular meeting of the Board of the Port Commissioners, which are released less than 72 hours prior to the meeting, are available to the public at the Port offices at 675 Seaport Boulevard, Redwood City, CA, 94063.

ALTERNATIVE AGENDA FORMATS: The Board of the Port Commissioners will provide public records in appropriate alternative formats upon request by any person with a disability consistent with the federal Americans with Disabilities Act of 1990 and disability related accommodation to enable participating in the public meeting consistent with federal Americans with Disabilities Act of 1990. Please send a written request to the Clerk of the Board at the Port of Redwood City, 675 Seaport Boulevard, Redwood City, CA, 94063, or via email at info@redwoodcityport.com and include address, phone number and brief description of the requested materials and preferred alternative format or auxiliary ad or service at least seven calendar days before the meeting.



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING
WEDNESDAY, 8:00 AM
JUNE 28, 2023

CHAIR: RALPH A. GARCIA
VICE CHAIR: LORIANNA KASTROP
SECRETARY: STAN MAUPIN
COMMISSIONER: RICHARD S. CLAIRE
COMMISSIONER: NANCY C. RADCLIFFE

AGENDA ITEM

I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Board of Port Commissioners held its regular meeting in person at the Port Administrative Offices and via video/teleconference, pursuant to Government Code Section 54953(e). Members of the public participated in the meeting as well as remotely via the Zoom platform or in person at the Port Administrative Offices. Pursuant to the Ralph M. Brown Act, as amended by AB 361, all votes were by roll call and the meeting was available to the public to attend and provide public comments via audio/video teleconference.

Chair Ralph Garcia, presiding

Commissioners Present: Richard Claire, Nancy C. Radcliffe, Stan Maupin, Lorianna Kastrop and Ralph A. Garcia

Commissioners Absent: None

Port Executives Present: Executive Director, Kristine A. Zortman; Director of Finance and Administration, Rajesh Sewak and Port Attorney, Francois X. Sorba

Chair Garcia called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado confirmed a meeting quorum with Commissioners Claire, Radcliffe, Kastrop, Maupin, and Garcia in attendance. Commissioner Maupin led the Pledge of Allegiance.

II. PUBLIC COMMENT

Executive Director Zortman confirmed that there were no members of the public who wished to make public comment on non-agendized items.

III. APPROVAL OF MINUTES — MAY 24, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve minutes dated May 24, 2023 was made by Commissioner Radcliffe and seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

IV. APPROVAL OF CLAIMS — MAY 25, 2023, AND JUNE 9, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve claims dated May 25, 2023, and June 9, 2023 was made by Commissioner Kastrop and was seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

V. ORDINANCES

A. ADOPTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROPRIATING ANTICIPATED REVENUES AND OTHER GENERAL FUNDS OF THE PORT OF REDWOOD CITY FOR THE FISCAL YEAR JULY 1, 2023 – JUNE 30, 2024 - PUBLIC HEARING

Chair Garcia opened the public hearing at 8:02 AM. After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to close the public hearing and waive the second reading was made by Commissioner Claire and was seconded by Commissioner Kastrop. A motion to adopt the ordinance was made by Commissioner Claire and was seconded by Commissioner Kastrop. The motion passed by a unanimous voice roll call vote of all Commissioners present.

VI. RESOLUTIONS — NONE

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS

A. RECEIVE THE FISCAL YEAR 2022 ANNUAL AUDITED FINANCIAL STATEMENTS (MAZE & ASSOCIATES)

Executive Director Zortman introduced Rajesh Sewak, Director of Finance and Administration. Mr. Sewak informed the Board that this presentation will be led by the auditors who will inform the Board of the outcome of the fiscal year 2023 (FY2023) audit and any findings that should be addressed. Mr. Sewak introduced Ms. Grace Zhang, Port's independent auditor, of Maze and Associates. Ms. Zhang started the presentation stating that the financial statements for FY2023 were presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and in their opinion Maze and Associates expressed an unmodified (or clean) audit. Ms. Zhang also expressed there are some matters of concern going forward, mainly segregation of duties of accounting staff members. These concerns were that general journal entries were prepared and posted by the same person, reconciliations were not reviewed and signed by another staff member, and lastly the vendor master database was managed by the same staff as the individual posting accounts payable transactions. These duties should be separated by different staff members to avoid any errors or mis-presentations. Mr. Sewak informed the Board to mitigate this issue of segregation of duties, the Port will hire an additional person to the accounting/finance department. After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comments on this agenda item. This was an informational item; no action was taken.

IX. EXECUTIVE DIRECTOR'S REPORT

Executive Director introduced intern Ambria Gee, student at Cal State Maritime. Executive Director Zortman introduced Christie Coats, Director of Operations as of June 12, 2023. On June 6, 2023 Executive Director Zortman along with Commissioner Kastrop and Commissioner Radcliffe attended SAMCEDA Turns 70 event. On June 14, 2023 the Port cohosted with California Canoe and Kayak the Chamber of San Mateo's Off the Clock on the Dock. On June 23, 2023 staff attended US Army Corps of Engineers San Francisco District's Change of Command Ceremony. On June 28, 2023 staff attended San Francisco Marine Exchange Board of Directors Meeting. Executive Director Zortman stated the Port is ramping up for 4th of July and safe and happy 4th.

X. MATTERS OF BOARD INTEREST

On June 5, 2023 Commissioner Kastrop attended Water Emergency Transportation Authority Board Meeting. On June 14, 2023 Commissioner Kastrop attended Bay Planning Coalition's Sustainable Waterfront Committee Meeting. Chairman Garcia stated Music in the Park is in week two of ten.

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF JULY 12, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adjourn the meeting was made by Commissioner Maupin and seconded by Commissioner Radcliffe. The motion passed by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned by Chair Garcia at 8:34 AM to its next regularly scheduled meeting on July 12, 2023.



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY AGENDA

REGULAR MEETING
WEDNESDAY, 8:00 AM
JULY 12, 2023

CHAIR: RALPH A. GARCIA
VICE CHAIR: LORIANNA KASTROP
SECRETARY: STAN MAUPIN
COMMISSIONER: RICHARD S. CLAIRE
COMMISSIONER: NANCY C. RADCLIFFE

AGENDA ITEM

I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Board of Port Commissioners held its regular meeting in person at the Port Administrative Offices and via video/teleconference, pursuant to Government Code Section 54953(e). Members of the public participated in the meeting as well as remotely via the Zoom platform or in person at the Port Administrative Offices. Pursuant to the Ralph M. Brown Act, as amended by AB 361, all votes were by roll call and the meeting was available to the public to attend and provide public comments via audio/video teleconference.

Chair Ralph Garcia, presiding

Commissioners Present: Nancy C. Radcliffe, Stan Maupin, Lorianna Kastrop and Ralph A. Garcia

Commissioners Absent: Richard Claire

Port Executives Present: Executive Director, Kristine A. Zortman, and Port Attorney, Francois X. Sorba

Chair Garcia called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado confirmed a meeting quorum with Commissioners Radcliffe, Kastrop, Maupin, and Garcia in attendance. Commissioner Radcliffe led the Pledge of Allegiance.

II. PUBLIC COMMENT

Executive Director Zortman confirmed that there were no members of the public who wished to make public comment on non-agendized items.

III. APPROVAL OF MINUTES — NONE

IV. APPROVAL OF CLAIMS — JUNE 29, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve claims dated June 29, 2023 was made by Commissioner Radcliffe and was seconded by Commissioner Kastrop. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

V. ORDINANCES — NONE

VI. RESOLUTIONS

A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (WEST COAST CATHETER, INC.)

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adopt the resolution was made by Commissioner Kastrop and was seconded by Commissioner Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY AMENDING THE COST RECOVERY USER FEE POLICY AND USER FEE SCHEDULE

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adopt the resolution was made by Commissioner Maupin and was seconded by Commissioner Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS — NONE

IX. EXECUTIVE DIRECTOR'S REPORT

Executive Director Zortman thanked staff and first responders for all of their coordination and hard work for the well-attended 4th of July celebration. On June 30, 2023 staff attended a meeting with Larry Goldzband, Executive Director of the San Francisco Bay Conservation and Development Commission, along with other Regional Port Directors. Executive Director Zortman stated the City of Redwood City (City) approved a new contract on the 101/84 interchange, staff will be working with the City, and other Regional agencies. Commissioner Maupin has agreed to be the project proponent.

X. MATTERS OF BOARD INTEREST

On July 4, 2023 Chair Garcia and Commissioner Maupin attended the 4th of July Celebration at the Port. On July 8, 2023 Commissioner Kastrop attended Westpoint Harbor's Regatta Race, and stated after the finish line, sailors seemed to be impeding vessel traffic. Commissioner Kastrop thanked staff for Rock the Dock.

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF JULY 26, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adjourn the meeting was made by Commissioner Kastrop and seconded by Commissioner Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence. The meeting was adjourned by Chair Garcia at 8:21 AM to its next regularly scheduled meeting on July 26, 2023.



**BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY**

STAFF REPORT

DATE: August 9, 2023
ITEM NO: VI.A.1
SUBMITTED BY: Trish Wagner, Business Development Manager
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (AGING LIFE CARE CALIFORNIA, DBA: BAY AREA GCM)

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

BACKGROUND

Tenant: Aging Life Care California, A California S Corporation, DBA: Bay Area GCM

Premises: 672 square feet

Lease Term: July 15, 2023 – August 31, 2028

Address: 503 Seaport Court, Suite 106, Redwood City, CA 94063

Rent:

Months	Rent per SF	Monthly Rent
July 15, 2023-July 31, 2023	\$3.55	\$1,351.84
August 1, 2023-August 31, 2023	Abated	Abated
September 1, 2023-July 31, 2024	\$3.55	\$2,385.60
August 1, 2024-July 31, 2025	\$3.66	\$2,459.52
August 1, 2025-July 31, 2026	\$3.77	\$2,533.44
August 1, 2026-July 31, 2027	\$3.88	\$2,607.36
August 1, 2027-July 31, 2028	\$4.00	\$2,688.00
August 1, 2028-August 31, 2028	\$4.12	\$2,768.64

Use: General business office for geriatric care management

ANALYSIS

This is a standard sublease amendment, for a Portside I tenant, which includes the following language:

Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	Continued revenue stream

DATE: August 9, 2023

ITEM NO: VI.A.1

Title: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (AGING LIFE CARE CALIFORNIA, DBA: BAY AREA GCM)

ALTERNATIVES

If the Board chooses not to approve the sublease agreement, there may be a potential impact on Port revenue.

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

- A. Cover letter from The Fivey Company, dated July 3, 2023
- B. Resolution

July 3, 2023

Board of Port Commissioners
Port of Redwood City
675 Seaport Court
Redwood City, CA 94063

RE: Lease Transaction for approval by board of Port Commissioners

Please find enclosed a copy of the following document(s) for approval by the Board of Port Commissioners

◆ First Amendment To Lease Form, Bay Area GCM, dated June 28, 2023 for space located at 503 Seaport Ct. Suite 106 in approximately 672 RSF. The lease term is for 61.5 months beginning at \$3.55 PSF.

Please let me know if you have any questions.

Sincerely,



Channin Graham
Property Manager

RECEIVED

JUL 07 2023

PORT OF REDWOOD CITY

ATTACHMENT B

RESOLUTION NO. P-_____

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (AGING LIFE CARE CALIFORNIA, DBA: BAY AREA GCM)

BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following-named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**First Amendment to Standard Lease Agreement
Bay Area GCM
503 Seaport Court, Suite 106
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ___ day of August, 2023.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners



BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY

STAFF REPORT

DATE: August 9, 2023
ITEM NO: VI.A.2
SUBMITTED BY: Trish Wagner, Business Development Manager
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIFTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (BAUMANN & HURLIMANN)

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

BACKGROUND

Tenant: Baumann & Hurlimann
Premises: 930 square feet
Lease Term: August 1, 2023 – December 31, 2023
Address: 495 Seaport Court, Suite 101, Redwood City, CA 94063

Rent:

Months	Rent per SF	Monthly Rent
August 1, 2023 – December 31, 2023	\$3.58	\$3,329.40

Use: Law firm

ANALYSIS

This is a standard sublease amendment, for a Portside I tenant, which includes the following language:

Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval.
Port 2020 Vision	Comports with the Port’s 2020 Vision
Budget	Continued revenue stream

ALTERNATIVES

If the Board chooses not to approve the sublease agreement, there may be a potential impact on Port revenue.

DATE: August 9, 2023

ITEM NO: VI.A.2

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY
APPROVING FIFTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS -
PHASE I LEASE AGREEMENT) - (BAUMANN & HURLIMANN)

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

- A. Cover letter from The Fivey Company, dated July 26, 2023
- B. Resolution

ATTACHMENT A

July 26, 2023

Board of Port Commissioners
Port of Redwood City
675 Seaport Court
Redwood City, CA 94063

RE: Lease Transaction for approval by board of Port Commissioners

Please find enclosed a copy of the following document(s) for approval by the Board of Port Commissioners

◆ Fifth Amendment To Lease, Baumann & Hurlmann dated July 24, 2023 for space located at 495 Seaport Ct. Suite 101 in approximately 930 RSF. The lease term is for 5 months beginning at \$3.58 PSF commencing August 1, 2023.

Please let me know if you have any questions.

Sincerely,



Channin Graham
Property Manager

RECEIVED

AUG 1 2023

PORT OF REDWOOD CITY

ATTACHMENT B

RESOLUTION NO. P-_____

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIFTH AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (BAUMANN & HURLIMANN)

BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following-named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**Fifth Amendment to Standard Lease Agreement
Baumann & Hurlmann
495 Seaport Court, Suite 101
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ____ day of August, 2023.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners



**BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY**

STAFF REPORT

DATE: August 9, 2023
ITEM NO: VI.A.3
SUBMITTED BY: Trish Wagner, Business Development Manager
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (DAVID A. MAKMAN, AN INDIVIDUAL)

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

BACKGROUND

Tenant: David A. Makman, an individual
Premises: 576 square feet
Lease Term: August 1, 2023 – July 31, 2026
Address: 483 Seaport Court, Suite 103, Redwood City, CA 94063

Rent:

Months	Rent per SF	Monthly Rent
August 1, 2023-July 31, 2024	\$3.35	\$1,929.60
August 1, 2024-July 31, 2025	\$3.45	\$2,987.20
August 1, 2025-July 31, 2026	\$3.55	\$2,044.80

Use: Law Office

ANALYSIS

This is a standard sublease amendment, for a Portside I tenant, which includes the following language:

Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval.
Port 2020 Vision	Comports with Vision
Budget	Continued revenue stream

ALTERNATIVES

If the Board chooses not to approve the sublease agreement, there may be a potential impact on Port revenue.

DATE: August 9, 2023

ITEM NO: VI.A.3

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (DAVID A. MAKMAN, AN INDIVIDUAL)

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

- A. Cover letter from The Fivey Company, dated July 26, 2023
- B. Resolution

ATTACHMENT A

July 26, 2023

Board of Port Commissioners
Port of Redwood City
675 Seaport Court
Redwood City, CA 94063

RE: Lease Transaction for approval by board of Port Commissioners

Please find enclosed a copy of the following document(s) for approval by the Board of Port Commissioners

◆ First Amendment To Lease, David A. Makman, dated July 25, 2023 for space located at 483 Seaport Ct. Suite 103 in approximately 576 RSF. The lease term is for 36 months beginning at \$3.35 PSF commencing August 1, 2023.

Please let me know if you have any questions.

Sincerely,



Channin Graham
Property Manager

RECEIVED

AUG 1 2023

PORT OF REDWOOD CITY

ATTACHMENT B

RESOLUTION NO. P-_____

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (DAVID A. MAKMAN, AN INDIVIDUAL)

BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following-named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**First Amendment to Standard Lease Agreement
David A. Makman, An Individual
483 Seaport Court, Suite 103
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ____ day of August, 2023.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners



**BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY**

STAFF REPORT

DATE: August 9, 2023
ITEM NO: VI.A.4
SUBMITTED BY: Trish Wagner, Business Development Manager
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JEFF SCHABOWSKI, CPA, AS AN INDIVIDUAL)

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

BACKGROUND

Tenant: Jeff Schabowski, CPA, as an individual
Premises: 426 square feet
Lease Term: August 1, 2023 – August 31, 2028
Address: 491 Seaport Court, Suite 101, Redwood City, CA 94063

Rent:

Months	Rent per SF	Monthly Rent
August 1, 2023-August 31, 2023	Abated	Abated
September 1, 2023-July 31, 2024	\$3.35	\$1,427.10
August 1, 2024-July 31, 2025	\$3.45	\$1,469.70
August 1, 2025-July 31, 2026	\$3.55	\$1,512.30
August 1, 2026-July 31, 2027	\$3.66	\$1,599.16
August 1, 2027-July 31, 2028	\$3.77	\$1,606.02
August 1, 2028-August 31, 2028	\$3.88	\$1,652.88

Use: Accounting Office Use

ANALYSIS

This is a standard sublease amendment, for a Portside I tenant, which includes the following language:

Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval.
Port 2020 Vision	Comports with the Port’s 2020 Vision
Budget	Continued revenue stream

DATE: August 9, 2023

ITEM NO: VI.A.4

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JEFF SCHABOWSKI, CPA, AS AN INDIVIDUAL)

ALTERNATIVES

If the Board chooses not to approve the sublease agreement, there may be a potential impact on Port revenue.

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

- A. Cover letter from The Fivey Company, dated July 26, 2023
- B. Resolution

ATTACHMENT A

July 26, 2023

Board of Port Commissioners
Port of Redwood City
675 Seaport Court
Redwood City, CA 94063

RE: Lease Transaction for approval by board of Port Commissioners

Please find enclosed a copy of the following document(s) for approval by the Board of Port Commissioners

◆ First Amendment To Lease, Jeff Schabowski, CPA, dated July 20, 2023 for space located at 491 Seaport Ct. Suite 101 in approximately 426 RSF. The lease term is for 61 months beginning at \$3.35 PSF commencing August 1, 2023.

Please let me know if you have any questions.

Sincerely,



Channin Graham
Property Manager

RECEIVED

AUG 1 2023

PORT OF REDWOOD CITY

ATTACHMENT B

RESOLUTION NO. P-

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (JEFF SCHABOWSKI, CPA, AS AN INDIVIDUAL)

BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following-named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**First Amendment to Standard Lease Agreement
Jeff Schabowski, CPA, as an individual
491 Seaport Court, Suite 101
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ___ day of August, 2023.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners



**BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY**

STAFF REPORT

DATE: August 9, 2023
ITEM NO: VIII.A
SUBMITTED BY: Rajesh C. Sewak, Director of Finance & Administration
TITLE: FISCAL YEAR 2023 CARGO TONNAGE & UNAUDITED FINANCIAL REPORT ENDING JUNE 30, 2023

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) receive the presentation for the Fiscal Year 2023 (FY23) year end results.

BACKGROUND

As of June 30, 2023, the Port of Redwood City (Port) continues to establish an upward trajectory in our cargo operations and revenue for the fiscal year. The Port closed its fiscal year favorably with a record breaking \$10.0 million in Gross Revenue. Additionally, cargo tonnage and property rental/leases, including new businesses, increased to sustain positive growth for FY23 of 4.0%, or \$365,000, exceeding the prior fiscal year of \$9.7 million.

Tonnage:

The total cargo tonnage for FY23 ended with 1.82 million metric tons (MT) of cargo, an increase of 35,000 MT from the previous year's tonnage of 1.79 million MT. The table below further compares cargo and vessels for FY22 to FY23.

Material	FY22 MT	FY22 Ships	FY23 MT	FY23 Ships
Sand / Aggregate	1,082,155	31	1,176,079	33
Scrap Metal	310,640	13	242,352	12
Gypsum	284,022	12	201,016	12
Slag / Fly Ash	113,579	9	206,438	13
Total	1,790,396	65	1,825,885	70
Barges		9		27

Revenue:

As stated above, the Gross Revenue of \$10.0 million is primarily due to market adjustments in rent increases and new businesses. The Net Income, after subvention, is \$3.5 million.

In summary, for FY23 ending June 30, 2023, the Operating Revenue was \$10.0 million with Operating Expenses of \$6.1 million and Non-Operating Expenses of almost \$0.4 million (including subvention) leaving a Net Income of \$3.5 million.

ANALYSIS

Attached is a variance analysis of the Statement of Analysis that illustrates the favorable and unfavorable balance comparing the Actual numbers to Budget and the same period for FY22.

Cost Recovery	N/A
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	Increase in revenue and tonnage

DATE: August 9, 2023
ITEM NO: VIII.A
TITLE: FISCAL YEAR 2023 CARGO TONNAGE & UNAUDITED FINANCIAL REPORT ENDING
JUNE 30, 2023

ALTERNATIVES

This is an informational report.

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

A: Unaudited Financial Statements (Fy2022-23) as of June 30, 2023

Port of Redwood City
Unaudited Financial Statements (Fy2022-23)
As of 06-30-2023

Presented By:

Rajesh Sewak, Director of Finance & Administration

August 9, 2023

Port of Redwood City
Comparative Statements of Net Position
For the years ended June 30, 2022 and 2023

	<u>2022</u>	<u>2023</u>
ASSETS		
Current assets:		
Cash and investments	\$ 20,035,891	\$ 23,287,265
Restricted cash and investments	1,103,140	1,135,801
Total cash and investments and restricted cash and investments	<u>21,139,031</u>	<u>24,423,066</u>
Receivables:		
Accounts, net	1,334,315	1,451,826
Prepaid items	519,903	485,939
Total current assets	<u>22,993,249</u>	<u>26,360,831</u>
Noncurrent assets:		
Silicon Valley Clean Water capacity rights	400,000	400,000
Prepaid bond insurance	17,215	15,043
Leases (GASB-87)	14,992,327	14,003,934
Deferred Outflows	852,554	834,698
Capital assets		
Non-depreciable assets	7,994,274	8,266,075
Depreciable assets, net	29,650,696	29,390,228
Total capital assets, net	<u>37,644,970</u>	<u>37,656,303</u>
Total noncurrent assets	<u>53,907,066</u>	<u>52,909,978</u>
Total assets	<u>76,900,315</u>	<u>79,270,809</u>
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	367,084	894,265
Accrued payroll and benefits payable	220,477	259,321
Unearned revenue	175,431	175,431
Refundable deposits	503,541	337,573
Cost Recovery Fees	251,427	934,447
Interest payable	34,347	34,198
Subvention payable	564,013	592,015
Long-term debt - due within one year	957,585	993,891
Total current liabilities	<u>3,073,905</u>	<u>3,286,694</u>
Long-term liabilities:		
Net OPEB liability	849,375	924,477
Net pension liability	2,074,336	2,324,441
Deferred Inflows - Leases (GASB-87)	14,731,729	13,743,336
Deferred Inflows	934,913	859,811
Long-term debt - due in more than one year	9,178,261	8,196,243
Total noncurrent liabilities	<u>27,768,614</u>	<u>26,048,308</u>
Total liabilities	<u>30,842,519</u>	<u>29,335,002</u>
NET POSITION		
Net Investment in Capital Assets	31,737,033	33,850,152
Restricted for Debt service	957,585	993,891
Unrestricted	13,363,178	15,091,764
Total net position	<u>\$ 46,057,796</u>	<u>\$ 49,935,807</u>

Port of Redwood City
Comparative Statements of Activities and Changes in Net Position
For the years ended June 30, 2022 and 2023

	2022	2023
OPERATING REVENUES:		
Marine terminal:		
Rentals-maritime	\$ 2,294,341	\$ 2,375,513
Wharfage	2,497,396	2,464,582
Dockage	719,390	833,713
Facilities usage	382,542	578,805
Line handling	627,052	758,834
Services and miscellaneous	34,552	64,941
Total marine terminal	6,555,273	7,076,388
Rentals - commercial	2,484,677	2,264,730
Recreational boating	504,211	567,812
Other operating revenue	116,662	118,061
Total operating revenues	9,660,823	10,026,991
OPERATING EXPENSES:		
Marine terminal	2,907,787	2,227,760
Recreational boating	611,122	560,505
Commercial	379,236	398,489
Infrastructure and general maintenance	794,525	774,361
Administration and general expenses	2,052,034	2,175,414
Total operating expenses	6,744,704	6,136,529
OPERATING INCOME	2,916,119	3,890,462
NONOPERATING REVENUE (EXPENSES):		
Interest income	75,461	507,070
Interest expense	(445,619)	(413,183)
Grant income (Expense)	292,048	82,490
Other income (expense), net	(493,213)	-
Total nonoperating expenses	(571,323)	176,377
Net income before subvention to the City of Redwood City	2,344,796	4,066,839
Subvention to City of Redwood City (Note 7)	(564,013)	(592,015)
Net Income After Subvention	1,780,783	3,474,824
NET POSITION:		
Beginning of year	44,277,013	46,057,796
End of year	\$ 46,057,796	\$ 49,532,620

Port of Redwood City
Comparative Statements of Activities and Changes in Net Position
For the Year Ended June 30, 2023

Reference:	Fy2022	Fy2023	Fy2023	Fy2023	Fy2023	Fy2023 - ACTUAL	
	ACTUAL - LY	BUDGET	ACTUAL	vs FY2022	vs FY2022	FY2023 - BUDGET	
OPERATING REVENUES:							
Dockage	719,390	707,092	833,713	114,323	16%	126,621	18%
Line Handling	627,052	614,951	758,834	131,782	21%	143,883	23%
Wharfage	2,497,396	2,361,928	2,464,582	(32,814)	-1%	102,654	4%
Facilities Usage	382,542	379,130	578,805	196,263	51%	199,675	53%
Miscellaneous Services	34,552	32,000	64,941	30,389	88%	32,941	103%
Rentals - Maritime	2,294,341	2,344,445	2,375,513	81,172	4%	31,068	1%
Subtotal - Marine Terminal	(A): 6,555,273	6,439,546	7,076,388	521,115	8%	636,842	10%
Recreational - Boating	557,832	582,254	567,812	9,980	2%	(14,442)	-2%
Subtotal - Marina	(B): 557,832	582,254	567,812	9,980	2%	(14,442)	-2%
Rentals - Commercial	2,167,904	2,173,114	2,264,730	96,826	4%	91,616	4%
Subtotal - Commercial	(C): 2,167,904	2,173,114	2,264,730	96,826	4%	91,616	4%
Miscellaneous	116,662	117,860	118,061	1,399	1%	201	0%
Subtotal - Other Operating Revenue	(D): 116,662	117,860	118,061	1,399	1%	201	0%
TOTAL OPERATING REVENUE:	(A)+(B)+(C)+(D) = (E): 9,660,823	9,312,774	10,026,991	629,320	4%	714,217	8%
OPERATING EXPENSES:							
Marine Terminal	2,907,787	2,289,218	2,227,760	680,027	31%	61,458	3%
Recreational Boating	611,122	581,610	560,505	50,617	9%	21,105	4%
Commercial	379,236	399,268	398,489	(19,253)	-5%	779	0%
Infrastructure	794,525	889,270	774,361	20,164	3%	114,909	15%
General Maintenance	444,659	491,418	476,076	(31,417)	-7%	15,342	3%
Subtotal - Operations	(F): 5,137,329	4,650,784	4,437,191	700,138	16%	213,593	5%
Admin - Salaries, Taxes & Benefits	979,790	989,037	982,819	(3,029)	0%	6,218	1%
Admin - Office & Administrative Expenses	213,632	160,735	158,658	54,974	35%	2,077	1%
Admin - Professional Services	216,211	287,680	285,863	(69,652)	-24%	1,817	1%
Admin - Promotion & Marketing	182,112	260,006	256,368	(74,256)	-29%	3,638	1%
Admin - Depreciation (Admin Only)	15,630	15,630	15,630	-	0%	-	0%
Subtotal - Administrative Expenses	(G): 1,607,375	1,713,088	1,699,338	(91,963)	6%	13,750	-1%
TOTAL OPERATING EXPENSES:	(F) + (G) = (H): 6,744,704	6,363,872	6,136,529	608,175	-9%	227,343	-4%
OPERATING INCOME:	(E) - (H) = (I): 2,916,117	2,948,902	3,890,462	1,237,495	33%	941,560	32%
NON-OPERATING INCOME (EXPENSE):							
Interest Income	75,461	55,000	507,070	431,609	572%	452,070	822%
Interest Expense	(445,619)	(413,275)	(413,183)	32,436	8%	92	0%
Grant Income or (Expense)	(201,165)	305,500	82,490	283,655		(223,010)	
Other Income or (Expense)	-	-	-	-		-	
TOTAL NON-OPERATING (EXPENSE):	(J): (571,323)	(52,775)	176,377	747,700		229,152	
NET INCOME BEFORE SUBVENTION:	(I)-(J) = (K): 2,344,794	2,896,127	4,066,839	1,985,195	73%	1,170,712	40%
Subvention to City of Redwood City	(L): (564,013)	(558,766)	(592,015)	(28,002)	-5%	(33,249)	-6%
NET INCOME AFTER SUBVENTION:	(K) - (L) = (M): 1,780,781	2,337,361	3,474,824	1,957,193	95%	1,137,463	49%
NET POSITION:							
Beginning of Fiscal Year	(N): 44,277,013	46,057,794	46,057,794				
Beginning Balance Adjustment	(O): -	-	-				
Adjusted Beginning Balance	(N) - (O) = (P): 44,277,013	46,057,794	46,057,794				
NET POSITION AS OF 12-31-2019:	(M) + (P) = (Q): 46,057,794	48,395,155	49,532,618				