



BOARD OF PORT COMMISSIONERS

PORT OF REDWOOD CITY

AGENDA

REGULAR MEETING

WEDNESDAY, 8:00 AM

April 26, 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), an alternative location of 244 Alameda de las Pulgas Boulevard, Redwood City, California 94062, 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 and at the location referred to above. Some of the COMMISSIONERS may attend the meeting and participate remotely to the same extent as if they were present. 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 — MARCH 22, 2023; APRIL 12, 2023
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE
- IV. APPROVAL OF CLAIMS — NONE

V. ORDINANCES

- A. INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH**

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

ACTION: MOTION TO WAIVE THE FULL READING AND INTRODUCE THE ORDINANCE; PUBLIC COMMENT; ROLL CALL VOTE

VI. RESOLUTIONS

- A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT FOR THE POSITION OF PORT MANAGER AND AUTHORIZING THE EXECUTION OF THE AGREEMENT**

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

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

- B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THIRD AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (S. J. AMOROSO PROPERTIES, CO. INC.)**

CEQA: THE ACTION BEFORE THE BOARD IS NOT SUBJECT TO 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 — NONE

IX. EXECUTIVE DIRECTOR'S REPORT

X. MATTERS OF BOARD INTEREST

XI. CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation) pursuant to Government Code Section 54956.9 subdivision (d) (one case)**
- B. CONFERENCE WITH REAL ESTATE NEGOTIATOR (Price and Terms of Payment) pursuant to Government Code Section 54956.8**

Property: Approximately 46,043 square feet of water and marina area located at 455 Seaport Court, Redwood City, CA 94063

Negotiating Parties: Kristine A. Zortman, Trish Wagner, Port of Redwood City
Garrett Marina Group, Inc.

XII. ADJOURNMENT — TO REGULAR MEETING OF MAY 10, 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
MARCH 22, 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, 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, Lorianna Kastrop, Stan Maupin and Ralph 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

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

II. PUBLIC COMMENT

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

III. APPROVAL OF MINUTES — March 8, 2023

Commissioner Kastrop asked that corrections be made to March 8, 2023 minutes, requesting that all her inquiries be added. A motion to approve the amended minutes dated March 8, 2023 was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

IV. APPROVAL OF CLAIMS — NONE

V. ORDINANCES — NONE

VI. RESOLUTIONS — NONE

VII. MOTIONS

A. MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO APPROVE AND AUTHORIZE EXECUTION OF PROFESSIONAL CONSULTING SERVICES AGREEMENT FOR THE REDWOOD CITY FERRY PROJECT – ENVIRONMENTAL REVIEW SERVICES (CDM SMITH)

Executive Director Zortman introduced Don Snaman, Contractor. Mr. Snaman presented a presentation on the Port of Redwood City's (Port) process and staff recommendation for the CEQA professional service agreement for the future ferry. Mr. Snaman stated on December 20, 2022 the Port issued a Request for Proposal (RFP) to complete environmental reviews and reports, with a deadline date of February 9, 2023. Three consulting firms submitted proposals for consideration. Mr. Snaman stated out of the three; CDM Smith was most comprehensive, detailed and showed a complete understanding of the project history, critical tasks impacting costs, scheduling, and key elements of the environmental factors. Mr. Snaman concluded his presentation by stating Port staff recommends award of the Professional Consulting Services Agreement for Environmental Review Services for the Redwood City Ferry Project to CDM Smith. Executive Zortman introduced William Hurrell, Vice President of CDM Smith who made a brief presentation,

answered inquiries, and thanked the Board for their time. Commissioner Radcliffe inquired if there will be a tram on existing railways. Mr. Hurrell stated CDM Smith plans on doing a multimodal scoping session. Mr. Hurrell also stated there will be a total of three scoping sessions, one for stakeholders and two for the Board of Port Commissioners. Commissioner Kastrop thanked the three consulting firms that had submitted proposals. Commissioner Kastrop described the proposals as interesting, thought-provoking and useful. She also stated she is comfortable with staff's recommendation of CDM Smith. Commissioner Kastrop inquired if there will be floating docks and pile driving in the water. Mr. Hurrell responded yes. She also inquired on the amount of input the Commissioners will have on design. Commissioner Kastrop inquired on alternatives such as landside improvements, and if the terminal building being enhanced to a multi-story building. Mr. Snaman stated the current ferry components are basic and there will be a road access and terminal. Commissioner Kastrop inquired on the timeline. Mr. Snaman stated there are certain requirements that are built into CEQA. There are review periods and public hearings. 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 comment on this agenda item. A motion to adopt the resolutions was made by Commissioner Kastrop and was seconded by Commissioner Radcliffe. The motion passed by a unanimous voice roll call vote of all Commissioners present.

VIII. REPORTS/PRESENTATIONS

A. RECEIVE THE FOLLOWING REPORTS/PRESENTATIONS:

1. CERTIFIED SEMI-ANNUAL INVESTMENT REPORT ENDING DECEMBER 31, 2022

2. FISCAL YEAR 2023 UNAUDITED FINANCIAL REPORT ENDING DECEMBER 31, 2022

Executive Director Zortman introduced Rajesh Sewak, Director of Finance and Administration. Mr. Sewak presented two presentations. Mr. Sewak stated there is a slight increase over last year's budget. He stated that the marina revenue is climbing. Mr. Sewak also stated in 2021 the Port performed preventative maintenance and upgraded systems to the marina. Mr. Sewak stated employee costs, pensions and insurance rates are increasing, but with these additional increases the Port's budget remains healthy. This concluded his presentation on item number VIII.A.1.

Mr. Sewak stated as of December 31, 2022, the Port's mid-year tonnage was approximately 11% above the previous period in the prior year. The resulting effect to the Port's mid-year FY23 Gross Revenues was an increase of 13% from \$4.5 million to \$5.1 million, over the previous period in FY22. This concluded his presentation on item number VIII.A.2. 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 comment on these agenda items.

IX. EXECUTIVE DIRECTOR'S REPORT

From March 26 through March 29, 2023 Executive Director Zortman along with Commissioners Maupin and Garcia are slated to attend the American Association of Port Authorities 2023 Legislative Summit in Washington D.C. On March 14, 2023 Executive Director Zortman attended San Mateo County Economic Development Association Public Policy Committee meeting with discussions from State Senator Josh Beker's Office and Congressman Kevin Mullin's office. On March 15, 2023 Executive Director Zortman attended Bay Planning Coalition's Resilient Transportation Committee Meeting. Executive Director Zortman stated Rock the Dock concert series has been extended through November 2023. She also thanked field staff for their hard work on storm cleanup.

X. MATTERS OF BOARD INTEREST

Commissioner Kastrop stated that Seaport Blvd. has a lot of streetlights out and the trucks are going through at full speed and that they are not slowing down. She stated this is a danger and safety concern and should be reported to the City.

XI. CLOSED SESSION

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

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 comment on this agenda item. A motion to adjourn the meeting was made by Commissioner Radcliffe and seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned by Chair Garcia at 9:14 AM to its next regularly scheduled meeting on April 12, 2023.



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING
WEDNESDAY, 8:00 AM
April 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, all votes were by roll call and the meeting was available to the public to attend and provide public comments via audio/video teleconference.

Vice Chair Lorianna Kastrop, presiding

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

Commissioners Absent: Ralph Garcia

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

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

II. PUBLIC COMMENT

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

III. APPROVAL OF MINUTES — NONE

IV. APPROVAL OF CLAIMS — MARCH 16, 2023; APRIL 5, 2023

After inviting public comment, Commissioner Kastrop confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to approve claims dated March 16, 2023 and April 5, 2023 was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed 4-0 by roll call vote with Chair Garcia having an excused absence.

V. ORDINANCES — NONE

VI. RESOLUTIONS

A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THE BELOW TARIFF(S):

- 1. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY AMENDING RESOLUTION P-886 (TARIFF NO. 7) TO CHANGE CERTAIN PROVISIONS OF SAID TARIFF NO.7 – PORT OF REDWOOD CITY MARINA AND PORT AREA**
- 2. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING AND AUTHORIZING AN INCREASE IN TARIFF NO. 8 INCLUDING DOCKAGE, WHARFAGE, DEMURRAGE, STORAGE, SERVICE & FACILITIES, CARGO HANDLING, LINE HANDLING AND MISCELLANEOUS CHARGES**

Executive Director Zortman introduced Connor Revay, Assistant Operations Manager. Mr. Revay gave a brief presentation on both Tariff 7 and 8 rate increases. Mr. Revay stated the proposed increases are lower yet competitive with other marinas and commercial west coast ports. He also stated Tariff No. 7 specifies rates, charges, rules and

regulations for operations of the Redwood City Marina. While Tariff No. 8 sets rules, regulations, rates and service charges for use of the Port's wharves and cargo handling areas. Revenue will assist in cost for operations, maintenance, and infrastructure. The increase if adopted, would be in effect as of July 1, 2023. Commissioner Radcliffe inquired what the percentage of berth occupancy is at the marina; Mr. Revay stated the marina is at 76% occupancy. Commissioner Maupin inquired if the marina sustained any damages from the storm and how does the Port's increase on Tariff 8 compare to other ports. Mr. Revay stated there was minimal damage with limited power outages. He also stated that we rely on data from California Association of Port Authorities and Bureau of Labor Statistics. Commissioner Kastrop stated that she would like to see more respective increases across all slip sizes. After inviting public comment, Commissioner Kastrop confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to approve was made by Commissioner Maupin and was seconded by Commissioner Radcliffe. The motion passed 4-0 by roll call vote with Chair Garcia having an excused absence.

B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FOURTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (DEBBIE COLLINS, AS AN INDIVIDUAL, DBA I AM FITNESS)

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

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS — NONE

IX. EXECUTIVE DIRECTOR'S REPORT

On April 1, 2023 the Rock the Dock concert series commenced. Executive Director Zortman stated on May 6, 2023 at sunset, the Port will have a 12-15 minute lighted drone show that will be accompanied with music; she also stated the drone show aligns with the Pacific Sail & Power Boat Show. On June 14, 2023, Flag Day, the Port will be hosting Chamber San Mateo County's Off the Clock on the Dock. From March 26 through March 30, 2023 Executive Director Zortman along with Commissioners Maupin and Garcia attended the American Association of Port Authorities 2023 Legislative Summit in Washington D.C. where they met with several electeds. On March 30, 2023 Bay Planning Coalition's 40th Anniversary Event and Sustainable San Mateo County's 24th Annual Awards Celebration were attended by staff and Commissioners. Commissioner Kastrop inquired when the fence at the 9-acres site would commence. Executive Director Zortman stated a date will be scheduled as soon as we are in receipt of the bond and weather permitting.

X. MATTERS OF BOARD INTEREST

From March 26 through March 30, 2023 Commissioner Maupin attended American Association of Port Authorities 2023 Legislative Summit (AAPA). This was his first summit and he was impressed as he observed Executive Director Zortman work with electeds and lobbyist. On March 30, 2023 Commissioner Kastrop along with Commissioner Radcliffe attended Sustainable San Mateo County's 24th Annual Awards Celebration. Commissioner Kastrop thanked Commissioner Maupin for attending AAPA's Legislative Summit, she also stated that this summit and visits to D.C. are very valuable to the Port. Commissioner Kastrop stated she is pleased with Rock the Dock, when she hears Rock the Dock mentioned, it is becoming part of the local culture. It makes Redwood City fun, with a lot of public goodwill. Commissioner Kastrop inquired if additional seating, tables or if a wind break can be added.

XI. CLOSED SESSION — NONE

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

After inviting public comment, Commissioner Kastrop confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting 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 4-0 by roll call vote with Chair Garcia having an excused absence. The meeting was adjourned by Commissioner Kastrop at 8:27 AM to its next regularly scheduled meeting on April 26, 2023.



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

STAFF REPORT

DATE: April 26, 2023
ITEM NO: V.A
SUBMITTED BY: Rajesh Sewak, Director of Finance and Administration
TITLE: INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) introduce the Ordinance establishing the Salary Plan for FY2024 and repealing the current Ordinance.

BACKGROUND

The Port of Redwood City (Port) by Ordinance establishes a Salary Plan for employees. The Salary Plan designates positions of employment and establishes salary ranges for each position. The Port Executive Director specifies the annual salary for each position. The Board establishes the annual salary ranges and any additional compensation and conditions of employment for the Executive Director.

The Salary Plan provides that initial employment is normally made at a salary at the lower or middle range based on certain considerations regarding the employee's experience, knowledge, and education as well as the difficulty of locating qualified employees. Following initial employment, the Salary Ordinance includes timing and terms for eligibility of salary increases based on the discretion of the Executive Director.

For the FY2024 Salary Plan, the Port benchmarked salary ranges of other local agencies to determine that there is merit for a 6% cost of living increase in the new Salary Plan. While each employee's annual salary increase may not be 6%, the range in the proposed new Ordinance will allow management to adjust salaries to meet current economic trends and living expenses. The new Salary Plan will supersede the plan approved by the Board in May 2022 for FY2023.

ANALYSIS

In order to maintain competitive salary ranges and in preparation for the FY2024 Port Budget, adjustments to specific salaries have been made since the approval of the current Salary Ordinance in FY2023. Attached is the Salary Ordinance of FY2023 with red-lined edits for FY2024 Salary Ordinance.

In addition to base salary, the Port pays the employer contribution to the California Public Employees Retirement System (CalPERS). The Port also pays to CalPERS, 3% of Tier-1 employees and 2% of Tier-2 employees of the total 8 % contribution otherwise payable by the employee.

The new Salary Plan, if approved, will be implemented starting no sooner than July 1, 2023.

| | |
|------------------|---|
| Cost Recovery | N/A |
| Port 2020 Vision | Comports with the Port's 2020 Vision retaining talent |
| Budget | FY2024 Budget will reflect the new salary ranges |

DATE: April 26, 2023

ITEM NO: V.A

TITLE: INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH

ALTERNATIVES

If the Board chooses not to approve the Ordinance the Port may lose its competitive advantage for employee retention.

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. Salary Ordinance for FY2023 with red-lined edits for FY2024

ATTACHMENT A

ORDINANCE NO. P-

ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH.

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

SECTION 1. The annual salary ranges for each position of employment with the Port of Redwood City are hereby established in accordance with the schedule shown below. The specific salary for the Port Manager (“Executive Director”) shall be established as per Section 2 and the specific salary for all other positions shall be established as per Section 3.

| <u>POSITION</u> | <u>SALARY RANGES</u> |
|--|---|
| Port Manager (Executive Director) | \$ 200,000 <u>220,000</u> - \$ 285,000 <u>299,000</u> |
| Director of Operations | \$ 155,000 <u>175,000</u> - \$ 200,000 <u>240,000</u> |
| Harbor Master-Assistant Operations Manager | \$ 80,000 <u>85,000</u> - \$ 130,000 <u>140,000</u> |
| Director of Finance & Administration | \$ 175,000 <u>185,000</u> - \$ 225,000 <u>250,000</u> |
| Business Development Manager | \$ 70,000 <u>75,000</u> - \$ 115,000 <u>120,000</u> |
| Office Manager/Clerk of the Board | \$ 80,000 - \$ 115,000 <u>120,000</u> |
| Accounting Clerk/Accountant | \$ 60,000 <u>65,000</u> - \$ 95,000 <u>100,000</u> |
| Port Maintenance I & II | \$ 46,000 <u>63,000</u> - \$ 86,000 <u>95,000</u> |
| Manager of Field Operations | \$ 80,000 <u>85,000</u> - \$ 125,000 <u>135,000</u> |
| Lead – Field Operations | \$ 50,000 <u>66,000</u> - \$ 90,000 <u>95,000</u> |

SECTION 2. The Board of Port Commissioners may specify additional terms and conditions of employment for the Executive Director pursuant to a written agreement. Said agreement shall state the compensation to be received by the Executive Director and shall specify his/her annual salary in an amount not to exceed the salary stated in Section 1.

ATTACHMENT A

SECTION 3.

(a) The annual salary for each position other than the position of Executive Director shall be established from time to time by the Executive Director within the salary range for each position as specified in Section 1.

(b) Initial appointments shall normally be made at a salary equal to the lowest amount of applicable range. Such appointments may be made at a rate between the minimum and maximum of a salary range when justified upon consideration of: (1) difficulty of locating qualified personnel; and/or (2) an appointee's experience, education, knowledge of the particular duties required, and other criteria as may be related to such consideration on the basis of merit.

(c) An employee may be eligible for a salary increase upon satisfactory completion of six (6) consecutive months of employment and upon consideration of said employee's performance and other criteria related to awarding increased compensation on the basis of merit. Such adjustment, if any, shall be made by the Executive Director in the exercise of his/her sound discretion.

(d) An employee may be eligible for a salary increase upon satisfactory completion of a minimum period of one (1) year's employment and upon consideration of said employee's performance and other criteria related to awarding increased compensation on the basis of merit. Such adjustment, if any, shall be made by the Executive Director in the exercise of his/her sound discretion.

SECTION 4. The Port of Redwood City shall pay the employer contribution to the California Public Employees Retirement System (CalPERS). In addition, for and on behalf of its employees enrolled in CalPERS on or prior to October 13, 2011, the Port of Redwood City shall also pay to CalPERS, 3% of Tier-1 employees and 2% of Tier-2 employees of the 8% contribution otherwise payable by the employee.

SECTION 5. The Executive Director is hereby authorized to employ such part-time or temporary personnel as are necessary to carry out the normal operations of the Port, provided however, that (1) compensation is limited to no more than \$10,000 during any fourteen (14) day period; and (2) funds shall have been appropriated for such purposes during the Fiscal Year for which such employment is retained. All such part-time or temporary personnel shall be subject to dismissal by the Executive Director without notice at any time and without cause.

SECTION 6. This Ordinance shall be effective thirty (30) days after its adoption.

ATTACHMENT A

SECTION 7. All ordinances and portions of ordinances in conflict herewith, to the extent of such conflict, are hereby repealed.

* * *

Introduced on the ~~11th day of May, 2022~~ 26th day of April, 2023.

Passed and adopted as an ordinance of the Board of Port Commissioners of the City of Redwood City this _____ day of _____, 202~~3~~2 by the following vote.

AYES, COMMISSIONERS:

NOES, COMMISSIONERS:

ABSENT, COMMISSIONERS:

ABSTAIN, COMMISSIONERS:

President, Board of Port Commissioners

Attest:

Secretary, Board of Port Commissioners



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

STAFF REPORT

DATE: April 26, 2023
ITEM NO: VI.A
SUBMITTED BY: Kristine A. Zortman, Executive Director
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT FOR THE POSITION OF PORT MANAGER AND AUTHORIZING THE EXECUTION OF THE AGREEMENT

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the terms and conditions of the Fourth Amendment to the Employment Agreement for the Executive Director, amending the annual compensation package commencing on July 1, 2023, to better align with the Port's fiscal year.

BACKGROUND

On January 31 and March 3, 2023, the Personnel Ad-Hoc Committee met with the Executive Director to discuss the annual performance evaluation. On March 8, 2023, the Board met in closed session to discuss the performance of the Executive Director. The proposed amendment for consideration today clarifies any changes to compensation and length of term, should the Board choose to amend the contract.

ANALYSIS

The terms of the proposed contract amendment are in alignment with the Port's objectives and resources.

| | |
|------------------|---|
| Cost Recovery | N/A |
| Port 2020 Vision | N/A |
| Budget | The Board approved budget includes salary adjustments |

ALTERNATIVES

The Board could choose to not approve the Amendment to the Employment Contract for the Executive Director.

ENVIRONMENTAL REVIEW

Exempt from CEQA review pursuant to Guidelines sec. 15378 (a); Pub. Res. Code sec 21065.



Executive Director

ATTACHMENTS

- A. Fourth Amendment to the Employment Agreement - Executive Director
- B. Resolution Fourth Amendment to the Employment Agreement



ATTACHMENT A

FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT - EXECUTIVE DIRECTOR

This Fourth Amendment to Employment Agreement (the "Fourth Amendment") is entered into as of April ___, 2023 ("Effective Date") by and between the City of Redwood City, by and through its Board of Port Commissioners ("Port") and Kristine A. Zortman ("Employee"). The Port and Employee may hereinafter be referred to collectively as "Parties" and individually as "Party."

WHEREAS, Port and Employee entered into a written Employment Agreement (the "Employment Agreement") with an Effective Date of June 13, 2018, a First Amendment to Employment Agreement (the "First Amendment") with an Effective Date of April 22, 2020, a Second Amendment to Employment Agreement with an effective date of January 13, 2021, a Third Amendment to Employment Agreement (the "Third Amendment") with an Effective Date of March 9, 2022, and now desire to further amend said Employment Agreement as set forth below and be bound by the terms of said Employment Agreement, as amended by the First, Second Third Amendments and this Fourth Amendment.

NOW, THEREFORE, the Parties agree as follows:

SECTION I

The Employment Agreement, as previously amended by the First, Second and Third Amendments, is amended as follows:

Section 2, "Term " is amended to read:

The term of this Fourth Amendment is from April ___, 2023, to April ___, 2026.

Section 3, "COMPENSATION & BENEFITS" is amended. Section 3 A is deleted and replaced by the following language.

"Starting retroactively on July 1, 2022, Employee shall be paid the sum of _____ (\$_____); the "New Base Salary") per calendar year, payable in equal installments at the same time other Port management employees are paid. Thereafter, the Board of Port Commissioners may, from time to time, adjust Employee's salary by resolution. The difference between (a) Employee's current Base Salary under the Third Amendment which was paid to Employee between July 1, 2022, and the Effective Date and (b) the New Base Salary under this Fourth Amendment shall be paid to Employee within Thirty (30) days after approval of this Fourth Amendment by the Board of Port Commissioners."



ATTACHMENT A

“11. Retirement Contribution, is amended to read:

Should Employee, in Employee’s sole discretion, elect to contribute a portion of Employee’s annual compensation into the Port’s deferred compensation plan as provided, the Parties agree to share in the annual contribution amounts. Port shall contribute [50% of Employee’s contribution up to the sum of \$15,000 per calendar year.] The Parties further agree that the total annual contribution limit into a deferred compensation plan is set pursuant to the Internal Revenue Service. [Contribution by Employer shall be retroactive to July 1, 2022.]

SECTION II

1. Other than as specifically amended or modified by this Third Amendment, all the terms and conditions of the Employment Agreement, as amended by the First, Second and Third Amendments, remain in full force and effect.
2. This Fourth Amendment constitutes the final expression of the complete agreement of the Parties with respect to the matters specified herein and supersedes all prior oral or written understandings.
3. In the event that any provision of this Fourth Amendment is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of the Fourth Amendment shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Fourth Amendment.
4. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Fourth Amendment or any amendment or exhibits hereto.
5. The signatures of the Parties below indicate that each has read and understood this Fourth Amendment and will abide by the terms stated herein.
6. In the event that either Party brings any action against the other Party under the Employment Agreement, as amended by the First, Second and Third Amendments and by this Fourth Amendment and as may be amended from time to time by the Parties, the Parties agree that any court action shall be vested exclusively in the State Courts of California in the County San Mateo or in the United States District Court for the Northern District of California, as the case may be.
7. In the event of a conflict between terms or conditions of this Fourth Amendment and terms and conditions of the Employment Agreement, as amended by the First, Second and Third Amendments, the terms and conditions of the Fourth Amendment shall prevail.



ATTACHMENT A

This Fourth Amendment has been executed by the Parties on the dates noted below.

The City of Redwood City, by and through its
Board of Port Commissioners

Dated: April ___, 2023

By: _____
Ralph Garcia , President
Board of Port Commissioners

ATTEST:

Secretary, Board of Port Commissioners

Dated: April ___, 2023

Kristine A. Zortman, Port Executive Director

ATTACHMENT B

RESOLUTION NO. P-_____

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT FOR THE POSITION OF PORT MANAGER AND AUTHORIZING THE EXECUTION OF THE AGREEMENT

WHEREAS, the City of Redwood City, a municipal corporation of the State of California, by and through its Board of Port Commissioners (the "Port"), entered into a written agreement (the "Employment Agreement") with Kristine A. Zortman for the position of Port Manager (aka Port Executive Director); and

WHEREAS, the Employment Agreement was amended by an agreement entitled "First Amendment to Employment Agreement – Executive Director" effective on April 22, 2020, and approved by Resolution No. P-2403; by an agreement entitled "Second Amendment to Employment Agreement – Executive Director" effective January 13, 2021, and approved by Resolution No. P-2430; and by an agreement entitled "Third Amendment to Employment Agreement – Executive Director" effective March 9, 2022, and approved by Resolution No. P-2475;

WHEREAS, this Board of Port Commissioners (this "Board") and the Port Manager desire to further amend the Employment Agreement; and

WHEREAS, there has been presented to this Board an amendment to the Employment Agreement entitled, "Fourth Amendment to Employment Agreement – Executive Director" (the "Fourth Amendment"; form dated April 4, 2023), for this Board's review and approval.

NOW, THEREFORE;

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

1. That certain agreement entitled, "Fourth Amendment to Employment Agreement – Executive Director" (form dated 04/04/2023) by and between the City of Redwood City, a municipal corporation of the State of California, by and through its Board of Port Commissioners and Kristine A. Zortman, a copy of which Fourth Amendment to Employment Agreement – Executive Director is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby

ATTACHMENT B

approved, and the President of this Board and the Port's Executive Secretary are hereby authorized and directed to execute, and to attest thereto, respectively, said Fourth Amendment to Employment Agreement – Executive Director, for and on behalf of the Port.

2. The Fourth Amendment shall be effective upon execution by the parties thereto.

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ____ day of April 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: April 26, 2023

ITEM NO: VI.B

SUBMITTED BY: Trish Wagner, Business Development Manager

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THIRD AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (S. J. AMOROSO PROPERTIES, CO. INC.)

RECOMMENDATION

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

BACKGROUND

Tenant: S. J. Amoroso Properties, Co. Inc.

Premises: 1,232 square feet

Lease Term: May 15, 2023 – May 14, 2024

Address: 497 Seaport Court, Suite 102, Redwood City, CA 94063

Rent:

| Months | Rent per SF | Rent |
|-----------------------|-------------------|------------|
| 5/15/2023 – 5/14/2024 | \$3.10 x 1,232 SF | \$3,819.20 |

Use: Property management and property acquisition services.

ANALYSIS

This is a standard sublease, 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 amendment, there may be a potential impact on Port revenue.

DATE: April 26, 2023

ITEM NO: VI.B

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY
APPROVING THIRD AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS -
PHASE I LEASE AGREEMENT) - (S. J. AMOROSO PROPERTIES, CO. INC.)

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 April 11, 2023
- B. Resolution

ATTACHMENT A

The FIVEY COMPANY
REAL ESTATE INVESTMENT & MANAGEMENT

210 Porter Drive, Suite 220 • San Ramon, California 94583 • (925) 820-7666 • Fax (925) 820-6866

April 11, 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

◆ Third Amendment to Standard Lease Agreement for S.J. Amoroso Properties, Co, Inc. dated April 3rd, 2023 for space located at 497 Seaport Ct., Suite 102 in approximately 1232 RSF. The lease renewal is for 1 year, at \$3.10 PSF.

Please let me know if you have any questions.

Sincerely,



Channin Graham
Property Manager

RECEIVED

APR 14 2023

PORT OF REDWOOD CITY

ATTACHMENT B

RESOLUTION NO. P-

**RESOLUTION APPROVING THIRD AMENDMENT TO SUBLEASE
AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT)
(S.J. AMOROSO PROPERTIES, CO. INC.)**

**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:

Standard Third Amendment to Lease Agreement

S.J. Amoroso Properties, Co. Inc.

497 Seaport Court, Suite 102

Redwood City, CA 94063

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this 26th day of April, 2023.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners