



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY AGENDA

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
MAY 24, 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](mailto: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 — APRIL 26, 2023 and MAY 10, 2023  
**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**
- IV. APPROVAL OF CLAIMS — MAY 11, 2023  
**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

**V. ORDINANCES**

- A. ADOPTION 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 - PUBLIC HEARING**

**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 SECOND READING AND ADOPT THE ORDINANCE; PUBLIC COMMENT; ROLL CALL VOTE**

- B. INTRODUCTION 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**

**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 THE BELOW SUBLEASE AGREEMENTS:**

- 1. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SUBLEASE AGREEMENT — (PORTSIDE INVESTORS — PHASE I LEASE AGREEMENT) — (KYO AUTISM THERAPY, LLC)**
- 2. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING SECOND AMENDMENT TO SUBLEASE AGREEMENT — (PORTSIDE INVESTORS — PHASE I LEASE AGREEMENT) — (WORKBOARD, INC.)**

**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**

**IX. EXECUTIVE DIRECTOR'S REPORT**

**X. MATTERS OF BOARD INTEREST**

**XI. CLOSED SESSION — NONE**

**XII. ADJOURNMENT — TO REGULAR MEETING OF JUNE 14, 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](mailto: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  
April 26, 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 Garcia, presiding

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

Commissioners Absent: Richard Claire

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 conducted roll call and confirmed a meeting quorum with Commissioners Radcliffe, Kastrop, Maupin and Garcia in attendance and Commissioner Claire with an excused absence. Commissioner Maupin 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 22, 2023; APRIL 12, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public wished to make public comment on this agenda item. Commissioner Kastrop noted the minutes dated April 12, 2023 were amended during review. A motion to approve minutes dated March 22, 2023 was made by Commissioner Radcliffe and seconded by Commissioner Kastrop. The motion passed 4-0 by roll call vote with Commissioner Claire having an excused absence. A motion to approve the amended minutes dated April 12, 2023 was made by Commissioner Radcliffe and seconded by Commissioner Maupin. The motion passed 3-0 by roll call vote with Chair Garcia abstaining and with Commissioner Claire having an excused absence.

### 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

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 waive the full reading and introduce the ordinance was made by Commissioner Maupin and seconded by Commissioner Kastrop. The motion passed 4-0 by roll call vote with Commissioner Claire having an excused absence.

## **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**

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. Chair Garcia stated that he and Commissioner Claire served on the personnel ad hoc committee early this year relating to Executive Director Zortman's performance. Chair Garcia stated Executive Director Zortman's performance is evident in the elevation of the Port's public profile. She has activated waterfront activities for the community and has increased revenue. Chair Garcia also stated this July will mark five years that Executive Zortman has led the Port. Commissioner Kastrop requested a copy of the final executed amendment to employment agreement. Executive Director Zortman stated a copy of all executed amendments will be sent to the Board. A motion to adopt the resolution was made by Commissioner Maupin and was seconded by Commissioner Radcliffe. The motion passed 4-0 by roll call vote with Commissioner Claire having an excused absence.

### **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.)**

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 resolution was made by Commissioner Kastrop and was seconded by Commissioner Maupin. The motion passed 4-0 by roll call vote with Commissioner Claire having an excused absence.

## **VII. MOTIONS — NONE**

## **VIII. REPORTS/PRESENTATIONS — NONE**

### **IX. EXECUTIVE DIRECTOR'S REPORT**

On April 22, 2023 Executive Director Zortman attended Rock the Dock, which had a large attendance. She stated field staff continues enhancing the waterfront. Executive Director Zortman concluded her report recognizing today as Administrative Professionals Day and recognized the work that Linda Alvarado, Clerk of the Board has been doing.

### **X. MATTERS OF BOARD INTEREST**

On April 17, 2023 Commissioner Kastrop attended Water Emergency Transportation Authority (WETA) Board meeting. Commissioner Kastrop stated the agenda included the Business Plan Workshop number two, including planning, policies, funding, and strategies to carry out the 2050 WETA Service Vision. An overview of public response surveys were reviewed. She stated she had inserted her opinions on the survey. On April 21, 2023 Commissioner Kastrop attended San Mateo County Economic Development Association's Progress Seminar where she shared information on the ferry, Rock the Dock and the Drone Show. On April 24, 2023 Commissioner Kastrop attended the Redwood City Council Meeting where she announced details of Rock the Dock and the Drone Show. Commissioner Kastrop inquired if there is any way to know who is attending the regular Port meeting virtually because she would like to know and believes it would be a value to the Commission.

**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**

Chair Garcia convened the Board into a Closed Session at 8:27 AM for the above matters.

Chair Garcia reconvened the Board into Open Session at 9:15 AM.

Chair Garcia stated the Board authorizes staff and legal counsel to pursue legal action in the closed session matter concerning anticipated litigation. There are no other reportable actions from closed session.

**XII. ADJOURNMENT — TO REGULAR MEETING OF MAY 10, 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. Chair Garcia adjourned the meeting in honor of Julie Snaman, wife to Don Snaman, who recently passed. A motion to adjourn the meeting in honor of Julie Snaman was made by Commissioner Kastrop and seconded by Commissioner Maupin. The motion passed 4-0 by roll call vote with Commissioner Claire having an excused absence. The meeting was adjourned by Chair Garcia at 9:17 AM to its next regularly scheduled meeting on May 10, 2023





# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
MAY 10, 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

Commissioner 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 Claire led the Pledge of Allegiance.

### II. PUBLIC COMMENT

Executive Director Zortman recognized Mike Marzano, representing the Sea Scouts, Sequoia Yacht Club and Redwood City Youth Maritime. Mr. Marzano stated commented on the very active weekend activities all over Northern California and at the Port. He thanked the Port for assisting the yacht club with parking .

### III. APPROVAL OF MINUTES — NONE

### IV. APPROVAL OF CLAIMS — APRIL 20, 2023

After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public who wished to make a public comment on this agenda item. A motion to approve claims dated April 20, 2023 was made by Commissioner Radcliffe and seconded by Commissioner Kastrop. The motion passed by a unanimous voice roll call vote of all Commissioners present.

### V. ORDINANCES — NONE

### VI. RESOLUTIONS

#### A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY AUTHORIZING SPECIAL EVENT WITHIN CERTAIN AREA OF THE PORT OF REDWOOD CITY (FOURTH OF JULY CELEBRATION)

Executive Director Zortman introduced Chris Beth, Director, Parks, Recreation and Community Services with the City of Redwood City (City). Mr. Beth requested use of the Port for the Fourth of July Celebration. He also stated traffic control will be facilitated by Redwood City Police Department as well as City Staff. Mr. Beth stated the celebration will include a band, four food trucks and a 20-minute high aerial fireworks show. Commissioner Kastrop inquired if we had learned anything from the May 7, 2023 drone show for July 4<sup>th</sup>. Mr. Beth stated there will be more visibility with the fireworks and that in the future, with an extra sponsor, the City may be able to do both a drone and fireworks show.

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 a public comment on this agenda item. A motion to adopt the resolution 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.

## **VII. MOTIONS**

### **A. MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FISCAL YEAR 2023/2024 CALL FOR SPONSORSHIP PROGRAM AWARDEES**

Executive Director Zortman introduced Trish Wagner, Business Development Manager. Ms. Wagner requested the Board of Port Commissioners (Board) approve the fair and equitable awards of sponsorships to various local non-profit organizations. Commissioner Kastrop stated that dealing with budget issues must be difficult to portion and suggested that in the next budget year, she would like the current budget of \$20,000 be increased. Commissioner Kastrop concluded by thanking Ms. Wagner for figuring out the allocations. Commissioner Maupin inquired if there is a funding cap on organizations, and if the organizations present the Board with a detail on how the funds are allocated. Ms. Wagner stated the Port is limited to the budget set in place; she also stated before Covid closures, organizations would present their request before the Board. Ms. Wagner also stated in their request for funding, organizations detailed how the funds are allocated. Commissioner Radcliffe stated she sits on the Board for City Trees and Redwood City Library and will need to recuse herself from any vote related to these two organizations. Chair Garcia stated the approval of City Trees and Redwood City Library be voted separately. A motion to adopt the resolution for all items with the exception of City Trees and Redwood City Library was made by Commissioner Maupin and was seconded by Commissioner Kastrop. The motion passed by a unanimous voice roll call vote of all Commissioners present. A motion to adopt the resolution for City Trees and Redwood City Library was made by Commissioner Maupin and was seconded by Commissioner Kastrop. The motion passed 4-0 by voice roll call vote with Commissioner Radcliffe abstaining.

## **VIII. REPORTS/PRESENTATIONS**

### **DRONE SHOW HIGHLIGHTS**

On May 10, 2023 the Port of Redwood City, in collaboration with Open Sky Productions, hosted a free lighted drone show that featured more than 100 drones taking flight and soaring into the air for a spectacular maritime production, illuminating moving images of jellyfish, boats and many other aquatic visions 400 feet above the bay. Executive Director Zortman presented the Board with a 12-minute drone mockup video with music provided by Open Sky Productions. Executive Director Zortman stated the Port is the first waterfront to do a drone show. She also stated with the incredible turnout, feedback and success the drone show will become an annual event; slated for the first Saturday in May. Executive Director Zortman thanked Trish Wagner for locating and facilitating Open Sky Production's Drone Show. She also thanked Port's field staff on their phenomenal job before, during and after the event. Commissioner Kastrop inquired if a video will be posted onto the website with a comment section. Executive Director Zortman stated yes a video will be posted. Both Commissioners Maupin and Radcliffe thanked staff for the drone show. Chair Garcia stated that the crowd size grew as the evening progressed.

## **IX. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Zortman stated on May 21, 2023 Mid Peninsula Old Time Auto Club's will be showing off their post-war, pre-war vehicles from 9:00 AM – 2:00 PM at the Marina. Executive Director Zortman stated on June 14, 2023 the Port will host Chamber of San Mateo County's Off the Clock – ON THE DOCK!

## **X. MATTERS OF BOARD INTEREST**

Commissioner Kastrop reported on May 7, 2023 she attended the Boat Show. On May 4, 2023 Commissioner Kastrop attended Water, Emergency Transportation Authority (WETA) Board Meeting with discussions included the proposed Fare Program, transitions to zero - emission vessels and mobilizing larger fleets. Commissioner Kastrop stated she really admires the amount of progress that WETA has made.

**XI. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation) pursuant to Government Code Section 54956.9 subdivision (d) (4) (one case)**

Chair Garcia convened the Board into a Closed Session at 8:48 AM for the above matter.

Chair Garcia reconvened the Board into Open Session at 9:26 AM.

Chair Garcia stated no reportable actions from closed session.

**XII. ADJOURNMENT — TO REGULAR MEETING OF MAY 24, 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 a 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 9:27 AM to its regularly scheduled meeting on May 24, 2023.





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

**STAFF REPORT**

DATE: May 24, 2023  
ITEM NO: V.A  
SUBMITTED BY: Rajesh Sewak, Director of Finance and Administration  
TITLE: ADOPTION 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 – PUBLIC HEARING

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**RECOMMENDATION**

Staff recommends that the Board of Port Commissioners (Board) adopt 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: May 24, 2023

ITEM NO: V.A

TITLE: ADOPTION 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 – PUBLIC HEARING

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**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. Notice of Public Hearing Proof of Publication printed in Daily Journal on 5/14/2023
- B. Salary Ordinance for FY2024

**ATTACHMENT A**

**EXAMINER - REDWOOD CITY TRIBUNE**

This space for filing stamp only

303 TWIN DOLPHIN DR #600, REDWOOD CITY, CA 94065  
Telephone (650) 556-1556 / Fax

LINDA ALVARADO  
REDWOOD CITY PORT / ADMIN  
675 SEAPORT BLVD.  
REDWOOD CITY, CA - 94063

SPEN #: 3700984

**PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California }  
County of SAN MATEO } ss

Notice Type: HRG - NOTICE OF HEARING

Ad Description:  
NPH SALARY FY 2024

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the EXAMINER - REDWOOD CITY TRIBUNE, a newspaper published in the English language in the city of REDWOOD CITY, county of SAN MATEO, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of SAN MATEO, State of California, under date 08/22/1990, Case No. 352650. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/14/2023

Executed on: 05/16/2023  
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature



Email

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT THE 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 will be considered for adoption by the Board of Port Commissioners of the City of Redwood City at its regularly scheduled meeting on the 24th day of May 2023 at 8:00 AM in the Board's Meeting Room, Port Administration Building, 675 Seaport Blvd, Redwood City, CA. 94063. The public hearing on the adoption of the ordinance will be open to members of the public via teleconference and in person in order to preserve public health and safety. Members of the public may attend virtually via Zoom. Log in credentials are as follows:

<https://us06web.zoom.us/j/98512018699?pwd=dTc3a09SMWN5bDFQMzZMSDM4WVNSZz09>  
Meeting ID: 985 1201 8699  
Passcode: 85917060 Or dial (669) 900-6833 or (346) 248-7799 Meeting ID: 985 1201 8699 and will then be recognized by the Chair of the Board of Port Commissioners of the City of Redwood City. The Port of Redwood City is not responsible for a member of the public's technical ability to participate in the meeting.

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.

**POSITION & SALARY RANGES**

Port Manager (Executive Director) \$220,000 - \$299,000  
Director of Operations \$175,000 - \$240,000  
Harbor Master-Assistant Operations Manager \$85,000 - \$140,000  
Director of Finance & Administration \$185,000 - \$250,000  
Business Development Manager \$75,000 - \$120,000  
Office Manager/Clerk of the Board \$80,000 - \$120,000  
Accounting Clerk/Accountant \$65,000 - \$100,000  
Port Maintenance I & II \$63,000 - \$95,000  
Manager of Field Operations \$85,000 - \$135,000  
Lead - Field Operations \$66,000 - \$95,000

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.

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

## **ATTACHMENT A**

(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.

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

Introduced on the 26th day of April 2023.

5/14/23

**SPEN-3700984#  
EXAMINER - REDWOOD  
CITY TRIBUNE**

**ATTACHMENT B**

**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.

<b><u>POSITION</u></b>	<b><u>SALARY RANGES</u></b>
Port Manager (Executive Director)	\$220,000 - \$299,000
Director of Operations	\$175,000 - \$240,000
Harbor Master-Assistant Operations Manager	\$ 85,000 - \$140,000
Director of Finance & Administration	\$185,000 - \$250,000
Business Development Manager	\$ 75,000 - \$120,000
Office Manager/Clerk of the Board	\$ 80,000 - \$120,000
Accounting Clerk/Accountant	\$ 65,000 - \$ 100,000
Port Maintenance I & II	\$ 63,000 - \$ 95,000
Manager of Field Operations	\$ 85,000 - \$135,000
Lead – Field Operations	\$ 66,000 - \$ 95,000

**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 B**

### **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 B**

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

\* \* \*

Introduced on the 26<sup>th</sup> 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 \_\_\_\_\_, 2023 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: MAY 24, 2023

ITEM NO: V.B

SUBMITTED BY: Rajesh Sewak, Director of Finance & Administration

TITLE: INTRODUCTION OF 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

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**RECOMMENDATION**

Staff recommends that the Board of Port Commissioners (Board) introduce the Port of Redwood City's (Port) Fy2024 Budget Ordinance.

**BACKGROUND**

On May 12, 2023 the ad-hoc Finance Committee convened with staff on the Preliminary Port Budget for fiscal year 2023/2024 (Fy2024). Should the Board adopt the proposed budget, a summary of the Preliminary Port Fy2024 Budget will be transmitted to the Mayor and City Manager of Redwood City, copies of which will also be provided to the Port Commissioners. The City of Redwood City's (City) annual budget will include the Port's adopted budget.

The Ordinance appropriating anticipated revenues and funds of the Port for Fy2024 is based on the Preliminary Fy2024 Budget and requires introduction, a future Public Hearing at a Board meeting, and final action at a subsequent Board meeting.

**ANALYSIS**

The Preliminary Budget is based on an estimated 1.9 metric tons (mt) of cargo. Cargo tonnage is primarily composed of construction sand and aggregates imported from Canada and recycled scrap metal exported mainly to Asia.

The Preliminary Budget also reflects \$10.1 million in operating revenue of which \$7.2 million, or 71%, will be generated by maritime operations. In consultation with Port tenants and researching the impacts to supply chain merchants in consideration of ongoing COVID-19 impacts, staff proposes a conservative tonnage budget with an approximate 3% above this fiscal year's (Fy2023) forecast. Commercial leases and Recreational Boating (Marina activities) show a revenue increase of 2%, in part due to rent increases.

Total operating revenue in the Preliminary Budget of \$10.1 million is almost 11% more than the Fy2022-23 Budget. The Preliminary Budget also includes \$6.9 million in operating expenses, 72% of which is attributed to operations and 28% to administration, leaving an operating income of \$3.2 million. The operating income is further reduced by almost \$300,000 of non-operating expenses, such as, interest expense on the Port's 2015 and 2012 Revenue Bonds (offset by interest income on investments) and subvention payment to the City, resulting in a projected net income of \$2.9 million.

If approved, the Fy2024 Budget will be implemented starting no sooner than July 1, 2023.

Cost Recovery	N/A
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	FY2024 Budget

DATE: MAY 24, 2023

ITEM NO: V.B

TITLE: INTRODUCTION OF 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

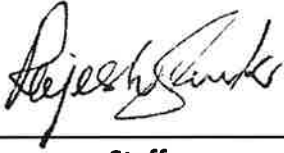
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**ALTERNATIVES**


N/A

**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. Fy2023-24 Port Budget
- B. Budget Ordinance

Executive Summary  
PORT OF REDWOOD CITY  
Fy2023-24 BUDGET  
COMPARATIVE STATEMENTS OF ACTIVITIES

	Fy2021 ACTUAL	Fy2022 ACTUAL	Fy2023 BUDGET	Fy2023 FORECAST	Fy2024 BUDGET	Fy2024 Budget vs Fy2023 Forecast Favorable (Unfavorable)	%
<b>OPERATING REVENUES</b>							
Dockage:	\$ 714,059	\$ 721,415	\$ 707,092	\$ 798,316	\$ 825,695	\$ 27,379	3%
Line Handling:	680,419	627,052	614,951	750,882	775,840	24,958	3%
Wharfage:	2,332,115	2,497,397	2,361,928	2,464,356	2,528,400	64,044	3%
Facilities Usage:	355,551	382,541	379,130	555,351	557,000	1,649	0%
Services & Misc (Water usage):	34,408	34,551	32,000	42,402	44,000	1,598	4%
Rental - Maritime:	2,259,504	2,294,341	2,344,445	2,375,515	2,463,652	88,137	4%
<b>Sub-Total Marine Terminal:</b>	<b>6,376,056</b>	<b>6,557,297</b>	<b>6,439,546</b>	<b>6,986,822</b>	<b>7,194,587</b>	<b>207,765</b>	<b>3%</b>
Marina - Berth Rental:	514,756	503,689	526,400	506,253	548,090	41,837	8%
Dry Boat Storage:	52,787	54,143	55,854	56,529	59,011	2,482	4%
<b>Sub-Total Recreational Boating:</b>	<b>567,543</b>	<b>557,832</b>	<b>582,254</b>	<b>562,782</b>	<b>607,101</b>	<b>44,319</b>	<b>8%</b>
Rental - Commercial:	1,973,784	2,167,904	2,128,114	2,312,058	2,322,615	10,557	0%
<b>Sub-Total Commercial:</b>	<b>1,973,784</b>	<b>2,167,904</b>	<b>2,128,114</b>	<b>2,312,058</b>	<b>2,322,615</b>	<b>10,557</b>	<b>0%</b>
<b>TOTAL OPERATING REVENUES:</b>	<b>8,917,383</b>	<b>9,283,033</b>	<b>9,149,914</b>	<b>9,861,662</b>	<b>10,124,304</b>	<b>262,642</b>	<b>3%</b>
<b>OPERATING EXPENSES</b>							
Marine Terminal:	2,127,631	3,263,350	2,289,218	2,364,709	2,347,216	17,493	1%
Recreation Boating:	580,544	629,049	581,610	584,181	584,017	164	0%
Commercial:	343,389	368,803	399,268	492,786	493,599	(813)	0%
Infrastructure:	781,676	760,620	889,270	880,826	971,735	(90,909)	-10%
General Maintenance:	272,863	444,659	491,418	525,701	606,062	(80,361)	-15%
<b>Sub-Total Operating Expenses:</b>	<b>4,106,103</b>	<b>5,466,481</b>	<b>4,650,784</b>	<b>4,848,203</b>	<b>5,002,628</b>	<b>(154,425)</b>	<b>-3%</b>
<b>ADMINISTRATIVE EXPENSES</b>							
Salaries & Benefits:	1,033,834	979,790	989,037	987,634	1,165,899	(178,265)	-18%
Office & Admin Expenses:	143,325	218,541	160,735	137,578	179,599	(42,021)	-31%
Professional Services:	256,347	216,211	287,680	299,183	325,680	(26,497)	-9%
Promotion & Marketing:	171,160	182,112	260,000	216,909	257,000	(40,091)	-18%
Depreciation (Office Only):	15,630	15,630	15,636	15,630	18,036	(2,406)	-15%
<b>Sub-Total Administrative Exp:</b>	<b>1,620,296</b>	<b>1,612,284</b>	<b>1,713,088</b>	<b>1,656,934</b>	<b>1,946,214</b>	<b>(289,280)</b>	<b>-17%</b>
<b>TOTAL OPERATING EXPENSES:</b>	<b>5,726,399</b>	<b>7,078,765</b>	<b>6,363,872</b>	<b>6,505,137</b>	<b>6,948,842</b>	<b>(443,705)</b>	<b>-7%</b>
<b>OPERATING INCOME:</b>	<b>3,190,984</b>	<b>2,204,268</b>	<b>2,786,042</b>	<b>3,356,525</b>	<b>3,175,461</b>	<b>(181,063)</b>	<b>-5%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>							
Interest Income:	105,795	75,461	55,000	300,352	250,000	(50,352)	-17%
Interest Expense:	(478,036)	(426,677)	(413,275)	(413,274)	(378,123)	35,151	9%
Other Income (Expense):	115,331	(84,501)	468,360	247,522	468,466	220,944	89%
<b>Total Non-Operating Income (Expenses):</b>	<b>(256,910)</b>	<b>(435,717)</b>	<b>110,085</b>	<b>134,600</b>	<b>340,343</b>	<b>205,743</b>	<b>-153%</b>
<b>NET INCOME BEFORE SUBVENTION:</b>	<b>2,934,074</b>	<b>1,768,551</b>	<b>2,896,127</b>	<b>3,491,125</b>	<b>3,515,804</b>	<b>24,680</b>	<b>1%</b>
Subvention to City of Redwood City:	(541,416)	(563,962)	(558,766)	(591,700)	(607,458)	(15,758)	3%
<b>NET INCOME AFTER SUBVENTION:</b>	<b>\$ 2,392,658</b>	<b>\$ 1,204,589</b>	<b>\$ 2,337,361</b>	<b>\$ 2,899,425</b>	<b>\$ 2,908,346</b>	<b>\$ 8,921</b>	<b>0%</b>



Executive Summary  
**PORT OF REDWOOD CITY**  
**FY2024 BUDGET**  
**STATEMENTS OF CASH FLOWS**

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	<u>Fy2024</u>
<b>Operating Income:</b>	<b>\$ 3,175,461</b>
<b>Plus: Interest Income:</b>	<b>250,000</b>
<b>Plus: Other Non-Operating Income:</b>	<b>468,466</b>
<b>Less: Subvention:</b>	<b>(607,458)</b>
<b>Less: Debt Service:</b>	
2012 Bonds	(742,294)
2015 Bonds	(608,187)
	<u>(1,350,481)</u>
<b>Plus: Depreciation:</b>	<b>1,464,325</b>
<b>Less: Capital Improvement Program (CIP):</b>	<b>(1,450,000)</b>
<b>Net Cash Flow:</b>	<b><u>\$ 1,950,312</u></b>

Executive Summary  
PORT OF REDWOOD CITY  
FY2024 BUDGET  
CAPITAL IMPROVEMENT PROGRAM (CIP)

<u>PROJECT DESCRIPTION</u>	<u>COST</u>
9-Acre Fencing:	\$ 25,000
9-Acre Development Project:	100,000
Wharf-5 & Boat-Yard Project:	350,000
EOC Room & Equipment:	300,000
Stormwater Drainage Improvement:	250,000
Sewer Lift Improvement Project:	75,000
WIP - Ferry Project:	250,000
WIP - Living Shoreline Project:	100,000
	<u>\$ 1,450,000</u>

Executive Summary  
**PORT OF REDWOOD CITY**  
**FY2024 BUDGET**  
**COMPARATIVE STATISTICS**

	<u>FY2021</u> <u>ACTUAL</u>	<u>FY2022</u> <u>ACTUAL</u>	<u>FY2023</u> <u>BUDGET</u>	<u>FY2023</u> <u>FORECAST</u>	<u>FY2024</u> <u>BUDGET</u>
<b><u>MARINE TERMINAL</u></b>					
OPERATING REVENUE:	\$ 6,376,056	\$ 6,557,297	\$ 6,439,546	\$ 6,986,822	\$ 7,194,587
OPERATING EXPENSE:	2,127,631	3,263,350	2,289,218	2,364,709	2,347,216
GROSS PROFIT:	4,248,425	3,293,947	4,150,328	4,622,113	4,847,372
GROSS MARGIN:	66.6%	50.2%	64.5%	66.2%	67.4%
<b><u>RECREATIONAL BOATING</u></b>					
OPERATING REVENUE:	567,543	557,832	582,254	562,782	607,101
OPERATING EXPENSE:	580,544	629,049	581,610	584,181	584,017
GROSS PROFIT:	(13,001)	(71,217)	644	(21,399)	23,085
GROSS MARGIN:	-2.3%	-12.8%	0.1%	-3.8%	3.8%
<b><u>COMMERCIAL</u></b>					
OPERATING REVENUE:	1,973,784	2,167,904	2,128,114	2,312,058	2,322,615
OPERATING EXPENSE:	343,389	368,803	399,268	492,786	493,599
GROSS PROFIT:	1,630,395	1,799,101	1,728,846	1,819,272	1,829,016
GROSS MARGIN:	82.6%	83.0%	81.2%	78.7%	78.7%
<b><u>OPERATIONS ONLY (NO ADMIN)</u></b>					
OPERATING REVENUE:	8,917,383	9,283,033	9,149,914	9,861,662	10,124,304
OPERATING EXPENSE:	4,106,103	5,466,481	4,650,784	4,848,203	5,002,628
GROSS PROFIT:	4,811,280	3,816,552	4,499,130	5,013,459	5,121,676
GROSS MARGIN:	54.0%	41.1%	49.2%	50.8%	50.6%
<b><u>OPERATING INCOME TO OPERATING REVENUE</u></b>					
TOTAL OPERATING INCOME:	3,190,984	2,204,268	2,786,042	3,356,525	3,175,461
TOTAL OPERATING REVENUE:	8,917,383	9,283,033	9,149,914	9,861,662	10,124,304
RATIO OF OPS INCOME TO OPS REVENUE:	35.8%	23.7%	30.4%	34.0%	31.4%
<b><u>NET INCOME TO OPERATING INCOME</u></b>					
NET INCOME BEFORE SUBVENTION:	2,934,074	1,768,551	2,896,127	3,491,125	3,515,804
OPERATING REVENUE:	8,917,383	9,283,033	9,149,914	9,861,662	10,124,304
RATIO OF NET INCOME TO OPS REVENUE:	32.9%	19.1%	31.7%	35.4%	34.7%
<b><u>ADMINISTRATIVE EXPENSE TO OPERATING EXPENSE</u></b>					
ADMINISTRATIVE EXPENSE:	1,620,296	1,612,284	1,713,088	1,656,934	1,946,214
TOTAL OPERATING EXPENSES:	5,726,399	7,078,765	6,363,872	6,505,137	6,948,842
RATIO OF ADMIN EXP TO OPS EXP:	28.3%	22.8%	26.9%	25.5%	28.0%

Executive Summary  
**PORT OF REDWOOD CITY**  
**FY2024 BUDGET**  
**COMPARATIVE TONNAGE**

	<u>FY2021</u> <u>ACTUAL</u> Metric ton	<u>FY2022</u> <u>ACTUAL</u> Metric ton	<u>FY2023</u> <u>BUDGET</u> Metric ton	<u>FY2023</u> <u>FORECAST</u> Metric ton	<u>FY2024</u> <u>BUDGET</u> Metric ton	
<b>CEMENT:</b>	108,418	113,579	90,000	215,000	180,000	
<b>IMPORTED SAND:</b>	1,256,039	1,082,155	1,320,000	1,200,000	1,260,000	
<b>GYPSUM:</b>	207,518	284,022	230,000	200,000	220,000	
<b>BAUXITE:</b>	-	-	75,000	-	-	
<b>SCRAP METAL:</b>	248,739	310,640	240,000	245,000	250,000	
	<u>1,820,714</u>	<u>1,790,396</u>	<u>1,955,000</u>	<u>1,860,000</u>	<u>1,910,000</u>	
	<b>Fy2023-24 vs Fy2022-23 (FORECAST):</b>				<b>50,000</b>	<b>2.7%</b>
	<b>Fy2023-24 vs Fy2022-23 (BUDGET):</b>				<b>(45,000)</b>	<b>-2.3%</b>

Executive Summary  
**PORT OF REDWOOD CITY**  
**FY2024 BUDGET**  
**TONNAGE BY COMMODITY**

<u>CUSTOMER</u>	<u>COMMODITY</u>	<u>IMPORTS</u>	<u>EXPORTS</u>	<u>TOTAL</u>	<u>No. of Vessels</u>
Cemex (HS&G)	Imported Sand:	1,260,000		<u>1,260,000</u>	36
Cemex	Cement:	180,000		<u>180,000</u>	10
Pabco	Gypsum:	220,000		<u>220,000</u>	11
Simsmetal	Scrap:		250,000	<u>250,000</u>	12
<b>TOTAL TONNAGE (metric):</b>		<u>1,660,000</u>	<u>250,000</u>	<u>1,910,000</u>	<u>69</u>

	<b>NUMBER OF VESSELS</b>				
	<u>FY2021</u> <u>ACTUAL</u>	<u>FY2022</u> <u>ACTUAL</u>	<u>FY2023</u> <u>BUDGET</u>	<u>FY2023</u> <u>FORECAST</u>	<u>FY2024</u> <u>BUDGET</u>
<b>CARGO VESSELS:</b>	63	65	61	67	69
<b>BARGES:</b>	12	9	12	22	21
<b>PESSENGER VESSELS:</b>	0	0	0	0	0
<b>TOTAL VESSELS:</b>	<u>75</u>	<u>74</u>	<u>73</u>	<u>89</u>	<u>90</u>



**ATTACHMENT B**

**ORDINANCE NO. P-**

**INTRODUCTION OF 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**

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

**WHEREAS**, an annual budget containing an estimate of the revenues and expenses of the Port of Redwood City for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, has been presented to and approved by the Board of Port Commissioners of the Port of Redwood City; and

**WHEREAS**, said Board desires and intends to appropriate and authorize the expenditure of said anticipated revenues in accordance with the above-mentioned budget.

**NOW THEREFORE;**

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

**SECTION 1. GENERAL.** The estimated revenues of the Port of Redwood City for Fiscal Year July 1, 2023 – June 30, 2024, and all unexpended and unencumbered monies remaining in the Port funds at the close of Fiscal Year July 1, 2022 – June 30, 2023 are hereby allocated and appropriated as hereinafter provided.

**SECTION 2. OPERATING EXPENSES - OPERATIONS.** The sums hereinafter specified are hereby appropriated from general Port funds for the payment of operating expenses in connection with the operation of the Port of Redwood City during Fiscal Year July

## ATTACHMENT B

1, 2023 – June 30, 2024, and the expenditure of said sums for the purposes stated herein is hereby authorized:

Line Item 1.	Marine Terminal	\$ 2,347,216
Line Item 2.	Recreational Boating	\$ 584,017
Line Item 3.	Commercial	\$ 493,599
Line Item 4.	Infrastructure	\$ 971,734
Line Item 5.	General Maintenance	<u>\$ 606,062</u>
	Total-Operations	<u>\$ 5,002,628</u>

**SECTION 3. OPERATING EXPENSES - ADMINISTRATION.** The sums hereinafter specified are hereby appropriated from general Port funds for the payment of operating expenses in connection with the administration of the Port of Redwood City during Fiscal Year July 1, 2023 – June 30, 2024, and the expenditure of said sums for the purposes stated herein is hereby authorized:

Line Item 1.	Admin Salaries, Taxes & Benefits	\$1,165,899
Line Item 2.	Office & Administrative Expenses	\$ 179,599
Line Item 3.	Professional Services	\$ 325,680
Line Item 4.	Promotion & Marketing	\$ 257,000
Line Item 5.	Depreciation (Admin only)	<u>\$ 18,036</u>
	Total-Administration	<u>\$1,946,214</u>

**SECTION 4. SUBVENTION.** The sum of Six Hundred Seven Thousand and Four Hundred Fifty-Eight dollars (\$607,458) for voluntary Subvention to the City of Redwood City is hereby appropriated from general Port funds (derived from sources other than State granted lands) should the Board of Port Commissioners deem such funds as surplus and provided such payment does not violate Revenue Bond covenants and applicable state and federal laws.

**SECTION 5. REVENUE BONDS SERIES 2015 INTEREST.** For purposes of this Ordinance, "Revenue Bonds Series 2015" refers to those bonds authorized, issued and outstanding pursuant to Resolution No. P-2267 entitled "Resolution of the Board of Port

## ATTACHMENT B

Commissioners of the Port Department of the City of Redwood City Authorizing the Issuance of Revenue Bonds, Approving an Official Statement, Authorizing the Execution and Delivery of a Third Supplemental Indenture, and Escrow Deposit and Trust Agreement and a Bond Purchase Agreement and Authorizing Certain Related Matters.”

The sum of One Hundred Thirty-Three Thousand and One Hundred Ninety One dollars (\$133,191) is hereby appropriated from general Port funds for the payment of interest on the Revenue Bonds Series 2015 during the Fiscal Year July 1, 2023 – June 30, 2024, and the expenditure of said sum for such purpose is hereby authorized.

**SECTION 6. REVENUE BONDS SERIES 2015-PRINCIPAL.** The sum of Four Hundred Seventy-Five Thousand dollars (\$475,000) is hereby appropriated from general Port funds for the payment of principal of the Revenue Bonds Series 2015 during the Fiscal Year July 1, 2023 - June 30, 2024, and the expenditure of said sum for such purpose is hereby authorized.

**SECTION 7. REVENUE BONDS SERIES 2012 INTEREST.** For purposes of this Ordinance, “Revenue Bonds Series 2012” refers to those bonds authorized, issued and outstanding pursuant to Resolution No. P-2178 entitled “Resolution of the Board of Port Commissioners of the Port Department of the City of Redwood City Authorizing the Issuance of Revenue Bonds and the Execution and Delivery of a Second Supplemental Indenture and a Bond Purchase Agreement and Authorizing Certain Related Matters.”

The sum of Two Hundred Twenty-Three Thousand and Four Hundred Three dollars (\$223,403) is hereby appropriated from general Port funds for the payment of interest on the Revenue Bonds Series 2012 during the Fiscal Year July 1, 2023 – June 30, 2024, and the expenditure of said sum for such purpose is hereby authorized.

**SECTION 8. REVENUE BONDS SERIES 2012-PRINCIPAL.** The sum of Five Hundred Eighteen Thousand and Eight Hundred Ninety-One dollars (\$518,891) is hereby appropriated from general Port funds for the payment of principal of the Revenue Bonds Series 2012 during

## ATTACHMENT B

the Fiscal Year July 1, 2023 - June 30, 2024, and the expenditure of said sum for such purpose is hereby authorized.

**SECTION 9. REVENUE BONDS SERIES 2012-RESERVES.** The sum of Seven Hundred Forty Two Thousand and Two Hundred Ninety Four dollars (\$742,294) theretofore appropriated, transferred and carried over in the Parity Bond Reserve Fund account held by the Trustee, is hereby re-appropriated and maintained pursuant to Resolution No. P-2178 during the Fiscal Year July 1, 2023 - June 30, 2024.

**SECTION 10. CAPITAL IMPROVEMENTS.** The sum of One Million Four Hundred Fifty Thousand dollars (\$1,450,000) is hereby appropriated from Port Reserve Fund and Grant Fund in connection with Capital Improvements Program for the Port of Redwood City during the Fiscal Year July 1, 2023 - June 30, 2024, and this expenditure of said sum for the purpose stated is authorized.

**SECTION 11. RESERVE FUNDING.** The sum remaining in the general Port funds as of June 30, 2023, less a prudent amount to be retained in the general Port funds, is hereby appropriated from General Fund to Reserve Fund in connection with contingent expenditure for the operation, administration, and/or capital improvement program of the Port of Redwood City during the Fiscal Year July 1, 2023 - June 30, 2024, and the expenditure of said sum and for the purpose stated is authorized.

**SECTION 12. TRANSFER, ADDITIONAL APPROPRIATIONS, CANCELLATIONS.**

The Board of Port Commissioners may consent to the transfer of sums from an appropriated operating expense line item to any other appropriated operating expense line item within each Section. Transfers in excess of \$25,000 per operating expense line item shall be by Resolution.

The Board of Port Commissioners may, by Resolution, transfer appropriated sums from one Section to another, authorize additional appropriations, and cancel previously authorized appropriations.

**SECTION 13. EFFECTIVE DATE.** This ordinance shall be effective thirty (30) days after its adoption and shall be operative as of July 1, 2023.

**ATTACHMENT B**

\*\*\*\*\*

Introduced on the \_\_\_\_\_ day of May 2023.

Passed and adopted as an Ordinance by the Board of Port Commissioners of the City of Redwood City this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the following vote:

**AYES**, Commissioners:

**NOES**, Commissioners:

**ABSTAIN**, 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: May 24, 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 STANDARD SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (KYO AUTISM THERAPY, LLC)

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**RECOMMENDATION**

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

**BACKGROUND**

Tenant: Kyo Autism Therapy, LLC  
Premises: 866 square feet  
Lease Term: July 1, 2023 – June 30, 2024  
Address: 495 Seaport Court, Suite 102, Redwood City, CA 94063

Rent:

Months	Rent per SF	Rent
7/1/2023 – 6/30/2024	\$3.95 x 866 SF	\$3,420.70

Use: Office use for therapy 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 agreement, there may be a potential impact on Port revenue.

DATE: May 24, 2023

ITEM NO: VI.A.1

TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (KYO AUTISM THERAPY, LLC)

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**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.



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Staff



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Executive Director

**ATTACHMENTS**

- A. Cover letter from The Fivey Company, dated May 9, 2023
- B. Resolution



**ATTACHMENT A**

May 9, 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

◆ Standard Lease Agreement, Kyo Autism Therapy, LLC. dated April 19, 2023 for space located at 495 Seaport Ct. Suite 102 in approximately 866 RSF. The lease is for 1 year at \$3.95 PSF.

Please let me know if you have any questions.

Sincerely,



Channin Graham  
Property Manager

**RECEIVED**

MAY 12 2023

**PORT OF REDWOOD CITY**

**ATTACHMENT B**

**RESOLUTION NO. P-\_\_\_\_\_**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (KYO AUTISM THERAPY, LLC)**

**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 Sublease Agreement  
Kyo Autism Therapy, LLC  
495 Seaport Court, Suite 102  
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this \_\_\_\_\_ day of May 2023.

AYES, 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: May 24, 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 SECOND AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (WORKBOARD, INC.)

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**RECOMMENDATION**

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

**BACKGROUND**

Tenant: Workboard, Inc.  
Premises: 6,041 square feet  
Lease Term: June 1, 2023 – June 30, 2025  
Address: 487 Seaport Court, Suite 100, Redwood City, CA 94063

Rent:

Months	Rent per SF	Rent
00-01	\$0.00 x 6,041 SF	Abated
02-12	\$3.50 x 6,041 SF	\$21,143.50
13-24	\$3.61 x 6,041 SF	\$21,808.01

Use: Results accelerator and OKR (Objectives and Key Results) Coaching

**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: May 24, 2023

ITEM NO: VI.A.2

SUBJECT: RESOLUTION OF THE BOARD OF PORT COMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING SECOND AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (WORKBOARD, INC.)

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**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.



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**Staff**



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**Executive Director**

**ATTACHMENTS**

- A. Cover letter from The Fivey Company, dated May 9, 2023
- B. Resolution

**ATTACHMENT A**

May 9, 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, Workboard Inc. dated April 21, 2023 for space located at 487 Seaport Ct., Suite 100 in approximately 6041 RSF. The lease renewal is for 2 years. First year at \$3.50 PSF and second year at \$3.61PSF.

Please let me know if you have any questions.

Sincerely,



Channin Graham  
Property Manager

**RECEIVED**

MAY 12 2023

**PORT OF REDWOOD CITY,**

**ATTACHMENT B**

**RESOLUTION NO. P-\_\_\_\_\_**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING SECOND AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (WORKBOARD, 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:

**Second Amendment to Standard Lease Agreement**

**WorkBoard, Inc.**

**487 Seaport Court, Suite 100**

**Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this \_\_\_\_ day of May 2023.

**AYES**, and in favor of said Resolution, Commissioners:

**NOES**, Commissioners:

**ABSENT**, Commissioners:

\_\_\_\_\_  
PRESIDENT, Board of Port Commissioners

Attest:

\_\_\_\_\_  
SECRETARY, Board of Port Commissioners